

Lab Guide

Setting Up Multiple Organizations

Setting Up Multiple Organizations

Warning:

Every individual student should not try to create his/her own setup as that may create problem for the Database performance. One batch of 15 to 20 students can do it once under the guidance of an experienced faculty. This setup you can create within Vision Demo Database.

If you are creating this setup in a new installation, you have to essentially run a few script files whose names and how and when to run them are covered in the section *AD Utilities* of the extended Course Material.

Sample Data

Set Of Books	Cosmos Books	
Business Group <i>(This Business Group should be classified as HR Organization also.)</i>	Cosmos Group Location: C1	
GRE/Legal Entity	Cosmos Lawyers Location : C2 Employer Identification : Set Of Books : Cosmos Books	
Operating Units	Cosmos Distributions Location : C3 Set Of Books : Cosmos Books GRE/Legal Entity : Cosmos Lawyers	
Inventory Organizations	Hyder Operations Location : A1-Hyder Code : A1 Calendar : Cosmos01 ATP Rule : COSMOSATP Picking Rule : CosmosPicking	Vizag Operations Location : A2-Vizag Code : A2 Calendar : Cosmos01 ATP Rule : COSMOSATP Picking Rule : CosmosPicking
Item Master Organization	Hyder Operations	
Item Validation Organization	Hyder Operations	

1.0 Define the Following Responsibilities

Login as System Administrator

Choose the Responsibility: System Administrator

1.1 General Ledger, Cosmos Group

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Data Group : Standard
Application : Oracle General Ledger
Request Group : GL Concurrent Program Group
Menu : GL_SUPERUSER

1.2 Payables, Cosmos Group

Data Group : Standard
Application : Oracle Payables
Request Group : All Reports
Menu : AP_NAVIGATE_GUI12

1.3 Receivables, Cosmos Group

Data Group : Standard
Application : Oracle Receivables
Request Group : Receivables All
Menu : AR_NAVIGATE_GUI

1.4 Assets, Cosmos Group

Data Group : Standard
Application : Oracle Assets
Request Group : All Reports and Programs
Menu : FA_MAIN

1.5 Inventory, Cosmos Group

Data Group : Standard
Application : Oracle Inventory
Request Group : All Inclusive GUI
Menu : INV_NAVIGATE

1.6 Purchasing, Cosmos Group

Data Group : Standard
Application : Oracle Purchasing
Request Group : All Reports
Menu : Purchasing SuperUser GUI

1.7 Order Entry, Cosmos Group

Data Group : Standard
Application : Oracle Order Management
Request Group : OM Concurrent Programs
Menu : ONT_SUPER_USER

1.8 Human Resources, Cosmos Group

Data Group : Standard
Application : Oracle Human Resources
Request Group : HR Reports and Processes
Menu : JP HRMS Navigator

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2.0 Define a User (*Cosmos*) and assign the above responsibilities to it.

N → Security → User → Define

- 2.1 Enter a User Name
- 2.2 Enter a Password having a minimum of 5 characters
- 2.3 Re-enter the password
- 2.4 Move cursor to the Lines
- 2.5 Choose the above Responsibilities one by one
- 2.6 Save

Note: The password that you entered in step 2.2 and 2.3 will expire in the first Login. You have to assign another password in the first login.

3.0 Responsibility: General Ledger, Cosmos Corporation

3.1 Create a Set of Books (*Cosmos Books*)

3.1.1 Create Chart of Accounts

We will create a Chart of Accounts with four segments as follows.

- Company
- Cost Center
- Accounts
- Product

For creating the Chart of Accounts you have to follow the following steps.

- Define Value Set for each segment
- Define a structure of the segments
- Compile the Structure
- Enter possible values for each segment

3.1.1.1 Define Value Sets

N → Setup → Financials → Flexfields → Validation → Sets

1. Enter a name for the Value Set (Cosmos Company)
2. Optionally enter a Description
3. Choose the Data Type(Char)

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4. Choose the Max Size (2 for Company, 2 for Cost Center, 4 for Accounts and 4 for Product)
5. Choose the Validation Type (Independent for all value sets)

3.1.1.2 Define a Structure of the Segments

N → Setup → Financials → Flexfields → Key → Segments

1. F11, O%G%, Ctrl + F11 (Now, you will get *Oracle General Ledger* in the field named 'Application' and *Accounting Flexfield* in the field named 'Title').
2. Bring cursor to the Lines
3. Enter a Code (COSMOS_ACCOUNTING)
4. Enter a Title (Cosmos Accounting)
5. Optionally enter a Description
6. Optionally enter a View Name (COSMOS)
7. Click on the push button 'Segments'
8. Make your entries as follows

<u>Num</u>	<u>Name</u>	<u>Window Prompt</u>	<u>Column</u>	<u>Value Set</u>	<u>Disp.</u>	<u>Ena.</u>
1	CO	Company	Segment1	Cos.Company	Yes	Yes
2	CC	Cost Center	Segment2	Cosmos Cost Center	Yes	Yes
3	AC	Account	Segment3	Cosmos Accounts	Yes	Yes
4	PRO	Product	Segment4	Cosmos Products	Yes	Yes

Enable the Flexfield Qualifiers for Company and Account Segments

9. Keeping the cursor in Line 1 (Company), click on the push button 'Flexfield Qualifiers'
10. Check the check box 'Enabled' against the Name *Balancing Segment*
(Trial balance will be balanced on the balancing segment. Normally, Company segment will be the balancing segment)
11. Close the window
12. Keeping the cursor in Line 3 (Account), click on the push button 'Flexfield Qualifiers'
13. Check the check box 'Enabled' against the Name *Natural Segment*
14. Close the window
15. Close the window (Now you are in the first window of Structure definition)
16. Check the check box 'Allow Dynamic Inserts'
17. Check the check box 'Enabled'
18. Check the check box 'Cross-Validate Segments'

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3.1.1.3 Freezing the Flexfield Definition

19. Check the check box 'Freeze Flexfield Definition'

(Read the message carefully)

20. Close the window

21. View → Requests

22. See that the Server processed your request

3.1.1.4 Enter Possible Values for Each Segment

N → Setup → Financials → Flexfields → Key → Values

1. Choose the Oracle General Ledger in the field named *Application*
2. Choose the name of your Structure (Cosmos Accounting) in the field named *Structure*.
3. Click on the push button 'Find'

In the field named '*Independent Segment*', you will see Cosmos Company which is the first segment of your structure. In the lines, you enter the following value as Company values.

<u>Values</u>	<u>Translated Values</u>	<u>Description</u>	<u>Qualifiers</u>
01	01	Hyder Operations	Allow Budgeting : Yes Allow Posting : Yes
02	02	Vizag Operations	Allow Budgeting : Yes Allow Posting : Yes

4. Click in the field named *Independent Segment* and press the down arrow key. This will display the next Value Set in your Structure. i.e. *Cosmos Cost Center*

5. Bring cursor to the Lines

In the lines, you enter the following value as Company values.

<u>Values</u>	<u>Translated Values</u>	<u>Description</u>	<u>Qualifiers</u>
00	00	Unspecified	Allow Budgeting : Yes Allow Posting : Yes
01	01	Mfg	Allow Budgeting : Yes Allow Posting : Yes
02	02	Finance	Allow Budgeting : Yes Allow Posting : Yes

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03	03	Purchasing	Allow Budgeting : Yes Allow Posting : Yes
04	04	Inventory	Allow Budgeting : Yes Allow Posting : Yes
05	05	Human Resource	Allow Budgeting : Yes Allow Posting : Yes

- Click in the field named *Independent Segment* and press the down arrow key. This will display the next Value Set in your Structure. i.e. *Cosmos Accounts*. Because we have selected this segment as the natural segment, there will be more Qualifiers for the values.

