

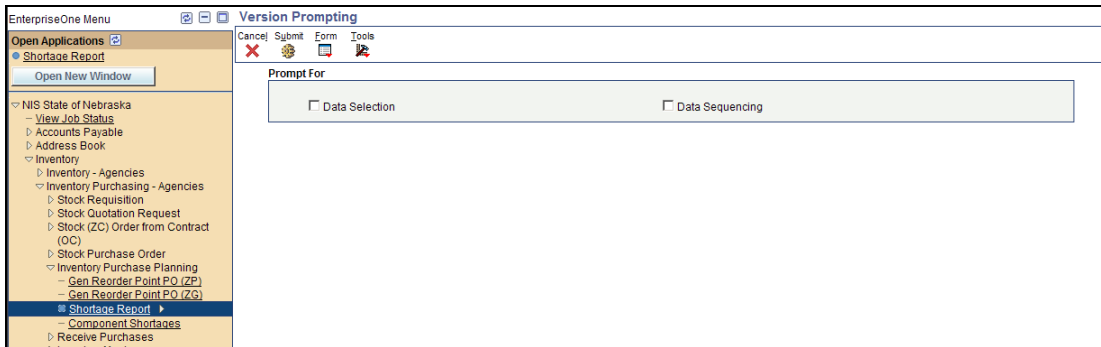
Printing a Shortage Report and Working with Component Shortages

NIS Navigation

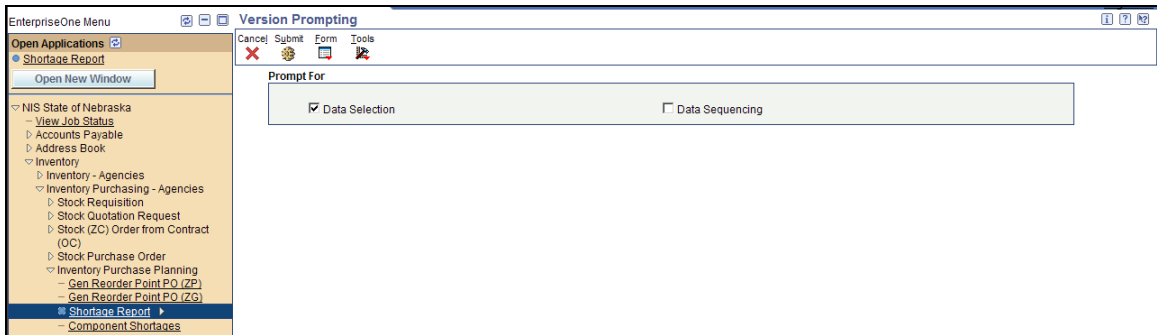
NIS State of Nebraska > Inventory > Inventory Purchasing – Agencies > Inventory Purchase Planning > Shortage Report

Steps

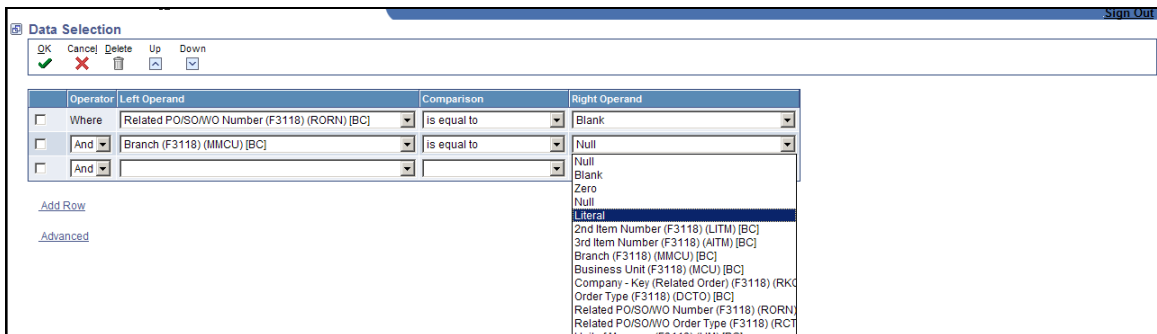
Start these instructions from the *Version Prompting* screen.



1. Click in the box before **Data Selection** and click **Submit**.



2. The Right Operand defaults to “Null” on the Branch Plant line. Click on the down arrow and highlight “Literal”.



3. Enter in **65050009** into the Literal value field and click **OK**.

The screenshot shows a dialog box titled "Select Literal Value". It has a toolbar with "OK" (green checkmark) and "Cancel" (red X). Below the toolbar are three tabs: "Single Value", "Range of Values", and "List of Values". The "Single Value" tab is active, and the "Literal Value" field contains the text "65050009".

