

Printing Requisition Review
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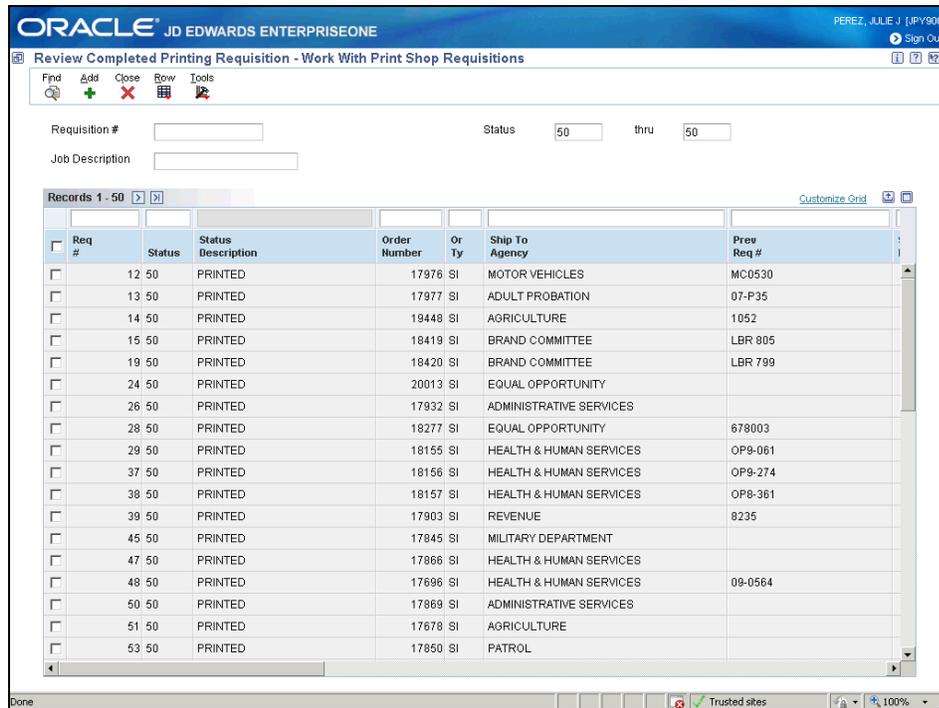
Printing Requisition Review

Review & Print Print Shop Requisitions Lesson

Procedure

Agency end users with the MG11 Role have the ability to review AS Printing Services Printing Requisitions that have been completed and processed for billing.

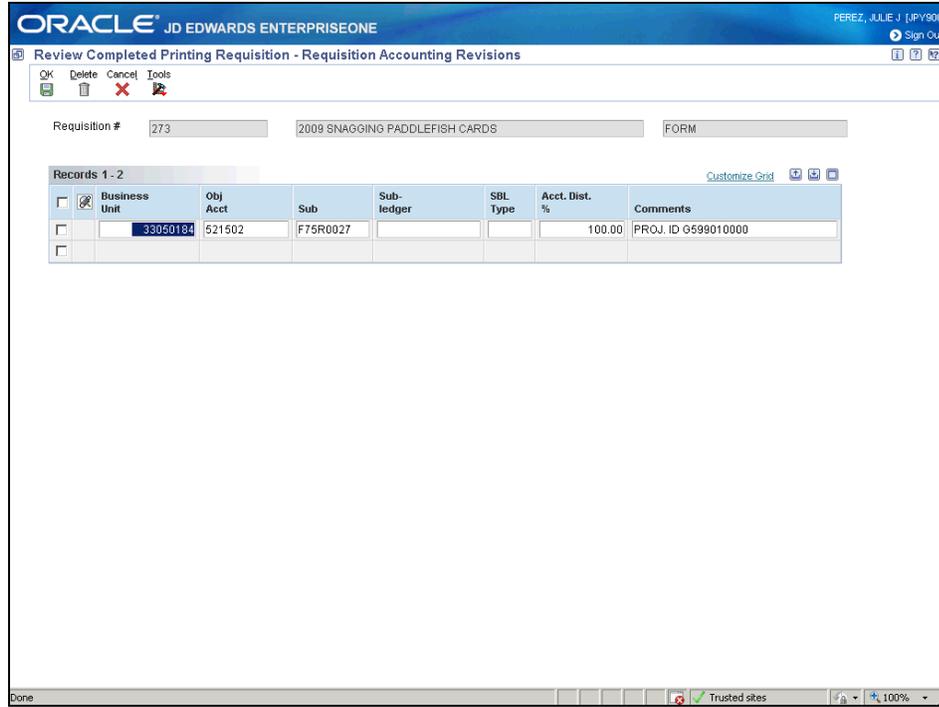
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Production link. Production
3.	Click the Printing Requisition Review link. Printing Requisition Review
4.	Click the Review Completed Printing Requisition link. Review Completed Printing Requisition



