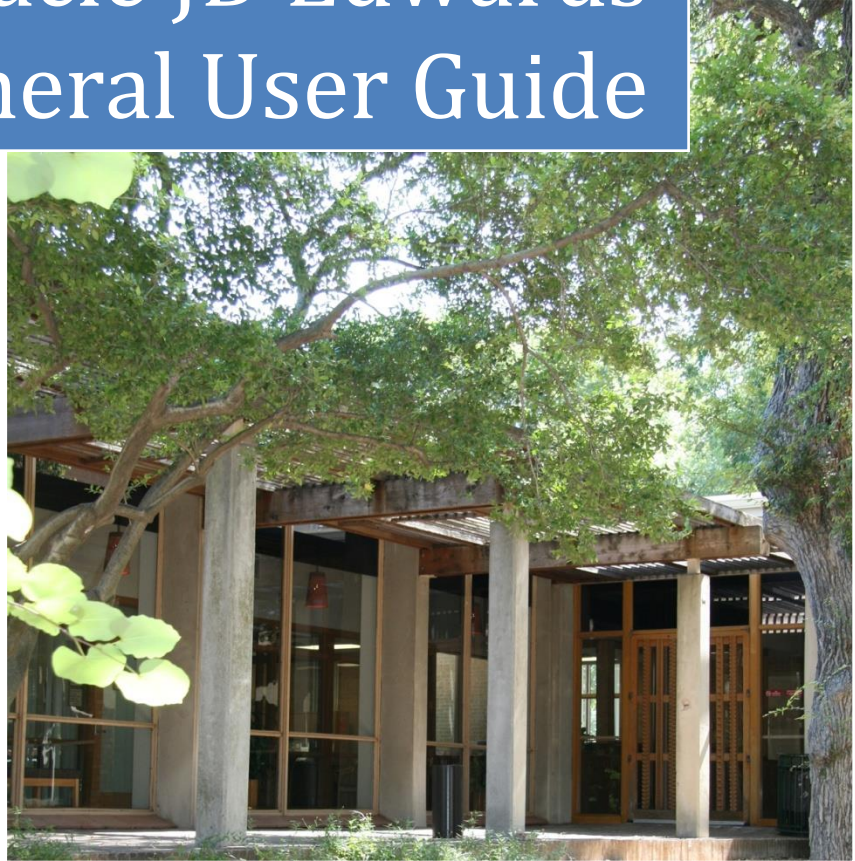


2017

City of Denton Oracle JD Edwards General User Guide



Materials Management Division

Oracle Version 9.0

9/5/2017

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Supplement A – Procurement Module

Supplement B – Inventory Management Module


General

Introduction

The guide is designed to be a tool to assist new users in the utilization of the City of Denton's Enterprise Software System, Oracle JD Edwards EnterpriseOne Software (JDE). JDE is comprised of financial, budgeting, procurement, inventory, fixed asset management, payroll and human resource modules. Each module has common business applications and tools.

The City implemented JDE in 2001 and has installed various modules over time to improve services. The City opts to limit customization of the modules to allow for ease in software releases and updates deployed periodically by Oracle. The software is managed by the Technology Services Department with assistance from power users in each module. Final approval of any software modification is reviewed by Tech Services, the appropriate power user and the Comptroller.

This guide is comprised of instruction materials created by various departments. Previous software versions may have been used to create some portions of this manual; however, the same processes are used. In these cases, the screen shots may look slightly different than the current version used by the City.

Tips are provided throughout the guide to help users with shortcuts or other tools to create efficiencies in the use of JDE. Tips are identified by the  symbol.

Access to JDE

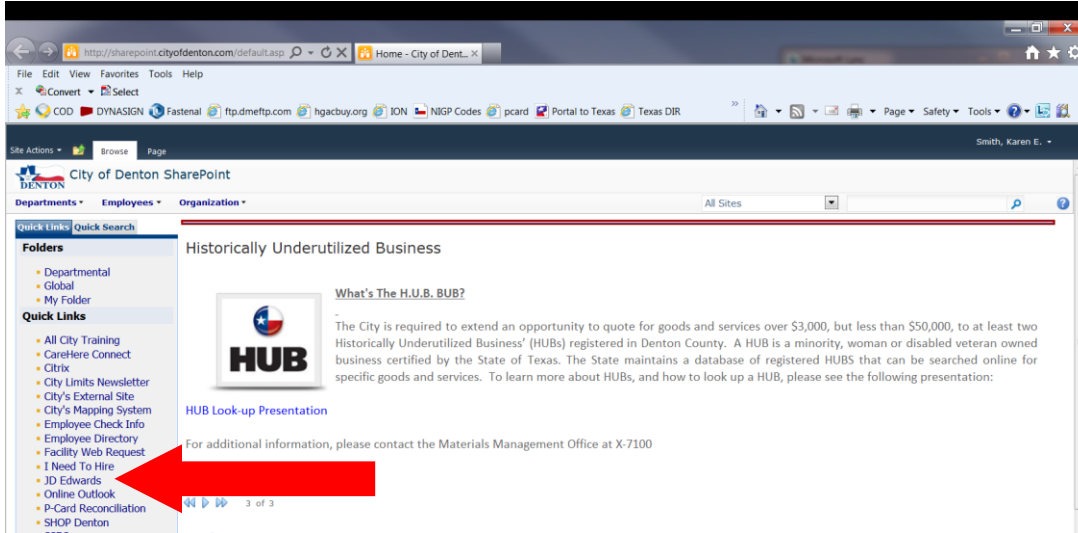
New users must complete the JD Edwards Access Request Form available on SharePoint to request access. Upon completion, forward the form to the Budget Office for approval. Once access is granted, the login and password will be the same as the network login using the employee number and password. With the 9.1 upgrade, the user is no longer prompted to enter the login and password.

Depending on the new user's job duties, they may be granted various security and rights to the modules. General users will have the least access, whereas Finance employees will have more access to various functions. The various security groups are: Basic User Group, Accounts Payable Group, Finance/Accounting Group, Budget Group, Purchasing Group and Timekeeper.

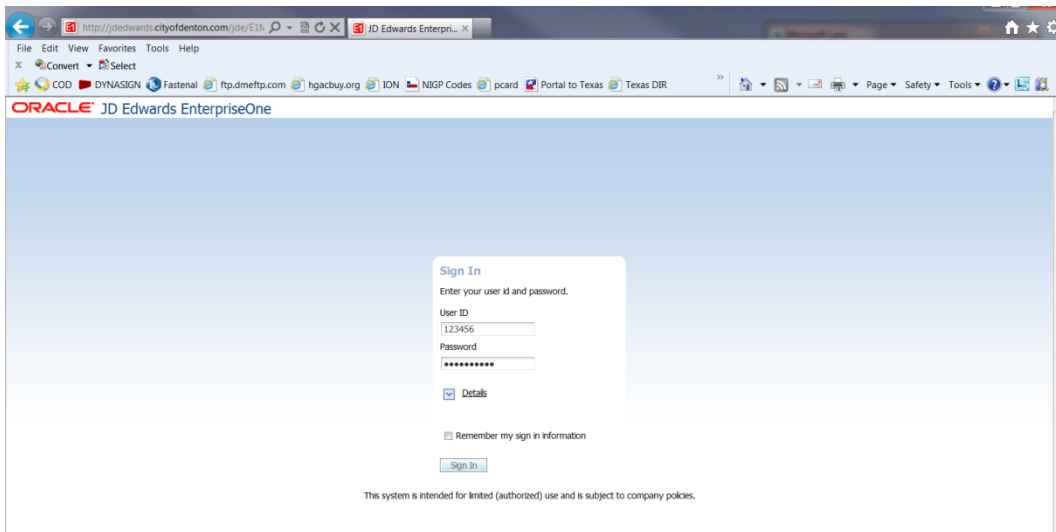
JDE uses an electronic approval process for the purchase of goods and services through the Procurement Module. Each department has hierarchies with approval thresholds based upon job position and responsibilities. New users will need to be granted approval rights through the Budget Office based upon their department's requirements.

Logging in to JDE

Access the login screen to JDE by opening Internet Explorer from your desktop. Click on JD Edwards in the Quick Links task bar as shown below:



Enter Employee ID and password. This is the same ID and password used to log onto the City of Denton network



Document Types

A document type is a two letter code that helps the user identify which program was utilized for a JDE process. Common document types used by the City of Denton include:

OR	Purchase requisition
OW	Purchase requisition for inventory stock (DC Staff only)
OP	Purchase order
OV	Receiving document
PV	Payment voucher
SP	Sales order for inventory stock (job accounts)
SA	Sales order for inventory stock (operating account)
SO	Sales order for inventory stock for sale to external customer
CO	Sales order for inventory stock - return
JV	Journal Voucher

Document Status

Some document types utilize status codes. A status is a three digit user defined code that identifies the step in the order flow of a program. This allows any user to quickly identify where the document is in the process. JDE uses a two status code system, the Last and Next statuses. The Last Status specifies the last step in the processing cycle that the order line has successfully completed. The Next status indicates the next step in the order flow. The Next status is the best indicator of where a document is currently being processed.

Status codes are most often used in the Procurement Process and help users follow their requisition through the entire process. The status codes for the procurement process are provided on the following page and are better defined in the [Non-Inventory Requisition and Purchase Order Process](#) section of this manual.

Status Codes for Non-Inventory Requisitions

DOC TYPE	LAST STATUS	NEXT STATUS	DESCRIPTION	USER REVISIONS ALLOWED?
OR	100	110	Order Entered/Awaiting Approval	NO
OR	110	110	Partial Approval Received/Awaiting Additional Approval	NO
OR	110	100	Requisition Rejected/Ready for User Changes	YES
OR	110	120	Fully Approved/Ready for Buyer Review	Yes (Buyers Only)
OR	120	110	Buyer Modified Requisition/Awaiting Approval	NO
OR	120	130	Buyer Review Complete/Ready for PO Generation	NO
OR	130	999	PO Generated/Requisition Closed	NO
OR	980	999	Line Cancelled	NO

STATUS CODES FOR NON-INVENTORY PURCHASE ORDERS (Requisitions Generated into PO's)

DOC TYPE	LAST STATUS	NEXT STATUS	DESCRIPTION	USER REVISIONS ALLOWED?
OP	220	280	PO Generated from Requisition /Ready for Purchasing to PO Print	NO
OP	230	220	PO Rejected/Ready for Changes	Yes (Buyers Only)
OP	230	230	Partial Approval Received/Awaiting Additional Approvals	NO
OP	230	280	Fully Approved/Ready for Purchasing to PO Print	NO
OP	280	400	PO Printed/Ready for PO Receipts	NO
OP	400	400	Line Partially Received/Ready for PO Receipts	NO
OP	400	999	Line Fully Received/Line Closed	NO
OP	980	999	Line Cancelled	NO

B1 Status = Budget Hold

- On hold by budget office

Solution- Check with your budget person to make sure there is money in the account you are using.

A1 Status = Approval Hold

- Not approved by the departmental approver.

Solution- Check with your approver to see if they have approved it.

Non-Inventory Requisition and Purchase Order Process

A non-inventory requisition (OR) is used to order goods and services that are not inventory stock in the Centralized Distribution Center (DC). These typically are goods and services specific to the using department. An OR should detail the need and clearly communicate to the Buying Staff, and to the potential vendor, the specific good or service needed. OR should be entered before the need, and not after the fact. An OR will be converted into a purchase order (PO) and will become a contract between the City and the vendor. Only the Buying Staff can issue a PO. All goods and services ordered through an OR must adhere to the *Materials Management and Payment Procedures Manual* located on SharePoint.

In this section, the following topics will be explored:

Document Types (OR and OP)

Quantity versus Lump Sum

System Messages

Entering Requisitions

Line Attachments on Requisitions

Requisition

Revisions

Cancellation

Printing

Requisition and Purchase Order Status

Receivers

Input

Inquiry

Reversal

History

Vendor Address Book

Note: This section of the Guide was created with JDE Version 8.11 and the screens may appear slightly different in subsequent versions. The content and processes are still utilized in the current version of JDE. Note that the menu in Version 8.11 was located on the left side of the screen. In the 9.0 version, the menu is located at the top of the screen in drop down menus.

Purchasing Document Types



1. OR (Requisition)

- 6-digit or 9-digit account Prefix
- Workflow

2. OP (Purchase Order)

- Purchase Order generated by Purchasing Staff only
- Derived from OR

Quantity vs. Lump Sum

When to Use Quantity

- Goods/tangible items
- Services occurring at regular intervals
 - Monthly copier rental
 - Security alarm service
 - Temporary employee service

When to Use Lump Sum

- When individual unit amounts or quantities are either not known or not available.
- Freight charges
- Services not paid at regular intervals
 - Construction orders
 - Bulk material
 - Multiple releases with variable dollar amounts

Do **NOT** enter quantity when using lump sum.

System Warning Messages

Warnings
Issues (click each label for more information):
▶ Date is in this Yr but Prior Mth (PBCO) ▶ [Go to warning...](#)
Please look for the highlighted fields, correct the entries, and resubmit your request.

Order Detail Line Defaults

Order Number	136349	OP	00600	Branch/Plant	600500
Supplier	228742	MINER & MINER		Order Revision	0
Ship To	269755	ELECTRIC ENGINEERING		Order Date	12/05/2007

When a warning icon appears, click on icon to view message.
Note: Users will be allowed to continue to next screen.

System Error Messages

Errors
Issues (click each label for more information):
▶ Account Number 800200 is Invalid ▶
CAUSE: 800200 does not exist in the Account Master file (F0901). NOTE: If you get this error message on a discount amount, it is indicating that the account numbers set up in the Automatic Accounting Instructions are invalid. The AAI records being validated against are PKD/PKL for Accounts Payable and RKD for Accounts Receivable. If business unit is not defined in the AAI accounts, the program will use the business unit from the voucher/invoice. If the error message is on adjustment reason in cash receipts, the same holds true about the AAI account number being invalid for the adjustment reason entered. If you get this error message on a job being closed, it is indicating that the AAI account JCPB (Prior Year End Balance in Closed Jobs), JCR (Job Revenue), or JCC (Job Costs) is not set up. RESOLUTION: Enter the correct account number.

Line Number	Account Number	Subledger	Sub Type	Branch/Plant	Description 1	Description	Quar	Order
1.000	800200			800200	DeWalt 18v Power Drill			

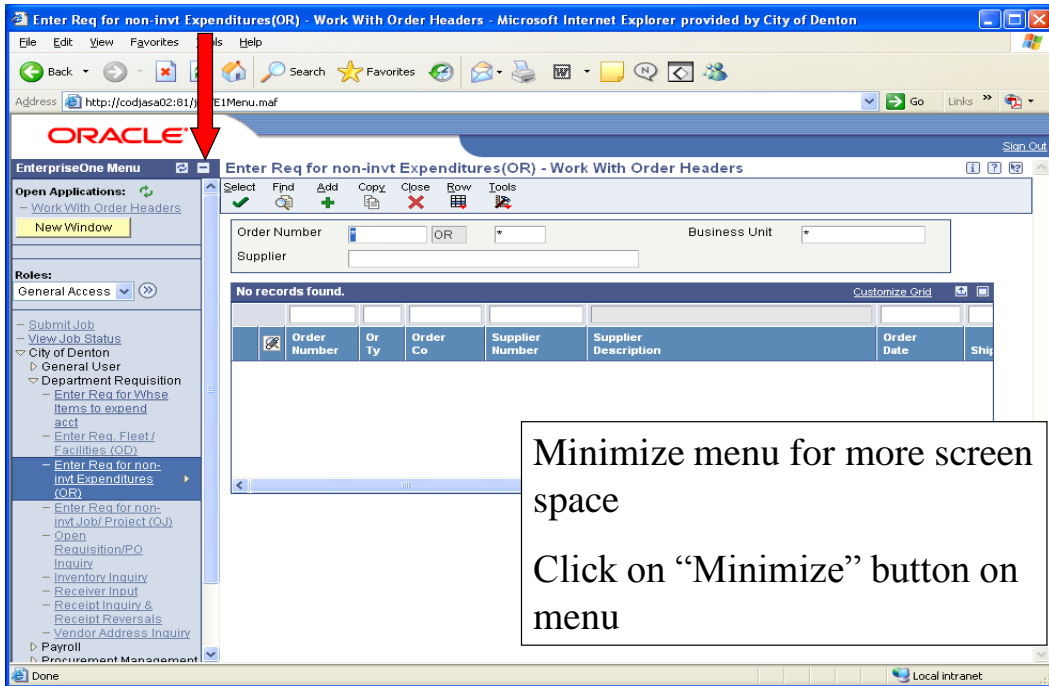
When a red error icon appears, click on icon to view message and go to error to make correction.
Note: Users will not be allowed to continue to next screen.

Main Menu for Entering OR



Click on Enter Req for non-invt Expenditures (OR)

Main Menu for Entering OR



Main Menu for Entering OR

Enter Req for non-invnt Expenditures(OR) - Work With Order Headers

Order Number OR Business Unit

Supplier

No records found.

Order Number	Or Ty	Order Co	Supplier Number	Supplier Description	Order Date	Ship To	Buyer	Supplier
--------------	-------	----------	-----------------	----------------------	------------	---------	-------	----------

To restore menu – click on “Refresh” menu

Entering OR 1st Screen

EnterpriseOne Menu

- General Access
- Submit Job
- View Job Status
- City of Denton
 - General User
 - General Accounting Menu
 - Budgeting Menu
 - SETUP Menu
 - Job Cost
 - Vendor Address Inquiry
 - Department Requisition
 - Enter Req for Whse Items to expend acct
 - Enter Req. Fleet/Facilities (OD)
 - Enter Req for non-invnt Expenditures (OR)
 - Enter Req for non-invnt Job/Project (OJ)
 - Open Requisition/PO Inquiry
 - Inventory Inquiry
 - Receipt Inquiry & Receipt Reversals
 - Vendor Address Inquiry
 - Enter PO's
 - My System Profile
 - Help

Enter Req for non-invnt Expenditures(OR) - Work With Order Headers

Order Number OR Business Unit

Supplier

No records found.

Order Number	Or Ty	Order Co	Supplier Number	Supplier Description	Order Date	Ship
--------------	-------	----------	-----------------	----------------------	------------	------

Click on “Add”

Entering OR – Header Screen

Enter Req for non-invt Expenditures(OR) - Order Header - Microsoft Internet Explorer provided by City of Denton

Address: http://codjasa02:81/jde/E1Menu.maf

ORACLE

EnterpriseOne Menu

Roles: General Access

Order Number: OR 00800 Business Unit: 800200

Address Numbers

Supplier: 239126 ASHBY PRINTING-PO Order Date: 02/27/2008

Ship To: 269915 PURCHASING DEPARTMENT

Buyer: Requested

Carrier: Promised Delivery

Pmt Remark: Enter the 6-digit Business Unit # only

Description: Print Message

Tax Expt Code: Hold Code: Blank - Hold Codes 42HC

Tax Rate/Area: Retainage %

Certificate: Ordered By: CRALONZO

Tax ID: Order Taken By

Person/Corp. ID: Payment Terms: AIA Document: Y

Messages

Entering OR – Supplier

Enter Req for non-invt Expenditures(OR) - Order Header - Microsoft Internet Explorer provided by City of Denton

Address: http://codjasa02:81/jde/E1Menu.maf

ORACLE

EnterpriseOne Menu

Roles: General Access

Order Number: OR Business Unit:

Address Numbers

Supplier: Enter the supplier # or "999999" if you do not have a supplier. (See next slide for supplier # search instructions)

Ship To:

Buyer:

Carrier:

Pmt Remark:

Description:

Print Message:

Tax Expt Code: Hold Code: Blank - Hold Codes 42HC

Tax Rate/Area:

Certificate:

Tax ID:

Person/Corp. ID:

Payment Terms:

AIA Document:

Order Date:

Requested:

Promised Delivery:

Cancel Date:

Messages

Entering OR – Supplier Inquiry

Click on magnifying glass if the supplier # is unknown

Oracle EnterpriseOne Menu: Enter Req for non-invt Expenditures(OR) - Order Header

Order Number: [] OR [] Business Unit: []

Address Numbers

Supplier: []

Ship To: []

Buyer: []

Carrier: []

Pmt Remark: []

Description: []

Print Message: []

Dates

Order Date: []

Requested: []

Promised Delivery: []

Cancel Date: []

Tax Expt Code: [] Hold Code: [] Blank - Hold Codes 42/HC

Tax Rate/Area: []

Certificate: [] Retainage %: []

Tax ID: [] Ordered By: CRALONZO

Person/Corp. ID: [] Order Taken By: []

Payment Terms: [] AIA Document: Y

Messages: []

Entering OR – Supplier Inquiry

1. Enter supplier name, "V" next to Search Type, check boxes & click "Find".

Oracle EnterpriseOne Menu: Address Book Long Number Search

Name Search: *PRINTING*

Search Type: V Suppliers

Display Phone

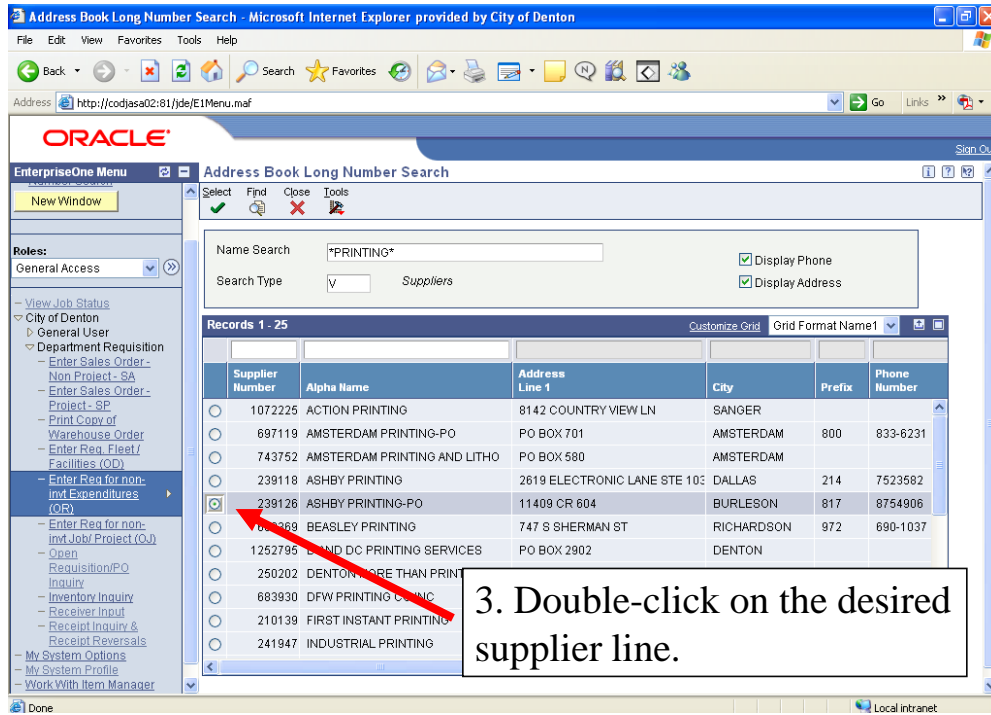
Display Address

Records 1 - 10

Supplier Number	Alpha Name	Address Line 1	City	Prefix	Phone Number
<input type="radio"/> 1072225	ACTION PRINTING				
<input type="radio"/> 897119	AMSTERDAM PRINTING-PO				
<input type="radio"/> 743752	AMSTERDAM PRINTING AND LITHO				
<input type="radio"/> 239118	ASHBY PRINTING	2619 ELECTRONIC LANE STE 100	DALLAS	214	7523582
<input checked="" type="radio"/> 239126	ASHBY PRINTING-PO	11409 CR 604	BURLESON	817	8754906
<input type="radio"/> 609369	BEASLEY PRINTING	747 S SHERMAN ST	RICHARDSON	972	690-1037
<input type="radio"/> 1252795	D AND DC PRINTING SERVICES	PO BOX 2902	DENTON		
<input type="radio"/> 250202	DENTON MORE THAN PRINTING	2318 NORTH ELM STREET	DENTON	940	4651305
<input type="radio"/> 883930	DFW PRINTING CO INC	1000 AVE H EAST	ARLINGTON		
<input type="radio"/> 210139	FIRST INSTANT PRINTING	809 N ELM	DENTON	940	387-1233

2. Click to view all records.

Entering OR – Supplier Inquiry



Address Book Long Number Search - Microsoft Internet Explorer provided by City of Denton

Address: http://codjasa02:81/jde/E1Menu.maf

ORACLE

EnterpriseOne Menu

Address Book Long Number Search

Name Search: "PRINTING*" Display Phone Display Address

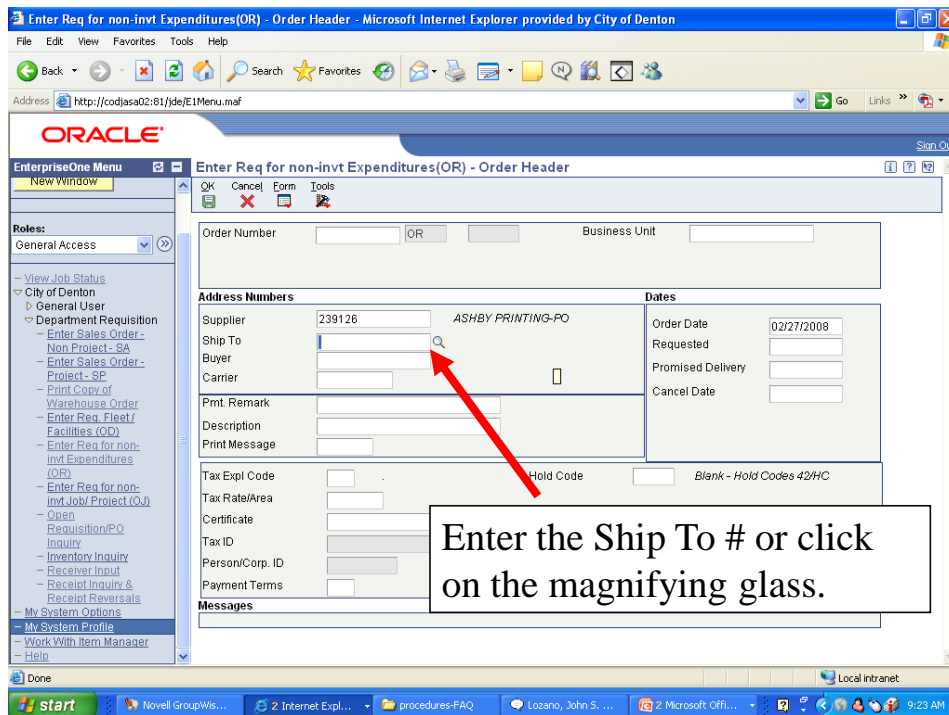
Search Type: Suppliers

Records 1 - 25

Supplier Number	Alpha Name	Address Line 1	City	Prefix	Phone Number
1072225	ACTION PRINTING	8142 COUNTRY VIEW LN	SANGER		
6971119	AMSTERDAM PRINTING-PO	PO BOX 701	AMSTERDAM	800	833-6231
743752	AMSTERDAM PRINTING AND LITHO	PO BOX 580	AMSTERDAM		
2391118	ASHBY PRINTING	2619 ELECTRONIC LANE STE 100	DALLAS	214	7523582
239126	ASHBY PRINTING-PO	11409 CR 604	BURLESON	817	8754906
1000269	BEASLEY PRINTING	747 S SHERMAN ST	RICHARDSON	972	690-1037
1252795	DENVER DC PRINTING SERVICES	PO BOX 2902	DENTON		
250202	DENTON MORE THAN PRINTING				
683930	DFW PRINTING CO INC				
210139	FIRST INSTANT PRINTING				
241947	INDUSTRIAL PRINTING				

3. Double-click on the desired supplier line.

Entering OR – Ship To



Enter Req for non-invt Expenditures(OR) - Order Header - Microsoft Internet Explorer provided by City of Denton

Address: http://codjasa02:81/jde/E1Menu.maf

ORACLE


EnterpriseOne Menu

Enter Req for non-invt Expenditures(OR) - Order Header

Order Number: OR Business Unit:

Address Numbers

Supplier: 239126 ASHBY PRINTING-PO

Ship To: 

Buyer:

Carrier:

Pmt Remark:

Description:

Print Message:

Tax Expt Code: Hold Code: Blank - Hold Codes 42/HC

Tax Rate/Area:

Certificate:

Tax ID:

Person/Corp. ID:

Payment Terms:

Messages

Dates

Order Date: 02/27/2008

Requested:

Promised Delivery:

Cancel Date:

Enter the Ship To # or click on the magnifying glass.

