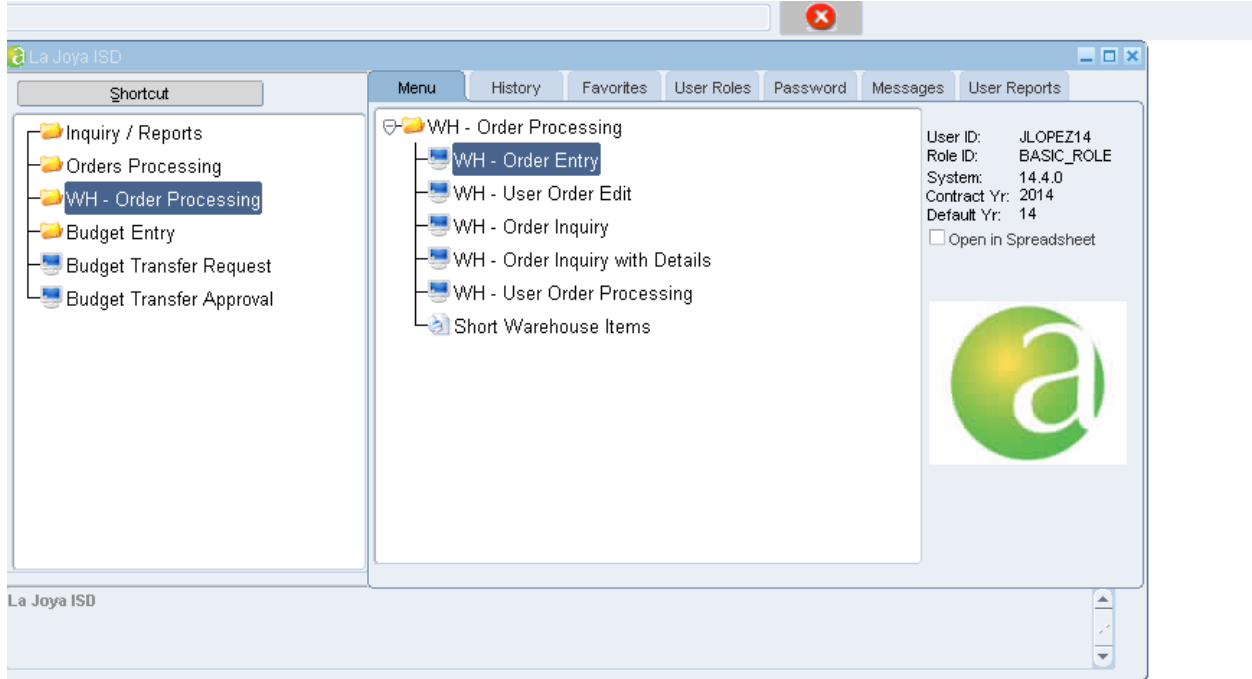
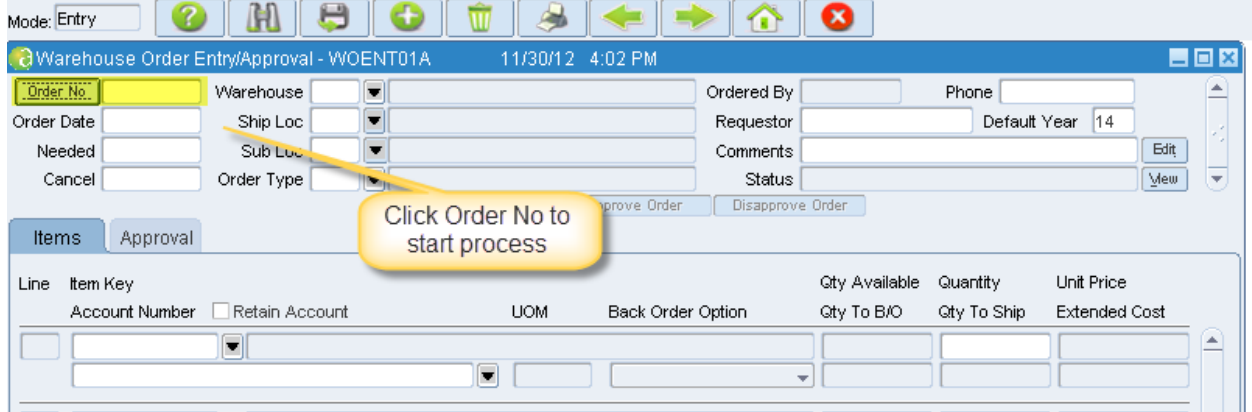


