PeopleSoft®

EnterpriseOne JDE5 Equipment Billing PeopleBook

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EnterpriseOne JDE5
Equipment Billing PeopleBook
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Open Source Disclosure

Table of Contents

Overview

Equipment Billing

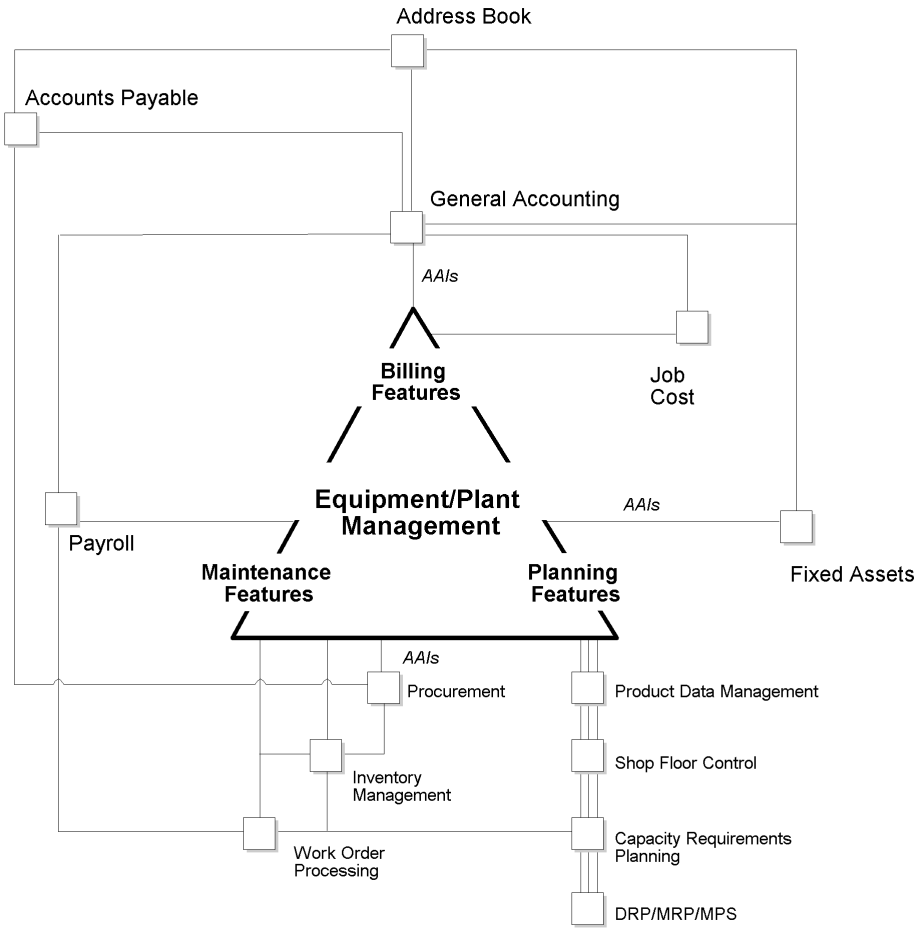
Equipment Billing is the billing feature of the Equipment/Plant Management system. Use the Equipment Billing system to charge equipment costs or credit revenue to various business units, jobs, and cost codes within your organization. To charge a customer outside of your organization for equipment costs, use the Service Billing system

System Integration

When you use Equipment Billing, you can link to the other J.D. Edwards systems that your organization uses. For example, you can link to the Work Order system to record maintenance charges against work orders as well as to track and monitor schedules by work order. Other systems you can link to include:

- Job Cost
- Inventory Management
- Procurement
- Shop Floor Management
- Accounts Payable
- Accounts Receivable
- Work Orders

The following diagram illustrates the system integration between Equipment/Plant Management and other J.D. Edwards systems:



Address Book Every J.D. Edwards system works with the Address Book system to retrieve up-to-date address book information about employees, suppliers, and other business entities.

General Accounting When you enter equipment transactions (including billing transactions), you must process them through the general ledger. You enter all statistical values, such as miles, gallons, and so on, into the general ledger. When you charge a job for equipment use, the system searches the Account Master for billing rate default values.

Accounts Payable You can enter equipment charges through the Accounts Payable system. The system automatically enters the equipment number from the purchase order to the accounts payable voucher.

Job Cost When you charge a job for equipment use, the system searches the Job Cost Master for billing rate default values. When you track equipment location, the job defined in the Job Cost system is often the tracking location.

Fixed Assets

Equipment Billing uses automatic accounting instructions from the Fixed Assets system. The Fixed Assets system shares many tables with Equipment Billing, including the Equipment Master Record and the Equipment Account Balance records.

System Features

The Equipment Billing system offers the following features:

Equipment Information and Search

You can use Equipment Billing to locate, organize, and track the availability and repair status of equipment. Use the following types of information to search for equipment:

Parent/Component relationships

You can use parent and component relationships to group components in the system. You can track the history of a piece of equipment's immediate parent or any of its components. The system accommodates up to 25 levels of components, which is useful if you use complex or interchangeable equipment assemblies.

A parent piece of equipment consists of other parts or components. It can also be a component of another piece of equipment.

A parent can also be a virtual or logical piece of equipment with component relationships to other logical equipment. For example, a manufacturing line can be a parent and the associated manufacturing machinery can be components of the manufacturing line.

Equipment numbers

You can identify equipment by any or all of the following numbers:

- Equipment number
- Unit number
- Serial number

Supplemental data

You can define supplemental data to record unlimited types of equipment information that is not stored elsewhere in the system. For example, use supplemental data to track equipment based on horsepower, capacity, and so on.

Location

You can search for and track equipment based on its historical, current, or planned location. This is helpful when you must to review equipment that is used at a particular jobsite or reroute equipment between jobsites.

Category codes

You can define up to 23 category codes to classify equipment for reporting and data selection purposes. For example, you can perform online searches for equipment based on category codes that represent major accounting class, major equipment class, manufacturer, model year, and so on.

Other user defined codes

You can assign three additional user defined codes:

- Finance methods
- Equipment status codes
- Equipment message types

For example, you can set up equipment status codes to apply to each piece of

equipment, such as:

- Down
- Standby
- Working
- Available

Licenses and certifications

You can record and track license and permit information for each piece of equipment. Use this feature to track expiration dates and fees associated with equipment permits, certifications, and so on.

Online message logs

You can use online message logs to enter messages about a piece of equipment. Standard message types include:

- Planned maintenance
- Actual maintenance
- Problem reports

You can also enter additional remarks about any piece of equipment.

Equipment Location Tracking

You can locate and report on the availability and working status of equipment. You can also:

- Revise location tracking information
- Transfer one or more pieces of equipment
- Consolidate equipment from multiple locations

Charging for Equipment Use

You can distribute equipment cost or credit revenue to business units and jobs. Different jobs and jobsites place unique demands on your equipment. For instance, unusually rocky soil may wear equipment more rapidly than other soil. Using Equipment Billing, you can reflect different conditions when you charge for equipment use. You can assign several billing rate codes for a single piece of equipment.

Time Billing

Use billing rate codes and rental rules to distribute equipment costs to any account in the General Accounting and Job Cost systems. For example, you can set up billing rate tables by:

- Individual pieces of equipment
- Similar groups of equipment
- Effective dates

Use the following systems to charge for equipment use by time:

- Time Accounting
- Payroll
- Equipment Billing

In addition, you can use time billing models to enter equipment time.

Detailed Equipment Cost Accounting

You define the chart of accounts for your equipment cost and revenue to meet your unique needs, such as:

- Define a custom chart of accounts for your equipment cost and revenue. At any time, you can view these accounts at a summarized or detailed level.
- Analyze costs according to the operating hours or miles logged for equipment using either payroll and equipment time entry records or meter reading entries.
- Run reports on operating and maintenance costs based on costs per mile, costs per hour, or costs on a monthly, yearly, or acquisition-to-date basis.

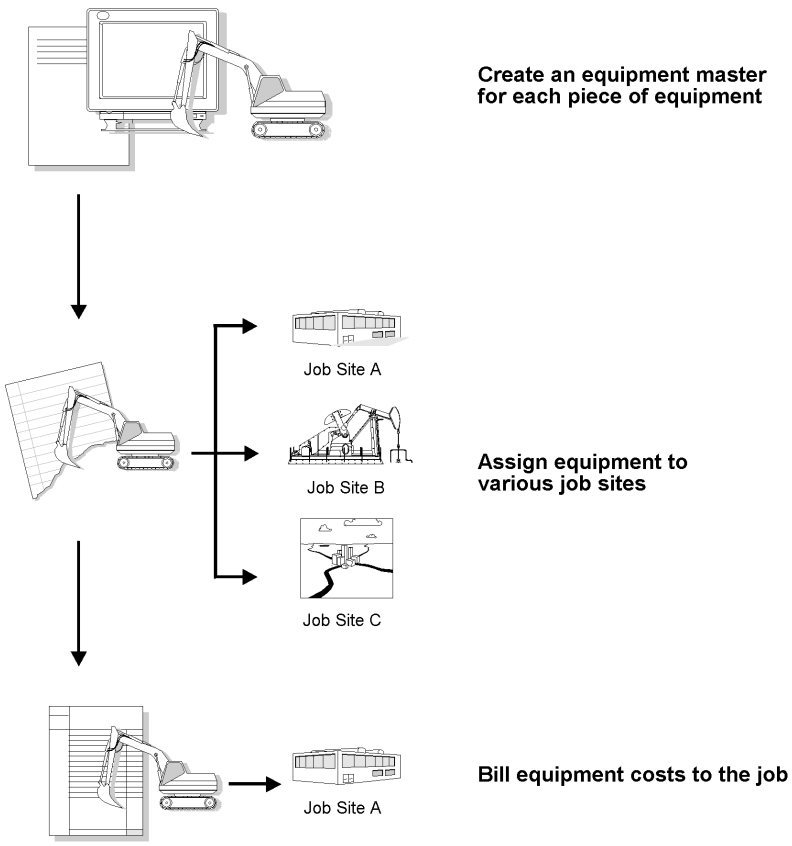
Reporting

You can create a variety of reports to access a printed version of your equipment billing processes, including the following:

- Billing Rates report
- Location Tracking report

Equipment Billing System Flow

The following diagram illustrates a typical flow of major processes within the Equipment Billing system:



Equipment Billing Tables

Primary Tables and Descriptions

Asset Master (F1201) Stores basic information about each piece of equipment, such as:

- Equipment number
- Description
- Account coding
- Category codes

Asset Account Balances (F1202) Stores the account balance amount or unit for each equipment account.

Location Tracking (F1204)	Stores location information for each piece of equipment, including: • Location • Start effective date • Ending date • Equipment billing rate code • Location code, which indicates the type of location record, such as planned, current, or history.
Account Ledger (F0911)	Stores General Ledger journal entry audit trails for both the Asset Account Balances table (F1202) and the Account Balances table (F0902).

Secondary Tables

Equipment Billing also uses the following secondary tables:

- Equipment Rates (F1301)
- Rental Rules (F1302)
- Billing Exception Days (F1303)
- Equipment Distribution Rules (F1305)
- Status History (F1307)
- Equipment Rate Code Definition table (F1390)
- Equipment Category Code Mapping (F1391)
- Equipment Messages (F1205)
- Equipment License Master (F1206)
- Location History Text (F1210)
- Parent History (F1212)
- Default Accounting Constants (F12002)
- Default Depreciation Constants (F12003)
- User Defined Codes (F0005)
- Address Book Master (F0101)
- Account Master (F0901)
- Automatic Accounting Instructions Master (F0012)
- Supplemental Data (F00092)
- Specification Data (F1216)
- Specification Cross Reference (F1215)

Daily

Equipment Master Information

Master information about your equipment is central to maintenance features in Equipment/Plant Management and to several other J.D. Edwards systems.

Equipment master information is the primary data associated with the equipment in your system; it is made up of many equipment masters. You create an equipment master for each piece of equipment in your system. The equipment master establishes basic information about a piece of equipment, such as the following:

- Identification numbers
- Description
- Category codes
- Account coding
- Dates
- Location
- Status

You must identify every piece of your equipment in the system before you can use the maintenance features in the Equipment/Plant Management and Equipment Billing systems. After you create equipment masters for your equipment, you can use the information to do the following:

- Search for the status, location, and activity of equipment online
- Track historical, current, and planned physical locations for a piece of equipment
- Relocate equipment
- Keep detailed maintenance and project logs
- View assembly components individually or in groups
- Revise parent and component relationships
- Revise equipment status
- Bill jobs or business units for the use of the equipment
- Account for quantities of equipment

Types of Equipment Identification Information

Equipment identification consists of the following four types of information:

- Equipment master
- Supplemental data
- Specification data
- Message logs

To use the system's management features, such as scheduling equipment for preventive maintenance and tracking maintenance costs, you must create an equipment master for every piece of equipment. You can also include supplemental data and message logs to further define equipment in the system.

Equipment Master

The equipment master is a repository of the standard information related to a specific piece of equipment. To manage equipment inventory, costs, warranties, billing, preventive maintenance, and so on, you must create an equipment master for every piece of equipment in your system.

In Equipment/Plant Maintenance, you use the equipment master to do the following:

- Set up equipment for maintenance processing
- Set up parent/component relationships and track components as both equipment and inventory
- Link parts inventory to specific equipment

For example, you can set up PM schedules for a large ventilation fan. You can identify a motor from inventory as one of the components of a fan. You can set up PM schedules for the motor and attach parts lists to both the motor and the fan.

Supplemental Information

You might need to store information about an asset or equipment that is not included in the standard master tables. J.D. Edwards refers to this additional information as supplemental data. You can use supplemental data to further define the assets in your system. After you set up supplemental data, you can use it to report and track details that are important to your company but are not included on the master record. You can define as many types of supplemental data as you need.

You define and maintain supplemental data by asset or equipment class. For example, you might set up supplemental data for an asset class that includes motor graders. The data might include fuel capacities, horsepower, oil readings, and so on.

Specification Data

You can use specification data to record and track static information not included on the equipment master. For example, you might need to store nameplate data to which you can refer for correspondence regarding warranties.

Message Logs

Use message logs to record and track short informational messages about assets or equipment that the master record and supplemental data forms cannot accommodate. For example, you can use message logs to:

- Indicate the status and condition of an asset
- Record details about asset transfers or disposals
- Log problems or complaints about a specific asset
- Note special procedures for scheduled or preventive maintenance tasks
- Report on actual maintenance
- Log problems or complaints about a specific piece of equipment

You can associate message logs with equipment to record operator notes or maintenance problems. You can also attach tickler dates to maintenance-due messages so that they will appear at specified dates or intervals based on units such as miles or hours.

You can use paragraph, outline, or any other format you choose to enter information in message logs.

Category Codes

You can define up to 23 category codes to meet your organization's information needs. Use these category codes in the master record to further describe assets and equipment and to group similar types of equipment for ease of tracking, reporting, and data selection throughout the system.

J.D. Edwards recommends setting up the first category code to group assets into accounting classes. In this case, the first category code is typically referred to as the Major Accounting Class. You can set up this category code with a one-to-one relationship with asset cost accounts in the general ledger. You might also select another category code to identify assets by the depreciation methods for translation that you assign each one.

If you use Equipment/Plant Maintenance and Equipment Billing with the Fixed Assets system, the three systems access the same category code tables. Equipment/Plant Maintenance and Equipment Billing users frequently use the first 10 category codes as selection criteria for several tasks, such as selecting equipment for updating meter readings, updating PM schedules, and so on. You should reserve as many of the first 10 category codes in the equipment master as you need for equipment maintenance purposes.

See Also

- *Setting Up User Defined Codes for Fixed Assets* for more information about how user defined codes are used to organize asset information
- *Understanding User Defined Codes* for more information about reserving the first 10 category codes for equipment and plant management
- *Setting Up Depreciation Default Values* for more information about inserting default information into the asset master record

Identification Numbers

You can use one of the following three numbers as the primary number to identify assets throughout your system:

- Asset number (8 characters)
- Unit number (12 characters)
- Serial number (25 characters)

Different branches of your company might refer to assets in different ways. For example, accounting personnel might identify equipment by asset number, and maintenance personnel might refer to equipment by unit number or the manufacturer's serial number.

Every asset master record in your system must include an asset number. You can enter unit and serial numbers if you need to. You must define which of these numbers is used as the primary number for identifying assets on the Fixed Assets Constants form. Any identification number that you assign to an asset on the asset master record must be unique throughout your entire system.

See Also

- *Setting Up Fixed Asset Constants* for information about using asset identification numbers

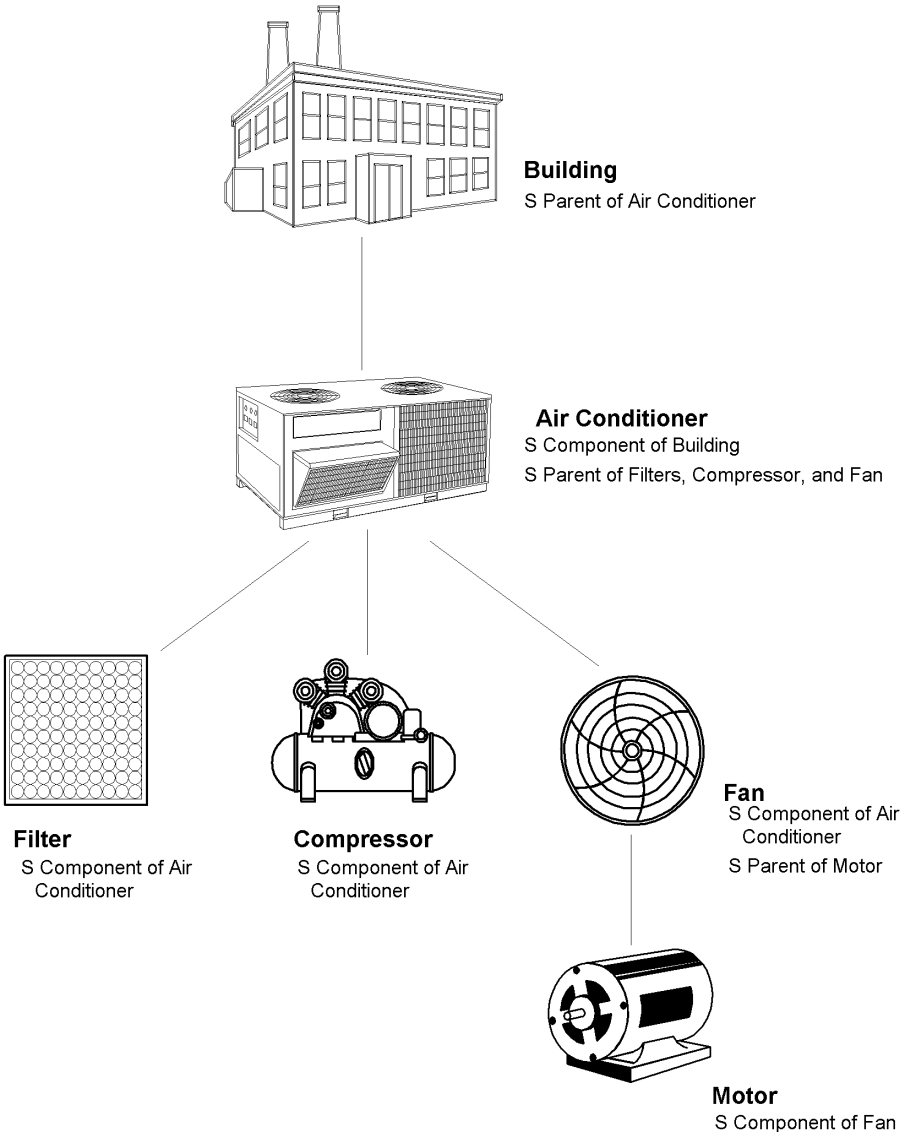
Parent and Component Relationships

You can set up parent and component relationships to group individual assets or pieces of equipment. For example, when you create master records, you can identify a computer as a parent item. You can identify the monitor, keyboard, and mouse as components of the computer. Those components, in turn, might be the parents of still other components, and so on.

Parent assets can be physical assets or pseudo assets. You can set up pseudo assets to group assets under a parent that does not directly incur costs or generate revenue. For example, you might set up departments as parent pseudo assets. Each department might have a certain number of cubicles as component assets. Each cubical might be the pseudo parent of real assets, such as computers, telephones, and so on.

You can establish up to 25 hierarchical levels of a parent item. The system assigns a number to each component according to its level in the hierarchy, which is particularly useful for tracking complex assets.

The following graphic illustrates a typical relationship between parent and component equipment:



Creating an Equipment Master

The equipment master is a record of basic information about a piece of equipment, such as its description and its identification numbers. In addition, the equipment master includes category code information, account coding information, and a variety of details about the equipment's location, status, and certain associated dates. You must create an equipment master for every piece of equipment that you plan to manage throughout the system. .

You can enter an assortment of related equipment information for a piece of equipment as well. For example, you can enter supplemental and specification information, as well as information about permits and licenses.

Equipment master information is stored in the Asset Master table (F1201). The system accesses this table every time you request any type of transaction for a piece of equipment.

See Also

- *Understanding User Defined Codes* for more information about using category codes to classify equipment
- *Mapping Equipment Category Codes* for more information about setting up category code default values for your system

Entering Basic Equipment Information

When you create an equipment master, you first establish basic information about the equipment, such as the following:

- Identification numbers
- Description
- Account coding
- Category codes

Depending on your business needs, you can use up to three kinds of numbers to identify equipment throughout your system. For example, different branches of your company might refer to equipment in different ways. Accounting personnel might prefer to identify equipment by equipment number, whereas maintenance personnel might need to refer to equipment by serial numbers or company-assigned unit numbers.

When you enter basic equipment information, the system automatically inserts default information that you have set up elsewhere, such as the following:

- Balance record information
- Category codes
- Depreciation information

Note

If you use Equipment/Plant Management with the Fixed Assets system, the two systems access the same category code tables. Equipment/Plant Management users frequently use the first 10 category codes as selection criteria for several tasks, such as selecting equipment for updating meter readings and updating PM schedules. You should reserve as many of the first 10 category codes in the equipment master as you need for equipment maintenance purposes. You can use Category Code Mapping to set up your system to use the default values for the category codes to which you want to assign equipment.

Basic equipment information is part of the equipment master and is stored in the Asset Master table (F1201).

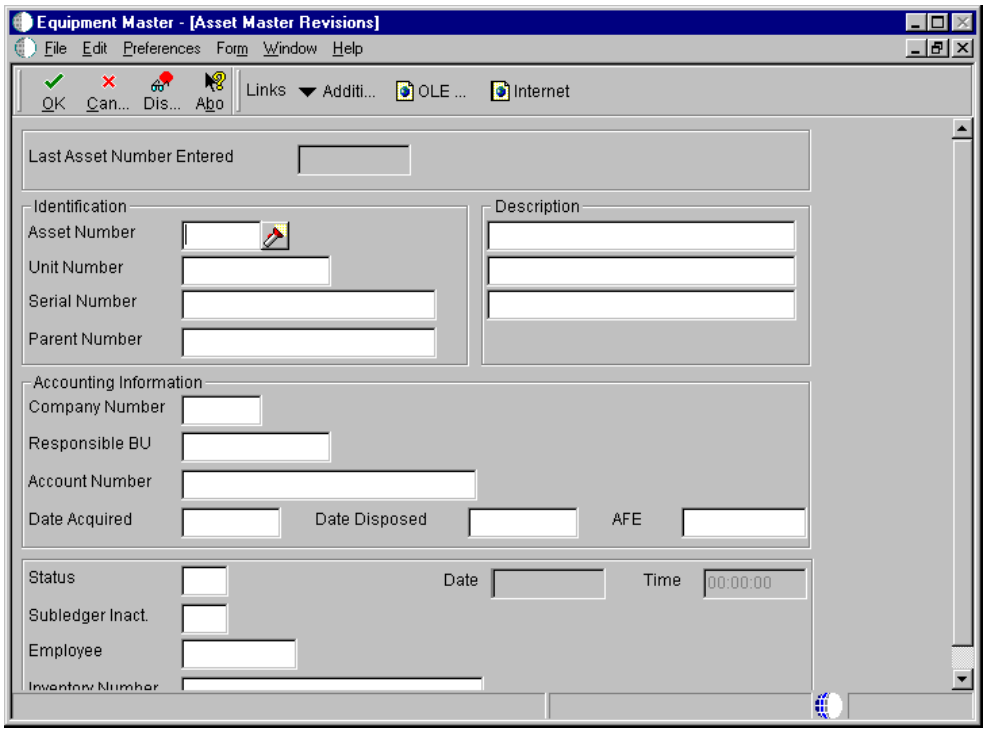
See Also

- *Working with Version Detail for Interactive Versions* in the *OneWorld Foundation* documentation

► To enter identification information

From the Equipment Information menu (G1311), choose Equipment Master.

1. On Work With Assets, click Add to access Asset Master Revisions.

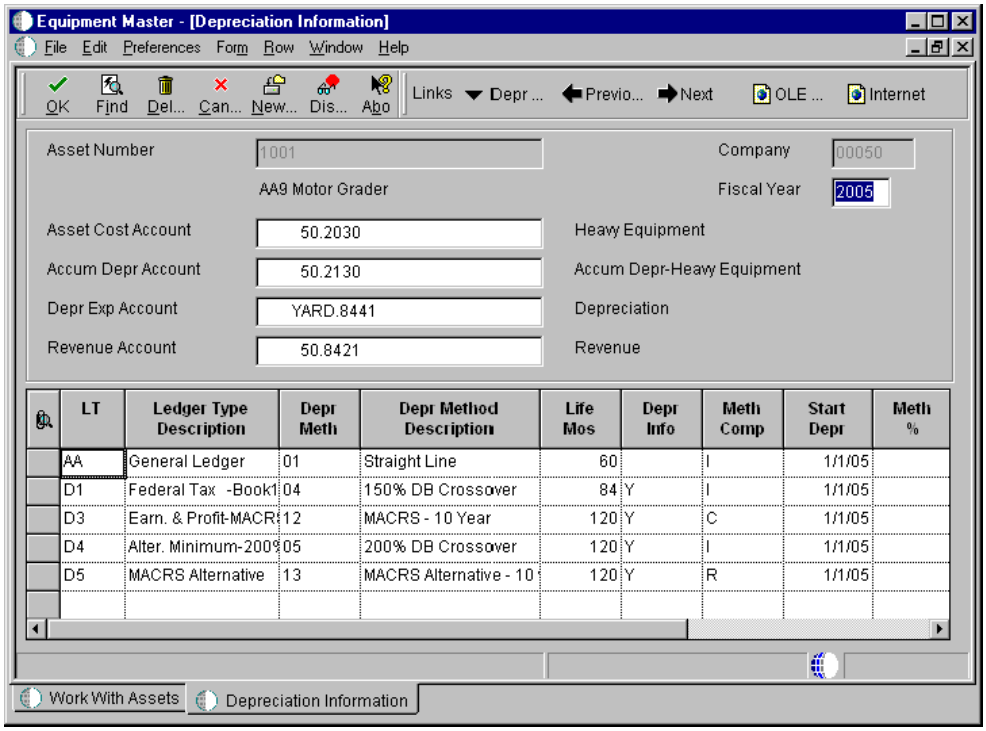


2. On Asset Master Revisions, complete the following fields:
    - Description
    - Company Number
    - Responsible BU
    - Account Number
    - Date Acquired
3. Complete the following optional fields:
    - Unit Number
    - Serial Number
    - Parent Number
    - Status
4. Complete the following optional maintenance field and click OK:
    - Inventory Number

After you click OK, the system displays a blank Asset Master Revisions form. The asset number for the equipment master that you created appears in the following field:

- Last Asset Number Entered

5. Make a note of the new asset number and click Cancel.
6. On Work With Assets, complete the following field in the Query by Example row to locate the record for the equipment:
   - Asset Number
7. Choose the record for the equipment, and from the Row menu, choose Asset Master Info (Information) and then Depr (Depreciation) Information.



8. On Depreciation Information, verify the default account number for the following optional billing-related field and click OK:
   - Revenue Account

   You set up the default value for this field in Depreciation Default Coding. See *Setting Up Depreciation Default Coding* for more information.

► To enter location information

From the Fixed Asset Master Information menu (G1211), choose Master Information. ..

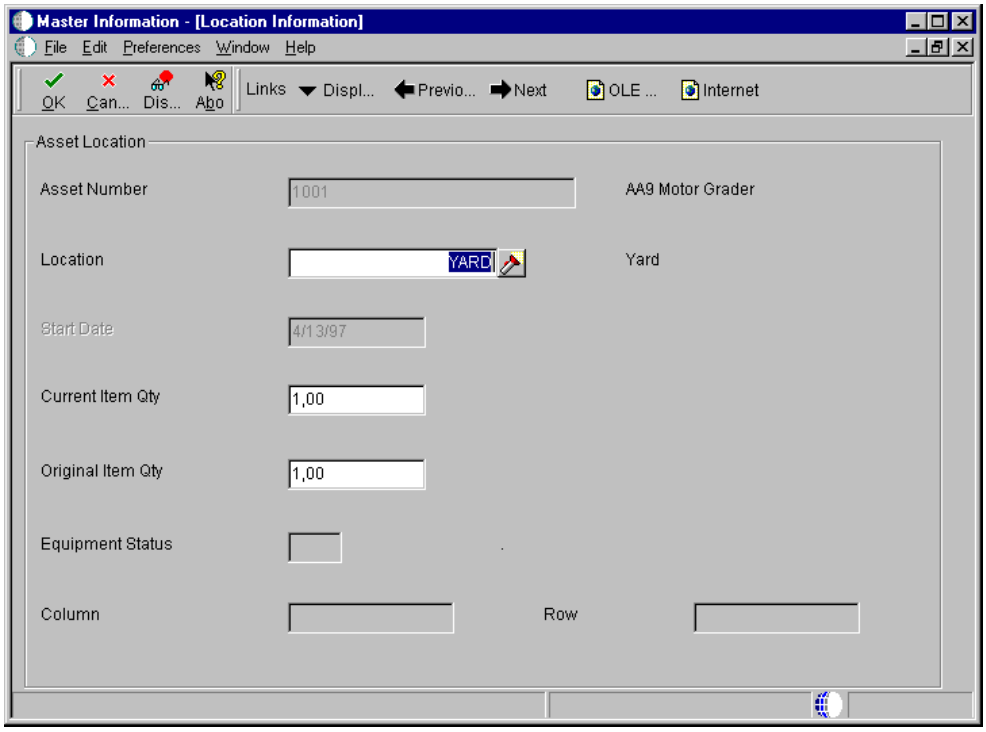
1. On Work With Assets, complete any of the following fields, and click Find: .
   - Skip To Description

- Resp. Business Unit
- Skip To Asset
- Location

You can sequence the grid by either Asset Number or Asset Description.

When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated and you can conduct your search through this field.

2. Choose an asset. .
3. From the Row menu, choose Asset Location Info, then Location.
4. On Location Information, complete the following fields, and click OK: :
   - Location
   - Current Item Qty
   - Original Item Qty



► To assign category codes to assets

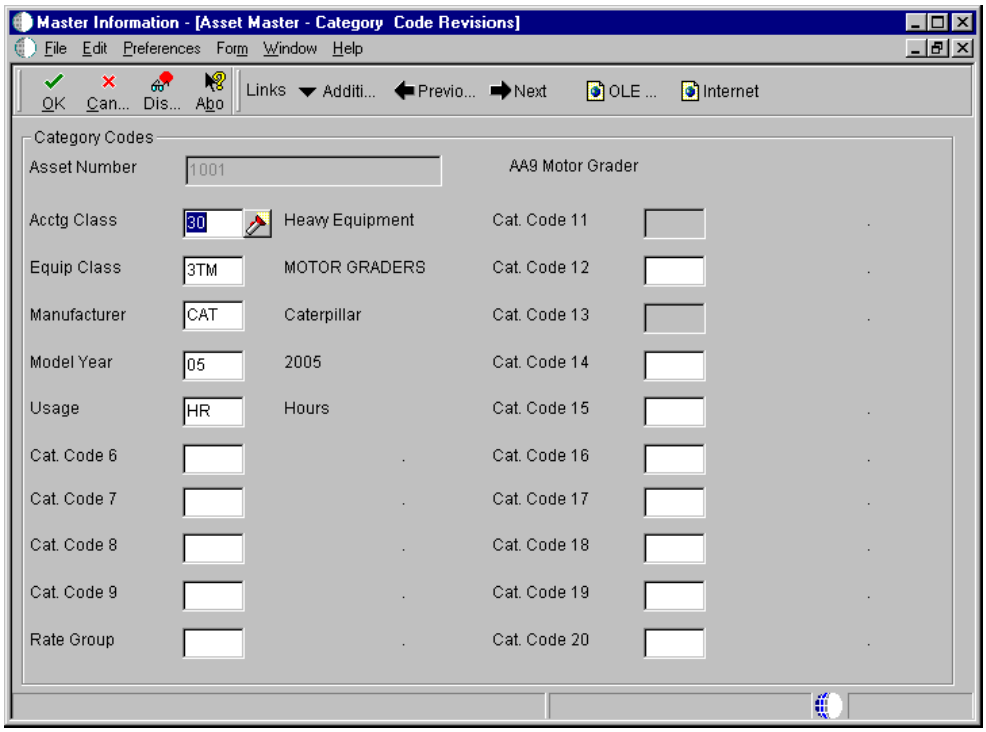
From the Fixed Asset Master Information menu (G1211), choose Master Information. ... .