Entering OR – Ship To Inquiry

1. Enter the department name

2. Enter "ST"

3. Click "Find"

4. Double-click on the row for your department

Supplier Number	Alpha Name	C M	Long Address	Industry Class	Sch Typ	Description Compressed
269915	PURCHASING DEPARTMENT		C44		ST	PURCHASINGDEPARTME

Entering OR – Order Detail Screen

Enter detail information:

- Account #
- Description 1 and 2

Line Number	Account Number	Branch/Plant	Description 1	Description 2	Item Number	Quantity Ordered
1.000	800200.6302	80020C	MATERIALS MGMT ENVELC	#10 RETURN ADDRESS-N		1

Adding Reference, Report Code 3 and Promised Delivery Date for Reporting

The Reference and Report Code 3 fields are used to track spending against a contract and/or project.

Reference Number

The Reference number to track the spending and to identify the contract set up by the Materials Management Department. The reference number is a four digit code and should only be entered with four numbers. This allows the buyers to easily see the contract number and to run reports to track spending against the approved contract value. The reference number is shown below:

Line Number	Last Status	Next Status	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1	Description 2	Promised Delivery	Reference	Report Code 3	Account Number
1.000	110	120		LS		13,419.07	LS	RD Wells Drainage Improvement	Mobilization	06/07/2016	6104	RD	6032
2.000	110	120		LS		7,590.00	LS	Surety Bonds		06/07/2016	6104	RD	6032
3.000	110	120		LS		11,661.37	LS	General Site Prep		06/07/2016	6104	RD	6032
4.000	110	120		LS		5,631.07	LS	Traffic Control		06/07/2016	6104	RD	6032
5.000	110	120		LS		12,970.95	LS	Temporary Erosion Control		06/07/2016	6104	RD	6032
6.000	110	120		LS		56,540.00	LS	Earthwork for Channel		06/07/2016	6104	RD	6032
7.000	110	120	2574	SY	74.4600	191,660.04	SY	Concrete Channel & Apron		06/07/2016	6104	RD	6032

Note: Only enter a four digit number in the Reference number. Never enter a number in the Agreement column. Any entry in the Agreement Number will not allow for receipt of the PO at a later date.

Report Code 3

The Report Code 3 is used to track specific projects. The code is set up by the Assistant Purchasing Manager. This allows a department to see all PO's issued to the project and track their status. This was used in the construction of substations by DME in which numerous POs were issued to various vendors. In addition, this allows the Distribution Center to track inventory purchases back to a project. The Report Code 3 is shown below:

Line Number	Last Status	Next Status	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1	Description 2	Promised Delivery	Reference	Report Code 3	Account Number
1.000	110	120		LS		13,419.07	LS	RD Wells Drainage Improvement	Mobilization	06/07/2016	6104	RD	6032
2.000	110	120		LS		7,590.00	LS	Surety Bonds		06/07/2016	6104	RD	6032
3.000	110	120		LS		11,661.37	LS	General Site Prep		06/07/2016	6104	RD	6032
4.000	110	120		LS		5,631.07	LS	Traffic Control		06/07/2016	6104	RD	6032
5.000	110	120		LS		12,970.95	LS	Temporary Erosion Control		06/07/2016	6104	RD	6032
6.000	110	120		LS		56,540.00	LS	Earthwork for Channel		06/07/2016	6104	RD	6032
7.000	110	120	2574	SY	74.4600	191,660.04	SY	Concrete Channel & Apron		06/07/2016	6104	RD	6032

Promised Delivery Date

The Promised Delivery date is used to track the delivery date quoted by the vendor. This allows a department to easily see PO's that are approaching or past their delivery date. While it may not always be used, it is a great tool use to track the progress of construction projects, professional service timelines and the shipment of commodities. The Promised Delivery Date can be added is shown below:

Line Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1	Description 2	Account Number	Reference	Promised Delivery
1.000	12	EA	25.0000	300.00	EA	Widgets		830400.6302	1234	10/31/2017
2.000		LS	5.0000	5.00	LS	Estimated Shipping		830400.6302		10/31/2017

Entering OR – Subledger & Sub Type

Enter Subledger and Sub Type codes if your department uses them.

Line Number	Account Number	Subledger	Sub Type	Branch/Plant	Description 1	Description 2	Quantity Ordered
	800200.6302	1002	A		MATERIALS MGMT ENVEL	#10 RETURN ADDRESS-N	

Entering OR – Order Detail Screen

Enter detail information:

- Quantity in Quantity Ordered field
- Note: Leave quantity blank for lump sum entries.
- Unit of measure in Pu. UoM & Tr. UoM fields
- Unit cost – if unknown, enter estimated cost.

Description 2	Quantity Ordered	Pu. UoM	Tr. UoM	Item Number	Unit Cost	Extended Cost	Last Status	Next Status	Ln Ty
IT ENVEL #10 RETURN ADDRESS-N	1	BX	BX		16.0000				

Entering OR – Last Screen

Oracle EnterpriseOne Menu

Enter Req for non-invt Expenditures(OR) - Order Header

Order Number: 00800 OR Business Unit: 800200
Previous Order: 84748 OR

Address Numbers

Supplier
Ship To
Buyer
Carrier

Print Remark
Description
Print Message

Tax Expl Code
Tax Rate/Area
Certificate
Tax ID
Person/Corp. ID
Payment Terms

Messages

Enter Req for non-invt Expenditures(OR) - Workflow Pending Review Notif...
Your changes have been submitted for approval and are pending review
OK

- ✓ Make a note of OR #
- ✓ An email message will be sent to user to indicate budget hold or Workflow approval request sent to approver.

Line Attachments: Text/OLE/File

Text

- Prints on PO
- Additional line detail to PO
 - Include vendor e-mail address

OLE Object

- Does not print on PO
- Share information with other users and Purchasing
- Word Document
 - Cut & paste
 - Printable

Text/OLE/File

File

- PDF document
- Does not print on PO
- Attach information to share with other users and Purchasing (backup/quotes/contracts)

Adding Line Attachments

EnterpriseOne Menu

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

Roles: General Access

- Submit Job
- View Job Status
- City of Denton
 - General User
 - Department Requisition
 - Enter Req for Whse Items to expend acct
 - Enter Req. Fleet/ Facilities (OD)
 - Enter Req for non-invt Expenditures (OR)
 - Enter Req for non-invt Job/ Project (OJ)
 - Open Requisition/PO Inquiry
 - Inventory Inquiry
 - Receiver Input
 - Receipt Inquiry & Receipt Reversals
 - Vendor Address Inquiry
 - My System Options
 - My System Profile
 - Work With Item Manager
 - Help

Click on Enter Req for non-invt Expenditures (OR)

Adding Line Attachments

Enter Req for non-invt Expenditures (OR) - Work With Order Headers

Order Number: 78647 OR Business Unit: *

Supplier: *

Records 1 - 1

Order Number	Or Ty	Order Co	Supplier Number	Supplier Description	Order Date	Shi
78647	OR	00800	239126	ASHBY PRINTING-PO	02/22/2007	

Enter OR number and click "Find"

Adding Line Attachments

Order Detail

Order Number: 78660 OR 00800 Business Unit: 800200

Supplier: 239126 ASHBY PRINTING-PO Order Revision: 0

Ship To: 269915 PURCHASING DEPARTMENT Order Date: 02/27/2007

Hold Code: Blank - Hold Codes 42HC Order Attachment

Retainage %

Line Number	Account Number	Branch/Plant	Description 1	Description 2	Item Number	Quantity Ordered	Tr. UoM	Unit Cost
1.000	800200.6302	800200	MATERIALS MANAGEMENT	2007 BROCHURES		10	BX	5.000

Records 1 - 2

Click on area under paper clip

Adding Line Attachments Text

Media Object Viewer

Text1

CONFIRMATION ONLY - DO NOT MAIL PO TO VENDOR

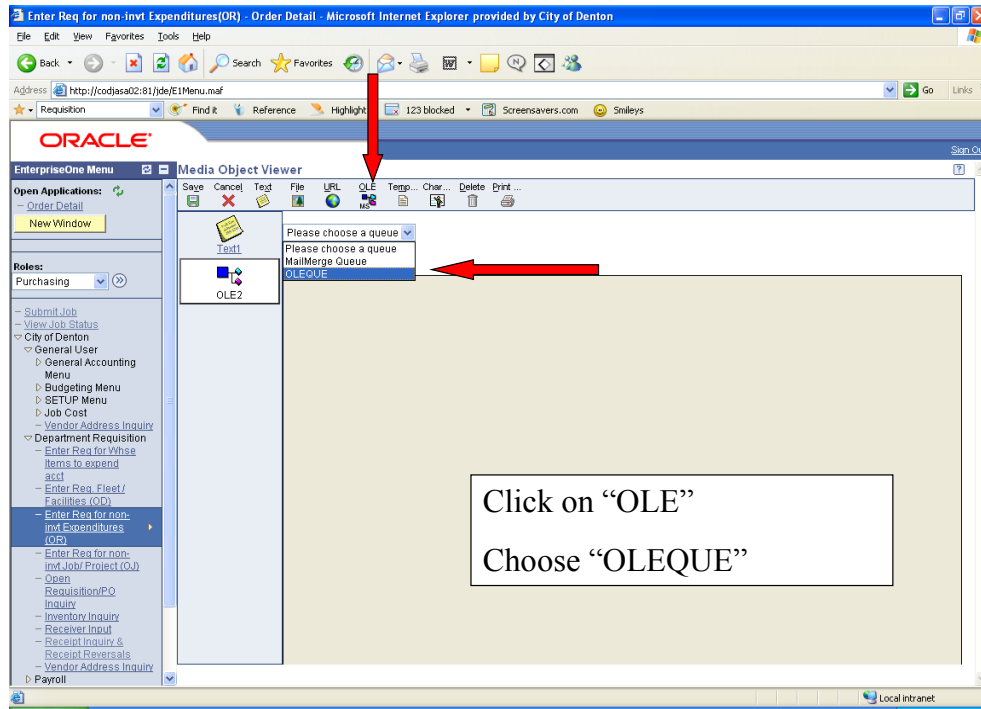
Click on "Text"

Enter text
(Reminder: Will print on PO)

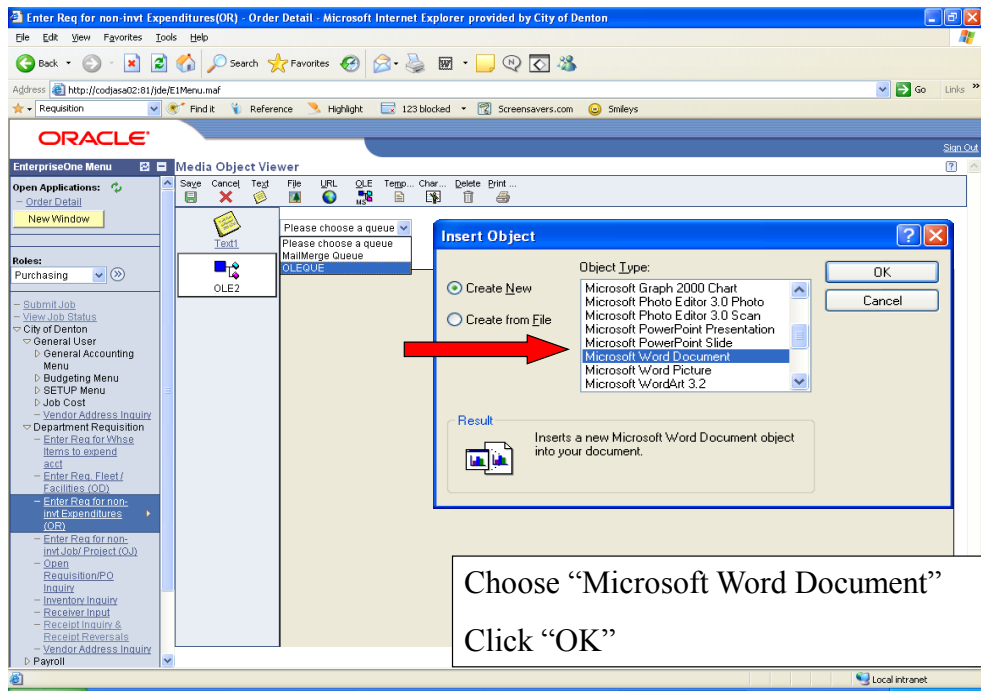
Click "Save"

Note: Include vendor's e-mail address as text attachment

Adding Line Attachments OLE



Adding Line Attachments OLE



Adding Line Attachments File

Click "Select Local File"
Click "Browse"
Double Click on File to be attached
Click "Add"

Adding Line Attachments – File

Click on "Save"

Revising Requisitions

Note: Status code must be 100/110

Make revisions such as:

- Changing quantity, unit cost, account number
 - Note: Cannot change UOM
- Add a new line
- Add line attachments
- Cancel a line

Note: An OR cannot be revised while in the approval process with a hold code of A1 or B1 or a status less than 120, unless the approver rejects the OR. The Materials Management Staff cannot make changes to an OR until the OR is approved and at a status of 110-120.

Revising Requisitions

Click on Enter Req for non-invt Expenditures (OR)

Revising Requisitions

Enter Req for non-invt Expenditures(OR) - Work With Order Headers

Order Number: 78647 OR * Business Unit: *

Supplier: *

Order Number	Order Co	Supplier Number	Supplier Description	Order Date	Ship
78647	OR 00800	239126	ASHBY PRINTING-PO	02/22/2007	

Enter OR number and click "Find"

Revising Requisitions

Enter Req for non-invt Expenditures(OR) - Work With Order Headers

Order Number: 78647 OF Business Unit: *

Supplier: *

Order Number	Or Ty	Order Co
78647	OR	00800

- Header Revision
- Detail Revision
- Change Orders
- Open Order Inquiry
- Order Summary
- Order Revisions
- Order Recap
- Financial Status
- Print Order
- Landed Cost
- Order Addresses
- Supplier Master
- Order Attachments
- Log Details
- Regional Info
- Work With Shipment
- Shipment Status
- Publish Externally

Select line to be revised
Click on "Row"
Click on "Detail Revision"

Revising Requisitions

Order Detail

Order Number: 78647 OR 00800 Business Unit: 800200

Supplier: 239126 ASHBY PRINTING-PO Order Revision: 1

Ship To: 269915 PURCHASING DEPARTM... Order Date: 02/22/2007

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

Retainage %

Line Number	Account Number	Branch/Plant	Description 1	Description 2	Item Number
1.000	800200.6302	800200	Materials Management	Brochures 2007	
2.000	800200.6302	800200	Shipping		

Enter detail information
Click "OK"

Canceling Requisitions

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

Click on Enter Req for non-invt Expenditures (OR)

Canceling Requisitions

Enter Req for non-invt Expenditures(OR) - Work With Order Headers

Order Number: 78647 OR Business Unit: *

Supplier: *

Order Number	Order Co	Supplier Number	Supplier Description	Order Date	Ship
78647	OR 00800	239126	ASHBY PRINTING-PO	02/22/2007	

Enter OR number and click "Find"

Canceling Requisitions

Enter Req for non-invt Expenditures(OR) - Work With Order Headers

Order Number: 78647 OR Business Unit: *

Supplier: *

Order Number	Or Ty	Order Co	Supplier description	Order Date	Ship
78647	OR	00800	ASHBY PRINTING-PO	02/22/2007	

- Header Revision
- Detail Revision
- Change Orders
- Open Order Inquiry
- Order Summary
- Order Revisions
- Order Recap
- Financial Status
- Print Order
- Landed Cost
- Order Addresses
- Supplier Master
- Order Attachments
- Log Details
- Regional Info
- Work With Shipment
- Shipment Status
- Publish Externally

Select line to be canceled
Click on "Row"
Click on "Detail Revision"

Canceling Requisitions

•Select line or lines to be canceled

Note: To cancel entire requisition, each line must be selected by clicking here.

•Click on “Row”

•Click on “Cancel Line”

Canceling Requisitions

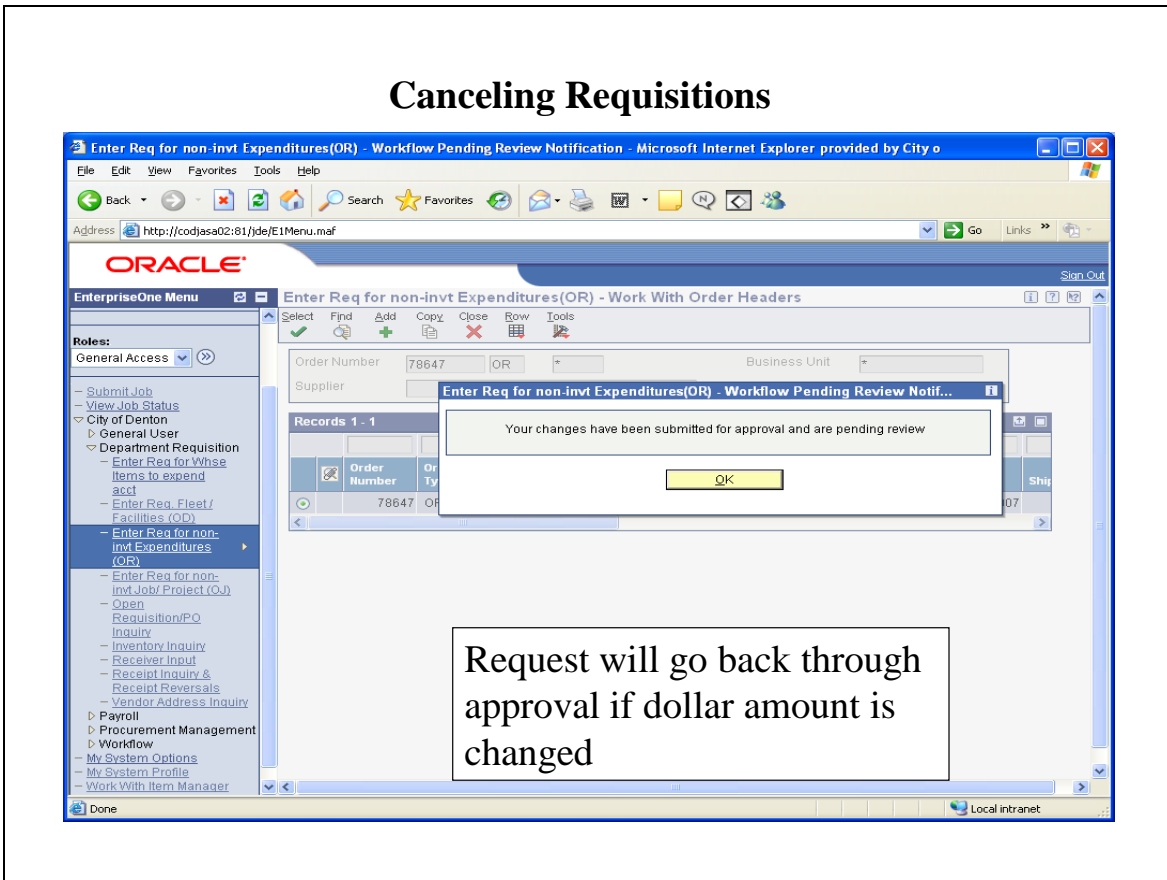
Line to be canceled will have a line drawn through it. The status will change to 980/999.

Click “OK”

Note: To cancel entire requisition, each line must be canceled individually.

Line Number	Account Number	Branch/Plant	Description 1
1.000	800200.6302	800200	Materials Manager
2.000	000200.6302	000200	Shipping

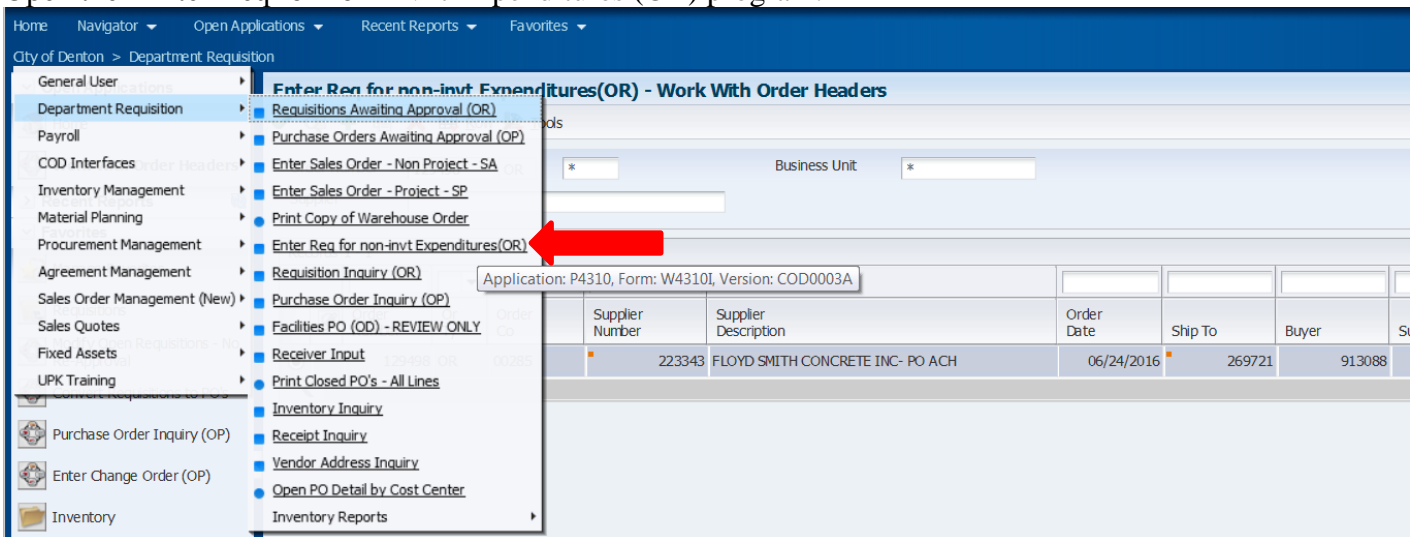
Canceling Requisitions



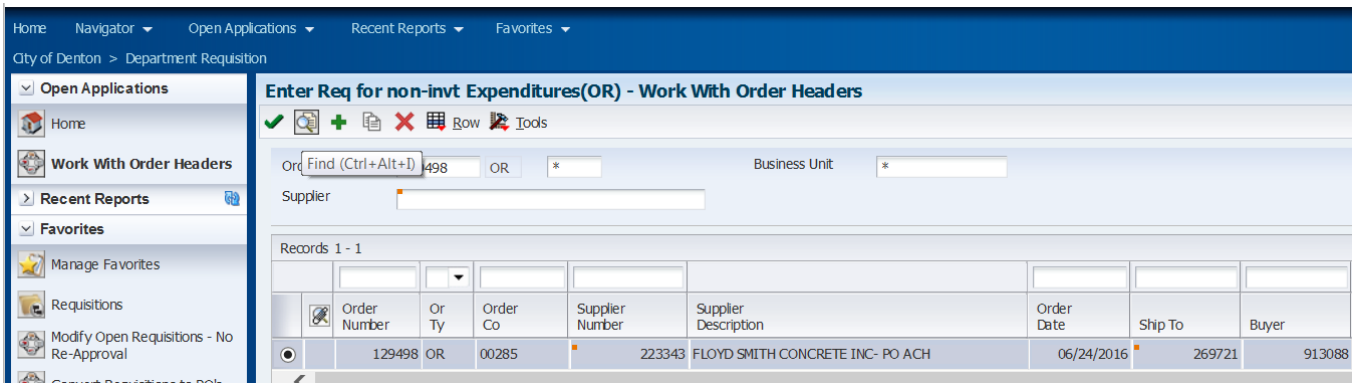
Printing Requisitions


A requisition (OR) may be printed as an internal document only. Remember and OR is only a requisition, and is not a Purchase Order (OP). The OR should not be given to a supplier/contractor as notice to proceed. To print a copy for your records, use the following process:

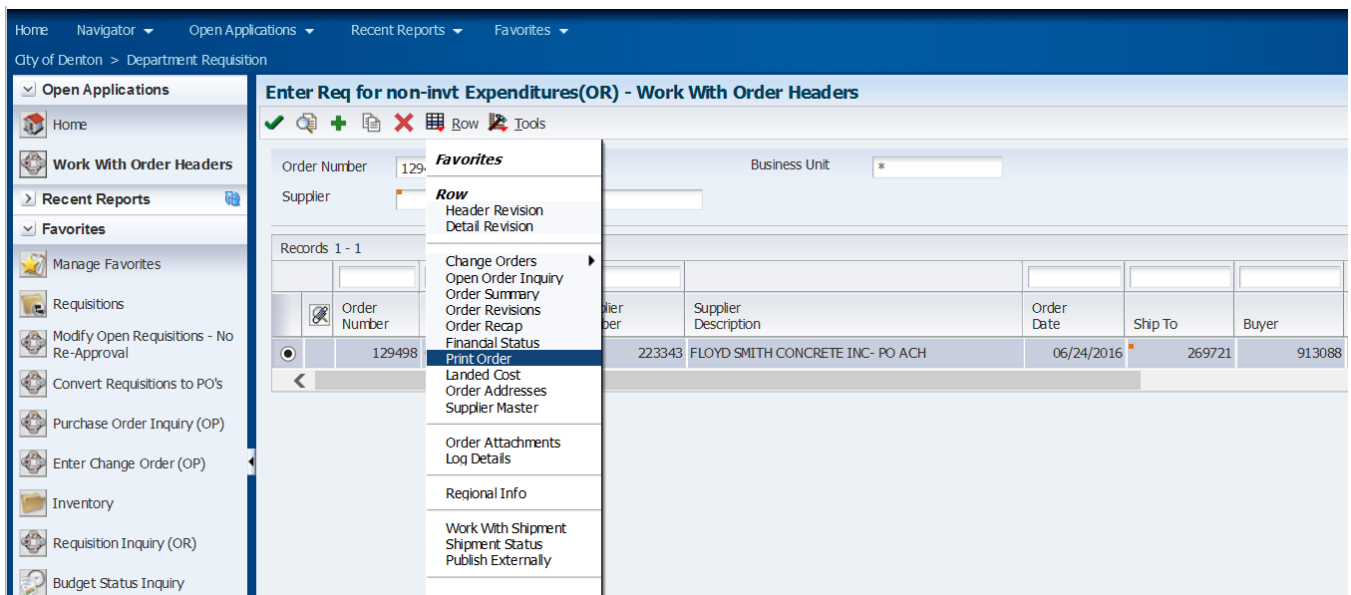
Open the “Enter Req for non-invt Expenditures (OR) program:



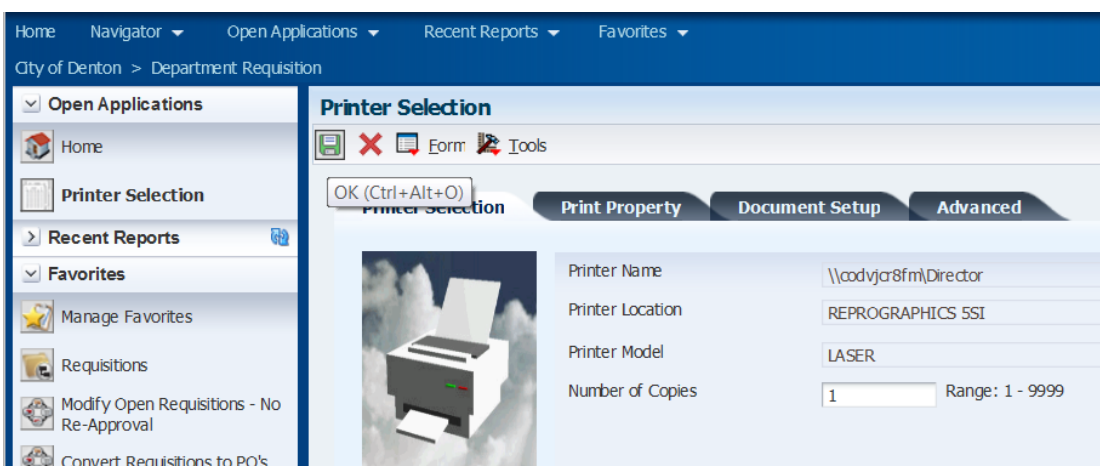
Enter the OR number, click  (Find)



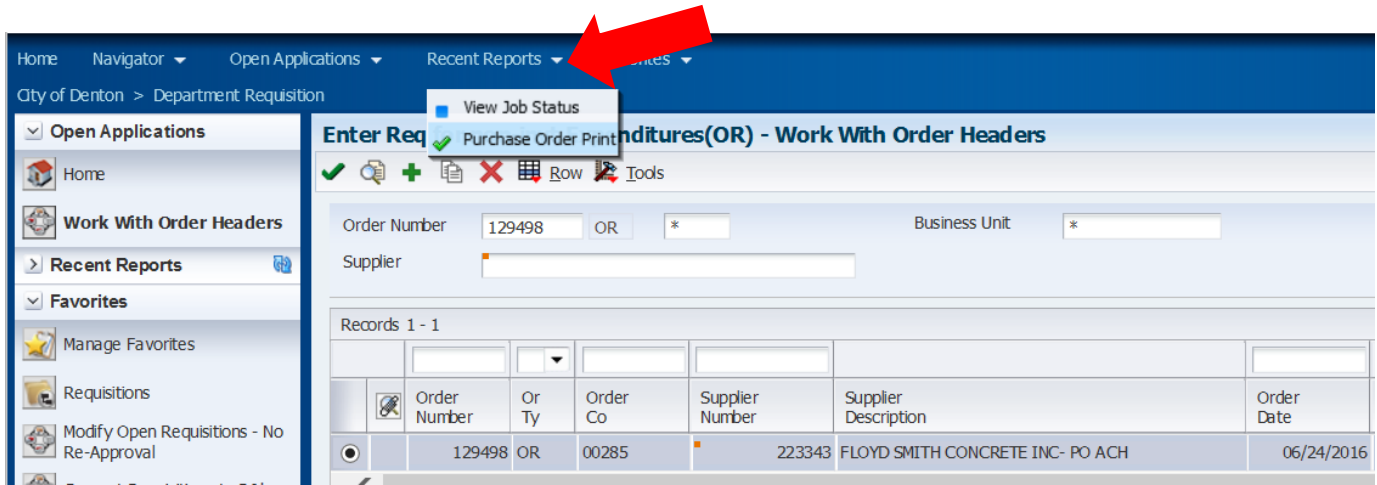
Click  (Row), then Print Order.



