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Procurement

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Introduction

Who is the Procurement module intended for?

The Procurement module is intended for companies that want to manage procurement of goods and services using Asset Manager.

The Procurement module is used by the following persons:

Table 1. Procurement module - Employees concerned

Task	Employees
Managing catalogs	■ Procurement managers ■ Purchasers
Managing requests	■ Employees who make their own requests ■ Employees who record other employees' requests ■ Employees who validate requests
Managing estimates and purchase orders	■ Employees who issue purchase orders ■ Employees who validate purchase orders
Managing receipts and returns	❖ Employees who receive and return ordered products and services
Managing invoices	❖ Employees who record invoices

What does the Procurement module do?

The Procurement module enables you to manage the acquisition of the following products and services:

- Portfolio items
- Work orders
- Contracts
- Contract utilizations
- Training sessions
- Cables

The Procurement module enables you to create these items in their respective tables when they are received.

What are the contents of this manual

Section General overview

Chapter General concepts

This chapter presents an overview of the Procurement model: prerequisites, creating models, managing the procurement cycle, impact of hierarchic nature of certain tables when receiving goods and services.

Chapter Preliminary steps

This chapter explains what are the required conditions and how to prepare your database to use the *Procurement module*.

Chapter Suitable reference records

This chapter explains how to constitute your reference records appropriate for the Procurement module.

Chapter Catalogs

This chapter explains how to describe your suppliers' offering.

Chapter Procurement cycle

This chapter describes the successive steps in the procurement cycle.

Chapter Requests

This chapter explains how to manage requests.

Chapter Reservations

This chapter explains how to manage reservations.

Chapter Estimates

This chapter explains how to manage estimates.

Chapter Orders

This chapter explains how to manage purchase orders.

Chapter Receiving executing, creating, and returning

This chapter explains how to receive goods and services and how to return them.

It also explains how to create records in the database prior to the receiving process.

Chapter Invoices

This chapter explains how to deal with invoices for goods and services received.

Chapter Costs

This chapter explains how to manage information linked to acquisition costs.

Section Special cases

Chapter Composite products

This chapter explains how to manage product bundles.

Chapter Units of measure

This chapter explains how to account for units of measure in the procurement process.

Chapter Packaging

This chapter explains how to deal with different forms of packaging in the procurement process.

Chapter Reserving items to be acquired

This chapter explains how to reserve portfolio items that are going to be acquired.

Chapter Replacements

This chapter explains how to replace assets.

Chapter Work orders

This chapter explains how to manage the acquisition of work orders.

Chapter Automatic stock reordering

This chapter explains how to manage automatic stock reordering.

Chapter Leasing

This chapter explains how to manage the acquisition of leased assets.

Chapter Contracts

This chapter explains how to manage relationships between ordered assets and contracts.

Section Appendixes

Appendix Glossary

The glossary includes definitions of the key terms used in the Procurement module.

How to read this guide

The following are different ways of using this guide, depending on your profile:

Implementor of the Asset Manager *Procurement* module

For *Implementors*, we recommend reading this guide in full and in order for a complete view of the module.

Procurement manager

1 Chapter General concepts [page 23]

Purchaser

1 Chapter General concepts [page 23]
2 Chapter Catalogs [page 45]
3 Chapter Procurement cycle [page 59]
4 Chapter Requests [page 67]
5 Chapter Reservations [page 81]
6 Chapter Estimates [page 89]
7 Chapter Costs [page 123]
8 Chapter Composite products [page 155]
9 Chapter Units of measure [page 171]
10 Chapter Packaging [page 179]
11 Chapter Reserving items to be acquired [page 193]
12 Chapter Replacements [page 207]
13 Chapter Work orders [page 213]
14 Chapter Automatic stock reordering [page 223]

User recording requests

1 Chapter General concepts [page 23]
2 Chapter Procurement cycle [page 59]
3 Chapter Requests [page 67]
4 Chapter Reservations [page 81]
5 Chapter Packaging [page 179]
6 Chapter Reserving items to be acquired [page 193]
7 Chapter Replacements [page 207]

Employees who validate requests

1 Chapter General concepts [page 23]
2 Chapter Requests [page 67]

Employees who issue purchase orders

1 Chapter General concepts [page 23]
2 Chapter Preliminary steps [page 31]

3 Chapter Suitable reference records [page 35]
4 Chapter Catalogs [page 45]
5 Chapter Procurement cycle [page 59]
6 Chapter Requests [page 67]
7 Chapter Estimates [page 89]
8 Chapter Orders [page 93]
9 Chapter Composite products [page 155]
10 Chapter Units of measure [page 171]
11 Chapter Packaging [page 179]

Employees who validate purchase orders

1 Chapter General concepts [page 23]
2 Chapter Receiving executing, creating, and returning [page 105]

Users receiving purchase orders

1 Chapter General concepts [page 23]
2 Chapter Procurement cycle [page 59]
3 Chapter Receiving executing, creating, and returning [page 105]

Employees who record invoices

1 Chapter General concepts [page 23]
2 Chapter Invoices [page 119]

General information on the practical cases

In order for the practical cases to function, you must work through each step in full and in the specified order.

> **Tip:**
>
> When you create the records specified in the practical cases, you may wish to copy field values over from this guide in an electronic format (PDF or CHM) and to paste them directly into the required fields in Asset Manager.

Only the essential fields and links are mentioned. The other fields and links you can explore by yourself.

The following practical cases must have first been performed before performing the other practical cases:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

If you are using the Windows client

To execute the practical cases, you must first:

1. Connect to the Asset Manager demonstration database.
2. Enable at least the *Portfolio*, *Procurement*, *Financials*, *Cable and Circuit* and *Contracts* modules (**File/ Activate modules** menu).

> Tip:
>
> The contextual help on fields (**Shift** + **F1**) includes useful information.

Typographical conventions

What follows is a list of the conventions that we use in this guide

Convention	Description
`Java Script code`	Example of the code or command
`Fixed-width characters`	DOS command, function parameter or data format
...	Portion of omitted code or command.
Note: Extra information	Informative note
Important: Be careful...	Important information for the user
Tip: User tip	Tip
Warning: Warning	Extremely important information for the user
Object	Asset Manager interface object: menu, menu entry, tab or button.

The following conventions are also used:

- Steps to perform in a given order are presented in a numbered list. For example:
  1. First step
  2. Second step
  3. Third and last step
- All figures and tables are numbered according to the chapter and order in which they appear. For example, the title of the fourth table of chapter two is prefixed **Table 2-4**.

1 General overview

1 General concepts

Catalogs

The catalogs are used to describe what you can order from your suppliers.

A catalog is constituted in several steps, which are described briefly in the following diagram and in detail in the following table:

Figure 1.1. Catalogs - Building

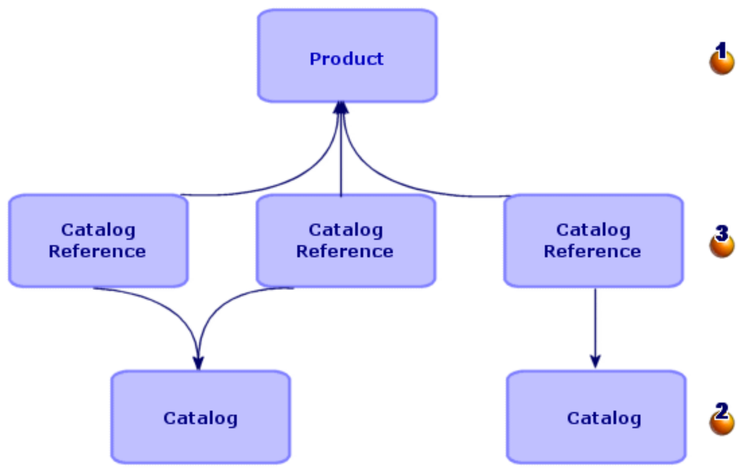


Table 1.1. Catalogs - Building

Step	Comment
Products	You start by creating *products*. A product is a piece of hardware or service that you can buy from a supplier. Examples: An HP Compaq dc7600 computer, Microsoft Word 2003 training. A product gives the list price but not the terms and conditions of the suppliers. There are a number of standardized ways of structuring catalogs. Example: The *UN/SPSC* standard. You may wish to adhere to these standards when creating products.
Catalogs	Then you create *catalogs*. A *catalog* is a set of references that specify the terms and conditions when obtaining *products* from a given supplier. For example: The catalog of HP Compaq products available from the Computer Company.

Step	Comment
3 Catalog references	Finally, you add *catalog references* to the catalog. A *catalog reference* is a description of the terms conditions available for obtaining a given *product* at a given supplier. For example: Terms and conditions for an HP Compaq dc7600 computer from the supplier Computer Company. A same *product* may be referenced by multiple *catalog references* if it is available at several suppliers.

Procurement cycle

The procurement cycle also uses the core areas of the Asset Manager database (natures, models, employees, locations, etc.).

▸ Nature [page 249] and Model [page 248].

It includes the following steps, presented briefly in the first diagram below and in detail in the following diagram and table:

Figure 1.2. Procurement cycle - steps in brief

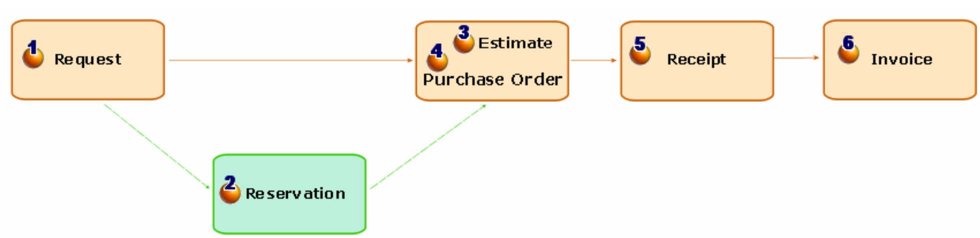


Figure 1.3. Procurement cycle - detailed steps

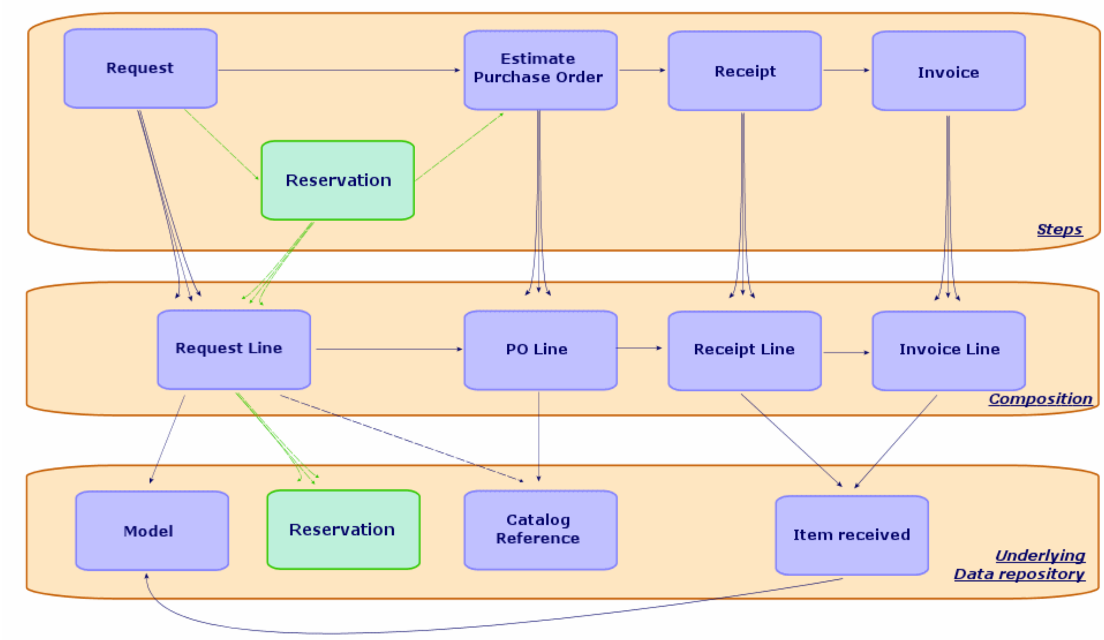


Table 1.2. Procurement cycle - steps

Step	Comment
Request	A request describes a need. A request is made up of request lines. Each request line designates a model. When more specific information is required, an optional catalog reference may also be designated. The request is used as the basis to create estimates and purchase orders. The model selected at the request line level is used to create the item or service when it is received. The hierarchic structure of request lines is carried over to the level of the items or services received. Example: You create a request line for a computer, then you create a request line for a screen linked to the computer request line. When you receive the purchase order created from the request line, the screen will be linked to the computer.

Step	Comment
2 Reservation	A reservation describes one or more portfolio items that is/are to be retained. A reservation has a start date and an end date (these fields are for informational purposes). Each reservation is associated with a request line and a portfolio item in stock. Each reservation creates one or more records in the reservations table. A reservation can only be made when the request is validated. A reservation can also be made after an estimate, but must be made before the order. The portfolio items reserved in stock are deducted from the number of portfolio items to be ordered when the purchase order is created from a request. A reservation can be made via the reserve assets in stock wizard, or directly via the request line detail.
3 Estimates	An estimate describes a potential purchase from a given supplier. An estimate is made up of estimate lines. Each estimate line references a catalog reference. A estimate is in general created from a request; In this case, separate estimates are created for each supplier. A same request can lead to the creation of an open-ended number of estimates. You can create an estimate directly, without going through a request. This is, however, less suitable to the functioning of the module. An estimate, if it is validated, it transformed into a purchase order. Note: Estimates and purchase orders are stored in the same table. The difference between them is the **Ord. status** (Status) field. The field values corresponding to an estimate are the following: ■ In preparation ■ Quote requested ■ Quoted ■ Awaiting approval ■ Validated ■ Refused

Step	Comment
4 Purchase order	A purchase order describes what you want to acquire from a given supplier. A purchase order is made up of purchase order lines. Tip: Asset Manager makes sure each purchase order line is associated with a request line. If you add purchase order lines or increase the requested quantities, Asset Manager prompts you to create the missing request lines when you issue the purchase order (**Issue** button). Each order line references a catalog reference. A purchase order is generally created from an estimate and sometimes from a request. You can also, in rarer cases, create a purchase order directly. The purchase order is used as the basis for the creation of receiving slips. Note: Estimates and purchase orders are stored in the same table. The difference between them is the **Status** (Status) field. The field values corresponding to a purchase order are the following: ■ Issued ■ Accepted by supplier ■ Satisfied
5 Receipt and return	A receiving slip describes what you receive when processing a delivery performed by a given supplier. A receiving slip is made up of receipt lines and return lines. Each receipt of return line references a purchase order line. A receiving slip is generally created from a purchase request. Receiving a purchase order may be performed in one single operation or multiple operations. You can also, in rarer cases, create a receiving slip directly. The purchase order is used as the basis for the creation of receiving slips.
6 Invoice	An invoice is a record of an invoice that you have received from a supplier. An invoice is made up of invoice lines. Each invoice line references a catalog reference. An invoice is generally created from a purchase request. You can also, in rarer cases, create an invoice directly. We do not try to create a direct link between a purchase order line or receiving slip and an invoice line.

Impact of the hierarchic nature on certain tables

Among the tables directly linked to procurement, the following tables are hierarchic (a record may have a parent record in the same table) and are worth paying close attention to:

Table 1.3. Hierarchic table - impact

Table	Handling of hierarchic relationships between records by Asset Manager
Models (amModel)	The hierarchic structure of models serves the following purposes: ■ To organize records for ease of use Example: The structure of models *Hardware* / *Computer* / *Laptop*. ■ When you create a purchase order from a request, Asset Manager identifies the model associated with each request line and offers you the catalog references associated with the model and its sub-models. The hierachic links between models do not have any impact on the hierarchic links between the records created upon receipt. If you create a request line, which references a model, which in turn is linked to sub-models, Asset Manager does not create purchase order lines for the sub-models when the purchase order is created from the request.
Products (amCat-Product)	The hierarchic structure of products is used by Asset Manager when transforming a request into an estimate using the *Generate an estimate* wizard or into a purchase order using the *Generate a purchase order* wizard: Each request line is associated with a catalog reference thanks to the wizards. This catalog reference is linked a product. Asset Manager generates a purchase order line for this product and for each of its sub-products. The purchase order lines of the sub-products are linked to the purchase order line of the main product.
Request lines (amRe-qLine)	Asset Manager propagates the hierarchic links between the request lines to the level of the records created upon receipt. Example: You create 2 request lines, one of which is the parent of the other. Then you create a purchase order from these request lines; Asset Manager then creates 1 purchase order line for each request line, but without the hierarchic relationship between them. When receiving the purchase order, Asset Manager will create 2 records from the purchase order lines, and will use the hierarchic information from the request lines to create the hierarchic link between the received items.
Order lines (amPOrd-Line)	The hierarchic structure of the purchase order lines is for informational purposes only. By default, it reflects the hierarchic relationships between products.

Table	Handling of hierarchic relationships between records by Asset Manager
Portfolio items (amPortfolio)	When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between portfolio items. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines.
Contracts (amContract)	When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between contracts. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines.
Work orders (amWorkOrder)	When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between work orders. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines.

2 Preliminary steps

Prerequisites of the Procurement module

To use the Procurement module, your Asset Manager user license must give you access to the following modules:

Table 2.1. Procurement module - Required user's license

Required functionality	Module to be purchased within the license
Procurement in general	Procurement
Request self-service	Portfolio
Creating internal requests. This is equivalent to creating purchase requests using the **Portfolio management/ Extended portfolio/ Internal requests** link instead of the **Procurement/ Requests** link on the navigation bar.	Portfolio
Acquisition of portfolio items	Portfolio
Acquisition of cables	Cable and Circuit
Acquisition of work orders	Portfolio
Acquisition of contract utilizations	Contracts
Managing acquisition expenses	Financials
Managing blanket purchase orders	Contracts

Working in your production database with the Procurement module

In order to use your own database, you have to:

1. Install Asset Manager.
2. Execute Asset Manager Application Designer.
3. Create your database and import the *Line-of-business data* specific to the procurement module (procedure detailed below).
4. Insert a user license that includes the modules given in the table Procurement module - Required user's license [page 31].
5. Execute Asset Manager.
6. Connect to your database.
7. If you are using the Windows client: Activate the modules in the table Procurement module - Required user's license [page 31] using the **File/ Activate modules** menu.

Importing the *Line-of-business data* when you create the database

Follow the instructions in the *Administration* guide, chapter *Creating, modifying and deleting an Asset Manager database / Creating the database structure with Asset Manager Application Designer*.

In the **Data to import** page, select *Procurement - Line-of-business* data.

Importing the *Line-of-business data* into an existing database

Proceed in the following manner:

1. Execute Asset Manager Application Designer
2. Select the **File/ Open** menu.
3. Select the **Open database description file - create new database** option.
4. Select the file `gbbase.xml`, which is located in the `config` sub-folder of the Asset Manager installation folder.
5. Start the database creation wizard (**Action/ Create database** menu).
6. Populate the pages of the wizard as follows (navigate through the wizard pages using the **Next** and **Previous** buttons):

   Generate SQL script / Create database page:

Fields	Value
Database	Select the connection to the database into which you wish to import the reports.
Creation	Import line-of-business data.

Fields	Value
Use advanced creation options	Do not select this option

Creation parameters page:

Fields	Value
Password	Enter the administrator's password. Note: The Asset Manager database administrator is the record in the **Departments and employees** (amEmplDept) table for which the **Name** (Name) field is set to *Admin*. The database connection login is stored in the **User name** (UserLogin) field. The administration name is *Admin*. The password is stored in the **Password** field (LoginPassword).

Data to import page:

Fields	Value
Available data	Select the option *Procurement - Line-of-business data*.
Stop import if error	Select this option for the import to stop if a problem is encountered.
Log file	Full name of the file to which all import operations, including errors and warnings, are logged.

7 Execute the options defined using the wizard (**Finish** button).

To learn more about installing Asset Manager

Refer to the *Installation and upgrade* guide.

3 Suitable reference records

Key concepts

The repository, or reference records, required by the *Procurement* module is essentially made up of the following records:

- Natures
- Models
- Brands
- Employees and departments
- Companies
- Stocks
- Cost centers
- Cost types

The models play an important role; They are used to:

- Create request lines. This enables you to designate what is requested.
- Create the ordered items when they are received (portfolio items, work orders, contracts, trainings, and cables).

For a model to be able to be used by the *Procurement* module, the **Certified for the purchase request** (bRequestable) option must be selected (detail of the model, **General** tab).

Note:

All natures can be used to create models usable by the *Procurement* module.

Practical case 1 - Suitable reference records

Presentation

This simple practical case leads you through the creation of reference records for procurement management.

The following practical cases use the records created in this practical case.

Prerequisites

No prerequisites.

Scenario

It is your job to acquire the following models:

Nature	Brand	Model
PC1 - Computer	PC1 - HP Compaq	PC1 - Desktop computer
PC1 - Screen	PC1 - HP Compaq	PC1 - XGA screen
PC1 - Screen	PC1 - HP Compaq	PC1 - SXGA screen
PC1 - Monitor	PC1 - HP Compaq	PC1 - SXGA 15 inch monitor (Sub-model of PC1 - SXGA monitor)
PC1 - Monitor	PC1 - HP Compaq	PC1 - SXGA 17 inch monitor (Sub-model of PC1 - SXGA monitor)
PC1 - USB key	PC1 - Freecom	PC1 - USB key 256
PC1 - USB key	PC1 - Freecom	PC1 - USB key 512
PC1 - External CD writer	PC1 - HP Compaq	PC1 - External CD writer
PC1 - Computer configuration		PC1 - Configuration for a sales engineer
PC1 - Work order		PC1 - Install computer
PC1 - Work order		PC1 - Connect computer
PC1 - Contract		PC1 - Warranty
PC1 - Maintenance contract		PC1 - Maintenance contract
PC1 - Contract		PC1 - Contract
PC1 - Training		PC1 - Basic computer training

Nature	Brand	Model
PC1 - Cable		PC1 - Coaxial cable

These models may be obtained from the company *PC1 - MySupplier*.

Among the employees in your company is a certain Mr. *Pc1 - Riddick*.

Your company has a stock *PC1 - Stock*.

Your company allocates expenses to the following cost types:

- PC1 - Computer
- PC1 - Cable
- PC1 - Work order
- PC1 - Contract
- PC1 - Training

Your company amortizes its assets using the formula *PC1 - Linear*.

Your company allocates its expenses to the cost center *PC1 - Headquarters*.

Steps to follow

Create the natures

1. Display the natures (**Portfolio management/ Natures** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC1 - Computer
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	Computers (amComputer)
Management constraint (seMgtConstraint)	Unique asset tag

Field or link	Value
Name (Name)	PC1 - Screen
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	(No table)
Management constraint (seMgtConstraint)	Unique asset tag

Field or link	Value
Name (Name)	PC1 - USB key
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	(No table)

Field or link	Value
Management constraint (seMgtConstraint)	Asset tag

Field or link	Value
Name (Name)	PC1 - External CD writer
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	(No table)
Management constraint (seMgtConstraint)	Unique asset tag

Field or link	Value
Name (Name)	PC1 - Computer configuration
Create (seBasis)	Nothing

Field or link	Value
Name (Name)	PC1 - Work order
Create (seBasis)	Work order

Field or link	Value
Name (Name)	PC1 - Maintenance contract
Create (seBasis)	Contract
Contract type (seCntrType)	Maintenance

Field or link	Value
Name (Name)	PC1 - Contract
Create (seBasis)	Contract
Contract type (seCntrType)	Other

Field or link	Value
Name (Name)	PC1 - Training
Create (seBasis)	Training

Field or link	Value
Name (Name)	PC1 - Cable
Create (seBasis)	Cable

3. Close all windows.

Create the brands

1. Display the brands (**Portfolio management/ Brands** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC1 - Freecom

Field or link	Value
Name (Name)	PC1 - HP Compaq

3 Close all windows.

Create the cost types

1 Display the cost types (**Portfolio management/ Cost types** link on the navigation bar).

2 Click **New**.

3 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC1 - Computer

Field or link	Value
Name (Name)	PC1 - Cable

Field or link	Value
Name (Name)	PC1 - Work order

Field or link	Value
Name (Name)	PC1 - Contract

Field or link	Value
Name (Name)	PC1 - Training

4 Close all windows.

Create the cost center

1 Display the cost centers (**Portfolio management/ Cost centers** link on the navigation bar).

2 Click **New**.

3 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Label (Title)	PC1 - Headquarters

4 Close all windows.

Create the depreciation calculation formula

1 Display the depreciation calculation formulas (**Financials/ Depreciation/ Depreciation calculation formulas** link on the navigation bar).
2 Click **New**.
3 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Name (Name)	PC1 - Linear

4 Close all windows.

Create the models

1 Display the models (**Portfolio management/ Models** link on the navigation bar).
2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC1 - Desktop computer
Brand (Brand)	PC1 - HP Compaq
General tab	
Nature (Nature)	PC1 - Computer
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Cost type (CostCategory)	PC1 - Computer
A/C code (AcctCode)	PC1 - CC001
Type (DeprScheme)	PC1 - Linear
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - XGA screen
Brand (Brand)	PC1 - HP Compaq
General tab	

Field or link	Value
Nature (Nature)	PC1 - Screen
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - SXGA screen
Brand (Brand)	PC1 - HP Compaq
General tab	
Nature (Nature)	PC1 - Screen
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - SXGA 15 inch monitor
Brand (Brand)	PC1 - HP Compaq
Sub-model of (Parent)	PC1 - SXGA screen
General tab	
Nature (Nature)	PC1 - Monitor
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	19.6%

Field or link	Value
Name (Name)	PC1 - SXGA 17 inch monitor
Brand (Brand)	PC1 - HP Compaq
Sub-model of (Parent)	PC1 - SXGA screen
General tab	
Nature (Nature)	PC1 - Monitor
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	19.6%

Field or link	Value
Name (Name)	PC1 - USB key 256
Brand (Brand)	PC1 - Freecom
General tab	
Nature (Nature)	PC1 - USB key
Certified for the purchase request (bRequestable)	Yes
Accounting tab	

Field or link	Value
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - USB key 512
Brand (Brand)	PC1 - Freecom
General tab	
Nature (Nature)	PC1 - USB key
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - External CD writer
Brand (Brand)	PC1 - HP Compaq
General tab	
Nature (Nature)	PC1 - External CD writer
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Configuration for a sales engineer
General tab	
Nature (Nature)	PC1 - Computer configuration
Certified for the purchase request (bRequestable)	Yes

Field or link	Value
Name (Name)	PC1 - Connect computer
General tab	
Nature (Nature)	PC1 - Work order
Certified for the purchase request (bRequestable)	Yes
Work order tab	
Type (seWOType)	Internal maintenance
Accounting tab	
Cost type (CostCategory)	PC1 - Work order
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Install computer
General tab	
Nature (Nature)	PC1 - Work order
Certified for the purchase request (bRequestable)	Yes

Field or link	Value
Work order tab	
Type (seWOType)	Off-contract maintenance
Accounting tab	
Cost type (CostCategory)	PC1 - Work order
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Maintenance contract
General tab	
Nature (Nature)	PC1 - Maintenance contract
Certified for the purchase request (bRequestable)	Yes
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Warranty
General tab	
Nature (Nature)	PC1 - Contract
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Cost type (CostCategory)	PC1 - Contract
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Basic computer training
General tab	
Nature (Nature)	PC1 - Training
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Cost type (CostCategory)	PC1 - Training
Tax rate (pTaxRate)	7.75%

Field or link	Value
Name (Name)	PC1 - Coaxial cable
General tab	
Nature (Nature)	PC1 - Cable
Certified for the purchase request (bRequestable)	Yes
Accounting tab	
Cost type (CostCategory)	PC1 - Cable
Type (DeprScheme)	PC1 - Linear
Tax rate (pTaxRate)	7.75%

3 Close all windows.

Create the employee

1 Display the departments and employees (**Organization/ Employees** link on the navigation bar).
2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Name (Name)	Pc1 - Riddick

3 Close all windows.

Create the supplier

1 Display the companies (**Portfolio management/ Companies** link on the navigation bar).
2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Name (Name)	PC1 - MySupplier

3 Close all windows.

Create the stock

1 Display the stocks (**Portfolio management/ Extended portfolio/ Stocks** link on the navigation bar).
2 Click **New**.
3 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Name (Name)	PC1 - Stock

4 Close all windows.

4 Catalogs

Key concepts

Catalogs

A catalog enables you to describe the offering of one or more suppliers that offer products with the same conditions.

