

**All Document Inquiry**  
**Created on Thursday, June 11, 2009**

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## All Document Inquiry

### All Document Inquiry

The All Document Inquiry enables users to:

- View detailed information on specific Purchase Documents:
  - ~ Supplier Number & Supplier Name
  - ~ Quantity to Receive
  - ~ Financial Information
  - ~ Transaction Originator
  - ~ Dates Associated with the Purchase Document(s)
  - ~ Order Last Status and Next Status
- Track a document from the originating document through the generated document based on user's data selection in All Document Inquiry header or the Query by Example, QBE, line.
- Inquire on a range of purchase order through a period.

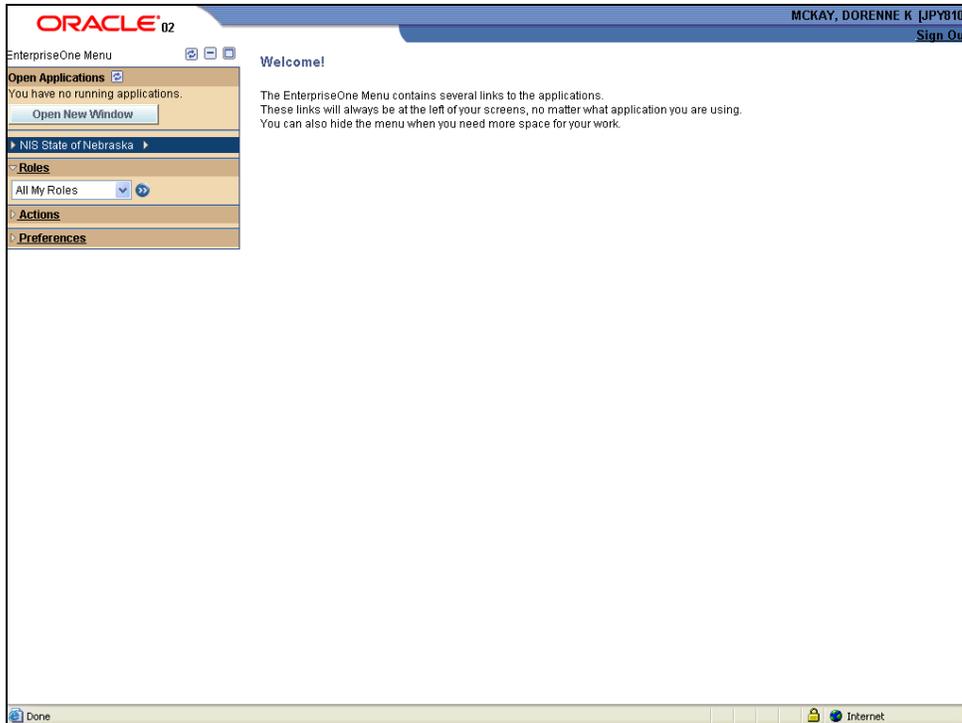
All users with a PT Role have access to this application.