1. On Work With Assets, complete any of the following fields, and click Find:
   - Skip To Description
   - Resp. Business Unit
   - Asset Description
   - Asset Number

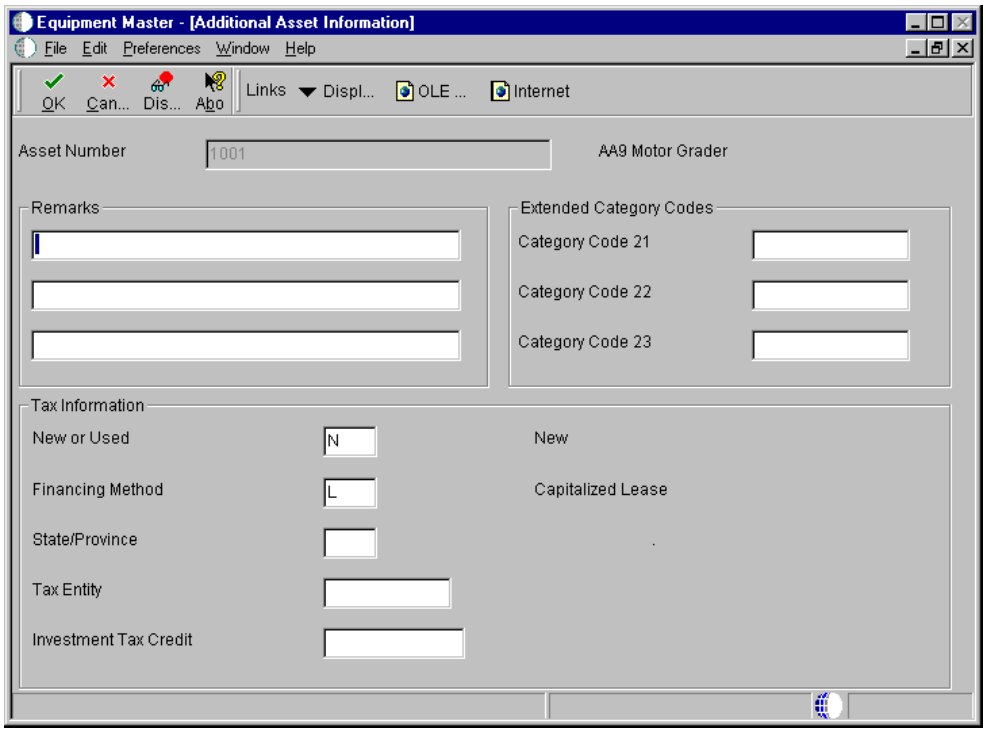
   You can sequence the grid by either Asset Number or Asset Description.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated and you can conduct your search through this field.

2. Choose an asset.
3. From the Row menu, choose Asset Master Info, then Cat Codes 1 - 20.
4. On Asset Master - Category Code Revisions, complete the Category Code fields that you want to use. .



5. Click OK.
6. From the Form menu, choose Additional Info.



7. On Additional Asset Information, complete the following optional fields, and click OK:
:

    - Remark
    - Remarks Line 2
    - Remarks Line 3
    - Category Code 21
    - Category Code 22
    - Category Code 23
    - New or Used
    - Financing Method
    - State/Province
    - Tax Entity
    - Investment Tax Credit

See Also

- *Setting Up Fixed Asset Constants* and *Setting Up Depreciation Default Values* for more information about setting up depreciation category codes
- *Working With Equipment Locations*

- *Searching for Equipment*

Processing Options for Asset Master Information

Edits
1. Enter a '1' to require the entry of a unit number when doing an add.

Selection Value
Defaults
1. Enter a '1' to default the location from the responsible business unit.
Selection Value
2. Enter a '1' to default the location start effective date from the date acquired. This will only occur if the location start effective date is left blank. Leave blank to default the location start effective date from the system date.

Selection Value
3. Enter a '1' to default the cost account information from the parent asset when adding children assets.
Selection Value
4. Enter a '1' to automatically create asset account balances (F1202). Leave blank to not create asset account balances. Note: Account balances are needed to track cost, depreciation, etc. on an asset.
Selection Value
Export
1. Enter the transaction type for the export transaction. If left blank, interoperability processing will not be performed.
Transaction Type
2. Enter the outbound processor version to call when performing interoperability processing. If left blank, XJDE0002 will be used.
Version

What You Should Know About Processing Options

When the date acquired is greater than the system date, the system date will be used for the location start effective date. The location start effective date cannot be greater than the system date.

Entering Supplemental Data

Supplemental data is information that is not included in the standard master tables. Supplemental data might include the following information:

- Products purchased
- Annual sales
- Annual volume
- Billing contracts
- Delivery method
- Request for proposal
- Internal rating
- Emergency Contacts
- Job skills
- Work history

When you set up your system, you define the types of supplemental data (data types) that you want to track. For each data type, you define the format in which you want to track information. Valid formats include the following:

- Narrative
- Code
- Program

You enter text for data types that are narrative format. You typically use this format for general information, such as notes, comments, plans, or other information that you want to track about an employee, customer, or supplier. For example, if your company works with suppliers, you might use narrative format to write notes about the quality of the supplier products.

When you enter supplemental information for data types that you have designated as code format, you type the appropriate supplemental information in specific fields. You typically use code format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use code format to track product type, cost, effective sales date, and so on.

You can add attachments to data types that are code format. However, if you use WorldSoftware and OneWorld software in a coexistence environment, generic text (either for narrative data types or attachments for code data types), do not transfer between the systems. You must manually enter generic text in each system.

Program-format data types allow you to group programs in a manner that is convenient for you. For example, you can set up a program-format data type that allows you to access Requisition Activity when you are entering supplemental data for applicants.

The supplemental data that you enter is stored in the Supplemental Data table (F00092).

Before You Begin

- ❑ Set up the supplemental database and data types for the Address Book system. See *Defining a Supplemental Database* and *Defining Supplemental Data Types.*
- ❑ To have the Address Book system data types automatically appear, enter the supplemental database code AB in the Supplemental Data processing option.
- ❑ If you do not use ending effective dates, enter a 1 in the Supplemental Data processing option.

► To enter supplemental data in narrative format

Depending on which system you are currently using, use one of the following navigations to enter supplemental data in narrative form:

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, complete the following field:

    - Supplemental Database Code

    The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. On Work With Supplemental Data, complete one or more of the following applicable fields, and click Find:

    - Item Number
    - Branch/Plant
    - Business Unit
    - Address Number

    You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Defining a Supplemental Database*.

3. Choose a row in the detail area that contains an N in the Data Mode column and click Select.
4. On Media Objects, choose New and then Text from the File menu. .
5. Enter the text and choose Save & Exit from the File menu.

    When Work With Supplemental Data reappears, the system displays a paper clip icon to the left of each row that has narrative text.

► To enter supplemental data in code format

Depending on which system you are currently using, use one of the following navigations to enter supplemental data in code format:

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, complete the following field:

    - Supplemental Database Code

    The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

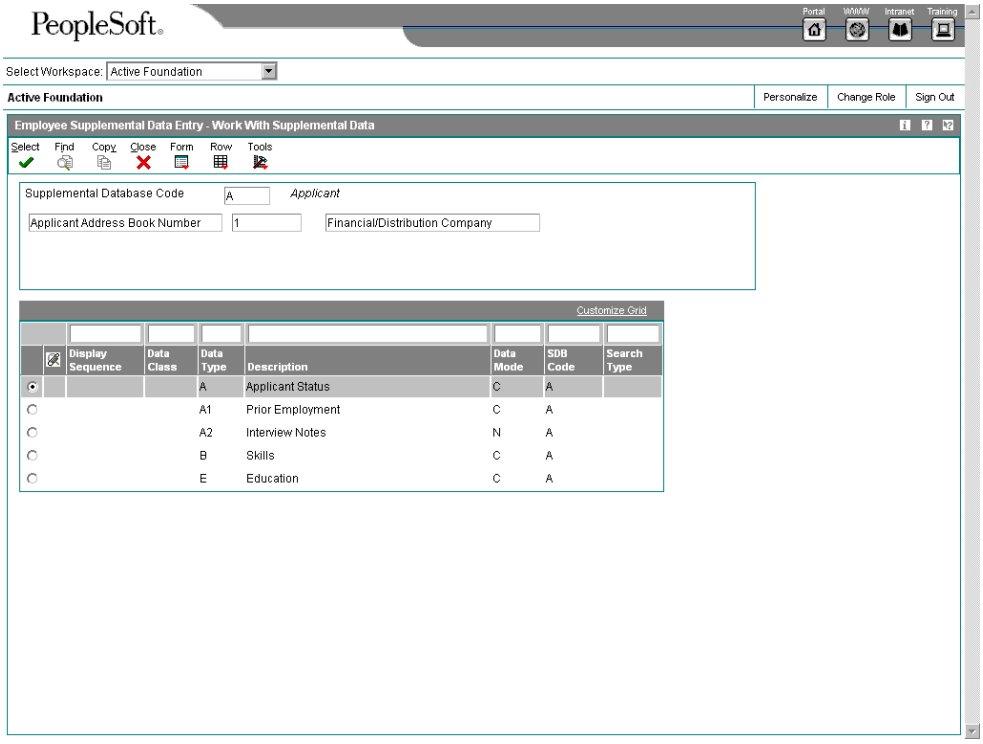
2. On Work With Supplemental Data, complete one or more of the following applicable fields and click Find:

    - Item Number
    - Branch/Plant

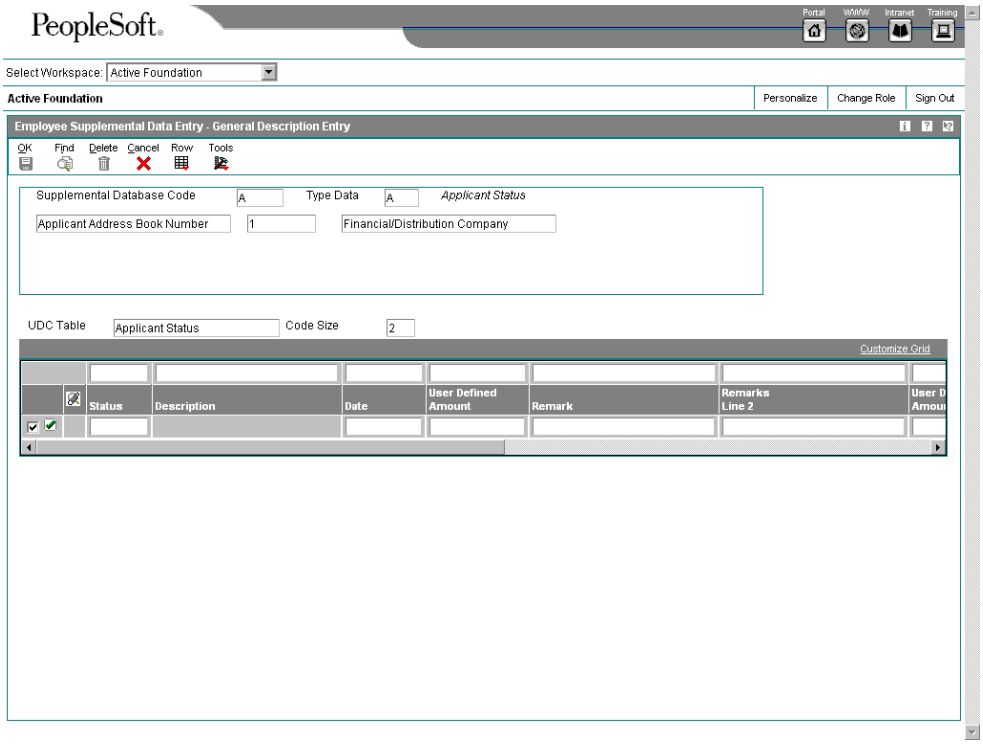
- Business Unit
- Address Number

You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Defining a Supplemental Database*

The system displays the available types of supplemental data. A checkmark in the row header of a supplemental data type indicates that code format data already exists in that data type. A C in the Data Mode column indicates that the data type is in code format.



3. To determine whether narrative information is associated with a data type, move the cursor to the row header for that data type. If narrative information exists, a paper clip icon appears.
4. Choose a row in the detail area that contains a C in the Data Mode column, and then click Select.



The column headings in the detail area vary, as defined in the setup for each data type.

5. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

    - User Def Code
    - Effective Date

6. Complete any of the fields that apply to the data type. For example, the following fields might have been set up for the data type:

    - User Defined Amount
    - Remark
    - Remarks Line 2
    - User Defined Amount #2
    - Addl Date
    - Ending Date
    - User Def Days

    Depending on the data that you entered on the Data Type Revisions form, your column headings might be different.

Note
If you leave the Ending Date field blank and you did not enter a 1 in the Supplemental Data processing option, the system automatically uses the ending effective date from the Address by Date table (F0116).

7. Click OK.

You can review your data type setup from the Work With Supplemental Data form by choosing a data type, and then choosing Data Type Revisions from the Row menu. You can change the names of the column headings. You also can delete information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas.

Note

J.D. Edwards recommends that you use the Supplemental Data Setup program to add or change information associated with the fields in the UDC Headings/Validation and Remarks Headings/Validation areas of the Data Type Revisions form. If you change the information associated with the UDC Headings/Validation and Remarks Headings/Validation from the Supplemental Data program, the next time that you look at the record, you get an error because the system is validating the data against another UDC.

► To use the program format

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

1. On Work With Supplemental Data, complete the following field:

   - Supplemental Database Code

   The system completes this field if you entered a database code in the processing option for the Supplemental Data program.

2. Locate a data type that contains P in the Data Mode column and click Select.

   The program and form that you identified when you set up the program data type appear. This feature allows you to access other programs from the supplemental data program. See *Setting Up Supplemental Data Types in Program Format.*

Processing Options for Supplemental Data by Item (P00092)

Processing
1. Select the Supplemental Database Code for the system you would like to create a central information index for.
2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.

What You Should Know About Processing Options

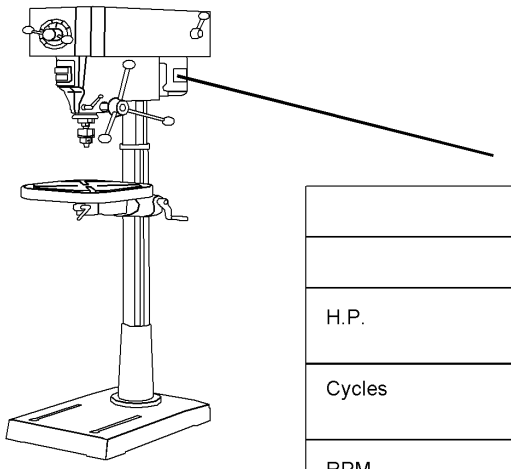
Choosing a supplemental database code

Equipment users use the supplemental database for Asset Management.

Entering Specification Information

Use specification data to enter static information for each piece of equipment. For example, you might set up specification data to record and report on the information from the equipment's nameplate and the manufacturer's specification sheets.

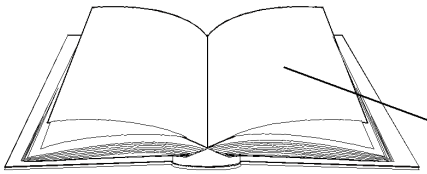
The following graphic illustrates where you can obtain the static information on the equipment.



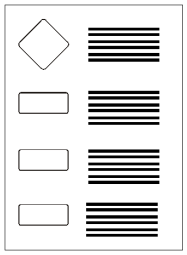
Equipment name plate

AC Motor			
Frame 120			
H.P.	1 1/2	Type	PEB15
Cycles	60	Volts	240
RPM	3450	Phase	3
		Amps	3.0
Serial # 1105A768479			

Machinery Manual



Specifications Sheet



Equipment nameplate

A nameplate is the metal plate attached to a piece of equipment. The nameplate often includes information about the equipment, such as the following:

- Model number
- Power requirements
- Manufacture date

Specification sheet

A specification sheet comes from the equipment manufacturer. Specification sheets include specific information about a piece of equipment, such as the following:

- Operating and safety instructions
- Power
- Dimensions

You can define the specification data that you want to keep, in which positions the data is entered, and the length of the data fields. You can also set up the specification database so that the system will edit the data against user defined code tables.

Note

Because you determine which data items to validate against user defined codes, the system does not display standard visual assists other than calendars for date values or calculators for numeric values. If you have set up a data item that is validated against a user defined code, the system displays a button next to the field for the data item on the Specification Data Revisions forms. When you click the button, the system displays a list of valid values for the field.

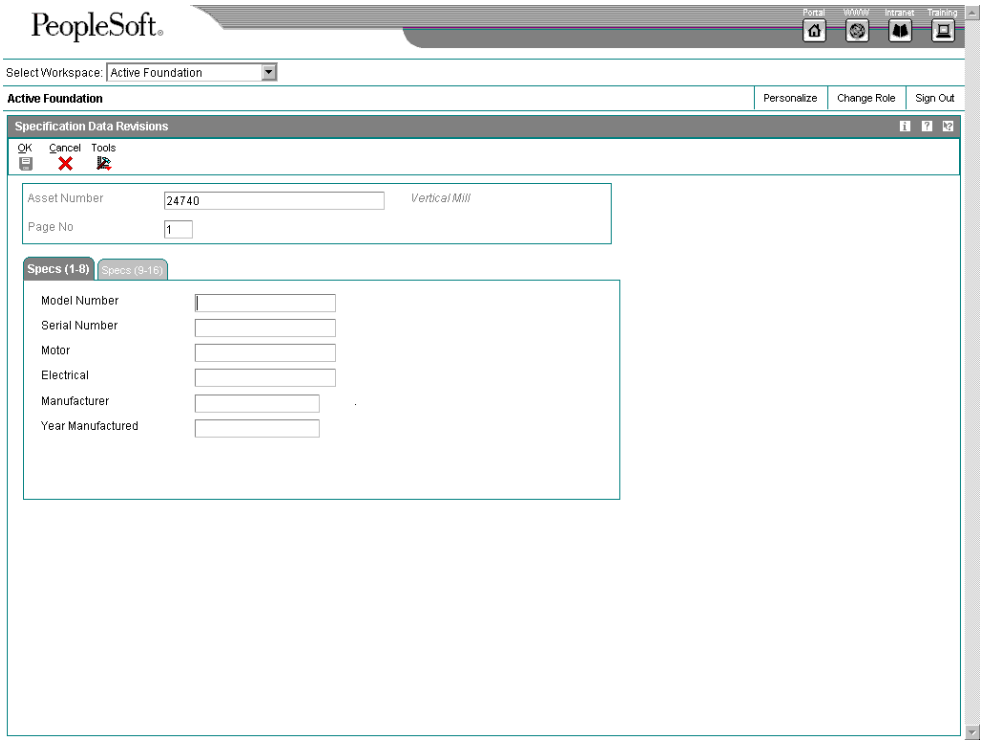
Before You Begin

- ❑ Set up specification types for specification information. See *Setting Up Specification Data.*

► To enter specification information

From the Supplemental Data menu (G1318), choose Specification Data Entry.

1. On Work With Specification Data, complete the following fields and click Add to access Specification Data Revisions:
    - Asset Number
    - Page No.



2. On Specification Data Revisions, complete all appropriate fields and click OK.

   The fields that appear on this form vary, depending on how you set up Specification Cross Reference Revisions. Click Cancel to return to Work with Specification Data. Exit or enter another equipment number for which you want to enter specification information.

See Also

- *Setting Up Specification Data*

Entering Permit and License Information

Enter permit and license information to record permits, licenses, and certificates for equipment. You can also track renewal dates and multiple state licenses. For example, you can track certification information for equipment, such as bridge cranes, and license renewal information for equipment that you transport to areas under different licensing authorities.

► To enter permit and license information

From the Fixed Asset Master Information menu (G1211), choose Master Information.

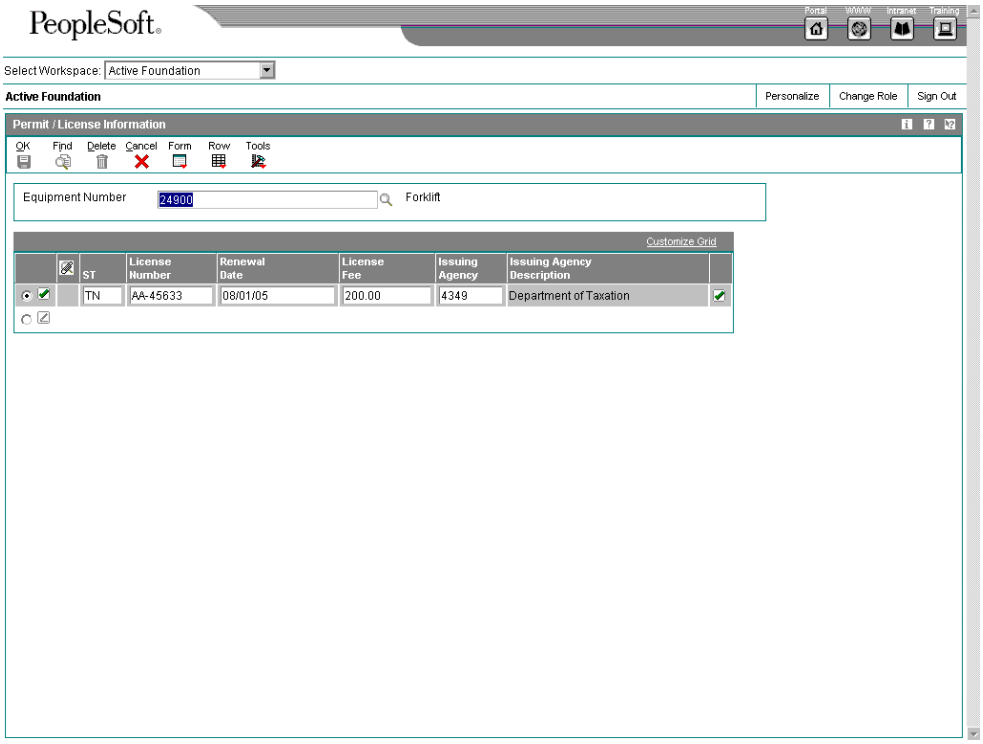
1. On Work With Assets, click Find to view all assets. To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   See *Locating Asset Information* for information about completing the tab information.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area

will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated, and you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, and then Licenses.



4. On Permit / License Information, review the existing permit and license information.
5. To enter new permit or license information, complete the following fields and click OK:
    - ST
    - License Number
    - Renewal Date
    - License Fee
    - Issuing Agency
6. To return to Work With Assets, click Cancel.

Working with Equipment Information

After you create equipment masters, you can perform a variety of tasks to manage the information about the equipment. For example, you can do the following:

- Search for specific pieces of equipment or groups of related equipment
- Review a list of additional equipment information based on a particular supplemental data type
- Attach and review messages about the equipment
- Change the location and status of equipment
- Track relationships between parent equipment and component equipment

Locating Information

Use the Work With Assets form to locate asset information. For example, if you need to transfer a piece of equipment, but you don't know its identification number, you can locate the equipment by entering the description of the equipment on Equipment Search. You can also use the other equipment information that you know, such as equipment status or location, to search for all pieces of equipment that share the same characteristics.

The Work With Assets form has tabs that you can use limit your search. When you click a tab, filtering fields appear. The information that you enter in these fields narrows the asset search. You can sequence the detail asset information by either asset number or asset description.

The following graphic illustrates the criteria by which you can search for equipment, and many of the features that you can access directly from Equipment Search:

Search for Equipment by:

- Company
- Equipment Status
- Description
- Responsible Business Unit
- Location
- Category Codes

Exit to:

- Equipment Master
- Location Transfer
- Parent History Inquiry
- Search Like Equipment
- Message Log
- Cost Summary
- Location History
- License Tracking
- Work Order Backlog
- Equipment Backlog
- Supplemental Data
- PM Schedule
- Completed PM
- Supplemental Data

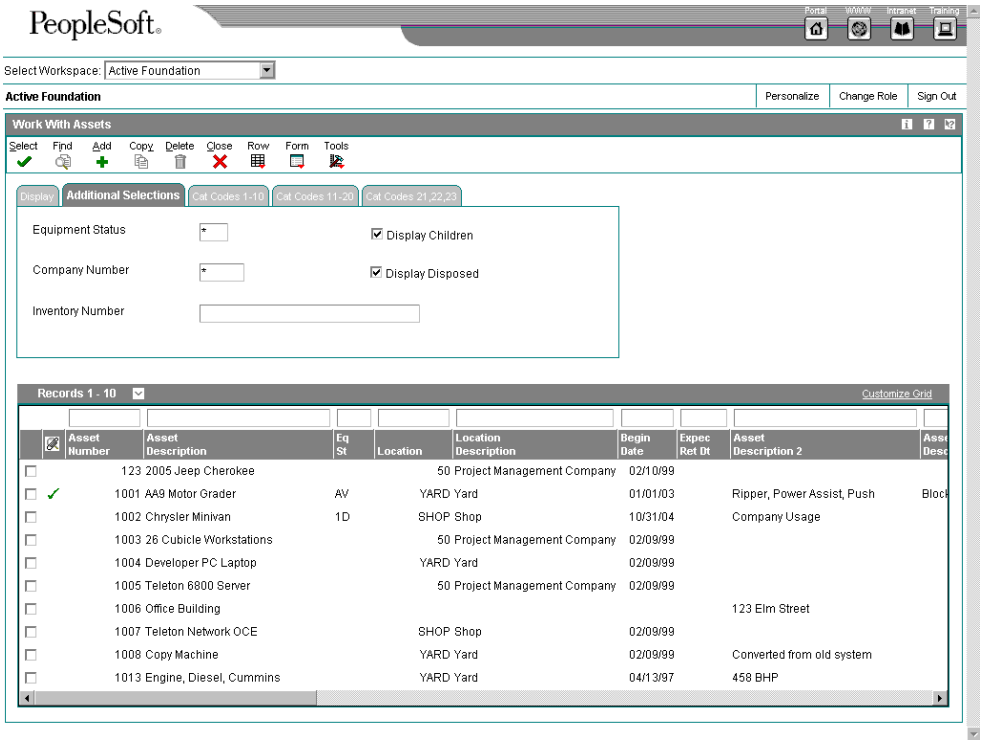
When you search for equipment, you can locate multiple pieces of similar equipment or individual pieces of equipment. The more fields you complete on the search forms, the more you narrow your search.

For example, if you need to see a list of all of your company's backhoes, you can enter as much information as you know about the backhoes. The system searches the equipment information databases and displays all equipment that meets the criteria that you enter in the fields.

► To locate information

From the Fixed Asset Master Information menu (G1211), choose Asset Search and Location.

1. On Work With Assets, complete the following fields:
    - Skip To Description
    - Resp. Business Unit
    - Location
2. Click the Additional Selections tab.



3. Complete the following optional fields:
    - Equipment Status
    - Company
    - Inventory Number
4. Click the following optional check boxes:
    - Display Children
    - Display Disposed
5. Click each of the Category Code tabs, and complete the appropriate category code fields.
6. Click Find.

    Asset information appears in the detail area.

    When you searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated and you can conduct your search through this field.

Working with Message Logs

You can use the message log to enter short text messages that pertain to an asset, such as the notification of a particular problem with the asset. You can also set up tickler dates or units on which you want to receive a reminder message for the asset.

For example, you can indicate a unit meter reading or a specific date when you want to remember to make an appointment for the scheduled maintenance of an asset.

The system stores tickler dates and units in the account that you define for the AT00 automatic accounting instruction.

Entering an Equipment Message

You can use message logs to enter short text messages that pertain to a piece of equipment. You can also set up tickler dates or units on which you want to receive a reminder message for the equipment.

You can classify messages by setting up message types, such as planned and actual maintenance, and problem reports. Use the information that you enter to do the following:

- Track problems and complaints about specific equipment
- Supplement scheduled or preventive maintenance
- Report on actual maintenance

You set up and maintain message types in user defined code table 12/EM.

► To enter an asset message

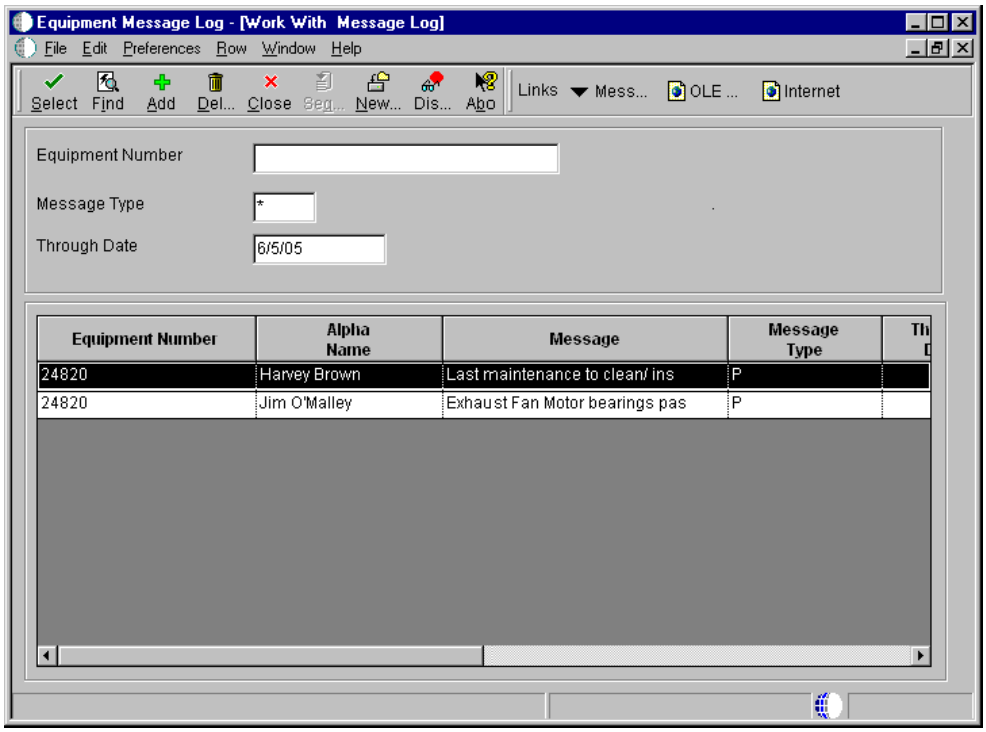
From the Fixed Asset Master Information menu (G1211), choose Master Information.

1. On Work With Assets, click Find to view all assets. To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   See *Locating Asset Information* for information about completing the tab information.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated and you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, and then Message Log.



The Work With Message Log form shows a summarized view of all messages for a particular piece of equipment. You can click Add to enter a new message or you can enter an asset number to display messages and choose a message to review in detail.

4. On Work With Message Log, click Add.
5. On Message Log, complete the following fields:
    - Message From
    - Message Type
    - Tickler M/H
    - Tickler Date

    If you do not enter a value for Tickler Miles/Hours, the system enters the current date in the Tickler Date field. Any value that you enter in the Tickler Date field overrides the date assigned by the system.
6. In the Message area, enter a message.

    The Message Type field might already contain a default value.
7. To save your entries, click OK.
8. To return to Work With Assets, click Close.

See Also

- *Understanding User Defined Codes*

Reviewing Equipment Messages

You should review messages periodically to ensure that you have the most current information about a piece of equipment. If a message exists for a piece of equipment, a check mark appears in the leftmost field (untitled) in the equipment's row on Work With Assets. You can access the Work With Message Log form directly from Work With Assets or from a menu selection.

After you review a message, you can send the message to another piece of equipment if necessary. This action is especially useful if the contents of a message can apply to multiple pieces of equipment and you need to copy the message to each piece of equipment quickly.

► To review asset messages

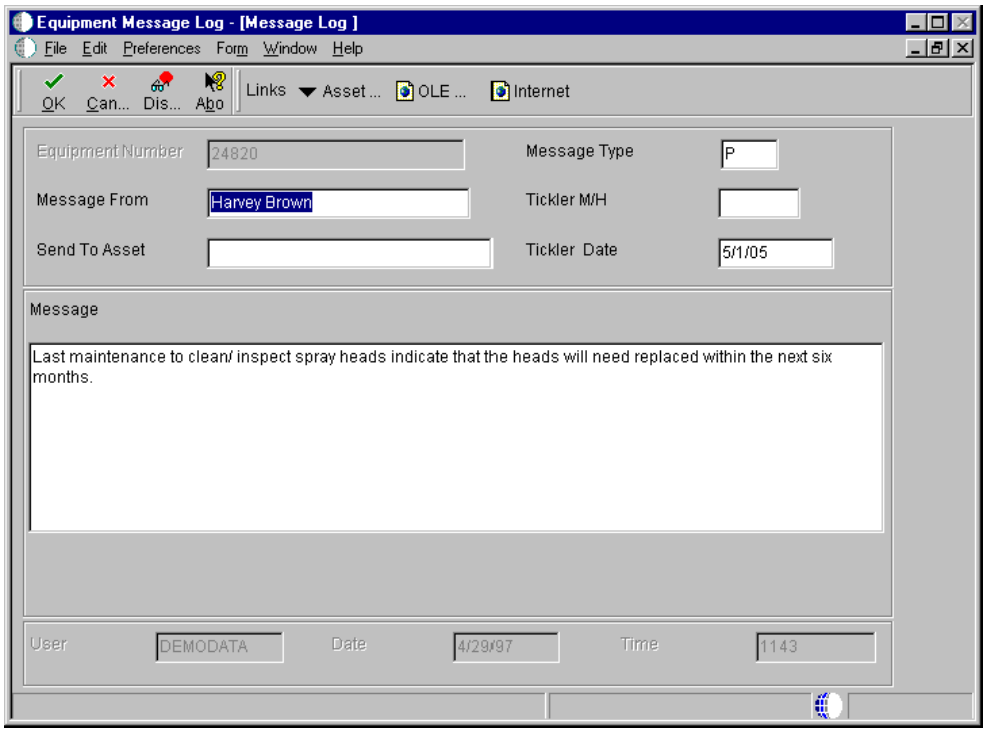
From the Fixed Asset Master Information menu (G1211), choose Master Information.

1. On Work With Assets, click Find to view all assets. To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   See *Locating Asset Information* for information about completing the tab information.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query by example fields in the detail area will not display data if asset descriptions have been translated. However, the Description - Compressed field will display data if the descriptions have been translated and you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, then Message Log.
4. On Work With Message Log, to review a specific message, choose the message and click Select.



5. On Message Log, to attach the message to another piece of equipment, complete the following field and click OK:

    - Send To Asset

    You can change other information about the message before you attach it to another piece of equipment.

6. On Work With Message Log, to return to Work With Assets, click Close.

See Also

- *Searching for Equipment*

Processing Options for Equipment Message Log (P1205)

Defaults
Equipment Message Type
Process
1. Enter the primary product for this version. Enter a '1' for Equipment and '2' for CSMS.
Select Product

Reviewing Supplemental Information

When you need to review supplemental information for an asset, you can quickly determine whether a particular supplemental data type contains information. On Work With Supplemental Data, a check mark appears in the leftmost field (unlabeled) next to rows for which supplemental data in code format has been entered. In addition, regardless of the data format, if narrative data exists for a supplemental data type, a paper clip icon appears when you place the mouse pointer over the field.

You can review a list of additional asset information based on a particular supplemental data type. For example, assume that you have set up a supplemental data type for capacity. You can review a list of all assets for which you have assigned the supplemental data type for capacity. You can use data selections to limit the amount of information displayed by the system. You can also review a list of the additional information by supplemental data type that you assigned to individual assets. For example, you can review information for all supplemental data types that you assigned to a particular motor grader. You can use data selections to limit the amount of information that the system displays.

► To review supplemental information by data type

From the Fixed Asset Master Information menu (G1211), choose Supplemental Data Inquiry by Data Type.

