March 19, 2009

Usage Orders

Training Course

State of North Carolina

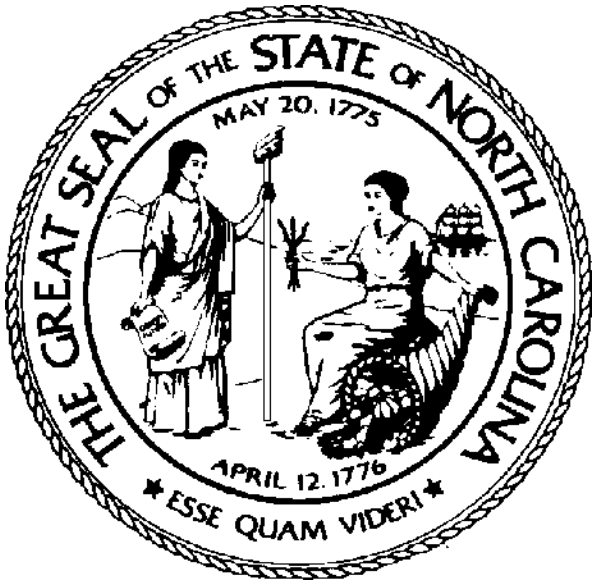
NC Accounting System

North Carolina Accounting System

Usage Orders

Training Course

4th Edition



Office of the State Controller

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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.

```
MENU                          INVENTORY SYSTEM MENU                  IN.IN
NEXT FUNCTION _________ REQUEST ________ ACTION: ________

KEYS: _______________ __________ ___
--------- ------------------------------------------------------------ -----------

                    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
```

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	
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:

   Available Quantity = On-hand Quantity - 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.

   Released Requirements - Allocated Quantity = 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.

Available-to-Release Quantity	=	On-hand Quantity	-	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                PURCHSE
   Planner Id            AB           Buyer Id              AB
   Inventory Class       A            Auto Requisition      N
   Carrying Cost Percent   0          Ordering Cost               0
   Inv Control Code      O            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

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 Enter 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 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 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  ___   ___
                      GL Indicator        (12)
                      Usage Company       (13) _
```

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.

NOTES

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 Enter 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.

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

___ (14)___________ (15)____ __________ _ __(16)_________________ (17)________ _
___ _______________ _______ __________ _ __ _ ___________________ ___________ _
___ _______________ _______ __________ _ __ _ ___________________ ___________ _
___ _______________ _______ __________ _ __ _ ___________________ ___________ _
___ _______________ _______ __________ _ __ _ ___________________ ___________ _
```

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 Enter. 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.

NOTES

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

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
                              Date          GL                  Usage Center/
Line   Item Number     Qty   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
                               Date          GL                      Center/
Line   Item Number     Qty   Required St UM Ind Usage Account    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 Enter. 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
                              Date          GL                  Usage Center/
Line   Item Number     Qty   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**.

NOTES

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.

```
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 Enter 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
                                  Date          GL                  Usage Center/
Line   Item Number     Qty   Required St UM Ind Usage Account   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 Enter.

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.

NOTES

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

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
                              Date          GL                  Usage Center/
Line   Item Number     Qty   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

                 Item                              --- Quantity ---    Date
Line Suffix     Number      Description          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 Enter. 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 Enter 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
                                 Date          GL                  Usage Center/
Line   Item Number     Qty   Required St UM Ind Usage Account   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 Enter.

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**.

NOTES

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.

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 Enter.

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 Enter.

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 Enter. 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
                                          Date          GL    Usage Account/
 Line  Suffix Item Number/   Quantity   Reqd   St UM Ind  Center or Grp Acct BC
              Description
001   000    0002386         0000020 04/02/1997 C EA    Y 593410002
             2" RING BINDER,                                10001000

002   000    0004735         0001000 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        REQUEST ________ ACTION: ________ 02/05/1998 09:13:35

ORDER NUMBER ------ KEY MUST BE ENTERED
KEYS: _______________ _______ ___
---------- ------------------------------------------------------- -----------
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
                                          Date          GL    Usage Account/
 Line  Suffix Item Number/   Quantity   Reqd   St UM Ind  Center or Grp Acct BC
              Description
```

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
                      Description
     _   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 Enter. 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 Enter.

