

Procurement 6B Web Based Training Navajo Nation Version 9.20



Copyright © 2003-2005, Oracle. All rights reserved. Oracle, JD Edwards, PeopleSoft, and Retek are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Oracle / PeopleSoft

Table of Contents

| Purchase Order Management | 4 |
|---|--------------------|
| Approval Routes | 5 |
| Approval Level | 5 |
| Approval Delegation | 7 |
| Requisition Orders | |
| Enter Requisitions – Order Header | |
| Error Message - Invalid Approval Route Code | |
| Enter Requisitions – Order Detail | |
| Purchasing and Transaction UoM Fields | |
| Line type J Entries | |
| Entering Tax, Freight, Shipping, Setup Charges, Embroidery, etc., | |
| Entering Unit Cost with 3 rd Digit Cents | |
| Entering Quotes With Discounts | |
| Line Type T – Text Line | |
| Text Line Attachment - Order Detail | |
| Print Requisitions Order | |
| View Your Printed Requisition Order | |
| Enter Requisitions – Budget Holds | |
| Pudaoting Packaround | 2.9 |
| How Available Pudget is Determined | |
| ENTER REQUISITIONS – Change / Modify | |
| | 10 |
| Order Header Modification | |
| Order Detail Modification | |
| Cancel an OR | |
| Error Date Invalid - Order Date Requisition Cancellation | |
| Reprint Requisition Order - Next Status | |
| Reprint an OR - Next Status equals 120 | |
| Reprint Requisitions Order - Next Status 120 and 110 | |
| Reprint Requisitions Order - Next Status 999 | |
| File Attachment – Order Header | |
| File Attachment – Order Detail | |
| To view Text Attachment | |
| To view o File Attachment | 04 |
| 10 view a rite Attachment | |
| Checking Status of Requisitions | |
| To View Requisitions Awaiting Approval | |
| Status Summary | |
| Work With Work Center | |
| To Approve an Order Reauisition from the Work Center | |
| Approvers - Orders Awaiting Approval | |
| Review Supporting Documents - Detail Revision | 131 |
| Approve a Requisition | |
| To Inquiry on an OR Status – Pending Another Approver | 130 |
| To Inquiry on an OR status | |
| | |
| | Revised 02/27/2025 |

| To View Approved Orders | |
|---|--|
| Reject a Requisition | |
| Approve a Requisition - Bypass | |
| Purchase Order Receipts | |
| Entering Receipt Information | |
| Partial Receipt Process | |
| Partial Receipt with Discount | |
| Partial Receipt and Close the Purchase Order | |
| Cancel Receipt Line or Purchase Order | |
| Cover Sheet – Receipt(s) Processed | |
| Receipt Reverse | |
| View the General Ledger Post Report – R09801 | |
| Review G/L Receipts Journal and Post by Batch | |
| Revise Status Description – In Use | |
| Batches Status Description – Error | |
| Print Batch Report - General Ledger Post (R09801) | |
| Batches with Error Messages - Work Center | |
| View Who Processed Receipts | |
| Multiple Invoices vs Purchase Order | |
| Review Address Book Attachments | |
| Example of an Invalid AB Number | |
| To Locate an Order Requisition | |
| Order Inquiry – Detail View (OP) | |
| Examples of System Warning & Error Messages | |
| Contact List | |

Purchase Order Management

Business Process Description Overview

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

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

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

An order consists of two parts:

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

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

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

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

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

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

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

Purchase Order Document and Line Type Summary

The Navajo Nation will process Purchase Requisitions Orders using Order Type (OR).

Order Type (OR) – Is used to process purchase requisition orders for Direct Charge (J) line items.

Line Types help determine how to process items. The following lists the main line types to be used:

Line Type J – Non-stock items (direct charge). An example would be an order for an item not, supplied by the Office Supply Center.

Line Type T – For entering text information on the detail line of the order form.

The combination of Order Type and Line Type must be accurate for the purchase requisition to process correctly and for the order activity rules to apply.

Approval Routes

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

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, and so forth. You may have multiple approval routes, each of which consists of a different group of 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, <u>do not</u> 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.

| Via Menus | Distribution / Logistics \rightarrow Procurement \rightarrow Daily Processing Approval Delegation | $g \rightarrow$ Order Gen / Approve / Release \rightarrow |
|----------------|---|---|
| ▼ EnterpriseOn | Menus > FMIS Master Directory > Distribution / Logistics > Procurement > | Daily Processing > Order Gen/Approve/Release |

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

| ~ (| ۵ | () Revisions | Form | |
|-----|------------|--------------|------|---------|
| App | orover | 150368 | Q HA | |
| | | | | |
| No | records fo | ound. | | £[] |

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

Approval Delegation - Work With Approval Delegation

| ¥ 1 | a x | (B) Revisions | Form 🛞 Iools | | |
|-----|---------------|------------------------|----------------------------|-------------------|--------------|
| Ap | prover | 150368 | НА | | |
| Red | cords 1 - | 3 | -11 r | | _ 1 1 |
| | Order Type | Approval Route Code | Description | Approval Limit | Note |
| | OR | AC006 | OOC - Office Supply Center | | 1 |
| | OR | AC007 | OOC - Purchasing Services | | 1 |

| 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 Approval Route Code to delegate from the grid. |
| | 5. Click the Select button. |





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

Funds Availability

| ORACLE [®] JD Edwards 🔗 🐔 | 0 🖻 🗹 ★ | | | | |
|------------------------------------|---------------------------|-----|--|---------------------------------|-------------------------------|
| • | databrowser | 10) | | | |
| | Activators | • | | | |
| | Content Development Tools | | | | |
| | End-User Tasks | | | | |
| | EnterpriseOne Menus | • | Foundation Systems | | |
| | Mobile Sales Menus | • | Financials + | | |
| | Power User Tasks | | Workforce Management | | |
| | Purge-it! Archive System | • | Burdening / Re-burdening | | |
| | Actions | | FMIS Master Directory | Foundation Systems | |
| | | | Apparel Management | Financials + | |
| | | | Environmental Accounting & Reporting + | Office Of Management & Budget + | |
| | | | 10 | Distribution / Logistics | |
| | | | | FMIS Custom Reports | ())) (|
| | | | | FMIS Inquiry Menu | Foundation Inquiry |
| | | | | | Work with Navajo Nation Funds |
| | | | | | Work with Contracts & Grants |

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:

T/B Ledger Comparison with Encumbrances

Application: P09210A, Form: W09210AA, Version: NN0002

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

Application: P512000, Form: W512000A, Version:

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).

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

| Purchase Log |
|--|
| PR Log Report |
| Application: P4310, Form: W4310I, Version: ZJDE000 |
| Enter Requisitions |

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

Enter Requisitions – Order Header

| Enter Requisition | - Work Wi | ith Ord | er Headers | | | | | | | | | | | | |
|-----------------------|-----------------|----------|------------|-------------------------|--------------------|----------|-------------|---------|------------------|-----------|---------------|-------|----------------------|---------------|-----------|
| / Q + 🗇 🕽 | K 🗮 Bow | @ I0 | ols | | | | | | | | | | | | |
| Order Number Supplier | OF | 2 * | | Branch/Plant * | | | | | | | | | | | |
| No records found. | -11 | -111 | 30 | _ | | | | | | | | | Customize Grid PY910 | ~ | 1. M |
| Order Date | Order Number | Or Ty | Amount | Supplier Description | Supplier Number | Hd CD | Order Co | Ship To | Branch/ Plant | Reference | Ordered By | Buyer | Supplier SO | RMA Number | RMA Ty |

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

Oracle / PeopleSoft

| Enter Requ | isitions - W | ork With | Order Header | S | |
|------------|--------------|----------|------------------|--------------|---|
| ✓ Q + | | Row { | <u>]) T</u> ools | | |
| Order Numb | er | OR | * | Branch/Plant | * |
| Supplier | | | | | |

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

Error Message - Invalid Approval Route Code

Use the procedure listed below if you encounter a red warning when entering the *Branch/Plant* field at the Order Header.

| Enter Requisitio | ns - Order He | ader | | | | |
|--|--|---|--|-------------------------------|-------------------------|----------------------|
| / X 🗧 Earm | 23 Tools | | | | | |
| This form has 2 | Errors 0 Warning | 5 | | | | |
| Issues (click each la | bei for more inform | ation): | | | | |
| A form let Cause file (F430 Resolutio must be c order typ Sode that the P.O. Code field Please look for the f | proval Route Code vel error has occurri- The Approval R 08) for the order ty n If the approval defined in the Approval defined in the Approval defined in the Approval defined in the Approval is used as a defaat Header video, place d. and press FT to highlighted fields or Additional Property Additional Property Add | ed. ooute Code is not defir pe. process is desired, th yval Levels file (F4300 uption determines the . uit. If you are currently the cursor on the Ap see a list of valid value use Go To Error links rties Category Co | ed in the Approval Levels en the Approval Route Cod 8) for the Approval Route using the proval Route s. If you to move the focus to the co des | e ontrol with the error, corr | ect the entries, and re | submit your request. |
| Order Number | 10804 | OR 0410 | 6 Branch/Plar | t K160742 | | |
| Address Number | 5 | | | Dates | | |
| Supplier | 28525 | BUTLEF | S OFFICE EQUIPMEN | Order Date | 04/22/2021 | |
| Ship To | 57813 | RED TC | P EXECUTIVE SEDAN | Requested | | |
| Buyer | | | | Promised Delivery | 08/01/2021 | |

| Function | Processes |
|------------------|---|
| Invalid Approval | Error message at the Order Header form in the Branch/Plant field. |
| Route Code | |
| | 1. Click the Cancel button. |
| | Email scan copy of your <i>Expenditure Authorization Signature</i> Form (EASF) that references this Branch/Plant. |
| | Note: Always submit all new, updated EASF's as soon as they are available to prevent seeing this error message. |
| | 2. Email copy to: purchasing@nnooc.org. |
| | Purchasing must update the approval route(s) and advise when to proceed. |

| der Header Additional F | Properties Category Co | des | |
|-------------------------|------------------------|----------------|------------------------|
| Order Number | OR | Branch/Pla | nt |
| ddress Numbers | | | Dates |
| Supplier | | | Order Date |
| Ship To | | | Requested |
| Buver | | | |
| | | | Promised Delivery |
| Carrier | | | Cancel Date |
| ayment Terms | | | |
| Pmt. Remark | | | |
| Description | | | |
| Print Message | | | |
| Tax Expl Code | | Hold Code | Blank - Hold Codes 42/ |
| Tax Rate/Area | | Approval Code | |
| Certificate | | Retainage % | |
| Tax ID | | Ordered By | TU43 BUY |
| Person/Corp. ID | | Order Taken By | |
| - | 0 | | |

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 <u>not</u> 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 <u>must</u> 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

| rder Header | Additional Properties | Category Codes |
|-------------|-----------------------|----------------|
| | | |
| Order Numbe | er | OR |
| | | |
| ddraes Numl | bara | - |

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

Verify the Supplier field.

| | s - Order Meade | r | | | |
|-----------------------------|---------------------|----------------|------------------|---|------------|
| X F Eorm | (i) <u>T</u> ools | | | | |
| Order Header Add | ditional Properties | Category Codes | | | |
| Order Number | | OR | Branch/Plar | nt | |
| | | | | | |
| | | | | | |
| Address Numbers | | | | Dates | |
| Supplier | 187356 | HOME DEPO | TUSE AR 120661 | | |
| Cuppilor | | | 11 USE AD 150001 | Order Date | 05/19/2021 |
| Ship To | | | 1 03E AB 130601 | Order Date Requested | 05/19/202 |
| Ship To Buyer | | | 1 USE AD 130001 | Order Date Requested Promised Delivery | 05/19/2021 |
| Ship To Buyer Carrier | | | 1 USE AD 130001 | Order Date Requested Promised Delivery Cancel Date | 05/19/2021 |

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

| | (a) Tools | | | | |
|----------------------|--------------------------|-----------------------|-------------|----------------------------------|------------|
| Order Header Ac | Iditional Properties Ca | tegory Codes | | | |
| Order Number | OR | 00010 | Branch/Plan | t 105001 | |
| Address Numbers | 34672 | | | Dates | 04442240 |
| Ship To | 53515 | OFFICE OF MANAGE | MENT & | Requested | 01/14/2019 |
| Carrier | | | | Promised Delivery Cancel Date | 02/01/2019 |
| unction | Processes | | | | |
| nter Requisitions | 9. Click the OK b | button to confirm the | e Order H | eader. | |

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.

| Reco | ords | 1 - 5 | | | | | | | | |
|------|------|----------|--------------------------|-----------------------------|------------|------------|---------------------|--------------|------------------|----------------|
| | R | Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| | | 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.
 - $_{\odot}$ You must verify the (Pu Uom) and (Tu Uom) are identical. $_{\odot}$

If they display different unit of measure, make them identical.

Line type J Entries

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

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

DO NOT enter 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.,

| Recor | rds 1 - 5 | | | | | | | | |
|-------|------------|-----------------|---------------|------------|------------|---------------------|--------------|------------------|----------------|
| | 🖉 Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| | J | Freight Charge | | EA | EA | | | 25.00 | 113011.5720 |
| | J | Shipping Charge | | EA | EA | | | 85.00 | 113011.5720 |
| | J | NN Tax | | EA | EA | | | 341.00 | 113011.5720 |
| | J | Setup Charge | | EA | EA | | | 21.40 | 113011.5720 |

Order Detail

| Enter | Requisi | itions - Order Detail | | | | | | | | | |
|-------|------------|----------------------------------|-----------------------------|------------|------------|---------------------|-------|--------------|------------------|----------------|-------------|
| ~ × | (F, Eo | rm 🗮 <u>R</u> ow 🚯 <u>T</u> ools | | | | | | | | | |
| Orde | r Detail | Line Defaults Additional Prop | perties Category Codes | | | | | | | | |
| Orde | er Number | 4589 OR | 00010 | Brand | h/Plant | | 1050 | 01 | | | |
| Sup | plier | 34672 | COMPUTER WISE | | | | | | | | |
| Ship | То | 53515 | OFFICE OF MANAGEMENT & BUD | Order | Date | 01/ | 14/20 | 19 | | | |
| Hold | i Code | Blank - F | fold Codes 42/HC | Order | Attachn | nent | | | | | |
| Reta | ainage % | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Reco | rds 1 - 5 | | | | | | | | | | _ |
| | 🖉 Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | | Unit Cost | Extended Cost | Account Number | G/L Date |
| | J | Sony VA10SVL24125CXB 24" | All-in-one PC Intel Core i5 | EA | EA | - | 1.00 | 1299.0000 | 1,299.00 | 105001.4230 | 01/14/2019 |
| | J | Samsung 740N-B1 Black 17" | 8MS LCD Monitor A | EA | EA | | 1.00 | 1354.9800 | 1,354.98 | 105001.4230 | 01/14/2019 |
| | J | Tax | | EA | EA | | | | 132.70 | 105001.4230 | 01/14/2019 |
| | т | POC: tu43@nnooc.org | POC: 505 200-5000 | EA | EA | | | | | | 01/14/2019 |

| Function | Processes |
|---|--|
| Enter Requisitions – Order Detail | At the Enter Requisitions – Order Detail form, click in the Ln Ty field. |
| | 2. Enter J in the Ln Ty (Line Type) field for non-stock/direct charge. |
| | 3. Tab to the Description 1 field and enter the description of the item you are ordering (Enter the supplier's item number). |
| | Tab to the Description 2 field if you need additional space for description. |
| | 5. Tab to the Quantity Ordered field and enter the quantity. Note: Do not enter quantity for tax, freight, shipping, setup fees, etc. |
| | 6. Tab to the Unit Cost field and enter the unit cost. |
| | Note: Do not enter unit cost for tax, freight, shipping, setup fees, etc. |
| | 7. Tab to the Account Number field and enter an account number. |
| | Note: All cost distribution must be verified by the Purchasing department. |
| | Note: If the account number is not known, click the <i>visual assist</i> button. |
| | Verify the object code you are using equals LD 7. Verify the PE (Posting Edit Code) field is 'Blank' to allow requisition to post. Cost distribution must comply to page 11 and verified by a buyer. Do not enter an Account Number without a Quantity or Unit Cost |
| Oracle / PeopleSoft | - 19 - Revised 02/27/20 |

| | If entering an approved cost distribution account number, you must update the <i>Branch/Plant</i> field also, the business unit must match the account number business unit. 8. Repeats steps 2 – 7 until you finish entering all items <u>except</u>, taxes, shipping, freight, setup charges, embroidery, etc. |
|--|---|
| Function | Processes |
| Enter Requisitions – Tax, Shipping, Freight, Other Charges | When entering Sales Tax, NN Tax, Shipping, Freight, Setup Fees, etc., <i>Do not</i> enter a quantity or unit cost, leave these fields blank. 9. Click in the Ln Ty field and enter a J for non-stock. 10. Tab to the Description 1 field and enter the description. 11. Tab to the Extended Cost field and enter the total amount of the charge. |
| | 12. Tab to the Account Number field and enter the account number. |

Entering Unit Cost with 3rd Digit Cents

• Scenario: You enter an OR that reflects the quote, 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 P | roperties Category Codes | | | | | | | |
|--------------|-----------------------------|--------------------------|------------|------------|---------------------|--------------|--------|------------------|----------------------------|
| Order Number | 10807 OR | 00010 | Bran | ch/Plant | 1150 | 13 | | | |
| Supplier | 359031 | BUBANY SUPPLY | | | | | | | |
| Ship To | 53773 | OPERATING/MAINTENANC | Orde | r Date | 05/19/20 |)21 | | | |
| Hold Code | Blank | - Hold Codes 42/HC | Orde | r Attachm | ent | | | | |
| Retainage % | | | | | | | | | |
| anarda 1 d | | | | | | | | | |
| Ln Exp | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | | Extended Cost | Account Number |
|] J | Leviton Mfg 86001 IG incon | Plate | EA | EA | 100.00 | | .1421 | 14.21 | 115013.6030 |
|]] | Leviton Mfg 86114 IG9 icon | Blank Plate | EA | EA | 75.00 | | 1.1054 | 82.91 | |
| | | | | | | | | | 115013.6030 |
|] J | Leviton Mfg 279 BLK 3 prong | Grounding Plug | EA | EA | 250.00 | | .7468 | 186.70 | 115013.6030 115013.6030 |

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

| Text Attachment Name: | | | | | | х |
|------------------------------------|---|-----------------------------|-----------------------------|--------|---|---|
| ⊟ ē ← → B I <u>U</u> | S <u>T</u> _x <u>:</u> ≣ :≣ :≡ | ≣ 4≣ ≥ ⊴ | ■ <u>A</u> - M - Font | - Size | • | |
| You can use the 'Line Attachment | s' option from the Row e | exit, to explain your entry | for quantity and unit cost. | | | |
| Quantity of 100 at Unit Cost .1421 | ach | | | | | |

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?



* 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.

| Reco | ords | 1 - 12 | | | | | | | | |
|------|------|----------|-------------------------------|---------------|------------|------------|---------------------|--------------|------------------|----------------|
| | R | Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| | | J | 400 Global Art PB | | EA | EA | 4.00 | 16.9900 | 67.96 | 113011.5720 |
| | | J | 100220 The Biant Book of | Bulletin Boa | EA | EA | 4.00 | 22.9900 | 91.96 | 113011.5720 |
| | | J | 100399 The Giant Encyclopedia | of Them | EA | EA | 4.00 | 34.9900 | 139.96 | 113011.5720 |
| | | J | 34329 Celebrate Anti Bias | Guid to En | EA | EA | 4.00 | 19.9900 | 79.96 | 113011.5720 |
| | | J | 100401 Inclusive Literacy | Lessons PB | EA | EA | 4.00 | 24.9900 | 99.96 | 113011.5720 |
| | | J | 950047 Inclusive EC | Classroom PB | EA | EA | 4.00 | 24.9900 | 99.96 | 113011.5720 |
| | | J | 901910 Giant Encyclopedia | Science PB | EA | EA | 3.00 | 34.9900 | 104.97 | 113011.5720 |
| | | J | 400729 S4-Sided Library | | EA | EA | 1.00 | 290.9900 | 290,99 | 113011.5720 |
| | | J | Discount 15% | | EA | EA | | | 807.54- | 113011.5720 |
| | | J | Freight Charge | | EA | EA | | | 43.65 | 113011.5720 |

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 | To enter a discount, enter all items at full price. Add a line number for the |
| Requisitions – | discount amount as a negative amount. |
| Order Detail | 1. Click in the Ln Ty field and enter a J for non-stock. |
| Enter discounts | 2. Tab to the Description 1 field and enter the description. |
| | 3. Tab to the Extended Cost field and enter the total amount with a <i>negative amount</i> . |
| | 4. Tab to the Account Number field and enter the account number. |

Discount applied by Line Number in the Order Detail

| Ln Ty | Description 1 | Description 2 | Pu. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Line Number | Cancel Date | G/L Date |
|-------|--------------------------------|--------------------------------|------------|---------------------|-----------|------------------|-------------------|----------------|-------------|-----------|
| J | 650968 WORLD OF BABIES BB | COLL | EA | 2 | 54.39 | 108.78 | K120584.4420 | 36 | | 8/16/2013 |
| J | 651096 CLOTH ACTIVITY BOOK | COLLECTION | EA | 1 | 62.89 | 62.89 | K120584.4420 | 37 | | 8/16/2013 |
| J | 952105 LET'S POTTY! | | EA | 2 | 5.94 | 11.88 | K120584.4420 | 38 | | 8/16/2013 |
| J | 100402 INFANT TODDLER | EXPERIENCES PB 4 EA X \$21.243 | EA | | | 84.97 | K120584.4420 | 39 | 9/18/2013 | 8/16/2013 |
| J | 100400 THE ENCYCLOPEDIA OF | INFANT AND (4 EA X \$16.993) | EA | | | 67.97 | K120584.4420 | 40 | | 8/16/2013 |
| J | 906262 HEY KIDS! OUT THE DOOR | LET'S (4 EA X \$21.243) | EA | | | 84.97 | K120584.4420 | 41 | 9/18/2013 | 8/16/2013 |
| J | 100405 INTELLECTUAL DEVELOPMEN | N 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 | | | | |

| Record | s 1 - 2 | | | | | | | | | |
|--------|----------|-------------------------|---------------|---------------------|--------------|----------------|------------------|----------------|------------|------------|
| | Ln Ty | Description 1 | Description 2 | Quantity Ordered | Unit Cost | Account Number | Extended Cost | Line Number | Pu. UoM | Tr. UoM |
| | J | 400729 S4-Sided Library | | 1.00 | 247.3400 | 113011.5720 | 247.34 | 1.000 | EA | EA |
| | | | | | | 0 | | | | |

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

| Function | Processes |
|---|--|
| Enter Requisitions – Order Detail | 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. |
| Enter discounts | For example, looking at the suppliers quote above: Item 400729, 4-Sided Library The regular unit price is quoted at \$290.99 each. Calculation: 290.99 x .15 = 43.65 then, 290.99 - 43.65 = 247.34 Enter the discount unit cost 247.34 in the unit cost field. |
| | 1. Click in the Ln Ty field and enter a J for non-stock. |
| | 2. Tab to the Description 1 field and enter the description. |
| | 3. Tab to the Quantity field and enter the quantity. |
| | 4. Tab to the Unit Cost field and enter the calculated discount amount. |
| | 5. Tab to the Account Number field and enter the account number. |

Line Type T – Text Line

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

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

| Recor | ds 1 - 5 | | | | | | | | | |
|-------|----------|---------------------------|-----------------------------|------------|------------|---------------------|--------------|------------------|----------------|-------------|
| | Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | G/L Date |
| | J | Sony VA10SVL24125CXB 24" | All-in-one PC Intel Core i5 | EA | EA | 1.00 | 1299.0000 | 1,299.00 | 105001.4230 | 01/14/2019 |
| | J | Samsung 740N-B1 Black 17" | 8MS LCD Monitor A | EA | EA | 1.00 | 1354.9800 | 1,354.98 | 105001.4230 | 01/14/2019 |
| | J | Tax | | EA | EA | | | 132.70 | 105001.4230 | 01/14/2019 |
| | Т | POC: tu43@nnooc.org | POC: 505 200-5000 | EA | EA | | | | | 01/14/2019 |

| Function | Processes |
|----------------|---|
| Enter | |
| Requisitions – | 6. To enter a text line, click in the Ln Ty field and enter a ' T ' for text. |
| Order Detail | |
| | 7. Tab to the Description 1 field, enter text information. |
| | Enter Point of Contact Information |
| | Enter Suppliers Quote Number for reference. |
| | |
| | Leave the Quantity Ordered, Unit Cost, Extended Cost, and the Account |
| | Number fields BLANK . |

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 | 1. Select the specific line number from the grid to attach additional. |
| Requisitions – | information. |
| Order Detail – Line Attachments | 2. Click the Row exit. |
| | 3. Select Line Attachments from the row exit. |

| Atta | chment Manager | | 000 | | |
|------|----------------|------|------|------|----|
| 6 | | 0 ± | | | 00 |
| | Name 🔺 | Туре | User | Date | |
| | | | | | |
| | | | | | |
| | | | | | |

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

| Attachments | X |
|--------------------------------|---|
| Select Attachment Type to Add: | |
| File/URL Attachment | |
| Text Attachment | |

| Function | Processes |
|--|---|
| Enter Requisitions – Order Detail – Line Attachments | 5. At the Attachments form, click the Text Attachment option. |

| e: Warranty | | |
|--|---|--|
| □ ◆ → B I U S I _x := := · · · E = = A · N · Font · Size · □ | 🕸 🕸 🖻 🚊 🗮 📕 🗛 - 🚺 - Font 🛛 - Size 🗸 🖼 | |

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

| Attachment Manage | er 📄 | <u> </u> | | 0 |
|-------------------|-------|----------|----------|---------------------|
| Name 🔺 | - dev | Туре | User | Date |
| Warranty | | eTXT | TU43_BUY | 04/22/2021 21:23:19 |

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

| Enter | r Requisi | itions - Order Detail | | | | | | | | | |
|-------|---|--|---|------------------------------------|------------------------------|-------------------------------------|--|---|--|--|---|
| | × 🕂 E0 | rm 🗮 Row 🍈 Iools | | | | | | | | | |
| Ord | ler Detail | Line Defaults Additional Proper | ties Category Codes | | | | | | | | |
| Ord | der Number | 10805 OR | 00010 | Branc | h/Plant | 1050 | 01 | | | | |
| Sup | pplier | 34672 | COMPUTER WISE | | | | | | | | |
| Shi | ір То | 53511 | IAVAJO-HOPI LEGAL SERVICES | Order | Date | 04/22/20 | 21 | | | | |
| Hol | ld Code | Blank - Hol | d Codes 42/HC | Order | Attachm | <u>ent</u> | | | | | |
| | | | | | | | | | | | |
| Ret | tainage % | | | | | | | | | | |
| Ret | tainage % | | | | | | | | | | Fig. 1 |
| Ret | tainage % ords 1 - 6 | | | Pu. | Tr. | Quantity | Unit | Extended | | Branch/ | Line |
| Ret | ords 1 - 6 | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Branch/ Plant | Line Number |
| Reco | ords 1 - 6 Ln Ty J | Description 1 Sony VA 105VL24125 CXB 24* | Description 2 All-in-One PC Intel Dell Core | Pu. UoM EA | Tr. UoM EA | Quantity Ordered 2.00 | Unit Cost 1245.0000 | Extended Cost 2,490.00 | Account Number 105001.4230 | Branch/ Plant 105001 | Line Number 1.000 |
| Reco | ords 1 - 6 Cords 1 - 7 Cords | Description 1 Sony VA 10SVL24125 CXB 24" Samsung 740N-BI Black 17" | Description 2 All-In-One PC Intel Dell Core 8MS LCD Monitor A | Pu. UoM EA EA | Tr. UoM EA EA | Quantity Ordered 2.00 1.00 | Unit Cost 1245.0000 1377.0000 | Extended Cost 2,490.00 1,377.00 | Account Number 105001.4230 105001.4230 | Branch/ Plant 105001 | Line Number 1.000 2.000 |
| Reco | ords 1 - 6 Ln J J J J | Description 1 Sony VA 10SVL24125 CXB 24" Samsung 740N-BI Black 17" Sales Tax | Description 2 All-In-One PC Intel Dell Core 8MS LCD Monitor A | Pu. UoM EA EA EA | Tr. UoM EA EA EA | Quantity Ordered 2.00 1.00 | Unit Cost 1245.0000 1377.0000 | Extended Cost 1,377.00 425.00 | Account Number 105001.4230 105001.4230 105001.4230 | Branch/ Plant 105001 105001 105001 | Line Number 1.000 2.000 3.000 |
| Reco | ords 1 - 6 C Ln J J J J J J J | Description 1 Sony VA 10SVL24125 CXB 24" Samsung 740N-BI Black 17" Sales Tax Freight | Description 2 All-In-One PC Intel Dell Core 8MS LCD Monitor A | Pu. UoM EA EA EA EA | Tr. UoM EA EA EA | Quantity Ordered 2.00 1.00 | Unit Cost 1245.0000 1377.0000 | Extended Cost 2,490.00 1,377.00 425.00 35.00 | Account Number 105001.4230 105001.4230 105001.4230 105001.4230 | Branch/ Plant 105001 105001 105001 105001 | Line Number 1.000 2.000 3.000 4.000 |

| Function | Processes | |
|----------------|--|--|
| Enter | Note: The Attachment is displayed in the Attachment column | |
| Requisitions – | Note. The Attachment is displayed in the Attachment column. | |
| Order Detail – | 10 At Enter Bequicitions Order Detail form review your entry then | |
| Line | 10. At Enter Requisitions – Order Detail form, review your entry then, | |
| Attachments | click UR to confirm the order. | |

Enter Requisitions - Order Header

| der Header Ad | ditional Propertie | s Category Codes | | |
|---------------|--------------------|--|--|--|
| Q. 1. 11. 1. | 1 | OR | Branch/Plant | |
| Order Number | Sec. 1 | CHARACTER IN CONTRACTOR OF CON | 94 5 60 C 80 C | |

| Function | Processes |
|----------------|--|
| Enter | 11. At the Enter Requisitions – Order Header form, record your |
| Requisitions – | system generated requisition order number in the Previous Order |
| Order Detail – | field. |
| Line | |
| Attachments | Note: Record your requisition order number on the 6B Check Off List. |

Field & Description

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

| Field Name | Description | R/O/A | User Action and Values | Comments |
|--|--|---|---|--|
| Ln Ty | Line Type. A code that controls how the system processes lines on a transaction. It controls the systems to which the transaction interfaces, such as GL, AP, AR, and Inventory Management. | R | The Line Type is related to the Item Number. Each Item Number is assigned a Line Type that controls how it interacts within the system. The most common Line Types are Stock Item (S), Non-Stock Item and Direct Charge (J), and Text (T). | When entering a 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 require d 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. | |

Proprietary & Confidential

Print Requisitions Order

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

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

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

| Ve | rsion Pron | npting | |
|----|------------|--------|-----------------|
| × | Submit | Form | (ii) Tools |
| 1 | ompt For | | |
| N | 🔽 Data Sel | ection | Data Sequencing |

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

Data Selection

| \sim | $\checkmark \times \square \land \lor$ | | | | | | |
|-----------|--|--|---------------|---|---------------|---|--|
| | Operator | Left Operand | Comparison | | Right Operand | | |
| \square | Where | Status Code - Next (F4311) (NXTR) [BC] | ✓ is equal to | ~ | "110" | ~ | |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ✓ is equal to | ~ | "OR" | ~ | |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal to | ~ | Blank | ~ | |
| | And 🗸 | | ~] | ~ | | ~ | |

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

| Operator | Left Operand | Comparison | Right Operand | |
|----------|--|---------------|---------------|---|
| Where | Status Code - Next (F4311) (NXTR) [BC] | ✓ is equal to | ✓ "110" | ~ |
| And 🗸 | Order Type (F4301) (DCTO) [BC] | ✓ is equal to | ✓ ["OR" | ~ |
| And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal to | Blank | |
| And V | | | Zero Null | |

| Function | Processes |
|---------------------------------------|--------------------|
| Print Order Requisition R55PR14 | 5. Select Literal. |

Select Literal Value

| \sim | | | | |
|----------------|-----------------|----------------|------|---|
| Single Value | Range of Values | List of Values | | |
| Literal Value: | | | 4589 | × |

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

Range of Values Tabs

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

Select Literal Value

| Single Value | Range of Values | ist of Values |
|-----------------|-----------------|---------------|
| Literal Value F | rom: | 4590 |
| Literal Value T | o: | 4600 |

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

| 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.

| ~ | × 🖬 / | N Y | | | | |
|---|----------|--|-------------|---|---------------|---|
| | Operator | Left Operand | Comparison | | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to | ~ | "110" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "0R" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | "4589" | ~ |
| | And 🗸 | ~ ~ | | ~ | | ~ |

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

View Your Printed Requisition Order

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

| ORACLE [®] JD Edwards | 💽 🖻 🖻 ★ 🌲 | <u>i</u> |
|--------------------------------|---------------------------|--|
| * | Fast Path | |
| | Activators | • |
| | Content Development Tools | . |
| / | End-User Tasks | • |
| | EnterpriseOne Menus | . |
| | Mobile Sales Menus | • |
| | Power User Tasks | • |
| | Purge-it! Archive System | , |
| 2 | Actions | e Help |
| | | My System Options My System Profile Work With Work Center Submit Job View Job Status |

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

| View | Job Stat | tus - Si | ubmitted Job Search | | | | | | | | |
|------|----------------|----------|---------------------|---------------|----------------|-------------|----------|-------------------|---------------------|-------------------------|-----------------------|
| / (| | X F. | Eorm 🗮 Row 💮 Iools | | | | | | | | |
| Use | er ID | | TU43_BUY | | | | | | | | |
| Rec | ords 1 - 2 | | | | | | | - | | 01 | |
| | View Output | Print | Report Name | Version Title | Job ⇔ | Job # ⇔ | Status ⇔ | Status Details | User ⇒ | Date Job Submitted ⇒ | Time Job Submitter |
| | | - | PURCHASE ORDER | OR Print | R55PR14_NN0008 | 151 | 1 D | Done | TU43_BUY | 01/14/20 | 019 15:59:01 |
| | E. | E. | DUDCHASE ODDED | OP Print | D550014 NN0008 | 1471 D Done | | TII43 BUV | 01/07/2019 08:57:48 | | |

| Function | Processes |
|---------------------------|---|
| View Order Requisition | At the Submitted Job Search form, locate your Job# in the grid. (Report Name: Purchase Order, R55PR14, NN0006). |
| N35F N 14 | 5. Verify the Status / Status Details fields indicate D / Done. |
| | 6. Click the View Output button on the same line as your Job#. |

| Downloads | ◘ < … ☆ | | | |
|-------------------------------------|-------------|--|--|--|
| RD55PR14RO_EN_1513448_77 | 701_306.pdf | | | |
| RD55PR14RO_EN_1513448_77701_305.pdf | | | | |
| See more | | | | |

| Function | Processes |
|--------------------------------------|---|
| View Order Requisition R55PR14 | 7. At the Downloads form, select the file and click Open file . |

| A REAL PROPERTY AND A REAL | | THE NAV PO Box 900 Window Roc | [| REC Order Date Busines Page | Number 4589 OI 01/14/207 is Unit 105001 1/1 | RDER | | |
|--|--|--|---|---|---|--|--|-------------------|
| Conta | V E N D O R ct Perso | COMPUTER WISE 1109 S. PLAZA WA FLAGSTAFF AZ 86 | VY SUITE 140 0001 Phone: | (928) 871-85 | S H I D T D | OFFICE OF MANAGEMEN P.O. Box 646 Window Rock Blvd., Admin Window Rock AZ 86515 Eax | IT & BUDGET Bidg #1 (928) 871-85 | 570 |
| Requisiti | on Numb | er | Thone. | (820) 01 1-001 | 0 | T dA. | (820) 07 140 | |
| Date Requested Date Ordered | | 01/14/2019 Terms 01/14/2019 Freight | | Net 3 | 0 Days | | | |
| Phone: | ken by | (928) 871-6570 | Fax: | (928) | 871-6570 | | | |
| Line | Rev | Item # | Description/ Description 2 | Quantity Ordered | PU | Account Number | Unit Price | Extended Price |
| 1.000 | 10 | Sony All-ir | y VA10SVL24125CXB 24" n-one PC Intel Core i5 | 1 | EA | 105001.4230 | 1,299.00 | 1,299.00 |
| 2.000 | 10 | Sam 8MS | sung 740N-B1 Black 17" 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 : 505 200-5000 | | | | 0.00 | 0.00 |

| Tax Rate | Sales Tax | See Last Page of Order for Total Amount Due | | |
|----------|--------------|---|----------|--|
| | CAUCHARDES 1 | 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.
The Navajo Nation



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

Enter Requisitions – Budget Holds

| Enter C | G/CP/NC | Purchase O | rders (| OP) - Work | With Order H | eaders | | | | |
|---------------------|---------------|-----------------|----------|------------|------------------|--|--------------------|----------|---------|-------------|
| v a | + 🗇 | × 🗮 Row | (3) Io | ools | | | | | | |
| Order N Supplier | umber 3 | 27280 OP | * | | E | sranch/Plant * | | | | |
| Records | 1-1 | | - | | | _ | | 1 | 1 | |
| Ø | Order Date | Order Number | Or Ty | Amount | Branch/ Plant | Supplier Description | Supplier Number | Hd CD | Ship To | Order Co |
| ۲ | 10/11/2 | 018 32728 | O OP | 1,328 | .00 K1407 | 27 BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 28 | 525 B1 | 538 | 803 03986 |

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:

| Rec | ords | 1 - 200 > | к | | | | | | | | * Basic |
|-----|------|---------------|-----|-----------------------------|-------|---|----|------------|--------------------------|---------------|---------|
| | R | Obj * Acct | Sub | Description * | Co | L | PE | Cur Cod | Free Form Account No. | Account ID | M |
| | | 3200 | | Personal Travel Expenses | 00010 | 5 | Ι | | | 0 | 0528016 |
| | | 3210 | | Vehicle Rental (off reserv) | 00010 | 6 | в | | | 0 | 0528024 |
| | | 3220 | | Vehicle Rental (Off Reserv) | 00010 | 7 | | | | 0 | 0528032 |
| | | 3230 | | Personal Travel | 00010 | 6 | в | | | 0 | 0528041 |
| | | 3240 | | Per Diem Meals | 00010 | 7 | | | | 0 | 0528059 |
| | | 3250 | | Lodging | 00010 | 7 | | | | 0 | 0528067 |
| | | 3260 | | POV Mileage | 00010 | 7 | | | | 0 | 0528075 |
| | | 3290 | | Other Travel Expense | 00010 | 7 | | | | 0 | 0528091 |

- 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 <u>created or changes</u>, 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 <u>would pass</u> 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 <u>would not pass</u> 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.

Oracle / PeopleSoft

- 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:

- **<u>Before</u>** 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:

- 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

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

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

| ▼ EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processi | ng > Requisition & Quote Management |
|---|---|
| | Purchase Log |
| | Application: P4310, Form: W4310I, Version: ZJDE0003 |
| | Enter Requisitions |

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

| nter Requisit | ions - Wo | ork With Order Headers | | | |
|---------------|-----------|------------------------|--------------|---|--|
| Q - 1 | | Row 🚯 Tools | | | |
| Order Number | 4591 | OR * | Branch/Plant | * | |
| Supplier | | | | | |

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

The Navajo Nation

Enter Requisitions - Work With Order Headers

| 10 | 2 | + 🗇 🕽 | X | ow 🚯 Tools | | | | | | |
|-------|------|---------------|---------------|--------------------|-------------------------------------|------------------|--------------------|---------|----------|---------------|
| Order | r Nu | imber 45 | 91 | Favorites | Branch/Plant * |] | | | | |
| Suppl | lier | | | Row | | | | | | |
| Recor | ds | 1 - 1 | | Header Revision | | | | | | |
| | | | | Detail Revision | | | | | | |
| 8 | R | Order Date | Order Numt | Change Orders | plier pription | Branch/ Plant | Supplier Number | Ship To | Hd CD | Ordered By |
| ۲ | | 01/15/20 | 19 | Open Order Inquiry | ERS OFFICE EQUIPMENT AND SUPPLY INC | 1070 | 22 28 | 525 53 | 538 | TU43_BUY |

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

Enter Requisitions - Order Header

| Order Number | 4591 OR | 00010 Branch/Pla | nt 107022 | |
|-----------------|-----------|--------------------------|-------------------|---------------------------------------|
| | | | _ | |
| ddress Numbers | 20525 | | Dates | (|
| Suppliel | 20525 | BUTLERS OFFICE EQUIPMEN | Order Date | 06/02/202 |
| Ship To | 53538 | OFFICE OF THE CONTROLLER | Requested | 06/02/202 |
| Buyer | L | - | | · · · · · · · · · · · · · · · · · · · |
| | | | Promised Delivery | 06/30/202 |
| Carrier | | | Cancel Date | - |
| ayment Terms | | | | |
| Pmt. Remark | | | | |
| Description | | | | |
| Drint Mossago | | | | |
| Philit Message | | | | |
| Tax Expl Code | | Hold Code | Blank - Ho | d Codes 42/H |
| Tax Rate/Area | | Approval Code | AC003 | |
| Certificate | | Retainage % | | |
| Tax ID | 850263211 | Ordered By | TU43 BUY | |
| Person/Corp. ID | C | Order Taken By | | |
| | | | | |

Proprietary & Confidential

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

| nter Requisitior | ns - Order He | ader | | | |
|------------------|-------------------|-------------------|-------------|-------------------|------------|
| Y 🗙 🕂 Eorm | Tools | | | | |
| Order Header Ad | ditional Properti | es Category Codes | | | |
| Order Number | 4591 | OR 00010 | Branch/Plan | t 107022 | |
| | | \sim | - | | |
| | | | | | |
| Address Numbers | | | | Dates | |
| Supplier | 28525 | BUTLERS OFFI | CE EQUIPMEN | Order Date | 01/15/2019 |
| Ship To | 53538 | OFFICE OF THE | CONTROLLER | Requested | 01/15/2019 |
| Buyer | | | | D | |
| | - | | | Promised Delivery | 01/15/2019 |
| Carrier | | | | Cancel Date | 01/15/2019 |

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

| rder Header Add | itional Properties Category Co | des | | |
|-----------------|--------------------------------|----------------------|-------------------|---------------|
| Order Number | 4591 OR 00 | 0010 Branch/Plan | nt 107022 | |
| Address Numbers | | | Dates | |
| Supplier | 28525 Q BUTLE | ERS OFFICE EQUIPMEN | Order Date | 06/02/202 |
| Ship To | 53538 OFFIC | CE OF THE CONTROLLER | Requested | 06/02/2021 |
| Buyer | | | Promised Delivery | 06/30/202 |
| Carrier | | | Cancel Date | |
| Payment Terms | | | Gancer Date | |
| Pmt. Remark | | | | |
| Description | | | | |
| Print Message | | | | |
| Tax Expl Code | | Hold Code | Blank - Ho | ld Codes 42/H |
| Tax Rate/Area | | Approval Code | AC003 | |
| Certificate | | Retainage % | | |
| Tax ID | 850263211 | Ordered By | TU43 BUY | |
| Person/Corp. ID | С | Order Taken By | | |
| Payment Terms | Net 30 Days | AIA Document | Y | |
| 2 | | | | |

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

Enter Requisitions - Order Header

| rder Header Add | litional Proper | ties Categ | ory Codes | | | |
|---|-----------------------|------------|----------------|--------------------------|--|--|
| Order Number | 4591 | OR | 00010 | Branch/Plar | nt 107022 | |
| ddress Numbers | | | | | Dates | |
| Supplier | 200004 | 0 | | FEOLIDMEN | | |
| Supplier Ship To | 28661 53538 | ୍ | BUTLERS OFFICE | E EQUIPMEN CONTROLLER | Order Date Requested | 06/02/2021 |
| Supplier Ship To Buyer Carrier | 28661 53538 | Q | BUTLERS OFFICE | E EQUIPMEN CONTROLLER | Order Date Requested Promised Delivery | 06/02/2021 06/02/2021 06/30/2021 |

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

| Ship To | 183478 | SHIPROCK IRRIGATION | Order Da | te |
|-----------------|--------|--------------------------|-----------|---------|
| Hold Code | | Blank - Hold Codes 42/HC | Order Att | achment |
| Retainage % | | | | |
| | | | | |
| | | | | |
| | | | | |
| | _ | | | |
| Records 1 - 100 | кк | | | |

Proprietary & Confidential

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

| Order Number | 4591 OR | 00010 | Branch/Plant | |
|--------------|---------|--|-------------------|------------|
| | | and an and a second | Dianch/Fidin | 107022 |
| supplier | 28661 | RACHERS OFFICE EQUIPMENT & | r | |
| hip To | 53538 | OFFICE OF THE CONTROLLER | Order Date | 06/02/2021 |
| lold Code | Bla | ank - Hold Codes 42/HC | Order Attachment | |
| ≀etainage % | _ | | POPULATE HEADER T | O DETAIL |
| cords 1 - 2 | | | | |
| | | | | |

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

| Inte | r Re | quisitions | - Work Wit | h Orde | r Headers | | | | |
|------------|----------------|---------------|---------------------------------|---------------|-----------|------------------|---|---------|--------------------|
| 1 | Q | + 🗇 | $\times \equiv \underline{R}ow$ | () Io | ols | | | | |
| Ord Sup | er Nu plier | mber 459 | OR OR | * | | Bra | nch/Plant * | | |
| Reco | ords | 1 - 1 | | | Σ | [| _ | | |
| | R | Order Date | Order Number | Or Ty | Amount | Branch/ Plant | Supplier Description | Ship To | Supplier Number |
| \odot | | 06/02/20 | 021 459 | OT OR | .25 | 1070 | 022 BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 53 | 538 2857 |

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

Enter Requisitions - Work With Order Headers

| Ord | er Nu | imber 2 | 1591 OR | * | | Bra | inch/Plant * | | |
|-----|-------|---------------|-----------------|----------|--------|------------------|---|---------|--------------------|
| Sup | plier | 1 - 1 | | | | | | | |
| | | (| | | Σ | [| | | |
| | X | Order Date | Order Number | Or Ty | Amount | Branch/ Plant | Supplier Description | Ship To | Supplier Number |
| | | 06/02/ | 2021 45 | 91 OR | .25 | 1070 | 022 RACHERS OFFICE EQUIPMENT & SUPPLIES | 53538 | 28661 |

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

Order Detail Modification

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

- 1. You <u>must</u> 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.