1. On Supplemental Inquiry by Data Type, complete the following field:
    - Type Data
2. To limit the information displayed by the system, complete the following optional fields, and click Find:
    - Effective Date
    - Ending Effective Date
    - Skip to UDC

► To review supplemental information by asset

From the Fixed Asset Master Information menu (G1211), choose Supplemental Data Inquiry by Asset.

1. On Supplemental Inquiry by Asset, complete the following field:
    - Item Number
2. To limit the information displayed by the system, complete the following optional fields, and click Find:
    - Beginning Date
    - Ending Date

Tracking Equipment Status

You can review the history of a piece of equipment by the statuses that have been assigned to it, such as available, down, working, and standby. This is especially useful to maintain an audit history of operational statuses and to determine the amount of time that a piece of equipment has been idle due to downtime.

When you access Work With Status History, in addition to the statuses that have been assigned to a piece of equipment, you can also review the following:

- The ending time (if applicable) and beginning time for each status, as well as the associated dates
- The total hours associated with each occurrence of a particular status

- The lifetime meter reading at the time of the status change for any of the statistical accounts that you have defined, such as hours, fuel, or miles
- The cumulative hours for all occurrences of a particular status over the life of the equipment
- Remarks entered when you changed the status of the equipment

From Work With Status History, you can access Downtime Analysis, from which you can determine the mean or average time between equipment failures. This is especially useful when comparing actual equipment downtime with manufacturers' specifications and analyzing the effectiveness of your maintenance program for a particular piece of equipment.

Processing options allow you to revise existing remarks for any status change, enter a new remark, or protect the Remark field from future revisions.

► To review the status history of equipment

From the Equipment Information menu (G1311), choose Status History.

On Work With Status History, complete the following field and click Find:

- Equipment Number

A history of each status assigned to the piece of equipment, from its inception to the present, appears.

Processing Options for Status History (P1307)

Process 1. Enter a '1' to protect the Remarks field. Enter a '2' to protect the Remarks field if it is not blank. Leave blank to allow modifications to the Remarks field. Protect Remarks 2. Enter the Work Day Calendar to use for the calculation of the number of days for Equipment Analysis. Work Day Calendar 3. Enter the primary product for this version. Enter a '1' for Equipment and '2' for CSMS. Select Product

Working with Parent and Component Information

After you establish parent and component relationships in the asset master, you can review all the components for a specific asset. You can track up to 25 levels of component relationships for a parent asset. Review parent and component information so that you can:

- Report on asset costs at the parent or component level
- Track all components that have been assigned to a parent or the parents to which a specific component has been assigned

After you review an asset's parent and component information, you can revise the parent information for individual components and change the sequence of the components.

Reviewing Parent and Component Information

If you entered parent and component relationship information about an asset when you created the asset master record, you can use the Work With Parent History form to find an asset and review parent and component relationships. If the asset is a parent, you can review

all the components related to that parent. If the asset is a component, you can review the parent for the component, as well as the other components associated with the parent.

You can also display all current or previous parents for a component or all current or previous components for a parent. Use date fields to limit your search to selected dates or leave the date fields blank to review the history of a component or parent.

From the Work With Parent History form, you can also:

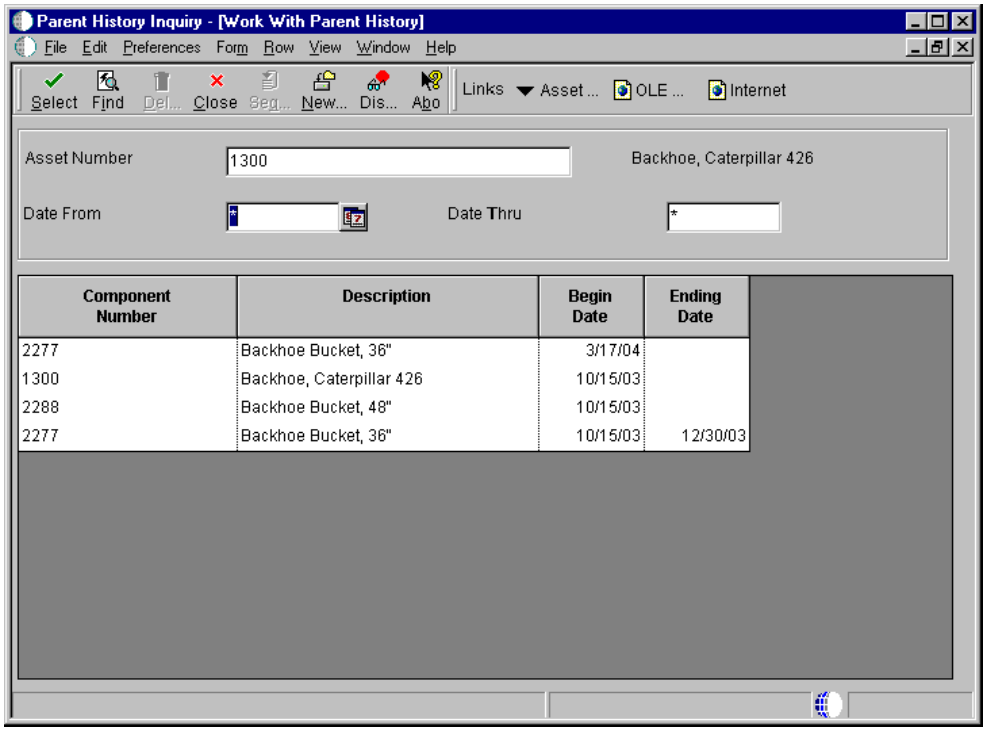
- Review parent or component cost information
- Review parent or component meter readings
- Enter parent or component supplemental information

► To review parent and component information

From the Fixed Asset Master Information menu (G1211), choose Parent History Inquiry.

1. On Work With Parent History, complete the following field:
    - Asset Number
2. Complete the following optional fields:
    - Date From
    - Date Thru

    Alternatively, to view parent or component formats, choose Parent Format or Component Format from the View menu.
3. Click Find.



4. Review the parent and component relationship information.
5. After you locate and choose a parent or component detail, perform one of the following actions:
   - To review parent or component cost information, choose Cost Summary from the Row menu. The Work with Cost Summary form appears. See *Reviewing Asset Costs.*
   - To review parent or component meter readings, choose Meter Reading Inquiry from the Row menu.

     Review the meter information for the asset on the Meter Reading Inquiry form. To work with meter information, choose Meter Readings from the Form menu. The Meter Readings form appears. For information about using the Meter Readings form, see *Working With Meter Readings* in the *Equipment/Plant Management Guide*.
   - To enter parent or component supplemental information, choose Supplemental Data from the Row menu. The Work With Supplemental Data form appears. See *Entering Supplemental Information*.
6. Perform one of the following actions to access other fixed assets information from the Work With Parent History form:
   - To find an asset, choose Asset Search from the Form menu.

     The Work With Assets form appears. See *Locating Asset Information.*
   - To see the parent information for the previous asset, choose Previous Asset from the Form menu.

     The Work With Parent History form reappears with the information about the previous asset that you reviewed.

Working with Equipment Components

You can use Work With Equipment Components to display and revise up to 25 levels of component information for a selected piece of equipment. This is particularly useful for complex equipment assemblies, such as a production line. After you locate a component, you can display its immediate parent or display its components. In addition, you can revise the parent information for individual components and change the sequence of the components.

► To review equipment components

From the Equipment Information menu (G1311), choose Equipment/Component Relations.

1. On Work With Equipment Components, complete the following field:
   - Asset Number
2. To limit the level of components that appear, complete the following field and click Find:
   - Display Level

Related Tasks

Searching for similar equipment

After you have reviewed components for a particular piece of equipment, you can use Work With Equipment Components to search for similar equipment. For example, if you need to find motors within your system similar to a motor that you inquired about, you can use the Search Like Equip selection from the Row menu to locate other motors in your organization. The system searches for similar equipment, based on the category codes of the equipment about which you inquired.

► To revise parent information for a component

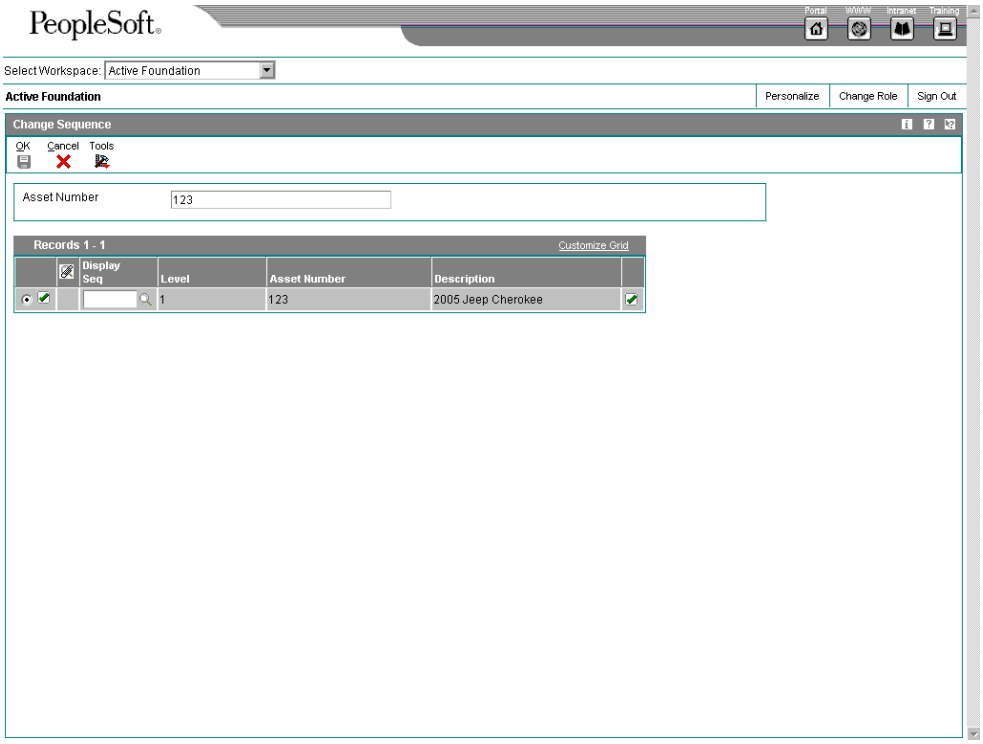
From the Fixed Asset Master Information menu (G1211), choose Parent History Inquiry.

1. On Work With Parent History, complete the following field and click Find:
    - Asset Number
2. Choose the asset for which you want to revise the parent number, and then click Select.
3. On Asset Master Revisions, complete the following fields and click OK:
    - Parent Number
    - Date Acquired

► To change the sequence of components

From the Fixed Asset Master Information menu (G1211), choose Parent History Inquiry.

1. On Work With Parent History, complete the following field and click Find:
    - Asset Number
2. Choose the asset for which you want to revise the parent number, and then click Select.
3. On Asset Master Revisions, choose Equipment Info from the Form menu, and then Components and NBV.
4. On Work With Equipment Components, choose Change Sequence from the Form menu.



5. On Change Sequence, complete the following field for each component that you want to change, and click OK:

    - Display Seq

Processing Options for Equipment/Component Relations (P12011)

Defaults
1. Enter the default display level
Display Level
2. Enter the default asset number
Asset Number
Versions
Enter the default DREAM writer versions
1. Asset Master (P1201)
2. Location Inquiring (P12215)
3. Backlog Management (P48201)
4. Cost Summary (P122101)
5. Parent History (P12212)

Reviewing Asset and Maintenance Costs

Review asset and maintenance-related costs when you want to see inception-to-date, year-to-date, and period-to-date account balances for individual assets. You can also do the following:

- Review one subledger or all subledgers for a specific piece of equipment
- Review detailed or summarized account balance information

- Display equipment account balances in currency amounts or in units and per unit costs
- Review maintenance costs by shop or job

When you review costs by cost accounts, you get a financial perspective of business costs. View costs by cost account when you want to access:

- All account balances relating to a specific asset
- Asset acquisition costs, depreciation amounts, revenue, maintenance expenses, operating expenses, and so on, for a specific period
- Abbreviated income statement and balance sheet information for an asset

Detailed transactions (F0911 records) appear only under the following circumstances:

- Account balances were not updated directly by a conversion program, which did not create detailed transactions to support the balances.
- Transactions were not summarized by the G/L Summarization program.

You can review maintenance costs either by cost account or repair code. When you review by cost account, the system displays all accounts in object account order. When you review by repair code, the system displays accounts in subsidiary account order, beginning with the account that you indicate.

Cost account

A cost account is an object account that represents a type of cost. Examples of cost accounts include the following:

- Labor
- Parts
- Materials

Review maintenance costs by cost account when you need an abbreviated income statement and balance sheet for a specific piece of equipment or for a shop.

Repair code

A repair code is a subsidiary account that represents a subdivision of a cost account. You can use repair codes to keep detailed records of the accounting activity for a particular cost account. Examples of repair codes include the following:

- Preventive maintenance
- Emergency repairs
- Electrical repairs
- Mechanical repairs

Review maintenance costs by repair code when you need a managerial perspective of costs related to a specific type of repair.

Reviewing Equipment Costs

To help manage the costs related to equipment maintenance within your organization, you can review inception-to-date, year-to-date, and month-to-date account balances for individual pieces of equipment. You can also do the following:

- Review one subledger or all subledgers for a specific piece of equipment
- Review detailed or summarized account balance information

You can view equipment costs either by cost account or repair code. When you review costs and expenses by cost account, the system displays all accounts in object account order. By reviewing costs by cost account, you get a financial perspective of business costs. For example, you can review the following:

- Acquisition costs
- Depreciation amounts
- Maintenance expenses
- Operating expenses

When you review costs by repair code, the system displays accounts in subsidiary account order, beginning with the account that you indicate. For example, you might have a cost account for labor. You can set up repair codes to track labor costs for different types of repairs, such as preventive maintenance repairs, emergency repairs, electrical repairs, and mechanical repairs, within the labor cost account.

View costs by repair code to access the following:

- All repair costs for a particular piece of equipment
- Subsidiary accounts to review costs associated with a certain type of repair
- Object accounts, such as labor, parts, or materials specific to a particular repair code

You can use processing options to assign default values for the following:

- Ledger type
- Detailed or summarized information
- Amounts or statistical units

► To review asset and maintenance costs

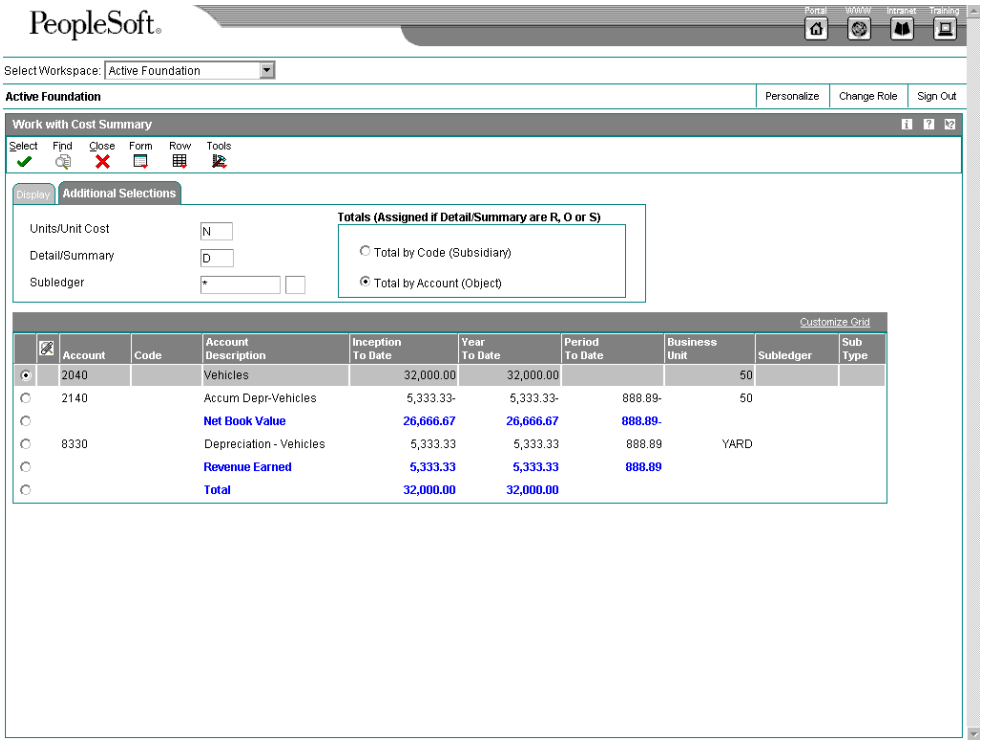
From the Cost Information & Reports menu (G1213), choose Cost Summary.

1. On Work with Cost Summary, complete the following required field to locate a specific asset:
    - Asset Number
2. To specify the costs that you want to review, complete the following optional fields:
    - Skip to Account or Code
    - From Date/Period
    - Thru Date/Period
    - Ledger Type

    Set a processing option to specify the ledger type default.
3. To further specify the costs that you want to review, click the Additional Selections tab.
4. Complete the following optional fields:
    - Units/Unit Cost

    Set a processing option to display amounts or statistical units.

- Detail/Summary
- Subledger
- Sub Type



5. Click one of the following options:
    - Total by Code (Subsidiary)
    - Total by Account (Object)
6. To review the posted transactions for an individual account balance, choose an account, and then choose Asset Ledger from the Row menu.
7. On Work with Asset Ledger Inquiry, to see transaction details, choose Account Ledger from the Row menu.
8. On Work With Account Ledger, choose Details from the Row menu.
9. To return to Work with Cost Summary:
    - On Account Ledger Detail, click Cancel.
    - On Work With Account Ledger, click Close.
    - On Work with Asset Ledger Inquiry, click Close.
10. To review or add an attachment for a transaction, choose Attachments from the Row menu.

See *Adding an Attachment*.

11. To review open purchase orders, choose Open Orders from the Form menu on Work with Cost Summary.
12. To review asset revaluation information, choose Asset Revaluation from the Form menu on Work with Cost Summary.

Reviewing Shop Costs

You can review shop costs by repair code or cost account. When you review costs by repair code, the system displays subsidiary accounts, starting with the account you indicate. If you review costs by cost accounts, the system displays object accounts only.

See Also

- *Reviewing Basic Job Information* in the *Job Cost* documentation for more information about reviewing basic shop costs
- *Reviewing Job Information by User Defined Columns* in the *Job Cost* documentation for more information about reviewing shop costs according to user defined criteria

Reviewing Shop Costs by Repair Code

Review shop costs by repair code when you need to review costs for a particular repair code. Repair codes (subsidiaries) represent a subdivision of cost accounts. You can use repair codes to keep detailed records of the accounting activity for a cost account. For example, for a particular cost account, such as labor, you might need to compare electrical repair costs to the costs associated with mechanical repairs. Additionally, you can review account ledger information for individual accounts.

You use processing options to specify the type of information that you want to appear. For example, you can review the following types of information:

- Actual amounts and unit quantities
- Budget amounts and unit quantities

► To review basic job information

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-Basic.

1. On Work with Job Status Inquiry-Basic, complete the following fields:
    - Job Number
    - Period/Date
    - Level of Detail
    - Subledger

    The G/L Date must be the end of a period. If you enter a period, the system enters the G/L Date as a default value.

2. To further identify the accounts that are displayed on Job Status Inquiry-Basic, click the Additional Selections tab and complete any of the following fields:
    - From Cost Code:
    - Thru Cost Code:
    - From Cost Type:
    - Thru Cost Type:
3. In the To Date area, choose one of the following options to specify how you want totals displayed:
    - Inception
    - Cumulative
    - Period
4. Click Find.
5. Review the account information.
6. To review specific information about an account, choose the account and then choose one of the following options from the Row menu:
    - To review account ledger information, choose Account Ledger.
    - To review account balance information, choose Account Bal by S/L.
    - To review progress entry, choose Account Progress.
    - To review attachments, choose Attachments.
7. On Job Status Inquiry, to review other job information, choose one of the following options from the Form menu:
    - To review job progress information, choose Job Progress Entry.
    - To review order information, choose Contracts/POs and then Subcontracts.
    - To review commitment information, choose Contracts/POs and then Commitment Inquiry.
    - To review change request information, choose Change Management.
    - To review work order scheduling information, choose Work Orders and then WO Sch Workbench.
    - To review work order cost information, choose Work Orders and then WO Cost by Job.
    - To review parent work order information, choose Work Orders and then Parent WO Inquiry.
    - To enter employee labor costs related to a job, choose Payroll / HRM and then TE by Employee.
    - To review profit recognition information, choose Profit Recognition.
    - To review original budget information, choose Job Budgets and then Budget Original.
    - To review revised budget information, choose Job Budgets and then Budget Revisions.

Reviewing Shop Costs by Cost Account

Each cost account (object account) represents a type of cost. When you review costs by cost accounts, you get a financial perspective of business costs. For example, you can set up individual cost accounts for labor, parts, and materials. When you review shop costs by cost account, you see the total of each type of cost for a shop or business unit.

You can display all shop costs, and you can review cost account balances for costs, such as labor, parts, and material, for an entire shop. You can compare actual amounts with budget amounts or amounts for any other two ledger types. Additionally, you can review account ledger information for individual accounts.

► To review shop costs by cost account

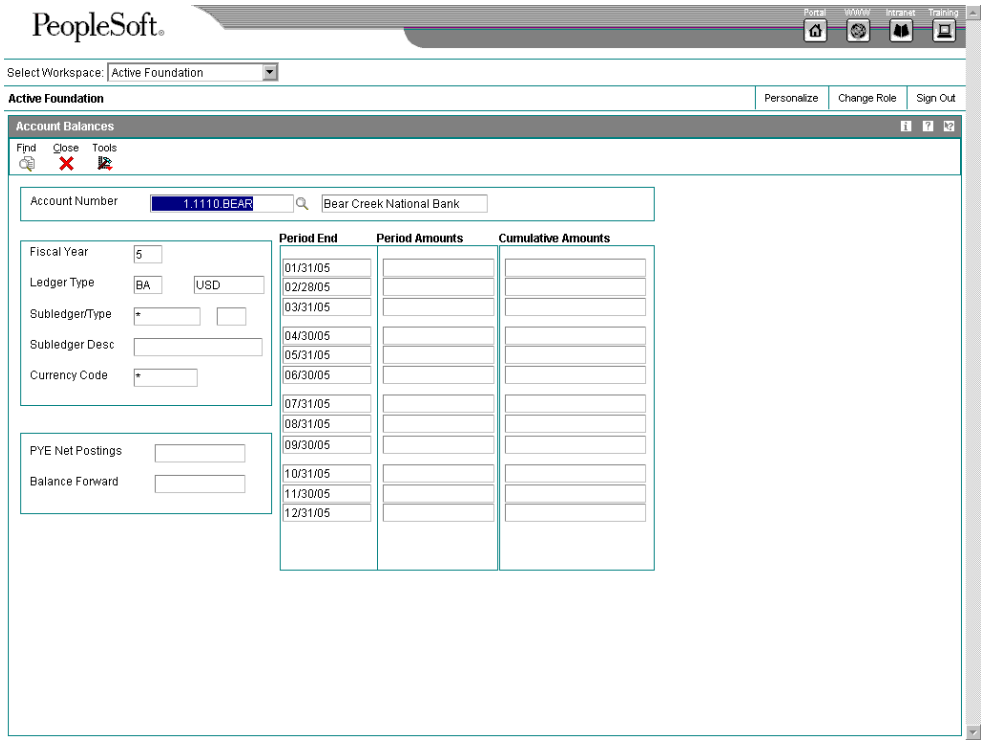
From the Cost Inquiries and Reports menu (G1312), choose By Cost Account.

1. On Trial Balance / Ledger Comparison, complete the following field:
    - Account
2. To review account balance information for a specified period, turn on the following option:
    - Period / Date

    If you turn off this option, the amounts that appear are through a specified date.
3. To specify the ledgers that you want to compare, complete the following fields:
    - Ledger Type 1
    - Ledger Type 2
4. Depending on how you completed the Period/Date field, type a period or date in the following optional field for each ledger type:
    - LT 1 Thru Date
5. To limit the information that appears, complete the following field and click Find:
    - Level Of Detail

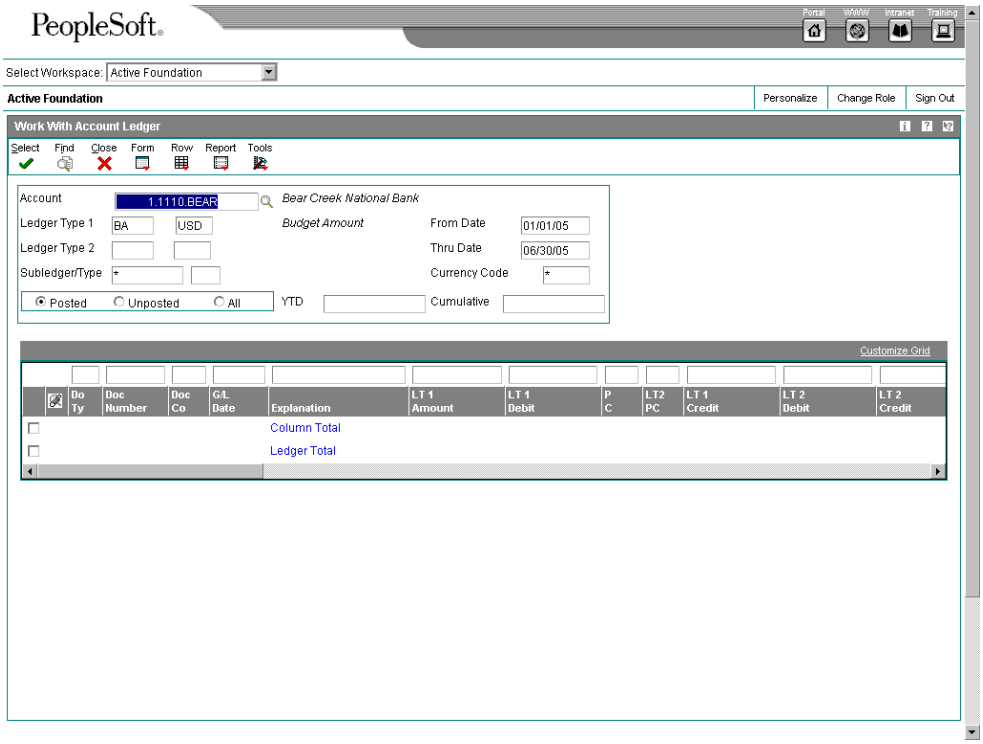
    Account amounts, as well as the variance between the amounts, appear for the ledger types that you specified.
6. To review period and cumulative amounts for a particular account, choose its record and then choose Balance by Month from the Row menu.

    The Account Balances form appears.



7. Click Close to return to Trial Balance / Ledger Comparison.
8. On Trial Balance / Ledger Comparison, to review account ledger information for a specific account, choose its record and then choose Account Ledger from the Row menu.

   Work With Account Ledger appears. From this form, you can review a variety of information, including individual journal entries.



Processing Options for Trial Balance/Ledger Comparison (P09210A)

Ledger Type
1. Enter the default Ledger Types. If Ledger Type 1 is left blank, "BA" will be defaulted. If Ledger Type 2 is left blank, "AA" will be defaulted.
Ledger Type 1
Ledger Type 2
2. When exiting to another application, select the Ledger Type that the called application should use. Enter a "1" for Ledger Type 1, or a "2" for Ledger Type 2. If left blank, "1" will be defaulted.
Exit With Ledger Type
Balances
1. Enter a "Y" to suppress posting accounts with zero balances from being displayed. If left blank, "N" will be defaulted.
Suppress Zero Balances
2. Enter the Calculation Method to be used when calculating variances. "A" - Addition, "S" - Subtraction, "M" - Multiplication, "D" - Division. If left blank, "S" will be defaulted.
Calculation Method
Additional LT
1. Enter Additional Ledger Types to be used in calculating account balances for Ledger Types 1 and 2. If left blank, no Additional Ledger Types will be used.
Additional Ledger Type 1
Additional Ledger Type 2
Subledger
1. Enter the Subledger and Subledger Type to be used for calculating account balances. If left blank, a blank Subledger and blank Subledger type will be defaulted.
Subledger
Subledger Type
Account LOD
1. Enter the Account Level Of Detail to be used (3-9). If left blank, "9" will be defaulted.
Account Level Of Detail
Currency Code
1. Enter the Currency Code to be used for calculating account balances. If left blank, all currencies will

be defaulted.

Note: Use this processing option only if Multi-Currency is being used.
Currency Code
Date Effective
1. Enter a "Y" to allow the user to calculate Date Effective Balances, enter a "N" to use Period End Dates. If left blank, "N" will be defaulted.
Date Effective Balances
2. Enter a "Y" to show Thru Periods as a default display, enter a "N" to show Thru Dates. If left blank, "N" will be defaulted.
Default Thru Period Display

Reviewing Job Information by User Defined Columns

If you have specific job-related information that you need to review, you can define and set up columns to display the required information. You can adjust your user defined columns to meet new business requirements. Use the Job Status Inquiry-User Defined Columns program to complete the following tasks:

- Set up user defined columns so that you can calculate account balance information that is specific to your business needs
- Select specific ranges of cost codes, cost types, and category codes to review
- Reorder cost code structures by cost code, category code, or alternate cost code
- Review lists of account information and balances for multiple jobs related to any of the following;
    - A single project
    - A single company
    - A single owner address
    - A single contract type
    - A single state
    - A single job type

Choose from six activity options to determine the type of information that you review. For example, you can choose to view only the information that relates to accounts with a level of detail of 5 that have projected over amounts.

If you are using levels of detail 3 through 8, you can use the processing options to choose to display or suppress header accounts with zero amounts. Suppressing header accounts with zero amounts takes less time to process and increases overall system performance.

► To review job information by user defined columns

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-User Defined Columns.

Alternatively, from the Cost Inquiries and Reports menu (G1312), choose Job Status Inquiry.

1. On Job Status Inquiry, complete the following fields, and click Find:
    - Job/Job Type

- Column Version

The system displays the accounts and columns according to the specifications in the version you selected.

2. Review and revise your account information, as needed.
3. To review specific information about an account, choose the account, and then choose one of the following options from the Row menu:
   - To review account ledger information, choose General Accounting and then Account Ledger.
   - To review account balance information, choose General Accounting and then Account Balances.
   - To review original budget information, choose Budgets and then Budget Original.
   - To review revised budget information, choose Budgets and then Budget Revisions.
   - To review progress entry for a single account, choose Progress Entry and then Account.
   - To review progress entry for a job, choose Progress Entry and then Job.
   - To review commitment information, choose Commitment Inquiry.
   - To review change request information for an account, choose Account Inquiry.
   - To review revised budgets by ledger type, choose Budget by LT.
   - To review attachments, choose Media Objects.
4. To review other job information, choose one of the following options from the Form menu:
   - To review subcontract information, choose Subcontracts.
   - To review change request information, choose Change Management.
   - To review work order scheduling information, choose Work Orders and then WO Sch Workbench.
   - To review work order cost information, choose Work Orders and then WO Cost by Job.
   - To review parent work order information, choose Work Orders and then Parent WO Inquiry.
   - To enter employee labor costs related to a job, choose Payroll/HRM and then TE by Employee.
   - To review profit recognition information, choose Profit Recognition.
5. To save your columns with a new column version name, choose Save Columns. See *Setting Up Job Status Inquiry*.
6. To return to Job Status Inquiry, click Cancel.

Equipment Time Billing

You can charge a job or business unit for the use of equipment. When you enter equipment billing information, the system creates debit journal entries to the Account Ledger table (F0911). You can then review and approve billing entries for posting. When you post the entries, the system creates the offsetting credit entries to the general ledger Account Balances table (F0902). Equipment time billing transactions must also be posted to the Asset Account Balances table (F1202). Use the Payroll or Time Accounting systems to bill for employee labor.

Note

You can use the Time Accounting system without the Payroll system to bill for employee labor. However, you cannot use the Payroll system to bill for employee labor without the Time Accounting system.

See Also

- *Working with Employee Timecards* in the *HR and Payroll Foundation* documentation

Before You Begin

- Set up the Equipment Rate Table. See *Setting Up Equipment Rates.*

Entering Charges Using Equipment Time Entry

Use Equipment Time Entry to charge equipment time directly to a job or business unit. Using Equipment Time Entry, you can:

- Enter multiple pieces of equipment on the same form
- Charge more than one job or account number on the same form
- Override default billing rates
- Use Time Entry Models to facilitate data entry

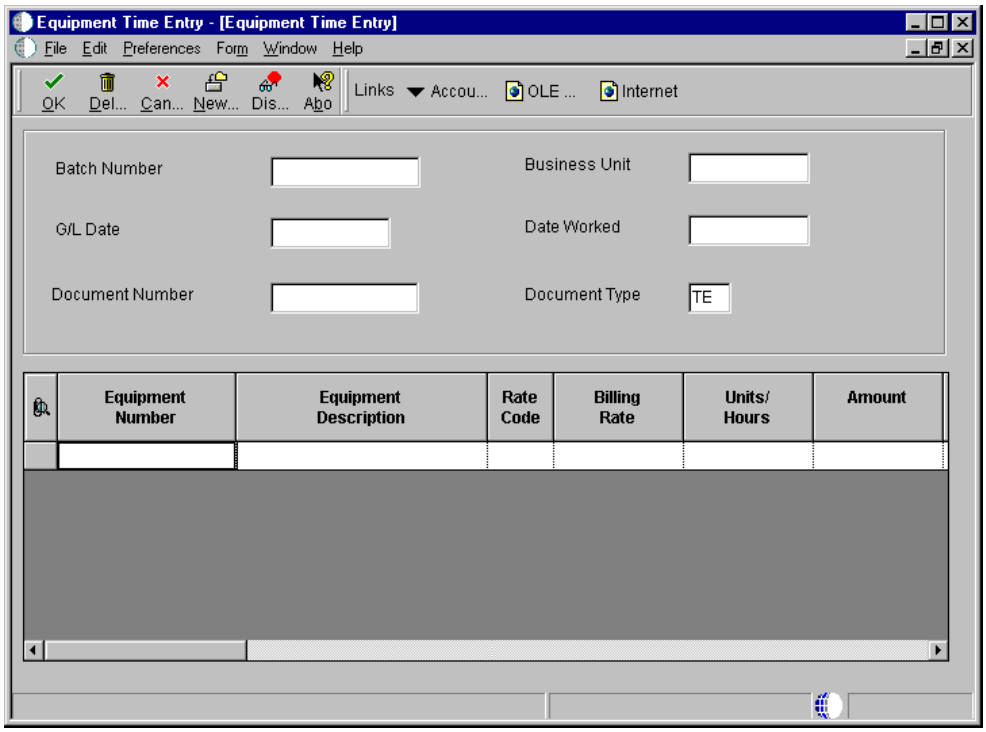
Entering Time Billing Information for Equipment

When you enter equipment time, the system creates debit entries to update the Account Ledger table (F0911). When you post the entries to the Account Ledger table, the system creates the offsetting credit entries in the Account Balances table (F0902). You must then post the entries to the Asset Account Balances table (F1202).

