



# Procurement 6B Web Based Training Navajo Nation Version 9.20

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**JD EDWARDS ENTERPRISEONE**

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**Purchase Order Management**

Business Process Description Overview	
<p>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, and purchase goods. Procurement involves order entry through actual payment of the goods that you receive.</p> <p>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.</p> <p>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.</p> <p>An order consists of two parts:</p> <p style="padding-left: 40px;"><b>Header information</b> - General Information that relates to the entire order, such as the supplier and order dates.</p> <p style="padding-left: 40px;"><b>Detail information</b> - Line-by-Line details about the items you want to order, such as item numbers, quantities, and costs.</p> <p>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:</p> <p style="padding-left: 40px;">The <b>item</b> that you want to procure.                      The <b>quantity</b> that you want to procure.                      The <b>cost</b> of the item.</p> <p>After you add a requisition order, you can modify and print the order requisition.</p>	
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 people.

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.

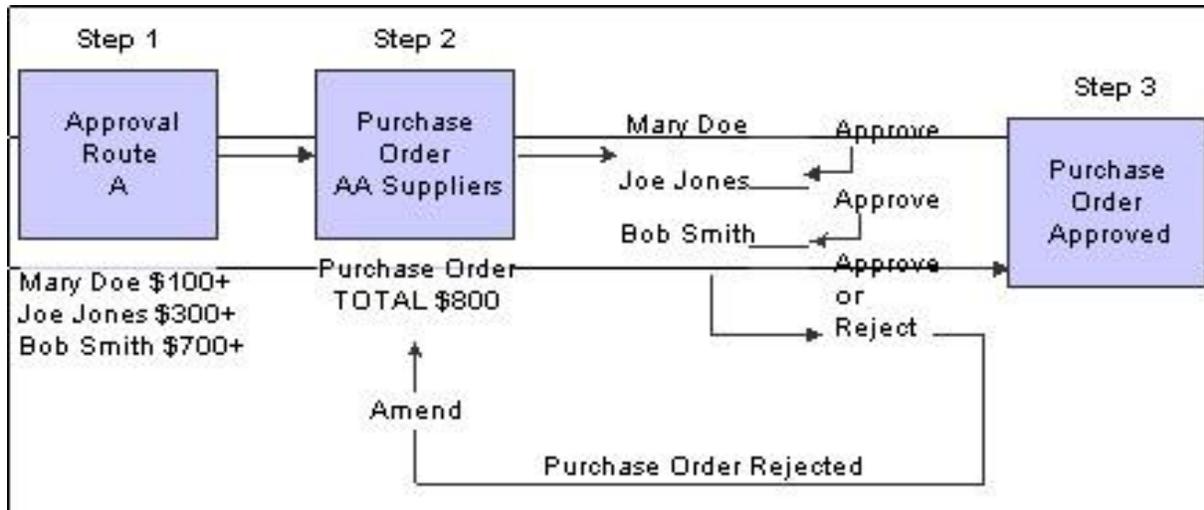
- For the NN, do not use this bypass option if OR's are created using External Fund accounts (K,C,NC) unless, the **contract accountant approver must approve first**.

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 the 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.

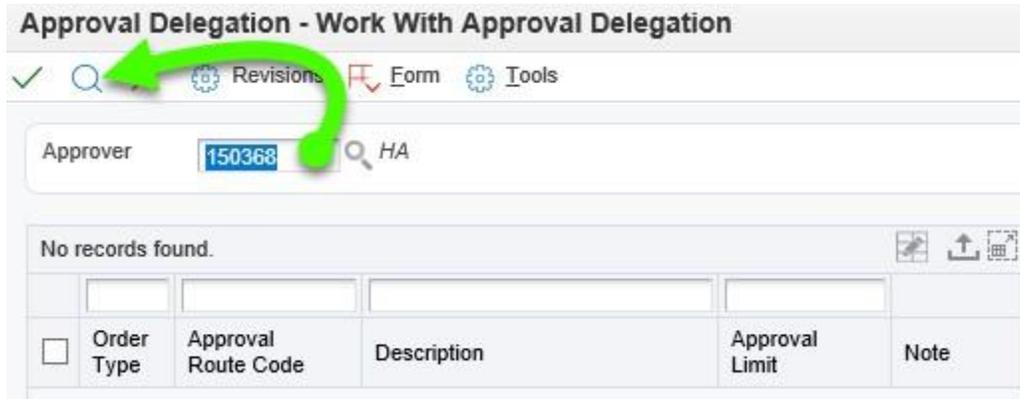
When you transfer authority from one person on a route to a person who has just been added to the route, the system redirects **pending** approvals to the new individual.

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

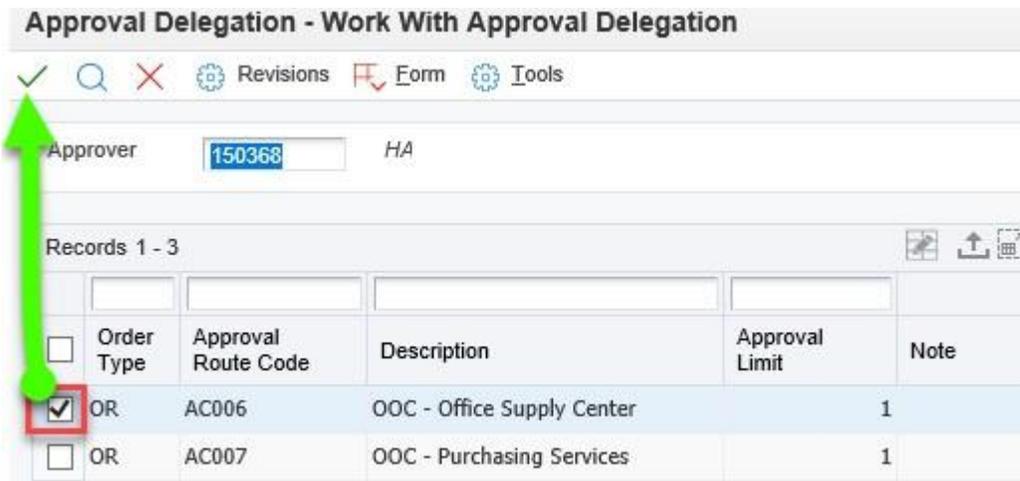
<b>Via Menus</b>	Distribution / Logistics → Procurement → Daily Processing → Order Gen / Approve / Release → Approval Delegation
------------------	---



Function	Processes
Approval Delegation	1. From the <b>Order Gen/Approve Release</b> menu select <b>Approval Delegation</b> .



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

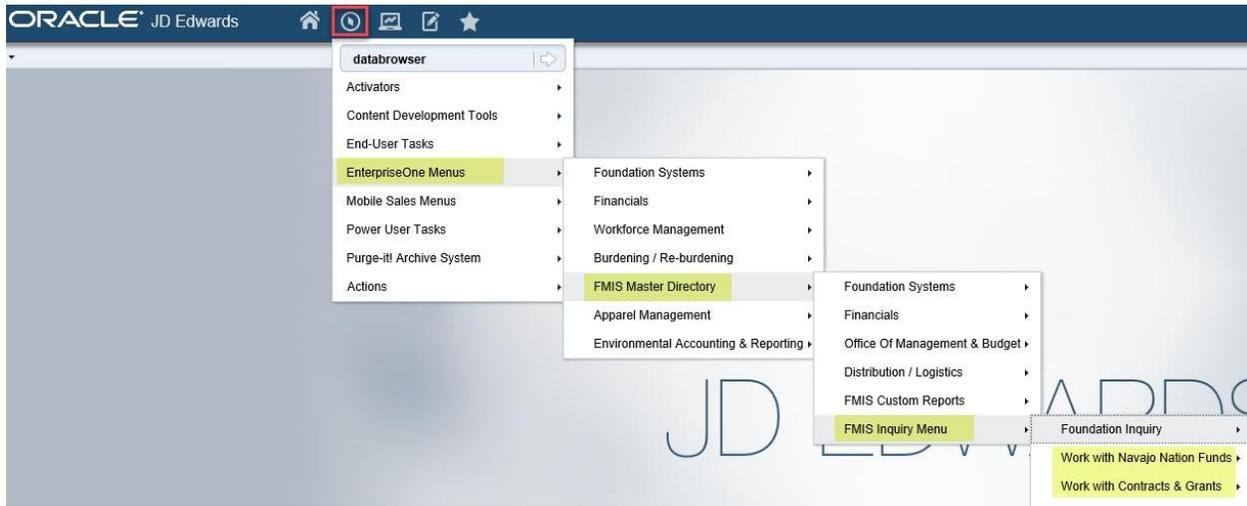


Function	Processes
Approval Delegation	Review all approval routes to which the person from whom you are transferring authority is currently assigned, select a route for which to delegate authority.  4. Select the <b>Approval Route Code</b> to delegate from the grid.  5. Click the <b>Select</b> button.



Function	Processes
Approval Delegation	At the <b>Approval Delegation</b> form, select a person you are delegating approval authority to. <ul style="list-style-type: none"> <li>An approver must be certified 6B to approve/reject orders.</li> </ul> 6. Enter the address book number in the <b>Delegate To</b> field.  7. Click the <b>OK</b> button to confirm.

### Funds Availability



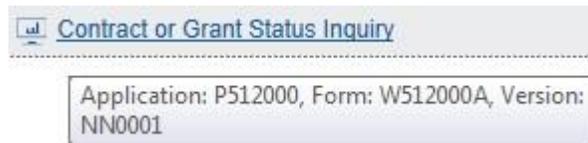
You **MUST** review funds availability before entering a requisition.

- 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.

**Business Unit** 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).

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



Function	Processes
Enter Requisitions	1. From the <b>Requisition &amp; Quote Management</b> menu select <b>Enter Requisitions</b> .

### Enter Requisitions – Order Header



Function	Processes
Enter Requisitions	2. At the <b>Enter Requisitions - Working With Order Headers</b> form, the order type defaults to <b>OR (Order Requisition)</b> .



Function	Processes
Invalid Approval Route Code	<p><i>Error message</i> at the <b>Order Header</b> form in the <b>Branch/Plant</b> field.</p> <ol style="list-style-type: none"> <li>Click the <b>Cancel</b> button.                             <ul style="list-style-type: none"> <li>Email scan copy of your <b><i>Expenditure Authorization Signature Form (EASF)</i></b> that references this Branch/Plant.</li> </ul> </li> </ol> <p>Note: Always submit all new, updated EASF's as soon as they are available to prevent seeing this error message.</p> <ol style="list-style-type: none"> <li>Email copy to: purchasing@nnooc.org.</li> <li>Purchasing must update the approval route(s) and advise when to proceed.</li> </ol>

**Enter Requisitions - Order Header**

Form  Tools

**Order Header** | **Additional Properties** | **Category Codes**

Order Number  OR  Branch/Plant

**Address Numbers**

Supplier

Ship To

Buyer

Carrier

**Dates**

Order Date

Requested

Promised Delivery

Cancel Date

**Payment Terms**

Pmt. Remark

Description

Print Message

Tax Expl Code

Tax Rate/Area

Certificate

Tax ID

Person/Corp. ID

Payment Terms  *Net 30 Days*

Hold Code  *Blank - Hold Codes 42/HC*

Approval Code

Retainage %

Ordered By  TU43\_BUY

Order Taken By

AIA Document  Y

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 updates 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 **V**.
- Notify the Purchasing department, the OR must 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 Requisitions - Order Header

Order Header Additional Properties Category Codes

Order Number  OR

Address Numbers

Supplier  x

Ship To

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

**Verify the Supplier field.**

Enter Requisitions - Order Header

Order Header Additional Properties Category Codes

Order Number  OR  Branch/Plant

Address Numbers

Supplier  HOME DEPOT USE AB 130661

Ship To

Buyer

Carrier

Payment Terms

Dates

Order Date

Requested

Promised Delivery

Cancel Date

When you select a supplier, verify the vendor’s 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 promised delivery shipment date for a purchase order.

Function	Processes
Enter Requisitions – Order Header	<p>At the <b>Order Header</b> form.</p> <ol style="list-style-type: none"> <li>4. Click in the <b>Supplier</b> field and enter the supplier address book number, who is to fill the order. (Search type V – Supplier).</li> <li>5. Tab to the <b>Ship To</b> field, enter the ship to <b>address book</b> number to where the goods/service are to be delivered. (Search type F - Facility).</li> <li>6. Click in the <b>Branch/Plant</b> field and enter the branch/plant that is requesting the order.</li> <li>7. Click in the <b>Requested Date</b> field and enter the current date.</li> <li>8. Tab to the <b>Promised Delivery</b> field and enter the promise delivery date.</li> </ol>

Function	Processes
Enter Requisitions	9. Click the <b>OK</b> 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,
- **Do Not** enter unit cost with 3 digits after the decimal (1.2334) enter the total cost in the Extended Cost field and add a text line with explanation.
- **Do not** enter a line type 'J' with **No Unit Cost and No Extended Cost amount**. Line type J is an encumbrance that must be associated with a unit cost or extended 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.

Records 1 - 5										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Sony VA10SVL24125CXB 24"	All-in-one PC Intel Core i5	CS	cs	1.00	1299.0000	1,299.00	105001.4230

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												
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Branch/Plant	Line Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Computer Dell 27" monitor	screen saver built processor	EA	EA				K160515.4230	K160515	1.000

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

### Entering Tax, Freight, Shipping, Setup Charges, Embroidery, etc.,

Records 1 - 5										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Freight Charge		EA	EA			25.00	113011.5720
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Shipping Charge		EA	EA			85.00	113011.5720
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	NN Tax		EA	EA			341.00	113011.5720
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 VA105VL24125CXB 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	<ol style="list-style-type: none"> <li>At the <b>Enter Requisitions – Order Detail</b> form, click in the <b>Ln Ty</b> field.</li> <li>Enter <b>J</b> in the <b>Ln Ty</b> (Line Type) field for non-stock/direct charge.</li> <li>Tab to the <b>Description 1</b> field and enter the description of the item you are ordering (Enter the supplier’s item number).</li> <li>Tab to the <b>Description 2</b> field if you need additional space for description.</li> <li>Tab to the <b>Quantity Ordered</b> field and enter the quantity. Note: Do not enter quantity for tax, freight, shipping, setup fees, etc.</li> <li>Tab to the <b>Unit Cost</b> field and enter the unit cost. Note: Do not enter unit cost for tax, freight, shipping, setup fees, etc.</li> <li>Tab to the <b>Account Number</b> field and enter an account number. Note: All cost distribution must be verified by the Purchasing department. Note: If the account number is not known, click the <b>visual assist</b> button. <ul style="list-style-type: none"> <li>Verify the object code you are using equals LD 7.</li> <li>Verify the PE (Posting Edit Code) field is ‘Blank’ to allow requisition to post.</li> <li>Cost distribution must comply to page 11 and verified by a buyer.</li> <li>Do not enter an Account Number without a Quantity or Unit Cost.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>If entering an approved cost distribution account number, you must update the <b>Branch/Plant</b> field also, the business unit must match the account number business unit.</li> </ul> <p>8. Repeats steps 2 – 7 until you finish entering all items <u>except</u>, taxes, shipping, freight, setup charges, embroidery, etc.</p>
<b>Function</b>	<b>Processes</b>
Enter Requisitions – Tax, Shipping, Freight, Other Charges	<p>When entering Sales Tax, NN Tax, Shipping, Freight, Setup Fees, etc., <b>Do not</b> enter a quantity or unit cost, leave these fields blank.</p> <p>9. Click in the <b>Ln Ty</b> field and enter a <b>J</b> for non-stock.</p> <p>10. Tab to the <b>Description 1</b> field and enter the description.</p> <p>11. Tab to the <b>Extended Cost</b> field and enter the total amount of the charge.</p> <p>12. Tab to the <b>Account Number</b> field and enter the account number.</p>

**Entering Unit Cost with 3<sup>rd</sup> Digit Cents**

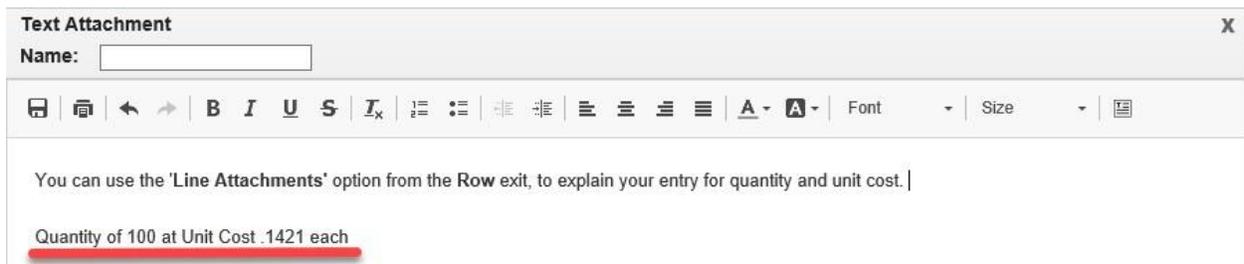
- Scenario: You enter an OR that reflects the quote, supplier ships goods, receiver will have a difficult time processing the receipt due to the unit cost, calculating numbers to match the invoice. To alleviate this, requisitioner enter the total amount of line item in the *Extended Cost* field, receiver will have no problems processing the receipt.

Order Detail   Line Defaults   Additional Properties   Category Codes										
Order Number	10807	OR	00010	Branch/Plant	115013					
Supplier	359031	BUBANY SUPPLY								
Ship To	53773	OPERATING/MAINTENANC				Order Date	05/19/2021			
Hold Code		Blank - Hold Codes 42/HC				<a href="#">Order Attachment</a>				
Retainage %										

Records 1 - 4										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Leviton Mfg 86001 IG incon	Plate	EA	EA	100.00	.1421	14.21	115013.6030
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Leviton Mfg 86114 IG9 icon	Blank Plate	EA	EA	75.00	1.1054	82.91	115013.6030
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Leviton Mfg 279 BLK 3 prong	Grounding Plug	EA	EA	250.00	.7468	186.70	115013.6030

Processes	
Enter Requisitions – Order Detail  <i>Enter quotes with unit cost to the 3-5 digits</i>	To correctly enter a unit cost with a unit cost specifying .1421 or 1.1005 with a third digit cent, <b>do not</b> enter a quantity or unit cost, leave fields blank.  1. Click in the <b>Ln Ty</b> field and enter a <b>J</b> for non-stock.  2. Tab to the <b>Description 1</b> field and enter the description.  3. Tab to the <b>Description 2</b> field and enter additional description (if applicable).  4. Tab to the <b>Extended Cost</b> field and enter the total amount.  5. Tab to the <b>Account Number</b> field and enter the account number.  6. Enter a text using the Line Attachment option for an explanation.



Explanation for line number 1, using the **Line Attachments** option.

### **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 discount percentage (15% or other percentages)?
- Will it show each item at a discounted price?

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 the regular price, however, applied a full 15% discount on the total amount.

Records 1 - 12

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

The line number entry will look like this for the overall discount, saves a lot of time for your receiver to process the receipt when goods are delivered.

Function	Processes
Enter Requisitions – Order Detail	To enter a discount, enter all items at full price. Add a line number for the discount amount as a negative amount.
<i>Enter discounts</i>	<ol style="list-style-type: none"> <li>Click in the <b>Ln Ty</b> field and enter a <b>J</b> for non-stock.</li> <li>Tab to the <b>Description 1</b> field and enter the description.</li> <li>Tab to the <b>Extended Cost</b> field and enter the total amount with a <b>negative amount</b>.</li> <li>Tab to the <b>Account Number</b> field and enter the account number.</li> </ol>

**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

<input type="checkbox"/>	<input checked="" type="checkbox"/> Ln Ty	Description 1	Description 2	Quantity Ordered	Unit Cost	Account Number	Extended Cost	Line Number	Pu. UoM	Tr. UoM
<input type="checkbox"/>	J	400729 54-Sided Library		1.00	247.3400	113011.5720	247.34	1.000	EA	EA
<input type="checkbox"/>										

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

Function	Processes
Enter Requisitions – Order Detail  <i>Enter discounts</i>	<p>Requisition can also be entered by taking the 15% discount per line item, enter the discounted cost in the unit cost field. You will have to perform manual calculation for each line item.</p> <p>For example, looking at the suppliers quote above:</p> <ul style="list-style-type: none"> <li>Item 400729, 4-Sided Library</li> <li>The regular unit price is quoted at \$290.99 each.</li> <li>Calculation: <math>290.99 \times .15 = 43.65</math> then, <math>290.99 - 43.65 = 247.34</math></li> <li>Enter the discount unit cost 247.34 in the unit cost field.</li> </ul> <ol style="list-style-type: none"> <li>Click in the <b>Ln Ty</b> field and enter a <b>J</b> for non-stock.</li> <li>Tab to the <b>Description 1</b> field and enter the description.</li> <li>Tab to the <b>Quantity</b> field and enter the quantity.</li> <li>Tab to the <b>Unit Cost</b> field and enter the calculated discount amount.</li> <li>Tab to the <b>Account Number</b> field and enter the account number.</li> </ol>

**Line Type T – Text Line**

**Do not** use the T line type to enter additional description of an item 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											
<input type="checkbox"/>	<input type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	G/L Date
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	J	Samsung 740N-B1 Black 17"	8MS LCD Monitor A	EA	EA	1.00	1354.9800	1,354.98	105001.4230	01/14/2019
<input type="checkbox"/>	<input type="checkbox"/>	J	Tax		EA	EA			132.70	105001.4230	01/14/2019
<input type="checkbox"/>	<input type="checkbox"/>	T	POC: tu43@nnooc.org	POC: 505 200-5000	EA	EA					01/14/2019

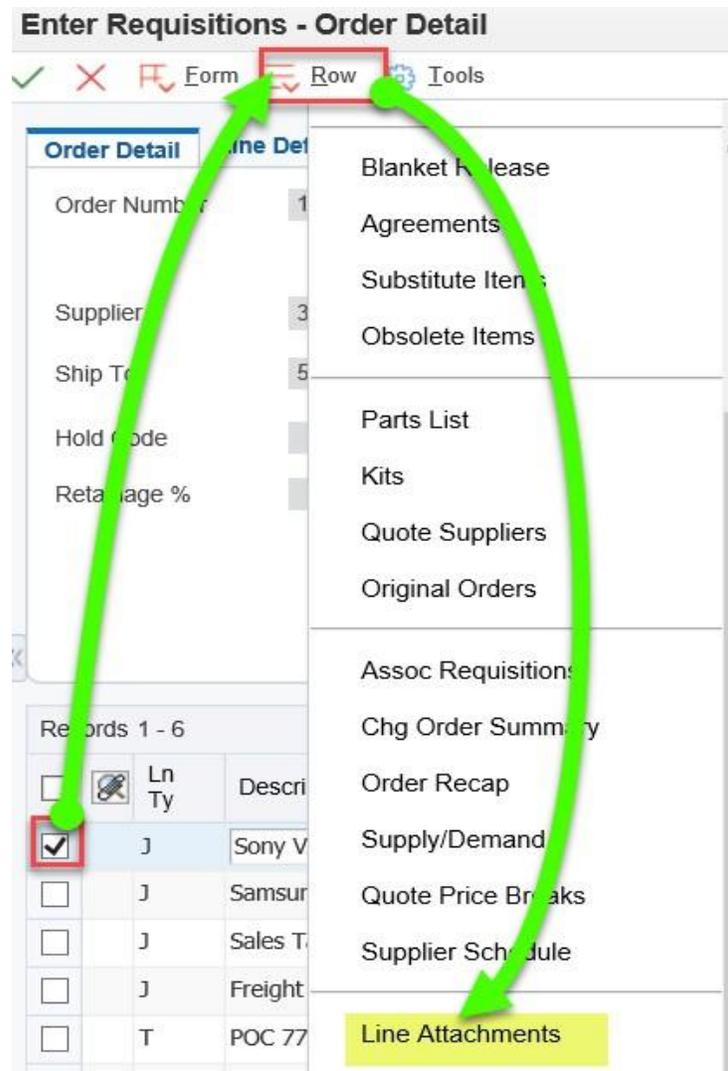
Function	Processes
Enter Requisitions – Order Detail	<p>6. To enter a text line, click in the <b>Ln Ty</b> field and enter a 'T' for text.</p> <p>7. Tab to the <b>Description 1</b> field, enter text information.</p> <ul style="list-style-type: none"> <li>• Enter Point of Contact Information</li> <li>• Enter Suppliers Quote Number for reference.</li> </ul> <p>Leave the Quantity Ordered, Unit Cost, Extended Cost, and the Account Number fields <b>BLANK</b>.</p>

### ***Text Line Attachment - Order Detail***

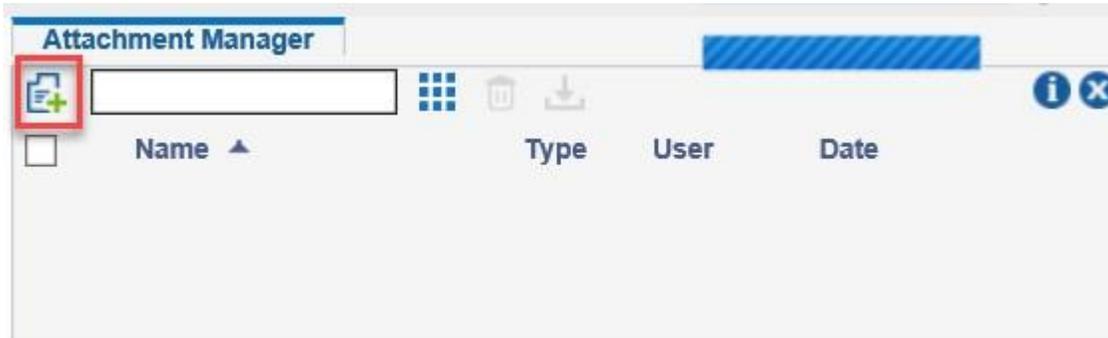
Use the **Line Attachment** option to specify additional product information for a specific line. You may want to use this option when the limited space in the Description 1 and Description 2 fields are used.

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 be printed on the purchase order beneath the line number selected.



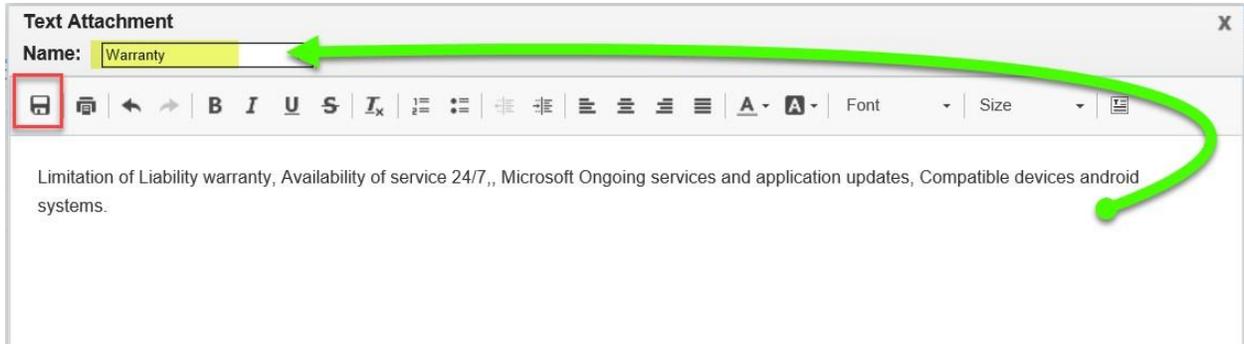
Function	Processes
Enter Requisitions – Order Detail – Line Attachments	<ol style="list-style-type: none"> <li>1. Select the specific <b>line number</b> from the grid to attach additional information.</li> <li>2. Click the <b>Row</b> exit.</li> <li>3. Select <b>Line Attachments</b> from the row exit.</li> </ol>



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	4. At the <b>Attachment Manager</b> tab, click the <b>Attachment Manager Add</b> button.



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	5. At the <b>Attachments</b> form, click the <b>Text Attachment</b> option.



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	<p>6. Type in the additional information in the panel pertaining to line number 1.</p> <p>Note: This is an unlimited space to enter additional information such as serial numbers, warranties, inclusive parts, quantity per item, sizes, etc.,</p> <p>7. (Optional) Click in the 'Name:' field, type in a title for your text.</p> <p>8. Click the <b>Save</b> button.</p>



Function	Processes
Enter Requisitions – Order Detail – Line Attachments	<p>9. Click the <b>Close side panel</b> button to exit the <b>Attachment Manager</b> form.</p>



**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 nonstock or direct charge item, be sure that the line type is J. Since there is no item number, this field should be doublechecked.
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**

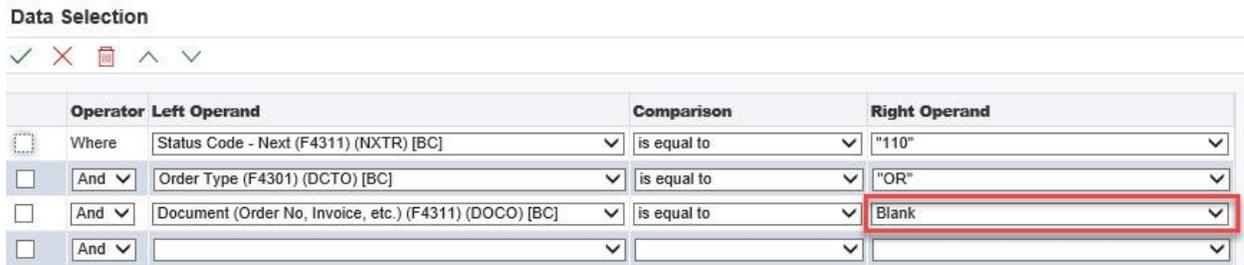
<b>Via Menus</b>	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Print Order Requisition (OR)
------------------	---



Function	Processes
Print Order Requisition R55PR14	1. Select <b>Print Order Requisition (OR)</b> from the Requisition & Quote Management menu.



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



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

Data Selection

✓ ✕ 🗑 ⤴ ⤵

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"110"
<input type="checkbox"/>	And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/>	And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/>	And			Zero
				Null
				Literal

Function	Processes
Print Order Requisition R55PR14	5. Select <b>Literal</b> .

Select Literal Value

✓

Single Value Range of Values List of Values

Literal Value:

Function	Processes
Print Order Requisition R55PR14	At <b>Select Literal Value</b> form, using the <b>Single Value</b> tab.  6. Enter your OR number in the <b>Literal Value:</b> field.  7. Click the <b>OK</b> 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.

**Select Literal Value**

✓ ✕

Single Value **Range of Values** List of Values

Literal Value From:

Literal Value To:

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

**Select Literal Value**

✓ ✕ + 🗑

Single Value Range of Values **List of Values**

Literal Value to Add:

4591  
4605  
**4488**

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.

**Data Selection**

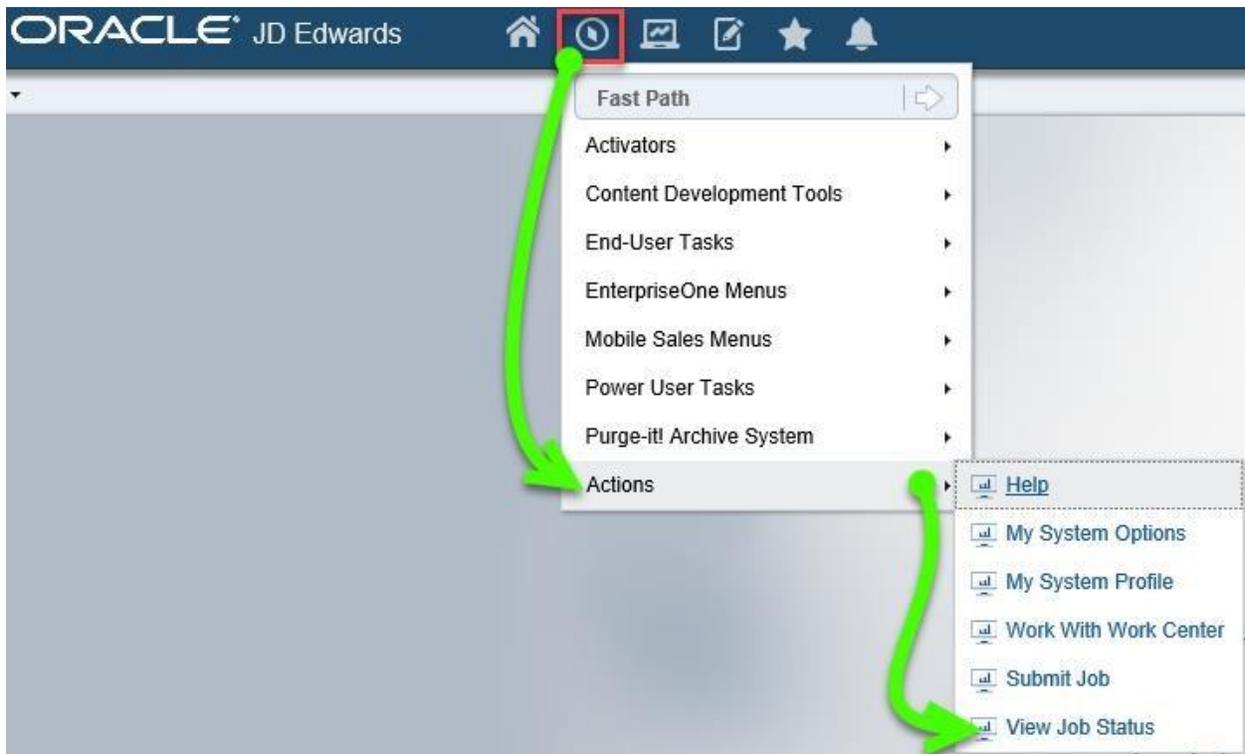
	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"110"
<input type="checkbox"/>	And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/>	And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	"4589"
<input type="checkbox"/>	And			

[Add Row](#)  
[Advanced](#)

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

**View Your Printed Requisition Order**

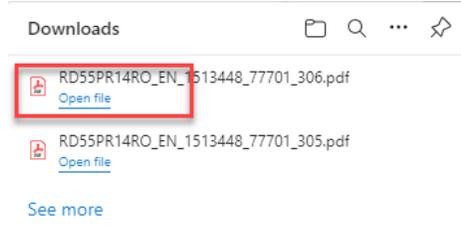
**Via Menus** Navigator → Actions → View Job Status (P986116 Version ZJDE0001)



Function	Processes
View Order Requisition R55PR14	<ol style="list-style-type: none"> <li>At the <b>Oracle JD Edwards</b> homepage, click the <b>Navigator</b> button.</li> <li>Select <b>Actions</b> from the menu.</li> <li>Select <b>View Job Status</b> from the menu.</li> </ol>



Function	Processes
View Order Requisition R55PR14	<ol style="list-style-type: none"> <li>At the <b>Submitted Job Search</b> form, locate your Job# in the grid. (Report Name: Purchase Order, R55PR14, NN0006).</li> <li>Verify the <b>Status / Status Details</b> fields indicate <b>D / Done</b>.</li> <li>Click the <b>View Output</b> button on the same line as your Job#.</li> </ol>



Function	Processes
View Order Requisition R55PR14	<ol style="list-style-type: none"> <li>At the <b>Downloads</b> form, select the file and click <b>Open file</b>.</li> </ol>



**THE NAVAJO NATION**  
 PO Box 9000  
 Window Rock, AZ 86515

**REQUISITION ORDER**

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

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

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

Contact Person: Phone: (928) 871-8570 Fax: (928) 871-8570

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) 871-8570 Fax: (928) 871-8570

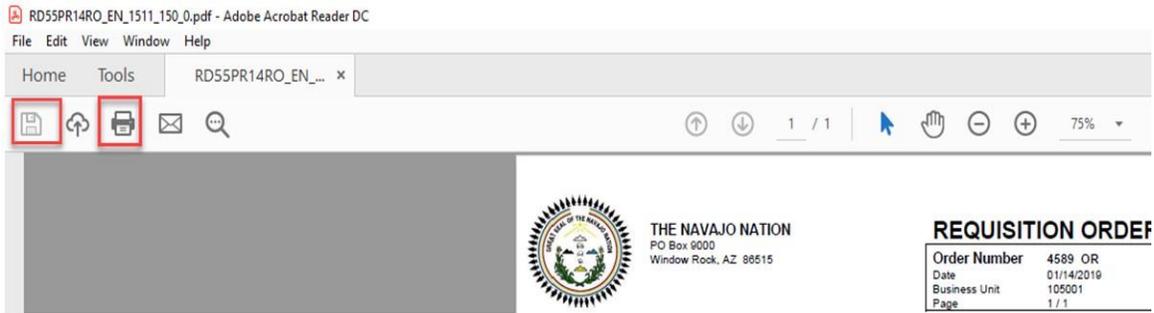
Line	Rev	Item #	Description/ Description 2	Quantity Ordered	PU UM	Account Number	Unit Price	Extended Price
1.000	10		Sony VA10SVL24125CXB 24" All-in-one PC Intel Core i5	1	EA	105001.4230	1,299.00	1,299.00
2.000	10		Samsung 740N-B1 Black 17" 8MS LCD Monitor A	1	EA	105001.4230	1,354.98	1,354.98
3.000	10		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**

The requisition order is strictly used only for internal purposes.



Function	Processes
View Order Requisition R55PR14	To Print or Save the requisition order. 8. At the <b>pdf - Adobe Acrobat Reader DC</b> form, click the <b>File</b> button. 9. Select the desired action, <i>Print, Save As.. or Exit Application.</i>

**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 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:

Obj Acct *	Sub	Description *	Co	L D	P E	Cur Cod	Free Form Account No.	Account ID	M C
<input type="checkbox"/>	3200	Personal Travel Expenses	00010	5	I			00528016	
<input type="checkbox"/>	3210	Vehicle Rental (off reserv)	00010	6	B			00528024	
<input type="checkbox"/>	3220	Vehicle Rental (Off Reserv)	00010	7				00528032	
<input type="checkbox"/>	3230	Personal Travel	00010	6	B			00528041	
<input type="checkbox"/>	3240	Per Diem Meals	00010	7				00528059	
<input type="checkbox"/>	3250	Lodging	00010	7				00528067	
<input type="checkbox"/>	3260	POV Mileage	00010	7				00528075	
<input type="checkbox"/>	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 spends its funds and how it budgets them will directly correlate to the number of budget transfers it will have to make throughout the fiscal year.

### ***How Budget Checking Works***

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

Each time an OR/OP is created or changes, 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 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 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 option 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 be made **ONLY**:

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

If a requisition has been **approved**:

- Changes made to the requisition **will not** proceed to the purchasing module for order generation unless those lines are approved the second time.

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

1. Cancel the approved requisition.
2. Create a new order requisition.
3. Do not change the branch plant or account number.

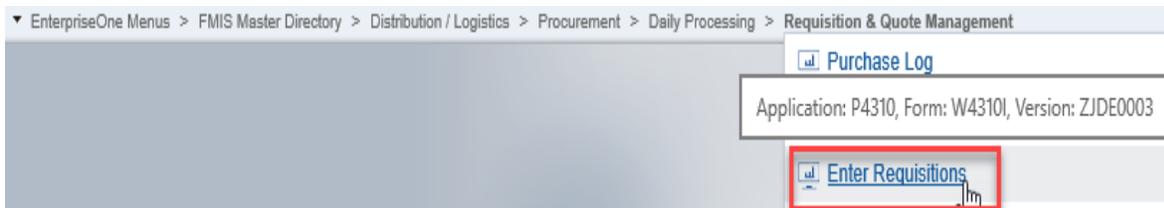
If the OR has been **Approved**, a purchase order was generated, and a change must be made to the purchase order. (2) options:

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

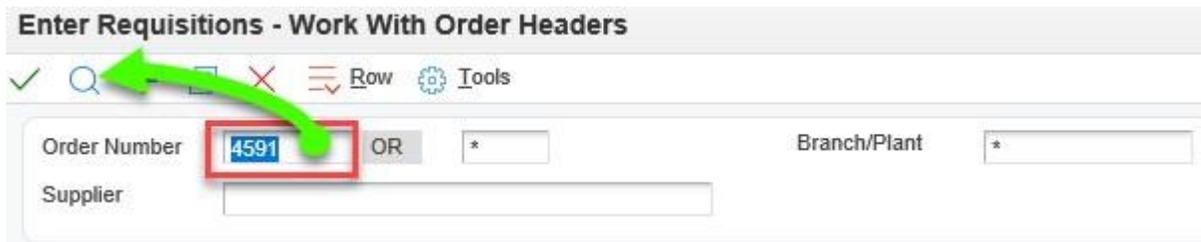
**Order Header Modification**

**Do Not** modify the branch plant field on an **External Fund OR**, the company number assigned the business unit will not change.

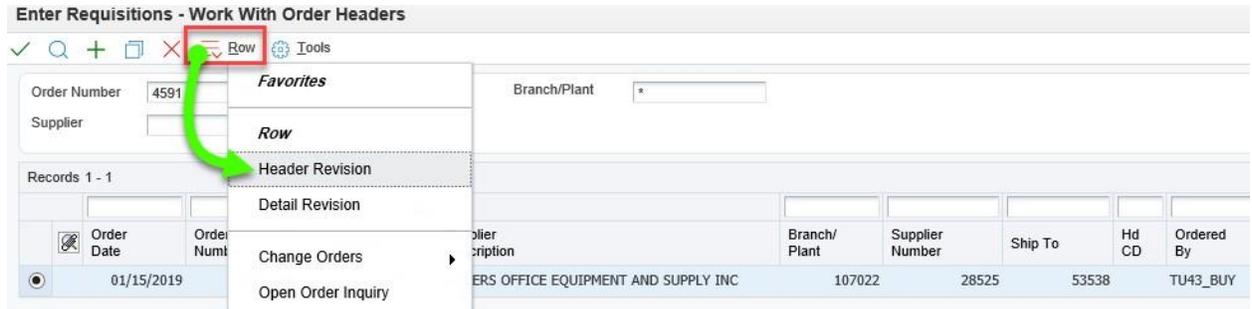
**Do Not** modify the branch plant field from a **General Fund** business unit to an **External Fund** business unit, the company number will not change.



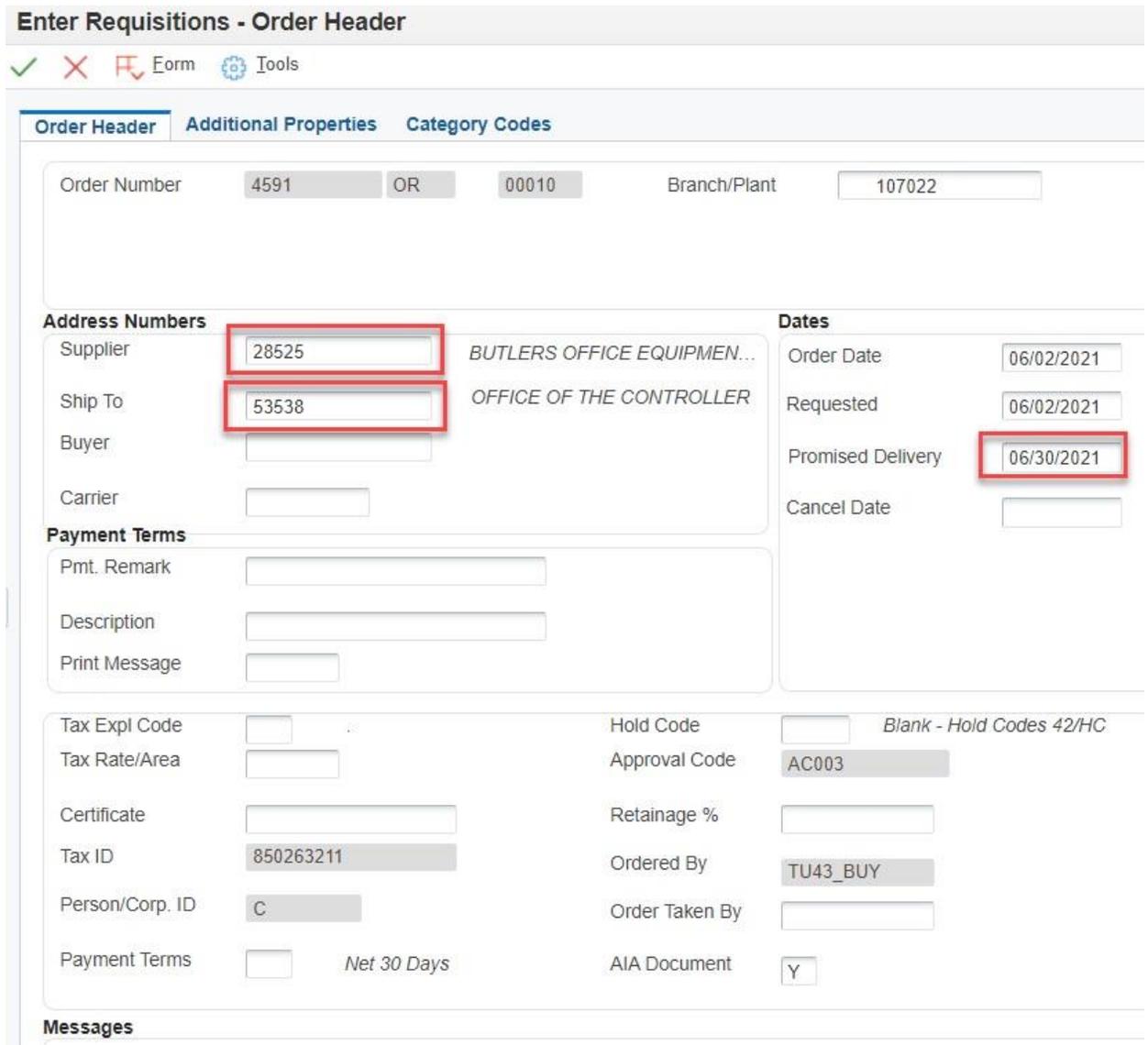
Function	Processes
Change Order Header	1. Select <b>Enter Requisitions</b> from the <b>Requisition &amp; Quote Management</b> menu.



