Procurement 6B
Web Based Training
Navajo Nation
Version 9.20

ORACLE

JD EDWARDS ENTERPRISEONE

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Purchase Order Management

Business Process Description Overview

The JD Edwards EnterpriseOne Procurement system accommodates a diverse range of purchasing activities. Procurement is an integral element to your company's ability to replenish inventory, acquire materials used in completing projects, purchase goods. Procurement involves order entry through actual payment of the goods that you receive.

The purchasing cycle ensures that the appropriate quantity and quality of equipment, material, supplies are acquired at the best price and from the most appropriate source.

Each time you want to purchase goods, you must enter a requisition order. You enter orders to specify details about the goods you would like to purchase, to indicate the supplier from whom you are purchasing, and to specify other pertinent information.

An order consists of two parts:

Header information - General Information that relates to the entire order, such as the supplier and order dates.

Detail information - Line-by-Line details about the items you want to order, such as item numbers, quantities. and costs.

After you enter basic (header) information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must provide information about each item that you want to procure on the Order Detail form. For each item, you must enter a line of detail that describes:

The **item** that you want to procure.
The **quantity** that you want to procure.
The **cost** of the item.

After you add a requisition order, you can modify and print the order requisition.

Function	Process or Program
Enter Requisitions	Requisition & Quote Management/Enter Requisitions (Operating Budget)
Update/Modify Requisitions	Requisition & Quote Management/Enter Requisitions (Operating Budget)
Checking Status of Requisitions	Requisition & Quote Management / Requisitions Awaiting Approval
Review Purchase Orders	Purchasing Inquiry /Open Purchase Orders
Enter Receipts	Purchasing Order Processing/Enter Receipts by PO
Receipts Reversal	Receipts Matching & Posting/Open Receipts by Supplier
Batch Posting	Review G/L Receipts Journal – Work With Batches

The Functions listed above represent the complete functionality of your Requisition Order Processing. The corresponding Process or Program is listed to assist you in completing any of the business functions within this system. The following sections of this Purchasing Process Script described in detail the steps and information required to complete purchase order management. Since JD Edwards EnterpriseOne is a fully integrated system, Purchase Order Management is one component of the Enterprise Resource Planning (ERP) system. It works in conjunction with the following modules: General Ledger, Accounts Payable and Inventory Management.

Purchase Order Document and Line Type Summary
The Navajo Nation will process Purchase Requisitions Orders using Order Type (OR). Order Type (OR) – Is used to process purchase requisition orders for Direct Charge (J) line items.
Line Types help determine how to process items. The following lists the main line types to be used: **Line Type J** – Non-stock items (direct charge). An example would be an order for an item not, supplied by the Office Supply Center. **Line Type T** – For entering text information on the detail line of the order form. The combination of Order Type and Line Type must be accurate for the purchase requisition to process correctly and for the order activity rules to apply.

Approval Routes

Approval routes are assigned orders to ensure that the appropriate personnel authorize purchases.

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, and so forth. You may have multiple approval routes, each of which consists of a different group of persons.

Each route must be specific to a **particular type of order**, such as purchase orders, subcontract orders, **requisitions (OR)**, and so forth.

Each approval route is assigned a unique code. After you enter an order with an assigned approval route, the system notifies those persons responsible for approving the order.

The system notifies the first person on the approval route by electronic mail (Work With Work Center) that the order requires approval. If the person approves the order, the system either:

- Sends a message to the next person responsible for approving the order.
- Updates the order to an approved status (if no other approvals are necessary).
- Sends an approval message to the order originator.

Approval Level

Depending on the cost of the items that you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. For example, here are the approvers for approval route A:

Approval Amount	Responsible Person
100	Dwight Akin
1,000	Ray Allen
5,000	Dominique Abbot

Using approval route, A (for an example only), if the order total is:

- Less than 100.00, the system automatically approves it.
- 100.00 or more, Dwight Akin must approve it.
- 1,000.00 or more, Dwight Akin and Ray Allen must approve it.
- 5,000.00 or more, all three persons must approve it.

If you change the approval amount for a person, pending approvals are affected.

If you change the approver on an approval route, pending approvals are affected.

You can bypass persons on an approval route. For example, using the same example above, Dominique Abbot can approve any order before Dwight Akin or Ray Allen and bypass them in the approval process.

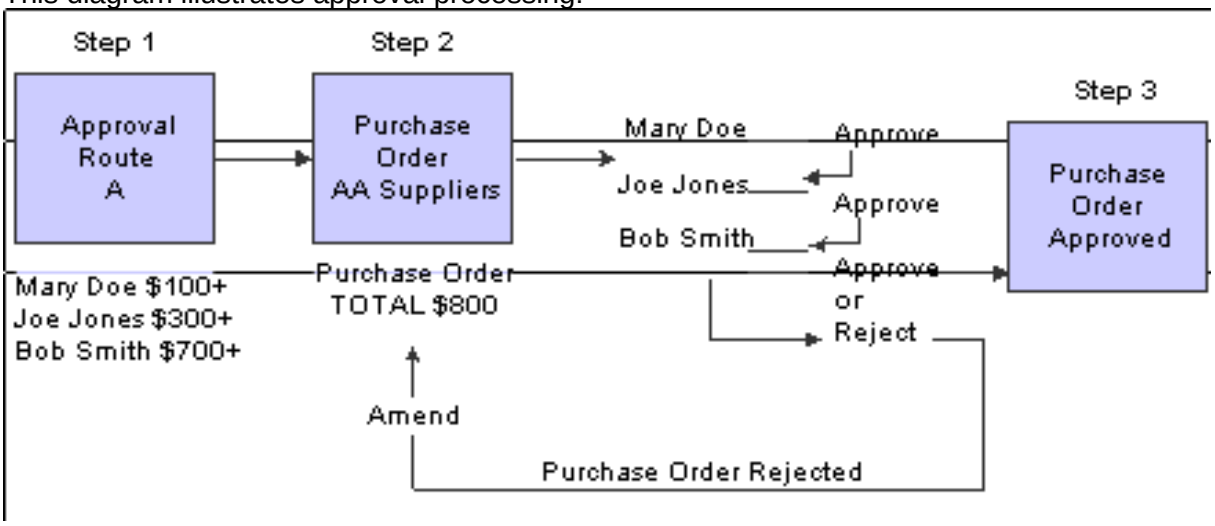
- For the NN, do not use this bypass option if OR's are created using External Fund accounts (K,C,NC) unless, the contract accountant approver must approve first.

You might want to assign the same approval amount to **multiple persons** so that if one is not available to approve an order, another is available who can.

- Only the first person on the approval route with the **lowest address book number** will receive a message that an order is awaiting approval, although any of the persons can approve the order. The same person cannot appear more than once in a table.
- Only the person with the lowest address book number name, will appear on the Order Awaiting Approval form in the Responsible field.

The system uses electronic mail messages (Work With Work Center) to notify each applicable person on the approval route that an order is awaiting approval. Persons are notified in the order that their name appears on the route.

This diagram illustrates approval processing:



Regarding this illustration above, processing option set by OOC Finance: When an OR is rejected, it cannot be changed or reapproved. It must be cancelled by the requisitioner.

Approval Delegation

You can transfer approval authority from one person to another. You might do this if a person leaves the program, takes an extended vacation or is on travel.

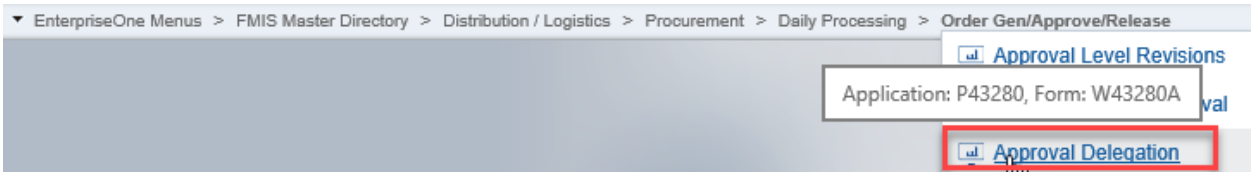
When you transfer approval authority, the system permanently changes the selected approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route.

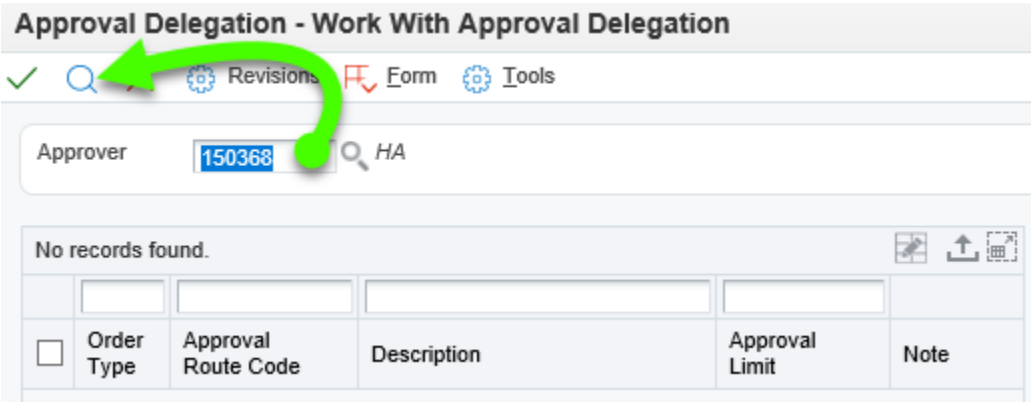
When you transfer authority from one person on a route to a person who has just been added to the route, the system redirects **pending** approvals to the new individual**.**

The approval route must be manually changed once the original approver returns.

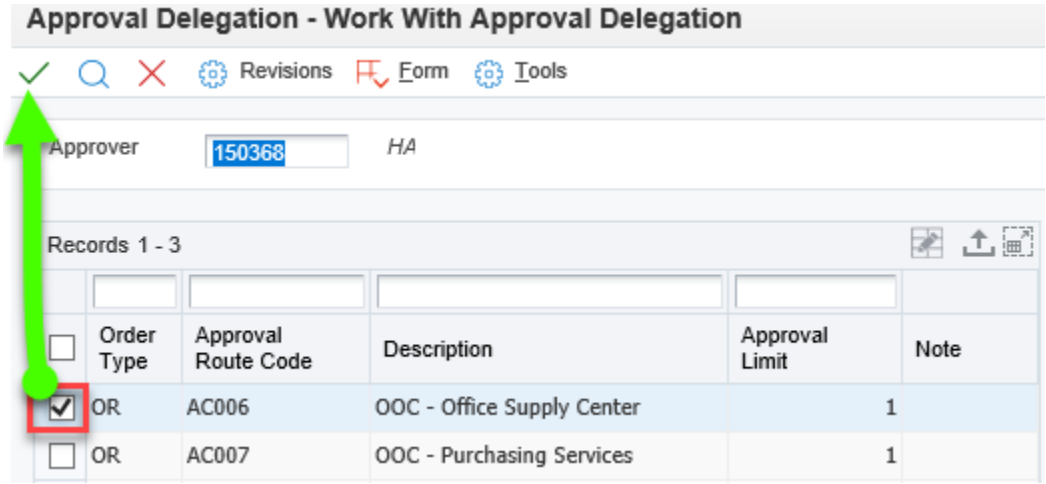
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Order Gen / Approve / Release → Approval Delegation



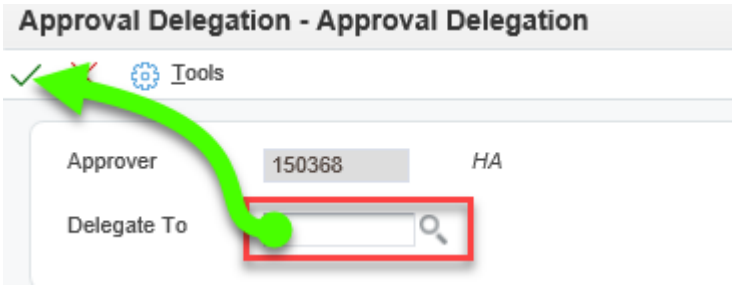
Function	Processes
Approval Delegation	1. From the **Order Gen/Approve Release** menu select **Approval Delegation**.



Function	Processes
Approval Delegation	2. At the **Work With Approval Delegation** form, use the form to delegate approval authority. Enter the approver address book number in the **Approver** field. 3. Click the **Find** button. Note: If the address book number is unknown, use the ***visual assist*** button to search.

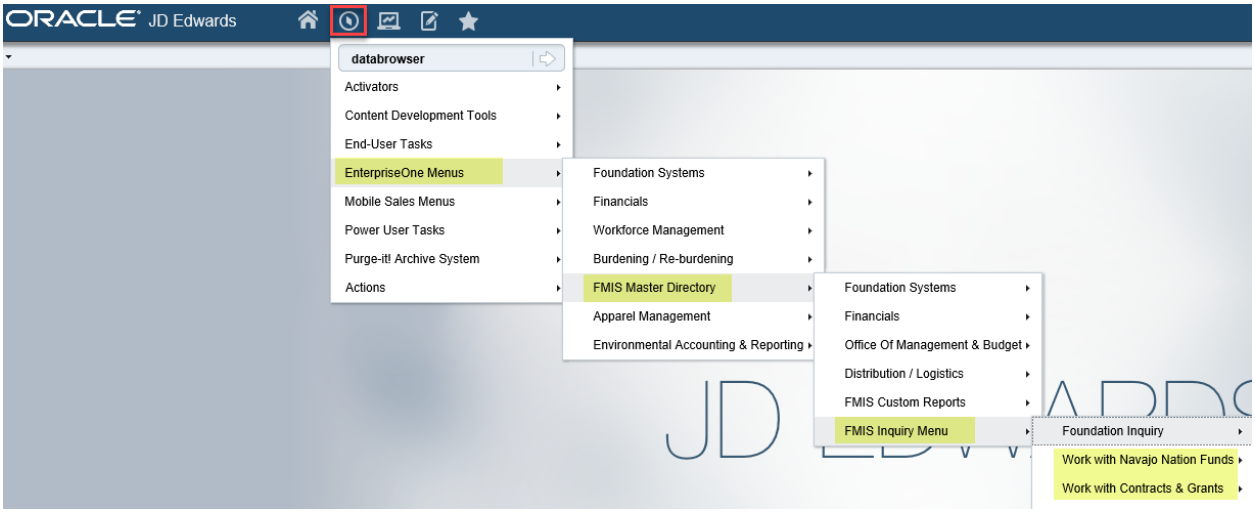


Function	Processes
Approval Delegation	Review all approval routes to which the person from whom you are transferring authority is currently assigned then, select a route for which to delegate authority. 4. Select the **Approval Route Code** to delegate from the grid. 5. Click the **Select** button**.**



Function	Processes
Approval Delegation	At the **Approval Delegation** form, select a person you are delegating approval authority to. • Approver must be 6B certified to approve/reject orders. 6. Enter the address book number in the **Delegate To** field. 7. Click the **OK** button to confirm.

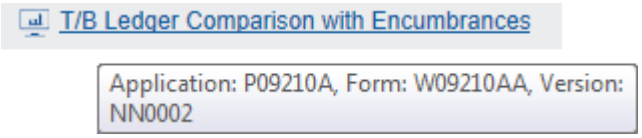
Funds Availability



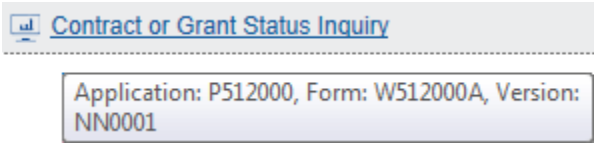
You ***MUST*** review funds availability before entering a requisition.

- If your OR is determined to have insufficient funds, it will not be processed.
- If your OR is generated into a purchase order (OP) and is determined insufficient funds.
  - The purchase order will be canceled.
  - You will be notified.

Review Funds Availability using forms:



Operating Budget Comparison (BA) – Trial Balance/Ledger Comparison.



Job Cost Ledger Comparison (JA) – Job Status Inquiry

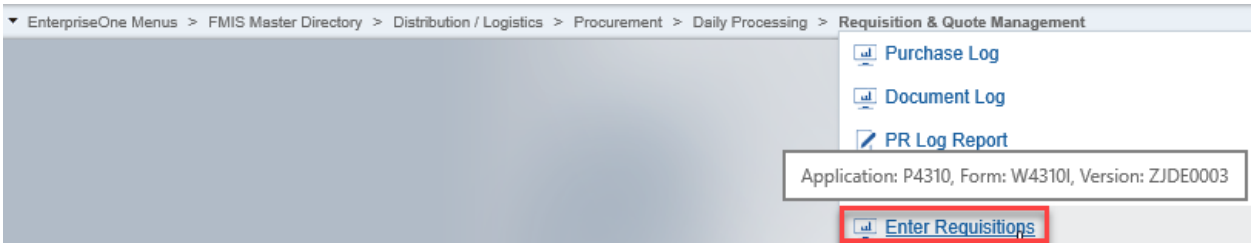
Requisition Orders

The Navajo Nation Programs are utilizing the 6B Procurement online process through JD Edwards EnterpriseOne. You use requisitions to obtain approval for goods/services that you want to procure.

Some criteria:

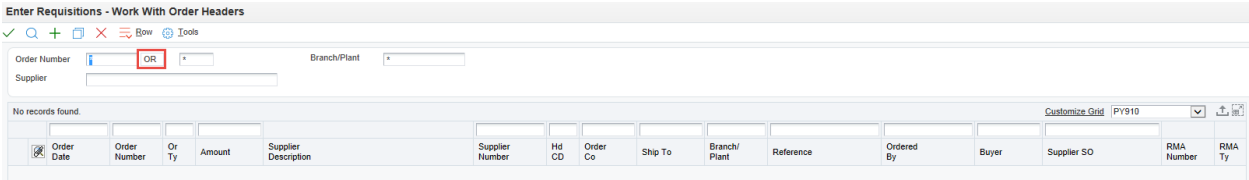
- Do not use a combination of General and External fund business units on an OR.
  - You MUST create separate OR's.
- If you are using different (K) business units.
  - Business units MUST be managed by one contract accountant at NNOOC.
- If business units are managed by two contract accountants.
  - You MUST create separate OR's.
- Do Not enter an OR for Blanket Orders (OB).

Via Menus	FMIS Master Directory → Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Enter Requisitions

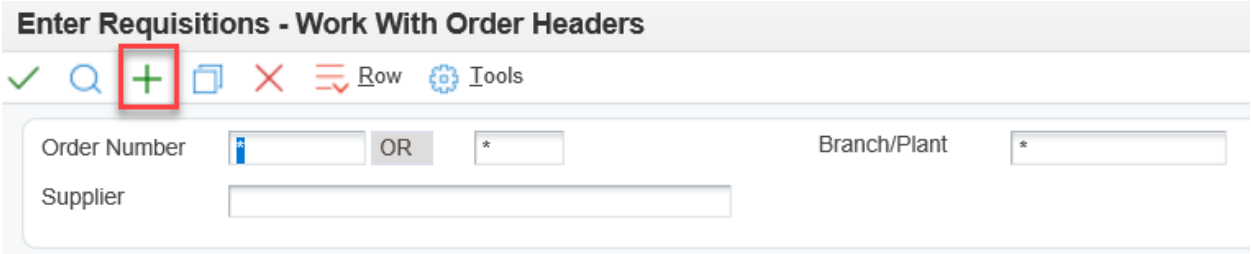


Function	Processes
Enter Requisitions	1. From the **Requisition & Quote Management** menu select **Enter Requisitions**.

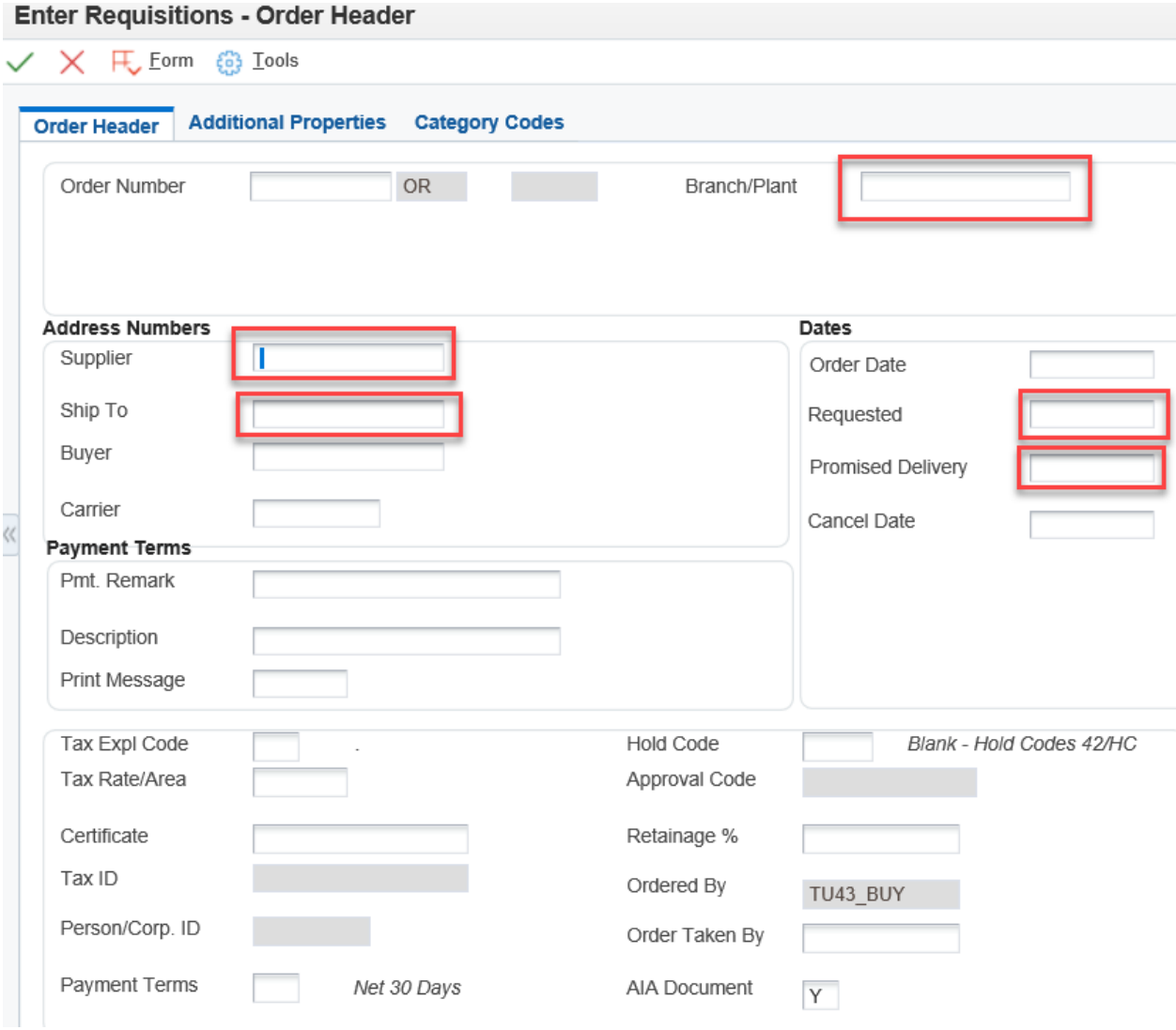
Enter Requisitions – Order Header



Function	Processes
Enter Requisitions	2. At the **Enter Requisitions - Working With Order Headers** form, the order type defaults to **OR (O**rder **R**equisition).



Function	Processes
Enter Requisitions – Order Header	3. Click the **Add** button to add an order requisition.



At the ***Order Header*** form:

- **Do Not** enter any other fields other than the fields outlined in the manual.
- **Do Not** enter your address book number in the ***Buyer*** field.
- **Do Not** enter a cancel date in the ***Cancel Date*** field.

Supplier number is used to identify a supplier or vendor in the address book (AB#), you must specify the supplier from whom you are requesting the order. Supplier information determines the address to which the order is sent, the payment terms for the order, and so forth.

Vendor Address Book number

If you maintain a list of supplier address book numbers, always verify the address book number has a valid search type of (V).

The Accounts Payable department maintain, and update address book numbers as needed.

- Limiting duplicate address book numbers for vendors.
- W9 updates submitted by vendors.

If you use an AB number with a search type of '**VX**' and confirm the OR.

- You are not authorized to change the address book number.
- You must create a new OR using a valid search type.
- Notify Purchasing department, the OR will be cancelled.

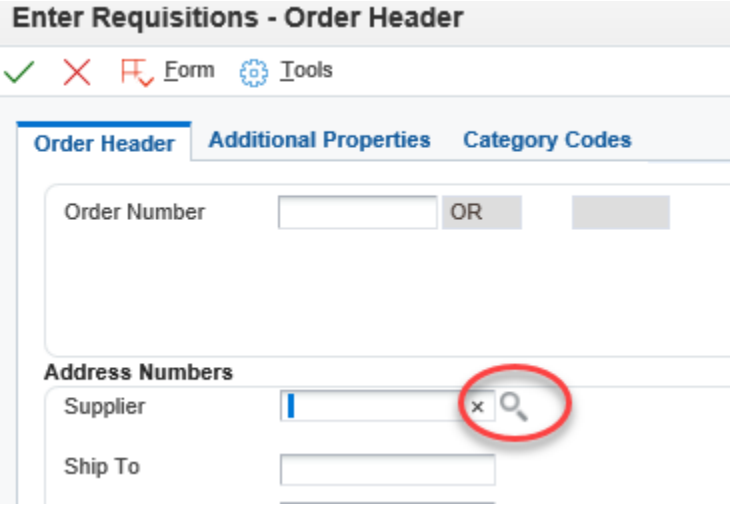
If the OR was created and Accounts Payable changes the address book number.

- You must notify the Purchasing department for review and disposition.

New Supplier

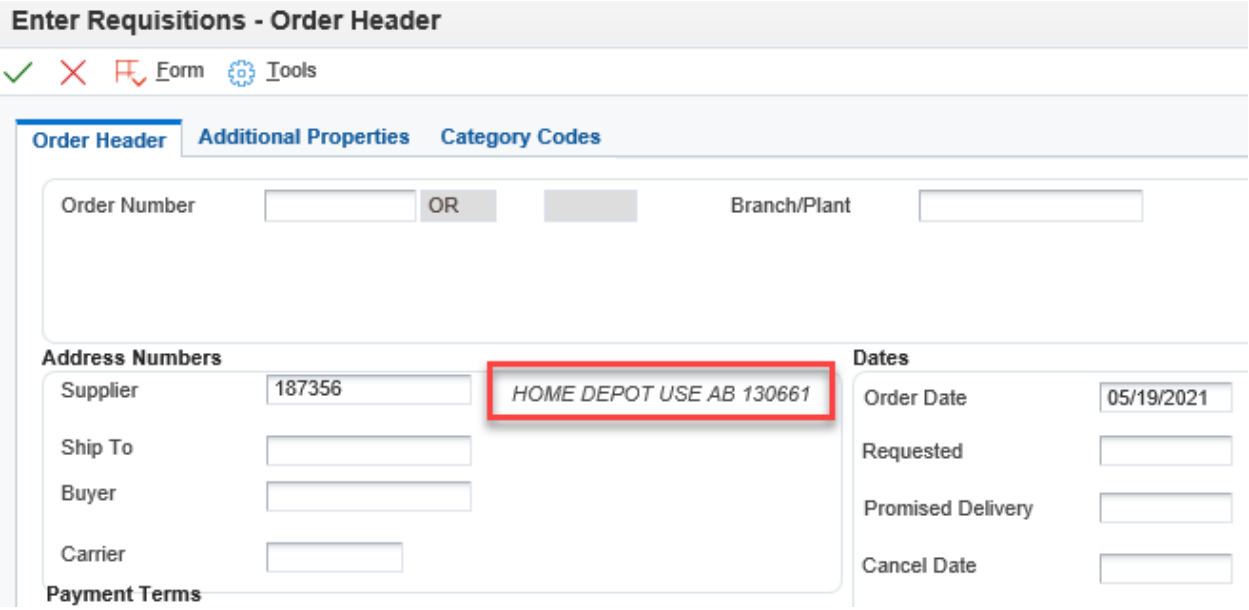
If the supplier does not exist in the JDE EnterpriseOne address book:

- Request for a W-9 (Request for Taxpayer Identification Number and Certification) from the vendor.
- Submit completed W-9 form to the Accounts Payable department.



Enter the suppliers address book number in the **Supplier** field, if known or select the **visual assist** to search.

Verify the Supplier field



When you select a supplier, verify the vendor name, accounts payable will attach text to use the correct address number. In this example you need to use 130661 for Home Depot.

Ship To – Use the field to identify the shipping destination. If the ship to is different from the default Branch/Plant constants.

- Address number must be a search type **'F'** (Facilities).
- If you need to update the 'Ship To' address, contact the Accounts Payable department.

Branch/Plant – Business Unit for which you want to track costs.

Order Date – Will automatically default to current date.

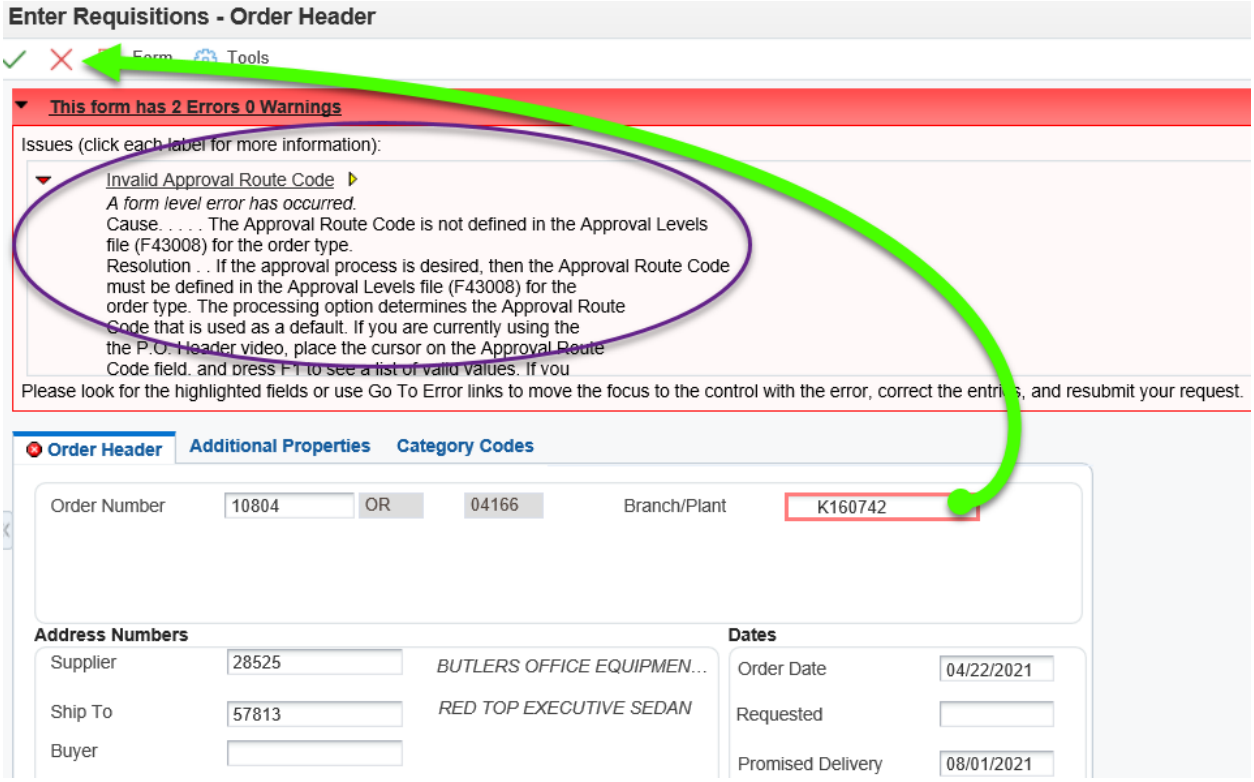
Requested – Use the current date to define the date.

Promised Delivery – Use to define the promise delivery shipment date for a purchase order.

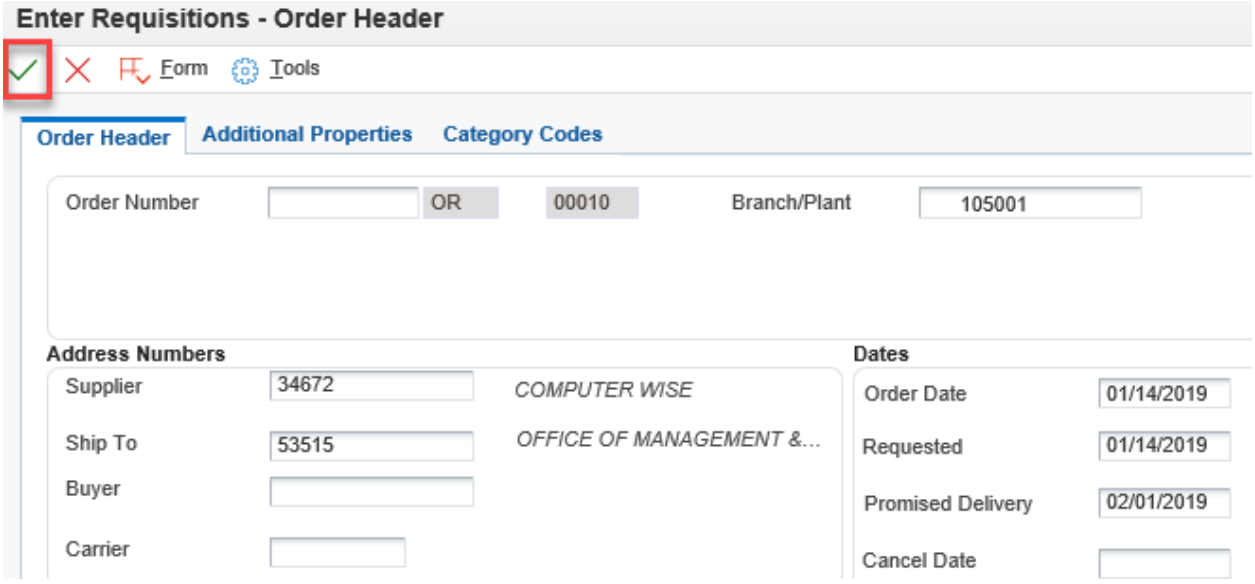
Function	Processes
Enter Requisitions – Order Header	At the **Order Header** form. 4. Click in the **Supplier** field and enter the supplier address book number, who is to fill the order. (Search type V – Supplier). 5. Tab to the **Ship To** field, enter the ship to **address book** number to where the goods/service are to be delivered (Search type F - Facility). 6. Click in the **Branch/Plant** field and enter the branch/plant that is requesting the order. 7. Click in the **Requested Date** field and enter the current date. 8. Tab to the **Promised Delivery** field and enter the promise delivery date.

Error Message - Invalid Approval Route Code

If you encounter a red warning when entering Order Header information.



Function	Processes
Invalid Approval Route Code	Error message at the **Order Header** form in the **Branch/Plant** field. 1. Click the **Cancel** button. • Email scan copy of your **Expenditure Authorization Signature Form** (EASF) that references this Branch/Plant. Note: To avoid encountering this error message, submit all revised, new EASF's when they become available. 2. Send to: OOC Finance/Purchasing or email rwilliams@nnooc.org. 3. Purchasing will update the approval routes and advise you when to proceed.



Function	Processes
Enter Requisitions	4. Click the **OK** button to confirm the Order Header.

Enter Requisitions – Order Detail

The order requisition is a direct charge for (non-stock) items.

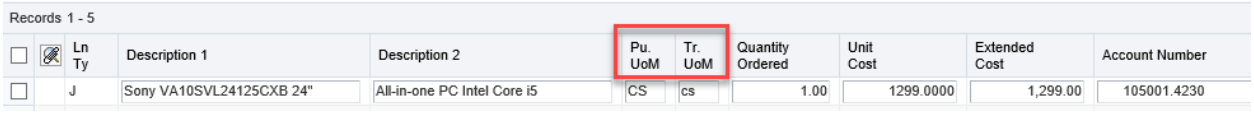
Do not enter any other fields not outlined in this manual.

- Do Not use the **Item Number** field to enter vendor item number.
  - This field is reserved for the Office Supply Center only.

- Do not enter tax, freight, shipping, setup fees, unit cost with 3 digits after the decimal (1.2334) with a Quantity and Unit Cost.

Purchasing and Transaction UoM Fields

You will encounter a red error warning ***Unit of Measure Conversion Unsuccessful*** when you change the unit of measure default setting.



The **Pu UoM** or **Tu Uom** columns default with unit of measure each (**EA**).

- If you change one to the unit of measure fields.
  - You must verify the (Pu Uom) and (Tu Uom) are identical.
  - If they display different unit of measure, make them identical.

Line type J Entries

Line type J when entered in the detail represents a direct charge.

Records 1 - 2

Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Branch/ Plant	Line Number
J	Computer Dell 27' monitor	screen saver built processor	EA	EA				K160515.4230	K160515	1.000

DO NOT enter a line type **J** with ***no*** quantity, ***no*** unit cost, ***no*** extended cost and enter an account number.

Entering Tax, Freight, Shipping, Setup Charges

Records 1 - 5

Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
J	Freight Charge		EA	EA			25.00	113011.5720
J	Shipping Charge		EA	EA			85.00	113011.5720
J	NN Tax		EA	EA			341.00	113011.5720
J	Setup Charge		EA	EA			21.40	113011.5720

Order Detail

Enter Requisitions - Order Detail

Form Row Tools

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number 4589 OR 00010 Branch/Plant 105001

Supplier 34672 *COMPUTER WISE*

Ship To 53515 *OFFICE OF MANAGEMENT & BUD...* Order Date 01/14/2019

Hold Code *Blank - Hold Codes 42/HC* Order Attachment

Retainage %

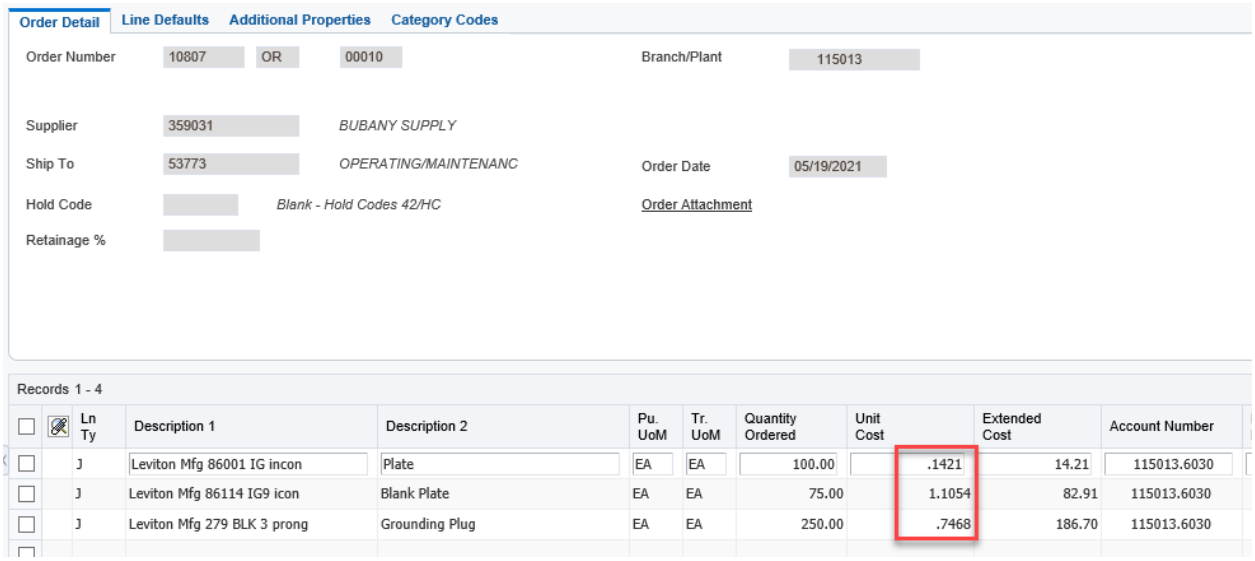
Records 1 - 5

Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	G/L Date
J	Sony VA10SVL24125CXB 24"	All-in-one PC Intel Core i5	EA	EA	1.00	1299.0000	1,299.00	105001.4230	01/14/2019
J	Samsung 740N-B1 Black 17"	8MS LCD Monitor A	EA	EA	1.00	1354.9800	1,354.98	105001.4230	01/14/2019
J	Tax		EA	EA			132.70	105001.4230	01/14/2019
T	POC: tu43@nnooc.org	POC: 505 200-5000	EA	EA					01/14/2019

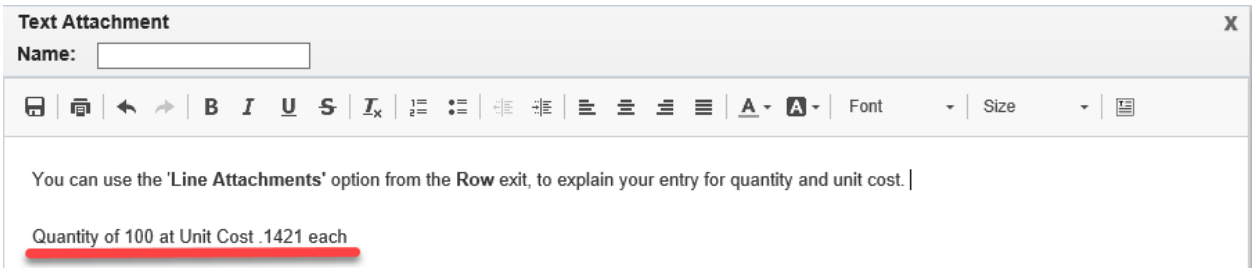
Function	Processes
Enter Requisitions – Order Detail	1. At the **Enter Requisitions – Order Detail** form, click in the **Ln Ty** field. 2. Enter **J** in the **Ln Ty** (Line Type) field for non-stock. 3. Tab to the **Description 1** field and enter the description of the item you are ordering (Enter the supplier's item number). 4. Tab to the **Description 2** field if you need additional space for description. 5. Tab to the **Quantity Ordered** field and enter the quantity. Note: Do not enter quantity for tax, freight, shipping, setup fees, etc. 6. Tab to the **Unit Cost** field and enter the unit cost. Note: Do not enter unit cost for tax, freight, shipping, setup fees, etc. 7. Tab to the **Account Number** field and enter an account number. Note: If the account number is not known, click the visual assist. • Verify the object code you are using equals LD 7. • Verify the PE (Posting Edit Code) field is 'Blank' to allow requisition to post. • Do not use cost distribution. • Do not enter an Account Number without a Quantity or Unit Cost. 8. Repeats steps 2 – 7 until you finish entering all items except, taxes, shipping, freight, setup charges, etc.
Function	**Processes**
Enter Requisitions – Tax, Shipping, Freight, Other Charges	When entering Sales Tax, NN Tax, Shipping, Freight, Setup Fees, etc., Do not enter a quantity or unit cost, leave fields blank. 9. Click in the **Ln Ty** field and enter a **J** for non-stock. 10. Tab to the **Description 1** field and enter the description. 11. Tab to the **Extended Cost** field and enter the total amount of the charge. 12. Tab to the **Account Number** field and enter the account number.

Entering Unit Cost with 3rd Digit Cents

- Scenario: You enter an OR that reflects the quote, your supplier ships multiple shipments, then the receiver is processing a receipt, they will have a difficult time, rounding numbers to match the purchase order to the invoice. Alleviates rounding numbers for the receiver to process the receipt.



	Processes
Enter Requisitions – Order Detail *Enter quotes with unit cost to the 3-5 digits*	To enter unit cost to with 3, 4 etc digits, do not enter a quantity or unit cost, leave fields blank. Click in the **Ln Ty** field and enter a **J** for non-stock. Tab to the **Description 1** field and enter the description. Tab to the **Description 2** field and enter additional description. (if applicable). Tab to the **Extended Cost** field and enter the total amount of the charge. Tab to the **Account Number** field and enter the account number.



Explanation for line number 1, using the ***Line Attachments*** option, see page 22 to enter a text.

Entering Quotes With Discounts

Suppliers sometimes provide discounts on goods, the system can handle discounts.

If the supplier quotes you discounts, you will need to enter the discount as negative amount(s) in the detail revision.

When the goods are delivered and when the receipt is processed, it will affect how you receive and voucher the discounts.

- How will the invoice be presented?
- Will it show the item price at full price and a line item for the amount of the discount percentage (15% or other percentages)?
- Will it show each item at the discounted price?

In the example below, the supplier quoted regular price however, applied a full 15% discount on the total amount.

400	Global Art PB	$16.99	4	$	67.96
100220	The Giant Book of Bulletin Boa	$22.99	4	$	91.96
100399	The Giant Encyclopedia of Them	$34.99	4	$	139.96
34329	Celebrate Anti Bias Guid to En	$19.99	4	$	79.96
100401	Inclusive Literacy Lessons PB	$24.99	4	$	99.96
950047	Inclusive EC Classroom PB	$24.99	4	$	99.96
901910	Giant Encyclopedia Science PB	$34.99	3	$	104.97
400729	4-Sided Library	$290.99	1	$	290.99

Subtotal	$	5,383.63	
Discount 15%	$	(807.54)	=4,576.09
Freight	$	43.65	Truck Item
Inside Delivery ($55 per site)			
Total*	$	4,619.74	

* Pricing valid for 30 days. Local and state taxes excluded. Our terms are Net 30 Days.
Finance Charge of 1.5% will be charged on Past Due Accounts.

In the example above, the supplier quoted regular price however, applied a full 15% discount on the total amount.

Records 1 - 12

Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
J	400 Global Art PB		EA	EA	4.00	16.9900	67.96	113011.5720
J	100220 The Biant Book of	Bulletin Boa	EA	EA	4.00	22.9900	91.96	113011.5720
J	100399 The Giant Encyclopedia	of Them	EA	EA	4.00	34.9900	139.96	113011.5720
J	34329 Celebrate Anti Bias	Guid to En	EA	EA	4.00	19.9900	79.96	113011.5720
J	100401 Inclusive Literacy	Lessons PB	EA	EA	4.00	24.9900	99.96	113011.5720
J	950047 Inclusive EC	Classroom PB	EA	EA	4.00	24.9900	99.96	113011.5720
J	901910 Giant Encyclopedia	Science PB	EA	EA	3.00	34.9900	104.97	113011.5720
J	400729 S4-Sided Library		EA	EA	1.00	290.9900	290.99	113011.5720
J	Discount 15%		EA	EA			807.54-	113011.5720
J	Freight Charge		EA	EA			43.65	113011.5720

Your entry would look like this for the overall discount order, saves a lot of time for your Receiver to process the reciept.

Function	Processes
Enter Requisitions – Order Detail *Enter discounts*	To enter a discount, enter all items at full price. Add a line number for the discount amount a negative amount. Click in the **Ln Ty** field and enter a **J** for non-stock. Tab to the **Description 1** field and enter the description. Tab to the **Extended Cost** field and enter the total amount with a ***negative amount***. Tab to the **Account Number** field and enter the account number.

Discount applied by Line Number in the Order Detail

Ln Ty	Description 1	Description 2	Pu. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number	Cancel Date	G/L Date
J	650968 WORLD OF BABIES BB	COLL	EA	2	54.39	108.78	K120584.4420	36		8/16/2013
J	651096 CLOTH ACTIVITY BOOK	COLLECTION	EA	1	62.89	62.89	K120584.4420	37		8/16/2013
J	952105 LET'S POTTY!		EA	2	5.94	11.88	K120584.4420	38		8/16/2013
J	100402 INFANT TODDLER	EXPERIENCES PB 4 EA X $21.243	EA			84.97	K120584.4420	39	9/18/2013	8/16/2013
J	100400 THE ENCYCLOPEDIA OF	INFANT AND (4 EA X $16.993)	EA			67.97	K120584.4420	40		8/16/2013
J	906262 HEY KIDS! OUT THE DOOR	LET'S (4 EA X $21.243)	EA			84.97	K120584.4420	41	9/18/2013	8/16/2013
J	100405 INTELLECTUAL DEVELOPMEN	CONNE (4 X $21.243	EA			84.97	K120584.4420	42	9/18/2013	8/16/2013
J	3104 CHILDREN AROUND THE	WORLD PB (4 EA X $16.143)	EA			64.57	K120584.4420	43		8/16/2013
J	100403 FINDING YOUR SMILE	AGAIN PB (4 EA X $$12.743)	EA			50.97	K120584.4420	44	9/18/2013	8/16/2013
J	907832 MANY LANGUAGES, ONE	CLASSROOM (4 EA X $11.043	EA			44.17	K120584.4420	45	9/18/2013	8/16/2013
J	400 GLOBAL ART PB	(4 EA X $14.443)	EA			57.77	K120584.4420	46	9/18/2013	8/16/2013
J	100220 THE GIANT BOOK OF	BULLETIN BOA (4 EA X $19.543)	EA			78.17	K120584.4420	47	9/18/2013	8/16/2013
J	100399 THE GIANT ENCYCLOPEDIA	OF THEM(4 EA X $29.743)	EA			118.97	K120584.4420	48	9/18/2013	8/16/2013
J	100399 CELEBRATE ANTI BIAS	GUID TO EN(4 EA X $16.993)	EA			67.97	K120584.4420	49	9/18/2013	8/16/2013
J	100401 INCLUSIVE LITERACY	LESSONS PB(4 EA X $21.243)	EA			84.97	K120584.4420	50	9/18/2013	8/16/2013
J	950047 INCLUSIVE EC CLASSROOM	PB (4 EA X $21.243)	EA			84.97	K120584.4420	51	9/18/2013	8/16/2013
J	901910 GIANT ENCYCLOPEDIA	SCIENCE PB	EA	3	29.74	89.22	K120584.4420	52		8/16/2013
J	400729 4 SIDED LIBRARY		EA	1	247.34	247.34	K120584.4420	53		8/16/2013
J	FREIGHT		EA			43.65	K120584.4420	54		8/16/2013
J	NN TAX 5%		EA			230.98	K120584.4420	55		8/16/2013
						4,850.68				

Records 1 - 2

Ln Ty	Description 1	Description 2	Quantity Ordered	Unit Cost	Account Number	Extended Cost	Line Number	Pu. UoM	Tr. UoM
J	400729 S4-Sided Library		1.00	247.3400	113011.5720	247.34	1.000	EA	EA

This process may seem time consuming however, it all depends on how the supplier provides the quote.

Function	Processes
Enter Requisitions – Order Detail *Enter discounts*	Requisition can also be entered by taking the 15% discount per line item, as you enter line by line in the unit cost field. You will have to perform manual calculation for each line item. For example looking at the suppliers quote above: • Item 400729, 4 Sided Library • The regular unit price is quoted at $290.99 each. • Calculation: 290.99 x .15 = 43.65 then, 290.99 – 43.65 = 247.34 • Enter the discount unit cost 247.34 in the unit cost field. Click in the **Ln Ty** field and enter a **J** for non-stock. Tab to the **Description 1** field and enter the description. Tab to the **Quantity** field and enter the quantity. Tab to the **Unit Cost** field and enter the calculated discount amount. Tab to the **Account Number** field and enter the account number.

Line Type T – Text Line

Do not use the T line type to enter <u>additional description of an item</u> you are ordering, use the **Line Attachments** option.

Line Type **T** is reserved for point of contact (POC) and to reference the suppliers quote number.

Records 1 - 5

Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	G/L Date
J	Sony VA10SVL24125CXB 24"	All-in-one PC Intel Core i5	EA	EA	1.00	1299.0000	1,299.00	105001.4230	01/14/2019
J	Samsung 740N-B1 Black 17"	8MS LCD Monitor A	EA	EA	1.00	1354.9800	1,354.98	105001.4230	01/14/2019
J	Tax		EA	EA			132.70	105001.4230	01/14/2019
T	POC: tu43@nnooc.org	POC: 505 200-5000	EA	EA					01/14/2019

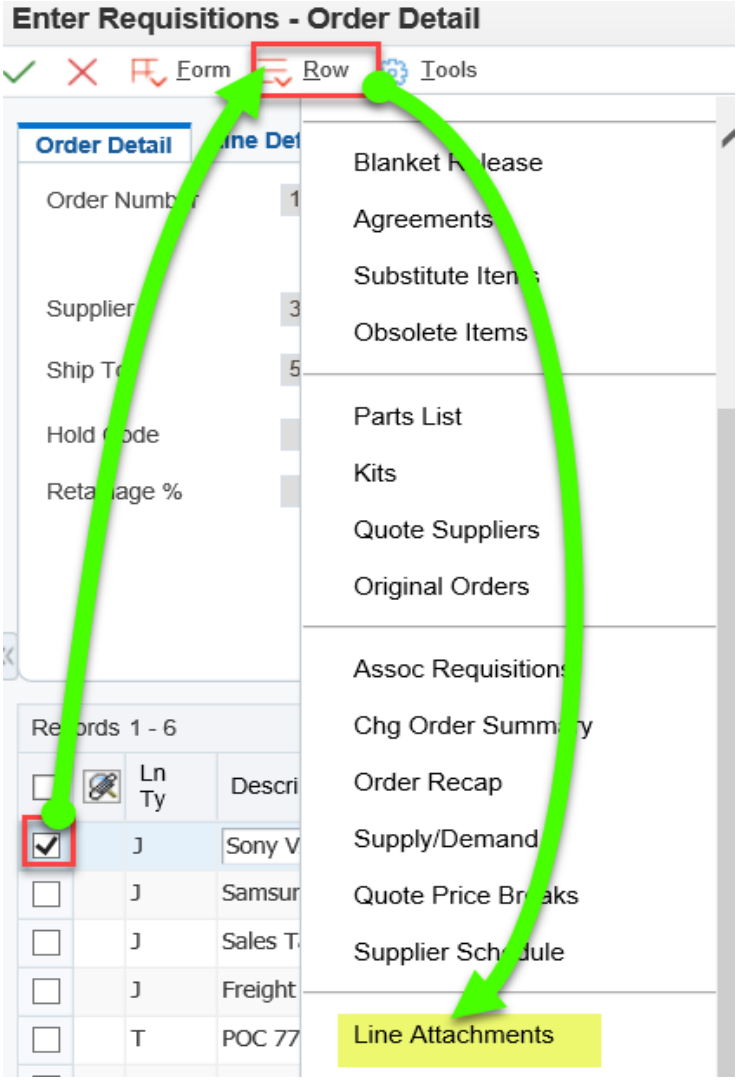
Function	Processes
Enter Requisitions – Order Detail	13. To enter a text line, click in the **Ln Ty** field and enter a '**T**' for text. 14. Tab to the **Description 1** field, enter text information. • Enter Point of Contact Information • Enter Suppliers Quote Number for reference. Leave the following fields **Blank:** Quantity Ordered, Unit Cost, Extended Cost, and the Account Number.

Text Line Attachment - Order Detail

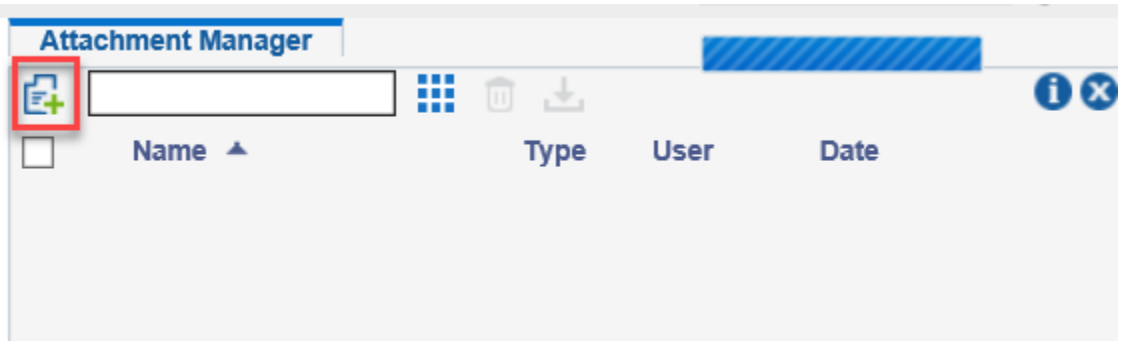
Use the ***Line Attachment*** option to specify additional product information for a specific line. You may want to use this option when the limited space in the Description 1 and Description 2 fields are used.

Information such as warranties, specifications, instructions, inclusive products of an item, specify sizes, colors, or breakdown by quantity of the item, etc.

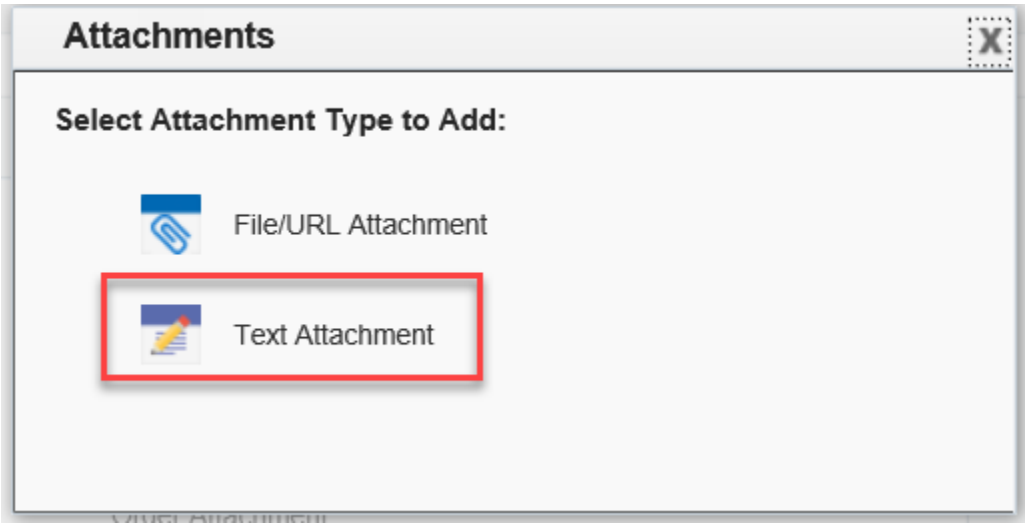
When additional information is attached to a line number in the grid, the text will print on the purchase order beneath the line number selected.



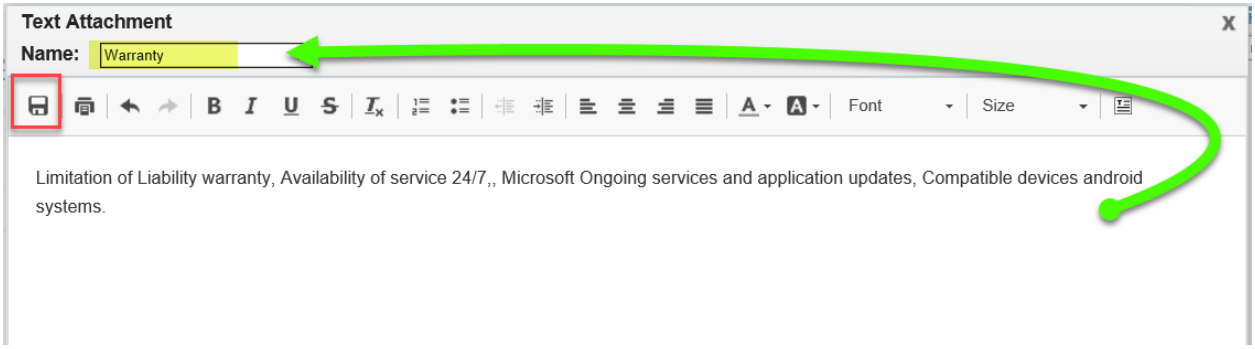
Function	Processes
Enter Requisitions – Order Detail – Line Attachments	15. Select the specific **line number** from the grid to attach additional information. 16. Click the **Row** exit. 17. Select **Line Attachments** from the row exit.



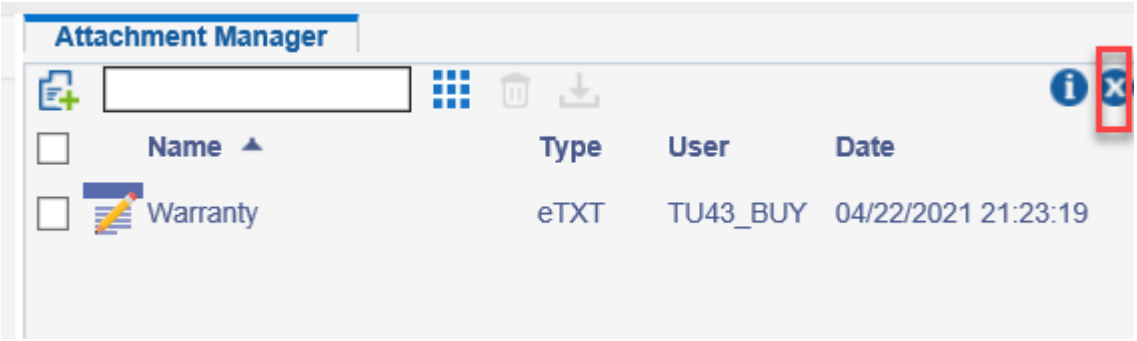
Function	Processes
Enter Requisitions – Order Detail – Line Attachments	18. At **Attachment Manager** tab, click the **Attachment Manager Add** button.



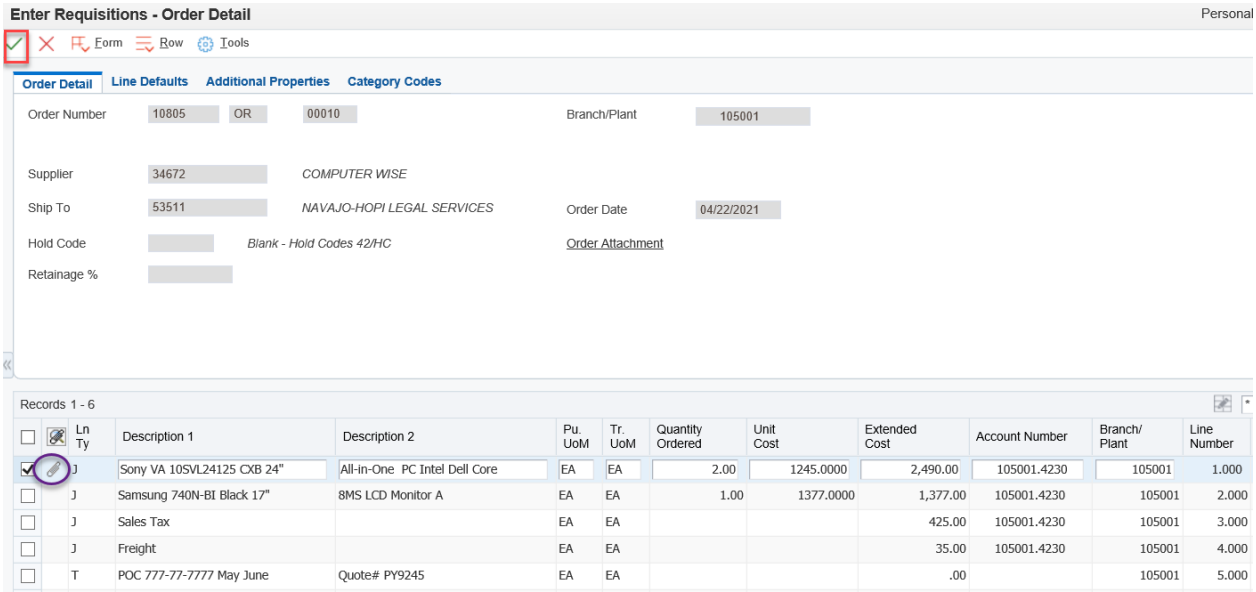
Function	Processes
Enter Requisitions – Order Detail – Line Attachments	19. At **Attachments** form, click the **Text Attachment** option.



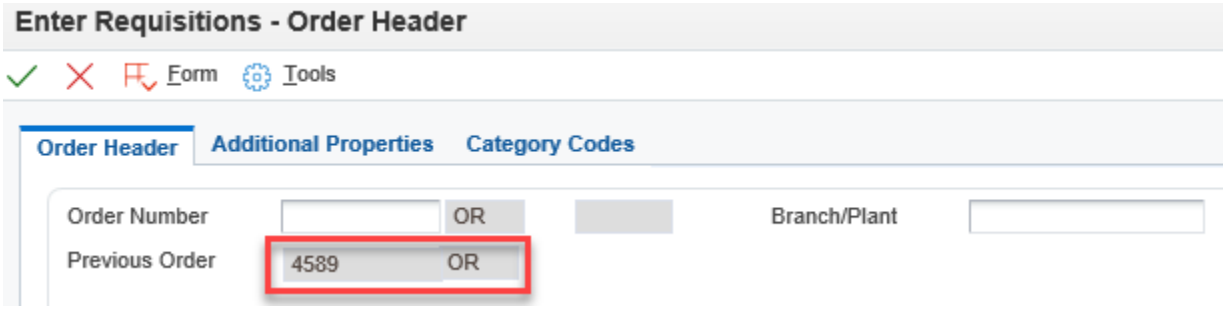
Function	Processes
Enter Requisitions – Order Detail – Line Attachments	20. Type in the additional information in the panel pertaining to line number 1. Note: This is an unlimited space to enter additional information such as serial numbers, warranties, inclusive parts, quantity per item, sizes, etc., 21. (Optional) Click in the 'Name:' field, type in a title for your text. 22. Click the **Save** button.



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	23. Click the **Close side panel** button to exit the **Attachment Manager** form.



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	Note: The **Attachment** is displayed in the **Attachment** column. 24. At **Enter Requisitions – Order Detail** form, review your entry then, click **OK** to confirm the order.



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	25. At the **Enter Requisitions – Order Header** form, record your system generated requisition order number in the **Previous Order,** field. Note: Record your requisition order number on the 6B Check Off List.

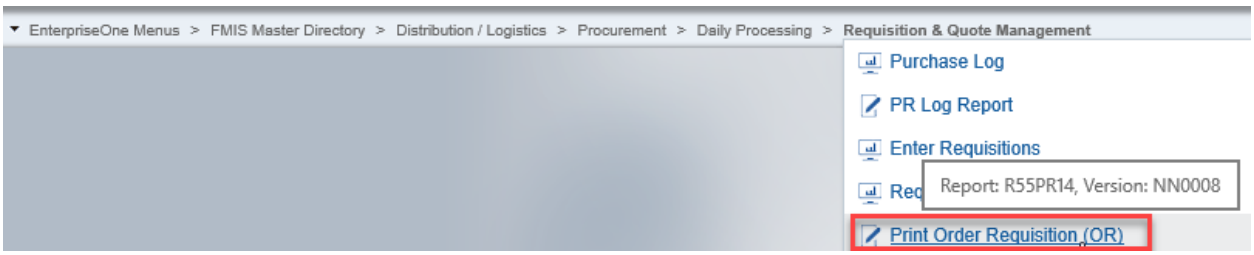
Field & Description

R/O/A, User Action and Values and Comments, there may be some confusion to what R/O/A stands for: R = Required, O = Optional, A = Automatic

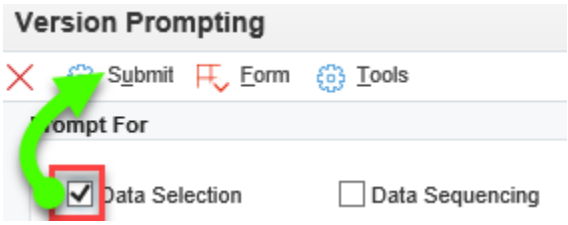
Field Name	Description	R/O/A	User Action and Values	Comments
Ln Ty	Line Type. A code that controls how the system processes lines on a transaction. It controls the systems to which the transaction interfaces, such as GL, AP, AR, and Inventory Management.	R	The Line Type is related to the Item Number. Each Item Number is assigned a Line Type that controls how it interacts within the system. The most common Line Types are Stock Item (S), Non-Stock Item and Direct Charge (J), and Text (T).	When entering a non-stock or direct charge item, be sure that the line type is J. Since there is no item number, this field should be double-checked.
Quantity Ordered	The quantity you wish to purchase	R	Enter the quantity you wish to purchase.	
Tr. UoM	The Transaction Unit of Measure (UoM) for the item you are purchasing	R	This is a user-defined code that is determined in the Item Master, based on the item description and unit of measure selected. This could be Each, Box, Crate, or other unit of measure.	If no entry is made, the field defaults to Each.
Unit Cost	The per unit cost of the item you are purchasing	R	This value would automatically populate if the line type were an (S). The field would tie to the item number through the AAI. For (J) line types, the unit cost must be manually entered.	By manually inputting the Unit Cost, the effect will be reflected in the GL and impact the cost of goods in your inventory.
Extended Cost	The total extended cost for that specific line item. The system multiplies the quantity ordered by the unit cost to determine the Extended Cost.	A	Automatic calculation	
Pu. UoM	Purchasing Unit of Measure	A	The Unit of Measure that you usually purchase an item.	
Business Unit	A numeric identifier that represents a specific business unit, warehouse, or entity within your organization	A	This is the Business Unit for which the specific item you are purchasing is associated with.	
Description 1	A brief description of an item.	R	This description is entered and maintained in the Item Master. The description automatically populates the field and is tied to the item number if using an S line type.	It is necessary to enter the Description 1 field (and possibly the Description 2 field) because there is no item number.
Item Number (Only required for S Line Type)	A number assigned to a specific item. The Item Master maintains and manages all items within your inventory.	Not required for J Line Type	Enter the Item Number for the product or service you are wishing to generate a Purchase Order for. You can use the visual assist to locate and select specific item numbers you are wishing to procure.	An item must be part of the Item Master to be able to be Procured through the system.
Account Number	Identifies an account in the General Ledger.	R	This is manually entered. This field charges the specified account. On J line types, this field does not automatically populate.	
Last Status	A code that specifies that last step in the processing cycle that this line has successfully completed.	A	Status Codes are governed by Order Activity Rules that have been configured for you. This code indicates what stage in the processing cycle the line has completed. By understanding the Status Codes, you will be able to determine what stage of the Purchase Order process your line order is at.	
Next Status	A code that defines the next step in the processing cycle for that line type.	A	This code, like the Last Status code, represents the next step in the processing of this transaction. After completing the Last Status, the system is indicating what the next step is in finishing this transaction.	

Print Requisitions Order

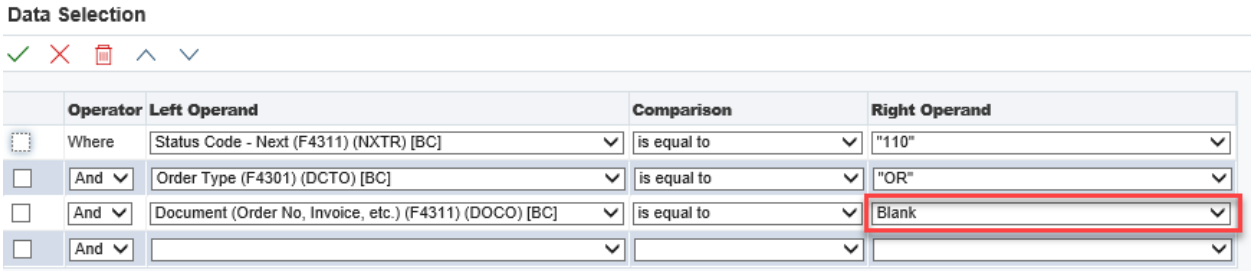
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Print Order Requisition (OR)



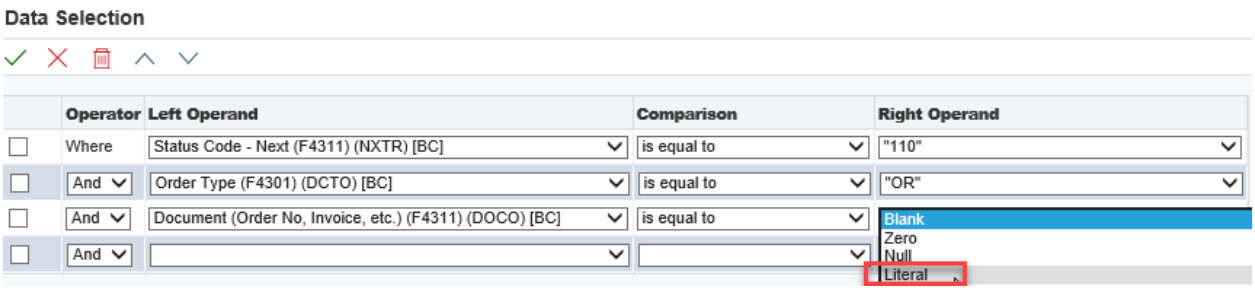
Function	Processes
Print Order Requisition R55PR14	1. Select **Print Order Requisition (OR)** from the Requisition & Quote Management menu.



Function	Processes
Print Order Requisition R55PR14	2. At **Version Prompting** form, select the **Data Selection** box. 3. Click the **Submit** button.



Function	Processes
Print Order Requisition R55PR14	At **Data Selection** form, data criteria line number 1 & 2 are pre-set. 4. Click the **List** button or field on the 3rd line in the **Right Operand** column.

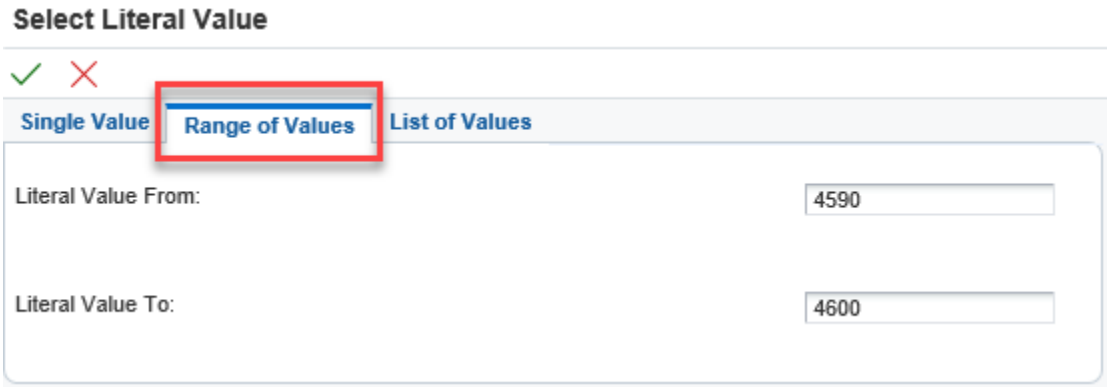


Function	Processes
Print Order Requisition R55PR14	5. Select **Literal**.

Function	Processes
Print Order Requisition R55PR14	At **Select Literal Value** form, using the **Single Value** tab. 6. Enter your OR number in the **Literal Value:** field. 7. Click the **OK** button to confirm.

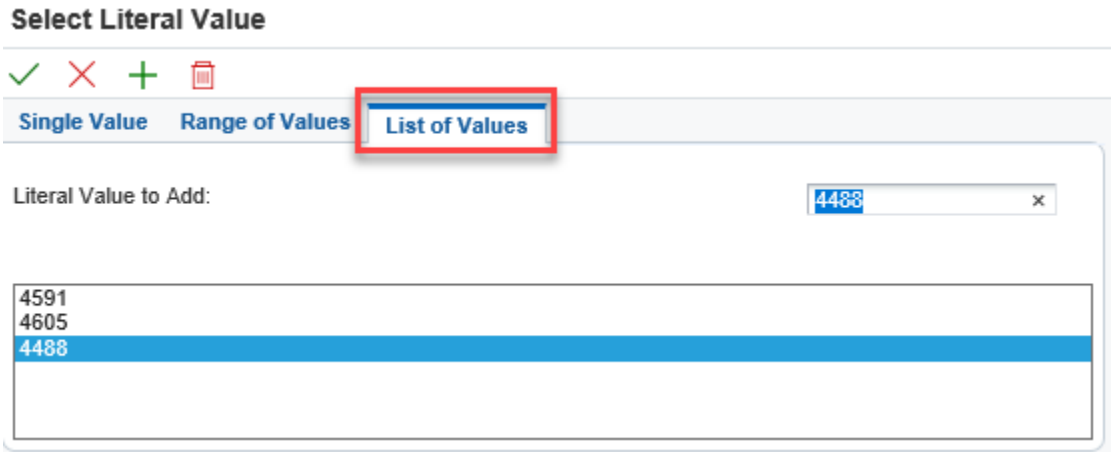
Range of Values Tabs

You have the option to print more than one requisition, by using the Range of Values or List of Values tabs.



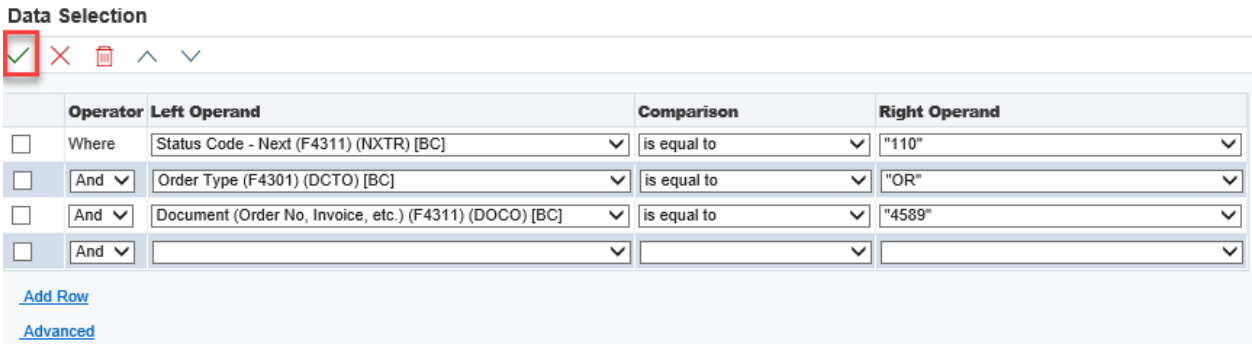
If using ***Range of Values*** tab, enter the order number ranges in the ***Literal Value From:*** and Literal Value To: fields.

List of Values Tab



If using ***List of Values*** tab:

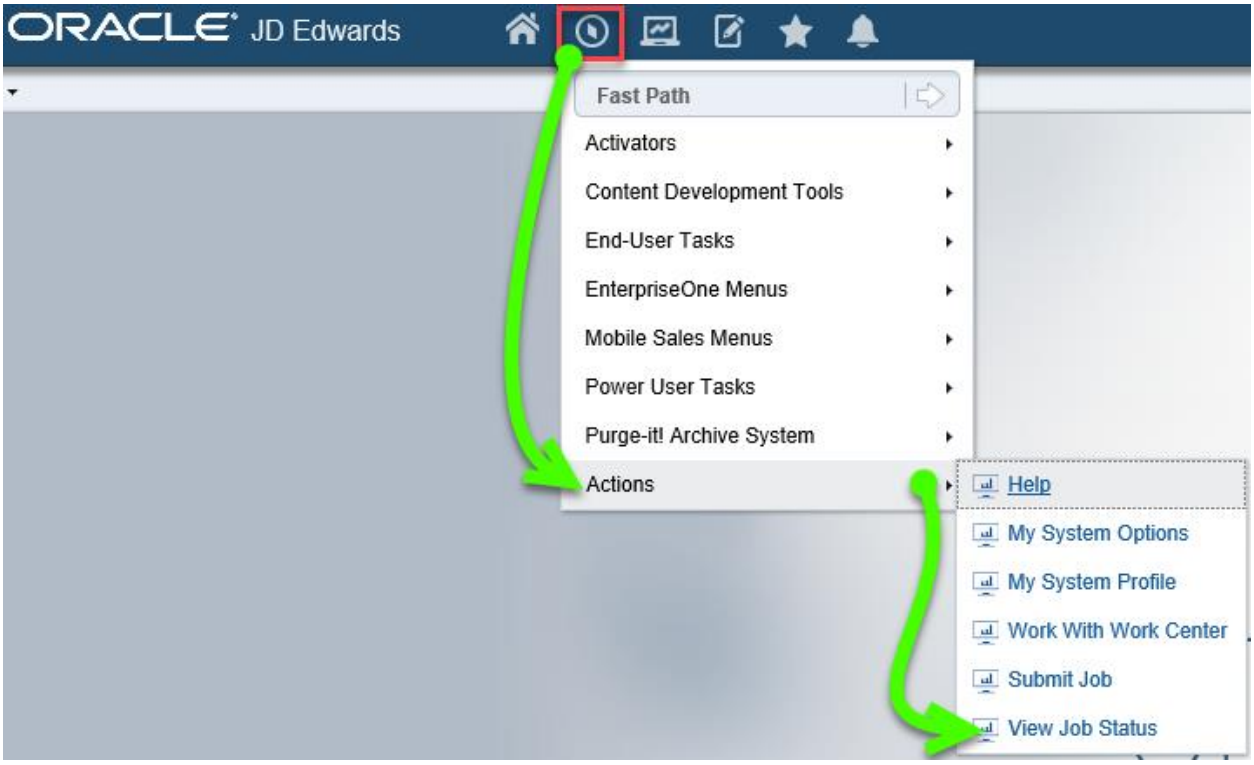
1. Enter the order number in the ***Literal Value to Add*:** field.
2. Using your keyboard press the **Enter** key.
3. Repeat steps 1 and 2 until all the orders you want printed are displayed.
4. Click the ***OK*** button.



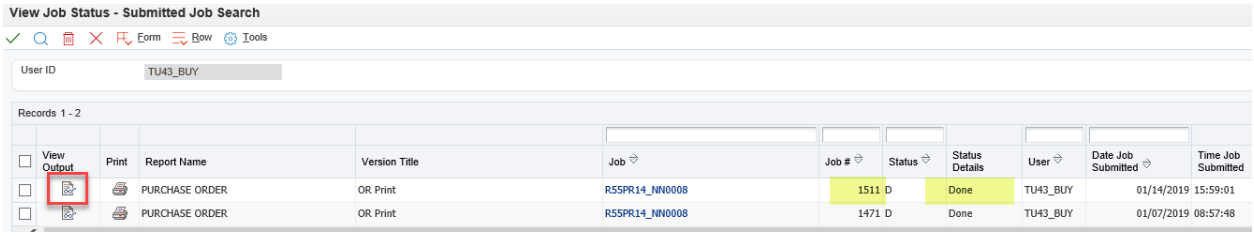
Function	Processes
Print Order Requisition R55PR14	At the **Data Selection** form, review your data criteria. 8. Click the **OK** button.

View Your Printed Requisition Order

Via Menus	Navigator → Actions → View Job Status (P986116 Version ZJDE0001)



Function	Processes
View Order Requisition R55PR14	1. At the **Oracle JD Edwards** homepage, click the **Navigator** button. 2. Select **Actions** from the menu. 3. Select **View Job Status** from the menu.



Function	Processes
View Order Requisition R55PR14	4. At the **Submitted Job Search** form, locate your Job# in the grid. (Report Name: Purchase Order, R55PR14, NN0006). 5. Verify the **Status / Status Details** fields indicates **D / Done**. 6. Click the **View Output** button on the same line of your Job#.

Function	Processes
View Order Requisition R55PR14	7. At the **Open or Save** question, click **Open**.

THE NAVAJO NATION
PO Box 9000
Window Rock, AZ 86515

REQUISITION ORDER

Order Number	4589 OR
Date	01/14/2019
Business Unit	105001
Page	1 / 1

VENDOR
COMPUTER WISE
1109 S. PLAZA WAY SUITE 140
FLAGSTAFF AZ 86001

SHIP TO
OFFICE OF MANAGEMENT & BUDGET
P.O. Box 646
Window Rock Blvd., Admin Bldg #1
Window Rock AZ 86515

Contact Person: Phone: (928) 871-6570 Fax: (928) 871-6570

Requisition Number			
Date Requested	01/14/2019	**Terms**	Net 30 Days
Date Ordered	01/14/2019	**Freight**	
Order Taken By	TU43_BUY	**Delivery Instructions**	
Phone:	(928) 871-6570	**Fax:**	(928) 871-6570

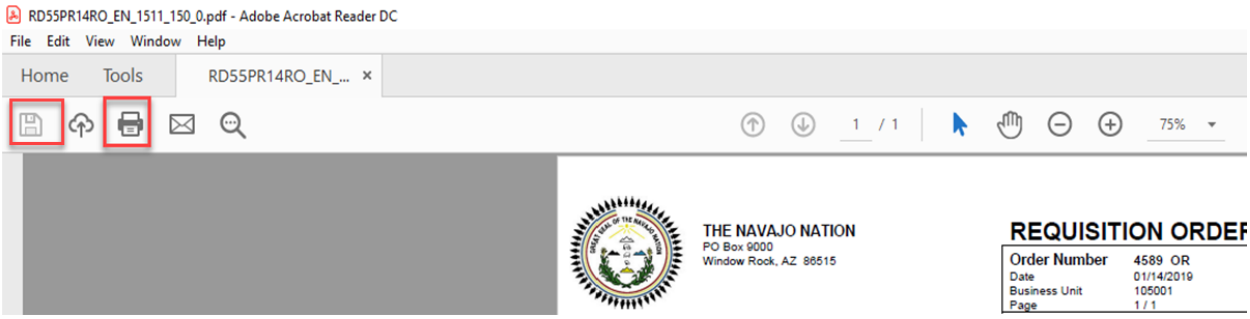
Line	Rev	Item #	Description/ Description 2	Quantity Ordered	PU UM	Account Number	Unit Price	Extended Price
1.000	10		Sony VA10SVL24125CXB 24" All-in-one PC Intel Core i5	1	EA	105001.4230	1,299.00	1,299.00
2.000	10		Samsung 740N-B1 Black 17" 8MS LCD Monitor A	1	EA	105001.4230	1,354.98	1,354.98
3.000	10		Tax		EA	105001.4230	0.00	132.70
4.000	10		POC: tu43@nnooc.org POC: 505 200-5000				0.00	0.00

Tax Rate	Sales Tax	See Last Page of Order for Total Amount Due	
		Total Order	**2,786.68**

Requisition Orders will be cancelled within 6 months if not approved or if any issues pending are not resolved.
Have a Wonderful Day!

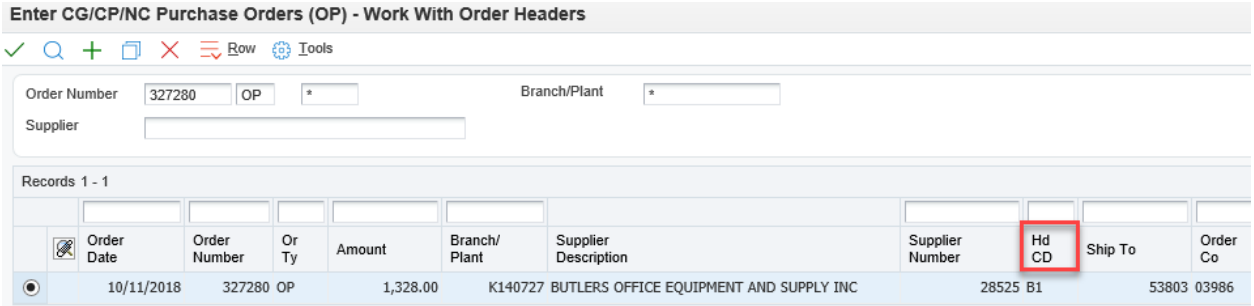
This is NOT an Official Purchase Order

This copy is strictly used only for internal purposes only.



Function	Processes
View Order Requisition R55PR14	8. Print or Save the requisition order. 9. At the **pdf - Adobe Acrobat Reader DC** form, click the **File** button. 10. Select **Exit Application**.

Enter Requisitions – Budget Holds



If there are insufficient funds for an account, the ***Purchase Order*** will automatically go on budget hold. The budget hold code is 'B1', will appear in the 'Hd CD' field of the header.

If a budget hold appears, funds need to be transferred to the account to cover expenses.

- Once funds have been transferred, contact the Purchasing department, and notify the buyer so, the budget hold can be released.

Budgeting Tip – Working With Budgets

This tip will describe how the budget checking features of the FMIS system works, how the available budget is determined and how to resolve budget holds.

Budgeting Background

The Nation loads an annual budget in the FMIS system by Business Units (or Branch/Plant) and Object account (i.e., account numbers)

Examples of Business Units numbers:
103001 - Office of the President/Vice President
101001 - Navajo Nation Tribal Council
101008 - Judiciary Committee

Examples of Object Accounts (LOD 6):
3200 – Personal Travel Expenses
4100 – Office Supplies & Equipment; and
5510 – Communications.
Not every object account needs to have a budget amount loaded.

Each Object Account is assigned a Level of Detail (LOD) classification from 1 to 7.

- 1 being the least amount of detail and 7 being the greatest amount of detail.
- Level of Detail 8 & 9 are reserved for subs.
- The LOD classification establishes a hierarchy structure for the Object Accounts and how the budget checking will roll up. For example:

Records 1 - 200 * Basic

Obj Acct *	Sub	Description *	Co	L D	P E	Cur Cod	Free Form Account No.	Account ID	M C
3200		Personal Travel Expenses	00010	5	I			00528016	
3210		Vehicle Rental (off reserv)	00010	6	B			00528024	
3220		Vehicle Rental (Off Reserv)	00010	7				00528032	
3230		Personal Travel	00010	6	B			00528041	
3240		Per Diem Meals	00010	7				00528059	
3250		Lodging	00010	7				00528067	
3260		POV Mileage	00010	7				00528075	
3290		Other Travel Expense	00010	7				00528091	

- Account 3200 Personal Travel Expense is at LOD 5 – only Fringe Benefits budgets can be loaded at LOD 5 starting fiscal year 2005.
- Account 3230 Personal Travel is at **LOD 6 – only Budgets can be loaded at LOD 6.**
- Account 3240 Per Diem Meals is at **LOD 7 – only Expenses.**

If budgeting at a LOD 7 it requires the Business Unit to have a **solid forecast of exactly how it will spend its funds**. If funds were appropriated for a specific reason, budgeting at a LOD 7 identifies those funds for a specific purpose. The degree of difference between how the Business Unit actually spends its funds and how it budgets them will directly correlate too the number of budget transfers it will have to do throughout the fiscal year.

How Budget Checking Works

Budget checking applies to Requisitions and Purchase Orders. It does not apply to non-purchase order transactions, such as direct payments.

Each time an OR/OP is created or change, FMIS checks each line number on the order to determine if there is sufficient budget available.

If a line item in the PO exceeds the available budget for that account number, the entire PO is placed on hold.

How Available Budget is Determined

The available budget is calculated as follows:

- Available Budget = Original Budget + Revised Budget Changes – Actual Amounts – Encumbered Amounts

The budget roll-up option for the FMIS system is turned on. This means that budget checking uses the sum total available budget for a related range of accounts numbers, not just the available budget for the particular LOD 7 account associated with the PO line item. Actual amounts can only be booked to a LOD 7 account.

Using the Account 3200 - Personal Travel Expenses example from above:

- If a PO line item were being booked to account 3240, the available budget would be equal to the total available budget for all accounts in the related range.

- In this example it would sum the available budgets from LOD 7 account 3260 up to LOD 5 account 3200.

- The amount of the PO line item would be compared to the sum total available budget for the range of accounts.

    - If the sum total available budget for accounts 3200 through 3260 was $100 and the PO line item for account 3240 was $50, it would pass budget checking and the PO would not be placed on hold.

    - If the sum total available budget for account 3200 through 3260 was $100 and the PO line item for account 3240 was $150, it would not pass budget checking and the PO would be on budget hold.

It is possible to have a PO placed on hold even though the particular LOD 7 account looks like it has sufficient available budget. This again is because budget checking is comparing the total available budget for a range of accounts, not just on an account-by-account basis. When this happens, it means that other LOD 7 accounts in the related range of accounts have used too much of the available budget causing the PO to be placed on hold.

- Assume the total available budget for accounts 3200 through 3260 was $25.
    - Account 3200 was $5, 3230 was $5, 3240 was $75, 3260 was ($60), total of $25.

- Assume the PO line item for account 3240 was $50.

- Even though account 3240 had an available budget of $75, the PO would still be placed on hold because the total available budget for accounts 3200 through 3260 was only $25, which is not enough to cover the PO line item of $50. This is because account 3260 overspent its available budget by $60.

The key is to remember that budget checking uses the total available budget for all the accounts in a related range when determining if there is sufficient budget for a PO line item.

How to Resolve Budget Holds

The only way to resolve a budget hold is to transfer sufficient budget amounts from another range of accounts to the range of accounts that has an order requisition (OR) on hold.

