

Edmunds Manual
General Rules for First Approval

Requisitions must be approved via First Approval **before 12:30pm** to be processed. Requisitions approved after 12:30pm will be processed the next business day.

Table of Contents

First Approval Alerts.....	3
Sign into Edmunds.....	4
Changing Your Password.....	5
First Approval	6-14
Line by Line Check for Requisitions.....	15-24
Line by Line Check for Purchase Orders.....	25-29
To Use Laserfiche	30-32

First Approval Alerts:

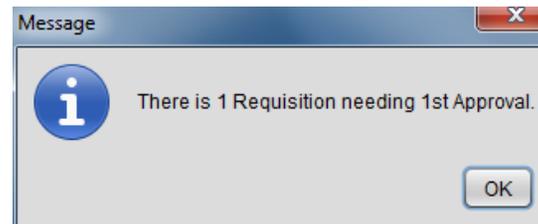
- You will be notified that you have Requisitions using your account(s) via email and Edmunds.
- You will receive the following email:

Dear Casey Johnson,

The following Requisitions need 1st Approval:

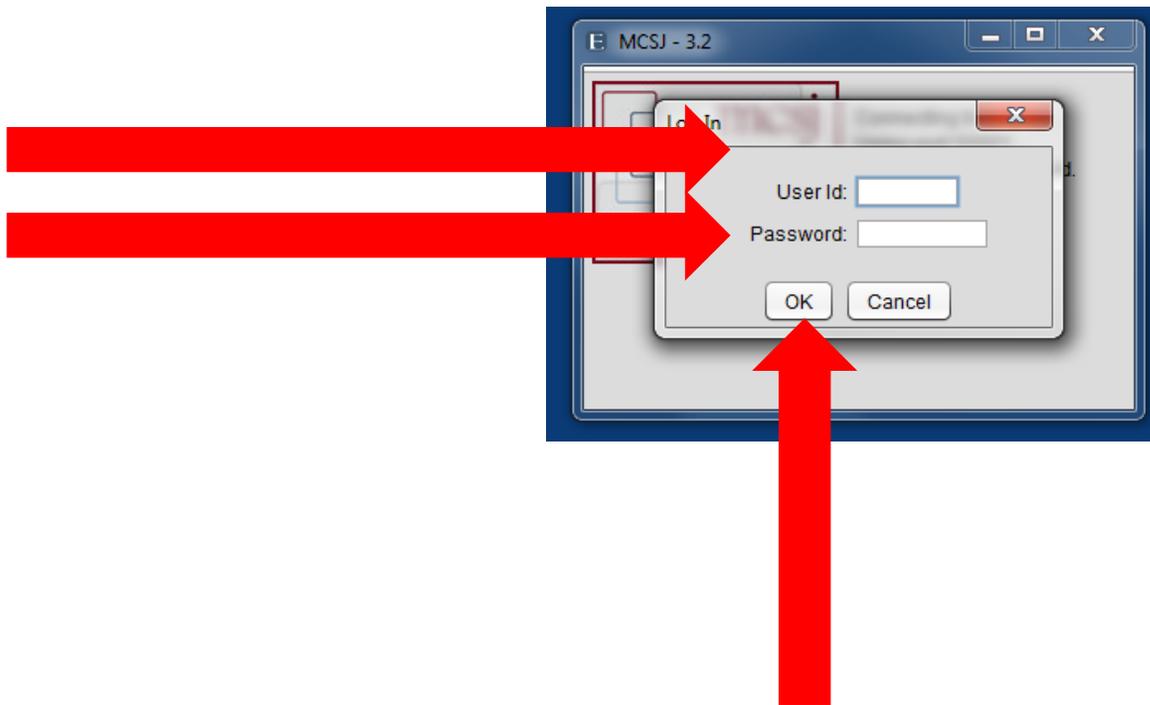
Requisition Id	Description	Vendor	Requested Date	Due Date	Amount
6-001284	TEST TEST TEST	ALIGNMENT TEST-VOID	04/04/16		0.01

- You will receive the following notice when you sign in to Edmunds:



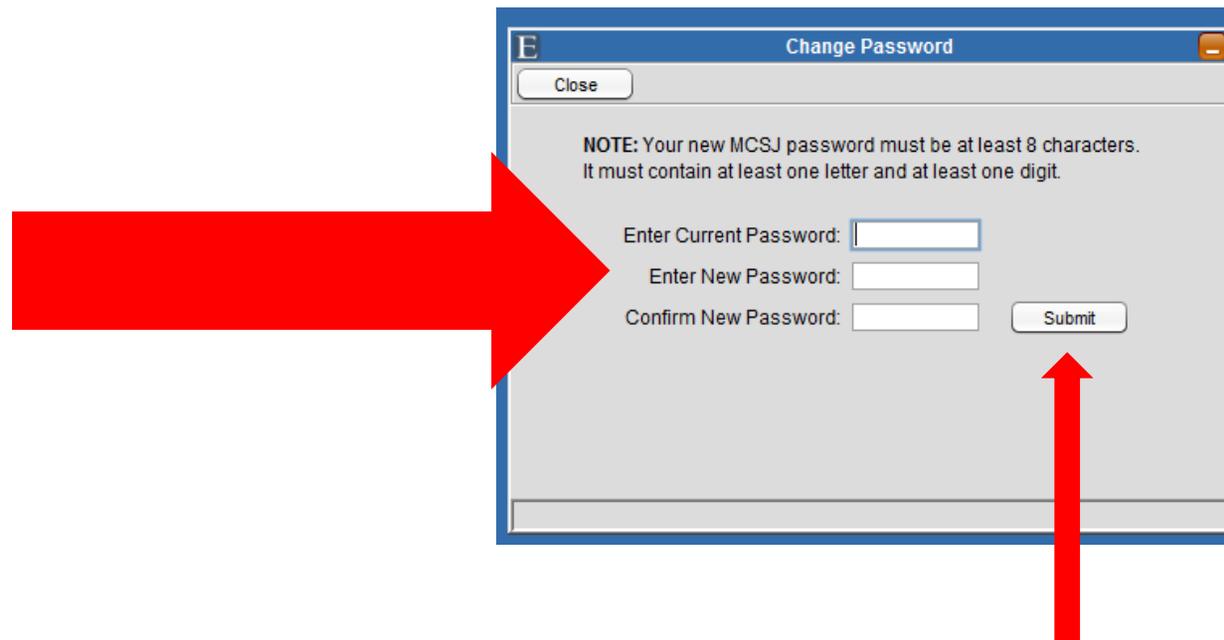
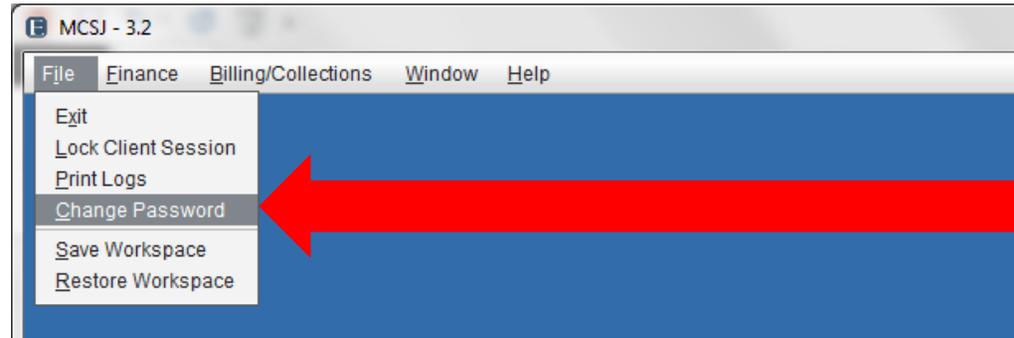
Sign into Edmunds:

