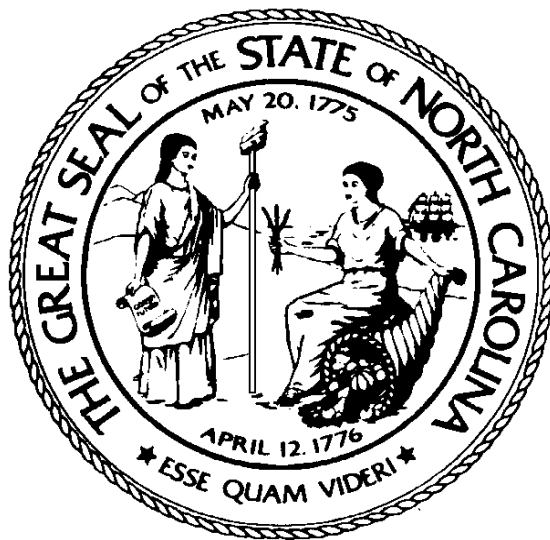


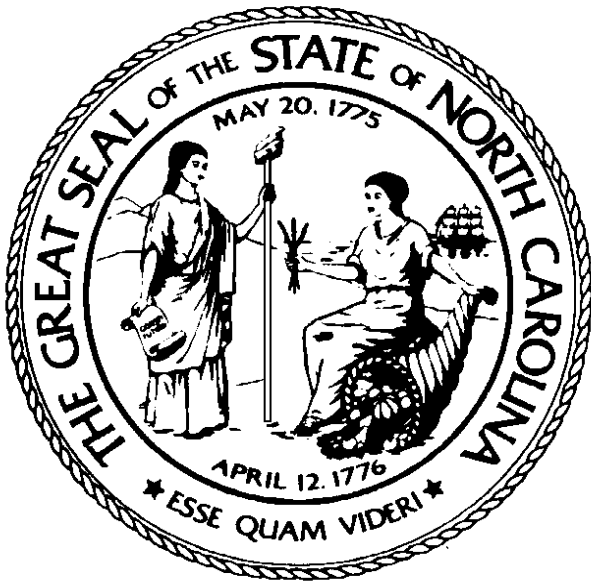
Usage Orders Training Course



State of North Carolina

NC Accounting System

North Carolina Accounting System
Usage Orders
Training Course
4th Edition



David McCoy
State Controller
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This training was prepared by
The Office of the State Controller
<http://www.osc.nc.gov>

Contact Information

NCAS Support Services

(919) 707-0795

BEACON Training

(919) 707-0756

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Course Overview

The NCAS Inventory (IN) system helps warehouse managers and administrators to track and control inventory activity in a cost-efficient manner. The Inventory system provides managers with timely information and the ability to establish controls over inventory items.

Usage Orders allow users to electronically request and track orders for items from warehouses. Usage Orders also allow for electronic approvals of orders. The NCAS Inventory system will automatically post and report all inventory transactions pertaining to Usage Orders. Usage Orders are entered real-time and are batch processed during the night by the processing cycle.

Audience

Requisitioners
Requisition approvers
Warehouse clerks

Length

4 hours

Prerequisites

The following courses are either required or recommended as prerequisites for this class:

- **Required courses:**
 - *The NCAS Basics CBT*

If you need to take the above course, contact NCAS Client Support at the Office of the State Controller (919-707-0795).

Objectives

The primary objective of this course is to enable requisitioners to enter, maintain, and track usage orders. This course should also enable usage order approvers to review, approve, and track usage orders.

NOTES

Upon successful completion of this course, participants will be able to:

- Electronically order supply items
 - Evaluate inventory supply
 - Create a usage order
 - Maintain usage orders
 - Track usage orders
 - Close usage orders
- Approve usage orders
 - Review a usage order
 - Approve a usage order
 - Track a usage order

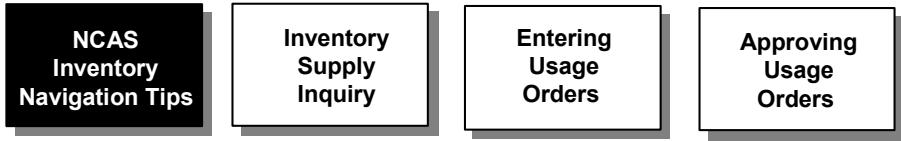
Procedures

Detailed process steps that describe how to complete a task or a group of tasks. Use these “step-by-steps” after training as a reference on how to perform job functions. (See **Procedures 1 through 17.**)

Quick Reference Guides (QRGs)

QRGs are reference materials that assist participants complete the tasks involved with their jobs. They include concise information on the screens and status codes utilized in the Usage Order process.

NCAS Inventory Navigation Tips



Overview

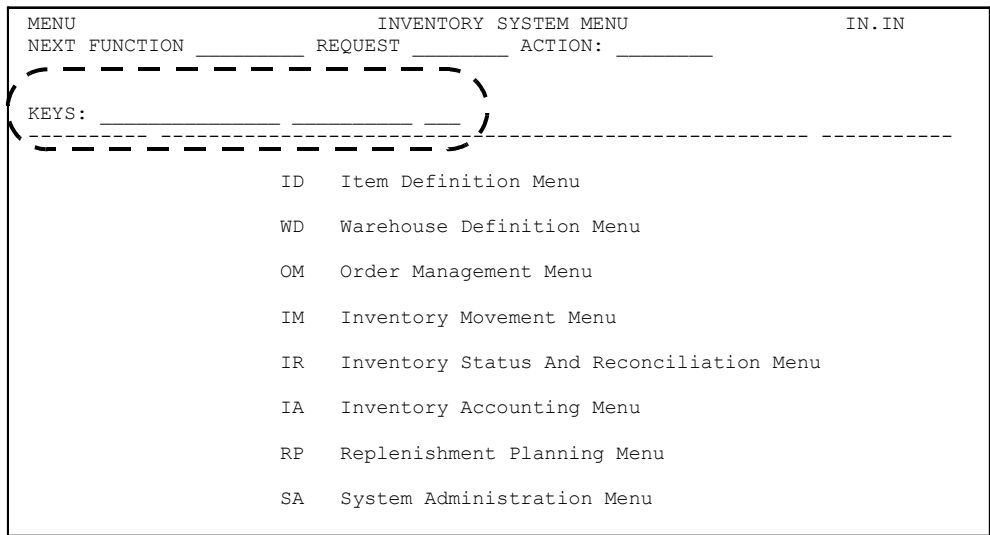
In the *NCAS Basics Computer Based Training (CBT)* course, you learned to do the following:

- Log on/log off the mainframe
- Log on/log off the NCAS
- Navigate between the screens and modules in the NCAS

The navigation basics that you learned in the *NCAS Basics CBT* apply to all the modules in the NCAS. In this section, you will learn about a navigation feature that is unique to the Inventory module: the KEYS field.

The KEYS Field

The KEYS field is located in the upper left corner of any inventory screen in the Inventory module.



Like other modules in the NCAS, the NEXT FUNCTION field is used to navigate from screen to screen in the Inventory module. In addition, the KEYS field is used to directly access specific data on an IN screen.

NOTES

In other words, to access data on an IN screen, you must specify **both** of the following:

- A three or four letter screen identifier in the NEXT FUNCTION field
 - 📁 Note that some screen identifiers in the Inventory module may be four letters, unlike the three letter screen identifiers used in most of the other NCAS modules.
- The data identifier, known as the **key(s)**, in the KEYS field

The **key**, which is the value or data identifier that is entered in the KEYS field, is a critical piece of data used by the NCAS to search for information. The warehouse identifier (the name or number used to identify the warehouse in the NCAS) and the item number are commonly used keys.

A screen could have no key or up to three keys. Keys are entered in the KEYS field. The KEYS field consists of three separate fields that are 15, 10, and 3 characters long, respectively. The use of the KEYS field will be explained in detail in the walkthroughs used in this course.

Login and Data Entry Information

Log On Procedures To NCAS Inventory Module

LOG ON PROCEDURES TO NCAS' INVENTORY MODULE		
FIELD NAME	YOU TYPE	ACTION
APPLICATION:	CICSNC23	tab
USER ID:	RACF ID	tab
BILL-CDE:	MHZ-DHR	tab
PASSWORD:	PASSWORD	enter
ON BLANK SCREEN	MSAS	enter
OPERATOR ID:	NCAS ID	tab
PASSWORD:	PASSWORD	enter
ENTER THE SYSTEM TYPE YOU DESIRE:		tab
ACTION	.IN	enter

Given to you by your RACF Security Administrator.
7 Digits long alphanumeric ID.