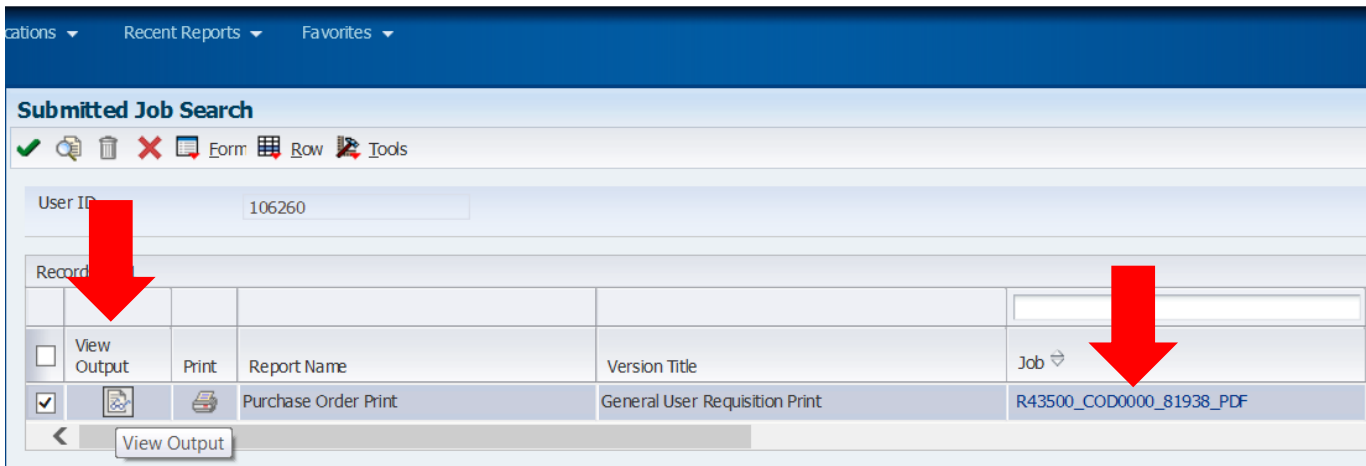
Click  (OK)



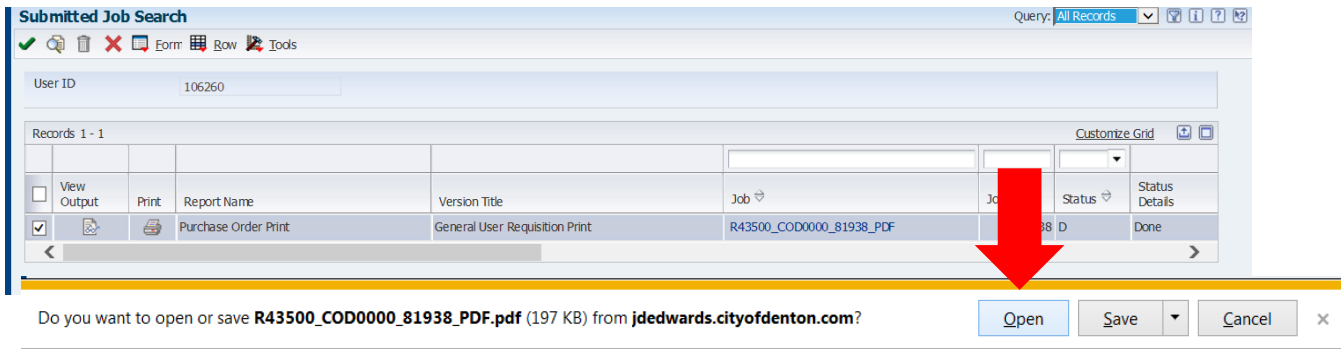
Select Recent Reports from top Menu. The report will be shown, click on the report. However, if numerous reports are show, then choose “View Job Status” to see all reports run:



View the output as a PDF document. You may click on “View Output” or click on the job file name:



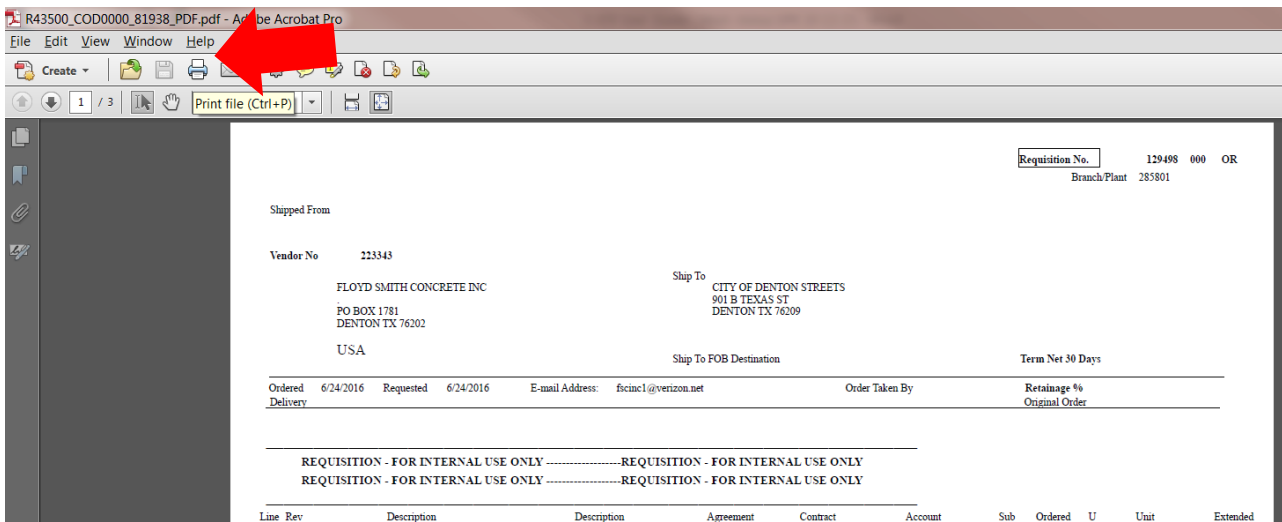
Once selected, a pop up box will appear, click open.



The screenshot shows a 'Submitted Job Search' window with a table of records. A red arrow points to the 'Open' button in a file dialog that appears at the bottom of the window. The dialog asks: 'Do you want to open or save R43500_COD0000_81938_PDF.pdf (197 KB) from jdedwards.cityofdenton.com?'. The 'Open' button is highlighted.

View Output	Print	Report Name	Version Title	Job	Status	Status Details
<input checked="" type="checkbox"/>		Purchase Order Print	General User Requisition Print	R43500_COD0000_81938_PDF	8 D	Done

Adobe Acrobat will open for printing of the document.



The screenshot shows the Adobe Acrobat Pro interface with a purchase order document open. A red arrow points to the 'Print file (Ctrl+P)' button in the toolbar. The document content includes:

Requisition No. 129498 000 OR
Branch/Plant 285801

Slipped From

Vendor No 223343
FLOYD SMITH CONCRETE INC
PO BOX 1781
DENTON TX 76202
USA

Ship To
CITY OF DENTON STREETS
901 B TEXAS ST
DENTON TX 76209

Ship To FOB Destination Term Net 30 Days

Ordered Delivery 6/24/2016 Requested 6/24/2016 E-mail Address: fscin1@verizon.net Order Taken By Retainage % Original Order

REQUISITION - FOR INTERNAL USE ONLYREQUISITION - FOR INTERNAL USE ONLY
REQUISITION - FOR INTERNAL USE ONLYREQUISITION - FOR INTERNAL USE ONLY

Line	Rev	Description	Description	Agreement	Contract	Account	Sub	Ordered	U	Unit	Extended
------	-----	-------------	-------------	-----------	----------	---------	-----	---------	---	------	----------

Requisition/PO Status

Reasons why status not advancing beyond 100-110:

- No dollar value entered in unit cost
- Budget Hold
 - Note: If status is not advancing beyond 100-110, check Detail Revision screen to see if request is still on budget hold.
- Not approved by approver in Workflow



Refer to page 7 of this manual for a list of full status codes.

What is the status of my Request?

Oracle EnterpriseOne Menu: Open Requisition/PO Inquiry - Work With Order Details

Roles: Purchasing

Order Number: * * * * * Branch/Plant: * * * * *

Related Order: * * * * * * * * * *

Original Order: * * * * * * * * * * As If Currency: *

Item Number: *

Account Number: *

Type/Subledger: * * * * * Display Supplier Item

Commodity Code: *

No records found.

Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Co	Change Order	Supplier Number
--------------	---------------------	----	-------------------	---------	-------	----------	--------------	-----------------

Click
"Open Requisition/PO Inquiry"

Request/PO Status

Oracle EnterpriseOne Menu: Open Requisition/PO Inquiry - Work With Order Details

Roles: Purchasing

Order Number: 78611 * * * * * Branch/Plant: * * * * *

Related Order: * * * * * * * * * *

Original Order: * * * * * * * * * * As If Currency: *

Item Number: *

Account Number: *

Type/Subledger: * * * * * Display Supplier Item

Commodity Code: *

Records 1 - 2

Order Date	Request Date	Original Promise	Promised Delivery Date	GL Date	Last Status	Next Status	Cancel Date	Original Ordered Amount	Order Revision Number
02/19/2007	02/19/2007	02/19/2007	02/19/2007	02/19/2007	130	999		60.00	
02/19/2007	02/19/2007	02/19/2007	02/19/2007	02/19/2007	980	999	02/19/2007	100.00	

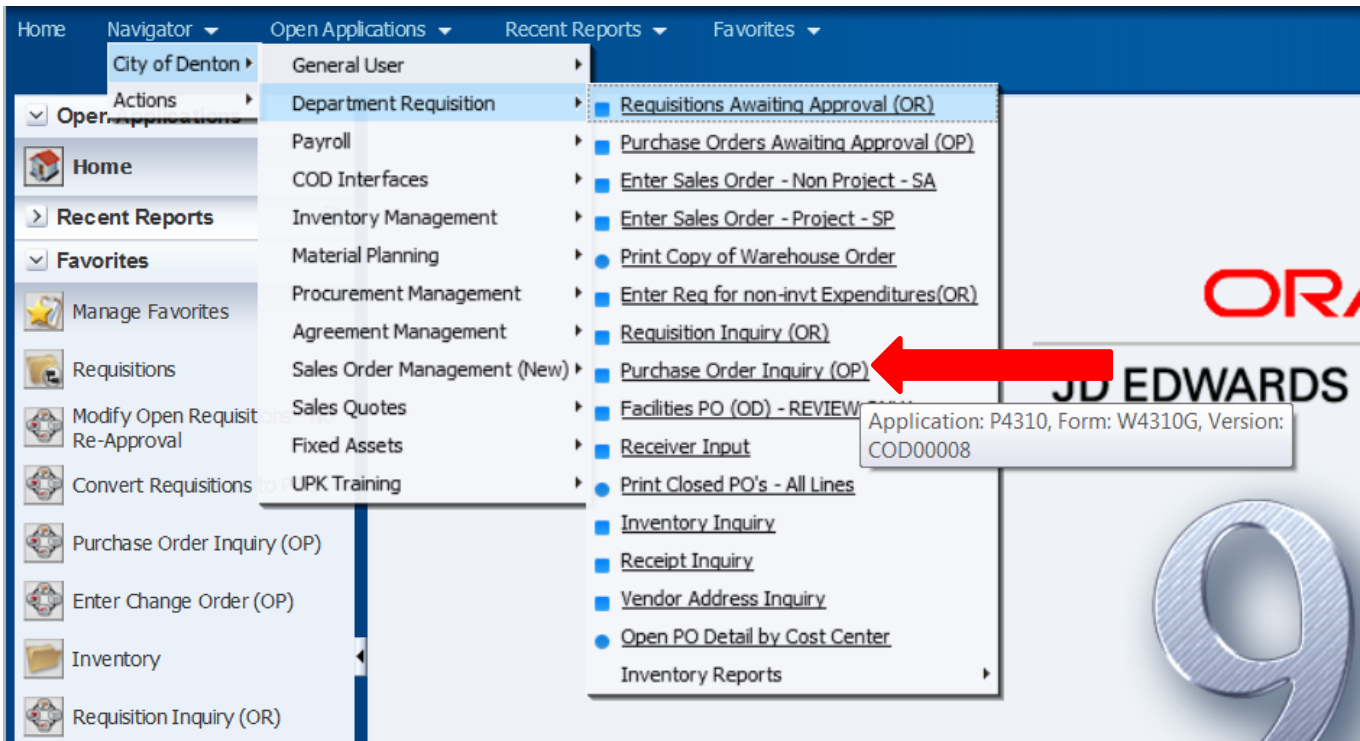
1. Enter Request #


2. Click "Find"

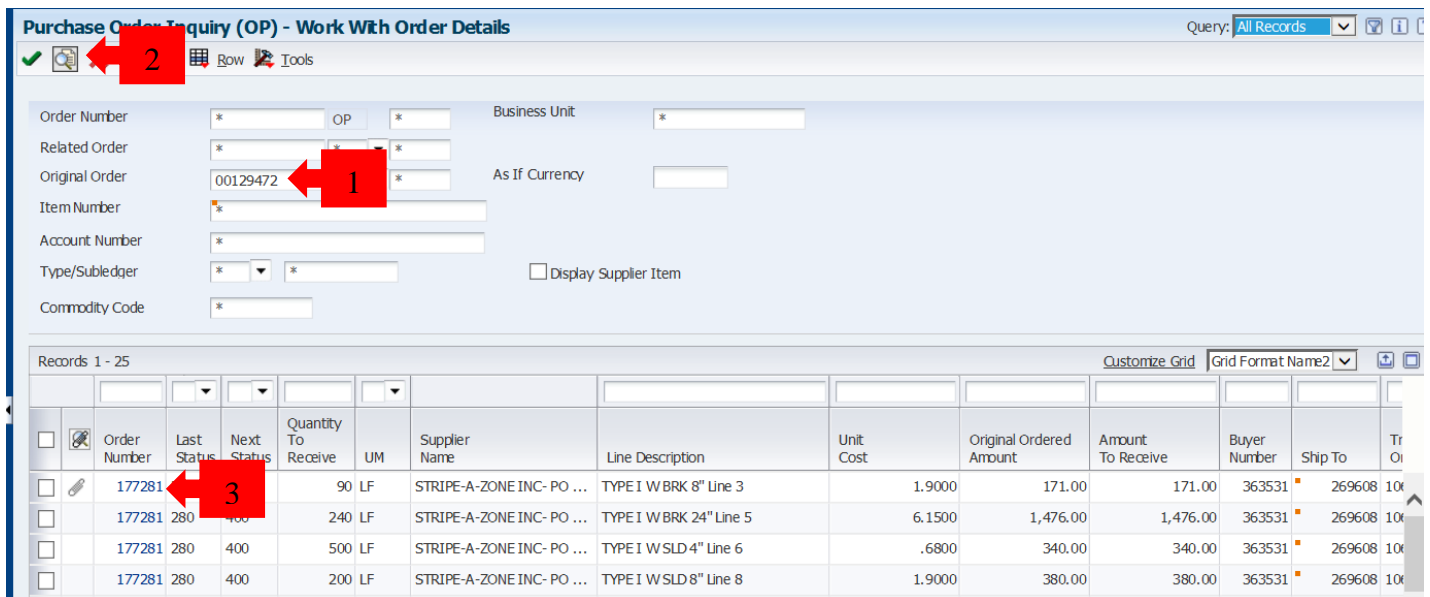
If status is 130-999, a PO has been issued.

PO Number Look up

Open the “Purchasing Order Inquiry (OP)” program as shown below:



(1) Enter the requisition (OR) number in the “original order” field, (2) then select  (Find). The PO number is listed under in the “Order Number” column (3). In the sample below, OR 129472 was converted to PO 177281.



Receiver Input

Partial Receivers

- To receive partial amount & keep PO open, use “1” code in Rec Opt field
- For POs with quantities, change quantity to the actual quantity received
- For POs with lump sum, change dollar amount in the Amount field to actual billed amount

Note: Remaining balance will reflect on PO

Complete Receivers

- To receive partial amount & close PO, use “7” code in Rec Opt field
- For POs with quantities, change quantity to the actual quantity received
- For POs with lump sum, change dollar amount in both Unit Cost & Amount fields to actual billed amount

Note: Remaining balance will go back into account

Receiver Input

Complete Receivers (continued)

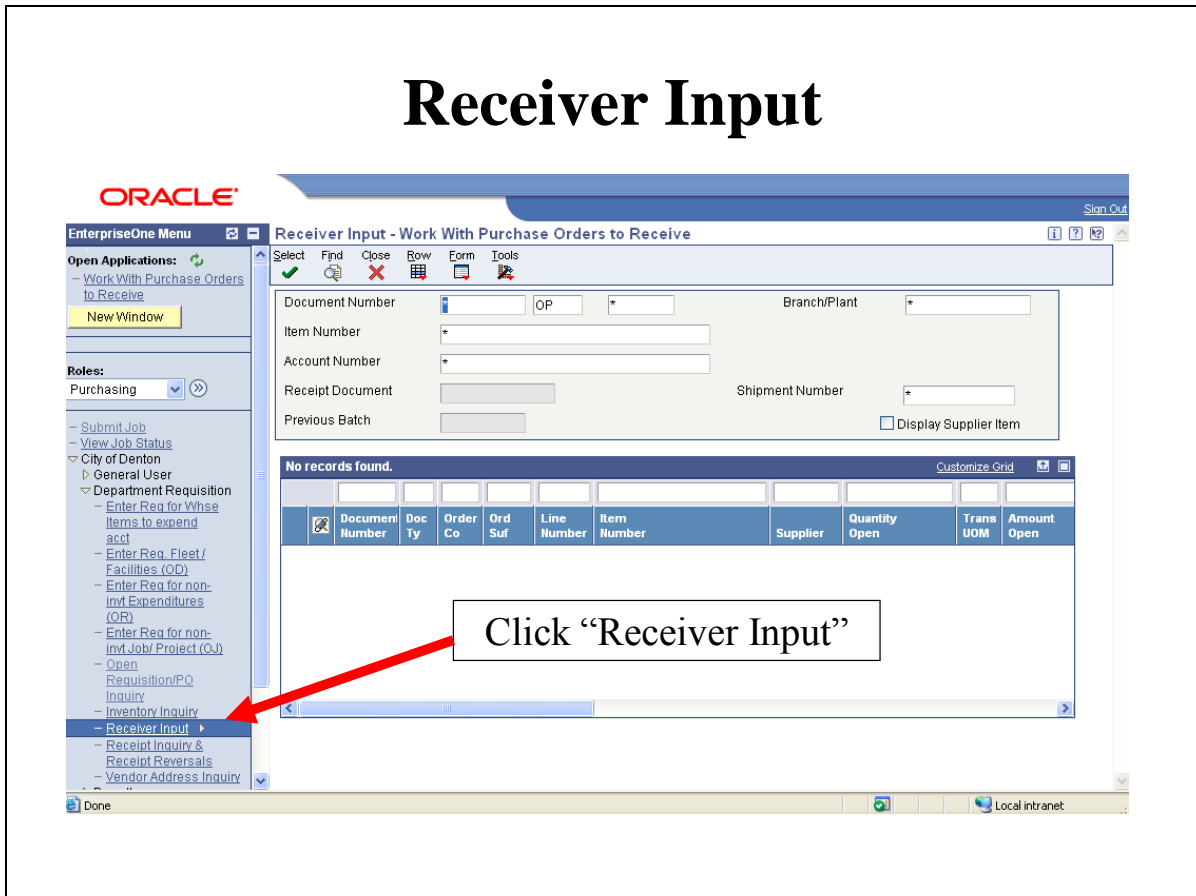
- To receive entire PO, enter 1 or 7 code in Rec Opt field only
- Quantities or lump sum amounts do not need to be changed
- PO will automatically close

Closing POs

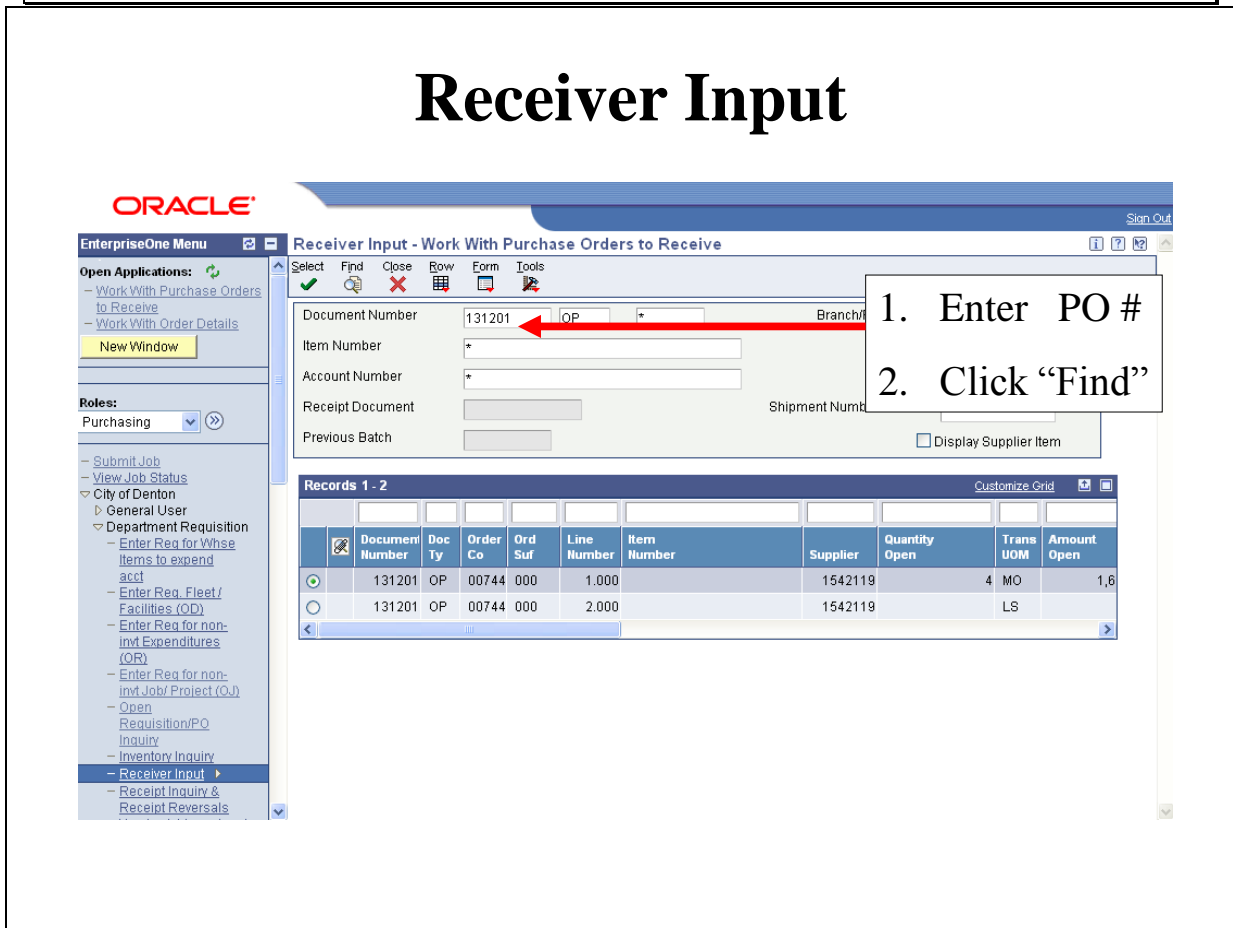
- Use 7 code in Rec Opt field
- Zero out the quantities or lump sum amounts

Note: Remaining balance will go back into account(s)

Receiver Input



Receiver Input



Receiver Input

Receiver Input - Work With Purchase Orders to Receive

Document Number: 131201 OP * Branch/Plant: *

Item Number: * Account Number: *

Receipt Document: * Shipment Number: * Display Supplier Item

Previous Batch: *

Document Number	Doc Ty	Order Co	Ord Suf	Line Number	Item Number	Supplier	Quantity Open	Trans UOM	Amount Open
131201	OP	00744	000	1.000		1542119	4	MO	1,600.00
131201	OP	00744	000	2.000		1542119		LS	

1. Select desired row
2. Click “Select” or double-click the row

Receiver Input by Quantity

Receiver Input - Purchase Order Receipts

Order Number: 131201 OP Supplier: 1542119 UNITED RENT Batch Number: 468912

1. Enter Code in “Rec Opt”

2. Enter Quantity to be received (Partial Receivers only)

Rec Opt	Item Number	Quantity	Trans UOM	Unit Cost	Purch UOM	Amount	Description
1	380 Forklift Rental	1	MO	400.0000	MO	1,600.00	380 Forklift Rental
	Delivery and Pick Up		LS	90.0000	LS	90.00	Delivery and Pick Up

3. Click “OK” to return to initial Receiver Input screen

Receiver Input by Lump Sum

ORACLE

EnterpriseOne Menu Receiver Input - Purchase Order Receipts

Roles: Purchasing

Submit Job
View Job Status
City of Denton
General User
Department Requisition
Enter Reg for Whse Items to expend acct
Enter Reg. Fleet/Facilities (OD)
Enter Reg for non-invnt Expenditures (OR)
Enter Reg for non-invnt Job/Project (OJ)
Open Requisition/PO Inquiry
Inventory Inquiry
Receiver Input
Receipt Inquiry & Receipt Reversals
Vendor Address Inquiry
Payroll
Procurement Management
Workflow
My System Options
My System Profile
Work With Item Manager

Receipt

Order Number: 131201 | OP: 00744 | G/L Date: 02/27/2007
Supplier: 1542119 | UNITED RENTALS - DENTON PO | Receipt Date: 02/27/2007
Batch Number: 468916 | Receipt Document:

Records 1 - 2

Rec Opt	Item Number	Quantity	Trans UOM	Unit Cost	Purch UOM	Amount	Description
		3	MO	400.0000	MO	1,200.00	380 Forklift Rental
<input checked="" type="checkbox"/>			LS	90.0000	LS	90.00	Delivery and Pick Up

Receiver Input by Lump Sum

ORACLE

EnterpriseOne Menu Receiver Input - Purchase Order Receipts

Roles: Purchasing

Submit Job
View Job Status
City of Denton
General User
Department Requisition
Enter Reg for Whse Items to expend acct
Enter Reg. Fleet/Facilities (OD)
Enter Reg for non-invnt Expenditures (OR)
Enter Reg for non-invnt Job/Project (OJ)
Open Requisition/PO Inquiry
Inventory Inquiry
Receiver Input
Receipt Inquiry & Receipt Reversals
Vendor Address Inquiry
Payroll
Procurement Management
Workflow
My System Options
My System Profile
Work With Item Manager

Receipt

Order Number: 131201
Supplier: 1542119
Batch Number: 468913

1. Enter Code in "Rec Opt"

2. Enter dollar amount to be received in Amount field
(Partial Receivers only)

Records 1 - 2

Rec Opt	Item Number	Quantity	Trans UOM	Unit Cost	Purch UOM	Amount	Description
		3	MO	400.0000	MO	1,200.00	380 Forklift Rental
1			LS	45.0000	LS	45.00	Delivery and Pick Up

3. Click "OK" to return to initial Receiver Input screen

Partial Receiver Update/Totals

ORACLE

EnterpriseOne Menu | Receiver Input - Work With Purchase Orders to Receive

Roles: Purchasing

Document Number: 131201 | OP | Branch/Plant: * | *
 Item Number: *
 Account Number: *
 Receipt Document: 94738 | Shipment Number: *
 Previous Batch: 468916 | Display Supplier Item

Records 1 - 2

Document Number	Doc Ty	Order Co	Ord Suf	Line Number	Item Numbe	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Bas Cu
131201	OP	00744	000	1.000		1542119	3	MO	1,200.00	269915	
131201	OP	00744	000	2.000		1542119		LS	45.00	269915	

Click "Find"

Note: Quantity changed from 4 to 3 mos.
Amount changed from \$90 to \$45.

