

Chapter 1 Concepts

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OVERVIEW**Order Header
Table**

The purposes of the order header table are:

- To provide a reference point for processing of order awards within AGPS
- To provide the user with the capability to add and maintain order header table records
- To provide the user with the capability to identify orders subject to periodic payment processing
- To provide a parent record for processing of related order commodity lines and accounting distribution record(s)
- To provide a reference point for inquiry of order award data, i.e., awarded vendor, award amount, solicitation/award codes, requisition number, etc.

**Order Line Number
Table**

The purposes of the order line number table are:

- To provide a reference point for processing of order commodity lines within AGPS
- To provide the user with the capability to add and maintain order line number table records
- To provide the user with the capability to identify the frequency and amount of periodic payment for order lines on a periodic payment order
- To provide a parent record for processing of related order accounting distribution record(s)
- To provide a reference point for creation of order quantity records to be used for order receipt, invoice and payment within AGPS
- To provide a reference point for inquiry of order line data, i.e., commodity number, unit of measure, unit price, etc.

**Order Accounting
Distribution
Table**

The purposes of the order accounting distribution table are:

- To provide a reference point for processing of order accounting distribution within AGPS
- To provide the user with the capability to add and maintain order accounting distribution records
- To provide a record for processing of related accounting transactions to accounting for encumbrance of the order
- To provide a reference point for creation of order amount table record(s) for processing order payment within AGPS
- To provide a reference point for inquiry of order accounting distribution data, i.e., fund, method of accounting, amount of encumbrance, etc.

Order Commodity Description

Changes Table

The purposes of the order commodity description changes table are:

- To provide a reference point for processing of changes to order commodity description within AGPS
- To provide the user with the capability to retrieve order commodity description for the description source, i.e., KMOD, OMOD, CSPC
- To provide a reference point for inquiry of order commodity description changes

Fast Order Entry Table

The purposes of the fast order entry table are:

- To provide the user the capability to add and maintain the order header, order line, order description change and order accounting distribution records with a single screen within AGPS
- To provide a reference point for inquiry of orders added by the fast order entry process

Order Notes Table

The purposes of the order notes table are:

- To provide the user the capability to record and maintain notes relating to the processing and circumstances surrounding an order processed in AGPS
- To provide a reference point for inquiry of an order's notes text record(s)

**Order Vendor
Text Table**

The purposes of the order vendor text table are:

- To provide the user the capability to record vendor information with respect to a specific order line in AGPS
- To provide a reference point for inquiry of an order vendor text record(s)

Terminology

The following terms are used throughout this unit:

Accounting Distribution Labels. This term is used to refer to the labels pulled from the accounting labels table (BLBL) to label the data entry fields of an accounting line record.

Action Code. This term is used to refer to the action to be performed for processing of an accounting distribution record, i.e., C - Create, I - Increase, etc.

Auto Batch Payment Process. This term is used to refer to a periodic payment process that automatically sends payment transactions to accounting on the scheduled date(s).

Base Discount off Catalog. Identifies a consortium base discount percent off a catalog item.

Base Unit Price. Identifies a consortium base unit price. The contract line will show a base discount or a base unit price but not both.

Begin Pay Date. This term is used to refer a date entered by the user as the starting date for processing of periodic payments on an order identified as a periodic payment order.

Budget Year. This term is used to refer to the fiscal year that money was appropriated for a particular purchase.

Calculated Amount. An automatic system calculation of the catalog price entered by the user, less any discount or markup percentage of the catalog item.

Catalog item/indicator. A series of numbers used by the vendor to identify a specific catalog item. The indicator identifies different tier pricing for the catalog item.

Consortium. An association between a single vendor and multiple vendors for the purpose of supplying various foods and services to satisfy a single contract.

Continuing Appropriation. This term is used to refer to an appropriation that does not end when the fiscal year ends. These appropriations remain open until the end date is reached, which can be many years in the future.

Day To Pay. This term is used to refer to a code(s) used to identify the day of the month on which periodic payment is to be processed for a periodic payment order/line.

Discount/Markup Percent. The discount is a percentage rate decrease from the catalog price and the markup is a percentage rate increase from the catalog price, e.g., the discount may show 20% decrease but the markup will show 120% for an increase.

Document Type. This term is used to refer to a code entered in the order record used to identify the type of order being processed, e.g., DCI - Inventory center Item order, BPA - Blanket Order, etc.

End Pay Date. This term is used to refer a date entered by the user as the ending date for processing of periodic payments on an order identified as a periodic payment order.

Executive Agency. This term is used to refer a code used in the agency (AGCY) database to identify the parent agency of the requisitioning and/or paying agency.

Frequency. This term is used to refer an indicator that is used to identify the frequency for which an order line identified for periodic payment is to be processed.

From Line. This term is used to refer to the starting order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

From/To Distribution. This term is used to refer to an accounting method where specific order lines are identified to be funded by a specific accounting distribution record.

Inventory Item Number. This term is used to identify an item in an agency's warehouse from which a stock request or replenishment order has been generated.

Labels. See accounting distribution labels above.

Line Amount. This term is used to refer to the original amount of an accounting distribution record.

Line Number. This term is used to refer to the basic order line number when viewing the OLIN record.