Choose *Qualifier* values as follows

Parent Accounts and Net Income Account

Allow Budgeting : **Yes**
 Allow Posting : **No**
 Control Account : **No**
 Account Type : **Choose values as shown against each Account**
 Reconciliation Flag : **No**

Child Accounts

Allow Budgeting : **Yes**
 Allow Posting : **Yes**
 Control Account : **No**
 Account Type : **Choose values as shown against each Account**
 Reconciliation Flag : **No**

- Bring cursor to the Lines
In the lines, you enter the following value as Company values.

<u>Values</u>	<u>Description</u>	<u>Parent</u>	<u>Qualifiers</u>
0000	Unspecified	No	Account Type : Asset (Refer 6)
1000	Total Assets	Yes	Account Type : Asset (Refer 6)
1100	Cash & Bank	Yes	Account Type : Asset (Refer 6)
1110	Cash in Hand	No	Account Type : Asset (Refer 6)
1120	Cash at Bank	No	Account Type : Asset (Refer 6)
1200	Receivables	Yes	Account Type : Asset (Refer 6)
1210	Receivables Direct	No	Account Type : Asset (Refer 6)
1220	Receivables Others	No	Account Type : Asset (Refer 6)

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1300	Advances	Yes	Account Type : Asset (Refer 6)
1310	Advances	No	Account Type : Asset (Refer 6)
1400	Inventories	Yes	Account Type : Asset (Refer 6)
1410	Materials	No	Account Type : Asset (Refer 6)
1500	Fixed Assets	Yes	Account Type : Asset (Refer 6)
1510	P & M Cost	No	Account Type : Asset (Refer 6)
1520	P & M Clearing	No	Account Type : Asset (Refer 6)
1530	Furniture	No	Account Type : Asset (Refer 6)
1600	Investments	Yes	Account Type : Asset (Refer 6)
1610	Short Investments	No	Account Type : Asset (Refer 6)
1700	Inter Company	Yes	Account Type : Asset (Refer 6)
1710	Transfer Credit	No	Account Type : Asset (Refer 6)
1720	Receivable InterCo	No	Account Type : Asset (Refer 6)
1730	Intransit Inventory	No	Account Type : Asset (Refer 6)
2000	Total Liabilities	Yes	Account Type : Liability (Refer 6)
2100	Payables	Yes	Account Type : Liability (Refer 6)
2110	Payables direct	No	Account Type : Liability (Refer 6)
2120	Payables Others	No	Account Type : Liability (Refer 6)
2200	Outstanding Expenses	Yes	Account Type : Liability (Refer 6)
2210	Outstanding Expenses	No	Account Type : Liability (Refer 6)
2300	Secured Loans	Yes	Account Type : Liability (Refer 6)
2310	Loan From Fin. Inst.	No	Account Type : Liability (Refer 6)
2400	Unsecured Loans	Yes	Account Type : Liability (Refer 6)
2410	Loan from Others	No	Account Type : Liability (Refer 6)
2500	Inter Co Accounts	Yes	Account Type : Liability (Refer 6)
2510	Payables Inter Co	No	Account Type : Liability (Refer 6)
3000	Owner's Equity	Yes	Account Type : Owner's Equity (Refer 6)
3100	Share Capital	Yes	Account Type : Owner's Equity (Refer 6)
3110	Equity Share capital	No	Account Type : Owner's Equity (Refer 6)
3120	Pre-extended Shares	No	Account Type : Owner's Equity (Refer 6)
3200	Reserve & Surplus	Yes	Account Type : Owner's Equity (Refer 6)
3210	Retained Earning	No	Account Type : Owner's Equity (Refer 6)
3220	Other Receivables	No	Account Type : Owner's Equity (Refer 6)

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3300	Encumbrance	Yes	Account Type : Owner's Equity (Refer 6)
3310	Req Encumbrance	No	Account Type : Owner's Equity (Refer 6)
3320	PO Encumbrance	No	Account Type : Owner's Equity (Refer 6)
3500	Other Account	Yes	Account Type : Owner's Equity (Refer 6)
3510	Translation Adj a/c.	No	Account Type : Owner's Equity (Refer 6)
3520	Net Income	No	Account Type : Owner's Equity (Refer 6) (Allow Posting: No)
4000	Total Revenue	Yes	Account Type : Revenue (Refer 6)
4100	Sales Revenue	Yes	Account Type : Revenue (Refer 6)
4110	Sales	No	Account Type : Revenue (Refer 6)
4200	Other Revenue	Yes	Account Type : Revenue (Refer 6)
4210	Misc. Receipts	No	Account Type : Revenue (Refer 6)
5000	Total Goods Expense	Yes	Account Type : Expense (Refer 6)
5100	Material	Yes	Account Type : Expense (Refer 6)
5110	Material Cost	No	Account Type : Expense (Refer 6)
5120	Material Overhead	No	Account Type : Expense (Refer 6)
5200	Resource	Yes	Account Type : Expense (Refer 6)
5210	Resource Cost (Man)	No	Account Type : Expense (Refer 6)
5220	Resource OH (Man)	No	Account Type : Expense (Refer 6)
5230	Resource Cost (M/c)	No	Account Type : Expense (Refer 6)
5240	Resource OH (M/c)	No	Account Type : Expense (Refer 6)
5300	Department	Yes	Account Type : Expense (Refer 6)
5310	Dept Overhead	No	Account Type : Expense (Refer 6)
5400	Outsideprocessing	Yes	Account Type : Expense (Refer 6)
5410	Outsideprocessing	No	Account Type : Expense (Refer 6)
6000	Accrual	Yes	Account Type : Expense (Refer 6)
6100	AP Accrual	Yes	Account Type : Expense (Refer 6)
6110	Inventory AP Accrual	No	Account Type : Expense (Refer 6)
7000	Off. & Admin Exp.	Yes	Account Type : Expense (Refer 6)
7100	Office Expense	Yes	Account Type : Expense (Refer 6)
7110	Rent	No	Account Type : Expense (Refer 6)
7220	Water Charges	No	Account Type : Expense (Refer 6)
9000	Other Account	Yes	Account Type : Expense (Refer 6)
9110	Suspense Account	No	Account Type : Expense (Refer 6)

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9120 Inter Co Account No Account Type : **Expense** (Refer 6)

Define Child Ranges for Parent Accounts

The accounts can come under three categories like Grant Parent, Parent and Child. Say for example, 1000 may be a Grant Parent, 1100 may be a Parent and 1110 may be a Child. In this case we will define *Allow Posting : No* for 1000 and 1100 and they will be declared as *Parent* accounts by checking the check box 'Parent'.

Example for Entering Child Ranges

1000	Grant Parent
1100	Parent
1110	Child
1120	Child
1200	Parent
1210	Child
1220	Child

Keep the cursor in 1000 and click on the push button 'Child Ranges' and make the entries as follows.

<u>From</u>	<u>To</u>	<u>Include</u>
1100		Parent Values Only
1200		Parent Values Only

Keep the cursor in 1100 and click on the push button 'Child Ranges' and make the entries as follows.

<u>From</u>	<u>To</u>	<u>Include</u>
1111	1199	Child Values Only

Keep the cursor in 1200 and click on the push button 'Child Ranges' and make the entries as follows.

