DoIT TRAINING CENTER

OFFICE OF INFORMATION TECHNOLOGY

ADPICS Inventory Job Ticket

Financial Management Information System
- JOB TICKETS -

• The Job Ticket is the way that agencies request goods from the Warehouse or Stockroom.

• Job Tickets are created on the Requisition header screen 2100. Change the default value for DOC TYPE to “JT”. Change the default value for RQ/JT/TR to “J”. Let the INTF TYPE and WHSE values default.

• Unlike a requisition, funds for a Job Ticket are NOT pre-encumbered in RSTARS. The transfer of funds occurs when the warehouse posts the issue document on the 4200 screen.

• Accounting information must be entered either on the 2100 screen or the 2110 screen depending on distribution method.

• Commodities are selected from the 5430 screen.
The job ticket document is the means by which an agency requests goods from a warehouse. ADPICS automates many of the tasks associated with creating a job ticket and then, when the goods are issued from the warehouse, sending information to the financial accounting system (RSTARS).

Authorized personnel within each department access ADPICS to create a job ticket. The Requisition screens are used for processing job tickets. Requisition header and commodity line item data are entered including any specifications or terms. Once the ordering department has entered the job ticket data, the job ticket is approved, printed, and forwarded on-line to the warehouse.

At the time the job ticket is posted, ADPICS data is passed to RSTARS. RSTARS performs various edits to verify accounting data and funds availability. Unlike a requisition, funds for a job ticket are not pre-encumbered (or reserved) in RSTARS. The transfer of funds from the requesting department and the warehouse occurs when the warehouse posts the Issue Document.

The requisition header contains information that applies throughout the entire job ticket document. This information includes ordering department data, Accounting Distribution Method, Required Delivery Date, and Interface Type. This information prints at the top of the job ticket.

On the Requisition Detail Entry Screen (PCHL2110) you enter details about the commodities being ordered. Each commodity is entered on a separate detail line of the job ticket. You can add commodity specifications to the job ticket to further describe the ordering department’s request for goods.
ADPICS Processing Flows

**Procurement Events**

1. Create Job Ticket via Requisition Header Screen (2100)
2. Add Job Ticket Details via Requisition Detail Screen (2110)
3. Post Job Ticket (2100)
4. Warehouse Processes Issue Document (4200)

**Accounting Events**

1. Check that Accounting Info is Valid and that Funds are Available
2. Transfer of funds from Requesting Department to Warehouse

**Request for Goods**

Warehouse issues the goods requested
PROCESSING A JOB TICKET
Job Ticket processing is accomplished using the Requisition screens - which is accessed through the Procurement Transaction menu.

The Procurement Transactions Menu is accessed by pressing F2 from the Main Menu.
Procurement Transactions Menu

Press F1 to access the Requisition Header Entry screen.

Since we use the Requisitions screen to process a Job Ticket, select menu item (1) - Requisition Processing.

- Requisition Processing is accessed by pressing F1 from the Procurement Transactions Menu.
The following default values need to be updated for creating a Job Ticket:

- **DOC TYPE:** This field defaults to “RQ”. Enter “JT” indicating a document type of Job Ticket. Document types set up in the Miscellaneous Tables (PCHL5750 - #64) are also valid entries.

- **RQ/JT/TR:** This field defaults to “R”. Enter “J” indicating Job Ticket.

- **INTF TYPE:** This field defaults to “RQ” (requisition pre-encumbrance). This field will change automatically to “JT” when RQ/JT/TR is equal to “J” and F10-SAVE is pressed.
Requisition Header Entry - Job Ticket

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO</td>
<td>REQUISITION HEADER ENTRY</td>
</tr>
<tr>
<td>REQ ID</td>
<td>RQ</td>
</tr>
<tr>
<td>DOC TYPE</td>
<td>RQ</td>
</tr>
<tr>
<td>DUE DATE</td>
<td>07/18/1995</td>
</tr>
<tr>
<td>INTF TYPE</td>
<td>RQ</td>
</tr>
<tr>
<td>ACTION IND</td>
<td>R Q/J T/ R</td>
</tr>
<tr>
<td>DUE DATE</td>
<td>07/18/1995</td>
</tr>
<tr>
<td>EFF DATE</td>
<td>08/10/1995</td>
</tr>
<tr>
<td>WHSE</td>
<td>R00xx</td>
</tr>
<tr>
<td>CONTACT</td>
<td>JAMES SMITH</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>111 111 1111</td>
</tr>
<tr>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>NOTE PAD</td>
<td>N</td>
</tr>
<tr>
<td>CREATE</td>
<td>Y</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>35 ELM STREET</td>
</tr>
<tr>
<td>CITY</td>
<td>SILVER SPRING</td>
</tr>
<tr>
<td>ST</td>
<td>MD</td>
</tr>
<tr>
<td>ZIP</td>
<td>20901 2945</td>
</tr>
<tr>
<td>BLANKET PO ID</td>
<td></td>
</tr>
<tr>
<td>BUYER CODE</td>
<td></td>
</tr>
<tr>
<td>RECOMMENDED VENDOR</td>
<td></td>
</tr>
<tr>
<td>BILL TO NAME</td>
<td></td>
</tr>
<tr>
<td>BILL TO ADDRESS CODE</td>
<td></td>
</tr>
<tr>
<td>SPLIT CAPABILITY</td>
<td>Y</td>
</tr>
<tr>
<td>TERM IND</td>
<td>N</td>
</tr>
<tr>
<td>DISTRIBUTION METHOD</td>
<td>S</td>
</tr>
<tr>
<td>ACCOUNTING INFORMATION -</td>
<td></td>
</tr>
<tr>
<td>SF AGY YR INDEX PCA OBJ</td>
<td></td>
</tr>
<tr>
<td>AOBJ GRANT/PH PROJ/PH AG1 AG2 AG3 PERCENT</td>
<td></td>
</tr>
</tbody>
</table>

- **WHSE**: Enter a three character code identifying from which warehouse you are requesting goods. An agency may have more than one warehouse. If your security has been defined to allow a default warehouse, you do not have to enter a warehouse code. It will default automatically when F10-SAVE is pressed. The user may then override this value with another if required.