- Enter Your **User Id**
- Enter Your **Password**
- Select **OK**



Changing Your Password:

- **File**
 - **Change Password**
- **Enter Current Password**
- **Enter New Password**
- **Confirm New Password**
- **Select Submit**



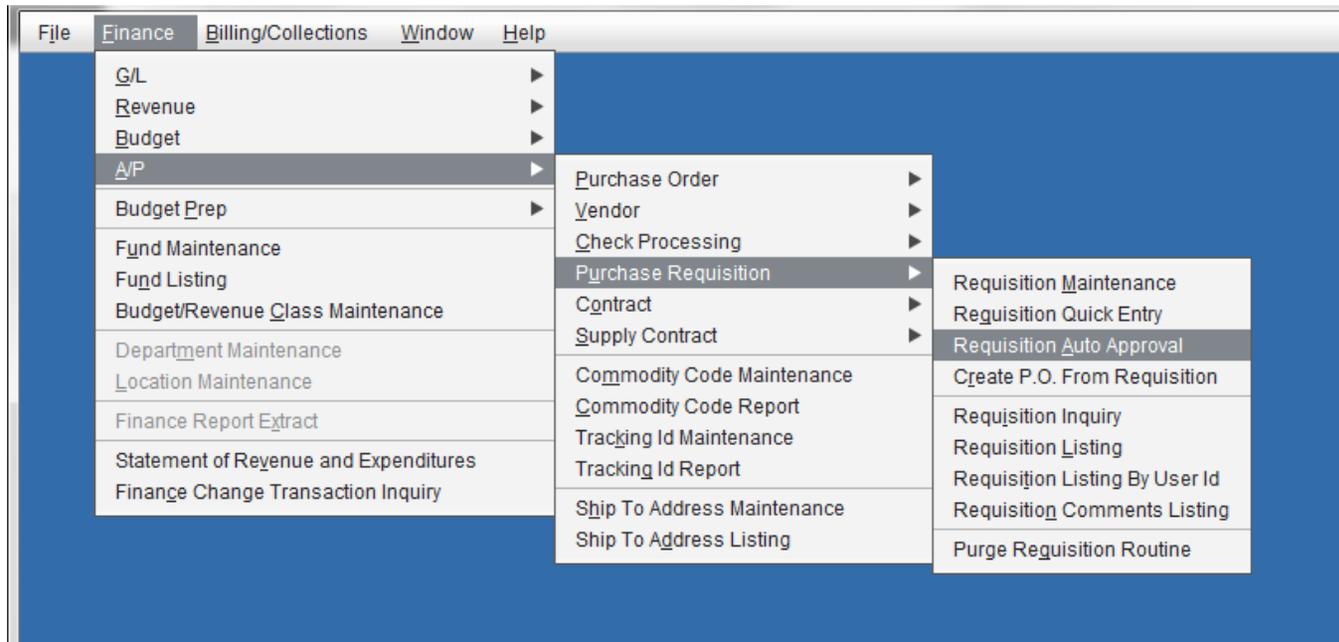
First Approval:

➤ **Finance**

➤ **A/P**

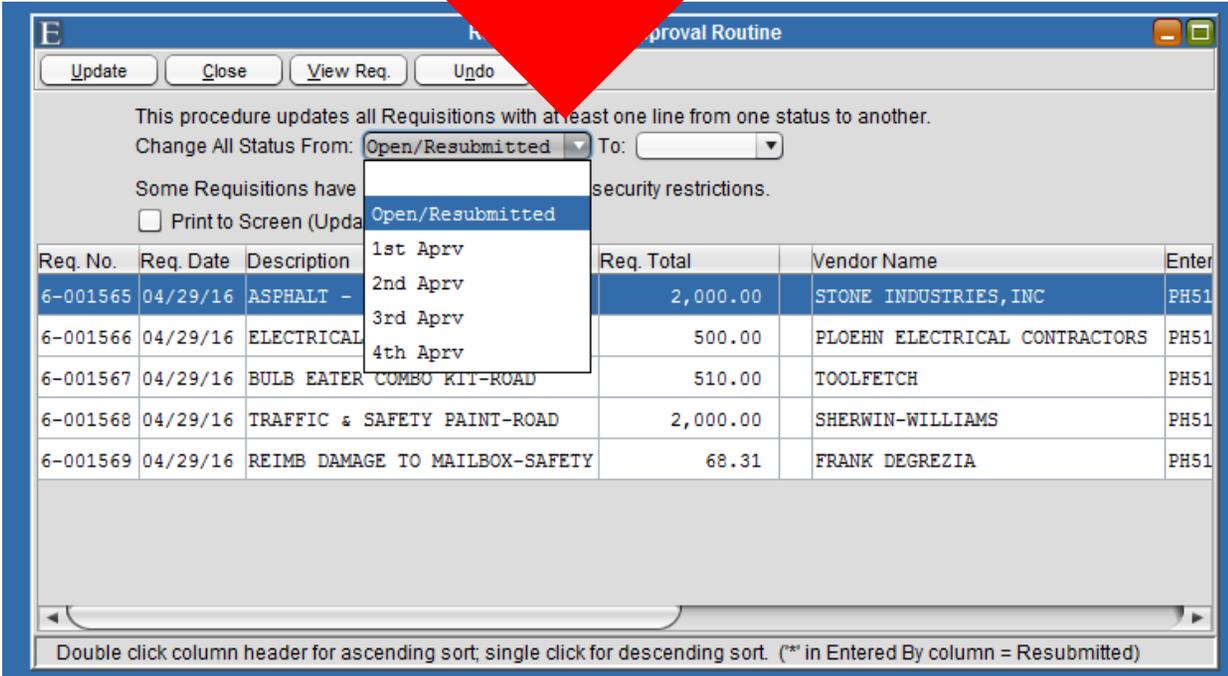
➤ **Purchase Requisition**

➤ **Select Requisition Auto Approval**



First Approval:

- Select **Open/Resubmitted**



This procedure updates all Requisitions with at least one line from one status to another.

Change All Status From: **Open/Resubmitted** To:

Some Requisitions have security restrictions.

Print to Screen (Update)

Req. No.	Req. Date	Description	1st Aprv	Req. Total	Vendor Name	Enter
6-001565	04/29/16	ASPHALT -	2nd Aprv	2,000.00	STONE INDUSTRIES, INC	PH51
6-001566	04/29/16	ELECTRICAL	3rd Aprv	500.00	PLOEHN ELECTRICAL CONTRACTORS	PH51
6-001567	04/29/16	BULB EATER COMBO KIT-ROAD	4th Aprv	510.00	TOOLFETCH	PH51
6-001568	04/29/16	TRAFFIC & SAFETY PAINT-ROAD		2,000.00	SHERWIN-WILLIAMS	PH51
6-001569	04/29/16	REIMB DAMAGE TO MAILBOX-SAFETY		68.31	FRANK DEGREZIA	PH51

Double click column header for ascending sort; single click for descending sort. (** in Entered By column = Resubmitted)

First Approval:

➤ “Double Click” First Line

The screenshot shows a software interface with two windows. The background window is titled "Requisition Auto Approval Routine" and contains a table of requisitions. A red arrow points to the first row of this table. The foreground window is titled "Requisition Detail" and displays information for requisition 6-001565.