Complete Receiver Update/Totals

ORACLE

EnterpriseOne Menu | Receiver Input - Work With Purchase Orders to Receive

Roles: General Access

Document Number: 131201 | OP | Branch/Plant: * | *
 Item Number: *
 Account Number: *
 Receipt Document: | Shipment Number: *
 Previous Batch: | Display Supplier Item

No records found.

Document Number	Doc Ty	Order Co	Ord Suf	Line Number	Item Numbe	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Bas Cu
-----------------	--------	----------	---------	-------------	------------	----------	---------------	-----------	-------------	---------	--------

Click "Find"

Note: When PO is completely received, the detail area will be blank.

Receipt Inquiry

Oracle EnterpriseOne Menu: Receipt Inquiry & Receipt Reversals - Work With Purchase Receipts

Search Fields:

- Doc. Number
- Order Number
- Supplier
- Item Number
- Account
- Branch/Plant
- Line Number
- G/L Date: 02/27/2007
- Batch

Options: Vouchered, Closed Lines, Display Supplier Item

Grid: No records found.

Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouchered
-----	---------------	-------	----------	--------------	-------------	-----------------	-------------------	------------------------

Click "Receipt Inquiry"

PO Receipt History – Not vouchered

Oracle EnterpriseOne Menu: Receipt Inquiry & Receipt Reversals - Work With Purchase Receipts

Search Fields:

- Doc. Number
- Order Number: 130441
- Supplier
- Item Number
- Account
- Branch/Plant
- Line Number
- G/L Date: 02/27/2007
- Batch

Options: Vouchered, Closed Lines, Display Supplier Item

Grid: Records 1 - 2

Quantity Received	Quantity Not Vouchered	Trans UOM	Secondary Quantity	Sec UOM	Amount Received	Amount Not Vouchered	Foreign Amount Received
		LS			187.84	187.84	
					187.84	187.84	

1. Enter PO #
2. Click "Find"

PO Receipt History - Vouchered

Oracle Receipt Inquiry & Receipt Reversals - Work With Purchase Receipts

Doc. Number * * * * * Branch/Plant * * * * *

Order Number 130441 OP * * * * * Line Number * * * * * Vouchered

Supplier * * * * * G/L Date 02/27/2007

Item Number * * * * * Display Supplier Item

Account * * * * * Batch

Records 1 - 4

Quantity Received	Trans UOM	Secondary Quantity	Sec UOM	Amount Received	Foreign Amount Received	Quantity Vouchered	Amount Vouchered	Branch
	LS			121.28			121.28	
	LS			200.00			138.54	
	LS			200.00			61.46	
				521.28			321.28	

1. Check Vouchered
2. Scroll to Quantity/Amount Vouchered column(s)

PO Receipt History – Closed Lines

Oracle Receipt Inquiry & Receipt Reversals - Work With Purchase Receipts

Doc. Number * * * * * Branch/Plant * * * * *

Order Number 130441 OP * * * * * Line Number * * * * * Vouchered

Supplier * * * * * G/L Date 02/27/2007 Closed Lines

Item Number * * * * * Display Supplier Item

Account * * * * * Batch

Records 1 - 4

Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouchered
<input type="checkbox"/>	130441	OP	00630	000	4.000			
<input type="checkbox"/>	130441	OP	00630	000	5.000			
<input type="checkbox"/>	130441	OP	00630	000	9.000			
					TOTAL			

1. Check Closed Lines
2. Review closed lines detail

Receipt Reversal

- If a receiver needs to be changed, contact Budget Office for reversal
 - E-mail all receipt reversal requests to Budget Office
 - Include following information in e-mail:
 - PO number
 - Account number
 - Dollar amount that needs to be reversed
 - Quantity that needs to be reversed
 - Date receiver was entered
 - Reason for reversal
 - Name of person who entered receiver
- Receipt reversals will be done after the original receiver is posted to the account. Allow two days for reversal process.

Address Inquiry



The screenshot displays the Oracle JD Edwards EnterpriseOne interface. The top banner reads "ORACLE JD EDWARDS ENTERPRISEONE". Below this is the "EnterpriseOne Menu" section, which includes a "Welcome!" message and a "You have no running applications." notification. The main menu is organized into several sections: "City of Denton", "Roles", "Actions", and "Preferences". Under "City of Denton", the "General User" menu is expanded, showing options like "General Accounting Menu", "Budgeting Menu", "SETUP Menu", "Job Cost", "Vendor Address Inquiry", "Department Requisition", "COD Interfaces", "Sales Quotes", and "UPK Training". A red arrow points to the "Vendor Address Inquiry" link. To the right of the arrow, a text box contains the instruction: "Click 'Vendor Address Inquiry'".

Address Inquiry

ORACLE Vendor Address Inquiry - Address Book Long Number Search

Name Search: *ASHBY*
Search Type: V Suppliers

Display Phone
 Display Address

No records found.

Address Number	Alpha Name	C M	Long Address	Industry Class	Sch Typ	Description Compressed
----------------	------------	-----	--------------	----------------	---------	------------------------

1. Enter part of vendor name and *
2. Enter "V"
3. Check Display Address & Display phone
4. Click "Find"

Address Inquiry

ORACLE Vendor Address Inquiry - Address Book Long Number Search

Name Search: *ASHBY*
Search Type: V Suppliers

Display Phone
 Display Address

Records 1 - 3


Address Number	Alpha Name	Address Line 1	City	Prefix	Phone Number
239118	ASHBY PRINTING	.	DALLAS	214	7523582
239126	ASHBY PRINTING-PO	.	BURLESON	817	8754906
1080372	TERRY ASHBY	.	FRISCO		

Vendor Code Phone Number

Vendor Address not Listed?

- New vendor codes are set up by Purchasing
- Download form from intranet
 - Departments/Materials Management/Purchasing Forms
 - Substitute W-9 Form
- PO Address = order processing location
- Remit Address = payment/lockbox location
- Email or interoffice completed form to Purchasing

JDE Reminders

- Always look for Go to End icon to view multiple lines 
- **Be extra careful when entering receivers**
- All receiver reversals must be sent to Budget office
- Enter “V” in Search Type when looking up vendor numbers
- Enter “ST” in Search Type when looking up ship to numbers
- Check status codes for requisitions and POs
- To highlight rows, click on desired rows or select all rows
- To revise a PO, e-mail Buyer
 - Include the following:
 - Dollar amount
 - Account number
 - Reason for revision

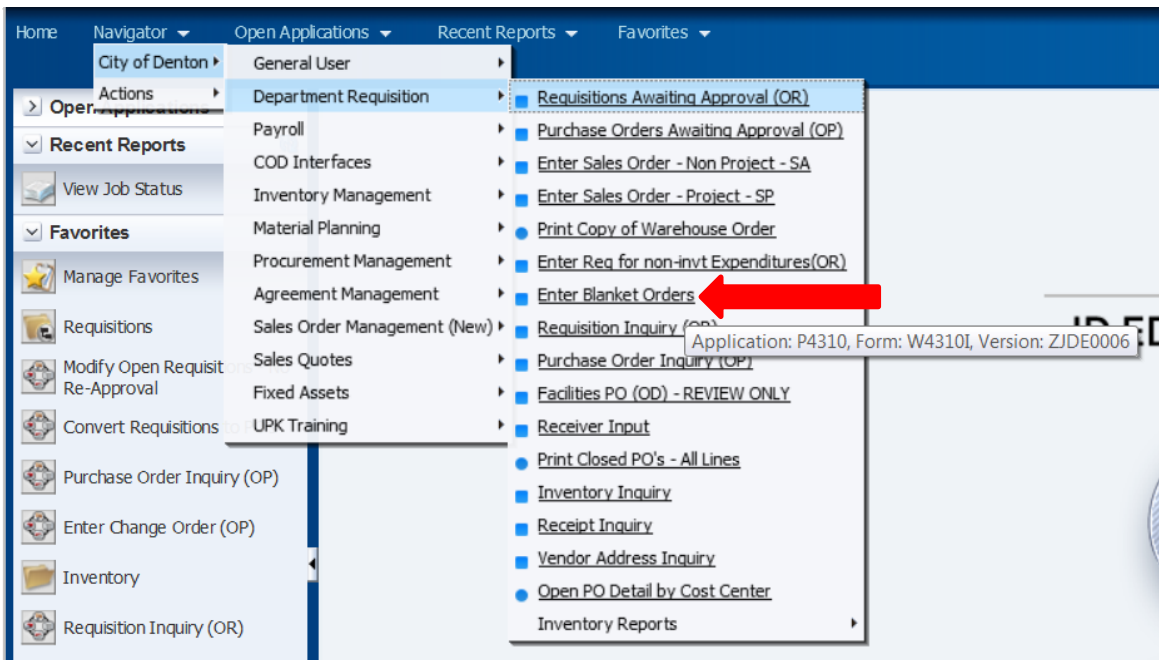


Blanket Orders (OB)

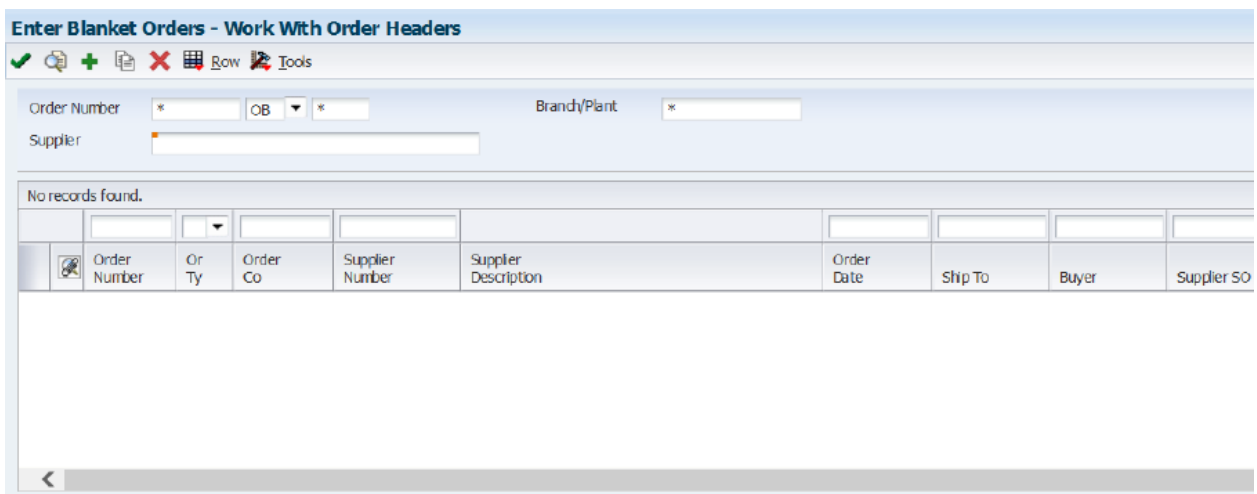
Blanket orders (OB) are a tool in JDE to allow for entry of requisitions for contracts that may span over fiscal years. The OB is entered by the using department and the funds are not encumbered, nor are the approvals obtained. The order will remain open, until a buyer converts the detail lines to a PO. When the PO is converted the funds will be encumbered, a budget check will occur as well as approval emails sent. The benefit of a blanket order is that it allows a user to enter orders in advance of the fiscal year and it allows for quick conversion by the buyer. It is imperative that the following process be followed for the efficiencies to be achieved.

This process will generally occur at the beginning of each fiscal year to process large quantities of orders quickly.

Step 1 – Open the “Blanket Order Entry” program

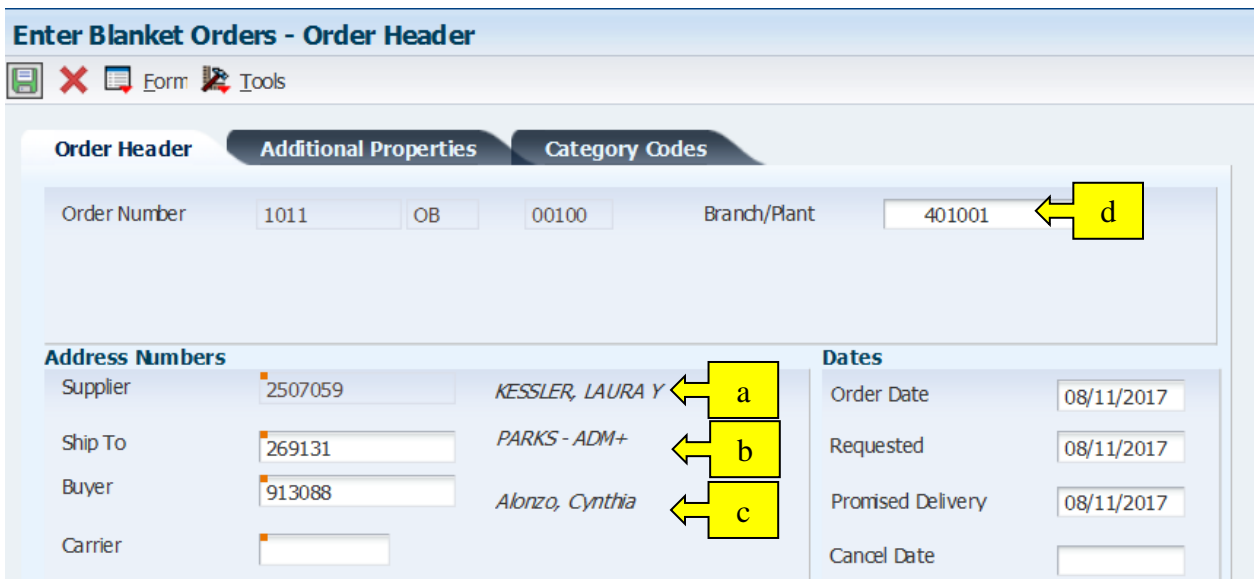


Step 2 – Click  (ADD)



Step 3 – Enter the header detail

- a. Vendor Number
- b. Ship To Number
- c. Buyer Number
- d. Branch Plant




Step 4 – Enter the line detail

- a. Quantity Ordered
- b. Unit of measure
- c. Unit cost
- d. Description 1 & 2
- e. Account Number
- f. Reference Code (contract number if applicable)
- g. Request Date*
- h. Attach documents as needed including but not limited to: quotes, HUB contacts, contract details.

***Note:** It is imperative that for each subsequent fiscal year new lines are added. The Request date should always be October 1 and the year. If there are multiple lines for one fiscal year, they all must be entered for each subsequent year. A sample of the proper data entry is below:

Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Description 1	Description 2	Account Number	Reference	Request Date
1000	LB	1.0000	1,000.00	Chemical 1	year 1	830400.6302	6550	10/01/2107
1000	LB	1.0000	1,000.00	Chemical 1	year 2	830400.6302	6550	10/01/2018
1000	LB	1.0000	1,000.00	Chemical 1	year 3	830400.6302	6550	10/01/2019



At the beginning of each fiscal year, the buyer will search for all open orders using the date only. For example in the new Fiscal Year 2018-2019, the buyer would search for all open OBs with the date 10/1/2018.

Status Codes for Blanket Orders and Corresponding POs

Doc Type	Last Status	Next Status	Description	User Revisions Allowed?
OB	210	215	Order entered	Yes
OB	215	999	PO Generated/Requisition Closed	No
OP	110	230	PO Generated – Awaiting Approvals	No
OP	230	280	Fully Approved/Ready for Purchasing to PO Print	No
OP	280	400	PO Printed/Ready for PO Receipts	No
OP	400	400	Line Partially Received/Ready for PO Receipts	No
OP	400	999	Line Fully Received/Line Closed	No
OP	980	999	Line Cancelled	No

Requisition Approval Process

In this section, the following topics will be explored:

Approval with an Email Notification

Requisitions Awaiting Approval- Approval Hold (approval without an email)

Requisitions Awaiting Approval – Approve & Bypass Approver

Requisitions Awaiting Approval- Reject Requisition

Requisitions Awaiting Approval- Reviewing Approval Status

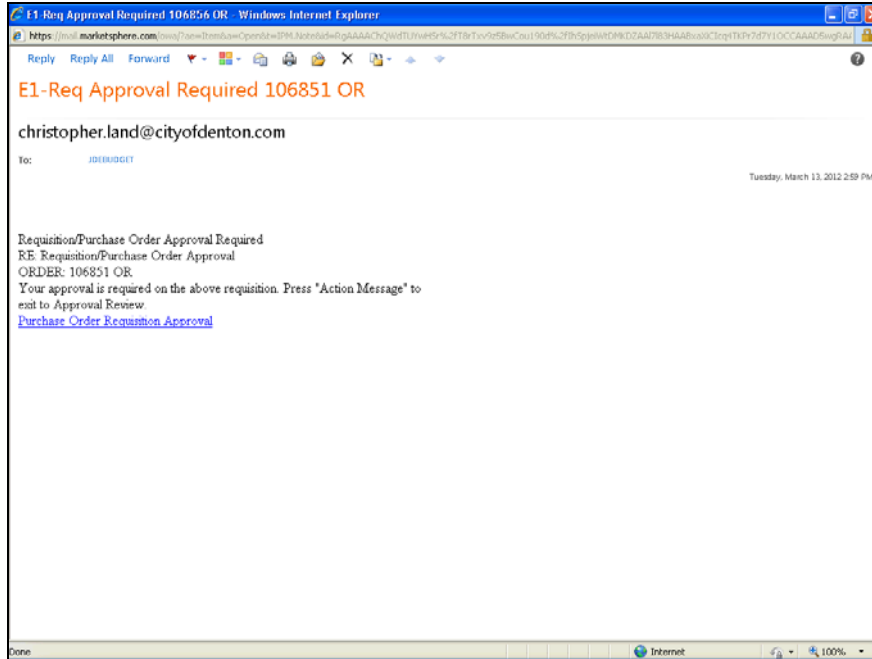
Requisitions Awaiting Approval - Approve & Release Budget Hold

Procedure

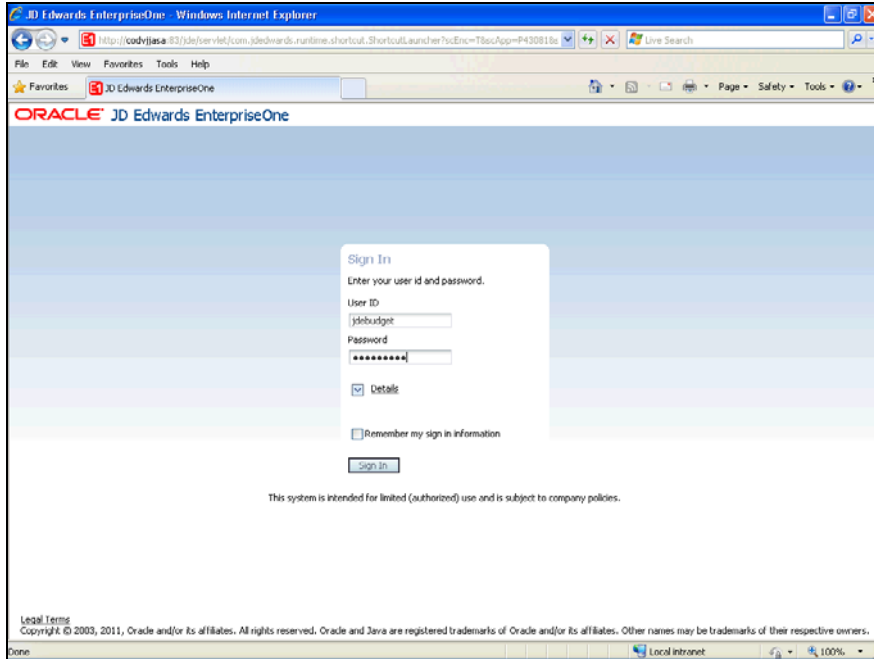
There are two ways you can approve an order and release the budget hold. One option is to use the approval email notification link that the system will send you. Another option is by going directly to the Orders Awaiting Approval application.


This document will walk you through the process of approving an order and releasing the budget hold using the email notification link.

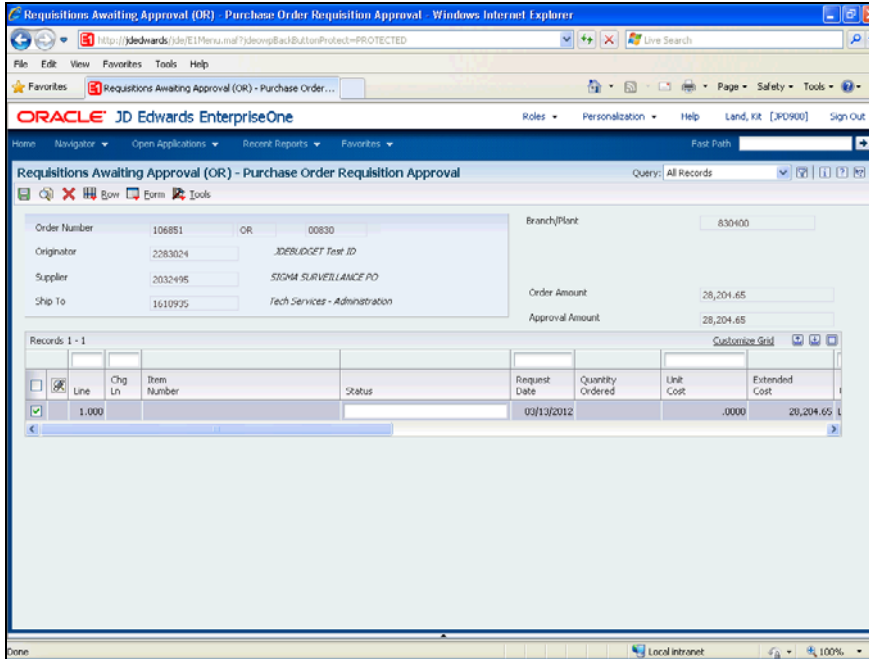
If you are approving an order using the email notification link, note that the system will automatically log you out of JD Edwards once the approval is complete.





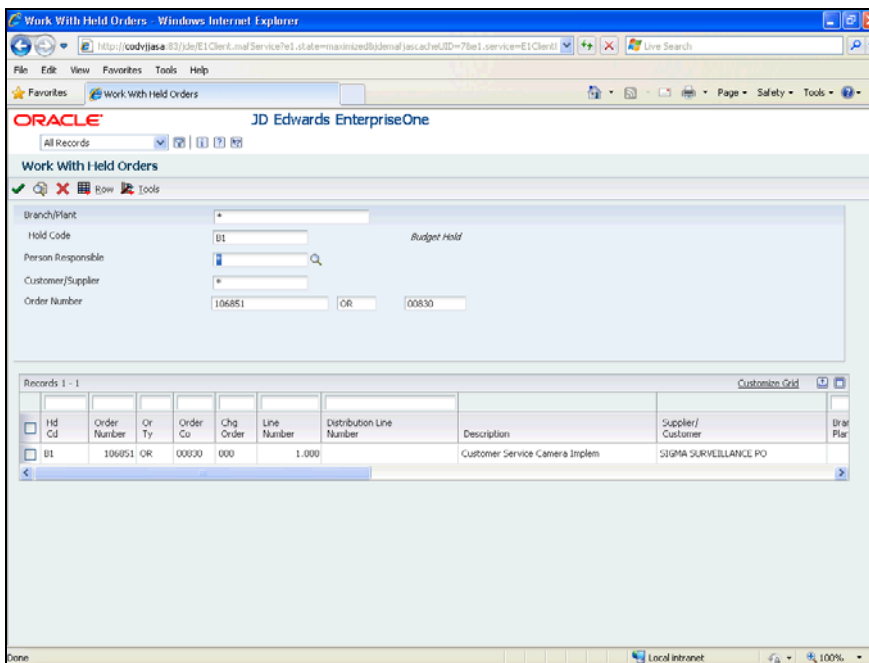
Step	Action
1.	<p>This is an example of the approval email notification that you will receive. When you click the email link, you will be taken to the EnterpriseOne login screen. You will need to enter your sign-on credentials to proceed with the approval process.</p> <p>Click the Purchase Order Requisition Approval link.</p> <p>Purchase Order Requisition Approval</p>
2.	Enter your Username and Password to sign in.






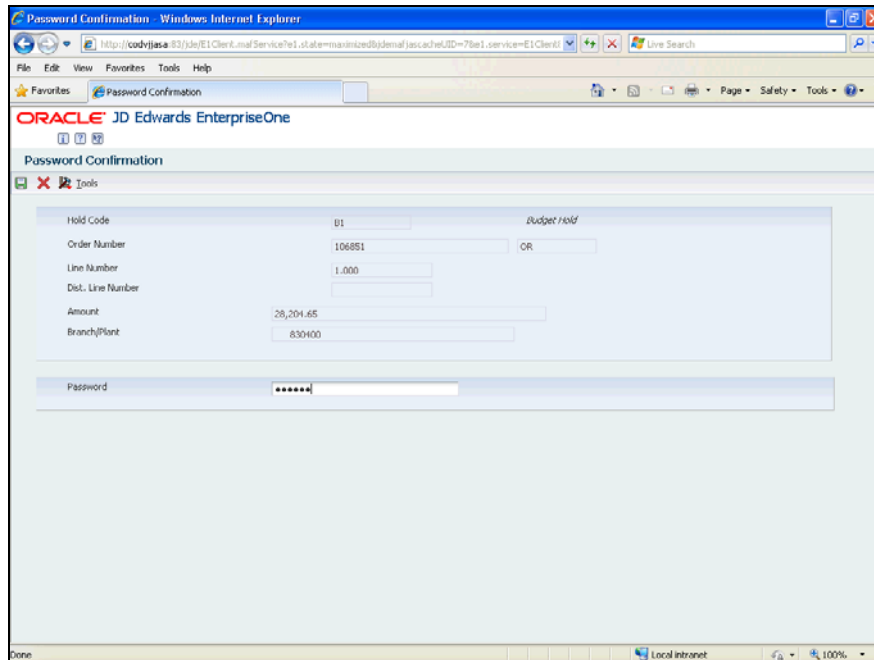
Step	Action
3.	Click the Sign In button. 
4.	It is important to first approve the budget before you release the budget hold. These two steps must be performed together, in the same approval login session. From this form, you can review the order detail lines and determine whether to approve or reject the requisition.




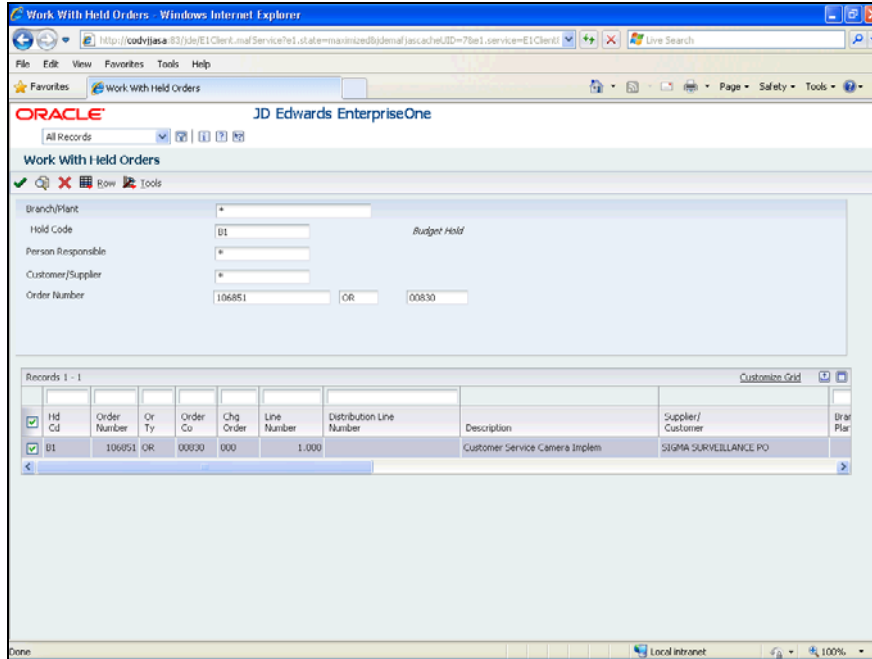
Step	Action
5.	Click the Form button. 
6.	Click the Approve menu. 