Given to you by your RACF Security Administrator.
Must be changed after first successful login.

Given to you by your RACF Security Administrator.
6 Digits numeric ID.

Given to you by your NCAS Security Administrator.
Should be changed after first successful login.

Usage Order Header Entry in NCAS Inventory Module

NOTES

USAGE ORDER HEADER ENTRY IN NCAS' INVENTORY MODULE		
FIELD/SCREEN NAME	YOU TYPE	ACTION
NEXT FUNCTION:	UOHE	enter tab
to 2nd KEYS FIELD'	ORDER NUMBER	enter
ORDER TYPE	C	tab
WAREHOUSE	39MAIN	tab
ORDER STATUS	2	tab
RELEASE ORDER DATE		tab
ORDER DUE DATE		tab
PAY ENTITY	39PT	tab
SHIP TO CODE	B08	tab
REQUESTER ID	B2	tab
SUB WAREHOUSE		tab
SIGNATURE APPROVAL		tab
GL INDICATOR	Y	tab
USAGE COMPANY	3001	enter

Type order number, 10 digit # "STCMMDDYY#" composed of:
SHIP-TO-CODE (1-3)
TODAY'S DATE (4-9)
SEQUENCE # (10)

This message displays:
"VERIFICATION
ACCOMPLISHED
ORDER NUMBER -----
RECORD NOT FOUND"

This is the warehouse from which you are ordering or any warehouse to which you have access.

This is your location code. It is used to identify your location for delivery from the warehouse.

This is your assigned ID (2 digits long).

Usage Order Line Entry in NCAS Inventory Module

USAGE ORDER LINE ENTRY IN NCAS' INVENTORY MODULE		
FIELD/SCREEN NAME	YOU TYPE	ACTION
LINE		tab
ITEM NUMBER	ITEM #	tab
QTY	QUANTITY	tab
DATE REQUIRED		tab
ST		tab
UM		tab
GL IND	Y	tab
USAGE ACCOUNT		tab
USAGE CENTER /GROUP ACCOUNT	1260XXXX	enter

Item number is derived from a "catalogue".

Derived from the center that has been assigned to you by your budget officer.

You can create up to 250 different lines on *UOLE* in increments of 5 lines per screen. When a new screen is needed or completed, press the 'ENTER' key.

Inventory Supply Inquiry

NCAS
Inventory
Navigation Tips

Inventory
Supply
Inquiry

Entering
Usage
Orders

Approving
Usage
Orders

Overview

The NCAS provides various item balances, inquiry screens, and reports to assist with inventory evaluation.

Understanding System-Maintained Item Balances

The Inventory module automatically updates and maintains item balances for each item in the warehouse. The NCAS adjusts these balances when inventory activity, including usage order, is recorded in the system. These inventory balances can be used to inquire on current inventory order levels and supply levels for each warehouse.

The following inventory balances are maintained by the Inventory module for each item in each warehouse:

1. The **on-hand balance** is the quantity of active inventory stored at a specific warehouse.

Active inventory is defined as the usable amount of an item that is in the warehouse. Inventory is active if it is not damaged, expired, or being inspected.

The on-hand balance includes inventory that has been allocated, or set aside, for an order but has not yet been shipped.

2. The **non-active quantity** is the unusable quantity of an item at a warehouse. Items are considered unusable if they are damaged, expired, or being inspected. Non-active inventory cannot be allocated to orders and is not included as part of the on-hand balance.
3. The **on-order quantity** is the amount of an item that a specific warehouse has ordered from an external replenishment source. When an item is received at the warehouse, the on-hand balance increases and the on-order quantity decreases.
4. The **allocated quantity** is the quantity of an item that has been designated to customer orders at a specific warehouse but has not yet been gathered and shipped.

NOTES

5. The **available quantity** is the quantity of an item that is available to be allocated to orders. This quantity is the difference between the on-hand and the allocated quantities. The relationship between on-hand allocated and available is shown by the following formula:

$$\text{Available Quantity} = \text{On-hand Quantity} - \text{Allocated Quantity}$$

6. The **released requirements** balance is the total quantity of an item at a specific warehouse committed to released orders. **Released** orders are online requests for items that have been released, or submitted, to that warehouse. Not all released requirements have inventory allocated to them because the released requirements may exceed the amount of inventory physically available. If the released requirements quantity is greater than the allocated quantity, customers have backordered items from the warehouse.

$$\text{Released Requirements} - \text{Allocated Quantity} = \text{Backorders}$$

7. The **available-to-release quantity** is the difference between the on-hand quantity and the released requirements. This is the balance that the NCAS checks to ensure that there is sufficient inventory to meet order requirements. If there is not, the Inventory module will issue a warning at the time that the order is placed. Because the released requirement quantity includes backordered items, the available-to-release quantity may be negative.

$$\text{Available-to-Release Quantity} = \text{On-hand Quantity} - \text{Released Requirements}$$

8. The **total requirements** quantity is the total quantity of items needed to fill all released, unreleased, and allocated orders for an item at a specific warehouse.

All item balances are expressed in the inventory item's defined stock-keeping unit (SKU).

Inquiry Screens

The Inventory module provides various inquiry screens to assist with inventory evaluation.

- The *Item Warehouse Inquiry (IWI)* screen gives detailed information about a specific item at a specific warehouse. It includes information, such as order quantity, that can assist a warehouse manager in reordering the item.

NOTES

INQUIRY		ITEM WAREHOUSE INQUIRY		IN.IDIWI	
NEXT FUNCTION _____		REQUEST _____	ACTION: _____		03/04/2003 11:01:31
INQUIRY ACCOMPLISHED					
END OF INQUIRY					
KEYS: _____					

Item Number	3000860	Description		ACE BANDAGES 3"	
Warehouse	37MAIN	A/P	Extended		
Catalog Number	STCK	Pref Stock Location			
Plan Group		Lead Time		10	
Source Type	P	Source		PURCHASE	
Planner Id	AB	Buyer Id		AB	
Inventory Class	A	Auto Requisition		N	
Carrying Cost Percent	0	Ordering Cost		0	
Inv Control Code	0	Order Point		0	
Order Quantity Type	A	Order Quantity		1	
Safety Stock Type	A	Inventory Standard		0	
Safety Stock	0	Order Multiple		1	
Cycle Count Interval	0	Last Count Date			
Last Count Variance	0	Next Count Date			
On Hand Inventory	30	Released Requirements		50	
Total Requirements	50	Available to Release		20-	
On Order	200	Non Active		0	

Entering Usage Orders

NCAS
Inventory
Navigation Tips

Inventory
Supply
Inquiry

Entering
Usage
Orders

Approving
Usage
Orders

Overview

The usage order process begins when an employee determines the items that need to be ordered. The requisitioner at the location/section/ward then creates a usage order in the Inventory module of the NCAS.

Once an order has been created, it will be released and allocated by the system. A pick list is then printed at the main warehouse, where the items are picked and shipped to the receiving location. Item locations and quantities are automatically updated by the NCAS.

The usage order process is explained in detail in this section. You will learn how to:

- Create a usage order
- Process a usage order with a stock shortage condition
- Maintain a usage order
- Inquire on a usage order
- Inquire on the usage order approval process

Creating a Usage Order

Usage orders are created in the Inventory module. The following screens are used to create a usage order:


- The *Usage Order Header Entry (UOHE)* screen is used to create a header for the usage order.
 - 📁 Headers cannot be created without first giving the usage order an **order number**. Usage order numbers are alphanumeric and are assigned by the requester. They can be up to 10 characters in length. The NCAS does not automatically assign numbers to usage orders. Your agency should define a method for determining order numbers.

NOTES

The 10-digit usage order number is a uniquely assigned number based on three components. It is segmented as follows:

Positions 1-3	Your ship-to-code
Positions 4-9	Activity date (mmddyy)
Position 10	Sequence date (from 1-9, then A-Z)

- Once the usage order header has been completed, the *Usage Order Line Item Entry (UOLE)* screen will be used to enter each line of the usage order. Each order line includes data such as item numbers, quantities, and account information.