### Procedure

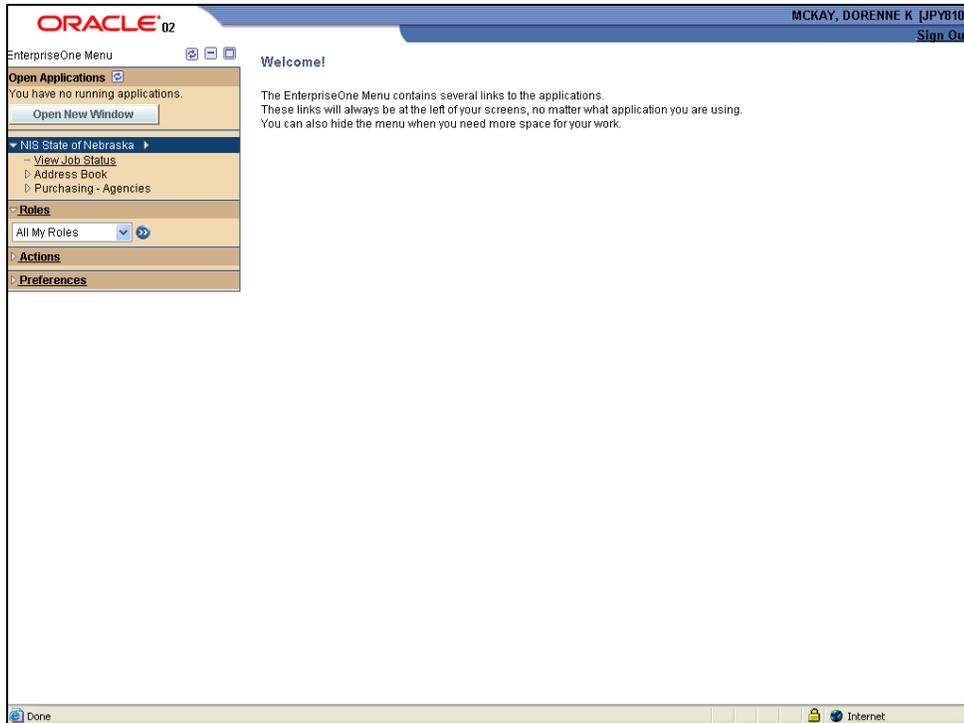
In this lesson you will learn about the All Document Inquiry through three different scenarios.

# Training Guide

## All Document Inquiry



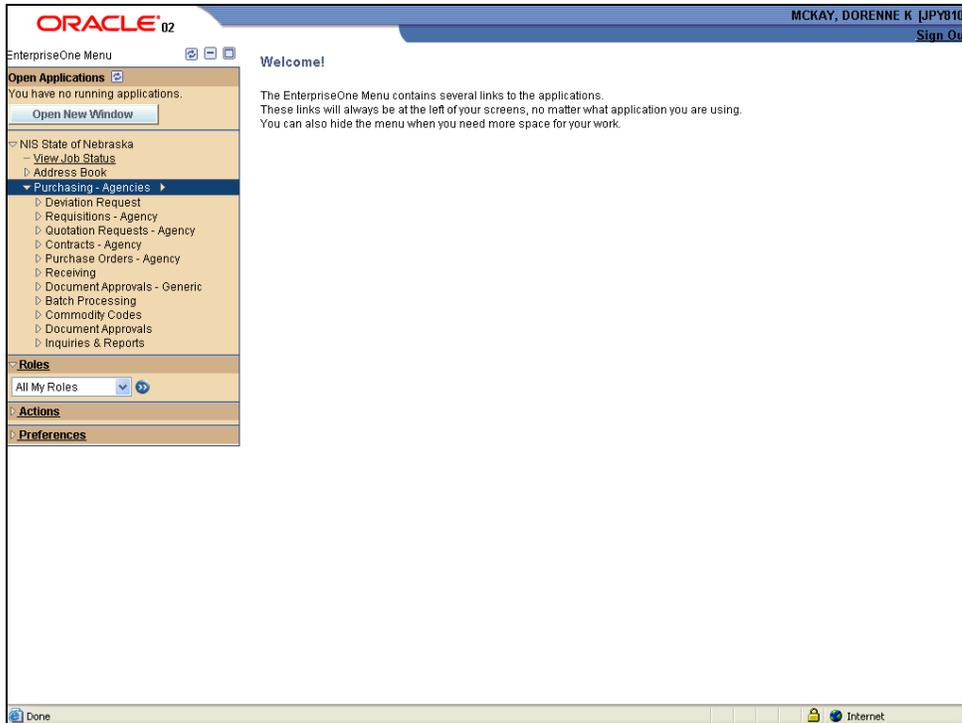
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>