Tip:

In general, one single supplier should be associated with a given catalog (**Distributors** tab).

However, if the suppliers are part of the same network and supply the same products with the same terms and conditions, you can associate multiple suppliers with the catalog.

You will note that a catalog reference is not directly linked to its supplier. The suppliers of a catalog reference are the suppliers of the catalog.

It is for this reason that the terms and conditions of a catalog reference must be the same for all the suppliers given in the **Distributors** tab.

Link between supplier references and models

There is no direction connection between the way in which your suppliers describe their products and the models to which the records in your portfolio are linked.

However, you do need to link the 2 of them when receiving the catalog references ordered.

This link is made through the products:

- On the supplier side, you order catalog references associated with products.
- On the portfolio side, you create records associated with a model.

Using the link between the products and the models, Asset Manager can automate the creation of records in the portfolio when you receive purchase orders.

For this, Asset Manager follows the link *Purchase order line -> Catalog reference -> Product -> Model*.

Importing external catalogs

If your supplier provides you with catalog data in a format that you can import, you can automate this import and update process.

To perform this task, you can use HP Connect-It developed by HP Software. HP Connect-It is capable of handling numerous file formats.

You can also use the *Reconciliation* module in Asset Manager (▶ *Reconciliation* guide).

If your supplier provides you with catalog references associated with products, you will need to associate each of these products with a model in the Asset Manager reference records.

Product options

Asset Manager enables you to describe products that are available with options.

No default mechanism exists to handle product options in a purchase order.

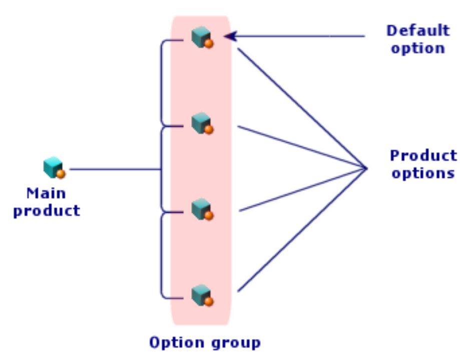
If you wish to manage product options in a purchase order, you can create wizards or modify existing ones to fit your requirements.

The following is an overview of the options you may apply:

Table 4.1. Product options - principles

How it works	Consequences at the procurement cycle level	Example
A product may be made up of (any given number of) optional sub-products	When you select a catalog reference to create a purchase order, Asset Manager identifies the product associated with the catalog reference and automatically examines whether it should add purchase order lines for the sub-products of the main product	A car may be available with options: CD player, number of doors
The optional sub-products may be associated with a group of options	When making the purchase order, you must select an optional product from each option group	The option group *Number of doors* has two options: ■ 3-door ■ 5-door
An option group can be optional or mandatory	If an option group is mandatory, you must choose an option from the option group. Otherwise, this choice is optional.	■ The option group *Number of doors* is mandatory. ■ The option group *CD Player* is optional
A mandatory option group may be associated with a default option	A default value may be proposed automatically when creating the purchase order	The option group *Number of doors* is, by default, associated with the option *5-door*

Figure 4.1. Product options - principles



Procedures

Order to respect

To create a catalog, the easiest is to do things in the following order:

1 Create the catalog.
2 Create the products.
3 Create the catalog references.

To create a catalog

1 Display the catalogs (**Catalog/ Catalogs** link on the navigation bar).
2 Create the catalog.
3 Populate the detail of the record.

To create a product

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).
2 Create the product.
3 Populate the detail of the record.

To create a catalog reference

- First possibility:
  1 Display the catalogs (**Catalog/ Catalogs** link on the navigation bar).
  2 Select the catalog to which you wish to add the reference.
  3 Select the **References** tab.
  4 Add the reference (**+** button in the Windows client or **Add** in the Web client).
  5 Populate the detail of the record.
- Second possibility:
  1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).
  2 Create a new reference (**New** button).
  3 Populate the detail of the record.

Product options

The following are main steps in creating a product with options:

1. Create the main product.
2. Create the option group.
3. Create the optional products.
4. Create the catalog references of the main product and its optional sub-products.

To create an option group:

1. Display the option groups (**Administration/ List of screens**, **Product options** table (amProdOption)).
2. Create a new option group.
3. Populate the detail of the record.

To define an optional product:

1. Create the products (**Catalog/ Products** link on the navigation bar).
2. Create the optional product.
3. Populate the detail of the record, and in particular the following fields and links:

Field or link	Value
General tab	
Component of (Parent)	Select the product to which the optional sub-product belongs.
Is an option (bOption)	Select this option.
Option group (OptionGroup)	If the optional sub-product belongs to an option group, populate this link.
Default option (bDefaultOption)	If the optional sub-product belongs to an option group and must be populated by default, populate this link.

Practical case 2 - Simple catalog

Presentation

This practical case aims to show you how to create a simple catalog.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

A laptop *PC1 - HP Compaq Desktop computer* is among the models that you can order from the company *PC1 - MySupplier*.

You wish to describe this in a catalog.

Steps to follow

Create the catalog

1. Display the catalogs (**Catalog/ Catalogs** link on the navigation bar).
2. Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Name (Name)	PC1 - MySupplier
Currency (Currency)	USD (US Dollar)
The *General* tab	
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Click **Create**.	
Distributors tab	
	Add a link to the company *PC1 - MySupplier*
Click **Modify**.	
Default supplier (DefSuppCat)	PC1 - MySupplier

3. Close all windows.

Create the products

1. Display the catalog products (**Catalog/ Products** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Description (Description)	PC2 - Desktop computer
Brand (Brand)	PC1 - HP Compaq
General tab	

Field or link	Value
Model (Model)	PC1 - Desktop computer

Field or link	Value
Description (Description)	PC2 - Install computer
General tab	
Model (Model)	PC1 - Install computer

Field or link	Value
Description (Description)	PC2 - Warranty
General tab	
Model (Model)	PC1 - Warranty

Field or link	Value
Description (Description)	PC2 - External CD writer
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - External CD writer

Field or link	Value
Description (Description)	PC2 - Basic computer training
General tab	
Model (Model)	PC1 - Basic computer training

Field or link	Value
Description (Description)	PC2 - Coaxial cable
General tab	
Model (Model)	PC1 - Coaxial cable

3 Close all windows.

Create the catalog references

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).
2 Create the following records, by populating the fields and links as shown in the following table:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - Desktop computer
Description (Description)	PC2 - Desktop computer

Field or link	Value
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	1000
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC2 - Desktop computer (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - Install computer
Description (Description)	PC2 - Install computer
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	400
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC2 - Install computer (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - External CD writer
Description (Description)	PC2 - External CD writer
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	150
Discount (pDiscount)	0%
Zone above the tabs	
Reference (Ref)	PC1 - External CD writer (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - Warranty
Description (Description)	PC2 - Warranty
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	50
Discount (pDiscount)	0%
Zone above the tabs	

Field or link	Value
Reference (Ref)	PC2 - Warranty (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - Basic computer training
Description (Description)	PC2 - Basic computer training
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	200
Discount (pDiscount)	5%
Zone above the tabs	
Reference (Ref)	PC2 - Basic computer training (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC2 - Coaxial cable
Description (Description)	PC2 - Coaxial cable
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	300
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC2 - Coaxial cable (PC1 - MySupplier)

3 Close all windows.

Define a default catalog reference for the models

1 Display the models (**Portfolio management/ Models** link on the navigation bar).

2 Select the following records (which can be identified using the 1st line in the table), and then populate the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC1 - Desktop computer
Cat. info. tab	

Field or link	Value
Default cat. ref. (DefCatRef)	PC2 - Desktop computer (PC1 - MySupplier) - PC2 - Desktop computer (PC1 - MySupplier)

Field or link	Value
Name (Name)	PC1 - Install computer
Cat. info. tab	
Default cat. ref. (DefCatRef)	PC2 - Install computer (PC1 - MySupplier) - PC2 - Install computer (PC1 - MySupplier)

Field or link	Value
Name (Name)	PC1 - Warranty
Cat. info. tab	
Default cat. ref. (DefCatRef)	PC2 - Warranty (PC1 - MySupplier) - PC2 - Warranty - (PC1 - MySupplier)

Field or link	Value
Name (Name)	PC1 - Basic computer training
Cat. info. tab	
Default cat. ref. (DefCatRef)	PC2 - Basic computer training - PC2 - Basic computer training - (PC1 - MySupplier)

Field or link	Value
Name (Name)	PC1 - Coaxial cable
Cat. info. tab	
Default cat. ref. (DefCatRef)	PC2 - Coaxial cable (PC1 - MySupplier) - PC2 - Coaxial cable - (PC1 - MySupplier)

3 Close all windows.

Practical case 3 - Product options

Presentation

This practical case aims to show you how to create products with options.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

The supplier *PC1 - MySupplier* sells a computer *PC1 - Desktop computer* with a choice of two screens (mandatory option) and a choice of 2 USB keys (optional).

Steps to follow

Create the option group

> **Warning:**
>
> This section Create the option group [page 55] requires the Windows client.

1 Display the option groups (**Administration/ List of screens**, **Product options** table (amProdOption)).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC3 - Screen
Mandatory choice (bMandatory)	Yes

Field or link	Value
Name (Name)	PC3 - USB key
Mandatory choice (bMandatory)	No

3 Close all windows.

Create the products

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Description (Description)	PC3 - Desktop computer with options
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - Desktop computer

Field or link	Value
Description (Description)	PC3 - XGA screen

Field or link	Value
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - XGA screen
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC3 - Desktop computer with options
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	Yes
Option group (OptionGroup)	PC3 - Screen
Default option (bDefaultOption)	Yes

Field or link	Value
Description (Description)	PC3 - SXGA screen
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - SXGA screen
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC3 - Desktop computer with options
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	Yes
Option group (OptionGroup)	PC3 - Screen
Default option (bDefaultOption)	No

Field or link	Value
Description (Description)	PC3 - USB key 256
Brand (Brand)	PC1 - Freecom
General tab	
Model (Model)	PC1 - USB key 256
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC3 - Desktop computer with options
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	Yes
Option group (OptionGroup)	PC3 - USB key
Default option (bDefaultOption)	No

Field or link	Value
Description (Description)	PC3 - USB key 512
Brand (Brand)	PC1 - Freecom
General tab	
Model (Model)	PC1 - USB key 512

Field or link	Value
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC3 - Desktop computer with options
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	Yes
Option group (OptionGroup)	PC3 - USB key
Default option (bDefaultOption)	No

3 Close all windows.

Create the catalog references

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC3 - Desktop computer with options
Description (Description)	PC3 - Desktop computer with options
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	900
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC3 - Desktop computer with options (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC3 - XGA screen
Description (Description)	PC3 - XGA screen
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	100
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC3 - XGA screen (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier

Field or link	Value
General tab	
Product (CatProduct)	PC3 - SXGA screen
Description (Description)	PC3 - SXGA screen
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	100
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC3 - SXGA screen (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC3 - USB key 256
Description (Description)	PC3 - USB key 256
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	150
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC3 - USB key 256 (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC3 - USB key 512
Description (Description)	PC3 - USB key 512
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	300
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC3 - USB key 512 (PC1 - MySupplier)

3 Close all windows.

5 Procurement cycle

Key concepts

The procurement cycle is made up of successive steps.

The cycle is put to optimal use when all steps are carried out.

In specific cases, you may skip certain steps, however, you risk losing the advantages of some automatic mechanisms.

For example, if you create an estimate without first creating a request, Asset Manager automatically creates a request when you click **Issue** in the estimate. The request lines are created without a hierarchic structure. If you forget to give them a hierarchic structure, which would be useful, the corresponding records that are created on receiving the purchase order will not have a hierarchic structure either.

Table 5.1. Procurement cycle - steps

Step	Character of the step
Request	Requests enable you to describe needs by making reference to models and using catalog references, if required. The hierarchical links between records created on receiving purchase orders are defined by the hierarchical links between the request lines.

Step	Character of the step
Reservation	Reservations let you retain items in stock to fulfill a request and reduce the number of items to order. A reservation can be made via a request, using either the reserve assets in stock wizard, or manually via the request line detail.
Estimate	The estimates enable you to describe potential real-life purchase orders. Estimates are quoted purchases orders that have not been issued. Typically, an estimate is created from a request. Exceptionally, you may create an estimate without first creating a request. In this case, a request is automatically created when you click **Issue** in the estimate.
Purchase order	The purchase orders enable you to describe a ordered catalog references from a supplier. A purchase order may only be created from an estimation.
Receipt	The receiving slips enable you to describe the receipt of a purchase order line. Their creation brings about the creation of a record in the appropriate table (for example: the Portfolio Items table), if so required (For example: The purchase order line is linked to a catalog reference, linked to a product, linked to a model, linked to a nature that specifies that a record must be created). A receiving slip may only be created by referencing purchase order lines that have not already been received.
Recording the invoice	The invoices enable to make a record of invoices sent by suppliers. The most logical way of creating an invoice is from the detail of a receiving slip.

Tracking the procurement cycle

> **Warning:**
> This is possible with the Windows client but not with the Web client.

An executive view of the procurement cycle can be obtained by displaying the **Tracking** in the details of the following records:

- Requests
- Estimates/ Purchase orders
- Receipts
- Invoices

The way in which the information in the **Tracking** tab is organized depends on the table being displayed: The information is organized from the point of view of the record being displayed.

This screen displays a tree view.

By unfolding the branches you can see the different parameters of the cycle.

For example, in the detail of a request, by unfolding the branch *Composition of request*, you can view the items that need to be acquired to satisfy the request.

Similarly, if you unfold the *Associated estimates* branch, you display the estimate(s) that have been created from the different items of the request.

If you start by selecting a given estimate, you will see the requests, purchase orders and receiving slips corresponding to the estimate.

By double-clicking one of these items you can access the details of information concerning it.

Tracking icons

These icons enable you to see the current status of the processing of request, order, estimate and delivery lines.

Table 5.2. Procurement cycle - Icons in the Tracking tabs

Icon	Meaning
	The request to which the composition line belongs is approved.
	The request to which the composition line belongs is awaiting approval or in the approval process.
	The request to which the composition line belongs has been refused.
 3	Number of items on order for this request line. In our example: 3.
 3	Number of items received for this request line. In our example: 3.
	Number of items awaiting receipt. In our example: 1.
	The request, estimate or order line has been received in full (delivery taken in full).

Practical case 4 - Full procurement cycle

Presentation

This practical case aims to show you how the steps in the full procurement cycle lead on from one another.

It does not aim to show the full range of functionality for each individual step in the cycle; This is shown later on in this document.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

- Mr. *Pc1 - Riddick* needs a computer *PC1 - Desktop computer*.
- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company *PC1 - MySupplier*.
- The estimate is approved.
- The estimate is issued in the form of a purchase order.
- The asset is received.
- The invoice for the asset is registered.

Steps to follow

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Brand	PC1 - HP Compaq
Click the **Apply filter** button.	
Models	PC1 - Desktop computer
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC4 - Computer for Mr. Riddick
User	PC1 - Riddick,
Validate execution of the wizard (**Finish** button)	

Field or link	Value
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
General tab	
Purpose	PC4 - Computer for Mr. Riddick
Req. status (seStatus)	In preparation
Composition tab	
	Request line corresponding to the model *PC1 - Desktop computer*

4 Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC4 - REQ001

5 Validate the modification of the request (**Modify** button).

6 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC4 - REQ001* is displayed.

2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC4 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
You should to be able to accept the page is it stands. The table at the bottom shows *PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%*.	
Validate execution of the wizard (**Finish** button)	

Field or link	Value
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4. Asset Manager displays the detail of the estimate generated from the request.

   Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC4 - REQ001 (PC4 - Computer for Mr. Riddick)
Composition tab	
	Purchase order line corresponding to the catalog reference *PC2 - Desktop computer (PC1 - MySupplier)* selected using the *Generate an estimate* wizard

5. Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC4 - EST001

6. Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
7. Leave the detail of the estimate displayed.

Issue the estimate in the form of purchase order

1. Make sure the detail of the estimate *PC4 - EST001* is displayed.
2. Windows client: Click the **Issue** button.

   Web client: Select **Issue** from the **Contextual actions** drop-down list.
3. Validate execution of the wizard (**Finish** button).
4. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5. Examine the detail of this order; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	

Field or link	Value
Sent (dtSent)	Current date

6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC4 - EST001* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Populate the *Receive* wizard with the values shown in the following table:

Field or link	Value
Receive page	
	Select the line*PC2 - Desktop computer 1 0 1*, and set the **Quantity to receive** column to *1*
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the portfolio item generated from the purchase order.

Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - Desktop computer*)
General tab	
User (User)	The user selected in the initial request is shown (*Pc1 - Riddick*)
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*900*)

5 Close all windows.

Save the invoice

> **Warning:**
>
> This section Save the invoice [page 65] requires the Windows client.

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).

2 Select the purchase order *PC4 - EST001*.

3 Select the **Tracking** tab.
4 Unfold the *Deliveries* branch.
5 Display the detail of the line *XXX PC1 - MySupplier* (double-click the line).
6 Asset Manager displays the detail of the receiving slip generated from the purchase order.
7 Click **Invoice**.
8 Take a look at the page displayed by the wizard and then accept the default values.
9 Validate execution of the wizard (**Finish** button).
10 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
11 Asset Manager displays the detail of the supplier invoice generated from the receiving slip.

Examine the detail of this invoice; Certain fields and links are already populated, in particular:

Field or link	Value
Supplier (Supplier)	PC1 - MySupplier
Composition tab	
	1 PC2 - Desktop computer 1 1,000.00 10% 7.75% 969.75

The other fields will be populated using the information appearing on the invoice sent by the supplier.

6 Requests

Key concepts

Several methods are available to you to create a request. One method, which is only available via the web platform, is described in chapter Request self-service [page 137] of this guide.

Once the request is created, there are several methods available to you to modify the composition of the request (the list of lines in the **Composition** tab).

Note:

You may only add new lines to a request if the **Req. status** (seStatus) field is set to one of the following values:

- In preparation
- Standard request

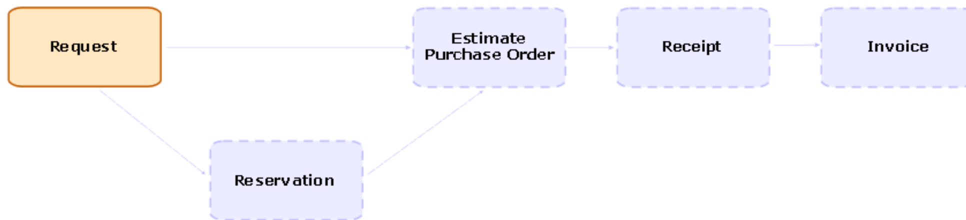
This chapter details each one of these methods.

The system data related to the *Procurement* module includes the workflow scheme *Purchase request validation* (REQAPPR), which triggers a validation process for purchase requests.

The line-of-business data related to the *Procurement* includes the workflow scheme *Purchase request satisfaction* (REQSATIS), which sets the **Req. status** (seStatus) field of requests to *Satisfied* when all the request lines are satisfied.

This chapter details these workflows.

Figure 6.1. Procurement cycle - requests



Procedures

Creating a new request from a standard request

Principles

Asset Manager lets you create request templates called *standard requests*.

Standard requests can be used to:

- Create identical requests on a frequent basis
- Standardize purchases

> **Important:**
>
> Only the request lines and associated options (**Composition** tab) are propagated from the standard request to the request.

Creating a standard request

1. Display the standard requests (**Portfolio management/ Extended portfolio/ Catalog of services** link on the navigation bar).
2. Create a new record (**New** button).
3. Populate the detail of the record.

Transforming a request into a standard request

1. Display the requests (**Procurement/ Requests** link on the navigation bar).

> **Tip:**
>
> Users who do not have access to the *Procurement* module, but do have access to the *Portfolio* module can use the **Portfolio management/ Extended portfolio/ Internal requests** link on the navigation bar.
>
> This link provides access to the list and details of purchase requests. The only restriction applied when using the **Portfolio management / Extended portfolio/ Internal requests** link is the absence of the **Quote** and **Order** buttons (Windows client) and contextual actions (Web client).

2 Display the detail of the request to transform into a standard request.

3 Duplicate the request (**Duplicate** button).

4 Populate in particular the following fields and links:

Field or link	Value
Purpose (ReqPurpose)	Use a value that will enable you to easily identify the standard request
Req. status (seStatus)	Standard request
Composition tab	
	Make sure the composition of the standard request is correct

Creating a new request from a standard request

1 Start the *Create a request from a standard request...* wizard (**Procurement/ Create a request from a standard request...** link on the navigation bar).

2 Enter information in the *Create a request from a standard request...* wizard as needed.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the request generated using the wizard.

This request is populated using the following information:

Source	Fields and links used
Standard request	Only the request lines and associated options (**Composition** tab)

Source	Fields and links used
Create a request from a standard request... wizard	Only the fields and links populated in the *New request* page

6 Complete the request by populating by hand the other fields and links in the request and request lines.

If options have been associated with the request lines (**Composition** tab), then select the desired options via the *Select the request options...* (sysProcSolveOptions) wizard:

- For the Windows client: Click the **Options** button.
- For the Web client: Select **Options** from the *Actions...* drop-down list.

Note:

If you do not select options in this manner when creating an estimate or a purchase order, an error message will be displayed.

Create a new request by selecting the models with a wizard

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Enter information in the *Create a request...* wizard as needed.
3. Validate execution of the wizard (**Finish** button).
4. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5. Asset Manager displays the detail of the request generated using the wizard.

   This request is populated using the information you entered in the wizard.
6. Complete the request by populating by hand the other fields and links in the request and request lines.

Creating a new request without using a wizard

If the user has access to the *Procurement* module

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Click **New**.
3. Asset Manager displays the detail of a new request.
4. Complete the request by populating by hand the fields and links of the request.
5. Create the request lines.

If the user does not have access to the *Procurement* module but does have access to the *Portfolio* module

1. Display the requests (**Portfolio management/ Extended portfolio/ Internal requests** link on the navigation bar).

   > **Tip:**
   >
   > This link provides access to the list and details of purchase requests. The only restriction applied when using the **Portfolio management / Extended portfolio/ Internal requests** link is the absence of the **Quote** and **Order** buttons (Windows client) and contextual actions (Web client).

2. Click **New**.
3. Asset Manager displays the detail of a new request.
4. Complete the request by populating by hand the fields and links of the request.
5. Create the request lines.

Add request lines using the **Add** button in the Windows client or the contextual action in the Web client.

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Display the detail of the request to complete.
3. Windows client: Click **Add**.

   Web client: Select **Add** from the **Contextual actions** drop-down list.
4. Populate the wizard *Add models to your request*.
5. Asset Manager adds lines to your request.
6. If required, complete the descriptions of the request lines created by the wizard:
   1. Select the **Composition** tab.
   2. Display the detail of the request line to modify.

Adding request lines originating from a standard request

1. Display the requests (**Procurement/ Requests** link on the navigation bar).

Tip:

Users who do not have access to the *Procurement* module, but do have access to the *Portfolio* module can use the **Portfolio management/ Extended portfolio/ Internal requests** link on the navigation bar.

This link provides access to the list and details of purchase requests. The only restriction applied when using the **Portfolio management / Extended portfolio/ Internal requests** link is the absence of the **Quote** and **Order** buttons (Windows client) and contextual actions (Web client).

2 Display the detail of the request to complete.
3 Windows client: Click **Stand. req**.

   Web client: Select **Stand. req** from the **Contextual actions** drop-down list.
4 Populate the wizard *Add a request*.
5 Asset Manager adds lines to your request.
6 If required, complete the descriptions of the request lines created by the wizard:
   1 Select the **Composition** tab.
   2 Display the detail of the request line to modify.

Add request lines using the + button in the Windows client or the **Add** button in the Web client.

1 Display the requests (**Procurement/ Requests** link on the navigation bar).

Tip:

Users who do not have access to the *Procurement* module, but do have access to the *Portfolio* module can use the **Portfolio management/ Extended portfolio/ Internal requests** link on the navigation bar.

This link provides access to the list and details of purchase requests. The only restriction applied when using the **Portfolio management / Extended portfolio/ Internal requests** link is the absence of the **Quote** and **Order** buttons (Windows client) and contextual actions (Web client).

2 Display the detail of the request to complete.
3 Select the **Composition** tab.
4 Windows client: Click the **+** button.

   Web client: Click **Add**.
5 Populate the detail of the request line.