- **ACCOUNTING INFORMATION**: Enter valid accounting information. This is used by the accounting system when the job ticket is posted. The system checks to see that the entry is valid and that the appropriate amount of funds are available. Unlike a requisition, the funds are not pre-encumbered. If the distribution method is P (percentage), more than one accounting line is required. If the distribution method is M (multiple), accounting information is entered on the Requisition Detail Entry (2110) screen.

- **With the document generation option on the Document Numbering Table (5975) set to A (automatic), the system will assign a job ticket identification number when the job ticket is saved (F10-Save is pressed). The first three characters of the identification number shows your financial agency. The “J” shows that the document is a job ticket and the number after the “J” shows the appropriation year. The remaining digit number is assigned numerically within a financial agency.**
Requisition Header Entry - Data Entry for a JT

Directions for entering data in the required fields on 2100:

1. When the Requisition Header Entry screen is accessed, the cursor is located in the **REQ ID** field. Press <Tab> until the cursor is located in the **DOC TYPE** field.

2. Enter “JT” over the defaulted value in the **DOC TYPE** field.

3. With cursor in due date field, enter the date one month from today’s date in MMDDYY format. It is not necessary to type slashes or hyphens between the month, day, and year. The system will automatically format the date as MM/DD/YYYY.
Requisition Header Entry - Data Entry for a JT

Directions for entering data in the required fields on 2100:

4. Press <Tab> until the cursor is located in the RQ/JT/TR field. Enter “J” over the defaulted value of “R”.

5. **DISTRIBUTION METHOD** - For training class, we will leave the defaulted value of “S” for single distribution.

6. Press F10-SAVE.
   - System takes you automatically to correct field for entering accounting. Either the 2100 screen or the 2110 screen depending on Distribution Method.
Requisition Header Entry - Data Entry for a JT

Directions for entering data in the required fields on 2100:

- Notice that the **INTF TYPE** has changed to “JT.” “JT” is the valid interface type for a job ticket.

7. Notice that the **WHSE** field has been populated with a warehouse code. This default warehouse code has been specified in your Secondary Security (7650). You may have authorization to request items from more than one warehouse. If so, you can override this defaulted value by entering another valid warehouse code. Please note that you can only request items from one warehouse on a single job ticket.

If a warehouse code did not default, then you can enter a valid warehouse code. ADPICS will prompt you if this field is not populated and the indicator is set to “J”.
Requisition Header Entry - Data Entry for a JT

**Directions for entering data in the required fields on 2100 (continued):**

8. The cursor should be in the AGY field after pressing F10-SAVE. If not, press <Tab> to move the cursor to the AGY field.

9. Enter the following information for the first accounting line:
   - AGY: R00
   - YR: 01 (current fiscal year)
   - PCA: 11015
   - AOBJ: 0901

10. If additional accounting is needed, repeat step 10. Remember the system takes you automatically to the correct screen and field to enter accounting by the distribution method you selected.
Requisition Header Entry - Data Entry for a JT

After all required fields have been entered, press **F10-SAVE** to store this document in the job ticket file.

Directions for entering data in the required fields on 2100 (continued):

11. When you are finished entering the required data on the screen, press **F10-SAVE** to process the job ticket document.
Requisition Header Entry - Processing Results for a JT

When **F10-SAVE** is pressed, the system edits the data entered on the Requisition Header Entry screen. If no errors are found, the system automatically transfers to the Requisition Detail Entry (2110) specification screen displayed above.

Notice that the system assigned a job ticket ID in the **REQUISITION ID** field to the document before it transferred to this screen. Note that job ticket document starts with “J”.

- Write down the job ticket number assigned by the system.

- Job Ticket ID: _________________________

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PCHL2110 V4.1 ADVANCED PURCHASING/INVENTORY 01/21/1999 5:09 PM

**REQUISITION ID:** R00J9000055  **LINE NO.:** 001  **BUYER:**

**COMMODITY:**  

**QUANTITY:**  

**U/M:**  

**UNIT COST:**  

**EST. TOTAL COST:** 0.00

**DESTINATION WAREHOUSE:**  

**ROW:**  

**BIN:**  

**SPECIFICATION INFO**

**SPEC IDS:**

F1-HELP  F2-SELECT  F3-DELETE  F4-BLK FUNC  F5-NEXT  F6-VW DOC  F7-PR BLK

F8-NX BLK  F9-LINK  F10-SAVE  F11-VW ACCTG  F12-LN ACCTG  ENTER-INQUIRE CL-EXIT

**PLEASE ENTER DETAILS FOR REQUISITION LINE**

**LINK TO:**

**REQUISITION DETAIL ENTRY**
Requisition Detail Entry - Data Entry for a JT

Directions for entering data in the required fields on 2110:

1. When the Requisition Detail Entry screen is accessed, the cursor is located in the COMMODITY field.

2. If you know the commodity code of the item you would like to request, you can enter it in the field. Otherwise, press F2-SELECT to access the Commodity by Warehouse screen (5430).
# Commodity by Warehouse Screen

The Commodity by Warehouse Screen lists all commodities alphabetically by commodity name that are available in the warehouse. This screen also shows the physical location of the commodity within the warehouse (by row and bin) and the current quantity on hand, year-to-date issue quantity, and whether the commodities have been flagged as frozen (“Y” = frozen, “N” = not frozen). A commodity is flagged as frozen when a count as been initiated for that commodity. A commodity cannot be issued, returned or received until the Flag becomes “N”. A commodity flagged as frozen does not affect purchasing.

- You can scroll through the commodities by pressing **F8-NEXT** (scrolls from A-Z) or **F7-PRIOR** (scrolls in the opposite direction).
- Instead of scrolling through the list of commodities page by page, you can enter a search name.
- The screen defaults to the warehouse code that you have entered on the Requisition Header Entry (2100) screen. If you have security to view more than one warehouse, you can press **F5-NEXT** to view the next warehouse. Its advisable that when you are selecting a commodity for a job ticket that you do not change the warehouse code on this screen.

- This is the most up-to-date ON-LINE information at the time of inquiry. Although the quantity may be available at that point, the situation may change by the time your job ticket reaches the warehouse.