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processi | ng > Requisition & Quote Management |
|---|---|
| | Purchase Log |
| | Application: P4310, Form: W4310I, Version: ZJDE0003 |
| | Enter Requisitions |

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

| nter Requisit | tions - We | ork With Order Headers | | | |
|---------------|------------|------------------------|--------------|---|--|
| a - 1 | | Row (3) Tools | | | |
| Order Number | 4591 | OR * | Branch/Plant | * | |
| Supplier | | | | | |

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

Enter Requisitions - Work With Order Headers

| Ord Suj | ler Nu oplier | imber 4591 | OR | * | | #Branch/Plant | | | | |
|------------|------------------|---------------|-----------------|----------|-------------|--------------------------|-------------|------------------|--------------------|-----------|
| Rec | ords | 1 - 1 | | | | | | | | |
| | Ø | 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 | Favorites | 1070 | 28 | 8661 5353 |
| | | | | | | | Row | | | |
| | | | | | | | Header Re | vision | | |
| | | | | | | | Detail Revi | sion | ionesti constra | |

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

| XF | Eo | | OW CON - VS | | | | | | | | |
|-----------|----------|----------------|--|--|------------|------------|---------------------|--------------|------------------|----------------|----------------------------|
| order De | tai! | Line De | Favorites | egory Codes | | | | | | | |
| Order Nu | ,iber | | Row | | Brand | h/Plant | 1070 | 22 | | | |
| | | | Account Distribution | | | | | | | | |
| Supp er | | | Zero Cost | DFFICE EQUIPMENT | | | | | | | |
| Shir To | | 1 | Price History | THE CONTROLLER | Order | Date | 01/15/20 | 19 | | | |
| Ha I Coa | de | 1 | Cancel Line | ЛНС | Order | Attachm | <u>ent</u> | | | | |
| cords 1 | 1 - 11 | | Agreements Substitute Items Obsolete Items | | | | | | | | |
| Ø | Ln Ty | Descr | Parts List | ription 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number |
| 1 | 1 | BRT M | Kits | IESS COLOR ALL IN ONE LASE | EA | EA | 1.00 | 819.6700 | 819.67 | 1.000 | 107022.421 |
| J | J | BU330 | Quote Suppliers | Init | EA | EA | 1.00 | 58.1900 | 58.19 | 2.000 | 107022.413 |
| J | J | WT320 | Original Orders | E TONER BOX | EA | EA | 1.00 | 25.1600 | 25.16 | 3.000 | 107022.413 |
| J | J | DR431 | | I UNIT | EA | EA | 1.00 | 142.4900 | 142.49 | 4.000 | 107022.413 |
| J | J | TN431 | Assoc Requisitions | (TONER | EA | EA | 3.00 | 75.9900 | 227.97 | 5.000 | 107022.413 |
| 1 | J | TN431 | Chg Order Summary | TONER | EA | EA | 2.00 | 75.9900 | 151.98 | 6.000 | 107022.413 |
| | 1 | TN431 | Order Recap | NTA TONER | EA | EA | 2.00 | 75.9900 | 151.98 | 7.000 | 107022.413 |
| | | | | A 10 10 10 10 10 10 10 10 10 10 10 10 10 | - | EA | 2.00 | 75,9900 | 151.98 | 0.000 | |
| د د ار |) | TN431 | Supply/Demand | W TONER | EA | EA | 2.00 | 1015500 | 101100 | 8.000 | 107022.413 |
| |)) | TN431 TAX @ | Supply/Demand Quote Price Breaks |)W TONER 2.4210 | EA | EA | 2.00 | 49.1800 | 49.18 | 9.000 | 107022.4130 107022.4210 |

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

Enter Requisitions - Order Detail

| En | ter R | equisit | tions - Order Detail | | | | | | | | | | |
|----|--------|----------|-------------------------------------|--------------------------------|------------|------------|---------------------|--------------|------------------|------------------|----------------|------------------------|----------------|
| / | × | | m 🗮 Row 🌐 Iools | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 4 | rder I | etail | Line Defaults Additional Properties | Category Codes | | | | | | | | | |
| | Order | Number | 4591 OR 0001 | 10 | Branc | h/Plant | 1070 | 22 | | | | | |
| | | | | | | | | | | | | | |
| | Suppli | er | 28661 RACI | HERS OFFICE EQUIPMENT | | | | | | | | | |
| | Ship T | D | 53538 OFFI | CE OF THE CONTROLLER | Order | Date | 01/15/20 | 119 | | | | | |
| | lold C | ode | Blank - Hold Co | odes 42/HC | Order | Attachm | ent | | | | | | |
| | Retain | age % | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| R | ecords | 1 - 14 | | | | | | | | | | | |
| |] | Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number | G/L Date | Cancel Date |
| |] | J | BRT MFCL8900CDW | BUSINESS COLOR ALL IN ONE LASE | EA | EA | 1.00 | 819.6700 | 819.67 | 1.000 | 107022.4210 | 01/15/2019 | |
| |] | J | BU330CL | Belt Unit | EA | EA | 1.00 | 58.1900 | 58.19 | 2.000 | 107022.4130 | 01/15/2019 | |
| C |] | J | WT320CL | WASTE TONER BOX | EA | EA | 1.00 | 25.1600 | 25.16 | 3.000 | 107022.4130 | 01/15/2019 | |
| |] | J | DR431CL | DRUM UNIT | EA | EA | 1.00 | 142.4900 | 142.49 | 4.000 | 107022.4130 | 01/15/2019 | |
| C |] | J | TN431BK | BLACK TONER | EA | EA | 3.00 | 75.9900 | 227.97 | 5.000 | 107022.4130 | 01/15/2019 | |
| |] | J | TN431C | CYAN TONER | EA | EA | 2.00 | 75.9900 | 151.98 | 6.000 | 107022.4130 | 01/15/2019 | |
| |] | J | TN431M | MAGENTA TONER | EA | EA | 2.00 | 75.9900 | 151.98 | 7.000 | 107022.4130 | 01/15/2019 | |
| |] | 4 | TN431Y | YELLOW TONER | ΕA | EA | 2.00 | 75.9900 | 451.98 | 8.000 | 107022.4130 | 01/15/2018 | 01/15/2019 |
| |] | 4 | TAX @ 6% | 107022.4210 | ΕA | EA | 1.00 | 49.1800 | 49.18 | 9.000 | 107022.4210 | 01/15/201 0 | 01/15/2019 |
| V |] | 1 | TAX @ 6% | 107022.4130 | EA | EA | 1.00 | 54.5900 | 54.59 | 10.000 | <u> </u> | 01/15/2019 | 01/15/2019 |
| | | J | TN431Y | YELLOW TONER | EA | EA | 1.00 | 65.0000 | 65.00 | 11.000 | 107022.4130 | 01/15/2019 | - |
| |] | J | TAX @ 6% | | EA | EA | | | 49.18 | 12.000 | 107022.4210 | 01/15/2019 | |
| L | | J | TAX @ 6% | | EA | EA | | | 54.59 | 13.000 | 107022.4130 | 01/15/2019 | |
| Г | | | | | | | | | | | | | |

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

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

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

The Navajo Nation

Enter Requisitions - Work With Order Headers

| order N | lumber | 4591 OR | 2 | | Branch/Plant * | | |
|---------|--------|---------|-----|---|----------------|--|--|
| uppile | | | | | | | |
| cords | 1 - 1 | | | | | | |
| cords | 1 - 1 | | 1() | Σ | | | |

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

Enter Requisitions - Work With Order Headers

| Order N | umber | 4591 OF | 1 | Branch/Plant | ż | | |
|---------|-------|---------|---|--------------|---|--|--|
| Supplie | r | | | | | | |
| Records | 1 - 1 | | | | | | |

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

Cancel an OR

| Via | FMIS Master Directory \rightarrow Distribution / Logistics \rightarrow Procurement \rightarrow Daily |
|-------|--|
| Menus | Processing \rightarrow Requisition & Quote Management \rightarrow Enter Requisitions |

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Proce | essing > Requisition & Quote Management |
|--|---|
| | Purchase Log |
| | Jocument Log |
| | PR Log Report |
| | Jocument Log |
| | Enter Requisitions |

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

| Enter Requisit | tions - Wo | Row (| Order Headers | | | |
|--------------------------|------------|-------|---------------|--------------|---|---|
| Order Number Supplier | 4623 | OR | * | Branch/Plant | ż |] |

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

Enter Requisitions - Work With Order Headers

| Order N | umber 4 | 623 | Favorites | Branch/Plant | ź |
|----------|---------------|---------------|--------------------|-------------------|---|
| Supplier | | | Row | | |
| Records | 1-1 | | Header Revision | | |
| | | | Detail Revision 🦾 | | |
| Ø | Order Date | Order Numt | Change Orders | plier pription | |
| ۲ | 04/05/2 | 019 | Open Order Inquiry | ACE II INC, THE | |

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

The Navajo Nation

| Order | Numbe | er 4623 | OR 00 | 010 | Branch | /Plant | 116011 | | | |
|------------------|--|--|--------------|------------------------------------|------------------------------|----------------------------|----------------------------|--|---|---|
| Suppl | ier | 188101 | PC | PLACE II INC, THE | | | | | | |
| Ship 1 | Го | 53800 | CR | IMINAL INVESTIGATIONS | Order I | Date | 04/05/2019 | | | |
| Hold (| Code | | Blank - Hold | Codes 42/HC | Order / | Attachment | | | | |
| | | | | | | | | | | |
| Retair | nage % | | | | | | | | | |
| Retair | nage % | | | | | | | | | |
| Retair | nage % | | | | | | | | | |
| Retair | nage % | | | | | | | | | |
| Retair | nage % s 1 - 5 | | _ | | | | | | | |
| Retain Record | ls 1 - 5 Ln Ty | Description 1 | | Description 2 | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Line Number |
| Retain Record | Is 1 - 5 Ln Ty J | Description 1 B5L24 67901 HP Ir | mage | Description 2 1-489 | Tr. UoM EA | Quantity Ordered | Unit Cost 0 489.0000 | Extended Cost 489.00 | Account Number 116011.4210 | Line Number 1.000 |
| Retain Record | hage % Is 1 - 5 Ln Ty J J | Description 1 B5L24 67901 HP Ir Freight | mage | Description 2 1-489 | Tr. UoM EA EA | Quantity Ordered 1.0 | Unit Cost 0 489.0000 | Extended Cost 489.00 59.88 | Account Number 116011.4210 116011.4420 | Line Number 1.000 2.000 |
| Retain | s 1 - 5 Ln Ty J J J | Description 1 BSL24 67901 HP Ir Freight Discount 15% | mage | Description 2 1-489 HP Image | Tr. UoM EA EA EA | Quantity Ordered 1.0 | Unit Cost 0 489.0000 | Extended Cost 489.00 59.88 73.35- | Account Number 116011.4210 116011.4420 116011.4210 | Line Number 1.000 2.000 3.000 |

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

Enter Requisitions - Order Detail

| Order Detail Line D | el Favorites | gory Codes | | | |
|---|---|---------------|------------------------------|-----------------------------|---------------------|
| Order Number | 4 Row | | Branch | /Plant | 116011 |
| | Account Distribution | | | | |
| Supplier | 1 Zero Cost | INC, THE | | | |
| Ship To | 5 Price History | IVESTIGATIONS | Order [| Date 0 | 04/05/2019 |
| Hold Code | Cancel Line | нс | Order A | Attachment | |
| Retainage % | | | | | |
| | Blanket Release | | | | |
| | Blanket Release Agreements Substitute Items | | | | |
| Records 1 - 5 | Blanket Release Agreements Substitute Items Obsolete Items | | | | |
| Records 1 - 5 | Blanket Release Agreements Substitute Items Obsolete Items ri Parts List | cription 2 | Tr. UoM | Quantity Ordered | Unit Cost |
| Records 1 - 5 ☐ | Blanket Release Agreements Substitute Items Obsolete Items Parts List Kits | cription 2 | Tr. UoM EA | Quantity Ordered 1.00 | Unit Cost 489 |
| Records 1 - 5 Image: Constraint of the second se | Blanket Release Agreements Substitute Items Obsolete Items ri Parts List Kits t Quote Suppliers | cription 2 | Tr. UoM EA EA | Quantity Ordered 1.00 | Unit Cost 489 |
| Records 1 - 5 Image: Second state Image: Second | Blanket Release Agreements Substitute Items Obsolete Items Parts List Kits Uuote Suppliers Original Orders | cription 2 | Tr. UoM EA EA EA | Quantity Ordered 1.00 | Unit Cost 489 |

Proprietary & Confidential

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

| | | (0) <u>1</u> 0015 | | | | | | | |
|---|---|---------------------|--|------------------------------|-----------------------------|------------------------------------|--|--------------------|--|
| Order Detai | Line Defaults | Additional P | roperties Category Codes | | | | | | |
| Order Num | ber 4623 | OR | 00010 | Branch | /Plant | 116011 | | | |
| Supplier | 188101 | | PC PLACE II INC, THE | | | | | | |
| Ship To | 53800 | | CRIMINAL INVESTIGATIONS | Order E | Date | 4/05/2019 | | | |
| Hold Code | | Blank | - Hold Codes 42/HC | Order A | Attachment | | | | |
| Retainage | % | | | | | | | | |
| Retainage | 5 | | | | | | | | |
| Retainage Records 1 - | 5 Description 1 | _ | Description 2 | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Line Number |
| Retainage Records 1 - Records 1 - Ty | 5 5 Description 1 B5L24 67901 I | HP Image | Description 2 | Tr. UoM EA | Quantity Ordered 1.00 | Unit Cost 489-0000 | Extended Cost 489.00 | Account Number | Line Number 1.00 |
| Retainage Records 1 - Ln Ty J J J | 5 5 2 Description 1 85L24 67901 I Freight | IP Image | Description 2 1 489 - | Tr. UoM EA EA | Quantity Ordered | Unit Cost 489.0000 | Extended Cost 489.00 59.88 | Account Number | Line Number 1.00 2.00 |
| Retainage Records 1 - | 5 5 BSL24 67901 1 Freight Discount 15% | IP Image | Description 2 1489 - HP-Image | Tr. UoM EA EA EA | Quantity Ordered | Unit Cost 489.0000 - - | Extended Cost 489.00 59.88 73.35 | Account Number | Line Number 4.00 2.00 3.00 |

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

| Enter | Requisition | ns - Work Wi X = <u>R</u> ow | th Ord () ፤∘ | er Headers | | | | | |
|----------------|-------------|---------------------------------|-----------------|------------|---------------------------|---|---------|--------------|----------|
| Order Suppl | Number | 4623 OF | * | | Branch/Plant | * | | | |
| | Order | Order | Or | | Supplar | | Branch/ | Ordered | Suppliar |
| 18 | Date | Number | Ту | Amount | Description | | Plant | By | Number |
| ۲ | 04/05/2 | 2019 462 | 3 OR | 475 | 5.53 PC PLACE II INC, THE | | 116 | 011 TU43_REQ | 188101 |

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

Enter Requisitions - Work With Order Headers

| Order N | lumber | 4623 C | R * | | Branch/Plant | * | | | |
|---------|---------------|-----------------|----------|--------|------------------------------|---|------------------|---------------|--------------------|
| Supplie | er L | | | | | | | | |
| ecords | 1 - 1 3 | | | | | | | | |
| ecords | s 1 - 1 | | | | Σ | | | | |
| ecords | Order Date | Order Number | Or Ty | Amount | Σ Supplier Description | | Branch/ Plant | Ordered By | Supplier Number |

The Amount field confirms 4623-OR is completely canceled.

Confirmation of OR cancelled

| Enter R | equisi | tions - Order Detail | | | | | | | | | | | |
|---------|----------|-------------------------------------|--------------------|------------|---------------------|--------------|------------------|----------------|------------------|-----------------------|-------------|---------------|----------------|
| ×× | F Eo | rm 🗮 <u>R</u> ow 🚯 <u>T</u> ools | | | | | | | | | | | |
| Order D | etail | Line Defaults Additional Properties | Category Codes | | | | | | | | | | |
| Order N | Number | 4623 OR 00010 | D | Branch | /Plant | 116011 | | | | | | | |
| Supplie | er | 188101 PC PL | ACE II INC, THE | | | | | | | | | | |
| Ship To | D | 53800 CRIMI | NAL INVESTIGATIONS | Order E | Date | 04/05/2019 | | | | | | | |
| Hold Co | ode | Blank - Hold Cod | des 42/HC | Order A | Attachment | | | | | | | | |
| Retaina | age % | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Records | 1 - 5 | | | | | | | | | - | | | |
| | Ln Ty | Description 1 | Description 2 | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Line Number | Cancel Date | G/L Date | Last Statu | Next Status |
| | 4 | B5L24 67901 HP Image | 1-489 | ΕA | 1.00 | 489.0000 | 489.00 | | 1.0 0 | 06/21/2019 | 04/05/2019 | 980 | 999 |
| | 7 | Freight | ÷. | EA | | | 59.88 | | 2. 90 | 06/21/2019 | 04/05/2019 | 980 | 999 |
| | 7 | Discount 15% | HP Image | ΕA | | - | 73.35 | | 3.0. 9 | 06/21/2019 | 04/05/2019 | 980 | 999 |
| | Ŧ | quote 0801 | - | EA | | | .00. | - | 4.000 | 06/21/2° ,8 | 04/05/2019 | 980 | 999 |

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

Error Date Invalid - Order Date Requisition Cancellation

| | ions - Order Detail | | | | | | | | | | |
|--------------------|--|----------------------------|------------------|---------------------|-----------------------------|---------------------------------|----------------|------------------------------------|----------------|-------------|-----------------|
| / 🗙 🕂 <u>F</u> orr | n 🗮 <u>R</u> ow 🌐 <u>T</u> ools | | | | | | | | | | |
| Order Detail L | ine Defaults Additional Prop | erties 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 - He | old Codes 42/HC | Order A | ttachment | | 100 | | | | | |
| Retainage % | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| December 4 - 2 | | | | | | | | | | | 1 |
| Records 1 - 3 | | | Tr. | Quantity | Unit | Extended | | Line | Cancel | G/L | Request |
| Records 1 - 3 | Description 1 | Description 2 | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Line Number | Cancel Date | G/L Date | Request Date |
| Records 1 - 3 | Description 1 Beams Steel 85 footer | Description 2 | Tr. UoM LB | Quantity Ordered | Unit Cost 0 18000.000 | Extended Cost 0 90,000.00 | Account Number | Line Number 1.000 | Cancel Date | G/L Date | Request Date |

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.



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

| Enter Requisit | tions - W | ork With Order Headers | | |
|----------------|-----------|------------------------|--------------|---|
| Order Number | 4497 | OR * | Branch/Plant | * |
| Supplier | | | | |

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

| $a + \Box$ | | DW tor Loois | |
|----------------------------|---------------|--------------------|-------------------|
| Order Number | 4497 | Favorites | Branch/Plant |
| Supplier | | Row | |
| Rec ¹ /ds 1 - 1 | | Header Revision | |
| | | Detail Revision | |
| Order Date | Order Numt | Change Orders | plier pription |
| 08/09 | /2018 | Open Order Inquiry | ADIO INC |

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

| Enter Requisiti | ions - Order Detail | | | | | | | | | | | | | |
|-----------------|-----------------------------------|---------------------------|------------|------------|---------------------|--------------|------------------|----------------|----------------|-------------|----------------|-------------------|----------------|----------------|
| 🗸 🗙 🕂 Eorm | n 🗮 <u>R</u> ow 🚯 <u>T</u> ools | | | | | | | | | | | | | |
| Order Detail | ine Defaults Additional Propertie | es Category Codes | | | | | | | | | | | | |
| Order Number | 4497 OR 04 | 229 | Brand | ch/Plant | K180 | 0532 | | | | | | | | |
| Supplier | 317244 KD | RADIO INC | | | | | | | | | | | | |
| Ship To | 212895 SPI | ECIAL DIABETES PROJECT/WE | Order | r Date | 08/09/2 | 018 | | | | | | | | |
| Hold Code | Blank - Hold (| Codes 42/HC | Order | r Attachm | ent | | | | | | | | | |
| Retainage % | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Records 1 - 3 | | | | | | | | | | | | | | |
| 🗆 🗷 🖁 Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number | G/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 | 120 |
| 🗆 1 . | TAX | | EA | EA | | | 544.61 | 2.000 | K180532.7450 | 08/09/2018 | | 212895 | 110 | 120 |

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

Reprint an OR - Next Status equals 120.

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

| Emerginación e mental e i nito master preciony e prantotion r cogratos e i rocorement. | Purchase Log |
|--|--|
| | PR Log Report |
| | Enter Requisitions Report: R55PR14, Version: NN0008 |
| | Print Order Requisition (OR) |

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

Version Prompting X Submit Eorm Tools Yompt For

Data Selection Data Sequencing

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

Data Selection

| Operator | Left Operand | Comparison | | Right Operand | - |
|-----------|--|-------------|---|---------------|----|
| Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to | ~ | "110" | (~ |
| And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "OR" | ~ |
| And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | Blank | ~ |
| And 🗸 | V |) | ~ | | ~ |

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

Data Selection

| ~ | × 🖬 / | ∧ ¥ | | | |
|---|----------|--|---------------|---|---|
| | Operator | Left Operand | Comparison | | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ✓ is equal to | ~ | "110" |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ✓ is equal to | ~ | Blank Zero |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal to | ~ | |
| | And 🗸 | | ~ | ~ | 2nd IteL ₃ Number (F4311) (LITM) [BC] 3rd Item Number (F4311) (AITM) [BC] |

Oracle / PeopleSoft

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

Reprint Data Selection Options

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

Data Selection

| | Operator | Left Operand | Comparison | | Right Operand |
|---|----------|--|-------------|---|---------------|
| 1 | Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to | ~ | "120" |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "OR" |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | Blank |
| | And 🗸 | · | 1 | ~ | |

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

The Navajo Nation

Data Selection

| ~ | | | | | | |
|---|----------|--|--------------|---|---------------|-------|
| | Operator | Left Operand | Comparison | | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to | ~ | "120" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | lis equal to | ~ | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | Blank | |
| | And 🗸 | | · [| Y | Zero | |
| | | | | E | Literal N | 0.000 |

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

Select Literal Value

| / <mark>/ -</mark> | | | | 2 |
|--------------------|-----------------|----------------|------|---|
| Single Value | Range of Values | List of Values | | |
| Literal Value: | | | 4497 | × |

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

Data Selection

| Operator | Left Operand | Comparison | | Right Operand | |
|----------|--|---------------|---|---------------|----------|
| Where | Status Code - Next (F4311) (NXTR) [BC] | V is equal to | - | "120" | ~ |
| And 🗸 | Order Type (F4301) (DCTO) [BC] | V is equal to | ~ | "OR" | ` |
| And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal to | 2 | "4497" | ~ |
| And V | | ~ | ~ | | |

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

View OR Reprint R55PR14

| Via MenusNavigator \rightarrow Actions \rightarrow V | /iew Job Status | |
|--|---|--|
| | r 🔽 🗹 \star 🌢 | <u>. </u> |
| ▼ | Fast Path Activators Content Development Tools End-User Tasks EnterpriseOne Menus Mobile Sales Menus Power User Tasks | |
| | Purge-it! Archive System | |
| | Actions | A Help A My System Options A My System Profile A Work With Work Center Submit Job View Job Status |

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

| Use | UserID TU43_BUY | | | | | | | | | | | | |
|-----|-----------------|----------|-------------------|----------------|----------------|----------------|---------------|-------|----------|-------------------------|-----------------------|-------------------------|----------------------|
| Rec | ords 1 - 5 | | - | | | | | | | | | | |
| | Job # ⇔ | Status ⇔ | Status Details | View Output | Report Name | doL | Version Title | Print | User ⇒ | Date Job Submitted ⇒ | Time Job Submitted | Date Last Activity ⇔ | Time Job Activity |
| | 1527 | D | Done | 8 | PURCHASE ORDER | R55PR14_NN0008 | OR Print | - | TU43_BUY | 01/15/2019 | 12:51:48 | 01/15/2019 | 12:51:50 |
| | 1526 | D | Done | | PURCHASE ORDER | R55PR14_NN0008 | OR Print | | TU43_BUY | 01/15/2019 | 12:37:36 | 01/15/2019 | 12:37:38 |
| | 1525 | D | Done | B - | PURCHASE ORDER | R55PR14_NN0008 | OR Print | - | TU43_BUY | 01/15/2019 | 12:35:24 | 01/15/2019 | 12:35:26 |
| | 1511 | D | Done | * | PURCHASE ORDER | R55PR14_NN0008 | OR Print | - | TU43_BUY | 01/14/2019 | 15:59:01 | 01/14/2019 | 15:59:05 |

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

| Downloads | Ľ | Q | ☆ |
|----------------------------|---------|----|-------|
| CD55DR14RO_EN_1513448_7770 | 1_311.p | df | |
| BD55PR14RO_EN_1513448_7770 | 1_310.p | df | |
| RD55PR14RO_EN_1513448_7770 | 1_307.p | df | |

| Function | Processes |
|--------------------------------------|---|
| View Order Requisition R55PR14 | 7. At the Downloads form, click Open file . |

| | | THE PO B Wind | NAVAJON ox 9000 ow Rock, AZ 8 | ATION 6515 | | REC Order Date Busines Page | QUISITION Number 4497 01/10 Is Unit K180 1/11 | OR 5/2019 5/32 | |
|----------------------|--|-----------------------------------|-------------------------------------|--|---------------------|--|--|--|----------------------------------|
| Conta | V E N D O R ct Perso | KD RADIO 733 E ROC GRANTS N | INC SEVELT AVE IM 87020 | Phone | (028) 871-78 | S H I P T O 70/7862 | SPECIAL DIABETES PO BOX 3748 STATE HWY 264 NNF WINDOW ROCK AZ 8 | PROJECT/WELLNE FAIRGROUNDS BLD 86515 | SS CENTER)G#4496 870/7862 |
| Requisiti | ion Num | oor | | Thomas | (820/011-10 | 0//002 | | 1 U.N. (820/071-75 | 010/002 |
| Date Reg Date Ord | juested lered ken By | 08/09/20 08/09/20 VTSOSI | 18 18 | Terms Freight Delivery Instruction | Net 3 | 0 Days | | | |
| Phone: | acti Dy | (928) 87 | 1-7870/ | Fax: | (928) | 871-7870 | 17 | | |
| Line | Rev | Item # | | Description/ Description 2 | Quantity Ordered | PU | Account | Unit Price | Extended Price |
| 1.000 | 10 | | KDSK 92.7 F KMIN 980 AM | M, 92.9FM, 1240 AM M & 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 D |)ue |
|----------|---------------|-------------|---------------------------------------|--------|
| 6.0 | STREET COLUMN | Total Order | 7,864.61 | 0.2010 |

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.

Oracle / PeopleSoft

Revised 02/27/2025

RD55PR14RO_EN_1527_156_7.pdf - Adobe Acrobat Reader DC



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

Reprint Requisitions Order - Next Status 120 and 110

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

Verify the Next Status field in the Enter Requisition Order Detail



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

The Navajo Nation

| EnterpriseOne Me | nus > FMIS Master | Directory > Distribution / | Logistics > Procurement > Daily I | Processing > Requisition & Quote Manageme | nt |
|--------------------------------------|-------------------|----------------------------|-----------------------------------|---|----|
| Enter Requisit | tions - Work W | /ith Order Headers | | | |
| V Q F I | ⊐ X ≂,⊳ | w 🚯 <u>T</u> ools | | | |
| Order Number | 10686 | R * | Branch/Plant | 2 | |
| Supplier | | | | | |

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

| Ente | er Re | equisition | s - Work V | Vith Order Headers | |
|------|--------|---------------|---------------|-------------------------------|---------------------|
| Ord | der Nu | imber 10 | 0686 | Favorites | Branch/Plant |
| Sup | oplier | 1 - 1 | | <i>Row</i> Header Revision | |
| | | | | Detail Revision | |
| | X | Order Date | Order Numb | Change Orders | oplier scription |
| ۲ | | 09/09/2 | 019 | Onen Order Inquiry | STLINE SPECIALTIE |

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

| Ord | er Nu | mber | 10686 OR 0001 | 10 | Branch | Plant | 109020 | | | | | | | | | | |
|-------------------------------------|--|---|---|---|---|--|--|--|---|---|---|--|---|----------------|---|--|--|
| Sup | plier | | 118461 CRE | STLINE SPECIALTIES INC | | | | | | | | | | | | | |
| Ship | To | | 53669 OFC | OF SPECIAL EDUCATION/RE | Order D |)ate | 09/09/2019 | | | | | | | | | | |
| Hold | I Cod | le | Blank - Hold Co | odes 42/HC | Order A | ttachmen | 1 | | | | | | | | | | |
| Reta | inao | e % | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| eco | rds 1 | - 31 | | | | | | | | | | | | | 🕅 🔭 J Line | | |
| eco | rds 1 | - 31 Ln Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Branch/ Plant | Line Number | G/L Date | Cancel Date | Ship To Number | Last | + Next Status |
| eco | rds 1 | - 31 Ln Ty | Description 1 | Description 2 Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Branch/ Plant | Line Number 21.000 | G/L Date 03/03/2013 | Cancel Date | Ship To Number | Last Status | Next Status |
| eco | rds 1 | - 31 Ln Ty | Description 1 1952/2 11 Publistic UPILLOURS COLOR SETUP CHARGE | Description 2 Description 2 Description 2 | Pu. UoM EA | Tr. UoM EA | Quantity Ordered | Unit Cost 42.0000 | Extended Cost 170.00 42,00 | Account Number 109020.7130 109020.7130 | Branch/ Plant 109020 | Line Number 21.000 22.000 | G/L Date 09/09/2019 09/09/2019 | Cancel Date | Ship To Number 536 | Last Status 69 110 | Next Status 120 |
| eco | rds 1 | - 31 Ln Ty | Description 1 1922/2 11 PURITE UPLECORS COLOR SETUP CHARGE 103397 8"X10" BRITE PLASTIC BA | Description 2 Design Association and an an and an a | Pu UoM EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 1.00 | Unit Cost | Extended Cost 170.00 42.00 760.00 | Account Number 109020.7130 109020.7130 109020.7130 | Branch/ Plant 109020 109020 109020 | Line Number 21.000 22.000 23.000 | G/L Date 09/09/2019 09/09/2019 | Cancel Date | Ship To Number 5364 | Last Status 69 110 69 110 | Next Status 120 120 |
| eco))) | rds 1 | - 31 Ln Ty I | Description 1 1002/2 11 PURSTE UPELOURS COLOR SETUP CHARGE 103397 8%L0° BRITE PLASTIC BA COLOR SETUP CHARGE | Description 2 UP310-P330(F), UCA UPPPAINT TEAL, MATTE BLACK IMPRINT | Pu. UoM EA EA EA | Tr. UoM EA EA EA | Quantity Ordered 1.00 1000.00 1.00 | Unit Cost 42.0000 .7600 80.0000 | Extended Cost 42.00 760.00 80.00 | Account Number 109020.7130 109020.7130 109020.7130 109020.7130 | Branch/ Plant 109020 109020 109020 | Line Number 21.000 22.000 23.000 24.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | * J Line Ship To Number 5364 5364 | Last Status 69 110 69 110 69 110 | Next Status 120 120 120 |
| eco | rds 1 | - 31 Ln Ty I | Description 1 105474 11 PERATIC BALLOORS COLOR SETUP CHARGE 103397 8%10° BRITE PLASTIC BA COLOR SETUP CHARGE 107456 BUDGET BRICHT COOLER | Description 2 UP31L PR33UP1, USA UPFAUNT TEAL, MATTE BLACK IMPRINT BLACK, WHITE IMPRINT | Pu. UoM EA EA EA EA | Tr. UoM EA EA EA EA | Quantity Ordered 1.00 1000.00 1.00 200.00 | Unit Cost 42.000 .7600 80.0000 2.0000 | Extended Cost 42.00 760.00 80.00 400.00 | Account Number 109020.7130 109020.7130 109020.7130 109020.7130 | Branch/ Plant 109020 109020 109020 109020 109020 | Line Number 22.000 23.000 24.000 25.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | * J Line Ship To Number 5364 5364 5364 5364 | Last Status 69 110 69 110 69 110 69 110 69 110 | Next Status 120 120 120 120 120 |
| eco)))) | rds 1 | - 31 Ln Ty I | Description 1 1992/2 11 Profile Unitations COLOR SETUP CHARGE 193397 8"X10" BRITE PLASTIC BA COLOR SETUP CHARGE 197456 BUGGET BRICHT COLOLER COLOR SETUP CHARGE | Description 2 GRAIN PASAMIT, BOR INFERIM TEAL, MATTE BLACK IMPRINT BLACK, WHITE IMPRINT | Pu UoM EA EA EA EA EA | Tr. UoM EA EA EA EA EA | Quantity Ordered 1.00 1.00 0.00 0.00 0.00 0.00 0.00 0.0 | Unit Cost 42.000 .7600 80.0000 2.0000 58.0000 | Extended Cost 42.00 760.00 80.00 400.00 58.00 | Account Number 109020.7130 109020.7130 109020.7130 109020.7130 109020.7130 | Branch/ Plant 199020 109020 109020 109020 109020 109020 | Line Number 22.000 23.000 24.000 25.000 26.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | * J Line Ship To Number 5364 5364 5364 5364 5364 | Last Status 69 110 69 110 69 110 69 110 69 110 69 110 69 110 | Next Status 120 120 120 120 120 120 |
| eco | rds 1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 | - 31 Ty I I I I | Description 1 1922/2 Jan PRINTLE INFLUENCE COLOR SETUP CHARGE 103397 87:107 BRITE PLASTIC BA COLOR SETUP CHARGE 107456 BUGGET BRIGHT COLORER COLOR SETUP CHARGE 105670 SEP PARKON CLAWS | Description 2 Unable macronity data infrarent TEAL, MATTE BLACK IMPRINT BLACK, WHITE IMPRINT DRAWSTRING BACKPACK DUCK | Pu DoM EA EA EA EA EA EA EA | Tr, UM EA EA EA EA EA EA EA | Quantity Ordered 1.00 1000.00 1.00 200.00 1.00 1.00 1.00 | Unit Cost | Extended Cost 12,000 42,00 760,00 80,00 400,00 58,00 365,00 | Account Number 109020.7130 109020.7130 109020.7130 109020.7130 109020.7130 109020.7130 | Branch/ Plant 109020 109020 109020 109020 109020 109020 | Line Number 22.000 23.000 24.000 25.000 26.000 27.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | * J Line Ship To Number 5364 5364 5364 5364 5364 5364 5364 | Last Status 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 | Next Status 120 120 120 120 120 120 120 |
| eco)))))) | rds 1 | - 31 Ln Ty I I I I I I | Description 1 AV3272 11 PARATE UMELCONS COLOR SETUP CHARGE 103397 8*X10* BRITE PLASTIC BA COLOR SETUP CHARGE 107456 BUGGET BRIGHT COOLER COLOR SETUP CHARGE 106970 58P PAWSN CLAWS COLOR SETUP CHARGE | Description 2 UP-SILE ADJOINT, UCA SHIFFURT TEAL, MATTE BLACK IMPRINT BLACK, WHITE IMPRINT DRAWSTRING BACKPACK DUCK | Pu UoM EA EA EA EA EA EA EA EA | Tr. UoM EA EA EA EA EA EA EA | Quantity Ordered 1.00 1000.00 1.00 200.00 1.00 1.00 1.00 | Unit Cost 42.0000 80.0000 2.0000 58.0000 3.6500 69.0000 | Extended Cost 42.00 760.00 80.00 400.00 58.00 365.00 69.00 | Account Number 1070207130 1090207130 1090207130 1090207130 1090207130 1090207130 1090207130 | Branch/ Plant 109020 109020 109020 109020 109020 109020 109020 | Line Number 22.000 23.000 24.000 25.000 26.000 27.000 28.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | * J Line Ship To Number 536 536 536 536 536 536 536 536 536 536 | Last Status 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 | Next Status 120 120 120 120 120 120 120 120 120 |
| eco | rds 11 | - 31 Ln Ty I I I I I I I I I | Description 1 1/2/27 4 11 PURITE UNLCOVES COLOR SETUP CHARGE 103397 6*X10* BRITE PLASTIC BA COLOR SETUP CHARGE 107456 BUDGET BRIGHT COOLER COLOR SETUP CHARGE 106977 SBP PAVISN CLAVS COLOR SETUP CHARGE SHIPPINGHANDUNG | Description 2 UPDIC PADORS, UCA PREVINT TEAL, MATTE BLACK IMPRINT BLACK, WHITE IMPRINT DRAWSTRING BACKPACK DUCK | Pu UoM EA EA EA EA EA EA EA EA | Tr. UoM EA EA EA EA EA EA EA EA | Quantity Ordered 1000.00 1000.00 1.00 200.00 1.00 1.00 1. | Unit Cost 42.0000 .7600 80.0000 2.0000 58.0000 3.6500 69.0000 1150.2100 | Extended Cost 42.00 80.00 400.00 58.00 365.00 365.00 69.00 69.00 | Account Number 199607-199 199020-7130 199020-7130 199020-7130 199020-7130 199020-7130 199020-7130 199020-7130 | Branch/ Plant 209020 109020 109020 109020 109020 109020 109020 109020 | Line Number 22.000 23.000 24.000 25.000 26.000 27.000 28.000 29.000 | G/L Date 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 09/09/2019 | Cancel Date | *J Line Ship To Number 536 536 536 536 536 536 536 536 536 536 | Last Status 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 69 110 | Next Status 120 120 120 120 120 120 120 120 120 120 |

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

To Reprint the OR

| Via Menus | Distribution / Logistics \rightarrow Procurement \rightarrow Daily Processing \rightarrow Requisition & Quote |
|-----------|---|
| | Management \rightarrow Print Order Requisition (OR) |

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

| Function | Processes | |
|---|--|-----------------|
| Reprint Order Requisition R55PR14 | From the Requisition & Quote Management menu, select Order Requisition (OR). | Print |
| Oracle / PeopleSoft | - 66 - F | Revised 02/27/2 |

Version Prompting Submit I for Compt For Data Selection

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

Data Selection

| \checkmark | × | ~ ~ | | | | |
|--------------|----------|--|--------------|------|---------------|---|
| | Operator | Left Operand | Comparis | on | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ✓ is equal t | to 🗸 | "110" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ✓ is equal t | to 🗸 | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal t | to 🗸 | Blank | ~ |
| | And 🗸 | | ~ | ~ | | ~ |

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

Data Selection

| \checkmark | × | ^ Y | | | | |
|--------------|----------|--|---|-------------------------------|---------------|---|
| | Operator | Left Operand | | Comparison | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ~ | is greater than or equal to 🗸 | "110" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ~ | is equal to | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ~ | is less than | Blank | ~ |
| | And 🗸 | | ~ | is greater than | | ~ |
| Ada | Dow | | | is greater than or equal to | | |

Add Row

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

Data Selection

| Operator | Left Operand | | Comparison | | Right Operand | |
|----------|--|---|-----------------|---|---------------|---|
| Where | Status Code - Next (F4311) (NXTR) [BC] | ~ | is not equal to | ~ | | ~ |
| And 🗸 | Order Type (F4301) (DCTO) [BC] | ~ | is equal to | ~ | "OR" | ~ |
| And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ~ | is equal to | ~ | Blank | ~ |
| And 🗸 | | ~ | | ~ | | ~ |

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

Data Selection

| \checkmark | × 🖻 | ~ Y | | |
|--------------|----------|--|-------------------|--|
| | Operator | Left Operand | Comparison | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is not equal to 🗸 | Zero 🗸 |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to 🗸 | Blank |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to 🗸 🗸 | Null |
| | And 🗸 | ~ · |) | Literal 2nd Item Number (F4311) (LITM) [BC] |

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

Select Literal Value

| Single Value | Range of Values | List of Values | | |
|----------------|-----------------|----------------|-----|--|
| Literal Value: | | | 999 | |

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

Data Selection

| \checkmark | X | ~ ~ | | | | |
|--------------|----------|--|-----------------|---|---------------|---|
| | Operator | Left Operand | Comparison | | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is not equal to | ~ | "999" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | Blank | ~ |
| | And 🗸 | · · · · · · · · · · · · · · · · · · · |] [| ~ | | ~ |

| Function | Proce | esses |
|---|-------|---|
| Reprint Order Requisition R55PR14 | 16. | On the 3 rd line in the <i>Right Operand</i> column, click in the <i>field</i> or <i>List</i> button. |

Data Selection

| Operator | Left Operand | Comparison | | Right Operand | |
|----------|--|-------------------|---|---------------|---|
| Where | Status Code - Next (F4311) (NXTR) [BC] | ✓ is not equal to | ~ | "999" | ~ |
| And 🗸 | Order Type (F4301) (DCTO) [BC] | ✓ is equal to | ~ | "OR" | ~ |
| And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ✓ is equal to | ~ | Blank | ~ |
| And 🗸 | | ~ | ~ | Blank | |

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

Select Literal Value

| √< | | | | |
|----------------|-----------------|----------------|-------|---|
| Single Value | Range of Values | List of Values | | |
| Literal Value: | | | 10686 | 4 |

| Function | Proce | sses |
|---------------|-------|---|
| Reprint Order | 18. | Enter the Order Number in the <i>Literal Value:</i> field on the <i>Single</i> |
| Requisition | | <i>Value</i> tab. |
| R55PR14 | | |
| | 19. | Click OK . |

Oracle / PeopleSoft Proprietary & Confidential

Reprint Data Selection

| Data | a Selectio | n | | | | |
|--------------|------------|--|-----------------|---|---------------|---|
| \checkmark | × 🖻 | ^ | | | | |
| | Operator | Left Operand | Comparison | | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is not equal to | ~ | "999" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | "10686" | ~ |
| | 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 <i>Data Selection</i> form, click <i>OK</i> . |