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



Function	Processes
Change Order Header	4. Click the <b>Row</b> exit. 5. Select <b>Header Revision</b> 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.

**Enter Requisitions - Order Header**

✓ ✕ ⚙ Form ⚙ Tools

**Order Header** Additional Properties Category Codes

Order Number 4591 OR 00010 Branch/Plant 107022

**Address Numbers**

Supplier 28525 BUTLERS OFFICE EQUIPMEN...  
 Ship To 53538 OFFICE OF THE CONTROLLER  
 Buyer  
 Carrier

**Dates**

Order Date 01/15/2019  
 Requested 01/15/2019  
 Promised Delivery 01/15/2019  
 Cancel Date

**Payment Terms**

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

- The new Branch/Plant has the **SAME** company number (00010) the company number field is a default field and cannot be changed.

**To modify the Supplier**

**Enter Requisitions - Order Header**

✓ ✕ ⚙ Form ⚙ Tools

**Order Header** Additional Properties Category Codes

Order Number 4591 OR 00010 Branch/Plant 107022

**Address Numbers**

Supplier 28525 BUTLERS OFFICE EQUIPMEN...  
 Ship To 53538 OFFICE OF THE CONTROLLER  
 Buyer  
 Carrier

**Dates**

Order Date 06/02/2021  
 Requested 06/02/2021  
 Promised Delivery 06/30/2021  
 Cancel Date

**Payment Terms**

Pmt. Remark  
 Description  
 Print Message

Tax Expl Code Hold Code Blank - Hold Codes 42/HC  
 Tax Rate/Area Approval Code AC003  
 Certificate Retainage %  
 Tax ID 850263211 Ordered By TU43\_BUY  
 Person/Corp. ID C Order Taken By  
 Payment Terms Net 30 Days AIA Document Y

**Messages**

Function	Processes
Change Supplier - Order Header	6. Click in the <b>Supplier</b> field.

**Enter Requisitions - Order Header**

Form  Tools

**Order Header** | Additional Properties | Category Codes

Order Number: 4591 OR 00010 Branch/Plant: 107022

**Address Numbers**

Supplier:  BUTLERS OFFICE EQUIPMEN...  
 Ship To: 53538 OFFICE OF THE CONTROLLER  
 Buyer:   
 Carrier:

**Dates**

Order Date: 06/02/2021  
 Requested: 06/02/2021  
 Promised Delivery: 06/30/2021  
 Cancel Date:

**Payment Terms**

Pmt. Remark:

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

Ship To: 183478 SHIPROCK IRRIGATION Order Date  
 Hold Code: Blank - Hold Codes 42/HC Order Attachment  
 Retainage %:

Records 1 - 100 >

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered
--------------------------	-------------------------------------	-------	---------------	---------------	---------	------------------

Function	Processes
Change Supplier - Order Header	9. At the Order Detail form, you <b><u>MUST Load ALL the Records</u></b> (line numbers) if applicable.

**Enter Requisitions - Order Detail**

Form 
  Row 
  Tools

**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 4591 OR 00010 Branch/Plant: 107022  
 Supplier: 28661 RACHERS OFFICE EQUIPMENT & ...  
 Ship To: 53538 OFFICE OF THE CONTROLLER Order Date: 06/02/2021  
 Hold Code: Blank - Hold Codes 42/HC Order Attachment  
 Retainage % POPULATE HEADER TO DETAIL

Records 1 - 2

<input type="checkbox"/>	<input type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	test		EA		

Function	Processes
Change Supplier - Order Header	10. At the Order Detail form, click the <b>OK</b> button.  Note: If you <b>did not</b> load <b>all</b> the line numbers in the grid, your OR is <b>NO Good</b> . If you <b>did not</b> confirm the <b>Order Detail</b> form, your OR is <b>NO Good</b> . <ul style="list-style-type: none"> <li>Cancel the OR and enter a new OR.</li> </ul>

**Enter Requisitions - Work With Order Headers**

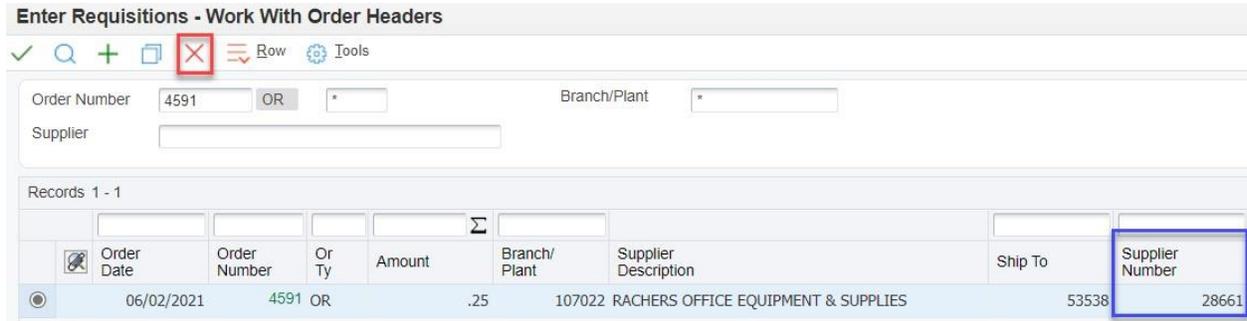
Search 
  Add 
  Remove 
  Row 
  Tools

Order Number: 4591 OR \* Branch/Plant: \*  
 Supplier:

Records 1 - 1

<input checked="" type="checkbox"/>	Order Date	Order Number	Or Ty	Amount	Branch/Plant	Supplier Description	Ship To	Supplier Number
<input checked="" type="checkbox"/>	06/02/2021	4591	OR	.25	107022	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	53538	28525

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



Function	Processes
Change Supplier - Order Header	The <b>Supplier Description</b> and <b>Supplier Number</b> fields display the new supplier.
	12. Click the <b>Close</b> 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):

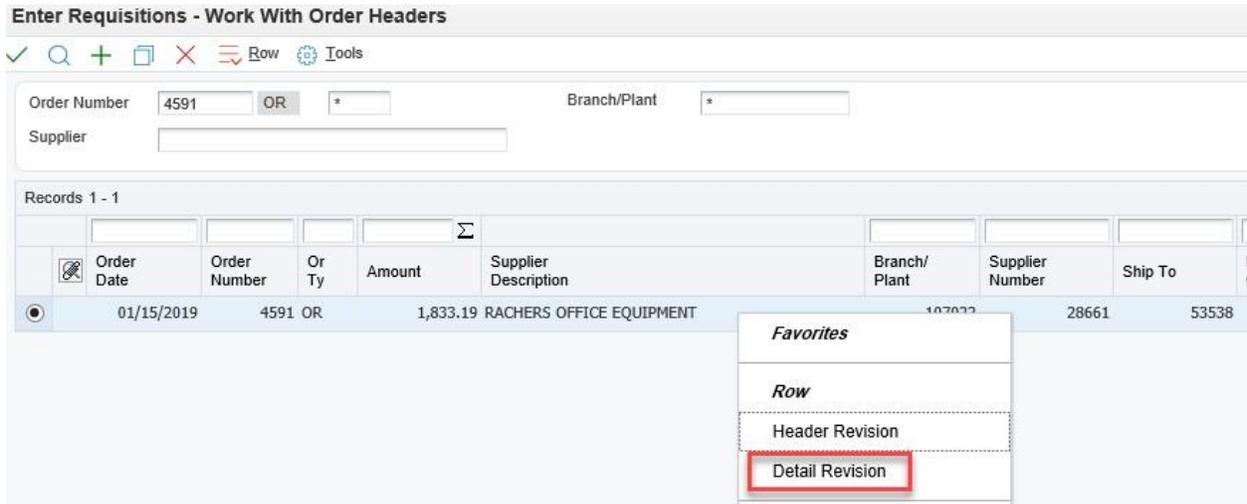
1. **DO NOT** modify the business unit in the 'Account Number' field to a different business unit.
  - You must cancel the OR and enter a new OR.



Function	Processes
Change Order Detail	1. Select <b>Enter Requisitions</b> from the Requisition & Quote Management menu.



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



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

**Enter Requisitions - Order Detail**

Order Number:  Branch/Plant: 107022

Supplier: OFFICE EQUIPMENT

Ship To: THE CONTROLLER

Order Date: 01/15/2019

Order Attachment

Ln	Ln Ty	Description	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
	J	BRT M	EA	EA	1.00	819.6700	819.67	1.000	107022.4210
	J	BU330	EA	EA	1.00	58.1900	58.19	2.000	107022.4130
	J	WT320	EA	EA	1.00	25.1600	25.16	3.000	107022.4130
	J	DR431	EA	EA	1.00	142.4900	142.49	4.000	107022.4130
	J	TN431	EA	EA	3.00	75.9900	227.97	5.000	107022.4130
	J	TN431	EA	EA	2.00	75.9900	151.98	6.000	107022.4130
	J	TN431	EA	EA	2.00	75.9900	151.98	7.000	107022.4130
	J	TN431	EA	EA	2.00	75.9900	151.98	8.000	107022.4130
	J	TAX @	EA	EA	1.00	49.1800	49.18	9.000	107022.4210
	J	TAX @	EA	EA	1.00	54.5900	54.59	10.000	107022.4130

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



Enter Requisitions - Work With Order Headers

Order Number: 4591 OR \* Branch/Plant: \* Supplier:

Records 1 - 1

Order Date	Order Number	Or Ty	Amount	Supplier Description	Branch/Plant	Supplier Number	Ship To
01/15/2019	4591	OR	1,833.19	RACHERS OFFICE EQUIPMENT	107022	28661	53538

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

Enter Requisitions - Work With Order Headers

Order Number: 4591 OR \* Branch/Plant: \* Supplier:

Records 1 - 1

Order Date	Order Number	Or Ty	Amount	Supplier Description	Branch/Plant	Supplier Number	Ship To
01/15/2019	4591	OR	1,746.21	RACHERS OFFICE EQUIPMENT	107022	28661	53538

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

**Cancel an OR**

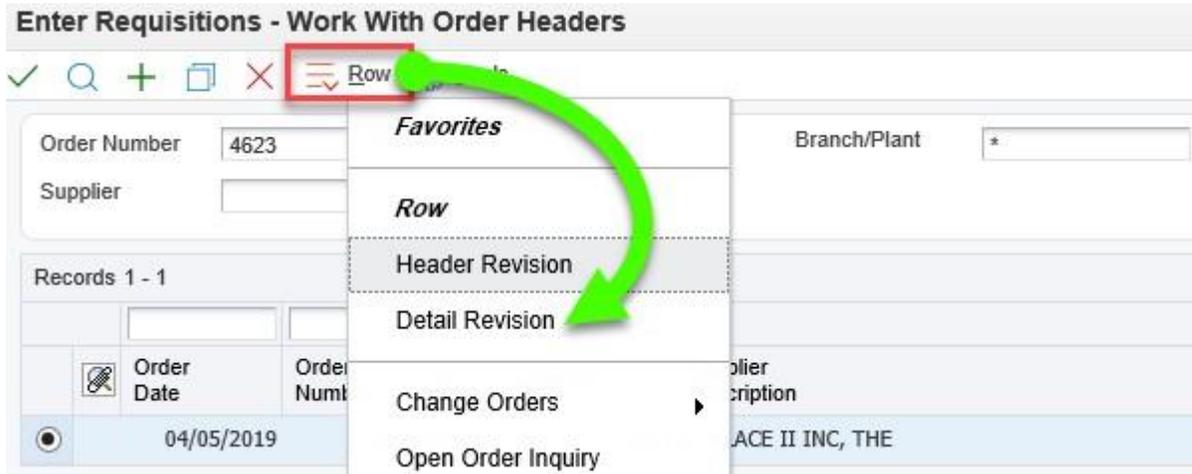
<b>Via Menus</b>	FMIS Master Directory → Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Enter Requisitions
------------------	---



Function	Processes
Cancel Entire OR	1. Select <b>Enter Requisitions</b> from the Requisition & Quote Management menu.



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



Function	Processes
Cancel Entire OR	4. Click the <b>Row</b> exit.
	5. Select <b>Detail Revision</b> from the row exit.

**Enter Requisitions - Order Detail**

✓ ✕ ⌵ Form ⌵ Row ⌵ Tools

**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 4623 OR 00010 Branch/Plant: 116011

Supplier: 188101 PC PLACE II INC, THE

Ship To: 53800 CRIMINAL INVESTIGATIONS Order Date: 04/05/2019

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

Retainage %

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Records 1 - 5

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	B5L24 67901 HP Image	1-489	EA	1.00	489.0000	489.00	116011.4210	1.000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	Freight		EA			59.88	116011.4420	2.000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	Discount 15%	HP Image	EA			73.35-	116011.4210	3.000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T	quote 0801		EA			.00		4.000

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

**Enter Requisitions - Order Detail**

✓ ✕ ⌵ Form ⌵ Row ⌵ Tools

**Order Detail** | Line Defaults | Favorites | Category Codes

Order Number: 4 Branch/Plant: 116011

Supplier: 1 INC, THE

Ship To: 5 CRIMINAL INVESTIGATIONS Order Date: 04/05/2019

Hold Code: HC Order Attachment

Retainage %

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Records 1 - 5

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	B5L24 67901 HP Image	1-489	EA	1.00	489.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	Freight		EA		59.88
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	J	Discount 15%	HP Image	EA		73.35-
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T	quote 0801		EA		.00

Function	Processes
Cancel Entire OR	7. Click the <b>Row</b> exit.  8. Select <b>Cancel Line</b> from the row exit.

**Enter Requisitions - Order Detail**

Form  Row  Tools

**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 4623 OR 00010 Branch/Plant: 116011  
 Supplier: 188101 PC PLACE II INC, THE  
 Ship To: 53800 CRIMINAL INVESTIGATIONS Order Date: 04/05/2019  
 Hold Code: Blank - Hold Codes 42/HC Order Attachment  
 Retainage %

Records 1 - 5

<input type="checkbox"/>	<input type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number
<input type="checkbox"/>	<input type="checkbox"/>	↓	B5L24-67904-HP-Image	4-489	EA	4.00	489.0000	489.00	116011.4240	4.000
<input type="checkbox"/>	<input type="checkbox"/>	↓	Freight	-	EA	-	-	59.88	116011.4420	2.000
<input type="checkbox"/>	<input type="checkbox"/>	↓	Discount-45%	HP-Image	EA	-	-	73.35	116011.4240	3.000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	±	quote-0804	-	EA	-	-	.00	-	4.000

Function	Processes
Cancel Entire OR	Note: Line number in the grid displays strike through lines.  9. Click the <b>OK</b> button to confirm cancellation.

**Enter Requisitions - Work With Order Headers**

Row  Tools

Order Number: 4623 OR \* Branch/Plant: \*  
 Supplier:

Records 1 - 1

<input type="checkbox"/>	Order Date	Order Number	Or Ty	Amount	Supplier Description	Branch/Plant	Ordered By	Supplier Number
<input checked="" type="checkbox"/>	04/05/2019	4623	OR	475.53	PC PLACE II INC, THE	116011	TU43_REQ	188101

Function	Processes
Cancel Entire OR	At the <b>Enter Requisitions – Work With Order Headers</b> form, the <b>Amount</b> field displays an amount.  10. Click the <b>Find</b> button to refresh the form.

**Enter Requisitions - Work With Order Headers**

✓ 🔍 + 📄 ✕ ⚙️ Row ⚙️ Tools

Order Number  OR \*  Branch/Plant \*

Supplier

Records 1 - 1

<input type="checkbox"/>	Order Date	Order Number	Or Ty	Amount	Supplier Description	Branch/Plant	Ordered By	Supplier Number
<input checked="" type="checkbox"/>	04/05/2019	4623	OR		PC PLACE II INC, THE	116011	TU43_REQ	188101

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

**Confirmation of OR cancelled**

**Enter Requisitions - Order Detail**

✓ ✕ 📄 Form ⚙️ Row ⚙️ Tools

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number  OR  Branch/Plant

Supplier  PC PLACE II INC, THE

Ship To  CRIMINAL INVESTIGATIONS Order Date

Hold Code  Blank - Hold Codes 42/HC [Order Attachment](#)

Retainage %

Records 1 - 5

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number	Cancel Date	G/L Date	Last Status	Next Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	↓	BSL2467901-HP-Image	1-488	EA	1.00	488.0000	488.00	116011-4210	4.00	06/24/2019	04/05/2019	880	999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	↓	Freight	-	EA	-	-	69.88	116011-4420	2.00	06/24/2019	04/05/2019	880	999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	↓	Discount-15%	HP-Image	EA	-	-	73.35	116011-4210	3.00	06/24/2019	04/05/2019	880	999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	≡	quote-0801	-	EA	-	-	.00	-	4.000	06/24/2019	04/05/2019	880	999

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

### Error Date Invalid - Order Date Requisition Cancellation

Enter Requisitions - Order Detail

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 10774 OR 04523 Branch/Plant: K190400

Supplier: 295791 DESERT STEEL BUILDINGS LLC

Ship To: 55035 ABANDONED MINE LANDS RECLA... Order Date: 10/26/2020

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

Retainage %

Records 1 - 3

Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number	Cancel Date	G/L Date	Request Date
↓	Beams-Steel 35 footer	-	LB	5.00	18000.0000	90,000.00	K190400.9060	1.000	-	12/16/2019	12/16/2019
↓	Nails-heavy-duty-steel-post	-	CN	3.00	85.0000	255.00	K190400.9060	2.000	10/26/2020	12/16/2019	12/16/2019

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

Later they decide to cancel the OR, 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, to cancel you must make your dates identical.

### 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.**

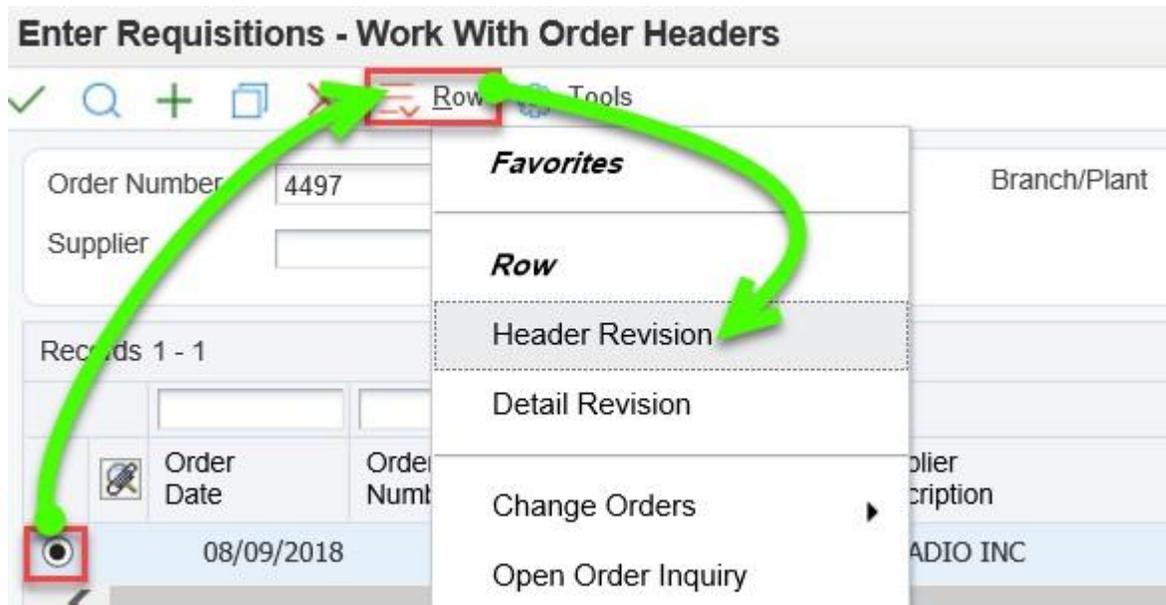
EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing > Requisition & Quote Management

- Purchase Log
- PR Log Report
- Enter Requisitions

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



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



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

Enter Requisitions - Order Detail

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4497 OR 04229 Branch/Plant: K180532

Supplier: 317244 KD RADIO INC

Ship To: 212895 SPECIAL DIABETES PROJECT/WE... Order Date: 08/09/2018

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

Retainage %

Ln	Description 1	Description 2	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number	Q/L Date	Cancel Date	Ship To Number	Last Status	Next Status
J	KDSK 92.7 FM, 92.9FM, 1240 AM	KMIN 980 AM & 104.3 FM	EA	EA	366.00	20.0000	7,320.00	1,000	K180532.7450	08/09/2018		212895 110	110	120
J	TAX		EA	EA			544.61	2,000	K180532.7450	08/09/2018		212895 110	110	120

Function	Processes
Verify Next Status of OR for Reprint	<p>6. At the <b>Enter Requisitions – Order Detail</b> form, verify your <b>Next Status</b> column for all the line numbers.</p> <p>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.</p>

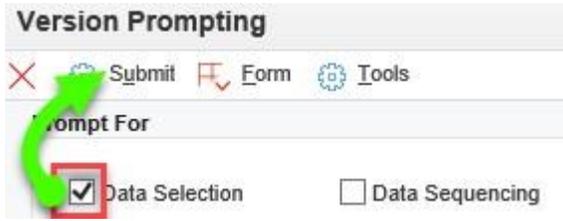
**Reprint an OR - Next Status equals 120.**

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

EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing > Requisition & Quote Management

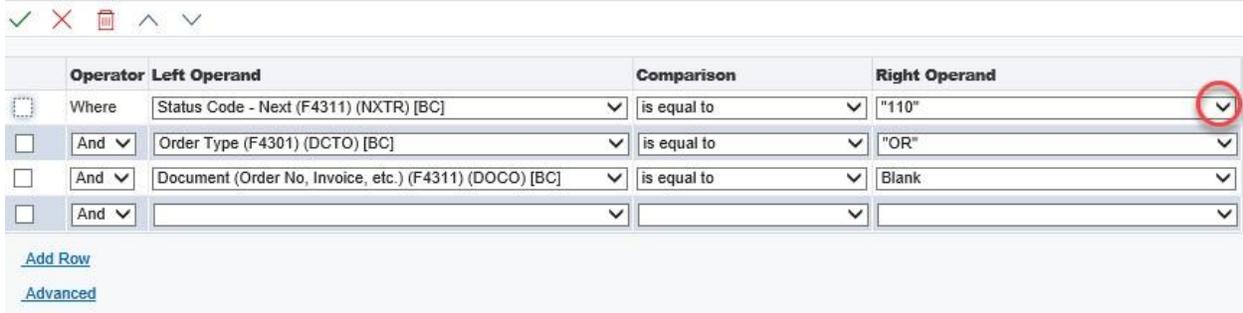
- Purchase Log
- PR Log Report
- Enter Requisitions
- Report: R55PR14, Version: NN0008
- Print Order Requisition (OR)**

Function	Processes
Reprint Order Requisition R55PR14	7. From the <b>Requisition &amp; Quote Management</b> menu, select <b>Print Order Requisition (OR)</b> .



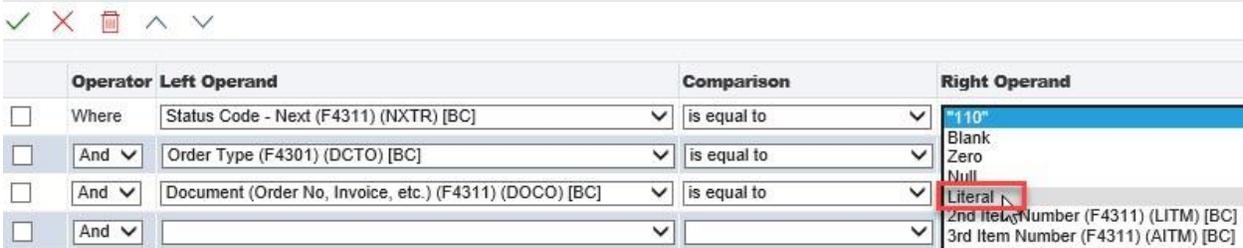
Function	Processes
Reprint Order Requisition R55PR14	8. At the <b>Version Prompting</b> form, select the <b>Data Selection</b> box. 9. Click the <b>Submit</b> button.

Data Selection



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

Data Selection



Function	Processes
Reprint Order Requisition R55PR14	11. Select <b>Literal</b> from the list.

**Reprint Data Selection Options**

**Select Literal Value**

**Single Value**  
  Range of Values  
  List of Values

Literal Value:

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

**Data Selection**

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"120"
<input type="checkbox"/>	And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/>	And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/>	And			

[Add Row](#)  
[Advanced](#)

Function	Processes
Reprint Order Requisition R55PR14	13. In the 3 <sup>rd</sup> line of the <b>Right Operand</b> column, click the <b>List</b> button.

**Data Selection**

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	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"120"
<input type="checkbox"/>	And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/>	And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/>	And			Zero
				Null
				Literal

Function	Processes
Reprint Order Requisition R55PR14	14. Select <b>Literal</b> from the list.

**Select Literal Value**

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Single Value Range of Values List of Values

Literal Value:

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

**Data Selection**

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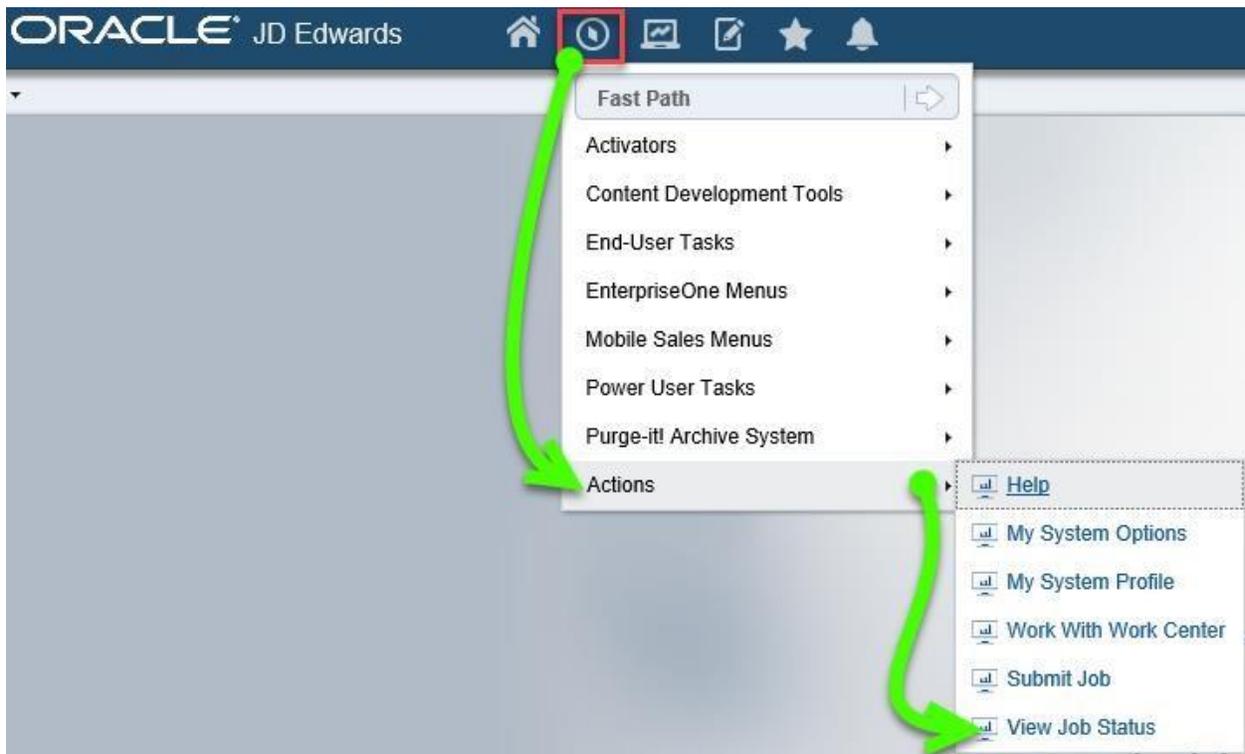
	Operator	Left Operand	Comparison	Right Operand
<input checked="" type="checkbox"/>	Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"120"
<input type="checkbox"/>	And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/>	And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	"4497"
<input type="checkbox"/>	And			

[Add Row](#)  
[Advanced](#)

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

**View OR Reprint R55PR14**

**Via Menus** | Navigator → Actions → View Job Status



Function	Processes
View Order Requisition R55PR14	<ol style="list-style-type: none"> <li>1. At the <b>Oracle JD Edwards</b> homepage, click the <b>Navigator</b> button.</li> <li>2. Select <b>Actions</b> from the menu.</li> <li>3. Select <b>View Job Status</b> form.</li> </ol>

View Job Status - Submitted Job Search

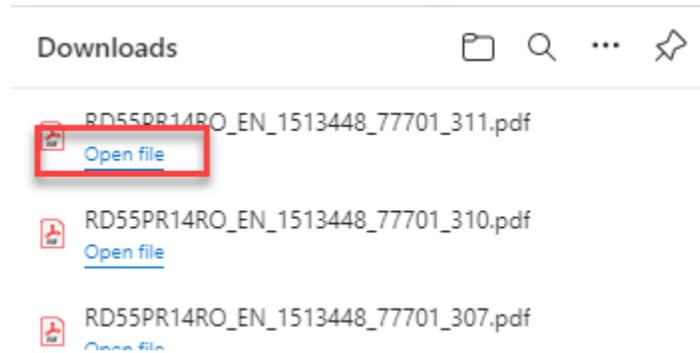
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User ID: TU43\_BUY

Records 1 - 5

Job #	Status	Status Details	View Output	Report Name	Job	Version Title	Print	User	Date Job Submitted	Time Job Submitted	Date Last Activity	Time Job Activity
1527	D	Done		PURCHASE ORDER	R55PR14_NW0008	OR Print		TU43_BUY	01/15/2019 12:51:48		01/15/2019 12:51:50	
1526	D	Done		PURCHASE ORDER	R55PR14_NW0008	OR Print		TU43_BUY	01/15/2019 12:37:36		01/15/2019 12:37:38	
1525	D	Done		PURCHASE ORDER	R55PR14_NW0008	OR Print		TU43_BUY	01/15/2019 12:35:24		01/15/2019 12:35:26	
1511	D	Done		PURCHASE ORDER	R55PR14_NW0008	OR Print		TU43_BUY	01/14/2019 15:59:01		01/14/2019 15:59:05	

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



Function	Processes
View Order Requisition R55PR14	7. At the <b>Downloads</b> form, click <b>Open file</b> .



**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

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KD RADIO INC  
 733 E ROOSEVELT AVE  
 GRANTS NM 87020

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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	See Last Page of Order for Total Amount Due	
6.0		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**

Requisition Order is strictly used only for internal purposes only.



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

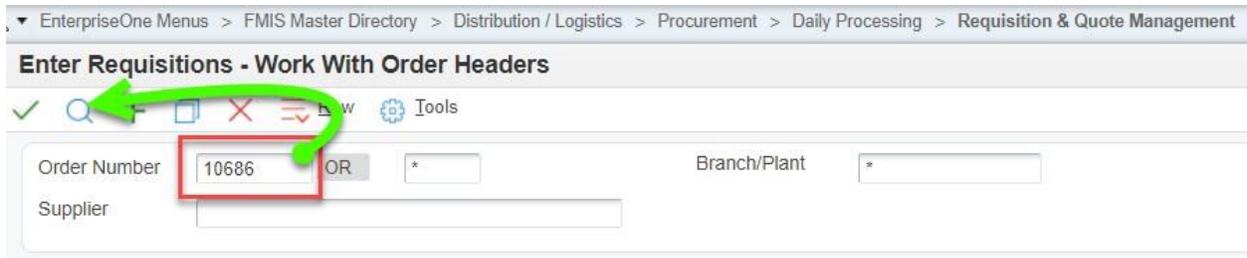
**Reprint Requisitions Order - Next Status 120 and 110**

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

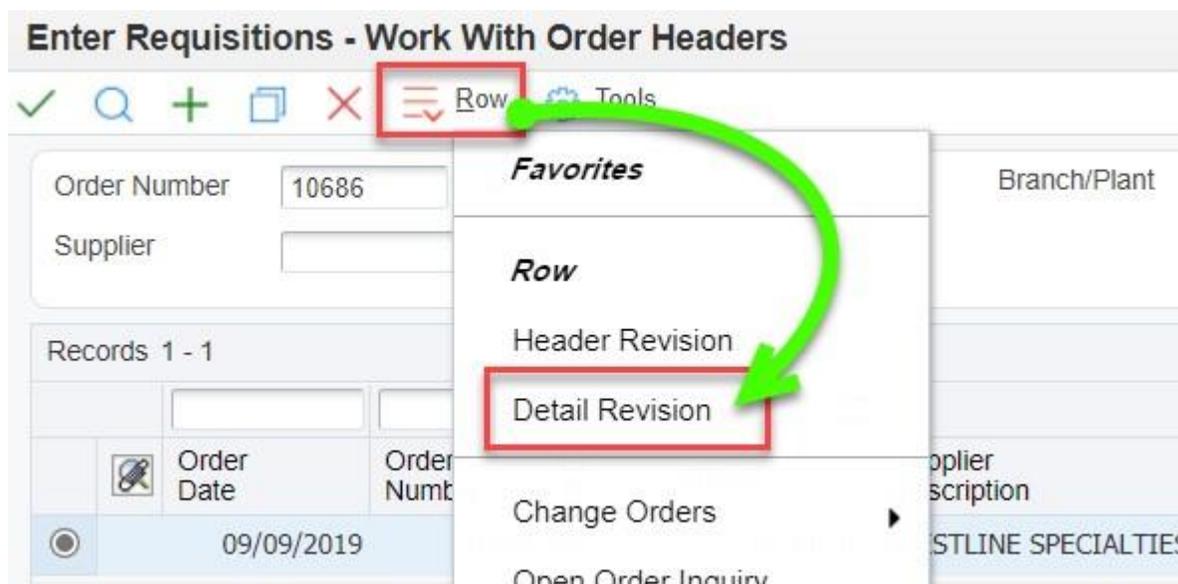
**Verify the Next Status field in the Enter Requisition Order Detail**



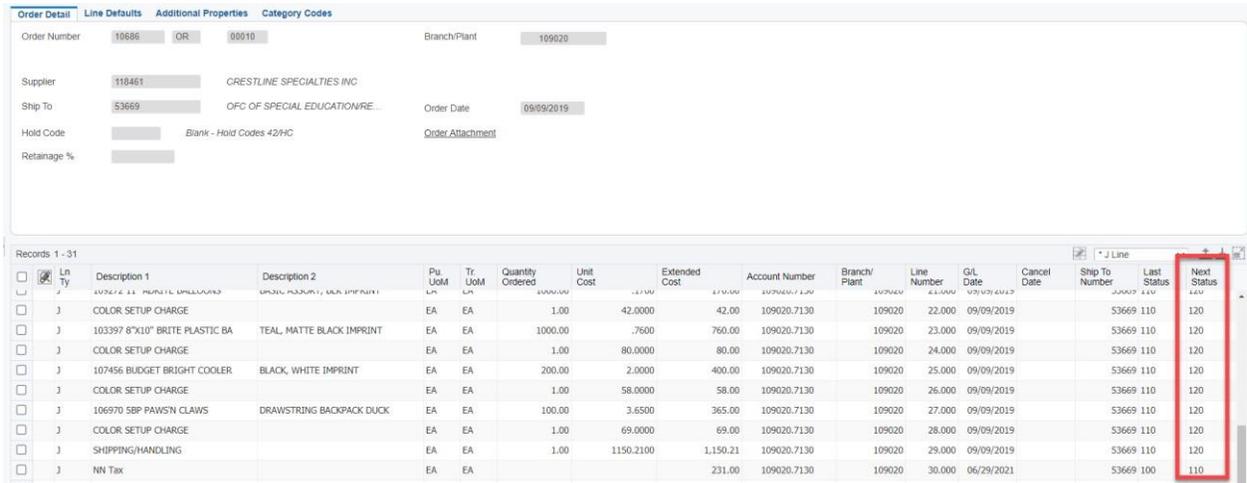
Function	Processes
Reprint Order Requisition R55PR14	<p>1. Select <b>Enter Requisitions</b> from the Requisition &amp; Quote Management menu.</p>



Function	Processes
Reprint Order Requisition R55PR14	2. Enter the order number in the <b>Order Number</b> field and click the <b>Find</b> button.



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



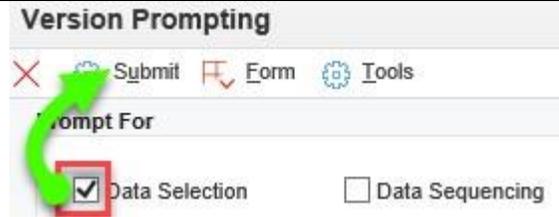
Function	Processes
Reprint Order Requisition R55PR14	<p>6. At the <b>Enter Requisitions – Order Detail</b> form, verify your <b>Next Status</b> column for all line numbers.</p> <p>Note: 10686-OR detail revision, next status equals <b>120</b> and <b>110</b>.</p> <p>Different next status is a result of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

**To Reprint the OR**

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



Function	Processes
Reprint Order Requisition R55PR14	7. From the <b>Requisition &amp; Quote Management</b> menu, select <b>Print Order Requisition (OR)</b> .



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

**Data Selection**

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"110"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

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

**Data Selection**

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is greater than or equal to	"110"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is not equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is less than	Blank
<input type="checkbox"/> And		is less than or equal to	
		is greater than	
		is greater than or equal to	

Function	Processes
Reprint Order Requisition R55PR14	11. Select <b>is not equal to</b> from the list.

Data Selection

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	<input type="text"/>
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And	<input type="text"/>	<input type="text"/>	<input type="text"/>

Function	Processes
Reprint Order Requisition R55PR14	12. On the 1 <sup>st</sup> line in the <b>Right Operand</b> column, click the <b>field</b> or <b>List</b> button.

Data Selection

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	Zero
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	Blank Zero
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Null
<input type="checkbox"/> And	<input type="text"/>	<input type="text"/>	Literal 2nd Item Number (F4311) (LITM) [BC]

Function	Processes
Reprint Order Requisition R55PR14	13. Select <b>Literal</b> from the list.

Select Literal Value

✓

Single Value Range of Values List of Values

Literal Value:

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

Data Selection

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

Function	Processes
Reprint Order Requisition R55PR14	16. On the 3 <sup>rd</sup> line in the <b>Right Operand</b> column, click in the <b>field</b> or <b>List</b> button.

Data Selection

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			Blank Zero Null Literal Address Number (F4301) (AN8) [BC]

[Add Row](#)  
[Advanced](#)

Function	Processes
Reprint Order Requisition R55PR14	17. Select <b>Literal</b> from the list.

Select Literal Value

[Single Value](#)   [Range of Values](#)   [List of Values](#)

Literal Value:

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

### Reprint Data Selection

**Data Selection**

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	"10686"
<input type="checkbox"/> And			

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 <b>Data Selection</b> form, click <b>OK</b> .

### View OR Reprint R55PR14

**Via Menus** | Navigator → Actions → View Job Status

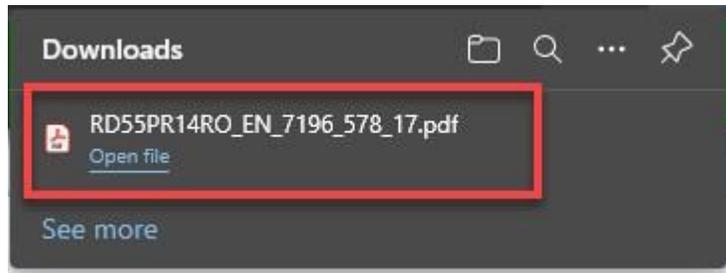
**View Job Status - Submitted Job Search** Personal Form: (No)

User ID: TU43\_BUY

Records 1 - 18

<input type="checkbox"/>	Job #	Date Job Submitted	View Output	Status	Status Details	Report Name	Job	Version Title
<input checked="" type="checkbox"/>	7196	06/29/2021	<input checked="" type="checkbox"/>	D	Done	PURCHASE ORDER	R55PR14_NN0008	OR, Print

Function	Processes
View Order Requisition R55PR14	<ol style="list-style-type: none"> <li>At the <b>Submitted Job Search</b> form, locate your Job # from the grid. Note: Job# 7196, Purchase Order, R55PR14, N0008.</li> <li>Verify the <b>Status/Status Details</b> fields indicate <b>D/Done</b>.</li> <li>Click the <b>View Output</b> button on the same line as your Job #.</li> </ol>



Function	Processes
View Order Requisition R55PR14	4. At the <b>Downloads</b> form, click <b>Open file</b> .



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

**REQUISITION ORDER**

<b>Order Number</b>	<b>10686 OR</b>
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

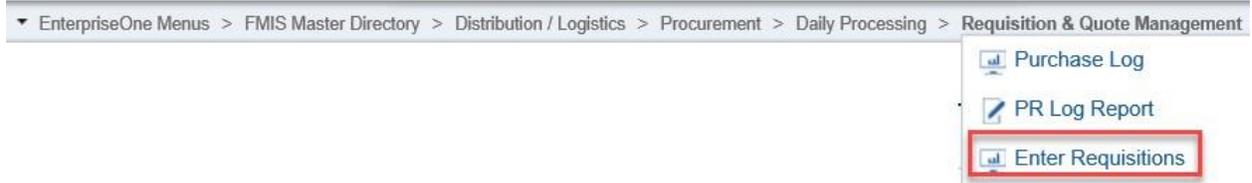
Tax Rate	Sales Tax	See Last Page of Order for Total Amount Due
6.0		<b>Total Order 10,335.01</b>

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.

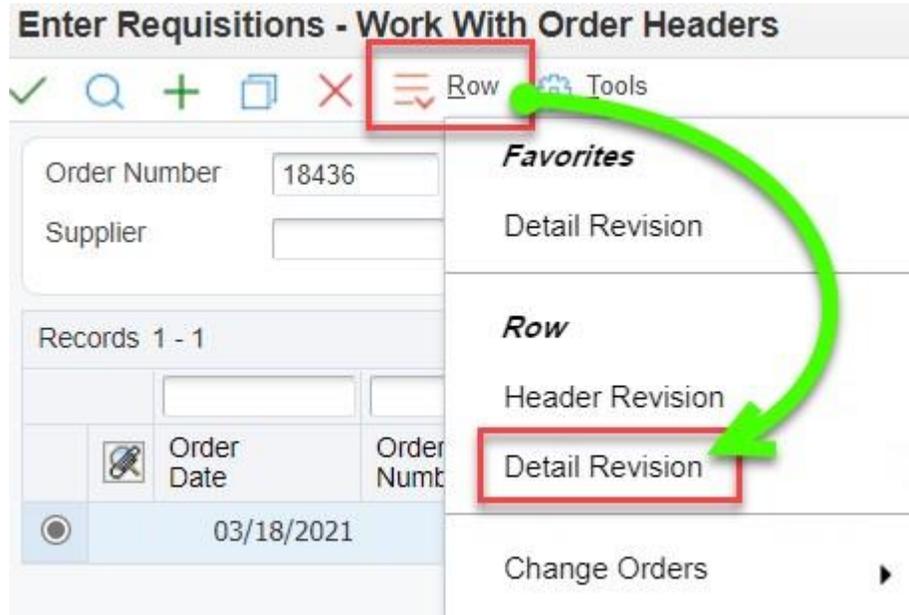
**Verify the Next Status field in the Enter Requisition Order Detail**



Function	Processes
Reprint Order Requisition R55PR14	1. Select <b>Enter Requisitions</b> from the Requisition & Quote Management menu.



Function	Processes
Reprint Order Requisition R55PR14	2. Enter the order number in the <b>Order Number</b> field and click the <b>Find</b> button.



