

PeopleSoft®

EnterpriseOne JDE5
Enterprise Asset Management
PeopleBook

May 2002

EnterpriseOne JDE5

Enterprize Asset Management PeopleBook

SKU JDE5EAM0502

Copyright© 2003 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.

Table of Contents

EAM Overviews	1
EAM Overviews	1
Industry Overview	1
Equipment/Plant Management Overview	8
Customer Service Management Overview	19
EAM Tables	21
Unit - Equipment Information	23
Equipment Master Information	23
Types of Equipment Identification Information	23
Category Codes	25
Identification Numbers	30
Parent and Component Relationships	31
Terms and Concepts	33
Creating Installed Base Records	33
Working with Equipment Information	52
Working With Equipment Locations	65
Maintenance Costing	72
Maintenance Costing	72
Working with the General Ledger	73
Reviewing Asset and Maintenance Costs	79
Adding Costs to Work Orders	99
Time Entry	123
Time Entry for EAM	123
Time Entry Using Employee-based Labor Rates	123
Time Entry Using Standard Labor Rates	123
Entering Time Using Employee-based Labor Rates	123
Entering time using standard labor rates	158
PM Cycle	164
Preventive Maintenance Cycle	164
Preventive Maintenance Cycle	167
Preventive Maintenance Process Flow	168
Working with PM Schedules	168
Working with Meter Readings	180
Updating PM Schedule Information	192
Changing the Status of PMs to Complete	195
Work Order Life Cycle	198
Work Order Life Cycle	198

Work Order Process Flow	200
Understanding Workflow Management	200
Creating Corrective Work Orders	209
Copying Parent Work Orders	255
Creating a Work Order for Unscheduled Maintenance	257
Creating a Model Work Order for a PM Service Type.....	258
 Work Order Processing	260
Locating Work Orders.....	261
Revising Work Orders.....	268
Reviewing Work Order Parts Lists.....	275
Purchasing Parts for a Work Order	277
Printing Work Orders	281
 Maintenance Planning	283
Maintenance Planning.....	283
PM Projections.....	284
Parts Plans	285
Labor Plans.....	285
Working with PM Projections	285
Generating a Parts Plan	288
Reviewing the Parts Plan	290
Generating a Labor Plan	303
Working with the Labor Plan.....	304
 Work Order Resource Assignments	316
Work Order Resource Assignment.....	316
Setting Up Resource Assignment Constants	316
Defining Resource Working Hours	318
Working with the Resource Master.....	321
Working with Resource Assignments	324
Resource Assignment Reports.....	344
 Unit - Knowledge Management	348
Knowledge Management.....	348
Terms and Concepts	348
Setting Up the Knowledge Base	349
Working With Knowledge Management Transactions.....	365
 Setup	369
System Setup	369

Setting Up CSMS Constants	371
Setting Up Installed Base Constants	373
Setting Up Automatic Accounting Instructions	375
Setting Up Next Numbers for Fixed Assets	385
Setting Up Depreciation Default Values	387
Mapping Category Codes	390
Setting Up User Defined Codes for Fixed Assets	391
Setting Up Product Family and Model Combinations	398
Setting Up Customers and Service Providers	399
Setting Up Specification Data	407
Setting Up Supplemental Data for Equipment	409
Setting Up Supplemental Data Types	410
Setting Up Job Cost Inquiry	419
Setting Up PM Schedule Information	424
Setting Up Work Orders	429
Setting Up Maintenance Planning	466
Advanced & Technical	479
Equipment/Plant Maintenance Global Updates	479
Updating Asset Information	479
Updating Work Order Information	480
Updating the Phase and Equipment Number	482
Updating Preventive Maintenance Schedule Information	482
Adding Extension Records	490
Data Purge and Archival	492
Data Purge and Archival	492
Purging Closed Work Orders	492
Equipment/Plant Management Reports	493
Equipment/Plant Management Reports	493
Printing Equipment Reports	493
Printing Cost Reports	495
Printing Work Order Reports	498
Printing Maintenance Planning Reports	506
Printing PM Reports	511
Appendices	515
Inventory Concepts and Setup	515
About Inventory Concepts	515
About the Inventory Item Master	517
About Inventory Setup	522
Integration with Intelligent Graphic Solution (IGS)	525

EAM Overviews

EAM Overviews

The Enterprise Asset Management (EAM) system allows you to maintain and service equipment, in order to reduce downtime and repair costs, increase productivity, and improve product quality. You can track the revenue, cost, and utilization of your assets, and you can use workflow alerts to plan and resolve issues before they become emergencies.

If you choose to integrate with the Intelligent Graphics Solution (IGS), you can search for parts and visually see an asset by drilling down to assemblies, components, and individual parts.

EAM includes the following J.D. Edwards systems:

- Plant and Equipment Management
- Customer Service Management
- Fixed Assets

See *System Integration* for information about the other systems that integrate with EAM.

This section provides overview information about the equipment maintenance industry, as well as information about how the Equipment/Plant Management system operates.

Note

For this release of EAM, the following terms are used interchangeably:

- Installed Base and Equipment Master
 - installed base record and equipment record
 - asset and equipment
 - service order and work order
-

Industry Overview

To understand the critical role that Equipment/Plant Management plays in your business, you should understand the ways in which maintenance affects businesses, and how businesses can more efficiently track, manage, and maintain their equipment assets.

This chapter introduces you to industry concepts related to Equipment/Plant Management. In addition, this chapter outlines several problems inherent in a maintenance environment, as well as J.D. Edwards solutions through Idea to Action.

Industry Concepts for Equipment/Plant Management

A Need for Managing Maintenance

The following scenarios illustrate typical occurrences in the Equipment Management industry and the need for managing maintenance.

Scenario A

As the production manager of a profitable automotive parts manufacturing line in a very competitive market, you try to meet your customer's requirements in a just-in-time (JIT) environment. Deadlines are tight and you have just received another large contract. The maintenance manager insists that scheduled repairs be done on the primary production line. The maintenance for the production line is past due, but you cannot afford to take the line down at this time. You have production deadlines to meet, and the line seems to be running just fine.

As you prepare to go home for the evening, your production supervisor rushes into your office with a look of panic on his face. The line is down. A critical part has failed, it is not stocked, and it will take three days to arrive. Another full day is required to install the part and recalibrate the line. The cost of the repair is not large—eight hours of maintenance labor plus the cost of the part. However, other costs are significant: lost production time, idle workers, decreased customer satisfaction, and the potential of losing the new contract. To make matters worse, the maintenance manager informs you that the part that failed had been due for maintenance. Had it been maintained properly, it would not have failed. The total downtime for the planned maintenance would have been two hours.

Scenario B

You manage a large fleet of service vehicles that are used to maintain and install gas and electric utilities. As a contractor to the largest public utility in the area, you must keep your costs down and respond to project needs efficiently and effectively. To keep your fleet in top condition, you have installed a system that helps you manage the maintenance of all equipment. The system schedules critical preventive maintenance activities, collects vital information that allows you to predict problems, helps you deal more efficiently with unscheduled problems, and captures parts and labor costs. As a result, you have been able to reduce equipment downtime. When contract volume of your firm grew by 157 percent, you were able to support it without adding any new equipment. In addition, your repair costs dropped by 50 percent.

The scenarios above lead to an obvious conclusion: spend a small amount of time and money to prevent problems or spend a large amount of time and money when problems occur. From an equipment/plant maintenance perspective, preventive maintenance usually beats the cost of downtime.

Industry Problems

Most industries have equipment and facilities that require some type of maintenance. Healthcare facilities have medical equipment, backup electricity generators, and other critical machines. Manufacturing plants have equipment and facilities that must be operational, often around the clock. Distribution centers have material-handling equipment, refrigeration systems, and vehicles ranging from forklifts to trucks and trailers. Construction companies have vehicles, heavy equipment, and tools that must be maintained and possibly relocated to various project sites. Even a standard office has copiers, fax machines, and computers that need regular maintenance to ensure ongoing productivity.

These types of industries have made substantial investments in the equipment and facilities that are vital to the operation of their businesses. With that in mind, two of the most important objectives for a company are to:

- Minimize repair costs. Equipment breakdowns and facility shutdowns can cost millions of dollars in costs related to repairs, poor quality, and lost production.

- Maximize equipment availability. Reliable equipment ensures maximum production, on-time delivery, and good customer service.

To meet these objectives, a company's management and maintenance departments must develop and support preventive maintenance programs.

Preventive, Predictive, and Corrective Maintenance

Preventive maintenance ensures that equipment works properly and that downtime is minimized and expensive breakdowns are reduced. Preventive maintenance can be based on a variety of parameters: a specific date, period of time (for example, every 30 days), distance driven, hours operated, or volume processed. Initial schedules should be based on manufacturer recommendations or previous experience with the specific type of equipment. The intent is to perform maintenance before the equipment breaks down. A "run until it breaks" attitude is costly. A breakdown can result in associated parts being ruined and additional repair costs. Unscheduled downtime leaves workers standing idle and delays production schedules.

Lack of preventive maintenance also affects quality. When a machine is running, its alignment, degree of precision, or efficiency may be drifting, which results in substandard product or excessive waste. For example, in aggregate production (sand, gravel, and crushed stone), an out-of-alignment loading device can result in lost product due to spillage. Poor maintenance can also affect safety. This same spillage can lead to excessive sand blowing, which results in potential inhalation health hazards, damaged equipment, and buried electrical cables. Safety is a top priority for most companies, and well-maintained equipment means a safer work environment.

Predictive maintenance is based on key operating parameters, which are determined by the equipment's optimal state of operation. Current readings are compared to initial or baseline readings to determine the amount of deviation. Using this data, you can make informed decisions about how much maintenance is required and when it should be performed. For example, various techniques can be used to predict the mean time between failures on bearings, shafts, and other parts subject to heavy wear. Six major diagnostic tools are used for predictive maintenance programs, which are typically performed on a regular schedule. These tools are:

- Vibration analysis
- Thermography (checks heat generating points to detect thermal anomalies)
- Fluid analysis (analyzes fluids from gearboxes, transformers, or other equipment and components to determine wear or material degradation)
- Visual and auditory inspections
- Operational dynamics analysis (checks equipment to ensure that it meets design specifications—for example, ensuring that a damper is receiving its designed 50 percent airflow)
- Electrical monitoring

Corrective maintenance includes any task that is:

- Unscheduled. A task that is performed only when needed. For example, equipment needs to be washed only when it is dirty enough to affect its operability.
- Unplanned. A machine breaks or no longer functions properly due to unforeseen causes.

The goal of preventive and predictive maintenance is to minimize corrective maintenance. Unplanned events are the most costly because they might occur when they have the greatest affect on production and labor needs.

Regardless of the maintenance type being performed, the tracking, scheduling, and management of equipment and facility maintenance can be a daunting task if you use only a paper system. The main purpose of maintenance management is to evaluate a variety of criteria and automatically alert you when a maintenance operation must occur. A computerized system is key to this need. An unscheduled event or a corrective maintenance action must be tracked. Recurring problems can help you to identify opportunities to schedule preventive or predictive maintenance activities. In turn, maintenance scheduling allows you to reduce unplanned downtime and to plan for and perform the right maintenance at the right time.

Reliability-Centered Maintenance (RCM)

Reliability-centered maintenance (RCM) is a process that you use to determine the steps needed to ensure that physical assets continue to perform in their current operating context. Operating context is defined as where and how the asset is used.

RCM is also a strategy to reduce the costs associated with the life cycle of assets. The J.D. Edwards RCM strategy allows you to look at the operational parameters of each asset based on economics, safety, environmental impact, failure mode, and so on.

RCM is based on reliability and consequence. Scheduled maintenance has little effect on the reliability of equipment unless the equipment has a dominant failure, and you need to understand the consequences of an equipment failure. For many assets, there is no effective form of scheduled maintenance.

The components of RCM are:

- Proper classification and definition of equipment. You use category codes for purpose, location, and consequence of failure.
- Consistent failure classification. You use Knowledge Base trees to define failures, and you use Product Models and Families to narrow your search for the failure causes.

For RCM to be effective, you must have a credible equipment history file that is consistent and accurate. The history file allows you to see the failure descriptions, causes, and actions taken, as well as to record the parameters you are measuring for predictive maintenance.

The Knowledge Base (failure analysis) module provides the information necessary to optimize the maintenance task schedule. It records failures (symptoms), analysis, and resolutions. You can access the Knowledge Base trees through service orders and calls.

Cost Management

Consider the following statistics from a report in a leading manufacturing periodical: "Maintenance costs account for an average of 8% of a company's revenues. The average manufacturing cost of goods sold is 28% direct maintenance cost. Downtime costs are typically four to five times greater than maintenance costs. Thus, on average, a 10% improvement in maintenance costs results in 36% increase in profitability. For the U.S., between \$300 billion and \$500 billion per year is spent in manufacturing on maintenance."

(Keeping Up, Running & Profitable with CMMSs (Computerized Maintenance Management Systems), *Automotive Manufacturing & Production*, 110:8 (August 1998): 68).

To minimize costs, companies concentrate on several key areas, all of which are supported by an integrated maintenance system:

- A minimum of unscheduled downtime. Downtime results in lost productivity. When delivery schedules are not met, goods are not produced or shipped, workers stand idle waiting for equipment to become available, and customer satisfaction is affected.
- An emphasis on maintaining quality. Poorly performing equipment leads to waste, damaged goods, product not meeting quality standards, increased customer returns, and decreased customer satisfaction.
- Better material and capacity planning. A maintenance schedule can include information on parts to be used, labor to be consumed, amount of downtime to be incurred, and when the maintenance will occur. Even work orders for unscheduled maintenance can be considered in planning. By including this information, you ensure that production planning is more accurate and that parts are ordered and available when needed.
- Ability to track parts and labor costs. To troubleshoot problems such as personnel inefficiencies or vendor parts not working as expected, the integrated Procurement and Payroll systems manage costs of parts and labor, the hours needed to do repairs, and parts usage. Information from these systems allows you to improve workload levels and training, and to find alternate parts that work better and longer, and for less cost.

Idea to Action: The Competitive Advantage

The following are examples of typical problems with equipment maintenance, the business activator that resolves each problem, and the return on investment.

How can I integrate the financial management of my assets with the costs that are associated with equipment maintenance?	<p>OneWorld is a single integrated system. All functional areas of maintenance, production, and financial management can share asset master information. For example, initial purchase price, depreciation, and maintenance costs are available by asset. Additional benefits of integration include the reduction of setup time across multiple disciplines, and labor saved for data entry duplication. Access to shared information results in better planning and management. For example, informed decisions are more likely to occur with respect to equipment replacement. When information shows that quarterly maintenance for a motor exceeds the cost of the motor, you might consider replacing the motor rather than repairing it.</p>
---	---

<p>How do I track the location of my mobile equipment?</p>	<p>Location tracking includes current, planned, and historical location information, dates and times, and equipment status. In addition, you can track multiple items within an asset at different locations.</p> <p>Visibility of historical, current, and planned locations reduces the time required to physically track equipment. This information helps you to reduce customer problems by knowing where equipment is at all times, and improves planning management by documenting future locations.</p> <p>Equipment location and tracking is especially useful in the construction industry or with project-intensive services where work is done at multiple offsite locations.</p>
<p>How do I record and track static information about my equipment?</p>	<p>You can store static information from manufacturing specifications or other specific information in user-defined formats. In addition, you can store permit and licensing information by using pre-existing table formats.</p> <p>You can maintain key information online for easy accessibility for both inquiries and custom reports. Online access eliminates labor wasted in searches for key information.</p> <p>License and permit information is important to companies that manage fleets of vehicles or construction companies with mobile equipment.</p>
<p>How do I record and track supplemental data about my equipment?</p>	<p>You can set up supplemental data in a variety of user-defined formats. You can define and collect supplemental data for individual pieces of equipment or for work orders. You can verify data against user-defined information. You can extract this information for analysis to help improve the management of equipment and preventive maintenance (PM) schedules.</p> <p>Critical data includes date and time stamps and comments. You can use this information to identify problems in advance, which results in timely repairs, reduced labor requirements, and reduced downtime.</p> <p>This operation is useful in industries that use predictive maintenance programs, or where critical preventive maintenance tasks are used to collect information to ensure proper equipment function.</p>
<p>How can I maximize the efficiency of my maintenance personnel to accommodate repetitive maintenance tasks?</p>	<p>You can set up user defined codes for service types (maintenance tasks). Service types can be associated with one or many assets. The schedules are determined for the asset and service type. Use service types to reduce setup time and labor and to provide consistency across tasks.</p>

<p>I have many pieces of equipment that require the same types of maintenance.</p> <p>How can I reduce the duplication of similar maintenance tasks?</p>	<p>Use model preventive maintenance schedules to include the scheduling and work order information needed for a particular service type and a type of equipment, based on category codes. You can copy the model PM schedule to other equipment or assets that have the same or similar category codes.</p> <p>Model PMs help reduce data entry, information maintenance, and the labor that is associated with data input. Model preventive maintenance schedules also provide consistency across maintenance tasks, which is useful in industries with vehicle fleets or large numbers of similar pieces of equipment.</p>
<p>My equipment often has multiple maintenance tasks with due dates that overlap or that are close together. How can I maximize the downtime that is associated with these tasks?</p>	<p>Associated service types allow you to link service types based on how close to one another they are scheduled to occur. This scheduling reduces equipment downtime by grouping tasks and optimizing labor time. The system identifies opportunities for grouping different maintenance tasks with the intent of minimizing downtime and reducing the possibility of skipping important tasks.</p>
<p>How do I track the costs that are associated with unscheduled maintenance tasks?</p>	<p>Unscheduled service tasks have the same system features available as scheduled service tasks. You can create service types, attach them to an asset, and issue a corrective work order for tracking costs. This ensures traceability and enables troubleshooting by tracking equipment problems and capturing nonscheduled maintenance costs for cost analysis.</p>
<p>How do I ensure that I do not incur costs that are associated with warranty repairs?</p>	<p>You can identify warranty service types by asset. Warranty service can be scheduled or available as an unscheduled task. When a work order is created, a warning message indicates a possible warranty conflict.</p> <p>Warranty service types minimize in-house expenses by having work performed by the supplier or manufacturer as part of the original contract for the purchased equipment.</p>
<p>I have many pieces of identical equipment that all require the same maintenance tasks at the same time.</p> <p>How can I reduce the time and paperwork that is associated with these tasks and track my costs at a higher level?</p>	<p>Maintenance loops use a primary asset, such as a production line, to schedule a particular type of preventive maintenance. All equipment associated with the production line can be associated with that preventive maintenance. When the preventive maintenance is due, only one work order is generated, but all equipment is included and the preventive maintenance becomes part of the individual asset's history. All costs are tracked to the primary asset with the originally scheduled task, such as the production line.</p> <p>Maintenance loops minimize setup costs and paperwork by generating only one work order and scheduling only one asset. Maintenance loops allow you to trace information by recording the preventive maintenance performed against all associated items.</p>

<p>How can I integrate the management of my MRO (Maintenance Repair Operations) and OEM (Original Equipment Manufacturer) parts inventory with the rest of my maintenance management program?</p>	<p>OneWorld is a single, integrated system. You can manage parts and part lists with the Inventory Management and Product Data Management systems. Parts information can be associated with both corrective and preventive maintenance work orders. Integration minimizes the costs incurred by maintaining duplicate systems. It also eliminates errors by providing current and accurate parts information to the user.</p>
<p>How can I ensure that the parts and labor costs that are associated with a piece of equipment are reflected in the equipment's balance sheet as well as the individual work orders?</p>	<p>Work orders are generally associated with a particular asset or piece of equipment. You can issue parts against the work order. Through time entry, you can indicate what labor was performed on the work order. The costs are then reflected against both the work order and the equipment, which provides you with accurate information on the cost of a piece of equipment over its lifetime. This information helps you to plan and manage preventive maintenance scheduling and asset replacement.</p>

Equipment/Plant Management Overview

You can use the maintenance features of the Equipment/Plant Management system to manage all aspects of equipment and machinery maintenance in your organization, such as:

- Planning
- Scheduling resources
- Purchasing parts and materials
- Tracking the status of preventive and corrective tasks

System Integration

From Equipment/Plant Management, you can link to the other J.D. Edwards systems that your organization uses. For example, use the General Accounting system to record maintenance charges against work orders. Use the Work Order Processing system to track and monitor schedules by work order. Other systems that you can link to include the following:

- Fixed Assets
- Inventory Management
- Procurement
- Shop Floor Management
- Accounts Payable

Because J.D. Edwards systems are integrated, you need to enter the vital information about a piece of equipment only one time. When you create equipment masters and supplemental information for a piece of equipment, the system stores the information in the Asset Master table (F1201). Many J.D. Edwards system that you use can then access the information.

System integration also helps ensure that equipment information is consistent throughout your organization. This saves considerable time and money, especially when you need to update or revise equipment information.

Note

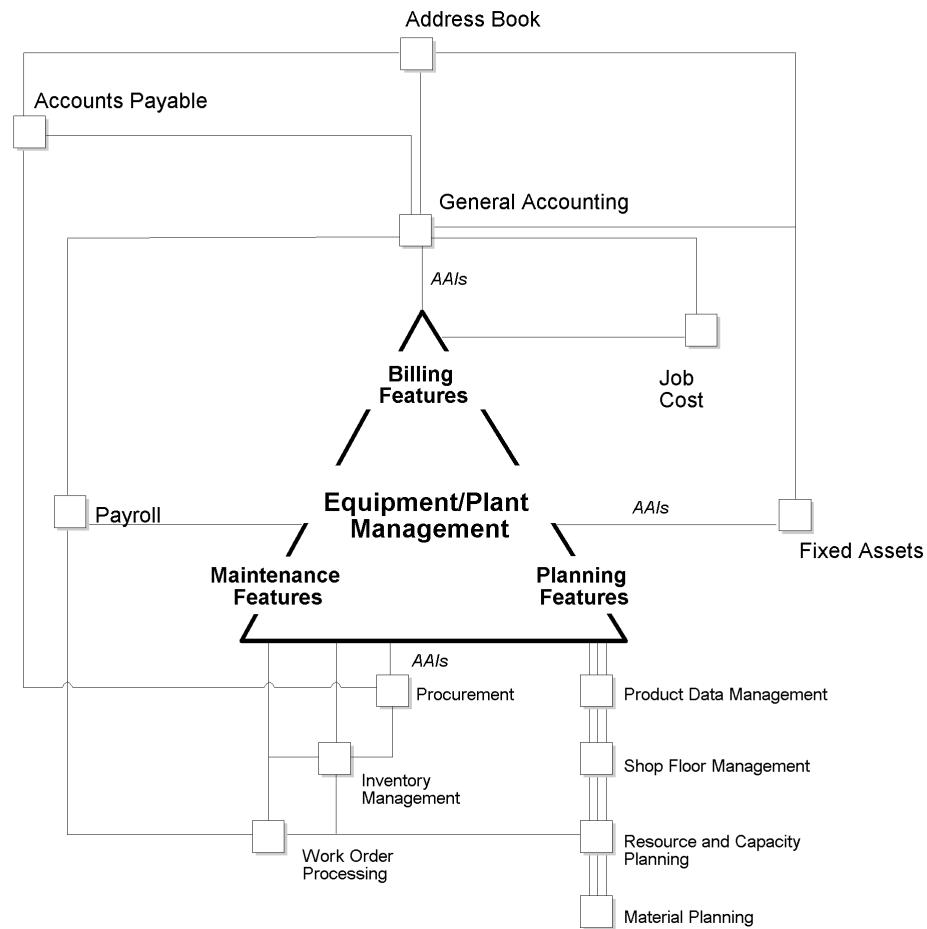
This guide describes features and functions that depend on the installation of the complete Equipment/Plant Management system, which includes the following systems:

- 05 - Time Accounting
 - 07 - Payroll
 - 30 - Product Data Management
 - 31 - Shop Floor Management
 - 33 - Resource and Capacity Planning
 - 34 - Material Planning
 - 40 - Inventory Base and Order Processing
 - 41 - Inventory Management
 - 43 - Procurement
 - 17 – Customer Service Management (if you have purchased the Enterprise Asset Management System)
-

Note

Your company might not have purchased all of these systems. Check with your system administrator to verify which systems have been purchased and installed.

The following graphic illustrates the system integration between the Equipment/Plant Management system and other J.D. Edwards systems. The accompanying table describes how many of the systems are used within the context of Equipment/Plant Management.



Address Book Every J.D. Edwards system works with the Address Book system to retrieve up-to-date employee, supplier, and other applicable name and address information.

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 hours into the general ledger.

When you charge a job for equipment use, the system searches the Account Master for the appropriate rate and account to bill.

Job Cost You can use job cost to assist you in managing your projects and jobs, and to monitor the costs and revenues associated with them.

Accounts Payable	<p>You can enter equipment charges through the Accounts Payable system.</p> <p>When you process equipment parts orders through the Procurement system, the system automatically enters the equipment number from the purchase order to the accounts payable voucher.</p>
Payroll	<p>You can use Payroll to do the following:</p> <ul style="list-style-type: none"> • Enter equipment time for billing purposes • Charge for labor associated with operating or repairing equipment • Charge labor to a work order using a specific labor routing step
Fixed Assets	<p>The Fixed Assets system shares many tables with Equipment/Plant Management, such as the following:</p> <ul style="list-style-type: none"> • Asset Master table (F1201) - Stores equipment master information • Asset Account Balances table (F1202) - Stores equipment account balance information <p>Equipment/Plant Management also uses automatic accounting instructions from the Fixed Assets system.</p>
Work Processing	<p>You can use the Work Orders system to track, schedule, and report on preventive and corrective equipment maintenance activities.</p> <p>You can attach parts lists and detailed instructions (routings) to the work order to assist in planning labor and parts requirements.</p>
Inventory Management	<p>You can use the Inventory Management system to do the following:</p> <ul style="list-style-type: none"> • Track and take inventory of repair parts • Attach parts lists to work orders
Procurement	<p>You can create purchase orders directly from the work order parts list and from other maintenance planning functions within Equipment/Plant Management.</p> <p>A purchase order includes the equipment number, which the system automatically enters in related forms and tables, such as the following:</p> <ul style="list-style-type: none"> • Accounts payable entry • General ledger • Equipment ledger

Equipment/Plant Management Features

The maintenance features of the Equipment/Plant Management system are designed to meet equipment maintenance needs in a variety of ways. For example, you can use the system to do the following:

- Enter and search for equipment information
- Track equipment movement and status, and assign equipment to multiple locations
- Track the maintenance history of each piece of equipment and target potential problem machines to minimize equipment downtime

- Coordinate maintenance activities based on preventive and corrective maintenance schedules
- Coordinate maintenance activities with materials and labor resources
- Maintain detailed cost accounting records for equipment
- Produce reports on a wide range of equipment-related topics

Equipment Information and Search

The following table describes several of the types of information that you can use in Equipment/Plant Management to locate, organize, and track the availability and repair status of equipment.

Parent and component relationships	<p>A parent piece of equipment consists of other parts or components. It can also be a component of another piece of equipment.</p> <p>A parent can also be a virtual or logical piece of equipment with component relationships to other logical equipment. For example, a manufacturing line could be a parent and the associated manufacturing machinery would be components of the manufacturing line.</p> <p>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. This is useful if you use complex or interchangeable equipment assemblies.</p>
Equipment numbers	<p>You can identify equipment by any or all of the following:</p> <ul style="list-style-type: none"> • Equipment number • Unit number • Serial number
Location	<p>You can search for and track equipment based on its historical, current, or planned location. This is helpful if you need to review equipment that is used at a particular job site or reroute equipment between job sites.</p>
Category codes	<p>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.</p>
Other user defined codes	<p>You can assign three additional user defined codes, as follows:</p> <ul style="list-style-type: none"> • Finance methods • Equipment status codes • Equipment message types <p>For example, you can set up equipment status codes to apply to each piece of equipment, such as the following:</p> <ul style="list-style-type: none"> • Down • Standby • Working • Available

Licenses and certifications	You can record and track license and permit information for each piece of equipment. This is helpful if you dispatch equipment to job sites that are located in different licensing authorities.
Online message logs	<p>You can use online message logs to enter messages about a piece of equipment. Standard message types include the following:</p> <ul style="list-style-type: none"> • Planned maintenance • Actual maintenance • Problem reports <p>You can also enter additional remarks about any piece of equipment.</p>

Equipment Location Tracking

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

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

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

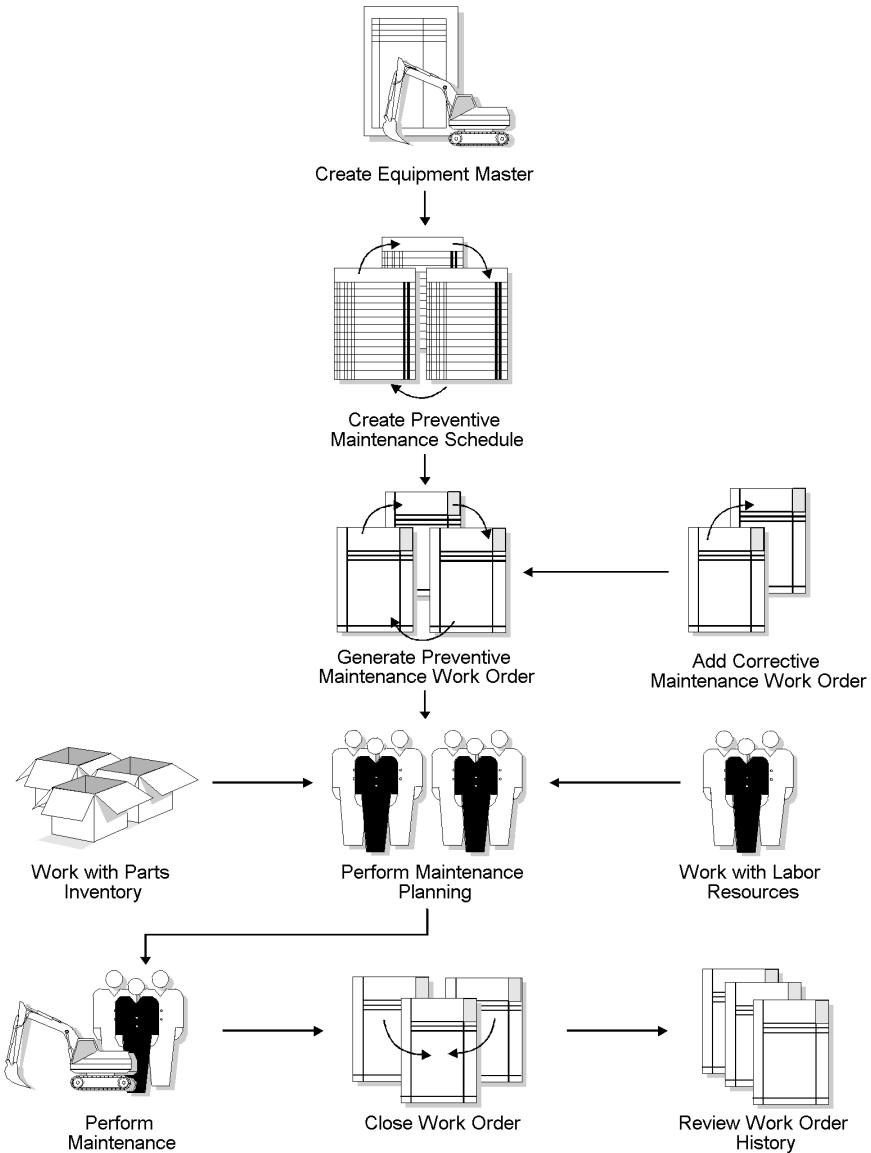
Equipment/Plant Management provides you with a wide variety of reports that offer you a comprehensive view of your equipment needs and processes. You can customize any report to fit your company's reporting needs and simplify the fulfillment of various governmental reporting requirements. The following examples are a partial listing of the predefined reports available:

- Work Order Cost Summary
- Work Order Cost Detail
- Maintenance Schedule
- Equipment Parts List
- Specification Data
- Location Tracking
- Equipment Variance

In addition to standard reports, you can create custom reports using virtually any data within the system.

Equipment/Plant Management Process Flow

The following graphic illustrates the flow of the primary events and processes within Equipment/Plant Management:



Equipment/Plant Management Tables

Primary Tables and Descriptions

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

- 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 a piece of equipment, including the following:

- Equipment number
- Location
- Start effective date
- Ending date
- Equipment status
- Transfer number
- Location code, which indicates the type of location, such as planned, current, or history

Maintenance Schedule (F1207) Stores information about each occurrence for a type of service, such as the following:

- When the service is to be performed
- When the service was last completed
- Current status
- References to any associated work order

Work Order Master (F4801) Stores static information about each work order, such as the following:

- Description of work
- Budgeted amount and hours
- Equipment worked on
- Charging information

Account Ledger (F0911) Stores general ledger journal entries and provides an audit trail for both the Asset Account Balances table (F1202) and the Account Balances table (F0902).

Secondary Tables and Descriptions

Supplemental Database Setup (F00090)	Stores supplemental database information. Equipment/Plant Management uses the following supplemental databases: <ul style="list-style-type: none">• AM - Asset Management• WO - Work Orders
Supplemental Database Data Types (F00091)	Stores data types for supplemental databases.
Supplemental Data (F00092)	Stores supplemental data in either columnar or narrative format about equipment or work order.
Specification Data Table (F1216)	Stores static equipment information, such as power requirements, size, capacity, and other nameplate information.
Specification Cross Reference Table (F1215)	Stores, by equipment class, the valid values of each field in the Specification Data Table (F1216).
Equipment Messages Table (F1205)	Stores user-generated messages regarding equipment maintenance.
Equipment License Master (F1206)	Stores license and permit information for equipment.
Equipment Model PM Schedule (F12071)	Stores model maintenance schedules.
Location History Text (F1210)	Contains text for location history records.
Parent History (F1212)	Contains the history of parents for a component.
Meter Reading Estimates	Maintains the estimated meter readings that the system uses to schedule

(F1306)	maintenance activities.
Status History (F1307)	Maintains a history of status changes to equipment and work orders.
Equipment Routes (F1308)	Stores equipment maintenance loop information by associated equipment and service type.
Equipment Category Code Mapping (F1391)	Maintains the rules by which the system automatically assigns equipment and business unit category codes when you create master records for new equipment or create work orders for equipment.
Maintenance Rules (F1393)	Defines when preventive maintenance will be scheduled and provides default values to work orders.
PM Projections (F13411)	Maintains information about projected PMs by service type for each piece of equipment.
Work Order Record Types (F48002)	Stores types of text associated with work orders.
Work Order Parts List (F3111)	Maintains information about parts related to specific work orders.
Work Order Routing Instructions (F3112)	Maintains information about the labor steps related to specific work orders.
Work Order Instructions (F4802)	Stores description text and the various record types that are defined in the user defined codes, such as Description of Request and Final Disposition.
Work Order Status Action (F4826)	Maintains information about the order of allowed statuses through which a work order must pass.

Work Order Approval Routing (F4827)	Maintains reject statuses for work orders, according to work order type.
Bill of Material Master (F3002)	Stores information about the parts needed to perform a specific type of maintenance.
Routing Master (F3003)	Stores detailed instructions by labor step for a specific type of maintenance.
Forecast Table (F3460)	Stores the forecast data that the Material Requirements Planning (MRP) program uses for calculation.
Default Accounting Constants (F12002)	Maintains default account information by company and asset cost account.
Default Depreciation Constants (F12003)	Maintains default information by company and asset cost account of all depreciation books and values.
User Defined Codes (F0005)	Contains all user defined system values.
Address Book Master (F0101)	Contains tax assessor and equipment user address information.
Account Master (F0901)	Maintains general ledger account data.
Automatic Accounting Instructions Master (F0012)	Contains information used to define the interfaces between Equipment/Plant Management and the General Accounting chart of accounts.

Customer Service Management Overview

The J.D. Edwards Customer Service Management System (CSMS) allows your manufacturing and distribution company to deliver excellent customer service efficiently, accurately, and consistently. CSMS allows you to manage all aspects of customer service, including:

- Receiving and responding to calls
- Scheduling equipment repair
- Generating service contracts
- Tracking customer purchases and service

Customer service is critical to the long-term survival and success of every company for the following reasons:

- The level of service that your customers receive before, during, and after the original sale significantly affects your customers' next purchase. This concept applies to your product offerings as well as service offerings, and ultimately determines your position in the market.
- The efficiency and effectiveness of your service operations directly affect your organization's bottom line. Efficient service processes increase overall profit by minimizing product support costs and creating customer confidence, which often results in ongoing service contracts.

The Customer Service Management System allows your organization to meet its service goals by:

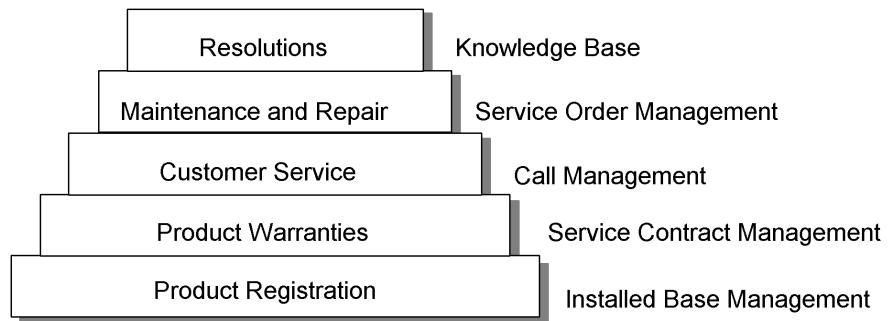
- Providing world-class customer responsiveness
- Operating efficient and cost-effective customer service processes
- Achieving maximum service revenue

System Features

The Customer Service Management System consists of five modules:

- Installed Base Management
- Service Contract Management
- Call Management
- Service Order Management
- Knowledge Management

The following graphic illustrates how you can achieve maximum service revenue. The levels of CSMS features build on each other when your customer purchases a product. CSMS uses customer and product information that you enter once in order to operate efficient and cost-effective service processes.



See Also

- [Service Contract Management in the Customer Service Management System Guide](#)
- [Call Management in the Customer Service Management Guide](#)
- [The Customer Service Management Guide](#) for complete functionality information

Installed Base Management

The Installed Base Management module allows you to enter and manage product registration and product master records. You can create and track current and historical information associated with each product or piece of equipment that you manufacture or sell. Key product information that you can track includes the following:

- Product registration
- Recall management
- Depreciation schedules
- Preventive maintenance scheduling
- Product maintenance history
- Product life analysis and costing

Service Order Management

The Service Order Management module allows you to create a service order to process customer requests that cannot be resolved over the phone. You can create a service order to request that work be performed at the customer site or at a repair depot. Service orders provide the central database for all service and repair information and events associated with an equipment record, inventory item number, or product model. Key features of this module include the following:

- Planning for labor, parts, and product maintenance
- Online service order approval process

- Estimating service capability
- Entitlement checking
- Service Billing

The system also provides the method for managing Returned Material Authorizations (RMAs), which are authorizations from the supplier for the customer to return inventory for credit, replacement, or repair.

Knowledge Management

The Knowledge Management module allows you to review and associate symptoms, analyses, and resolutions with calls and service orders. Key features of this module include the following:

- Database of problems, research and testing, and solutions
- Reusable units of knowledge
- Knowledge management transactions, in which you can associate a symptom from a call or service order with multiple analyses and resolutions

EAM Tables

Enterprise Asset Management uses the following primary tables for equipment information. Assets, equipment records, and installed base records are terms that are used interchangeably for this release of EAM.

Asset Tables

Asset Master	F1201
Asset Account Balances	F1202
Location Tracking	F1204
Account Ledger	F0911
Account Balances	F0902

Equipment Tables

Asset Master	F1201
Asset Account Balances	F1202
Location Tracking	F1204
Maintenance Schedule	F1207
Work Order Master	F4801

Account Ledger	F0911
Account Balance	F0902

Installed Base Tables

Asset Master	F1201
Equipment Extension	F1217
Asset Account Balances	F1202
Owner/Site Location	F1731
Maintenance Scheduling	F1207
Work Order Master	F4801
Work Order Extension	F4817
Account Ledger	F0911
Account Balance	F0902

Unit - Equipment Information

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.

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).

► 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 CodeThe 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

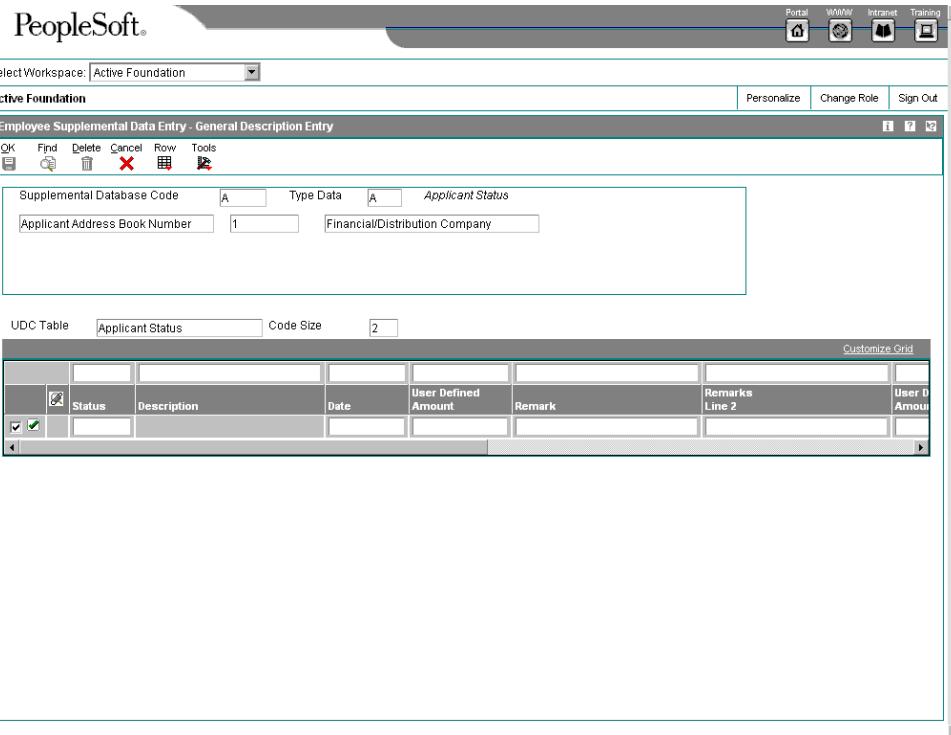
You specified the key fields for the Work With Supplemental Data form when you set up the database code. See *Defining a Supplemental Database*

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.

PeopleSoft.

Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
<input checked="" type="radio"/>	A	Applicant Status		C	A	
<input type="radio"/>		A1	Prior Employment	C	A	
<input type="radio"/>		A2	Interview Notes	N	A	
<input type="radio"/>	B		Skills	C	A	
<input type="radio"/>	E		Education	C	A	

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.

See Also

- Setting Up Specification Data*

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

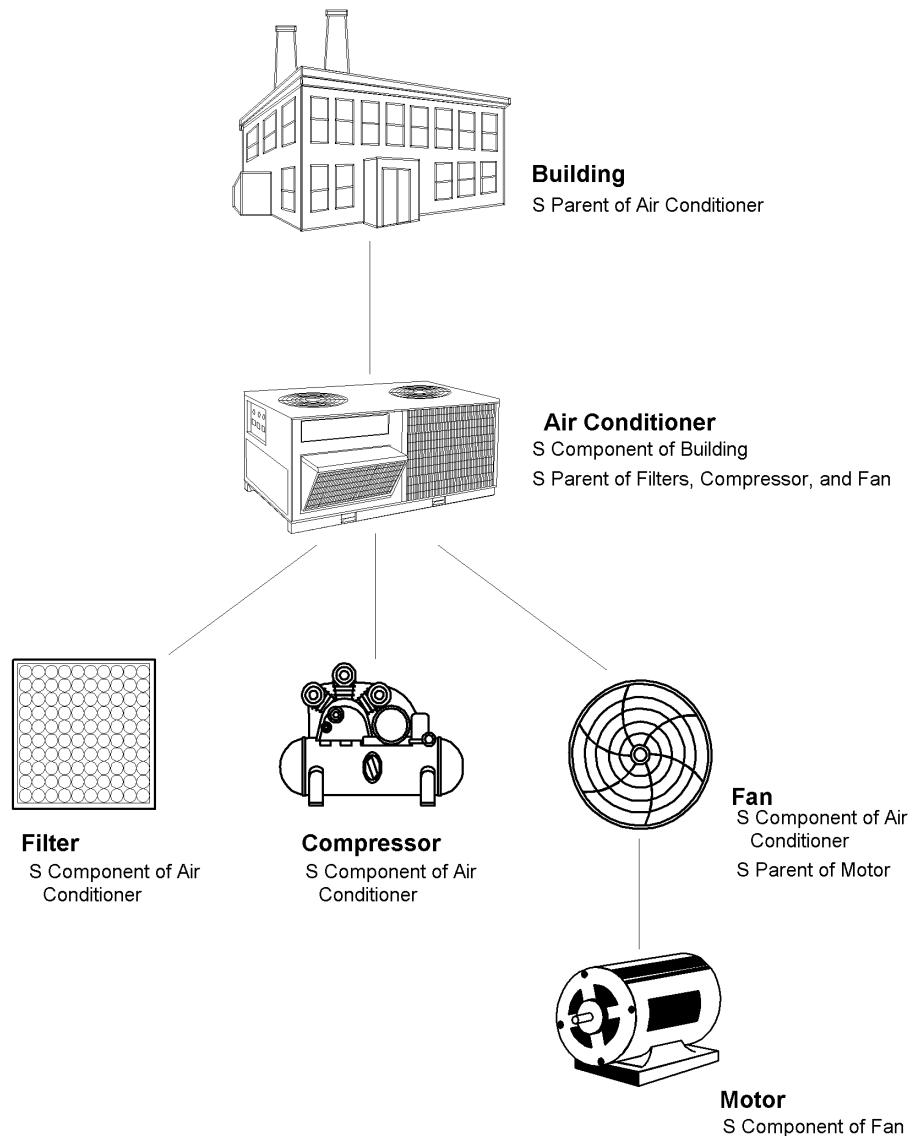
Parent and Component Relationships

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:



Terms and Concepts

You should be familiar with the following terms and concepts related to Installed Base Management:

Installed equipment	Product or equipment items that are included in the Installed Base.
Installed Base	The comprehensive database of installed products. The Installed Base includes tables that identify products, the base warranty, and the point of origin, such as a sales order.
Product	Any item or piece of equipment that you want to track.
Product family	A group of products that have common characteristics and share classification criteria.
Customer number	The address book number of the customer who owns or leases installed equipment.
Site Number	The address book number of the site where a piece of equipment is located. The site number can be the same as the customer number, but it might differ if the customer has multiple sites.
Base warranty	The warranty that is associated with the equipment. Base warranties are typically included in the purchase price of the equipment. Included in a base warranty are the service type and length of time that the product is covered.
Service types	A form of support offered to the client for post-sales maintenance of equipment. Examples of service types might include telephone support, on-site service, or repair and return service.
Contract coverage	The days of the week and hours of each day during which the service package is in effect. For example, the coverage term 5 X 8 refers to a contract that covers equipment five days a week, Monday through Friday, for eight hours each day.
Service package	The combinations of service type and contract coverage that specify the service support to which the customer is contractually entitled.

Creating Installed Base Records

You can create Installed Base records manually for those products that are not processed through sales orders.

When you create installed base records, the system creates records in the following tables when you run this process:

- Asset Master table (F1201)
- Equipment Master Extension table (F1217)
- Installed Base Location History (F1731)
- Status History (F1307)
- Parent History (F1212)

Depending on how you have set up your processing options and whether you are creating a base warranty, the system also creates records in the Contract Detail table (F1721). Based on the sales contract, the system automatically generates warranty entitlement information for the product.

Creating a Single Installed Base Record

You can use the Work with Installed Base form to create an Installed Base record for products that are not captured by the Installed Base updates.

► To create a single Installed Base record

From the Daily Installed Base Processing menu (G1711), choose Installed Base Entry.

1. On Work with Installed Base, click Add.

If you are revising an existing record, you might not be able to revise certain fields on the form.

The screenshot shows the 'Equipment Master Revisions' form in the PeopleSoft interface. The top navigation bar includes links for Portal, iWWF, Internet, Training, and a sign-out option. The main form has tabs for 'Customer / Equipment' and 'Equipment'. Key fields include:

- Customer:** Site Number (200), Customer Number (200), Country (USA), Terms Accepted Flag (unchecked).
- Dates:** Date Acquired (03/21/03), Installation Date, Date Disposed or Retired, In Service Date.
- Equipment:** Unit Number (200), Serial Number, Parent Number (24601), Branch, Inventory Item Number, Product Model, Product Family, Parts List Number (24601), More Descriptions (Company 200), Equipment Status, Company Owned (unchecked), Proof of Purchase, Parent Model, Sales Type, Meter Reading Required (unchecked), Allow Work Order (checked).

2. On Installed Base Revisions, complete the following fields:

- Site Number
- Owner Number
- Serial Number

Serial Number is a required field depending on processing options.

- Inventory Number

Inventory Number is a required field depending on processing options.

- Acquired Date
- Installation Date

The system date is the default value for the date fields. The system retrieves the description from the inventory item number.

3. Complete any of the following optional fields:

- Equipment Status
- Unit Number
- Proof of Purchase

If the Proof of Purchase field is blank, the Date field is enabled. If a non-blank value is entered, the dates are disabled. If you write a billable contract for an installed base item, the Proof of Purchase and date fields are protected.

- Product Model
- Product Family
- Parent Number

4. To specify whether the piece of equipment is owned by the company, click the following option:

- Company Owned

When you click OK, the system validates that the serial number and product model combination is unique.

5. Click the Classification 1 tab.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Equipment Master Revisions

OK Cancel Form Tools

Equipment Number: 24601 The Manufacturing Company

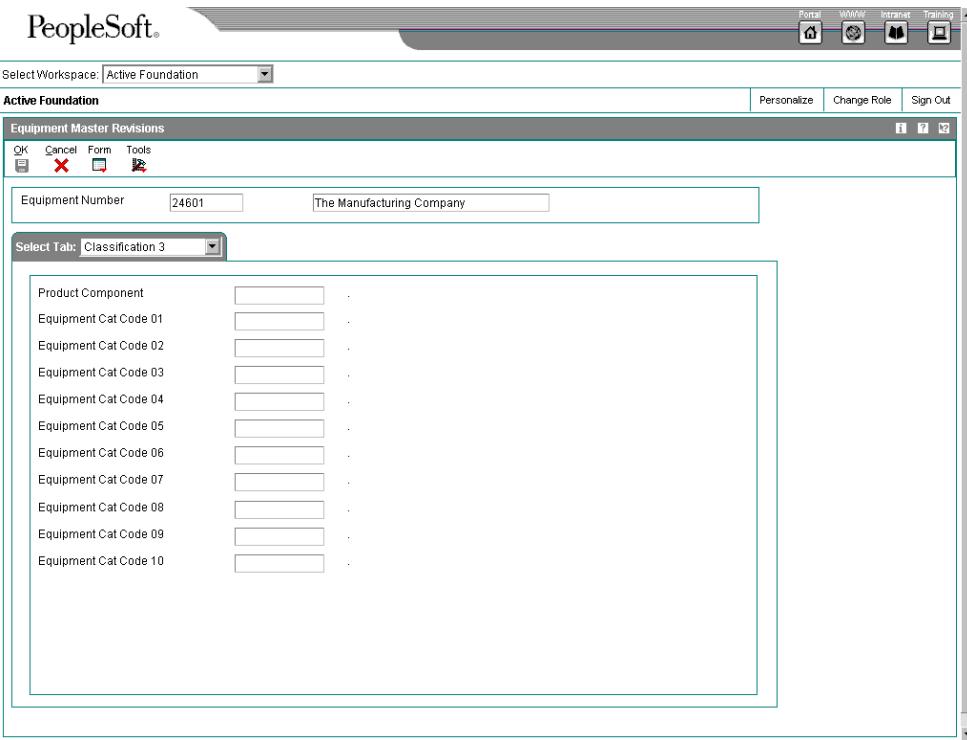
Select Tab: Classification 1

Major Accounting Class	20	Buildings
Major Equipment Class		
Manufacturer		
Model Year		
Usage Miles or Hours		
Category Code 6		
Category Code 7		
Category Code 8		
Category Code 9		
Rate Group		

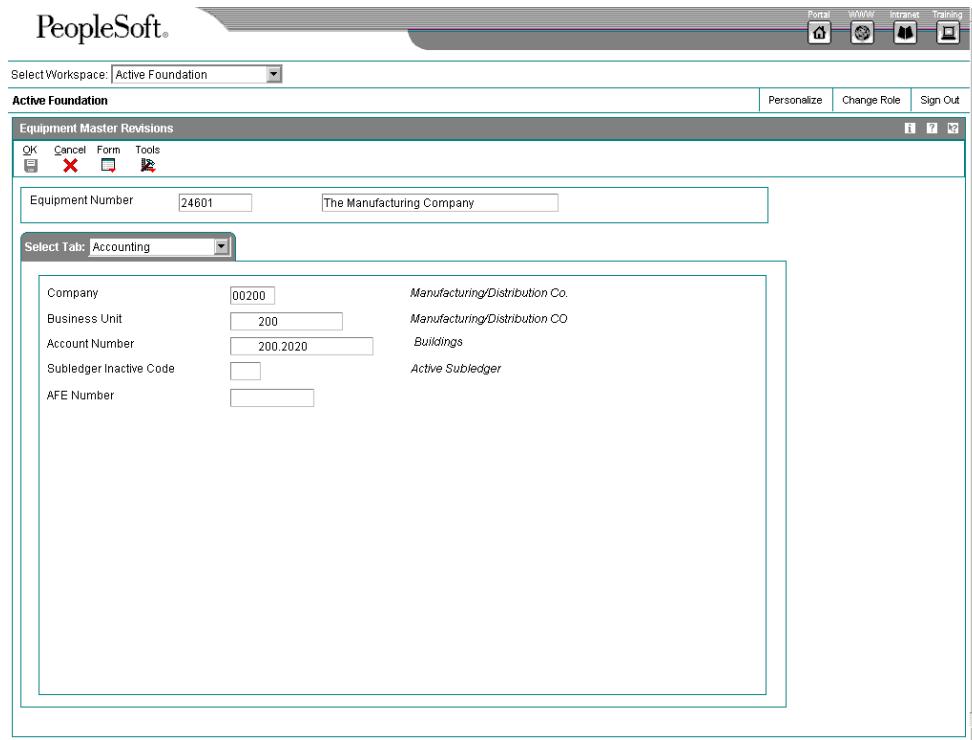
6. Complete any of the fixed asset category code fields as appropriate.

You can access the remaining 13 equipment category code fields by clicking the Classification 2 tab.

7. Click the Classification 3 tab.



8. Complete the following optional field:
 - Product Component
9. Complete any of the Installed Base category code fields as appropriate.
10. Click the Accounting tab.



11. Complete the following required fields:

- Company
- Responsible Business Unit
- Account Number

These fields might already contain default values from processing options.

12. Complete the following field with a value other than blank to prevent transactions from being applied to this record:

- Subledger Inactive Code

13. Click the Service tab.

14. Complete the following fields:

- Service Provider
- Service Technician
- Lease Start Date
- Lease End Date
- Leased From

15. Click OK to create the record.

Processing Options for Work with Installed Base Entry (P1701)

Defaults

Enter the default for the Equipment Master Category Code selections. Blanks will select all.

1. Category Code 1 (Accounting Class)
2. Category Code 2 (Equipment Class)
3. Category Code 3 (Manufacturer)
4. Category Code 4 (Model Year)
5. Category Code 5 (Usage Miles or Hours)
6. Category Code 6
7. Category Code 7
8. Category Code 8
9. Category Code 9
10. Rate Group

Versions

Enter the version for the following programs. If left blank, the version in parentheses will be the default value.

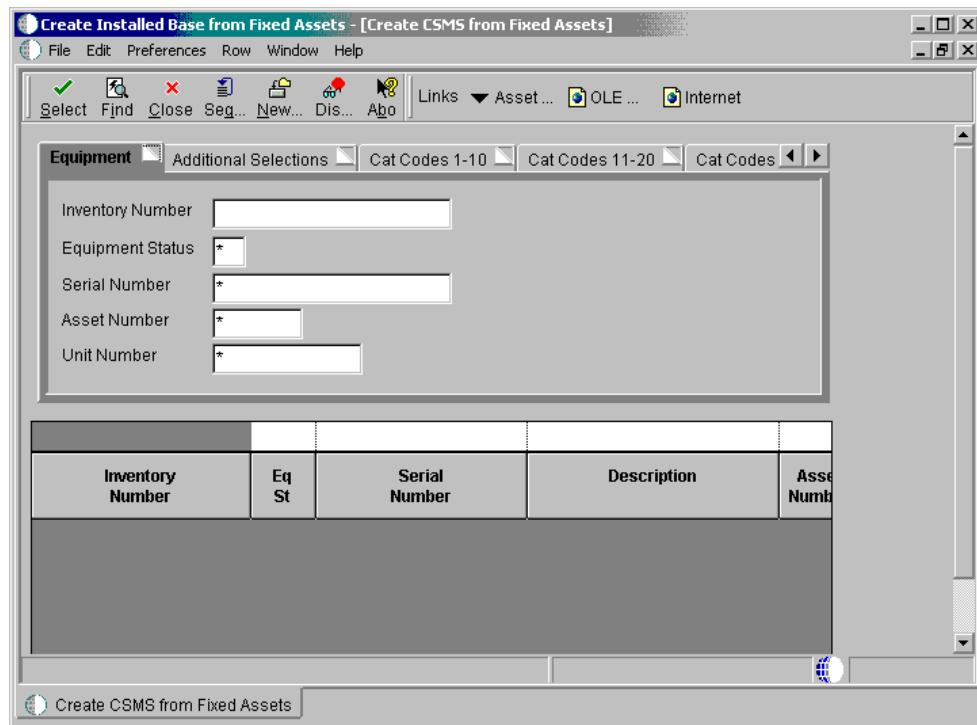
-
- 1. Installed Base Revisions
P1702 (ZJDE0001)
 - 2. Scheduling Workbench
P48201 (ZJDE0002)
 - 3. Status History
P1307 (ZJDE0002)
 - 4. Message Log
P1205 (ZJDE0002)
 - 5. Equipment PM Schedule
P1207 (ZJDE0002)
 - 6. Cost Summary
P122101 (ZJDE0003)
 - 7. Bill of Material Inquiry
P30200 (ZJDE0001)
 - 8. Service Contracts
P1720 (ZJDE0001)
 - 9. Call History
P17500 (ZJDE0003)
 - 10. Inventory Master
P4101B (ZJDE0001)
 - 11. Supplemental Data
P00092 (ZJDE0005)
 - 12. Installed Base Related Orders
P17023 (ZJDE0001)
 - 13. Installed Base Parent/Child
P12017 (ZJDE0002)
 - 14. Location Information
P1201 (ZJDE0001)
 - 15. Location Inquiry
P12215 (ZJDE0001)
 - 16. Location Transfer
P12115 (ZJDE0001)
-

Creating Installed Base Records From Fixed Assets

You can create an Installed Base record from an existing record in the Fixed Assets system database. Depending on the how you set the processing options, the system generates base warranty contract details.

► To create Installed Base records from Fixed Assets

From the Periodic Installed Base Processing menu (G1721), choose Create Installed Base from Fixed Assets.



1. On Create CSMS from Fixed Assets, enter information in the fields on the tabs to narrow the search criteria, and click Find.
2. Choose a record and choose Create CSMS from the Row menu.
3. On Installed Base Revisions, complete the following fields and click OK:
 - Site Number
 - Owner Number
 - Inventory Number
 - Serial Number
 - Product Model
 - Product Family
 - Acquired Date
 - Installation Date

Processing Options for Create CSMS from Fixed Assets (P17021)

Edits

1. Enter a "1" to generate Base Warranty Contracts when creating an Installed Base item. "Blank" will not generate Base Warranty Contracts.

Base Warranty Contracts

2. Enter a "1" to use Acquired Date as the Base Warranty Contract Start Date. "Blank" will use
-

Installation Date as the Base Warranty Contract Start Date.

Base Warranty Contract Start Date

3. Enter a "1" to automatically display the Base Warranty Contracts after creating an Installed Base item.

Display Base Warranty

Versions

1. Enter the version of the Installed Base Revisions (P1702) to be used when creating the Installed Base item. Leave blank to use version ZJDE0001.

Installed Base Revisions

2. Enter the version of the Installed Base Revisions (P1702) when the related option is used. Leave blank to call version ZJDE0001.

Installed Base Revisions

3. Enter the version of the Work with Contracts (P1720) to be used when Base Warranty Contracts are created. Leave blank to use version ZJDE0001.

Contracts

Revising Owner and Site History

You can easily revise information about equipment owners or locations. This information is especially useful if the equipment is often transferred or resold prior to warranty expiration. You can enter current location dates or dates that become effective in the future.

► To revise owner and site history

From the Daily Installed Base Processing menu (G1711), choose Installed Base Entry.

1. On Work with Installed Base, complete the steps to locate a specific installed base record.

See *Searching for Installed Base Records*.

Alternatively, if you know the equipment number of the installed base record, you can choose Installed Base Location Revisions directly from the Daily Installed Base Processing menu.

2. To revise current and historical owner and site location information, choose the record, choose Installed Base from the Row menu, and then choose Change Site.

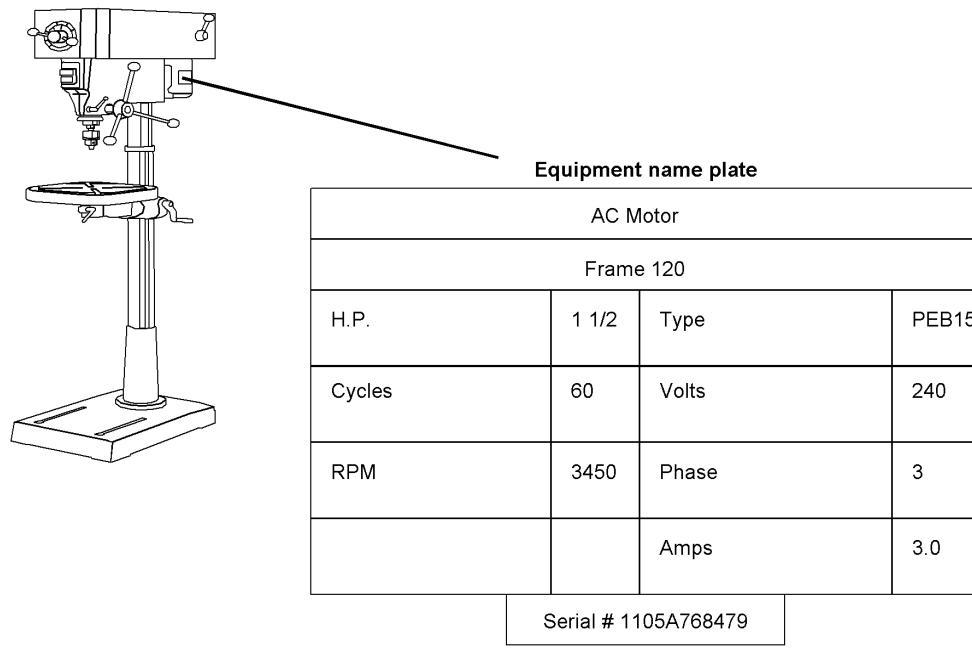
The system displays the Equipment Location Revisions form. Current owner and site information appears in the upper portion of the form.

3. Complete the following fields to enter new owner and site information:
 - Owner
 - Site Number
4. If applicable, override the following fields:
 - Location Code
 - Start Effective Date
 - Start Effective Time
5. Complete the following optional field:
 - Remark
6. Click OK.

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.



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.

The screenshot shows the PeopleSoft Specification Data Revisions form. At the top, there's a toolbar with icons for Portal, VWW, Intranet, Training, and a search bar. Below the toolbar, the workspace is set to 'Active Foundation'. The main window title is 'Specification Data Revisions'. The form has two tabs at the top: 'Specs (1-8)' (which is selected) and 'Specs (9-16)'. The 'Specs (1-8)' tab contains fields for Asset Number (24740, Vertical Mill), Page No. (1), Model Number, Serial Number, Motor, Electrical, Manufacturer, and Year Manufactured. The 'Specs (9-16)' tab is currently empty.

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.

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.

The screenshot shows the PeopleSoft Active Foundation workspace. The top navigation bar includes links for Portal, WWW, Intranet, Training, and other system icons. The main menu bar has options like Select Workspace, Active Foundation, Personalize, Change Role, and Sign Out. The current page is 'Permit / License Information'. A search bar at the top right contains the text 'Forklift'. Below it is a grid table with the following data:

	ST	License Number	Renewal Date	License Fee	Issuing Agency	Issuing Agency Description
<input checked="" type="radio"/>	TN	AA-45633	08/01/05	200.00	4349	Department of Taxation
<input type="radio"/>						

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.

Creating an Equipment Parts List

You can create an equipment parts list, which allows you to associate parts that are catalogued (item master) and non-catalogued (no item master) directly to an asset record. You can define the parts list specifically for an individual piece of equipment. This equipment parts list can include standard parts lists, catalogued parts, and non-catalogued parts. In addition, you can view the parent/child relationship from within the parts list.

When the equipment requires repair or maintenance, you then can use the equipment parts list to create a work order parts list when you create the corrective order.

You can use a standard parts list within the equipment parts list. The standard parts list can be used for all similar pieces of equipment. For example, you might need repair parts that are standard for most forklifts, as well as parts that are specific to an electric forklift.

The Equipment Parts List table is (F13017).

Note

If you are an existing user of OneWorld® Plant and Equipment Management and are upgrading to EAM, you can run a batch program that converts an equipment-referenced inventory item (standard parts list) to an EAM equipment parts list. See *Running the Equipment Parts List Batch Conversion*.

Considerations

- You can still create a standard parts list (bill of material) and reuse this parts list on any equipment parts list. For example, you might use the standard parts list to create the master parts list for a forklift and then use it on all forklifts.
- For parts that are specific to an asset, you add them as individual items to the equipment parts list. These items can be stocked or non-stocked items that are defined in the inventory system, or you can add non-cataloged items using a non-inventory, purchasing-only line type. When you add a defined item, the system includes any item-specific information. For non-cataloged items, you can determine the default information (such as line type) through the processing options, or you can enter this information manually.
- To expand on a standard parts list, the following stocking types must match:
 - The stocking type of the item that you used to create the standard parts list.
 - The stocking type that you set in the processing options of the Equipment Parts List program (P13017).
- If these stocking types do not match, you must view the parts by kit in order to see the standard parts list detail.
- If the child equipment records have associated equipment parts lists, you can also expand on those lists.

Before You Begin

- Create your equipment (installed base) records. See *Creating Installed Base Records*.
- Create your standard parts list. See *Setting Up a Standard Parts List*.

► To create an equipment parts list

From the Equipment Information menu (G1311), choose Equipment Parts List.

1. On Work With Equipment Parts List, complete one of the following fields:
 - Asset Number
 - Std Parts List Number

2. Complete the following fields and click Find:

- Branch
- Type Bill of Material

Note that the system also displays any child assets for the asset number.