Requisition Auto Approval Routine

Update Close View Req. Undo

This procedure updates all Requisitions
Change All Status From: Open/Resubm
Some Requisitions have been omitted d
 Print to Screen (Updated Listing)

Req. No.	Req. Date	Description
6-001565	04/29/16	ASPHALT - WATER
6-001566	04/29/16	ELECTRICAL WORK - SEWE
6-001567	04/29/16	BULB EATER COMBO KIT-P
6-001568	04/29/16	TRAFFIC & SAFETY PAINT
6-001569	04/29/16	REIMB DAMAGE TO MAILBO

Double click column header for ascending sort, s

Requisition Detail

May 2, 2016 08:57 AM Wayne Township Requisition Inquiry

Requisition No: 6-001565 Vendor: 60720
Status: Open
P.O. Number: STONE INDUSTRIES, INC
Requested Date: 04/29/16 PO BOX 8310
Due Date: HALEDON, NJ 07538
Description: ASPHALT - WATER
Req Total: 2,000.00 State Contract: STB-86427

Seq	Catalog Num	Qty	Unit	Price	Item Total	Charge Acct	Description
1	ASPHALT	1.0000		2,000.0000	2,000.00	B 6-05-55-501-058	SUPPLIES, PERMITS, LAB

REQ#7197

FOR ENCUMBRANCE ONLY

New Status: Open
Status Reason:
Comments:

Close

First Approval :

- You **MUST** know review the **ENTIRE** Requisition.
- Check the information on this page.
- Review:
 - **Descript**
 - **F.O.B.**
 - **P.O. Type**
 - **Vendor Information**
 - **St. Contract No.**
 - **Ship To**
 - **Description**
 - **Charge to (Account Information)**
 - **Quantity**
 - **Unit Price**

Requisition Auto Approval Routine

Update Close View Req Undo

This procedure updates all Requisitions
Change All Status From: Open/Resubm
Some Requisitions have been omitted d
 Print to Screen (Update Pending)

May 2, 2016
08:57 AM

Requisition Detail

Requisition No: 6-001565
Status: Open
Vendor: 60720
STONE INDUSTRIES, INC
P.O. Number:
PO BOX 8310
Requested Date: 04/29/16
Due Date:
HALEDON, NJ 07538
Description: ASPHALT - WATER
Req Total: 2,000.00 State Contract: STB-86427

Seq	Catalog Num	Line	Item	Description	Qty	Unit	Price	Item Total	Charge Acct
1				ASPHALT	1.0000		2,000.0000	2,000.00	B 6-05-55-501-058
				REQ#7197					SUPPLIES, PERMITS, LAB

FOR ENCUMBRANCE ONLY

New Status: Open
Status Reason:

Comments:

First Approval:

- Review to ensure that the following information has been included:
 - Quote Number
 - Quote Date
 - Resolution Number
 - If Blanket: BLANKET PO
 - If Encumbrance NOT to be mailed: ENCUMBRANCE ONLY – DO NOT MAIL

The screenshot displays a software interface for requisition management. The main window, titled 'Requisition Auto Approval Routine', contains a table of requisitions. A red arrow points from the table to a 'Requisition Detail' window. The detail window shows the following information:

May 2, 2016 08:57 AM Wayne Township Requisition Inquiry

Requisition No: 6-001565
Status: Open Vendor: 60720
P.O. Number: STONE INDUSTRIES, INC
Requested Date: 04/29/16 PO BOX 8310
Due Date: HALEDON, NJ 07538
Description: ASPHALT - WATER
Reg Total: 2,000.00 State Contract: STB-86427

Seq	Catalog Num	Line Item	Qty	Unit	Price	Item Total	Charge Acct
1	ASPHALT		1.0000		2,000.0000	2,000.00	B 6-05-55-501-058

REO#7197
FOR ENCUMBRANCE ONLY

New Status: Open
Status Reason:
Comments:

Close

First Approval:

- The Green + indicates that there are attachments.
- Review that attachments are correct, by selecting the paperclip.

The screenshot shows a software application window titled "Requisition Auto Approval Routine" with a sub-window titled "Requisition Detail". The sub-window displays the following information:

May 2, 2016 08:57 AM Wayne Township Requisition Inquiry

Requisition No: 6-001565
Status: Open Vendor: 60720
P.O. Number: STONE INDUSTRIES, INC
Requested Date: 04/29/16 PO BOX 8310
Due Date: HALEDON, NJ 07538
Description: ASPHALT - WATER
Req Total: 2,000.00 State Contract: STB-86427

Seq	Catalog Num	Qty	Unit	Price	Item Total	Charge Acct
1	ASPHALT	1.0000		2,000.0000	2,000.00	B 6-05-55-501-058

Line Item Description: SUPPLIES, PERMITS, LAB
Line Item Notes: REQ#7197

FOR ENCUMBRANCE ONLY

New Status: Open
Status Reason:
Comments:

Close

A red arrow points to a green plus sign icon next to a paperclip icon in the bottom right corner of the window.

First Approval:

- After you have reviewed EVERYTHING and you approve the Requisition, select **1st Aprv**
- Select **Close**

The screenshot shows a requisition approval dialog box. At the top, it displays requisition details: '1 ASPHALT 1.0000 2,000.0000 2,000.00 B 6-05-55-501-058 SUPPLIES, PERMITS, LAB' and 'REQ#7197'. Below this, a scrollable area contains the text 'FOR ENCUMBRANCE ONLY'. The main section of the dialog has a 'New Status:' dropdown menu currently set to 'Open', and a 'Status Reason:' dropdown menu with 'Open' selected. A list of status reasons is visible: 'Open', '1st Aprv', '2nd Aprv', '3rd Aprv', '4th Aprv', 'Denied', 'Cancel', and 'Held'. A red arrow points from the left to the '1st Aprv' option. To the right is a 'Comments:' text area. At the bottom right, there is a 'Close' button with a paperclip icon to its left. A red arrow points from below to the 'Close' button.

First Approval:

- Click **Update**
- Proceed to double click the next Requisition and continue the review process
- Once you have completely reviewed all your Requisitions, Select **Update**, then Select **Close**