<u>From</u>	<u>To</u>	<u>Include</u>
1201	1299	Child Values Only

3.1.2 Define Accounting Calendar

N → Setup → Financials → Calendars → Accounting

1. Enter the calendar name (Cosmos)
2. Optionally enter a Description
3. Make the entries as given below

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<u>Prefix</u>	<u>Type</u>	<u>Year</u>	<u>Qtr</u>	<u>Num</u>	<u>From</u>	<u>To</u>	<u>Name</u>	<u>Adj.</u>
JAN	Fiscal month	2001	1	1	01-JAN-01	31-JAN-01	Jan01	No
FEB	Fiscal month	2001	1	2	01-FEB-01	28-FEB-01	Feb01	No
MAR	Fiscal month	2001	1	3	01-MAR-01	31-MAR-01	Mar01	No
APR	Fiscal month	2001	2	4	01-APR-01	30-APR-01	Apr01	No
MAY	Fiscal month	2001	2	5	01-MAY-01	31-MAY-01	May01	No
JUN	Fiscal month	2001	2	6	01-JUN-01	30-JUN-01	Jun01	No
JUL	Fiscal month	2001	3	7	01-JUL-01	31-JUL-01	Jul01	No
AUG	Fiscal month	2001	3	8	01-AUG-01	31-AUG-01	Aug01	No
SEP	Fiscal month	2001	3	9	01-SEP-01	30-SEP-01	Sep01	No
OCT	Fiscal month	2001	4	10	01-OCT-01	31-OCT-01	Oct01	No
NOV	Fiscal month	2001	4	11	01-NOV-01	30-NOV-01	Nov01	No
DEC	Fiscal month	2001	4	12	01-DEC-01	31-DEC-01	Dec01	No
ADJ	Fiscal month	2001	4	13	01-DEC-01	31-DEC-01	Adj01	Yes

3.1.3 Define Currency

N → Setup → Currencies → Define

Make the entries as follows.

<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Issuing Territory</u>	<u>Symbol</u>	<u>Precision</u>
COS	Cosmos	Cosmos	Govt of India		2

3.1.4 Define Transaction Calendar

N → Setup → Financials → Calendars → Transaction

1. Enter a name for the Calendar (Cosmos)
2. Optionally enter a Description
3. Click on the push button 'Defaults...'
4. Enable all the Working Days
(This pattern will repeat for all weeks)
5. Click on OK.
6. Save (The values will be displayed only after saving)
7. Make corrections in the Defaulted values if required
8. Save

3.1.5 Define Set of Books

N → Setup → Financials → Books → Define

1. Enter a name for your SOB (Cosmos Books)
2. Enter a Short Name (Cosmos)
3. Optionally enter a Description

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4. Choose the Chart of Accounts (The Flexfield Structure name that you created in step 3.1.1.2 should be selected here. i.e. *Cosmos Accounting*)
5. Choose your Currency (*COS*)
6. Choose the Accounting Calendar (*Cosmos*)
7. Enter Future Periods (4)
8. Choose the region Closing
9. Choose the account 'Retained Earnings'
10. Choose the account 'Translation Adjustment'
11. Choose the region 'Journalling'
12. Check the check box 'Supense'
13. Choose the account 'Suspense'
14. Choose the region 'Average Balances'
15. Check the check box 'Enable Average Balance'
16. Check the check box 'EOD' (End Of Day)
17. Choose the Transaction Calendar (Cosmos)
18. Choose the 'Net Income Account'
19. Check the check box 'Enable Budgetory Control'
20. Choose the account 'Reserve for Encumbrance'
21. Choose the region 'Multiple Reporting Currencies'
22. Choose the option 'Not Applicable'

4.0 Responsibility: Inventory, Cosmos Corporation

4.1 Define a Workday Calendar (Inventory Module)

- 4.1.1 Enter a name for the Calendar (Cosmos01)
- 4.1.2 Optionally enter a description
- 4.1.3 Select a Quarterly Type
- 4.1.4 Choose the Calendar Date Ranges
(Choose the From date in such a way that the starting day is a Monday)
- 4.1.5 Click on the push button 'Workday Pattern'
- 4.1.6 Enter a Seq. Number
- 4.1.7 Enter days On (say 6)
- 4.2 Enter days Off (say 1)
If your calendar starts on a Monday, this pattern means that Sunday is Off.
- 4.2.5 Optionally enter a description
- 4.2.6 Click on the push button 'Shifts'
- 4.2.7 Enter a Shift No (say 1)
- 4.2.8 Optionally enter a description
- 4.2.9 Move cursor to the next line and enter 2 and so on

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4.2.10 Keep the cursor in shift number 1 and click on the push button 'Workday Pattern'

Assuming that your calendar starts on Monday, if you want Wednesday Off for your first shift enter the pattern as follows.

Seq	On	Off
1	2	1
2	4	0

Always ensure that the total of the On/Off must be equal to 7

4.2.11 Save and close the window

4.2.12 Keep the cursor in shift number 2 and define the workday pattern as mentioned above.

4.2.13 Keep the cursor in Shift 1 and click on the push button 'Times'

Suppose the first shift timing is from morning 7.00 to evening 3.30 with a break of $\frac{1}{2}$ an hour from 11.00 to 11.30, enter the values as follows.

Start	Stop
7:00:00	11:00:00
11:30:00	15:30:00

4.2.14 Save and Close the window.

4.2.15 Move cursor to the next shift and define the second shift timings as above.

4.2.16 Click on the push button 'Dates'

4.2.17 Whichever dates you want to make as holidays, just click on those dates.

Building the Calendar

4.1.22 Special → Build

4.1.23 Help → View My Request

4.1.24 Click on 'Find'

See that your request is processing is complete.

Any changes made in a Calendar will come into effect only after Building it.

4.2 Define ATP Rule

N → Setup → Rules → Available To Promise

Name : Cosmos ATP

Description : Cosmos ATP Rule

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Consumption

Forward : Yes
Backward : Yes

Accumulation

Accumulate Available : Yes
Window : 3

Past Due Days

Demand : 10
Supply : 10

Infinite Supply

Option : User-defined Time Fence
Days : 60

ATP By Demand Class : No

Demand Sources

Sales Orders : Yes
Internal Orders : Yes
Discrete WIP : Yes
Repetitive WIP : Yes
Non-standard WIP : Yes
User defined : No
Flow Schedules : Yes

Supply Sources

Discrete MPS : Yes
Repetitive MPS : Yes
Discrete WIP : Yes
Repetitive WIP : Yes
Non-standard WIP : Yes
User defined : No

Internal Reqs : Yes
Supplier Reqs : Yes
Purchase Orders : Yes
Onhand Available : Yes
Interorg Transfers : Yes
Flow Schedules : Yes

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4.3 Define Locations

N → Setup → Organizations → Locations

Name : C1
Description : Location of Cosmos Group

Region: **Address Details**
Address Style : United Kingdom
Address : Enter

Region: **Shipping Details**
Contact : Optionally choose
Shi To Location ; Choose

Ship To Site : Yes
Bill To Site : Yes
Receiving Site : Yes
Internal Site : Yes
Office Site : Yes

Region: **Other Details**
Inventory Organization : (After defining the Orgs, come back to this window and assign the inventory Organization)
Tax Name : Optionally choose
EDI Location :

Note:
Define each Location one by one as stated above)

4.4 Define Picking Rule

N → Setup → Rules → Picking

Name : Cosmos Picking
Description : Cosmos Picking
Revision Order : Revision
Lot Order : Lot Number
Subinventory Order : Subinventory
Locator Order : Locator

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4.5 Define GRE/Legal Entities

N → Setup → Organizations → Organizations

Name : Cosmos Lawyers
Type : Choose
From Date : Enter

Location : C2
Internal / External : Internal
Location Address : (Defaults)
Save

Move cursor to the **Classification**

Name : GRE/Legal Entity
Enabled : Yes
Save

Click on the push button 'Others'

Choose *Employer Identification* from the LOV

Click in the bigger text box

Enter an Employee identification Number like 95-223456

Click on OK

Click on OK

Save

Click on the push button 'Others' again

Choose *Legal Entity Accounting* from the LOV

Click in the bigger text box

Choose the Set of Books (Cosmos Books)