Function	Processes
Reprint Order Requisition R55PR14	<ol style="list-style-type: none"> <li>3. Verify <b>line number</b> is selected in the grid.</li> <li>4. Click the <b>Row</b> exit.</li> <li>5. Select <b>Detail Revision</b> from the row exit.</li> </ol>

Enter Requisitions - Order Detail Personal Form: (No Personaliz

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**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 18436 | OR | 01126 | Branch/Plant: 506007

Supplier: 29171 | NOR-KEM DISTRIBUTORS INC

Ship To: 295786 | DIVISION OF TRANSPORTATION | Order Date: 03/18/2021

Hold Code: | Blank - Hold Codes 42/HC | Order Attachment

Retainage %: |

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Records 1 - 9

Line Number	Ln Ty	Description 1	Description 2	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Branch/Plant	Cancel Date	GL Date	Last Status	Next Status
1-000	J	High-Rise-Monitor-Stand	VCTDC050	EA	EA	1.00	93.2000	93.20	506007-4210	506007		03/18/2021	420	999
2-000	J	Super-Tab	SMD10410	BK	BK	4.00	22.9000	89.20	506007-4190	506007		03/18/2021	420	999
3-000	J	Powershred-Ci-Jam-Cross	FEL9229901	EA	EA	1.00	409.4000	409.40	506007-4210	506007		03/18/2021	420	999
4-000	J	Z-Grip-Retractable-Ballpoint	ZEB22148	PK	PK	2.00	22.7000	45.40	506007-4190	506007		03/18/2021	420	999
5-000	J	Enhance-LED-Desk-Lamp	OTFSGD05005	EA	EA	2.00	52.7000	105.40	506007-4420	506007		03/18/2021	420	999
6-000	J	Z-Grip-Retractable-Ballpoint	ZEB22246	PK	PK	2.00	22.7000	45.40	506007-4190	506007		03/18/2021	420	999
7-000	J	NN-Tax@.6%		EA	EA			47.28	506007-4190	506007		03/18/2021	420	999

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

**To Reprint the Close/Completed OR**

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



Function	Processes
Reprint Order Requisition R55PR14	<p>1. From the <b>Requisition &amp; Quote Management</b> menu, select <b>Print Order Requisition (OR)</b>.</p>



Function	Processes
Reprint Order Requisition R55PR14	<p>2. At the <b>Version Prompting</b> form, select the <b>Data Selection</b> box.</p> <p>3. Click the <b>Submit</b> button.</p>

**Data Selection**

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"110"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

Function	Processes
Reprint Order Requisition R55PR14	<p>Since your OR next status equals 999, close/completed, you must change the <b>Status Code - Next</b> value.</p> <p>4. At the <b>Data Selection</b> form, on the first line, click the <b>Right Operand</b> field or <b>list</b> button.</p>

**Data Selection**

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"110"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"110"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			Zero
<input type="checkbox"/> And			Null
<input type="checkbox"/> And			Literal
			2nd Item Number (F4311) (L11M) [BC]

Function	Processes
Reprint Order Requisition R55PR14	<p>5. Select <b>Literal</b> from the list.</p>

**Select Literal Value**

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Single Value   Range of Values   List of Values

Literal Value:

Function	Processes
Reprint Order Requisition R55PR14	6. At the <b>Select Literal Value</b> form, using the <b>Single Value</b> tab, enter <b>999</b> in the <b>Literal Value:</b> field. 7. Click the <b>OK</b> button to confirm.

Data Selection

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

Function	Processes
Reprint Order Requisition R55PR14	8. On the 3 <sup>rd</sup> line in the <b>Right Operand</b> column, click in the <b>field</b> or <b>List</b> button.

Data Selection

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And			Blank Zero Null Literal Address Number (F4301) (AN8) [BC]

[Add Row](#)  
[Advanced](#)

Function	Processes
Reprint Order Requisition R55PR14	9. Select <b>Literal</b> from the list.

Select Literal Value

Literal Value:

Function	Processes
Reprint Order Requisition R55PR14	10. Enter the <b>Order Number</b> in the <b>Literal Value:</b> field on the <b>Single Value</b> tab.  11. Click <b>OK</b> .

### Reprint Data Selection

#### Data Selection

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	"OR"
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC]	is equal to	"18436"
<input type="checkbox"/> And			

Function	Processes
Reprint Order Requisition R55PR14	The data selection form is now set to reprint a close/complete OR.  12. At the <b>Data Selection</b> form, click <b>OK</b> .

### View OR Reprint R55PR14

**Via Menus** | Navigator → Actions → View Job Status

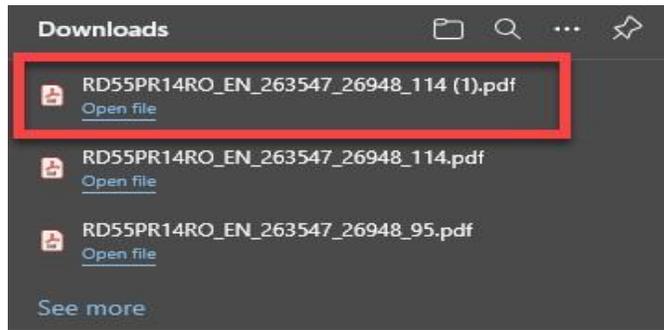
View Job Status - Submitted Job Search

User ID: TU43\_BUY

Records 1 - 5

Job #	Status	Status Details	View Output	Report Name	Job	Version Title	Print	User	Date Job Submitted	Time Job Submitted	Date Last Activity	Time Job Activity
1527	D	Done		PURCHASE ORDER	R55PR14_NN0008	OR Print		TU43_BUY	01/15/2019 12:51:48	12:51:48	01/15/2019 12:51:50	12:51:50
1526	D	Done		PURCHASE ORDER	R55PR14_NN0008	OR Print		TU43_BUY	01/15/2019 12:37:36	12:37:36	01/15/2019 12:37:38	12:37:38
1525	D	Done		PURCHASE ORDER	R55PR14_NN0008	OR Print		TU43_BUY	01/15/2019 12:35:24	12:35:24	01/15/2019 12:35:26	12:35:26
1511	D	Done		PURCHASE ORDER	R55PR14_NN0008	OR Print		TU43_BUY	01/14/2019 15:59:01	15:59:01	01/14/2019 15:59:05	15:59:05

Function	Processes
View Order Requisition R55PR14	<p>13. At the <b>Submitted Job Search</b> form, locate your Job # from the grid.</p> <p>Note: Job# 1527, Purchase Order, R55PR14, N0008.</p> <p>14. Verify the <b>Status/Status Details</b> fields indicate <b>D/Done</b>.</p> <p>15. Click the <b>View Output</b> button on the same line as your Job #.</p>



Function	Processes
View Order Requisition R55PR14	16. At the <b>Downloads</b> form, click <b>Open file</b> .



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

**REQUISITION ORDER**

<b>Order Number</b>	<b>18436 OR</b>
Date	06/29/2021
Business Unit	506007
Page	1 / 1

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

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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
<b>Total Order</b>		<b>835.28</b>

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**

Requisition Order is strictly used only for internal purposes only.

The **6B Check Off List** form is on our website: <https://www.nnooc.org/forms>

- *Tab: Forms/6B Check Off List*

The screenshot shows the NNOOC website interface. At the top, there is a navigation bar with the following items: Home, OOC Policy Manuals, ARPA, FMIS Training, RFPs, **Forms** (highlighted with a red box), Travel Information, and Departments. Below the navigation bar is the 'Forms' section header. Under 'OOO Forms', there is a sub-section for 'Security Change Forms'. The text below this section provides instructions on how to submit forms, including a note to attach a copy of the current PAF and to scan and email the forms to support@nnooc.org or fax them to (928) 871-7778. A note states: **\*\*Please make sure to fill out the Description area.\*\*** Below this text are three links for downloading forms: 'Standard FMIS Security Change Form', '6B FMIS Security Change Forms', and '6B Check Off List' (indicated by a green arrow). On the right side of the page, there is a 'General Forms' sidebar containing links for 'W-9 Form.pdf (129.05 Kb)', 'General Claims Form', 'Cashiers Authorization Form FY 2023', and 'Documentation of In-Kind Cost Sharing Form'.

Once the requisition order is completed and printed. Prepare the **6B Check Off List** and route only the *Requisition Order* print with the 6B Check Off List to the applicable departments for availability review.

6B CHECK OFF LIST	
DATE: <input style="width: 150px;" type="text"/>	REQUISITION ORDER NUMBER: <input style="width: 150px;" type="text"/>
NN PROGRAM / DIVISION: <input style="width: 300px;" type="text"/>	
Contact Person: <input style="width: 150px;" type="text"/>	Telephone No.: <input style="width: 100px;" type="text"/>
Total Amount of OR: \$ <input style="width: 100px;" type="text"/>	Email: <input style="width: 100px;" type="text"/>
<b>Obtain approval from the appropriate Offices prior to purchase:</b>	
Property Management (Office equipment, computers, etc.). <i>If applicable</i>	
<input type="checkbox"/> Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Department of Information Technology (Computer software, computers, etc.). <i>If applicable</i>	
<input type="checkbox"/> Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Telecommunication & Utilities (Radios, cell phones, phones, etc.). <i>If applicable</i>	
<input type="checkbox"/> Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Records Management (Xerox machines, printing, etc.). <i>If applicable</i>	
<input type="checkbox"/> Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Fiscal Recovery Fund Office (FRF Fund Only):	
<input type="checkbox"/> Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
<b>Return entire 6B package to Navajo Nation Program/Division 6B Requisitioner.</b>	
<b>*NOTE: Scan the completed signed 6B Check Off List and all final supporting documents then, attach to the Order Requisition (OR) in JDE.</b>	
<b>TO BE FILLED OUT BY DIVISION OF FINANCE ONLY:</b>	
Order Requisition over 10K must be approved by Purchasing Department Manager.	
Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Order Requisition over 50K must be approved by Office of the Controller.	
Approved By: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>

Revised 04/14/23

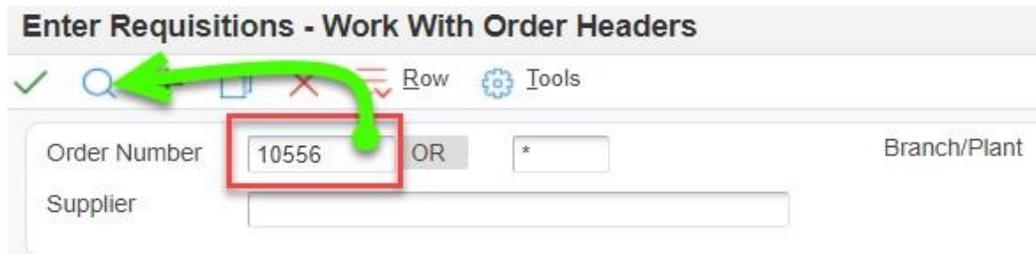
- Requisitioner fills in the top portion, routes the form and only copy of the **Requisition Order**, to the applicable departments.
- If the 6B Check Off List is not applicable for routing, determined by the items you are purchasing, indicate 'N/A' on those department lines.
- Once your 6B Check Off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

**File Attachment – Order Header**

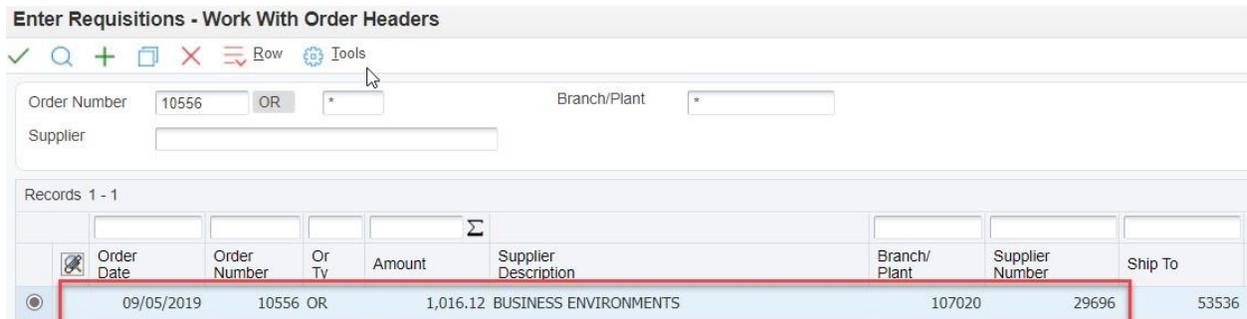
To attach scan documents (supporting documents) such as signed 6B Check Off List, Copy of Requisition Order, Supplier Quotes, W-9’s, Blueprints, Justification Memorandums, Sole Source Memorandums, Delegation of Authority, Debarment & Suspension, Insurance Certificate, etc., any document that substantiate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



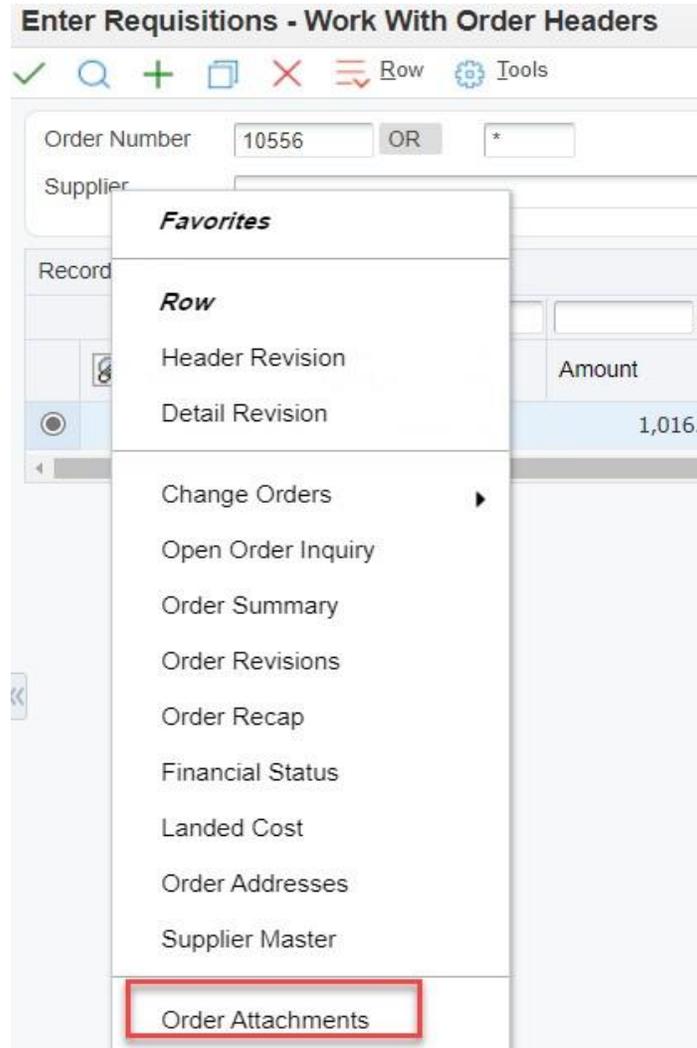
Function	Processes
Order Header File Attachment	1. Select <b>Enter Requisitions</b> from the <b>Requisition &amp; Quote Management</b> menu.



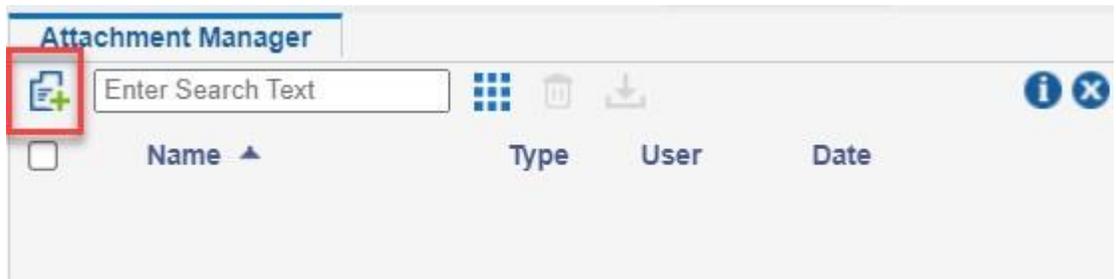
Function	Processes
Order Header File Attachment	2. At the <b>Enter Requisitions – Work With Order Headers</b> form, enter your OR number in the <b>Order Number</b> field.
	3. Click the <b>Find</b> button to retrieve your order.



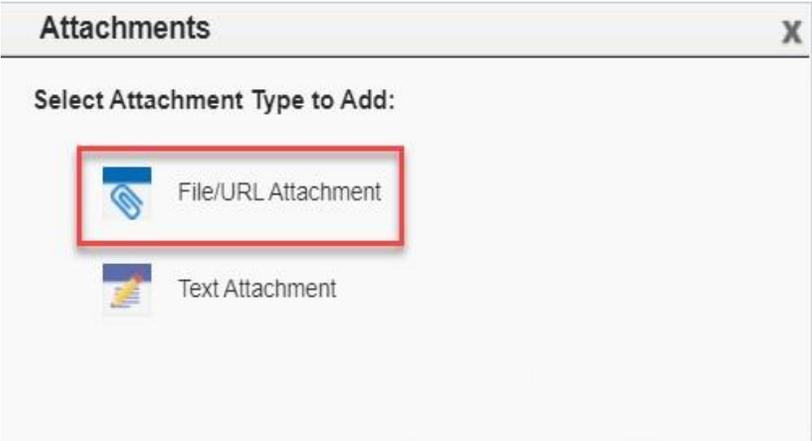
Function	Processes
Order Header File Attachment	4. At the <b>Work With Order Headers</b> form, <b>Right Click</b> with your mouse on the line.



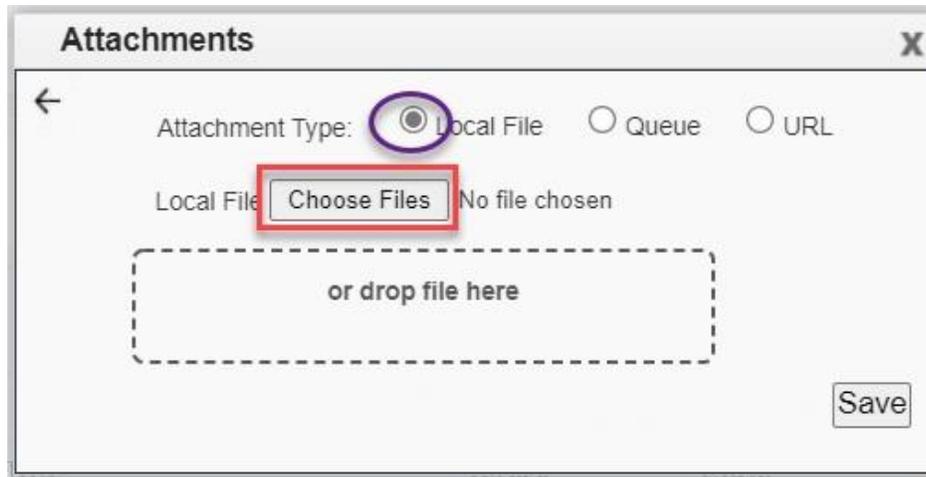
Function	Processes
Order Header File Attachment	5. Select <b>Order Attachments</b> from the row exit.



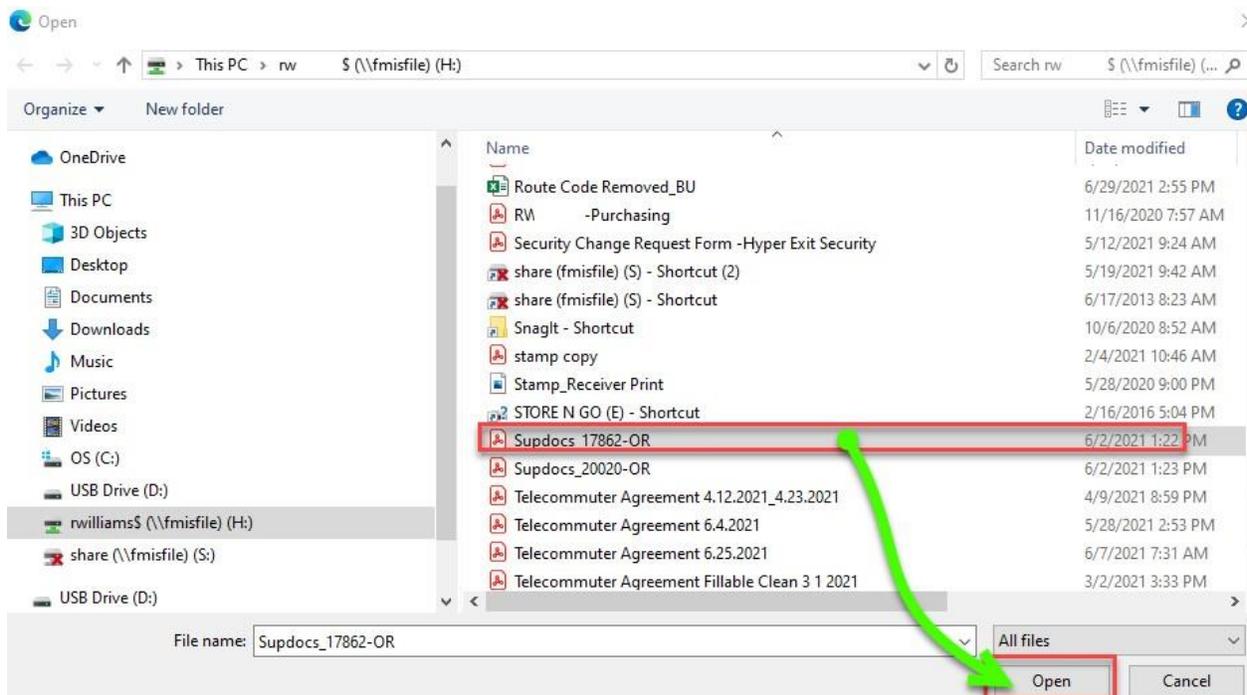
Function	Processes
Order Header File Attachment	6. Click the <b>Attachment Manager Add</b> button.



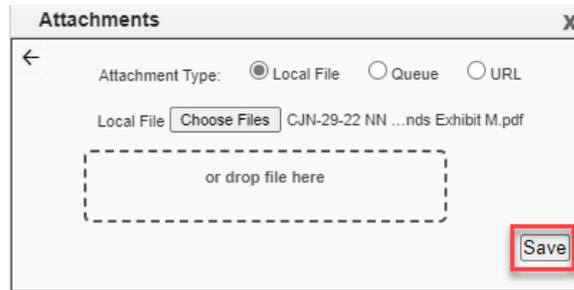
Function	Processes
Order Header File Attachment	7. Select the <b>File/URL Attachment</b> option.



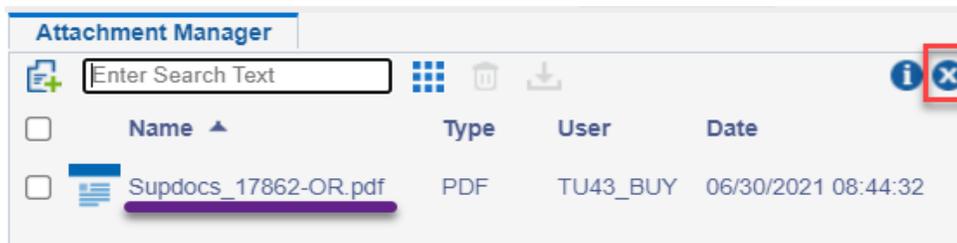
Function	Processes
Order Header File Attachment	8. At the <b>Attachments</b> form, the <b>Local File</b> radio button is selected by default, click <b>Choose Files</b> .



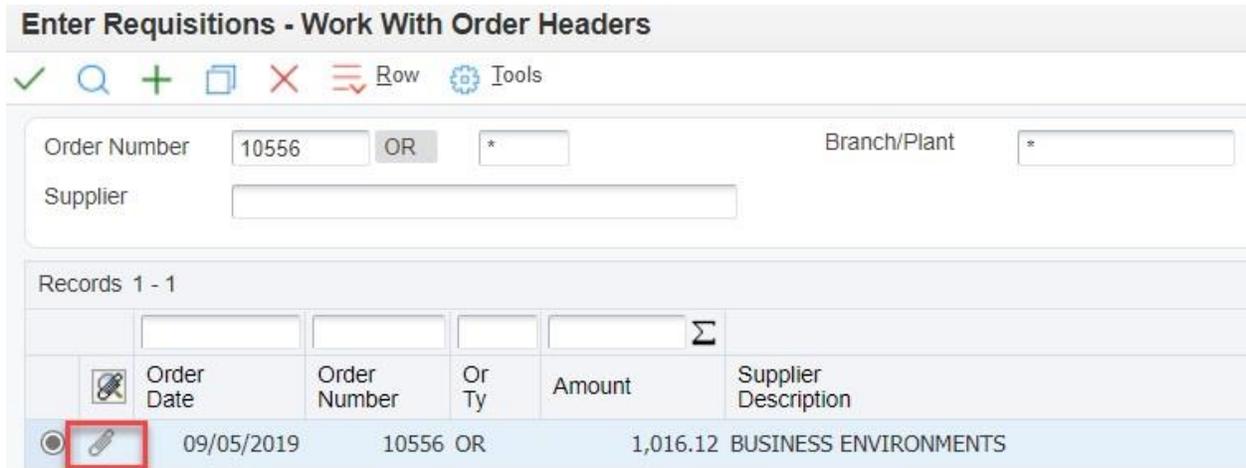
Function	Processes
Order Header File Attachment	9. From the locate computer select the <b>File</b> to attach and click <b>Open</b> .



Function	Processes
Order Header File Attachment	10. At the Attachments form, the selected file is displayed, click the <b>Save</b> button.



Function	Processes
Order Header File Attachment	11. At the <b>Attachment Manager</b> tab, the select <b>File</b> displays as a PDF type file, click the <b>Close side panel</b> button.



Function	Processes
Order Header File Attachment	12. The attachment icon is displayed on the Order Header. Note: By clicking the attachment icon you can <b>view only</b> the attachment.

**File Attachment – Order Detail**

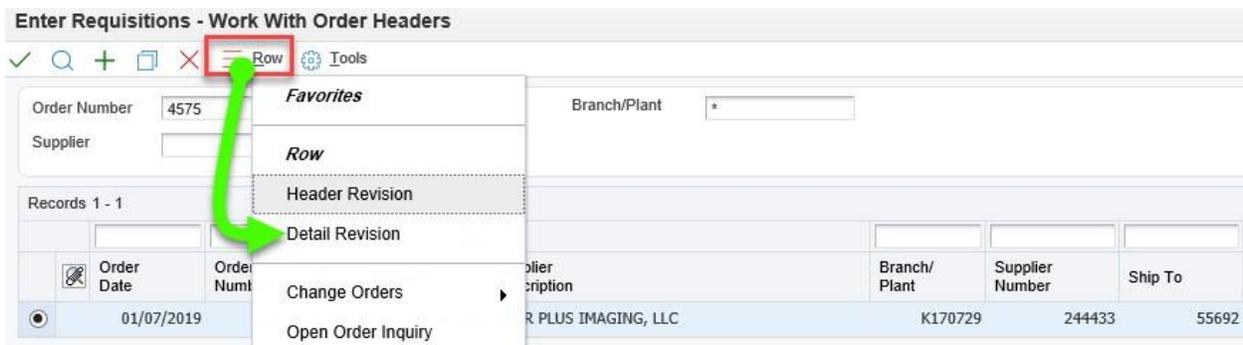
To attach scan documents (supporting documents) such as signed 6B Check Off List, Copy of Requisition Order, Supplier Quotes, W-9’s, Blueprints, Justification Memorandums, Sole Source Memorandums, Delegation of Authority, Debarment & Suspension, Insurance Certificate, etc., any document that substantiate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



Function	Processes
Order Detail File Attachment	1. Select <b>Enter Requisitions</b> from the <b>Requisition &amp; Quote Management</b> menu.



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



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

**Enter Requisitions - Order Detail**

✓ ✕ Form Row Tools

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4575 OR 03986 Branch/Plant: K170729

Supplier: 244433 LASER PLUS IMAGING, LLC

Ship To: 55692 DEPT OF CORRECTIONS/CROWN... Order Date: 01/07/2019

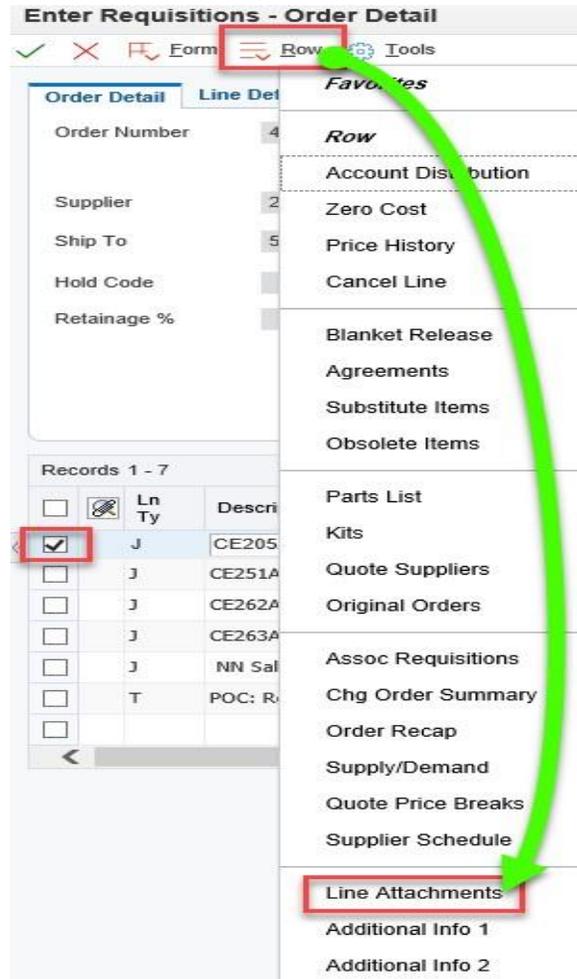
Hold Code: Blank - Hold Codes 42/HC Order Attachment

Retainage %

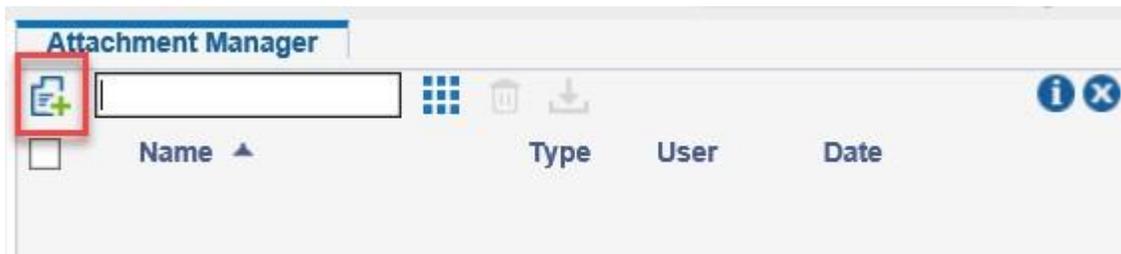
Records 1 - 7

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	CE205X HP3525 Black		EA	EA	1.00	89.0000	89.00	1.000	K170729.4420
<input type="checkbox"/>	<input type="checkbox"/>	J	CE251A HP 3525 Cyan		EA	EA	1.00	89.0000	89.00	2.000	K170729.4420
<input type="checkbox"/>	<input type="checkbox"/>	J	CE262A HP 3525 Magenta		EA	EA	1.00	89.0000	89.00	3.000	K170729.4420
<input type="checkbox"/>	<input type="checkbox"/>	J	CE263A HP 3525 Yellow		EA	EA	1.00	89.0000	89.00	4.000	K170729.4420
<input type="checkbox"/>	<input type="checkbox"/>	J	NN Sales Tax		EA	EA			17.80	5.000	K170729.4420
<input type="checkbox"/>	<input type="checkbox"/>	T	POC: Ronle (505) 786-2069		EA	EA			.00	6.000	

Function	Processes
Order Detail File Attachment	You must attach your supporting documents to a <b>Ln Ty 'J'</b> .  Approvers do not see Ln Ty 'T' (text) lines. They only see line type J since this is an encumbered/direct charge for approval. <ul style="list-style-type: none"> <li>o Must attach your supporting documents to a Line Type 'J'.</li> </ul> 6. At the <b>Order Detail</b> form, select a line type <b>Ln Ty 'J'</b> in the Order Detail.



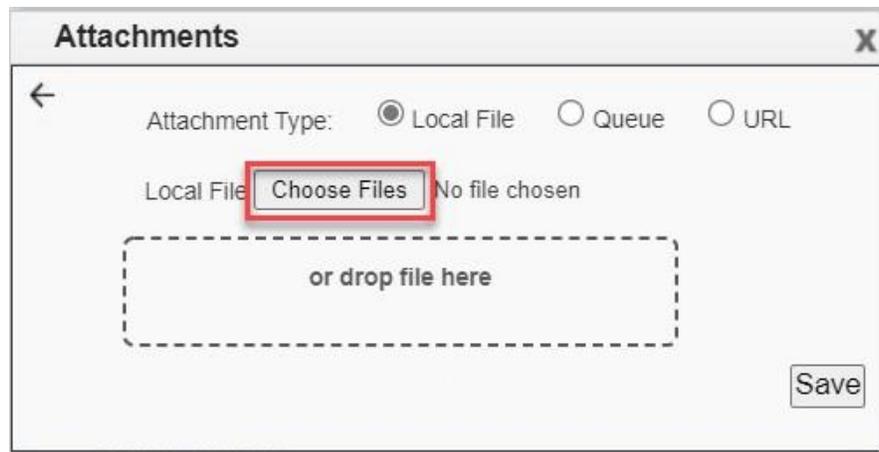
Function	Processes
Order Detail File Attachment	7. Click the <b>Row</b> exit.
	8. Select <b>Line Attachments</b> from the row exit.



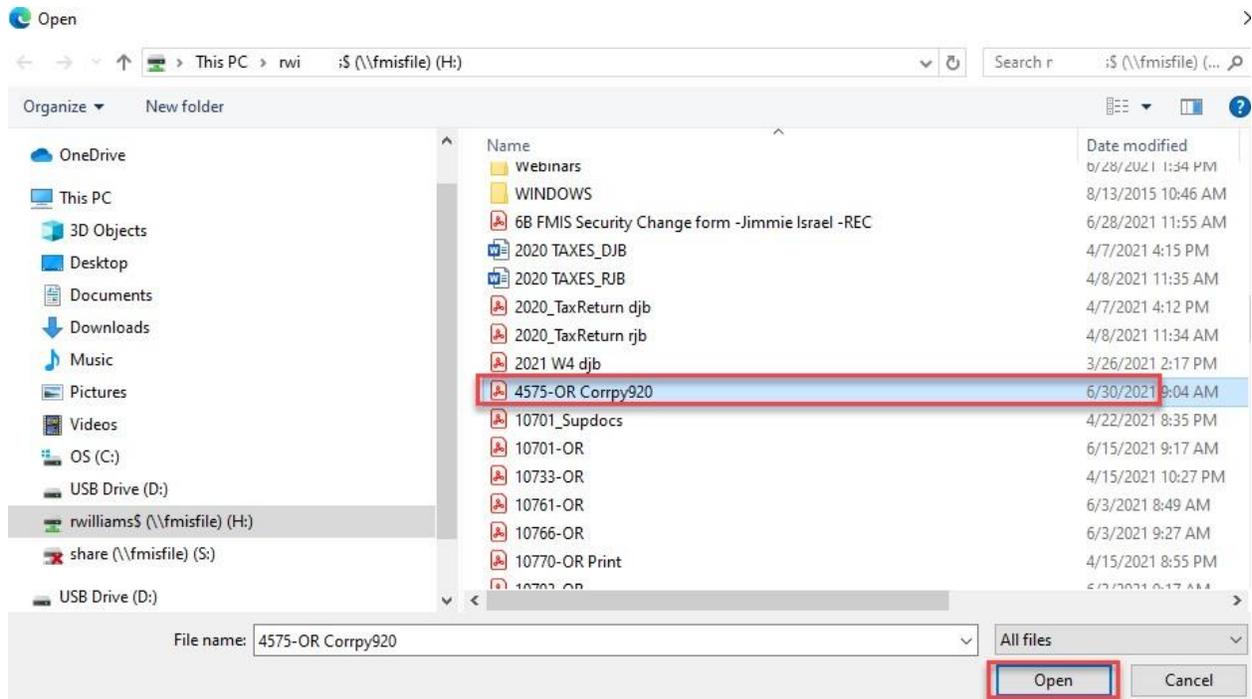
Function	Processes
Order Detail File Attachment	9. At the <b>Attachment Manager</b> tab, click the <b>Attachment Manager Add</b> button.



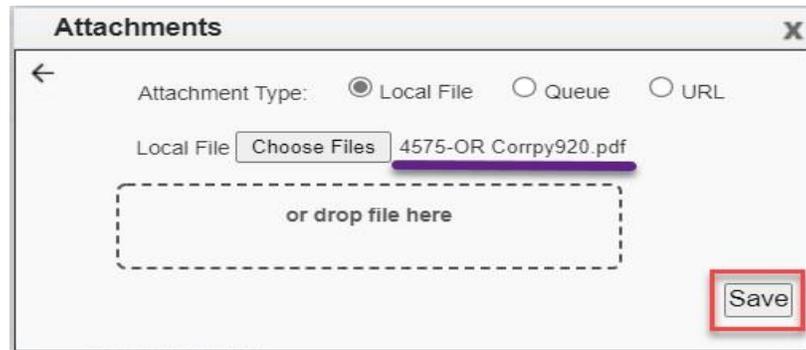
Function	Processes
Order Detail File Attachment	10. At the Attachments form, click <b>File/URL Attachment</b> option.



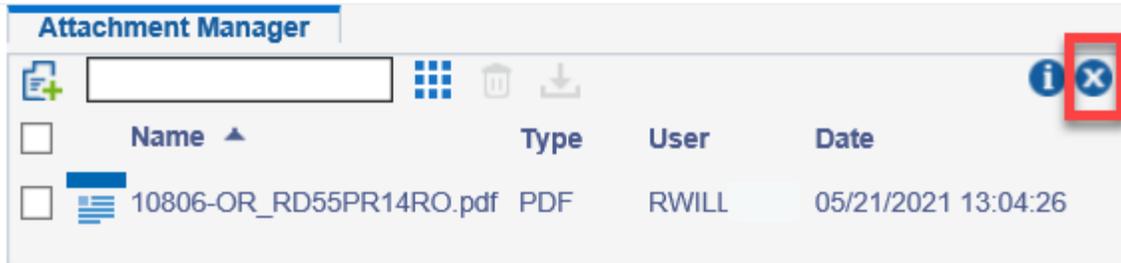
Function	Processes
Order Detail File Attachment	11. <b>Local File</b> is selected by default, click the <b>Choose Files</b> button to select a file from your computer.



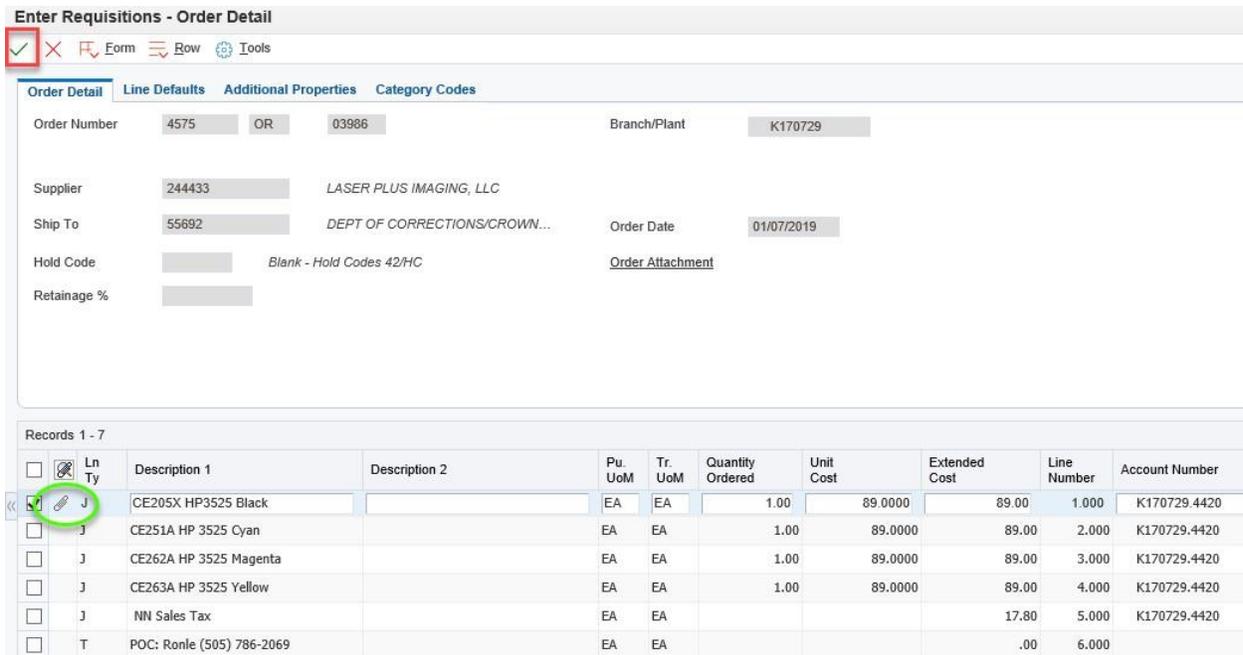
Function	Processes
Order Detail File Attachment	12. At the <b>Open</b> form, select the file to upload.
	13. Click the <b>Open</b> button.



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



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



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

**To view Text Attachment**

**Enter Requisitions - Order Detail**

✓ ✗ ⚙ Form ⌵ Row ⚙ Tools

Order Detail	Line Defaults	Additional Properties	Category Codes
Order Number	10806	OR	00010
Supplier	158195	AMSTERDAM PRINTING	
Ship To	53537	PROPERTY MANAGEMENT DEPA...	
Hold Code		Blank - Hold Codes 42/HC	
Retainage %			

Records 1 - 6

<input type="checkbox"/>	<input type="checkbox"/>	Ln Ty	Description 1	Description 2
<input type="checkbox"/>		J	Deluxe Engineering blue print	pens, fine tip Item 96586TLPST

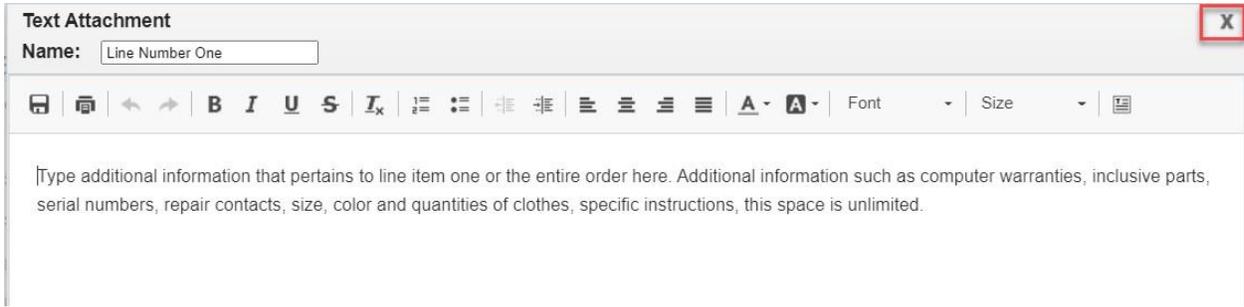
Function	Processes
View Text Attachment	1. Click the <b>Attachment</b> icon, view only mode.

**Attachment Manager**

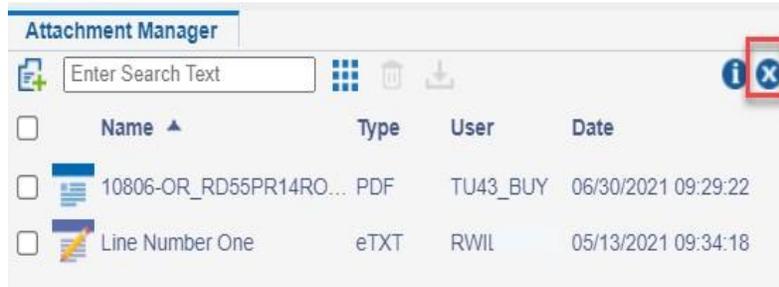
Search Text     

Name	Type	User	Date
10806-OR_RD55PR14RO...	PDF	TU43_BUY	06/30/2021 09:29:22
Order Number One	<b>eTXT</b>	RWIL	05/13/2021 09:34:18

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



Function	Processes
View Text Attachment	At the <b>Text Attachment</b> form, view the attached text, view only mode.  3. Click the <b>Close</b> button to exit.

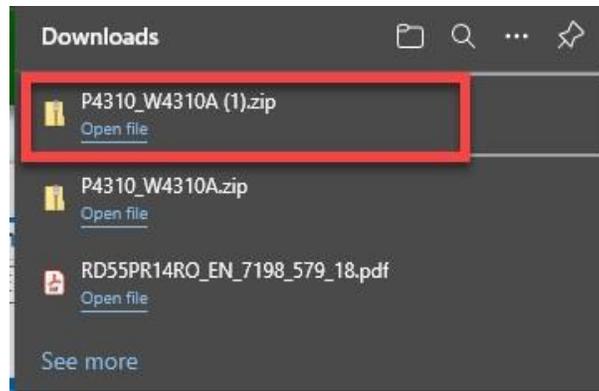


Function	Processes
View Text Attachment	4. At the <b>Attachment Manager</b> tab, click the <b>Close side panel</b> button to exit.