► To enter time billing information for equipment

From the Equipment Time Billing menu (G1313), choose Equipment Time Entry.

1. On Work With Equipment Time Entries, click Add.



2. On Equipment Time Entry, complete the following fields:
    - Business Unit
    - G/L Date
    - Date Worked
3. Complete the following fields for each piece of equipment requiring time entries and click OK:
    - Equipment Number
    - Rate Code
    - Billing Rate

      This field might already contain a default value.
    - Units/ Hours

Using a Model Time Entry

You can save time and reduce the possibility for error by using a model time entry to create a new billing batch. A model time entry is based on any posted time entry batch. A model time entry is especially useful if you charge for equipment on a regular basis and can use the time entry batch from the prior period as a model.

Before You Begin

- Post at least one time entry to the general ledger.

► To use a model time entry

From the Equipment Time Billing menu (G1313), choose Equipment Time Entry.

1. On Work With Equipment Time Entries, complete any of the following fields and click Find to locate a time entry on which you want to base the model:
    - Batch Number
    - Batch Type
2. Choose the batch that you want to copy and click Copy.
3. On Equipment Time Entry, make any changes necessary to the record and then click OK.

Processing Options for Equipment Time Entry (P12110)

Display Option
1. Enter a '1' to display only parent assets when using a model. Leave blank to display all assets.
Edit Option
1. Enter a '1' to issue a warning if time is charged to a location other than the asset's current location. Leave blank for no warning

Posting Transactions

After you enter, review, and approve transactions, post them to the general ledger. All transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transaction records.

The post program:

- Selects unposted transactions and validates each transaction
- Creates automatic offsets to the A/P and A/R trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902; F1202 for fixed assets)
- Marks the transactions as posted in the respective systems ledger tables, such as the Customer Ledger (F03B11), the Account Ledger (F0911), and the Accounts Payable Ledger (F0411)
- Sends workflow messages to the Employee Work Center for transactions in error

- Prints a general ledger report, a post detail report, or both

The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

Before You Begin

- ❑ Review and approve journal entries for equipment time. See *Processing Batch Journal Entries* in the *General Accounting* documentation for more information.

Posting Time Entries to the G/L

From the Equipment Time Billing menu (G1313), choose Post Time Entries to G/L.

You must post time entries to update the general ledger and equipment balances. Post the entries to the general ledger first. When you choose Post Time Entries to G/L, the system displays Work With Batch Versions - Available Versions. You can choose the appropriate version from the Work With Batch Versions - Available Versions form.

When you run the post program to post journal entries to the general ledger, the system automatically creates the Posting Edit report. This standard report indicates which batches posted successfully. An error message prints when a batch does not post.

Posting G/L Entries to Equipment

From the Posting G/L to Fixed Assets menu (G1212), choose Post G/L Entries to Fixed Assets.

After you post journal entries for equipment time to the general ledger, you must post them to the Asset Account Balances table (F1202). When you post journal entries for equipment time to the Asset Account Balances table, the system verifies that each of your batch transactions includes the following:

- A general ledger post code of P, which indicates that the transaction has been posted to G/L Account Balances table
- An account that falls within the cost account range set up in the automatic accounting instructions
- A fixed asset post code of blank, which indicates the eligibility to post to the Asset Account Balances table (F1202)
- A valid equipment number
- A hold code of blank

When you choose Post G/L Entries to Fixed Assets, the system displays Work With Batch Versions - Available Versions. You can choose the appropriate version from the Work With Batch Versions - Available Versions form. The post program updates the Asset Account Balances table (F1202) and marks each transaction as posted.

You determine which accounts post to equipment when you set up automatic accounting instructions FX01 - FX98. Only the accounts within the FX01 - FX98 range appear on the posted transaction ledger report. The Unposted F/A report version includes all time entry transactions, regardless of the affected accounts.

See Also

- *Posting G/L Journal Entries to Fixed Assets* in the *Fixed Assets* documentation for the processing options for this program

Process G/L to Equipment

To enter equipment costs, you can use any J.D. Edwards system that creates journal entries for business transactions in the Account Ledger table (F0911). To enter equipment costs, you can use any of the following systems:

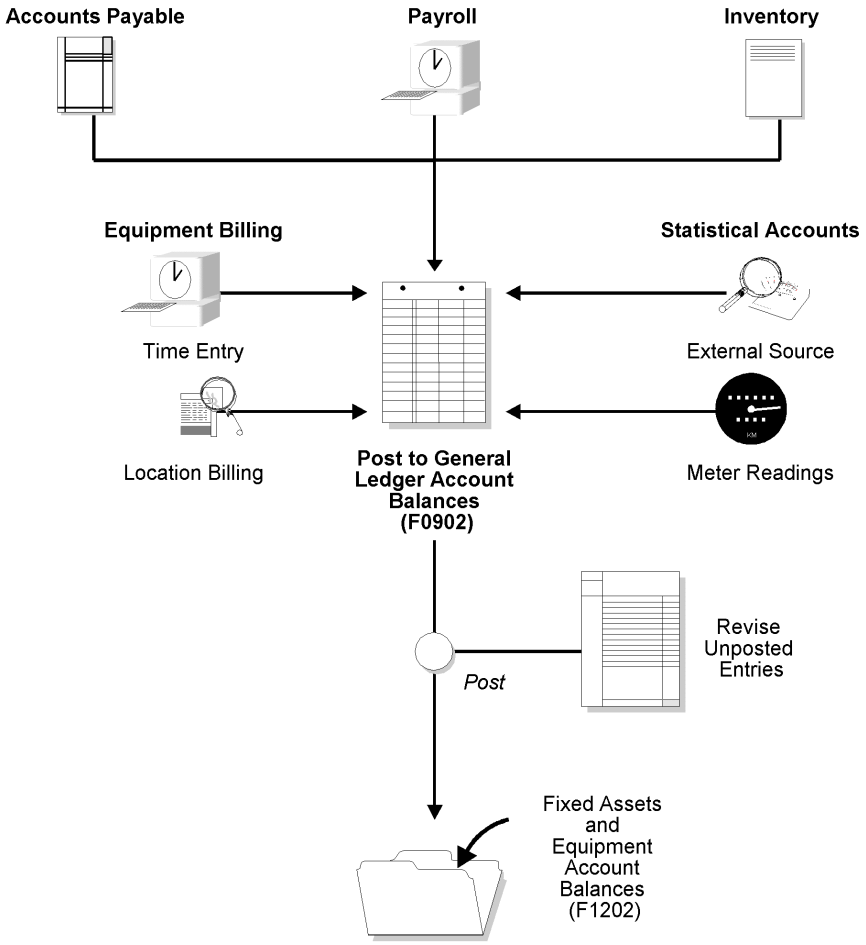
- Accounts Payable
- General Accounting
- Inventory Management
- Payroll
- Procurement
- Work Orders

The system identifies the journal entries that affect equipment based on the fixed asset range (FX range) of accounts that you set up in the automatic accounting instructions (AAIs). Accounts that fall within the FX range of the AAIs include:

Maintenance expense accounts	Maintenance accounts track costs associated with the upkeep of equipment, such as labor and parts.
Operating expense accounts	Operating expense accounts track costs associated with operating the equipment, such as fuel, licensing, and certification.
Equipment revenue accounts	Equipment revenue accounts track the revenue generated by a piece of equipment.
Statistical accounts	Statistical accounts track units, such as hours, miles, and gallons, that are associated with the use of a piece of equipment.

After the system creates journal entries for the equipment costs that you enter, you must post the entries first to the general ledger, and then to equipment. When you post to the general ledger, the system updates the Account Balances table (F0902). When you post to equipment, the system updates the Asset Account Balances File table (F1202). You can post journal entries to equipment, or you can set up your system to post the journal entries to equipment when you post the entries to the general ledger.

The following illustration shows the type of journal entries that affect equipment costs and how those entries are assigned to equipment.



Working with G/L Journal Entries

You can revise equipment journal entries that are posted to the general ledger before they post to equipment. For example, you might want to review and revise journal entries to ensure that all of the equipment information is included, such as equipment numbers. You also work with G/L journal entries if you want to prevent transactions that fall within the FX range of accounts in the AAIs from posting to equipment. An example of this type of journal entry would be for transactions that you record to make corrections to the general ledger.

Revising Unposted Journal Entries

Use the Revise Unposted Entries program to change journal entries before they are posted to equipment. For example, you can:

- Revise or add an equipment number to a journal entry
- Revise or add a description to further explain a journal entry

- Create an equipment master for a journal entry that includes an asset cost account for a piece of equipment that is not yet in the system
- Revise the hold or pass code on a journal entry to temporarily or permanently prevent it from posting to equipment

Note

To ensure the integrity of your transaction records and audit trails, the system prevents changes such to account information such as the following that has already been posted to the general ledger:

- G/L account number
- Amount
- G/L date

► To revise unposted journal entries

From the Posting G/L to Fixed Assets menu (G1212), choose Revise Unposted Entries.

1. On Work With Unposted Entries, to locate a journal entry, complete any of the fields and click Find.
2. To add or revise the description of a transaction, complete the following field:
   - Explanation
3. To change the hold code for a transaction, complete the following field:
   - H C
4. To prevent a transaction from posting, complete the following field:
   - P C
5. Click OK.
6. To review existing master information for a piece of equipment, or to interactively create an equipment master for a transaction, choose the record for the transaction and, from the Row menu, choose Asset Master.

   The system displays Work With Assets, from which you can search for or create equipment masters.

See Also

- *Creating an Equipment Master*

Processing Options for Revise Unposted Entries (P12102)

Update
1. Enter '1' to allow the posting of cost to a different account than defined in the Asset Master. Leave blank (default) to prevent posting of cost to a different account defined in the Asset Master.
Allow Different Cost
Versions
1. Enter the version of Order Inquiry Details (P4310) to call when the form exit is selected. Leave blank

(default) to call version ZJDE0006.

Version

Splitting Unposted Journal Entries

You can split a journal entry into two or more entries before you post them to equipment. You might split unposted journal entries when an accounts payable invoice for multiple pieces of equipment is distributed to one account, but you must capitalize each piece separately.

For example, an invoice for computers can be distributed in the full amount to the G/L asset account for computers. However, you should capitalize each computer separately in equipment. You can split the original journal entry for computers into several pieces of equipment, such as central processing unit, printer, monitor, and keyboard.

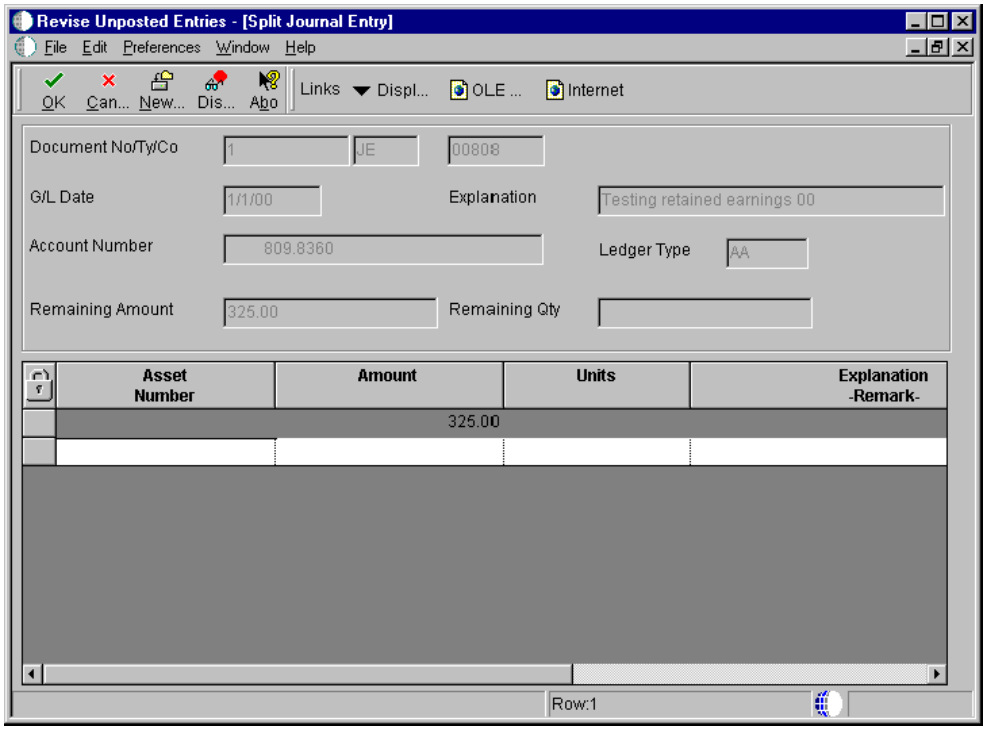
Note

When you split a journal entry into two or more entries, the new totals must equal the total amount of the original journal entry.

▶ To split unposted entries

From the Posting G/L to Fixed Assets menu (G1212), choose Revise Unposted Entries.

1. On Work With Unposted Entries, to locate a specific journal entry, complete any of the fields in the header portion of the form and click Find.
2. Choose the record for the journal entry and choose Split from the Row menu.



3. On Split Journal Entry, complete the following fields:
    - Asset Number
    - Amount
    - Explanation -Remark-
4. Complete the following optional field and click OK:
    - Units

See Also

- *Revising Unposted Journal Entries* for the processing options for this program

Printing the Journal Entries Report

From the Posting G/L to Fixed Assets menu, (G1212), choose Unposted Fixed Asset Transactions.

You can print the Unposted Fixed Asset Transactions report to view a list of all transactions that have been posted to the general ledger but not posted to equipment. The FX range of accounts in the AAIs identifies the beginning and ending range of asset accounts that can post to equipment. The Unposted Fixed Asset Transactions report is a printed version of Revise Unposted Entries.

If you post a journal entry that does not include an equipment number, the *No Item Master Record* message appears on the report. You should create an equipment master for the equipment and attach the new equipment number to the journal entry.

See Also

- *Printing the Unposted Fixed Asset Transactions Report* in the *Fixed Assets* documentation for the processing options for this program

Posting Transactions

After you enter, review, and approve transactions, post them to the general ledger. All transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transaction records.

The post program:

- Selects unposted transactions and validates each transaction
- Creates automatic offsets to the A/P and A/R trade and tax accounts

- Posts accepted transactions to the Account Balances table (F0902; F1202 for fixed assets)
- Marks the transactions as posted in the respective systems ledger tables, such as the Customer Ledger (F03B11), the Account Ledger (F0911), and the Accounts Payable Ledger (F0411)
- Sends workflow messages to the Employee Work Center for transactions in error
- Prints a general ledger report, a post detail report, or both

The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

Posting a Batch of Journal Entries

From the Posting G/L to Fixed Assets menu (G1212), choose Post G/L Entries to Fixed Assets.

Before G/L journal entries can be posted to equipment, the system verifies that each entry includes the following:

- A G/L post code of P (posted to the Account Ledger table)
- An account that is within the FX range of accounts that you set up in the AAIs
- A fixed asset post code of blank
- A valid equipment number or an account that is within the cost account range (FA range) of accounts in the AAIs
- A hold code of blank

When you run the Post G/L Entries to Assets program, the system posts all equipment journal entries to the Asset Account Balances table (F1202) and marks each transaction as posted.

See Also

- *Posting G/L Journal Entries to Fixed Assets* in the *Fixed Assets* documentation for the processing options for this program

Verifying the Post Process

After the post process is complete, the system generates a Post Unposted Fixed Asset Entries report. You can review this report to verify the results of the post. The report indicates all journal entries that were not posted and the reason why. It also notes any automatic processes that might have occurred during the post.

Three messages can appear in the Message Area column on this report:

Asset Master Record Created

This message indicates that the system created an asset master and its corresponding balance record for a posted transaction. If you do not create these records for a piece of equipment before you run the post program, the system automatically creates them under the following circumstances:

- The equipment number is blank in the Account Ledger table (F0911).
- The object account is within the FA range of accounts in the AAIs.
- You use the Post G/L Entries to Assets program to run the post.

The system creates asset masters and balance records based on the values that you enter when you set up equipment.

Asset Number Assigned

If you did not assign an equipment number to an unposted journal entry, this message indicates that the system has automatically assigned an equipment number based on the FA range of accounts in the AAIs.

Unable to Post - The record is not in the Asset Master Table

This message indicates that you did not assign an equipment number to an unposted journal entry and the system was unable to assign a number automatically.

You can also verify the results of the post to equipment online. To review posted equipment transactions and the effects of the post on other account information, access the following forms:

Equipment Search

Review new equipment and corresponding equipment masters that are generated by the post. This is particularly useful if you split a general ledger transaction before running the Post G/L Entries to Assets program.

Cost Summary

Review how the new transactions affect cost accounts and balances.

Working With Equipment Locations

You can record equipment location information to indicate where and when equipment is physically moved. You can update equipment location information for planned and current relocations and keep a log of all historical relocations. For example, you can do the following:

- Record equipment relocations from one job or business unit to another
- Create location transactions for single pieces of equipment or groups of equipment
- Relocate equipment from multiple locations to a single location to consolidate multiple tracking records
- Review historical, current, and planned location tracking information
- Record equipment relocations out of sequence
- Associate text with equipment location transactions

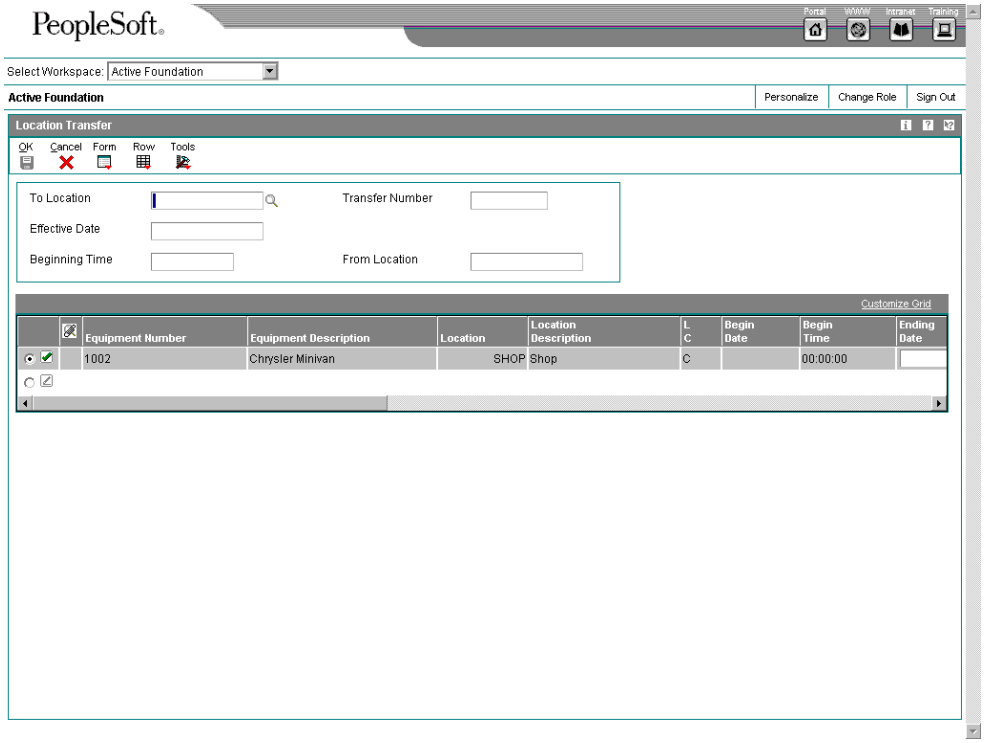
Entering Location Information

After you enter basic asset information, you can enter information about the asset's location and start date.

▶ To enter location information

From the Equipment Location Tracking menu (G1314), choose Work With Locations.

1. On Work With Locations, complete the following field and click Find:
    - Asset Number
2. Choose the asset and choose Location Transfer from the Row menu. If more than one asset is displayed and you want to transfer all the assets showing, choose Transfer from the Form menu.



3. On Location Transfer, choose Clear from the Form menu to clear the information from the equipment's last location.

Note
If you do not clear the information from the form before executing the transfer, information from the last location will be carried to the new location.

4. On the Transfer tab, complete the following required fields:
    - To Location

- Effective Date

5. Complete the following optional fields:
    - Beginning Time
    - Transfer Number
    - From Location
6. To transfer one piece of equipment, choose the asset and choose Transfer Rows from the Row menu. To transfer more than one piece of equipment, use the Control key or Shift key to select the assets, and then choose Transfer Rows from the Row menu.

Note
Only the assets with a value of C (current) in the Location Code field will be transferred. Assets with a value of H (historical) in the Location Code field will not be transferred because those records are shown as an audit trail for the transfer program.

Processing Options for Location Transfer (P12115)

Display
Enter a '1' to suppress the display of the meter reading fields. Leave blank to display them.
1. Display Meters
Process
Enter a '1' to NOT update the following child fields when transferring the parent. Leave blank to update the child's field with the parent's field when transferring the parent..
1. Update child's Rate Code
2. Update child's Billing Amount
Defaults
Enter the Default values for the following fields.
1. Location Code
2. Location
3. Billing Information:

Blank = Billing information is cleared when asset is transferred (default)
'1' = Billing information is not cleared when asset is transferred

Revising Location Information

You can use Location Revisions to review and revise location tracking information for a piece of equipment. You can review current, planned, and historical location information for individual pieces of equipment, or review all information for a particular location. You can enter specific dates to limit the information that the system displays. You also can delete current and planned location information.

After you review location information for a piece of equipment, you can revise individual equipment locations. For example, you can revise the status of the equipment, meter reading information, or transfer number. You also can enter text messages for specific locations. For example, you might want to note specific instructions or explanations for a location.

You also can delete individual location information for current and planned locations. When you delete current location information, the system causes the most recent historical location to revert to the current location. When you specify that the system delete current location information for a piece of equipment that has more than one current location, it deletes all of the current locations with the same date and makes the prior equipment locations current.

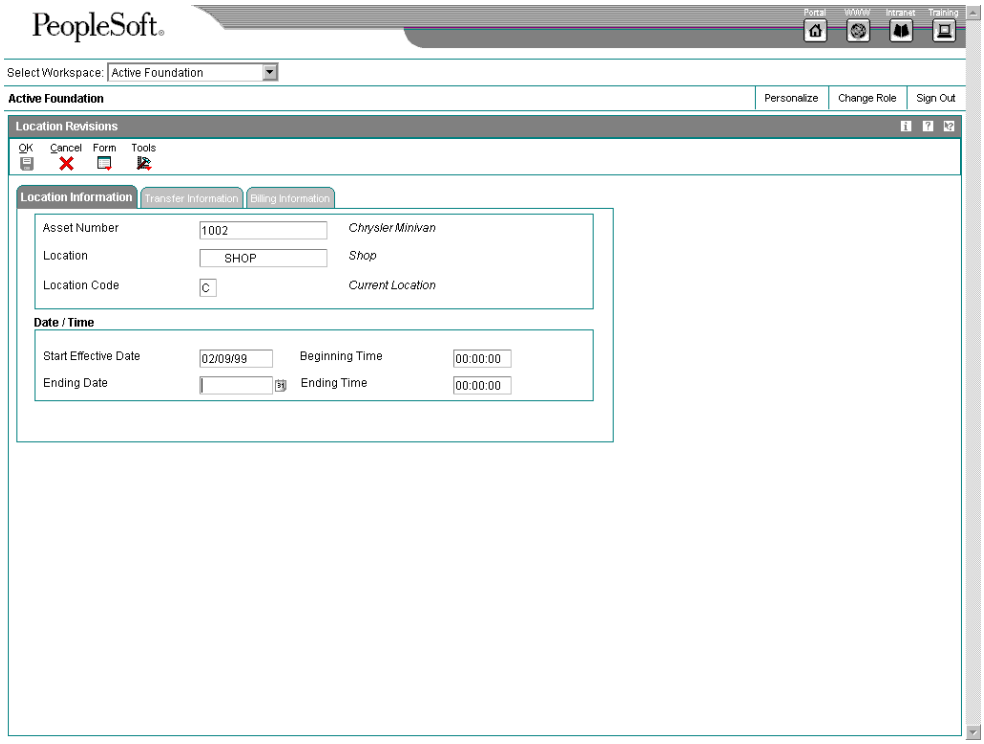
Before You Begin

- ❑ Verify that the equipment master includes a beginning location and start date. See *Entering Location Information* for information about using Location Transfer to update beginning location and start date fields on the equipment master.

► To revise location information

From the Equipment Location Tracking menu (G1314), choose Work With Locations.

1. On Work With Locations, to specify the location information that you want to revise, complete any combination of the following fields in the header area of the form and click Find:
    - Asset Number
    - Location
    - From Date
    - Location Code
    - Transfer Number
    - Thru Date
2. Choose the record that you want to revise and click Select.



3. On Location Revisions, complete either of the following fields:
    - Ending Date
    - Ending Time

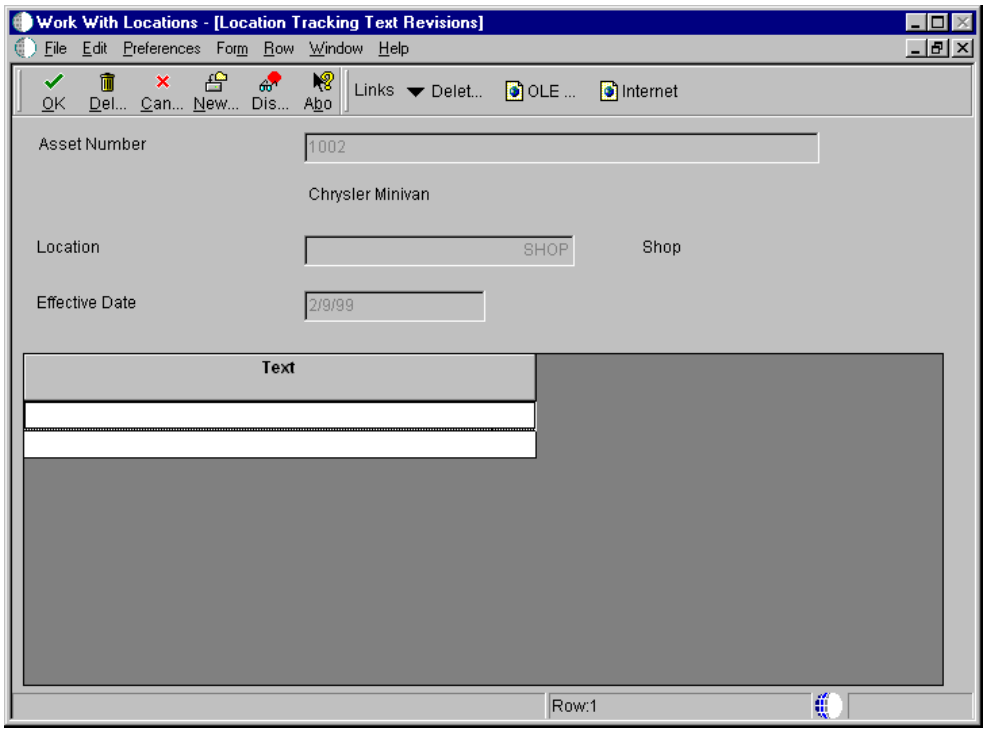
    You can change only the ending dates and ending times for current and planned locations.

4. Click the Transfer Information tab and complete any of the following fields:
    - Transfer Number
    - Equipment Status
    - Remark
    - Column
    - Row
    - Curr Meter Reading
    - Orig Meter Reading

5. Click the Billing Information tab.
6. Complete any of the following optional fields and then click OK.
    - Transfer Action
    - Equipment Rate Code

- Business Unit
- Object Account
- Subsidiary
- Subledger
- Subledger Type
- Billing Amount

7. On Work With Locations, choose Text from the Row menu to enter location tracking text for the selected piece of equipment.



8. On Location Tracking Text Revisions, type a message in the Text area and click OK.
9. On Work With Locations, click Close.

Processing Options for Work With Locations (P12215)

Update
Enter a '1' to allow Updates to Planned Locations Only. Enter a '2' to allow Updates to Current Locations Only. Leave blank to allow Updates to all Locations.
1. Update

Periodic

Equipment Location Billing

Use location billing when you want to bill for equipment time based solely on the location of the equipment. When you bill for equipment by location, you do not have to enter additional billing information manually. The system creates location billings based on the location information that you enter as you relocate equipment. Billing for equipment by location is effective when you want to bill for small tools.

You can bill for equipment based on location when you want to:

- Create location billings based on any time period.
- Assign and bill quantities of the same equipment item at different rates among different locations.
- Specify multiple billing rate codes for a single piece of equipment.
- Set up rental rates for groups of equipment or individual pieces of equipment.
- Change the billing rate after a specified billing amount is reached.
- Rent or sell equipment to a job. If you sell the equipment to a job, the equipment can be purchased back at a percentage of the replacement cost.

You can set up your system to meet your location billing needs. Use category codes to organize equipment information. Set up rental rates and billing rates to specify any default values that you want the system to use when you enter information that requires billing data. The system uses the following elements to bill equipment by location.

Category Code 10 J.D. Edwards requires that you reserve category code 10 to specify equipment billing rate groups for the individual pieces of equipment. You can use the equipment billing rate groups to combine similar equipment for billing.

Rental rules Use rental rules to specify the default values, rate table limits, and so on for individual jobs. You can also specify the regular work hours in a work day and the work days in a given month.

Billing rates Use billing rate tables to set up and maintain billing rates for your various billing processes. For example, use billing rate tables to:

- Define billing rates at specific levels
- Indicate billing frequency
- Establish a hierarchy between billing rates
- Establish rates for groups or single pieces of equipment

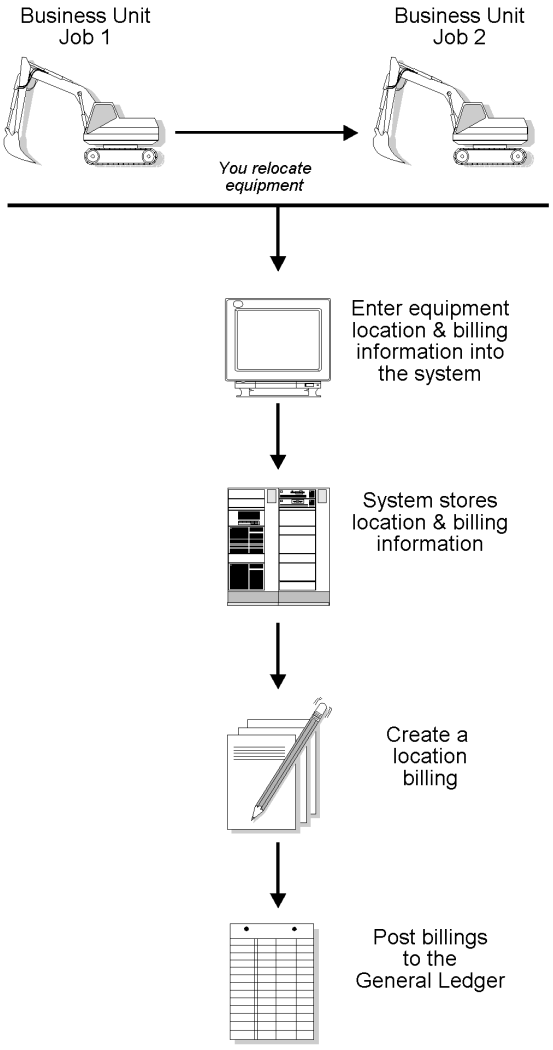
All rate tables have effective dates so that your billing is date-sensitive. For example, you can set up the same billing rate with different values depending on dates.

After you set up location billing and enter location information for equipment, you can create a location billing. The system automatically creates journal entries to distribute revenues and expenses to the appropriate accounts. The system creates billing journal entries based on

your location billing setup and the location information for the equipment that is dated from the last bill date through the "bill to" date that you specify for the billing.

The following diagram shows the flow of the location billing process in Equipment/Plant Management:

Location Billing Process



Note

You do not have to relocate equipment to bill by location. You can create as many billings as you want for a piece of equipment based on the initial location that you enter on the equipment master.

Before You Begin

- Verify that the following information is set up:
  - Valid rate codes
  - Billing rate codes
  - Rental Rates table
  - Rental rules
  - Account derivation rules

See Also

- *Setting Up Equipment Billing Information* for more information about setting up the rate codes and rules

Creating Location Billings

From the Equipment Location Billing menu (G1321), choose Location Billings.

Run the Location Billings program to bill locations for equipment use. The Location Billings program is a batch program in which you use data selections to indicate what Location Tracking information you want to include in the billing. The system accesses the location information that matches your selection criteria and creates the appropriate debit and credit transactions.

The Location Billings program creates debit journal entries that affect the appropriate jobs or business units for the use of equipment based on the location information stored in the Location Tracking Table (F1204). The General Ledger Post program creates the credit side of the journal entry using the automatic accounting instructions that define rate components.

When you select Location Billings, the system displays a versions list. The versions lists includes DEMO versions that you can run or copy and modify to suit your needs. When you run a version, the system displays the Processing Options form before submitting the job for processing.

You can review and approve your batch transactions on Billing Journal Review to verify equipment location information before posting the new billing information.

Before You Begin

- Enter any location information for the equipment that you want to include in the billing.

Verifying the Location Billing

When you run a version of the Create Billings program, the system prints a location billing register that shows:

- All equipment billed and the amount
- An explanation for all locations for which the system could not process the billing

Running the Proof or Final Version

You can run the proof version of Create Billings to verify that the billing and location information that you entered for the equipment is correct. When you run the proof version, the program prints the location billing report without creating journal entries or updating

equipment information. The system does not assign batch numbers to billings that you create using the proof version. When you run the final version, the program updates equipment information and creates a batch of journal entries that you must post to the general ledger and equipment balances.

Excluding Nonbillable Location Information

You can use Data Selections to exclude location tracking information that you do not want to bill. If you do not exclude location tracking information on the system before you create a location billing, the information will appear on the billing register as *Not able to be billed*. Possible selections that you might want to use to exclude billing information are:

- Beginning Date after the date the Location Billing program was installed
- Billing Rate Codes not equal to blank

Processing Options for Location Billings (R1304)

Date Selection
1. Enter the through date for billing calculations
2. Enter G/L date billings will be posted to
Partial Hour
1. Enter a '1' to bill partial hours
Update Option
1. Enter a '1' to run Final Mode

Processing Location Billings

After you create location billings, you must process the billing information to update the general ledger and equipment balances.