E Requisition Auto Approval Routine

Update Close View Req. Undo

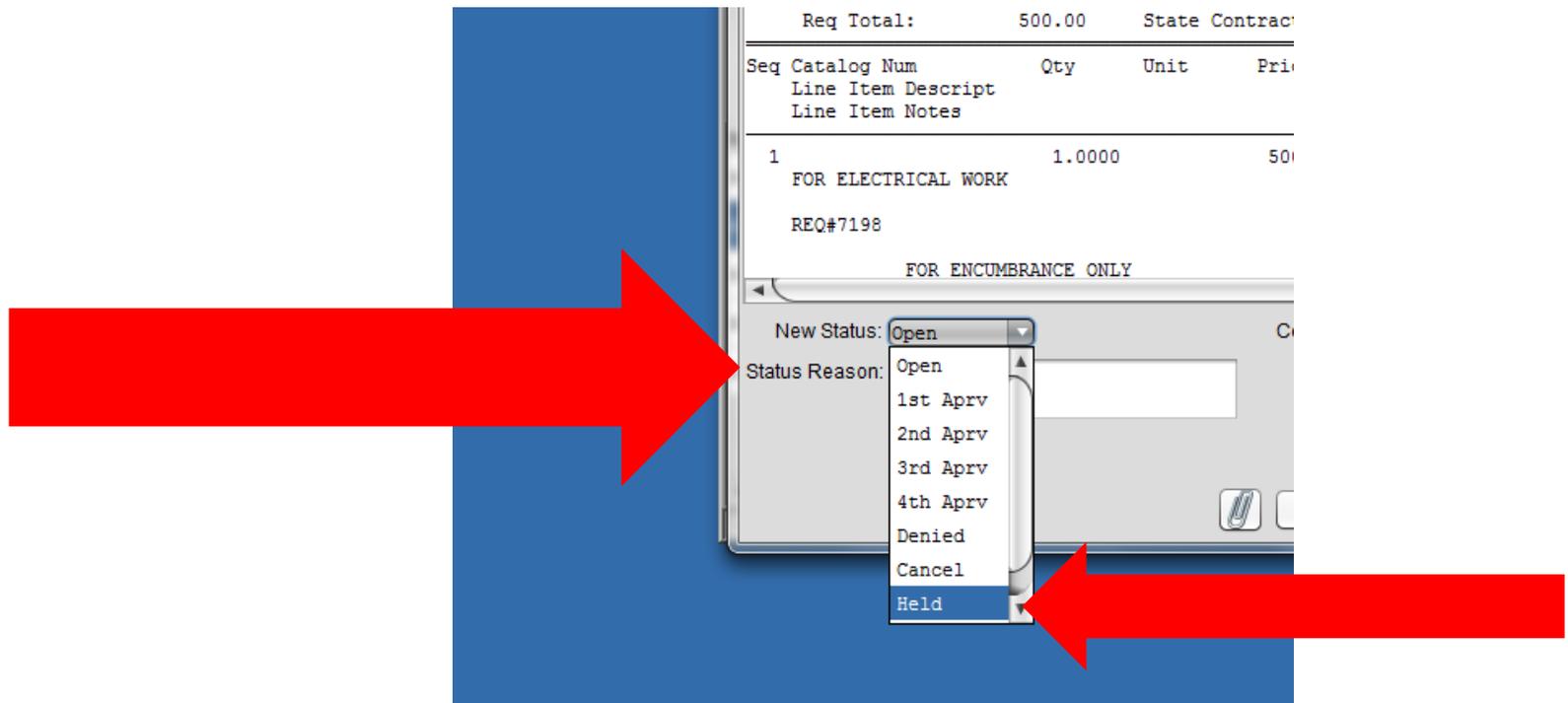
This procedure updates all Requisitions with at least one line from one status to another.
Change All Status From: Open/Resubmitted To: [dropdown]
Some Requisitions have been omitted due to user security restrictions.
 Print to Screen (Updated Listing)

Req. No.	Req. Date	Description	Req. Total	Vendor Name	Entered By	New Status	Status Reason
6-001565	04/29/16	ASPHALT - WATER	2,000.00	STONE INDUSTRIES, INC	PH517	1st Aprv	
6-001566	04/29/16	ELECTRICAL WORK - SEWER	500.00	PLOEHN ELECTRICAL CONTRACTORS	PH517		
6-001567	04/29/16	BULB EATER COMBO KIT-ROAD	510.00	TOOLFETCH	PH517		
6-001568	04/29/16	TRAFFIC & SAFETY PAINT-ROAD	2,000.00	SHERWIN-WILLIAMS	PH517		
6-001569	04/29/16	REIMB DAMAGE TO MAILBOX-SAFETY	68.31	FRANK DEGREZIA	PH517		

Double click column header for ascending sort; single click for descending sort. (** in Entered By column = Resubmitted)

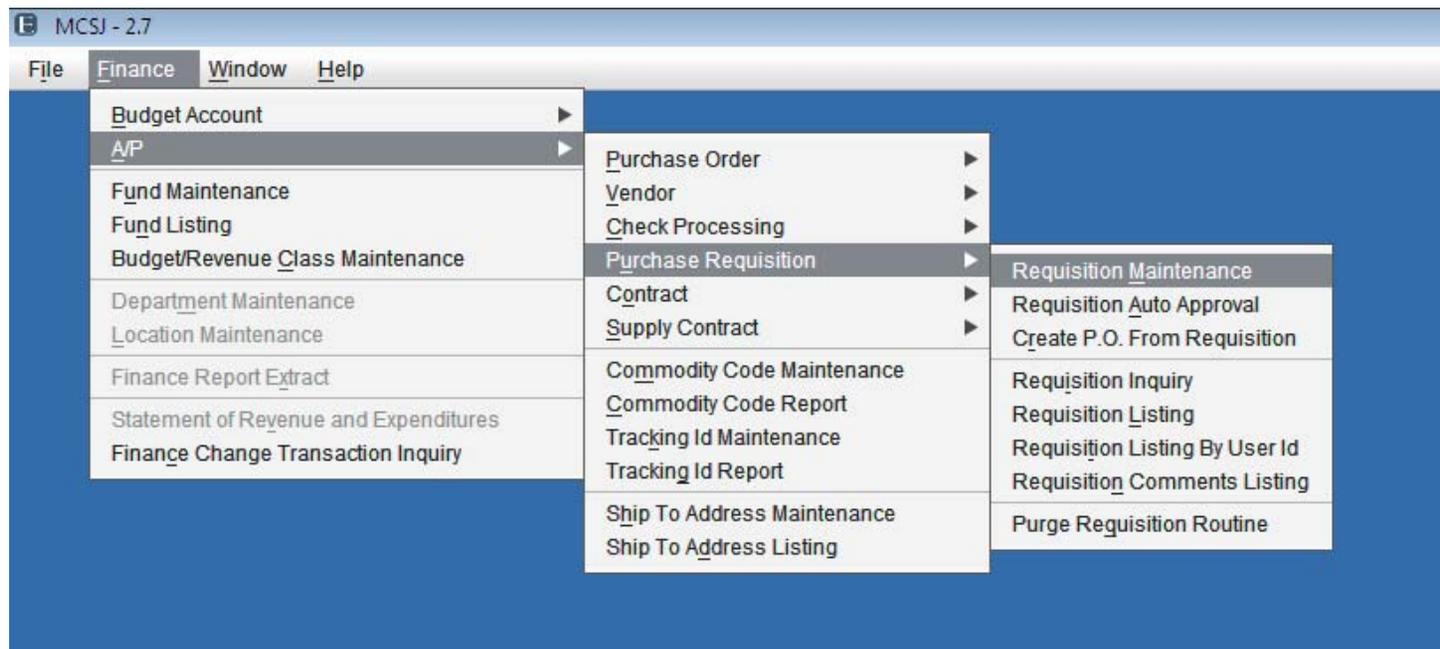
First Approval:

- **If, at any point, you do NOT APPROVE, place the Requisition on Hold
- Select **Held**
- Type a **Status Reason** providing an explanation



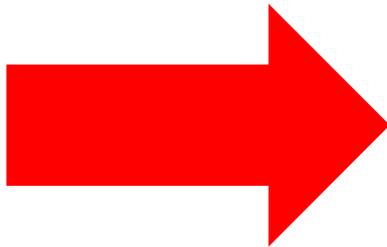
Line by Line Check for Requisitions:

- **Finance**
 - **A/P**
 - **Purchase Requisition**
 - **Select Requisition Maintenance**



Line by Line Check for Requisitions:

- Enter the Requisition Number, Then select “Enter” on your Keyboard



The screenshot shows a software window titled "Requisition Maintenance" with a blue header bar. The window contains a form with various input fields and buttons. At the top, there are buttons for "Add", "Edit", "Close", "Delete", navigation arrows, "Print", and "Line Item". Below these is a "Requisition No:" field containing "6-". The form is divided into two pages, "Page 1" and "Page 2", with "Page 1" selected. The main form area includes fields for "Status" (set to "Open"), "Reason", "Req Date", "Due Date", "Descript", "F.O.B.", "P.O. Type", "P.O. No.", "Release No.", "Line Items", "Total", "Vendor", "Name", "Address", "St. Contract No.", "Ship To", and several "Aprv By:" fields with date pickers. A "Stat Chg By:" field is also present. At the bottom right, there is a "Duplicate" button and a paperclip icon.