Do not transfer from one account to another account within the same range of accounts that has the OR on hold. Remember, budget checking is using the total available budget for the related range of accounts.

Moving budget balances between these related accounts would achieve nothing. More budget funds must be transferred in from an account outside the related range of accounts to increase the total available budget enough to release the OR from hold.

ENTER REQUISITIONS – Change / Modify

Once a requisition has been entered, changes can only be made:

- **Before** any approvals.
- **Must** verify the status of the requisition before modifying the requisition using form 'Requisitions Awaiting Approval'.

If a requisition has been **approved**, modifications made to the requisition **will not** proceed to the purchasing module for order generation.

If the OR was **Approved** on an ***External Fund OR*** and a modification must be done to the account number:

1. Cancel the approved requisition.
2. Create a new order requisition.

If the OR has been **Approved,** a purchase order generated, and a modification must be applied (2) options:

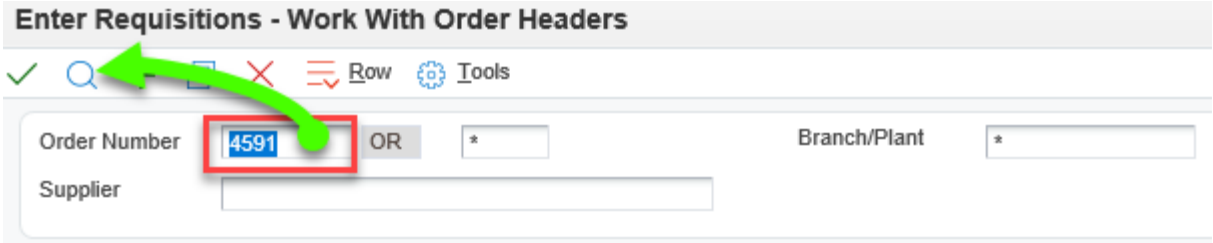
1. Submit **The Navajo Nation Purchase Requisition Form** (NNPRF) to Purchasing, request for modification.
   < OR >
2. Have your program 6B Receiver to cancel the purchase order using the **Enter Receipt by PO** form using receipt option code **9**.
    - Create a new order requisition (OR).

Order Header Modification

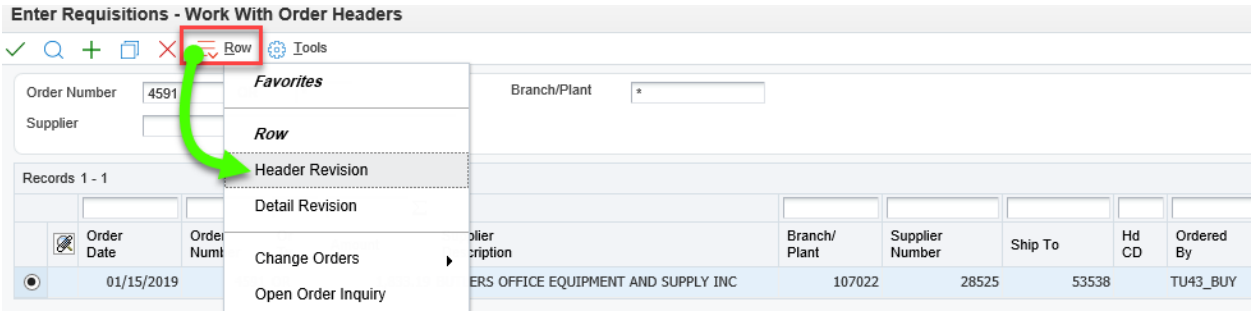
Do Not modify the branch plant field on an ***External Fund OR***, the company number does not change.

Do Not modify the branch plant field from a ***General Fund*** business unit to an ***External Fund*** business unit, the company number does not change.

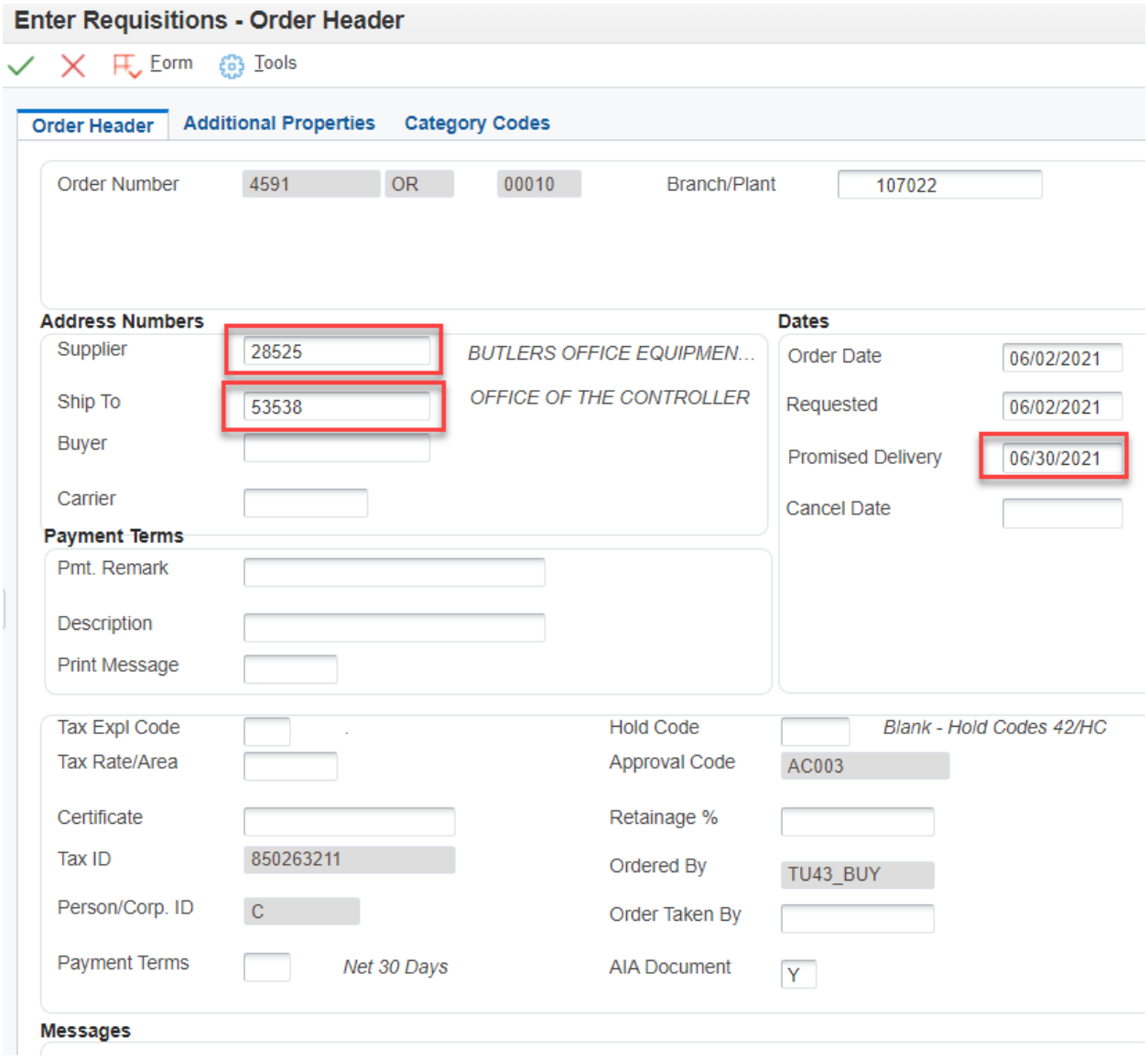
Function	Processes
Change Order Header	1. Select **Enter Requisitions** from the **Requisition & Quote Management** menu.



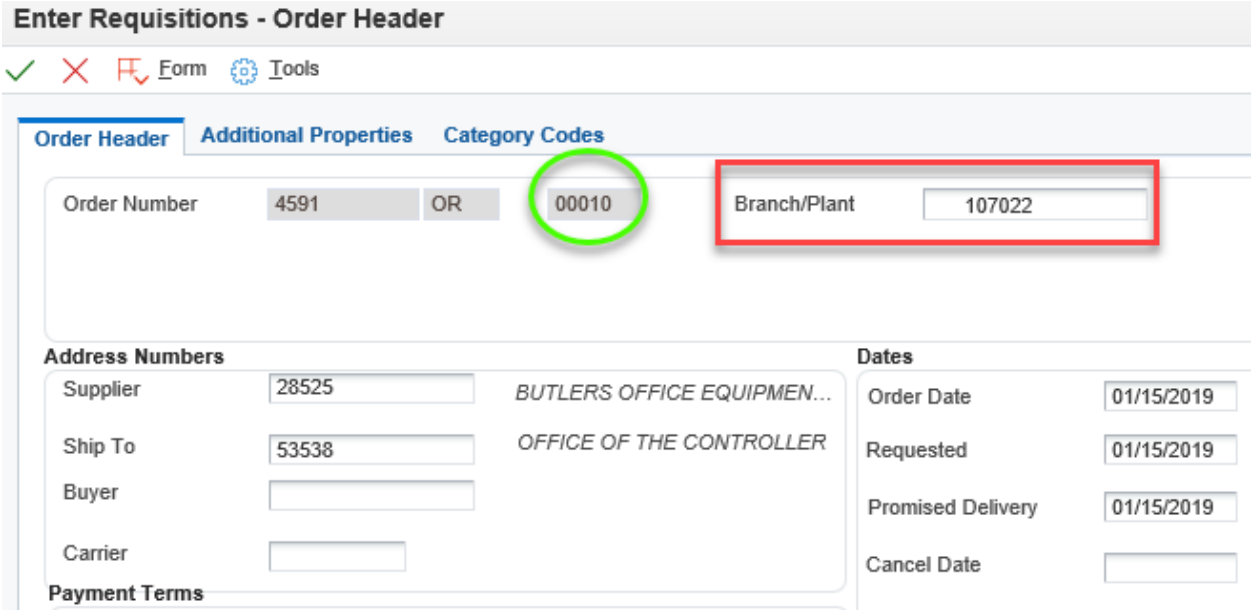
Function	Processes
Change Order Header	2. At the **Work With Order Headers** form, enter the order number in the **Order Number** field. 3. Click the **Find** button to retrieve the record.



Function	Processes
Change Order Header	4. Click the **Row** exit. 5. Select **Header Revision** from the row exit.



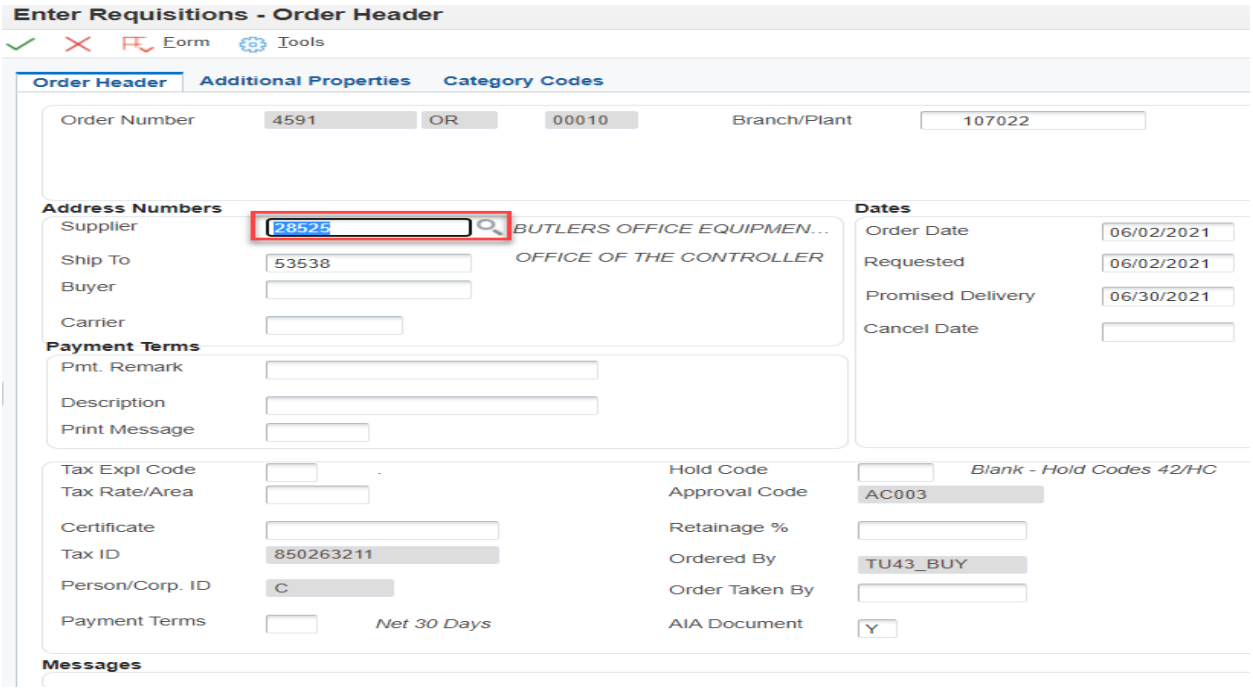
At the **Order Header** form, you can modify any of the fields highlighted as long as the order requisition is ***NOT*** approved.



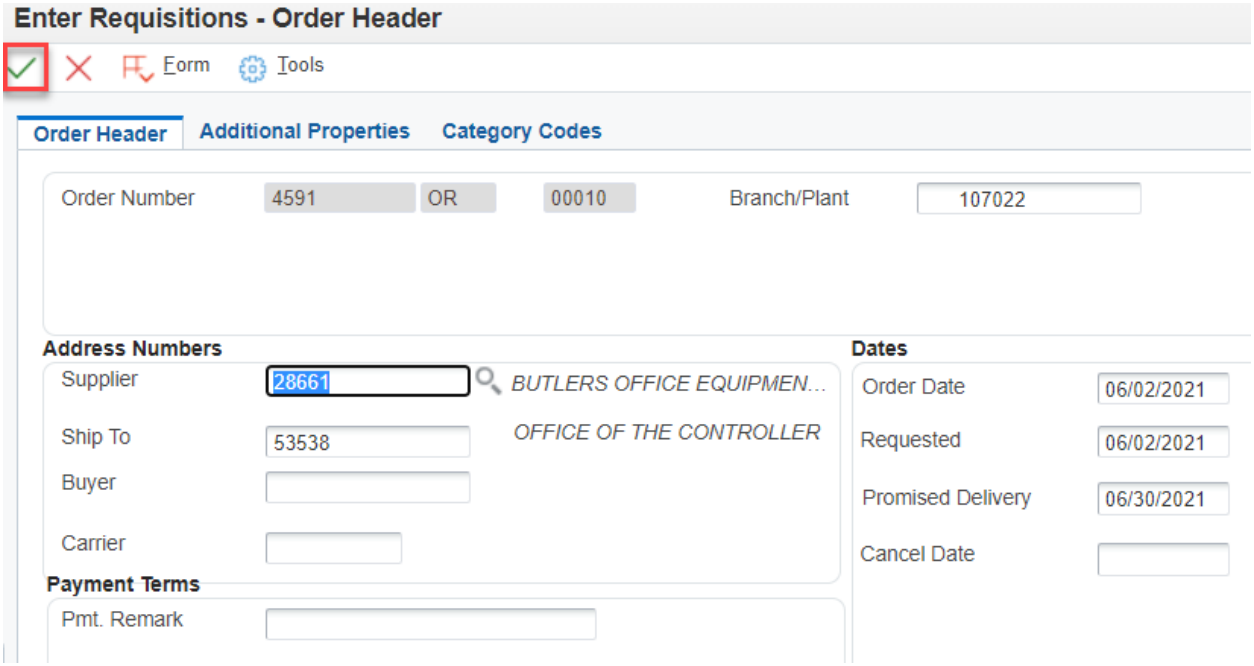
You can modify the Branch/Plant field **ONLY** if:

- The new Branch/Plant has the ***SAME*** company number (00010).

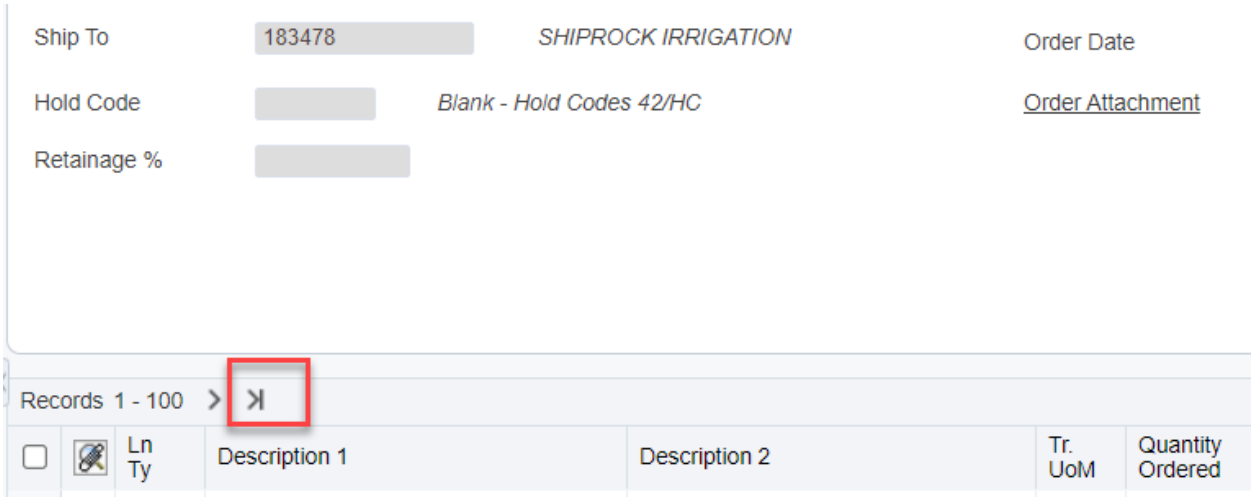
To modify the Supplier



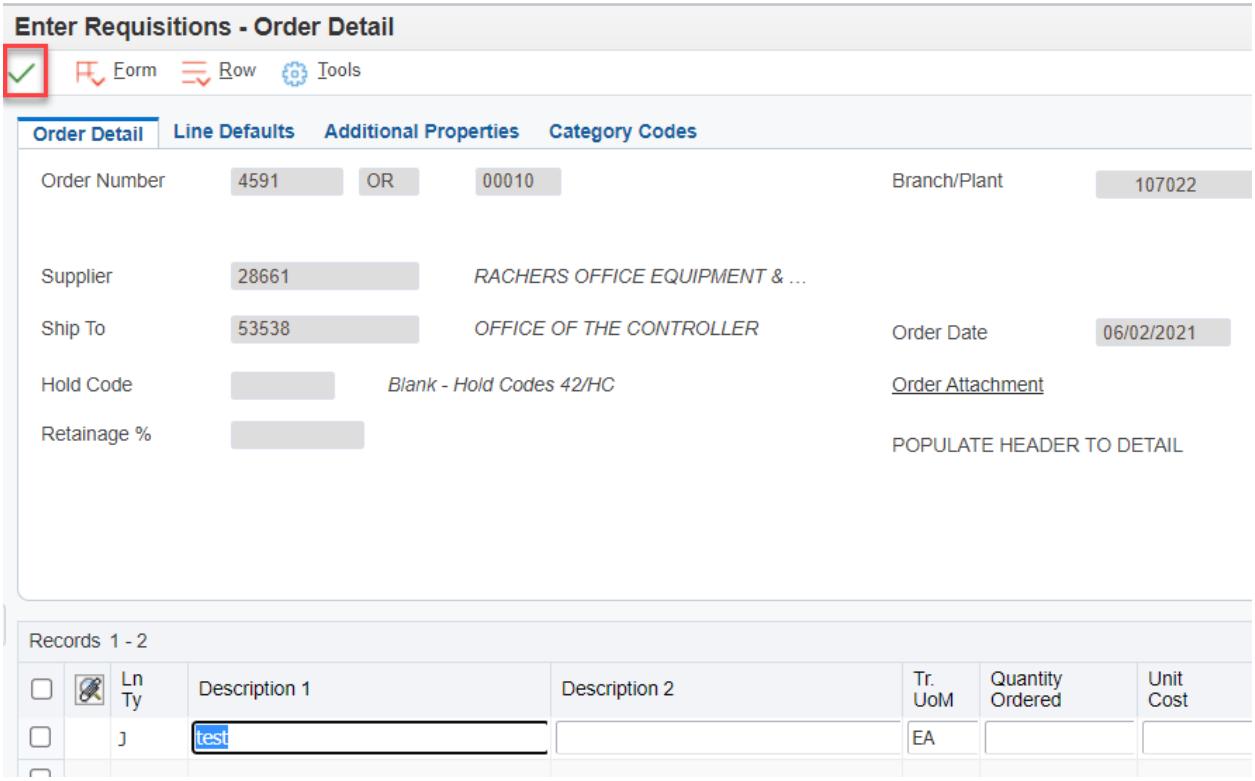
Function	Processes
Change Supplier - Order Header	6. Click in the **Supplier** field.



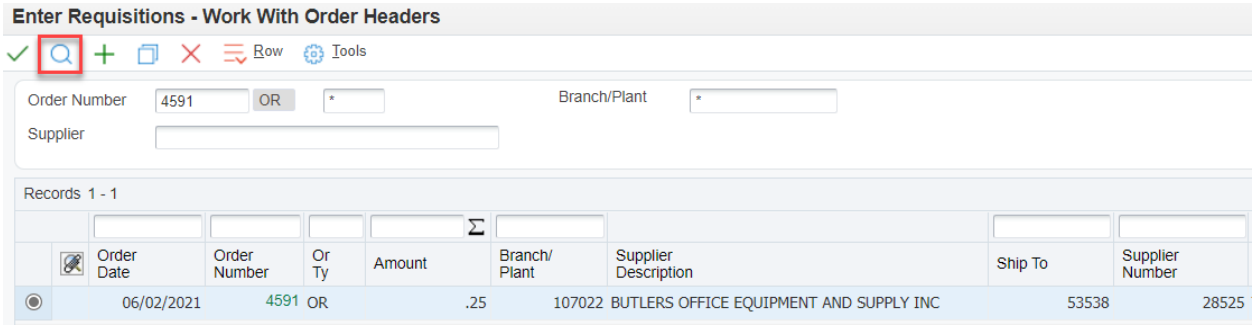
Function	Processes
Change Supplier - Order Header	7. At the ***Order Header*** form, enter the new supplier ***Address Book*** number in the **Supplier** field if unknown, use the visual assist. 8. Click the **OK** button.



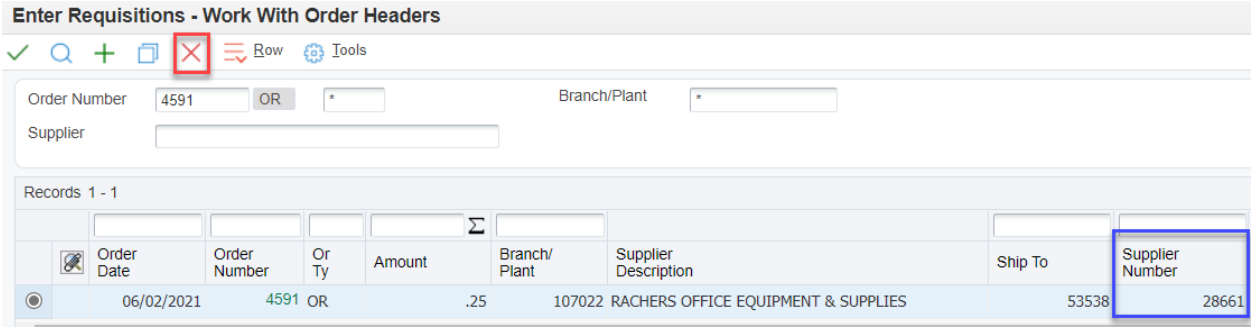
Function	Processes
Change Supplier - Order Header	9. At the Order Detail form, you ***MUST Load ALL the records*** (line numbers) if applicable.



Function	Processes
Change Supplier - Order Header	10. At the Order Detail form, click the **OK** button. Note: If you **did not** load ***all*** the line numbers in the grid, your OR is ***NO Good.*** If you **did not** confirm the **Order Detail** form, your OR is ***NO Good.*** • Cancel the OR and enter a new OR.



Function	Processes
Change Supplier - Order Header	11. To verify the Supplier Name and AB# change, click the **Find** button.



Function	Processes
Change Supplier - Order Header	The **Supplier Description** and **Supplier Number** fields display the new supplier. 12. Click the **Close** button.

Order Detail Modification

If you make a mistake or need to modify the order detail of the requisition after you confirmed the OR**.**

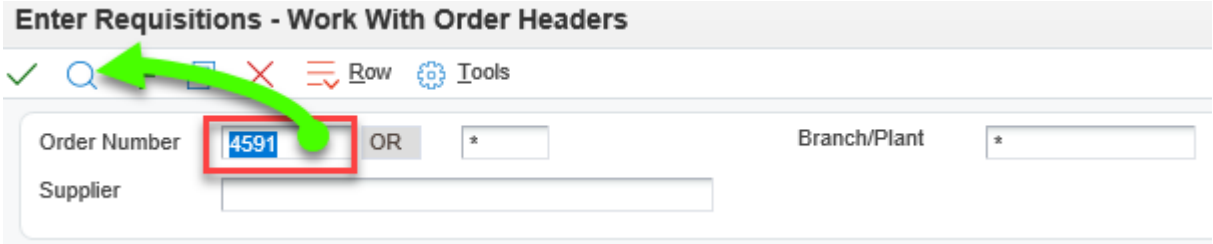
1. You **must** cancel the line number.

2. Enter a new line with the correction information on the next available line.

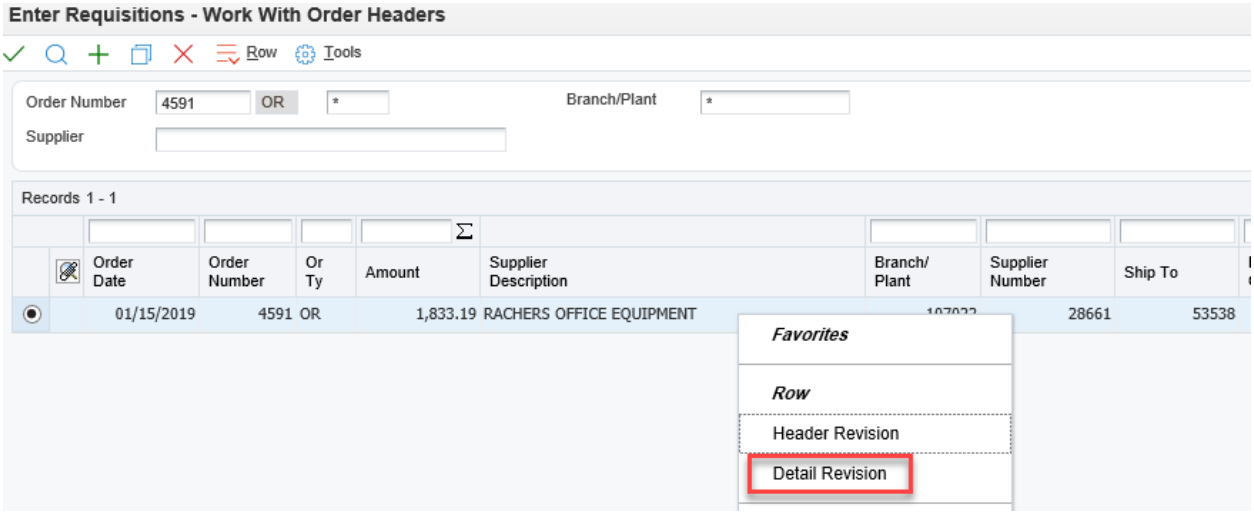
If you are using a Job Cost External business account (Kxxxxx):

1. **DO NOT** modify the business unit in the 'Account Number' field to a different business unit.
   - You must cancel the OR completely and enter a new OR.

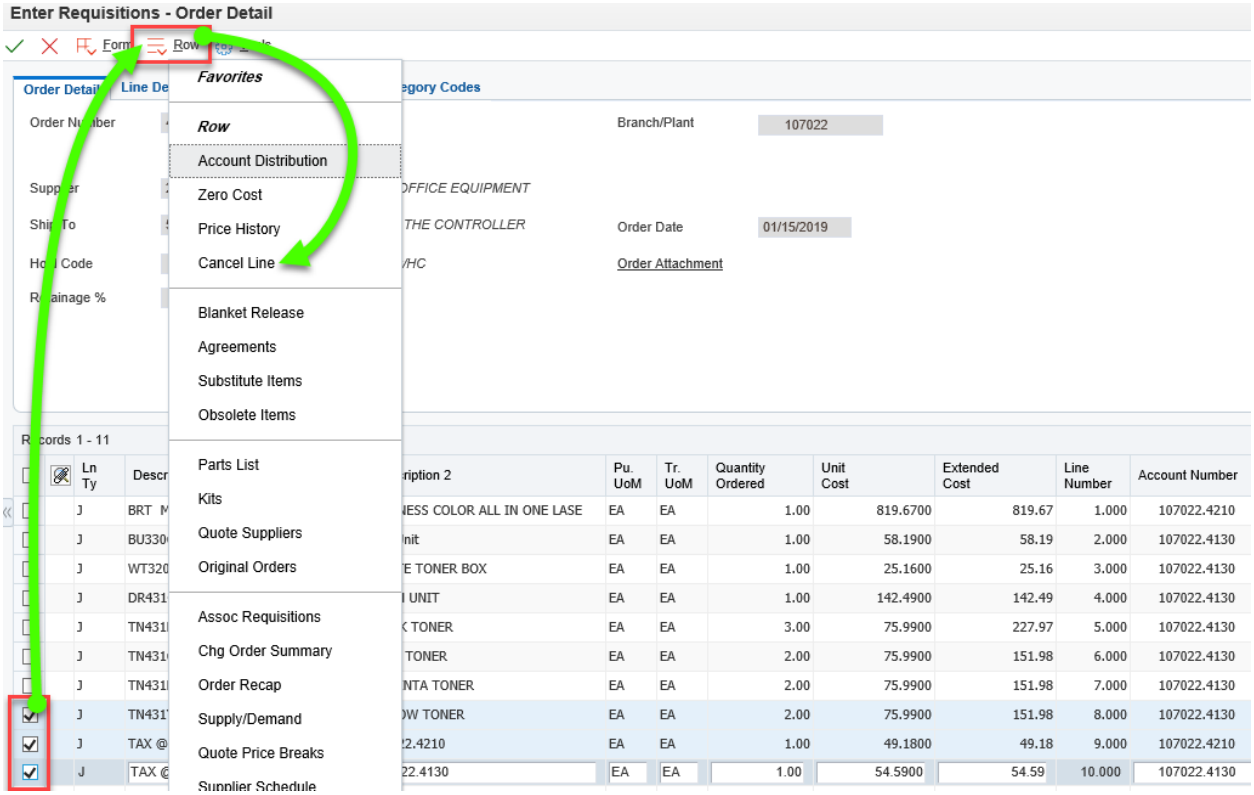
Function	Processes
Change Order Detail	1. Select **Enter Requisitions** from the Requisition & Quote Management menu.



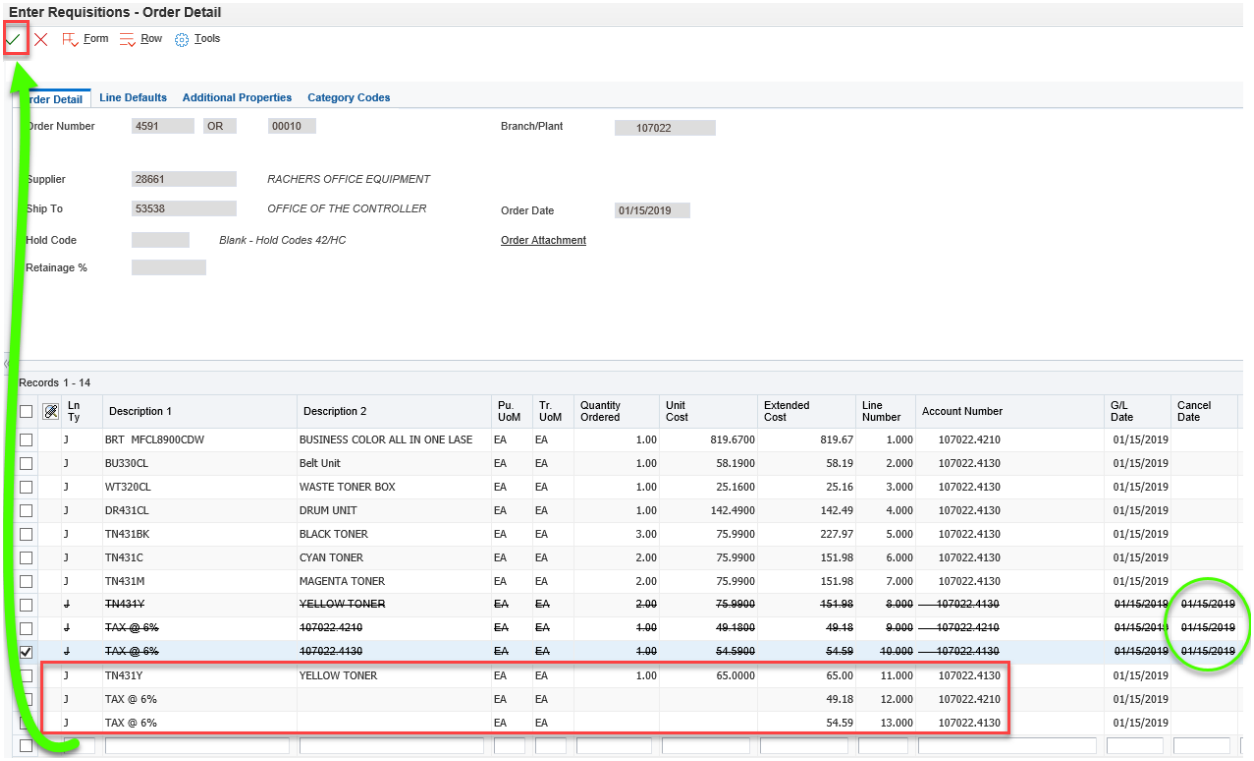
Function	Processes
Change Order Detail	2. At the **Work With Headers** form, enter the requisition number in the **Order Number** field. 3. Click the **Find** button to retrieve the record.



Function	Processes
Change Order Detail	4. **Right click** using your mouse in the grid < OR > click the **Row** exit. 5. Select **Detail Revision** from the row exit.



Function	Processes
Change Order Detail	6. At the **Order Detail** form, select the line number(s) in the grid to modify. 7. Select the **Row** exit. 8. Select **Cancel Line** from the row exit.

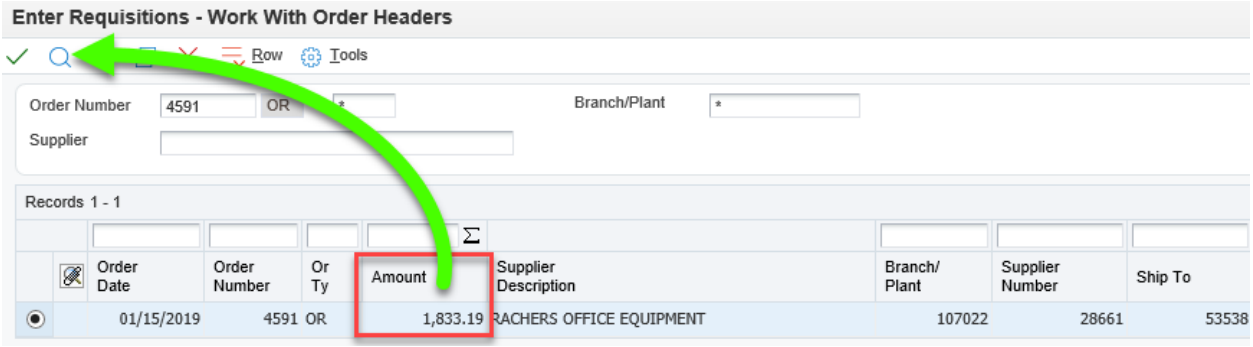


Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number	G/L Date	Cancel Date
J	BRT MFCL8900CDW	BUSINESS COLOR ALL IN ONE LASE	EA	EA	1.00	819.6700	819.67	1.000	107022.4210	01/15/2019	
J	BU330CL	Belt Unit	EA	EA	1.00	58.1900	58.19	2.000	107022.4130	01/15/2019	
J	WT320CL	WASTE TONER BOX	EA	EA	1.00	25.1600	25.16	3.000	107022.4130	01/15/2019	
J	DR431CL	DRUM UNIT	EA	EA	1.00	142.4900	142.49	4.000	107022.4130	01/15/2019	
J	TN431BK	BLACK TONER	EA	EA	3.00	75.9900	227.97	5.000	107022.4130	01/15/2019	
J	TN431C	CYAN TONER	EA	EA	2.00	75.9900	151.98	6.000	107022.4130	01/15/2019	
J	TN431M	MAGENTA TONER	EA	EA	2.00	75.9900	151.98	7.000	107022.4130	01/15/2019	
~~J~~	~~TN431Y~~	~~YELLOW TONER~~	~~EA~~	~~EA~~	~~2.00~~	~~75.9900~~	~~151.98~~	~~8.000~~	~~107022.4130~~	~~01/15/2019~~	~~01/15/2019~~
~~J~~	~~TAX @ 6%~~	~~107022.4210~~	~~EA~~	~~EA~~	~~1.00~~	~~49.1800~~	~~49.18~~	~~9.000~~	~~107022.4210~~	~~01/15/2019~~	~~01/15/2019~~
~~J~~	~~TAX @ 6%~~	~~107022.4130~~	~~EA~~	~~EA~~	~~1.00~~	~~54.5900~~	~~54.59~~	~~10.000~~	~~107022.4130~~	~~01/15/2019~~	~~01/15/2019~~
J	TN431Y	YELLOW TONER	EA	EA	1.00	65.0000	65.00	11.000	107022.4130	01/15/2019	
J	TAX @ 6%		EA	EA			49.18	12.000	107022.4210	01/15/2019	
J	TAX @ 6%		EA	EA			54.59	13.000	107022.4130	01/15/2019	

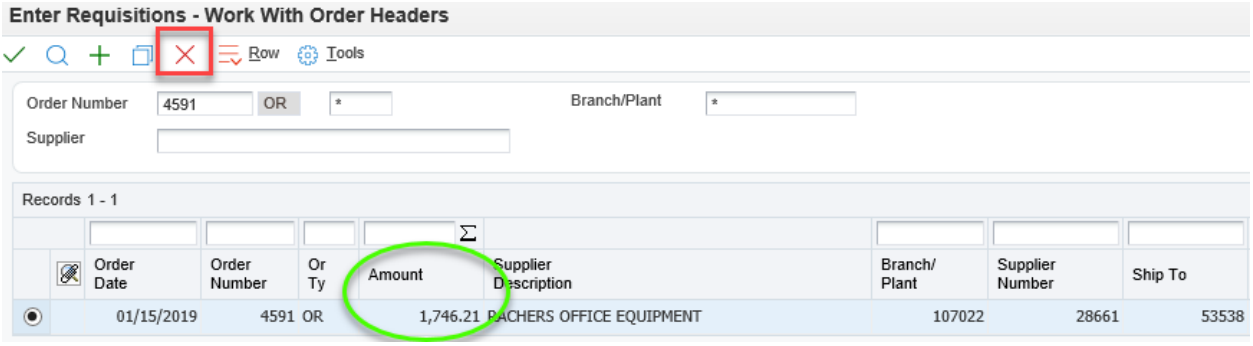
Note: Modifications were made to line number 8-10, lines canceled and re-entered on the next available lines 11-13.

- The unit cost was corrected for line number 11.
- The tax entries were correctly entered for line numbers 12 and 13.
- Line numbers 8–10 show strike through lines with a cancel date.

Function	Processes
Change Order Detail	9. Enter the correct information on the **next available line(s)** and verify the entries are correct. 10. Click the **OK** button to confirm.



Function	Processes
Change Order Detail	If you modify the Quantity or Unit Cost fields in the detail. At the **Work With Order Headers** form, the **Amount** field does not update automatically. 11. Click the **Find** button to refresh the form.

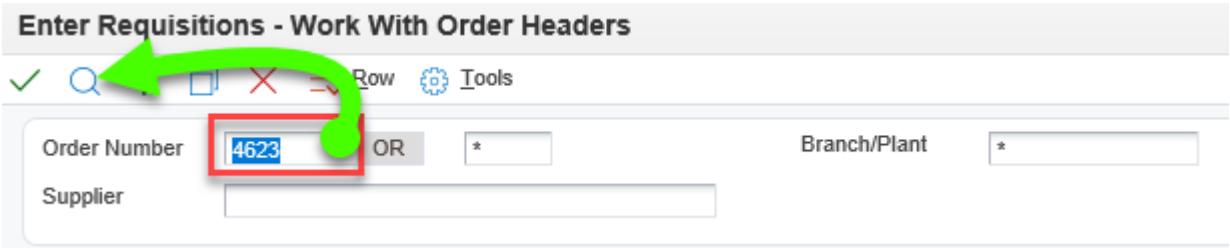


Function	Processes
Change Order Detail	12. The **Amount** field reflects the new total, click the **Close** button to exit.

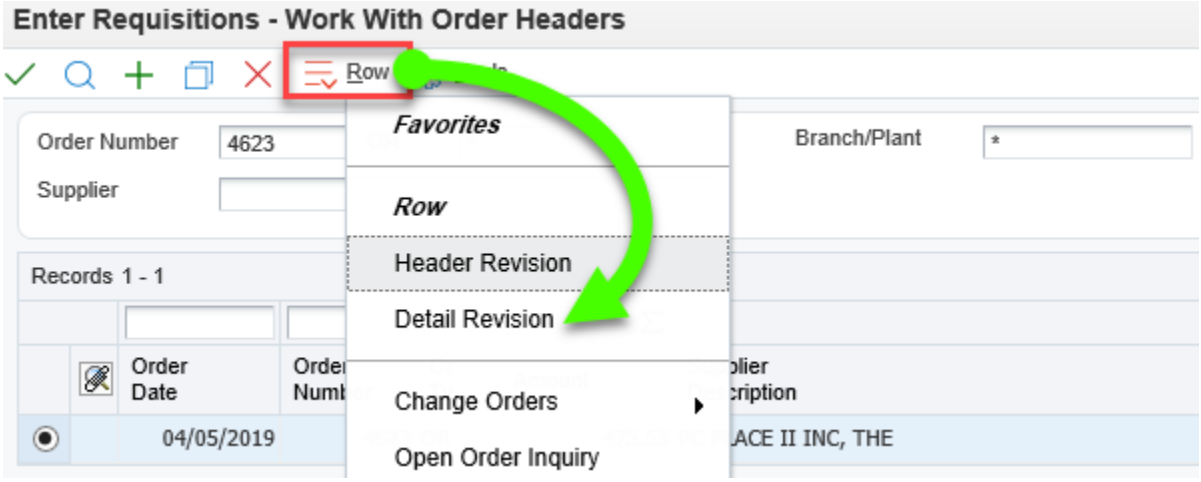
Cancel an OR

Via Menus	FMIS Master Directory → Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Enter Requisitions

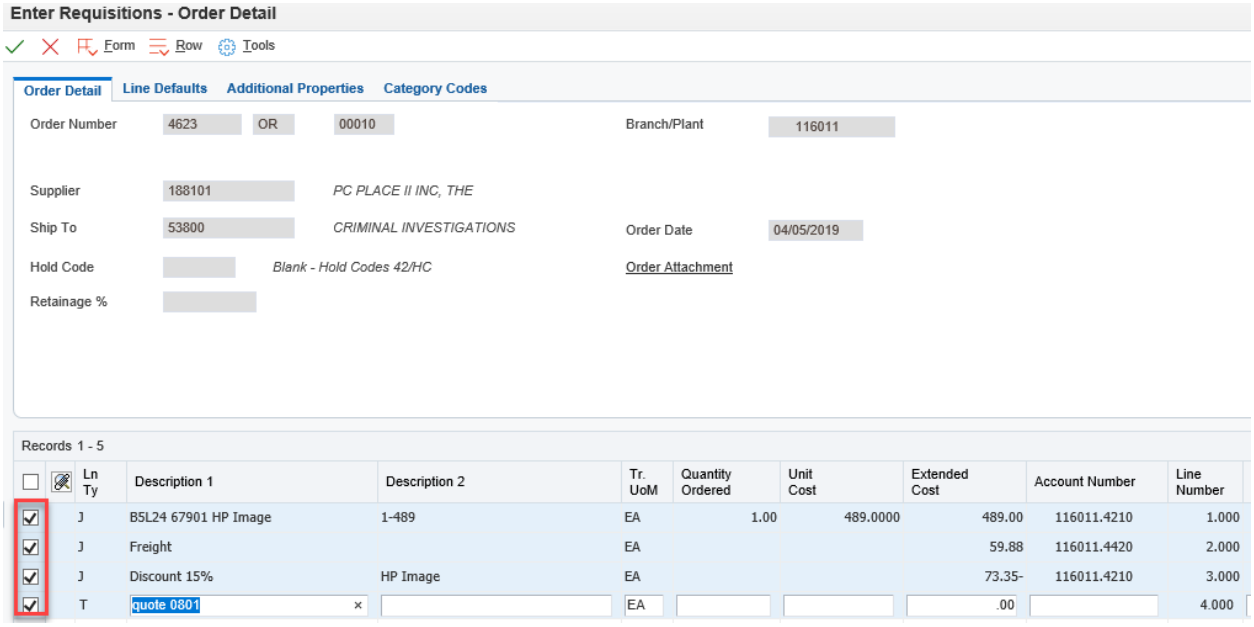
Function	Processes
Cancel Entire OR	1. Select **Enter Requisitions** from the Requisition & Quote Management menu.



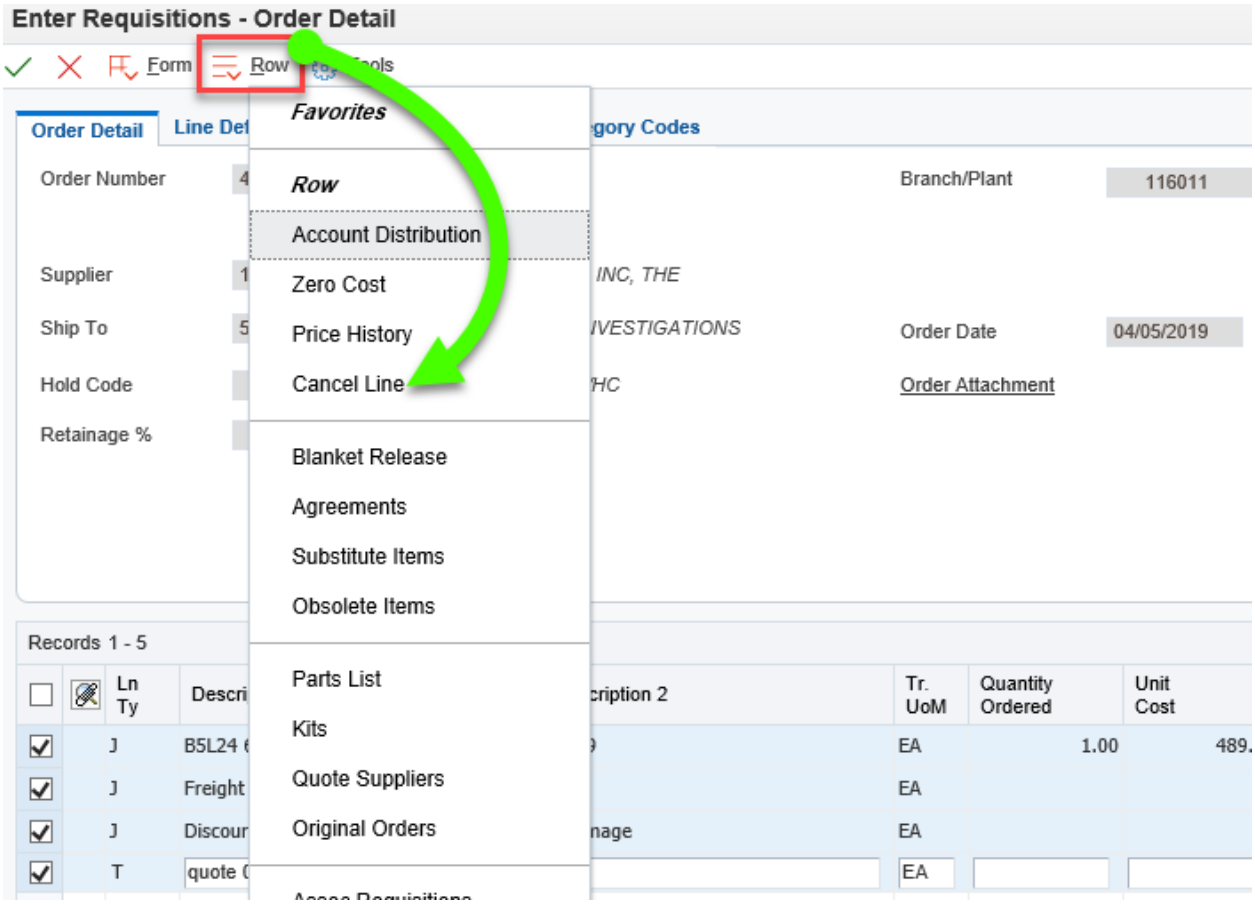
Function	Processes
Cancel Entire OR	2. At the **Work With Headers** form, enter the requisition number in the **Order Number** field. 3. Click the **Find** button to retrieve the record.



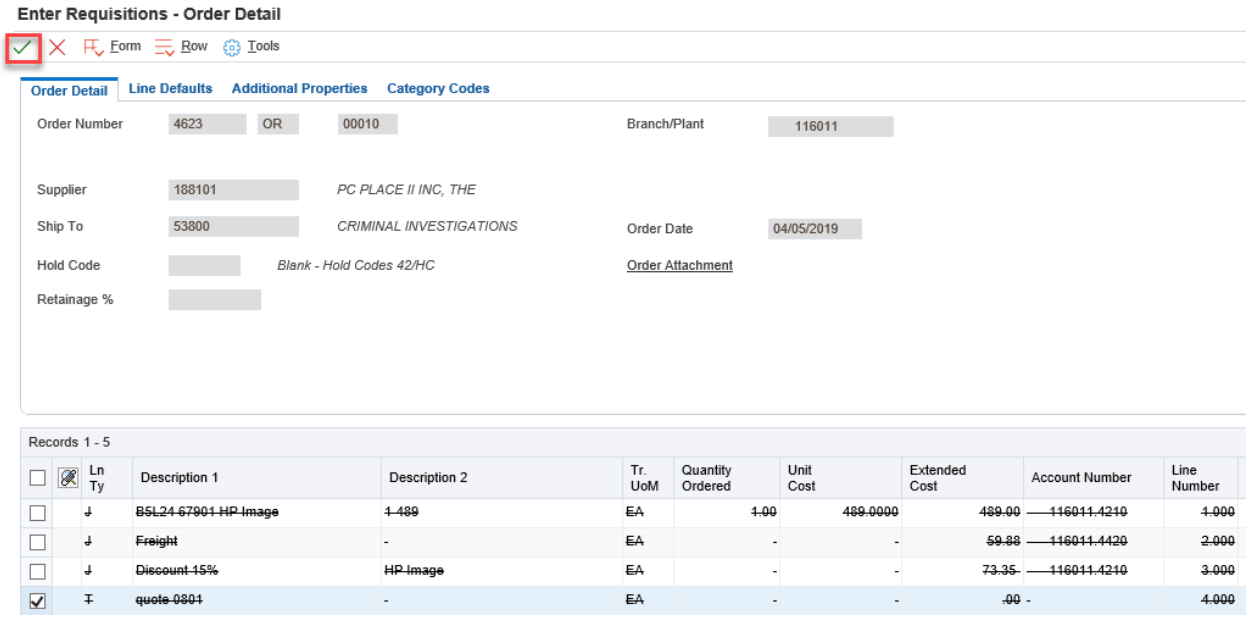
Function	Processes
Cancel Entire OR	4. Click the **Row** exit. 5. Select **Detail Revision** from the row exit.



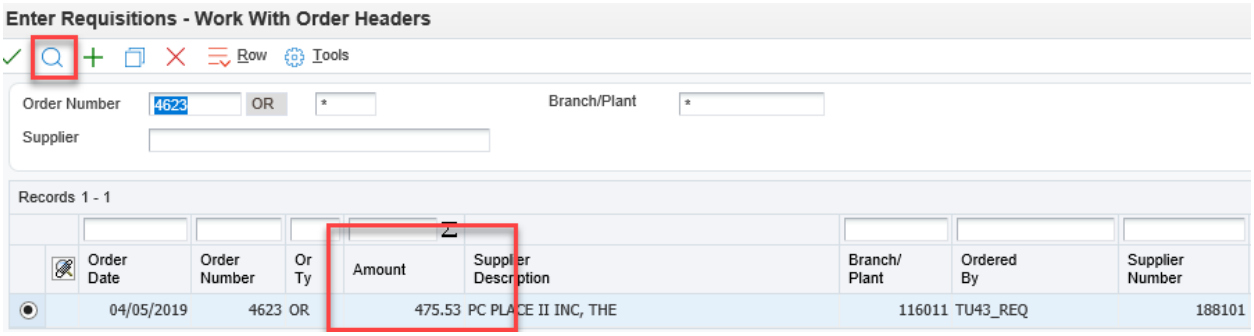
Function	Processes
Cancel Entire OR	6. At the **Order Detail** form, select all the line numbers in the grid to cancel.



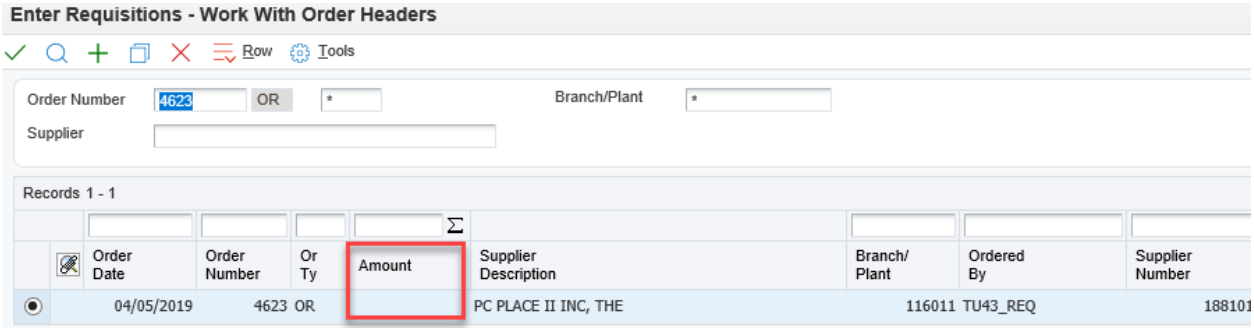
Function	Processes
Cancel Entire OR	7. Click the **Row** exit. 8. Select **Cancel Line** from the row exit.



Function	Processes
Cancel Entire OR	Note: Line number in the grid displays strike through lines. 10. Click the **OK** button to confirm cancellation.

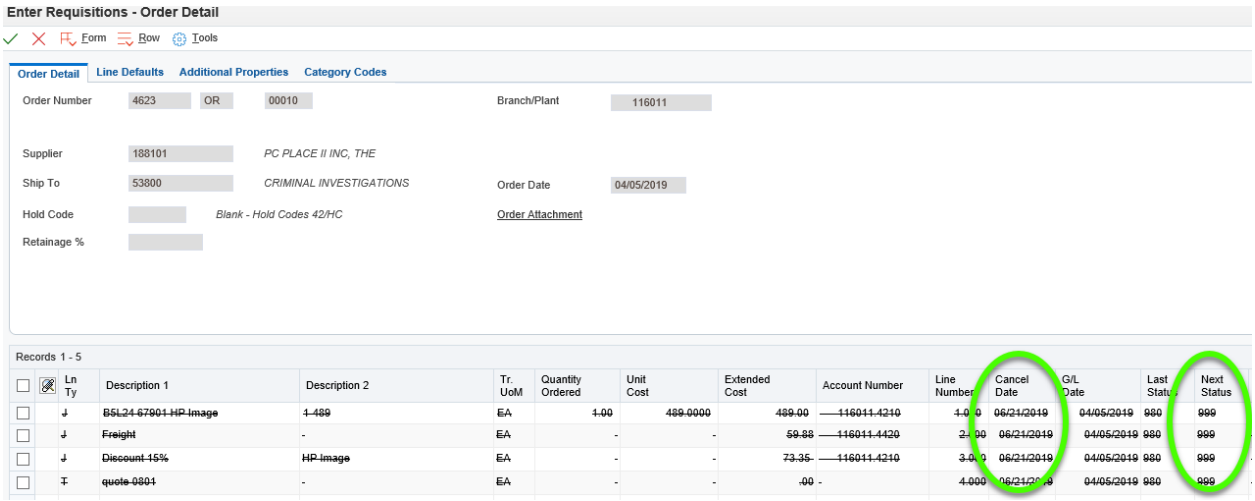


Function	Processes
Cancel Entire OR	At the **Enter Requisitions – Work With Order Headers** form, the **Amount** field displays an amount. 11. Click the **Find** button to refresh the form.



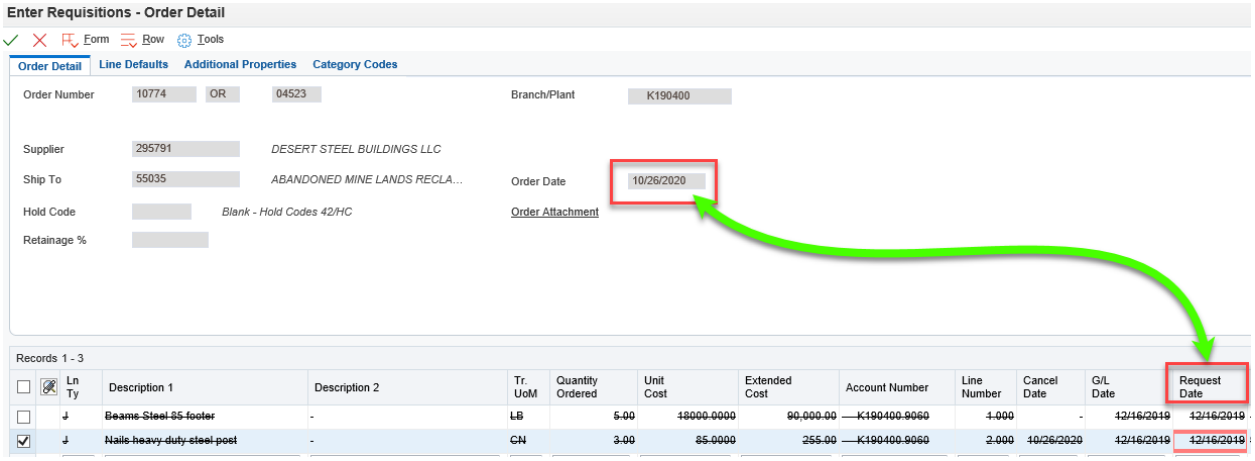
The **Amount** field confirms 4623-OR is completely canceled.

Confirmation of OR cancelled



The Detail Revision displays a **Cancel Date**, and the **Next Status** field equals 999.

Error Date Invalid - Order Date Requisition Cancellation



Requisitioners sometimes modify the **Header Revision** - **Order Date** field, which is unnecessary.

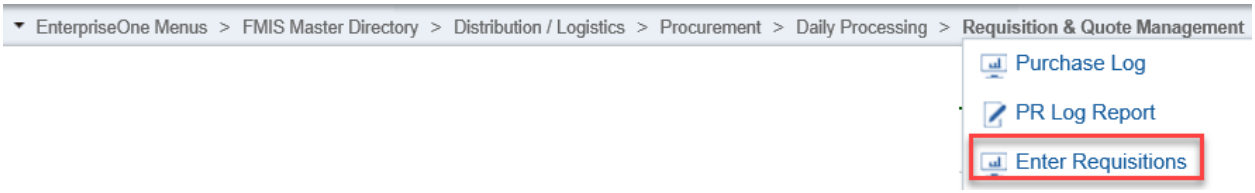
Later they decide to cancel the OR completely, the system will not allow cancellation due to the (2) different dates created by modification.

The Header Revision – Order Date field **must be changed to match** the Requested Date field in the Detail Revision, in order to cancel. See page 185.

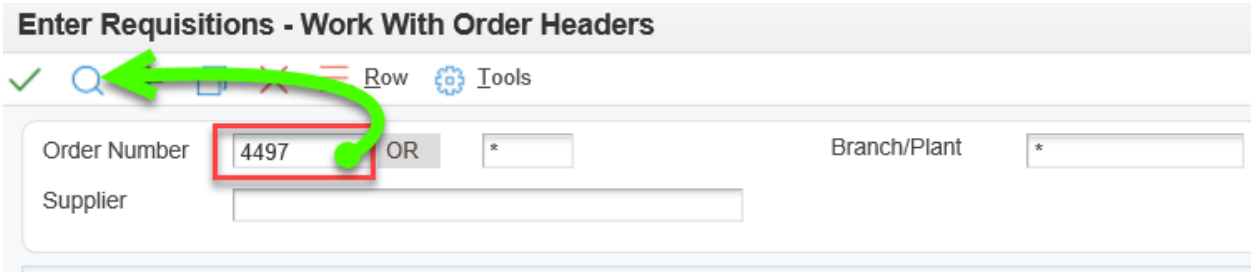
Reprint Requisition Order - Next Status

When you modify an OR you must reprint the requisition order. There are status codes that govern the advancement of an OR.

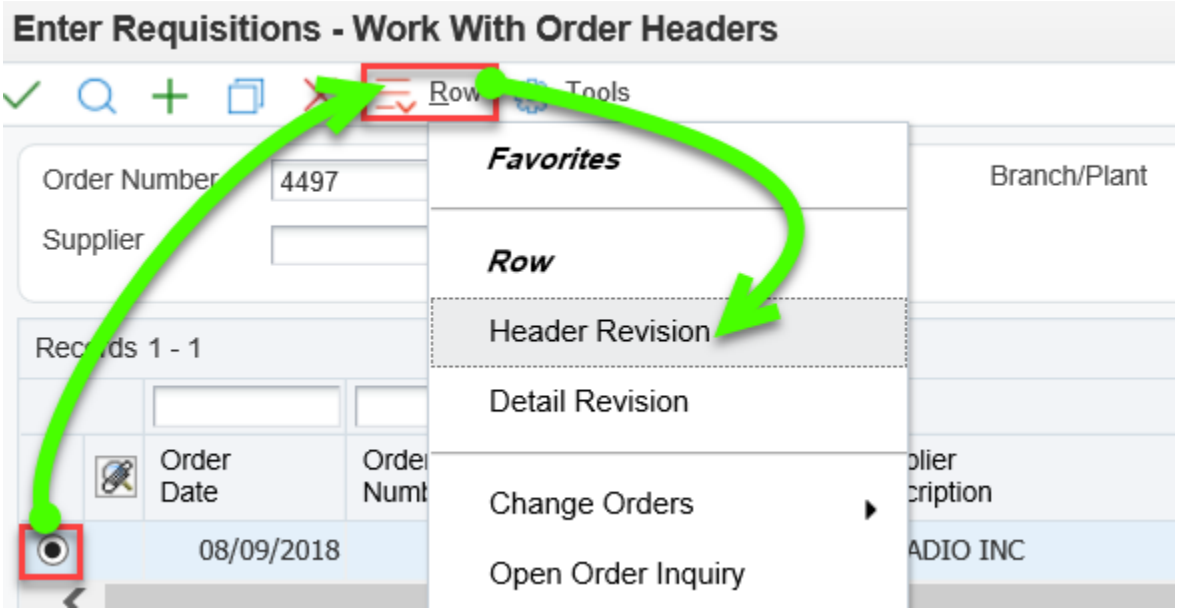
Verify the Next Status field in the Enter Requisition Order Detail form



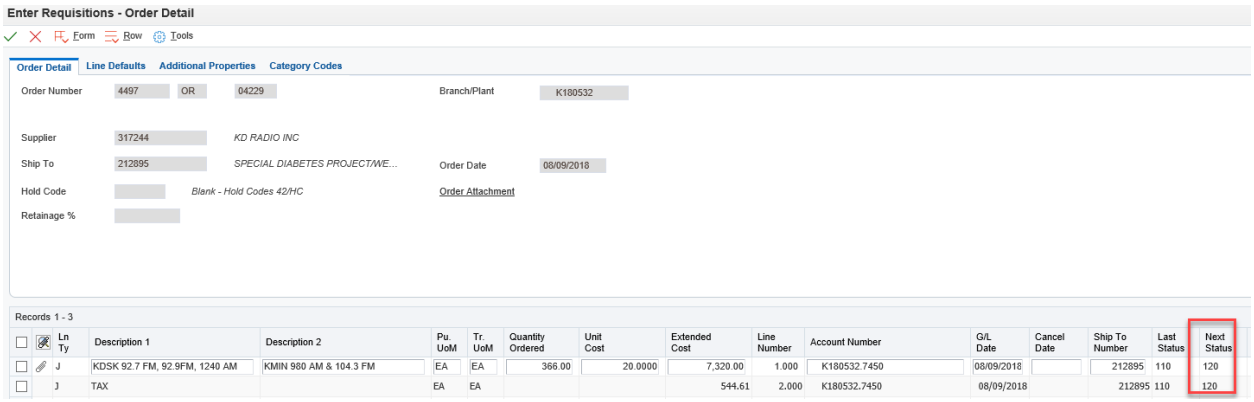
Function	Processes
Verify Next Status of OR for Reprint	1. Select **Enter Requisitions** from the Requisition & Quote Management menu.



Function	Processes
Verify Next Status of OR for Reprint	2. Enter the order number in the **Order Number** field and click the **Find** button.



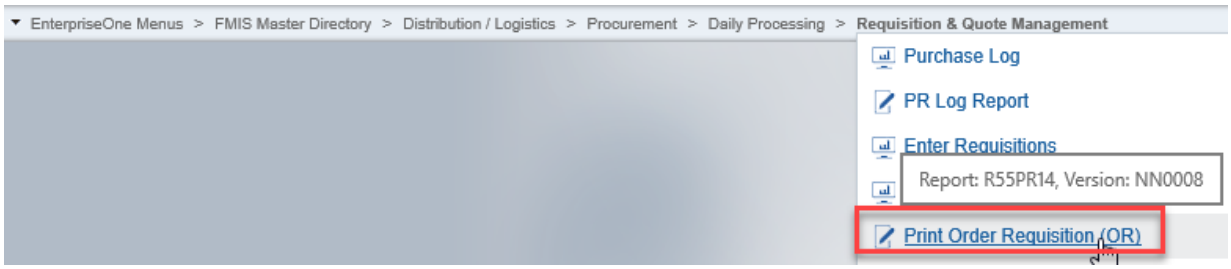
Function	Processes
Verify Next Status of OR for Reprint	3. Select the **line number** in the grid. 4. Click the **Row** exit. 5. Select **Detail Revision** from the row exit.



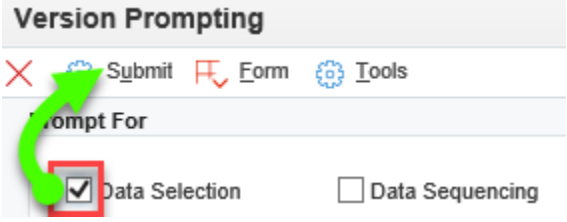
Function	Processes
Verify Next Status of OR for Reprint	6. At the **Enter Requisitions – Order Detail** form, verify your **Next Status** column for all the line numbers. Note: 4487-OR detail order, next status equals 120. Next is to reprint your OR, you must update the data selection with this next status.

Reprint an OR - Next Status equals 120

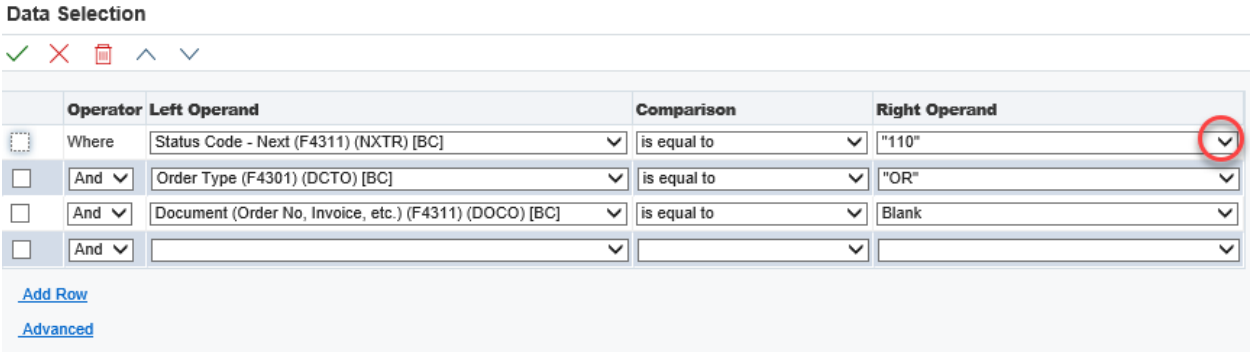
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Print Order Requisition (OR)



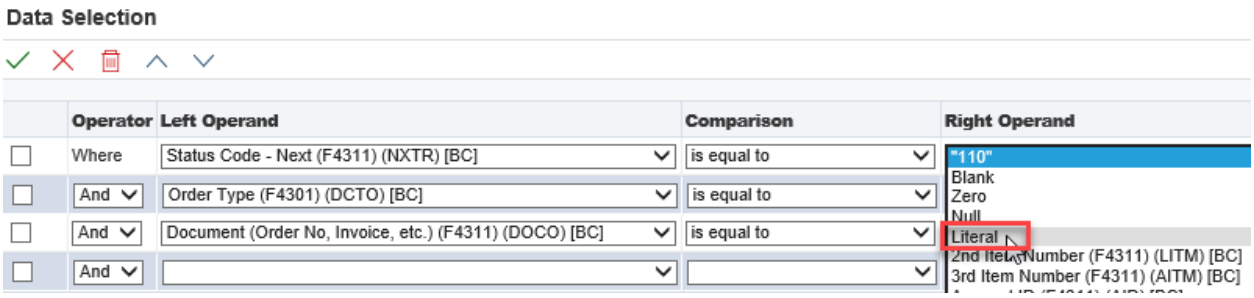
Function	Processes
Reprint Order Requisition R55PR14	7. From the **Requisition & Quote Management** menu, select **Print Order Requisition (OR)**.



Function	Processes
Reprint Order Requisition R55PR14	8. At the **Version Prompting** form, select the **Data Selection** box. 9. Click the **Submit** button.



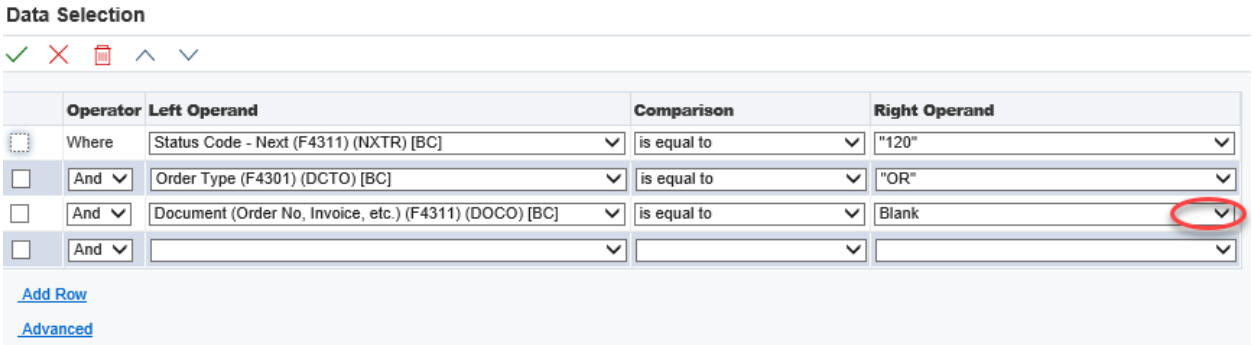
Function	Processes
Reprint Order Requisition R55PR14	At the **Data Selection** form, if you do ***not*** change the **Status Code – Next** your print output will be blank. 10. On the first line in the ***Right Operand*** column, click the ***List*** button.



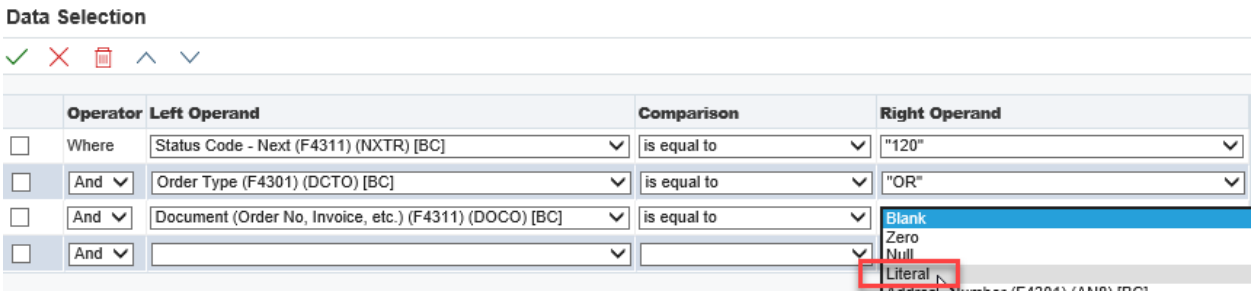
Function	Processes
Reprint Order Requisition R55PR14	11. Select **Literal** from the list.

Reprint Data Selection Options

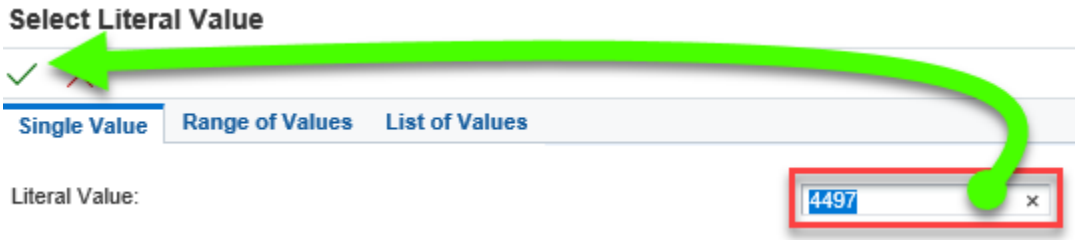
Function	Processes
Reprint Order Requisition R55PR14	Important: Use this literal value only <u>after you verified</u> your OR **Next Status** field. 12. At the **Literal Value:** field enter 120.



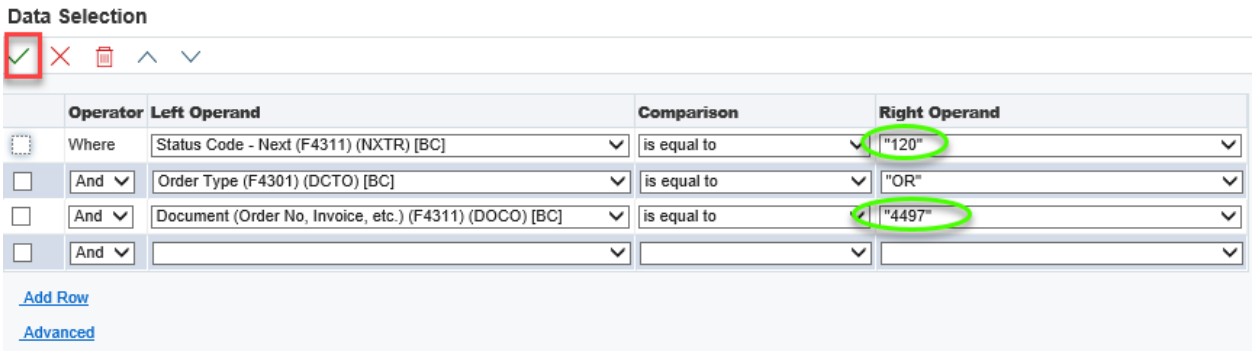
Function	Processes
Reprint Order Requisition R55PR14	13. In the 3rd line of the ***Right Operand*** column, click the ***List*** button.



Function	Processes
Reprint Order Requisition R55PR14	14. Select **Literal** from the list.



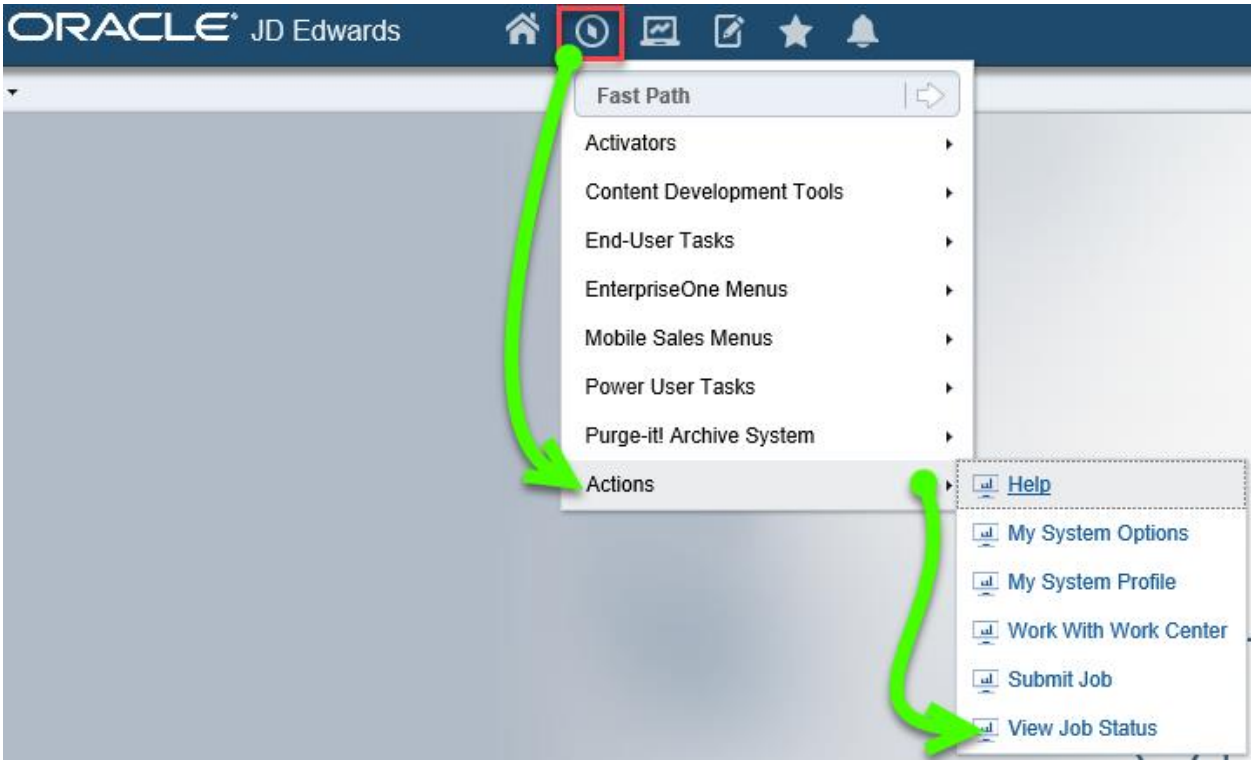
Function	Processes
Reprint Order Requisition R55PR14	15. At the ***Select Literal Value*** form, using the ***Single Value*** tab, enter your OR number in the **Literal Value:** field. 16. Click the **OK** button to confirm.



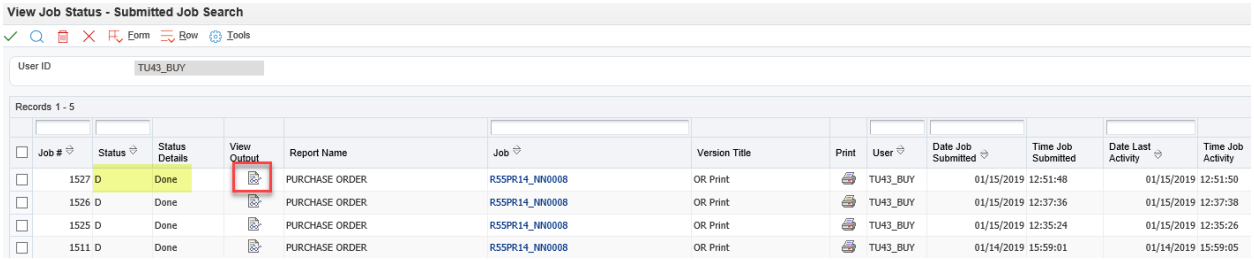
Function	Processes
Reprint Order Requisition R55PR14	17. At the ***Data Selection*** form, review your data criteria then, click the ***OK*** button.

View OR Reprint R55PR14

Via Menus	Navigator → Actions → View Job Status



Function	Processes
View Order Requisition R55PR14	1. At the **Oracle JD Edwards** homepage, click the **Navigator** button. 2. Select **Actions** from the menu. 3. Select **View Job Status** form.



Function	Processes
View Order Requisition R55PR14	4. At the **Submitted Job Search** form, locate your Job # from the grid. Note: Job#1527, Purchase Order, R55PR14, N0008. 5. Verify the **Status/Status Details** fields indicates **D/Done**. 6. Click the **View Output** button on the same line of your Job #.

Function	Processes
View Order Requisition R55PR14	7. At the **Open or Save** question, click **Open**.

THE NAVAJO NATION
PO Box 9000
Window Rock, AZ 86515

REQUISITION ORDER

Order Number	4497 OR
Date	01/15/2019
Business Unit	K180532
Page	1 / 1

VENDOR
KD RADIO INC
733 E ROOSEVELT AVE
GRANTS NM 87020

SHIP TO
SPECIAL DIABETES PROJECT/WELLNESS CENTER
PO BOX 3748
STATE HWY 264 NNFAIRGROUNDS BLDG#4496
WINDOW ROCK AZ 86515

Contact Person: Phone: (928) 871-7870/7862 Fax: (928) 871-7870/7862

Requisition Number			
Date Requested	08/09/2018	**Terms**	Net 30 Days
Date Ordered	08/09/2018	**Freight**	
Order Taken By	VTSOSIE	**Delivery Instructions**	
Phone:	(928) 871-7870/	**Fax:**	(928) 871-7870/7

Line	Rev	Item #	Description/ Description 2	Quantity Ordered	PU UM	Account Number	Unit Price	Extended Price
1.000	10		KDSK 92.7 FM, 92.9FM, 1240 AM KMIN 980 AM & 104.3 FM	366	EA	K180532.7450	20.00	7,320.00
2.000	10		TAX		EA	K180532.7450	0.00	544.61

Tax Rate	Sales Tax		
6.0			See Last Page of Order for Total Amount Due
		Total Order	7,864.61

Requisition Orders will be cancelled within 6 months if not approved or if any issues pending are not resolved.
Have a Wonderful Day!

This is NOT an Official Purchase Order

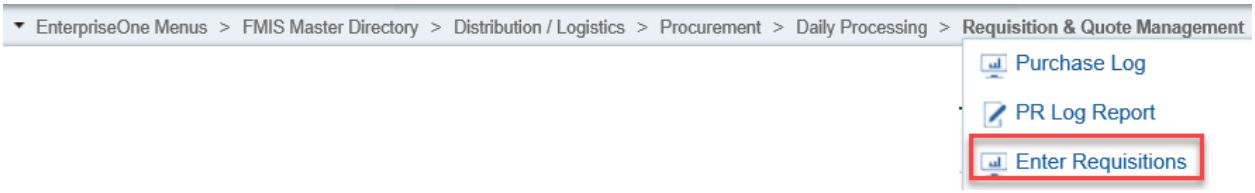
This copy is strictly used only for internal purposes only.

Function	Processes
View Order Requisition R55PR14	8. Save or Print a copy of your Requisition Order (R55PR14). Note: You will need to route this copy with your 6B Check Off List, if applicable. 9. At the **pdf – Adobe Acrobat Reader DC** form, click the **File** button and select **Exit Application** to exit.

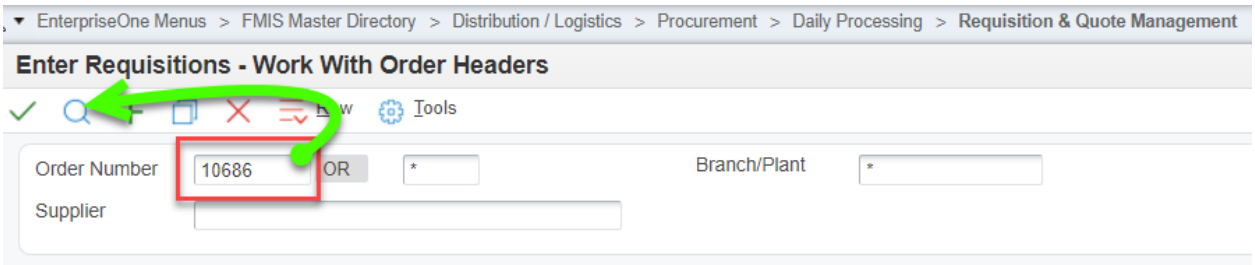
Reprint Requisitions Order - Next Status 120 and 110

When you modify an OR you must reprint the requisition order. There are status codes that govern the advancement of an OR.

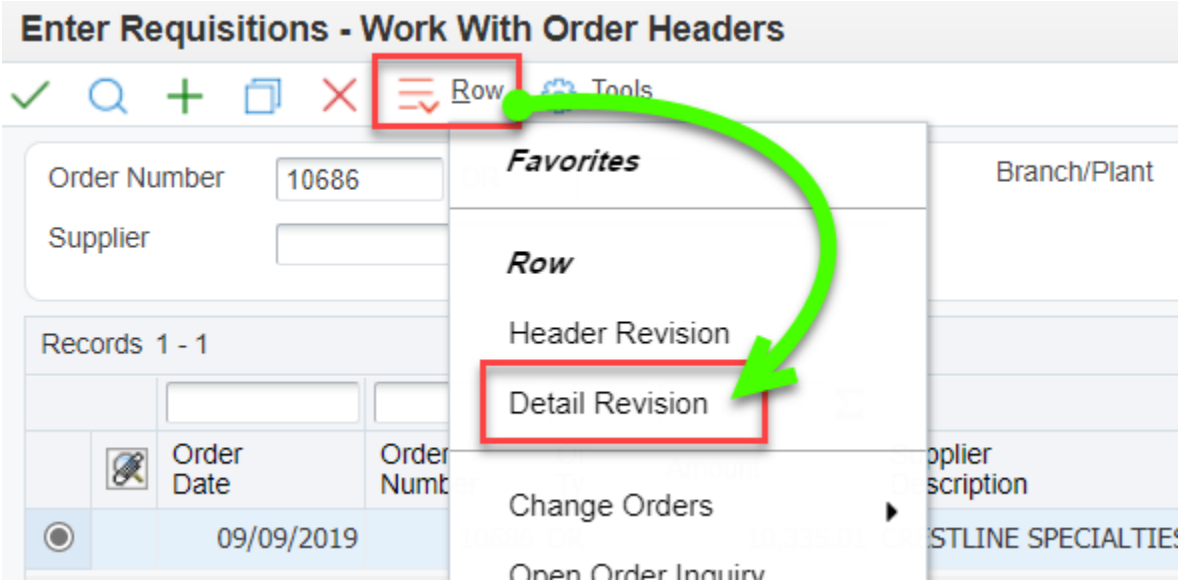
Verify the Next Status field in the Enter Requisition Order Detail



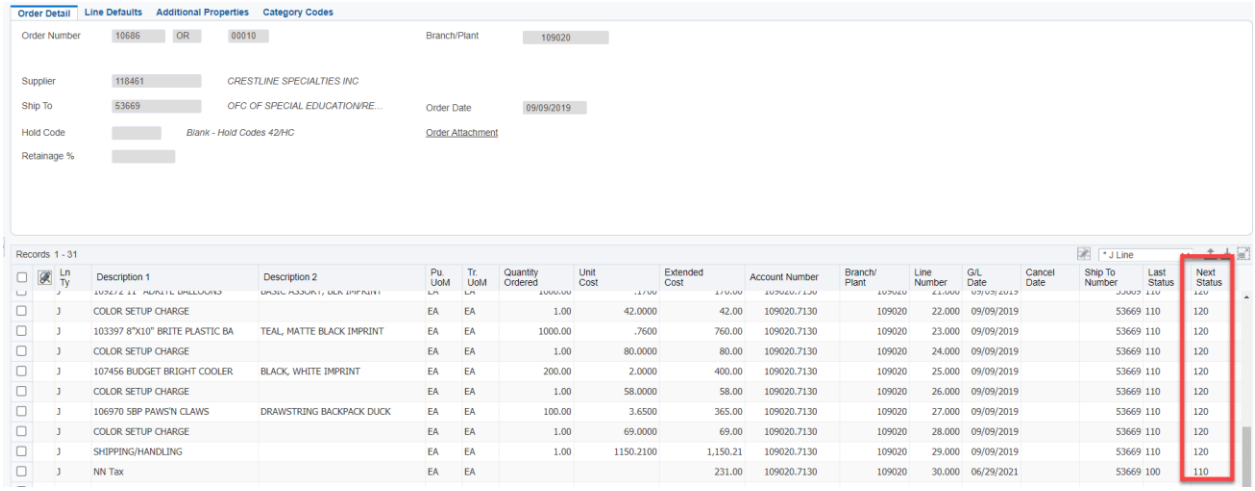
Function	Processes
Reprint Order Requisition R55PR14	1. Select **Enter Requisitions** from the Requisition & Quote Management menu.



Function	Processes
Reprint Order Requisition R55PR14	2. Enter the order number in the **Order Number** field and click the **Find** button.



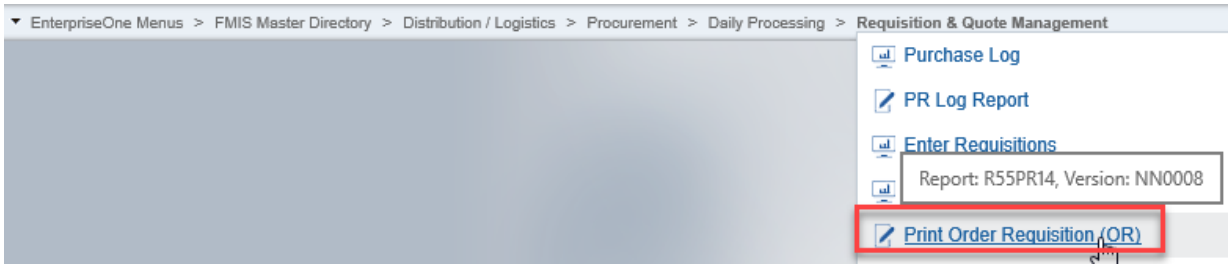
Function	Processes
Reprint Order Requisition R55PR14	3. Verify ***line number*** is selected in the grid. 4. Click the ***Row*** exit. 5. Select ***Detail Revision*** from the row exit.



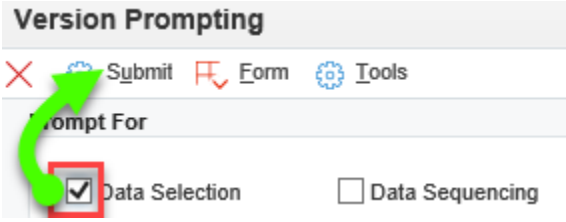
Function	Processes
Reprint Order Requisition R55PR14	6. At the ***Enter Requisitions – Order Detail*** form, verify your ***Next Status*** column for all line numbers. Note: 10686-OR detail revision, next status equals **120** and **110**. Different next status is a result of adding a new line after your OR was approved. You must update the data selection when you reprint the OR.