Reviewing a Location Billing

After you create location billings, you can review the billing information on the Billing Inquiry form before posting the billing to the general ledger.

► To review a location billing

From the Equipment Location Billing menu (G1321), choose Location Billing Inquiry.

1. On Location Billing Inquiry, complete any of the following fields and click Find to locate a billing batch:
    - Location
    - Batch Number
    - User ID
    - As of
    - Unposted (Y/N)
2. To review a location, select the location and choose Transfers from the Row menu.

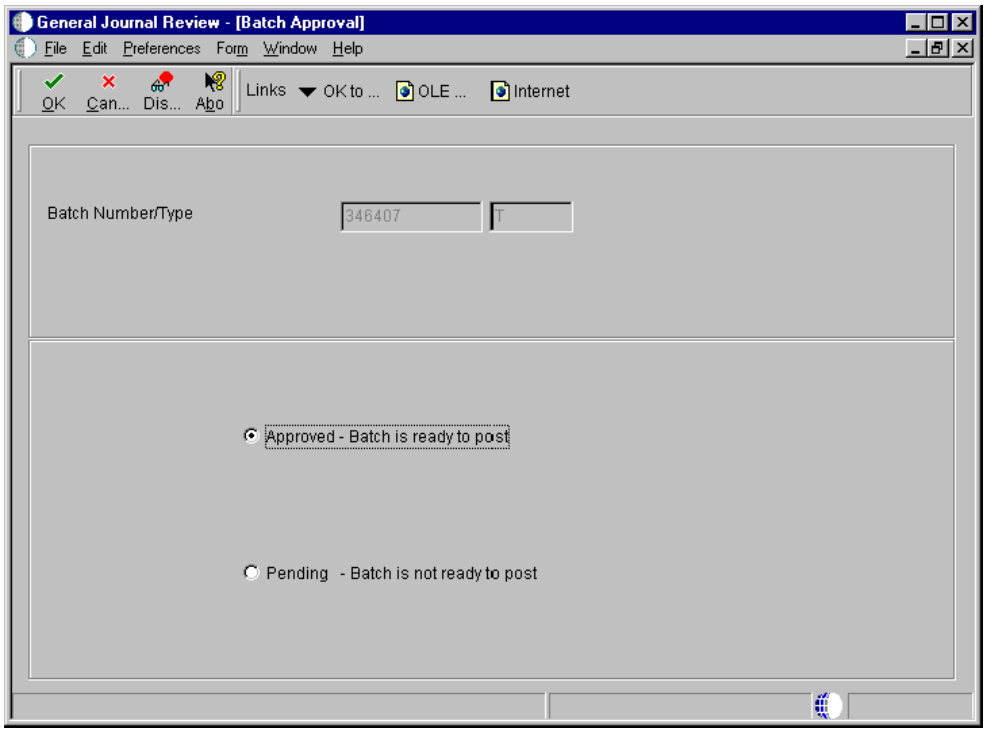
Approving a Location Billing Batch

If your system is set up to require batch approval, you must approve billing batches before the system can post them. You can approve your location billings by batch or review each transaction individually. If you review a batch and find it in error, you can prevent it from posting by changing the status of the batch from approved to pending.

▶ To approve a location billing batch

From the Equipment Time Billing menu (G1313), choose General Journal Review.

1. On Work With Batches, display all batches for all users, or limit the search by completing one or more of the following fields:
    - Batch Number
    - Batch Type
2. To review only posted or unposted batches, click one of the following batch status options:
    - Unposted Batches
    - Posted Batches
3. To limit the search further, complete one or more of the following fields and click Find:
    - Batch Date
    - Batch Status
    - User ID
4. Choose a row and choose Batch Approval from the Row menu.



5. On Batch Approval, click the Approved option and click OK.
6. To verify the approval, review the following field on Work With Batches:
   - Status Description

   To prevent an approved batch from posting, change its status to pending.

Posting Location Billings

From Equipment Time Billing (G1313), choose General Journal Review.

On Work With Batches, select Post by Batch from the Row menu.

You must post billings to the general ledger and equipment balances. Post the billings to the general ledger first. When you post to the general ledger, the system updates the Account Balances table (F0902) and creates the credit side of the billing.

After you post the location billings to the general ledger, you must then post them to equipment. When you post the billings to equipment, the system updates the Item Balances table (F1202). You can post the billings to equipment, or you can set up your system to post the billings to equipment when you run the post to the general ledger.

Processing Options for Batch Type (P0011)

Batch Type Enter the Batch Type to be displayed. Batch Type

Revising Location Billings

If you find an error in your location billing information, you can revise the billing to correct the error.

You cannot revise unposted billings created in Location Billing. To change location billing information before you post the billing to the general ledger, you must delete the billing and re-create it.

You can delete unposted location billing batches on the Equipment Time Entry form only. On Equipment Time Entry, enter the number of the location billing batch you want to delete. When you delete a location billing batch you delete both the Account Ledger transaction in the general ledger and the Equipment Billing Transaction.

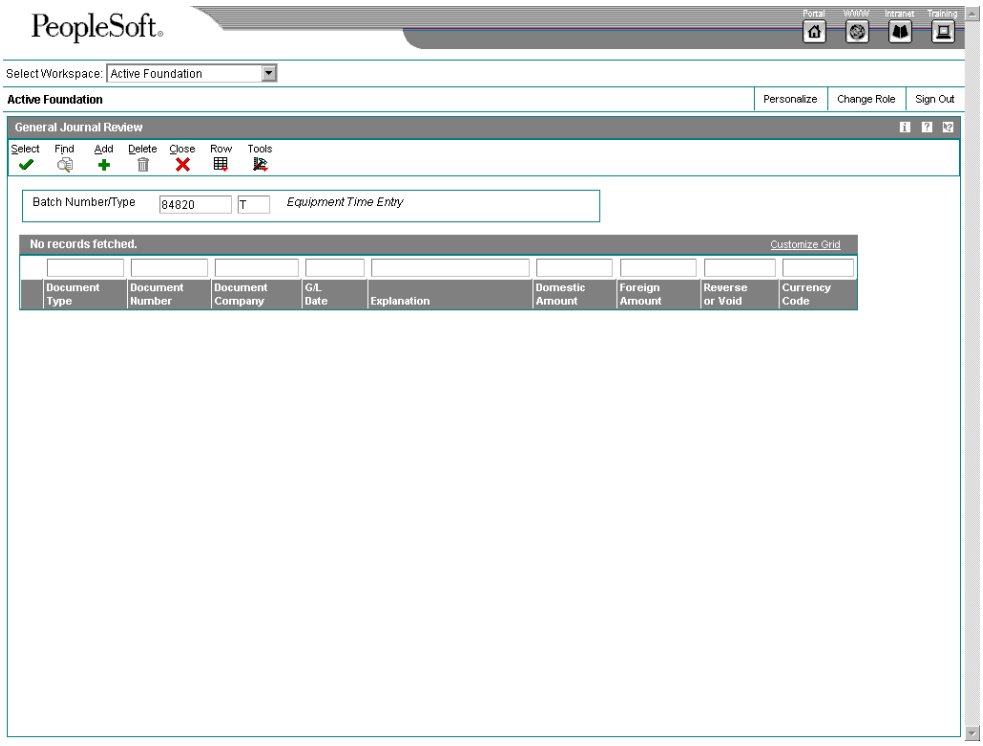
▶ To revise location billings

From the Equipment Time Billing menu (G1313), choose General Journal Review.

1. On Work With Batches, complete the steps to locate batches.

   See *Approving a Location Billing Batch*.

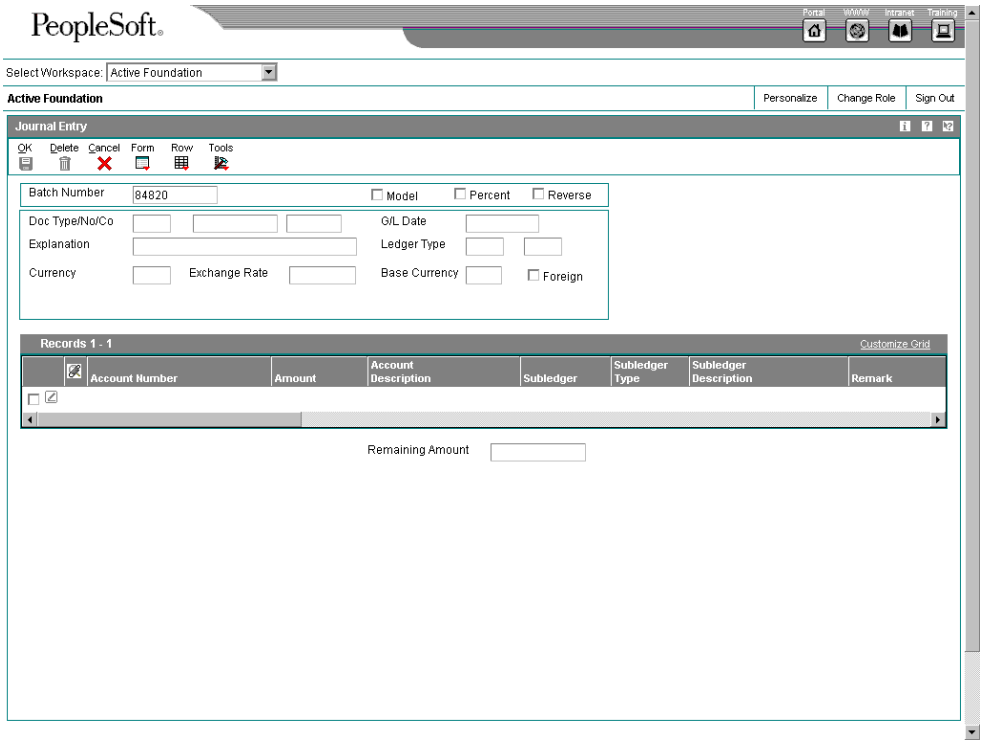
2. Choose a batch and click Select to access General Journal Review.



3. On General Journal Review, choose a document to review and click Select.

   You can delete an unposted journal entry by choosing the journal entry and clicking Delete.

   The Amount field appears blank on General Journal Review if the journal entries are in balance.



4. On Journal Entry, enter any necessary changes and click OK.

Equipment Billing Reports

You can print and review Equipment Billing reports to help you manage Equipment Billing information. You can print the following types of Equipment Billing reports:

Standard reports Print standard reports to review and manage equipment information such as:

- Current billing rates
- Location history
- Time entry journal

Analytical reports Print analytical reports to review and analyze equipment costs and transactions.

Printing Standard Reports

Print a standard report to review and manage information such as billing rates and location history.

Printing the Equipment Billing Rates Report

From the Equipment Billing Setup menu (G1343), choose Equipment Billing Rates.

Print the Equipment Billing Rates report to review the billing rates that are established for specific pieces of equipment or groups of equipment. The report shows the following information:

- Rate table
- Rate group
- Equipment number
- Effective dates
- Rate code
- Billing Rate

If a billing rate is divided into components, the rate components also appear on the report.

Processing Options for the Equipment Billing Rates Report (R12426)

Print
Choose which asset number to print:
'1' - Item Number(default), '2' - Unit Number, '3' - Serial Number

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Printing Location Tracking Information

From the Equipment Location Tracking menu (G1314), choose Print Location Information.

The Print Location Information report allows you to review equipment movement and relocations. Depending on the version that you run, the report shows information by asset number or by location.

The Print Location Information report is a printed version of the information that appears on Location Transfer. The system prints the current, historical, and planned (future) locations for each piece of equipment. You can also use this report to print location tracking text.

The system draws information for this report from the following tables:

- Location Tracking (F1204)
- Location History Text (F1210)

See Also

- *R12460, Print Location Information* in the *Reports* documentation for a report sample

Processing Options for Location Tracking Report (R12460)

Print
1. Enter a '1' to print the Location Tracking Text. Leave blank (default) to print no associated text.
2. Choose which asset number to print '1' = Asset number (default), '2' = Unit number, '3' = Serial number.
3. Enter a '1' to sequence by Location. If left blank a default sequence of Asset Number will be used.

Printing the Time Entry Journal Report

From Equipment Time Billing (G1313), choose Time Entry Journal Report.

Print the Time Entry Journal to review transactions that result from equipment time entries. You can print two versions of this report:

- Posted F/A. Use this report to print equipment transactions that are posted to equipment as well as the general ledger.
- Unposted F/A. Use this report to print equipment transactions that have not been posted to equipment and may or may not be posted to the general ledger.

You determine the accounts that post to equipment when you set up automatic accounting instructions FX01 - FX98. Only the accounts within this range appear on the posted transaction ledger report. The Unposted F/A report version includes all time entry transactions, regardless of the affected accounts.

The report shows the following information:

- Batch number
- Item number
- Work date
- Rate
- Rate Type
- Hours
- Amount
- Account, description, and explanation

Processing Options for the Time Entry Journal (R12310)

Print
Identify how to print Asset Number
'1' Asset Number
'2' Unit Number
'3' Serial Number

Printing the Supplemental Data by Asset Report

From the Equipment Information (G1311) menu, choose Supplemental Data. From the Supplemental Data (G1318) menu, choose Print Supplemental Data by Asset.

You can print the Supplemental Data by Asset report to review a list of additional information by supplemental data type that you assigned to individual pieces of equipment. For example, you can print a report that shows all of the supplemental data types assigned to a particular motor grader. This report draws its information from the following tables:

- Fixed Assets Supplemental Data Codes Type (F12092)
- Fixed Assets Supplemental Data Text (F12093)
- Asset Master File (F1201)
- General Message Detail (F00192)

See Also

- *R12400, Print Supplemental Data by Asset* in the *Reports* documentation for a report sample

Printing the Supplemental Data by Type Report

From the Equipment Information menu (G1311), choose Supplemental Data. From the Supplemental Data menu (G1318), choose Print Supplemental Data by Type.

You can print the Supplemental Data by Type report to review a list of additional equipment information based on a particular supplemental data type. For example, you set up a supplemental data type for vibration readings. You can print a report that displays vibration readings for all pieces of equipment for which you have assigned the supplemental data types for vibration readings. This report draws its information from the following tables:

- Fixed Assets Supplemental Data Codes Type (F12092)
- Fixed Assets Supplemental Data Text (F12903)
- Asset Master File (F1201)
- General Message Detail (F00192)

See Also

- *R12440, Print Supplemental Data by Type* in the *Reports* documentation for a report sample

Printing Cost Reports

Print cost reports to review and analyze equipment costs and transactions, such as equipment account balances and variances between costs and revenues. You can also use cost reports to review and analyze the costs and individual cost transactions that are associated with work orders. For example, you can verify the actual costs that were incurred in completing a work order.

Printing the Equipment Cost Analysis Report

From the Cost Inquiries and Reports menu (G1312), choose Print Equipment Cost Analysis.

You can print the Equipment Cost Analysis report to review account balances for specific pieces of equipment. The report shows acquisition costs, depreciation amounts, revenue and expense amounts, and so on, for the equipment that you specify. You can analyze these amounts in month-to-date, year-to-date, or inception-to-date increments.

You can use processing options to show the equipment usage amounts in units such as miles or hours. You can review the total units a piece of equipment has accumulated, as well as the per unit cost. The system derives per unit costs by dividing account balances by total accumulated units.

J.D. Edwards provides the following demo versions of this report from which to choose:

Cost Analysis Sequenced by Object	Shows the summarization of identical object accounts that belong to different business units
Cost Analysis Sequenced by Subsidiary	Shows interim total amounts only, such as the following: • Net book value • Revenue earned • Ownership costs • Operating costs • Maintenance costs • Usage amounts
Cost Analysis without Comma's	Shows account balances for each business unit and object account

The system draws information for this report from the Asset Account Balances table (F1202) .

You can use processing options to determine the ledger type that you want to review. You can also omit items with zero account balances. Using data selections, you can print this report for selected companies, business units, category codes, and so on.

See Also

- *R12424, Equipment Cost Analysis* in the *Reports* documentation for a report sample

Processing Options for Equipment Cost Analysis Report (R12424)

Defaults
1. Enter the through period or through fiscal date. Leave blank to use current period.
Period/Date
Fiscal Year
2. Enter a single ledger type. Leave blank (default) for "AA" ledger.
Ledger Type
Process
3. Identify how to print the report with a "D" (default) for Detailed Report, "O" for Summarization by Object, "R" for Summarization by Subsidiary or "S" for Summarization by AT AAI.
Detail or Summary (Future)
4. Enter a "1" to suppress the Unit Cost columns from printing on the report. Leave blank (default) to print Unit Cost.
Unit Cost Suppression
5. If printing Unit Cost, identify what Automatic Accounting Instruction to use for Units in the Unit Cost columns. Choose "Y" for AT00, "A" for FMA or "B" for FMB.
Unit Cost AAI's
Print
6. Enter a "1" to omit printing of assets with zero cost. Leave blank (default) to print all assets.
Zero Cost Print
7. Identify how to print the Asset Number. "1" (default) is Asset Number, "2" is Unit Number or "3" is Serial Number.
Asset Number Print

Printing the Equipment Variance Report

From the Cost Inquiries and Reports menu (G1312), choose Equipment Variance Report.

Print the Equipment Variance report to review the total revenues and expenses generated by a piece of equipment, as well as the variance between revenue and expenses.

You can view usage hours and other unit costs for each piece of equipment that you specify. A grand total of revenue, expense, and usage amounts for all pieces of equipment prints at the end of the report.

You can use processing options to define the range of accounts that you want the system to use for calculating amounts. You must define an account range for the Standard Amount column, which represents revenue totals, and for the Actual Amount column, which represents expense totals. You must also specify the accounts from which unit amounts are drawn for the Actual Hours column.

The Estimated Rate, Actual Rate, and Rate Variance columns represent unit costs. The system calculates these unit costs by dividing revenue and expense amounts by actual hours.

Use processing options to specify a date range and indicate whether you want the report to print inception-to-date amounts. If you indicate inception-to-date amounts, the system adds prior year balances to the amounts that are within the date range you specify.

You can print the following two versions of the Equipment Variance report:

Variance by equipment Prints information about the pieces of equipment that you specify

Variance by job Prints amounts for equipment that you have assigned to a particular location

The system draws information for this report from the following tables:

- Asset Account Balances (F1202)
- Account Ledger (F0911)

See Also

- *R13400, Equipment Variance Report* in the *Reports* documentation for a report sample

Processing Options for Equipment Variance Report (R13400)

Date Selection
Enter the date range over which the report will cover:
1. From Period:
2. From Fiscal Year
3. Thru Period:
4. Thru Fiscal Year
Account Range
Enter object account ranges to be included under the following column headings on the report:
"Standard Amount" column -
1. Beginning Object Account:
2. Ending Object Account:
"Actual Amount" Column -
3. Beginning Object Account:
4. Ending Object Account:

"Actual Hour" column -
5. Beginning Object Account:
6. Ending Object Account:
Print
1. Enter a '1' to print inception-to-date amounts. Leave blank (default) to print current period amounts.
2. Identify how to print asset number. '1' = Asset Number
'2' = Unit Number '3' = Serial Number

Printing the F/A Transaction Ledger Report

From the Posting G/L to Fixed Assets menu (G1212), choose F/A Transaction Ledger.

You can print the F/A Transaction Ledger report to review all the transactions for an asset. The report prints the transactions by company in the order that they occurred. You can view the asset number, the affected account, a brief explanation, the G/L date, a currency and unit amount, and so on for each transaction. The report shows currency and unit totals for each company.

The transactions that print on the F/A Transaction Ledger report come from the Account Ledger table (F0911), which stores journal entry audit trails. Unless you specify otherwise, the report includes all asset transactions that have accumulated in the account ledger since the ledger was last summarized.

You can run two versions of this report:

Posted Prints asset transactions that are posted to fixed assets and the general ledger.

Unposted Prints asset transactions that are not posted to fixed assets. The transactions are not necessarily posted to the general ledger.

The following abbreviated column headings appear in the F/A Transaction Ledger report:

Abbreviated Column Heading	Description
Do Ty	Document Type
LT	Ledger Type
HD	Hold Code
PC	Posted Code

See Also

- *R12420*, *F/A Transaction Ledger* in the *Reports* documentation for a report sample

Setup

Equipment Billing Setup

Before you can use any of the billing features in Equipment/Plant Management, you must define information to customize the system for your business needs.

The following table lists the setup features that are discussed in this section.

Equipment constants	Establish system basics, such as: • The default business units for equipment cost, accumulated depreciation, depreciation expense, and revenue accounts for a piece of equipment • The symbols that identify the three types of equipment numbers, including your primary number • The equipment category code number that you use to define the equipment class for use in the supplemental database
User defined codes	Define customized codes, such as: • Equipment category codes, including major accounting class and major equipment class • Finance methods • Equipment status codes • Equipment message types
Automatic accounting instructions	Define accounting information, such as: • Accounts and general ledger relationships for Equipment Billing interaction with the General Accounting system • Default debit and credit accounts for Equipment Time Billing
Next numbers	Enable the system to automatically assign numbers to various items in the system that require unique numbers.
Depreciation account rules	Simplify the creation of new equipment masters by establishing values for the Master Information form, such as: • Major accounting class • Major equipment class • Depreciation accounts • Revenue account
Category code mapping	Assigns default values from business unit category codes to equipment category codes.
Supplemental data	Stores additional information about equipment. When you set up supplemental data, you can: • Define the types of supplemental information you want to keep track of • Define specification information • Limit user access to supplemental and specification information

Equipment billing information	Defines various billing codes and rules, such as: • Billing rate codes • Rental rates • Rental rules • Account derivation rules

Setting Up Equipment

Before you can use Equipment/Plant Maintenance features, you must set up basic information about your equipment. The system accesses the information that you set up when it executes various programs within Equipment/Plant Maintenance.

Setting Up Fixed Asset Constants

Fixed asset constants control how your business environment uses the features in the Fixed Assets system. For example, when you define a default business unit for depreciation expense in Fixed Asset Constants, the system automatically supplies the value to Depreciation Information whenever you add a new asset to the system. You can also specify the business unit that appears as a default value for the various asset accounts when you create a master record for a new asset.

Set up fixed asset constants only one time for the entire Fixed Assets system. You set up constant values for company 00000 so that all the companies in your organization that access the Fixed Assets system use the same constant values.

Caution

J.D. Edwards recommends that you do not change your fixed asset constants. However, some situations might occur in which you might need to change a fixed asset constant, and you must understand the consequences.

- For example, if you change the default business unit for asset accounts, the change affects only the assets that you add to the system after the change.

If you must change a fixed asset constant, and that change needs to be updated for previous assets, you must perform an additional process to update the system with your latest change.

- For example, if you change the symbol for your primary asset number in Fixed Asset Constants, you must run the Global Update program. See *Updating Company Numbers and Accounts*.

Note

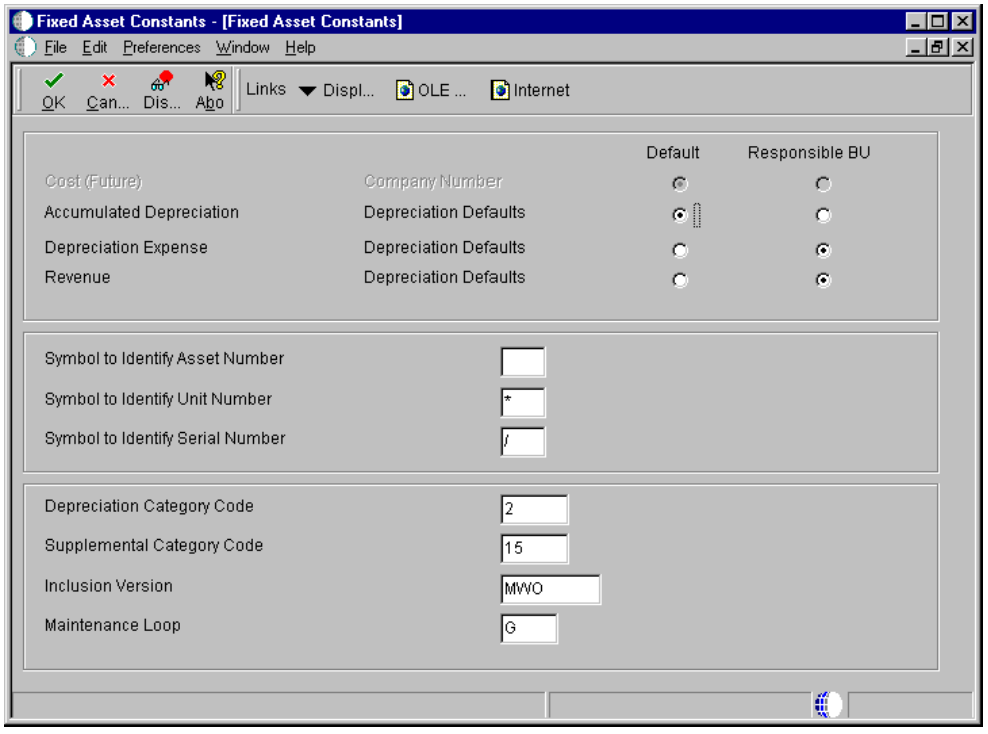
The values that you set up for the Fixed Assets system in Fixed Asset Constants also affect the Equipment/Plant Management system.

► To set up equipment and fixed asset constants

From the Fixed Asset System Setup menu (G1241), choose Fixed Asset Constants.

1. On Fixed Asset Constants, click the option for each of the following fields to establish where the business units for each fixed asset account come from when you add a new asset:
   - Accumulated Depreciation
   - Depreciation Expense
   - Revenue
2. To specify how the system identifies asset numbers, complete the following fields:
   - Symbol to Identify Asset Number
   - Symbol to Identify Unit Number
   - Symbol to Identify Serial Number

   J.D. Edwards recommends that these primary number settings be in synch with the Installed Base constants.
3. To specify which category code the system uses to group assets by depreciation types, complete the following field:
   - Depreciation Category Code
4. To specify which category code the system uses to assign supplemental data types, complete the following field:
   - Supplemental Category Code



5. If you use Equipment/Plant Maintenance to maintain your equipment, complete the following optional fields:
    - Inclusion Version
    - Maintenance Loop
6. Click OK.

Working with AAIs for Equipment/Plant Management

Equipment/Plant AAIs define the rules by which Equipment/Plant Management and the General Accounting system interact. When you define AAIs, you establish how the system processes transactions for various programs. For example, AAIs set the rules by which general ledger transactions can post to Equipment/Plant Management.

Understanding AAIs for Equipment/Plant Maintenance and Equipment Billing

You set up AAIs by company, based on account numbers, and in some cases, ranges of account numbers. The system includes predefined ranges. You must specify the business unit and object account for the AAIs as necessary. Additionally, you must specify subsidiary accounts for certain AAIs. .

The system uses single AAI values to find individual accounts and AAI ranges to find account ranges. When you set up AAI ranges, you must observe the following guidelines:

- You can set up a maximum of 49 account ranges for a single company.
- The maximum number of account ranges that you can set up for all your companies combined is 200.
- Do not skip AAI ranges. For example, do not set up FX range 01 - 02 and FX05 - 06, leaving FX03 - 04 blank for later use. If the system searches the AAIs for an account and finds a gap in a range, the search is stopped.
- You must set up your AAI ranges in numerical order. However, you are not required to set up your object accounts in numerical order.

The guidelines that follow pertain only to AAIs relevant to Equipment/Plant Maintenance and Equipment Billing.

Setting Up Automatic Accounting Instructions

Many J.D. Edwards programs need information about your account structure and specific account values in order to process business transactions properly. You define your account structure and specific account values using automatic accounting instructions (AAIs). The system stores the AAI values that you define for your company in the Automatic Accounting Instructions Master table (F0012). Whenever a program performs an accounting function, it accesses this table.

Some of the fixed assets AAIs can be set up as specific to your company, based on ranges of account numbers. The system includes predefined ranges. You must specify the business unit, object, and subsidiary accounts for the ranges as necessary.

The system uses single AAI values to find individual accounts and AAI ranges to find account ranges. When you set up AAI ranges, note the following:

- You can set up a maximum of 49 account ranges for a single company.

- The maximum number of account ranges that you can set up for all your companies combined is 200.
- Do not skip AAI ranges. For example, do not set up FX range 01-02 and FX range 05-06, and leave FX range 03-04 blank for later use. If the system searches the AAIs for an account and finds a gap in a range, it stops searching.
- You must set up your AAI ranges consecutively, but you are not required to set up your object accounts in numerical order.

You must set up the following AAI ranges for the Fixed Assets system:

FX Identifies accounts that post to fixed assets and equipment.

FA Identifies accounts for which the system can automatically create any necessary asset master records when you run a post to fixed assets.

FC Identifies asset cost accounts.

FD Identifies accumulated depreciation accounts.

AT Identifies accounts and descriptive text that define totals for summary reporting.

SDA Identifies the secondary accumulated depreciation account.

SDE1 Identifies the secondary depreciation expense account.

SDE2 Identifies the tertiary depreciation expense account.

DS1 - DS4 Identifies depreciation statistics accounts.

DSA Identifies the asset balance for the specified ledger type.

FR1 - FR3 Identifies revaluation offset accounts.

Caution

Many programs in the Fixed Assets system use specific AAIs and AAI ranges. You should be thoroughly familiar with the use of an AAI or AAI range before you make any changes to the AAI values.

See Also

- *Working with AAIs* in the *General Accounting* documentation for more information about adding or changing AAIs

Equipment AAIs

Equipment AAIs consist of the following:

- FX - Identifies accounts that post to equipment

- FC - Identifies asset cost accounts
- AT - Identifies accounts and descriptive text that define totals for summary reporting
- FTD Range - Identifies debit accounts for equipment time entry.
- FTC Range - Identifies credit accounts for equipment time and location billing if you do not use rate components.
- FTC1 - FTC0 Ranges - Identify credit accounts for equipment time and location billing if you use rate components.
- FTxx Ranges - Identifies credit accounts for equipment time and location billing that track units by billing rate code.
- FMJE Range - Identifies debit accounts for time entry models.
- FA Range - Identifies accounts for which the system can automatically create any necessary equipment masters when you run a post to equipment.

FTD Range

The system uses the FTD AAI to determine what account to debit when you bill equipment time to a job. You enter the business unit (job) and subsidiary (cost code) on the Time Entry form. If you choose to enter an object account on the Time Entry form, it overrides the object account that you set up for this AAI.

When you set up FTD AAIs, you must apply the following rules:

- Set up the FTD AAI for company 00000. In addition, you can set it up for specific companies.
- Specify the object account number for the FTD AAI. The system does not use the business unit and subsidiary.

FTC Range

When you bill equipment time to a job without using rate components, the general ledger post program searches for an appropriate credit account. First, the program searches for the revenue account that you set up in the equipment master. If it does not find the revenue account on the equipment master, the program searches for an FTC account for a specific company. If it does not find one, the program uses the FTC account that you set up for company 00000.

When you set up FTC AAIs, you must apply the following rules:

- Set up the FTC AAI for company 00000. You can also set it up for specific companies.
- Specify complete account numbers for the FTC AAI (that is, the business unit, object, and subsidiary, if used).

FTC1 - FTC0 Ranges

The system charges a percentage of the billing rate to the account that you define for each of these AAIs, based on the amount of the rate component. You use rate components for things such as ownership, operating costs, and maintenance costs.

If you use rate components, the last digit of this AAI identifies the rate component. You can use FTC1 - FTC0 to define 10 different rate component accounts. For example, you might use FTC1 to define the object account for component 1 (ownership), FTC2 for component 2

(operating costs), and so on. If the billing rate is 100, and rate component 1 is 75 and rate component 2 is 25, then FTC1 receives 75 and FTC2 receives 25.

Specify the object account only for these AAIs. The system credits the object account when you enter equipment time and create location billings. The system retrieves the business unit from the revenue credit account on the equipment master. If the first character in the business unit field of the FTC1 or FTC0 accounts is an asterisk (*), the system retrieves the business unit from the debit entry.

When you set up FTC1 - FTC0 AAIs, you must apply the following rules:

- You must set up these AAIs for company 00000. You can also set them up for specific companies.
- You do not use a subsidiary account with these AAIs.

See Also

- *Setting Up Billing Rate Code Hierarchy*

FTxx Ranges

The system uses the FTxx AAIs to track units, such as hours and miles by billing rate code. The xx portion of the FT range represents a user defined billing rate code. You can use these codes to track how your equipment is being used, and run reports accordingly. For example, you might set up FTWR for billed working hours (where WR is your billing rate code for working), FTID for billed idle hours, FTDN for billed down hours, and so on.

If you do not use these AAIs to track units in the system, the system adds the units to the units field of the account that you define in the FTC AAI range or the FTC1 - FTC0 AAIs.

You must set up FTxx AAIs for company 00000. You can also set them up for specific companies.

FMJE Range

The system uses the FMJE range in the AAIs to determine the object accounts to use when you create equipment time entry models. The system recognizes this range of accounts as debit accounts. Set up this range to exclude accounts that you do not normally use in time entry but that you might have entered into an equipment time entry batch that was later used as a model.

When you set up the FMJE range in the AAIs, you must apply the following rules:

- Set up two AAIs for each range of accounts. FMJE01 defines the beginning of the first range and FMJE02 defines the end of the first range. FMJE03 defines the beginning of the second range and FMJE04 defines the end of the second range, and so on.
- Define up to 49 account ranges with the last range being FMJE97 - FMJE98.
- Set up this AAI range only for company 00000.
- Specify object accounts only.

FX Range

The system uses the FX range of accounts to determine which journal entries in the general ledger can be posted to fixed assets. You must specify all fixed asset accounts within the FX range of accounts. For example:

FX01 - FX02 Beginning and ending range for asset cost accounts.

FX03 - FX04 Beginning and ending range for accumulated depreciation accounts.

FX05 - FX06 Beginning and ending range for depreciation expense accounts.

When you set up the FX range of AAIs, you must use the following guidelines:

- Define up to 49 FX ranges per company, starting with FX01-FX02 and ending with FX97-FX98 for each company.
- Use even numbers for ending ranges, such as FX02 and FX98.
- Set up company-specific FX ranges or use the default company 00000 to set up the FX range for all your companies at one time. If you set up a company-specific FX range for one company, you must set up the FX ranges (starting with FX01-FX02) for all companies.
- Specify an object account for each FX range.
- Include subsidiary accounts as needed. Subsidiary accounts are optional. If you want to include all subsidiaries in the FX range, include .99999999 in the ending range. For example, if you use subsidiary accounts, you might have a range of accounts that includes accounts 3000-4000.99999999. Then, if you add other subsidiaries to your chart of accounts at a later time, you do not have to change your AAIs.

