Search for Job Order Numbers — Criteria

Overview

The Maintenance and Utilization module Job Order Number (JON) process provides the ability to add, update or delete Job Order Numbers, and determine if the total cost associated with the JON is a reimbursable or non-reimbursable expense.

Navigation

Accounting> JOB ORDER NBR > JOB ORDER NBR Search Criteria page

Procedures

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

Search for a JOB ORDER NBR

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:

   Search Criteria

Job Order Nbr ID		End Dt	
Effective Dt			

   [Reset] [Search] [Add]

2. Select [Search]. *The **Search for a Job Order Number - Results** page appears.*

Search Criteria

Job Order Nbr ID	Effective Dt	End Dt
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Search Results

Update	Delete	Job Order Nbr ID	Job Order Number Desc	Effective Dt	End Dt
Update	Delete	1234576890209	TEST	1/3/2022	1/21/2022
Update	Delete	234678895	TEST	1/4/2022	1/8/2022
Update	Delete	MAINTENANCE	MAINTENANCE	8/28/2015	8/28/2017

Cancel   Add

Add a Job Order Number

Navigation

Accounting > JOB ORDER NBR > Search Criteria > [Add] > JOB ORDER NBR Add page

Procedures

Add a Job Order Number

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1.   Select [Add]. *The **Add a Job Order Number** page appears.*

A.   Enter the JOB ORDER NBR ID in the field provided. *This is a 30 alphanumeric char-acter field.*

B.   Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*

C.   Use [icon] to select the EFFECTIVE DT, or enter the date (MM/DD/YYYY) in the field provided.

D.   Use [icon] to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

E.   Click [ ] to select the Reimbursable. *This ensures that the Job Order Number is used to track Dispatch costs.*

a. If ☑ Reimbursable, then enter the AUTHORIZED DOLLAR AMT in the field provided. *This is a 17 numeric character field.*

Add

*Job Order Nbr ID			*Reimbursable	☑
*Job Order Nbr Desc			*Authorized Dollar Amt	0.00
*Effective Dt		📇	Remarks	
*End Dt		📇	History Remarks	

Cancel   Reset   Add

2. Select Add . *The View the Job Order Nbr Transaction Status page appears.*
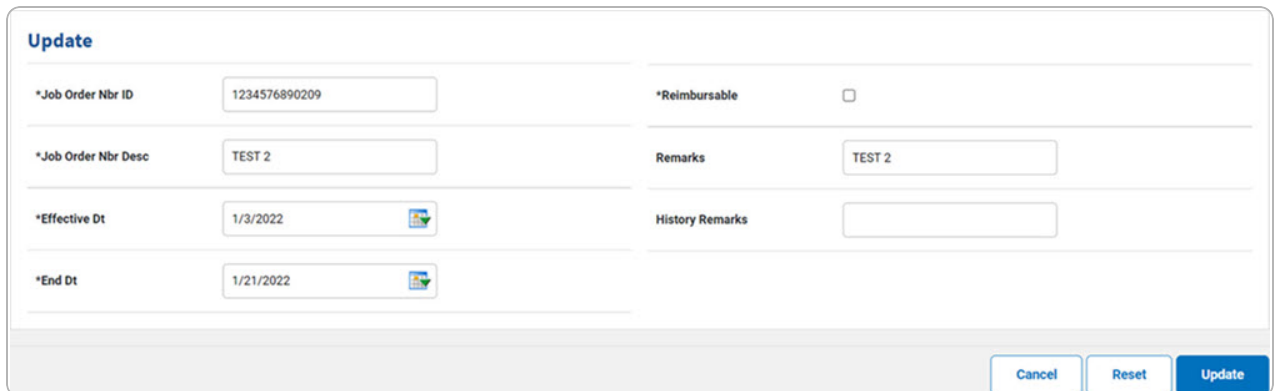
Update a Job Order Number

Navigation

Accounting > JOB ORDER NBR > Search Criteria > [Search] > Search Results > Update hyperlink > JOB ORDER NBR Update page

Procedures

Update a JOB ORDER NBR

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Update hyperlink of the desired JON. *The **Update a Job Order Number** page appears.*

2. Update the JOB ORDER NBR ID, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

3. Update the JOB ORDER NBR DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

4. Update the EFFECTIVE DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

5. Update the END DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

6. Verify the Reimbursable contains the appropriate ☐ or ☑. *This ensures that the Job Order Number is used to track Dispatch costs.*

A. If ☑ Reimbursable, then update the AUTHORIZED DOLLAR AMT, entering the revised number in the field provided. *This is a 17 numeric character field.*

Update

*Job Order Nbr ID	1234576890209		*Authorized Dollar Amt	0.00
*Job Order Nbr Desc	TEST 2		Remaining Dollar Amt	0.00
*Effective Dt	1/3/2022		Total Charges Amt	0.00
*End Dt	1/21/2022		Remarks	TEST 2
*Reimbursable	☑		History Remarks	

Cancel   Reset   Update

7. Select [Update]. *The **View the Job Order Number Transaction Status** page appears.*

Delete a Job Order Number

Navigation

Accounting > JOB ORDER NBR > Search Criteria > [Search] > Search Results > Delete hyper-link > Job Order Number Delete page

Procedures

Delete a Job Order Number

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select the Delete hyperlink of the desired JON. *The **Delete a Job Order Number** page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete

*Job Order Nbr ID	1234576890209		*Reimbursable	☑
*Job Order Nbr Desc	TEST		Remarks	TEST
*Effective Dt	1/3/2022		History Remarks	
*End Dt	1/21/2022			

Cancel   Reset   Delete

2. *Verify the Reimbursable contains the appropriate ☐ or ☑ . This ensures that the Job Order Number is used to track Dispatch costs.*

To complete delete action, select Delete; otherwise, select Cancel

Delete

*Job Order Nbr ID	1234576890209	*Authorized Dollar Amt	0.00
*Job Order Nbr Desc	TEST 2	Remaining Dollar Amt	0.00
*Effective Dt	1/3/2022	Total Charges Amt	0.00
*End Dt	1/21/2022	Remarks	TEST 2
*Reimbursable	☑	History Remarks	

Cancel   Reset   Delete

3.   Select Delete . *The **View the Job Order Number Transaction Status** page appears.*