Menu Path:

Basic User Role → WH - Order Processing → WH- Order Entry



File Edit Query Record Help Window



Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623032 Warehouse: [dropdown] Ordered By: JLOPEZ14 Phone: [text]
Order Date: 04-25-2014 Ship Loc: 0942 ADMINISTRATION & FINANCE Requestor: [text] Default Year: 14
Needed: 04-25-2014 Sub Loc: [dropdown] Comments: [text] Edit
Cancel: [text] Order Type: [dropdown] Status: [text] View
 Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
						Qty To B/O	Qty To Ship	Extended Cost

Order Date will default to the date you are placing order and need date will default to the same date

Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623032 Warehouse: [dropdown] Ordered By: JLOPEZ14 Phone: [text]
Order Date: 04-25-2014 Ship Loc: 0942 ADMINISTRATION & FINANCE Requestor: [text] Default Year: 14
Needed: 04-25-2014 Sub Loc: [dropdown] Comments: [text] Edit
Cancel: [text] Order Type: [dropdown] Status: [text] View
 Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
						Qty To B/O	Qty To Ship	Extended Cost

1. Double click on Needed to open up the calendar

Date Needed

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2. Select Date and click OK

File Edit Query Record Help Window
Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623032 Warehouse: ADMINISTRATION & FINANCE Ship Loc: 0942 Requestor: Default Year: 14
Order Date: 04-25-2014 Sub Loc: Order Type: Needed: 05-07-2014 Cancel: []

Warehouse Location

Number	Name	
0500	CENTRAL WAREHOUSE DEPT.	199-00-5749-0...
CNS	CHILD NUTRITION SERVICES WHSE	101-00-5751-0...

Find%
Find OK Cancel

1. Click on Warehouse Drop Down Arrow

2. Select CNS Warehouse and click OK

Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623033 Warehouse: CNS CHILD NUTRITION SERVICES WHSE Ordered By: JLOPEZ14 Phone: []
Order Date: 04-25-2014 Ship Loc: 0972 TRANSPORTATION DEPT. Requestor: [] Default Year: 14
Needed: 05-07-2014 Sub Loc: [] Comments: [] Edit
Cancel: [] Order Type: [] Status: [] View

Enter Approve Disapprove Order

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Qty To Buy	Qty
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]

Select the Ship Loc or Sub Loc of where the Catering is supposed to be sent

Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623032 Warehouse: CNS CHILD NUTRITION SERVICES WHSE Ordered By: JLOPEZ14 Phone: []

Order Date: 04-25-2014 Ship Loc: 0000 LA JOYA ISD Requestor: [] Default Year: 14

Needed: 05-07-2014 Sub Loc: [] Comments: []

Cancel: [] Order Type: [] Status: []

Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
			<input type="checkbox"/>			Qty To B/O	Qty To Ship	Extended Cost
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					

Enter requestor name

1. Enter Phone Number in (956) 323-2146 format

Mode: Entry

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No: 623032 Warehouse: CNS CHILD NUTRITION SERVICES WHSE Ordered By: JLOPEZ14 Phone: (956)323-2146

Order Date: 04-25-2014 Ship Loc: 0000 LA JOYA ISD Requestor: Terri Mendiola Default Year: 14

Needed: 05-07-2014 Sub Loc: [] Comments: CIP or DIP @ 3:30 pm Transportation

Cancel: [] Order Type: [] Status: []

Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
			<input type="checkbox"/>			Qty To B/O	Qty To Ship	Extended Cost
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					