To Reprint the OR

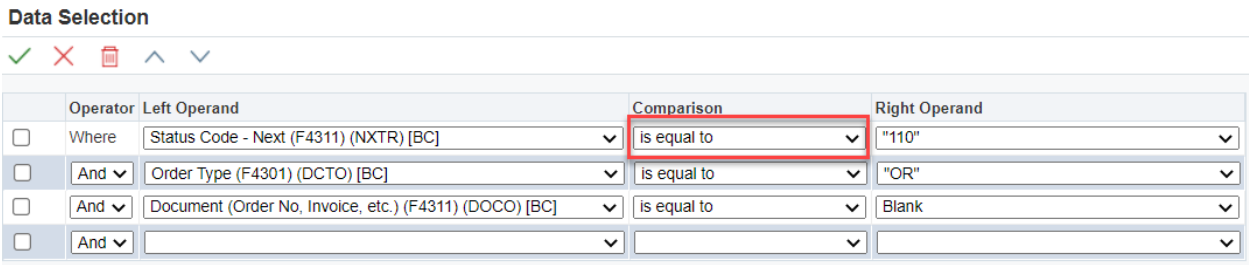
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Print Order Requisition (OR)



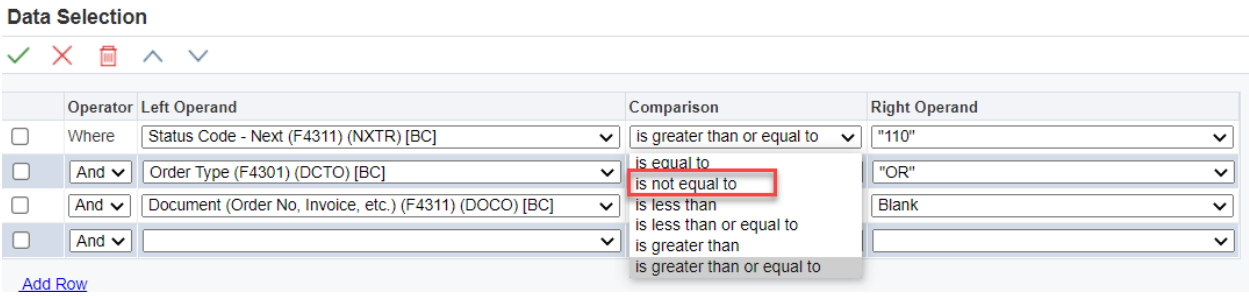
Function	Processes
Reprint Order Requisition R55PR14	7. From the **Requisition & Quote Management** menu, select **Print Order Requisition (OR)**.



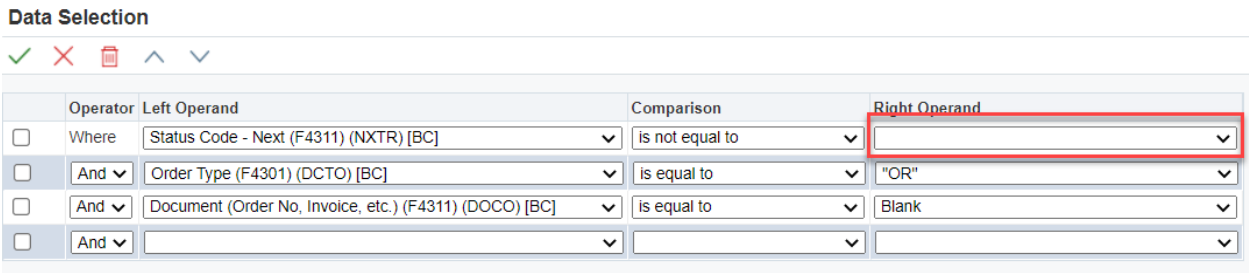
Function	Processes
Reprint Order Requisition R55PR14	8. At the **Version Prompting** form, select the **Data Selection** box. 9. Click the **Submit** button.



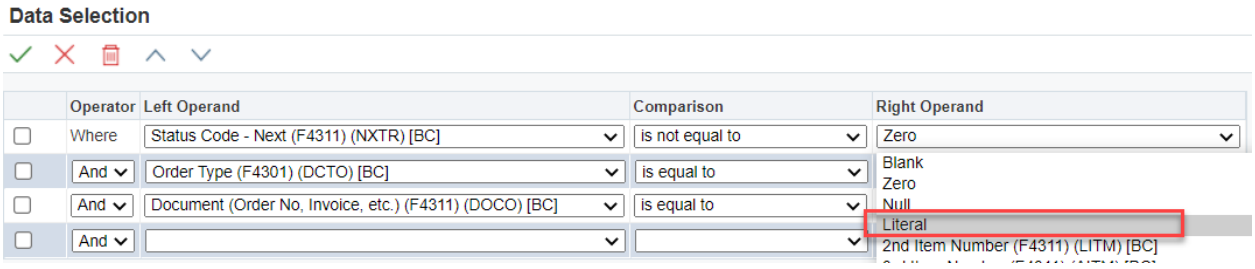
Function	Processes
Reprint Order Requisition R55PR14	Since your OR next status has (2) different status, you must change the ***Comparison*** value, it is no longer equal to one value. 10. At the ***Data Selection*** form, on the first line, click in the ***Comparison*** field or ***list*** button.



Function	Processes
Reprint Order Requisition R55PR14	11. Select ***is not equal to*** from the list.

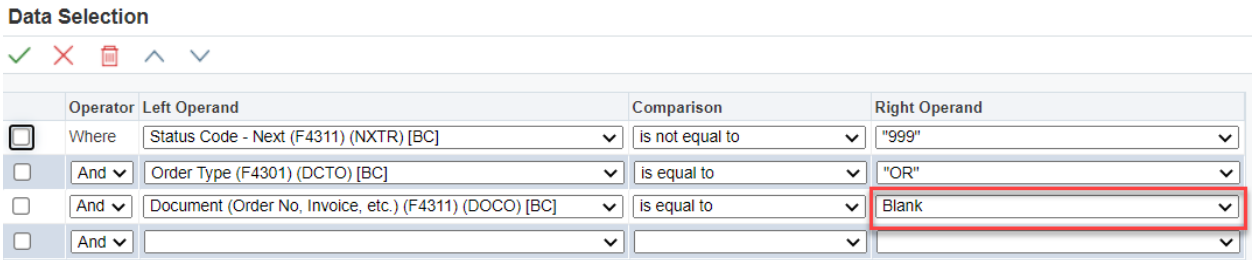


Function	Processes
Reprint Order Requisition R55PR14	12. On the 1st line in the ***Right Operand*** column, click the ***field*** or ***List*** button.

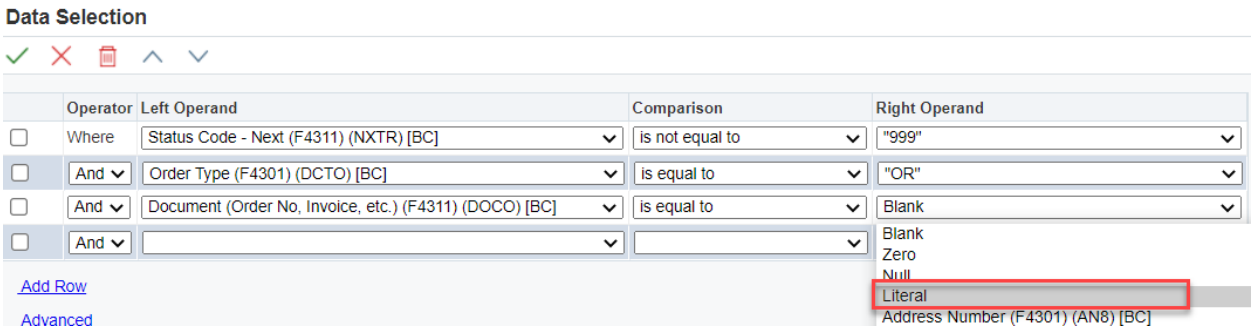


Function	Processes
Reprint Order Requisition R55PR14	13. Select **Literal** from the list.

Function	Processes
Reprint Order Requisition R55PR14	14. At the ***Select Literal Value*** form, using the ***Single Value*** tab, enter ***999*** in the **Literal Value:** field. 15. Click the **OK** button to confirm.



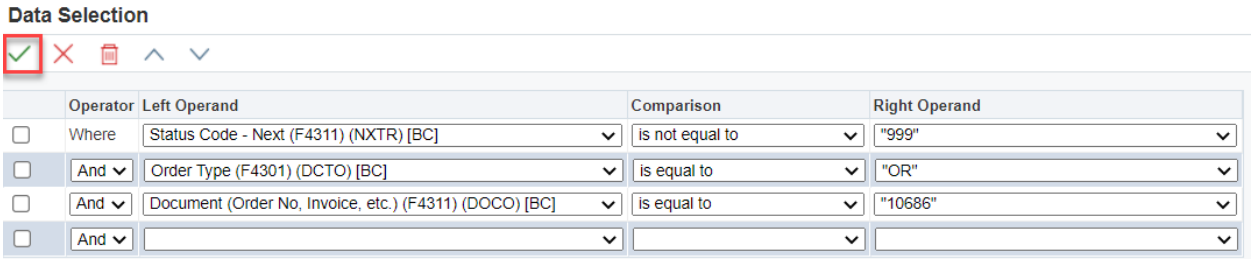
Function	Processes
Reprint Order Requisition R55PR14	16. On the 3rd line in the ***Right Operand*** column, click in the ***field*** or ***List*** button.



Function	Processes
Reprint Order Requisition R55PR14	17. Select ***Literal*** from the list.

Function	Processes
Reprint Order Requisition R55PR14	18. Enter the ***Order Number*** in the ***Literal Value:*** field on the *Single Value* tab. 19. Click ***OK***.

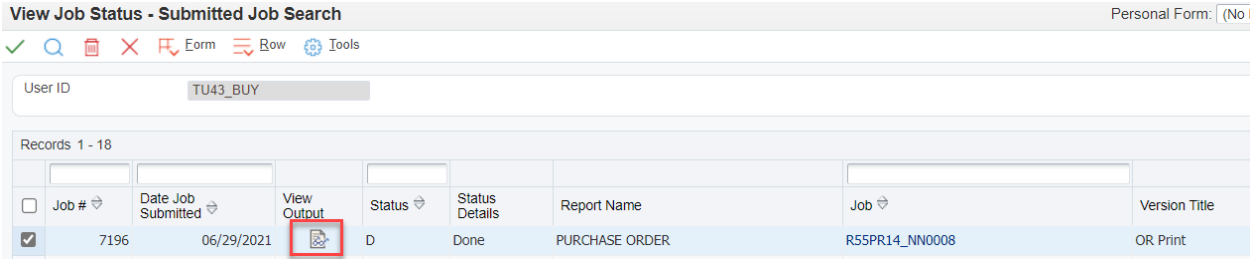
Reprint Data Selection

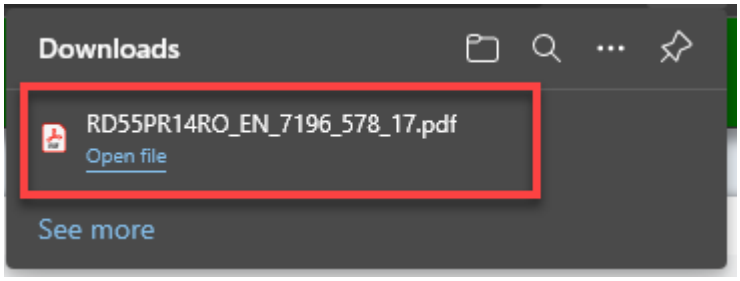


Function	Processes
Reprint Order Requisition R55PR14	The data selection is instructing the system to print all open line numbers on this OR. 20. At the ***Data Selection*** form, click ***OK***.

View OR Reprint R55PR14

Via Menus	Navigator → Actions → View Job Status





THE NAVAJO NATION
Purchasing Department
PO Box 3150
Window Rock, AZ 86515

REQUISITION ORDER

Order Number	**10686 OR**
Date	06/29/2021
Business Unit	109020
Page	2 / 2

Line	Rev	Item #	Description/ Description 2	Quantity Ordered	PU UM	Account Number	Unit Price	Extended Price
22.000	10		COLOR SETUP CHARGE	1	EA	109020.7130	42.00	42.00
23.000	10		103397 8"X10" BRITE PLASTIC BA TEAL, MATTE BLACK IMPRINT	1,000	EA	109020.7130	0.76	760.00
24.000	10		COLOR SETUP CHARGE	1	EA	109020.7130	80.00	80.00
25.000	10		107456 BUDGET BRIGHT COOLER BLACK, WHITE IMPRINT	200	EA	109020.7130	2.00	400.00
26.000	10		COLOR SETUP CHARGE	1	EA	109020.7130	58.00	58.00
27.000	10		106970 5BP PAWS'N CLAWS DRAWSTRING BACKPACK DUCK	100	EA	109020.7130	3.65	365.00
28.000	10		COLOR SETUP CHARGE	1	EA	109020.7130	69.00	69.00
29.000	10		SHIPPING/HANDLING	1	EA	109020.7130	1,150.21	1,150.21
30.000	10		NN Tax		EA	109020.7130	0.00	231.00

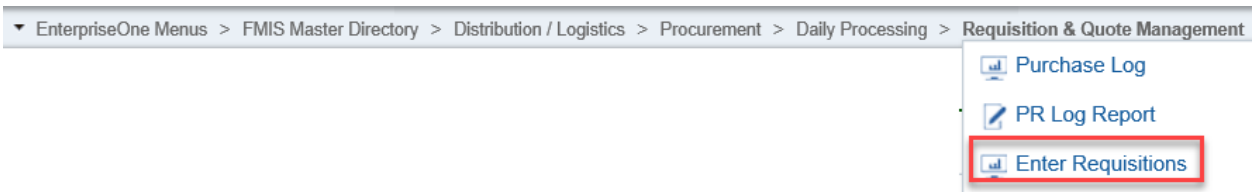
Tax Rate	Sales Tax	See Last Page of Order for Total Amount Due	
6.0		Total Order	10,335.01

Requisition Orders will be cancelled within 6 months if not approved or if any issues pending are not resolved.
Have a Wonderful Day!

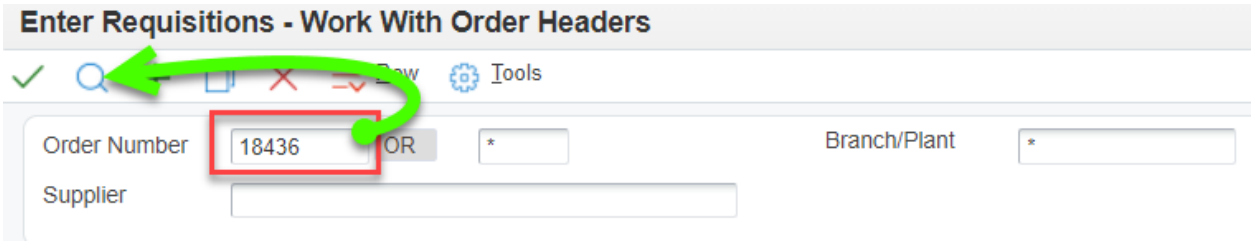
Reprint Requisitions Order - Next Status 999

When you modify an OR you must reprint the requisition order. There are status codes that govern the advancement of an OR.

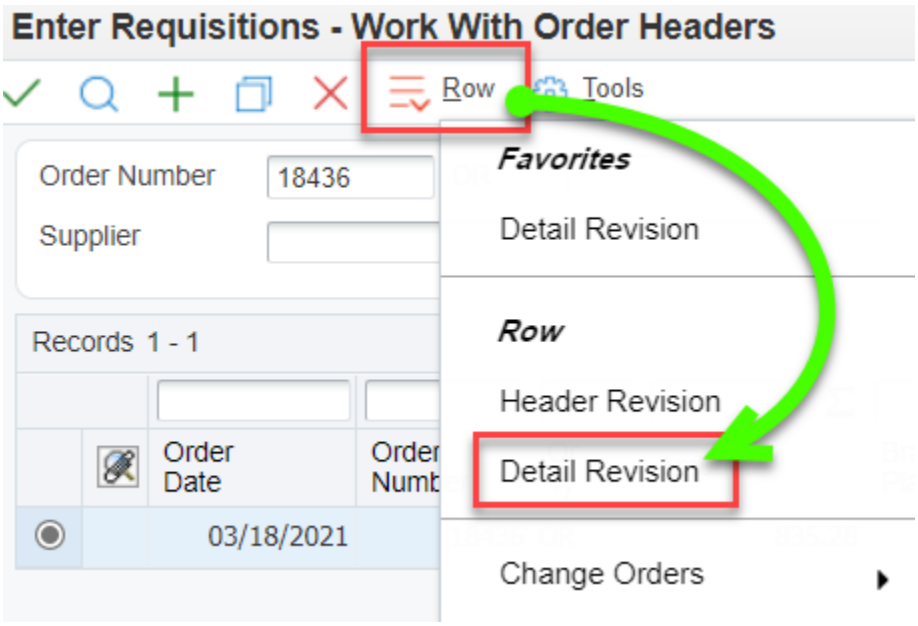
Verify the Next Status field in the Enter Requisition Order Detail



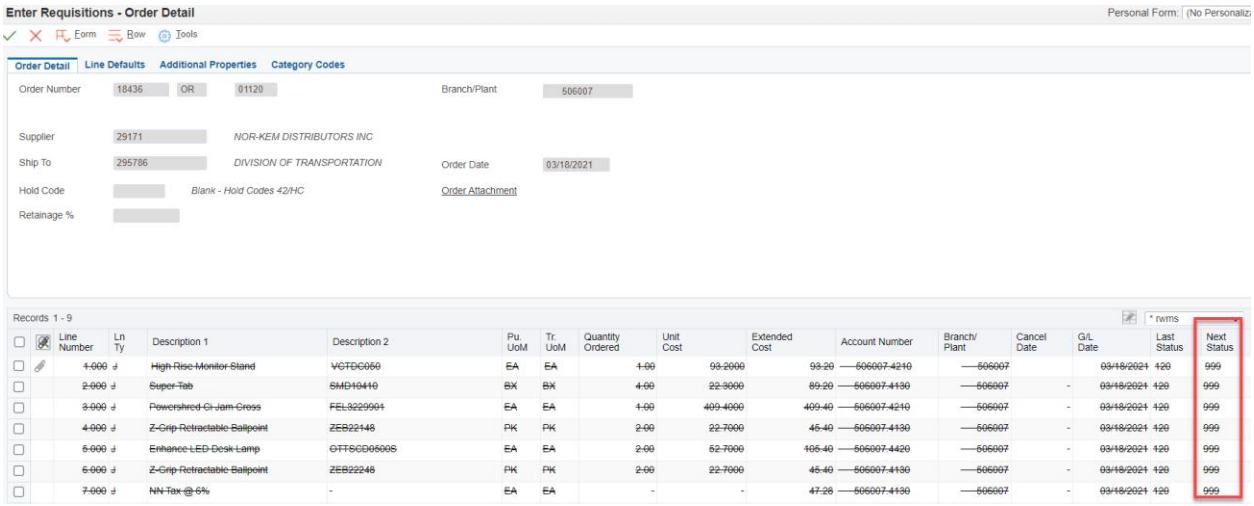
Function	Processes
Reprint Order Requisition R55PR14	1. Select **Enter Requisitions** from the Requisition & Quote Management menu.



Function	Processes
Reprint Order Requisition R55PR14	2. Enter the order number in the ***Order Number*** field and click the ***Find*** button.



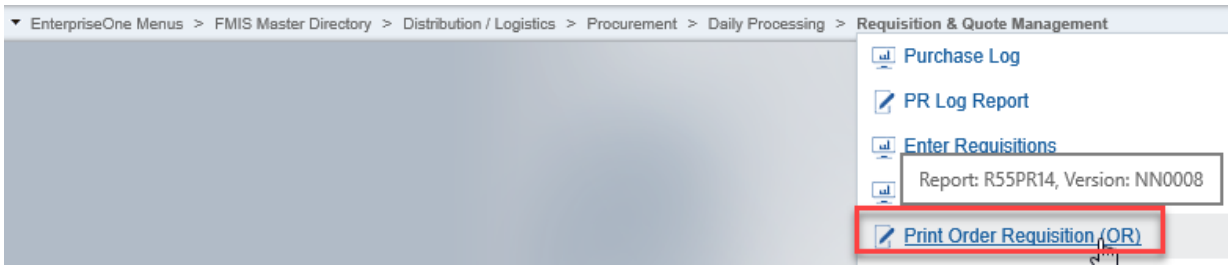
Function	Processes
Reprint Order Requisition R55PR14	3. Verify ***line number*** is selected in the grid. 4. Click the ***Row*** exit. 5. Select ***Detail Revision*** from the row exit.



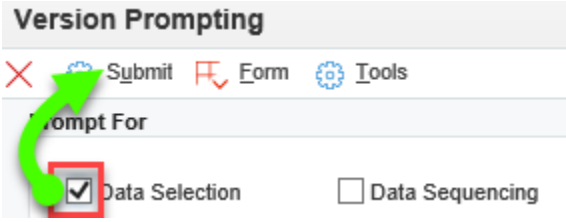
Function	Processes
Reprint Order Requisition R55PR14	6. At the ***Enter Requisitions – Order Detail*** form, verify your ***Next Status*** column for all line numbers. Note: 18436-OR detail revision, next status equals ***999***. You must update the data selection when you reprint the OR.

To Reprint the Close/Completed OR

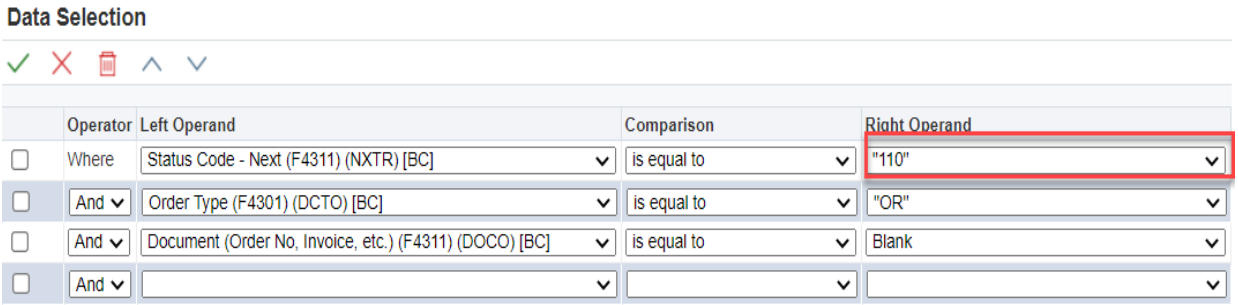
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Print Order Requisition (OR)



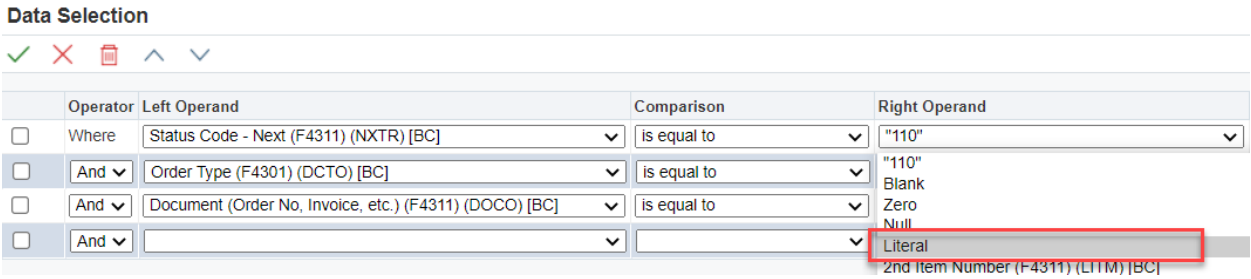
Function	Processes
Reprint Order Requisition R55PR14	7. From the ***Requisition & Quote Management*** menu, select ***Print Order Requisition (OR)***.



Function	Processes
Reprint Order Requisition R55PR14	8. At the ***Version Prompting*** form, select the ***Data Selection*** box. 9. Click the ***Submit*** button.

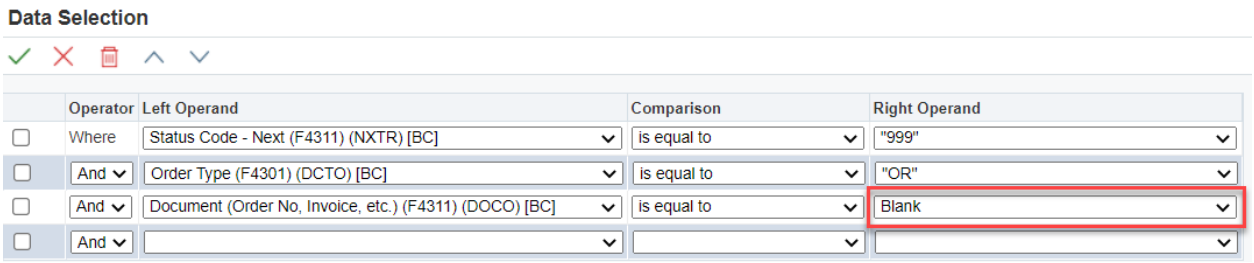


Function	Processes
Reprint Order Requisition R55PR14	Since your OR next status equals 999, close/completed, you must change the ***Status Code - Next*** value. 10. At the ***Data Selection*** form, on the first line, click the ***Right Operand*** field or ***list*** button.

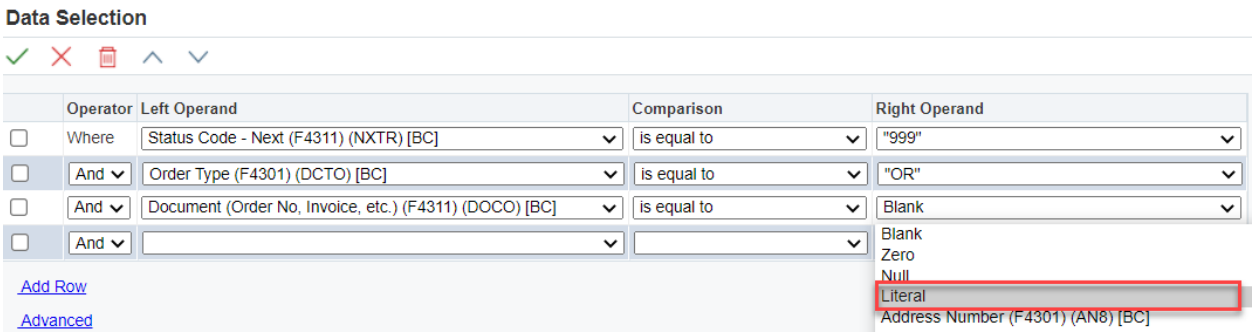


Function	Processes
Reprint Order Requisition R55PR14	11. Select ***Literal*** from the list.

Function	Processes
Reprint Order Requisition R55PR14	12. At the ***Select Literal Value*** form, using the ***Single Value*** tab, enter ***999*** in the **Literal Value:** field. 13. Click the **OK** button to confirm.



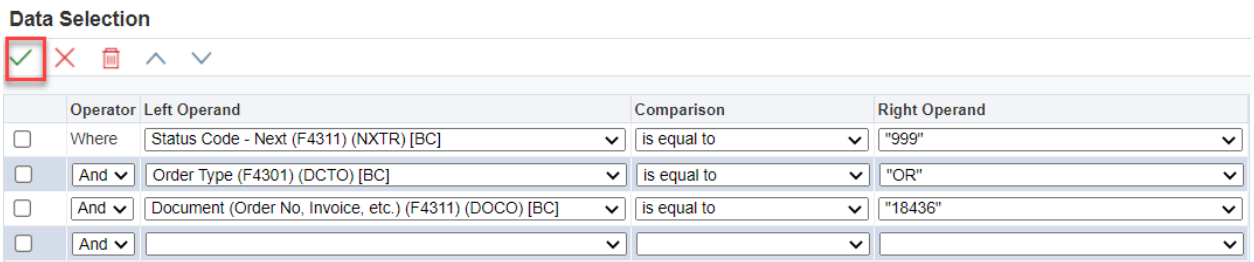
Function	Processes
Reprint Order Requisition R55PR14	14. On the 3rd line in the ***Right Operand*** column, click in the ***field*** or ***List*** button.



Function	Processes
Reprint Order Requisition R55PR14	15. Select ***Literal*** from the list.

Function	Processes
Reprint Order Requisition R55PR14	16. Enter the ***Order Number*** in the ***Literal Value:*** field on the *Single Value* tab. 17. Click ***OK***.

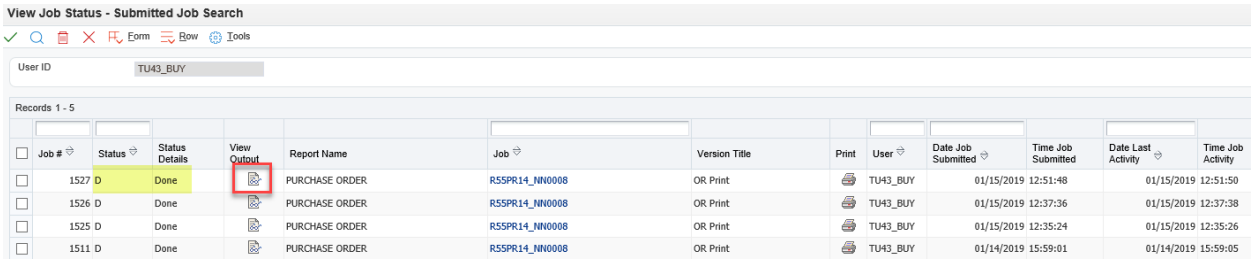
Reprint Data Selection

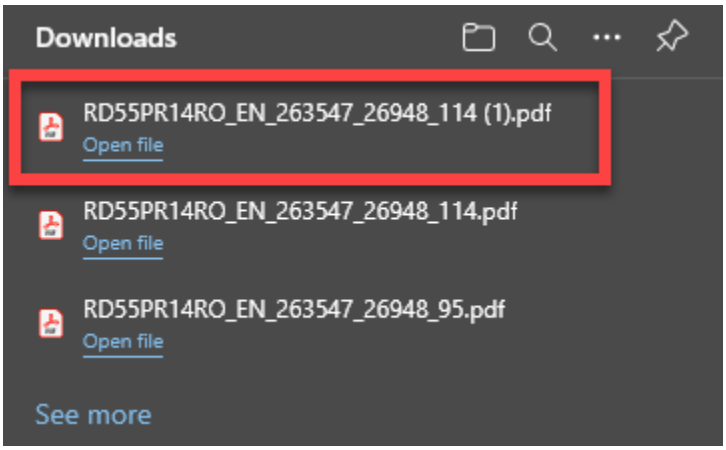


Function	Processes
Reprint Order Requisition R55PR14	The data selection form is now set to reprint a close/complete OR. 18. At the ***Data Selection*** form, click ***OK***.

View OR Reprint R55PR14

Via Menus	Navigator → Actions → View Job Status




Downloads
RD55PR14RO_EN_263547_26948_114 (1).pdf
Open file
RD55PR14RO_EN_263547_26948_114.pdf
Open file
RD55PR14RO_EN_263547_26948_95.pdf
Open file
See more

THE NAVAJO NATION
Purchasing Department
PO Box 3150
Window Rock, AZ 86515

REQUISITION ORDER

Order Number	**18436 OR**
Date	06/29/2021
Business Unit	506007
Page	1 / 1

VENDOR
NOR-KEM DISTRIBUTOR INC
PO BOX 489
WINDOW ROCK AZ 86515

SHIP TO
DIVISION OF TRANSPORTATION
PO BOX 4620
#16 Old Coalmine Rd, Mentmore,NM 87319
WINDOW ROCK AZ 86515

Contact Person: Phone: (505) 371-8335 Fax: (505) 371-8399

Requisition Number			
Date Requested	03/18/2021	**Terms**	Net 30 Days
Date Ordered	03/18/2021	**Freight**	
Order Taken By	SCLYDE	**Delivery Instructions**	
Phone:	(505) 371-8335	**Fax:**	(505) 371-8399

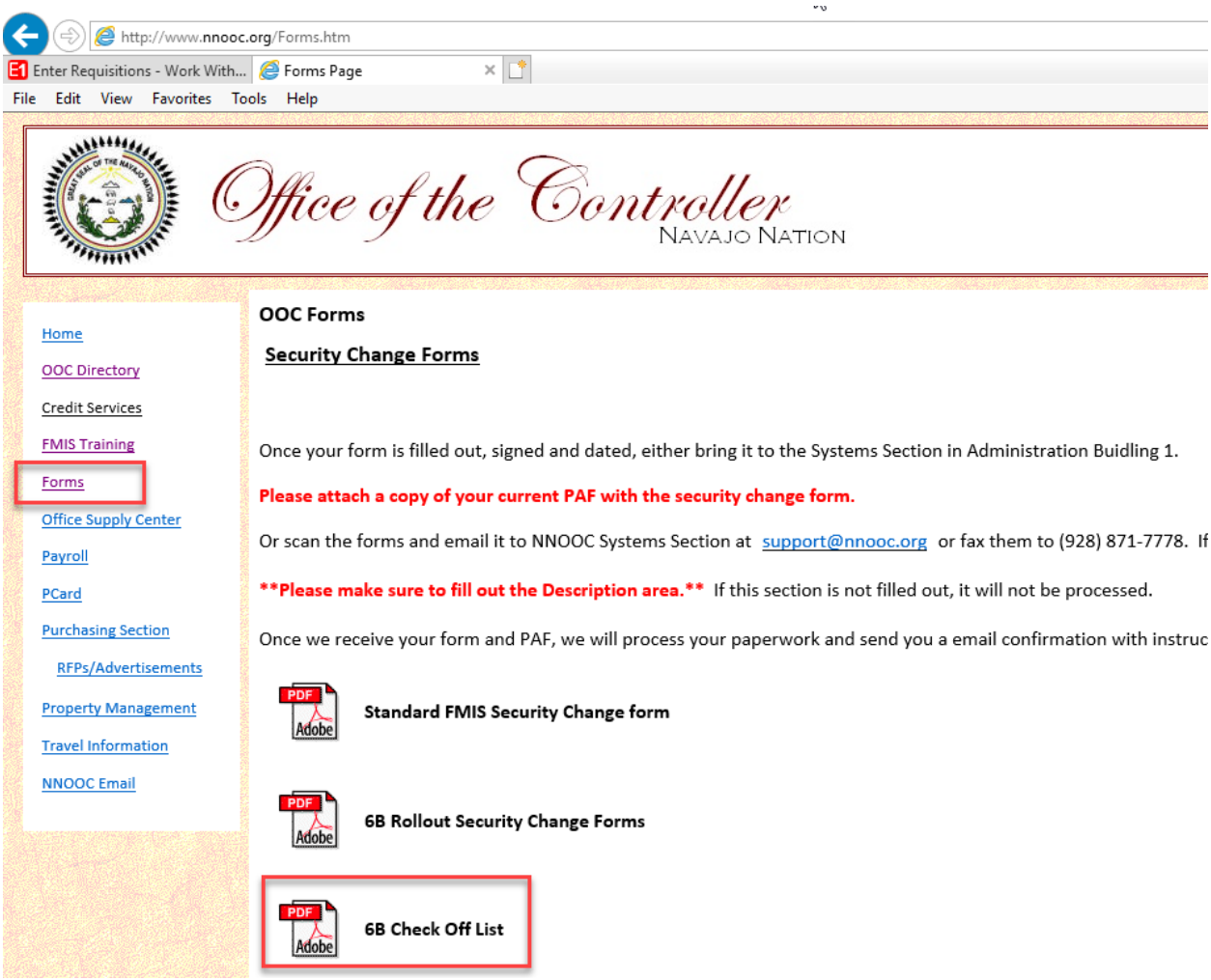
Line	Rev	Item #	Description/ Description 2	Quantity Ordered	PU UM	Account Number	Unit Price	Extended Price
1.000	10		High Rise Monitor Stand VCTDC050	1	EA	506007.4210	93.20	93.20
2.000	10		Super Tab SMD10410	4	BX	506007.4130	22.30	89.20
3.000	10		Powershred Ci Jam Cross FEL3229901	1	EA	506007.4210	409.40	409.40
4.000	10		Z-Grip Retractable Ballpoint ZEB22148	2	PK	506007.4130	22.70	45.40
5.000	10		Enhance LED Desk Lamp OTTSCD0500S	2	EA	506007.4420	52.70	105.40
6.000	10		Z-Grip Retractable Ballpoint ZEB22248	2	PK	506007.4130	22.70	45.40
7.000	10		NN Tax @ 6%		EA	506007.4130	0.00	47.28
8.000	10		POC: Sheila Clyde #505.371.8318				0.00	0.00

Tax Rate	Sales Tax	See Last Page of Order for Total Amount Due
		Total Order 835.28

Requisition Orders will be cancelled within 6 months if not approved or if any issues pending are not resolved.
Have a Wonderful Day!

This is NOT an Official Purchase Order

This copy is strictly used only for internal purposes only.



The 6B Check Off List form is on our website: http://www.*nnooc.org/Forms.htm*

- Once you print the Requisition Order route the 6B Check Off List form and the OR Print to the applicable departments for availability review.

6B CHECK OFF LIST

DATE: _____ REQUISITION ORDER NUMBER : _____

NN PROGRAM / DIVISION: _____

Contact Person: _____ Telephone No.: _____

Total Amount of OR: $ _____ Email: _____

Obtain approval from the appropriate Offices prior to purchase:

Office Supply Center (Office supplies).

☐ Approved By: _____ Date: _____

Property Management (Office equipment, computers, etc.). *If applicable*

☐ Approved By: _____ Date: _____

Department of Information Technology (Computer software, computers, etc.). *If applicable*

☐ Approved By: _____ Date: _____

Telecommunication & Utilities (Radios, cell phones, phones, etc.). *If applicable*

☐ Approved By: _____ Date: _____

Records Management (Xerox machines, printing, etc.). *If applicable*

☐ Approved By: _____ Date: _____

Return entire 6B package to Navajo Nation Program/Division 6B Requisitioner. Upon return, scan copy of 6B Check Off List, OR Print and all supporting documents then, attach them to your Requisition Order (OR) online.

TO BE FILLED OUT BY DIVISION OF FINANCE ONLY:
Order Requisition over 10K must be approved by Purchasing Department Manager.
Approved By: Date:
Order Requisition over 50K must be approved by Office of the Controller.
Approved By: Date:

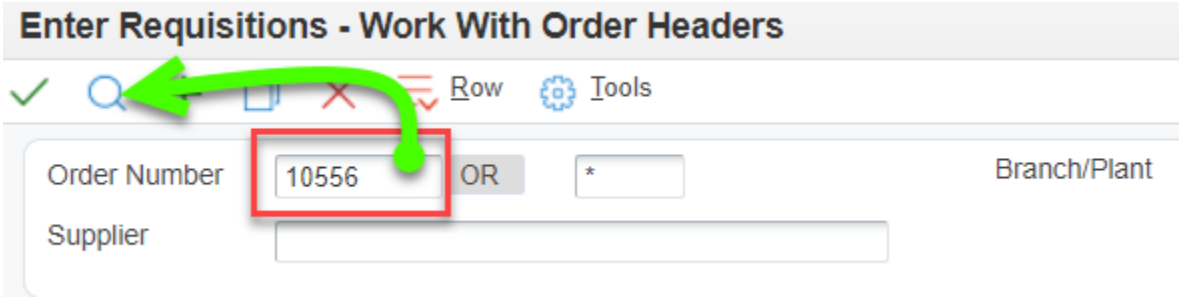
09/14/2018

- Responsible requisitioner fills in the top information, routes the form with a copy of the **Requisition Order** only, to the applicable departments.
- If the 6B Check Off List is not applicable for routing, determined by the items you are purchasing, indicate 'N/A' on those department lines.
- Once your 6B Check Off List has been return with signatures and dates. You are ready to attach your supporting documents.

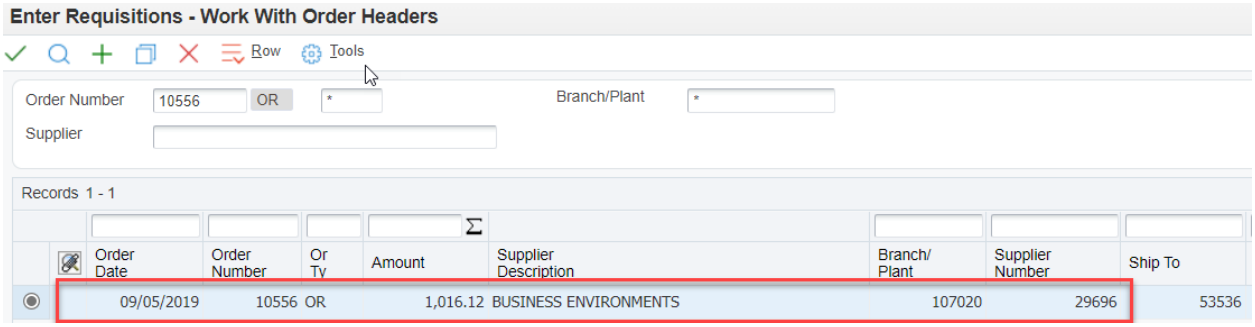
File Attachment – Order Header

To attach scan documents (supporting documents) such as signed 6B Check Off List, Copy of Requisition Order, Supplier Quotes, W-9's, Blueprints, Justification Memorandums, Sole Source Memorandums, Delegation of Authority, Debarment & Suspension, Insurance Certificate, etc., any document that substantiate your purchase should be scanned and attached to your order requisition.

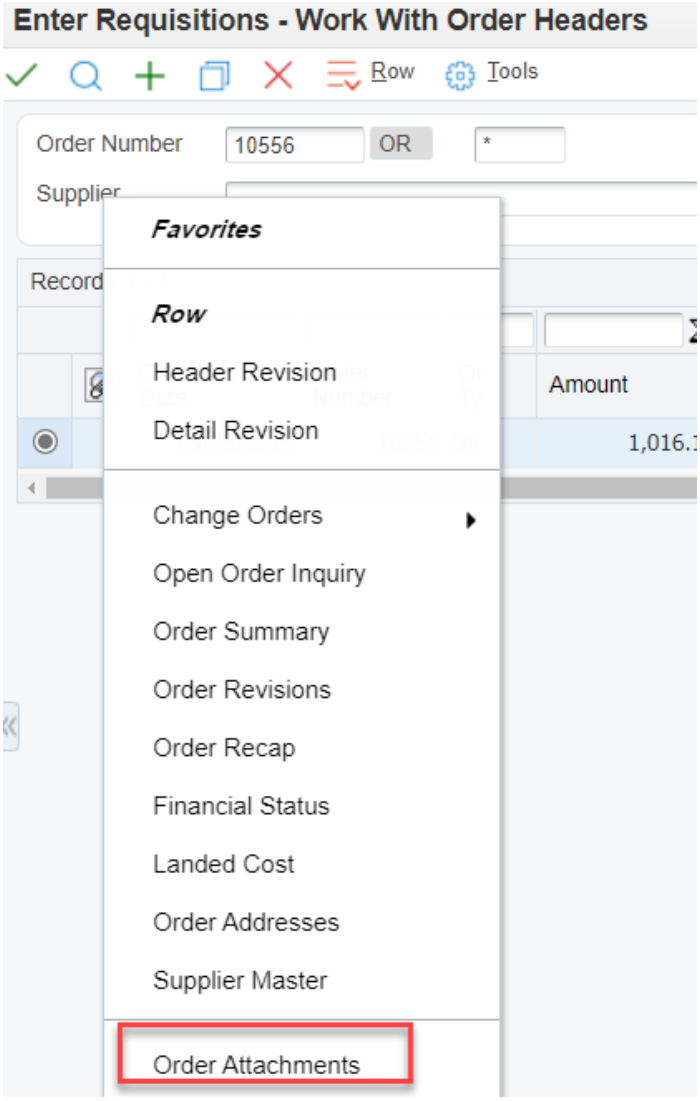
Function	Processes
Order Header File Attachment	1. Select **Enter Requisitions** from the **Requisition & Quote Management**' menu.



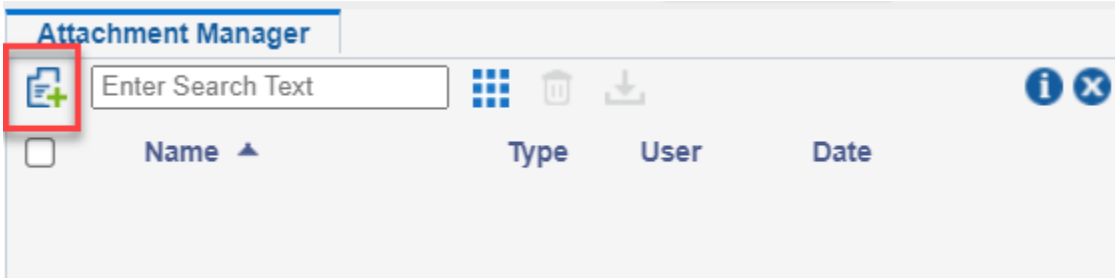
Function	Processes
Order Header File Attachment	2. At the **Enter Requisitions – Work With Order Headers** form, enter your OR number in the **Order Number** field. 3. Click the **Find** button to retrieve your order.



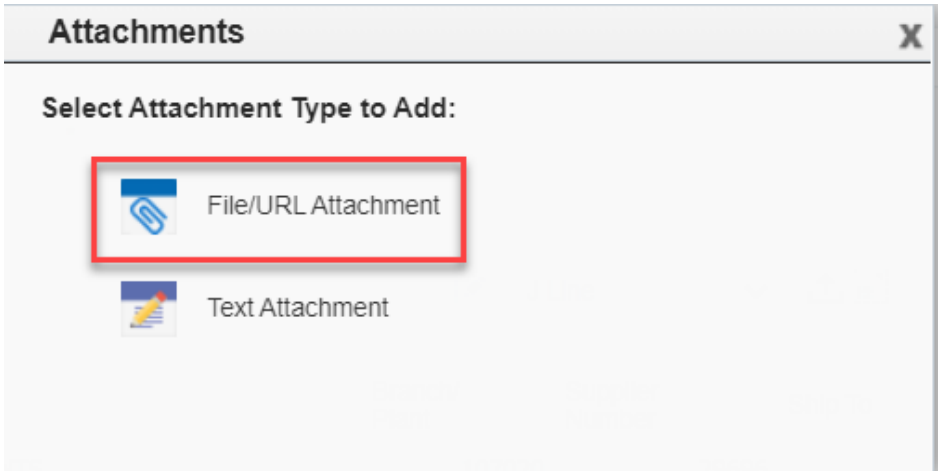
Function	Processes
Order Header File Attachment	4. At the ***Work With Order Headers*** form, ***Right Click*** with your mouse on the line.



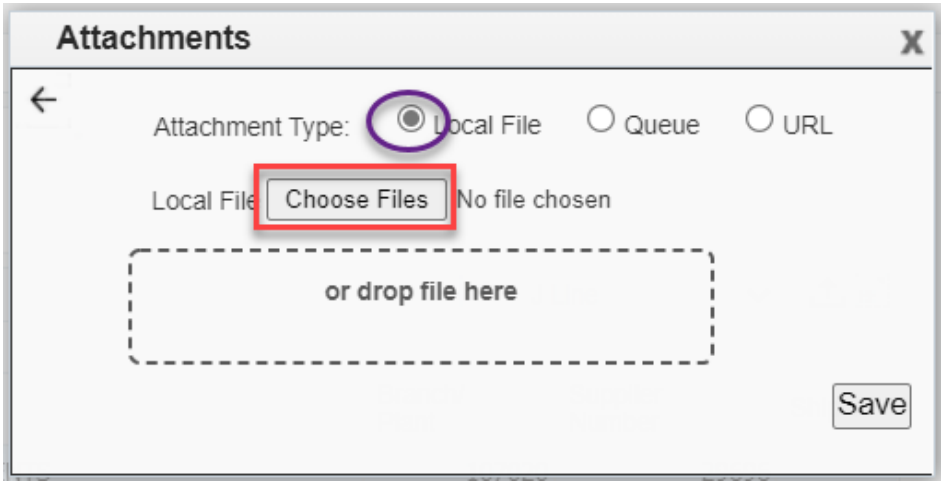
Function	Processes
Order Header File Attachment	5. Select **Order Attachments** from the row exit.



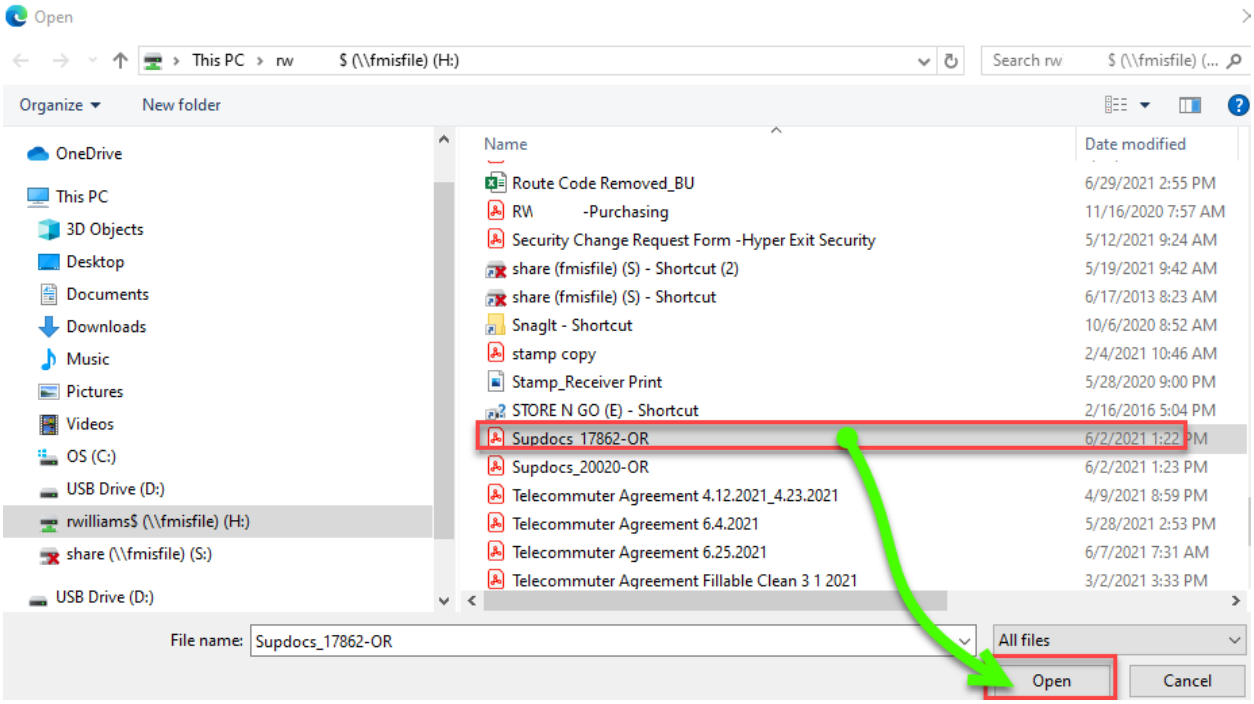
Function	Processes
Order Header File Attachment	6. Click the **Attachment Manager Add** button.



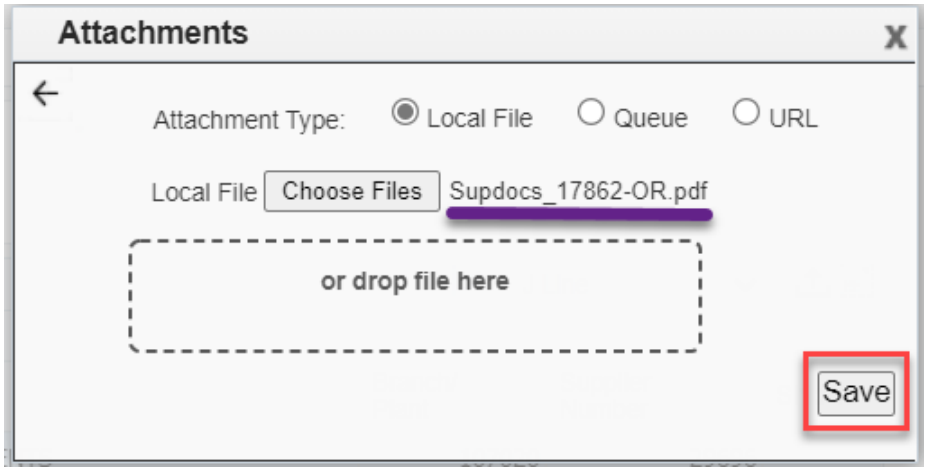
Function	Processes
Order Header File Attachment	7. Select the **File/URL Attachment** option.



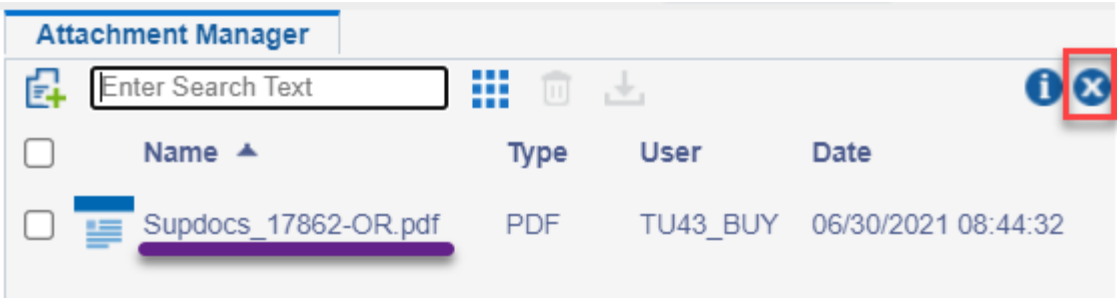
Function	Processes
Order Header File Attachment	8. At the ***Attachments*** form, the ***Local File*** radio button is selected by default, click ***Choose Files***.



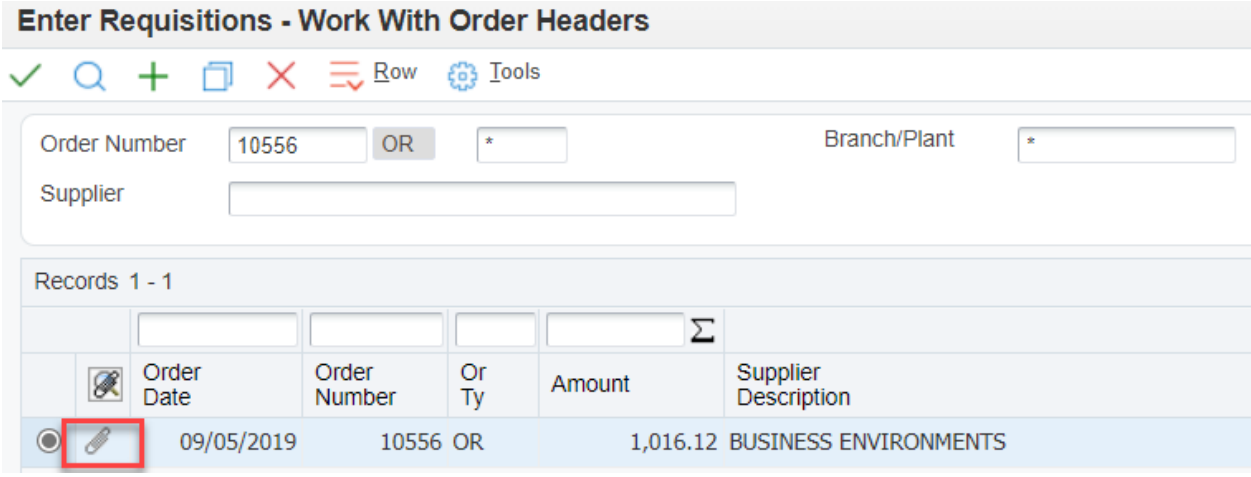
Function	Processes
Order Header File Attachment	9. From the locate computer select the ***File*** to attach and click ***Open***.



Function	Processes
Order Header File Attachment	10. At the Attachments form, the selected file is attached, click the ***Save*** button.



Function	Processes
Order Header File Attachment	11. At the ***Attachment Manager*** tab, the select ***File*** displays as an PDF type file, click the ***Close side panel*** button.

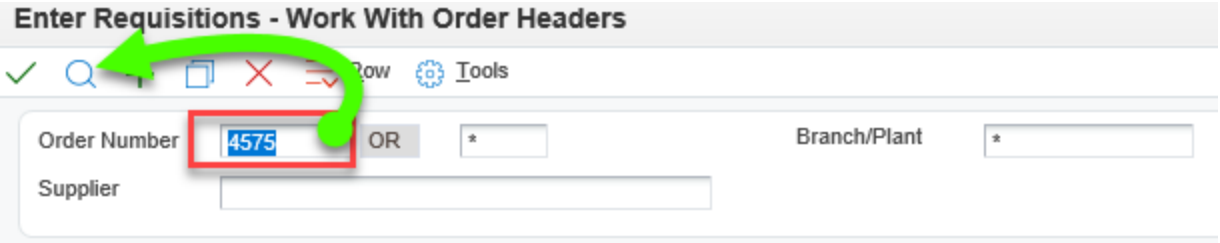


Function	Processes
Order Header File Attachment	12. The attachment icon is displayed at the Order Header. Note: By clicking the attachment icon you can ***view only*** the attachment.

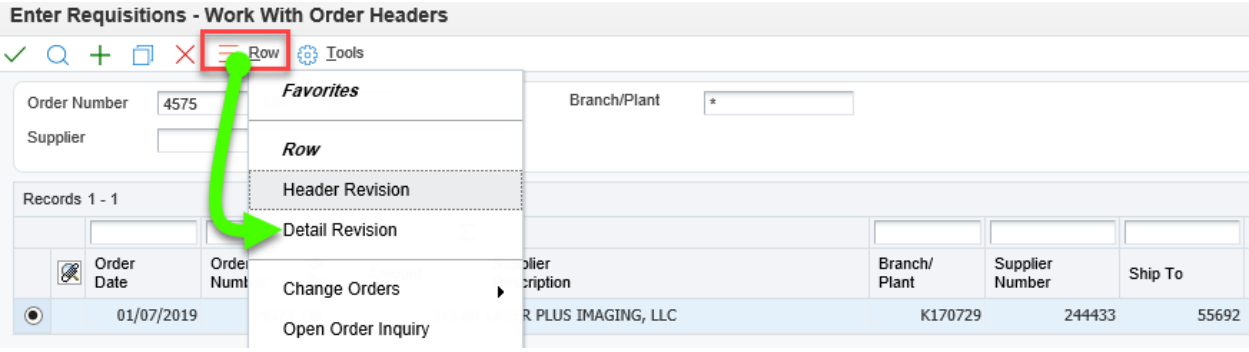
File Attachment – Order Detail

To attach scan documents (supporting documents) such as signed 6B Check Off List, Copy of Requisition Order, Supplier Quotes, W-9's, Blueprints, Justification Memorandums, Sole Source Memorandums, Delegation of Authority, Debarment & Suspension, Insurance Certificate, etc., any document that substantiate your purchase should be scanned and attached to your order requisition.

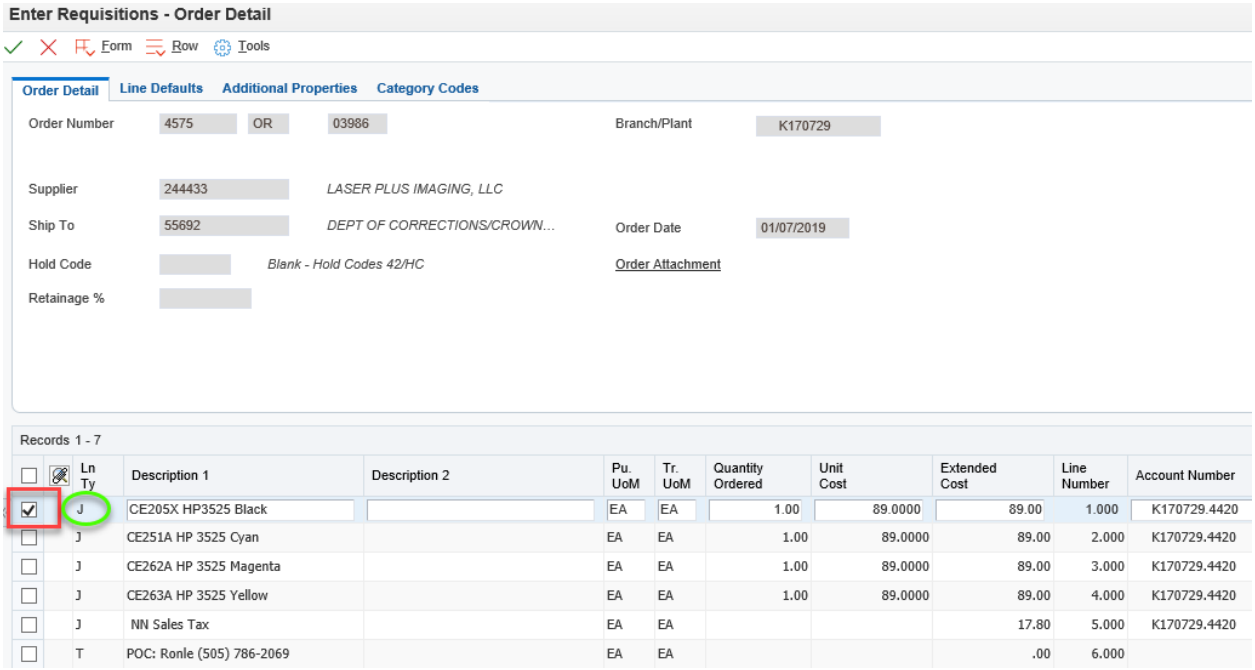
Function	Processes
Order Detail File Attachment	1. Select **Enter Requisitions** from the **Requisition & Quote Management**' menu.



Function	Processes
Order Detail File Attachment	2. At the **Enter Requisitions – Work With Order Headers** form, enter your OR number in the **Order Number** field. 3. Click the **Find** button to retrieve your order.



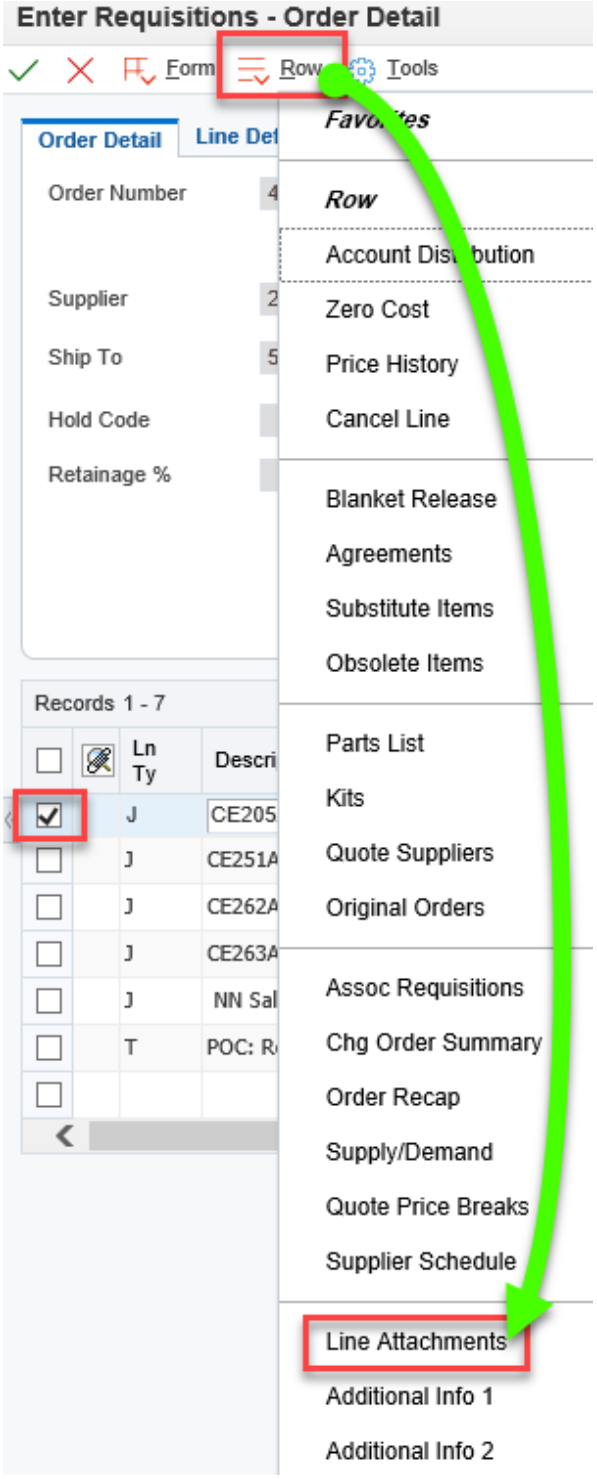
Function	Processes
Order Detail File Attachment	4. At the **Work With Order Headers** form, click the **Row** exit. 5. Select **Detail Revision** from the row exit.



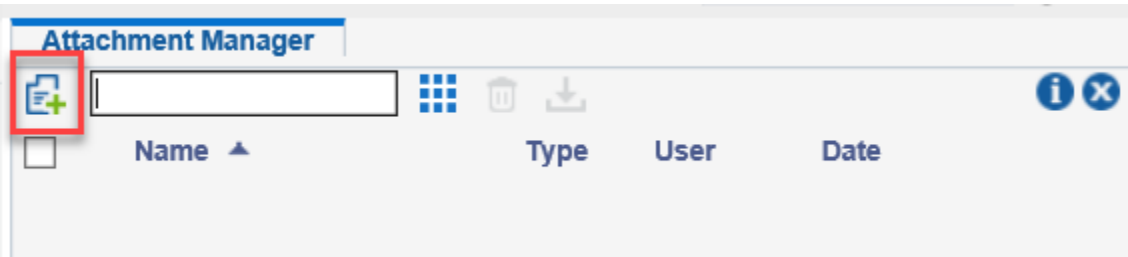
You must select a **Ln Ty = J** to attach your supporting documents.

- Approvers do not see Ln Ty = T on their approval form.
  - Must attach your supporting documents to a Ln Ty '**J** '.

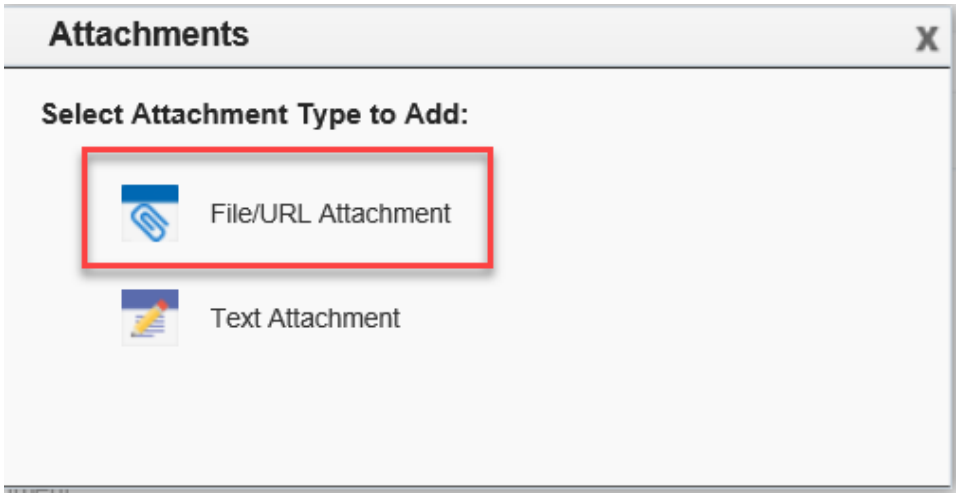
Function	Processes
Order Detail File Attachment	6. At the **Order Detail** form, select a line type **(Ln Ty) J** in the grid.



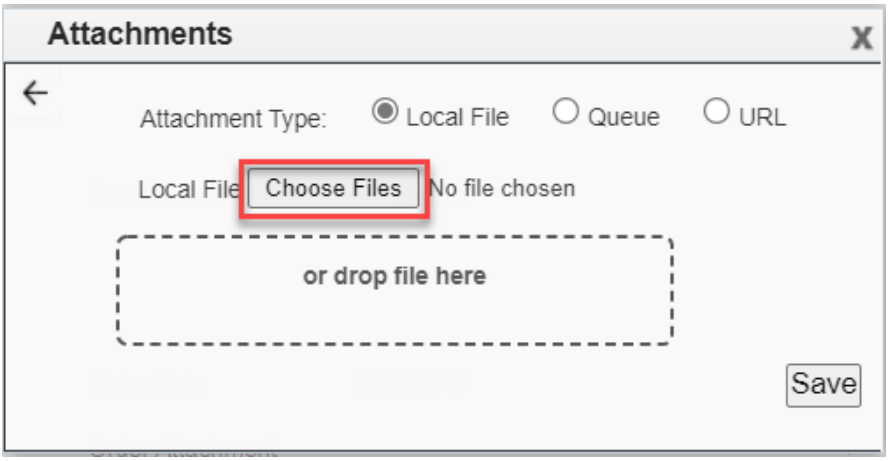
Function	Processes
Order Detail File Attachment	7. Click the **Row** exit. 8. Select **Line Attachments** from the row exit.



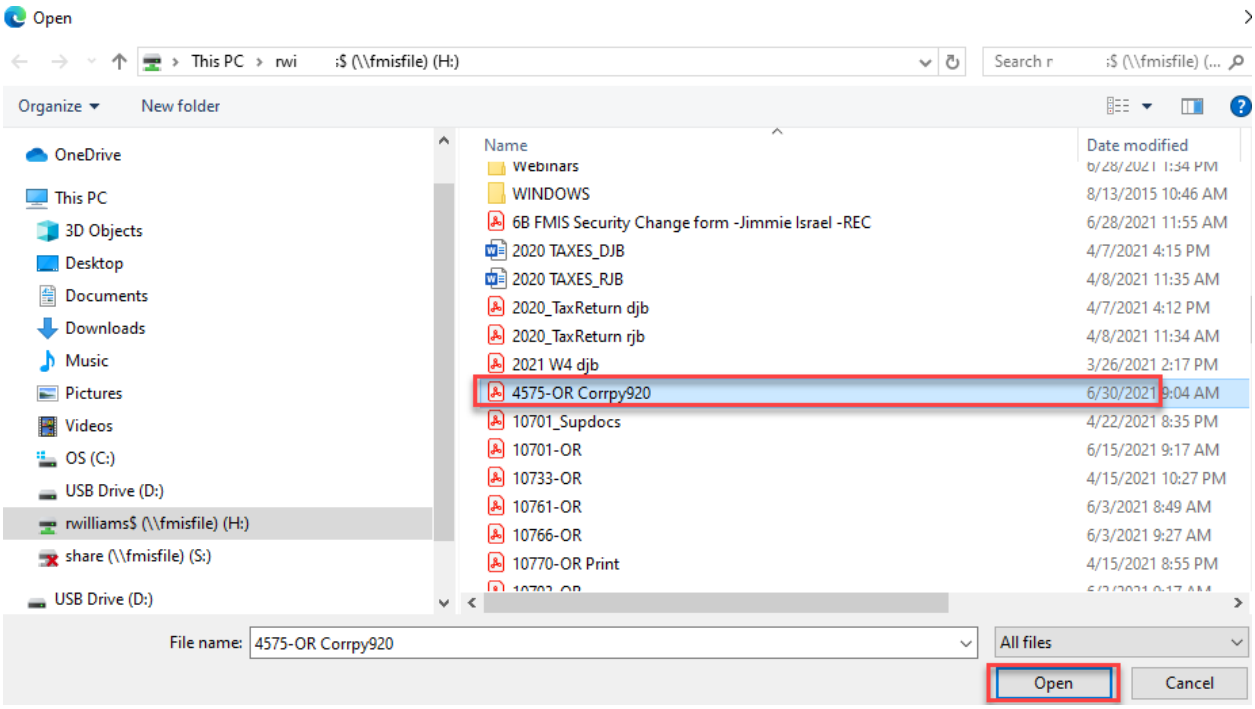
Function	Processes
Order Detail File Attachment	9. At the **Attachment Manager** tab, click the **Attachment Manager Add** button.



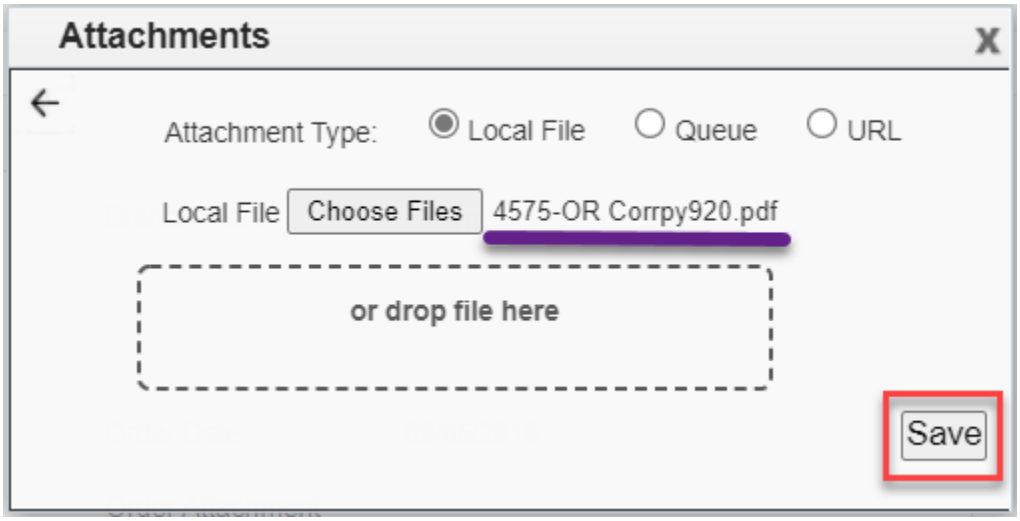
Function	Processes
Order Detail File Attachment	10. At the Attachments form, click **File/URL Attachment** option.



Function	Processes
Order Detail File Attachment	11. **Local File** is selected by default, click the **Choose Files** button to select a file from your computer.

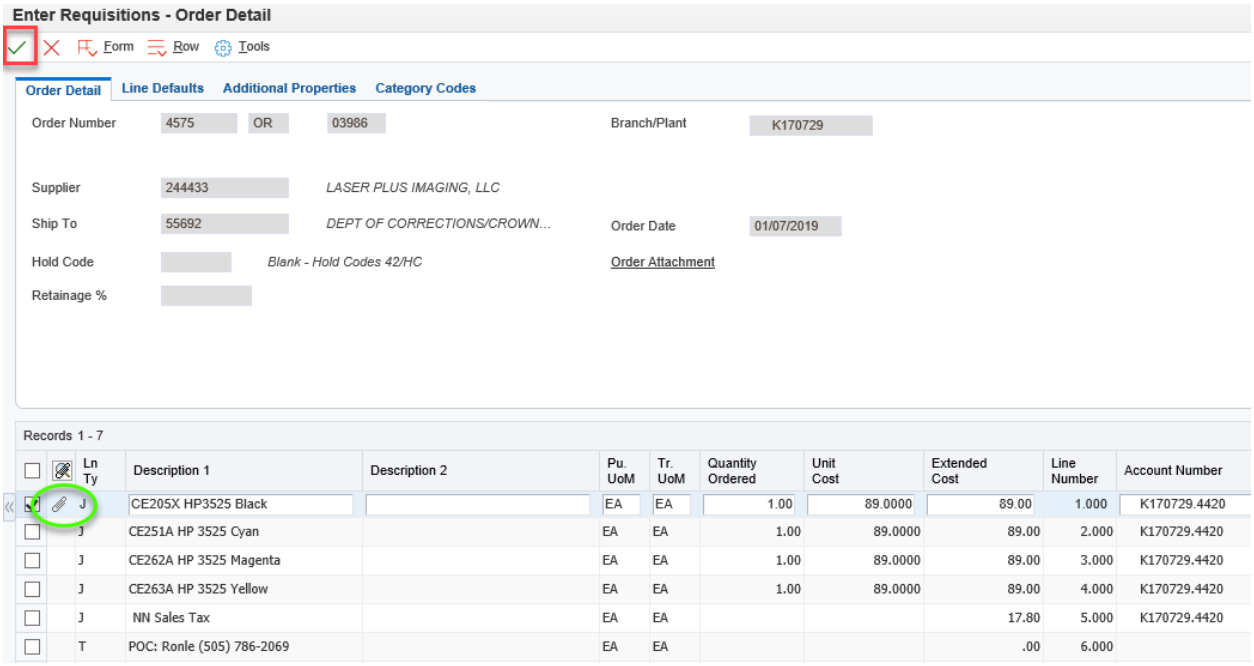


Function	Processes
Order Detail File Attachment	12. At the **Open** form, select the file to upload. 13. Click the **Open** button.



Function	Processes
Order Detail File Attachment	14. At the **Attachments** form, the path in the ***Local File*** field is displayed. 15. Click the **Save** button.

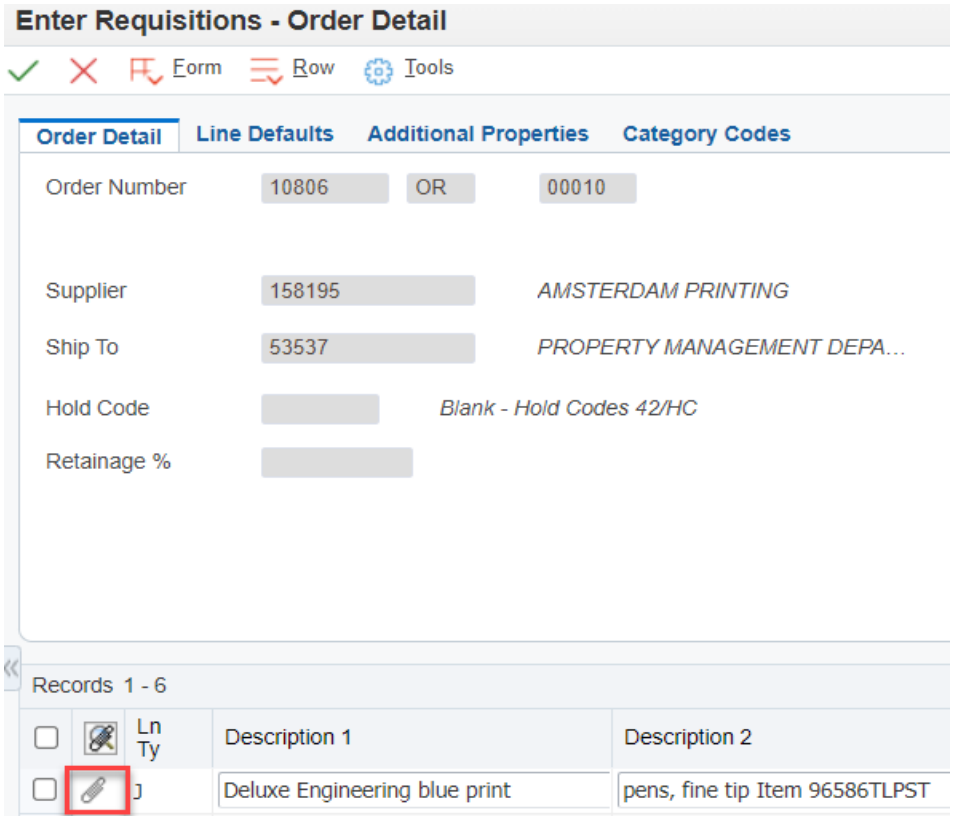
Function	Processes
Order Detail File Attachment	16. At the **Attachment Manager** form, click the **Close side panel** button. Note: The user, date and time are stamped.



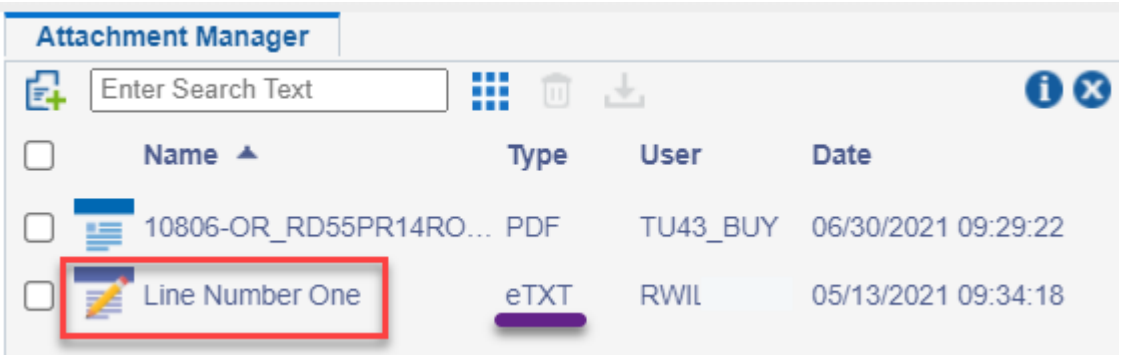
Function	Processes
Order Detail File Attachment	The **Attachment** icon appears next to the **'J'** line selected. 17. Click the **OK** button to confirm the **Order Detail** form.

To view Text Attachment

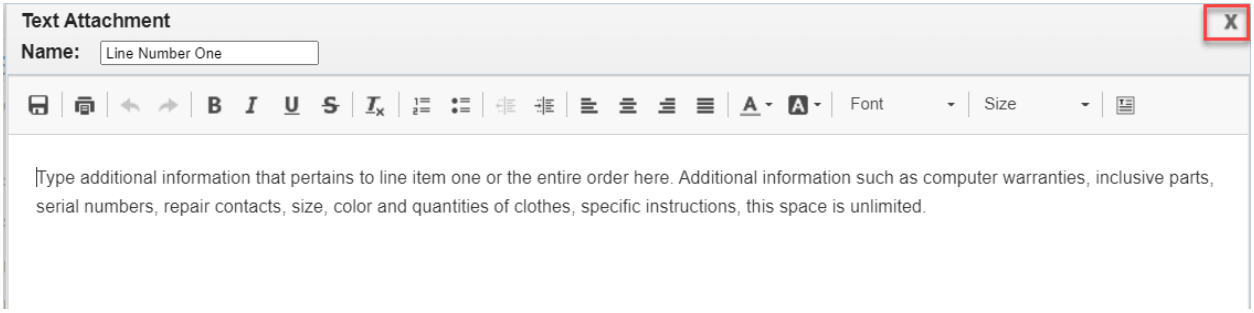
To find out the type of attachments other than printing the order requisition is to open the Attachment Manager.



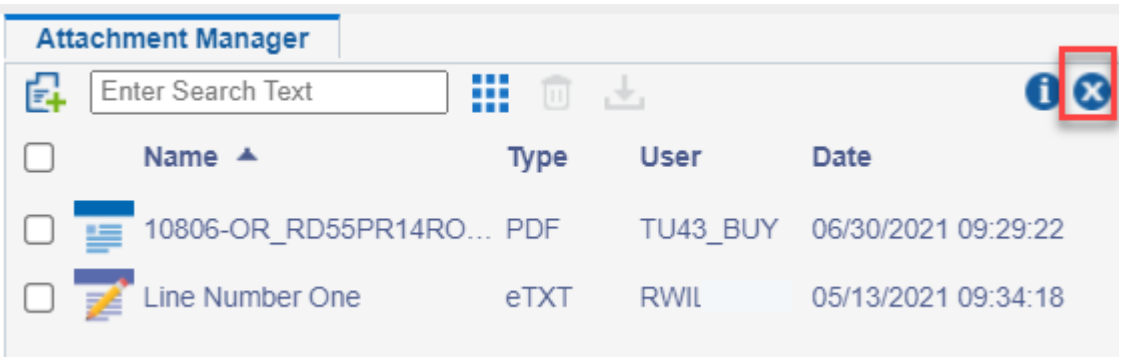
Function	Processes
View Text Attachment	1. Click the **Attachment** icon, view only.



Function	Processes
View Text Attachment	View the Type column, attachment type **eTXT** is a text attachment. 2. Click the **Name** of the eTXT type file.

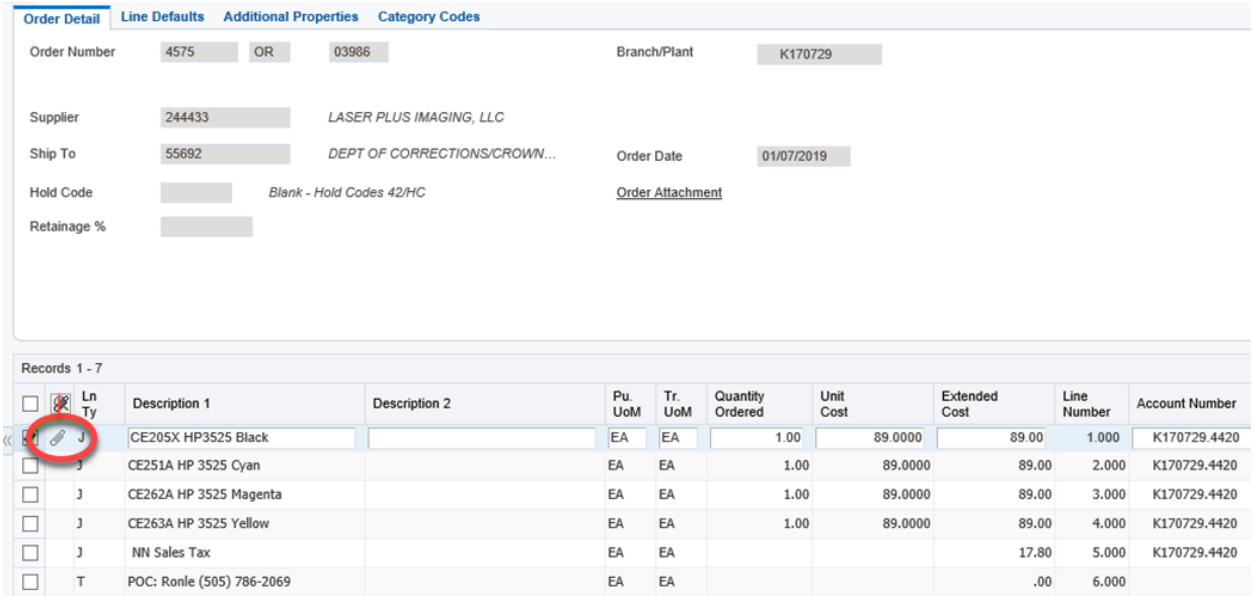


Function	Processes
View Text Attachment	At the Text Attachment form, view the attached text, view only. 3. Click the **Close** button to exit.

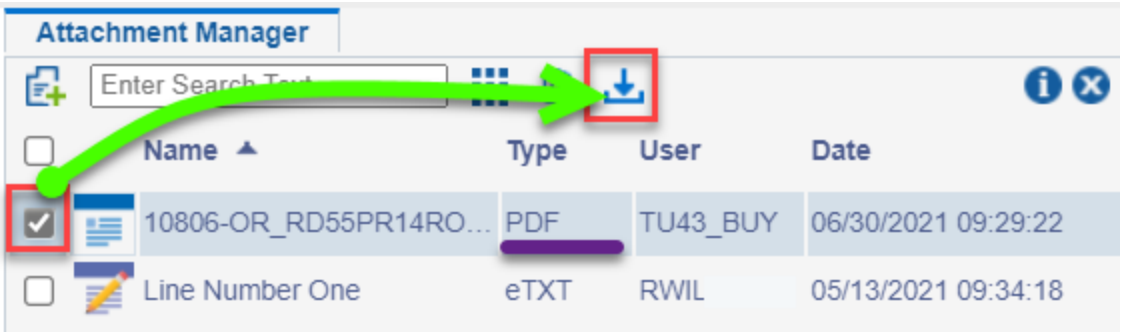


Function	Processes
View Text Attachment	4. At the Attachment Manager tab, click the **Close side panel** button to exit.

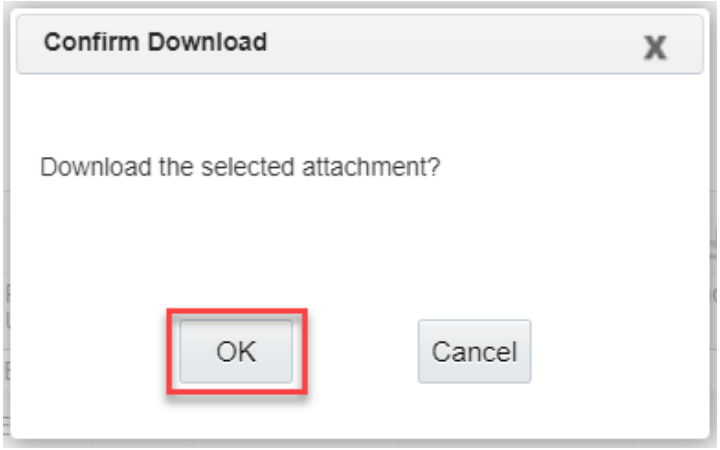
To view PDF Attachment



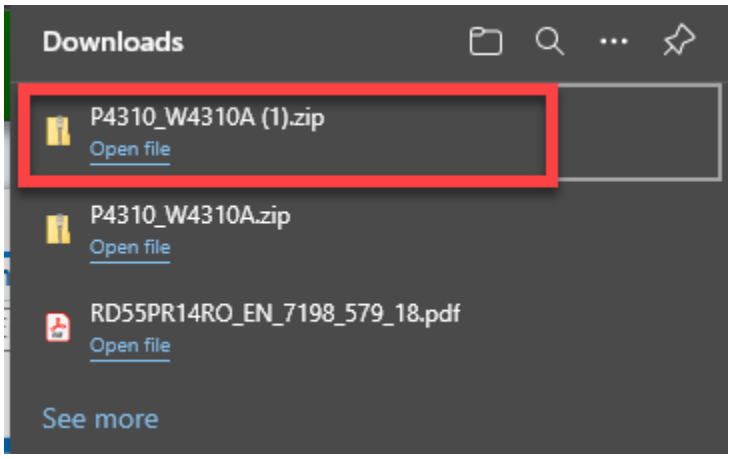
Function	Processes
View File Attachments	1. Navigate to an attachment icon, click the **Attachment** icon.



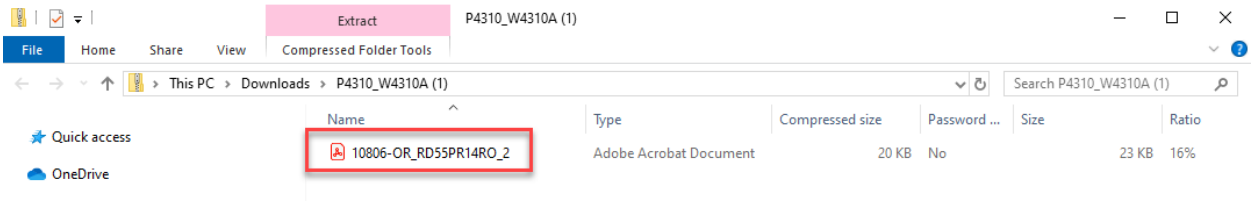
Function	Processes
View File Attachments	2. At the **Attachment Manger** tab, click the ***Checkbox*** for the ***PDF*** file to view. 3. Click the ***Download selected attachments*** button that populated When you click the checkbox.