Line by Line Check for Requisitions:

➤ Contains Information for:

- **Descript**
- **F.O.B.**
- **P.O. Type**
- **Vendor Information**
- **St. Contract No.**
- **Ship To**

The screenshot displays the 'Requisition Maintenance' window. At the top, there are buttons for 'Add', 'Edit', 'Close', 'Delete', '<<', '>>', 'Print', and 'Line Item'. The 'Requisition No.' is 6-001840. The status is 'Open'. The vendor is 53230, named 'RACHLES/MICHELE'S OIL CO', located at 116 KULLER ROAD, CLIFTON, NJ 07011. The requisition date is 05/26/16. The description is '87 OCTANE GAS NO LEAD REG'. The F.O.B. is 'Destination'. The P.O. type is 'New Blanket'. The total amount is 50,000.00. The ship-to address is 'EQUIPMENT MAINT. DIV. DPW GARAGE 201 DEY ROAD WAYNE, NJ 07470'. There are also buttons for 'Status', 'Entered By: CD', and 'Ship To:'. A 'Duplicate' button and a paperclip icon are at the bottom right.

Requisition No:	6-001840
Status:	Open
Vendor:	53230
Name:	RACHLES/MICHELE'S OIL CO
Address:	116 KULLER ROAD
City:	CLIFTON
State:	NJ
Zip:	07011
Req Date:	05/26/16
Due Date:	/ /
Descript:	87 OCTANE GAS NO LEAD REG
F.O.B.:	Destination
P.O. Type:	New Blanket
Release No.:	0
Line Items:	1
Total:	50,000.00

Line by Line Check for Requisitions:

- If Requisition is a 3-Part Quote, you will find information on page 2.

The screenshot displays the 'Requisition Maintenance' window. At the top, there is a title bar with the letter 'E' and a close button. Below the title bar is a toolbar with buttons for 'Add', 'Save', 'Cancel', 'Delete', '<<', '>>', 'Print', and 'Line Item'. The 'Requisition No:' field contains the value '30049966'. Below this, there are two tabs: 'Page 1' and 'Page 2', with 'Page 2' being the active tab. The main content area is divided into three sections: 'Quote 2', 'Quote 3', and 'Comments'. Each quote section contains a 'Vendor Id' field with a dropdown arrow, a 'Name' field, a 'Quote' field, and a 'Comment' field. The 'Comments' section has a large text area.

Requisition Maintenance

Add Save Cancel Delete << >> Print Line Item

Requisition No: 30049966 ...

Page 1 Page 2

Quote 2

Vendor Id: ... Name:

Quote: Comment:

Quote 3

Vendor Id: ... Name:

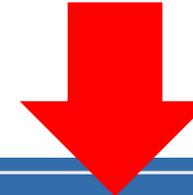
Quote: Comment:

Comments:

18

Line by Line Check for Requisitions:

- Select **Line Item**, to review each line.



Requisition Maintenance

Add Edit Close Delete << >> Print **Line Item**

Requisition No: 6-001840 ...

Page 1 Page 2

Status: Open Vendor: 53230 0 ... Supply Contract: ...

Reason: Name: RACHLES/MICHELE'S OIL CO ...

Req Date: 05/26/16 Address: 116 KULLER ROAD

Due Date: / /

Descrip: 87 OCTANE GAS NO LEAD REG

F.O.B.: Destination Entered By: CD

P.O. Type: New Blanket 1st Aprv By: / /

P.O. No: ... 2nd Aprv By: / /

Release No: 0 3rd Aprv By: / /

Line Items: 1 4th Aprv By: / /

Total: 50,000.00 Stat Chg By:

CLIFTON NJ 07011

St. Contract No: STB-82769

Ship To: ...

EQUIPMENT MAINT. DIV.
DPW GARAGE
201 DEY ROAD
WAYNE, NJ 07470

Line by Line Check for Requisitions:

➤ Contains Information for:

- **Description**
- **Charge to (Account Information)**
- **Quantity**
- **Unit Price**

E Requisition Line Item Maintenance

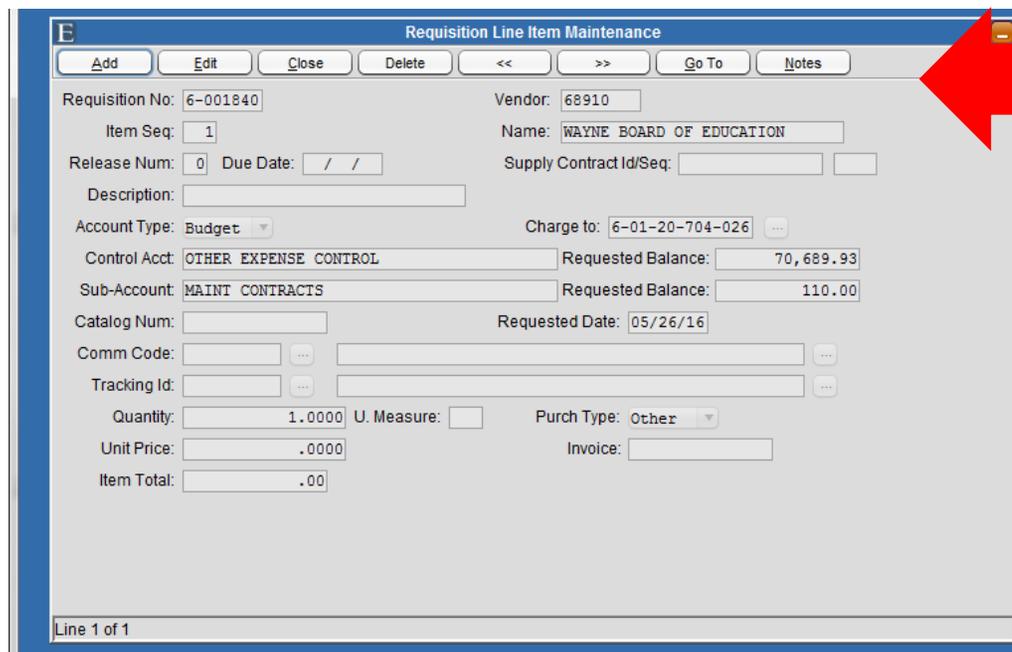
Add Edit Close Delete << >> Go To Notes

Requisition No: 6-001840 Vendor: 68910
Item Seq: 1 Name: WAYNE BOARD OF EDUCATION
Release Num: 0 Due Date: / / Supply Contract Id/Seq:
Description:
Account Type: Budget Charge to: 6-01-20-704-026 ...
Control Acct: OTHER EXPENSE CONTROL Requested Balance: 70,689.93
Sub-Account: MAINT CONTRACTS Requested Balance: 110.00
Catalog Num: Requested Date: 05/26/16
Comm Code: ...
Tracking Id: ...
Quantity: 1.0000 U. Measure: Purch Type: Other
Unit Price: .0000 Invoice:
Item Total: .00