In the comments field enter the CIP or DIP and the time for the catering, and any additional data

Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
			<input checked="" type="checkbox"/>			Qty To B/O	Qty To Ship	Extended Cost
			<input checked="" type="checkbox"/>					
			<input checked="" type="checkbox"/>					
			<input checked="" type="checkbox"/>					
			<input checked="" type="checkbox"/>					
			<input checked="" type="checkbox"/>					

2. Click Drop Down button to start looking for items

1. Click on Retain Account if you need to keep the same expense account for all your items

Mode: Entry

Warehouse Order Entry/Approval - WCENT01A 11/30/12 4:02 PM

Order No	623032	Warehouse	CNS CHILD NUTRITION SERVICES WHSE	Ordered By	JLOPEZ14	Phone	(956)323-2146
Order Date	04-25-2014	Ship Loc	0000 LA JOYA ISD	Requestor	Terri Mendiola	Default Year	14
Needed	05-07-2014	Sub Loc		Comments	CIP or DIP @ 3:30 pm Transportation		
Cancel		Order Type		Status			

Enter Approve

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price	Extended Cost
1			<input checked="" type="checkbox"/>		N - Never Back Order	.00	.00		

Items

Find: 200-0%

Number	Quantity	Description
200-0010	100000	FOOD - BEVERAGES-COKE,12OZ
200-0011	100000	FOOD - BEVERAGES-SPRITE,12OZ
200-0012	99988	FOOD - BEVERAGES-DIET COKE,12OZ
200-0013	100000	FOOD - BEVERAGES-DR PEPPER,12OZ
200-0014	99977	FOOD - BEVERAGES-BOTTLEWATER
200-0015	100000	FOOD - BEVERAGES-ORANGE JUICE,4OZ
200-0016	100005	FOOD - BEVERAGES-ORANGE JUICE,6OZ
200-0017	100000	FOOD - BEVERAGES-MILK,1/2PINT
200-0018	100000	FOOD - BEVERAGES-COFFEE,GALLON
200-0019	100000	FOOD - BEVERAGES-SWEET ICED TEA,GALLON
200-0020	100000	FOOD - BEVERAGES-UNSWEET ICED TEA,GALLON
200-0021	100000	FOOD - BEVERAGES-HOT CHOCOLATE,GALLON

Select Item and click Ok

Enter Approve

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price	Extended Cost
1	200-0010		<input checked="" type="checkbox"/>	FOOD - BEVERAGES-COKE,12OZ		99,988.00	6.00		5000
				EACH	N - Never Back Order	.00	6.00		3.00

enter qty and press tab to go into the account number field

Cancel Order Type Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
			<input type="checkbox"/>			Qty To B/O	Qty To Ship	Extended Cost
1	200-0010	FOOD - BEVERAGES-COKE,12OZ	<input checked="" type="checkbox"/>	EACH	N - Never Back Order	99,988.00	6.00	.5000
			<input type="checkbox"/>			.00	6.00	3.00
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					

Click Drop Down button to look for accounts

Mode: Entry ? H + - [trash] [print] [back] [forward] [home] [close]

Warehouse Order Entry/Approval - WOENT01A 11/30/12 4:02 PM

Order No 623033 Warehouse CNS CHILD NUTRITION SERVICES WHSE Ordered By JLOPEZ14 Phone (956)323-2146

Order Date 04-25-2014 Ship Loc 0972 TRANSPORTATION DEPT. Requestor Terri Mendiola Default Year 14

Needed 05-07-2014 Sub Loc Comments CIP or DIP @ 3:30 PM Edit

Cancel Order Type Status View

Enter Approve Approve Order Disapprove Order

Items Approval

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price
			<input type="checkbox"/>			Qty To B/O	Qty To Ship	Extended Cost
1	200-0010	FOOD - BEVERAGES-COKE,12OZ	<input checked="" type="checkbox"/>	EACH	N - Never Back Order	99,994.00	6.00	.5000
	770-00-6498-15-985-4-99-000		<input type="checkbox"/>			.00	6.00	3.00
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					