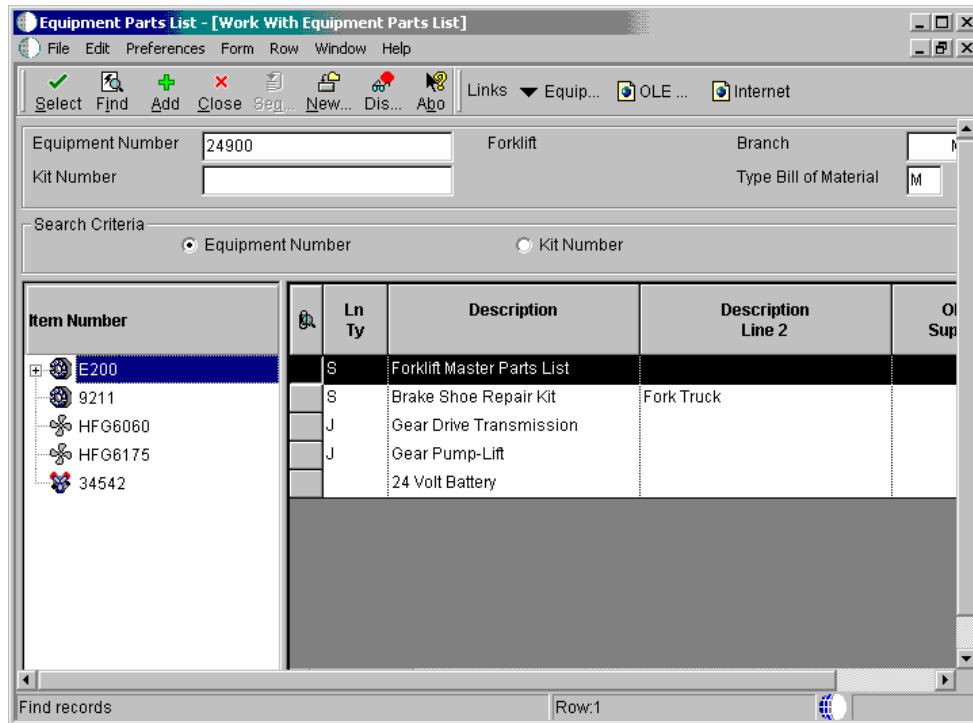
3. Click Add.

The screenshot shows the PeopleSoft Equipment Parts List Detail window. At the top, there are search and filter fields for 'Equipment Number' (24900), 'Branch' (M30), and 'Type Bill of Material' (M). Below these are buttons for OK, Find, Delete, Cancel, Form, Row, Tools, and a skip button. The main area displays a grid of parts with the following columns: Line No., Inventory Item Number, Ln Ty, Customer/Supplier Item Number, Stocking Type, Quantity, U/M, Unit Cost, and Description. A 'Customize Grid' link is at the top right of the grid. The grid contains 10 records, with the first record highlighted. The first record is for a Forklift Master Parts List, with part number E200, quantity 1, and unit cost 0.0000. The description column lists various components like Brake Shoe Repair Kit, Gear Drive Transmission, Gear Pump-Lift, Bolt- 6G, Nut- 6, Steel Rod, Paint, Green, and Paint, Red.

Line No.	Inventory Item Number	Ln Ty	Customer/Supplier Item Number	Stocking Type	Quantity	U/M	Unit Cost	Description
1.00	E200	S	KM1059	P	1	EA	0.0000	Forklift Master Parts List
2.00	9211	S					39.9900	Brake Shoe Repair Kit
3.00		J	HFG6060			1 EA	975.0000	Gear Drive Transmission
4.00		J	HFG6175			1 EA	325.0000	Gear Pump-Lift
5.00	9006	S		P	1	EA	0.0800	Bolt- 6G
6.00	9007	S		P	1	EA	0.0700	Nut- 6
7.00	9008	S		P	1	CM	0.2000	Steel Rod
8.00	9010	S		P	1	ML	0.0500	Paint, Green
9.00	9011	S		P	1	ML	0.0500	Paint, Red
10.00		J	XXXXXXXXXX			1 EA	500.0000	stuff

4. On Equipment Parts List Detail, complete the following fields for parts you want to add, depending on whether you are using a standard, cataloged, or non-cataloged parts list. Then click OK.

- Item Number
- Customer/Supplier Item Number
- Quantity
- Unit Cost
- Description



5. On Work With Equipment Parts List, click Find.
You now have a complete parts list.
6. Expand on the item number by clicking on the plus (+) sign.
The system displays the entire standard parts list.

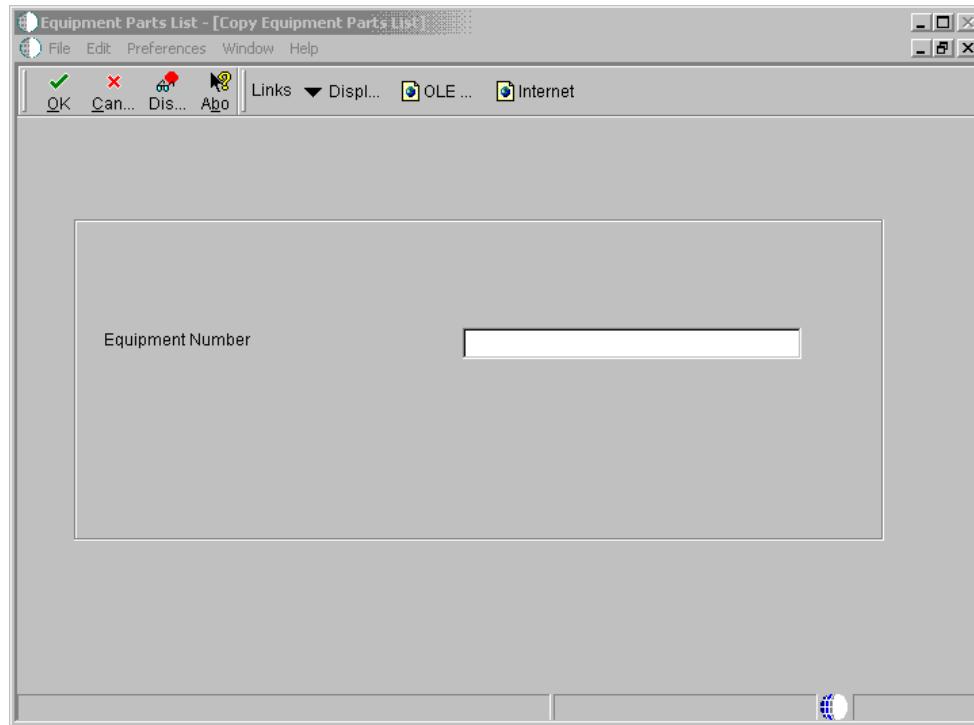
► To copy an equipment parts list

You can only use the Copy EPL feature when no equipment parts list is already defined for an asset.

From the Equipment Information menu (G1311), choose Equipment Parts List.

1. On Work With Equipment Parts List, complete one of the following fields:
 - Asset Number
 - Std Parts List Number
2. Complete the following fields and click Find:
 - Branch
 - Type Bill of Material

Note that the system also displays any child assets for the asset number.
3. Click Add.
4. On Equipment Parts List Detail, choose Copy EPL from the Form menu.



5. On Copy Equipment Parts List, complete the following field to indicate the asset from which you are copying, and click OK:
 - Item Number

The field name might differ, depending on the primary equipment number set in the CSMS constants.
6. On Equipment Parts List Detail, add or delete any parts as needed, and then click OK.

What You Should Know About Processing Options

Defaults tab, BOM Type	The BOM Type is required on the search header. The system uses the type to search by kits.
Defaults tab, Processing Options under Non-cataloged Items	The system uses non-cataloged defaults for items that are not defined in the inventory system.
Process tab, Kit Stocking Type	The Kit Stocking Type determines which item you can expand within the equipment parts list. You can use items with different stocking types, but you will not be able to expand these.
Process tab, Primary Product for Version	The Primary Product for Version determines which system constants to use to determine the primary equipment number.

Running the Equipment Parts List Batch Conversion (R13808)

From the Advanced Operations menu (G1331), choose Equipment Parts List Update.

Run this program to create an equipment parts list for those assets that have inventory item numbers defined in the Equipment Master.

You can run this program in Proof or Final mode. Both modes display a report that shows which equipment numbers have a new equipment parts list and the item numbers used.

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

Searching for Installed Base Records

Many of the daily tasks that you perform with Installed Base Management require the ability to locate a specific record quickly. To locate an installed base record or group of records, you can use a variety of search criteria. After you locate the records, you can perform most tasks related to the Installed Base without accessing other menus or programs.

If you frequently search for similar records, you can use processing options to specify default values for the first 10 fixed assets category codes.

► To search for installed base records

From the Daily Installed Base Processing menu (G1711), choose Installed Base Entry.

1. On Work with Installed Base, complete any combination of the following fields:
 - Serial Number
 - Product Model
 - Inventory Item Number
 - Site Number
 - Owner Number
2. To further narrow your search, complete any combination of fields in the Query by Example row, and then click Find.

The system displays all installed base records that match your search criteria.

Processing Options for Work with Installed Base (P1701)

Defaults

Enter the default for the Equipment Master Category Code selections. Blanks will select all.

1. Category Code 1 (Accounting Class)
2. Category Code 2 (Equipment Class)
3. Category Code 3 (Manufacturer)
4. Category Code 4 (Model Year)
5. Category Code 5 (Usage Miles or Hours)
6. Category Code 6
7. Category Code 7
8. Category Code 8
9. Category Code 9
10. Rate Group

Versions

Enter the version for the following programs. If left blank, the version in parentheses will be the default value.

1. Installed Base Revisions
P1702 (ZJDE0001)
2. Scheduling Workbench
P48201 (ZJDE0002)
3. Status History
P1307 (ZJDE0002)
4. Message Log
P1205 (ZJDE0002)
5. Equipment PM Schedule
P1207 (ZJDE0002)
6. Cost Summary
P122101 (ZJDE0003)
7. Bill of Material Inquiry
P30200 (ZJDE0001)
8. Service Contracts
P1720 (ZJDE0001)
9. Call History
P17500 (ZJDE0003)
10. Inventory Master
P4101B (ZJDE0001)
11. Supplemental Data
P00092 (ZJDE0005)
12. Installed Base Related Orders
P17023 (ZJDE0001)

-
- 13. Installed Base Parent/Child
P12017 (ZJDE0002)
 - 14. Location Information
P1201 (ZJDE0001)
 - 15. Location Inquiry
P12215 (ZJDE0001)
 - 16. Location Transfer
P12115 (ZJDE0001)
-

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

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

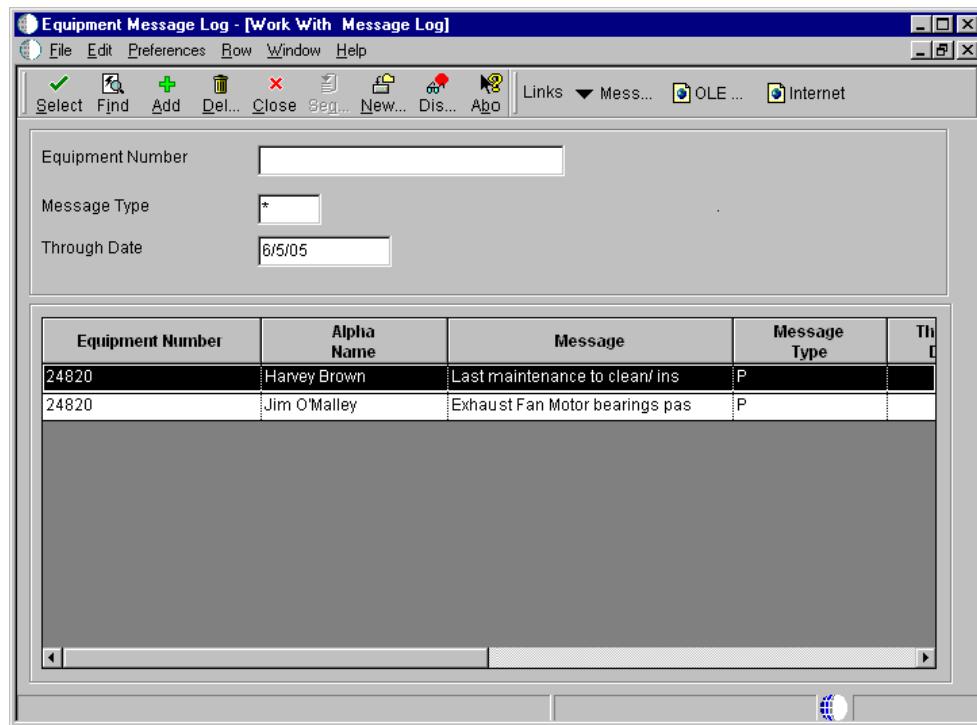
From the Fixed Asset Master Information menu (G1211), choose Master Information.

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

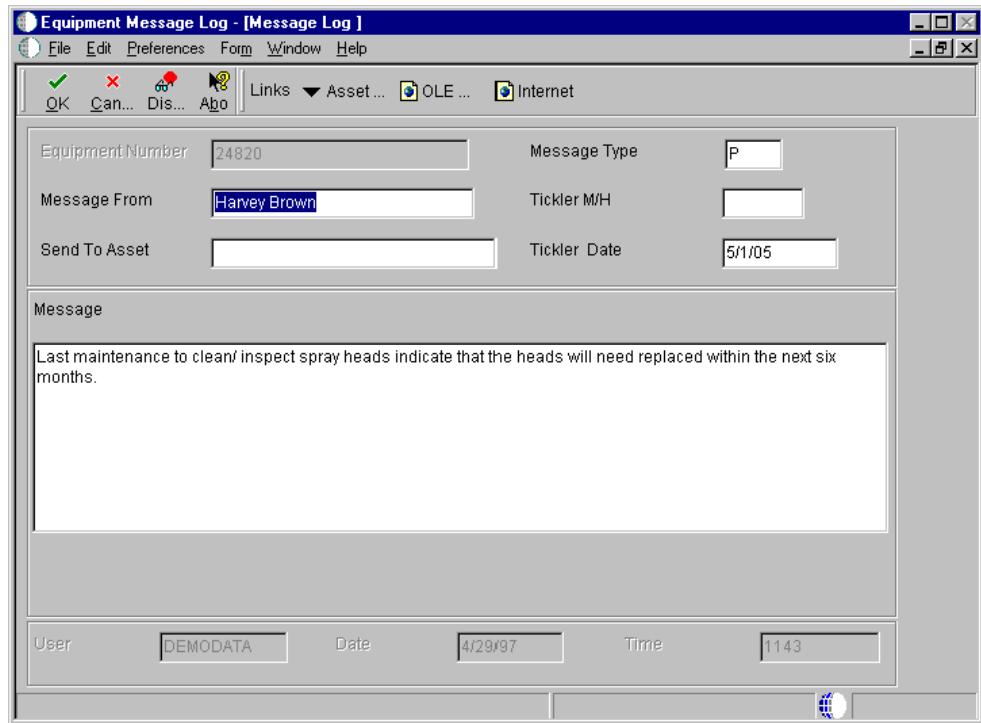
From the Fixed Asset Master Information menu (G1211), choose Master Information.

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 AssetYou 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
-

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

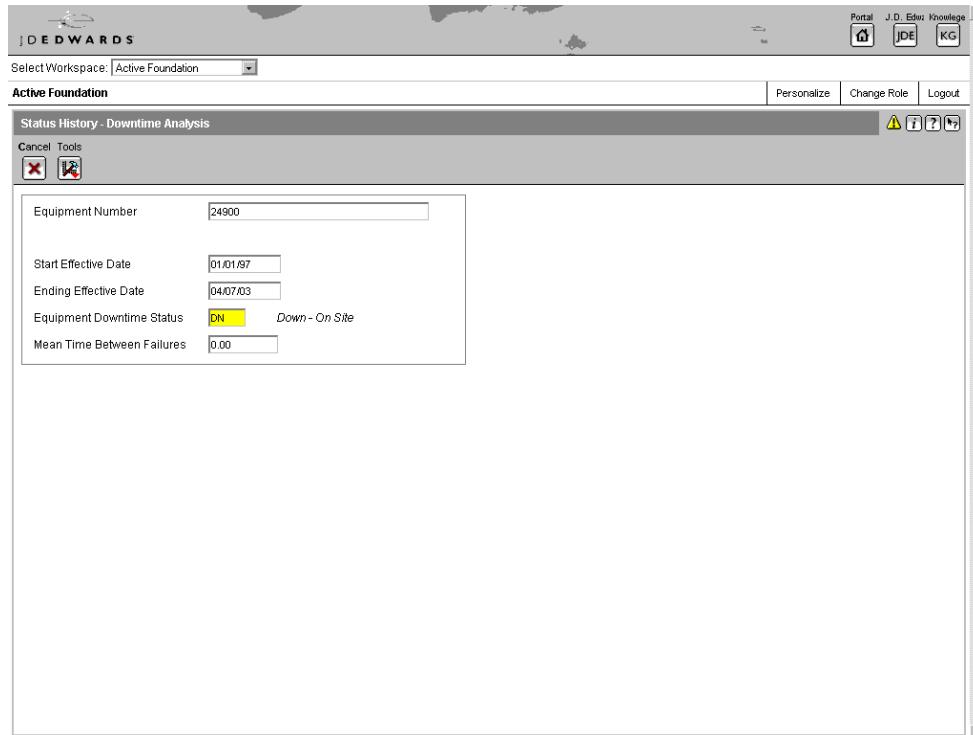
A history of each status assigned to the piece of equipment, from its inception to the present, appears.

► **To track mean time between failures for equipment**

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

After you have reviewed the status history for a piece of equipment, you can track the mean time between failures for the period of time that you specify.

1. On Work With Status History, complete the following field and click Find:
 - Equipment Number
2. To access Downtime Analysis, choose Analysis from the Form menu.



3. On Downtime Analysis, complete the following fields and click OK:

- Start Effective Date
- Ending Effective Date
- Equipment Downtime Status

The mean time between failures appears for the piece of equipment.

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.

Parent History Inquiry - [Work With Parent History]

File Edit Preferences Form Row View Window Help

Select Find Del... Close Seg... New... Dis... Abo Links Asset... OLE... Internet

Asset Number	1300	Backhoe, Caterpillar 426	
Date From	<input type="text"/>	Date Thru	<input type="text"/>
Component Number	Description	Begin Date	Ending Date
2277	Backhoe Bucket, 36"	3/17/04	
1300	Backhoe, Caterpillar 426	10/15/03	
2288	Backhoe Bucket, 48"	10/15/03	
2277	Backhoe Bucket, 36"	10/15/03	12/30/03

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

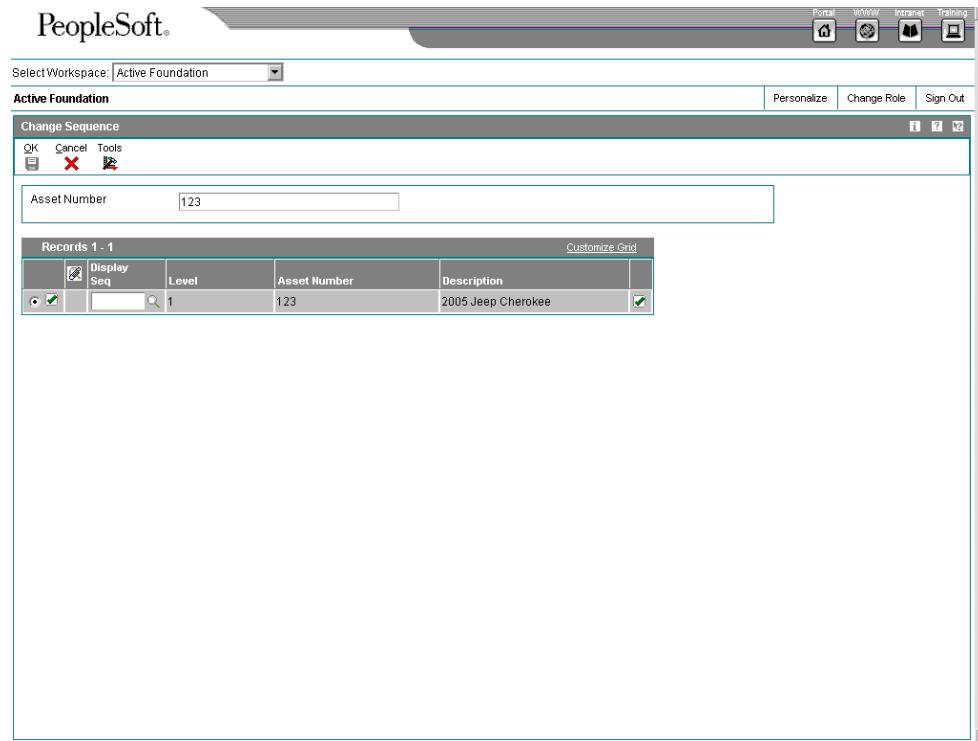
From the Fixed Asset Master Information menu (G1211), choose Parent History Inquiry.

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)

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

Tracking the Location of an Asset

You can track physical asset movements and perform asset relocations. You also can review planned, current, and historical asset locations.

For example, if you want to know where an asset is scheduled to be on a certain date, you can review all the location information for the asset. You can also make any necessary changes to an asset location record or enter new location records. Finally, you can enter details about any of your revisions by entering location-tracking text for the location information.

You enter equipment location information into the system so you can track equipment locations as you physically transfer equipment from one job site or business unit to another. If you have multiple quantities of an equipment item, such as scaffolding, you can also do the following:

- Relocate quantities of the same equipment item to more than one current location
- Relocate quantities of the same equipment item to a single location from more than one current location

When you update the location information for an asset, the system automatically updates the following fields in the Asset Master File table (F1201):

- Equipment Status
- Location and Start Date (if the current transfer beginning date is greater than the existing location start date and you have only one current location)

You can assign beginning location and start dates to assets only when you create master records or relocate the asset.

When you relocate an asset, consider the following system features:

Location dates	When you specify the dates for location information, note the following guidelines: <ul style="list-style-type: none">• The system prevents you from entering location information if the relocation date is after the asset disposal date.• Any location information that you enter with a date after the system date must have a location code of Planned (P).
Multiple current locations	When the asset has multiple current locations, the Location and Start Date fields in the master record are blank. The system displays the message Multiple Current Locations in the location description line.
Consolidating assets in one location	The system automatically consolidates location records when you enter location information for multiple assets with identical billing information. For example, if you enter location information with identical relocation dates, times, and billing information for assets that are currently in multiple locations, the system creates one location record for all the assets.
Relocating partial quantities	When you relocate partial quantities of an asset, the system modifies the original location record to a history record for the full quantity. The system also creates a new current record to show the quantity that remains at the original location and a new current record for the quantity that you relocated.
Entering location information out of sequence	You enter location information out of sequence when you record the relocation of an asset from a location where it does not currently reside. The system issues a warning message. If you do not change the From Location field, the system sorts out the location records by date and determines whether to create a new location tracking line or to update an existing location record. For example, you might need to create location records out of sequence if the paperwork for the asset relocation is delayed. In this case, the paperwork might be entered after the asset is actually moved to the most current location. If you enter the new location information for the truck indicating the relocation from job site B to job site C, the system creates a history location for job site B and a current location for job site C. The history location for job site B indicates a duration of zero because you have not indicated when the truck was relocated from the Yard to job site B. When you enter the relocation information regarding the transfer from the Yard to job site B, the system revises the location dates for Yard and job site B. The system also updates the duration that the equipment was actually at job site B.
Parent and component relationships	When you enter location information for an asset that is the parent of components, the system automatically relocates all components that are at the same location as the parent to the new location.

► 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.

Equipment Number	Equipment Description	Location	Location Description	L C	Begin Date	Begin Time	Ending Date
1002	Chrysler Minivan	SHOP	Shop	C		00:00:00	

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.

The screenshot shows the PeopleSoft Location Revisions form. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. Below this is a toolbar with icons for Home, Personalize, Change Role, and Sign Out. The main area is titled "Location Revisions". It contains three tabs: "Location Information" (selected), "Transfer Information", and "Billing Information". Under "Location Information", there are fields for Asset Number (1002), Location (SHOP), and Location Code (C). To the right of these fields, the text "Chrysler Minivan" and "Shop" are displayed. Below this section is a "Date / Time" group with fields for Start Effective Date (02/09/99), Beginning Time (00:00:00), Ending Date, and Ending Time (00:00:00).

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:

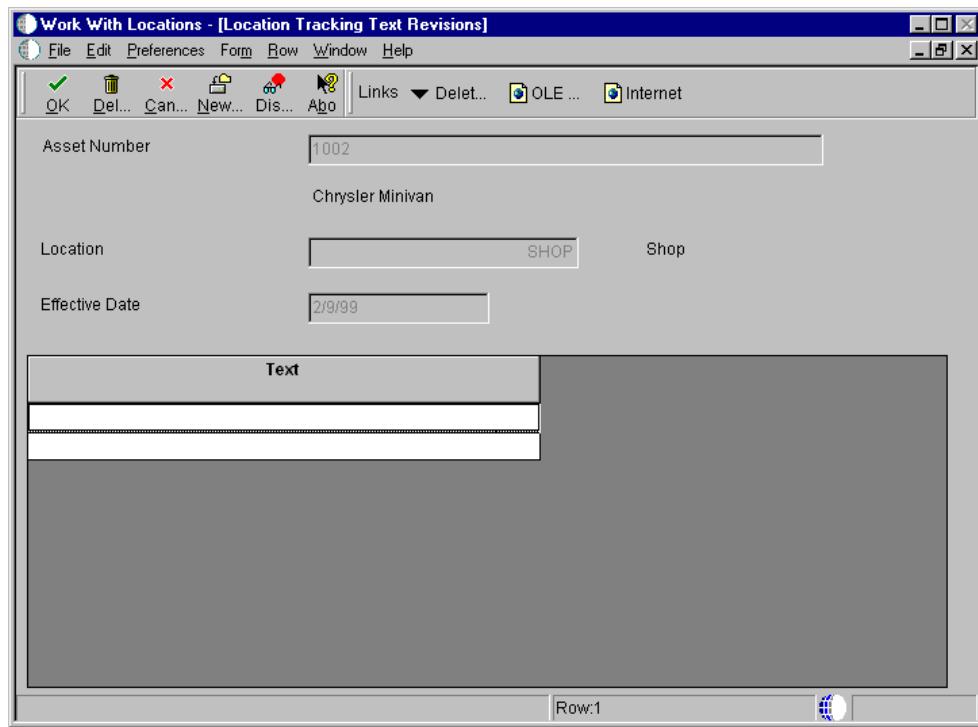
- Transfer Number
- Equipment Status
- Remark
- Column
- Row
- Curr Meter Reading
- Orig Meter Reading

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

Maintenance Costing

Maintenance Costing

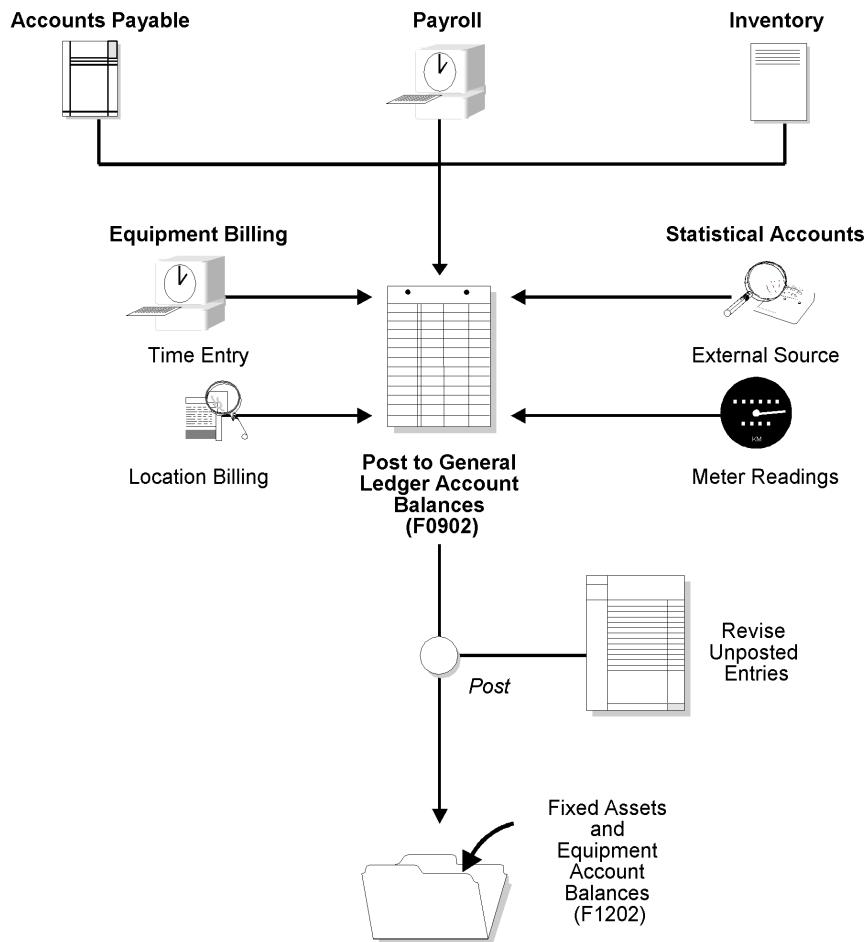
Because the Equipment/Plant Management system is closely integrated with the General Accounting system, you can enter and track your equipment costs, review those costs, and print a variety of equipment cost reports. The system identifies costs that are specific to equipment based on the fixed asset range (FX range) of accounts in the automatic accounting instructions (AAIs). The FX range of accounts includes the following:

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. Although statistical accounts are within the FX range of accounts, they are not used for maintenance costing.

Although most maintenance costs for equipment enter the system through maintenance work orders, you can enter equipment costs through any J.D. Edwards system that creates journal entries for business transactions in the Account Ledger table (F0911), such as:

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

The following graphic shows the types of journal entries that affect equipment costs, and how those entries are assigned to equipment:



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

After you enter journal entries and post them to the proper accounts, you can review your costs using a variety of programs and reports.

Working with the General Ledger

You can revise equipment journal entries that have been posted to the general ledger but not yet posted to equipment. For example, you might want to review journal entries to ensure that all of the necessary equipment information, such as equipment numbers, is included. You can also work with journal entries to prevent certain transactions that are within the FX range of accounts in the AAIs from posting to equipment. For example, if you have transactions that you record to make corrections to the general ledger, you might want to prevent them from

posting to equipment. In addition, you can print a report that shows transactions that have not been posted to equipment. When you are satisfied with the integrity of the journal entries, you can post them to equipment.

Revising Unposted Journal Entries

Use Revise Unposted Entries to make changes to journal entries before they are posted to equipment. You can do the following:

- Revise or add an equipment number to a journal entry
- Revise or add a description to further explain a journal entry
- For a journal entry, create an equipment master 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 prevent it from posting to equipment

Note

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

- 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 in the header area of the form and click Find.
2. Choose a journal entry and click Select.
3. On Revise Unposted Entries, to add or revise the description for a transaction, complete the following field:
 - Explanation Alpha Name
4. To change the hold code for a transaction, complete the following field:
 - H C
5. To prevent a transaction from posting, type P in the following field:
 - P C
6. Click OK.

7. On Work With Unposted Entries, to review existing master information for a piece of equipment or to interactively create an equipment master for a particular transaction, choose the record for the transaction and choose Asset Master from the Row menu.

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 need to 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 might want to 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.

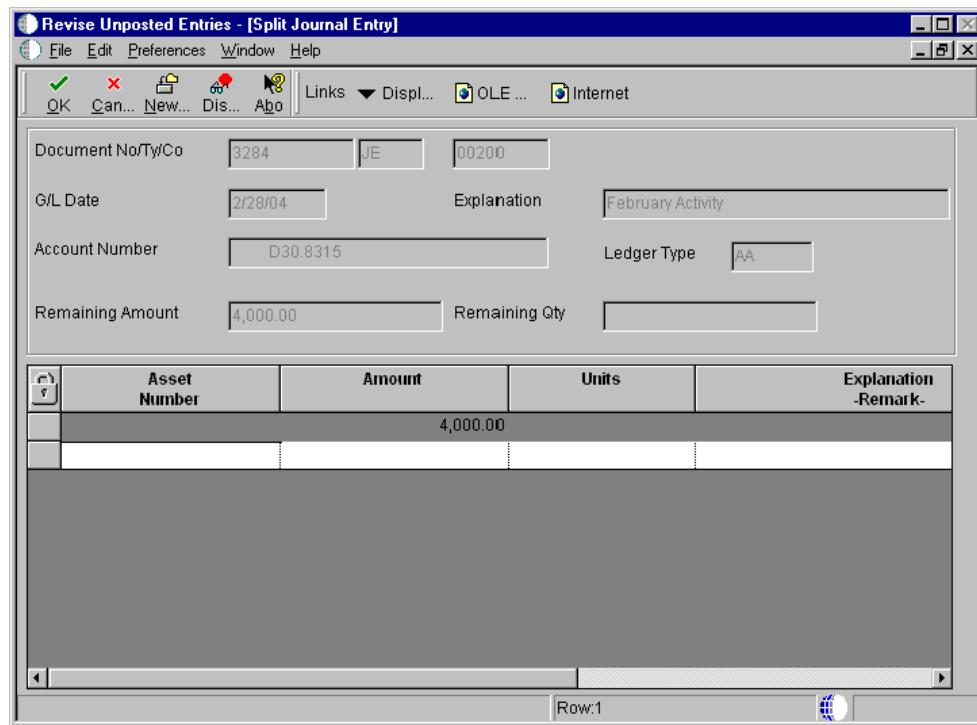
Note

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 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 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 then 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 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

- R12301, Unposted Fixed Asset Transactions* in the *Reports Guide* for a report sample

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.

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.

Processing Options for Post G/L Entries to Assets (R12800)

Print Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

Use these processing options to determine certain output aspects of the Post G/L Entries to Assets report.

1. Asset Number Format

Use this processing option to specify how you want the asset number to print on the report. Valid values are:

- 1 Asset Number. This option is the default.
- 2 Unit Number
- 3 Serial Number

2. Print Exception Report

Use this processing option to identify whether you would like to print the Post FA Detail Error Report (R12800E). Valid values are:

Blank Do not print the Exception Report. This option is the default.

- 1 Print the Exception Report.

Process Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

Use these processing options to determine the process control options when running the Post G/L Entries to Assets report.

1. Equipment Subledger

Use this processing option to determine how to update the journal entry's asset number. If the asset number is blank and an equipment subledger (subledger type E) exists, you can use that subledger number as the journal entry's asset number. Otherwise, you can use the G/L asset number when posting to Fixed Assets. Valid values are:

Blank Use the G/L asset number.

- 1 Use the asset number from the subledger type E.

2. Asset Master Cost Account

Use this processing option to allow the posting of cost to a different account defined in the Asset Master. Valid values are:

Blank Prevent posting of cost to a different account defined in the Asset Master. This is the default.

- 1 Allow posting of cost to a different account that is defined in the Asset Master.

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

Account	Code	Account Description	Inception To Date	Year To Date	Period To Date	Business Unit	Subledger	Sub type
2040	Vehicles		32,000.00	32,000.00			50	
2140	Accum Depr-Vehicles		5,333.33-	5,333.33-	888.89-		50	
	Net Book Value		26,666.67	26,666.67	888.89-			
8330	Depreciation - Vehicles		5,333.33	5,333.33	888.89	YARD		
	Revenue Earned		5,333.33	5,333.33	888.89			
	Total		32,000.00	32,000.00				

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.

Processing Options for Cost Summary (P122101)

Defaults Tab

Use these processing options to define the defaults that are applied when you inquire on asset balance records.

1. Ledger Type

Blank = AA

Use this processing option to enter the ledger type to default to. Leave blank to default to the AA ledger. This is the default value. For a list of valid values, click the visual assist button next to this field.

2. Detail or Summary

D = No summarization

O = Summarize by object

R = Summarize by subsidiary

S = Summarize by AT AAI object

Use this processing option to specify how to summarize asset balances. Leave blank to default to D (No Summarization). Valid values are:

- D No Summarization. This is the default.
- O Summarize by Object. Valid when sequencing by object.
- R Summarize by subsidiary. Valid when sequencing by subsidiary.
- S Summarize by AT AAI Object.

Note: Do not drill down into Asset Ledger Inquiry unless D (No Summarization) is chosen.

3. Display Amounts or Statistical Units

N = Amounts

A = Statistical units - FMA AAI

B = Statistical units - FMB AAI

Y = Statistical units - AT00 AAI

Use this processing option to display amounts or statistical units. Leave blank to default to N (Amounts). Valid values are:

- N Amounts. This is the default.
- A Statistical Units - FMB AAI.
- B Statistical Units - FMB AAI.
- Y Statistical Units - AT00 AAI.

Process Tab

Use these processing options to specify what type of information will be processed when calculating asset balance records.

1. Object or Subsidiary Totals

Blank = By account code (object)

1 = By repair code (subsidiary)

Use this processing option to display the asset totals by account code (object) or repair code (subsidiary). Valid values are:

- Blank Display by Account Code (Object).
- 1 Display by Repair Code (Subsidiary).

2. Primary Product

1 = Equipment

2 = CSMS

Use this processing option to enter the primary products for this version.

Valid values are:

- 1 Equipment
 - 2 CSMS
-

Versions Tab

Use this processing option to define the application version to execute.

1. Open Order Inquiry Version (P4310)

Blank = ZJDE0006

Use this processing option to enter the Open Order Inquiry (P4310) version for the related exit. If left blank, ZJDE0006 will be used.

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 / DateIf 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.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Account Balances

Period End	Period Amounts	Cumulative Amounts
01/31/05		
02/28/05		
03/31/05		
04/30/05		
05/31/05		
06/30/05		
07/31/05		
08/31/05		
09/30/05		
10/31/05		
11/30/05		
12/31/05		

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.

PeopleSoft

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

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 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.

Working with Job Status Inquiry

At any time during the progress of a job, you can review any of the information that relates to it. When you review information associated with a project, the information related to the project's subordinate jobs is also included.

You must know the job number of a project or job to review it. Use the Work With Job Masters form to locate a project or job, and then access Job Status Inquiry to review the job status. You can search for a project or job by name, company, or job type.

You might want to review the following job-related information::

- Actual amounts and quantities
- Budget and commitment information
- Projected final amounts and quantities
- Percentage of completion information
- Budget to actual variances

You can review ledger and subledger information for individual accounts. You can review and enter progress information for a single account or for multiple accounts within the same job.

► 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.

Reviewing Work Order Costs

You can review a wide variety of information related to work order costs. For example, you might need to review all work orders that are over budget or review all of the current costs associated with a project in order to determine future budgeting requirements.

Reviewing Work Order Transactions

Review work order transactions to track specific costs at the individual work order level. Use Cost by Work Order to review all posted and unposted general ledger transactions associated with a work order.

You can use date selections to limit the number of transactions that appear. You also can specify a ledger type to review actual amounts or budget amounts.

Before You Begin

- Verify that Summary Document Types (user defined code 48/DC) are set up. See *Understanding User Defined Codes*.

► To review work order transactions

From the Equipment Work Orders menu (G1316), choose Equipment Work Order Cost.

1. On Work With Work Order Cost, complete the following field:
 - Order Number
2. To limit the G/L transactions that the system displays, complete the following fields and click Find:
 - From
 - Thru
 - Ledger Type

Processing Options for Work Order Cost (P48211)

Defaults

1. Ledger Type

Reviewing Work Order Costs from Backlog Management

You can use Backlog Management to review a summary of estimated and actual costs for a specific group of work orders. This feature is especially useful when you need a quick cost summary for work orders that match a variety of search criteria that you refine as needed. After you refine your search to the specific group of orders, you can review the following:

- The number of work orders that match your search criteria
- The estimated and actual hours for the work orders, as well as the variance
- The average amount of time needed to complete each work order
- The estimated and actual costs for labor, materials, and other costs, as well as the variance
- A total of the estimated costs, the actual costs, and the variance of the total costs

► To review work order costs from Backlog Management

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the steps to locate a work order or group of work orders.

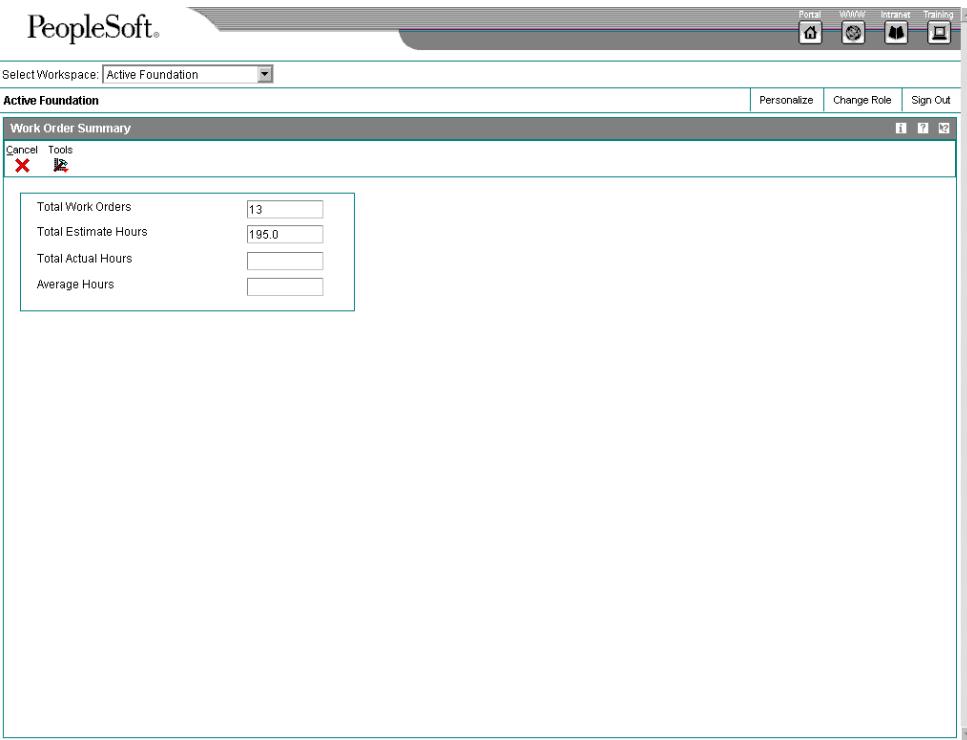
See [Locating Work Orders using Backlog Management.](#)

2. From the Form menu, choose Estimate to Actual.

PeopleSoft

	Estimated	Actual	Variance
Work Orders			
Hours	195.00	13	195.00
Labor Cost	3,190.00		3,190.00
Material Cost	7,599.50		7,599.50
Other Cost			
Total	10,779.50		10,779.50

3. On Estimated and Actual Amount, review the information and then click Cancel to return to Work With Work Orders.
4. On Work With Work Orders, choose WO Summary from the Form menu to review additional information about the work orders that you selected.



Processing Options for Work With Work Orders (P48201)

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase
2. Category Code 02
3. Category Code 03
4. Category Code 04
5. Category Code 05
6. Category Code 06
7. Category Code 07
8. Category Code 08
9. Category Code 09
10. Category Code 10

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

1. From Status Code W.O.
2. Thru Status Code W.O.
3. Type - W.O.
4. Document Type
5. Models

Blank = Do not include models

1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

1. Job or Business Unit

2. Originator

3. Customer

4. Planner

5. Supervisor

Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

1. Work Order Print (XJDE0001)
2. Completed PM - P12071 (ZJDE0001)
3. Parts List - P3111 (ZJDE0001)
4. Routing Instructions - P3112 (ZJDE0001)
5. Inventory Issues - P31113 (ZJDE0002)
6. Time Entry - P311221 (ZJDE0001)(CSMS Only)
7. Work With Returned Material Authorization
P40051 (ZJDE0001)
(CSMS Only)
8. Open Purchase Order - P4310 (ZJDE0011)
9. Returned Material Authorization Revisions Version - P400511
(CSMS Only)
10. On Line Service Order Quote - P17717 (ZJDE0001)
(CSMS Only)
11. Time Entry By Employee - P051121(ZJDE0001)
WO Entry

1. Choose the work order entry program to call when adding or selecting a work order. This entry program will also decide which UBE will be called for printing.

- '1' - Equipment Work Orders (P48011)
- '2' - Service Work Orders (P17714)
- '3' - Project Task Details (P48014)
- '4' - Tenant Work Orders (P15248)

2. Enter the version of the selected work order entry to call. Leave blank to use default version defined in parentheses.

Work Order Entry (ZJDE0001)

Process

1. Enter a '1' to highlight the priority field within the grid. Leave blank to not highlight.
2. Customer Self-Service Functionality

Blank = Bypass Customer Self-Service functionality.

1 = Activate Customer Self-Service functionality for use in Java/HTML.

2 = Activate Customer Self-Service functionality for use in Windows.

Reviewing Work Order Costs by Category Code

You can review work order costs that are summarized based on work order category codes. This feature is especially useful for reviewing the total number of work orders, based on the category of work order, as well as the costs associated with them and the characteristics of the work performed. For example, you can set up a work order category code to represent equipment failures, and use each code to represent a different type of failure, such as inadequate lubrication or operator error. You can then review work order costs by category code and see the costs associated with operator error. The summary of work order costs includes the number of work orders for each type of failure.

► **To review work order costs by category code**

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, choose Cat (Category) Code Analysis from the Form menu.

	Fail Type	Fail Type Description	Work Order	Actual Downtime	Actual Hours	Actual Labor Cost	Actual Material Cost	Total Cost
<input checked="" type="radio"/>	100	Machine Shop	6					
<input type="radio"/>	101	Drill Press	1					
<input type="radio"/>	F3	Inadequate Preventive Maint	1					
<input type="radio"/>	F8	Normal Wear	1					
<input type="radio"/>	PNT	Paint Shop	1					

2. On Category Code Analysis, complete the following field and click Find:

- Category Code

Costs for all work orders appear on Category Code Analysis regardless of any selection criteria on Backlog Management or Equipment Backlog.

Reviewing Costs by Parent Work Order

You can quickly review all work order costs associated with a parent work order. Use Work With Cost by Parent Work Order to review the total amounts and hours at the parent work order level. Individual work orders can be summarized as follows:

- Estimated amount or hours
- Actual amount or hours
- Variance between estimated and actual

You review costs by amounts or hours. After you review a summary of costs for the parent work order, you can review detailed costs for each work order in the project.

► To review costs by parent work order

From the Equipment Work Orders menu (G1316), choose Parent Work Order Inquiry.

1. On Work With Cost by Parent Order, complete the following field and click Find:
 - Order Number
2. To review costs for a particular work order, choose the record and then choose WO (Work Order) Cost Detail from the Row menu.
Work With Work Order Cost appears.

See Also

- Reviewing Work Order Transactions*

Reviewing Estimated and Actual Work Order Amounts

Use Estimate to Actual Variance to review and analyze labor costs for each operation sequence charged to a work order. In addition, you can review the following:

- Total labor amounts or hours charged to a work order
- Individual parts amounts charged to a work order
- Total parts amounts charged to a work order
- Miscellaneous costs charged to a work order, such as an accounts payable voucher for an outside service
- Actual amounts versus estimated amounts, and unit quantities or currency amounts

Note

To review actual amounts for a specific routing, you must enter the operation sequence when you enter time against a work order.

Before You Begin

- To review actual amounts for parts and materials, you must set up inventory document types (user defined code 48/ID). See *Understanding User Defined Codes*.

► To review estimated and actual work order amounts

From the Equipment Work Orders menu (G1316), choose Estimate to Actual Variance.

On Work With Budget To Actual Variance, complete the following field and click Find:

- Order Number

Actual amounts for parts and materials appear, based on inventory transactions from the Item Ledger table (F4111). Actual labor amounts appear, based on payroll transactions from the

Employee Transaction History table (F0618) and the Employee Transaction Detail table (F06116). The actual amounts for miscellaneous costs that appear are based on general ledger transactions.

If the work order that you want to review does not include a parts list or labor routing instructions, the system uses the estimated amounts from the work order.

Processing Options for Budget to Actual Variance (P48218)

Versions

Enter the version of the following application to call. Leave blank to call the default version.
1. Job Status Inquiry (ZJDE0002)

Adding Costs to Work Orders

You add costs to a work order whenever you issue parts and materials to a work order. You can use any J.D. Edwards system that creates transactions (journal entries) with a subledger type of W in the Account Ledger table (F0911) to add costs to a work order. Each transaction contains the work order number.

Issuing Parts to a Work Order

When the maintenance tasks associated with a work order require parts, you add the cost of the parts to the work order by issuing parts to the work order. Depending on the parts requirements of the maintenance tasks and how you have applied parts to a work order, you can choose from the following methods to issue parts to a work order:

Issuing parts included on parts lists Use this method if you have set up parts lists for your work orders. When you issue parts included on the work order parts list, the system reflects a reduction in available inventory for the parts by reducing the commitment for the parts.

See *Commitments in Inventory Concepts and Setup* for more information about inventory commitments.

Issuing parts included on parts lists Use this method if you have set up parts lists for your work orders. When you issue parts included on the work order parts list, the system reflects a reduction in available inventory for the parts by reducing the commitment for the parts.

Issuing miscellaneous parts to a work order Use this method to issue miscellaneous parts to a work order when you need to assign a different account number to each part. You can also use this method if you want to add parts costs directly to a piece of equipment without using a work order.

Before You Begin

- ❑ Set up the 4122 and 4124 AAIs in the Inventory Management system. See *Setting Up AAIs in Distribution Systems* in Inventory Management documentation.
- ❑ Set up branch/plant constants in the Inventory Management system to specify how you want the system to display parts transactions in the G/L. You can specify either

part numbers or part descriptions, but not both. See *Defining Branch/Plant Constants* in Inventory Management documentation.

See Also

- Inventory Concepts and Setup* for more information about inventory setup requirements specific to Equipment/Plant Management

Issuing Parts Included on the Work Order Parts List

You issue parts included on the work order parts list when you need to add costs for parts to a work order. This method is especially useful when you want to issue all parts from the parts list to the work order at the same time.

You can also use Work Order Inventory Issues to issue parts that are not included on the work order parts list to a work order. When you issue parts that are not included on the work order parts list, the system updates the parts list to include the additional parts. You can use processing options to restrict the parts issued to a work order to only those parts that are included on the parts list.

You can issue nonstock parts to a work order if you have defined them on the work order parts list. When you use Work Order Inventory Issues to issue nonstock parts, the system updates the work order parts list but does not create any accounting transactions.

Note

When you issue parts to a work order for a piece of equipment for which you have defined a warranty, the system provides a soft warning indicating the warranty status.

Before You Begin

- Review the processing options for Work Order Inventory Issues and verify that you have chosen the option for the Equipment Management selection. Equipment/Plant Management shares Work Order Inventory Issues with other J.D. Edwards manufacturing systems. In addition to the Equipment Management selection, other processing options apply specifically to Equipment/Plant Management.

See Also

- Inventory Concepts and Setup* for more information about stock and nonstock parts

► To issue parts included on the work order parts list

From the Work Order Processing menu (G1317), choose Work Order Inventory Issues.

1. On Work With Work Order Inventory Issue, complete the following field and click Find to locate a work order:
 - Order Number
2. To access Inventory Issue Revisions, choose any item and click Select.

The screenshot shows a Windows application window titled "Work Order Inventory Issues - [Inventory Issue Revisions]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar contains OK, Find, Cancel, New, Discard, Abort, Links, Short..., OLE..., and Internet buttons. The main area has tabs for "Inventory Issue" and "Additional Details". Under "Inventory Issue", fields include Order Number (450079), WO (W0), G/L Date (7/13/00), Qty Ordered (empty), Issue Material for (empty), Issue to (6074), and Account Number (empty). A note says "Replace Cutting Oil". Below this is a table with columns: Item Number, Description, Account Number, Issues, and Request Date. One row is visible: Item Number 31512, Description Cutting Oil, Account Number (empty), Issues (empty), and Request Date (empty). A scroll bar is at the bottom of the table.

3. On Inventory Issue Revisions, review the following fields:
 - Issue Material for
 - Issue to
 - Component Branch
 - Location
 - Lot/Serial
4. To reverse an inventory issue transaction, enter a negative quantity for the item that you want to reverse in the following field:
 - Issue Material for
5. To close out a part that is no longer required, remove the value in the following field for the part and then choose Close Line from the Row menu:

- Issue Material for

When you close out a part, the system indicates closed in the Description field for that part.

6. Click OK to complete the issue process.

Processing Options for Work With Inventory Issues (P31113)

Edits Tab

1. Document Type

Use this processing option to specify the default document type that the system enters when issuing inventory. Document type is a user defined code (00/DT) that identifies the origin and purpose of the document. Enter the document type to use as the default value or choose it from the Select User Defined Codes form.

2. Work Order Status Code

Use this processing option to specify the default status code for the issued material on the work order header. Work order status code is a user defined code (00/SS) that identifies the status of the work order that the system uses when a material issue has been performed. Enter the status code to use as the default value or choose it from the Select User Defined Codes form. If you leave this field blank, the system does not update the work order header status code.

3. Material Status Code

Use this processing option to specify the default material status code that the system uses on the work order header. Material status code is a user

defined code (31/MS) that identifies the status of the material to use when the system issues material. Enter the status code to use as the default value or choose it from the Select User Defined Codes form. If you leave this field blank, the system does not enter a material status code.

4. Work Order Status Code Limit

Use this processing option to specify the default work order status code that the system uses on the work order header. Work order status code limit is a user defined code (00/SS) that identifies the status of the work order beyond which the system cannot issue material. Enter the status code to use as the default value or choose it from the Select User Defined Codes form.

5. Negative Quantity on Hand

Use this processing option to specify whether the system displays an error message when the material issued sets the on-hand quantity to a negative amount. Valid values are:

1 The system displays an error message for negative on-hand quantities.

Blank The system does not display an error message for negative on-hand quantities.

6. Item Sales History

Use this processing option to specify whether the system updates the Item Sales History table (F4115) when you issue material. Valid values are:

1 The system updates the Sales Item History table.

Blank The system does not update the Sales Item History table.

7. Lot Hold Codes

a. Lot Hold Code #1

Use this processing option to specify one of five lot hold codes to which the system issues inventory. Enter a hold code, an asterisk, or leave this field blank. If you enter an asterisk in this field, the system issues inventory to all held lots. If you leave this field blank, the system does not issue inventory to held lots.

8. Unplanned Issues

Use this processing option to specify whether the system processes unplanned issues. Valid values are:

- 1 The system processes unplanned issues.
- Blank The system does not process unplanned issues.

9. Purchase Order Document Type

Use this processing option to specify the default document type of the purchase order associated with the simultaneous issue and receipt of material. Purchase order document type is a user defined code (00/DT) that identifies the document type that the system uses when searching for an open purchase order. Enter the document type to use as default value or choose it from the Select User Define Codes form. If you leave this field blank, the system uses OP as the document type.

10. Receipt Routing Route Type (FUTURE)

Use this processing option to specify the default route type associated to the simultaneous issue and receipt of material into inventory. Receipt routing route type is a user defined code (43/RY) that identifies the route type that the system uses when receiving an item into inventory with a receipt routing. Enter a route type to use as the default value or choose it from the Select User Defined Codes form.

11. Route Type

(FUTURE)

Use this processing option to specify the default route type associated to the simultaneous issue and receipt of material into inventory. Route type is a user defined code (43/RC) that identifies the route type that the system uses when receiving an item into inventory without a receipt routing. Enter a route type to use as the default value or choose it from the Select User Defined Codes form.

Display Tab

1. Issue Type Code

Use this processing option to specify whether the system displays all components or only components with a valid issue type code. Valid values are:

- 1 The system displays only components with valid issue type codes.
- Blank The system displays components of all issue type codes.

2. Operation Sequence

Use this processing option to specify whether the system displays only

operation sequences that equal the specified operation sequence. Valid values are:

Blank The system begins the display with the specified operation sequence.

1 The system displays only operation sequences that equal the specified sequence.

3. Requested Date

Use this processing option to specify whether the system displays only operation sequences that equal the specified requested date. Valid values are:

Blank The system begins the display with the operation sequence with the equivalent requested date.

1 The system displays only operation sequences that equal the specified requested date.

4. Lot Number

Use this processing option to specify whether the system protects the Lot Number field from entry. Valid values are:

1 The system does not allow you to enter a value in the Lot Number field.

Blank The system allows you to enter a value in the Lot Number field.

5. Issue Material For

Use this processing option to specify whether the system enters the recommended issued quantity for all components with a valid issue type code.

The system uses the value from the Issue Material For field on the Work With Work Order Inventory Issue form. The system issues only items with an issue quantity. Valid values are:

1 The system automatically enters the quantity.

Blank The system does not enter the quantity.

Versions Tab

1. Shortage Maintenance (P3118)

Use this processing option to specify the version that the system uses when you choose the row exit to the Shortage Maintenance program (P3118) from the Inventory Issue Revisions form. If you leave this field blank, the system uses the ZJDE0001 version of the Shortage Maintenance program.

Versions control how the Shortage Maintenance program displays information. Therefore, you might need to set the processing option to a specific version to meet your needs.

2. Open Purchase Orders (P3160W)

Use this processing option to specify the version that the system uses when you choose the row exit to the Purchase Order Inquiry program (P4310) from the Inventory Issue Revisions form. If you leave this field blank, the system uses the ZJDE0001 version of the Purchase Order Inquiry program.

Versions control how the Purchase Order Inquiry program displays information. Therefore, you might need to set the processing option to a specific version to meet your needs.

3. PO Receipts (P4312)

Use this processing option to specify the version that the system uses when you choose the row exit to the Purchase Order Receipts program (P4312) from the Inventory Issue Revisions form. If you leave this field blank, the program uses the ZJDE0008 version of the Purchase Order Receipts program.

Versions control how the Purchase Order Receipts program displays information.

Therefore, you might need to set the processing option to a specific version to meet your needs.

4. Movement and Disposition (P43250)

Use this processing option to specify the version that the system uses when you choose the row exit to the Receipt Routing Movement and Disposition program (P43250) from the Inventory Issue Revisions form. If you leave this field blank, the program uses the ZJDE0002 version of the Receipt Routing Movement and Disposition program.

Versions control how the Receipt Routing Movement and Disposition program displays information. Therefore, you might need to set the processing option to a specific version to meet your needs.

Equipment Mgt Tab

1. Equipment/Plant Management

Use this processing option to specify whether the system processes a maintenance work order. Valid values are:

Blank The system processes material for a manufacturing work order.

1 The system processes material for a maintenance work order.

If you use this processing option, specify whether the system enters the work order number in the subledger field of the journal entry in the Work Order Number processing option. The system creates the journal entry when it processes the Work Order Number processing option.

2. Work Order Number

Use this processing option if you choose to process maintenance work orders in the Run Equipment/Plant Management processing option. Also, use this processing option to specify whether the system enters the work order number

in the subledger field of the journal entry when the system processes the maintenance work order. Valid values are:

- 1 The system automatically enters the work order number in the subledger field.
- Blank The system does not enter the work order number in the subledger field.

Interop Tab

1. Transaction Type

Use this processing option to specify the transaction type that the system uses for export processing. Transaction type is a user defined code (00/TT) that identifies the type of transaction for the work order. Enter the transaction type to use as the default value or choose it from the Select User Define Code form. If you leave this field blank, the system does not use export processing.

What You Should Know About Processing Options

**Updating the subledger field
(Equipment Mgt tab, Work Order Number)** J.D. Edwards recommends that you always choose to update the subledger field in the G/L transaction record in the Account Ledger table (F0911) with the work order number.

Entering a status code (Edits tab, Work Order Status Code) The status code that you enter should be within the range of codes that you set up in the work order activity rules. The system displays a warning if you enter a status code that is not allowed in the work order activity rules.

See *Setting Up Work Order Activity Rules* for more information.

Issuing Miscellaneous Parts to a Work Order

Use Inventory Issues to issue miscellaneous parts to a work order when you need to assign a different account number to each part. You can also use this method if you want to add parts costs directly to a piece of equipment without using a work order.

Note

If you use Inventory Issues to issue parts from inventory that are already included in the parts list for the work order, the system does not relieve the inventory commitment. If you need the system to relieve the inventory commitment, use Work Order Inventory Issues.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to access Inventory Issues:
 - System 40 - Inventory Base and Order Processing
 - System 41 - Inventory Management
- You must set processing options to display equipment-based issues or equipment and subledger-based issues to enter an equipment number and a work order number on Inventory Issues.

See Also

- Issuing Parts Included on the Work Order Parts List* for more information about using Work Order Inventory Issues

► To issue miscellaneous parts to a work order

From the Work Order Processing menu (G1317), choose *Inventory Issues*.

1. On Work With Inventory Issues, click Add to access Inventory Issues.

The screenshot shows the PeopleSoft Inventory Issues application window. At the top, there's a toolbar with icons for Home, WWW, Intranet, and Print. Below the toolbar, a menu bar has 'Active Foundation' selected. The main area is titled 'Inventory Issues'. It contains several input fields: 'Document Number' (with a red X icon), 'Branch/Plant' (with a red X icon), 'Transaction Date' (with a red X icon), 'Document Type' (set to 'Inventory Issue'), 'G/L Date' (with a red X icon), and 'Explanation' (with a red X icon). Below these fields is a grid titled 'Records 1 - 1'. The grid has columns for 'Item Number', 'Item Description', 'Quantity', 'UIM', 'Secondary Quantity', 'See UoM', 'Location', and 'Lot/Serial'. There are also 'OK', 'Cancel', 'Form', 'Row', and 'Tools' buttons at the top left of the grid area.

2. On Inventory Issues, complete the following fields:

- Branch/Plant
- Explanation

3. Complete the following optional field:

- G/L Date

4. For each part, complete the following fields:

- Item Number
- Quantity
- Location
- Lot/Serial
- Account Number

5. For each part, complete the following optional fields and click OK:

- UM
- Extended Amount
- Branch/Plant
- Sub Type

Processing Options for Inventory Issues (P4112)

Defaults Tab

1. Document Type

A specific document type

Blank = No default

The default for the user defined code (00/DT) that identifies the origin and purpose of the issue.

Use this processing option to define the default document type supplied by the Inventory Issues program during issue entry. Typically, the default is document type II (inventory issues). Your choices are:

- o Enter the document type to use or choose it from the Select User Define Code form.
- o If you leave this processing option blank, the Inventory Issues program does not supply a default for the Document Type field. This field must be completed during issue entry.

2. Location/Lot

1 = Default from primary location

Blank = No default

Use this processing option to define the primary location and lot as the default location supplied by the Inventory Issues program during issue entry.

Valid values are:

1<Tab>Use the primary location and lot as the default.

Blank<Tab>The system does not supply default values for the location and lot fields.

NOTE: You can use the primary location as the default only if all secondary locations have a physical location (for example, aisle and bin). If any of the secondary locations has a blank location and lot, you cannot set the primary location as the default.

Versions Tab

1. Journal Entries (P0911)

Use this processing option to define the version that the system uses when you choose the row exit from the Work With Inventory Issues form or, in some cases, the form exit from the Inventory Issues form to the Journal Entries program (P0911). If you leave this processing option blank, the Journal Entries program uses the ZJDE0001 version.

The version controls how the Journal Entries program displays information. Therefore, for the version to meet your needs, you might need to set this processing option for a specific version.

2. Item Ledger (P4111)

Use this processing option to define the version that the system uses when you choose the row exit on the Work With Inventory Issues form or the form exit on the Inventory Issues form to the Item Ledger program (P4111). If you leave this processing option blank, the Item Ledger program uses the ZJDE0001 version.

The version controls how the Item Ledger program displays information. Therefore, for the version to meet your needs, you might need to set this processing option for a specific version.

3. Warehouse Request (P46100)

Use this processing option to define the version that the system uses when you

choose the form exit from the Inventory Issues form to the Warehouse Request program (P46100). If you leave this processing option blank, the Warehouse Request program uses the ZJDE0001 version.

The version controls how the Warehouse Request program displays information. Therefore, for the version to meet your needs, you might need to set this processing option for a specific version.

Process Tab

1. Issue Type

1 = Equipment information only

2 = Subledger information only

3 = Equipment and Subledger information

Blank = Neither (Standard issues)

Use this processing option to specify whether equipment and subledger information appears in the detail area of the Inventory Issues form. Valid values are:

- 1 Display the Equipment field and hide the Account Number, Subledger, and Subledger Type fields in the detail area.

When you choose the Subledger Information exit from the Form menu, the Account Information form displays the Equipment field but does not display fields for account number and subledger information.

- 2 Display the Account Number, Subledger, and Subledger Type fields and hide the Equipment field in the detail area.

When you choose the Subledger Information exit from the Form menu with this setting, the Account Information form displays the fields for account number and subledger information, but does not display the Equipment field.

- 3 Display the Equipment, Account Number, Subledger, and Subledger

Type fields in the detail area.

When you choose the Subledger Information exit from the Form menu with this setting, the Account Information form displays fields for equipment, account number, and subledger information.

Blank Display the standard issue format, without equipment and subledger information fields. The Inventory Issues program disables the Subledger Information exit from the Form menu.

NOTE: If you enter 2 or 3 in this processing option, you can set the Inventory Issues (P4112), Process 1 tab, Account Number processing option to require entry in the Account Number field.

2. Account Number

1 = Required

Blank = Not required

Use this processing option to require entry of account numbers (for example, business unit.object.subsidiary) in the detail area of the Inventory Issues form. Valid values are:

1 Require entry in the Account Number field in the detail area. This field is available only when you enter 2 or 3 in the Inventory Issues (P4112), Process 1 tab, Issue Type processing option.

Blank Allow transactions using the expense account from the inventory default 4124 AAI item.

3. Cost Entry

1 = Display but disallow entry

2 = Do not display

Blank = Allow entry

Use this processing option to specify whether the Inventory Issues program allows changes to, hides, or protects the Unit Cost and Extended Amount fields on the Inventory Issues form. Valid values are:

- 1 Display the fields with default values from the Cost Ledger table (F4105). Do not allow changes to the fields.
 - 2 Do not display the fields.
- Blank Display the fields and allow changes to them.

4. Journal Entries

1 = Summarized by account number

Blank = Detailed (each line)

Use this processing option to specify whether the Inventory Issues program creates detailed or summarized journal entries for the general ledger. Valid values are:

- 1 Create journal entries that are summarized by account number. This setting results in a summarized debit total and a summarized credit total per account number for all lines in an issue.
- Blank Create one journal entry (debit and credit) for each detail line in an issue.

The batch type that the Inventory Issues program creates is N. This processing option affects journal entries for the Account Ledger table (F0911) only. The AAIs most commonly used are 4122 (inventory valuation account) and 4124 (expense or cost of goods sold account). If you use standard costs, the system might create journal entries for the variance, based on AAI item 4141. The Item Ledger table (F4111) will contain information for each detail line in each issue, without regard to the setting of this processing option.

5. Issue Quantity

1 = Allow negative quantity available

Blank = Disallow negative quantity available

Use this processing option to allow an issue quantity that is greater than the available quantity, which could result in a negative available quantity. Valid values are:

- 1 Allow an issue quantity that results in a negative on-hand quantity.

Blank Do not allow an issue quantity that results in a negative on-hand quantity.

CAUTION: Allowing the available quantity to be negative is not compatible with using the weighted average cost function.

6. Lots on Hold

1 = Allow if lot on hold

Blank = Disallow if lot on hold

Use this processing option to allow issues to lots that are on hold. Valid values are:

- 1 Allow issues to lots on hold.

Blank Do not allow issues to lots on hold.

If the Lot Status Code field on the Item/Branch Plant Information form is blank, the lot is not on hold. Any character other than blank in the Lot Status Code field indicates that the lot has been placed on hold.

7. Item Sales History

1 = Update table

Blank = Do not update table

If you use Inventory Management without Sales Order Management, use this processing option to update the Item Sales History table (F4115). For example, an organization that operates a consignment warehouse might use the Inventory Issues program to reduce inventory but not use Sales Order Management. The organization might want to review historical information about issues.

If you use Sales Order Management, the system can update the Item Sales History table as a result of sales transactions as part of the sales updating process.

Valid values are:

- 1 Update the Item Number, Branch, Fiscal Year, and Period fields in the Item Sales History table with issue information.
- Blank Do not update the fields.

You can review sales history information online on the Buyer's Information form, which is available from the Inventory Inquiries menu (G41112).

Interop Tab

1. Transaction Type

A specific transaction type

Blank = No outbound interoperability processing

Use this processing option to define the transaction type, a user defined code (00/TT) used in creating outbound interoperability transactions. Your choices are:

- o Enter the transaction type to use or choose it from the Select User Define Code form.
- o If you leave this processing option blank, the system will not perform outbound interoperability processing.

Agreement Tab

1. Agreement Assignment (FUTURE)

1 = Assign if only one agreement

2 = Display all that apply

3 = Assign earliest expiration

Blank = Do not assign

Use this processing option to indicate how the system searches for agreements.

This processing option applies only if you are using the Inventory Management system in conjunction with the Agreement Management system.