FC Range

The system uses the FC range in the AAIs to determine which account ranges are reserved for asset cost accounts.

When you set up the FC range of AAIs, you must use the following guidelines:

- Define up to 49 FC ranges.
- Define account ranges for all asset cost accounts.
- Set up FC account ranges for company 00000 only. The FC range is not company specific.

FA Range

The system uses the FA range in the AAIs to identify which asset cost accounts allow the system to create necessary equipment masters when you run a post to equipment. If you post a transaction with a cost account in the FA range for a piece of equipment that does not have an equipment master existing in the system, the program that you run to post costs to equipment creates the equipment master automatically.

When you set up the FA range, you must apply the following rules:

- Define up to 49 FA ranges.
- Define only asset cost accounts for this AAI range.

- Set up Item Setup Default Coding for the asset cost account. The system uses the default values on the Item Setup Default Coding form to create equipment masters.
- FA ranges can be company specific, or you can use the default company 00000 to set up the FA range for all your companies at once. If you set up a company specific FA range for one company, you must set up the FA ranges for all companies.

AT AAIs

The system uses the AT AAIs to determine which general ledger accounts are included in the summary lines on the Work with Cost Summary form. Use AT01-AT99 to specify these interim total accounts and wording that the system displays for each total on the Work with Cost Summary form. Use AT00 to define the account in which to store statistical information for hours. The AT range of AAIs is optional.

For example, you might specify that your balance sheet accounts are in account range 1000-3999 and your income and expense accounts are in account range 4000-8999. You could set up your AT AAIs as follows:

AT01 Object account 4000. This interim total sums all object accounts below 4000, or accounts 0-3999. The system does not include object account 4000.

AT02 Object account 9000. This interim total sums all object accounts between 4000-8999. The system does not include object account 9000.

The system automatically creates a grand total on the Work with Cost Summary form. You do not need to specify an interim total for the Cost Summary grand total.

Using the AT AAIs is optional. If you set up the AT AAIs, you must apply the following rules:

- Define interim totals between AT01-AT99.
- Use AT00 to define the account number that stores statistical information, such as hours or miles.

Working with AAIs

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item
- Set Up Multiple AAI Items

The Set Up Single AAI Item form displays all of the detail for one AAI at a time. The Set Up Multiple AAI Items form can display the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these forms are similar, the sequence and names of some fields differ. AAIs for the General Accounting system have sequence numbers that start with

1. You can use the Sequence Number field to advance to account ranges that are associated with this sequence number.

Before You Begin

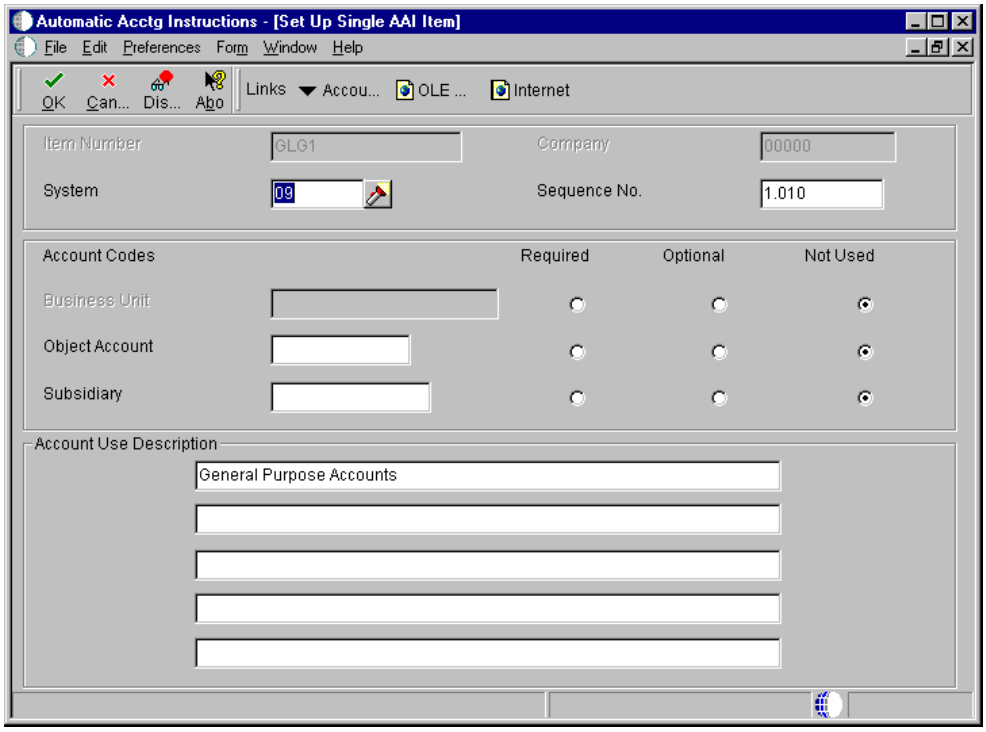
- Set up your chart of accounts. See *Planning Your Chart of Accounts*.

▶ To review and revise a single AAI

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

To review AAI items in detail one at a time and revise as needed, use the Set Up Single AAI Item form. You also use this form when you copy an existing AAI Item.

1. On Work With Automatic Accounting Instructions, to start the list of AAI items with a specific sequence number, change the following field and click Find:
    - Sequence Number
2. To narrow your search, enter additional search criteria in the Query By Example line and click Find.
3. Choose an AAI item and click Select to access Set Up Single AAI Item.



4. On Set Up Single AAI Item, review and change the following fields as needed, and click OK:
    - System
    - Sequence No.

- Business Unit
- Object Account
- Subsidiary

You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used, unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

You cannot change the following fields for existing AAI items:

- Item Number
- Company

J.D. Edwards recommends that you do not change the following options:

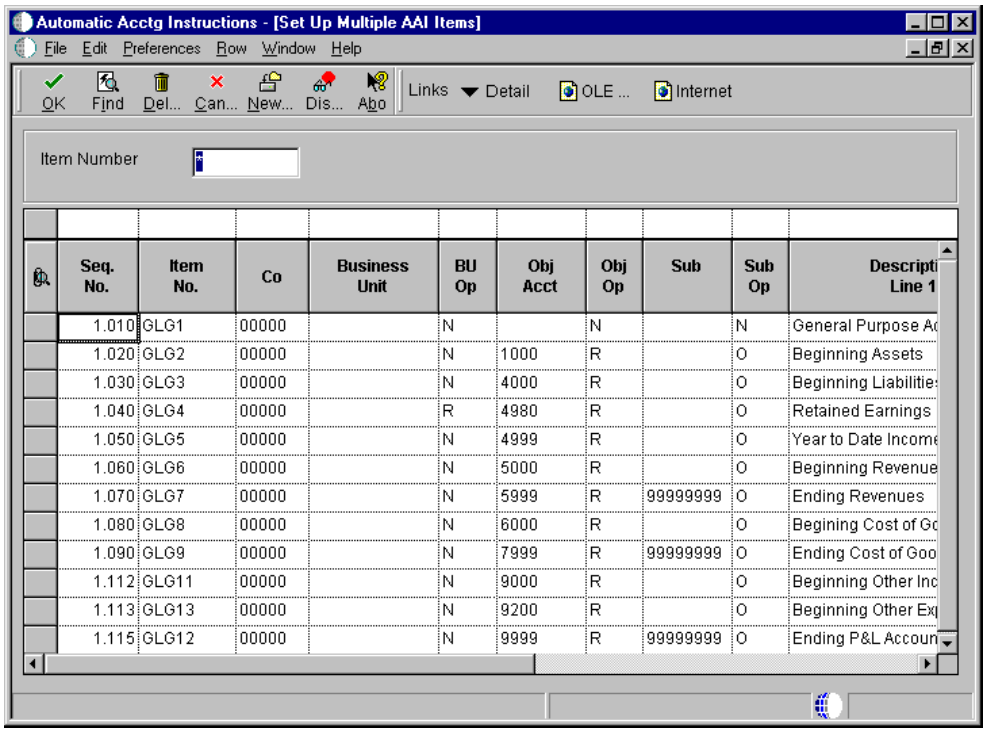
- Required
- Optional
- Not Used

► To review and revise multiple AAIs

To display the information for multiple AAI items, use the Set Up Multiple AAI Items form.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose Multiple AAIs from the Form menu without selecting any AAI items.



2. On Set Up Multiple AAI Items, click Find.
3. Review the fields, change the following fields as needed, and click OK:
    - Seq. No.
    - Business Unit
    - Obj Acct
    - Sub
    - Product Code

    You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you not change this code on existing AAI items.

    Do not change the following fields in the detail area for existing AAI items:

    - Item No.
    - Co

    J.D. Edwards recommends that you not change the following fields:

    - BU Option
    - Object Option
    - Subsidiary Option

4. To display only the AAI items for a specific item number for review and revision, complete the following field in the header area and click Find:
    - Item Number

► To set up AAIs

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items. To copy an existing AAI item, you use the Set Up Single AAI Item form. Otherwise, using the Set Up Multiple AAIs Items form is typically the fastest method.

1. On Work With Automatic Accounting Instructions, choose an item and then choose Multiple AAIs from the Row Menu.
2. On Set Up Multiple AAI Items, move the cursor to a blank line.
3. Complete the following fields:
    - Item No.
    - Co
    - Business Unit
    - Obj Acct

    You must use a valid item number when you set up AAIs.
4. Complete the following fields, which are optional for some AAI items:
    - Sub
    - Description Line 1
5. For each AAI you set up, choose R, O, or N to define whether the business unit, object account, and subsidiary are required, optional, or not used.
6. Click OK.

► To set up AAIs by copying an existing AAI

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

1. On Work With Automatic Accounting Instructions, select an existing AAI and click Copy.
2. On Set Up Single AAI Item, complete the following fields:
    - Item No.
    - Co
    - Business Unit
    - Obj Acct

    You must use a valid item number when you set up AAIs.

3. Complete the following fields, which are optional for some AAI items:
    - Sub
    - Description Line 1
4. Choose R, O, or N to define whether the business unit, object account, and subsidiary are required, optional, or not used.
5. Click OK.

The system keeps the existing AAI and adds the new one.

► To translate AAIs

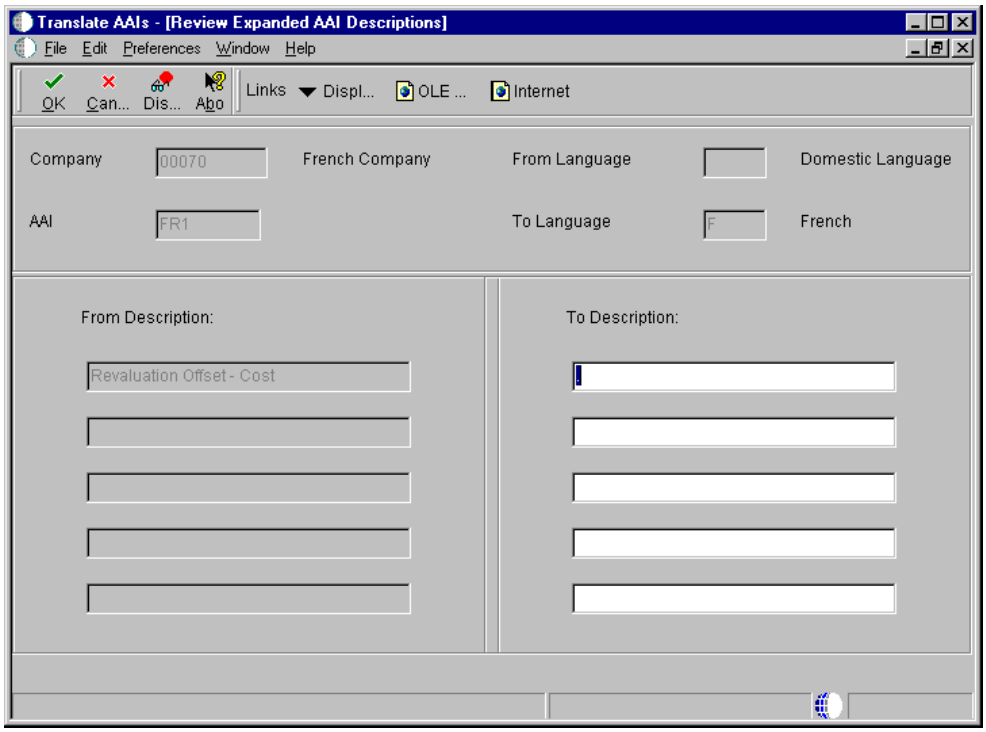
From the General Accounting System Setup menu (G0941), choose Translate AAIs.

If your business is multinational, you might want to translate the descriptions of your AAIs. The descriptions work in conjunction with the language that is specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

The translation of AAIs enables you to see the translated AAIs only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the Automatic Accounting Instructions Master (F0012) table, but from the reports and programs that access text from the master table.

The translation information is stored in the AAI Alternate Description Master table (F0012D).

1. On Translate AAI Descriptions, complete the following fields:
    - Company
    - From Language
    - To Language
2. To skip to a specific AAI, complete the following field:
    - AAI
3. Click Find.
4. Complete the following field for each AAI:
    - To Description 01
5. To add more translated text to an AAI, choose Expanded Desc from the Row menu.



6. On Review Expanded AAI Descriptions, enter the additional text and click OK.
7. On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system deletes your changes.

▶ To review translated AAIs in multiple languages

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

On Work With Automatic Accounting Instructions, select an AAI and choose Translate AAI from the Row menu.

The system displays AAI Translations, showing the descriptions for that AAI for each language in which a translation has been entered.

Setting Up Next Numbers for Fixed Assets

The Next Number program controls the automatic numbering in many J.D. Edwards systems. When you set up equipment next numbers, you enable the system to automatically assign unique numbers for certain items. For example, when you create an equipment master for a new piece of equipment, the system assigns a unique equipment number to the equipment. The Fixed Assets system automatically assigns numbers to the following items:

Asset number Use to identify the assets in your system by a number. The system generates an equipment (asset) number to uniquely identify each piece of equipment. Depending on how you set up equipment constants, you can use the equipment number as the primary number by which equipment is identified on forms and reports throughout Equipment/Plant Management.

Fixed asset documents Use to identify documents that the system creates when you run various Fixed Assets programs, including:

- Compute Depreciation
- Single/Mass Asset Transfer
- Single/Mass Asset Disposal
- Enter Beginning Balances
- Asset Splits

Location information and associated text Use to identify individual lines of location information and the associated text. The system assigns a text number to every location tracking record, whether you enter text for the record or not. Various programs in the system use the text key number internally.

Location tracking information Use to group location tracking records. The transfer number can include multiple location information lines for multiple pieces of equipment. For example, when you enter location tracking information for several pieces of equipment on one form, the system generates a transfer number to group each line of information together as one transfer order.

Equipment number The system generates an equipment (asset) number to uniquely identify each piece of equipment. Depending on how you set up equipment constants, you can use the equipment number as the primary number by which equipment is identified on forms and reports throughout Equipment/Plant Management.

Caution

You must specify the first next number for the Asset ID Number. The number must have, a value of 1 or greater.

If you convert to the Fixed Assets system, you must specify an Asset ID Number that is greater than your highest asset identification number. Other next number specifications are optional.

J.D. Edwards recommends that you assign next numbers for the Fixed Assets system by company or by company and fiscal year for selected original documents.

The system stores these next numbers in the Fixed Assets system (system 12). The system generates next numbers from the Next Numbers table (F0002).

Caution

J.D. Edwards strongly recommends that you do not use blank as a next number value. In addition, to ensure data integrity and prevent the system from assigning duplicate next numbers, you must never change a next number to a lesser value.

Setting Up Equipment Next Numbers

When you set up equipmen

Equipment number The system generates an equipment (asset) number to uniquely identify each piece of equipment. Depending on how you set up equipment constants, you can use the equipment number as the primary number by which equipment is identified on forms and reports throughout Equipment/Plant Management.

See *Setting Up Equipment Constants* for more information about equipment numbers.

Document number The system assigns unique document numbers to identify documents that it creates when you run various Fixed Assets programs, including the following:

- Compute Depreciation
- Single/Mass Asset Transfer
- Single/Mass Asset Disposal
- Enter Beginning Balances
- Asset Splits

Text key number The system generates a text key number to uniquely identify each location and to associate location tracking text to the location. The system assigns every location a text number, regardless of whether you enter text for the location.

Transfer number The system generates a transfer number to group location transfers. The transfer number can include multiple location information lines for multiple pieces of equipment. For example, when you enter location tracking information for several pieces of equipment on one form, the system generates a transfer number to group each line of information as one transfer order.

The system stores these next numbers in the Fixed Assets system (system 12). The system generates next numbers from the Next Numbers table (F0002).

Caution

J.D. Edwards strongly recommends that you do not use blank as a next number value. In addition, to ensure data integrity and prevent the system from assigning duplicate next numbers, you must never change a next number to a lesser value.

► To review next numbers

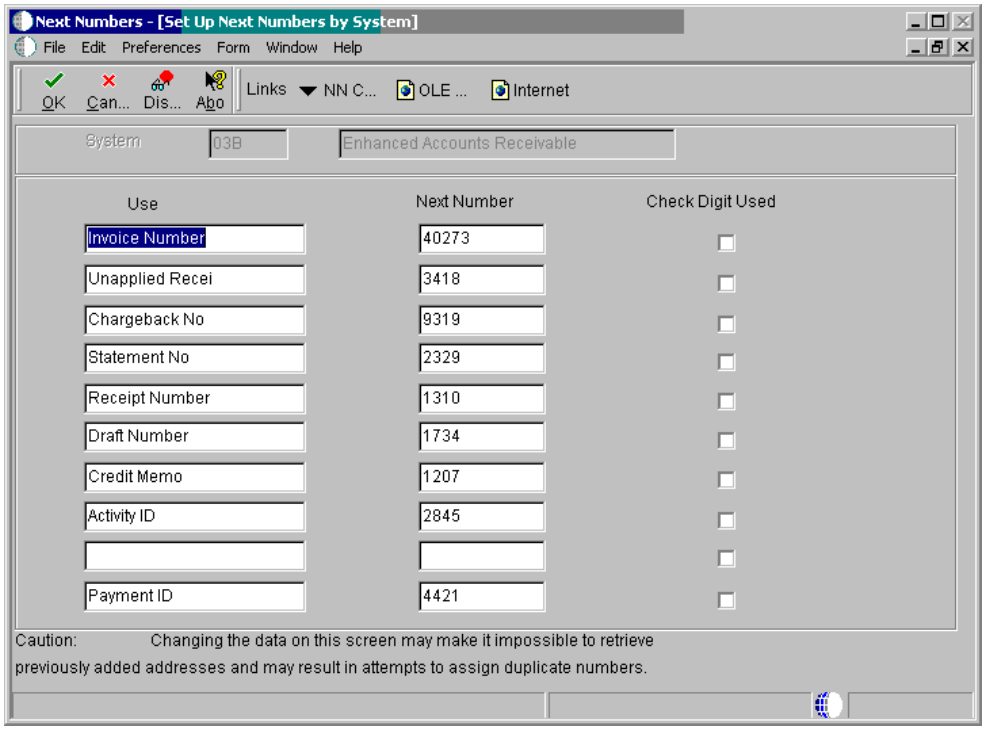
From the General Systems menu (G00), choose Next Numbers.

You can review the next numbers that the system assigns to invoices and other documents. You can also have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry.

1. On Work With Next Numbers, scroll down to find the system that you want to review, or use the following query by example field to find the system:

    - System

2. Choose the system that you want to review and click Select.



3. On Set Up Next Numbers by System, verify information in the following field:

    - Next Number Range 1

4. Choose the Check Digits Used option for each number that you want to activate check digits.

Note

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

5. Click OK.

Setting Up Depreciation Default Values

You can control the accounts and depreciation values that the system inserts into asset master and balance records when you add a new asset to the system. You simplify the entry process of new asset master records when you set up the following default values:

- Accounting class
- Equipment class
- Depreciation accounts
- Revenue accounts
- Depreciation information

Caution

You must set up depreciation default values for every asset cost account in every company. Be sure that you set up depreciation default values for any new cost accounts or companies that you add to your system at a later time. If you make any changes to depreciation default values, you should verify that the defaults are correct before you enter new asset master records.

Any modifications that you make to the depreciation default values for an asset cost account or company affect only the new assets that you add to the system after making the changes. The modifications do not affect existing assets.

The company number that you associate with the asset cost and accumulated depreciation accounts must be the same as the company number that you assign to the asset.

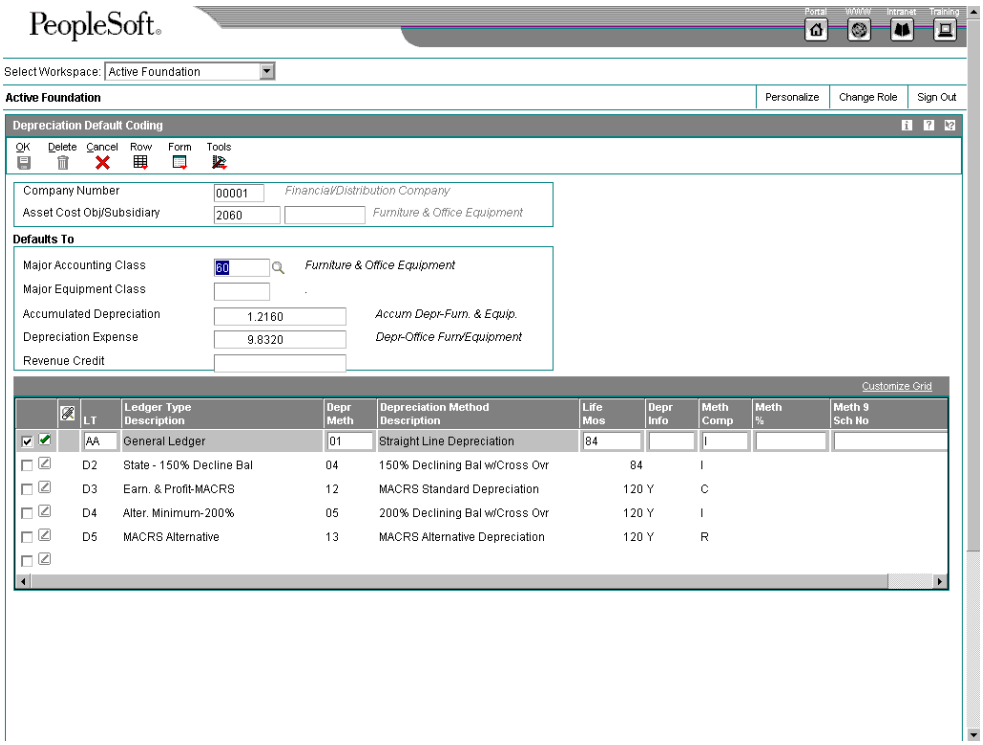
J.D. Edwards recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Code. If you establish this one-to-one relationship, you will not need to override the default values when you set up equipment masters.

► To set up depreciation default values

From the Fixed Asset System Setup menu (G1241), choose Depreciation Default Coding.

1. On Work With Depreciation Defaults, click Add.
2. On Depreciation Default Coding, complete the following fields:
    - Company Number
    - Asset Cost Obj/Subsidiary
    - Accumulated Depreciation
    - Depreciation Expense
3. Complete the following fields in the detail area:
    - LT
    - Depr Meth
    - Life Mos

- Depr Info
- Meth Comp



You must set up the AA ledger type as a minimum for all your assets. Use depreciation method 00 with the AA ledger for nondepreciating equipment. If you use depreciation method 00, you are not required to define a depreciation default value for the accumulated depreciation and depreciation expense accounts.

4. Complete the following optional fields:
    - Major Accounting Class
    - Major Equipment Class
    - Revenue Credit

    J.D. Edwards recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Code (C1).

5. For fixed % depreciation methods, complete the following field:
    - Meth %

6. Complete the following field only if the depreciation method is Units of Production (method 09):
    - Meth 9 Sch No

7. Click OK.

8. To create a report that shows the default values, choose Default List from the Report menu on Work With Depreciation Defaults.

   Alternatively, you can choose Depreciation Defaults Report from the Cost Information & Reports menu (G1213).

Mapping Category Codes

When you set up the responsible business units that you want to use throughout your system, you assign category codes to each unit. You can set up category codes for your business units that would also be helpful for tracking and reporting on assets. You can also map specific equipment category codes to specific work order category codes.

Note

To use business unit category codes for tracking and reporting on assets, you can assign category code default values. You assign category code default values by associating with, or mapping, the category codes that you set up for individual business units to the category codes that you use for fixed assets. The system uses the default category code values when you create master records for new assets.

The default values that you set up on Category Code Mapping appear on the Work with Assets form only if the values are valid for the business unit and the asset. For example, if you assign the default value for category code 05 from the Revise Business Units form to category code 08 on the Work with Assets form, the values in both category code tables must match.

The system truncates any category codes that you assign from a business unit category code that is longer than three characters into a three-character category code field on the Work with Assets form.

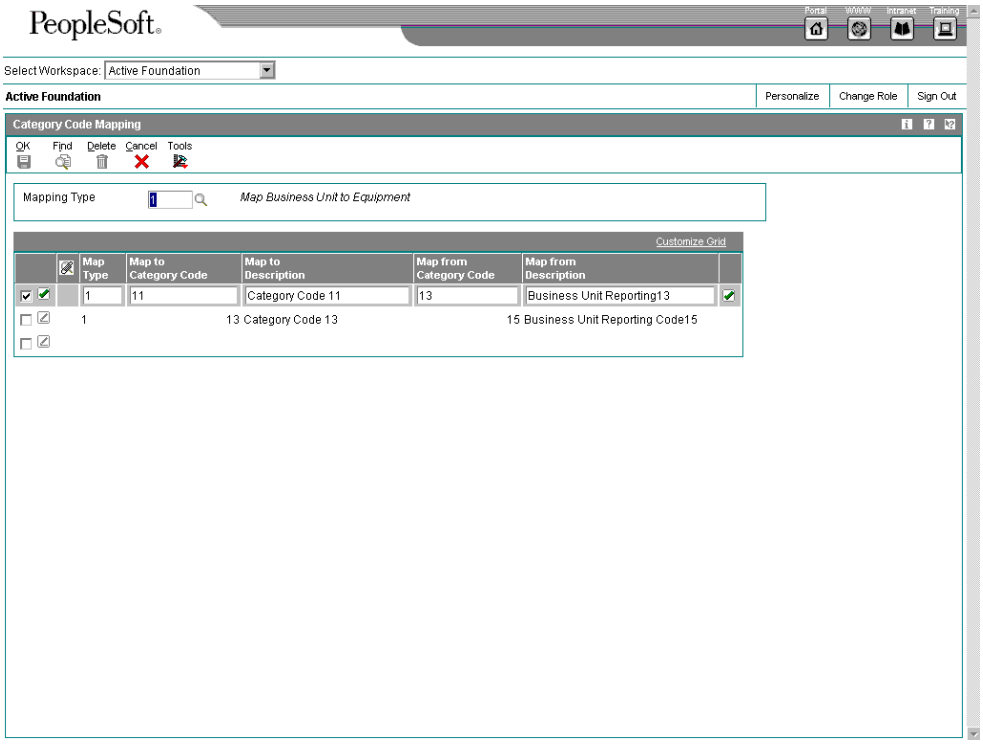
The system uses the responsible business unit that you enter on the Asset Master record to determine from which business unit to assign default category codes. If you change the responsible business unit for an asset, the system uses the default category codes based on the new business unit.

► To map category codes

From the Fixed Asset System Setup menu (G1241), choose Category Code Mapping.

1. On Category Code Mapping, complete the following field to indicate how you want to map the category codes:
   - Mapping Type
2. Complete the following fields, and click OK:
   - Map to Category Code
   - Map from Category Code

   Several category codes throughout the system exceed three characters in length. For codes that you map onto the equipment master or work order master, the system truncates any codes longer than three characters into a 3-character category code field.



Setting Up Specification Data

Use specification data to define which types of static data, such as nameplate information, you want to record for a particular equipment class. For each equipment class, you can create up to 99 pages of data with as many as 16 data fields per page. You can set up the sequence in which the data appears and specify the names for the various data fields.

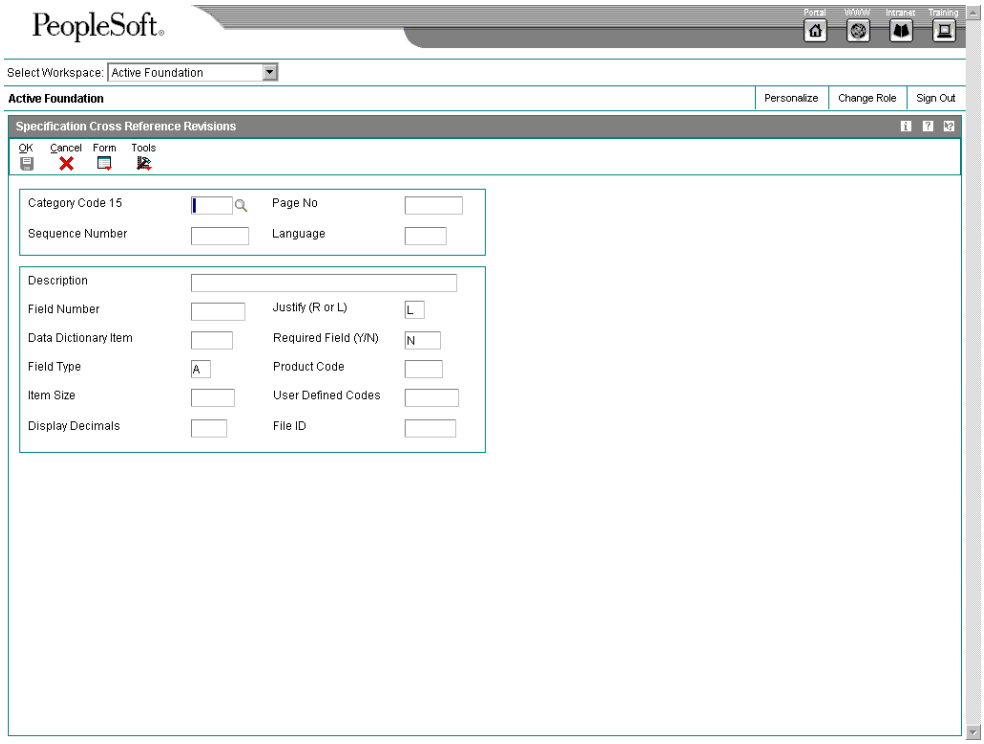
Before You Begin

- Verify that you have entered a supplemental category code on Fixed Asset Constants. See *Setting Up Equipment Constants.*

▶ To set up specification data

From the Supplemental Data Setup menu (G1344), choose Specification Cross Reference.

1. On Work With Specification Cross Reference, click Add to access Specification Cross Reference Revisions.



2. On Specification Cross Reference Revisions, in the upper leftmost field, type a value that corresponds to the equipment class for which you are setting up specification data.

   The name of this field corresponds to the value that you enter in the Supplemental Category Code field on Fixed Asset Constants. In the example shown, this field is Category Code 15.

3. Complete the following fields for each type of specification data that you want to set up:

   - Sequence Number
   - Description
   - Field Number
   - Item Size

4. To edit specification data against a user defined code, complete the following optional fields:

   - Product Code
   - User Defined Codes

   The value that you entered in the previous step for item size must match the value of the user defined code.

5. Complete the following optional fields:

   - Justify (R or L)

- Field Type
- Display Decimals
- Required Field (Y/N)

If you do not enter a field type, the system enters a default value of A.

6. If the equipment class for which you are setting up specification data requires more than 16 specification data types, complete the following field to create a new page:
   - Page No
7. Click OK.

Setting Up User Defined Codes for Fixed Assets

Many fields throughout the Fixed Assets system accept only user defined codes. You can customize the Fixed Assets system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables related to a specific system and code type. For example, 12/FM represents system 12 (Fixed Assets) and user defined code type FM (Finance Method). User defined code tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, you can only enter codes in the Major Accounting Class Code field on the Work with Assets form that exist in the user defined code table for system 12 and code type C1.

You can access all user defined code tables through a single user defined code form. After you select a user defined code form from a menu, change the System Code field and the User Defined Codes field to access another user defined code table.

Note

User defined code table 12/LT (Fixed Assets Ledger Type for Depr. J.E.s) has been replaced by the Ledger Type Master File table (F0025). You can access fixed asset ledger types formerly defined in this user defined code table through Ledger Type Master Setup from the Fixed Asset System Setup menu (G1241).

Equipment/Plant Management uses the category codes from the Fixed Assets system (12). Many forms throughout Equipment/Plant Management display the first 10 of 23 category codes. J.D. Edwards recommends that you assign specific equipment needs to as many of the first 10 category codes as you need. This will help you to perform online searches for equipment. You can then use the remaining codes for fixed asset reporting needs.

Caution

User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them. The effort you put into designing the user defined codes that your company uses can greatly affect your overall satisfaction with the system.

The following user defined codes are the primary codes for the Fixed Assets system:

Major Accounting Class (12/C1)

Use to group assets into categories, such as office equipment, furniture, heavy equipment, plant equipment, and so on.

J.D. Edwards recommends that you set up a one-to-one relationship between major accounting class and the asset cost account to assist in running user defined depreciation.

Major Equipment Class (12/C2)

Use to further divide assets into subclasses. For example, set up codes to divide office equipment into groups, such as copiers, computers, printers, and so on.

Additional classification codes (12/C3 - C0 and F1 - F0, 21 - 23)

Use the following classification codes for any additional business requirements that you might have:

- Manufacturer (Class Code 3)
- Model Year (Class Code 4)
- Usage Miles or Hours (Class Code 5)
- Equipment Code (Class Code 6)
- Category Code 7
- Division (Class Code 8)
- Category Code 9
- Rate Group (Class Code 10)
- Class Code 11-23

If you use Equipment Billing, you must use category code 10 to define billing rate groups.

Finance Method (12/FM)

Use to specify how an asset was acquired, such as leased or purchased outright. Finance method information is stored in the Asset Master File table (F1201).

Revaluation Code (12/RI)

Use to identify revaluation index tables. For example, set up codes to identify revaluation tables for separate countries.

Depreciation Method (12/DM)

Use to define depreciation methods. In addition to the standard depreciation methods 00 - 18, you can define your own depreciation methods with user defined depreciation. Standard depreciation methods use numeric code identifiers. You must use alphabetic code identifiers for any user defined depreciation methods that you set up.