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
                        (2)
KEYS: ______________  _______ ___
---------- ------------------------------------------------------- -----------

 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
                      Description

     _

     _

     _

     _

     _
```

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/                              BC
Unit Cost    Account           Center             Quantity  Date Rqd  Sts  U/M

001 000    0008793          ELASTIC BANDAGE W/ CLIP 3"X8'
0000000.8500 593410002          10001000        * 0000150  04/02/1997 F   EA
```

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 Enter to access the Purchasing module. The *Purchasing System Menu (PSM)* screen is dipsplayed.

5. Type **RAI** for the *Requisition Approval Inquiry (RAI)* screen in the NEXT FUNCTION field and press Enter. 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
```

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 Enter. You see a list of all the usage orders you have created that are still in the approval process.

10. Press Enter 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  REQ  DATE         REQUISITION TOTAL  REQUISITION STATUS       ACT
NUMBER       ID   ENTERED

XXMEDSUP1       R01 04/02/1997              600.00  APPROVAL IN PROCESS   ____
WHS-AWAITING

XXMEDSUP2       R01 04/02/1997              127.50  APPROVAL IN PROCESS   ____
MGR-04/02/1997
DIR-NEXT

XXMNTSUP1       R01 02/05/1998              100.00  APPROVAL IN PROCESS   ____
MGR-AWAITING
DIR-AWAITING

                              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

You can access orders requiring your approval via the *Requisition Approval (RAS)* screen in the Purchasing module. You are currently on the *Requisition Approval Inquiry (RAI)* screen in the Purchasing module.

1. Type **RAS** for the *Requisition Approval (RAS)* screen in the NEXT FUNCTION field and press Enter. The *Requisition Approval (RAS)* screen is displayed.

```
OCP PS                    REQUISITION APPROVAL                          RAS

NEXT FUNCTION: ________ ACTION: ________                   02/05/1998  09:32:32

==============================================================================

APPROVAL CODE: ❷
BUY ENTITY   : ❸        USAGE ORDER: ❹

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

                          PAGE :       STATUS:
```

2. Type **SWA** in the APPROVAL CODE field. This is the approval code established for you by your agency.

3. Type **XXBG** in the BUY ENTITY field.

4. Type **X** in the USAGE ORDER field and press Enter. The usage order requiring your approval displays.

   To access usage orders on the *Requisition Approval (RAS)* screen, an **X** must be typed in the USAGE ORDER field.

NOTES

```
OCP PS                    REQUISITION APPROVAL                          RAS

NEXT FUNCTION: ________ ACTION: ________                    02/05/1998  09:32:32

==============================================================================
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        5 _

                            PAGE : 1     STATUS: END OF LIST
```

You see that order XXFOODSUP3 needs your approval; however, you need more information about the maximum exception before you can approve it. Recall from the *Requisitioning and Approval CBT* and *Handbook* that you can go directly to the *Requisition Inquiry (RI1)* screen and the *Requisition Comment Inquiry (RCI)* screen from the *Requisition Approval (RAS)* screen. This navigation method will also take you to the *Usage Order Inquiry (UOI)* screen in the Inventory module. All of these screens will allow you to view the order lines in detail.

5. Type **UOI** for the *Usage Order Inquiry (UOI)* screen in the ACT S/A/R field next to order number XXFOODSUP3.

6. Press Enter. This takes you directly to the Inventory module. The *Inventory System Menu (IN)* screen displays with the order number, XXFOODSUP3, already in the second KEYS field.

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/                              BC
Unit Cost    Account           Center             Quantity  Date Rqd  Sts  U/M

002 000    0001969          ALLSPICE, GROUND
0000001.9500 593410002          10001000        * 0000010  04/02/1997 F   LB
```

> 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.

NOTES

8. Type **.PS** in the ACTION field and press Enter to return to the Purchasing module. The Purchasing menu is displayed.

9. Type **RAS** in the NEXT FUNCTION field and press Enter. You are back at the *Requisition Approval (RAS)* screen.

```
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 Enter. 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 Enter. The order you just approved disappears, indicating that your approval has been accepted.

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