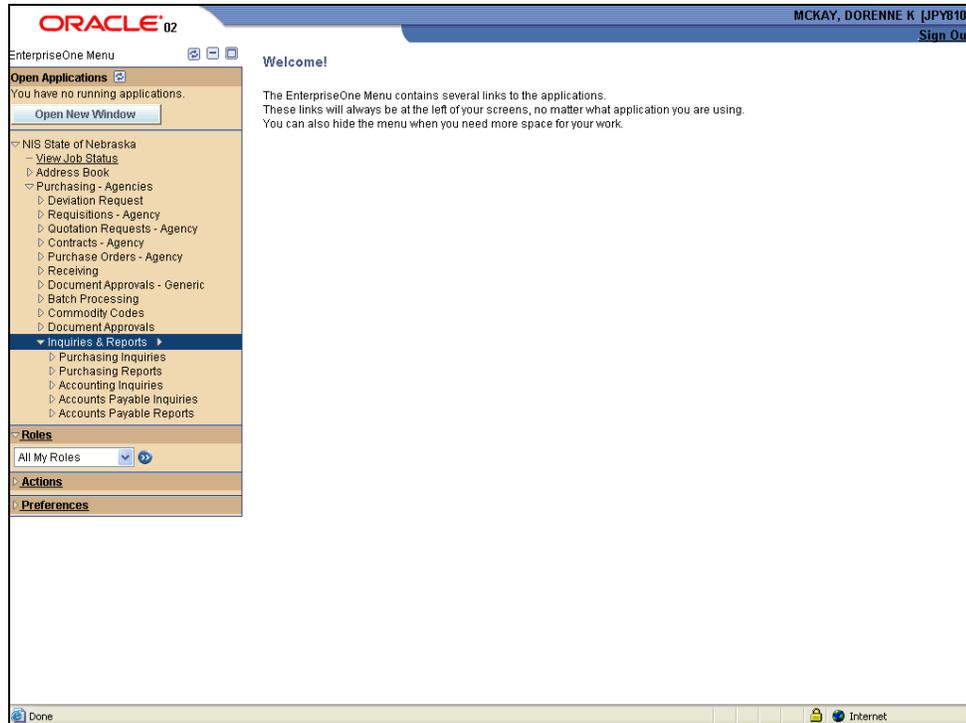
Step	Action
2.	Click the <b>Purchasing - Agencies</b> link. <span style="border: 1px solid black; padding: 2px;">Purchasing - Agencies</span>

# Training Guide

## All Document Inquiry



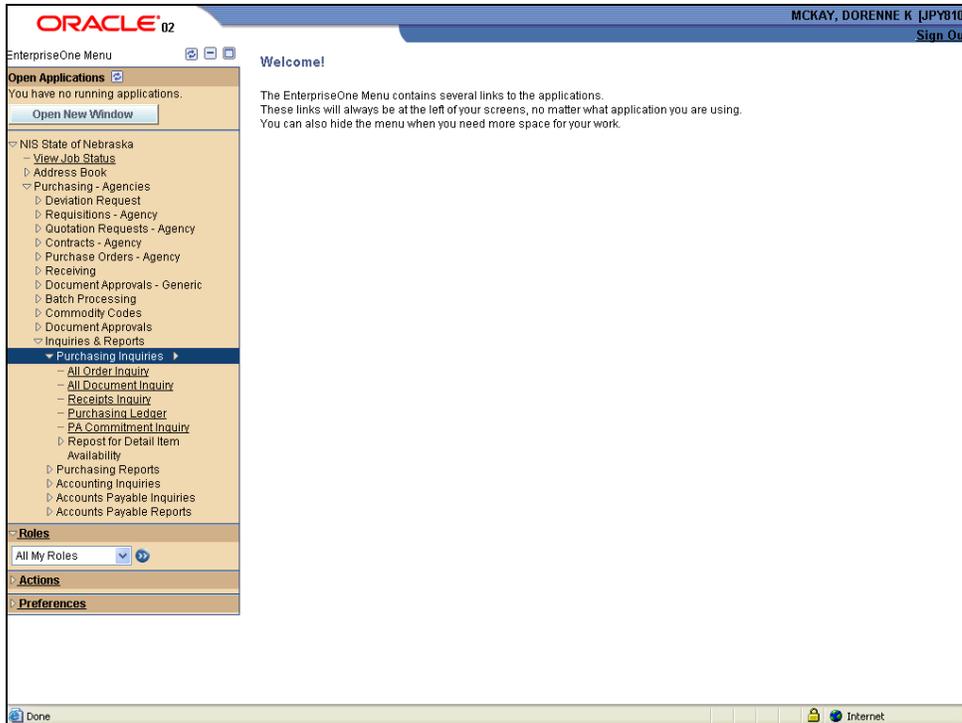
Step	Action
3.	Click the <b>Inquiries &amp; Reports</b> link. <b>Inquiries &amp; Reports</b>