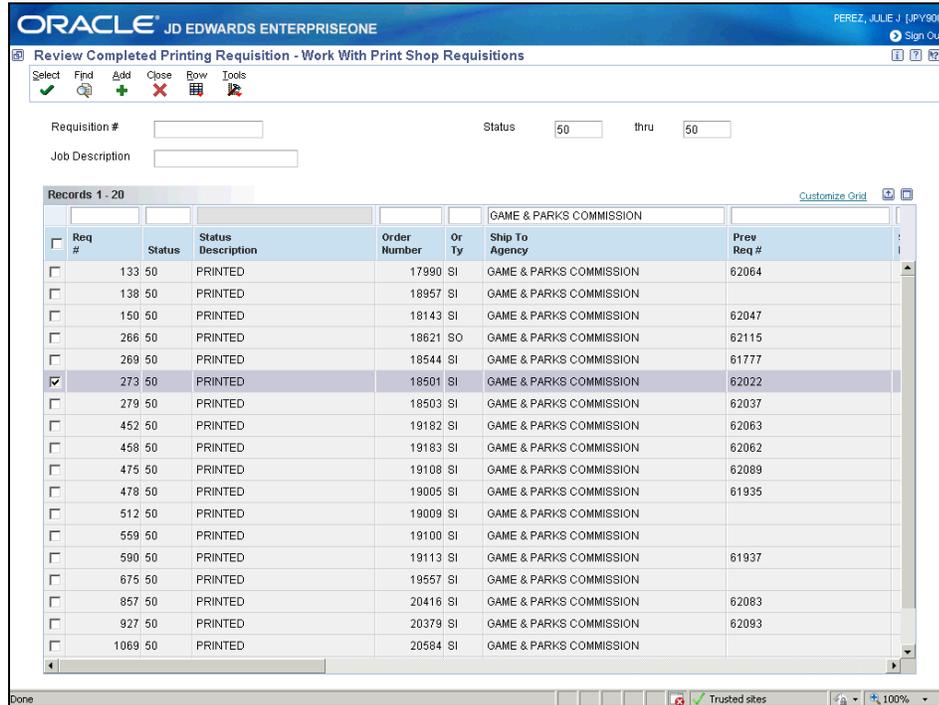
Training Guide

Printing Requisition Review

Step	Action
5.	<p>All completed requisitions are available for review. The requisitions are in a "50 - Printed" status. Use the Query by Example, QBE, line to narrow the search for your agency's Printing Requisition. Requisition Number and Order Number are printed on your IBT.</p> <p>Click in the Ship To Agency field.</p> <input type="text"/>
6.	<p>Enter the desired information into the Ship To Agency field. Enter "GAME & PARKS COMMISSION".</p>
7.	<p>To view Printing Requisitions with Accounting Instructions (which are entered at the time the requisition is created and submitted, enter a "T" in the "Acctg Exists" field.</p> <p>Click in the Acctg Exists field.</p> <input type="text"/>
8.	<p>Enter the desired information into the Acctg Exists field. Enter "T".</p>
9.	<p>Click the Find button.</p> 
10.	<p>Select the Printing Requisition you want to review. You can only review one record at a time.</p> <p>Click the Row:6 option.</p> <input type="checkbox"/>
11.	<p>Click the Row button.</p> 
12.	<p>VIEW ACCOUNTING INSTRUCTIONS</p> <p>Click the Accounting menu.</p> <input type="text" value="Accounting"/>
13.	<p>Requisition Accounting data is created at the time the Printing Requisition is submitted to AS Printing Services. Agencies can use this to share information between the person submitting the Printing Requisition and the Accounting Division within the agency. Accounts are NOT affected until processed through IBT processing. The information contained here is FOR INFORMATION ONLY.</p>