Both standard and user defined depreciation methods are stored in UDC table 12/DM. When you run depreciation computation programs, the system distinguishes user defined depreciation methods from standard methods by a 1 in the Special Handling Code field.

Status or Disposal Code (12/ES)

Use to specify types of disposals, such as sold, scrapped, or charity. Status and disposal information is stored in the Asset Master File table (F1201).

You can also use this category code to specify the operational status of equipment status, such as available, working, down, or disposed.

Equipment Message Type Code (12/EM)

Use to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.

The Fixed Assets system includes two classification codes that are hard coded and cannot be changed or deleted. These codes are DP (Type of Disposal) and DM (Depreciation Method).

Status or Disposal Codes (12/ES)

Use these codes to identify the operational status of equipment, such as whether it is available, working, down, or disposed.

Equipment status codes might also be used by the Fixed Assets system to track types of disposals.

Equipment Message Type (12/EM)

Use these codes to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.

Equipment Billing Rate (00/RC)

Use these codes to define values for various equipment rates, such as available, idle, nonbillable, hourly, and so on. You must define equipment rate codes to run location or time entry billings. The codes you define are used by Equipment Billing to determine billing frequency and rate when you bill your equipment. J.D. Edwards provides you with a number of predefined billing rate codes that you can use or modify. You can also set up new billing rate codes.

Equipment Rate Tables (13/TB)

Use these codes to specify different rate tables for location billing.

Ledger Types for Equipment Journal Entries (12/LT)

Use these codes to define the ledger types for various sets of books. The default ledger type for equipment transactions is AA (Actual Amounts). Any ledgers that you define in user defined code table 12/LT are in addition to the AA ledger. For example, you might want special ledgers for the following journal entries:

- Entries that represent amounts you do not want to copy from the AA ledger for asset cost accounts, such as entries that represent alternate currency amounts
- G/L journal entries that you create to post to non-AA ledgers
- Entries that you want to post to fixed assets but not the G/L
- Entries that you do not want to post to fixed assets, even though they meet all of the normal posting criteria

You are not required to specify any ledgers in this table.

Note

Set up these ledgers only for exceptions. Any ledger that you set up in this table you must also define for the General Accounting Ledger Types table (09/LT).

Use special handling codes to indicate how you want the system to process data for these additional ledgers. Valid codes for this table's special handling codes are as follows:

- 1: Disconnect cost from the AA ledger

- 2: Post to equipment but not to the general ledger
- 9: Never post ledger to equipment
- blank: Create journal entries for this ledger

Supplemental Data

In addition to the data in the standard master tables (Address Book Master, Customer Master, and Supplier Master), you can maintain other kinds of data in separate, generic databases. These generic databases allow for a standard approach to entering and maintaining supplemental data across J.D. Edwards systems. J.D. Edwards provides supplemental databases for the following systems:

- Address Book
- General Accounting
- Job Cost
- Fixed Assets
- Human Resources
- Payroll
- Equipment/Plant Management
- Work Orders
- Inventory Management

J.D. Edwards provides one database, which is identified by a database code, for each of the systems listed above. Depending on the supplemental data that you maintain, you can set up more than one database for a system. Each supplemental database can contain various types of information. For each supplemental database, you can create one or more data types to organize your information. After you set up your database, you can enter and use supplemental information.

Setting Up Data Types

Data types are user-defined codes that you use to organize your supplemental data. For the Address Book system, you can set up supplemental data types in any of the following formats:

Narrative Narrative format allows you to enter text. Consider using the narrative format for the following kinds of supplemental data:

- Notes
- Memos
- Descriptions
- Remarks

Code Code format requires you to enter information in specific fields on the data entry form. Consider using the code format for the following kinds of supplemental data:

- Dates

- Amounts
- Categories

You can use existing user defined code tables or you can create new user defined code tables. When you create new tables, you must use system codes ranging from 55 to 59. System codes 55 to 59 protect the table from being overwritten during any reinstall process.

Program Program format allows you to access a program and version number from a supplemental data type.

Supplemental data type information is stored in the Supplemental Database Type table (F00091).

Setting Up Supplemental Data Types in Narrative Format

Narrative format allows you to enter supplemental data as descriptive text.

Note

Supplemental data types that are in narrative format do not automatically synchronize between OneWorld and WorldSoftware systems. You must manually enter the information in both systems.

► To define supplemental data types in narrative format

Depending on which system you are currently using, use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

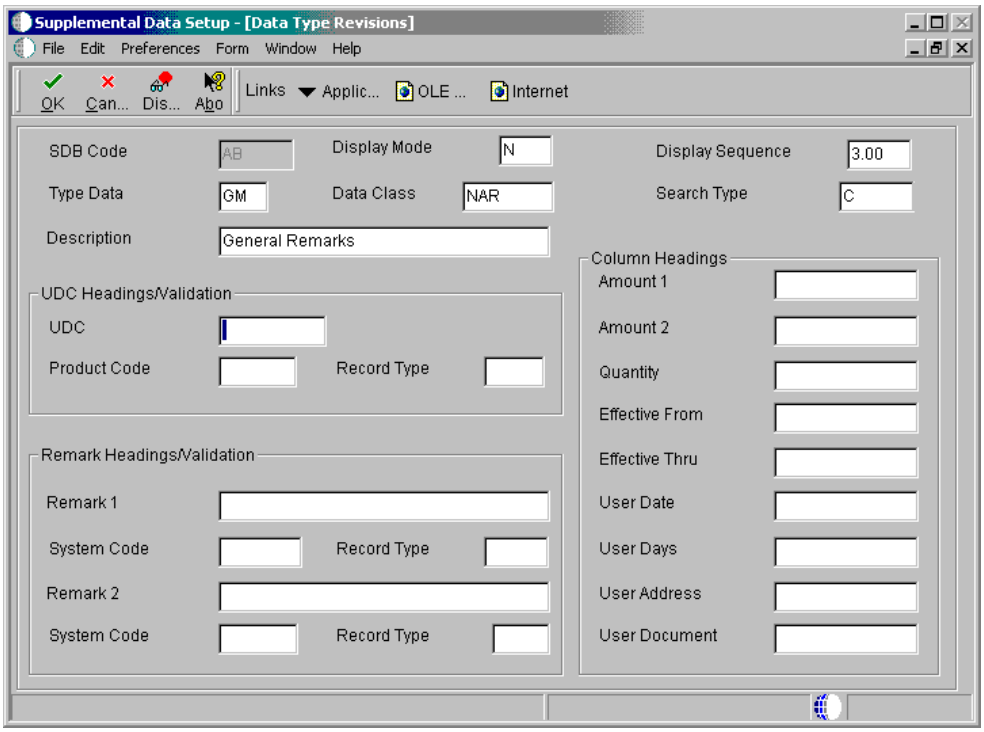
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Types) from the Row menu.
3. On Work With Data Types, click Add. .



4. On Data Type Revisions, type N in the following field:
    - Display Mode
5. Complete the following fields:
    - Type Data
    - Description
6. Complete the following optional fields:
    - Display Sequence
    - Data Class
    - Search Type

    Leave the remaining fields blank for narrative supplemental data types.
7. Click OK.
8. Click Cancel to return to Work With Data Types.
9. On Work With Data Types, click Find to view your newly created record.

Defining Supplemental Data Types in Code Format

Code format allows you to enter supplemental information in specific fields on the data entry form. For example, you could use code format for the following information:

- Language skills
- Training Completed
- Employee appraisal details
- Description of incident
- Cost of damage

You can associate a user defined code list with each supplemental data type that has a code format.

When you set up a data type in code format, you can customize the form on which you enter supplemental data. For each data type, you can customize validation and column heading fields that appear on the data entry form.

See *Customizing the data entry form for code format* for more information about customizing the data entry form.

Customizing the Data Entry Form for Code Format

You can use the Supplemental Database Setup program to customize the column headings that appear on the data entry form. You cannot change the characteristics of the type of data to be entered in a column, but you can change the column heading name to more accurately describe the data that you enter. For example, you might change column heading “Amount 1” to “Cost”; then on the data entry form, under the heading Cost, you can enter a currency amount. If you choose not to customize the column headings for a data type that is code format, the data entry form shows column headings that are predefined by J.D. Edwards. The data entry form is provided by the Supplemental Data program. See *To define supplemental data types in code format.*

You can create up to three validation fields for each data type that you designate as code format. To create a validation field that appears on the data entry form, you tie the following fields on the data type setup form to a user defined codes table:

- UDC
- Remark 1
- Remark 2

When you tie user defined codes tables with the UDC, Remark 1 or Remark 2 fields, the system validates the data that you enter in these fields. See *To define supplemental data types in code format*. You can tie validation fields to existing user defined codes tables (such as 00/CN, Country Codes; or 06/G, Job Types), or you can create new UDC tables. If you create new UDC tables, you should use system codes ranging from 55 to 59, inclusive. You cannot create a new table for any other system codes. You can set up different validation fields for each data type.

You do not have to tie the UDC, Remark 1, and Remark 2 fields with user defined code tables. If you leave the corresponding System Code and Record Type fields blank, the system allows you to enter any information (within size constraints) in the data entry fields for these columns. See *To define supplemental data types in code format.*

Before You Begin

- Determine which user defined codes tables validate data entries.
- If you have codes that relate only to supplemental data, set up new user defined codes tables for systems 55-59, inclusive, to ensure that the new user defined codes tables are not overwritten during a reinstall process.

See Also

- *User Defined Codes* in the *OneWorld Foundation* documentation for information about setting up a new user defined codes table

► To define supplemental data types in code format

Depending on which system you are currently using, use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

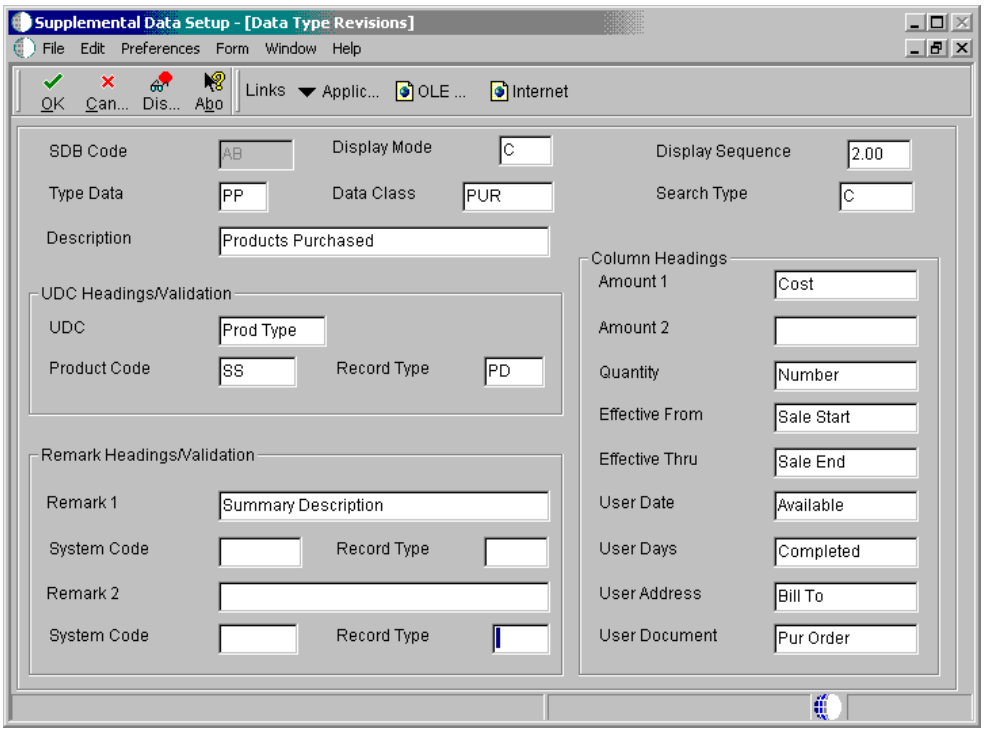
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a code data type, and then choose Work With Data Types from the Row menu.
3. On Work With Data Types, click Add.



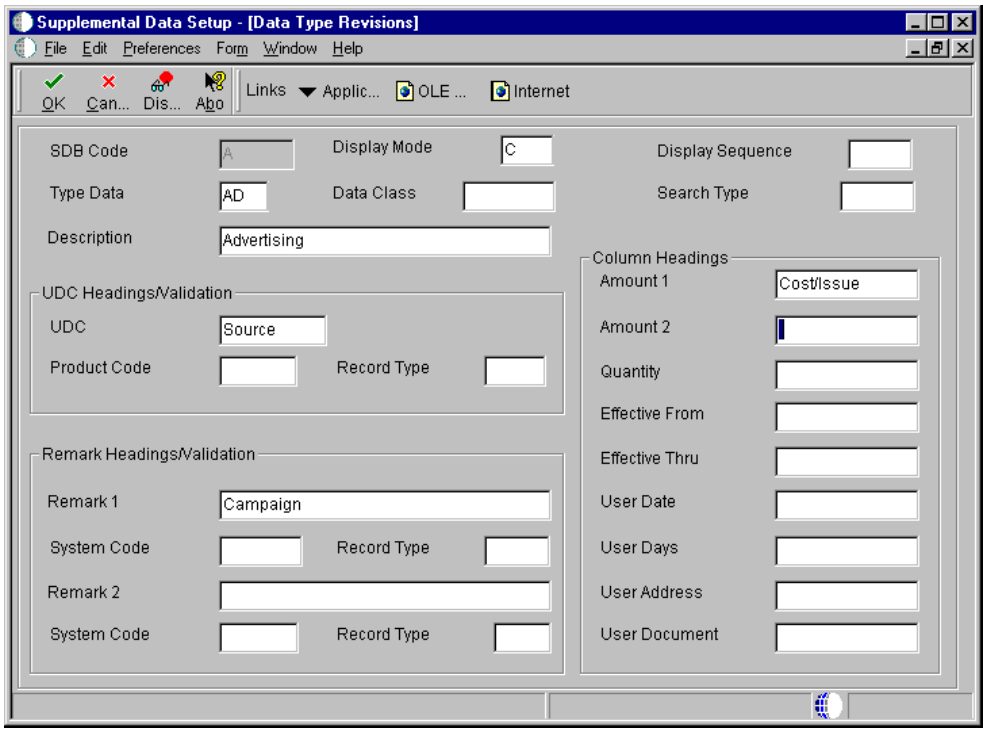
4. On Data Type Revisions, type C in the following field:
    - Display Mode
5. Complete the following fields:
    - Type Data
    - Description
6. Complete the following optional fields
    - Display Sequence
    - Data Class
    - Search Type
7. To customize the user defined codes column heading that appears on the General Description Entry form, complete the following field:
    - Display Mode
8. To associate a user defined codes table with the UDC field, complete the following fields in the UDC Headings/Validation group:
    - Product Code
    - Record Type
9. To customize the Remarks column headings that appear on the General Description Entry form, complete the following fields:

- Remark 1
- Remark 2

10. To associate either of the Remark fields with a record type in a J.D. Edwards system, complete the following corresponding fields in the Remark Headings/Validation group:
    - System Code
    - Record Type
11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group and then click OK:
    - Amount 1
    - Amount 2
    - Quantity
    - Effective From
    - Effective Thru
    - User Date
    - User Days
    - User Address
    - User Document

    Information that you type in any of the above fields appears on the data entry form as column headings.

    The following form, which shows the Advertising (AD) data type, provides an example of the setup for code format:



12. Click Cancel to return to Work With Data Types.
13. On Work With Data Types, click Find to view your newly created record.

Defining Supplemental Data Types in Program Format

Program format allows you to access a specific program and version number from the Supplemental Data program. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. Setting up supplemental data types in this way allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

► To set up supplemental data types in program format

Depending on which system you are currently using, use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

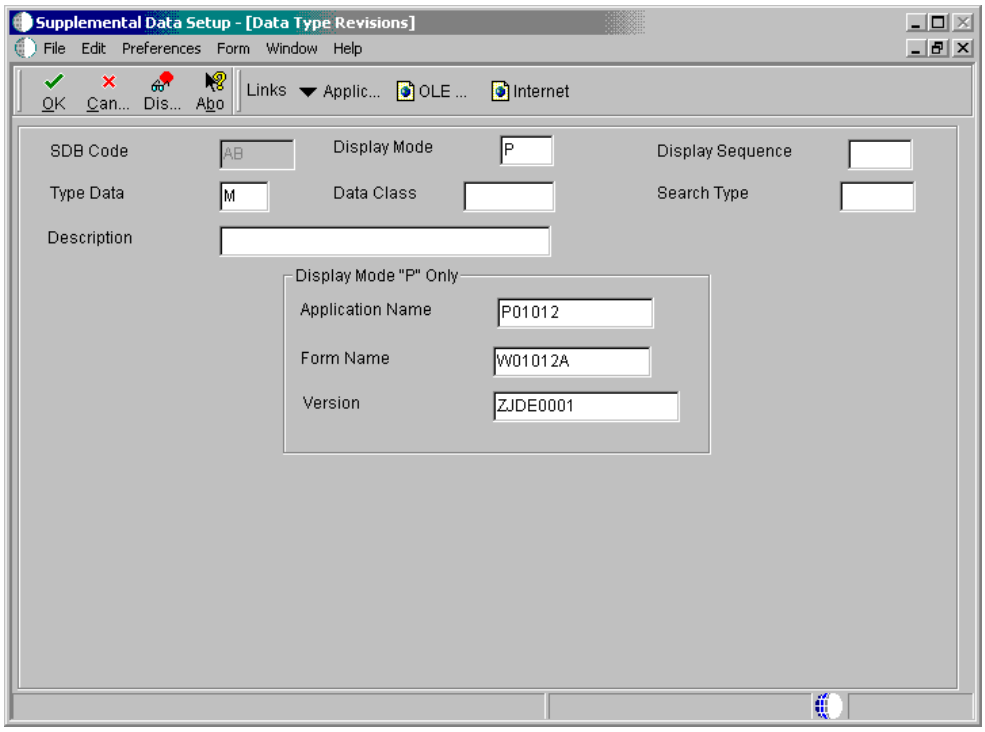
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database and Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Types from the Row menu.
3. On Work With Data Types, click Add.
4. On Data Type Revisions, type P in the following field:
    - Display Mode
5. Complete the following field:
    - Type Data



6. Complete the following optional fields:
    - Display Sequence
    - Data Class
    - Search Type
    - Description
7. To specify the program that you want this data type to access, complete the following fields:
    - Application Name
    - Form Name
    - Version

8. Click OK.

   The Data Type Revisions form displays additional fields.

9. On Data Type Revisions, click Cancel to return to the Work With Data Types form.

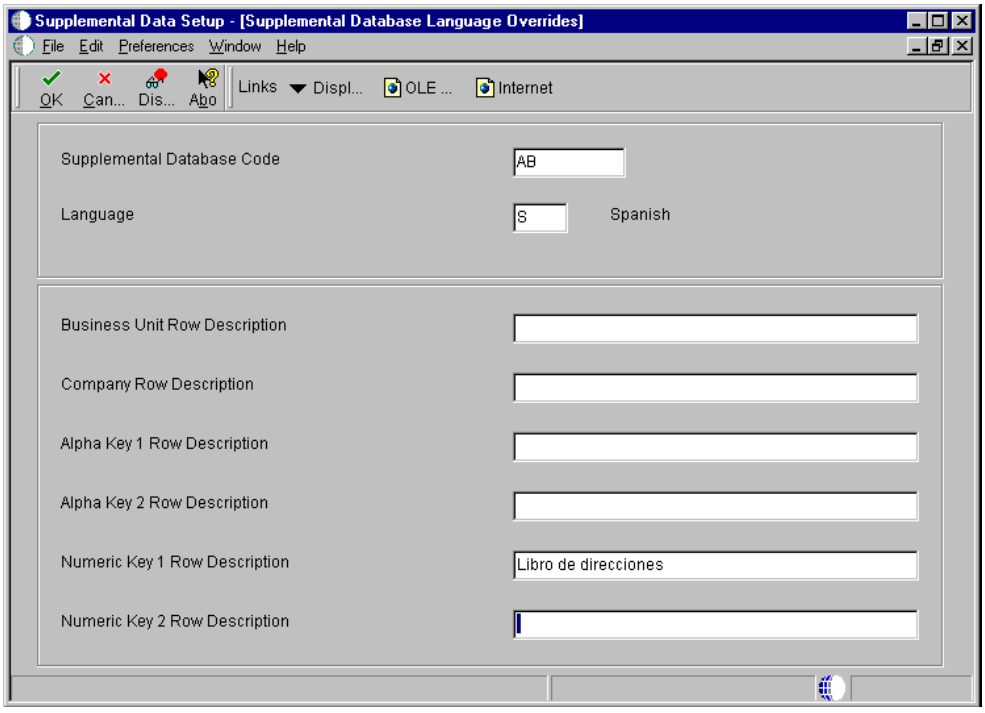
Setting Up a Language Override

If your company is multinational, you can use the Supplemental Data Language Override feature to view descriptions for the key fields in the language that you specify. The key fields for which you designate the language override must be the same fields that you designated as key fields when you set up your database. See *Setting Up a Supplemental Database*. For example, if you designated a key field in the supplemental database setup, you can assign a Spanish language code and enter that key field description information in Spanish. If the Language field in your user profile is set to the same language, the key fields on the data entry form that is provided by the Supplemental Data program appear in the language that you specify. You can later view the supplemental database information in Spanish by selecting the Spanish language code.

▶ To set up a language override

From CIF Supplemental Data (G01312), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, select Work With Lang Pre (Work With Language Preferences) from the Form menu.
2. On Work With Language Overrides, click Add to set up language overrides.



3. On Supplemental Database Language Overrides, complete the following fields:

- Supplemental Database Code
- Language

4. Complete one or more of the following optional fields and click OK.
    - Business Unit Row Description
    - Company Row Description
    - Alpha Key 1 Row Description
    - Alpha Key 2 Row Description
    - Numeric Key 1 Row Description
    - Numeric Key 2 Row Description

Setting Up Equipment Billing Information

To charge a job or business unit for the use of equipment, you must perform several setup tasks that are unique to equipment billing. For example, if you use location billing to bill for equipment use, you must set up a billing rate code hierarchy for each billing rate code that you define.

Setting Up Billing Rate Code Hierarchy

If you bill equipment by location, you must set up a billing rate code hierarchy for each billing rate code you define. For instance, if you normally charge for a piece of equipment using a weekly rate but use the equipment at a particular site for only three days, the system needs to know the rate to charge for the equipment use. The system uses the hierarchy that you establish to determine when to use the daily rate code instead of the weekly rate code.

If you charge for a piece of equipment at a weekly rate, your billing rate code hierarchy only includes hourly and daily rates. If you assign a job a monthly rate, your hierarchy also includes a weekly rate. For example, if you charge a piece of equipment for 10 days using a monthly rate, the system uses the weekly rate because it is lower than the sum of the daily rates and lower than the monthly rate.

In addition to establishing the hierarchy for billing rate codes, you can:

- Indicate whether a rate code is billable or nonbillable
- Indicate billing frequency for a rate code

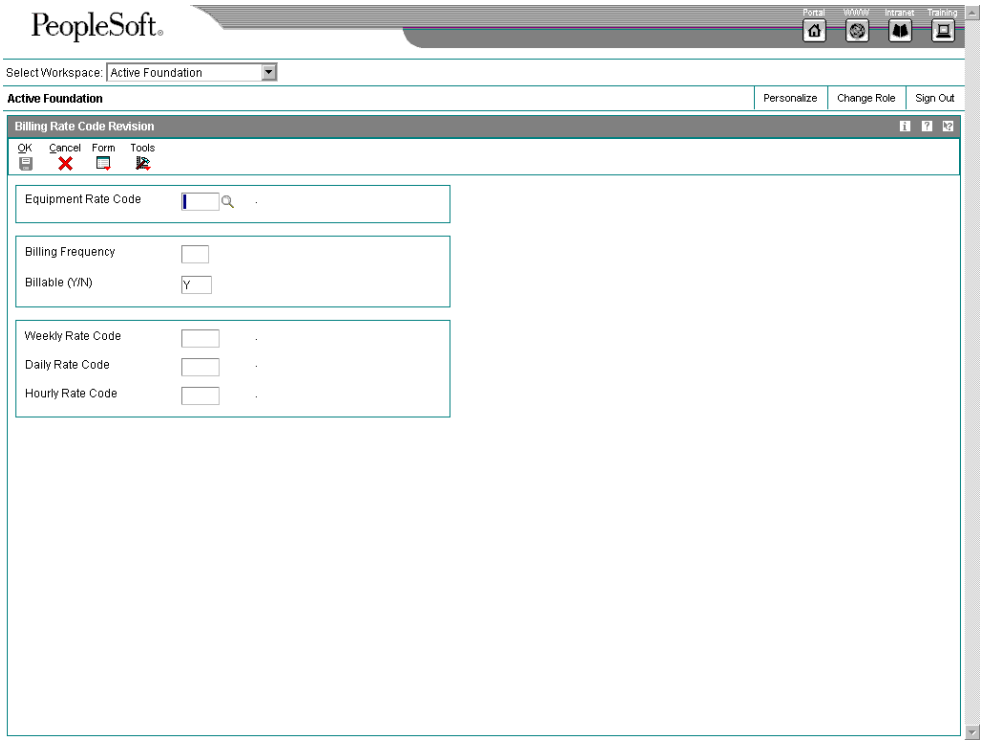
Before You Begin

- ❑ Define valid billing rate codes. See *Understanding User Defined Codes.*

► To set up billing rate code hierarchy

From the Equipment Billing Setup menu (G1343), choose Billing Rate Code Setup.

1. On Work with Equipment Billing Rate Codes, click Add.



2. On Billing Rate Code Revision, complete the following fields:
    - Equipment Rate Code
    - Billing Frequency
    - Billable (Y/N)
3. Complete the following fields, if applicable:
    - Weekly Rate Code
    - Daily Rate Code
    - Hourly Rate Code
4. Click OK.

Setting Up Equipment Rates

When you run a location or time entry billing, the system searches for equipment rental rates to apply to a piece of equipment. For example, you can charge for a piece of equipment at a higher hourly rate if the equipment is used for only a short period of time. You can charge a lower hourly rate if the equipment is used for an extended period of time. You can charge different seasonal rates for the use of equipment. You can set up equipment rate tables for specific rate groups, dates, and pieces of equipment. If you use billing rate components, use Equipment Rates (P1301) to assign billing rates for each component.

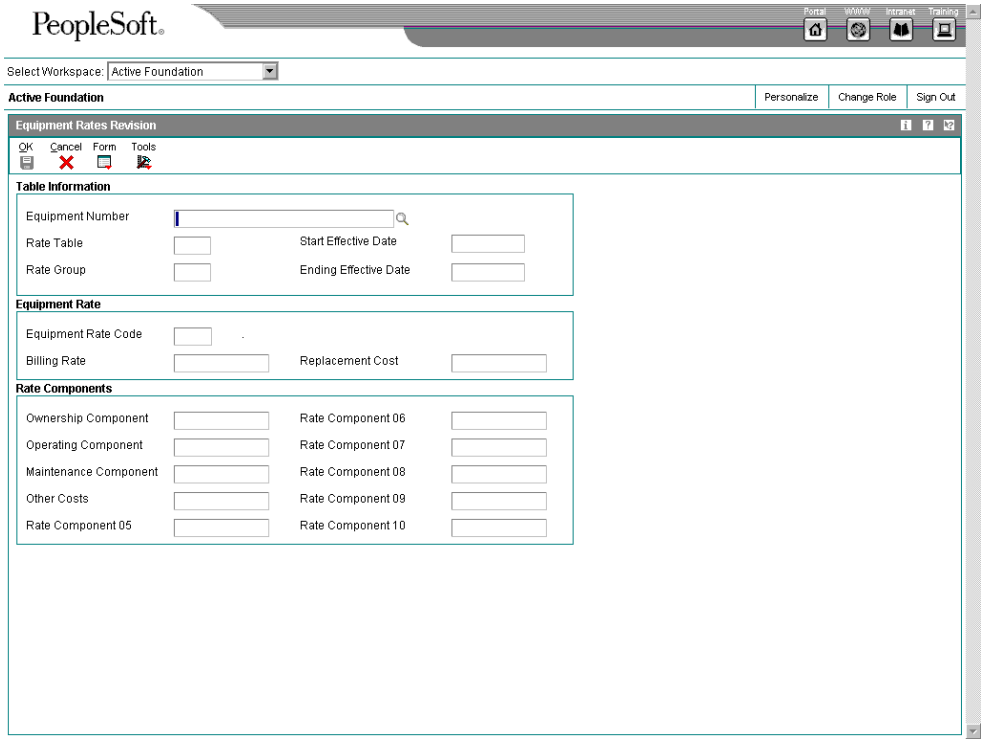
Before You Begin

- ❑ Define valid billing rate codes (00/RC). If you are using Location Billing, you must also define valid billing rate codes on Billing Rate Code Setup. If you are setting up a rate code for time entry, you must define the rate code in the user defined codes only. See *Understanding User Defined Codes.*

► To set up equipment rates

From the Equipment Billing Setup menu, (G1343), choose Equipment Rates.

1. On Work with Equipment Rates, click Add.



2. On Equipment Rates Revision, complete the following field to set up an equipment rate table:
    - Rate Table
3. To further define the table, complete the following optional fields:
    - Rate Group
    - Start Effective Date
    - Ending Effective Date
    - Equipment Number
4. To establish rental rates for the table, complete the following fields:
    - Equipment Rate Code

- Billing Rate

5. To define a limit for the table, complete the following optional field:

    - Replacement Cost

    See *Setting Up Rental Rules* for more information about setting up limits for your rental rules.

6. To further define the rental rate for the table, complete the following optional rate component fields:

    - Ownership Component
    - Operating Component
    - Maintenance Component
    - Other Costs
    - Rate Component 05
    - Rate Component 06
    - Rate Component 07
    - Rate Component 08
    - Rate Component 09
    - Rate Component 10

    If you use billing rate components, the total of the components must equal the total billing rate amount. If you leave the billing rate amount blank, the system calculates a new billing rate amount based on the rate component amounts that you enter.

7. Click OK.

You can use AAIs FTC1 - FTC0 ranges to define the account numbers for your rate components. These are the revenue credit accounts for billing rate component 1 through 10. When you post location billings or time entry billings, the system creates the revenue entries for the amount in each component using the account numbers for this AAI and posts them to the Account Ledger table (F0901).

See *Setting Up AAIs for Equipment Billing*.

Setting Up Rental Rules

You specify the equipment rate table that you want the system to apply to a time or location billing by setting up rental rules. In addition, for location billing you use rental rules to:

- Specify equipment billing limits after which the system changes to another rental rate table
- Override effective dates to keep one rate table in effect, regardless of future changes
- Set proration rules to determine whether the system calculates equipment charges based on the hierarchy that you established for equipment rate codes, or based on a monthly proration basis
- Indicate the hierarchy of equipment rate tables that you want to use

- Indicate whether a piece of equipment was sold or rented to the job
- Define standard work days and hours

When you sell a piece of equipment to a job, the system bills a one-time cost to that job. When you rent a piece of equipment to a job, the system bills a recurring cost for as long as the equipment is located at the job.

Use the Billing Limit and Rental Threshold fields in conjunction with the Replacement field on the Rental Rates form. When you use these fields, you can control how the system determines when to:

- Use the next rate table you have set up for a job
- Sell or rent a piece of equipment to a job

You can set up holidays on the user defined codes table Calendar Holidays (98/HL). The system highlights user defined holidays on the Exclusion Days calendar.

You must set up equipment rental rules for each company and define the values for each job or business unit within that company.

Note

You must set up a default company (company 00000) and a blank job default for each company. As a minimum, you must set up a blank job for company 00000.

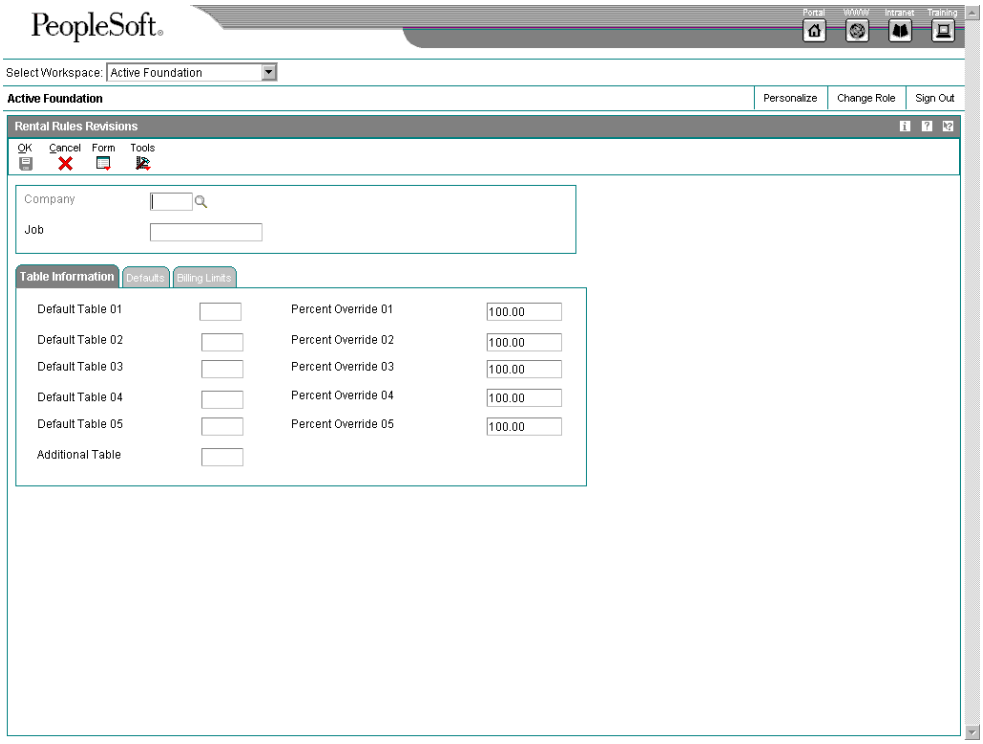
Topics

- Defining rental rules
- Defining billable days

► To define rental rules

From the Equipment Billing Setup menu (G1343), choose Rental Rules.