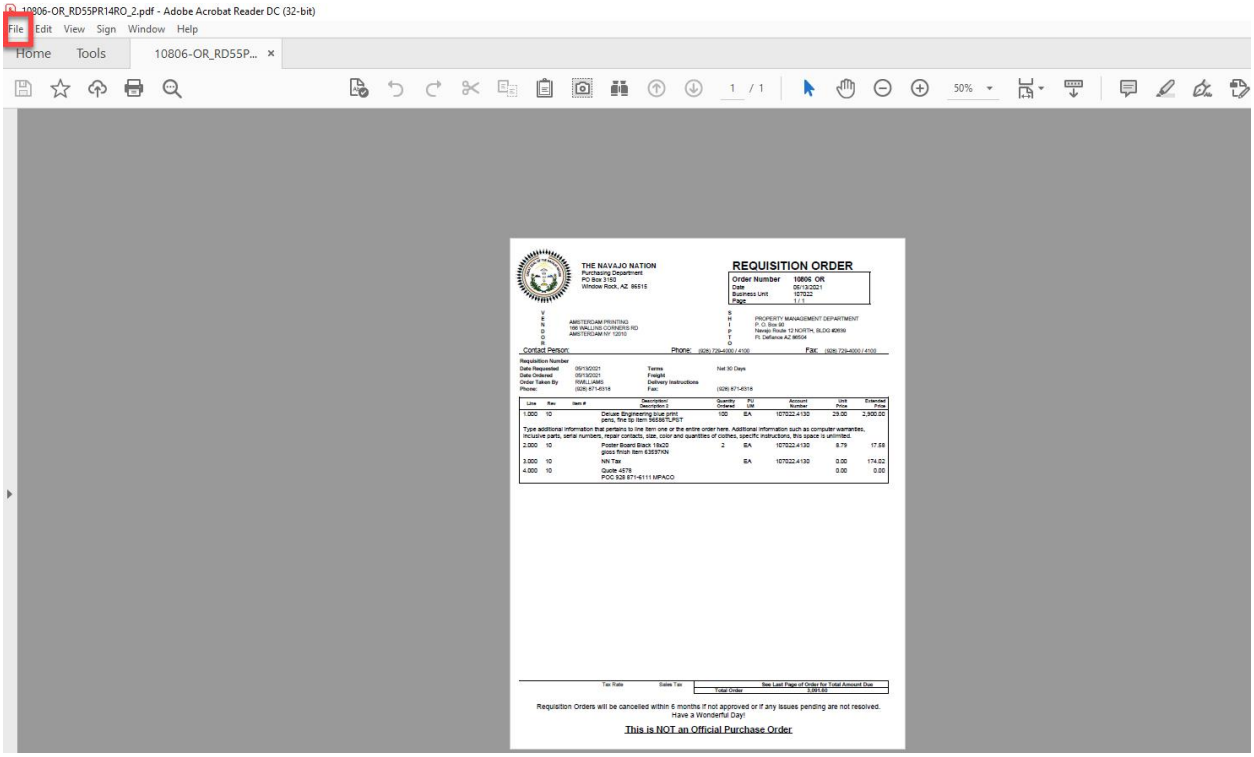
Function	Processes
View File Attachments	4. At the **Confirm Download** form, click ***OK***.



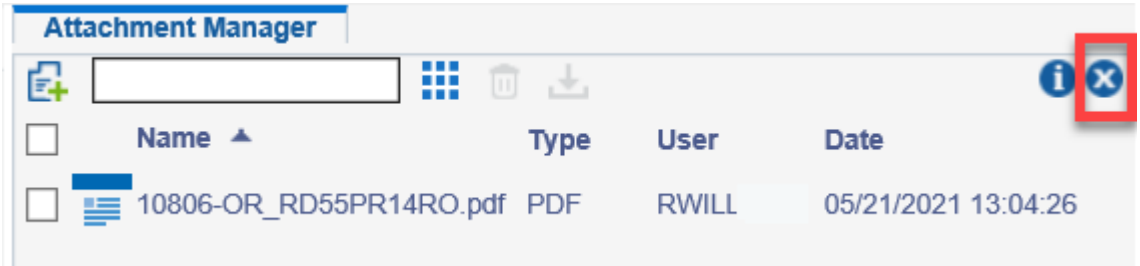
Function	Processes
View File Attachments	5. At the **Downloads** form, selected the pdf file, will be in a zip drive format.



Function	Processes
View File Attachments	6. At the **Extract** zip file form, double-click the **pdf file** or using your mouse right-click and select **Open**.



Function	Processes
View File Attachments	The file is displayed in the panel window, edit tools and vertical scroll bar populates to view pages. 7 Click the **File** button and select **Exit Application** to exit pdf-Adobe.



Function	Processes
To view File Attachments	8. The **Attachment Manager** tab, click the **Close side panel** button.

Upon attaching your final supporting documents, you are ready to notify your first OR Approver(s):

- OR using General Funds: Program approver.
- OR using External Funds: OOC/Contract Accounting Accountant.

If you do not know who your approver is, review the Requisitions Awaiting Approval form.

Checking Status of Requisitions

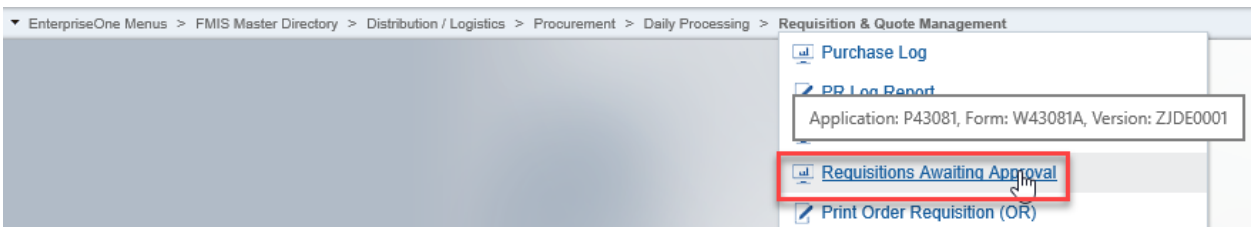
After you enter a requisition order the system places the order in the **Requisitions Awaiting Approval** form. If the order is complete, you must notify your approver by email or phone. Provide the OR number(s) and request for their approval.

If an order is awaiting approval, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

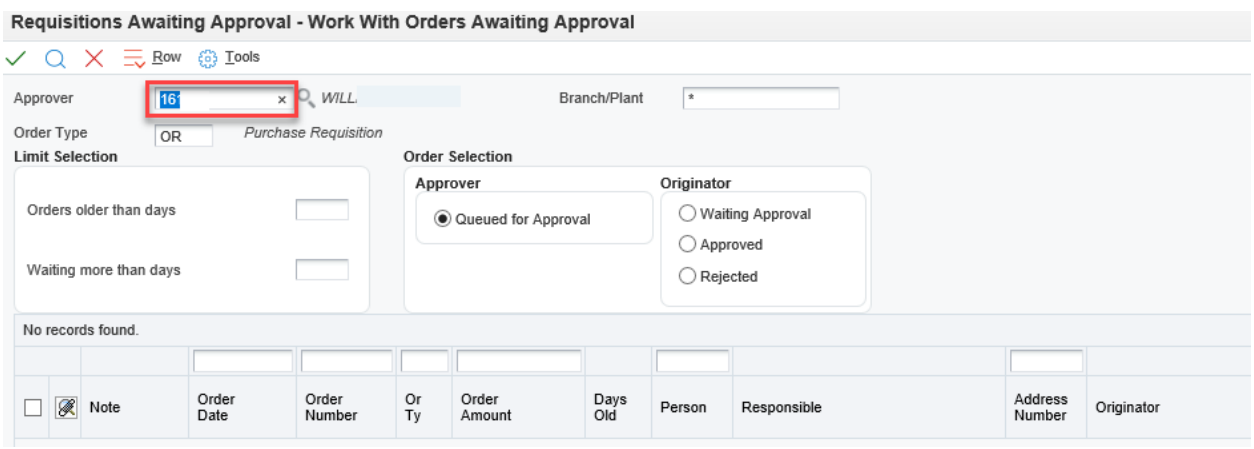
The Work Center internal electronic mail notifies you when a specific order requires the approval or if an order that you originated, has been approved or rejected.

To check to see if a requisition has been approved, rejected or has yet to be reviewed, navigate to **Requisitions Awaiting Approval** form.

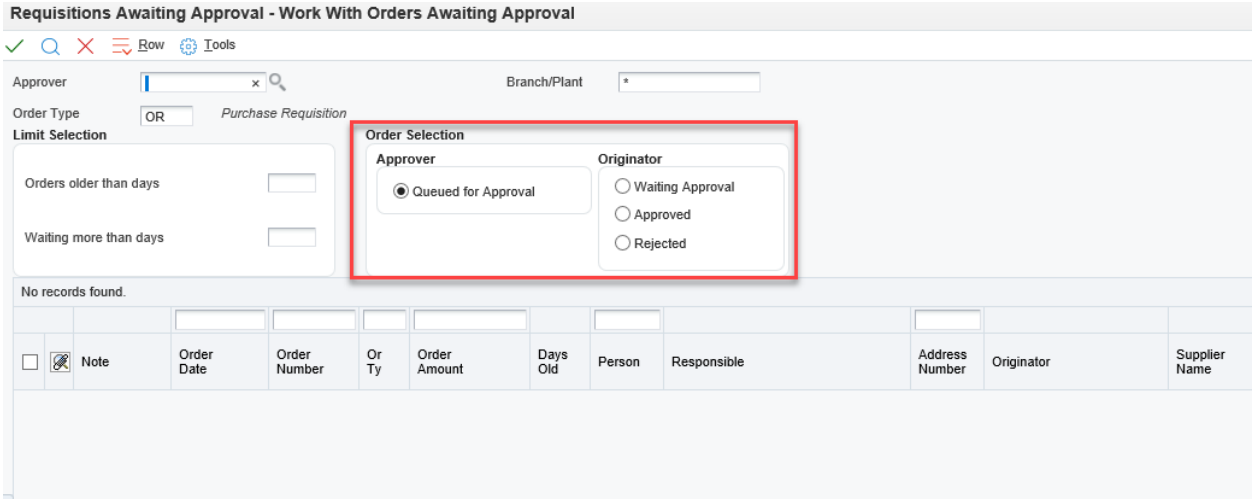
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Requisitions Awaiting Approval



Function	Processes
Check Status of Requisitions	1. From the **Requisition & Quote Management** menu select **Requisitions Awaiting Approval.**



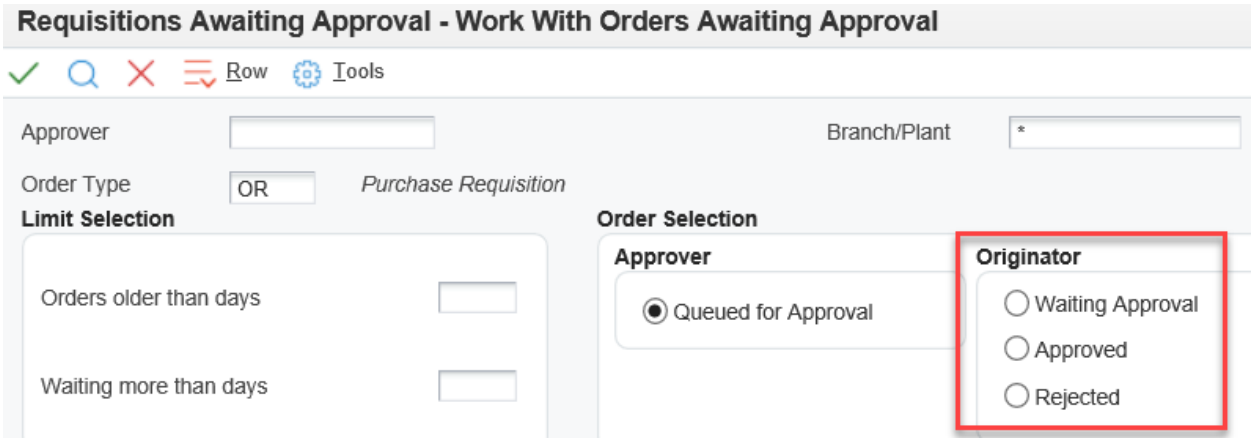
Function	Processes
Check Status of Requisitions	Your address book number will appear in the **Approver** field by default. 2. If you are **NOT** an approver remove your address book number from this field.



At the **Work With Orders Awaiting Approval** form, in the **Order Selection** box, note the Approver and Originator boxes.

Approver box - *For Approvers only*
The 'Approver' field displays your address number, and the 'Queued for Approval' radio button is selected by default. Approvers can use this form with this selection and view OR status by using the 'Waiting Approval', 'Approved' or 'Rejected' radio buttons.

Originator box - *For Non-Approvers*



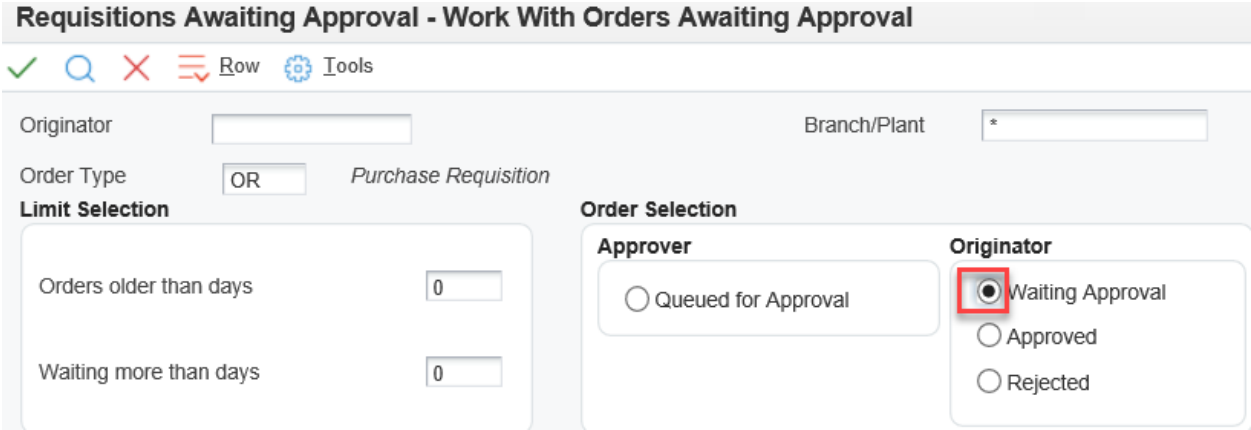
Originator box - Is used by non-approvers to inquire on status using the 'Waiting Approval', 'Approved' or 'Rejected' radio buttons. You may also search by Branch/Plant or the QBE line.

Order Selection Box

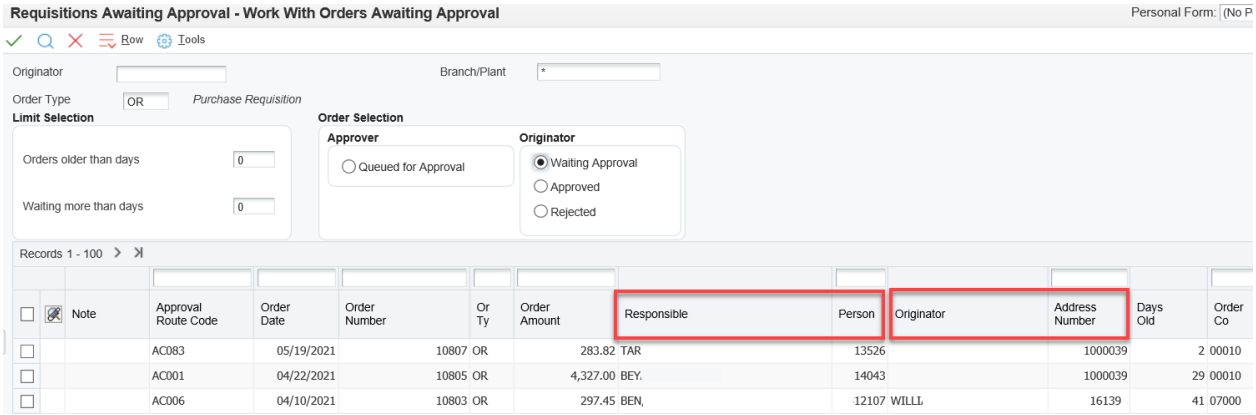
Displays the status of an order, the approval action determines whether an order is:

- Queued for approval – Display orders that require approval.
  - This selection is **used by an approver** inquiring on orders that require approval.
- Waiting approval – Display orders not yet approved.
  - This selection is **used for the originator/inquirer** for the order inquiring on its status.
- Approved – Display orders that have been approved.
  - This selection is **used by the originator/inquirer** for the order inquiring on its status.
- Rejected – Display orders that have been rejected.
  - This selection is **used by the originator/inquirer** for the order inquiring on its status.

Work With Orders Awaiting Approval – Detail

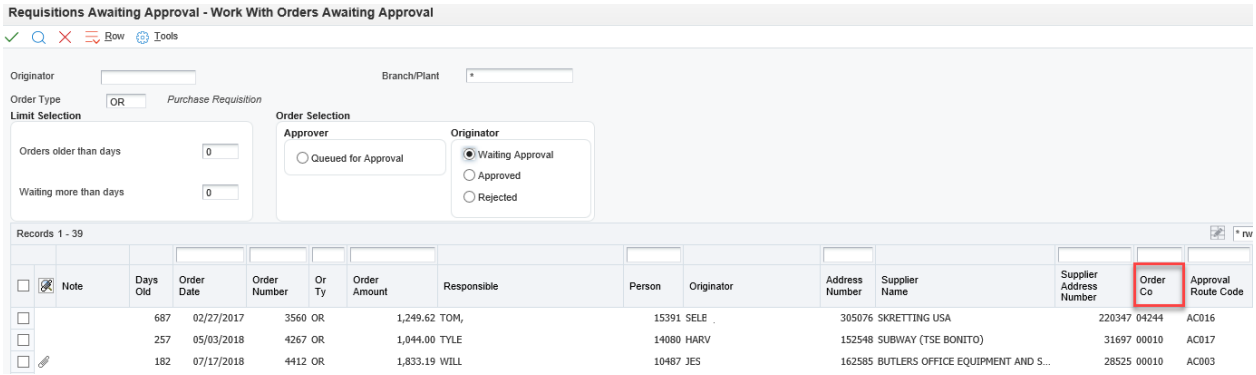


Function	Processes
Check Status of Requisitions	3. Click the **Waiting Approval** radio button in **Originator** box. The first 100 records of OR's pending approval will populate in the grid. Note: The Approver field name changed to Originator. When you select the **Approved** radio button you will view approved orders. When you select the **Rejected** radio button you will view rejected orders.



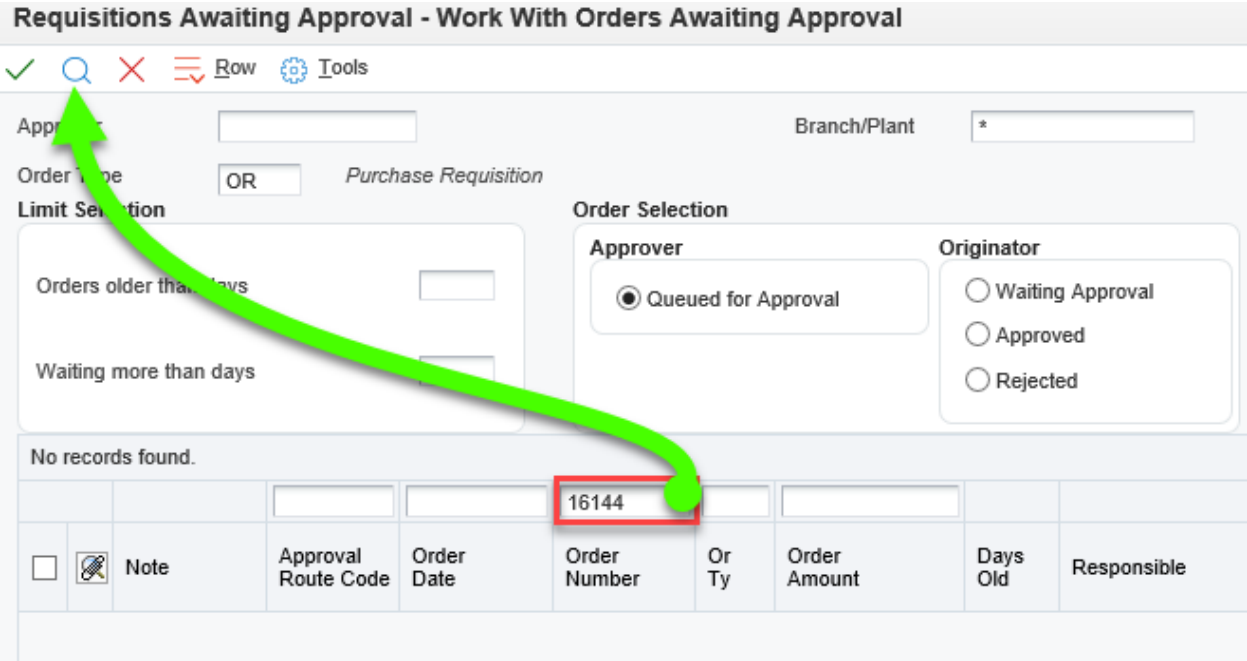
Explanation of fields:

- **Responsible** field - the name of the person responsible to approve or reject the requisition.
- **Person** field - the address number of the person who is responsible for reviewing and releasing orders.
- **Originator** field - the name of the person who entered the requisition.
- **Address Number** field - the address book number of the person who entered the requisition.

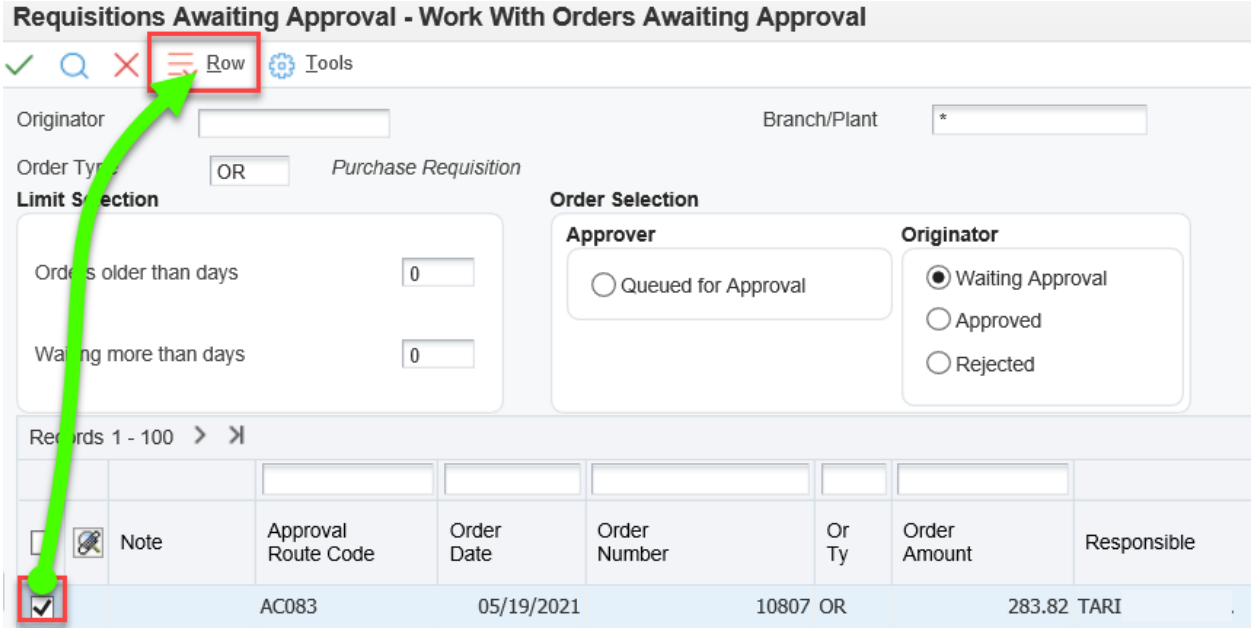


Order Co field - A unique number that is tied to a business unit.

To View Pending Approval Orders



Function	Processes
Check Status of Requisitions – Pending Approval Orders	Note: Remember to remove your name from the **Approver** field. 1. Enter the OR number in the **Order Number** field. 2. Click the **Find** button Note: If unknown use the Branch/Plant or any of the QBE fields.



Function	Processes
Check Status of Requisitions – Pending Approval Orders	3. Select the order number in the grid. 4. Click the **Row** exit.

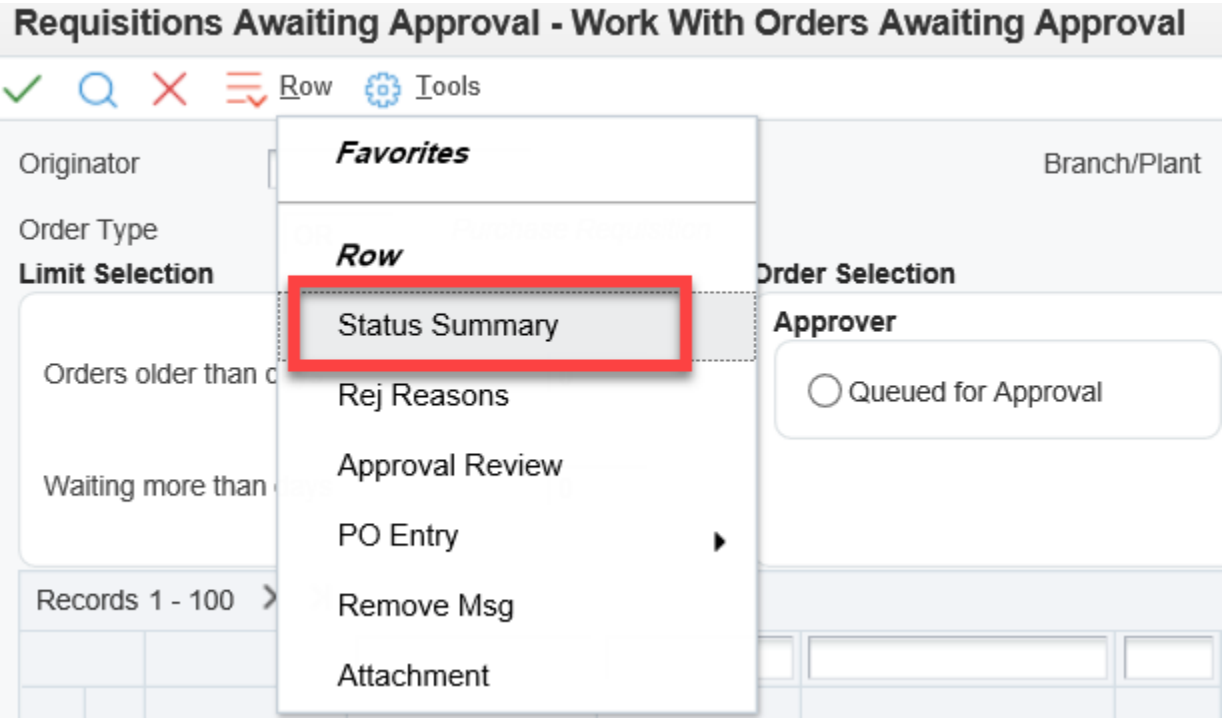
Status Summary

You may view the history of the actions that have occurred to the order.

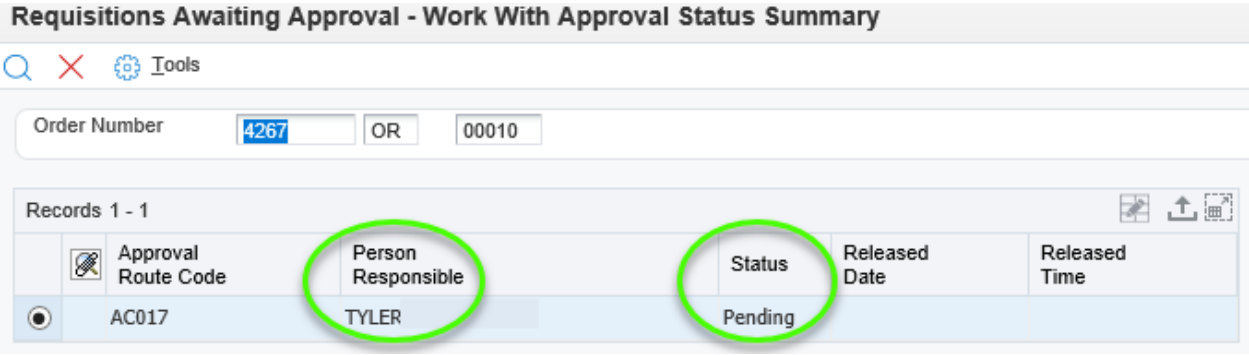
If an order is pending, you may identify the next person responsible for approving the order and notify that person to approve the order.

You can identify those persons who have:

- Approved the order.
- Not yet approved the order.
- Rejected the order.

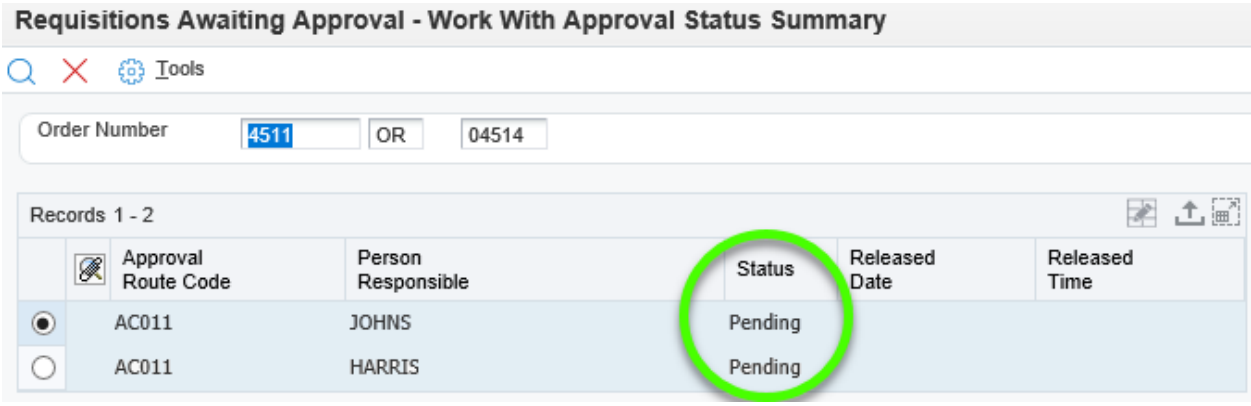


Function	Processes
Check Status of Requisitions Pending Approval Orders	5. Select **Status Summary** from the row exit. Note: You may view any of the row exit options.



Function	Processes
Check Status of Requisitions – Pending Approval Orders	6. At the **Work With Approval Status Summary** form, the **Person Responsible** field identifies the approver, the person who is/are responsible for approving the order. Note: The **Status** column identifies the status of the order. Displays 4267-OR is **Pending**, pending approver Tyler to approve.

Status Summary



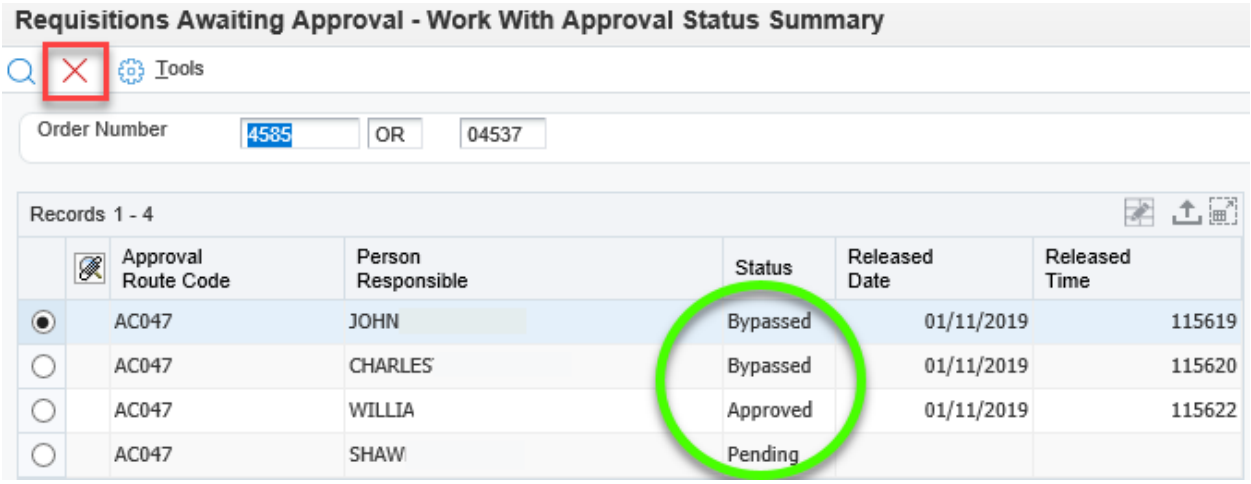
External Fund OR

- 4511-OR, OR Branch/Plant is K180523.
  - First approver is always the *OOC Contract Accountant Approver*.
  - Must approve OR first.

- Displays (2) Approvers.
  - 1st Approver – Johns, OOC Contract Accountant approver.
  - 2nd Approver - Harris, Program approver.

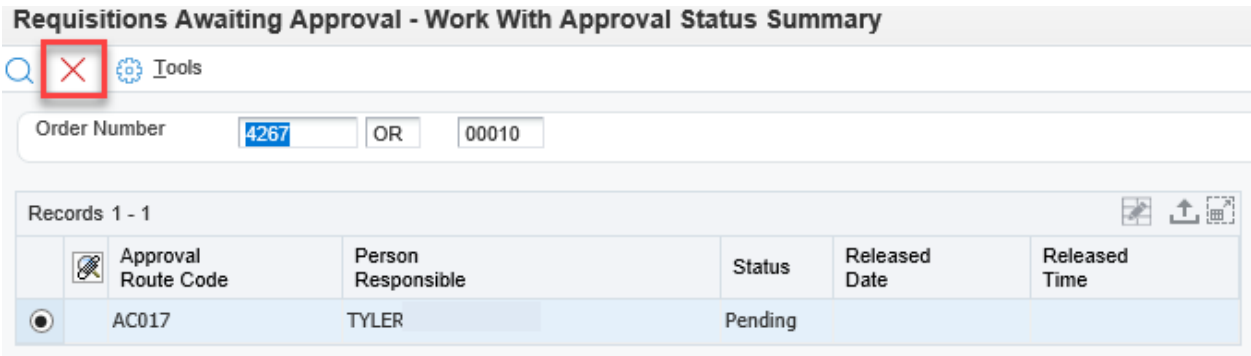
Bypassed Status

- Must be performed only on <u>General Fund</u> OR's.



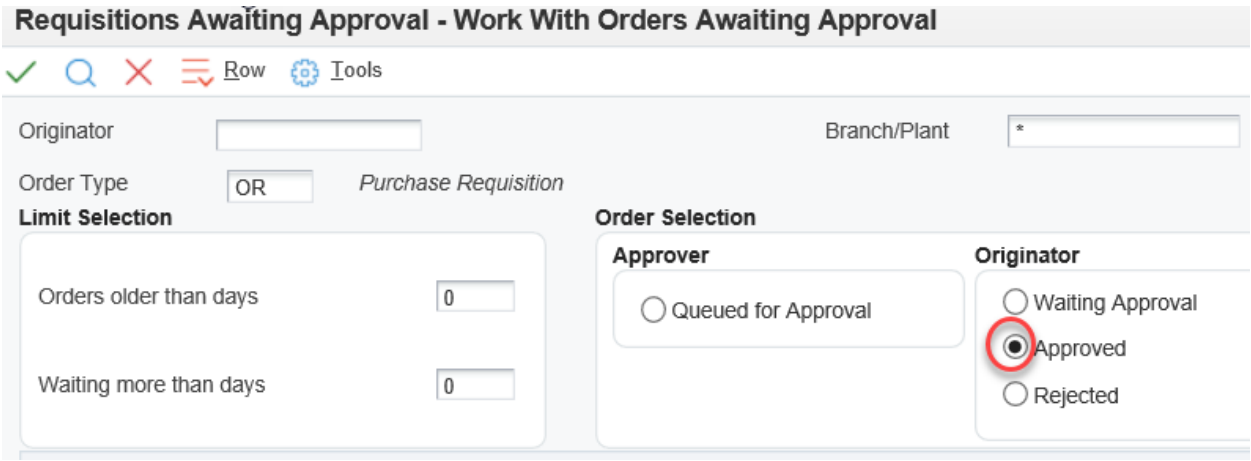
4585-OR

- OR Branch/Plant is **113011**
  - Displays (4) approvers
  - First and Second approvers where **Bypassed**.
    - Bypassed – Approvers assign the same approval limit. When one is not available to approve, the another approver may approve.
    - Approver with the higher approval limit may bypass other approvers and approve the OR.
      - Approver Shaw - Pending approval, Shaw could approve the OR and bypassed all approvers since noted as the final approver with the approval limit.

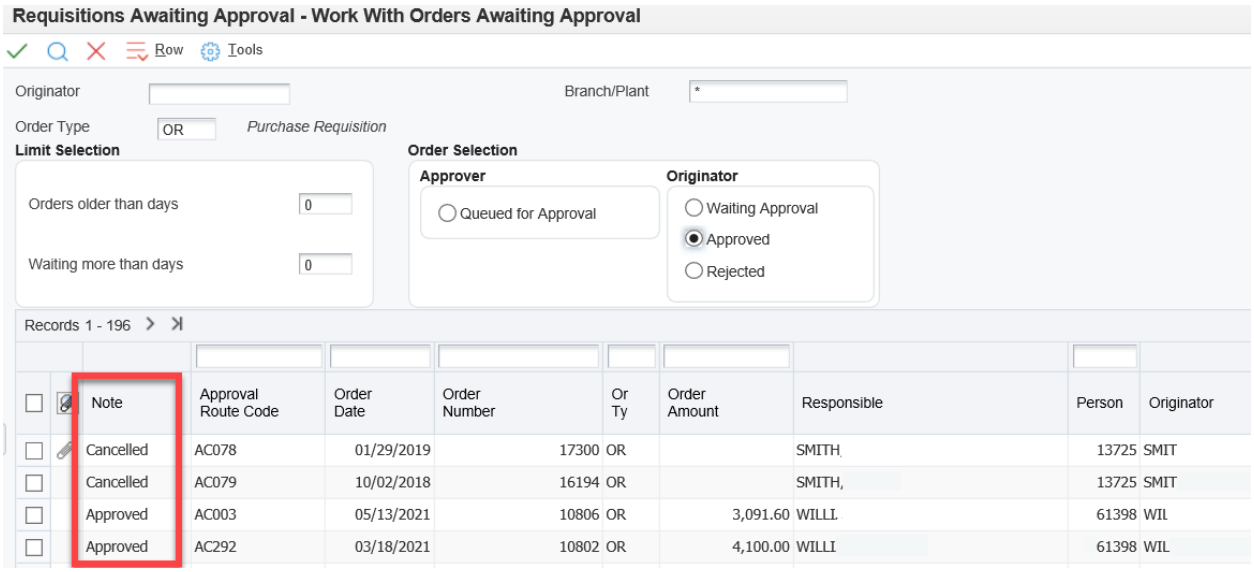


Function	Processes
Check Status of Requisitions – Pending Approval Orders	7. At the **Work With Approval Status Summary** form, click the **Close** Button to exit.

To View Cancelled and Approved Orders

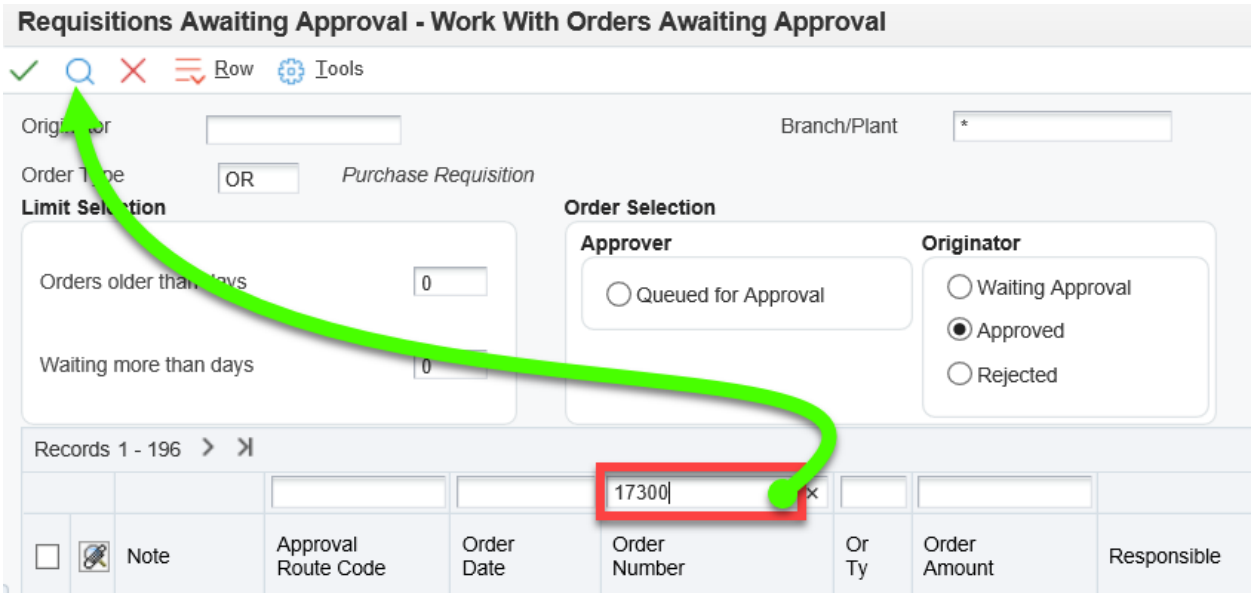


Function	Processes
Check Status of Requisitions – Cancel Orders	1. At the **Work With Approval Status Summary** form, click the **Approved** button.

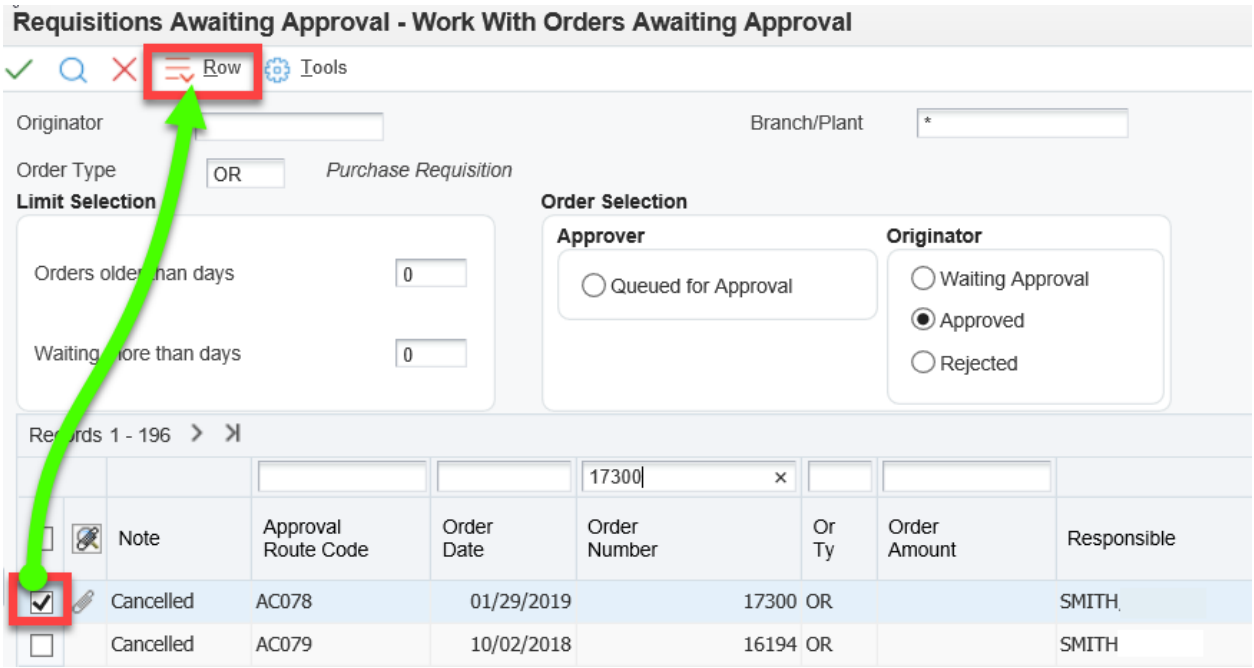


The **Note** field indicates **Cancelled** this is an indication that the OR was cancelled by the originator or by system administrator.

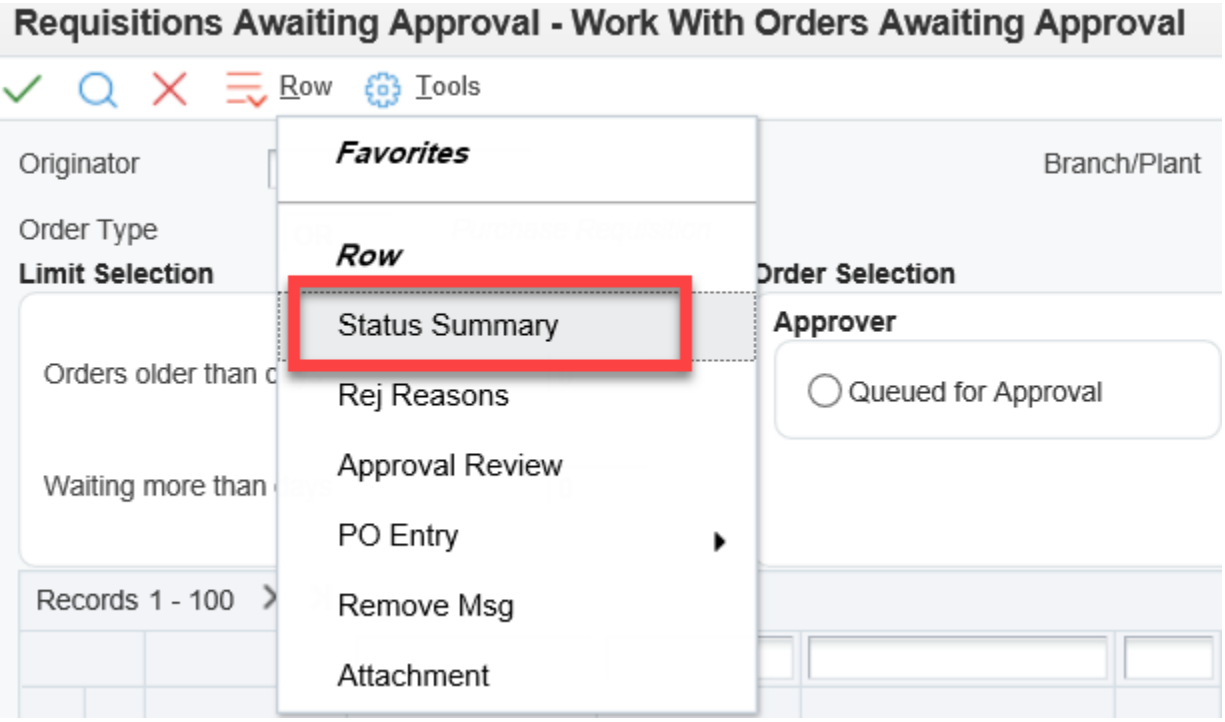
Requisition Orders (OR's) that remain idle with no activity for (6) months whether approved or not approved will be cancelled.



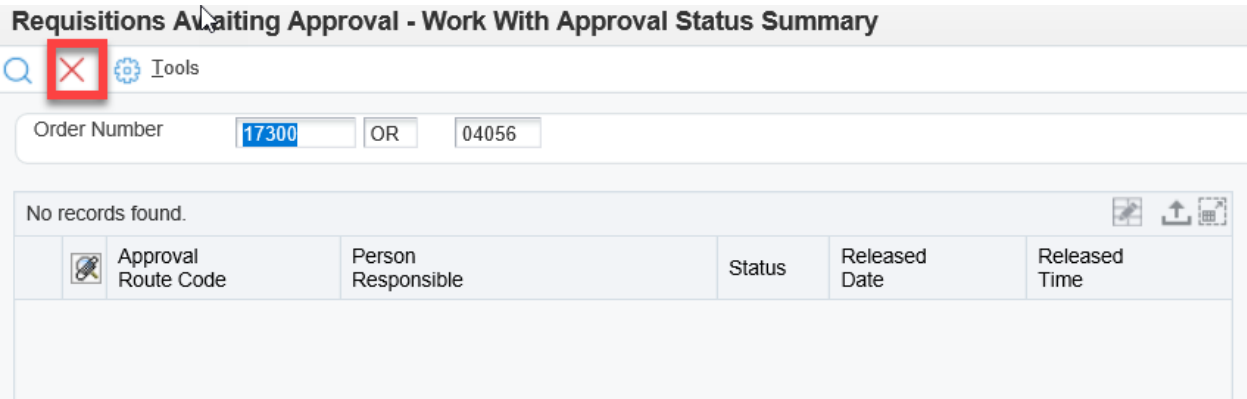
Function	Processes
Check Status of Requisitions – Cancel Orders	Note: Remember to remove your name from the **Approver** field. 2. Enter the OR number in the **Order Number** field. 3. Click the **Find** button Note: If unknown use the Branch/Plant or any of the QBE fields.



Function	Processes
Check Status of Requisitions – Cancel Orders	4. Select the order number in the grid. 5. Click the **Row** exit.

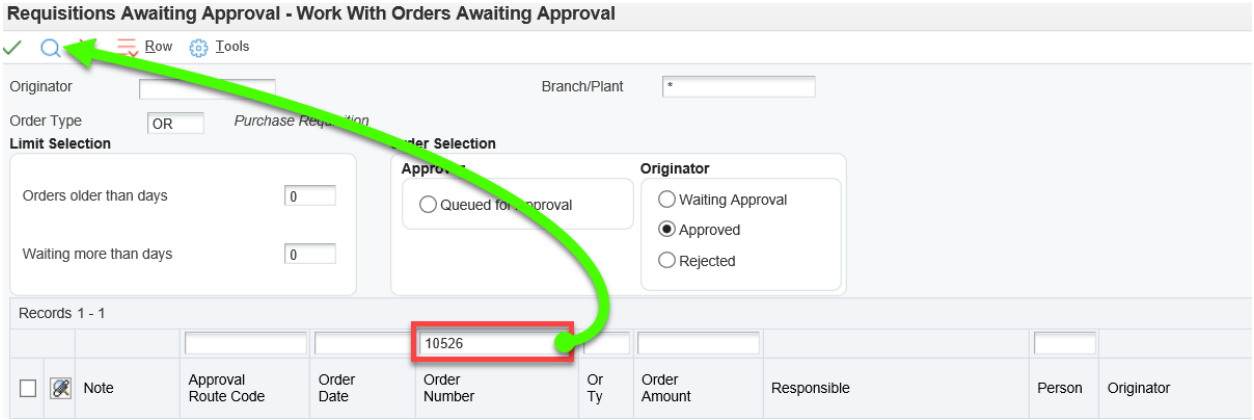


Function	Processes
Check Status of Requisitions – Cancel Orders	6. Select **Status Summary** from the row exit. Note: You may view any of the row exit options.

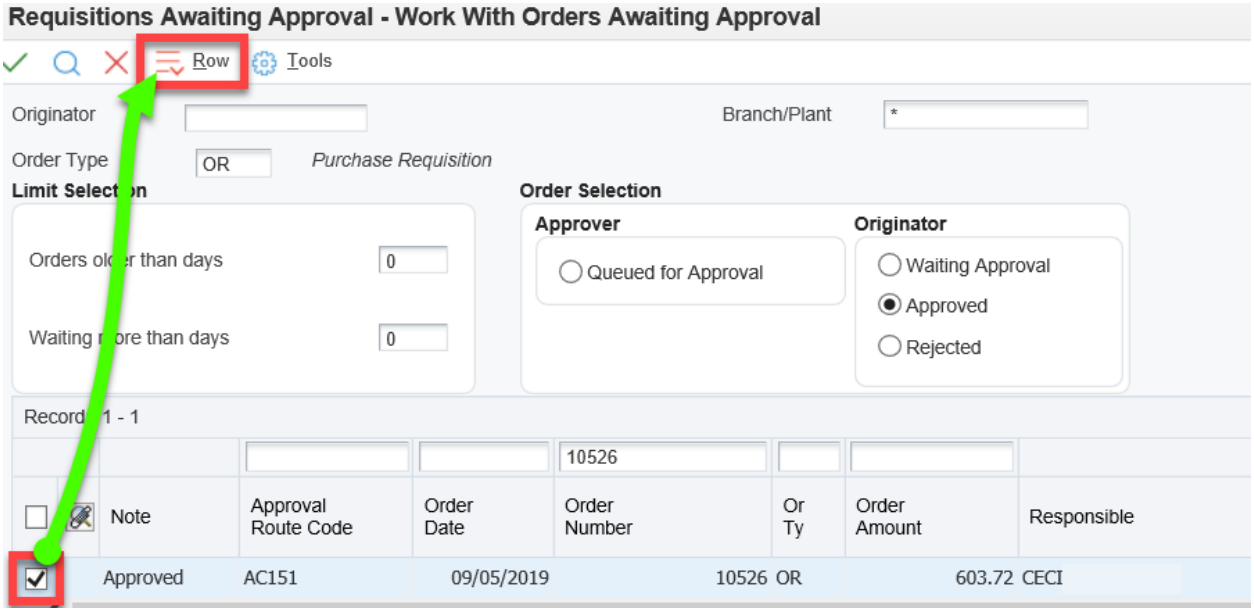


Function	Processes
Check Status of Requisitions – Cancel Orders	Note: No approver no status, **blank** this is, the result of a **cancelled** OR. 7. Click the **Close** button to exit.

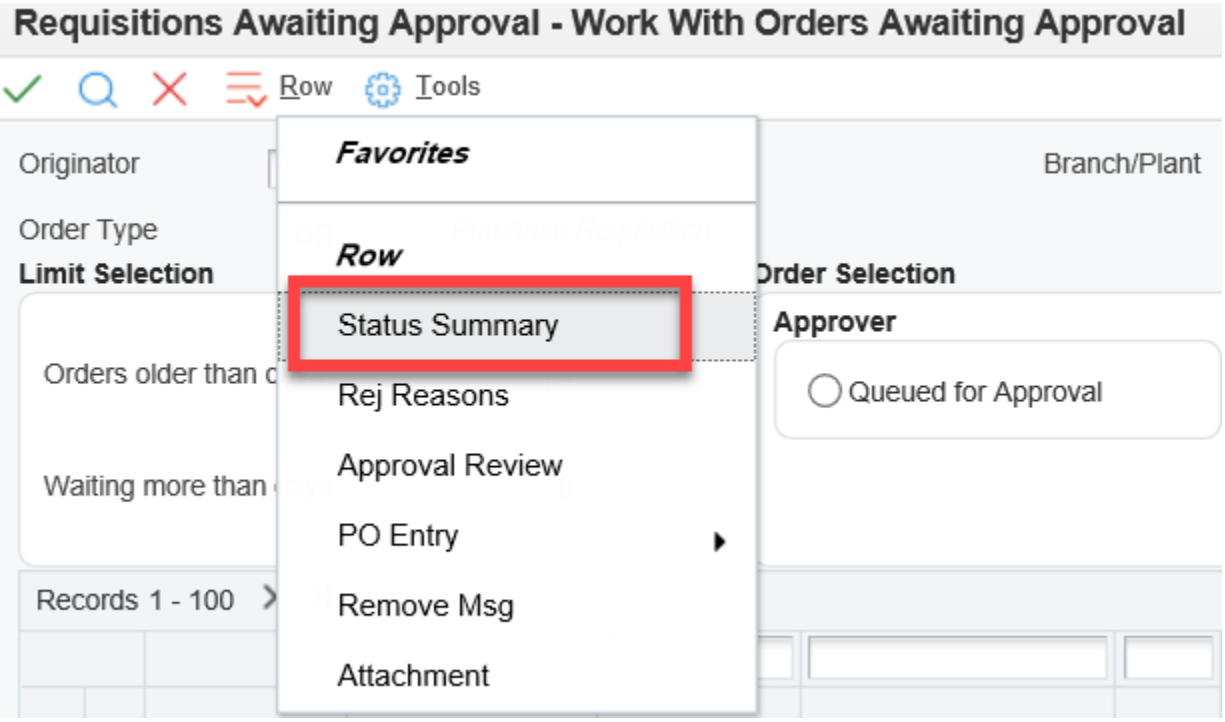
To View an Approved Order



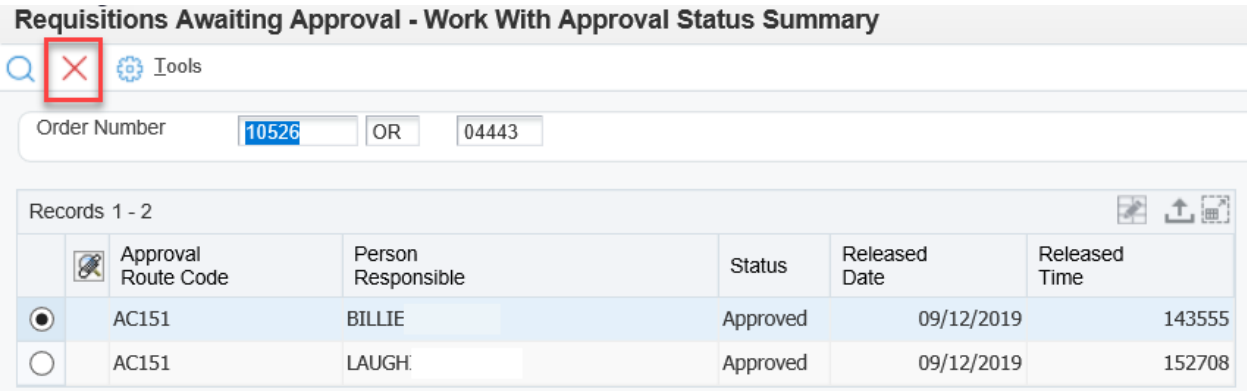
Function	Processes
Check Status of Requisitions – Approved Orders	Note: Remember to remove your name from the **Approver** field. 1. Enter the OR number in the **Order Number** field. 2. Click the **Find** button Note: If unknown use the Branch/Plant or any of the QBE fields.



Function	Processes
Check Status of Requisitions – Approved Orders	3. Select the order number in the grid. 4. Click the **Row** exit.



Function	Processes
Check Status of Requisitions – Approved Orders	5. Select **Status Summary** from the row exit. Note: You may view any of the row exit options.

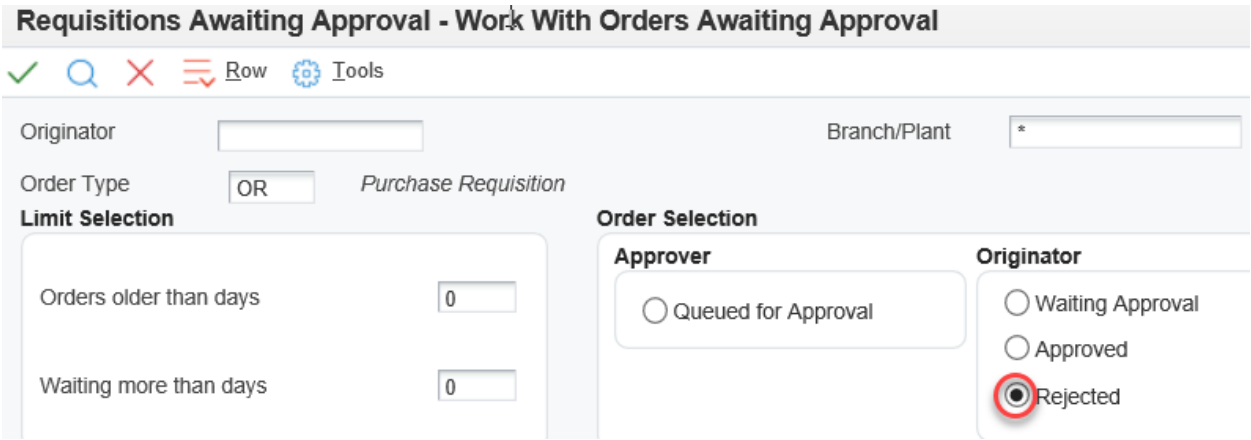


Function	Processes
Check Status of Requisitions – Approved Orders	Note: **Person Responsible** field displays (2) Approvers, the , 1st approver approved on 9/12/2019 at 2:35 pm with 55 seconds and 2nd approver approved same day at 3:27 pm with 8 seconds. **Released Time** is displayed in military time. 6. Click the **Close** button to exit.

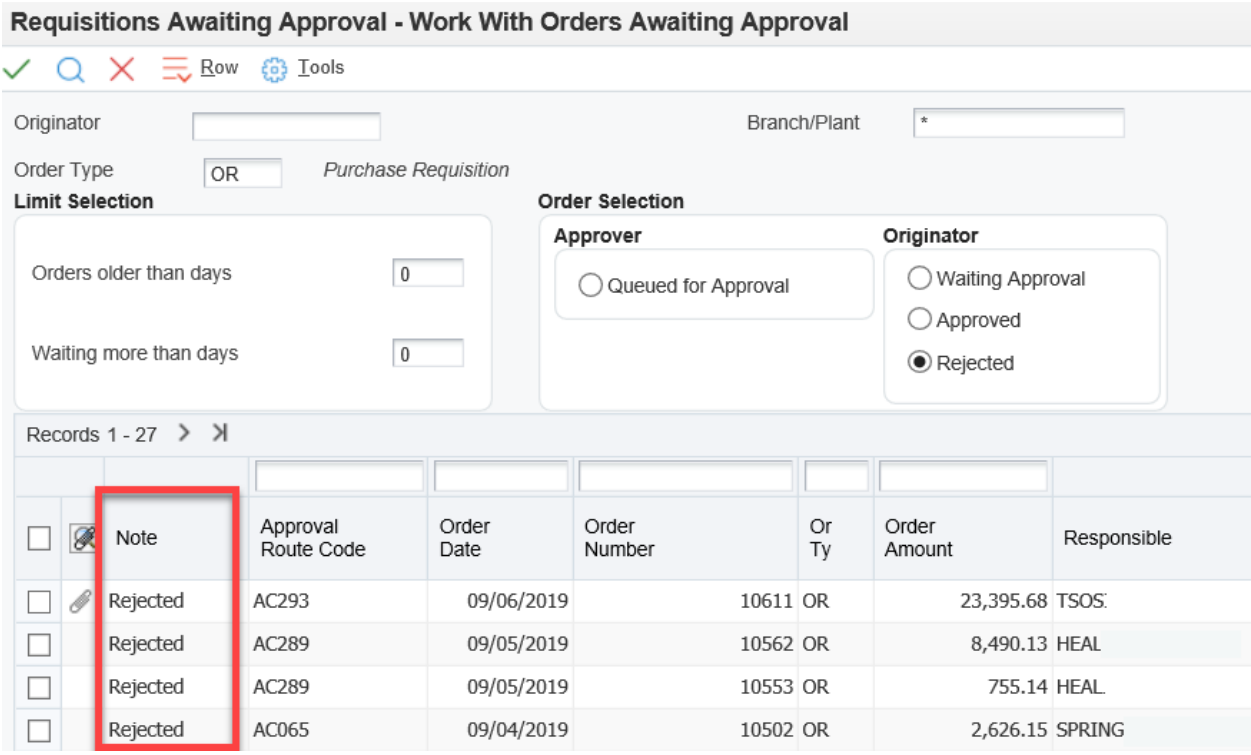
To View Rejected Orders

Displays order requisitions (OR) rejected by an Approver.

When an approver rejects an OR, the requisitioner must cancel the OR using the **Enter Requisitions** form.

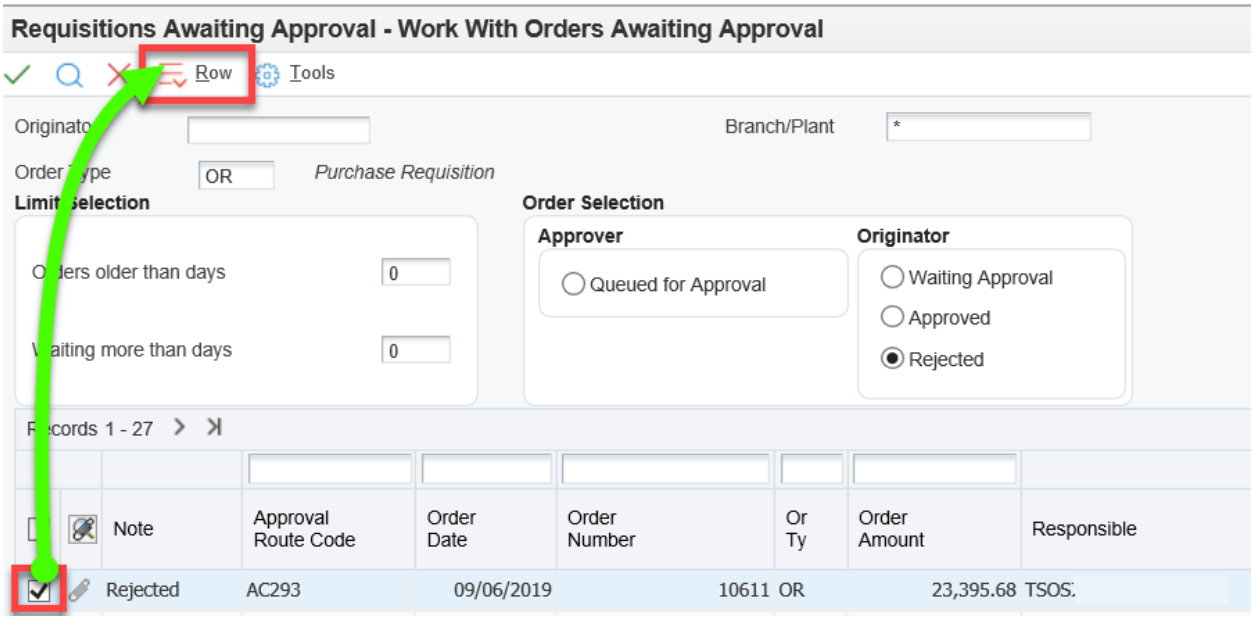


Function	Processes
Check Status of Requisitions – Rejected Orders	Note: Will take a bit longer to display records in the grid, unlike the Waiting Approval or Approved radio buttons. 1. Click the **Reject** button.

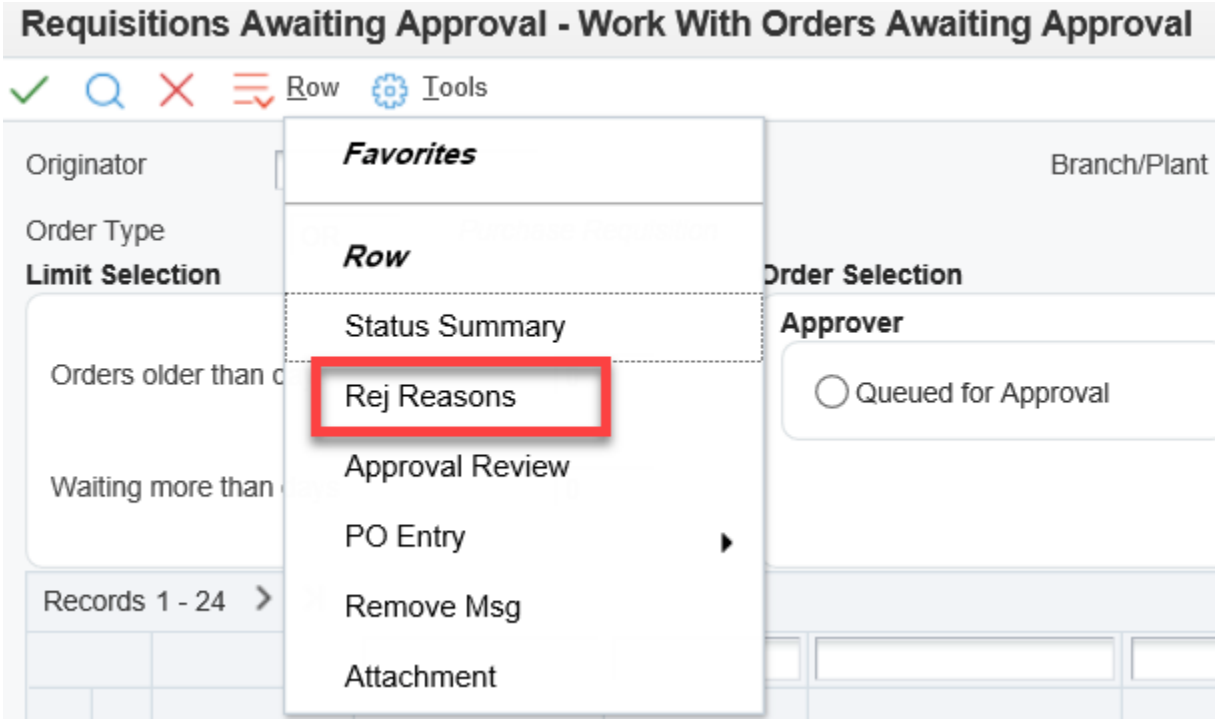


The **Note** column displays Rejected OR's by an approver.

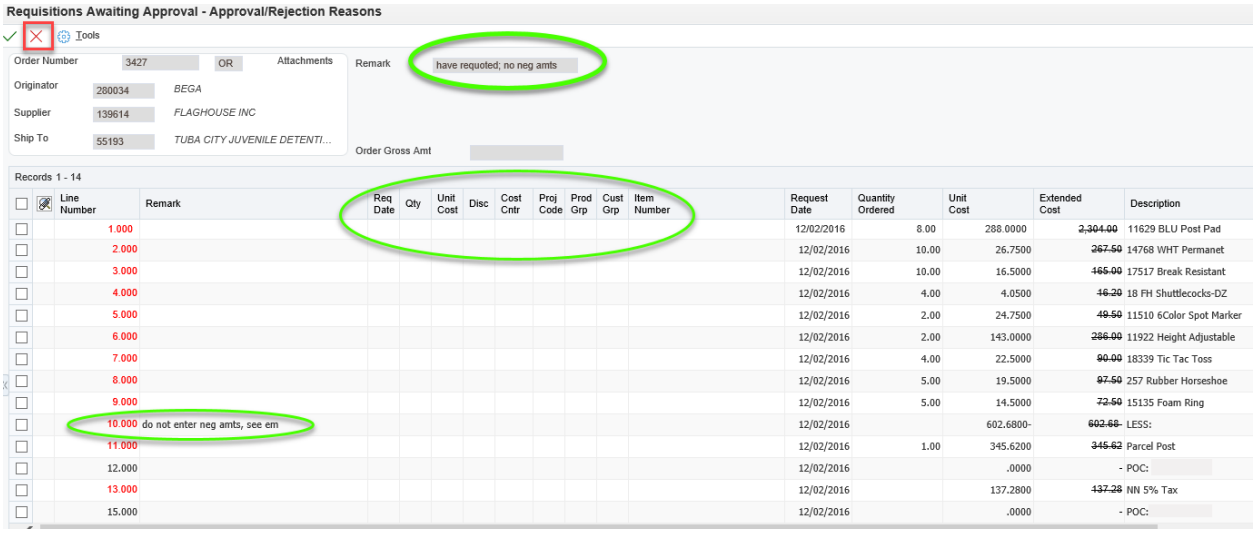
Viewing Rejected Reasons



Function	Processes
Check Status of Requisitions – Rejected Orders	2. Select a **specific order** from the grid. 3. Click the **Row** exit.



Function	Processes
Check Status of Requisitions – Rejected Orders	4. Select **Rej Reasons** from the row exit.



At the **Requisitions Awaiting Approval - Approval/Rejection Reasons** form, the line numbers highlighted in red in the **Line Number** column are rejected lines.

The rejection reason is noted in the **Remark** field in the header. The approver has options where to enter the reject reason:

- In the **Remark** field in the header
- In the **Remark** field in the grid on the line numbers
- Or check the boxes that apply for reject reason, boxes labeled (**Req Date, Qty, Unit Cost' Disc**., etc.).

Function	Processes
Check Status of Requisitions – Rejected Orders	5. Upon review, click the **Close** button to exit the form.

Work With Work Center

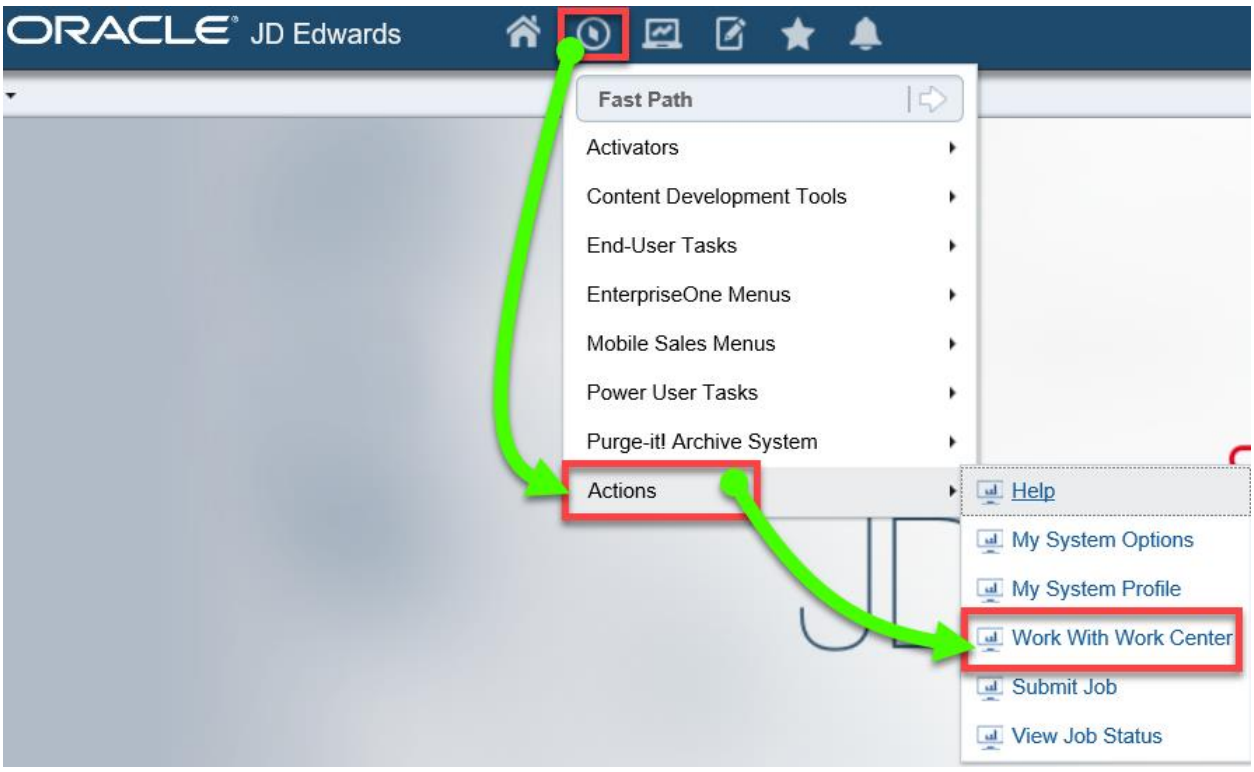
Checking System Notification by Electronic Mail

Check the Work Center for messages, warnings or errors that prevented the process from posting batches and workflow orders.

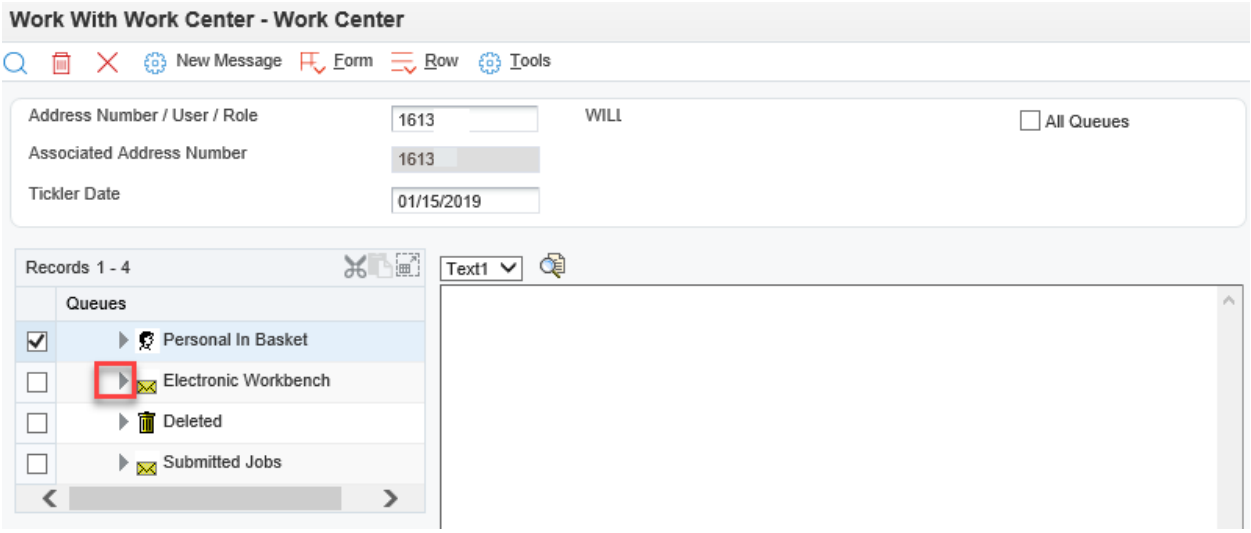
Requisitioners and approvers receive messages in the Electronic Workbench queue in the Work Center. The system notifies you by electronic mail when a specific order requires an approval.

If your Work Center does not display the appropriate forms, contact FMIS Support.

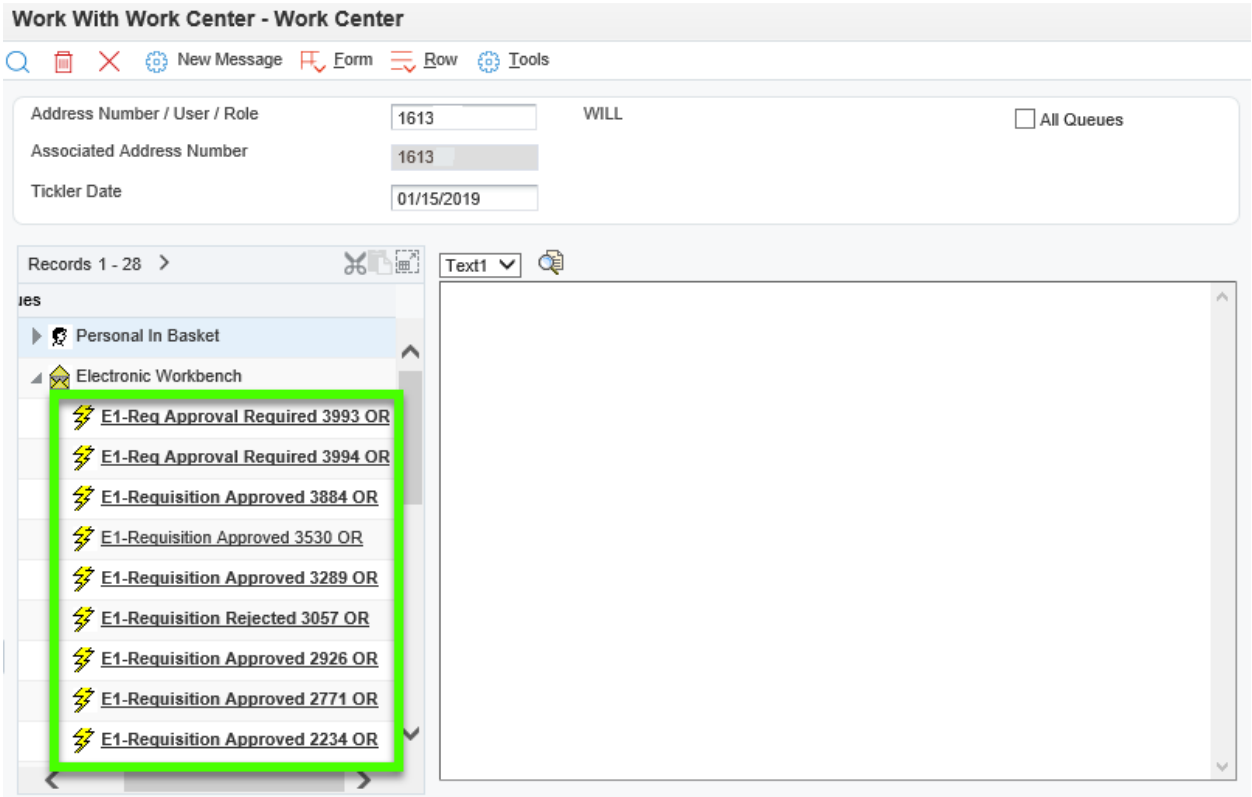
Via Menus	Navigator → Actions → Work With Work Center



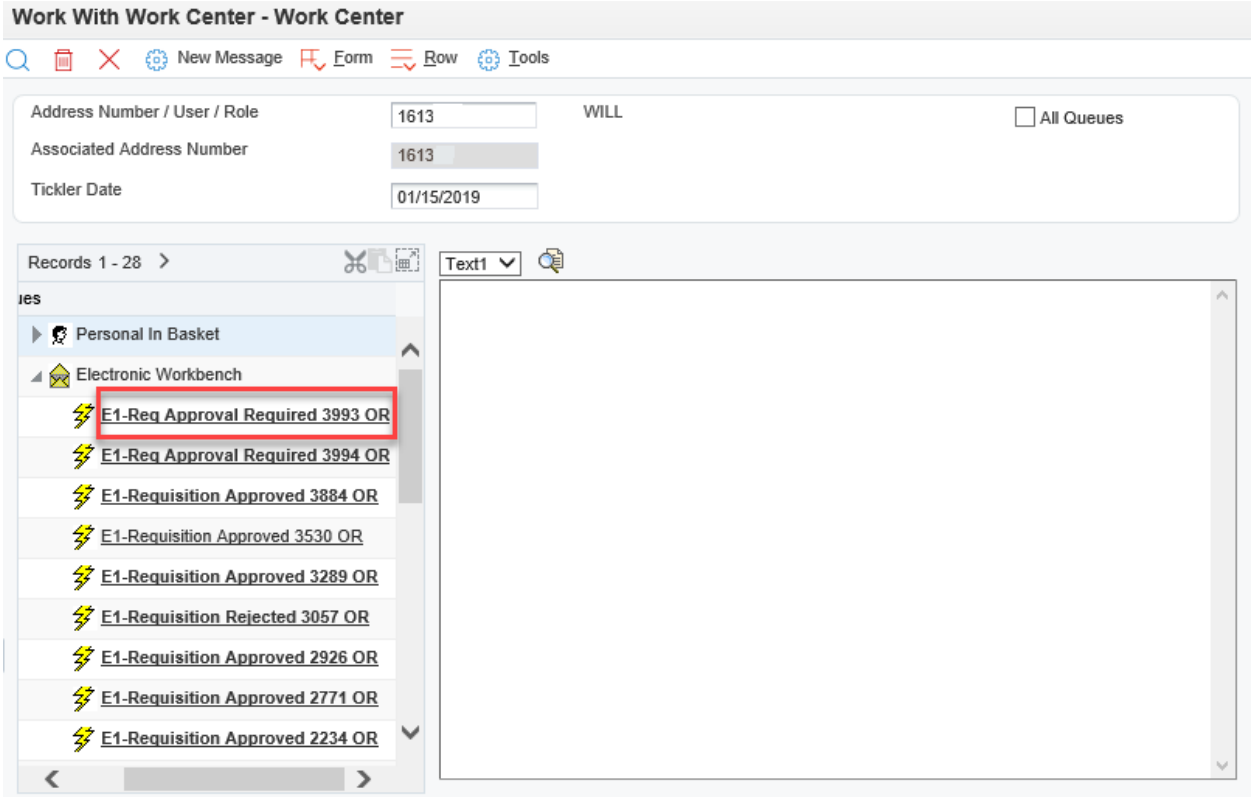
Function	Processes
Work With Work Center	1. Click the **Navigator** button. 2. Select **Actions**. 3. Select **Work With Work Center**.



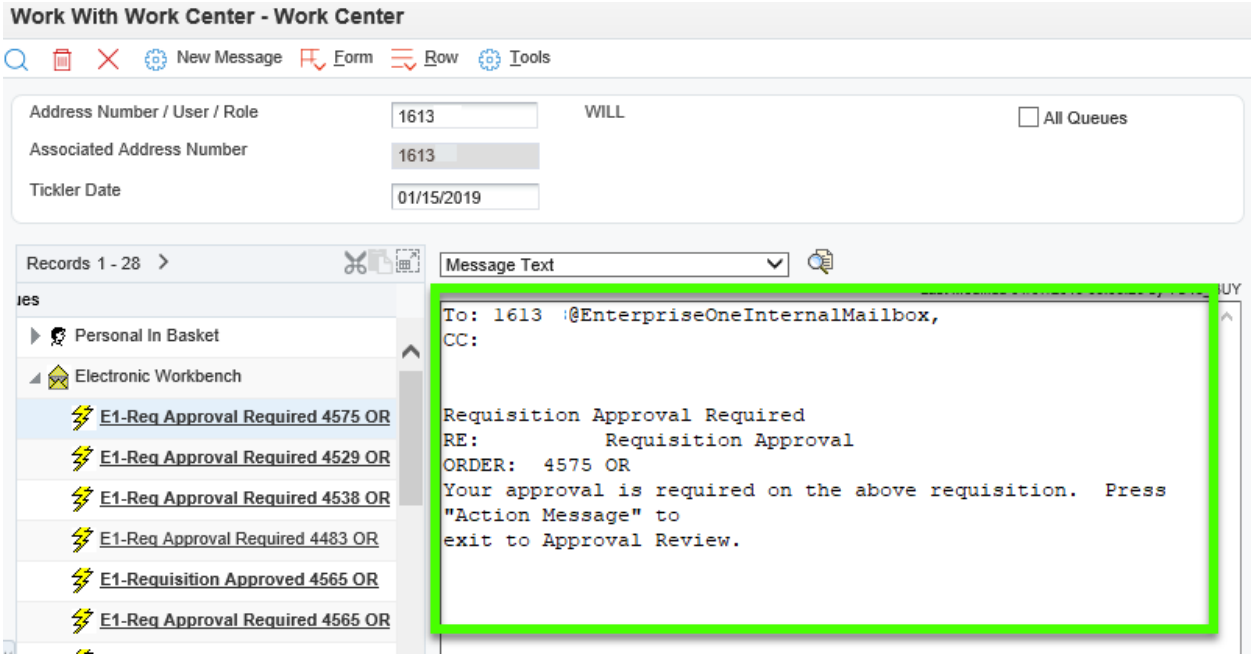
Function	Processes
Work With Work Center	At the **Work Center** form, your address book number and name will be displayed in the header. 4. In the **Queues** section, select the 2nd right arrow key, to open the **Electronic Workbench** envelope.



Electronic Workbench displays all **E1 – Requisition Approval Required** by order number.



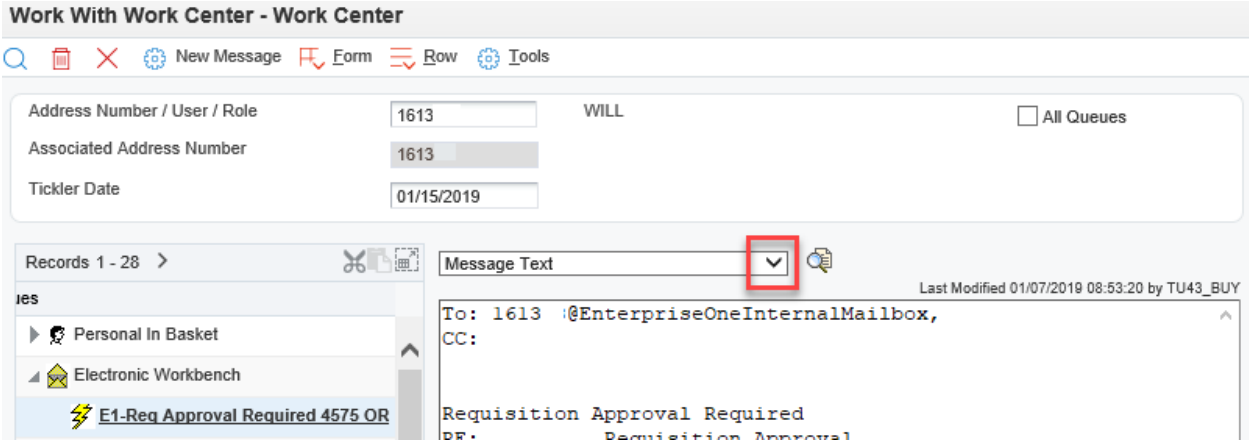
Function	Processes
Work With Work Center	5. Select an order from the list to display the message.



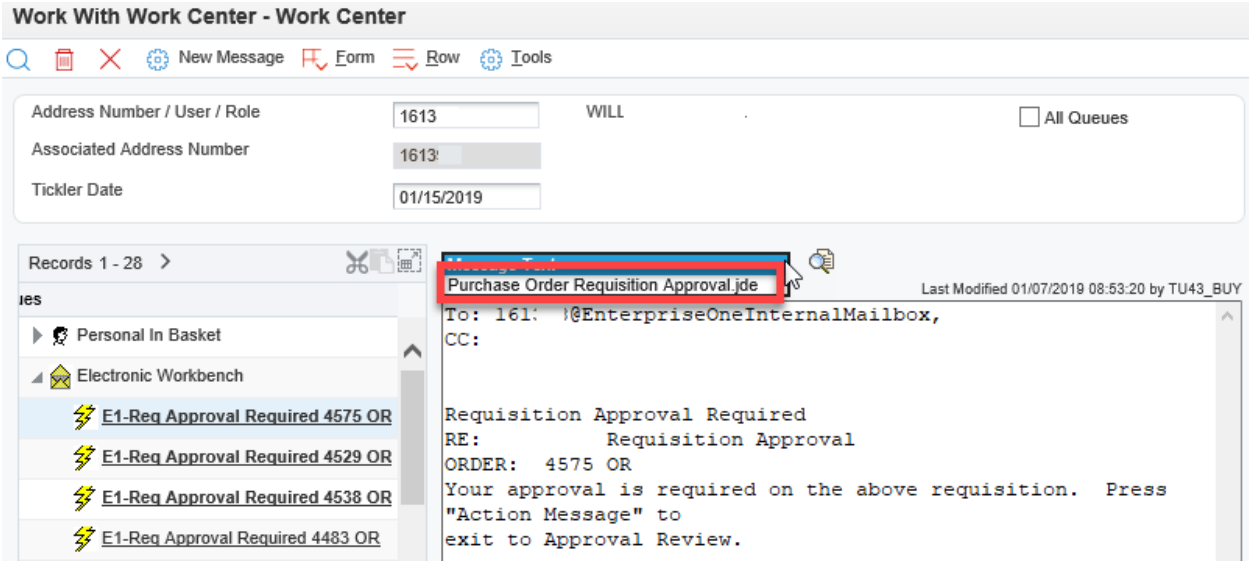
In the view panel the message is displayed in text format. If you are an approver, this will be a message you will received.

To Approve an Order Requisition from the Work Center

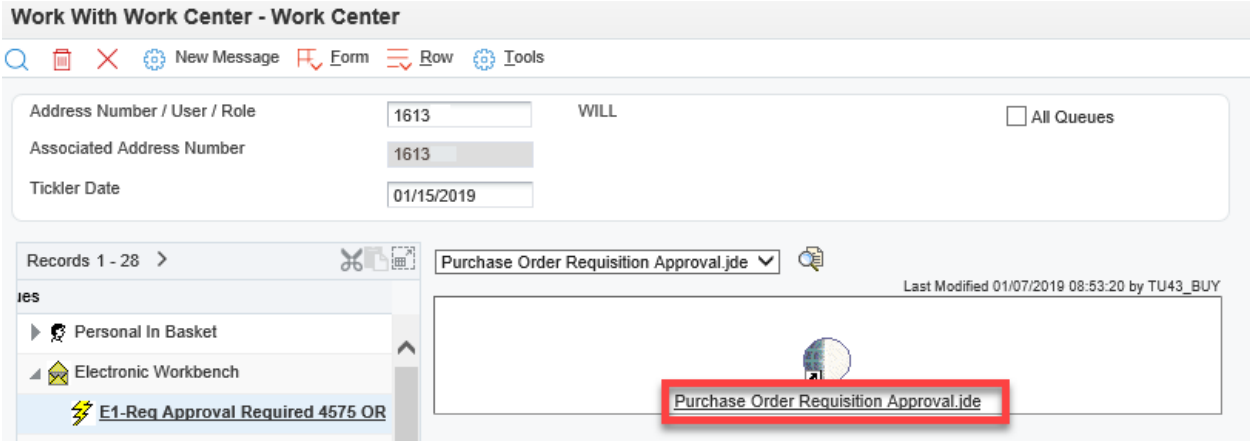
- For Approvers



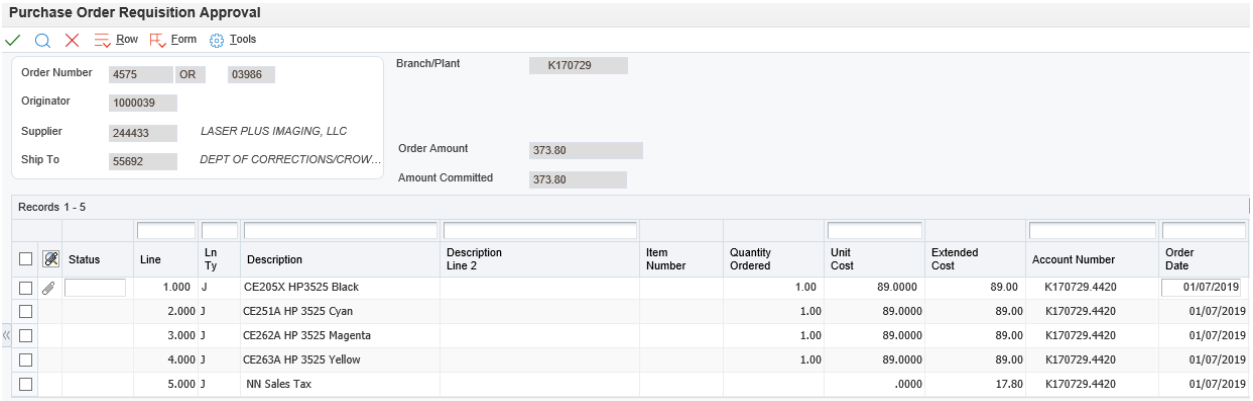
Function	Processes
Work With Work Center - Approval	6. Click the **List** button in the **Message Text** field.