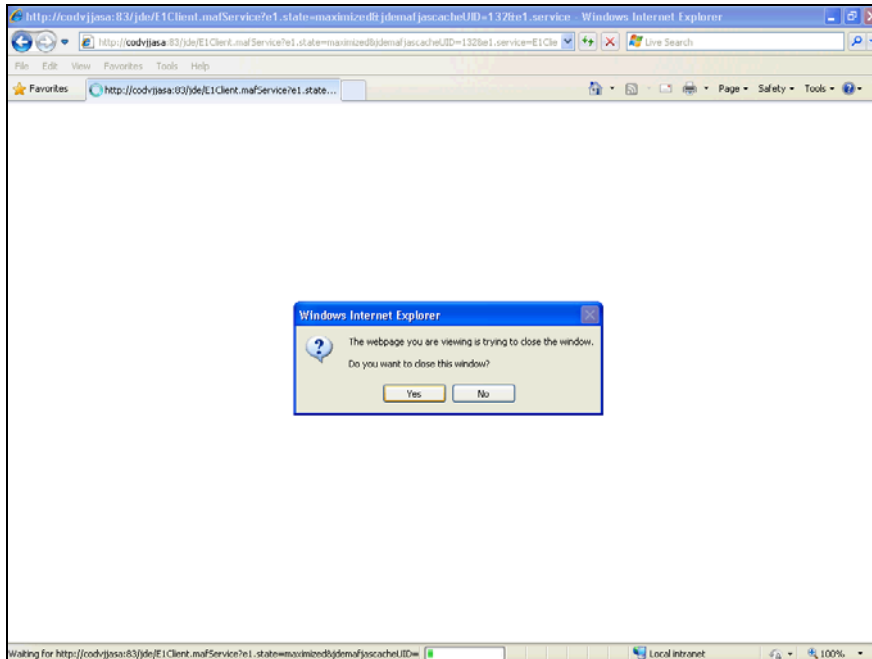
Step	Action
7.	<p>On a multiple-line order, only the lines that are on budget hold will be visible from the Work With Held Orders form.</p> <p>It is important to release the budget hold to complete the budget approval process. This allows the system to create the necessary commitment/encumbrance records for the requisition.</p> <p>If the requisition has multiple lines that went on budget hold, select the Row of all the lines to release prior to proceeding to the next step.</p> <p>Click the Row:1 option.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Release menu.</p> 
10.	Enter the Budget Hold password for this Business Unit.

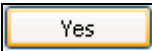


Step	Action
11.	<p>Click the OK button.</p> 



Step	Action
12.	<p>You MUST exit out of the approval program to complete the process and allow the system to update the appropriate records with the action just completed. It also triggers the system to send an approval email notification to the first "dollar level" approver.</p> <p>Click the Close button.</p> 



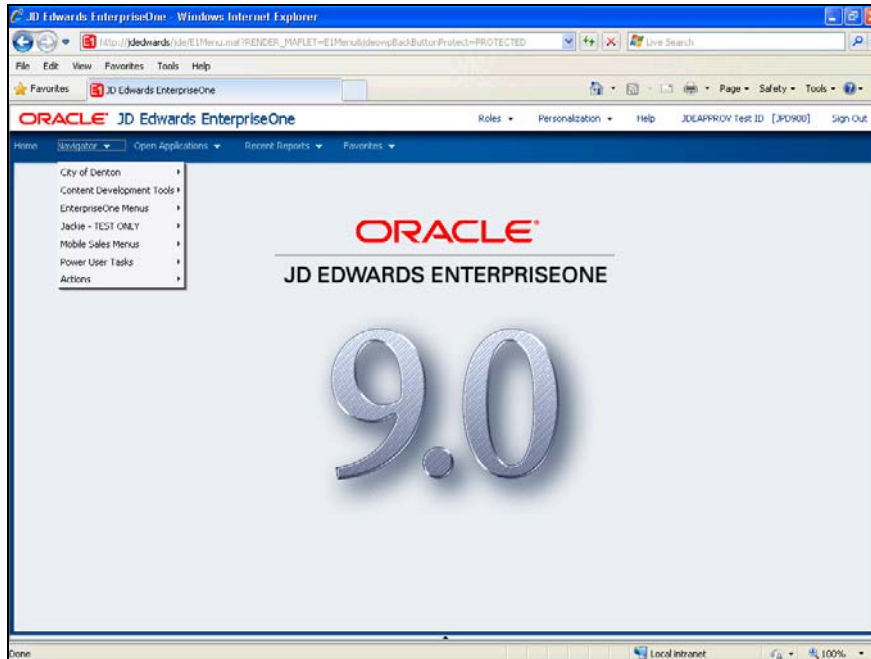
Step	Action
13.	<p>Selecting "No" will not change the outcome. The system will proceed to log you out of JD Edwards.</p> <p>Click the Yes button.</p> 
14.	<p>End of Procedure.</p>




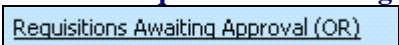
Requisitions Awaiting Approval - Approval Hold

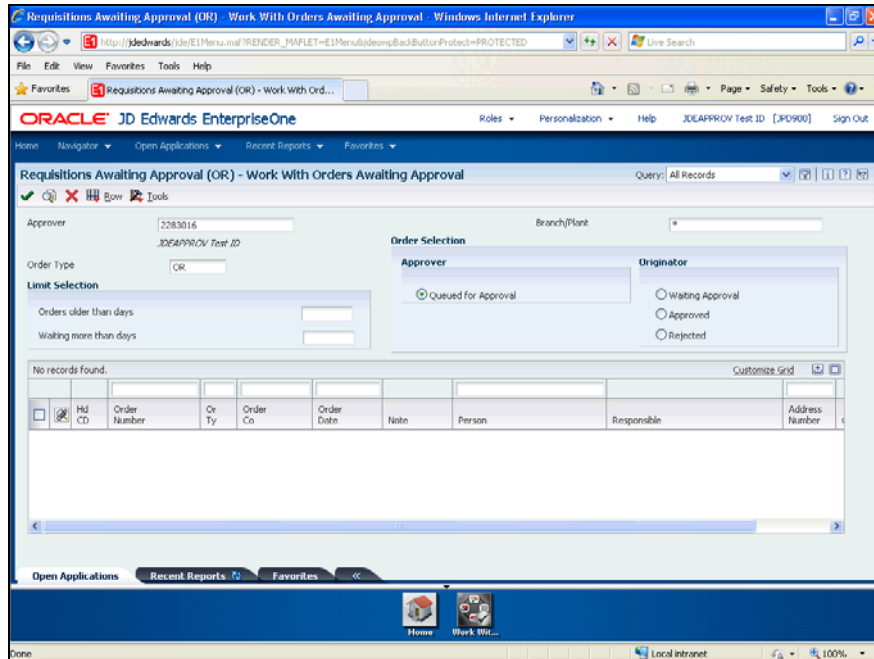
Procedure






In addition to being able to access and approve requisitions via the email notification link, you can also access the requisition approval application directly from the EnterpriseOne Menu.

This document will walk you through the process of approving an order by going directly to the Requisitions Awaiting Approval application (Purchase Orders Awaiting Approval for Purchase Orders).

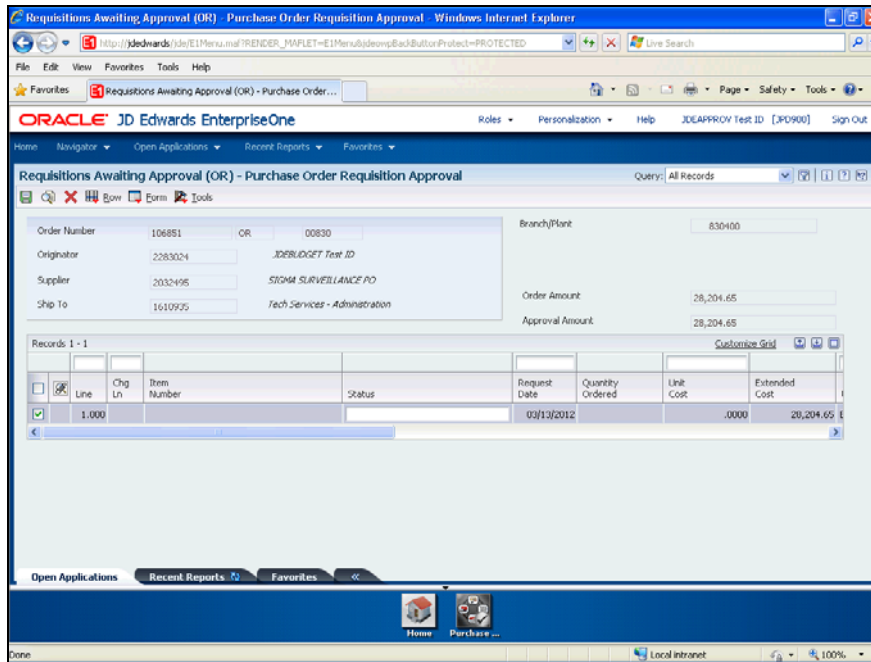



Step	Action
1.	Click the Navigator dropdown button to activate the menu. 
2.	Click the City of Denton menu. 
3.	Click the Department Requisition menu. 
4.	Click the Requisitions Awaiting Approval (OR) menu. 
5.	Your Address Book number is automatically populated based on your sign-on credentials.
6.	If you are the originator of the Requisition, you can locate any requisitions you have submitted that are currently awaiting approval, that have been approved, or that have been rejected.
7.	If you are an Approver, click the Queued for Approval button. This will then display all the orders that are awaiting your approval.
8.	Based on the Order Selection button you have selected, the search will process for either the Approver or the Originator .

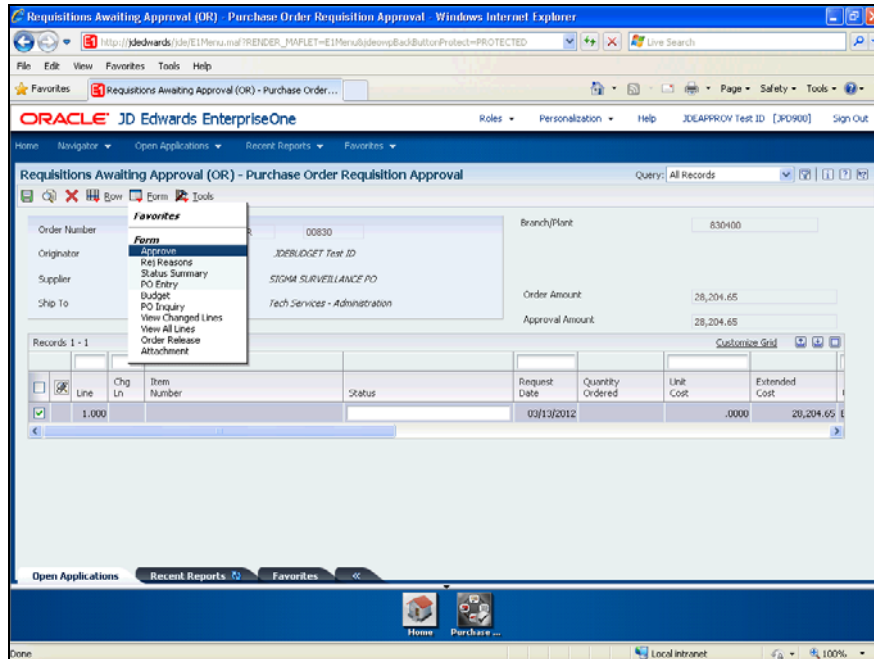




Step	Action
9.	Click the Find button if you wish to display all orders that are awaiting your approval. 
10.	If you know the Order you wish to approve, you may enter the order number in the Order Number field. Enter the desired information into the Order Number field. Enter " 106851 ".
11.	Click the Find button. 
12.	Note that Hold Code " A1 " indicates that the order is on a "dollar level" Approval Hold as opposed to " B1 " which indicates a Budget Hold. Click the Row:1 option. 
13.	Click the Row button. 
14.	Click the Approval Review menu. 

Step	Action
15.	<p>If you were approving this order using the email notification link, the system takes you directly to this form.</p> <p>Use this form to review the order and determine whether to approve or reject the order.</p> <p>In this document, we will work with Approving the order.</p>



Step	Action
16.	<p>Click the Form button.</p> 



Step	Action
17.	Click the Approve menu. 
18.	You MUST exit out of the approval program to complete the process and allow the system to update the appropriate records with the action just completed. If additional approvals are required, it will trigger the system to send an approval email notification to the next "dollar level" approver. Click the Close button. 
19.	End of Procedure.


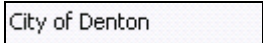

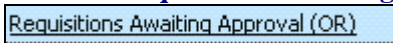
Requisitions Awaiting Approval - Approve & Bypass Approver Procedure

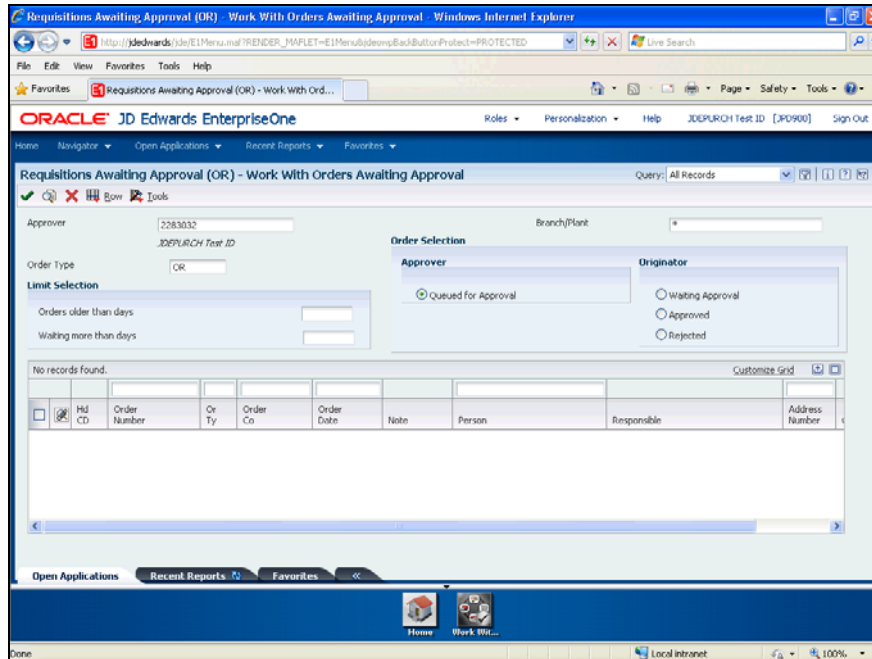
When an approver is unavailable, whether due to illness or vacation, it may be necessary for a person with a higher dollar-level approval authority to bypass those with lower dollar-level approval authority within the same Approval Route. This ensures that the requisition continues with the process without further delay.






It is the Requisitioners responsibility to monitor the progress of the requisitions he/she originated. If an approval bypass is necessary, the Requisitioner must notify the approver who will perform the "bypass", providing him/her with the Order Number(s).

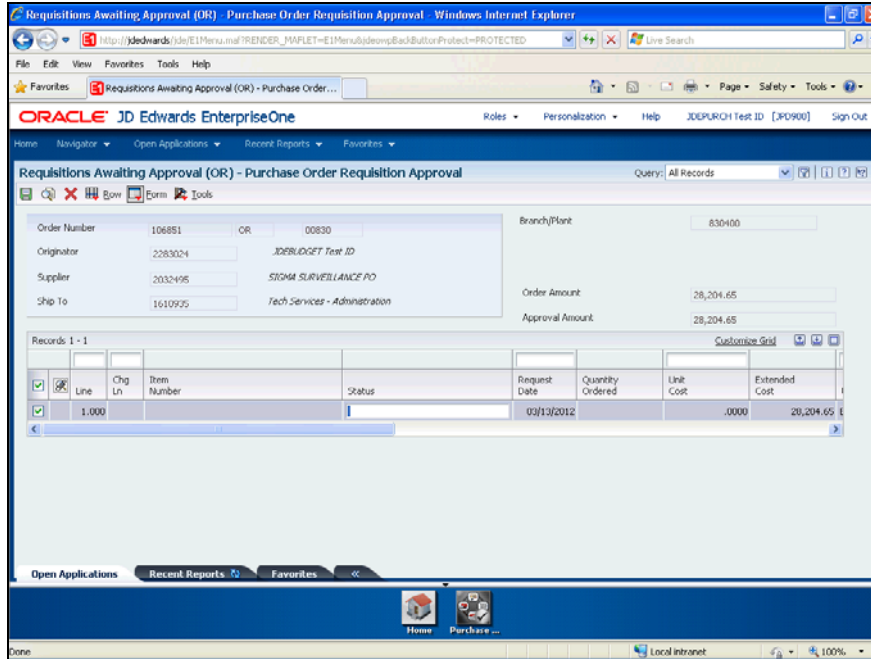
This document will walk you through the process of approving an order that is awaiting approval by bypassing approvers with lower dollar-level approval authority.





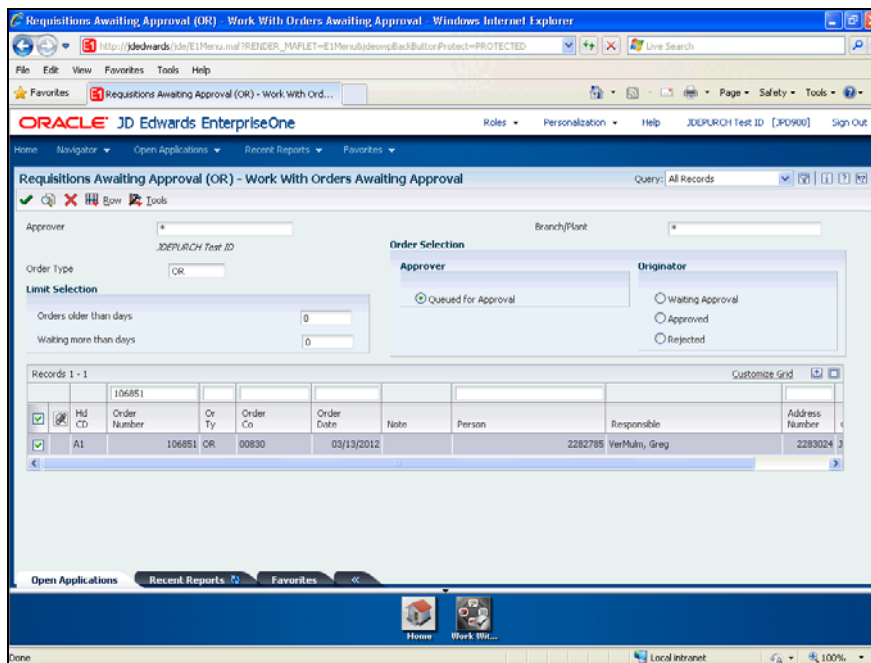
Step	Action
1.	Click the Navigator dropdown button to activate the menu. 
2.	Click the City of Denton menu. 
3.	Click the Department Requisition menu. 
4.	Click the Requisitions Awaiting Approval (OR) menu. 




Step	Action
5.	When bypassing an approver, because the requisition is not in your Queued for Approval queue, you must enter an asterisk in the the Approver field. Enter the desired information into the Approver field. Enter "*".
6.	Click the Find button. 
7.	Enter the desired information into the Order Number field. Enter " 106851 ".
8.	Click the Find button. 
9.	Click the Row:1 option. 
10.	Click the Row button. 
11.	Click the Approval Review menu. 
12.	Use this form to review the order and determine whether to approve or reject the order. In this document, we will work with approving the Requisition.



Step	Action
13.	Click the Form button. 
14.	Click the Approve menu. 



Step	Action
15.	<p>To ensure that the approval bypass was successful, click Find.</p> <p>If the order requires additional approval, the Name and Address Book number of the next approver will be displayed on this form.</p> <p>Click the Find button.</p> 
16.	<p>End of Procedure.</p>

Requisitions Awaiting Approval - Reject Requisition





Procedure

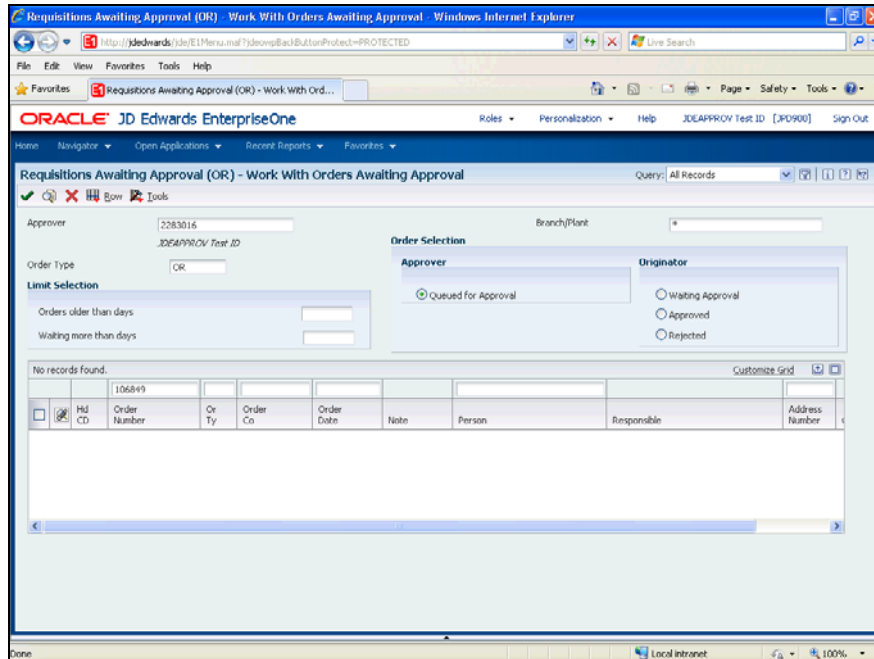
There are two standard reasons why a purchase request is rejected. One is to allow the Requisitioner to modify the Requisition to reflect the changes required. The other is to reject it because the purchase request has been denied. In this case, the Requisitioner typically cancels the order. It is important to cancel the order/order detail lines to allow the system to release the commitments/encumbrances.




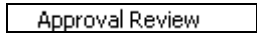
In addition to being able to access and reject requisitions via the email notification link, you can also access the requisition approval application directly from the EnterpriseOne Menu.

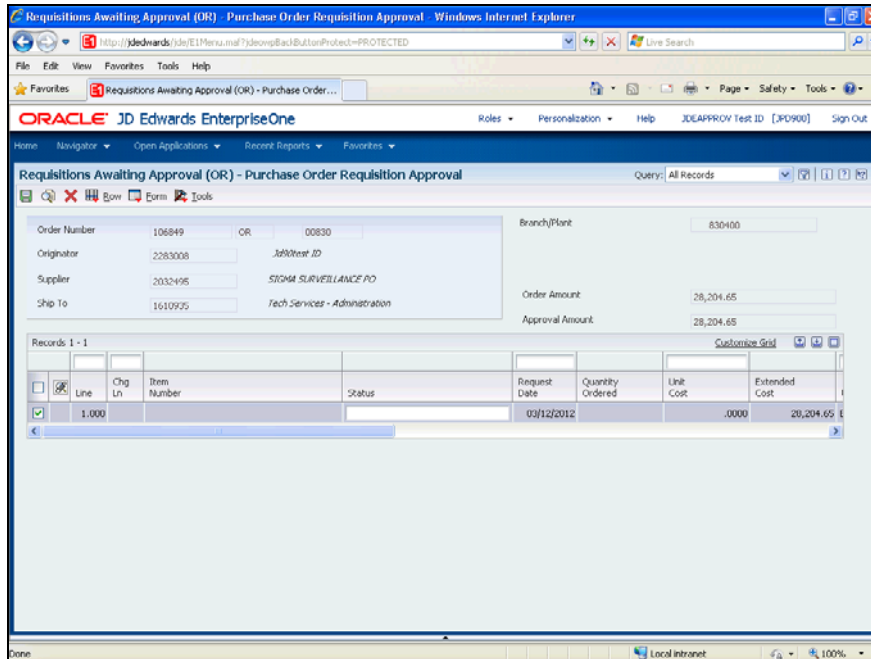
This document will walk you through the process of rejecting an order for modification by going directly to the Requisitions Awaiting Approval application (Purchase Orders Awaiting Approval for Purchase Orders).





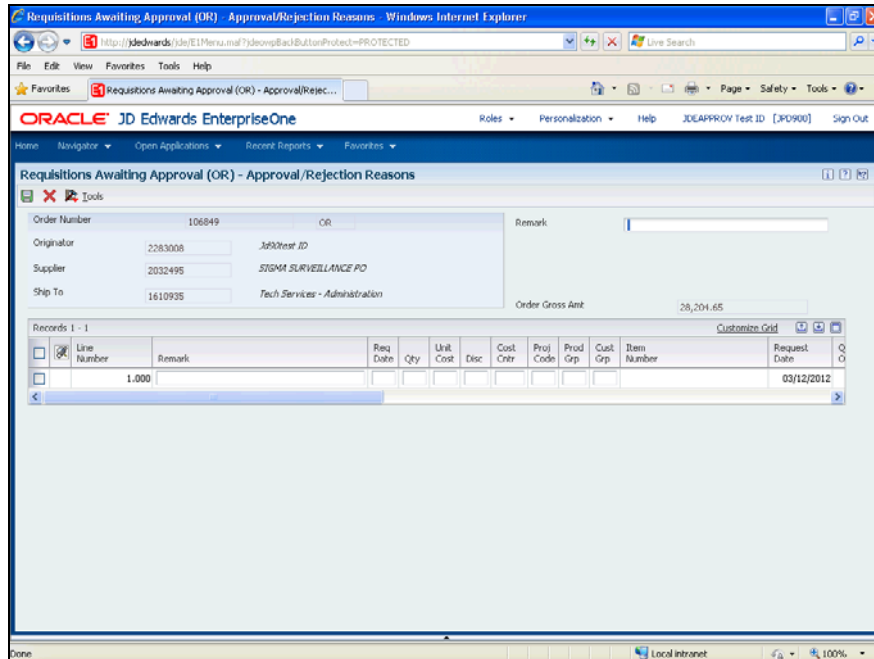
Step	Action
1.	Click the Navigator dropdown button to activate the menu. 
2.	Click the City of Denton menu. 
3.	Click the Department Requisition menu. 
4.	Click the Requisitions Awaiting Approval (OR) menu. 




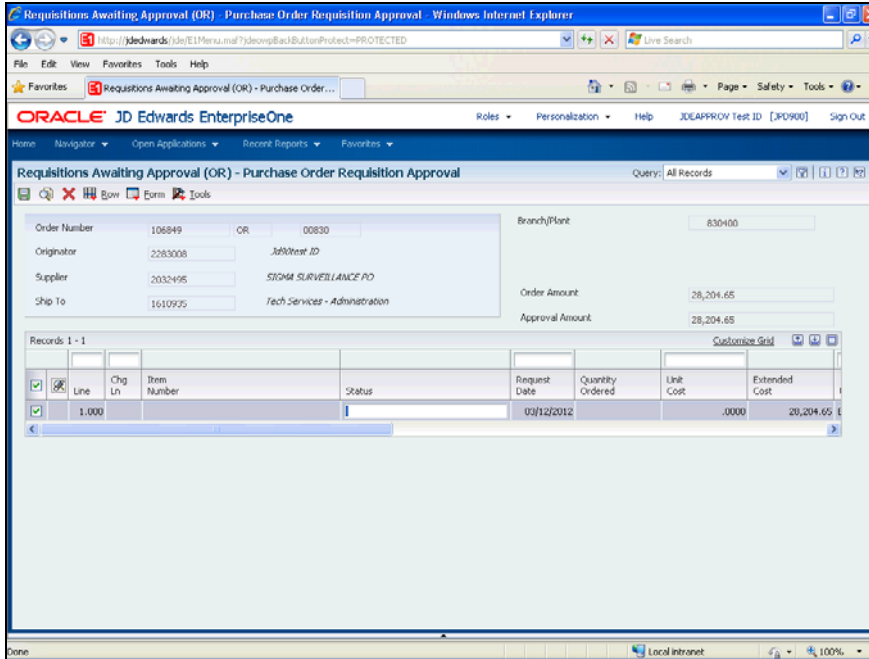
Step	Action
5.	Enter the desired information into the Order Number field. Enter " 106849 ".
6.	Click the Find button. 
7.	Click the Row:1 option. 
8.	Click the Row button. 
9.	It is important to go to "Approval Review" first when rejecting an order for modification. This action will take you through the proper forms in the correct sequence. Click the Approval Review menu. 
10.	If you were rejecting this order using the email notification link, the system takes you directly to this form. Use this form to review the order and determine the changes required.