<table>
<thead>
<tr>
<th>COMMODITY NAME</th>
<th>COMMODITY ID</th>
<th>ROW BIN</th>
<th>ON HAND</th>
<th>YTD ISSUE</th>
<th>FREEZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAGS, PAPER: REGULAR WEIG</td>
<td>64015</td>
<td>002 0020</td>
<td>4,000</td>
<td></td>
<td>16 N</td>
</tr>
<tr>
<td>BAGS, PAPER: REGULAR WEIG</td>
<td>64015</td>
<td>002 0030</td>
<td>100,000</td>
<td>11 N</td>
<td></td>
</tr>
<tr>
<td>BASEBALL HATS, CORDUROY F</td>
<td>08005-091000</td>
<td>004 0020</td>
<td>1,000</td>
<td></td>
<td>8 N</td>
</tr>
<tr>
<td>BATTERY</td>
<td>12037-030005</td>
<td>003 0040</td>
<td>20,992</td>
<td>1,140 N</td>
<td></td>
</tr>
<tr>
<td>BATTERY, ACID</td>
<td>06012-000001</td>
<td>003 0050</td>
<td>1,029</td>
<td>105 N</td>
<td></td>
</tr>
<tr>
<td>BATTERY, ACID</td>
<td>06012-000001</td>
<td>003 0060</td>
<td>10</td>
<td>15 N</td>
<td></td>
</tr>
<tr>
<td>BATTERY, ACID</td>
<td>06012-000001</td>
<td>003 0070</td>
<td>10,820</td>
<td>330 N</td>
<td></td>
</tr>
<tr>
<td>BLANCHERS, FRUIT AND VEGE</td>
<td>37003</td>
<td>005 0020</td>
<td>19</td>
<td>19 N</td>
<td></td>
</tr>
<tr>
<td>EMBROIDERED BASEBALL HAT</td>
<td>20012-100550</td>
<td>004 0010</td>
<td>490</td>
<td>5,812 N</td>
<td></td>
</tr>
<tr>
<td>ERASERS AND CLEANERS, CHA</td>
<td>78557</td>
<td>003 0030</td>
<td>21,929</td>
<td>76 N</td>
<td></td>
</tr>
<tr>
<td>ERASERS: PENCIL AND INK</td>
<td>61509-039XXX</td>
<td>003 0020</td>
<td>600</td>
<td>8,421 N</td>
<td></td>
</tr>
<tr>
<td>FRUIT COCKTAIL, JUICE PAC</td>
<td>39354-521203</td>
<td>005 0030</td>
<td>8,612 N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRUITS AND VEGETABLES, DE</td>
<td>39353</td>
<td>005 0050</td>
<td>4,965</td>
<td>44 N</td>
<td></td>
</tr>
<tr>
<td>FRUITS, SPECIAL DIET, CAN</td>
<td>39347-332007</td>
<td>005 0040</td>
<td>64,828</td>
<td>173 N</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Verify that you are in the correct warehouse.
## Commodity by Warehouse - Selecting a Commodity

<table>
<thead>
<tr>
<th>S</th>
<th>COMMODITY NAME</th>
<th>COMMODITY ID</th>
<th>ROW BIN</th>
<th>ON HAND</th>
<th>YTD ISSUE FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PEN ACCESSORIES, TECHNICA 30584-500356</td>
<td>001 0020</td>
<td>135,560</td>
<td>2,505 N</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PEN ACCESSORIES, TECHNICA 30584-500356</td>
<td>001 0060</td>
<td>50</td>
<td>1,055 N</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PEN ACCESSORIES, TECHNICA 30584-500356</td>
<td>001 0030</td>
<td>111,000</td>
<td>4,605 N</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PEN ACCESSORIES, TECHNICA 30584-500356</td>
<td>001 0040</td>
<td>100,000</td>
<td>14 N</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PEN ACCESSORIES, TECHNICA 30584-501107</td>
<td>001 0050</td>
<td>199,950</td>
<td>56 N</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>PEN ACCESSORIES, TECHNICA 30584-503293</td>
<td>001 0050</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PEN ACCESSORIES, TECHNICA 30584-503293</td>
<td>001 0030</td>
<td>100,000</td>
<td>18 N</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>PEN ACCESSORIES, TECHNICA 30584-504309</td>
<td>001 0050</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PEN AND PENCIL SETS</td>
<td>62085</td>
<td>10,000</td>
<td>7 N</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ROLL PAPER, BOND (FOR EDP 25070</td>
<td>002 0040</td>
<td>100,005</td>
<td>18 N</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ROLL PAPER, BOND (FOR EDP 25070</td>
<td>002 0050</td>
<td>99,990</td>
<td>15 N</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>SHIRTS, FEMALE UNIFORM, S 20072-740002</td>
<td>004 0040</td>
<td></td>
<td>9 N</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>SHIRTS, FLANNEL, LONG SLE 20057-300050</td>
<td>004 0050</td>
<td></td>
<td>11 N</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>TAPE ERASER</td>
<td>80385-000015</td>
<td>9,000</td>
<td>16 N</td>
<td></td>
</tr>
</tbody>
</table>

**Type “S” to select the Commodity ID.**

**Press F2-SELECT to view the detail commodity record.**

### Directions for entering a commodity on 2110 (continued):

3. Tab to the commodity name field and type “pen accessories” on the first line (make sure any letters to the right of the word you typed are) and press <Enter>.

4. To select the commodity, press <Tab> until the cursor is positioned in the select column located to the left of the commodity name. Type an “s” in the S (select) field to the left of the commodity to select it.

5. Press **F2-SELECT** to transfer to the Inventory Master Table Maintenance (4600) screen.
The Inventory Master Table Maintenance screen defines the inventory items by warehouse to the system. Many of the fields displayed are warehouse specific, including quantity on hand, quantity on order, last order, etc.

Notice that the code “EA” is defined in the INVENTORY U/M field for this commodity. When this commodity is entered on the Job Ticket, the INVENTORY U/M field will default to this value.

The value in the AVERAGE COST field represents the average cost for this commodity for all locations within the warehouse. When this item is eventually issued, the issue price may not be exactly the same as this value. This is because the warehouse will issue the commodity from a specific row/bin combination.