4. Our Branch Plant shows up in the Right Operand. Click **OK**.

The screenshot shows a dialog box titled "Data Selection". It has a toolbar with "OK" (green checkmark), "Cancel" (red X), "Delete", "Up", and "Down". Below the toolbar is a table with columns: "Operator", "Left Operand", "Comparison", and "Right Operand".

Operator	Left Operand	Comparison	Right Operand
Where	Related PO/SOWO Number (F3118) (RORN) [BC]	is equal to	Blank
And	Branch (F3118) (MMCU) [BC]	is equal to	"65050009"
And			

5. Click **OK**. We are telling the system to print up Description 1 and Description 2 on the report.

The screenshot shows a dialog box titled "Print". It has a toolbar with "OK" (green checkmark) and "Cancel" (red X). Below the toolbar is a "Print" button and a text box containing the instruction: "1. Enter a '1' to print one line of detail or a '2' for a second line of detail." Below this is a field labeled "Enter your selection" which contains the number "2".

6. Click **OK**

The screenshot shows a dialog box titled "Printer Selection". It has a toolbar with "OK" (green checkmark), "Cancel" (red X), "Form", and "Tools". Below the toolbar are four tabs: "Printer Selection", "Print Property", "Document Setup", and "Advanced". The "Printer Selection" tab is active. On the left is an image of a printer. On the right are several input fields:

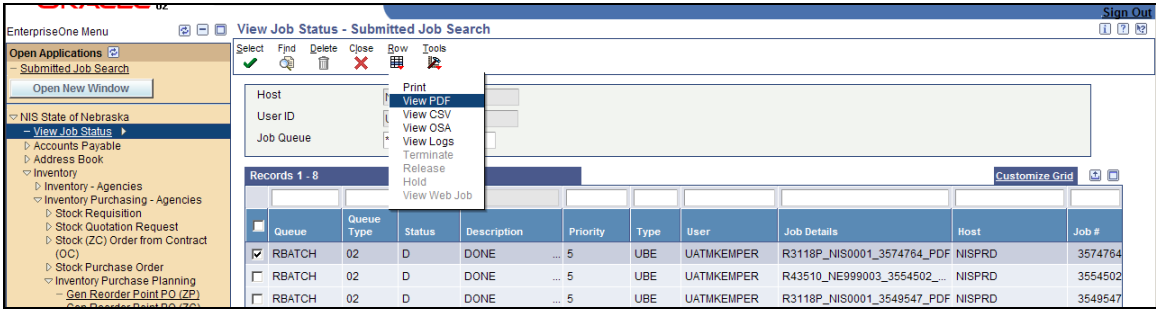
- Printer Name: QGPLONEWORLD_A
- Printer Location: HERE
- Printer Model: LASER
- Number of Copies: 1 (Range: 1 - 9999)

7. You'll get the Welcome screen. Click on **View Job Status** which is located under NIS State of Nebraska.

The screenshot shows the "EnterpriseOne Menu" window with the "View Job Status - Submitted Job Search" window open. The left sidebar shows the "NIS State of Nebraska" menu with "View Job Status" highlighted. The main window has a toolbar with "Select", "Find", "Delete", "Close", "Row", and "Tools". Below the toolbar are input fields for "Host" (NISPRD), "User ID" (UATMKEMPER), and "Job Queue" (*). Below these is a table of records:

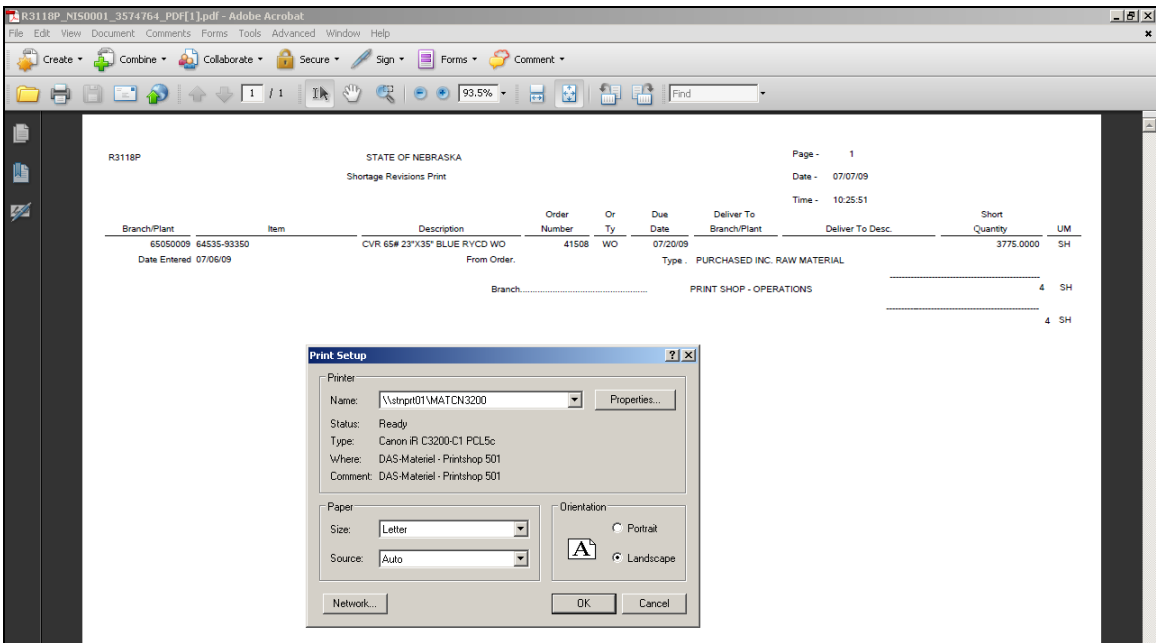
Queue	Queue Type	Status	Description	Priority	Type	User	Job Details	Host	Job #	
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R3118P_NIS0001_3574764_PDF	NISPRD	3574764
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R43510_NE999003_3554502_...	NISPRD	3554502
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R3118P_NIS0001_3549547_PDF	NISPRD	3549547
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R3118P_NIS0001_3549543_PDF	NISPRD	3549543
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R3118P_NIS0001_3549535_PDF	NISPRD	3549535
<input type="checkbox"/>	RBATCH	02	D	DONE	5	UBE	UATMKEMPER	R3118P_NIS0001_3549531_PDF	NISPRD	3549531

8. The most recent print job or report appears at the top of the list. If *Processing* or *Waiting* under the Description field, click on **Find** until *Done* appears. When *Done* appears, select the box before the line and click **Row, View PDF**.