View OR Reprint R55PR14

06/29/2021

D 🗟

Done

| Via | Menus | s Naviga | ator \rightarrow Act | ions \rightarrow \setminus | /iew Job | Status | | |
|------|-------------|-------------------------|------------------------|--------------------------------|-------------------|-------------|-------|--------------------|
| | | | | | | | | |
| Viev | v Job Stat | tus - Submitted | Job Search | | | | | Personal Form: (No |
| ~ | Q 🖬 | 🗙 Ft Eorm 🗮 | Row 🚯 Ioo | ls | | | | |
| Us | er ID | TU43_BU | Y | | | | | |
| Red | ords 1 - 18 | | | | | | | |
| | | | | | | | | |
| | Job # ∂ | Date Job Submitted ⇒ | View Output | Status 🗢 | Status Details | Report Name | Job ⇔ | Version Title |

| Function | Processes |
|-------------|--|
| View Order | 1. At the Submitted Job Search form, locate your Job # from the grid. |
| Requisition | |
| R55PR14 | Note: Job# 7196, Purchase Order, R55PR14, N0008. |
| 1 | |
| | 2. Verify the Status/Status Details fields indicate D/Done . |
| | |
| 1 | 3. Click the View Output button on the same line as your Job #. |

PURCHASE ORDER

R55PR14_NN0008

7196

OR Print



| Function | Processes |
|------------------------|---|
| View Order | |
| Requisition R55PR14 | 4. At the Downloads form, click Open file . |



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

REQUISITION ORDER

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

| Line | Rev | Ham # | Description/ Description 2 | Quantity Ordered | PU | Account | 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 58P 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 | |
|----------|-----------|---|-----------|
| 6.0 | | Total Order | 10,335.01 |

Requisition Orders will be cancelled within 6 months if not approved or if any issues pending are not resolved. Have a Wonderful Day!
Reprint Requisitions Order - Next Status 999

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

Verify the Next Status field in the Enter Requisition Order Detail

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing | > Requisition & Quote Management |
|---|----------------------------------|
| | Purchase Log |
| | • 📝 PR Log Report |
| | Enter Requisitions |

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

| Enter Requisit | tions - Wo | rk With Order Headers | | |
|--------------------------|------------|-----------------------|--------------|---|
| Order Number Supplier | 18436 | OR * | Branch/Plant | * |

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



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

| Enter | Requisitions | - Order | Detail | |
|-------|--------------|---------|--------|--|
| | | | | |

| _ | × | F Eorm | Row 💮 Iools | | | | | | | | | | | | | |
|-----|--------|----------------------|-------------------------------------|----------------------|------------------|---------------|---------------------|----------------|----------|------------------|------------------------------------|------------------|----------------|--------------|----------------|---------------|
| Oro | der N | tail Line Def | Additional Properties 8436 OR 01120 | Category Codes | Branch/Plant | 50 | 5007 | | | | | | | | | |
| | | | ayoosooniiniin aaaaanaa taasaabeean | _ | | | | | | | | | | | | |
| Su | pplier | 2 | 9171 NOR-KI | EM DISTRIBUTORS INC | | | | | | | | | | | | |
| Sh | ір То | 2 | 95786 DIVISIO | ON OF TRANSPORTATION | Order Date | 03/18/ | 2021 | | | | | | | | | |
| Ho | ild Co | de | Blank - Hold Code | es 42/HC | Order Attachment | | | | | | | | | | | |
| Re | taina | je % | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Rec | ords | 1 - 9 | | | | | | | | | | | | | * rwms | _ |
| | R | Line Lr Number Ty | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | | Extended Cost | Account Number | Branch/ Plant | Cancel Date | G/L Date | Last Status | Next Statu |
| | Ø | 1.000 J | High Rise-Monitor Stand | VGTDC060 | EA | EA | 4 | .00 | 93-2000 | 93-1 | 20 — <u>606007.4210</u> | | 2 | 03/18/2021 | 420 | 999 |
| | | 2.000 J | Super Tab | SMD10410 | 8X | 8X | 4 | 00 | 22.3000 | 89.2 | 0 | | | - 03/18/2021 | 120 | 999 |
| | | 3.000 J | Powershred Ci Jam Cross | FEL3229901 | EA | EA | 4 | 00 | 409-4000 | 409.4 | 0 - 506007.4210 | | | - 03/18/2021 | 420 | 999 |
| | | 4-000 d | Z-Grip Retractable Ballpoint | ZE822148 | PK | PK | 2 | 00 | 22.7000 | 45.4 | 0 | | | - 03/18/2021 | 120 | 999 |
| | | 5:000 d | Enhance LED Desk Lamp | OTTSCD0500S | EA | EA | 2 | 00 | 62 7000 | 105.4 | 0 | | | - 03/18/2021 | 420 | 000 |
| | | 6-000 J | Z-Grip Retractable Ballpoint | 7EB99948 | PK | PK | 0 | 00 | 00 7000 | 46.4 | 0 - 505007 4130 | | | 03/48/0004 | | 999 |
| | | | | | | | | | 22.7000 | 40.4 | 000007.4100 | 000007 | | - 03r10r2021 | 420 | 999 |

Personal Form: (No Personaliza

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

To Reprint the Close/Completed OR

| Via Menus | Distribution / Logistics \rightarrow Procurement \rightarrow Daily Processing \rightarrow 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 | From the Requisition & Quote Management menu, select Print Order Requisition (OR). |



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

Data Selection

| \checkmark | × 🖻 | ^ V | | |
|--------------|----------|--|---------------|---------------|
| | Operator | Left Operand | Comparison | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to 🗸 | "110" 🗸 |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to 🗸 | "OR" 🗸 |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to 🗸 | Blank |
| | And 🗸 | ~ | ~ | ~ |

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

Data Selection

| \checkmark | X | ~ ~ | | | | |
|--------------|----------|--|---|-------------|---|-------------------------------------|
| | Operator | Left Operand | | Comparison | | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ~ | is equal to | ~ | ["110" ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ~ | is equal to | ~ | "110" Blank |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ~ | is equal to | ~ | Zero |
| | And 🗸 | | ~ | | ~ | Literal |
| | | | | | | 2nd Item Number (F4311) (LITM) [BC] |

| Function | Processes |
|---|---|
| Reprint Order Requisition R55PR14 | 5. Select <i>Literal</i> from the list. |

Select Literal Value

| Single Value | Range of Values | List of Values | | |
|--------------|-----------------|----------------|-----|---|
| teral Value: | | | 999 | - |

| Function | Processes |
|------------------------------|--|
| Reprint Order Requisition | At the Select Literal Value form, using the Single Value tab, enter 999 in the Literal Value: field. |
| K55PK14 | 7. Click the OK button to confirm. |

Data Selection

| ~ | × | ^ Y | | | |
|---|----------|--|---|---------------|-------------------|
| | Operator | Left Operand | | Comparison | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ~ | is equal to 🗸 | ["999" ~] |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ~ | is equal to 🗸 | ["OR" |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ~ | is equal to 🗸 | Blank |
| | And 🗸 | | ~ | ~ | |

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

Data Selection

| ~ | × 🖻 | ~ ~ | | | | |
|-----|--------------|--|-------------|---|--|---|
| | Operator | Left Operand | Comparison | | Right Operand | |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | is equal to | ~ | "999" | ~ |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | is equal to | ~ | "OR" | ~ |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | is equal to | ~ | Blank | ~ |
| | And 🗸 | | •] | ~ | Blank Zero | |
| Add | Row anced | | | | Literal Address Number (F4301) (AN8) [BC] | |

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

Select Literal Value

| Single Value | Range of Values List of Values | | |
|---------------|--------------------------------|-------|---|
| iteral Value: | | 18436 | (|

| Function | Processes |
|---|---|
| Reprint Order Requisition R55PR14 | Enter the Order Number in the Literal Value: field on the Single Value tab. |
| | 11. Click OK . |

Reprint Data Selection

Data Selection

| \checkmark | × 🖻 | ^ Y | | | |
|--------------|----------|--|---|-----------------|---------------------|
| | Operator | Left Operand | | Comparison | Right Operand |
| | Where | Status Code - Next (F4311) (NXTR) [BC] | ~ | is equal to 🗸 🗸 | v |
| | And 🗸 | Order Type (F4301) (DCTO) [BC] | ~ | is equal to 🗸 | "OR" 🗸 |
| | And 🗸 | Document (Order No, Invoice, etc.) (F4311) (DOCO) [BC] | ~ | is equal to 🗸 | ["18436" v] |
| | And 🗸 | [| ~ | ~ | • |

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

View OR Reprint R55PR14

| Vi | ia Menus Navigator → Actions → View Job Status | | | | | | | | | | | | | |
|------|--|-------------|-------------------|----------------|----------------|----------------|---------------|-------|----------|-------------------------|-----------------------|-------------------------|----------------------|--|
| | | | | | | | | | | | | | | |
| View | Job St | atus - Subr | nitted Job s | Search | | | | | | | | | | |
| ~ (| 2 🔳 | | m 🗮 <u>R</u> ow | (i) Tools | | | | | | | | | | |
| Use | er ID | 1 | TU43_BUY | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Rec | ords 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 | |
| | 15 | 27 D | Done | | PURCHASE ORDER | R55PR14_NN0008 | OR Print | | TU43_BUY | 01/15/2019 | 12:51:48 | 01/15/20 | 19 12:51:50 | |
| | 15 | 526 D | Done | | PURCHASE ORDER | R55PR14_NN0008 | OR Print | 9 | TU43_BUY | 01/15/2019 | 12:37:36 | 01/15/20 | 19 12:37:38 | |
| | 15 | 25 D | Done | . | PURCHASE ORDER | R55PR14_NN0008 | OR Print | 9 | TU43_BUY | 01/15/2019 | 12:35:24 | 01/15/20 | 19 12:35:26 | |
| | 15 | i11 D | Done | * | PURCHASE ORDER | R55PR14_NN0008 | OR Print | 9 | TU43_BUY | 01/14/2019 | 15:59:01 | 01/14/20 | 19 15:59:05 | |

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



| Function | Processes |
|--------------------------------------|--|
| View Order Requisition R55PR14 | 16. At the Downloads form, click Open file . |

r

| PO Box 3150 Window Rock, AZ 86515 | | | | | Order Number 18436 OR Date 06/29/2021 Business Unit 506007 Page 1 / 1 | | | | |
|---|--|--|---|------------|---|-----------------|---|------------------------|----------|
| | V E N D O R | NOR-KEM DISTRIBUTO PO BOX 489 WINDOW ROCK AZ 865 | R INC | | SHIPTO | PC #10 WI | ISION OF TRANSPORT BOX 4620 3 Old Coalmine Rd, Ment NDOW ROCK AZ 86515 | ATION more,NM 87319 | |
| Conta | ct Person: | | F | hone: (| 505) 371-8335 | | Fax: | (505) 371-839 | 9 |
| equisiti ate Req ate Ord order Ta hone: | ion Number quested lered ken By | 03/18/2021 03/18/2021 SCLYDE (505) 371-8335 | Terms Freight Delivery In Fax: | structions | Net 30 D | lays 1-8399 | | | |
| Line | Rev | Item # | Description/ | | Quantity | PU | Account | Unit | Extended |
| 1.000 | 10 | High Rise | Monitor Stand | | 1 | EA | 506007.4210 | 93.20 | 93.20 |
| 2.000 | 10 | Super Tab SMD1041 | 0 | | 4 | BX | 506007.4130 | 22.30 | 89.20 |
| 3.000 | 10 | Powershre FEL32299 | ed Ci Jam Cross | | 1 | EA | 506007.4210 | 409.40 | 409.40 |
| 4.000 | 10 | Z-Grip Re ZEB2214 | tractable Ballpoint | | 2 | PK | 506007.4130 | 22.70 | 45.40 |
| 5.000 | 10 | Enhance I OTTSCD(| LED Desk Lamp)500S | | 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: She #505.371. | ila Clyde 8318 | | | | | 0.00 | 0.00 |
| | | | | | | | | | |
| | | Tax Rate | Sales | Tax | Total Ore | ier | See Last Page of Order 835 | for Total Amou 28 | nt Due |
| | | | | 5.0 | | | | | |

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



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: RE | | | | | | | |
| NN PROGRAM / DIVISION: | | | | | | | |
| Contact Person: | Telephone No.: | | | | | | |
| Fotal Amount of OR: \$ | Email: | | | | | | |
| Obtain approval from the appro | ppriate Offices prior to purchase: | | | | | | |
| | | | | | | | |
| Property Management (Office equipr | ment, computers, etc.). <i>If applicable</i> | | | | | | |
| Approved By: | Date: | | | | | | |
| Department of Information Technolog | pgy (Computer software, computers, etc.). If applicable | | | | | | |
| Approved By: | By (computer sortware, computers, etc.), if approache | | | | | | |
| Approved by: | Dute. | | | | | | |
| elecommunication & Utilities (Radio | os, cell phones, phones, etc.). If applicable | | | | | | |
| Approved By: | Date: | | | | | | |
| | | | | | | | |
| Records Management (Xerox machin | ies, printing, etc.). <i>If applicable</i> | | | | | | |
| Approved By: | Date: | | | | | | |
| iscal Recovery Fund Office (FRF Fund | d Only): | | | | | | |
| Approved By: | Date: | | | | | | |
| Return entire 6B package to Navajo Nation Program/Division 6B Requisitioner. *NOTE: Scan the completed signed 6B Check Off List and all final supporting documents then, attach to the Order Requisition (OR) in JDE. | | | | | | | |
| TO BE FILLED OUT BY DIVISION OF FIN | NANCE ONLY: | | | | | | |
| Order Requisition over 10K must be ap | pproved by Purchasing Department Manager. | | | | | | |
| Approved By: | Date: | | | | | | |
| Order Requisition over 50K must be an | pproved by Office of the Controller. | | | | | | |
| | | | | | | | |
| Approved By: | Date: | | | | | | |

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.

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing Daily Processing Contemportation - Contemportation - Contemportatio | ng > Requisition & Quote Management |
|---|---|
| | Purchase Log |
| | Application: P4310, Form: W4310I, Version: ZJDE0003 |
| | Enter Requisitions |

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

Enter Requisitions - Work With Order Headers

| | J X | Row (| 👸 <u>T</u> ools | |
|--------------|-------|-------|-----------------|--------------|
| Order Number | 10556 | OR | * | Branch/Plant |
| Supplier | | | | |

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

Enter Requisitions - Work With Order Headers

| 10 | + 🗇 | $\times \equiv Row$ | (i) Io | ols | | | | | |
|----------|---------------|---------------------|----------|----------|-------------------------|----|------------------|--------------------|---------|
| Order N | umber 10 | 0556 OR | * | | Branch/Plant | * | | | |
| Supplier | 1_1 | | | | | | | | |
| Records | | | | Σ | | | | | |
| X | Order Date | Order Number | Or Tv | Amount | Supplier Description | | Branch/ Plant | Supplier Number | Ship To |
| • | 09/05/2 | 2019 1055 | 6 OR | 1,016.12 | BUSINESS ENVIRONMEN | TS | 1070 | 20 296 | 96 5353 |

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

| Order N | lumber 10556 OR * | |
|---------|--------------------|--------|
| Supplie | Favorites | |
| Record | - | |
| | Row | |
| 8 | Header Revision | Amount |
| ۲ | Detail Revision | 1,016 |
| • | Change Orders | |
| | Open Order Inquiry | |
| | Order Summary | |
| | Order Revisions | |
| | Order Recap | |
| | Financial Status | |
| | Landed Cost | |
| | Order Addresses | |
| | Supplier Master | |

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

| | | 00 |
|-----------|-----------|----------------|
| Type User | Date | |
| | | |
| | Type User | Type User Date |

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

| Attachments | Х |
|--------------------------------|---|
| Select Attachment Type to Add: | |
| File/URL Attachment | |
| Text Attachment | |
| | |

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



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

| rganize 👻 New folder | | 835 • |
|---|--|---|
| OneDrive This PC 3D Objects Desktop Documents Downloads Music Pictures Videos OS (C) | Name Route Code Removed_BU RW -Purchasing Security Change Request Form -Hyper Exit Security share (fmisfile) (S) - Shortcut (2) share (fmisfile) (S) - Shortcut Snaglt - Shortcut stamp copy Stamp_Receiver Print STORE N GO (E) - Shortcut Supdocs 17862-OR | Date modified 6/29/2021 2:55 PM 11/16/2020 7:57 AM 5/12/2021 9:24 AM 5/19/2021 9:42 AM 6/17/2013 8:23 AM 10/6/2020 8:52 AM 2/4/2021 10:46 AM 5/28/2020 9:00 PM 2/16/2016 5:04 PM 6/2/2021 1:22 PM |
| USB Drive (D:) Trystilliams\$ (\\fmisfile) (H:) Types share (\\fmisfile) (S:) USB Drive (D:) | Supdocs_20020-OR Telecommuter Agreement 4.12.2021_4.23.2021 Telecommuter Agreement 6.4.2021 Telecommuter Agreement 6.25.2021 Telecommuter Agreement Fillable Clean 3 1 2021 | 6/2/2021 1:23 PM 4/9/2021 8:59 PM 5/28/2021 2:53 PM 6/7/2021 7:31 AM 3/2/2021 3:33 PM |

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

| Atta | achments | Х |
|----------|---|----|
| ÷ | Attachment Type: Oucal File Queue URL | |
| 50100 | Local File Choose Files CJN-29-22 NNnds Exhibit M.pdf | |
| | or drop file here | |
| 842,0302 | Sa | /e |

| Function | Processes |
|-----------------|---|
| Order Header | 10. At the Attachments form, the selected file is displayed, click the Save |
| File Attachment | button. |

| Attachment Manager | | | | | | | |
|----------------------|------|----------|---------------------|--|--|--|--|
| Enter Search Text | Û | ÷. | 08 | | | | |
| Name 🔺 | Туре | User | Date | | | | |
| Supdocs_17862-OR.pdf | PDF | TU43_BUY | 06/30/2021 08:44:32 | | | | |

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

Enter Requisitions - Work With Order Headers

| Orc Suţ | der Nu oplier | imber 10 | 0556 OR | * | | Branch/Plant | ż | |
|------------|------------------|---------------|-----------------|----------|---------|-------------------------|----|--|
| Rec | ords | 1 - 1 | | | Σ | 2 | | |
| | R | Order Date | Order Number | Or Ty | Amount | Supplier Description | | |
| 0 | 0 | 09/05/2 | 019 105 | 56 OR | 1,016.1 | 2 BUSINESS ENVIRONMEN | TS | |

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

File Attachment – Order Detail

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

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing Daily Processing Contemport > Daily Processing | ng > Requisition & Quote Management |
|--|---|
| | Purchase Log |
| | Application: P4310, Form: W4310I, Version: ZJDE0003 |
| | Enter Requisitions |

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

Enter Reguisitions - Work With Order Headers

| | | V 10015 | | |
|--------------|------|---------|--------------|---|
| Order Number | 4575 | OR * | Branch/Plant | * |
| Supplier | | | | |

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

Enter Requisitions - Work With Order Headers

| Order Number 4575 | | iber 4575 Favorites | | Branch/Plant * | | | |
|-------------------|-------------------|---------------------|--------------------|---------------------|------------------|--------------------|---------|
| Suppli | er | F. | Row | | | | |
| Record | is 1 - 1 | | Header Revision | | | | |
| | | | Detail Revision | | | | |
| 8 | Order C Date N | ordei lumt | Change Orders | plier pription | Branch/ Plant | Supplier Number | Ship To |
| • | 01/07/2019 | | Open Order Inquiny | R PLUS IMAGING, LLC | K17072 | 9 2444 | 33 55 |

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

| XFV | Eorm 🗮 Row 🛞 | Tools | | | | | | | | |
|--|--|-----------------------------------|-------------------------|--|--|---|--|---|---|--|
| Order Detail | Line Defaults Ac | Iditional P | operties Category Codes | | | | | | | |
| Order Numb | ber 4575 | OR | 03986 | Brand | :h/Plant | K170 | 729 | | | |
| Supplier | 244433 | | LASER PLUS IMAGING, LLC | | | | | | | |
| Ship To | 55692 | 55692 DEPT OF CORRECTIONS/CROWN | | Order | Date | 01/07/20 | 19 | | | |
| Hold Code | | Blank | - Hold Codes 42/HC | Order | Attachm | ent | | | | |
| | | | | | | | | | | |
| Retainage % | 6 | | | | | | | | | |
| Retainage % ecords 1 - 7 | 7 Description 1 | | Description 2 | Pu. | Tr. | Quantity | Unit | Extended | Line | Account Numbe |
| Retainage % | 6 Description 1 CE205X HP3525 | Black | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost 89.0000 | Extended Cost 89.00 | Line Number 1.000 | Account Number |
| Retainage % | 6 Description 1 CE205X HP3525 I CE251A HP 3525 C | Black Yan | Description 2 | Pu. UoM EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 | Unit Cost 89.0000 89.0000 | Extended Cost 89.00 89.00 | Line Number 1.000 2.000 | Account Number K170729.442 K170729.4424 |
| Retainage % | 6 Description 1 CE205X HP3525 I CE251A HP 3525 C CE262A HP 3525 M | Black yan lagenta | Description 2 | Pu. UoM EA EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 | Line Number 1.000 2.000 3.000 | Account Number K170729.4420 K170729.4420 K170729.4420 |
| Retainage % Records 1 - 7 2 J 3 J 3 J 3 J 3 J | 6 Description 1 CE205X HP3525 I CE251A HP 3525 C CE262A HP 3525 M CE263A HP 3525 Y | Black Syan Iagenta ellow | Description 2 | Pu. UoM EA EA EA EA | Tr. UoM EA EA EA EA | Ouantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 | Line Number 1.000 2.000 3.000 4.000 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 |
| Retainage % Records 1 - 7 Reco | 6 Description 1 CE205X HP3525 I CE251A HP 3525 C CE262A HP 3525 V CE263A HP 3525 Y NN Sales Tax | Black yan lagenta ellow | Description 2 | Pu. UoM EA EA EA EA EA | Tr. UoM EA EA EA EA EA | Ouantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 17.80 | Line Number 1.000 2.000 3.000 4.000 5.000 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 |

| Function | Processes |
|---------------------------------|---|
| Order Detail File Attachment | You must attach your supporting documents to a Ln Ty 'J'. |
| | Approvers do not see Ln Ty 'T' (text) lines. They only see line type J since this is an encumbered/direct charge for approval. Must attach your supporting documents to a Line Type 'J'. |
| | At the Order Detail form, select a line type Ln Ty 'J' in the Order Detail. |

| Order Detail Line Det | | | Favo. 'tes | |
|-----------------------|--------------|----------|---|--|
| Orde | r Number | 4 | Row | |
| - | | | Account Dist bution | |
| Supplier | | 2 | Zero Cost | |
| Ship | То | 5 | Price History | |
| Hold | Code | | Cancel Line | |
| Reta | inage % | | Blanket Release Agreements Substitute Items | |
| | | | | |
| | | | | |
| | | | | |
| 20000 | hannada di 7 | | Obsolete Items | |
| | En | n Descri | Parts List | |
| | Ту | 05205 | Kits | |
| ~ | J | CE205 | Quote Suppliers | |
| | , | CE251A | Original Orders | |
| | | CE262A | Original Orders | |
| | 1 | NN Sal | Assoc Requisitions | |
| 7 | т | POC: R | Chg Order Summary | |
| 7 | | | Order Recan | |
| < | | | Quentu/Demond | |
| | | | Supply/Demand | |
| | | | Quote Price Breaks | |
| | | | Supplier Schedule | |
| | | | Line Attachments | |
| | | | Additional Info 1 | |
| | | | Additional Info 3 | |

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

| 4 | 1 0 1 | | | 00 |
|--------|-------|------|------|----|
| Name 🔺 | Туре | User | Date | |

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



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

| At | tachments X |
|----|---|
| ÷ | Attachment Type: Local File Queue URL Local File No file chosen |
| | or drop file here |
| | Save |

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

| | (\fmisfile) (H:) V |) Search r | ;\$ (\\fmisfile) (🔎 |
|--|---|------------|---|
| Organize 🔻 New folder | | | 🔠 🕶 🛄 🌘 |
| OneDrive This PC 3D Objects Desktop Documents | Name Webinars WINDOWS ▲ 6B FMIS Security Change form -Jimmie Israel -REC ➡ 2020 TAXES_DJB ➡ 2020 TAXES_RJB ▲ 2020_TaxReturn djb | | Date modified 6/28/2021 1:34 PM 8/13/2015 10:46 AM 6/28/2021 11:55 AM 4/7/2021 4:15 PM 4/8/2021 11:35 AM 4/7/2021 4:12 PM |
| Music Pictures | 2020_TaxReturn rjb 2021 W4 djb 4575-OR Corrpy920 | | 4/8/2021 11:34 AM 3/26/2021 2:17 PM 6/30/2021 9:04 AM |
| Videos S (C:) USB Drive (D:) | 10701_Supdocs 10701-OR 10733-OR 10751 OB | | 4/22/2021 8:35 PM 6/15/2021 9:17 AM 4/15/2021 10:27 PM |
| rwilliams\$ (\\fmisfile) (H:) share (\\fmisfile) (S:) USB Drive (D:) | | | 6/3/2021 8:49 AM 6/3/2021 9:27 AM 4/15/2021 8:55 PM |
| File name: 4575 OP Cor | m.420 | | |

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

| Attachment Type: | 0.0 | in the second |
|------------------------|------------------------|---|
| | Local File O Queue | |
| ocal File Choose Files | 4575-OR Corrpy920.pdf | |
| or drop fi | le here | |
| | J | Save |
| | ocal File Choose Files | ocal File Choose Files 4575-OR Corrpy920.pdf |

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

| Attach | ment Manager | | | _ |
|----------|-------------------------|------|-------|---------------------|
| 4 | 1 | 1 ± | | 0 😣 |
| | Name 🔺 | Туре | User | Date |
| | 10806-OR_RD55PR14RO.pdf | PDF | RWILL | 05/21/2021 13:04:26 |

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

| _ | r Requisi | itions - Order Detail | | | | | | | | |
|----------------|--|--|---------------------------|--|--|---|--|---|---|--|
| \checkmark × | | rm 🗮 <u>R</u> ow 🍈 <u>T</u> ools | | | | | | | | |
| Orde | er Detail | Line Defaults Additional P | roperties Category Codes | | | | | | | |
| Ord | der Number | 4575 OR | 03986 | Brand | :h/Plant | K170 | 729 | | | |
| Sup | pplier | 244433 | LASER PLUS IMAGING, LLC | | | | | | | |
| Ship | ip To | 55692 | DEPT OF CORRECTIONS/CROWN | Order | r Date | 01/07/20 | 19 | | | |
| Hole | ld Code | Blank | - Hold Codes 42/HC | Order | r Attachm | ent | | | | |
| | | | | | | | | | | |
| Ret | tainage % | | | | | | | | | |
| Ret | tainage % | | | | | | | | | |
| Ret | tainage % | | | | | | | | | |
| Ret | tainage % | | | | | | | | | |
| Reta | tainage % | _ | | | | | | | | |
| Reta Reco | ords 1 - 7 | Description 1 | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number |
| Reta | ords 1 - 7 C Ln Ty J | Description 1 CE205X HP3525 Black | Description 2 | Pu. UoM EA | Tr. UoM EA | Quantity Ordered | Unit Cost 89.0000 | Extended Cost 89.00 | Line Number 1.000 | Account Number K170729 4420 |
| Reto | ords 1 - 7 R Ln Ty J J | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan | Description 2 | Pu. UoM EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 1.00 | Unit Cost 89.0000 89.0000 | Extended Cost 89.00 89.00 | Line Number 1.000 2.000 | Account Number K170729 4420 K170729.4420 |
| Reto | ords 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magenta | Description 2 | Pu. UoM EA EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 | Line Number 1.000 2.000 3.000 | Account Number K170729.4420 K170729.4420 K170729.4420 |
| Reta | ards 1 - 7 C Ln J J J J J J | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magenta CE263A HP 3525 Yellow | Description 2 | Pu. UoM EA EA EA EA | Tr. UoM EA EA EA EA | Quantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 | Line Number 1.000 2.000 3.000 4.000 | Account Number K170729 4420 K170729.4420 K170729.4420 K170729.4420 |
| Reto | ainage % ords 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magenta CE263A HP 3525 Yellow NN Sales Tax | Description 2 | Pu. UoM EA EA EA EA EA | Tr. UoM EA EA EA EA EA | Quantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 17.80 | Line Number 1.000 2.000 3.000 4.000 5.000 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 |

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

To view Text Attachment

| X H Eor | m <u> </u> | Loois | | |
|--------------|---------------|---------------|-----------|---------------------|
| order Detail | ine Defaults | Additional Pr | operties | Category Codes |
| Order Number | 10806 | OR | 00010 | |
| Supplier | 158195 | | AMSTE | RDAM PRINTING |
| Ship To | 53537 | | PROPE | RTY MANAGEMENT DEPA |
| Hold Code | | Blank - | Hold Code | es 42/HC |
| Retainage % | | | | |
| | | | | |
| ecords 1 - 6 | | | | |
| | | | | |
|) 🗭 Ln Ty | Description 1 | | | Description 2 |

| Function | Processes |
|-------------------------|--|
| View Text Attachment | 1. Click the Attachment icon, view only mode. |

| | nt Manager | | | |
|-------------------------|---------------------------|---------------|----------------------|-----------------------|
| | Search Text | | ±. | 00 |
| | ame 🔺 | Туре | User | Date |
| |)806-OR_RD55PR14 | RO PDF | TU43_BUY | 06/30/2021 09:29:22 |
| | ne Number One | eTXT | RWIL | 05/13/2021 09:34:18 |
| Function | Processes | | | |
| View Text Attachment | View the <i>Type</i> colu | imn, attachme | ent type eTXT | is a text attachment. |
| | 2. Click the Name | of the eTXT t | ype file. | |

The Navajo Nation

| Text Attachment Name: Line Number One | X |
|--|-------|
| □ □ □ ◆ → B I U S I : □ + □ : □ + □ : □ = □ = □ A · □ · Font · Size · □ | |
| Type additional information that pertains to line item one or the entire order here. Additional information such as computer warranties, inclusive p serial numbers, repair contacts, size, color and quantities of clothes, specific instructions, this space is unlimited. | arts, |

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

| Atta | chment Manager | | | _ |
|------|---------------------|------|----------|---------------------|
| G. | Enter Search Text | | ±. | 68 |
| | Name 🔺 | Туре | User | Date |
| | 10806-OR_RD55PR14RC | PDF | TU43_BUY | 06/30/2021 09:29:22 |
| | 🗾 Line Number One | eTXT | RWIL | 05/13/2021 09:34:18 |

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

To view a File Attachment

| Order Detail | Line Defaults Addition | al Proper | ties Category Codes | | | | | | | |
|---------------|---|------------|--------------------------|--|--|---|--|---|---|--|
| Order Number | 4575 OR | (| 03986 | Brand | :h/Plant | K170 | 729 | | | |
| Supplier | 244433 | L | ASER PLUS IMAGING, LLC | | | | | | | |
| Ship To | 55692 | D | EPT OF CORRECTIONS/CROWN | Orde | Date | 01/07/20 | 19 | | | |
| Hold Code | E | lank - Hok | d Codes 42/HC | Order | Attachm | ent | | | | |
| Retainage % | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Records 1 - 7 | | | | | | | | | | |
| Records 1 - 7 | Description 1 | | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number |
| Records 1 - 7 | Description 1 CE205X HP3525 Black | | Description 2 | Pu. UoM EA | Tr. UoM EA | Quantity Ordered 1.00 | Unit Cost 89.0000 | Extended Cost 89.00 | Line Number 1.000 | Account Number K170729.4420 |
| Records 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan | | Description 2 | Pu. UoM EA EA | Tr. UoM EA EA | Quantity Ordered 1.00 1.00 | Unit Cost 89.0000 89.0000 | Extended Cost 89.00 89.00 | Line Number 1.000 2.000 | Account Number K170729.4420 K170729.4420 |
| Records 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magent | a | Description 2 | Pu. UoM EA EA EA | Tr. UoM EA EA EA | Quantity Ordered 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 | Line Number 1.000 2.000 3.000 | Account Number K170729.4420 K170729.4420 K170729.4420 |
| Records 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magent CE263A HP 3525 Yellow | a | Description 2 | Pu. UoM EA EA EA EA | Tr. UoM EA EA EA EA | Quantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 | Line Number 1.000 2.000 3.000 4.000 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 |
| Records 1 - 7 | Description 1 CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magent CE263A HP 3525 Yellow NN Sales Tax | a | Description 2 | Pu. UoM EA EA EA EA EA | Tr. UoM EA EA EA EA EA | Quantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 17.80 | Line Number 1.000 2.000 3.000 4.000 5.000 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 |

| Function | Processes |
|------------|---|
| View File | 1. Navigate to an attachment icon, click the Attachment icon. |
| Attachment | |

| Att | achment Manager | | _ | |
|-----|---------------------|------|-------------|---------------------|
| E. | Enter Search Text | | <u>الله</u> | 00 |
| | Name 🔺 | Туре | User | Date |
| | 10806-OR_RD55PR14RO | PDF | TU43_BUY | 06/30/2021 09:29:22 |
| | 📝 Line Number One | eTXT | RWIL | 05/13/2021 09:34:18 |

| Function | Processes | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|--|
| View File Attachment | 2. At the Attachment Manger tab, click the Checkbox for the PDF file to view. | | | | | | | | |
| | 3. Click the <i>Download selected attachments</i> button that populates. | | | | | | | | |



| Function | Processes |
|-------------------------|---|
| View File Attachment | 4. At the Confirm Download form, click OK . |



| Function | Processes |
|-------------------------|---|
| View File Attachment | 5. At the Downloads form, select the pdf zip file, a zip drive format. |

| 9 9 = 1 | | Extract | P4310_W4310A (1) | | | | <u> </u> | | X I |
|-------------------------|------------|----------------------------|------------------|------------------------|-----------------|----------|-------------------|--------|-------|
| File Home Share | View | Compressed Folder Tools | | | | | | | ~ 🕐 |
| ← → · ↑ 📳 → Thi | s PC → Dov | vnloads > P4310_W4310A (1) | | | | 5 V | Search P4310_W431 | 0A (1) | Q |
| | | Name | ~ | Туре | Compressed size | Password | Size | R | latio |
| 🖈 Quick access | | A 10806-OR RD55 | PR14RO 2 | Adobe Acrobat Document | 20 KB | No | 23 | KB 1 | 6% |
| OneDrive | | L | | | | | | | |

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

| File | Edit \ | RD55PR14 liew Sign | RO_2.pd | lf - Adobe Acrobat Reader DC (32-b dow Help | it) | | | | | | | | | | | | | | | | | | | | | |
|------|--------|-----------------------|---------|--|-----|---|---|----------|---|--|--|---|---|--|--|-------|--|-------------------------------------|----------|-------|------|------------|---|----|----|---|
| Но | me | Tools | | 10806-OR_RD55P × | | | | | | | | | | | | | | | | | | | | | | |
| | \$ | ନ | ۲ | Q | B | 5 | ¢ | ≥ | Ê | 0 | ē. | | | 1 / 1 | | R | 1 | Θ | \oplus | 50% • | La . | ••••• • | F | S. | Ó. | • |
| Þ | | | | | | | | | | THE IN THE STATE OF S | AVAJO NASI SAVAJO NASI Raz 2 60 2007 SOLO 200 10 10 10 10 10 10 10 10 10 | TON 5 7 7 7 7 7 7 7 7 7 7 7 7 7 | control of the second sec | REQUIP Order Nu Order Nu State of the Stat | JISITIC Index 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | N OR. | DER PARTNESST 23.00 25.00 | 1000 1700 1700 1700 000 | | | | | | | | |

| 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 File button to exit, select Exit Application. |

| Attachment Manager | | | _ |
|-------------------------|------|-------|---------------------|
| 🛃 🔄 🔛 🖬 🗇 | | | 08 |
| Name 🔺 | Туре | User | Date |
| 10806-OR_RD55PR14RO.pdf | PDF | RWILL | 05/21/2021 13:04:26 |

| Function | Processes |
|-----------|--|
| View File | 8. At the Attachment Manager tab, click the Close side panel button. |
| | |

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

- OR 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.

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

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > I | Daily Processing > Requisition & Quote Management |
|--|---|
| | Purchase Log PB Log Report Application: P43081, Form: W43081A, Version: ZJDE0001 |
| | Requisitions Awaiting Approval |

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| pprover rder Type mit Selection | OR Pur | × • WILL. | Order | Selection | Branch/Plant | t * | | | |
|---|---------------|-----------|----------|-----------|--------------|----------------------------------|---|---------|------------|
| Orders older than days Waiting more than days | | | | Orover | proval | Originato OWa OApp ORej | or iting Approval oroved ected | | |
| lo records found. | | | | | | | J | 1 | T |
| 🗌 🕷 Note | Order Date | Order | Or Tv | Order | Days | Person | Responsible | Address | Originator |

Proprietary & Confidential

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

| ppro | ver | Ī | | × ° | | | Branch/Plan | t (* | | | | |
|---|----------------|--------|---------------|-------------------|----------|---------------------------------|-------------|--------|---|-------------------|------------|-----------------|
| irder imit | Type Select | tion | DR Pur | chase Requisition | Orde | r Selection | | | | | | |
| Orders older than days Waiting more than days | | | | | Ap | Approver Queued for Approval | | | vr iting Approval proved ected | | | |
| No r | ecords | found. | | | | | _ | | 1 | | 1 | |
| | R N | Note | Order Date | Order Number | Or Ty | Order Amount | Days Old | Person | Responsible | Address Number | Originator | Supplie Name |

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

| Approver | | Branch/Plant | * |
|------------------------|----------------------|--------------|------------------|
| Order Type OR | Purchase Requisition | | |
| Limit Selection | Order Selection | | |
| | Approver | (| Driginator |
| Orders older than days | Queued for A | Approval | Waiting Approval |
| Waiting more than days | | | |

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

| Requisitions Awaiting Approval - V | ork With Orders Awaiting Appro | oval |
|------------------------------------|--------------------------------|------------------|
| 🗸 🔾 🗙 🗮 Row 🌐 Iools | | |
| Originator | Branch | h/Plant * |
| Order Type OR Purchase H | equisition | |
| Limit Selection | Order Selection | |
| | Approver | Originator |
| Orders older than days | Queued for Approval | Waiting Approval |
| Waiting more than days | | O Rejected |

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

| Requisition | is Await | ting Approval - | Work With Or | ders Awaiting A | pproval | | | | | | Personal | Form: (M | No F |
|---|----------|------------------------|----------------------|------------------|-------------|--------------------------------------|------------------------------------|--------|------------|-------------------|-------------|----------|------|
| \ | <u> </u> | v 💮 Iools | | | | | | | | | | | |
| Originator | | | _ | В | iranch/Plar | nt 🔹 | | | | | | | |
| Under Type | OF | R Purchase | e Requisition Ord | ler Selection | | | | | | | | | |
| | | | | pprover | | Originator | | | | | | | |
| Orders older than days Waiting more than days 0 | | | 0 | Queued for Appro | oval | Waiting Ap Approved Rejected | Waiting Approval Approved Rejected | | | | | | |
| Records 1 - 1 | 100 > > | 1 | | | | | | | | | | | |
| Not | te | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible | Person | Originator | Address Number | Days Old | Ord | der |
| | | AC083 | 05/19/2021 | 10 | 807 OR | 283.8 | 82 TAR | 13526 | 5 | 100003 | | 2 000 | 10 |
| | | AC001 | 04/22/2021 | 10 | 805 OR | 4,327.0 | DO BEY. | 14043 | 3 | 1000039 | | 29 000 | 10 |
| | | AC006 | 04/10/2021 | 10 | 803 OR | 297.4 | 45 BEN, | 12107 | 7 WILLL | 16139 | | 41 070 | .00 |
| - | | | | | | | | | | | | | |

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.

Oracle / PeopleSoft

| Q | × | | () Ioo | s | | | | | | | | | | | |
|------------------------|---------------------|-------------------|---------------------------|---|-------------------------------|----------------------------|---------------------------------------|---|------------------------|------------------------------------|---------------------------------------|--|--|---------------------------------------|--|
|)riginat)rder T | tor ype | OR | F | urchase Requisit | ion | | Branch/Pla | ant * | | | | | | | |
| imit S | electio | n Order Selection | | | Originator | | | | | | | | | | |
| Order | ers older than days | | Apj (| Queue | d for Approval | Waiting Approval | | | | | | | | | |
| Waiting more than days | | | Approved Rejected | | | | | | | | | | | | |
| | | | | °. | | | | Rejected | | | | | | | |
| Record | ds 1 - 3 | 39 | | | | | | () Rejected | | | | | | | |
| Record | ds 1 - 3 | 39 ote | Days Old | Order Date | Order Number | Or Ty | Order Amount | Rejected | Person | Originator | Address Number | Supplier Name | Supplier Address Number | Order Co | Approval Route Code |
| Record | ds 1 - 3 | 39 ote | Days Old 687 | Order Date 02/27/2017 | Order Number 356 | Or Ty 50 OR | Order Amount 1,249.6 | Rejected Responsible | Person 153 | Originator 91 SELB | Address Number 305076 | Supplier Name 5 SKRETTING USA | Supplier Address Number 220: | Order Co 347 04244 | Approval Route Code AC016 |
| Record | ds 1 - 3 | 39 ote | Days Old 687 257 | Order Date 02/27/2017 05/03/2018 | Order Number 356 426 | Or Ty 50 OR 57 OR | Order Amount 1,249.6 1,044.0 | Rejected Responsible 12 TOM, 10 TYLE | Person 153' 1400 | Originator 91 SELE . 80 HARV | Address Number 305074 152548 | Supplier Name SKRETTING USA SUBWAY (TSE BONITO) | Supplier Address Number 220: 314 | Order Co 347 04244 697 00010 | Approval Route Code AC016 AC017 |

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

To View Requisitions Awaiting Approval

| ppr rde imit | Sei | tion | OR Purch | ase Requisiti | ion Order Sele | ection | Branch/Plar | * | |
|--------------------|------------------|---------------------------|----------|---------------|-------------------|--------|-------------|------------|-------|
| | | | | | Approve | r | | Originator | |
| | | | | | 0.40 | | Approval | ○ Appr | heved |
| Wa | iting r | more than da | ays | | | | | | ted |
| Wa No i | iting r ecord | more than da Is found. | ays | | | | | O Rejec | sted |
| Wa | iting r | more than da Is found. | ays | | 16144 | | | O Rejec | sted |

| Doquicitions Awaiting | Approval - Work With | Ordore | Awaiting | Approval |
|------------------------------|----------------------|----------|----------|----------|
| Requisitions Awarting | Approval - work with | I VIUEIS | Awanung | Appioval |

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| Driginator | OR Purchase | e Requisition | | Branch/Plan | t * | |
|---------------------|--|---------------|-----------------|-------------|------------------------------------|---------------|
| imit Section | him and a second s | Or | der Selection | | | |
| | | A | pprover | | Originator | |
| Orde's older than d | ays Jays | 0 | Queued for Ap | proval | Waiting / Approve Rejected | Approval d |
| Re()rds 1 - 100 > | к | | | | | |
| Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |
| | | | | | | |

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

Status Summary

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

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

You can identify those persons who have:

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| Originator | Favorites | Branch/Plan |
|---------------------|-----------------------------|---------------------|
| Drder Type | Row | Order Selection |
| | Status Summary | Approver |
| Orders older than c | Rej Reasons | Queued for Approval |
| Waiting more than | Approval Review PO Entry | • |
| Records 1 - 100 > | Remove Msg | |

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

Requisitions Awaiting Approval - Work With Approval Status Summary

| Or | der N | umber 4267 | OR 00010 | | | |
|-----|-------|------------------------|-----------------------|---------|------------------|------------------|
| Red | cords | 1 - 1 | | | | 2 ± 🛙 |
| | Ø | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| 0 | | AC017 | TYLER | Pending | | |

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

Status Summary

| Req | uisi | tions Awaiting / | Approval - Work With Appr | oval Status Sum | mary | |
|-----|-------|------------------------|---------------------------|-----------------|------------------|------------------|
| Q | × | (i) Tools | | | | |
| Or | der N | umber 4511 | OR 04514 | | | |
| Rec | cords | 1-2 | | | | ≥ ± |
| | Ø | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| ۲ | | AC011 | JOHNS | Pending | | |
| 0 | | 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.
 - 1st Approver Johns, OOC Contract Accountant approver.
 - 2nd Approver Harris, Program approver.