Optionally enter a VAT Registration Number like 96453546

Click on OK

Click on OK

Save

4.6 Define Operating Units

N → Setup → Organizations → Organizations

Name : Cosmos Distributions
Type : Choose
From Date : Enter

Location : C3
Internal / External : Internal
Location Address : (Defaults)
Save

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Move cursor to the **Classification**

Name : Operating Unit

Enabled : Yes

Save

Click on the push button 'Others'

Click in the bigger text box

Choose the Set of Books (Cosmos Books)

Choose the Legal Entity (Cosmos Lawyers)

Click on OK

Click on OK

Save

4.7 Define Inventory Organizations

N → Organizations → Organizations

4.7.1 Enter the name of your organization (Hyder Operations)

4.7.2 Choose a Type

4.7.3 Enter the Establishment date of your organization

4.7.4 Choose the location of your organization (A1-Hyder)

4.7.5 Choose *Internal* as value for the field Internal/External

4.7.6 Save

4.7.7 Bring the cursor to the Organization Classification block

4.7.8 Choose the classification *Inventory Organization*

4.7.9 Check the check box 'Enabled'

4.7.10 Save

Entering Accounting Information of the Organization

4.7.11 Click on the push button 'Others'

4.7.12 Choose *Accounting Information*

4.7.13 Press the tab key (Flexfield pop up)

4.7.14 Choose *Cosmos Lawyers* as the GRE/Legal Entity

4.7.15 Choose *Cosmos Distributions* as the Operating Unit

4.7.16 Choose *Cosmos Books* as the Set Of Books

4.7.17 Click on OK

4.7.18 Click on OK

4.7.19 Save

Entering Inventory Parameters of the Organization

4.7.20 Click on the push button 'Others' again

4.7.21 Choose *Inventory Information*

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- 4.7.22 Enter an organization Code (Can use a maximum of 3 alphanumeric characters)
- 4.7.23 Choose *Hyder Operations* as the Item Master Organization
- 4.7.24 Choose the Calendar that you have already defined (*Cosmos01*)
- 4.7.25 Check or uncheck the check box *Allow Negative Balances*
If the check box is checked, during inventory transactions, if the qty of any item is driven negative, the system will not object. If the check box is unchecked, you will not be able to do any transaction by which the qty of any item will be driven negative.
- 4.7.26 Chose the locator control

- 4.7.27 Change region to **‘Costing Information’**
- 4.7.28 Choose a Costing Method (*Standard*)
- 4.7.29 Check or uncheck the check box ‘Transfer Details to GL’
If this check box is unchecked, only summary of the Inventory Transactions will be transferred to GL, and not the complete details. Checking this check box can lead to system slow down when the transactions are transferred to GL.
- 4.7.30 Check or uncheck the check box ‘Reverse Encumbrance’
- 4.7.31 Choose all the Valuation Accounts

- 4.7.32 Change region to **‘Revision, Lot, Serial’**
- 4.7.33 Enter a Starting Revision (A)
Any item assigned to this organization, if placed under revision control will use this value as the first revision.
- 4.7.34 Choose a Lot Control Uniqueness (*None*)
- 4.7.35 Choose a Lot Number Generation Level (*At item level*)
- 4.7.36 Enter a Lot Number Prefix (Any alphanumeric characters)
- 4.7.37 Enter the total length of the Lot Numbers

- 4.7.39 Choose the Serial Number Uniqueness (*Within Inventory Items*)
- 4.7.40 Choose the Serial Number Generation Level (*At item level*)
- 4.7.41 Enter a Serial Number Prefix (any alphanumeric character)
- 4.7.42 Enter a Starting Serial Number

- 4.7.43 Change region to **‘ATP’ Pick, Item Sourcing’**
- 4.7.44 Choose an ATP Rule (*Cosmos ATP*)
If no ATP Rule is attached, you will not be able to do Sales Order Scheduling in Order Entry.
- 4.7.45 choose a Picking Rule (*Cosmos Picking*)
- 4.7.46 enter a Subinventory Order (The value you enter here will be used as a default for all the Subinventories of the organization)
- 4.7.47 Enter a Locator Order (The value you enter here will be used as a default for all the Subinventories of the organization)

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- 4.7.48 Choose the Item Source Type (*Supplier*)
- 4.7.49 Change region to **‘Inter-org Information’**
- 4.7.50 Choose a Inter-organization Transfer Charge type (*Pre-defined Percent*)
- 4.7.51 Enter the Percent (*10*)
- 4.7.52 Choose all the Accounts
- 4.7.54 Change region to **‘Other Accounts’**
- 4.7.55 Choose all the Accounts
- 4.7.56 Save and Close

Entering Receiving Options for the Organization

If you fail to define the Receiving Options for the Organization, you will not be allowed to make any purchase order receipts in that organization.

- 4.7.57 Click on the push button ‘Others’ again
- 4.7.58 Choose *Receiving Information*
- 4.7.59 The options you select in this window will be used as default values.

The critical information that the system seeks from this window is the Receiving Account. Without providing an account you will not be allowed to save. This account is used to create automatic journal entries when PO receipts are made.

4.8 Define Business Group

N → Setup → Organizations → Organizations

- 4.8.1 Name : Cosmos Group
- 4.8.2 Type : Choose
- 4.8.3 From Date : Enter
- 4.8.4 Location : C1
- 4.8.5 Internal / External : Internal
- 4.8.6 Location Address : (Defaults)
- 4.8.7 Save
- 4.8.8 Move cursor to the **Classification**
- 4.8.9 Name : Business Group
- 4.8.10 Enabled : Yes
- 4.8.11 Save

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Setting Up Multiple Organizations

- 4.8.12 Click on the push button 'Others'
- 4.8.13 Choose **Business group Info* from the LOV
- 4.8.14 Click on the bigger text box

- 4.8.15 Short Name : Cosmos
- 4.8.16 Employee number Generation : Automatic
- 4.8.17 Applicant Number Generation : Automatic
- 4.8.18 Grade Flexfield Structure : Grade Flexfield
- 4.8.19 Group Flexfield Structure : People Group Flexfield
- 4.8.20 Job Flexfield Structure : Job Flexfield
- 4.8.21 Costing flexfield Structure : Costing Allocation Flexfield
- 4.8.22 Position Flexfield Structure : Position Flexfield
- 4.8.23 Legislation Code : United States
- 4.8.24 Currency : USD
- 4.8.25 Fiscal Year Start :
- 4.8.26 Minimum Working Age :
- 4.8.27 Maximum Working Age :

- 4.8.28 Click on OK
- 4.8.29 Click on OK
- 4.8.30 Save

Classify the same organization as HR organization also as follows.