Press <Clear> to return to the Commodity by Warehouse (5430) screen.
Commodity by Warehouse - Returning the Selected Commodity to the Requisition Detail Entry Screen

<table>
<thead>
<tr>
<th>PCHL5430 V4.1</th>
<th>ADVANCED PURCHASING/INVENTORY</th>
<th>01/21/1999 5:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>COMMODITY BY WAREHOUSE</td>
<td></td>
</tr>
<tr>
<td>WAREHOUSE:</td>
<td>R50 TRAINING DEPT WAREHOUSE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
<th>COMMODITY NAME</th>
<th>COMMODITY ID</th>
<th>ROW BIN</th>
<th>ON HAND</th>
<th>YTD ISSUE FL</th>
</tr>
</thead>
<tbody>
<tr>
<td>s</td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-500356</td>
<td>001 0020</td>
<td>2,455</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-500356</td>
<td>001 0025</td>
<td>135,560</td>
<td>2,505 N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-500356</td>
<td>001 0060</td>
<td>50</td>
<td>1,055 N</td>
</tr>
<tr>
<td>s</td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-500356</td>
<td>001 0030</td>
<td>111,000</td>
<td>4,605 N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-500653</td>
<td>001 0030</td>
<td>100,000</td>
<td>14 N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-501107</td>
<td>001 0040</td>
<td>100,000</td>
<td>20 N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-503293</td>
<td>001 0050</td>
<td>199,950</td>
<td>56 N</td>
</tr>
<tr>
<td></td>
<td>PEN ACCESSORIES, TECHNICA</td>
<td>30584-504309</td>
<td>001 0050</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PENCIL SETS</td>
<td>62085</td>
<td>001 0010</td>
<td>10,000</td>
<td>7 N</td>
</tr>
<tr>
<td></td>
<td>ER, BOND (FOR EDP)</td>
<td>25070</td>
<td>002 0040</td>
<td>100,005</td>
<td>18 N</td>
</tr>
<tr>
<td></td>
<td>ER, BOND (FOR EDP)</td>
<td>25070</td>
<td>002 0050</td>
<td>99,990</td>
<td>15 N</td>
</tr>
<tr>
<td></td>
<td>FEMALE UNIFORM, S</td>
<td>20072-740002</td>
<td>004 0040</td>
<td>9 N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHIRTS, FLANNEL, LONG SLE</td>
<td>20057-300050</td>
<td>004 0050</td>
<td>11 N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TAPE ERASER</td>
<td>80385-000015</td>
<td>003 0010</td>
<td>9,000</td>
<td>16 N</td>
</tr>
</tbody>
</table>

F1-HELP  F2-SELECT  F6-RETURN  F5-NEXT
F7-PRIOR PAGE  F8-NEXT PAGE  F9-LINK  ENTER-INQUIRE  CL-EXIT

INQUIRY SUCCESSFUL

Type an “s” next to the commodity you want to select.

Press F6-RETURN to transfer the selected commodity to PCHL2110.

Directions for returning the commodity to 2110 (continued):

6. To select a commodity, press <Tab> until the cursor is positioned in the field to the left of the commodity name. For this example, we want to request “pen accessories, technical”.

7. Type an “s” in the S (select) field to the left of the commodity to select it.

8. Press **F6-RETURN** to transfer the selected commodity back to the Requisition Detail Entry (2110) specification screen.
Requisition Detail Entry - Data Entry for a JT

Directions for entering data in the required fields on 2110:

9. When the system returns from the Commodity by Warehouse (5430) screen, the commodity code of the selected commodity is automatically entered in the COMMODITY field on the Requisition Detail Entry specification screen. Notice also that the INVENTORY U/M field has defaulted to the value defined for this commodity on the Inventory Master Table Maintenance screen (4600). UNIT COST has also defaulted to the average cost of the commodity in the first location record within the warehouse.

10. Press <Tab> to position the cursor in the QUANTITY field.

11. Enter the quantity you are requesting. For this example, enter “50”.

12. Let the Inventory Unit of Measure field default. Do not change this field. The unit cost field is a protected field and cannot be changed.
Requisition Detail Entry - Data Entry for a JT

<table>
<thead>
<tr>
<th>PCHL2110 V4.1</th>
<th>ADVANCED PURCHASING/INVENTORY</th>
<th>01/21/1999</th>
<th>5:32 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>REQUISITION DETAIL ENTRY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUISITION ID: R00J9000055</td>
<td>LINE NO.: 001</td>
<td>BUYER:</td>
<td></td>
</tr>
<tr>
<td>COMMODITY</td>
<td>30584-500356</td>
<td>PEN ACCESSORIES, TECHNICA BPO</td>
<td>LINE NO:</td>
</tr>
<tr>
<td>QUANTITY</td>
<td>50</td>
<td>STATE TAX :</td>
<td>LOCAL TAX :</td>
</tr>
<tr>
<td>U/M</td>
<td>EA</td>
<td>UNIT COST: 1.7500</td>
<td>EST. TOTAL COST: 0.00</td>
</tr>
<tr>
<td>DESTINATION WAREHOUSE :</td>
<td>ROW :</td>
<td>BIN :</td>
<td></td>
</tr>
<tr>
<td>BLOCK FUNCTION:</td>
<td>(SPEC ID TO COPY, ISRT, DLET, DUP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPECIFICATION INFO</td>
<td>BLOCK 001 OF 001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPEC IDS:
F1-HELP   F2-SELECT   F3-DELETE   F4-BLK FUNC   F5-NEXT   F6-VW DOC   F7-PR BLK   F8-NX BLK F9-LINK F10-SAVE F11-VW ACCTG F12-LN ACCTG ENTER-INQUIRE CL-EXIT

PLEASE ENTER DETAILS FOR REQUISITION LINE

Press **F10-SAVE** to attach the commodity detail entry to the requisition header.

Directions for entering data in the required fields on 2110 (continued):

13. You are not required by the system to enter commodity specs and the text entered in this area of the screen is not edited by the system. Since we are ordering a commodity that the warehouse already has in stock and we are familiar with that product, we won’t type any specs in this job ticket.

14. When you have finished with data entry, press **F10-SAVE** to attach the detail record to the requisition header.
Requisition Detail Entry - Processing Results for a JT

- When **F10-SAVE** is pressed, the system edits the data entered on the Requisition Detail Entry specification screen. If no errors are found, the system displays the blank Requisition Detail Entry specification screen pictured above. Notice your are now located on line 002.

- For this example, we will not be adding another commodity to the job ticket. Press **<Clear>** to return to the Requisition Header screen.
Posting the Job Ticket

Press the cursor in the ACTION IND field.
Then, type “p”.

Press F10-SAVE to post the job ticket.

Make sure you verify your warehouse before posting document.

- Now you are ready to “POST” the job ticket.