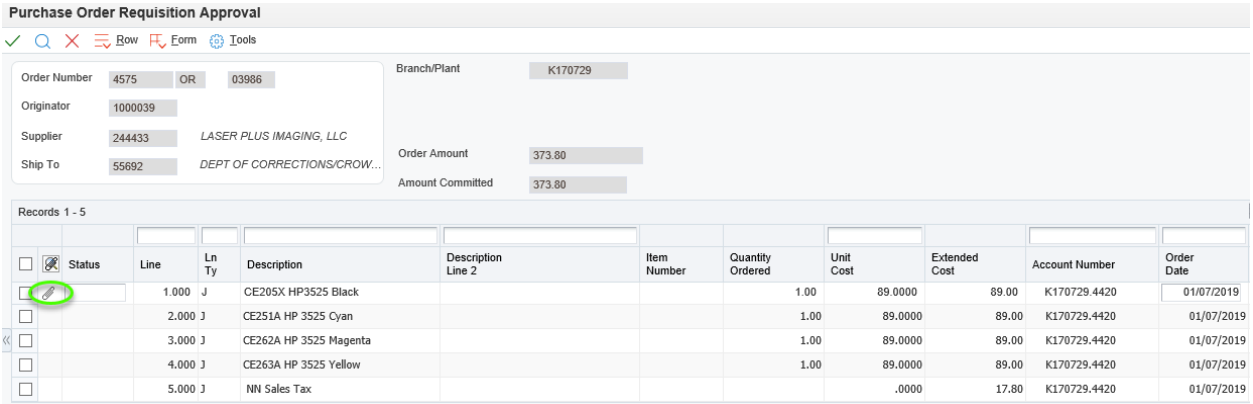
Function	Processes
Work With Work Center - Approval	7. Click the **Purchase Order Requisition Approval.jde** link.



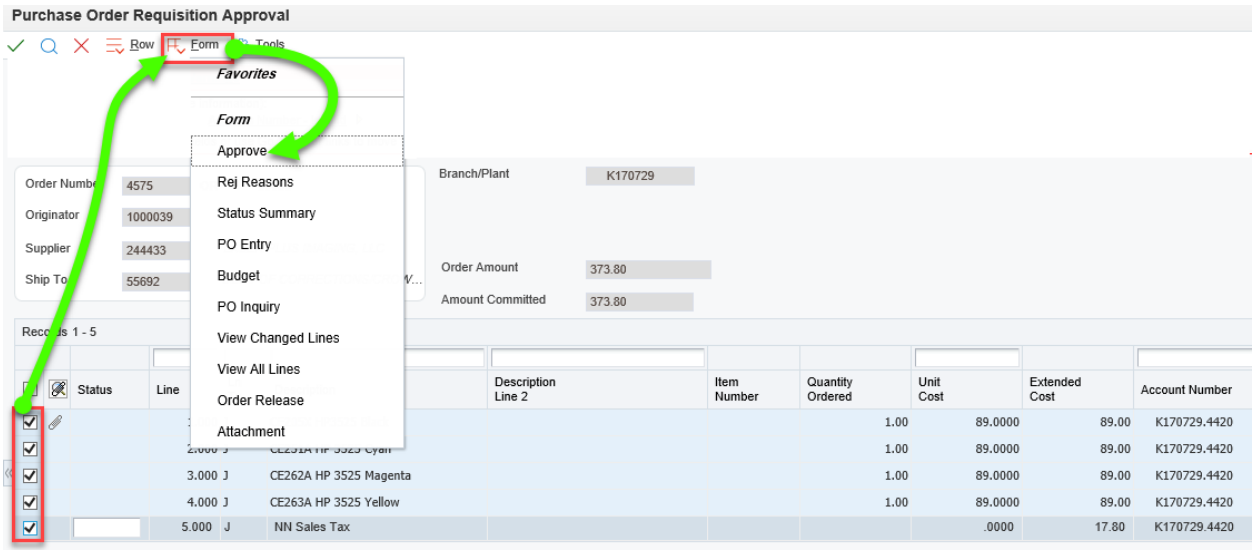
Function	Processes
Work With Work Center - Approval	8. Click the **Purchase Order Requisition Approval.jde** link.



The system launches the **Purchase Order Requisition Approval** form.

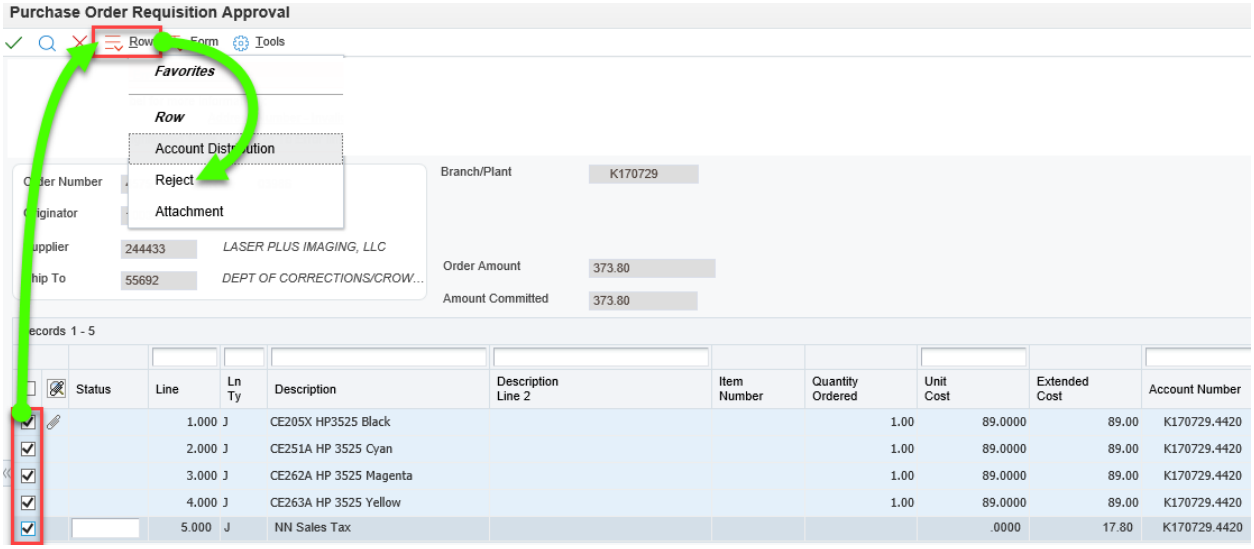


Function	Processes
Work With Work Center - Approval	If all supporting documents are attached, Approver can approve from here. 9. Approver reviews the attachments by clicking the **Attachment** icon.



Function	Processes
Work With Work Center - Approval	Note: The approver only views line type J. 10. Approver **selects line numbers** in the grid to approve. 11. Click the **Form** exit. 12. Select **Approve** from the form exit.

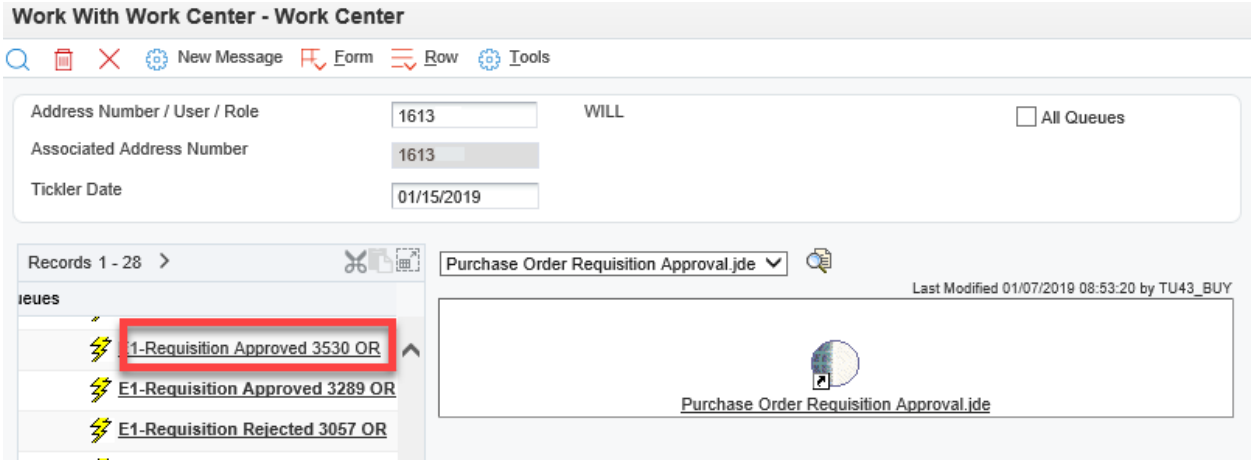
To reject an OR using the Work Center



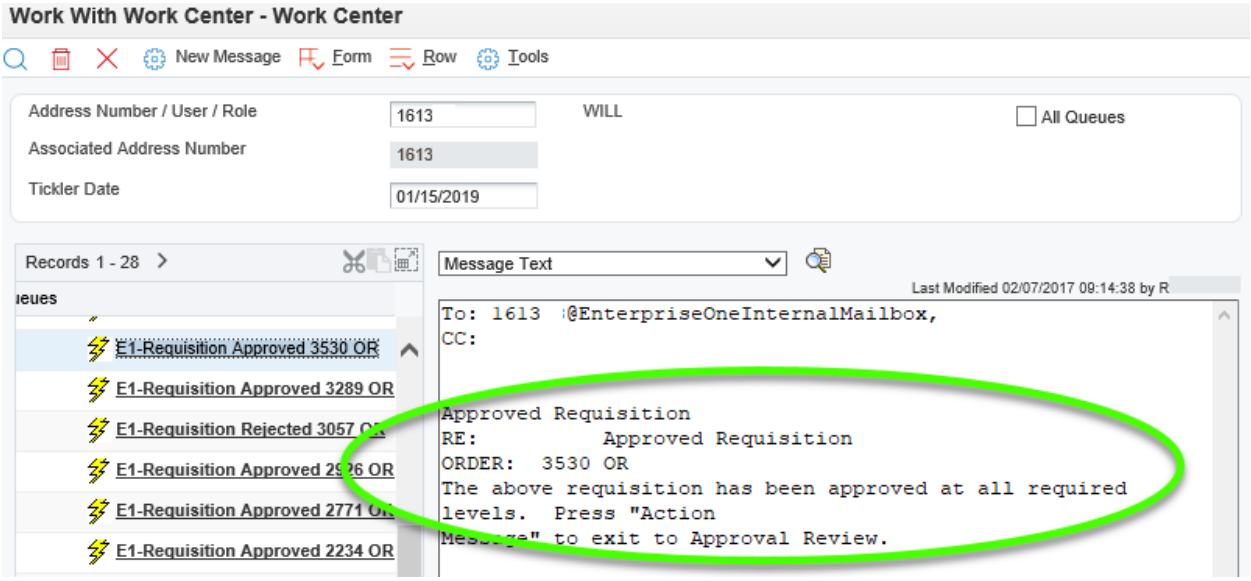
Function	Processes
Work With Work Center - Rejected	Note: The approver only views line type J. 13. Approver **selects line numbers** in the grid to reject. 14. Click the **Row** button. 15. Select **Reject** from the row exit.

To View Approved Messages

The work center also displays approved requisitions by order number.

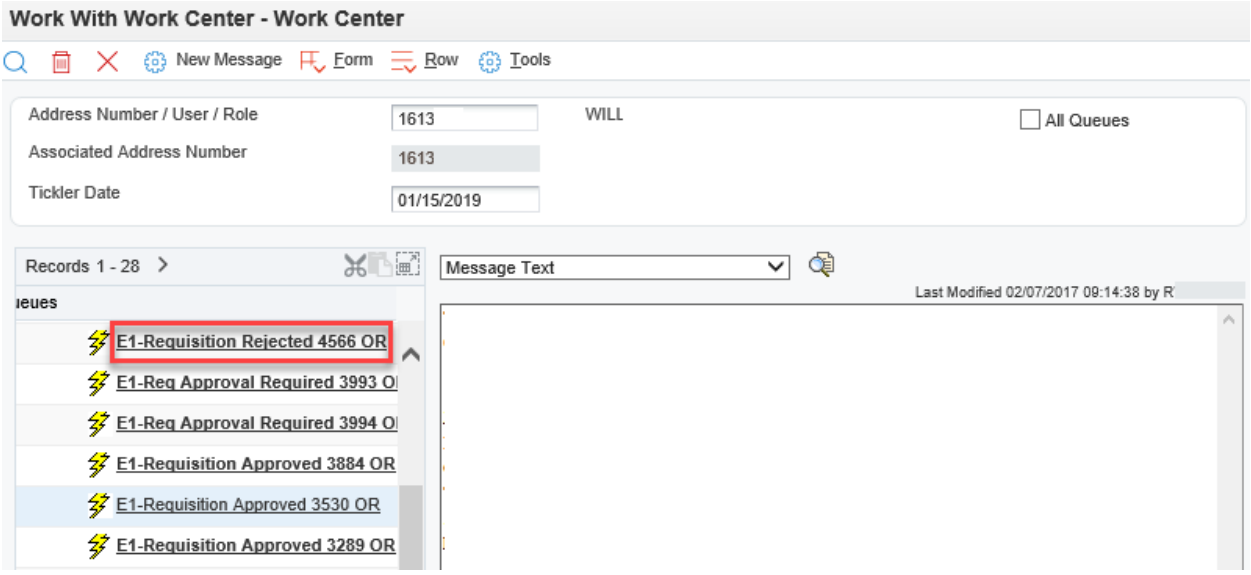


Function	Processes
Work With Work Center – Approved	1. In the **Electronic Workbench** queue, click a text message that is title **Requisition Approved**.

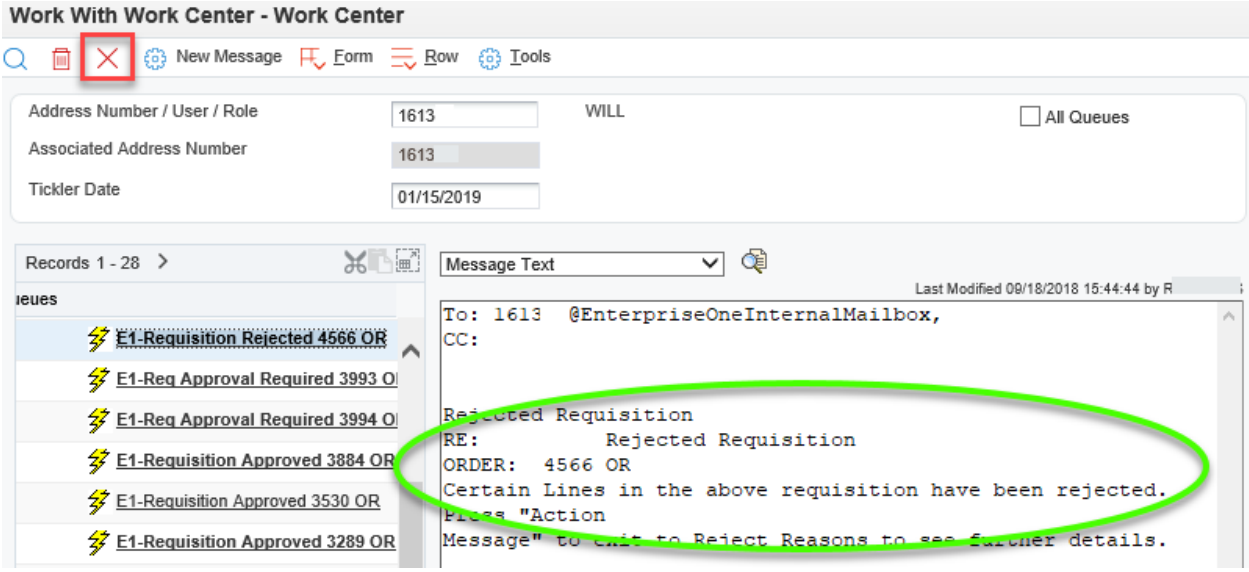


Electronic message displays the message text: **Requisition has been approved**.

To View Rejected Messages



Function	Processes
Work With Work Center – Rejected	1. In the **Electronic Workbench** queue, click a text message that is title **Requisition Rejected.**



Function	Processes
Work With Work Center – Rejected	2. View the electronic message displayed **Requisition have been rejected**. 3. Click the **Close** button to exit.

Approvers - Orders Awaiting Approval

An approval route code is assigned then, a requisition order can is entered. The system places the order in the **Orders Awaiting Approval** form.

The approver needs to check periodically to see which orders need approval.

You may locate all orders that await the approval and select orders to review for approval or rejection. You must approve an order to authorize the purchase of items and services.

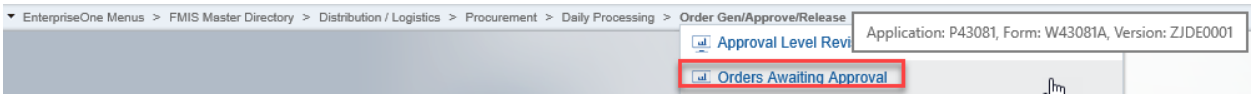
You may reject an order if you disapprove of the purchase. You may reject detail lines on an order if, you do not want the system to process the order. The entire order is then rejected. You must provide explanations for rejecting orders.

- If the OR was rejected, the requisitioner must cancel the OR entirely.

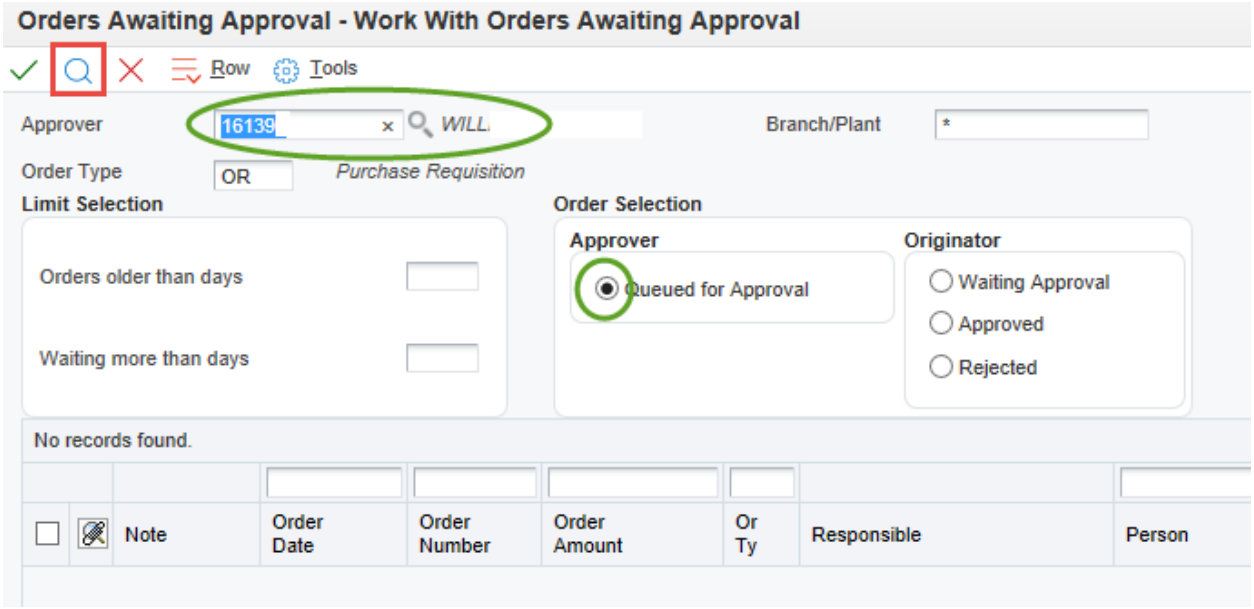
When you approve an order, the system either updates the order to an approved status or sends the order to the next person on the approval route.

After all order requisitions are approved, the requisitioner must notify the Purchasing Department with the OR number to be reviewed and buyer to generate a purchase order.

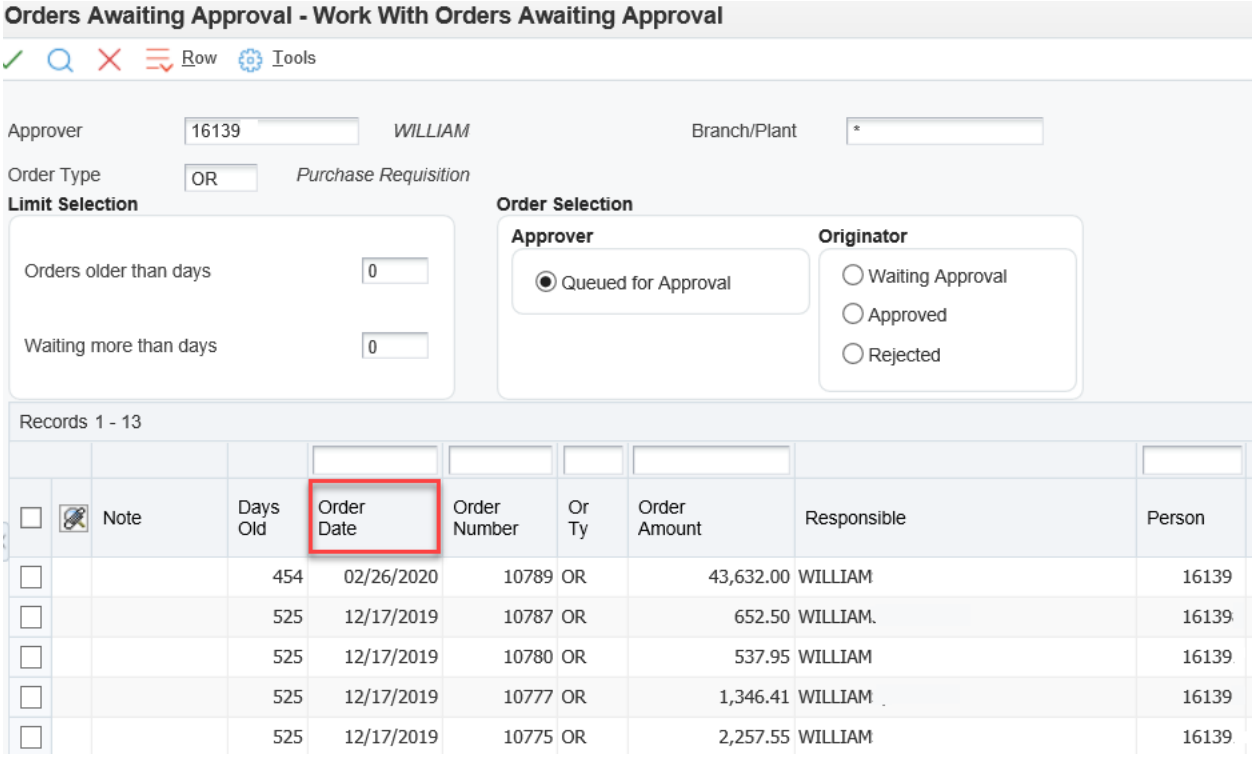
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Order Gen / Approve / Release → Orders Awaiting Approval



Function	Processes
Orders Awaiting Approval	1. Select **Orders Awaiting Approval** form, from the **Order Gen/Approve/Release** menu.



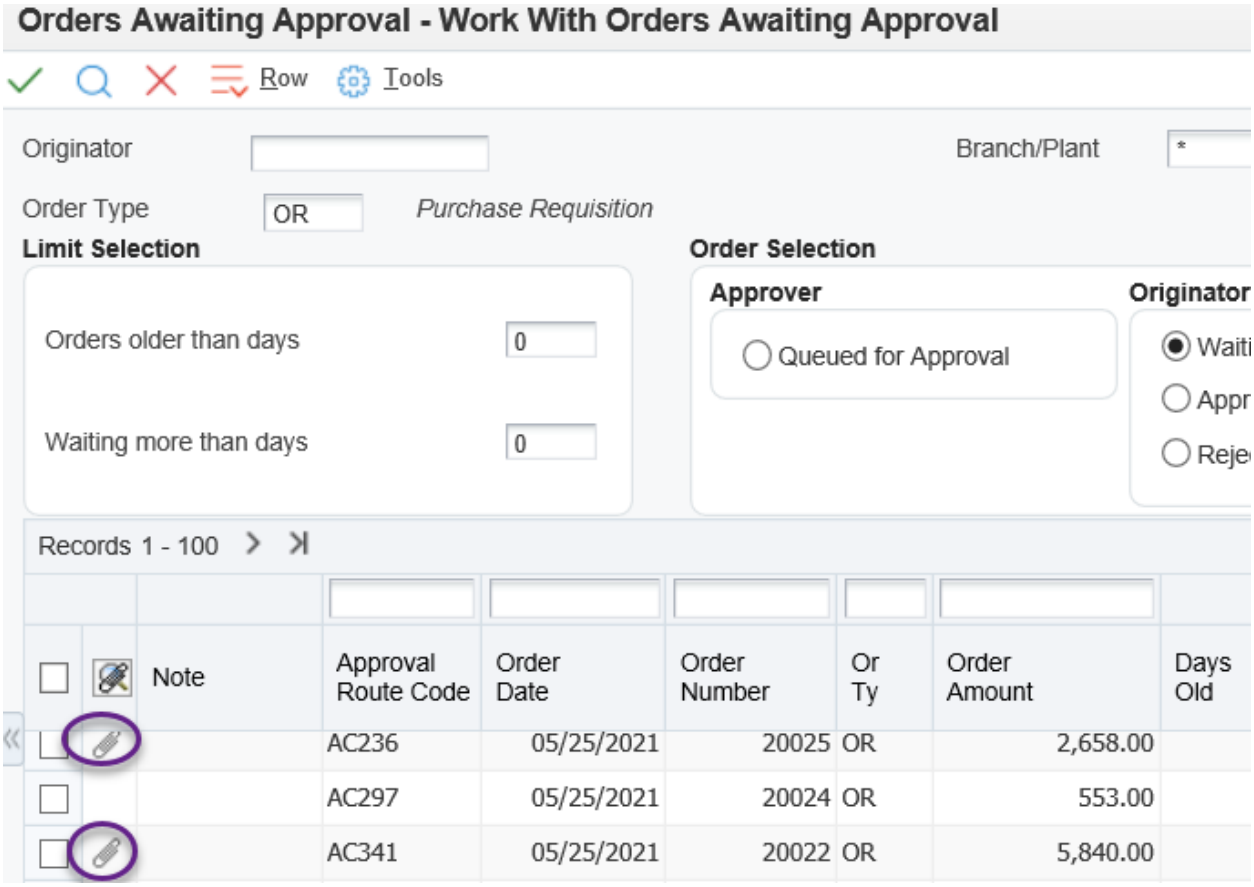
Function	Processes
Orders Awaiting Approval	The form defaults with the approvers address book number (AB#) in the **Approver** field and radio button **Queued for Approval** selected. 1. At the **Work With Orders Awaiting Approval** form, click the **Find** button. Note: Use the Branch/Plant field if known.



Function	Processes
Orders Awaiting Approval	If you do not see the **Order Number** provided to approve in the grid: • The OR might be pending another approver. • The OR might be approved. • If it is a general fund OR you may even use the bypass approval option. You will need to locate the OR and verify the status, do the following: • Use the Inquiry on a OR and view the ***Summary Status***.

Header Attachment

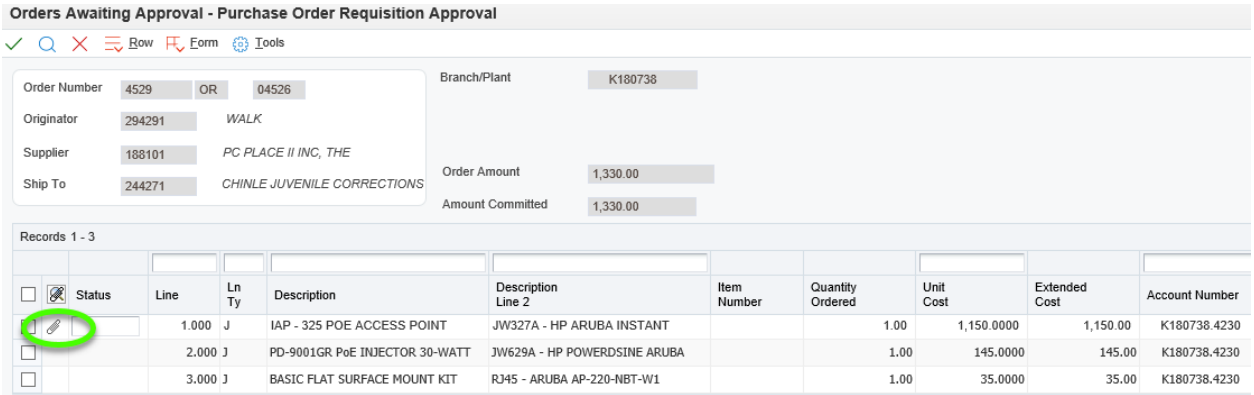
Depending on where the requisitioner attached the supporting documents, either at the header or detail revision. Review the supporting documents first.



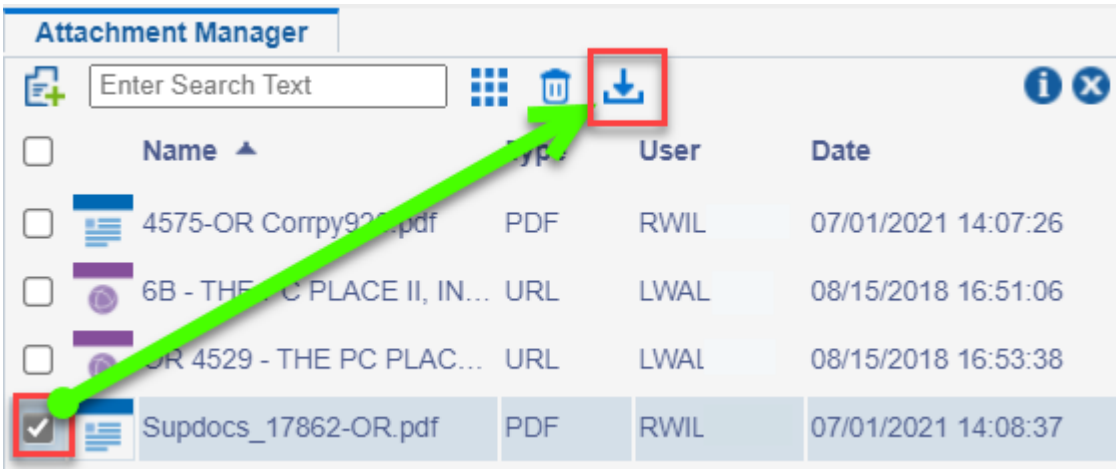
If attachments are attached at the Orders Awaiting Approval form, follow steps 6–10 to view the attachments.

Function	Processes
Orders Awaiting Approval	2. Select the Order Number(s) from the grid to approve. 3. Click the **Row** exit. 4. Select **Approval Review** from the row exit. Note: You may review the other options listed on the menu.

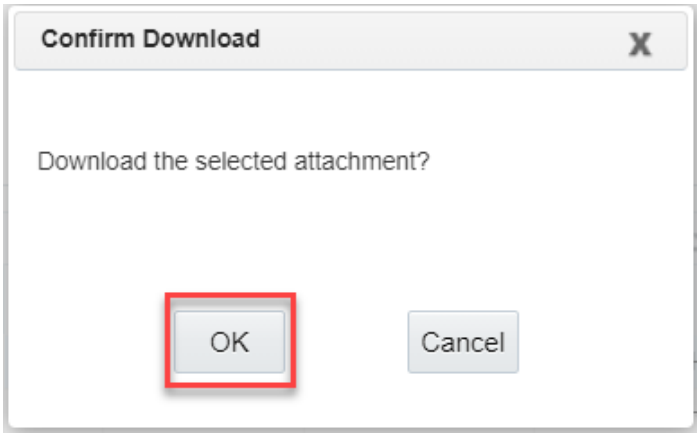
Review Supporting Documents - Detail Revision



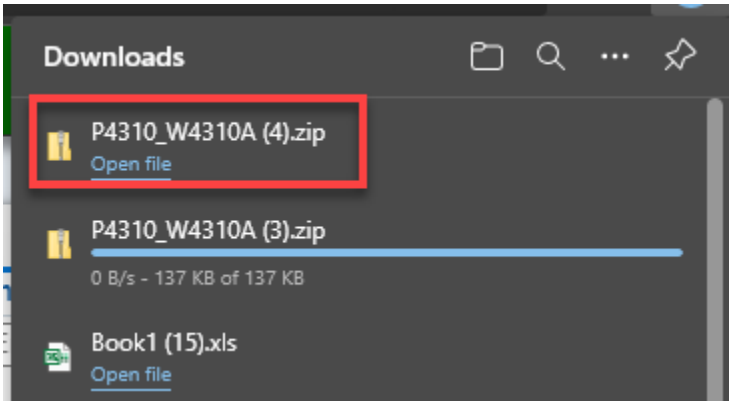
Function	Processes
Orders Awaiting Approval	5. At the **Purchase Order Requisition Approval** form, click on the **Attachment** icon to verify the supporting documents. Note: If there are no attachments, notify your requisitioner. Do not approve until the supporting documents are attached and reviewed. It only delays the OP generation if attachments are missing.

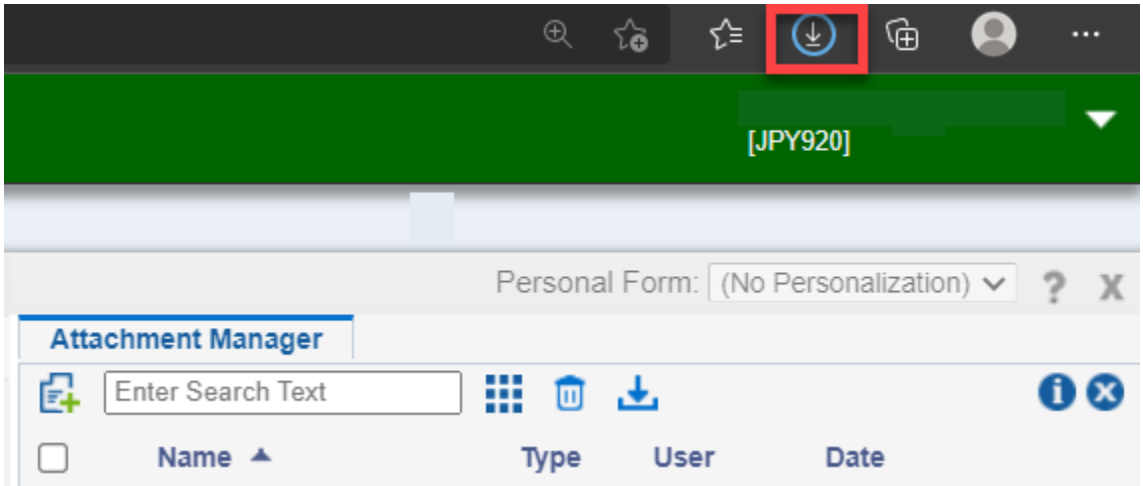


Function	Processes
Orders Awaiting Approval	6. At the **Attachment Manager** tab, click the **checkbox** next to the file to view, the download button will populate. 7. Click the **Download** button.

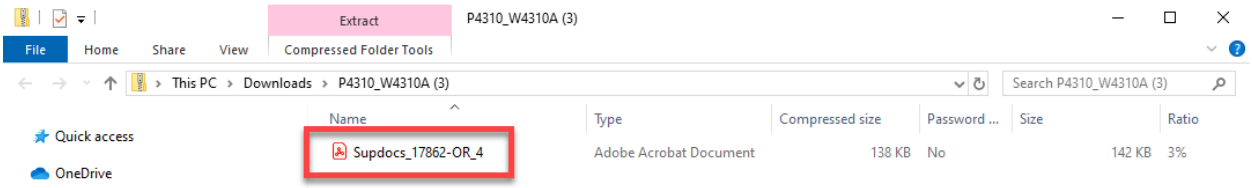


Function	Processes
Orders Awaiting Approval	8. At the **Confirm Download** form, click **OK**.

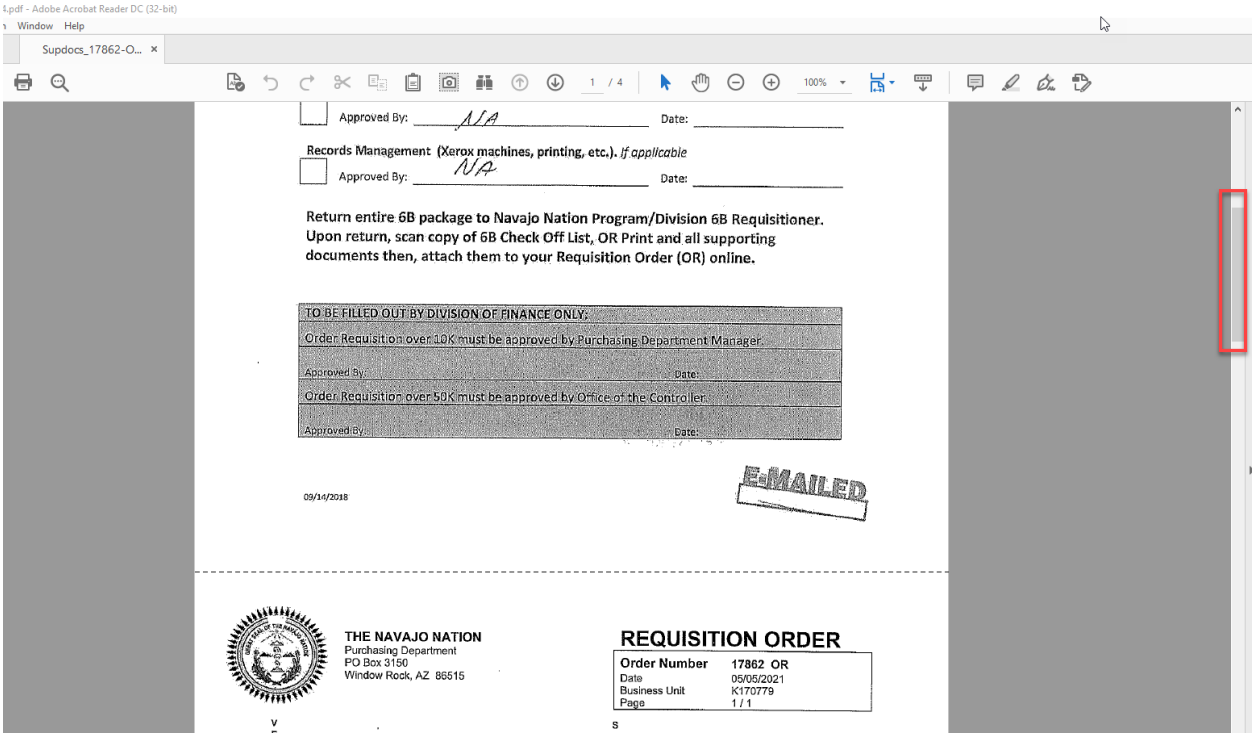




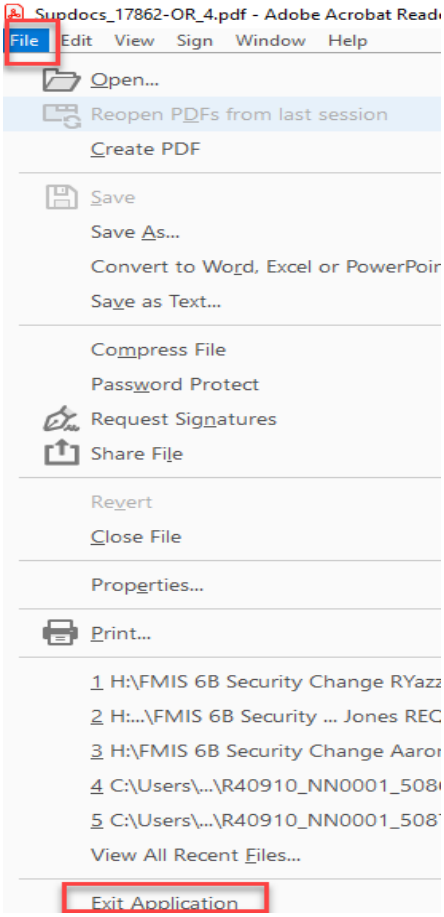
Function	Processes
Orders Awaiting Approval	9. **Select** the zip file from your download either in the top right corner or bottom left corner or locate the download button.



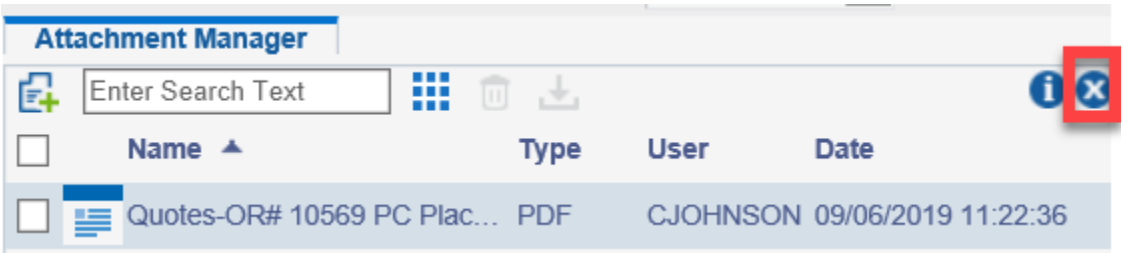
Function	Processes
Orders Awaiting Approval	10. At the **Extract** zip file, double-click the file name or right-click on the file name using your mouse then, select **Open**.



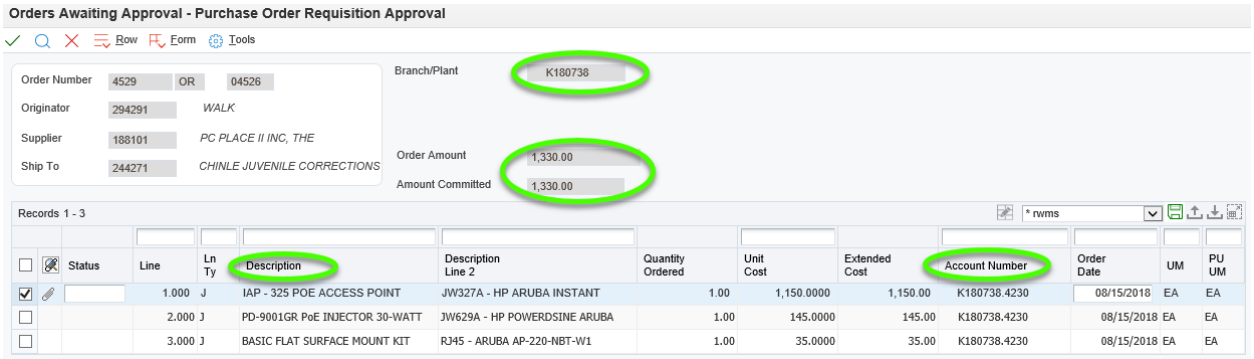
Function	Processes
Orders Awaiting Approval	11. At the pdf-Adobe Acrobat Reader file, view the supporting documents using the **vertical scroll bar**. • Verify the ***6B Check Off List*** is complete and signed. • Correct copy of the ***Requisition Order*** print is attached. • The required number of ***quotes*** are attached. • Debarment and Suspension form, W9, etc., • ***All supporting documents*** for this purchase are attached. Note: If any supporting document is missing notify the requisitioner. Do not approve until attached.



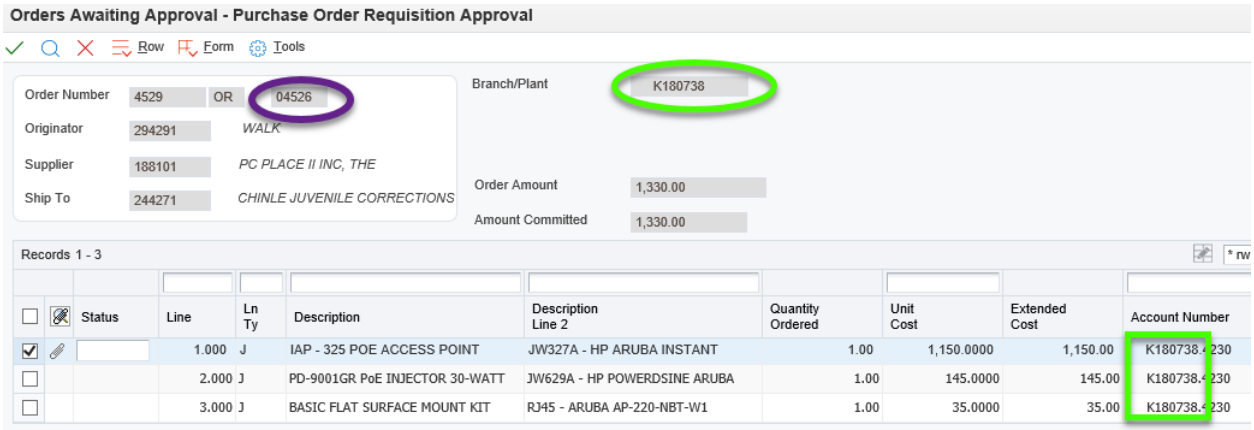
Function	Processes
Orders Awaiting Approval	12. Click the **File** button, select **Exit Application** to exit.

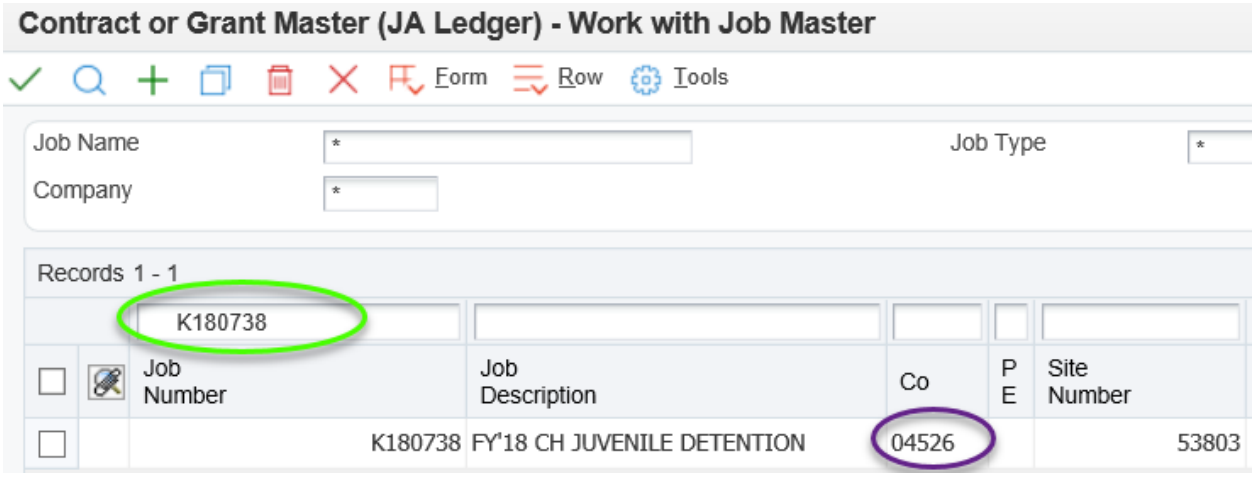


Function	Processes
Orders Awaiting Approval	13. Click the **Close side panel** button.



Function	Processes
Orders Awaiting Approval	14. Verify the data entry for accuracy, data cannot be changed by the approver.





The Branch/Plant, the Account Number Business Unit and the Company number must all agree.

Only one business unit must be used per OR.

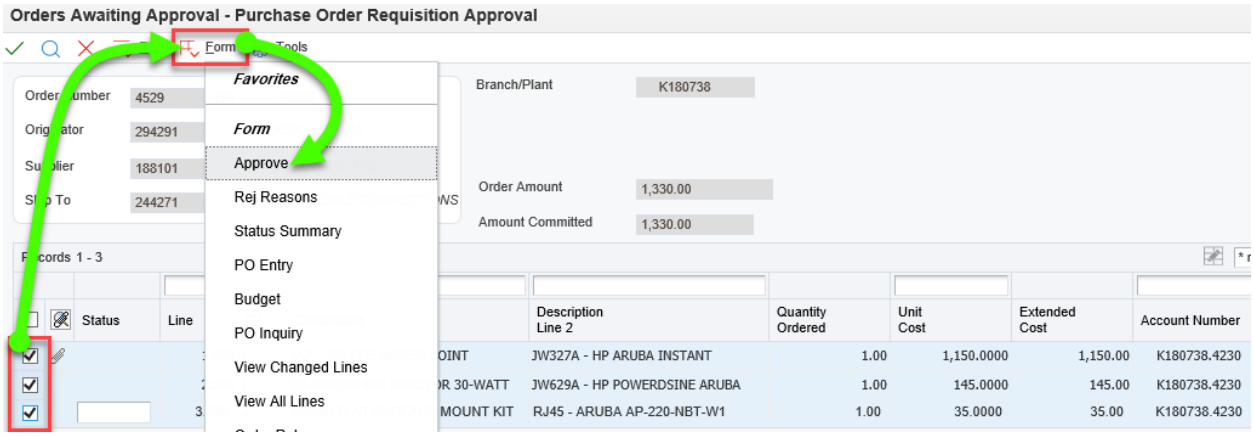
- No Cost Distribution
  - Combination of Kxxxxx and 11xxxxx (External/General).
  - Combination of K180738 and K170509.
    - Due to different approvers in Contract Accounting.
  - Combination of 11xxxx and 912xxx (General Fund).

- If there are any discrepancies with data entry, contact your requisitioner, request for correction **only if there were no prior** approvals.

- If prior approvals were done and you are the final approver.
  - You may **Reject** the order.

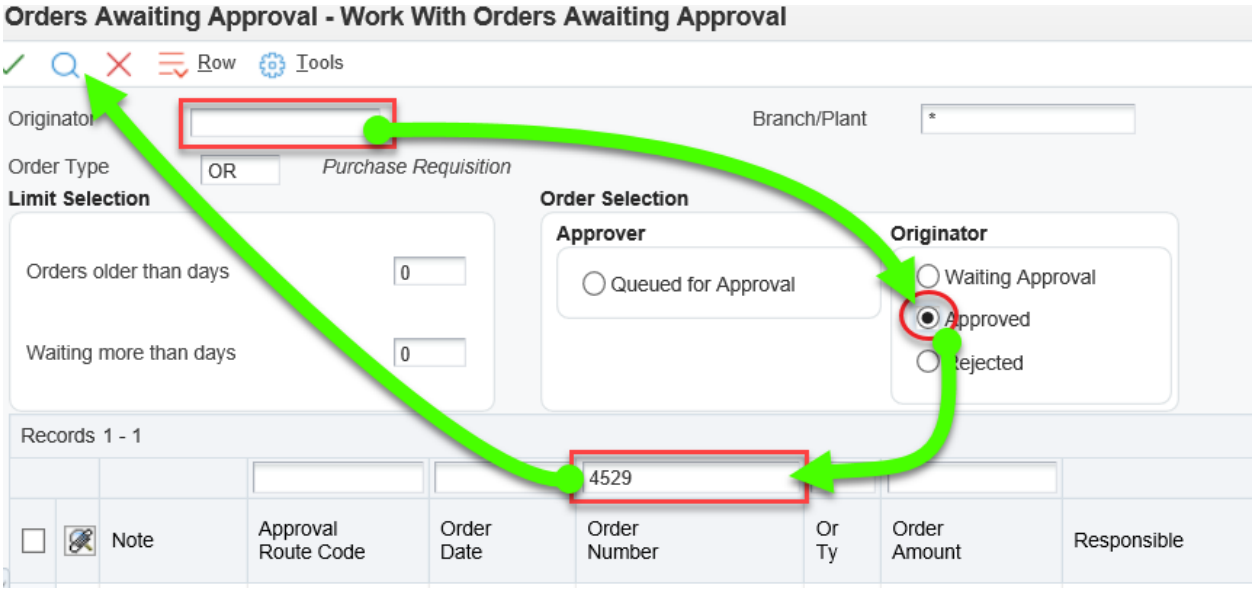
    < OR >
  - Notify the requisitioner to cancel the OR and create a new OR.

Approve a Requisition

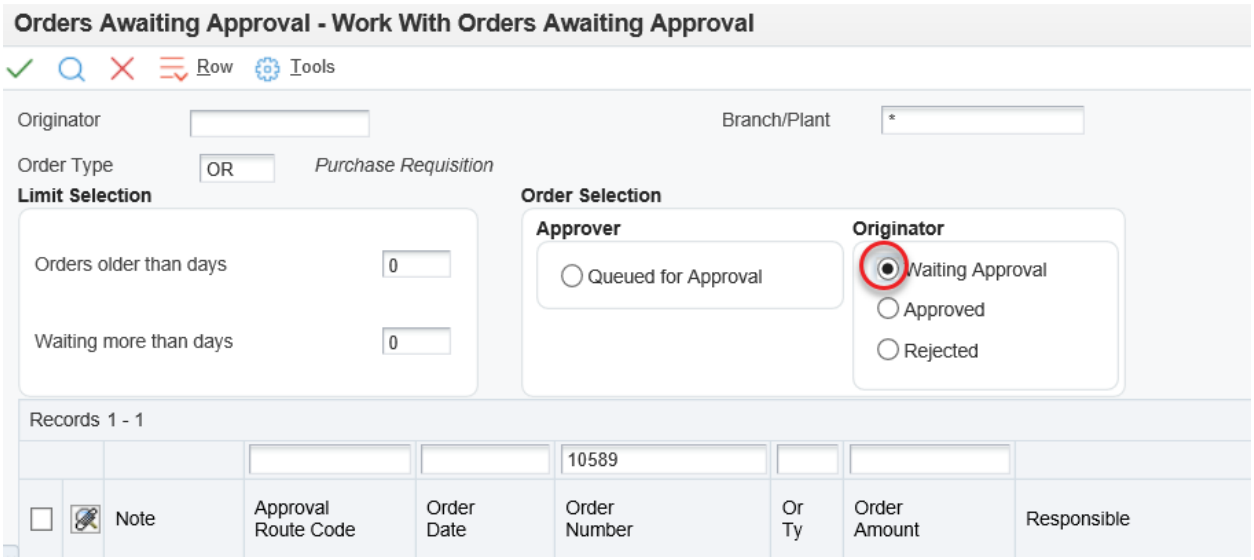


Function	Processes
To Approver Orders	15. You may approve the entire order or select certain line numbers to approve. For training we will select all the lines in the grid. 16. Click the **Form** exit. 17. Select **Approve** from the form exit.

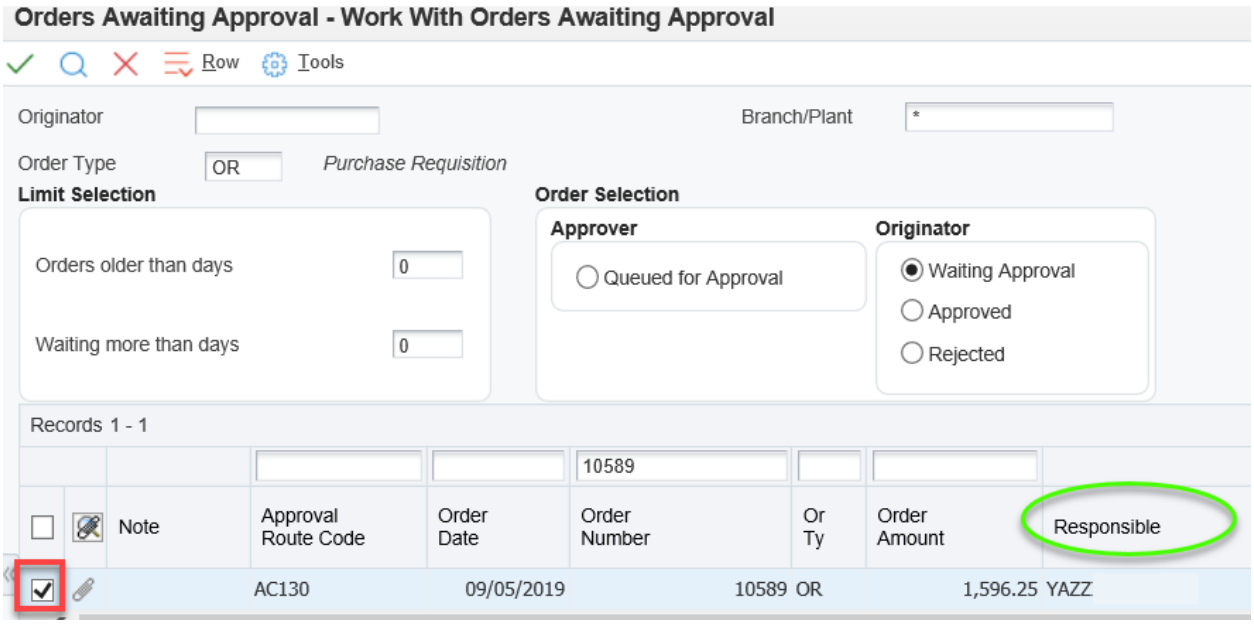
To Inquiry on an OR Status – Pending Another Approver



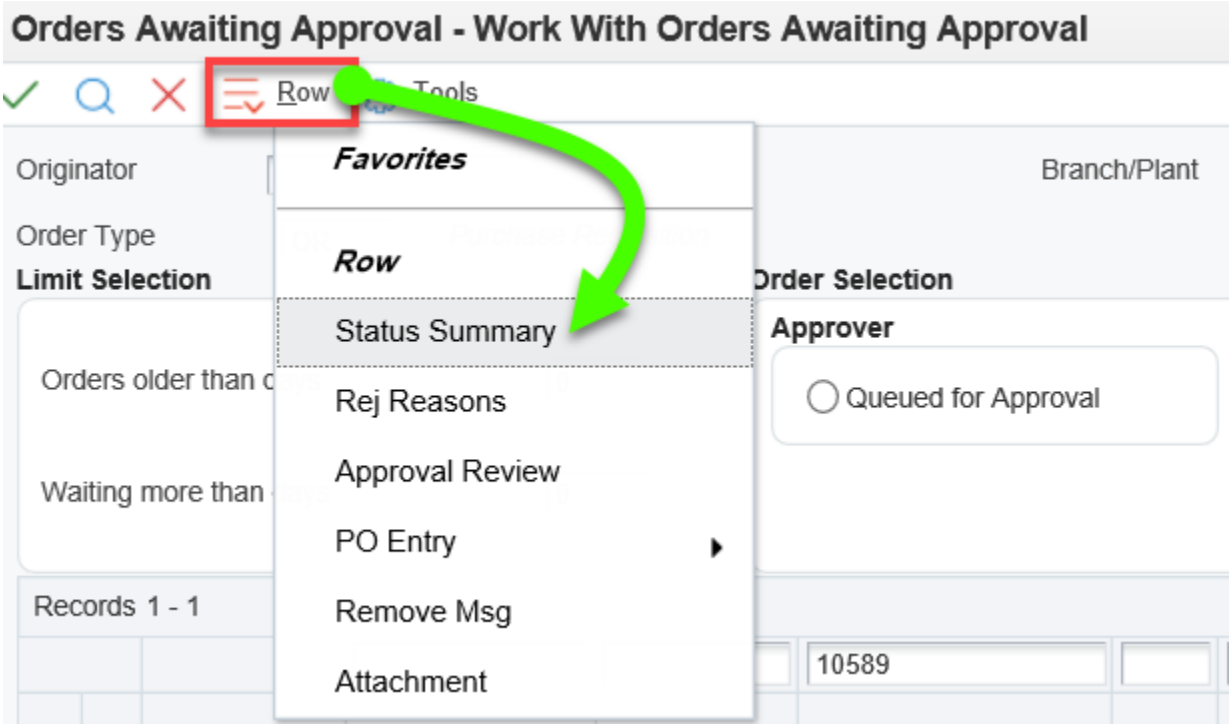
Function	Processes
To Approver Orders	1. At the **Work With Orders Awaiting Approval** form, remove your AB# in the **Approver** field. 2. Enter the OR# in the **Order Number** field using the QBE line. 3. Click the **Find** button. Note: The field name **Approver** will change to **Originator** and status might be either Approved or Pending another approver.



Function	Processes
To Approver Orders	When no records are displayed in the grid. 4. Click the **Waiting Approval** radio button. Note: If no record is displayed in the grid click the Rejected radio button.



Function	Processes
To Approver Orders	The **Responsible** field displays the name of the next approver. Note: If there are multiple approvers only the approver with the lowest address book number name, will be displayed.



Summary Status Approvers

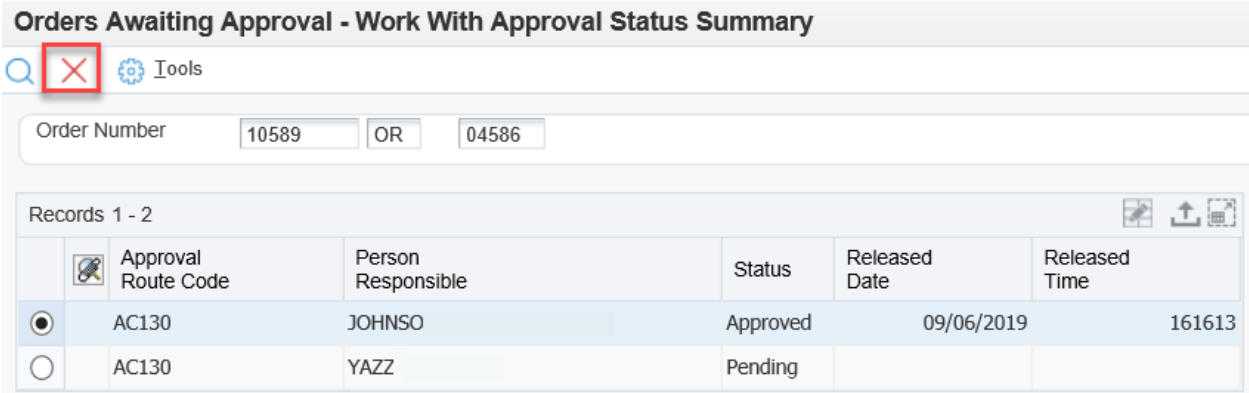
If approver is the OOC Contract Accountant.

- Contact the approver, provide OR# and request to approve.

If you approve before the OOC Contract Accountant Approver.

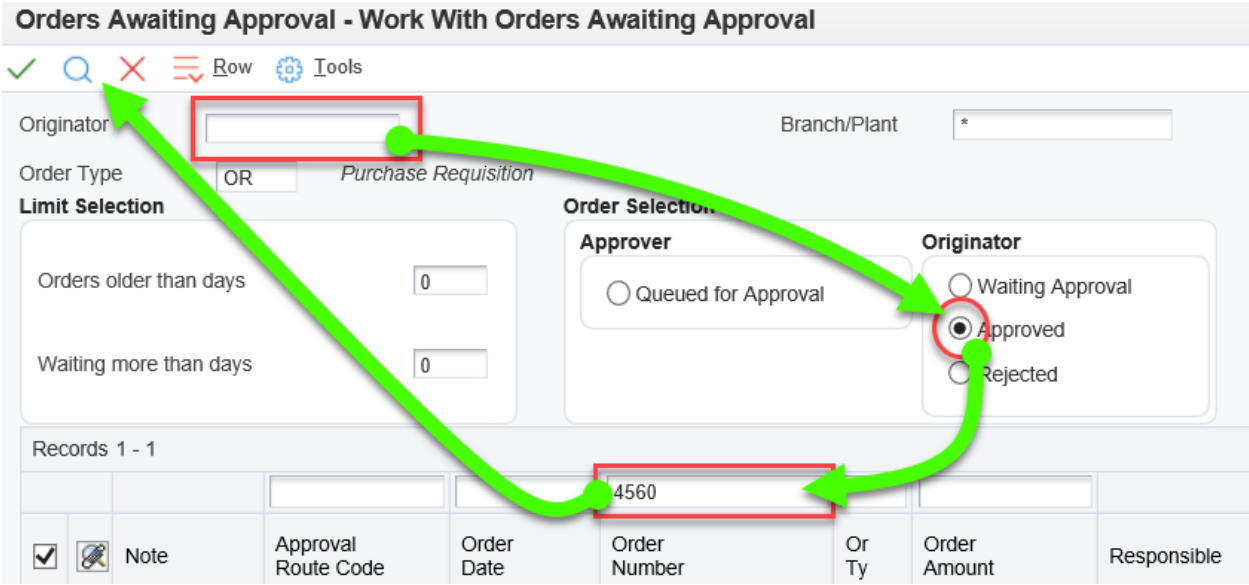
- Your OR is ***no good***.
- Requisitioner must cancel the OR.
- Requisitioner must enter a new OR.

Function	Processes
To Approver Orders	You must view the status summary form to determine the status of an OR. 5. Click **Row:1** from the grid. 6. Select **Status Summary** for the row exit.

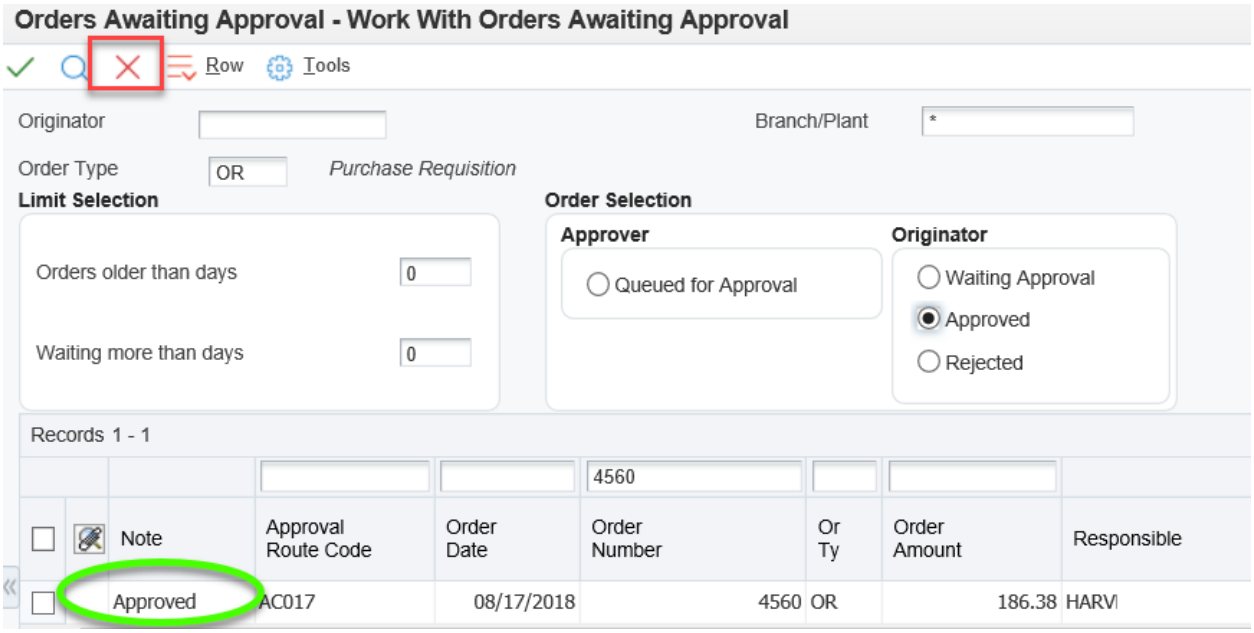


Function	Processes
To Approver Orders	The status summary form displays the summary of approvals, 1st approver Johnso approved on 9/6/2019 at 4:16 with 13 seconds pm. Now pending 2nd and final approver Yazz. 7. Click **Close** button to exit. Note: You may notify your final approver.

To Inquiry on an OR status

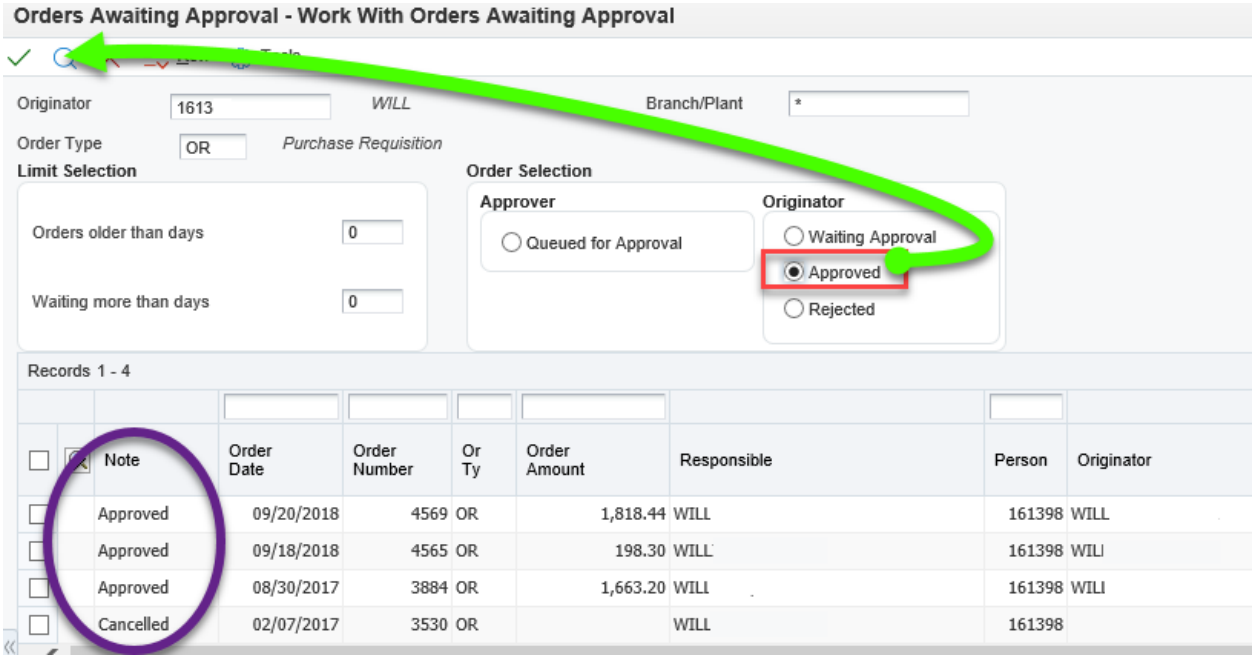


Function	Processes
To Approver Orders	1. At the **Work With Orders Awaiting Approval** form, remove your AB# in the **Approver** field. 2. Click the **Approved** radio button. 3. Enter the OR# in the **Order Number** field using the QBE line. 4. Click the **Find** button. Note: The field name **Approver** will change to **Originator** and status might be either Approved or Pending another approver.



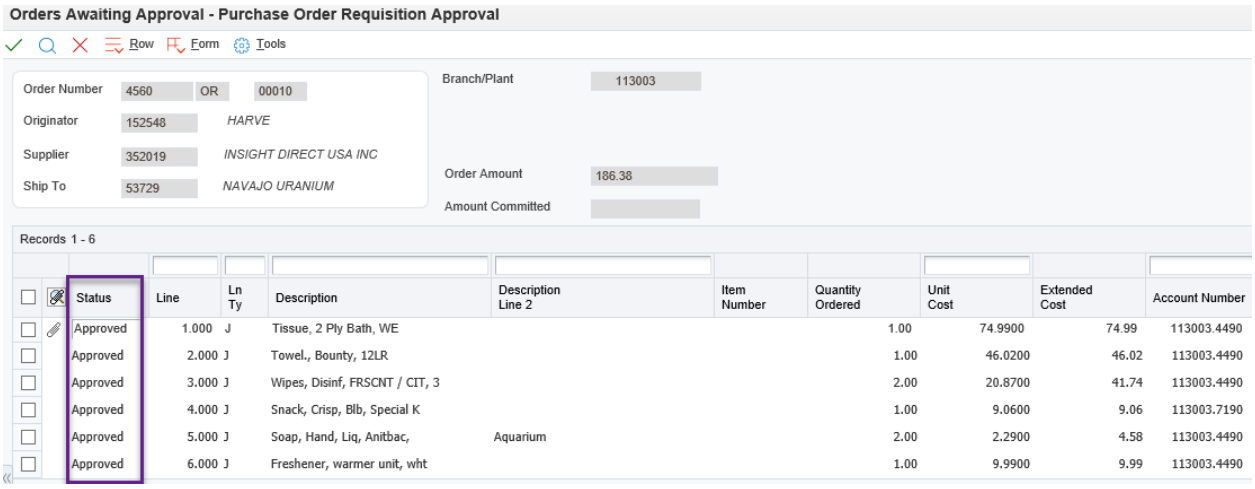
Function	Processes
To Approver Orders	The **Note** field displays the status, this confirms the OR has been approved. 5. Click the **Close** button. Note: The Requisitioner's name (person who enter the OR) will default in the **Responsible** field.

To View Approved Orders



Function	Processes
To Approver Orders - Approved	1. Click the radio **Approved** button 2. Click the **Find** button. Note: The ***Note*** column, displays the status of the OR. Approved orders are sometimes cancelled.

View of approved order at the detail line



Function	Processes
View Order Detail - Approved	1. At the **Orders Awaiting Approval – Work With Awaiting Approval** form, click the **Approved** radio button. 2. Enter the OR# in the **Order Number** on the QBE line. 3. Click the **Find** button. 4. **Select** the order from the grid. 5. Click the **Row** exit. 6. Select **Approval Review** from the row exit. Note: The Status Column will display Approved. 7. Click the **Close** button to exit.

Reject a Requisition

You may reject detail lines or the entire requisition order if you do not want the system to process the order. You can also provide explanations for rejecting detail lines or entire order.

When you **reject a line item on an order, you reject the entire order requisition.**

If you reject an order, you cannot retrieve the same order number to approve later.

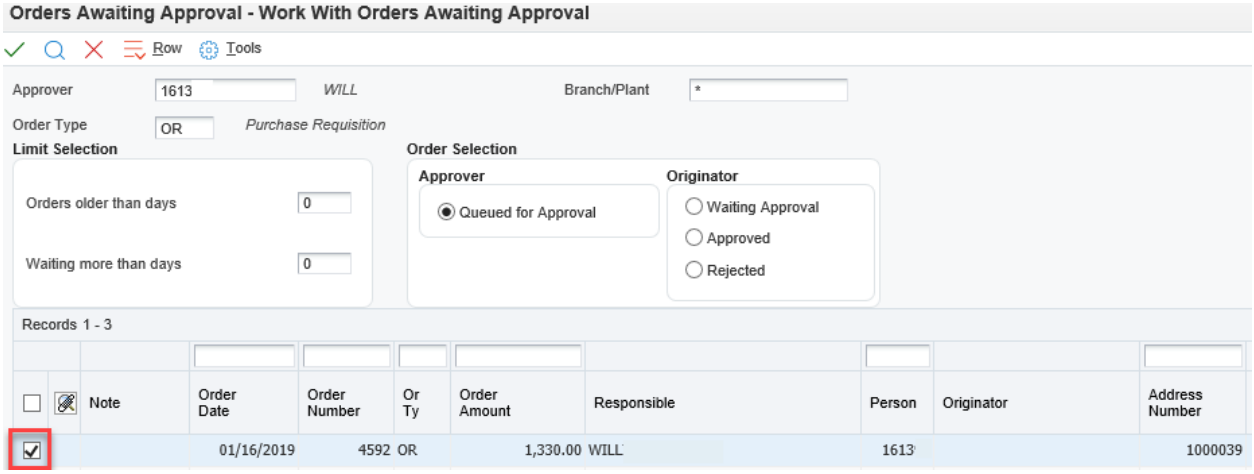
If you reject an order, the system sends a message to the originator of the order and allows no further processing of the order for the approver.

The originator (requisitioner) must then, cancel the order requisition using application 'Enter Requisitions'.

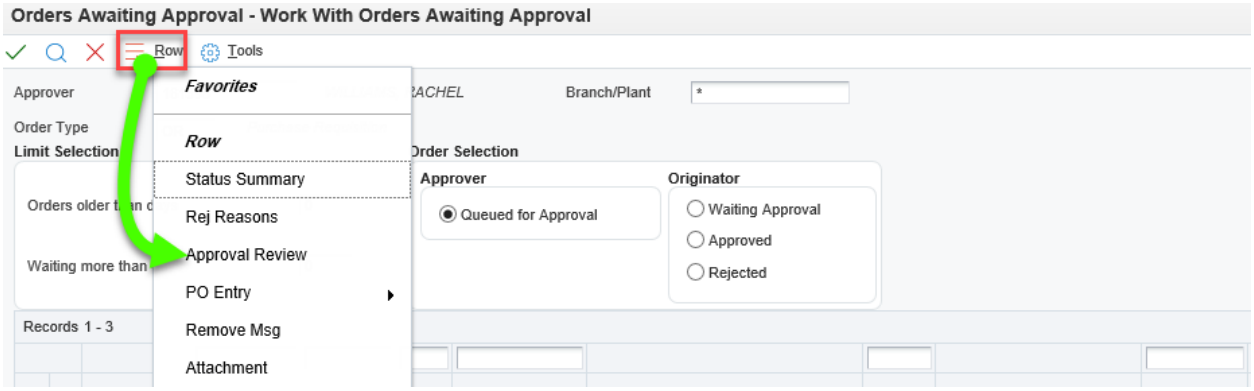
- If rejected requisitions are not canceled, it will remain open on the Programs 'Open Commitment Report' for that business unit.

You can use several methods to provide explanations for rejections. You can:

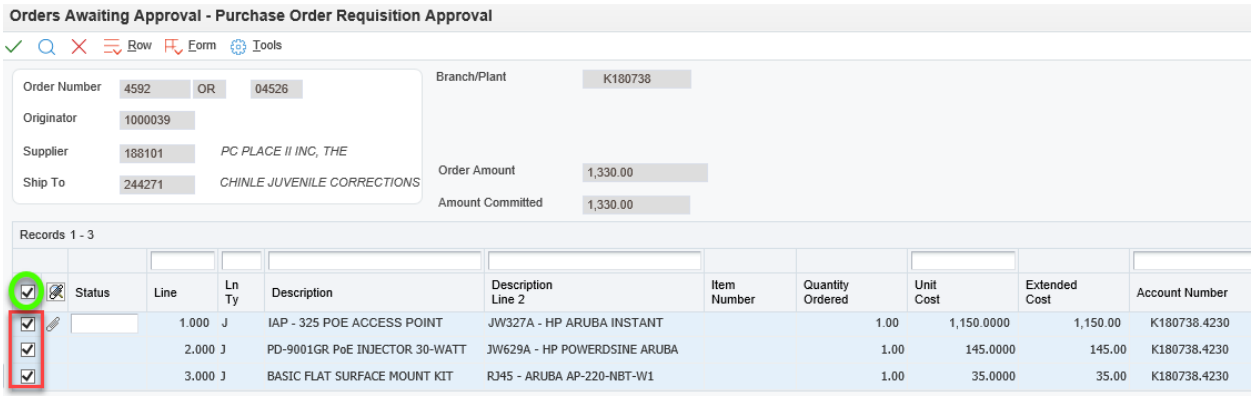
- Define up to eight different categories that represent a specific rejection explanation.
- Enter a brief remark for the entire order.
- Enter a brief remark for each detail line.
- Enter unlimited text for the order.
- Enter unlimited text for a detail line.



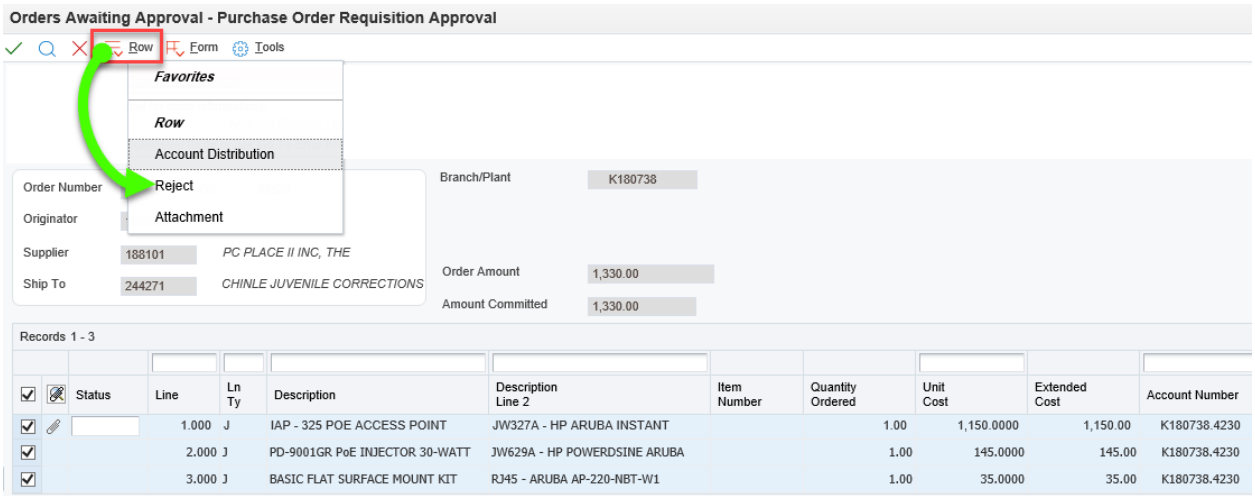
Function	Processes
Reject Order(s)	1. At the **Work With Orders Awaiting Approval** form, **select** the order(s) in the grid to reject.



Function	Processes
Reject Order(s)	2. Click the **Row** exit. 3. Select **Approval Review** from the row exit.

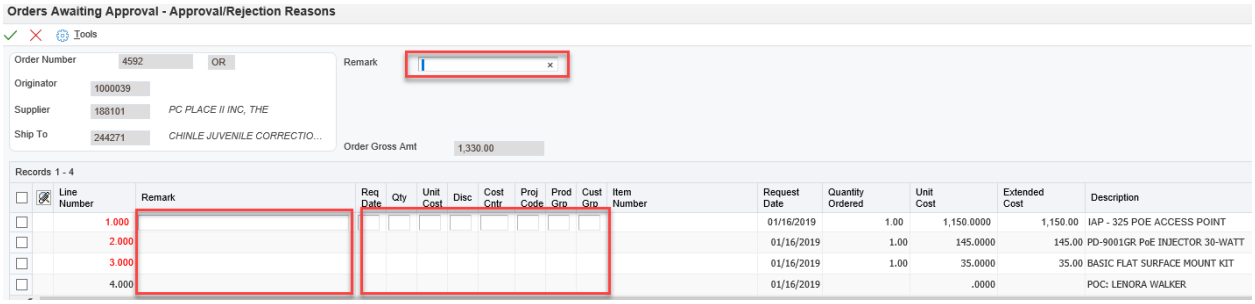


Function	Processes
Reject Order(s)	4. Select the **Line number(s)** in the grid to reject < OR > click the **Select all fetched records** button (circle).



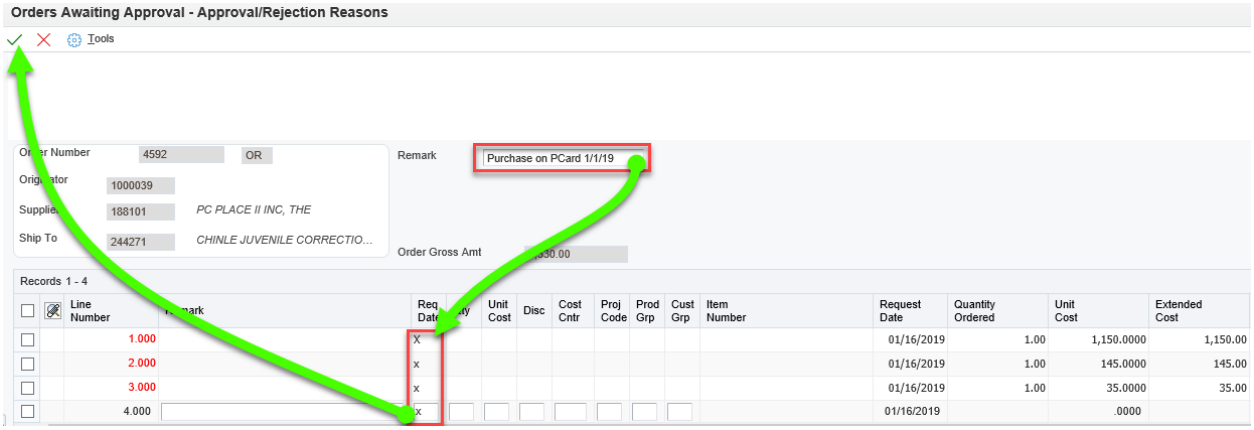
Function	Processes
Reject Order(s)	5. Click the **Row** exit. 6. Select **Reject** from the row exit.

Approval - Rejection Reason

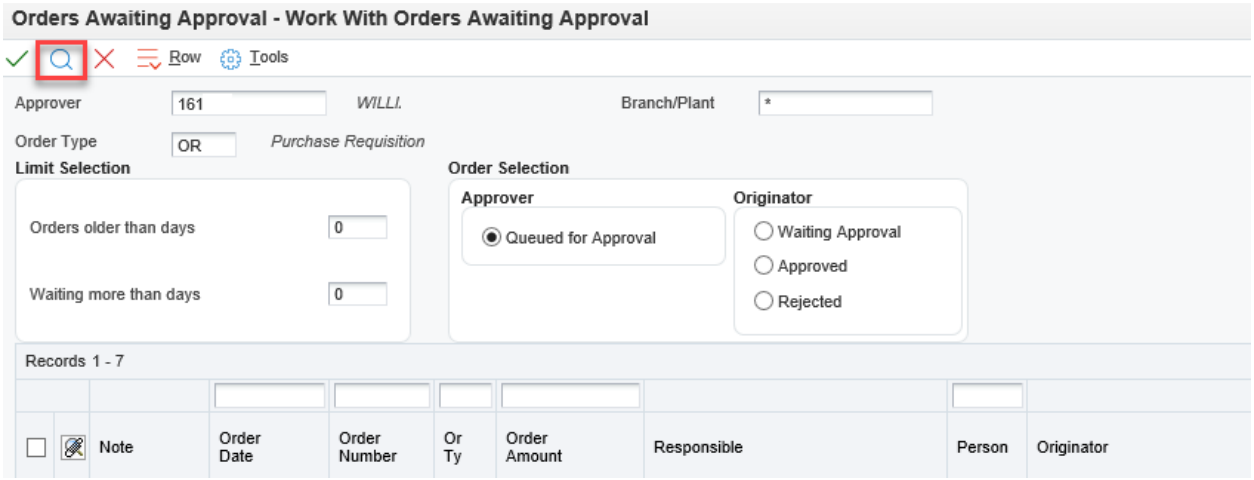


At the **Approval/Rejection Reasons** form, enter the rejection reason in:

- The header **Remark** field.
- Next to the line number highlighted in the **Remark** field.
- Place an '**X**' in any one of the (8) category boxes to define your rejection explanation.

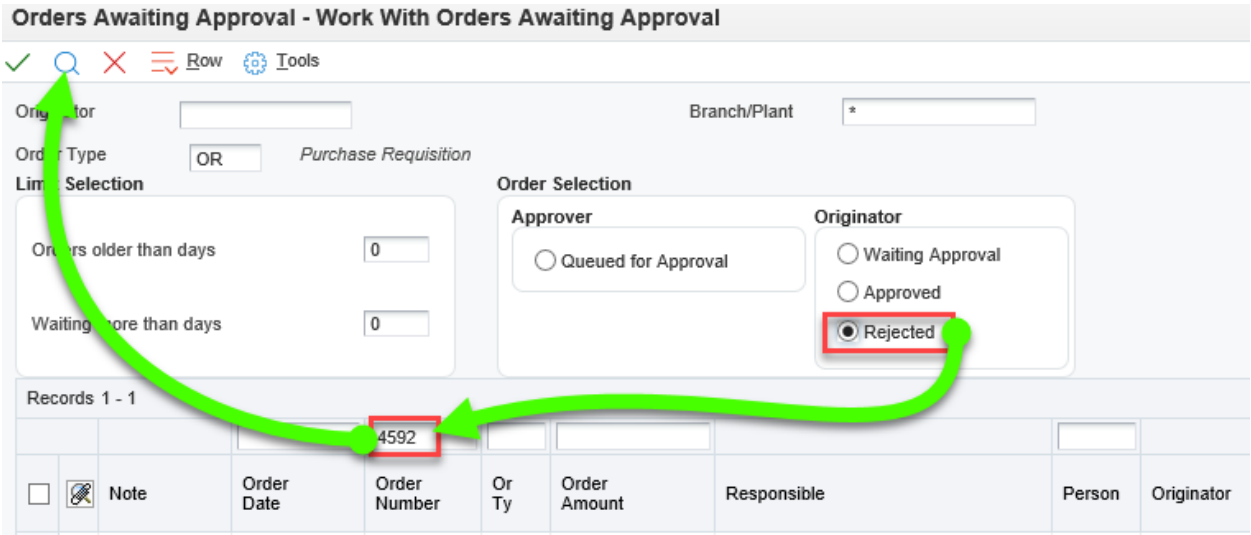


Function	Processes
Reject Order(s)	For training select one of the (8) category reject reasons in conjunction with entering a reject reason in the header. 7. Click in the header **Remark** field and enter the rejection reason. 8. Click in the **Req Date** column, on the first line number and enter an **X**. 9. Click in the **Req Date** column, on the second line number and enter an **X**. 10. Click in the **Req Date** column, on the third line number and enter an **X**. 11. Click in the **Req Date** column, on the fourth line number and enter an **X**. 12. Click the **OK** button.



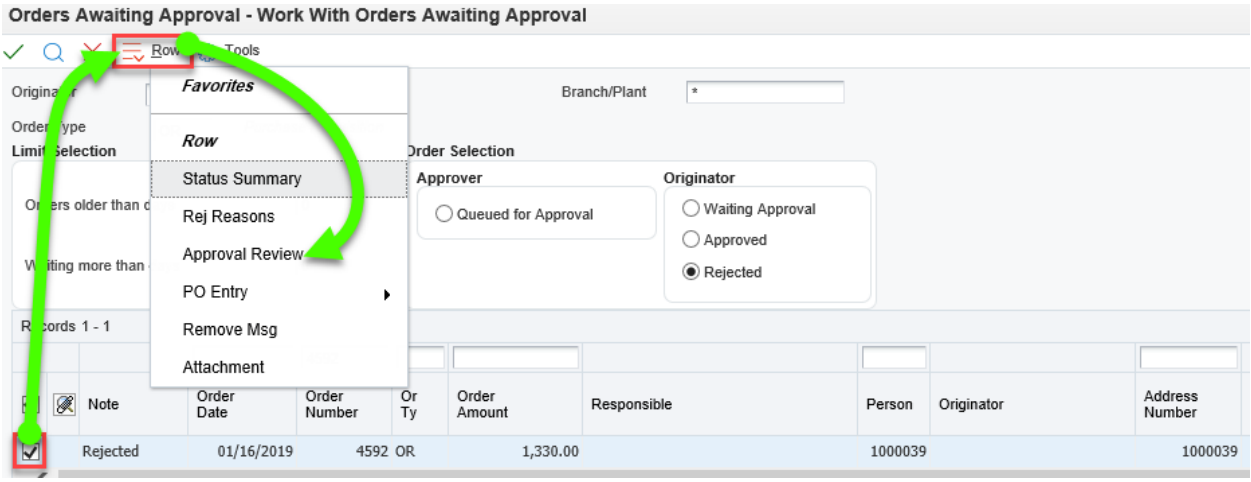
Function	Processes
To View Rejected Order	13. At the **Work With Orders Awaiting Approval** form, click the find button. Note: The order number should ***NO*** longer be in the grid to approve.