Automating request validation

1. Start Asset Manager Automated Process Manager.
2. Connect to the database by selecting the **File/Open** menu and clicking **Open existing database**.
3. Configure the module *Execute workflow rules for execution group 'STD_PROCUR'* (WkGroupSTD_PROCUR) (**Tools/ Configure modules** menu).

   ▸ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager*.

   In this way, Asset Manager Automated Process Manager will execute the *Purchase request validation* (REQAPPR) workflow scheme according to the scheduling mode and options defined for the *Execute workflow rules for execution group 'STD_PROCUR'* module.

The following are the features of the *Purchase request validation* (REQAPPR) workflow scheme:

Table 6.1. Requests - *Purchase request validation* **workflow scheme**

Feature	Description
Event triggering the workflow	The creation of a request of the modification of the **Req. status** (seStatus) field in the **Requests** (amRequest) table
Conditions for the workflow scheme to be triggered	*Name of the table*: Requests (amRequest); *Name of the field*: Req. status (seStatus); *Value of the field*: Awaiting approval
Action 1 triggered by the workflow scheme	If, in the detail of the cost center that is associated with the request (**Allocation** tab, *Cost center* (CostCenter) field), the *Functional approval is required* (bFuncApproval) option is enabled, then the full workflow (including the functional approval step) is launched. Otherwise, the basic workflow is launched and advances to the technical approval step.
Action 2 triggered by the workflow scheme (occurs for the full workflow)	In the full workflow, the workflow scheme creates the following workflow task: ▪ Called *Functional approval* ▪ Assigned to the departmental supervisor of the user given by the **Technician** (Technician) field of the request; If the technician is not given, Asset Manager will use their stand in. If no supervisor, nor stand in is found, Asset Manager will use the user; If the user is missing, Asset Manager will select their stand in. ▪ Linked to the request ▪ Inviting the functional approver to approve or refuse the request

<table>
<tr><th>Feature</th><th>Description</th></tr>
<tr><td>Action 3 triggered by the workflow scheme</td><td>If the request receives functional validation (occurs for the full workflow) or for the basic workflow, the workflow scheme creates the following workflow task:
Called Technical approval
Assigned to the Technical Approval group.
Linked to the request
Inviting the technical approver to approve or refuse the request</td></tr>
<tr><td>Action 4 triggered by the workflow scheme</td><td>If the request is technically validated, the workflow scheme creates the following workflow task: Check request amount:
If the request's pre-tax total amount (mEstimNet) is less than the amount threshold (mApprAmount) which is defined in the detail of the cost center associated with the request, then the request is approved and the workflow advances to the last step.
Otherwise, the workflow advances to the next step.</td></tr>
<tr><td>Action 5 triggered by the workflow scheme</td><td>If the request's pre-tax total amount exceeds the amount threshold that is defined in the associated cost center, the workflow scheme creates the following workflow task:
Called Financial approval
Assigned to the Finance group.
Linked to the request
Inviting the financial approver to approve or refuse the request, or request budget approval of the request lines.</td></tr>
<tr><td>Action 6 triggered by the workflow scheme (if a budget approval request is pending)</td><td>During financial approval, if the financial approver requests budget approval, then the workflow scheme creates the following workflow task:
Called Budget approval
Assigned to the Finance group
Linked to the request
Inviting the budget approver to click the Wizard button to launch the Budget approval of the request lines (sysValidBudgetReqLine) wizard.

The approver uses the wizard to approve or deny each request line. Before validating each line, he or she can also modify the cost type and/or the cost center, if needed, in order to modify the budget line that is used.</td></tr>
<tr><td>Action 7 triggered by the workflow scheme</td><td>If the request is financially validated (and has possibly cleared budget approval), the workflow scheme creates the following workflow tasks:
Update the Req. status (seStatus) field by setting it to Validated.
Send a message concerning the status of the request to the person designated by the Requester (Requester) field.</td></tr>
</table>

Feature	Description
Action 8 triggered by the workflow scheme	If the request is refused during one of the approval steps, the workflow triggers the following actions: ■ Update the **Req. status** (seStatus) field by setting it to *Refused*. ■ Send a message concerning the status of the request to the person designated by the **Requester** (Requester) field.

Automating the updating of request statuses

1. Start Asset Manager Automated Process Manager.
2. Configure the module *Execute workflow rules for execution group 'BST_PROCUR'* (WkGroupBST_PROCUR) (**Tools/ Configure modules** menu).

   ▶ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager*.

   In this way, Asset Manager Automated Process Manager Server will execute the *Purchase request satisfaction* (REQSATIS) workflow scheme according to the scheduling mode and options defined for the *Execute workflow rules for execution group 'BST_PROCUR'* module.

The following are the features of the *Purchase request satisfaction* (REQSATIS) workflow scheme:

Table 6.2. Work orders - *Purchase request satisfaction* **workflow scheme**

<table>
<tr><th>Feature</th><th colspan="3">Description</th></tr>
<tr><td>Event triggering the workflow scheme</td><td colspan="3">A request line is added or the Qty rec. (fQtyReceived) or Quantity (fQty) fields in the Request lines (amReqLine) table are updated</td></tr>
<tr><td rowspan="2">Conditions for the workflow scheme to be triggered</td><td>Name of the table</td><td>Name of the field</td><td>Value of the field</td></tr>
<tr><td>Requests (amRequest)</td><td>Req. status (seStatus)</td><td>Validated</td></tr>
<tr><td>Verification performed at the level of each one of the request lines</td><td colspan="3">That the Qty received (fQtyReceived) and Quantity (fQty) fields have the same values</td></tr>
<tr><td>Action performed if the verification is correct</td><td colspan="3">Asset Manager sets the Req. status (seStatus) of the request to Satisfied</td></tr>
</table>

Practical case 5 - Standard requests

Presentation

This practical case aims to show you how to create a standard request and to use it to create a request.

It does not aim to go through all steps in the procurement cycle.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

- You have normalized the configurations given to the sales engineers.
- You regularly order configurations for new sales engineers.
- You are going to describe the standard configuration of a sales engineer as a standard request with different options.
- Mr. *PC1 - Riddick* is a new sales engineer who requires a computer configuration.
- You are going to record this need in the form of a request.

Steps to follow

Create the standard request

1. Display the standard requests (**Portfolio management/ Extended portfolio/ Catalog of services** link on the navigation bar).
2. Click **New**.
3. Populate the fields and links shown in the following table:

Field or link	Value
Purpose (ReqPurpose)	PC5 - Configuration for a sales engineer
Number (ReqNumber)	PC5 - STDREQ001

4. Validate the creation of the request (**Create** button in the Windows client or **Save** in the Web client).
5. Select the **Composition** tab

6 Add the following request lines by populating the fields and links as shown in the following tables (**+** button in the Windows client or **Add** in the Web client, in the upper list on the **Composition** tab):

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - Desktop computer

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - External CD writer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer

Field or link	Value
Description (LineDesc)	PC5 - Additional monitor
Quantity (fQty)	1
Model (Model)	PC1 - SXGA screen
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer
Optional (bOptional)	No (do not check this box)

Field or link	Value
Description (LineDesc)	PC5 - USB key
Quantity (fQty)	1
Model (Model)	PC1 - USB key 256
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer
Optional (bOptional)	Yes (Check this box)

Note:

Two options have been created:

- An additional monitor that the user is required to accept.
- A USB key that the user can accept or not accept.

7 Save the changes (**Modify** button in the Windows client or **Save** in the Web client).

8 Add the following options (in the **Options** frame below the request lines) by populating the fields and links as shown in the following tables (**+** button in the Windows client or **Add** in the Web client):

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - SXGA 15 inch monitor
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer
Option of (ChoiceOf)	1 PC5 - Additional monitor
Default option (bDefaultOption)	Yes (Check this box)

Note:

This monitor is the default option when the user selects the additional monitor via the wizard.

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - SXGA 17 inch monitor
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer
Option of (ChoiceOf)	1 PC5 - Additional monitor
Default option (bDefaultOption)	No (do not check this box)

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - USB key 256
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	1 PC1 - Desktop computer
Option of (ChoiceOf)	1 PC5 - USB key
Default option (bDefaultOption)	No (do not check this box)

9 Save the changes (**Modify** button in the Windows client or **Save** in the Web client).

10 Close all windows.

Create the request

1. Start the *Create a request from a standard request...* wizard (**Procurement/ Create a request from a standard request...** link on the navigation bar).
2. Populate the *Create a request from a standard request...* wizard with the values shown in the following table:

Field or link	Value
Select a standard request page	
Requests	PC5 - Configuration for a sales engineer
Quantity	1
Merge the request lines concerning the same template.	No (do not check this box)
Click **Next**	
Create a request from a standard request page	
Click **Next**	
New request page	
Purpose	PC5 - Configuration for Mr. Riddick
User	PC1 - Riddick
Click **Finish**	

3. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
4. Asset Manager displays the detail of the request generated using the wizard.

   Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
General tab	
Purpose	PC5 - Configuration for Mr. Riddick
Req. status (seStatus)	In preparation
User (User)	PC1 - Riddick
Composition tab	
	Request lines and options of the standard request *PC5 - Configuration for a sales engineer*

5. Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC5 - REQ001

6. Validate the modification of the request (**Modify** button).

7 Start the *Select the request options...* wizard (**Options** button for the Windows client or select **Estimate** from the *Actions...* drop-down list for the Web client) to select the options associated with the request lines.

8 Populate the *Select the request options...* wizard with the values shown in the following table:

Field or link	Value
Select options page	
Click **Next**	
Option selection page	
Choice for the *1 PC5 - Additional monitor* option	PC1 - SXGA 15 inch monitor
Click **Next**	
Option selection page	
PC5 - USB key	Yes (Check this box)
Summary of selected options page	
Click **Finish**	

9 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

10 Asset Manager displays the detail of the new request with the options generated using the wizard.

Check the detail of the request, including:

- There are no more option lines in the **Options** frame.
- All selected options have been added to the request lines.

11 Close all windows.

7 Reservations

Two reservation types exist:

- Reservations for portfolio items that are in stock.
- Reservations for portfolio items that are going to be acquired.

This section describes *reservations for portfolio items that are in stock*.

For more information on *reserving portfolio items that are going to be acquired*, please read paragraph Reserving items to be acquired [page 193].

The portfolio items reserved in stock are deducted from the number of portfolio items to be ordered when the purchase order is created from a request.

For example: If you request 3 USB keys, and you reserve one in stock, only 2 are ordered.

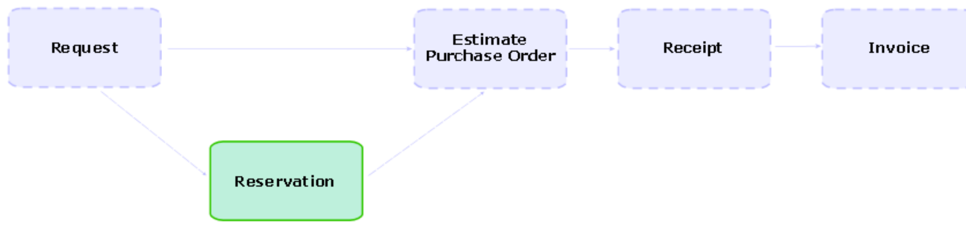
Key concepts

Reserving portfolio items in stock lets you retain, for a given period of time, one or more portfolio items in stock. Reserved portfolio items are deducted from the items to order when the request is issued.

Reservations for portfolio items that are in stock can be created in multiple ways.

This chapter details each one of the methods.

Figure 7.1. Procurement cycle - reservations



Procedures

> **Warning:**
>
> You may only create reservations for portfolio items in stock if the **Req. status** (seStatus) field is set to *Validated*.

Create a reservation using the wizard

To create a new reservation for portfolio items that are in stock from a request:

1 Display the requests (**Procurement/ Purchase requests** link on the navigation bar).

2 Select the request for which you wish to create a reservation.

3 Windows client: Click the **Reserve** button.

Web client: Select **Reserve** from the **Actions...** drop-down list.

4 Populate and execute in full the *Physical reservation of articles* (sysProcRequestStock) wizard.

5 Asset Manager adds the reservations to your request and then displays the list of reservations generated by the wizard.

Create a request without the wizard

To reserve a portfolio item in stock:

1 Display the requests (**Procurement/ Purchase requests** link on the navigation bar).

2 Display the detail of the request.

3 Display the **Composition** tab.

4 Display the detail of the request line.
5 Display the **Reservations** tab.
6 Add a reservation (right-click the tabs at the bottom and then click *Add a link*) and populate the following fields and links:

Name	SQL Name	Value
Portfolio item	Assignment	Portfolio item in stock to reserve
General tab		
Quantity	fQty	Quantity to reserve when a unit is associated with the model of the portfolio item (**Unit used** (UseUnit) field)

7 Save your changes.

Warning:

You must not add a reservation to a request line after an estimate or a purchase order based on this request line has been created.

If you add a reservation after creating an estimate, the estimate will not be able to be transformed into a purchase order (mismatching quantities between the request, reservation and estimate). An error message will indicate that the order line cannot be ordered because the ordered quantity is greater than the remaining requested quantity. The *Issue the purchase order* wizard will not execute in full.

In the eventuality that you add a reservation after creating a purchase order, receiving the purchase order will lead to the creation of new portfolio items without taking into account the reserved portfolio item in stock.

Note:

The reservation information is then displayed in the detail of the asset associated with the portfolio item, **Portfolio** tab, **Reservation** sub-tab.

Cancelling a reservation

Cancel a reservation using the wizard

To cancel a pending reservation for portfolio items that are in stock from a request:

1 Display the requests (**Procurement/ Purchase requests** link on the navigation bar).

2. Select the request for which you wish to cancel one or more pending reservations.
3. Windows client: Click the **Reserve** button.

   Web client: Select **Reserve** from the **Actions...** drop-down list.
4. On the first page of the *Physical reservation of articles* (sysProcRequestStock) wizard, select *Cancel all pending reservations for the request*.
5. Populate and execute the wizard in its entirety.
6. Asset Manager removes the reservations from your request and returns the articles to the stock.

Cancel a reservation without the wizard

To cancel a pending reservation for portfolio items that are in stock:

1. Display the requests (**Procurement/ Purchase requests** link on the navigation bar).
2. Display the detail of the request.
3. Display the **Composition** tab.
4. Display the detail of the request line.
5. Display the **Reservations** tab.
6. Delete the desired reservation(s) (right-click on the tabs at the bottom and then click *Delete link*).
7. Save your changes.
8. Asset Manager removes the reservations from your request and returns the articles to the stock.

Viewing existing reservations

Existing reservations can be viewed in several different ways:

- On the *Reservations* tab of the reserved portfolio item.
- On the *Reservations* tab of the request line's detail.
- On the request's *Tracking* tab.

Practical case 16: Create a reservation using the wizard

Presentation

This practical case will show you how to create a reservation using the *Physical reservation of articles* wizard.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

You make a request and reserve certain items in stock.

Steps to follow

Create the stock items

1 Display the *Portfolio items* (**Portfolio management/ Portfolio items** link on the navigation bar).
2 Create the following records by populating the fields and links as shown in the following tables:

Name	SQL Name	Value
Model	Model	PC1 - Desktop computer
General tab		
Assignment	seAssignment	In stock
Stock	Stock	PC1 - Stock
Asset tag	AssetTag	PC16 - 001

Name	SQL Name	Value
Model	Model	PC1 - SXGA 15 inch monitor
General tab		
Assignment	seAssignment	In stock
Stock	Stock	PC1 - Stock

Name	SQL Name	Value
Asset tag	AssetTag	PC16 - 002

Name	SQL Name	Value
Model	Model	PC1 - SXGA 17 inch monitor
General tab		
Assignment	seAssignment	In stock
Stock	Stock	PC1 - Stock
Asset tag	AssetTag	PC16 - 003

Name	SQL Name	Value
Model	Model	PC1 - SXGA 17 inch monitor
General tab		
Assignment	seAssignment	In stock
Stock	Stock	PC1 - Stock
Asset tag	AssetTag	PC16 - 004

Create the request

1. Start the *Create a request...* wizard (sysProcRequestAddModelnc) (**Procurement/ Requests/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request... page	
Add the following items (**Add** button):	■ PC1 - Desktop computer: Quantity = 1 ■ PC1 - SXGA 15 inch monitor: Quantity = 2 ■ PC1 - USB key 512: Quantity = 2
Click **Next**.	
New request... page	
Object	PC16 - Request
Requester	Pc1 - Riddick
User	Pc1 - Riddick
Click **Next**.	
Click **Finish**.	
Click **OK** to exit the wizard	

3. Asset Manager displays the detail of the request that was created. Click the request's *Composition* tab to view the requested items.
4. Set the *Req. status* field (seStatus) to *Validated*.
5. Click **Modify**.

6 Leave the page open.

Reserve items in stock for the request

1 Start the *Physical reservation of the articles* wizard (Windows client: Click the **Reserve** button. Web client: Select **Reserve** from the **Actions...** drop-down list) from the detail of the previously created request.

2 Populate the *Physical reservation of articles* wizard with the values shown in the following table:

Field or link	Value
Physical reservation of articles wizard page	
Reserve articles for the request	Check this box
Click **Next**	
Physical reservation of articles page	
Select the request line to process	PC1 - Desktop computer
Stock	PC1 - Stock
Click on **Search on the same model**	
Assets available in stock	Select PC1 - Desktop computer (Asset tag PC16 - 001)
Reserve for:	Pc1 - Riddick
Number of days to reserve:	90
The items that you have selected in the stock are removed from the stock and placed in the *Reserved assets* frame. Click on **Reserve the selected assets**	
Select the request line to process	PC1 - SXGA 15 inch monitor
Stock	PC1 - Stock
Note that only one asset is available in stock. Click on **Search on the same model**	
Broaden the search by clicking **Broaden search (parent model)** to include all assets with the same parent	
Assets available in stock	■ PC1 - SXGA 15 inch monitor (Asset tag PC16 - 002) ■ PC1 - SXGA 17 inch monitor (Asset tag PC16 - 003) ■ PC1 - SXGA 17 inch monitor (Asset tag PC16 - 004) Select:
Reserve for:	Pc1 - Riddick
Number of days to reserve:	90
As seen previously, the items that you have selected in the stock are removed from the stock and placed in the *Reserved assets* frame. Note that in this example, we selected 3 assets whereas the request line only had 2: The reserved quantity exceeds the requested quantity. The wizard does not display an error message at this stage but will do so if you execute the wizard in full. Let's now cancel one of the reservations in order to remain coherent with the quantity that appears in the request line. Click on **Reserve the selected assets**	
Reserved assets	Select PC1 - SXGA 17 inch monitor (Asset tag PC16 - 004)

Field or link	Value
The selected item is removed from the *Reserved assets* and returned to the stock.	
Click **Cancel the reservation of the assets**	
Click **Next**.	
Summary of all reservation operations page	
Click **Finish**	
Click **OK**	

3 You can now view your reservations as described in section Viewing existing reservations [page 84].

8 Estimates

Key concepts

You have several different ways of creating an estimate.

Once the estimate has been created, you can modify the composition of the estimate (list of estimate lines in the**Composition** tab).

Warning:

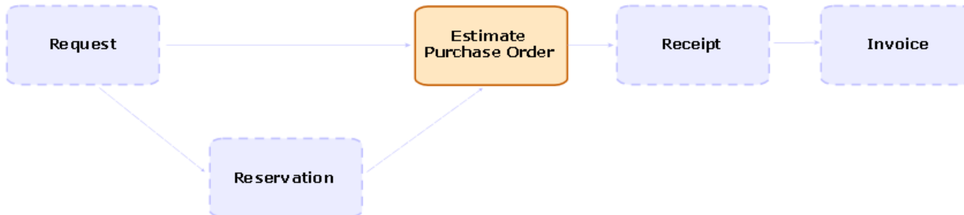
Estimates and purchase orders belong to the same table. The value of the **Ord. status** (seStatus) field makes it possible to differentiate between them.

You may only add new lines to an estimate if the **Ord. status** (seStatus) field is set to one of the following values:

- In preparation
- Standard order

This chapter details each one of the methods.

Figure 8.1. Procurement cycle - estimates



Procedures

Creating a new estimate from a request

Warning:

You may only create an estimate from a request if the **Req. status** (seStatus) field is set to one of the following values:

- In preparation
- Quoted
- Awaiting approval
- Validated

To create a new estimate from a request:

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Select the request for which you wish to create an estimate.
3. Windows client: Click the **Quote** button.

   Web client: Select **Estimate** from the **Contextual actions** drop-down list.
4. Populate and execute in full the wizard *Generate an estimate*.
5. Asset Manager displays the list of estimates generated by the wizard (one estimate per supplier).
6. Complete the estimates by populating by hand the other fields and links that the wizard has not populated.

Creating a new estimate directly

1. Display the estimates (**Procurement/ Orders** link on the navigation bar).

2. Click **New**.
3. Asset Manager displays the new estimate.
4. Complete the estimate by populating by hand the other fields and links of the estimate.
5. Create the estimate lines.

Add estimate lines using the **Cat. ref.** button in the Windows client or the contextual action in the Web client.

1. Display the estimates (**Procurement/ Orders** link on the navigation bar).
2. Display the detail of the estimate to complete.
3. Windows client: Click **Cat ref**.

   Web client: Select **Cat ref** from the **Contextual actions** drop-down list.
4. Populate in full the wizard *Complete the purchase order using catalog references*.
5. Asset Manager adds lines to your estimate.
6. If required, complete the descriptions of the estimate lines created by the wizard:
   1. Select the **Composition** tab.
   2. Display the detail of the estimate line to modify.

Adding estimate lines for a model for which there is no catalog reference at the supplier of the estimate

1. Display the estimates (**Procurement/ Orders** link on the navigation bar).
2. Display the detail of the estimate to complete.
3. Windows client: Click **Off cat.**.

   Web client: Select **Off cat** from the **Contextual actions** drop-down list.
4. Populate in full the wizard *Create an 'off catalog' reference*.
5. Asset Manager proceeds differently depending on the situation:

Situation	Result
There is no catalog reference for the selected model	Asset Manager creates a product and a catalog reference, which is added to the *OffCatalog* catalog

Situation	Result
There are one or more catalog references in the catalog of another supplier	Asset Manager selects one of these catalog references. Warning: This creates a problem of integrity for the estimate because the suppliers of the estimate are no longer the same. You should delete the estimate line created in this way.
There is a catalog reference in one of the supplier's catalogs	Asset Manager selects one of these catalog references.

6 If required, complete the descriptions of the estimate lines created by the wizard:
   1 Select the **Composition** tab.
   2 Display the detail of the estimate line to modify.

Adding estimate lines originating from a standard purchase order

1 Display the estimates (**Procurement/ Orders** link on the navigation bar).
2 Display the detail of the estimate to complete.
3 Windows client: Click **Stand. PO**.

   Web client: Select **Stand. PO** from the **Contextual actions** drop-down list.
4 Populate and execute in full the wizard *Complete the order using an order*.
5 Asset Manager adds lines to your estimate.
6 If required, complete the descriptions of the estimate lines created by the wizard:
   1 Select the **Composition** tab.
   2 Display the detail of the estimate line to modify.

Add estimate lines using the + button in the Windows client or the **Add** button in the Web client.

1 Display the estimates (**Procurement/ Orders** link on the navigation bar).
2 Display the detail of the estimate to complete.
3 Select the **Composition** tab.
4 Windows client: Click the **+** button.

   Web client: Click **Add**.
5 Populate the detail of the estimate line.

9 Orders

Key concepts

Several methods are available to you to create a purchase order.

This chapter details each one of the methods.

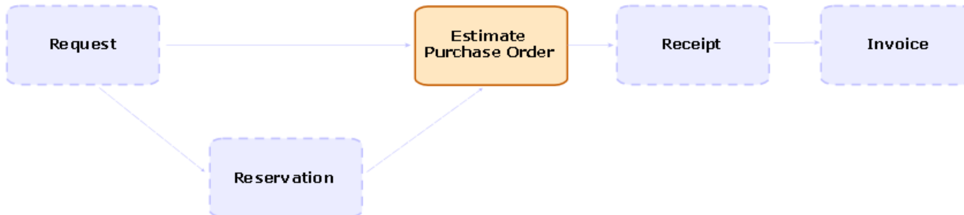
> **Warning:**
>
> Estimates and purchase orders belong to the same table. The value of the **Ord. status** (seStatus) field makes it possible to differentiate between them.

You cannot change the composition of a purchase order (list of order lines in the **Composition** tab).

The line-of-business data related to the *Procurement* includes the workflow scheme *Purchase order satisfaction* (POSATIS), which sets the **Ord. status** (seStatus) field of requests to *Satisfied* when all the purchase order lines are satisfied.

This chapter details this workflow scheme.

Figure 9.1. Procurement cycle - purchase orders



Normal purchase orders

Procedures

Transforming an estimate into a purchase order

Warning:

You may transform an estimate into a purchase order if the **Ord. status** (seStatus) field is set to one of the following values:

- In preparation
- Quote requested
- Quoted
- Awaiting approval
- Validated
- Refused

To transform an estimate into a purchase order:

1. Display the estimates (**Procurement/ Orders** link on the navigation bar).
2. Display the detail of the estimate to transform into purchase order.
3. Windows client: Click the **Issue** button.

   Web client: Select **Issue** from the **Contextual actions** drop-down list.
4. Populate and execute in full the wizard *Issue the purchase order*.

   If required, the wizard displays a page with the purchase order lines you have created:
   - Directly at the estimate level (i.e. not from a request line)
   - From a request line but with a quantity greater than the quantity requested

Take care when populating this page before validating the wizard.

5 If required, Asset Manager creates or completes the missing or incomplete requests and request lines.

> **Note:**
>
> The wizard does not display these requests and request lines.
>
> You cannot find them using the **Tracking** tab.
>
> The **Tracking** tab is available in the Windows client but not in the Web client.

The wizard all sets the **Ord. status** (seStatus) field to *Issued*.

Create a new purchase order from a standard request

> **Warning:**
>
> You may only create a purchase order from a request if the **Req. status** (seStatus) field is set to *Validated*.

To create a new purchase order from a request:

1 Display the requests (**Procurement/ Requests** link on the navigation bar).

2 Display the detail of the request to use to create the order.

3 Windows client: Click **Order**.

Web client: Select **Order** from the **Contextual actions** drop-down list.

4 Populate and execute in full the wizard *Generate a purchase order*.

5 Asset Manager displays the list of purchase orders generated by the wizard (one purchase order per supplier).

> **Note:**
>
> The wizard checks whether the purchase order lines have already been created from the request and will only offer to create lines for items that have not yet been ordered.