Step	Action
4.	<p>Click the <b>Purchasing Inquiries</b> link.</p> <p><b>Purchasing Inquiries</b></p>

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## All Document Inquiry



Step	Action
5.	Click the <b>All Document Inquiry</b> link. 
6.	In this scenario, the end user wants to determine if there is an associated Purchase Order for an existing Contract.  Enter the Contract Number into the <b>Original Order</b> field.
7.	Enter the Order Type into the field to the right of the <b>Original Order</b> field.  Contract Order Types are: O4 - Service Contract OC - Commodity Contract ZC - Stock Blanket Order
8.	Click the <b>Find</b> button. 

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All Document Inquiry - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number \* \* \* Business Unit \*  
 Related Order \* \* \*  
 Original Order 00030870 04 \* NIA  
 NIOP/Inventory Num \*  
 Account Number \*  
 SBL Type/Subledger \* \*  Display Supplier Item

Records 1 - 4 Customize Grid

<input type="checkbox"/>	Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Fd	Supplier Number	Supplier Name
<input type="checkbox"/>	190542	34.0000	EA	550.46	557972	Z8	23330		544164 RAVENNA SANITATION
<input type="checkbox"/>	190542	125.0000	EA	2,023.75	557972	Z8	23330		544164 RAVENNA SANITATION
<input type="checkbox"/>	220813	42.0000	EA	679.98	557972	Z8	23330		544164 RAVENNA SANITATION
<input type="checkbox"/>	220813	175.0000	EA	2,833.25	557972	Z8	23330		544164 RAVENNA SANITATION

Done Internet

Step	Action
9.	In the grid scroll over to the <b>Last Status</b> column.

# Training Guide

## All Document Inquiry

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All Document Inquiry - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number \* \* \* Business Unit \*  
 Related Order \* \* \*  
 Original Order 00030870 04 \* NIA  
 NIOP/Inventory Num \*  
 Account Number \*  
 SBL Type/Subledger \* \*  Display Supplier Item

Records 1 - 4 Customize Grid

Sub	Buyer Number	Transaction Originator	Unit Cost	Order Date	Request Date	Original Promise	Promised Delivery Date	GL Date	Last Status	Next Status	Cancel Date	Original Ordered Amount
0	120325	MPINKER001	16.1900	01/23/2008	01/23/2008	12/30/2008	12/30/2008	07/01/2008	230	280		56
0	120325	MPINKER001	16.1900	01/23/2008	01/23/2008	12/30/2008	12/30/2008	07/01/2008	230	280		2,02
0	120325	MPINKER001	16.1900	08/13/2008	08/13/2008	12/30/2008	12/30/2008	08/13/2008	230	280		67
0	120325	MPINKER001	16.1900	08/13/2008	08/13/2008	12/30/2008	12/30/2008	08/13/2008	230	280		2,83

Done Internet

Step	Action
10.	LAST STATUS - last process of the document
11.	NEXT STATUS - next process of the document. 999 indicates a completed document.
12.	In the grid scroll over to the <b>Original Number</b> column.