Movable Property. This term is used to identify an item that is classed as movable property (fixed depreciable asset) and subject to item accountability.

Net Amount. This term is used to refer to the computed amount of line amount plus change amount of an accounting line.

Paying Agency. This term is used to refer to a code which identifies the agency who is responsible for payment of an order.

Proportional Distribution. This term is used to refer to an accounting method where specific line amount is identified to be funded by a specific accounting distribution record representing a proportion of the total order award amount.

Reason Code. This term is used to refer to a code entered by the system on an accounting distribution record when it fails processing through accounting.

To Line. This term is used to refer to the ending order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

Warehouse Code. This term is used to refer to a code used to identify an agency's warehouse from which a stock request or replenishment order has been generated.

Whim. This term is used to refer to an indicator that may be set by the user for processing of a whim approval for either the requisition or purchasing agency of the order header record.

Key Concepts

- Overview** An order is another of the key fundamental components of the purchasing process. Order processing is that part of AGPS where the purchasing agency consummates a legally binding agreement with a vendor for delivery of supplies or services. An order may begin as a requisition or be entered directly into the order database. If a requisition preceded the order, the data entered on the requisition used to initiate the purchasing process is used to issue the order. The order identifies and describes the supplies or services purchased and when and where they are to be delivered and associates the funds to be used for payment.
- Components** Each order is composed of three major components (header, line number, and accounting distribution, discussed below) and three other components including commodity description changes, order notes, and order vendor text. The order header table includes the primary order award data such as order number and title, document type, and requisitioning, purchasing and paying agency required for processing, printing and issuance of the order to the vendor. The order line number table includes all data such as commodity and line numbers, unit of measure, quantity and price required for award of a commodity on an order. The order distribution accounting table is used to process the encumbrance of an order by including the amount, and the accounting method and distribution. The order commodity description may be modified for an individual order. The order notes table is an electronic note pad for recording free form notes. The order vendor text table is used to record vendor information regarding a specific order line.
- Accounting Distributions** There are two types of accounting distributions: line to line and proportional. These two types serve distinct purposes based on how the users wish to pay for the items. The line-to-line distribution relates specific commodity lines to specific account codes. This can be on a one-to-one (commodity to account code) or many-to-one relationship. The proportional distribution allows all commodity lines to be paid for on a percentage basis out of one or more account codes. This can be a many-to-one or many-to-many relationship. Both line-to-line and proportional may not be used on the same order.
- Fast Order Entry** The fast order entry table simplifies and accelerates the order entry process by using a single screen for the order header, order line, order description change, and accounting distribution records.
- Order Approvals** As an order is created in AGPS, approvals are automatically created from predetermined approver tables. Additional approvals may be manually added by the purchasing agency. All approvals must be obtained or cancelled so that the purchase can proceed to the next step in the order process.

Order Status	The order status code tells AGPS when to perform a task. After the task is performed, AGPS will indicate if the task was accomplished or not. The purchasing agency or buyer must set the status code for AGPS to process the order to the next step. When status codes are changed, AGPS creates a history record for each of the status code changes to show the order number, status code, and USERID making the change and date and time change was made.
Management	The AGPS order process provides excellent management tools to determine the status and history of each order. A special fast order entry transaction can be used to expedite an order in emergency or urgent situations.

Discussion of Transactions**Order Header
Table (ORD4)**

This transaction is used to create and maintain order header information within AGPS. All data, i.e., order number, title, document type, paying agency, requisitioning agency, purchasing agency, etc., required for processing the order header may be entered using this transaction.

**Order Line Number
Table (OLI4)**

This transaction is used to enter and maintain all required data for award of a commodity on an order. The user may enter order number, line number, commodity, quantity, unit of measure, unit price, etc. required for processing of the order line within AGPS.

**Order Accounting
Distribution
Table (OACG)**

This transaction is used for entry and maintenance of required encumbrance data for encumbrance processing of an order. The accounting method, accounting distribution, processing and amount of an encumbrance will be entered and maintained with use of this transaction.

**Order Commodity
Description
Changes Table
(OMOD)**

This transaction is used to retrieve commodity description form KMOD, OMOD, or CSPC and change that description for the order and order line without affecting that commodity description residing elsewhere within the system. Text is entered at the commodity level for processing. Prints as the commodity description on the price sheet.

**Fast Order Entry
Table (OFST)**

This transaction is used for entry and maintenance of multiple order records in AGPS. The user may enter and maintain the order header (ORDR), order line (OLIN), order description change (OMOD) and order accounting distribution records (OACG) with this transaction within AGPS.

**Order Notes
Table
(ONTE)**

This transaction is used to provide the user the capability to record and maintain notes relating to the processing and circumstances surrounding an order processed in AGPS. Text is free form and seventy characters in length by text line. Up to 9999 lines of text with 699,930 characters of text may be entered and maintained. This text does not print.

Order Vendor
Text Table
(OVTX)

This transaction is used to provide the user the capability to record vendor information with respect to a specific order line in AGPS. Information may relate to delivery, shipping, packaging, etc. This is also free form text with forty characters per text line. Up to 9999 lines of text with 399,960 characters of text may be entered and maintained. This text prints after the commodity description on the price sheet.