1 Assign an agreement if there is only one agreement in the system.

If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and in the Agreement Exists column. You must use a row exit to select an agreement.

2 Display all agreements.

3 Search for the agreement that has the earliest expiration date.

Blank Do not search for agreements.

Reviewing Inventory Issues

You can review inventory issues for errors before posting them to the general ledger. You can review a variety of detailed information about inventory issue batches, such as individual journal entries for an inventory issue.

► To review inventory issues

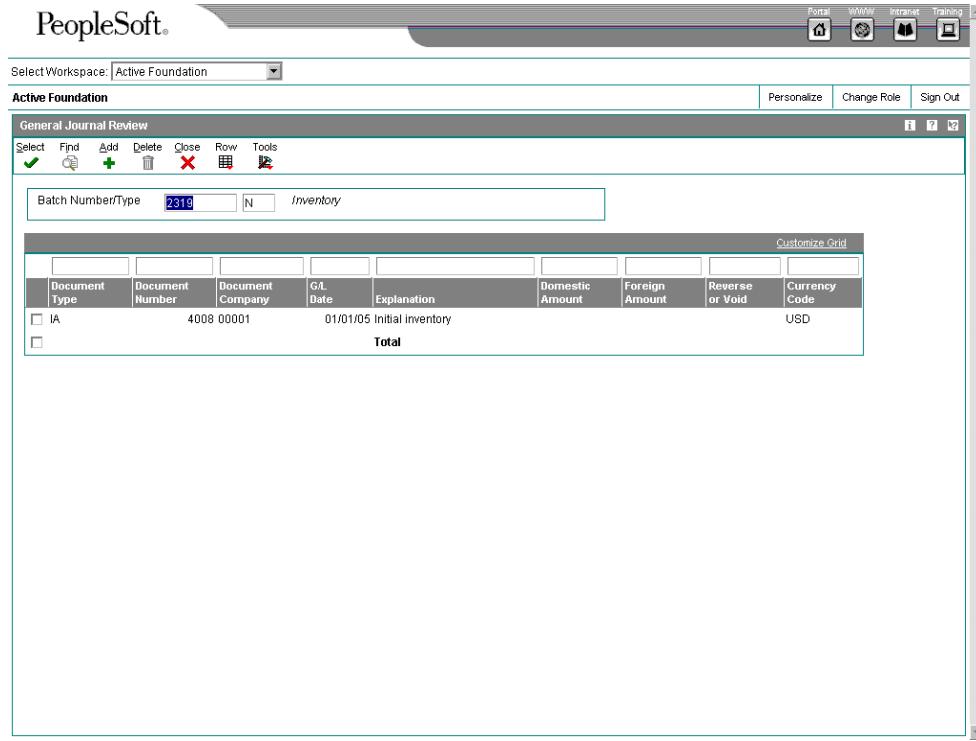
From the Work Order Processing menu (G1317), choose G/L Journal Review.

1. On Work With Batches, to narrow your search to specific batches, complete any combination of the following fields and click Find:

- Batch Type
- Batch Number
- Batch Date
- Batch Status

- User ID

2. To access General Journal Review, choose a batch and click Select.



Posting Inventory Issues to the G/L

From the Work Order Processing menu (G1317), choose Post Inventory to G/L.

When you issue parts to a work order, the system creates unposted G/L transaction records in the Account Ledger table (F0911). Each transaction contains the work order number and the equipment number. You must post these transactions to the G/L. You can use Post Inventory to G/L to post transactions to the G/L. When you post transactions to the G/L, the system updates the Account Balances table (F0902).

After you post inventory transactions to the G/L, you must post them to equipment in order to update the Asset Account Balances table (F1202). Processing options in the G/L post program enable you to post transactions to equipment at the same time that you post to the G/L.

See Also

- ❑ *Working With Batch Versions* in the *OneWorld Foundation Guide* for more information about copying, changing, and running batch versions

Processing Options for General Ledger Post (R09801)

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; '' = Default Account Format.

Account Format

Versions

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; '' = no update to Tax File (Default).

Update Tax File

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for receipt adjustments and write offs)

Process

- 1) Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

Cash Basis

- 1) Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch types G, K, M, W, RB only.)

*****Obsolete*****

- 2) Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

Units Ledger Type

- 3) Enter a version of "Create Cash Basis Entries" (R11C850) to execute. (Default of blank will use version ZJDE0001.)

*****Obsolete*****

What You Should Know About Processing Options

Versions	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
Ensuring that required fields contain data	<p>Set the Edits tab processing option if your organization uses custom programs that add records directly to the Account Ledger table (F0911) without ensuring that required fields contain data. When you set this processing option, the Post program:</p> <ul style="list-style-type: none">• Retrieves the account ID (short account number) associated with the account number if the Account ID field is blank or filled with zeroes.• Retrieves the company number associated with the account number if the Company field is blank.• Recalculates the remaining fields as necessary by comparing the values in each field to the G/L Date field and then checking the fiscal date pattern. <p>If you use only J.D. Edwards programs or process externally created records through the Journal Entry Transactions Batch File table (F0911Z1), you do not need to set this processing option. J.D. Edwards programs ensure that required fields contain data.</p>

Time Entry

Time Entry for EAM

You can choose a time entry program that uses either employee-based labor rates or standard labor rates. The program you choose controls all processing of time throughout your system. If you are an existing user of OneWorld® Plant and Equipment Management and are upgrading to EAM, you are most likely using employee-based labor rates. If you are a new user, you can choose either program.

Time Entry Using Employee-based Labor Rates

J.D. Edwards recommends that you use employee-based time entry, which captures costs that are more accurate by using the employee's labor rate when costing labor. This method allows you to enter time against the work order header or work order detail.

EAM includes access to all setup, entry, and batch programs that are needed to run a complete time-entry cycle for entries against work orders.

Time Entry Using Standard Labor Rates

The standard labor rate method of time entry captures standard labor rates to charge hours to work orders. This method uses the work center rates when costing labor.

You can only use this method if you define the work order document type as a CSMS order type, within Document Type Maintenance.

Entering Time Using Employee-based Labor Rates

To enter time using employee-based labor rates, you use programs from the Payroll system. For employees who work on equipment, you can track time information during this method of time entry.

EAM includes access to all setup, entry, and batch programs that are needed to run a complete time-entry cycle for entries against work orders.

Note

Since the procedures that follow are derived from the J.D. Edwards Payroll system, not all steps in this topic apply to EAM.

Before You Begin

- ❑ Set up payroll AAIs to create the journal entries for labor expense and offset accounts. See *Setting Up AAIs for Labor, Billings, and Equipment Distribution*.
- ❑ Set up MBF processing options. See *Setting Up MBF Processing Options for Time Entry*.

Setting Up AAIs for Labor, Billings, and Equipment Distribution

You set up AAIs for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by defining search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

You can set up AAIs separately for each company. Always set up generic instructions in Company 00000 first. When searching for AAIs, the system searches for a specific company. If it finds no AAIs for the specific company, it uses the AAIs defined for Company 00000.

The minimum information needed to set up an AAI is the Journal Type field. When you set up direct labor, billings, and equipment distribution AAIs, the following are the minimum setup requirements for Journal Type:

Payroll labor distribution (LD)	Required if you are using employee hourly and salary rates.
Labor billing distribution (RD)	Required if you are using billing (recharge) rates.
Equipment distribution (ED)	Required if you are using equipment rates.

The system accesses this AAI table during time entry as well as during pre-payroll when it creates timecards for autopay employees. The system uses the values from the timecard, which obtains the values from the Employee Master table, other sources, or the overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

Note

If you enter an account number in an AAI table, you must first set up that account number in your chart of accounts. When you enter timecards for employees, the system allows you to enter any account number that is set up in your chart of accounts, regardless of whether the account is set up in your AAI tables. When you run the journal entries step of the payroll-cycle process, you will receive errors on your Journal Batch Proof Report for any timecards that contain account numbers that were not set up in the AAI tables. You must either change the account number on the timecard to reflect an account number that is set up in the AAI table, or you must add the account number to the AAI table. After you make the account number corrections, you must reprocess the timecards through pre-payroll.

Search Criteria for Labor Distribution

The system uses certain fields as search criteria to determine a valid account for distribution of labor, billings, and equipment entries. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the search criteria defined in the AAI for labor distribution and attempts to match the AAI search criteria to the appropriate journal type.
2. On each successive pass the system drops a value and uses a different combination of data fields for the search criteria.

- Finally, if no matches exist in the rules for the specific company, the system searches the rules for Company 00000.

The following example identifies the search criteria that the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Pay Type	Journal Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD

Business Unit	Union	Job Type	Job Step	Pay Type	Journal Type
					LD

The following example identifies additional search criteria that the system can use to match information from the timecard for Company 00000:

- On the first pass, the system compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and attempts to match these search criteria fields to the appropriate journal type.
- On each successive pass, the system drops a value and uses a different combination of data fields as search criteria.
- Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default journal type, LD.

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

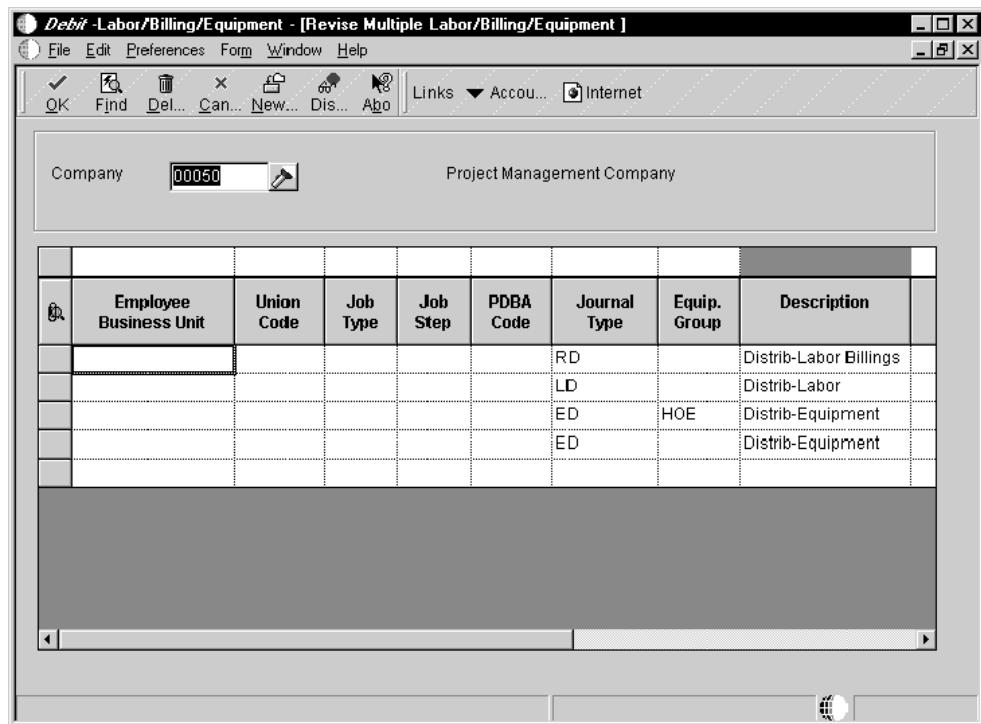
Before You Begin

- ❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts. This task demonstrates setting up multiple accounts.

► **To set up AAIs for labor, billings, and equipment distribution**

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Debit - Labor/Billing/Equipment.

1. On Work With Accounting JE Rules - Labor/Billing/Equipment, click Add.



2. On Revise Multiple Labor/Billing/Equipment, complete the following fields:
 - Company
 - Journal Type
 - Obj Acct
3. Complete the following optional fields:
 - Employee Business Unit
 - Union Code
 - Job Type
 - Job Step
 - PDBA Code
 - Business Unit
 - Sub
4. Click OK to save the record.

Processing Options for Debit-Labor/Billing/Equipment (P069043)

Default

1. Enter a '1' for the program to use the Multiple Entry form when selecting a record or when the ADD button has been pressed. When left blank, the program will use the Single Entry form when a selection has been made or when the ADD button has been pressed.
-

Setting Up AAIs for Labor Billings

You set up AAIs for labor billings to define accounts for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries.

If your company does not use labor billings, you do not need to set up these AAIs.

For your most common account distribution, you can define a default labor billing rule using the journal type RO with the appropriate account information. The system uses the default rule when it does not find a rule for the specific business unit in a specific company.

Search Criteria for Labor Billings

The system uses certain fields as search criteria to determine a valid account for the distribution of labor billings. The system searches the following AAIs for a specific company:

1. On the first pass, the system compares the time entry record's home business unit, charge to unit, PDBA code, and journal type to the search criteria defined in the AAI for Labor Billings and attempts to match the AAI search criteria to the appropriate Journal Type.
2. On each successive pass, the system drops a value and uses a different combination of data fields for the search criteria.
3. Finally, if no matches exist in the rules for the specific company, the system searches the rules for the default company (Company 00000).

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following example identifies the fields that the system uses as search criteria to match information from the timecard to the default company (Company 00000):

Home Business Unit	Charge to Unit	PDBA Code	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

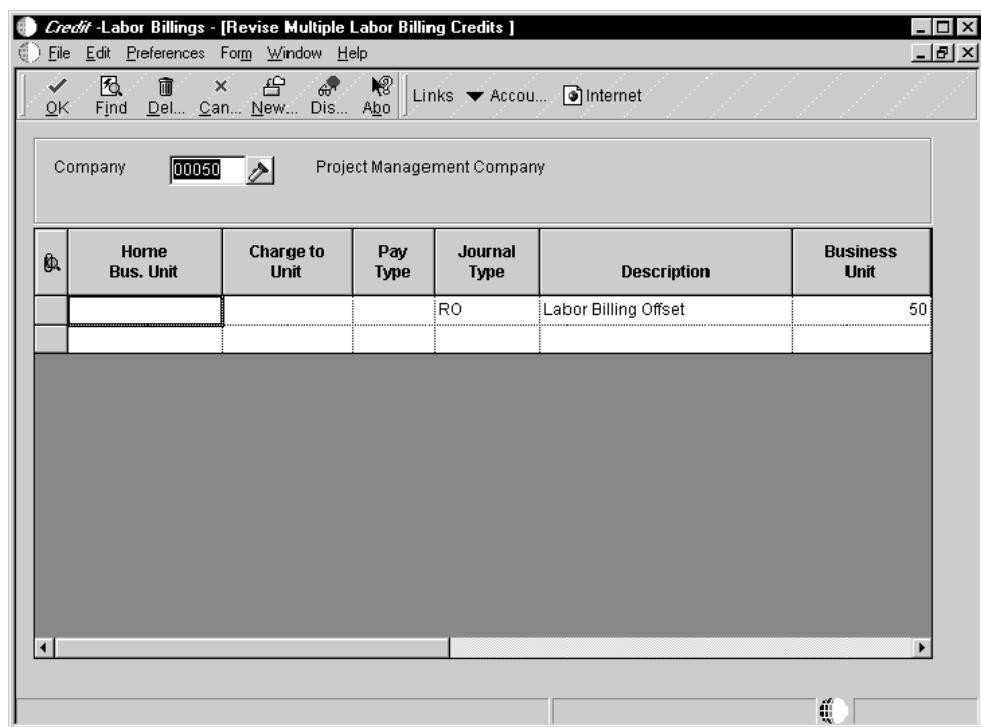
Before You Begin

- ❑ Set up your processing options to add a single account or multiple accounts at a time. You use the same steps to set up AAIs whether you are adding single or multiple accounts.

► To set up AAIs for labor billings

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Credit-Labor Billings.

1. On Work With Accounting JE Rules - Labor Billing Credits, click Add.



2. On Revise Multiple Labor Billing Credits, complete the following fields:

- Company

- Journal Type
- Obj Acct

3. Complete the following optional fields:

- Home Bus. Unit
- Charge to Unit
- Pay Type
- Business Unit
- Sub

The Charge to Unit and Home Business Unit fields allow you to account for billing revenue.

4. Click OK.

See Also

- Entering Default Journal Types*
- Automatic Accounting Instructions for Payroll and Time Accounting*

Processing Options for Credit-Labor Billings (P069044)

Default

1. Enter a '1' for the program to use the Multiple Entry form when selecting a record or when the ADD button has been pressed. When left blank, the program will use the Single Entry form when a selection has been made or when the ADD button has been pressed.
-

Setting Up Journal Summarization Rules

You set up journal summarization rules to define how the Payroll system summarizes pro forma journal entries before creating actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Note

If you use the Time Accounting System to generate journal entries, you can define a processing option in the Generate Timecard Journals program (R052901) to override the journal summarization rules you set up in this task.

Defining journal summarization rules allows you to do the following:

- Summarize journal entries for specific companies and for Company 00000
- Create both summarized and detail journals
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit

If the system does not find summarization rules for a specific company, it uses those that are set up for Company 00000. If it finds no summarization rules for an account, it assumes full summarization.

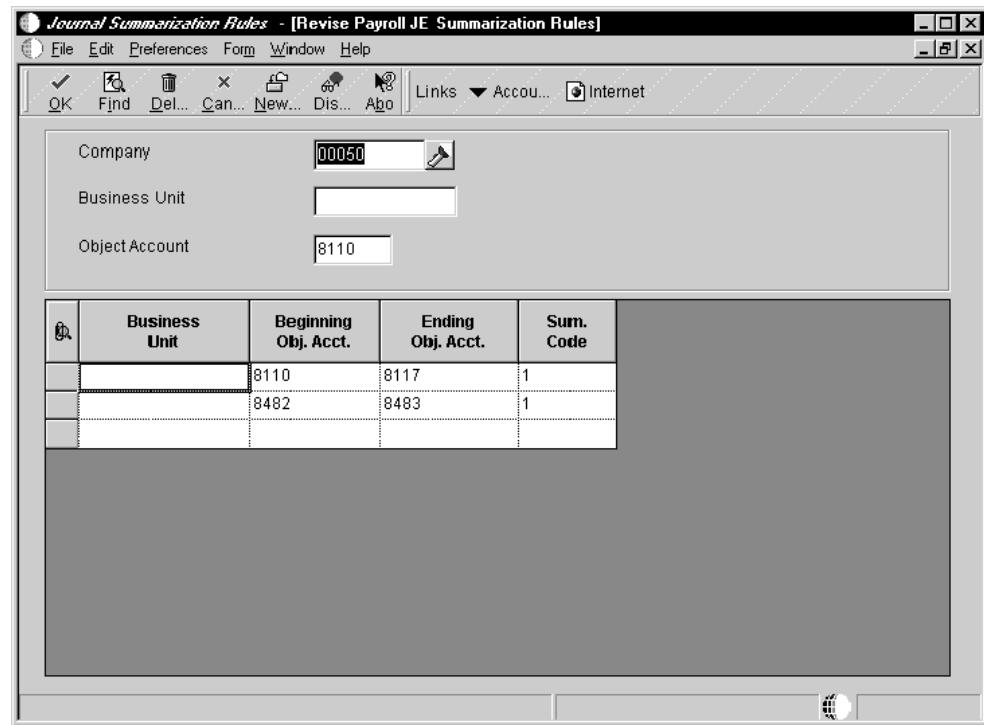
Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which increases processing time. Therefore, J.D. Edwards recommends that you do the following:

- Set up summarization rules for Company 00000
- Avoid setting up summarization rules at the business unit level
- Define the same summarization code for each object account range when possible

► To set up journal summarization rules

From the Automatic Accounting Instruction Setup menu (G05BT4), choose Journal Summarization Rules.

1. On Work With Payroll JE Summarization Rules, click Add.



2. On Revise Payroll JE Summarization Rules, complete the following fields:
 - Company
 - Object Account
3. Complete one or more of the following fields and click OK:
 - Business Unit

- Beginning Obj. Acct.
- Ending Obj. Acct.
- Sum. Code

Setting Up MBF Processing Options for Time Entry

The HR and Payroll Foundation system has one master business function, Time Entry MBF (P050002A), which interacts with all time entry programs.

You need to set up processing options for the time-entry master business function to define default values, valid values, and functions for time entry programs.

Caution

J.D. Edwards recommends that you set up these processing options one time only. Changing these processing options might completely change necessary business functions for your time entry system.

The interactive version of the master business function, ZJDE0001, has security set to restrict access by certain users. An error message occurs if you try to access the version while security is turned on. Your system administrator must turn off version security before you can create a new version or access the processing options. After you have set up the appropriate values for the processing options, the system administrator needs to turn on security again for the version.

After setting up the processing options for P050002A, you need to choose either the default version (ZJDE0001) or a user defined version of the master business function in the processing options for the following OneWorld time entry menu options:

- By Individual (P051121)
- Speed Time Entry (P051121)
- Self-Service (P051191)
- Employee Assignment (P0716701)

The processing options for the master business function are attached to the default version ZJDE0001, which is provided by J.D. Edwards. Contact your system administrator if you need to use a different version. For example, you might need to create and use a different version of the MBF for Time Entry for Employee Assignment.

Considerations

- ❑ EAM only uses the payroll program Speed Time Entry (P051121).
- ❑ In Interactive Versions (IV) for P050002A, the following processing options impact EAM:
 - On the Pay Rates tab, Pay Rate option: defines where the system finds the employee rate.

- On the Equipment tab, Equipment Worked On option: allows the program to enter the equipment number as the default value for the Equipment Worked On field.
- On the Batches tab, Batch Number option: allows you to assign batch numbers automatically.

Processing Options for Time Entry Master Business Function (P050002A)

Pay Rates Tab

These processing option specify how the system retrieves an employee's pay rates for time entry. You can specify the tables that you want the system to search to retrieve pay rates and whether you want the system to use the highest pay rate found or the standard pay rate.

1. Pay Rate

E = Use pay rates from the Employee Occupational Pay Rates table (F060146)

U = Use pay rates from the Union Rates table (F069126)

Blank = Use pay rates from the Employee Master table (F060116)

Use this processing option to specify the tables that you want the system to search to retrieve employee pay rates for time entry. If you are using job step progression, the system always retrieves employee rates for step progression employees from the Union Rates Table, regardless of how this option is set. Valid values are:

Blank

Use pay rates from the Employee Master table (F060116).

E

Include pay rates from the Employee Pay Rates table (F060146).

U

Include pay rates from the Union Rates table (F069126).

When you choose option (E), the system first searches the Employee Pay Rates table. If no rate exists for an employee in this table, the system uses the rate entered in the Employee Master table.

When you choose option (U), the system first searches the Union Rates table. If an employee has no rate entered in this table, the system searches for a rate in the Employee Pay Rates table. If no rate exists for the employee in the Employee Pay Rates table, the system uses the rate entered in the Employee Master table

2. Highest Rate

1 = Use the highest pay rate found

0 = Use the standard pay rate

Use this processing option to specify whether the system uses the standard pay rate or the highest pay rate when it performs the search that you specified in the Pay Rate processing option. If you are using job step progression, you must set this option to use the standard pay rate. Valid values are:

0

Use the standard pay rate.

1

Use the highest pay rate found

3. Piece Rate

E = Retrieve piece rate from the Employee Master table (F060116)

P = Retrieve piece rate from the Item Piece Rate table. (F06918)

Blank = Do not retrieve a piece rate. Piece rate functionality inactive

Use this processing option to specify whether you want the system to use the employee piece rate or the item piece rate when entering timecards for piece rate employees. Valid values are:

E

Retrieve piece rate from the Employee Master Information table (F060116)

P

Retrieve piece rate from the PF - Piece Rate Filetable (F06918)

4. Pay Type Multiplier Override to prevent multiplying a rate by the Pay Type multiplier when the rate is entered manually.

0 = Use Pay Rate Multiplier

1 = Do not use Pay Rate Multiplier

A code that specifies whether the system applies the Pay Type Multiplier when you manually enter pay rates on timecards. If you set this option to 1, any pay rate that you enter manually, except premium pay, will not be multiplied by the pay type multiplier. Premium pay always uses the pay type multiplier. Valid values are:

0

Use Pay Type Multiplier

1

Do not use Pay Type Multiplier

Pay Types Tab

These processing options are used to determine which pay types and pay tables are used to determine employee pay rates. If you are using job step progression processing, you must complete these processing options to ensure that overtime is calculated correctly.

1. Union Table - Pay Type Codes

Pay Type - Hourly

Use this processing option to specify the pay types to process.

If you are loading pay rates from the Union Rates File (F069126), enter only pay type codes associated with the entries you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their associated pay type codes here.

If you are loading pay rates from the Employee Pay Rates File (F060146), enter a pay type code for Regular only.

NOTE

If you have entered pay type codes in the Regular, Double, Triple, or Holiday fields, the Time Entry program retrieves the rates from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you entered pay type codes in Regular, Double, Triple, or Holiday fields, the program applies the Pay Type Multiplier before applying Shift

Pay Type - Regular Overtime

Use this processing option to specify the regular overtime pay type to process. If you are using pay rates from the Employee Pay Rates table (F060146), complete only this processing option. If you are using pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Regular Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Double Overtime

Use this processing option to specify the double overtime pay type to process. If you are using pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rate table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Double Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Triple Overtime

Use this processing option to specify the triple overtime pay type to process.

If you are using pay rates from the Union Rates Table (F069126), enter only pay types codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Triple Overtime processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

Pay Type - Holiday

Use this processing option to specify the holiday pay type to process. If you are loading pay rates from the Union Rates table (F069126), enter only pay type codes that are linked to the entries that you made in the Union Rates table. If you entered regular or premium amounts in the Union Rates table, enter their matching pay type codes here.

Note: If you complete this processing option, the Time Entry program retrieves the rate from the Union Rates table before applying overrides such as shift differential. If the Time Entry program does not find premium amounts in the Union Rates table, but you completed the Holiday processing option, the program applies the Pay Type Multiplier before applying Shift Differential Overrides.

2. Job Type and Step Cross-Reference

1 = Validate the Pay Type

0 = Do not validate the Pay Type

Use this processing option to specify whether the system automatically enters job information into the Pay Type field. When set to 1, the system automatically enters the job type and step from the Classification and Pay Cross-Reference table (F06932) into the Pay Type field. Valid values are:

0

Do not load the Pay Type field automatically.

1

Load the Pay Type field automatically

3. Pay Type Description

1 = Load the Pay Type Description field automatically

0 = Do not load the Pay Type Description field automatically

Use this processing option to specify whether the system automatically enters explanation text into the Pay Type Description field. This automatic function can reduce data entry. The system enters the Pay Type Description from the Payroll Transaction Constants table (F069116) in the Explanation field (YTEXR) of the Employee Transaction Detail File table (F06116). Valid values are:

0

Do not load the Pay Type Description field automatically.

1

Load the Pay Type Description field automatically

4. Split Time

1 = Split time automatically

0 = Do not split time automatically

Use this processing option to specify whether the system splits time automatically. The system splits time according to the percentages specified in the Labor Distribution Instructions table (F06016) or the Position Account Distribution Instructions (F081012) table. The total percentages of hours must equal 100%. Valid values are:

0

Do not split time automatically.

1

Split time automatically

Equipment Tab

These processing options are used to determine how equipment charges are handled during time entry.

1. Equipment Worked On

1 = Load the Equipment Worked On field automatically

0 = Do not load the Equipment Worked On field automatically (default)

Use this processing option to specify whether the system automatically completes the Equipment Worked On value (EQWO) from the referenced work order. Valid values are:

0

Do not load the Equipment Worked On field automatically.

1

Load the Equipment Worked On field automatically

2. Zero Billing Rate

1 = Use the Zero Billing Rate

0 = Do not use the Zero Billing Rate

Use this processing option to specify whether the system uses the Zero Billing Rate when you charge employee time against specific equipment. Valid values are:

0

Do not use the Zero Billing Rate.

1

Use the Zero Billing Rate

Batches Tab

This processing option is used to determine how the system assigns time entry batches.

1. Batch Number

1 = Assign batch numbers automatically

0 = Do not assign batch numbers automatically

Use this processing option to specify whether the system assigns batch numbers automatically from next numbers. J.D.Edwards recommends that you allow the system to assign batch numbers automatically. You can override the batch number that the system assigns. Allowing the system to assign batch numbers disables the Get Batch Number form exit. When you do not assign batch numbers automatically, you must either enter a batch number or use the Get Batch Number form exit to retrieve a batch number. Valid values are:

0

Do not assign batch numbers automatically.

1

Assign batch numbers automatically

Employee Tab

This processing option is used to determine whether information from the timecard is automatically updated to the Employee Master table.

1. Check Route Code

0 = Update Employee Master only if Blank

1 = Always Update Employee Master

2 = Do Not Update Employee Master

Use this processing option to specify whether the system updates the check route code on

the employee master record with the value entered on the timecard. Valid values are:

0

Update the employee master record only if the check route code is blank.

1

Always update the employee master record.

2

Do not update the employee master record

Recharge Tab

These processing options specify the default values that the system uses for multicurrency and recharge rate information.

1. Enable Multi-Currency Functionality

'0' = Do not enable Currency Functionality

'1' = Enable Currency Functionality

Use this processing option to enable multicurrency time accounting. Valid values are:

0

Do not enable multicurrency time accounting.

1

Enable multicurrency time accounting

3. Use Billing Markup Table for Rate Lookup

'0' = Do not use the Billing Markup Table

'1' = Use the Billing Markup Table (F48096) to retrieve rates

Use this processing option to determine whether recharge billing rates are obtained from the Billing Rate / Markup table (F48096). Valid values are:

0

Do not use Billing / Rate Markup table for recharge rates.

1

Use Billing / Rate Markup table for recharge rates

4. Generation Type for Rate Lookup

'1' = For Invoice Processing

'2' = For Revenue Processing

'3' = Component Amounts

'P' = Recharge Rate

A value that controls the type of entries for a batch and also the markup rules for the Billing Rate / Markup Table (F48096). When associated with types of entries, the system uses these codes to assign the generation type of a batch at the time the batch is created. When associated with billing rate/ markup processing, the system uses these codes to determine the markup rules for invoice, revenue, and component amounts. Depending on how you define the billing constants, different markup rules can

apply to different amounts, as follows:

Type 1: When the billing constants specify that invoice and revenue amounts are always the same, the markup rule applies to revenue, invoice, and component amounts. If the billing constants specify that the invoice and revenue amounts can be different , the markup rule still applies to revenue,

invoice, and component amounts if no Type 2 rule exists.

Type 2: When the billing constants specify that the invoice and revenue amounts can be different, the markup rule applies to revenue, and component amounts only.

Type 3: This type applies to component amounts. This rule is not dependent on the billing constants settings.

Type P: Payroll recharge processing is used for billing recharge rates using the J.D. Edwards time entry system.

Valid values are:

1

For Invoice Processing

2

For Revenue Processing

3

For Component Processing

P

For Recharge Processing

5. No Billing Markup Rate Found Action

Blank = Use Employee Distribution Rate

'1' = Use Employee Cost Rate

'2' = Return Error

Use this processing option to determine what the system identifies as the employee's rate when not using the Billing Rate / Markup table. Valid values are:

Blank

Use the Employee Distribution Rate

1

Use the Employee Cost Rate

2

Return Error

1. Leave Time Available

0 = Do not perform editing

1 = Perform editing. Display hard error if insufficient available balances exist.

2 = Perform editing. Display warning message if insufficient available balances

exist.

3 = Perform editing. Use available plus accrued balances. Display hard error if insufficient balances exist.

4 = Perform editing. Use available plus accrued balances. Display warning message if insufficient balances exist.

Use this processing option to activate leave administration processing in time entry. You can specify whether to display an error or a warning, as well as specify whether the system should use available balances or available plus accrued balances for availability verification. Valid values are:

0

Do not perform editing.

1

Perform editing. Display hard error if insufficient available balance exists.

2

Perform editing. Display warning if insufficient available balance exists.

3

Perform editing. Display hard error if insufficient available plus accrued balance exists.

4

Perform editing. Display warning if insufficient available plus accrued balance exists

2. Leave History Source File

0 = Employee Transaction History Summary (F06146)

1 = Fiscal and Anniversary Year History (F06147)

Use this processing option to specify whether you want the system to calculate leave balances using the Employee Transaction History Summary table, or the Fiscal and Anniversary Year History table. Valid values are:

0

Employee Transaction History Summary (F06146)

1

Fiscal and Anniversary Year History (F06147)

Leave Entry Tab

Interims Tab

These processing options are used to enable the Time Entry Interim Generator and to determine which Interim ID is used during timecard entry.

1. Interim Header

1 = Create Interim Header

0 = Do not Create Interim Header

Use this processing option to automatically create interim payment header records during the time entry process. If you create interim header record for timecards, you must process the interim payments using the Interim Payment Workbench in order to populate all calculated values associated with the payment. Valid values are:

1

Create interim header records.

0

Do not create interim header records

2. Interim ID Pay Cycle Code:

Use this processing option to identify the Pay Cycle Code that the system uses to search for the default interim ID that is used to create interim payments during time entry. The system determines which interim ID to assign to interim payments that are created during time entry using the value in this processing option and the value in the Country Code processing option on this tab. The interim ID that is set up as the default interim ID for the Pay Cycle Code and Country Code combination that is entered in these processing options is assigned to the interim payments

3. Interim ID Country Code:

Use this processing option to identify the Country Code that the system uses to search for

the default interim ID that is assigned to interim payments that are created during time entry. The system uses the value in this field along with the value in the Pay Cycle Code processing option on this tab to determine which interim ID to use. The system uses the default interim ID that is set up for this Pay Cycle Code and Country Code combination

Processing Tab

- 1. Time Entry Lockout: to prevent processing records that may require additional processing before running payroll.**

1 = Keep Processed Records Locked to Time Entry

BLANK = Release Processed Records to Payroll

Use this processing option to specify whether you want the system to release processed records to payroll. Valid values are:

0

Release processed records to payroll (default)

1

Keep processed records locked out to Time Entry.

When you keep time entry records locked out, then the payroll system does not process them. You can set this option to 1 when you have multiple stages through which you need to process time entry records prior to running payroll. For example, in order to process your records through Time Card Automation/ Overtime Rule Evaluation, use a time entry version that releases the time entry records to payroll on the final step

► To enter employee time

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, locate a work order, and then choose TE by Employee from the Row menu.
2. On Work with Time Entry by Individual, click Add.

The screenshot shows the PeopleSoft Speed Time Entry Revisions interface. At the top, there's a navigation bar with links for Portal, WWW, Intranet, Training, and other system icons. Below that is a workspace selector for 'Active Foundation' and buttons for Personalize, Change Role, and Sign Out. The main area is titled 'Speed Time Entry Revisions' and includes a toolbar with Find, Delete, Cancel, Form, Row, and Tools buttons. There are also fields for Date/Batch and LS Amount / Hours. A category codes section lists Cat 01, Cat 03, Cat 02, and Cat 04. The main data entry area is a grid titled 'Records 1 - 1' with columns for Employee Number, Alpha Name, Pay, Pay Type Description, Hours, Account Number, Work Date, and Batch. The first row of the grid is currently selected.

3. On Speed Time Entry Revisions, complete the following fields and click OK:

- Employee Number
- Pay
- Hours
- Account Number

To allow the system to generate the account number, you can use speed coding by entering the work order number in the following format:

\work order number.

Example: \458151.

Note: You must include the backslash and the period.

- Work Date
- Batch

You do not need to enter a batch number if you have set automatic batch numbering in the processing options (P050002A).

- Subledger

Subledger is not required if you are using speed coding.

- Sub Type

Subledger Type is not required if you are using speed coding.

- Equipment Worked On

Equipment Worked On is not required if you are using speed coding.

Processing Options for Speed Time Entry (P051121)

Time Entry

1. Time Entry Changes

1 = Prevent changes

0 = Do not prevent changes

2. Time Entry Version

Enter a specific version

Blank = Default version

Defaults

1. Address Number

1 = Supply address number

0 = Enter address number manually

2. Pay Type

1 = Supply pay type

0 = Enter pay type manually

Manufacturing

1. Manufacturing Time Entry

1 = Manufacturing Time Entry

0 = Payroll Time Entry

Localization Selections

1. Enter a 1 to invoke the New Zealand

Holiday Pay (1981) Act logic for Leave

(Holidays) Taken

Processing Journal Entries

You process journal entries to update the general ledger with labor, payroll burden, and equipment expenses. The way in which you process journal entries depends on whether you are using the J.D. Edwards Payroll system.

If you are using the J.D. Edwards Payroll system, you process journal entries as part of each payroll cycle. You also process journal entries when you process an interim payment for an employee. In some cases, you might choose to process journal entries at other times during a pay period. For example, labor-intensive organizations might need to monitor and analyze labor expenses daily. These organizations can process journal entries for timecards daily.

If you are not using the J.D. Edwards Payroll system but you are using the time accounting features of the Workforce Management Foundation system to enter timecards and to track labor and equipment expenses, you can process journal entries for timecards.

You process the following two types of journal entries for payroll and time accounting:

Pro forma journal entries	Preliminary, review-level journal entries that the system stores in the Compressed Payroll Journal workfile (F063951).
Actual journal entries	Journal entries that the system posts to the Account Ledger table (F0911) and, optionally, the Account Balances table (F0902).

When you process journal entries for Payroll, you create pro forma journal entries during each payroll cycle. After you review the pro forma journal entries, you can create the actual journal entries that you post to the general ledger. You can set up your company options so that the system automatically posts actual journal entries during the final update step of the payroll cycle. If your company options are set up so that the system does not post the actual journal entries automatically, you or someone in your accounting department must post the journal entries manually. You also must post the actual journal entries manually when an error prevents the system from posting them automatically.

When you process journal entries for timecards, you run a batch program to create the pro forma journal entries. After you review the pro forma journal entries and correct any errors, you run another batch program to create the actual journal entries and post them to the general ledger.

You can create journal entries for the following document types:

Document types for payroll	<ul style="list-style-type: none">• T1 Payroll disbursement• T2 Payroll labor distribution• T3 Actual burden• T4 Labor billing distribution• T5 Equipment distribution• T6 Payroll accruals and deferrals• T7 Payroll vouchers
-----------------------------------	--

The system creates document-type T7 journal entries only when your Payroll system is integrated with the J.D. Edwards Accounts Payable system.

Document types for time accounting	<ul style="list-style-type: none">• T2 Payroll labor distribution• T4 Labor billing distribution• T5 Equipment distribution
---	---

You process pro forma journal entries for timecards only when you are not processing the journal entries associated with a payroll cycle. You can use the Journal Batch Proof report to review the pro forma journal entries before you post them to the general ledger. You also can use this report to review the pro forma journal entries that the system created during a payroll cycle. If errors occur in the journal batch, you can correct the errors, delete the batch, and reprocess the pro forma journal entries.

When the pro forma journal entries are error-free and approved for posting, you post them to the general ledger. You can post either of the following types of pro forma journal entries:

- Timecard journal entries

- Payroll journal entries that were not posted during the payroll cycle, either because of errors or because of the way in which your company options are set up

When you post journal entries, the system creates, posts, and removes the timecard batch details from the Payroll Journal Compression workfile (F063951) and updates the Account Ledger table (F0911) and the Account Balances table (F0902) with the timecard transactions.

Caution

You must run the full journal entry process either in WorldSoftware or in OneWorld.

Processing Pro Forma Journal Entries for Timecards

From the Timecard Post/History Update menu (G05BT11), choose Generate Timecard Journals.

You process pro forma journal entries for timecards only if you are not creating the journal entries associated with a payroll cycle.

When you process pro forma journal entries for timecards, the system converts the Employee Transaction Detail table (F06116) into the Compressed Payroll Journal Workfile (F063951) and the Burden Distribution file (F06241). When you process these journal entries, you can do the following:

- Define the general ledger date for the journal entries
- Select timecards based on a range of dates

In addition to generating pro forma journal entries, this program generates the Journal Batch Proof report. You review this report to verify the accuracy of the transactions that the system generated from the journal data. This report includes individual entries and totals for document type, period, and company, as well as a grand total for the batch report. If necessary, you can rerun this report without rerunning the pro forma journal entries.

Processing Options for Generate Timecard Entries (R052901)

Date Tab

This processing option determines the date the system uses to post journal entries.

General Ledger Date

1. G/L Date

Blank = System Date

Use this processing option to define whether the program uses the G/L date or the system date when it posts journal entries. To use the system date, leave this processing option blank. Timecards that have multiple work dates are posted on the date that you define in this processing option. To account for daily timecards, you must run this program every day with the processing option set to the system date.

Process Tab

These processing options determine certain values for processes related to Benefits, Intercompany Settlements, Components, and Premium.

1. Benefits

0 = Do not process benefits and

accruals.

1 = Process non-monthly benefits

and accruals.

2 = Process monthly and non-monthly

benefits and accruals.

Use this processing option to define how the system processes benefits and accrual when it posts journal entries for timecards. Valid values are:

- 0 Do not calculate any benefits or accruals for the employees.
 - 1 Calculate only non-monthly benefits and accruals for the employees.
 - 2 Calculate monthly and non-monthly benefits and accruals for the employees. Enter this value only when you are processing the last
-

timecards for calendar month. The system uses the month that corresponds to the general ledger date.

Non-monthly benefits and accruals are those for which you entered M in the fifth Pay Period of the Month field on the Basic DBA Information form (W059116E). An M in this field indicates that the system calculates the benefit or accrual during daily timecard post.

Monthly benefits and accruals are calendar-month DBAs, including those that are non-monthly, that have the following characteristics:

- o Are set up to calculate for the employee for an entire calendar month
- o Have a value of 2 or Blank in the Limit Method field on the Advanced DBA Information form (W059117A).

2. Intercompany Settlements

1 = Process intercompany settlements.

0 = Do not process intercompany settlements.

Use this processing option to define whether you want to process intercompany settlements when you post timecard journal-entries. Valid values are:

- 1 Process intercompany settlements. When processing intercompany settlements, the system uses the general accounting constants and the company number on the timecard.
- 0 Do not process intercompany settlements

This processing option applies only when the journal type IC is set up in the Debit/Credit-Accruals Clearing table (P069041).

3. Components

1 = Distribute time billed from parent item to components.

0 = Bill only for parent item.

Use this processing option to define how you want to post timecard journal-entries for equipment time when the equipment is used to build an item that is comprised of multiple components.

Valid values are:

- 1 Distribute equipment time billed from the parent item to its components.
- 0 Bill equipment time to parent item only.

In the Asset Master table (F1201), you define the parent/child relationship between parent items and their components. You enter billing rates for the components in the Equipment Rates table (F1301).

4. Premiums

1 = Updates units field with premium.**0 = Does not update units field with premium.**

Use this processing option to define how you want to update the Account Ledger table (F0911) for premium labor entries. Premium labor entries are entries for pay types that have a pay type multiplier greater than 1. Valid values are:

- 1 Update labor hours to the Units field for premium labor entries. Choose this option when you want journal type PR to include labor hours in the Units field.
- 0 Do not update labor hours to the Units field for premium labor entries. Choose this option when you want only journal type LD to include labor hours in the Units field.

This processing option applies only when the Debit Burden/Premium Labor Distribution table (P069042) is set up in the following way:

- o The journal type PR has been added to the table.

-
- o The company burden rules are set up to separate the premium portion of a pay type from the regular portion.

5. Summarization Rules

1 = Override summarization rules:

Create Journal Entries in full detail.

0 = Do not override summarization rules.

(Default = 0)

Use this processing option to define how Journal Entries are created and printed. Each account number has a summarization rule defined for it in the Journal Summarization Rules program (P06914). This processing option enables you to override the summarization code, so it will be a Type 6, so you can see the Journal Entries in the highest level of detail possible. Valid values are:

- 1 This option overrides any summarization rules, making the summarization code a Type 6. Choose this option when you want the Journal Entries to be created and printed in full detail.
- 0 This option is the default, so the pre-defined summarization rule will be used.

What You Should Know About Processing Options

Process tab, Intercompany Settlements	When generating timecards, the program uses the accrual account of the employee's company. If this is different from the target account of the work order, you must set this processing option value to 1.
--	--

Reviewing the Journal Batch Proof Report

From the Timecard Post/History Update menu (G05BT11), choose Journal Batch Proof.

After you process pro forma journal entries, you review the Journal Batch Proof report. The system prints this report when you do either of the following:

- Process pro forma journal entries for timecards

- Process the journal entry step of a payroll cycle

Use this report to review the accuracy of the journal entries before you post the information to the general ledger.

The Journal Batch Proof report lists the journal entry information by document types. Grouping journal entries by document types enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

- T1 - Payroll Disbursement
- T2 - Payroll Labor Distribution
- T3 - Actual Burden
- T4 - Labor Billing Distribution
- T5 - Equipment Distribution
- T6 - Payroll Accruals and Deferrals

Caution

If you find errors on the Journal Batch Proof report, you must correct the errors and rerun the pro forma journal entries.

The following list contains examples of what might cause errors to appear on the Journal Batch Proof report:

- Inaccurate AAs.
- An account number not yet added to the chart of accounts.
- Incorrect setup of nontaxable benefits or accruals that were processed in the journal entries step.
- Incorrectly entered timecard information. (In this case, if you are processing journal entries for a payroll cycle, you also must rerun pre-payroll.)

The system does not recognize the corrections until you rerun the pro forma journal entries. If you do not rerun the pro forma journal entries after you correct the errors, the system creates the actual journal entries with errors.

When you are processing journal entries as part of a payroll cycle and you have not yet printed the payments, you can complete the following procedure to correct inaccurate timecard information:

- Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards.
- Correct the inaccurate timecards.
- Run a changes-only pre-payroll.
- Rerun the journal entries step.

You can reprint the Pay Period Journal Batch Proof report when you want to print the report without re-creating the pro forma journal entries. The system prints the same proof report that was created during the last iteration of the process. The related payroll ID appears on the report when you reprint it. You can print this report as many times as necessary before you run the final update. After you run the final update, the system clears the Summarized Journal Entry Workfile, and the report does not produce any information.

Reviewing Batches of Journal Entries

From the Timecard Post/History Update menu (G05BT11), choose Timecard Journal Batch Review.

After you generate pro forma journal entries, you can review them to verify that they are correct. You can review batches of journal entries based on your user ID, the batch number, a posting status, or a specific date range. You can review batches of pro forma journal entries to verify that they are error-free before you post them. You can review the pro forma journal entries that were generated from the payroll cycle, as well as those that were generated from timecards.

You also can review actual journal entries that the system creates when you post timecard journal entries to the general ledger, as well as the actual journal entries that were created during the final update step of the payroll cycle. Depending on how your company options are set up, the system might automatically post these actual payroll journal entries.

The system uses batch types to group the various kinds of journal entries. You can review the following batch types:

- 51** Timecard pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
- 41** Payroll pro forma journal entries. You can review summary information only. Use the Journal Batch Proof report to locate any errors.
- P** Actual timecard journal entries that have been posted to the general ledger.
- 7** Actual payroll journal entries that have been posted to the general ledger.

If you discover errors when you review batches of pro forma journal entries, you must delete the entire batch, correct the errors, and then generate the pro forma journal entries again.

If you discover errors when you review batches of actual journal entries, you can use the General Journal Review program to do any of the following to individual journal entries:

- Revise unposted journal entries
- Delete unposted journal entries
- Void posted journal entries

You can revise and delete actual journal entries only. You cannot revise or delete pro forma journal entries.

Deleting a Batch of Pro Forma Journal Entries

From the Timecard Post/History Update menu (G05BT11), choose Batch Delete.

You delete an unposted batch of pro forma journal entries when the batch contains errors and you must correct the timecard entries before you regenerate the corrected batch.

Processing Options for Batch Delete (R05227)

Select Tab

Use this option to select the Daily Timecard Journal Batch that you wish to delete. Use caution when exercising this option, because you cannot recover batches after they have been deleted.

1. Batch Number

Enter the batch number that the system assigned to the Daily Timecard Journal Batch that you wish to delete. Use caution when exercising this option, because you cannot recover batches after they have been deleted.

Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

► To approve transaction batches

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, follow the steps to review the batch:

See Reviewing Transaction Batches for more information.

2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. On Batch Approval, click the following option and click OK:

- Approved - Batch is ready to post

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.

5. To verify the approval, review the following fields on Work With Batches:

- Batch Status
- Status Description

Processing Options for General Journal Review (P0011)

Batch Type

Enter the Batch Type to be displayed.

Batch Type

Posting Journal Entries for Payroll or Time Accounting

From the Timecard Post/History Update menu (G05BT11), choose Post Journals to General Ledger.

Alternatively, from the Payroll Workbench menu (G07BUSB11), choose Manual Payroll Journal Post.

For time accounting, you must run a program to post the batch of timecard journal entries to the general ledger. The batch that you post for timecards contains pro forma journal entries. During the posting process, the system creates the actual journal entries in the Account Ledger table (F0911) and automatically posts them to the Account Balances table (F0902).

For payroll journal entries, you can set up your company options for either of the following:

The system automatically posts actual journal entries during final update

You use the manual post program only if an error occurred during final update that prevented the system from posting the journal entries.

The system does not automatically post actual journal entries

After you run the final update, you run the manual post program to post the actual journal entries to the general ledger. You or someone in your accounting department might need to approve the batch before you run the post program.

If the Pre-Post General Ledger program encounters errors, the system creates the actual journal entries in the Account Ledger table but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.

When you run the manual post program, the system prints the General Ledger Post report. If errors occurred during the posting process, the system also prints the Post Detail Error report. Review these reports to verify that the journal entries were posted successfully.

The General Ledger Post report lists all journal entries. The column titles and information are similar to the Journal Batch Proof report. However, the General Ledger Post report prints the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

Entering time using standard labor rates

In order to enter time using standard labor rates, you must:

- Define work centers and then define labor detail steps. See *Setting Up Standard Work Order Instructions*.
- Freeze work center rates in order to use them, by associating work centers to a routing that is assigned to an inventory item for which you are freezing the cost. See *Updating Frozen Costs for Work Centers*.

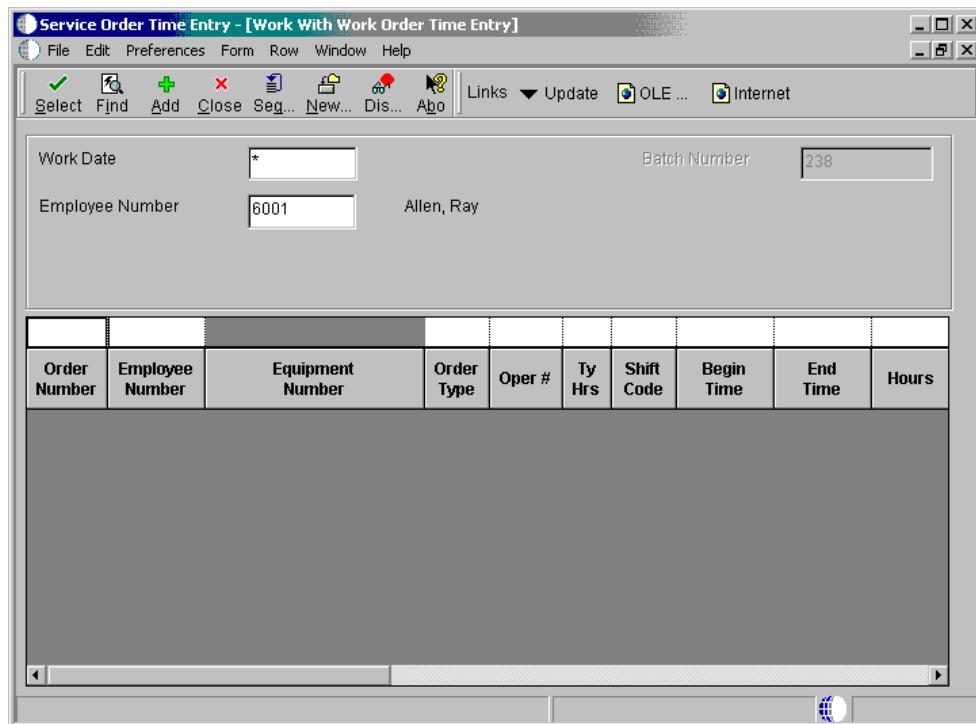
- Set up the following AAIs:
 - 3122, Routing Service Costs
 - 3401, Accruals
- Set up the work order document type as a CSMS order type, within Document Type Maintenance.

Before You Begin

- Assign labor routings. See *Assigning Labor Routing to a Work Order*

► To enter time

From the Daily Service Order Processing menu (G1712), choose Service Order Time Entry.



1. On Work With Work Order Time Entry, complete the following fields and click Find:
 - Work Date
 - Employee Number
2. To enter hours and quantities, click Add.

Service Order Time Entry - [Time Entry Revisions]

File Edit Preferences Form Window Help

OK Del... Can... New... Dis... Abo Links Update OLE... Internet

Work Date	05/10/02	Batch Number	238
Employee Number	6001	Allen, Ray	

Order Number	Order Type	Employee Number	Equipment Number	Oper #	Ty Hrs	Shift Code	Begin Time	End Time

Row:1

3. On Time Entry Revisions, complete the following optional fields and click OK:
 - Oper #
 - Ty Hrs
 - Hours
 - Quantity
 - UM
 - St

Processing Options for Work Order Time Entry (P311221)

Display

1. Enter a '1', for the screen to be displayed in Order Number format. If left blank, the screen will be displayed in Employee format.

Defaults

1. Enter the Document Type associated with Shop Floor Activity.

Edits

1. Enter the Status Code beyond which Shop Floor Activity cannot be entered.
2. Enter a '1' to verify that, for a given operation, the total of the quantity completed plus scrapped does not exceed the 'Quantity At Operation'. If left blank, the verification is not performed.
3. Enter a '1' to block employee rate being written to screen. Leave blank to show employee rates.

Versions

Enter the version for each application. If left blank, ZJDE0001 will be used.

1. Test Results Revisions (P3711)

-
- 2. Manufacturing Scheduling Workbench (P31225)
 - 3. Production Status (P31226)
 - 4. Hours and Quantities Update (R31422) (Default - XJDE0001)
-

Updating Hours and Quantities

From the Daily Service Order Processing menu (G1712), choose Hours and Quantities Proof.

From the Daily Service Order Processing menu (G1712), choose Hours and Quantities Update.

To process the hours and quantities that you have entered and to create journal entries for the costs, you must run the Hours and Quantities Update batch program. This program updates the Work Order Routing table (F3112) and creates journal entries. The Total cost of each routing will be split into separate journal entries based on the percentage of the routing covered under a contract. After you run this program, you cannot make changes.

You can run the Hours and Quantities Proof program (R31322) before running Hours and Quantities Update (R31422) to review and correct any errors.

Note

In the processing options of the Hours and Quantities Update program, you must activate the CSMS processing option 1, Create CSMS Journal Entries, for the system to create journal entries.

Processing Options for W.O. Hours and Quantity Update (R31422)

Interop

1. Transaction Type

A specific transaction type

Blank = No outbound transaction processing

2. Outbound Subsystem UBE

1 = The UBE will be called

Blank = The UBE will not be called

CSMS

1. CSMS Journal Entries

1 = Create CSMS journal entries

Blank = Do not create CSMS journal entries

2. Flex Accounting

1= Use flex accounting

Blank = Do not use flex accounting

3. General Ledger Date

A specific date

Blank = Use today's date

4. Subledger

1 = Default order number
Blank = Do not default order number
5. Document Type

A specific document type
Blank = Default 'IH'

Reviewing and Approving Cost Routing Journal Entries

From the Daily Service Order Processing menu (G1712), choose G/L Journal Review.

You can review information at different levels before posting journal entries. You can:

- Review a list of journal entry batches
- Revise journal entry detail

When you review journal entries for posting, you can display a list of batches based on the batch type, number, date, status, or your user ID. For example, you might want to review all batches with a posting status of pending. If the batch review security feature is activated, the system lists only the batches that you are authorized to review and approve.

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review. The General Journal Review program updates and displays information in the Batch Control (F0011) and the Account Ledger (F0911) tables.

After you enter and review a batch of journal entries, you might need to approve it before posting can occur. Based on your company requirements as defined by the general accounting constants, the system assigns either a pending or an approved status to the batch.

Before You Begin

- Change the value in the Batch Type field to 0 (zero).

See Also

- *Reviewing Journal Entries* in the *General Accounting* documentation for steps to review, revise, and approve journal entries

Posting Cost Routing Journal Entries to the General Ledger

From the Daily Service Order Processing menu (G1712), choose Post Inventory to G/L.

After you enter, review, and approve cost routing journal entries (batch type equal to zero), post them to the general ledger. You can use various methods to post journal entries.

Before You Begin

- Verify that the batch has an approved status.

- Ensure that all posting menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

See Also

- Understanding the Post Process for Journal Entries in the General Accounting documentation*
- For information about these methods and instructions on posting journal entries, see *Posting Journal Entries in the General Accounting documentation*

Processing Options for General Ledger Post Report (R09801)

Print

1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; '' = Default Account Format.

Account Format

Versions

1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; '' = no update to Tax File (Default).

Update Tax File

2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for receipt adjustments and write offs)

Process

1) Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

Cash Basis

1) Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch types G, K, M, W, RB only.)

Obsolete

2) Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

Units Ledger Type

3) Enter a version of "Create Cash Basis Entries" (R11C850) to execute. (Default of blank will use version ZJDE0001.)

Obsolete

PM Cycle

Preventive Maintenance Cycle

Use Equipment/Plant Maintenance to plan, monitor, and complete routine maintenance operations. When you use Equipment/Plant Maintenance, you can minimize equipment breakdowns and unscheduled repairs.

When you use Equipment/Plant Maintenance to manage your equipment maintenance needs, you define the type and frequency of each maintenance task for each piece of equipment in your organization. The preventive maintenance (PM) cycle refers to the sequence of events that make up a maintenance task, from its definition to its completion. Since most PM tasks are commonly performed at scheduled intervals, parts of the PM cycle repeat, based on those intervals.

Although the level of complexity of the preventive maintenance cycle differs from company to company, a typical preventive maintenance cycle includes the following procedures:

- Creating PM schedules for each piece of equipment
- Scheduling PMs
- Completing PMs

Before You Begin

- Create equipment masters for all pieces of equipment that you want to maintain. See *Creating an Equipment Master*.
- Set up your parts lists and work order instructions. See *Setting Up Standard Parts Lists and Work Orders Instructions*.
- Create a model work order. See *Creating a Model Work Order for a PM Service Type*.

Terms and Concepts

You should be familiar with the following terms and concepts related to the PM cycle:

- Service type
- PM
- Preventive maintenance schedule
- PM status

Service type	You define service types to describe individual preventive maintenance tasks. You can define as many service types as you need. You can set up service types to apply to a particular piece of equipment or a class of equipment. Examples of service types include the following: <ul style="list-style-type: none"> • 250-hour inspection • Clutch adjustment • Lubricate ventilation fan • 10,000-hour engine rebuild
PM	A PM refers to one or more service types that are scheduled to be performed for a piece of equipment. You typically specify that a PM be performed at a predefined point in time. The point in time can be based on days, date, or when a piece of equipment accumulates a predefined number of statistical units, such as hours, miles, and so on. You identify how many units have accumulated for each piece of equipment by periodically entering equipment meter readings.
Preventive maintenance schedule	You create one PM schedule for each piece of equipment for which you want to perform PMs. The PM schedule defines which service types should apply to a piece of equipment. The PM schedule also defines the service interval for each service type. A service interval refers to the frequency at which the service types will be performed. <p>For example, you could create a PM schedule for a piece of equipment that schedules a belt inspection every 5,000 hours, and a mandatory belt replacement every 20,000 hours.</p>
PM status	When the system creates a record for a PM, it assigns an initial status of 01 (Maintenance Task Defined). You define other statuses to indicate the particular steps that a PM goes through before it is completed. <p>When you complete a PM, the system assigns it a status of 99 (Maintenance Complete).</p>

Service Type

You define service types to describe individual preventive maintenance tasks. You can define as many service types as you need. You can set up service types to apply to a particular piece of equipment or a class of equipment. Examples of service types include the following:

- 250-hour inspection
- Clutch adjustment
- Lubricate ventilation fan
- 10,000-hour engine rebuild

PM

A PM refers to one or more service types that are scheduled to be performed for a piece of equipment. You typically specify that a PM be performed at a predefined point in time. The point in time can be based on days, date, or when a piece of equipment accumulates a predefined number of statistical units, such as hours, miles, and so on. You identify how many units have accumulated for each piece of equipment by periodically entering equipment meter readings.

Preventive Maintenance Schedule

You create one preventive maintenance schedule for each piece of equipment for which you want to perform PMs. The PM schedule defines which service types should apply to a piece of equipment. The PM schedule also defines the service interval for each service type. A service interval refers to the frequency at which the service types will be performed.

For example, you could create a PM schedule for a piece of equipment that schedules a belt inspection every 5,000 hours and a mandatory belt replacement every 20,000 hours.

PM Status

When the system creates a record for a PM, it assigns an initial status of 01 (Maintenance Task Defined). You define other statuses to indicate the particular steps that a PM goes through before it is completed.

When you complete a PM, the system assigns it a status of 99 (Maintenance Complete).

Primary Procedures

Although the level of complexity of the PM cycle differs from company to company, a typical PM cycle includes the following procedures:

- Creating PM schedules for each piece of equipment
- Scheduling PMs
- Completing PMs

Creating PM Schedules for Each Piece of Equipment

When you create a PM schedule, you include the service types that the equipment requires and the intervals at which the service types must be performed.

Scheduling PMs

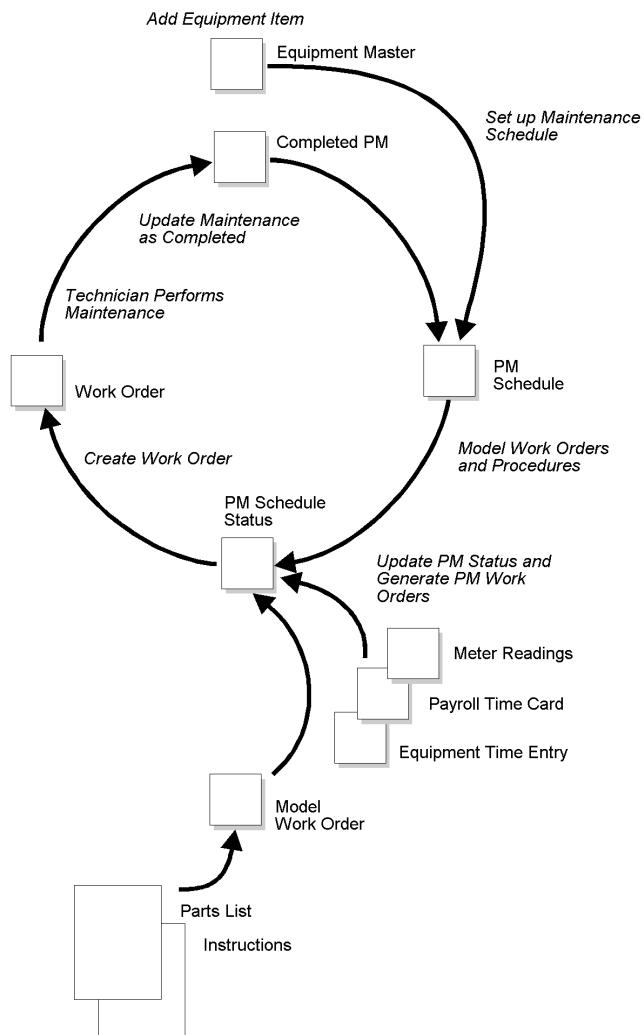
You schedule maintenance by periodically updating PM schedule information. When you update PM schedule information, the system determines which service types are due to be performed, based on meter readings, dates, and other user defined criteria. If service types are due to be performed, the system updates the PM status. In addition, depending on how you set up your system, the system generates a PM work order.

Completing PMs

You indicate when maintenance has been performed by completing PMs and PM work orders. When you complete a PM, the system creates a historical record of it. For most service types other than warranty service types, the system then generates a new PM based on statistical information that you gather when you perform the maintenance. The system does not generate a new PM for warranty service types.

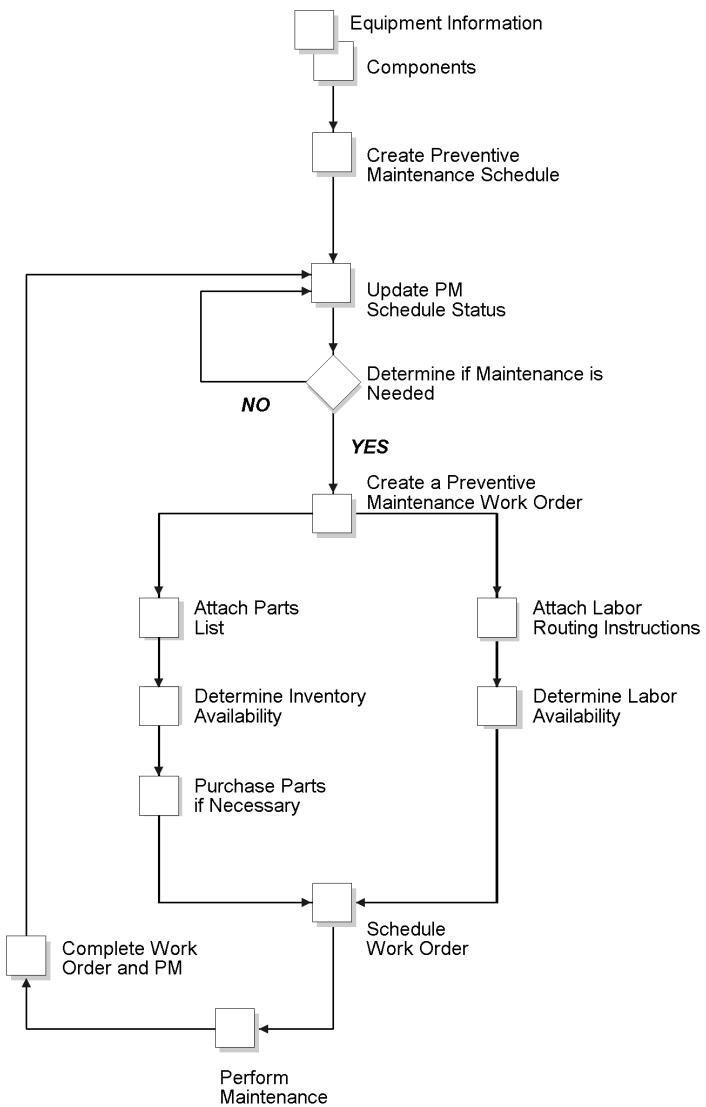
Preventive Maintenance Cycle

The following graphic shows the progression of events in a typical maintenance cycle:



Preventive Maintenance Process Flow

The following graphic shows the progression of a typical PM process:



Working with PM Schedules

You create a PM schedule for each piece of equipment that you want to maintain. On each PM schedule, you indicate all of the service types you want to associate with the piece of equipment. You also specify the rules governing how and when the service types are performed. In addition, you can use PM schedules to signal warranty expirations, equipment messages such as warnings and problem reports, and other planning events not necessarily associated with preventive maintenance tasks.

You can link related service types to a primary service type. When you link service types, the system determines if separate maintenance tasks can be performed concurrently, based on rules that you set up.

You can set up maintenance loops by a specific PM service type. A maintenance loop links a particular routine maintenance task, such as a weekly inspection, to a group of equipment for which the maintenance task applies. For example, you can create a PM schedule to perform a weekly lubrication for one lathe on a production line and set up a maintenance loop to inspect all other lathes on the line.

You can create model PM schedules to streamline maintenance scheduling for similar pieces of equipment. When you add a piece of equipment to your maintenance organization, the system uses category code values from the model PM schedule to create a unique PM schedule for the equipment.

You can schedule PMs to be performed based on the following:

- A specific date
- A specified interval of days since maintenance was last performed
- Statistical units based on employee usage, such as employee hours
- Statistical units based on meter readings, such as fuel, miles, or hours

Creating a PM Schedule

You create a PM schedule for each piece of equipment that you want to maintain. On each PM schedule, you indicate all of the service types that you want to associate with the piece of equipment. You also specify the rules governing how and when the service types are performed. Service types can be for regularly scheduled maintenance, as well as unscheduled maintenance tasks, such as cleanings on an as-needed basis, or repairs at the point of equipment failure. In addition, you can use PM schedules and service types to signal warranty service, equipment messages such as warnings and problem reports, and other planning events not necessarily associated with preventive maintenance tasks, such as license renewals and recertifications.