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**All Document Inquiry - Work With Order Details** Sign Out

Select Find Add Copy Close Form Row Tools

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Order Number \* \* \* \* Business Unit \*
   
 Related Order \* \* \* \*
   
 Original Order 00030870 04 \* \* NIA
   
 NIOP/Inventory Num \*
   
 Account Number \*
   
 SBL Type/Subledger \* \*  Display Supplier Item

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Records 1 - 4 Customize Grid

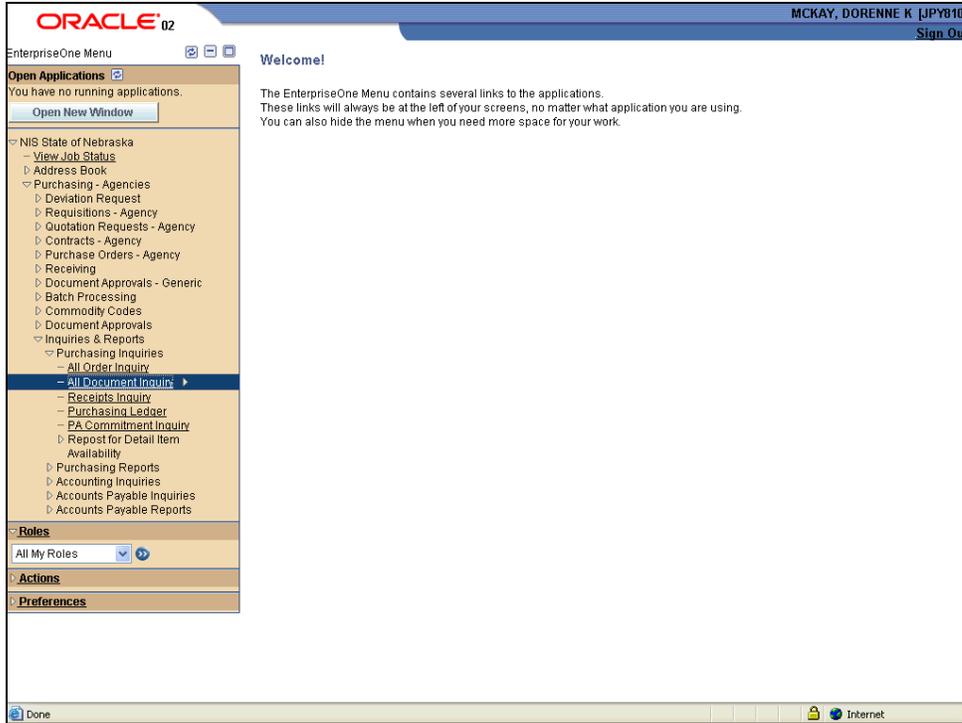
	3 - Digit NIOP	NIOP Sub	Dev Request	Report Code 4	3rd Item Number	Short Item No	Tag Number	Cost Rule	Original Number	Original Type	Original Id	Or Li
550.46	910	27			91027				00030870	04	23330	
023.75	910	27			91027				00030870	04	23330	
679.98	910	27			91027				00030870	04	23330	
833.25	910	27			91027				00030870	04	23330	

Done Internet

Step	Action
13.	The ORIGINAL ORDER is the same as the ORIGINAL NUMBER. It represents the Originating Document Number.
14.	Click the <b>Close</b> button. 

# Training Guide

## All Document Inquiry



Step	Action
15.	In this scenario, the end user wants to review details of an existing Contract.
16.	Click the <b>All Document Inquiry</b> link. <a href="#">All Document Inquiry</a>

Step	Action
17.	Enter the Contract Number into the <b>Order Number</b> field.
18.	Enter the Order Type into the second field.  Contract Order Types are: O4 - Service Contract OC - Commodity Contract ZC - Stock Blanket Order
19.	Click the <b>Find</b> button. 

# Training Guide

## All Document Inquiry

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All Document Inquiry - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number: 30870 O4 \* Business Unit: \*  
 Related Order: \* \* \*  
 Original Order: \* \* \* NIA  
 NIOP/Inventory Num: \*  
 Account Number: \*  
 SBL Type/Subledger: \* \*  Display Supplier Item

Records 1 - 2 Customize Grid

	Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Fd	Supplier Number	Supplier Name
<input type="checkbox"/>	30870		EA		557972	O4	23330	544164	RAVENNA SANITATION
<input type="checkbox"/>	30870		EA		557972	O4	23330	544164	RAVENNA SANITATION

Done Internet

Step	Action
20.	Click on Scroll Bar to Scroll to the right.
21.	Click on Scroll Bar to Scroll to the right.