Bypassed Approval can be performed on <u>General Fund</u> 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**!

| Red 2 | X | () <u>T</u> ools | Approval - Work With Ap | proval Status Sumr | mary | |
|----------|-------|------------------------|-------------------------|--------------------|------------------|------------------|
| Ore | der N | umber 4585 | OR 04537 | | | |
| Rec | ords | 1 - 4 | | | | 2 ± 2 |
| | Ø | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| ۲ | | AC047 | JOHN | Bypassed | 01/11/2019 | 115619 |
| 0 | | AC047 | CHARLES | Bypassed | 01/11/2019 | 115620 |
| 0 | | AC047 | WILLIA | Approved | 01/11/2019 | 115622 |
| 0 | | 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

| a | × | @ <u>T</u> ools | | | | |
|-----|-------|------------------------|-----------------------|---------|------------------|------------------|
| Or | der N | umber 4267 | OR 00010 | | | |
| Rec | ords | 1 - 1 | | | | 🖹 🖈 🗐 |
| | Ø | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| ۲ | | AC017 | TYLER | Pending | | |

| Function | Processes |
|--|--|
| Check Status of Requisitions – Pending Approval Orders | At the Work With Approval Status Summary form, click the Close button to exit. |

To View Cancelled and Approved Orders

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| Originator | Branch/Plant | ż |
|----------------------------|---------------------|-------------------|
| Order Type OR Purchase Rec | uisition | |
| Limit Selection | Order Selection | |
| | Approver | Originator |
| Orders older than days 0 | Queued for Approval | O Waiting Approva |
| Waiting more than days | | Rejected |

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| riginator rder Type | DR Purchase | Requisition | Brand | :h/Plani | * | | | |
|---|------------------------|---------------|---------------------|----------|--|-------------|--------|-----------|
| | | | Approver | | Originator | | | |
| Orders older than days 0 Walting more than days 0 | | | Queued for Approval | | Waiting Approval Approved Rejected | | | |
| Records 1 - 196 💙 | к | | | | | | | |
| Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible | Person | Originato |
| 🗌 🕖 Cancelled | AC078 | 01/29/2019 | 17300 | OR | | SMITH | 13725 | SMIT |
| Cancelled | AC079 | 10/02/2018 | 16194 | OR | | SMITH, | 13725 | SMIT |
| Approved | AC003 | 05/13/2021 | 10806 | OR | 3,091.60 | 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.
| igi J | r o | Purchase | e Requisition | | Branch/Plant | * | |
|----------|-----------------|-----------|---------------|-----------------|--------------|--------------------------|---------------|
| mit Sel | tion 0 | A Fundado | (| Order Selection | | | |
| | | | | Approver | | Originator | |
| Urders | older than lays | s | 0 | Queued for App | proval | Waiting Approve Rejected | Approval d |
| rvaiting | 5 | | | | | | |
| lecords | s 1 - 196 💙 🕽 | 4 | | _ | | | |
| lecords | s 1 - 196 义 🕽 | И | | 17300 | 2- | | |

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

| Originator Order Typ .imit Sele | e O | R Purchase | e Requisition Ord | B er Selection | ranch/Plan | t * | |
|---------------------------------------|-----------------|------------------------|----------------------|-------------------|------------|---------------------------------|---------------------|
| | | | A | pprover | | Originator | |
| Orders of Waiting | older than days | s vs X | 0 | Queued for Appro | oval | Waiting Approve Rejecte | Approval ed d |
| | | | | 17300 | × | | |
| | Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |
| | | | | | | | |
| | Cancelled | AC078 | 01/29/2019 | 17 | 7300 OR | | SMITH |

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

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

| Originator | Favorites | Branch/Plant |
|----------------------------|-----------------------------|---------------------|
| Order Type Limit Selection | Row | Order Selection |
| | Status Summary | Approver |
| Orders older than c | Rej Reasons | Queued for Approval |
| Waiting more than | Approval Review PO Entry | • |
| Records 1 - 100 > | Remove Msg Attachment | |

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

Requisitions Avaiting Approval - Work With Approval Status Summary

| Order | Nu | umber 17300 | OR 04056 | | | |
|--------|-----|------------------------|-----------------------|--------|------------------|------------------|
| o reco | ord | ds found. | | | | Ì |
| 8 | R | Approval Route Code | Person Responsible | Status | Released Date | Released Time |

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

To View an Approved Order

| Driginator | Row (Iools | e Retuintion | | Branch/Plant | * | | | |
|----------------------|------------------------|---------------|-----------------|--------------|-----------------------------|---------------|--------|------------|
| imit Selection | UR 1 divinasi | c negu | ther Selection | | | | | |
| | | | Appro. | | Originator | | | |
| Orders older than da | ays [| 0 | Queued for, no | roval | Waiting A Approved Rejected | spproval I | | |
| Records 1 - 1 | | | | _) | | | | |
| | | | 10526 | | | | [| |
| Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible | Person | Originator |

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| Driginator | | | | Branch/Plan | t (* | |
|------------------------------|------------------------|---------------|-----------------|-------------|--|----------------|
| rder Type O mit Select On | R Purchase | e Requisition | Order Selection | | | |
| | | | Approver | | Originator | |
| Orders older than days | s [| 0 | O Queued for Ap | oproval | Waiting Approve Rejected | Approval ed |
| Record 1 - 1 | | | | | | |
| | | | 10526 | 0.1 | | |
| 🗌 🕱 Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |
| | | | | | | |

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

| Originator | Favorites | Branch/Plant |
|----------------------------|-----------------|---------------------|
| Order Type Limit Selection | Row | Order Selection |
| | Status Summary | Approver |
| Orders older than c | Rej Reasons | Queued for Approval |
| Waiting more than | Approval Review | |
| | PO Entry | • |
| Records 1 - 100 > | Remove Msg | |
| | Attachment | |

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

Requisitions Awaiting Approval - Work With Approval Status Summary

| | × | C Tools | | | | |
|-----|-------|------------------------|-----------------------|----------|------------------|------------------|
| Or | der N | umber 10526 | OR 04443 | | | |
| Red | cords | 1 - 2 | | | | |
| | X | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| ۲ | | AC151 | BILLIE | Approved | 09/12/2019 | 143555 |
| 0 | | AC151 | LAUGH | Approved | 09/12/2019 | 152708 |

| Function | Processes |
|-----------------|--|
| Check Status of | Note: Person Responsible field displays (2) Approvers. |
| Requisitions – | • The 1 st approver approved on 9/12/2019 at 2:35 pm with 55 seconds. |
| Approved | • The 2 nd approver approved on 9/12/2019 at 3:27 pm with 8 seconds. |
| Orders | |
| | The Released Time column displays time in military terms. |
| | |
| | 6. Click the Close button to exit. |

To View Rejected Orders

Displays order requisitions (OR) rejected by an Approver.

When an approver rejects an OR.

• The requisitioner *must* cancel the OR using the *Enter Requisitions* form.

| riginator | [| | Branch/Pla | ant * |
|-----------------|----------|----------------------|---------------------|------------------------------|
| order Type | OR | Purchase Requisition | Order Selection | |
| | | | Approver | Originator |
| Orders older th | ian days | 0 | Queued for Approval | Waiting Approva Approved |
| Waiting more t | han days | 0 | | Rejected |

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

Requisitions Awaiting Approval - Work With Orders Awaiting Approval

| Originato Order Tyj Limit Sel | r De OF | R Purchase | e Requisition Ord | Branc | h/Plant | * | |
|-------------------------------------|-----------------|------------------------|----------------------|-----------------------------|----------|-----------------------|-------------|
| Orders | older than days | | | pprover Queued for Approval | | Originator | oval |
| Waiting |) more than day | s | D | | | Approved Rejected | |
| Records | s1-27 > X | | | | | | |
| | Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |
| | Rejected | AC293 | 09/06/2019 | 10611 | OR | 23,395.68 | TSOS: |
| | Rejected | AC289 | 09/05/2019 | 10562 | OR | 8,490.13 | HEAL |
| | Rejected | AC289 | 09/05/2019 | 10553 | OR | 755.14 | HEAL. |
| | | | | | | | |

The Note column displays Rejected ORs by an approver.

Viewing Rejected Reasons

| | Purchasi | Pequisition | | Branch/Plant | * | |
|-----------------------|------------------------|---------------|-----------------|--------------|--|--------------------|
| mit selection | JR | Ord | er Selection | | | |
| | | A | pprover | | Originator | |
| O Jers older than day | vs iys | 0 | Queued for Ap | oproval | Waiting Approve Rejected | Approval d 1 |
| | Х | | 1 | | 1 | |
| Cords 1 - 27 🗸 | | | | | | |
| Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |

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

| Originator | Favorites | Branch/Plan |
|----------------------------|-----------------|---------------------|
| Order Type Limit Selection | Row | Order Selection |
| | Status Summary | Approver |
| Orders older than c | Rej Reasons | Queued for Approval |
| Waiting more than | Approval Review | |
| | PO Entry | • |
| Records 1 - 24 > | Remove Msg | |
| | Attachment | |

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

| \sim | £63 TO | 0015 | | | - | and the second second | | | - | | | | | | | |
|--------|--------------|--------|-------------------------------|-------------|---------|-----------------------|------------------|--------------|-------------|-----------------------|---------------|-----------------|---------------------|--------------|------------------|------------------------|
| der N | Number | 342 | 7 OR Attachments | Remark | C | have req | uoted; no n | eg amts | | | | | | | | |
| gina | tor | 280034 | BEGA | | - | - | _ | | | | | | | | | |
| pplie | er | 139614 | FLAGHOUSE INC | | | | | | | | | | | | | |
| nip To | | 55103 | TUBA CITY JUVENILE DETENTI | | | | | | | | | | | | | |
| | | 33133 | | Order Gr | oss Amt | | | | | | | | | | | |
| cord | is 1 - 14 | | | - | - | - | | - | - | - | | | | | | |
| 3 | Line Numb | ber | Remark | Req Date | Qty | Unit Cost | isc Cost Cntr | Proj Code | Prod Grp | Cust I Grp N | tem Number | Request Date | Quantity Ordered | Unit Cost | Extended Cost | Description |
|] | | 1.000 | | | | | | | | | | 12/02/2016 | 8.00 | 288.0000 | 2,304.00 | 11629 BLU Post Pad |
|] | | 2.000 | | - | - | - | _ | _ | | and the second second | | 12/02/2016 | 10.00 | 26.7500 | 267.50 | 14768 WHT Permanet |
|] | | 3.000 | | | | | | | | | | 12/02/2016 | 10.00 | 16.5000 | 465.00 | 17517 Break Resistant |
|] | | 4.000 | | | | | | | | | | 12/02/2016 | 4.00 | 4.0500 | 16.20 | 18 FH Shuttlecocks-DZ |
|] | | 5.000 | | | | | | | | | | 12/02/2016 | 2.00 | 24.7500 | 49.50 | 11510 6Color Spot Mar |
|] | | 6.000 | | | | | | | | | | 12/02/2016 | 2.00 | 143.0000 | 286.00 | 11922 Height Adjustabl |
| 1 | | 7.000 | | | | | | | | | | 12/02/2016 | 4.00 | 22.5000 | 90.00 | 18339 Tic Tac Toss |
| | | 8.000 | | | | | | | | | | 12/02/2016 | 5.00 | 19.5000 | 97.50 | 257 Rubber Horseshoe |
| 1 | | 9.000 | | | | | | | | | | 12/02/2016 | 5.00 | 14.5000 | 72.50 | 15135 Foam Ring |
|] | < | 10.000 | do not enter neg amts, see em | | | | | | | | | 12/02/2016 | | 602.6800- | 602.68 | LESS: |
| | | 11.000 | | | | | | | | | | 12/02/2016 | 1.00 | 345.6200 | 345.62 | Parcel Post |
| | | 12.000 | | | | | | | | | | 12/02/2016 | | .0000 | - | POC: |
| | | 13.000 | | | | | | | | | | 12/02/2016 | | 137.2800 | 137.28 | NN 5% Tax |
| 1 | | 15,000 | | | | | | | | | | 12/02/2016 | | .0000 | | POC: |

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

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

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

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

Work With Work Center

Checking System Notification by Electronic Mail

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

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

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

| Via | Menus |
|-----|-------|

Navigator \rightarrow Actions \rightarrow Work With Work Center

| | <mark>)</mark> 🖻 🖻 ★ 🌲 | L |
|---|---------------------------|-----------------------|
| • | Fast Path | |
| and the second se | Activators | , |
| | Content Development Tools | • |
| | End-User Tasks | ¥. |
| | EnterpriseOne Menus | |
| | Mobile Sales Menus | • |
| | Power User Tasks | ÷ |
| | Purge-it! Archive System | |
| | Actions | • <u>Ielp</u> |
| | | My System Options |
| | | My System Profile |
| | | Work With Work Center |
| | | Jubrit Job |
| | | Job Status |

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

Work With Work Center - Work Center

| Address Number / User / Role Associated Address Number | | 13 WILL | All Queues |
|--|----------------|---------|------------|
| | | 13 | |
| Tickler Date | 01/ | 15/2019 | |
| ✓ ▶ ♥ Person | nal In Basket | | |
| Queues | 00 | | ^ |
| Electro | onic Workbench | | |
| And and a second s | d | | |
| Delete | | | |
| Delete Delete Submi | tted Jobs | | |

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

| 🔾 菌 🗙 🌐 New Message ج | Eorm <u>=</u> Row 🚯 To | ols | |
|---|---|------|------------|
| Address Number / User / Role Associated Address Number Tickler Date | 1613 1613 01/15/2019 | WILL | All Queues |
| Records 1 - 28 > | ₩ħ Text1 ∨ | Q. | |
| image: set | 893 OR 894 OR 60R 89 OR 89 OR 7 OR 86 OR 11 OR | | ^ |

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

| Address Number / User / Role Associated Address Number Tickler Date | 1613 1613 01/15/2019 | WILL | All Queues |
|---|----------------------------|------|------------|
| Records 1 - 28 > | KINE Text1 | 7 0 | |
| es | | | |
| Personal In Basket | ~ | | |
| Electronic Workbench | | | |
| E1-Reg Approval Required 3 | 993 OR | | |
| E1-Reg Approval Required 3 | <u>994 OR</u> | | |
| E1-Requisition Approved 388 | <u>84 OR</u> | | |
| E1-Requisition Approved 3530 | OR | | |
| 🙀 E1-Requisition Approved 32 | 89 OR | | |
| 2 E1-Requisition Rejected 305 | 7 OR | | |
| Hard E1-Requisition Approved 292 | 26 OR | | |
| E1-Requisition Approved 27 | 71 OR | | |
| E1-Requisition Approved 223 | 34 OR 🗸 | | |
| (| | | |

Work With Work Center - Work Center

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

Work With Work Center - Work Center

| ddress Number / User / Role | 161 | I3 WILL | All Queues |
|-------------------------------|--------------|---------------------------------|-------------------------------------|
| Associated Address Number | 161 | 13 | |
| Tickler Date | 01/ | 15/2019 | |
| Records 1 - 28 > | XD | Message Text | |
| es | | To: 1613 @Enternrige0 |)neInternalMailhov |
| Personal In Basket | | CC: | Alcinecinalitatiox, |
| Electronic Workbench | | | |
| 🔣 E1-Req Approval Required 4 | 575 OR | Requisition Approval R | Required |
| Z E1-Reg Approval Required 4 | 529 OR | RE: Requisiti ORDER: 4575 OR | .on Approval |
| 参 E1-Reg Approval Required 4 | 538 OR | Your approval is requi | red on the above requisition. Press |
| 2 E1-Reg Approval Required 44 | 33 OR | exit to Approval Revie | ew. |
| / | | | |
| Z E1-Requisition Approved 456 | <u>55 OR</u> | | |

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

Work With Work Center - Work Center Address Number / User / Role 1613 WILL All Queues Associated Address Number 1613 Tickler Date 01/15/2019 Message Text Records 1 - 28 > Q ~ Last Modified 01/07/2019 08:53:20 by TU43_BUY ies To: 1613 @EnterpriseOneInternalMailbox, Personal In Basket CC: ~ A 🔗 Electronic Workbench Requisition Approval Required 5 E1-Reg Approval Required 4575 OR Annrowal

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

| Work With Work Center - Work Cent | er | |
|---|------------|---|
| 🔾 📋 🗙 🚯 New Message 🕂 Eorm | <u>≕</u> 1 | Row 🚯 Iools |
| Address Number / User / Role | 1613 | 3 WILL All Queues |
| Tickler Date | 1613 | 5/2019 |
| Records 1 - 28 > 2 | | Purchase Order Requisition Approval.jde |
| Personal in Basket | ~ | To: 161: %EnterpriseOneInternalMailbox, CC: |
| I Electronic Workbench | | |
| E1-Reg Approval Required 4575 OF | 2 | Requisition Approval Required RE: Requisition Approval |
| E1-Reg Approval Required 4529 OF | 2 | ORDER: 4575 OR Your approval is required on the above requisition. Press |
| Image: Second state Image: Second state | 2 | "Action Message" to exit to Approval Review. |

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

Work With Work Center - Work Center

| Address Number / User / Role | 16 | 13 | WILL | All Queues | |
|---|-----|----------|----------------------------------|---|--|
| Associated Address Number | | 13 | E | | |
| Tickler Date | 01 | /15/2019 | | | |
| Records 1 - 28 > | XDE | Purchase | Order Requisition Approval.jde 🗸 | ¢ | |
| | | | | | |
| ies | | | | Last Modified 01/07/2019 08:53:20 by TU43_BUY | |
| ies 🕨 👰 Personal In Basket | | | | Last Modified 01/07/2019 08:53:20 by TU43_BUY | |
| Jes ▶ § Personal In Basket ▲ 🙀 Electronic Workbench | ^ | | | Last Modified 01/07/2019 08:53:20 by TU43_BUY | |

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

Purchase Order Requisition Approval

| Order Number 4575 | | 4575 | OR | 0.1 | 03986 | Branch/Plant | K170729 | | | | | | |
|-------------------|------------------------------------|--------|---------------------|--------------|------------------------|-----------------------|---------|----------------|---------------------|--------------|------------------|----------------|---------------|
| Origina | tor | 100003 | 39 | | | | | | | | | | |
| Supplie | r | 244433 | 3 | LASE | R PLUS IMAGING, LLC | | | | | | | | |
| Ship To | DT0 55692 DEPT OF CORRECTIONS/CROW | | OF CORRECTIONS/CROW | Order Amount | 373.80 | | | | | | | | |
| | | | | | | Amount Committed | 373.80 | | | | | | |
| Record | 1 - 5 | | | - | | | | | | | | r | |
| | Status | L | ine | 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 | 01/07/201 |
| | | | 3.000 | J | CE262A HP 3525 Magenta | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 | 01/07/201 |
| | | | | | | | | | | | | | |
| | | | 4.000 | J | CE263A HP 3525 Yellow | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 | 01/07/201 |

The system launches the Purchase Order Requisition Approval form.

The Navajo Nation

Purchase Order Requisition Approval

| Order N Original | umber or | 4575 (1000039 | 575 OR 03986 000039 | | Branch/Plant | K170729 | | | | | | |
|---------------------|-------------|-----------------------------------|---|--|----------------------------------|------------------|----------------|--|--|---|--|--|
| Supplie Ship To | | 244433 55692 | LASE DEPT | R PLUS IMAGING, LLC OF CORRECTIONS/CROW | Order Amount Amount Committed | 373.80 373.80 | | | | | | |
| Records | 1 - 5 | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Status | Line | Ln Ty | Description | Description Line 2 | | ltem Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number | Order Date |
| | Status | Line | Ln Ty 0 J | Description CE205X HP3525 Black | Description Line 2 | | ltem Number | Quantity Ordered 1.00 | Unit Cost 89.0000 | Extended Cost 89.00 | Account Number K170729.4420 | Order Date 01/07/2019 |
| | Status | Line 1.00 2.0 | Ln Ty 0 J 00 J | Description CE205X HP3525 Black CE251A HP 3525 Cyan | Description Line 2 | | ltem Number | Quantity Ordered 1.00 | Unit Cost 89.0000 89.0000 | Extended Cost 89.00 89.00 | Account Number K170729.4420 K170729.4420 | Order Date 01/07/2019 01/07/2019 |
| | Status | Line 1.00 2.0 3.0 | Ln Ty 0 J 00 3 00 3 | Description CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magenta | Description Line 2 | | ltem Number | Quantity Ordered 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 | Account Number K170729.4420 K170729.4420 K170729.4420 | Order Date 01/07/2019 01/07/2019 01/07/2019 |
| | Status | Line 1.00 2.0 3.0 4.0 | Ln Ty 0 J 00 J 00 J 00 J | Description CE205X HP3525 Black CE251A HP 3525 Cyan CE262A HP 3525 Magenta CE263A HP 3525 Yellow | Description Line 2 | | Item Number | Quantity Ordered 1.00 1.00 1.00 1.00 | Unit Cost 89.0000 89.0000 89.0000 89.0000 | Extended Cost 89.00 89.00 89.00 89.00 | Account Number K170729.4420 K170729.4420 K170729.4420 K170729.4420 K170729.4420 | Order Date 01/07/2019 01/07/201 01/07/201 01/07/201 01/07/201 01/07/201 |

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

| Purchase Ord | er Requis | ition Approval | | | | | | | | |
|---------------|-----------|---------------------------------|------|-----------------------|---------|----------------|---------------------|--------------|------------------|----------------|
| ✓ a × ≣ | Row R | Eorm Tools | | | | | | | | |
| | | Form | | | | | | | | |
| | | Approve | | | | | | | | |
| Order Numbe | 4575 | Rej Reasons | | Branch/Plant | K170729 | | | | | |
| Originator | 1000039 | Status Summary | | | | | | | | |
| Supplier | 244433 | PO Entry | | | | | | | | |
| Shin To | 55600 | Budget | N | Order Amount | 373.80 | | | | | |
| Ship To | 33092 | PO Inquiry | P | Amount Committed | 373.80 | | | | | |
| Reco Js 1 - 5 | | View Changed Lines | | | | | | | | |
| 🚺 🎘 Status | Line | View All Lines Order Release | | Description Line 2 | 17 | ltem Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| | | Attachment | | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| | | 2:000 3 CE201A TH OD20 Cyan | _ | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| | | 3.000 J CE262A HP 3525 Mage | enta | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| | | 4.000 J CE263A HP 3525 Yello | w | | | | 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 - | Note: The approver only views line type J. |
| Approval | 10. Approver selects line numbers in the grid to approve. |
| | 11. Click the Form exit. |
| | 12. Select Approve from the form exit. |

To reject an OR using the Work Center

| N E B I one Favorites Favorites Row Row Account Dist_ution Branch/Plant K170729 V pioler ASSER LUSS MAGING, LLC Order Amount 373.80 Normal Committed 373.80 Amount 373.80 Account Dist_ution Exercision State Exercision State V State Luss I also State State State State State V State Lune Ing Description State St | urchase Order | Requisition | Appr | oval | | | | | | | | |
|---|---------------|-------------|-----------|------------------------|-----------------------------------|------------------|---------|----------------|---------------------|--------------|------------------|----------------|
| Favorites Favorites Row Account Dist Account Dist Account Dist Attachment Attachment Attachment Attachment Status Attachment Branch/Plant K170729 Order Amount 37.380 Amount Committed 37.380 Amount Committed 37.380 Amount Committed 37.380 Mount Commited 380.000 89.000 8 | a x = | Row Form | • @ : | Tools | | | | | | | | |
| Row Account Dist_ution Branch/Pan K170729 1 giandor Rêject Atlachmertion Atlachmertion 37.80 1 giandor 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 37.80 1 giandor 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 37.80 1 wordt > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 37.80 1 wordt > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 0 offer Amount 1 wordt > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 0 offer Amount 1 wordt > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 0 offer Amount 0 offer Amount 1 wordt > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount 0 offer Amount 0 offer Amount 0 offer Amount 1 wordt > 0 convert > 0 ber 0 c ORRECTIONS/CROW 0 offer Amount | | Favorites | | 1/ | | | | | | | | |
| Account Distr Attion Reject Branch/Plant K170729 I ginator Attachmeter Attachmeter <td< td=""><td>1</td><td>Row</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<> | 1 | Row | | | | | | | | | | |
| Reject Attachment Branch/Plant K170729 upplier 2443 LASER PLUS IMAGING, LLC Order Amount 373.80 hip To 55692 DEPT OF CORRECTIONS/CROW. 373.80 corder Amount 373.80 Amount Committed 373.80 Munte Commited Munte Committed | | Account E |)istr ,ut | ion | | | | | | | | |
| LASER PLUS IMAGING LLC hip To CASER PLUS IMAGING LLC DEPT OF CORRECTIONS/CROW Order Amount 373.80 International Constructions/CROW order Amount Constitute 373.80 International Constructions/CROW International Construction Constructions/CROW International Construction Construction International Construction | C der Number | Reject | nt | | Branch/Plant | | K170729 | | | | | |
| hip To DEPT OF CORRECTIONS/CROW Description 37.80 Records 1 - 5 Image: Control of Corrections/CROW Description Image: Control of Corrections/CROW Image: Control of Control of Corrections/CROW Image: Control of Con | upplier | 244433 | LASE | R PLUS IMAGING, LLC | 6, LLC Order Amount NS/CROW | | 272.00 | | | | | |
| Amount Committed 373.80 ecords 1 - 5 Amount Committed 373.80 ecords 1 - 5 Image: Committed Commit | hip To | 55692 | DEPT | OF CORRECTIONS/CROW | | | 373.80 | | | | | |
| Beside in the second s | | | | | Amount Con | nmitted | 373.80 | | | | | |
| Image: Constraint of the section of the sec | ecords 1 - 5 | | - | | | | | | | | | |
| Image: CE205X H9352S Black 1.00 89.000 | 🗌 🕷 Status | Line | Ln Ty | Description | De | scription e 2 | | Item Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| Image: CE251A HP 3525 Cyan 1.00 89.000 89.00 K17029.4 Image: CE251A HP 3525 Cyan 1.00 89.000 89.00 K17029.4 Image: CE252A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 89.00 K17029.4 Image: CE253A HP 3525 Magenta 1.00 89.000 17.80 K17029.4 Image: CE253A HP 3525 Magenta 1.00 1.00 17.80 K17029.4 | 1 0 | 1.000 | 0.0 | CE205X HP3525 Black | | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| Image: CE262A HP 3525 Magenta 1.00 89.000 89.00 K170729.4 Image: CE263A HP 3525 Yellow 1.00 89.000 89.00 K170729.4 Image: CE263A HP 3525 Yellow 1.00 89.000 89.00 K170729.4 Image: CE263A HP 3525 Yellow 1.00 89.000 17.80 K170729.4 | ✓ | 2.000 | 0 3 | CE251A HP 3525 Cyan | | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| Image: With the system 4.000 J CE263A HP 3525 Yellow 1.00 89.000 89.000 K170729.4 Image: Main the system 5.000 J NN Sales Tax 0.000 17.80 K170729.4 | ✓ | 3.000 | 0 3 | CE262A HP 3525 Magenta | | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| Image: Supervision of the state | ~ | 4.000 | 0.3 | CE263A HP 3525 Yellow | | | | | 1.00 | 89.0000 | 89.00 | K170729.4420 |
| | ~ | 5.000 | J | NN Sales Tax | | | | | | .0000 | 17.80 | K170729.4420 |

| Processes |
|--|
| Note: The approver only sees line type J, encumbrance lines. |
| |
| 1. Approver selects line numbers in the grid to reject. |
| |
| 2. Click the Row button. |
| |
| 3. Select Reject from the row exit. |
| |

To View Approved Messages

The work center displays approved requisitions by order number.



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

Work With Work Center - Work Center

| Address Number / User / Role Associated Address Number Tickler Date | 1613 1613 01/15/2019 | | WILL | | All Queues |
|---|----------------------------|---|---|---|--|
| Records 1 - 28 > 36 | | Message Te To: 1613 CC: | xt @Enterpris | eOneInternalMai | Last Modified 02/07/2017 09:14:38 by R |
| 27 E1-Requisition Approved 3289 27 E1-Requisition Rejected 3057 (27) 27 E1-Requisition Approved 22 % 27 E1-Requisition Approved 2771 27 E1-Requisition Approved 2771 27 E1-Requisition Approved 2234 | | Approved RE: ORDER: The abov levels. Message | l Requisition Approve 3530 OR re requisitio Press "Acti ' to exit to | d Requisition n has been appr on Approval Review | roved at all required |

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

To View Rejected Messages

| 🗋 🗙 💮 New Message ج | Eorm 🗮 Row 🛞 Io | ols | | |
|--|----------------------------------|------|-----|--|
| Address Number / User / Role Associated Address Number | 1613 1613 | WILL | | All Queues |
| Records 1 - 28 > | KIE Message | ext | ✓ ⓓ | Last Modified 02/07/2017 09:14:38 by R |
| Image: Second state Image: Second state< | 566 OR 1 3993 OI 1 3994 OI | | | |
| E1-Requisition Approved 3 E1-Requisition Approved 35: E1-Requisition Approved 35: | 3884 OR 30 OR 3289 OR | | | |

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

Work With Work Center - Work Center

| Address Number / User / Role Associated Address Number | | 3 | WILL | | All Queues | |
|---|-----------------|---------------------|----------------------------|--------------|--|--|
| Tickler Date | 01/1 | 5/2019 | | | | |
| Records 1 - 28 > | XD | Message Te | ext 🗸 | ∂ į | | |
| eues | | | | - | Last Modified 09/18/2018 15:44:44 by R | |
| <u> E1-Requisition Rejected 4 </u> | 566 OR | CC: | @EnterpriseOne | einternalMai | lbox, | |
| 27 E1-Reg Approval Required | 3993 O | | | | | |
| <u> E1-Reg Approval Required</u> | <u>1 3994 O</u> | Rejucted | 1 Requisition | misition | | |
| 27 E1-Requisition Approved | 3884 OR | ORDER: | 4566 OR | equisición | | |
| E1-Requisition Approved 35 | 30 OR | Certain Ficss "A | Lines in the abo Action | ove requisit | ion have been rejected. | |
| 27 E1-Requisition Approved | 3289 OR | Message' | ' to chit to Reje | ect Reasons | to see further details. | |

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

Approvers - Orders Awaiting Approval

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

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

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing > | Order Gen/Approve/Release | Application: P43081, Form: W43081A, Version: ZJDE000 | 01 |
|---|---------------------------|--|----|
| | Orders Awaiting Approx | wal Im | |

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

| | ars / | $\times \equiv \mathbb{R}$ | Approval - v | VORK WITH OR | ders Awaiting | Approva | ai | | |
|----------------|--------------|--|---------------|-------------------|-----------------|-------------|-------------|---|---------|
| Appro | over | | 16139 | × Q WILL | > | B | ranch/Plant | ż | |
| Order Limit | Type Sele | e [| OR Pur | chase Requisition | Order Selectio | 'n | | | |
| | | | | | Approver | | | Originator | |
| Ord Wa | lers o | lder <mark>t</mark> han da nore than da | ys ays | | | d for Appro | val | Waiting A Approved Rejected | pproval |
| No | ecord | ls found. | | | | | | | |
| | | | [| | | | | | |
| | X | Note | Order Date | Order Number | Order Amount | Or Ty | Responsible | le | Person |

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

| / | Q | × | <u></u> ≣ <u>R</u> ow | Tool | s | | | | | |
|------------|------------------|----------------------|------------------------|-------------|---------------|-----------------|----------|-----------------|--|--------|
| App Orc | orove ler Ty | er ype | 161: OR | 39 P | WILLI | AM tion | | Branch/Plan | * | |
| Lin | nit Se | election | 1 | | | Order | Select | ion | | |
| | | | | | | Appr | over | | Originator | |
| v | orders Vaitin | s older i Ig more | than days than days | | 0 | ۲ | Queu | ed for Approval | Waiting Approval Approved Rejected | |
| R | ecord | ds 1 - 1 | 3 | | | | 1 | | | |
| | 8 | 🕅 Not | e | Days Old | Order Date | Order Number | Or Ty | Order Amount | Responsible | Person |
| E |] | | | 454 | 02/26/2020 | 10789 | OR | 43,632.00 | WILLIAM | 16139 |
| | | | | 525 | 12/17/2019 | 10787 | OR | 652.50 | WILLIAM. | 16139 |
| C |] | | | 525 | 12/17/2019 | 10780 | OR | 537.95 | WILLIAM | 16139 |
| E | 3 | | | 525 | 12/17/2019 | 10777 | OR | 1,346.41 | WILLIAM . | 16139 |
| | | | | 525 | 12/17/2019 | 10775 | OR | 2,257.55 | WILLIAM | 16139 |

| Function | Processes |
|-----------------------------|--|
| Orders Awaiting Approval | If you do not see the Order Number provided to approve in the grid: The OR might be pending another approver. The OR might be approved. If it is a general fund OR you may use the bypass approval option. |
| | You will need to locate the OR and verify the status, do the following: Remove your <i>Address Book</i> number from the Approver field. Enter the OR number on the <i>QBE</i> line in the <i>Order Number</i> field. Select the radio button <i>Waiting Approval</i>. Select '<i>Find</i>. |
| | o If no records populate, select the approved or rejected radio buttons. • The Responsible field displays the approver |
| | Once a record populates you may view the <i>Status Summary</i> to view other approvers. |

Header Attachment

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

| 🗸 🔾 🗶 🚍 E | <u>R</u> ow 🚯 <u>T</u> ools | | | | | |
|----------------------|-----------------------------|-----------------|-----------------|----------|-----------------|-------------|
| Originator | | | | | Branch/Plant | * |
| Order Type | OR Purch | ase Requisition | Order Selec | tion | | |
| | | | Approver | | | Originator |
| Orders older than da | ays | 0 | | ued for | Approval | Wait Appr |
| Waiting more than d | ays | 0 | | | | () Reje |
| Records 1 - 100 > | к | | | | | |
| Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Days Old |
| | AC236 | 05/25/2021 | 20025 | OR | 2,658.0 | 00 |
| | AC297 | 05/25/2021 | 20024 | OR | 553.0 | 00 |
| | AC341 | 05/25/2021 | 20022 | OR | 5,840.0 | 00 |
| | | | | | | |

| Function | Processes |
|-----------------------------|---|
| Orders Awaiting Approval | If attachments are attached at the Orders Awaiting Approval form, follow steps 6–10 to view the attachments. |
| | 2. Select the Order Number(s) from the grid to approve. |
| | 3. Click the Row exit. |
| | 4. Select Approval Review from the row exit. |
| | Note: You may review the other options listed on the menu. |

Review Supporting Documents - Detail Revision

| Orders Awaiti | ng Appro | oval - | Purch | ase Order Requisition | Approv | ral | | | | | | |
|-------------------|----------|--------------|----------|---------------------------|--------|-----------------------|------------------|----------------|---------------------|--------------|------------------|----------------|
| / Q X = | Row H | <u>F</u> orm | @1 | [ools | | | | | | | | |
| Order Number | 4529 | OR | 0 | 04526 | Branch | /Plant | K180738 | | | | | |
| Originator 294291 | | 291 WALK | | | | | | | | | | |
| Supplier | 188101 | | PC PL | ACE II INC, THE | Order | Amount | 1,330.00 | | | | | |
| Ship To | 244271 | | CHINL | E JUVENILE CORRECTIONS | Amoun | t Committed | 1,330.00 | | | | | |
| Records 1 - 3 | | | | 1 | | | | -1 | | | | 1 |
| 🗌 🎉 Status | Line | | Ln Ty | Description | | Description Line 2 | | ltem Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| 100 | | 1.000 | J | IAP - 325 POE ACCESS POI | NT | JW327A - HP | ARUBA INSTANT | | 1.00 | 1,150.0000 | 1,150.00 | K180738.4230 |
| | | 2.000 | J | PD-9001GR PoE INJECTOR 30 | -WATT | JW629A - HP F | POWERDSINE ARUBA | | 1.00 | 145.0000 | 145.00 | K180738.4230 |
| | | 3.000 | J | BASIC FLAT SURFACE MOUNT | T KIT | RJ45 - ARUBA | AP-220-NBT-W1 | | 1.00 | 35.0000 | 35.00 | K180738.4230 |

| Function | Processes |
|-----------------------------|---|
| Orders Awaiting Approval | At the Purchase Order Requisition Approval form, click on the Attachment icon to verify the supporting documents. |
| | Note: If there are no attachments, notify your requisitioner. |
| | Do not approve until the supporting documents are attached and reviewed. The attachment column is blank when attachments are missing. |

| Atta | ichment Manager | | | | |
|------|--------------------------|------|------|---------------------|---|
| E. | Enter Search Text | | ÷. | 00 | 3 |
| | Name 🔺 | JF.+ | User | Date | |
| | 4575-OR Corrpy925.pdf | PDF | RWIL | 07/01/2021 14:07:26 | |
| | 6B - THE C PLACE II, IN. | URL | LWAL | 08/15/2018 16:51:06 | |
| | R 4529 - THE PC PLAC. | URL | LWAL | 08/15/2018 16:53:38 | |
| | Supdocs_17862-OR.pdf | PDF | RWIL | 07/01/2021 14:08:37 | |

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

| Confirm Download | | Х |
|----------------------------|---------|---|
| Download the selected atta | chment? | |
| _ | | |

| Function | Processes |
|-----------------|---|
| Orders Awaiting | A the Orafine Developed former alight OK |
| Approval | 8. At the Confirm Download form, click OK . |



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

| | Extract | P4310_W4310A (3) | | | _ | | × |
|---------------------------|----------------------------|-----------------------|-----------------|----------|-----------------------|-------|---|
| File Home Share View | Compressed Folder Tools | | | | | | - |
| ← → → ↑ 📳 > This PC > Dow | vnloads > P4310_W4310A (3) | | | ~ Ö | Search P4310_W4310A (| (3) | Q |
| | Name | Туре | Compressed size | Password | Size | Ratio | |
| 🖈 Quick access | Supdocs_17862 | OR_4 Adobe Acrobat Do | ocument 138 KB | No | 142 KB | 3% | |
| len OneDrive | - | | | | | | |

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



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

| File Edi | it View Sign Window Help |
|----------|-------------------------------------|
| 5 | Open |
| EB | Reopen PDFs from last session |
| | <u>C</u> reate PDF |
| B | Save |
| | Save <u>A</u> s |
| | Convert to Word, Excel or PowerPoir |
| | Sa <u>v</u> e as Text |
| | Compress File |
| | Pass <u>w</u> ord Protect |
| Ó. | Request Signatures |
| <u>ت</u> | Share Fi <u>l</u> e |
| | Revert |
| | <u>C</u> lose File |
| | Prop <u>e</u> rties |
| ⊜ | <u>P</u> rint |
| | 1 H:\FMIS 6B Security Change RYazz |
| | 2 H:\FMIS 6B Security Jones REC |
| | 3 H:\FMIS 6B Security Change Aaron |
| | 4 C:\Users\\R40910_NN0001_508 |
| | 5 C:\Users\\R40910_NN0001_508 |
| | View All Recent <u>F</u> iles |
| | Exit Application |

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

| Atta | achment Manager | | | | | - |
|------|-------------------|---------|------|----------|------------------|-----|
| E. | Enter Search Text | | 1 1 | | | Û 🛛 |
| | Name 🔺 | | Туре | User | Date | _ |
| | Quotes-OR# 10569 | PC Plac | PDF | CJOHNSON | 09/06/2019 11:22 | :36 |

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

The Navajo Nation

Orders Awaiting Approval - Purchase Order Requisition Approval

| Order Number 4529 OR | | 04 | 526 | Branch/ | Plant K180738 | | | | | | | | | |
|----------------------|--------|------------------------------------|-----|--|------------------------|--|---------------------|------|--|--|--|--|------------------|------------------------------|
| Originator | 294291 | 4291 WALK | | | | | | | | | | | | |
| Supplier | 188101 | P | PLA | CE II INC, THE | | | | | | | | | | |
| Ship To | 244271 | 244271 CHINLE JUVENILE CORRECTIONS | | | | 1,330.00 | | | | | | | | |
| | | | | | Amount | t Committed 1,330.00 | _ | | | | | | | |
| Records 1 - 3 | | | | | Amount | t Committed 1,330.00 | _ | | | | rwm * rwm | s 🔽 | | t.ł |
| Records 1 - 3 | s Line | L | ; < | Description | Amount | t Committed 1,330.00 Description Line 2 | Quantity Ordered | | Unit Cost | Extended Cost | Account Number | s v Order Date | и (П. с Им | t⊥ ± PU UM |
| Records 1 - 3 | s Line | L T 1.000 J | ; < | Description IAP - 325 POE ACCESS POI | Amoun | t Committed 1,330.00 Description Line 2 JW327A - HP ARUBA INSTANT | Quantity Ordered | 1.00 | Unit Cost 1,150.0000 | Extended Cost 1,150.00 | Account Number K180738.4230 | s Viter Date 08/15/2018 | UM EA | t ↓ PU UM EA |
| Records 1 - 3 | s Line | L T 1.000 J 2.000 J | ; | Description IAP - 325 POE ACCESS POI PD-9001GR PoE INJECTOR 30 | Amount NT D-WATT | t committed 1,330.00 Description Line 2 JW327A - HP ARUBA INSTANT JW629A - HP POWERDSINE ARUBA | Quantity Ordered | 1.00 | Unit Cost 1,150.0000 145.0000 | Extended Cost 1,150.00 145.00 | Account Number K180738.4230 K180738.4230 | s View Conternation of the | UM EA B EA | Ť, ↓ PU UM EA EA |

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

Orders Awaiting Approval - Purchase Order Requisition Approval

| Ord | ler Nu | umber | 4529 OR 04526 | | | Branch/ | Plant | K180738 | | | | | |
|----------|--------|--------|---------------|-------|----------|---------------------------|-------|-----------------------|------------------|---------------------|--------------|------------------|----------------|
| Supplier | | | 188101 PC F | | | PLACE II INC, THE | | Order Amount 1,330.00 | | | | | |
| Reco | ords | 1 - 3 | 244271 | | | | Amoun | Committed | 1,330.00 | | | | |
| | R | Status | Line | L | .n Fy | Description | | Description Line 2 | | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| ~ | Ø | | 1.0 | 00 J | | IAP - 325 POE ACCESS POI | TV | JW327A - HP | ARUBA INSTANT | 1.00 | 1,150.0000 | 1,150.00 | K180738.4 230 |
| | | | 2. | 000 J | | PD-9001GR PoE INJECTOR 30 | -WATT | JW629A - HP | POWERDSINE ARUBA | 1.00 | 145.0000 | 145.00 | K180738.4 230 |
| | | | | | | | | | | | | | |

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

| / Q + 🗇 🗎 | × ₹ Eorm ₹ | Row 💮 Tools | | | |
|--------------------------|------------------|--------------------|-------|--------|----------------|
| Job Name | * | | J | ов Тур | e * |
| Company | * | | | | |
| Records 1 - 1 K180738 | | | | | |
| D Job Number | Job Descrip | tion | Co | P E | Site Number |
| | K180738 FY'18 CH | JUVENILE DETENTION | 04526 | | 538 |

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 <u>only if there were no prior</u> approvals.
- \circ $\,$ If prior approvals were done and you are the final approver.
 - You may **Reject** the order.

< OR >

 \circ The Requisitioner must cancel the OR and create a new OR.