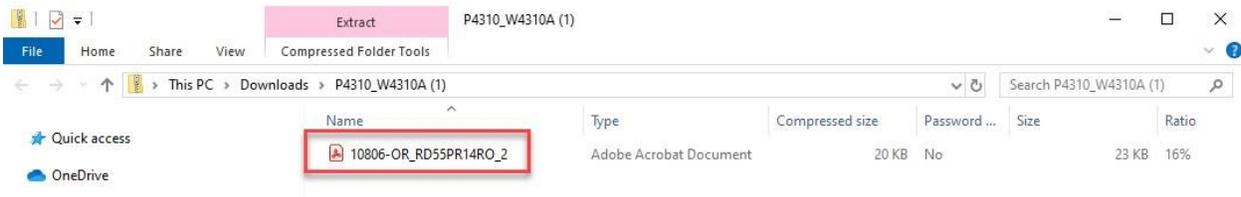




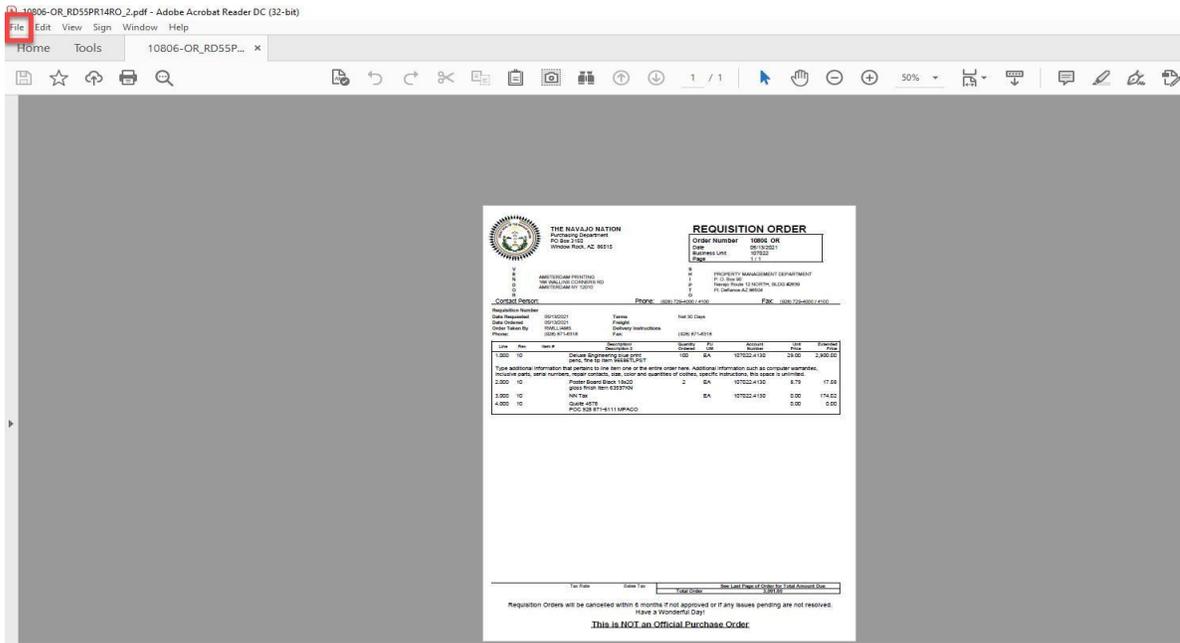
Function	Processes
View File Attachment	4. At the <b>Confirm Download</b> form, click <b>OK</b> .



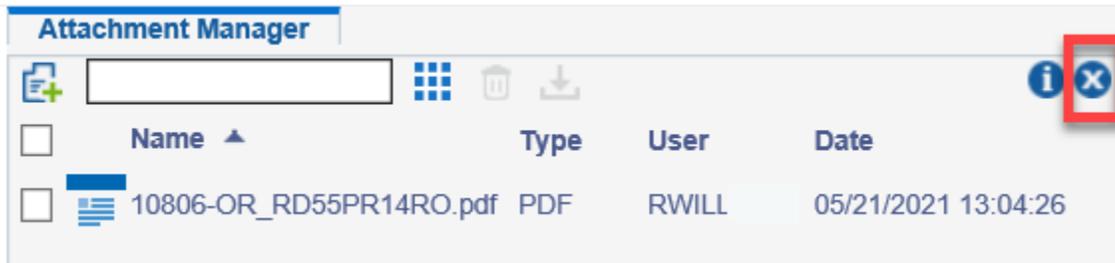
Function	Processes
View File Attachment	5. At the <b>Downloads</b> form, select the pdf zip file, a zip drive format.



Function	Processes
View File Attachment	6. At the <b>Extract</b> zip file form, double-click the <b>pdf file</b> or right-click your mouse and select <b>Open</b> .



Function	Processes
View File Attachment	The file is displayed in the panel window, edit tools and vertical scroll bar populates to view pages.  7. Click the <b>File</b> button to exit, select <b>Exit Application</b> .



Function	Processes
View File Attachment	8. At the <b>Attachment Manager</b> tab, click the <b>Close side panel</b> button.

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

- OR created using General Funds, contact Program approver.
- OR created using External Funds, contact OOC/Contract Accounting Accountant first.

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 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.

<b>Via Menus</b>	Distribution / Logistics → Procurement → Daily Processing → Requisition & Quote Management → Requisitions Awaiting Approval
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Function	Processes
Check Status of Requisitions	1. From the <b>Requisition &amp; Quote Management</b> menu select <b>Requisitions Awaiting Approval</b> .



Function	Processes
Check Status of Requisitions	<p>The form defaults with <b><i>your address book number</i></b> in the <b><i>Approver</i></b> field.</p> <p>Important! You are checking the status of a requisition.</p> <p>2. If you are <b><u>NOT</u></b> an approver remove your address book number from this field, highlight and click delete.</p>

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

**Approver box** – Is 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.

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⋮ Row ⚙️ Tools

Approver  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

**Originator** box - Is used by non-approvers to inquire on status using the radio buttons: 'Waiting Approval', 'Approved' or 'Rejected'. 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

The screenshot shows the 'Requisitions Awaiting Approval - Work With Orders Awaiting Approval' interface. At the top, there are navigation icons (checkmark, search, close, refresh) and labels 'Row' and 'Tools'. Below this, there are input fields for 'Originator' and 'Branch/Plant'. The 'Order Type' is set to 'OR' with the label 'Purchase Requisition'. There are two main sections: 'Limit Selection' with input fields for 'Orders older than days' and 'Waiting more than days', both set to '0'. The 'Order Selection' section contains three radio buttons: 'Queued for Approval', 'Waiting Approval' (which is selected and highlighted with a red box), and 'Approved'. Below these are two more radio buttons: 'Approved' and 'Rejected'. The 'Originator' label is also highlighted with a red box.

Function	Processes
Check Status of Requisitions	<p>3. Click the <b>Waiting Approval</b> radio button in <b>Originator</b> box. The first 100 records OR records pending approval will populate in the grid.</p> <p>Note: The <i>Approver</i> field name changed to <b>Originator</b>.</p> <ul style="list-style-type: none"> <li>When you select the <b>Approved</b> radio button you will view approved requisition orders.</li> <li>When you select the <b>Rejected</b> radio button you will view rejected requisition orders.</li> </ul>

The screenshot shows the same interface as above, but with a data grid displayed below the filters. The grid has columns for 'Note', 'Approval Route Code', 'Order Date', 'Order Number', 'Or Ty', 'Order Amount', 'Responsible', 'Person', 'Originator', 'Address Number', 'Days Old', and 'Order Co'. The 'Responsible', 'Person', 'Originator', and 'Address Number' columns are highlighted with red boxes. The grid contains three rows of data:

Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible	Person	Originator	Address Number	Days Old	Order Co
	AC083	05/19/2021	10807	OR	283.82 TAR		13526		1000039	2	00010
	AC001	04/22/2021	10805	OR	4,327.00 BEY		14043		1000039	29	00010
	AC006	04/10/2021	10803	OR	297.45 BEN		12107	WILLI	16139		41 07000

Explanation of fields:

- **Responsible** field - the name of the person responsible for approving or rejecting 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.

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  OR  Purchase Requisition

Limit Selection

Orders older than days  0

Waiting more than days  0

Order Selection

Approver  Queued for Approval

Originator  Waiting Approval  
 Approved  
 Rejected

Records 1 - 39

<input type="checkbox"/>	<input type="checkbox"/>	Note	Days Old	Order Date	Order Number	Or Ty	Order Amount	Responsible	Person	Originator	Address Number	Supplier Name	Supplier Address Number	Order Co	Approval Route Code
<input type="checkbox"/>	<input type="checkbox"/>			02/27/2017	3560	OR	1,249.62	TOM,	15391	SELE	305076	SKRETTING USA	220347	04244	AC016
<input type="checkbox"/>	<input type="checkbox"/>			05/03/2018	4267	OR	1,044.00	TYLE	14080	HARV	152548	SUBWAY (TSE BONITO)	31697	00010	AC017
<input type="checkbox"/>	<input type="checkbox"/>			07/17/2018	4412	OR	1,833.19	WILL	10487	JES	162585	BUTLERS OFFICE EQUIPMENT AND S...	28525	00010	AC003

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

**To View Requisitions Awaiting Approval**

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Approver  Branch/Plant

Order Type  OR  Purchase Requisition

Limit Selection

Orders older than days

Waiting more than days

Order Selection

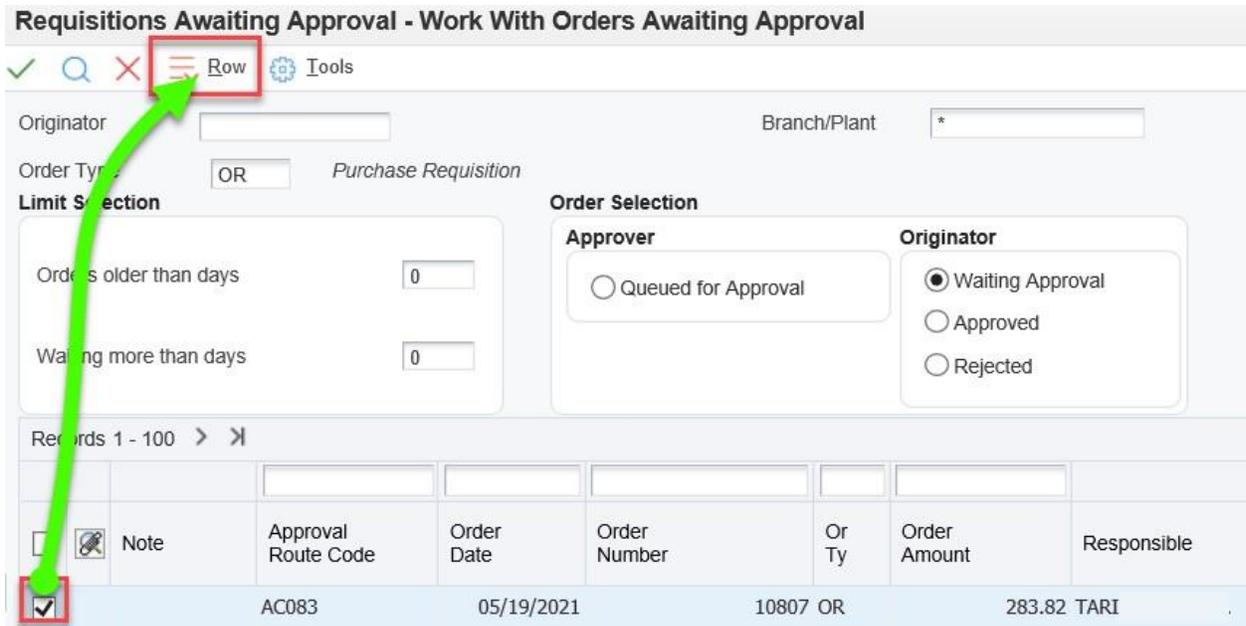
Approver  Queued for Approval

Originator  Waiting Approval  
 Approved  
 Rejected

No records found.

<input type="checkbox"/>	<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Days Old	Responsible
					16144				

Function	Processes
Check Status of Requisitions – Pending Approval Orders	<p>Note: Remember to remove your name from the <b>Approver</b> field.</p> <ol style="list-style-type: none"> <li>1. Enter the OR number in the <b>Order Number</b> field on the QBE line.</li> <li>2. Click the <b>Find</b> button.</li> </ol> <p>Note: If unknown use the Branch/Plant or any of the QBE fields.</p>



Function	Processes
Check Status of Requisitions – Pending Approval Orders	<p>The <b>Responsible</b> field displays the name of the approver. To view all approvers or if the <b>Bypass</b> approval can be performed.</p> <p>3. Select the order number on the grid.</p> <p>4. Click the <b>Row</b> exit.</p>

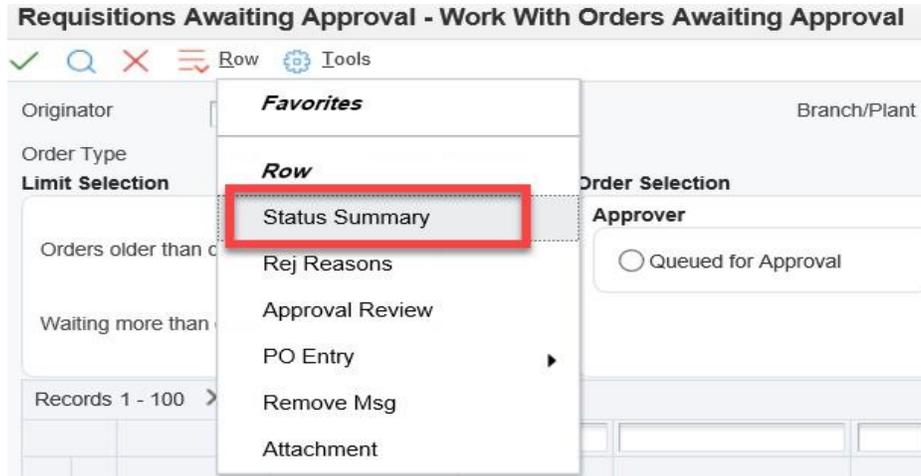
**Status Summary**

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

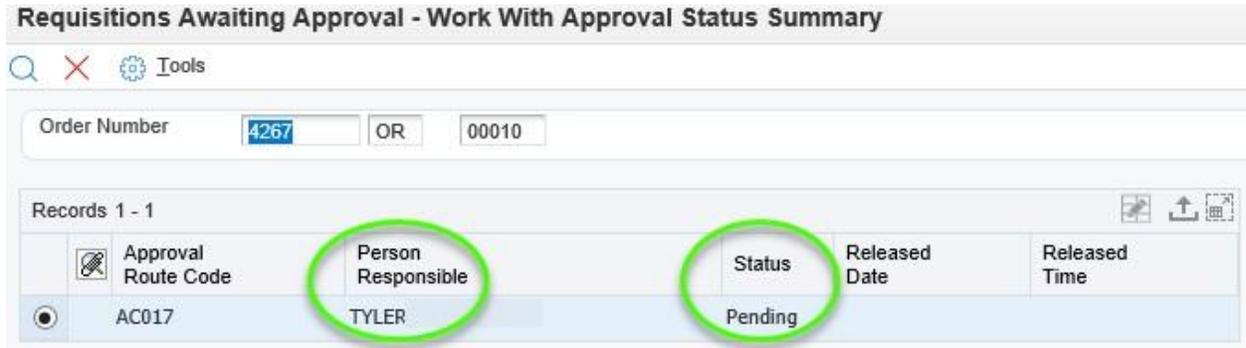
If an order is pending, you may identify the next person responsible for approving the order and notify that person to approve the order.

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	<p>5. Select <b>Status Summary</b> from the row exit.</p> <p>Note: You may view any of the options from the row exit.</p>



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

**Status Summary**

**Requisitions Awaiting Approval - Work With Approval Status Summary**

Order Number  OR

Records 1 - 2

Approval Route Code	Person Responsible	Status	Released Date	Released Time
<input checked="" type="radio"/> AC011	JOHNS	Pending		
<input type="radio"/> AC011	HARRIS	Pending		

**External Fund OR**

- 4511-OR, OR Branch/Plant is K180523.
  - The first approver is always the *OOC Contract Accountant Approver*.
  - They **must** approve OR first.
- The display above reads (2) Approvers.
  - 1<sup>st</sup> Approver – Johns, OOC Contract Accountant approver.
  - 2<sup>nd</sup> Approver - Harris, Program approver.

Bypassed Approval can be performed on **General Fund** ORs at the program level.

Bypassed Approval for **External Fund** ORs can only be performed when the **OOC Contract Accountant** must approve first.

- The program can determine approver availability from there.
- If the OOC Contract Accountant approver does not approve first, is bypassed and program approves the requisition; the order requisition is **NO GOOD!**

**Requisitions Awaiting Approval - Work With Approval Status Summary**

Order Number  OR

Records 1 - 4

Approval Route Code	Person Responsible	Status	Released Date	Released Time
<input checked="" type="radio"/> AC047	JOHN	Bypassed	01/11/2019	115619
<input type="radio"/> AC047	CHARLES	Bypassed	01/11/2019	115620
<input type="radio"/> AC047	WILLIA	Approved	01/11/2019	115622
<input type="radio"/> AC047	SHAW	Pending		

4585-OR, displays bypass approval.

- Requisition Branch/Plant is **113011**.
- Displays (4) approvers.
  - First and second approvers were **Bypassed**.
  - The bypassed approvers were assigned the same approval limit.
    - When one is not available to approve, another approver may approve.
    - Approver with the higher approval limit may bypass other approvers and approve the order requisition.
- Approver Shaw also has a status of pending, Shaw may approve the OR and bypassed all approvers since this is a **general fund OR**. Shaw is identified as the final approver with the highest approval limit.

**Requisitions Awaiting Approval - Work With Approval Status Summary**

Records 1 - 1

Approval Route Code	Person Responsible	Status	Released Date	Released Time
AC017	TYLER	Pending		

Function	Processes
Check Status of Requisitions – Pending Approval Orders	7. At the <b>Work With Approval Status Summary</b> form, click the <b>Close</b> button to exit.

**To View Cancelled and Approved Orders**

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

**Approved**

Rejected

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

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

**Approved**

Rejected

Records 1 - 196 > >

<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible	Person	Originator
<input type="checkbox"/>	Cancelled	AC078	01/29/2019	17300	OR		SMITH	13725	SMIT
<input type="checkbox"/>	Cancelled	AC079	10/02/2018	16194	OR		SMITH,	13725	SMIT
<input type="checkbox"/>	Approved	AC003	05/13/2021	10806	OR	3,091.60	WILLI	61398	WIL
<input type="checkbox"/>	Approved	AC292	03/18/2021	10802	OR	4,100.00	WILLI	61398	WIL

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.**

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator:  Branch/Plant:

Order Type:  OR *Purchase Requisition*

**Limit Selection**

Orders older than days:  0

Waiting more than days:  0

**Order Selection**

**Approver**

Queued for Approval

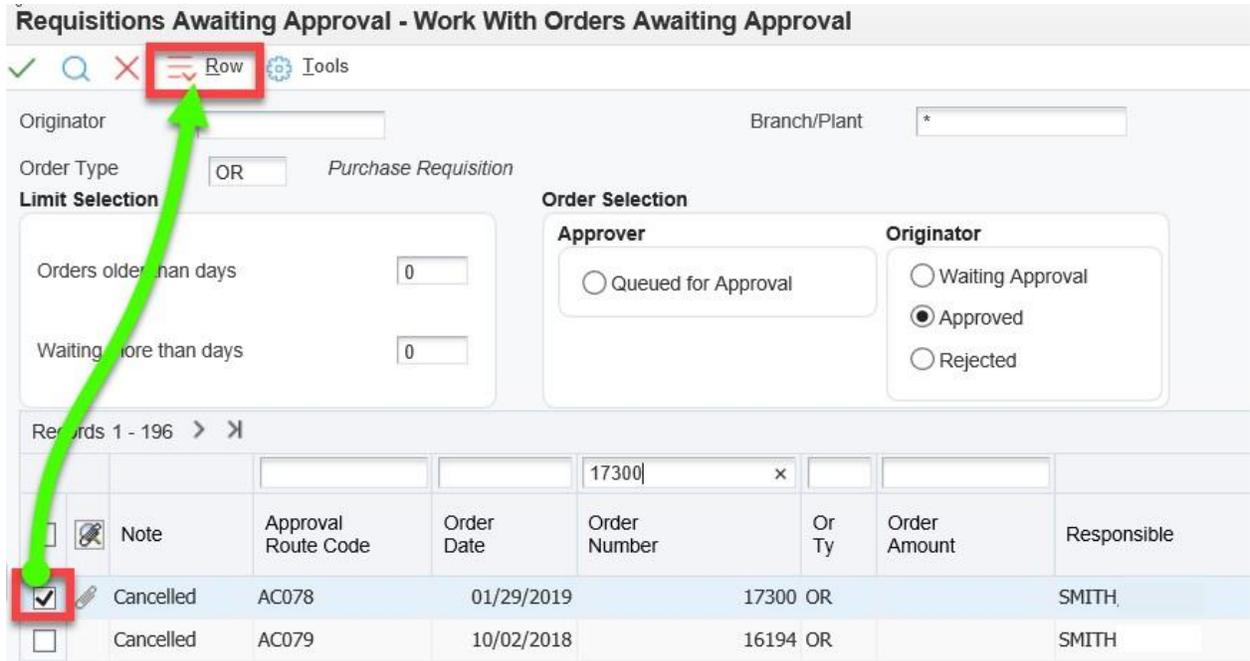
**Originator**

Waiting Approval  
 Approved  
 Rejected

Records 1 - 196 > <

	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
				17300			

Function	Processes
Check Status of Requisitions – Cancel Orders	<p>Note: Remember to remove your name from the <b>Approver</b> field.</p> <ol style="list-style-type: none"> <li>2. Enter the OR number in the <b>Order Number</b> field.</li> <li>3. Click the <b>Find</b> button.</li> </ol> <p>Note: If unknown use the Branch/Plant or any of the QBE fields.</p>



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



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

**Requisitions Awaiting Approval - Work With Approval Status Summary**

Tools

Order Number  OR

No records found.

Approval Route Code	Person Responsible	Status	Released Date	Released Time

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

**To View an Approved Order**

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

Tools

Originator  Branch/Plant

Order Type  Purchase Requisition

Limit Selection

Orders older than days

Waiting more than days

Order Selection

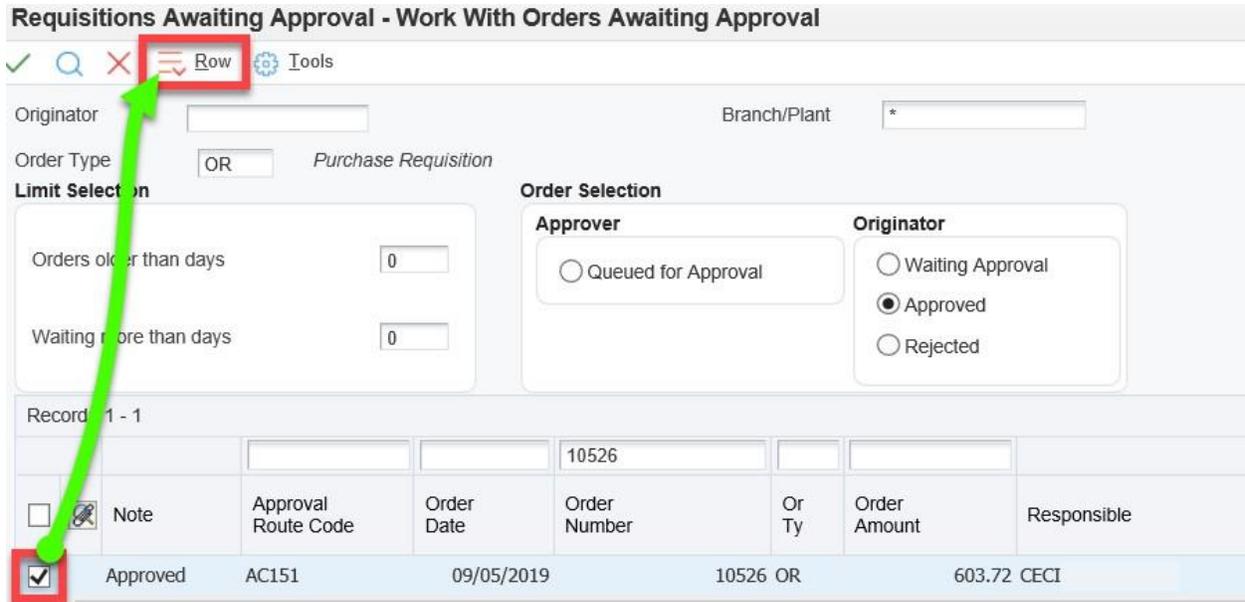
Approver  Queued for Approval

Originator  Waiting Approval  Approved  Rejected

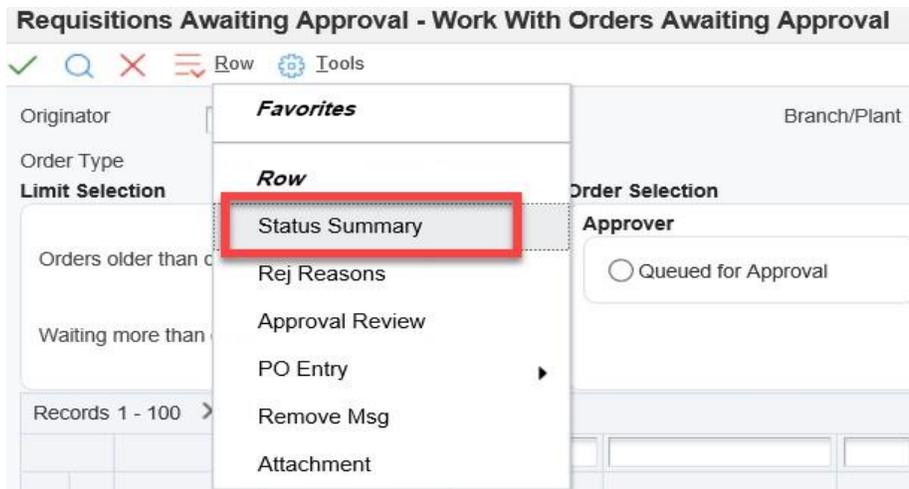
Records 1 - 1

Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible	Person	Originator
			10526					

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



Function	Processes
Check Status of Requisitions – Approved Orders	<ol style="list-style-type: none"> <li>3. Select the order number in the grid.</li> <li>4. Click the <b>Row</b> exit.</li> </ol>



Function	Processes
Check Status of Requisitions – Approved Orders	<ol style="list-style-type: none"> <li>5. Select <b>Status Summary</b> from the row exit.</li> </ol> <p>Note: You may view any of the row exit options.</p>

**Requisitions Awaiting Approval - Work With Approval Status Summary**

OR

Records 1 - 2

	Approval Route Code	Person Responsible	Status	Released Date	Released Time
<input checked="" type="radio"/>	AC151	BILLIE	Approved	09/12/2019	143555
<input type="radio"/>	AC151	LAUGH	Approved	09/12/2019	152708

Function	Processes
Check Status of Requisitions – Approved Orders	<p>Note: <b>Person Responsible</b> field displays (2) Approvers.</p> <ul style="list-style-type: none"> <li>The 1<sup>st</sup> approver approved on 9/12/2019 at 2:35 pm with 55 seconds.</li> <li>The 2<sup>nd</sup> approver approved on 9/12/2019 at 3:27 pm with 8 seconds.</li> </ul> <p>The <b>Released Time</b> column displays time in military terms.</p> <p>6. Click the <b>Close</b> button to exit.</p>

**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.

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

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

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  Purchase Requisition

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

Records 1 - 27 > >

<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input type="checkbox"/>	Rejected	AC293	09/06/2019	10611	OR	23,395.68	TSOS.
<input type="checkbox"/>	Rejected	AC289	09/05/2019	10562	OR	8,490.13	HEAL
<input type="checkbox"/>	Rejected	AC289	09/05/2019	10553	OR	755.14	HEAL
<input type="checkbox"/>	Rejected	AC065	09/04/2019	10502	OR	2,626.15	SPRING

The **Note** column displays Rejected ORs by an approver.

**Viewing Rejected Reasons**

**Requisitions Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  Purchase Requisition

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

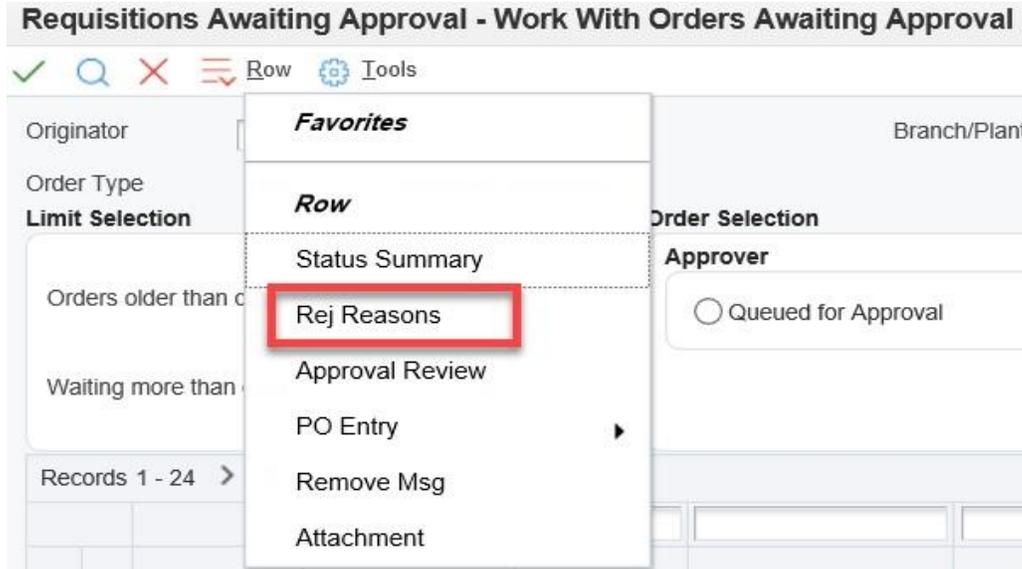
Approved

Rejected

Records 1 - 27 > >

<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>	Rejected	AC293	09/06/2019	10611	OR	23,395.68	TSOS.

Function	Processes
Check Status of Requisitions – Rejected Orders	<ol style="list-style-type: none"> <li>2. Select a <b>specific order</b> from the grid.</li> <li>3. Click the <b>Row</b> exit.</li> </ol>



Function	Processes
Check Status of Requisitions – Rejected Orders	<ol style="list-style-type: none"> <li>4. Select <b>Rej Reasons</b> from the row exit.</li> </ol>

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 <b>Close</b> button to exit the form.

### Work With Work Center

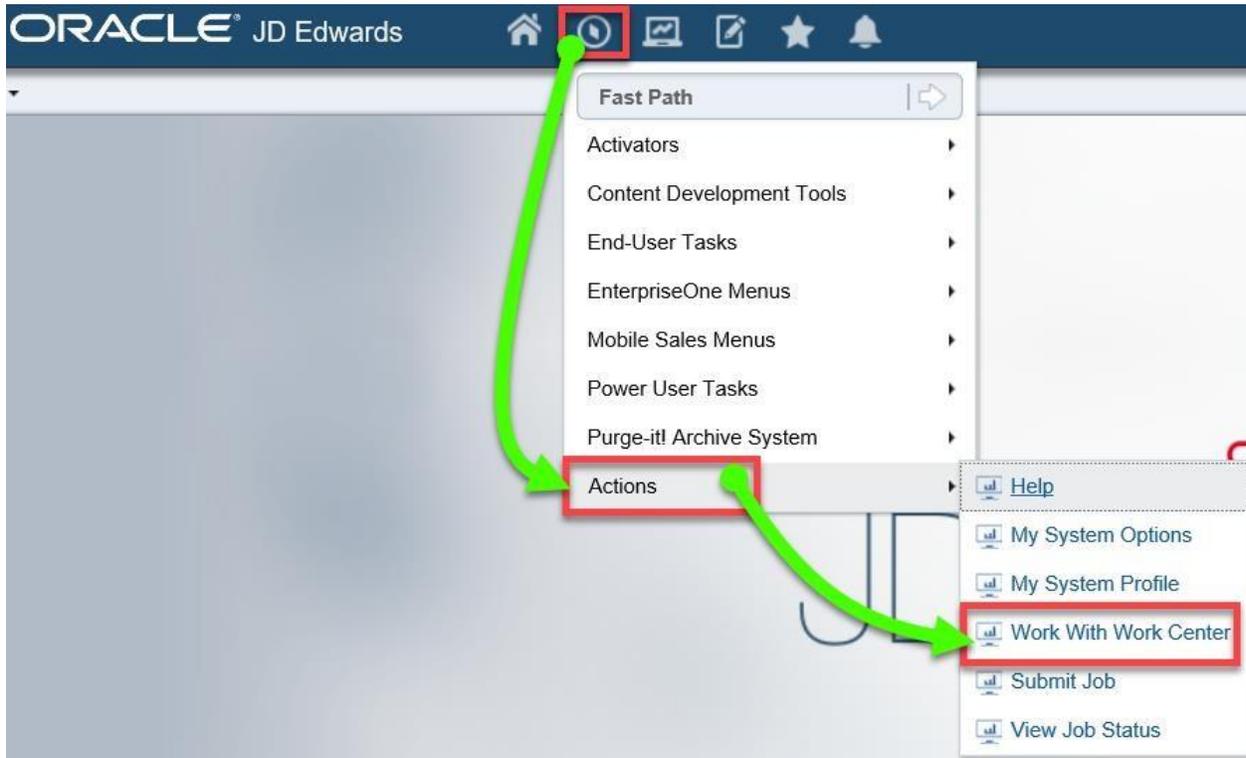
#### Checking System Notification by Electronic Mail

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

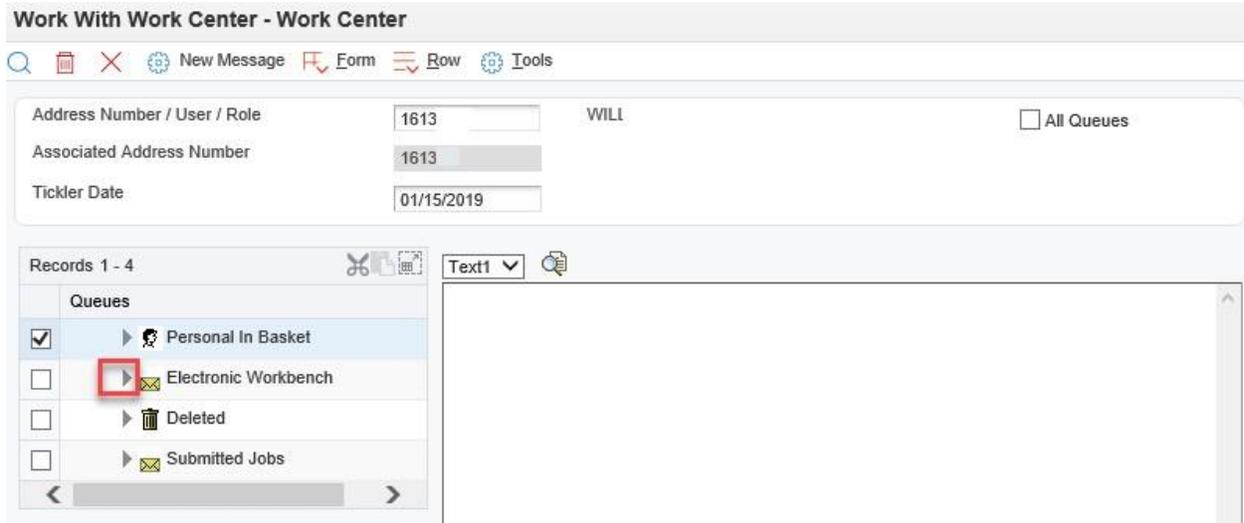
Requisitioners and approvers receive messages in the Electronic Workbench queue in the Work Center. The system notifies you by electronic mail when a specific order requires approval.

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

<b>Via Menus</b>	Navigator → Actions → Work With Work Center
------------------	---



Function	Processes
Work With Work Center	<ol style="list-style-type: none"> <li>1. Click the <b>Navigator</b> button.</li> <li>2. Select <b>Actions</b>.</li> <li>3. Select <b>Work With Work Center</b>.</li> </ol>



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

The screenshot shows the 'Work With Work Center - Work Center' interface. At the top, there are navigation icons for 'New Message', 'Form', 'Row', and 'Tools'. Below this is a search and filter section with fields for 'Address Number / User / Role' (1613), 'Associated Address Number' (1613), and 'Tickler Date' (01/15/2019). A 'WILL' label and an 'All Queues' checkbox are also present. The main area displays a list of records (1-28) under the 'Electronic Workbench' category. The list contains several items, with a green box highlighting the first two: 'E1-Req Approval Required 3993 OR' and 'E1-Req Approval Required 3994 OR'. Other items include 'E1-Requisition Approved 3884 OR', 'E1-Requisition Approved 3530 OR', 'E1-Requisition Approved 3289 OR', 'E1-Requisition Rejected 3057 OR', 'E1-Requisition Approved 2926 OR', 'E1-Requisition Approved 2771 OR', and 'E1-Requisition Approved 2234 OR'. A 'Text1' dropdown menu is visible above the main content area.

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

**Work With Work Center - Work Center**

Address Number / User / Role: 1613 WILL  All Queues  
 Associated Address Number: 1613  
 Tickler Date: 01/15/2019

Records 1 - 28

ies

- Personal In Basket
- Electronic Workbench
  - E1-Req Approval Required 3993 OR**
  - E1-Req Approval Required 3994 OR
  - E1-Requisition Approved 3884 OR
  - E1-Requisition Approved 3530 OR
  - E1-Requisition Approved 3289 OR
  - E1-Requisition Rejected 3057 OR
  - E1-Requisition Approved 2926 OR
  - E1-Requisition Approved 2771 OR
  - E1-Requisition Approved 2234 OR

Text1

Function	Processes
Work With Work Center	5. Select an order with a message of 'approval required' from the list to display the message.

**Work With Work Center - Work Center**

Address Number / User / Role: 1613 WILL  All Queues  
 Associated Address Number: 1613  
 Tickler Date: 01/15/2019

Records 1 - 28

ies

- Personal In Basket
- Electronic Workbench
  - E1-Req Approval Required 4575 OR**
  - E1-Req Approval Required 4529 OR
  - E1-Req Approval Required 4538 OR
  - E1-Req Approval Required 4483 OR
  - E1-Requisition Approved 4565 OR
  - E1-Req Approval Required 4565 OR

Message Text

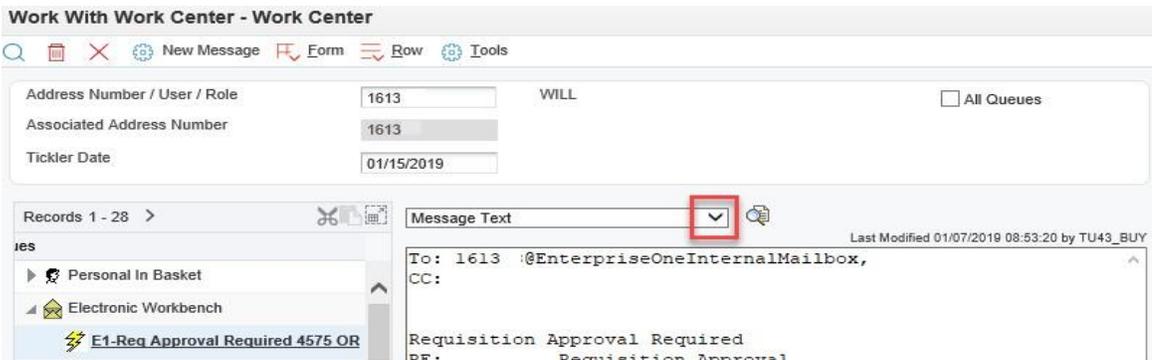
```

To: 1613 @EnterpriseOneInternalMailbox,
CC:
Requisition Approval Required
RE: Requisition Approval
ORDER: 4575 OR
Your approval is required on the above requisition. Press
"Action Message" to
exit to Approval Review.
    
```

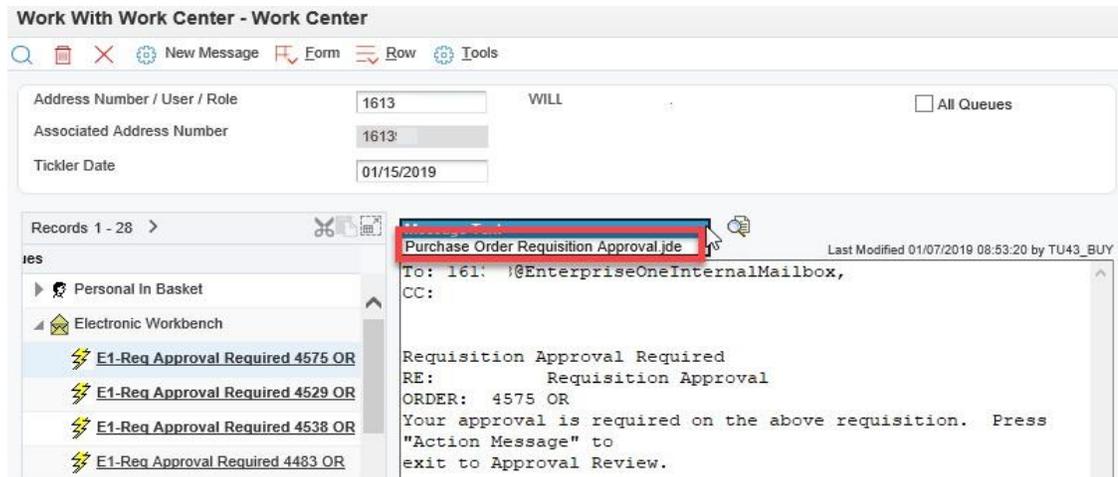
The message appears in text format in the view panel. You will receive this message if you are an approver.

**To Approve an Order Requisition from the Work Center**

- For Approvers



Function	Processes
Work With Work Center - Approval	6. Click the <b>List</b> button in the <b>Message Text</b> field.



Function	Processes
Work With Work Center - Approval	7. Click the <b>Purchase Order Requisition Approval.jde</b> link.

**Work With Work Center - Work Center**

Address Number / User / Role: 1613 WILL  All Queues  
 Associated Address Number: 1613  
 Tickler Date: 01/15/2019

Records 1 - 28 > 
Last Modified 01/07/2019 08:53:20 by TU43\_BUY

Personal In Basket  
 Electronic Workbench  
**E1-Req Approval Required 4575 OR**

[Purchase Order Requisition Approval.jde](#)

Function	Processes
Work With Work Center - Approval	8. Click the <b>Purchase Order Requisition Approval.jde</b> link.

**Purchase Order Requisition Approval**

Order Number: 4575 OR 03906 Branch/Plant: K170729  
 Originator: 1000039  
 Supplier: 244433 LASER PLUS IMAGING, LLC  
 Ship To: 55692 DEPT OF CORRECTIONS/CROW... Order Amount: 373.80  
 Amount Committed: 373.80

Records 1 - 5

Status	Line	Ln Ty	Description	Description Line 2	Item Number	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Order Date
<input type="checkbox"/>	1.000	J	CE205X HP3525 Black			1.00	89.0000	89.00	K170729.4420	01/07/2019
<input type="checkbox"/>	2.000	J	CE251A HP 3525 Cyan			1.00	89.0000	89.00	K170729.4420	01/07/2019
<input type="checkbox"/>	3.000	J	CE262A HP 3525 Magenta			1.00	89.0000	89.00	K170729.4420	01/07/2019
<input type="checkbox"/>	4.000	J	CE263A HP 3525 Yellow			1.00	89.0000	89.00	K170729.4420	01/07/2019
<input type="checkbox"/>	5.000	J	NN Sales Tax				.0000	17.80	K170729.4420	01/07/2019

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

**Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row ⌵ Form ⚙ Tools

Order Number: 4575 OR 03986 Branch/Plant: K170729  
 Originator: 1000039  
 Supplier: 244433 LASER PLUS IMAGING, LLC Order Amount: 373.80  
 Ship To: 55692 DEPT OF CORRECTIONS/CROW... Amount Committed: 373.80

Records 1 - 5

Status	Line	Ln Ty	Description	Description Line 2	Item Number	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Order Date
	1.000	J	CE205X HP3525 Black			1.00	89.0000	89.00	K170729.4420	01/07/2019
	2.000	J	CE251A HP 3525 Cyan			1.00	89.0000	89.00	K170729.4420	01/07/2019
	3.000	J	CE262A HP 3525 Magenta			1.00	89.0000	89.00	K170729.4420	01/07/2019
	4.000	J	CE263A HP 3525 Yellow			1.00	89.0000	89.00	K170729.4420	01/07/2019
	5.000	J	NN Sales Tax				.0000	17.80	K170729.4420	01/07/2019

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 <b>Attachment</b> icon.

**Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row ⌵ Form ⚙ Tools

Order Number: 4575 OR 03986 Branch/Plant: K170729  
 Originator: 1000039  
 Supplier: 244433 LASER PLUS IMAGING, LLC Order Amount: 373.80  
 Ship To: 55692 DEPT OF CORRECTIONS/CROW... Amount Committed: 373.80

Records 1 - 5

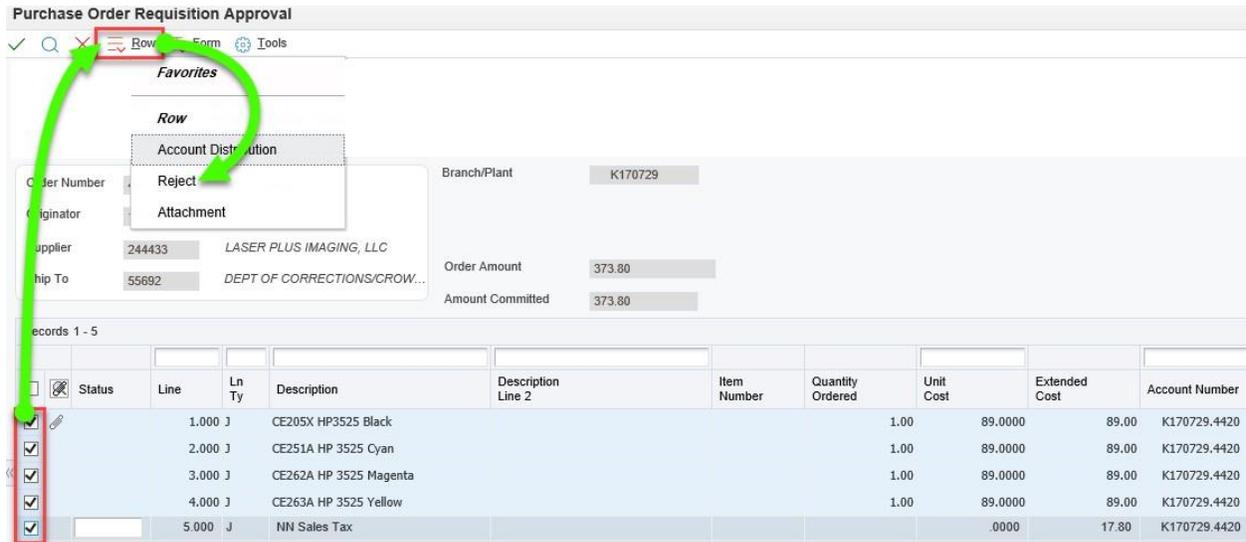
**Form** menu is open with options: Favorites, Form, Approve, Rej Reasons, Status Summary, PO Entry, Budget, PO Inquiry, View Changed Lines, View All Lines, Order Release, Attachment.