- 4.8.31 Bring the cursor to the *Classification* 'Name'
- 4.8.32 Under the name Business Group, choose *HR Organization*
- 4.8.33 Check the check box *Enabled*
- 4.8.34 Save
- 4.8.35 Click on the push button 'Others'
- 4.8.36 Choose *Workday Information* from the LOV
- 4.8.37 Click in the bigger text box
- 4.8.38 Normal Start Time : 08:00
- 4.8.39 Normal End Time : 17:00
- 4.8.40 Working Hours : 40
- 4.8.41 Frequency : Week
- 4.8.42 Click on OK
- 4.8.43 Click on OK
- 4.8.44 Save

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Setting Up Multiple Organizations

5.0 Responsibility: Receivables, Cosmos Corporation

5.1 Define Receipt Batch Source

N → Setup → Receipts → Receipt Sources

Name	: Cosmos Receipts
Description	: Cosmos Receipts
Receipt Source Type	: Manual
Receipt Class	: Choose
Payment Method	: Choose
Bank Account	: Choose
Batch Numbering	: Automatic
Last Number	: 3000
Effective Date	: Enter

5.2 Define Transaction Batch Source

Name	: Cosmos Receipt
Type	: Manual
Active	: Yes
Effective Date	: Enter
Automatic Batch Numbering	: Yes
Last Number	: 300
Automatic Transaction Numbering	: Yes
Last Number	: 1500

6.0 Responsibility: System Administrator

6.1 Set the following profile options at the Responsibility level for each responsibility

6.1.1	GL: Set of Books	: Cosmos Books
6.1.2	HR: Security Profile	: Cosmos Group)
6.1.3	MO: Operating Unit	:Cosmos Distributions
6.1.4	INV: Inter Company Currency Conversion	: Corporate
6.1.5	OE: Set of Books	: Cosmos Books
6.1.6	OE: Item validation Organization	: A1-Hyder
6.1.7	AR: Receipt Batch Source	: Cosmos Receipt
6.1.8	AR: Transaction Batch Source	: Cosmos Transaction

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Setting Up Multiple Organizations

7.0 Responsibility: General Ledger

7.1 Open Accounting Periods

N → Setup → Open/Close

Keep the cursor in Status and click on the push button 'Open Next Period'

Opening periods in GL is concurrent requests. So, if you open several periods in one go, it may take a considerable time for the system to process all requests.

8.0 Responsibility: Payables, Cosmos Corporation

8.1 Define Payables Options

N → Setup → Options → Payables

Region: **Accounting Methods**

Accounting Methods

Primary Accounting Method	: Accrual
Set of Books	: Cosmos Books
Secondary Accounting Method	: None
Set of Books	:

Automatic Offset Method

None
 Balancing
 Account

Region: **Transfer to GL**

O In Detail

Summarize by Accounting Date
 Summarize by Accounting Period

Transfer Reporting Book(s)	: No
Submit Journal Import	: Yes
Allow Override at Program Submission	: No

Region: **Payment Accounting**

Account for Payment

When Payment is Issued	: Yes
When Payment Clears	: Yes

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Account for Gain/Loss

When Payment is Issued : Yes
When Payment Clears (G) : Yes

Calculate Gain/Loss

For each Invoice (K)
 For Total Payment (J)

Use Future Dated Payment Account

From Payment Account
 From Supplier Site (Q)

Region: **Currency**

Use Multiple Currencies(X) : Yes
Require Exchange Rate Entry : No
Exchange Rate Type : Corporate

GL Accounts

Realized Gain : Choose your account
Realized Loss : Choose your account
Rounding : Choose your account

Region: **Supplier**

Pay Group : Standard
Invoice Currency : USD
Terms Date Basis : Invoice
Pay Date Basis : Due
Bank Charge Bearer :

Tax Reporting

Combined Filing Program : Yes
Use pay Site Tax Region : Yes
Income Tax Region :

Region: **Invoice**

Main

Use Batch Controls : No
Confirm Date as Invoice Number : No
Allow online Approval : Yes
Allow Adjustments to Paid Invoices : Yes
Recalculate Scheduled Payment : Yes
Allow Document Category Override : No

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Automatically Create Freight Distribution : No
Freight Account :

GL Date Basis

O Invoice Date

O System Date
O Goods Received / Invoice Date
O Goods received / System Date

Pre-payment

Payment Terms : Cosmos Payment
Settlement Days : 0

Region: Matching

Allow Final Matching : Yes
Allow Distribution Level Matching : Yes
Allow Matching Account Override : Yes
Transfer PO Descriptive Flexfield Information : Yes

Region: Interest

Allow Interest Invoices : No
Minimum Interest Amount :

Interest Invoice Account

Expense : Choose your account
Liability : Choose your account

Region: Expense Report

Default Template : Travel
Payment Terms : Cosmos Payment
Pay Group : Employee
Payment Priority : 50
Apply Advances : Yes
Automatically Create Employee as Supplier : Yes
Hold Unmatched Expense Report : No

Region: Payment

Bank Account : Choose
Payment Batch Limit : 1000000
EFT User Number :
Additional Pay Through Days : 7
Allow Document Category Override : No

Discount

Exclude Tax From Discount Calculation : Yes

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Method : System Account

Single Payment

Allow Print : Yes

Allow Void and Reissue : Yes

Allow Pre-Date : Yes

Allow Address Change : Yes

Remit-To Bank Account

Allow Remit-To Account Override : Yes

Bank Charges

Use Bank Charges : Yes

Region: Invoice Tax

Require Tax Entry at Header : No

Use Automatic Tax Calculation : Yes

Calculation Level

Header

Tax Code

Line

Allow Calculation Level Override : Yes

Distribution Accounts Include Tax : No

Allow Override : Yes

Region: Withholding Tax

Use Withholding Tax : Yes

Allow Manual Withholding : No

Tax Group : 1099

Withholding amount Basis

Include Discount Amount : Yes

Include Tax Amount : Yes

Apply Withholding Tax

Never

At Invoice Approval Time

At payment Time

Create Withholding Invoice

Never

At Invoice Approval Time

At payment Time

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Setting Up Multiple Organizations

Region: Tax Defaults and Rules

Enforce Tax From Account : No
Enforce Tax From Purchase Order : Yes

Tax Code Defaults

	<u>Hierarchy</u>
PO for Matched Invoices	2
Supplier Site	4
Supplier	
Account	
Financial Options	
Invoice Header	3
Template	1

Region: Reports

Accounts Payable Trial Balance Report

Relieve Future Dated Payment Liability

When Payment is Issued

When Payment Matures

When Payment Clears

8.2 Choose the Set of Books

N → Setup → Set of Books → Choose

Set of Books : Cosmos Books

Chart of Accounts :

Functional Currency ;

Accounting Calendar :

8.3 Open Periods

N → Setup → Open/Close

Click on the push button 'Open Next Period' as many times as you want to open the periods.

Open Encumbrance Period

Click on the push button 'Open Next Year'

Lab Guide

Setting Up Multiple Organizations

9.0 Responsibility: Receivables, Cosmos Corporation

9.1 Define the following Receivables Transaction Types

9.1.1 Credit Memo

N → Setup → Transactions → Transaction Types

Name	: Cosmos Credit Memo
Description	: Cosmos Credit Memo
Class	: Credit Memo
Terms	; Choose your Payment Terms
Open Receivable	: Yes
Post To GL	: Yes
Printing Option	: Print
Transaction Status	: Open
Allow Freight	: Yes
Tax Calculation	: Yes
Creation Sign	: Negative Sign
Allow Overapplication	: Yes
Start Date	: Enter

Choose the following Accounts

Receivable Account
Freight Account
Revenue Account
Clearing Account
Unbilled Receivable Account
Unearned Revenue Account
Tax Account

9.1.2 Inter Company Invoices / Invoice

N → Setup → Transactions → Transaction Types

Name	: Cosmos Invoice
Description	: Cosmos Invoice
Class	: Invoice
Terms	; Choose your Payment Terms
Open Receivable	: Yes
Post To GL	: Yes
Printing Option	: Print
Transaction Status	: Open
Allow Freight	: Yes
Tax Calculation	: Yes
Creation Sign	: Positive Sign

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Allow Overapplication : Yes
Credit Memo Type : Cosmos Credit Memo
Start Date : Enter

Choose the following Accounts
Receivable Account
Freight Account
Revenue Account
Clearing Account
Unbilled Receivable Account
Unearned Revenue Account
Tax Account

9.2 Define Remit to Address

N → Setup → Print → Remit-To Addresses

Choose the Country
Enter the Address

Receipts From

Choose the Country
Choose the State
Enter the Postal Code From
Enter the Postal Code To
Save

9.3 Define Salesperson

N → Setup → Transactions → Salespersons

Click on the push button 'New'
Choose a Category (Other)
Enter the salesperson Name
Enter the Salesperson Number
Enter the Start Date
Choose the region 'Receivables'
Enter Date Active
Choose a Sales Credit Type
Enter the Freight Account
Enter the Revenue Account
Enter the Receivable Account