 Header information from the *Usage Order Header Entry (UOHE)* screen will default to the *Usage Order Line Item Entry (UOLE)* screen so that you will be able to view it while entering line information.

The *Usage Order Line Item Entry (UOLE)* screen permits you to enter up to five lines at one time. The NCAS allows a maximum of 250 lines per order.

The *Usage Order Additions (UOA)* screen can be used to add lines to your order, for any reason, you leave the *Usage Order Line Item Entry (UOLE)* screen before completing the order.

These are the only screens you will need from the Inventory module to create a usage order.


You are now ready to create a one-line usage order.

WALKTHROUGH: Creating a Usage Order

SCENARIO

You are a manager for the hospital maintenance section. You have just determined that your supply of maintenance jackets is below the minimum level. You need to order 2 more jackets from the hospital's main warehouse.

Create a usage order to obtain the jackets from the main warehouse to your location. The order number will be XXMNTSUP1.

1. Type **.IN** in the ACTION field and press  to access the Inventory module. The *Inventory System Menu (IN)* screen displays.

NOTES

```
MENU                                INVENTORY SYSTEM MENU                IN.IN
NEXT FUNCTION 2 _____ REQUEST _____ ACTION: _____

KEYS: _____ 3 _____
-----
                ID  Item Definition Menu
                WD  Warehouse Definition Menu
                OM  Order Management Menu
                IM  Inventory Movement Menu
                IR  Inventory Status And Reconciliation Menu
                IA  Inventory Accounting Menu
                RP  Replenishment Planning Menu
                SA  System Administration Menu
```

2. Type **UOHE** for the *Usage Order Header Entry (UOHE)* screen in the NEXT FUNCTION field.
3. Type the order number, **XXMNTSUP1**, in the second KEYS field.
4. Press . The following message displays at the top of the *Usage Order Header Entry (UOHE)* screen: **VERIFICATION ACCOMPLISHED ORDER NUMBER -- RECORD NOT FOUND PROCEED WITH ACTIVITY**

This means that order number **XXMNTSUP1** is valid and has not been previously assigned. The order number should also default to the ORDER NUMBER field on the *Usage Order Header Entry (UOHE)* screen at this time.


NOTES

```

ENTRY                USAGE ORDER HEADER ENTRY                IN.OMUOHE
NEXT FUNCTION UOHE   REQUEST _____ ACTION: _____ 02/05/1998 07:49:07
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD NOT FOUND                PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number                XXMNTSUP1
Order Suffix
Order Type                  5
Warehouse                   6
Order Status                2
Release Order Date         7
Order Due Date              8
Pay Entity                  9
Ship To Code                10
Requester Id                11
Sub Warehouse
Signature Approval         12
GL Indicator                13
Usage Company
  
```

You now need to type your header information.

5. Type **C** for *consumption* in the ORDER TYPE field. The NCAS requires that the value in this field always be C.
6. Type **XXTRN1** in the WAREHOUSE field. XXTRN1 is the main warehouse, i.e., the warehouse location from which you are ordering maintenance jackets.




 The NCAS uses the WAREHOUSE field to refer to the location from which items are ordered.

The ORDER STATUS field automatically defaults to a **2** when you begin a new header entry; however, it immediately changes to a **3** once the header has been accepted. It will change again as the approval process is completed. You do not need to type anything in this field.

The possible values for this field are:

- **1** - Approval Denied
- **2** - Approved
- **3** - Pending Approval
- **4** - Released
- **5** - Partially Shipped
- **6** - Closed
- **7** - Real-Time Allocation

7. Type the **date seven days from today** in the RELEASE ORDER DATE field.

8. Type the **date eight days from today** in the ORDER DUE DATE field.
9. Type **XXPT** in the PAY ENTITY field. XXPT is your trade paying entity.
10. Type **300** in the SHIP TO CODE field.
 -  The ship-to code entered here should match the ship-to code established for your warehouse on the *Warehouse Area Entry (WHAE)* screen.
11. Type **R01** in the REQUESTER ID field.
 -  R01 is the requester ID that is used for training purposes only. You will normally use the requester ID assigned to you by your agency.
12. Type **Y** for yes in the GL INDICATOR field. The state requires that the value in this field always be Y to signify that a GL distribution is required for the order.
13. Type **XX01** in the USAGE COMPANY field. This is the company assigned to warehouse XXTRN2.
14. Press  to process the information. The *Usage Order Line Item Entry (UOLE)* screen displays. The header information you just entered displays above the blank item entry lines.

NOTES

If the requester code used is linked to an approval code that is set up for group approval, the following error message will display on the *Usage Order Header Entry (UOHE)* screen: **REQUESTER ID IS NOT VALID ON THE PURCHASING SYSTEM.**

If this occurs, you must contact your agency's help desk to add another approver. Group approval cannot be used with usage orders.

NOTES

```

ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE   REQUEST _____ ACTION: _____ 02/05/1998 07:53:34
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD FOUND                PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number  XXMNTSUP1                Usage Company  XX01
Order Suffix
Warehouse     XXTRN1
Line   Item Number   Qty   Date   GL   Usage Account   Usage Center/
      14             15   Required St UM Ind   Group Acct   BC
-----

```

To begin entering line information, enter the item number for dark brown denim, small-regular maintenance jackets. The item number is 0008969.

The NCAS assigns line numbers to each line on the *Usage Order Line Item Entry (UOLE)* screen. You **never** need to type a value in the LINE field because line numbers **always** default.

15. Type **0008969** on the first line under the ITEM NUMBER field.
16. Type **2** in the QTY field to indicate the number of jackets you are ordering.
17. Type **Y** for yes in the GL IND field. The value in this field must always be Y to indicate that a GL distribution is required for this line.
18. Type **10002000** as the center in the USAGE CENTER/GROUP ACCT field. This is the center assigned to your ward.
19. Press . A blank *Usage Order Line Item Entry (UOLE)* screen displays, indicating that your usage order has been accepted.

The following fields are not required on the *Usage Order Line Item Entry (UOLE)* screen, but they can be used if needed:

- The DATE REQ field indicates the date by which the items are needed. If a date is entered in this field, it will override the order due date on the *Usage Order Header Entry (UOHE)* screen. However, if this field is left blank, the order due date from the header will default to the field.
- The account number will default to the USAGE ACCOUNT field from the group account assigned to the item being ordered. Group accounts reside in the General Ledger module of the NCAS.

You have now successfully created a usage order.

You are now ready to add an order line to an existing usage order.

NOTES

WALKTHROUGH: Adding a Usage Order Line

SCENARIO

You are a ward manager for the hospital. You have just entered a usage order to receive items from the hospital's main warehouse; however, you just realized that you left one item off the order.

Add a line to your existing order to get 2 mop heads from the central supply warehouse to your location.

You have already obtained the appropriate item number which is 0002296. The order number is XXMNTSUP2.

You are currently on the *Usage Order Line Item Entry (UOLE)* screen. You must first access the existing order using the *Usage Order Additions (UOA)* screen.

```

ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE  1  REQUEST _____ ACTION: _____ 02/05/1998 07:56:38
ORDER NUMBER ----- KEY MUST BE ENTERED
KEYS: _____ 2  _____
-----
Order Number                Usage Company
Order Suffix
Warehouse
Line  Item Number  Qty  Date      GL      Usage Center/
      Required St  UM  Ind Usage Account  Group Acct  BC
-----

```

1. Type **UOA** for the *Usage Order Additions (UOA)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXMNTSUP2**, in the second KEYS field.
3. Press **Enter**. The *Usage Order Additions (UOA)* screen is displayed.

NOTES

```

ENTRY                               USAGE ORDER ADDITIONS                               IN.OMUOA
NEXT FUNCTION UOA                    REQUEST _____ ACTION: _____ 02/05/1998 07:59:31
INQUIRY ACCOMPLISHED
END OF INQUIRY                               PROCEED WITH ACTIVITY
KEYS: _____

-----
Order Number      XXMNTSUP2      Order Suffix      Pay Entity      XXPT
Warehouse         XXTRN1      Usage Company    XX01      Requester Id    R01
Rlse Order Date   04/02/1997  Order Status     3          Ship To         300
Order Due Date    04/02/1997  Sub Warehouse    XXTRN2
Signature Apprv   MGR DIR

Line  Item Number  Qty  Date Required  St  UM  GL  Ind  Usage Account  Center/
                                           Group Acct  BC
-----
  4      5              6              7
-----
-----
-----
-----
-----

```

Only header information for order number XXMNTSUP2 displays. Existing order lines do not show up on the *Usage Order Additions (UOA)* screen. These lines may only be accessed using order inquiry screens. You will learn about inquiry screens later in this section.

