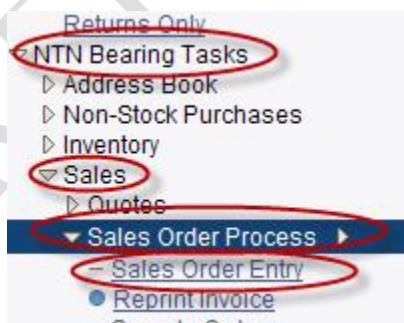


	Work Instruction #:	Date:	Revision:
Work Instruction Name:	How to Utilize the Sales Ledger in JD Edwards to Look Up Changes to Sales Orders		Page 1 of 4

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



Revision Date	Description

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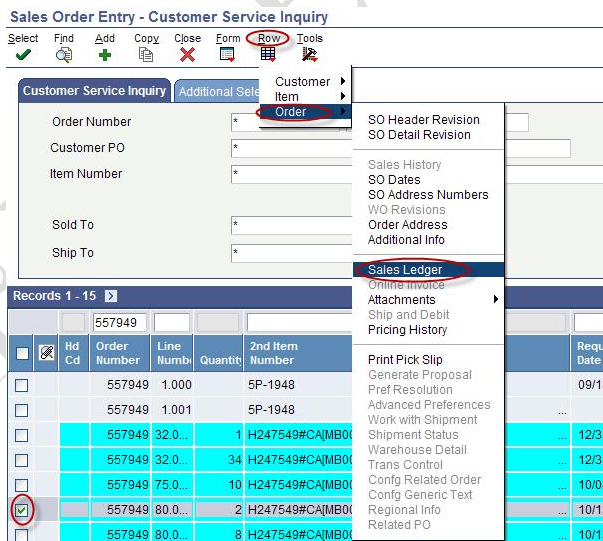
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2. Pull up your order by completing the following steps:
  - a. It is easiest to look up by Order Number which you can get directly from the 'Supply and Demand' screen
  - b. Make sure that there is an asterisk (\*) in the Branch Plant field. This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



Click 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'



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

- Date the pick list actually printed or changed statuses
  - Example check for the first line where the 'Last Status' is 540 (*540/560 is 'picked' status*)
  - 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*

Sales Order Entry - Work With Sales Ledger Inquiry

Select	Find	Close	Row	Tools									
Order Number	2189258	SO	00001	Branch/Plant *									
Customer PO	*												
Item Number	*												
Records 1 - 15													
art by	Last Stat	Next Stat	2nd Item Number	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	NDK404F	03/23/12	03/23/12	03/28/12	04/02/12		03/23/12	165004	AS400UBE	AS400UBE	MTPWS03
	10 520	540	NDK404F	03/23/12	03/23/12	03/23/12	04/02/12		03/23/12	165605	AS400UBE	MCUSEN...	ORAWS02
	10 520	540	NDK404F	03/23/12	03/23/12	03/23/12	04/02/12		03/26/12	150524	AS400UBE	PCKLST...	MTPDS01
	0 540	560	NDK404F	03/23/12	03/23/12	03/23/12			03/26/12	150536	AS400UBE	PCKLST...	MTPDS01
	10 560	570	NDK404F	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

Sales Order Entry - Work With Sales Ledger Inquiry

Select	Find	Close	Row	Tools								
Order Number	2173296	SO	00001	Branch/Plant *								
Customer PO	*											
Item Number	*											
Records 1 - 3												
Last Stat	Next Stat	2nd Item Number	Request Date	Scheduled Pick	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
520	540	HMK1720C[J300]	08/09/12	08/06/12	08/09/12	03/07/12		03/29/12	110944	AS400UBE	MCUSEN...	ORAWS02

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

Sales Order Entry - Work With Sales Ledger Inquiry

Select Find Close Row Tools

Order Number: 1886768 SO 00001 Branch/Plant: \*  
 Customer PO: \*  
 Item Number: \*

Records 1 - 15 Customize Grid Grid Format Name2

Quantity Shipped	Last Stat	Next Stat	2nd Item Number	Request Date	Scheduled Pick	Promised Ship	Original Promised	Actual Ship	Date Updated	Time of Day	Transaction Originator	User ID	Work Stn ID
200	520	540	6207NR(TB02)	09/01/11	08/31/11	08/31/11	09/01/11		04/02/11	180252	MCUSENTINO	MCUSEN...	ORAWS02
200	520	540	6207NR(TB02)	09/01/11	08/31/11	08/31/11	09/01/11		08/31/11	50618	MCUSENTINO	PCKLST...	MTPDS01

Look for the first 'Date Updated'

VI. **RECORDS:** N/A

VII. **RELATED DOCUMENTS:** N/A

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