9.4 Define VAT Taxes

N → Setup → Tax → Codes

Tax Code : CosVAT

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Tax Type : Value Added Tax
Taxable Basis : Before Discount
Tax Rate % : 5
Tax Amount :
Sign : Credit
Choose the region Effective :
From Date : Enter
Enabled : Yes
Choose the region Control
Allow Exempt : Yes
Displayed : Yes
Save

9.5 Define Memo Lines

N → Setup → Transactions → Memo Lines

Name : Cosmos Memo Lines
Description : Cosmos Memo Lines
Type : Line
Tax Code : Choose
Invoice Rule : Choose
Accounting Rule : Choose
Active Date : Enter
Save

9.6 Define Application Rule Set

N → Setup → Receipts → Auto Cash Rule Set

Name : Cosmos Auto Cash
Description : Cosmos Auto Cash Rule Set
Active : Yes
Discounts : Earned Only
Items in Dispute : No
Finance Charges : Yes
Remaining Remittance A/c. : Unapplied

Auto Cash Rules

<u>Seq</u>	<u>AutoCash Rule</u>
1	Clear the Accounts
2	Apply to the Oldest Invoice First

Save

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9.7 Define System Options

N → Setup → System → System Options

Region: Accounting

Accounting Method	: Accrual
Name	:
Finance Charge Activity	: Finance Charge - Cost Center 420
Realized Gains Account	: Choose your account
Realized Losses Account	: Choose your account
Tax Account	: Choose your account
Unallocated Revenue Account	: Choose your account
Cross Currency Rounding Account	: Choose your account
Header Rounding Account	: Choose your account
Revenue Transfer Clearing Account	: Choose your account
Automatic Journal Import	: Yes
Days Per Posting Cycle	: 40
Header Level Rounding	: Yes
Application Rule Set	: Line First--Tax After

Region: Tax

Tax Method	: Sales Tax
Location Flexfield Structure	: State. County. City
Postal Code Range	: 10000 99999-99999
Address Validation	: Warning
Compound Taxes	: No
Invoice Printing	: Itemize With Recap
Tax Registration Number	: 98-1234567
Tax Vendor Views	: Oracle
Sales Tax Geo Override	:
Inclusive tax Used	: No

Rounding Options

Calculation Level	: Line
Rounding Rule	: Nearest
Reporting Currency	: USD
Precision	: 2
Min Accountable Unit	:
Allow Override	: Yes

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Region: Tax Defaults and Rules

Enforce Tax From Revenue Account : No

Tax Code Defaults

	<u>Hierarchy</u>
Customer Site	1
Customer	2
Product	3
Revenue Account	
System Options	4

Tax Code :

Exception Rates

Use Customer Exemptions : Yes

Use Item Exceptions : Yes

Use Item Tax Rate Exemptions (B) : Yes

Region: Trans and Customers

Allow Charges to Printed Transactions : Yes

Allow Transaction Deletion : Yes

Allow Payment of Unrelated Transactions : Yes

Accounting Flex : Account

System Item : Item

Territory : Country

SQL Trace : No

Max Memory (in Bytes) : 131070

Purge Interface Tables (Z) : Yes

Log File Message Level : 3

Customers

Automatic Customer Numbering : Yes

Automatic Site Numbering : No

Create Reciprocal Customer : Yes

Group Rule Name : DEFAULT

Region: Miscellaneous

Split Amount : 2500

Days in Days Sales Outstanding Calculation : 90

Discount Basis : Lines Only

Auto Cash Rule Set : Standard

Sales Credit Percent Limit :

Accrue Interest : Yes

Lab Guide

Setting Up Multiple Organizations

Require Billing Location for Receipts	: Yes
Allow Unearned Discount	: Yes
Require Salesperson	: No
Discount on Partial Payment	: Yes
Print Remit To Address	: Yes
Trade accounting Installed	: No
Print Home Country	: Yes
Bills Receivable Enabled	: No
Invoices Per Commit	: 100
Receipts Per Commit	: 100
Charge Back Due Date	: Open Invoice Due Date
Default Country	: United States
Source of Territory	: Salesrep

9.8 Open Periods

N → Control → Accounting → Open/Close Periods

Open the required number of periods by clicking on the push button 'Open Next Period'

10.0 Responsibility: Order Entry, Cosmos Corporation

10.1 Define Order Import Source

N → Setup → Orders → Import Source

Order Import Source	: Enter a name
Description	: optionally enter
Enabled	: Check this check box

10.2 Define Order Types for Internal Sales Orders

N → Setup → Transaction Types → Define

Transaction Types	: Cosmos Internal
Description	: Transaction Type for Internal Orders
Effective Dates	: Choose
Transaction Type Code	: ORDER
Order Category	: Order
Workflow	: Order Flow – Generic

Region: Main

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Document

Agreement Type :
Default Return Line Type :
Default Order Line Type : UPG_LINE_TYPE_ORDER_1023
Agreement Required : No
Purchase Order Required : No

Pricing

Price List : Corporate
Enforce List Price : No

Credit Check Rule

Ordering :
Shipping :

Region: Shipping

Warehouse :
Shipping Method :
Shipment Priority :
Freight Terms :
FOB :
Shipping Source Type :
Demand Class :
Scheduling Level :
Auto Schedule : No
Inspection Required : No

Region: Finance

Rule

Invoicing Rule : ADVANCE INVOICE
Accounting Rule : IMMEDIATE

Source

Invoice Source :
Non-Delivery Invoice Source :

Credit Method For

Invoice With Rules : Prorate
Split Term Invoice : Prorate

Receivables Transaction Type: Choose your Transaction Type
Cost of Goods Sold Account : Choose your account
Currency : USD
Currency Conversion Type :

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Setting Up Multiple Organizations

10.3 Define Sequence for Internal Sales Orders

N → Setup → Documents → Define

Name : Cosmos Internal
Application : Oracle Order Management
From : Choose the Date
To :
Type : Automatic
Message : Yes
Initial Value :1000

10.4 Assign the Sequence to a Category

As soon as you define a Transaction Type, Oracle Order Management will Automatically create a Category with the same name.

N → Setup → Documents → Assign

Application : Oracle Order Management
Category : Cosmos Internal
Set of Books : Cosmos Books
Method : Null
Start Date : Enter
End Date :
Sequence : Cosmos Internal

10.5 Define Release Sequence Rule for each Inventory Organization

10.5.1 N → Shipping → Setup → Release Sequence Rule

10.5.2 Enter a name for the Rule

10.5.3 Optionally enter a description

10.5.4 Enter an effective date

10.5.5 Set the following as per your requirement

	<u>Release Priority</u>	<u>Ascending</u>	<u>Descending</u>
Order	1	<input type="radio"/>	<input type="radio"/>
Outstanding Invoice Value		<input type="radio"/>	<input type="radio"/>
Schedule Date	2	<input type="radio"/>	<input type="radio"/>
Departure Date		<input type="radio"/>	<input type="radio"/>
Shipment Priority		<input type="radio"/>	<input type="radio"/>

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10.6 Define Pick Slip Grouping Rule for each Inventory Organization

- 10.6.1 N → Shipping → Setup → Pick Slip Grouping Rule
- 10.6.2 Enter a name for the rule
- 10.6.3 Optionally enter a description
- 10.6.4 Enter a effective date
- 10.6.5 In the 'Group By' block select options as per your requirement by checking the corresponding check box.