You are now ready to add a line to your order. To begin entering line information, refer to the item number you have for mop heads. The item number is 0002296.

Again, the NCAS assigns line numbers to each line on the *Usage Order Additions (UOA)* screen. You **never** need to type a value in the LINE field because line numbers **always** default.

4. Type **0002296** on the first line under the ITEM NUMBER field.
5. Type **2** in the QTY field to indicate the number of mop heads you are ordering.
6. Type **Y** for yes in the GL IND field. The value in this field must always be Y to indicate that a GL distribution is required for this line.
7. Type **10002000** as the center in the USAGE CENTER/GROUP ACCT field. This is the center assigned to your ward.
8. Press . A blank *Usage Order Additions (UOA)* screen displays, indicating that your usage order has been accepted.

You have now successfully added a line to a usage order.

Processing Stock Shortage Conditions

NOTES

A **stock shortage condition** occurs when the item you are ordering is not available at the main warehouse. The warehouse may not have any stock available or may only have enough stock available to partially fill your order. When this occurs, you have three options:

1. Ignore the stock shortage condition and send the order on for approval. The item is now backordered. You should choose this option if you do not need the item immediately.

Backordering occurs automatically if the order is released and the central warehouse is not able to allocate enough stock to fill it. Backorders show up daily on the **Allocation Exception Report**. The requester can view this report to see if an item has been backordered. The report details the extent of the shortage and provides other warehouse locations that have the item in stock.

The **Allocation Exception Report** is located in XPTR in the report group IN 260-4. The report ID is RAEXP.

2. If enough stock is available to partially fill your order, reduce the quantity of the item ordered so that it no longer exceeds the amount available. In other words, remove the stock shortage condition from your order. If needed, order the remaining quantity from an outside vendor.
3. If you need the item immediately, cancel the usage order line and use an outside vendor.

An item which is out of stock at the time you order it may be in stock by the time you need it. First, check the *Usage Order Shortage Check (UOS)* screen to see how short the central warehouse currently is. Then, go to the *Item Warehouse Inquiry (IWI)* screen to see if the central warehouse has an order for this item pending. If so, you may be able to receive the full order on time. You will learn how to check on an order shortage in a later walkthrough.

NOTES

The following walkthrough will demonstrate a usage order with a stock shortage condition.

WALKTHROUGH: Processing a Usage Order with a Stock Shortage Condition

SCENARIO

You are a ward manager for the hospital. You have just determined that your supply of burn ointment has fallen below the minimum level. You need to order 900 burn ointments from the hospital's main warehouse.

You have already obtained the appropriate item number which is 0003554.

Create a usage order to get the ointments from the main warehouse to your location. The order number will be XXOFFSUP2.

You are currently on the *Usage Order Additions (UOA)* screen. You must first enter your header information. To do this, go to the *Usage Order Header Entry (UOHE)* screen.

```

ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE  1  REQUEST _____ ACTION: _____ 02/05/1998 08:20:05
ORDER NUMBER ----- KEY MUST BE ENTERED
KEYS: _____ 2  _____
-----
Order Number                Usage Company
Order Suffix
Warehouse

Line  Item Number  Qty  Date      GL      Usage Center/
      Required St  UM  Ind  Usage Account  Group Acct  BC
-----

```

1. Type **UOHE** for the *Usage Order Header Entry (UOHE)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXOFFSUP2**, in the second KEYS field.
3. Press **Enter**. The following message displays at the top of the *Usage Order Header Entry (UOHE)* screen: **VERIFICATION ACCOMPLISHED ORDER NUMBER -- RECORD NOT FOUND PROCEED WITH ACTIVITY.**

This means that the order number is valid and has not been previously assigned. The **XXOFFSUP2** order number should also default to the ORDER NUMBER field at this time.

NOTES

```

ENTRY          USAGE ORDER HEADER ENTRY          IN.OMUOHE
NEXT FUNCTION UOHE  REQUEST _____ ACTION: _____ 02/05/1998 08:23:04
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD NOT FOUND          PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number      XXOFFSUP2
Order Suffix
Order Type        4
Warehouse        5
Order Status      2
Release Order Date 6
Order Due Date    7
Pay Entity        8
Ship To Code      9
Requester Id      10
Sub Warehouse
Signature Approval
GL Indicator      11
Usage Company     12
    
```

4. Type **C** for *consumption* in the ORDER TYPE field. The NCAS requires that the value in this field always be C.
5. Type **XXTRN1** in the WAREHOUSE field. XXTRN1 is the central warehouse, i.e., the warehouse location from which you are ordering cartons.
6. Type the **date seven days from today** in the RELEASE ORDER DATE field.
7. Type the **date ten days from today** in the ORDER DUE DATE field.
8. Type **XXPT** in the PAY ENTITY field.
9. Type **300** in the SHIP TO CODE field.
10. Type **R01** in the REQUESTER ID field.
11. Type **Y** for yes in the GL INDICATOR field. The state requires that the value in this field always be Y to signify that a GL distribution is required for the order.
12. Type **XX01** in the USAGE COMPANY field.
13. Press to process the information. The *Usage Order Line Item Entry (UOLE)* screen displays. The header information you just entered displays above the blank item entry lines.

NOTES

```


ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE   REQUEST 19 _____ ACTION: _____ 02/05/1998 08:26:54
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD FOUND                PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number  XXOFFSUP2                Usage Company  XX01
Order Suffix
Warehouse     XXTRN1
Line  Item Number  Qty      Date      GL      Usage Account  Usage Center/
      _____  _____  _____  _____  _____  _____  Group Acct  BC
14  _____  15  _____  _____  16  _____  17  _____
      _____  _____  _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____  _____  _____
  
```

To begin entering line information, refer to the item number you have for corrugated cartons. This item number is 0003554.

14. Type **0003554** on the first line under the ITEM NUMBER field.
15. Type **900** in the QTY field to indicate the number of cartons you are ordering.
16. Type **Y** for yes in the GL IND field. The value in this field must always be Y to indicate that a GL distribution is required for this line.
17. Type **10002000** as the center in the USAGE CENTER/GROUP ACCT field.
18. Press .

The following message is displayed at the top of the *Usage Order Line Item Entry (UOLE)* screen: **WARNING: DEDUCT QUANTITY IS GREATER THAN THE AVAILABLE INVENTORY TO OVERRIDE, ENTER "IGN" IN REQUEST FIELD.**

You have received a stock shortage message. Remember, you have three options:

- You may ignore the message and allow the item to be back-ordered.
- You may reduce the quantity ordered until your order is accepted without a stock shortage condition.
 -  However, if the item is completely out-of-stock, the order will never be accepted without the stock shortage condition.
- You may cancel your order line and use an outside vendor.

For the purposes of this walkthrough, you will ignore the message and backorder the item.

NOTES

19. Type **IGN** for *ignore* in the REQUEST field and press **Enter**.

A blank *Usage Order Line Item Entry (UOLE)* screen is displayed, indicating that your usage order has been accepted with the stock shortage condition.

```

ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE 20 REQUEST _____ ACTION: _____ 02/05/1998 08:29:16
ORDER NUMBER ----- KEY MUST BE ENTERED
KEYS: _____ 21 _____
-----
Order Number                Usage Company
Order Suffix
Warehouse
Line  Item Number  Qty  Date      GL      Usage Center/
      Required St  UM  Ind  Usage Account  Group Acct  BC
-----
-----
-----
-----
-----
-----


```

You can now check for the following things:

- How many burn ointments does the main warehouse currently have in stock?
- Does the main warehouse currently have any burn ointments on order?

To see the number of cartons the central warehouse has versus the number that you need, you can use the *Usage Order Shortage Check (UOS)* screen.

20. Type **UOS** for the *Usage Order Shortage Check (UOS)* screen in the NEXT FUNCTION field.
21. Type the order number, **XXOFFSUP2**, in the second KEYS field.
22. Press **Enter**. The *Usage Order Shortage Check (UOS)* screen is displayed. Information on your order displays.