Before You Begin

- Verify that the following are set up:
 - Service types (user defined code 12/ST)
 - Work order priority codes (user defined code 00/PR)
 - Standard procedures

See Also

- Understanding User Defined Codes*
- Setting Up Standard Procedures*

► To create a PM schedule

From the Equipment & Plant Maintenance menu (G1315), choose Equipment PM Schedule.

1. On Work With Equipment PM Schedule, complete the following field and click Add:

- Equip Number

The screenshot shows the PeopleSoft Equipment PM Schedule form. At the top, it displays the equipment number 24820 and service type 200-006 (Clean/Inspect Spray Heads) for a Paint Booth II. The form is divided into several sections:

- Schedule Interval:** Contains fields for Hours (20.00), Miles (blank), Fuel (blank), Days (5), Schedule Date (07/30/05), Frequency Indicator (No Frequency Indicator), and Multiple (One Cycle (Default)).
- Last Completed:** Contains fields for Hours (5,500.00), Miles (blank), Fuel (blank), and Date (07/25/05).
- PM Generation and Planning:** Contains fields for Model WO (450052), Procedure (blank), and Occurrences (blank).

2. On Equipment PM Schedule, complete the following field:
 - Service Type
3. For each service type that you enter, complete the following optional fields in the Schedule Interval portion of the form:
 - Schedule Date
 - Frequency Indicator
 - Multiple
4. For each service type for which you did not enter a schedule date, complete any of the following Schedule Interval fields:
 - Hours
 - Miles
 - Fuel
 - Days

If you entered a value in the Frequency Indicator field, you cannot enter a service interval based on days.

You can enter a service interval based on service days and schedule date. If you enter both service days and a schedule date, the system schedules the maintenance to come due based on the schedule date that you indicate. Subsequent schedule

dates for maintenance are calculated in conjunction with the service days interval (based on the last completion date).

You can enter service types for unscheduled maintenance that do not have schedule dates or intervals associated with them. Service types for unscheduled maintenance tasks should, however, include a model work order number. You use Backlog Management or Equipment Backlog to specify when a service type for unscheduled maintenance is due.

5. Complete the following PM generation and planning fields:

- Procedure
- Occurrences

Depending on how the processing options are set, you might not be able to manually enter a value in the Occurrences field.

6. If you use model work orders, complete the following field:

- Model WO

If you enter a value in the Procedure field and you enter a model work order number, the system displays a warning message indicating that the work order might have its own procedure that could conflict with the procedure that you entered.

7. If the maintenance task for the piece of equipment has been performed but this is the first PM to be applied to the equipment, complete the following fields in the Last Completed portion of the form:

- Hours
- Miles
- Fuel
- Date

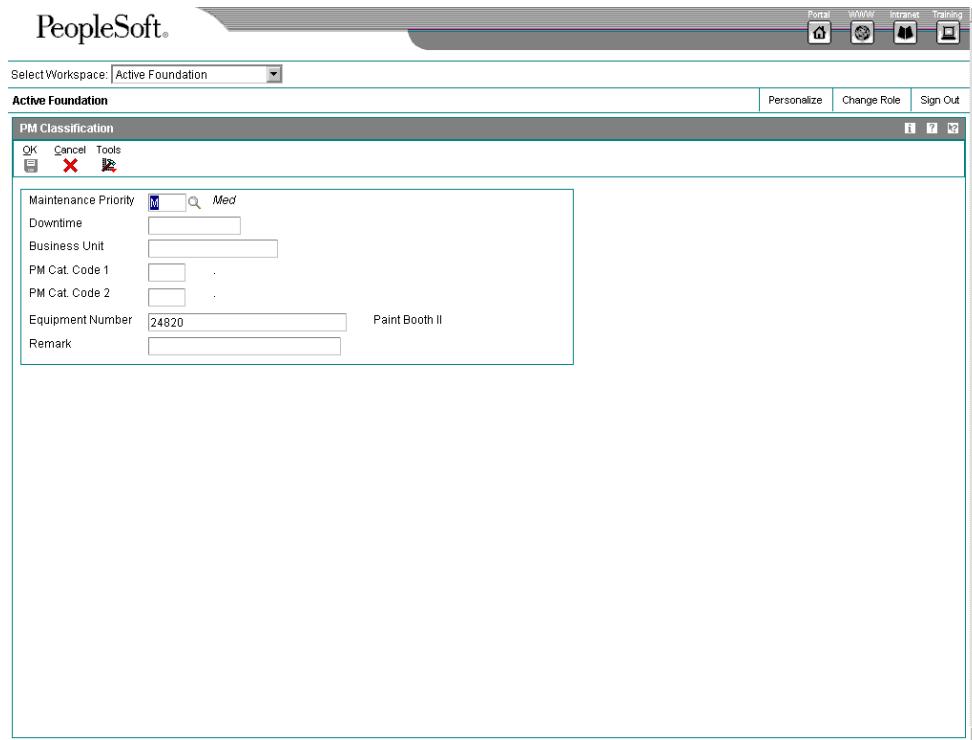
8. To add the record, click OK and then click Cancel.

The Work With Equipment PM Schedule form appears.

9. On Work With Equipment PM Schedule, click Find to display the record for the PM schedule that you created.

10. Choose the record for the PM schedule that you created and click Select.

11. On Equipment PM Schedule, choose PM Classification from the Form menu.



12. On PM Classification, complete the following optional fields and click OK:

- Maintenance Priority
- Downtime
- Business Unit
- PM Cat. Code 1
- PM Cat. Code 2
- Equipment Number
- Remark

Linking Service Types

For each piece of equipment that you maintain, you can link several related service types to a primary service type. For example, for a particular piece of equipment, you might set up the following:

- A primary service type for a 1000-hour inspection
- A linked service type for a 500-hour inspection

When the primary service type is scheduled to be performed, the linked service types will be scheduled at the same time. This reduces equipment downtime and the possibility of performing unnecessary maintenance.

You use threshold percentages to specify when the system should include the maintenance tasks for linked service types when it schedules the primary service type. A threshold percentage is the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.

The system schedules the related maintenance to be performed with the primary maintenance if the equipment is within the threshold percentage that you specify. If the system has already scheduled the PMs for the linked service types when the primary service type is due to be scheduled, the system might cancel the work orders or process them normally, depending on the current status of the PMs and the maintenance rules that you define for the primary service type.

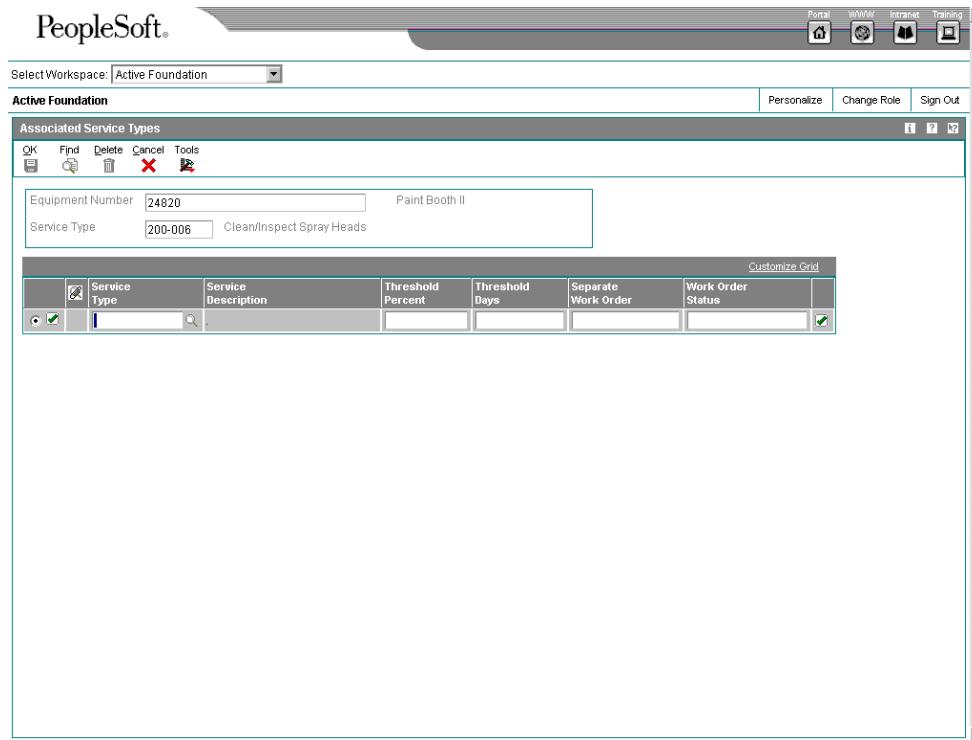
You can specify whether the system creates a separate work order for each linked service type, or combines maintenance tasks for all linked service types into the work order for the primary service type. You can also specify how the system processes work orders that it creates for linked service types that have been scheduled before the primary service type. For example, if the system has already created a work order for a linked service type when the primary service type becomes due, you can specify the status, such as completed or canceled, that the system assigns to the existing work orders.

► **To link service types**

From the Plant & Equipment Maintenance menu (G1315), choose Equipment PM Schedule.

After you create a PM schedule for a piece of equipment, you can link related service types to primary service type. Linked service types are performed at the same time as the primary service type, according to scheduling criteria that you specify.

1. On Work With Equipment PM Schedule, complete the following field and click Find:
 - Equipment Number
2. Choose a service type to which you want to link other service types and choose Associations from the Row menu.



3. On Associated Service Types, complete the following fields:

- Service Type
- Separate Work Order
- Work Order Status

Complete the Work Order Status field only if you previously entered 2 or 3 in the Separate Work Order field.

4. Complete one of the following fields and click OK:

- Threshold Percent
- Threshold Days

You cannot enter a value in both of these fields.

See Also

- Setting Up Maintenance Rules*

Creating a Maintenance Loop

Create a maintenance loop when you need to perform identical routine maintenance tasks, such as equipment inspections, on multiple pieces of equipment.

When you use maintenance loops, you eliminate the need for separate work orders for each piece of equipment that you inspect. For example, if you have 25 pumps of similar style and

configuration for which you perform a routine inspection every week, you can do the following:

- Set up a PM service type to perform a weekly inspection for one pump
- Apply the other pumps to the PM for the first pump

When the service type for the weekly inspection comes due, the system generates a PM for each pump but generates only one work order for the original pump. When the system creates a work order for a maintenance loop PM, it stores the associated equipment in the work order record type that you specify in equipment constants.

The system only recycles the original PM. It does not recycle the PMs for the associated equipment.

You can create a maintenance loop using a virtual or logical piece of equipment, such as a production line or department. The logical equipment encompasses the equipment that you want to include in the loop. If you use a logical piece of equipment as the basis for a maintenance loop, you must create an equipment master for the logical piece of equipment.

Before You Begin

- Set up PM service types for maintenance loop tasks.
- Create a PM schedule that includes the service type or types for which you want to establish maintenance loops.

► To create a maintenance loop

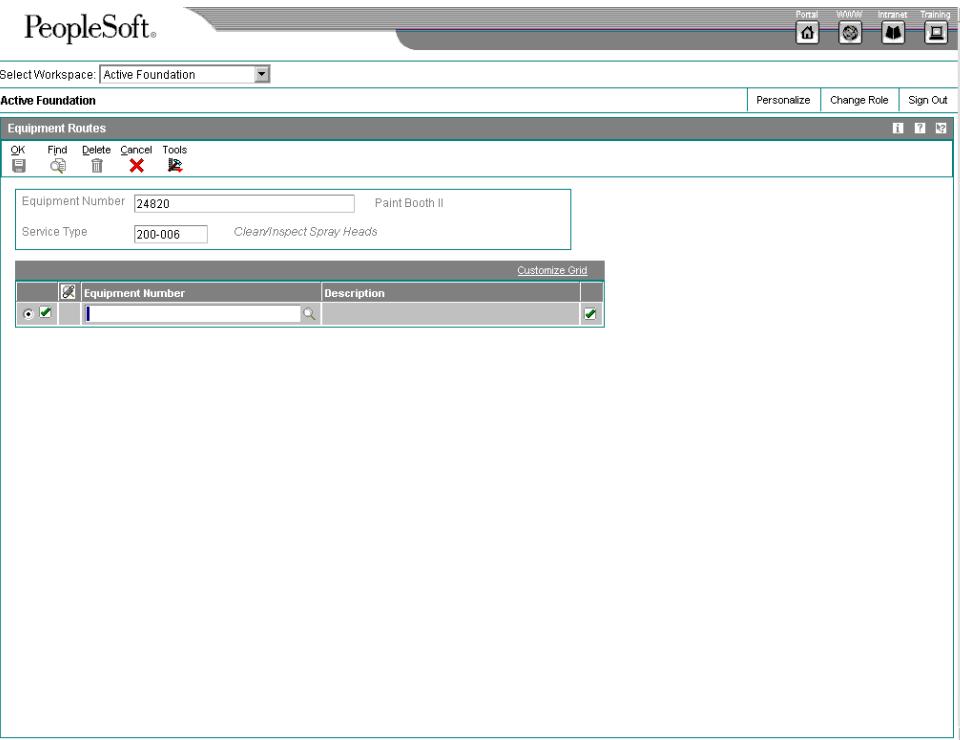
From the Plant & Equipment Maintenance menu (G1315), choose Equipment PM Schedule.

After you create PM schedules for equipment, you can set up maintenance loops to streamline routine maintenance tasks for similar equipment.

1. On Work With Equipment PM Schedule, complete the following field and click Find:
 - Equipment Number

The PM schedule for the equipment that you enter must include the service type for the maintenance loop that you want to create.

2. Choose a service type and then choose Routes from the Row menu.



3. On Equipment Routes, complete the following field for each piece of equipment that you want to include on the maintenance loop:
 - Equipment Number
4. Click OK.

Related Tasks

Completing work orders for maintenance loops	You complete the work order when you complete the maintenance loop. Use this method when you have completed the maintenance task for all pieces of equipment.
Completing individual PMs in a maintenance loop	You use PM Backlog to specify individual pieces of equipment for which you want to indicate a status of complete. This is useful if you have completed the maintenance task for some of the equipment in a maintenance loop, but do not want to indicate a status of complete for other equipment. For example, a piece of equipment scheduled for inspection might not be available on the date of the inspection. See <i>Changing the Status of PMs to Complete</i> for more information about completing individual PMs. When you use PM Backlog to complete individual PMs, the status of the work order remains open. To complete the work order for a maintenance loop, you must manually change the work order status.

Working with Model PM Schedules

Use model PM schedules to store PM schedule information that you want to apply to multiple pieces of equipment. You create model PM schedules based on combinations of equipment category codes. When you need to create PM schedules for equipment, you can use a model PM schedule that contains the appropriate category codes.

The system stores model PM schedules in a table that it accesses when you apply a particular model to a piece of equipment. When you apply a model PM schedule to a piece of equipment, the system creates a unique record that you can modify to satisfy the maintenance requirements of that equipment. The model PM schedule remains unaltered and can be applied to other equipment as needed.

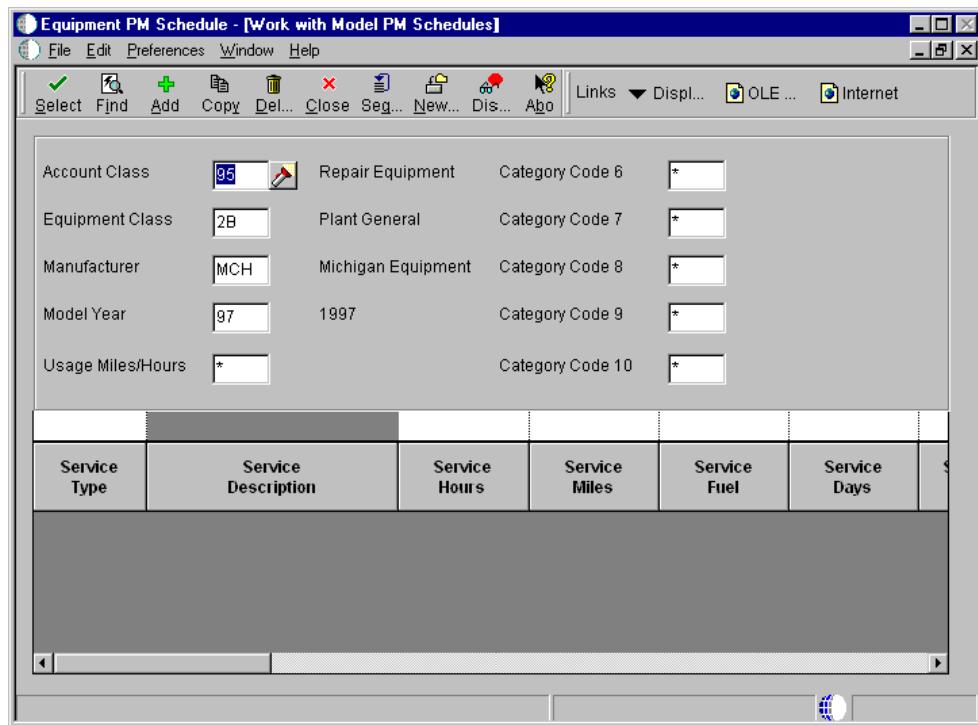
Creating a Model PM Schedule

You create model PM schedules when you have multiple pieces of similar equipment for which a single PM schedule can apply. You create model PM schedules based on combinations of equipment category codes. After you apply a model PM schedule to a piece of equipment, you can modify the schedule to satisfy the particular requirements of the equipment without affecting the model.

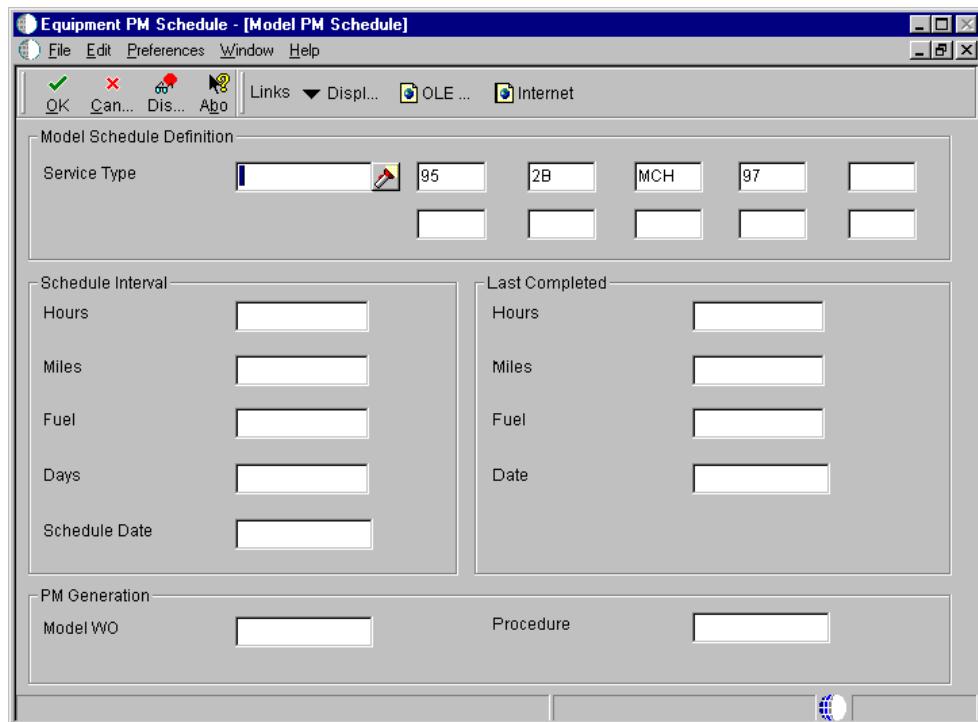
► To create a model PM schedule

From the Plant & Equipment Maintenance menu (G1315), choose Equipment PM Schedule.

1. On Work With Equipment PM Schedule, choose Model PM from the Form menu.



2. On Work with Model PM Schedules, click Add.



3. On Model PM Schedule, complete the following field:

- Service Type
4. Complete any combination of the equipment category code fields for which you want the model to apply.
 5. Complete the following optional field:
 - Schedule Date
 6. If you did not enter a schedule date, complete any of the following Schedule Interval fields:
 - Hours
 - Miles
 - Fuel
 - Days

You can also enter a schedule interval based on days and schedule date.

7. If you use model work orders, complete the following field:
 - Model WO
8. Complete any of the following optional fields under Last Completed:
 - Hours
 - Miles
 - Fuel
 - Date
9. Complete the following optional field and click OK:
 - Procedure

Work with Model PM Schedules appears. You can click Add to enter additional service types for the same model PM schedule. Or click Close, and then choose Model PM from the Form menu to view the service that you just added.

Applying a Model PM Schedule to a Piece of Equipment

After you create a model PM schedule, you can apply it to any piece of equipment based on the category codes that you set up. After you apply a model PM schedule to a piece of equipment, you can modify the PM schedule to satisfy any unique maintenance requirements of the equipment. For example, you can delete a service type from the equipment's PM schedule.

► To apply a model PM schedule to a piece of equipment

From the Equipment & Plant Maintenance menu (G1315), choose Equipment PM Schedule.

1. On Work With Equipment PM Schedule, complete the following field and click Find:
 - Equipment Number

2. Choose Model PM from the Form menu.

Work with Model PM Schedules appears. Default values appear in the category code fields, based on the category codes assigned to the piece of equipment. All service types that you set up for the combination of category codes appear in the detail area of the form.

3. On Work with Model PM Schedules, click Copy, and then click Close.

Work With Equipment PM Schedule reappears.

4. On Work With Equipment PM Schedule, you can review service types that were copied from the model to the Equipment PM Schedule.

All service types from the model PM schedule now appear in the detail area of the form. You can modify any service type, add service types, or delete those that are not applicable to the piece of equipment.

5. To modify a service type, choose its record and then click Select.

6. On Equipment PM Schedule, revise any of the input-capable fields as appropriate and click OK. .

Processing Options for Equipment PM Schedule (P1207)

Default

Enter a '1' to calculate the estimated occurrences based on one year of PM History, a '2' based on two years of PM History and a '3' based on inception-to-date PM History. Leave blank (default) to not calculate the occurrences.

1. Estimated Occurrences

Process

1. Enter the primary product for this version. Enter a '1' for Equipment and '2' for CSMS.

Select Product

Working with Meter Readings

Work with meter readings when you need to enter and update meter information about your equipment. You use meter readings to monitor equipment use and trigger maintenance tasks based on accumulated statistical units, such as miles. For example, you can schedule maintenance for a machine or piece of equipment based on mileage, elapsed time (hours), fuel consumption, cycles, or tonnage. You can define as many accounts for statistical units as you need. However, you can use only three types of statistical units to trigger maintenance. You determine the statistical units that you want to use.

Entering Meter Readings

You can enter and update meter readings for individual pieces of equipment or for multiple pieces of similar equipment. The table below summarizes the differences:

Individual pieces of equipment	Enter and update meter readings for individual pieces of equipment when you need to record equipment usage on a piece-by-piece basis
Multiple pieces of equipment	Enter and update meter readings for multiple pieces of equipment if you are doing the following: <ul style="list-style-type: none">• Updating meter readings for all equipment with the same use, such as multiple pieces of production equipment that work the same number of hours on a given day• Entering current meter readings for multiple pieces of identical new equipment You use selection criteria to specify the pieces of equipment for which the system updates meter information.

In addition, you can update equipment records to indicate that a meter was replaced due to damage. You can also indicate when a meter rolls over. A meter rollover is the point at which a meter has reached its maximum value and reverted to a zero reading.

Before You Begin

- Verify that the following AAIs are set up:
 - AT00
 - FMA
 - FMB
 - FMC
 - FMD
 - FME

See Also

- Understanding AAIs for Equipment/Plant Maintenance*
- To enter meter readings for a piece of equipment**

From the Equipment Information menu (G1311), choose Meter Readings.

You can enter and update meter readings for individual pieces of equipment, such as when you need to record equipment usage on a piece-by-piece basis or when you need to indicate meter changes due to replacement or rollover.

1. On Meter Readings, complete any combination of the following fields to locate meter reading information for a piece of equipment:
 - Skip to Description
 - Resp. Business Unit
 - Skip to Equipment

- Thru Date/Period
 - Location
2. To further limit your search to specific equipment, click the Equipment tab and complete any of the following fields:
- Equipment Status
 - Company
 - Inventory Number
3. Turn on the following optional fields:
- Display Children
 - Display Disposed
4. Click the Codes tab and complete any of the following fields:
- Major Accounting Class
 - Major Equipment Class
 - Manufacturer
 - Model Year
 - Usage Miles or Hours
 - Category Code 6
5. Click the Codes 2 tab, complete any of the following fields, and then click Find:
- Category Code 7
 - Category Code 8
 - Category Code 9
 - Rate Group
6. Complete only one of the following meter reading fields in the detail area for each type of meter for which you want to enter information:
- Fuel Meter Current Reading
 - Fuel Meter Net Increase
7. Complete the following optional field for each meter:
- Fuel Meter Original Reading
8. Complete the following optional fields and then click OK:
- Subledger
 - Sub Type

Related Tasks

Updating original readings

You enter a value in the Original Reading field only once. After a piece of equipment accumulates units, you should never have to change the original readings. When you enter meter information for a piece of used equipment, enter the actual meter reading shown on the face of the meter at the time that you place the equipment in service. The system updates the original reading when the meter rolls over or when you perform a meter replacement.

Calculating the lifetime meter reading

The system uses lifetime meter readings in general ledger transactions and to determine when maintenance is due. To calculate the lifetime meter reading for a piece of equipment, subtract the original reading from the current reading.

For example, the current reading is 5,000 hours and the original reading is 2,000 hours. The lifetime meter reading is 3,000 hours.

► To enter meter replacement information

From the Equipment Information menu (G1311), choose Meter Readings.

After you have entered meter readings for a piece of equipment, you can enter information about a meter's replacement, for example, due to damage.

1. On Meter Readings, complete the steps to locate meter reading information for a piece of equipment.
2. Choose the record for the equipment, and then choose Meter Change from the Row menu.

The screenshot shows the PeopleSoft interface with the title 'PeopleSoft.' at the top. A navigation bar includes links for Portal, WWW, Intranet, Training, and a dropdown menu. Below the bar, a toolbar has buttons for Personalize, Change Role, and Sign Out. The main area displays a 'Meter Change' dialog box. The dialog has a header with 'OK', 'Cancel', 'Tools', and a close button. It contains a section titled 'Meter' with three radio buttons: 'Odometer' (selected), 'Fuel Meter', and 'Hour Meter'. Below this are three input fields: 'Current Reading' (empty), 'Reading at Change' (empty), and 'New Reading' (empty). The background of the application shows a workspace titled 'Active Foundation'.

3. On Meter Change, click one of the following options to specify the meter that you are replacing:
 - Odometer
 - Fuel Meter
 - Hour Meter
4. Complete the following fields and click OK:
 - Current Reading
 - Reading at Change
 - New Reading

► To enter meter rollover information

From the Equipment Information menu (G1311), choose Meter Readings.

When the meter on a piece of equipment has reached its maximum value and rolled over, you must enter the information into the system. This ensures that the system has accurate meter information for a piece of equipment.

1. On Meter Readings, complete the steps to locate a piece of equipment.
2. Choose the record for the equipment, and then choose Rollover from the Row menu.

The screenshot shows the PeopleSoft interface with the title 'PeopleSoft' at the top. A navigation bar includes links for 'Portal', 'MyWise', 'Intranet', and 'Training'. Below the title, a dropdown menu says 'Select Workspace: Active Foundation'. The main area is titled 'Active Foundation' and contains a 'Meter Rollover' dialog box. The dialog box has tabs for 'OK', 'Cancel', and 'Tools'. It includes a section for selecting a 'Meter' type, with 'Odometer' selected. Below this are fields for 'Current Balance' and 'Rollover Amount', each with an input field. The background of the main window shows a large, empty white space.

3. On Meter Rollover, click one of the following options to specify the meter for which you are entering a rollover value:
 - Odometer
 - Fuel Meter
 - Hour Meter
4. Complete the following fields and click OK:
 - Current Balance
 - Rollover Amount

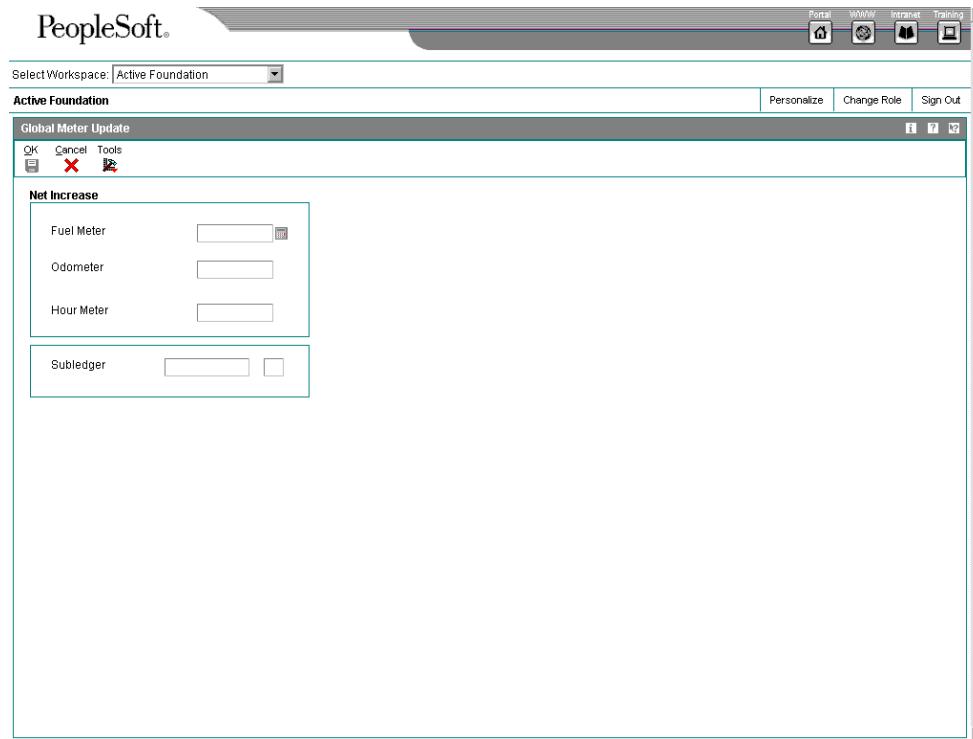
► **To enter meter readings for multiple pieces of equipment**

From the Equipment Information menu (G1311), choose Meter Readings.

You can use selection criteria to enter and update meter readings for multiple pieces of similar equipment. Use this feature when the net meter change is the same amount for all of the selected pieces of equipment.

1. On Meter Readings, complete any combination of the following fields to locate a group of equipment:
 - Skip to Description
 - Resp. Business Unit
 - Thru Date/Period
 - Location
2. To further limit your search to specific equipment, click the Equipment tab and complete any of the following fields:
 - Equipment Status
 - Company
 - Inventory Number
3. Click the following options:
 - Display Children
 - Display Disposed
4. Click the Codes tab and complete any of the following fields:
 - Major Accounting Class
 - Major Equipment Class
 - Manufacturer

- Model Year
 - Usage Miles or Hours
 - Category Code 6
5. Click the Codes 2 tab and complete any of the following fields and then click Find:
- Category Code 7
 - Category Code 8
 - Category Code 9
 - Rate Group
6. Choose Global Update from the Form menu.



7. On Global Meter Update, complete any of the following fields and click OK:
- Fuel Meter
 - Odometer
 - Hour Meter
 - Subledger

The system updates meter readings for all equipment that matches the selection criteria that you specified.

Processing Options for Meter Readings (P12120)

Process

Enter a '1' to automatically update current meters of "child" assets when updating the parent's current meter. Leave blank to not update the child's current meter reading.

1. Update child's current meter

Enter a '1' to update the original meter of children when updating the original meter of the parent. The original meter of the child will be affected only if BOTH the parent and the child have NO original meter readings. Leave blank to cause the parent's original reading NEVER to affect the child's original reading.

2. Update child's original meter

Versions

Enter the version of the Update PM Schedule (R12807) to submit when updating meters. Leave blank to update meters without updating PM Schedules.

1. Update PM Schedule version

Edits

Enter the percent difference in meter readings to signal a tolerance level warning. Leave blank to not check for tolerance levels.

1. Tolerance Level

Working with Meter Estimates

You can use meter estimates to update meter readings for equipment with usage that is consistent and predictable. For example, assume that you have a production line that includes multiple pieces of equipment, and the production line runs 16 hours each day. You can set up meter estimates that indicate 16 hours per day for each piece of equipment on the line. You can then update the meter readings each day or set up your system to automatically update the meter readings at the end of each day.

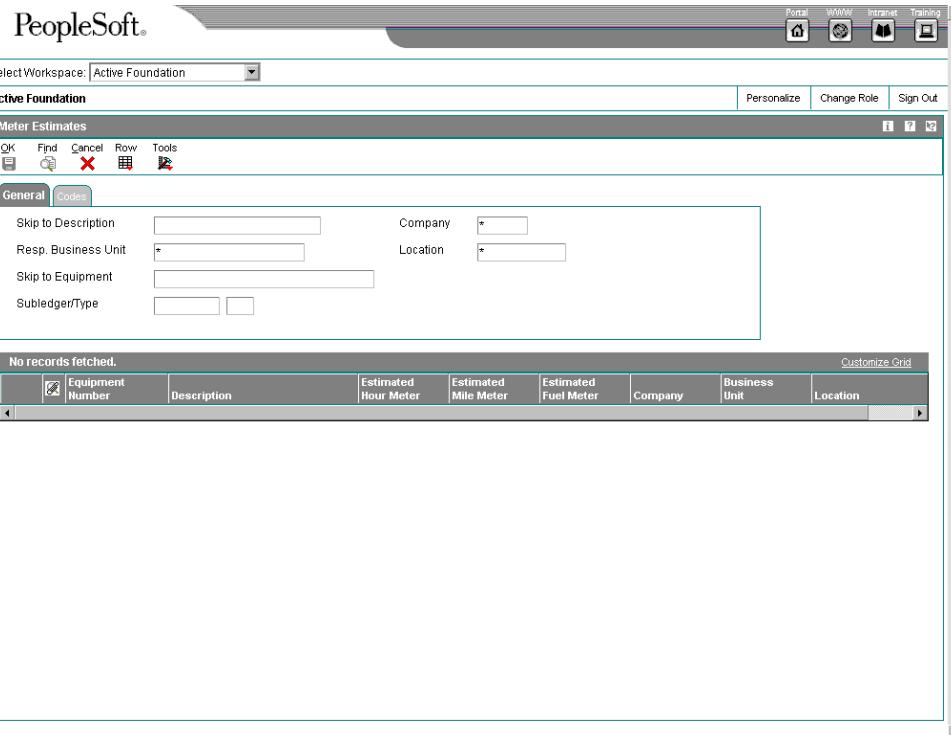
Setting Up Meter Estimates

You must set up meter estimates for each piece of equipment for which you want to update meters according to estimated meter amounts.

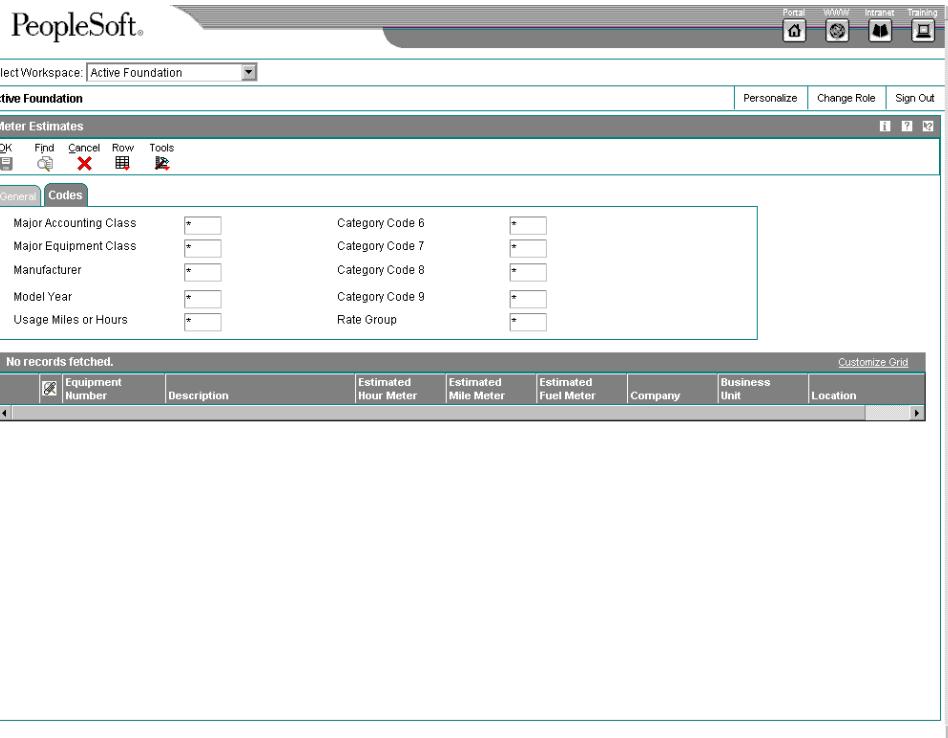
► To set up meter estimates

From the Equipment Information menu (G1311), choose Meter Estimates.

1. On Meter Estimates, click the General tab.



2. Limit the equipment for which the meter estimates apply by completing any combination of the following fields:
 - Skip to Description
 - Resp. Business Unit
 - Skip to Asset
 - Subledger/Type
 - Company
 - Location
3. Click the Codes tab.



4. To further limit the equipment that the system displays, complete any of the Category Code fields and then click Find.
5. Complete any of the following fields for each piece of equipment for which you want to apply an estimated meter reading, and then click OK:
 - Estimated Mile Meter
 - Estimated Hour Meter
 - Estimated Fuel Meter

Related Tasks

- Updating meter estimates** A form exit from Meter Estimates allows you to update meter estimates. When you choose Update Estimates from the Form menu, the system runs version XJDE0001 of the Update Meter Estimates program.

Processing Options for Meter Estimates (P1306)

Versions Tab

1. Update Meter Estimates (R13806) Version

Blank = XJDE0001

Use this processing option to specify the version to use to run Update Meter Estimates. If this processing option is left blank, the program uses the XJDE0001 version.

Updating Meter Readings Based on Estimates

From the Equipment Information menu (G1311), choose Update Meter Estimates.

After you set up meter estimates for equipment, you update the meter readings at regular intervals. The system uses the estimates that you enter on Meter Estimates as the basis for updating meters.

You can use processing options to specify whether the system updates the meters of components or only parent equipment, and whether to print a report of the updated equipment. Do not select the option to update the meter reading of component assets if you have set data selections to update meters for pieces of equipment that are components of other equipment.

Recommendations

Automatically updating meter estimates To ensure that the system regularly updates the meter readings for equipment for which you have set up meter estimates, run Update Meter Estimates as part of your unattended operations.

See *Scheduling Jobs* in the *System Administration Guide* for more information about unattended operations.

Processing Options for Update Meter Estimates (R13806)

Pro Option

1. Choose one of the following statistical accounts to update:

- '1' = Fuel Meter(FMA)
- '2' = Mileage Meter(FMB).
- ' ' = Hour Meter(AT00)(default).

2. Enter a '1' to automatically update the meter reading of "component" assets when updating the "parent" asset.

Print

Enter a '1' to print a report of the assets updated. Leave blank to print no report.

G/L Date

Enter the G/L date to be used when updating the Account Ledger table (F0911) and the Asset Balances table (F1202).

What You Should Know About Processing Options

Updating child equipment

Do not select this option if you have set data selections to update meters for pieces of equipment that are components of other equipment.

Reviewing Meter Readings

You can review the meter readings for any piece of equipment. You can also specify the time period for which you want to review meter readings. After you review the meter readings for a piece of equipment, you can access Meter Readings to revise the equipment's individual meter readings.

See Also

- Entering Meter Readings*

► To review meter readings

From the Equipment Information menu (G1311), choose Meter Inquiry.

1. On Meter Reading Inquiry, complete the following fields:

- Equipment Number
- Date From

2. Complete the following optional fields and click Find:

- Subledger
- Subledger Type
- Date Thru

3. To revise the meter readings, choose Meter Readings from the Form menu.

The system displays the Meter Readings form, from which you can revise meter readings for any piece of equipment.

Updating PM Schedule Information

From the Plant & Equipment Maintenance menu (G1315), choose Update PM Schedule Status.

Update PM schedule information to change the status of PMs. For example, you can specify that the system update all PMs from status 01 (Maintenance Task Defined) to status 50 (Maintenance Due) for all pieces of equipment that are due for scheduled maintenance based on their service intervals. You can also change the status of a PM before the equipment reaches its scheduled maintenance interval to allow time for scheduling parts and labor resources. In addition, you can specify which PMs you need to update, as well as the date that the update becomes effective. Maintenance rules determine the maintenance status assigned to each PM service type when you update PM schedule information.

Update PM Schedule Status is a batch program. When you choose Update PM Schedule Status, the system displays Work With Batch Versions - Available Versions before submitting the job for processing. When you run this program, the system automatically does the following:

- Updates the current miles, hours, and fuel consumption readings
- Calculates the current maintenance interval based on the last maintenance performed
- Changes the status for each PM service type, if necessary
- Generates PM work orders, if necessary

Note

Depending on whether you specified multiple work orders on the PM schedule for a service type that is due to be performed, the system might create a new PM cycle, regardless of the status of the maintenance task. If you do not want the system to recycle the PM for the service type until previously scheduled maintenance has been completed, you must leave the Multiple Work Order field blank when you create or revise the PM schedule. Other values for this field allow the system to reschedule the maintenance task and accrue multiple work orders.

Before You Begin

- ❑ Create model work orders. See *Creating a Model Work Order for a PM Service Type*.

Technical Considerations

Updating PMs for maintenance loops	When you update a PM for a maintenance loop, the system creates a PM for each piece of equipment in the loop, but creates only one work order.
Equipment under warranty	When you change or update a warranty PM service type to complete, the system does not create a new PM cycle for that service type and piece of equipment.

See Also

- Creating an Equipment PM Schedule* for more information about equipment under warranty and multiple work orders
- Setting Up Maintenance Rules*

Processing Options for Update PM Schedule Status (R12807)

Defaults

1. Through Date

A specific date
Blank = System date

2. From Status:

A specific status
Blank = Default

3. To Status:

A specific status
Blank = Status from maintenance rule

4. Status Change To

A specific status
Blank = Status from maintenance rule

Print

1. Print Report

1 = Print report
Blank = Print no report

2. Print Asset Number

1 = Asset number (default)
2 = Unit number
3 = Serial number

Edit

Work Order Options

1. Create Work Order

1 = Create a work order
Blank = Not create a work order

2. Work Order Start Date

A specific date

3. Default Date

1 = Default to system date
4. Project Date

1 = Project the PM and WO date
5. Projection Method

Blank = Sampling Days
1 = Sampling Readings
2 = Percent Due

6. Sampling Amount

Blank = 365 Days OR 5 Readings
7. From Projection Date

Blank = Last Completed Date
1 = Processing Option Thru Date

8. Past Projected Dates

Blank = Do not allow dates in the past
1 = Allow dates in the past

9. Work Order Cross reference

1 = Equipment's top level parent
2 = Value from model work order
Blank = Equipment's immediate parent

Update Option:

10. Work Center

A specific work center
Blank = Not on work center

11. Update Last Completed

1 = All records.

Calculation Options:

12. Estimated Occurrences:

1 = Based on one year
2 = Based on two years
3 = Based on inception to date
Blank = Do not calculate

CSMS

1. Enter a '1' if submitting report for customer service management. Selecting this option will create the extension tables for customer service.
 2. Enter a '1' to default owner from installed base to customer number on assigned service work order.
 3. Enter a '1' to default site number from installed base to site number on assigned service work order.
-

Changing the Status of PMs to Complete

You must notify the system when you have completed or canceled a PM for a piece of equipment. You notify the system that you have completed or canceled the PM for selected equipment by changing the status of a PM to complete or canceled. When you change the status of a PM to complete or canceled, the system does the following:

- Maintains a record of the PM with a status of 99 (complete) or 98 (canceled)
- Generates a new PM with a status of 01 and begins a new PM cycle (depending on the value of the multiple work order flag on the PM schedule)

Note

The system does not begin a new PM cycle for warranty service types or maintenance loops.

You can change the status of PMs by individual piece of equipment or globally by using search criteria to select PMs for a group of equipment.

You can use processing options to specify whether you want the system to display actual meter readings or lifetime maintenance amounts on Preventive Maintenance Schedule. The actual meter reading is the number that appears on the physical meter located on a piece of equipment. The lifetime maintenance amount is the total lifetime usage of the equipment. In cases such as meter changes or meter rollovers, the lifetime maintenance amount is not the amount shown on the meter. If you select an actual meter reading for this processing option, you must enter the meter reading as it appears on the actual meter. The system calculates the lifetime maintenance amount from this amount.

When you enter a value in the Status field in the processing options, the system attempts to update the work order status with the PM status, if the value is valid. If the value is not valid, no update occurs to the work order status.

Whether you choose to display actual meter readings or lifetime maintenance amounts, the system always uses lifetime maintenance amounts to calculate service intervals.

See Also

- *Creating an Equipment PM Schedule* for more information about warranty service types

► To change the status of PMs to complete

From the Plant & Equipment Maintenance menu (G1315), choose PM Backlog.

1. On PM Backlog, complete any combination of the following fields to choose the group of PMs that you want to update:
 - Assigned WO
 - Service Type
 - Equipment Number
2. To further limit the PMs that you want to update, click the PM Schedule tab and complete any of the following fields:
 - Maintenance Status

You can quickly view PM history by entering 99 in this field.

- % of Schedule Due
- Downtime Required

3. Click the Dates tab and complete any of the following from/through fields:
 - Schedule Date
 - Completed Date
4. To further limit the PMs that you want to update, click the Codes tab and complete any of the following fields:
 - PM Category Code 1
 - PM Category Code 2
5. Click the Equipment tab and complete any of the equipment category code fields.
Category codes 5 - 10 are on the Equipment 2 tab.
6. Complete the following optional field:
 - Location
7. Click Find.
8. To update the status of individual PMs, complete the following fields in the detail area of the form for each PM:
 - PM Status
 - Completed Date

Enter a completion date only if you are changing the status of the PM to complete (99) or canceling the PM (98).
9. Complete the following fields as appropriate:
 - Completed Hours
 - Completed Miles
 - Consumed Fuel

The system does not update statistical units in the Asset Account Balances table (F1202). To update units in this table, you must use the Meter Readings program (P12120). For more information, see *Working with Meter Readings*.
10. Complete the following optional fields and click OK:
 - Employee
 - Assigned WO
 - Remark

Related Tasks

- Globally updating the PM status** You can globally update multiple PMs whose status, completion date, and employee responsible for the PM work order are the same. After you have narrowed your search to a specific group of PMs, click the Global Updates tab, enter values in the following fields, and then click OK:
- PM Status
 - Completion Date
 - Employee

The system updates all selected PMs. In addition, when you update the Employee field, the system updates the Assigned To field on the PM work order.

Processing Options for Preventive Maintenance Backlog (P12071)

Defaults

Enter the status range to default for selection.

1. Maintenance Status - From
2. Maintenance Status - Thru

Display

Enter a '1' to display current meter readings. Leave blank to display lifetime maintenance amounts.

1. Meter Readings Display

Process

Enter a '1' to update the completion date on the assigned work order.

1. Completion Date

Enter a '1' to update the status on the assigned work order.

2. Status

Enter the primary product for this version. Enter a '1' for Equipment and '2' for CSMS.

3. Select Product

Versions

Enter version of PM Update to call.

If left blank, version XJDE0001 will be used

What You Should Know About Processing Options

- Updating assigned work order status** When you enter a value in the Status option in this processing option, the system attempts to update the work order status with the PM status if the value is valid. If the value is not valid, no update occurs to the work order status.

Work Order Life Cycle

Work Order Life Cycle

Use work orders to manage the work flow of your maintenance tasks and projects. You can manage all aspects of a maintenance task or project, including the following information:

- Creating work orders for preventive and corrective maintenance
- Committing inventory to a work order
- Scheduling multiple tasks and crafts, such as mechanical, electrical, and so on, to a work order
- Tracking the progress of a work order by status
- Tracking work order costs, such as materials, labor, and so on
- Recording unlimited detailed information about a work order
- Completing and closing a work order

In addition to these features, you can set up a work order approval process within the Enterprise Workflow system. J.D. Edwards provides a predefined work order approval process in the Enterprise Workflow Management system that you can modify to suit your business needs.

The steps through which a work order must pass in order to accurately communicate the progress of the maintenance tasks it represents make up the life cycle of the work order. The work order life cycle applies to work orders for preventive maintenance and corrective maintenance.

Paperless Processing

You can save paper as you track your work orders and projects with the Work Orders system. You enter work orders online and perform most of the subsequent processing without having to rely on printed documents.

Quick Creation of Work Orders

You can create a single work order or a group of work orders quickly and easily, with minimal pre-planning. To save time and reduce the possibility of errors, you can also use parent work orders and processing options when you set up work orders so that the system enters much of the information for you based on the parent work order.

Quick Location of Work Orders

You can easily locate a work order using a variety of information. For example, you can review all the work orders that are assigned to a particular person, location, or project. You can limit your search for a work order by using any combination of the following information:

- The job or business unit
- The address book numbers of the originator, customer, manager, or supervisor
- The life cycle status of a work order
- Any combination of the user defined category codes

- The type of work order
- The priority assigned to a work order
- Start and completion dates

Simple Budget and Estimate Controls

You can use the Work Orders system to track the simple estimate and budget requirements of a work order. For example, you can enter budget information and track the information throughout the work order's life cycle. In addition, you can use a variety of reports to compare estimates with actual information.

Multiple Control Dates

You can track each work order according to control dates that you define. You can define any of the following control dates:

- The transaction date (the date that a work order is entered into the system)
- The start date
- The planned completion date
- The actual completion date
- The assignment date (the date that the person who is responsible for the work receives the work order)

Multiple Levels of Responsibility

You can assign several levels of responsibility to each work order on the Work Order Entry form, such as:

- The job or business unit charged for the work order
- The originator of the work order
- The manager
- The supervisor

You can also use category codes to assign levels of responsibility to work orders. You can review all the work orders assigned to a particular person or location.

Unlimited Narrative Remarks

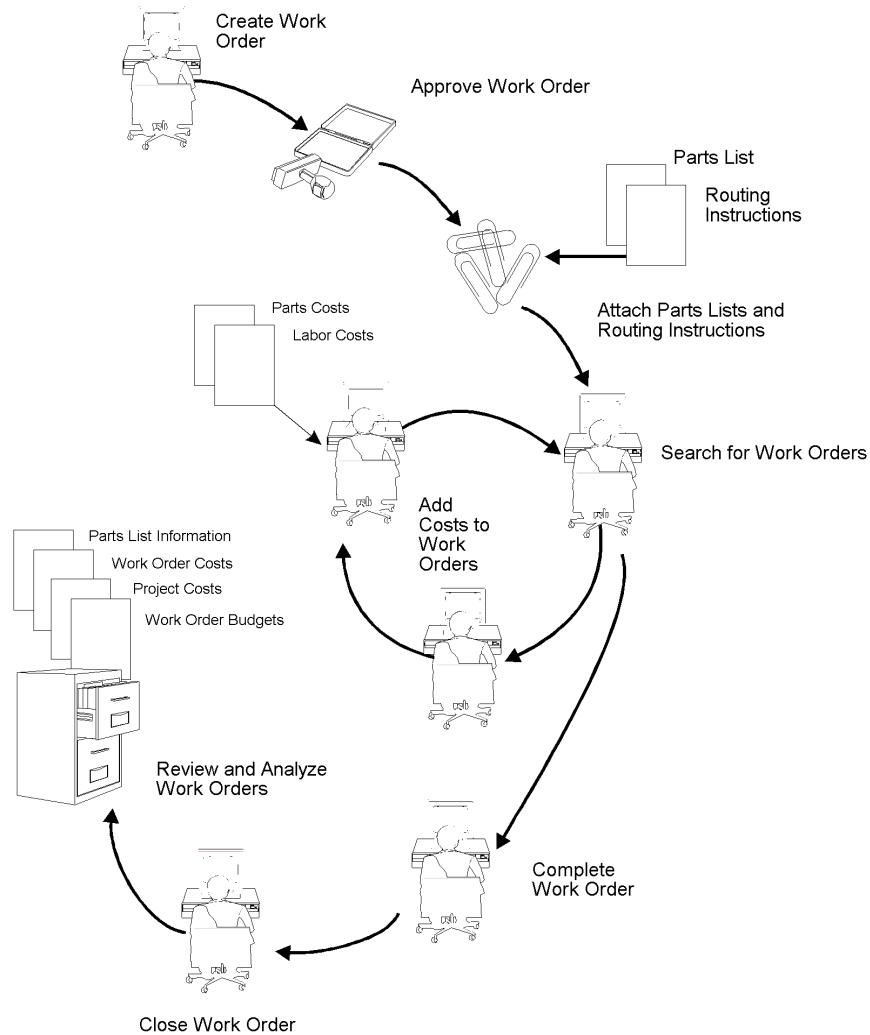
You can describe work orders briefly by using two or three words, or you can provide much more detail. You can also arrange work orders into groups and enter different types of information in each group, such as:

- Expected actions
- Actual operations performed
- Tools required
- Procedures for completing the work

You define the record types that are appropriate to your organization.

Work Order Process Flow

The following graphic illustrates the flow of a work order through a typical work order life cycle:



Understanding Workflow Management

Workflow Management offers a powerful means of automating various components of the work order life cycle across your entire enterprise. Documents, information, and tasks automatically pass from one activity to the next. The activities are based on a set of procedural rules and triggering events, and require minimal user involvement. For example, you can use workflow to do the following:

- Route a work order for approval
- Commit inventory to a work order
- Run the capacity plan for a work order

- Send messages to appropriate personnel regarding the progress of a work order

In addition, Workflow Management enables you to do the following:

- Define as many workflow processes as your business needs require
- Attach any workflow process to any given event within an application
- Execute conditional processing, which is logic contingent upon supplied criteria, such as currency amount, status, and priority

Terms and Concepts

You do not need a comprehensive knowledge of the Enterprise Workflow Management system to set up and use Workflow Management in your maintenance environment, but you must be familiar with the following terms and concepts:

Routes	Routes define the path along which the Workflow system moves a work order. Depending on your needs, a route can be relatively simple and sequential, or increasingly complex with joins or splits, parallel routing, iterative routing (such as a loop), and so on.
Process rules	<p>Process rules define what information is to be routed and to whom. For example, you can set up rules that define conditions that a work order must meet before the Workflow Management system advances the order to the next activity in the process, as well as rules that govern who receives an approval request. Workflow Management uses two types of process rules, as follows:</p> <ul style="list-style-type: none"> • Activity conditions, which determine the next activity, based on information, such as work order status, that you set up in an attribute data structure • Recipient rules, which determine the recipient to whom the system routes messages <p>As with routes, you determine the complexity of rules according to your needs. For example, you can set up logic by which a work order can only progress to the next step if predefined threshold values have been met.</p>
Workflow processes	<p>Workflow processes refer to processes that you have set up to be handled through scripted workflow. For each process that you define, you set up criteria that indicate the start and end of the process. You also determine what the workflow activities involved in the process are, such as sending an approval message, calling an application such as Capacity Plan Generation, or launching a sub-process. In addition, for each process, you determine all of the relevant data that the system requires in order to complete the process. Finally, you determine the path, such as an approval route, that a process takes and whether the process is contingent upon some conditional value, such as work order status, amount, and date. Activity conditions determine the next workflow activity in the process.</p> <p>You can set up a hierarchy of processes, nesting sub-processes so that one process calls another. This is especially useful when you need to reuse components within other processes. For example, the initial workflow process for work orders determines the document type of the work order and calls other processes, such as the process to determine the work order type, based on the document type.</p> <p>For more information about Workflow processes, see Understanding Workflow Processes.</p>
Workflow activities	Workflow activities refer to the specific actions within a given process, such as sending a request for approval, committing inventory, or running a capacity plan. In addition to the Start activity which every process must include, you can attach five other types of activities to a

process, as follows:

- Function
- Interactive application
- Batch application
- Run executable
- Message
- Halt process
- Process

For a more detailed description of each type of activity, see [Understanding Workflow Activities](#).

Primary data structures The primary data structure contains the data that makes an instance of a process unique from another instance. In Equipment/Plant Maintenance, where workflow processes are set up primarily for events in the work order life cycle, the primary data structure typically consists of the work order number.

J.D. Edwards strongly recommends that you do not use multiple data items within a process key data structure. To do so might increase the possibility of system error.

See [Setting Up Workflow Data Structures](#) in the Enterprise Workflow Management Guide for a complete explanation of primary data structures.

Attribute data structures Attribute data structures contain all pieces of data that a given process and any activity within the process need to complete the flow. Workflow Management uses the attribute data structure to communicate between activities within a process.

For a comprehensive overview of Workflow Management, see the [Enterprise Workflow Management Guide](#).

Understanding Workflow Management Setup

For any given setup task, J.D. Edwards provides demonstration data. As with any J.D. Edwards system, you can use the data provided or customize it to meet your needs.

Understanding Workflow Processes

A workflow process contains activities and related sub-processes specific to a particular function that you want to automate through Workflow Management. J.D. Edwards provides Equipment/Plant Management with numerous predefined workflow processes specific to the work order life cycle. You can modify these processes, add new ones, or use them as they are. Typically, you will need to customize workflow processes to meet the needs of your organization. An example of a predefined process for Equipment/Plant Management is the process for Work Order Approval.

You can have multiple versions of a workflow process. However, the system allows only one version of a process to be activated at a time. You specify whether a version is activated by choosing the version on [Work With Processes](#) and then choosing either [Activate](#) or [Deactivate](#) from the Row menu.

Example: Work With Processes Form

The screenshot shows a Windows application window titled "Process Master - [Work With Processes]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar contains icons for Select, Find, Add, Copy, Del..., Close, Seg..., New..., Dis..., Abo, Links, Activate, OLE..., and Internet. The main area displays a table with the following data:

W*	Process	Version	Description	Version Status	Product Code	Category Code 1
	WMTYPE	1	WM Document Type	Y	48	
	WMTYPE6	1	WM Order Type 6	Y	48	
	WOACTRULES	1	Work Order Activity Rules	Y	48	
	WOTYPE	1	WO Document Type	Y	48	
	WOTYPE1	1	WO Type Code 1	Y	48	
	WOTYPE3	1	WO Type Code 3	Y	48	
	WOTYPE6	1	WO Type Code 6	Y	48	
	WO1APP1	1	WO Type 1 Approval Type 1	Y	48	
	WO1APP2	1	WO Type 1 Approval Type 2	N	48	

You can use the Work With Processes form to search for predefined processes or as the entry point to add new processes.

Example: Workflow Revisions Form, Process Master Tab

The screenshot shows a Windows application window titled "Process Master - [Workflow Revisions]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar contains icons for OK, Del..., Can..., New..., Dis..., Abo, Links, Add Key, OLE..., and Internet. The top navigation bar has tabs for Process Master, Data, and Relationship. The Process Master tab is active, showing the following details for the process "WOACTRULES":

Process	WOACTRULES	<input checked="" type="checkbox"/> History Tracking
Version	1	
Description	Work Order Activity Rules	
Product Code	48	Work Order Processing
Category Code 1		
Category Code 2		
Category Code 3		

To the right of the details is a circular icon representing a process diagram. Below the details is a table showing workflow activities:

Activity	Description	Activity Type	Description
START		01	Start
END	END	02	End
NEXTSTATUS	Next ECO status	05	Function
WMTYPE	WM Document Type	06	Process

You can use the Workflow Revisions form to add new processes.

See Also

- *Creating a Workflow Process* in the *Enterprise Workflow Management Guide*

Understanding Workflow Activities

After you have set up workflow processes, you can add an unlimited number of activities to a process, choosing from the following types of predefined activities:

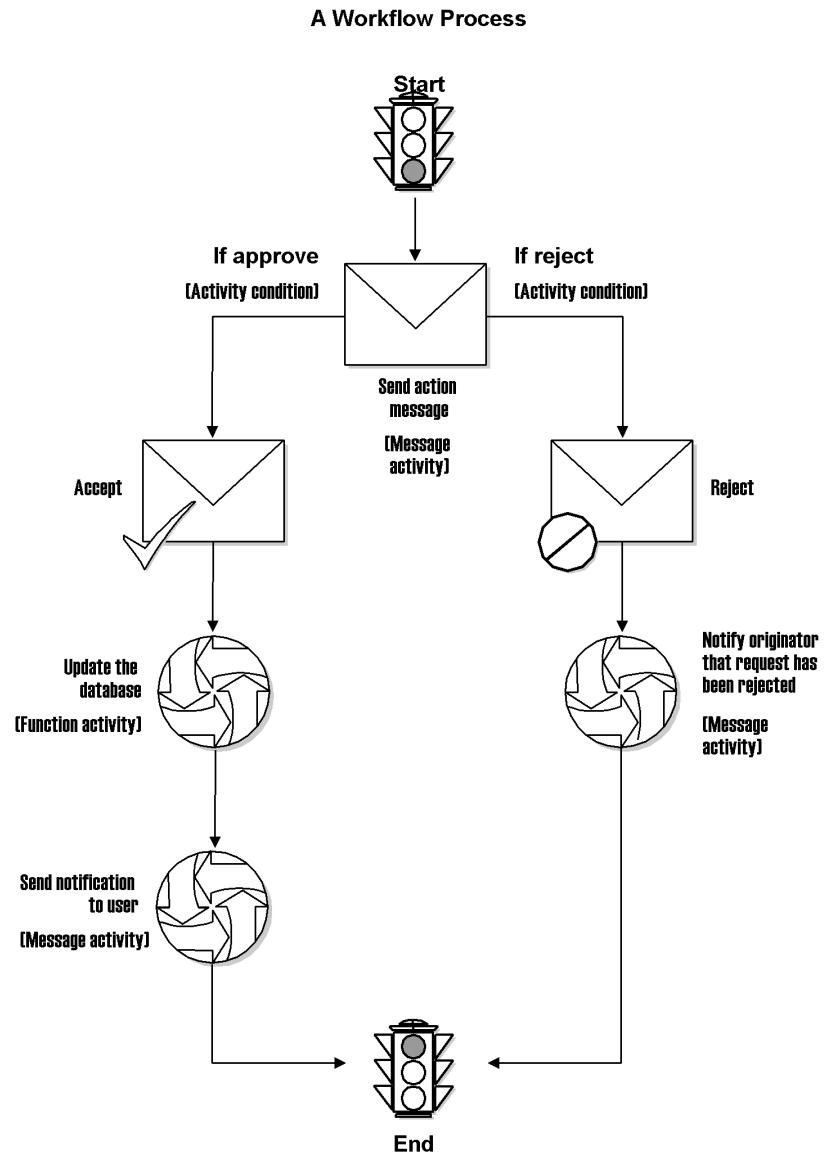
Function	This activity attaches a function for special logic processing, including any business functions you write to perform a special function or operation.
Interactive application	This activity starts an interactive application. You can specify any interactive application to be called. You also define the parameters that are passed to the called application.
Batch application	This activity starts a batch application. You can launch any report or batch process at this point.
Run executable	This activity launches an executable program that you specify, such as a word processing application or a spreadsheet application.
Message	This activity generates a message. You define the messages in the Data Dictionary and set up variables regarding the delivery of the messages within Workflow Management. For example, you can specify that particular messages be sent to a distribution list, a specific person, or a specific mailbox.
Halt process	This activity stops the process for a period of time that you specify, after which the process resumes. If you do not specify a time, you must restart the process manually.
Process	This activity starts another process, also referred to as a sub-process, which includes its own set of activities. You use the process activity to set up a hierarchy of processes, nesting them wherever appropriate.

In addition to the activities described above, each workflow process must begin with the Start activity. By default, whenever you set up a process and attach a Start activity, the system attaches the end activity.

A typical workflow process (in this case, an approval process) with various types of activities attached is as follows:

- Send an action message to the approver's queue
- If approved:
 - Update the database
 - Send notification to user
- If rejected:
 - Send notification back to the originator
- End process

The following graphic illustrates a typical approval workflow process:



You can review all of the activities that are currently set up in Workflow Management from the Relationships Tab on the Workflow Revisions form.

Example: Workflow Revisions Form, Relationships Tab

The screenshot shows the 'Process Master - [Workflow Revisions]' application window. The 'Relationship' tab is selected. At the top, there is a grid of data fields:

START	DOCTYPE	END
START	DOCTYPEEN	APP
START	DOCTYPEWM	WMT
START	DOCTYPEWO	WOT
APPROVE	APPROVED	NEXTSTATUS
APPROVE	REJECTED	END
WMTYPE		END
WOTYPE		END
NEXTSTATUS		END
END		

Below this is a table listing activities and their descriptions:

	Activity	Description	Activity Type	Description
	START		01	Start
	END	END	02	End
	NEXTSTATUS	Next ECO status	05	Function
	WMTYPE	WM Document Type	06	Process

All of the data fields that are currently attached to a particular process appear on the Data Tab on the Workflow Revisions form.

Example: Workflow Revisions Form, Data Tab

The screenshot shows the 'Process Master - [Workflow Revisions]' application window. The 'Data' tab is selected. It displays two sections: 'Key Data' and 'Additional Data'.

Key Data: W4800010A

Additional Data: W4800010B

Document (Order No, Invoice, etc.) -- DOCO

Order Type -- DCTO
Type - W.O. -- TPS
Approval Type -- APRT
Status Code W.O. -- SRST
Approval Action Code -- APPRACT
Branch -- MMCU
Amount - Estimated -- AMTO
Address Number - Originator -- ANO

Below these sections is a table listing activities and their descriptions, identical to the one in the Relationships tab:

	Activity	Description	Activity Type	Description
	START		01	Start
	END	END	02	End
	NEXTSTATUS	Next ECO status	05	Function
	WMTYPE	WM Document Type	06	Process

Note

Before you can revise an existing activity, you must deactivate the activity. Choose Deactivate from the Row Menu.

See Also

- Adding Activities to a Process* in the *Enterprise Workflow Management Guide* for more information about setup requirements for different activity types

Understanding Process Rules

After you have set up and attached activities to a workflow process, you must add process rules to the process. Process rules are user defined and determine the conditions that must be met for Workflow Management to progress from activity to activity. There are two types of process rules, as follows:

Activity conditions	Activity conditions determine which activity the system executes and what happens when that activity is executed. For example, a condition set up for an approval activity might change the status of a work order if a work order is approved, or send a rejection message to the originator if the work order is rejected.
Recipient rules	Recipient rules determine to whom an activity is routed. You can add logic to a recipient rule based on the structure of your organization. For example, you can specify that the system send messages to a particular distribution list when the approval type is 1 and another distribution list when the approval type is 2.