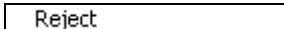


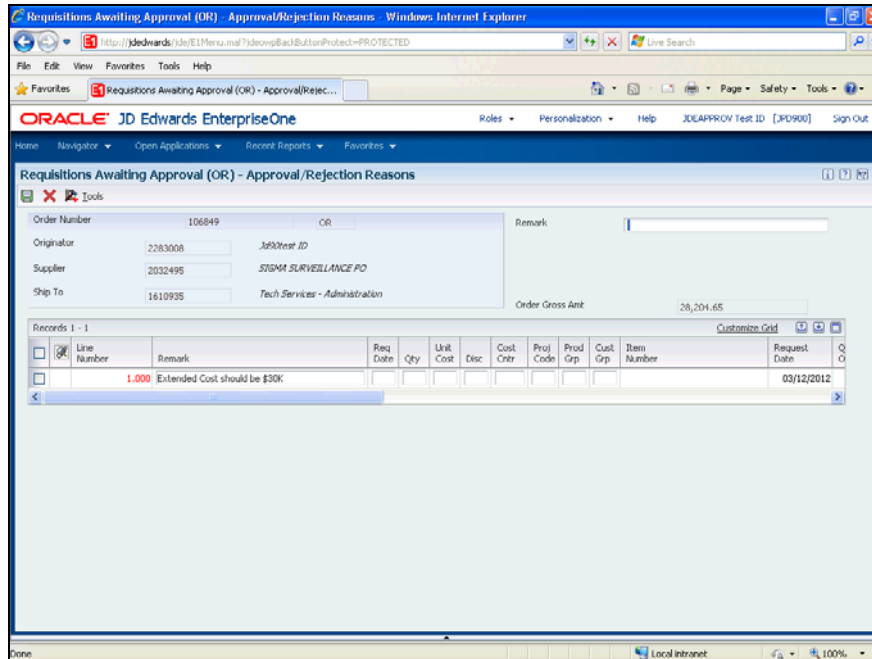
Step	Action
11.	Click the Form button. 
12.	It is important to follow the next steps in the proper order. Deviating from this sequence may cause a rejection email notification to be sent to the Requisitioner before the rejection process is complete. Click the Rej Reasons menu. 
13.	Select a reason for rejecting the order detail line by placing an 'X' in the field pertaining to the reason, when applicable. This allows the Requisitioner to easily identify the changes required. On multiple-line Requisitions, select the lines you wish to reject.




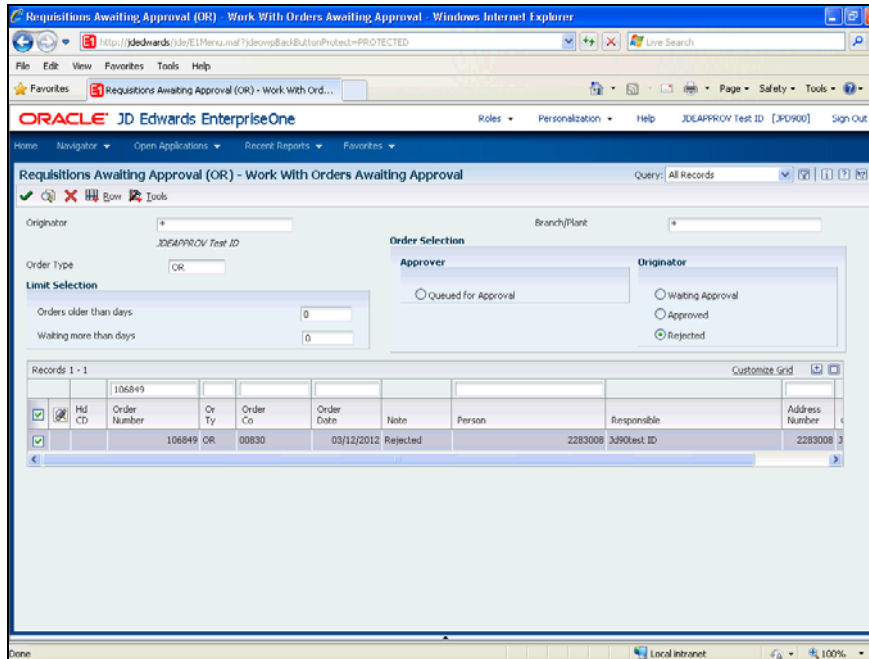
Step	Action
14.	<p>Use the Remark field on the order detail line to provide additional information on the rejection reason/changes required specific to the order detail line. Otherwise, use the Remark field in the Header section of this Form if the rejection reasons/changes required, apply to all the lines on the order.</p> <p>Enter the desired information into the Remark field. Enter "Extended Cost should be \$30K".</p>
15.	<p>Click the OK button.</p> 




Step	Action
16.	<p>Now that you have entered the rejection reason, the Requisition is ready for rejection.</p> <p>Click the Row button.</p> 
17.	<p>Click the Reject menu.</p> 



Step	Action
18.	<p>To complete the rejection process, click OK. This action will trigger a rejection email notification to be sent to the Requisitioner.</p> <p>When an order is rejected, the system will update the Next Status of the order detail line back to '100'. This allows the Requisitioner to modify the order and re-submit it with the changes.</p> <p>On multiple-line Requisitions, ALL the order detail lines will be updated to '100' regardless of whether or not the line was rejected.</p> <p>Click the OK button.</p> 



Step	Action
19.	Click the Close button. 
20.	End of Procedure.





Requisitions Awaiting Approval - Reviewing Approval Status

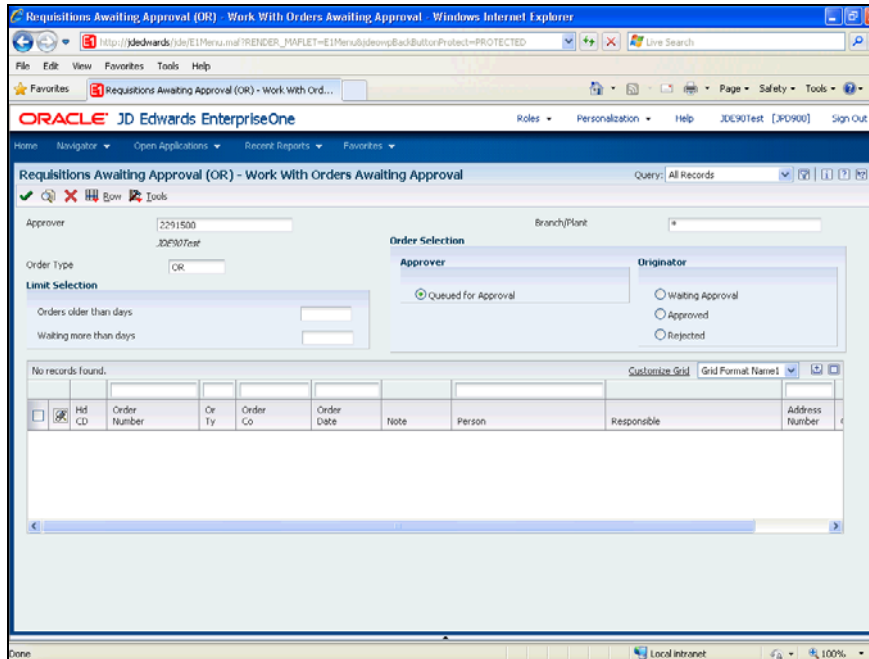
Procedure





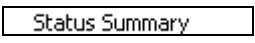
While the Requisition is awaiting approval, as the Requisitioner, you may wish to determine the status of your order. If you are an Approver, you may wish to review approval and/or rejection actions from other approvers.

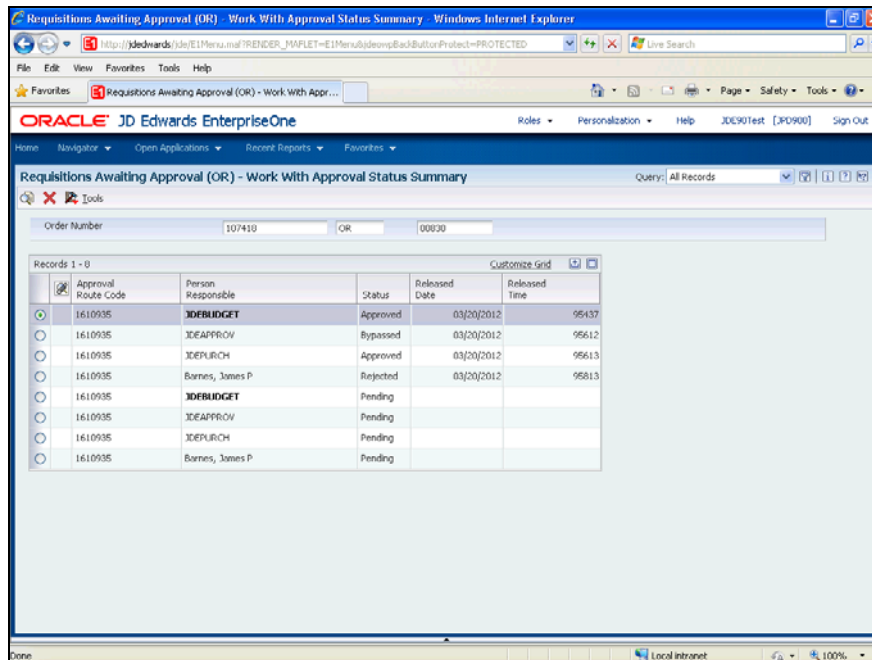
This document will walk you through the process of reviewing the progress of a requisition that is awaiting approval.



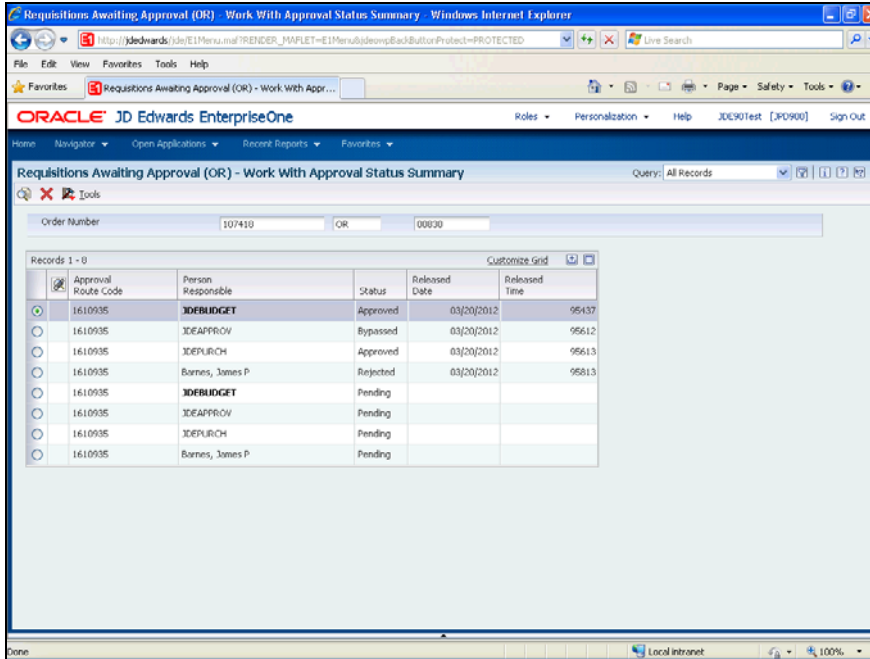
Step	Action
1.	Click the Navigator down arrow dropdown button to activate the menu. 
2.	Click the City of Denton menu. 
3.	Click the Department Requisition menu. 
4.	Click the Requisitions Awaiting Approval (OR) menu. 




Step	Action
5.	<p>Click on the Waiting Approval button if you are the Originator of the requisition.</p> <p>If you are an Approver, click the Queued for Approval option.</p> <p>Based on your sign-on credentials, your Address Book number will be automatically populated in the Approver field.</p> <p>Click the Waiting Approval option.</p> 
6.	<p>This form will then display all the Requisitions you created that are awaiting for approval.</p> <p>If you wish to review the approval status of a specific order, you may enter that order in the Order Number field.</p> <p>Click in the Order Number field.</p> 
7.	Enter the desired information into the Order Number field. Enter " 107418 ".
8.	<p>Click the Row:1 option.</p> 
9.	<p>Click the Row button.</p> 
10.	<p>Click the Status Summary menu.</p> 



Step	Action
11.	<p>The Work with Approval Status Summary displays all the approval actions that have taken place on a specific Requisition including the Date and Time each action occurred. In this example:</p> <p>Line 1 indicates that JDEBUDGET approved the budget and released the Budget Hold.</p> <p>Line 3 reflects that JDEPURCH, an approver with a higher dollar-level approval authority than JDEAPPROV, bypassed JDEAPPROV.</p> <p>Line 4 indicates that James P. Barnes rejected the order.</p> <p>The remaining lines reflect the new approval requirements after the Requisitioner modified the order and re-submitted it with changes.</p>



Step	Action
12.	Once you have completed your review, you may exit out of the application. Click the Close button. 
13.	End of Procedure.

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Inventory Requisition Entry Process

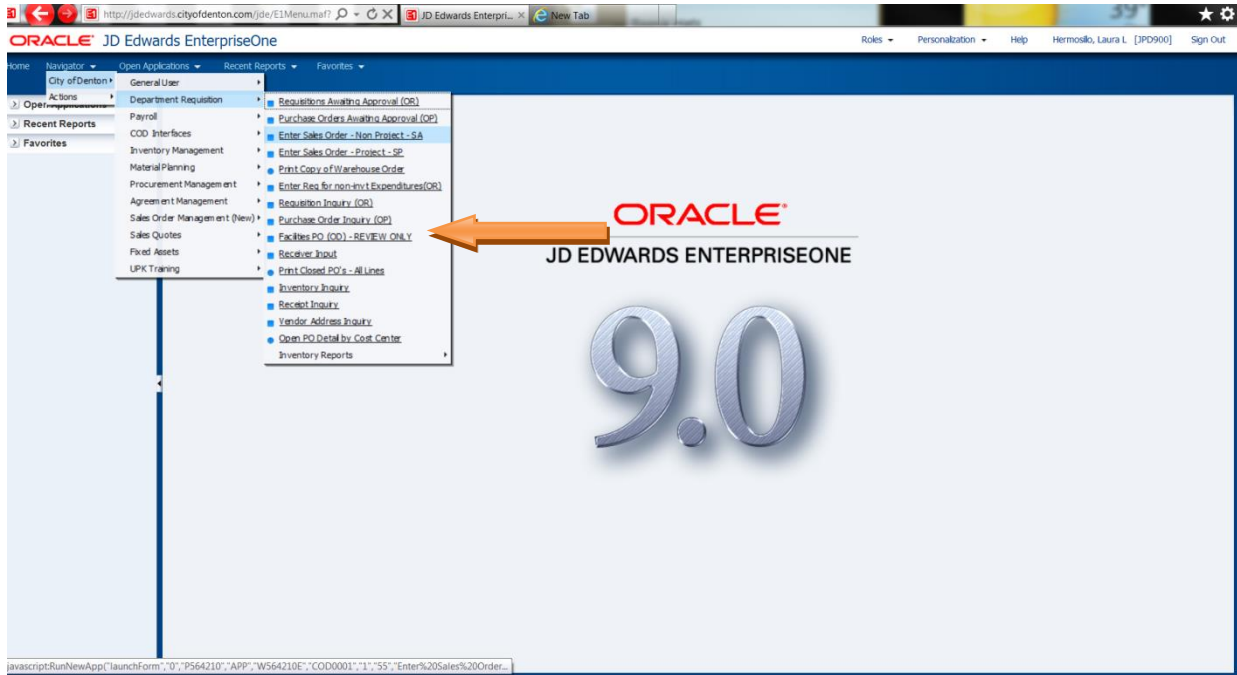
The City of Denton operates a centralized warehouse or Distribution Center (DC) that stocks many products used by field personnel and City office staff. The DC Staff manages the inventory to ensure products are available when needed by internal customers and seeks to have contracts in place for the supply of the goods. This ensures continuity of supply and provides the best value to the City. Users are encouraged to order goods remotely through JDE for will call pick up or delivery by the City's Courier. The DC is located at 901B Texas Street in the Service Center complex. For questions, please contact DC staff at X-8437.

The DC has two main order types. The SA is used for non-project account numbers and the SP is used for project account numbers.

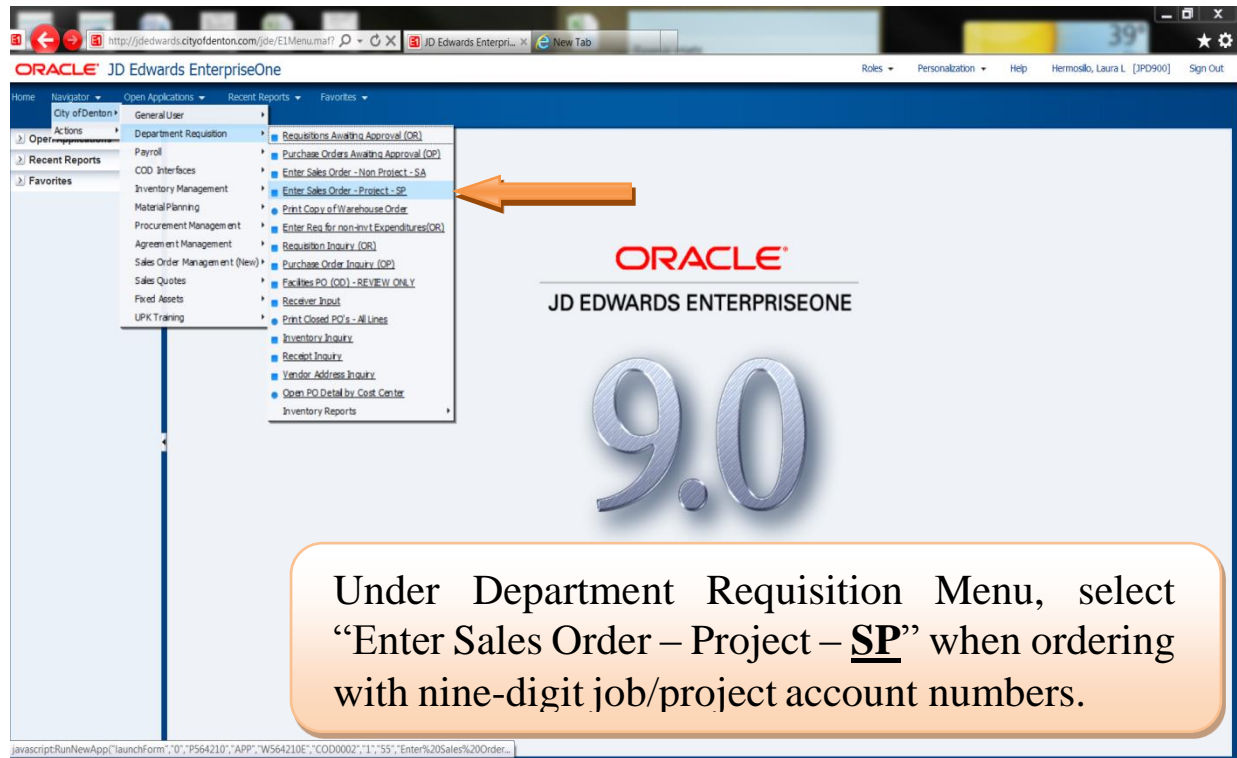


Non-project account numbers have a six digit prefix and job account numbers have a nine digit prefix.

Entering a Sales Order (SA/SP)



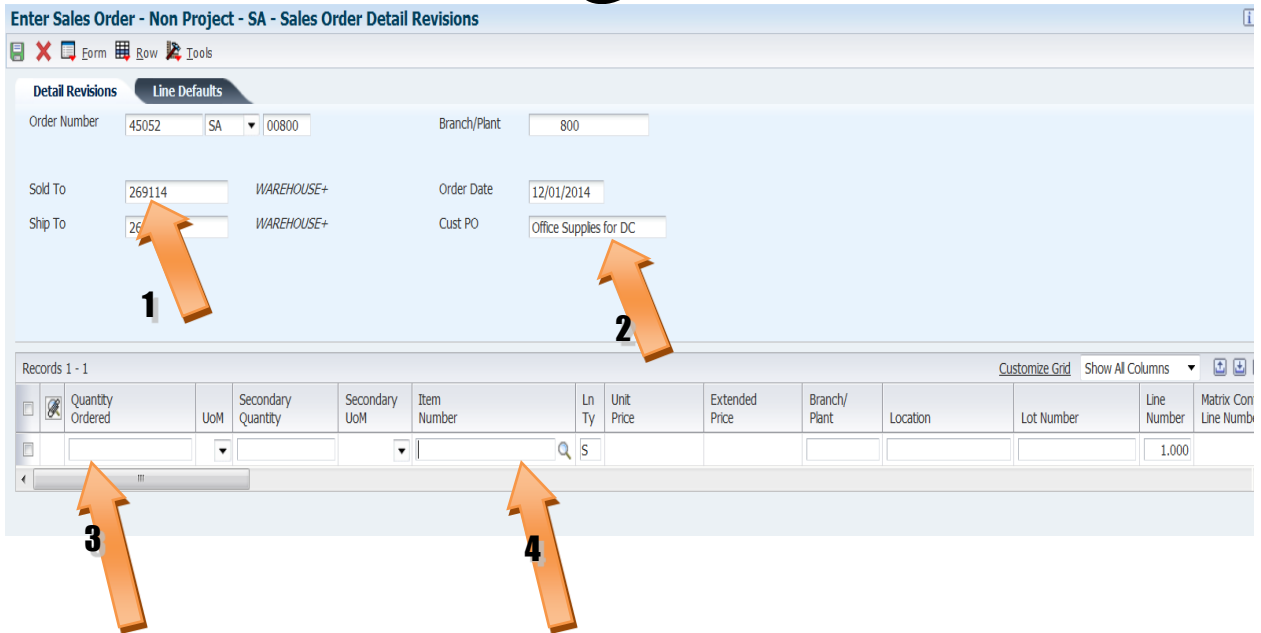
-or-



Entering SA/SP

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Enter Sales Order - Non Project - SA - Customer Service Inquiry'. The browser address bar shows the URL: <https://jdedwards.cityofdenton.com/jde/EI.Menu.maf?>. The page title is 'ORACLE JD Edwards EnterpriseOne'. The user is logged in as 'Hermosillo, Laura L. [JPD900]'. The main content area has a toolbar with icons for search, add, delete, print, and other functions. A green plus sign icon is highlighted by an orange arrow. Below the toolbar, there are input fields for 'Order Num', 'Customer P', and 'Item Number'. The 'Order Num' field has 'SA' selected in a dropdown menu. Below these fields are 'Sold To' and 'Ship To' fields, and checkboxes for 'Extend Back Order Quantity' and 'Customer Item'. A table below shows 'No records found.' with columns for 'Ship To', 'Original Or Num', 'Original Or Type', 'Orig Or Co', '2nd Item Number', '3rd Item Number', 'Last Status', 'Next Status', 'Customer PO', 'Parent Number', 'Agreement Number', 'Shipment Number', and 'Pick Number'. A callout box with an orange border and background contains the text: 'Click + to enter a new order.'

Entering SA/SP



Enter Sales Order - Non Project - SA - Sales Order Detail Revisions

Detail Revisions Line Defaults

Order Number 45052 SA 00800 Branch/Plant 800

Sold To 269114 WAREHOUSE+ Order Date 12/01/2014

Ship To 26 WAREHOUSE+ Cust PO Office Supplies for DC

Records 1 - 1

Quantity Ordered	UoM	Secondary Quantity	Secondary UoM	Item Number	Ln Ty	Unit Price	Extended Price	Branch/Plant	Location	Lot Number	Line Number	Matrix Con Line Num
					S						1.000	

1. Enter your department's Ship To number in Sold To field
2. Add description (Office Supplies, John Doe, Water Distribution)
3. Click on Quantity Ordered
4. Click on search icon to locate item number

Entering SA/SP

The screenshot shows the 'Enter Sales Order - Non Project - SA - Sales Order Detail Revisions' window. The 'Item Search & Select' dialog is open, displaying a search for '*PAPER*'. The search results table is as follows:

Item Master Search Text	Language Search Text	Item Number
<input checked="" type="radio"/> PAPER GAMMA GREEN 8.5X11 RECYC		01555460
<input type="radio"/> \$PAPER BUFF 8.5X11		01555500
<input type="radio"/> \$PAPER GRAY 8.5X11		01555520
<input type="radio"/> \$PAPER GREEN 8.5X11 RECYCLE		01555550
<input type="radio"/> \$PAPER PURPLE 8.5X11		01555620
<input type="radio"/> PAPER IVORY 8.5X11		01555670
<input type="radio"/> PAPER WHITE 8 1/2 X 14		01555000

1. Enter one word description in ALL CAPS with asterisks (*) in Search text field (*PAPER*, *SLEEVE*, *CUP*, *ICE*, *STOP*, etc)
2. Click "Find"
3. Click on the Go to end icon to view all rows

Entering SA/SP

The screenshot shows the 'Item Search & Select' dialog box within the 'Enter Sales Order - Non Project - SA - Sales Order Detail Revisions' application. The search criteria are set to '*PAPER*'. The results list includes various paper items, with 'PAPER GAMMA GREEN 8.5X11 RECYC' selected. An orange arrow labeled '2' points to the search bar, and another orange arrow labeled '1' points to the selected item.

Item Master Search Text	Language Search Text	Item Number
<input checked="" type="radio"/> PAPER GAMMA GREEN 8.5X11 RECYC		01555460
<input type="radio"/> \$PAPER BUFF 8.5X11		01555500
<input type="radio"/> \$PAPER GRAY 8.5X11		01555520
<input type="radio"/> \$PAPER GREEN 8.5X11 RECYCLE		01555550
<input type="radio"/> \$PAPER PURPLE 8.5X11		01555620
<input type="radio"/> PAPER IVORY 8.5X11		01555670
<input type="radio"/> PAPER WHITE 8 1/2 X 14		01555000
<input type="radio"/> PAPER WHITE 8.5X11 +		01555700
<input type="radio"/> SPAPER WHITE 8.5X11 RECYCLED		01555701

1. Locate desired item
2. Click on the white circle to highlight item
3. Click "Select"

Note: Items with the "\$" are obsolete and no longer available for purchase

Entering SA/SP

Enter Sales Order - Non Project - SA - Sales Order Detail Revisions

Form Row Tools

Detail Revisions **Line Defaults**


Order Number: 45052 SA 00800 Branch/Plant: 800

Sold To: 269114 WAREHOUSE+ Order Date: 12/01/2014

Ship To: 269114 WAREHOUSE+ Cust PO: Office Supplies for DC

Records 1 - 2 Customize Grid Show All Columns

Quantity Ordered	UoM	Secondary Quantity	Secondary UoM	Item Number	Ln Ty	Unit Price	Extended Price	Branch/Plant	Location	Lot Number
1				01555700	S					
					S					



Item number will appear in Item Number field

Entering SA/SP

Enter Sales Order - Non Project - SA - Sales Order Detail Revisions

Form Row Tools

Detail Revisions Defaults

Order Number 45052 SA 00800 Branch/Plant 800

Sold To 269114 WAREHOUSE+ Order Date 12/01/2014

Ship To 269114 WAREHOUSE+ Cust PO Office Supplies for DC

Records 1 - 2 Customize Grid Show All Columns

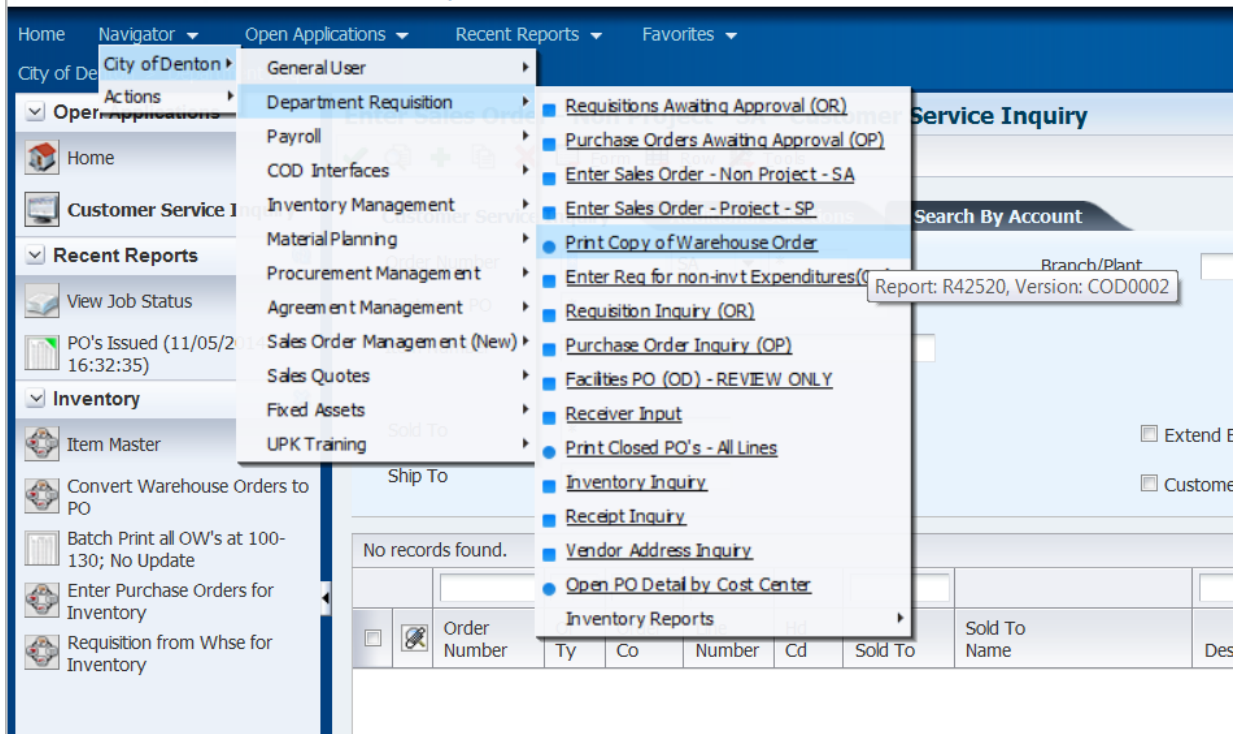
Order Number	Purchase Order Unit Cost	Purchase Order Extended Cost	Kit Component Processed	COD Account Number	COD Account Description	COD Sub-ledger	COD Sub Type
				830400.6302	OFFICE SUPPLIES		

1. Tab to COD Account Number and enter your department's account number
2. Enter COD Subledger Number and COD Sub Type (DME only)
3. Arrow down to next line
4. For additional items, scroll back to beginning of row and repeat the same steps (quantity, item number, account number, arrow down)
5. When finished, click "OK"

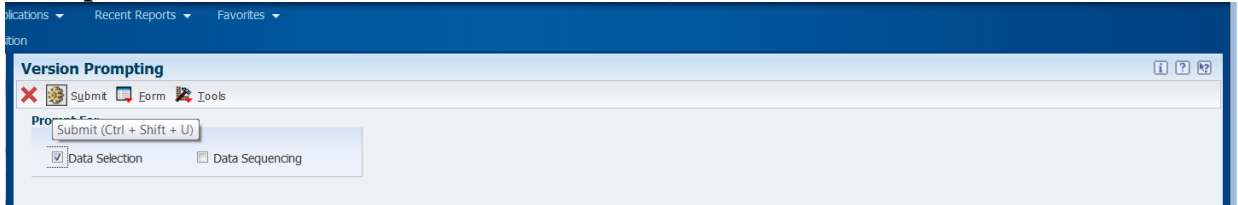
Note the Sales Order number is located in the red circle

Printing a Copy of the Sales Order

Step 1 - Open the program to print a copy of a warehouse order.