 Note that the *Usage Order Shortage Check (UOS)* screen only shows the quantity of the order shortage at the time the order is entered in the NCAS. It is not updated as inventory levels at the warehouse change.

NOTES

INQUIRY		USAGE ORDER SHORTAGE CHECK		IN.OMUOS	
NEXT FUNCTION UOS		REQUEST	ACTION:		07/11/2005 12:02:54
INQUIRY ACCOMPLISHED					
END OF INQUIRY					
KEYS: _____					

Order Number	XXOFFSUP2	Order Suffix	Order Status 3		
Warehouse	XXTRN1	Order Type	C		
Release Order Date	07/20/2005	Order Due Date	07/25/2005		
Line Suffix	Item Number	Description	--- Quantity ---	Date	
			Required Available	Required	
001 000	0003554	ANESTHETIC/ANTISEPTIC BURN OINTMENT, 30GM/TUBE	900 102	07/25/2005	
WARNING! THE LISTED ITEMS MAY NOT HAVE INVENTORY AVAILABLE					

Look at the two QUANTITY fields. The quantity in the REQUIRED field is 900. The quantity in the AVAILABLE field is 102. This indicates that only 102 tubes are available to be released. In other words, the central warehouse can only provide 102 tubes towards your order. You need 798 more tubes to fill your order.

You can now go to the *Item Warehouse Inquiry (IWI)* screen to see if the central warehouse has any ointment tubes on order.

23. Type **IWI** for the *Item Warehouse Inquiry (IWI)* screen in the NEXT FUNCTION field.
24. Type the item number, **0003554**, in the first KEYS field.
25. Type the central warehouse ID, **XXTRN1**, in the second KEYS field.
26. Press . The *Item Warehouse Inquiry (IWI)* screen is displayed.

NOTES

INQUIRY		ITEM WAREHOUSE INQUIRY		IN.IDIWI
NEXT FUNCTION IWI	REQUEST	ACTION:		07/11/2005 12:10:24
INQUIRY ACCOMPLISHED				
ENTER FOR MORE				
KEYS: _____				

Item Number	0003554	Description	ANESTHETIC/ANTISEPTI	
Warehouse	XXTRN1	A/P	Extended C BURN OINTMENT, 30GM/TUBE	
Catalog Number	STCK	Pref Stock Location		
Plan Group		Lead Time	10	
Source Type	P	Source		
Planner Id	R1	Buyer Id	B1	
Inventory Class	A	Auto Requisition	N	
Carrying Cost Percent	0	Ordering Cost	0	
Inv Control Code	M	Order Point	10	
Order Quantity Type		Order Quantity	0	
Safety Stock Type		Inventory Standard	100	
Safety Stock	0	Order Multiple	25	
Cycle Count Interval	0	Last Count Date	01/01/1997	
Last Count Variance	0	Next Count Date	01/01/1997	
On Hand Inventory	102	Released Requirements	0	
Total Requirements	1100	Available to Release	102	
On Order	0	Non Active	0	

Notice that the ON ORDER field at the bottom left corner of the screen indicates that 0 tubes are on-order. This means that the central warehouse doesn't have an order pending for ointment tubes.

The tubes are not critical to you, so you can wait for them to be ordered. You keep your order as is, ignoring the stock shortage warning. Since no tubes are on-order at the main warehouse, you could delete the usage order or usage order line. (See the section on *Deleting Usage Orders*.) You could then create an inventory requisition in the Eprocurement system to get the items from an outside vendor.

You have successfully processed a usage order with a stock shortage condition.

ACTIVITY: Creating a Usage Order

SCENARIO

You are the dietary manager for the hospital. You have just determined that you need more canned apples. You are also running low on flour and need more immediately. You must order 125 cans of apples and 50 bags of flour.

You have already obtained the item numbers for the canned apples, 0005580, and the item number for the flour, 0001933.

Create a two-line usage order to get these items from the hospital's main warehouse to your location. The order number will be XXFOODSUP1.

NOTES

You are currently on the *Item Warehouse Inquiry (IWI)* screen. You must first enter your header information. To do this, go to the *Usage Order Header Entry (UOHE)* screen.

INQUIRY		ITEM WAREHOUSE INQUIRY		IN.IDIWI
NEXT FUNCTION IWI	1	REQUEST _____	ACTION: _____	02/05/1998 08:32:32
INQUIRY ACCOMPLISHED				
ENTER FOR MORE				
KEYS:	2	_____		

Item Number	0003554	Description	CORRUGATED CARTONS,	
Warehouse	XXTRN1	A/P	Extended 20"LX12"WX6"D	
Catalog Number	STCK	Pref Stock Location		
Plan Group		Lead Time	10	
Source Type	P	Source		
Planner Id	R1	Buyer Id	B1	
Inventory Class	A	Auto Requisition	N	
Carrying Cost Percent	0	Ordering Cost	0	
Inv Control Code	M	Order Point	200	
Order Quantity Type		Order Quantity	1000	
Safety Stock Type		Inventory Standard	1000	
Safety Stock	0	Order Multiple	100	
Cycle Count Interval	0	Last Count Date	01/01/1997	
Last Count Variance	0	Next Count Date	01/01/1997	
On Hand Inventory	150	Released Requirements	0	
Total Requirements	900	Available to Release	150	
On Order	1000	Non Active	0	

1. Type **UOHE** for the *Usage Order Header Entry (UOHE)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXFOODSUP1**, in the second KEYS field.
3. Press **Enter**. The following message displays at the top of the *Usage Order Header Entry (UOHE)* screen: **VERIFICATION ACCOMPLISHED ORDER NUMBER -- RECORD NOT FOUND PROCEED WITH ACTIVITY.**

This means that the order number is valid and has not been previously assigned. The **XXFOODSUP1** order number also defaults to the ORDER NUMBER field at this time.

NOTES

```

ENTRY          USAGE ORDER HEADER ENTRY          IN.OMUOHE
NEXT FUNCTION UOHE  REQUEST _____ ACTION: _____ 02/05/1998 08:35:36
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD NOT FOUND          PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number      XXFOODSUP1
Order Suffix
Order Type        4
Warehouse         5
Order Status      2
Release Order Date 6
Order Due Date    7
Pay Entity        8
Ship To Code      9
Requester Id      10
Sub Warehouse
Signature Approval
GL Indicator      11
Usage Company     12
  
```

You now need to type your header information.

4. Type **C** for *consumption* in the ORDER TYPE field. The NCAS requires that the value in this field always be C.
5. Type **XXTRN1** in the WAREHOUSE field. XXTRN1 is the central warehouse, i.e., the warehouse location from which you are ordering canned apples and flour.
6. Type the **date seven days from today** in the RELEASE ORDER DATE field.
7. Type the **date 10 days from today** in the ORDER DUE DATE field.
8. Type **XXPT** in the PAY ENTITY field.
9. Type **300** in the SHIP TO CODE field.
10. Type **R01** in the REQUESTER ID field.
11. Type **Y** for *yes* in the GL INDICATOR field. The state requires that the value in this field always be Y to signify that a GL distribution is required for the order.
12. Type **XX01** in the USAGE COMPANY field.
13. Press to process the information. The *Usage Order Line Item Entry (UOLE)* screen displays. The header information you just entered displays above the blank item entry lines.

NOTES

```

ENTRY                USAGE ORDER LINE ITEM ENTRY                IN.OMUOLE
NEXT FUNCTION UOLE   REQUEST 25                ACTION:                02/05/1998 08:39:49
VERIFICATION ACCOMPLISHED
ORDER NUMBER ----- RECORD FOUND                PROCEED WITH ACTIVITY
KEYS: -----
-----
Order Number  XXFOODSUP1                Usage Company  XX01
Order Suffix
Warehouse     XXTRN1
Line  Item Number  Qty      Date      GL      Usage Account  Usage Center/
      Required St  UM Ind  Group Acct  BC
-----
14                15                16                17
-----
18                19 23                20                21
-----
-----
-----
-----

```

To begin entering line information, refer to the item numbers you have for canned apples and flour. The item number for canned apples is 0005580, and the item number for flour is 0001933.