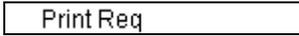


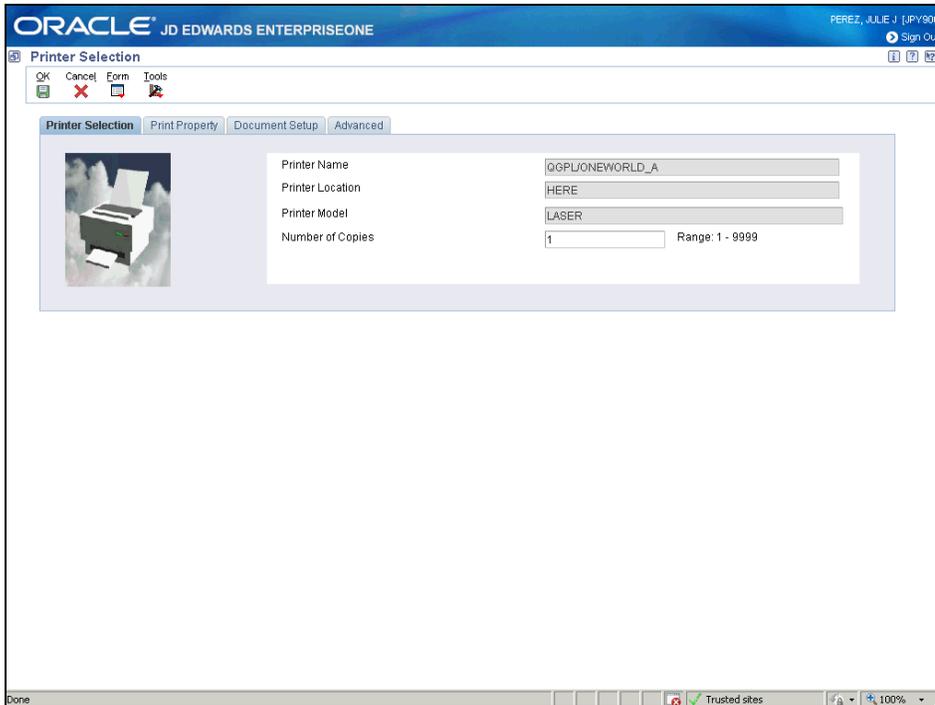
Step	Action
14.	Click the OK button. 



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Printing Requisition Review

Step	Action
15.	<p>PRINT PRINTING REQUISITION</p> <p>Click the Row button.</p> 
16.	<p>Click the Print Req menu.</p> 



Step	Action
17.	<p>Click the OK button.</p> <p>View/Print printed document in View Job Status.</p> 

Records 1 - 20

Req #	Status	Description	Order Number	Or Ty	Ship To Agency	Prev Req #
<input type="checkbox"/>	133 50	PRINTED	17990	SI	GAME & PARKS COMMISSION	62064
<input type="checkbox"/>	138 50	PRINTED	18957	SI	GAME & PARKS COMMISSION	
<input type="checkbox"/>	150 50	PRINTED	18143	SI	GAME & PARKS COMMISSION	62047
<input type="checkbox"/>	266 50	PRINTED	18621	SO	GAME & PARKS COMMISSION	62115
<input type="checkbox"/>	269 50	PRINTED	18544	SI	GAME & PARKS COMMISSION	61777
<input checked="" type="checkbox"/>	273 50	PRINTED	18501	SI	GAME & PARKS COMMISSION	62022
<input type="checkbox"/>	279 50	PRINTED	18503	SI	GAME & PARKS COMMISSION	62037
<input type="checkbox"/>	452 50	PRINTED	19182	SI	GAME & PARKS COMMISSION	62063
<input type="checkbox"/>	458 50	PRINTED	19183	SI	GAME & PARKS COMMISSION	62062
<input type="checkbox"/>	475 50	PRINTED	19108	SI	GAME & PARKS COMMISSION	62089
<input type="checkbox"/>	478 50	PRINTED	19005	SI	GAME & PARKS COMMISSION	61935
<input type="checkbox"/>	512 50	PRINTED	19009	SI	GAME & PARKS COMMISSION	
<input type="checkbox"/>	559 50	PRINTED	19100	SI	GAME & PARKS COMMISSION	
<input type="checkbox"/>	590 50	PRINTED	19113	SI	GAME & PARKS COMMISSION	61937
<input type="checkbox"/>	675 50	PRINTED	19557	SI	GAME & PARKS COMMISSION	
<input type="checkbox"/>	857 50	PRINTED	20416	SI	GAME & PARKS COMMISSION	62083
<input type="checkbox"/>	927 50	PRINTED	20379	SI	GAME & PARKS COMMISSION	62093
<input type="checkbox"/>	1069 50	PRINTED	20584	SI	GAME & PARKS COMMISSION	

Step	Action
18.	Click the Row:6 option. 
19.	REVIEW PRINTING REQUISITION DETAILS Click the Select button. 