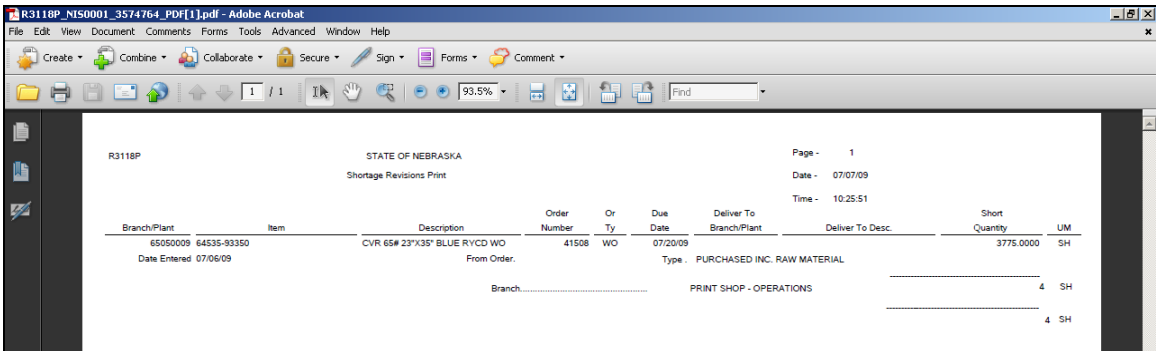


9. A box appears, click **Open**.

10. Go to File, Print Setup. Select Landscape. Click **OK**.



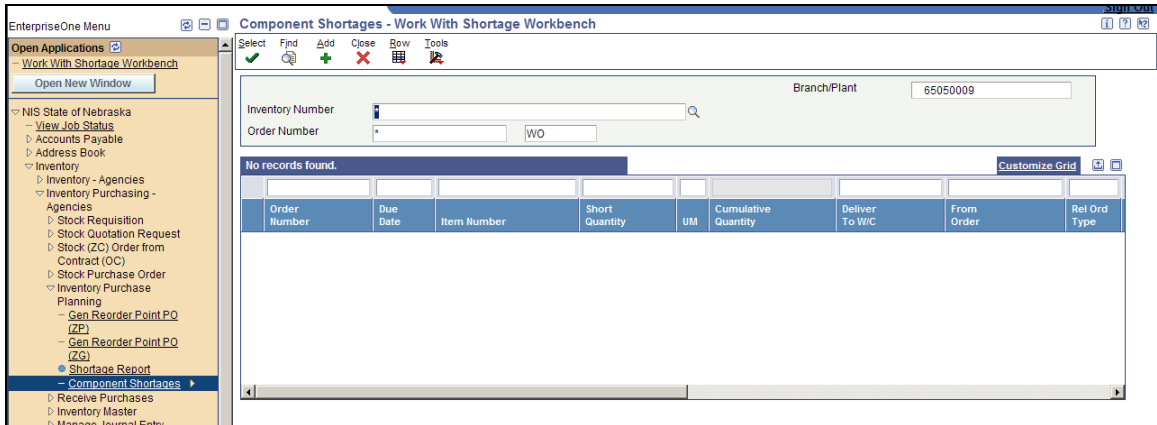
11. Print the Shortage Report and enter in the ZG or ZP Purchase Order.



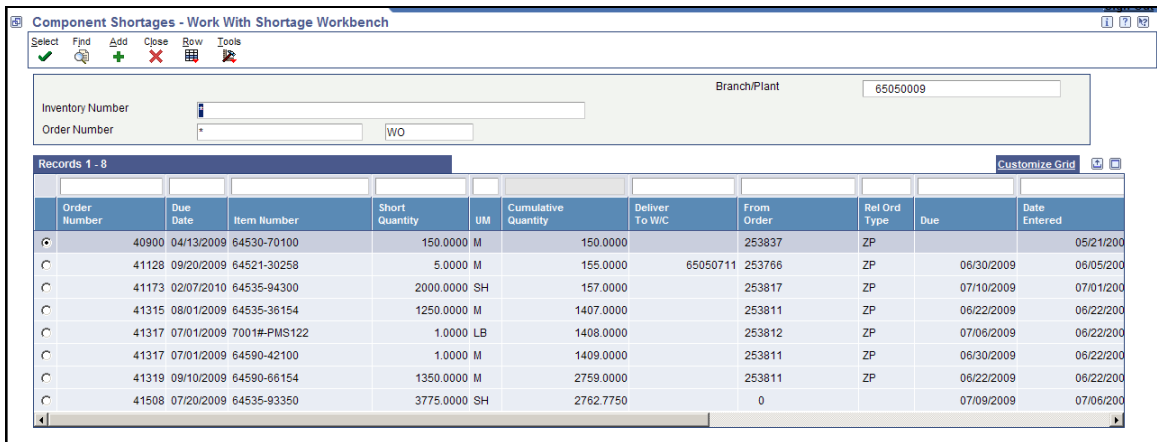
12. Once the purchase order has been generated, follow the menu path below:

NIS State of Nebraska > Inventory > Inventory Purchasing – Agencies > Inventory Purchase Planning > Component Shortages

Start these instructions from the *Component Shortages – Work With Shortage Workbench* screen.



13. Click **Find**. This will bring up all of the Work Orders that have shortages. In the example below, there are items that have been ordered. You can see this because the “From Order” and “Related Order Type” fields are filled in. We can see from our Shortage Report that the paper that we ordered is the last line on our screen.



14. Select the line by clicking in the circle on the left side of the screen. Click **Select**.

Component Shortages - Work With Shortage Workbench

Branch/Plant: 65050009

Inventory Number: *
Order Number: * WO

Records 1 - 8

Order Number	Due Date	Item Number	Short Quantity	UM	Cumulative Quantity	Deliver To W/C	From Order	Rel Ord Type	Due	Date Entered
40900	04/13/2009	64530-70100	150.0000	M	150.0000		253837	ZP		05/21/2009
41128	09/20/2009	64521-30258	5.0000	M	155.0000	65050711	253766	ZP	06/30/2009	06/05/2009
41173	02/07/2010	64535-94300	2000.0000	SH	157.0000		253817	ZP	07/10/2009	07/01/2009
41315	08/01/2009	64535-36154	1250.0000	M	1407.0000		253811	ZP	06/22/2009	06/22/2009
41317	07/01/2009	7001#-PMS122	1.0000	LB	1408.0000		253812	ZP	07/06/2009	06/22/2009
41317	07/01/2009	64590-42100	1.0000	M	1409.0000		253811	ZP	06/30/2009	06/22/2009
41319	09/10/2009	64590-66154	1350.0000	M	2759.0000		253811	ZP	06/22/2009	06/22/2009
41508	07/20/2009	64535-93350	3775.0000	SH	2762.7750		0		07/09/2009	07/06/2009

15. Click in the "From Order" field and type in the order number. Tab over to the "Related Order Type" field and enter in the order type. If more than one line has been ordered, click in the appropriate line and enter in the order number and order type.