Attachment icon in the grid is highlighted with a red box. A green arrow points from the Attachment icon to the 'Attachment' option in the 'Form' menu.

Status	Line	Ln Ty	Description	Description Line 2	Item Number	Quantity Ordered	Unit Cost	Extended Cost	Account Number
	1.000	J	CE205X HP3525 Black			1.00	89.0000	89.00	K170729.4420
	2.000	J	CE251A HP 3525 Cyan			1.00	89.0000	89.00	K170729.4420
	3.000	J	CE262A HP 3525 Magenta			1.00	89.0000	89.00	K170729.4420
	4.000	J	CE263A HP 3525 Yellow			1.00	89.0000	89.00	K170729.4420
	5.000	J	NN Sales Tax				.0000	17.80	K170729.4420

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

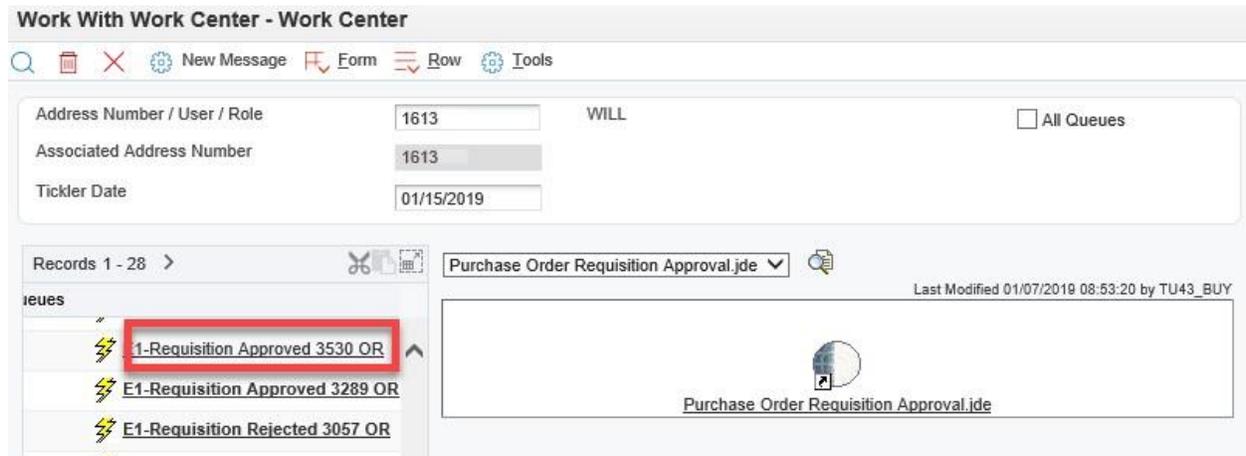
**To reject an OR using the Work Center**



Function	Processes
Work With Work Center - Rejected	<p>Note: The approver only sees line type J, encumbrance lines.</p> <ol style="list-style-type: none"> <li>1. Approver <b>selects line numbers</b> in the grid to reject.</li> <li>2. Click the <b>Row</b> button.</li> <li>3. Select <b>Reject</b> from the row exit.</li> </ol>

**To View Approved Messages**

The work center displays approved requisitions by order number.



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

**Work With Work Center - Work Center**

New Message    Form    Row    Tools

Address Number / User / Role: 1613   WILL    All Queues  
 Associated Address Number: 1613  
 Tickler Date: 01/15/2019

Records 1 - 28 >    Message Text   Last Modified 02/07/2017 09:14:38 by R

Queues	Message Text
<b>E1-Requisition Approved 3530 OR</b>	To: 1613 @EnterpriseOneInternalMailbox, CC: Approved Requisition RE:           Approved Requisition ORDER: 3530 OR The above requisition has been approved at all required levels. Press "Action Message" to exit to Approval Review.
E1-Requisition Approved 3289 OR	
E1-Requisition Rejected 3057 OR	
E1-Requisition Approved 2926 OR	
E1-Requisition Approved 2771 OR	
E1-Requisition Approved 2234 OR	
E1-Requisition Approved 2234 OR	

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

**To View Rejected Messages**

**Work With Work Center - Work Center**

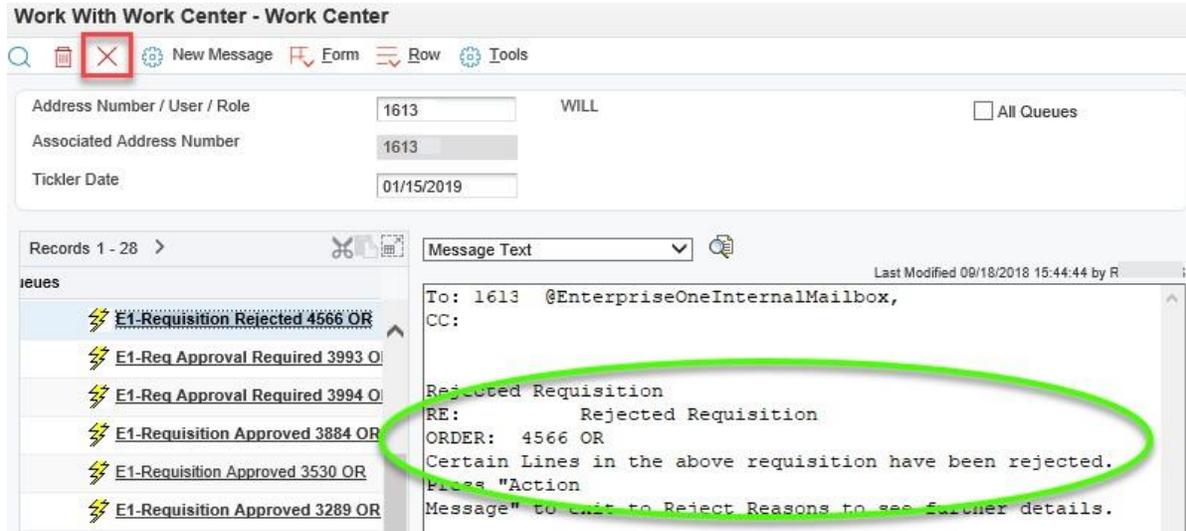
New Message    Form    Row    Tools

Address Number / User / Role: 1613   WILL    All Queues  
 Associated Address Number: 1613  
 Tickler Date: 01/15/2019

Records 1 - 28 >    Message Text   Last Modified 02/07/2017 09:14:38 by R

Queues	Message Text
<b>E1-Requisition Rejected 4566 OR</b>	
E1-Req Approval Required 3993 O	
E1-Req Approval Required 3994 O	
E1-Requisition Approved 3884 OR	
E1-Requisition Approved 3530 OR	
E1-Requisition Approved 3289 OR	
E1-Requisition Approved 3289 OR	

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



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

### **Approvers - Orders Awaiting Approval**

An approval route code is assigned, a requisition order can be entered, and 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 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.

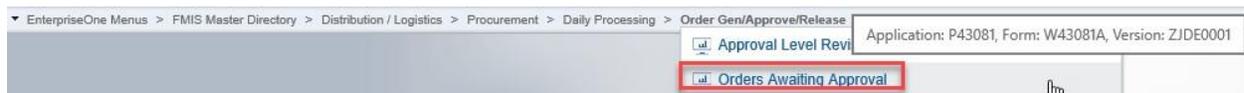
- If the OR was rejected, the requisitioner must cancel the OR entirely.

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 by email for traceability.
- Provide the OR number(s).
- Assigned to buyers for reviewed then, generates a purchase order.

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



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

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Approver: 16139 x 🔍 WILL Branch/Plant: \*

Order Type: OR Purchase Requisition

**Limit Selection**

Orders older than days:

Waiting more than days:

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

No records found.

<input type="checkbox"/>	<input type="checkbox"/>	Note	Order Date	Order Number	Order Amount	Or Ty	Responsible	Person
No records found.								

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

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ☰ Row ⚙️ Tools

Approver: 16139 WILLIAM Branch/Plant: \*

Order Type: OR Purchase Requisition

**Limit Selection**

Orders older than days: 0

Waiting more than days: 0

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

Records 1 - 13

<input type="checkbox"/>	<input type="checkbox"/>	Note	Days Old	Order Date	Order Number	Or Ty	Order Amount	Responsible	Person
<input type="checkbox"/>	<input type="checkbox"/>		454	02/26/2020	10789	OR	43,632.00	WILLIAM	16139
<input type="checkbox"/>	<input type="checkbox"/>		525	12/17/2019	10787	OR	652.50	WILLIAM.	16139
<input type="checkbox"/>	<input type="checkbox"/>		525	12/17/2019	10780	OR	537.95	WILLIAM	16139
<input type="checkbox"/>	<input type="checkbox"/>		525	12/17/2019	10777	OR	1,346.41	WILLIAM	16139
<input type="checkbox"/>	<input type="checkbox"/>		525	12/17/2019	10775	OR	2,257.55	WILLIAM	16139

Function	Processes
Orders Awaiting Approval	<p>If you do not see the <b>Order Number</b> provided to approve in the grid:</p> <ul style="list-style-type: none"> <li>The OR might be pending another approver.</li> <li>The OR might be approved.</li> <li>If it is a general fund OR you may use the bypass approval option.</li> </ul> <p>You will need to locate the OR and verify the status, do the following:</p> <ul style="list-style-type: none"> <li>Remove your <b>Address Book</b> number from the Approver field.</li> <li>Enter the OR number on the <b>QBE</b> line in the <b>Order Number</b> field.</li> <li>Select the radio button <b>Waiting Approval</b>.</li> <li>Select '<b>Find</b>'.                             <ul style="list-style-type: none"> <li>If no records populate, select the approved or rejected radio buttons.</li> </ul> </li> <li>The <b>Responsible</b> field displays the approver.</li> <li>Once a record populates you may view the <b>Status Summary</b> to view other approvers.</li> </ul>

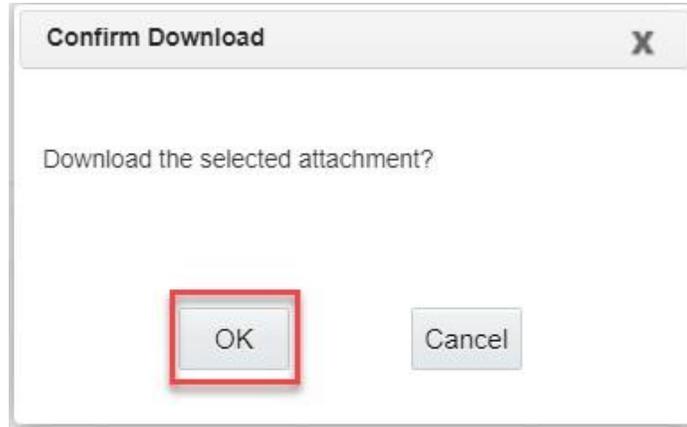
### Header Attachment

Depending on where the requisitioner attached the supporting documents, at the header or detail revision. View and verify the supporting documents.

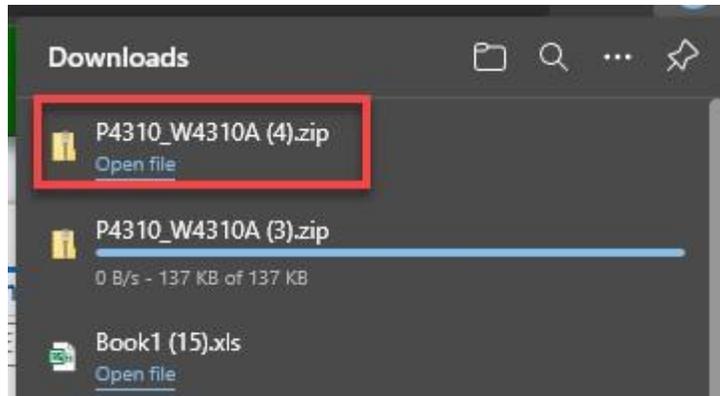
Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Days Old
	AC236	05/25/2021	20025	OR	2,658.00	
	AC297	05/25/2021	20024	OR	553.00	
	AC341	05/25/2021	20022	OR	5,840.00	

Function	Processes
Orders Awaiting Approval	<p>If attachments are attached at the <b>Orders Awaiting Approval</b> form, follow steps 6–10 to view the attachments.</p> <ol style="list-style-type: none"> <li>2. Select the Order Number(s) from the grid to approve.</li> <li>3. Click the <b>Row</b> exit.</li> <li>4. Select <b>Approval Review</b> from the row exit.</li> </ol> <p>Note: You may review the other options listed on the menu.</p>

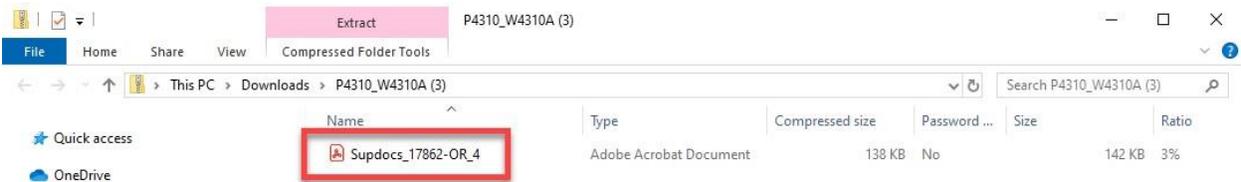




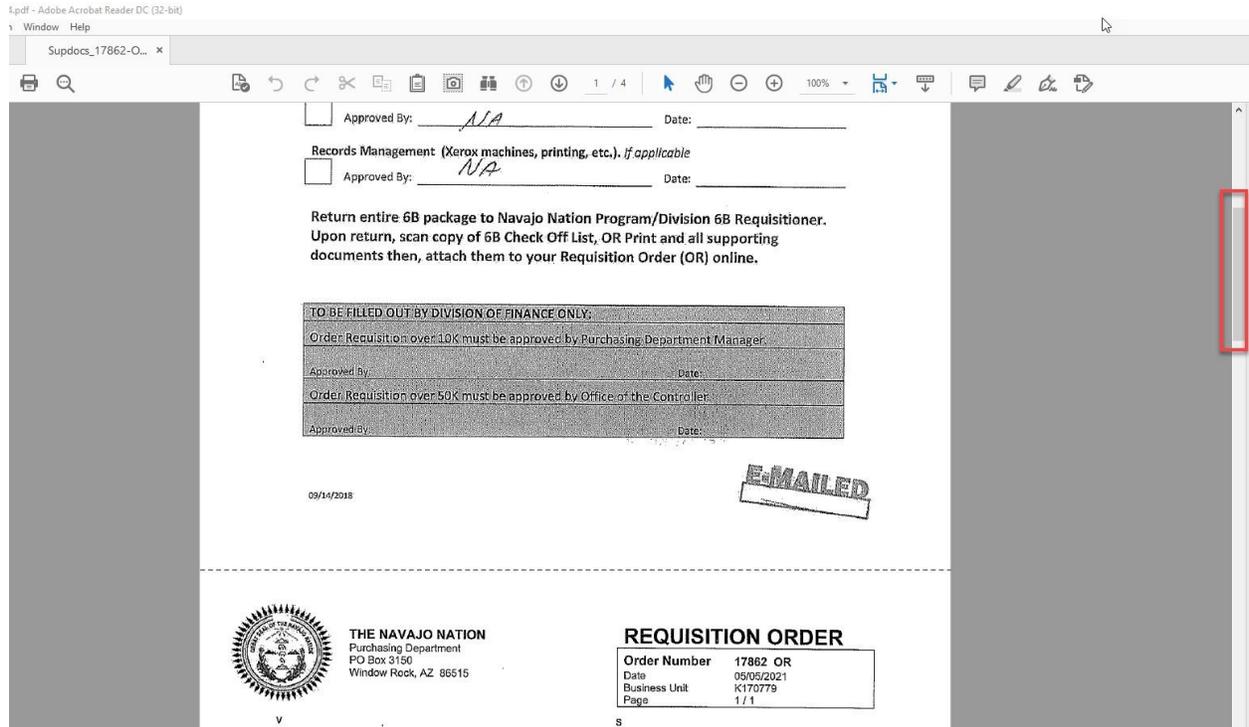
Function	Processes
Orders Awaiting Approval	8. At the <b>Confirm Download</b> form, click <b>OK</b> .



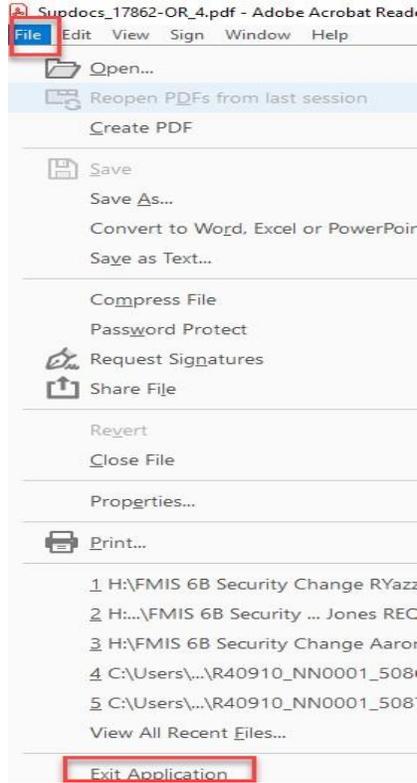
Function	Processes
Orders Awaiting Approval	9. <b>Select</b> the zip file from your download either in the top right corner or bottom left corner or locate the download button.



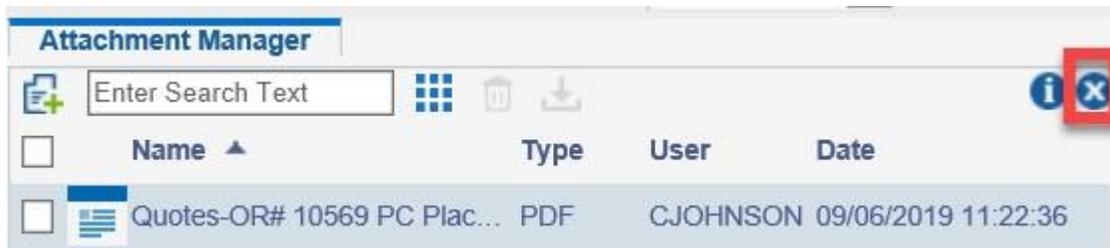
Function	Processes
Orders Awaiting Approval	10. At the <b>Extract</b> zip file, double-click the file name or right-click on the file name using your mouse then, select <b>Open</b> .



Function	Processes
Orders Awaiting Approval	<p>11. The panel displays the pdf-Adobe Acrobat Reader file, view the supporting documents using the <b>vertical scroll bar</b>.</p> <ul style="list-style-type: none"> <li>• Verify the <b>6B Check Off List</b> is complete and signed.</li> <li>• Final copy of the <b>Requisition Order</b> print is attached.</li> <li>• The required number of <b>quotes</b> are attached.</li> <li>• Debarment and Suspension form, W9, etc.,</li> <li>• <b>All supporting documents</b> for this purchase are attached.</li> </ul> <p>Note: If any supporting document is missing notify the requisitioner. Do not approve until attached.</p>



Function	Processes
Orders Awaiting Approval	12. Click the <b>File</b> button, select <b>Exit Application</b> to exit.



Function	Processes
Orders Awaiting Approval	13. Click the <b>Close side panel</b> button.

**Orders Awaiting Approval - Purchase Order Requisition Approval**

Order Number: 4529 OR 04526 Branch/Plant: K180738  
 Originator: 294291 WALK  
 Supplier: 188101 PC PLACE II INC, THE  
 Ship To: 244271 CHINLE JUVENILE CORRECTIONS  
 Order Amount: 1,330.00  
 Amount Committed: 1,330.00

Status	Line	Ln Ty	Description	Description Line 2	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Order Date	UM	PU UM
<input checked="" type="checkbox"/>	1.000	J	IAP - 325 POE ACCESS POINT	JW327A - HP ARUBA INSTANT	1.00	1,150.0000	1,150.00	K180738.4230	08/15/2018	EA	EA
<input type="checkbox"/>	2.000	J	PD-9001GR PoE INJECTOR 30-WATT	JW629A - HP POWERDSINE ARUBA	1.00	145.0000	145.00	K180738.4230	08/15/2018	EA	EA
<input type="checkbox"/>	3.000	J	BASIC FLAT SURFACE MOUNT KIT	RJ45 - ARUBA AP-220-NBT-W1	1.00	35.0000	35.00	K180738.4230	08/15/2018	EA	EA

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

**Orders Awaiting Approval - Purchase Order Requisition Approval**

Order Number: 4529 OR 04526 Branch/Plant: K180738  
 Originator: 294291 WALK  
 Supplier: 188101 PC PLACE II INC, THE  
 Ship To: 244271 CHINLE JUVENILE CORRECTIONS  
 Order Amount: 1,330.00  
 Amount Committed: 1,330.00

Status	Line	Ln Ty	Description	Description Line 2	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input checked="" type="checkbox"/>	1.000	J	IAP - 325 POE ACCESS POINT	JW327A - HP ARUBA INSTANT	1.00	1,150.0000	1,150.00	K180738.4230
<input type="checkbox"/>	2.000	J	PD-9001GR PoE INJECTOR 30-WATT	JW629A - HP POWERDSINE ARUBA	1.00	145.0000	145.00	K180738.4230
<input type="checkbox"/>	3.000	J	BASIC FLAT SURFACE MOUNT KIT	RJ45 - ARUBA AP-220-NBT-W1	1.00	35.0000	35.00	K180738.4230

Verify all business units are the same, company number is correct for the business unit.

**Contract or Grant Master (JA Ledger) - Work with Job Master**

Job Name: \* Job Type: \*  
 Company: \*

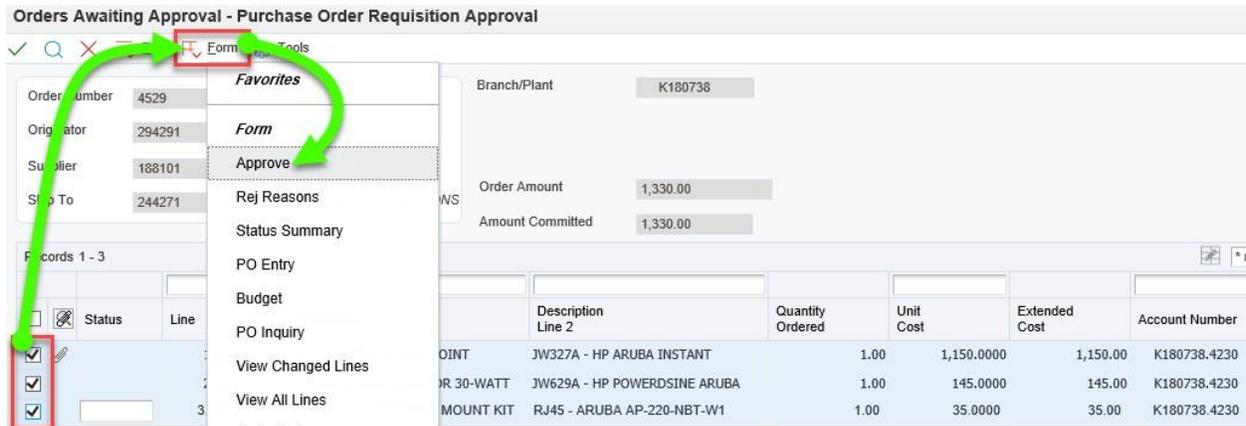
Records 1 - 1

Job Number	Job Description	Co	P E	Site Number
K180738	K180738 FY'18 CH JUVENILE DETENTION	04526		53803

Verify Branch/Plant and the Company Number they must be correct.

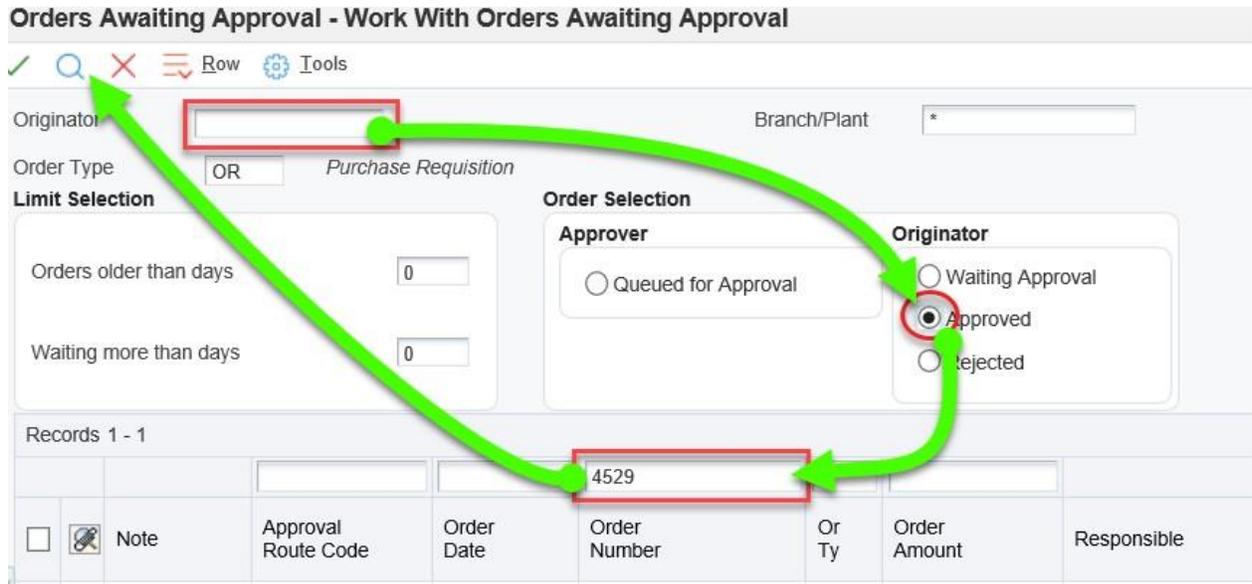
- No Cost Distribution of a combination of Kxxxxx and 11xxxxx (External/General) are not allowed.
- Combination of K180738 and K170509 are not allowed.
  - Due to different approvers are assigned in Contract Accounting.
  - Combination of 11xxxx and 912xxx (General Fund) only allowed if verified by Purchasing buyers.
- 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 >
    - The Requisitioner must 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 <b>Form</b> exit.
	17. Select <b>Approve</b> from the form exit.

**To Inquiry on an OR Status – Pending Another Approver**



Function	Processes
To Approver Orders	<ol style="list-style-type: none"> <li>1. At the <b>Work With Orders Awaiting Approval</b> form, remove your address book number from the <b>Approver</b> field.</li> <li>2. Enter the order number in the <b>Order Number</b> field using the QBE line.</li> <li>3. Click the <b>Find</b> button.</li> </ol> <p>Note: The field name <b>Approver</b> will change to <b>Originator</b> and status might be either <b>Approved</b> or <b>Pending another approver</b>.</p>

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

Records 1 - 1

<input type="checkbox"/>	<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input type="checkbox"/>	<input type="checkbox"/>				10589			

Function	Processes
To Approver Orders	<p>When no records are displayed in the grid.</p> <p>4. Click the <b>Waiting Approval</b> radio button.</p> <p>5. If no record is displayed on the grid click the <b>Rejected</b> radio button.</p>

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

✓ 🔍 ✕ ⌵ Row ⚙️ Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

Records 1 - 1

<input type="checkbox"/>	<input type="checkbox"/>	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>	<input type="checkbox"/>		AC130	09/05/2019	10589	OR	1,596.25	YAZZ

Function	Processes
To Approver Orders	6. The <b>Responsible</b> field displays the name of the next approver.  Note: If there are multiple approvers only the approver with the lowest address book number will be displayed.



**Summary Status Approvers**

If approver is the OOC Contract Accountant.

- Contact the approver, provide order requisition number and request for approval.

If you approve before the OOC Contract Accountant Approver.

- Your Order Requisition is **no good**.
- Requisitioner must cancel the requisition.
- Requisitioner must enter a new requisition.

Function	Processes
To Approver Orders	You must view the status summary form to determine the status of an OR.  7. Click <b>Row:1</b> from the grid.  8. Select <b>Status Summary</b> for the row exit.

**Orders Awaiting Approval - Work With Approval Status Summary**

OR

Records 1 - 2

	Approval Route Code	Person Responsible	Status	Released Date	Released Time
<input checked="" type="radio"/>	AC130	JOHNSO	Approved	09/06/2019	161613
<input type="radio"/>	AC130	YAZZ	Pending		

Function	Processes
To Approver Orders	<p>The status summary form displays the summary of approvals:                      1<sup>st</sup> approver JOHNSO approved on 9/6/2019 at 4:16 with 13 seconds pm.                      Pending 2<sup>nd</sup> and final approver YAZZ, contact YAZZ.</p> <p>9. Click the <b>Close</b> button to exit.</p>

**To Inquiry on an OR status**

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval  
 Approved  
 Rejected

Records 1 - 1

	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>				4560			

Function	Processes
To Approver Orders	<ol style="list-style-type: none"> <li>At the <b>Work With Orders Awaiting Approval</b> form, remove your address book number from the <b>Approver</b> field.</li> <li>Click the <b>Approved</b> radio button.</li> <li>Enter the order requisition number in the <b>Order Number</b> field using the QBE line.</li> <li>Click the <b>Find</b> button.</li> </ol> <p>Note: The field name <b>Approver</b> will change to <b>Originator</b> and status might be either Approved or Pending another approver.</p>

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

Originator:  Branch/Plant:

Order Type:  *Purchase Requisition*

**Limit Selection**

Orders older than days:

Waiting more than days:

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

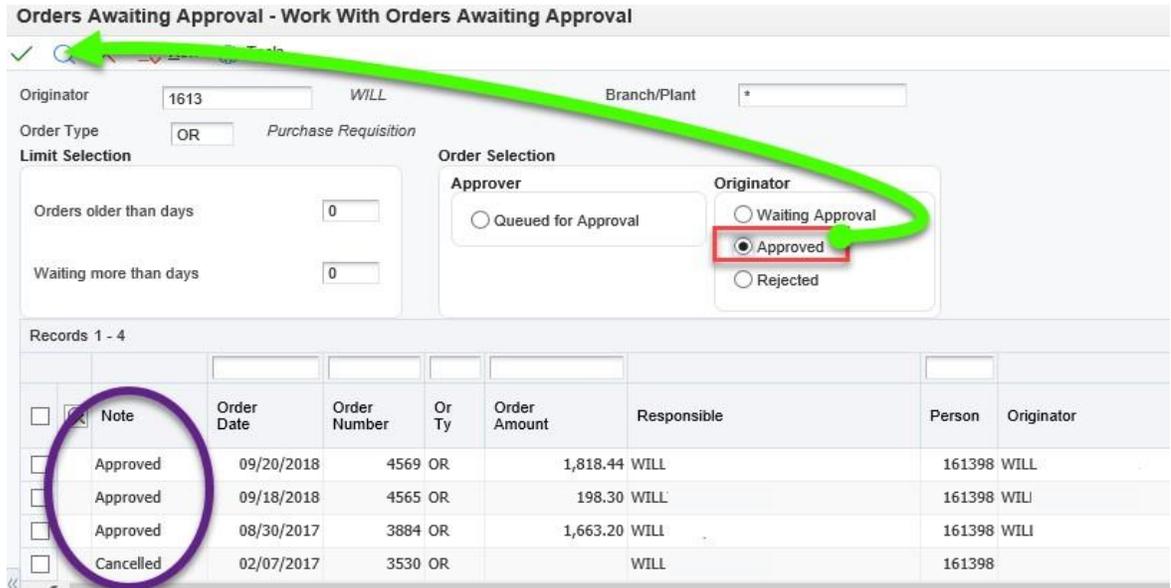
Rejected

Records 1 - 1

	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>	Approved	AC017	08/17/2018	4560	OR	186.38	HARV

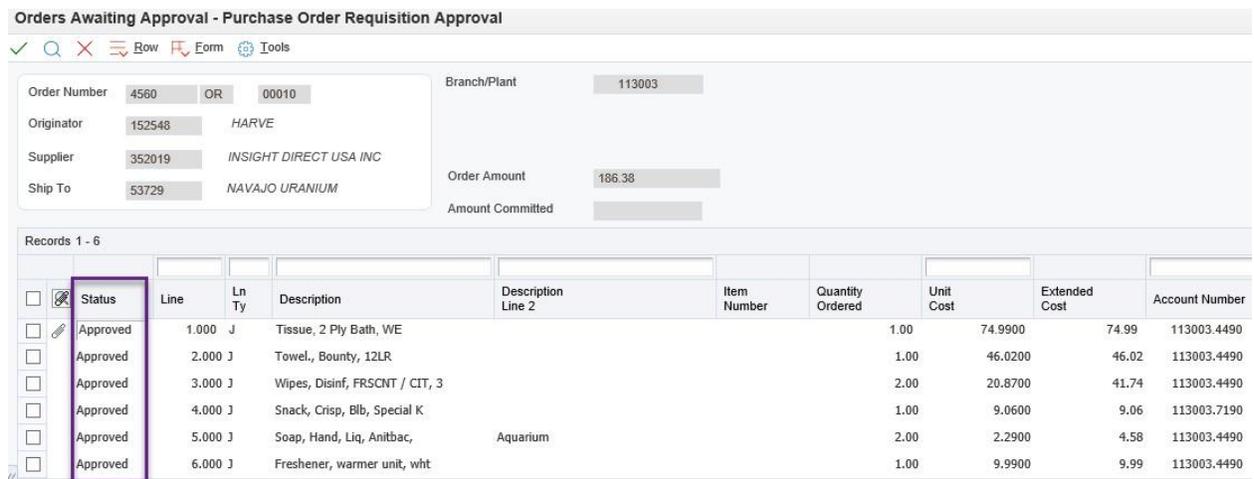
Function	Processes
To Approver Orders	<p>The <b>Note</b> field displays the status, this confirms the OR has been approved.</p> <ol style="list-style-type: none"> <li>Click the <b>Close</b> button.</li> </ol> <p>Note: The Requisitioner's name (person who enter the OR) will default in the <b>Responsible</b> field.</p>

### To View Approved Orders



Function	Processes
To Approver Orders - Approved	<ol style="list-style-type: none"> <li>1. Click the radio <b>Approved</b> button.</li> <li>2. Click the <b>Find</b> button.</li> </ol> <p>Note: The <b>Note</b> column displays the status of the OR. Approved orders are sometimes cancelled.</p>

### View of approved order at the detail line



Function	Processes
View Order Detail - Approved	<ol style="list-style-type: none"> <li>1. At the <b>Orders Awaiting Approval – Work With Awaiting Approval</b> form, click the <b>Approved</b> radio button.</li> <li>2. Enter the order requisition number in the <b>Order Number</b> on the QBE line.</li> <li>3. Click the <b>Find</b> button.</li> <li>4. <b>Select</b> the order from the grid.</li> <li>5. Click the <b>Row</b> exit.</li> <li>6. Select <b>Approval Review</b> from the row exit.</li> </ol> <p>Note: The Status Column will display Approved.</p> <ol style="list-style-type: none"> <li>7. Click the <b>Close</b> button to exit.</li> </ol>

### ***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.

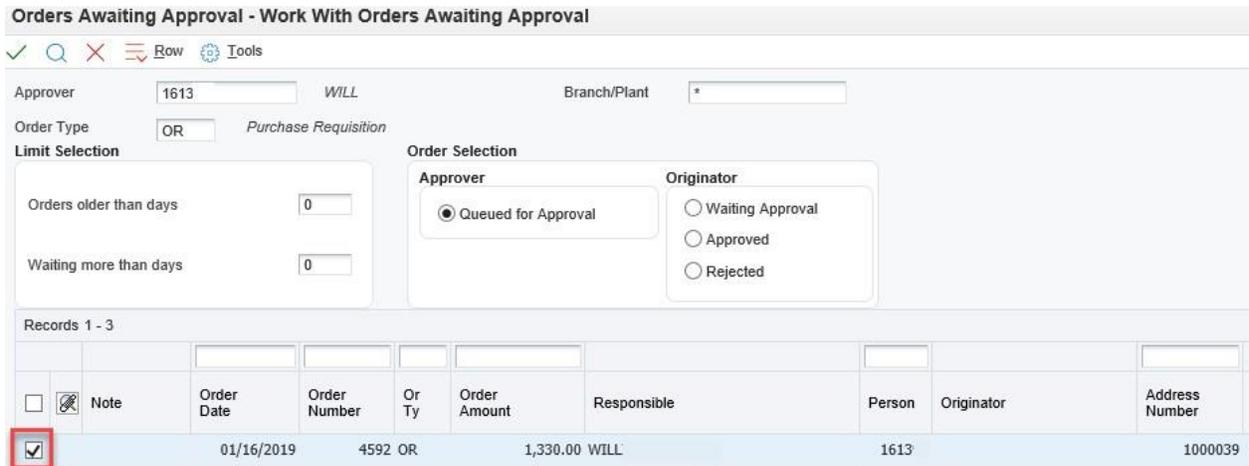
If you reject an order, the system sends a message to the originator of the order and allows no further processing of the order for the approver.

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

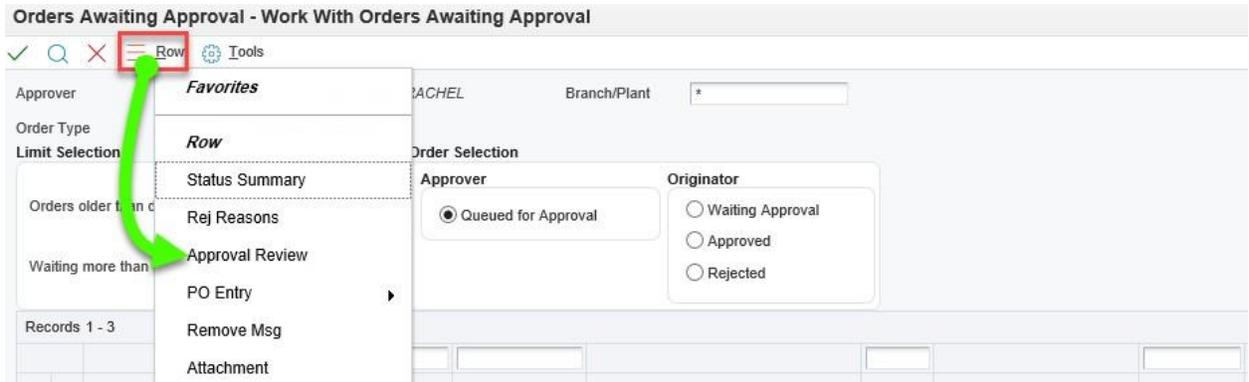
- If rejected requisitions are not canceled, it will remain open on the Programs 'Open Commitment Report' for that business unit.

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 <b>Work With Orders Awaiting Approval</b> form, <b>select</b> the order(s) in the grid to reject.



Function	Processes
Reject Order(s)	2. Click the <b>Row</b> exit.
	3. Select <b>Approval Review</b> from the row exit.

**Orders Awaiting Approval - Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row ⌵ Form ⚙ Tools

Order Number: 4592 OR 04526 Branch/Plant: K180738  
 Originator: 1000039  
 Supplier: 188101 PC PLACE II INC, THE  
 Ship To: 244271 CHINLE JUVENILE CORRECTIONS  
 Order Amount: 1,330.00  
 Amount Committed: 1,330.00

Records 1 - 3

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Status	Line	Ln Ty	Description	Description Line 2	Item Number	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1.000	J	IAP - 325 POE ACCESS POINT	JW327A - HP ARUBA INSTANT		1.00	1,150.0000	1,150.00	K180738.4230
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2.000	J	PD-9001GR PoE INJECTOR 30-WATT	JW629A - HP POWERDSINE ARUBA		1.00	145.0000	145.00	K180738.4230
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		3.000	J	BASIC FLAT SURFACE MOUNT KIT	RJ45 - ARUBA AP-220-NBT-W1		1.00	35.0000	35.00	K180738.4230

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

**Orders Awaiting Approval - Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row ⌵ Form ⚙ Tools

Order Number: 4592 OR 04526 Branch/Plant: K180738  
 Originator: 1000039  
 Supplier: 188101 PC PLACE II INC, THE  
 Ship To: 244271 CHINLE JUVENILE CORRECTIONS  
 Order Amount: 1,330.00  
 Amount Committed: 1,330.00

Records 1 - 3

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Status	Line	Ln Ty	Description	Description Line 2	Item Number	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1.000	J	IAP - 325 POE ACCESS POINT	JW327A - HP ARUBA INSTANT		1.00	1,150.0000	1,150.00	K180738.4230
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2.000	J	PD-9001GR PoE INJECTOR 30-WATT	JW629A - HP POWERDSINE ARUBA		1.00	145.0000	145.00	K180738.4230
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		3.000	J	BASIC FLAT SURFACE MOUNT KIT	RJ45 - ARUBA AP-220-NBT-W1		1.00	35.0000	35.00	K180738.4230

Function	Processes
Reject Order(s)	5. Click the <b>Row</b> exit. 6. Select <b>Reject</b> from the row exit.

### Approval - Rejection Reason

Orders Awaiting Approval - Approval/Rejection Reasons

✓ ✕ ⚙ Tools

Order Number: 4592 OR Remark:

Originator: 1000039

Supplier: 188101 PC PLACE II INC, THE

Ship To: 244271 CHINLE JUVENILE CORRECTIO... Order Gross Amt: 1,330.00

Line Number	Remark	Req Date	Qty	Unit Cost	Disc	Cost Cntr	Proj Code	Prod Grp	Cust Grp	Item Number	Request Date	Quantity Ordered	Unit Cost	Extended Cost	Description
1.000											01/16/2019	1.00	1,150.0000	1,150.00	IAP - 325 POE ACCESS POINT
2.000											01/16/2019	1.00	145.0000	145.00	PD-9001GR PoE INJECTOR 30-WATT
3.000											01/16/2019	1.00	35.0000	35.00	BASIC FLAT SURFACE MOUNT KIT
4.000											01/16/2019		.0000		POC: LENORA WALKER

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.

