In order to code to a Work Order, you use the subledger field populated with the extended Work Order number (the WO number extended to 8 digits by entering leading zeros). For example, WO #2509 becomes subledger W 00002509. You can search for open items associated with the Work Order by searching for open items associated with that subledger.

To search for open PO's on a Work Order prior to closing the Work Order, go to the Work with Work Orders program on the Capital Asset Management Menu.

On the Work with Work Orders screen, find the applicable Work Order you want to research. You can use the Unit Number or Business Unit field in the Header, or the Work Order Number QBE. When you've entered the appropriate search item, click Find.

When you have found the Work Order you want to research, select it and click the Open PO Orders button at the bottom of the screen.

Work With Work Orders

✔ 🔍 ➕ 📄 🗑 ✖ 🖳 Form ⊞ Row 🔧 Tools

| General | People | Dates | Category Codes | Status | Order Definition |

Unit Number
Business Unit `*`
Subsidiary `*`
Parent W.O. No `*`
Site Number `*`
Inventory Number
Serial Number `*`
Unit Number `*`

| WO Summary | Cat Code Analysis | Unscheduled PM | EQ Backlog | Estimate to Actual |

Records 1 - 1

| 9860 | | | | | | |

		Order Number	Work Order Description	WO St	WO St	W.O. Type	WO Type	Priority	Priority	Unit Number
☐	📝	9860	ELECTRICAL SYSTEM	30	Paperwork Printed	1	Maintenance Order	M	Med	BLK0366

| Print WO | Open PO Orders | Assignment Detail | WO Cost | Labor Detail | Parts Detail |

The program will default the WO number extended to 8 digits into the Related Order field. This field will not provide any results if you click Find because the field is not populated. You need to search by Type/Subledger.

Work With Order Details

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Order Number `*` `*` `*`   Branch/Plant `*`
Related Order `00009860` `WM` `*`
Original Order `*` `*` `*`   As If Currency
Item Number `*`
Account Number `*`
Type/Subledger `*` `*`   ☐ Display Supplier Item
Commodity Code `*`

No records found.

		Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Co	Change Order	Supplier Number	Su Na
☐	📝										

Copy the 8 digit Work Order number from the Related Order field to the Subledger field. Enter asterisks in all the Related Order fields. Enter a "W" in the Subledger Type field, like in the screen shot below. Then click Find. Any results that come up will be open PO's associated with the Work Order you are searching. Any amounts in the Amount to Receive column represent open amounts on that PO.

Clear open amounts by paying them, receiving on the line or cancelling the line before you close the Work Order.

Work With Order Details

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Order Number	*	*	*	Branch/Plant	*
Related Order	*	*	*		
Original Order	*	*	*	As If Currency	
Item Number	*				
Account Number	*				
Type/Subledger	W	00009860		☐ Display Supplier Item	
Commodity Code	*				

No records found.

		Order Number	Quantity To Receive	UM	Amount To Receive	Ship To	Or Ty	Order Co	Change Order	Supplier Number	Sup Nar
☐	🖉										