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	How to U	tilize the Sales Ledger in JD		
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- I. <u>SUBJECT</u>: How to utilize the Sales Ledger in JD Edwards to look-up various changes to Sales Orders.
- **II.** <u>**PURPOSE**</u>: To see details of all changes made to a line item, systematically as they took place.
- **III.** <u>**PERSONNEL AFFECTED</u>**: Industrial and Automotive Aftermarket and OEM Customer Relations: Customer Relations Associates, Advocates, Senior Advocates, Region Leads, Supervisors and Managers.</u>
- **IV.** <u>**RESPONSIBILITIES**</u>: It is the responsibility of all personnel affected to understand how to utilize this process.

V. <u>INSTRUCTION</u>:

- 1. Log into JD Edwards
 - a. From the Menu along the left side of your screen, go to 'NTN Bearing Tasks'
 - b. Select 'Sales'
 - c. Select 'Sales Order Process'
 - d. Select 'Sales Order Entry'



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- 2. Pull up your order by completing the following steps:
 - a. It is easiest to look up by Order Number which you can get directly from the 'Supply and Demand' screen
 - b. Make sure that there is an asterisk (*) in the Branch Plant field. This will ensure that all Branch Plants are included in your search
 - c. Select 'Find'

Sales Order Entry - C	ustomer Servic	e Inquiry			
Select Find Add Copy	Close Form Ro	ow <u>T</u> ools			
Customer Service Inquir	y Additional Select	iions			
Order Number	55794	9 *	*	Branch/Plant	×

ect any line on the order by clicking on the box in the first column. A check mark will appear in that box 🗹.

- a. Go to 'Row'
- b. Select 'Order'
- c. Select 'Sales Ledger'

Select	Find	Add Cop	o <u>v</u> Clos	e <u>F</u> orm	Row Tools			
 Image: A start of the start of	Q.	+ @						
Cus	tomer :	Service Inqu	iiry Ad	ditional S	ele Customer)			
	Order	Number		*	Order	SO Header Revision SO Detail Revision		
	Item N	umber		*	-	Sales History SO Dates SO Address Numbers		ŝ
	Sold T Ship T	ō		*		WO Revisions Order Address Additional Info		
					-	Sales Ledger		
Reco	rds 1 - '	15 🔰				Attachments	3	
		557949				Ship and Debit Pricing History		
	R Hd Cd	Order Number	Line Numb	Quantit	2nd Item Number	Print Pick Slip		Requ Date
		557949	1.000		5P-1948	Generate Proposal Pref Resolution		09/1
		557949	1.001		5P-1948	Advanced Preferences Work with Shinment		
		557949	32.0	1	H247549#CA[MB0(Shipment Status		12/3
		557949	32.0	34	H247549#CA[MB0(Warehouse Detail Trans Control		12/3
		557949	75.0	10	H247549#CA[MB0(Confg Related Order		10/0
		557949	80.0	2	H247549#CA[MB0(Regional Info		10/1
ň		557949	80.0	8	H247549#CA[MB0(Related PO		10/1

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Examples of some of the types of changes to look for:

- Date the pick list actually printed or changed statues
 - \circ Example check for the first line where the 'Last Status' is 540

(540/560 is 'picked' status)

o Check the 'Date Updated' and 'Time of Day' field

*'Time of Day' is in military time. i.e. 150536 is 3:05 and 36 seconds

elect	Find	Close	Row	Tools											
Ord	ler Num	nber			2189258	SO	000	001			Branch/Pla	ant	*		
Cus	stomer	PO			*										
Iten	n Numt	ber			*										
Rec	ords 1	- 15 🔉	1										Custo	omize Grid Gri	d Format N
ani (tj	y Last Stat	Jext	2n Nu	d Item mber		Request Date	Scheduled Pick	Promised Ship	Original Promised	Actual Ship	Date Updated	Time of Day	Transaction Originator	User ID	Work Stn ID
10	520	540	NE	K404F		03/23/12	03/23/12	03/28/12	04/02/12		03/23/12	165004	AS400UBE	AS400UBE	MTPWS03
10	520	540	NE	K404F		03/23/12	03/23/12	03/23/12	04/02/12		03/23/12	165605	AS400UBE	MCUSEN	ORAWS02
10	520	540	NE	K404F		03/23/12	03/23/12	03/23/12	04/02/12		03/26/12	150524	AS400UBE	PCKLST	MTPDS01
(540	560	NE	K404F		03/23/12	03/23/12	03/23/12		<	03/26/12	150536	A6400UBE	PCKLST	MTPDS01
10	560	570	NE	K404F		03/23/12	03/23/12	03/23/12	04/02/12	03/28/12	03/28/12	110947	AS400UBE	MAC03	ERQ4WH

- Check to see who the last person was to make a change to an order/line
 - Check the 'User ID' field

lect F	ind Clo	se <u>R</u> ow <u>T</u> ools											
Order	Number		2173296	SO		00001			Bran	ch/Plant		*	
Custo Item N	mer PO lumber		*										
Record	ds 1 - 3		i.i					1	_			Customize Grid	Grid Form
Last Stat	Next Stat	2nd Item Number	Reque	st Sch Pic	neduled k	Promised Ship	Original Promised	Actual Ship	Date Updated	Time of Day	Transaction Originator	User ID	Work Stn ID
520	540	HMK1720C[J300] 03/	07/12	03/07/12	03/07/12	03/07/12		03/07/12	75506	AS400UBE	AS400UBE	MTPWS03
520	540	HMK1720C[J300] 08/	09/12	08/06/12	08/09/12	03/07/12		03/07/12	75658	AS400UBE	TRADCLI	ORAWS04
	540	LIMK4700CU200	1 00	00/12	00/06/12	08/00/12	03/07/12		03/20/12	110044	45400LIBE	MCUSEN	RAWSO

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- Check to see who entered the order
 - Check the 'Transaction Originator' field

ect Fir	ind Cl	ose K	Row	Tools											
Order Number 1886768 Customer PO * Item Number *					1886768 * *	SO	00001				Branch/Plant	Branch	/Plant		
Record	ds 1 - 1	5 🔰							(-111	[<u>Customi</u>	ze Grid Grid F	ormat Nan
Record Quantity Shipped	ds 1 - 1 y Last d Stat	5 义 Ne St	ext at	2nd Iter Number	n r	Request Date	Scheduled Pick	Promised Ship	Original Promised	Actual Ship	Date Updated	Time of Day	Customi Transaction Originator	ze Grid Grid F	ormat Nam Work Stn ID
Record Quantity Shipped 200	ds 1 - 1 y Last d Stat 0 520	5 ∑ Ne St	ext at	2nd Iter Number 6207NF	n r R[TB02]	Request Date 09/01/11	Scheduled Pick 08/31/11	Promised Ship 08/31/11	Original Promised 09/01/11	Actual Ship	Date Updated 04/02/11	Time of Day 180 2	Customi Transaction Originator 2 MC USENTIN O	ze Grid Grid F User ID MCUSEN	ormat Nan Work Stn ID ORAWS0

Look for the first 'Date Updated'

VI. <u>RECORDS</u>: N/A

VII. <u>RELATED DOCUMENTS</u>: N/A

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