14. Type the item number, **0005580**, on the first line under the ITEM NUMBER field.
15. Type **125** in the QTY field to indicate the number of cans of apples you are ordering.
16. Type **Y** for yes in the GL IND field. The value in this field must always be Y to indicate that a GL distribution is required for this line.
17. Type **10002000** as the center in the USAGE CENTER/GROUP ACCT field.
18. Type **0001933** on the second line under the ITEM NUMBER field.
19. Type **50** in the QTY field to indicate the number of bags of flour you are ordering.
20. Type **Y** for yes in the GL IND field. The value in this field must always be Y to indicate that a GL distribution is required for this line.
21. Type **10002000** as the center in the USAGE CENTER/GROUP ACCT field.
22. Press .

The following message is displayed at the top of the *Usage Order Line Item Entry (UOLE)* screen: **WARNING: DEDUCT QUANTITY IS GREATER THAN THE AVAILABLE INVENTORY TO OVERRIDE, ENTER "IGN" IN REQUEST FIELD.**

You have received a stock shortage message. The 50 in the QTY field on line 002 of the order is highlighted, indicating that the flour is causing the stock shortage condition.

NOTES

You must have 25 bags of flour immediately, but you can wait for the other 25. You decide to reduce the quantity ordered from the main warehouse to 25 and to use an external vendor for the 25 bags you need immediately.

23. Type **25** over the number 50 in the QTY field on line 002 of your order.

24. Press .

You receive the same stock shortage message; however, this time you ignore it and allow the 25 bags of flour to be backordered.

25. Type **IGN** for *ignore* in the REQUEST field and press .

A blank *Usage Order Line Entry (UOLE)* screen is displayed, indicating that your usage order has been accepted with the stock shortage condition. The flour is on backorder, but you will still receive the canned apples on time.

You have successfully created a usage order and processed a stock shortage condition. You would now create an inventory requisition in the Purchasing module to get the other 25 bags of flour from an outside vendor.

Releasing and Allocating a Usage Order

A usage order must be released and allocated. An order is released when the ordering warehouse submits the order to the central warehouse to be filled. An order is allocated when the central warehouse receives the order and sets aside stock to fill it.

Maintaining Usage Orders

At times, usage orders may need to be modified, closed or deleted. The Inventory module provides separate screens to perform each of these activities.

Changing Usage Orders

Usage order headers and lines may need to be changed after they are created. The status of the order determines the header and line information that may be altered. There are three different conditions for changing header and line information:

1. If the order has not been approved by the first approver, any line or header information can be changed with no consequences.

NOTES

2. If the approval process for the order has been started or completed, line and header information can be changed. However, if line information is changed in any way or if new lines are added to the order, the usage order automatically begins the approval process again.

The only change that will not disrupt the approval process is a **decrease** in the quantity ordered.

3. Once the order has been released and allocated, no header information may be changed, and any lines with allocated quantities cannot be changed.

When changes are made to usage orders, they cannot be made on the *Usage Order Header Entry (UOHE)* and *Usage Order Line Item Entry (UOLE)* screens. There are separate screens for header and line changes.

- The *Usage Order Header Update (UOHU)* screen allows changes to header information.
- The *Usage Order Line Item Update (UOLU)* screen allows changes to line information.

To change field information on any screen in the Inventory module, you can delete numeric and alphanumeric fields, however, you must use the following methods:

- To delete a numeric field, type **0** over every character in the field. Deletions made using the Spacebar or erase key will not be recorded by the NCAS.
- To delete an alphanumeric field, type ***** in the first field position, and clear the rest of the characters using the Spacebar or erase key. Again, deletions made without using the asterisk will not be recorded.

Neither of these methods can be used to delete a required field. An entry is always necessary in a required field.

Closing Usage Orders (By Warehouse Manager)

Usage orders can close automatically if the quantities ordered are exactly equal to the quantities allocated and shipped. In other words, an order can close automatically when there are no backorders or pending order lines. There are times when usage orders need to be closed manually. There are three conditions under which the requester must close an order manually:

1. The warehouse manager notifies the requester that the warehouse has stopped stocking the item.

NOTES

If an item is unavailable, it is the main warehouse manager's responsibility to notify the requesting warehouse. (The main warehouse manager should **not** close the order himself or herself.)

2. A partial shipment has been made, and the remaining quantity is no longer needed.
3. The requester wants to cancel a backorder. Closing a usage order automatically cancels any pending backorders.

Again, in order to close a usage order, the quantity ordered must be equal to the quantity allocated. If these two quantities are not equal, the requester must go to the *Usage Order Line Item Update (UOLU)* screen to adjust the quantity ordered. Once these two quantities are equal, the order can then be closed using the *Usage Order Close (UOC)* screen. To compare the quantity ordered with the quantity allocated, use the *Order Requirements Inquiry (ORI)* screen.

You are now ready to change and close a usage order.

WALKTHROUGH: Changing and Closing a Usage Order

SCENARIO

You are the human resources manager for the hospital. You just received a shipment of ring binders and bond paper that you ordered from the main warehouse last week. You received all 50 binders, but only 800 of the 1000 sheets of paper that you ordered arrived. The other 200 sheets are on backorder. You decide that 800 sheets of paper is plenty for now and that you really do not need to get the other 200 sheets of paper.

Change the order so that the number of sheets of paper ordered equals the number of sheets allocated and shipped. Then, close the order. The order number is XXOFFSUP6.

Before you can close the order, you must reduce the quantity ordered so that it equals the quantity that was allocated and received.

1. Type **UOLU** for the *Usage Order Line Item Update (UOLU)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXOFFSUP6**, in the second KEYS field.
3. Press . The *Usage Order Line Item Update (UOLU)* screen is displayed. Line information on order number XXOFFSUP6 displays.

NOTES

```

UPDATE                USAGE ORDER LINE ITEM UPDATE                IN.OMUOLU
NEXT FUNCTION UOLU    REQUEST _____ ACTION: _____ 02/05/1998 09:11:48
INQUIRY ACCOMPLISHED
END OF INQUIRY                PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number      XXOFFSUP6      Order Suffix      Pay Entity      XXPT
Warehouse         XXTRN1      Usage Company    XX01      Requester Id    R01
Rlse Order Date   04/02/1997  Order Status     5          Ship To         300
Order Due Date    04/02/1997  Sub Warehouse    XXTRN2
Signiture Apprv   MGR DIR

Line Suffix Item Number/      Quantity   Date      GL      Usage Account/
      Description              Reqd      St UM Ind  Center or Grp Acct BC
001  000   0002386                0000020  04/02/1997 C EA      Y 593410002
      2" RING BINDER,
002  000   0004735                10001000 04/02/1997 S EA      Y 593410002
      IVORY BOND PAPER, 8
      10001000
  
```

4. Type **0800** over the 1000 in the QUANTITY field on line 002 of the order and press Enter.

A blank *Usage Order Line Item Update (UOLU)* screen is displayed, indicating that the remaining 200 sheets of paper have not been allocated and that the change has been accepted.

```

UPDATE                USAGE ORDER LINE ITEM UPDATE                IN.OMUOLU
NEXT FUNCTION UOLU    5 REQUEST _____ ACTION: _____ 02/05/1998 09:13:35
ORDER NUMBER ----- KEY MUST BE ENTERED
KEYS: _____ 6 _____
-----
Order Number      Order Suffix      Pay Entity
Warehouse         Usage Company    Requester Id
Rlse Order Date   Order Status     Ship To
Order Due Date    Sub Warehouse
Signiture Apprv

Line Suffix Item Number/      Quantity   Date      GL      Usage Account/
      Description              Reqd      St UM Ind  Center or Grp Acct BC
  
```

NOTES

If the 200 sheets of paper had already been allocated to your order, your change would not have been accepted. You would have received the following error message:

QUANTITY REQUIRED MUST BE GREATER THAN OR EQUAL TO QUANTITY ALLOCATED

In this case, call the central warehouse so that they can deallocate the remaining quantity. Once the quantity is deallocated, you can change the order as needed.

You have now successfully changed and closed a usage order.

Deleting Usage Orders

At times, usage order headers and lines may need to be deleted. As long as an order has not been allocated, any part of the order or all of the order may be deleted. If any part of an order has been allocated, the order must be changed and closed rather than deleted. For example, you may decide an item you ordered is no longer needed. You can use the *Order Requirements Inquiry (ORI)* screen to determine if items have been allocated to an order line.