Component Shortages - Shortage Maintenance Revisions

Branch/Plant: 65050009

Inventory Number: *
Order Number: * WO

Records 1 - 9

Order Number	Or Ty	Due Date	Inventory Number	Short Quantity	UM	Deliver To W/C	From Order	Rel Ord Type	Requested Date	Order Date
40900	WO	04/13/2009	64530-70100	150.0000	M		253837	ZP		05/21/2009
41128	WO	09/20/2009	64521-30258	5.0000	M	65050711	253766	ZP	06/30/2009	06/05/2009
41173	WO	02/07/2010	64535-94300	2000.0000	SH		253817	ZP	07/10/2009	07/01/2009
41315	WO	08/01/2009	64535-36154	1250.0000	M		253811	ZP	06/22/2009	06/22/2009
41317	WO	07/01/2009	7001#-PMS122	1.0000	LB		253812	ZP	07/06/2009	06/22/2009
41317	WO	07/01/2009	64590-42100	1.0000	M		253811	ZP	06/30/2009	06/22/2009
41319	WO	09/10/2009	64590-66154	1350.0000	M		253811	ZP	06/22/2009	06/22/2009
41508	WO	07/20/2009	64535-93350	3775.0000	SH		253846	ZP	07/09/2009	07/06/2009

16. Click **OK**. You'll notice that our order number and order type doesn't appear.

Component Shortages - Work With Shortage Workbench

Branch/Plant: 65050009

Inventory Number: *
Order Number: * WO

Records 1 - 8

Order Number	Due Date	Item Number	Short Quantity	UM	Cumulative Quantity	Deliver To W/C	From Order	Rel Ord Type	Due	Date Entered
40900	04/13/2009	64530-70100	150.0000	M	150.0000		253837	ZP		05/21/2009
41128	09/20/2009	64521-30258	5.0000	M	155.0000	65050711	253766	ZP	06/30/2009	06/05/2009
41173	02/07/2010	64535-94300	2000.0000	SH	157.0000		253817	ZP	07/10/2009	07/01/2009
41315	08/01/2009	64535-36154	1250.0000	M	1407.0000		253811	ZP	06/22/2009	06/22/2009
41317	07/01/2009	7001#-PMS122	1.0000	LB	1408.0000		253812	ZP	07/06/2009	06/22/2009
41317	07/01/2009	64590-42100	1.0000	M	1409.0000		253811	ZP	06/30/2009	06/22/2009
41319	09/10/2009	64590-66154	1350.0000	M	2759.0000		253811	ZP	06/22/2009	06/22/2009
41508	07/20/2009	64535-93350	3775.0000	SH	2762.7750		0		07/09/2009	07/06/2009

17. Click **Find** to refresh the screen. Now you'll see the information that was just entered.

Component Shortages - Work With Shortage Workbench Sign Out

Select Find Add Close Row Tools

Inventory Number Branch/Plant

Order Number

Records 1 - 8 Customize Grid

Order Number	Due Date	Item Number	Short Quantity	UM	Cumulative Quantity	Deliver To W/C	From Order	Rel Ord Type	Due	Date Entered
40900	04/13/2009	64530-70100	150.0000	M	150.0000		253837	ZP		05/21/2009
41128	09/20/2009	64521-30258	5.0000	M	155.0000	65050711	253766	ZP	06/30/2009	06/05/2009
41173	02/07/2010	64535-94300	2000.0000	SH	157.0000		253817	ZP	07/10/2009	07/01/2009
41315	08/01/2009	64535-36154	1250.0000	M	1407.0000		253811	ZP	06/22/2009	06/22/2009
41317	07/01/2009	7001#-PMS122	1.0000	LB	1408.0000		253812	ZP	07/06/2009	06/22/2009
41317	07/01/2009	64590-42100	1.0000	M	1409.0000		253811	ZP	06/30/2009	06/22/2009
41319	09/10/2009	64590-66154	1350.0000	M	2759.0000		253811	ZP	06/22/2009	06/22/2009
41508	07/20/2009	64535-93350	3775.0000	SH	2762.7750		253846	ZP	07/09/2009	07/06/2009

18. Click **Close**.