- Posting the job ticket interfaces the accounting data to R*STARS. An edit check is performed to ensure that the accounting information is valid and that the necessary funds are available for this request. The funds are NOT pre-encumbered, however. The transfer of funds between the requesting department and the warehouse will occur at issue posting.

- The items contained in the job ticket cannot be issued by the warehouse until the job ticket is posted.

- To post the job ticket:
  - Press <Tab> to position the cursor in the ACTION IND field.
  - Type “p” in the ACTION IND field.
  - Press F10-SAVE to post the transaction.
## Job Ticket Posting Results

**PCHL2100 V4.1 ADVANCED PURCHASING/INVENTORY 01/21/1999 5:47 PM**

**LINK TO:** REQUISITION HEADER ENTRY

**REQ ID** : R00J9000055    **DOC TYPE:** JT    **DUE DATE:** 02/21/1999    **INTF TYPE:** JT

**ACTION IND:** P  **RQ/JT/TR:** J    **EFF DATE:** 01/21/1999    **WHSE:** R50

**DEPARTMENT:** R00XX    **TRAINING DEPARTMENT**

**CONTACT:** JAMES SMITH    **STATUS:** POST

**TELEPHONE:** 111 111 1111 EXT.    **NOTE PAD:** N (Y/N)    **CREATE:** 01/21/99

**ADDRESS:** 35 ELM STREET    **UPDATE:** 01/21/99

**CITY:** SILVER SPRING    **ST:** MD    **ZIP:** 20901 2945

**BLANKET PO ID** :    **BUYER CODE** :

**RECOMMENDED VENDOR** :

**BILL TO NAME** :    **BILL TO ADDRESS CODE** :

**SPLIT CAPABILITY** : Y (Y/N)    **TERM IND:** N

**DISTRIBUTION METHOD:** P ("S" SINGLE; "M" MULTIPLE; "P" PCT)    **QUOTES** :

**MASTER ACCOUNTING INFORMATION** -

<table>
<thead>
<tr>
<th>SF</th>
<th>AGY</th>
<th>YR</th>
<th>INDEX</th>
<th>PCA</th>
<th>OBJ</th>
<th>AOBJ</th>
<th>GRANT/P</th>
<th>PH</th>
<th>PROJ/P</th>
<th>AG1</th>
<th>AG2</th>
<th>AG3</th>
<th>PER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>R00</td>
<td>99</td>
<td>10000</td>
<td></td>
<td>0901</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
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<td>60</td>
</tr>
<tr>
<td>02</td>
<td>R00</td>
<td>99</td>
<td>20000</td>
<td></td>
<td>0901</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

**F1-HELP**    **F2-COPY REQ**    **F3-DELETE**    **F4-QUOTE**    **F5-NEXT**    **F6-VW DOC**    **F7-SEL VENDOR**

**F8-SEL TERMS**    **F9-LINK**    **F10-SAVE**    **F11-VW ACCT**    **F12-PRINT**    ENTER-INQUIRE    CL-EXIT

---

- Notice that the system now displays a date in the **POST** field and a status of “post” in the **STATUS** field.

- The message displayed is “**REQUISITION POSTED**”. ADPICS does not distinguish between Requisitions and Job Tickets in its messages.

- Press <Clear> to return to the Main Menu (0000).
Performance Exercise

Exercise #1

Create a Job Ticket for your warehouse (use 2100).

Request 100 units of stock item “erasers and cleaners…” (commodity id: 78557).

Use the following single line of accounting:

AGY: R00
YR: 01 (current fiscal year)
PCA: 10015
AOBJ: 0808

Record the Job Ticket ID: _____________________

Post the Job Ticket.

Return to the main menu when you are finished. Press <Clear> until the system transfers to the Main Menu. Or use the shortcut method and press <Home> and enter “0000” and then press F9-LINK.
PROCESSING A JOB TICKET USING PART NUMBERS FROM THE WAREHOUSE/STOCKROOM
In this next exercise you will process a Job Ticket to request parts from the warehouse using the defaulted single accounting distribution method.

- Processing a Job Ticket is similar to processing a Requisition with the exception of the defaulted values. The default values for the **DOC TYPE** and **RQ/JT/TR** indicator must be updated to indicate a Job Ticket.

- Unlike the Requisition, the posting of the Job Ticket does not pre-encumber funds.
Requisition Header Entry - Data Entry for a JT with Single Accounting Distribution

Directions for entering data in the required fields on 2100:

1. When the Requisition Header Entry screen is accessed, the cursor is located in the **REQ ID** field. Press <Tab> until the cursor is located in the **DOC TYPE** field.

2. Enter “JT” over the defaulted value in the **DOC TYPE** field.

3. With cursor in due date field, enter the date one month from today’s date in MMDDYY format. It is not necessary to type slashes or hyphens between the month, day, and year. The system will automatically format the date as MM/DD/YYYY.
Requisition Header Entry - Data Entry for a JT with Single Accounting Distribution

Directions for entering data in the required fields on 2100:

4. Press <Tab> until the cursor is located in the RQ/JT/TR field. Enter “J” over the defaulted value of “R”.

5. DISTRIBUTION METHOD - For training class, we will leave the defaulted value of “S” for single distribution.

Enter the following information for the first accounting line:

- AGY: R00
- YR: 01 (current fiscal year)
- PCA: 11015
- AOBJ: 0901

6. Press F10-SAVE.

- System takes you automatically to correct field for entering accounting. Either the 2100 screen or the 2110 screen depending on Distribution Method.
Requisition Header Entry - Processing Results for a JT with Single Accounting Distribution

PCHL2110 V4.1     ADVANCED PURCHASING/INVENTORY  08/12/1999   3:39 PM
LINK TO:        REQUISITION DETAIL ENTRY
REQUISITION ID:  R00J0200052     LINE NO.:  001     BUYER:  

COMMODITY:       BPO LINE NO:  
PART NO:  
QUANTITY:             STATE TAX:         LOCAL TAX:  
U/M:     UNIT COST:            0.0000 EST. TOTAL COST:  0.00
DESTINATION WAREHOUSE:   ROW :         BIN :  
BLOCK FUNCTION:   (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION:   BLOCK 001 OF 001

SPEC IDS:  
F1-HELP    F2-SEL COMM  F3-DELETE  F4-OTHER  F5-NEXT  F6-VW DOC  F7-PR BLK  
F8-NX BLK  F9-LINK  F10-SAVE F11-VW ACCTG F12-LN ACCTG ENTER-INQUIRE CL-EXIT

- When **F10-SAVE** is pressed, the system transfers to the Requisition Detail Entry (2110) detail entry screen displayed above.