Click on the next Item Key field to begin entering another item

Follow the same process of finding items, entering quantities, and entering the Account Number for each specific line of your order

File Edit Query Record Help Window

Mode: Entry

Warehouse Order Entry/Approval - W02NT01A 11/30/12 4:02 PM

Order No 623033 Warehouse CNS CHILD NUTRITION SERVICES WHSE Ordered By JLOPEZ14 Phone (956)323-2146

Order Date 04-25-2014 Ship Loc 0972 TRANSPORTATION DEPT. Requestor Terri Mendiola Default Year 14

Needed 05-07-2014 Sub Loc Order Type Comments CIP or DIP @ 3:30 PM

Cancel EN = Entered, Not Released

Enter Approve

Click Save

Line	Item Key	Account Number	Retain Account	UOM	Back Order Option	Qty Available	Quantity	Unit Price	Extended Cost
4	200-0014	FOOD - BEVERAGES-BOTTLEWATER		EACH	N - Never Back Order	99,924.00	53.00	.5000	
	770-00-6498-15-985-4-99-000					.00	53.00	26.50	
5	200-0273	FOOD - PAPER GOODS-6" FOAM PLATES		DOZEN	N - Never Back Order	99,991.00	6.00	.5000	
	770-00-6498-15-985-4-99-000					.00	6.00	3.00	
7	200-0272	FOOD - PAPER GOODS-COCKTAIL NAPKINS		DOZEN	N - Never Back Order	99,991.00	6.00	.4000	
	770-00-6498-15-985-4-99-000					.00	6.00	2.40	
8	200-0089	FOOD - PLATTERS-SANDWICH,CHICKEN SALAD,16"		EACH	N - Never Back Order	99,998.00	2.00	40.0000	
	770-00-6498-15-985-4-99-000					.00	2.00	80.00	
9	200-0204	FOOD - SNACKS-BULK POTATO CHIPS, LB		EACH	N - Never Back Order	100,000.00	2.00	4.0000	
	770-00-6498-15-985-4-99-000					.00	2.00	8.00	

Now go into the following Menu Path:

Basic User Role → WH- Order Processing → WH- User Order Edit

File Edit Query Record Help Window

La Joya ISD

Menu History Favorites User Roles Password Messages User Reports


Shortcuts

- Inquiry / Reports
- Orders Processing
- WH - Order Processing
- Budget Entry
- Budget Transfer Request
- Budget Transfer Approval

WH - Order Processing

- WH - Order Entry
- WH - User Order Edit
- WH - Order Inquiry
- WH - Order Inquiry with Details
- WH - User Order Processing
- Short Warehouse Items

User ID: JLOPEZ14
 Role ID: BASIC_ROLE
 System: 14.4.0
 Contract Yr: 2014
 Default Yr: 14
 Open in Spreadsheet



Submit Query Reset

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Module:woedt01b 02/04/13 4:00 PM

Order Edit List by Owner

Enter values for the parameters

Destination Type Cache ▾

Destination Name

Destination Format PDF

Number of Copies 1

Sort Orders By 1-Order No ▾

Click Submit Query

Below is the output of your order detailing all the items (Print for your records)