To View Rejected Order

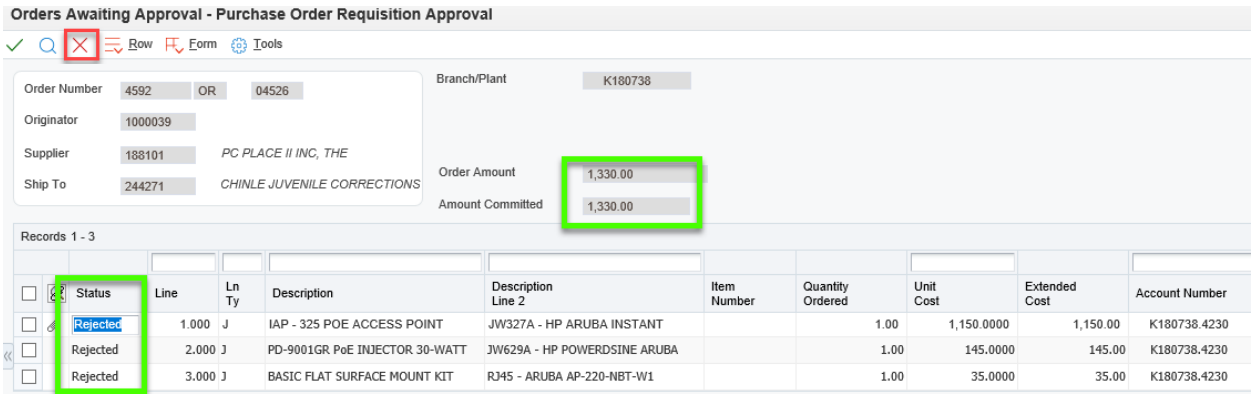


Function	Processes
To View Rejected Order	1. Click the radio button **Rejected**. 2. Enter the OR# in the **Order Number** field. 3. Click the **Find** button.

To view the reject reason



Function	Processes
To View Rejected Order	Note: The ***Note*** field indicates the status of the OR. 4. **Select** the rejected OR in the grid. 5. Click the **Row** exit. 6. Select **Approval Review** from the row exit.



Function	Processes
To View Rejected Order	At the **Purchase Order Requisition Approval** form, the **Status** column displays the status of the order, order amount rejected and other pertinent information. 7. Click the **Close** button to exit.

Approve a Requisition - Bypass

Depending on your Programs Expenditure Authorization Signature Form (EASF) or Delegation of Authority Memorandum you must revise if an approver has left the program to avoid delays on the approval process.

Only those certified approvers on your EASF are authorized to approve orders online.

If multiple certified approvers have the same dollar limit, one who is available may approve.

- Only if the dollar limit is in accordance with the programs EASF. Otherwise, approvers must use the delegation option.

- The ***Orders Awaiting Approval*** form only displays the name of the approver with the **lowest address book number** in the ***Responsible*** field and receives an electronic message through the JDE Work Center that an order is awaiting approval.

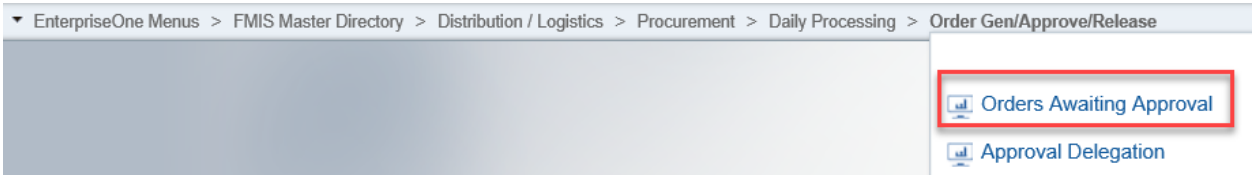
If you are a certified approver, and you have the authority to approve a higher dollar limit than the pending approver and the OR business unit is **General Fund**, you may approve.

If you are a certified approver, and you have the authority to approve a higher dollar limit than the pending approver and the OR business unit is **External Fund you cannot use the Bypass option**, the finance contract accountant approver must approve first.

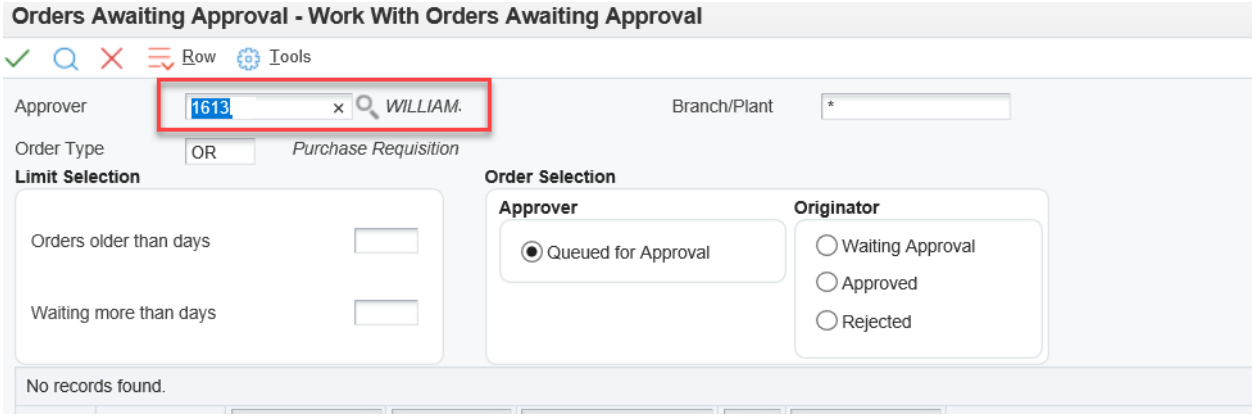
If the OR is an External Fund ***DO NOT*** use the bypass option to approve.

- If you bypass the finance contract accountant approver, the OR is ***NO GOOD***.

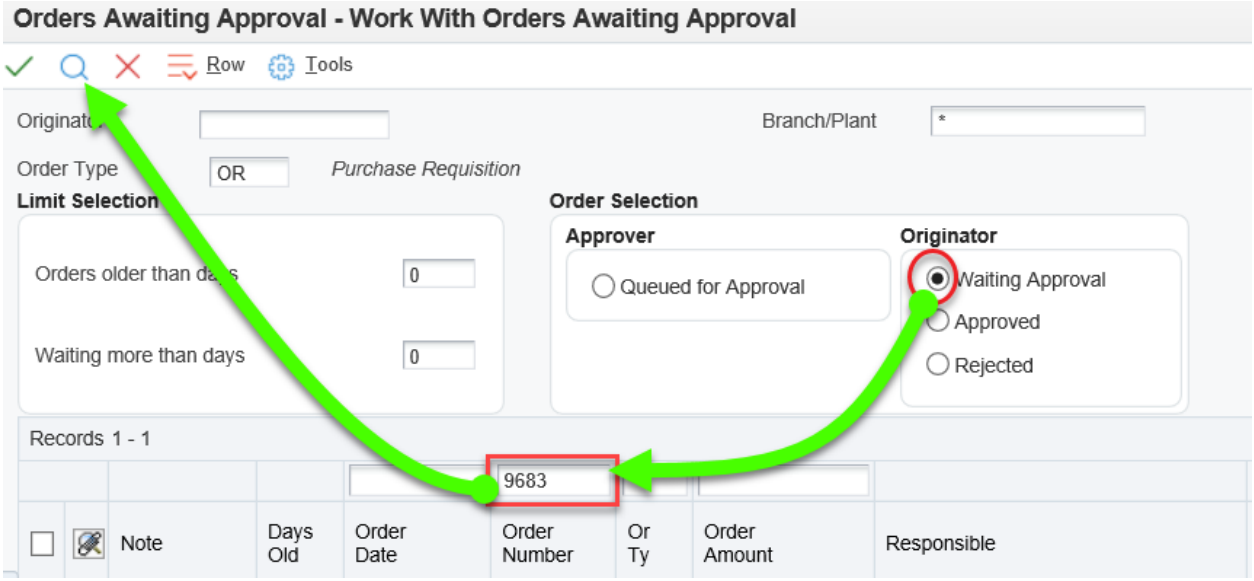
To approve an OR using the Bypass – General Fund OR's Only



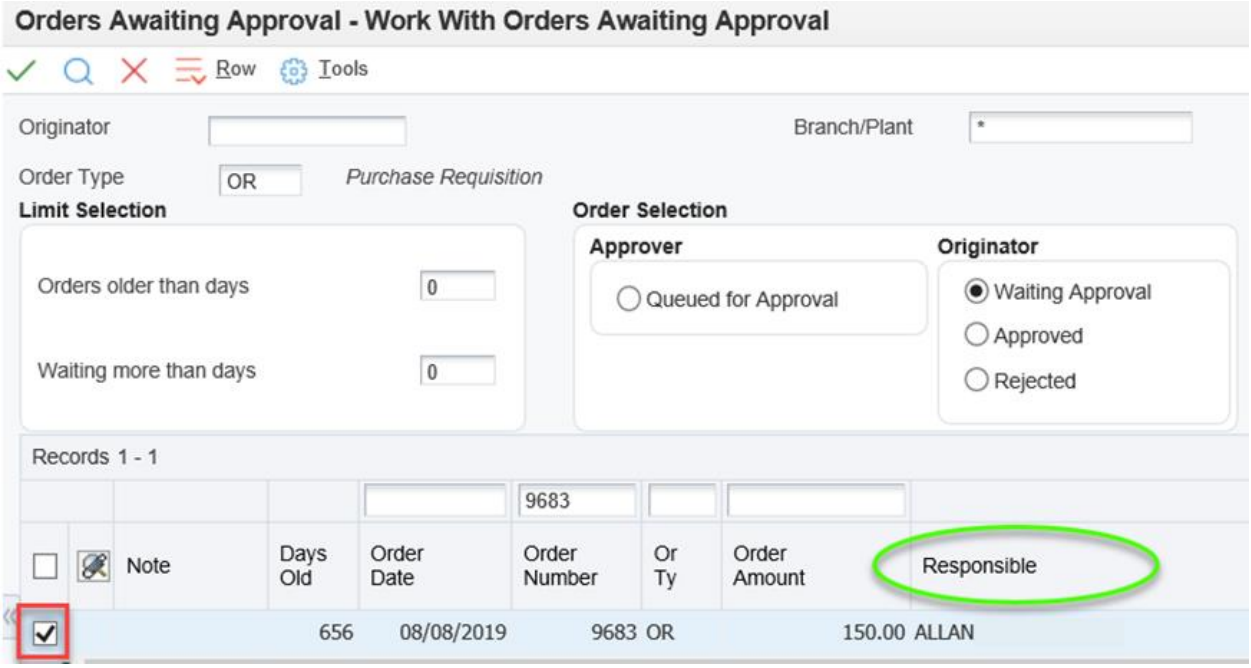
Function	Processes
Bypass OR Approval	1. Select **Orders Awaiting Approval** from the **Order Gen/Approve/Release** menu.



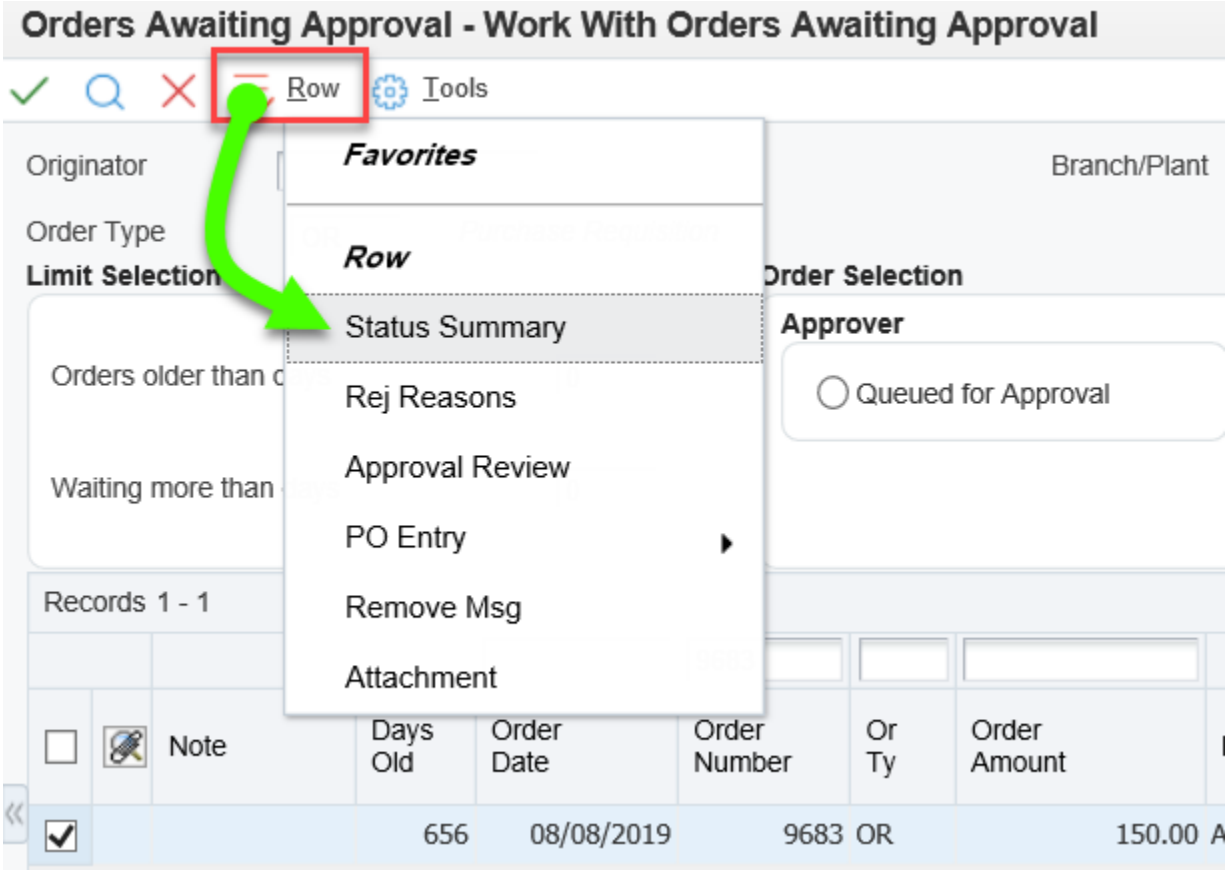
Function	Processes
Bypass OR Approval	Note: The form always defaults with your user Address Book Number in the **Approver** field. 2. Click the **Approver** field and remove your address book number.



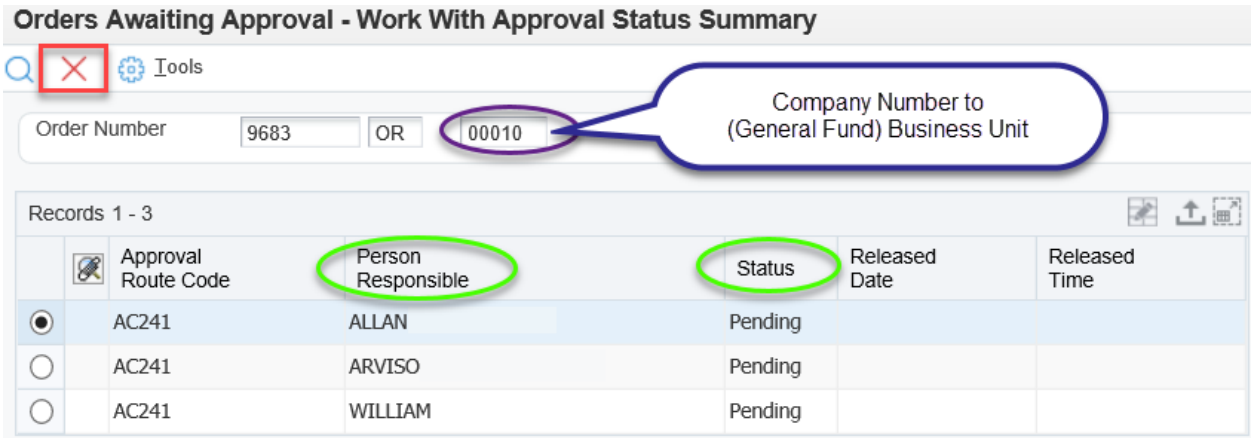
Function	Processes
Bypass OR Approval	3. Select the **Waiting Approval** radio button. Note: When you selected the *Waiting Approval* radio button, the *Approver* field name changes to *Originator*. 4. Enter the requisition order number in the **Order Number** field, on the QBE line. 5. Click the **Find** button. Note: You may use any other fields, Branch/Plant to locate an OR.



Function	Processes
Bypass OR Approval	The **Responsible** field displays the pending approver. Note: Approvers may have the same ($) limit or have the authority per the EASF however, JDE displays only one approver, approver with the lowest address book number. 6. Select **row:1** in the grid to view other approvers.



Function	Processes
Bypass OR Approval	7. Click the **Row** exit. 8. Select **Status Summary** from the row exit.



The **Person Responsible** field displays the approvers in sequence. The **Status** field displays the OR status. Allan is the primary approver, Arviso is the secondary approver and William is the final approver.

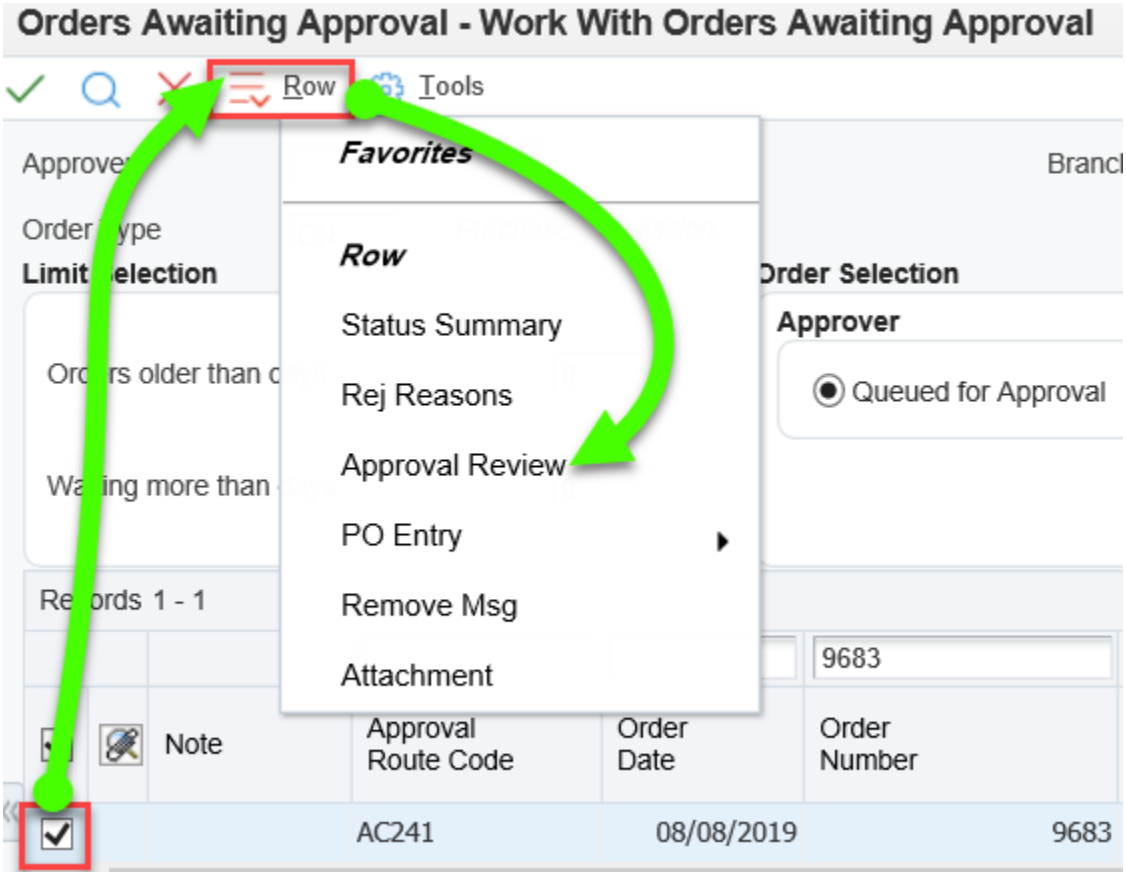
- Example above *William* is the final approver, *William* can use the bypass approval option.
- If Arviso has the same dollar limit as Allan and William per programs EASF then, Arviso can be the final approver.

Approvers must know their approval dollar limits per the Expenditure Authorization Signature Form.

Before attempting to approve the OR using the bypass option, following criteria must be meant:

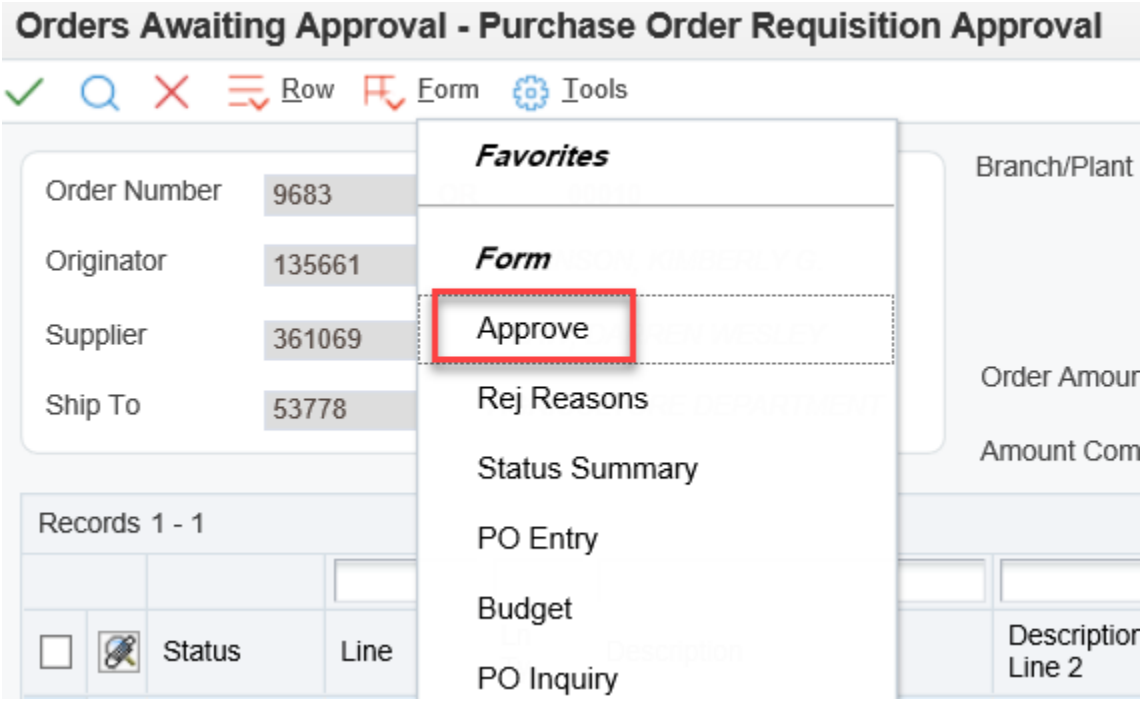
1. OR is a General Fund Only.
2. Primary approver is not available.
3. Approver name is display as a secondary or final approver in the **Person Responsible** field.
4. Approver is within his/her limit to approve the OR.

Function	Processes
Bypass OR Approval	If the bypass criteria are meant, you may approve the OR. 9. Click the **Close** button.



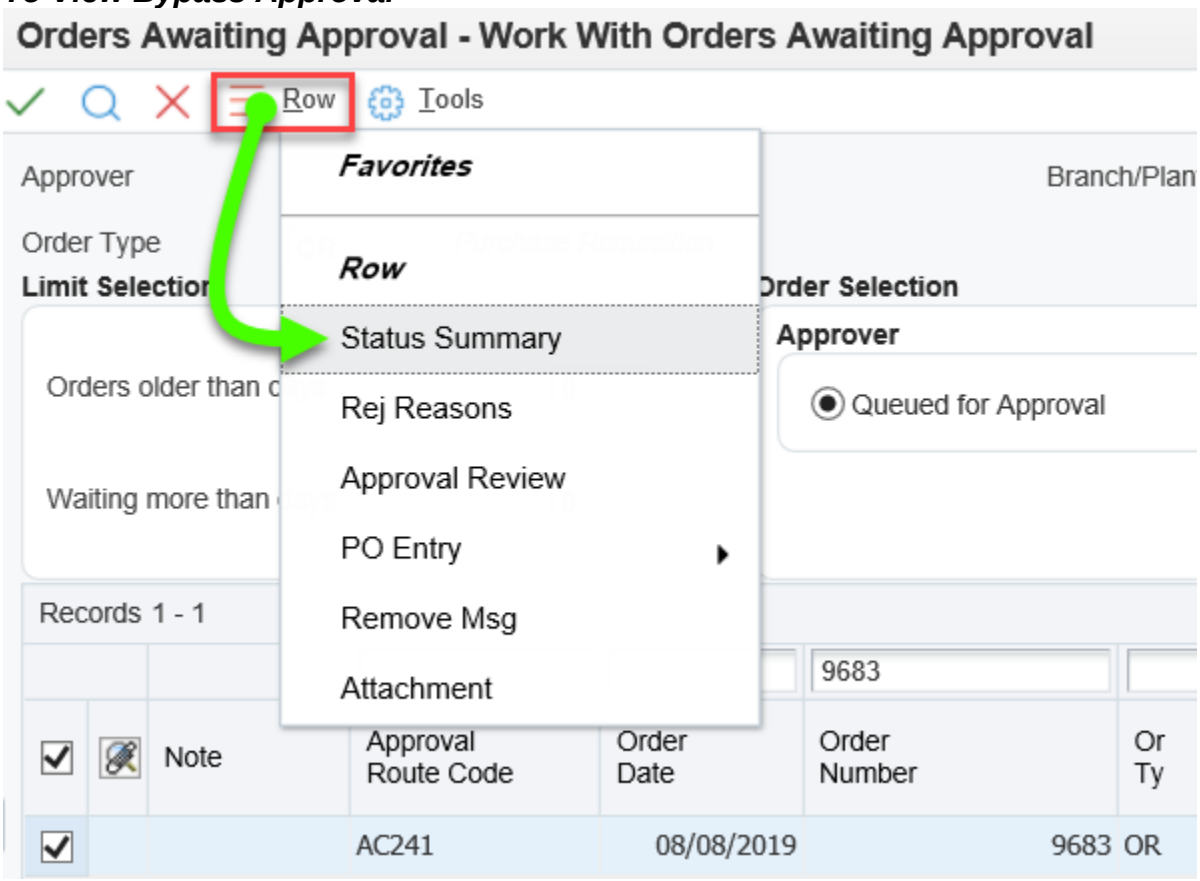
Function	Processes
Bypass OR Approval	By default, **row:1** in the grid remains selected. 10. Click the **Row** exit. 11. Select **Approval Review** from the row exit.

Function	**Processes**
Bypass OR Approval	Review the attachments, verify all supporting documents are attached and verify other pertinent fields such as budget, account number and amount. 12. Click the **Form** exit.

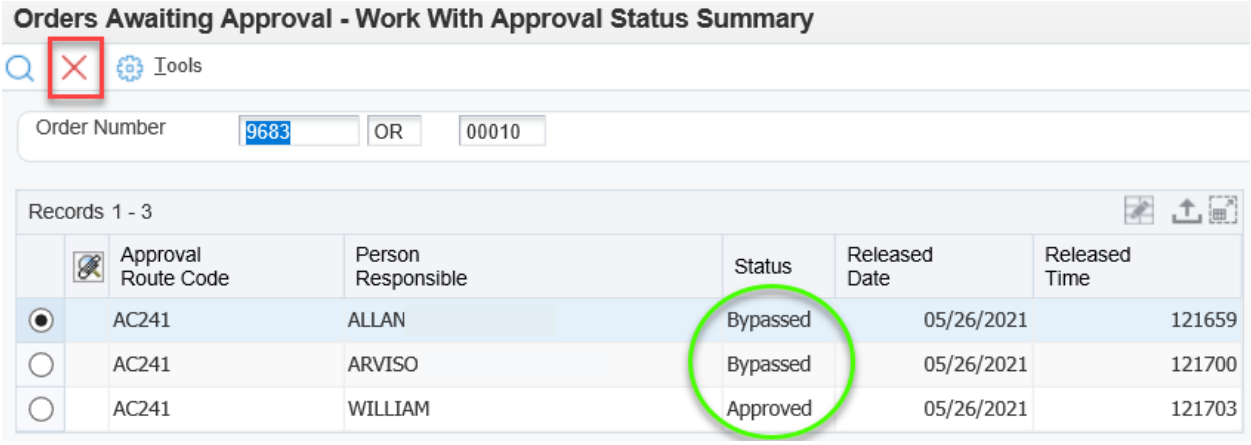


Function	Processes
Bypass OR Approval	13. Click the **Approve** button from the form exit.

To View Bypass Approval

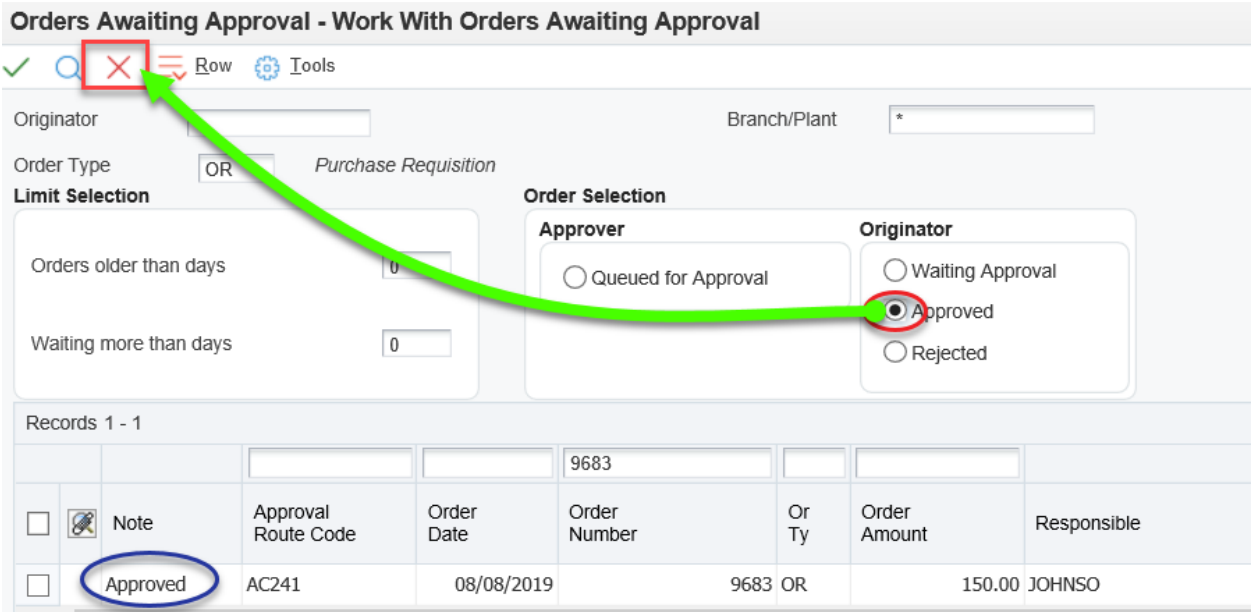


Function	Processes
Bypass OR Approval	Verity the bypass approval. 14. Click the **Row** exit. 15. Select **Status Summary** from the row exit.



Function	Processes
Bypass OR Approval	At the Orders Awaiting Approval – Work With Approval Status Summary form, William bypass both approvers since approver was the final approver and had the same dollar $ per EASF. 16. Click the **Close** button to exit.

To View Approval Bypass Option



Function	Processes
Bypass OR Approval	17. At the **Work With Orders Awaiting Approval** form, click the **Approved** radio button. Note: The ***Note*** field indicates ***Approved***. 18. Click the **Close** button. Note: Final approver must notify the requisitioner.

Approved Order Requisitions

Requisitioner must notify the Purchasing Department by email: *To Office Assistant and cc: Purchasing Accounting Manager* for traceability.

- Provide the OR number and request for a purchase order.
- Purchasing/Buyer will generate purchase order(s) from the Order Requisition (OR).
    - Purchase Order and Purchase Receiver Print will be provided.

Purchase Order Receipts

When you receive goods or service, you must verify that the details of the invoice correspond to the information on the purchase order. You must verify quantities, costs, unit of measure, item numbers and so forth.

After you receive the goods or service on a purchase order, you must record the details of the receipt. The system uses receipt information to update general ledger accounts.

Entering Receipt Information

When you receive goods, you must verify that the details of the receipt correspond to the information on the purchase order. You must verify item numbers, quantities, units of measure, costs, and so forth.

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt. An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number that you specify.

If you received multiple shipments with different invoice numbers for (1) purchase order, you must process receipt separately per invoice.

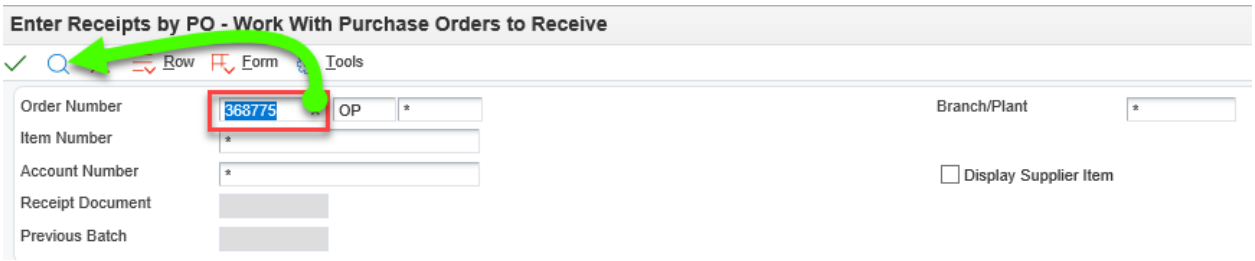
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Purchase Order Processing → Enter Receipts by PO

Function	Processes
Enter Receipts by PO	1. Select **Enter Receipts by PO** from the **Purchase Order Processing** menu.

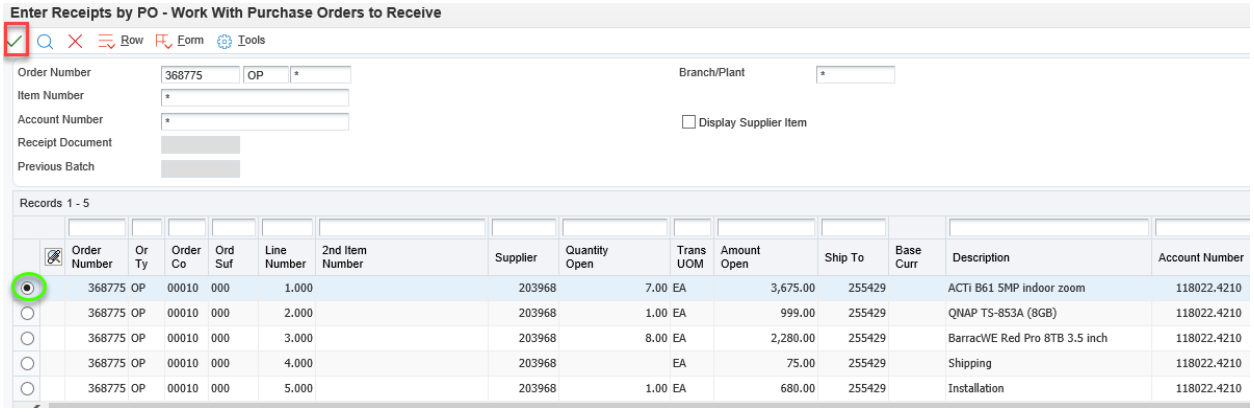
Work with Purchase Orders to Receive Form Fields & Descriptions:

Field Name	Description	R/O/A	User Action and Values	Comments
Order Number	System generated order number that identifies this Purchase Order.	O	Order Numbers are maintained by the system. Each Purchase Order (OP) has a unique order number.	To locate open purchase order details lines that correspond to a receipt, complete any of the field list under column Field Name, as necessary, and click **Find**. You can also use a combination of these fields to facilitate a more accurate **Find**. However, knowing the Order Number is best.
Item Number	A number assigned to a specific item. The Item Master maintains and manages all items within your inventory.	O	Enter the Item Number for the product or service you are wishing to generate a Purchase Order for. You can use the visual assist to locate and select specific item numbers you are wishing to procure.	
Account Number	Identifies and account in the General Ledger.	O	This should not be entered.	
Order Type	A code indicating the type of document, how it was entered, and designating how debits and credits are entered into the General Ledger.	R	A required field that is automatically populated, when entering Purchase Order Number.	
Line Number	A system generated unique number associate with each detail line on an order.	O	Due to its uniqueness, this is used to distinguish between duplicate item on the same PO and short receivables.	
Supplier	Address Book number of the Supplier or Vendor.	O	Most items have a unique Supplier associated with them, entering this will assist in narrowing the **Find** results.	
Quantity Open	The original quantity of the PO plus any changes and less any quantity received to date.	O		
Order Date	Date PO entered into system	O	Defaults during order entry.	
Requested Date	Date that you requested to PO to be delivered to you.	O	This is entered by user to specify when you want delivery of the PO.	
Promised Date	Date the Supplier promised to deliver the PO.	O	This is used in comparison to the Receipt Date to evaluate Supplier delivery performance.	

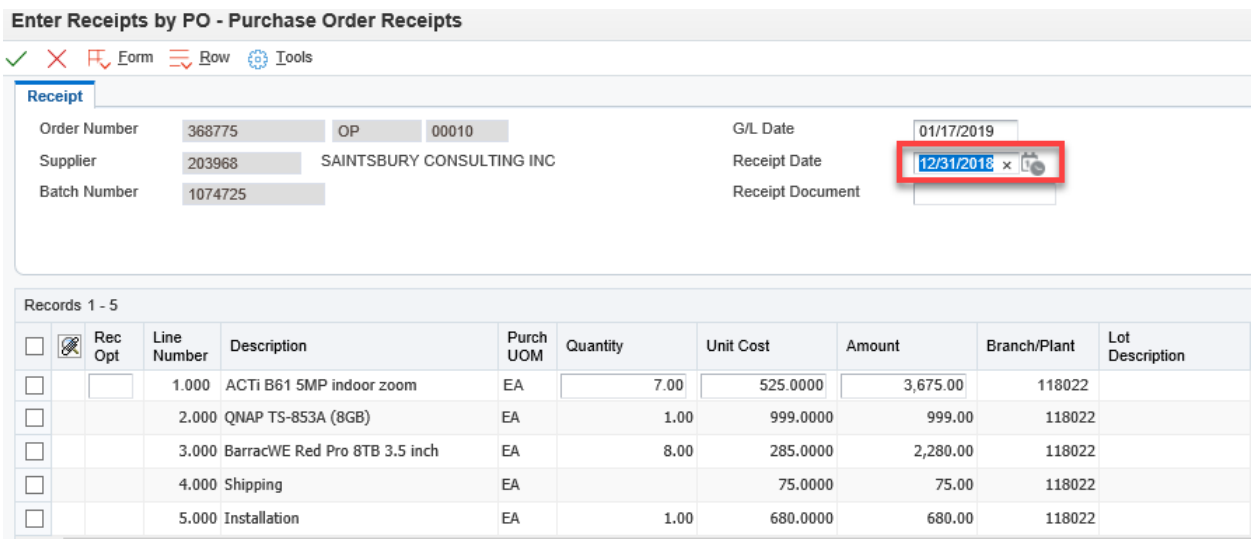
Purchase Order Receipts by OP Number



Function	Processes and Results
Enter Receipts by PO	2. At the **Work With Purchase Orders to Receive** form, enter the order number in the **Order Number** field. 3. Click the **Find** button to retrieve the order.



Function	Processes and Results
Enter Receipts by PO	System displays the full PO with all detail lines that are open to be received. 4. In the grid the first line is selected by default, click the **Select** button.

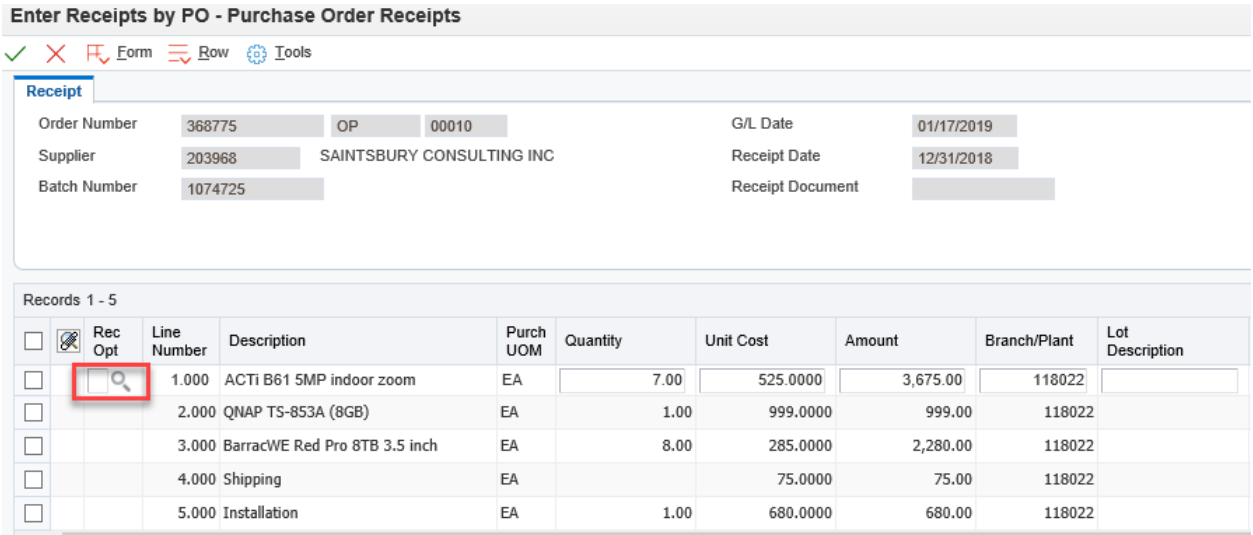


At the ***Purchase Order Receipts*** form, two date fields are available, the ***G/L Date*** and the ***Receipt Date***.

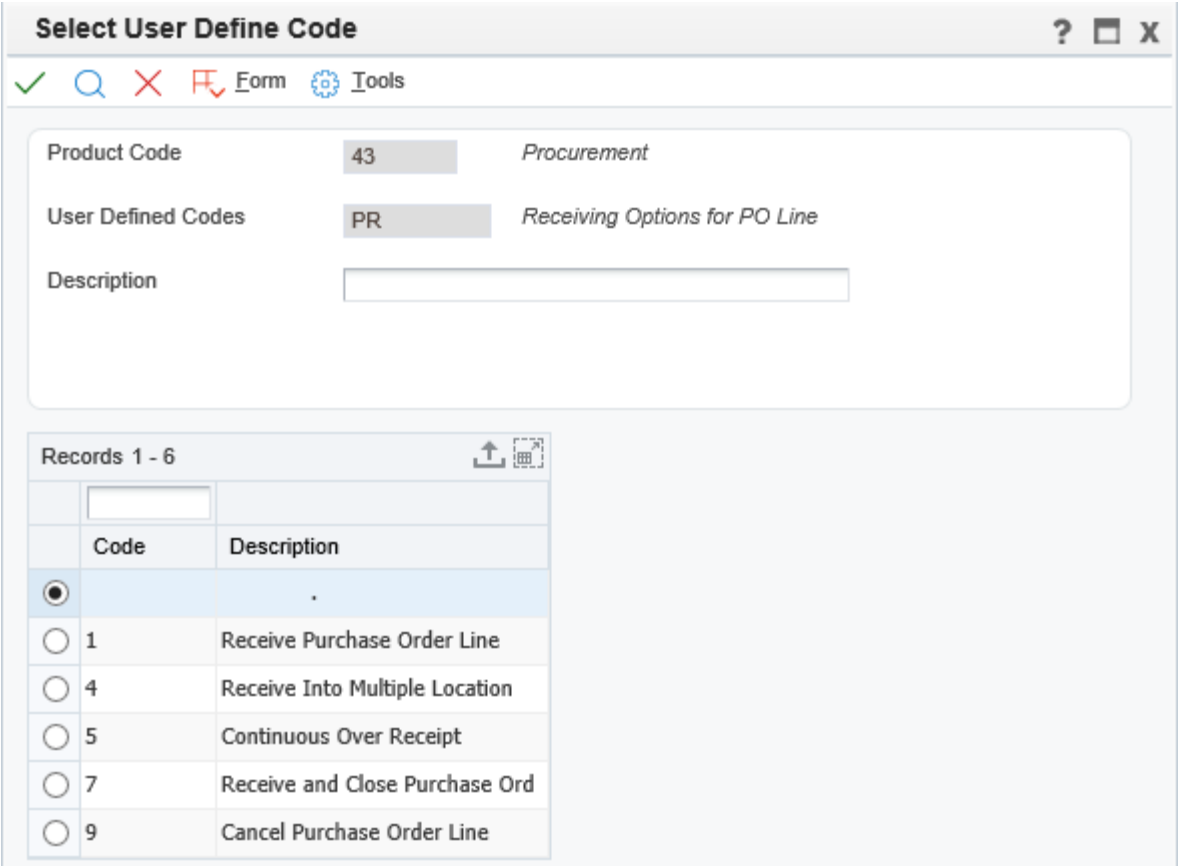
- The G/L Date defaults to current date, do not change.

- The Receipt Date defaults to the current date, you must enter the **date you physically received the goods/service**.
    - This date should be the same as the Receiver Print report.

Function	Processes and Results
Enter Receipts by PO	5. Click in the **Receipt Date** field (visual assist appears), enter the actual date you **physically received the goods/service**. Note: Once you click in the grid (Rec Opt) field, the header greys out. If you forgot to enter the ***Receipt Date,*** click the ***Close*** button and restart.



Function	Processes and Results
Enter Receipts by PO (Full Amount)	6. Click in the **Rec Opt** field, the visual assist will populate. 7. Click on the **visual assist** button, to view the user define codes, a list of receiving codes.

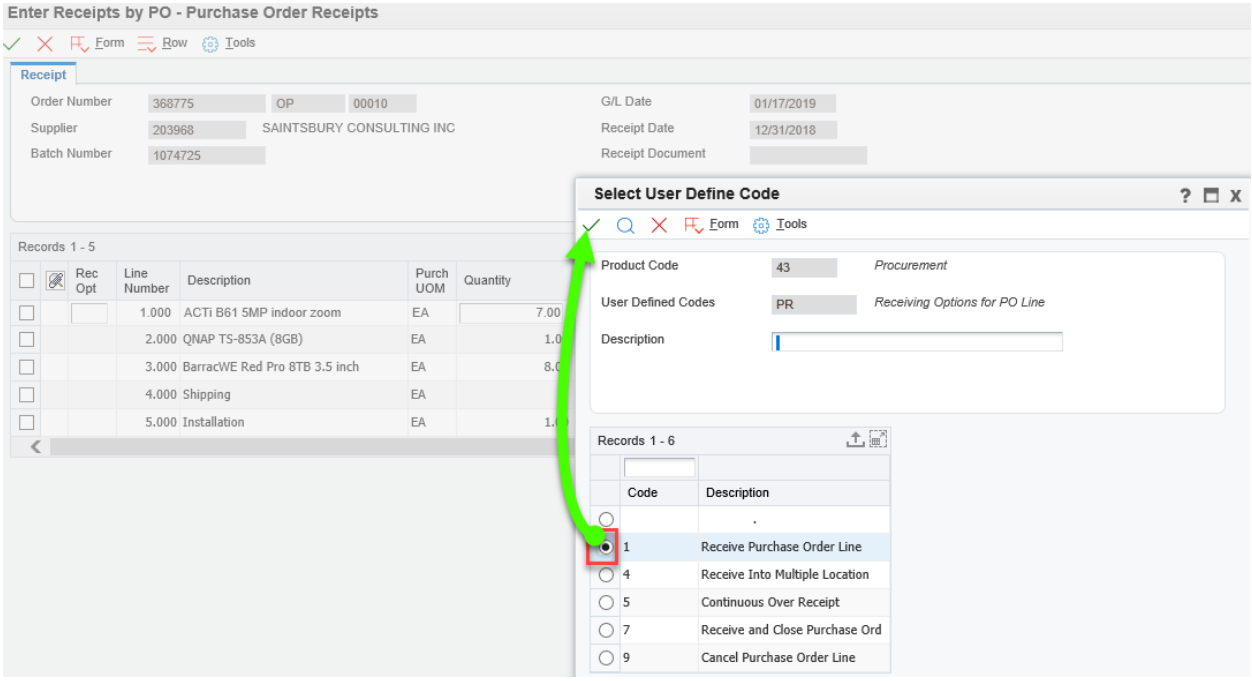


Receipt Option (Rec Opt) *– User Define Codes*

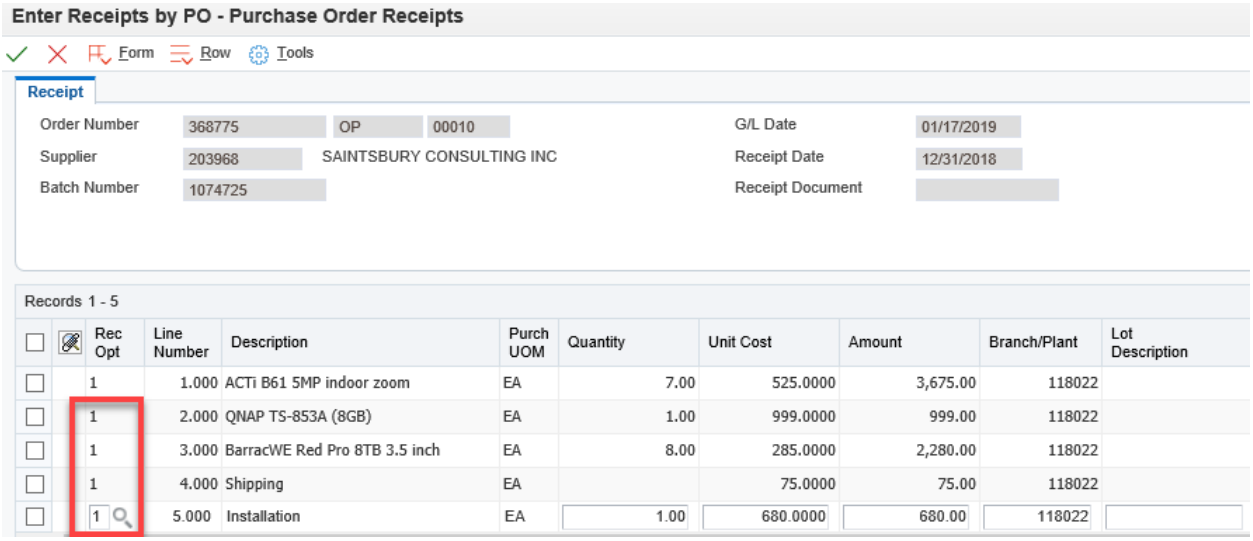
- Procurement/Program uses UDC 1, 7 & 9 to receive full, partial amounts or close receipts if items were never sent by vendor.
- Property Management uses UDC code (4) **‘**Receive into Multiple Locations’.
- Navajo Nation does not use UDC code (5) ‘Continuous Over Receipt’.

Additional Receipt Codes Explanation

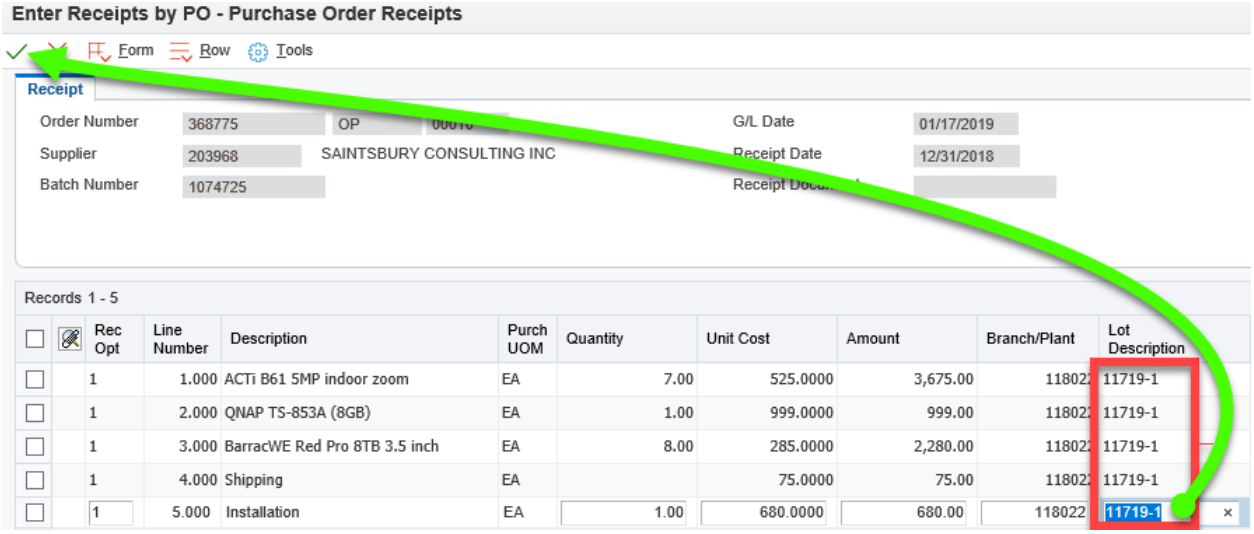
1 - Receive Purchase Order Line:	To receive the entire purchase order and close the PO. **< OR >** To receive partial quantity/amount of the PO and have the PO remain open.
4 – Receive Into Multiple Locations: **(Used only by Office Supply Center)**	To receive the purchase order line into different locations. Example: the warehouse has several locations to receive the ordered items.
7 – Receive and Close Purchase Orders:	To receive the purchase order line using different quantity/amounts and close the PO completely.
9 – Cancel Purchase Order Line:	To close (or cancel) the line(s) and not receive the purchase order line. *Example: Supplier discontinues an item, becomes obsolete, goes out of business, etc.*



Function	Processes and Results
Enter Receipts by PO (Full Amount)	When selecting a receipt code, it must correspond with the original Invoice. 8. At the **Select User Defined Code** form, select option code '**1**', to receive the full amount for line number (1). 9. Click the **OK** button.



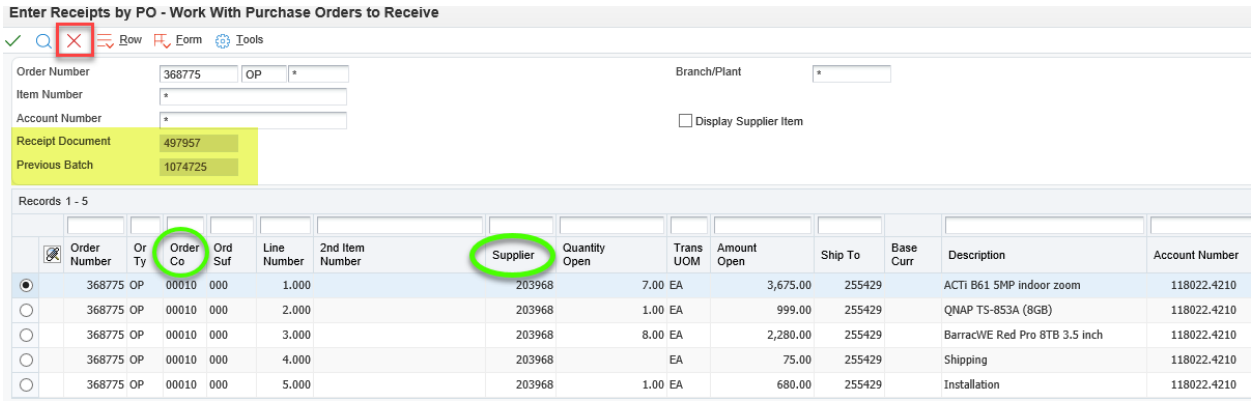
Function	Processes and Results
Enter Receipts by PO (Full Amount)	10. Click in the **Rec Opt** field for the next line number in the grid. 11. Enter a '1' in the **Rec Opt** field to receive the full amount. Note: Select a receiving code for each line number you are processing per the invoice.



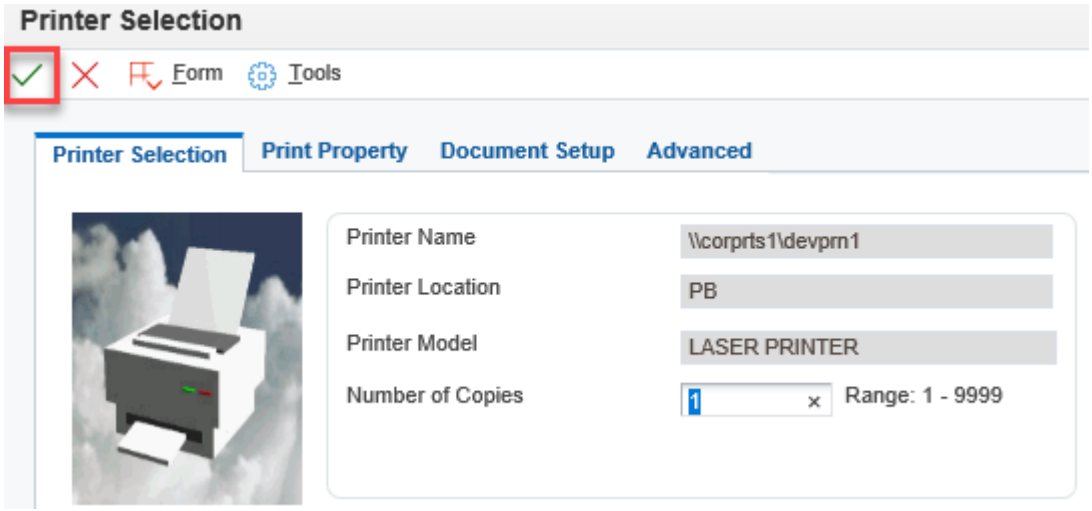
Function	Processes and Results
Enter Receipts by PO (Full Amount)	12. Click in the **Lot Description** field. 13. Enter the **Invoice Number**, repeat the process for all line(s) being received. 14. Click the **OK** button. Note: If you have different invoice numbers for (1) purchase order, you ***must*** process the receipts separately.

Purchase Order Receipts Form Fields & Descriptions:

Field Name	Description	R/O/A	User Action and Values	Comments
GL Date	The date that identifies the fiscal period to which the transaction is posted.	A	The System enters this for you.	
Receipt Date	The Date you received the PO line.	A	This is defaulted to the date you receive the PO.	
Rec Opt	The action the system will take when clicking "**OK**".	R	The option you enter determines whether the system leaves the balance of the line open (option 1), Receive into multiple locations (option 4), closes the balance (option7), or cancels the line entirely (option 9).	
Quantity	The original quantity on the PO to the Supplier	A/R	Automatically defaults to the original PO information; or depending on your entry at 'Rec Opt', a required entry may be necessary.	Compare the receipt details to the detail line information and adjust these fields, as necessary.
Trans UOM	The Unit of Measure keyed in on the PO is entered in by the Purchasing Agent.	A	Automatically defaults to the original PO information.	
Unit Cost	The cost of the Item, expressed in the Primary Unit of Measure	A		
Purch UOM	The Purchasing Unit of Measure as defined in the Item Master.	A	Automatically defaults to the original PO information.	
Amount	The purchase price of the item full extended over the quantity purchase.	A		
Description	The Item's English description as set-up at the Item Master and Branches.	A	This is set-up when an item is merchandized on to the System and is used throughout Procurement and Sales.	
Location	The warehouse default or Primary location of the item.	A	The system assigns an item to its primary location unless you specify otherwise.	You can assign multiple locations to an item.



Function	Processes and Results
Enter Receipts by PO (Full Amount)	At the **Work With Purchase Orders to Receive** form the system assigned Receipt Document 497957 and Previous Batch 1074725 numbers, the receipt information will be process to the Accounts Payable module. 15. Record the **Supplier AB#** on the original invoice. (Example: AB# 203968). 16. Record the **Order Co** on the original invoice (Example: CO# 10). 17. Record your **Initial** and **date** the original invoice. 18. Click the **Close** button.



Function	Processes and Results
Enter Receipts by PO (Full Amount)	19. At the **Printer Selection** form, click the **OK** button. Note: This closes the ***Enter Receipts by PO*** form, if you have more invoices to process, you must reopen the form and repeat the steps.

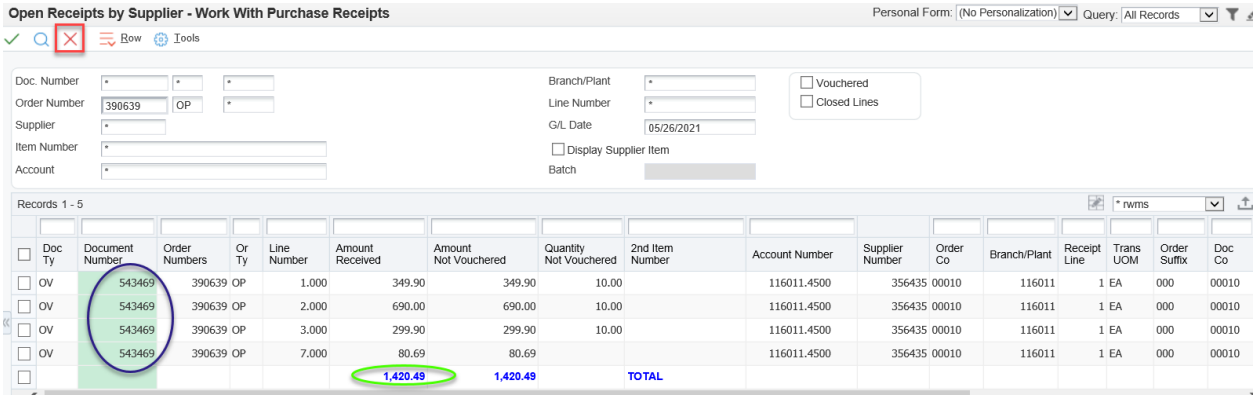
The Printer Selection form is important, by clicking OK the system automatically:

- Generates the General Ledger Post Report R09801(Optional).
- Automatically approves and posts batches.
- Allows you to reverse the receipt immediately if necessary.

Verify Receipt Process

Function	Processes and Results
Verify Receipt Process	1. Select Open Receipts by Supplier form from the Receipts Matching & Posting menu.

Function	Processes and Results
Verify Receipt Process	2. Enter the purchase order number in the **Order Number** field. 3. Click the **Find** button.



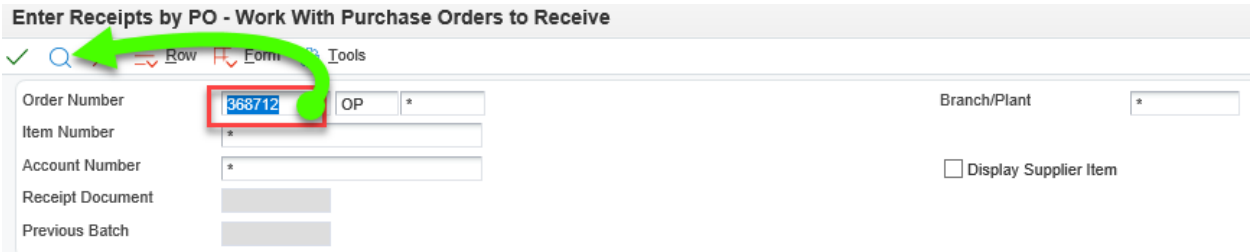
Function	Processes and Results
Verify Receipt Process	The **Amount Received** total field (blue totals) must match your original total invoice. The **Document Number** field displays (1) document number (543469) for all the line numbers, this indicates there was only (1) invoice totaling 1,420.49. If there was another set of document numbers, that indicates a different invoice number for the same purchase order, or a reversal was done to fix a certain line number. 4. Click the **Close** button to exit. Note: If they do not match ***DO NOT*** submit invoice to Accounts Payable for payment, it will be return which delays vendor payment. Use the ***reverse*** process to fix the receipt.

Partial Receipt Process

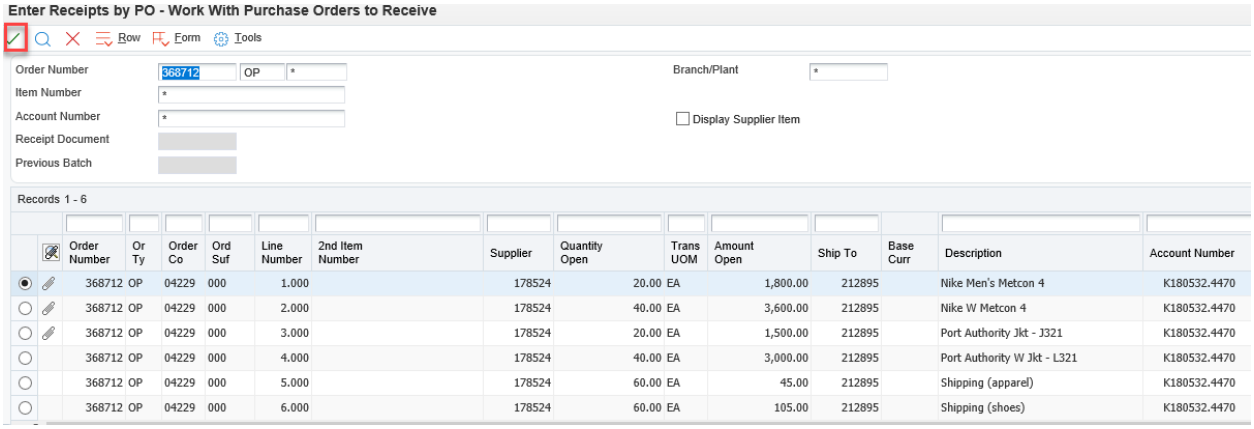
If the detail lines on a purchase order differ from the details of the invoice, you must adjust the purchase order detail lines to reflect the invoice. For example, if the order quantity on a detail line is 20 but, you receive a quantity of 10, you must change the quantity on the detail line to 10.

You specify whether to close the remaining balance on the line or to keep it open.

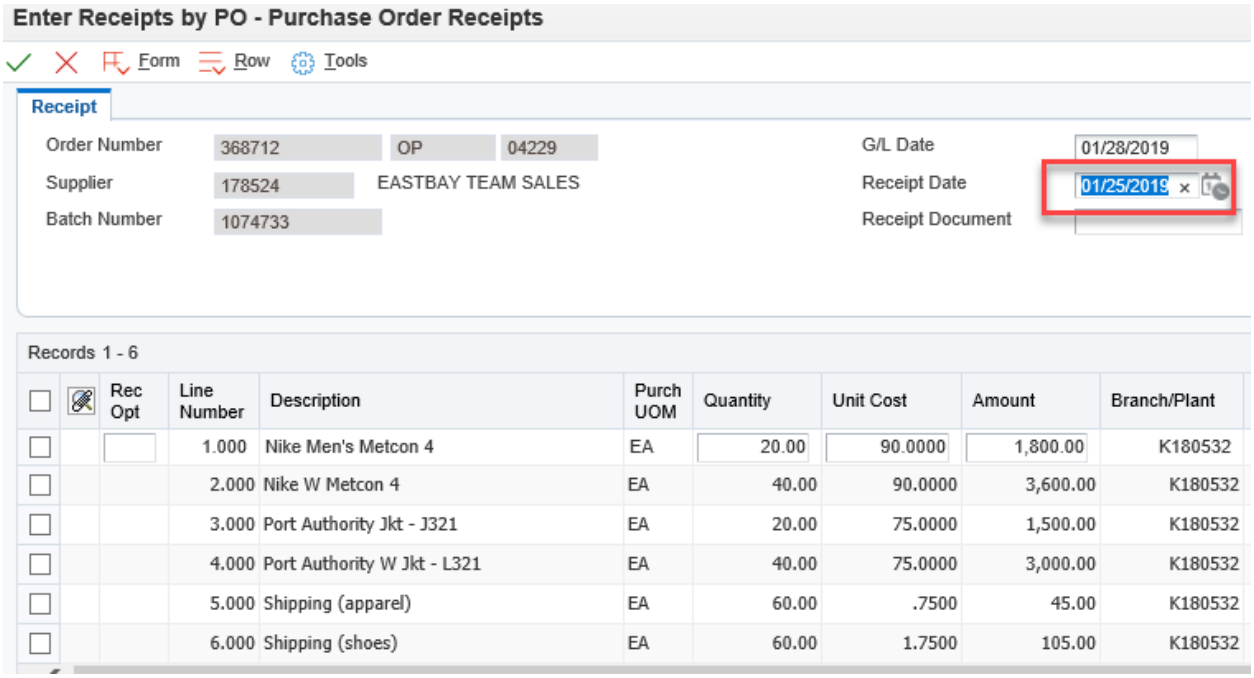
When you change the quantity or unit cost fields, you cannot enter a ***higher quantity*** or ***increase the unit cost***, you will encounter an *error message*. It must be equal to or lower than the quantity and unit cost fields.



Function	Processes
Enter Partial Receipt - Quantity	1. Enter the purchase order in the **Order Number** field. 2. Click the **Find** button.



Function	Processes
Enter Partial Receipt - Quantity	3. Click the **Select** button.



Function	Processes
Enter Partial Receipt - Quantity	4. Click in the **Receipt Date** field, enter the **<u>physical date</u>** you received the goods/service.

Enter Receipts by PO - Purchase Order Receipts

Form Row Tools

Receipt

Order Number	368712	OP	04229	G/L Date	01/28/2019
Supplier	178524	EASTBAY TEAM SALES		Receipt Date	01/25/2019
Batch Number	1074733			Receipt Document	

Records 1 - 6

Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
	1.000	Nike Men's Metcon 4	EA	20.00	90.0000	1,800.00	K180532	
	2.000	Nike W Metcon 4	EA	40.00	90.0000	3,600.00	K180532	
	3.000	Port Authority Jkt - J321	EA	20.00	75.0000	1,500.00	K180532	
	4.000	Port Authority W Jkt - L321	EA	40.00	75.0000	3,000.00	K180532	
	5.000	Shipping (apparel)	EA	60.00	.7500	45.00	K180532	
	6.000	Shipping (shoes)	EA	60.00	1.7500	105.00	K180532	

To receive a partial receipt on a purchase order and have the purchase order remain open. Use Rec Opt (Receipt Option) code ‘1’.

Scenario 1: You received half of the goods ordered for all line number for 368712-OP, invoice number 12819.

Enter Receipts by PO - Purchase Order Receipts

Form Row Tools

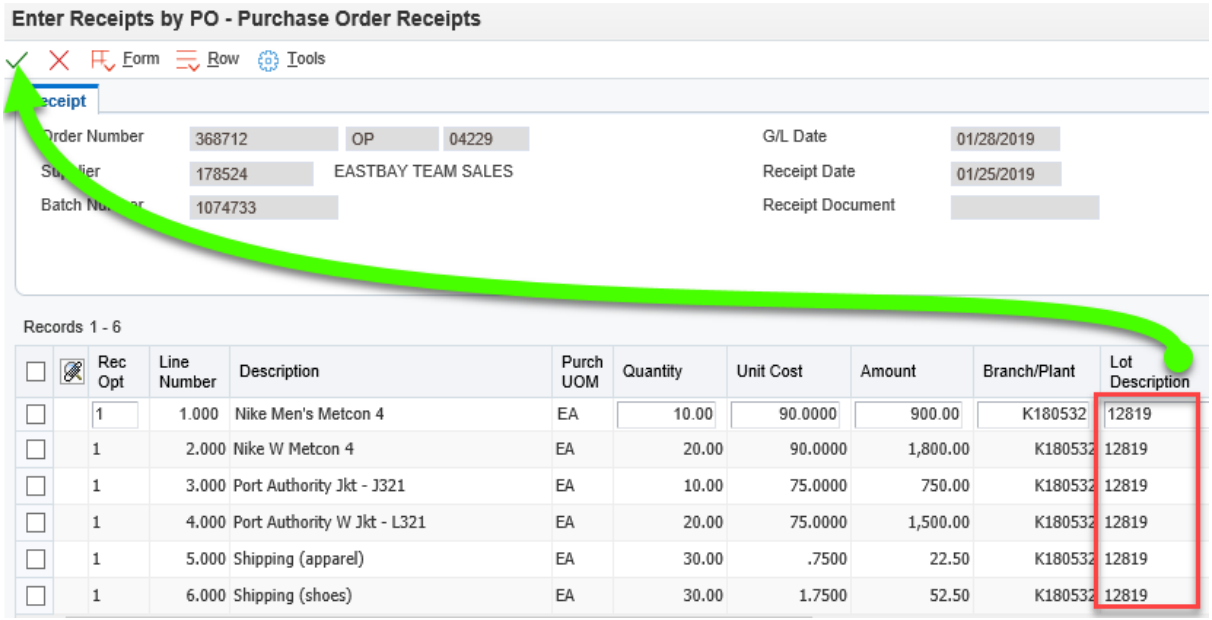
Receipt

Order Number	368712	OP	04229	G/L Date	01/28/2019
Supplier	178524	EASTBAY TEAM SALES		Receipt Date	01/25/2019
Batch Number	1074733			Receipt Document	

Records 1 - 6

Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
1	1.000	Nike Men's Metcon 4	EA	10.00	90.0000	900.00	K180532	
1	2.000	Nike W Metcon 4	EA	20.00	90.0000	1,800.00	K180532	
1	3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
1	4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
1	5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
1	6.000	Shipping (shoes)	EA	30	1.7500	105.00	K180532	

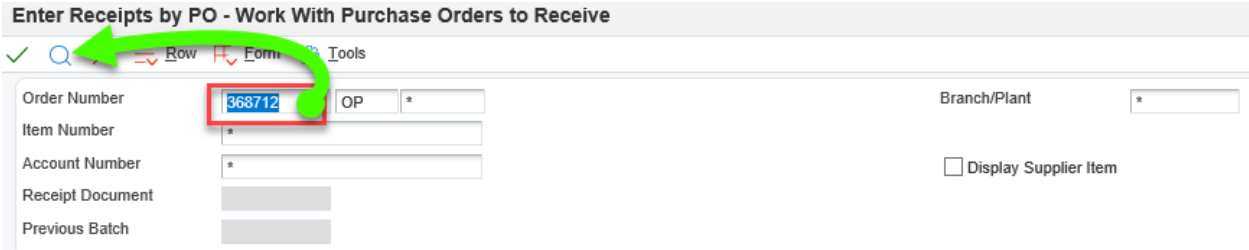
Function	Processes
Enter Partial Receipt - Quantity	5. Click in the **Rec Opt** field, enter a '**1**'. 6. Click in the **Quantity** field, change the quantity to reflect half of the original quantity ordered (Example 20 to 10). Note: Repeat process for row:2 – 6.



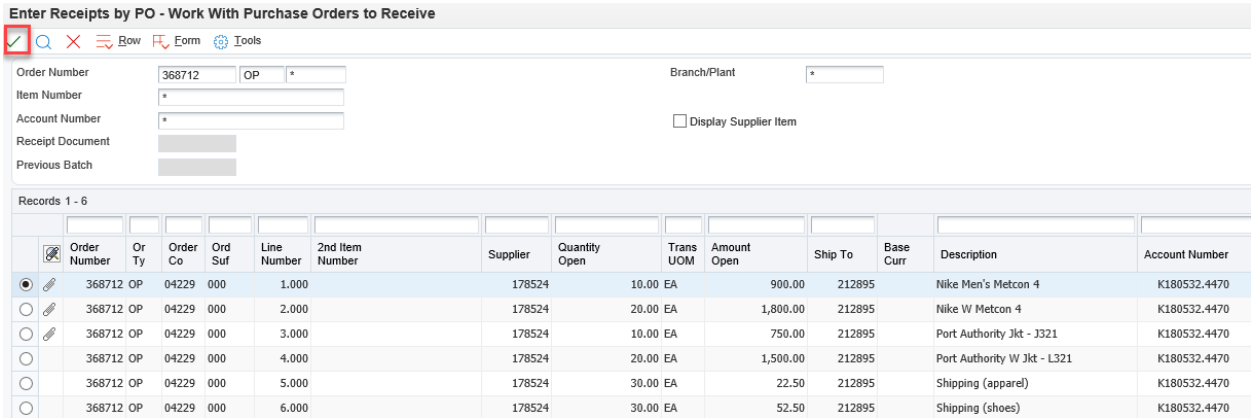
Function	Processes
Enter Partial Receipt - Quantity	7. Click in the **Lot Description** field, enter the supplier's **invoice number**. Note: Repeat process for row:2 – 6. 8. Click the **OK** button. 9. Follow steps 15 through 18 page 133. Note: Always verify your receipt process using **Open Receipts by Supplier**.

Partial Receipt with Discount

The system enables the pricing and repricing of purchase order items at receipt. Pricing and repricing at receipts for items and quantity attributes enables you to account for price changes that must be reflected when an item is received.

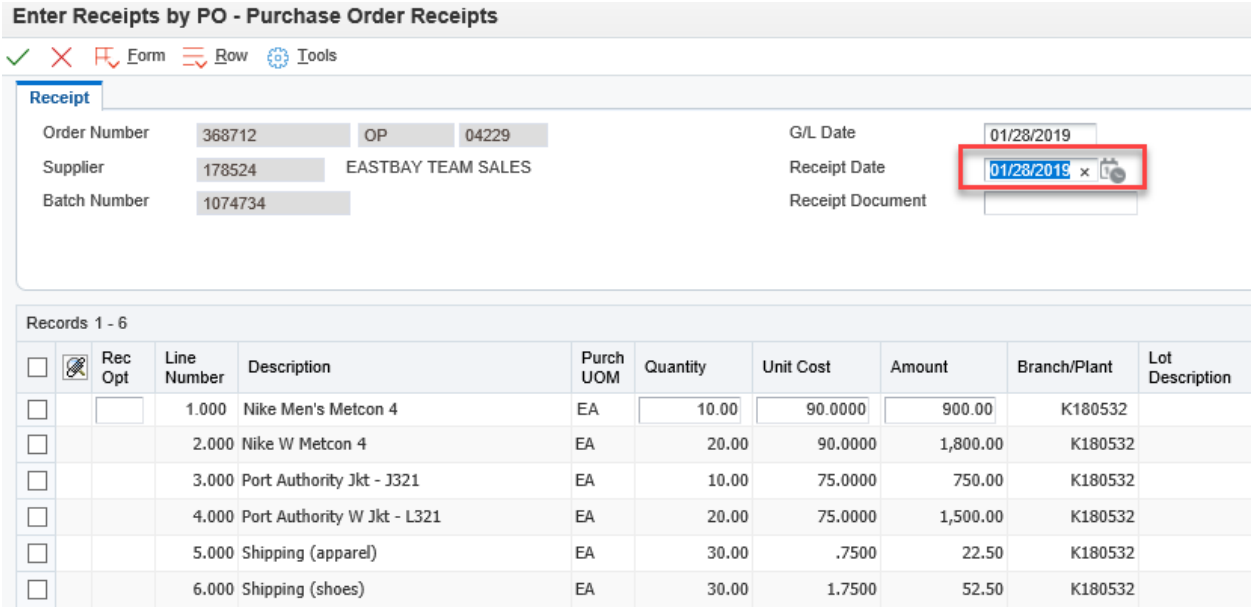


Function	Processes
Enter Partial Receipt – Quantity/Discount	1. Enter the purchase order number in the **Order Number** field. 2. Click the **Find** button.

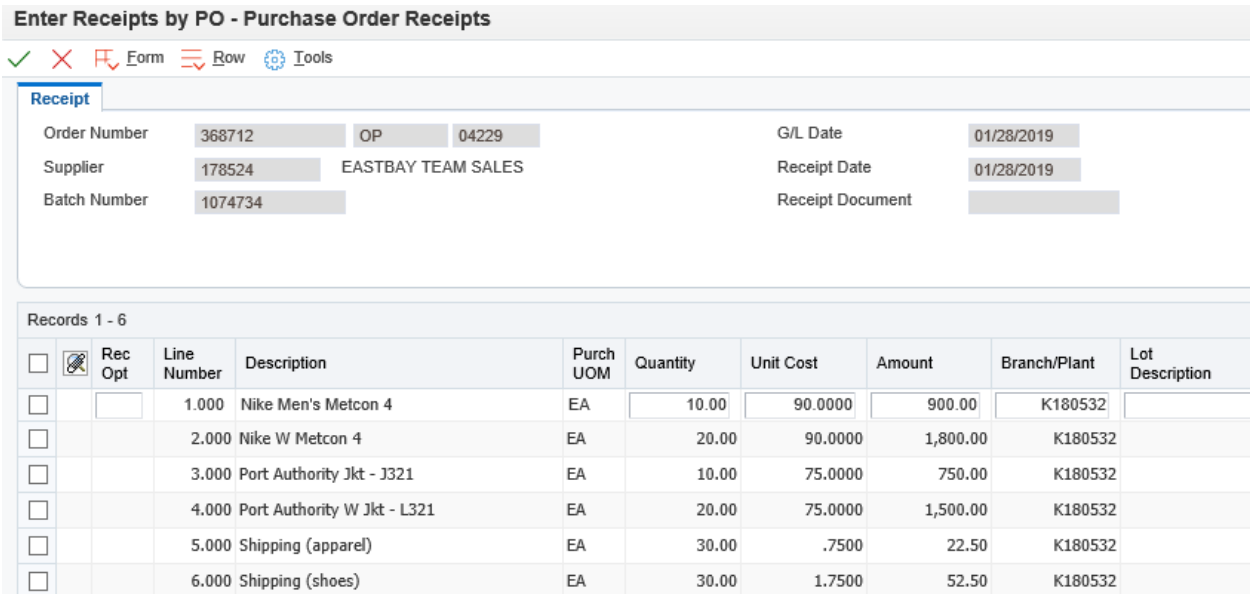


Order Number	Or Ty	Order Co	Ord Suf	Line Number	2nd Item Number	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Base Curr	Description	Account Number
368712	OP	04229	000	1.000		178524	10.00	EA	900.00	212895		Nike Men's Metcon 4	K180532.4470
368712	OP	04229	000	2.000		178524	20.00	EA	1,800.00	212895		Nike W Metcon 4	K180532.4470
368712	OP	04229	000	3.000		178524	10.00	EA	750.00	212895		Port Authority Jkt - J321	K180532.4470
368712	OP	04229	000	4.000		178524	20.00	EA	1,500.00	212895		Port Authority W Jkt - L321	K180532.4470
368712	OP	04229	000	5.000		178524	30.00	EA	22.50	212895		Shipping (apparel)	K180532.4470
368712	OP	04229	000	6.000		178524	30.00	EA	52.50	212895		Shipping (shoes)	K180532.4470

Function	Processes
Enter Partial Receipt – Quantity/Discount	3. Click the **Select** button.

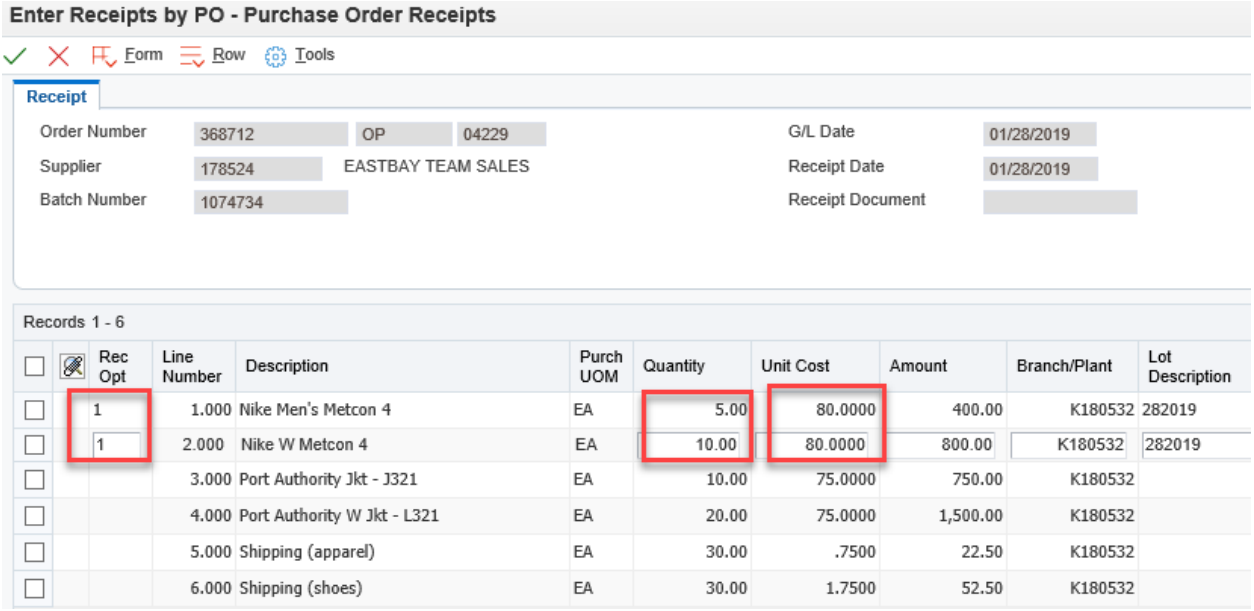


Function	Processes
Enter Partial Receipt – Quantity/Discount	4. Click in the **Receipt Date** field, enter the **<u>physical date</u>** you received your goods/service.

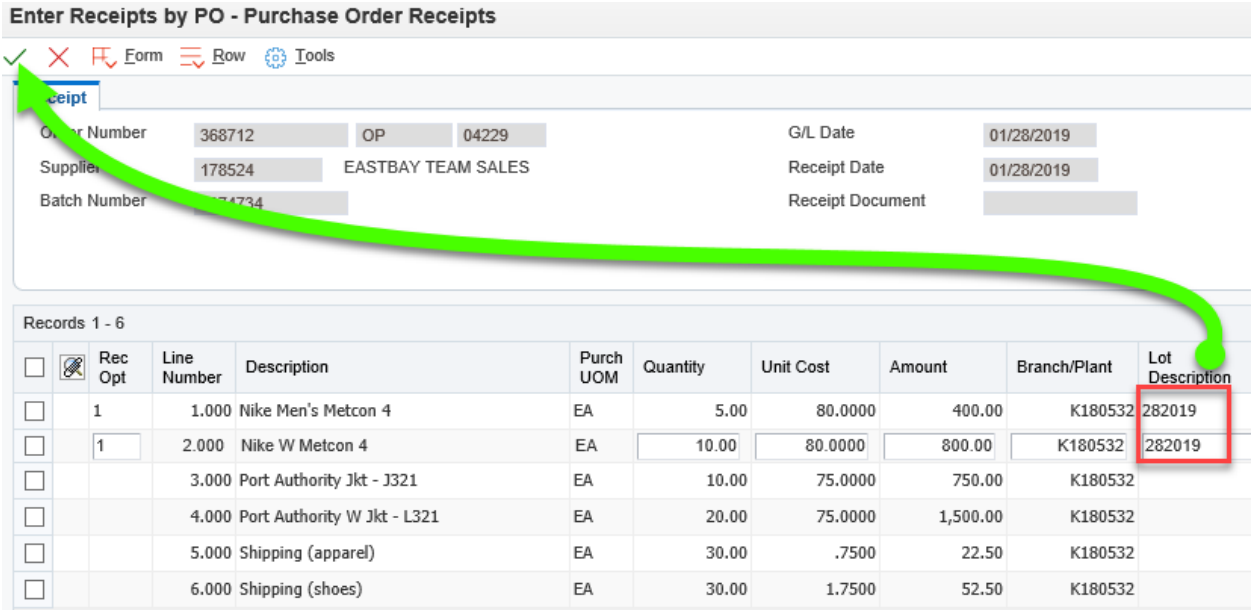


To receive a partial receipt for a purchase order and have the order remain open. The Rec Opt (Receipt Option) will be '**1**'. For line numbers **1** and **2**, reduce the quantity field by half and reduce the unit cost by $10.00.

Scenario 2: You received half of the goods ordered with a $10.00 discount for line numbers 1 and 2 for 368712-OP, invoice number 282019.



Function	Processes
Enter Partial Receipt – Quantity/Discount	5. Click in the **Rec Opt** field, enter a '**1**' for the selected line numbers. 6. Click in the **Quantity** field, change the amount 10 to 5. 7. Click in the **Unit Cost** field, change the amount from 90.00 to 80.00. Note: Repeat process for line number 2, reduce quantity by half and reduce unit cost by 10.00.

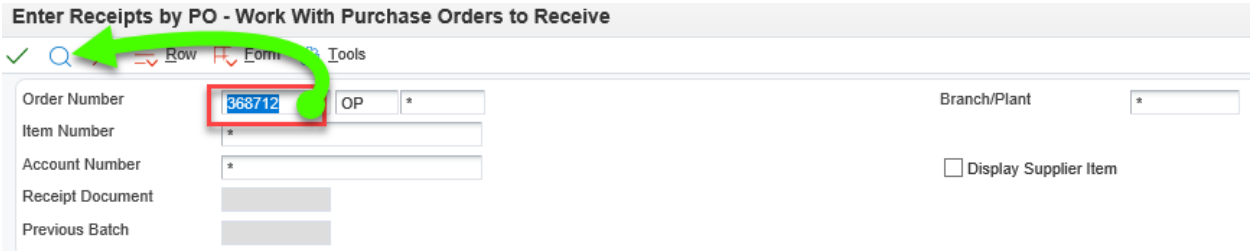


Function	Processes
Enter Partial Receipt - Quantity	8. Click in the **Lot Description** field, enter the **invoice number**. 9. Click the **OK** button 10. Follow steps 15 through 18 on page 133.

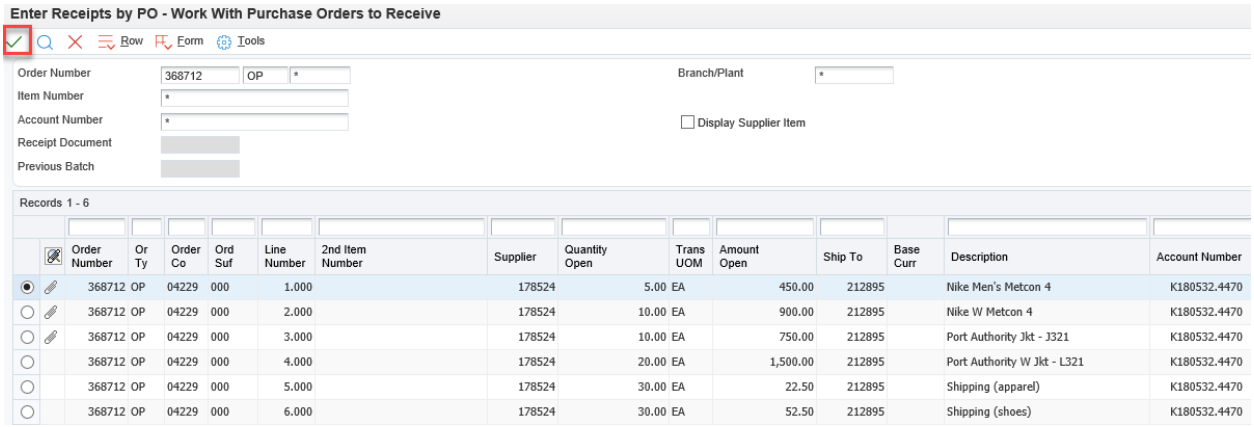
Partial Receipt and Close the Purchase Order

The system enables the pricing and repricing of purchase order items at receipt. Pricing and repricing at receipts for items and quality attributes enables you to account for price changes that must be reflected when an item is received.

You specify whether to close the remaining balance on the line or to keep it open.



Function	Processes
Enter Partial Receipt - Close	1. Enter the purchase order number in the **Order Number** field. 2. Click the **Find** button.