Order Number	Carrier
Subinventory	Departure
Customer	Delivery
Ship-To	Shipment Priority

10.7 Define Shipping Parameters for each Inventory Organization

- 10.7.1 N → Shipping → Setup → Shipping Parameters

General

- 10.7.2 Choose the Weight UOM Class
- 10.7.3 Choose the Volume UOM Class
- 10.7.4 Choose the Percent Fill Basis (*Weight* or *Volume*)

- 10.7.5 Choose the Release Sequence Rule

Pick Release

- 10.7.6 Choose the Pick Release Grouping Rule
- 10.7.7 Choose an option for the Print Pick Slip (*At the End* or *Immediate*)
- 10.7.8 Choose a Default Pick Release Document Set
- 10.7.9 Choose an Auto Create Delivery Criteria (*With an Order* or *Across Order*)

Departure Planning

- 10.7.10 Choose Line Arrangement Method (*All Shippable Items* or *Parent Item Only*)
- 10.7.11 Choose a Weight Volume Calculation method. (*Manual* or *Automatic*)

Confirm Delivery/Departure

- 10.7.12 Choose a Default Deliver Document Set
- 10.7.13 Choose a Default Departure Document Set
- 10.7.14 Choose a Weight Volume Calculation method. (*Manual* or *Automatic*)

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10.7.15 Choose a Container Inventory Control (*Optional or Required*)

10.7.16 Check or uncheck the check box Enforce Packing in Containers

10.8 Define Customer Profile Class

N → Customers → Profile Classes

Enter suitable values for the following fields

(Credit) Collector
(Credit) Tolerance
Credit Check (*Yes/No*)

Payment Terms
Override Terms (*Yes/No*)
Allow Discount (*Yes/No*)
Discount Grace Days
Receipt Grace Days

(Receipts) Auto Cash Rule Set
(Receipts) AutoReceipts Include Disputed Items

(Statements) Send Statements (*Yes/No*)
(Statements) Send Credit Balance (*Yes/No*)
(Statements) Cycle

(Finance Charges) Charge Interest (*Yes/No*)
(Finance Charges) Compound Interest (*Yes/No*)
(Finance Charges) Days In Period

(Dunning) Send Letters (*Yes/No*)
(Dunning) Letter Set

(Invoicing) Tax Printing
(Invoicing) Grouping Rule

(Consolidated Billing Invoice) Send (*Yes/No*)
(Consolidated Billing Invoice) Format

Profile Class Amounts

Currency

Finance Charges Interest Rate
Max Interest Per Invoice
Min Customer Balance for Finance Charges
Min Invoice Balance for Finance Charges
Min Receipt Amount
Min Statement Amount

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Min Dunning Amount
Min Dunning Invoice Amount
Credit Limit
Order Credit Limit

10.9 Define Customers

N → Customers → Standard

10.10 Define an Internal Customer and include all the Inventory Organization Addresses as Customer Address

N → Customers → Standard

- 10.10.1 Name : Cosmos Internal
- 10.10.2 Choose the region 'Classification'
- 10.10.3 Choose the Type *Internal*
- 10.10.4 Choose the region 'Addresses'
- 10.10.5 Click on the push button 'New'
- 10.10.6 Country : United States
- 10.10.7 Address : Enter
- 10.10.8 Bring cursor to the field named 'Usage'
- 10.10.9 Choose *Bill To* as usage
- 10.10.10 Enter a Location
- 10.10.11 Check the check box 'Active'
- 10.10.13 Move cursor to the next line
- 10.10.14 Choose *Ship To* as usage
- 10.10.15 Enter a location
- 10.10.16 Choose the *Bill To* location for this *Ship To*
- 10.10.17 Check the check box 'Active'
- 10.10.18 Keeping the cursor in *Ship To* usage click on the push button 'Open'
- 10.10.19 Bring cursor to the field named *Location* in the Internal block
- 10.10.20 Choose the location C1
- 10.10.21 The organization name *Hyder Operations* must default
- 10.10.22 Close the window
- 10.10.23 Repeat the steps 12.10.4 to 12.10.19
- 10.10.24 Choose the location C2
- 10.10.25 The organization Vizag Operations must default

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11.0 Responsibility: System Administrator

11.1 Run the report 'Replicate Seed Data'

Parameter

Operating Unit : Cosmos Distributions

12.0 Responsibility: Purchasing, Cosmos Corporation

12.1 Choose the Set of Books

Setup → Organizations → Set of Books → Choose

Set Of Books : Cosmos Books
Chart of Accounts :
Currency :
Accounting Calendar :

12.2 Define Payment Terms

N → Setup → financials → Payment Terms

Name : Cosmos Payment
Description : Payment Term of Cosmos Group
Cut off :
Rank :

% Due : 100
Days : 15

12.3 Define Financial Options

N → Setup → Organizations → Financial Options

Region: Accounting

Future Period Limit : 15

GL Accounts : Choose your accounts
Pre-payment : Choose your accounts
Future Dated Payment : Choose your accounts
Discount Taken : Choose your accounts
PO Rate Variance Gain : Choose your accounts
PO Rate Variance Loss : Choose your accounts
Expense Clearing : Choose your accounts

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Region: Supplier Entry

RFQ Only Site : No
Hold Unmatched Invoices : No
Invoice Match Option : Purchase Order

Supplier Number

Entry : Automatic
Type : Numeric
Next Automatic Number : 1

Region: Supplier Payables

Payment Terms : Cosmos Payment
Payment Method : Check
Receipt Acceptance Date :
Always Take Discount : No
Pay Alone : No

Region: Supplier Purchasing

Ship To Location : A1-Hyder
Bill To Location : A1-Hyder
Inventory Organization : Hyder Operations
Ship Via :
FOB : Vendor's responsibility ceases upon
transfer to carrier
Freight Terms : Due

Region: Encumbrance

Use Requisition Encumbrance : No
Encumbrance Type :
Reserve At Completion :
Use PO Encumbrance : No
PO Encumbrance Type :
Invoice Encumbrance Type :

Region: Tax

Default Tax Code :

VAT Registration

Member State : United States
VAT registration Number :
Enable Recoverable Tax : Yes
Default Recovery Rate : 0

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Cash Basis Encumbrance : Exclude Recoverable Tax

Calculation Rules

Rounding Rule : Nearest

Precision :

Minimum Accountable Unit :

Region: Human Resources

Business Group : Cosmos Group

Expense Check Address : Home

Use Approval Hierarchies : Yes

Employee Number

Method : Automatic

Next Automatic Number : 1

12.4 Open Purchasing Periods

N → Setup → Financials → Accounting → Control Purchasing Periods

Keep the cursor in the *Status* field and press Ctrl + L. Choose *Open* from the LOV.

12.5 Define Purchasing Options

N → Setup → Organizations → Purchasing Options

Region: Accrual

Accrue Expense Items : At Receipt

Accrue Inventory Items : At Receipt

Expense AP Accrual Account : Choose your account

Accrual Account Description : (This will default)

Region: Control

Price Tolerance : 10

Enforce Price Tolerance : No

Enforce Full Lot Quantity : Advisory

Display Disposition Messages : Yes

Receipt Close Point : Received

Notify If Blanket PO Exists : Yes

Cancel Requisitions : Optionally

Allow Item Description Update : Yes

Enforce Buyer Name : Yes

Enforce Vendor Hold : Yes

Region: Default

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Requisition Import Group-By	: Buyer
Rate Type	: User
Minimum Release Amount	: 1
Price Break Type	: Cumulative
Price Type	: Variable
Quote Warning Delay	: 5
RFQ Required	: No
Receipt Close	: 3%
Invoice Close	: 36%
Line Type	: Goods
Match Approval Level	: 4-Way

Region: Internal Requisition

Order Type	: Choose your transaction type
Order Source	: Choose your sequence

Region: Numbering

	<u>Entry</u>	<u>Type</u>	<u>Next Number</u>
RFQ Number	Automatic	Numeric	1
Quotation Number	Automatic	Numeric	500
PO Number	Automatic	Numeric	1000
Requisition Number	Automatic	Numeric	5000