1. On Work With Rental Rules, click Add.



2. On Rental Rules Revisions, complete the following fields for each company and job combination:
    - Company
    - Job
3. On the Table Information tab, complete the following field:
    - Default Table 01
4. Complete the following optional fields:
    - Percent Override 01
    - Default Table 02
    - Percent Override 02
    - Default Table 03
    - Percent Override 03
    - Default Table 04
    - Percent Override 04
    - Default Table 05
    - Percent Override 05

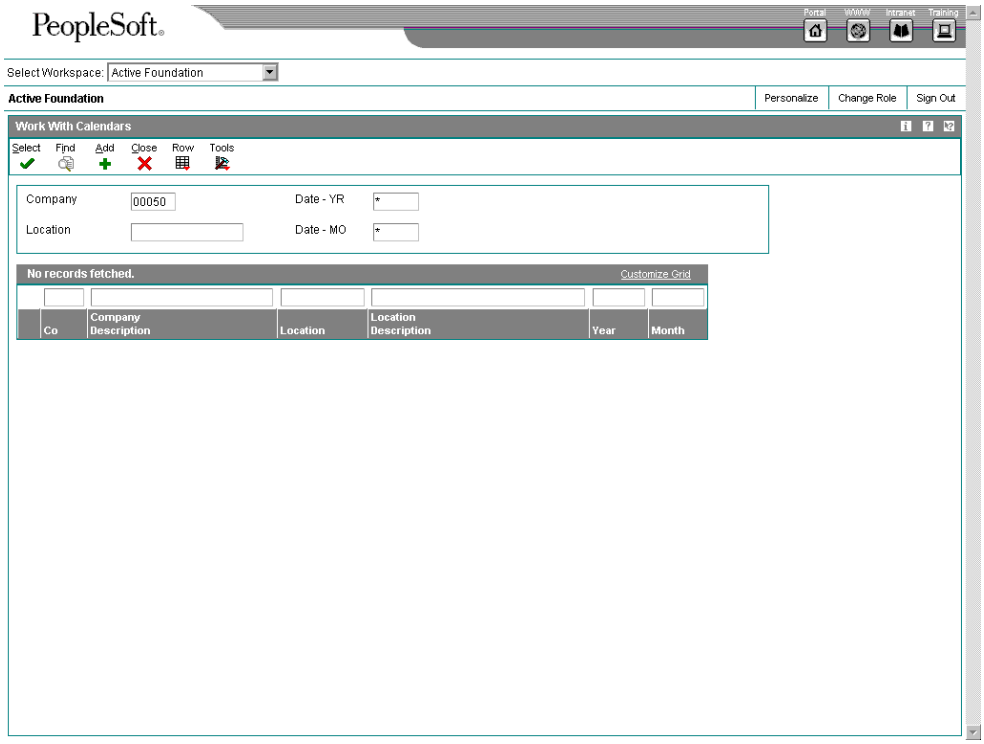
- Additional Table

5. Click the Defaults tab and complete the following optional fields:
    - Equipment Rate Code
    - Rental Threshold
    - Prorate Billing
    - Buyback Percent
    - Bill Weekends (Y/N)
    - Beginning Time
    - Ending Time
6. Click the Billing Limits tab and complete the following optional fields:
    - Billing Limit Percent
    - Subsequent Rate Table
    - Subsequent Percent Override
7. Click OK.

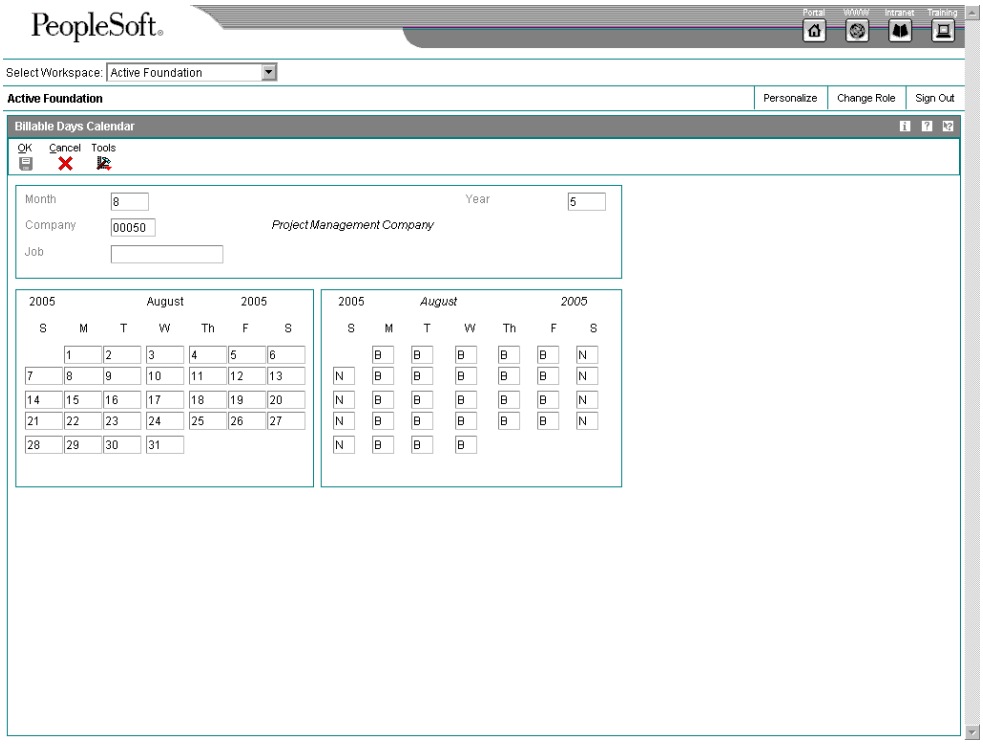
► To define billable days

From the Equipment Billing Setup menu (G1343), choose Rental Rules.

1. On Work With Rental Rules, complete the following fields and click Find to locate a job for which you want to define billable days:
    - Company
    - Job
2. Choose the record and then choose Calendar from the Row menu.



3. On Work With Calendars, complete the following fields and click Add:
    - Date - MO
    - Date - YR



The system displays Billable Days Calendar. This form indicates all of the billable days for the month and year that you specified in the previous step. The system automatically indicates weekdays as billable. If you specify weekends as billable on Rental Rules Defaults, the system indicates that Saturdays and Sundays are billable.

4. On Billable Days Calendar, enter a nonbillable day type for each day that you do not want equipment to be billed and then click OK.

   J.D. Edwards provides several predefined day type codes (00/DT). Equipment Billing uses only the billable and nonbillable day type codes (B and N, respectively).

Setting Up Equipment Distribution Rules

Set up equipment distribution rules to provide the system with instructions for the distribution of equipment location billings. When you set up equipment distribution rules, you supply the system with the following information:

- Billing account numbers for location billings
- Transfer action codes to determine whether to rent or sell to job

The system uses the information that you set up in the Equipment Distribution Rules table (F1305) to search for the proper accounts to charge for the use of equipment based on its location. You must set up a table for equipment distribution rules for every company that requires distribution rules. As a minimum, you should set up a default table for company 00000. The rules that you specify in the default table apply to all companies that do not require equipment distribution rules. You should also set up a blank job for all companies, including company 00000. The system uses the blank job when you specify an account with no specific distribution information such as job, rate group, or equipment number.

You can set up equipment distribution rules based on any of the following equipment information:

Job The location or business unit where the equipment is being used, stored, or maintained. The system searches for a location for equipment. For example, you can specify that all equipment at a job be charged to a specific account.

Rate group The system searches for an equipment rate group. You use category code 10 to set up rate groups. For example, you can specify that all equipment that is grouped together as backhoes be charged to a specific account.

Equipment number The system searches for a specific piece of equipment by equipment number. For example, you can specify that Backhoe #426 be charged to a specific account.

When you relocate equipment, the system searches the Equipment Distribution Rules table (F1305) for information that matches the equipment information. After the system finds a match, it derives the account information from the table and discontinues the search. If the system finds no match, it applies the rules that you set up for the default company.

The system searches from the most specific to the most general account distribution information that you set up in the Equipment Distribution Rules table. Refer to the following search sequence information to determine appropriate combinations for your equipment distribution requirements:

Search Sequence Searches for specific distribution information in the following order:

Step 1

- Job
- Rate Group
- Equipment Number

If the system does not find a rule that applies to this specific distribution information, it continues to step 2.

Step 2

- Job
- Rate Group

If the system does not find a rule that applies to this specific distribution information, it continues to step 3.

Step 3

- Job

If the system does not find a rule that applies to this specific distribution information, it continues to step 4.

Step 4

- Rate Group
- Equipment Number

If the system does not find a rule that applies to this specific distribution information, it continues to step 5.

Step 5

- Rate Group

If the system does not find a rule that applies to this specific distribution information, it

continues to step 6.

Step 6

- Equipment Number

If the system does not find a rule that applies to this specific distribution information, it continues to step 7.

Step 7

If the system does not find a rule after completing each search sequence step, it uses the distribution information that you specify for company 00000.

Search	1 2 3 4 5 6 7
Job	J J J
Rate Group	J J J J
Equipment Number	J J J

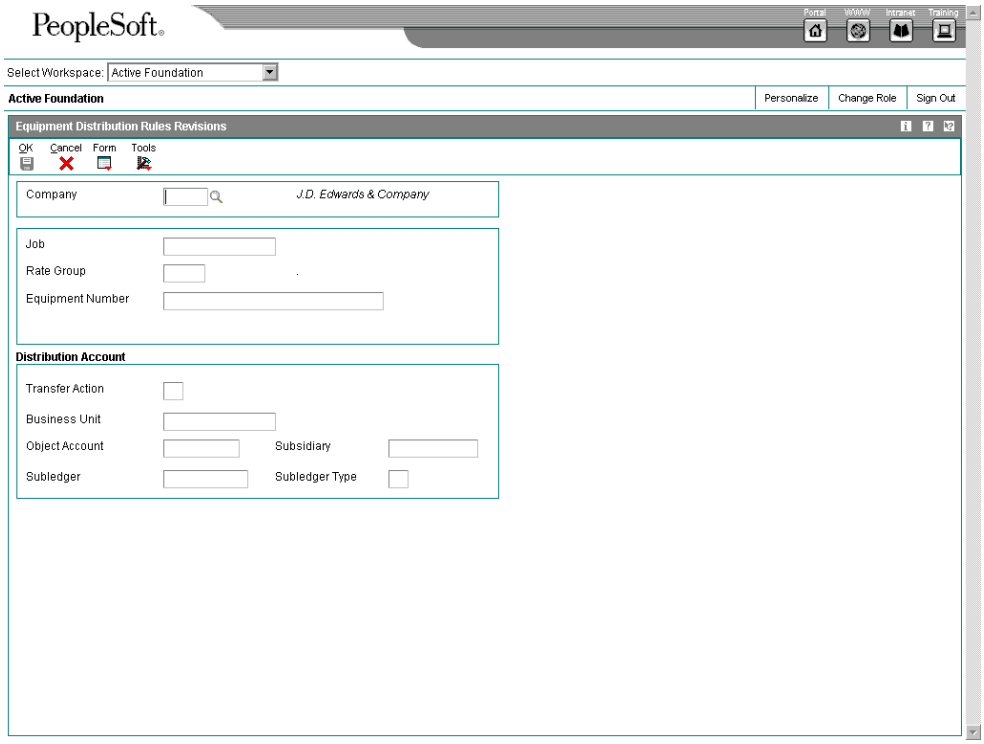
If the system does not find a rule after completing each search sequence step, it uses the distribution information that you specify for company 00000.

For example, you can set up an equipment distribution rule for company XYZ. The rule specifies that all billings for rate group 003 equipment be charged to a business unit that you identify as SHOP within the company. You can also set up a second rule for the same company and rate group, but specify job 101 (business unit YARD) for a selected piece of equipment. This rule overrides the first rule. Based on this rule, the system distributes the billing for the selected equipment to the business unit YARD.

The following graphic illustrates an example of how you might set up a rule in the equipment distribution table for company XYZ:

From the Equipment Billing Setup menu (G1343), choose Equipment Distribution Rules.

5. On Work with Equipment Distribution Rules, click Add.



6. On Equipment Distribution Rules Revisions, complete the following fields:

    - Company
    - Business Unit
    - Object Account
    - Subsidiary

7. For each distribution account, complete any of the following fields:

    - Job
    - Rate Group
    - Equipment Number

    If you are setting up the default distribution account for a specific company, leave these fields blank.

8. Complete the following optional fields and click OK:

    - Transfer Action

      If you leave this field blank, the system uses the values from the Rental Threshold field on the Rental Rules Defaults form and the Replacement Cost field on the Equipment Rates Revision form to determine whether or not the piece of equipment is rented or sold to a job.

    - Subledger

- Subledger Type

Setting Up Job Cost Inquiry

You use Job Cost Inquiry to review maintenance costs for an individual business unit or work center by repair code. Before you can use Job Cost Inquiry, you must define the information that you want to review. You define the information that you want to review by defining and naming inquiry columns, such as budget amount, actual amount, and so on.

Formula Descriptions (51/FM)

Use formula descriptions user defined codes to identify valid code descriptions for the Job Status Inquiry-User Defined Columns form formulas. Each description relates to a ledger type or group of ledgers from which the system retrieves amounts or unit quantities to display on the Job Status Inquiry-User Defined Columns form.

The code numbers and information for this code type are hard-coded and cannot be changed. However, the descriptions for this code type can be changed.

This user defined code identifies the following sources:

- Actual values from the AA or AU ledger.
- Original budget values from the JA or JU ledger.
- Revised budget values from the JA or JU ledger.
- Total value of the original budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)). A revised budget equals the original budget plus any change orders. See *Working with Ledger Types for Job Cost.*
- Total value of the revised budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)). See *Working with Ledger Types for Job Cost.*
- Open commitment values from the PA or PU ledger.
- Total contract values from the PA or PU ledger.
- Projected final values from the HA or HU ledger.
- Projected over/under values from the FA or FU ledger.
- Actual values from the AA or AU ledger for the number of days prior to the thru date. The Thru Date/Period field and the Days field on the Job Status Inquiry-User Defined Columns form affect these values.
- Percent complete based on the method of computation for each account.

The formula descriptions relate to the following codes:

- For amounts, the valid codes are 1 through 10 and 61.
- For unit quantities at the detail level, the valid codes are 21 through 30.
- For unit quantities at the header account level, the valid codes are 41 through 50.

Inquiry Ledger Types (51/IL)

Use inquiry ledger type to identify any additional ledgers from which the system can retrieve amounts or unit quantities for the Job Status Inquiry-User Defined Columns form. The Define

Inquiry Columns form can display up to 10 additional descriptions and automatically assigns the following codes to them:

- For amounts, the valid codes are 11 through 20.
- For unit quantities, the valid codes are 31 through 40.
- For unit quantities at the header account level, the valid codes are 51 through 60.

The first two characters of the Description 2 field must specify the amount ledger type. The third and fourth characters of the field must specify the corresponding unit ledger type, if one exists.

The ledger types must be in uppercase.

The Special Handling Code field must contain 1 if the ledger type relates to a budget ledger.

Mathematical Functions for Calculations

The calculation can include the four basic mathematical functions along with parentheses for nesting values. The following are valid symbols for mathematical functions:

+	Addition
-	Subtraction
*	Multiplication
/	Division
( )	Left and right parentheses

Example: Mathematical Functions

The following list provides examples of different ways you can combine the codes and mathematical functions to create calculations:

- Actual amount: 1
- Actual unit rate: 1/21
- Total commitments: 1+6
- Unit rate variance: (1/21) - (5/25)

If the column relates to the specific value contained in a ledger, the calculation consists of only one code.

Defining Inquiry Columns

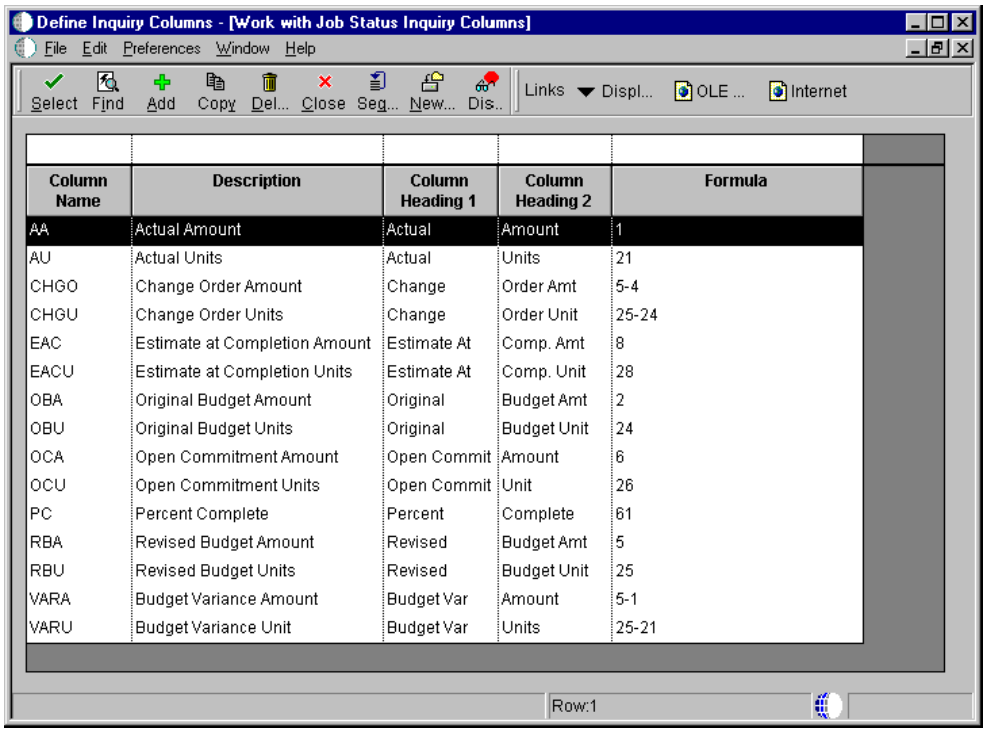
You must define the columns you use on Job Status Inquiry to display your information. When you define a column, you can specify the following information:

- Column name
- Column heading
- The formula by which the system calculates the information displayed in the column

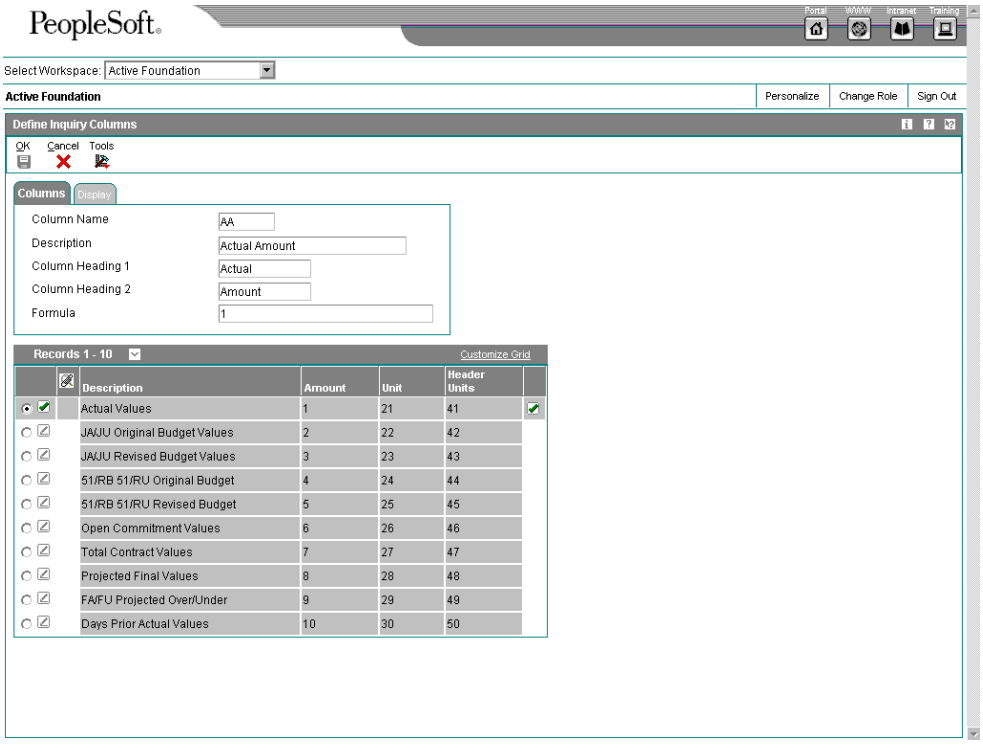
You do not need to define ledger types or formulas before you define inquiry columns.

► To define inquiry columns

From the Job Cost Setup menu (G5141), choose Define Inquiry Columns.



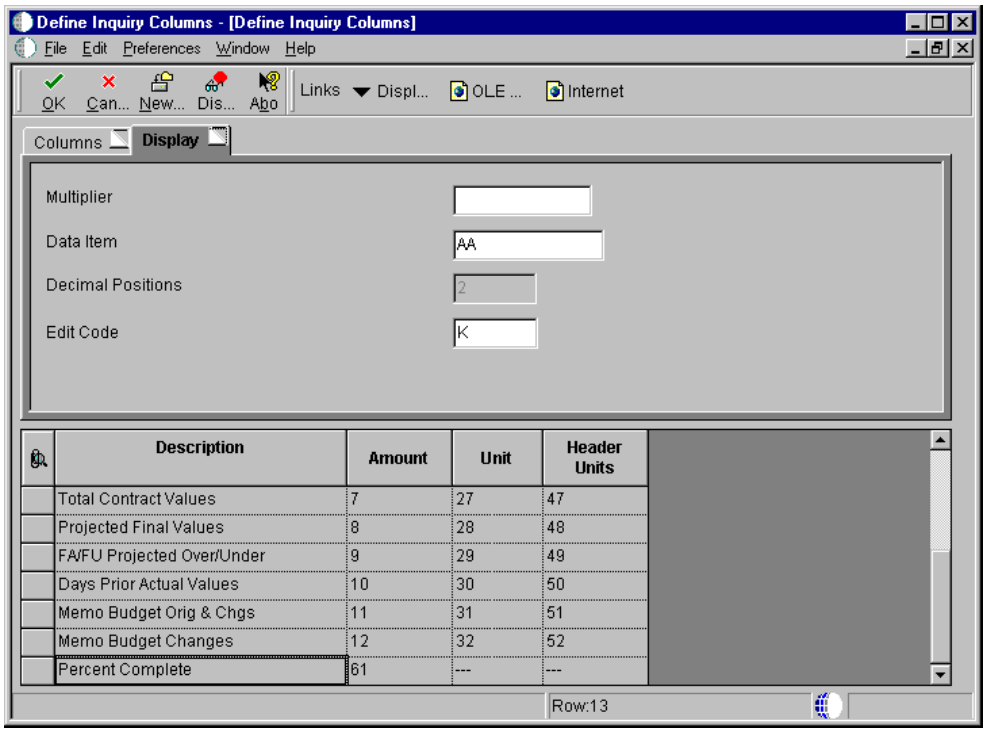
1. On Work with Job Status Inquiry Columns, click Find to review the existing user defined columns.
2. To define a new column, click Add.



3. On Define Inquiry Columns, click the Columns tab and complete the following fields:

    - Column Name
    - Description
    - Column Heading 1
    - Column Heading 2
    - Formula

    After you complete the Column Name field and tab to the next field, the detail area of the form populates so that you can use values in the Amount column to define the formula. If you use a value other than what is available in the Amount field, the system will display an error message.



4. If your company uses large numbers, and you want to minimize data entry, click the Display tab.
5. Complete the following field:
    - Multiplier

    When you review your job information on the Job Status Inquiry form, the amounts are expanded to the full number.
6. Click OK.

Advanced & Technical

Equipment/Plant Maintenance Global Updates

Use global update programs to make system-wide changes that affect a variety of information within Equipment/Plant Maintenance. For example, you can do the following:

- Update asset locations from a planned location to a current location
- Recalculate work order costs to reflect actual time spent on each maintenance task
- Create preventive maintenance schedules for groups of similar equipment
- Make additions or changes to groups of related preventive maintenance schedules, such as the following:
  - Schedule dates
  - Service intervals
  - Priorities
- Update equipment tables when you revise numbers in your chart of accounts
- Update the Account Ledger table (F0911) when you change the symbol that you use to identify equipment numbers

Updating Accounts and Ledgers

You need to update the accounts and ledgers in your system if you change your chart of accounts, frequently add new asset master records, add new ledgers or depreciation books for your assets, and so on, for your organization.

Updating Company Numbers and Accounts

From the Advanced Operations menu (G1231), choose Updt Co#, BU/Obj/Sub - F1202.

You must update company numbers and accounts in the Asset Account Balances File table (F1202) to correct any situations in which the company numbers and account numbers (business unit/object/subsidiary) in the Asset Account Balances File table do not match those in the Account Master table (F0901). Company and account numbers in the Asset Master File table (F1201) might not match those in the Account Master table if you change existing account numbers or companies for accounts that are within the fixed asset (FX) range.

Run the Update CO#, BU/Obj/Sub in F1202 program any time that you change an existing account in your chart of accounts. For example, run this program when you:

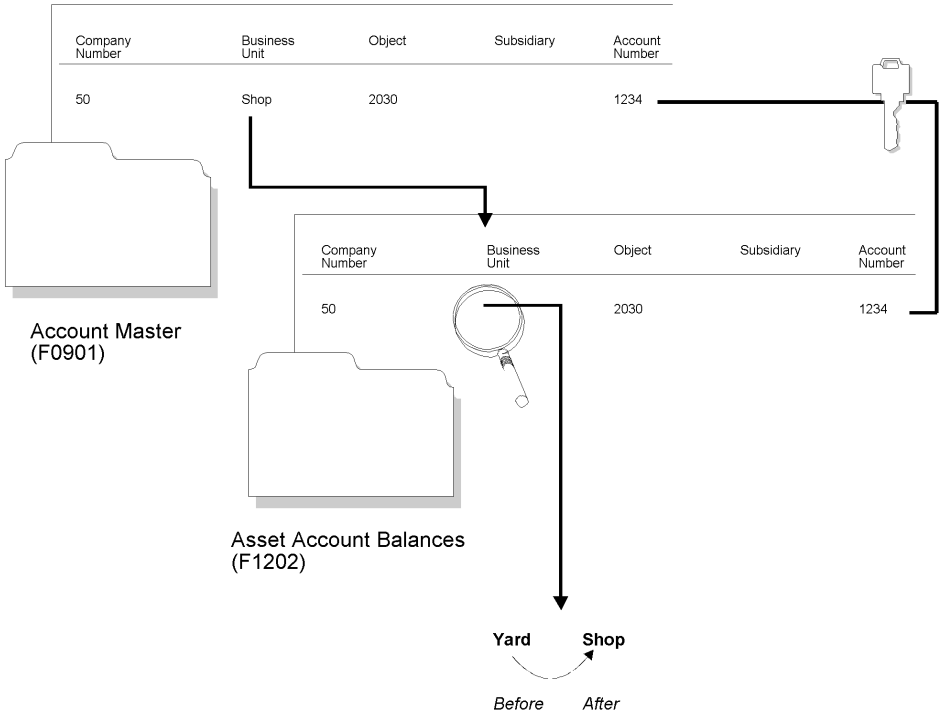
- Change the object or subsidiary of an existing account
- Assign existing accounts to a different business unit
- Assign an existing business unit to a different company

Note

You must run this program when you make changes to existing account numbers. You do not need to run this program when you add an account number.

The Update CO#, BU/Obj/Sub in F1202 program updates information from the Account Master table based on the system-assigned, short account ID number. The program updates accounts in the Asset Master File table when it detects a change to a cost, accumulated depreciation, expense, or revenue account.

The following graphic illustrates how the Update Company Number, Business Unit/Object/Subsidiary program works:



When you update company numbers and business unit/object/subsidiary, the job is submitted directly to batch.

Caution

The Repost Ledger program clears all summarized account balances to zero. Do not use this program if your system includes asset account balance records without general ledger transactions, as in the case of summarized depreciation computations or beginning balances created without an audit trail.

Before You Begin

- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be updated.

Running the Repost Ledger Program

From the Advanced Operations menu (G1231), choose Fixed Asset Repost.

You can repost damaged account balances in the Asset Account Balances File table (F1202) to restore system integrity. You should run the repost only if you have no other means of restoring account information. Run the repost, for example, if account balance information is damaged as a result of hardware failure.

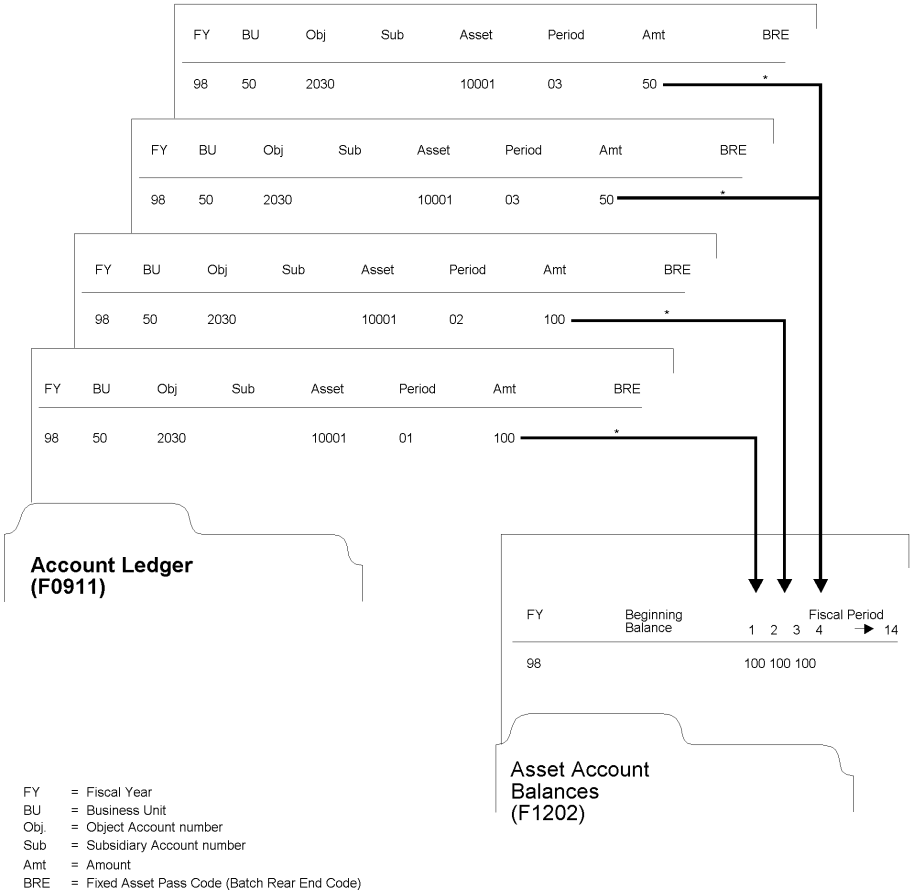
This program reposts only the transactions that include all of the following:

- A valid period number.
- A code that indicates a post to both the general ledger and fixed assets.
- A valid asset number that exists in the Asset Master File table (F1201).
- A transaction ledger type set up in Depreciation Default Coding, if one does not already exist in the Asset Account Balances File table.
- A transaction account number in the Account Master table (F0901). The account number must fall within the Item FX range of accounts in the automatic accounting instructions.
- Period postings for individual assets. The transaction must not be a balance forward record and cannot be summarized by period and account.

Caution

The Repost Ledger program clears all summarized account balances to zero. Do not use this program if your system includes item balance records without general ledger transactions, as in the case of summarized depreciation computations or beginning balances created without an audit trail.

The following graphic illustrates how the Repost Ledger program searches the Account Ledger table (F0911) to create new asset balances in the Asset Account Balances File table (F1202):



Caution

When you run Fixed Asset Repost, be sure you make data selections to specify only the records for which you want to run the repost.

Before You Begin

- ❑ Verify that the following procedures are complete:
  - All transactions are posted first to the account ledger and then to fixed assets.
  - All depreciation and transfer transactions are posted first to fixed assets and then to the general ledger.
- ❑ Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be updated.

Processing Options for Fixed Asset Repost (R12910)

PRINT
1. Enter a '1' to print differences and to update the Fixed Asset Balance File. Leave blank (default) to only print the differences between the Transaction Ledger file (F0911) and the Fixed Asset Balance file (F1202).
Preliminary or Final Processing
2. Identify how to print asset number.
1 = Item Number (Default)
2 = Unit Number
3 = Serial Number
Asset Number

Updating the Asset Number in the Account Ledger

From the Advanced Operations menu (G1231), choose Refresh Asset Number in F0911.

Normally, the symbol that you use to identify the asset number in your system should not change. If you change this symbol, you should update the asset number in the Account Ledger table (F0911). Run this program to ensure that all account ledger transactions that are posted contain the current format for the primary asset number.

The asset number and the symbol used to identify the asset number are stored in the Account Ledger table.

When you select Refresh Asset Number in F0911, the system submits the job directly to batch.

Before You Begin

- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be updated.

Updating Asset Information

You can update certain asset information globally to reduce the amount of processing time needed to maintain current information in the Fixed Assets system and throughout your organization.

Updating the Message Log

From the Advanced Operations menu (G1231), choose Update Message Log.

Run the Update Message Log program to keep tickler dates and units current in the message log. For example, if you set up a reminder message to appear at 3,000 miles for a piece of equipment, you use this update to ensure that the message appears when the equipment reaches the 3,000-mile mark.

The Update Message Log program compares tickler dates that have the system date and tickler units (for example, miles or hours) to the current unit reading that you record for the corresponding piece of equipment. The program updates all the units that have reached or exceeded the tickler amounts that you post in the automatic accounting instruction (AAI). When the update is complete, the corresponding equipment number on Equipment Search is highlighted to indicate that that message exists for the equipment.

Note

You should run this program only if you use the Tickler Miles/Hours field in the message log.

When you select Update Message Log, the system submits the job directly to batch. You should update the message log frequently to keep message tickler units current. J.D. Edwards recommends running Update Message Log as part of your unattended operations.

Updating the Location Code of an Asset

From the Advanced Operations menu (G1231), choose Update Location Code.

You can update the location of an asset from a planned location to a current location. Run Update Location Code to change planned asset locations to current locations when the system reaches the "as of" date that you specify in the processing options.

For example, if you plan to distribute an asset to a different plant as of a certain date and you enter the information into the system as a planned location, you can run this program to automatically change the location information from a planned location status to a current location status. The system updates all planned locations that match the selection criteria that you specify.

When you run Update Location Code, the system updates the following tables:

- Location Tracking Table (F1204)
- Asset Master File (F1201)

Caution

Ensure that the data selections you make specify only the assets for which you want to update location information.

See Also

- *Revising Location Information*
- *Working With Batch Versions* in *OneWorld Foundation* documentation for more information about running, copying, and changing a batch version