6 Complete the purchase orders by populating by hand the other fields and links that the wizard has not populated.

7 Issue each one of the orders:

Windows client: **Issue** button.

Web client: **Issue** action from the **Contextual actions** drop-down list.

Automating the updating of purchase orders

1 Start Asset Manager Automated Process Manager.

2 Configure the module *Execute workflow rules for execution group 'BST_PROCUR'* (WkGroupBST_PROCUR) (**Tools/ Configure modules** menu).

▶ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager*.

In this way, Asset Manager Automated Process Manager Server will execute the *Purchase order satisfaction* (POSATIS) workflow scheme according to the scheduling mode and options defined for the *Execute workflow rules for execution group 'BST_PROCUR'* module.

The following are the features of the *Purchase order satisfaction* (POSATIS) workflow scheme:

Table 9.1. Requests - *Purchase order satisfaction* workflow scheme

Event triggering the workflow scheme	A purchase order line is added or the **Qty rec.** (fQtyReceived) or **Quantity** (fQty) fields in the **Request lines** (amReqLine) table are updated		
Conditions for the workflow scheme to be triggered	Table name	Field name	Value of the field
	Orders (amPOrder)	Ord. status (seStatus)	▪ Issued ▪ Accepted by supplier ▪ Satisfied
Verification performed at the level of each one of the request lines	That the **Qty received** (fQtyReceived) and **Quantity** (fQty) fields have the same values		
Action performed if the verification is correct	Asset Manager sets the **Ord. status** (seStatus) of the purchase order to *Satisfied*		

Creating a new version of a purchase order

Warning:

You may only create a new version of a purchase order if the **Ord. status** (seStatus) field is set to one of the following values:

- Issued
- Accepted by supplier
- Satisfied

To create a new version of a purchase order:

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).
2 Display the detail of the purchase order for which you want to create a new version.
3 Windows client: Click **Version**.

   Web client: Select **Version** from the **Contextual actions** drop-down list.

The action *Create a new version of this purchase order* performs the following operations:

- The previous version of the purchase order is removed from the list of purchase orders and estimates.
- All line items from the previous version of the purchase order are unlinked from any other records (request lines, for example).

  They become inactive and are kept for informational purposes only.
- The **Ord. status** (seStatus) field of the previous version of the purchase order is set to *Cancelled*.
- A new purchase order is created.
- The **Ord. status** (seStatus) field of the new version of the purchase order is set to *In preparation*.
- The previous purchase order lines are copied over exactly the same to the new version of the purchase order.
- The previous versions of the purchase order are shown in the **Revisions** tab of the new version of the purchase order.

You can now modify the new version of the purchase order at your convenience and issue it once more once it is ready.

Blanket purchase orders

Key concepts

Definition of a blanket purchase order

A blanket purchase order is a contract which commits the buyer to purchase a minimum amount of goods or services over a certain period of time.

In general, this type of agreement enables the buyer to get a discount.

How to manage blanket purchase orders with Asset Manager

Blanket purchase orders are described in the **Contracts** (amContract) table.

Purchase orders can then be created in reference to the blanket purchase order.

The link with the open purchase order may be established at any of the following stages:

Stage	Effect
Request	Defines the default behavior of purchase orders created from the request
Purchase order	Specifies that the purchase order in full is covered by a blanket purchase order

Tip:

It is not possible to use a single purchase order to manage a blanket purchase order; Once the purchase order has been issued, it is no longer possible to add line items.

Likewise, it is not possible to use a single request to manage a blanket purchase order; Once the request has been transformed into a purchase order, it is no longer possible to add request lines.

However, the nature of the blanket purchase order is that it is covers multiple purchase orders.

Warning:

The **Blanket purchase order** (BlanketPOCntr) fields at the purchase order line level and the request line level are not taken into account.

Prerequisites

In order to be able to create a blanket purchase order contract, your Asset Manager user license must give you access to the *Contracts* module.

Procedures

Creating a Blanket PO contract

To create a blanket PO contract:

1. Display the contracts (**Contracts/ Contracts** link on the navigation bar).
2. Create a new contract (**New** button in the Windows client or **New** contextual action in the Web client).

   In particular, populate the fields and links of the request shown in the following table:

Field or link	Value
Type (seType)	Blanket PO

Field or link	Value
Orders tab	
Commitment (mPOCommitment)	Minimum amount that you are committed to ordering

Creating requests that lead to the creation of purchase orders covered by blanket purchase order

In order for the estimates and purchase orders created from the request to be linked to the blanket purchase order, you must populate the fields and links of the request shown in the following table:

Field or link	Value
Financing tab	
On blanket PO (bUsesBlanketPO)	Yes
Blanket PO contract (BlanketPOCntr)	Select the blanket PO contract

Taking into account a purchase order in a blanket purchase order

In order for a purchase order to be taken into account by a blanket purchase order, populate the fields and links of the purchase order as shown in the following table:

Field or link	Value
Financing tab	
On blanket PO (bUsesBlanketPO)	Yes
Blanket PO contract (BlanketPOCntr)	Select the blanket PO contract

Note:

All purchase order lines are then taken into account.

Reconciling purchase order amounts with commitment levels

Warning:

Producing the sum of a column's values in a list is only available in the Windows client.

1 Display the contracts (**Contracts/ Contracts** link on the navigation bar).
2 Display the Blanket PO contract detail.
3 Display the **Orders** tab.

The list in the tab shows the purchase orders financed by the blanket purchase order.

Click the calculator below the list to obtain the total of the purchase orders made.

This total can be reconciled with the **Commitment** (mPOCommitment) field.

Being warned of the approaching end of term of a blanket purchase order

> **Warning:**
>
> Defining an alarm is only possible in the Windows client.

1 Display the contracts (**Contracts/ Contracts** link on the navigation bar).
2 Display the Blanket PO contract detail.
3 Display the **General** tab.
4 Make sure the **End** (dEnd) field is populated.
5 Click .
6 Populate the detail of the alarm.
7 Save the detail of the alarm (**OK** button).
8 Save the modifications made to the contract (**Modifier**).
9 Close all windows.
10 Configure Asset Manager Automated Process Manager so that the alarms are monitored (▶ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager / Verify alarms (Alarms) module*).

Practical case 6 - Blanket POs

Presentation

This practical case aims to show you how to manage blanket purchase orders.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

You commit to buying *100,000* dollars worth of goods and services from *PC1 - MySupplier* between *January 1, 2008* and *December 31, 2008*.

Steps to follow

Create the blanket PO contract

1. Display the contracts (**Contracts/ Blanket PO type contracts** link on the navigation bar).
2. Click **New**.
3. Populate the fields and links shown in the following table:

Field or link	Value
Reference (Ref)	PC6 - BPO0001
General tab	
Company (Company)	PC1 - MySupplier
Start (dStart)	Select the following date using the graphical calendar: January 1, 2008
End (dEnd)	Select the following date using the graphical calendar: December 31, 2008
Orders tab	
Commitment (mPOCommitment)	100 000

4. Validate the creation of the contract:

   Windows client: **Create** button.

   Web client: **Save** button.
5. Close all windows.

Create the request

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Click **New**.
3. Asset Manager displays the detail of a new request.
4. Populate the fields and links shown in the following table:

Field or link	Value
Purpose	PC6 - Desktop computer
Number (ReqNumber)	PC6 - REQ001

Field or link	Value
Financing tab	
On blanket PO (bUsesBlanketPO)	Yes
Blanket PO contract (BlanketPOCntr)	PC6 - BPO0001

5 Validate the creation of the request:

Windows client: **Create** button.

Web client: **Save** button.

6 Select the **Composition** tab.

7 Add the following request line by populating the fields and links as shown in the following table (**+** button in the Windows client or **Add** in the Web client):

Field or link	Value
Quantity (fQty)	1
Model (Model)	PC1 - Desktop computer

8 Add the request line (**Add** button in the Windows client or **OK** in the Web client).

9 Populate the fields and links shown in the following table:

Field or link	Value
Req. status (seStatus)	Validated

10 Validate the modification of the request (**Modify** button).

11 Leave the detail of the request displayed.

Create a purchase order from the request

1 Make sure the detail of the request *PC6 - REQ001* is displayed.

2 Windows client: Click **Order**.

Web client: Select **Order** from the **Contextual actions** drop-down list.

3 Populate the *Generate a purchase order* wizard with the values shown in the following table:

Field or link	Value
Generate a PC6 - REQ001 purchase order page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	

Field or link	Value
Modify the references used by the request page	
List of purchase order lines to order list	PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier Warning: If you have performed practical case 4, the wizard will show more than one catalog reference. Select the catalog reference below.
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the purchase order generated using the purchase order.

5 Select the **Financing** tab and take a look at its contents:

   The link with the blanket purchase order has been propagated from the request.

6 Windows client: Close all windows.

Check the status of purchase orders compared with commitment

> Warning:
>
> Producing the sum of a column's values in a list is only available in the Windows client.

1 Display the contracts (**Contracts/ Blanket PO type contracts** link on the navigation bar).

2 Display the detail of the contract *PC6 - CO0001*.

3 Display the **Orders** tab.

   The list in the tab shows the purchase orders financed by the blanket purchase order.

   Click the calculator below the list to obtain the total of the purchase orders made.

   This total can be reconciled with the **Commitment** (mPOCommitment) field.

4 Close all windows.

10 Receiving executing, creating, and returning

Key concepts

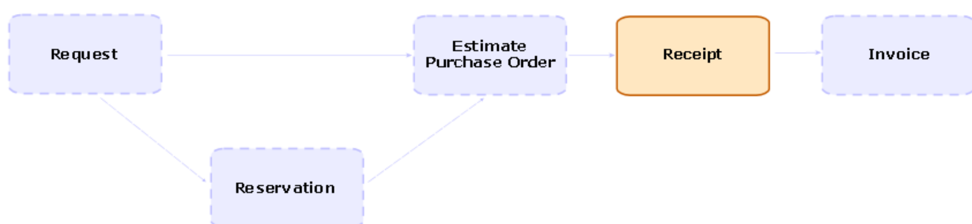
There are many different ways of creating the objects in the database during or at the end of the procurement cycle:

Object acquired	Creation mode 1	Creation mode 2
Internal maintenance type work order	Executing the request Note: This is due to the fact that these objects are not ordered from an external supplier.	Creating the ordered items before receiving them
Linking a contract to a portfolio item	Executing the request Note: This is due to the fact that these objects are not ordered from an external supplier.	Creating the ordered items before receiving them
Portfolio item	Receiving the purchase order	Creating the ordered items before receiving them

Object acquired	Creation mode 1	Creation mode 2
On-contract maintenance or *Off-contract maintenance* type work order	Receiving the purchase order	Creating the ordered items before receiving them
Contract	Receiving the purchase order	Creating the ordered items before receiving them
Training	Receiving the purchase order	Creating the ordered items before receiving them
Cables	Receiving the purchase order	Creating the ordered items before receiving them

Any item that is received may also be returned.

Figure 10.1. Procurement cycle - Receipts



Procedures

Executing a request

This procedure is used to create items from a request that does not lead to the creation of a purchase order:

- *Internal maintenance* type work orders
- Linking a contract to a portfolio item

Prerequisites: A request may only be executed if the **Req. status** (seStatus) field is set to one of the following values:

- Validated
- Reserved
- Satisfied

To execute a request:

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Display the detail of the request to be executed.

3 Windows client: Click **Execute**.

Web client: Select **Execute** from the **Contextual actions** drop-down list.

4 Populate the *Create items not giving rise to a purchase order* wizard paying particular attention to the values shown in the following table:

Field or link	Value
Create items not giving rise to a purchase order page	
Specify the number of items to be created in the *Quantity to create* column	
Click **Finish**	

5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

After the wizard is executed, the following is performed in the database:

Object acquired	Operation performed
Internal maintenance type work order	The work order is created
Linking a contract to a portfolio item	The contract is linked to the portfolio item

Creating ordered items before receiving them

It is possible for you to create the records corresponding to items on order even before they have been received.

This is true for all ordered product natures.

Doing this enables you to start business processes for these items as soon as they have been ordered (such as planning work orders or training, for example).

Prerequisites

In order to be able to create the items on order before receipt, the **Ord. status** (seStatus) field at the purchase level must be set to one of the following values:

- Validated
- Issued
- Accepted by supplier
- Satisfied

Creating items before receiving them

To create an item on order before receiving it:

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).

2 Display the detail of the purchase order.

3 Windows client: Click the **Create** button.

Web client: Select **Create** from the **Contextual actions** drop-down list.

4 Populate the *Create items awaiting receipt* wizard paying particular attention to the values shown in the following table:

Field or link	Value
Create items awaiting receipt page	
Specify the number of items to be created in the *Quantity to create* column	
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

Note concerning the creation of portfolio items

When the record created before receipt is a portfolio item, the **Assignment** (seAssignment) field is set to *In use*.

Note concerning the creation of reserved items

If you create a portion of the items on order only, and these items are reserved for specific persons, Asset Manager assigns the items received according to the Employee ID (IDNo) of the reservers.

> Note:
>
> An item is reserved using the **User** (User) link of the request line associated with the purchase order line.

The behavior is similar to when creating a portion of the items on order only, and which are to be linked to distinct items.

> Note:
>
> An item is linked using the **Component of** (Parent) link of the request line associated with the purchase order line.

Receiving purchase order items

Prerequisites

In order to be able to receive the items on order, the **Ord. status** (seStatus) field at the purchase level must be set to one of the following values:

- Issued
- Accepted by supplier

Receiving purchase order items

Solution 1: From the purchase order detail

To receive the items on a purchase order:

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).

2 Display the detail of the purchase order to be received

3 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

4 Populate the *Receive* wizard paying particular attention to the values shown in the following table:

Field or link	Value
Receive page	
For each line in the list, enter the quantity to be received in the *Quantity to receive* column	
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

Solution 2: From the receiving slips list

To receive the items on a purchase order:

1 Display the receiving slips (**Procurement/ Receiving slips** link on the navigation bar).

2 Create a new receiving slip (**New** button) and populate the following fields and links in particular:

Field or link	Value
Supplier (Supplier)	Select the supplier of the purchase order for which you wish to receive an item

3 Validate the creation of the receiving slip (**Create** button in the Windows client or **Save** in the Web client).

4 Select the **Contents** tab.

5 Add a contents line for each item to receive (**+** button in the Windows client or **Add** in the Web client) and populate the following fields and links:

Field or link	Value
Quantity received (fQty)	Enter the number of items of the same model to be received

Field or link	Value
Reference (CatalogRef)	Enter the catalog reference of the items to be received if you wish to filter the **Order line** (POrdLine) link
Order line (POrdLine)	Select the order line to be received. Asset Manager only shows the order lines that have not been received in full.

Returning a received item

To return an item that has been received:

1 Display the detail of the receiving slip of the item to be returned:

- *Solution 1: From the detail of the purchase order*

  > Warning:
  >
  > This solution only applies to the Windows client.

  1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).

  2 Display the detail of the purchase order that includes an item to be returned.

  3 Select the **Tracking** tab.

  4 Unfold the **Receipts** branch.

  5 Display the detail of the receiving slip of the item to be returned (double-click the line).

- *Solution 2: From the list of receiving slips*

  1 Display the receiving slips (**Procurement/ Receiving slips** link on the navigation bar).

  2 Display the detail of the receiving slip of the item to be returned.

2 Windows client: Click **Return**.

Web client: Select **Return** from the **Contextual actions** drop-down list.

3 Populate the *Return* wizard with the values shown in the following table:

Field or link	Value
Return... page	

Field or link	Value
Select	**Create a return slip**: Creates a return slip to describe the return. This slip will be visible in the **Returns** tab of the receiving slip.
	Use the receiving slip as return slip: Creates a "negative" receiving slip to describe the return. This slip will be visible in the **Returns** tab and the **Contents** tab of the receiving slip.
	Associate with an existing return slip: Do not use this option in this version of Asset Manager
Return... page	
	For each line concerned by a return, specify the number of items to be returned in the *Quantity to return* column
Return slip	When this option is available, select the existing receiving slip to add the return slip to
Click **Next**	
Return asset page	
Select the items to be returned. Tip: If the information in the list is not enough to identify the item to be returned, and you are using the Windows client, add columns to the list (right-click the list, and then select **Utilities/ Configure the list** from the shortcut menu).	
Click **Next**	
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

Practical case 7 - Creating ordered items before receiving them

Presentation

This practical case aims to show you how to pre-create requested and ordered items before receipt.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]

- Practical case 2 - Simple catalog [page 49]

Scenario

You order a *PC1 - HP Compaq PC1 - Desktop computer* computer for Mr. *PC1 - Riddick*, and an internal work order to connect the computer.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company *PC1 - MySupplier*.
- The estimate is issued in the form of a purchase order.
- The computer and the work order are created.
- The computer is received.

Steps to follow

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	Select the following models together: ■ PC1 - Desktop computer ■ PC1 - Connect computer
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC7 - Purchase and connect computer
Requester	PC1 - Riddick
User	Pc1 - Riddick
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3. Asset Manager displays the detail of the request generated using the wizard.
4. Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC7 - REQ001

5 Select the **Composition** tab.
6 Display the detail of the purchase order line *1 PC1 - Desktop computer PC1 - Computer*.
7 Populate the fields and links shown in the following table:

Field or link	Value
Immediate assignment (bInstantAssign)	Yes

8 Validate the changes made to the request line (**Modify** button in the Windows client or **OK** in the Web client).
9 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
10 Display the detail of the purchase order line *1 PC1 - Connect computer PC1 - Technician*.
11 Populate the fields and links shown in the following table:

Field or link	Value
Immediate assignment (bInstantAssign)	Yes
General tab	
Port. item requested (UsedReqLineAsset)	1 PC1 - Desktop computer

12 Validate the changes made to the request line (**Modify** button in the Windows client or **OK** in the Web client).
13 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
14 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
15 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC7 - REQ001* is displayed.
2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC7 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of purchase order lines to order list	PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4. Asset Manager displays the detail of the estimate generated from the request.
5. Assign a number to the estimate and confirm the requested quote for this purchase order by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC7 - EST001

6. Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
7. Leave the detail of the estimate displayed.

Issue the estimate in the form of purchase order

1. Make sure the detail of the estimate *PC7 - EST001* is displayed.
2. Windows client: Click the **Issue** button.

   Web client: Select **Issue** from the **Contextual actions** drop-down list.
3. Validate execution of the wizard (**Finish** button).
4. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5. Leave the detail of the purchase order displayed.

Create items awaiting receipt

1. Make sure the detail of the purchase order *PC7 - EST001* is displayed.

2 Windows client: Click the **Create** button.

Web client: Select **Create** from the **Contextual actions** drop-down list.

3 Populate the *Create items awaiting receipt* wizard with the values shown in the following table:

Field or link	Value
Create items awaiting receipt page	
Order lines to process	Select the line *PC1 - Desktop computer PC1 - Desktop computer 1 0 1* and in the *Quantity to create* column set the value to *1*
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 The remainder of the Create items awaiting receipt [page 114] section only applies to the Windows client.

5 Display the **Tracking** tab.

> Note:
>
> The **Tracking** tab is available in the Windows client but not in the Web client.

6 Unfold the **Assets** branch.

7 Display the detail of the asset *PC1 - HP Compaq PC1 - Desktop computer (XXXXX) On order* and take a look at the following fields and links:

Field or link	Value
Portfolio, tab **General** sub-tab	
Assignment (seAssignment)	Awaiting receipt

8 Close the detail of the asset.

9 Leave the detail of the purchase order displayed.

Create the internal work order

1 Display the requests (**Procurement/ Requests** link on the navigation bar).

2 Display the detail of the request *PC7 - RFP001*.

3 Modify the following fields and links:

Field or link	Value
Req. status (seStatus)	Validated

4 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

5 Windows client: Click **Execute**.

Web client: Select **Execute** from the **Contextual actions** drop-down list.

6 Populate the *Create items not giving rise to a purchase order* wizard with the values shown in the following table:

Field or link	Value
Create items not giving rise to a purchase order page	
Request lines to process	Select the line *PC1 - Connect computer PC1 - Connect computer 1 1* and set the **Quantity to create** column to *1*.
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

7 Display the **Tracking** tab.

> **Note:**
>
> The **Tracking** tab is available in the Windows client but not in the Web client.

8 Unfold the **Work orders** branch.

9 Display the detail of the work order *PC1 - Connect computer* and take a look at the following fields and links:

Field or link	Value
Notified on (dtNotif)	Date and time of creation of the work order
Asset (Asset)	PC1 - HP Compaq PC1 - Desktop computer (xxxxx)
Requester (Requester)	PC1 - Riddick

10 Close the work order detail.

11 Close the detail of the request.

Receive the purchase order

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).

2 Display the detail of the purchase order *PC7 - EST001*.

3 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

4 Validate execution of the wizard (**Finish** button).

5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

6 Asset Manager displays the detail of the portfolio item that was created.

7 Examine the following fields and links:

Field or link	Value
General tab	
Assignment (seAssignment)	In use
User (User)	PC1 - Riddick
In-service date (dAssignment)	Date of receipt
Unit value (mAvgPrice)	900
Maint. tab	
	Internal maintenance PC1 - Connect computer , , () 0h Notified 0,00

8 Close all windows.

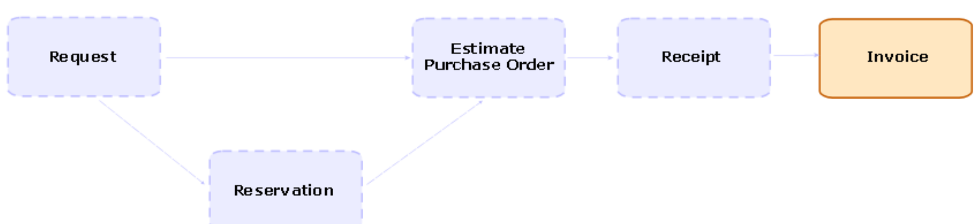
11 Invoices

Key concepts

Several methods are available to you to register an invoice.

This chapter details each one of the methods.

Figure 11.1. Procurement cycle - invoices



Procedures

Prerequisites

You may only create an invoice for those items received.

Creating an invoice from a receiving slip

This method is the only one that enables you to align the invoice with the other steps in the procurement cycle.

1 Display the receiving slips (**Procurement/ Receiving slips** link on the navigation bar).
2 Display the detail of the receiving slip corresponding to the invoiced item.
3 Windows client: Click **Invoice**.

   Web client: Select **Invoice** from the **Contextual actions** drop-down list.
4 Populate and execute in full the *Create an invoice* wizard.
5 Asset Manager displays the list of invoices generated by the wizard.
6 If necessary, complete the details of the invoices and invoice lines.

Creating a new invoice directly

If you use this method, the invoice will not be aligned with any receipt line.

1 Display the invoices (**Procurement/ Supplier invoices** link on the navigation bar).
2 Click **New**.
3 Asset Manager displays a new blank invoice.
4 Populate the **Supplier** (Supplier) field at least.
5 Validate the creation of the record (**Create** button in the Windows client or **Save** in the Web client).
6 Select the **Composition** tab.
7 Add the invoice lines (**+** button in the Windows client or **Add** in the Web client).

Adding a line to an invoice while maintaining the link with the receiving slips

This method is the only one that enables you to align the invoice with the other steps in the procurement cycle.

1 Display the receiving slips (**Procurement/ Receiving slips** link on the navigation bar).
2 Display the detail of the receiving slip corresponding to the item to be added to the existing invoice.
3 Windows client: Click **Invoice**.

   Web client: Select **Invoice** from the **Contextual actions** drop-down list.
4 Populate and execute in full the *Create an invoice* wizard.

In particular, populate the **Select an invoice** and **Merge invoice lines** fields.

5. Asset Manager displays the list of invoices generated by the wizard.
6. If necessary, complete the details of the invoices and invoice lines.

12 Costs

Key concepts

The procurement cycle enables you to manage information linked to acquisition costs.

Acquisition expense lines are created on receiving the following items:

- Portfolio items when they lead to the creation of an asset
- *Off-contract maintenance* and *On-contract maintenance* type work orders
- Contracts
- Training sessions

The way in which expense lines are created for assets depends on how they are acquired:

Acquisition method of the asset	Expense line creation
Purchase	Created automatically and straight away on receiving the asset
Rental, lease or loan	Generated by Asset Manager Automated Process Manager

The following tables explain which information is to be populated and how this information is processed:

Table 12.1. Expenses - Assets

Information to provide	Result if the acquisition is a purchase		Result if the acquisition is a rental, lease or loan
	At the portfolio item or asset level	At the expense line level	At the portfolio item or asset level
Model			
A/C code (AcctCode)	A/C code (AcctCode)		A/C code (AcctCode)
Cost type (CostCategory), if the link with the same name is empty at the purchase order level	Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)
Type (DeprScheme)	Depreciation type (DeprScheme)		
Request line			
Financing contract (AcquContract)			Lease schedule (AcquContract)
Cost center (CostCenter)	Cost center (CostCenter)	Cost center (CostCenter)	Cost center (CostCenter)
Financing contract			
Acq. method (seAcquMethod)			Acq. method (seAcquMethod)
Order line			
Unit price (mUnitCost) and Discount (pDiscount)	Discount (pDiscount) Purchase price (mPrice) Market value (mMarketVal) Depreciation basis (mDeprBasis) Unit value (mAvgPrice)	Debit (mDebit)	Discount (pDiscount) Market value (mMarketVal)
Tax amount (mTaxValue)	Taxes (mTax)	Tax debit (mTaxDebit)	
Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)
Supplier (Supplier)	Supplier (Supplier)		▪ Lessor (Lessor) ▪ Supplier (Supplier)

Table 12.2. Expenses - Training

Information to provide	Processing	
	At the training level	At the expense line level
Model		
Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)
Request line		
Cost center (CostCenter)		
Purchase order		
Supplier (Supplier)		
Order line		
Unit price (mUnitCost) and Discount (pDiscount)	Cost (mCost)	Debit (mDebit)
Tax amount (mTaxValue)	Taxes (mTax)	Tax debit (mTaxDebit)

Table 12.3. Expenses - Contracts

Information to provide	Processing	
	At the contract level	At the expense line level
Model		
Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)
Brand (Brand)	Company (Company)	
Request line		
Cost center (CostCenter)		
Purchase order		
Order line		
Unit price (mUnitCost) and Discount (pDiscount)	Init. payment (mIntPay)	Debit (mDebit)
Tax amount (mTaxValue)	Taxes (mTax)	Tax debit (mTaxDebit)

Table 12.4. Expenses - ***Off-contract maintenance*** **and** ***On-contract maintenance*** **type work orders**

Information to provide	Processing	
	At the work order level	At the expense line level
Model		
Cost type (CostCategory)	Cost type (CostCategory)	Cost type (CostCategory)
Request line		
Cost center (CostCenter)		
Purchase order		
Supplier (Supplier)	Company (Supplier)	
Order line		

Information to provide	Processing	
	At the work order level	At the expense line level
Unit price (mUnitCost) and Discount (pDiscount)	Estimated cost (mEstimCost) Init. cost (mCost)	Debit (mDebit)
Tax amount (mTaxValue)	Taxes (mTax)	Tax debit (mTaxDebit)

Table 12.5. Expenses - *Internal maintenance* type work orders

Information to provide	Processing
	At the work order level
Model	
Cost type (CostCategory)	Cost type (CostCategory)
Request line	
Cost center (CostCenter)	
Order line	
Unit price (mUnitCost) and Discount (pDiscount)	
Tax amount (mTaxValue)	

Practical case 15 - Costs

Presentation

This practical case aims to show you how acquisition costs are handled and how expense lines are generated.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

- You need to acquire the following items:
  - Asset *PC1 - Desktop computer*
  - *Off-contract maintenance* type work order *PC1 - Install computer*
  - *Internal maintenance* type work order *PC1 - Connect computer*
  - Contract *PC1 - Warranty*

- Training *PC1 - Basic computer training*
- *PC1 - Coaxial cable* cable

- You save this need in the form of a request.
- This request is transformed into a purchase order to be sent to the company *PC1 - MySupplier*.
- The items on order are received.