See Also

- Adding Activity Conditions and Working With Recipient Rules* in the *Enterprise Workflow Management Guide*

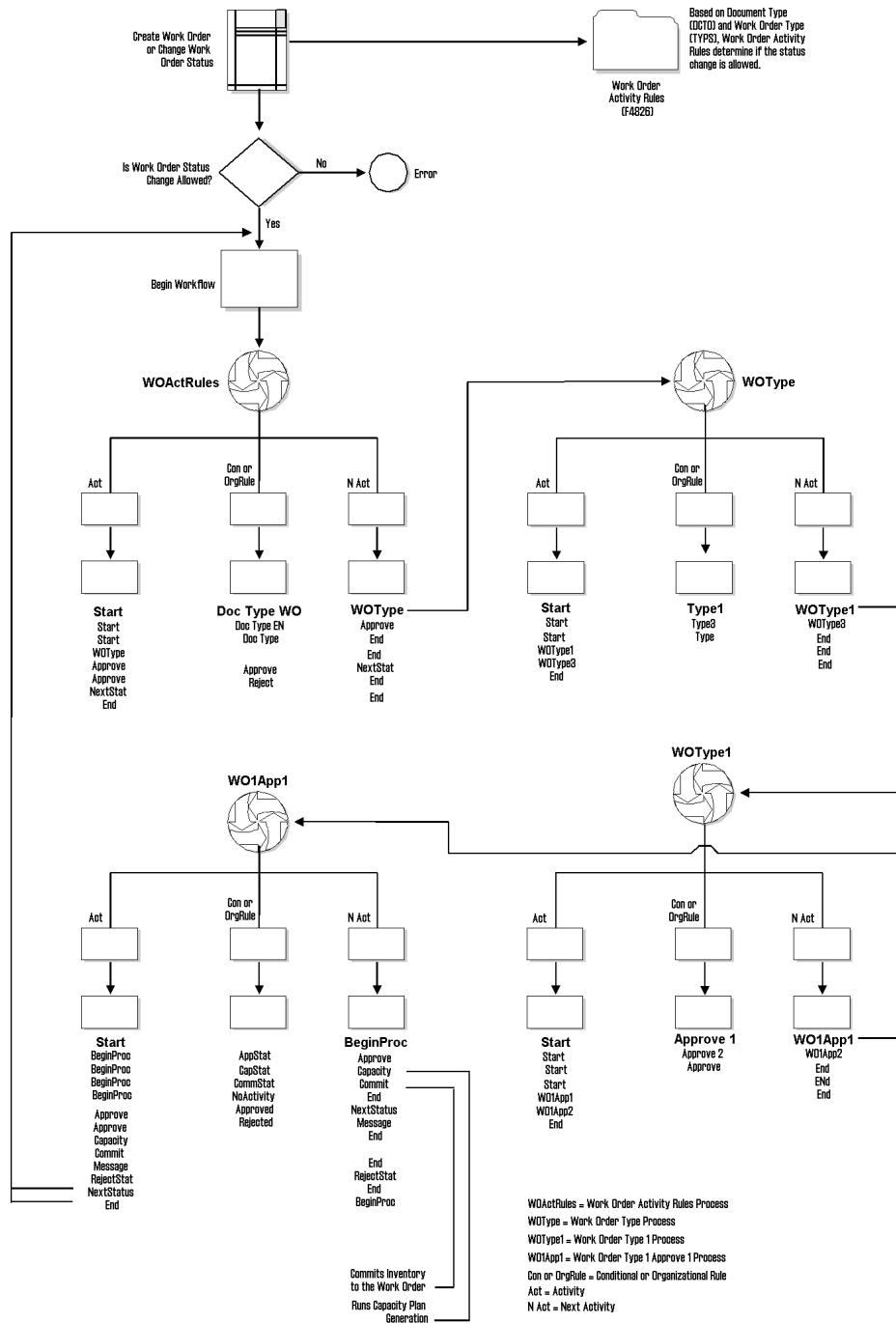
Example: Work Order Approval Process

The following example is meant to assist your understanding of how the various components of workflow management, such as processes, sub-processes, and activities work together to provide a comprehensive workflow solution. The work order approval process represents a typical workflow process within Equipment/Plant Management. By reviewing the example, you will be better aware of the particular workflow components that require modification to meet your business needs.

In the example provided, the approval process for a work order differs, based on the document type of the work order and the work order type. Document type and work order type are elements of the attribute data structure that you must set up to be able to use Workflow Management to approve work orders. For ease of understanding, the example charts the workflow for a work order, with the document type of WO, and the work order type of Type 1. Bear in mind that document types and work order types are user defined codes. The codes that your organization uses will likely differ from the codes that J.D. Edwards provides as demo data.

In the example, the workflow process is initially triggered by the creation of a work order or any change made to the status of a work order. The system uses Work Order Activity Rules to determine if the status change is allowed. If the status change is not allowed, workflow

does not begin and an error message appears. Otherwise, workflow begins normally. In Equipment/Plant Management, regardless of any subsequent processes, the first workflow process for work orders is the WOactRules (Work Order Activity Rules) process. This process is hard-coded and cannot be modified.



Creating Corrective Work Orders

You create corrective work orders in Equipment/Plant Management to formally request and schedule corrective maintenance, such as emergency repairs. You also use corrective work orders to record and communicate (to others who are involved) all of the details pertaining to the maintenance task.

You must create a work order master for every work order that you track. The master consists of basic information that defines the work order, such as the work order number, description, and the business unit to which the work order is charged. You can also enter additional information, such as category codes, to further identify the work order.

The system stores work order master information in the Work Order Master table (F4801).

You can assign record types to work orders and then enter descriptive information into each record type to communicate important information about a task to others who are involved. For example, you might want to include special instructions, and information about parts and tools needed to complete the task.

In addition, you can copy parts from a standard parts list or assign nonstandard parts to a work order. You can also assign detailed labor routing instructions to a work order. For example, you can do the following:

- Identify each work center needed to perform the maintenance tasks
- Specify the sequence in which the tasks are performed
- Indicate the estimated duration of each maintenance task

You can delete any work order from the system unless it has any of the following characteristics:

- It is used as a parent work order.
- It has any account ledger transactions associated with it.
- It has a parts list or a routing attached.

You can create work orders for equipment covered by warranties. When you create a work order for a piece of equipment that is under warranty, a warning message appears to alert you that a warranty is in effect. You indicate that a piece of equipment is under warranty by creating PM service types for the warranty.

Before You Begin

- Define your chart of accounts for the charge-to business unit information. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.
- Create PM service types for equipment under warranty. See *Creating a PM Schedule* for more information about creating PM service types for equipment under warranty.

Entering Basic Work Order Information

Depending on the complexity of your organization, you can create work orders that include only the most basic information required by the system, such as the description and business unit. Alternatively, you can include a variety of explanations, scheduling dates, and control codes. You can also enter budgeting information to help you track costs and resources.

You can assign up to 10 category codes to a work order. Use category codes to further identify and organize work orders that have similar characteristics. This is especially useful

for analyzing and reporting on work order information from a variety of perspectives, such as shop, division, and type of work. You can also analyze work order costs according to category codes. J.D. Edwards provides several predefined category codes. You can use these or customize your own category codes. You define all values for each category code.

In addition, you can assign responsible personnel, such as an originator and a supervisor, to a work order. You can also specify a search cross-reference that the system uses to search for work orders. For example, if you enter an equipment number on the work order, the system enters the parent equipment number in the Search Cross-Reference field.

Note

Many of the fields on Work Order Details are optional, but information in these fields is particularly useful when you search for a work order or group of work orders. You can use processing options to direct the system to enter default values in several fields, such as address book fields, category code fields, approval type fields, and manager and supervisor fields, if you defined them during system setup.

You can also retrieve numerous default values from a parent work order, if you specify one. For example, you can use values from a parent work order to provide default values for the following fields:

- Work Order Type
- Start Date
- Planned Completion date

► To enter a service order

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

Order Number	Work Order Description	WO St	WO St	WO Type	WO Type
451282	Red lights blinking	ME	W/O Waiting for Parts	Y	On-site Repair
451291	Phone mail goes dead	MC	W/O In Planning	Y	On-site Repair
451725	LIGHTENING STRUCK OUR BUILDING	MWO Approved		Y	On-site Repair
451741	BAD CONNECTIONS IN THEIR AC/HEAT	W/O In Planning		Y	On-site Repair
451830	RING IS TOO SOFT	MC	W/O In Planning	Y	On-site Repair
451848	Server is down	MG	W/O Ready to Schedule	Y	On-site Repair

1. On Work with Service Orders, click Add.

The screenshot shows the 'Service Order Entry - [Service Work Order Revisions]' application window. At the top, there's a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with icons for OK, Cancel, Discard, Abort, Links, Activity, Previous, Next, OLE, and Internet. The main area has tabs for Customer/Installed Base, Status/Assignments, Classification, Accounting, and Attachment. The Customer/Installed Base tab is active, showing fields for Call Number, Claim Number, Customer (with a dropdown showing 'Capital System'), Site Number, Caller, Caller Name, Phone, Short Description, Symptoms, and Installed Base Information (Serial Number 20642, Phone Switch). At the bottom, there are buttons for Work With Work Orders and Service Work Order Revisions, along with a help icon.

2. On the Customer/Installed Base tab of Service Work Order Revisions, complete the following fields:

- Site Number
- Short Description

The short description defaults from the symptom field, or you must enter text. This description is displayed on the Work with Service Work Orders form.

- Symptoms

A processing option defines the default value for this field (P17714, Defaults tab, Symptoms Default). If you have not set up your processing options to retrieve this value from the call, you must enter a value.

- Equipment Number

Depending on the installed base constants that you set up on the CSMS System Constants Revisions form, the system displays an equipment number, unit number, or serial number description. Based on this number, the system supplies customer and equipment information from the installed base record.

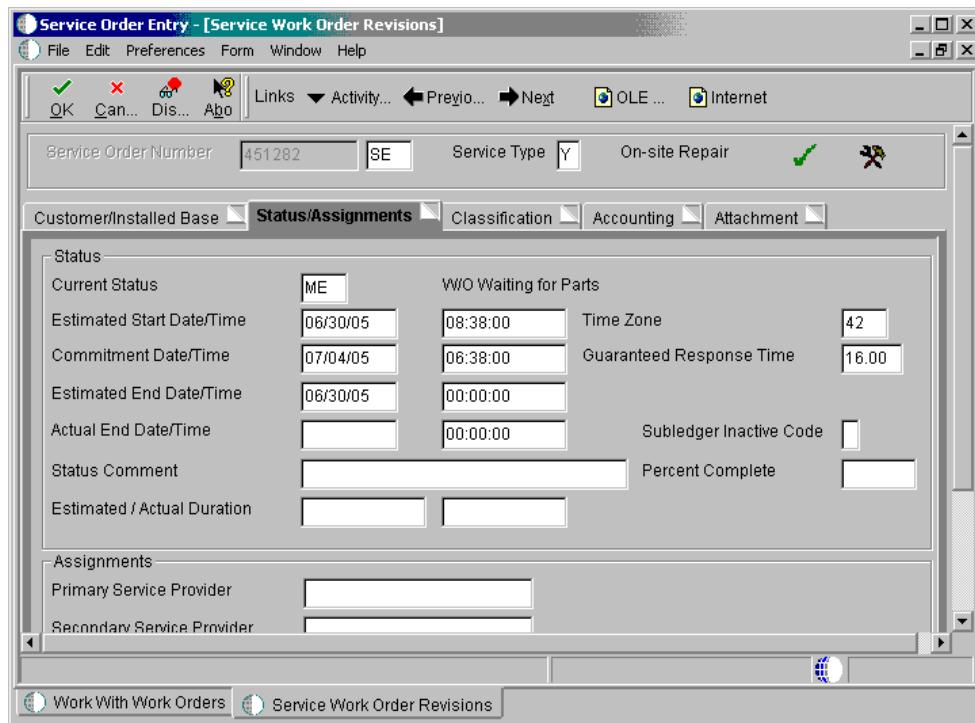
- Branch/Plant

The branch/plant defaults from the Installed Base record and defines the branch/plant from which inventory is issued.

Note

If you are accessing this form from the Call Management or Knowledge Management modules, the system enters information from the installed base record as default information when you enter a service order. The system also checks entitlement for the customer.

3. Click the Status/Assignments tab.



4. Complete the following fields:

- Current Status
- Estimated Start Date/Time
- Time Zone
- Estimated End Date/Time

If the customer is entitled, the system calculates the commit date and time based on the entitlement check process.

5. Complete the following optional fields:

- Status Comment
- Percent Complete
- Primary Service Provider

For EAM, the Primary Service Provider represents the Manager.

- Secondary Service Provider

The system retrieves the primary service provider from the address book. For EAM, the Secondary Service Provider represents the Supervisor.

- Primary Technician

For EAM, the Primary Technician represents the Assigned To person.

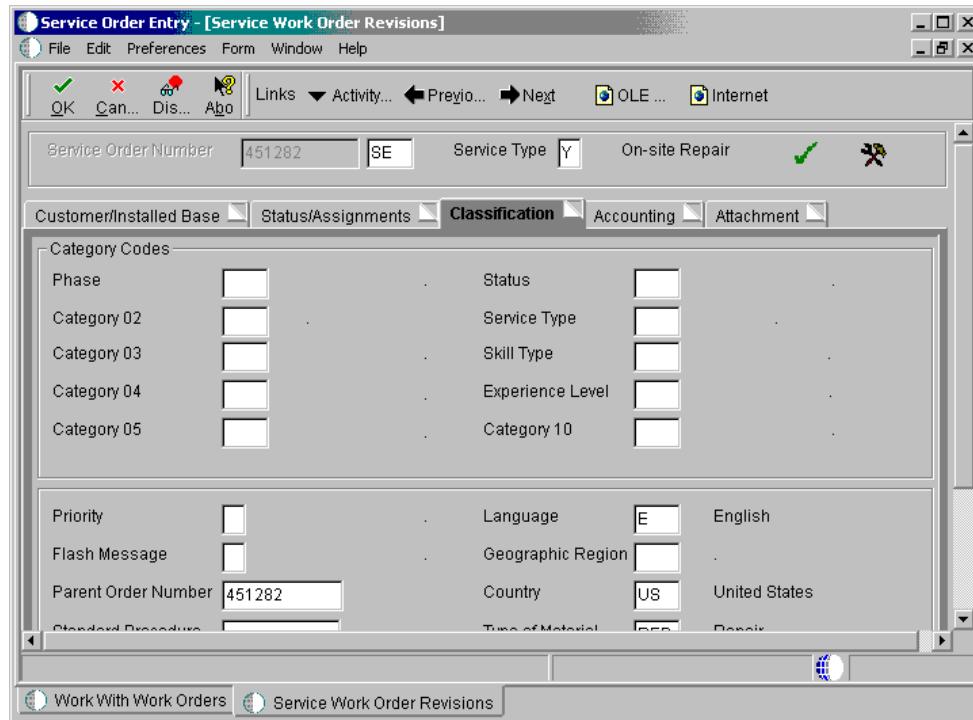
- Secondary Technician

6. Complete the following field when the service order is complete:

- Actual End Date/Time

The value for the Actual End Date field defaults to today's date if the status of the service order is at a complete status.

7. Click the Classification tab.



8. Complete the following optional fields:

- Phase
- Category 02
- Category 03
- Category 04
- Category 05

- Status
- Service Type
- Skill Type
- Experience Level
- Category 10
- Priority
- Flash Message
- Language
- Geographic Region
- Country
- Type of Material
- Type of Labor

The system attaches a bill of material and routing to a service order based on the Type of Material and Type of Labor fields.

The system retrieves the information for the Language, Geographic Region, and Country fields based on the customer record.

9. To associate a parent service order to a child service order, complete the following field:

- Parent Order Number

The system does not automatically update information between parent and child service orders.

10. To associate standard instructional information to the service order, complete the following field:

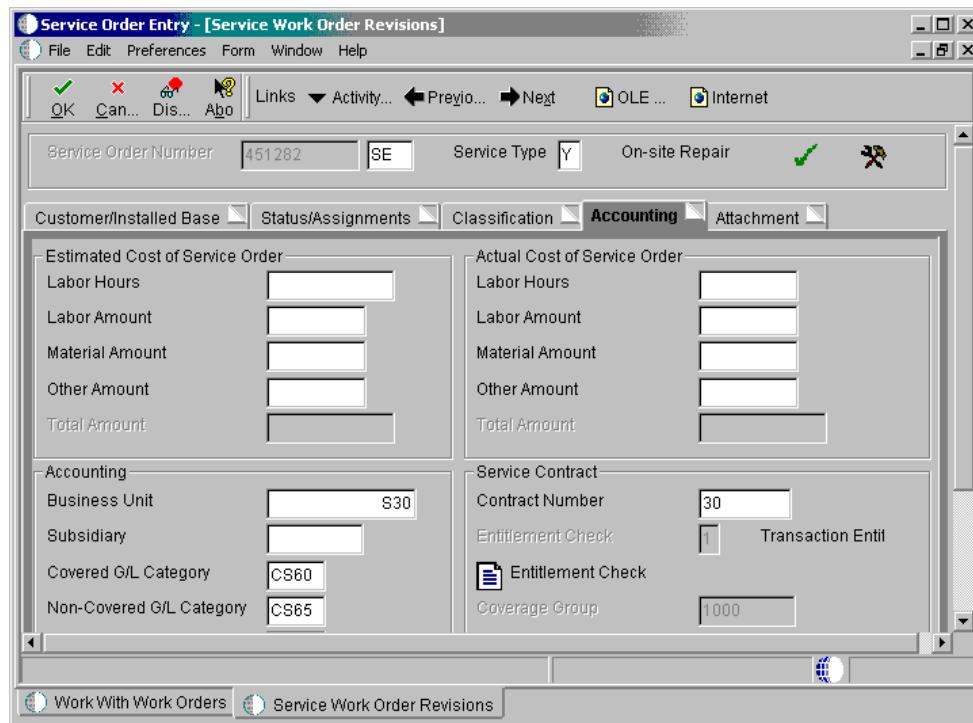
- Standard Procedure

11. To set up a cross-reference between this service order and another service order, complete the following field:

- Cross/Reference

This is a text only field, but you can use the information as search criteria on Work with Service Orders.

12. Click the Accounting tab.



13. To track estimated costs and actual costs against this service order, complete the following fields:

- Labor Hours
- Labor Amount
- Material Amount
- Other Amount

If you associate routings to a service order, the system retrieves default values for the Labor Hours and Labor Amount fields. If you associate a parts list to a service order, the system retrieves default values for the Material Amount field. The system updates the cost to the service order header.

When you add routing and/or a parts list, the program updates the cost to the service order header.

Note

Alternatively, to update the actual costs of a service order, you can run a batch process, Update Work Order Actual Amounts (R13800). This batch process summarizes transactions for labor and material and updates the actual cost fields of the service order.

14. To override the business unit responsible for costs and revenue, complete the following field:

- Business Unit

The system enters the default value for this field from the equipment number, inventory item number, or customer number records based on CSMS constants.

15. Enter other accounting information as applicable by completing the following fields:

- Subsidiary
- Covered G/L Category
- Non-Covered G/L Category

The values for the Covered G/L Category and Non-Covered G/L Category fields default from the service contract's service package based on the type of service on the service order.

16. Click one of the following options to define the method of pricing:

- Flat Rate

If you use flat rate as the pricing method, you must associate one labor step with the service order.

- Time and Materials

If you use time and materials to price, both parts and labor will be priced.

The values for the Flat Rate and Time and Materials fields default from the service contract's service package based on the type of service on the service order.

The system retrieves Tax Rate/Area information based on the Service Address Number. Tax Rate/Area information is based on where the work is completed, not on the location of the customer.

17. To associate the service order with a contract, complete the following field:

- Contract Number

The system supplies service contract values if the system is set up to check entitlements and the contract is valid.

18. Click the Attachment tab.

19. If applicable, add attachments to the service order.

20. Click OK.

The system uses next numbers to assign a service order number unless you override the information.

Processing Options for Work with Work Orders (P48201)

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase
2. Category Code 02
3. Category Code 03
4. Category Code 04
5. Category Code 05
6. Category Code 06

-
- 7. Category Code 07
 - 8. Category Code 08
 - 9. Category Code 09
 - 10. Category Code 10

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

- 1. From Status Code W.O.
- 2. Thru Status Code W.O.
- 3. Type - W.O.
- 4. Document Type
- 5. Models

Blank = Do not include models

1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

- 1. Job or Business Unit
- 2. Originator
- 3. Customer
- 4. Planner
- 5. Supervisor

Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

- 1. Work Order Print (XJDE0001)
- 2. Completed PM - P12071 (ZJDE0001)
- 3. Parts List - P3111 (ZJDE0001)
- 4. Routing Instructions - P3112 (ZJDE0001)
- 5. Inventory Issues - P31113 (ZJDE0002)
- 6. Time Entry - P311221 (ZJDE0001)(CSMS Only)
- 7. Work With Returned Material Authorization
P40051 (ZJDE0001)
(CSMS Only)
- 8. Open Purchase Order - P4310 (ZJDE0011)
- 9. Returned Material Authorization Revisions Version - P400511
(CSMS Only)
- 10. On Line Service Order Quote - P17717 (ZJDE0001)
(CSMS Only)
- 11. Time Entry By Employee - P051121(ZJDE0001)

WO Entry

- 1. Choose the work order entry program to call when adding or selecting a work order. This entry program will also decide which UBE will be called for printing.

- '1' - Equipment Work Orders (P48011)
- '2' - Service Work Orders (P17714)
- '3' - Project Task Details (P48014)
- '4' - Tenant Work Orders (P15248)

- 2. Enter the version of the selected work order entry to call. Leave blank to use default version defined in parentheses.

Work Order Entry (ZJDE0001)

Process

- 1. Enter a '1' to highlight the priority field within the grid. Leave blank to not highlight.
- 2. Customer Self-Service Functionality

Blank = Bypass Customer Self-Service functionality.

1 = Activate Customer Self-Service functionality for use in Java/HTML.

2 = Activate Customer Self-Service functionality for use in Windows.

What You Should Know About Processing Options

Setting up a default document type	On the Defaults 2 tab, you can enter the document type that you want the system to use for service orders. This document type will be overridden if the service order is entitled by a contract.
Searching for service orders by originator	On the Defaults 3 tab, enter an address book number in the Originator field. The system uses this address book number to search for service orders entered by a user. To display all service orders when you click Find on Work with Service Orders, type 0 in this field.

Processing options for Service Order Revisions can be accessed by retrieving P17714 in the Interactive Versions application.

Processing Options for Service Work Order Revisions (P17714)

Defaults tab

The processing options on this tab define the defaults that the system uses when you are revising or entering service work orders in the Service Work Order Revisions form.

1. Service Order Document Type

Use this processing option to specify the document type that the system uses as a default when you enter a service order. This code also indicates the origin of the transaction.

You must enter a value that has been set up in the user defined code (00/DT).

2. Service Order Type

Use this processing option to specify the order type that the system uses when you enter a service order. The order type indicates the type classification of a work order or engineering change order. You can use work order type as a selection criteria for work order approvals.

You must enter a value that has been set up in user defined code table (00/TY).

3. Service Order Priority

Use this processing option to specify the service order priority that the system uses as a default when you enter a service order. It is a user defined code that indicates the relative priority of a work order or engineering change order in relation to other orders.

You must enter a value that has been set up in the user defined code table (00/PR).

4. Customer

Use this processing option to identify an address book number of employees, applicants, participants, customers, suppliers, tenants, and any other address book members that the system uses as a default. An address book number is a number that identifies an entry in the Address Book system.

5. Primary Service Provider

Use this processing option to specify the service provider that the system uses as a default. The default service provider is the address book number of a manager or planner that the system assigns when you enter a service order.

6. Secondary Service Provider

Use this processing option to specify a secondary service provider that the system uses as a default. The secondary service provider is the address book number of a supervisor that the system assigns when you enter a service order.

7. Primary Technician

Use this processing option to specify a primary technician that the system uses as a default. The technician is the address book number of a person that the system assigns to do the work when you enter a service order.

8. Secondary Technician

Use this processing option to specify a secondary technician that the system uses as a default. The secondary technician is the address book number of an inspector that the system assigns when you enter a service order.

9. Parts List

Use this processing option to specify the default for the parts list when you enter a service order. The parts list is a user defined code that designates the type of bill of material.

You must enter a value that has been set up in the user defined code table (40/TB).

10. Routing Type

Use this processing option to specify a routing type that the system uses as a default when you enter a service work order. The system retrieves the default routing type for the work order header and uses the type of routing to identify the service that should be done.

You must enter a value that has been set up in the user defined code table (40/TR).

11. Symptoms Default

Blank = Do not default a symptom

1 = Default Service Type description

2 = Default Entitlement description

3 = Default Method of Pricing

Use this processing option to indicate the information type that the system retrieves as the symptom when you enter a service order.

Valid values are:

Blank Do not default symptoms.

- 1 Use the service type description as the symptom.
 - 2 Use the entitlement description as the symptom.
 - 3 Use the method of pricing as the symptom.
-

Edits tab

The processing options on this tab define which information is required when you enter a service work order. When you activate these processing options, the system verifies that you have entered the appropriate information in the corresponding fields before creating a service work order. If you have activated any of these processing options and you do not have a value in a corresponding field, the system displays a hard error and does not allow you to enter a service work order.

1. Required Equipment Number

Blank = Do not require Equipment Number entry

1 = Require Equipment Number entry

Use this processing option to specify whether you are required to enter an equipment number when you enter a service work order.

Valid values are:

Blank The equipment number is not required when you enter a service work order.

- 1 Equipment number is required when you enter a service work order.

If you choose option 1, you must enter an equipment number when you enter a service work order. If you do not enter an equipment number, the system displays a hard error and does not allow you to proceed in service work order

entry.

2. Date Edits

Blank = Accept all dates entered

1 = Display a warning for date errors

2 = Display an error for date errors.

Use this processing option to specify whether the system verifies dates when you enter a service work order. This flag determines if the system checks dates when dates are entered or changed on a service work order.

Valid values are:

Blank Accept all dates entered.

1 The system displays a warning for date errors.

2 The system displays a hard error for date errors.

3. Required Caller Number

Blank = Do not require Caller Number

1 = Require Caller Number entry

Use this processing option to indicate whether the system requires you to enter the address book number for a caller when you are entering an order.

Valid values are:

Blank Caller number is not required.

1 Caller number is required.

4. Update Pricing Method

Blank = Update Pricing Method

1 = Do not update Pricing Method

Use this processing option to specify whether you want to prevent the system from updating the pricing method.

Valid values are:

Blank You can update the pricing method.

1 Do not update the pricing method.

5. Required Phone Number

Blank = Do not require Area Code and Phone Number

1 = Require Area Code and Phone Number entry

Use this processing option to specify whether you are required to enter an area code and phone number when you are entering service work order.

Valid values are:

Blank Do not require area code and phone number.

1 You must enter an area code and phone number

6. Work With Service Order History (P17715) version

Use this processing option to enter the version of Work with Service Order History (P17715) that the system uses to verify existing service orders. By verifying existing service orders, you can prevent the addition of a duplicate service order for an equipment number.

If you leave this option blank, the system uses version ZJDE0001.

Process tab

The processing options on this tab define the processing that the system performs for this version of Service Work Order Revisions (P17714). You can choose whether the system retrieves default information based on the information that you enter a service work order. You can perform additional processing, such as creating parts list and routings, entitlement checking, and approval processing.

1. Default Service Provider

Blank = Do not default the Primary and Secondary Service Providers

1 = Default the Primary and Secondary Service Providers based on category codes 1, 2 and 3.

Use this processing option to specify whether the system retrieves primary and secondary service provider based on category codes 1, 2, & 3 when you enter a

service work order.

Valid values are:

Blank Do not default the primary and secondary service providers.

1 Default the primary and secondary service providers.

The category codes are user defined codes (00/W1, 00/W2, 00/W3) that are defined in the service work order.

When you define primary and secondary service providers, the system refers to the CSMS attributes in Address Book for the customer. If primary and secondary service providers are not defined in Address Book, the system uses the primary and secondary service provider that you defined in the processing options for Service Work Order Revisions (P17714) first in the Defaults tab, then in the Process tab.

If you leave the service providers fields on the Default tab blank and you specify in this processing option to default the primary and secondary service providers based on category codes, the system verifies the category codes in the service work order against work order default codes (P48001).

2. Default Standard Parts

Blank = Do not default the standard parts from equipment

1 = Default the standard parts from equipment

Use this processing option to specify whether the system retrieves the standard parts based on the equipment when you enter a service order.

Valid values are:

Blank Do not default the standard parts from the equipment.

1 Default the standard parts from the equipment.

3. Recalculate Dates

Blank = Do not recalculate dates automatically

1 = Automatically recalculate the start and requested dates for the parts list and routings

Use this processing option to specify whether the system automatically recalculates the start and requested dates for the parts list and routings.

Valid values are:

- Blank Do not recalculate dates for parts lists and routings.
- 1 Automatically recalculate dates for parts lists and routings.

4. Service Order Approval Type

Use this processing option to enter the approval type that the system uses in the Service Order Approval process. The service order approval type is a user defined code that indicates the type of work order approval path that a work order follows.

You must enter a value that has been set up in the user defined code table (48/AP).

5. Service Order Cross Reference

- Blank = Equipment's immediate parent
- 1 = Equipment's top level parent
- 2 = Value from parent service order.

Use this processing option to indicate the service order cross-reference. The system uses the cross-reference to determine the default of the parent equipment number.

Valid values are:

- Blank The immediate parent
- 1 The top-level parent
- 2 Value from parent service order

6. Entitlement Checking

Blank = Bypass Entitlement Checking

1 = Check entitlement using the date table (F1791)

2' = Check entitlement without the date table.

Use this processing option to determine whether the system performs entitlement checking and the preferred method.

Valid values are:

Blank Bypass entitlement checking.

1 Check entitlements using the Entitlement Dates table (F1791).

2 Check entitlements without using the Entitlement Dates table.

7. Symptoms Entry

Blank = Bypass prompt to enter a Knowledge Base symptom when adding a Service Order

1 = Enter a Knowledge Base Symptom when adding a Service Order

Use this processing option to specify whether you are required enter a Knowledge Base symptom when entering a service work order.

Valid values are:

Blank Do not enter a Knowledge Base symptom

1 You must enter a Knowledge Base symptom

8. Display Entitlement Inquiry

Blank = Do not display Entitlement Inquiry

1 = Display the Entitlement Inquiry following the entitlement check.

Use this processing option to specify whether the system displays the Entitlement Inquiry form following an entitlement check.

Valid values are:

Blank Do not display the Entitlement Inquiry form.

1 Display the Entitlement Inquiry form.

9. Create Routings

Blank = Do not create routing labor instructions

1 = Create routing labor instructions when adding a service order.

Use this processing option to specify whether the system creates routing instructions when you are adding a service order.

Valid values are:

Blank Do not create routing instructions.

1 Create routing instructions.

10. Display Who's Who Search

Blank = Do not display Who's Who Search window

1 = Display Who's Who Search window when the Caller Name is blank.

Use this processing option to determine whether the system displays the Who's Who Search & Select form when you move past the customer number field and the Caller Name is blank.

Valid values are:

Blank Do not display Who's Who Search & Select form.

1 Display the Who's Who Search & Select form.

11. Create Parts List

Blank = Do not automatically create parts list

1 = Automatically create parts list when adding a service work order.

Use this processing option to automatically create a parts list for a new service work order.

Valid values are:

Blank Do not automatically create a parts list for a new service work order.

1 Automatically create a parts list when adding a service work order.

12. Work Order Status Window

Blank = Do not automatically call work order status window when adding a service work order

1 = Automatically call the work order status window when adding a service work order.

Use this processing option to specify whether the system automatically displays the work order status window when you are adding a service work order.

Valid values are:

Blank Do not automatically display the work order status window when adding a service work order.

1 Automatically display the work order status window when adding a service work order.

13. Customer Self Service

Blank = Bypass Customer Self Service functionality

1 = Activate Customer Self Service functionality in Java/HTML

2 = Activate Customer Self Service functionality in Windows

Use this processing option to activate Customer Self-Service functionality. If you activate self-service functionality, the system displays the self-service tab forms and hides other tab forms.

Valid values are:

- Blank Bypass Customer Self-Service functionality.
- 1 Activate Customer Self-Service functionality in Java/HTML.
- 2 Activate Customer Self-Service functionality in Windows.

14. Create Work Order Tag files (future)

Blank = Do not create F4801Z records

1 = Create F4801Z records

Use this processing option to specify whether the system creates the interoperability table (F4801Z).

Valid values are:

- Blank Do not create the interoperability table.
- 1 Create the interoperability table (F4801Z).

15. Service Order Quote (P17717) version

Use this processing option to specify the version of Service Order Quote (P17717) the system displays after you enter the service work order.

16. Enter '1' to automatically e-mail primary service provider for new work orders.

Install Base tab

The processing options on this tab define whether information in a corresponding Installed Base record is updated to match the information in a service work order.

1. Customer Number Update

Blank = Bypass update

1 = Prompt to update Installed Base customer number to match Service Order customer number

2 = Automatically update Installed Base

Use this processing option to determine what happens when you change the customer number for an installed base item on a call, a contract, or a service work order.

Valid values are:

Blank Bypass Installed Base update.

1 Display prompt to update Installed Base.

2 Automatically update Installed Base.

2. Site Number Update

Blank = Bypass update

1 = Prompt to update Installed Base site number to match Service Order site number

2 = Automatically update Installed Base.

Use this processing option to determine what happens when you change the site number for an installed base item on a call, a contract, or a service work order.

Valid values are:

Blank Bypass Installed Base update.

1 Display prompt to update Installed Base.

2 Automatically update Installed Base.

Versions tab

The processing options on this tab define the versions of other programs that the system uses when you require additional information about the service work orders. You can access these programs from form and row exits on the Service Work Order Revisions form.

1. Service Order Parts List (P3111)

Use this processing option to specify the version of Service Order Parts List (P3111) that the system uses for parts list. If you leave this option blank, the system uses version ZJDE0002.

2. Service Order Labor Instructions (P3112)

Use this processing option to specify the version to be used for Service Order Labor Instructions (P3112). If you leave this option blank, the system uses version ZJDE0002.

3. Service Order Status History (P1307)

Use this processing option to specify the version of Service Order Status History (P1307) that the system uses when you inquire on the status history of a service work order. If you leave this option blank, the system uses version ZJDE0002.

4. Product Repair History (P17715)

Use this processing option to specify the version of Service Order History (P17715) that the system uses for product repair history. If you leave this option blank, the system uses version ZJDE0001.

5. Customer Repair History (P17715)

Use this processing option to specify the version of Service Order History (P17715) that the system uses for customer repair history. If you leave this option blank, the system uses version ZJDE0002.

6. Equipment Repair History (P17715)

Use this processing option to specify the version of Service Order History (P17715) that the system uses for equipment repair history. If you leave this option blank, the system uses ZJDE0003.

7. Inventory Issues (P31113)

Use this processing option to specify the version to be used for Inventory Issues (P31113). If you leave this option blank, the system uses ZJDE0002.

8. Work With Returned Material

Authorization (P40051)

Use this processing option to specify the version to be used for Work With Returned Material Authorization (P40051). If you leave this option blank, the system uses ZJDE0001.

9. Return Material Authorization

Revisions (P400511)

Use this processing option to specify the version to be used for Return Material Authorization Revisions (P400511). If you leave this option blank,

the system uses ZJDE0001.

10. Work With Contracts (P1720)

Use this processing option to specify the version to be used for Work With Contracts (P1720). If you leave this option blank, the system uses ZJDE0001.

11. Work With Routing Master (P3003)

Use this processing option to specify the version that the system uses when you access the Work With Routing Master program.

If you leave this option blank, the system uses version ZJDE0001.

12. Bill of Material Revisions (P3002)

Use this processing option to specify the version to be used for Bill of Material Revisions (P3002). If you leave this option blank, the system uses ZJDE0001.

13. Service Provider Address Book (P01012)

Use this processing option to specify the version to be used for Service Provider Address Book (P01012). If you leave this option blank, the system uses ZJDE0001.

14. Knowledge Base Symptoms, Analysis, Resolution (P17764)

Use this processing option to specify the version to be used for Knowledge Base Symptoms (P17764). If you leave this option blank, the system uses version ZJDE0001.

15. Installed Base Revisions (P1702)

Use this processing option to specify the version to be used for Installed Base Revisions (P1702). If you leave this option blank, the system uses version ZJDE0001.

16. Equipment PM Schedule (P1207)

Use this processing option to specify the version to be used for Equipment PM Schedule (P1207). If you leave this option blank, the system uses ZJDE0001.

17. Equipment Status History (P1307)

Use this processing option to specify the version to be used for Equipment Status History (P1307). If you leave this option blank, the system uses version ZJDE0001.

18. Credit Check (P42050)

Use this processing option to specify the version to be used for Credit Check (P42050). If you leave this option blank, the system uses ZJDE0001.

19. Quick Customer/Contact Add (P01015)

Use this processing option to specify the version to be used for Quick Customer/Contact Add (P01015). If you leave this option blank, the system uses ZJDE0001.

20. Customer Address Book (P01012)

Use this processing option to specify the version to be used for Customer Address Book (P01012). If you leave this option blank, the system uses ZJDE0001.

21. Call Entry - Customer (P17501)

Use this processing option to specify the version to be used for Call Entry - Customer (P17501). If you leave this option blank, the system uses version ZJDE0001.

22. Call Entry - Caller (P17501)

Use this processing option to specify the version to be used for Call Entry - Caller (P17501). If you leave this option blank, the system uses version ZJDE0001.

23. Equipment Search>Select (P17012S)

Use this processing option to specify the version to be used for Equipment Search>Select (P17012S). If you leave this option blank, the system uses version ZJDE0001.

To enter service work orders on the web using this version of Service Work Order Revisions (P17714), you must activate the Customer Self-Service

processing option in the version of Equipment Search>Select (P17012S) that you enter in this field.

Category Codes tab

The processing options on this tab define the values for category codes in the Service Work Order Revisions form.

Enter default Category Code values for the following:

1. Category Code 1

Use this processing option to enter the value for Category Code 1 that the system uses as a default. This category code indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.

You must enter a value that has been defined in the user defined code table (00/W1).

2. Category Code 2

Use this processing option to enter the value for Category Code 2 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W2).

3. Category Code 3

Use this processing option to enter the value for Category Code 3 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W3).

4. Category Code 4

Use this processing option to enter the value for Category Code 4 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W4).

5. Category Code 5

Use this processing option to enter the value for Category Code 5 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W5).

6. Category Code 6

Use this processing option to enter the value for Category Code 6 that the system uses as a default. This category code indicates the status of a work order.

You must enter a value that has been defined in the user defined code table (00/W6).

7. Category Code 7

Use this processing option to enter the value for Category Code 7 that the system uses as a default. This category code indicates the service type of a work order.

You must enter a value that has been defined in the user defined code table (00/W7).

8. Category Code 8

Use this processing option to enter the value for Category Code 8 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W8).

9. Category Code 9

Use this processing option to enter the value for Category Code 9 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W9).

10. Category Code 10

Use this processing option to enter the value for Category Code 10 that the system uses as a default. This category code indicates the type or category of a work order.

You must enter a value that has been defined in the user defined code table (00/W0).

Prepayment tab

These processing options control whether you can record payment information for service work orders.

Prepayment of an work order takes place when a seller receives a form of payment from the customer at the time of order entry. There are many types of prepayments that a customer can use, such as cash, check, and credit card. When you make any type of prepayment, the system records transaction information, and indicates the payment on the invoice.

Use this processing option to specify a hold code the system uses to restrict the amount of an item or item group that a customer or customer group can purchase.

You must set up the Product Allocation preference in the Preference Master (P40070), activate the preference through the Preference Selection (R40400), set up the hold code information in Order Hold Information (P42090) and then activate preference profile processing in the P4210, Versions, Preference Profile processing option. You must enter a value that has been set up in UDC 42/HC.

1. Prepayment Processing

Blank = Bypass Prepayment Processing

1 = Activate Prepayment processing

Use this processing option to determine whether to activate Prepayment Processing.

Valid values are:

Blank The system does not update prepayment processing files.

1 The system updates prepayment processing files.

2. Authorization Processing

Blank = Bypass Authorization processing

1 = Process Authorization interactively

2 = Process Authorization in batch or subsystem mode, based on the version

Use this processing option to identify the method of processing.

Valid values are:

- Blank The system does not process the authorization.
- 1 The system processes the authorization interactively.
- 2 The system processes the authorization in batch or subsystem mode, based on the version.

3. Settlement Processing**Blank = Bypass Settlement processing****1 = Process Settlement interactively****2 = Process Settlement in batch or subsystem mode, based on the version**

Use this processing option to identify the settlement processing method. Valid values are:

- Blank The system does not process the settlement.
- 1 The system processes the settlement interactively.
- 2 The system processes the settlement in batch or subsystem mode, based on the version.

4. Authorize Prepayment Transaction (R004201) version

Use this processing option to enter the version to be used for the Authorize Prepayment Transaction UBE (R004201). If you leave this option blank, the system uses version XJDE0001.

5. Settle Prepayment Transaction (R004202) version

Use this processing option to enter the version to be used for the Settle Prepayment Transaction (R004202). If you leave this option blank, the system uses version XJDE0001.

6. Override Next Status for Authorized Transactions (future)

Use this processing option to identify the override next status code for authorized transactions. The override status is another allowed step in the process.

7. Override Next Status for Settled Transactions (future)

Use this processing option to identify the next status code for Settled transactions. The override status is another allowed step in the process.

Processing Options for Work With Work Orders (P48201)

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase
2. Category Code 02
3. Category Code 03
4. Category Code 04
5. Category Code 05
6. Category Code 06
7. Category Code 07
8. Category Code 08
9. Category Code 09
10. Category Code 10

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

1. From Status Code W.O.
2. Thru Status Code W.O.
3. Type - W.O.
4. Document Type
5. Models

Blank = Do not include models

1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

1. Job or Business Unit
-

2. Originator

3. Customer

4. Planner

5. Supervisor

Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

1. Work Order Print (XJDE0001)

2. Completed PM - P12071 (ZJDE0001)

3. Parts List - P3111 (ZJDE0001)

4. Routing Instructions - P3112 (ZJDE0001)

5. Inventory Issues - P31113 (ZJDE0002)

6. Time Entry - P311221 (ZJDE0001)(CSMS Only)

7. Work With Returned Material Authorization

P40051 (ZJDE0001)

(CSMS Only)

8. Open Purchase Order - P4310 (ZJDE0011)

9. Returned Material Authorization Revisions Version - P400511

(CSMS Only)

10. On Line Service Order Quote - P17717 (ZJDE0001)

(CSMS Only)

11. Time Entry By Employee - P051121(ZJDE0001)

WO Entry

1. Choose the work order entry program to call when adding or selecting a work order. This entry program will also decide which UBE will be called for printing.

'1' - Equipment Work Orders (P48011)

'2' - Service Work Orders (P17714)

'3' - Project Task Details (P48014)

'4' - Tenant Work Orders (P15248)

2. Enter the version of the selected work order entry to call. Leave blank to use default version defined in parentheses.

Work Order Entry (ZJDE0001)

Process

1. Enter a '1' to highlight the priority field within the grid. Leave blank to not highlight.

2. Customer Self-Service Functionality

Blank = Bypass Customer Self-Service functionality.

1 = Activate Customer Self-Service functionality for use in Java/HTML.

2 = Activate Customer Self-Service functionality for use in Windows.

Entering Record Type Descriptions

Record types contain specific details about work order tasks. After you enter the basic work order information, you can enter these details in the record types that are assigned to the work order. For example, you might want to include an extended description of the task in record type A, special instructions in record type B, the parts and tools that are needed in record type C, and so on.

Depending on the type of information that you need to include, you can enter text in two formats. You define the format for each record type when you set up work orders. The formats are:

- Description only
- Description with three columns

You can also copy descriptive information from another work order.

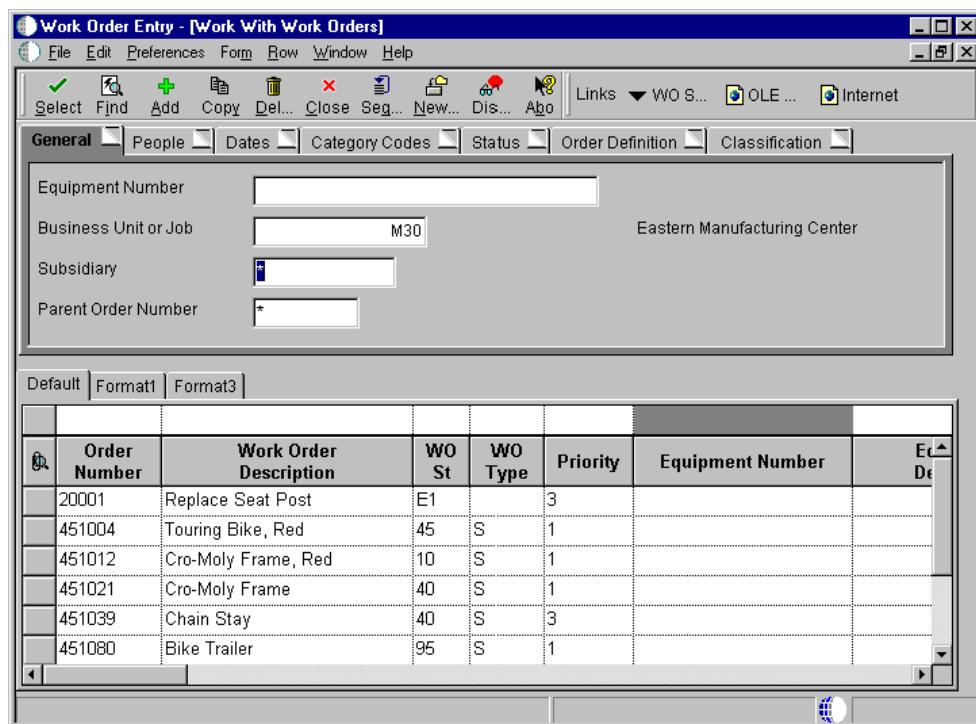
See Also

- [Setting Up Formats for Record Types](#)

► [To enter record type descriptions](#)

From the Work Order Processing menu (G4811), choose Scheduling Workbench.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.



1. On Work With Work Orders, complete any of the following fields on the General tab to locate a work order and then click Find:

- Equipment Number
- Business Unit or Job
- Subsidiary
- Parent Order Number

Alternatively, you can complete any of the fields on any of the tabs to locate work orders.

2. Choose a work order and choose Record Types from the Row menu.

PeopleSoft.

Record Type	Description
<input type="checkbox"/> A	Full Description of Request
<input type="checkbox"/> B	Final Disposition Remarks
<input type="checkbox"/> C	Tool and Equipment Instruct.
<input type="checkbox"/> D	Safety Provisions
<input type="checkbox"/> E	Plan and Drawing Reference
<input type="checkbox"/> F	Equipment Down Time
<input type="checkbox"/> G	Maintenance Loops
<input type="checkbox"/> S	Status History
<input type="checkbox"/> Z	Associated PMs

3. On Work With Work Order Record Types, choose a record type and click Select.

PeopleSoft.

		Description
<input checked="" type="checkbox"/>		Full Description of Request

4. On Work Order Detail Revisions, complete the following field with a unique description for the selected record type for this work order and click OK:
 - Description
5. To enter descriptions for other record types for this work order, repeat steps 3 through 4.

Assigning Parts to a Work Order

You can assign parts to a work order to satisfy parts requirements for maintenance tasks. Depending on how you set up your system, you can indicate how and when the system commits inventory to satisfy a work order's parts requirements. For example, you can use Workflow Management to direct the system to commit inventory to a work order only at a particular work order status.

You can assign parts from a standard parts list that you enter when you create the work order. In addition, you can assign inventory parts that do not appear on a standard parts list, such as when you are creating a work order for an unanticipated emergency repair. You can also assign parts for which you do not maintain an inventory master, such as special order parts that you rarely need. All parts inventory information applicable to a work order appears on Work Order Parts List.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to use Work Order Parts List:
 - System 30: Product Data Management
 - System 31: Shop Floor Management
 - System 40: Inventory Base and Order Processing
 - System 41: Inventory Management
 - System 43: Procurement
- Verify that standard parts lists are set up. See *Setting Up a Standard Parts List*.

See Also

- Inventory Concepts and Setup* for more information about inventory terms and concepts
- Setting Up a Standard Parts List* for more information about how the system commits inventory

Assigning Parts from a Standard Parts List

You can assign parts to a work order from a standard parts list. This is especially useful when you create work orders for routine maintenance tasks that require identical parts.

Before You Begin

- Verify that the following fields on Work Order Details are completed:

- Standard Parts or Instructions
- Start Date

► **To assign parts from a standard parts list**

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Parts List from the Row menu.

Component Item Number	Description	Description Line 2	Estimated Quantity	Actual Quantity	Request Date	Ln Ty	UM	Material Status	Bra Pla
✓									

3. On Work Order Parts List, choose Copy BOM from the Form menu.

PeopleSoft.

- On Copy Screen, click OK to copy the bill of material for the displayed item and branch/plant to the work order parts list.

You can accept the values on Copy Screen or enter different values. The system completes the Work Order Parts List form with values from the standard parts list.

PeopleSoft.

	Component Item Number	Description	Description Line 2	Estimated Quantity	Actual Quantity	Request Date	Ln Ty	UM	Material Status	Bra Pte
<input type="checkbox"/>	31525	Motor Oil		1		05/21/05 S	QT			
<input type="checkbox"/>	9033	Grease		1		05/21/05 S	OZ			
<input type="checkbox"/>	9204	Traction Tire		1		05/21/05 S	EA			
<input type="checkbox"/>	9208	Hose Set		1		05/21/05 S	EA			
<input checked="" type="checkbox"/>	9208	Cable & Wire Set				05/21/05	S	EA		
<input type="checkbox"/>										

5. On Work Order Parts List, make any necessary changes to the parts list and click OK.

Working with Selected Parts from Inventory

You can assign parts that do not appear on a standard parts list, such as when you are creating a work order for an unanticipated emergency repair. If you need a part that is not currently available at your location, you can search for other locations that stock the part and use them to supply parts to the work order parts list.

When a part is unavailable, you can specify a substitute part. In addition, you can add explanatory text to any part that you include on a work order parts list.

Before You Begin

- ❑ Set up substitute parts through the Inventory Cross Reference program. See *Setting Up Item Cross-References* in the *Inventory Management Guide* for more information about assigning inventory cross-references.

► To add parts to a parts list

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Parts List from the Row menu.
3. On Work Order Parts List, complete the following fields for each component and click OK:
 - Component Item No
 - Order Quantity
 - Ln Ty

Use line types to distinguish the various methods of recording stock and nonstock inventory.

See Also

- ❑ *Inventory Concepts and Setup* for more information about line types

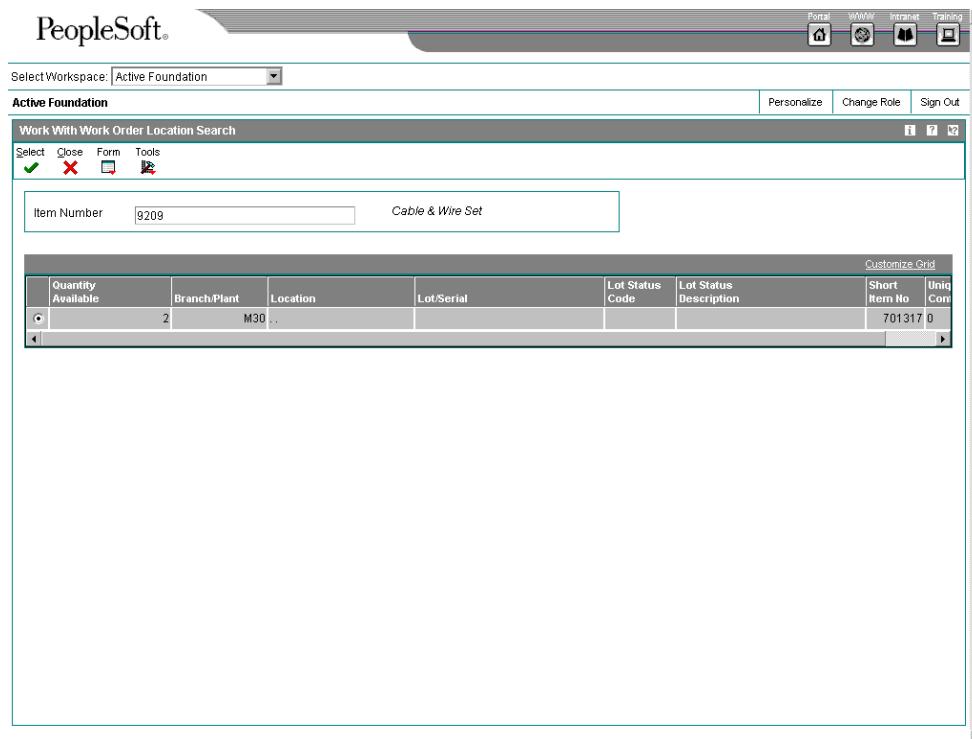
► To revise the location for a part

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

After you have attached a parts list to a work order, you can change the location from which you want a part supplied.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Parts List from the Row menu.
3. On Work Order Parts List, choose the record for a part for which you want to revise the location and then choose Location Search from the Row menu.



4. On Work With Work Order Location Search, choose an alternate location for the part and click Select.
5. On Work Order Parts List, click OK to accept the change.

The system replaces the original location information with the new information.

Related Tasks

- Specifying multiple locations for a part** You can specify multiple locations for a part. On Work Order Parts List, choose Multi-Location. A window opens, showing all locations that stock the part. Select the locations that you want to add. The system adds the new locations to the parts list and updates the on-hand quantity.

► To choose a substitute part

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

After you have attached a parts list to a work order, you can specify substitutions for parts on the work order parts list. To do so, enter the substitute quantities on the Component Item Substitutions form. If there is no quantity available, no information appears on this form.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Parts List from the Row menu.
3. On Work Order Parts List, choose the record for a part for which you want to substitute and then choose Item Substitutes from the Row menu.

The screenshot shows the 'Component Item Substitutions' dialog box from the PeopleSoft interface. The dialog has a title bar with 'OK', 'Cancel', and 'Tools' buttons. Below the title bar are three input fields: 'Original Item' (with a dropdown arrow), 'Qty Remaining' (with two input fields), and 'Qty Substituted' (with a single input field). At the bottom left of the dialog, a message says 'No records fetched.' On the right side, there is a 'Customize Grid' link. Below the dialog is a grid header with columns: 'Quantity' (with a search icon), 'UM', 'Rem Number', 'Primary UM', 'Description', and 'Qty Avail'. The rest of the grid area is empty.

4. On Component Item Substitutions, complete the following field and click OK:
 - Quantity
5. On Work Order Parts List, click OK to accept the change.

Assigning Parts Without an Inventory Master

You can assign parts to a work order for which you do not maintain an inventory master. This is especially useful to add parts for which you rarely have a need to a work order, such as special order parts.

► To assign parts without an inventory master

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Parts List from the Row menu.
3. On Work Order Parts List, complete the following fields for each part that you want to add:
 - Component Item No
 - Description
 - Order Quantity
 - Ln Ty
4. Complete the following optional fields and click OK:
 - UM
 - Supplier
 - Estimated Cost

Assigning Labor Routing to a Work Order

You can specify which work center is responsible for each maintenance task on a work order. You can specify the sequence of operations for each task, as well as the labor rates and the number of hours necessary to complete each task.

When you know in advance the labor requirements for a particular task, you can set up standard routing instructions for the task. You can copy from these instructions when you need to assign labor routings for similar tasks.

You can manually assign labor routing instructions for any maintenance task for which you have not set up standard routing instructions.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to use Equipment Work Order Routings.
 - System 30: Product Data Management
 - System 31: Shop Floor Management
 - System 40: Inventory Base and Order Processing
 - System 41: Inventory Management
 - System 43: Procurement
- Verify that the following fields on Work Order Entry are complete:
 - Standard Parts or Instructions
 - Start Date

► To copy labor routing information from standard instructions

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

After you have created a work order, you can copy labor routing information from standard instructions. Labor routing information establishes the responsible work center for each task on a work order, as well as the sequence of operations for the tasks.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Instructions from the Row menu.

PeopleSoft.

Work Center	Oper Seq#	Op St	Description	Run Machine	Estimated Hours	Setup Crew	Est Dur	Actual Hours	Piecework Rate	Extended Cost
<input checked="" type="checkbox"/>	10.00									

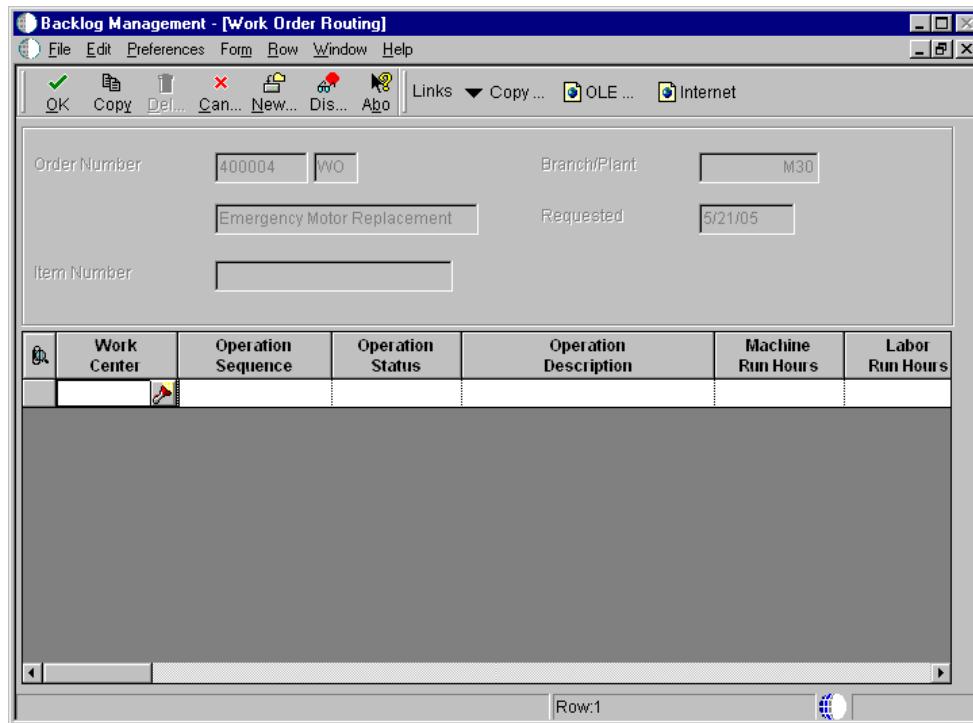
3. On Work Order Routing, choose Copy by Item from the Form menu.

PeopleSoft.

Inventory Item Number	<input type="text"/>	
Branch/Plant	<input type="text" value="M30"/>	

4. On Copy by Item, complete the fields, and then click OK to copy the standard instructions for the displayed item and branch/plant to the Work Order Routing form.

You can accept the values on Copy by Item or enter different values. The system completes the Work Order Routing form with values from the standard instructions.



5. On Work Order Routing, make necessary changes and click OK.

► To manually assign labor routing instructions

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

After you have created a work order, you can manually assign labor routing instructions for any maintenance task for which you have not set up standard routing instructions.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record and then choose Instructions from the Row menu.
3. On Work Order Routing, complete the following fields and click OK:
 - Work Center
 - Operation Sequence
 - Operation Description
 - Machine Run Hours
 - Labor Run Hours

4. Complete the following optional fields and click OK:

- Operation Status
- Rate
- Crew Size
- Start Date
- Request Date
- Overlap Percent
- Instruction Number

Copying Parent Work Orders

You can use a parent work order to quickly create a new work order. On the new work order, you need to complete the Parent Number field and those fields that require unique information. If you leave the remaining fields blank, the system completes them with values from the parent work order.

For example, you might need to perform maintenance on a machine that is similar to the maintenance that you performed on another machine. You can assign the previous machine's work order as the parent of the new work order. The system automatically enters the appropriate information from the parent work order into the new work order.

You can also use the Copy button on Work With Work Orders to copy parent work orders.

When you copy an existing work order, the system assigns a unique number to the new work order. Otherwise, the following information remains unchanged:

- All information from the Work Order Details form
- Parts list
- Labor routing instructions
- Record types

You can also use a parent work order as the basis for creating a work order. The system uses the information stored in the master for the parent work order to automatically enter the basic work order information, category codes, and record type information into the new work order. Use this method when you need to group work orders that share information that is used for reporting and cost accounts.

See Also

- ❑ *Entering Basic Work Order Information*
- ❑ *Understanding the Application User Interface* in the *OneWorld Foundation Guide* for information on the Copy button

► To copy a work order using an existing work order

From the Equipment Work Orders menu (G1316), choose Work Order Entry.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row to locate the work order:
 - Order Number

2. Choose the work order and then choose Copy WO (Work Order) Details from the Row menu.

A new work order appears that is identical to the one that you copied but with a unique work order number. The system copies the parts list, routing instructions, and record types from the original work order to the new work order.

3. On Work Order Details, click OK.

► **To copy parent work orders**

From the Work Order Processing menu (G4811), choose Scheduling Workbench.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, click Add.

2. On Enter Work Orders, complete the following field in the header area:

- Description

3. On the General tab, complete the following field:

- Parent Number

4. Complete any fields that must contain unique information, including the following fields:

- Tax Expl Code
- Tax Rate/Area

5. Leave the remaining fields blank so that the system can complete them with values from the parent work order.

6. Click OK.

The system provides default information from the parent work order for those fields that are left blank. It also copies the parts list, routing instructions, and record types from the original work order to the new work order.

7. Click Cancel

8. On Work With Work Orders, locate the new work order.

The work order is identical to the one that you copied but with a unique parent order number. You can revise any of the fields that contain information from the parent work order and enter any additional information, such as category codes and record types.

Creating a Work Order for Unscheduled Maintenance

When you have set up maintenance tasks to come due on an as-needed basis rather than a scheduled interval, you can notify the system when you want to create a work order to perform the tasks. For example, you might want to wash a piece of equipment only when it is in the shop for other maintenance.

Note

When you create a work order for unscheduled maintenance, the system runs the ZJDE001 version of the Update PM Schedule Status program. The default values for this version ensure that the system updates the maintenance status and PM schedule only for the equipment for which the unscheduled maintenance task applies. J.D. Edwards recommends that you do not change the processing options for this version.

Before You Begin

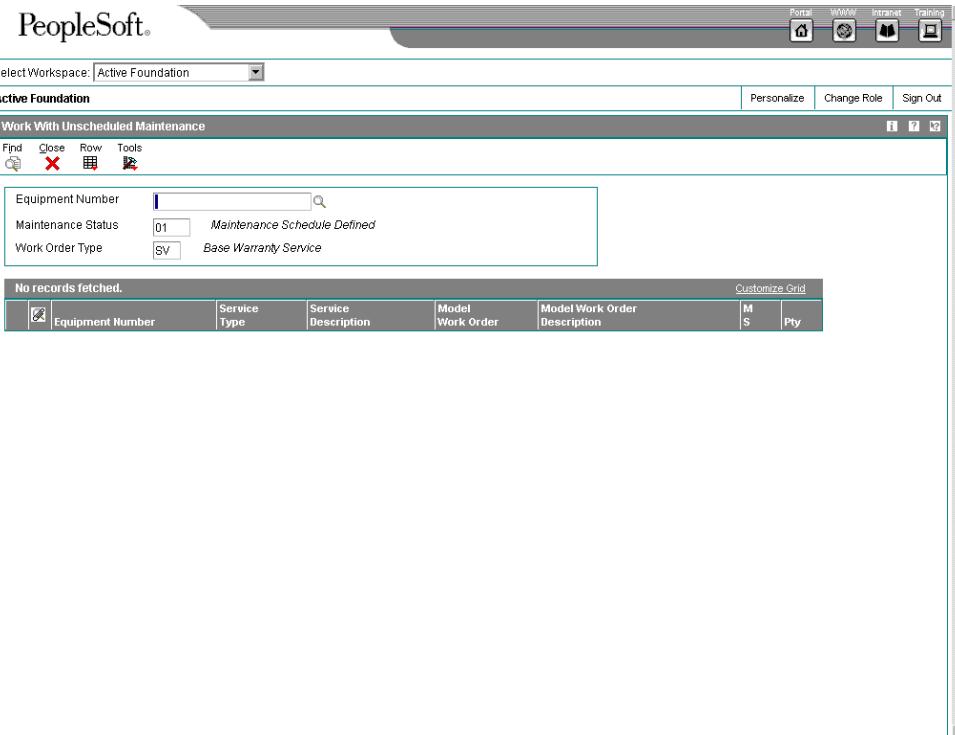
- ❑ Set up a PM service type for each unscheduled maintenance task and verify that the service type has no schedule date or service interval. See *Creating a PM Schedule* for more information about setting up service types.

► To create a work order for unscheduled maintenance

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field and click Find:
 - Equipment Number
2. From the Form menu, choose Unscheduled PMs.



The Work With Unscheduled Maintenance form appears, showing all unscheduled maintenance procedures that are set up for the equipment.

3. Choose a service type for which you want to perform maintenance and then choose Create Work Order from the Row menu.

The system updates the PM schedule to indicate the maintenance as 100 percent due and generates the corresponding work order.

See Also

- Locating Work Orders* for the processing options for this program

Creating a Model Work Order for a PM Service Type

You can create model work orders for any service type on a PM schedule. When you create a model work order, the system assigns it a unique number. When you enter a model work order number for a service type on a PM schedule, depending on how you set processing options on Update PM Schedule Status, the system automatically generates a new work order based on information from the model each time that the service type comes due. For example, the new work order might include the parts list, routing instructions, and any media objects that you attached to the model work order.

In addition, you can copy a media object from the model work order to the assigned PM work order.

Note

You can use any existing work order as a model work order. You assign model work orders to service types when you create PM schedules. J.D. Edwards recommends that you enter a work order type that includes an X in the first position of the second description line for the user defined code for Work Order Type (00/TY). When you use Backlog Management to search for work orders, you can specify that the system exclude model work orders from the search.

Technical Considerations

Parts lists and routings for model work orders

When you choose Parts List from a model work order, the system accesses the Standard Parts List form. When you choose Instructions, the system accesses the Standard Instructions form.

Before You Begin

- ❑ Verify that you have set up the user defined code table for Work Order Type (00/TY) with at least one work order type that includes an X in the first position of the second description line. See *Understanding User Defined Codes*.

► To create a model work order for a PM service type

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, click Add to access Work Order Details.
2. On Work Order Details, complete the following fields:
 - Description
 - Branch/Plant
 - Charge to BU
3. Complete any of the remaining fields applicable to the service type for the work order.

You do not need to enter an equipment number. The system automatically assigns the equipment number from the PM schedule for which the work order applies.

If you enter a value in the Standard Parts and Instructions field, the system copies the parts and routing to the assigned work order.

4. To specify the work order as a model, click the Codes tab and complete the following field:
 - Type

The value that you enter must include an X in the first position of the second description line for the user defined code indicated.

5. Complete any of the remaining fields that you want to apply to the service type.
6. Click the Classification tab and complete any of the category code fields that you want to apply to the service type.
7. Click the Assignments tab and complete any of the fields that you want to apply to the service type, and then click OK.
8. On Status Change, verify the information and click OK.

See Also

- Adding Text to a Work Order*
- Assigning Parts to a Work Order*
- Assigning Labor Routing to a Work Order*
- Working With Supplemental Information for Work Orders*

Work Order Processing

You can review existing work orders and update work order information as necessary. For example, as the work progresses, you can do the following:

- Approve a work order and allow work to begin
- Update the life cycle information for the work order to indicate the progress of the work—for example, to indicate that parts have been ordered
- Track the costs that are associated with the work order, such as parts and labor costs

The life cycle of a work order consists of the steps or statuses through which a work order must pass, indicating the progress of the work. For example, the life cycle of a work order can include the following statuses:

- Request for work to be performed
- Approval for work to proceed
- Waiting for materials
- Work in progress
- Work complete
- Closed

After you have created work orders, you can perform a variety of tasks to manage the work orders as they move through the work order life cycle. For example, you can:

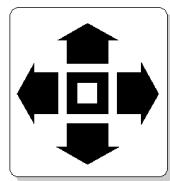
- Search for specific work orders or groups of work orders
- Revise information, such as start date, priority, status, and so on, as work orders move through the life cycle and demands on your maintenance organization change
- Review information about the parts lists for work orders
- Print hard copies of work orders for use by maintenance personnel
- Change the status of a work order to complete, indicating that the maintenance tasks have been performed

Locating Work Orders

You can use a variety of search criteria to locate work orders in your maintenance organization. You can locate work orders using Backlog Management or Equipment Backlog. The method that you choose depends on the information that you know about the work orders that you want to locate, as well as the tasks that you want to perform after you locate the work orders.

You can use Backlog Management or Equipment Backlog to complete multiple tasks with a single work order. For example, after you locate a work order using Backlog Management, you can access Work Order Inventory Issues, a program that allows you to issue parts to the work order without returning to the Equipment/Plant Management menu.

The following graphic shows many of the forms and functions that you can access when you use Backlog Management or Equipment Backlog.