Region: Tax Defaults

	<u>Hierarchy</u>
Ship To Location	: 1
Item	:
Supplier Site	: 2
Supplier ©	: 3
Financial Options	:

12.6 Define Jobs

N → Setup → Personnel → Jobs

- 12.6.1 Enter a Job Code
- 12.6.2 Enter a Job Name
- 12.6.3 Save

12.7 Define Positions

N → Setup → Personnel → Position

- 12.7.1 Choose Organization **Cosmos Group**
- 12.7.2 Enter a Position Code
- 12.7.3 Enter a Position Name
- 12.7.4 Choose the above defined job in the field *Job*

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12.7.5 Change location to C1

12.7.6 Change status to valid

12.7.7 Save

12.8 Define Employees and assign job and Position to it

Switch Responsibility to Human Resources, Cosmos Group

N → People → Enter and Maintain

12.8.1 Click on *New*

12.8.2 Choose the organization *Cosmos Group*

12.8.3 Enter your last name

12.8.4 Enter your first name

12.8.5 Choose your title (Mr., Mrs., Dr. etc)

12.8.6 Choose the Gender

12.8.7 Choose the Type as Employee

12.8.8 Enter a Social Security Number

12.8.9 Enter your Date of Birth

12.8.10 Choose your nationality

12.8.11 Choose your marital status

12.8.12 Save

12.8.13 Click on *Assignment*

12.8.14 Choose the Job defined in step no. 2.1 in the field *Job*

12.8.15 Choose the Position defined in step no. 2.2 in the field *Position*

12.8.16 Change the location to C1

14.8.17 Save

12.9 Assign the Employee to the User (*Cosmos*)

Switch Responsibility to System Administrator

N → Security → User → Define

Query the User *Cosmos*

Choose the Employee name in the field named *Person*

12.10 Define Approval Group

Switch Responsibility to Purchasing, Cosmos Group

N → Setup → Approvals → Approval Group

12.10.1 Enter a name for the approval group

12.10.2 Enter a description for the approval group

12.10.3 Choose the object *Document Total*

12.10.4 Choose *Include* in the type field

12.10.5 Enter a value like 999,999,999,999,999 in the field *Value*

12.10.6 Move cursor to the next line

12.10.7 Choose the object *Account Range*

12.10.8 Choose *Include* in the type field

12.10.9 Enter a value like 999,999,999,999,999 in the field *Value*

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- 12.10.10 Move cursor to the low value field (A flex field will pop up now)
- 12.10.11 In the flexfield, for all low values enter zeros and for all high values enter the alphabet Z.
- 12.10.12 Click on OK
- 12.10.13 Save

12.11 Define Approval Assignments

N → Setup → Approvals → Approval Assignments

*In this window, the field **Position** will be enabled only if **Use Approval Hierarchy** check box is checked in *Financial Options*. If you don't want to use *Approval Hierarchy*, you can assign the *Approval Group* to the *Job*.*

Caution

If the Approval Group is assigned to a Job and subsequently if you enable 'Use Approval Hierarchy' in *Financial Options*, then the system will Automatically delete all the details that you assigned to the Job. In such cases, you have to do the Approval Assignment again by selecting both Position and Job.

- 12.11.1 Choose the Position defined in step 14.7
- 12.11.2 Choose the Job defined in step 14.6
- 12.11.3 Choose the Document Type in the field *Document Type*
- 12.11.4 Choose the Approval Group defined in step 14.10
- 12.11.5 Move Cursor to the next line
- 12.11.6 Choose the next Document Type
- 12.11.7 Choose the Approval Group defined in step 14.10 against the second document type.
- 12.11.8 Move cursor to the next line and choose the third document type and choose the approval group
- 12.11.9 Repeat until all the types of documents are selected
- 12.11.10 Save

12.12 Define Approval Hierarchies

N → Setup → Personnel → Position Hierarchy

- 12.12.1 Enter a name for the Hierarchy (Cosmos)
- 12.12.2 Enter a Version Number for the Hierarchy
- 12.12.3 Enter a From Date for the Hierarchy
- 12.12.4 Save
- 12.12.5 Choose the top position in the field named *Name* in the block Position.
- 12.12.6 Save

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- 12.12.7 Move cursor to the block named *Subordinates*
- 12.12.8 Choose all positions subordinate to the position selected in step 14.12.5
- 12.12.9 Save
- 12.12.10 To define the subordinates of a subordinate defined in step 14.12.8, click on the down arrow right to it. When you click on the down arrow, that position which was there in the subordinate block will automatically move to the field named *Name* in the Position block. Now, you choose all positions subordinate to the position currently there in the *Name* field of the Position block.
- 12.12.11 Save

12.13 Set the Attributes of all Document Types

N → Setup → Purchasing → Document Types

Define the following for each Document Type

Owner Can Approve	: Yes
Approver can Modify	: Yes
Can Change Forward To	: Yes
Can Change Forward From	: No
Can Change Approval Hierarchy	: Yes
Disable	: No
Security Level	: Public
Access Level	: Full
Forward Method	: Direct
Archive On	: Approve
Default Hierarchy	: Cosmos
Approval Workflow	: PO Approval
Workflow Startup Process	: PO Approval Top Process
Autocreate Workflow	:
Autocreate Workflow Startup Process:	

12.14 Define Buyers

N → Setup → Personnel → Buyer

Buyer	: Cosmos
Default Ship To	: A1-Hyder
Effective From	: Choose the Date

12.15 Define Suppliers

N → Supply Base → Supplier

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13.0 Module: Inventory, Cosmos Corporation

(The following data will be readily available

- Item Flexfield
- Item Category Flexfield
- Stock Locator Flexfield
- Default Category Set
- Attribute Control Levels
- Status Codes
- Attribute Templates
- Unit of Measures)

In a new installation you have to set them.

13.1 Define Subinventories for each Inventory Organization

N → Setup → Organizations → Subinventories

Enter a Subinventory Name
Optionally enter a Description
Save

13.2 Define Items and assign them to the required Inventory Organizations

N → Items → Master Items

13.3 Assign the items to their respective subinventory in each organization

N → Setup → Organizations → Subinventory
Query the required Subinventory
Click on the push button 'Item/Subinventory'
Assign the items one by one

13.4 Define Freight Carriers for each Inventory Organization

N → Setup → Freight Carriers

13.5 Define Inter Company Relationships

N → Setup --. Organizations → Intercompany Relations

13.6 Define Shipping Methods

N → Setup → Organizations → Shipping Methods

13.7 Define Inter-location Transit times

N → Setup → Organizations → Inter-Location Transit Times

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13.8 Define Shipping Network

N → Setup → Organization → Shipping Network

Click on 'Find'

Choose the From Organization (A1)

Choose the To Organization (A2)

Move cursor to the next line

Choose the From Organization (A2)

Choose the To Organization (A1)

13.9 Open Inventory Accounting Periods for each Inventory Organization

N → Accounting Close Cycle → Inventory Accounting Periods

13.10 Define Containers and assign them to each Inventory Organization

N → Items → Master Items

Enter the Container name

Enter Description

Choose the region 'Physical Attributes'

Check the check box 'Container'

Choose suitable values for the other physical attributes

Save

Tools → Organization Assignment

Assign the Container to the required number of Organizations

Save

13.10 Define Vehicles and assign them to each Inventory Organization

N → Items → Master Items

Enter the Vehicle name

Enter Description

Choose the region 'Physical Attributes'

Check the check box 'Vehicle'

Check the check box 'Container'

Choose suitable values for the other physical attributes

Save

Tools → Organization Assignment

Assign the Container to the required number of Organizations

Save