Steps to follow

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value	Usage
Create a request page		
Models	Select: ■ PC1 - Desktop computer ■ PC1 - Install computer ■ PC1 - Connect computer ■ PC1 - Warranty ■ PC1 - Basic computer training ■ PC1 - Coaxial cable	The model is propagated to the request line
Field to the right of **Add**	1	The quantity is propagated to the request line
Click **Add**		
Click **Next**		
New request page		
Purpose	PC15 - Cost management	
Cost center	PC1 - Headquarters	The cost center is propagated to the request and request lines, **Cost center** (CostCenter) field

3. Validate execution of the wizard (**Finish** button).
4. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5. Asset Manager displays the detail of the request generated using the wizard.

6 Populate the fields and links shown in the following table:

Field or link	Value
Req. status (seStatus)	Validated
Number (ReqNumber)	PC15 - REQ001

7 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

8 Examine in particular the details of the following fields and links:

Field or link	Value	Usage
Allocation tab		
Cost center (CostCenter)	PC1 - Headquarters	This link is used as a default value for any request lines you might add. It will be propagated to the purchase order.

9 Select the **Composition** tab.

10 Display the detail of the request line *1 PC1 - Desktop computer PC1 - Computer*.

Examine in particular the details of the following fields and links:

Field or link	Value	Origin and usage of certain data items
General tab		
Model (Model)	PC1 - Desktop computer	On receipt, the **Cost type** (CostCategory), **Type** (DeprScheme) and **A/C code** (AcctCode) fields of the models will be propagated to the items received; The **Cost type** (CostCategory) link of the model is propagated to the expense line.
Purchase tab		
Tax rates (pTaxRate)	7.75%	This field comes from the model. This field is propagated to the purchase order line.
Tax amount (mTaxValue)	77.50	This field is calculated based on the **Unit price** (mUnitCost) and **Tax rates** (pTaxRate) fields. This field is propagated to the purchase order line.
Allocation tab		

Field or link	Value	Origin and usage of certain data items
Cost center (CostCenter)	PC1 - Headquarters	This field is populated by the wizard. On receipt, it will be propagated to the received item and used to calculate the expense line.
Cost type (CostCategory)	PC1 - Computer	This field comes from the model.

11 Close the detail of the request line.

12 Leave the detail of the request displayed.

Create the purchase order from the request

1 Make sure the detail of the request *PC15 - REQ001* is displayed.

2 Windows client: Click the **Order** button.

Web client: Select **Order** from the **Contextual actions** drop-down list.

3 Populate the *Generate a purchase order* wizard with the values shown in the following table:

Field or link	Value
Generate a PC15 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Note: It is normal that the request line corresponding the model *PC1 - Connect computer* is not selected: It is an internal work order, for which a purchase order does not need to be created.	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
Thanks to the catalog references associated by default with the models, you should be able to accept the page without modifying it.	

4 Validate execution of the wizard (**Finish** button).

5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

6 Asset Manager displays the detail of the purchase order generated from the request.

7 Populate the fields and links shown in the following table:

Field or link	Value	Origin and usage of certain data items
Ord. status (seStatus)	Validated	
Number (ReqNumber)	PC15 - PO001	

Field or link	Value	Origin and usage of certain data items
Financing tab		
Acq. method (seAcquMethod)	Purchase	The acquisition method from the purchase is propagated to the items received.

8 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

9 Select the **Composition** tab.

10 Display the detail of the purchase order line *1 PC2 - Desktop computer PC1 - Computer*.

Examine in particular the details of the following fields and links:

Field or link	Value	Origin and usage of certain data items
Purchase tab		
Unit price (mUnitCost)	1000	This field was populated from the catalog reference. On receipt, it will be propagated to the received item and used to calculate the expense line.
Discount (pDiscount)	10%	This field was populated from the catalog reference. On receipt, it will be propagated to the received item and used to calculate the expense line.
Tax rates (pTaxRate)	7.75%	This field was populated from the request line.
Tax amount (mTaxValue)	69.75	This field was populated from the request line. On receipt, it will be propagated to the received item and used to calculate the expense line.
Allocation tab		
Cost type (CostCategory)	PC1 - Computer	This field was populated from the request line. On receipt, it will not be used.
Cost center (CostCenter)	PC1 - Headquarters	This field was populated from the request line. On receipt, it will not be used.

11 Close the detail of the purchase order line.

12 Leave the detail of the purchase order displayed.

Issue the purchase order

1 Make sure the detail of the purchase order *PC15 - PO001* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list:

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC15 - PO001* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list. :

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the portfolio item generated from the purchase order.

Examine the detail of this portfolio item, in particular the following fields and links:

Field or link	Value	Origin
General tab		
Unit value (mAvgPrice)	900	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Cost type (CostCategory)	PC1 - Computer	Model: Cost type (CostCategory)
Cost center (CostCenter)	PC1 - Headquarters	Request line: Cost center (CostCenter)
Acquis. tab, **Price and conditions** sub-tab		
Purchase price (mPrice)	900	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Taxes (mTax)	69.75	Order line: Tax amount (mTaxValue)
Discount (pDiscount)	10%	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Acquis. tab, **Procurement** sub-tab		
Acq. method (seAcquMethod)	Purchase	Purchase order: Acq. method (seAcquMethod)
A/C code (AcctCode)	PC1 - CC001	Model: A/C code (AcctCode)
Supplier (Supplier)	PC1 - MySupplier	Purchase order: Supplier (Supplier)
Market value (mMarketVal)	900	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Fixed Asset tab		
Depreciation type (DeprScheme)	PC1 - Linear	Model: Type (DeprScheme)

Field or link	Value	Origin
Depreciation basis (mDeprBasis)	900	Order line: Unit price (mUnitCost) and Discount (pDiscount)

6 Go to the **Costs** tab.

7 Display the detail of the expense line.

8 Examine in particular the fields and links in the following table:

Field or link	Value	Origin
General tab		
Debit (mDebit)	900	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Tax debit (mTaxDebit)	69.75	Order line: Tax amount (mTaxValue)
Cost type (CostCategory)	PC1 - Computer	Model: Cost type (CostCategory)

9

> Warning:
>
> The remainder of the Receive the purchase order [page 131] section only applies to the Windows client.

Close the detail of the expense line.

10 Close the detail of the portfolio item.

11 Close the detail of the purchase order.

12 Make sure the detail of the request *PC15 - REQ001* is displayed.

13 Select the **Tracking** tab.

14 Unfold the **Cables** branch.

15 Display the detail of the cable *PC1 - Coaxial cable*.

You will notice that information linked to the acquisition expenses is not available.

16 Close the detail of the cable.

17 Unfold the **Work orders** branch.

18 Display the detail of the work order *PC1 - Install computer*.

19 Examine the detail of this record, in particular the following fields and links:

Field or link	Value	Origin
Acquis. tab		
Cost type (CostCategory)	PC1 - Work order	Model: Cost type (CostCategory)
Estimated cost (mEstimCost) Init. cost (mCost)	360	Order line: Unit price (mUnitCost) and Discount (pDiscount)

Field or link	Value	Origin
Taxes (mTax)	27.90	Order line: Tax amount (mTaxValue)

20 Select the **Cost** tab.

21 Display the detail of the expense line.

22 Examine in particular the fields and links in the following table:

Field or link	Value	Origin
General tab		
Debit (mDebit)	360	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Tax debit (mTaxDebit)	27.90	Order line: Tax amount (mTaxValue)
Cost type (CostCategory)	PC1 - Work order	Model: Cost type (CostCategory)

23 Close the detail of the expense line.

24 Close the work order detail.

25 Unfold the **Training** tab.

26 Display the detail of the training *PC1 - Basic computer training*.

27 Examine the detail of this record, in particular the following fields and links:

Field or link	Value	Origin
General tab		
Cost type (CostCategory)	PC1 - Training	Model: Cost type (CostCategory)
Cost (mCost)	190	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Taxes (mTax)	37.24	Order line: Tax amount (mTaxValue)

28 Close the detail of the training.

29 Unfold the **Contracts** branch.

30 Display the detail of the contract *PC1 - Warranty*.

31 Examine the detail of this record, in particular the following fields and links:

Field or link	Value	Origin
General tab		
Cost type (CostCategory)	PC1 - Contract	Model: Cost type (CostCategory)
Init. payment (mIntPay)	50	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Taxes (mTax)	3.88	Order line: Tax amount (mTaxValue)

32 Go to the **Costs** tab.

33 Display the detail of the expense line (button).

34 Examine in particular the fields and links in the following table:

Field or link	Value	Origin
General tab		
Debit (mDebit)	50	Order line: Unit price (mUnitCost) and Discount (pDiscount)
Tax debit (mTaxDebit)	3.88	Order line: Tax amount (mTaxValue)
Cost type (CostCategory)	PC1 - Contract	Model: Cost type (CostCategory)

35 Close the detail of the expense line.

36 Close the detail of the contract.

37 Leave the detail of the request displayed.

Create the internal work order

1 Make sure the detail of the request *PC15 - REQ001* is displayed.

2 Windows client: Click **Execute**.

Web client: Select **Execute** from the **Contextual actions** drop-down list.

3 Populate the *Create items not giving rise to a purchase order* wizard with the values shown in the following table:

Field or link	Value
Create items not giving rise to a purchase order page	
Request lines to process	The *PC1 - Connect computer PC1 - Connect computer 1 1* line is already selected and its **Quantity to create** column is set to *1*.
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4

> **Warning:**
>
> The remainder of the Create the internal work order [page 134] section only applies to the Windows client.

Display the **Tracking** tab.

5 Unfold the **Work orders** branch.

6 Display the detail of the work order *PC1 - Connect computer*.

7 Examine the detail of this record, in particular the following fields and links:

Field or link	Value	Origin
Acquis. tab		
Cost type (CostCategory)	PC1 - Work order	Model: Cost type (CostCategory)

Field or link	Value	Origin
Estimated cost (mEstimCost)	Not populated	
Init. cost (mCost)		
Taxes (mTax)		

8 Go to the **Costs** tab.

9 No expense line was created.

10 Close all windows.

13 Request self-service

Key concepts

Several methods are available to you when you create a request. Some methods are described in the Requests [page 67] chapter.

This section describes the request self-service system. This system is more user-friendly and provides you with the HP Service Manager interface that you can use to carry out your requests:

1. You describe in Asset Manager the catalog to publish in HP Service Manager self-service.
2. Models from Asset Manager are exported as categories to the HP Service Manager catalog, under the conditions described in paragraph Managing models published as categories in HP Service Manager [page 140].
3. Standard requests, products and off-catalog products are exported from Asset Manager as articles to the HP Service Manager catalog under certain conditions, as described in paragraph Which Asset Manager items are transfered to HP Service Manager as articles? [page 139].
4. Users create their request using HP Service Manager catalog self-service, chosing from the available items.

Note:

The requester cannot change any of the contents of articles except in regard to:

- the choice of options in standard requests: the interface allows the requester to select the options to maintain.
- the description of off-catalog products: the requester fills in the detailed product description in the corresponding field.

5 The query to create the request containing the articles from Asset Manager is then transmitted from HP Service Manager to Asset Manager Web Service via the Web Service Proxy.

6 Next, the request is created in Asset Manager Web Service.

7 After this step, the procurement cycle is carried out normally in Asset Manager as described in the Procurement cycle [page 59] chapter.

8 The status of the requested items is then updated in HP Service Manager via a HP Connect-It scenario.

Users can view the status of their requests in Asset Manager.

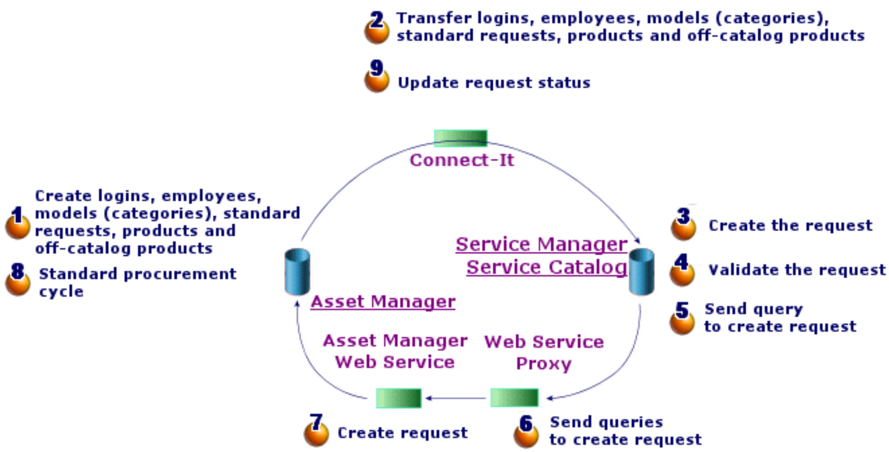
Warning:

To use request self-service, an ESS (Employee Self-Service) user installation of HP Service Manager is required. Refer to the HP Service Manager installation manual for more information. Only ESS users may connect to this instance of HP Service Manager Web.

For other users, you must install another instance of HP Service Manager.

The system operates as in the diagram below:

Figure 13.1. Request self-service - Overview



To create a request, you can use one of the following:

- One of the HP Service Manager clients
- The Asset Manager Web client, if the Asset Manager Web and HP Service Manager Web menus have been aggregated.

> Note:
>
> To have menu aggregation work even better, you can implement single-sign on your platform (single-sign on will let you work between HP Service Manager Asset Manager without requiring you to re-authenticate).
>
> ▶ Single Sign-On [page 143]

Composition of the HP Service Manager catalog

The HP Service Manager request self-service catalog consists of:

- items that users can chose at the time of their request.
- categories into which items can be classified.

Which Asset Manager items are transfered to HP Service Manager as articles?

In the HP Service Manager catalog there are different types of articles coming from Asset Manager:

- Products: these are items from the *Products* (amCatProduct) table:
  - that have no components
  - that are approved (Certification field) and for which the certification end date (dCertifEnd) is after the current date (**Acquis.** tab)
  - that can be published to HP Service Manager: *Publishable in Service Manager* (bPubInSSC) field is checked (**Acquis.** tab)
  - whose model's parent as well as all parent models (hierarchically linked models) are publishable as categories within HP Service Manager
- The standard requests that fulfill the following conditions:
  - that are approved for the purchase request (bRequestable field checked) and for which the validity end date (dtEndValidity) is after the current date (or the field is empty) (**Standard** tab)
  - that can be published to HP Service Manager: *Publishable in Service Manager* (bPubInSSC) checked (**Standard** tab)
  - whose model and all parent models are publishable as HP Service Manager categories
- Models for off-catalog products:
  - can be published to HP Service Manager
  - identified as being able to be selected as *off-catalog products* (bOffCat field checked)
  - whose model and all parent models are publishable as categories in HP Service Manager
  - whose model (category) possesses an inherited product

  These off-catalog products allow users to chose an article that isn't in the catalog when creating a request. Users select the off-catalog product corresponding to the product category that they wish to order and add a more detailed description of the desired product in the corresponding field.

Managing models published as categories in HP Service Manager

Models (categories) that are publishable in the HP Service Manager catalog can be displayed using the link **Catalog/ Models that are publishable in Service Manager**.

To publish or cancel publication of models in the HP Service Manager service catalog you can:

- Use the *Make the model publishable or not publishable in the HP Service Manager catalog* wizard by clicking the **SM Cat. Mngt.** button (or by selecting *SM Cat. Mngt.* in the *Actions...* dropdown menu in the web client) in the model detail (**Portfolio management/ Models** navigation menu link).

With the wizard you can specify that the *Publishable in Service Manager* property be propagated to all child models.

- Manually specify the publication of a model as a category in HP Service Manager by checking or clearing the *Publishable in Service Manager* (bPubInSSC) checkbox in the **General** tab of a model detail (**Portfolio management/ Models** navigation menu link).

Manage off-catalog products

In the request self-service catalog of HP Service Manager you can choose off-catalog products, ie. products that are not listed in the catalog but belong to an existing category (for example: a laser printer that isn't included in the catalog).

You then chose this off-catalog product in your request and enter a detailed description and references to the desired product in the corresponding fields.

To create an off-catalog product in Asset Manager published in HP Service Manager:

1. Make the model that you want to use to create the off-catalog product as well as all it's parent models publishable in HP Service Manager.

   To do this, use the *Make the model publishable or not publishable in the HP Service Manager catalog* wizard by clicking the **SM Cat. Mngt.** button (or by selecting *SM Cat. Mngt.* in the *Actions...* dropdown menu in the web client) in the model detail (**Portfolio management/ Models** navigation menu link).
2. Open the off-catalog models screen: **Catalog/ Off-catalog models for Service Manager** link on the navigation bar.
3. Start the *Make the model publishable or not publishable in the HP Service Manager catalog* wizard by clicking the **SM Cat. Mngt.** button (or by selecting *SM Cat. Mngt.* in the *Actions...* dropdown menu in the web client) in the model detail.

   Fill in the details for the wizard by selecting the records to use to create the HP Service Manager off-catalog products catalog

Warning:

A model is published as an off-catalog product in HP Service Manager only if *all* the following conditions are met:

- It is marked as *off-catalog* (bOffCat) and thus appears in the list of *off-catalog models* (**Catalog/ Off-catalog models for Service Manager** link on the navigation bar).
- It is publishable in HP Service Manager, the *Publishable in Service Manager* (bPubInSSC) checkbox is checked and therefore it appears in the list of *models publishable in SM* (**Catalog/ Models that are publishable in Service Manager** link on the navigation bar).
- All parent models of this model are publishable in HP Service Manager: The *Publishable in Service Manager* (bPubInSSC) checkbox of all parent models is checked.
- Its parent model possesses an inherited product that is publishable in HP Service Manager.

Installing and configuring

Installing and configuring components

HP Service Manager and HP Service Manager Web

- If you already have a full version of HP Service Manager, make sure that you have installed HP Service Manager Web *for an ESS (Employee Self-Service)* user or consult the HP Service Manager installation guide to install it.

  Note:

  Only ESS users may connect to this instance of HP Service Manager Web.

  For other users, you must install another instance of HP Service Manager.

- If you do not have HP Service Manager, install the version that is provided with Asset Manager (on a separate CD-ROM) making sure to perform an installation for an ESS user.
- Disable request validation:
  1. Run a HP Service Manager client.
  2. Connect to the HP Service Manager database.

3 In the browser, select the **Menus/ Service Catalog/ Approval Activities**.
4 Select the first line of the table **General Approval**.
5 Click the link **Remove Approval Activity**.
6 Click **Finish**.

Asset Manager and Asset Manager Web

▶ Refer to the *Installation and upgrade* guide to install Asset Manager and Asset Manager Web.

Single Sign-On

You will need to configure single-sign on, to avoid having to re-authenticate each time you navigate between Asset Manager Web and HP Service Manager.

Carry out the steps described in the following paragraphs:

- To configure single sign-on in Asset Manager Web:

  ▶ *Administration* guide, chapter *Controlling access to the database*, section *Managing user authentication for the Asset Manager database*

  - *Asset Manager Web clients: Implementing Single Sign-On using Active Directory* paragraph
  - Or the *Asset Manager Web clients: Implementing Single Sign-On using Siteminder* paragraph
  - Or the *Asset Manager Web clients: Implementing Single Sign-On using CAMS* paragraph

- To configure single sign-on in HP Service Manager Web:

  ▶HP Service Manager documentation: *http://<HP Service Manager documentation server>/help/index.jsp?topic=/security/concepts/example_enabling_trusted_sign-on.htm*

> **Warning:**
>
> For Asset Manager Web and HP Service Manager Web menu aggregation to work properly, you must use the same single sign-on system for both applications, for example, integrated Windows authentication using Active Directory.

Asset Manager Web and HP Service Manager Web menu aggregation

To simplify navigation between Asset Manager and HP Service Manager menus in the Web, you can aggregate the Asset Manager Web and HP Service Manager Web menus. After aggregation, menus for Asset Manager Web and HP Service Manager Web are grouped in the same navigator.

▶ *Tailoring* guide, chapter *Customizing Web clients*, section *Asset Manager Web and HP Service Manager Web menu aggregation*.

HP Connect-It

Presentation

HP Connect-It is used to synchronize data *from Asset Manager to HP Service Manager*.

Once HP Connect-It has been installed, the scenarios are available in the *<HP Connect-It installation folder>\scenario\ac\ac51\esscat* folder:

Synchronized objects	HP Connect-It scenario	Asset Manager tables	HP Service Manager service	Prefix added in the HP Service Manager database
Logins for employees who may need to create requests	sso.scn	amEmplDept	Operator700	
Employees	users.scn	amEmplDept	Contact	
Standard request and product models	categories.scn	amModel	ServiceCatalog	
Standard requests, products and off-catalog products	catalogitems.scn	amRequest, amCatProduct, amModel	ServiceCatalog	Standard request types : *STD-* Products : *CP-* Off-catalog products *OFFC-*
Status of the requests	status.scn	amRequest	UpdateCartItem	

Installing HP Connect-It

▶ *HP Connect-It User's guide*, chapter *Installation*.

Use the HP Connect-It version supplied with Asset Manager, or refer to the compatibility matrix (available on the HP software support Web site): www.hp.com/go/hpsoftwaresupport) for more information about supported versions.

Configure HP Connect-It

Start HP Connect-It, then, for each of the scenarios:

1 Open the scenario (**File/ Open** menu) located in the *<HP Connect-It installation folder>\scenario\ac\ac51\esscat* folder.
2 In the *Scenario diagram* window, modify the configuration of the HP Service Manager Web Service connectors:

1. Right-click the HP Service Manager Web Service connector(s) and select *Configure connector...*.
2. The *Configure the connector* wizard opens.
3. Click **Next**.
4. Populate the *Define the connection parameters* page.
5. Click **Finish**.

3 Now back in the *Scenario diagram* window, modify the configuration of the Asset Manager connector:

1. Right-click the Asset Manager connector and select *Configure connector...*
2. Click **Next**.
3. Populate the *Define the connection parameters* page.
4. Click **Finish**.

4 Save your changes (**File/ Save** menu).

Asset Manager Automated Process Manager

Installing and configuring Asset Manager Automated Process Manager

Asset Manager Automated Process Manager lets you launch HP Connect-It scenarios at regular intervals.

Refer to the *Installation and upgrade* guide, chapter *Installing and uninstalling in Windows (except Asset Manager Web)* for information on how to install Asset Manager Automated Process Manager.

By default, the HP Connect-It scenarios are configured to execute at the following times:

- Synchronization of logins (sso.scn): Weekly.
- Synchronization of users (users.scn): Weekly.
- Synchronization of models (categories.scn): Weekly.
- Synchronization of standard requests, products and off-catalog products (catalogitems.scn): Weekly.
- Synchronization of request statuses (status.scn): Daily.

You can modify the frequency at which the scenarios are executed. To do this:

1. Start Asset Manager Automated Process Manager and connect to the production database.
2. Select the **Tools/ Configure modules...** menu.
3. Click **New**.
4. Enter a name, description and the following command:

```
"$connectit_exedir$/conitsvc.exe" -once -wpplog '$connectit_exedir$/../
scenario/ac/ac51/esscat/xxx.scn' -dc:AssetCenter.SERVER=$cnx$ -dc:Asset
Center.LOGIN=$login$ -dc:AssetCenter.TEXTPASSWORD=$pwd$
```

where *xxx* represents the name of scenario to schedule.

5 Schedule execution as needed.
6 Click *Create*.

Other scheduler

If you use your own scheduler you can use it instead of Asset Manager Automated Process Manager to launch the HP Connect-It scenarios. To do this, configure a new time to trigger execution, enter a name, a description and the following command line to launch HP Connect-It:

```
"$<HP Connect-It installation folder>$/conitsvc.exe" -once -wpplog '$<HP C
onnect-It installation folder>$/../scenario/ac/ac51/esscat/xxx.scn' -dc:As
setCenter.SERVER=$<Name of connection to Asset Manager Automated Process M
anager>$ -dc:AssetCenter.LOGIN=$<Login>$ -dc:AssetCenter.TEXTPASSWORD=$<Pa
ssword >$
```

where *xxx* represents the name of scenario to schedule.

Next, schedule execution as needed.

Asset Manager Web Service

▸ *Installation and upgrade* guide, chapter *Installing, configuring, removing and updating Asset Manager Web*, section *Installing Asset Manager Web*, paragraph *Installing Asset Manager Web Service*.

Web Service Proxy

The Web Service Proxy is an interface that is used to convert a query to create a purchase request from the HP Service Manager catalog into a series of calls to Asset Manager Web Service which enable the purchase request to be created in Asset Manager.

You can install the Web Service Proxy on any machine (for example, on the same machine as Asset Manager Web Service).

1 Install *Apache Ant* (available from http://ant.apache.org/) on the machine where you want to set up the Web Service Proxy.
2 Install *Java SE 5* from http://java.sun.com/javase/downloads/index_jdk5.jsp.
3 In the `<Asset Manager installation folder>\esscat\build\` folder, duplicate the `ant.properties.default` file and rename the duplicated file as `ant.properties`.
4 Open the `ant.properties` file in edit mode and change the *ws.host*, *ws.port* and *ws.service* parameters to have the *http://<ws.host>/<ws.port>/<ws.service>* link point to the machine where Asset Manager Web Service is installed.