Line#	Item Key	Description	UOM	Qty Ord	Unit Price	Ext Price	Qty B\Ord	Qty To Ship
			Expense Account No					
Order No 623033			By JLOPEZ14		Date Ordered 04/25/14	Order Loc. CNS - CHILD NUTRITION SERVICES	Page No 1	
			Status EN - Entered, Not Released		Date Needed 05/07/14	Ship Loc. WHSE	W0EDT01B	
1	200-0010	BEVERAGES-COKE,12OZ	EACH	6.00	.5000	3.0000	.00	6.00
			770-00-6498-15-985-4-99-000					
2	200-0012	BEVERAGES-DIET COKE,12OZ	EACH	6.00	.5000	3.0000	.00	6.00
			770-00-6498-15-985-4-99-000					
4	200-0014	BEVERAGES-BOTTLEWATER	EACH	53.00	.5000	26.5000	.00	53.00
			770-00-6498-15-985-4-99-000					
5	200-0273	PAPER GOODS-6" FOAM PLATES	DOZEN	6.00	.5000	3.0000	.00	6.00
			770-00-6498-15-985-4-99-000					
7	200-0272	PAPER GOODS-COCKTAIL NAPKINS	DOZEN	6.00	.4000	2.4000	.00	6.00
			770-00-6498-15-985-4-99-000					
8	200-0089	PLATTERS-SANDWICH,CHICKEN SALAD,18"	EACH	2.00	40.0000	80.0000	.00	2.00
			770-00-6498-15-985-4-99-000					
9	200-0204	SNACKS-BULK POTATO CHIPS, LB	EACH	2.00	4.0000	8.0000	.00	2.00
			770-00-6498-15-985-4-99-000					
Total Ext. Cost:						125.9000		

Comments CIP or DIP @ 3:30 PM

Then go into the following menu path:

Basic Use Role → WH- Order Processing → WH- User Order Processing

The screenshot shows the Oracle application interface. On the left is a 'Shortcut' menu with items: Inquiry / Reports, Orders Processing, WH - Order Processing (highlighted), Budget Entry, Budget Transfer Request, and Budget Transfer Approval. The main 'Menu' pane shows a tree structure under 'WH - Order Processing': WH - Order Entry, WH - User Order Edit, WH - Order Inquiry, WH - Order Inquiry with Details, WH - User Order Processing (highlighted), and Short Warehouse Items. On the right, user information is displayed: User ID: JLOPEZ14, Role ID: BASIC_ROLE, System: 14.4.0, Contract Yr: 2014, Default Yr: 14, and an 'Open in Spreadsheet' checkbox. Below the menu is a logo with a green circle and a white 'a'. At the bottom, a status bar reads: 'La Joya ISD You have 1 Warehouse Order not approved.'

The screenshot shows the 'Warehouse User Order Processing - WOPRO02A' window. At the top, there are search and navigation icons. Below the title bar, there are input fields for 'Warehouse No' and 'Name', and an 'Inactive Flag' checkbox. A tabbed interface is visible with tabs: Orders, Errors, Release, Ready For Approval, Disapproved, and Inquire. The 'Release' tab is highlighted with a yellow callout box that says 'Click on the Release Tab'. Below the tabs, a status bar reads: 'Orders Waiting for Order Edit = 'EN''. To the right of this status bar is an 'Order Edit' button. Below the status bar is a table with columns: Order No, Date Ordered, Date Needed, Order Type, Ordered By, Phone, and Ship To. The table area is currently empty.

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File Edit Query Record Help Window ORACLE

Mode: Entry

Warehouse User Order Processing - WOPRO02A 08/22/2012 02:45 pm

Warehouse No 0500 Name CENTRAL WAREHOUSE DEPT. Inactive Flag

Orders Errors **Release** Ready For Approval Disapproved Inquire

Orders Pending User Release for approval, Order Status = 'RU'. Release

Order No	Date Ordered	Date Needed	Date Cancel	Ordered	Phone	Ship To	UnMark

Child Nutrition Services WHSE needs to appear

Click on the right arrow until the CNS warehouse appears

Double Click to view Order

Submit Query Reset

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Module: woedt01b 02/04/13 4:00 PM

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File Edit Query Record Help Window ORACLE

Mode: Entry

Warehouse User Order Processing - WOPRO02A 08/22/2012 02:45 pm

Warehouse No CNS Name CHILD NUTRITION SERVICES WHSE Inactive Flag

Orders Errors **Release** Ready For Approval Disapproved Inquire

Orders Pending User Release for approval, Order Status = 'RU'. Release

Order No	Date Ordered	Date Needed	Date Cancel	Ordered By	Phone	Ship To	UnMark
623033	04-25-2014	05-07-2014		JLOPEZ14	(956)323-2146	0972	

1. Select Order to release

2. Click Release

End Of Process