Approve a Requisition

| rders Awaiti | ng Appro | val - Purchase Order Req | uisition Approv | val | | | | | |
|---------------|------------|--------------------------|-----------------|-----------------------|----------------|---------------------|--------------|------------------|----------------|
| ° Q 🗡 | 三 円 | Eorm Tools | | | | | | | |
| Order umber | 4529 | Favorites | Branch | /Plant | K180738 | | | | |
| Orig ator | 294291 | Form | | | | | | | |
| Su plier | 188101 | Approve | | | | | | | |
| SI p To | 244271 | Rej Reasons | Order . WS | Amount | 1,330.00 | | | | |
| - | | Status Summary | Amour | nt Committed | 1,330.00 | | | | |
| F cords 1 - 3 | | PO Entry | | | | | | | |
| | | Budget | | | | | | | |
| 🗌 🎘 Status | Line | PO Inquiry | | Description Line 2 | | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| 🗹 🥖 | | View Changed Lines | OINT | JW327A - HP AR | UBA INSTANT | 1.00 | 1,150.0000 | 1,150.00 | K180738.4230 |
| | | 1 | R 30-WATT | JW629A - HP PO | WERDSINE ARUBA | 1.00 | 145.0000 | 145.00 | K180738.4230 |
| | | VIEW AII LINES | MOUNT KIT | RJ45 - ARUBA | AP-220-NBT-W1 | 1.00 | 35.0000 | 35.00 | K180738.4230 |
| | | | | | | | | | |

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

To Inquiry on an OR Status – Pending Another Approver



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

Oracle / PeopleSoft Proprietary & Confidential

Orders Awaiting Approval - Work With Orders Awaiting Approval

| originator | OD Purchase | Requisition | | Branch/Plant | t * | |
|---------------------|--------------|--------------|-----------------|--------------|-------------|----------------|
| imit Selection | OR / Urondoc | , negalotion | Order Selection | | | |
| | | | Approver | | Originator | |
| Orders older than d | ays | 0 | Queued for Ap | proval | Approve | Approval ed |
| walking more than t | Jays | 0 | | | () Rejected | 1 |
| Records 1 - 1 | | | | | | |
| | | | 10589 | | | |
| Note | Approval | Order | Order | Or | Order | Responsible |

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

| Driginator Drder Type .imit Sele | OI | R Purchase R | equisition Ord | ler Selection | Branch/Plant | Ŕ | |
|--|--------------------------------|------------------------|-------------------|---------------------|--------------|------------------------------------|-------------|
| | | | A | Approver Originator | | | |
| Orders o Waiting r | der than days nore than day | 5 0 5 0 | | Queued for Ap | proval | Waiting Approval Approved Rejected | |
| Records | 1 - 1 | | | | | | |
| | | | | 10589 | | | |
| | Note | Approval Route Code | Order Date | Order Number | Or Ty | Order Amount | Responsible |
| | | | | | | | |

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

| Originator | Favorites | Branch/Plan | | |
|----------------------------|------------------|---------------------|--|--|
| Order Type Limit Selection | Row | Order Selection | | |
| | Status Summary 🥖 | Approver | | |
| Orders older than c | Rej Reasons | Queued for Approval | | |
| Waiting more than | Approval Review | | | |
| | PO Entry | • | | |
| Records 1 - 1 | Remove Msg | | | |
| | Attachment | 10589 | | |

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 Row:1 from the grid. |
| | 8. Select Status Summary for the row exit. |

| Or | Orders Awaiting Approval - Work With Approval Status Summary | | | | | | | | | | |
|----|--|------------------------|-----------------------|----------|------------------|------------------|--------|--|--|--|--|
| | | | | | | | | | | | |
| | Order Number 10589 OR 04586 | | | | | | | | | | |
| R | ecords | 1 - 2 | | | | J. | 18 | | | | |
| | X | Approval Route Code | Person Responsible | Status | Released Date | Released Time | | | | | |
| | | AC130 | JOHNSO | Approved | 09/06/2019 | | 161613 | | | | |
| C |) | AC130 | YAZZ | Pending | | | | | | | |

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

To Inquiry on an OR status



Orders Awaiting Approval - Work With Orders Awaiting Approval

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

| Drigi | nator | | | | Branch/Plant * | | | | |
|------------------------------------|----------|---------------|------------------------|---------------|-------------------------|----------|-------------------------------|-------------|--|
| Order Type OR Purchase Requisition | | | | | | | | | |
| .imi | t Sele | ction | | 0 | rder Selection | | | | |
| | | | | | Approver | | Originator | | |
| Orders older than days | | | | | Queued for Approval | | Waiting Approval Approved | | |
| 107. | aitina r | more than day | s 0 | | | | Rejected | | |
| VVi | alting i | | | | | | | | |
| Re | cords | 1 - 1 | | | | | | | |
| Re | cords | 1-1 | | | 4560 | | | | |
| Re | cords | 1 - 1 Note | Approval Route Code | Order Date | 4560 Order Number | Or Ty | Order Amount | Responsible | |

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

To View Approved Orders

| priginator | 1613 | | WILL | | Bra | inch/Plant * | | |
|---|----------------------|---|---|--|---|-----------------------------|--------------------------------------|------------------------------------|
| rder Type | OR | Purchas | e Requisition | Orde | r Selection | | | |
| Orders older than days 0 Waiting more than days 0 | | | | Approver Originator Queued for Approval Approved Rejected | | proval | | |
| Records 1 - 4 | | | | | | | | |
| Records 1 - 4 | | Order | Order | Or | Order | Passonsible | Berron | Originator |
| Records 1 - 4 | | Order Date | Order Number | Or Ty | Order Amount | Responsible | Person | Originator |
| Records 1 - 4 | oved | Order Date 09/20/2018 | Order Number 4569 | Or Ty OR | Order Amount 1,818.44 | Responsible | Person 161398 | Originator |
| Records 1 - 4 | oved | Order Date 09/20/2018 09/18/2018 | Order Number 4569 4565 | Or Ty OR OR | Order Amount 1,818.44 198.30 | Responsible WILL | Person 161398 161398 | Originator WILL WILI |
| Records 1 - 4 Note Appri Appri Appri | oved oved oved | Order Date 09/20/2018 09/18/2018 08/30/2017 | Order Number 4569 4565 3884 | Or Ty OR OR OR | Order Amount 1,818.44 198.30 1,663.20 | Responsible WILL WILL | Person 161398 161398 161398 | Originator WILL WILI WILI |

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

View of approved order at the detail line

| Orders | Awaitin | g Approva | I - Pur | chase Order Requisit | ion Approva | d | | | | | | |
|-------------------------------|-----------|--|----------|---------------------------|------------------|-----------------------|--------|----------------|---------------------|--------------|------------------|----------------|
| V Q | ×≡ | | orm @ | <u>T</u> ools | | | | | | | | |
| Order I Origina Supplie | Number | 4560 OR 00010 152548 HARVE 352019 INSIGHT DIRECT USA INC | | Branch/P | Branch/Plant 113 | | | | | | | |
| Ship To | Ship To 5 | | NAV | AJO URANIUM | Order An | nount | 186.38 | | | | | |
| | | | | | Amount (| Committed | | | | | | |
| Records | s 1 - 6 | | | | | | | | | | | |
| | Status | Line | Ln Ty | Description | | Description Line 2 | | ltem Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| | Approved | i 1.0 | 00 J | Tissue, 2 Ply Bath, WE | | | | | 1.00 | 74.9900 | 74.99 | 113003.4490 |
| | Approved | 2. | 000 J | Towel., Bounty, 12LR | | | | | 1.00 | 46.0200 | 46.02 | 113003.4490 |
| | Approved | 3. | 000 J | Wipes, Disinf, FRSCNT / | CIT, 3 | | | | 2.00 | 20.8700 | 41.74 | 113003.4490 |
| | Approved | 4. | 000 J | Snack, Crisp, Blb, Specia | lκ | | | | 1.00 | 9.0600 | 9.06 | 113003.7190 |
| | Approved | 5. | 000 J | Soap, Hand, Liq, Anitbac | | Aquarium | | | 2.00 | 2.2900 | 4.58 | 113003,4490 |
| | Approved | 6. | 000 J | Freshener, warmer unit, | wht | | | | 1.00 | 9.9900 | 9.99 | 113003,4490 |

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

Reject a Requisition

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

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

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

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

The originator (requisitioner) must 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.

Orders Awaiting Approval - Work With Orders Awaiting Approval

| pprover order Type imit Selection | 1613 OR Pun | WILL chase Requisition | 7 Orde | r Selection | Branch/Plant | 2 | | | |
|---|-------------------|---------------------------|---------------------------------|-----------------|--------------|--|--------|------------|-------------------|
| Orders older that | n days an days | 0 | Approver Queued for Approval | | proval | Originator Waiting Approval Approved Rejected | | | |
| Records 1 - 3 | | | | | | | | | |
| Note | Order Date | Order Number | Or Ty | Order Amount | Responsi | ble | Person | Originator | Address Number |
| | 01/16/2 | 019 459 | 2 OR | 1,330 | 0.00 WILL | | 1613 | | 10000 |

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

| Approver | Favorites | ACHEL | Branch/Plant * | |
|-------------------------------|-----------------|-----------------|----------------------------|--|
| Drder Type .imit Selection | Row | Drder Selection | | |
| | Status Summary | Approver | Originator | |
| Orders older to an d | Rej Reasons | Queued for A | pproval O Waiting Approval | |
| Waiting more than | Approval Review | | C Rejected | |
| Records 1 - 3 | Remove Msg | | | |
| | Attachment | | | |

| Function | Processes |
|-----------------|--|
| Reject Order(s) | 2. Click the Row exit. |
| | |
| | 3. Select Approval Review from the row exit. |
| | |
Orders Awaiting Approval - Purchase Order Requisition Approval

| Order Number | 4592 | OR 04526 | | Branch/Plant | | K180738 | | | | | | | |
|---------------|---------|----------|---------|--------------------------|---------|-----------------------|-----------------|----------------|---------------------|------|--------------|------------------|----------------|
| Driginator | 1000039 | | | | | | | | | | | | |
| Supplier | 188101 | PC | C PLAC | E II INC, THE | Order A | mount | | | | | | | |
| Ship To | 244271 | Cł | HINLE J | UVENILE CORRECTIONS | Oldel A | anouni | 1,330.00 | | | | | | |
| | | | | | Amount | t Committed | 1,330.00 | | | | | | |
| Records 1 - 3 | 1 | | | | | | | - | | | | | 1 |
| Status | Line | L | n (| Description | | Description Line 2 | | Item Number | Quantity Ordered | | Unit Cost | Extended Cost | Account Number |
| 7 / | 1 | 000 J | IJ | AP - 325 POE ACCESS POI | NT | JW327A - HP | ARUBA INSTANT | | | 1.00 | 1,150.0 | 000 1,150.00 | K180738.4230 |
| 7 | | 2.000 J | P | D-9001GR PoE INJECTOR 30 | -WATT | JW629A - HP F | OWERDSINE ARUBA | | | 1.00 | 145. | 0000 145.00 | K180738.4230 |
| | | | | | | | | | | | | | |

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

Orders Awaiting Approval - Purchase Order Requisition Approval

| | - | | | | 5402 · | | | | | | | | | |
|------|--------|--------|--------|--------|----------|--------------------------|---------|-----------------------|-----------------|----------------|---------------------|--------------|------------------|----------------|
| | | | Favor | nes | | | | | | | | | | |
| | | L | Row | | | | | | | | | | | |
| | | | Accou | nt Dis | stributi | ion | | | | | | | | |
| Ord | ler Ni | umber | Reject | | | | Branch/ | Plant | K180738 | | | | | |
| Orig | ginato | or | Attach | ment | | | | | | | | | | |
| Sup | oplier | | 188101 | 1 | PC PL | ACE II INC, THE | | | | | | | | |
| Ship | р То | | 244271 | | CHINL | E JUVENILE CORRECTIONS | Order A | Amount | 1,330.00 | | | | | |
| | | | | | | | Amoun | t Committed | 1,330.00 | | | | | |
| Reco | ords | 1 - 3 | | | | ŭ. | | | | | | | | - |
| V | Ø | Status | Line | | Ln Ty | Description | | Description Line 2 | | Item Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
| • | Ø | | 1. | 000 | J | IAP - 325 POE ACCESS PO | INT | JW327A - HP / | ARUBA INSTANT | | 1.0 | 1,150.0000 | 1,150.00 | K180738.4230 |
| ✓ | | | 2 | .000 | J | PD-9001GR PoE INJECTOR 3 | 0-WATT | JW629A - HP P | OWERDSINE ARUBA | | 1.0 | 0 145.0000 | 145.00 | K180738.4230 |
| | | | 3 | .000 | J | BASIC FLAT SURFACE MOUN | т кіт | RJ45 - ARUBA | AP-220-NBT-W1 | | 1.0 | 0 35.0000 | 35.00 | K180738.4230 |

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

Approval - Rejection Reason

| Orde | rs Awaitir | ng Appro | val - Approval/Rejection Reasons | 5 | | | | | | | | | | | | | |
|--------|-------------------|----------|----------------------------------|-------------|---------|--------------|------|--------------|--------------|-------------|-------------|----------------|-----------------|---------------------|--------------|------------------|--------------------------------|
| / > | ((i) <u>T</u> oo | ls | | | | | | | | | | | | | | | |
| Order | r Number | 459 | 2 OR | Remark | 1 | T | | | | × | | | | | | | |
| Origin | nator | 1000039 | | | | | | | | - | | | | | | | |
| Suppl | lier | 188101 | PC PLACE II INC, THE | | | | | | | | | | | | | | |
| Ship | То | 244271 | CHINLE JUVENILE CORRECTIO | Order Gr | nes Arr | i | 1 22 | 0.00 | | | | | | | | | |
| Reco | rds 1 - 4 | | | | | | 1,00 | 10.00 | | | | | | | | | |
| | Line Numbe | r | Remark | Req Date | Qty | Unit Cost | Disc | Cost Cntr | Proj Code | Prod Grp | Cust Grp | ltem Number | Request Date | Quantity Ordered | Unit Cost | Extended Cost | Description |
| | | 1.000 | | 76 | | | | | | | | | 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 A | waiting Approva | I - Approval/Rejection Reason | s | | | | | | | | | | | |
|------------|-----------------|-------------------------------|----------------|--------------|--------|--------------|--------------|-------------|-------------|----------------|-----------------|---------------------|--------------|------------------|
| 🗸 🗙 🤅 | 3 Tools | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| τ | | | | | | | | | | | | | | |
| • | | | | | | | | | | | | | | |
| Or er Num | ber 4592 | OR | Remark | Purch | ase on | PCard 1 | /1/19 | | | | | | | |
| Origi ator | 1000039 | | | Purch | ase on | Poalu I | / 1/13 | | | | | | | |
| Cupalia | 1000039 | DC DLACE ILING THE | | | | | | | | | | | | |
| Supplier | 188101 | PO PLAGE ITING, THE | | | | 1 | | | | | | | | |
| Ship To | 244271 | CHINLE JUVENILE CORRECTIO | Order Gross An | t | .03 | 0.00 | | | | | | | | |
| Records 1 | -4 | | | 1 | | | | | | | | | | |
| | Line Number | nark | Req | Unit Cost | Disc | Cost Cntr | Proj Code | Prod Grp | Cust Grp | ltem Number | Request Date | Quantity Ordered | Unit Cost | Extended Cost |
| | 1.000 | | x | | | | | | | | 01/16/2019 | 1.00 | 1,150.0000 | 1,150.00 |
| | 2.000 | | x | | | | | | | | 01/16/2019 | 1.00 | 145.0000 | 145.00 |
| | 3.000 | | x | | | | | | | | 01/16/2019 | 1.00 | 35.0000 | 35.00 |
| | 4.000 | | × | | | | | | | | 01/16/2019 | | .0000 | |

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

|)rder Type .imit Selection | OR | WILLI. Purchase Requisition | Orde | r Selection | Branch/Plant | * | |
|-------------------------------|------------------------|--------------------------------|------|--------------|--------------|--|-------|
| | | | Ap | prover | | Originator | |
| Orders older Waiting more | than days than days | 0 | D | Queued for A | pproval | Waiting Approval Approved Rejected | |
| Records 1 - 7 | N I | | | 1 | | | 1 |
| | | | | | | | |

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

To View Rejected Order

| Orders Awaiting Approval - Work With Orders | Awaiting Approval |
|---|-------------------|
|---|-------------------|

| Oriy tor Ord rType Lim Selection | OR Pur | chase Requisition | 7 Orde | er Selection | Branch/Plant | * | | |
|--|--------------|-------------------|-----------|-----------------|--------------|--|--------|------------|
| | | | Ap | prover | (| Driginator | | |
| On ors older than a Waiting core than | days days | 0 | | ○ Queued for Ap | oproval | Waiting Approval Approved Rejected | | |
| Records 1 - 1 | | 4592 | - | 1 | | Rejection | | |
| R Note | Order | Order | Or | Order | Responsible | | Person | Originator |

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

To view the reject reason

| gina r | Favorites | | Branch/Plant * | | | | |
|--------------------------|--------------------------------|-----|-----------------|------------------------------------|--------|------------|---------|
| der ype nif Selection | Row | Drd | er Selection | | | | |
| | Status Summary | A | pprover | Originator | | | |
| Dress older than d | Rej Reasons Approval Review | | O Queued for Ap | Proval O Waiting Approval Approved | | | |
| cords 1 - 1 | PO Entry Remove Msg | • | - 11 | | | | |
| | Attachment | _ | | | | | <u></u> |
| 🛛 🕱 Note | Order Order Date Number | Or | Order | Responsible | Person | Originator | Address |

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

Orders Awaiting Approval - Purchase Order Requisition Approval

| Order Number Originator | 4592 1000039 | OR | 04526 | Branch/Plant | K180738 | | | | | |
|-------------------------------------|--------------------------|-----------------------------|--|--|-------------------------------------|----------------|-----------------------------|--|--|--|
| Supplier Ship To ecords 1 - 3 | 188101 244271 | PC CH | PLACE II INC, THE NLE JUVENILE CORRECTIONS | Order Amount Amount Committed | 1,330.00 1,330.00 | | | | | |
| | - | | | | | | | | | |
| Statu | s Line | Ln Ty | Description | Description Line 2 | | ltem Number | Quantity Ordered | Unit Cost | Extended Cost | Account Number |
|] [ee] Statu | s Line | Ln Ty 000 J | Description IAP - 325 POE ACCESS PO | Description Line 2 INT JW327A - HF | P ARUBA INSTANT | ltem Number | Quantity Ordered 1.00 | Unit Cost 1,150.0000 | Extended Cost 1,150.00 | Account Number K180738.4230 |
| Statu | s Line Ted 1. ed 2 | Ln Ty 000 J .000 J | Description IAP - 325 POE ACCESS PO PD-9001GR PoE INJECTOR 3 | Description Line 2 INT JW327A - HF 0-WATT JW629A - HP | P ARUBA INSTANT POWERDSINE ARUBA | ltem Number | Quantity Ordered 1.00 | Unit Cost 1,150.0000 145.0000 | Extended Cost 1,150.00 145.00 | Account Number K180738.4230 K180738.4230 |

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

Approve a Requisition - Bypass

To prevent delays in the approval process, you must update your program's *Delegation of Authority Memorandum* and *Expenditure Authorization Signature Form (EASF)* if an approver has departed your program.

Requisitions can only be approved online by the certified approvers listed on your EASF.

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

- Only if the dollar limit is in accordance with the programs EASF. Otherwise, approvers must use the delegation option.
- The **Orders Awaiting Approval** form only displays the name of the approver with the **lowest address book number** in the **Responsible** field and receives an electronic message through the JDE Work Center that an order is awaiting approval.

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

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing > | Order Gen/Approve/Release |
|---|---------------------------|
| | Orders Awaiting Approval |
| | Approval Delegation |

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

Orders Awaiting Approval - Work With Orders Awaiting Approval

| Approver 1613 × C WILLIAM. | | Branch/Plant * | | |
|----------------------------|---------|----------------------|---------------------|-------------------------------|
| Order Type Limit Selection | OR | Purchase Requisition | Order Selection | |
| | | | Approver | Originator |
| Orders older that | n days | | Queued for Approval | Waiting Approval Approved |
| Waiting more that | an days | | | O Rejected |

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

| Driginate | | | | | Branch/ | Plant * |
|-------------------|-------|-------------|-----------|-----------|-----------------|------------------|
| Order Type | OR | Purchase Re | quisition | | | |
| imit Selection | | | Orde | r Selecti | on | |
| | 1 | | Ap | prover | | Originator |
| Orders older than | da, s | 0 | | Queue | ed for Approval | Waiting Approval |
| | | | | 0 | | Approved |
| Waiting more than | days | 0 | | | | |
| | | 1 | | | | C risponen |
| Records 1 - 1 | | | | | | |
| | | | 0693 | 7 | | |
| | | | 9665 | | | |
| Note | Days | Order | Order | Or | Order | Responsible |
| THOLE | Old | Data | Numbor | TV | Amount | responsible |

Orders Awaiting Approval - Work With Orders Awaiting Approval

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

| Origi | nator | | 0.0 | Durchase Dec | wisition | | Branch/P | lant * |
|---|--------|--------|-----|---------------|-----------------|--|----------|-------------|
| Limi | t Sele | ection | OR | ruicilase Reg | Orde | r Selecti | on | |
| | | | | | Ap | prover | | Originator |
| Orders older than days 0 Waiting more than days 0 | | | | O Queue | ed for Approval | Waiting Approval Approved Rejected | | |
| Red | cords | 1 - 1 | | | | | | |
| | | | | | 9683 | | | |
| | | | - | Order | Order | Or | Order | |
| | X | Note | Old | Date | Number | Ту | Amount | Responsible |

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

| V Q X 🦲 🗉 | low 🚯 Io | ols | | | | | |
|---------------------|-------------|---------------|---------------|----------|-----------|-----------------|---------|
| Originator | Favorite | 5 | | | | Branch | /Plant |
| Order Type | Row | | | Drde | r Selecti | on | |
| | Status S | ummary | | App | orover | | |
| Orders older than c | Rej Rea | sons | | (| Queue | ed for Approval | |
| Waiting more than | Approva | I Review | | | | | |
| Walking more than | PO Entry | / | , | | | | |
| Records 1 - 1 | Remove | Msg | | | | | |
| | Attachm | ent | | | | | |
| Note | Days Old | Order Date | Order Numb | , ber | Or Ty | Order Amount | ļ |
| × 🗸 | 650 | 5 08/08/2 | 2019 | 968 | 3 OR | 15 | 50.00 A |

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

Orders Awaiting Approval - Work With Approval Status Summary

| Or | X der N | Tools Imber 968 | 3 OR 00010 | Company Numb (General Fund) Busin | er to ness Unit |
|-----|------------|------------------------|-----------------------|--------------------------------------|--------------------|
| Red | cords | 1 - 3 | | | 1 ± 1 |
| | X | Approval Route Code | Person Responsible | Status Released Date | Released Time |
| ۲ | | AC241 | ALLAN | Pending | |
| 0 | | AC241 | ARVISO | Pending | |
| 0 | | AC241 | WILLIAM | Pending | |

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 Close button. |

Orders Awaiting Approval - Work With Orders Awaiting Approval



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

Orders Awaiting Approval - Purchase Order Requisition Approval

| Order Nu | umber 9683 | OR | 00010 | Branch/Plant | 115018 | | | |
|---------------------|-----------------------------|--------------|--|--------------------------------------|---------------------|--------------|------------------|----------------|
| Originato | Dr 13566 | JO | HNSON, KIMBERLY G. | | | | | |
| Supplier Ship To | 36106 ⁻ 53778 | CLA AGF | W, DARREN WESLEY RICULTURE DEPARTMENT | Order Amount 1 Amount Committed 1 | 50.00 50.00 | > | | |
| | | | | | | | | |
| Records | 1 - 1 | | - ir | 1 | | | | 17 |
| Records | 1 - 1 Status L | ine Ln Ty | Description | Description Line 2 | Quantity Ordered | Unit Cost | Extended Cost | Account Number |

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

Orders Awaiting Approval - Purchase Order Requisition Approval

| Order Number | 9683 | Favorites | Branch/Plant |
|---------------|--------|----------------|--------------|
| Originator | 135661 | Form | |
| Supplier | 361069 | Approve | |
| Ship To | 53778 | Rej Reasons | Order Amour |
| | | Status Summary | Amount Com |
| Records 1 - 1 | | PO Entry | |
| | Line | Budget | Description |
| Status | Line | PO Inquiry | Line 2 |

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

To View Bypass Approval

| 🗸 Q X 🔄 | Row 💮 Tools | | | |
|-------------------|------------------------|---------------|-----------------|------------|
| Approver | Favorites | Favorites | | Branch/Pla |
| Order Type | Row | | Order Selection | |
| | b Status Summary | 1 | Approver | |
| Orders older than | c Rej Reasons | | Queued for A | pproval |
| Waiting more that | Approval Review | / | | |
| | PO Entry | • | | |
| Records 1 - 1 | Remove Msg | | | |
| | Attachment | | 9683 | |
| ✓ Ø Note | Approval Route Code | Order Date | Order Number | Or Ty |
| ~ | AC241 | 08/08/2 | 2019 | 9683 OR |

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

| Orders Awaiting Approval - Work Wit | Approval Status Summary |
|-------------------------------------|-------------------------|
|-------------------------------------|-------------------------|

| 2 | × | (i) Iools | •• | | | |
|-----|-------|------------------------|-----------------------|----------|------------------|------------------|
| Or | der N | umber 9683 | OR 00010 | | | |
| Red | cords | 1 - 3 | | | | 1 ± |
| | X | Approval Route Code | Person Responsible | Status | Released Date | Released Time |
| ۲ | | AC241 | ALLAN | Bypassed | 05/26/2021 | 121659 |
| 0 | | AC241 | ARVISO | Bypassed | 05/26/2021 | 121700 |
| 0 | | AC241 | WILLIAM | Approved | 05/26/2021 | 121703 |

| Function | Processes |
|-----------------------|--|
| Bypass OR Approval | 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. |
| | 16. Click the Close button to exit. |

To View Approval Bypass Option



| originato | r 🔨 | | | Branc | :h/Plant | * | |
|---------------------|----------------------------------|-------------|----------------------|---------------------|--------------|----------------------------|-------------|
| order Ty imit Se | pe (| OR Purchase | e Requisition Ord | er Selection | | | |
| | | | A | oprover | | Originator | |
| Orders Waiting | older than day 9 more than da | ys ays | 0 | Queued for Approval | _ | Waiting Approved Rejected | roval |
| Record | s 1 - 1 | | | | | | |
| | | | | 9683 | | | |
| | - | Approval | Order | Order | Or C Ty A | Order | Responsible |
| | Note | Route Code | Date | Number | iy | Amount | |

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

Approved Order Requisitions

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

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

Purchase Order Receipts

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

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

Entering Receipt Information

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

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

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

| Via Menus | Distribution / Logistics \rightarrow Procurement \rightarrow Daily Processing \rightarrow Purchase Order Processing \rightarrow Enter |
|-----------|---|
| | Receipts by PO |

| Review O1 Purchase Order Generated from Con Print Purchase Order - Batch Print Purchase Order - REPRINT Application: P4312, Form: W4312F, Version: ZJDE0001 |
|---|
| Enter Receipts by PO |

| Function | Processes |
|----------------------|--|
| Enter Receipts by PO | Select Enter Receipts by PO from the Purchase Order Processing menu. |

Work with Purchase Orders to Receive Form Fields & Descriptions:

| Field Name | Description | R/O/A | User Action and Values | Comments |
|-------------------|---|-------|---|---|
| Order Number | System generated order number that identifies this Purchase Order. | 0 | 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, |
| ltem Number | A number assigned to a specific item. The Item Master maintains and manages all items within your inventory. | 0 | 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. | complete any of the field list under column Field Name, as necessary, and click Find . You can also use a combination of these fields to facilitate a more accurate |
| Account Number | Identifies and account in the General Ledger. | 0 | This should not be entered. | Find . However, knowing the Order Number is best. |
| 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. | 0 | 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. | 0 | Most items have a unique Supplier associated with them, entering this will assist in narrowing the Find results. | |
| Quantity Open | The original quantity of the PO plus any changes and less any quantity received to date. | 0 | | |
| Order Date | Date PO entered into system | 0 | Defaults during order entry. | |
| Requested Date | Date that you requested to PO to be delivered to you. | 0 | This is entered by user to specify when you want delivery of the PO. | |
| Promised Date | Date the Supplier promised to deliver the PO. | 0 | 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 | |
|--|---|-----------------------|
| / Q 🛼 🖪 | ow 🕂 Eorm 🦣 Iools | |
| Order Number Item Number | 963775 - OP * | Branch/Plant * |
| Account Number Receipt Document Previous Batch | * | Display Supplier Item |

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

The Navajo Nation

| der Nu | mber | | 368775 | | >P * | | | | Branch | h/Plant | * | | | |
|--------------------------------|---|----------------------------------|---|--|--|--------------------|--|---------------------------------------|--------------------------------------|--|---|--------------|--|--|
| count l eceipt E revious | lumber locument Batch | | 2 | | | | Display Supplier Item | | | | | | | |
| ecords | 1 - 5 | | | - | | | | | - | | | | | |
| | | | | | | | | | | | | | | |
| Ø | 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 Numbe |
| | Order Number 368775 | Or Ty OP | Order Co | Ord Suf 000 | Line Number 1.000 | 2nd Item Number | Supplier 203968 | Quantity Open 7.00 | Trans UOM EA | Amount Open 3,675.00 | Ship To 255429 | Base Curr | Description ACTi B61 5MP indoor zoom | Account Numbe |
| | Order Number 368775 368775 | Or Ty OP OP | Order Co 00010 00010 | Ord Suf 000 000 | Line Number 1.000 2.000 | 2nd Item Number | Supplier 203968 203968 | Quantity Open 7.00 1.00 | Trans UOM EA EA | Amount Open 3,675.00 999.00 | Ship To 255429 255429 | Base Curr | Description ACTI B61 5MP indoor zoom QNAP TS-853A (8GB) | Account Numbe 118022.4210 118022.4210 |
| | Order Number 368775 368775 368775 | Or Ty OP OP | Order Co 00010 00010 00010 | Ord Suf 000 000 000 | Line Number 1.000 2.000 3.000 | 2nd Item Number | Supplier 203968 203968 203968 203968 | Quantity Open 7.00 1.00 8.00 | Trans UOM EA EA EA | Amount Open 3,675.00 999.00 2,280.00 | Ship To 255429 255429 255429 | Base Curr | Description ACTI B61 5MP indoor zoom QNAP TS-853A (BGB) BarracWE Red Pro 8TB 3.5 inch | Account Number 118022.4210 118022.4210 118022.4210 |
| | Order Number 368775 368775 368775 368775 | Or Ty OP OP OP OP | Order Co 00010 00010 00010 00010 | Ord Suf 000 000 000 000 | Line Number 1.000 2.000 3.000 4.000 | 2nd Item Number | Supplier 203968 203968 203968 203968 203968 | Quantity Open 7.00 1.00 8.00 | Trans UOM EA EA EA EA | Amount Open 3,675.00 999.00 2,280.00 75.00 | Ship To 255429 255429 255429 255429 | Base Curr | Description ACTI B61 SMP indoor zoom QNAP TS-853A (8GB) BarracWE Red Pro 8TB 3.5 inch Shipping | Account Number 118022.4210 118022.4210 118022.4210 118022.4210 |

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

Enter Receipts by PO - Purchase Order Receipts

| leceip | t | | | | | | | | | |
|--------|-----------------------|--|--|--------------------------------|----------------------|----------------------------------|--|---|--|--------------------|
| Orde | r Numbe | 3687 | 775 OP | 00010 | | | G/L Date | 01/17/20 | 19 | |
| Supp | lier | 2039 | 968 SAINTS | BURY CONSULTING | 3 INC | | Receipt Date | 12/31/20 | 18 × 16 | |
| Batch | Numbe | 1074 | 4725 | | | | Receipt Docum | ent | | |
| ecord | s 1 - 5 | | | | | | | | | |
| Record | s 1 - 5 Rec Opt | Line Number | Description | P | urch OM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| tecord | s 1 - 5 Rec Opt | Line Number 1.000 | Description ACTi B61 5MP indoor | zoom E/ | urch OM | Quantity 7.00 | Unit Cost 525.0000 | Amount 3,675.00 | Branch/Plant 118022 | Lot Description |
| tecord | Rec Opt | Line Number 1.000 2.000 | Description ACTi B61 5MP indoor QNAP TS-853A (8GB) | Zoom E/ | urch OM | Quantity 7.00 1.00 | Unit Cost 525.0000 999.0000 | Amount 3,675.00 999.00 | Branch/Plant 118022 118022 | Lot Description |
| lecord | Rec Opt | Line Number 1.000 2.000 3.000 | Description ACTI B61 5MP indoor QNAP TS-853A (8GB) BarracWE Red Pro 8TI | zoom E/ B 3.5 inch EA | urch OM A | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 | Amount 3,675.00 999.00 2,280.00 | Branch/Plant 118022 118022 118022 | Lot Description |
| Record | s 1 - 5 Rec Opt | Line Number 1.000 2.000 3.000 4.000 | Description ACTI B61 5MP indoor QNAP TS-853A (8GB) BarracWE Red Pro 8TH Shipping | zoom EA B 3.5 inch EA EA | urch OM A L | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 75.0000 | Amount 3,675.00 999.00 2,280.00 75.00 | Branch/Plant 118022 118022 118022 118022 | Lot Description |

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

- The G/L Date defaults to current date, do not change.
- The Receipt Date defaults to the current date, you must enter the **date you physically** received the goods/service.
 - ${\rm \circ}$ This date should be the same as the Receiver Print report.

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



| Function | Processes and Results |
|----------------------------|--|
| Enter Receipts by PO | Click the Go To End button, to view all your purchase order lines (if applicable). |

Enter Receipts by PO - Purchase Order Receipts

| ceipt | | | | | | | | | | |
|---------------------------|--|---|------------------------------------|---------------|-----------------------------|----------------------------------|--|---|--|--------------------|
| Order Numbe | 3687 | 75 (| OP | 00010 | | | G/L Date | 01/17/20 | 19 | |
| Supplier | 2039 | 68 SA | INTSBURY | CONSULTIN | G INC | | Receipt Date | 12/31/20 | 18 | |
| Batch Number | 1074 | 725 | | | | | Receipt Docum | ent | | |
| cords 1 - 5 | | | | | | | | | | |
| cords 1 - 5 Rec Opt | Line Number | Description | | F | Purch JOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| cords 1 - 5 Rec Opt | Line Number 1.000 | Description ACTi B61 5MP in | ndoor zoom | F | Purch JOM | Quantity 7.00 | Unit Cost 525.0000 | Amount 3,675.00 | Branch/Plant 118022 | Lot Description |
| Cords 1 - 5 Rec Opt | Line Number 1.000 2.000 | Description ACTi B61 5MP in QNAP TS-853A (8 | ndoor zoom 8GB) | E | Purch JOM A | Quantity 7.00 1.00 | Unit Cost 525.0000 999.0000 | Amount 3,675.00 999.00 | Branch/Plant 118022 118022 | Lot Description |
| Rec Opt | Line Number 1.000 2.000 3.000 | Description ACTI B61 5MP in QNAP TS-853A (8 BarracWE Red Pro | ndoor zoom 3GB) o 8TB 3.5 ir | E nch | Purch JOM A A | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 | Amount 3,675.00 999.00 2,280.00 | Branch/Plant 118022 118022 118022 | Lot Description |
| ecords 1 - 5 | Line Number 1.000 2.000 3.000 4.000 | Description ACTI B61 5MP in QNAP TS-853A (8 BarracWE Red Pro Shipping | ndoor zoom 3GB) o 8TB 3.5 ir | E nch E | Purch JOM A A A | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 75.0000 | Amount 3,675.00 999.00 2,280.00 75.00 | Branch/Plant 118022 118022 118022 118022 | Lot Description |

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

| Sel | lect User | Define C | ode | | ? | х |
|---|--------------------------|--|--|-----------------------------------|---|---|
| / | Q X | <mark>₩</mark> <u>F</u> orm | (ii) <u>T</u> ools | | | |
| Pro | oduct Code | | 43 | Procurement | | |
| Us | er Defined | Codes | PR | Receiving Options for PO Line | | |
| De | escription | | | | | |
| | | | | | | |
| | | | | | | |
| Re | cords 1 - 6 | | | . ↑ . | | |
| 100 | | _ | | | | |
| | | | | | | |
| | Code | Descrip | tion | | | |
| ۲ | Code | Descrip | tion | | | |
| • | Code 1 | Descrip | rtion Purchase Order | Line | | |
| • • • • | Code 1 4 | Receive | ntion • Purchase Order Into Multiple Lo | Line | | |
| O O O | Code 1 4 5 | Receive Receive Continue | viion • Purchase Order Into Multiple Lo vus Over Receip | Line Incation | | |
| O O O O O | Code 1 4 5 7 | Descrip Receive Receive Continuo Receive | viion • Purchase Order Into Multiple Lo vus Over Receip and Close Purch | Line Incation t hase Ord | | |

Receipt Option (Rec Opt) – User Define Codes

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

Additional Receipt Codes Explanation

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

| ~ | H EO | m <u>~ R</u> o | w <u>දල</u> <u>1</u> 00ls | | | | | | | | | | | | |
|---------|------------|----------------|---------------------------|------------------|---------|--------------|----------|-------|------|--------------|------------------|-----------------|-------------|------------------------------|-------|
| Receipt | t | | | | | | | | | | | | | | |
| Order | Number | 3687 | 775 | OP | 00010 | | | | G/ | L Date | 0 | 11/17/2019 | | | |
| Suppl | ier | 2039 | 968 | SAINTSBURY | CONSULT | ING INC | | | Re | ceipt Date | 1 | 2/31/2018 | | | |
| Batch | Number | 1074 | \$725 | | | | | | Re | ceipt Docum | ent | | | | |
| | | | | | | | | | Sel | lect User l | Define Co | de | | | ? 🗆) |
| | | | | | | | | - | ~ | | 🔨 <u>F</u> orm 🤅 | <u>Tools</u> | | | |
| | Rec Opt | Line Number | Description | | | Purch UOM | Quantity | 1 | Pre | oduct Code | | 43 | Pro | ocurement | |
| | | 1.000 | ACTI B61 5M | IP indoor zoom | | EA | | 7.00 | Us | er Defined C | odes | PR | Re | eceiving Options for PO Line | |
| | | 2.000 | QNAP TS-853 | 8A (8GB) | | EA | | 1.0 | De | scription | | | | | |
| | | 3.000 | BarracWE Re | d Pro 8TB 3.5 ir | ich | EA | | 8.0 | | | | | | | |
| | | 4.000 | Shipping | | | EA | | | | | | | | | |
| | | 5.000 | Installation | | | EA | | 1.() | 1221 | | | | A [78 | | |
| < | | | | | | | | - | Rei | cords 1 - 6 | 16 | | <u>نە</u> ك | | |
| | | | | | | | | ۰. | - | Code | Descriptio | on | | | |
| | | | | | | | | - 1 | 0 | | | | | | |
| | | | | | | | | | -0 | 1 | Receive Pu | ırchase Order I | line | | |
| | | | | | | | | | 0 | 4 | Receive In | to Multiple Loc | ation | | |
| | | | | | | | | | 0 | 5 | Continuou | s Over Receipt | | | |
| | | | | | | | | | 0 | 7 | Receive an | nd Close Purcha | ase Ord | | |
| | | | | | | | | | 0 | 9 | Cancel Pur | chase Order Li | ne | | |

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

Enter Receipts by PO - Purchase Order Receipts

| Receip | ot | | | | | | | | | |
|--------|-------------------------------------|--|---|--------------------------------|--------------------------------|-------------------------------|--|--|--|--------------------|
| Orde | r Numbe | 3687 | 75 OF | P 000 | 10 | | G/L Date | 01/17/20 | 19 | |
| Supp | olier | 2039 | 68 SAIN | ITSBURY CON | SULTING INC | | Receipt Date | 12/31/20 | 18 | |
| Batc | h Numbe | 1074 | 725 | | | | Receipt Docum | ent | | |
| Record | ls 1 - 5 | | | | | | | | | |
| Record | Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| Record | Rec Opt | Line Number 1.000 | Description ACTi B61 5MP indo | or zoom | Purch UOM EA | Quantity 7.00 | Unit Cost 525.0000 | Amount 3,675.00 | Branch/Plant 118022 | Lot Description |
| Record | Rec Opt 1 | Line Number 1.000 2.000 | Description ACTi B61 5MP indo QNAP TS-853A (8G | or zoom ¡B) | Purch UOM EA EA | Quantity 7.00 1.00 | Unit Cost 525.0000 999.0000 | Amount 3,675.00 999.00 | Branch/Plant 118022 118022 | Lot Description |
| Record | Rec Opt 1 1 1 | Line Number 1.000 2.000 3.000 | Description ACTI B61 5MP indo QNAP TS-853A (8G BarracWE Red Pro I | or zoom B) 8TB 3.5 inch | Purch UOM EA EA EA | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 | Amount 3,675.00 999.00 2,280.00 | Branch/Plant 118022 118022 118022 | Lot Description |
| Record | Rec Opt 1 1 1 1 1 | Line Number 1.000 2.000 3.000 4.000 | Description ACTi B61 5MP indoo QNAP TS-853A (8G BarracWE Red Pro M Shipping | or zoom iB) 8TB 3.5 inch | Purch UOM EA EA EA | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 75.0000 | Amount 3,675.00 999.00 2,280.00 75.00 | Branch/Plant 118022 118022 118022 118022 | Lot Description |

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

The Navajo Nation

| | - | ~ | | MM | | | | | | |
|-----|--------|---|--|--|--------------------------------------|----------------------------------|--|--|---|--|
| Red | eipt | | | | | | | | | |
| 0 | rder N | lumber | 3687 | 75 OP 00 | Utu | | G/L Date | 01/17/20 | 19 | |
| S | upplie | r | 2039 | 68 SAINTSBURY CO | NSULTING INC | | Receipt Date | 12/31/20 | 18 | |
| B | atch N | lumber | 1074 | 725 | | | Receipt Dous. | | | |
| | | | | | | | | | | |
| Rec | ords | 1 - 5 Rec | Line | Description | Purch | 0 | 11-11-04 | | Describ (Disat | Lot |
| Rec | ords | 1 - 5 Rec Opt | Line Number | Description | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| Rec | ords | 1 - 5 Rec Opt | Line Number 1.000 | Description ACTi B61 5MP indoor zoom | Purch UOM EA | Quantity 7.00 | Unit Cost 525.0000 | Amount 3,675.00 | Branch/Plant 11802: | Lot Description 11719-1 |
| | ords · | 1 - 5 Rec Opt 1 | Line Number 1.000 2.000 | Description ACTI B61 5MP indoor zoom QNAP TS-853A (8GB) | Purch UOM EA EA | Quantity 7.00 | Unit Cost 525.0000 999.0000 | Amount 3,675.00 999.00 | Branch/Plant 11802: 11802: | Lot Description 11719-1 11719-1 |
| | ords | 1 - 5 Rec Opt 1 1 1 | Line Number 1.000 2.000 3.000 | Description ACTI B61 5MP indoor zoom QNAP TS-853A (8GB) BarracWE Red Pro 8TB 3.5 inch | Purch UOM EA EA EA | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 | Amount 3,675.00 999.00 2,280.00 | Branch/Plant 11802: 11802: 11802: | Lot Description 11719-1 11719-1 11719-1 |
| | ords | 1 - 5 Rec Opt 1 1 1 1 | Line Number 1.000 2.000 3.000 4.000 | Description ACTI B61 5MP indoor zoom QNAP TS-853A (8GB) BarracWE Red Pro 8TB 3.5 inch Shipping | Purch UOM EA EA EA EA | Quantity 7.00 1.00 8.00 | Unit Cost 525.0000 999.0000 285.0000 75.0000 | Amount 3,675.00 999.00 2,280.00 75.00 | Branch/Plant 11802 11802 11802 11802 11802 | Lot Description 11719-1 11719-1 11719-1 11719-1 |

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

Purchase Order Receipts Form Fields & Descriptions:

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

| Order N | lumber | | 368775 | | OP * | | | | Branch | n/Plant | * | | | |
|--|--|--|---|--|--|--------------------|--|---------------------------------------|--------------------------------------|--|---|--------------|--|---|
| tem Nu | imber | | * | | | | | | | | | | | |
| ccoun | t Number | | * | | - | | | | Dis | play Supplier Item | | | | |
| Receipt | Document | | 497957 | | | | | | | | | | | |
| Previou | s Batch | | 107472 | 5 | | | | | | | | | | |
| Record | s 1 - 5 | | | | | | | | | | | | | |
| | | | | 1 | | | | 1 | - | | | | | 210 |
| 0 | Order Number | Or Ty | Order | Ord Suf | Line Number | 2nd Item Number | Supplier | Quantity Open | Trans UOM | Amount Open | Ship To | Base Curr | Description | Account Number |
| | Order Number 3687 | Or Ty 75 OP | Order Co 00010 | Ord Suf 000 | Line Number 1.000 | 2nd Item Number | Supplier 203968 | Quantity Open 7.00 | Trans UOM EA | Amount Open 3,675.00 | Ship To 255429 | Base Curr | Description ACTi B61 5MP indoor zoom | Account Number 118022.4210 |
| • | Order Number 3687 3687 | Or Ty 75 OP | Order Co 00010 00010 | Ord Suf 000 | Line Number 1.000 2.000 | 2nd Item Number | Supplier 203968 203968 | Quantity Open 7.00 1.00 | Trans UOM EA EA | Amount Open 3,675.00 999.00 | Ship To 255429 255429 | Base Curr | Description ACTI B61 SMP indoor zoom QNAP TS-853A (BGB) | Account Number 118022.4210 118022.4210 |
| < | Order Number 3687 3687 3687 | Or Ty 75 OP 75 OP 75 OP | Order Co 00010 00010 00010 | Ord Suf 000 000 000 | Line Number 1.000 2.000 3.000 | 2nd Item Number | Supplier 203968 203968 203968 203968 | Quantity Open 7.00 1.00 8.00 | Trans UOM EA EA EA | Amount Open 3,675.00 999.00 2,280.00 | Ship To 255429 255429 255429 | Base Curr | Description ACTI B61 5MP indoor zoom QNAP TS-853A (8GB) BarracWE Red Pro 8TB 3.5 inch | Account Number 118022.4210 118022.4210 118022.4210 |
| | Corder Number 3687 3687 3687 3687 3687 | Or Ty 775 OP 775 OP 775 OP | Order Co 00010 00010 00010 00010 | Ord Suf 000 000 000 000 | Line Number 1.000 2.000 3.000 4.000 | 2nd Item Number | Supplier 203968 203968 203968 203968 203968 | Quantity Open 7.00 1.00 8.00 | Trans UOM EA EA EA EA | Amount Open 3,675.00 999.00 2,280.00 75.00 | Ship To 255429 255429 255429 255429 | Base Curr | Description ACTI B61 SMP indoor zoom QNAP TS-853A (8GB) BarracWE Red Pro 8TB 3.5 inch Shipping | Account Number 118022.4210 118022.4210 118022.4210 118022.4210 118022.4210 |

The Navajo Nation

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

Printer Selection

| rinter Selection Pr | int Property Document Setu | p Advanced |
|---------------------|----------------------------|--------------------|
| 10 A | Printer Name | \\corprts1\devprn1 |
| | Printer Location | РВ |
| | Printer Model | LASER PRINTER |
| 1 Sec. 1 | Number of Copies | X Range: 1 - 9999 |

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

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

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

To Verify the Receipt Process

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Pro | ocessing > Receipts Matching & Posting |
|--|--|
| | Open Receipts by Supplier |
| | Joucher Entry - 3-Way Match |
| | Review G/L Receipts Journal |
| | G/L Receipts Post |
| | Voucher Journal Review |
| | G/L Voucher Post |
| | Print Voucher Journal |

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

Open Receipts by Supplier - Work With Purchase Receipts Pe ✓ Q<</p> Doc. Number Branch/Plant * Vouchered Closed Lines Order Number 390639 OP Line Number Supplier G/L Date 05/26/2021 Item Number . Display Supplier Item Account Batch

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

| Оре | en R | Receip | ots by Supp | plier - Work | < With | h Purchase | Receipts | | | | | Personal F | orm: (No | Personalization) | 🔽 Que | ry: All R | ecords | ▼ ▼ |
|------|----------|----------|--------------------|------------------|----------|----------------|--------------------|-------------------------|---------------------------|--------------------|----------------|--------------------|-------------|------------------|-----------------|--------------|-----------------|-----------|
| ~ | Q | \times | <u>R</u> ow (| Dools | | | | | | | | | | | | | | |
| Do | c. Nur | mber | | | | | | | Branch/Plant | • | Vouch | ered | | | | | | |
| Ord | ler Nu | umber | 390639 | OP | • | | | | Line Number | * | Closed | d Lines | | | | | | |
| Sup | oplier | | * | | | | | | G/L Date | 05/26/2021 | | | | | | | | |
| Iter | n Nur | mber | * | | | | | | Display Sup | plier Item | | | | | | | | |
| Acc | count | | * | | | | | | Batch | | | | | | | | | |
| Re | cords | s 1 - 5 | | | | | | | | | 1 m | - | | - | Ŕ | * rwms | | v đ |
| | Do Ty | DC D | Document Number | Order Numbers | Or Ty | Line Number | Amount Received | Amount Not Vouchered | Quantity Not Vouchered | 2nd Item Number | Account Number | Supplier Number | Order Co | Branch/Plant | Receipt Line | Trans UOM | Order Suffix | Doc Co |
| | ov | | 543469 | 390639 | OP | 1.000 | 349.90 | 349.90 | 10.00 | | 116011.4500 | 356435 | 00010 | 116011 | 1 | EA | 000 | 00010 |
| | ov | 1 | 543469 | 390639 | OP | 2.000 | 690.00 | 690.00 | 10.00 | | 116011.4500 | 356435 | 00010 | 116011 | 1 | EA | 000 | 00010 |
| | ov | | 543469 | 390639 | OP | 3.000 | 299.90 | 299.90 | 10.00 | | 116011.4500 | 356435 | 00010 | 116011 | 1 | EA | 000 | 00010 |
| | ov | | 543469 | 390639 | OP | 7.000 | 80.69 | 80.69 | | | 116011.4500 | 356435 | 00010 | 116011 | 1 | EA | 000 | 00010 |
| | | | | | | | 1 420 49 | 1 420 49 | | TOTAL | | | | | | | | |

Oracle / JDE EnterpriseOne

Revised 02/27/2025

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

Partial Receipt Process

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

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

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

| Q <u>R</u> o | w I Eom | |
|------------------------------------|--------------|-----------------------|
| irder Number em Number | 3687/12 OP * | Branch/Plant * |
| Account Number Receipt Document | • | Display Supplier Item |
| Previous Batch | | |

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

The Navajo Nation Enter Receipts by PO - Work With Purchase Orders to Receive

| order Number 363712 OP * | | | | | P * | | | | Branci | h/Plant | * | 7 | | | | | |
|--------------------------|---------------------|--|----------------------------|---|--|--|----------|--|---|---|---|---|-------------|--|--|--|--|
| em | Num | iber | | * | | | | | | | | | | | | | |
| cco | unt f | Number | | * | | | | Display Supplier Item | | | | | | | | | |
| eceipt Document | | | | | | | | | | | | | | | | | |
| revi | ious | Batch | | | | | | | | | | | | | | | |
| | | 4.6 | | | | | | | | | | | | | | | |
| cecc | JIUS | 1-0 | - | | 1 | 1000 | | | | | | | | | | | |
| | Order Or | | Or | r Order O | der Ord Line Suf Number | 2nd Item Number | Supplier | Quantity | Trans | Amount Open | Ship To | Base Curr | Description | Account Num | | | |
| | 0 | Number | Ty | Co | Suf | Number | Number | Supplier | Open | UOM | Open | Ship To | Curr | Description | Account Numbe | | |
|) | 0 | Number 368712 | Ty OP | Co 04229 | Suf 000 | Number 1.000 | Number | 178524 | Open 20.0 | UOM 0 EA | Open 1,800.00 | 212895 | Curr | Nike Men's Metcon 4 | K180532.447 | | |
| | 6 | Number 368712 368712 | Ty OP OP | Co 04229 04229 | Suf 000 000 | Number 1.000 2.000 | Number | 178524 178524 | Open 20.0 40.0 | UOM 0 EA 0 EA | Open 1,800.00 3,600.00 | 212895 212895 | Curr | Nike Men's Metcon 4 Nike W Metcon 4 | K180532.447 | | |
| | 6 | Number 368712 368712 368712 | Ty OP OP OP | Co 04229 04229 04229 | Suf 000 000 000 | Number 1.000 2.000 3.000 | Number | 178524 178524 178524 178524 | Open 20.0 40.0 20.0 | UOM EA EA EA | Open 1,800.00 3,600.00 1,500.00 | Ship To 212895 212895 212895 | Curr | Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 | K180532.447 K180532.447 K180532.447 | | |
| | 8 () () () | Number 368712 368712 368712 368712 | Ty OP OP OP | Co 04229 04229 04229 04229 | Suf 000 000 000 000 | Number 1.000 2.000 3.000 4.000 | Number | 178524 178524 178524 178524 178524 | Open 20.0 40.0 20.0 40.0 40.0 | UOM 0 EA 0 EA 0 EA 0 EA | Open 1,800.00 3,600.00 1,500.00 3,000.00 | Ship To 212895 212895 212895 212895 | Curr | Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 | Account Number K180532.447 K180532.447 K180532.447 K180532.447 | | |
| | 8 | Number 368712 368712 368712 368712 368712 | Ty OP OP OP OP | Co 04229 04229 04229 04229 04229 | Suf 000 000 000 000 000 | Number 1.000 2.000 3.000 4.000 5.000 | Number | 178524 178524 178524 178524 178524 178524 178524 | Open 20.0 40.0 20.0 40.0 60.0 | UOM 0 EA 0 EA 0 EA 0 EA 0 EA | Open 1,800.00 3,600.00 1,500.00 3,000.00 45.00 | Ship To 212895 212895 212895 212895 212895 212895 | Curr | Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 Shipping (apparel) | Account Numbe K180532.447 K180532.447 K180532.447 K180532.447 K180532.447 | | |

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

Enter Receipts by PO - Purchase Order Receipts

| | | 4 | | | | | | | | | | |
|--------------|--------|------------|---|---|-----------------------|--|---|--|---|---|--|--|
| 0 | rder | Number | 3687 | 12 OP | 04229 | | | G/L Date | 01 | 01/28/2019 | | |
| S | upplie | er | 1785 | 24 EAST | EASTBAY TEAM SALES | | | Receipt Date | 01 | /25/2019 × ট | | |
| Batch Number | | 1074 | 733 | | | | ument | | | | | |
| | | | | | | | | | | | | |
|] | Ø | Rec Opt | Line | Description | | Purch | Quantity | Unit Cost | Amount | Branch/Plant | | |
|] | Ø | Rec Opt | Line Number 1.000 | Description Nike Men's Metcon | 4 | Purch UOM EA | Quantity 20.00 | Unit Cost 90.0000 | Amount 1,800.00 | Branch/Plant K180532 | | |
| | Ø | Rec Opt | Line Number 1.000 2.000 | Description Nike Men's Metcon Nike W Metcon 4 | 4 | Purch UOM EA EA | Quantity 20.00 40.00 | Unit Cost 90.0000 90.0000 | Amount 1,800.00 3,600.00 | Branch/Plant K180532 K18053 | | |
| | R | Rec Opt | Line Number 1.000 2.000 3.000 | Description Nike Men's Metcon Nike W Metcon 4 Port Authority Jkt - | 4 J321 | Purch UOM EA EA EA | Quantity 20.00 40.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 1,800.00 3,600.00 1,500.00 | Branch/Plant K180532 K18053 K18053 | | |
| | Ø | Rec Opt | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Metcon Nike W Metcon 4 Port Authority Jkt - Port Authority W Jkt | 4 J321 t - L321 | Purch UOM EA EA EA EA | Quantity 20.00 40.00 20.00 40.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 1,800.00 3,600.00 1,500.00 3,000.00 | Branch/Plant K180532 K18053 K18053 K18053 | | |
| | | Rec Opt | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Metcon Nike W Metcon 4 Port Authority Jkt - Port Authority W Jkt Shipping (apparel) | 4 J321 t - L321 | Purch UOM EA EA EA EA EA | Quantity 20.00 40.00 20.00 40.00 60.00 | Unit Cost 90.0000 90.0000 75.0000 .75.0000 | Amount 1,800.00 3,600.00 1,500.00 3,000.00 45.00 | Branch/Plant K180532 K18053 K18053 K18053 K18053 | | |

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

| Records 1 | -100 > X | | | |
|-----------|----------|--|---|--|
| | | | Σ | |
| | | | | |

Revised 02/27/2025

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

Enter Receipts by PO - Purchase Order Receipts

| eci | eipt | | | | | | | | | | |
|-----|--------------------------|---------------------|---|--|----------------------------------|--|---|--|---|---|--------------------|
| Or | der N | lumber | 3687 | '12 0 | 04229 | | | G/L Date | G/L Date 01 | | |
| Su | Supplier Batch Number | | 1785 | 24 EAS | EASTBAY TEAM SALES | | | 01 | /25/2019 | | |
| Ва | | | 1074 | 733 | 11 | | | | | | |
| | | | | | | | | | | | |
| | rds | 1 - 6 Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | rds ' | 1 - 6 Rec Opt | Line Number 1.000 | Description Nike Men's Metco | n 4 | Purch UOM EA | Quantity 20.00 | Unit Cost 90.0000 | Amount 1,800.00 | Branch/Plant K180532 | Lot Description |
| | rds ' | 1 - 6 Rec Opt | Line Number 1.000 2.000 | Description Nike Men's Metco Nike W Metcon 4 | n 4 | Purch UOM EA EA | Quantity 20.00 40.00 | Unit Cost 90.0000 90.0000 | Amount 1,800.00 3,600.00 | Branch/Plant K180532 K180532 | Lot Description |
| | rds ' | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 | Description Nike Men's Metco Nike W Metcon 4 Port Authority Jkt | n 4 - J321 | Purch UOM EA EA EA | Quantity 20.00 40.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 1,800.00 3,600.00 1,500.00 | Branch/Plant K180532 K180532 K180532 | Lot Description |
| | rds ' | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Metco Nike W Metcon 4 Port Authority Jkt Port Authority W J | n 4 - 3321 kt - L321 | Purch UOM EA EA EA EA | Quantity 20.00 40.00 20.00 40.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 1,800.00 3,600.00 1,500.00 3,000.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description |
| | rds ' | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Metco Nike W Metcon 4 Port Authority Jkt Port Authority W J Shipping (apparel) | n 4 - 3321 Vkt - L321) | Purch UOM EA EA EA EA EA | Quantity 20.00 40.00 20.00 40.00 60.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 .7500 | Amount 1,800.00 3,600.00 1,500.00 3,000.00 45.00 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Description |

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.

| cei | pt | | | | | | | | | | |
|--------------------------|--|---|---|--|-------|--|--|--|---|---|--------------------|
| Orde | Order Number | | 368712 | | 04229 | | | G/L Date | 01 | /28/2019 | |
| Supplier Batch Number | | 1785 | 24 | EASTBAY TEAM SALES | | | Receipt Date | | | /25/2019 | |
| | | 1074 | 733 | 1 | | | | Receipt Doc | ument | | |
| ecore | ls 1 - 6 | Lina | | | | Burch | | | | | Lat |
| | Is 1 - 6 Rec Opt | Line Number | Description | | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | ls 1 - 6 Rec Opt 1 | Line Number 1.000 | Description Nike Men's Me | etcon 4 | | Purch UOM EA | Quantity | Unit Cost 90.0000 | Amount 900.00 | Branch/Plant K180532 | Lot Description |
| | Is 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.000 | Description Nike Men's Me Nike W Metco | etcon 4 in 4 | | Purch UOM EA EA | Quantity 10.00 20.00 | Unit Cost 90.0000 90.0000 | Amount 900.00 1,800.00 | Branch/Plant K180532 K180532 | Lot Description |
| | Is 1 - 6 Rec Opt 1 1 1 | Line Number 1.000 2.000 3.000 | Description Nike Men's Me Nike W Metco Port Authority | etcon 4 in 4 y Jkt - J321 | | Purch UOM EA EA EA | Quantity 10.00 20.00 10.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 900.00 1,800.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Description |
| ecord | Rec Opt 1 1 1 1 1 | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Me Nike W Metco Port Authority Port Authority | etcon 4 n 4 y Jkt - J321 y W Jkt - L3 | 21. | Purch UOM EA EA EA EA | Quantity 10.00 20.00 10.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 900.00 1,800.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description |
| | Is 1 - 6 Rec Opt 1 1 1 1 1 1 | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Me Nike W Metco Port Authority Port Authority Shipping (app | etcon 4 in 4 7 Jkt - J321 7 W Jkt - L3; aarel) | 21 | Purch UOM EA EA EA EA EA EA | Quantity 10.00 20.00 10.00 20.00 30.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 .7500 | Amount 900.00 1,800.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Description |

Oracle / JDE EnterpriseOne

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

Enter Receipts by PO - Purchase Order Receipts

| $\langle \rangle$ | X | <mark>₩, E</mark> or | m <u>= R</u> | ow 원을 <u>1</u> 008 | - | | | | | | | |
|-------------------|--------------------------------------|---|---|---|--|----------|--|---|--|---|---|--|
| 30 | ceipt | 1 | | | | | | | | | | |
| | Order Number Su, ^N ier | | 368 | 712 | OP | OP 04229 | | | | 01 | 1/28/2019 | |
| SI | | | 178 | 524 | EASTBAY TEAM SALES | | | | Receipt Date | e 01 | 1/25/2019 | |
| B | atch I | Nu. or | 107 | 4733 | | | | | Receipt Doc | ument | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Rec | ords | 1 - 6 | | | | | | | | | | |
| Rec | ords | 1 - 6 Rec Opt | Line Number | Description | | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| Rec | ords | 1 - 6 Rec Opt | Line Number 1.000 | Description Nike Men's I | Metcon 4 | | Purch UOM EA | Quantity 10.00 | Unit Cost 90.0000 | Amount 900.00 | Branch/Plant K180532 | Lot Description |
| Rec | ords | 1 - 6 Rec Opt 1 | Line Number 1.000 2.00 | Description Nike Men's I | Metcon 4 :on 4 | | Purch UOM EA EA | Quantity 10.00 20.00 | Unit Cost 90.0000 90.0000 | Amount 900.00 1,800.00 | Branch/Plant K180532 K180532 | Lot Description 12819 12819 |
| Rec | ords | 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.00 3.00 | Description Nike Men's I Nike W Metco Port Authorit | Metcon 4 con 4 ty Jkt - J321 | | Purch UOM EA EA EA | Quantity 10.00 20.00 10.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 900.00 1,800.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Description 12819 12819 12819 |
| | ords | 1 - 6 Rec Opt 1 1 1 1 | Line Number 1.000 2.00 3.00 4.00 | Description Nike Men's I Nike W Metco Port Authorii | Metcon 4 :on 4 ty Jkt - J321 ty W Jkt - L321 | | Purch UOM EA EA EA EA EA | Quantity 10.00 20.00 10.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 900.00 1,800.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description 12819 12819 12819 12819 |
| | ords | 1 - 6 Rec Opt 1 1 1 1 1 1 | Line Number 1.000 2.00 3.00 4.00 | Description Nike Men's I Nike W Metco Port Authorii Port Authorii Shipping (ap | Metcon 4 con 4 ty Jkt - J321 ty W Jkt - L321 sparel) | | Purch UOM EA EA EA EA EA EA | Quantity 10.00 20.00 10.00 20.00 30.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 .7500 | Amount 900.00 1,800.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Description 12819 12819 12819 12819 12819 12819 |

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

Partial Receipt with Discount

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

|--|

| Order Number | 368712 OP * | Branch/Plant * |
|------------------|-------------|-----------------------|
| tem Number | * | |
| Account Number | ż | Display Supplier Item |
| Receipt Document | | |
| Previous Batch | | |

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

| Ent | er Re | eceipts b | y PO | - Work | (With | Purchase | Orders to Receiv | ve | | | | | | | |
|----------------------------------|--|---|----------|------------------|------------|----------------|--------------------|----------|------------------|--------------|--------------------------------|---------|--------------|-----------------------------|----------------|
| ~ | Q | X = | Row | Form | (3) I | ools | | | | | | | | | |
| Ord Iter Acc Rec Pre | er Nu n Num ount I ceipt E vious | mber nber Number Document Batch | | 368712 * * |) [| OP * | | | | Branc | n/Plant splay Supplier Item | * | | | |
| Re | cords | 1 - 6 | | | | | | | | | 1 | | | 1 | 1 |
| | X | 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 |
| ۲ | 1 | 368712 | OP | 04229 | 000 | 1.000 | | 178524 | 10.00 | EA | 900.00 | 212895 | | Nike Men's Metcon 4 | K180532.4470 |
| 0 | Ø | 368712 | OP | 04229 | 000 | 2.000 | | 178524 | 20.00 | EA | 1,800.00 | 212895 | | Nike W Metcon 4 | K180532.4470 |
| 0 | Ø | 368712 | OP | 04229 | 000 | 3.000 | | 178524 | 10.00 | EA | 750.00 | 212895 | | Port Authority Jkt - J321 | K180532.4470 |
| 0 | | 368712 | OP | 04229 | 000 | 4.000 | | 178524 | 20.00 | EA | 1,500.00 | 212895 | | Port Authority W Jkt - L321 | K180532.4470 |
| 0 | | 368712 | OP | 04229 | 000 | 5.000 | | 178524 | 30.00 | EA | 22.50 | 212895 | | Shipping (apparel) | K180532.4470 |
| 0 | | 368712 | OP | 04229 | 000 | 6.000 | | 178524 | 30.00 | EA | 52.50 | 212895 | | Shipping (shoes) | K180532.4470 |

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

The Navajo Nation

| Ente | er Re | eceipt | s by PO | Purchase Ord | er Receipts | | | | | | |
|------|--|------------|-----------------|----------------------|--------------------|--------------|----------|--------------|------------|--------------|--------------------|
| 1 | × | F Eo | rm 📃 <u>R</u> o | w 👸 <u>T</u> ools | | | | | | | |
| Re | ceipt | | | | | | | | | | |
| 0 | Order Number 368712 Supplier 178524 | | '12 OF | 04229 | | | G/L Date | 01 | 01/28/2019 | | |
| S | | | 1785 | 24 EAST | EASTBAY TEAM SALES | | | Receipt Date | . 01 | /28/2019 × 🔯 | |
| В | atch | Numbe | 1074 | 734 | | | | Receipt Doc | ument | | f |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Rec | ords | 1 - 6 | | | | | | | | | |
| | R | Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | | | 1.000 | Nike Men's Metcon | 4 | EA | 10.00 | 90.0000 | 900.00 | K180532 | |
| | | | 2.000 | Nike W Metcon 4 | | EA | 20.00 | 90.0000 | 1,800.00 | K180532 | |
| | | | 3.000 | Port Authority Jkt - | J321 | EA | 10.00 | 75.0000 | 750.00 | K180532 | |
| | | | 4.000 | Port Authority W Jk | t - L321 | EA | 20.00 | 75.0000 | 1,500.00 | K180532 | |
| | | | 5.000 | Shipping (apparel) | | EA | 30.00 | .7500 | 22.50 | K180532 | |
| | | | 6.000 | Shipping (shoes) | | EA | 30.00 | 1,7500 | 52,50 | K180532 | |

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

| Records 1 - 100 | к < | | |
|-----------------|-----|---|--|
| | | Σ | |

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

The Navajo Nation

| Ente | er Re | eceipt | s by PO | Purchase Ord | er Receipts | | | | | | |
|--------------|----------|------------|----------------|--|--------------------|--------------|-------------|-------------|----------|--------------|--------------------|
| 1 | × | | m 🗮 <u>R</u> o | w 🚯 <u>T</u> ools | | | | | | | |
| Re | ceipt | | | | | | | | | | |
| Order Number | | 3687 | '12 OF | 04229 | | | G/L Date | 01 | /28/2019 | | |
| S | Supplier | | 1785 | 24 EAST | EASTBAY TEAM SALES | | Receipt Dat | | | /28/2019 | |
| В | atch I | Number | 1074 | 734 | | | | Receipt Doc | ument | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Rec | ords | 1 - 6 | | | | | | | | | |
| | Ø | Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | | | 1.000 | Nike Men's Metcon | 4 | EA | 10.00 | 90.0000 | 900.00 | K180532 | |
| | | | 2.000 | Nike W Metcon 4 | | EA | 20.00 | 90.0000 | 1,800.00 | K180532 | |
| | | | 3.000 | Port Authority Jkt - | 3321 | EA | 10.00 | 75.0000 | 750.00 | K180532 | |
| | | | 4.000 | Port Authority W Jk | t - L321 | EA | 20.00 | 75.0000 | 1,500.00 | K180532 | |
| | | | | 1. | | | | | | | |
| | | | 5.000 | Shipping (apparel) | | EA | 30.00 | .7500 | 22.50 | 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

| lec | eipt | | | | | | | | | | | |
|------------------------------------|--------|-------------------------------|---|--|---|---|--|--|--|---|---|---------------------------------------|
| Order Number 3687 Supplier 1785 | | 368 | 712 | OP | 04229 | | | G/L Date | 01 | /28/2019 | | |
| | | 524 | EASTBAY TEAM SAL | | | | Receipt Date | 01 | /28/2019 | | | |
| Ba | atch I | Number | 107 | 4734 | | | | | Receipt Doci | ument | | |
| ec | ords | 1 - 6 | | | | | | | | | | |
| ec | ords | 1 - 6 Rec Opt | Line Number | Description | | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Descriptio |
| ec | ords | 1 - 6 Rec Opt 1 | Line Number 1.000 | Description Nike Men's M | letcon 4 | | Purch UOM EA | Quantity 5.00 | Unit Cost 80.0000 | Amount 400.00 | Branch/Plant K180532 | Lot Descriptio 282019 |
| ec | ords | 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.000 | Description Nike Men's M Nike W Metc | letcon 4 :on 4 | | Purch UOM EA EA | Quantity 5.00 10.00 | Unit Cost 80.0000 80.0000 | Amount 400.00 800.00 | Branch/Plant K180532 K180532 | Lot Descriptio 282019 282019 |
| | ords | 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.000 3.000 | Description Nike Men's M Nike W Metc Port Authorit | letcon 4 :on 4 y Jkt - J321 | | Purch UOM EA EA EA | Quantity 5.00 10.00 10.00 | Unit Cost 80.0000 80.0000 75.0000 | Amount 400.00 800.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Descriptio 282019 282019 |
| | ords | 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's M Nike W Metc Port Authorit | letcon 4 :on 4 y Jkt - J321 y W Jkt - L32: | 1 | Purch UOM EA EA EA EA | Quantity 5.00 10.00 10.00 20.00 | Unit Cost 80.0000 80.0000 75.0000 75.0000 | Amount 400.00 800.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Descriptio 282019 282019 |
| | ords | 1 - 6 Rec Opt 1 | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's M Nike W Metco Port Authorit Port Authorit Shipping (app | letcon 4 :on 4 y Jkt - J321 y W Jkt - L32: parel) | 1 | Purch UOM EA EA EA EA EA | Quantity 5.00 10.00 10.00 20.00 30.00 | Unit Cost 80.0000 80.0000 75.0000 75.0000 .7500 | Amount 400.00 800.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Descriptio 282019 282019 |

| Function | Processes |
|-------------------|--|
| Enter Partial | 6. Click in the Rec Opt field, enter a '1' for the selected line numbers. |
| Receipt – | |
| Quantity/Discount | 7. Click in the Quantity field, change the amount from 10 to 5. |
| | 8. Click in the Unit Cost field, change the amount from 90.00 to 80.00. |
| | Note: Repeat process for line number 2, reduce quantity by half and reduce unit cost by 10.00. |

Enter Receipts by PO - Purchase Order Receipts

| ceip | ot | | | | | | | | |
|---|---------------------------------|---|---|----------------------------------|---|--|---|---|--------------------------------------|
| 0. | r Number | 3687 | 12 OP (| 04229 | | G/L Date | 01 | /28/2019 | |
| Supp | lie | 1785 | 24 EASTBAY TEAN | I SALES | | Receipt Date | 01 | /28/2019 | |
| Batcl | n Number | | 734 | | | Receipt Doc | ument | | |
| ecord | s 1 - 6 | | | | | | | | |
| ecord | s 1 - 6 Rec Opt | Line Number | Description | Pi | rch Quantity | Unit Cost | Amount | Branch/Plant | Lot Descripti |
| ecord | s 1 - 6 Rec Opt 1 | Line Number 1.000 | Description Nike Men's Metcon 4 | Pi U EA | M Quantity 5.00 | Unit Cost 80.0000 | Amount 400.00 | Branch/Plant K180532 | Lot Descripti 282019 |
| ecord] | s 1 - 6 Rec Opt 1 | Line Number 1.000 2.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 | Pi U EA EA | Ch M Quantity 5.00 10.00 | Unit Cost 80.0000 80.0000 | Amount 400.00 800.00 | Branch/Plant K180532 K180532 | Lot Descripti 282019 282019 |
| 2000 2000 | s 1 - 6 Rec Opt 1 1 | Line Number 1.000 2.000 3.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 | Pi U EA EA | rch M Quantity 5.00 10.00 10.00 | Unit Cost 80.0000 80.0000 75.0000 | Amount 400.00 800.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Descripti 282019 282019 |
| cord | s 1 - 6 Rec Opt 1 | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 | Pi Ui EA EA EA | rch Quantity 5.00 10.00 20.00 | Unit Cost 80.0000 80.0000 75.0000 75.0000 | Amount 400.00 800.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Descript 282019 282019 |
| ecord] | s 1 - 6 Rec Opt 1 | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 Shipping (apparel) | Pr UU EA EA EA EA | rch Quantity 5.00 10.00 20.00 30.00 | Unit Cost 80.0000 80.0000 75.0000 75.0000 .7500 | Amount 400.00 800.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Descript 282019 282019 |

| Function | Processes |
|---------------|--|
| Enter Partial | 9. Click in the Lot Description field, enter the invoice number. |
| Receipt - | |
| Quantity | 10. Click the OK button |
| | |
| | 11. Follow steps 15 through 18 on page 133. |

Partial Receipt and Close the Purchase Order

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

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

The Navajo Nation Enter Receipts by PO - Work With Purchase Orders to Receive

| Order Number | 368712 | OP * | Branch/Plant * | |
|------------------|--------|------|-----------------------|--|
| em Number | * | | | |
| ccount Number | * | | Display Supplier Item | |
| Receipt Document | | | | |

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

Enter Receipts by PO - Work With Purchase Orders to Receive

| \sim | ' Q | \rightarrow | < ⊒,∎ | Row | ₹ <u>F</u> orm | (i) Io | ols | | | | | | | | | |
|--------|---------|---------------|-----------------|----------|----------------|------------|----------------|--------------------|----------|------------------|--------------|---------------------|---------|--------------|-----------------------------|----------------|
| T | Order I | Jumi | ber | | 368712 | C | P * | | | | Branch | n/Plant | × | 1 | | |
| | Item N | umbe | er | | * | | | | | | | | | | | |
| | Accour | nt Nu | mber | | * | | | | | | Dis | splay Supplier Item | | | | |
| | Receip | eipt Document | | | | | | | | | | | | | | |
| | Previou | is Ba | atch | | | | | | | | | | | | | |
| | Decor | le 1 | 6 | | | | | | | | | | | | | |
| | Record | | - 0 | | | | | | | | | | | | | |
| | 8 | | Order Jumber | 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 |
| | • | 8 | 368712 | OP | 04229 | 000 | 1.000 | | 178524 | 5.00 | EA | 450.00 | 212895 | | Nike Men's Metcon 4 | K180532.4470 |
| | 00 | 8 | 368712 | OP | 04229 | 000 | 2.000 | | 178524 | 10.00 | EA | 900.00 | 212895 | | Nike W Metcon 4 | K180532.4470 |
| | 00 | 8 | 368712 | OP | 04229 | 000 | 3.000 | | 178524 | 10.00 | EA | 750.00 | 212895 | | Port Authority Jkt - J321 | K180532.4470 |
| | 0 | | 368712 | OP | 04229 | 000 | 4.000 | | 178524 | 20.00 | EA | 1,500.00 | 212895 | | Port Authority W Jkt - L321 | K180532.4470 |
| | 0 | | 368712 | OP | 04229 | 000 | 5.000 | | 178524 | 30.00 | EA | 22.50 | 212895 | | Shipping (apparel) | K180532.4470 |
| | 0 | | 368712 | OP | 04229 | 000 | 6.000 | | 178524 | 30.00 | EA | 52.50 | 212895 | | Shipping (shoes) | K180532.4470 |

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

The Navajo Nation Enter Receipts by PO - Purchase Order Receipts

| RCI | cipi | | | | | | and a strength | | | |
|------------------------------------|-----------|---------------------|---|---|--|--|--|---|---|--------------------|
| 0 | rder I | lumber | 3687 | 12 OP 04229 | | | G/L Date | 01 | /28/2019 | |
| Supplier 1785 Batch Number 1074 | | 1785 | 24 EASTBAY TEAM SAL | ES | | Receipt Date | 01 | /24/2019 | | |
| | | 1074 | 735 | | | Receipt Doc | ument | | | |
| Rec | ords | 1 - 6 | | | | | | | | |
| Rec | ords | 1 - 6 Rec Opt | Line Number | Description | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | ords | 1 - 6 Rec Opt | Line Number 1.000 | Description Nike Men's Metcon 4 | Purch UOM EA | Quantity 5.00 | Unit Cost 90.0000 | Amount 450.00 | Branch/Plant K180532 | Lot Description |
| | ords | 1 - 6 Rec Opt | Line Number 1.000 2.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 | Purch UOM EA EA | Quantity 5.00 10.00 | Unit Cost 90.0000 90.0000 | Amount 450.00 900.00 | Branch/Plant K180532 K180532 | Lot Description |
| | ords | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 | Purch UOM EA EA | Quantity 5.00 10.00 10.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 450.00 900.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Description |
| | ords Ø | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 | Purch UOM EA EA EA | Quantity 5.00 10.00 10.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 450.00 900.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description |
| | ords Ø | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 Shipping (apparel) | Purch UOM EA EA EA EA EA | Quantity 5.00 10.00 10.00 20.00 30.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 .7500 | Amount 450.00 900.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Description |

| Function | Processes |
|-----------------|---|
| Enter Partial | Click in the Receipt Date field, enter the <u>physical date</u> you received |
| Receipt - Close | 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).

| Records 1 - 100 | K < | | |
|-----------------|-----|---|--|
| | | Σ | |

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

The Navajo Nation Enter Receipts by PO - Purchase Order Receipts

| Order Numb Supplier Batch Numb | er 368 178 | 712 | OP | 04229 | | | | | | |
|--------------------------------------|---------------------------------------|---|--|--------------------|----------------------------------|---------------------------------|---|---|--|-----------------------|
| Supplier Batch Numb | 178 | r.a.4 | | 04229 | | G/L Date | | 01 | /28/2019 | |
| Batch Numb | | 178524 | | EASTBAY TEAM SALES | | | Receipt Date | 9 01 | /24/2019 | |
| Sensori Itullilla | er 107 | 4735 | | | | | ument | | | |
| Rec Rec | Number | Descriptio | n | | Furch | Quantity | Unit Cost | Amount | Denneh /Dinek | LOI |
| - Copt | Taumber | | | | UOM | country | Onit Oost | Amount | branch/Plant | Description |
| - Copt | 1.000 | Nike Men' | s Metcon 4 | | EA | 3.00 | 90.0000 | 450.00 | K180532 | Description 012019 |
| 7 | 1.000 | Nike Men' Nike W Me | s Metcon 4 etcon 4 | | EA EA | 3.00 10.00 | 90.0000 90.0000 | 450.00 900.00 | K180532 K180532 | Description 012019 |
| 7 7 | 1.000 2.00 3.00 | Nike Men' Nike W Me Port Autho | s Metcon 4 etcon 4 ority Jkt - J321 | | EA EA EA | 3.00 10.00 10.00 | 90.0000 90.0000 75.0000 | 450.00 900.00 750.00 | K180532 K180532 K180532 | Description 012019 |
| 7 7 | 1.000 2.00 3.00 4.00 | Nike Men' Nike W Me Port Autho Port Autho | s Metcon 4 etcon 4 prity Jkt - J321 prity W Jkt - L32 | 21 | EA EA EA EA | 3.00 10.00 10.00 20.00 | 90.0000 90.0000 75.0000 75.0000 | 450.00 900.00 750.00 1,500.00 | K180532 K180532 K180532 K180532 | Description 012019 |
| 7 7 7 7 | 1.000 2.00 3.00 4.00 5.00 | Nike Men Nike W Me Port Autho Port Autho Shipping (| s Metcon 4 etcon 4 prity Jkt - J321 prity W Jkt - L3; apparel) | 21 | EA EA EA EA EA EA | 3.00 10.00 20.00 30.00 | 90.0000 90.0000 75.0000 75.0000 .7500 | 450.00 900.00 750.00 1,500.00 22.50 | K180532 K180532 K180532 K180532 K180532 K180532 | 012019 |

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

Enter Receipts by PO - Purchase Order Receipts

| c | ler l | Number | 3687 | 12 OP 04229 | 9 | | G/L Date | 01 | 1/28/2019 | |
|----------------------------------|-------|--------------------------|---|---|--|--|--|---|---|-----------------------------|
| Supp Batch Numb e. | | 1785 | 24 EASTBAY TEAM SAL | LES | | Receipt Date Receipt Document | | 1/24/2019 | | |
| | | 1074 | 735 | | | | | | | |
| c | ords | 1 - 6 | | | | | | | | - |
| c | ords | 1 - 6 Rec Ont | Line | Description | Purch | Quantity | Unit Cost | Amount | Branch/Plant | Lot |
| C | ords | 1 - 6 Rec Opt | Line Number 1.000 | Description Nike Men's Metcon 4 | Purch UOM EA | Quantity 3.00 | Unit Cost 90.0000 | Amount 450.00 | Branch/Plant K180532 | Lot Descriptio |
| C | ords | 1 - 6 Rec Opt | Line Number 1.000 2.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 | Purch UOM EA EA | Quantity 3.00 10.00 | Unit Cost 90.0000 90.0000 | Amount 450.00 900.00 | Branch/Plant K180532 K180532 | Lot Descriptio 012019 |
| C | ords | 1 - 6 Rec Opt 7 | Line Number 1.000 2.000 3.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 | Purch UOM EA EA | Quantity 3.00 10.00 10.00 | Unit Cost 90.0000 90.0000 75.0000 | Amount 450.00 900.00 750.00 | Branch/Plant K180532 K180532 K180532 | Lot Descriptio |
| c | ords | 1 - 6 Rec Opt | Line Number 1.000 2.000 3.000 4.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 | Purch EA EA EA EA | Quantity 3.00 10.00 10.00 20.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 | Amount 450.00 900.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Descriptio 012019 |
| | ords | 1 - 6 Rec Opt 7 | Line Number 1.000 2.000 3.000 4.000 5.000 | Description Nike Men's Metcon 4 Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 Shipping (apparel) | Purch UOM EA EA EA EA EA | Quantity 3.00 10.00 10.00 20.00 30.00 | Unit Cost 90.0000 90.0000 75.0000 75.0000 .7500 | Amount 450.00 900.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 K180532 | Lot Descriptio 012019 |
| Function | Processes |
|-----------------|--|
| Enter Partial | 8. Click in the Lot Description field, enter the invoice number. |
| Receipt - Close | |
| | 9. Click the OK button. |
| | |
| | 10. Follow steps 15 through 18 on page 133. |

Cancel Receipt Line or Purchase Order

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

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

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

| Enter Receipts by | PO - Work With Purchase Orders to Receive | |
|-------------------|---|-----------------------|
| | v H Form Dools | |
| Order Number | 363712 OP * | Branch/Plant * |
| Item Number | * | |
| Account Number | * | Display Supplier Item |
| Receipt Document | | |
| Previous Batch | | |

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

Enter Receipts by PO - Work With Purchase Orders to Receive

| Order I | rder Number 369742 OP 1 | | | | | | | | Branch | /Plant | 2 | 13 | | | |
|---|-------------------------|---|----------------------------------|---|--|--|--------------------|--|---|--------------------------------------|---|---|--------------|--|--|
| Juerr | 366712 OP - | | | | | | branch/hant * | | | | | | | | |
| tem Number * | | | | | | | | | | | | | | | |
| Account | * | | | | | | | Display Supplier Item | | | | | | | |
| Receip | ot De | ocument | | | | | | | | | | | | | |
| Previou | us E | Batch | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Record | ds 1 | E | | | | | | | | | | | | | |
| | | 1-5 | | | | | | | | | | | | | |
| | | 1 - 5 | | | [| | [| | | | | | | | |
| 8 | 2 | 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 |
| | R R | Order Number 368712 | Or Ty 2 OP | Order Co 04229 | Ord Suf 000 | Line Number 2.000 | 2nd Item Number | Supplier 178524 | Quantity Open 10.00 | Trans UOM EA | Amount Open 900.00 | Ship To 212895 | Base Curr | Description Nike W Metcon 4 | Account Number K180532.4470 |
| 8 4 4 5 6 | 2 2 2 2 2 | Order Number 368712 368712 | Or Ty 2 OP | Order Co 04229 04229 | Ord Suf 000 | Line Number 2.000 3.000 | 2nd Item Number | Supplier 178524 178524 | Quantity Open 10.00 10.00 | Trans UOM EA EA | Amount Open 900.00 750.00 | Ship To 212895 212895 | Base Curr | Description Nike W Metcon 4 Port Authority Jkt - J321 | Account Number K180532.4470 K180532.4470 |
| | 8 8 9 | Order Number 368712 368712 | Or Ty 2 OP 2 OP | Order Co 04229 04229 04229 | Ord Suf 000 000 000 | Line Number 2.000 3.000 4.000 | 2nd Item Number | Supplier 178524 178524 178524 | Quantity Open 10.00 10.00 20.00 | Trans UOM EA EA EA | Amount Open 900.00 750.00 1,500.00 | Ship To 212895 212895 212895 | Base Curr | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 | Account Number K180532.4470 K180532.4470 K180532.4470 |
| | 2 2 2 | Order Number 368712 368712 368712 368712 | Or Ty OP OP OP OP | Order Co 04229 04229 04229 04229 | Ord Suf 000 000 000 000 | Line Number 2.000 3.000 4.000 5.000 | 2nd Item Number | Supplier 178524 178524 178524 178524 178524 | Quantity Open 10.00 10.00 20.00 30.00 | Trans UOM EA EA EA EA | Amount Open 900.00 750.00 1,500.00 222.50 | Ship To 212895 212895 212895 212895 212895 | Base Curr | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L321 Shipping (apparel) | Account Number K180532.4470 K180532.4470 K180532.4470 K180532.4470 |

Oracle / JDE EnterpriseOne

Revised 02/27/2025

| Proprietary | & | Confidential |
|-------------|---|--------------|
|-------------|---|--------------|

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

Enter Receipts by PO - Purchase Order Receipts

| Rei | eipt | | | | | | | | | | |
|--------------------------|--------|---------------------|--|---|----|--|--|---|---|--|--------------------|
| Order Number Supplier | | 3687 | '12 OP | 04229 | | G/L Date | | 01 | 01/29/2019 | | |
| | | 1785 | 24 EASTBAY | EASTBAY TEAM SALES | | | /23/2019 × 🔯 | /2019 × 10 | | | |
| в | atch N | Number | 1074 | 737 | | | | Receipt Doc | ument | | |
| Rec | ords | 1 - 5 | | | | | | | | | |
| | ords | 1 - 5 Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | ords | 1 - 5 Rec Opt | Line Number 2.000 | Description Nike W Metcon 4 | | Purch UOM EA | Quantity 10.00 | Unit Cost 90.0000 | Amount 900.00 | Branch/Plant K180532 | Lot Description |
| | ords | 1 - 5 Rec Opt | Line Number 2.000 3.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 | | Purch UOM EA EA | Quantity 10.00 10.00 | Unit Cost 90.0000 75.0000 | Amount 900.00 750.00 | Branch/Plant K180532 K180532 | Lot Description |
| | ords | 1 - 5 Rec Opt | Line Number 2.000 3.000 4.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L3: | 21 | Purch UOM EA EA EA | Quantity 10.00 10.00 20.00 | Unit Cost 90.0000 75.0000 75.0000 | Amount 900.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 | Lot Description |
| | ords | 1 - 5 Rec Opt | Line Number 2.000 3.000 4.000 5.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L33 Shipping (apparel) | 21 | Purch UOM EA EA EA EA EA | Quantity 10.00 10.00 20.00 30.00 | Unit Cost 90.0000 75.0000 75.0000 .7500 | Amount 900.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description |