Step 2-Check "Data Selection" then click  (SUBMIT)



Printing a Copy of the Sales Order (continued)

Step 3- Choose “Literal” from the Right Operand drop down menu.

Operator	Left Operand	Comparison	Right Operand
Where	Order Company (Order Number) (F4211) (KCOO) [BC]	is equal to	"00800"
And	Document (Order No, Invoice, etc.) (F4211) (DOCO) [BC]	is equal to	Zero
And			Zero Bank Null Literal Accumulated Amount Invoiced (Domestic) (F4211) (KITAMTDOM) [BC] Accumulated Amount Invoiced (Foreign) (F4211) (KITAMTFOR) [BC] Actual Shipment Time (F4211) (ADTM) [BC] Address Number (F4201) (AN8) [BC] Address Number (F4211) (AN8) [BC] Address Number - Deliver To (F4211) (DVAN) [BC] Address Number - Parent (F4211) (PA8) [BC] Address Number - Ship To (F4201) (SHAN) [BC] Address Number - Ship To (F4211) (SHAN) [BC] Agreement Supplement - Distribution (F4211) (DMCS) [BC] Amount - Extended Cost (F4211) (ECST) [BC] Amount - Extended Price (F4211) (AEXP) [BC] Amount - Foreign Extended Cost (F4211) (FEC) [BC] Amount - Foreign Extended Price (F4211) (FEA) [BC] Amount - Foreign Open (F4201) (FAP) [BC] Amount - Foreign Price per Unit (F4211) (FUP) [BC] Amount - Foreign Unit Cost (F4211) (FUC) [BC] Amount - List Price (F4211) (LPRC) [BC] Amount - List Price per Unit (F4211) (FPRC) [BC] Amount - Order Gross (F4201) (OTOT) [BC] Amount - Price per Unit (F4211) (UPRC) [BC] Amount - Unit Cost (F4211) (UNCS) [BC] Asset Item Number (F4211) (NUMB) [BC] Buyer Number (F4211) (ANBY) [BC] Carrier Number (F4211) (CARS) [BC] Century (F4211) (CTRY) [BC]

Step 4- Enter the Sales Order Number in the “Literal Value” and click (OK)

Single Value | Range of Values | List of Values

Literal Value:

Printing a Copy of the Sales Order (continued)

Step 5 –Locate the Report

From the Recent Reports drop down menu at the top, the report will show. Click on the “print pick slips” report.

Note: The report will also be available in the Quick Menu on the left

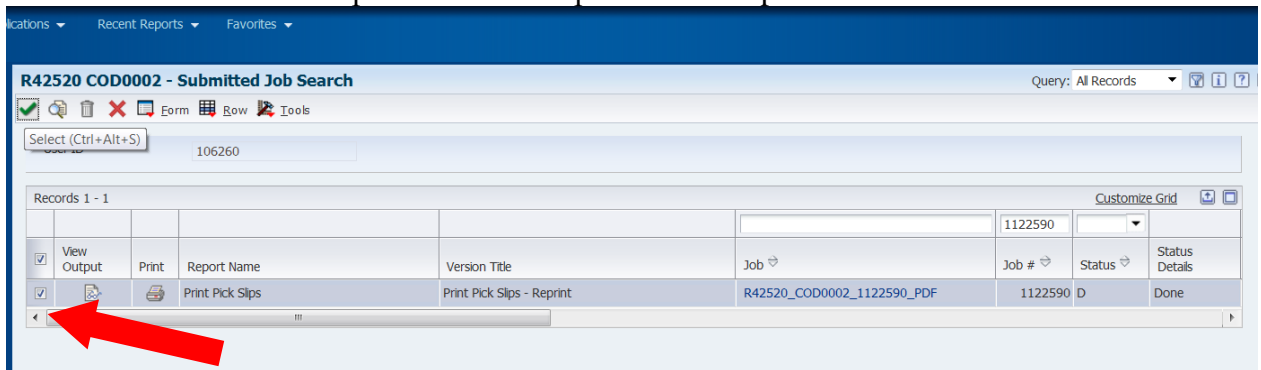


Step 6- Open the Report

Check the box

Click (SELECT) and a PDF file will open

Shortcut: Click “View Output” or the Job report name to open the file as well.



Printing a Copy of the Sales Order (continued)

Step 6 -View and Print the Pick Slip

R42520		CITY OF DENTON		Date -	12/1/2014
		PICK SLIP		Time -	15:21:08
				Page -	1
Pick Slip #	99033			Customer No	269114
Sold To:	CITY OF DENTON DISTRIBUTION CENTER	Ship To:	CITY OF DENTON DISTRIBUTION CENTER	Ship To	269114
	901 B TEXAS ST		901 B TEXAS ST	Order Number	43254 SA 00800
	DENTON TX 76209		DENTON TX 76209	Related P.O.	
				Brn Pk	800
Attention:		Attention:			

Order Date	12/1/2014	Promised	12/1/2014	Customer P.O.		F.O.B.		Ship	
								Inst	

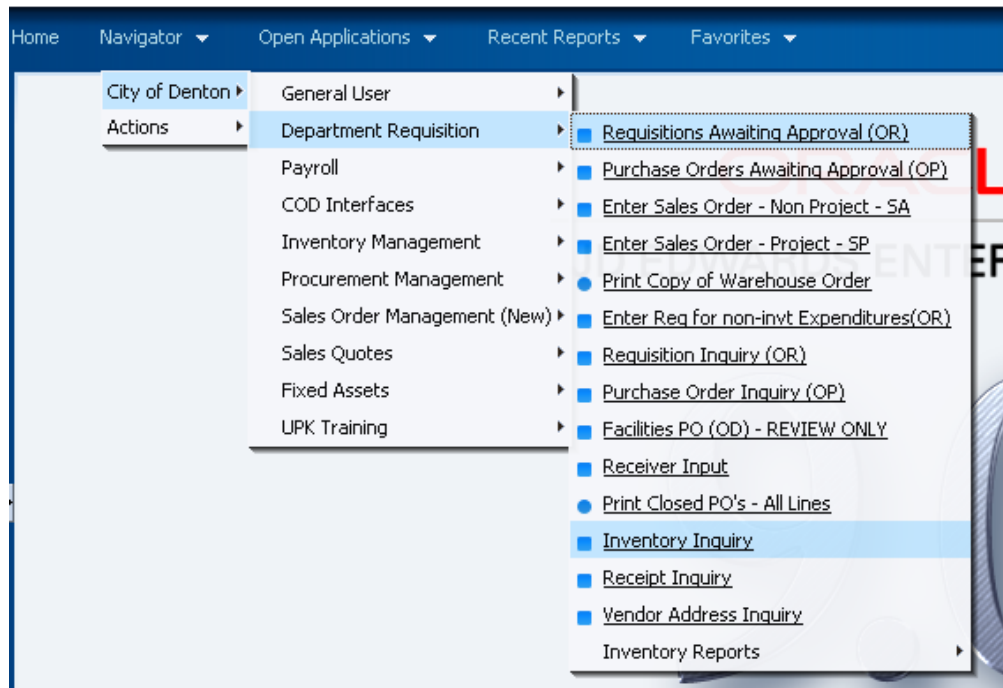
Description	Item No. / Cust Item No.	Location / Lot	Pick Date/ Time	Line	Shipped	Backordered	UOM	Price	Extended Amount
PAPER WHITE 8.5X11,204,92% + RECYCLED, (800CA TK)	01555700	AG-1A-	12/1/2014	1.000	1		CA	38.0469	38.05
			0	Dual Shipped			Dual UOM	Per	
		Ship To Contact							
Driver Signature	Customer Signature				Shippable Weight	**Final**	Sales Tax	Total Order	
							Tax Rt	38.05	

How to View Photographs for Distribution Center Inventory Items

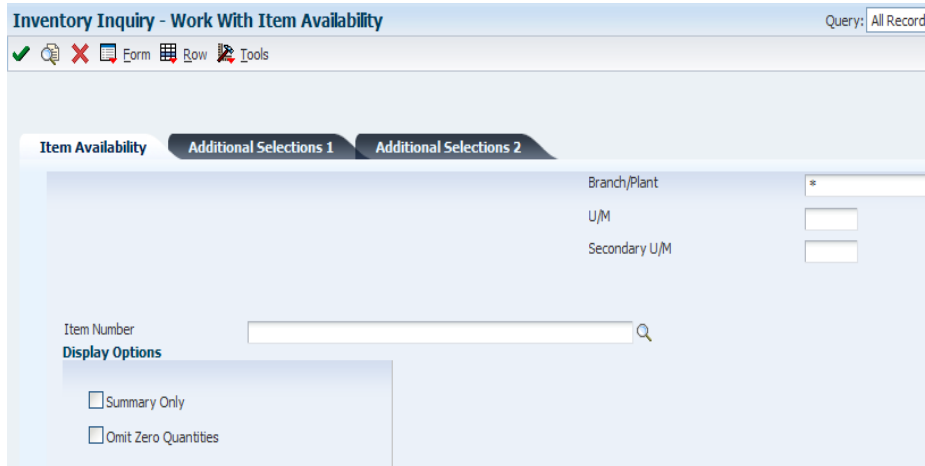
There are several ways to locate photographs for inventory items; however, this guide only shows two of the most common ways: 1) locate via “Inventory Inquiry” screen or 2) locate via the “Enter SO - SA” or “Enter SO - SP” screens.

Method 1: Inventory Inquiry

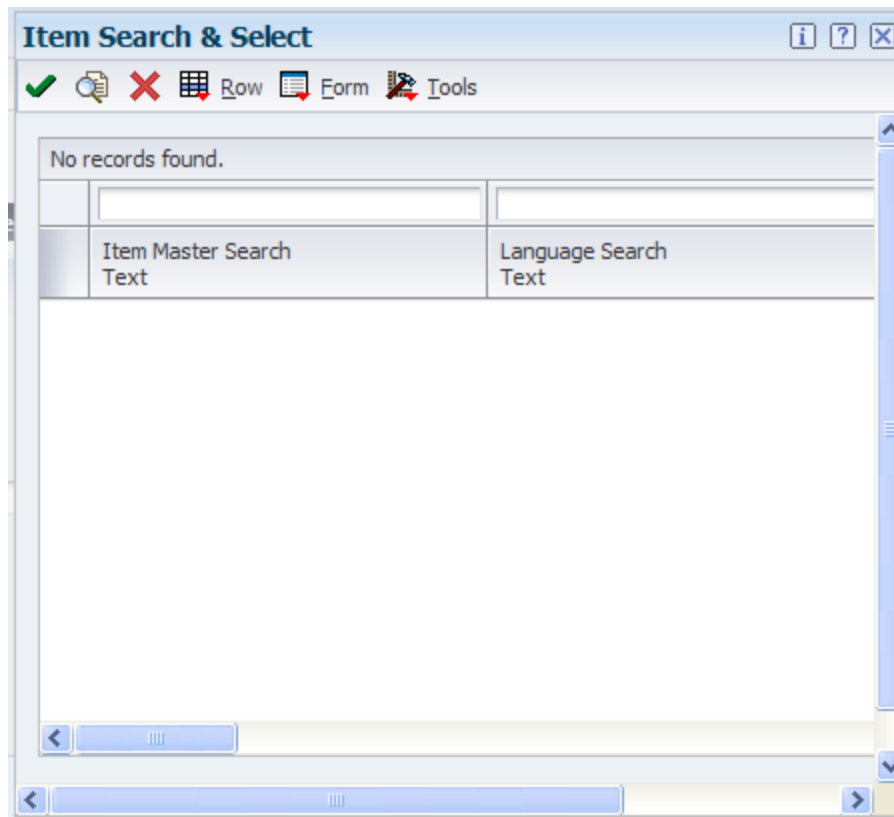
1. Open “Inventory Inquiry” page.



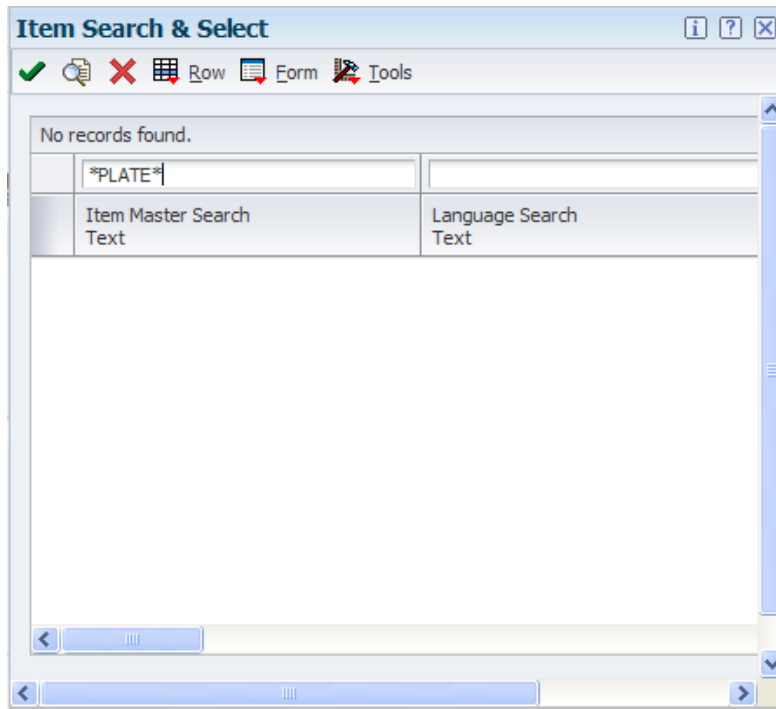
2. Click once inside the “Item Number” field and a magnifying glass icon will appear on the right side of the field. Click on the magnifying glass icon.



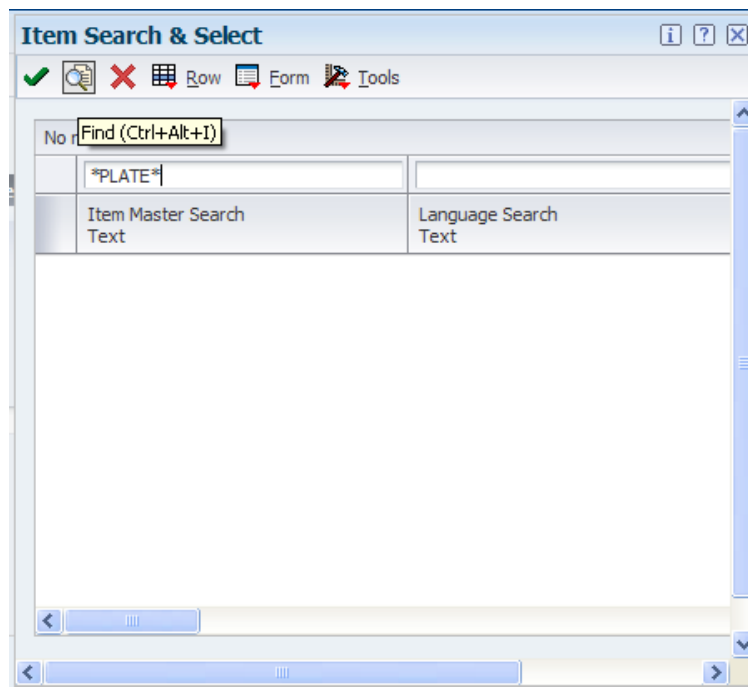
3. An “Item Search & Select” box will open.



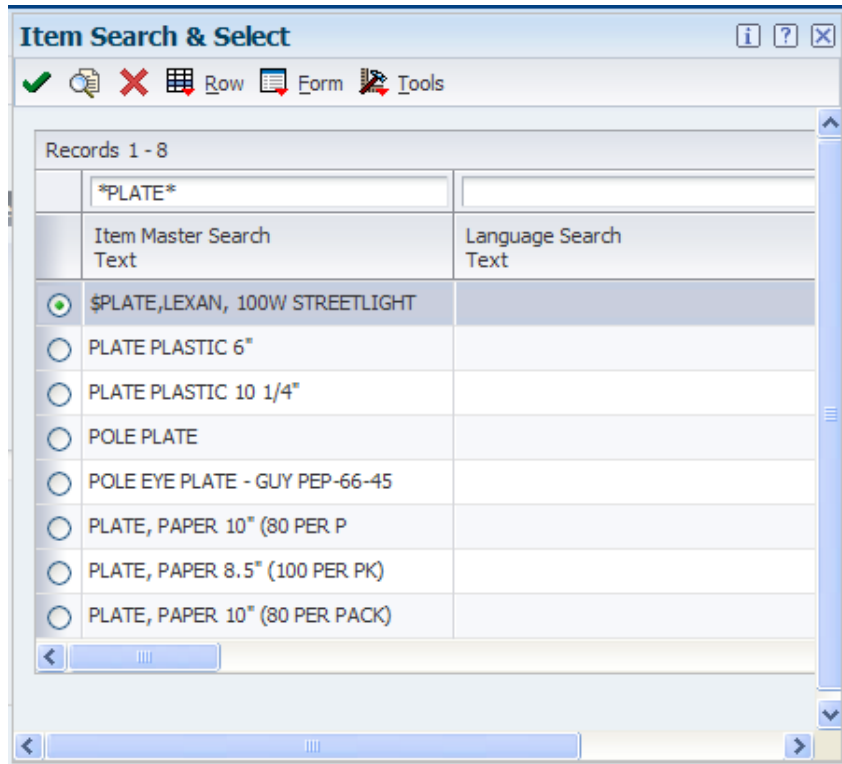
4. Type a portion of the item's description, **in all caps**, with asterisks placed **before** and **after** the search text.



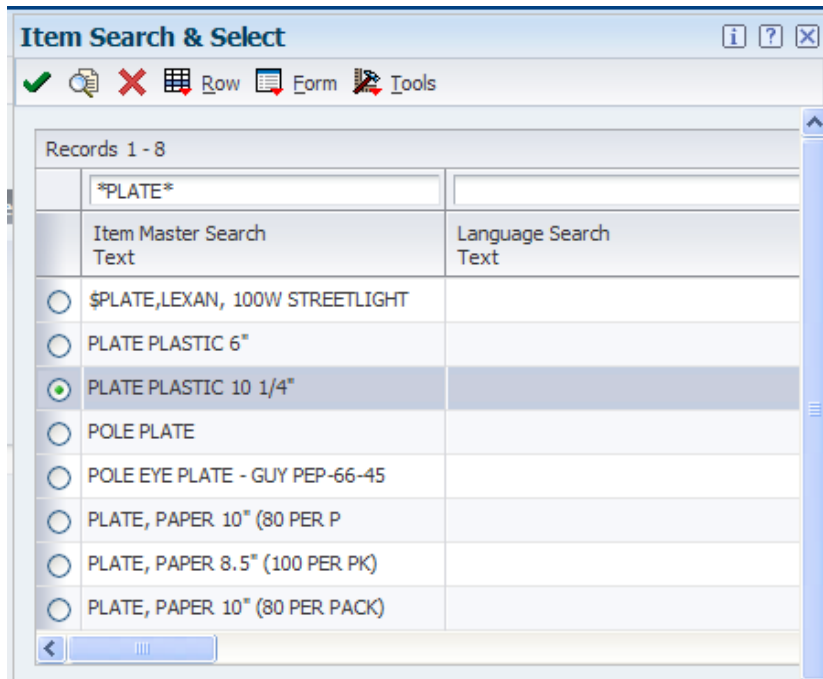
5. Click Find.



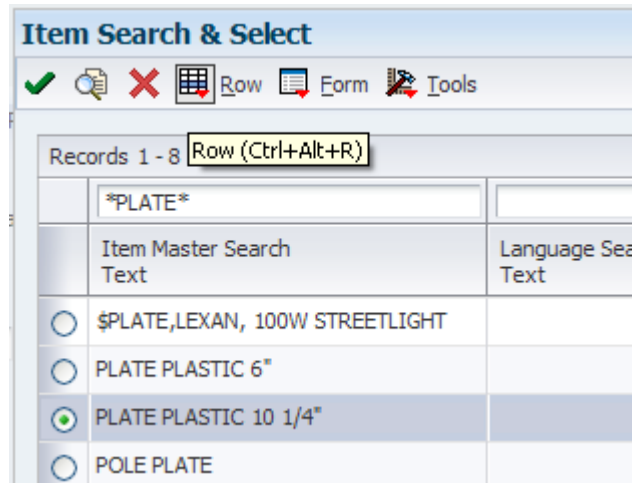
6. A list of items should appear.



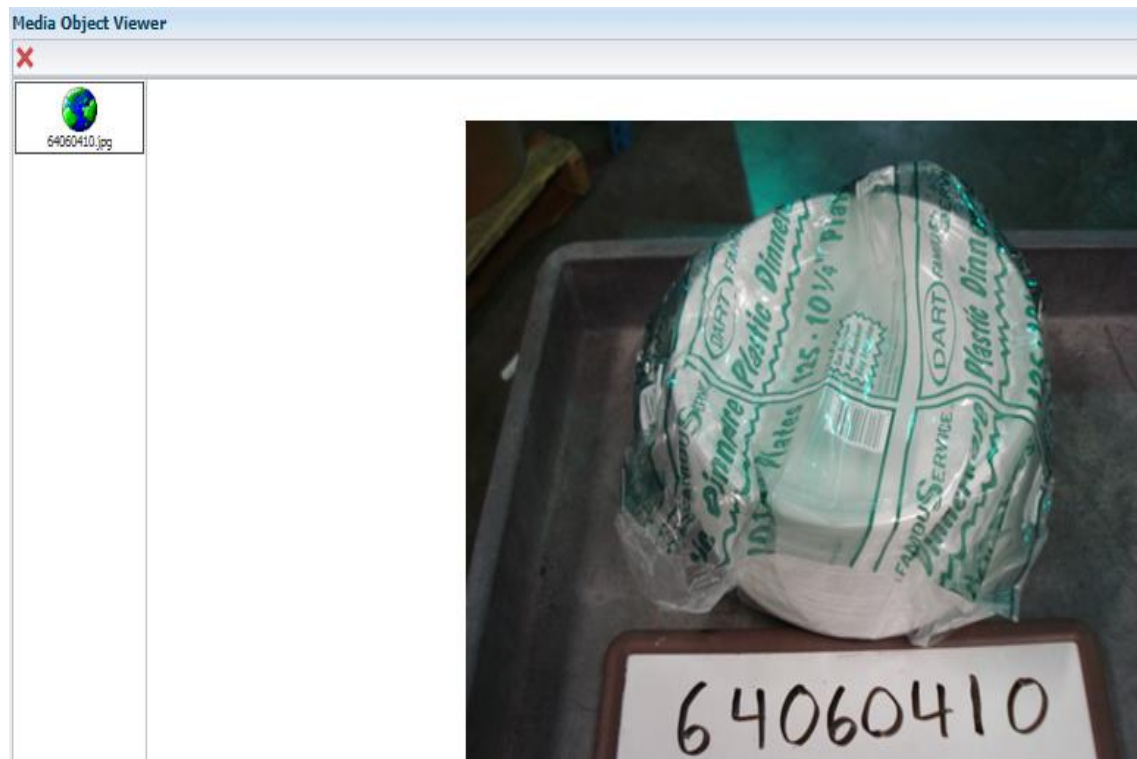
7. Select an item.



8. Click Row. Scroll down to “Attachment” and click.



9. A picture of the item should appear.

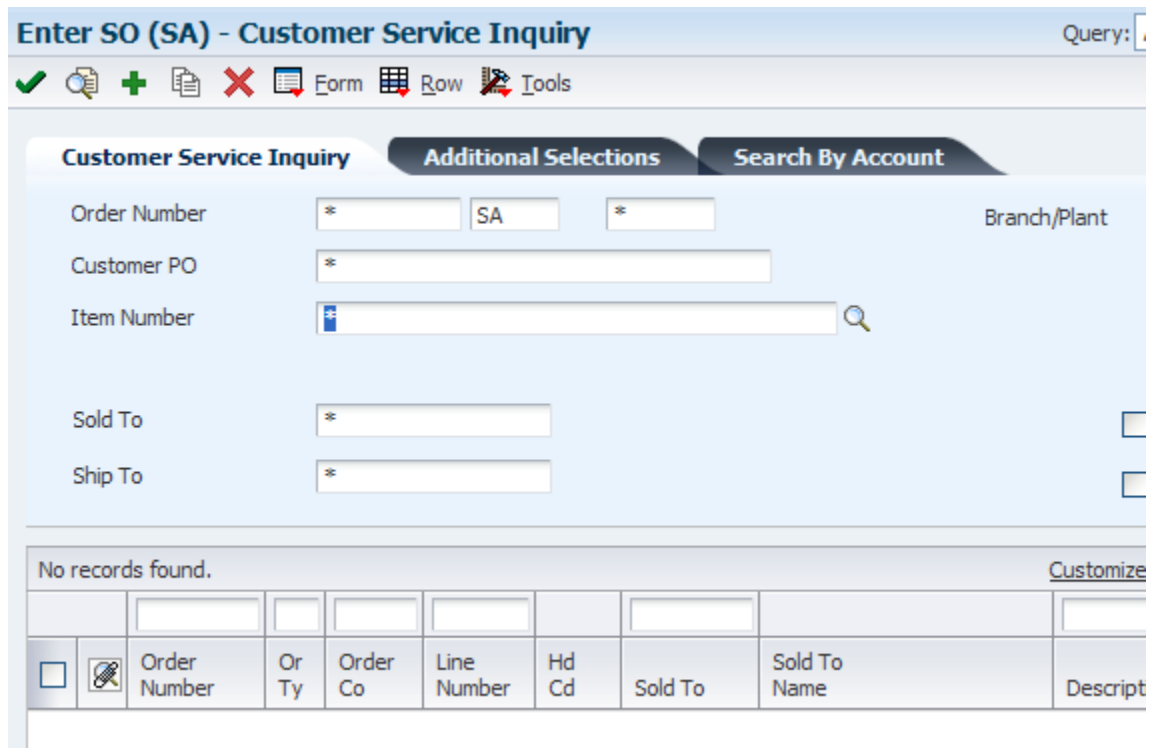


Method 2: “Enter SO - SA/SP”.

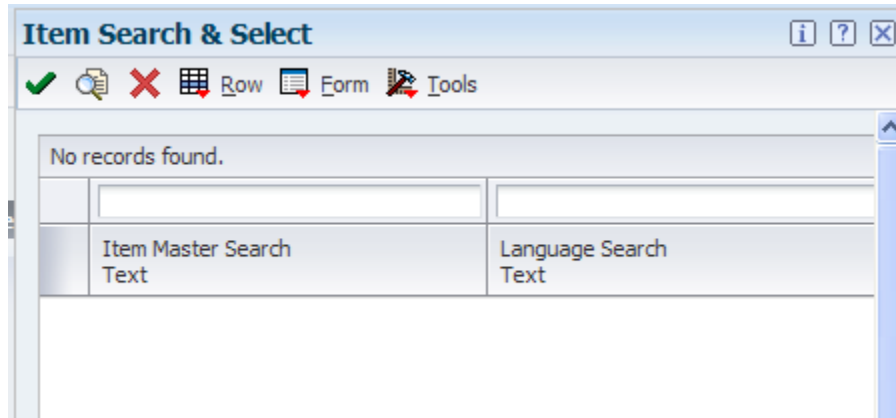
1. Open “Enter SO - SA” or “Enter SO - SP” page.