Line 1 of 1

Line by Line Check for Requisitions:

➤ Select **Notes**



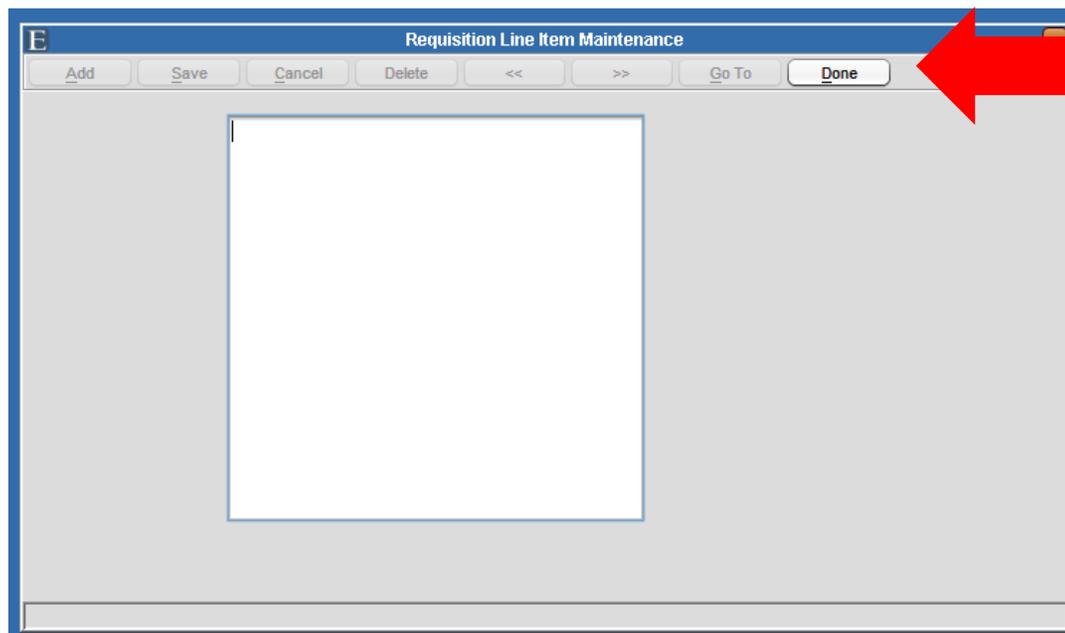
The screenshot shows a software window titled "Requisition Line Item Maintenance" with a blue border. At the top, there is a menu bar with buttons for "Add", "Edit", "Close", "Delete", "<<", ">>", "Go To", and "Notes". A large red arrow points from the right side of the screen towards the "Notes" button. Below the menu bar, the form contains the following fields:

Requisition No:	6-001840	Vendor:	68910
Item Seq:	1	Name:	WAYNE BOARD OF EDUCATION
Release Num:	0	Due Date:	/ /
Description:		Supply Contract Id/Seq:	
Account Type:	Budget	Charge to:	6-01-20-704-026
Control Acct:	OTHER EXPENSE CONTROL	Requested Balance:	70,689.93
Sub-Account:	MAINT CONTRACTS	Requested Balance:	110.00
Catalog Num:		Requested Date:	05/26/16
Comm Code:			
Tracking Id:			
Quantity:	1.0000	U. Measure:	<input type="checkbox"/>
Unit Price:	.0000	Purch Type:	Other
Item Total:	.00	Invoice:	

Line 1 of 1

Line by Line Check for Requisitions:

- Contains Information for:
 - Quote Number
 - Quote Date
 - Resolution Number
 - If Blanket: BLANKET PO
 - If Encumbrance NOT to be mailed: ENCUMBRANCE ONLY – DO NOT MAIL
- To close, select **Done**



Line by Line Check for Requisitions:

- To close, Select **Close**



E Requisition Line Item Maintenance

Requisition No: 6-001840 Vendor: 68910
Item Seq: 1 Name: WAYNE BOARD OF EDUCATION
Release Num: 0 Due Date: / / Supply Contract Id/Seq:
Description:
Account Type: Budget Charge to: 6-01-20-704-026 ...
Control Acct: OTHER EXPENSE CONTROL Requested Balance: 70,689.93
Sub-Account: MAINT CONTRACTS Requested Balance: 110.00
Catalog Num: Requested Date: 05/26/16
Comm Code:
Tracking Id:
Quantity: 1.0000 U. Measure: Purch Type: Other
Unit Price: .0000 Invoice:
Item Total: .00

Line 1 of 1

Line by Line Check for Requisitions:

- The Green + indicates that there are attachments.
- Review that attachments by selecting the paperclip.

Requisition Maintenance

Add Edit Close Delete << >> Print Line Item

Requisition No: 6-001466

Page 1 Page 2

Status: Open Status Vendor: Supply Contract:

Reason: Name:

Address:

Req Date: 04/19/16

Due Date: / /

Descript:

F.O.B.: Entered By:

P.O. Type: 1st Aprv By: / /

P.O. No.: 2nd Aprv By: / /

Release No.: 3rd Aprv By: / /

Line Items: 4th Aprv By: / /

Total: Stat Chg By:

St. Contract No:

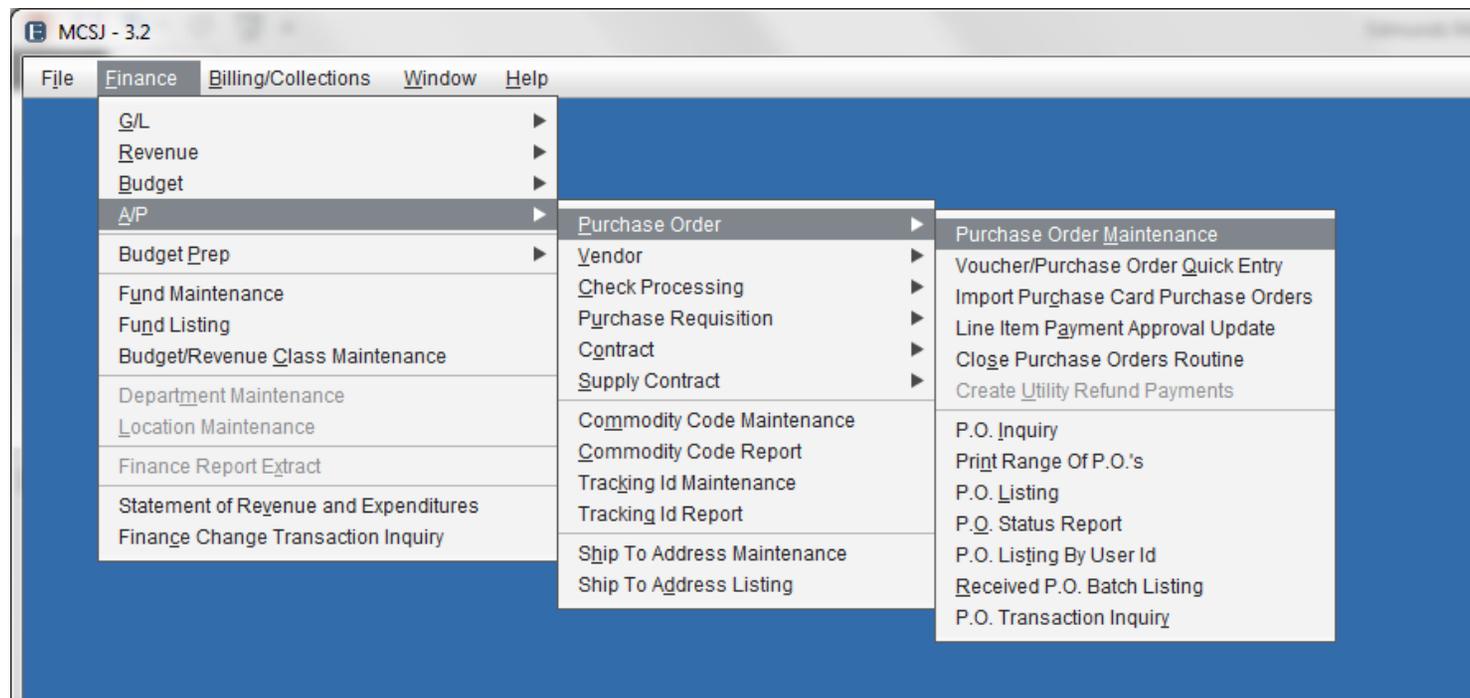
Ship To:

Duplicate



Line by Line Check for Purchase Orders:

- **Finance**
 - **A/P**
 - **Purchase Order**
 - **Select Purchase Order Maintenance**



Line by Line Check for Purchase Orders:

- Contains Information for:
 - **Descript**
 - **F.O.B.**
 - **P.O. Type**
 - **Vendor Information**
 - **St. Contract No.**
 - **Ship To**
 - **Attachments**

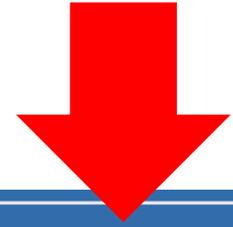
The screenshot displays the 'Purchase Order Maintenance' window with the following details:

- Purchase Order:** 6-000001
- Status:** Open
- P.O. Type:** (Dropdown menu)
- Contract Id:** (Empty field)
- Vendor:** 21585
- Supply Contract:** (Empty field)
- Order Date:** 01/04/16
- Name:** FF1 PROFESSIONAL SAFETY SERV.
- Due Date:** / /
- Address:** ATTN: KYLE MIZDOL, 34 WILSON DRIVE, SPARTA, NJ 07871
- Descript:** COMPANY #2 - EQUIPMENT
- F.O.B.:** Destination
- Discount %:** .00
- Req. No.:** 30065187
- Line Items:** 5
- St. Contract No.:** STB-80946
- P.O. Total:** 14,997.90
- Ship To:** ADMIN/NEAL BELLET, TOWNSHIP OF WAYNE, 475 VALLEY ROAD, WAYNE, NJ 07470
- Void Total:** .00
- Comments:** (Empty text area)

Buttons visible include: Add, Edit, Close, Delete, <<, >>, Print, Line Item, Duplicate, and a file attachment icon.

Line by Line Check for Purchase Orders:

- For further information, select **Line Item**



E Purchase Order Maintenance

Add Edit Close Delete << >> Print **Line Item**

Purchase Order: 6-000001 ... P.O. Type: Contract Id: ...

Status: Open PO Status Vendor: 21585 0 ... Supply Contract: ...

Order Date: 01/04/16 Line Item Status Name: FF1 PROFESSIONAL SAFETY SERV. ...

Due Date: / / ATTN: KYLE MIZDOL

Descript: COMPANY #2 - EQUIPMENT 34 WILSON DRIVE

F.O.B.: Destination SPARTA NJ 07871

Discount %: .00 Edit Discount

Req. No: 30065187 Line Items: 5 St. Contract No: STB-80946

P.O. Total: 14,997.90 Ship To: ADMIN/NEAL BELLET

Void Total: .00 TOWNSHIP OF WAYNE

475 VALLEY ROAD

WAYNE, NJ 07470

Comments:

Duplicate

Line by Line Check for Purchase Orders:

- Contains Information for:
 - **Description**
 - **Charge to (Account Information)**
 - **Quantity**
 - **Unit Price**
- Select Notes for further information

Purchase Order Line Item Maintenance

Buttons: Add, Edit, Close, Delete, <<, >>, Go To, Detail, Notes

Purchase Order: 6-000001 Vendor: 21585 Notes Exist

Item Seq: 1 Status: Open Name: FF1 PROFESSIONAL SAFETY SERV.

General

Release Num: 0 Due Date: / / Checking Acct: Id: 0 Date: / /

Description: FX-R TURNOUT COAT 32" FX-R Supply Contract Id/Seq:

First Enc Date: 01/04/16 Charge to: Budget G-04-55-915-944 Split Charges:

Control Acct: EQUIPMENT - FIRE AND ARSON INVESTIGATION Balance: 27,616.69

Sub-Account: EQUIPMENT - FIRE AND ARSON INVESTIGATION Balance: 27,616.69 Regstrn Info

Catalog Num: Purch Type: Other

Comm Code: Tracking Id:

Quantity: 4.0000 U. Measure: Rcvd Date: / / Invoice:

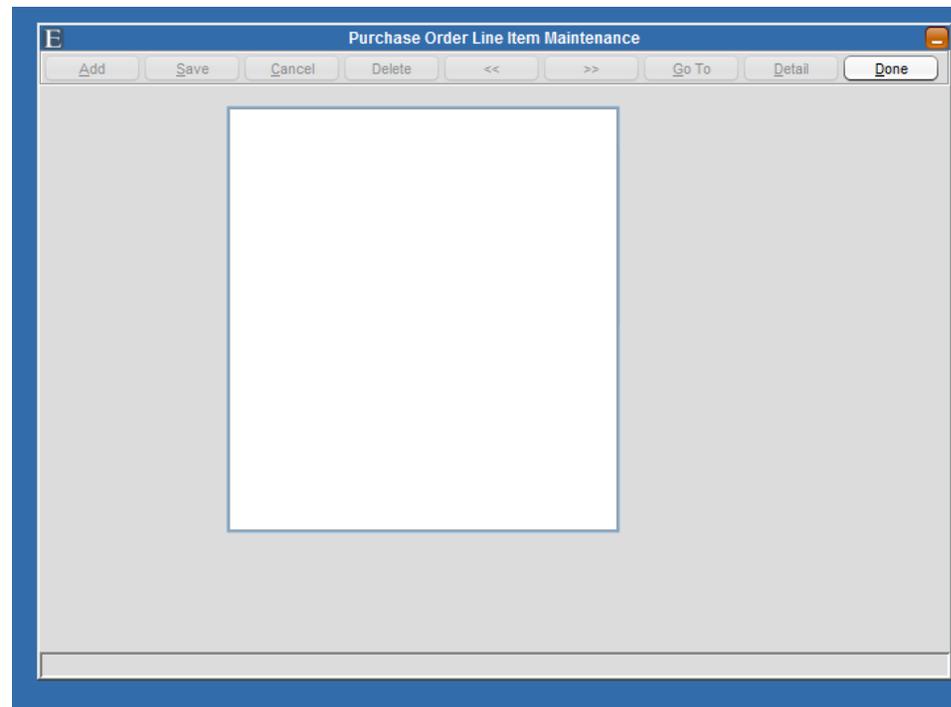
Unit Price: 1,275.6000 Rcvd Batch Id: 1099 1099 Exclusion:

Item Total: 5,102.40 Void Date: / / Req. No: 30065187

Line 1 of 5

Line by Line Check for Purchase Orders:

- Contains Information for:
 - Quote Number
 - Quote Date
 - Resolution Number
 - If Blanket: BLANKET PO
 - If Encumbrance NOT to be mailed: ENCUMBRANCE ONLY – DO NOT MAIL
- To close, select **Done**



To Use Laserfiche:

Laserfiche is now available to ALL USERS of Edmunds.