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

| Records 1 - 100 | К < | | |
|-----------------|-----|---|--|
| | | Σ | |

| Function | Processes and Results |
|-----------------|--|
| Enter Receipt – | Click the Go To End button, to view all your purchase order lines (if |
| Cancel | applicable). |

The Navajo Nation

| Ent | er R | eceipt | s by PO · | Purchase Order F | Receipts | | | | | | |
|-----|--|---------------------|--|--|--------------------|--------------------------------------|--|---|---|--|--------------------|
| / | × | For | m <u>= R</u> o | w 👸 Tools | | | | | | | |
| Re | ceipt | | | | | | | | | | |
| C | Order Number Supplier Batch Number | | 3687 | 12 OP | 04229 | | G/L Date | | | /29/2019 | |
| 5 | | | 1785 | 24 EASTBAY | EASTBAY TEAM SALES | | | Receipt Date | 01 | /23/2019 | |
| E | | | 1074 | 737 | | | | Receipt Doc | ument | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Re | | | | | | | | | | | |
| | cords | 1 - 5 | | | | | | | | | |
| | cords | 1 - 5 Rec Opt | Line Number | Description | | Purch UOM | Quantity | Unit Cost | Amount | Branch/Plant | Lot Description |
| | cords | 1 - 5 Rec Opt | Line Number 2.000 | Description Nike W Metcon 4 | | Purch UOM EA | Quantity 10.00 | Unit Cost 90.0000 | Amount 900.00 | Branch/Plant K180532 | Lot Description |
| | cords Ø | 1-5 Rec Opt | Line Number 2.000 3.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 | | Purch UOM EA EA | Quantity 10.00 10.00 | Unit Cost 90.0000 75.0000 | Amount 900.00 750.00 | Branch/Plant K180532 K180532 | Lot Description |
| | Cords R | 1-5 Rec Opt | Line Number 2.000 3.000 4.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L3 | 321 | Purch UOM EA EA | Quantity 10.00 10.00 20.00 | Unit Cost 90.0000 75.0000 75.0000 | Amount 900.00 750.00 1,500.00 | Branch/Plant K180532 K180532 K180532 | Lot Description |
| | e cords | 1 - 5 Rec Opt | Line Number 2.000 3.000 4.000 5.000 | Description Nike W Metcon 4 Port Authority Jkt - J321 Port Authority W Jkt - L3 Shipping (apparel) | 321 | Purch UOM EA EA EA EA | Quantity 10.00 10.00 20.00 30.00 | Unit Cost 90.0000 75.0000 75.0000 .7500 | Amount 900.00 750.00 1,500.00 22.50 | Branch/Plant K180532 K180532 K180532 K180532 | Lot Description |

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

× F Eorm ☴ Row ⓓ Tools eipt rder Number G/L Date 01/29/2019 368712 OP 04229 pplier 178524 EASTBAY TEAM SALES Receipt Date 01/23/2019 Receipt Document tch Number 1074737 Re ords 1 - 5 Rec Opt Line Number Purch Lot Description R Quantity Unit Cost Description Amount Branch/Plant UOM 9 2.000 Nike W Metcon 4 EA 10.00 90.0000 900.00 K180532 9 0 3.000 Port Authority Jkt - J321 EA 10.00 75.0000 750.00 K180532 4.000 Port Authority W Jkt - L321 EA 20.00 75.0000 1,500.00 K180532 5.000 Shipping (apparel) 30.00 EA .7500 22.50 K180532 6.000 Shipping (shoes) EA 30.00 1.7500 52.50 K180532

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

Enter Receipts by PO - Purchase Order Receipts

Enter Receipts by PO - Work With Purchase Orders to Receive

| rder | Nur | nber | | 368712 | | OP * | | | | Branc | h/Plant | * | | |
|-------|------|-----------------|----------|-------------|------------|----------------|--------------------|----------|------------------|--------------|---------------------|---------|--------------|----------------------------|
| am N | lum | ber | | * | | | | | | | | | | |
| cou | nt N | lumber | | × | | | | | | Di | splay Supplier Item | | | |
| ecei | pt D | ocument | | | | | | | | | | | | |
| revio | us I | Batch | | 1074737 | | | | | | | | | | |
| eco | ds | 1 - 5 | _ | | | | | | r | | | | | 1 |
| 3 | × | 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 |
| | ß | 368712 | OP | 04229 | 000 | 2.000 | | 178524 | 10.00 | EA | 900.00 | 212895 | | Nike W Metcon 4 |
| | 1 | 368712 | OP | 04229 | 000 | 3.000 | | 178524 | 10.00 | EA | 750.00 | 212895 | | Port Authority Jkt - J321 |
|) | | 368712 | OP | 04229 | 000 | 4.000 | | 178524 | 20.00 | EA | 1,500.00 | 212895 | | Port Authority W Jkt - L32 |
| | | 368712 | OP | 04229 | 000 | 5.000 | | 178524 | 30.00 | EA | 22.50 | 212895 | | Shipping (apparel) |
|) | | | | | | | | | | | | | | |

| Function | Processes |
|-----------------|--|
| Enter Receipt – | 8. At the Work With Purchase Orders to Receive form, click the Close |
| Cancel | button. |

Printer Selection

| rinter Selection P | Print Property Document Setur | p Advanced |
|--------------------|-------------------------------|---------------------------|
| 12 A | Printer Name | \\NNOOCPRNT\OOC-Dell5310n |
| | Printer Location | ACCTS PAYABLE |
| | Printer Model | LASER PRINTER |
| 1 | Number of Copies | 1 x Range: 1 - 9999 |

| Function | Processes |
|---------------------------|--|
| Enter Receipt – Cancel | 9. At the Printer Selection form, click the OK 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 PAY | ABLE – 6B PROCESSIN | G |
|--|---|---|---|
| CC | VER SHEET FOR RECEIVIN | NG AND 3-WAY VOUC | HER MATCH |
| DATE: | | | |
| то: | AP CHECK WRITER/6B PERSONN ACCOUNTS PAYABLE SECTION/C apdocuments@nnooc.org (928) 810-8539 | IEL | |
| FROM: | DEPT NAME & NUMBER ER | mployee Name Phone # | Email Address |
| | 6B Receiving | 6B Voucher: | |
| | | | |
| REQUIRE MATCH: | D INFORMATION ON THE INVOICE W | HEN SUBMITTING FOR 68 RECEVI | NG AND 3-WAY VOUCHER |
| REQUIRE MATCH: 68 Recei | D INFORMATION ON THE INVOICE W | HEN SUBMITTING FOR 6B RECEVI 6B 3-way Voucher Matchin | NG AND 3-WAY VOUCHER |
| REQUIRE MATCH: <u>6B Recei</u> a. Pu | D INFORMATION ON THE INVOICE W <u>ving</u> rchase Order (OP) number vis/(didex Back succes (ABE) | HEN SUBMITTING FOR 68 RECEVI 68 3-way Voucher Matchin a. Batch Number | NG AND 3-WAY VOUCHER |
| REQUIRE MATCH: <u>6B Recei</u> a. Pu b. Su c. Co | D INFORMATION ON THE INVOICE W ving rchase Order (OP) number pplier/Address Book number (AB#) mpany Number (CO#) | HEN SUBMITTING FOR 68 RECEVI <u>68 3-way Voucher Matchin</u> a. Batch Number b. Document Number c. Name and Date | NG AND 3-WAY VOUCHER |
| REQUIRE MATCH: <u>68 Recei</u> a. Pu b. Su c. Co IMPORT | D INFORMATION ON THE INVOICE W <u>ving</u> rchase Order (OP) number pplier/Address Book number (AB#) mpany Number (CO#) ANT TO PLEASE CHECK THE FOLLOWIN | HEN SUBMITTING FOR 68 RECEVI <u>68 3-way Voucher Matchin</u> a. Batch Number b. Document Number c. Name and Date NG PRIOR TO SUBMISSION: | NG AND 3-WAY VOUCHER |
| REQUIRE MATCH: <u>6B Recei</u> a. Pu b. Su c. Co IMPORT 1. Rece vouc | D INFORMATION ON THE INVOICE W ving rchase Order (OP) number pplier/Address Book number (AB#) mpany Number (CO#) ANT TO PLEASE CHECK THE FOLLOWII ving Quantity, Invoice Qty & Amount her matching process | HEN SUBMITTING FOR 6B RECEVI <u>6B 3-way Voucher Matchin</u> a. Batch Number b. Document Number c. Name and Date NG PRIOR TO SUBMISSION: s, and PO Qty & Amounts must all | NG AND 3-WAY VOUCHER 15 I EQUAL for the 3-way |
| REQUIRE MATCH: 6B Recei a. Pu b. Su c. Co IMPORT. 1. Rece vouc 2. The r | D INFORMATION ON THE INVOICE W ving rchase Order (OP) number pplier/Address Book number (AB#) mpany Number (CO#) ANT TO PLEASE CHECK THE FOLLOWII iving Quantity, Invoice Qty & Amount her matching process emit to address on the invoice MUST ber (AB#) in FMIS. | HEN SUBMITTING FOR 68 RECEVI <u>68 3-way Voucher Matchin</u> a. Batch Number b. Document Number c. Name and Date NG PRIOR TO SUBMISSION: s, and PO Qty & Amounts must all match the address listed for the substance of the subst | NG AND 3-WAY VOUCHEF |

| C C https://www.nnooc.org/accounts-payable/# | | | | | | | | |
|--|------|--------------------|------------|-----------------|-----------|------------|------------|--|
| 🕒 Pulse Connect Secu 🗅 JDE PD9.20 🥠 Dialpad Meetings 🖾 New tab | | | 1 NN | IOOController | | | | |
| Ô | Home | OOC Policy Manuals | ARPA | FMIS Training | RFPs | Forms | Trave into | mation Departments - Accounts Payable |
| | | | | | | | | Credit Services |
| Accounts Pavable | | | | | | | | Office Supply Center |
| Accounter ayable | | | | | | | | PCard |
| | | PLEASE SEND ALL | SCANNED DO | CUMENTS TO APDO | CUMENTS@N | INOOC.ORG. | | Payroll |
| | | | | | | | | Property Management |
| ۶. | | | | | | | | Purchasing |

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.

| Via | Distribution/Logistics \rightarrow Procurement \rightarrow Daily Processing \rightarrow Receipt Matching & |
|-------|--|
| Menus | Posting \rightarrow Open Receipts by Supplier |

| EnterpriseOne Menus > FMIS Master Directory > | Distribution / Logistics | > Procurement | > Daily Processing | > | Receipts Matching & Posting |
|---|--------------------------|---------------|--------------------|---|-----------------------------|
| | | | | | Open Receipts by Supplier |

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

Find the Receipt to Reverse

Open Receipts by Supplier - Work With Purchase Receipts

| | = Row | 3 Tools | | | |
|--------------|--------|---------|--------------|------------|--------------|
| Doc. Number | * | * * | Branch/Plant | * | Vouchered |
| Order Number | 368759 | OP * | Line Number | * | Closed Lines |
| Supplier | * | | G/L Date | 01/17/2019 | |
| Item Number | * | | Display Supp | olier Item | |
| Account | * | | Batch | | |

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

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

| Doc. Nun Order Nu | mber | * * * 368759 0 | P | * | | | | Branch/Pl Line Num | ant * | Vouchered Closed Lines | | |
|----------------------|------------------------------|--------------------------------------|----------------------|-------------------------------|-----------------------------|----------------------------------|--|---|--------------------|--|--|--------------------------------------|
| Supplier | | * | | | | | | G/L Date | 01/17/2019 | | | |
| Item Nun | nber | * | | | | | | Displa | y Supplier Item | | | |
| Account | [| * | | | | | | Batch | | | | |
| | | | | | | | | | | | | |
| Records | 1-3 | 1 | | | | | - | | | | _ | - |
| Records | 1 - 3 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 |
| Records | 1-3 Doc Ty OV | Order Numbers 368759 | Or Ty OP | Order Co 04084 | Doc Co 04084 | Line Number 1.000 | Amount Received 3,000.00 | Amount Not Vouchered 3,000.00 | 2nd Item Number | Account Number K147010.4420 | Supplier Number 357695 | Document Number 49795 |
| Records | 1-3 Doc Ty OV OV | Order Numbers 368759 368759 | Or Ty OP OP | Order Co 04084 04084 | Doc Co 04084 04084 | Line Number 1.000 2.000 | Amount Received 3,000.00 3,000.00 | Amount Not Vouchered 3,000.00 3,000.00 | 2nd Item Number | Account Number K147010.4420 K147010.4420 | Supplier Number 357695 357695 | Document Number 49795 49795 |

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 <u>NOT</u> paid.
- If the **Doc Ty** equals '**OV**'.

| 10 | 2) | < | Eow @ | <u>T</u> ools | | | | | | | | _ | |
|------------------------------|---------------------------------|------------------|-----------------------|---------------|-------|-----|------|--------|--|--|------------------------|----------|---------|
| Doc. Orde Supp Item | Numb er Num plier Numb | ber ber er | * 378270 * * | * OP | 2 | | | | Branci Line N G/L D: Dia Batch | /Plant * umber * tte 01/17/2019 splay Supplier Item | Vouchered Closed Lines | | |
| Rec | ords 1 Rev | - 1 Doc | Order | Or | Order | Doc | Line | Amount | Amount Not Vouchered | 2nd Item Number | Account Number | Supplier | Documer |
| | | . 9 | | 19 | 00 | 00 | | | not touchered | 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):
 - o Receipt is *NOT* processed.
 - Navigate to Enter Receipts by PO to verify.
 - Manual posting might be pending.
 - 0

Receipt Reversal

| Records 1 - 100 | × × | | |
|-----------------|-----|---|--|
| | | Σ | |

| Function | Processes |
|----------------|---|
| Change / | 4. Click in the Receipt Date field, current date defaults, retain current |
| Reverse to | date. |
| existing | |
| Purchase Order | |
| Receipts (OP). | |

Open Receipts by Supplier - Work With Purchase Receipts

| v a x | | (j) Tools | | | | | |
|--------------------------|-----|----------------------|----------------|--------------------|-------------------------|------------------|----------------|
| Doc. Number | 57 | Favorites | | | Branch/PI | ant * | Vouchered |
| Order Number Supplier | 368 | Row | | | Line Num G/L Date | ber * 01/17/2019 | Closed Lines |
| Item Number | * | Account Distribution | | | Displa | ay Supplier Item | |
| Account | * | Attachments | | | Batch | | |
| Records 1 - | | Detail Information | | | | | |
| | | P.O. Detail Browse | | | | | |
| Rev Ty | | Journal Entries | Line Number | Amount Received | Amount Not Vouchered | Number | Account Number |
| Vo 🗸 | | | 1.000 | 3,000.00 | 3,000.00 | | K147010.4420 |
| ✓ ov | | | 2.000 | 3,000.00 | 3,000.00 | | K147010.4420 |
| | | Receipt Routing | | 6,000.00 | 6,000.00 | TOTAL | |
| < | | Change Landed Cost | | | | | |
| 2 | - | Reversal | Reverse R | Receipt | | | |
| | | | Cancel Re | eversal | | | |

| Function | Processes and Results |
|----------------|--|
| Change / | 5. Select the receipt line from the grid to reverse. |
| Reverse to | You can use the Select all fetched records button (circle) to |
| Purchase Order | reverse the entire purchase order. |
| Receipts (OP). | 6. Click the Row exit.7. Select Reversal from the row exit. |
| | 8. Select Reverse Receipt. |

Open Receipts by Supplier - Work With Purchase Receipts

| | Row (B) Tools | | | | | |
|--------------------------------|----------------------|-----------|----------|-----------------------|-----------------|----------------|
| Doc. Number | Favorites | | | Branch/Pl | ant × | Vouchered |
| Order Number 368 Supplier * | Row | | | Line Numl G/L Date | ber * | Closed Lines |
| Item Number | Account Distribution | | | 🗌 Displa | y Supplier Item | |
| Account * | Attachments | | | Batch | | |
| Records 1 - | Detail Information | | | | | |
| | P.O. Detail Browse | line | Amount | Amount | and Hom | |
| Rev Ty i | Journal Entries | Number | Received | Not Vouchered | Number | Account Number |
| ✓ ov | A/P Lodgor | 1.000 | 3,000.00 | 3,000.00 | | K147010.4420 |
| ✓ ov | AVP Ledger | 2.000 | 3,000.00 | 3,000.00 | | K147010.4420 |
| | Receipt Routing | | 6,000.00 | 6,000.00 | TOTAL | |
| | Change Landed Cost | _ | | | | |
| | Reversal | Reverse F | teceipt | | | |
| | | Cancel Re | versal | | | |

If you decide <u>NOT</u> to reverse the receipt, select Cancel Reversal.

Open Receipts by Supplier - Work With Purchase Receipts

| oc. Num rder Nur | iber nber | * 368759 | * OP | 04084 * | | | Branch/Plant Line Number | * | | Vouchered Closed Lines | |
|---------------------|-----------------------|------------------------|---------------------|----------------------------------|--|--|---|--|-------------------------------|---------------------------|--------------------------------------|
| upplier | | * | 1 | | | | G/L Date | 06/21/20 | 19 | | |
| em Num | ber | * | -1. | | 1 | | Display St | upplier Item | | | |
| ccount | | * | | | | | Batch | 1074891 | | | |
| ecords | 1 2 | | | | | | | | | | |
| 000700 | 1-5 | | | | 1 | | | r | | -ur | |
| 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 |
|] Rev] Y | Doc Ty OV | Order Numbers 36 | Or Ty 3759 OP | Line Number 1.000 | Account Number K147010.4420 | Amount Received 3,000.00 | Amount Not Vouchered 3,000.00 | Document Number 497989 | Order Co 04084 | 2nd Item Number | Supplier Number 35769 |
|] Rev] Y] Y | Doc Ty OV OV | Order Numbers 36 | Or Ty 8759 OP | Line Number 1.000 2.000 | Account Number K147010.4420 K147010.4420 | Amount Received 3,000.00 3,000.00 | Amount Not Vouchered 3,000.00 3,000.00 | Document Number 497989 497989 | Order Co 04084 04084 | 2nd Item Number | Supplier Number 35769 35769 |

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

Reversal Verification

| Open Recei | pts by Suppl | ier - W | ork With | Purcha | se Receipts | 5 | | |
|---|----------------|--------------|------------------|------------|---------------|----------|-------------------------|--------------------|
| V Q X | (3) Confirm Re | versal | Row (| 3 Tools | | | | |
| Doc. Number Order Numbe | * Open Rece | * ipts by | 04084 Supplie | r - Reve | rsal Verifica | ation i | Branch/Pl Line Num | lant ber |
| Supplier Item Number Account Records 1 - : | Continue V | Vith Reve | rsal Of Sele | ected Rece | ipts? | | G/L Date | iy Supplier |
| I. | <u>о</u> к | | | | Cancel | | | |
| Rev T | y Numbers | Ту | Co | Co | Number | Received | Amount Not Vouchered | 2nd Item Number |
| Y OV | 368 | 759 OP | 04084 | 04084 | 1.000 | 3,000.00 | 3,000.00 | |
| ✓ Y OV | 368 | 759 OP | 04084 | 04084 | 2,000 | 3,000.00 | 3,000.00 | |
| | | | | | | 6,000.00 | 6,000.00 | TOTAL |

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

Oracle / JDE EnterpriseOne

Printer Selection

| inter Selection P | rint Property Document Setu | p Advanced |
|-------------------|-----------------------------|--------------------|
| - 46 | Printer Name | \\corprts1\devprn1 |
| | Printer Location | РВ |
| S | Printer Model | LASER PRINTER |
| - | Number of Copies | X Range: 1 - 9999 |

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

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > | Daily Processing > Purchase Order Processing |
|--|--|
| | Print Purchase Order - Batch |
| | Print Purchase Order - REPRINT |
| | Application: P4312, Form: W4312F, Version: ZJDE0001 |
| | Enter Receipts by PO |

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

View the General Ledger Post Report – R09801

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

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

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 \rightarrow Actions | $s \rightarrow View$ | Job Status (P986116, ZJ | IDE0001) | |
|-----------|---------------------------------|----------------------|---|----------|---|
| ORACL | ⋲ ° JD Edwards | ñ | 0 🖻 🛙 \star 🛛 | | |
| • | | | Fast Path Activators Content Development Tools End-User Tasks EnterpriseOne Menus Mobile Sales Menus Power User Tasks Purge-itl Archive System | • | |
| | | | Actions | ЛÇ. | Help My System Options My System Profile Work With Work Center Submit Job View Job Status |

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

| Viev | v Job Sta | tus - Subm | itted Job S | Search | | | | | | | | | |
|------|-------------|------------|-------------------|----------------|---------------------|-----------------|------------------------------|-------|----------|-------------------------|-----------------------|-------------------------|----------------------|
| Us | er ID | π | U43_BUY | Q 200 | | | | | | | | | |
| Rec | cords 1 - 8 | | | | | | | | | 1 | | 1 | |
| | Job # ⇔ | Status ⇔ | Status Details | View Output | Report Name | Job ⇒ | Version Title | Print | User ⇔ | Date Job Submitted ⇒ | Time Job Submitted | Date Last Activity ⇔ | Time Jol Activity |
| | 15 | 82 D | Done | | General Ledger Post | R09801_ZJDE0009 | General Ledger - PO Receipts | 6 | TU43_BUY | 01/17/2 | 019 14:55:13 | 01/17/2 | 019 14:55:16 |

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

| Downloads | Đ | Q | \Rightarrow | |
|----------------------------|--------|---|-------------------|---|
| R09801_ZJDE0009_1517581_PD |)F.pdf | | |] |

| Function | Processes and Results |
|---------------------------------------|---|
| View General Ledger Post Report | 6. At the Downloads form, click Open file . |

| R098 | 01 | | | | | | | NAVAJO NATION General Ledger Post | | | | | | 7/19/2016 Page - | 14:54:30 1 | |
|----------------|--------------------|-------|---------------------|--------|--------------------------|---|----|--------------------------------------|---------|--------|---------------|--------|---------------------------|-------------------------------|---------------|-----|
| Batch Batch | Ty/Number Date | 0 | 902105 7/19/2016 | 5 | Post Out o InterCo Se | of Balance N ettlement Mthd 2 | | | | | | | | | | |
| Ту | Document 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 DR 20-2.5X90MM GRA | ILLING SUPPLY DE 8 METRIC | | 5.0 |
| ov | 427593 | 00010 | 7/19/2016 | | 00010 | 10.0515 Received Not Vouchered | | | 94.00- | 10.00- | | | KAT DR 20-2.5X90MM GRA | ILLING SUPPLY ADE 8 METRIC | | 6.0 |
| ov | 427593 | 00010 | 7/19/2016 | | 00010 | 115012.4420 General Operating Supplies | | 105.00 | | 10.00 | | | KAT DR 20-2 5X100MM GR | ILLING SUPPLY ADE 8 METRIC | | 7.0 |
| ov | 427593 | 00010 | 7/19/2016 | | 00010 | 10.0515 Received Not Vouchered | | | 105.00- | 10.00- | | | KAT DR 20-2.5X100MM GR | ILLING SUPPLY ADE 8 METRIC | | 8.0 |
| | | | | | | Ledger Type Totals | AA | 199.00 | 199.00- | | | | | | | |

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

Oracle / JDE EnterpriseOne

Revised 02/27/2025

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.

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

| Que Open Receipts by Supplier |
|---|
| Uoucher Entry - 3-Way Match |
| Review G/L Receipts Journal |
| G/L F Application: P0011, Form: W0011A, Version: ZJDE0006 |

| Function | Processes and Results |
|--------------------------------|--|
| Review G/L Receipts Journal | Select Review G/L Receipts Journal form, from the Receipt Matching & Posting menu. |
| Review G/L | Receipts Journal - Work With Batches |

| atch Number / Type | * | > PO/Contract Entri | ies | |
|--------------------|------------------|---------------------|----------|--|
| Quine and Batabas | O Dested Batabas | | OBanding | |

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

| Ba | tch Number / | Туре | * | 0 | PO/Contr | act Entries | | | |
|-----|---|-------------------------|-------------------------------------|---------------------------------|---|-------------------------------------|---|---|---|
| (| Unposted I | Batches | O Posted | Batches | O All Batche | s 🔿 Pendi | ng | | |
| | | | | | | | | | |
| 200 | ordo 1 E | | | | | | | | E turno |
| Rec | ords 1 - 6 | | | | | | | | * rwms |
| Rec | ords 1 - 6 Batch Date | Batch Type | Batch Number | Batch Status | Status Description | Difference Documents | Difference Amount | User Name | Batch Type Description |
| | ords 1 - 6 Batch Date 06/20/2019 | Batch Type O | Batch Number 112892 | Batch Status 22 A | Status Description Approved | Difference Documents | Difference Amount 570,734- | User Name TOWNE, FERNA | Batch Type Description PO/Contract Entries |
| | ords 1 - 6 Batch Date 06/20/2019 06/20/2019 | Batch Type O O | Batch Number 112892 112890 | Batch Status 22 A 09 A | Status Description Approved Approved | Difference Documents 1- 1- | Difference Amount 570,734- 31,988- | User Name TOWNE, FERNA YAZZIE, TIN | Batch Type Description PO/Contract Entries 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 <u>Approved</u>.

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

| (| | Eorm | Row (3) | Tools | | | | | |
|-----|---|-----------------------------|-------------------------------------|---------------------------------|---|-------------------------------------|---|--|---|
| Ba | tch Number | / Туре | * | 0 | PO/Contr | act Entries | | | |
| (| Unposted | Batches | O Posted | Batches | O All Batche | s 🔿 Pendi | ng | | |
| | | | | | | | | | |
| | | | | | | | | | |
| lec | ords 1 - 6 | | sie | -510 | | | | | rvms |
| ec | ords 1 - 6 Batch Date | Batch Type | Batch Number | Batch Status | Status Description | Difference Documents | Difference Amount | User Name | Batch Type Description |
| | Batch Date 06/20/201 | Batch Type 9 O | Batch Number 112892 | Batch Status 22 A | Status Description Approved | Difference Documents 1- | Difference Amount 570,734- | User Name TOWNE, FERNAN | Batch Type Description PO/Contract Entrie |
| | ords 1 - 6 Batch Date 06/20/201 06/20/201 | Batch Type 9 O 9 O | Batch Number 112892 112890 | Batch Status 22 A 19 A | Status Description Approved Approved | Difference Documents 1- 1- | Difference Amount 570,734- 31,988- | User Name TOWNE, FERNAN YAZZIE, TIN | Batch Type Description PO/Contract Entrie PO/Contract Entrie |

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

Review G/L Receipts Journal - Work With Batches

| / (| Q X R | Eorm | <u> </u> | ow opens | | | | | | |
|-----|---------------|---------------|----------|----------------|------------------|--------|-------------------------|----------------------|---------------|---------------------------|
| Ba | tch Number / | Туре | | Favorites | | ntract | Entries | | | |
| (| Unposted E | 3atches | | Row | | hes | OPend | ing | | |
| | | | | Batch Approval | | | | | | |
| | | | | Revise | | | | | | |
| Rec | ords 1 - 6 | | | Batch Reviews | <mark>. н</mark> | | | | | rwms |
| | | | | Post by Batch | | | | | | |
| | Batch Date | Batch Type | E | Subsystem G/L | Post | | Difference Documents | Difference Amount | User Name | Batch Type Description |
| | 06/20/2019 | 0 | | 1128922 A | Approved | _ | 1- | 570,734- | TOWNE, FERNAN | PO/Contract Entries |
| | 06/20/2019 | 0 | | 1128909 A | Approved | | 1- | 31,988- | YAZZIE, TIN | PO/Contract Entries |

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

Printer Selection

| Printer Selection | Tools | Advanced |
|-------------------|------------------|---------------------------|
| Printer Selection | boomone ootap | Autoriou |
| 12 A | Printer Name | \\NNOOCPRNT\OOC-Dell5310n |
| | Printer Location | ACCTS PAYABLE |
| | Printer Model | LASER PRINTER |
| | Number of Copies | 1 × Range: 1 - 9999 |
| | | |
| | | |

| 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 Printer Selection form will appear for each batch you selected, click OK to each form. |
| | 5. Click the OK button. |

Post Batch Confirmation

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

| Review G/L Receipts Journal - Work With B | Batches |
|---|---------|
|---|---------|

| Ba | tch Number / | Туре | * | 0 | PO/Contr | act Entries | | | |
|-----|---|--------------------|---------------------------------------|-------------------------------|---|-------------------------------------|---|--|---|
| (| Unposted E | atches | O Posted I | Batches | ○ All Batche | s 🔿 Pendi | ing | | |
| | | | | | | | | | |
| Rec | ords 1 - 6 | - | | | - | | | | * rwms |
| Rec | ords 1 - 6 Batch Date | Batch Type | Batch Number | Batch Status | Status Description | Difference Documents | Difference Amount | User Name | Batch Type Description |
| Rec | ords 1 - 6 Batch Date 06/20/2019 | Batch Type O | Batch Number 1128922 | Batch Status 2 A | Status Description Approved | Difference Documents 1- | Difference Amount 570,734- | User Name TOWNE, FERNAN | Batch Type Description PO/Contract Entrie |
| | ords 1 - 6 Batch Date 06/20/2019 06/20/2019 | Batch Type O | Batch Number 1128922 1128909 | Batch Status 2 A 9 A | Status Description Approved Approved | Difference Documents 1- 1- | Difference Amount 570,734- 31,988- | User Name TOWNE, FERNAN YAZZIE, TIN | Batch Type Description PO/Contract Entrie PO/Contract Entrie |

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

Review G/L Receipts Journal - Work With Batches

| Ba | tch Number / 7 | Гуре | * | 0 | PO/Contr | act Entries | | | |
|-----|---|--------------------|-------------------------------------|-------------------------------|---|-------------------------------------|---|--|---|
| (| Unposted B | atches | O Posted | Batches | ◯ All Batche | s 🔿 Pendi | ing | | |
| | | | | | | | | | |
| | | | | | | | | | |
| lec | ords 1 - 6 | | | 10 | | | | | * rwms |
| ec | ords 1 - 6 Batch Date | Batch Type | Batch Number | Batch Status | Status Description | Difference Documents | Difference Amount | User Name | Batch Type Description |
| | ords 1 - 6 Batch Date 06/20/2019 | Batch Type O | Batch Number 112892 | Batch Status 2 A | Status Description Approved | Difference Documents 1- | Difference Amount 570,734- | User Name TOWNE, FERNAN | Batch Type Description PO/Contract Entrie |
| | 06/20/2019 | Batch Type O | Batch Number 112892 112890 | Batch Status 2 A 9 A | Status Description Approved Approved | Difference Documents 1- 1- | Difference Amount 570,734- 31,988- | User Name TOWNE, FERNAN YAZZIE, TIN | Batch Type Description PO/Contract Entries PO/Contract Entries |

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

The Navajo Nation

| Ba | | r/Type | | Teers | PO/Contr | act Entries | | | |
|-----|-----------------------------|-----------------------|---------------------------|-------------------------|-----------------------------------|-------------------------------|----------------------------------|-------------------------------|---|
| | Iten Numbe | i / Type | <u> </u> | 0 | r or oonu | UCI LINING | | | |
| (| Unposte | d Batches | O Posted | Batches | O All Batche | s O Pendi | ng | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Rec | ords 1 - 5 | | | | | | | | * rwms |
| Rec | ords 1 - 5 | | | | - | | | | * rwms |
| Rec | ords 1 - 5 Batch Date | Batch Type | Batch Number | Batch Status | Status Description | Difference Documents | Difference Amount | User Name | Batch Type Description |
| Rec | Batch Date 06/20/20 | Batch Type 19 O | Batch Number 112892 | Batch Status 22 A | Status Description Approved | Difference Documents 1- | Difference Amount 570,734- | User Name TOWNE, FERNAN | Batch Type Description PO/Contract Entrie |

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

Revise Status Description – In Use

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

Review G/L Receipts Journal - Work With Batches

| Ba | itch Numb | er / Type | * | 0 | PO/Contra | ct Entries | | | | |
|-----|------------|------------|---|---------|---------------|------------|--------|--|----|--------------|
| C | Unpos | ed Batches | | Batches | O All Batches | () Pe | ending | | | |
| | | | | | | | | | | |
| Rec | ords 1 - 3 | 2 | | | 1 | | | | Cu | stomize Grid |

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

| Revi | iew G/L | Receipts Jo | urnal - Work With Batche | s | |
|------|---------------|-----------------|-------------------------------------|---|----------------------|
| / (| αΧ | F, Eorm | Row 👸 Tools | | |
| Ba | atch Numb | er / Type | Favorites | | Contract Entries |
| | Unpost | ted Batches | Row Batch Approval | | tches |
| Rec | ords 1 - 3 | 2 | Batch Reviews | ٠ | |
| | Batch Type | Batch Number | Post by Batch Subsystem G/L Post | | Difference Docume |
| | 0 | 901411 | 11/18/2015 U In Use | | |

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

Oracle / JDE EnterpriseOne

| Batch Type ★ | 0 PO/Contrac | t Entries | |
|----------------|--------------|-----------------------------|--|
| Batch Number | 901411 | | |
| Batch Status | 🔲 🔍 n Use | Detailed Restatement Status | |
| Batch Date | 11/18/2015 | 52 Period Status | |
| User ID | RWII | Cash Basis Status | |
| | Amount | Documents | |
| Total Expected | | | |
| Total Entered | | | |

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

| Sei | ect Usei | r Define Co | ode | | |
|---|---|--|---------|-------------|----------|
| | a x | Form § | 3 Tools | | |
| Pro | oduct Code | | 98 | Technica | al Tools |
| ls | er Defined | Codes | IC | Batch St | tatus |
| е | scription | | 1 | | |
| F =c | cords 1 - 6 | | | ⊥ [] | |
| F =c | cords 1 - 6 | Descripti | on | 1 [] | |
| F a | cords 1 - 6 Code | Description | on | 1 | |
| | cords 1 - 6 Code A | Descripti Pending Approved | on | | |
| • • | Cords 1 - 6 Code A D | Description Pending Approved Posted | on | | |
| F = 0 | Code Code A D E | Description Pending Approved Posted Error | on | | |
| • • | cords 1 - 6 Code A D E P | Description Pending Approved Posted Error Posting | on | | |

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

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

| | 100i3 | | |
|--------------|------------|-----------------------------------|--|
| Batch Type ★ | 0 | PO/Contract Entries | |
| Batch Number | 901411 | | |
| Batch Status | Pe | nding Detailed Restatement Status | |
| Batch Date | 11/18/2015 | 52 Period Status | |

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

Batch Review (Optional)



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

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

Approving Batches

| Ba | atch Numb | er / Type | Favorites | | Cont | ract Entries | |
|----|--------------------------|------------------|---|-------------------------------------|-------|-------------------------|------|
| Ē | Unpos | ted Batches | Row | | atche | es O Pendi | ing |
| Pr | evious Ba cords 1 - 3 | tch Number / Typ | Batch Approval Revise Batch Reviews | | | | |
| | Batch Type | Batch Number | Post by Batch Subsystem G | Post by Batch Subsystem G/L Post | | Difference Documents | Diff |
| | 0 | 901192 | 10/26/2015 E | Error | _ | 1- | • |
| | 0 | 901201 | 10/26/2015 E | Error | | 1- | |
| | 0 | 901206 | 10/26/2015 E | 10/26/2015 E Error | | 1- | |
| | 0 | 901215 | 10/26/2015 E | Error | | 1- | |
| | 0 | 901411 | 11/18/2015 | Pending | | | |

Review G/L Receipts Journal - Work With Batches

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

Review G/L Receipts Journal - Batch Approval



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

Review G/L Receipts Journal - Work With Batches B Tools Q X F Eorm Row Favorites Batch Number / Type Contract Entries Unposted Batches Row O Pending tches Batch Approval Revise Records 1 - 32 Batch Reviews ۲ Post by Batch Batch Batch Difference Difference Туре Number Subsystem G/L Post Documents Amount 0 901192 10/26/2015 E Error 7,146-1-0 901201 10/26/2015 E Error 7,634-1-0 901206 10/26/2015 E Error 1-35,632-1,197,370-0 901215 10/26/2015 E Error 1-V 0 901411 11/18/2015 A Approved

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

| Printer Selection | +1.12 | |
|----------------------|-----------------------------|---------------------------|
| X H Foun (8) | | |
| Printer Selection Pr | int Property Document Setup | Advanced |
| 12 at | Printer Name | \\NNOOCPRNT\OOC-Dell5310n |
| | Printer Location | ACCTS PAYABLE |
| | Printer Model | LASER PRINTER |
| | Number of Copies | 1 x Range: 1 - 9999 |
| | 1 | |

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

| Ba | tch Numb | er / Type | | 0 | PO/Contrac | t Entries | |
|------|------------------------------|---|---|-------------------------------------|---|---|---|
| | Unpost | ed Batches | O Ported B | atches | O All Batches | O Pendir | ng |
| | | | | | | | |
| Der | orde 1 3 | . / | | | | | |
| 1100 | 0100 1-01 | - | | | | | |
| | | | | - | | | |
| | Batch Type | Patch Number | Batch Date | Batch Status | Status Description | Difference Documents | Difference Amount |
| | Batch Type O | Patch Number 901192 | Batch Date 10/26/2015 | Batch Status E | Status Description Error | Difference Documents 1- | Difference Amount 7,146 |
| | Batch Type O O | Patch Number 901192 901201 | Batch Date 10/26/2015 10/26/2015 | Batch Status E E | Status Description Error Error | Difference Documents 1- 1- | Difference Amount 7,140 7,634 |
| | Batch Type 0 0 | Patch Number 901192 901201 901206 | Batch Date 10/26/2015 10/26/2015 10/26/2015 | Batch Status E E E | Status Description Error Error Error | Difference Documents 1- 1- 1- | Difference Amount 7,14 7,63 35,63 |
| | Batch Type 0 0 0 | Patch Number 901192 901201 901206 901215 | Batch Date 10/26/2015 10/26/2015 10/26/2015 10/26/2015 | Batch Status E E E E | Status Description Error Error Error Error | Difference Documents 1- 1- 1- 1- 1- | Difference Amount 7,14 7,63 35,63 1,197,37 |

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

Batches Status Description – Error

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

| Rev | iew G/L | Receipts Jo | urnal - Wo | rk With | Batches | | |
|-----|---------------|-----------------|--------------------------|-----------------|-----------------------|-------------------------|----------------------|
| ~ | a × | F Eorm 🗮 | <u>R</u> ow (3) <u>I</u> | ools | | | |
| Ba | atch Numb | per / Type | × | 0 | PO/Contr | act Entries | |
| Ō | Unpos | ted Batches | O Posted B | atches | O All Batche | s O Pendi | ng |
| | | | | | | | |
| | | | | | | | |
| Red | cords 1 - 3 | 1 | | 1 | - | | |
| | Batch Type | Batch Number | Batch Date | Batch Status | Status Description | Difference Documents | Difference Amount |
| | 0 | 901192 | 10/26/2015 | E | Error | 1- | 7,146- 1 |
| | 0 | 901201 | 10/26/2015 | E | Error | 1- | 7,634-1 |
| | 0 | 901206 | 10/26/2015 | E | Error | 1- | 35,632- 1 |
| | 0 | 901215 | 10/26/2015 | E | Error | 1- | 1,197,370- 1 |

Print Batch Report - General Ledger Post (R09801)

| | vards | Â | ۲ | 2 | Ø | * |
|---|-------|---|---|---|---|---|
| - | | | | | | |
| Open Applications | | | | | | |
| ✓ Recent Reports | | | | | | |
| III View Job Status | | | | | | |
| General Ledger Pos (02/15/2017 14:46:2) | | | | | | |
| Purchase Order Summary by Supplier (02/15/2011 11:31:20) | | | | | | |
| Open Commitment status - by Order Number (02/1 /2017 1 | | | | | | |
| Open Commitment tatus - by Order Number (02/15/2017 1 | | | | | | |
| Open Commitment Status - by Order Number (02, 5/2017 1 | | | | | | |
| List of Purged Englimbrances (02/15/2017 10:31 44) | | | | | | |
| (02/15/2017 10:22:08) | | | | | | |
| (02/15/2017 10 9:25) | | | | | | |
| (02/15/2017 1 11:33) | | | | | | |
| Supplier Analysis Report (02/15/2017 0:05:13) | | | | | | |
| Supplier Analysis Report (02/15/2017 10:03:17) | ** | | | | | |
| Supplier Analysis Report (02/15/2 10:02:17) | | | | | | |
| General Ledger Post (02/15/2017 08:25:10) | | | | | | |
| General Ledger Post (02/15/2017 08:25:08) | | | | | | |
| General Ledger Post (02/15/2017 08:25:06) | | | | | | |
| General Ledger Post (02/15/2017 08:25:04) | | | | | | |
| General Ledger Post (02/15/2017 08:25:02) | | | | | | |
| General Ledger Post (02/15/2017 08:25:00) | | | | | | |
| General Ledger Post (02/15/2017 08:24:58) | | | | | | |
| General Ledger Post (02/15/2017 08:24:56) | | | | | | |
| Favorites | | | | | | |

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

| Downloads | Ľ | Q | \checkmark | |
|----------------------------|-----------|---|------------------|--|
| R00801_ZIDE0009_1517581_PD | F (1).pdf | | | |
| R09801_ZJDE0009_1517581_PD | F.pdf | | | |

| Function | Processes and Results |
|---------------|---|
| Print General | |
| Ledger Post | 2. At the Downloads form, click the Open file button. |
| Report | |
| (R09801) | |

| R.098 | 01 | | | | | | | NAVAJO NATION General Ledger Post | | | | | | 2/15/2017 Page - | 8:25:13 1 | |
|----------------|---------------------|-------|--------------------|---|--------------------------|---------------------------------|----|--------------------------------------|---------|-------|--------|---|---------|---------------------|--------------|-----|
| Batel Batel | i Ty/Number Date | 0 | 976361 2/14/201 | 7 | Post Out o InterCo Se | f Balance N ettlement Mthd 2 | | | | | | | | | | |
| | Document | | G/L | R | Co | Account Number | | Debit | Credit | Units | Sub- | Т | Asset | Explanation | | |
| Ty | Number | Co | Date | v | | Description | | | | | ledger | у | Number | Remark | | |
| OV | 458537 | 04335 | 2/14/2017 | | 04335 | K160567.8075 | | 151.00 | | | | | BEG | AY, SHAWNTEL L | | |
| | | | | | | Basic Child Care | | | | | | | Danique | Sarina Dee | | 1.0 |
| ov | 458537 | 04335 | 2/14/2017 | | 04335 | 4335.0515 | | | 151.00- | | | | BEG | AY, SHAWNTEL L | | |
| | | | | | | Received Not Vouchered | | | | | | | Danique | Sarina Dee | 6 | 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.

| | 0 🖻 🖻 ★ 🌢 | L | |
|--|---------------------------|---|--------------------------|
| EnterpriseOne Menus > FMIS Master Directory > Distribution / I | Fast Path | | eipts Matching & Posting |
| | Activators | , | |
| | Content Development Tools | • | |
| | End-User Tasks | • | |
| | EnterpriseOne Menus | ٠ | |
| | Mobile Sales Menus | • | |
| | Power User Tasks | • | |
| | Purge-it! Archive System | ٠ | C |
| | Actions | • | Jeip |
| | | | My System Options |
| | | | My System Profile |
| | 0 | | Work With Work Center |
| | | | Job |
| | | | Uiew Job Status |

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

Work With Work Center - Work Center

| 🔍 📋 🗙 🌐 New Message | e 🕂 Eorm 🗮 Row 🌐 Io | ols | |
|------------------------------|---------------------|-------|------------|
| Address Number / User / Role | 1613. | WILLI | All Queues |
| Associated Address Number | 1613 | í | |
| Tickler Date | 01/29/2019 | | |
| Records 1 - 27 > Queues | ₩ Text1 V | Q) | |
| Personal In Ba | sket | | |
| Job R09801 | 1 ZJDE0009 Co | | |
| D Dob R09801 | ZJDE0009 Cor | | |
| Job R0980* | 1 ZJDE0009 Co | | |

| Function | Processes and Results | |
|--|--|------------|
| Review G/L Receipts Journal – Error Status | 3. Click the Icon next to the Personal In Basket. | |
| Oracle / JDE EnterpriseOne | - 209 - | Revised 02 |

| C 💼 🗙 💮 New Message 🕂 Form | E Row () Iools |
|---|---------------------|
| Address Number / User / Role Associated Address Number | 1613 WILLI. 1613 |
| Tickler Date | 01/29/2019 |
| Records 1 - 29 > X | Text1 V |
| Personal In Basket | • |
| | |
| 📈 Job R09801 ZJDE0009 Completed With Erro | |
| 🔀 Job R09801 ZJDE0009 Completed With Erro | |
| Job R09801 ZJDE0009 Completed With Erro | |
| bob R09801 ZJDE0009 Completed Normally | |
| Job R09801 ZJDE0009 Completed Normally | |
| Job R09801 ZJDE0009 Completed With Error | r |
| | |
| Job R09801 ZJDE0009 Completed With Error | r |