Search for Work Orders by:

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



Exit To:

- S Equipment Masters
- S Location Transfer
- S Parent History Inquiry
- S Search Like Equipment
- S Message Log
- S Cost Summary
- S Location History
- S License Information
- S Work Order Backlog
- S Equipment Backlog
- S Supplemental Data
- S PM Schedule
- S PM Backlog
- S Supplemental Data

Locating Work Orders Using Backlog Management

You can enter a variety of search criteria on Backlog Management to locate work orders in your maintenance organization. You can also use Backlog Management to complete multiple tasks with a single work order. For example, after you locate a work order, you can access a program that allows you to make revisions to the parts list.

Use Backlog Management to review work order information that is not specific to a piece of equipment or a category of equipment. When you use Backlog Management, you can use any combination of the information shared among work orders to locate them. For example, you can locate all the work orders for a business unit that is assigned to a particular supervisor. Depending on how you set up your system and on the processing options that are in effect, the system enters * in many of the search fields on Backlog Management, such as the following:

- Status
- Supervisor
- Manager (Planner)
- Customer
- Originator

You can perform a broad, relatively unfiltered search for work orders by accepting the wildcard values, rather than completing specific search fields. To search for work orders with specific characteristics, use tabs on the search form to access the appropriate data field.

Information that you can use to locate work orders with Backlog Management includes:

- A job or business unit
- A subsidiary or cost code (repair code)
- Equipment for which the work orders apply
- The work center or craft to which work orders are assigned
- The estimated hours and duration of the work orders
- The person who originated the work orders
- The manager or supervisor of the work to be performed
- Any combination of the user defined information associated with the work orders, such as category codes and work order type
- Any of the dates associated with the work orders, such as start date and planned completion date

You can perform a variety of tasks from Backlog Management, including the following:

- Create a work order for unscheduled maintenance
- Review a summary of equipment failures and downtime
- Review or revising work order text
- Review a summary of estimated and actual work order costs
- Review a summary of selected work orders that displays the following:
 - The number of work orders that meet your criteria
 - The estimated hours to complete all of the work orders

- The estimated average number of hours needed to complete each work order
- Review parts and labor routing instructions
- Review open purchase orders for work orders
- Issue parts to a work order

► **To locate work orders using Backlog Management**

From the Equipment Work Orders menu (G1316), choose Backlog Management.

1. On Work With Work Orders, complete the following fields on the General tab:
 - Equipment Number
 - Business Unit or Job
 - Subsidiary
 - Parent Order Number
2. To limit your search for work orders based on responsible personnel, click the People tab in the header area and complete any of the following fields:
 - Customer
 - Manager/Planner
 - Supervisor
 - Originator
3. To limit your search based on specific dates, click the Dates tab in the header area and complete any of the following From/Through fields:
 - Order Date - From/Through
 - Start Date - From/Through
 - Planned Comp. - From/Through
 - Completed - From/Through
4. To limit your search based on work order category codes, click the Category Codes tab in the header area and complete any of the category code fields:
 - Phase
 - Category 02
 - Category 03
 - Category 04
 - Category 05
 - Status
 - Service Type

- Skill Type
 - Experience Level
 - Category 10
5. To limit your search based on information associated with work order status, click the Status tab in the header area and complete any of the following From/Through fields associated with the status of work orders:
 - Order Status - From/Through
 - Est. Downtime Hrs. - From/Through
 - Percent Complete - From/Through
 - Est. Hours - From/Through
 6. To limit your search based on specific types of work orders, click the Order Definition tab in the header area and complete any of the following optional classification fields:
 - Document Order Type
 - WO Type
 - Order Priority
 - Cross/Reference
 7. To include model work orders in the search, choose the following option:
 - Include Models
 8. Click the Classification tab in the header area and complete the following optional field:
 - Inventory Item Number
 9. Click Find.

Processing Options for Work With Work Orders (P48201)

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase
2. Category Code 02
3. Category Code 03
4. Category Code 04
5. Category Code 05
6. Category Code 06
7. Category Code 07
8. Category Code 08
9. Category Code 09
10. Category Code 10

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

1. From Status Code W.O.
2. Thru Status Code W.O.
3. Type - W.O.
4. Document Type

5. Models

Blank = Do not include models

1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

1. Job or Business Unit

2. Originator

3. Customer

4. Planner

5. Supervisor

Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

1. Work Order Print (XJDE0001)

2. Completed PM - P12071 (ZJDE0001)

3. Parts List - P3111 (ZJDE0001)

4. Routing Instructions - P3112 (ZJDE0001)

5. Inventory Issues - P31113 (ZJDE0002)

6. Time Entry - P311221 (ZJDE0001)(CSMS Only)

7. Work With Returned Material Authorization

P40051 (ZJDE0001)

(CSMS Only)

8. Open Purchase Order - P4310 (ZJDE0011)

9. Returned Material Authorization Revisions Version - P400511

(CSMS Only)

10. On Line Service Order Quote - P17717 (ZJDE0001)

(CSMS Only)

11. Time Entry By Employee - P051121(ZJDE0001)

WO Entry

1. Choose the work order entry program to call when adding or selecting a work order. This entry program will also decide which UBE will be called for printing.

'1' - Equipment Work Orders (P48011)

'2' - Service Work Orders (P17714)

'3' - Project Task Details (P48014)

'4' - Tenant Work Orders (P15248)

2. Enter the version of the selected work order entry to call. Leave blank to use default version defined in parentheses.

Work Order Entry (ZJDE0001)

Process

1. Enter a '1' to highlight the priority field within the grid. Leave blank to not highlight.

2. Customer Self-Service Functionality

Blank = Bypass Customer Self-Service functionality.

1 = Activate Customer Self-Service functionality for use in Java/HTML.

2 = Activate Customer Self-Service functionality for use in Windows.

Locating Work Orders Using Equipment Backlog

Use Equipment Backlog to review and analyze work order information for a particular piece of equipment or group of equipment. When you use Equipment Backlog, you can use any combination of information shared by equipment, such as equipment category codes, responsible business unit, and location. For example, you might want to analyze all failures associated with your heavy equipment. You can locate all work orders associated with equipment class 30 (Heavy Equipment), or you can further narrow your search to only type 5

(Emergency) work orders for heavy equipment. The more information that you enter, the more you narrow your search to specific work orders.

After you locate a work order or group of work orders, you can perform a variety of tasks. For example, you can do the following:

- Access a work order master
- Create a work order for unscheduled maintenance

► To locate work orders using Equipment Backlog

From the Equipment Work Orders menu (G1316), choose Equipment Backlog.

1. On Work With Equipment Work Orders, complete any of the following fields on the General tab:
 - Skip To Description
 - Resp. Business Unit
 - Location
 - Skip To Equipment
2. Click the Equipment tab and complete any of the following fields:
 - Equipment Status
 - Company
 - Inventory Number
3. Choose the following options:
 - Display Children
 - Display Disposed
4. Click the Codes tab and complete any of the category code fields.
Additional equipment category code fields are on the Codes 2 tab.
5. Click the Work Order tab and complete any of the following optional fields:
 - Customer
 - Manager
 - Type
 - Priority
6. Click the WO Ranges tab and complete any of the following from and thru fields to further limit your search to specific work orders.
 - Status
 - Completed Date

- Estimated Hours

7. Click Find.

Processing Options for Work With Equipment Work Orders (P13220)

Defaults 1

Enter a Work Order Status Range to default values into the Status fields on the form. Leave blank for no default.

1. From Status
2. Thru Status

Defaults 2

Enter the default values for Equipment Category Code selection. Leave blank to select all.

1. Major Accounting Class
2. Major Equipment Class
3. Manufacturer
4. Model Year
5. Usage Miles or Hours

Defaults 3

Enter the default values for Equipment Category Code selection. Leave blank to select all.

1. Category Code 6
2. Category Code 7
3. Category Code 8
4. Category Code 9
5. Category Code 10

Versions

Enter the DREAM Writer version for the application. Leave blank to use version ZJDE0001.

1. Equipment Master (P1201)
2. Work Order Entry (P48011)
3. Work Order Backlog (P48201)

Process

Enter the primary product for this version. Enter a '1' for Equipment and '2' for CSMS.

1. Select Product
-

Revising Work Orders

You can revise work orders as they move throughout the work order life cycle. The life cycle of a work order consists of the steps or statuses through which a work order must pass, indicating the progress of the work.

You can revise a work order as information changes or new information becomes available. You can revise any information except the work order number. If you use work order approvals, you might not be able to change some life cycle statuses depending on how your system is set up. Some of the information you might revise includes:

- Life cycle statuses
- Planned start and completion dates
- Percentage of work completed
- Estimated hours to complete the work

For example, you can change the start date of work orders if you do not have the labor resources or parts that you need to complete the work.

You can use search criteria to narrow your search to the specific work orders that you want to revise. This is especially useful when you need to revise a single field for a group of related work orders.

Updating the Life Cycle Information of a Work Order

The life cycle of a work order includes the steps or statuses through which a work order must pass in order to accurately communicate the progress of the maintenance tasks it represents. For example, the life cycle of a work order can include statuses that indicate the following:

- Work order entered
- Work order pending review
- Waiting for parts
- Work in progress

When you have completed all of the tasks requested on a work order, you can change the work order's status to complete. When you change the status of a work order to complete, the system provides a warning message that alerts you to any open purchase orders associated with the work order.

You can also close a work order to prevent transactions from being entered against it.

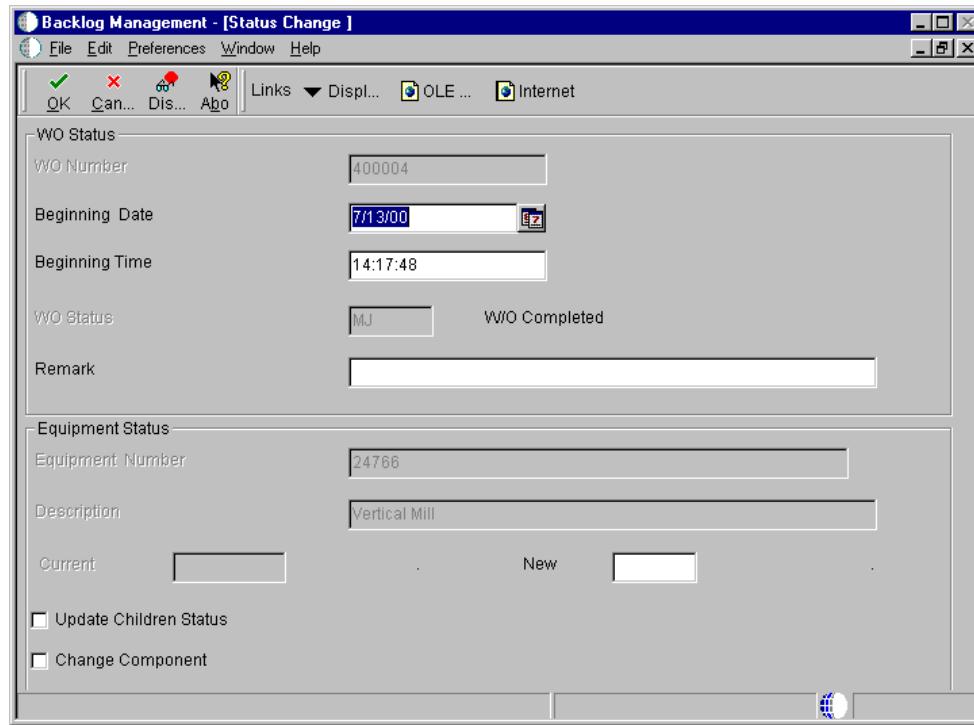
► To change the status of a work order

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

After you create a work order, you can revise its status to indicate the progress of the tasks indicated on the order.

1. On Work With Work Orders, complete the steps for locating a work order.
2. Choose a work order and click Select.
3. On Work Order Details, click the Codes tab, complete the following field, and then click OK:
 - Status



4. On Status Change, complete the following optional fields to override any default values that the system provides:
 - Beginning Date
 - Beginning Time
5. Complete the following optional field:
 - Remark
6. To change the status of the equipment associated with the work order, complete the following field:
 - New
7. Click the following option and click OK:
 - Update Children Status

► To close a work order

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

You can close a work order to prevent transactions from being entered against it.

1. On Work With Work Orders, complete the steps for locating a work order.
2. Choose a work order and click Select.
3. On Work Order Details, click the Codes tab and type a value other than blank in the following field:
 - Subledger Inactive Code
4. Click OK.

Reviewing the Status History of a Work Order

You can review a history of the statuses that you have assigned to a work order, such as new order, parts list attached, in progress, and so on. This is especially useful when you need to quickly review the status of a work order and determine how long a work order has been at various statuses in the work order life cycle. When you review the status history of a work order, you can also review the following:

- Remarks entered when you changed the work order status
- The beginning and ending dates and times of each status change
- The hours associated with each occurrence of a particular status

Processing options for Work With Status History allow you to revise existing remarks for any status change, enter a new remark if you did not do so when you changed the status, or protect the remarks field from future revisions.

► To review the status history of a work order

From the Equipment Work Orders menu (G1316), choose Status History.

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

- W.O. Number

A history of each status assigned to the work order appears, from its creation to the present.

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

Swapping a Component

To simplify moving equipment components from parent to parent, you can swap an equipment component for another on a work order. When you swap a component, you can specify changes that you want to make to the parent and component relationships for each

component. For example, you might need to install a new exhaust fan in Production Line 1 while you service the old exhaust fan. You can update the parent and component relationships to indicate that the new exhaust fan is now a component of Production Line 1.

When you swap components, you can update the status of each component affected by the swap. For example, you can indicate a status of Down for the exhaust fan that you removed from Production Line 1 and a status of Working for the new exhaust fan that you installed.

You can also revise the responsible business unit of the old component. In addition, you can revise the location information for either component. When you revise the location information for the new component, you can specify a location or use the location of the component's parent.

► To swap a component

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row and click Find:
 - Order Number
2. Choose the record for the work order and click Select.
3. On Work Order Details, click the Codes tab and complete the following field:
 - Status
4. Click OK.
5. On Status Change, click the following option in the Equipment Status portion of the form:
 - Change Component
6. Complete the following optional field in the Equipment Status portion of the form and click OK:
 - Equipment Status New

7. On Component Changeout, complete the following field:
 - New Component
8. To update information for the old component, complete the following optional fields:
 - Business Unit
 - Location
9. Click the following option:
 - Create Work Order
10. Complete the following optional fields for the new component:
 - Location
 - Equipment Status
11. Click the following options and click OK:
 - Children Status
 - Children Code
 - Business Unit

See Also

- ❑ [Locating Work Orders](#)
- ❑ [Updating the Life Cycle Information of a Work Order](#)
- ❑ [Creating Corrective Work Orders](#) for the processing options for this program

Exchanging a Piece of Equipment

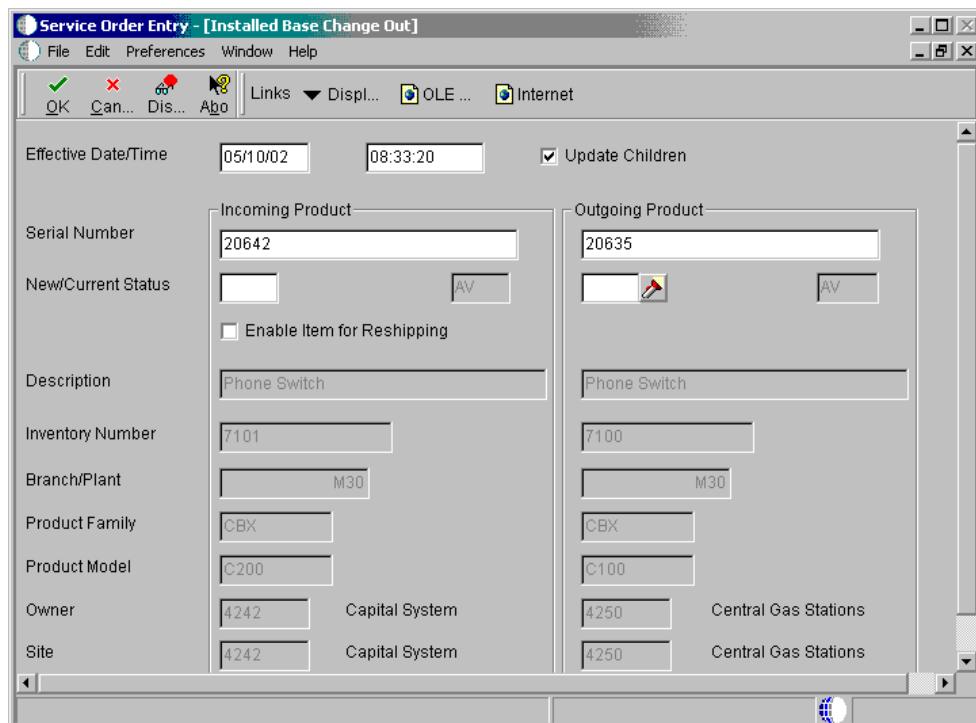
When a customer needs to return a piece of equipment because it is faulty or for any other reason, you can record the replacement piece that you are shipping on the service order. This is considered an advanced exchange when you ship a replacement piece of equipment before you receive the item being returned by the customer.

You can access the Installed Base Change Out form from the service order header. The system retrieves the serial number from the service order and enters it as the default value for the incoming product for repair.

► To exchange a piece of equipment

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, locate and choose the service order and click Select.
2. On Service Work Order Revisions, choose Installed Base from the Form menu, and then choose Changeout.



3. On Installed Base Change Out, complete the following field to override the transaction date and time:

- Effective Date/Time

The system enters the current system date and time as the default.

4. Complete the information for incoming and outgoing product, and click OK.

The system confirms the exchange by displaying a message that the exchange was successful.

5. Click OK.

The outgoing product inherits whatever contracts were associated to the incoming product and updates the Installed Base record.

Revising the Detail Information of a Work Order

After you create a work order, you can revise any field on the order except for the work order number.

► To revise the detail information of a work order

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the steps to locate a work order.
2. Choose a work order and click Select.
3. On Work Order Details, revise any of the input-capable fields as necessary and click OK.

You can click any of the tabs to access fields that you need to revise.

See Also

- Locating Work Orders

Reviewing Work Order Parts Lists

Review work order parts lists to view the most current information about the parts requirements of your work orders. Use Parts List Inquiry to review information for individual work orders or a selection of related work orders. You can review the following:

- Parts requirements based on work order status
- Parts requirements based on the start date
- Parts with a negative availability

► To review work order parts lists

From the Equipment Work Orders menu (G1316), choose Parts List Inquiry.

1. On Work With Work Order Parts List, complete the following field:

- WO Number

You can search for parts information based on a work order number or on a combination of fields on the Additional Selection Criteria form, but not on both.

2. From the Form menu, choose Added Selection.

The screenshot shows the PeopleSoft interface with the 'Additional Selection Criteria' form open. The form has a header with tabs for 'Active Foundation' and 'Additional Selection Criteria'. Below the tabs are buttons for Close, Form, Tools, and Help. The main area contains several input fields: 'Address Number' with a search icon, 'Business Unit', 'Asset Number', and 'WO Start Date'. Below these are 'From Status' and 'Thru Status' dropdowns. At the bottom, there is a grid of ten pairs of input fields labeled 'Category 01' through 'Category 10'.

Category 01	<input type="text"/>	Category 06	<input type="text"/>
Category 02	<input type="text"/>	Category 07	<input type="text"/>
Category 03	<input type="text"/>	Category 08	<input type="text"/>
Category 04	<input type="text"/>	Category 09	<input type="text"/>
Category 05	<input type="text"/>	Category 10	<input type="text"/>

3. On Additional Selection Criteria, complete any combination of the following fields to search for parts associated with multiple work orders:
 - Address Number
 - Business Unit
 - Asset Number
 - WO Start Date
 - From Status
 - Thru Status
4. Complete any of the optional category code fields to further limit your search to specific work orders, and then click OK.
5. On Work With Work Order Parts List, complete the following fields and click Find:
 - Requirements
 - Availability

- To determine which work orders are creating a demand for a part, choose a record and then choose Supp/Dem (Supply and Demand) Inquiry from the Row menu.

The system displays Work With Supply and Demand, from which you can review the associated work orders.

The screenshot shows a Windows application window titled "Parts List Inquiry - [Work With Supply and Demand]". The window has a menu bar with File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for Find, Close, Seq., New..., Dis..., Abo, Links, Sch W..., OLE..., and Internet. The main area has a "Branch/Plant" field set to "M30". Below it are fields for "Item Number" (30590), "Safety Switch", "Thru Date" (marked with an asterisk *), "UOM" (EA), and "Leadtime Level" (Fixed). A table grid below shows data with columns: Promise Date, Demand, Supply, Quantity Available, Order No, Type, Branch/Plant, and Customer/Supplier Name. One row is visible with values: 7/13/00, 5, 5, M30, and On Hand Balance. At the bottom is a status bar with "Work With Supply and Demand".

Processing Options for Work Order Parts List Inquiry (P3121)

Versions

If blank, version 'ZJDE0001' will be used.

1. Purchase Order Inquiry Version

2. Supply/Demand Version

Purchasing Parts for a Work Order

You can purchase parts for a work order by creating purchase orders directly from the work order parts list. This is particularly useful if a maintenance task requires parts that you do not usually keep in stock, such as unusually costly parts or parts that have long order lead times.

When you create purchase orders directly from the work order parts list, you can use processing options to specify the initial status of the purchase order, as well as the approval route for the purchase order. After the system creates the purchase order, the purchase order number and document type appear in the work order parts list.

When you create a purchase order for a piece of equipment for which you have defined a warranty service type, the system displays a warning message to alert you that a warranty is in effect.

See Also

- ❑ *Creating an Equipment PM Schedule* for more information about creating PM service types for equipment under warranty

Before You Begin

- ❑ Verify that the processing options for Work Order Parts List (P3111) are set to allow you to create purchase orders directly from the work order parts list.

► To purchase parts for a work order

From the Equipment Work Orders menu (G1316), choose Backlog Management.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, complete the following field in the Query by Example row to locate the work order:
 - Order Number
2. Choose the work order and then choose Parts List from the Row menu.

You can also access the work order parts list directly from Work Order Details.

The screenshot shows the 'Work Order Parts List Revisions' screen in PeopleSoft. At the top, there's a toolbar with buttons for OK, Delete, Cancel, Form, Row, and Tools. Below the toolbar, a header bar says 'Active Foundation'. The main area has tabs for General and Delivery. Under General, there are fields for Order Number (400004), Equipment Number (24766), Inventory Item Number, Branch/Plant (M30), and Request Date (05/21/05). The main part of the screen is a grid table with columns: Component Item Number, Description, Description Line 2, Estimated Quantity, Actual Quantity, Request Date, Ln Ty, UM, Material Status, and Bra Pla. The first row of the grid has checked checkboxes in the first column. The grid has a 'Customize Grid' button at the top right. The overall interface is a standard web-based application with a light blue and white color scheme.

3. On Work Order Parts List, complete the following field in the detail area for each part that you want to purchase:

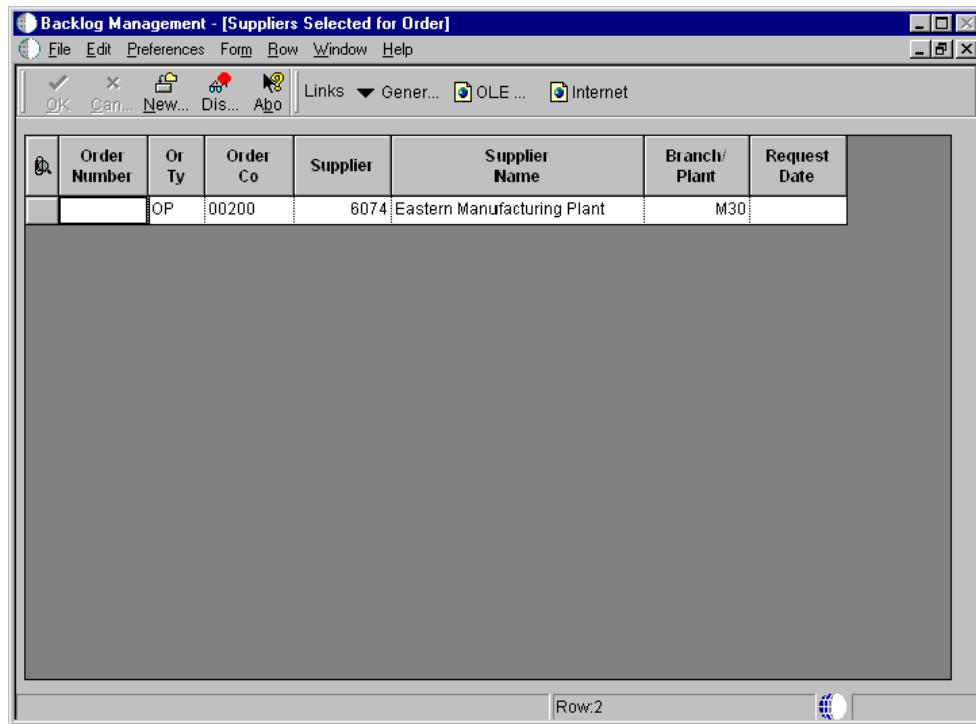
- Supplier

This field might already contain a value. You can accept this value or enter a different supplier.

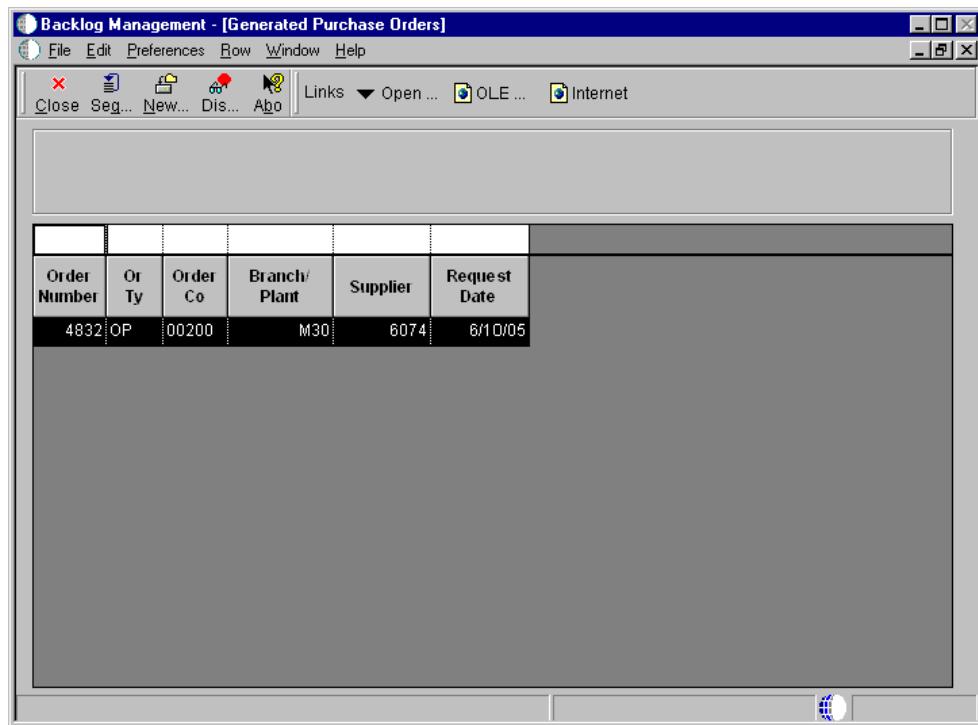
4. For each part that you want to purchase, choose the record and then choose Create PO from the Row menu.

You can select multiple parts records. The system processes each row selected.

5. Click OK.

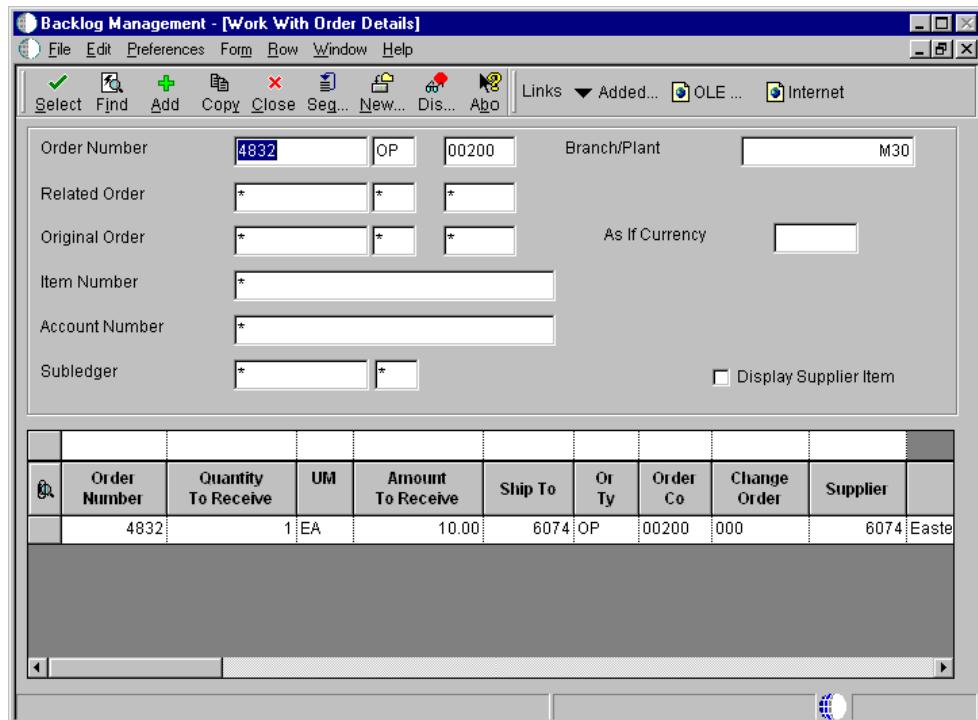


6. On Suppliers Selected for Order, choose Generate Order(s) from the Form menu.



Generated Purchase Orders appears.

7. To review the purchase order, choose the record and then choose Open Order Inquiry from the Row menu.



Work With Order Details appears.

Related Tasks

Purchasing parts on a recurring basis	When you need to purchase parts for which you have a recurring need, such as parts for PM work orders, you can create purchase orders using the Procurement system or you can generate purchase orders using the parts planning features in Equipment/Plant Management. See <i>Entering Order Header Information</i> and <i>Entering Order Detail Information</i> in the <i>Procurement Guide</i> for more information about creating purchase orders.
--	---

Printing Work Orders

You can print work orders when you need a hard copy of a work order or group of work orders. For example, shop personnel might need to print a hard copy of a work order for equipment that is serviced. If you already know the work order number, you can quickly print the work order from Scheduling Workbench. If you need to print multiple work orders, you can use report selection criteria to specify which work orders to print.

Before You Begin

- Set up Default Locations and Printer. See *Defining Default Location and Printers*.

Printing a Single Work Order

You can print a single work order when you need a hard copy of a work order. For example, shop personnel might need to print a hard copy of a work order for each piece of equipment that is serviced. If you already know the work order number, you can quickly print the work order from Scheduling Workbench. You use processing options to specify which version of the Maintenance Work Order Print program the system uses to print the order.

► To print single work orders

From the Work Order Processing menu (G4811), choose Scheduling Workbench.

Alternatively for EAM, from the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work With Work Orders, to limit your search for a specific work order, complete any combination of fields on any of the tabs and click Find.
2. Choose the work order that you want to print and do one of the following:
 - From the Row menu, choose Print WO.
 - Click Select and continue to Step 3.
3. On Enter Work Orders, choose Print Work Order from the Form menu.

Printing Multiple Work Orders

From the Work Order Processing menu (G4811), choose Work Order Print.

You can print multiple work orders by using report selection criteria to specify the work orders that you want to print.

You print work orders when you need a hard copy of a group of work orders. When you run Print Work Orders, you use data selections to specify which work orders to print or suppress. You then use processing options to specify the information that you want to print, such as whether to suppress dates associated with work order record type information, suppress estimated hours associated with work orders, or print equipment messages associated with a piece of equipment on the work order. In addition, you can enter record types to be printed with a work order. You also can specify whether the system changes the status of the work orders at the same time that it prints them.

To print multiple work orders, choose Print Work Orders. When you choose Print Work Orders, the system displays a versions list. The versions list includes a DEMO version that you can run or copy and revise for your business needs.

See Also

- Working With Batch Versions* in the *OneWorld Foundation* documentation for information about running, copying, and changing a report version
- R48425, Print Work Orders* in the *Reports* documentation for a report sample

Printing Service Orders

Print service orders when you need a hard copy of a service order.

If you want to print multiple service orders, instead of using the following procedure, choose Service Order Print from the Daily Service Order Processing menu (G1712).

► To print service orders

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, locate the service order that you want to print.
2. Choose the service order and choose Print WO from the Row menu.

You can view the service order online or print the service order.

See Also

- Service Order Print (R17714)* in the *Reports* documentation for a sample of this report

Maintenance Planning

Maintenance Planning

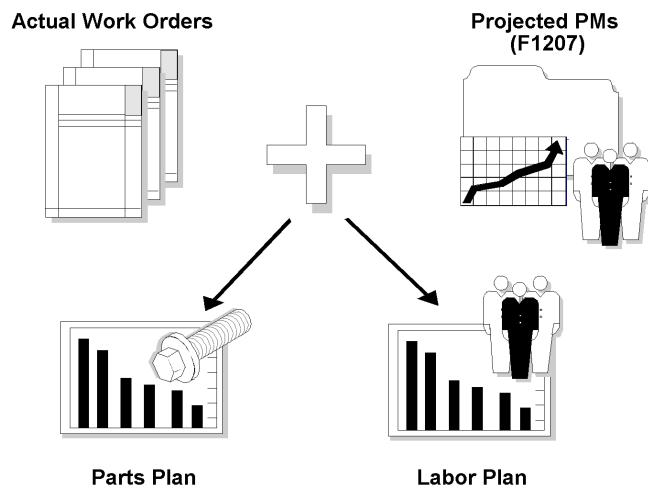
Use maintenance planning to accurately forecast the parts and labor resources needed to complete your maintenance tasks. Use maintenance planning to minimize equipment downtime by ensuring that the necessary parts, materials, and maintenance personnel are available when a piece of equipment requires maintenance.

When you use maintenance planning, you define a range of maintenance work orders for which the system projects parts requirements and labor requirements. You can integrate this information with forecasted (planned) work orders that the system generates when you run a preventive maintenance projection.

After the system generates a preventive maintenance projection, you can do the following:

- Review information from the preventive maintenance projection
- Generate a parts plan
- Respond to system recommendations for purchasing parts and materials
- Generate a labor plan
- Revise a labor plan to accommodate available resources

The following graphic shows the elements that the system uses to generate parts and labor plans:



This section describes features and functions that depend on the installation of the complete Equipment/Plant Management system. To be able to use Maintenance Planning, you must have purchased and installed the following systems:

- 30 - Product Data Management
- 31 - Shop Floor Management

- 33 - Resource and Capacity Planning
- 34 - Material Planning
- 40 - Inventory Base and Order Processing
- 41 - Inventory Management
- 43 - Procurement

Check with your system administrator to verify which systems you have purchased and installed.

You should be familiar with the following terms and concepts:

- PM projections
- Parts plans
- Labor plans

PM Projections

When you run the PM projection, you can use the information that the system generates to help plan your maintenance activities. You specify the time period for which you want the system to forecast when equipment requires maintenance. The PM projection includes the following information:

- All equipment that requires maintenance
- Dates when the equipment will require maintenance
- Parts and materials required for the maintenance
- Estimated amount of time required to perform the maintenance

The Update PM Projections program uses information from the equipment masters and the preventive maintenance schedules for the equipment to update the following tables:

PM Projections (F13411)

This table stores the following information:

- Equipment numbers
- Service types associated with the equipment
- Projected start dates for each service type
- Estimated hours for each service type
- Estimated parts and labor costs
- Forecast type

Forecast File (F3460)

This table stores the following information:

- Standard parts list and routing instructions from the model work order associated with a PM
- Branch where parts are stocked
- Requested date for maintenance
- Forecast type
- Document type

Parts Plans

Use the parts plan to review the availability of required parts. When you generate a parts plan, the system generates messages that you should review to identify various parts planning needs. For example, you review parts messages to determine the quantity needed of a particular part at a future date. You can also direct the system to create purchase orders for parts currently not on hand but needed in the future.

Labor Plans

Use the labor plan to review the demands that maintenance tasks place on your labor resources. When you generate a labor plan, the system generates messages that alert you to over-capacity or under-capacity conditions. You can adjust your labor resources accordingly or reschedule selected maintenance tasks to alleviate the over-capacity or under-capacity conditions.

Working with PM Projections

You can use PM projections to collect and review detailed information about future maintenance tasks. For example, depending on the time period that you specify, you can review the following:

- All future maintenance for a piece of equipment or a class of equipment
- All future maintenance tasks by service type
- All future maintenance tasks at a specific location

Running the PM Projection Update

From the Maintenance Planning menu (G1322), choose Update PM Projections.

Run the Update PM Projections program to forecast parts and labor requirements for future PMs. When you run this program, you specify the dates for which you want the projection to apply.

The system uses information from the Asset Master File (F1201) and the Maintenance Schedule File (F1207), specifically, the estimated occurrences value and the last completed date for each service type) to determine when a piece of equipment will be due for maintenance. The system also uses parts and labor resource information from the model work order to determine future parts and labor requirements.

When you run Update PM Projections, the system updates the following tables:

PM Projections (F13411)

This table provides information for Work With PM Projections and Print PM Projection.

Forecast File (F3460)

The system uses values from this table to calculate parts and labor requirements for projected preventive maintenance.

Note

You must have purchased and installed Requirements Planning (system 34) and Capacity Requirements Planning (system 33) to use parts and labor planning functions. In addition, you must associate model work orders with PM schedules to supply the system with the necessary data to determine parts and labor requirements.

Before You Begin

- Create model work orders for PM schedules. See *Creating a Model Work Order for a PM Service Type*.

See Also

- Working With Batch Versions* in the *OneWorld Foundation Guide* for more information about running, copying, and changing batch versions
- Understanding User Defined Codes* for more information about setting up forecast types (34/DF)

Processing Options for Update PM Projections (R13411)

Defaults

1. Enter the From Date for PM Projections
 2. Enter the Through Date for PM Projections
 3. Enter the Forecast Type
-

What You Should Know About Processing Options

Forecast Type Use Forecast Type to distinguish projections. For example, you can specify forecast types to distinguish manufacturing and maintenance projections. Within maintenance, you could specify forecast types to set up multiple projections based on the following:

- Short-term planning
- Long-term planning
- Area, such as production line 1, line 2, and so on
- Planner

See *Understanding User Defined Codes* for more information about setting up forecast types (34/DF).

Reviewing PM Projections

You can use Work With PM Projections to review detailed information about future PMs. For example, you can review the following:

- Projected dates for PMs
- Projected service types for specific pieces of equipment
- Estimated hours and amounts for labor and materials for each service type

- A summarized total of estimated hours and amounts for all service types that match the search criteria you enter

You can use any of the following types of information to limit the PM information that appears:

- Forecast type
- Schedule dates
- Service types
- Equipment location
- Equipment number
- Equipment category codes

► **To review PM projections**

From the Maintenance Planning menu (G1322), choose PM Projections.

1. On Work With PM Projections, complete the following field on the General tab:
 - Forecast Type
2. To limit your search to specific PM projection information, complete any of the following optional fields:
 - Service Type
 - Scheduled Date From
 - Scheduled Date Thru.
 - Equipment Number
3. Click the Equipment tab and complete the following optional field to further limit your search to specific PM projection information:
 - Location
4. Complete any of the equipment category code fields.
5. Click the Equipment 2 tab and complete any additional equipment category code fields.
6. Click Find.

Related Tasks

Reviewing and revising projected PMs You can review and revise information about projected PMs. From the MPS Daily Operations menu (G3412), choose Enter/Change Detail Forecast. The Work With Forecasts form appears. From this form you can access Detail Forecast Revisions, from which you can:

- Manually revise forecast information for an existing projection
- Add or delete a parts forecast
- Enter descriptive text for the forecast

You can access forecasts that you want to revise by branch plant, forecast type, or a combination of these elements. If your forecast is extensive, you can specify a beginning request date to limit the amount of information that the system displays.

Note

When you revise forecast information, your changes affect only the Forecast File table (F3460); they do not affect the PM Projections table (F13411).

See *Revising Detail Forecasts* in the *Forecasting Guide* for more information.

Generating a Parts Plan

From the Material Planning menu (G1323), choose Plan Generation.

You can generate a parts plan to assist you in planning parts and materials requirements for work orders. When you generate a parts plan, the system compares the parts inventory you have on hand with the parts needed for work orders. The system determines parts requirements for actual work orders, such as work orders generated for corrective maintenance and forecasted (planned) work orders.

Based on this comparison, the system determines the availability of the parts needed for work orders. The system also generates messages that you can review to ensure that the right parts are available when they are needed. The messages include the following recommendations:

- Which parts and materials you should order
- When you should place orders for parts
- What quantity you should order
- Whether you should cancel, defer, expedite, or increase existing orders

You use processing options to define a planning horizon for the parts plan. A planning horizon refers to the period for which a plan applies and how the period is ordered for display purposes. You can include up to 52 periods in a planning horizon. For example, you can generate a parts plan with a six-month planning horizon ordered as follows:

- Days - 14
- Weeks - 7
- Months - 4

When you review parts availability by time, the system uses the planning horizon as the basis for the parts projection information it displays.

When you use processing options for generating a parts plan, J.D. Edwards recommends the following:

- Equipment/Plant Management users set the Generation Mode field to 2 (gross regeneration).
- Equipment/Plant Maintenance users set the Generation type field to 4 (MRP with/without MPS).
- Equipment/Plant Maintenance users choose the default value, QT, in the UCD Type field. This user defined code table contains all quantity types.

See *Setting Up Parts Planning Codes* for more information on quantity types and the MRP Calculation Display table.

Every time you generate a parts plan, the system deletes all previous messages regarding parts availability. The system also deletes all detail messages for the parts you specify, except messages that you enter manually and messages that you direct the system to hold.

Note

For the system to include an inventory part when the system calculates part availability, the inventory part must have an item balance record.

To ensure accurate information when you generate a parts plan, other system users should not access programs that use inventory or planning tables. When you run Plan Generation, the processing options appear before submitting the job for processing.

Before You Begin

- Verify that the workday calendar has been set up for the time period for which you want to generate the parts plan. If your parts planning requires order lead time, you must account for backward and forward scheduling to accommodate the lead time. See *Setting Up the Workday Calendar*.

See Also

- *Generating a Master Schedule* in the *Manufacturing and Distribution Planning Guide* for more information about defining a plan generation, and for the processing options for this program
- *Working With Batch Versions* in the *One World Foundation Guide* for more information about running, copying, and changing batch versions
- *Working with Parts Detail Messages* for more information about holding messages or entering messages manually
- *Inventory Concepts and Setup* for more information about inventory records

What You Should Know About Processing Options

Generation Mode	J.D. Edwards recommends that Equipment/Plant Maintenance users set this processing option to 2 (gross regeneration).
Generation Type	J.D. Edwards recommends that Equipment/Plant Maintenance users set this processing option to 4 (MRP with/without MPS).
UDC Type	J.D. Edwards recommends that Equipment/Plant Maintenance users choose the default quantity type QT. This user defined code table contains all quantity types. See <i>Setting Up Parts Planning Codes</i> for more information on quantity types and the MRP Calculation Display table.

Reviewing the Parts Plan

When the system generates a parts plan, it updates several forms and generates a variety of messages. You can review these forms and messages to plan the parts requirements for your maintenance tasks. The forms and messages include the following types of information:

Planning family	You can view messages by planning family or individuals within a planning family. You use planning families to group individuals responsible for parts. For example, you can review messages pertaining to the following: <ul style="list-style-type: none">• Parts for which the maintenance planning family is responsible• Parts for which only the buyer is responsible
Inventory parts details	You can review parts detail messages when you want to review detailed ordering information about a particular part. The messages include recommendations about when you should order the part. In addition, you can review the following: <ul style="list-style-type: none">• Inventory locations where the part is needed• Required dates• Part suppliers
	After you review the messages, you can take appropriate action on the messages.
Inventory parts availability by time	You can review the activity affecting the availability of an inventory part over a time period that you specify. You can review the activity in daily, weekly, or monthly increments. Activity that affects availability includes the following: <ul style="list-style-type: none">• Beginning available amounts• Supplies created by purchase orders• Demands created by maintenance work orders
Supply and demand	You can review detailed supply and demand information for a particular part. For example, you can review detailed information about a work order that creates a demand for a part or a purchase order that creates a supply for a part.
Component parts	You can review component part information when you want to review all of the standard parts lists (or bills of material) for which a component part is used.

Parts cross-reference	You can review parts cross-reference information when you want to determine which parts can be used as substitutions or replacements for parts that are not available. You can also review substitute suppliers.
------------------------------	--

Reviewing Parts by Planning Family

You can review information about parts according to the person or planning family responsible for the parts. For example, you can review parts information by the following:

- Planner
- Buyer
- Supplier
- Master planning family

When you choose the person or planning family for which you want to review parts information, all parts associated with the person or planning family that have outstanding messages appear. You can specify the type of messages that you want to appear.

► **To review parts by planning family**

From the Material Planning menu (G1323), choose Review Planning Family.

1. On Work with Message Summary, complete the following field:
 - Branch/ Plant
2. To limit your search to a particular planning family, complete any of the following optional fields:
 - Planner Number
 - Buyer Number
 - Primary Supplier
 - Planning Family
3. To limit the amount of information that appears, complete any combination of the following optional fields:
 - Thru Date
 - Message Type
 - Planning Code
 - Stocking Type
4. Choose the following option and click Find:
 - All Items

Processing Options for Message Summary (P3401)

Versions 1

Enter the Versions for the following programs. Default = ZJDE0001.

1. Manufacturing Work Bench Version
2. Message Detail Version
3. Item Availability Version
4. Time Series Version
5. Forecast Maintenance Version
6. Supplier Schedule Version

Versions 2

Enter the Versions for the following programs. Default = ZJDE0001.

1. Supplier Master Version
2. Item Branch (P41026B)

Defaults

Enter MPS Type or '' for all.

1. Master Planning Type Code

Taxes

Enter '1' to default Tax area from Ship to Address. If Blanks, Tax area will be from Supplier address number.

1. Tax Area flag
-

Working with Parts Detail Messages

When you generate a parts plan, the system produces messages that identify when planning conflicts exist. For example, depending on how you set up your system, if a part's usage exceeds availability, the system produces an order message. You can process the messages according to the system's recommendations, delete them, or clear them. You can also create your own messages to serve as reminders about particular parts.

The types of messages that the system produces are determined by user defined codes (34/MT). You can add or change any message that appears on Item Detail Messages. You can also direct the system to perform actions on messages that you add or change. Standard message types include warning messages and planned purchase order messages. Other messages include the following:

- Expedite an order
- Defer an order
- Increase an order
- Decrease an order

After you review a message, you can do one of the following:

Process the message Use this command to resolve the planning conflict. When you direct the system to process an order message, it carries out actions to resolve the planning conflict. For example, when you direct the system to process a planned purchase order message, it automatically creates a purchase requisition.

Delete the message Use this command to delete obsolete messages.

Clear the message Use this command to prevent the message from appearing. You can retrieve a cleared message by choosing Processed Messages from the View menu.

See Also

- Setting Up Message Types for DRP, MPS, MRP, and RCCP* in the *Manufacturing and Distribution Planning Guide* for more information about adding or changing messages

► To review parts detail messages

From the Material Planning menu (G1323), choose Item Detail Messages.

1. On Work With Detail Messages, complete the following fields:
 - Demand Branch
 - Item NumberDepending on how you set processing options, the Branch field appears as either Supply Branch or Demand Branch. You can override the processing options by choosing either Supply or Demand from the View menu.
2. To limit the information that appears, choose one of the following options from the View menu:
 - All Messages
 - Processed Messages
 - Current Messages
 - Exported Messages
 - Immediate Process
 - Failed to Process
3. To further limit the information that appears, complete any of the following optional fields and click Find.
 - Planner
 - Planning Family
 - Buyer
 - Planning Code

► To create a purchase request for a part

From the Material Planning menu (G1323), choose Item Detail Messages.

After you review parts planning messages for Equipment/Plant Maintenance, you can create purchase requests for parts for which you have an immediate need. You can do so without accessing additional menus or programs.

1. On Work With Detail Messages, follow the steps to review parts detail messages.
2. To create a purchase request for a part, choose its record, and then choose Process Message(s) from the Row menu.

The message type associated with the part must be a message type for which the system will create a purchase request. For example, if the message that appears for

a part is a manual reminder message, the system will not create a purchase request. For more information about message types for which the system will create a purchase request, see [Processing Purchase Order Messages for MRP](#) in the *Manufacturing and Distribution Planning Guide*.

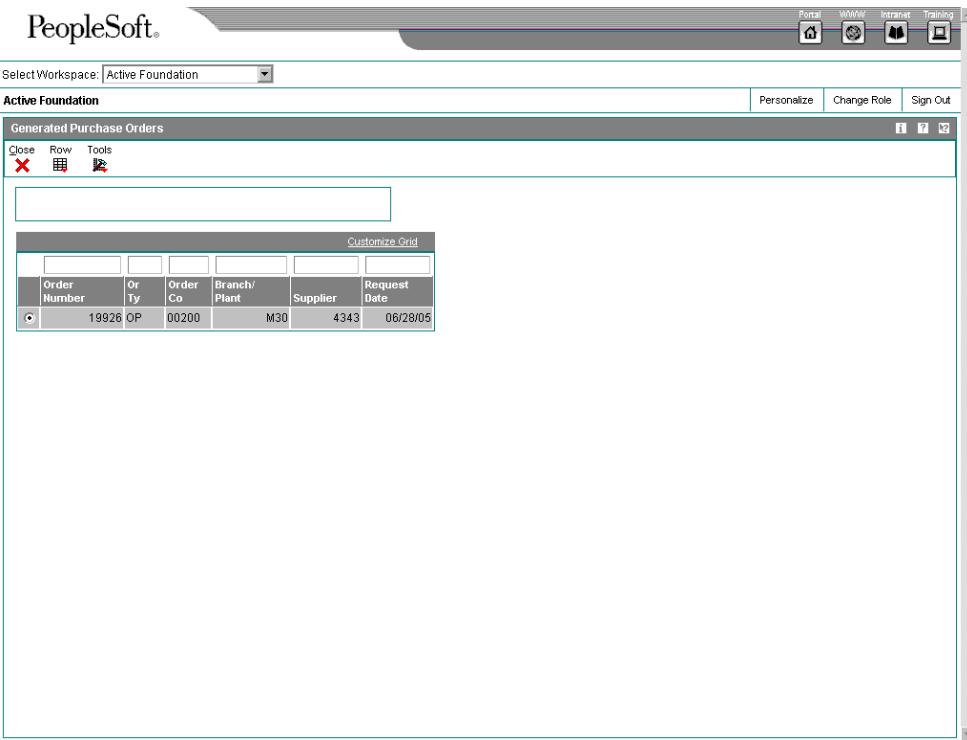
3. Click Close.

The Suppliers Selected for Order form appears.

The screenshot shows a PeopleSoft application window titled "Suppliers Selected for Order". The window has a toolbar at the top with "Form", "Row", and "Tools" buttons. Below the toolbar is a grid table with the following columns: Order Number, Or Ty, Order Co, Supplier, Supplier Name, Branch/Plant, Request Date, and a checkbox column. A single row is visible in the grid, showing values: Order Number (checkbox checked), Or Ty (OP), Order Co (00200), Supplier (4343 Parts Emporium), Branch/Plant (M30), and Request Date (checkbox checked). The grid has a "Customize Grid" header.

4. On Suppliers Selected for Order, choose Generate Order(s) from the Form menu.

Generated Purchase Orders appears, from which you can review the purchase request number.



5. Click Close.

See Also

- Working With Messages* in the *Manufacturing and Distribution Planning Guide* for the processing options for this program

Reviewing Parts Availability by Time

Use Item Availability by Time when you need to see a projection of inventory activity for a particular maintenance part. The following information appears:

- Projected activity for the part in daily, weekly, or monthly increments, depending on how you set up your planning horizon
- Abbreviations for the activities that affect a part's availability, such as scheduled receipts, demand requirements, and so on

The system provides information about parts availability that suggests two scenarios. Row descriptions ending in U (unadjusted), such as BAU, show parts availability with the assumption that any outstanding action messages will not be implemented by the responsible planner. Row descriptions that do not end in U, such as BA, show parts availability with the assumption that action messages will be implemented.

The system derives information for Item Availability by Time from your most recent parts plan generation. You can run a parts plan regeneration directly from the Work With Time Series form to ensure that you have the most recent inventory information for the part.

► To review parts availability by time

From the Material Planning menu (G1323), choose Item Availability by Time.

1. On Work With Time Series, complete the following fields:

- Item Number
- Branch/Plant

2. To review only rows that contain data, choose the following option:

- Suppress Blank Lines

3. Complete the following optional field and click Find:

- Start From Date

When you review parts information on Item Availability by Time, abbreviated row descriptions appear.

4. To view complete descriptions of the rows, choose Message Detail from the Form menu.

See Also

- *Generating a Parts Plan* for more information about the planning horizon
- *Reviewing Multi-Facility Time Series* in the *Manufacturing and Distribution Planning Guide* for the processing options for this program

Reviewing Parts Supply and Demand

You can review the individual supply and demand for a particular maintenance part by date. You can also review the documents that affect the supply and demand for a part, and take appropriate action.

For example, on a particular date, the system might indicate a demand for a part but no supply. You can review the work order that creates the demand for the part and create a purchase order to satisfy the demand.

You determine which type of documents the system includes when it calculates supply and demand for a part by setting up supply and demand inclusion rules.

► To review parts supply and demand

From the Material Planning menu (G1323), choose Supply and Demand Inquiry.

1. On Work With Supply and Demand, complete the following fields:

- Item Number
- Branch/Plant

2. Complete the following optional field and click Find:
 - Promise Date

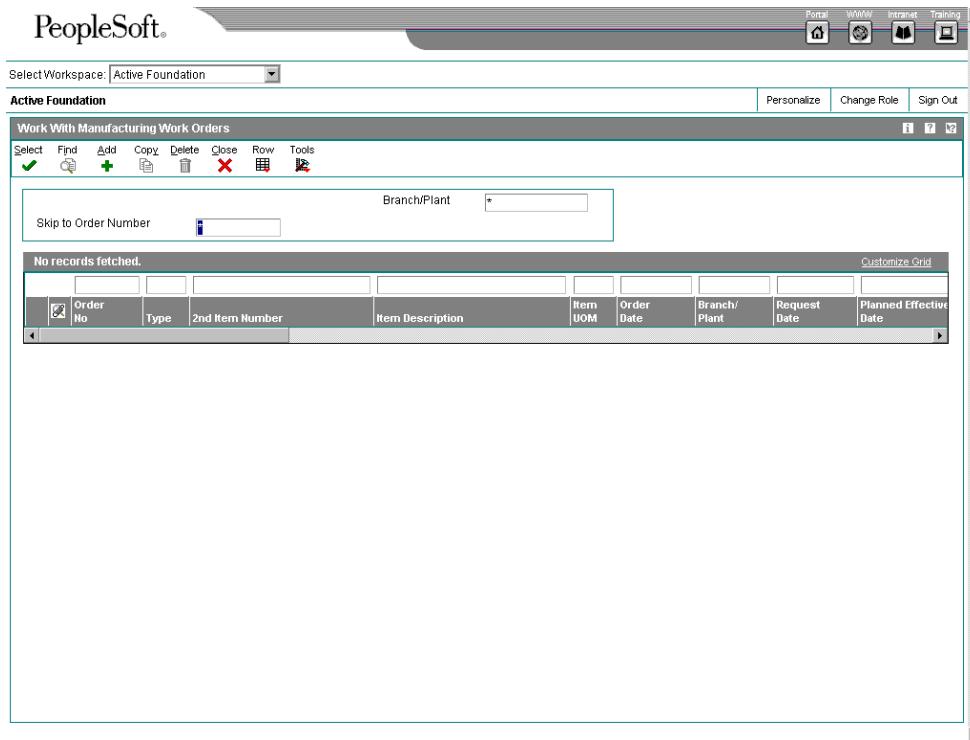
3. To review the bill of material for the part, select the record and choose BOM Availability from the Form menu.

The system displays Parts Availability - Multi Level Indented, from which you can review the availability of component parts of an item, such as BOM Inquiry, Parts Availability, or Leadtime Inquiry.

The screenshot shows the PeopleSoft interface with the title "PeopleSoft." at the top. The main window is titled "Parts Availability - Multi Level Indented". The search criteria are set to Parent Item: 1001, Requested Quantity: EA, and Branch: M30. The grid below displays the message "No records fetched." with columns for Level, 2nd Item Number, Description, Quantity, Quantity On Hand, Quantity Available, UM, F, V, Issue Code, and Active Ingr. Flag.

Level	2nd Item Number	Description	Quantity	Quantity On Hand	Quantity Available	UM	F	V	Issue Code	Active Ingr. Flag
No records fetched.										

4. To return to Work With Supply and Demand, click Close.
5. To review information about the work order that is creating a demand for a part, choose the record for the part, and then choose Work Order Inquiry from the Row menu.



The system displays the Work With Manufacturing Work Orders form. This version might limit the work order information that you can review or revise.

See Also

- ❑ *Setting Up Supply and Demand Inclusion Rules*
- ❑ *Reviewing MRP Supply and Demand in the Manufacturing and Distribution Planning Guide* for the processing options for this program

Reviewing Component Parts Information

You can review a wide variety of information for all parent assemblies or kits for which a maintenance part is a component. This feature is particularly useful if you need to locate an alternate source for a component part.

You can also review a list of the work orders that include a particular component on the work order parts list or the pieces of equipment that use a particular part. This feature is useful if, for example, you have critical information—such as recall information about a part—and you need to determine quickly where you have installed the part.

Reviewing Parent Information for Component Parts

You can review information for all parent assemblies or kits for which a maintenance part is a component. This feature is particularly useful if you need to locate an alternative source for a component part.

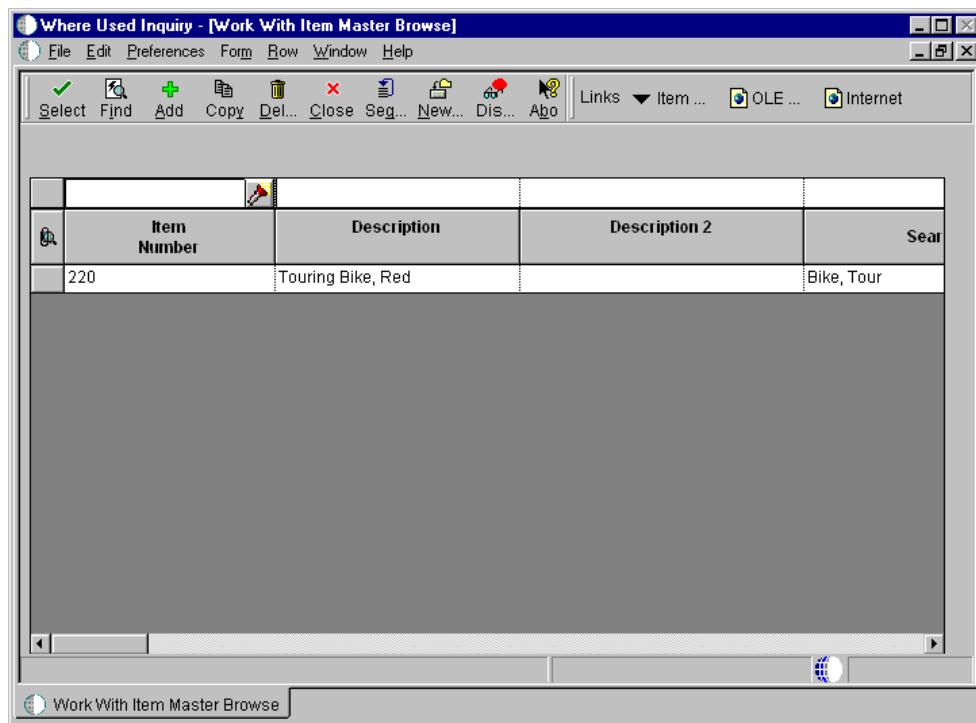
When you review parent information for component parts, the system shows each bill of material that includes the component part. The current parent information for a component part appears, but you can request that the system show historical or future parent information. You can also review the following:

- Effective dates of each bill of material
- Inventory master information for each parent part

► To review parent information for component parts

From the Material Planning menu (G1323), choose Where Used Inquiry.

1. On Work With Bill of Material Where Used, complete the following fields:
 - Component Branch / Plant
 - Component Number
2. To limit the information that appears, complete the following optional field and click Find:
 - As of Date
3. To review additional information from the standard parts list, choose the record for the parent part and then choose Item Master from the Row menu.



Work With Item Master Browse appears, from which you can access a variety of information about the parent part.

Reviewing Where Used Information for Components

You can review a list of the work orders that include a particular component on the work order parts list, or a list of the equipment that uses a particular component. This feature is useful if, for example, you have critical information about a part—such as recall information—and you need to determine quickly where you have installed the part. In addition, you can review the bills of material that include a particular component, either by the pieces of equipment or the work orders for which the bills of material apply.

► To review where used information for components

From the Material Planning menu (G1323), choose Where Used Inquiry.

1. On Work With Bill of Material Where Used, complete the following fields:
 - Component Branch / Plant
 - Component Number
2. To limit the information that appears, complete the following optional field and click Find:
 - As of Date
3. Do one of the following:
 - To review the pieces of equipment that use the component part, choose Equipment from the Form menu.
 - To review the work orders that use the component part, choose Work Order from the Form menu.
 - To review the pieces of equipment that use a particular parent bill of material for a component, choose the appropriate row, and then choose Equipment from the Row menu.
 - To review the work orders that use a particular parent bill of material for a component, choose the appropriate row, and then choose Work Order from the Row menu.

The information that appears corresponds to the action that you choose above. In the example form that follows, all work orders that use a particular component part are shown.

Where Used Inquiry - [Work Orders Where Used]

File Edit Preferences Row Window Help

Select Find Close Seg... New... Dis... Abo Links Work... OLE... Internet

Inventory Number	*	Status From		
Component Branch	*	Status Thru		
Order Number	Description	Equipment Number	Inventory Number	WO St
400012	Install Safety Switch	24820	700015	MH
450001	Replace Intake Filters	0	61487	NB
450001	Replace Intake Filters	0	61487	NB
450001	Replace Intake Filters	0	61495	NB
450001	Replace Intake Filters	0	61495	NB
450010	Replace Lamps	0	90000	NB
450028	Replace Dryer Filter	0	61508	NB
450044	Lubricate Air Compressor	0	60804	NB
450079	Replace Cutting Oil	0	90018	NB
450079	Replace Cutting Oil	0	90018	NB
450095	Change Oils in Forklift	0	90026	NB
450108	Lubricate Forklift	0	90034	NB
451004	Touring Bike, Red	0	60062	30

Row:1

Processing Options for Bill of Material Where Used (P30201)

Defaults

1. Enter the Screen Default type: '1' Single Level, '2' Multi-Level, '3' Multi-Level Indented Mode - Processing
2. Enter the default Bill Type to be used. If left blank, 'M' will be used for all Bill Types

Default Type Bill of Material

Versions

1. Enter the version to execute of the following programs. If left blank, the "ZJDE0001" will execute.

Item Search (P41200)

Material Where Used Print (R30420)

Item Master (P4101B)

Where Used Inquiy (P13226)

Manufacturing Work Order Processing (P48013)

Bill of Material Inquiry (P30200)

Reviewing and Revising Parts Cross-References

You can use parts cross-references to track your maintenance parts in a variety of ways.

When you set up parts cross-references, you assign cross-reference types to each part. For example, you can assign cross-reference types for the following:

- Replacements for discontinued parts
- Substitute parts
- Alternate suppliers

- Alternate parts numbers

You can make changes to cross-reference information as new information becomes available. This feature is particularly useful when you need to access the most current information about a part. You can add or revise the following cross-reference information for a part:

- Cross-reference type code
- Address number
- Cross-reference part number
- Cross-reference description

► To review and revise parts cross-references

From the Material Planning menu (G1323), choose Item Cross Reference.

1. On Work With Item Cross Reference, complete the following field and click Find to locate cross-reference information for a part:
 - Item Number
2. Choose the record for the item that you want to revise and then choose Cross Rf (Reference) by Item from the Row menu.

Address Number	Cross Reference Item Number	Eff Date Date	Expired Date	Cross Reference Description	Cross Reference Description line 2
4344	2764-3	04/01/97	12/31/10	Fastener, Screw	Universal Incorporated

3. On Item Cross Reference Revisions By Item, revise any of the appropriate fields and click OK.

Processing Options for Item Cross Reference (P4104)

Processing

Enter '1' if you wish to use the revisions form by Item. Leave blank to use the revisions form by Address. Note that this option does NOT affect the display of the Browse Form.

1. Revise by Item or Address
-

Generating a Labor Plan

From the Labor Planning menu (G1324), choose Labor Plan Generation.

You can generate a labor plan to assist you in planning labor resources for your maintenance tasks. When you generate a labor plan, the system compares available labor resources with the labor resources required by forecasted (planned) work orders and actual (firm) work orders. Based on this comparison, the system generates messages that alert you to over-capacity and under-capacity conditions.

Over-capacity When the system identifies an over-capacity condition, fewer labor resources are available than needed. You must adjust your resources or reschedule the sequence of maintenance tasks to correct an over-capacity condition.

Under-capacity When the system identifies an under-capacity condition, it indicates that your labor resources are not being used to their full potential. You should adjust your resources or reschedule the sequence of maintenance tasks in order to better use your labor resources.

Ideally, you adjust your resources and schedule your maintenance tasks to achieve 100 percent capacity throughout your maintenance organization.

Every time you generate a labor plan, the system deletes all previous capacity messages, except messages that you direct the system to hold and messages that you enter manually.

When you select data for Labor Plan Generation, J.D. Edwards recommends that you set critical work centers not equal to 4. A critical work center is a work center that you want the system to include as a demand for labor resources when the system processes a labor plan.

Before You Begin

- You must generate a parts plan before you generate a labor plan. See *Generating a Parts Plan*.

See Also

- Working With Batch Versions* in the *One World Foundation Guide* for more information about running, copying, and changing batch versions
- Reviewing Labor Messages* for more information about holding messages or entering messages manually
- Setting Up Work Centers* for more information about setting up critical work centers

- ❑ *Reviewing Supply and Demand Information* in the *Inventory Management Guide* for the processing options for this program

What You Should Know About Processing Options

- Process (4)** J.D. Edwards recommends that Equipment/Plant Management users choose the same version of inclusion rules for material planning and capacity planning.
- Process (5)** J.D. Edwards recommends that Equipment/Plant Management users choose Capacity Requirements Planning (3). When you choose this option, the system includes all work centers in the labor plan.

Working with the Labor Plan

When the system generates a labor plan, it updates several forms and generates a variety of messages. You can review these forms and messages to plan the resource units needed to complete your maintenance tasks. The forms and messages include the following information:

- Labor messages** You can quickly identify over-capacity and under-capacity conditions by reviewing labor messages. You can review messages for an individual work center or for a dispatch group. A dispatch group consists of related work centers that report to one business unit. Dispatch groups enable you to organize work centers according to common functions, similar operations, or steps in routing.
- Capacity load** You can use capacity load to analyze the difference between the required labor resources (load) and the available labor resources (capacity) for any time period that you specify. You can review load versus capacity for a dispatch group or for individual work centers within the dispatch group.
- Period summary** You can review detailed information about the work orders scheduled to be completed within a time period that you specify. You can also review a summary of the total capacity load for all work orders within a time period.

Reviewing Labor Messages

Labor messages identify any labor resource conflicts. For example, you might have scheduled too many maintenance tasks for a work center without enough technicians to perform the work.