Order Number	Or Ty	Order Co	Ord Suf	Line Number	2nd Item Number	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Base Curr	Description	Account Number
368712	OP	04229	000	1.000		178524	5.00	EA	450.00	212895		Nike Men's Metcon 4	K180532.4470
368712	OP	04229	000	2.000		178524	10.00	EA	900.00	212895		Nike W Metcon 4	K180532.4470
368712	OP	04229	000	3.000		178524	10.00	EA	750.00	212895		Port Authority Jkt - J321	K180532.4470
368712	OP	04229	000	4.000		178524	20.00	EA	1,500.00	212895		Port Authority W Jkt - L321	K180532.4470
368712	OP	04229	000	5.000		178524	30.00	EA	22.50	212895		Shipping (apparel)	K180532.4470
368712	OP	04229	000	6.000		178524	30.00	EA	52.50	212895		Shipping (shoes)	K180532.4470

Function	Processes
Enter Partial Receipt - Close	3. Click the **Select** button.

Enter Receipts by PO - Purchase Order Receipts

Form Row Tools

Receipt

Order Number 368712 OP 04229
Supplier 178524 EASTBAY TEAM SALES
Batch Number 1074735
G/L Date 01/28/2019
Receipt Date 01/24/2019
Receipt Document

Records 1 - 6

Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
	1.000	Nike Men's Metcon 4	EA	5.00	90.0000	450.00	K180532	
	2.000	Nike W Metcon 4	EA	10.00	90.0000	900.00	K180532	
	3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
	4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
	5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
	6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	

Function	Processes
Enter Partial Receipt - Close	4. Click in the **Receipt Date** field, enter the **physical date** you received your goods/service.

To receive a partial receipt against a purchase order and close the purchase order.
The Rec Opt (Receipt Option) will be '**7**' and reduce the quantity field.

Scenario 3: You received only quantity (3) for line number 1 against 368712-OP, invoice number 012019. Supplier will not be shipping the balance of (2).

Enter Receipts by PO - Purchase Order Receipts

Form Row Tools

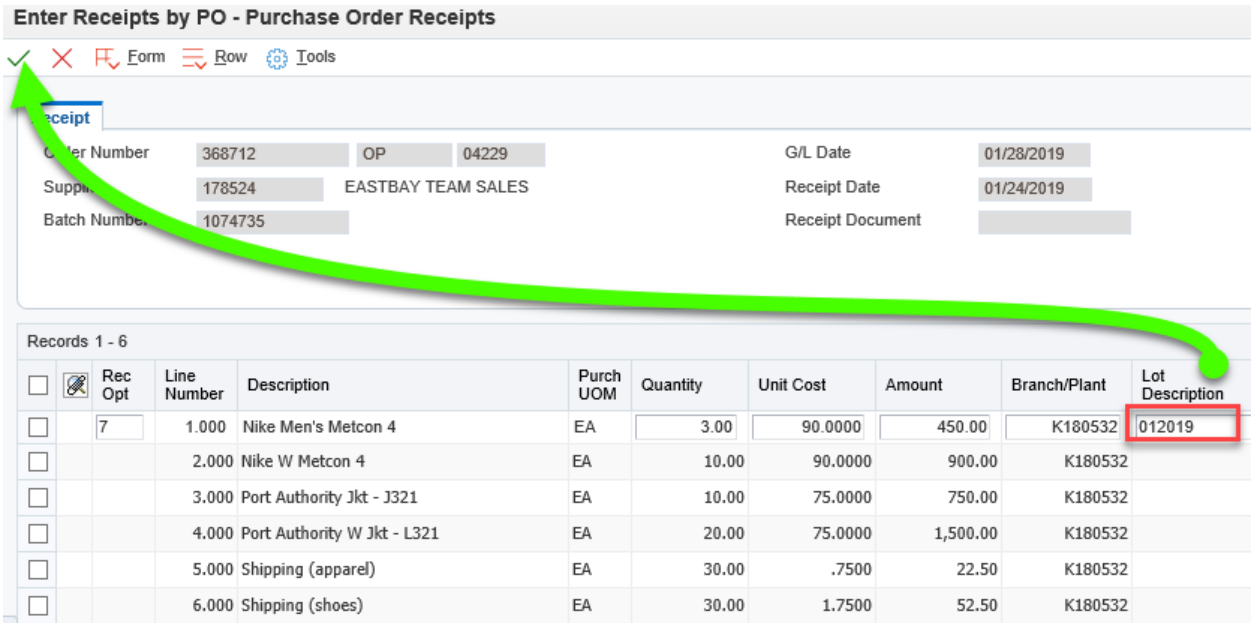
Receipt

Order Number 368712 OP 04229
Supplier 178524 EASTBAY TEAM SALES
Batch Number 1074735
G/L Date 01/28/2019
Receipt Date 01/24/2019
Receipt Document

Records 1 - 6

Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
7	1.000	Nike Men's Metcon 4	EA	3.00	90.0000	450.00	K180532	012019
	2.000	Nike W Metcon 4	EA	10.00	90.0000	900.00	K180532	
	3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
	4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
	5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
	6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	

Function	Processes
Enter Partial Receipt – Close	5. Click in the **Rec Opt** field, enter a **'7'** for the selected line number. 6. Click in the **Quantity** field, change the quantity from 5 to 3.



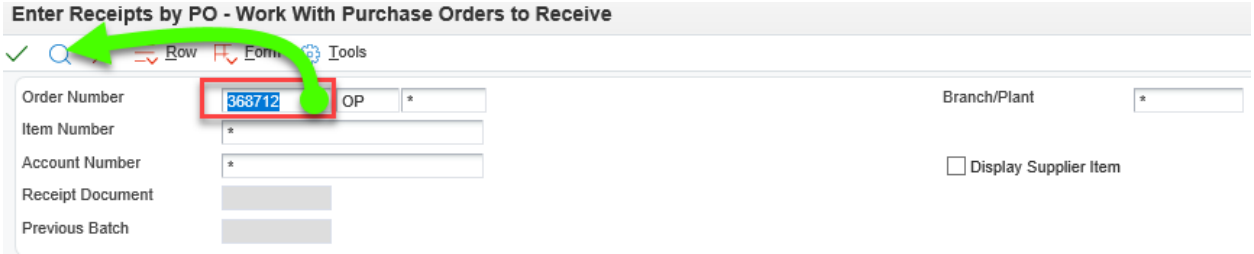
Function	Processes
Enter Partial Receipt - Close	7. Click in the **Lot Description** field, enter the **invoice number**. 8. Click the **OK** button. 9. Follow steps 15 through 18 on page 133.

Cancel Receipt Line or Purchase Order

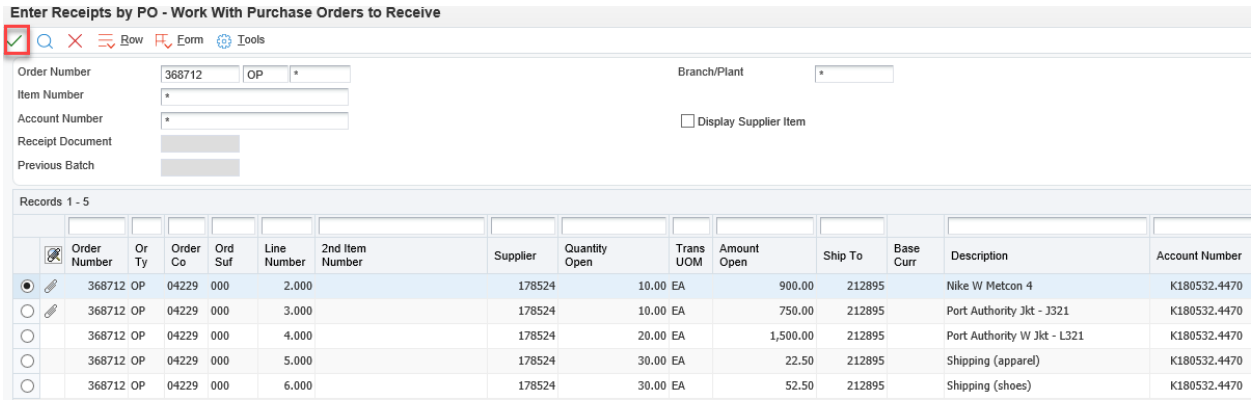
Specify the User Define Code (9) when processing line items that you will not receive from the Supplier. When a supplier is not going to fulfill the purchase order you can use this receipt code to cancel line items or the entire purchase order.

When using receipt code (9), you must be in an agreement with the supplier.
Ex: Supplier is out of business, items ordered become obsolete or you no longer need the item.

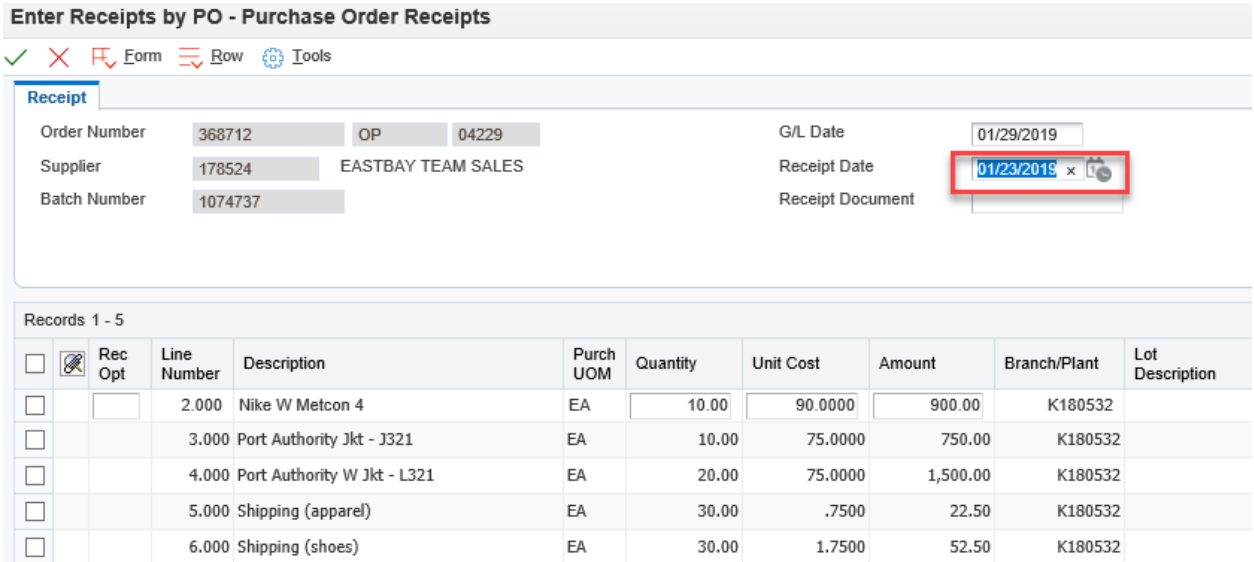
Once you enter code (9) on a purchase order line and confirm the order, it is canceled. You cannot reverse the line(s) to reopen.



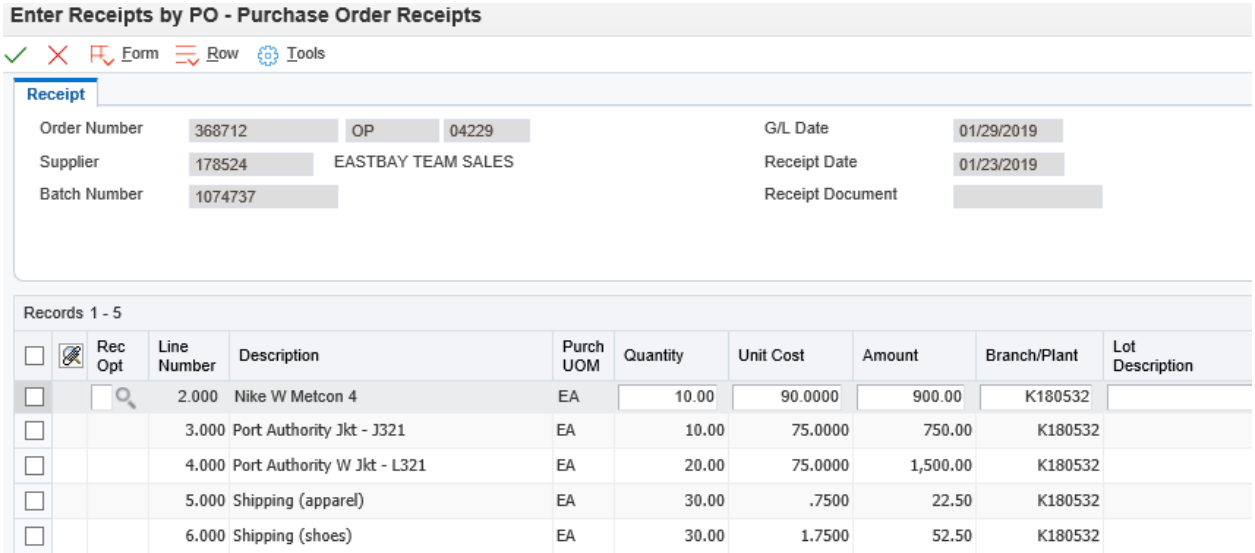
Function	Processes
Enter Receipt - Cancel	1. Enter the purchase order number in the **Order Number** field. 2. Click the **Find** button.



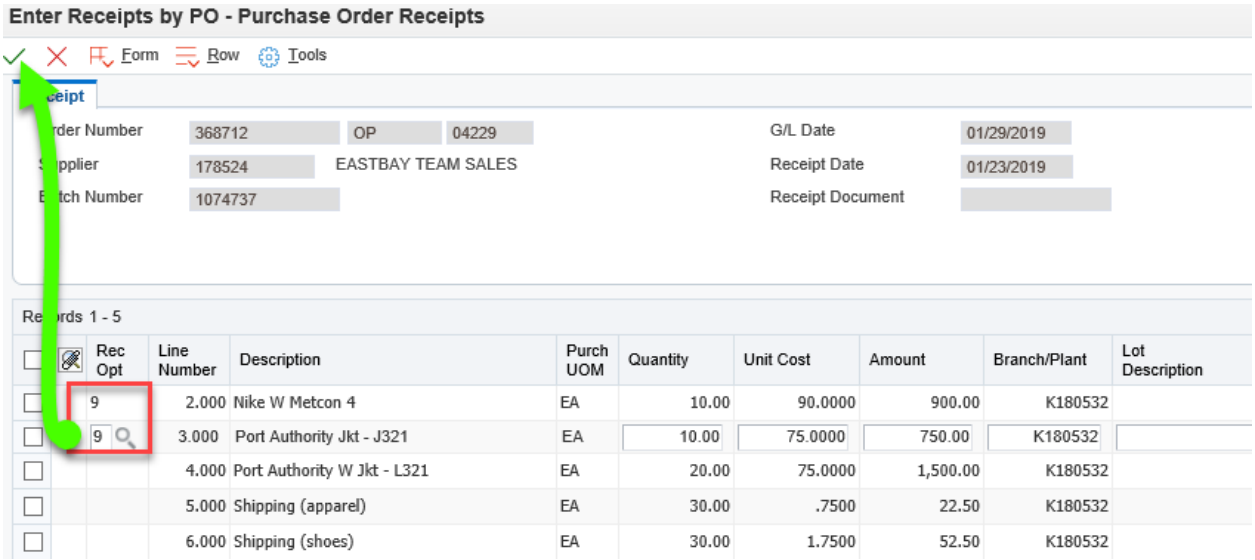
Function	Processes
Enter Receipt – Cancel	3. Click the **Select** button.



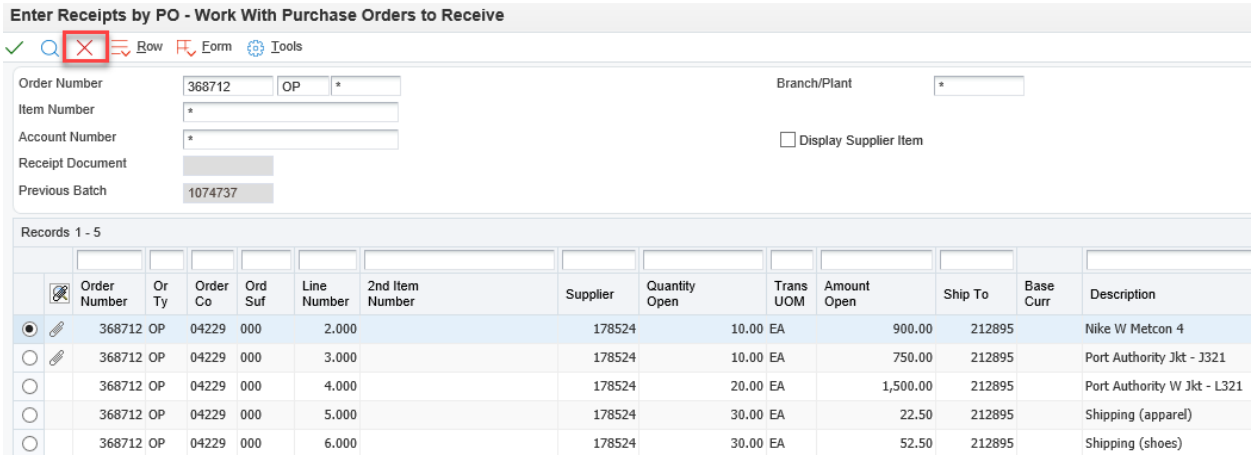
Function	Processes
Enter Receipt – Cancel	4. Click in the **Receipt Date** field, **current date** defaults, retain current date.



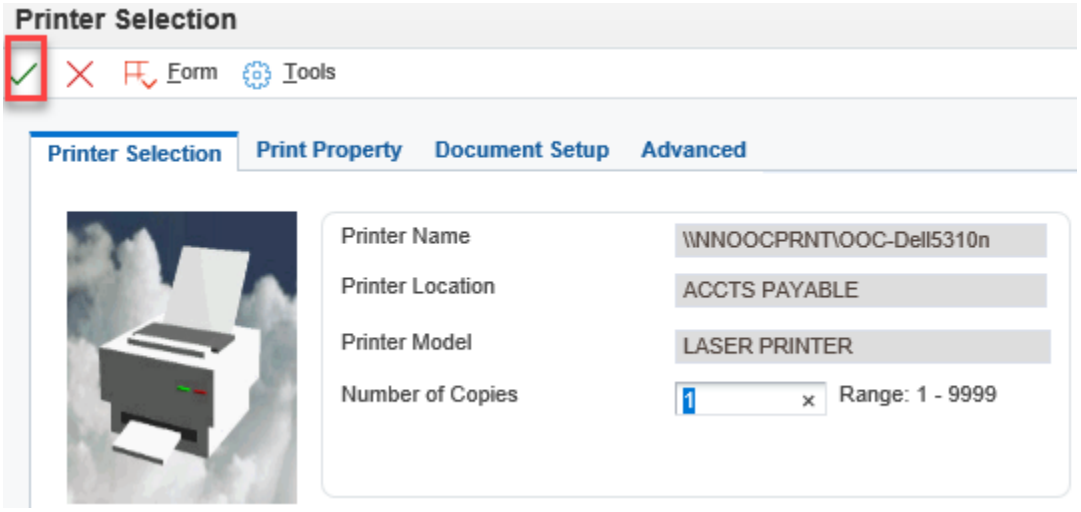
Scenario 4: Supplier has confirmed you will not receive line number 2 and 3 for 368712-OP, invoice number 1292019.



Function	Processes
Enter Receipt – Cancel	To receive **NO** goods/service for purchase order and close the purchase order. Use Rec Opt (Receipt Option) '**9**'. 5. Click in the **Rec Opt** field, enter a '**9**' for the selected line numbers. Note: Repeat process for line number 3. 6. Click the **OK** button.

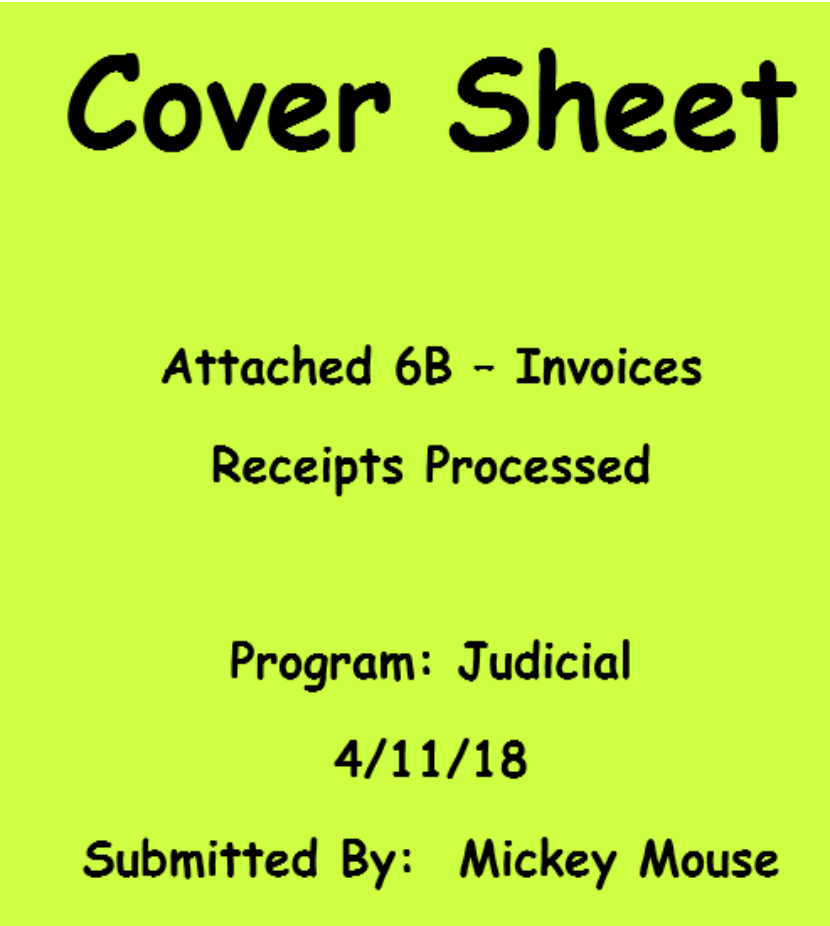


Function	Processes
Enter Receipt – Cancel	7. At the **Work With Purchase Orders to Receive** form, click the **Close** button.



Function	Processes
Enter Receipt – Cancel	8. At the **Printer Selection** form, click the **OK** button. Note: You are done, no paperwork to submit to Accounts Payable.

Cover Sheet – Receipt(s) Processed



Example of a cover sheet for invoices that are **not** Vouchered. Always create a cover sheet and submit it with your invoices to Accounts Payable department.

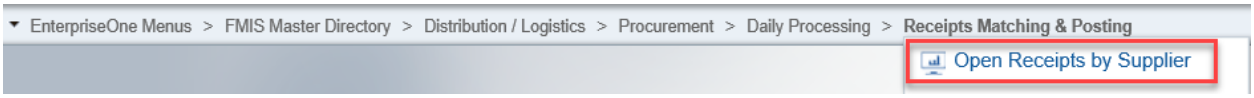
Receipt Reverse

You can reverse a receipt as long as you have not yet created a voucher for the receipt. You might need to do this if you recorded a receipt by mistake or you recorded the wrong receipt. If the order has been vouchered, the voucher must be reversed first in order to reverse the receipt.

When you reverse a receipt, the system accounts for the order as if it were never received. It reverses all accounting and inventory transactions.

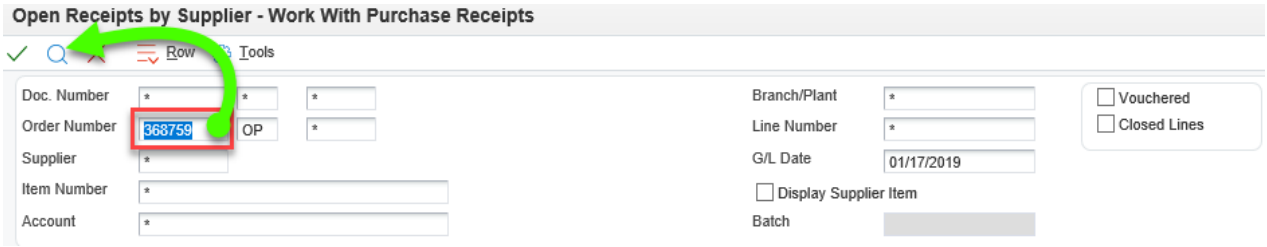
Each time you reverse a receipt, the systems reset the status codes of the purchase order as Last Status = 999 and Next Status = 400.

Via Menus	Distribution/Logistics → Procurement → Daily Processing → Receipt Matching & Posting → Open Receipts by Supplier

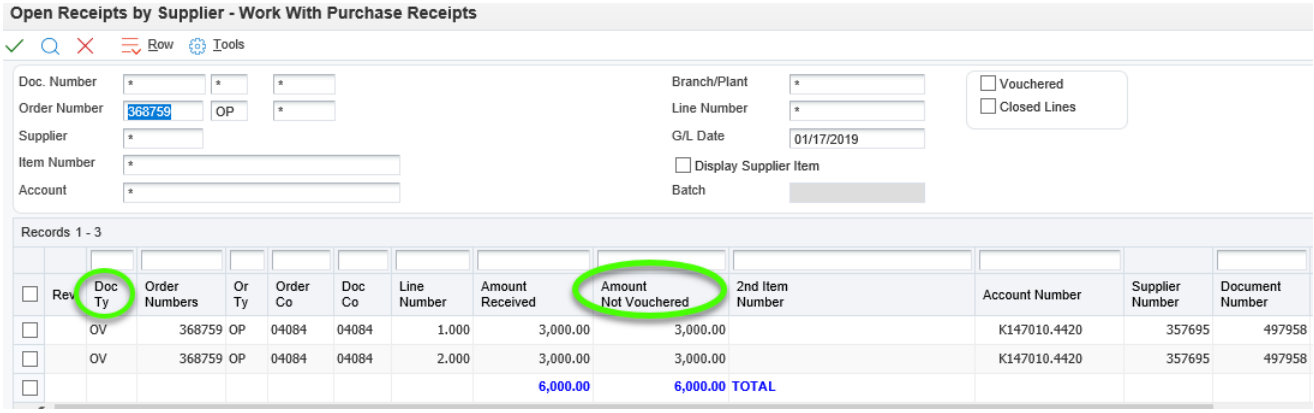


Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	1. Select **Open Receipts by Supplier** from the **Receipts Matching & Posting** menu.

Find the Receipt to Reverse



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	At the **Work With Purchase Receipts** form. 2. Enter the **Order Number** or enough information in other fields to find the receipt you need to reverse. 3. Click the **Find** button.

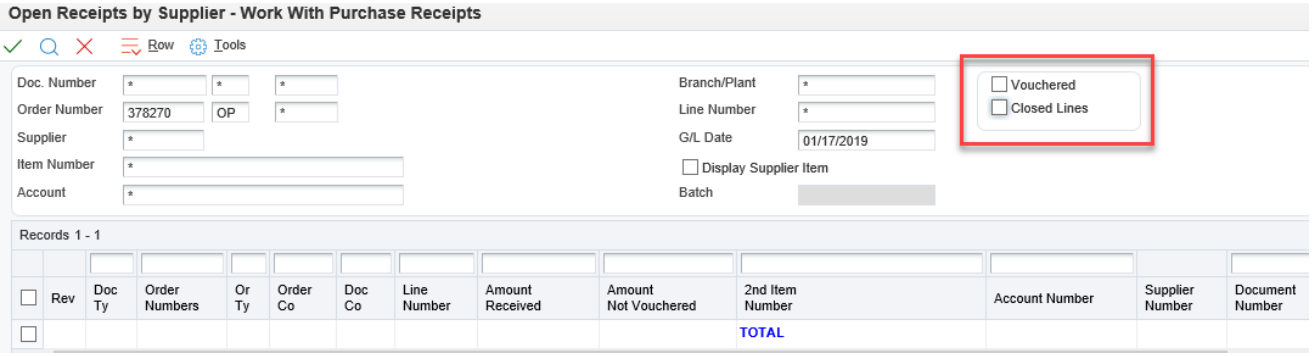


Rev	Doc Ty	Order Numbers	Or Ty	Order Co	Doc Co	Line Number	Amount Received	Amount Not Vouchered	2nd Item Number	Account Number	Supplier Number	Document Number
	OV	368759	OP	04084	04084	1.000	3,000.00	3,000.00		K147010.4420	357695	497958
	OV	368759	OP	04084	04084	2.000	3,000.00	3,000.00		K147010.4420	357695	497958
							6,000.00	6,000.00	TOTAL			

The system only allows reversals:

- If an amount is visible in the **Amount Not Vouchered** field.
  - Field displays the amount of the invoice or voucher that is NOT paid.

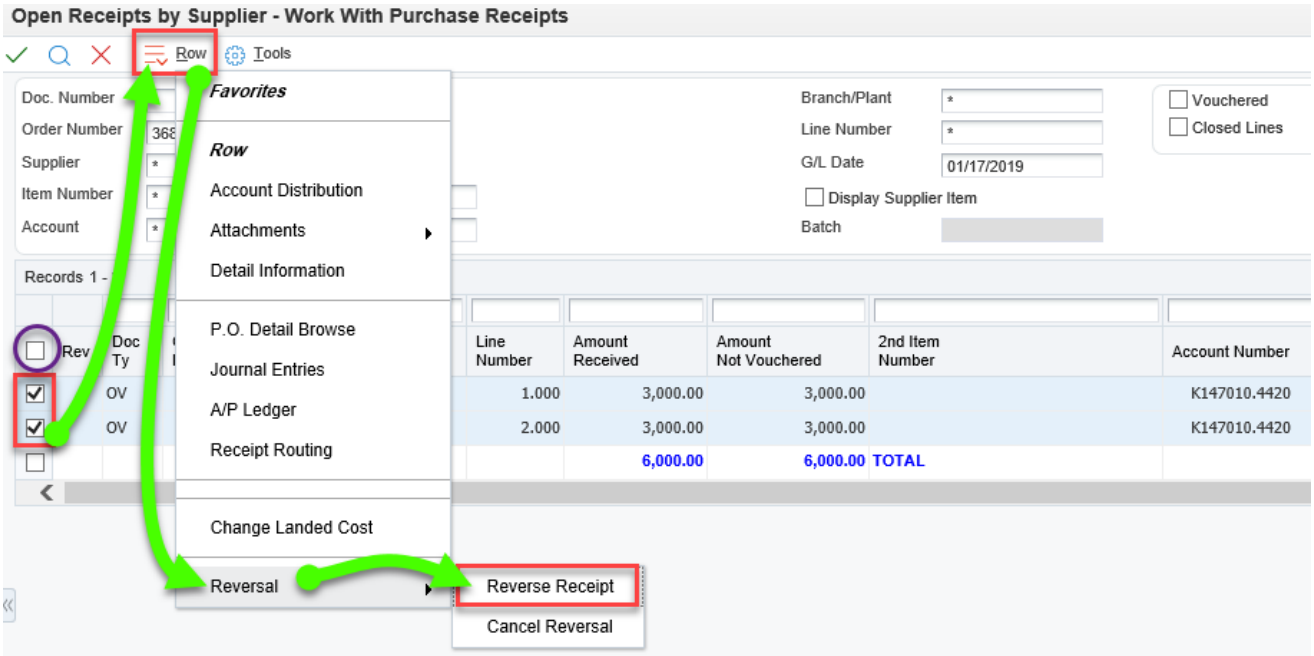
- If the **Doc Ty** equals '**OV**'.



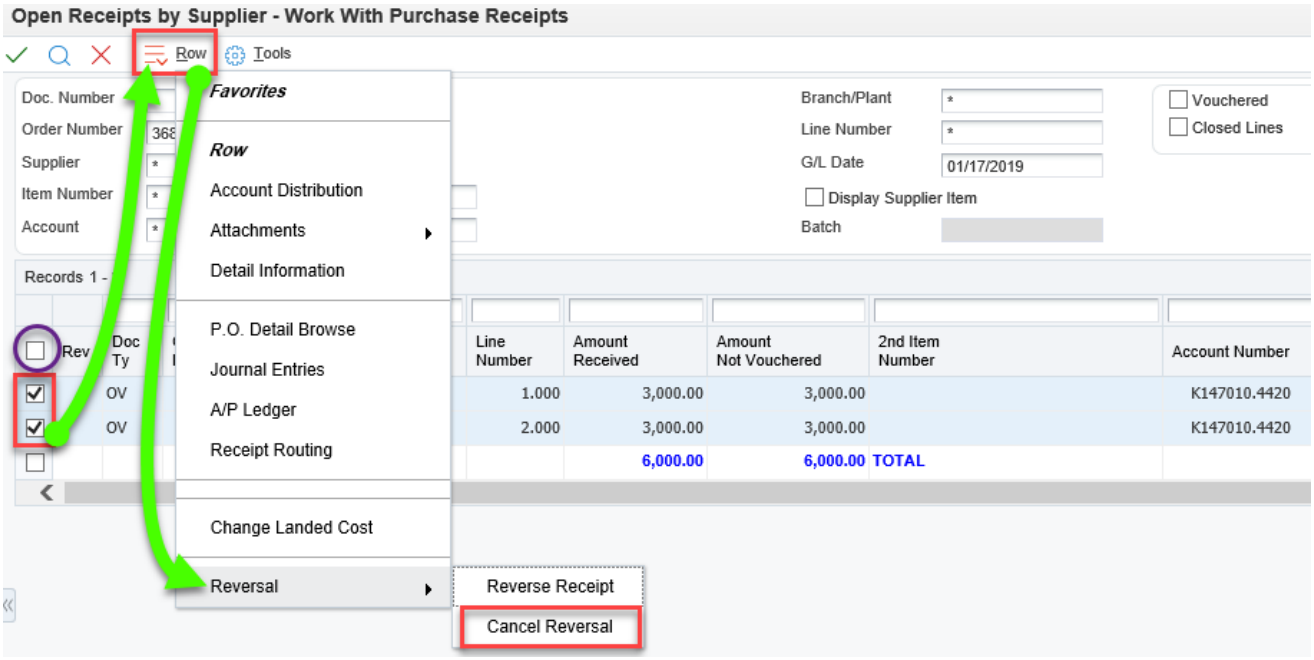
- If the **Amount Not Vouchered** field is **blank** (no amount):
  - Accounts Payable has vouchered matched the receipt.
    - Verify by clicking the **Vouchered** box in the top right corner of the form.

- If the **Amount Not Vouchered** field is **blank** (no amount):
  - Receipt is ***NOT*** processed.
    - Navigate to **Enter Receipts by PO** to verify.
  - Manual posting might be pending.

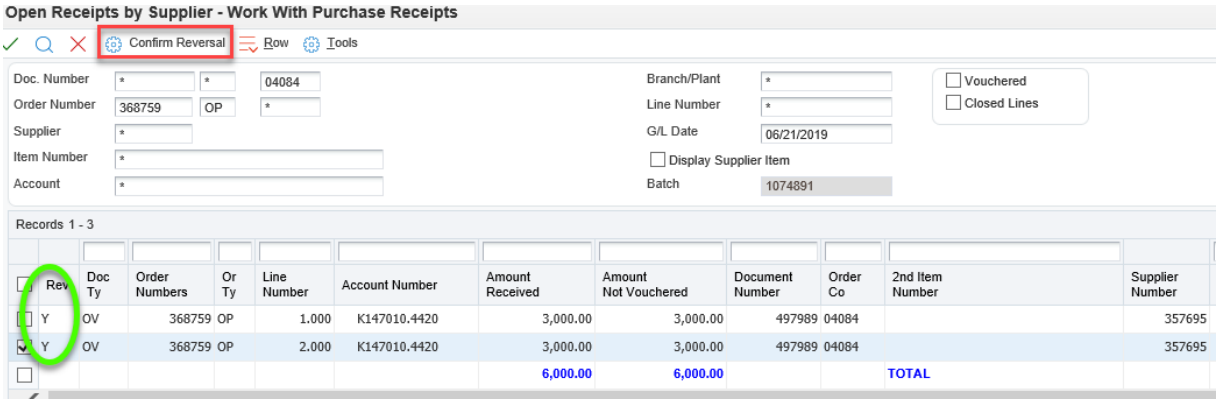
Receipt Reversal



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	4. **Select** the receipt line from the grid to reverse. • You can use the **Select all fetched records** button (circle) to reverse the entire purchase order. 5. Click the **Row** exit. 6. Select **Reversal** from the row exit. 7. Select **Reverse Receipt**.

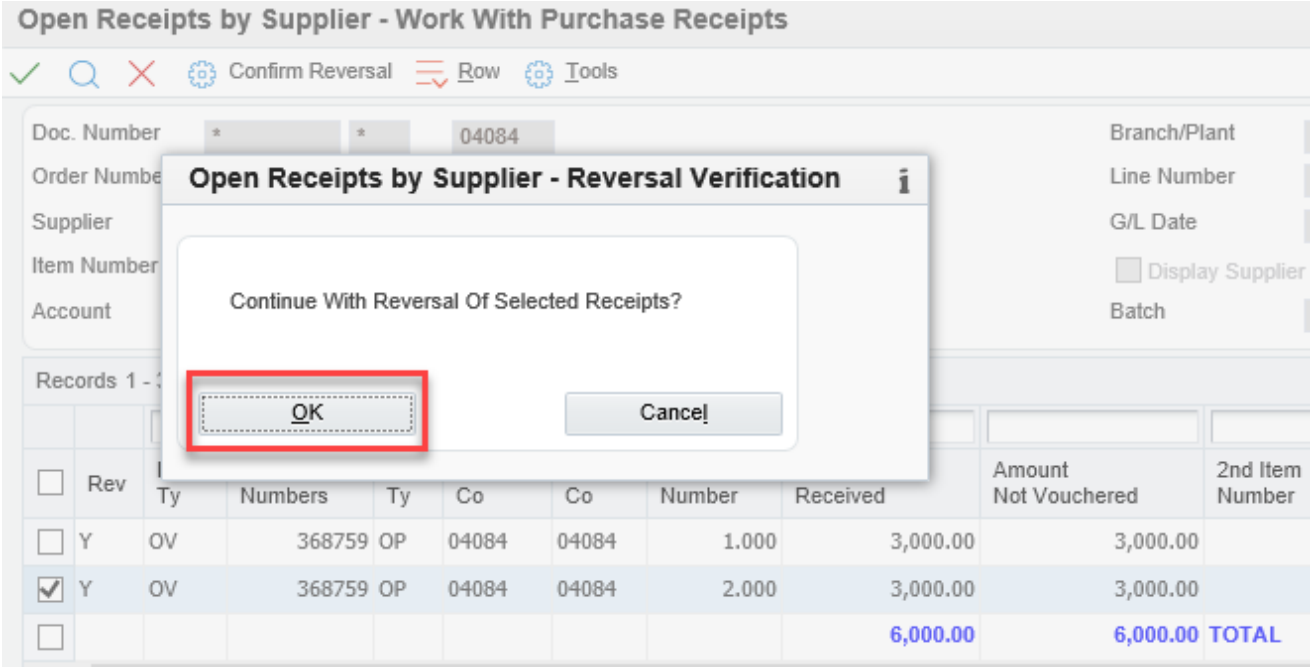


If you decide **NOT** to reverse the receipt, select **Cancel Reversal**.

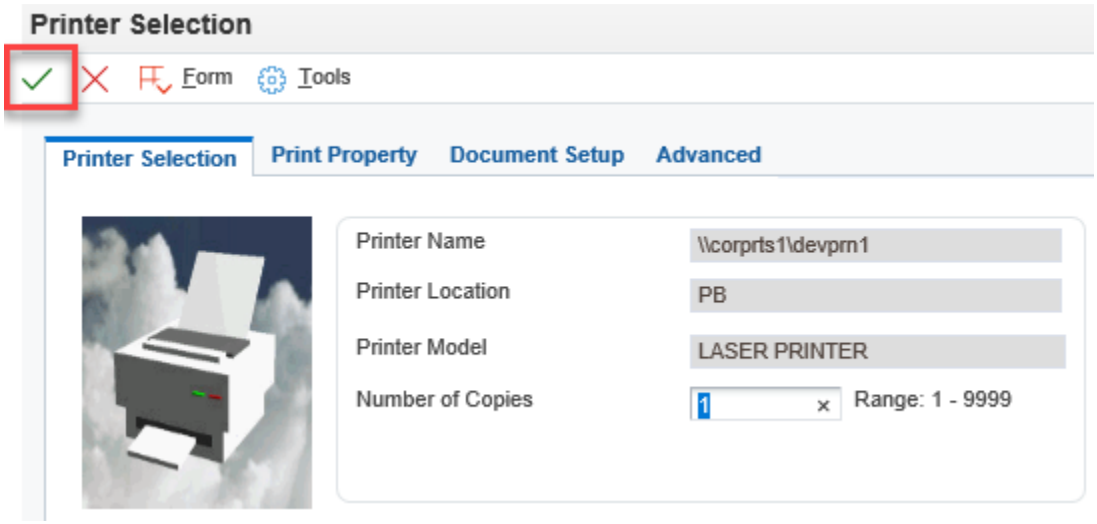


Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	After the **Reverse Receipt** has been selected, the letter **Y** is displayed in the **Rev** column (Rev = Reverse) (Y = Yes). 8. Click the **Confirm Reversal** button.

Reversal Verification



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	At the **Reversal Verification** form. 9. Select **OK** to continue with the receipt reversal. Note: Click **Cancel** if you do ***NOT*** want to reverse the receipt.



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	At the **Printer Selection** form. 10. Click the **OK** button. Note: This allows automatic approval and posts the batches then, generates the General Ledger Post report.

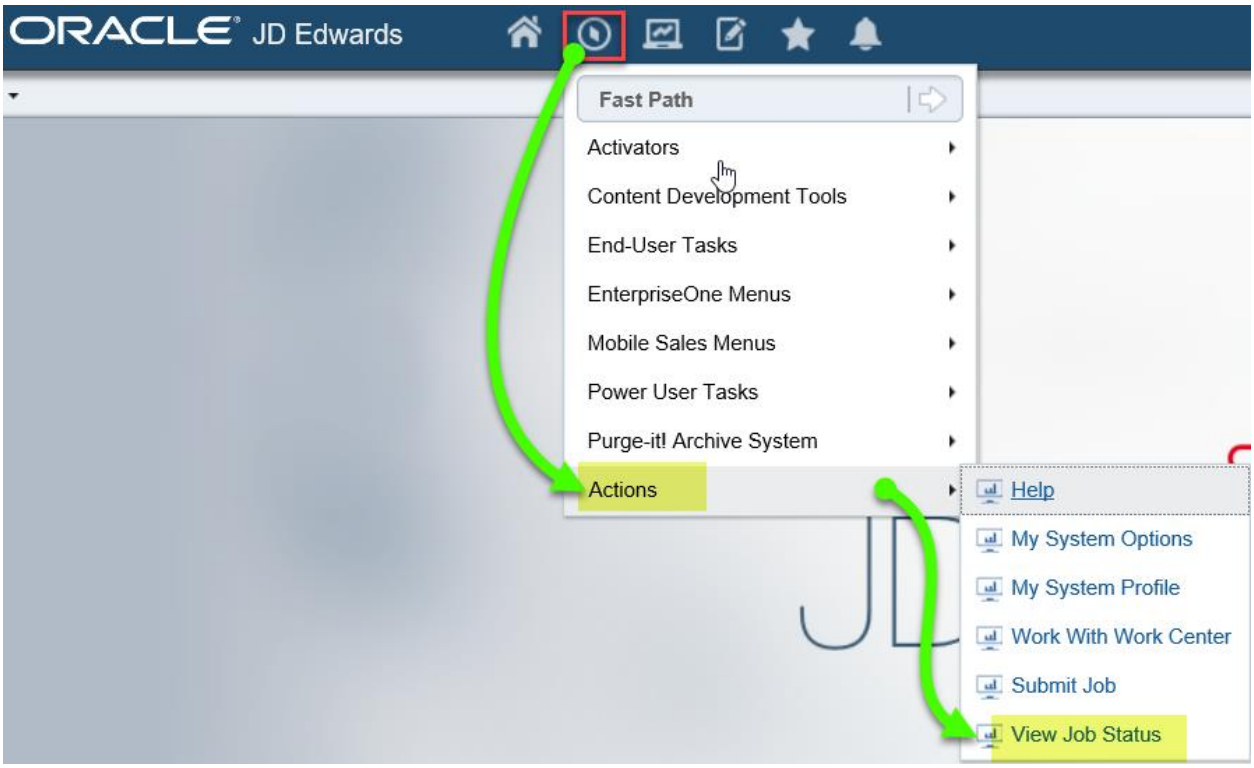
Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	The purchase order has reopened. 11. Navigate to **Enter Receipts by PO** form, to process your receipt correctly.

View the General Ledger Post Report – R09801

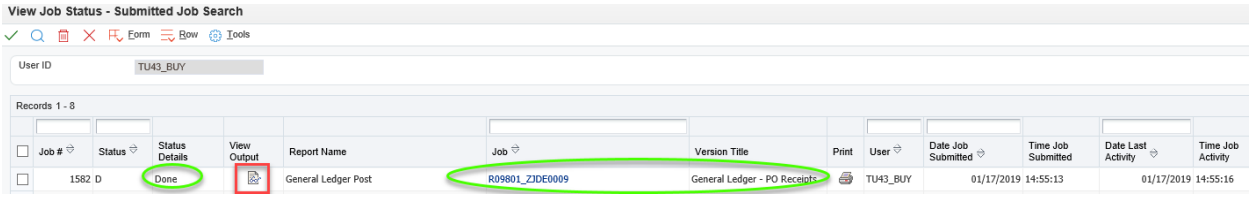
The system creates journal entries each time you enter or reverse a receipt. You can review the journal entries for accuracy. When you enter a formal receipt, the system creates journal entries that:

- Debit the general ledger account.
- Credit a received not vouchered account.

Via Menus	Navigator → Actions → View Job Status (P986116, ZJDE0001)



Function	Processes and Results
View General Ledger Post Report	1. Click the **Navigator** button on the **Home Page.** 2. Select **Actions** then select **View Job Status**.



Function	Processes and Results
View General Ledger Post Report	3. At the **Submitted Job Search** form, locate your report (R09801) / Job # in the grid. 4. Verify the **Status / Status Details** field are equal to **D / Done**. 5. Click the **View Output** button, on the same line of your Job #.

Function	Processes and Results
View General Ledger Post Report	6. At the **Open or Save** question, click the **Open** button.

R09801 NAVAJO NATION 7/19/2016 14:54:30
General Ledger Post Page - 1

Batch Ty/Number O 902105 Post Out of Balance N
Batch Date 7/19/2016 InterCo Settlement Mthd 2

Ty	Document Number	Co	G/L Date	R V	Co	Account Number / Description		Debit	Credit	Units	Sub Ledger	Ty	Asset Number	Explanation / Remark	
OV	427593	00010	7/19/2016		00010	115012.4420		94.00		10.00				KAT DRILLING SUPPLY	
						General Operating Supplies								20-2.5X90MM GRADE 8 METRIC	5.0
OV	427593	00010	7/19/2016		00010	10.0515			94.00-	10.00-				KAT DRILLING SUPPLY	
						Received Not Vouchered								20-2.5X90MM GRADE 8 METRIC	6.0
OV	427593	00010	7/19/2016		00010	115012.4420		105.00		10.00				KAT DRILLING SUPPLY	
						General Operating Supplies								20-2.5X100MM GRADE 8 METRIC	7.0
OV	427593	00010	7/19/2016		00010	10.0515			105.00-	10.00-				KAT DRILLING SUPPLY	
						Received Not Vouchered								20-2.5X100MM GRADE 8 METRIC	8.0
						Ledger Type Totals	AA	199.00	199.00-						

Function	Processes and Results
View General Ledger Post Report	The General Ledger Post report (R09801) is displayed. 7. Click the **File** button and select **Exit Application** or click the **Close** button to exit.

Review G/L Receipts Journal and Post by Batch

As of 1/5/2009 the automatic posting has been activated and the need for manual posting should cease once all users follow the receipt process accurately. Since the need is still great this section applies to Batch Approvers.

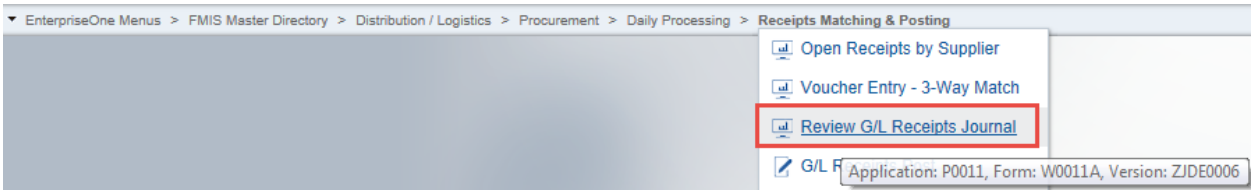
Batches are posted in order to offset the specified General Ledger account. Accounts are offset when items within a purchase order are encumbered. The encumbrance of these accounts is to ensure that budgets are not overspent but, these encumbrances are yet to be vouchered because the items have yet to be received.

Once the items have been received, the purchase order is received and posted, it is no longer an encumbrance, but is an expense.

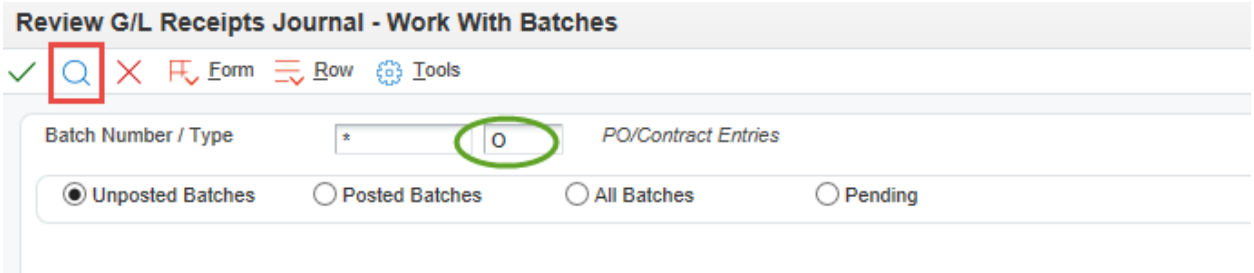
First check the journal entries to ensure the correct account numbers are entered and then post the purchase order.

Posting the receipt relieves the encumbrance and alerts the Accounts Payable that the receipt has been completely processed and is ready for payment.

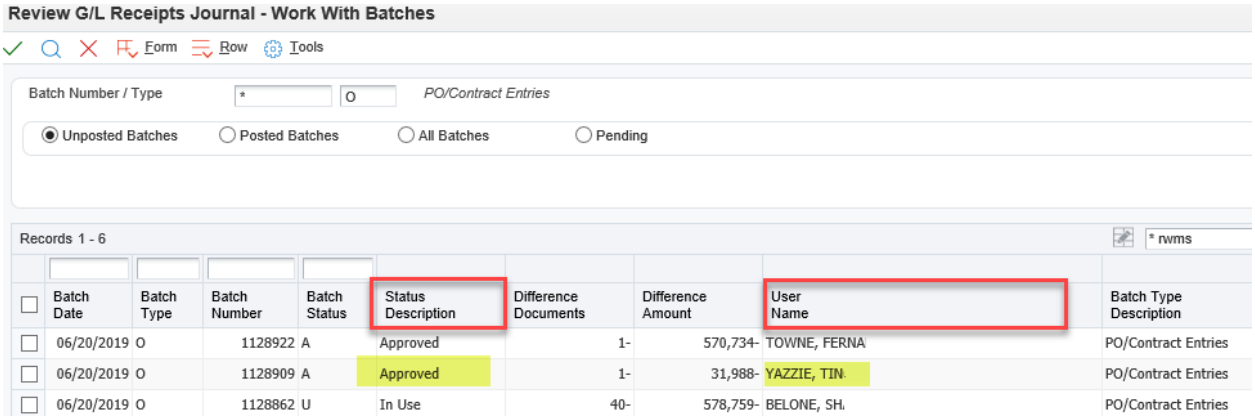
Via Menus	Distribution / Logistics → Procurement → Daily Processing → Receipts Matching & Posting → Review G/L Receipts Journal



Function	Processes and Results
Review G/L Receipts Journal	1. Select **Review G/L Receipts Journal** form, from the **Receipt Matching & Posting** menu.

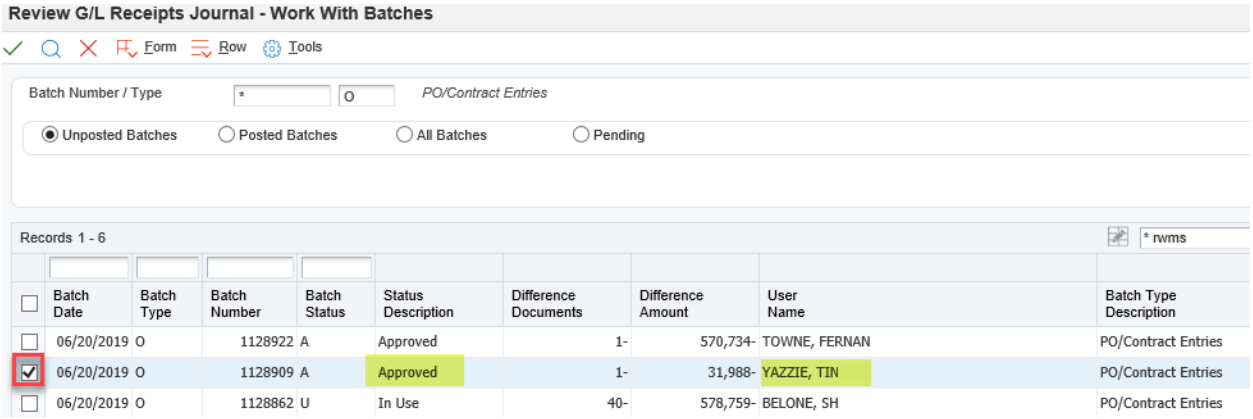


At the **Review G/L Receipts Journal - Work With Batches** form, the **Unposted Batches** radio button is selected, and the **Batch Type** displays **O** for PO/Contract Entries by default.

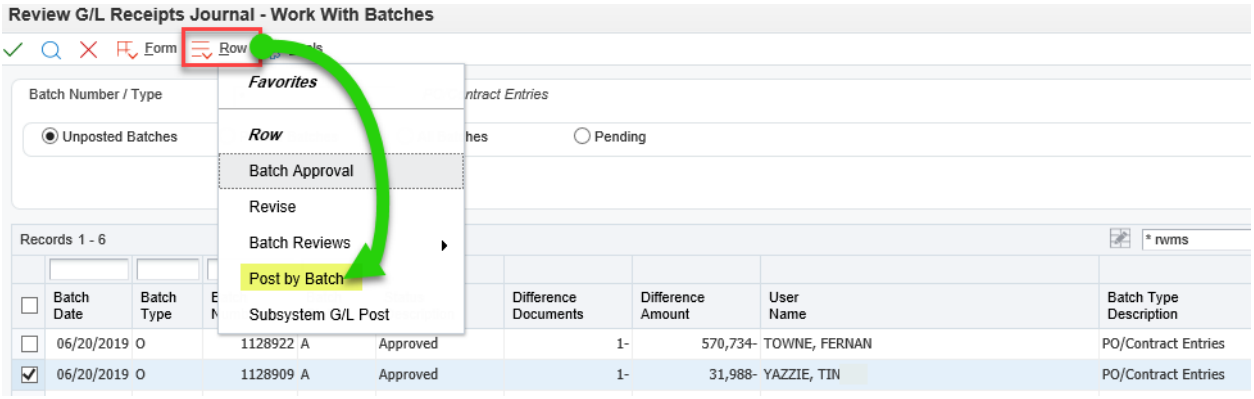


When posting batches, locate your username in the **User Name** field, next verify the **Status Description** field. You must only post batches with a status of **Approved**.

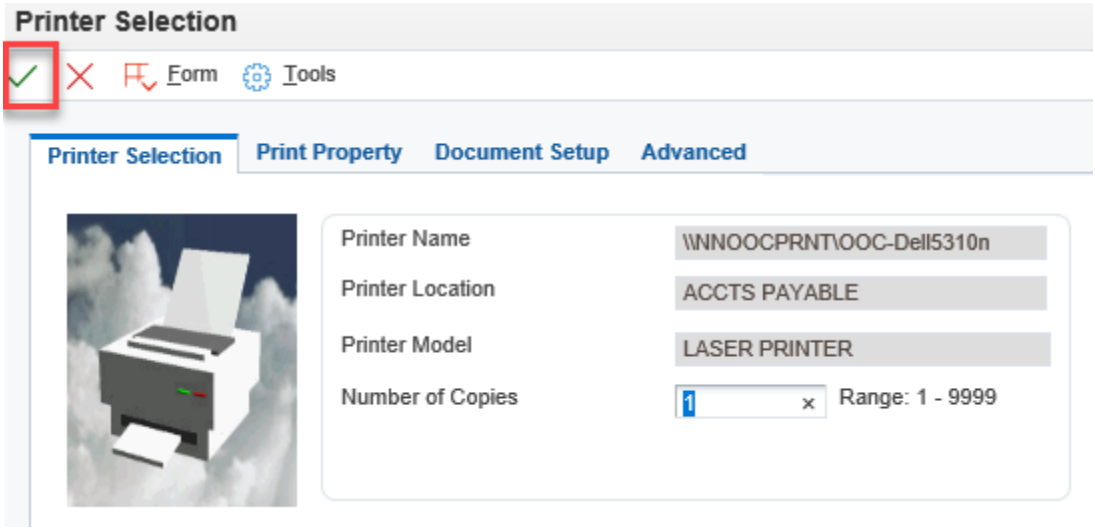
Example: Batch 1128909, Status: Approved, User Name: Yazzie, Tin is ready to be posted.



Function	Processes and Results
Review G/L Receipts Journal	2. Select those unposted batch(es) in the grid with your **User Name** that have an **Approved** status description.



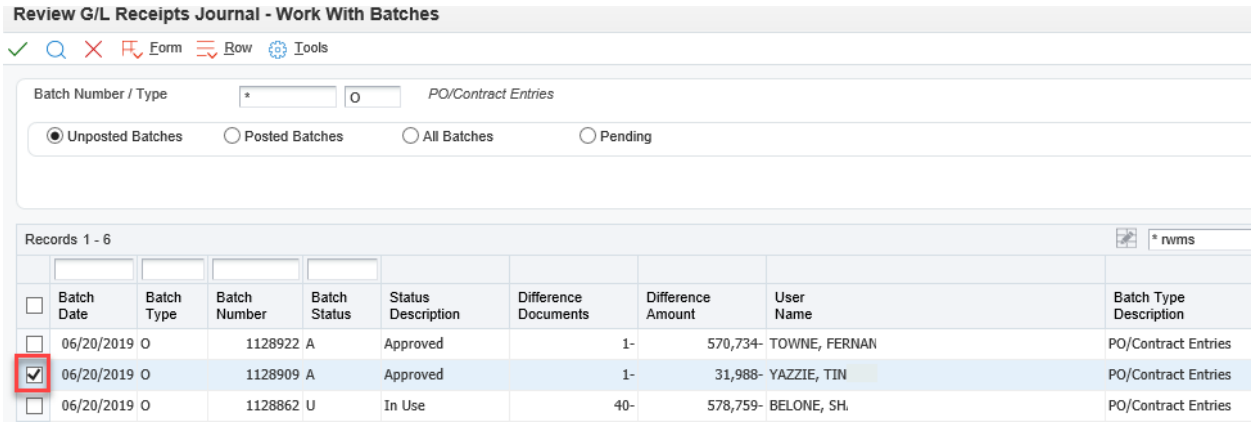
Function	Processes and Results
Review G/L Receipts Journal	3. Click the **Row** exit. 4. Select **Post by Batch** from the row exit.



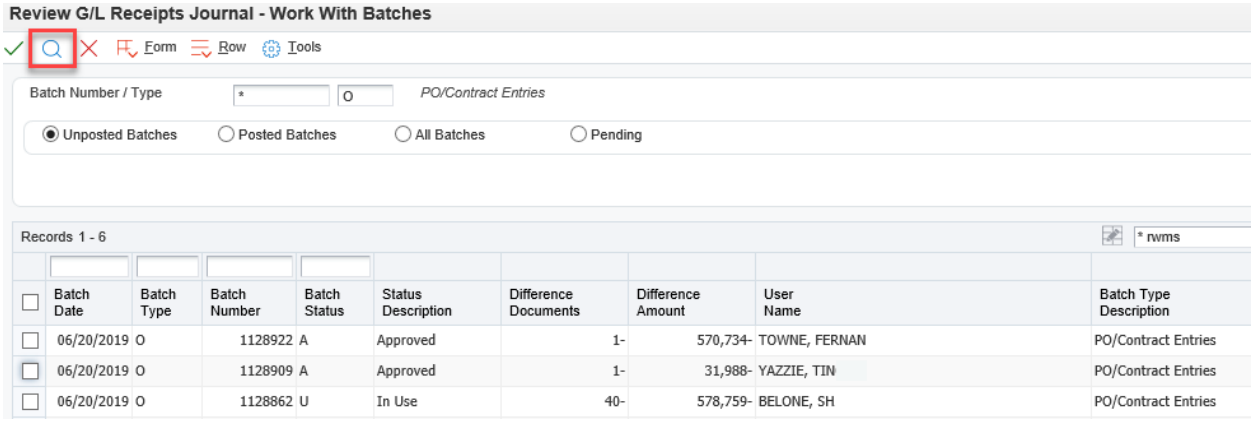
Function	Processes and Results
Review G/L Receipts Journal	Note: If you selected more than one batch to post from step 2, the **Printer Selection** form will appear for each batch you selected, click **OK** to each form. 5. Click the **OK** button.

Post Batch Confirmation

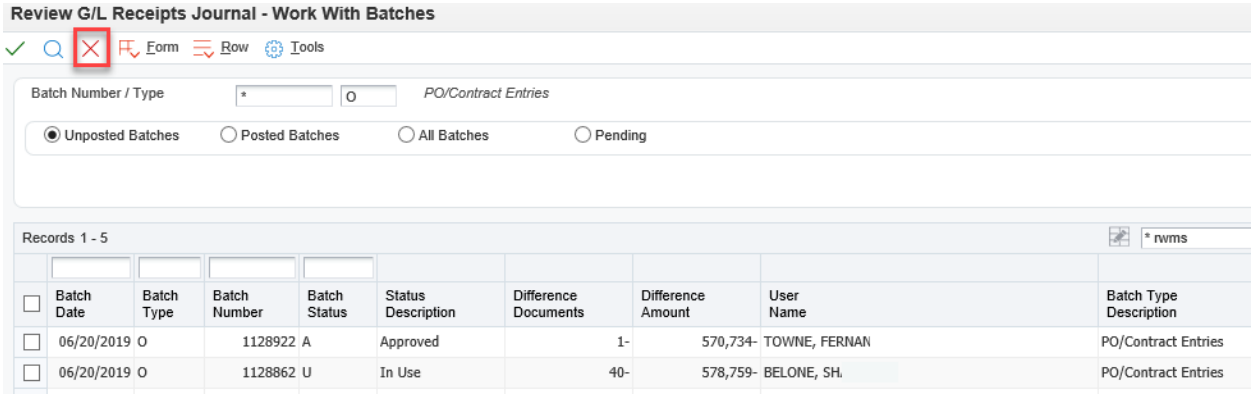
The system prompts you back to the **Review G/L Receipts Journal – Work With Batches** form.



Function	Processes and Results
Review G/L Receipts Journal	Note: Posted batch still selected and visible in the grid. 6. Deselect the line selected in the grid, by clicking the check mark in the box.



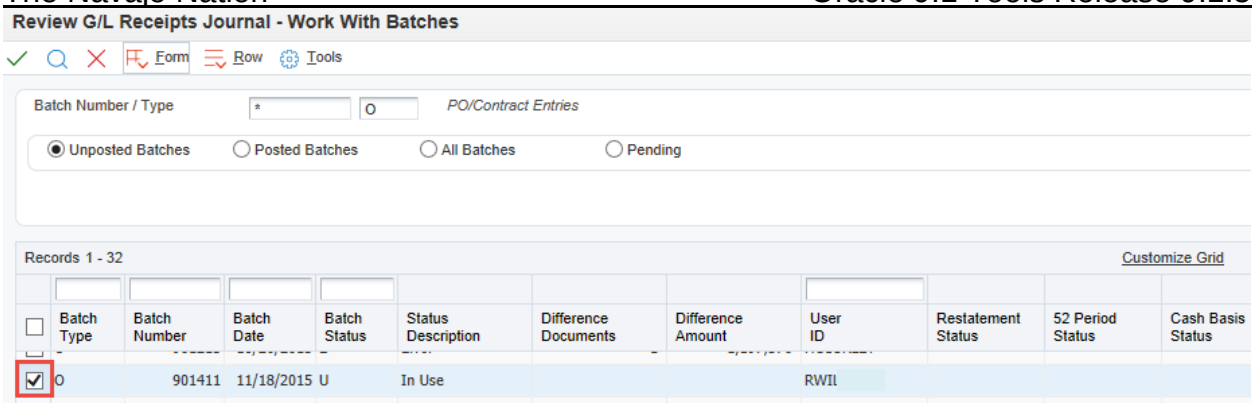
Function	Processes and Results
Review G/L Receipts Journal	There are no selected check mark lines in the grid. 7. Click the **Find** button to refresh the form.



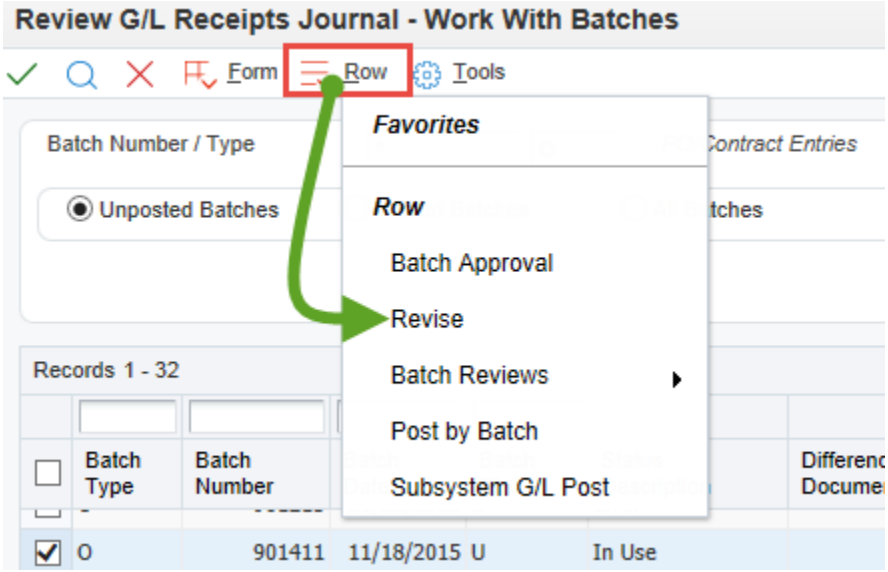
Function	Processes and Results
Review G/L Receipts Journal	Batch Number 1128909, User Name: Yazzie, Tin is **no longer** visible in the grid, this confirms batch was posted successfully. 8. Click the **Close** button to exit.

Revise Status Description – In Use

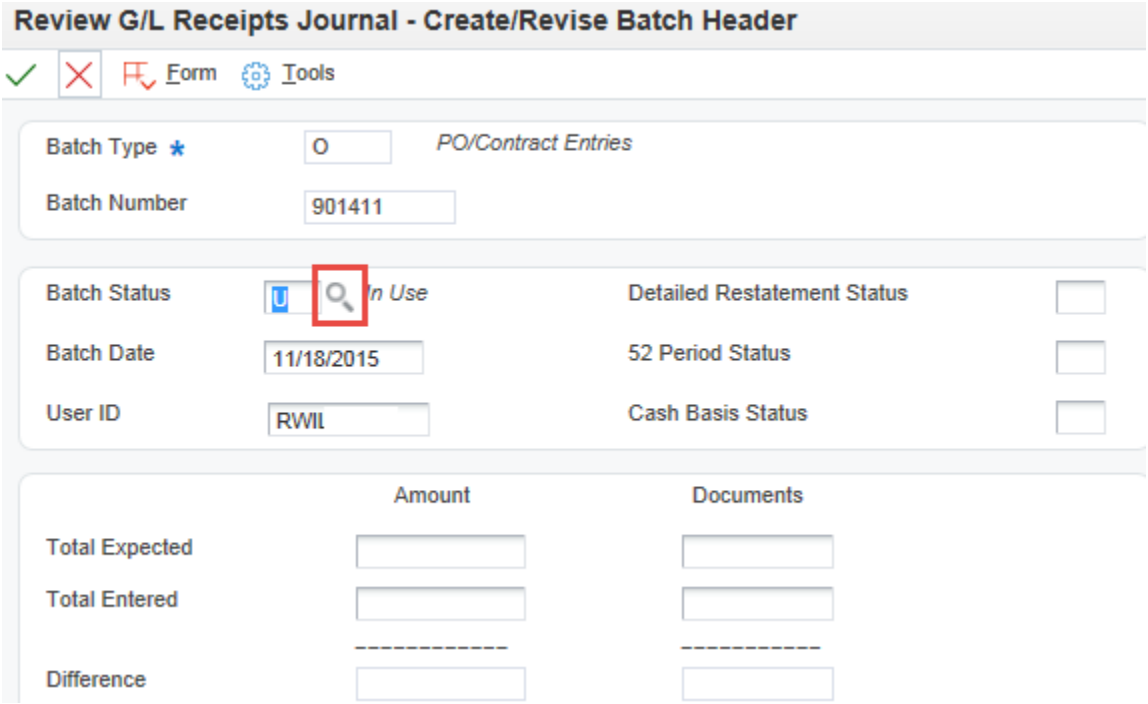
When you are unable to post these ***In Use*** batches, you must notify your receiver to close the ***Enter Receipts by PO*** form.



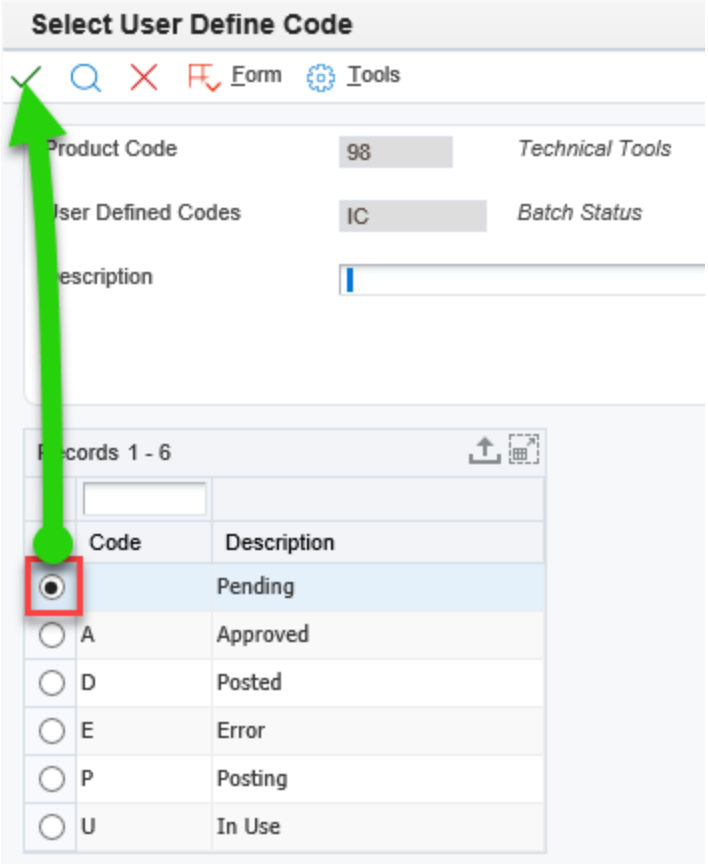
Function	Processes and Results
Review G/L Receipts Journal	At the **Work With Batches** form, the batch approver must change statuses that indicates **In Use** in the **Status Description** column. 1. **Select** the batch(es) in the grid with your **User ID**.



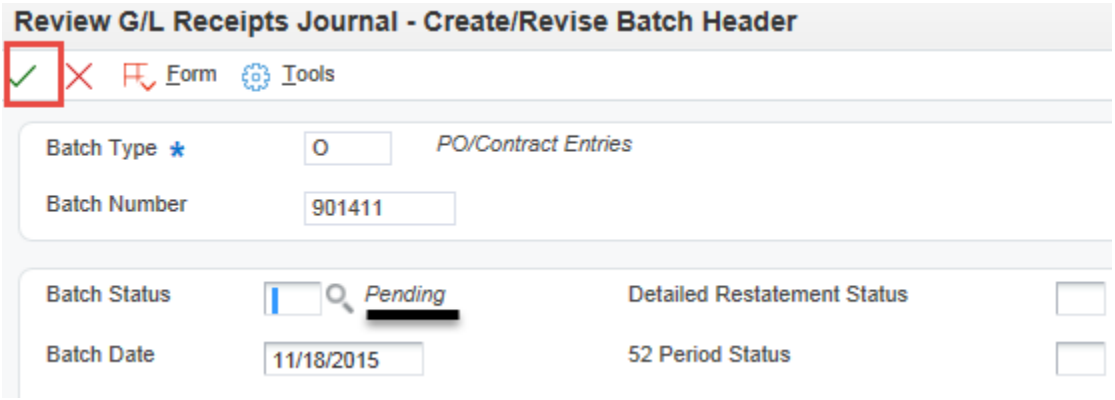
Function	Processes and Results
Review G/L Receipts Journal	2. Click the **Row** exit. 3. Select **Revise** from the row exit.



Function	Processes and Results
Review G/L Receipts Journal	At the **Create/Revise Batch Header** form. 4. Click in the **Batch Status** field, the visual assist will populate. 5. Click the **visual assist** button.

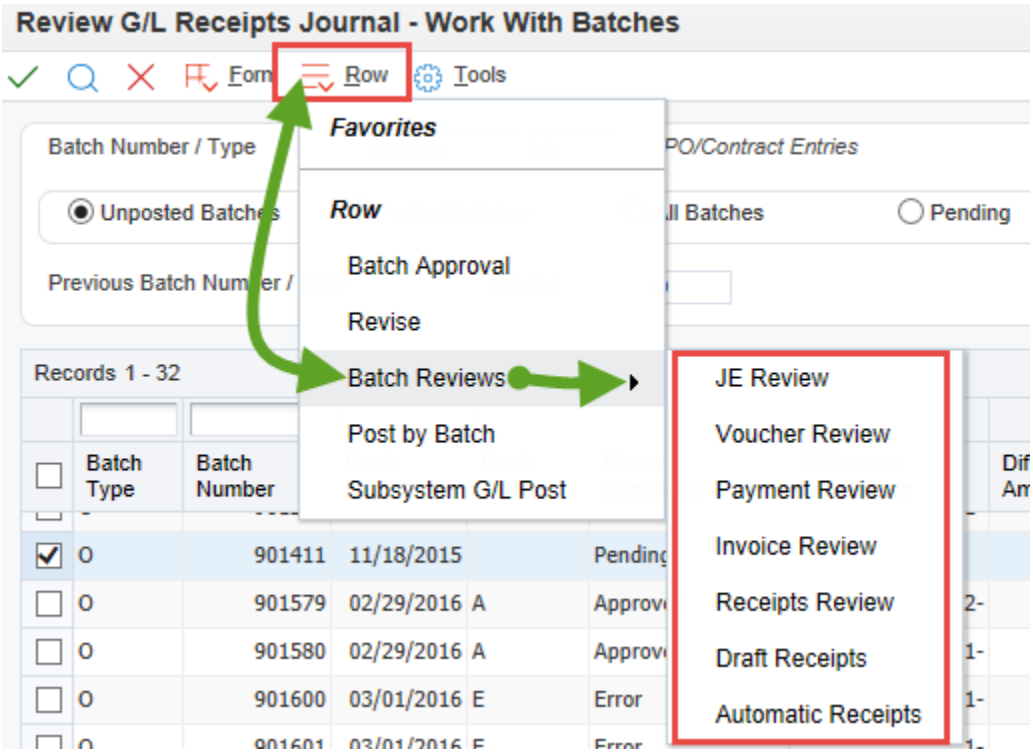


Function	Processes and Results
Review G/L Receipts Journal	At the **Select User Define Code** form. 6. Select **Pending**. 7. Click the **OK** button.



Function	Processes and Results
Review G/L Receipts Journal	At the **Create/Revise Batch Header** form, verify the selected batch(es) **Batch Status** field changed to **Pending**. Example: Batch 901411, Batch Status = **Pending.** 8. Click the **OK** button.

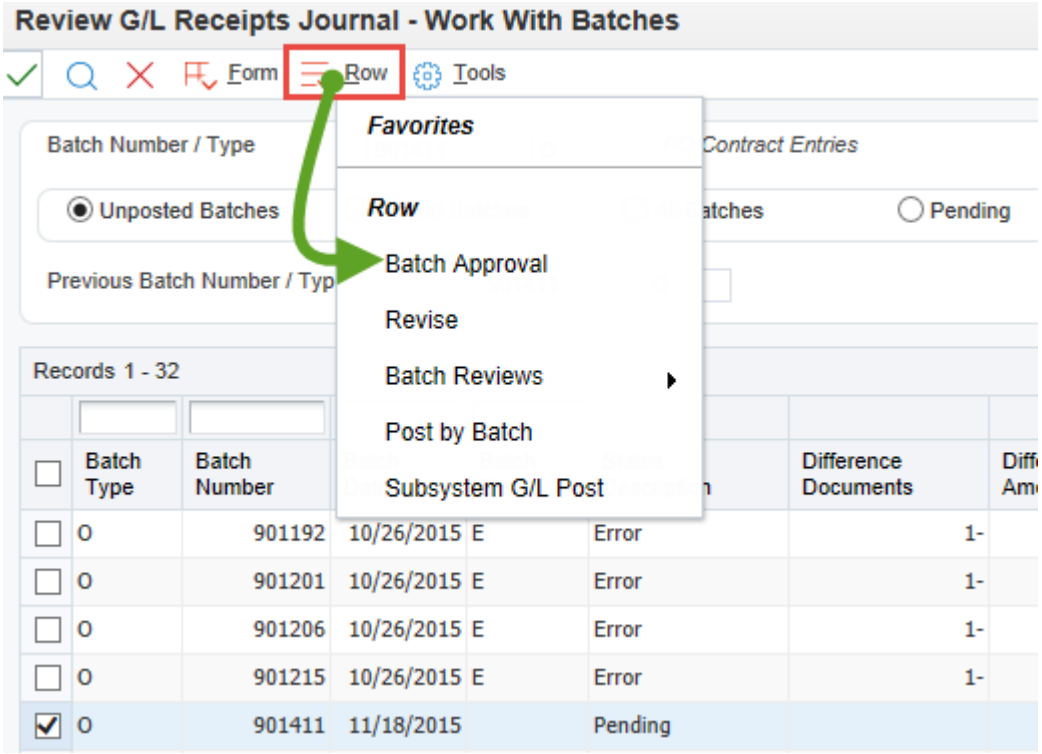
Batch Review (Optional)



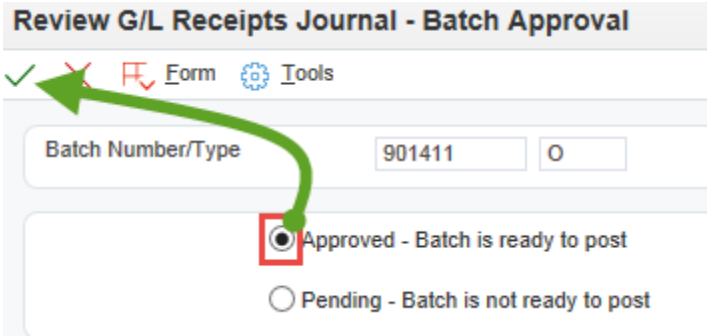
At the **Work With Batches** form the approver may review any form from the row exit before approving. Approver might select JE Review to verify journal entries to ensure the correct account numbers are entered.

- Click the **Row** exit.
- Select **Batch Reviews** from the row exit.

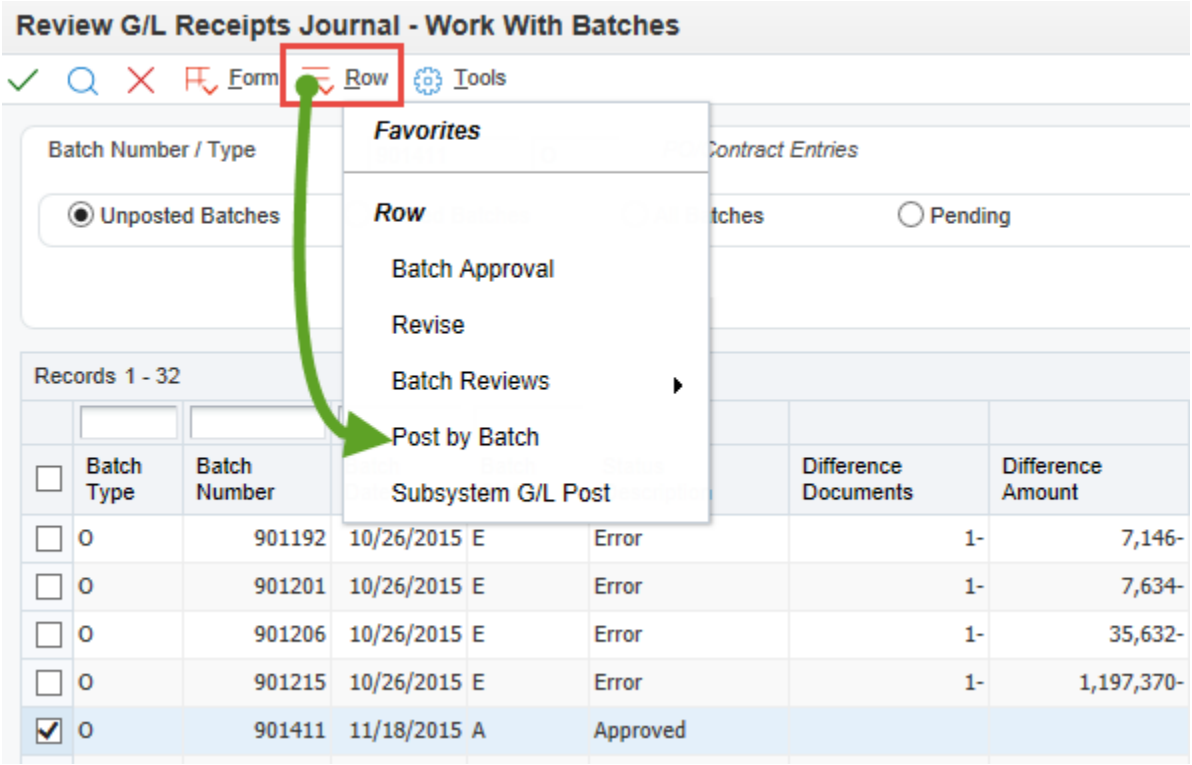
Approving Batches



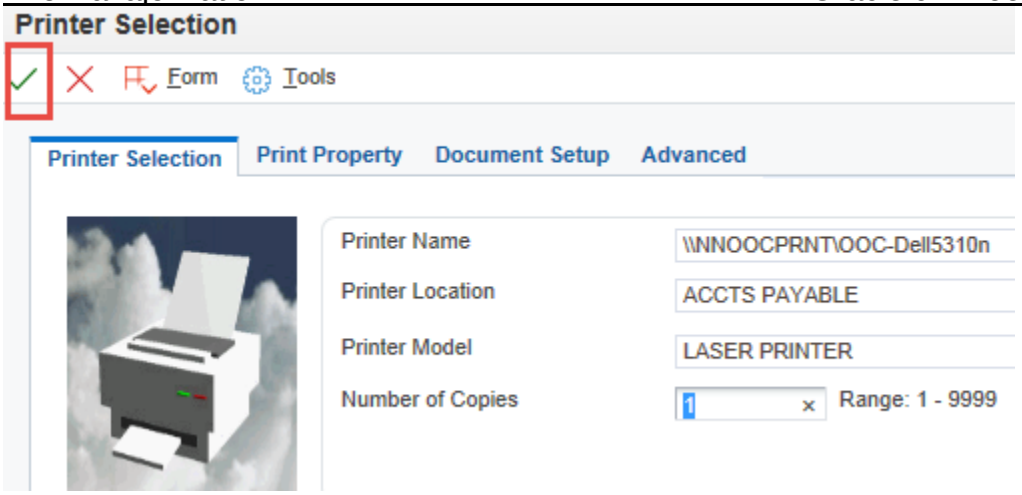
Function	Processes and Results
Review G/L Receipts Journal	After reviewing the batch(es) display Pending in the Status Description field. Example: Batch 901411, Batch Status = **Pending.** Make sure the batch number is still selected in the grid. 1. Click the **Row** exit 2. Select **Batch Approval** from the row exit.



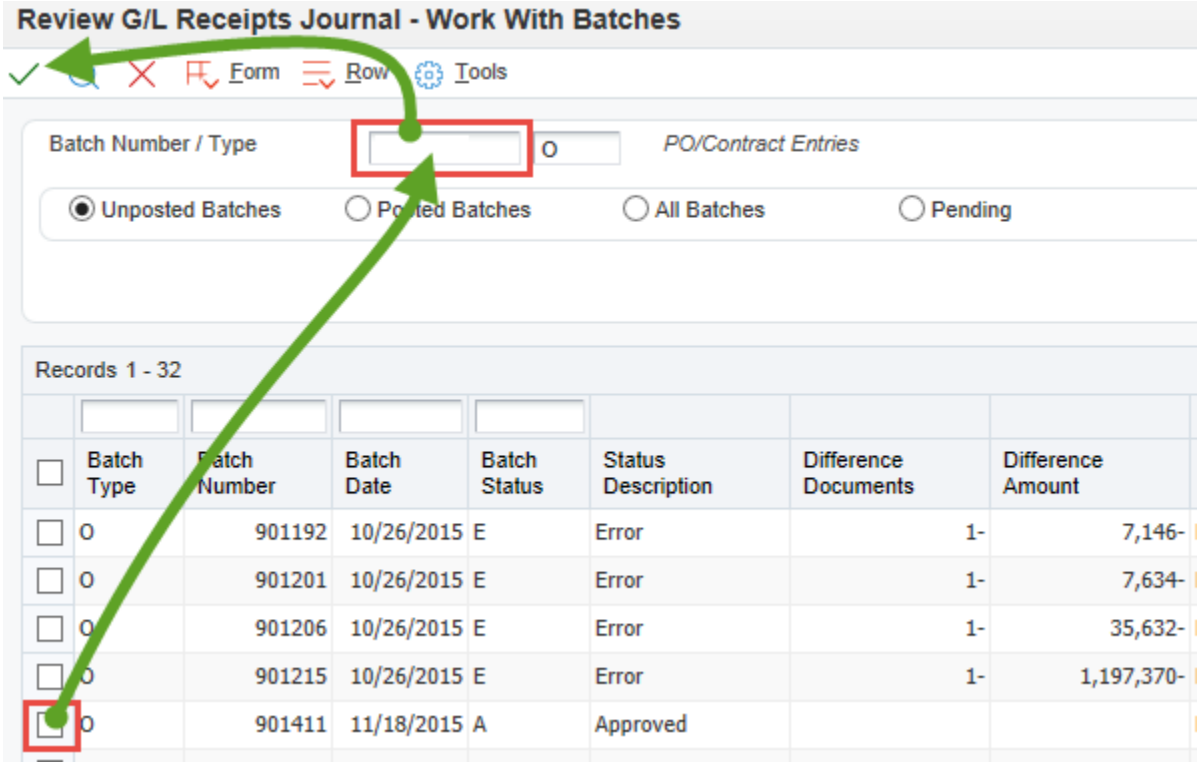
Function	Processes and Results
Review G/L Receipts Journal	At the **Batch-Approval** form. 3. Select the radio button **Approved – Batch is ready to post**. 4. Click the **OK** button.



Function	Processes and Results
Review G/L Receipts Journal	At the **Work With Batches** form, the batch now has a status description of **Approved**. 5. Click the **Row** exit. 6. Select **Post by Batch** from the row exit.



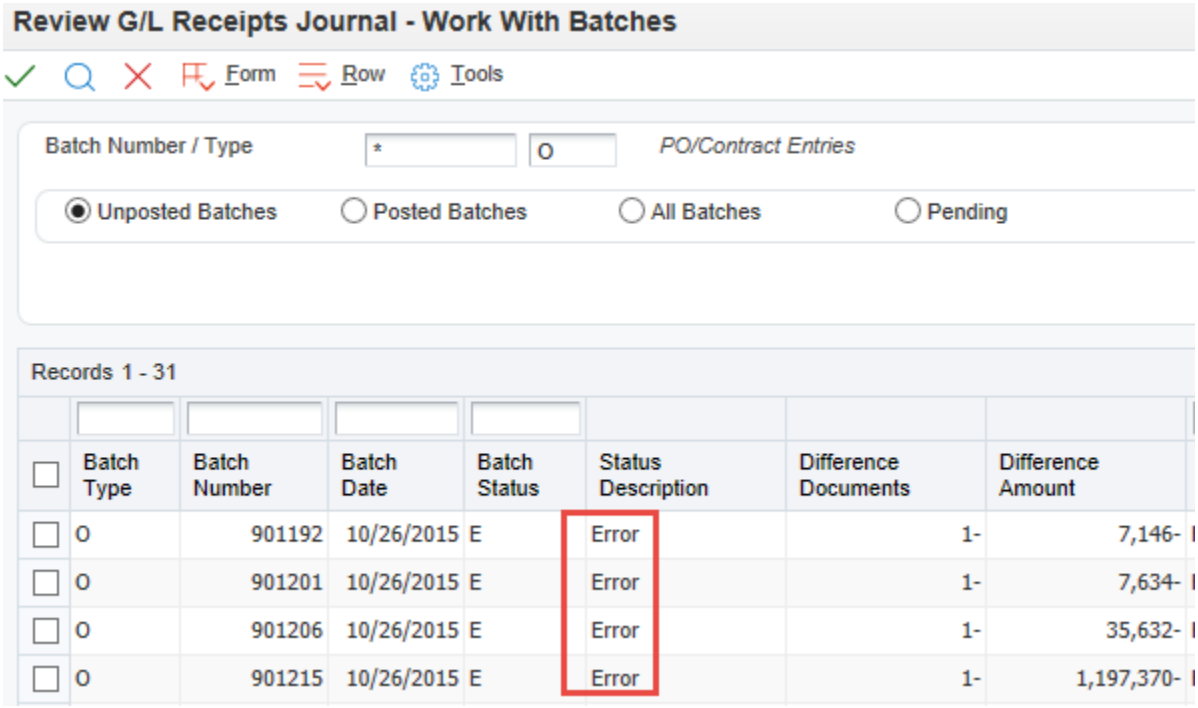
Function	Processes and Results
Review G/L Receipts Journal	At the **Printer Selection** form. 7. Click the **OK** button.