- Notice that the system assigned a job ticket ID in the **REQUISITION ID** field to the document before it transferred to this screen.
  - Write down the job ticket number assigned by the system.
  - Job Ticket ID: ____________________________
Requisition Detail Entry - Data Entry for a JT

Press **F2-SEL PART** to transfer to the Parts at Locations by Warehouse screen.

Press **F4-OTHER** to display other options for the function keys. **F2-SEL COMM** will be replaced by **F2-SEL PART**.

For this example, since we do not know the commodity id and part number of the item to be requested we will select the commodity/part number just as we did during the previous Job Ticket example.

**Directions for entering data in the required fields on 2110:**

1. Press **F4-OTHER** to view other options for the function keys. **F2-SEL COMM** should now read **F2-SEL PART**.

2. Press **F2-SEL PART** to select a part number from the Parts at Locations by Warehouse screen (5445).
Parts at Locations by Warehouse Screen

This screen functions in the same way as the Commodity By Warehouse (5430) screen with one exception:

- If you want to see all the part numbers associated with one commodity only, type the commodity id in the COMMODITY ID field and press <Enter>.
- Alternatively, the commodity code can be entered on the Requisition Detail Entry (2110) screen. When F2-SEL PART is pressed, the commodity id will be populated in the appropriate field on the Parts at Locations By Warehouse screen (5445) and only those part numbers associated with the specific commodity code will be displayed.

Note: This is the most up-to-date ON-LINE information at the time of inquiry. Although the quantity may be available at that point, the situation may change by the time your job ticket reaches the warehouse.
### Commodity by Warehouse - Selecting a Commodity

<table>
<thead>
<tr>
<th>WAREHOUSE: R50</th>
<th>TRAINING DEPT WAREHOUSE</th>
<th>COMMODITY ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART NO</td>
<td>QTY ON HAND</td>
<td>YTD ISSUE</td>
</tr>
<tr>
<td>S ADAPTER-COPPER FEMALE 3/4 67024-999999</td>
<td>100 0020 N</td>
<td>500.00</td>
</tr>
<tr>
<td>ADAPTER-COPPER FEMALE 3/4 67024-999999</td>
<td>910 0030 N</td>
<td>1,000.00</td>
</tr>
<tr>
<td>PIPE-RDG TYPE M RED COPPE 148-490</td>
<td>100 0010 N</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Type “S” to select the Commodity ID.**

**Press F6-RETURN to return the selected part to the Requisition Detail Entry.**

**Directions for returning a part to 2110:**

3. You want to request “adapter-copper female 3/4” from your warehouse. To select the part, press <Tab> until the cursor is positioned in the select column located to the left of the part description. Type an “s” in the select column next to the part.

4. Press **F6-RETURN** to transfer the selected part back to the Requisition Detail Entry (2110) accounting screen.

- When the system returns to the Requisition Detail Entry (2110) accounting screen, the **COMMODITY** and **PART NO** are populated in the appropriate fields. In addition, the **INVENTORY U/M** field defaults to the value defined for the commodity/part on the Inventory Master Table Maintenance screen (4600) and the **UNIT COST** field defaults the average cost of the commodity/part combination.
Requisition Detail Entry - Data Entry for a JT

<table>
<thead>
<tr>
<th>PCHL2110 V4.1</th>
<th>ADVANCED PURCHASING/INVENTORY</th>
<th>08/13/1999 9:48 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO: REQUISITION DETAIL ENTRY</td>
<td>REQUISITION ID: R00J0200052</td>
<td>LINE: N/A</td>
</tr>
<tr>
<td>COMMODITY: 67024-999999</td>
<td>PLUMBING FITTINGS, PIPING BPO LINE NO:</td>
<td>N/A</td>
</tr>
<tr>
<td>PART NO: 856-975</td>
<td>ADAPTER-COPPER FEMALE 3/4&quot;X1&quot;</td>
<td>U/M: EA</td>
</tr>
<tr>
<td>QUANTITY: 50.00</td>
<td>UNIT COST: 3.64</td>
<td>LOCAL TAX:</td>
</tr>
<tr>
<td>DESTINATION WAREHOUSE:</td>
<td>STATE TAX:</td>
<td>182.00</td>
</tr>
<tr>
<td>SPECIFICATION INFO</td>
<td>BLOCK FUNCTION:</td>
<td>BLOCK 001 OF 001</td>
</tr>
<tr>
<td>SPEC IDS:</td>
<td>F1-HELP F2-SEL COMM F3-DELETE F4-OTHER F5-NEXT F6-VW DOC F7-PR BLK F8-NX BLK F9-LINK F10-SAVE F11-VW ACCTG F12-LN ACCTG ENTER-INQUIRE CL-EXIT</td>
<td></td>
</tr>
</tbody>
</table>

Directions for entering data in the required fields on 2110 (continued):

5. Press <Tab> to position the cursor in the QUANTITY field. For this example, enter “50”.

Since we are ordering a commodity/part that the warehouse already has in stock and we are familiar with that product, we won’t type any specs in this job ticket.

6. Press F10-SAVE when you are finished. If there are no errors found, the system will transfer to the Requisition Detail Entry (2110) line number 002. Since we do not want to request an additional commodity/part, press <Clear> to return to the Requisition Header Entry.
Posting the Job Ticket

Press <Tab> to position the cursor in the ACTION IND field. Then, type “p”.

Now you are ready to “POST” the job ticket.

Posting the job ticket interfaces the accounting data to R*STARS. An edit check is performed to ensure that the accounting information is valid and that the necessary funds are available for this request. The funds are NOT pre-encumbered, however. The transfer of funds between the requesting department and the warehouse will occur at issue posting.

The items contained in the job ticket cannot be issued by the warehouse until the job ticket is posted.

To post the job ticket:

- Press <Tab> to position the cursor in the ACTION IND field.
- Type “p” in the ACTION IND field.
- Press F10-SAVE to post the transaction.
Performance Exercise

Exercise #2

Create a Job Ticket for your warehouse (use 2100).

Request 20 “Red Copper Pipes- RDG Type M” from row 100 bin 0010 (Commodity id: 67024-999999, Part Number: 148-490).