Orders Awaiting Approval - Approval/Rejection Reasons

✓ ✕ ⚙ Tools

Order Number: 4592 OR Remark:

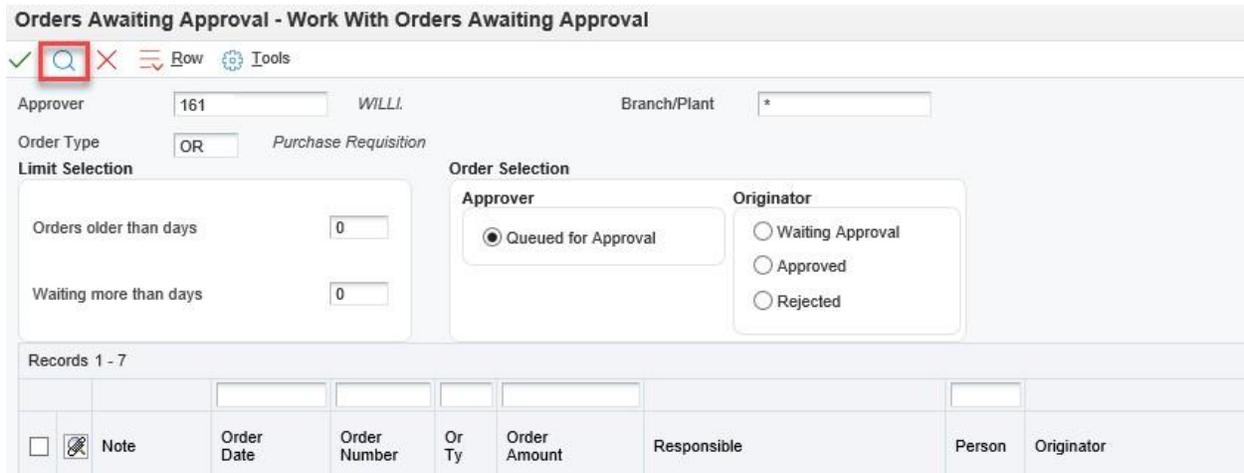
Originator: 1000039

Supplier: 188101 PC PLACE II INC, THE

Ship To: 244271 CHINLE JUVENILE CORRECTIO... Order Gross Amt: 1,330.00

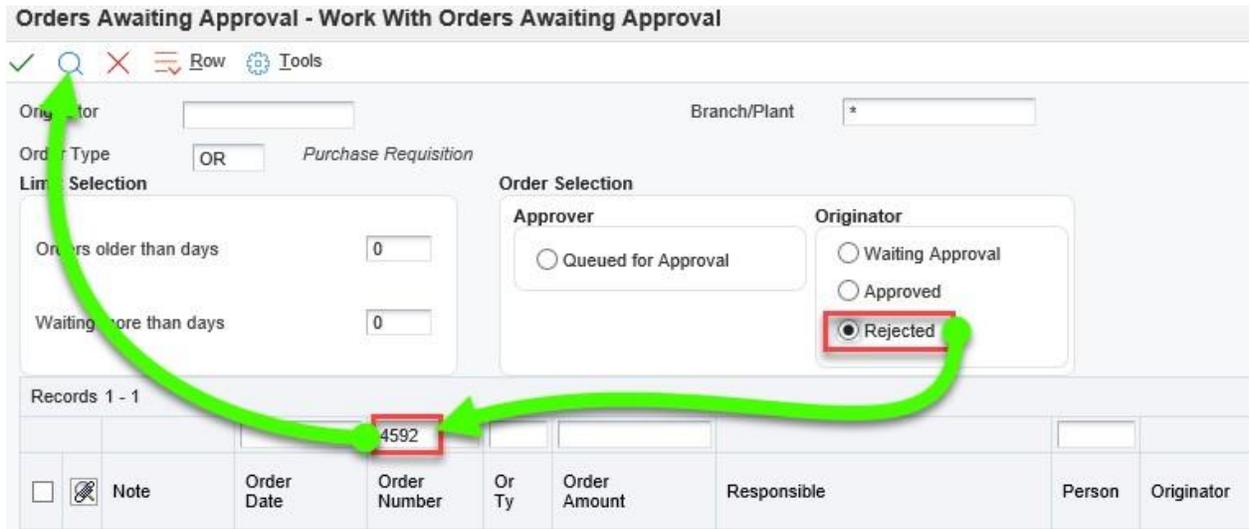
Line Number	Remark	Req Date	Qty	Unit Cost	Disc	Cost Cntr	Proj Code	Prod Grp	Cust Grp	Item Number	Request Date	Quantity Ordered	Unit Cost	Extended Cost	Description
1.000											01/16/2019	1.00	1,150.0000	1,150.00	IAP - 325 POE ACCESS POINT
2.000											01/16/2019	1.00	145.0000	145.00	PD-9001GR PoE INJECTOR 30-WATT
3.000											01/16/2019	1.00	35.0000	35.00	BASIC FLAT SURFACE MOUNT KIT
4.000											01/16/2019		.0000		POC: LENORA WALKER

Function	Processes
Reject Order(s)	<p>For training select one of the (8) category reject reasons in conjunction with entering a reject reason in the header.</p> <ol style="list-style-type: none"> <li>7. Click in the header <b>Remark</b> field and enter the rejection reason.</li> <li>8. Click in the <b>Req Date</b> column, on the first line number and enter an <b>X</b>.</li> <li>9. Click in the <b>Req Date</b> column, on the second line number and enter an <b>X</b>.</li> <li>10. Click in the <b>Req Date</b> column, on the third line number and enter an <b>X</b>.</li> <li>11. Click in the <b>Req Date</b> column, on the fourth line number and enter an <b>X</b>.</li> <li>12. Click the <b>OK</b> button.</li> </ol>



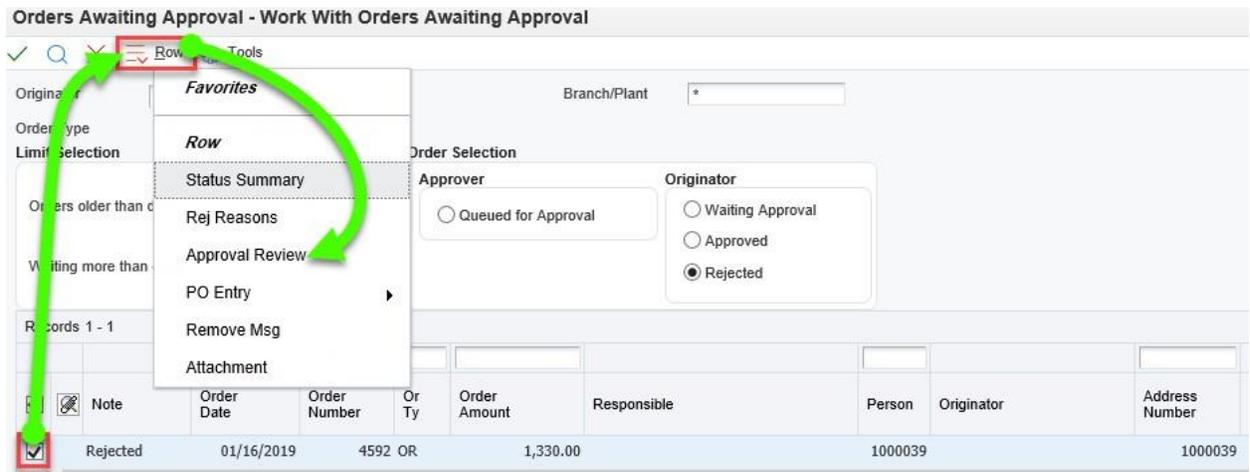
Function	Processes
To View Rejected Order	<ol style="list-style-type: none"> <li>13. At the <b>Work With Orders Awaiting Approval</b> form, click the <b>find</b> button.</li> </ol> <p>Note: The order number should <b>NO</b> longer be in the grid to approve.</p>

**To View Rejected Order**



Function	Processes
To View Rejected Order	<ol style="list-style-type: none"> <li>1. Click the radio button <b>Rejected</b>.</li> <li>2. Enter the OR# in the <b>Order Number</b> field.</li> <li>3. Click the <b>Find</b> button.</li> </ol>

**To view the reject reason**





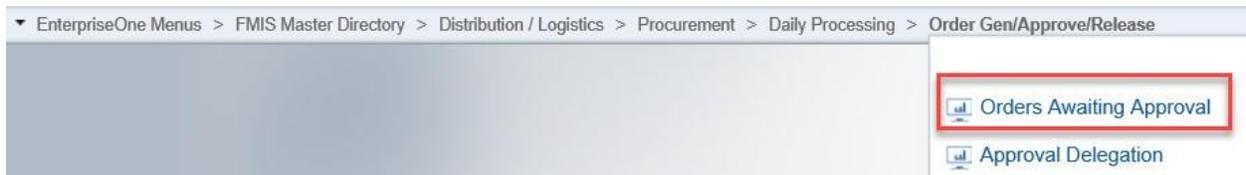
If you are a certified approver, and you have the authority to approve a higher dollar limit than the pending approver and the OR business unit is **General Fund**, you may approve.

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.

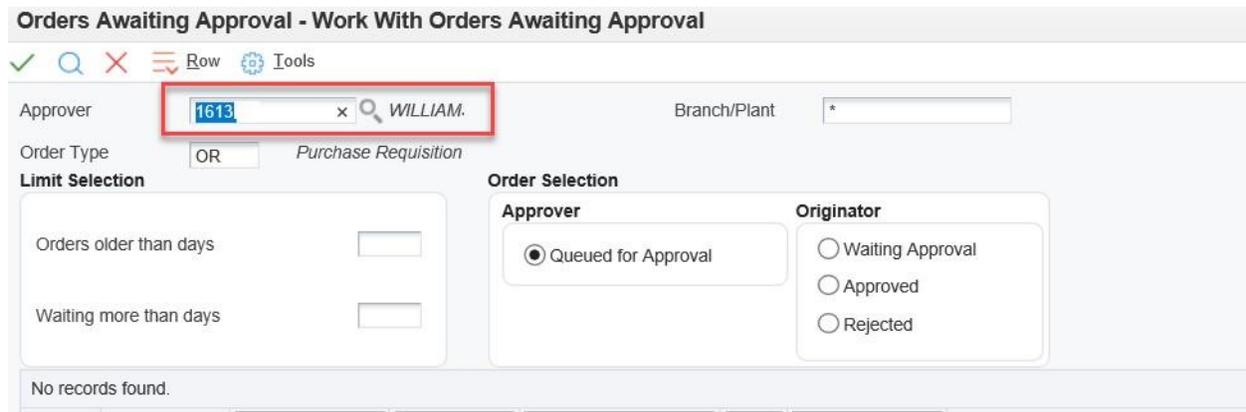
If the OR is an External Fund **DO NOT** use the bypass option to approve.

- 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 <b>Orders Awaiting Approval</b> from the <b>Order Gen/Approve/Release</b> menu.



Function	Processes
Bypass OR Approval	Note: The form always defaults to your user address book number in the <b>Approver</b> field. 2. Click the <b>Approver</b> field and remove your address book number.

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator:  Branch/Plant:

Order Type:  *Purchase Requisition*

**Limit Selection**

Orders older than days:

Waiting more than days:

**Order Selection**

**Approver**

Queued for Approval

**Waiting Approval**

Approved

Rejected

Records 1 - 1

	Note	Days Old	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input type="checkbox"/>	<input type="checkbox"/>			9683			

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

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator  Branch/Plant

Order Type  *Purchase Requisition*

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

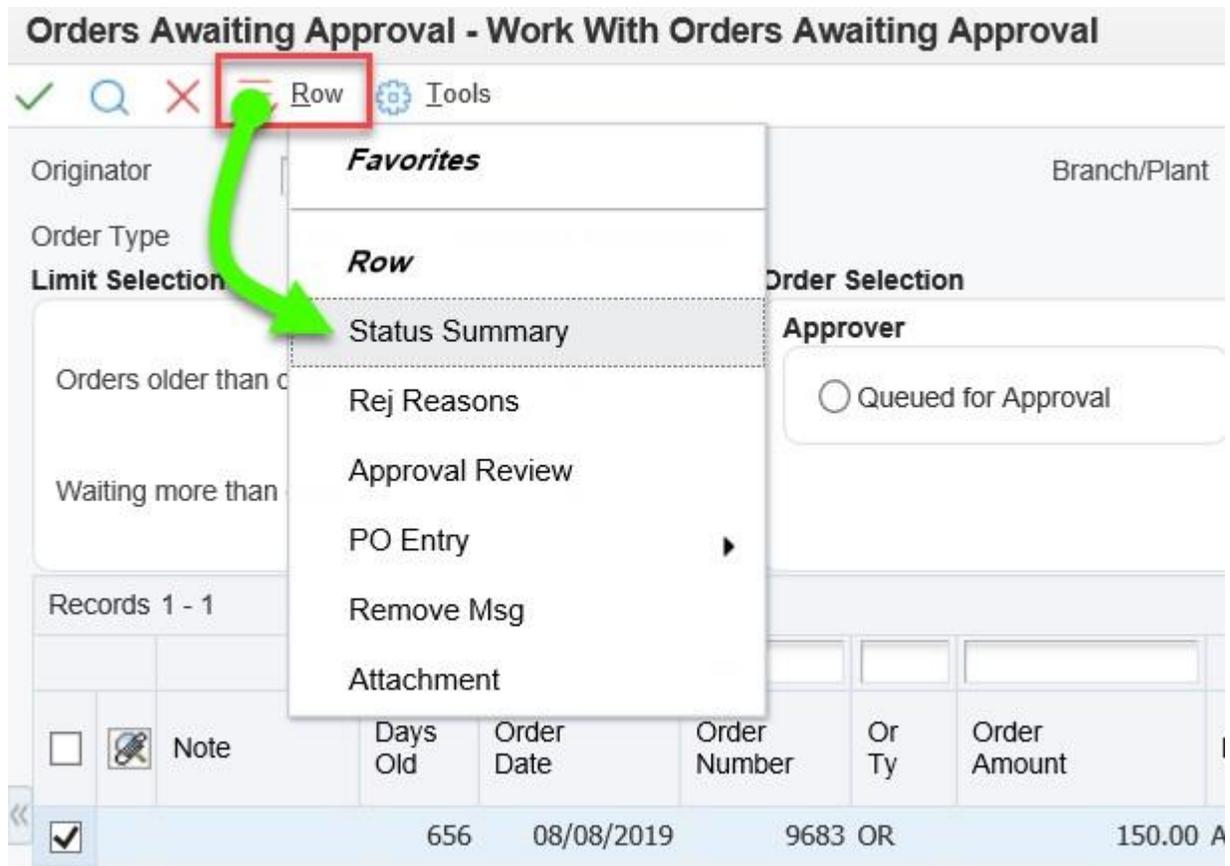
Approved

Rejected

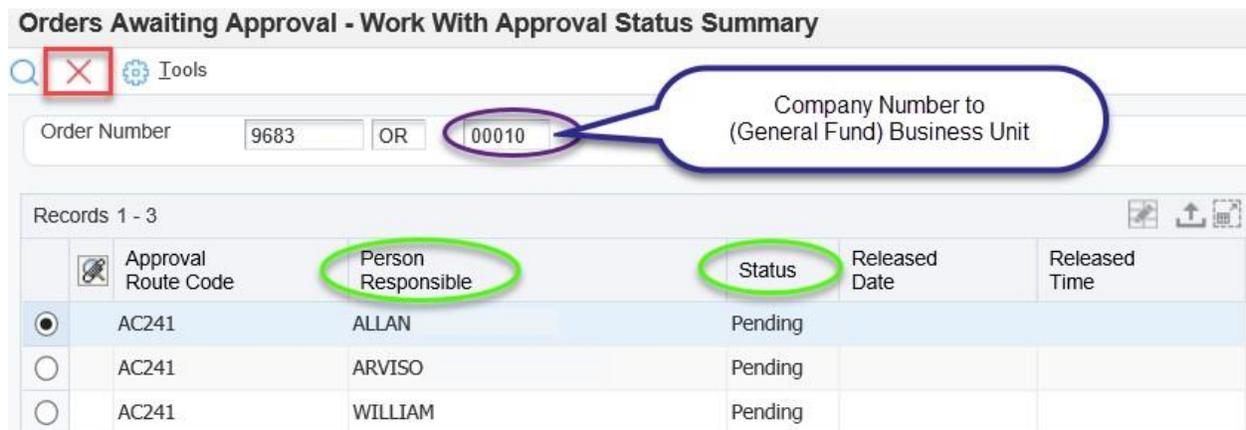
Records 1 - 1

<input type="checkbox"/>	<input type="checkbox"/>	Note	Days Old	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>			656	08/08/2019	9683	OR	150.00	ALLAN

Function	Processes
Bypass OR Approval	<p>The <b>Responsible</b> field displays the pending approver.</p> <p>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.</p> <p>6. Select <b>row:1</b> in the grid to view other approvers.</p>



Function	Processes
Bypass OR Approval	7. Click the <b>Row</b> exit. 8. Select <b>Status Summary</b> 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.

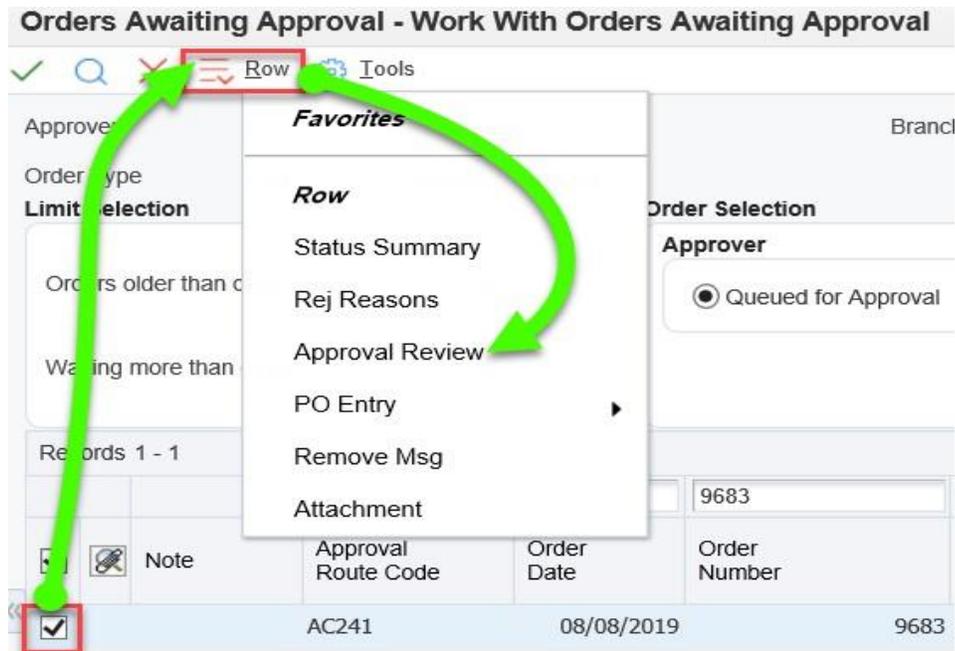
- The example above *William* is the final approver, *William* can use the bypass approval option.
- If Arviso has the same dollar limit as Allan and William per programs EASF then, Arviso can be the final approver.

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 displayed 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 <b>Close</b> button.



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

**Orders Awaiting Approval - Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row **Form** ⚙️ Tools

Order Number 9683 OR 00010 Branch/Plant 115018

Originator 135661 JOHNSON, KIMBERLY G.

Supplier 361069 CLAW, DARREN WESLEY Order Amount 150.00

Ship To 53778 AGRICULTURE DEPARTMENT Amount Committed 150.00

Records 1 - 1

<input type="checkbox"/>	<input type="checkbox"/>	Status	Line	Ln Ty	Description	Description Line 2	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>		1.000	J	Equine Reward Program	2 Stallions, 1 Yearling	3.00	50.0000	150.00	115018.6921

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

**Orders Awaiting Approval - Purchase Order Requisition Approval**

✓ 🔍 ✕ ⌵ Row **Form** ⚙️ Tools

Order Number 9683

Originator 135661

Supplier 361069

Ship To 53778

Records 1 - 1

**Favorites**

- Form
- Approve**
- Rej Reasons
- Status Summary
- PO Entry
- Budget
- PO Inquiry

Branch/Plant

Order Amount

Amount Com

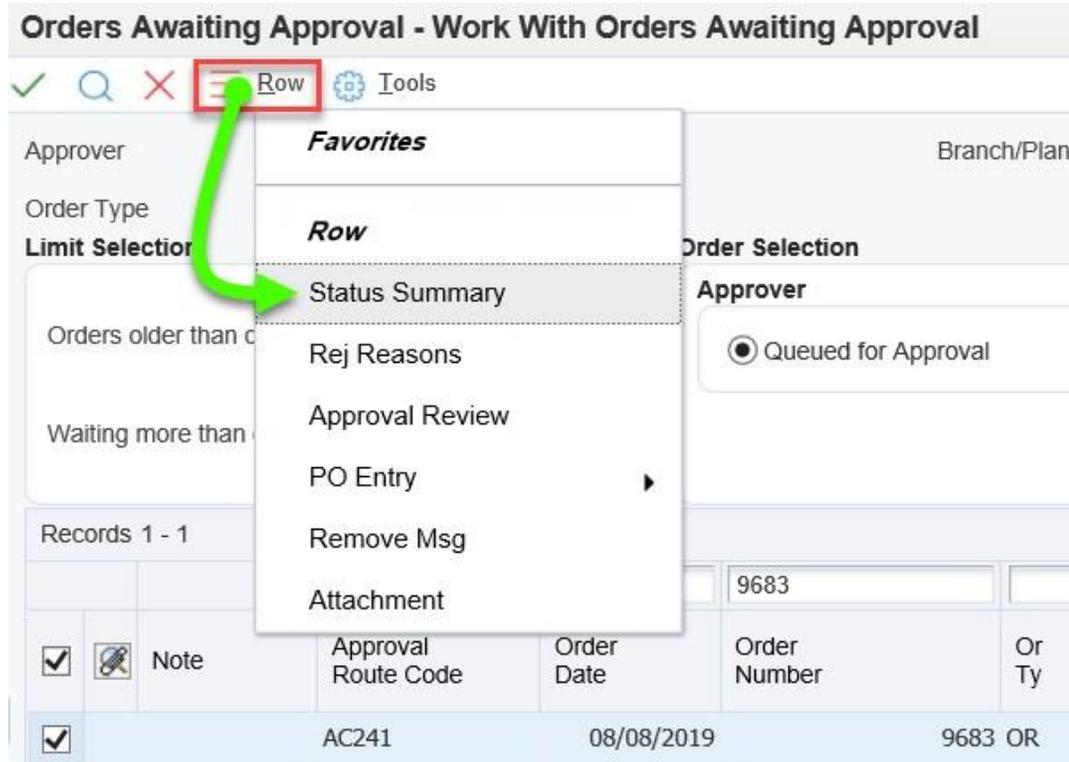
Status

Line

Description Line 2

Function	Processes
Bypass OR Approval	13. Click the <b>Approve</b> button from the form exit.

**To View Bypass Approval**



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

**Orders Awaiting Approval - Work With Approval Status Summary**

OR

Records 1 - 3

	Approval Route Code	Person Responsible	Status	Released Date	Released Time
<input checked="" type="radio"/>	AC241	ALLAN	Bypassed	05/26/2021	121659
<input type="radio"/>	AC241	ARVISO	Bypassed	05/26/2021	121700
<input type="radio"/>	AC241	WILLIAM	Approved	05/26/2021	121703

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

**To View Approval Bypass Option**

**Orders Awaiting Approval - Work With Orders Awaiting Approval**

Row  Tools

Originator  Branch/Plant

Order Type  Purchase Requisition

**Limit Selection**

Orders older than days

Waiting more than days

**Order Selection**

**Approver**

Queued for Approval

**Originator**

Waiting Approval

Approved

Rejected

Records 1 - 1

	Note	Approval Route Code	Order Date	Order Number	Or Ty	Order Amount	Responsible
<input checked="" type="checkbox"/>	Approved	AC241	08/08/2019	9683	OR	150.00	JOHNSO

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

**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.

<b>Via Menus</b>	Distribution / Logistics → Procurement → Daily Processing → Purchase Order Processing → Enter Receipts by PO
------------------	--



Function	Processes
Enter Receipts by PO	1. Select <b>Enter Receipts by PO</b> from the <b>Purchase Order Processing</b> 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 <b>Find</b> . You can also use a combination of these fields to facilitate a more accurate <b>Find</b> . 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 <b>Find</b> 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**

Enter Receipts by PO - Work With Purchase Orders to Receive

✓ 🔍 Row Form Tools

Order Number  OP \*

Item Number \*

Account Number \*

Receipt Document

Previous Batch

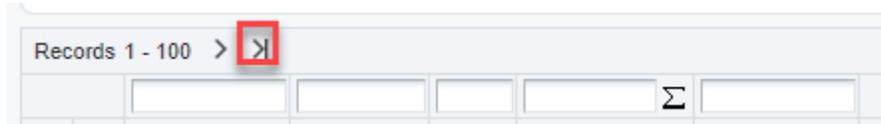
Branch/Plant \*

Display Supplier Item

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



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



Function	Processes and Results
Enter Receipts by PO	<p>6. Click the <b>Go To End</b> button, to view all your purchase order lines (if applicable).</p>

Enter Receipts by PO - Purchase Order Receipts

✓ ✕ Form Row Tools

**Receipt**

Order Number: 368775 OP 00010 G/L Date: 01/17/2019  
 Supplier: 203968 SAINTSBURY CONSULTING INC Receipt Date: 12/31/2018  
 Batch Number: 1074725 Receipt Document:

Records 1 - 5

<input type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input type="checkbox"/>	1.000	ACTI B61 5MP indoor zoom	EA	7.00	525.0000	3,675.00	118022	
<input type="checkbox"/>		2.000	QNAP TS-853A (8GB)	EA	1.00	999.0000	999.00	118022	
<input type="checkbox"/>		3.000	BarracWE Red Pro 8TB 3.5 inch	EA	8.00	285.0000	2,280.00	118022	
<input type="checkbox"/>		4.000	Shipping	EA		75.0000	75.00	118022	
<input type="checkbox"/>		5.000	Installation	EA	1.00	680.0000	680.00	118022	

Function	Processes and Results
Enter Receipts by PO (Full Amount)	<p>7. Click in the <b>Rec Opt</b> field, the visual assist will populate.</p> <p>8. Click on the <b>visual assist</b> button, to view the user define codes, a list of receiving codes.</p>

**Select User Define Code** ? [ ] X

✓ 🔍 ✕ 🏠 Form ⚙️ Tools

Product Code: 43 Procurement

User Defined Codes: PR Receiving Options for PO Line

Description:

Records 1 - 6

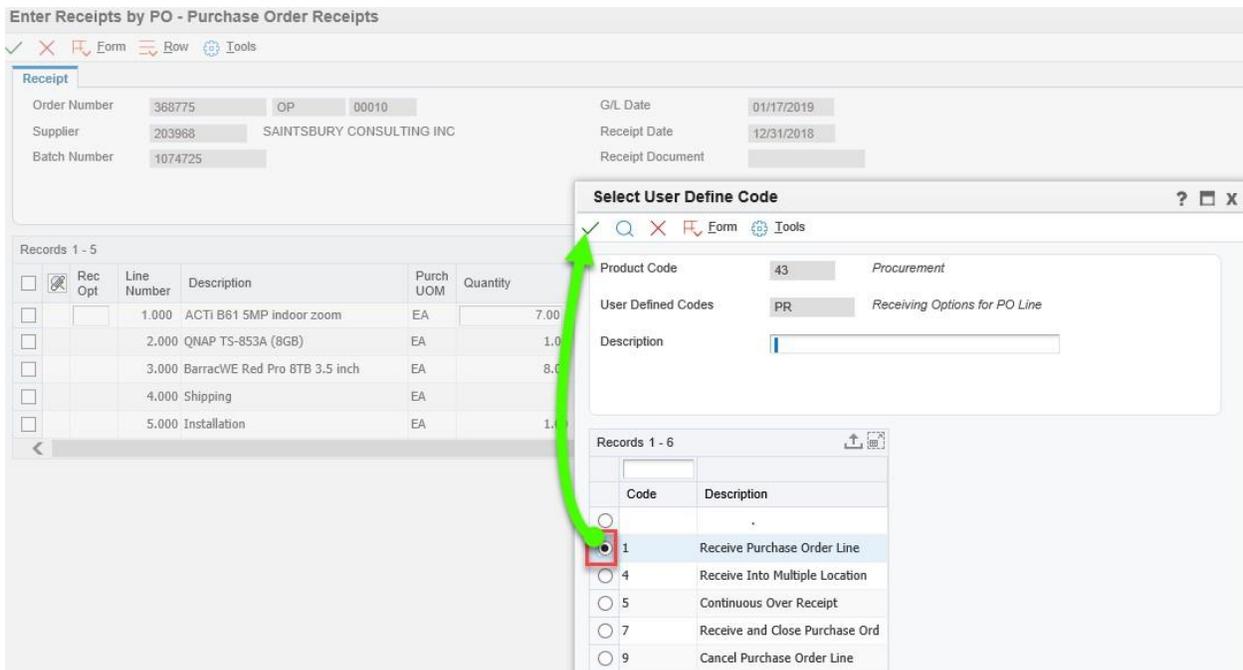
Code	Description
<input checked="" type="radio"/>	.
<input type="radio"/> 1	Receive Purchase Order Line
<input type="radio"/> 4	Receive Into Multiple Location
<input type="radio"/> 5	Continuous Over Receipt
<input type="radio"/> 7	Receive and Close Purchase Ord
<input type="radio"/> 9	Cancel Purchase Order Line

**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**

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



Function	Processes and Results
Enter Receipts by PO (Full Amount)	<p>When selecting a receipt code, it must correspond with the original Invoice.</p> <p>9. At the <b>Select User Defined Code</b> form, select option code '1', to receive the full amount for line number (1).</p> <p>10. Click the <b>OK</b> button.</p>

**Enter Receipts by PO - Purchase Order Receipts**

✓ ✕ Form Row Tools

**Receipt**

Order Number: 368775 OP 00010 G/L Date: 01/17/2019  
 Supplier: 203968 SAINTSBURY CONSULTING INC Receipt Date: 12/31/2018  
 Batch Number: 1074725 Receipt Document:

Records 1 - 5

Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
	1	1.000 ACTI B61 5MP indoor zoom	EA	7.00	525.0000	3,675.00	118022	
1	2	2.000 QNAP TS-853A (8GB)	EA	1.00	999.0000	999.00	118022	
1	3	3.000 BarracWE Red Pro 8TB 3.5 inch	EA	8.00	285.0000	2,280.00	118022	
1	4	4.000 Shipping	EA		75.0000	75.00	118022	
1	5	5.000 Installation	EA	1.00	680.0000	680.00	118022	

Function	Processes and Results
Enter Receipts by PO (Full Amount)	<p>11. Click in the <b>Rec Opt</b> field for the next line number in the grid.</p> <p>12. Enter a '1' in the <b>Rec Opt</b> field to receive the full amount.</p> <p>Note: Select a receiving code for each line number you are processing per the invoice.</p>

**Enter Receipts by PO - Purchase Order Receipts**

Form  Row  Tools

**Receipt**  
 Order Number: 368775    OP: 00010    G/L Date: 01/17/2019  
 Supplier: 203968    SAINTSBURY CONSULTING INC    Receipt Date: 12/31/2018  
 Batch Number: 1074725    Receipt Document:

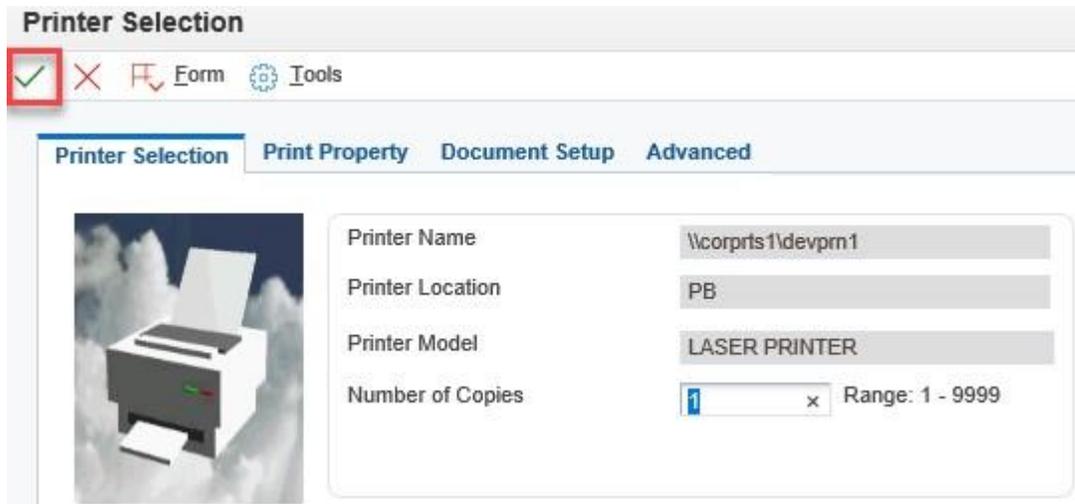
Records 1 - 5

<input type="checkbox"/>	<input type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>		1	1.000	ACTI B61 5MP indoor zoom	EA	7.00	525.0000	3,675.00	11802	11719-1
<input type="checkbox"/>		1	2.000	QNAP TS-853A (8GB)	EA	1.00	999.0000	999.00	11802	11719-1
<input type="checkbox"/>		1	3.000	BarracWE Red Pro 8TB 3.5 inch	EA	8.00	285.0000	2,280.00	11802	11719-1
<input type="checkbox"/>		1	4.000	Shipping	EA		75.0000	75.00	11802	11719-1
<input type="checkbox"/>		1	5.000	Installation	EA	1.00	680.0000	680.00	118022	11719-1

Function	Processes and Results
Enter Receipts by PO (Full Amount)	13. Click in the <b>Lot Description</b> field. 14. Enter the <b>Invoice Number</b> , repeat the process for all line(s) being received. 15. Click the <b>OK</b> button.  Note: If you have different invoice numbers for (1) purchase order, you <b>must</b> process the receipts separately.



Function	Processes and Results
Enter Receipts by PO (Full Amount)	<p>At the <b>Work With Purchase Orders to Receive</b> form the system assigned Receipt Document 497957 and Previous Batch 1074725 numbers, the receipt information will be processed to the Accounts Payable module.</p> <p>16. Record the <b>Supplier AB#</b> on the original invoice. (Example: AB# 203968).</p> <p>17. Record the <b>Order Co</b> on the original invoice (Example: CO# 10).</p> <p>18. Record your <b>Initial</b> and <b>date</b> the original invoice.</p> <p>19. Click the <b>Close</b> button.</p>



Function	Processes and Results
Enter Receipts by PO (Full Amount)	<p>20. At the <b>Printer Selection</b> form, click the <b>OK</b> button.</p> <p>Note: This closes the <b>Enter Receipts by PO</b> form, if you have more invoices to process, you must reopen the <i>Enter Receipts by PO</i> form and repeat the steps.</p>

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.

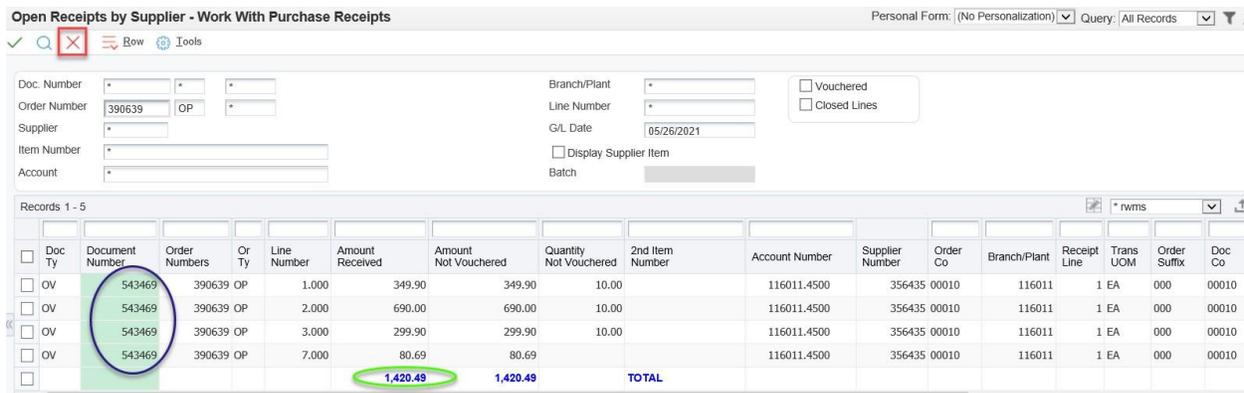
**To Verify the Receipt Process**



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 <b>Order Number</b> field. 3. Click the <b>Find</b> button.



Function	Processes and Results
Verify Receipt Process	<p>The <b>Amount Received</b> total field (<b>blue totals</b>) must match your original total invoice.</p> <p>The <b>Document Number</b> field displays (1) document number (543469) for all the line numbers, this indicates there was only (1) invoice totaling 1,420.49.</p> <p>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.</p> <p>4. Click the <b>Close</b> button to exit.</p> <p>Note: If they do not match <b>DO NOT</b> submit invoice to Accounts Payable for payment, it will be return which delays vendor payment. Use the <b>reverse</b> process to fix the receipt.</p>

**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	<ol style="list-style-type: none"> <li>1. Enter the purchase order in the <b>Order Number</b> field.</li> <li>2. Click the <b>Find</b> button.</li> </ol>



Function	Processes and Results
Enter Partial Receipt - Quantity	5. Click the <b>Go To End</b> button, to view all your purchase order lines (if applicable).

**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

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

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

Function	Processes
Enter Partial Receipt - Quantity	<p>6. Click in the <b>Rec Opt</b> field, enter a '1'.</p> <p>7. Click in the <b>Quantity</b> field, change the quantity to reflect half of the original quantity ordered (Example 20 to 10).</p> <p>Note: Repeat steps 2 – 6.</p>

**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

<input type="checkbox"/>	<input type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	1.000	Nike Men's Metcon 4	EA	10.00	90.0000	900.00	K180532	12819
<input type="checkbox"/>	<input type="checkbox"/>	1	2.000	Nike W Metcon 4	EA	20.00	90.0000	1,800.00	K180532	12819
<input type="checkbox"/>	<input type="checkbox"/>	1	3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	12819
<input type="checkbox"/>	<input type="checkbox"/>	1	4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	12819
<input type="checkbox"/>	<input type="checkbox"/>	1	5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	12819
<input type="checkbox"/>	<input type="checkbox"/>	1	6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	12819

Function	Processes
Enter Partial Receipt - Quantity	<p>8. Click in the <b>Lot Description</b> field, enter the supplier's <b>invoice number</b>.</p> <p>Note: Repeat process for rows 2 – 6.</p> <p>9. Click the <b>OK</b> button.</p> <p>10. Follow steps 15 through 18 page 133.</p> <p>Note: Always verify your receipt process using <b>Open Receipts by Supplier</b>.</p>

### Partial Receipt with Discount

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

**Enter Receipts by PO - Work With Purchase Orders to Receive**

✓ 🔍 ⌂ ⌂ Row Form Tools

Order Number:  OP \* Branch/Plant:

Item Number:

Account Number:   Display Supplier Item

Receipt Document:

Previous Batch:

Function	Processes
Enter Partial Receipt – Quantity/Discount	<ol style="list-style-type: none"> <li>1. Enter the purchase order number in the <b>Order Number</b> field.</li> <li>2. Click the <b>Find</b> button.</li> </ol>

**Enter Receipts by PO - Work With Purchase Orders to Receive**

✓ 🔍 ✕ ⌂ ⌂ Row Form Tools

Order Number:  OP \* Branch/Plant:

Item Number:

Account Number:   Display Supplier Item

Receipt Document:

Previous Batch:

Records 1 - 6

	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	<ol style="list-style-type: none"> <li>3. Click the <b>Select</b> button.</li> </ol>

**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: 01/28/2019 x  
 Batch Number: 1074734      Receipt Document:

Records 1 - 6

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>		1.000	Nike Men's Metcon 4	EA	10.00	90.0000	900.00	K180532	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		2.000	Nike W Metcon 4	EA	20.00	90.0000	1,800.00	K180532	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	

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

Records 1 - 100 >

Σ

Function	Processes and Results
Enter Partial Receipt – Quantity/Discount	5. Click the <b>Go To End</b> button, to view all your purchase order lines (if applicable).

**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: 01/28/2019  
 Batch Number: 1074734 Receipt Document:

Records 1 - 6

<input type="checkbox"/>	<input type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input type="checkbox"/>		1.000	Nike Men's Metcon 4	EA	10.00	90.0000	900.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		2.000	Nike W Metcon 4	EA	20.00	90.0000	1,800.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	

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.

**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: 01/28/2019  
 Batch Number: 1074734 Receipt Document:

Records 1 - 6

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	1.000	Nike Men's Metcon 4	EA	5.00	80.0000	400.00	K180532	282019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	2.000	Nike W Metcon 4	EA	10.00	80.0000	800.00	K180532	282019
<input type="checkbox"/>	<input type="checkbox"/>		3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	



**Enter Receipts by PO - Work With Purchase Orders to Receive**

✓ 🔍 ⏪ ⏩ Row Form Tools

Order Number:  OP \* Branch/Plant:

Item Number:

Account Number:   Display Supplier Item

Receipt Document:

Previous Batch:

Function	Processes
Enter Partial Receipt - Close	<ol style="list-style-type: none"> <li>1. Enter the purchase order number in the <b>Order Number</b> field.</li> <li>2. Click the <b>Find</b> button.</li> </ol>

**Enter Receipts by PO - Work With Purchase Orders to Receive**

✓ 🔍 ✕ ⏪ ⏩ Row Form Tools

Order Number:  OP \* Branch/Plant:

Item Number:

Account Number:   Display Supplier Item

Receipt Document:

Previous Batch:

Records 1 - 6

	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
<input checked="" type="radio"/>	368712	OP	04229	000	1.000		178524	5.00	EA	450.00	212895		Nike Men's Metcon 4	K180532.4470
<input type="radio"/>	368712	OP	04229	000	2.000		178524	10.00	EA	900.00	212895		Nike W Metcon 4	K180532.4470
<input type="radio"/>	368712	OP	04229	000	3.000		178524	10.00	EA	750.00	212895		Port Authority Jkt - J321	K180532.4470
<input type="radio"/>	368712	OP	04229	000	4.000		178524	20.00	EA	1,500.00	212895		Port Authority W Jkt - L321	K180532.4470
<input type="radio"/>	368712	OP	04229	000	5.000		178524	30.00	EA	22.50	212895		Shipping (apparel)	K180532.4470
<input type="radio"/>	368712	OP	04229	000	6.000		178524	30.00	EA	52.50	212895		Shipping (shoes)	K180532.4470

Function	Processes
Enter Partial Receipt - Close	<ol style="list-style-type: none"> <li>3. Click the <b>Select</b> button.</li> </ol>

Enter Receipts by PO - Purchase Order Receipts

✓ ✕ ⌵ Form ⌵ Row ⚙ Tools

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

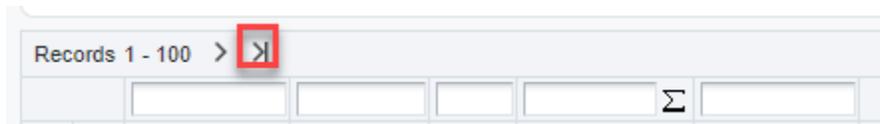
Records 1 - 6

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

Function	Processes
Enter Partial Receipt - Close	4. Click in the <b>Receipt Date</b> field, enter the <b>physical date</b> 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).



Function	Processes and Results
Enter Partial Receipt - Close	5. Click the <b>Go To End</b> button, to view all your purchase order lines (if applicable).

**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: 01/24/2019  
 Batch Number: 1074735 Receipt Document:

Records 1 - 6

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

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

**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: 01/24/2019  
 Batch Number: 1074735 Receipt Document:

Records 1 - 6

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





**Enter Receipts by PO - Purchase Order Receipts**

✓ ✕ ⌵ Form ⌵ Row ⚙ Tools

**Receipt**

Order Number: 368712 OP 04229 G/L Date: 01/29/2019  
 Supplier: 178524 EASTBAY TEAM SALES Receipt Date: 01/23/2019  
 Batch Number: 1074737 Receipt Document:

Records 1 - 5

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

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

**Enter Receipts by PO - Purchase Order Receipts**

✓ ✕ ⌵ Form ⌵ Row ⚙ Tools

**Receipt**

Order Number: 368712 OP 04229 G/L Date: 01/29/2019  
 Supplier: 178524 EASTBAY TEAM SALES Receipt Date: 01/23/2019  
 Batch Number: 1074737 Receipt Document:

Records 1 - 5

<input type="checkbox"/>	<input type="checkbox"/>	Rec Opt	Line Number	Description	Purch UOM	Quantity	Unit Cost	Amount	Branch/Plant	Lot Description
<input type="checkbox"/>	<input type="checkbox"/>	9	2.000	Nike W Metcon 4	EA	10.00	90.0000	900.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>	9	3.000	Port Authority Jkt - J321	EA	10.00	75.0000	750.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		4.000	Port Authority W Jkt - L321	EA	20.00	75.0000	1,500.00	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		5.000	Shipping (apparel)	EA	30.00	.7500	22.50	K180532	
<input type="checkbox"/>	<input type="checkbox"/>		6.000	Shipping (shoes)	EA	30.00	1.7500	52.50	K180532	

Function	Processes
Enter Receipt – Cancel	<p>To receive <b>NO</b> goods/service for purchase order and close the purchase order. Use Rec Opt (Receipt Option) '9'.</p> <p>6. Click in the <b>Rec Opt</b> field, enter a '9' for the selected line numbers.</p> <p>Note: Repeat process for line number 3.</p> <p>7. Click the <b>OK</b> button.</p>

**Enter Receipts by PO - Work With Purchase Orders to Receive**

✓    Row  Form  Tools

Order Number: 368712 OP \* Branch/Plant: \*  
 Item Number: \*  
 Account Number: \*  Display Supplier Item  
 Receipt Document:   
 Previous Batch: 1074737

Records 1 - 5

	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
<input checked="" type="radio"/>	368712	OP	04229	000	2.000		178524	10.00	EA	900.00	212895		Nike W Metcon 4
<input type="radio"/>	368712	OP	04229	000	3.000		178524	10.00	EA	750.00	212895		Port Authority Jkt - J321
<input type="radio"/>	368712	OP	04229	000	4.000		178524	20.00	EA	1,500.00	212895		Port Authority W Jkt - L321
<input type="radio"/>	368712	OP	04229	000	5.000		178524	30.00	EA	22.50	212895		Shipping (apparel)
<input type="radio"/>	368712	OP	04229	000	6.000		178524	30.00	EA	52.50	212895		Shipping (shoes)

Function	Processes
Enter Receipt – Cancel	8. At the <b>Work With Purchase Orders to Receive</b> form, click the <b>Close</b> button.

**Printer Selection**

✓    Form  Tools

**Printer Selection** | Print Property | Document Setup | Advanced



Printer Name: \\WNOOCPRINT\OOC-Dell5310n

Printer Location: ACCTS PAYABLE

Printer Model: LASER PRINTER

Number of Copies:  x Range: 1 - 9999

Function	Processes
Enter Receipt – Cancel	9. At the <b>Printer Selection</b> form, click the <b>OK</b> button.  Note: You are done! you do not have to submit any paperwork to the Accounts Payable or Purchasing departments.

