



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

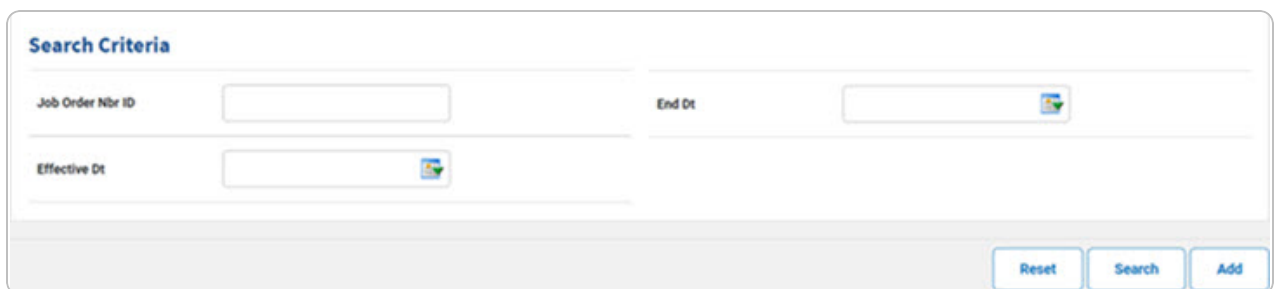
Accounting> JOB ORDER NBR > JOB ORDER NBR Search Criteria page

Procedures

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 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.



The screenshot shows a web form titled "Search Criteria". It contains three input fields: "Job Order Nbr ID", "End Dt", and "Effective Dt". Each field has a small calendar icon to its right. At the bottom right of the form are three buttons: "Reset", "Search", and "Add".

2. Select . The **Job Order Number Search Results** page appears.





Help Reference Guide

Search Criteria

Job Order Nbr ID

Effective Dt

End Dt

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

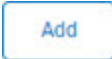
Add





Add a Job Order Number

Navigation

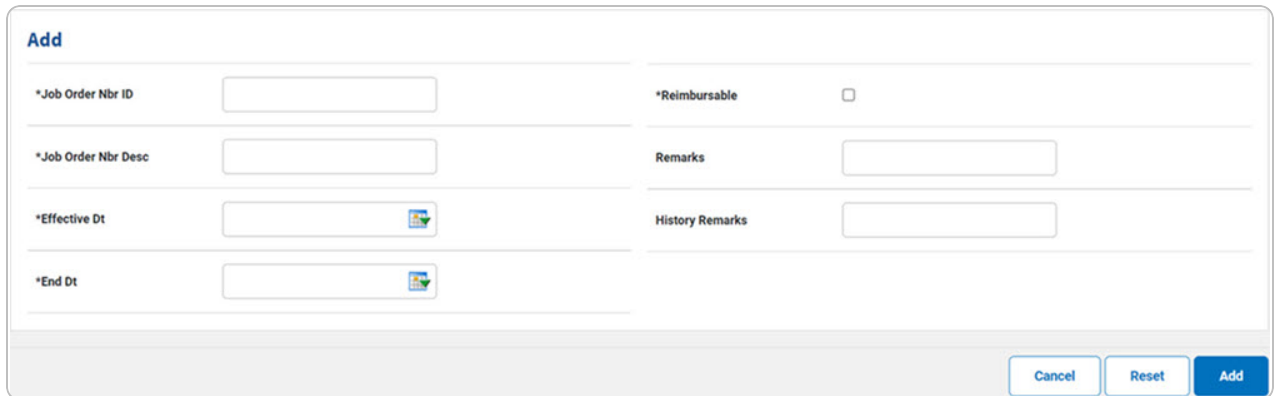
Accounting > JOB ORDER NBR > Search Criteria >  > JOB ORDER NBR Add page

Procedures

Add a Job Order Number

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

1. Select . The **Job Order Number Add** page appears.



- A. Enter the JOB ORDER NBR ID in the field provided. *This is a 30 alphanumeric character field.*
- B. Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*
- C. Use  to select the EFFECTIVE DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.





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- 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	

2. Select **Add**. The **Job Order Nbr Transaction Status** page appears.





Update a Job Order Number

Navigation

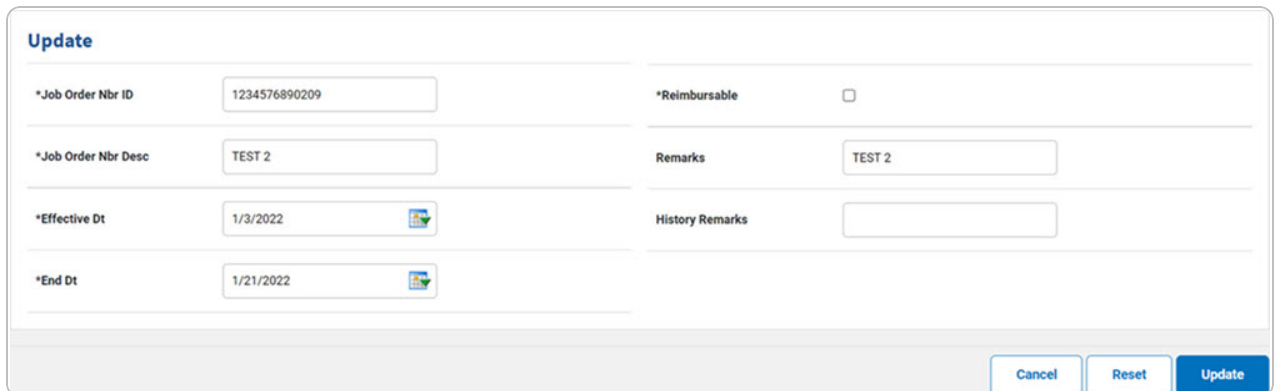
Accounting > JOB ORDER NBR > Search Criteria >  > Search Results > Update hyperlink > JOB ORDER NBR Update page

Procedures

Update a JOB ORDER NBR

Selecting  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 **Job Order Number Update** 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  or entering the date (MM/DD/YYYY) in the field provided.
5. Update the END DT, using  or entering the date (MM/DD/YYYY) in the field provided.





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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	

7. Select . The **Job Order Number Transaction Status** page appears.





Delete a Job Order Number

Navigation

Accounting > JOB ORDER NBR > Search Criteria > > Search Results > Delete hyperlink > Job Order Number Delete page

Procedures

Delete a Job Order Number

Selecting 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 **Job Order Number Delete** page appears.

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

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

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





Help Reference Guide

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 . The **Job Order Number Transaction Status** page appears.