   If you like, also modify the *gen.dir* variable to have it point to the folder where you want the procedure to generate the web application (the Web Service Proxy).

5 Open a DOS command line prompt and change to the `<Asset Manager installation folder>\esscat\build\` folder.

Execute the following command:

```
ant all
```

6 This creates a `ServiceCatalog.war` file that needs to be deployed in your application server.

7 For example, if your application server is Tomcat, open the Tomcat Web Application Manager. In the **WAR file to deploy** section, specify the path to your `ServiceCatalog.war` file and click **Deploy**.

> Note:
>
> If you are using an application server other than Tomcat, deploy the `ServiceCatalog.war` file on your application server following the standard procedure.

8 As the Web Service Proxy acts as a link between HP Service Manager and Asset Manager Web Service, you will need to configure the links between these elements.

To configure the link between HP Service Manager and the Web Service Proxy, configure the *Catalog* connector in HP Service Manager as follows:

1. Start HP Service Manager.
2. Select the **Service Catalog/ Catalog Connectors** menu.
3. Select the connector named *Open a Standard Request in Asset Manager*.
4. On the **Expressions** tab, enter the path to the Web Service Proxy just after *$L.url*:

```
$L.url="http://<Name or IP address of the Web Service Proxy>:<Web Se
rvice Proxy port number>/ServiceCatalog/services/ServiceCatalog"
```

For example:

```
$L.url="http://ProxyServer:8080/Service Catalog/services/ServiceCata
log"
```

Since the Java virtual machine launched by the application server uses a lot of memory, you need to increase the memory used to at least 256MB. To do so, modify the JVM (Java Virtual Machine) *MaxPermSize* parameter with the following switch:

```
-XX:MaxPermSize=256m
```

If you are using the Tomcat application server, proceed as follows:

1. Start the Tomcat configuration console (**Start/ All Programs/ Apache Tomcat 5.0/ Configure Tomcat** Windows menu).
2. Select the **Java** tab.

3 Add the following line to the *Java Options* section:

```
-XX:MaxPermSize=256m
```

4 Quit the Tomcat configuration console.

Modify the prefix added to standard request number

When the Web Service Proxy starts the creation of a new request in the Asset Manager database, it adds a prefix to the **Number** (ReqNumber) field of the request.

By default, this prefix is *ESS-*.

If you wish to modify this prefix:

1 Run the HP Connect-It scenario editor.
2 Open the *status.scn* scenario located in the *<installation folder in HP Connect-It>\scenario\ac\ac51\esscat* folder (**File/ Open** menu).
3 In the *Scenario diagram* window:
   1 Right-click with the mouse on the **Asset Manager** box.
   2 Select the menu `Edit a document type...`.
   3 Display the row detail of *amRequest (amRequest)*.
   4 Select the *amRequest* row.
   5 In the **WHERE Clause:** field, replace *ESS-*
   6 Validate (**OK** button).
4 Save the changes (**File/ Save** menu).
5 Open the `web.xml` file of the Web Service Proxy located in the `<Tomcat installation folder>\webapps\ServiceCatalog\WEB-INF` folder with a text editor.
6 Search for the *RequestCreationPrefix* parameter et replace the *ESS-* value with the same prefix that you have used in the *status.scn* scenario.
7 Save the changes.

Initialization

Configuration of user profiles

To allow users to properly connect to the request self-service system, perform the following HP Service Manager configuration:

1 Start a HP Service Manager client with a user who who has admin rights (for example, *falcon*).
2 Open the **Navigation/ System Administration/ Ongoing Maintenance/ Operators** menu.

3. Search for the *Template-Service Catalog* record (enter *Template-Service Catalog* in the *Login Name* field and click *Search*).
4. Check the *Self Service Access Only* checkbox.
5. In the **Startup notebook** tab, section *Execute Capabilities*, add *svcCatEmployeeRequester* to the first empty line of the table.
6. Save your changes.

Creating reference records in Asset Manager

The different items that need to be created beforehand in Asset Manager are:

- Employees that can connect to the database and use the request self-service system (**amEmplDept** table).

  These employees must have a login and password.
- Employees for whom a request is made (**amEmplDept** table).
- Standard request and product models (**amModel** table).
- Standard requests (**amRequest** table), products (**amCatProduct** table) and off-catalog products (**amModel** table).

Initializing HP Connect-It scenarios

Once the different components have been installed, the HP Connect-It scenarios need to be initialized:

1. Synchronization of logins: To be done by the database administrator
2. Synchronization of employees: To be done by the database administrator
3. Synchronization of standard request and product models: To be done by the catalog manager
4. Synchronization of standard requests, products and off-catalog products: To be done by the catalog manager
5. Synchronization of request statuses: To be done by the catalog manager or the procurement manager

Next, these scenarios are launched manually, or automatically on the days and times defined in the Asset Manager Automated Process Manager [page 145] paragraph, or on the days and times that you specified.

Activating the *linker* scheduler

The *linker* scheduler in HP Service Manager ensures that the HP Service Manager query is transmitted to the Web Service Proxy.

You need to make sure that the *linker* scheduler has been enabled. To do this:

a. Type *status* in a HP Service Manager command prompt.
b. Check that *linker* appears in the list.

If the *linker* scheduler does not appear in the list, activate the *linker* scheduler:

1. Click the **Start Scheduler** button.

2 Double-click *linker-startup* in the list.

Use

1 Start an HP Service Manager or Asset Manager Web client (if you aggregated the Asset Manager and HP Service Manager menus).

2 In the *Service Catalog* section, make your selections and create your request.

If your request contains standard requests with optional products, you must select these options.

Open the off-catalog models screen: **Catalog/ Off-catalog models for Service Manager** link on the navigation bar.

3 A user who has the rights to approve requests, approves or denies the request in HP Service Manager.

Note:

In HP Service Manager, as opposed to Asset Manager, items of a request cannot be approved or denied one by one. The entire request has to be approved or denied.

4 If the request is approved in HP Service Manager, the query to create the request is then transmitted from HP Service Manager to Asset Manager Web Service via the Web Service Proxy.

Only Asset Manager items are transmitted to Asset Manager.

Note:

If the initial request contained both Asset Manager and HP Service Manager items, only Asset Manager items will be sent to and processed in Asset Manager. HP Service Manager items will be processed directly in HP Service Manager.

5 The request is then processed in Asset Manager and the standard procurement cycle is triggered.

6 Next, the status of the requested items is updated in HP Service Manager via the `status.scn` HP Connect-It scenario.

Warning:

The status of the request in HP Service Manager (global status for all requested items) is not updated because a HP Service Manager request can contain request items destined for other applications than Asset Manager.

7 To find out the global status of the request, check it in Asset Manager (using the **Procurement/ Purchase requests** browser link)

▶ For more information on the HP Service Manager Service Catalog and the request creation procedure in HP Service Manager, please refer to the *Service Catalogs* section of the *HP Service Manager* online help.

II Special cases

14 Composite products

Key concepts

What is a composite product?

A composite product is grouped product offering available at a supplier.

Types of composite products

There are 2 types of composite products:

- Composite products for which the main product leads to the creation of a record on receipt.

  The main product is the parent of the products making it up.

  For example: A composite product called *HP Compaq desktop computer* to which an external CD writer is linked.

  We obtain a composite product of this type by linking a main product to a model, itself linked to a nature whose **Create** (seBasis) field is set to a value other than *Nothing*.

- Composite products for which the main product does not lead to the creation of a record on receipt.

  The main product serves as a container for the products making it up.

  Example: A composite product called *Configuration for a sales engineer*, comprising a laptop and a printer.

We obtain a composite product of this type by linking a main product to a model, itself linked to a nature whose **Create** (seBasis) field is set to *Nothing*.

Practical case 8a - Composite products

Presentation

This practical case aims to show you how to create a composite product for which the main product leads to the creation of a record upon receipt.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

You order a computer *PC1 - HP Compaq desktop computer* to which an external CD writer *PC1 - HP Compaq External CD writer* is linked.

Your supplier *PC1 - MySupplier* offers special conditions for this composite product.

Steps to follow

Create the products

1. Display the catalog products (**Catalog/ Products** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Description (Description)	PC8 - Desktop computer with external CD writer
Brand (Brand)	PC1 - HP Compaq
General tab	

Field or link	Value
Model (Model)	PC1 - Desktop computer

Field or link	Value
Description (Description)	PC8 - External CD writer associated with a desktop computer
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - External CD writer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC8 - Desktop computer with external CD writer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	No

3 Close all windows.

Create the catalog references

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC8 - Desktop computer with external CD writer
Description (Description)	PC8 - Desktop computer with external CD writer
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	1000
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC8 - Desktop computer with external CD writer (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC8 - External CD writer associated with a desktop computer
Description (Description)	PC8 - External CD writer associated with a desktop computer

Field or link	Value
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	100
Discount (pDiscount)	30%
Zone above the tabs	
Reference (Ref)	PC8 - External CD writer associated with a desktop computer (PC1 - MySupplier)

3 Close all windows.

Creating the request

1 Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).

2 Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Brand	PC1 - HP Compaq
Click the **Apply filter** button.	
Models	Select *PC1 - Desktop computer*
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC8 - Computer with external CD writer
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated by the wizard.

4 Select the **Composition** tab.

5 Examine the contents of this tab.

6 Modify the request by populating the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC8 - REQ001

7 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC8 - REQ001* is displayed.

2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC8 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of purchase order lines to order	PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references	PC8 - Desktop computer with external CD writer (PC1 - MySupplier) PC8 - Desktop computer with external CD writer 1,000 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or *Back* link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC8 - RFP001 (PC8 - Computer with external CD writer)
Composition tab	
	Two purchase order lines are created by the wizard *Generate an estimate*: One for the main product (*PC8 - Desktop computer with external CD writer*), and another for its sub-product (*PC8 - External CD writer associated with a desktop computer*).

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC8 - EST001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Leave the detail of the estimate displayed.

Issue the estimate in the form of a purchase order

1 Make sure the detail of the estimate *PC8 - EST001* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Populate the *Issue the purchase order* wizard with the values shown in the following table:

Field or link	Value
Create the missing request lines for the purchase order page	
Create the request lines and link them to an existing request	Yes
Click **Next**	
Issue the purchase order page	
Request	Select the request *PC8 - REQ001*
Click **Finish**	

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the purchase order generated from the estimate.

Examine the detail of this order; Certain fields and links are updated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date

6

Warning:

The remainder of the Issue the estimate in the form of a purchase order [page 160] section only applies to the Windows client.

Select the **Tracking** tab.

7 Unfold the *Requests concerned* branch.
8 Display the detail of the line *PC8 - REQ001 (PC8 - Computer with external CD writer)* (double-click the line).
9 Asset Manager displays the detail of the initial request.
10 Select the **Composition** tab.
11 Display the detail of the line *1 PC8 - External CD writer associated with a desktop computer PC1 - External CD writer*.
12 Link the request line to the other request line by populating the fields and links as shown in the following table:

Field or link	Value
General tab	
Component of (Parent)	1 PC1 - Desktop computer

13 Validate the modification to the request line (**Modify** button).
14 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
15 Close the detail of the request (**Close** button).
16 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC8 - EST001* is displayed.
2 Windows client: Click **Receive**.
3 Web client: Select **Receive** from the **Contextual actions** drop-down list.
4 Validate execution of the wizard (**Finish** button).
5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
6 Asset Manager displays the list of the portfolio items generated from the purchase order.

Examine the detail of these portfolio items; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - Desktop computer*)
General tab	
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$900*)
Costs tab	

Field or link	Value
	The expense line corresponding to the acquisition of the portfolio item is shown

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - External CD writer*)
General tab	
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$70*)
Component of (Parent)	1 HP Compaq PC1 - Desktop computer
Costs tab	
	The expense line corresponding to the acquisition of the portfolio item is shown

7 Close all windows.

Practical case 8b - Composite products

Presentation

This practical case aims to show you how to create and use a composite product for which the main product is used as a container for the products making it up.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

The scenario is the same as for practical case *8a*.

However, the structures of the products are organized differently.

Steps to follow

Create the products

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Description (Description)	PC8 - Configuration for a sales engineer
General tab	
Model (Model)	PC1 - Configuration for a sales engineer

Field or link	Value
Description (Description)	PC8 - Desktop computer for configuration
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - Desktop computer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC8 - Configuration for a sales engineer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	No

Field or link	Value
Description (Description)	PC8 - External CD writer for configuration
Brand (Brand)	PC1 - HP Compaq
General tab	
Model (Model)	PC1 - External CD writer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Component of (Parent)	PC8 - Configuration for a sales engineer
If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.	
Is an option (bOption)	No

3 Close all windows.

Create the catalog references

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC8 - Configuration for a sales engineer
Description (Description)	PC8 - Configuration for a sales engineer
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	1100
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC8 - Configuration for a sales engineer (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC8 - Desktop computer for configuration
Description (Description)	PC8 - Desktop computer for configuration
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	1000
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC8 - Desktop computer for configuration (PC1 - MySupplier)

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC8 - External CD writer for configuration
Description (Description)	PC8 - External CD writer for configuration
Start of validity (dtStartValidity)	Enter a date that precedes the current date
End of validity (dtEndValidity)	Enter a date that follows the current date
Price (fPrice)	100
Discount (pDiscount)	10%
Zone above the tabs	
Reference (Ref)	PC8 - External CD writer for configuration (PC1 - MySupplier)

3 Windows client: Close all windows.

Creating the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	Select *PC1 - Configuration for a sales engineer*
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC8 - Configuration for a sales engineer
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3. Asset Manager displays the detail of the request generated by the wizard.
4. Select the **Composition** tab.
5. Take a look at the detail of the composition line created by the wizard.
6. Modify the request by populating the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC8 - REQ002

7. Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1. Make sure the detail of the request *PC8 - REQ002* is displayed.
2. Click the **Quote** button.
3. Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC8 - REQ002 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	

Field or link	Value
Modify the references used by the request page	
List of purchase order lines to order	Select *PC1 - Configuration for a sales engineer 1 1 PC8 - Configuration for a sales engineer (PC1 - MySupplier) PC8 - Configuration for a sales engineer 1,100 USD 10%*
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references	Select *PC8 - Configuration for a sales engineer (PC1 - MySupplier) PC8 - Configuration for a sales engineer 1,100 USD 10% 0 PC1 - MySupplier*
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button).	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC8 - REQ002 (PC8 - Configuration for a sales engineer)
Composition tab	
	3 estimate lines are generated by the *Generate an estimate* wizard: One for the main product (*PC8 - Configuration for a sales engineer*), and 2 for its sub-products (*PC8 - Desktop computer for configuration* and *PC8 - External CD writer for configuration*).

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC8 - EST002

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Leave the detail of the estimate displayed.

Issue the estimate in the form of a purchase order

1. Make sure the detail of the estimate *PC8 - EST002* is displayed.
2. Windows client: Click the **Issue** button.

   Web client: Select **Issue** from the **Contextual actions** drop-down list:
3. Populate the *Issue the purchase order* wizard with the values shown in the following table:

Field or link	Value
Create the missing request lines for the purchase order page	
Create the request lines and link them to an existing request	Yes
Click **Next**	
Issue the purchase order page	
Request	Select the request *PC8 - REQ002*
Click **Finish**	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4. Asset Manager displays the detail of the purchase order.

   Examine the detail of this order; Certain fields and links are updated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date

5. Leave the detail of the purchase order displayed.

Receive the purchase order

1. Make sure the detail of the purchase order *PC8 - EST002* is displayed.
2. Windows client: Click **Receive**.

   Web client: Select **Receive** from the **Contextual actions** drop-down list.
3. Validate execution of the wizard (**Finish** button).
4. Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)
5. Asset Manager displays the list of the portfolio items generated from the purchase order.

   Examine the detail of these portfolio items; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - Desktop computer*)
General tab	
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$900*)
Costs tab	
	The price excluding taxes that is calculated from the purchase order line is shown (*$900*)

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - External CD writer*)
General tab	
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$90*)
Costs tab	
	The price excluding taxes that is calculated from the purchase order line is shown (*$90*)

Note:

No portfolio item is created for the reference *PC8 - Configuration for a sales engineer*. This is intentional because the product linked to this reference is linked to a model whose nature does not lead to the creation of a record.

6 Close all windows.

15 Request options

Key concepts

Users can be allowed to select their options when they create a request.

The list of options is defined in the standard requests.

There are several types of options:

- Required options (the user must choose a product out of a selection of products)
- Optional options (the user chooses to select or not select a product out of a selection of products)

You can also specify default options. These default options will be the products selected by default for the user when the user executes the wizard.

The user executes a wizard to select options once the request has been created.

Warning:

If you want to use the *Request self-service* (▶ Request self-service [page 137]), make sure you don't put a *comma (,)* in the *Description* (LineDesc) field of the options that you are creating nor in the *Description* (LineDesc) field of the different possible values for these options.

Procedure

Creating a standard requests with optional products

1. Display the standard requests (**Portfolio management/ Extended portfolio/ Catalog of services** link on the navigation bar).
2. Create a new record (**New** button).
3. Populate the detail of the record and, in particular, the fields in the **Options** frame of the **Composition** tab.

Creating a request with optional products from a standard request

1. Execute the *Create a request from a standard request...* wizard (**Procurement/ Create a request from a standard request...** link on the navigation bar) and enter the information accordingly.
2. Asset Manager displays the detail of the request generated using the wizard.
3. Complete the request by populating the fields and links of the request and request line.

   If options have been associated with the request lines (**Composition** tab, **Options** frame), then select the desired options via the *Select the request options...* (sysProcSolveOptions) wizard:

   - For the Windows client: Click the **Options** button.
   - For the Web client: Select **Options** from the *Actions...* drop-down list.

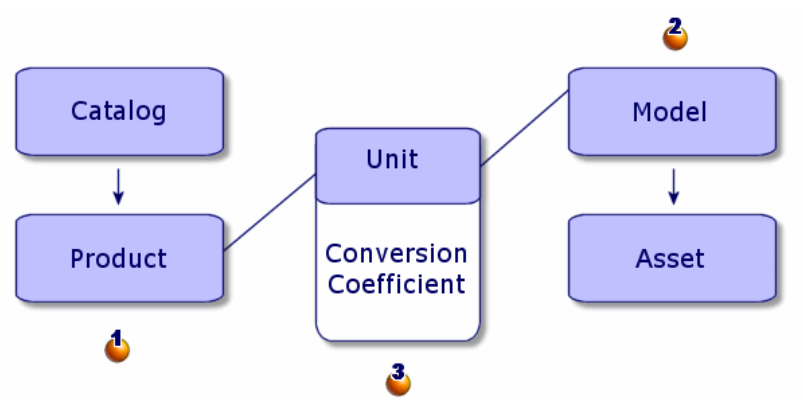
Practical case - Request options

In the practical case described in the Practical case 5 - Standard requests [page 76] section, the user selects product options when creating a request.

16 Units of measure

Key concepts

Figure 16.1. Units of measure



Units of measure are defined at the product level (1) and at the model level (2).

These units of measure can differ at the product and model levels.

When creating the received items, Asset Manager needs to know the relationship between the unit of measure of the product and that of the model (3).

This ratio is defined using the conversion rates between the units of measure.

Practical case 9 - Units of measure

Presentation

This practical case aims to show you how to correctly use different units of measure between products and their associated models.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

You order 100 liters of a liquid. The liquid is measured in hectoliters at the product level and in liters at the model level.

Steps to follow

Create the units

1. Display the units (**Administration / System/ Units** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC9 - Liter
Dimension (Dimension)	PC9 - Volume Note: If the message *Would you like to add the value 'xxx' to itemized list 'yyy'?* is displayed, click **Yes**.

Field or link	Value
Symbol (Symbol)	PC9 - l Note: If the message *Would you like to add the value 'xxx' to itemized list 'yyy'?* is displayed, click **Yes**.
Conv. coeff. (fConv)	1

Field or link	Value
Name (Name)	PC9 - Hectoliter
Dimension (Dimension)	PC9 - Volume Note: If the message *Would you like to add the value 'xxx' to itemized list 'yyy'?* is displayed, click **Yes**.
Symbol (Symbol)	PC9 - hl Note: If the message *Would you like to add the value 'xxx' to itemized list 'yyy'?* is displayed, click **Yes**.
Conv. coeff. (fConv)	100

3 Close all windows.

Create the nature

1 Display the natures (**Portfolio management/ Natures** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC9 - Liquid
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	(No table)
Management constraint (seMgtConstraint)	Free

3 Close all windows.

Create the models

1 Display the models (**Portfolio management/ Models** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC9 - Gasoline
General tab	
Nature (Nature)	PC9 - Liquid
Certified for the purchase request (bRequestable)	Yes
Unit used (UseUnit)	PC9 - Liter
Indivisible qty. (fUseQty)	1

3 Close all windows.

Create the product

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).

2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Description (Description)	PC9 - Gasoline
The *General* tab	
Model (Model)	PC9 - Gasoline
Acquis. tab	
Purchase unit (PurchUnit)	PC9 - Hectoliter
Conv. coeff. (fUnitConv)	100

3 Close all windows.

Create the catalog reference

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).

2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC9 - Gasoline
Description (Description)	PC9 - Gasoline
Price (fPrice)	100
Discount (pDiscount)	5%
Min. qty (fMinQty)	1

Field or link	Value
Zone above the tabs	
Reference (Ref)	PC9 - Gasoline (PC1 - MySupplier)

3 Close all windows.

Create the request

1 Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2 Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	PC9 - Gasoline
Field to the right of **Add**	100
Click **Add**	
Click **Next**	
New request page	
Purpose	PC9 - Gasoline
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
Purpose	PC9 - Gasoline
Ord. status (seStatus)	In preparation
Composition tab	
	Request line corresponding to the model *PC9 - Gasoline*. Looking at the detail of this request line, you will notice that the quantity ordered is *100* expressed in the unit *PC9 - l*.

4 If it is open, close the detail of the request line but leave the request detail displayed.
5 Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC9 - REQ001

6 Validate the modification of the request (**Modify** button).

7 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC9 - REQ001* is displayed.

2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC9 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
You should to be able to accept the page is it stands. The table below shows *PC9 - Gasoline 100 1 PC9 - Gasoline (PC1 - MySupplier) PC9 - Gasoline 100 USD 5%*.	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC9 - REQ001 (PC9 - Gasoline)
Composition tab	
	Purchase order line corresponding to the request line *PC9 - REQ001* associated with the catalog reference *PC9 - REF001* using the wizard *Generate an estimate*

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC9 - EST001

6 Validate these modifications (**Modify** button).

7 Leave the detail of the estimate displayed.

Issue the purchase order from the estimate

1 Make sure the detail of the estimate *PC9 - EST001* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the purchase order generated from the estimate.

Examine the detail of this order; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date
Composition tab	
	Purchase order line corresponding to the model *PC9 - Gasoline*. Looking at the detail of this request line, you will notice that the quantity ordered is *1* expressed in the unit *PC9 - hl*. The conversion is correctly made in the unit corresponding to the product associated with the catalog reference.

6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC9 - EST001* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the portfolio item generated from the purchase order.

Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC9 - Gasoline*)
General tab	
Quantity (fQty)	100
	PC9 - l A conversion is performed once more, so that the quantity is expressed in the unit of the model associated with the portfolio item received
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$1*)

6 Close all windows.

17 Packaging

Key concepts

Asset Manager enables you to describe the packaging of products and take account of this in the procurement cycle.

The packaging is handled differently, depending on whether the product quantities are expressed:

- *As a number of items (without a unit of measure)*

  Example: The product *Ink cartridges* available in batches of 6 cartridges.

  Lets imaging that you wish to order 12 cartridges:

Step	Procedure
Request	You request 12 cartridges
Estimate and order	You order 2 batches of 6 cartridges

Step	Procedure
Receipt	If the delivery is complete, you receive 2 batches of 6 cartridges. Asset Manager will create: ■ If in the detail of the nature, the **Management constraint** (seMgtConstraint) field is set to *Asset tag*: 2 portfolio items of 6 units. ■ If in the detail of the nature, the **Management constraint** (seMgtConstraint) field is set to *Unique asset tag*: 12 individual portfolio items.

- *In units of measure*

  Example: The product *Gasoline* is available in batches of 20 5-liter cans.

  Lets suppose that the model *Gasoline* and the product *Gasoline* are expressed in *Liters*.

  Lets imaging that you wish to order 200 liters:

Step	Procedure
Request	You request 200 liters
Estimate and order	You order 40 5-liter cans
Receipt	If the delivery is complete, you receive 40 5-liter cans. Asset Manager will create 1 portfolio item of 200 liters

Procedure

To define the packaging conditions of a product:

1. Create the product (**Catalog/ Products** link on the navigation bar).
2. Populate the detail of the record, and in particular the following fields and links:

Field or link	Comment
Acquis. tab	
Is packaged (bIsPackaged)	
Number of items (lSetQty)	

Field or link	Comment
Quantity per item (fPkgQty)	This field is available if the **Purchase order** (PurchUnit) field is populated

Practical case 10a - Packaging

Presentation

This practical case aims to show you how to manage product packaging when no unit of measure is associated with the product.

Prerequisites

You must have performed the practical case Practical case 1 - Suitable reference records [page 36].

Scenario

You request 12 cartridges and order 2 batches of 6 cartridges.

Steps to follow

Create the nature

1. Display the natures (**Portfolio management/ Natures** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC10 - Consumable
Create (seBasis)	Portfolio item
Also create (OverflowTbl)	(No table)
Management constraint (seMgtConstraint)	Free

3. Close all windows.

Create the models

1 Display the models (**Portfolio management/ Models** link on the navigation bar).

2 Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Name (Name)	PC10 - Ink cartridge
Nature (Nature)	PC10 - Consumable
General tab	
Certified for the purchase request (bRequestable)	Yes

3 Close all windows.

Create the product

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).

2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Description (Description)	PC10 - Ink cartridge
General tab	
Model (Model)	PC10 - Ink cartridge
Acquis. tab	
Is packaged (bIsPackaged)	Yes
Number of items (lSetQty)	6

3 Close all windows.

Create the catalog reference

1 Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).

2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC10 - Ink cartridge
Description (Description)	PC10 - Ink cartridge
Price (fPrice)	100

Field or link	Value
Discount (pDiscount)	5%
Zone above the tabs	
Reference (Ref)	PC10 - Ink cartridge (PC1 - MySupplier)

3 Close all windows.

Create the request

1 Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).