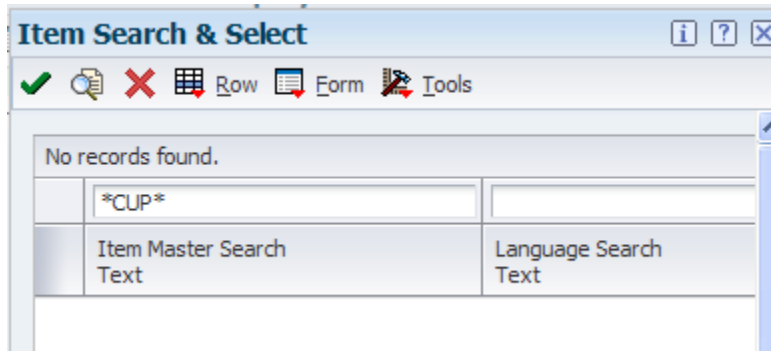
1. Highlight the asterisk located in the “Item Number” field, and a magnifying glass icon will appear on the right side of the field. Click on the magnifying glass icon.



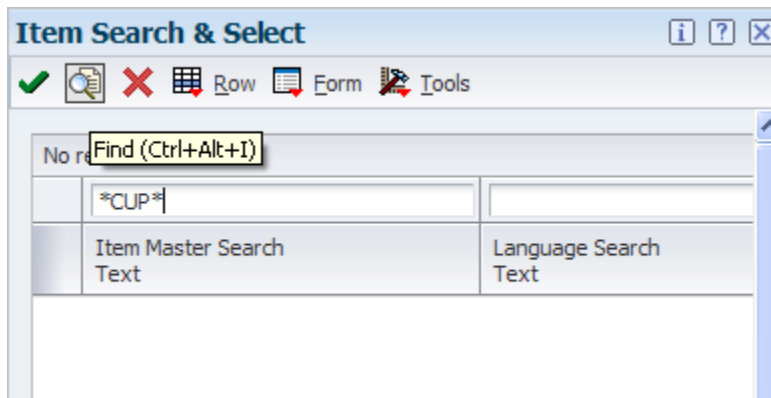
- An "Item Search & Select" box will open.



- Type a portion of the item's description, **in all caps**, with asterisks placed **before** and **after** the search text.



- Click Find.



5. A list of items should appear.

The screenshot shows a window titled "Item Search & Select" with a toolbar containing icons for a checkmark, search, close, grid, "Row", "Form", and "Tools". Below the toolbar, it displays "Records 1 - 5". A search input field contains the text "*CUP*". Below this are two columns: "Item Master Search Text" and "Language Search Text". A list of items is shown with radio buttons for selection:

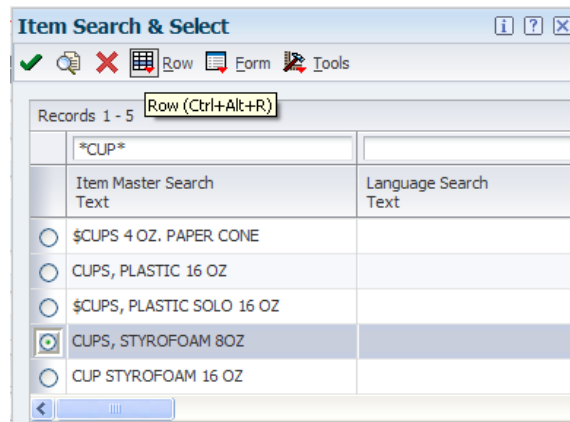
Item Master Search Text	Language Search Text
<input checked="" type="radio"/> \$CUPS 4 OZ. PAPER CONE	
<input type="radio"/> CUPS, PLASTIC 16 OZ	
<input type="radio"/> \$CUPS, PLASTIC SOLO 16 OZ	
<input type="radio"/> CUPS, STYROFOAM 8OZ	
<input type="radio"/> CUP STYROFOAM 16 OZ	

6. Select an item.

The screenshot shows the same "Item Search & Select" window. The search input field still contains "*CUP*". In this view, the fourth item in the list is selected:

Item Master Search Text	Language Search Text
<input type="radio"/> \$CUPS 4 OZ. PAPER CONE	
<input type="radio"/> CUPS, PLASTIC 16 OZ	
<input type="radio"/> \$CUPS, PLASTIC SOLO 16 OZ	
<input checked="" type="radio"/> CUPS, STYROFOAM 8OZ	
<input type="radio"/> CUP STYROFOAM 16 OZ	

7. Click Row. Scroll down to “Attachment” and click.



8. A picture of the item should appear.



OR/OP Troubleshooting Guide

Issue	Possible Solution
I can't log into JDE	Contact the Help Desk at X-8300 for assistance
My OR hasn't been processed into a PO	What is the status of the request? Check the status to see where your request is in the process.
I entered and OR, but made a mistake. It's currently the approval process with a hold code of A1 or B1.	An OR cannot be modified while in the approval process (hold code A1 or B1) by any staff member, not even the Purchasing Staff. The approver needs to reject the requisition. This will change the status to 110-100 and allow the user to revise the requisition in the OR entry Program.
I can't receive a line against a PO	What is the status of the PO line? It is at a status that is receivable? Is there an agreement number entered for a non-inventory PO? If so, the buyer will need to remove the agreement number from the PO.
I can't receive against a PO and the status is receivable	If you are trying to receive a line at 280-400 but it doesn't show in the receiver screen and the PO isn't on budget hold (B1) status, it may need to be cleared from budget hold by the Budget Office. Contact the Budget Office for assistance
I made a mistake with receiving a line, how do I reverse the line?	The Budget Office Staff must reverse the receipt. Email your Budget Liaison for assistance.
I need to revise a PO	Email the buyer that issued the PO with the quantity, dollar, part numbers, descriptions, account number and reason for the revision. Only the buying staff can modify a PO once issued.
When looking up an inventory item in the search, no results are returned	All data in the Inventory system is case sensitive and must be in all caps.
I can't locate the approval email to approve a requisition (OR)	An email is not necessary to approve a requisition. An approver can log into JDE and approve using the process outlined in the Requisition Approval Process Section of this guide.

Quick Tips

JDE does have many short cuts and quick tips to create efficiencies for the user. These tips may assist the user when searching, entering data or opening programs.

Search Symbols

When searching for items in JDE various symbols can be used in search boxes or the Query by Example (QBE) boxes.

*	Wild Card
>	Greater than
<	Less than
!=	Not equal to
<=	Less than or equal to
>=	Greater than or equal to


Customize Grids

Like Microsoft Excel, the gridlines in JDE programs can be adjusted in size and location. After the adjustments are made, it's imperative to save the settings for use when the user opens the program again.

Column Width - Adjust the width by hovering over a line until the double arrow appears and clicking and holding the left mouse button to drag the column width.

Column Rearrangement - The columns can be rearranged by holding the left mouse button on a column and dragging the column to the new location. Release the mouse button for placement.

Hiding a Column- A column can be hidden by right clicking on a column name, then hide.

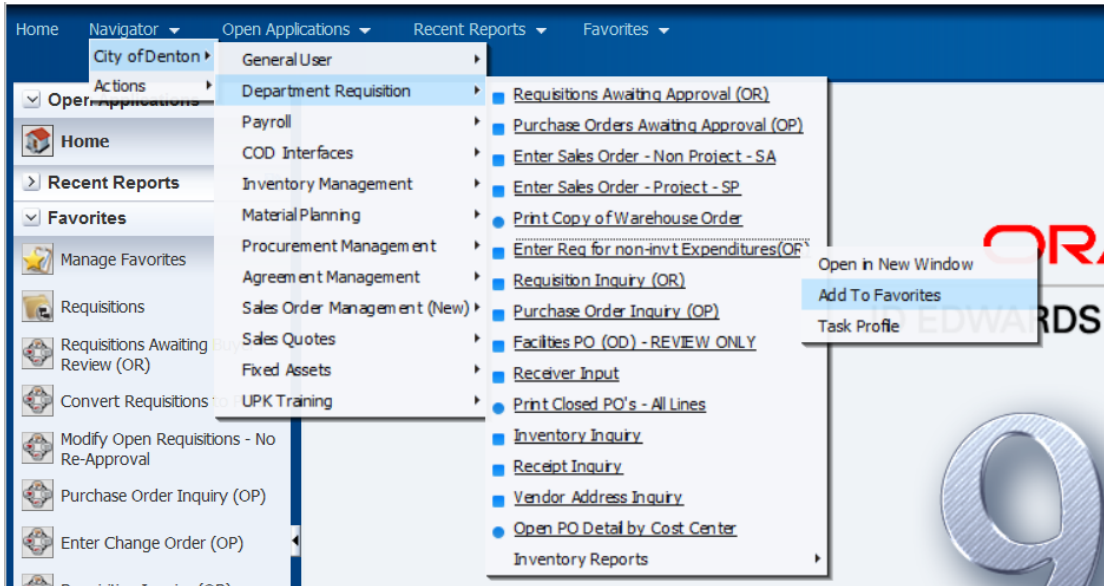
Once all the columns have been adjusted, click  to save the settings. You will be prompted to name the grid settings. At any time you can use the drop down menu to revert to the original grid format. You can set up various grids to fit your specific needs.



Quick Menu

Often the user opens the same program on a routine basis. Rather than navigating through the menus each time, a quick menu can be set up for the programs most often utilized.

Locate the desired program through the menus. Right click on the program and choose “Add to Favorites”.



JDE will offer the user the opportunity to rename the program. It's highly recommended to keep the standard name to ensure consistency.

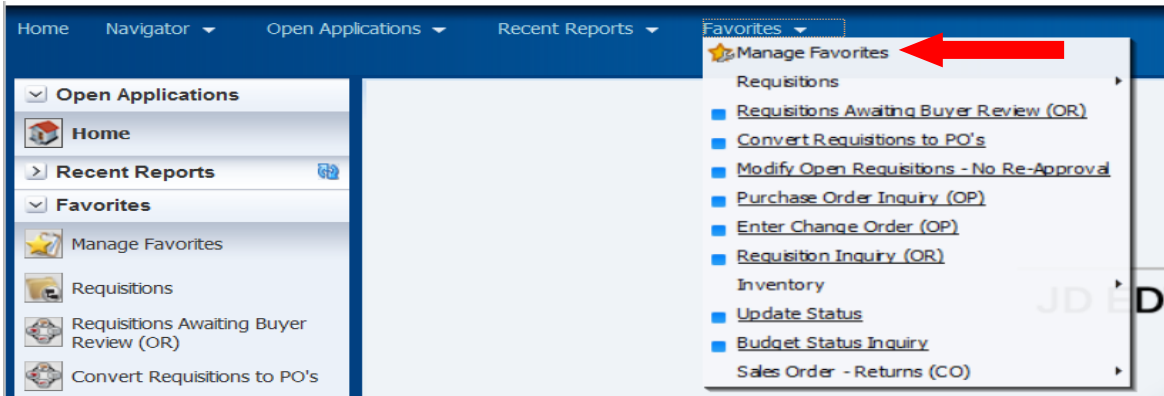
The new menu items will appear in the “Favorites” quick menu. In the sample above the quick menu is on the left panel.




The Quick Menu can be moved to the left, right, top or bottom of the screen. Simply left click and hold the mouse over the “Open Applications” and drag to the desired location.

Manage Favorites

Users can customize and arrange favorites as needed. Simply choose “Favorites” from the top of the screen and select “Manage Favorites”



The Manage Favorites Box will appear (shown below).

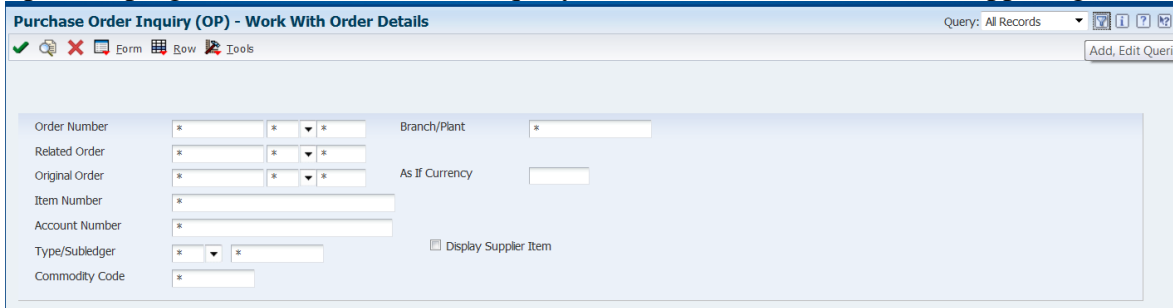
- The rows can be rearranged to reorder the programs by holding the left mouse button and dragging the program to the desired location.
- New Folders can be created to group like programs together. In the sample below, “Inventory is a user created folder.
- Click on the  icon to delete a program from favorites.
- Click close at the bottom of the box when complete.
-




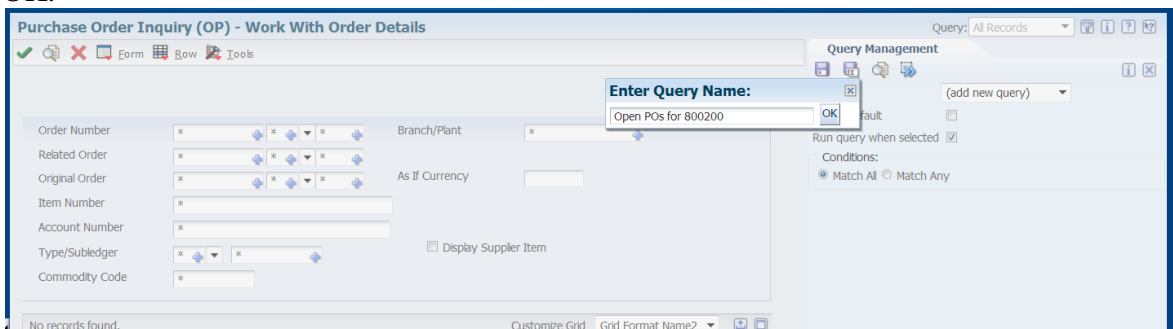
Query

A query can be used to retrieve data that is frequently searched by the user. In the example below, a query used to find open PO's for a specific Home Business Unit (HBU) or Branch/Plant.

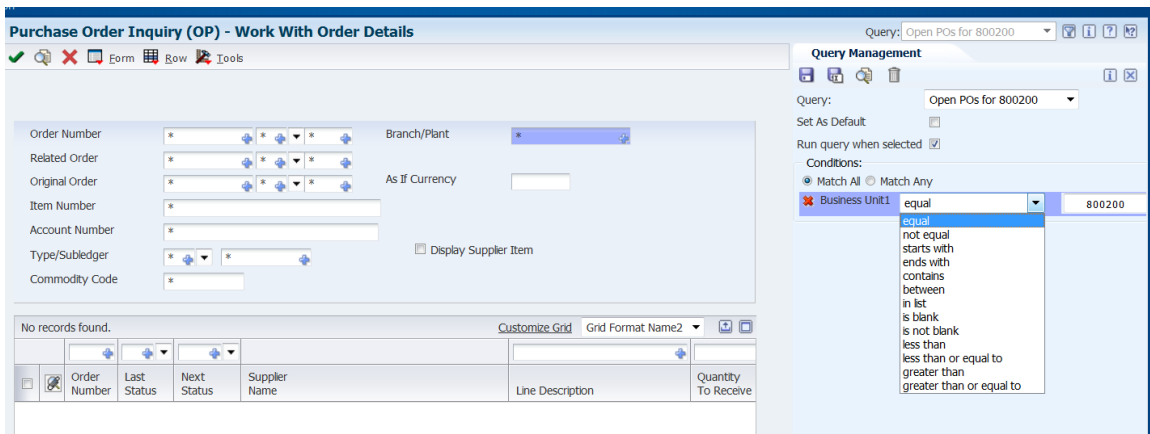
Open the program in JDE in which the query is needed and click  in the upper right corner.






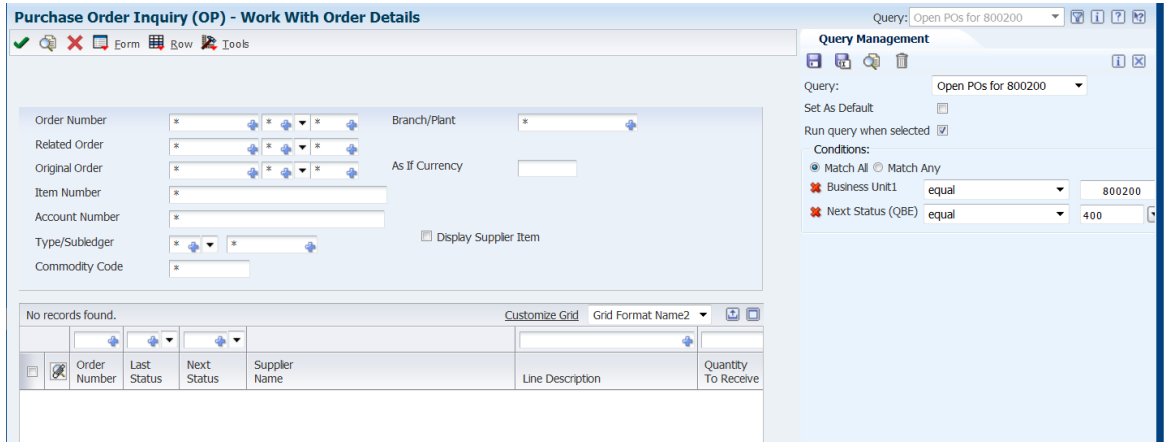
Click on  to save the new query name. Enter a Query name in the box provided and click OK.



Search boxes with the “+” can be added to the query. Simply click on the box and it will move the search box to Query Management. Then you can choose the data retrieval type and then enter the search data. In the example below, the Branch/Plant is set to equal 800200.

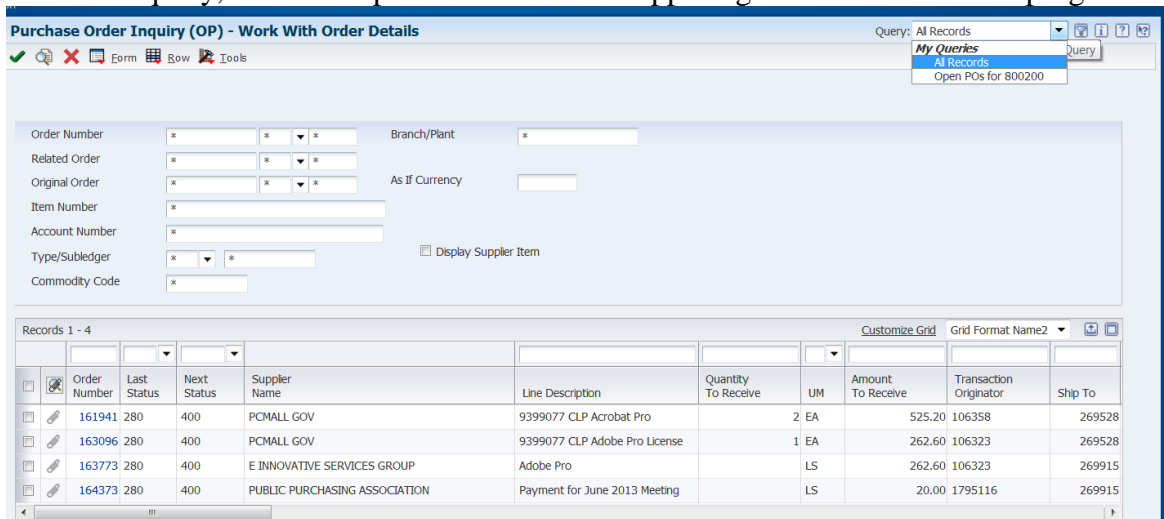


To query for all open PO's, add "Next Status" equal to "400" as shown below.
 Click  to save the query, or
 Click  to run the query and review the results, or
 Click  to exit the Query Management function





The query can be set up to run as a default or when selected by checking the appropriate box. If you choose default, the query will automatically run each time you open the program. In the sample provided above, the query will be run when selected.

To run the query, use the drop down menu in the upper right hand corner of the program.



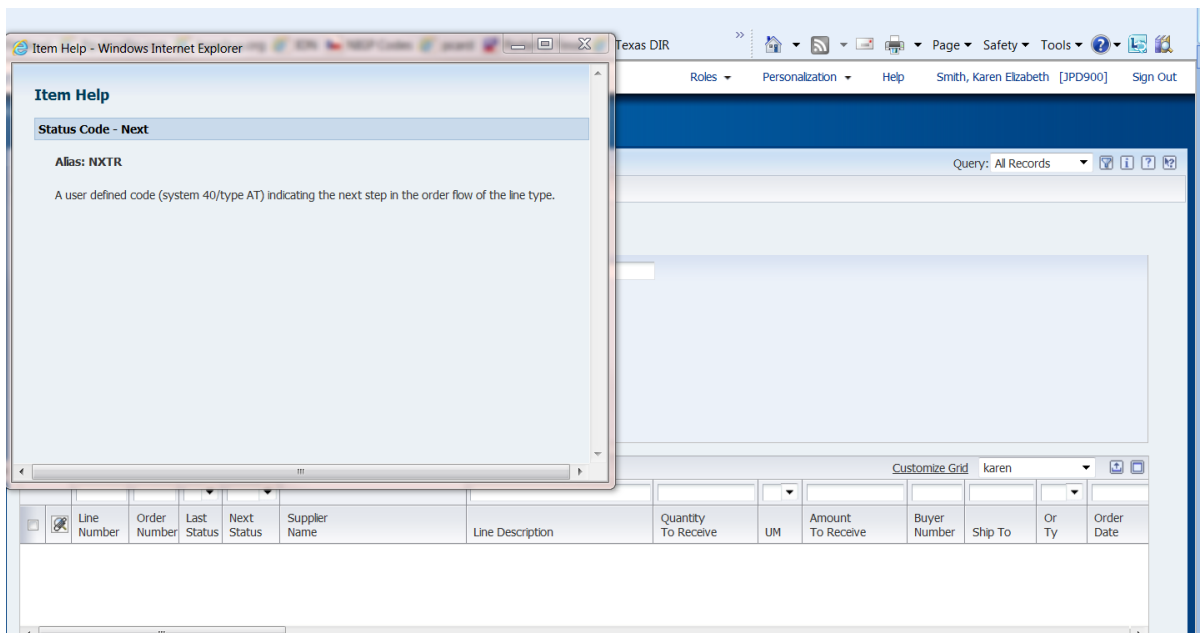
Order Number	Last Status	Next Status	Supplier Name	Line Description	Quantity To Receive	UM	Amount To Receive	Transaction Originator	Ship To
161941	280	400	PCMALL GOV	9399077 CLP Acrobat Pro	2	EA	525.20	106358	269528
163096	280	400	PCMALL GOV	9399077 CLP Adobe Pro License	1	EA	262.60	106323	269528
163773	280	400	E INNOVATIVE SERVICES GROUP	Adobe Pro		LS	262.60	106323	269915
164373	280	400	PUBLIC PURCHASING ASSOCIATION	Payment for June 2013 Meeting		LS	20.00	1795116	269915

Help and Information Functions

JDE has tools to provide additional details regarding a program or search box. The  icon can be used in a program to help identify the program being run. It is located in the top right corner of the program.

Users can use the F1 key to identify details about a search box and the alias code used by the programmers. Place the cursor in a white search box and press F1, and JDE will display details about the box.

In the sample below, the cursor was placed in the QBE line for Next Status. JDE identified the alias code and provided a definition of the field.



Glossary of Terms

Account Code, Operating - The City utilizes two different account types. The operating account is utilized for the purchase of goods and services not associated with a job. The account is comprised of a six digit Home Business Unit and four digit object code. (Sample operating account 123456.6302)

Account Code, Job - The job account is utilized for the purchase of goods and services associated with a job. The account is comprised of a nine digit prefix, a four digit code to identify if the procurement is a material or service, and a four digit object code. (Sample job account 123456789.1305.1235)

Address Book - Alphabetical listing of vendors, which includes address, phone numbers and contact information.

Address, PO - Address that the Purchase Order needs to be mailed to process the order.

Address, Remit - Address that payment of invoice needs to be mailed to.

Agreement Number - A column in OW/PO entry used to identify the purchase agreement and pricing for specific inventory items. The pricing and agreements are loaded by the Distribution Center in the Agreement Module in JDE. Only inventory items should have an agreement number. Any other usage will not allow receivers to be entered for payment processing.

Approval Process - The process of electronic review by supervisors. Upon approval by the necessary supervisors the status of the requisition will advance to a status in which Purchasing may initiate a PO. Approvals automatically advance the requisition status once the dollar amount has been approved by the budget office and department. Approvals are set up by each Home Business Unit or Branch/Plant.

Blanket Order (OB) - Blanket orders are a tool in JDE to allow for entry of requisitions for contracts that may span over fiscal years. The orders are entered in advance of the fiscal year, and are converted to a purchase order by the buyer. When the PO is issued, the budget and approval checks are performed.

Branch/Plant – (A.K.A. The Home Business Unit). The Branch/Plant typically is the six digits prefix of an operating account. See home Business Unit.

Comments on an OR-Additional information for Purchasing Department concerning items description, quote, shipping instructions. Does not print on Purchase Order.

Document Type - A two letter code that helps the user identify which program was utilized for a JDE process. Common document types are OR, OP, SA, SP, PV and JV

Exit Bar - Lists functions and applications for a specific menu screen. Exit bar is accessed from the Preferences menu item at the top left corner of the JDE screen.

Home Business Unit (HBU) – The prefix to an operating account and is six digits long. This may also be referred to as a Branch/Plant in JDE.

Lump Sum - A unit of measure for requisition purchases. It indicates a total dollar amount for the line. Used when individual unit amounts or quantities are either not known or available. Do not put a number in the quantity column.

OR - Order requisition that contains a 6-digit account prefix. (Operations Budget)

OP - Purchase Order or PO

OV (Order Voucher) - Shows that a receiver has been entered but payment has not been made.

PV (Payment Voucher) – Payment document type, will indicate that a payment has been made.

QBE (Query by Example) - used to search for records by a grid column (white row above column). Users can search by supplier number, business unit, account number, status, etc.



Query - A function that allows users to pre-load search criteria into programs so that they can be quickly and easily run.

Quick Menu – JDE Menu that displays open applications, recent reports and favorite programs of the end user. The Quick Menu can be customized by the user with favorites and can be moved to the top, bottom, left or right side of the screen.

Receiver - A program issued by department to process payment of invoice. Payment amount is entered in the Receiver Input screen once the items or services have been delivered.

Receiver Reversal - A process used to back out a receiver entered incorrectly or in error. Budget Office Staff can only reverse a receipt for non-inventory issued POs.

Rec Opt - Receiving options for a purchase order- a number must be put in this box. Options are:

- Receive purchase order line-either partial or full amount.
- 7- Receive and close purchase order line.

9- Close purchase order line without receiving any amount.

Reference Number – A column in OR/PO entry used to identify the purchase agreement and track the spending against the contract. The code is a four digit number only.

Report Code 3 - A column in OR/PO entry used to identify a project and track the spending against the project. The code is set up by the Materials Management Department through the Materials Planning Module.

Requisition (OR) - purchase request for goods or services for non-inventory goods

SA – Sales order for goods through the City’s Distribution Center utilizing an operating account.

Sales Order – A request for goods through the City owned Distribution Center. Goods may be ordered through an operating account via a SA or through a job account via a SP.

SP - Sales order for goods through the City’s Distribution Center utilizing a job account.

ST (Ship To) - Address of the department entering the requisition

Status - A numbering system that indicates processing status of documents in JDE. The status can quickly tell a user where the document is in process. The code is three digits and utilized both the last and next status to indicate where the document is in the process flow.

Status, Last - specifies the last step in the processing cycle that the order line has successfully completed.

Status, Next - indicates the next step in the order flow. The Next status is the best indicator of where a document is currently being processed.

Supplier Number - Number assigned to vendor. Used when entering a requisition to indicate the company and address that the purchase order should be mailed to. Also used for check requisitions. (Also known as Vendor Address Number)

Supplier Number, Default - Supplier number 999999-used when the supplier is not known or will be assigned by the Buyer.

Text on an OR - Additional line detail that prints on Purchase Order.

UOM (Unit of Measure) - Indicates in what quantity an item will be purchased-i.e. by the box, each, lump sum dollar amount, etc. Located on the Detail screen of the requisition- both UOM fields must be complete.

Vendor Address Number - See Supplier Number

Icon Index



Add



Cancel



Delete



Exit



Find



Find



Form



OK



Query



Row



Save



Submit