You can review the following types of labor messages:

Messages by dispatch group	Use Review Dispatch Group to identify work centers that are over-capacity or under-capacity. You can review messages for all work centers in a dispatch group or for a specific work center.
Capacity messages by work center	Use Capacity Messages to review detailed capacity information for each work center. You specify the time period for which you want to review capacity requirements. The system provides information that you can use to balance loads across machines or work centers. You also can use the information to plan for additional labor resources to relieve work centers that are over-capacity.
In addition, you can apply logic to individual capacity messages to do the following:	
	<ul style="list-style-type: none"> • Prevent them from being deleted when you generate subsequent labor plans • Clear them from the form without deleting them • Delete them from the form

► To review messages by dispatch group

From the Labor Planning menu (G1324), choose Review Dispatch Group.

1. On Work With Capacity Message Summary, complete the following fields:
 - Dispatch Group
 - Work Center
2. To limit your search to a specific type of work center or message, complete any of the following optional fields:
 - Critical W/C
 - Message Type
3. Choose the following option and click Find:
 - All W/C

Processing Options for Capacity Message Summary (P3301)

Defaults

1. Enter the Critical Work Center Code to be displayed or blank for all Work Centers.
2. Enter the Capacity Mode:
 - '1' = Resource Requirements
 - '2' = Rough Cut Capacity
 - '3' = Capacity Requirements
3. Enter the default Unit of Measure.

Versions

Enter the version for each program. If left blank, version ZJDE0001 will be used.
Work Center Revision (P3006)

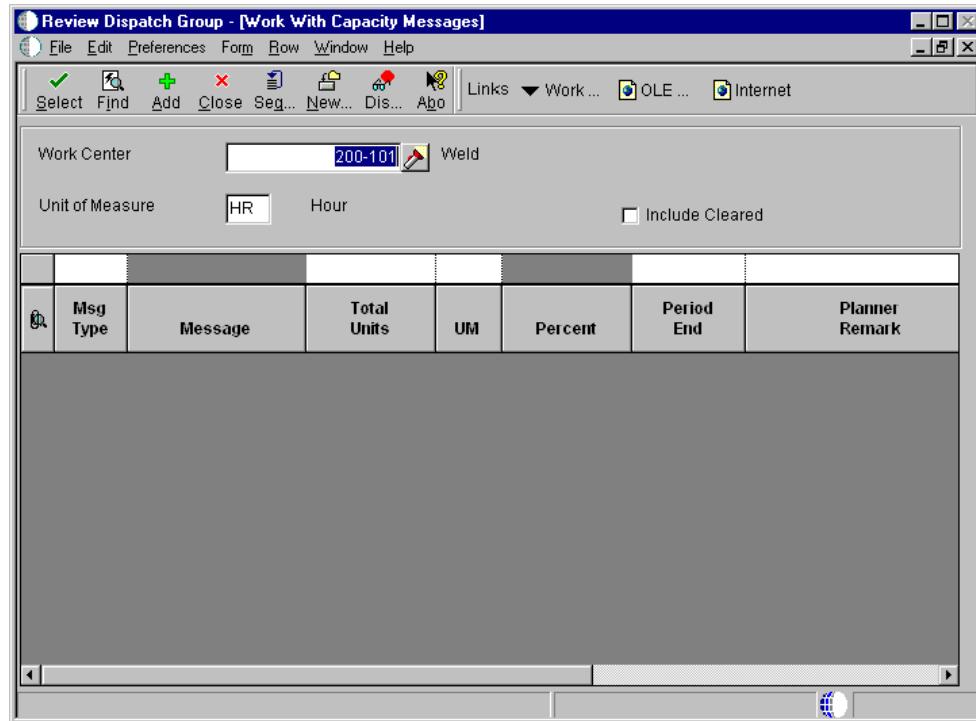
► To review messages by work center

From the Labor Planning menu (G1324), choose Review Dispatch Group.

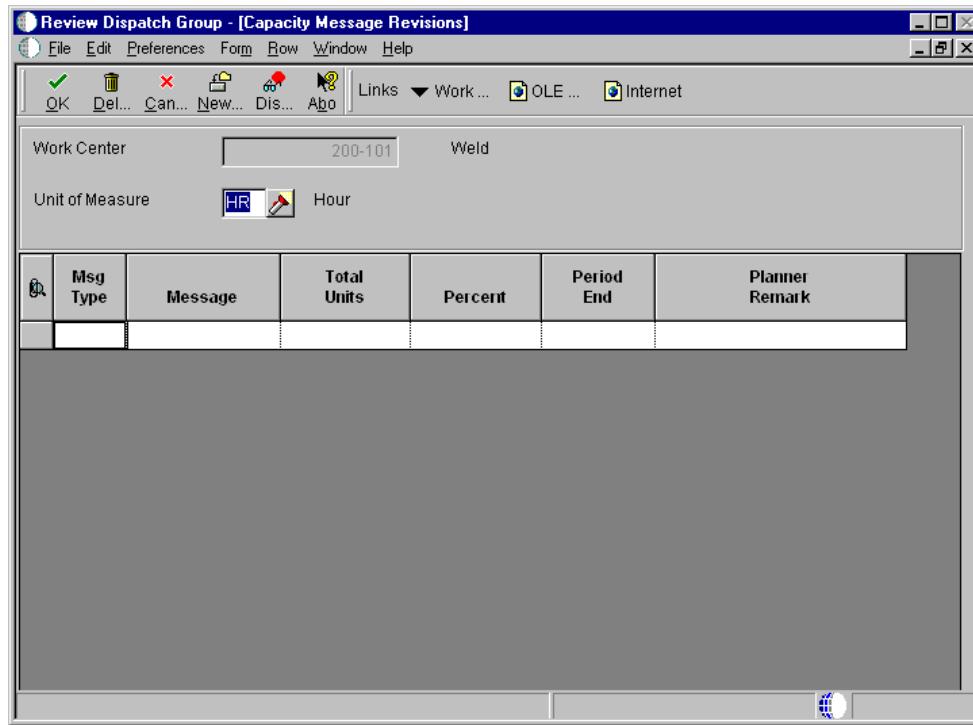
After you review capacity messages at a high level by dispatch group, you can review detailed capacity requirements for each work center.

1. On Work With Capacity Message Summary, complete the steps to review messages by dispatch group.
2. Choose the record for the work center with the message that you want to review, and click Select.

The Work With Capacity Messages form appears.



3. On Work With Capacity Messages, choose the following option to limit the type of messages that appear and click Find:
 - Include Cleared
4. To prevent the system from deleting a message when you run Labor Plan Generation, choose the record for the message and then choose Hold/Release from the Row menu.
5. To clear a message from the form without deleting it, choose the record for the message and then choose Clear from the Row menu.
6. To delete a message, choose the record for the message and click Select.



7. On Capacity Message Revisions, choose the record for the message and click Delete.

Processing Options for Capacity Planning Message Revisions (P3311)

Defaults

1. Enter the Capacity Mode:
'1' = Resource Requirements
'2' = Rough Cut Capacity
'3' = Capacity Requirements
 2. Enter the default Unit of Measure.
 3. Enter the default version of Work Center Revision (P3006)
-

What You Should Know About Processing Options

Capacity Mode (1) The Maintenance Planning system does not use Resource Requirements Planning.

Reviewing Capacity Load

You can use capacity load information to help you optimize your labor resource allocations. You can compare the load created by your maintenance tasks with the labor resources available to perform the maintenance tasks.

When you review detailed capacity load information by work center, you specify a work center and the unit of measure, such as hours, by which you track your maintenance tasks.

You can review all of the maintenance tasks that make up the capacity load on a work center. You can also specify the planning period you want to review. In addition, you can do the following:

- Identify the percentage of the total load for the work center for which each maintenance task accounts
- Identify the resource units, such as hours, required for each maintenance task

Reviewing Capacity Load by Work Center

When you review detailed capacity load information by work center, you specify a work center and the unit of measure, such as hours, by which you track your maintenance tasks. Depending on how you set up your system, the system provides some or all of the following information by period:

Released load	The load created from actual (firm) work orders.
Planned load	The load created from forecasted (planned) work orders.
Total load	The released load plus the planned load.
Gross capacity	The units available from the work center.
Rated capacity	The available units factored by efficiency and utilization. Efficiency is a user defined value that indicates how efficiently a work center operates. Utilization is a ratio of the actual time that a work center charges for maintenance activities to the planned time.
Percent of capacity used	The total load divided by the rated capacity.
Available capacity	The rated capacity minus the total load.
Accumulated available capacity	A running total of available capacity.

► To review capacity load by work center

From the Labor Planning menu (G1324), choose Capacity Load.

1. On Review Work Center Load, complete the following field:
 - Work Center
2. Complete the following optional field:
 - Start Date
3. Click Find.

See Also

- Setting Up Resource Planning Codes* for more information about defining the information that appears on Capacity Load

Processing Options for Capacity Load (P3313)

Defaults

1. Enter the Capacity Mode:
'1' = Resource Requirements
'2' = Rough Cut Capacity
'3' = Capacity Requirements
2. Enter the User Defined Code for the list of row descriptions to appear.
3. Enter the default Unit of Measure.
4. Enter the version of the Dispatch List program to call. The default is ZJDE0001.

Versions

Enter the version for each program. If left blank, version ZJDE0001 will be used.
Operation Dispatch Inquiry (P31220)

Reviewing Capacity Load by Period Summary

Use Period Summary to review all of the maintenance tasks that make up the capacity load on a work center. You can also specify the planning period that you want to review. In addition, you can do the following:

- Identify the percentage of the total load for the work center for which each maintenance task accounts
- Identify the resource units, such as hours, required for each maintenance task

► To review capacity load by period summary

From the Labor Planning menu (G1324), choose Period Summary.

1. On Work With Period Summary Review, complete the following field:
 - Work Center
2. To limit the number of records that appear, complete the following fields and click Find:
 - Period From
 - To

Processing Options for Period Summary (P3312)

Defaults

1. Enter the Capacity Mode:
'1' = Resource Requirements
'2' = Rough Cut Capacity
'3' = Capacity Requirements
2. Enter the default Unit of Measure.
3. Enter the version of the Dispatch List to call. The default is ZJDE0001.

Versions

Enter the version for each program. If left blank, version ZJDE0001 will be used.

1. Work Center Revision (P3006)
 2. Forecast Revision (P3460)
 3. MRP/MPS Message Revision (P3411)
 4. Mfg Scheduling Workbench (P31225)
-

Revising Labor Resources

After you have identified which work centers have over-capacity and under-capacity conditions, you should revise labor resources to correct the conditions and balance the workload. When you correct over-capacity and under-capacity conditions, you help maximize the efficiency of your maintenance organization and save costs.

You can use the following methods to revise labor resources:

- Change the date to perform the maintenance task
- Revise the labor resources allocated to a work center

For example, you have several work orders scheduled on a day that is 40 percent over capacity. You note that the following workday is 35 percent under capacity. You can balance your capacity load by rescheduling a portion of the work orders for the following day. You also can reschedule individual operation sequences (routing steps) on a work order.

You can make short-term revisions to the work center that is responsible for the maintenance tasks. For example, you can do the following:

- Indicate additional resources for a particular workday
- Add workdays to a workweek
- Revise the efficiency of the work center

Revising Work Order Dates

You can revise work order dates to correct over-capacity and under-capacity conditions. For example, you have several work orders scheduled on a day that is 40 percent over capacity. You note that the following workday is 35 percent under capacity. You can balance your capacity load by rescheduling a portion of the work orders for the following day. You can also reschedule individual operation sequences (routing steps) on a work order.

► To revise work order dates

From the Labor Planning menu (G1324), choose Capacity Load.

1. On Review Work Center Load, complete the following field and click Find:
 - Work Center
2. Choose Dispatch List from the Form menu.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Work With Operation Dispatch

Display Sequence: Requested Date

Order Number	Type	Oper Seq	Oper Status	Start Date	Reqd Date	Remaining Machine Hours	Remaining Labor Hours	Remaining Setup Hours
451039	WO	40.00		06/07/05	06/07/05		10.00	0.2
451021	WO	40.00		06/08/05	06/12/05		10.00	0.2
452437	WO	40.00		06/15/05	06/24/05		5.10	0.5
							5.10	0.5
							255.10	0.5
							255.10	0.5

3. On Work With Operation Dispatch, click Find.
4. Choose the record for the work order and then choose Op Disp Rev (Operation Dispatch Revisions) from the Row menu.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Operation Dispatch Detail Revisions

Order Number/Type	451039	WO	Chain Stay		
Op Status		Op Seq	40.00	Start Date	06/07/05
WO Status	40	WO Type	S	Reqd Date	06/07/05
Rmng Run Mch		Rmng Qty	20	Std Mch Hrs	
Rmng Run Lab	10.00			Std Labor Hrs	10.00
Rmng Setup Hrs				Std Setup Hrs	0.25
Item Number	2005	Chain Stay			
Supplier					
PO Number		SO Num.		Tool ID	
PO Type		SO Type		Crew Size	1.0

5. On Operation Dispatch Detail Revisions, complete the following field:
 - Start Date
6. Complete the following optional field and click OK:
 - Rqsted Date
7. On Work With Operation Dispatch, choose Routing Rev (Revisions) from the Row menu to reschedule individual operation sequences on the work order.

The screenshot shows the PeopleSoft Work Order Routing screen. At the top, there are buttons for OK, Delete, Cancel, Form, Row, and Tools. Below this is a header bar with 'Active Foundation' and links for Personalize, Change Role, and Sign Out. The main area is titled 'Work Order Routing' and displays a grid of operations for work order 451039. The grid columns include Work Center, Operation Sequence, RA, Operation Status, Operation Description, Machine Run Hours, Labor Run Hours, Run Labor, and Con. The first row has a checked checkbox in the Work Center column. The second row has an unchecked checkbox in the Work Center column. The third row has an unchecked checkbox in the Work Center column. The fourth row has an unchecked checkbox in the Work Center column. The fifth row has an unchecked checkbox in the Work Center column.

	Work Center	Operation Sequence	R A	Operation Status	Operation Description	Machine Run Hours	Labor Run Hours	Run Labor	Con
<input checked="" type="checkbox"/>	200-112	10.00	0		Cut to length		3.00		Con
<input type="checkbox"/>	200-132	20.00	0		Stamp drop-outs		2.00		Con
<input type="checkbox"/>	200-121	30.00	0		Mill slots		5.00		
<input type="checkbox"/>	200-101	40.00	0		Weld		10.00		
<input type="checkbox"/>									

8. On Work Order Routing, complete the following field for each operation sequence that you want to reschedule and click OK.
 - Operation Sequence
9. On Work With Operation Dispatch, click Close.

Processing Options for Operation Dispatch Inquiry (P31220)

Defaults

1. Enter the Default OPERATION Status Information to preload to the screen at initial inquiry. If left blank, no value will be preloaded:

From Status

Thru Status

2. Enter the Default Number of Days:

Prior to todays date for the From Date

After todays date for the Thru Date

Versions

Enter the version of Work Order Parts Inquiry to execute. If left blank, 'ZJDE0001' will be used:

Work Order Parts Inquiry Version

Process

1. Enter '1' to subtract Quantity Cancelled/Scrapped from the Remaining Quantity. If left blank, the remaining quantity value will include cancelled/scrapped quantity.

Revising Resource Units for a Work Center

You can revise resource units for a work center to correct over-capacity and under-capacity conditions. Use Craft Resource Units to make short-term revisions to the work center responsible for the maintenance tasks. For example, you can do the following:

- Indicate additional resources for a particular workday
- Revise the efficiency of the work center

In addition, you can add or subtract workdays to the workday calendar. For example, you might want to add a Saturday to the workweek to compensate for an over-capacity condition.

Note

When you need to make permanent or long-term resource revisions to a work center, use Work Center Master Revision.

See Also

- Setting Up Work Centers* for more information about adding resources to a work center

► To revise resource units for a work center

From the Labor Planning menu (G1324), choose Craft Resource Units.

1. On Work with Resource Units, complete the following fields and click Find:
 - Branch/Plant
 - Work Center
 - Month
2. Choose the record and click Select.
Be sure that the record you select contains a value for the Shift. Otherwise, the fields will not be active on the next form.

Craft Resource Units - [Work Center Resource Unit Revision]

File Edit Preferences Form Window Help

OK Cancel Discard Abort Links Work... OLE... Internet

Work Center: 200-101 Weld Branch/Plant: M30

Month/Year: 1/5 January 2005 Unit of Measure: HR Shift:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Efficiency
2	3	4	5	6	7	8	100.00
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Utilization: 100.00

.00	24.00	24.00	24.00	24.00	24.00	.00
.00	24.00	24.00	24.00	24.00	24.00	.00
.00	24.00	24.00	24.00	24.00	24.00	.00
.00	24.00	24.00	24.00	24.00	24.00	.00
.00	24.00					604.00

Total Resource Units: 604.00

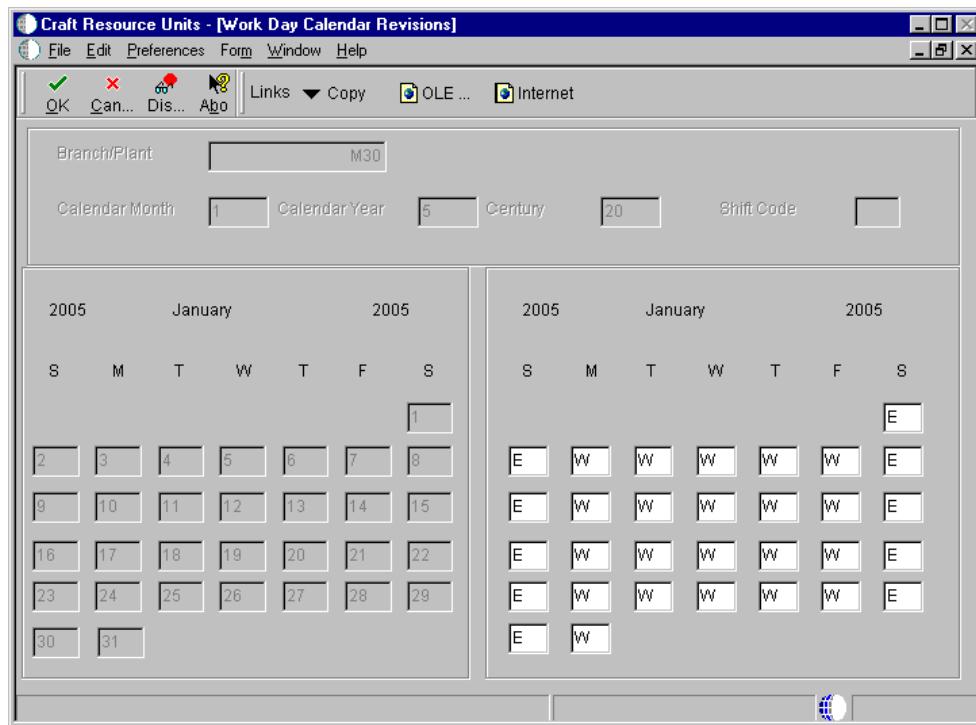
3. On Work Center Resource Unit Revision, complete the Total Resource Units field for each calendar day for which you want to revise resource units.

Resource unit fields are not labeled. Each resource unit field corresponds to a calendar day that appears in the upper portion of the form.

4. To revise work center efficiency, complete the following field:

- Efficiency

5. To add or subtract workdays to the workday calendar, choose Work Day Calendar from the Form menu.



6. On Work Day Calendar Revisions, enter a new type of day for each day that you want to revise and click OK.

Changes that you make on Work Day Calendar Revisions are not reflected on the Work Center Resource Unit Revision form until you recall the form from Work with Resource Units.

Processing Options for Work Center Resource Units (P3007)

Defaults

1. Enter the Default Unit of Measure for Work Center Resource Units. If left blank, HR will be used as the default Unit of Measure.

Unit of Measure as Input

Work Day Calender (P00071)

Work Order Resource Assignments

Work Order Resource Assignment

The Resource Assignment Workbench provides the capability to assign resources to a work order or to specific work order instructions while checking the current availability and assignments of the resources.

Once work orders and instructions have been entered into the system, you may assign resources to either the work order or instruction based on the work order document type. Resources can be either individuals validated against the address book or equipment validated against the equipment master.

Assigning resources to work orders involves matching the work order requirements against the resources; checking the availability, competencies, or skills of the resources; and creating resource assignments that can be monitored and against which reports can be run.

When you use work order resource assignments, you define the available capacity of resources by setting up a base calendar with available working hours. You also can set up a resource calendar for a specific resource to override the base calendar, for instance, if an employee takes a vacation. Once the base calendar is defined, you can associate resources with the base calendar in the Resource Master application (P48310) to define their availability. At any time, you can review the resource assignment information to determine whether resources are loaded according to their capacity.

If you want to be able to check the HR competencies or skills of your resources, you need to have the following system installed:

- 05B – HR/Payroll

Setting Up Resource Assignment Constants

Before you use the applications required for assigning resources to work orders, you must use the Resource Assignment Constants application (P48301) to provide default values for the work day calendar and hours that can be set up for your resources.

The workday calendar default values are used when the resource master record is created. The business unit from the address book or the equipment master is used to determine which default values are used.

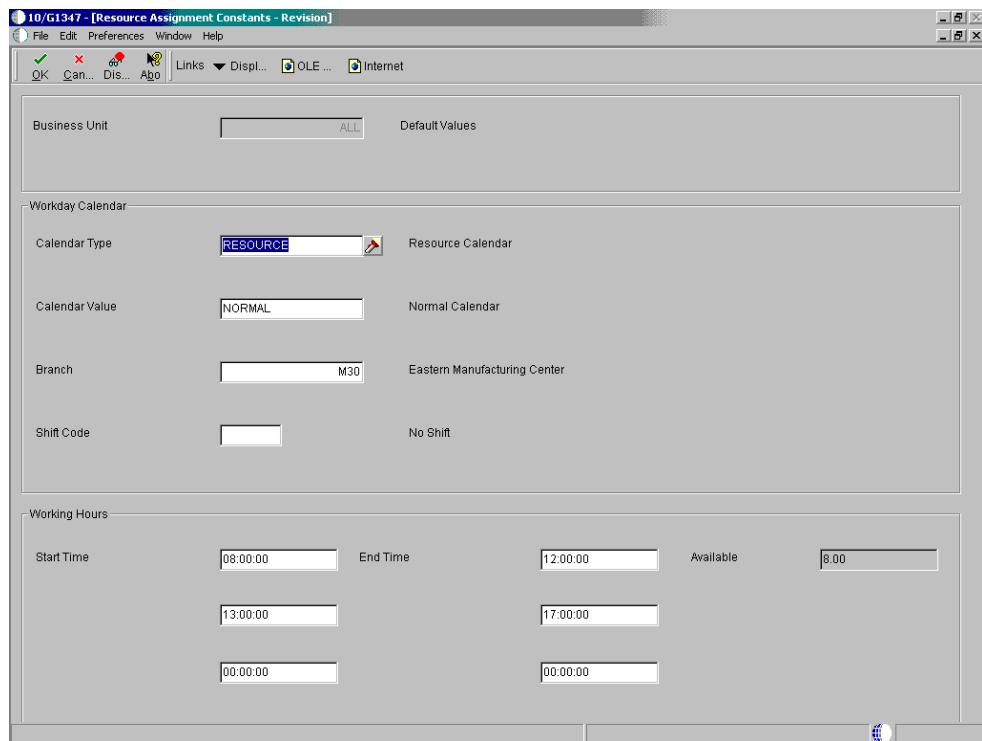
The working hours default values are used when the working hours are created in the Resource Working Hours application (P48307). The business unit ALL is used for the base calendars, and the business unit from the address book or the equipment master record of the resource is used for the resource calendars.

You must define a business unit ALL to provide global default values. You can then additionally define default values for a specific business unit. For any resources associated with this business unit, the values for calendar type, calendar value, branch and shift defined for this business unit will serve as default values in the Resource Master application (P48310).

► To set up resource assignment constants

From the Resource Assignment Setup menu (G1347), choose Resource Assignment Constants.

1. On Work with Resource Assignment Constants, click Add.



2. On Resource Assignment Constants – Revision, complete the following fields:
 - Business Unit
 - Calendar Type
 - Calendar Value
 - Branch
 - Start Time
 - End Time
 - Shift Code
3. The following field displays a calculated value as a result of the values entered into the Start Time and End Time fields:
 - Available
4. Click OK to save the resource assignment constants.

Defining Resource Working Hours

After you have defined default working hours in the Resource Assignment Constants application (P48301), you need to use the Resource Working Hours application (P48307) to set up working hour calendars. You can set up two types of working hour calendars:

- Base calendar
- Resource calendar

The base calendar allows you to set up the working hours for a typical workweek for a group of resources associated with the same workday calendar in the Resource Master application (P48310). The working hours from the business unit ALL setup in the Resource Assignment Constants application (P48301) are used as default values. You can edit these as necessary. For days on which no work is done—for example, Saturday and Sunday—you can override the normal working hours by entering 0 in the Start Time and End Time fields. In addition, you can specify that certain days, such as holidays, be considered nonworking days.

The resource calendar allows you to override the capacity for a particular resource for a particular date or date range. The resource calendar is used for exceptions to the base calendar—for example, vacation time for a specific resource.

The calendar values defined in this application are stored in the Resource Working Hours table (F48307).

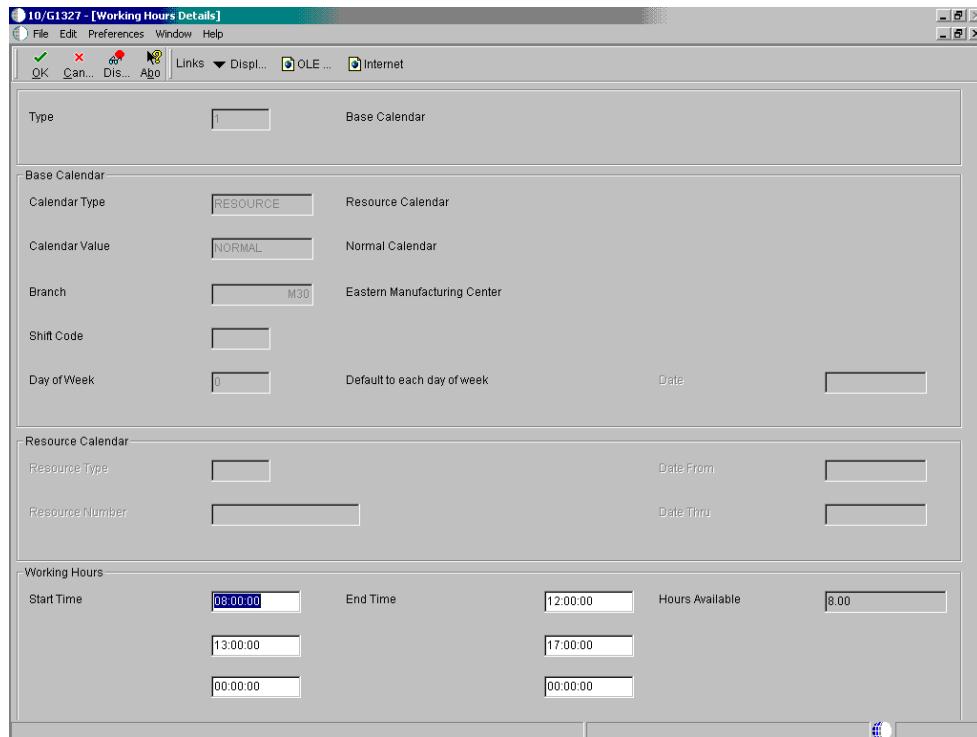
Before You Begin

- Verify that the resource assignment constants have been set up for business unit ALL and other business units, if required.
- Verify that the resource exists in the Resource Master application (P48310) before entering a resource calendar override.

► To define a base calendar

From the Periodic Resource Assignment Processing menu (G1327) choose Resource Working Hours.

1. On Work With Resource Working Hours, complete any of the following filter fields on the Base Calendar tab:
 - Calendar Type
 - Calendar Value
 - Branch
 - Shift Code
2. Click Find:
If any values have been defined for the base calendar, they will be displayed.
3. If you want to add a new calendar value, click Add. If you want to revise an existing calendar value, highlight a row in the grid and click Select.



4. On Working Hours Details, if you are adding a new calendar value, complete the following fields:

- Calendar Type
- Calendar Value
- Branch
- Shift Code
- Day of Week

If you want to define an override value for a specific date, type 9 in the Day of Week field. Entering 9 in this field enables the Date field.

5. Enter the override date in the following field (if applicable):
- Date
6. The values in the following fields are provided from the business unit ALL by default, and can be overridden:
- Start Time
 - End Time
7. If you are revising existing calendar values, only the following fields are available for data entry:
- Start Time
 - End Time

The calculated result for the start and end times you entered is shown in the Hours Available field.

8. Click OK.

► To define a resource calendar

From the Periodic Resource Assignment Processing menu (G1327), choose Resource Working Hours.

1. On Work With Resource Working Hours, click on the Resource Calendar tab and complete any of the following filter fields:
 - Resource Type
 - Resource Number
2. Click Find:
If any values have been defined for the resource calendar, they will be displayed.
3. If you want to add a new calendar value, click Add. If you want to revise an existing calendar value, highlight a row in the grid and click Select.
4. On Working Hours Details, if you are adding a new calendar value, complete the following fields:
 - Resource Type
 - Resource Number
 - Date From
 - Date Thru
 - Start Time
 - End Time

Note

If you enter a date range, a new record will be added for each day in the date range.

5. If you are revising calendar values, only the following fields are available for data entry:
 - Start Time
 - End Time

The calculated result for the start and end times you entered is shown in the Hours Available field.

6. Click OK.

Working with the Resource Master

You use the Resource Master application (P48310) to maintain resource master information and attributes for individual and equipment resources. You can review resource information by resource type and resource number. You also can retrieve all resources, active or inactive. Depending on whether the resource type is an individual or equipment, the information is retrieved from the Address Book Master table (F0101) or the Asset Master File table (F1201).

You use this program to add resources to the Resource Master table (F48310). By adding resources to the Resource Master, they become available for work order assignments on the Resource Assignment Workbench. On the Basic Data tab, you can select the resource type you want to add and the address book number or asset number of a specific resource. You can define an effective date range for the resource and associate the resource with a Manager, Supervisor, Site, and Workcenter Branch. The values for Calendar Type, Calendar Value, Branch, and Shift Code (if applicable) are default values from the Resource Assignment Constants. They are based on the resource setup in the address book or asset master. If no Resource Assignment Constants are set up for the business unit, then the system uses the default values for business unit ALL. You can select the time zone manually, or the value can be provided from the processing options.

You can declare a resource inactive. If a resource is inactive and you use Advanced Search on the Resource Assignments Workbench to search for active resources in the Resource Master Search and Select application (P48310S), this resource will not be displayed as available for assignments.

In addition, the Resource Master application makes 20 Resource Attribute category codes available for the further classification of resources in the context of assignment requirements.

Before You Begin

- Verify that resource assignment constants have been set up.
- Set up desired default values in the processing options.

► To review existing resources

From the Periodic Resource Assignment Processing menu (G1327), choose Resource Master.

The resource type controls the name of the browse form. For type 1 (individual), the name is Work with Address Book Resources. For type 2 (asset), the name is Work with Equipment Resources.

1. On Work with Address Book Resources or Work with Equipment Resources, complete the following field:

- Resource Type

You can specify a value or accept the value set in the processing option.

2. Click Find.

All resources of this resource type that were set up in the Resource Master table are displayed in the grid.

► To add resources

From the Periodic Resource Assignment Processing menu (G1327), choose Resource Master.

1. On the Work with Address Book Resources or the Work with Equipment Resources, click Add.
2. On Resource Master Revisions, complete the following fields on the Basic Data tab:
 - Resource Type
 - Resource Number
 - Effective Date
 - Expired Date
 - Manager
 - Supervisor
 - Site
 - Workcenter Branch
 - Assignment Percentage

Note

If the individual resource type is selected, you enter an address book number for the resource number. If the asset resource type is selected, you enter an equipment number for the resource number.

3. If you need to deactivate a resource, click the following option:
 - Inactive
4. When you click the Calendar tab, the following fields will be populated based on the resource assignment constants:
 - Calendar Type
 - Calendar Value
 - Branch
 - Shift Code
5. Complete the following field:
 - Time Zone

Note

The Time Zone field is populated automatically if a default value for this field was set in the processing options.

6. Complete the following optional field:
 - Rule Name
7. If you need to classify the resource further, complete the fields on the Attributes tabs.
8. Click OK to save the Resource Master record.

Processing Options for Resource Master (P48310)

Defaults

1. Resource Type

Blank = 01

2. Resource Activity

Blank = All

0 = Active

1 = Inactive

Use this processing option to specify whether to display resources that are active, inactive, or both. Valid values are:

Blank

Display all resources.

0

Display active resources.

1

Display inactive resources.

3. Effective Date

4. Expiration Date

5. Time Zone

6. Daylight Saving

Versions

1. Resource Competencies (P05100) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you run the Resource Competency Information program (P05100). If you leave this processing option blank, the system uses version JDE0001. The version controls how the Resource Competency Information program displays information.

Working with Resource Assignments

Once you have defined your resources in the Resource Master (P48310) and set up their capacity by associating them with a work hour calendar (P48307), you can start assigning resources to work orders or work order instructions.

Resources are assigned to work orders or work order instructions on the Resource Assignment Workbench (P48331). This program allows you to search for work orders and resources and to carry out the assignment.

The Resource Assignment Level UDC table (48/RL) is used to determine if resource assignments will be at the work order or work order instruction level based on the work order document type. If the document type of the work order is defined in this UDC, assignments will be made at the work order instruction level.

Note

Since resources cannot be assigned to a work order header and a work order instruction on the same work order, the word *task* will be used when referring to an assignment process that can be carried out at either the work order or work order instruction level based on the Resource Assignment Level UDC table.

You can retrieve work orders by applying filters. For example, you can retrieve work orders by manager, work site, status, and order type. You can set default values on the Defaults tab of the processing options for some of the search fields. The grid displays the information for the work orders that match the filter criteria.

If work order instructions exist for a work order, they are displayed in the grid below the work order. You can set the Auto Expand processing option on the Process tab to automatically display the instructions below the work order.

If a resource assignment already exists for a task, it will always be displayed under the associated task, and its associated assignment details will be displayed in the grid.

When you select a task that requires a resource, you can review the available resources in the Resource Search area. You search for resources by resource type. If a supervisor or workcenter branch is associated with the task, that information is supplied to the resource search fields by default to limit the search for available resources.

If the basic resource search does not provide enough search criteria, you can use the Advanced Search option to access the Resource Master Search and Select application (P48310S). This application allows you to apply additional search criteria—for example, job type and competency—to match the requirements of a particular task to a resource. You can review the availability or current assignments for all resources retrieved by this search in the Resource Detail area.

Resource assignments can be carried out on the Work with Resource Assignments form by selecting a task and an available resource, and using the Arrow button in the center of the form to make the actual assignment.

Before You Begin

- ❑ Add equipment or individual resources to the resource master. See *Working with the Resource Master*.
- ❑ Add base calendars for resources. See *Defining Resource Working Hours*.
- ❑ Define the Resource Assignment Level by work order document type in the UDC table 48/RL.
- ❑ Set up a Supply & Demand inclusion rule to determine what work order status values will display assignments and resource capacity.
- ❑ Review processing options on the Default and Process tabs and set the desired values.

Locating Work Orders on the Resource Assignment Workbench

To narrow the search for work orders on this form, use the filter criteria on the following tabs:

- People
- Schedule
- General
- Status
- Order Definition
- Project
- Cat Codes 1 – 5
- Cat Codes 6 – 10

On the People tab, you can specify that the organizational filters, such as Manager or Supervisor, display the work orders related to a particular team.

On the Schedule tab, you can specify a date range with the following characteristics for the schedule period:

- The number of periods and the period type defined in the processing options determines the date range.
- The starting workday in the processing options controls the default Schedule Start Date for the date range.
- The work order or instruction start or requested dates must be within this range to be displayed in the grid.

On the Order Definition tab, your choice of order type can be used to align your filter with the level at which you can assign resources. You can assign resources to the work order or work order instructions based on whether the work order document type appears in the Resource Assignment Level UDC table 48/RL.

From this form, you also can run the Work Order Backlog Download (R13460) to extract the work order, instructions, and assignment details, based on the filter selection over the work order backlog, and download this information to .csv text files.

Related Tasks

Once you have located work orders, you can choose to review or change work order information. You can select a work order or instruction on the Work With Resource Assignments form and access the programs that allow you to make changes.

To make changes to the work order, choose Work Order on the Row menu or click Work Order. Depending on the setup on the WO Entry tab of the processing options, this option will call either the Service Work Order Revisions program (P17714) or the Manufacturing Work Order Processing program (P48013).

To make changes on work order instructions, you can choose Instructions on the Row menu or click Instructions to call the Work Order Routing program (P3112).

► **To locate work orders on the Resource Assignment Workbench**

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, complete any of the filter fields to limit the search for work orders:

- Manager
- Supervisor
- Customer
- Site
- Business Unit
- Equipment Number

Note

Depending on the setting in Equipment Constants, this field might be displayed as Unit Number or Serial Number.

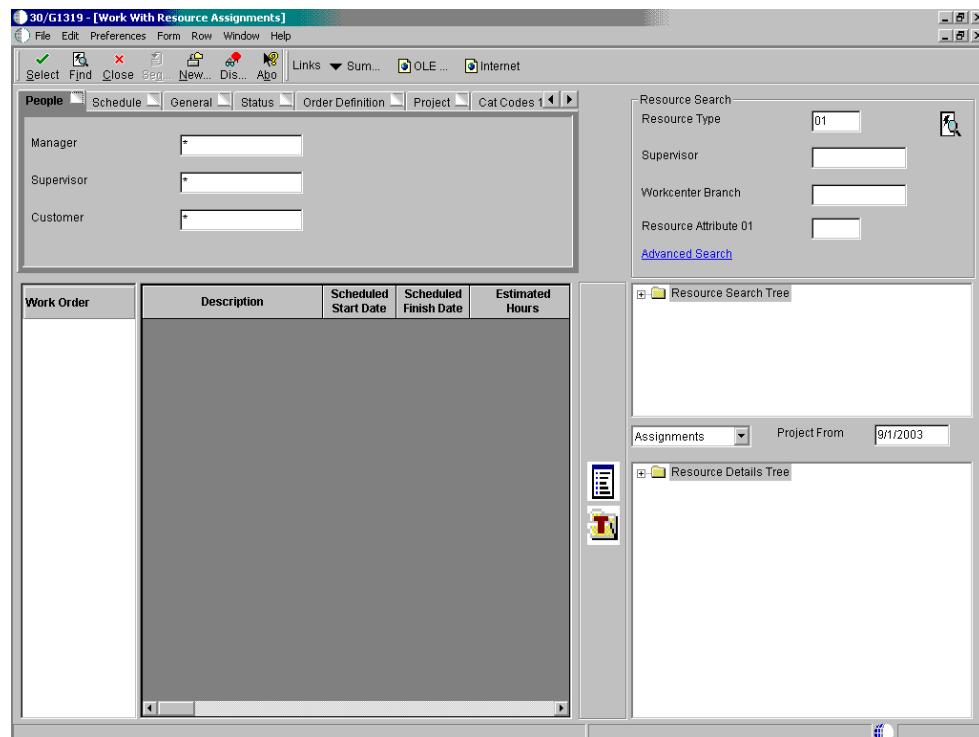
- Status From / To
- Est. Hours From / To
- Est Downtime Hours From / To
- Order Type
- Type
- Priority
- Parent W.O. No
- Order Number
- Phase
- Category 02
- Category 03
- Category 04
- Category 05
- Status
- Service Type
- Skill Type
- Experience Level
- Category 10

The following fields on the Schedule tab are populated by the values set in the processing options.

- Scheduled Start Date
- Scheduled End Date

2. Click Find.

The work orders matching the filter criteria are displayed in the grid. They are also listed in a tree structure that shows the work orders, their associated instructions, as well as any resource assignments already made. Each row provides detailed information about the task.



See Also

- ❑ *Work Order Backlog Download (R13460)* for information about downloading work order and resource assignment information into other file formats.

Locating Resources on the Resource Assignment Workbench

The Resource Assignment Workbench provides two methods for locating resources that can be assigned to tasks a basic search and an advanced search.

The basic search is activated by clicking Find Resources in the Resource Search area of the Work with Resource Assignments form. The default value for the Resource Type field can be set on the Defaults tab of the processing options. The filter fields in this area, such as

Supervisor or Workcenter Branch, are populated from the selected task if the corresponding record fields contain a value.

The advanced search uses the Resource Master Search & Select program (P48310S), where you can conduct a more detailed search for resources. If you have the HR/Payroll system installed, you can search by job type/step code from Payroll or the competency type, code and level from HR. If you do not have the HR/Payroll system installed, you can use the resource attributes to set up this type of information for resources.

Once resources are retrieved, you can check their capacity and existing assignments for a particular time period. The availability of a resource is calculated based on the resource calendar and the Resource Working Hours table (F48307). The assigned load is calculated based on existing assignments for the time period.

Resource assignments can be displayed either in days or in weeks, depending on the setting of the processing options. The Schedule Start Date on the work order filter tab supplies the default value for the Project From date; this value can be overridden.

Before You Begin

- Set the period type and the number of periods on the Process tab of the processing options to determine the time frame for which resource capacity will be displayed in the resource detail tree.

► To locate resources using a basic search

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, complete the following field in the Resource Search area:

- Resource Type

The following filter fields are populated from the selected work order or task record, if these fields contain data:

- Resource Type
- Supervisor
- Workcenter Branch
- Resource Attribute 01

2. Click Find Resources in the Resource Search area.

The list box below the search area displays the available resources in a folder labeled by resource type. If a resource is set to inactive on the resource master, it will not be displayed.

3. To view the availability of the resource for the scheduled period, click the name of the resource.
4. Choose Assignments or Availability from the drop-down menu, and click the header of the tree structure.

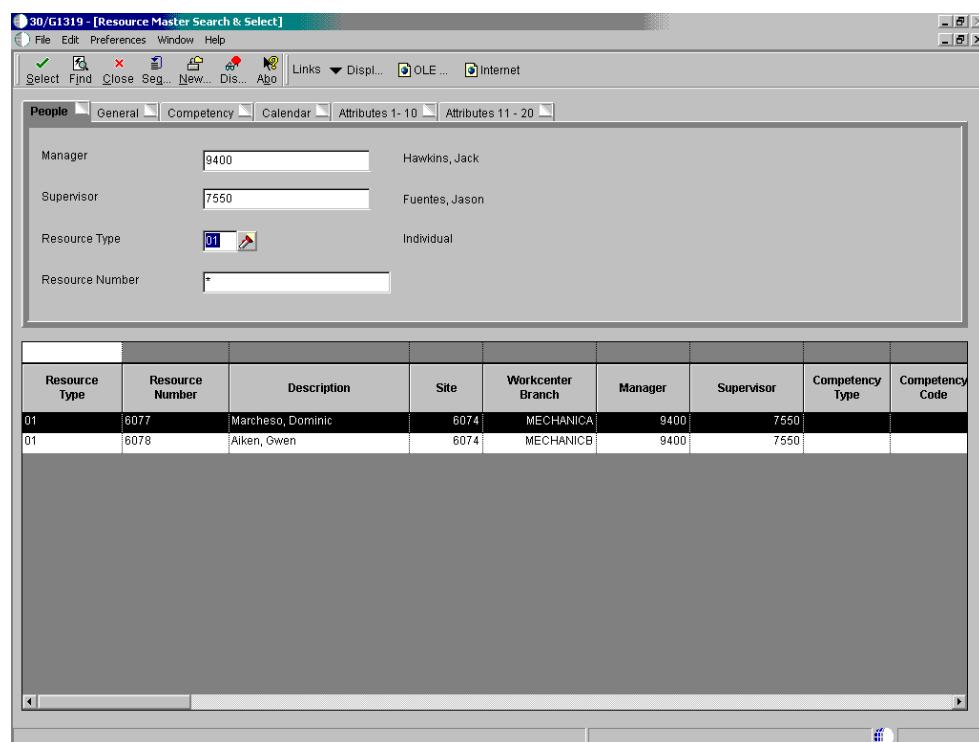
The resource assignment tree in the bottom-right area of the form displays assignments or availability for the resource for every day or week of the scheduled period. The availability information is based on the calendar information associated with the resource.

► To locate resources using Advanced Search

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, click Advanced Search.

Clicking this link calls the Resource Master Search & Select application (P48310S).



2. Depending on the selected work order or instruction, the following fields on the General tab may already contain filter criteria:

- Manager
- Supervisor
- Workcenter Branch
- Project From Date
- Site
- Resource Type

- Resource Number
3. You can enter additional competency filter criteria in the following fields:
- Job Type / Step
 - Competency Type
 - Competency Code
 - Competency Level From
 - Competency Level To
4. You can enter additional calendar filter criteria in the following fields:
- Calendar Type
 - Calendar Value
 - Branch
 - Shift Code
5. Choose one of the following options in the Resource Status area:
- Active
 - Inactive
 - All

Note

You can also use the fields on the Attributes tabs as additional filter criteria.

6. Click Find.
- The resources set up in the Resource Master table (F48310) that match the selection criteria are displayed in the grid.
- The grid displays the current availability of the resource for the period starting from the Project From date. The current availability is the capacity less the current assignments for the resource.
- If a search by competency is carried out, the matching competency code information for the resource is displayed in the grid.
7. Choose a resource and click Select.
- The Resource Master Search & Select form closes, and the resource is displayed in the resource list on the right side of the Work With Resource Assignments form.

Assigning Resources to Tasks

After you have retrieved the tasks that require resources, as well as the available resources, you can perform the actual assignment on the Resource Assignment Workbench.

To assign a resource to a task, select the task and the resource, and then click Assign Resources. Once the resource is assigned, the resource and the task to which that resource is assigned are shown in the work order tree structure.

You can also delete a resource assignment on the Resource Assignment Workbench by selecting the resource assignment and clicking the Unassign Resource button. On this form, however, you cannot change any assignment details. To change assignments details, you need to access either the Resource Assignment Detail or the Assignment Detail Review form.

When resources are assigned to tasks, the assigned hours and the assignment end date are calculated as follows:

- **Assigned Hours**

If you assign more than one resource to a task, the assigned hours for each resource will be automatically distributed equally among them. This distribution is by resource type, so individuals and equipment resources are distributed separately based on the estimated hours.

When resources are assigned at the work order level, the individual and equipment resources are matched against the work order estimated hours.

When resources are assigned at the work order instruction level, the individual resources are matched against the labor run hours, while the equipment resources are matched against the machine run hours.

- **Assignment End Date**

The assignment end date is calculated using the task start date, assigned hours, and the Estimated Capacity per Day processing option on the Defaults tab.

Once the assignment is made, you can review the resource's capacity, load, and current assignments in the resource detail area. You can use the Supply/Demand Inclusion Rules (P34004) to define which tasks are included in the availability calculation and displayed in the assignment detail section.

All assignments for a selected task are shown on the Resource Assignment Detail form. You can call this form directly from the Work with Resource Assignments form by choosing the Assignment Details option on the Row menu. Alternatively, you can call this form by choosing the Row exit on the Assignment Detail Review form. On Resource Assignment Detail, you can add, update, and delete assignments.

You can review the resource assignments you made in summary format or detail format. To review in summary format, choose Summary Review on the Form menu. The Assignment Summary Review form is primarily a review form; for example, a supervisor could review all assignments for her team.

To review in detail format, choose Detail Review on the Form menu. The Assignment Detail Review form allows you to use filter criteria to select resource assignments for review. It also allows you to make changes to assignments within the grid—for example, task description, assignment start and end dates, and assignment percent. Choose the Row exit to call the Resource Assignment Detail form, where assignments also can be revised.

► To assign resources to tasks

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, retrieve the work orders and resources you want to work with.

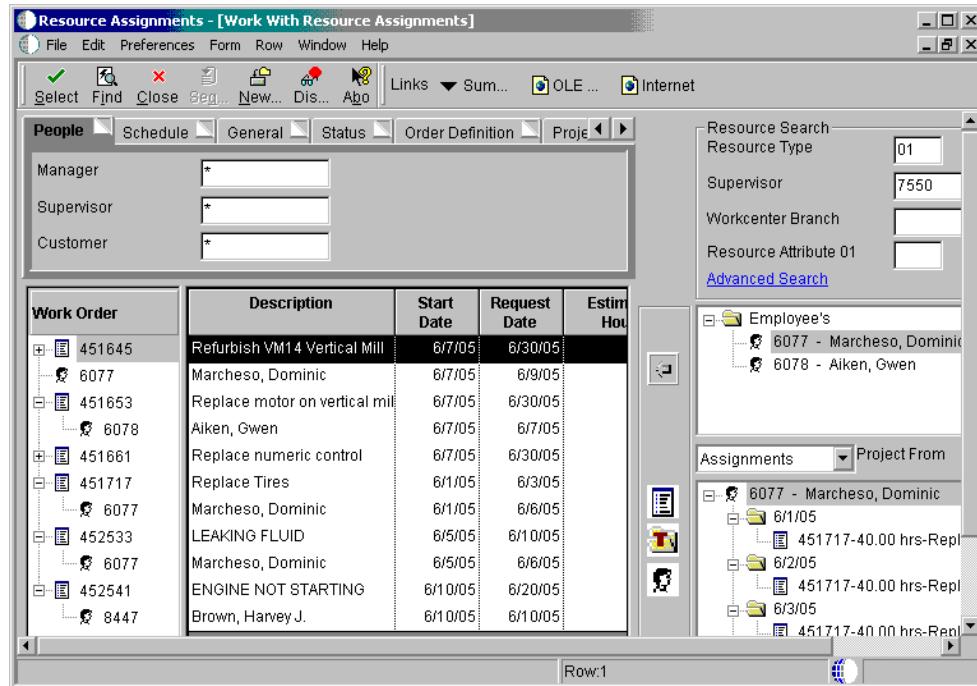
See *Locating Work Orders on the Resource Assignment Workbench* and *Locating Resources on the Resource Assignment Workbench* for detailed steps.

2. Choose the task to which you want to assign resources.
3. From the available resources, select the resource that you want to assign to the selected task.
4. Click Assign Resource.

The selected resource is now displayed in the work order tree structure. The detail information—for example, the work hours loaded to the resource—is shown in the grid.

5. If you assign more than one resource to a task, click Find after assigning the last resource.

The hours required to complete the task are distributed equally to all assigned resources.



6. To show the change in availability for the selected resource, select Availability or Assignments from the dropdown box and click on the header of the resource assignment tree.

► To delete resource assignments

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, retrieve the work orders and resources you want to work with.

See Locating Work Orders on the Resource Assignment Workbench and Locating Resources on the Resource Assignment Workbench for detailed steps.

2. Choose the resource you want to remove.

3. Click Unassign Resource.

The resource is removed from the task.

4. To show the change in availability for the selected resource, click the name of the resource.

The resource assignment tree will show the resource to be free, where it previously contained an assignment.

► To review summarized resource assignments

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, assign resources to tasks.

See To assign resources to tasks for detailed steps.

2. On the Form menu, choose Summary Review.

3. On Assignment Summary Review, click Find to display the summarized assignment information.

Resource Type	Resource Number	Alpha Name	6/1/05	6/2/05	6/3/05	6/4/05	6/5/05	6/6/05
01	4800	Josephson, Michael						
		Total Capacity	8.00	8.00	8.00			
		Total Load						
01	4801	Breton, Josephine						
		Total Capacity	8.00	8.00	8.00			
		Total Load						
01	6077	Marcheso, Dominic						
		Total Capacity	8.00	8.00	8.00			
		Total Load						
01	6078	Aiken, Gwen						
		Total Capacity	8.00	8.00	8.00			

In the grid, you can review capacity and assignment workload information for the resources, displayed for every day or week of the scheduled period.

- To limit the information displayed in the grid, complete the filter fields on this form, for example:

- Supervisor

- Click Find.

The resource assignments for the selected manager's team are shown in the grid.

- You can change the date in the following field:

- Scheduled Start Date

- Click Find.

The grid headings and information are refreshed based on the new Scheduled Start Date.

If an assignment extends over a number of periods and the scheduled start date is within that range, the estimated remaining hours have to be calculated for loading the grid beyond the scheduled start date.

You cannot change assignments on this form. If you need to change assignments, you can do so on the Resource Assignment Detail and Assignment Detail Review forms.

See *To revise resource assignments*

► **To review resource assignments in detail**

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, assign resources to work orders or instructions.

See *To assign resources to tasks* for detailed steps.

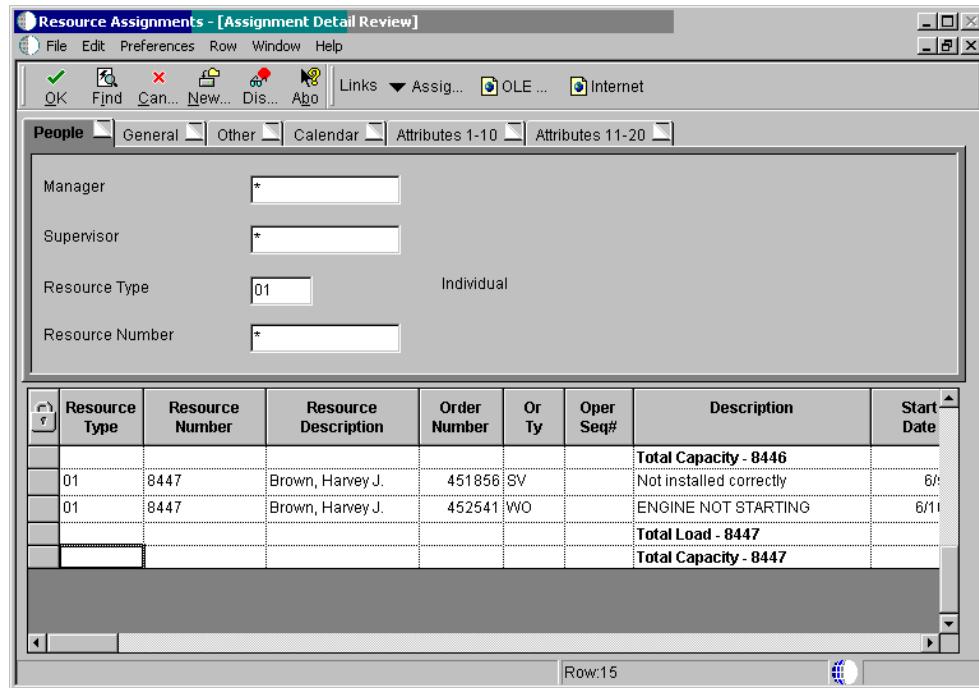
2. Choose Detail Review on the Form menu.

You can also access this form by clicking the Detail Review option on the Row menu on Assignment Summary Review.

3. On Assignment Detail Review, click Find.

Note

To limit the search for resource assignment information, you can complete the filter fields in the header area of this form.



	Resource Type	Resource Number	Resource Description	Order Number	Or Ty	Oper Seq#	Description	Start Date
							Total Capacity - 8446	
	01	8447	Brown, Harvey J.	451856	SV		Not installed correctly	6/1
	01	8447	Brown, Harvey J.	452541	WO		ENGINE NOT STARTING	6/1
							Total Load - 8447	
							Total Capacity - 8447	

4. Review the resource assignment information in the grid.

You can review resource assignment information, for example what tasks the resource is assigned to, how many hours are required for completion and what percentage of the resource's capacity is assigned to a task.

Revising Resource Assignments

Once resources are assigned to tasks, the application provides methods for revising assignment details for a particular task.

The Resource Assignment Detail form displays all the current assignments for a particular task and allows you to add, update, or delete assignments on the task. You use this form when multiple assignments exist on the task, and you want to adjust the dates and assigned hours for all assignments to keep them aligned.

The Assignment Detail Review form displays all the current assignments for a particular resource and allows you to update assignment details. This form is used to balance the load for a resource over all the tasks assigned to this resource for the current schedule period.

► To revise resource assignments

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignments.

1. On Work With Resource Assignments, assign resources to a task.
See *To assign resources to tasks* for detailed steps.
2. Choose a resource assignment in the grid.
3. On the Row menu, choose Assignment Detail.

You can also access this form by choosing the Row exit on the Assignment Detail Review form.

The screenshot shows the 'Resource Assignments - [Resource Assignment Detail]' window. At the top, there's a toolbar with standard icons like OK, Find, Del, New, and Help. Below the toolbar, the title bar says 'Work Order Details' and 'Instruction Details'. The main area has two sections: 'Work Order Details' and 'Instruction Details'. Under 'Work Order Details', fields include Order Number (451645), Order Type (WO), Requested Date (6/30/05), Start Date (6/7/05), and Est. Hours (20.00). Under 'Instruction Details', there's a row for Assigned Hours (20.00) and Project From (6/1/05). Below these sections is a large grid table titled 'Resource Assignments'. The columns are: Row, Resource Type, Resource Number, Description, Start Date, End Date, Assigned Hours, Assignment Percent, and Last Modified. The first few rows show assignments for resource number 6077, with descriptions like 'Marchesano, Dominic', 'Total Capacity - 6077', and 'Total Load - 6077'. The last row shows 'Total W.O. Load - 6077'. At the bottom of the grid, there's a message 'Row: 4' and a small icon.

4. On Resource Assignment Detail, the work order and resource assignment details are displayed.

The fields on the Work Order and Labor Detail tabs are disabled; they display work order dates, estimated hours, and other information for the selected work order.

5. In the grid, update the following task assignment information:

- Resource Type
- Resource Number

Apply this change to transfer an assignment to another resource because the original resource does not have enough capacity.

If you change the resource type, ensure that the spread of the assigned hours matches the estimated labor and machine hours.

- Start Date

If you update the start date, the assignment end date is recalculated based on the assigned hours, assignment percent, and current capacity of the resource.

- End Date

If you clear the end date, it will be recalculated based on the start date, assigned hours, assignment percentage, and current capacity of the resource. This process typically occurs when the end date is highlighted, which indicates that the task will not be completed on the current end date at the current capacity.

If you update the end date, the assignment percent will be recalculated based on the start date, assigned hours, and current capacity of the resource.

- Assigned Hours

If you update the assigned hours, the assignment end date will be recalculated based on the start date, assignment percent, and current capacity of the resource.

For more than one assignment, manually distribute the assigned hours between the resources or use the Distribute Hours option on the Form menu to automatically distribute the assigned hours.

The total assigned hours by resource type cannot exceed the estimated hours of the task.

- Assignment Percent

If you update the assignment percent, the assignment end date is recalculated based on the assigned hours, assignment percent, and current capacity of the resource.

- Assignment Description

6. To delete an assignment, highlight the row with the information, click Delete, and click OK on Confirm Delete.
7. To add an assignment, click the first field of the first blank row and enter your information.

8. Once you have changed the information, click OK to accept the changes.

If you do not click OK, the changes will not be committed to the database.

Note

You can also update task assignment information on the Assignment Detail Review form. Because the grid displays all assignments by resource, you can review the current assignments of the resources and adjust the assignment details to resolve capacity constraints.

You can only update existing information on the Assignment Detail Review form. You cannot add or delete assignment information.

Except for Resource Type and Assigned Hours, the same grid fields are available for updating as on the Resource Assignment Detail form. As on the Resource Assignment Detail form, you must click OK to save the changes.

Processing Options for Resource Assignments (P48331)

Defaults

1. Address Number - Manager

2. Supervisor

3. Customer

4. Scheduled Start Date

5. Scheduled End Date

6. Order Type

7. Type - W.O.

8. Priority

9. Work Order Status From

10. Work Order Status To

11. Service Address Number

12. Business Unit

13. Parent W.O. Number

14. Resource Type

15. Resource Details

Default values when inserting assignments

16. Load Profile Method

17. Estimated Capacity Per Day

Use this processing option to specify the estimate capacity per day that the system uses to insert and delete an assignment from the work bench.

This value is used to calculate the estimated end date scheduled for an assignment. The scheduled date is calculated by dividing the assigned hours by the estimated capacity, then rounding down to a number of days. The number of days is added to the assigned scheduled start date. If you leave this processing option blank, the system uses eight hours per day as the default

Process

1. Number of Periods

Range (1-52)

2. Period Type

Blank = Days

3. Starting Workday

Blank = Monday

4. Supply/Demand Inclusion Rule

Use this processing option to specify which Supply/Demand Inclusion Rule the system uses to calculate availability.

For assignments at the work order level, the system determines whether the assignment is included in availability calculations by using the rule specified in this processing option, the work order document type (DCTO), and the work order status (SRST).

For assignments at a routing level, the system determines whether the assignment is

included in availability calculations by using the rule specified in this option, the work order document type (DCTO), and the operations status (OPST). The system uses the work order status if the operations status is blank.

Note: The operations status and work order status codes must align so that they can be defined in the supply/demand inclusion rules.

If you leave this processing option blank, the system includes all assignments in availability calculations that are selected for inclusion

5. Automatically Expand Instructions

Blank = Do not automatically expand

1 = Automatically expand

Use this processing option to expand the tree that displays labor detail steps when you load work orders in the Resource Assignment Workbench. Valid values are:

Blank

Do not automatically expand the tree.

1

Automatically expand the tree

Versions

1. Routing Instructions (P3112) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you run the Work Order Routing program (P3112). If you leave this processing option blank, the

system uses version ZJDE0001. The version specifies how the Work Order Routing program displays information

2. Work Order Backlog Download (R13460) Version

Blank = XJDE0001

Use this processing option to specify the version that the system uses when you run the Work Order Backlog - Download program (R13460). If you leave this processing option blank, the system uses version ZJDE0001. The version specifies how the Work Order Backlog - Download program displays information

WO Entry

1. Work Order Program

1 = Service Order (P17714) (default)

2 = Manufacturing Order (P48013) (FUTURE)

Use this processing option to specify which work order program the system uses when you inquire on a work order. The program that you specify determines which routing program the system uses. Valid values are:

1

Use the service orders version of the Work Order Revisions program (P17714). The system uses the Work Order Labor program (P17732) in the Customer Service Management system.

2

Use the Manufacturing Work Order Processing program (P48013). The system uses the Work Order Routing program (P3112) from Shop Floor Control

2. Work Order Program Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses when you run the Resource Assignment program (P48331). If you leave this processing option blank, the system uses version ZJDE0001. The version specifies how the system displays information.

Resource Assignment Reports

The following reports are provided to facilitate the resource assignment process:

- Work Order Backlog Download (R13460)
- Resource Assignment Summary Report (R48341)
- Resource Assignment Detail Report (R48340)

Work Order Backlog Download (R13460)

From the Daily Resource Assignment Processing menu (G1319), choose Work Order Backlog Download. Alternatively, choose Resource Assignments, and then on Work With Resource Assignments, choose Export from the Form menu.

Resource Assignments provides the ability to download the work order backlog and assignments to a text file format (CSV). This information can then be uploaded into a project management package for further processing, if required.

The J.D. Edwards Universal Table Conversion Tool was used to configure this download process in such a way that customers can use it as a template for developing their own specific requirements, depending on their data setup and Project Management Software.

By using the Work Order Backlog Download (R13460), you can download work orders, work order instructions, and assignment details into the following two text files (CSV):

- JDEToMSProjTasks.csv – Task Information
- JDEToMSProjAssign.csv – Resource Assignment Information

You need to create an Export folder in the J.D. Edwards software directory for the text files generated by the Work Order Backlog Download (R13460) batch job. Create this folder before the report is run on the machine for the first time. If the job is run locally, label this folder C:\B7\Prod Env\Export.

The processing options can be set to control whether labor details or assignment details are included in the download.

If you run the application from the Resource Assignments application, the work order filters on the workbench will be appended to any data selection defined for the version you are running.

Processing Options for Work Order Backlog Download (R13460)

Process

1. Download Work Order Instructions

Blank = Do not download

1 = Download work order instructions (F3112)

Use this processing option to specify whether the system downloads associated labor detail information from the Work Order Routing table (F3112) with the selected work order. Valid values are:

Blank

Do not download the labor detail information.

1

Download the labor detail information

2. Download Assignment details

Blank = Do not download

1 = Download assignment detail (F48311)

Use this processing option to specify whether the system downloads associated assignment detail information from the Resource Assignments table (F48311) with the selected work order. Valid values are:

Blank

Do not download the assignment detail information.

1

Download the assignment detail information

Resource Assignment Detail Report (R48340)

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignment Detail Report.

This report allows you to print a detailed listing of the jobs and the hours assigned to an individual resource. It prints the information available on the Assignment Detail Review form.

Set the processing options to specify the period type, the starting workday, and the Supply/Demand Inclusion Rule that is used to calculate resource availability.

Resource Assignment Summary Report (R48341)

From the Daily Resource Assignment Processing menu (G1319), choose Resource Assignment Summary Report.

This report allows you to print a summary listing of capacity and assigned workload for resources. It also calculates totals for the capacity and assignment hours for each resource and for a team, as well as the current assigned hours. It prints the information available on the Assignment Summary Review form.

Set the processing options to specify the period type, the starting workday and the Supply/Demand Inclusion Rule that is used to calculate resource availability.

Processing Options for Resource Assignment Reports (R48340, R48341)

Defaults

1. Schedule Start Date

Process

1. Period Type

Blank = Days

2. Starting WorkDay

Blank = Monday

3. Supply / Demand Inclusion Rule

Use this processing option to specify which Supply/Demand Inclusion Rule the system uses to calculate availability.

For assignments at the work order level, the system determines whether the assignment is included in availability calculations by using the rule specified in this processing option, the work order document type (DCTO), and the work order status (SRST).

For assignments at a routing level, the system determines whether the assignment is included in availability calculations by using the rule specified in this option, the work order document type (DCTO), and the operations status (OPST). The system uses the work order status if the operations status is blank.

Note: The operations status and work order status codes must align so that they can be defined in the supply/demand inclusion rules.

If you leave this processing option blank, the system includes all assignments in availability calculations that are selected for inclusion

Unit - Knowledge Management

Knowledge Management

The Knowledge Management module is the database that allows you to associate symptoms, analysis, and resolutions with calls and service orders.

Terms and Concepts

The following Knowledge Management terms and concepts are used in this guide:

Knowledge type A category that distinguishes among symptoms, analyses, and resolutions.

Knowledge code A user defined code describing symptoms, analyses, and resolutions.

Knowledge tree A hierarchy of knowledge base codes used as a means of selecting knowledge base codes for a symptom, analysis, or resolution.

Symptom The problem according to the customer. Symptoms are stored separately from analyses and resolutions, and can be searched for and reused for other issues.

Analysis The cause of the symptom. Analyses are stored separately from symptoms and resolutions.

Resolution The correction for the symptom of an issue. Resolutions are stored separately from analyses and symptoms, and can be searched for and reused for other issues.

Unit of knowledge A piece of information that consists of one or all of the following:

- Knowledge codes
- Descriptions
- Media objects

A knowledge type is used to distinguish units of knowledge. Knowledge types are:

- Symptoms
- Analyses
- Resolutions

Pareto analysis

The method of ranking the analyses and resolutions of a problem to identify the most commonly occurring ones.

Setting Up the Knowledge Base

Before you can use Knowledge Management to assist you in resolving calls or service orders, you must set up the knowledge base and specify the information that will be used later when you enter data into the system.