2 Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	PC10 - Ink cartridge
Field to the right of **Add**	12
Click **Add**	
Click **Next**	
New request page	
Purpose	PC10 - Ink cartridge
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
Purpose	PC10 - Ink cartridge
Ord. status (seStatus)	In preparation
Composition tab	
	Request line corresponding to model *PC10 - Ink cartridge*. Looking at the detail of this request line, you will notice that the requested quantity is *12*.

4 In the detail of the request, populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC10 - REQ001

5 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
6 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC10 - REQ001* is displayed.
2 Windows client: Click the **Quote** button.
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC10 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
You should to be able to accept the page is it stands. The table below shows *PC10 - Ink cartridge 12 2 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%.*	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.
Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC10 - REQ001 (PC10 - Ink cartridge)
Composition tab	

Field or link	Value
	Estimate line corresponding to the request line *PC10 - REQ001* associated with the catalog reference *PC10 - Ink cartridge (PC1 - MySupplier)* using the wizard *Generate an estimate*

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC10 - EST001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Leave the detail of the estimate displayed.

Issue the purchase order from the estimate

1 Make sure the detail of the estimate *PC10 - EST001* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the purchase order generated from the estimate.

Examine the detail of this order; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date
Composition tab	

Field or link	Value
	Order line corresponding to model *PC10 - Ink cartridge*. Looking at the detail of this purchase order line, you will notice that the quantity ordered is now *2* batches of 6 cartridges. The conversion between the number of items requested and the number of batches ordered has been correctly performed.

6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC10 - EST001* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the portfolio item generated from the purchase order.

Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC10 - Ink cartridge*)
General tab	
Quantity (fQty)	*12* Note: A conversion is performed once more, so that the quantity is expressed in accordance with the nature of the portfolio item received
Unit value (mAvgPrice)	The price excluding taxes that is calculated from the purchase order line is shown (*$15.83*)

6 Close all windows.

Practical case 10b - Packaging

Presentation

This practical case aims to show you how to manage product packaging when a unit of measure is associated with the product.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 9 - Units of measure [page 172]
- Practical case 10a - Packaging [page 181]

Scenario

You request 400 liters of gasoline and order 4 batches of 20 5-liter gasoline cans.

Steps to follow

Create the product

1 Display the catalog products (**Catalog/ Products** link on the navigation bar).

2 Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Description (Description)	PC10 - Gasoline in 5-liter cans
General tab	
Model (Model)	PC9 - Gasoline
Acquis. tab	
Purchase unit (PurchUnit)	PC9 - Liter
Conv. coeff. (fConv)	1
Is packaged (bIsPackaged)	Yes
Number of items (lSetQty)	20
Quantity per item (fPkgQty)	5

3 Close all windows.

Create the catalog reference

1. Display the catalog references (**Catalog/ Catalog references** link on the navigation bar).
2. Create the following record, by populating the fields and links as shown in the following table:

Field or link	Value
Catalog (Catalog)	PC1 - MySupplier
General tab	
Product (CatProduct)	PC10 - Gasoline in 5-liter cans
Description (Description)	PC10 - Gasoline in 5-liter cans
Price (fPrice)	1 Tip: You must specify the price per unit of measure of the product (**Purchase unit** (PurchUnit) field), and not the price per batch.
Discount (pDiscount)	5%
Zone above the tabs	
Reference (Ref)	PC10 - Gasoline in 5-liter cans (PC1 - MySupplier)

3. Close all windows.

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	PC9 - Gasoline
Field to the right of **Add**	400
Click **Add**	
Click **Next**	
New request page	
Purpose	PC10 - Gasoline in 5-liter cans
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3. Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
General tab	
Purpose	PC10 - Gasoline in 5-liter cans
Req. status (seStatus)	In preparation
Composition tab	
	Request line corresponding to the model *PC9 - Gasoline*. Looking at the detail of this request line, you will notice that the requested quantity is *400* expressed in *PC9 - l*.

4 In the detail of the request, populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC10 - REQ002

5 Validate the modification of the request (**Modify** button).

6 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC10 - REQ002* is displayed.

2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC10 - REQ002 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of request lines	Select *PC9 - Gasoline 400 4 PC9 - Gasoline (PC1 - MySupplier) PC9 - Gasoline 1 USD 5%*
Click the **Display the list of corresponding catalog references** button	

Field or link	Value
List of corresponding catalog references	Select *PC10 - Gasoline in 5-liter cans (PC1 - MySupplier) PC10 - Gasoline in 5-liter cans 1 USD 5% 0 PC9 - Liter PC1 - MySupplier*
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC10 - REQ002 (PC10 - Gasoline in 5-liter cans)
Composition tab	
	Estimate line corresponding to the request line *PC10 - REQ002* associated with the catalog reference *PC10 - Gasoline in 5-liter cans (PC1 - MySupplier)* using the wizard *Generate an estimate* Looking at the detail of this purchase order line, you will notice that the quantity ordered is now *4* batches of 20 5-liter cans. The conversion between the number of items requested and the number of batches ordered has been correctly performed.

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC10 - EST002

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Leave the detail of the estimate displayed.

Issue the purchase order from the estimate

1 Make sure the detail of the estimate *PC10 - EST002* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the purchase order generated from the estimate.

Examine the detail of this order; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date
Composition tab	
	Purchase order line corresponding to the model *PC9 - Gasoline*.

6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC10 - EST002* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the portfolio item generated from the purchase order.

Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC9 - Gasoline*)
General tab	

Field or link	Value
Quantity (fQty)	500 PC9 - 1 Note: ■ A conversion is performed once more, so that the quantity is expressed in accordance with the nature and the unit of the portfolio item received. ■ The 400 received units were automatically added to the 100 received units when practical case Practical case 10a - Packaging [page 181] was done.
Unit value (mAvgPrice)	0.01

Warning:

When receiving a product expressed by a quantity, Asset Manager will only create a new portfolio item if it does not find a portfolio item associated with the same model and associated with the same location, user, or stock.

When Asset Manager comes across such a portfolio item, the quantity received is simply added to the existing quantity of the portfolio item.

6 Close all windows.

18 Reserving items to be acquired

Key concepts

Asset Manager enables you to reserve:

- Portfolio items that are already in stock.
- Portfolio items that are going to be acquired.

This section describes *reservations for portfolio items that going to be acquired*.

For more information on *reservations for portfolio items that are in stock*, please read paragraph Reservations [page 81].

Procedure

To reserve a requested model:

1. Display the requests (**Procurement/ Purchase requests** link on the navigation bar).
2. Display the detail of the request.
3. Display the **Composition** tab.
4. Display the detail of the request line of the model to reserve.
5. Populate the following fields and links:

<table>
<tr><th>Field or link</th><th>Value</th></tr>
<tr><td colspan="2">General tab</td></tr>
<tr><td>User (User)</td><td>Department or employee for whom the portfolio items are reserved</td></tr>
<tr><td>Immediate assignment (bInstantAssign)</td><td>
If this option is selected, the portfolio items received will be populated as follows:
<table>
<tr><th>Field or link</th><th>Value</th></tr>
<tr><td colspan="2">General tab</td></tr>
<tr><td>Assignment (seAssignment)</td><td>In use</td></tr>
<tr><td>User (User)</td><td>User designated in the request line</td></tr>
</table>
If this option is not selected, the portfolio items received will be populated as follows:
<table>
<tr><th>Field or link</th><th>Value</th></tr>
<tr><td colspan="2">General tab</td></tr>
<tr><td>Assignment (seAssignment)</td><td>In stock</td></tr>
<tr><td>Stock (Stock)</td><td>Stock selected in the request line (Purchase tab)</td></tr>
<tr><td colspan="2">Reservation tab</td></tr>
<tr><td colspan="2">A reservation is created for the user designated in the request line</td></tr>
</table>
Note:
If this option is disabled, you must also populate the Deliv. stock (Stock) field on the Purchase tab.
</td></tr>
</table>

Warning:

The **User** field only appears for requests and request lines. It does not appear for orders or order lines.

Practical case 11 - Reservations

Presentation

This practical case aims to show you how to reserve a portfolio item when requesting it and the impact that reserving it has on the procurement cycle.

In particular, you will discover that the process handles management constraints and the unit defined at the level of the nature associated with the model.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]
- Practical case 9 - Units of measure [page 172]
- Practical case 10a - Packaging [page 181]

Scenario

You wish to request different portfolio items.

Among these models, certain will be reserved for Mr. *Pc1 - Riddick*.

Among the remaining models, certain will be assigned immediately to Mr. *Pc1 - Riddick* upon receipt, others will be included in the portfolio without a user, and others will be assigned to stock.

Requested models	To reserve in stock *PC1 - Stock* for Mr. *Pc1 - Riddick*	To order and immediately assign to Mr. *Pc1 - Riddick* upon receipt	To order and place in stock upon receipt and reserve for Mr. *Pc1 - Riddick*	To order and place in stock *PC1 - Stock* without making any reservations
5 *PC1 - HP Compaq Desktop computers*	1			4
20 *PC10 - Ink cartridge*	1	6		12
700 liters of *PC9 - Gasoline*	100		100	500

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company *PC1 - MySupplier*.
- The estimate is issued in the form of a purchase order.
- The portfolio items are received.
- The reserved items are taken out of stock.

Steps to follow

Create the portfolio items in stock

1. Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Model (Model)	PC1 - Desktop computer
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock

Field or link	Value
Model (Model)	PC10 - Ink cartridge
Validate what you have entered or click another field. This will allow you to edit the next field.	
Quantity (fQty)	2
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock

Field or link	Value
Model (Model)	PC9 - Gasoline
Quantity (fQty)	200
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock

3. Close all windows.

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	PC1 - Desktop computer
Field to the right of **Add**	Specify *5* as the quantity. Note: 4 to order + 1 in stock
Click **Add**	
Click **Next**	
New request page	
Purpose	PC11 - Request with reservations
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request; Certain fields and links are already populated, in particular:

Field or link	Value
Purpose	PC11 - Request with reservations
Ord. status (seStatus)	In preparation
Composition tab	
	Request line corresponding to the model *PC1 - Desktop computer*

4 Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC11 - REQ001

5 Select the **Composition** tab.

6 Display the detail of the purchase order line *5 PC1 - Desktop computer PC1 - Computer*.

7 Populate the fields and links shown in the following table:

Field or link	Value
Immediate assignment (bInstantAssign)	No
User (User)	Leave this link empty
Purchase tab	
Deliv. stock (Stock)	PC1 - Stock

8 Select the **Reservations** tab.

9 Add a reservation and populate the fields and links specified in the following table:

Field or link	Value
Portfolio item (Assignment)	PC1 - HP Compaq PC1 - Desktop computer
General tab	
Reserved for (Reserver)	PC1 - Riddick

10 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).

11 Return to the detail of the request (**Close** button in the Windows client or **Back to main document** link in the Web client).

12 Add the request lines that correspond to the following tables:

Field or link	Value
Description (LineDesc)	PC10 - Ink cartridge
Immediate assignment (bInstantAssign)	No
Quantity (fQty)	12
Model (Model)	PC10 - Ink cartridge
User (User)	Leave this link empty
Purchase tab	
Deliv. stock (Stock)	PC1 - Stock

Field or link	Value
Description (LineDesc)	PC10 - Ink cartridge
Immediate assignment (bInstantAssign)	Yes
Quantity (fQty)	7
Model (Model)	PC10 - Ink cartridge
User (User)	Pc1 - Riddick
Purchase tab	
Deliv. stock (Stock)	PC1 - Stock
Reservations tab	
Add reservation	
Portfolio item (Assignment)	PC10 - Ink cartridge
General tab	
Quantity (fQty)	1
Reserved for (Reserver)	Pc1 - Riddick

Field or link	Value
Description (LineDesc)	PC9 - Gasoline
Immediate assignment (bInstantAssign)	No
Quantity (fQty)	200
Model (Model)	PC9 - Gasoline

Field or link	Value
User (User)	Pc1 - Riddick
Purchase tab	
Deliv. stock (Stock)	PC1 - Stock
Reservations tab	
Add reservation	
Portfolio item (Assignment)	PC9 - Gasoline
General tab	
Quantity (fQty)	100
Reserved for (Reserver)	Pc1 - Riddick

Field or link	Value
Description (LineDesc)	PC9 - Gasoline
Immediate assignment (bInstantAssign)	No
Quantity (fQty)	500
Model (Model)	PC9 - Gasoline
User (User)	Leave this link empty
Purchase tab	
Deliv. stock (Stock)	PC1 - Stock

> Note:
>
> Two request lines for models *PC10 - Ink cartridge* and *PC9 - Gasoline* are required in order to distinguish between the request lines reserved for Mr. *Pc1 - Riddick* and the request lines that have not been reserved (two requests lines are required because it is not possible to reserve part of a single request line).

13 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

14 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1. Make sure the detail of the request *PC11 - REQ001* is displayed.
2. Windows client: Click the **Quote** button.

   Web client: Select **Estimate** from the **Contextual actions** drop-down list.
3. Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC11 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	

Field or link	Value
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of request lines list	PC1 - Desktop computer 4 4 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	PC10 - Ink cartridge 12 2 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	PC10 - Ink cartridge 6 1 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	PC9 - Gasoline 500 5 PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5% 0 PC9 - Hectoliter PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	PC9 - Gasoline 100 1 PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5% 0 PC9 - Hectoliter PC1 - MySupplier
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

Examine the detail of this estimate; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Quote requested
General tab	
Initial request (Request)	PC11 - REQ001 (PC11 - Request with reservations)
Composition tab	
	Purchase order lines corresponding to the catalog references selected using the *Generate an estimate* wizard

5 Assign a number to the estimate and confirm the requested quote for this estimate by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC11 - EST001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Leave the detail of the estimate displayed.

Issue the estimate in the form of purchase order

1 Make sure the detail of the estimate *PC11 - EST001* is displayed.

2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the detail of the purchase order generated from the estimate.

Examine the detail of this order; Certain fields and links are already populated, in particular:

Field or link	Value
Ord. status (seStatus)	Issued
General tab	
Sent (dtSent)	Current date

6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC11 - EST001* is displayed.

2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Asset Manager displays the list of the portfolio items generated from the purchase order.

Examine the detail of these portfolio items:

4 *PC1 - Desktop computer* corresponding to 5 articles requested minus 1 article reserved in stock:

Field or link	Value
Model (Model)	PC1 - Desktop computer
General tab	
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock
Reservations tab	
	The list is empty

*800 PC9 - Liter*s of *PC9 - Gasoline*:

Field or link	Value
Model (Model)	PC9 - Gasoline
General tab	
Quantity (fQty)	800, which is the sum of: ■ 100 liters already in stock and not reserved ■ 100 liters already in stock and reserved for Mr. *Pc1 - Riddick*. ■ 100 liters on order and assigned to Mr. *Pc1 - Riddick*. ■ 500 liters on order and to be received in stock *PC1 - Stock*
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock
Reservations tab	
	2 reservations found ■ 1 reservation made for request ■ 1 reservation automatically generated from the purchase order line assigned to Mr. *Pc1 - Riddick* and to be received in stock

14 *PC10 - Ink cartridge*:

Field or link	Value
Model (Model)	PC10 - Ink cartridge
General tab	
Quantity (fQty)	12 cartridges on order and to be received in stock *PC1 - Stock* that will be added to the 2 cartridges that are already in stock.
Assignment (seAssignment)	In stock
Stock (Stock)	PC1 - Stock
Reservations tab	
	Cartridge reservation for Mr. *Pc1 - Riddick*.

6 *PC10 - Ink cartridge*:

Field or link	Value
Model (Model)	PC10 - Ink cartridge
General tab	
Quantity (fQty)	6
User (User)	PC1 - Riddick

6 Close all windows.

Issue the items in stock

> **Warning:**
>
> This section Issue the estimate in the form of a purchase order [page 160] only applies to the Windows client.

1 Display the purchase orders (**Procurement/ Orders** link on the navigation bar).
2 Display the detail of the purchase order *PC11 - EST001*.
3 Select the **Tracking** tab.
4 Unfold the **Reservations** branch.
5 Display the detail of *XXXXXX (1 PC1 - Desktop computer)* (double-click the line).
6 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
7 Populate the following fields and links:

Field or link	Value
Assignment (seAssignment)	In use
User (User)	PC1 - Riddick

Field or link	Value
In-service date (dAssignment)	Current date

8 Close the detail of the portfolio item (**Close** button).
9 Close the detail of the reservation (**Close** button).
10 Display the detail of *XXXXXX (100 PC9 - Gasoline)* (double-click the line).
11 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
12 Divide the batch (**Divide** button).
13 Populate the *Divide a batch* wizard with the values shown in the following table:

Field or link	Value
Divide a batch page	
Quantity to extract	100
Assignment	In use
User	PC1 - Riddick
Supervisor	Pc1 - Riddick
In-service date	Current date
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

14 Close the detail of the portfolio item (**Close** button).
15 Close the detail of the reservation (**Close** button).
16 Display the detail of *XXXXXX (100 PC9 - Gasoline)* (double-click the line).
17 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
18 Divide the batch (**Divide** button).
19 Populate the *Divide a batch* wizard with the values shown in the following table:

Field or link	Value
Divide a batch page	
Quantity to extract	100
Assignment	In use
User	PC1 - Riddick
In-service date	Current date
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

20 Close the detail of the portfolio item (**Close** button).
21 Close the detail of the reservation (**Close** button).

22 Display the detail of *XXXXXX(1 PC10 - Ink cartridge)* (double-click the line).

23 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).

24 Populate the following fields and links:

Field or link	Value
Assignment (seAssignment)	In use
User (User)	PC1 - Riddick
In-service date (dAssignment)	Current date

25 Close all windows.

19 Replacements

Key concepts

The purchase request detail enables you to specify which assets are to be replaced.

The list of assets to be replaced is for informational purposes only; Asset Manager does not perform any operations linked to the replacement upon receipt.

Procedures

To specify that asset will be replaced by a purchase order:

1 Display the requests (**Procurement/ Requests** link on the navigation bar).
2 Display the detail of the request.
3 Display the **Replacements** tab.
4 Add the assets to replace (**+** button in the Windows client or **Add** in the Web client).

Practical case 12 - Replacements

Presentation

This practical case aims to show you how to process an asset replacement request.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

Mr. *Pc1 - Riddick* has a computer *PC1 - HP Compaq Desktop computer* that no longer works.

This computer should be replaced by another computer of the same model.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company *PC1 - MySupplier*.
- The estimate is issued in the form of a purchase order.
- The new computer is received and assigned to Mr. *Pc1 - Riddick*.
- The old computer is retired.

Steps to follow

Create the old computer

1. Display the computers (**Portfolio management/ IT/ IT equipment/ Computers** link on the navigation bar).
2. Create the following records, by populating the fields and links as shown in the following tables:

Field or link	Value
Asset tag (AssetTag)	PC12 - CPU001
General tab	
Model (Model)	PC1 - Desktop computer

Field or link	Value
Assignment (seAssignment)	In use
User (User)	PC1 - Riddick

3 Close all windows.

Create the request

1 Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).

2 Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	PC1 - Desktop computer
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC12 - Replace computer for Mr. Riddick
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.

4 Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC12 - REQ001

5 Select the **Composition** tab.

6 Display the detail of the purchase order line *1 PC1 - Desktop computer PC1 - Computer*.

7 Populate the fields and links shown in the following table:

Field or link	Value
General tab	
Immediate assignment (bInstantAssign)	Yes
User (User)	PC1 - Riddick

8 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).

9 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).

10 Select the **Replacements** tab.

11 Add a link to asset *PC12 - CPU001* (**Asset tag** field (AssetTag)).

12 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

13 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

1 Make sure the detail of the request *PC12 - REQ001* is displayed.

2 Windows client: Click the **Quote** button.

Web client: Select **Estimate** from the **Contextual actions** drop-down list.

3 Populate the *Generate an estimate* wizard with the values shown in the following table:

Field or link	Value
Generate a PC12 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of purchase order lines to order list	PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the estimate generated from the request.

5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted

Field or link	Value
Number (PONumber)	PC12 - EST001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
7 Leave the detail of the estimate displayed.

Issue the estimate in the form of purchase order

1 Make sure the detail of the estimate *PC12 - EST001* is displayed.
2 Windows client: Click the **Issue** button.

  Web client: Select **Issue** from the **Contextual actions** drop-down list.
3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Asset Manager displays the detail of the purchase order generated from the request.
6 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC12 - EST001* is displayed.
2 Windows client: Click **Receive**.

  Web client: Select **Receive** from the **Contextual actions** drop-down list.
3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Asset Manager displays the list of the portfolio items generated from the purchase order.

  Take a look at the detail of the computer of model *PC1 - Desktop computer*:

Field or link	Value
Model (Model)	The model selected in the initial request is shown (*PC1 - Desktop computer*)
General tab	
User (User)	PC1 - Riddick

6 Close all windows.

Retire *Pc1 - Riddick*'s old computer

1 Display the requests (**Procurement/ Requests** link on the navigation bar).
2 Display the detail of the request *PC12 - RFP001*.

3 Select the **Replacements** tab.

4 Display the detail of *PC1 - HP Compaq PC1 - Desktop computer (PC12 - CPU001) PC12 - CPU001*.

5 Populate the following fields and links:

Field or link	Value
Portfolio tab	
Assignment (seAssignment)	Retired (or consumed)

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

7 Close all windows.

20 Work orders

Key concepts

Work orders are services that can be managed within the procurement cycle.

The way in which a work order is received depends on the its type (**Type** (seType) field):

- *Internal maintenance*
- *On-contract maintenance* or *Off-contract maintenance*

The line-of-business data related to the *Procurement* module includes the following workflow schemes:

- *Auto-create work orders* (BST_PROCUR_CREATEWO): Automates the creation of internal work orders.
- *Work order tracking* (BST_PROCUR_UPDATEWO): Creates a workflow task for the technician responsible for the work order; When requested, this workflow task triggers a wizard that is used to populate certain fields in the work order detail.

Procedures

Acquiring an *Internal maintenance* type work order

1 Create a request (**Procurement/ Requests** link on the navigation bar).

Add a request line referencing a model whose nature has the following features:

Field or link	Value
Create (seBasis)	Work order

The model itself must have the following features:

Field or link	Value
Work order tab	
Type (seWOType)	Internal maintenance

2 Create an estimate from the request (**Quote** button).

Acquiring an *On-contract maintenance* or *Off-contract maintenance* type work order

1 Create a request (**Procurement/ Requests** link on the navigation bar).

Add a request line referencing a model whose nature has the following features:

Field or link	Value
Create (seBasis)	Work order

The model itself must have the following features:

Field or link	Value
Work order tab	
Type (seWOType)	*On-contract maintenance* or *Off-contract maintenance*

2 Create an estimate from the request (**Quote** button).

Automating the creation of *Internal maintenance* type work orders

1. If it is not already done, import the line-of-business data linked to procurement into your Asset Manager database.

   ▸ Preliminary steps [page 31].

   In this way, the *Auto-create work orders* (BST_PROCUR_CREATEWO) workflow scheme is imported into your database.
2. Start Asset Manager Automated Process Manager.
3. Configure the module *Execute workflow rules for execution group 'BST_PROCUR'* (WkGroupBST_PROCUR) (**Tools/ Configure modules** menu).

   ▸ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager*.

   In this way, Asset Manager Automated Process Manager will execute the *Auto-create work orders* (BST_PROCUR_CREATEWO) workflow scheme according to the scheduling mode and options defined for the *Execute workflow rules for execution group 'STD_PROCUR'* module.

The following are the features of the *Auto-create work orders* (BST_PROCUR_CREATEWO) workflow scheme:

Table 20.1. Work orders - *Auto-create work orders* workflow scheme

Conditions for the workflow scheme to be triggered	Periodical triggering
Action triggered by the workflow schema	The *Auto-create work orders* (BST_PROCUR_CREATEWO) workflow scheme creates the *Internal maintenance* type work order that appear in the request lines.

Automating the updating of *Internal maintenance* type work orders

1. If it is not already done, import the line-of-business data linked to procurement into your Asset Manager database.

   ▸ Preliminary steps [page 31].

   In this way, the *Work order tracking* (BST_PROCUR_UPDATEWO) workflow scheme and the associated wizard *Update a work order* (UpdateWO) are imported into your database.
2. Start Asset Manager Automated Process Manager.

3 Configure the module *Execute workflow rules for execution group 'BST_PROCUR'* (WkGroupBST_PROCUR) (**Tools/ Configure modules** menu).

▶ *Administration* guide, chapter *Asset Manager Automated Process Manager*, section *Configuring the modules monitored by Asset Manager Automated Process Manager*.

In this way, Asset Manager Automated Process Manager will execute the *Work order tracking* (BST_PROCUR_UPDATEWO) workflow scheme according to the scheduling mode and options defined for the *Execute workflow rules for execution group 'STD_PROCUR'* module.

The following are the features of the *Work order tracking* (BST_PROCUR_UPDATEWO) workflow scheme:

Table 20.2. Work orders - ***Work order tracking*** **workflow scheme**

Event triggering the workflow	Creation of a work order or modification of the **Technician** (Technician) field in the **Work orders** (amWorkOrder) table		
Conditions for the workflow scheme to be triggered	Table name	Field name	Value of the field
	Work orders (amWorkOrder)	Type (seType)	Internal maintenance
	Work orders (amWorkOrder)	Technician (Technician)	Not empty
	Work orders (amWorkOrder)	Status (seStatus)	Other than *Closed*
Action triggered by the workflow schema	The workflow scheme creates a workflow task: ■ Called *Update a work order* ■ Assigned to the person designated by the **Technician** (Technician) field ■ Linked to the work order ■ That prompts them to start the *Update a work order* (UpdateWO) wizard		

The *Update a work order* (UpdateWO) wizard is used to rapidly populate certain key fields in the detail of a work order.

Practical case 13 - Work orders

Presentation

This practical case aims to illustrate the different stages in the procurement cycle for work orders and how they differ depending on the work order type.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

Mr. *Pc1 - Riddick* requests a computer *PC1 - HP Compaq Desktop computer*, an off-contract work order to install the computer and an internal work order to connect the computer to the network.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company *PC1 - MySupplier*.
- The estimate is issued in the form of a purchase order.
- The computer and the internal work order are created.
- The computer and the external work order are received.