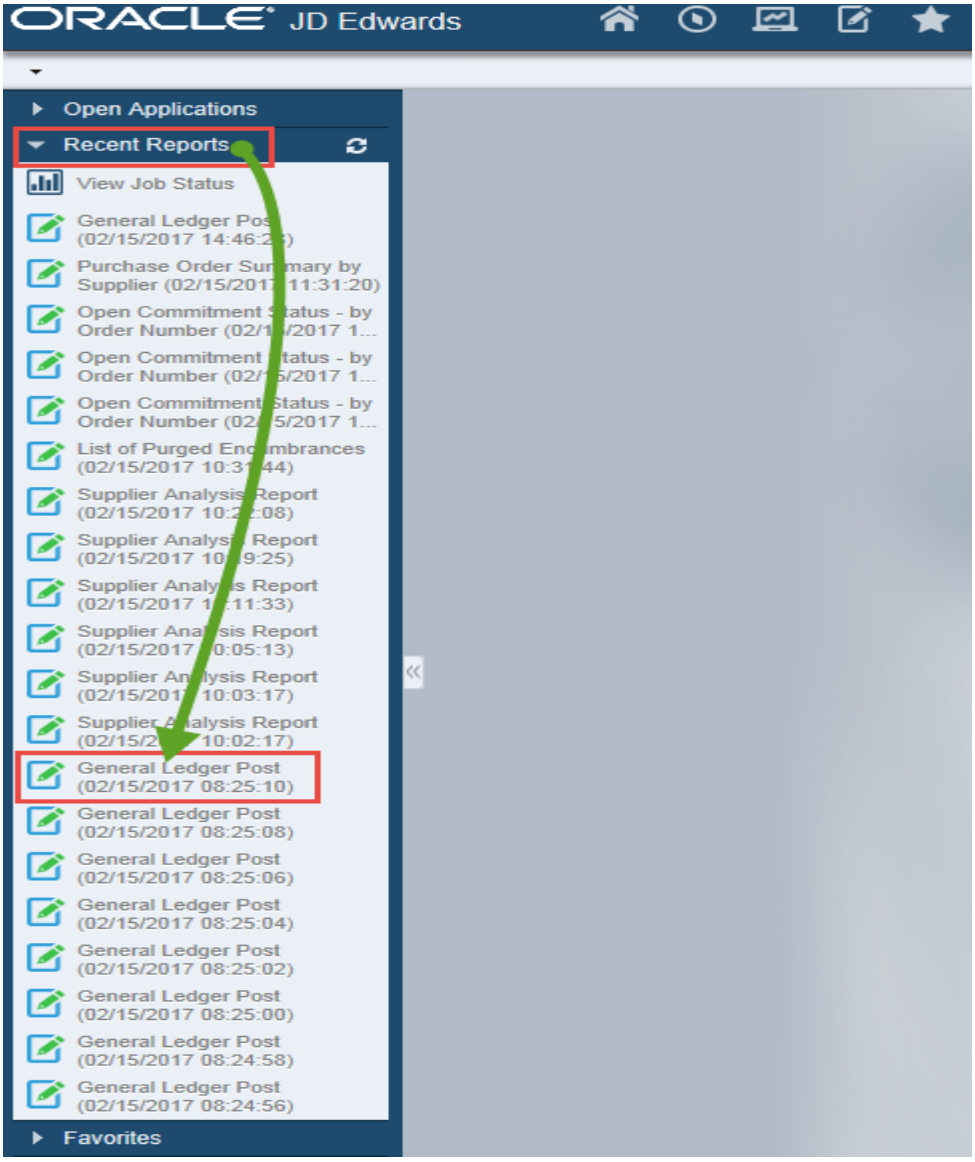
Function	Processes and Results
Review G/L Receipts Journal	To verify batches are posted. 8. **Uncheck** the selected box in the grid. 9. **Clear** the **Batch Number** field. 10. Click the **Find** button to refresh the form. Note: Batch number 901411 is no longer in the grid.

Batches Status Description – Error

Batches that go to ***Error*** status after revising the status and posting it, will need further research. Notify the Procurement Poweruser to resolve these issues.

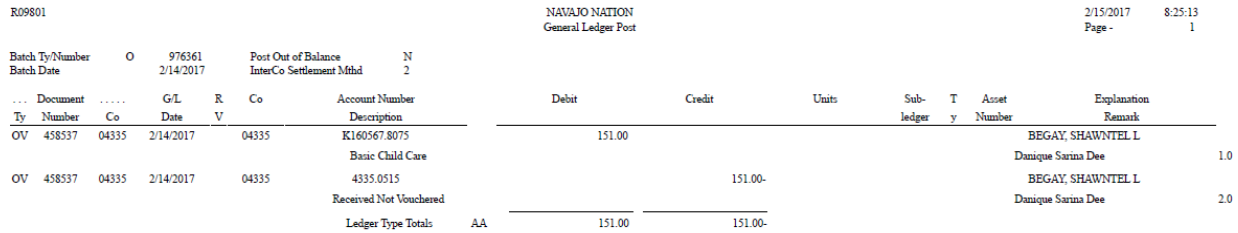


Print Batch Report - General Ledger Post (R09801)



Function	Processes and Results
Print General Ledger Post Report (R09801)	1. At the Home Page select the **Recent Reports** tab in the **Carousel**.

Function	Processes and Results
Print General Ledger Post Report (R09801)	2. At the **Submitted Job Search** form, click the **Open** button.



R09801 NAVAJO NATION 2/15/2017 8:25:13
General Ledger Post Page - 1

Batch Ty/Number O 976361 Post Out of Balance N
Batch Date 2/14/2017 InterCo Settlement Mthd 2

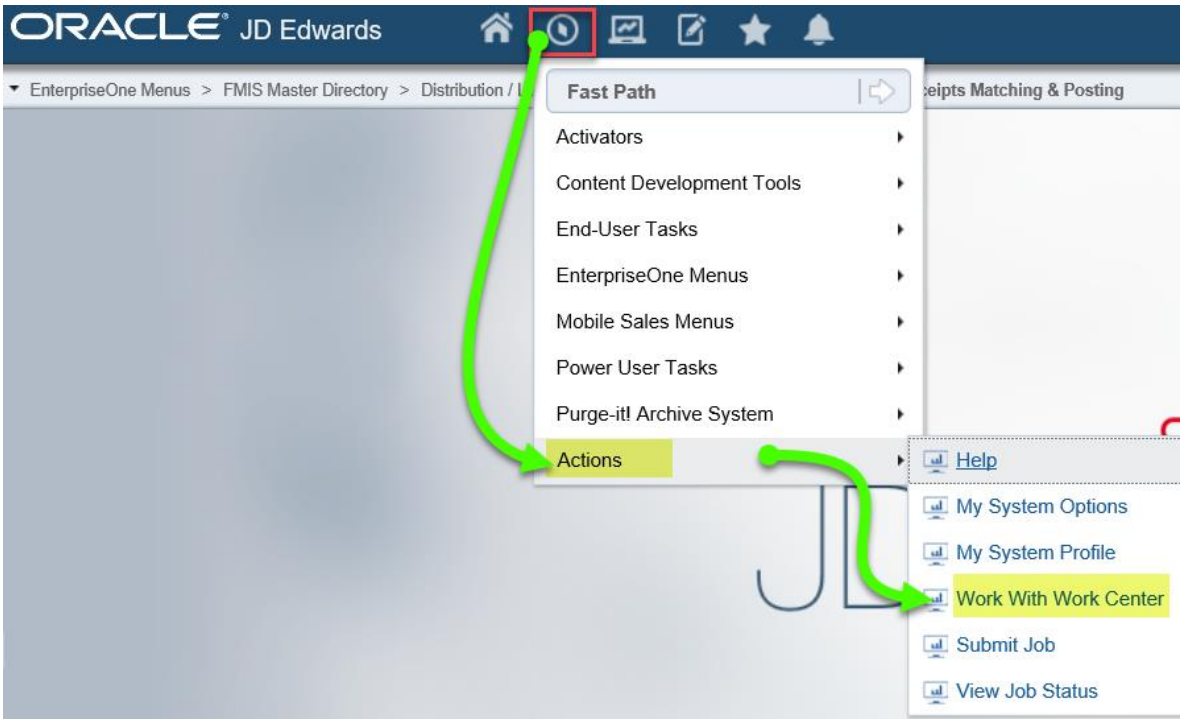
Ty	Document Number	Co	G/L Date	R V	Co	Account Number / Description		Debit	Credit	Units	Sub-ledger	T y	Asset Number	Explanation / Remark	
OV	458537	04335	2/14/2017		04335	K160567.8075		151.00						BEGAY, SHAWNTEL L	
						Basic Child Care								Danique Sarina Dee	1.0
OV	458537	04335	2/14/2017		04335	4335.0515			151.00-					BEGAY, SHAWNTEL L	
						Received Not Vouchered								Danique Sarina Dee	2.0
						Ledger Type Totals	AA	151.00	151.00-						

General Ledger Post report displayed.

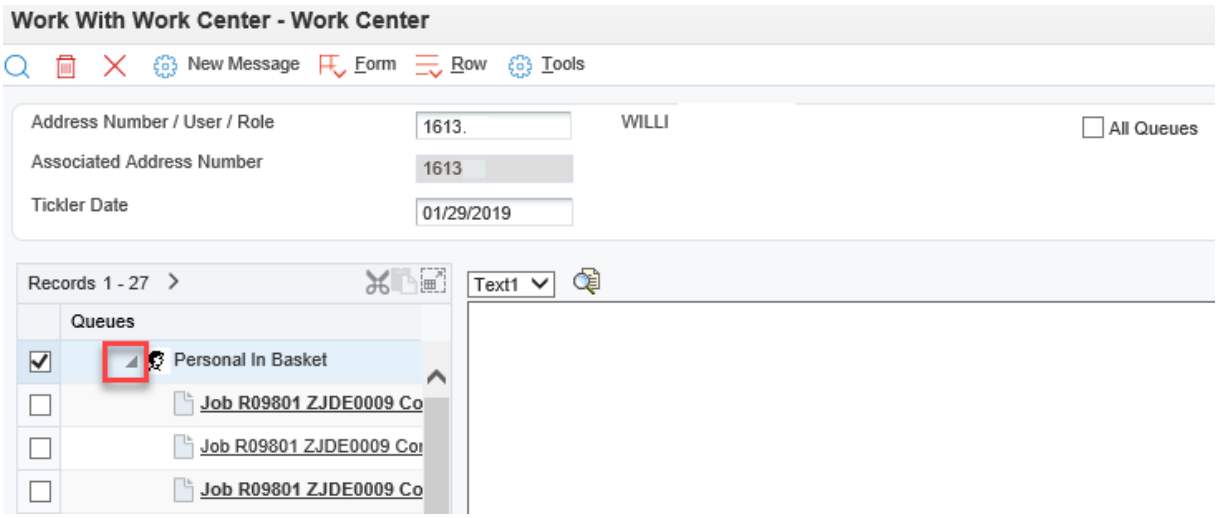
Batches with Error Messages - Work Center

Via Menus	Navigator > Actions > Work With Work Center

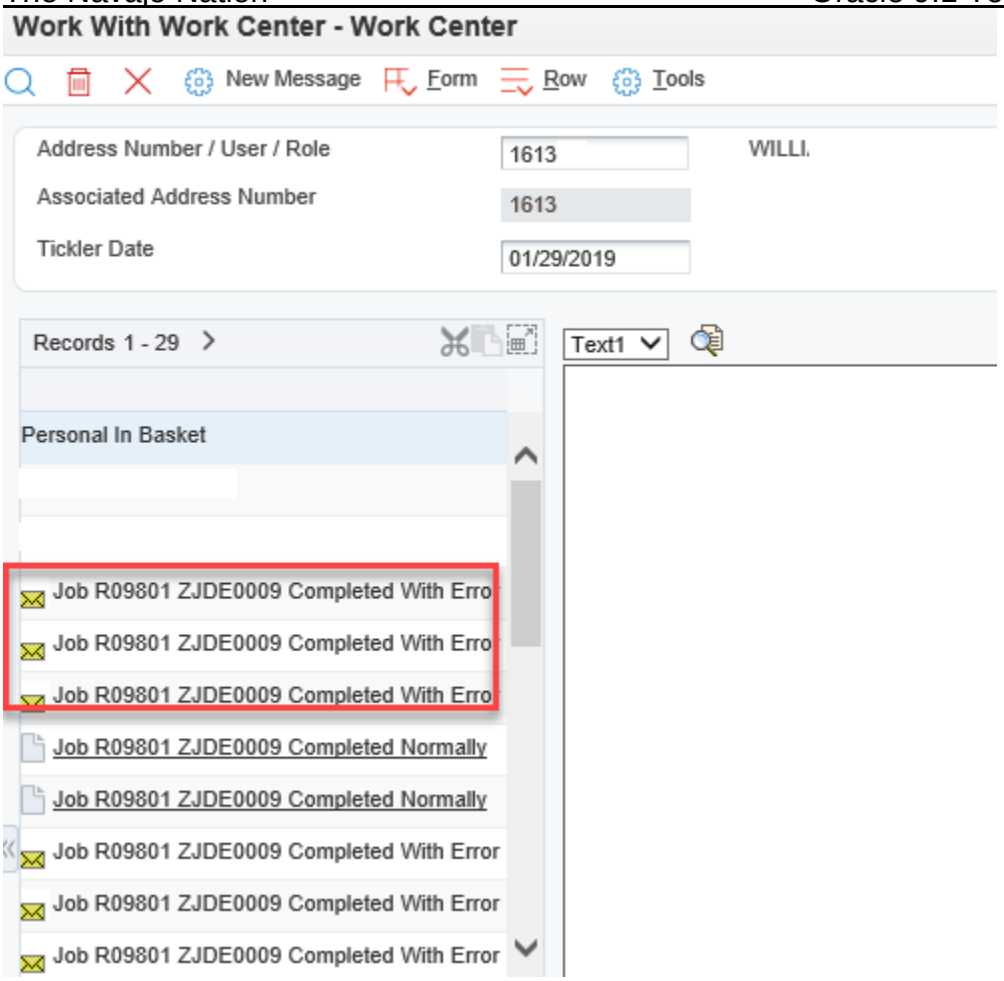
To check the Work Center for messages for warnings or errors that prevent the process from matching invoice lines to receipts and purchase orders.



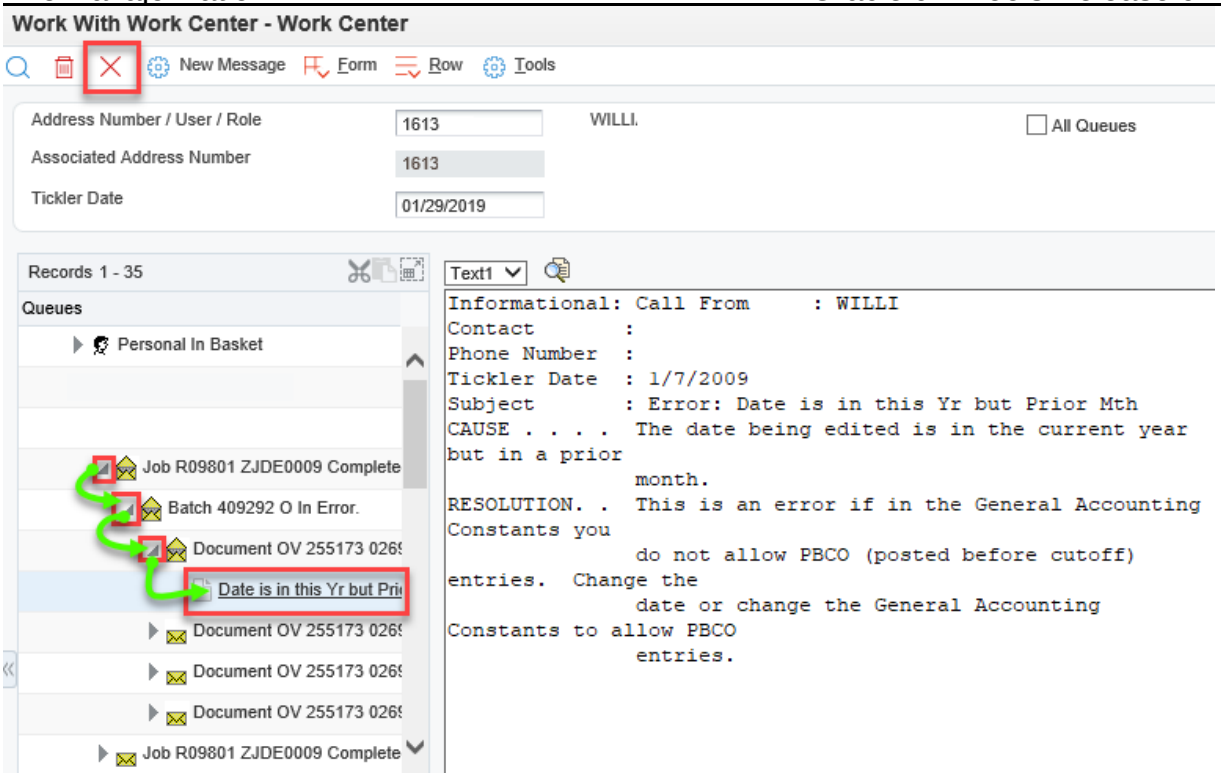
Function	Processes and Results
Review G/L Receipts Journal – Error Status	1. Click the **Navigator** button 2. Click **Actions** then, select **Work With Work Center**.



Function	Processes and Results
Review G/L Receipts Journal – Error Status	3. Click the **Icon** next to the Personal In Basket.



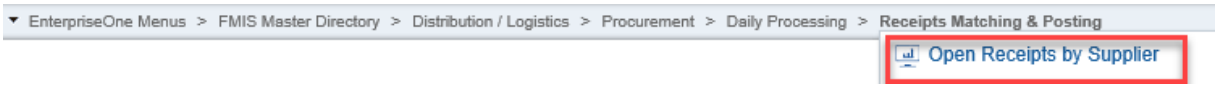
Function	Processes and Results
Review G/L Receipts Journal – Error Status	4. Select the Job# with the status of **Completed With Error**.

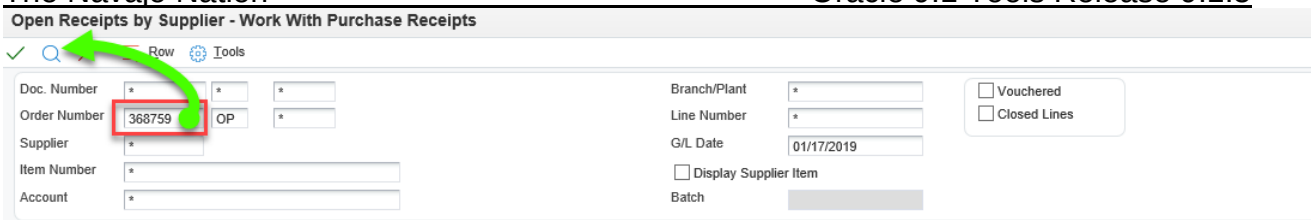


Function	Processes and Results
Review G/L Receipts Journal – Error Status	5. Click on the **icons** next to the envelopes to open links. 6. Double click the **underline** message. 7. View the error message in the panel window. • If you are unable to resolve the error, copy the error message, email copy to the Procurement Power User for further research. 8. Click the **Close** button to exit.

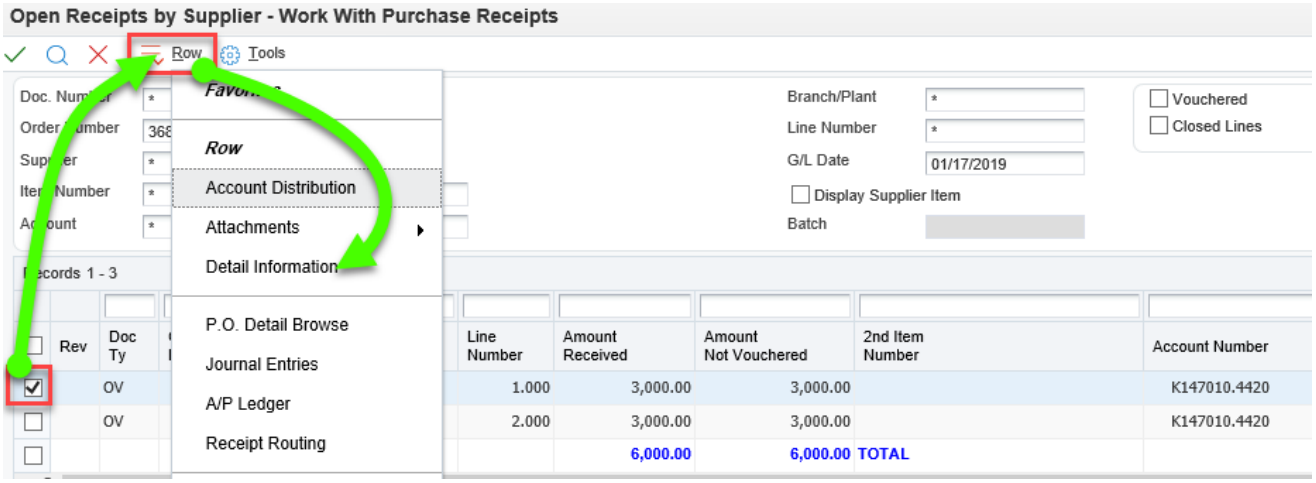
View Who Processed Receipts

When processing receipts the system records transactions, dates and address book numbers by users. You can review who processed the receipt and the dates of the transaction.



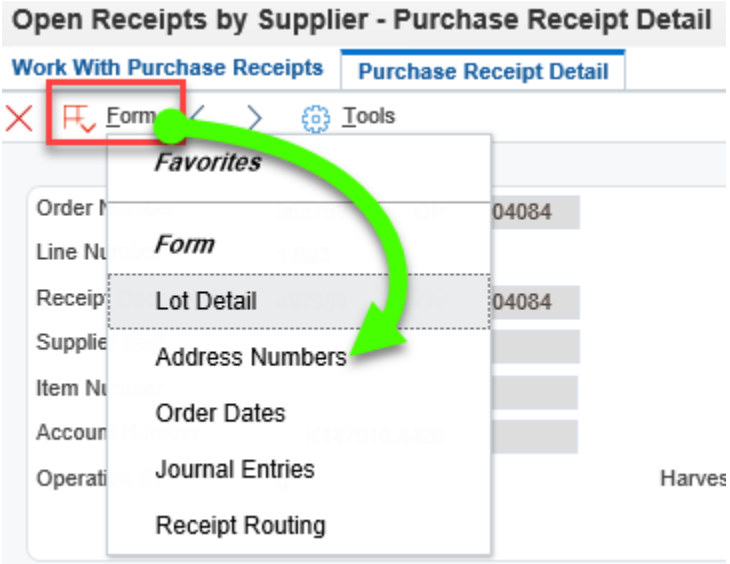


Function	Processes and Results
To View Receipt Address Numbers and Dates	1. At the **Work With Purchase Receipts** form, enter the purchase order number in the **Order Number** field. 2. Click the **Find** button.

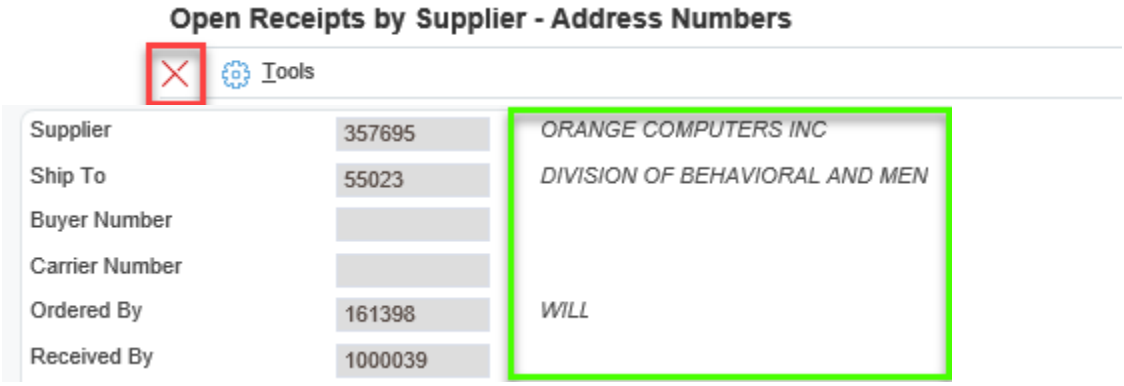


Function	Processes and Results
To View Receipt Address Numbers and Dates	3. **Select** a line item in the grid. 4. Click the **Row** exit. 5. Select **Detail Information** from the row exit.

View Address Numbers

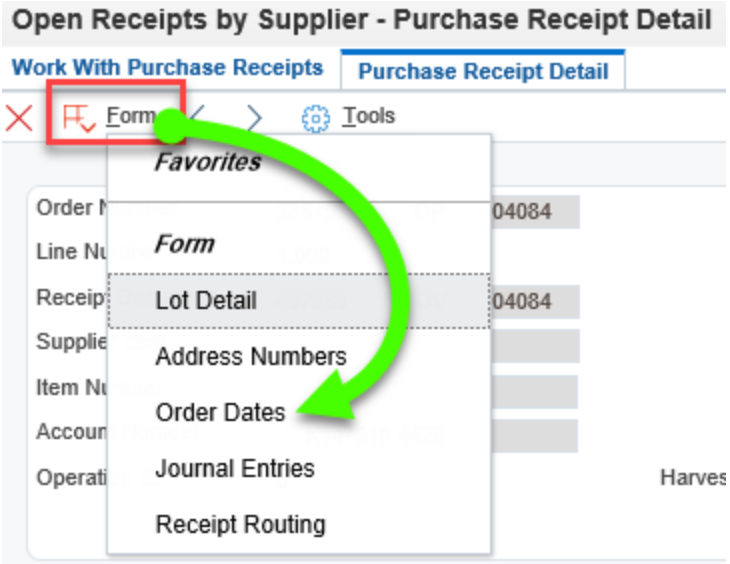


Function	Processes and Results
To View Receipt Address Numbers and Dates	6. Click the **Form** exit. 7. Select **Address Numbers** from the form exit.

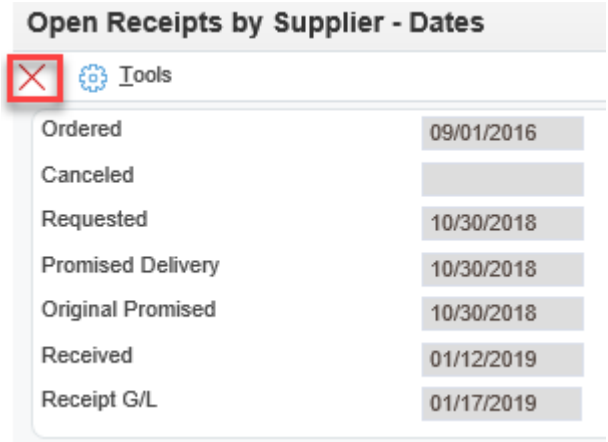


Function	Processes and Results
To View Receipt Address Numbers and Dates	The **Address Numbers** form displays address numbers of the purchase order. The **Received By** field displays the address number and name of the person who processed the receipt. 8. Click the **Close** button to exit.

To View Order Dates

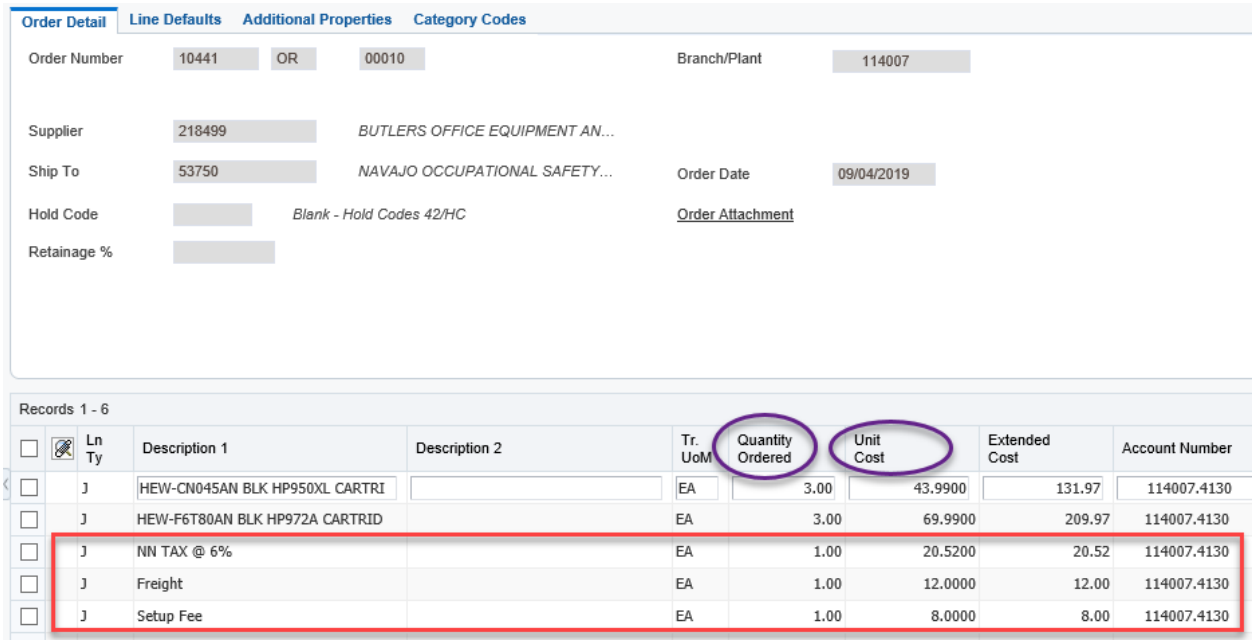


Function	Processes and Results
To View Receipt Address Numbers and Dates	At the **Open Receipts by Supplier – Purchase Receipt Detail** form. 9. Click the **Form** exit. 10. Select **Order Dates** from the form exit.



Function	Processes and Results
To View Receipt Address Numbers and Dates	At the **Open Receipts by Supplier – Dates** form, the form displays the dates of the purchase order. **Received** - Displays the Physical Date Goods were received (01/12/2019). **Receipt G/L** – Displays the Date of the actual receipt date (01/17/2019). 11. Click the **Close** button to exit.

Multiple Invoices vs Purchase Order



Depending on how the Requisitioner entered the OR, the generated purchase order will reflect the OR entry.

Supplier may ship partial shipments to fulfill (**1**) purchase order, the ***receiver*** will not be able to distribute the service charges to the multiple invoices.

System will only allow (1) receipt process if the Tax, Freight, Shipping, Setup fee, etc., OR was entered with Quantity of (1).

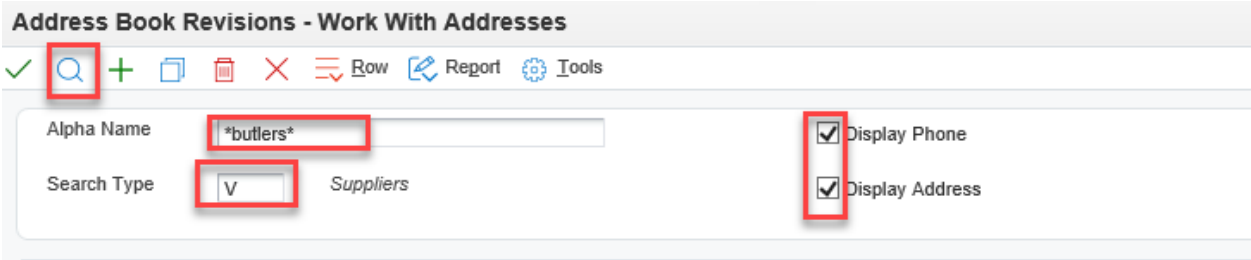
Function	Processes
To fix purchase order with quantity of (1) issues	1. Receiver must reverse the receipts from **Open Receipts by Supplier** form (if applicable) this reopens the purchase order. 2. Submit the Navajo Nation Purchase Requisition Form (NNPRF) to Purchasing. 3. Request to cancel the existing lines with quantity of 1. 4. Request to add new lines ***no*** quantity and ***no*** unit cost. 5. Purchasing will amend the PO and mail you an amended copy. 6. Upon the receipt of change, receiver may process receipts.

Review Address Book Attachments

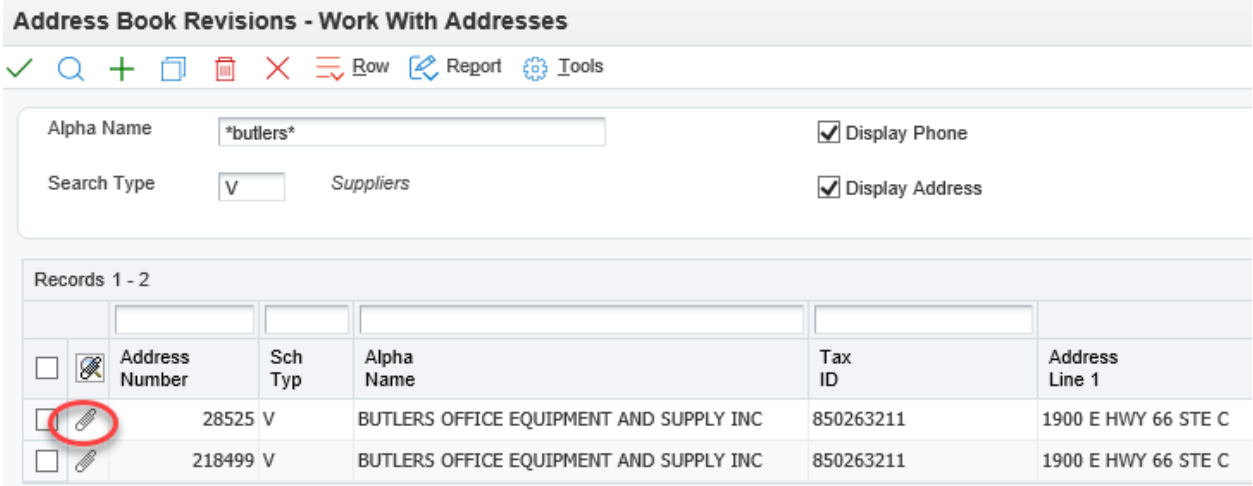
Review address book attachments created by Accounts Payble when the attachment icon is displayed. Provides instructions on address book numbers you might commonly use.

EnterpriseOne Menus > FMIS Master Directory > Foundation Systems > Address Book > **Daily Processing**

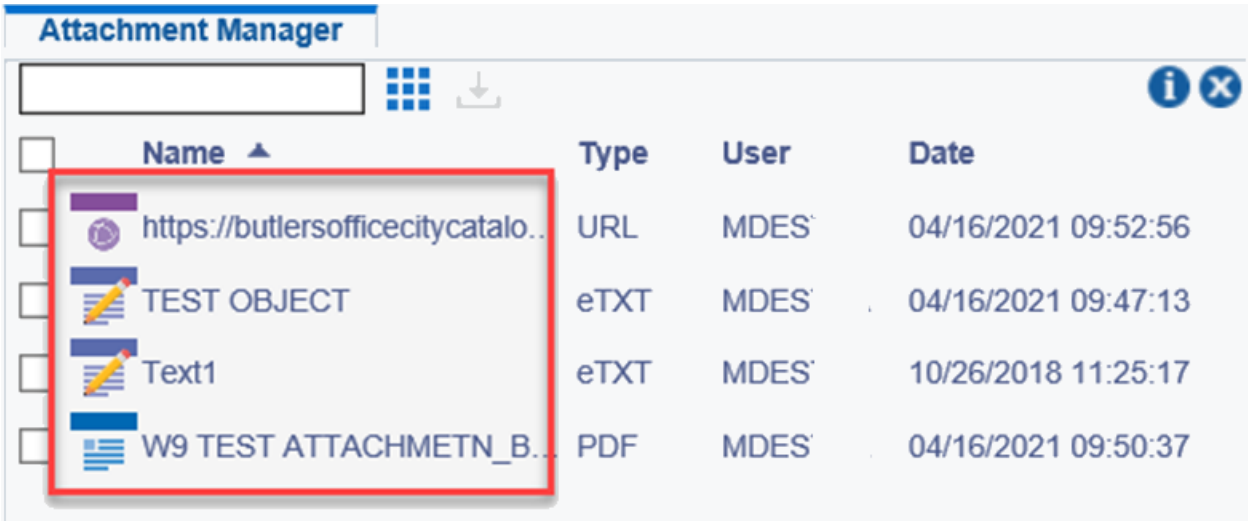
Function	Processes
Review AB# Attachments	1. From the **Daily Processing** menu, select **Address Book Revisions** form.



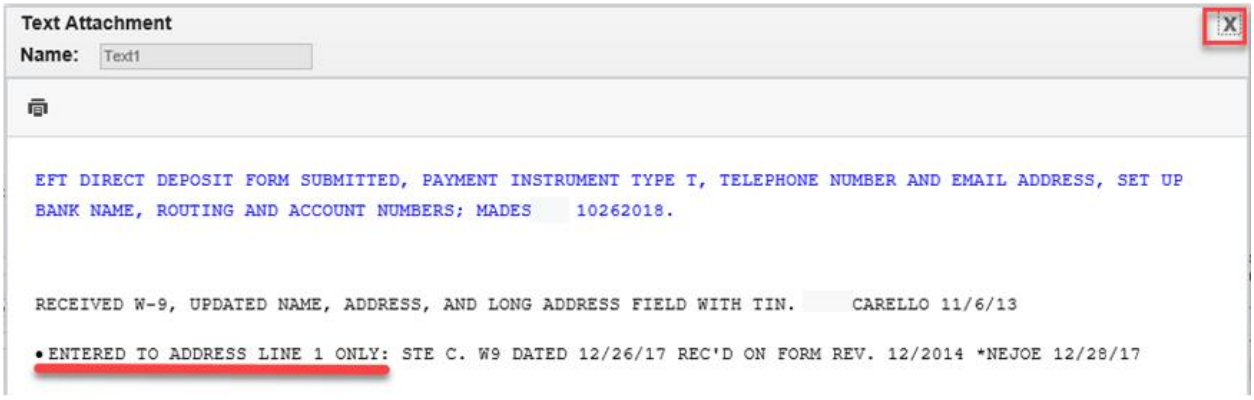
Function	Processes
Review AB# Attachments	2. Enter the supplier's name using wild cards (asterisks) in the **Alpha Name** field. 3. Enter Search Type **V**. 4. Select the **Display Phone** and **Display Address** options. 5. Click the **Find** button.



Function	Processes
Review AB# Attachments	To review the attachment for both address numbers. 6. Click the **Attachment** icon for Address Number **28525** .

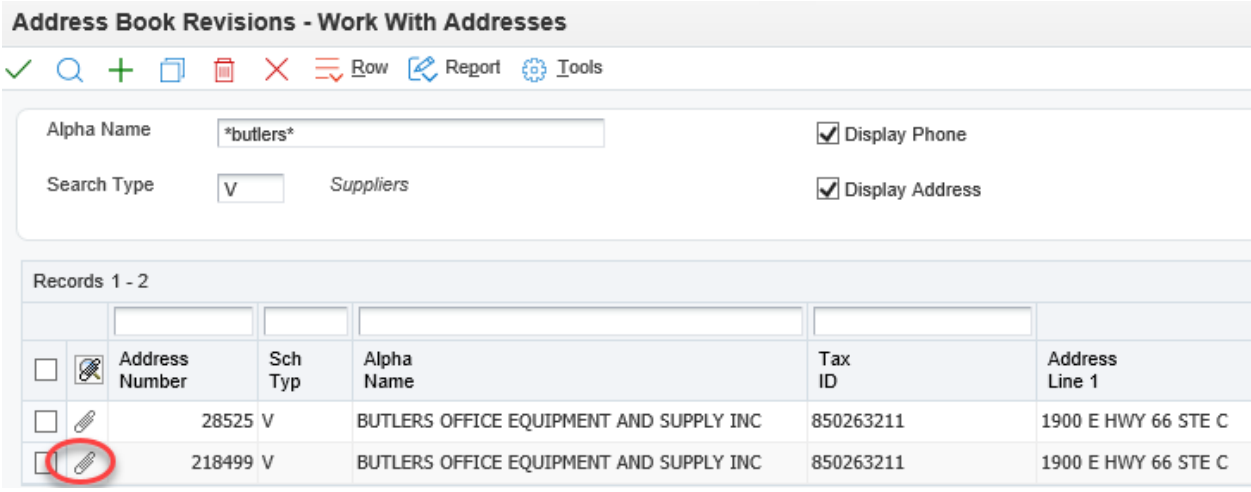


Function	Processes
Review AB# Attachments	Note: There are different **Type**s of attachments. 7. At the **Attachment Manager** tab, click name **Text1,** Type eTXT.

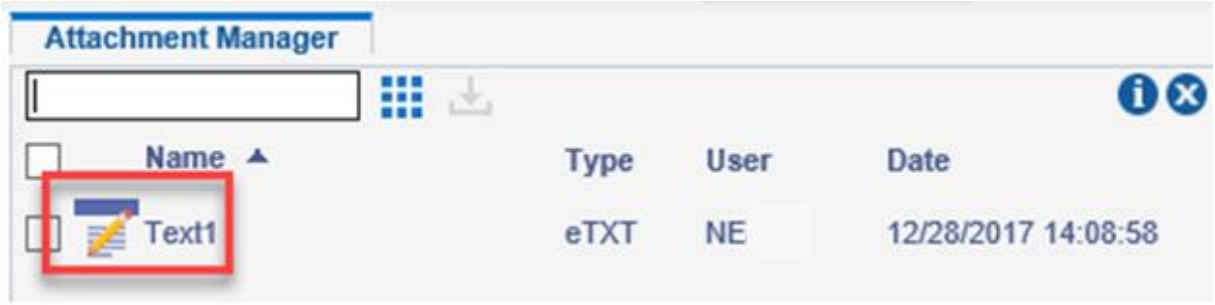


Function	Processes
Review AB# Attachments	At the **Text Attachment** form, view the instructions. Note: Indicates to ***ENTERED TO ADDRESS LINE 1 ONLY***, address line one refers to the (2) address numbers displayed in step 6. Resolution: Always use address number 28525 for all orders. 8. Click the **Close** button.

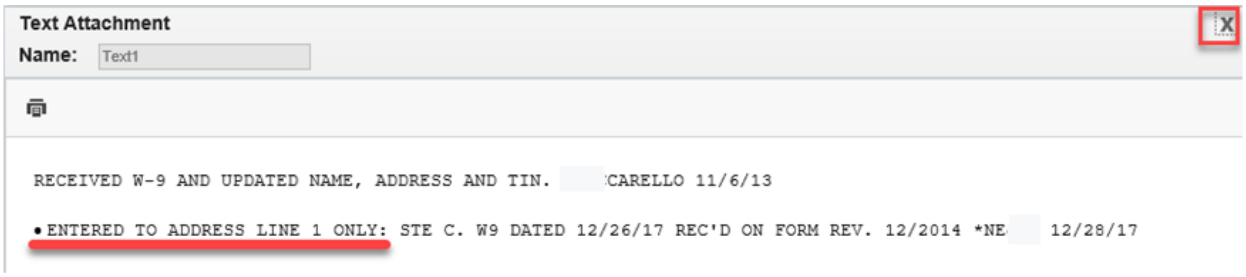
Function	Processes
Review AB# Attachments	9. Click the **Close side panel** button.



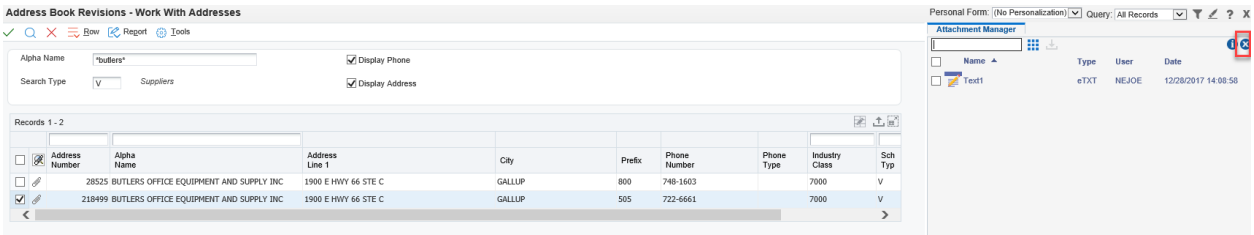
Function	Processes
Review AB# Attachments	To view the attachment for address number 218499. 10. Click the **Attachment** icon for Address Number **218499**.



Function	Processes
Review AB# Attachments	11. At the **Attachment Manager** form, click the name **Text1** (Type eTXT) for address number 218499.



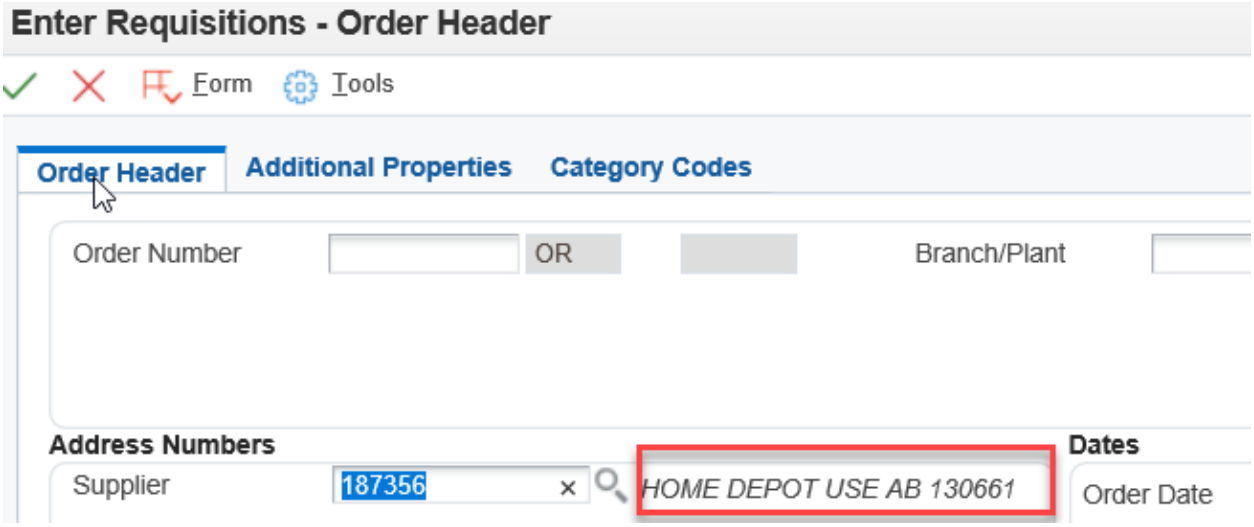
Function	Processes
Review AB# Attachments	At the **Text Attachment** form, instructions indicate •***ENTERED TO ADDRESS LINE 1 ONLY***; Note: Refers to the (2) address numbers displayed in step 6. Resolution: Always use address number 28525 for all orders. 12. Click the **Close** button.



Function	Processes
Review AB# Attachments	13. Click the **Close side panel** button to exit the **Attachment Manger**.

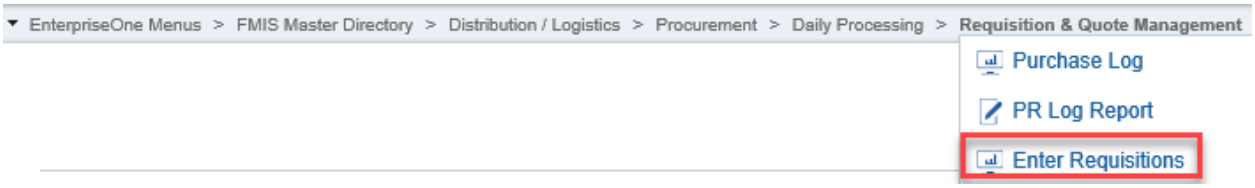
Example of an Invalid AB Number

When you select a supplier address book number always verify the **Supplier** name when it populates. These instructions are provided by Accounts Payable instructing to use a correct supplier address book number.

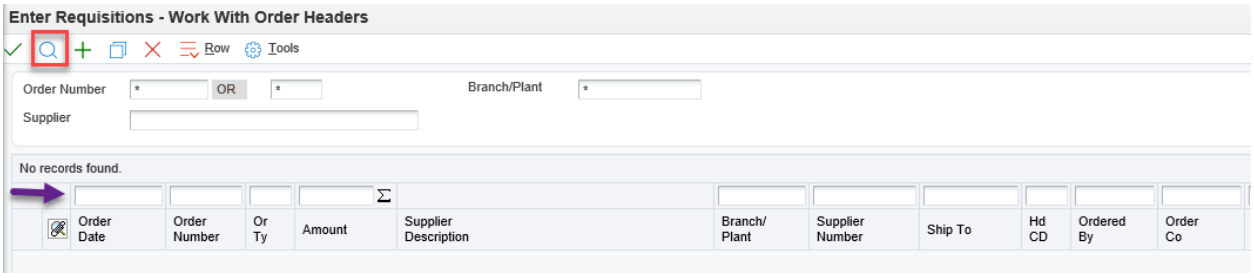


Verify the vendor name displayed, accounts payable provides the correct address number to use.

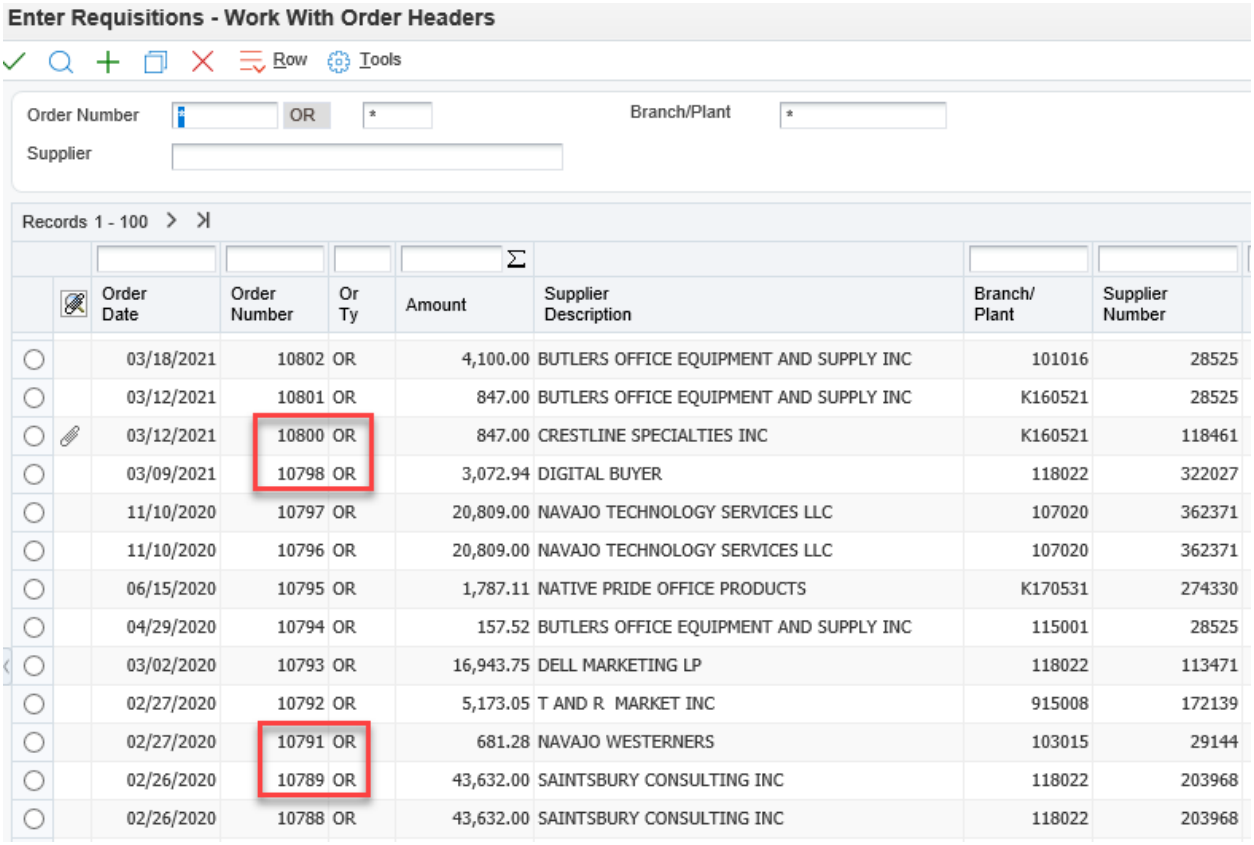
To Locate an Order Requisition



Function	Processes
Locate an OR	1. Select **Requisitons** from the **Requisition & Quote Management** menu.



Function	Processes
Locate an OR	You may use any of the header or QBE fields to locate an OR. 2. Click the **Find** button.

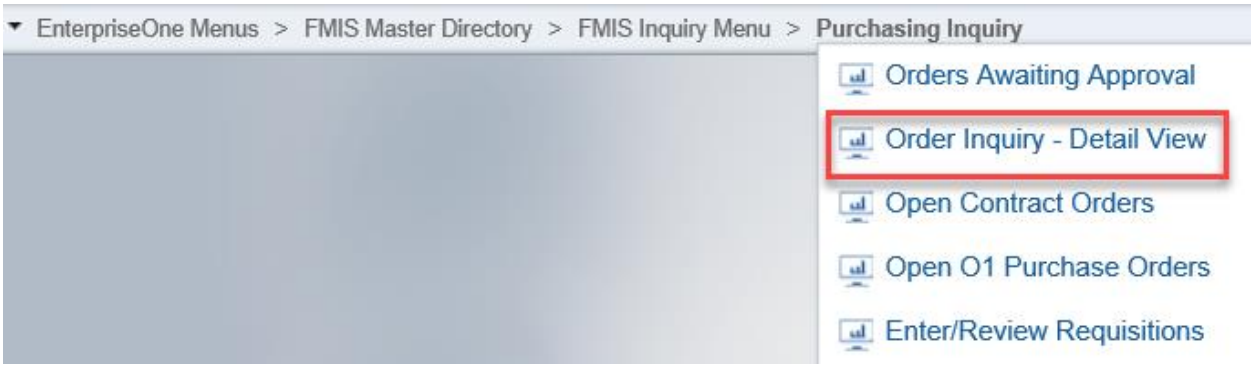


Order Date	Order Number	Or Ty	Amount	Supplier Description	Branch/ Plant	Supplier Number
03/18/2021	10802	OR	4,100.00	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	101016	28525
03/12/2021	10801	OR	847.00	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	K160521	28525
03/12/2021	10800	OR	847.00	CRESTLINE SPECIALTIES INC	K160521	118461
03/09/2021	10798	OR	3,072.94	DIGITAL BUYER	118022	322027
11/10/2020	10797	OR	20,809.00	NAVAJO TECHNOLOGY SERVICES LLC	107020	362371
11/10/2020	10796	OR	20,809.00	NAVAJO TECHNOLOGY SERVICES LLC	107020	362371
06/15/2020	10795	OR	1,787.11	NATIVE PRIDE OFFICE PRODUCTS	K170531	274330
04/29/2020	10794	OR	157.52	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	115001	28525
03/02/2020	10793	OR	16,943.75	DELL MARKETING LP	118022	113471
02/27/2020	10792	OR	5,173.05	T AND R MARKET INC	915008	172139
02/27/2020	10791	OR	681.28	NAVAJO WESTERNERS	103015	29144
02/26/2020	10789	OR	43,632.00	SAINTSBURY CONSULTING INC	118022	203968
02/26/2020	10788	OR	43,632.00	SAINTSBURY CONSULTING INC	118022	203968

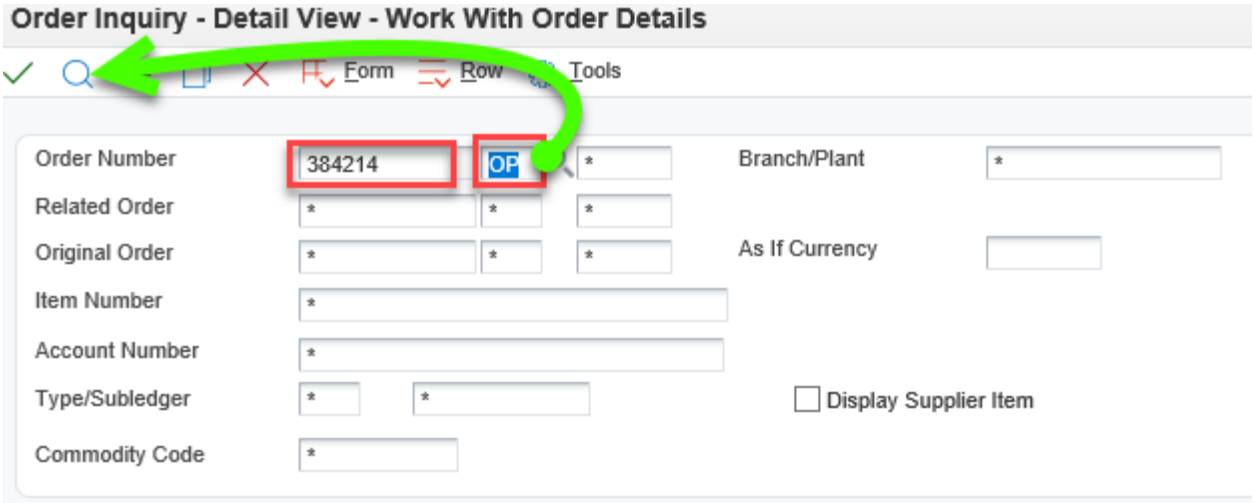
Function	Processes
Locate an OR	The first 100 records populate the grid. Depending on how you customize your grid, in this example the higher OR number is at the top, customized in descending order. Note: The **Order Number** field. JDE EnterpriseOne system assigns order numbers in sequential order. When the ***Order Number*** column displays missing order number(s). • This is the result of the requisitioner initiating an order but, does not confirm the order number assigned and closes the ***Enter Requisitions*** form. Note: If this happens to you, enter a new OR.

Order Inquiry – Detail View (OP)

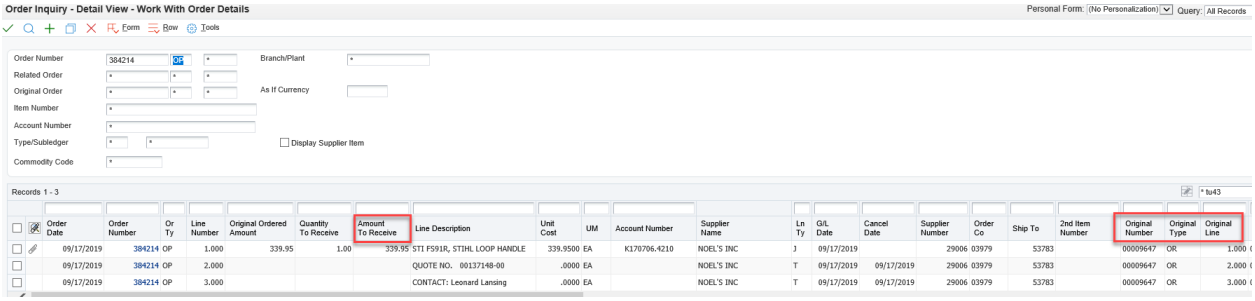
The **Order Inquiry – Detail View** form is a universal form to inquire on blanket orders (OB), contract orders (OC), requisition orders (OR), purchase orders (OP), and generated orders for contracts (O1). You can determine if the orders are open or closed and inquire on orders generated from blanket and contract orders.



Function	Processes
Order Inquiry – Detail View	1. From the Purchasing Inquiry link, select **Order inquiry – Detail View** form.



Function	Processes
Order Inquiry – Detail View	2. Enter the OR number in the **Order Number** field. 3. Tab to the next field, enter the **Order Type** in this no title field. 4. Click the **Find** button. Note: By changing the Order Type field you can inquiry on all order types.



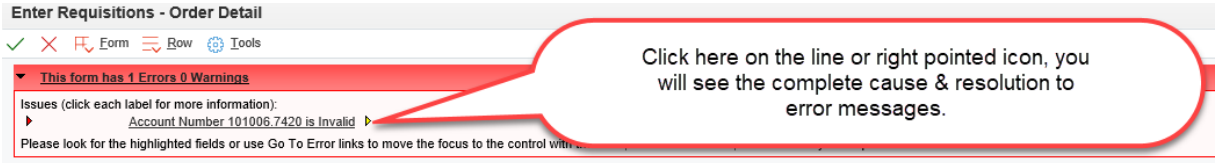
Function	Processes
Order Inquiry – Detail View	The grid displays the purchase order a lot of information to view. The **Amount To Receive** field displays an **amount**, this indicates the purchase order line number 1 is still open, receipt not process. • If the field displayed blank, that indicates the PO is closed. The **Original Number / Type / Co.** fields display the OR number this purchase order was generated from. 5. Click the **Find** button. Note: By changing the Order Type field you can inquiry on all order types.

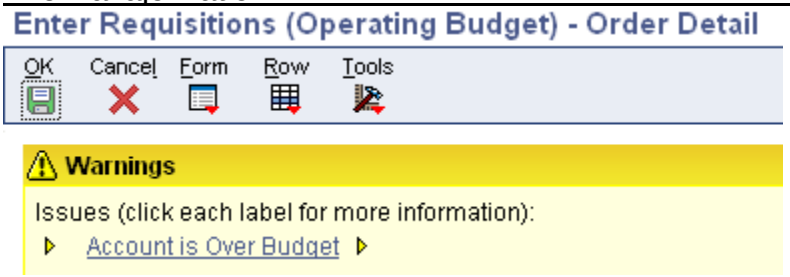
Examples of System Warning & Error Messages

There are two types of system messages you might encounter:

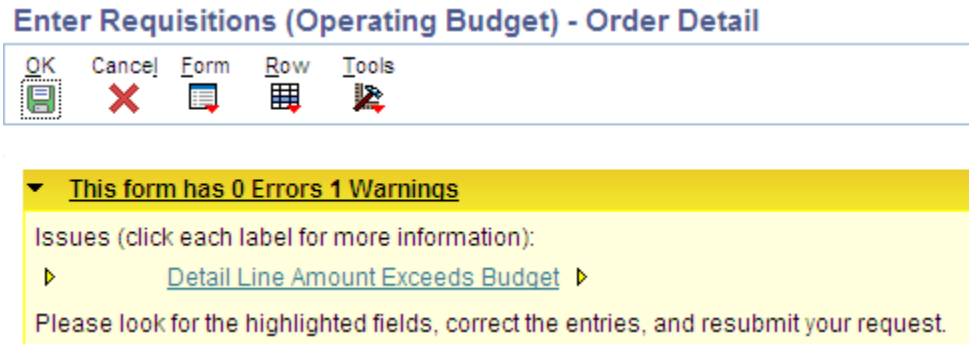
1. Yellow ***Warnings*** – You may override them by clicking the ***OK*** button again.

2. Red ***Error*** messages - May be fix by the user or procurement power user.

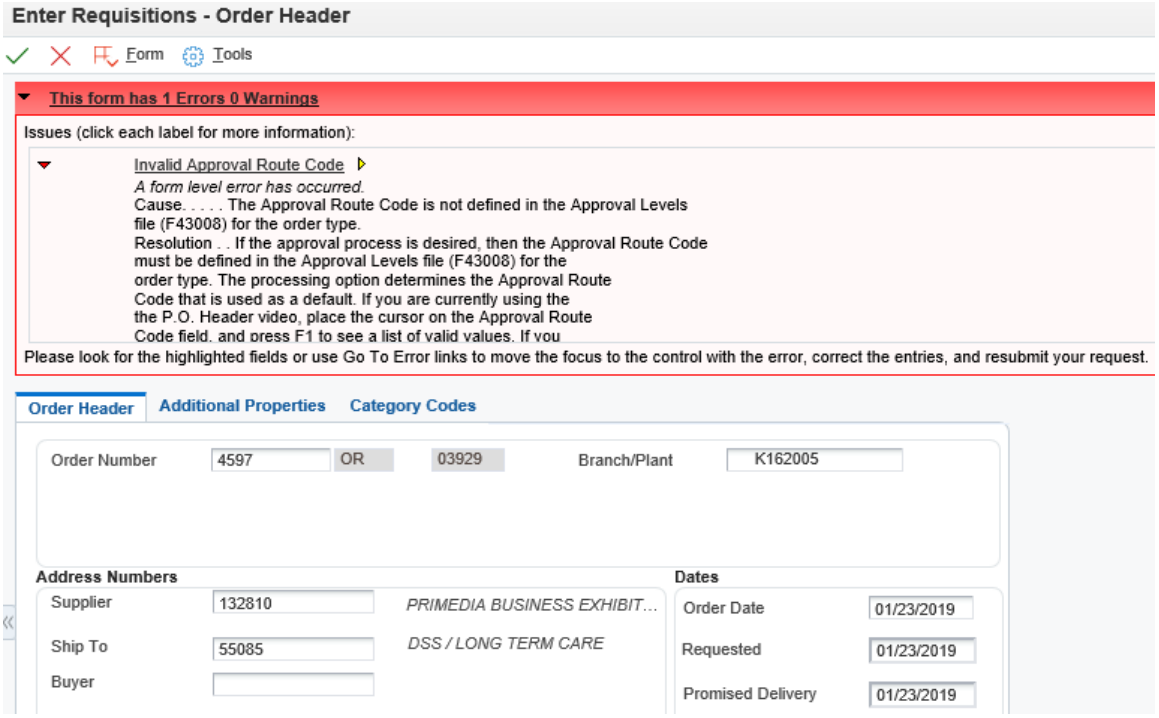




- **Warning Message (Yellow) Account is Over Budget**

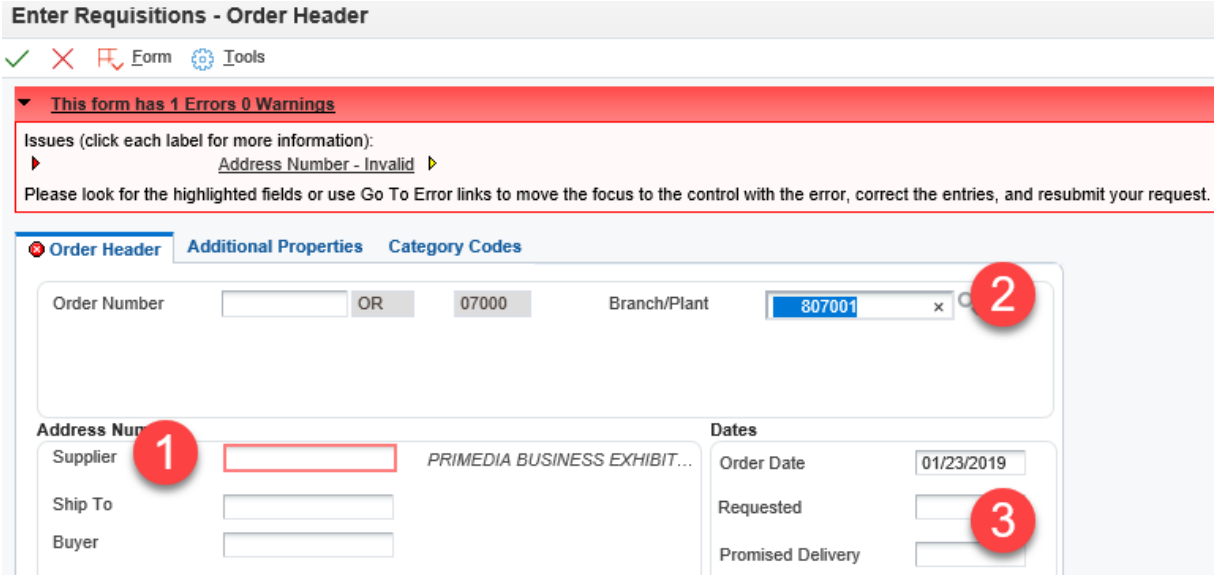


- **Warning Message (Yellow) Detail Line Amount Exceeds Budget**



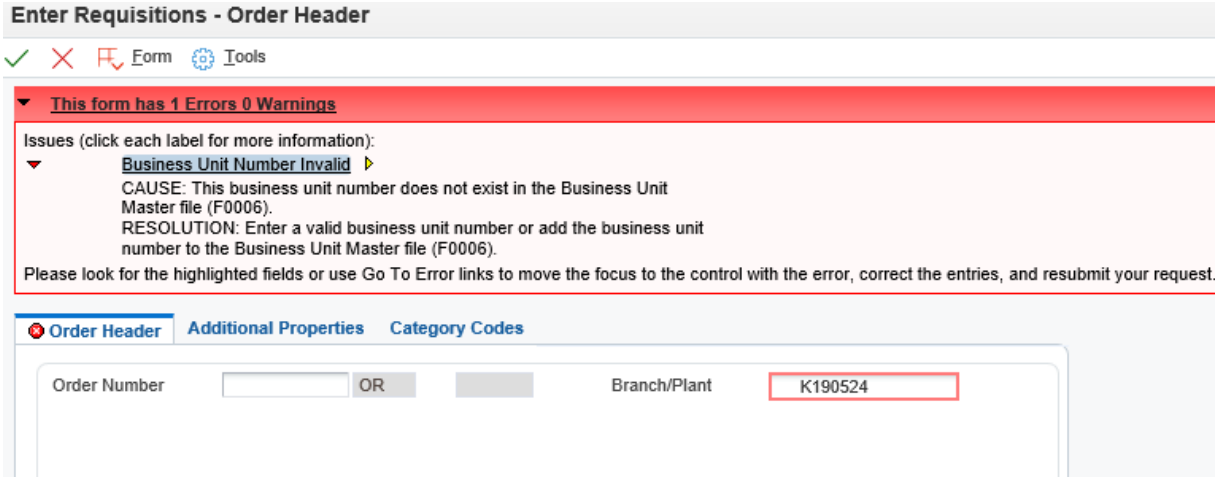
Error Message (Red): Invalid Approval Route Code

- Cause: Approval Route Code is not setup, usually occurs on new business units.
- Resolve – Email copy of Expenditure Authorization Signature Form.
  - Attn: OOC / Procurement / Power User.
  -



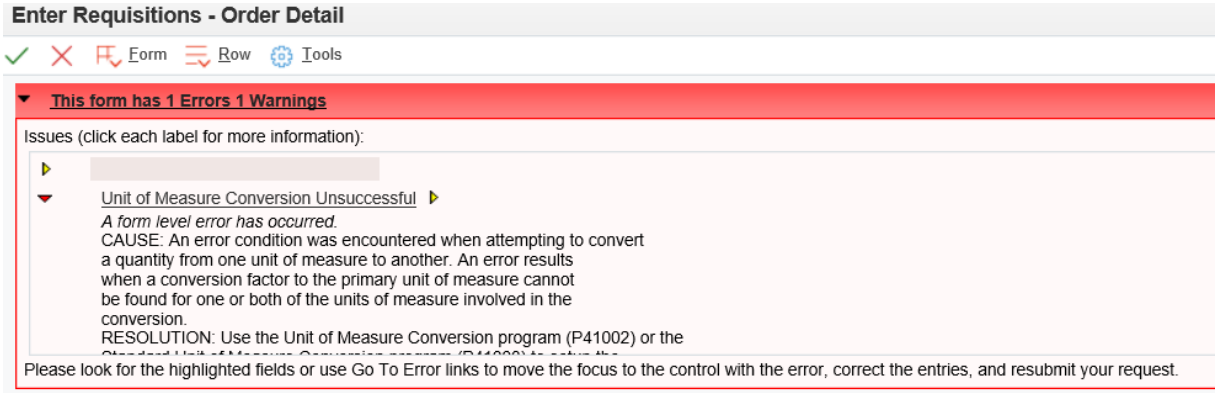
Error Message (Red): Address Number - Invalid

- Cause: Branch/Plant was entered first.
- Resolve – Enter the AB# in the **Supplier** field.
    - To avoid this error: Always enter the **Supplier** field first.



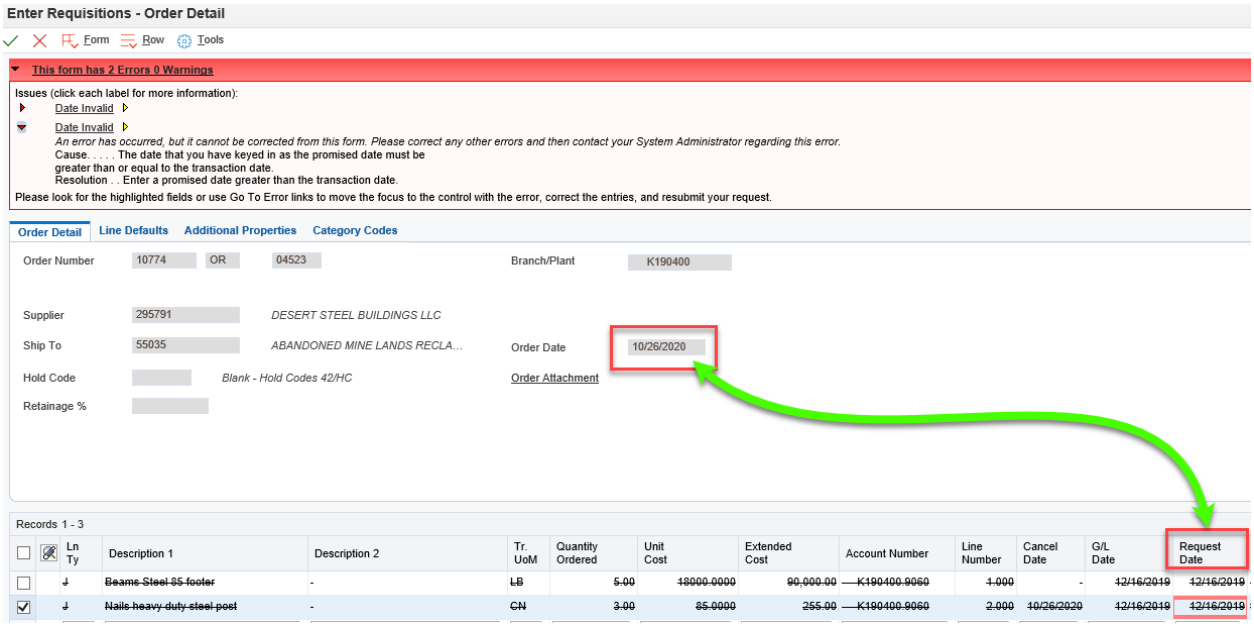
Error Message (Red): Business Unit Number Invalid

- Cause: Branch/Plant is not setup by Office of Management & Budget (OMB).
- Resolve – Correct your Branch/Plant, no extra spaces.
- Resolve – Email OOC/Procurement/Power User and provide error message.



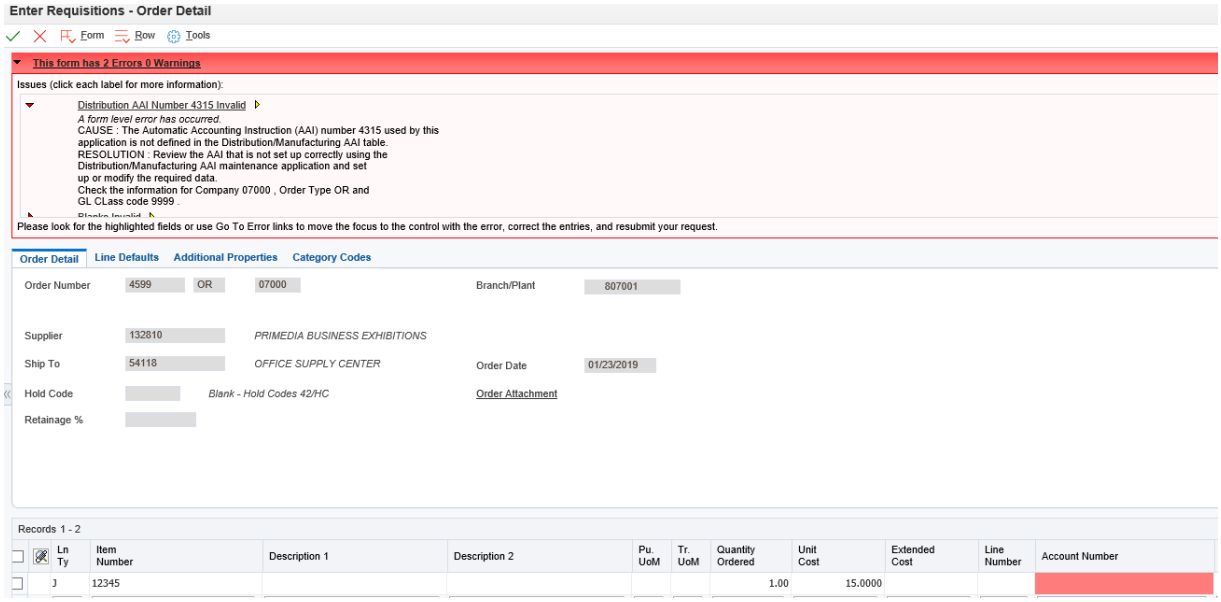
Error Message (Red): Unit of Measure Conversion Unsuccessful

- Cause: You change the unit of measure default setting of EA.
- Resolve - Verify in the Detail Revision columns: Pu. UoM and Tr. UoM
    - When you change the unit of measure in one column, you have to update the other column. They have to be identical.



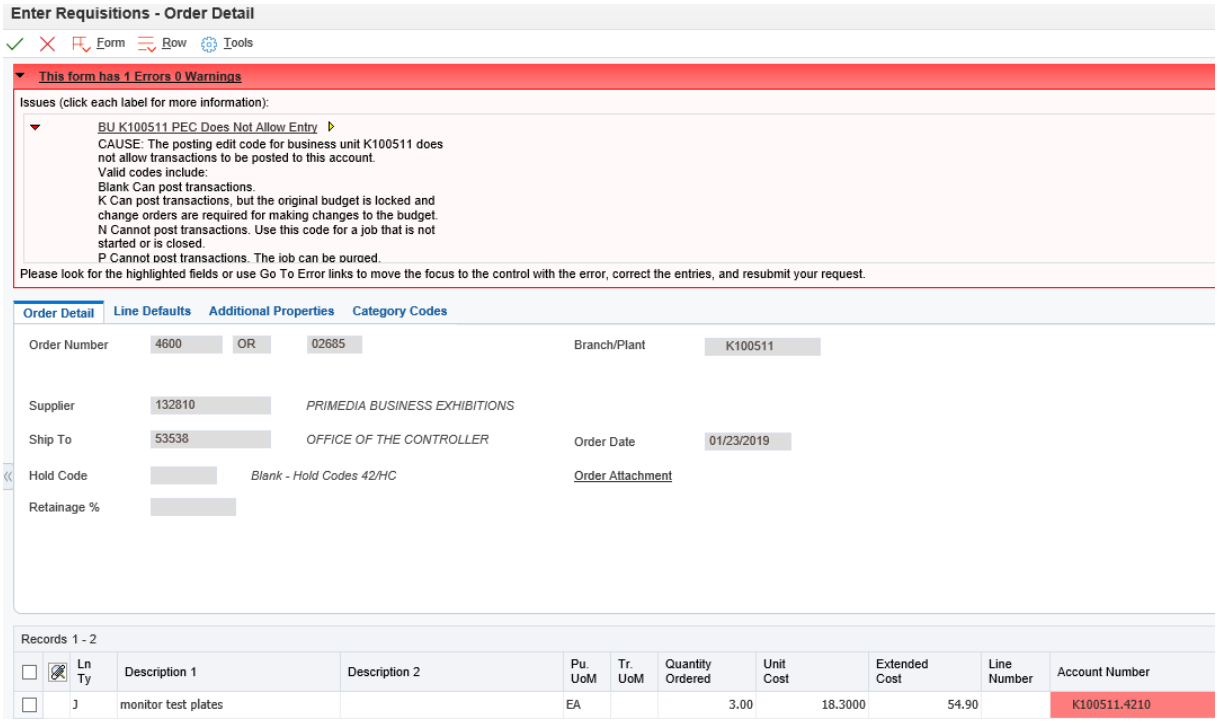
Error Message (Red): Date Invalid

- Cause: Requisitioner modify the ***Order Header - Order Date*** field and did not update the Order Detail ***Request Date*** fields.
- Resolve: Note the dates in the Requested Date columns, (ex: 12/16/2019).
    - Close the Order Detail form.
    - Navigate to the Header Revision form.
    - Change the Order Date field to match the Order detail date.
        - Example: Change to 12/16/2019 from 10/26/2020.
    - Click OK at the Order Header form.
    - Click OK at the Order Detail form
    - Click the Find button to refresh the form.
    - Locate the OR number then, navigate to the Detail Revision form.
    - Select detail lines, cancel, and click OK.



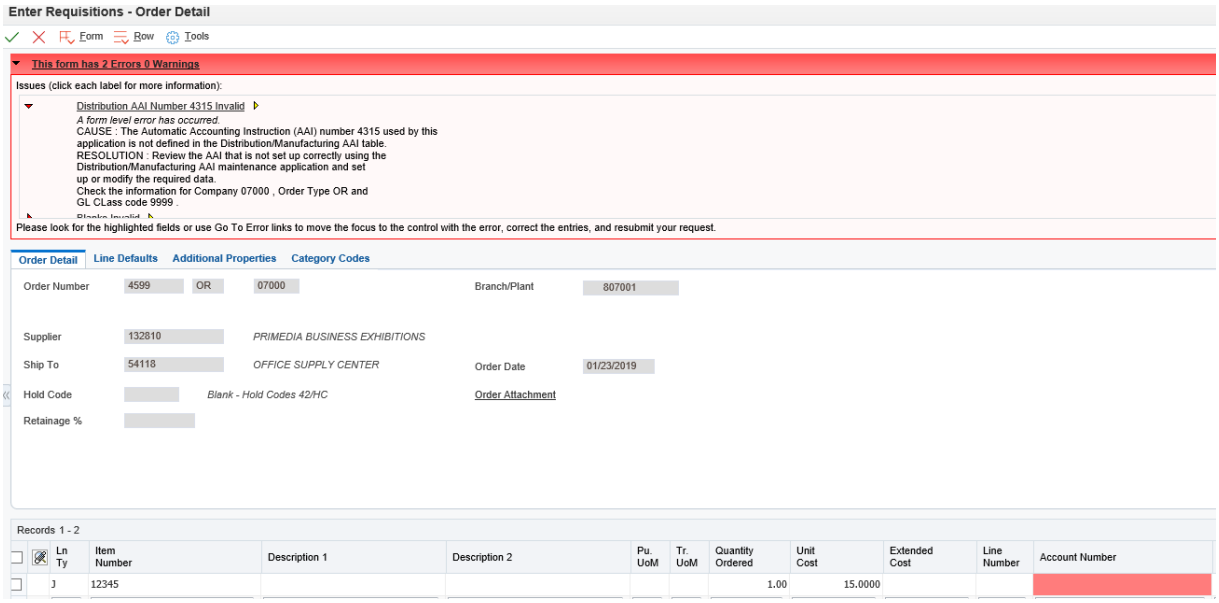
Error Message (Red): Distribution AAI Number 4315 Invalid.

- Cause: OMB or Purchasing to complete business unit setup,
- Resolve: Notify Purchasing Power User



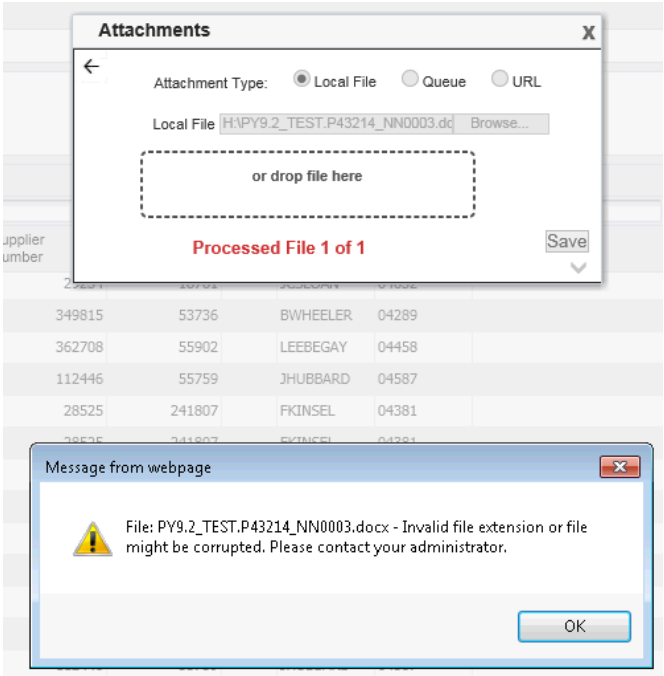
Error Message (Red): Posting Edit Code Does Not Allow Entry

- Cause: B/U is closed; PEC = N Cannot Post Transactions.
- Cause: B/U monitored by General Accounting / Contract Accounting.
- Resolve - Verify your Business Unit.
    - Contact OOC Finance
        - Contract Accounting Accountant (K Accounts)
        - General Accounting (General Funds)



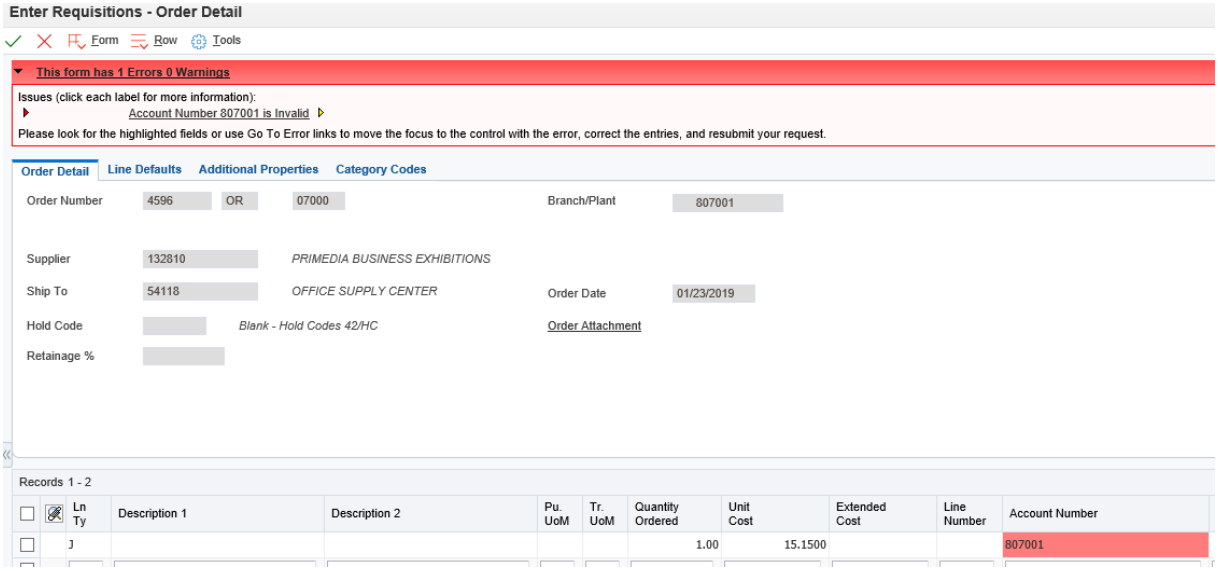
Error Message (Red): Distribution AAI Number 4315 Invalid

- Cause: Using a combination of numbers ‘Account Number’ and the ‘Item Number’ field.
    - Resolve – Enter correct full account number (K160515.xxxx).
    - Resolve – DO NOT use the ***Item Number*** field.
        - *Item Number* field reserved for Office Supply Center.



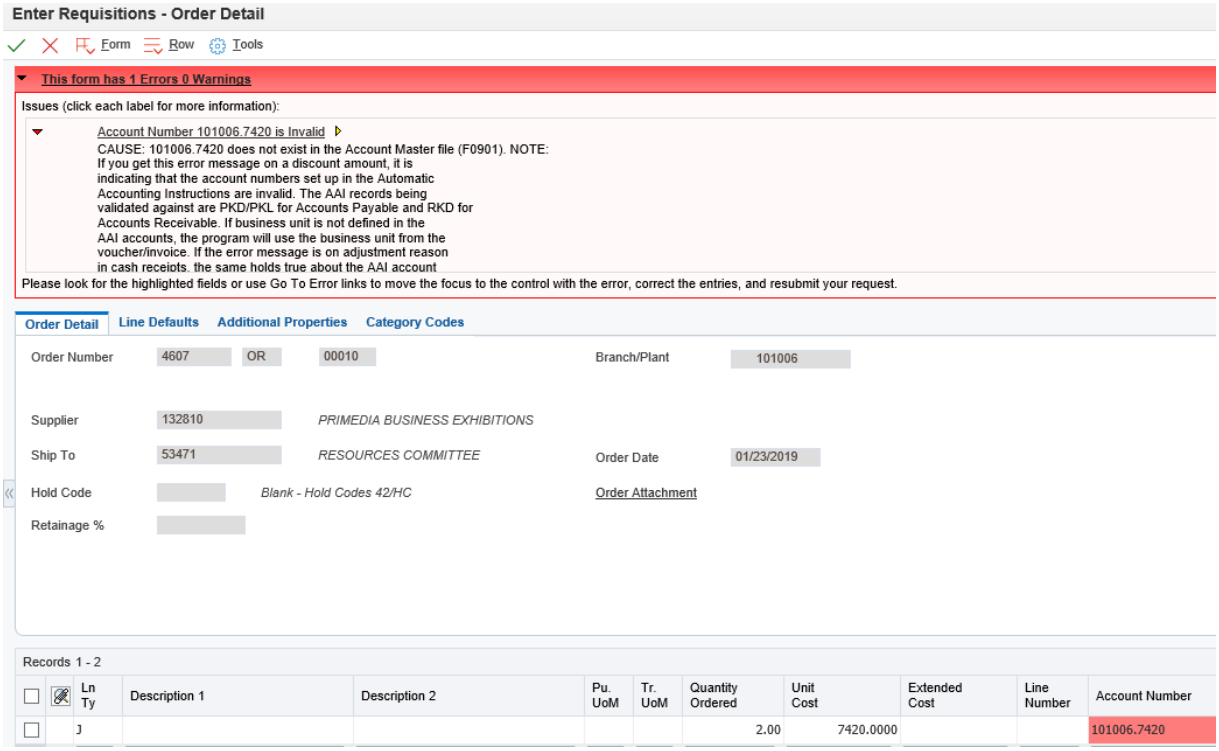
Error Message (Red): Invalid File Extension

Function	Processes
Invalid File Extension	Cause: File name has too many extensions (periods) or under score (_). Resolve: Rename your file, remove periods and use only (1) under score in the file name. Once file is renamed, reattach to your OR. . Example: ***Current File Name:*** PY9.2.TEST.P43214.NN0003 ***New File Name:*** **PY92_P43214NN0003**



Error Message (Red): Account Number 807001 is Invalid

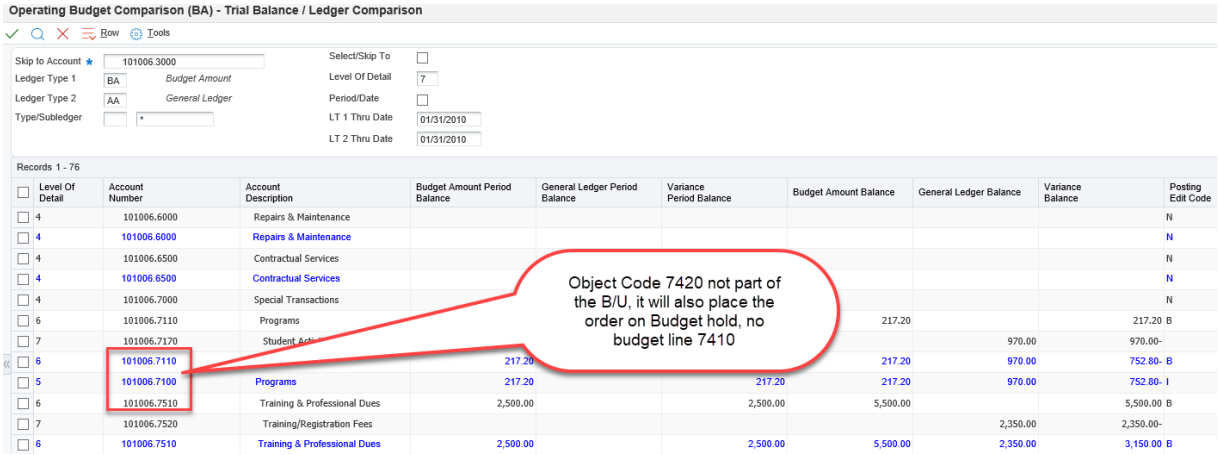
- Cause: Incomplete Account Number
- Resolve: Enter correct account number 807001.xxxx (xxxx = LOD 7 Expense)



Error Message (Red): Account Number 101006.7420 is Invalid

- Cause: Object Account 7420 is currently not part of the Business Unit.
- Resolve: Verify your Object Account equals LOD 7.
  - Verify P09210A - T/B Ledger Comparison with Encumbrances for General Funds.
    - Request Object Account to be added to the Business Unit.
    - For General Fund Accounts - CAtcitty (928) 810-8543

- Resolve: Verify P512000 - Contract or Grant Status Inquiry – Job Status Inquiry for External Funds
  - Request Object Account to be added to the Business Unit.
  - For External Fund Accounts - DEtsitty (928) 871-6220



Verify P09210A - T/B Ledger Comparison with Encumbrances for General Funds.

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