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All Document Inquiry - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number: 30870 O4 \* Business Unit: \*  
 Related Order: \* \* \*  
 Original Order: \* \* \* NIA  
 NIOP/Inventory Num: \*  
 Account Number: \*  
 SBL Type/Subledger: \* \*  Display Supplier Item

Records 1 - 2 Customize Grid

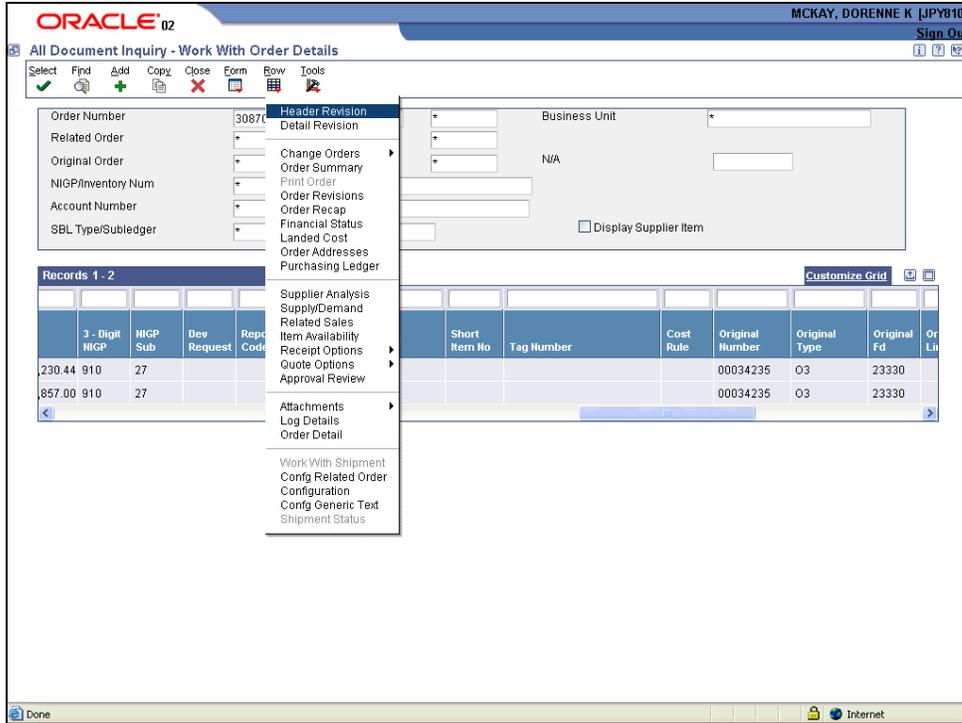
	3 - Digit NIOP	NIOP Sub	Dev Request	Report Code 4	3rd Item Number	Short Item No	Tag Number	Cost Rule	Original Number	Original Type	Original Id	Or Li
230.44	910	27			91027				00034235	O3	23330	
857.00	910	27			91027				00034235	O3	23330	