### Cover Sheet – Receipt(s) Processed

#### ACCOUNTS PAYABLE – 6B PROCESSING COVER SHEET FOR RECEIVING AND 3-WAY VOUCHER MATCH

DATE:

TO: AP CHECK WRITER/6B PERSONNEL  
ACCOUNTS PAYABLE SECTION/OOC  
[apdocuments@nnooc.org](mailto:apdocuments@nnooc.org)  
(928) 810-8539

FROM:

DEPT NAME & NUMBER	Employee Name	Phone #	Email Address
<input type="checkbox"/> 6B Receiving	<input type="checkbox"/> 6B Voucher: <input type="text"/>		
			USERNAME

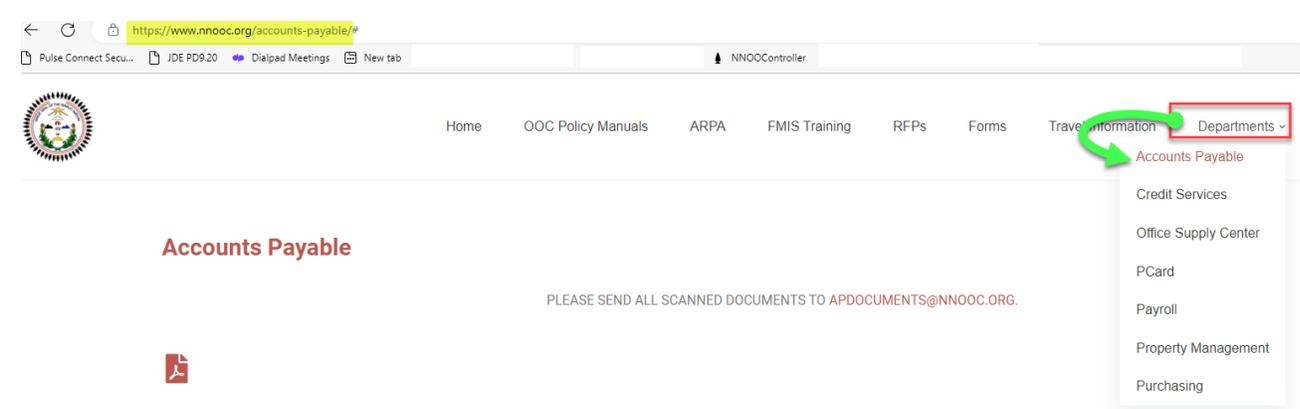
REQUIRED INFORMATION ON THE INVOICE WHEN SUBMITTING FOR 6B RECEIVING AND 3-WAY VOUCHER MATCH:

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| <b>6B Receiving</b>                   | <b>6B 3-way Voucher Matching</b> |
| a. Purchase Order (OP) number         | a. Batch Number                  |
| b. Supplier/Address Book number (AB#) | b. Document Number               |
| c. Company Number (CO#)               | c. Name and Date                 |

IMPORTANT TO PLEASE CHECK THE FOLLOWING PRIOR TO SUBMISSION:

1. Receiving Quantity, Invoice Qty & Amounts, and PO Qty & Amounts must all EQUAL for the 3-way voucher matching process
2. The remit to address on the invoice MUST match the address listed for the vendor's Address Book number (AB#) in FMIS.

FOR 6B VOUCHER MATCH AND/OR RECEIVING, ONLY THE INVOICE IS REQUIRED AS PART OF THE SUBMISSION ALONG WITH THIS COVER SHEET. COPIES OF PURCHASE ORDER (PO), PURCHASING RECEIVING RECORDS ARE NOT REQUIRED AS PART OF THE SUBMITTAL.



Form is located <https://www.nnooc.org/accounts-payable/>

- Cover sheet for invoices that need to be submitted to the Accounts Payable department.

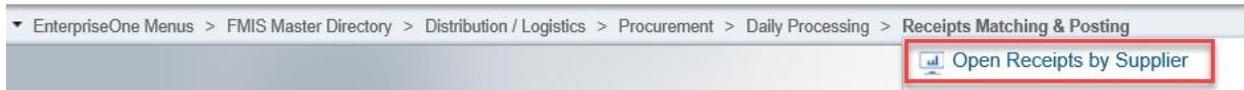
### Receipt Reverse

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

<b>Via Menus</b>	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 <b>Open Receipts by Supplier</b> from the <b>Receipts Matching &amp; Posting</b> menu.

### Find the Receipt to Reverse



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	<p>At the <b>Work With Purchase Receipts</b> form.</p> <ol style="list-style-type: none"> <li>Enter the <b>Order Number</b> or enough information in other fields to find the receipt you need to reverse.</li> <li>Click the <b>Find</b> button.</li> </ol>

**Open Receipts by Supplier - Work With Purchase Receipts**

✓ 🔍 ✕ ⌵ ⚙️ Row Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number 368759 OP \* Line Number \*  Closed Lines  
 Supplier \* G/L Date 01/17/2019  
 Item Number \*  Display Supplier Item  
 Account \* Batch

Records 1 - 3

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
<input type="checkbox"/>	OV	368759	OP	04084	04084	1.000	3,000.00	3,000.00		K147010.4420	357695	497958
<input type="checkbox"/>	OV	368759	OP	04084	04084	2.000	3,000.00	3,000.00		K147010.4420	357695	497958
							6,000.00	6,000.00	TOTAL			

JD Edwards 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'.

**Open Receipts by Supplier - Work With Purchase Receipts**

✓ 🔍 ✕ ⌵ ⚙️ Row Tools

Doc. Number \* \* \* Branch/Plant \*  Vouchered  
 Order Number 378270 OP \* Line Number \*  Closed Lines  
 Supplier \* G/L Date 01/17/2019  
 Item Number \*  Display Supplier Item  
 Account \* Batch

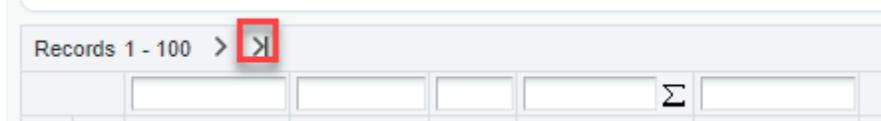
Records 1 - 1

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
									TOTAL			

- If the **Amount Not Vouchered** field is **blank** (no amount):
  - The accounts payable 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
Change / Reverse to existing Purchase Order Receipts (OP).	4. Click in the <b>Receipt Date</b> field, <b>current date</b> defaults, retain current date.

**Open Receipts by Supplier - Work With Purchase Receipts**

✓ 🔍 ✕ Row ⚙️ Tools

**Doc. Number** 368

**Order Number** \*

**Supplier** \*

**Item Number** \*

**Account** \*

**Branch/Plant** \*

**Line Number** \*

**G/L Date** 01/17/2019

Display Supplier Item

**Batch**

Vouchered

Closed Lines

Records 1 -

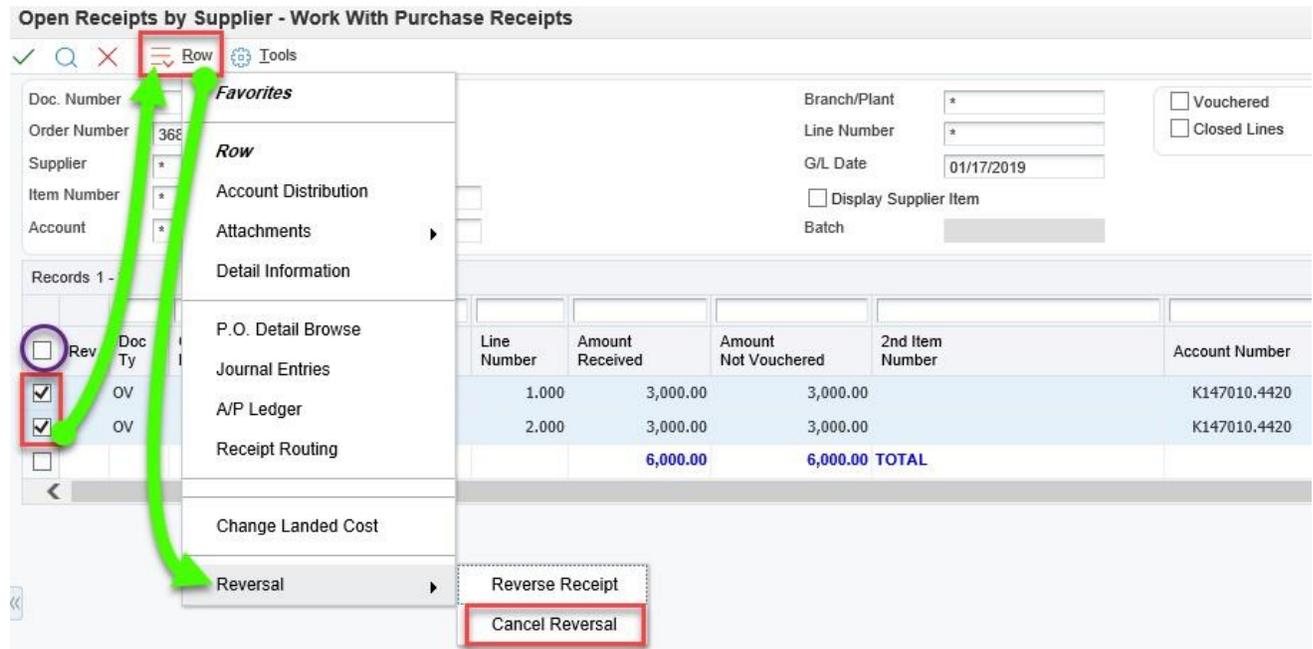
Line Number	Amount Received	Amount Not Vouchered	2nd Item Number	Account Number
1.000	3,000.00	3,000.00		K147010.4420
2.000	3,000.00	3,000.00		K147010.4420
		<b>6,000.00</b>	<b>6,000.00 TOTAL</b>	

Change Landed Cost

Reversal Reverse Receipt

Cancel Reversal

Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	<ol style="list-style-type: none"> <li>5. <b>Select</b> the receipt line from the grid to reverse.                             <ul style="list-style-type: none"> <li>• You can use the <b>Select all fetched records</b> button (circle) to reverse the entire purchase order.</li> </ul> </li> <li>6. Click the <b>Row</b> exit.</li> <li>7. Select <b>Reversal</b> from the row exit.</li> <li>8. Select <b>Reverse Receipt</b>.</li> </ol>



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

**Open Receipts by Supplier - Work With Purchase Receipts**

Confirm Reversal Row Tools

Doc. Number \* \* 04084 Branch/Plant \* \*  Vouchered  
 Order Number 368759 OP \* \* Line Number \* \*  Closed Lines  
 Supplier \* \* G/L Date 06/21/2019  
 Item Number \* \*  Display Supplier Item  
 Account \* \* Batch 1074891

Records 1 - 3

Rev	Doc Ty	Order Numbers	Or Ty	Line Number	Account Number	Amount Received	Amount Not Vouchered	Document Number	Order Co	2nd Item Number	Supplier Number
<input type="checkbox"/>	Y	OV	368759 OP	1.000	K147010.4420	3,000.00	3,000.00	497989	04084		357695
<input checked="" type="checkbox"/>	Y	OV	368759 OP	2.000	K147010.4420	3,000.00	3,000.00	497989	04084		357695
						<b>6,000.00</b>	<b>6,000.00</b>			<b>TOTAL</b>	

Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	After the <b>Reverse Receipt</b> has been selected, the letter <b>Y</b> is displayed in the <b>Rev</b> column (Rev = Reverse) (Y = Yes).  9. Click the <b>Confirm Reversal</b> button.

**Reversal Verification**

**Open Receipts by Supplier - Work With Purchase Receipts**

Confirm Reversal Row Tools

Doc. Number \* \* 04084 Branch/Plant  
 Order Number Line Number  
 Supplier G/L Date  
 Item Number  Display Supplier  
 Account Batch

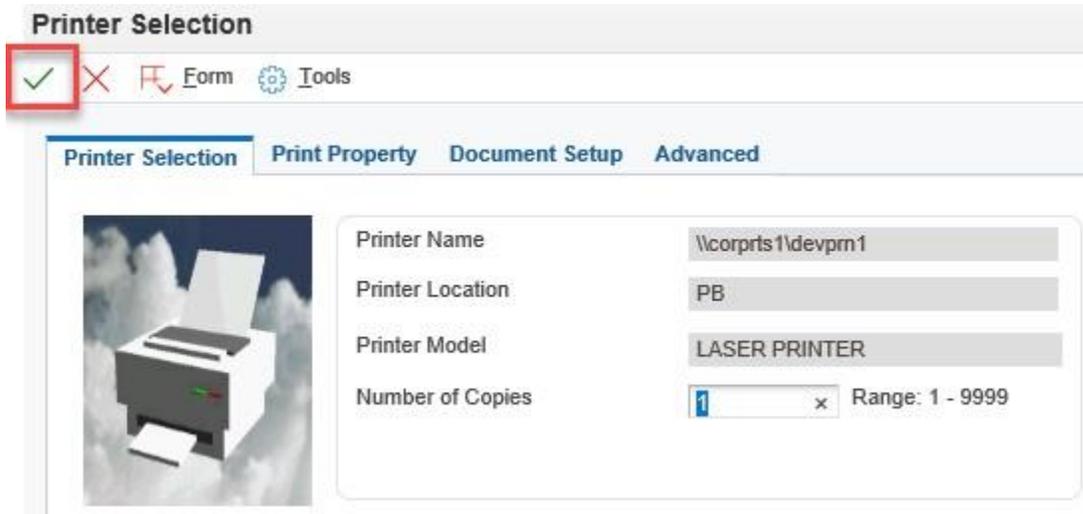
**Open Receipts by Supplier - Reversal Verification**

Continue With Reversal Of Selected Receipts?

Records 1 -

Rev	Ty	Numbers	Ty	Co	Co	Number	Received	Amount Not Vouchered	2nd Item Number
<input type="checkbox"/>	Y	OV	368759 OP	04084	04084	1.000	3,000.00	3,000.00	
<input checked="" type="checkbox"/>	Y	OV	368759 OP	04084	04084	2.000	3,000.00	3,000.00	
							<b>6,000.00</b>	<b>6,000.00</b>	<b>TOTAL</b>

Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	At the <b>Reversal Verification</b> form.  10. Select <b>OK</b> to continue with the receipt reversal.  Note: Click <b>Cancel</b> if you do <b>NOT</b> want to reverse the receipt.



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	<p>At the <b>Printer Selection</b> form.</p> <p>11. Click the <b>OK</b> button.</p> <p>Note: This allows automatic approval and posts the batches then, generates the General Ledger Post report.</p>



Function	Processes and Results
Change / Reverse to existing Purchase Order Receipts (OP).	<p>The purchase order has reopened.</p> <p>12. Navigate to <b>Enter Receipts by PO</b> form, to process your receipt correctly.</p>

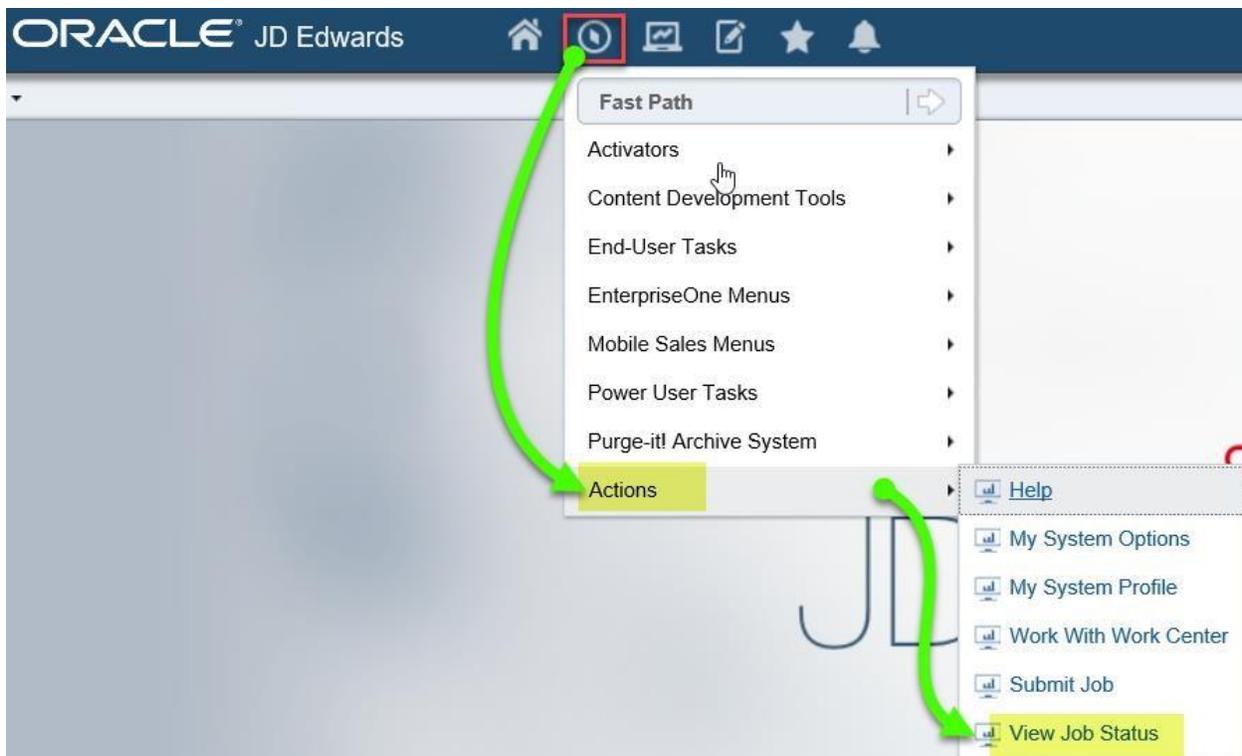
**View the General Ledger Post Report – R09801**

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:

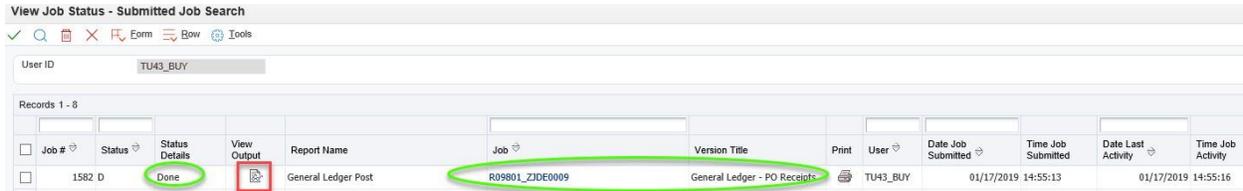
- Debit the general ledger account.
- Credit a received not vouchered account.

In order for JD Edwards to produce the R09804, General Ledger Post Report you must click the flying printer form which generates this report.

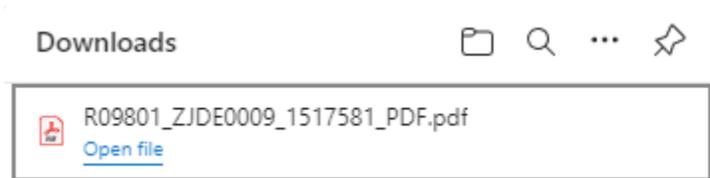
**Via Menus** Navigator → Actions → View Job Status (P986116, ZJDE0001)



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



Function	Processes and Results
View General Ledger Post Report	<ol style="list-style-type: none"> <li>At the <b>Submitted Job Search</b> form, locate your report (R09801) / Job # in the grid.</li> <li>Verify the <b>Status / Status Details</b> field are equal to <b>D / Done</b>.</li> <li>Click the <b>View Output</b> button, on the same line as your Job #.</li> </ol>



Function	Processes and Results
View General Ledger Post Report	<ol style="list-style-type: none"> <li>At the <b>Downloads</b> form, click <b>Open file</b>.</li> </ol>

Batch Ty/Number Batch Date	O	902105 7/19/2016	Post Out of Balance InterCo Settlement Mthd	N 2	NAVAJO NATION General Ledger Post		7/19/2016 14:54:30 Page - 1					
Document Ty Number	Co	G/L Date	R V	Co	Account Number Description	Debit	Credit	Units	Sub Ledger	T y	Asset Number	Explanation Remark
OV 427593	00010	7/19/2016		00010	115012.4420 General Operating Supplies	94.00		10.00				KAT DRILLING SUPPLY
					10.0515		94.00	10.00				KAT DRILLING SUPPLY
					Received Not Vouchered							20-2.5X90MM GRADE 8 METRIC
OV 427593	00010	7/19/2016		00010	115012.4420 General Operating Supplies	105.00		10.00				KAT DRILLING SUPPLY
					10.0515		105.00	10.00				KAT DRILLING SUPPLY
					Received Not Vouchered							20-2.5X100MM GRADE 8 METRIC
Ledger Type Totals					AA		199.00	199.00				

Function	Processes and Results
View General Ledger Post Report	<p>The General Ledger Post report (R09801) is displayed.</p> <ol style="list-style-type: none"> <li>Click the <b>File</b> button and select <b>Exit Application</b> or click the <b>Close</b> button to exit.</li> </ol>

**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.

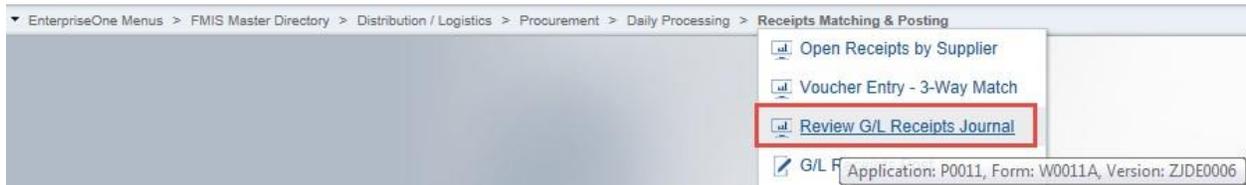
Batches are posted to offset the specified General Ledger account. Accounts are offset when items within a purchase order are encumbered. The encumbrance of these accounts is to ensure that budgets are not overspent but these encumbrances are yet to be vouchered because the items have yet to be received.

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.

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



Function	Processes and Results
Review G/L Receipts Journal	1. Select <b>Review G/L Receipts Journal</b> form, from the <b>Receipt Matching &amp; Posting</b> 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.

**Review G/L Receipts Journal - Work With Batches**

✓ 🔍 ✕ 🔄 Form ⌵ Row ⚙️ Tools

Batch Number / Type \*  0 PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 6 \* rwms

<input type="checkbox"/>	Batch Date	Batch Type	Batch Number	Batch Status	Status Description	Difference Documents	Difference Amount	User Name	Batch Type Description
<input type="checkbox"/>	06/20/2019	O	1128922	A	Approved		1- 570,734-	TOWNE, FERNA	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128909	A	Approved		1- 31,988-	YAZZIE, TIN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128862	U	In Use		40- 578,759-	BELONE, SH.	PO/Contract Entries

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.

**Review G/L Receipts Journal - Work With Batches**

✓ 🔍 ✕ 🔄 Form ⌵ Row ⚙️ Tools

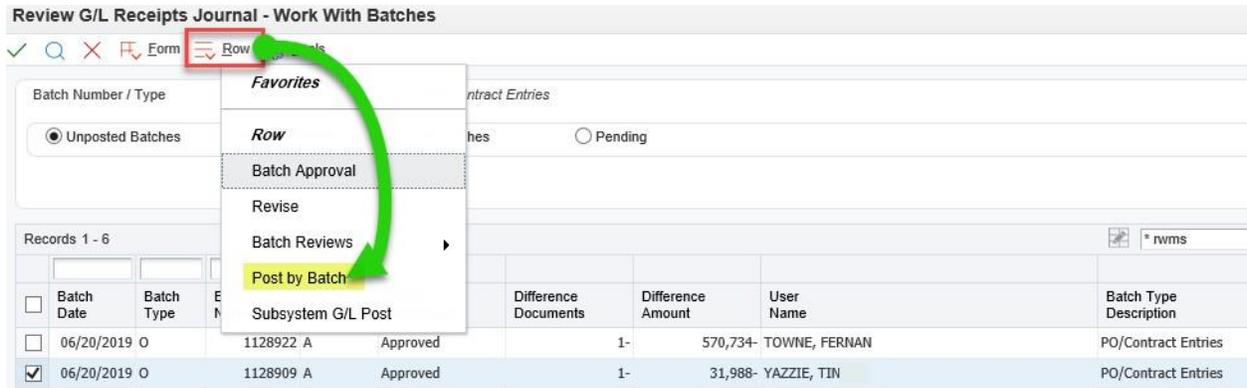
Batch Number / Type \*  0 PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

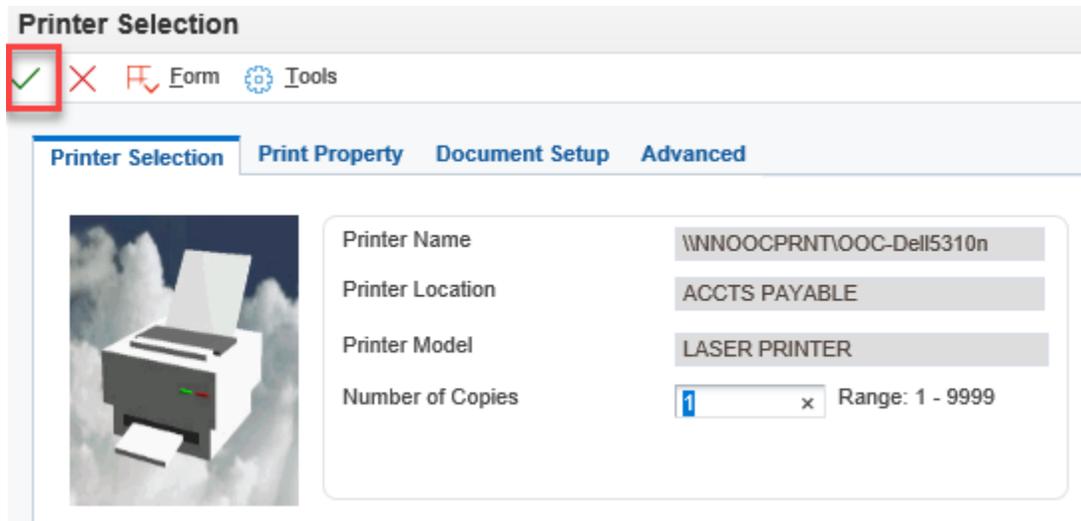
Records 1 - 6 \* rwms

<input type="checkbox"/>	Batch Date	Batch Type	Batch Number	Batch Status	Status Description	Difference Documents	Difference Amount	User Name	Batch Type Description
<input type="checkbox"/>	06/20/2019	O	1128922	A	Approved		1- 570,734-	TOWNE, FERNAN	PO/Contract Entries
<input checked="" type="checkbox"/>	06/20/2019	O	1128909	A	Approved		1- 31,988-	YAZZIE, TIN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128862	U	In Use		40- 578,759-	BELONE, SH	PO/Contract Entries

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



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



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

**Post Batch Confirmation**

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

**Review G/L Receipts Journal - Work With Batches**

✓ 🔍 ✕ 📄 Form ⏪ Row ⚙️ Tools

Batch Number / Type \*  0 PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 6 \* rwms

<input type="checkbox"/>	Batch Date	Batch Type	Batch Number	Batch Status	Status Description	Difference Documents	Difference Amount	User Name	Batch Type Description
<input type="checkbox"/>	06/20/2019	O	1128922	A	Approved		1-	570,734- TOWNE, FERNAN	PO/Contract Entries
<input checked="" type="checkbox"/>	06/20/2019	O	1128909	A	Approved		1-	31,988- YAZZIE, TIN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128862	U	In Use		40-	578,759- BELONE, SH.	PO/Contract Entries

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.

**Review G/L Receipts Journal - Work With Batches**

✓ 🔍 ✕ 📄 Form ⏪ Row ⚙️ Tools

Batch Number / Type \*  0 PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 6 \* rwms

<input type="checkbox"/>	Batch Date	Batch Type	Batch Number	Batch Status	Status Description	Difference Documents	Difference Amount	User Name	Batch Type Description
<input type="checkbox"/>	06/20/2019	O	1128922	A	Approved		1-	570,734- TOWNE, FERNAN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128909	A	Approved		1-	31,988- YAZZIE, TIN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128862	U	In Use		40-	578,759- BELONE, SH.	PO/Contract Entries

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

Review G/L Receipts Journal - Work With Batches

Form  Row  Tools

Batch Number / Type \*   PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 5 \* RWMS

<input type="checkbox"/>	Batch Date	Batch Type	Batch Number	Batch Status	Status Description	Difference Documents	Difference Amount	User Name	Batch Type Description
<input type="checkbox"/>	06/20/2019	O	1128922	A	Approved	1-	570,734-	TOWNE, FERNAN	PO/Contract Entries
<input type="checkbox"/>	06/20/2019	O	1128862	U	In Use	40-	578,759-	BELONE, SH.	PO/Contract Entries

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

Review G/L Receipts Journal - Work With Batches

Form  Row  Tools

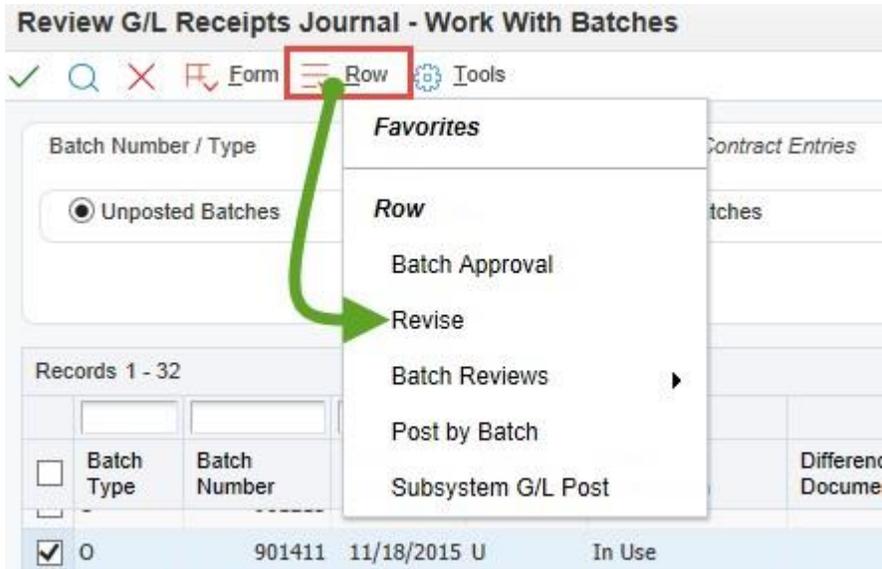
Batch Number / Type \*   PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

Records 1 - 32 Customize Grid

<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID	Restatement Status	52 Period Status	Cash Basis Status
<input checked="" type="checkbox"/>	O	901411	11/18/2015	U	In Use			RWIL			

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



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

**Review G/L Receipts Journal - Create/Revise Batch Header**

Form  Tools

Batch Type \*  *PO/Contract Entries*  
 Batch Number

Batch Status   *In Use*      Detailed Restatement Status   
 Batch Date       52 Period Status   
 User ID       Cash Basis Status

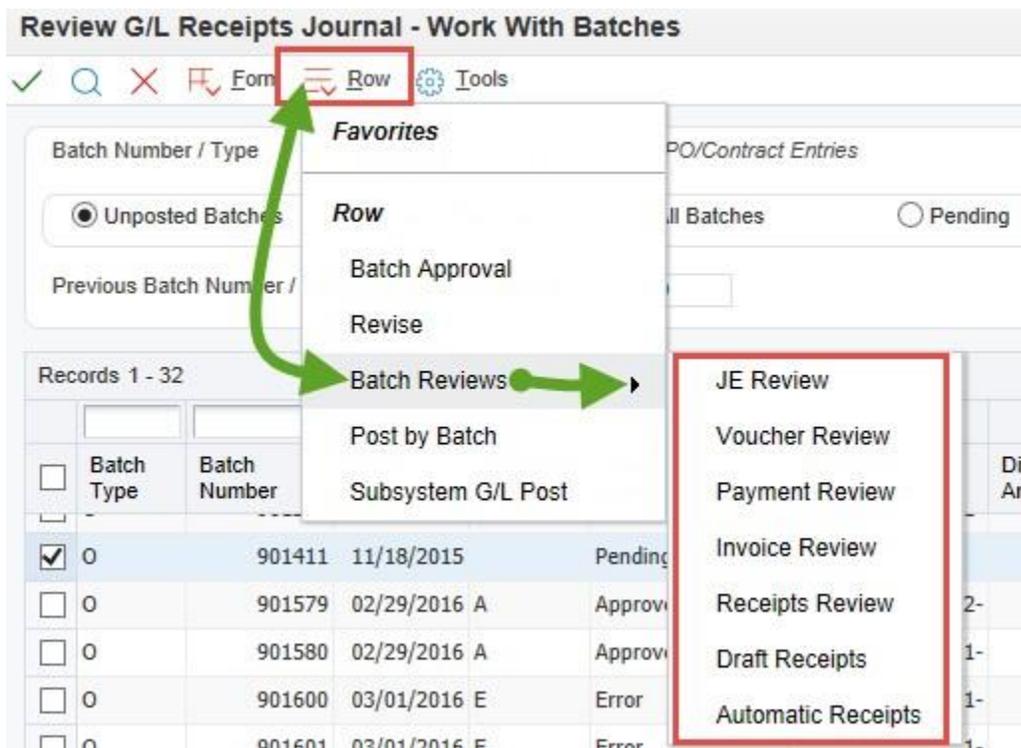
	Amount	Documents
Total Expected	<input type="text"/>	<input type="text"/>
Total Entered	<input type="text"/>	<input type="text"/>
Difference	<input type="text"/>	<input type="text"/>

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



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

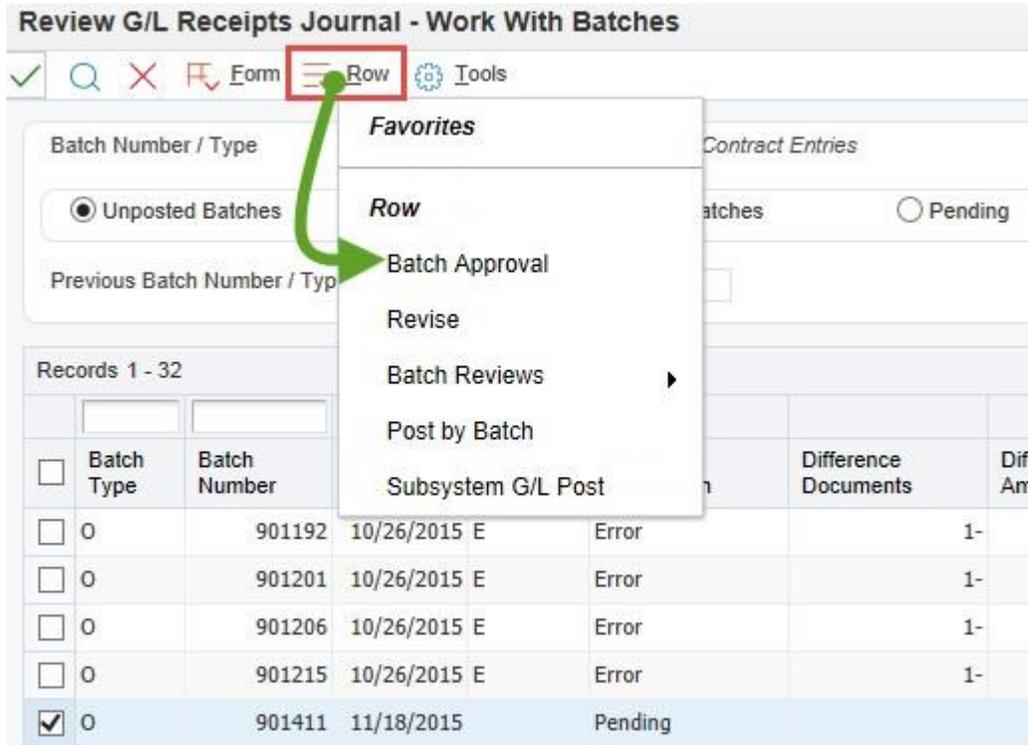
**Batch Review (Optional)**



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.

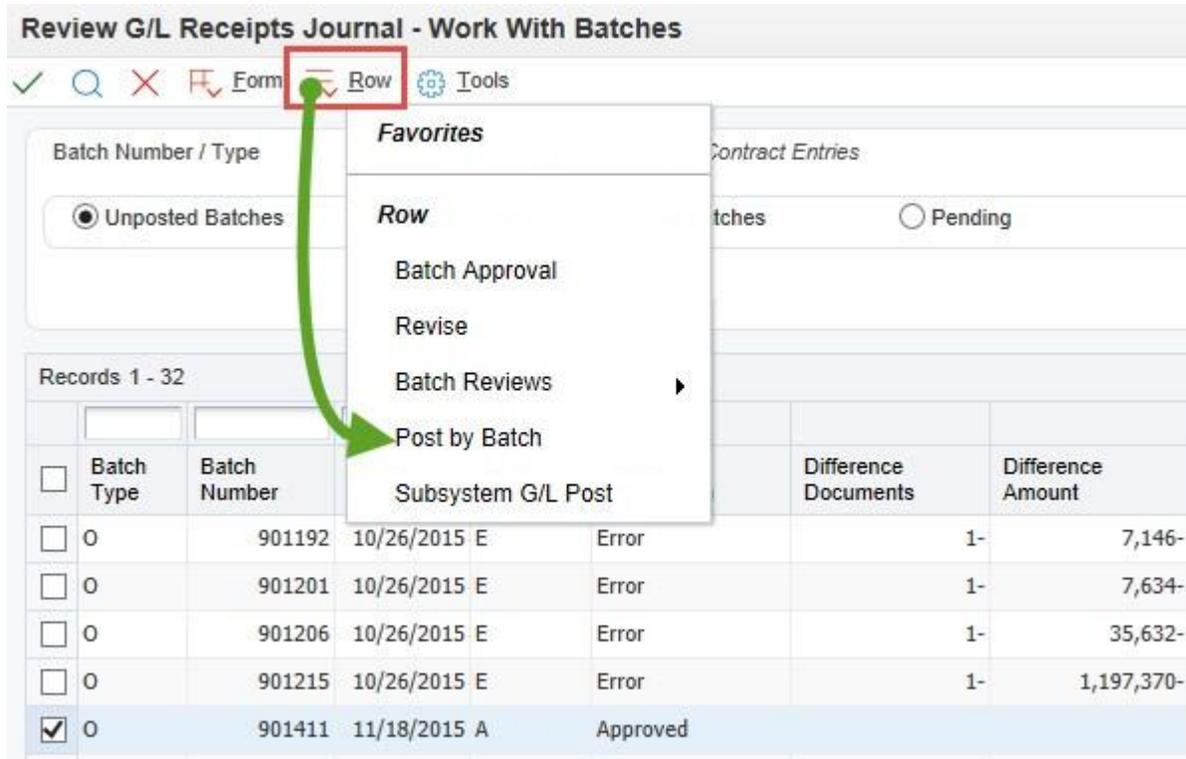
**Approving Batches**



Function	Processes and Results
Review G/L Receipts Journal	<p>After reviewing the batch(es) display Pending in the Status Description field.</p> <p>Example: Batch 901411, Batch Status = <b>Pending</b>. Make sure the batch number is still selected in the grid.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Row</b> exit.</li> <li>2. Select <b>Batch Approval</b> from the row exit.</li> </ol>



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



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

**Printer Selection**

Form  Tools

**Printer Selection**  Print Property  Document Setup  Advanced



Printer Name: \\\NNOOCPRINT\OOC-Dell5310n

Printer Location: ACCTS PAYABLE

Printer Model: LASER PRINTER

Number of Copies:  x Range: 1 - 9999

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

**Review G/L Receipts Journal - Work With Batches**

Form  Row  Tools

Batch Number / Type:   PO/Contract Entries

Unposted Batches 
  Posted Batches 
  All Batches 
  Pending

Records 1 - 32

<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount
<input type="checkbox"/>	0	901192	10/26/2015	E	Error	1-	7,146-
<input type="checkbox"/>	0	901201	10/26/2015	E	Error	1-	7,634-
<input type="checkbox"/>	0	901206	10/26/2015	E	Error	1-	35,632-
<input type="checkbox"/>	0	901215	10/26/2015	E	Error	1-	1,197,370-
<input checked="" type="checkbox"/>	0	901411	11/18/2015	A	Approved		

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

**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.

**Review G/L Receipts Journal - Work With Batches**

✓ 🔍 ✕ 🔄 Form 📄 Row ⚙️ Tools

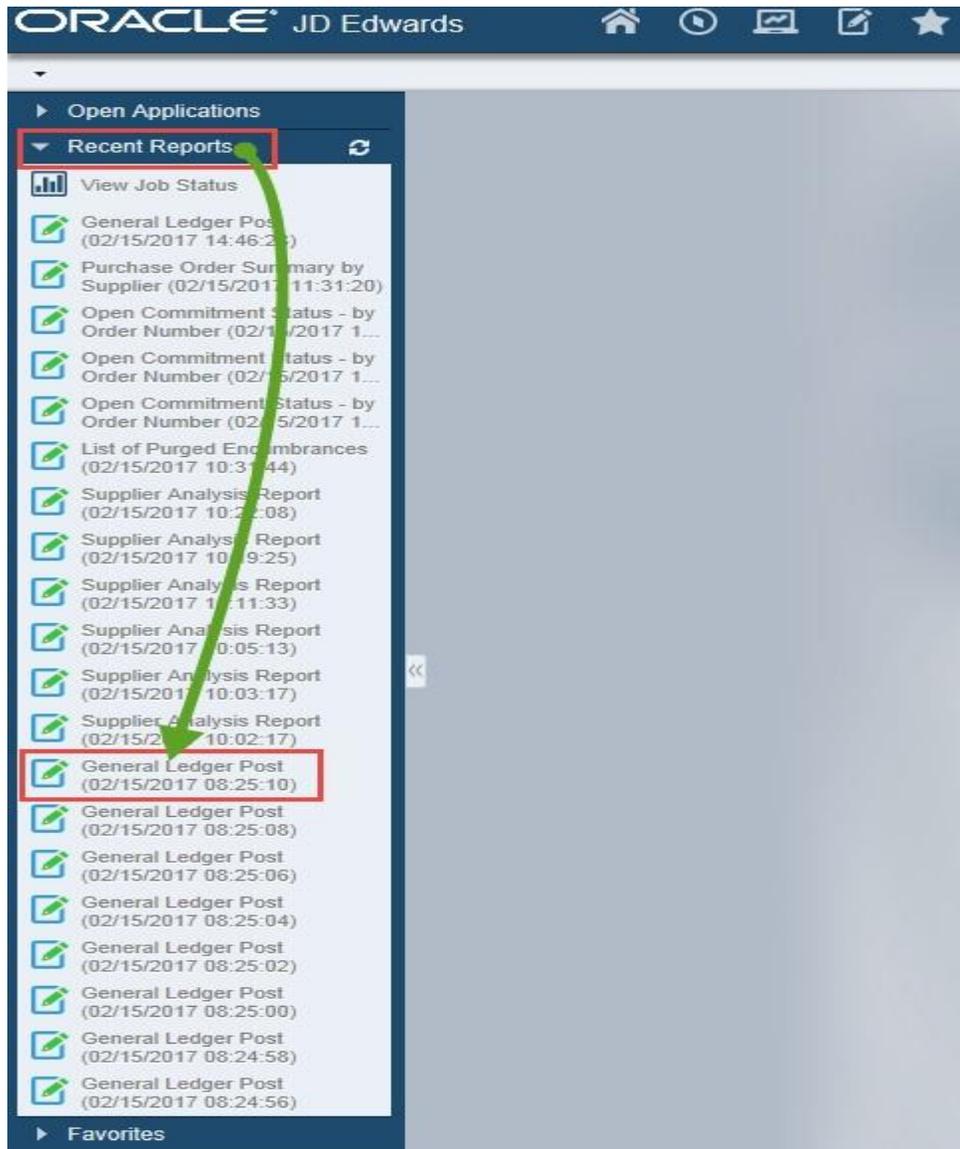
Batch Number / Type \*  0 PO/Contract Entries

Unposted Batches  Posted Batches  All Batches  Pending

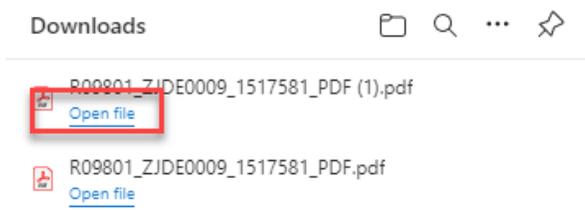
Records 1 - 31

<input type="checkbox"/>	Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount
<input type="checkbox"/>	0	901192	10/26/2015	E	Error	1-	7,146-
<input type="checkbox"/>	0	901201	10/26/2015	E	Error	1-	7,634-
<input type="checkbox"/>	0	901206	10/26/2015	E	Error	1-	35,632-
<input type="checkbox"/>	0	901215	10/26/2015	E	Error	1-	1,197,370-

**Print Batch Report - General Ledger Post (R09801)**



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



Function	Processes and Results
Print General Ledger Post Report (R09801)	2. At the <b>Downloads</b> form, click the <b>Open file</b> button.