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Printing Requisition Review

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Review Completed Printing Requisition - Print Shop Requisition Revisions

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 1-Agency

Agency Req # 62200 Contact Person TINA ROHRS

Previous Req # 62022 Contact Phone 471-5493

SO Number 18501 Contact E-Mail TINA.ROHRS@NEBRASKA.GOV

SO Type SI Contact Fax 471-1984

Detail *	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
20.	<p>Tab: 1 - Agency</p> <p>Provides details regarding contact person from Agency</p>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

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Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 2-Shipping

Ship To 658056 GAME & PARKS COMMISSION 6-Digit Account #

Attention To TINA ROHRS

Ship to Address Line 1 INFORMATION & EDUCATION DIV

Ship to Address Line 2

Ship to Address Line 3 2200 N 33RD ST

Ship To City/State/Zip LINCOLN NE 68503-30370

Detail *	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
21.	<p>Tab: 2 - Shipping</p> <p>Indicates location to which printed materials are delivered</p>

ORACLE JD EDWARDS ENTERPRISEONE

PEREZ, JULIE J [IPY300] Sign Out

Review Completed Printing Requisition - Print Shop Requisition Revisions

OK Delete Cancel Form Tools

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 3-Send Invoice To

Send Invoice To 558048 GAME & PARKS - BUDGET & FISCAL

Mailing Name GAME & PARKS COMMISSION Agency (Orig Req) GAME & PARKS COMMISSION

Address Line 1 BUDGET & FISCAL DIV Division (Orig Req) BUDGET & FISCAL DIV

Address Line 2 Address Line 3 2200 N 33RD ST Other (Orig Req) 2200 N 33RD ST

City/State/Zip LINCOLN NE 68503-0370

Records 1 - 2 Customize Grid

Detail Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Done Trusted sites 100%

Step	Action
22.	<p>Tab: 3 - Send Invoice To</p> <p>Indicates Address Book number to be used for Consolidated IBT. The (Orig Req) may differ from the current data due to updates to the Address Book record in NIS.</p>

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Review Completed Printing Requisition - Print Shop Requisition Revisions

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 4-Pre-Press/Print

Pre-Press/Computer Services

Proof

Art Design

Bleed

Proof Delivery Method INTERAGENCY

Print

One Side Only Specify

Front and Back Head Specify

Front and Back Turnble Specify

Records 1 - 2

Detail * Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
23.	<p>Tab: 4 - Pre-Press/Print</p> <p>Provides details regarding the print job prior to printing the materials.</p>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Review Completed Printing Requisition - Print Shop Requisition Revisions

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 5-Finishing

Collating: # of Sheets 0 x # of Copies 0 = Total Sheets Collated 0

Binding Type Specify for Other Color

Punching Holes Specify for Other

Punching Location Fan Out

Padding Edge Sheets per Pad Chipboard Back

Trimming Size 5-1/2 X 8-1/2 Specify for Other

Folding Method Specify for Other

Records 1 - 2

Detail * Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
24.	<p>Tab: 5 - Finishing</p> <p>Provides details regarding the print job after printing the materials.</p>

ORACLE JD EDWARDS ENTERPRISEONE

PEREZ, JULIE J [IPY300] Sign Out

Review Completed Printing Requisition - Print Shop Requisition Revisions

OK Delete Cancel Form Tools

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 6-Packaging

Box

Banding Qty Per

Shrinking Qty Per

Specify Other Packaging

Records 1 - 2 Customize Grid

Detail Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Done Trusted sites 100%

Step	Action
25.	<p>Tab: 6 - Packaging</p> <p>Provides details regarding the print job packaging.</p>

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Review Completed Printing Requisition - Print Shop Requisition Revisions

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 7-Special Work

Beginning Number Ending Number

Perforating Description

Scoring Description

Laminate Thickness Specify for Other

Laminate Border Specify for Other

Records 1 - 2

Detail * Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
26.	<p>Tab: 7 - Special Work</p> <p>Provides details regarding any extra work required for the printed material</p>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Review Completed Printing Requisition - Print Shop Requisition Revisions