Use the following single line of accounting:

AGY: R00
YR: 01 (current fiscal year)
PCA: 11015
AOBJ: 0809

Record the Job Ticket ID: _____________________

Post the Job Ticket.

Return to the main menu when you are finished. Press <Clear> until the system transfers to the Main Menu, OR use the shortcut method and press <Home> and enter “0000” and then press F9-LINK.
INQUIRIES ON JOB TICKETS
In this exercise, you will look at the Issues and Returns by Job Ticket (4460) inquiry screen.

This screen is accessed by the Inventory Inquiries Menu (4400) via the Inventory Transactions Menu (4000).

To access the Inventory Transactions Menu (4000), press F4.
Inventory Transactions Menu

Press F7 to access the Inventory Inquiries Menu (4400).
To select the Issues and Returns by Job Ticket inquiry screen, press **F4**.
The Issues and Returns by Job Ticket (4460) screen displays all the issues and returns for a particular Job Ticket. It displays the current status of the Job Ticket as well as some information for each line item issued or returned. You can only view job tickets for the warehouses that you have been granted security access.

If the document listed is an issue document, the system displays the line number, the quantity ordered, the quantity issued, and the post date of issue document (if document was posted).

If the document listed is a return to stock document, the system displays the line number, the quantity returned, and the post date of the return to stock document (if document was posted).

Issue documents are shown first. If there is a return on an issue, it is displayed after the issue document to which it refers.

To inquire on a Job Ticket:
- Enter the Job Ticket ID in the **JOB TICKET ID** field.
- Press <Enter>.
Issues and Returns by Job Ticket - Processing Results

In this case, the system will not display any issue or return documents for the job ticket that you created earlier.

F5-NEXT can be used to inquiry on the next job ticket for which you have viewing security.

Look at the PAGE field in the upper right corner of the screen. If this field indicates that multiple pages are available for review, press F8-NEXT PAGE to view the additional records. Continue to scroll until you reach the end of the records. Press F7-PRIOR PAGE to view previous pages.

F2 - SELECT is a key that is used by users who are responsible for issuing or returning the items listed on the job ticket. Use of this key is taught in the Issues & Returns course.

Press <Clear> until you reach the main menu or link to the Main Menu (0000).
CANCELLATION OF A JOB TICKET
Using Menus to Access the Requisition Change Order Screens

Press **F8** to access the Change Order Processing Menu.

- Once a job ticket is posted, you can only attach a note to the document.

- To cancel a posted job ticket, you will have to access the change order screens.

- Press **F8** to access the Change Order Processing Menu (8000).
# Change Order Menu

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Requisition - Accounting Change</td>
</tr>
<tr>
<td>(2)</td>
<td>Requisition - Commodity Change</td>
</tr>
<tr>
<td>(3)</td>
<td>Purchase Order - Accounting Change</td>
</tr>
<tr>
<td>(4)</td>
<td>Purchase Order - Commodity Change</td>
</tr>
<tr>
<td>(5)</td>
<td>Document Cancellation</td>
</tr>
<tr>
<td>(7)</td>
<td>Change Order Print</td>
</tr>
<tr>
<td>(CL)</td>
<td>Exit</td>
</tr>
</tbody>
</table>

- Press **F5** to access the Document Cancellation screen.

**CANCELLING A JOB TICKET:**
- Once the job ticket is posted, you will only be able to add a note pad entry. No other changes are possible. If a change is desired, you must **cancel** the job ticket using the change order process and create a new one with the correct information. A cancellation cannot be done if an Issue Document has already been created by the Warehouse on the Job Ticket. The Issue Document must be deleted before the Job Ticket can be cancelled.
The Document Cancellation screen is used to cancel **posted** Job Tickets. Job tickets do not pre-encumber funds. The transfer of these funds occurs when the issue document (4200 screen) is posted.

The following fields on this screen contain default values:
- **DOC TYPE**: Defaults to the document type defined for your department on the Department Table Maintenance (5970) screen.
- **ACTION IND**: Defaults to “N” (no post).

In addition to the fields that contain default values, the following fields are required:
- **DOCUMENT ID**: Enter the ID of the Job Ticket you want to cancel.
- **DOCUMENT INDICATOR**: Enter the indicator that defines the type of document you are canceling. “REQ” is used for requisitions and/or Job Tickets.
- **DOC REF**: Enter “000” (zero, zero, zero) in this field.
Document Cancellation - Data Entry

Directions for entering data on 8500:

1. Press <Tab> until the cursor is positioned in the DOCUMENT ID field.
2. Type the ID of the Job Ticket you created.
3. Press <Tab> until the cursor is positioned in the DOCUMENT INDICATOR field.
4. Type “req”. “REQ” is used for requisitions and/or Job Tickets.
5. Press <Tab> until the cursor is positioned in the DOC REF field.
6. Type “000” (zero, zero, zero) in the DOC REF field.
7. Press <Tab> until cursor is positioned in the Interface Type field. For Requisitions leave the default value of “CH” (do NOT change). For Job Tickets, the Interface Type is overtyped to “XX” (changed).
8. Press F10-SAVE to save the document cancellation record.

Write down the Change Order ID that was assigned by the system.

Change Order ID ______________
Posting the Document Cancellation

When **F10-SAVE** is pressed, the system assigns a **CHANGE ORDER ID** to your document.

The **EFF DATE** defaults to the accounting system’s effective date.

Verify that the **INTERFACE TYPE** is **XX**.

Just like all other ADPICS transactions, you will need to post the document cancellation record.

To post the document cancellation record, press `<Tab>` until the cursor is located in the **ACTION IND** field.

Type “p” in the **ACTION IND** field.

Press **F10-SAVE** to post the transaction.
Document Cancellation Posting Results

When **F10-SAVE** is pressed, it posts the document cancellation.

Job Tickets have “XX” interface since the transfer of funds between the requesting department and warehouse does not occur until the issue document is posted.