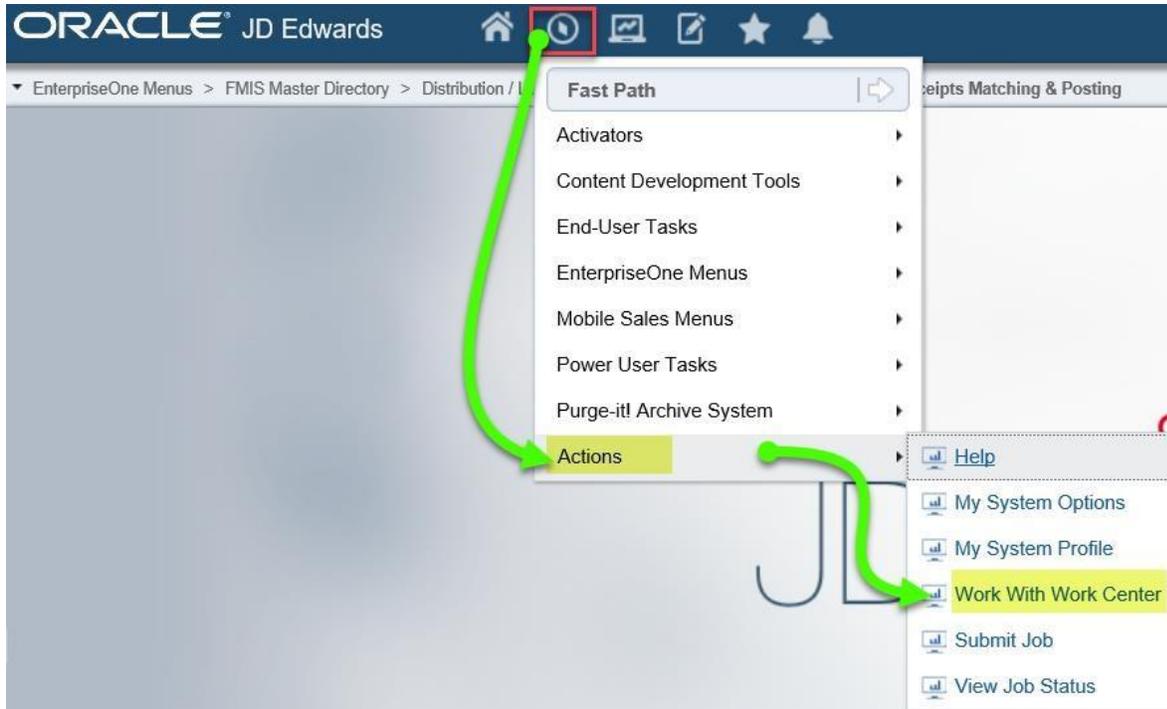
Batch Ty/Number		O	976361	Post Out of Balance		N	NAVAJO NATION							2/15/2017	8:25:13
Batch Date			2/14/2017	InterCo Settlement Mthd		2	General Ledger Post							Page -	1
...	Document	.....	GL	R	Co	Account Number	Debit	Credit	Units	Sub-	T	Asset	Explanation		
Ty	Number	Co	Date	V		Description				ledger	y	Number	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.

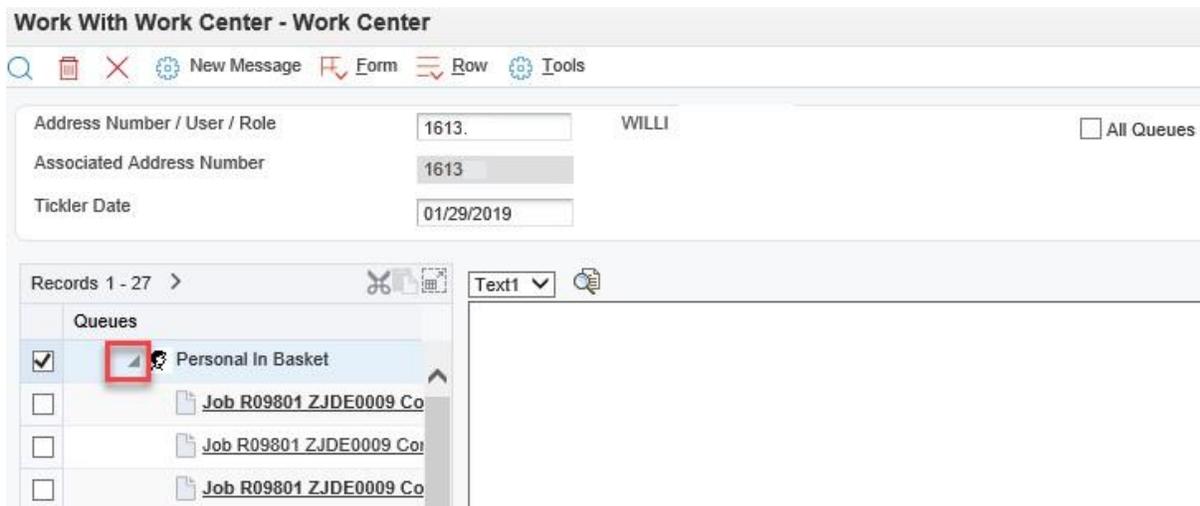
### Batches with Error Messages - Work Center

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	<ol style="list-style-type: none"> <li>1. Click the <b>Navigator</b> button.</li> <li>2. Click <b>Actions</b> then, select <b>Work With Work Center</b>.</li> </ol>



Function	Processes and Results
Review G/L Receipts Journal – Error Status	<ol style="list-style-type: none"> <li>3. Click the <b>Icon</b> next to the Personal In Basket.</li> </ol>

**Work With Work Center - Work Center**

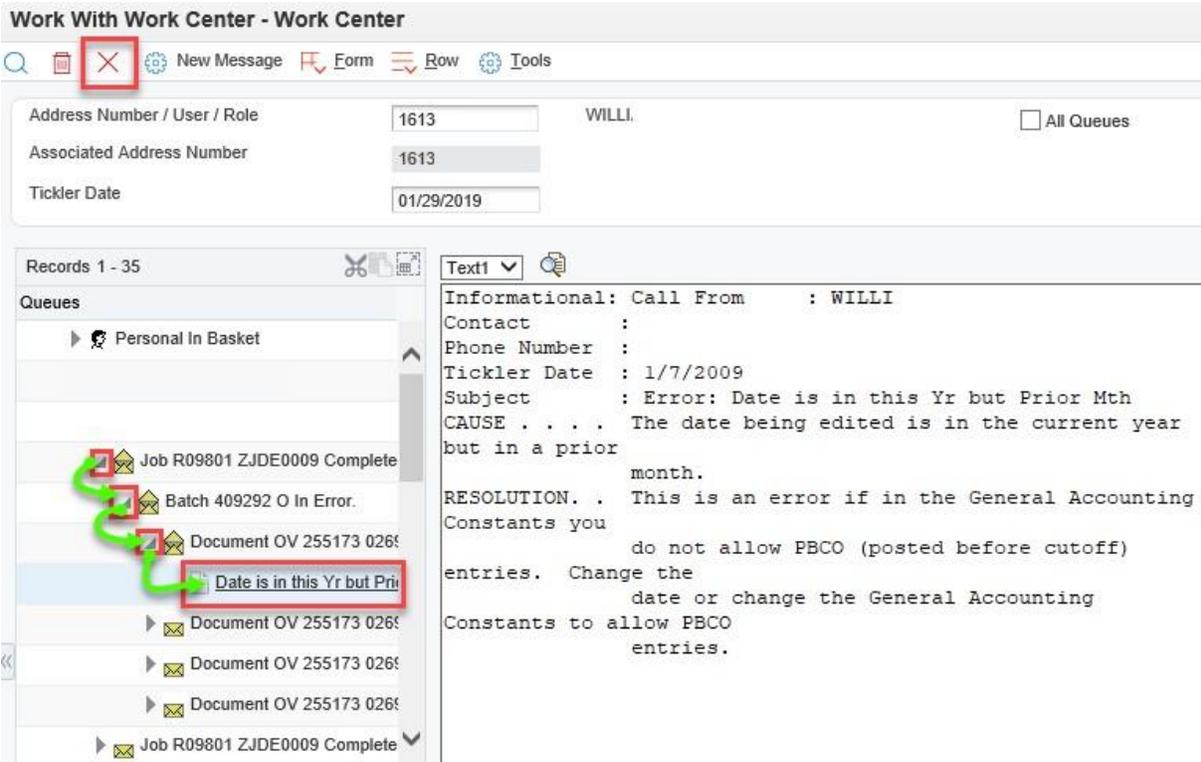
Address Number / User / Role: 1613 WILLI.  
 Associated Address Number: 1613  
 Tickler Date: 01/29/2019

Records 1 - 29 > Text1

Personal In Basket

- Job R09801 ZJDE0009 Completed With Error
- Job R09801 ZJDE0009 Completed With Error
- Job R09801 ZJDE0009 Completed With Error
- Job R09801 ZJDE0009 Completed Normally
- Job R09801 ZJDE0009 Completed Normally
- Job R09801 ZJDE0009 Completed With Error
- Job R09801 ZJDE0009 Completed With Error
- Job R09801 ZJDE0009 Completed With Error

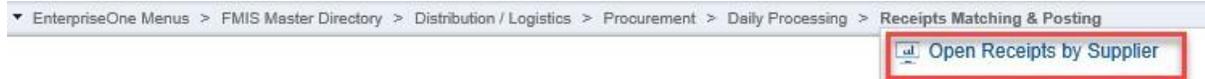
Function	Processes and Results
Review G/L Receipts Journal – Error Status	4. Select the Job# with the status of <b>Completed With Error</b> .



Function	Processes and Results
Review G/L Receipts Journal – Error Status	<ol style="list-style-type: none"> <li>5. Click on the <b>icons</b> next to the envelopes to open links.</li> <li>6. Double click the <b>underline</b> message.</li> <li>7. View the error message in the panel window.                             <ul style="list-style-type: none"> <li>• If you are unable to resolve the error, copy the error message, email copy to the Procurement Power User for further research.</li> </ul> </li> <li>8. Click the <b>Close</b> button to exit.</li> </ol>

**View Who Processed Receipts**

The system logs transactions, dates, and user address book numbers when processing receipts. You can review these transactions, the date and the person who process the receipt.



**Open Receipts by Supplier - Work With Purchase Receipts**

✓ 🔍 **Row** ⚙️ Tools

Doc. Number \* \* \* \*  
 Order Number **368759** OP \* \*  
 Supplier \* \* \* \*  
 Item Number \* \* \* \*  
 Account \* \* \* \*  
 Branch/Plant \* \* \* \*  
 Line Number \* \* \* \*  
 G/L Date 01/17/2019 \* \* \* \*  
 Display Supplier Item  
 Batch \* \* \* \*

Vouchered  
 Closed Lines

Function	Processes and Results
To View Receipt Address Numbers and Dates	<ol style="list-style-type: none"> <li>At the <b>Work With Purchase Receipts</b> form, enter the purchase order number in the <b>Order Number</b> field.</li> <li>Click the <b>Find</b> button.</li> </ol>

**Open Receipts by Supplier - Work With Purchase Receipts**

✓ 🔍 ✕ **Row** ⚙️ Tools

Doc. Number \* \* \* \*  
 Order Number 368759 \* \* \* \*  
 Supplier \* \* \* \*  
 Item Number \* \* \* \*  
 Account \* \* \* \*  
 Branch/Plant \* \* \* \*  
 Line Number \* \* \* \*  
 G/L Date 01/17/2019 \* \* \* \*  
 Display Supplier Item  
 Batch \* \* \* \*

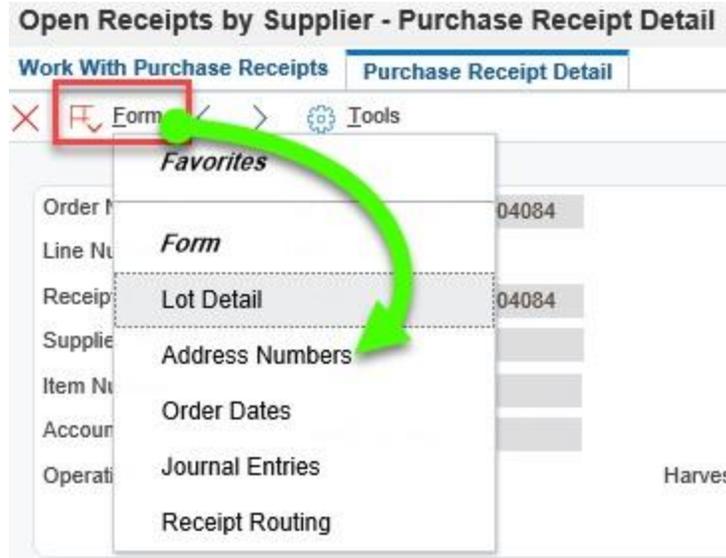
Vouchered  
 Closed Lines

Records 1 - 3

Line Number	Amount Received	Amount Not Vouchered	2nd Item Number	Account Number
1.000	3,000.00	3,000.00		K147010.4420
2.000	3,000.00	3,000.00		K147010.4420
	<b>6,000.00</b>	<b>6,000.00</b>	<b>TOTAL</b>	

Function	Processes and Results
To View Receipt Address Numbers and Dates	<ol style="list-style-type: none"> <li><b>Select</b> a line item in the grid.</li> <li>Click the <b>Row</b> exit.</li> <li>Select <b>Detail Information</b> from the row exit.</li> </ol>

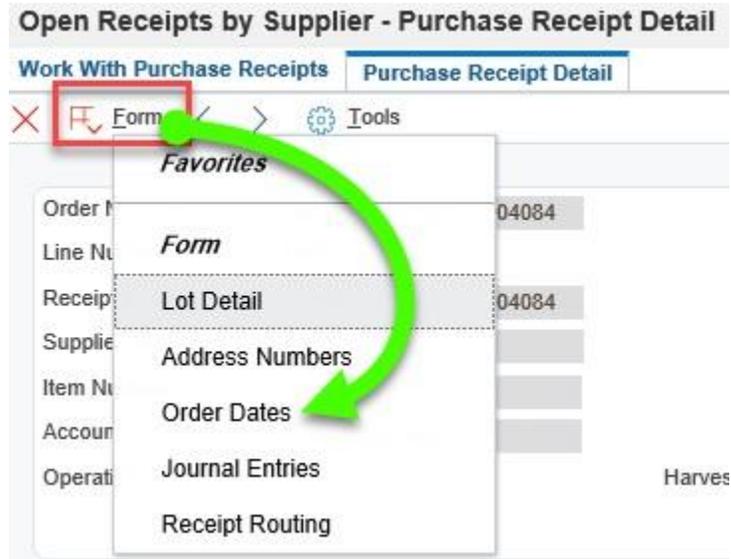
**View Address Numbers**



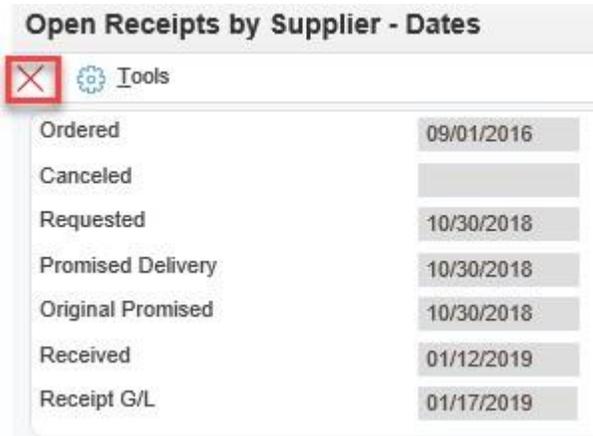
Function	Processes and Results
To View Receipt Address Numbers and Dates	6. Click the <b>Form</b> exit. 7. Select <b>Address Numbers</b> from the form exit.



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



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



Function	Processes and Results
To View Receipt Address Numbers and Dates	<p>At the <b>Open Receipts by Supplier – Dates</b> form, the form displays the dates of the purchase order.</p> <ul style="list-style-type: none"> <li>○ <b>Received</b> - Displays the Physical Date Goods were received (01/12/2019).</li> <li>○ <b>Receipt G/L</b> – Displays the Date of the actual receipt date (01/17/2019).</li> </ul> <p>11. Click the <b>Close</b> button to exit.</p>

**Multiple Invoices vs Purchase Order**

**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 10441 | OR: 00010 | Branch/Plant: 114007

Supplier: 218499 | BUTLERS OFFICE EQUIPMENT AN...

Ship To: 53750 | NAVAJO OCCUPATIONAL SAFETY... | Order Date: 09/04/2019

Hold Code: Blank - Hold Codes 42/HC | Order Attachment

Retainage %:

Records 1 - 6									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	HEW-CN045AN BLK HP950XL CARTRI		EA	3.00	43.9900	131.97	114007.4130
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	HEW-F6T80AN BLK HP972A CARTRID		EA	3.00	69.9900	209.97	114007.4130
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	NN TAX @ 6%		EA	1.00	20.5200	20.52	114007.4130
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Freight		EA	1.00	12.0000	12.00	114007.4130
<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Setup Fee		EA	1.00	8.0000	8.00	114007.4130

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).

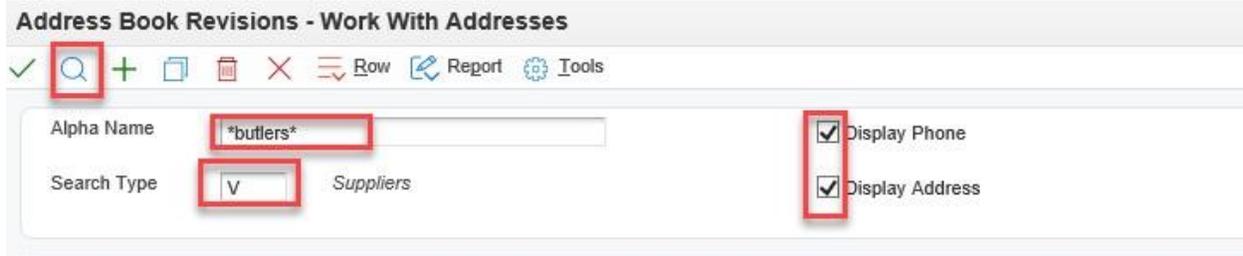
Function	Processes
To fix purchase order with quantity of (1) issues	<ol style="list-style-type: none"> <li>1. Receiver must reverse the receipts from <b>Open Receipts by Supplier</b> form (if applicable) this reopens the purchase order.</li> <li>2. Submit the Navajo Nation Purchase Requisition Form (NNPRF) to the purchasing department.</li> <li>3. Request to cancel the existing lines with quantity of 1.</li> <li>4. Request to add new lines <b>no</b> quantity and <b>no</b> unit cost.</li> <li>5. Purchasing will amend the PO and mail you an amended copy.</li> <li>6. Upon receipt of change, receiver may process receipts.</li> </ol>

**Review Address Book Attachments**

When the attachment icon appears, review the address book attachments that Accounts Payable has created. Provides instructions on address book numbers that you may frequently use.

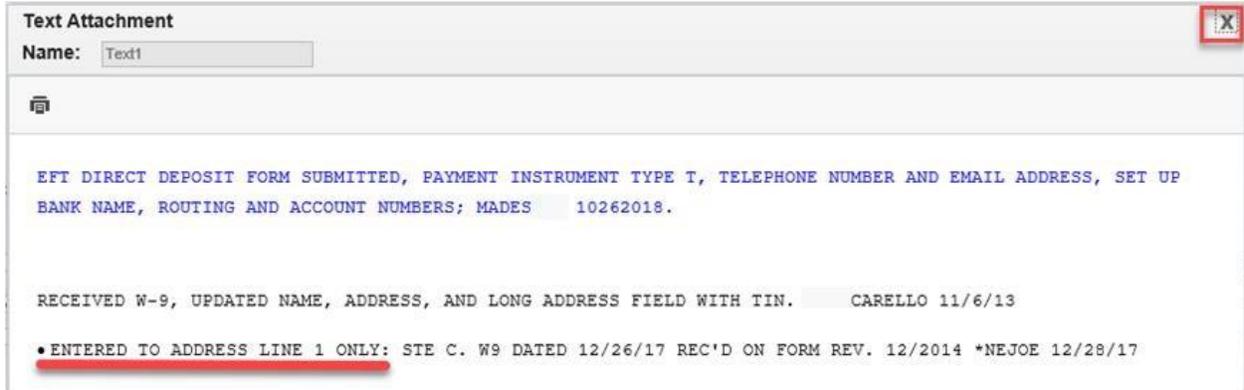
EnterpriseOne Menus > FMIS Master Directory > Foundation Systems > Address Book > Daily Processing

Function	Processes
Review AB# Attachments	<ol style="list-style-type: none"> <li>1. From the <b>Daily Processing</b> menu, select <b>Address Book Revisions</b> form.</li> </ol>



Function	Processes
Review AB# Attachments	<ol style="list-style-type: none"> <li>2. Enter the supplier’s name using wild cards (asterisks) in the <b>Alpha Name</b> field.</li> <li>3. Enter Search Type <b>V</b>.</li> <li>4. Select the <b>Display Phone</b> and <b>Display Address</b> options.</li> <li>5. Click the <b>Find</b> button.</li> </ol>





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



Function	Processes
Review AB# Attachments	<p>9. Click the <b>Close side panel</b> button.</p>

**Address Book Revisions - Work With Addresses**

✓ 🔍 + 📄 🗑️ ✕ ⌵ Row 📄 Report ⚙️ Tools

Alpha Name   Display Phone  
 Search Type  Suppliers  Display Address

Records 1 - 2

<input type="checkbox"/>		Address Number	Sch Typ	Alpha Name	Tax ID	Address Line 1
<input type="checkbox"/>		28525	V	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	850263211	1900 E HWY 66 STE C
<input checked="" type="checkbox"/>		218499	V	BUTLERS OFFICE EQUIPMENT AND SUPPLY INC	850263211	1900 E HWY 66 STE C

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

**Attachment Manager**

[Grid] [Download] [Info] [Close]

<input type="checkbox"/>	Name ▲	Type	User	Date
<input checked="" type="checkbox"/>	Text1	eTXT	NE	12/28/2017 14:08:58

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

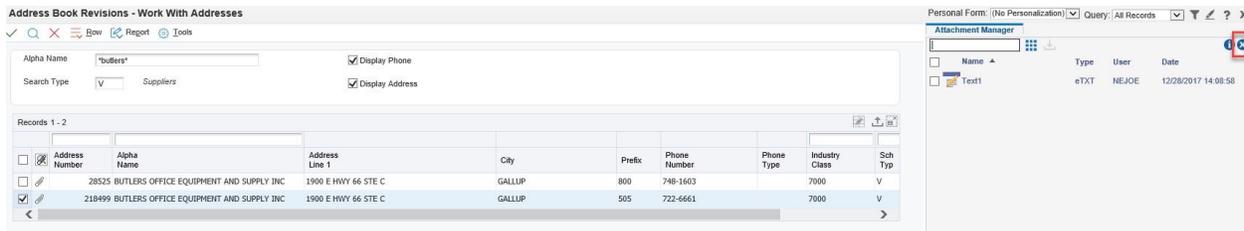
**Text Attachment** [Close]

Name:

RECEIVED W-9 AND UPDATED NAME, ADDRESS AND TIN. CARELLO 11/6/13

• ENTERED TO ADDRESS LINE 1 ONLY: STE C. W9 DATED 12/26/17 REC'D ON FORM REV. 12/2014 \*NE 12/28/17

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



Function	Processes
Review AB# Attachments	13. Click the <b>Close side panel</b> button to exit the <b>Attachment Manger</b> .

**Example of an Invalid AB Number**

Make sure the supplier’s name appears when you select a supplier address book number. Accounts Payable provides these instructions, which verify you use the correct supplier address book number.

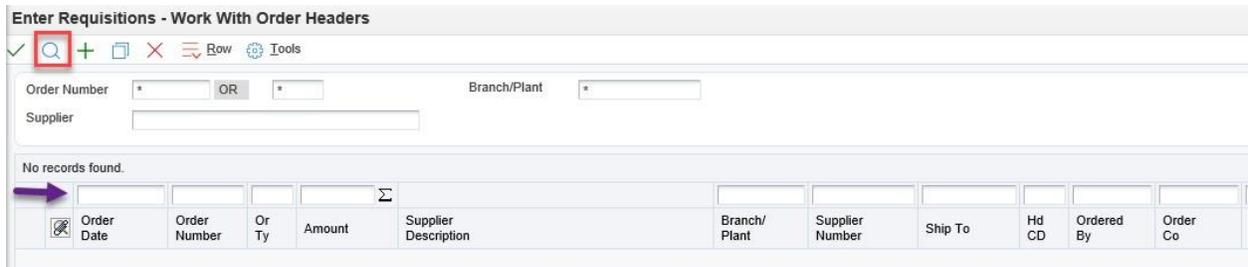


Verify the vendor’s name displayed, accounts payable provides the correct address number to use.

**To Locate an Order Requisition**



Function	Processes
Locate an OR	1. Select <b>Requisitions</b> from the <b>Requisition &amp; Quote Management</b> menu.



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

**Enter Requisitions - Work With Order Headers**

✓ 🔍 + 📄 ✕ ⋮ Row ⚙️ Tools

Order Number  OR \*  Branch/Plant \*

Supplier

Records 1 - 100 > >

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

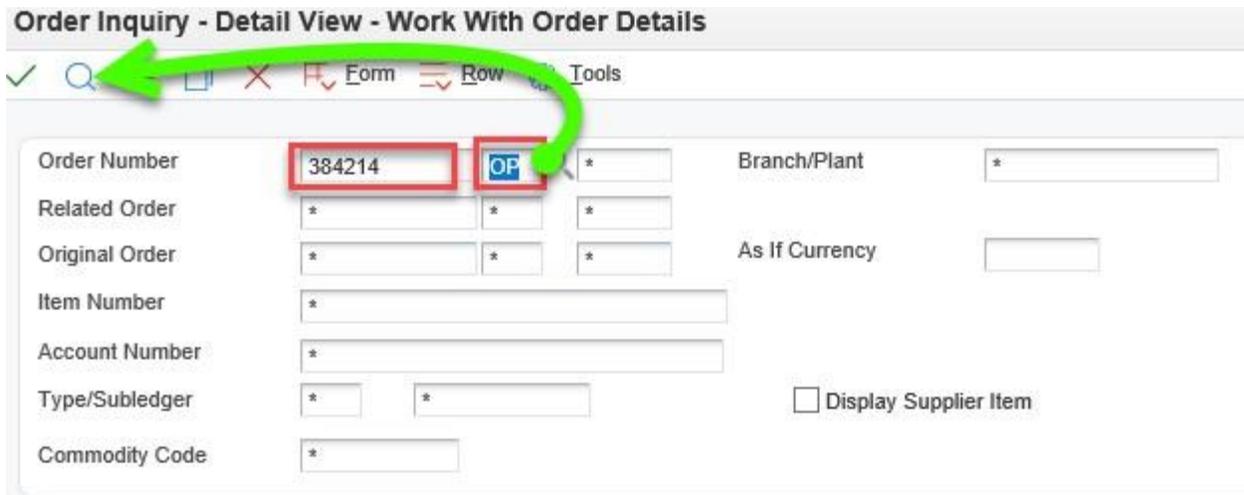
Function	Processes
Locate an OR	<p>The grid populates the first 100 records. In this example, the higher OR number is at the top, customized in descending order. It depends on how you customize <b>your</b> grid.</p> <p>Note: The <b>Order Number</b> field.</p> <p>JDE EnterpriseOne system assigns order numbers in sequential order.</p> <p>When the <b>Order Number</b> column displays missing order number(s).</p> <ul style="list-style-type: none"> <li>This occurs when the requisitioner adds an order but closes the <b>Enter Requisitions</b> form without confirming the order.</li> </ul> <p>Note: Enter a new OR if you experience this. To find an OR, you can use any of the header or QBE fields.</p>

**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.

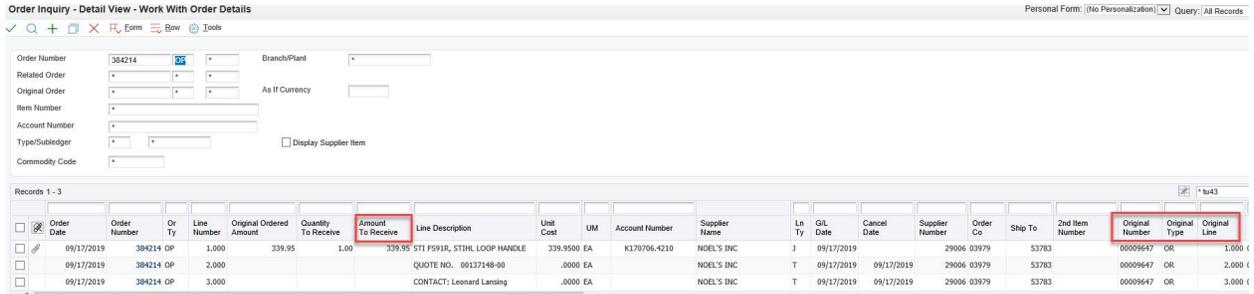


Function	Processes
Order Inquiry – Detail View	1. From the Purchasing Inquiry link, select <b>Order inquiry – Detail View</b> form.



Function	Processes
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<p>Order Inquiry – Detail View</p>	<ol style="list-style-type: none"> <li>2. Enter the OR number in the <b>Order Number</b> field.</li> <li>3. Tab to the next field, enter the <b>Order Type</b> in this no title field.</li> <li>4. Click the <b>Find</b> button.</li> </ol> <p>Note: By changing the Order Type field you can inquire on all order types.</p>
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Function	Processes
<p>Order Inquiry – Detail View</p>	<p>The grid displays the purchase order a lot of information to view.</p> <p>The <b>Amount To Receive</b> field displays an <b>amount</b>, this indicates the purchase order line number 1 is still open, receipt not process.</p> <ul style="list-style-type: none"> <li>• If the field displayed blank, that indicates the PO is closed.</li> </ul> <p>The <b>Original Number / Type / Co.</b> fields display the OR number this purchase order was generated from.</p> <ol style="list-style-type: none"> <li>5. Click the <b>Find</b> button.</li> </ol> <p>Note: By changing the Order Type field you can inquire on all order types.</p>

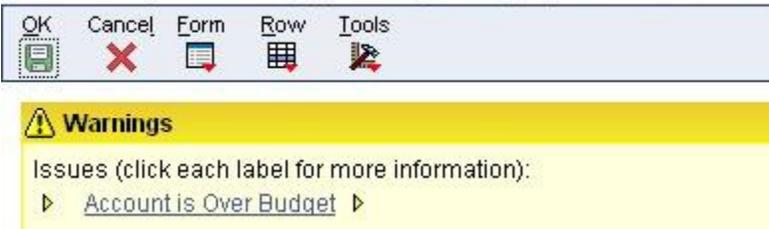
**Examples of System Warning & Error Messages**

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.



**Enter Requisitions (Operating Budget) - Order Detail**



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

**Enter Requisitions (Operating Budget) - Order Detail**



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

**Enter Requisitions - Order Header**

✓ ✕ ⌂ Form ⚙ Tools

**This form has 1 Errors 0 Warnings**

Issues (click each label for more information):

- Invalid Approval Route Code**

A form level error has occurred.  
Cause: . . . . The Approval Route Code is not defined in the Approval Levels file (F43008) for the order type.  
Resolution . . If the approval process is desired, then the Approval Route Code must be defined in the Approval Levels file (F43008) for the order type. The processing option determines the Approval Route Code that is used as a default. If you are currently using the the P.O. Header video, place the cursor on the Approval Route Code field, and press F1 to see a list of valid values. If you

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

**Order Header** | Additional Properties | Category Codes

Order Number: 4597 OR 03929 Branch/Plant: K162005

**Address Numbers** | **Dates**

Supplier: 132810 PRIMEDIA BUSINESS EXHIBIT... Order Date: 01/23/2019  
 Ship To: 55085 DSS / LONG TERM CARE Requested: 01/23/2019  
 Buyer: Buyer Promised Delivery: 01/23/2019

**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.
  -

**Enter Requisitions - Order Header**

✓ ✕ ⌂ Form ⚙ Tools

**This form has 1 Errors 0 Warnings**

Issues (click each label for more information):

- Address Number - Invalid**

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

**Order Header** | Additional Properties | Category Codes

Order Number: OR 07000 Branch/Plant: 807001

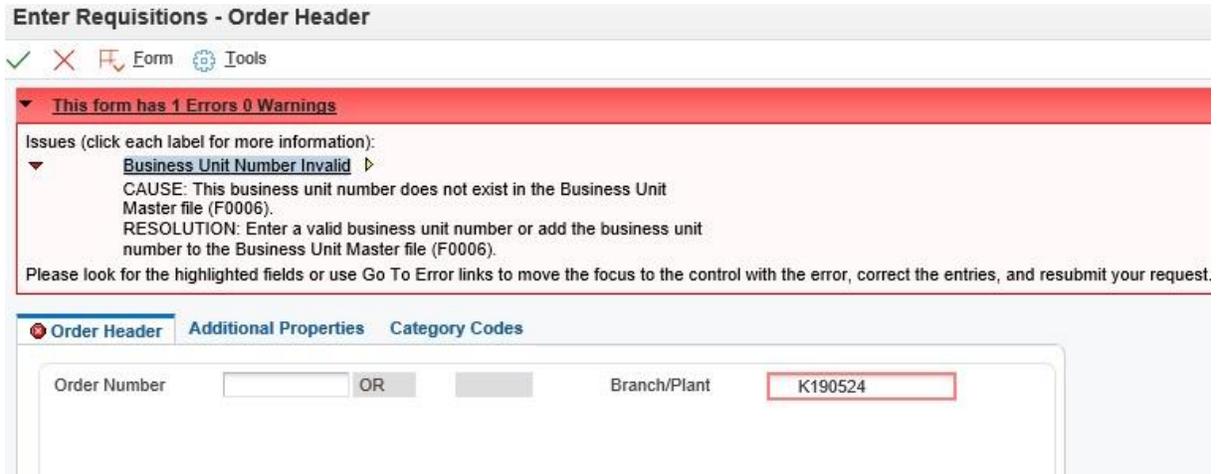
**Address Numbers** | **Dates**

Supplier: PRIMEDIA BUSINESS EXHIBIT... Order Date: 01/23/2019  
 Ship To: Requested:  
 Buyer: Buyer Promised Delivery:

*Note: Red circles 1, 2, and 3 highlight the Supplier field, Branch/Plant field, and Requested field respectively.*

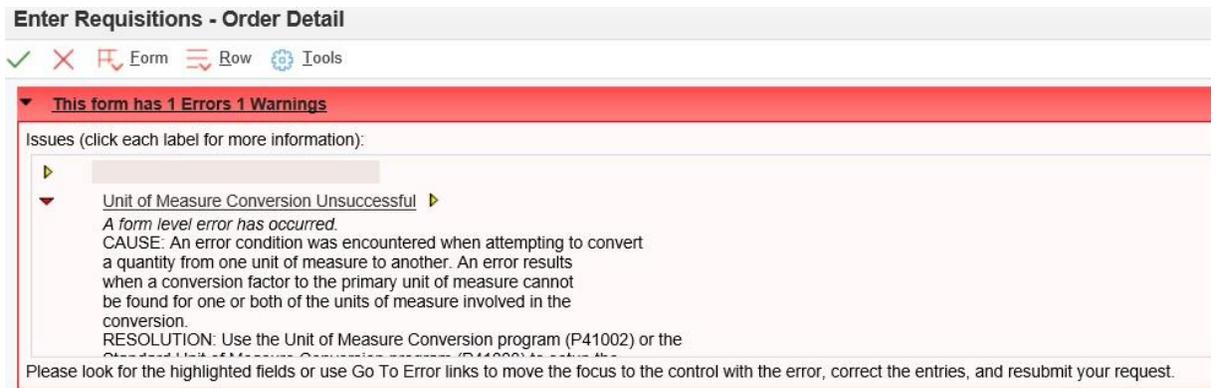
**Error Message (Red): Address Number - Invalid**

- 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 must update the another column. They must be identical.

**Enter Requisitions - Order Detail**

Form Row Tools

**This form has 2 Errors 0 Warnings**

Issues (click each label for more information):

- Date Invalid
- Date Invalid

An error has occurred, but it cannot be corrected from this form. Please correct any other errors and then contact your System Administrator regarding this error.

**Cause:** . . . The date that you have keyed in as the promised date must be greater than or equal to the transaction date.

**Resolution:** Enter a promised date greater than the transaction date.

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

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**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 10774 OR 04523 Branch/Plant: K190400

Supplier: 295791 DESERT STEEL BUILDINGS LLC

Ship To: 55035 ABANDONED MINE LANDS RECLA... Order Date: 10/26/2020

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

Retainage %

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Records 1 - 3

Ln Ty	Description 1	Description 2	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Account Number	Line Number	Cancel Date	G/L Date	Request Date
↓	Beams-Steel-85-footer	-	LB	6.00	18000.0000	90,000.00	K190400.9060	4.000	-	12/16/2019	12/16/2019
↓	Nails-heavy-duty-steel-post	-	CN	3.00	85.0000	255.00	K190400.9060	2.000	10/26/2020	12/16/2019	12/16/2019

**Error Message (Red): Date Invalid**

- Cause: Requisitioner modified 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.

**Enter Requisitions - Order Detail**

Form  Row  Tools

**This form has 2 Errors 0 Warnings**

Issues (click each label for more information):

**Distribution AAI Number 4315 Invalid**

A form level error has occurred.  
 CAUSE: The Automatic Accounting Instruction (AAI) number 4315 used by this application is not defined in the Distribution/Manufacturing AAI table.  
 RESOLUTION: Review the AAI that is not set up correctly using the Distribution/Manufacturing AAI maintenance application and set up or modify the required data.  
 Check the information for Company 07000, Order Type OR and GL Class code 9999.

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4599 OR 07000 Branch/Plant: 807001

Supplier: 132810 PRIMEDIA BUSINESS EXHIBITIONS

Ship To: 54118 OFFICE SUPPLY CENTER Order Date: 01/23/2019

Hold Code: Blank - Hold Codes 42HC Order Attachment

Retainage %

Records 1 - 2

Ln Ty	Item Number	Description 1	Description 2	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
J	12345					1.00	15.0000			

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

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

**Enter Requisitions - Order Detail**

Form  Row  Tools

**This form has 1 Errors 0 Warnings**

Issues (click each label for more information):

**BU K100511 PEC Does Not Allow Entry**

CAUSE: The posting edit code for business unit K100511 does not allow transactions to be posted to this account.  
 Valid codes include:  
 Blank Can post transactions.  
 K Can post transactions, but the original budget is locked and change orders are required for making changes to the budget.  
 N Cannot post transactions. Use this code for a job that is not started or is closed.  
 P Cannot post transactions. The job can be purged.

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4600 OR 02685 Branch/Plant: K100511

Supplier: 132810 PRIMEDIA BUSINESS EXHIBITIONS

Ship To: 53538 OFFICE OF THE CONTROLLER Order Date: 01/23/2019

Hold Code: Blank - Hold Codes 42HC Order Attachment

Retainage %

Records 1 - 2

Ln Ty	Description 1	Description 2	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
J	monitor test plates		EA		3.00	18.3000	54.90		K100511.4210

**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)

Enter Requisitions - Order Detail

✓ ✕ Form Row Tools

**This form has 2 Errors 0 Warnings**

Issues (click each label for more information):

**Distribution AAI Number 4315 Invalid**

A form level error has occurred.  
 CAUSE: The Automatic Accounting Instruction (AAI) number 4315 used by this application is not defined in the Distribution/Manufacturing AAI table.  
 RESOLUTION: Review the AAI that is not set up correctly using the Distribution/Manufacturing AAI maintenance application and set up or modify the required data.  
 Check the information for Company 07000, Order Type OR and GL Class code 9999.

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

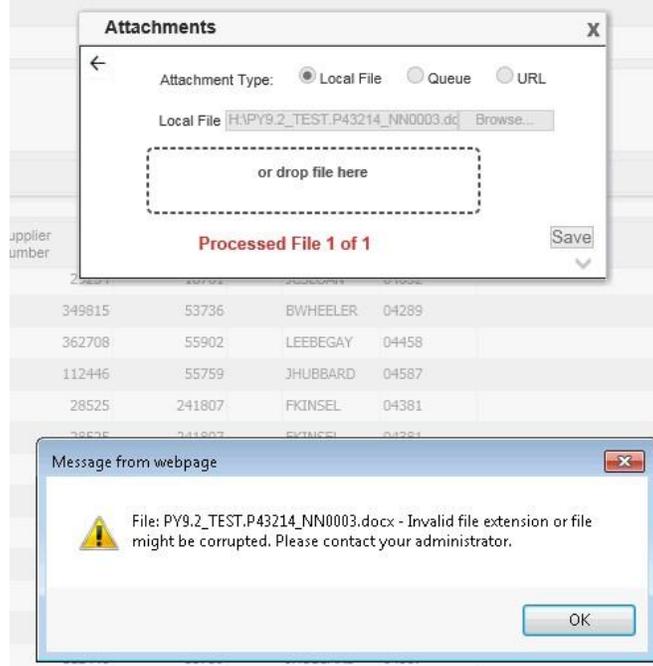
Order Detail	Line Defaults	Additional Properties	Category Codes
Order Number	4599	OR	07000
Supplier	132810	PRIMEDIA BUSINESS EXHIBITIONS	Branch/Plant
Ship To	54118	OFFICE SUPPLY CENTER	807001
Order Date	01/23/2019		
Hold Code	Blank - Hold Codes 42/HC		Order Attachment
Retainage %			

Records 1 - 2

Ln Ty	Item Number	Description 1	Description 2	Pu UoM	Tr UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
J	12345					1.00	15.0000			

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

**Enter Requisitions - Order Detail**

Form  Row  Tools

**This form has 1 Errors 0 Warnings**

Issues (click each label for more information):

▶ **Account Number 807001 is Invalid** ▶

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

**Order Detail** | Line Defaults | Additional Properties | Category Codes

Order Number: 4596 OR 07000 Branch/Plant: 807001  
 Supplier: 132810 PRIMEDIA BUSINESS EXHIBITIONS  
 Ship To: 54118 OFFICE SUPPLY CENTER Order Date: 01/23/2019  
 Hold Code: Blank - Hold Codes 42HC Order Attachment  
 Retainage %

Records 1 - 2

<input type="checkbox"/>	<input checked="" type="checkbox"/> Ln Ty	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
<input type="checkbox"/>	J					1.00	15.1500			807001

**Error Message (Red): Account Number 807001 is Invalid**

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

Enter Requisitions - Order Detail

Form  Row  Tools

**This form has 1 Errors 0 Warnings**

Issues (click each label for more information):

**Account Number 101006.7420 is Invalid**

CAUSE: 101006.7420 does not exist in the Account Master file (F0901). NOTE: If you get this error message on a discount amount, it is indicating that the account numbers set up in the Automatic Accounting Instructions are invalid. The AAI records being validated against are PKD/PKL for Accounts Payable and RKD for Accounts Receivable. If business unit is not defined in the AAI accounts, the program will use the business unit from the voucher/invoice. If the error message is on adjustment reason in cash receipts, the same holds true about the AAI account

Please look for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the entries, and resubmit your request.

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4607 OR 00010 Branch/Plant: 101006

Supplier: 132810 PRIMEDIA BUSINESS EXHIBITIONS

Ship To: 53471 RESOURCES COMMITTEE Order Date: 01/23/2019

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

Retainage %

Records 1 - 2

Ln	Description 1	Description 2	Pu. UoM	Tr. UoM	Quantity Ordered	Unit Cost	Extended Cost	Line Number	Account Number
J					2.00	7420.0000			101006.7420

**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.
  - Contact for General Fund Accounts:
    - MShondee (928) 871-7681, email mshondee@nnooc.org
- Resolve: Verify P512000 - Contract or Grant Status Inquiry – Job Status Inquiry for External Funds
  - Request Object Account to be added to the Business Unit.
  - Contact for External Fund Accounts:
    - DEtsitty (928) 871-6220, email detsitty@nnooc.org



**Contact List**

FMIS Project Manager	Rachel Williams	<a href="mailto:support@nnooc.org">support@nnooc.org</a>	928 871-7654
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Accounts Payable Address Book, W9	Marcie Allison- Destea Voucher Match	<a href="mailto:mdestea@nnooc.org">mdestea@nnooc.org</a>	928 871-7805
Purchasing Office Assistant OR Login/Status	Roberta Benally	<a href="mailto:robenally@nnooc.org">robenally@nnooc.org</a>	928 871-6316
Purchasing Buyer OR Processing	Lorita Etsitty	<a href="mailto:letsitty@nnooc.org">letsitty@nnooc.org</a>	928 871-6317
Purchasing ARPA Buyer OR Processing	Grace Coan	<a href="mailto:gcoan@nnooc.org">gcoan@nnooc.org</a>	928 871-6318
Purchasing Receiving Receipt	Sharon Belone	<a href="mailto:sbelone@nnooc.org">sbelone@nnooc.org</a>	938 871-6320
Purchasing PowerUser EASF/All Issues	James Bennett Jr	<a href="mailto:jbennett@nnooc.org">jbennett@nnooc.org</a>	928 357-6510
Purchasing PowerUser EASF/All Issues	Darlene Begay	<a href="mailto:darlene.begay@nnooc.org">darlene.begay@nnooc.org</a>	928 810-8546
NN Property Management 6B Check Off List	Darlene James	<a href="mailto:propertymgmt_OOC@nnooc.org">propertymgmt_OOC@nnooc.org</a>	928 729-4086 928 729-4087
NN Dept. of Info. Tech. (DIT) 6B Check Off List	DIT Help Desk	<a href="https://dit.navajo-nsn.gov/Help-Desk">https://dit.navajo-nsn.gov/Help-Desk</a>	928 871-6520 928 871-6554
NN Telecom. & Utilities 6B Check Off List	Email	<a href="mailto:nntu@navajo-nsn.gov">nntu@navajo-nsn.gov</a>	Fax 928 871-7737 928 871-7737

**Contact List**

NN Records Management 6B Check Off List	Email	<a href="mailto:nndupe@yahoo.com">nndupe@yahoo.com</a>	505 371-5113 Fax 505 371-5109
Fiscal Recovery Fund (FRF) 6B Check Off List	Lisa Jymm	<a href="mailto:ljymm@nnooc.org">ljymm@nnooc.org</a> <a href="mailto:jlmuskett@navajo-nsn.gov">jlmuskett@navajo-nsn.gov</a> <a href="mailto:steven.daniels@navajo-nsn.gov">steven.daniels@navajo-nsn.gov</a>	928 309-5535 928 309-5532 928 309-5533