Two screens are used to delete header information and order lines:

- The *Usage Order Header Delete (UOHD)* screen
- The *Usage Order Line Item Delete (UOLD)* screen

To delete an entire usage order, each line does not need to be deleted individually. The entire order will be erased if the header is deleted on the *Usage Order Header Delete (UOHD)* screen.

NOTES

You are now ready to delete a usage order.

WALKTHROUGH: Deleting a Usage Order Line

SCENARIO

You are a ward manager for the hospital. Yesterday, you created a usage order to get anesthetic/antiseptic burn ointment and aspirin tablets from the main hospital warehouse. You received a stock shortage warning for the anesthetic/antiseptic burn ointment but decided to ignore it. The ointment was not an urgent need since the NCAS showed that you still had 50 tubes on hand. Today, you physically counted your inventory and realized that only 10 tubes remain. You must get more ointment immediately.

Delete the usage order line for the antiseptic ointment so that you can requisition the ointment from an outside vendor. The order number is **XXMEDSUP1**.

Before creating a requisition for the ointment in the Purchasing module, you must delete the order line in the Inventory module. You are currently on the *Usage Order Line Item Update (UOLU)* screen.

```

INQUIRY                USAGE ORDER CLOSE                IN.OMUOC
NEXT FUNCTION UOC 1   REQUEST _____ ACTION: _____ 02/05/1998 09:16:22
ORDER NUMBER ----- KEY MUST BE ENTERED
KEYS: _____ 2 _____
-----
Enter 'C' To Approve Close =====> _

Order Number           _____
Order Suffix           _____
Order Type             _____
Warehouse              _____
Order Status           _____
Release Order Date     _____
Order Due Date         _____
Pay Entity             _____
Ship To                _____
Requester Id           _____
Date Shipped           _____
Sub Warehouse          _____
Signature Approval     _____
    
```

1. Type **UOLD** for the *Usage Order Line Item Delete (UOLD)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXMEDSUP1**, in the second KEYS field.
3. Press **Enter**. The *Usage Order Line Item Delete (UOLD)* screen is displayed. The order header and line information displays.

NOTES

```

DELETE          USAGE ORDER LINE ITEM DELETE          IN.OMUOLD
NEXT FUNCTION UOLD  REQUEST _____ ACTION: _____ 02/05/1998 09:17:26
INQUIRY ACCOMPLISHED
END OF INQUIRY          PROCEED WITH ACTIVITY
KEYS: _____
-----
Order Number      XXMEDSUP1      Order Suffix      ( Order Status 3 )
Warehouse         XXTRN1        Order Type        C                Pay Entity  XXPT
Release Order Date 04/02/1997    Requester Id      R01             Ship To       300
Order Due Date    04/02/1997    Sub Warehouse     XXTRN2

  Del  Line Suffix  Item Number/      Quantity  Date Reqd  Status  U/M
      -   001   000   0008567          0000100  04/02/1997  F      BT
      -   -   -   ASPIRIN TABLETS, 325
  (4) 002   000   0003554          0000200  04/02/1997  F      TB
      -   -   -   ANESTHETIC/ANTISEPTI
      -   -   -
      -   -   -
  
```

You see that you have placed an order for 100 bottles of aspirin tablets and 200 tubes of anesthetic/antiseptic burn ointment. Also, notice that the order has a status of **3**, which means that the order is still on hold awaiting approval.

Order lines and headers can be deleted only when the ORDER STATUS field has one of the following status assignments:

- 1 - Approval Denied
- 2 - Approved
- 3 - Pending Approval
- 7 - Real-Time Allocation

In other words, deletions **cannot** be made to orders that have a status of **4** (released), **5** (partially shipped) or **6** (closed).

Since the status of the order is a **3**, you can delete the line.

1. Type **D** for *delete* under the DEL field to the left of line number 002.
2. Press . A blank *Usage Order Line Item Delete (UOLD)* screen is displayed, indicating that the line has been deleted.

When a usage order has more than one line needing deletion, you may simply type a **D** for *delete* in the DEL field next to each line to be deleted before pressing .

You have successfully deleted a usage order line. You can now create an inventory requisition in Eprocurement to get tubes of anesthetic/antiseptic ointment from an outside vendor.

NOTES

Inquiring on Usage Orders

Usage order inquiry allows requesters to check for errors after creating usage orders and to follow orders throughout the ordering and approval processes. The ability to inquire on usage orders also gives approvers access to the information they need when making an approval decision. The use of inquiry screens by approvers will be discussed in the *Approving Replenishment Orders* section of this course.

The following screens allow you to search for and/or inquire on usage orders:

- The *Usage Order Inquiry (UOI)* screen is the primary screen used when inquiring on a specific usage order. It displays the usage order header information, such as order number, warehouse, subwarehouse, and current order status, as well as line information, including item number, account number, quantity ordered, and date requested.
- The *Order Browse Select (OBS)* screen allows you to search for usage orders by header information.
- The *Order Browse Inquiry (OBI)* screen displays the results of the *Order Browse Select (OBS)* screen search.
- The *Order Requirement Inquiry (ORI)* screen displays allocation information for a specific usage order.
- The *Requirements by Item Selection (RIBS)* screen allows you to search for usage orders by warehouse and/or date required.
- The *Requirements by Item Browse Inquiry (RIBI)* screen displays the results of the *Requirements by Item Selection (RIBS)* screen search.


Inquiring on the Usage Order Approval Process

Inquiring on the usage approval process is easy. The *Requisition Approval Inquiry (RAI)* screen, located in the Purchasing module, allows requesters to view a list of their usage orders to see where they are in the approval process.

Usage orders disappear from the *Requisition Approval Inquiry (RAI)* screen as soon as they are approved.

Rejected usage orders, however, do remain on the *Requisition Approval Inquiry (RAI)* screen so that the requester can see that the order was rejected. The requester can then handle the rejection in one of two ways:

- Delete the usage order
- Make changes to the usage order and resubmit it for approval

 If a requester makes changes to an order after it has been rejected, the ORDER STATUS field will automatically change back to a **3** (pending approval). This will resubmit the order for approval.

You are now ready to inquire on a usage order and its approval progress.

NOTES

WALKTHROUGH: Inquiring on a Usage Order and Its Approval Progress

SCENARIO

You are a ward manager at the hospital. You are conducting your daily usage order inquiry to determine which orders have been approved, released, and allocated.

Check the order status of order number **XXMEDSUP2**. Then, check to see where the order is in the approval process.

To check the order status, you must access the *Usage Order Inquiry (UOI)* screen. You are currently on the *Usage Order Line Item Delete (UOLD)* screen.

```

DELETE                USAGE ORDER LINE ITEM DELETE                IN.OMUOLD
NEXT FUNCTION UOLD  1  REQUEST _____ ACTION: _____ 02/05/1998 09:19:27

                    KEY MUST BE ENTERED

KEYS: _____ 2 _____
-----
Order Number          Order Suffix          Order Status
Warehouse             Order Type           Pay Entity
Release Order Date    Requester Id         Ship To
Order Due Date        Sub Warehouse

  Del  Line Suffix  Item Number/  Quantity  Date Reqd  Status  U/M
  -
  -
  -
  -
  -
  
```

1. Type **UOI** for the *Usage Order Inquiry (UOI)* screen in the NEXT FUNCTION field.
2. Type the order number, **XXMEDSUP2**, in the second KEYS field.
3. Press **Enter**. The *Usage Order Inquiry (UOI)* screen displays with information about order number **XXMEDSUP2**.

NOTES

```

INQUIRY                USAGE ORDER INQUIRY                IN.OMUOI
NEXT FUNCTION UOI      REQUEST _____ ACTION: 4 _____ 02/05/1998 09:20:43
INQUIRY ACCOMPLISHED
END OF INQUIRY
KEYS: _____
-----
Order Number          XXMEDSUP2      Order Suffix          (Order Status 3)
Warehouse             XXTRN1        Order Type            C      Pay Entity          XXPT
Release Order Date    04/02/1997   Ship To Code         300   Requester Id       R01
Order Due Date        04/02/1997   Sub Warehouse        XXTRN2
Usage Company         XX01          Allocation Status    Sign Apprv      MGR DIR

Line Suffix  Item Number/      Description/          Quantity  Date Rqd  Sts  U/M
Unit Cost   Account          Center
001 000     0008793          ELASTIC BANDAGE W/  CLIP 3"X8'
0000000.8500 593410002        10001000          * 0000150
  
```

Notice that the ORDER STATUS field has a value of **3**, indicating that the order is still awaiting approval.