Link to the 2100 screen to notice status of Job Ticket. Status should say CNCL. Press **<Clear>** to return to the Main Menu (0000).
EASY STEPS
PROCESSING A JOB TICKET FOR SINGLE DISTRIBUTION

1. From the FMIS Master System Menu press F2 to enter ADPICS

2. Press “F2” to enter ADPICS

3. Press “F2” to enter Procurement Transaction Menu

4. Press “F1” Requisition Processing

5. System links you to the 2100 screen

6. Populate the following fields:
   A) DOC TYPE enter “JT”
   B) DUE DATE
   C) RQ/JT/TR field enter “J”
   D) Let distribution method default to “S”

7. Press F10 to save

8. Notice INTF TYPE has automatically changed to “JT”

9. Notice WHSE FIELD has automatically populated. If you have authorization to request item from more than one warehouse, you can override the defaulted value and enter another valid warehouse. If the warehouse code did not default, then enter valid warehouse.

10. Enter single line of accounting on the 2100 screen.

11. Press “F10” to save. The system will automatically take you to the 2110 screen (“Requisition Detail Entry”).
12. From 2110 screen, with cursor in the commodity field, press “F2” (select).

13. On the 5430 screen (commodity by warehouse), tab to the commodity name field and type the commodity name, clear end of line, and press <enter>.

14. Tab to commodity and type “S” in the select field and press “F6” to return Commodity to 2110 screen.

15. Enter the quantity requested on the 2110 screen.

16. Notice the purchase u/m has defaulted

17. Notice the UNIT COST has defaulted to the average cost of the commodity and is a PROTECTED field.

18. Press “F10” to save.

19. Repeat steps 12-17 for each commodity.

20. Press “ESC” to return to the Requisition Header screen 2100.

21. Change the ACTION IND from “N” to “P” and press “F10” to save/post. Job Ticket status should now read POST.
EASY STEPS
PROCESSING A JOB TICKET
FOR MULTIPLE DISTRIBUTION

1. From the FMIS Master System Menu press F2 to enter ADPICS

2. Press “F2” to enter ADPICS

3. Press “F2” to enter Procurement Transaction Menu

4. Press “F1” Requisition Processing

5. System links you to the 2100 screen

6. Populate the following fields:

   A) DOC TYPE enter “JT”

   B) DUE DATE

   C) RQ/JT/TR field enter “J”

   D) Change distribution method to “M”

7. Press F10 to save

8. INTF TYPE automatically changes to “JT” when F10 is pressed

9. WHSE FIELD has automatically populated. If you have authorization to request item from more than one warehouse, you can override the defaulted value and enter another valid warehouse. If the warehouse code did not default, then enter valid warehouse.

10. Enter multiple lines of accounting on the 2100 screen.

11. Press “F10” to save.
EASY STEPS
PROCESSING A JOB TICKET FOR MULTIPLE DISTRIBUTION

12. With cursor in the commodity field, press “F2” (select).

13. On the 5430 screen (commodity by warehouse), tab to the commodity name field and type the commodity name, clear end of line, and press <enter>.

14. Tab to commodity and type “S” in the select field and press “F6” to return Commodity to 2110 screen.

15. Enter the quantity requested on the 2110 screen.

16. Notice the purchase u/m has defaulted

17. Notice the UNIT COST has defaulted to the average cost of the commodity and is a PROTECTED field.

18. Press “F10” to save.

19. Repeat steps 12-17 for each commodity.

20. Press “ESC” to return to the Requisition Header screen 2100.

21. Change the ACTION IND from “N” to “P” and press “F10” to save/post. Job Ticket status should now read POST.
EASY STEPS
PROCESSING A JOB TICKET WITH PARTS
FOR SINGLE DISTRIBUTION

1. From the FMIS Master System Menu press F2 to enter ADPICS

2. Press “F2” to enter ADPICS

3. Press “F2” to enter Procurement Transaction Menu

4. Press “F1” Requisition Processing

5. System links you to the 2100 screen

6. Populate the following fields:
   
   A) DOC TYPE enter “JT”
   
   B) DUE DATE
   
   C) RQ/JT/TR field enter “J”
   
   D) Let distribution method default to “S”

7. Press F10 to save

8. Notice INTF TYPE has automatically changed to “JT”

9. Notice WHSE FIELD has automatically populated. If you have authorization to request item from more than one warehouse, you can override the defaulted value and enter another valid warehouse. If the warehouse code did not default, then enter valid warehouse.

10. Enter single line of accounting on the 2100 screen.
EASY STEPS
PROCESSING A JOB TICKET WITH PARTS FOR SINGLE DISTRIBUTION

11. Press “F10” to save. The system will automatically take you to the 2110 screen (“Requisition Detail Entry”).

12. From 2110, screen with cursor in the commodity field, Press “F4” (OTHER) to view other options for the function keys. F2-SEL COMM should NOW read F2-SEL PART.

13. Press F2-SEL PART to select a part number from the 5445 screen (parts at Location). If you want to see all the parts associated with one commodity only, type the commodity Id in the COMMODITY ID field and press <enter>.

14. From 5445 screen (Parts at Location by warehouse), type the commodity name and press <enter>.

15. Tab to part and type “S” in the select field and press “F6” to return Commodity to 2110 screen.

16. Notice the purchase u/m has defaulted.

17. Notice the UNIT COST has defaulted to the average cost of the commodity and is a PROTECTED field.

18. Tab to the quantity field, <enter> quantity requested.

19. Press “F10” to save and repeat steps 11-16 for each commodity.

20. Press “ESC” to return to the Requisition Header screen 2100.

21. Change the ACTION IND from “N” to “P” and press “F10” to save/post.

22. Job Ticket status should now read POST.
Job Ticket Helpful Screens

2100 Requisition Header Screen - Used to create the Job Ticket

2110 Requisition Detail Entry - Used to request commodity and quantity on Job Ticket

5430 Commodity by Warehouse - Lists all commodities alphabetically by commodity names that are available in the warehouse.

5445 Parts at Location by Warehouse - Functions like the 5430 screen by listing all commodity parts alphabetically by name that are available in the warehouse.

4460 Issues and Returns by Job Ticket - Displays all the issues and returns for Job Ticket with current status of each line on Job Ticket.

8500 Document Cancellation - Used to cancel posted Requisitions and posted Job Tickets. Remember if document has status of “POSTED” use document cancellation. If document has status of “NOPT” then it can be deleted by using F3-DELETE from the 2100 screen.

7650 Secondary User Security - User must have Warehouse and Warehouse Authorization. Remember if you have security for multiple warehouses, the first warehouse will default.

4600 This screen is for informational purposes only. Note the Inventory Unit of Measure must be used on Job Ticket. Also, the average cost of this item may change by the time the issue actually takes place. This is a protected field.