Done Internet

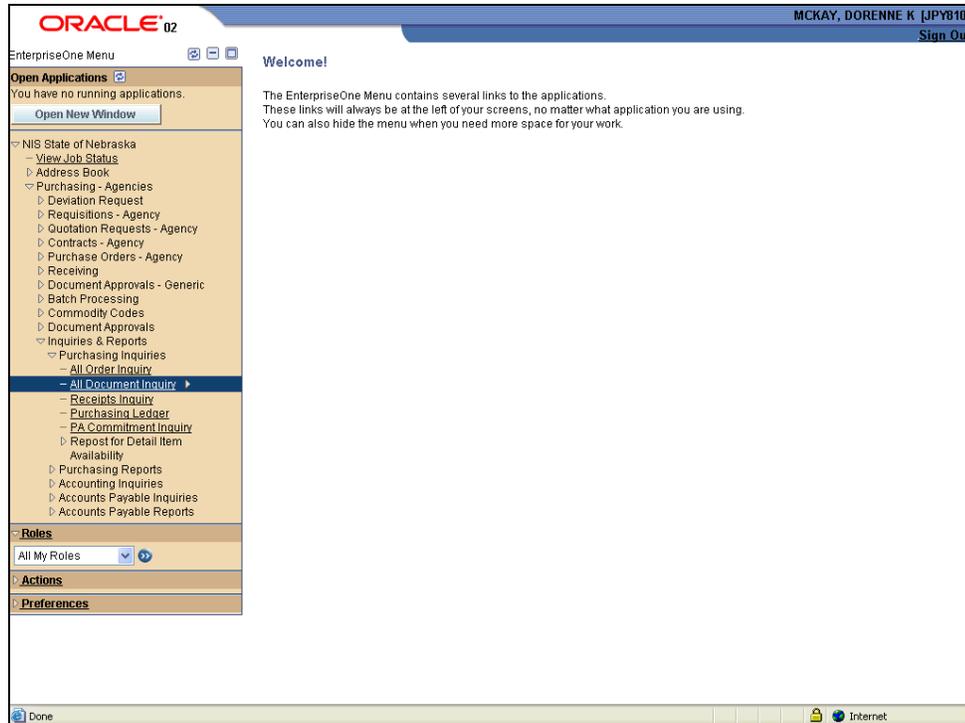
Step	Action
22.	Click the <b>Row</b> button. 

# Training Guide

## All Document Inquiry



Step	Action
23.	<p style="text-align: center;">ROW Exit</p> <p>Additional details are available through the Row exit options.</p> <p>Users working with Inventory Stock can access Supply/Demand and Item Availability.</p>
24.	<p><b>Inquiring Approval Review results in a "Processing Option Status Invalid" error.</b></p> <p>All approval information is still accessible.</p> <p>Click Cancel to return to Work with Order Details screen.</p>
25.	<p>Click the <b>Close</b> button.</p> 



Step	Action
26.	In this scenario, the end user wants to view all O6 Purchase Orders created after July 1, 2008 for a specific business unit.  Searches are conducted using a combination of Header fields and the Query by Example, QBE, functionality in the grid.
27.	Click the <b>All Document Inquiry</b> link. <a href="#">All Document Inquiry</a>
28.	Enter valid Agency/Division Business Unit into the <b>Business Unit</b> field to view all Purchase Documents created with this business unit.
29.	Enter the order type into the <b>Or Ty</b> field in the grid.
30.	In the grid scroll to the <b>Order Date</b> column.
31.	Enter the desired information into the <b>Order Date</b> field.
32.	Click the <b>Find</b> button. 

# Training Guide

## All Document Inquiry

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All Document Inquiry - Work With Order Details

Select Find Add Copy Close Form Row Tools

Order Number: \* \* \* \* \* Business Unit: 65025009

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

Original Order: \* \* \* \* \* NIA

NIGP/Inventory Num: \*

Account Number: \*

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

Records 1 - 10 | Customize Grid

Sub	Buyer Number	Transaction Originator	Unit Cost	Order Date	Request Date	Original Promise	Promised Delivery Date	GL Date	Last Status	Next Status	Cancel Date	Original Ordered Amount
0	576663	NISKMCKAY	2,413.2500	07/03/2008	07/03/2008	07/03/2008	08/03/2008	07/03/2008	280	999		21.71
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	NISKMCKAY	5,466.0100	07/08/2008	07/08/2008	07/08/2008	08/08/2008	07/08/2008	280	999		5.46
0	576663	JCHRIST003	.0600	07/08/2008	07/08/2008	07/08/2008	07/08/2008	07/24/2008	400	999		
0	576663	NISKMCKAY	1,525.2200	07/08/2008	07/08/2008	07/08/2008	10/15/2008	07/08/2008	280	999		10.67
0	576663	NISKMCKAY	27.0000	07/08/2008	07/08/2008	07/08/2008	10/15/2008	07/08/2008	280	999		2

Done Internet

Step	Action
33.	Click the <b>Close</b> button. 
34.	You have completed the All Document Inquiry course. <b>End of Procedure.</b>