You can now go to the *Requisitioning Approval Inquiry (RAI)* screen in the Purchasing module to see which approvers have already approved the usage order and which approvers must still approve the order.

Only two approvers can be listed on the *Requester Definition (RED)* screen to approve a usage order.

4. Type **.PS** in the ACTION field and press to access the Purchasing module. The *Purchasing System Menu (PSM)* screen is displayed.
5. Type **RAI** for the *Requisition Approval Inquiry (RAI)* screen in the NEXT FUNCTION field and press . The *Requisition Approval Inquiry (RAI)* screen is displayed.

NOTES

```
OCP PS                REQUISITION APPROVAL INQUIRY                RAI
NEXT FUNCTION: _____ ACTION: _____                02/05/1998  09:22:53
=====
BUY ENTITY: 6  REQUESTER: 7  REQUISITION NUMBER: _____ SHOW ALL: _
USAGE ORDER: 8
REQUISITION  REQ  DATE      REQUISITION TOTAL  REQUISITION STATUS  ACT
NUMBER       ID   ENTERED
PAGE:        STATUS:
```

6. Type **XXBG** in the BUY ENTITY field to indicate that the order you wish to view is for goods.
7. Type **R01**, your requester ID, in the REQUESTER field.
8. Type **X** in the USAGE ORDER field to indicate that you want to view usage orders rather than requisitions.
9. Press . You see a list of all the usage orders you have created that are still in the approval process.
10. Press again to scroll down the list of usage orders.

NOTES

OCP PS		REQUISITION APPROVAL INQUIRY			RAI	
NEXT FUNCTION: _____		ACTION: _____		02/05/1998 09:22:53		
=====						
BUY ENTITY: XXBG		REQUESTER: R01	REQUISITION NUMBER: _____	SHOW ALL: _		
USAGE ORDER: X						
REQUISITION NUMBER	REQ ID	DATE ENTERED	REQUISITION TOTAL	REQUISITION STATUS	ACT	
XXMEDSUP1 WHS-AWAITING	R01	04/02/1997	600.00	APPROVAL IN PROCESS	_____	
XXMEDSUP2 MGR-04/02/1997 DIR-NEXT	R01	04/02/1997	127.50	APPROVAL IN PROCESS	_____	
XXMNTSUP1 MGR-AWAITING DIR-AWAITING	R01	02/05/1998	100.00	APPROVAL IN PROCESS	_____	
PAGE: 002 STATUS: MORE						

Find order number XXMEDSUP2. Note that it has been approved by approver MGR and awaits approval by approver DIR. You know that approver WHS already approved the order because extra approvers added due to maximum exceptions approve the order first and then disappear from the *Requisition Approval Inquiry (RAI)* screen. Only one approver remains before the order is completely approved and can be released and allocated during the nightly offline procedures.

You have now successfully inquired on a usage order and its approval process.

Approving Usage Orders

NCAS
Inventory
Navigation Tips

Inventory
Supply
Inquiry

Entering
Usage
Orders

Approving
Usage
Orders

Overview

Before usage orders can be processed, they must be approved. Generally, you will not approve your own usage orders. It is important that you understand how the approval process works in case you need to approve usage orders for other requesters. For a refresher on requisitioning approval, refer to the following procedures:

Procedure 16: Inquiring on a Usage Order Approval Status

Procedure 17: Approving a Usage Order

Once requesters enter usage orders in the NCAS as discussed in the previous section, the approval process begins. Approvers must use the *Requisition Approval (RAS)* screen in the Purchasing module to approve or reject usage orders. No usage order can be approved line-by-line. The entire usage order must be approved or rejected. To access usage orders on the *Requisition Approval (RAS)* screen, type **X** in the USAGE ORDER field.

An approver must check the *Requisition Approval (RAS)* screen several times a day for new orders that require approval.

The following walkthrough will demonstrate approving and inquiring on a usage order.

WALKTHROUGH: Approving and Inquiring on a Usage Order

SCENARIO

You are the dietary approver for the hospital dietary operations. You must approve all usage orders before they can be processed.

Check for any internal usage orders requiring your approval, inquire on such orders and make the necessary approval decisions.

Your approval code is SWA.

NOTES

```

MENU                                INVENTORY SYSTEM MENU                IN.IN
NEXT FUNCTION 7 _____ REQUEST _____ ACTION: _____

KEYS: _____ XXFOODSUP3
-----
ID   Item Definition Menu
WD   Warehouse Definition Menu
OM   Order Management Menu
IM   Inventory Movement Menu
IR   Inventory Status And Reconciliation Menu
IA   Inventory Accounting Menu
RP   Replenishment Planning Menu
SA   System Administration Menu
    
```

7. Type **UOI** again in the NEXT FUNCTION field and press **Enter**. The *Usage Order Inquiry (UOI)* screen displays with information about order number XXFOODSUP3.

```

INQUIRY                                USAGE ORDER INQUIRY                IN.OMUOI
NEXT FUNCTION UOI                      REQUEST _____ ACTION: 8 _____ 02/05/1998 09:36:02
INQUIRY ACCOMPLISHED
END OF INQUIRY
KEYS: _____
-----
Order Number      XXFOODSUP3      Order Suffix      Order Status 3
Warehouse        XXTRN2          Order Type       C             Pay Entity  XXPT
Release Order Date 04/02/1997    Ship To Code     300          Requester Id R01
Order Due Date    04/02/1997    Sub Warehouse    XXTRN1
Usage Company     XX01          Allocation Status Sign Apprv     SWA

Line Suffix  Item Number/      Description/      Quantity  Date Rqd  Sts  U/M
Unit Cost   Account          Center
002 000    0001969          ALLSPICE, GROUND  * 0000010  04/02/1997 F  LB
0000001.9500 593410002      10001000
    
```

You can also access the *Usage Order Inquiry (UOI)* screen from anywhere in the Inventory module by typing **UOI** in the NEXT FUNCTION field and by typing the order number of the order you wish to view in the second KEYS field.

Given the recent increase in use of the hospital's dining facilities, you decide that this is an acceptable amount to order. You are ready to return to the Purchasing module to approve the usage order.

8. Type **.PS** in the ACTION field and press to return to the Purchasing module. The Purchasing menu is displayed.
9. Type **RAS** in the NEXT FUNCTION field and press . You are back at the *Requisition Approval (RAS)* screen.

NOTES

```

OCP PS                REQUISITION APPROVAL                RAS
NEXT FUNCTION: _____ ACTION: _____                02/05/1998  09:38:07
=====
APPROVAL CODE: 10
BUY ENTITY   : 11 _   USAGE ORDER: 12

REQUISITION   REQUESTER   DATE           REQUISITION   ACT
NUMBER        ID           ENTERED        TOTAL          S/A/R

PAGE :           STATUS:
    
```

10. Type **SWA** in the APPROVAL CODE field.
11. Type **XXBG** in the BUY ENTITY field.
12. Type **X** in the USAGE ORDER field and press . Again, the order requiring your approval is displayed.

```

OCP PS                REQUISITION APPROVAL                RAS
NEXT FUNCTION: _____ ACTION: _____                02/05/1998  09:38:07
=====
APPROVAL CODE: SWA
BUY ENTITY   : XXBG   USAGE ORDER: X

REQUISITION   REQUESTER   DATE           REQUISITION   ACT
NUMBER        ID           ENTERED        TOTAL          S/A/R

XXFOODSUP3    R01           04/02/1997    19.50         13 _

PAGE : 1           STATUS: END OF LIST
    
```

13. Type an **S** for *supply approval* in the ACT S/R field next to order number XXFOODSUP3. This indicates that you are approving the order.

NOTES

The possible values for the ACT S/A/R field are:

- S** - *supply approval*
- A** - *sign-off authority*
- R** - *reject*

The **A** value may only be used by approvers who have the authority to approve a usage order on behalf of all other approvers. For example, suppose three approvers are normally required to approve a requester's order. If the first one has sign-off authority, he or she may exercise that authority when approving the order. Then, it will not continue to any other approvers. In other words, the approval process will be complete.

14. Press . The order you just approved disappears, indicating that your approval has been accepted.

You have now successfully inquired on and approved a usage order.