Steps to follow

Create the request

1. Start the *Create a request...* wizard (**Procurement/ Create a request...** link on the navigation bar).
2. Populate the *Create a request* wizard with the values shown in the following table:

Field or link	Value
Create a request page	
Models	Select the following models together: ■ PC1 - Desktop computer ■ PC1 - Install computer ■ PC1 - Connect computer
Field to the right of **Add**	1
Click **Add**	
Click **Next**	
New request page	
Purpose	PC13 - Purchase and connect computer
Requester	PC1 - Riddick
Validate execution of the wizard (**Finish** button)	

Field or link	Value
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

3 Asset Manager displays the detail of the request generated using the wizard.
4 Populate the fields and links shown in the following table:

Field or link	Value
Number (ReqNumber)	PC13 - REQ001

5 Select the **Composition** tab.
6 Display the detail of the request line *1 PC1 - Desktop computer PC1 - Computer*.
7 Populate the fields and links shown in the following table:

Field or link	Value
General tab	
Immediate assignment (bInstantAssign)	Yes
User (User)	PC1 - Riddick

8 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
9 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
10 Display the detail of the request line *1 PC1 - Connect computer PC1 - Technician*.
11 Populate the fields and links shown in the following table:

Field or link	Value
General tab	
Immediate assignment (bInstantAssign)	Yes
Port. item requested (UsedReqLineAsset)	1 PC1 - Desktop computer

12 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
13 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
14 Display the detail of the request line *1 PC1 - Install computer PC1 - Technician*.
15 Populate the fields and links shown in the following table:

Field or link	Value
General tab	
Immediate assignment (bInstantAssign)	Yes
User (User)	PC1 - Riddick
Port. item requested (UsedReqLineAsset)	1 PC1 - Desktop computer

16 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).

17 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).

18 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

19 Leave the detail of the request displayed.

Create the internal work order

1 Make sure the detail of the request *PC13 - REQ001* is displayed.

2 Modify the following fields and links:

Field or link	Value
Req. status (seStatus)	Validated

3 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).

4 Windows client: Click **Execute**.

Web client: Select **Execute** from the **Contextual actions** drop-down list.

5 Populate the *Create items not giving rise to a purchase order* wizard with the values shown in the following table:

Field or link	Value
Create items not giving rise to a purchase order page	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

6

> Warning:
>
> The remainder of the Create the internal work order [page 219] section only applies to the Windows client.

Display the **Tracking** tab.

7 Unfold the **Work orders** branch.

8 Display the detail of the work order *PC1 - Connect computer* and take a look at the following fields and links:

Field or link	Value
Notified on (dtNotif)	Date and time of creation of the work order
Asset (Asset)	This link is not populated for the moment. It will be populated when the asset is created.

9 Close the work order detail.

10 Leave the detail of the request displayed.

Create a purchase order from the request

1 Make sure the detail of the request *PC13 - REQ001* is displayed.

2 Windows client: Click **Order**.

Web client: Select **Order** from the **Contextual actions** drop-down list.

3 Populate the *Generate a purchase order* wizard with the values shown in the following table:

Field or link	Value
Generate a PC13 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	

Tip:

Note that the work order *PC1 - Connect computer* is not selected.

Since its type is *Internal maintenance*, it does not require ordering from a supplier.

Modify the references used by the request page	
List of request lines list	PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	PC1 - Install computer 1 1 PC2 - Install computer (PC1 - MySupplier) PC2 - Install computer 400 USD 10%
Click the **Display the list of corresponding catalog references** button	

Field or link	Value
List of corresponding catalog references list	PC2 - Install computer (PC1 - MySupplier) PC2 - Install computer 400 USD 10% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the purchase order generated from the request.
5 Assign a number to the purchase order and confirm the requested quote for this estimate by populating the fields and links shown in the following table:

Field or link	Value
Ord. status (seStatus)	Quoted
Number (PONumber)	PC13 - PO001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
7 Leave the detail of the purchase order displayed.

Issue the purchase order

1 Make sure the detail of the purchase order *PC13 - PO001* is displayed.
2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.
3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC13 - PO001* is displayed.
2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.
3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Asset Manager displays the detail of the portfolio item that was created.
6 Examine the following fields and links:

Field or link	Value
General tab	
Assignment (seAssignment)	In use
User (User)	PC1 - Riddick
In-service date (dAssignment)	Date of receipt

7 Display the **Maint.** tab.

8 Display the detail of the work order *PC1 - Install computer* and take a look at the following fields and links:

Field or link	Value
Notified on (dtNotif)	Date and time of creation of the work order
Asset (Asset)	PC1 - HP Compaq PC1 - Desktop computer
Requester (Requester)	PC1 - Riddick

9 Close the work order detail.

10 Display the detail of the work order *PC1 - Connect computer*.

This work order was created before receiving the work order, but the following link was not yet populated:

Field or link	Value
Asset (Asset)	PC1 - HP Compaq PC1 - Desktop computer

11 Close all windows.

21 Automatic stock reordering

Asset Manager enables you to set up rules to create automatic purchase requests for stock replenishment.

Asset Manager Automated Process Manager monitors the stock rules and creates the re-order lines, if required.

Next, it is your job to look for these requests and to process them throughout the procurement cycle.

▶ *Portfolio Guide*, chapter *Portfolio items*, section *Stocks*.

22 Leasing

Key concepts

Asset Manager enables you to manage the acquisition of assets using leasing agreements.

Definition of leasing

A *leasing contract* is the description of a *leasing agreement*. We sometimes refer to this type of contract as a *financing contract*.

This type of contract is a form of long-term rental agreement. It gives the lessee the right to use an asset for a given period against the payment of rent.

The lessee or client has full use of the equipment without technically owning them.

The lessee pays rent to the lessor, who is the legal owner of the assets being rented.

How to manage the acquisition of leased assets using Asset Manager

Leasing contracts are described in the **Contracts** (amContract) table.

Purchase orders can then be created in reference to the leasing contract.

The link with the leasing contract may be established at any of the following stages:

Stage	Effect
Request	Defines the default behavior of the request lines
Request line	Specifies that the requested items are financed by a leasing agreement

> **Warning:**
>
> The **Financing contract** (AcquCntr) fields at the purchase order line level and the request line level are not taken into account.

Prerequisites

In order to be able to create a leasing contract, your Asset Manager user license must give you access to the *Contracts* module.

Procedures

Creating the leasing contract used to finance the acquisition of assets

To create a leasing contract to finance the acquisition of the assets:

1. Display the contracts (**Contracts/ Contracts** link on the navigation bar).
2. Create a new contract (**New** button).

   In particular, populate the fields and links shown in the following table:

Field or link	Value
Type (seType)	Lease schedule
General tab	
Nature of payments (sePayType)	On the other values available in the itemized list
Acq. method (seAcquMethod)	■ Rental ■ Lease
Leasing tab	
Lessor (Lessor)	This link must be the same as the supplier that will be used in request, estimates, and purchase orders
Assets (leased) tab	Do not create the assets directly: They will be created upon receipt of the purchase orders

Field or link	Value
Rents tab	Do not create the rents before receiving the assets

Creating the requests for assets financed by the leasing contract

To create a request whose assets will be linked directly to the leasing contract upon receipt:

1. Display the requests (**Procurement/ Requests** link on the navigation bar).
2. Create a new request (**New** button).
3. Populate the detail of the request.
4. Add the new request (**Create** button in the Windows client or **Save** in the Web client).
5. Select the **Composition** tab.
6. Add a first request line for the asset.

   In particular, populate the fields and links shown in the following table:

Field or link	Value
Financing tab	
Linked to a schedule (bUsesAcquCntr)	Yes
Financing contract (AcquContract)	Select the financing contract

7. Save the request line created (**Add** button).
8. Save the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
9. Add a second request line to link the asset to the financing contract.

   In particular, populate the fields and links shown in the following table:

Field or link	Value
Contract utilization (bCntrUtilization)	Yes
Contract requested (UsedReqLineCntr)	Leave this link empty
Port. item requested (UsedReqLineAsset)	Select the request line created for the asset

10. Save the request line created (**Add** button).
11. Save the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

Creating estimate, purchase orders, and receiving slips for assets financed by the leasing contract

For the remainder of the procurement cycle, proceed as in the general case.

The assets received will be associated with leasing contract.

Defining the rents for the assets financed by the leasing contract

Once the asset are received, you may proceed as described in the *Contracts Guide* to create the rents, accept the assets and generate the acquisition expense lines.

23 Contracts

Warning:

This chapter only applies to the Windows client.

Key concepts

The procurement cycle enables you to manage the association of an asset with a contract.

You can reference an existing contract or a contract to be acquired.

You can reference an existing asset or an asset to be acquired.

There are four possible combinations; They are described below.

Procedures

Associating an existing contract with an existing asset

1 Create a new request (**Procurement/ Requests** link on the navigation bar).

2 Select the **Composition** tab.

3 Add a request line, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	Yes
Click the icon to the right of the **Contract requested** (UsedReqLineCntr) field	
Contract used (UsedContract)	Select the contract to associate with the asset
Click the icon to the right of the **Port. item requested** (UsedReqLineAsset) field	
Asset used (UsedAsset)	Select the asset to associate with the contract

4 Continue the procurement cycle.

Associating an existing contract with a new asset

1 Create a new request (**Procurement/ Requests** link on the navigation bar).

2 Select the **Composition** tab.

3 Add a request line for the asset, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	Select the model of the new asset

4 Add a request line for the contract, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	Yes
Click the icon to the right of the **Contract requested** (UsedReqLineCntr) field	
Contract used (UsedContract)	Select the contract to associate with the asset
Port. item requested (UsedReqLineAsset)	Select the request line of the new asset

5 Continue the procurement cycle.

Associating a new contract with an existing asset

1 Create a new request (**Procurement/ Requests** link on the navigation bar).

2 Select the **Composition** tab.

3 Add a request line, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	Select the model of the new contract to be associated with the existing asset
Click the icon to the right of the **Port. item requested** (UsedReqLineAsset) field	
Asset used (UsedAsset)	Select the asset to associate with the contract

4 Continue the procurement cycle.

Associating a new contract with a new asset

1 Create a new request (**Procurement/ Requests** link on the navigation bar).

2 Select the **Composition** tab.

3 Add a request line for the asset, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	Select the model of the new asset

4 Add a request line for the contract, populating in particular the following fields and links:

Field or link	Value
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	Select the model of the new contract
Port. item requested (UsedReqLineAsset)	Select the request line of the new asset

5 Continue the procurement cycle.

Practical case 14 - Contracts

Presentation

This practical case aims to show you how to associate a contract with an asset.

The 4 combinations (existing or new contract, existing or new asset) are covered.

Prerequisites

You must have performed the practical cases first:

- Practical case 1 - Suitable reference records [page 36]
- Practical case 2 - Simple catalog [page 49]

Scenario

You wish to:

- Link an existing contract *PC1 - Maintenance contract* with an existing asset *PC1 - Desktop computer*.
- Link an existing contract *PC1 - Maintenance contract* with a new asset *PC1 - External CD writer*.
- Link a new contract *PC1 - Warranty* to an existing asset *PC1 - Desktop computer*.
- Link a new contract *PC1 - Warranty* with a new asset *PC1 - External CD writer*.

Steps to follow

Create the existing asset

1. Display the assets (**Portfolio management/ Assets** link on the navigation bar).
2. Click **New**.
3. Populate the fields and links shown in the following table:

Field or link	Value
Model (Model)	PC1 - Desktop computer
General tab	

Field or link	Value
Asset tag (AssetTag)	PC14 - 001

4 Validate the creation of the asset (**Create** button).

5 Close all windows.

Create the existing contract

1 Display the contracts (**Contracts/ Contracts** link on the navigation bar).

2 Click **New**.

3 Populate the fields and links shown in the following table:

Field or link	Value
Reference (Ref)	PC14 - 001
Model (Model)	PC1 - Maintenance contract
General tab	
Company (Company)	PC1 - MySupplier

4 Validate the creation of the contract (**Create** button).

5 Close all windows.

Create the request

1 Display the requests (**Procurement/ Requests** link on the navigation bar).

2 Click **New**.

3 Asset Manager displays the detail of a new request.

4 Populate the fields and links shown in the following table:

Field or link	Value
Purpose	PC14 - Associate contracts with portfolio items
Number (ReqNumber)	PC14 - REQ001

5 Validate the creation of the request (**Create** button).

6 Select the **Composition** tab.

7 Add the following request line by populating the fields and links as shown in the following tables (**+** button):

Field or link	Value
Description (LineDesc)	Link contract PC14 - 001 to asset PC14 - 001
General tab	
Contract utilization (bCntrUtilization)	Yes
Click the icon to the right of the **Contract requested** (UsedReqLineCntr) field	

Field or link	Value
Contract used (UsedContract)	PC14 - 001 (PC1 - Maintenance contract)
Click the icon to the right of the **Port. item requested** (UsedReqLineAsset) field	
Asset used (UsedAsset)	PC1 - HP Compaq PC1 - Desktop computer (CP14 - 001)

Field or link	Value
Description (LineDesc)	New PC1 - External CD writer
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	PC1 - External CD writer
In order to be able to create the following request line, you must first validate the changes to the request (**Modify** button in the Windows client or **Save** in the Web client)	

Field or link	Value
Description (LineDesc)	Attach contract PC14 - 001 to 1 New PC1 - External CD writer
General tab	
Contract utilization (bCntrUtilization)	Yes
Click the icon to the right of the **Contract requested** (UsedReqLineCntr) field	
Contract used (UsedContract)	PC14 - 001 (PC1 - Maintenance contract)
Port. item requested (UsedReqLineAsset)	1 New PC1 - External CD writer

Field or link	Value
Description (LineDesc)	New PC1 - Warranty
General tab	
Contract utilization (bCntrUtilization)	No
Model (Model)	PC1 - Warranty

Field or link	Value
Description (LineDesc)	Link 1 New PC1 - Warranty to asset PC14 - 001
General tab	
Contract utilization (bCntrUtilization)	Yes
Contract requested (UsedReqLineCntr)	1 New PC1 - Warranty
Click the icon to the right of the **Port. item requested** (UsedReqLineAsset) field	
Asset used (UsedAsset)	PC1 - HP Compaq PC1 - Desktop computer (CP14 - 001)

Field or link	Value
Description (LineDesc)	Link 1 New PC1 - Warranty to 1 New PC1 - CD writer
General tab	
Contract utilization (bCntrUtilization)	Yes

Field or link	Value
Contract requested (UsedReqLineCntr)	1 New PC1 - Warranty
Port. item requested (UsedReqLineAsset)	1 New PC1 - External CD writer

8 Close the detail of the request line created.

9 Populate the fields and links shown in the following table:

Field or link	Value
Req. status (seStatus)	Validated

10 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

11 Leave the detail of the request displayed.

Create a purchase order for the new items from the request

1 Make sure the detail of the request *PC14 - REQ001* is displayed.

2 Windows client: Click **Order**.

Web client: Select **Order** from the **Contextual actions** drop-down list.

3 Populate the *Generate a purchase order* wizard with the values shown in the following table:

Field or link	Value
Generate a PC14 - REQ001 estimate page	
Take all lines into account	Yes
Click **Next**	
Select the lines to take into account page	
Choose from a catalog or a supplier	No
Click **Next**	
Modify the references used by the request page	
List of request lines list	New PC1 - External CD writer 1 1 PC2 - External CD writer (PC1 - MySupplier) PC2 - External CD writer 150 USD 0%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - External CD writer (PC1 - MySupplier) PC2 - External CD writer 150 USD 0% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	
List of request lines list	New PC1 - Warranty 1 1 PC2 - Warranty (PC1 - MySupplier) PC2 - Warranty 50 USD 0%
Click the **Display the list of corresponding catalog references** button	
List of corresponding catalog references list	PC2 - Warranty (PC1 - MySupplier) PC2 - Warranty 50 USD 0% 0 PC1 - MySupplier
Click **Associate the request with the selected reference**	

Field or link	Value
Validate execution of the wizard (**Finish** button)	
Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)	

4 Asset Manager displays the detail of the purchase order generated using the purchase order.
5 Assign a number to the purchase order and populate the fields and links shown in the following table:

Field or link	Value
Number (PONumber)	PC14 - PO001

6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
7 Leave the detail of the purchase order displayed.

Issue the purchase order

1 Make sure the detail of the purchase order *PC14 - PO001* is displayed.
2 Windows client: Click the **Issue** button.

Web client: Select **Issue** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Leave the detail of the purchase order displayed.

Receive the purchase order

1 Make sure the detail of the purchase order *PC14 - PO001* is displayed.
2 Windows client: Click **Receive**.

Web client: Select **Receive** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).
4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
5 Asset Manager displays the detail of the portfolio item generated from the purchase order.
6 Close the detail of the portfolio item.
7 Close the detail of the purchase order.
8 Leave the detail of the request displayed.

Create the links with the existing contract

1 Make sure the detail of the request *PC14 - REQ001* is displayed.

2 Windows client: Click **Execute**.

   Web client: Select **Execute** from the **Contextual actions** drop-down list.

3 Validate execution of the wizard (**Finish** button).

4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

5 Leave the detail of the request displayed.

Take a look at the results

> **Warning:**
>
> This section only applies to the Windows client.

1 Make sure the detail of the request *PC14 - REQ001* is displayed.

2 Select the **Tracking** tab.

3 Unfold the **Assets** branch.

4 You will find the new asset *PC1 - HP Compaq PC1 - External CD writer*: It has been created on receiving the purchase order.

5 Display the detail of the asset *PC1 - HP Compaq PC1 - External CD writer* and select the tab **Contracts**: The link with the existing contract *PC1 - Maintenance contract* and the new contract *PC1 - Warranty* received has been correctly made.

6 Close the detail of the asset.

7 Close all windows.

8 Display the assets (**Portfolio management/ Assets** link on the navigation bar).

9 Display the detail of the asset whose **Asset tag** (AssetTag) field is set to *PC14 - 001*.

10 Select the **Contracts** tab: The link with the existing contract *PC1 - Maintenance contract* and the new contract *PC1 - Warranty* received has been correctly made.

11 Close all windows.

III Appendixes

A Glossary

This glossary includes definitions of the key terms used in the Procurement module.

Asset

A record in the Assets table is a portfolio item of significant value requiring individual tracking.

In Asset Manager, each asset corresponds to 2 linked records:

- The first record is in the Portfolio Items table
- The second is in the Assets table (which is an overflow table of the Portfolio Items table)

In order for a portfolio item created to create a record in the Assets table, the **Management constraint** (seMgtConstraint) field in the nature of the model of this portfolio item must be set to *Unique asset tag*.

While it is true that all assets are portfolio items, it is not true that all portfolio items are assets.

Related concepts

- Portfolio item [page 245]
- Nature [page 249]
- Model [page 248]

Asset Manager database table that describes these objects

Asset (amAsset)

Catalog

A catalog is used to describe what you can obtain from your suppliers.

Related concepts

- Product [page 250]
- Catalog reference [page 251]

Asset Manager database table that describes these objects

Catalogs (amCatalog)

Classification standard

Standard used to classify products.

Related concepts

- Classification code [page 242]

Classification code

Code defined by a classification standard used to classify products.

Related concepts

- Classification standard [page 242]

Asset Manager database table that describes these objects

Classification codes (amProdClassCode)

Purchase order

A purchase order contains the list of catalog references that you wish to acquire from a given supplier.

The purchase orders and estimates are created in the same table. The **Ord. status** (seStatus) field is used to differentiate between them.

Related concepts

- Estimate [page 245]
- Order line [page 247]

Asset Manager database table that describes these objects

Orders (amPOrder)

Standard order

A model that you can use to create purchase orders.

Related concepts

- Purchase order [page 243]

Asset Manager database table that describes these objects

Order (amPOrder)

Creating ordered items before receiving them

It is possible for you to create the records corresponding to items on order even before they have been received.

This is true for all ordered product natures.

Doing this enables you to start business processes for these items as soon as they have been ordered (such as planning work orders or training, for example).

Procurement cycle

The procurement cycle joins together the following steps:

1 Request [page 244]
2 Reservation [page 251]
3 Estimate [page 245]
4 Purchase order [page 243]
5 Receiving [page 251]
6 Invoice [page 246]

Request

A request enables you to describe needs by making reference to models and using catalog references, if required.

The hierarchical links between records created on receiving purchase orders are defined by the hierarchical links between the request lines.

Asset Manager makes a slight distinction between a *purchase request* (created using the **Procurement/ Purchase requests** menu) and an *internal request* (created using the **Portfolio/ Internal requests** menu).

Internal requests and purchase request are represented by the same records; The **Procurement/ Purchase requests** and **Portfolio/ Internal requests** menus both display the same list of requests; The detail screens of the internal requests are limited as follows: The **Estimate** and **Order** buttons are not included.

These differences mean that users who do not have access to the *Procurement* module (and therefore the **Procurement** menu), but do have access to the *Portfolio* module, can still use the **Portfolio/ Internal requests** menu to create a request.

Related concepts

- Request line [page 247]

Asset Manager database table that describes these objects

Request (amRequest)

Standard request

A model that you can use to create requests.

Related concepts

- Request [page 244]

Asset Manager database table that describes these objects

Request (amRequest)

Estimate

An estimate enables you to describe potential real-life purchase orders.

The purchase orders and estimates are created in the same table. The **Ord. status** (seStatus) field is used to differentiate between them.

Typically, an estimate is created from a request.

By way of exception, you may create an estimate without creating a request.

In this case, a request is automatically created with you click the **Issue** button in the estimate.

Related concepts

- Purchase order [page 243]
- Order line [page 247]

Asset Manager database table that describes these objects

Orders (amPOrder)

Portfolio item

A record in the Portfolio Items table is based on a model from which it inherits its features.

Depending on the value of the portfolio item, a management constraint is selected at the level of the nature of the model on which the portfolio item is based.

This constraint makes it possible to create each item as an asset, a batch or a untracked batch.

Depending on the overflow table specified in the nature of the model of a portfolio item, a record created in the Portfolio Items table is created with a linked record in one of the following tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Asset Manager database table that describes these objects

Portfolio items (amPortfolio)

Execution

This procedure is used to create items from a request that does not lead to the creation of a purchase order:

- *Internal maintenance* type work orders
- Linking a contract to a portfolio item

Invoice

An invoice enables you to record an invoice sent to you by a supplier.

The most logical way of creating an invoice is from the detail of a receiving slip.

Asset Manager database table that describes these objects

Supplier invoices (amInvoice)

Option group

An option group is a group of options from which you may choose when selecting a product in a purchase order.

Example: The *Number of doors* group, which includes the options *3-door* and *5-door*.

Request line

A request is made up of request lines.

Each request line concerns a given model, and describes a need based on this model.

Related concepts

- Request [page 244]

Asset Manager database table that describes these objects

Request lines (amReqLine)

Order line

A purchase order is made up of purchase order lines.

Each purchase order line concerns a given catalog reference, and describes the terms and conditions of this reference.

Related concepts

- Purchase order [page 243]

Asset Manager database table that describes these objects

Order lines (amPOrdLine)

Estimate line

Purchase orders and estimates are created in the same table. They can be identified via their **Ord. status** (seStatus) field.

Purchase order lines and estimate lines are created in the **Order lines** (amPOrdLine) table.

Each estimate line corresponds to a given catalog reference and describes the terms and conditions of this reference.

Related concepts

- Estimate [page 245]

Asset Manager database table that describes these objects

Order lines (amPOrdLine)

Invoice line

An invoice is made up of invoice lines.

Each invoice line concerns a given catalog reference and describes the way in which the catalog reference has been invoiced by the supplier.

Related concepts

- Invoice [page 246]

Asset Manager database table that describes these objects

Invoice lines (amInvoiceLine)

Receipt line

A receiving slip is made up of receiving lines.

Each receipt line concerns a given catalog reference and describes the way in which the catalog reference has been received.

Related concepts

- Receiving [page 251]

Asset Manager database table that describes these objects

Receipt lines (amReceiptLine)

Model

A record in the Models table enables you to create records in the following tables:

- Portfolio items

  The creation of a portfolio item is sometimes accompanied by the simultaneous creation of a record in one of the following overflow tables:

  - Assets table

- Computers table
- Telephones table
- Software installations table

- Work orders
- Contracts
- Trainings
- Cables

When you create a portfolio item, you must specify the model on which it is based. The data entered for a model is automatically reproduced in the records of the portfolio items. Examples: the CPU type of a computer; the applicable tax rate; the length of a contract, etc.

The hierarchical structure of the Models table helps you organize your portfolio. We recommend that you create generic models that encompass more specific sub-models. Example: Printer/Laser printer/Laserjet printer 8000DN.

Asset Manager database table that describes these objects

Models (amModel)

Nature

A record in the Natures table determines the type of item a model can create. When you create a model, you must indicate its nature. The model is then based on this particular nature.

Natures are available for the following models:

- Portfolio items
- Work orders
- Contracts
- Trainings
- Cables

When you create a nature, you define certain parameters that will influence the models based on this nature. Example: Setting the nature's **Management constraint** field (seMgtConstraint) to *Free* enables you to create models of portfolio items that do not have records in the Assets table.

Asset Manager database table that describes these objects

Natures (amNature) Yes

Product option

Optional component available when ordering a product.

Options may be grouped together in option groups.

Related concepts

- Option group [page 246]

Asset Manager database table that describes these objects

Product options (amProdOption)

Product

A product is an item, a set of items or a service that you may acquire.

A given product may be acquired from different suppliers with different conditions, which are described in the form of catalog references.

Example: The product *HP VECTRA VL 800* is available as a reference in the *Micro* catalog and is also referenced in the *Direct* catalog.

A product may correspond to a single object (a CPU) or a set of objects (a computer configuration).

Related concepts

- Catalog reference [page 251]

Asset Manager database table that describes these objects

Products (amProduct)

Return

An operation that consists of returning an object to its supplier after receiving it.

Asset Manager database table that describes these objects

Receiving slips (amReceipt)

Receiving

Operation that consists of recognizing and registering the delivery of a goods or accepting services.

Asset Manager database table that describes these objects

Receiving slips (amReceipt)

Catalog reference

A catalog reference describes the terms and conditions of a given product at a given supplier.

The catalog references are grouped together within catalogs.

Related concepts

- Catalog [page 242]

Asset Manager database table that describes these objects

Catalog references (amCatRef)

Reservation

Asset Manager enables you to reserve:

- Portfolio items that are already in stock.
- Portfolio items that are going to be acquired.

A portfolio item is reserved when it is requested, at the level of the request lines.

Asset Manager database table that describes these objects

Reservations (amReservation)

Overspecification

A principle of defining a request using multiple variables.

Example: The request for a cable is defined by the length and diameter of the cable.

Unit of measure

Unit in which a packaged product is expressed.

Asset Manager database table that describes these objects

Units (amUnit)

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