Laserfiche Purchase Orders Copies Will Include:

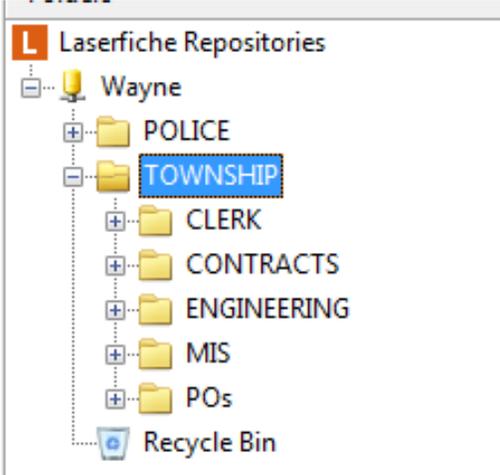
- Yellow Voucher (Signed by Vendor and Department Head/Supervisor)
- Original Quote (As Applicable)
- Original Invoice
- Original Packing Slip (As Applicable)
- Gold Voucher
- Check Number

➤ Open software by double clicking on the **Laserfiche** desktop shortcut.

➤ Under **Available Repositories** highlight **Wayne** and hit the **OPEN** button.

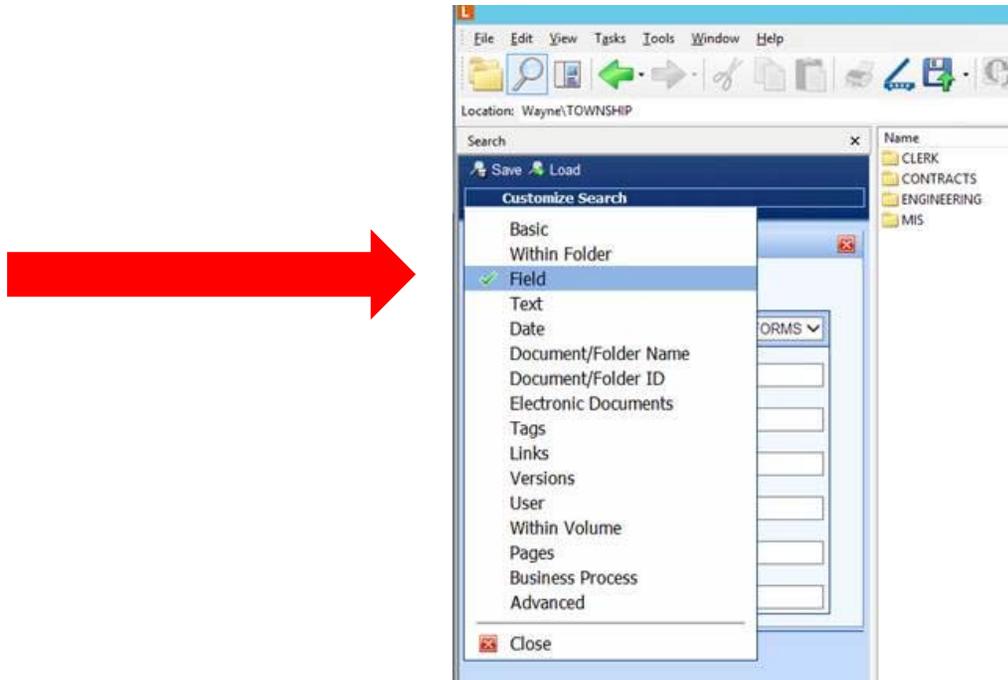
➤ Under **Laserfiche Repositories**, expand **Wayne** and highlight **TOWNSHIP**.

➤ From the tool bar, click on the **Search Pane** icon.



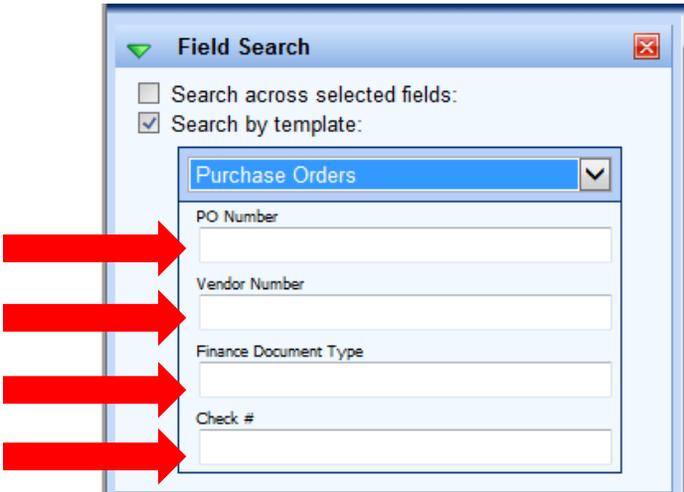
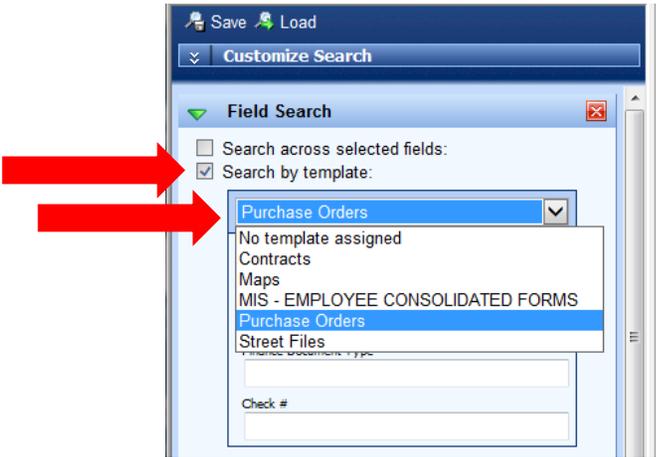
To Use Laserfiche:

- Click the arrow on the left of **Customize Search** and verify that **Field** is the only option selected. Hit **Close**.



How To Use Laserfiche:

- Make sure that **Search by Template** Is selected and choose **Purchase Orders** from the dropdown menu. You may now lookup POs by the fields listed above.



- You May Search Using:
 - PO Number
 - Vendor Number
 - Finance Document Type
 - Purchase Order
 - Capital Purchase Order
 - Check #

To Use Laserfiche:

➤ Having Trouble? Advanced search options – **Wildcards.**

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, govern*s would find "governors," "governments," and "governs."
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
[]	(Brackets) Brackets are also used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.
-	(Dash) Indicates a range of characters. For example, b[a-i]tter would find the words "batter," "better" and "bitter," but not "butter."
[0-9]	Represents any single digit number. For example, [0-9][0-9] would find any two-digit number (but not a one- or three-digit number), and [0-9][0-9][0-9]-[0-9][0-9][0-9][0-9] would find a social security number.