Req # 273 Title 2009 SNAGGING PADDLEFISH CARDS

Submitted 08/12/2009 Job Description FORM

Requested 08/28/2009 Form # Job Type REVISED

Promised 08/28/2009 Other Desc Status 50

Select Tab: 8-Mailing

Inserting Inserting Type

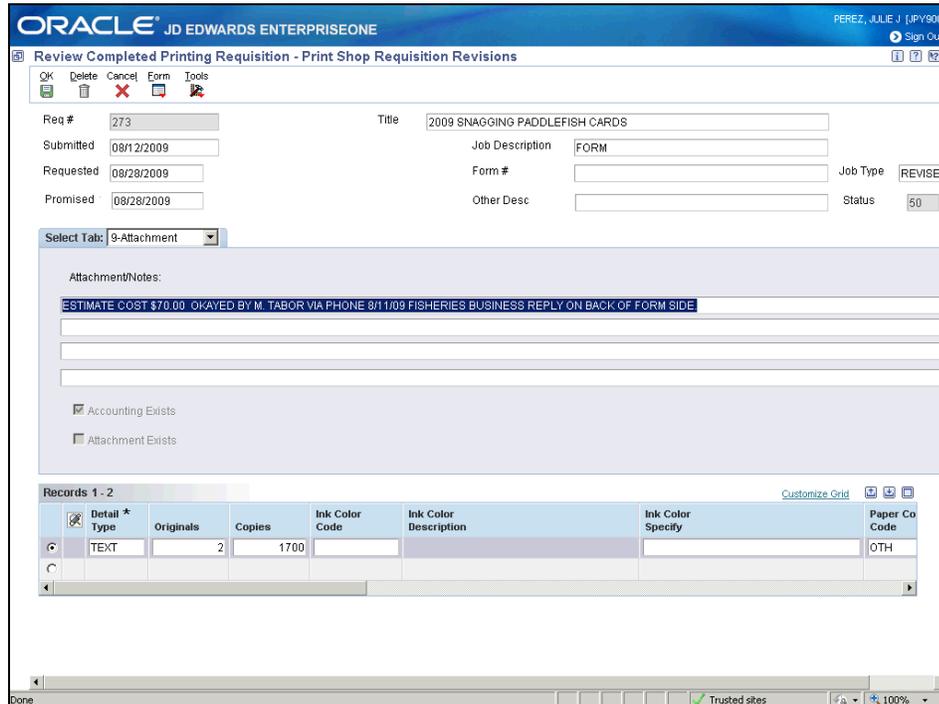
Addressing Type Specify for Other

Postage Method Specify for Other

Records 1 - 2

Detail * Type	Originals	Copies	Ink Color Code	Ink Color Description	Ink Color Specify	Paper Co Code
TEXT	2	1700				OTH

Step	Action
27.	<p>Tab: 8 - Mailing</p> <p>Provides information regarding mailing of printed material, if applicable.</p>



Step	Action
28.	<p>Tab: 9 - Attachment</p> <p>Includes comments submitted by person submitting Printing Requisition.</p> <p>If additional accounting instructions were submitted with the Printing Requisition, the Accounting Exists box will be checked.</p> <p>If any type of electronic document was submitted with the Printing Requisition, the Attachment Exists box will be checked. You are not able to access attachments from this application.</p>

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Printing Requisition Review

Step	Action
29.	Click the Cancel button.

Req #	Status	Status Description	Order Number	Or Ty	Ship To Agency	Prev Req #
133	50	PRINTED	17990	SI	GAME & PARKS COMMISSION	
138	50	PRINTED	18957	SI	GAME & PARKS COMMISSION	
150	50	PRINTED	18143	SI	GAME & PARKS COMMISSION	62047
266	50	PRINTED	18621	SO	GAME & PARKS COMMISSION	62115
269	50	PRINTED	18544	SI	GAME & PARKS COMMISSION	61777
273	50	PRINTED	18501	SI	GAME & PARKS COMMISSION	62022
279	50	PRINTED	18503	SI	GAME & PARKS COMMISSION	62037
452	50	PRINTED	19182	SI	GAME & PARKS COMMISSION	62063
458	50	PRINTED	19183	SI	GAME & PARKS COMMISSION	62062
475	50	PRINTED	19108	SI	GAME & PARKS COMMISSION	62089
478	50	PRINTED	19005	SI	GAME & PARKS COMMISSION	61935
512	50	PRINTED	19009	SI	GAME & PARKS COMMISSION	
559	50	PRINTED	19100	SI	GAME & PARKS COMMISSION	
590	50	PRINTED	19113	SI	GAME & PARKS COMMISSION	61937
675	50	PRINTED	19557	SI	GAME & PARKS COMMISSION	
857	50	PRINTED	20416	SI	GAME & PARKS COMMISSION	62083
927	50	PRINTED	20379	SI	GAME & PARKS COMMISSION	62093
1069	50	PRINTED	20584	SI	GAME & PARKS COMMISSION	

Step	Action
30.	Click the Close button. 
31.	End of Procedure.