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

Work With Work Center - Work Center

| Address Number / User / Role Associated Address Number | 1613 | WILLI. | All Queues |
|--|---|---|---|
| Tickler Date | 01/29/2019 | | |
| Records 1 - 35 | Text1 V | ¢) | |
| Queues 🕨 🏚 Personal in Basket | Informat Contact Phone Nu Tickler | ional: Call From : mber : Date : 1/7/2009 | : WILLI |
| Job R09801 ZJDE0009 Complete | CAUSE . but in a RESOLUTI Constant | The date being prior month. CON This is an easy you | error if in the General Accountin |
| Document OV 255173 0269 | entries. Constant | do not allow Change the date or char s to allow PBCO | PBCO (posted before cutoff) nge the General Accounting |
| Document OV 255173 0269 Document OV 255173 0269 Job R09801 ZJDE0009 Complete | ~ | entries. | |

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

View Who Processed Receipts

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.

| EnterpriseOne Menus > FMIS Master Directory > Distribution | Cogistics > Produrement > Daily Processing > Receipts Matching & Posting |
|--|--|
| pen Receipts by Supplier - Work With Purchase Receipts | |
| Doc. Number * * Order Number 368759 OP * | Branch/Plant |
| tem Number * | Display Supplier Item Batch |

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

Open Receipts by Supplier - Work With Purchase Receipts

| c. Nun | r' .r | * | Favon. | | | Branch/Pl | ant * | Vouchered |
|-----------------|----------------------------------|-----|---|----------------------------------|--|---|--------------------|--|
| Order dmber 368 | | 368 | 8 | | Line Number * | | Closed Lines | |
| p er | | * | ROW | | | G/L Date | 01/17/2019 | |
| Num | nber | * | Account Distribution | | | Displa | y Supplier Item | |
| Ac ount * | | * | Attachments | · 🗖 | Batch | | | |
| _ | | | | | | | | |
| cords | 1 - 3 | | Detail Information | | | | | |
| cords Rev | 1-3 Doc Ty | : | P.O. Detail Browse | Line Number | Amount Received | Amount Not Vouchered | 2nd Item Number | Account Number |
| cords | 1 - 3 V Doc Ty OV | : | P.O. Detail Browse Journal Entries | Line Number 1.000 | Amount Received 3,000.00 | Amount Not Vouchered 3,000.00 | 2nd Item Number | Account Number K147010.4420 |
| cords Rev | 1 - 3 V Doc Ty OV OV | 2 | Detail Information P.O. Detail Browse Journal Entries A/P Ledger | Line Number 1.000 2.000 | Amount Received 3,000.00 3,000.00 | Amount Not Vouchered 3,000.00 3,000.00 | 2nd Item Number | Account Number K147010.4420 K147010.4420 |

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

View Address Numbers



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

Open Receipts by Supplier - Address Numbers

| × | 3 Tools | |
|----------------|---------|--------------------------------|
| Supplier | 357695 | ORANGE COMPUTERS INC |
| Ship To | 55023 | DIVISION OF BEHAVIORAL AND MEN |
| Buyer Number | | |
| Carrier Number | | |
| Ordered By | 161398 | WILL |
| Received By | 1000039 | |

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



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

Open Receipts by Supplier - Dates

| X 🔅 Tools | |
|-------------------|------------|
| Ordered | 09/01/2016 |
| Canceled | |
| Requested | 10/30/2018 |
| Promised Delivery | 10/30/2018 |
| Original Promised | 10/30/2018 |
| Received | 01/12/2019 |
| Receipt G/L | 01/17/2019 |
| | |

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

Multiple Invoices vs Purchase Order

| Order Detail | Line Defaults Additional Propertie | | | | | | |
|--|---|---------------------------|---|--------------------------------------|--|--|--|
| Order Number | 10441 OR 00 | 010 | Branch/Plant | 11400 | 7 | | |
| Supplier | 218499 BU | TLERS OFFICE EQUIPMENT AN | | | | | |
| Ship To | 53750 NA | VAJO OCCUPATIONAL SAFETY | Order Date | 09/04/201 | 9 | | |
| Hold Code | Blank - Hold (| Codes 42/HC | Order Attachmen | t | | | |
| Retainage % | | | | | | | |
| Rotainage 70 | | | | | | | |
| Tretainage 70 | | | | | | | |
| Trefamilige 70 | | | | | | | |
| ricianaye io | | | | | | | |
| Records 1 - 6 | | | | | | | |
| Records 1 - 6 | Description 1 | Description 2 | Tr. Quantity UoM Ordered | Unit Cost | \sim | Extended Cost | Account Number |
| Records 1 - 6 | Description 1 HEW-CN045AN BLK HP950XL CARTRI | Description 2 | Tr. Quantity UoM Ordered | Unit Cost 3.00 | 43.9900 | Extended Cost 131.97 | Account Number 114007.4130 |
| Records 1 - 6 | Description 1 HEW-CN045AN BLK HP950XL CARTRI HEW-F6T80AN BLK HP972A CARTRID | Description 2 | Tr. Quantity UoM Ordered EA EA | Unit Cost 3.00 3.00 | 43.9900 69.9900 | Extended Cost 131.97 209.97 | Account Number 114007.4130 114007.4130 |
| Records 1 - 6 | Description 1 HEW-CN045AN BLK HP950XL CARTRI HEW-F6T80AN BLK HP972A CARTRID NN TAX @ 6% | Description 2 | Tr. Quantity UoM Ordered EA EA EA | Unit 3.00 3.00 1.00 | 43.9900 69.9900 20.5200 | Extended Cost 131.97 209.97 20.52 | Account Number 114007.4130 114007.4130 114007.4130 |
| Records 1 - 6 Records 1 - 6 Records 1 - 6 Ty J J J J J J J J J | Description 1 HEW-CN045AN BLK HP950XL CARTRI HEW-F6T80AN BLK HP972A CARTRID NN TAX @ 6% Freight | Description 2 | Tr. Quantity UoM Ordered EA EA EA EA | Unit 3.00 3.00 1.00 1.00 | 43.9900 69.9900 20.5200 12.0000 | Extended Cost 131.97 209.97 20.52 12.00 | Account Number 114007.4130 114007.4130 114007.4130 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).

The Navajo Nation

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

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# | 1. From the Daily Processing menu, select Address Book |
| Attachments | Revisions form. |

Address Book Revisions - Work With Addresses

| < <u> </u> | 🗎 🗙 🗮 Row 🔣 Report 👸 Tools | |
|-------------|----------------------------|-----------------|
| Alpha Name | *butlers* | Display Phone |
| Search Type | V Suppliers | Display Address |
| | | |

| Function | Processes | | |
|-------------|-----------|---|--|
| Review AB# | 2. | Enter the supplier's name using wild cards (asterisks) in the | |
| Attachments | | Alpha Name field. | |
| | 3. | Enter Search Type V. | |
| | 4. | Select the Display Phone and Display Address options. | |
| | 5. | Click the Find button. | |
| Q | + 🗇 1 | | Row Keport (B) Tools | | |
|---------|----------------------------|----------------------|--|------------------------|--|
| Alpha I | Name | *butlers* | | 🖌 Display Phone | |
| Search | Туре | V | Suppliers | Display Addres | s |
| | | | | | |
| Records | 1-2 | | | | |
| Records | 1-2 | | | | |
| Records | 1 - 2 Address Number | Sch Typ | Alpha Name | Tax ID | Address Line 1 |
| Records | 1 - 2 Address Number | Sch Typ 3525 V | Alpha Name BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | Tax ID 850263211 | Address Line 1 1900 E HWY 66 STE C |

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

| ÷ | 0 8 |
|--|---------------------|
| Name A Type User | Date |
| https://butlersofficecitycatalo URL MDES | 04/16/2021 09:52:56 |
| TEST OBJECT ETXT MDES | 04/16/2021 09:47:13 |
| Text1 eTXT MDES | 10/26/2018 11:25:17 |
| W9 TEST ATTACHMETN_B PDF MDES | 04/16/2021 09:50:37 |

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

| Text Att | achment | | | | | X |
|---------------|--|--|----------------------------------|---------------------------|--------------------|-----------------|
| Name: | Text1 | | | | | _ |
| ē | | | | | | |
| EFT D BANK | IRECT DEPOSIT FOR NAME, ROUTING AND | M SUBMITTED, PAYME ACCOUNT NUMBERS; | ENT INSTRUMENT : MADES 10262(| TYPE T, TELEPHONE 018. | NUMBER AND EMAIL | ADDRESS, SET UP |
| RECEI | VED W-9, UPDATED | NAME, ADDRESS, ANI | D LONG ADDRESS | FIELD WITH TIN. | CARELLO 11/6/1 | 3 |
| • ENTE | RED TO ADDRESS LI | NE 1 ONLY: STE C. | W9 DATED 12/26 | /17 REC'D ON FORM | 1 REV. 12/2014 *NE | JOE 12/28/17 |

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

| Attachment Manager | | | |
|---------------------------------|------|------|---------------------|
| Enter Search Text | | | 08 |
| □ Name ▲ N | Туре | User | Date |
| https://butlersofficecitycatalo | URL | MDES | 04/16/2021 09:52:56 |
| TEST OBJECT | eTXT | MDES | 04/16/2021 09:47:13 |

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

The Navajo Nation

| Add | ress | Book Revisi | ons - V | Vork With Addresses | | |
|-----|--------|-------------------|------------|---|-------------------|---------------------|
| ~ | Q | + 🗇 🗎 | ×Ξ | Eow 🔣 Report 👸 Tools | | |
| A | lpha N | lame *but | lers* | | 🖌 Display Phone | |
| s | earch | Туре V | | Suppliers | ☑ Display Address | |
| Re | cords | 1-2 | | | | |
| | | | [| | | |
| | Ø | Address Number | Sch Typ | Alpha Name | Tax ID | Address Line 1 |
| | Ø | 28525 | v | BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 850263211 | 1900 E HWY 66 STE C |
| | Ø | 218499 | v | BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 850263211 | 1900 E HWY 66 STE C |

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

| Attachment Manager | | | | |
|--------------------|-----|------|------|---------------------|
| [| . L | | | 00 |
| Name 🔺 | | Туре | User | Date |
| Text1 | | eTXT | NE | 12/28/2017 14:08:58 |

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

| Text Attachment | X |
|--|---|
| | |
| - C. | |
| 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 | At the Text Attachment form, instructions indicate • ENTERED TO ADDRESS LINE 1 ONLY . |
| | Note: Refers to the (2) address numbers displayed in step 6. Resolution: Always use address number 28525 for all orders. |
| | 12. Click the Close button. |

| Address Book Revisions - Work With Addresses | | | | | | | | Personal Form: (No Personalizat | tion) V Query: All Reco | rds 💌 🕇 🛃 ? X |
|--|---------------------|--------|--------|-----------------|---------------|-------------------|------------|---------------------------------|-------------------------|-----------------------------|
| V Q X 🗮 Row 🔣 Report 🛞 Tools | | | | | | | | Attachment Manager | | |
| Alpha Name *butlers* Search Type V Suppliers | Display Phone | | | | | | | Name ▲ | Type User eTXT NEJOE | Date 12/28/2017 14:08:58 |
| Records 1 - 2 | | | | | | þ | 11 1 1 | | | |
| Address Alpha Number Name | Address Line 1 | City | Prefix | Phone Number | Phone Type | Industry Class | Sch Typ | | | |
| 28525 BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 1900 E HWY 66 STE C | GALLUP | 800 | 748-1603 | | 7000 | v | | | |
| 218499 BUTLERS OFFICE EQUIPMENT AND SUPPLY INC 1 | 900 E HWY 66 STE C | GALLUP | 505 | 722-6661 | | 7000 | v | | | |
| < | | | | | | | > | | | |

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

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.

| order Header | Additional Prop | erties Category Code | 95 | |
|--------------|-----------------|----------------------|--------------|--|
| Order Number | r | OR | Branch/Plant | |

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

| Oracle / JDE EnterpriseOne | - 220 - | Revised 02/27/2025 |
|----------------------------|---------|--------------------|
| | | |

To Locate an Order Requisition

| EnterpriseOne Menus > FMIS Master Directory > Distribution / Logistics > Procurement > Daily Processing > | Requisition & Quote Management |
|---|--------------------------------|
| | Purchase Log |
| | PR Log Report |
| | Enter Requisitions |
| | |

| Function | Processes |
|--------------|--|
| Locate an OR | 1. Select Requisitions from the Requisition & Quote Management |
| | menu. |

| quisitions | - Work Wit | th Ord | er Headers | | | | | | | | |
|---------------|-----------------|--|--|---|---|--|---|---|---|---|--|
| + 🗇 > | K 📃 Bow | (i) I ∘ | ols | | | | | | | | |
| mber * | OR | × | | Branch/Plant | | | | | | | |
| s lound. | - | 11- | 1 | - | | 1 | | | | - | 1 |
| Order Date | Order Number | Or Tv | Amount | Supplier Description | | Branch/ Plant | Supplier | Ship To | Hd | Ordered | Order |
| | quisitions + | quisitions - Work With + Image: Constraint of the second | quisitions - Work With Ord + > > > mber * > OR * OR * OR | quisitions - Work With Order Headers + | quisitions - Work With Order Headers + → ⇒ Row ⊕ Icols mber * OR * Branch/Plant s found. ∑ Order Order Order Order Dupper Order Order Or Amount Supplier Date Number Ty Amount Supplier | quisitions - Work With Order Headers + □ × ⇒ Bow ⊕ Iools mber * OR * Branch/Plant * s found. Corder Or Or Or Amount Supplier Description | quisitions - Work With Order Headers + □ × ⇒ Bow ⊕ Iools mber * OR * Branch/Plant * s found. Order Order Or Amount Supplier Description Order Date Franch/Plant Plant | quisitions - Work With Order Headers + □ × ⇒ Bow ⊕ Iools mber * OR * Branch/Plant * s found. C Order Order Or Amount Supplier Branch/ Supplier Branch/ Number | quisitions - Work With Order Headers + → → Branch/Plant mber * OR * s found. - - Order Order Order Order Order Supplier Date Branch/Plant * | quisitions - Work With Order Headers + · · × · ⇒ Row ⊕ Iools mber * · · · · · · · · · · · · · · · · · · · | quisitions - Work With Order Headers + · · × · ⇒ Row ③ Iools mber * · OR * Branch/Plant * s found. C C C C C C C C C C C C C C C C C C C |

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

The Navajo Nation Enter Requisitions - Work With Order Headers

| Orc Su | ler Ni oplier | umber | OR | ź | | * | | |
|-----------|------------------|---------------|-----------------|----------|-----------|---|------------------|--------------------|
| Rec | ords | 1 - 100 > > | | | | | | |
| | | | | | Σ | | | |
| | Ø | Order Date | Order Number | Or Ty | Amount | Supplier Description | Branch/ Plant | Supplier Number |
| 0 | | 03/18/2021 | 10802 | OR | 4,100.00 | BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 101016 | 28525 |
| 0 | | 03/12/2021 | 10801 | OR | 847.00 | BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | K160521 | 28525 |
| 0 | Ø | 03/12/2021 | 10800 | OR | 847.00 | CRESTLINE SPECIALTIES INC | K160521 | 118461 |
| 0 | | 03/09/2021 | 10798 | OR | 3,072.94 | DIGITAL BUYER | 118022 | 322027 |
| 0 | | 11/10/2020 | 10797 | OR | 20,809.00 | NAVAJO TECHNOLOGY SERVICES LLC | 107020 | 362371 |
| 0 | | 11/10/2020 | 10796 | OR | 20,809.00 | NAVAJO TECHNOLOGY SERVICES LLC | 107020 | 362371 |
| 0 | | 06/15/2020 | 10795 | OR | 1,787.11 | NATIVE PRIDE OFFICE PRODUCTS | K170531 | 274330 |
| 0 | | 04/29/2020 | 10794 | OR | 157.52 | BUTLERS OFFICE EQUIPMENT AND SUPPLY INC | 115001 | 28525 |
| 0 | | 03/02/2020 | 10793 | OR | 16,943.75 | DELL MARKETING LP | 118022 | 113471 |
| 0 | | 02/27/2020 | 10792 | OR | 5,173.05 | T AND R MARKET INC | 915008 | 172139 |
| 0 | | 02/27/2020 | 10791 | OR | 681.28 | NAVAJO WESTERNERS | 103015 | 29144 |
| 0 | | 02/26/2020 | 10789 | OR | 43,632.00 | SAINTSBURY CONSULTING INC | 118022 | 203968 |
| 0 | | 02/26/2020 | 10788 | OR | 43,632.00 | SAINTSBURY CONSULTING INC | 118022 | 203968 |

| Function | Processes |
|--------------|---|
| Locate an OR | 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 your grid. |
| | Note: The Order Number field. |
| | JDE EnterpriseOne system assigns order numbers in sequential order. |
| | When the Order Number column displays missing order number(s). This occurs when the requisitioner adds an order but closes the Enter Requisitions form without confirming the order. |
| | Note: Enter a new OR if you experience this. To find an OR, you can use any of the header or QBE fields. |

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.

| EnterpriseOne Menus > FMIS Master Directory > FMIS Inquiry Menu | > Purchasing Inquiry |
|---|-------------------------------|
| | Quere Awaiting Approval |
| | Q Order Inquiry - Detail View |
| | Open Contract Orders |
| | Q Open O1 Purchase Orders |
| | Enter/Review Requisitions |

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

Order Inquiry - Detail View - Work With Order Details

| der Number | 384214 | OP | 1. | Branch/Plant | × |
|---------------|--------|----|----|----------------|----------|
| elated Order | ź | * | * | | |
| riginal Order | ż | * | * | As If Currency | |
| m Number | * | | | | |
| count Number | * | | | | |
| pe/Subledger | * | - | | Display Suppl | ier Item |

| Function | Processes | | | |
|----------------------------|-----------|---------|-------------------|----|
| Oracle / JDE EnterpriseO | ne | - 223 - | Revised 02/27/202 | 25 |
| Proprietary & Confidential | l | | | - |

| The Navajo Natio | on Oracle 9.2 Tools Release 9.2.4. |
|--------------------------------|---|
| Order Inquiry – Detail View | 2. Enter the OR number in the Order Number field. |
| | 3. Tab to the next field, enter the Order Type in this no title field. |
| | 4. Click the Find button. |
| | Note: By changing the Order Type field you can inquire on all order types. |

| Order In | quiry - Detail | View - Work | With | Order D | etails | | | | | | | | | | | | | Person | al Form: (No Pe | arsonalization) | ✓ Query | All Records |
|----------|----------------|-----------------|----------|----------------|----------------------------|------------------------|----------------------|------------------------------|--------------|----|----------------|------------------|----------|-------------|----------------|--------------------|-------------|---------|--------------------|--------------------|------------------|------------------|
| v Q | + 🗇 🗙 | 🕂 Eorm 🚍 | Row | (i) Tools | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| Order N | mber | 384214 | OP | * | Branch/PI | ant | | | | | | | | | | | | | | | | |
| Related | Order | • | | • | | | | | | | | | | | | | | | | | | |
| Original | Order | * | * | * | As If Cum | ency | | | | | | | | | | | | | | | | |
| item Nur | nber | | | | | | | | | | | | | | | | | | | | | |
| Account | Number | | | | | | | | | | | | | | | | | | | | | |
| Type/Su | sledger | * | | - 1 | | Display Supplier I | lem | | | | | | | | | | | | | | | |
| Commo | lity Code | | | | | | | | | | | | | | | | | | | | | |
| | ., | | | | | | | | | | | | | | | | | | | | | |
| Records | 1 - 3 | | | | | | | | | | | | | | | | | | | | 1 | " tu43 |
| | | | | | | | | | | | | | | | | | | | | _ | | |
| | Order Date | Order Number | Or Ty | Line Number | Original Ordered Amount | Quantity To Receive | Amount To Receive | Line Description | Unit Cost | UM | Account Number | Supplier Name | Ln Ty | G/L Date | Cancel Date | Supplier Number | Order Co | Ship To | 2nd Item Number | Original Number | Original Type | Original Line |
| | 09/17/2019 | 384214 | OP | 1.000 | 339.95 | 1.00 | 339.95 | STI FS91R, STIHL LOOP HANDLE | 339.950 | EA | K170705.4210 | NOEL'S INC | J | 09/17/2019 | | 290 | 06 03979 | 53783 | | 00009647 | OR | 1.000 |
| | 09/17/2019 | 384214 | OP | 2.000 | | | | QUOTE NO. 00137148-00 | .000 | EA | | NOEL'S INC | т | 09/17/2019 | 09/17/2019 | 290 | 06 03979 | 53783 | | 00009647 | OR | 2.000 |
| | 09/17/2019 | 384214 | OP | 3,000 | | | | CONTACT: Leonard Lansing | .000 | FA | | NOFI'S INC | т | 09/17/2019 | 09/17/2019 | 290 | 06 02070 | 62702 | | 00000647 | 00 | |

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

Examples of System Warning & Error Messages

There are two types of system messages you might encounter:

- 1. Yellow *Warnings* You may override them by clicking the *OK* button again.
- 2. Red *Error* messages May be fix by the user or procurement power user.

| Enter Requisitions - Order Detail | |
|---|---|
| \checkmark X \bowtie Eorm \equiv Row (a) Tools | Click here on the line or right pointed icon, you |
| This form has 1 Errors 0 Warnings | will see the complete cause & resolution to |
| Issues (click each label for more information): Account Number 101006.7420 is Invalid | error messages. |
| Please look for the highlighted fields or use Go To Error links to move the focus to the control with | |

Enter Requisitions (Operating Budget) - Order Detail



Warning Message (Yellow) Account is Over Budget

Enter Requisitions (Operating Budget) - Order Detail

| OK | Cancel | Form | Row | Tools |
|----|--------|------|-----|-------|
| 8 | × | | Ħ | 2 |

This form has 0 Errors 1 Warnings

Issues (click each label for more information):

Detail Line Amount Exceeds Budget

Please look for the highlighted fields, correct the entries, and resubmit your request.

• Warning Message (Yellow) Detail Line Amount Exceeds Budget

Enter Requisitions - Order Header

| waa (aliak aaab la | halfar mara informa | tine): | | | | |
|---|--|--|---|---|--------------------------|--------------|
| sues (click each la | bei for more informa | tion): | | | | |
| ✓ Invali A form Caus file (F Reso must order Code the P Code | id Approval Route Commission of the Approval Route Commission of t | ode ▷ curred. al Route Code is not definer type. val process is desired, the proval Levels file (F43008 ig option determines the A fault. If you are currently u ace the cursor on the App to see a list of valid values 0.00000000000000000000000000000000000 | ed in the Approval Level on the Approval Route C i) for the pproval Route ising the roval Route s. If you give the focus to the cont | s ode trol with the error over | act the entries and | |
| der Header A | dditional Propertie | s Category Codes | | nor with the error, con | ect the entries, and i | resubmit yo |
| order Number | ighlighted fields or u dditional Propertie: 4597 | se Category Codes | Branch/Plant | K162005 | | resubmit you |
| rder Header A Order Number | ighlighted fields or u dditional Propertie: 4597 s | s Category Codes | Branch/Plant | K162005 | | resubmit you |
| rder Header A Order Number Address Numbers Supplier | ighlighted fields or u dditional Propertie: 4597 s 132810 | Category Codes OR 03929 PRIMEDIA BU | Branch/Plant | K162005 Dates Order Date | 01/23/2019 | resubmit you |
| Address Number Ship To | dditional Properties 4597 s 132810 55085 | Se Go To Error links to hit s Category Codes OR 03929 PRIMEDIA BU DSS / LONG | Branch/Plant JSINESS EXHIBIT | K162005 Dates Order Date Requested | 01/23/2019 01/23/2019 | esubmit you |

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

| This form has 1 | Errors 0 Warnings | | | | | |
|---|---|---|--------------------------|----------------------------|-----------------------------------|----------|
| ssues (click each la Please look for the l | bel for more informatio <u>Address Number</u> nighlighted fields or use | n): <u>- Invalid</u> I Go To Error links to | move the focus to the co | ntrol with the error, corr | ect the entries, and resubmit you | ır reque |
| Order Header | Additional Propertie | s Category Code | 8 | | | |
| Order Number | | OR 07000 | Branch/Plan | t 807001 | × • 2 | |
| Address Nur | | | | Dates | | |
| Supplier | | PRIMEDIA | BUSINESS EXHIBIT | Order Date | 01/23/2019 | |
| Ship To | | | | Requested | 0 | |
| Buyer | | | | Promised Delivery | | |

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.

Enter Requisitions - Order Header

| Issues (click | each label for more information): | |
|---------------|--|---------------------------------|
| - | Business Unit Number Invalid | |
| | Master file (F0006). RESOLUTION: Enter a valid business unit number or add the business unit number to the Business Unit Master file (F0006). | |
| Please look | for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the e | ntries, and resubmit your requ |
| Please look | for the highlighted fields or use Go To Error links to move the focus to the control with the error, correct the e eader Additional Properties Category Codes | ntries, and resubmit your reque |

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.

Enter Requisitions - Order Detail

| XX | Eorm 🚍 Row 👸 Iools |
|--------|--|
| • Thi | is form has 1 Errors 1 Warnings |
| Issues | 6 (click each label for more information): |
| Þ | |
| - | Unit of Measure Conversion Unsuccessful A form level error has occurred. CAUSE: An error condition was encountered when attempting to convert a quantity from one unit of measure to another. An error results when a conversion factor to the primary unit of measure cannot be found for one or both of the units of measure involved in the conversion. RESOLUTION: Use the Unit of Measure Conversion program (P41002) or the |
| Please | e 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. |

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

| × | | | rm 🗮 <u>R</u> ow 🛞 | Tools | | | | | | | | | | |
|--------------|-------------|--|--|---|--|---|---------------------|--|----------------------------------|----------------|----------------|----------------|-----------------------|-----------------|
| Thi | is fe | form has | is 2 Errors 0 Warni | ings | | | | | | | | | | |
| Issues | | lick each <u>ate Inva</u> <u>ate Inva</u> <u>ate Inva</u> ate Inva ate Inva Inva ate Inva ate Inva Inva Inva Inva Inva Inva Inva Inva | h label for more info alid ▷ alid ▷ has occurred, but it The date that y han or equal to the onEnter a promis he highlighted fields | t cannot be correct ou have keyed in transaction date. sed date greater t s or use Go To En | ted from this form. Please c as the promised date must han the transaction date. for links to move the focus to | correct any other errors and be o the control with the error, | then contact your | System Administrato , and resubmit your r | r regarding this erro equest. | ¢ | | | | |
| Order | De | etail | Line Defaults A | dditional Proper | ties Category Codes | | | | | | | | | |
| Orde | r N | lumber | 10774 | OR | 04523 | Branch | /Plant | K190400 | | | | | | |
| Supp Ship | olier To | r L | 295791 55035 | E A | DESERT STEEL BUILDING BANDONED MINE LANDS | S LLC S RECLA Order [| Date | 10/26/2020 | | | | | | |
| Hold | Co | ode | | Blank - Hol | d Codes 42/HC | Order A | Attachment | | | | | | | |
| Retai | inag | ige % | | | | | | | | | | | | 1 |
| Record | ds ' | 1-3 | | | | | | | | | | | | |
| | X | 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 |
| | | 1 | Beams Steel 85 fr | poter | -2 | LB | 5.00 | 18000.0000 | 90,000.00 | —K190400.9060 | 1.000 | - | 12/16/2019 | 12/16/2019 |
| | | Ť | Nails heavy duty e | steel post | 2 | CN | 3.00 | 85.0000 | 255.00 | | 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.
 - \circ Click OK at the Order Header form. \circ Click OK at the Order Detail form \circ 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

| X F Eor | m 🗮 Row 💮 | Tools | | | | | | | | | | |
|---|--|---|--|--|-----------------------|---------|---------|-------|---------|----------|--------|---|
| This form has | s 2 Errors 0 Warnin | <u>)98</u> | | | | | | | | | | |
| ssues (click each | I label for more info | mation): | | | | | | | | | | |
| Distr A for CAU appli RES Distr up o Chec GL C Please look for the | ribution AAI Numbe rm level error has o ISE : The Automatic lication is not define SOLUTION : Review Inbution/Manufacturi r modify the require ck the information fi CLass code 9999 . the levelist N e highlighted fields | r 4315 Invalia courred. : Accounting d in the Distr the AAI that ing AAI main d data. or Company or use Go To | al ► Instruction (AAI) number 4315 used by biotion/Manufacturing AAI table. Is not set up correctly using the tenance application and set 07000, Order Type OR and 0 Error links to move the focus to the co | this ntrol with the error, correct the en | tries, and resubmit : | your re | equest. | | | | | |
| Order Detail L | Line Defaults Ac | Iditional Pro | perties Category Codes | | | | | | | | | |
| Order Number | 4599 | OR | 07000 | Branch/Plant | 807001 | | | | | | | |
| Supplier | 132810 | | PRIMEDIA BUSINESS EXHIBITION | s | 04727040 | | | | | | | |
| Ship to | 34110 | | OFFICE SUPPLY CENTER | Order Date | 01/23/2019 | | | | | | | |
| Hold Code | | Blank - | Hold Codes 42/HC | Order Attachment | | | | | | | | |
| Retainage % | | | | | | | | | | | | |
| Records 1 - 2 | Item | | Description 1 | Description 2 | Pu. | Tr | r. Qua | stity | Unit | Extended | Line | Account Number |
| 1 1 1 ¹ | 2245 | | | | COM | 00 | | 1.00 | 15 0000 | 0051 | Number | |
| J 7 1 | 2070 | | | | | | | 1.00 | 15.0000 | | | and the second se |

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

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

| Enter Requisi | itions - Order Detail | | | | | | | | |
|--|--|---|---------------|--------------|----------------------|----------------------|------------------|----------------|----------------|
| / 🗙 🖳 Eo | rm 🗮 <u>R</u> ow 🝈 <u>T</u> ools | | | | | | | | |
| This form has | as 1 Errors 0 Warnings | | | | | | | | |
| Issues (click eac | h label for more information): | | | | | | | | |
| ▼ BL C/ No Va Bil K K Ch N Sta P Please look for th | J <u>K100511 PEC Does Not Allow I</u> AUSE: The posting edit code for t allow transactions to be posted alid codes include: ank Can post transactions. Can post transactions, but the ori ange orders are required for mak Cannot post transactions. Use thi arted or is closed. Cannot post transactions. The ioth he highlighted fields or use Go To | Entry D usiness unit K100511 does to this account. ginal budget is locked and ing changes to the budget. is code for a job that is not o can be purced. Error links to move the focus to the control w | ith the error | r, correct t | the entries, and re: | submit your request. | | | |
| Order Detail | Line Defaults Additional Pro | perties Category Codes | | | | | | | |
| Order Number | 4600 OR | 02685 | Brand | ch/Plant | K100 | 511 | | | |
| Supplier | 132810 | PRIMEDIA BUSINESS EXHIBITIONS | | | | | | | |
| Ship To | 53538 | OFFICE OF THE CONTROLLER | Order | r Date | 01/23/20 | 19 | | | |
| Hold Code Retainage % | Blank - | Hold Codes 42/HC | <u>Order</u> | r Attachm | ent | | | | |
| 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 Requisiti | ons - Order D | etail | | | | | | | | | | |
|---|--|---|---|----------------------------------|-----------------|------------|------------|---------------------|--------------|------------------|----------------|----------------|
| 🗸 🗙 🕂 Eom | n 🗮 Bow 🛞 | Tools | | | | | | | | | | |
| This form has | 2 Errors 0 Warnin | 0.08 | | | | | | | | | | |
| Issues (click each | label for more info | rmation): | | | | | | | | | | |
| Distri A forr CAUS applic RESS Distri up or Chec GL C | bution AAI Numbe m level error has o SE: The Automatic cation is not define DUUTION: Review bution/Manufactur modify the require k the information f Lass code 9999. | r 4315 Invalid ccurred. c Accounting I d in the Distril the AAI that ing AAI mainte d data. or Company 0 | 1 b Instruction (AAI) number 4315 used by this buttonManufacturing AAI table. Is not set up correctly using the enance application and set 07000 , Order Type OR and | 8 | | | | | | | | |
| Please look for the | highlighted fields | or use Go To | Error links to move the focus to the contro | I with the error, correct the en | tries, and resu | ibmit yo | ur reque | est. | | | | |
| Order Detail Li | ine Defaults Ac | ditional Prop | perties Category Codes | | | | | | | | | |
| Order Number | 4599 | OR | 07000 | Branch/Plant | 80700 | 1 | | | | | | |
| Supplier | 132810 | | PRIMEDIA BUSINESS EXHIBITIONS | | | | | | | | | |
| Ship To | 54118 | | OFFICE SUPPLY CENTER | Order Date | 01/23/2019 | 9 | | | | | | |
| Hold Code Retainage % | | Blank - I | Hold Codes 42/HC | Order Attachment | | | | | | | | |
| Decords 1 - 2 | | | | | | | | | | | | |
| Ln It | em lumber | | Description 1 | Description 2 | | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number |
|] J 12 | 345 | | | | | | | 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.

| | Local File H3F | or drop file here | 4_NN0003.dd B | rowse |
|--------------|---------------------------------------|-------------------------------------|---|---------------------------|
| | Proces | sed File 1 of 1 | M | Save |
| 349815 | 53736 | BWHEELER | 04289 | |
| 362708 | 55902 | LEEBEGAY | 04458 | |
| 112446 | 55759 | JHUBBARD | 04587 | |
| 28525 | 241807 | FKINSEL | 04381 | |
| 20225 | 241907 | EVINCE | 0/1291 | |
| Message fror | n webpage | | | |
| A F | ile: PY9.2_TEST.P night be corrupt | 43214_NN0003.d ed. Please contac | ocx - Invalid file (t your administra | extension or file tor. |

Error Message (Red): Invalid File Extension

| Function | Processes |
|--------------|--|
| Invalid File | Cause: File name has too many extensions (periods) or under score (_). |
| Extension | |
| | 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. |
| | Example: |
| | Current File Name: PY9.2.TEST.P43214.NN0003 |
| | New File Name: PY92_P43214NN0003 |

Enter Requisitions - Order Detail

| data for the ine manipulate links of tage of the Link mine to more link of the definition with the definition of the definition with the definition of the definition o | ues (click eac | h label for more <u>Account Nu</u> | information): mber 807001 is Ide or use Co T | Invalid | s to move the focus to the control | with the error | correct | the entries and r | eubmit vour requeet | | | |
|---|----------------|---------------------------------------|--|-------------|------------------------------------|-----------------|------------|---------------------|------------------------|------------------|----------------|----------------|
| Order Number 4596 OR 07000 Branch/Plant 807001 Supplier 132810 PRIMEDIA BUSINESS EXHIBITIONS 54118 OFFICE SUPPLY CENTER Order Date 01/23/2019 Hold Code Image: Blank - Hold Codes 42/HC Order Attachment 54118 01/23/2019 | rder Detail | Line Defaults | Additional Pr | operties | Category Codes | s war ale error | CONCEL | ine entries, and i | saubriik your requeat. | | | |
| Supplier 132810 PRIMEDIA BUSINESS EXHIBITIONS Ship To 54118 OFFICE SUPPLY CENTER Order Date 01/23/2019 Hold Code Blank - Hold Codes 42/HC Order Attachment Retainage % Image: Code State | Order Number | 4596 | OR | 07000 | (| Branc | h/Plant | 807 | 001 | | | |
| Ship To 54118 OFFICE SUPPLY CENTER Order Date 01/23/2019 Hold Code Blank - Hold Codes 42/HC Order Attachment Retainage % Image: Comparison of the comparis | Supplier | 132810 | | PRIME | DIA BUSINESS EXHIBITIONS | | | | | | | |
| Hold Code Blank - Hold Codes 42/HC Order Attachment Retainage % | Ship To | 54118 | | OFFICE | SUPPLY CENTER | Order | Date | 01/23/2 | 019 | | | |
| Retainage % | Hold Code | | Blank | - Hold Code | es 42/HC | Order | Attachm | ent | | | | |
| | Retainage % | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | lecords 1 - 2 | | | | | | | | | | | |
| ecords 1 - 2 | Ln | Description 1 | | | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Number |
| Ln Volt Description 1 Description 2 Pu. UoM Tr. UoM Quantity UoM Unit Extended Cost Line Number Account Number | 10 mm | | | | | | | | | | | 0 |

Error Message (Red): Account Number 807001 is Invalid

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

The Navajo Nation Enter Requisitions - Order Detail

| ✓ × ℝ, Eor | m 🗮 <u>R</u> ow (3) | Tools | | | | | | | | |
|---|--|---|---|----------------|------------|---------------------|--------------------|------------------|----------------|---------------|
| This form ha | s 1 Errors 0 Warni | ngs | | | | | | | | |
| Issues (click each | n label for more info | ermation): | | | | | | | | |
| Acc CAl If yo indi Acc valia Acc Acc Acc valia Acc Acc Acc indi in ci | ount Number 10100 JSE: 101006.7420 ou get this error met cating that the acco ounting Instructions Jated against are P ounts Receivable. I accounts, the prog cher/invoice. If the out ash receivable, the sa | <u>16.7420 is invalid</u> does not exist in the ssage on a discount is unt numbers set up is a are invalid. The AAI KD/PKL for Accounts f business unit is not ram will use the busis error message is on a ime holds true about | Account Master file (F0901). NOTE: amount, if is in the Automatic records being Payable and RKD for defined in the defined in the tess unit from the digustment reason the AAI account | | | | | | | |
| Please look for th | Line Defaults | or use Go To Error li | nks to move the focus to the control v | vith the error | r, correct | the entries, and i | resubmit your requ | iest. | | |
| Order Number | 4607 | OR 000 | 10 | Brand | :h/Plant | 10 | 1006 | | | |
| Supplier | 132810 | PRIM | IEDIA BUSINESS EXHIBITIONS | | | | | | | |
| Ship To | 53471 | RES | OURCES COMMITTEE | Order | Date | 01/23/ | 2019 | | | |
| Hold Code | | Blank - Hold Co | odes 42/HC | Order | Attachm | ent | | | | |
| Retainage % | | | | | | | | | | |
| Records 1 - 2 | | | | | | | | | | |
| 🗆 🗷 Ln Ty | Description 1 | | Description 2 | Pu. UoM | Tr. UoM | Quantity Ordered | Unit Cost | Extended Cost | Line Number | Account Numbe |
| [] J | | | | | | 2.0 | 00 7420.0 | 1000 | | 101006.7420 |

Error Message (Red): Account Number 101006.7420 is Invalid

- Cause: Object Account <u>7420</u> 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
 - \circ Request Object Account to be added to the Business Unit.
 - Contact for External Fund Accounts:
 - DEtsitty (928) 871-6220, email detsitty@nnooc.org

The Navajo Nation

| ope | namig buug | er companson (DA) - T | iai Dalance / Leuger Compar | 13011 | | | | | | |
|------|--------------------|-----------------------|------------------------------|---------------------------------|----------------------------------|----------------------------|-----------------------|------------------------|---------------------|---------------------|
| / | a × ≡ | Row (i) Tools | | | | | | | | |
| Skip | o to Account \star | 101006.3000 | Select/Skip To | | | | | | | |
| Led | ger Type 1 | BA Budget Amount | Level Of Detail | 7 | | | | | | |
| Led | ger Type 2 | AA General Ledger | Period/Date | | | | | | | |
| Тур | e/Subledger | * | LT 1 Thru Date | 01/31/2010 | | | | | | |
| | | | LT 2 Thru Date | 01/31/2010 | | | | | | |
| Red | cords 1 - 76 | | | | | | | | | |
| | Level Of Detail | Account Number | Account Description | Budget Amount Period Balance | General Ledger Period Balance | Variance Period Balance | Budget Amount Balance | General Ledger Balance | Variance Balance | Posting Edit Cod |
| | 4 | 101006.6000 | Repairs & Maintenance | | | | | | | N |
| | 4 | 101006.6000 | Repairs & Maintenance | | | | | | | N |
| | 4 | 101006.6500 | Contractual Services | | | | | | | N |
| | 4 | 101006.6500 | Contractual Services | / | Object Coc | le 7420 not part of | | | | N |
| | 4 | 101006.7000 | Special Transactions | | the B/U, it | will also place the | | | | N |
| | 6 | 101006.7110 | Programs | | order on | Budget hold, no | 217.20 | | 21 | .7.20 B |
| | 7 | 101006.7170 | Student Acti | | budg | et line 7410 | | 970.00 | 970 | 0.00- |
| | 6 | 101006.7110 | | 217.20 | | | 217.20 | 970.00 | 75: | 2.80- B |
| | 5 | 101006.7100 | Programs | 217.20 | | 217.20 | 217.20 | 970.00 | 75 | 2.80- 1 |
| | 6 | 101006.7510 | Training & Professional Dues | 2,500.00 | | 2,500.00 | 5,500.00 | | 5,50 | 0.00 B |
| | 7 | 101006.7520 | Training/Registration Fees | | | | | 2,350.00 | 2,350 | 0.00- |
| | 6 | 101006.7510 | Training & Professional Dues | 2,500.00 | | 2,500.00 | 5,500.00 | 2,350.00 | 3,15 | 0.00 B |

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

The Navajo Nation

Oracle 9.2 Tools Release 9.2.4.5

Contact List

| FMIS Project Manager | Rachel Williams | support@nnooc.org | | 928 871-7654 |
|---|--|--|-----|------------------------------|
| FMIS Technical Support | Nathan Francisco | support@nnooc.org | | 928 871-6312 |
| General Accounting UPK Registration | Myrene Shondee | mshondee@nnooc.org | | 928 871-7681 |
| Accounts Payable Address Book, W9 | Marcie Allison- Destea Voucher Match | mdestea@nnooc.org | | 928 871-7805 |
| Purchasing Office Assistant OR Login/Status | Roberta Benally | robenally@nnooc.org | | 928 871-6316 |
| Purchasing Buyer OR Processing | Lorita Etsitty | letsitty@nnooc.org | | 928 871-6317 |
| Purchasing ARPA Buyer OR Processing | Grace Coan | gcoan@nnooc.org | | 928 871-6318 |
| Purchasing Receiving Receipt | Sharon Belone | sbelone@nnooc.org | | 938 871-6320 |
| Purchasing PowerUser EASF/All Issues | James Bennett Jr | jbennett@nnooc.org | | 928 357-6510 |
| Purchasing PowerUser EASF/All Issues | Darlene Begay | darlene.begay@nnooc.org | | 928 810-8546 |
| NN Property Management 6B Check Off List | Darlene James | propertymgmt_OOC@nnooc.org | g | 928 729-4086 928 729-4087 |
| NN Dept. of Info. Tech. (DIT) 6B Check Off List | DIT Help Desk | <u>https://dit.navajo-nsn.gov/Help-</u> <u>Desk</u> | E- | 928 871-6520 928 871-6554 |
| NN Telecom. & Utilities 6B Check Off List | Email | nntu@navajo-nsn.gov | Fax | 928 871-7737 928 871-7737 |

Proprietary & Confidential

Contact List

| NN Records Management | Email | nndupe@yahoo.com | | 505 371-5113 |
|-----------------------|--------------|---------------------------------|-----|--------------|
| 6B Check Off List | | | Fax | 505 371-5109 |
| Eisaal Daaayamy Eund | | | | |
| (EDE) | Lico Lymm | liver anno a ang | | 028 200 5525 |
| (FKF) | Lisa Jyiiiii | <u>IJymm@miooc.org</u> | | 928 309-3333 |
| 6B Check Off List | | <u>jlmuskett@navajo-nsn.gov</u> | | 928 309-5532 |
| | | steven.daniels@navaio-nsn.gov | | 928 309-5533 |