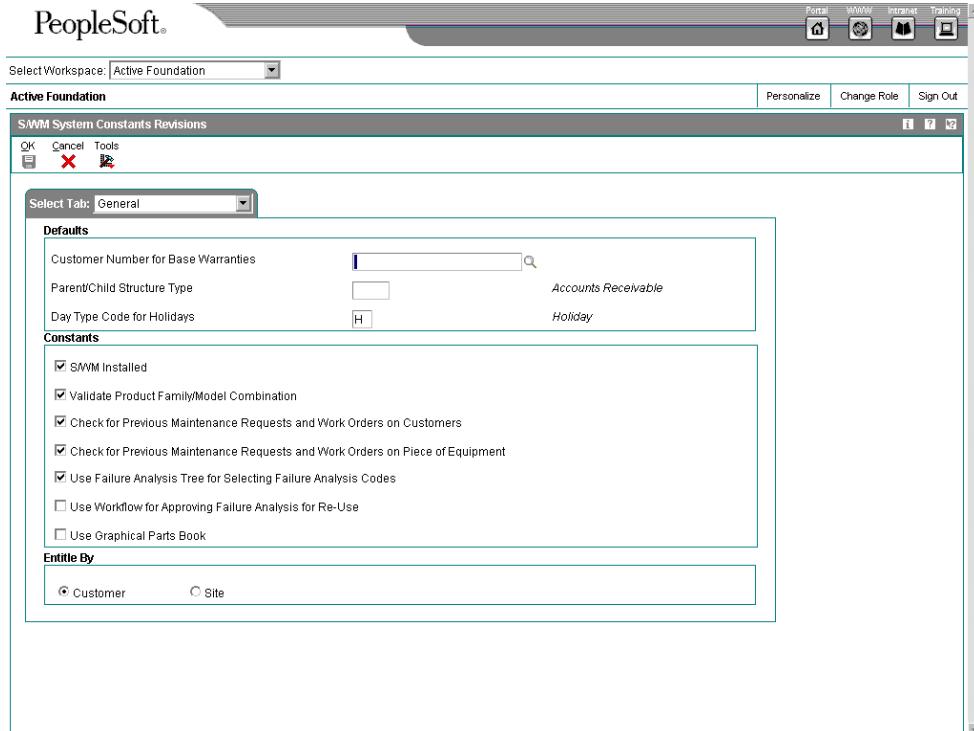
You also need to set up user defined codes for Knowledge Base Management. See *Setting Up User Defined Codes for CSMS* for more information.

Setting Up Knowledge Management Constants

You set up constants to define default information for the entire system. Constants control the types of information that you track and the rules that the system uses to perform certain calculations.

► To set up Knowledge Management constants

From the Customer Service Setup menu (G1740), choose Customer Service Constants.



1. On CSMS System Constants Revisions, click the following option to enable CSMS to work as designed when interfacing with other systems:
 - CSMS Installed
 2. To require users to choose Knowledge Management codes from the knowledge tree, click the following option:
 - Use Knowledge Base Tree for Selecting Knowledge Base Codes
- By choosing this option, you protect the knowledge base codes from being overwritten on Knowledge Base Revisions.
- For Knowledge Management, the workflow feature is reserved for future use.
3. Click OK.

Setting Up Knowledge Management Codes

Set up knowledge codes if you use codes to define a unit of knowledge. The codes are the building blocks of the tree, but you are not required to set up knowledge trees to use knowledge codes. Use codes with symptoms, analyses, and resolutions for calls.

The system does not recognize these codes until you attach them to a transaction. You can associate codes with a symptom, analysis, or resolution using a tree, which standardizes how the codes are defined. Alternatively, you can choose a code from a table.

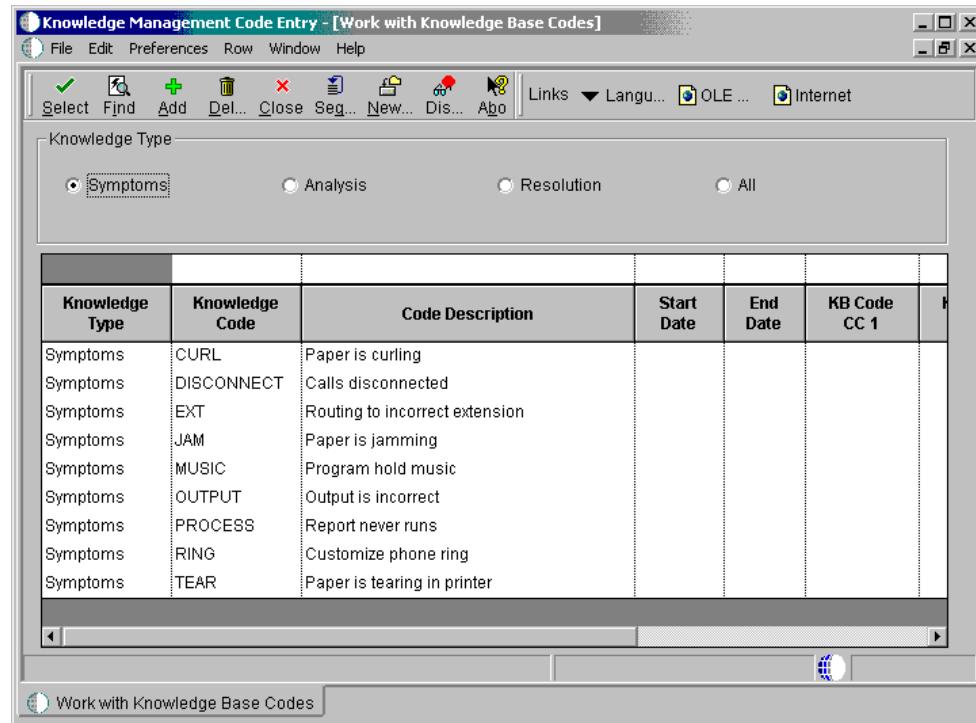
When you create symptoms, analyses, and resolutions for calls or service orders, you can associate as many as five knowledge codes to define the symptom, analysis, or resolution. Then you can create as many as five user defined codes to associate with each knowledge code; you might create these codes for reporting purposes. You must set up knowledge codes if you are using the knowledge tree.

You can assign the following knowledge types to Knowledge Management codes:

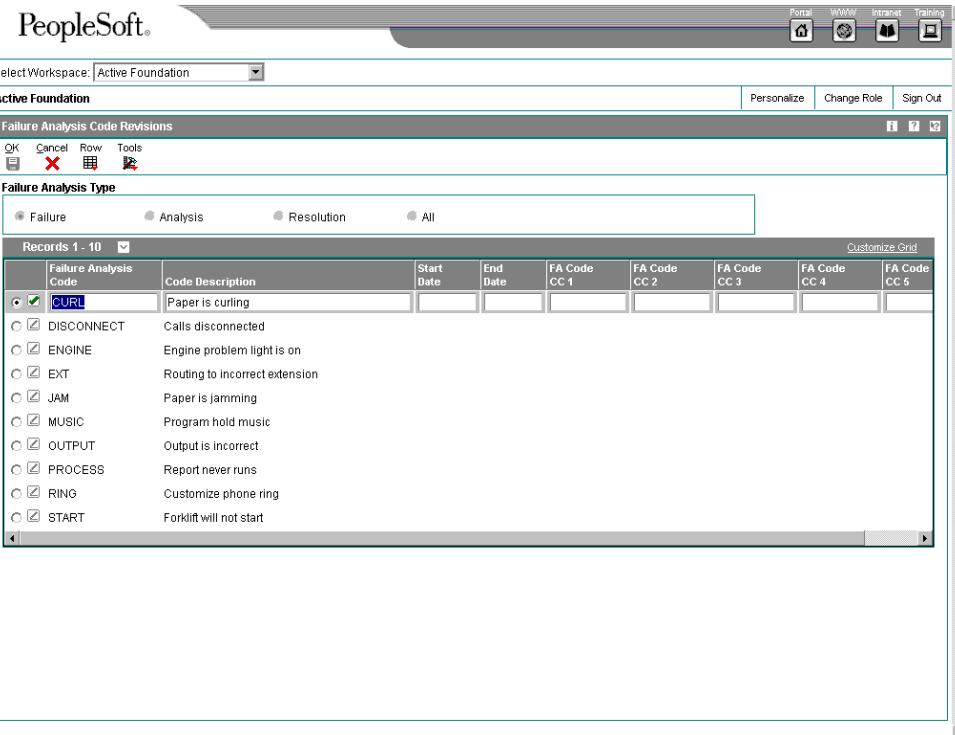
- Symptom
- Analysis
- Resolution
- All of the above

► To set up Knowledge Management codes

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Code Entry.

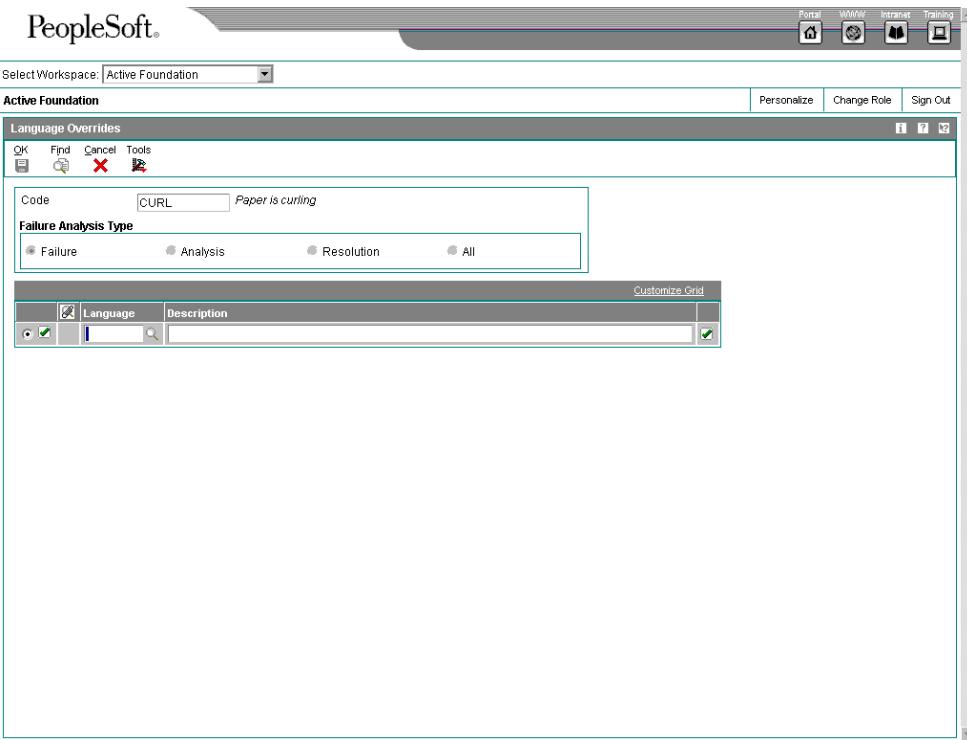


1. On Work with Knowledge Base Codes, click one of the following options to define the knowledge type and then click Add:
 - Symptoms
 - Analysis
 - Resolution
 - All



2. On Knowledge Base Code Revisions, complete the following fields:
 - Knowledge Code

You can enter up to 15 alphanumeric characters in the Knowledge Code field.
 - Code Description
3. Complete the following optional fields:
 - Start Date
 - End Date
 - KB Code CC 1
 - KB Code CC 2
 - KB Code CC 3
 - KB Code CC 4
 - KB Code CC 5
4. To attach descriptions in foreign languages to knowledge management codes, highlight the code and choose Language from the Row menu.



5. On Language Overrides, complete the following fields and click OK:
 - Language
 - Description
6. Click Cancel.
7. On Knowledge Base Code Revisions, click OK.

Processing Options for Knowledge Base Codes (P17761)

Defaults

1. Knowledge Type

Blank = All

1 = Symptom

2 = Analysis

3 = Resolution

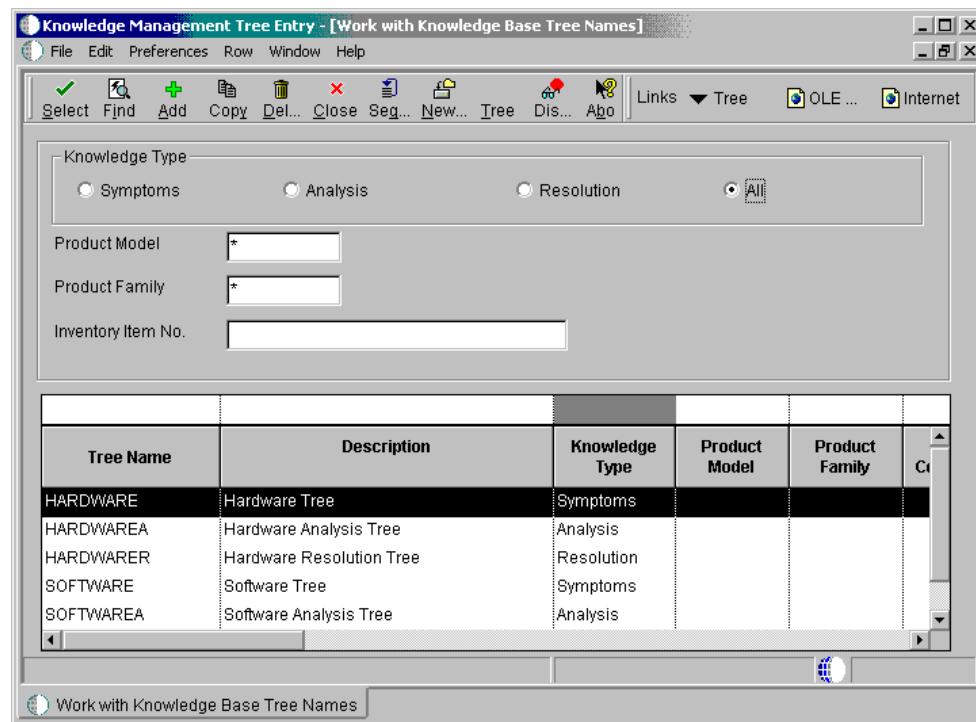
2. Knowledge Base Code CC1
 3. Knowledge Base Code CC2
 4. Knowledge Base Code CC 3
 5. Knowledge Base Code CC 4
 6. Knowledge Base Code CC 5
-

Defining Knowledge Management Tree Names

You define Knowledge Management tree names to give logical meaning to a hierarchical structure of knowledge codes and types.

► To define Knowledge Management tree names

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Tree Entry.



1. On Work with Knowledge Base Tree Names, click Add.

The screenshot shows a PeopleSoft application window titled "Failure Analysis Tree Name Revisions". The "Active Foundation" workspace is selected. The main form has the following structure:

- Top Row:** Buttons for OK, Cancel, Form, Tools, and a red X.
- Tree Name:** Input field containing "SOFTWARE".
- Description:** Input field containing "Software Tree".
- Product Information:** A group of input fields for Equipment Number, Inventory Item No., Product Model, Product Family, Product Component, and Environment.
- Failure Analysis Type:** A group of radio buttons for Failure (selected), Analysis, Resolution, and All.
- Category Codes:** A grid of input fields for Equipment Cat Code 01 through 10.

2. On Knowledge Base Tree Name Revisions, complete the following fields:
 - Tree Name
 - Description
3. Click one of the following options:
 - Symptoms
 - Analysis
 - Resolution
 - All
4. Complete the following optional fields:
 - Inventory Item No.
 - Product Model
 - Product Family
 - Product Component
 - Environment
 - Installed Base Cat Code 01
 - Installed Base Cat Code 02

- Installed Base Cat Code 03
- Installed Base Cat Code 04
- Installed Base Cat Code 05
- Installed Base Cat Code 06
- Installed base Cat Code 07
- Installed Base Cat Code 08
- Installed Base Cat Code 09
- Installed Base Cat Code 10

5. Click OK.

Setting Up the Knowledge Tree Structure

After you define a knowledge tree name, you set up the structure for the tree. When you set up a knowledge tree, you create a hierarchical structure of knowledge base codes using a parent/child relationship.

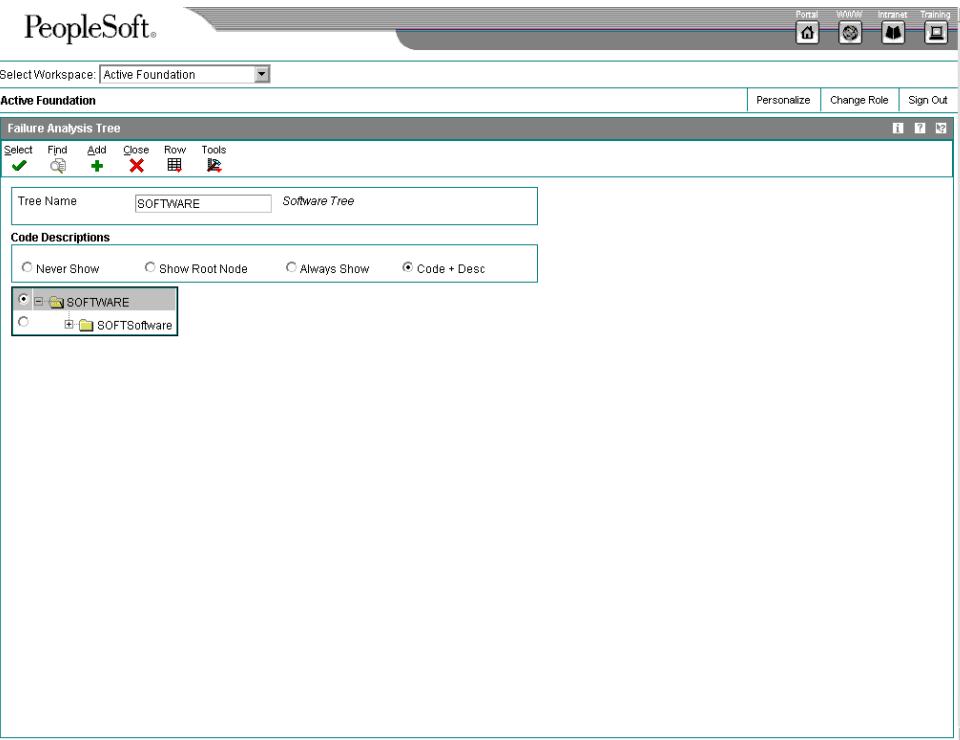
Before You Begin

- ❑ Define the knowledge base codes that you will use when you create the tree structure. See *Setting Up Knowledge Management Codes*.

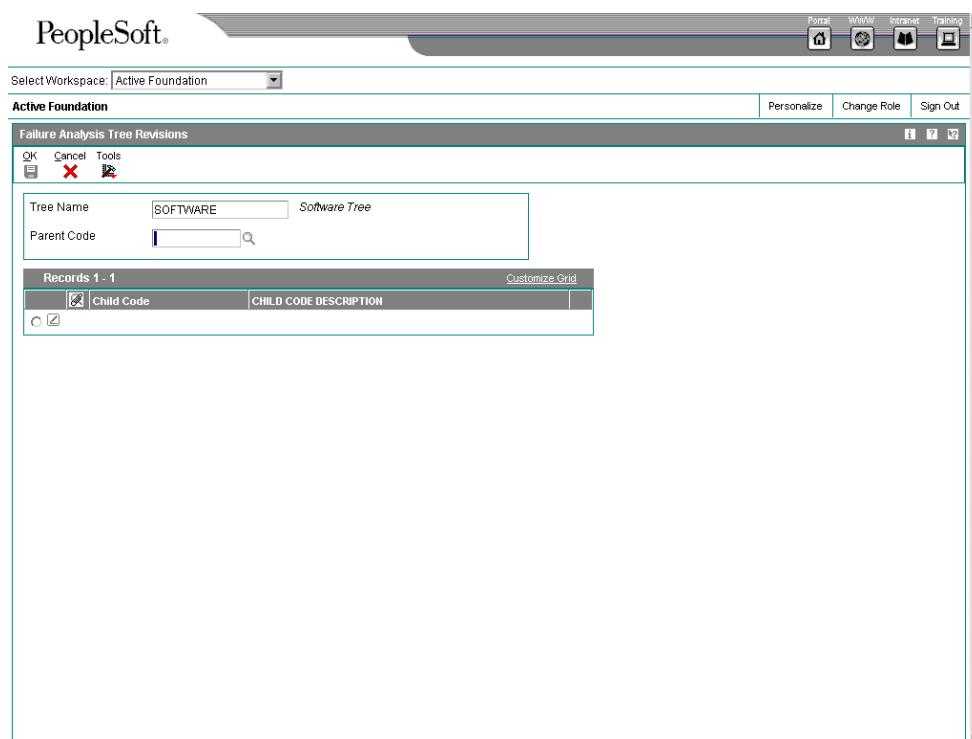
► To set up the structure by parent code

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Tree Entry.

1. On Work with Knowledge Base Tree Names, locate the tree name to which you are adding the structure and choose Tree from the Row menu.



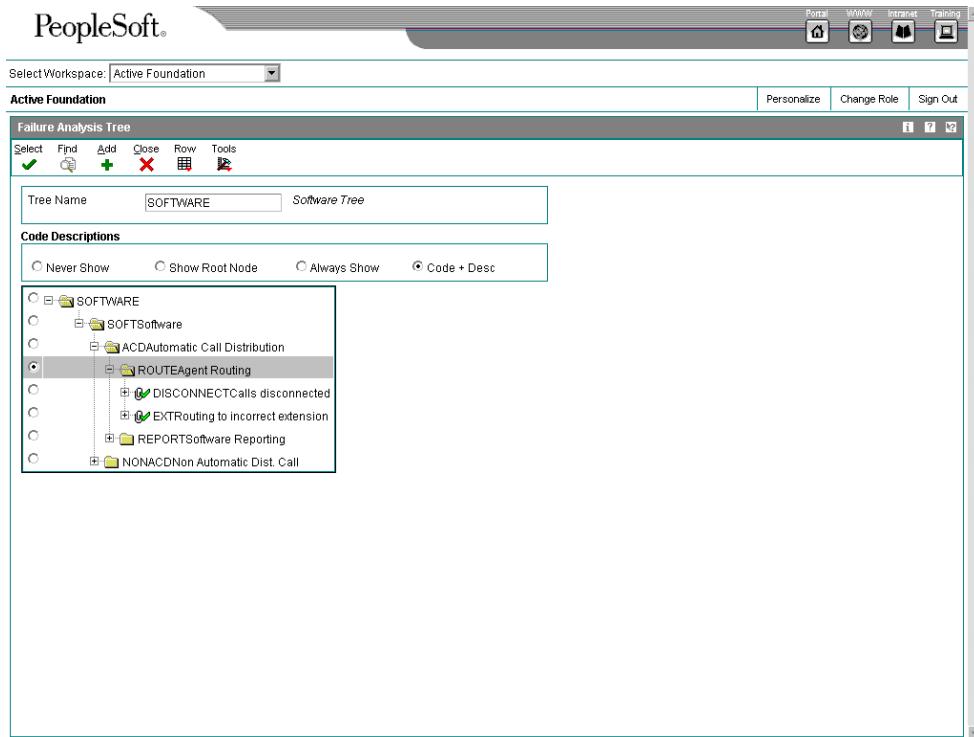
2. On Knowledge Base Tree, click Add.



3. On Knowledge Base Tree Revisions, to enter one parent code and all of its children, complete the following fields:

- Parent Code
- Child Code

4. Click OK.



5. Click Cancel.

6. On Knowledge Base Tree, click one of the following options to define how the code descriptions are displayed:

- Never Show

The system displays the code only with no description.

- Show Root Node

The system displays the description only at bottom of the tree.

- Always Show

The system always displays the description.

- Code + Desc

The system displays the code and description concatenated.

7. To add codes at the first level, click Add.

8. To add children to an existing code, locate the code on Knowledge Base Tree and choose Add Children from the Row menu.

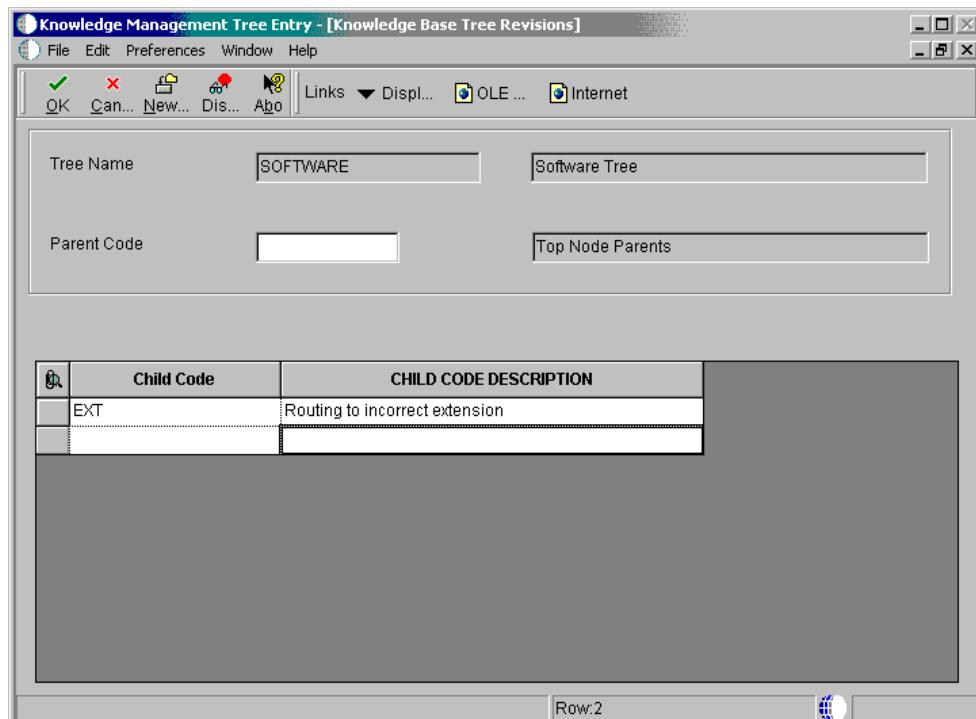
Note

When adding codes, you must select the code and choose Add while the code is selected.

► To set up the structure by child code

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Tree Entry.

1. On Work with Knowledge Base Tree Names, locate the tree name to which you are adding the structure and choose Tree from the Row menu.
2. On Knowledge Base Tree, click Add.



3. On Knowledge Base Tree Revisions, to enter codes for all of the first level parents, complete the following field:
 - Child Code
4. Click OK.
5. Click Cancel.
6. On Knowledge Base Tree, click one of the following options to define how the code descriptions are displayed:
 - Never Show

The system displays the code only with no description.

- Show Root Node

The system displays the description only at bottom of the tree.

- Always Show

The system always displays the description.

- Code + Desc

The system displays the code and description concatenated.

7. To add children to an existing code, locate the code and choose Add Children from the Row menu.

Note

When adding codes, you must select the code and choose Add while the code is selected.

Setting Up Symptoms, Analyses, and Resolutions

Based on prior experience, a business might identify common or recurring symptoms, analyses, or resolutions. You set up Knowledge Management symptoms, analyses, or resolutions to reuse existing information. You can attach this information to new calls or service orders.

A Knowledge Management symptom, analysis, or resolution is composed of the following information:

- As many as five Knowledge Management codes selected from either a Knowledge Management tree or the Knowledge Management code table
- A description that is no more than 80 characters long
- Media objects, such as:
 - Text documents
 - Images
 - OLE objects
 - Shortcuts

Caution

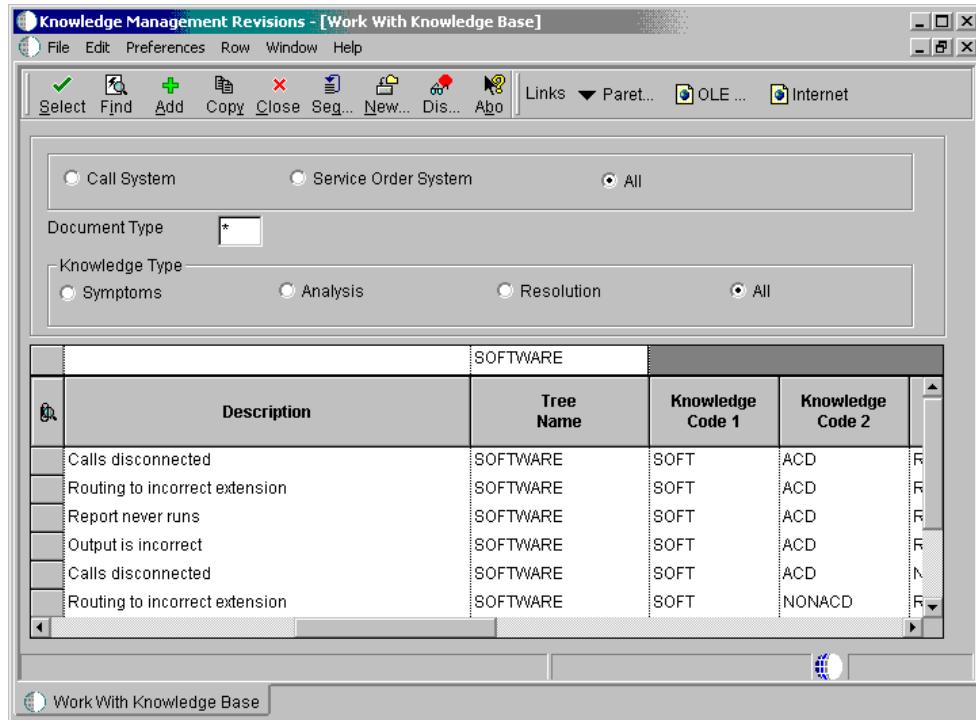
When you create a Knowledge Management symptom, analysis, or resolution, and select the codes from a Knowledge Management tree, the system creates a link between the last code selected and the symptom, analysis, or resolution. From this point forward, whenever you choose that code from the Knowledge Management tree, the system also retrieves the description and attached media objects.

Before You Begin

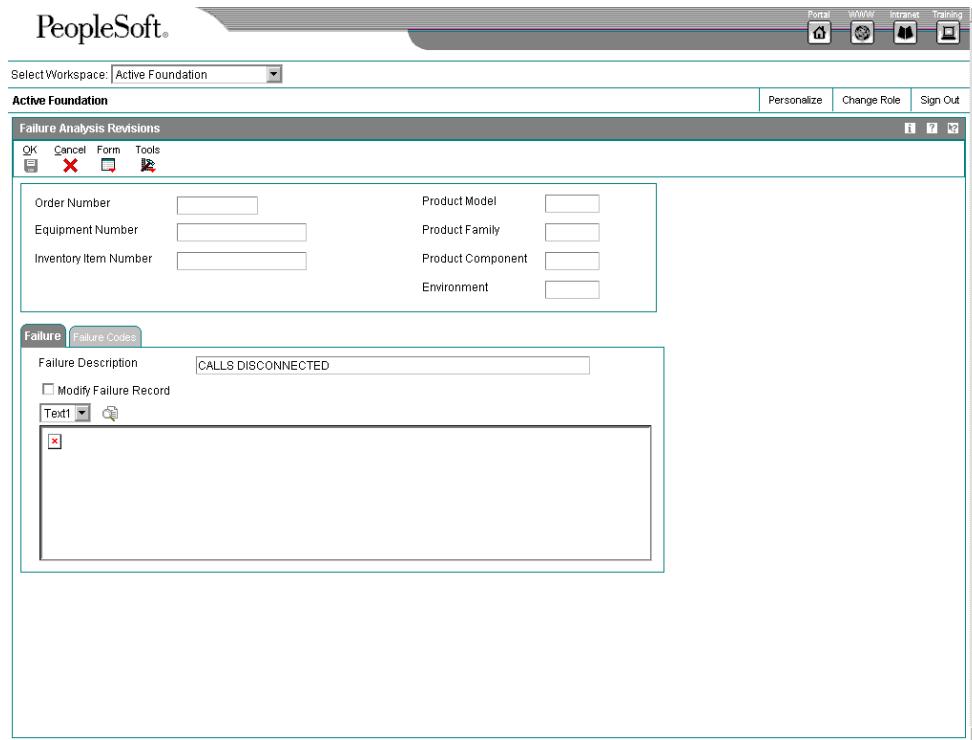
- See *Setting Up Knowledge Management Constants* to define how the user is to select a unit of knowledge.

► To set up symptoms, analyses, and resolutions by code

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Revisions.



1. On Work With Knowledge Base, click Add.



2. On Knowledge Base Revisions, to define the system to which you are applying the knowledge unit, click one of the following options:

- None
- Calls
- Service Orders

When you associate a call with the knowledge database, you must assign a symptom to the call.

3. To define the knowledge type, click one of the following options:
- Symptoms
 - Analysis
 - Resolution
4. To indicate that the unit of knowledge is available for reuse, click the following option:
- Approve

If you are using workflow, the approval option is disabled until the reviewer accesses Knowledge Base Revisions to choose the approval or rejection option.

5. To indicate that the unit of knowledge is not approved for reuse, click the following option:
- Reject

6. To attach knowledge codes to the unit of knowledge, complete any or all of the following fields:

- Tree Name
- Knowledge Code 1
- Knowledge Code 2
- Knowledge Code 3
- Knowledge Code 4
- Knowledge Code 5

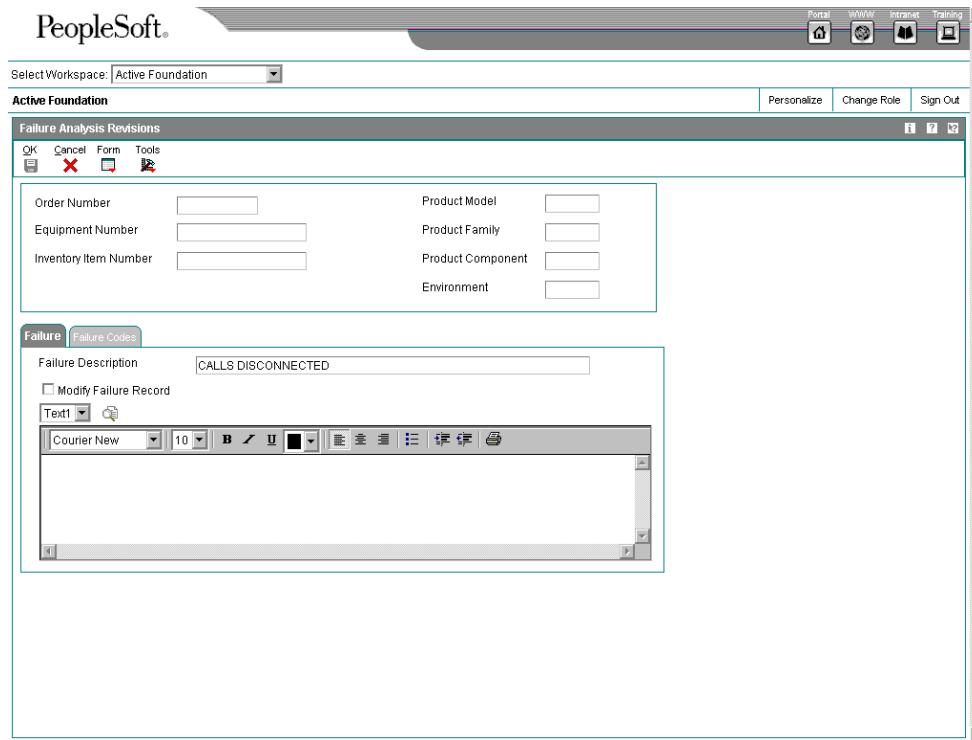
Depending on how you have set the constants for the Use Knowledge Base Tree for Selecting Knowledge Base Codes option, either the Tree Name field or the Knowledge Code fields are enabled.

7. To override the text description that the system retrieves from the last knowledge code, complete the following field:
 - Description
8. To add media objects or text descriptions that are longer than 80 characters, attach the information in the media object area.
9. Click OK.

► **To set up symptoms, analyses, and resolutions by tree**

From the Knowledge Management Setup menu (G1745), choose Knowledge Management Revisions.

1. On Work With Knowledge Base, click Add.



2. On Knowledge Base Revisions, to define the system to which you are applying the knowledge unit, click one of the following options:

- None
- Calls
- Service Orders

When you associate a call with the knowledge database, you must assign a symptom to the call.

3. To define the knowledge type, click one of the following options:
- Symptoms
 - Analysis
 - Resolution

4. To indicate that the unit of knowledge is available for reuse, click the following option:
- Approve

If you are using workflow, the approval option is disabled until the reviewer accesses Knowledge Base Revisions to choose the approval or rejection option.

5. To indicate that the unit of knowledge is not approved for reuse, click the following option:
- Reject

6. To attach a knowledge base tree to a unit of knowledge, complete the following field:
 - Tree Name
7. To select codes from the specified tree, choose Knowledge Tree from the Form menu.
8. On Knowledge Base Tree Search & Select, double click a code.
9. On Knowledge Base Revisions, to add media objects or text, or to revise the text that the system retrieves from the last knowledge code, attach the information in the media object area.
10. Click OK.

Caution

If you create reusable symptoms, analyses, and resolutions, the knowledge unit is forever attached to the last code that you select in the tree.

Processing Options for Knowledge Base Symptoms, Analysis and Resolution (P17764)

Defaults

Calling System (blank, C or S)

Document Type

Knowledge Type

Knowledge Base Tree Name

Created by user

Working With Knowledge Management Transactions

When using Knowledge Management, you first attach a symptom to a call or service order. Then, you attach analyses and resolutions to that symptom. You can attach additional symptoms to the same call or service order. Knowledge Management is flexible when used with Call Management and Service Order Management: you can attach any number of symptoms, analyses, and resolutions to a call or service order.

When you enter the knowledge database from a call or service order, the system displays all symptoms associated with the issue. If a standard, reusable symptom was used, the symptom entry information is disabled; if a non-standard symptom was used, the symptom fields are enabled.

► To attach symptom information to a call or service order

From the Daily Call Processing menu (G1713), choose Call Entry.

The steps for this process are shown as you enter the Knowledge Management system from the Call Management system, but the same steps apply if you enter from the Service Order Management system.

1. On Work With Calls, complete the steps to locate a specific call, choose a call, and click Select.
2. On Customer Call Entry, choose Knowledge Base from the Form menu, choose Add/Attach, and then choose Symptom.

3. On Knowledge Base Revisions, complete either of the following fields and click OK:

- Tree Name
- Knowledge Code 1

Depending on how you have set the constants for the Use Knowledge Base Tree for Selecting Knowledge Base Codes option, either the Tree Name field or the Knowledge Code field is enabled.

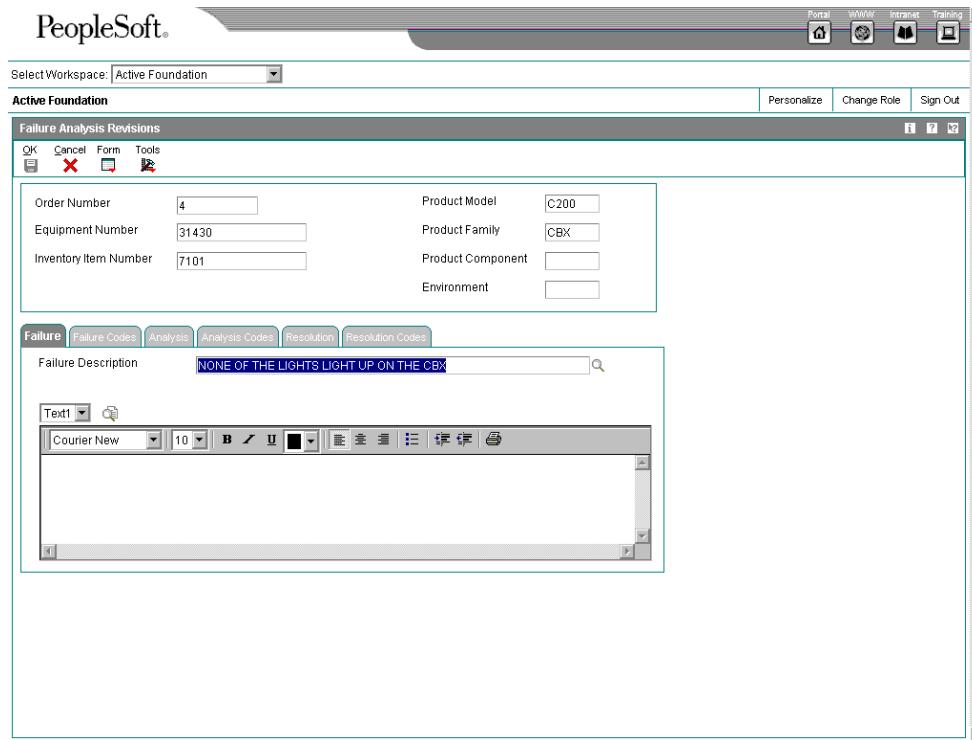
To add or attach a symptom from the Work With Calls form, you enter symptom information, and then choose a knowledge code that has information attached (reusable code). The system uses the knowledge code to override the symptom that you entered on the call.

To add analysis information to a call, complete the same steps that you use to add resolution information to a call. See *Resolving Calls*.

► To attach analyses and resolutions to a symptom

From the Daily Call Processing menu (G1713), choose Call Entry.

1. On Work With Calls, complete the steps to locate a specific call, choose a call, and click Select.
2. On Customer Call Entry, choose Knowledge Base from the Form menu, choose Add/Attach, and then choose Resolution.
3. On Work with Call/Order Knowledge Base, locate the existing symptom or analysis, and choose Resolution from the Row menu.



4. On Knowledge Base Revisions, complete either of the following fields and click OK:

- Tree Name
- Knowledge Code 1

Depending on how you have set the Use Knowledge Base Tree for Selecting Knowledge Base Codes option in your system constants, either the Tree Name field or the Knowledge Code field is enabled.

5. Click OK.
6. Click Cancel.
7. On Work with Call/Order Knowledge Base, to review pareto analysis results of resolutions or analyses attached to the symptom, choose Pareto Analysis from the Row menu.

Only resolutions or analyses that are chosen from the knowledge tree structure and attached to a symptom appear in pareto analysis results.

% Hits	Description	Code 1	Code 2	Code 3	Code 4	Code 5
<input checked="" type="radio"/>	33.33 Routing to incorrect extension	SOFT	ACD	ROUTE	EXT	
<input type="radio"/>	33.33 Reprogram routing	SOFT	ACD	ROUTE	ROUTING	
<input type="radio"/>	33.33 Program new extensions	SOFT	ACD	ROUTE	EXTENSION	

Total Hits: 3

8. On Knowledge Base Pareto Analysis, choose one of the following options and click Find:

- Display Analysis
- Display Resolution

These options define whether the system displays an analysis attached to a symptom or a resolution attached to a symptom or an analysis.

9. Click Close.
10. On Work with Call/Order Knowledge Base, to detach a resolution that is attached to a symptom, highlight the resolution and choose Detach from the Row menu.

You can also detach an analysis that is attached to a symptom or detach a resolution that is attached to an analysis. You cannot detach a symptom or an analysis that has any other knowledge types attached to it.

See Also

- ❑ *Searching for Customer Issues and Solutions* for information about adding symptoms to a call

Setup

System Setup

Before you can use any of the maintenance features in Equipment/Plant Management, you must define certain information to customize the system for your specific business needs. This information consists of the following:

Equipment information	You set up equipment information to establish system basics, such as the following: <ul style="list-style-type: none">• Equipment and Fixed Asset constants• Next Numbers• Automatic accounting instructions (AAIs) that define the link between Equipment/Plant Management and General Accounting systems
User defined codes	You set up user defined codes to enter information to customize your system to your specific business needs. You can customize a wide variety of information using user defined codes.
Supplemental data	You set up supplemental data to define the types of detailed information that you want to track for equipment and work orders. Supplemental data is entirely user defined and you determine the data that you want to track based on your business needs.
PM information	You set up PM information to do the following: <ul style="list-style-type: none">• Define standard maintenance procedures• Create maintenance schedules• Define rules that govern when maintenance is performed
Work order information	You set up work order information to provide the system with the information needed to process work orders according to your business needs. For example, you must do the following: <ul style="list-style-type: none">• Identify the managers and supervisors who are responsible for maintenance tasks• Determine the steps through which a work order must pass
Maintenance planning information	You set up maintenance planning information to do the following: <ul style="list-style-type: none">• Determine basic planning constants for each branch, such as the type of inventory commitment and the length of the work day• Define the rules by which the system indicates a need for parts and labor resources

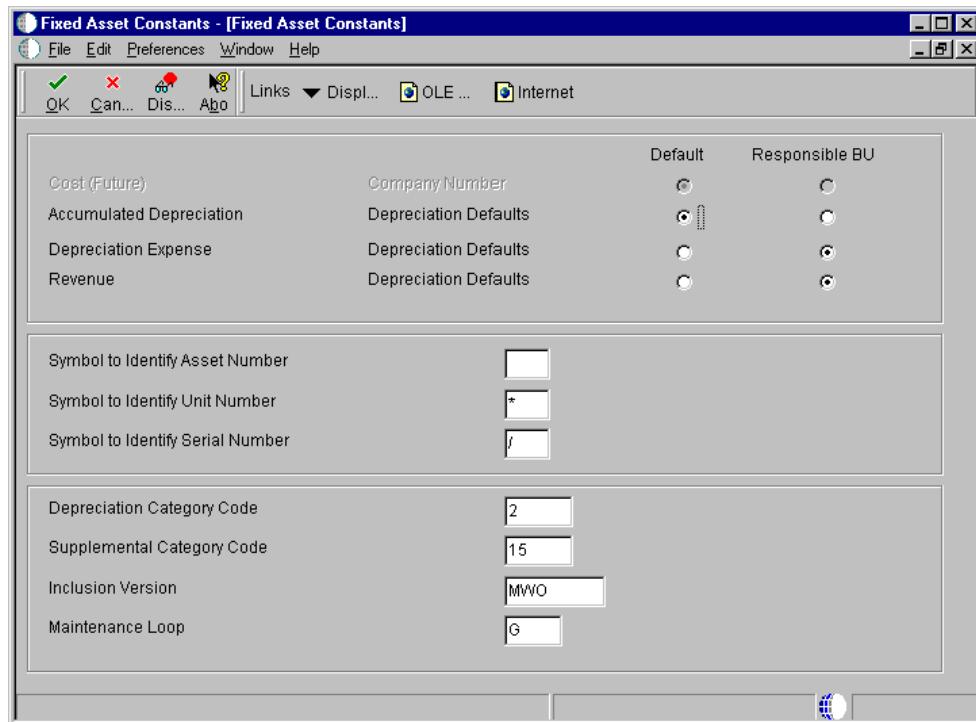
Setting Up Equipment

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.

► 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.

Setting Up CSMS Constants

CSMS constants define the default information for the entire system. Constants control the types of information that you track and the rules that the system uses to perform certain calculations.

► To set up CSMS constants

From the Customer Service Setup menu (G1740), choose Customer Service Constants.

The screenshot displays the 'SMM System Constants Revisions' window within a PeopleSoft application. At the top, there are tabs for 'OK', 'Cancel', 'Tools', and a red 'X' button. Below the tabs, a 'Select Tab' dropdown is set to 'General'. The main area contains several sections: 'Defaults' (Customer Number for Base Warranties, Parent/Child Structure Type, Day Type Code for Holidays), 'Constants' (checkboxes for SMM Installed, Validate Product Family/Model Combination, Check for Previous Maintenance Requests and Work Orders on Customers, Check for Previous Maintenance Requests and Work Orders on Piece of Equipment, Use Failure Analysis Tree for Selecting Failure Analysis Codes, Use Workflow for Approving Failure Analysis for Re-Use, Use Graphical Parts Book), and 'Entitled By' (radio buttons for Customer and Site, with Customer selected). The interface includes standard PeopleSoft navigation elements like 'Portal', 'WWW', 'Intranet', 'Training', and 'Sign Out' at the top right.

1. On the General tab of CSMS System Constants Revisions, enter the customer address book number in the following field for customer-specific base warranties:
 - Customer Number for Base Warranties

If you leave this field blank, base warranties are created using the Sold to Address Book Number on the sales order or the owner address book number on the Installed Base record as the customer number.

If you enter an address book number in this field, the base warranties that are created using the Installed Base Update program and the Installed Base Revisions are created with this address book number as the customer number.

2. To specify the type of organizational structure to use in the address book when searching for parent/child contracts, complete the following field:
 - Parent/Child Structure Type
3. To specify the code that is used in the Work Day Calendar to indicate holidays, complete the following field:
 - Day Type Code for Holidays

The system uses this information during the entitlement checking process.
4. To enable CSMS, click the following option:
 - CSMS Installed
5. To validate combinations of product models and families, click the following option:
 - Validate Product Family/Model Combination

When you turn on this option, the system allows users to enter only the combinations that have been set up in the Product Family/Model Master table (F1790).
6. To use the customer number to automatically check for previous calls or service orders when you are entering a call or service order, click the following option:
 - Check for Previous Calls and Service Orders on Customers
7. To use the equipment number, inventory item number, or product model to automatically check for previous calls or service orders when you are entering a call or service order, click the following option:
 - Check for Previous Calls and Service Orders on Piece of Equipment
8. To require users to choose knowledge base codes from the knowledge tree, click the following option:
 - Use Knowledge Base Tree for Selecting Knowledge Base Codes

If you do not turn on this option, the system allows you to choose symptoms, analyses, and resolutions from the Knowledge Base Codes Search & Select program (P17761S).
9. To use workflow to approve a knowledge base for reuse, click the following option:
 - Use Workflow for Approving Knowledge Base for Re-Use
10. To integrate with the graphical parts book, click the following option:
 - Use Graphical Parts Book

If you are using Enterprise Asset Management (EAM), this constant controls the interface between the Manufacturing Work Order Parts List program (P3111) and Intelligent Graphic Solution (IGS). IGS is a graphical tool that can illustrate equipment, buildings, and inventory item assemblies. This integration allows you to link between EAM and IGS to locate parts and documentation for work orders.

11. To choose whether to perform system-wide entitlement checking for service orders and calls by using the customer (owner) or site number (location), click the appropriate option:

- Customer
- Site

12. Click OK.

See Also

- *Setting Up Call Management Constants*
- *Setting Up Service Order Constants*
- *Setting Up Contracts Constants*
- *Setting Up Installed Base Constants*

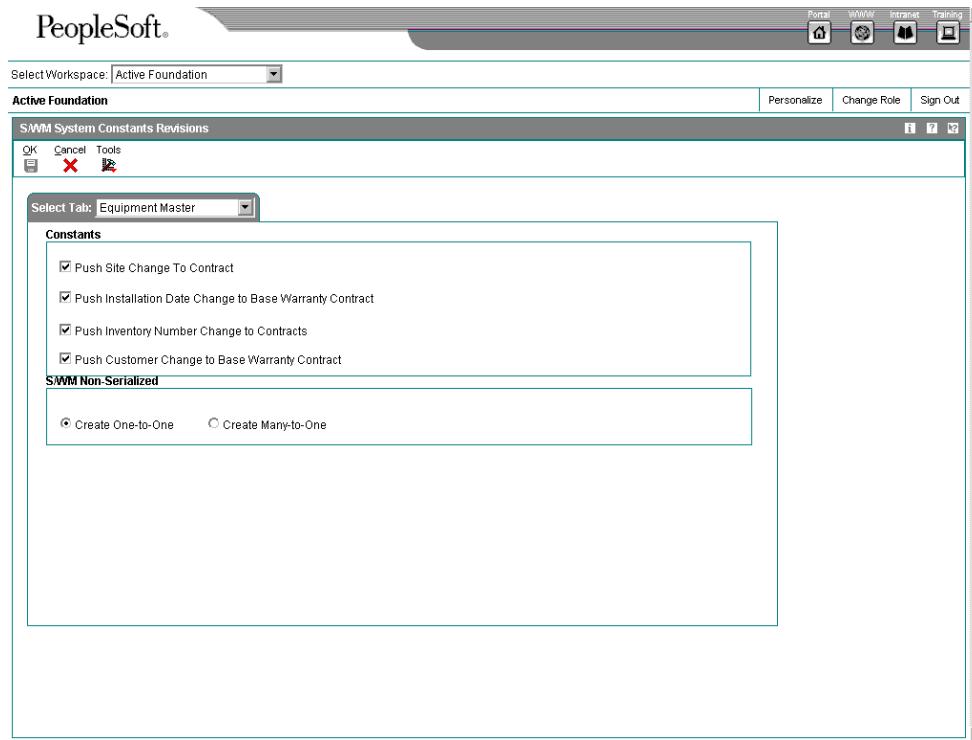
Setting Up Installed Base Constants

To define default information for the entire system, you set up system constants. Constants control the types of information that you track and the rules that the system uses to perform certain calculations. You can also define whether the system uses the asset, unit, or serial number as the default primary number that displays for the Installed Base item. The information that you enter for the primary number overrides the primary number information stored in the company constants.

► To set up Installed Base constants

From the Customer Service Setup menu (G1740), choose Customer Service Constants.

1. On CSMS System Constants Revisions, click the Installed Base tab.



2. Complete two of the following fields:
 - Symbol to Identify Asset Number
 - Symbol to Identify Unit Number
 - Symbol to Identify Serial Number

One of the above three fields must be left blank. The blank designates the primary number that is used in Installed Base. J.D. Edwards strongly recommends that symbols be used as valid values instead of letters. J.D. Edwards also recommends that these primary number settings be in synch with the Fixed Asset constants.
3. To update the site number on all contracts related to installed base record installation site changes, click the following option:
 - Push Site Change To Contract

If site number has changed, that change is applied to all contracts for the item.
4. To update the start and end dates on base warranty contracts only related to installed base record installation date changes, click the following option:
 - Push Installation Date Change to Base Warranty Contract

Date changes do not apply to billable contracts.
5. To update the inventory number on all contracts related to installed base record installation inventory number changes, click the following option:

- Push Inventory Number Change to Contracts
6. To create installed base record for non-serialized items when you run the Installed Base Update - Unified program (R17024), click one of the following options:
- Create One-to-One

When you click this option, the system creates a serialized number in the user defined code table (40/SN) for each unit of one in the Basic Serial Numbers table (F4220) and creates an installed base record for the single item.
 - Create Many-to-One

When you click this option, the system creates a single installed base record for the item, regardless of the quantity.

Note

This option works in conjunction with the Serial Number Required Flag in the Item Branch/Plant program. For non-serialized items that you want to track in CSMS, the Serial Number Required field on the Item Branch/Plant Info. form must be set to 6 in order for you to create installed based records for non-serialized items.

7. Click OK.

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.

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.

PM AAIs

PM AAIs consist of the following:

- AT00 - Identifies the statistical account for units, such as hours
- FMA - Identifies the statistical account for units, such as fuel
- FMB - Identifies the statistical account for units, such as miles

- FMC - Identifies the statistical account for the original meter reading that corresponds to the FMA statistical account
- FMD - Identifies the statistical account for the original meter reading that corresponds to the FMB statistical account
- FME - Identifies the statistical account for the original meter reading that corresponds to the AT00 statistical account

Work Order AAI

You must set up the following work order AAI:

- FP - Identifies the account that the system charges when you create a purchase order for parts on the work order parts list

See Also

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

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.

FA Range

The system uses the FA range to identify which asset cost accounts allow the system to create necessary asset master records when you run a post to fixed assets. If you post a transaction with a cost account in the FA range for an asset, and you do not identify an asset

with the transaction, the fixed asset post program automatically creates a master record for the unidentified asset.

The system creates master records using the default information specified for accounts and depreciation. The description of the asset is derived from the following sources:

- Line 1 - Explanation 1 from the Account Ledger table (F0911)
 - Line 2 - Explanation 2 from the Account Ledger table (F0911)
 - Line 3 - Account Description from the Account Master table (F0901)
-

Caution

If you set up the FA range and you enter a general ledger transaction without a value in the Asset Number field, the system automatically creates a new master record. If you have two transactions that are related to the same asset, the system creates two new assets.

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

- Define up to 49 FA ranges, starting with FA01-FA02 and ending with FA97-FA98 for each company.
 - Define only asset cost accounts for this AAI range.
 - Set up Depreciation Rules for the asset cost account. The system uses the default values on the Depreciation Information form to create asset master records.
 - Set up company-specific FA ranges or use the default company 00000 to set up the FA range for all your companies at one time. If you set up a company-specific FA range for one company, you must set up the FA ranges (starting with FA01-FA02) for all companies.
-

Caution

J.D. Edwards recommends that you do not set up the FA ranges until you have finished converting to the Fixed Assets system.

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.

FMA, FMB, and AT00 AAIs

The system uses these AAIs to determine the statistical accounts to use when equipment accumulates units, such as miles, hours, and fuel. The system uses statistical units to track equipment use. Programs that use these AAIs include:

- Meter Readings
- PM Schedule
- Update PM Schedule
- PM History and Completion
- Equipment Cost Analysis

When you set up FMA, FMB, and AT00 AAIs, you can set them up to be company-specific. In addition, you must apply the following rules:

- Include a business unit and object account for each AAI
- Do not include a subsidiary account

Note

If you perform preventive maintenance based on equipment use measured by billed hours, you can use the same accounts for these AAIs as you use for billing accounts. AAIs applicable to equipment billing include:

- FTC
- FTC1 - FTC0
- FTxx

See Also

- [Setting Up AAIs for Equipment Billing in the Equipment Billing Guide](#)
- [About AAIs in the General Accounting Guide](#) for more information on AAIs

FMC, FMD, and FME AAIs

The system uses these AAIs to define the statistical account that records the original meter reading determined by the Meter Readings program. Each of these AAIs corresponds to a statistical account as follows:

- FMC corresponds to the FMA account
- FMD corresponds to the FMB account
- FME corresponds to the AT00 account

When you set up FMC, FMD, and FME AAIs, you can set them up to be company-specific. Additionally, you must apply the following rules:

- Include a business unit and object account for each AAI
- Do not include a subsidiary account

FP AAI

You must set up the following AAI for work orders. The system uses the FP AAI to determine which account to charge when you create a purchase order from the work order parts list.

You can set up the FP AAI to be company-specific. Additionally, you must apply the following rules:

- Include an object account for each AAI.
- Optionally include a business unit or subsidiary account. If you do not include a business unit or subsidiary account, the system uses the Charge to Business Unit and Repair Code from the work order for which you are purchasing parts.

You also must verify that line types have been set up.

See Also

- *Inventory Concepts and Setup* for more information about setting up line types

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.

Before You Begin

- Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

See Also

- *Working with AAIs* in the *General Accounting Guide* for information about translating AAIs

► To review and revise a single AAI

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.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

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 No.

AAIs for the Accounts Payable system have sequence numbers that start with 4. Those for the Accounts Receivable system have sequence numbers that start with 3. Those for the General Accounting system begin with 1. You can use a field in the QBE row to advance to account ranges that are associated with this sequence number.

2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the fields, 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 Required, Optional, and Not Used options.

► To review and revise one or more AAIs

To display information for one or more AAI items at a time, use the Set Up Multiple AAI Items form.

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose an item, and then choose Multiple AAI's from the Row menu.

Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2
4.015	PB	00000	1	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00001		1 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00050		50 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00070		70 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00075		75 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00077		77 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00080		80 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable
4.015	PB	00150		150 R	1110	R	FIB	O	Bank Account: Co 150	For Accounts Payable
4.015	PB	00152		R	1110	R	FIB	O	Bank Account: Co 152	for Accounts Payable
4.015	PB	00200		200 R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable

2. On Set Up Multiple AAI Items, type * to view all, or a single number to view only one item number in the following field in the header area of the form:
 - Item Number
3. Type an initial letter followed by * in the Item No. field in the QBE row, and click Find.
4. On Set Up Multiple AAI Items, review the fields, changing the following fields as needed; and click OK:

- Seq. No.
- Business Unit
- Obj Acct
- Sub
- Description Line 1
- Description Line 2
- 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 do 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 do not change the following fields:

- BU Op
- Obj Op
- Sub Op

► To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Subsidiary and Description fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If the business unit is not entered in the AAI, the business unit of the voucher or invoice is used in conjunction with the object and subsidiary entered for the AAI.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, do one of the following:
 - To access Set Up Single AAI Item, click Add.
 - To access Set Up Multiple AAI Items, choose an item, and then choose Multiple AAIs from the Row Menu.

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.
2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields, and then click OK:
 - Item Number
 - Co
 - Business Unit
 - Obj Acct
 - Sub
 - Description Line 1

► **To copy an AAI**

When you copy an existing AAI, the system keeps the existing AAI and adds the new one. This procedure is an efficient method of setting up a new AAI.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

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

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. Choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

- Item Number
- Company
- System
- Sequence No.
- Business Unit
- Object Account

- Subsidiary
- Description Line 1

Processing Options for Automatic Accounting Instructions (P0012)

Sequence No.

Enter the desired value and press OK to continue.

Enter the Starting Sequence Number

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: <ul style="list-style-type: none"> • 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.

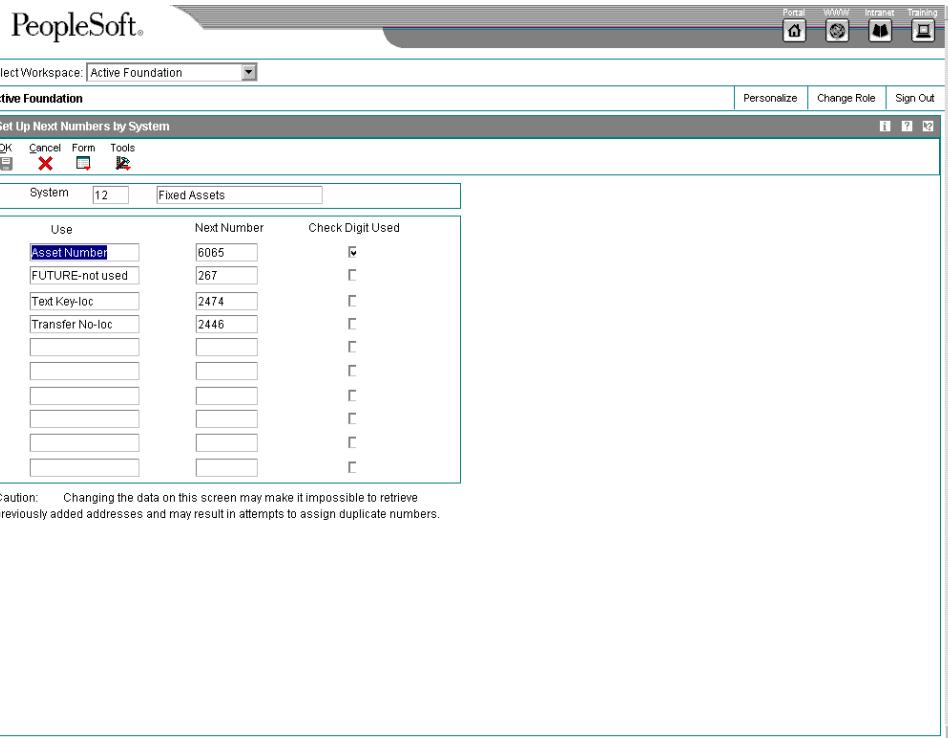
See Also

- *Setting Up System Next Numbers* for more information and specific tasks for Next Numbers

► To set up equipment next numbers

From the Plant & Equipment Management Setup menu (G1341), choose Next Numbers.

1. On Work With Next Numbers, type 12 in the following field and click Find to locate next numbers for Equipment/Plant Management:
 - System
2. Choose a record and click Select.



3. On Set Up Next Numbers by System, complete the Next Number and Check Digit Used fields for each number that you need to set up.

Do not delete next number values. Deleting a next number value might prevent the system from assigning an automatic next number or cause other unpredictable results.

4. 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

PeopleSoft

Ledger Type Description	Depr Meth	Depreciation Method Description	Life Mos	Depr Info	Meth Comp	Meth %	Meth 9 Sch No
AA General Ledger	01	Straight Line Depreciation	84	I			
D2 State - 150% Decline Bal	04	150% Declining Bal w/Cross Ovr	84	I			
D3 Earn. & Profit-MACRS	12	MACRS Standard Depreciation	120 Y	C			
D4 Alter. Minimum-200%	05	200% Declining Bal w/Cross Ovr	120 Y	I			
D5 MACRS Alternative	13	MACRS Alternative Depreciation	120 Y	R			

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.

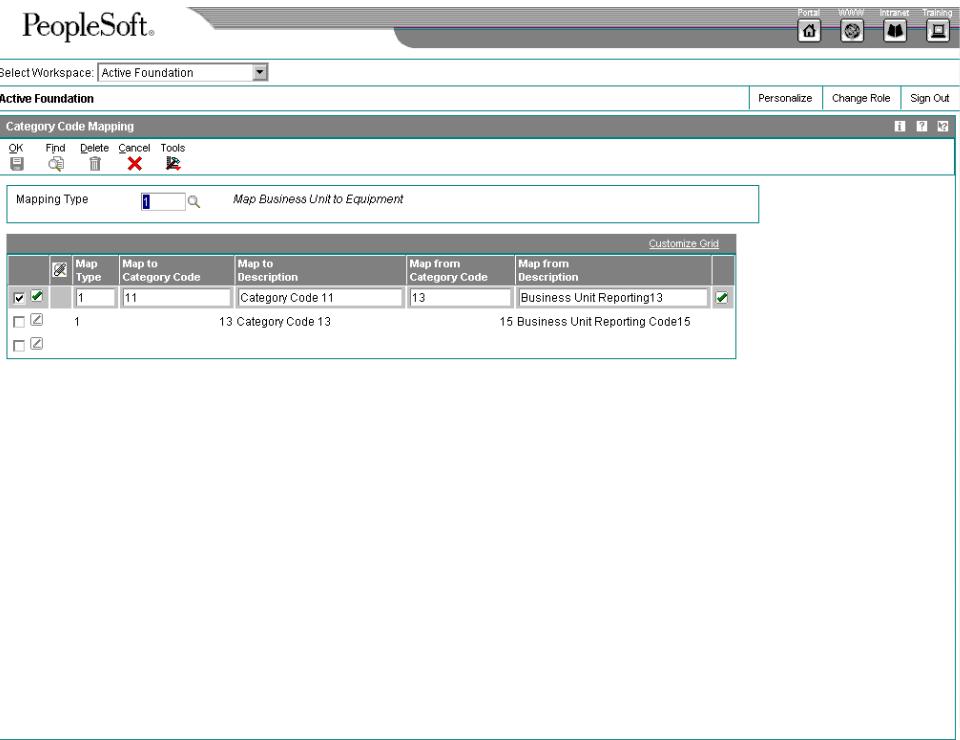
The system uses the responsible business unit that you enter on the Asset Master record to determine from which business unit to assign default category codes. If you change the responsible business unit for an asset, the system uses the default category codes based on the new business unit.

► 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 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: <ul style="list-style-type: none">• 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.

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

Preventive Maintenance Service Type Codes (12/ST)

Use these codes to identify the different types of maintenance tasks that you assign to the preventive maintenance schedules for each piece of equipment, such as LUBE for equipment lubrication, INSPECT for safety inspection, and so on.

Preventive Maintenance Status Codes (12/MS)

Use these codes to identify the status of a maintenance task at a specific time. For example, you might set up a code to indicate that a maintenance task is waiting for parts and another code to indicate that the work is in progress.

Equipment/Plant Mgmt includes the following predefined status code values, which have special meaning to the system:

- 01: Maintenance schedule defined
- 98: Maintenance canceled
- 99: Maintenance complete

You can create any other status codes that you need.

Preventive Maintenance Category Codes 01 (13/P1, 13/P2)

Use these codes to categorize preventive maintenance schedules. For example, set up codes to divide preventive maintenance schedules into groups, such as critical and noncritical.

Work Order Databases (00/WD)

Work order databases group supplemental data types for work orders, such as E for engineering change orders.

See *Setting Up Supplemental Data Types* for more information.

Type Codes (00/TY)

Use these codes to group work orders by type, such as emergency work order or preventive maintenance work order. The system displays this classification code field on Enter Work Orders and Backlog Management.

The Work Order Processing system includes predefined type code values. If these type codes do not meet your needs, you can modify them or you can create new ones.

Work Order Priority Codes (00/PR)

Use these codes to group work orders by priority, such as urgent or low. The system displays this classification code field on Enter Work Orders and Backlog Management.

Priority codes classify work orders by priority, such as H for high priority and 1 for emergency priority. These codes are for reference only and do not affect the scheduling or planning of work.

Work Order Status Codes (00/SS)

Use these codes to group work orders by current condition. You can update the status code for a work order as work progresses. The system displays this classification code field on a variety of forms related to the life cycle of a work order, such as Work With Work Orders and Work Order Details.

Status codes classify work orders by current status in the work order life cycle, such as A for approved and AP for approval pending. You can update the status code for a work order as work progresses.

Work Order Category Code 01 (00/W1)

Category code 01 is a special four-character user defined code that appears on all work order forms and reports. You can use category code 01 for the work order phase or matter codes. Use phase or matter codes to do the following:

- Group families of work orders into phases or subcategories for project management and cost account purposes
- Group families of work orders on invoices by special matter or explanation code

If you do not want to use category code 01 for phase and matter codes, you can modify the predefined codes or create new ones.

Phase or matter codes indicate the implementation phase of the work order, such as 2 for project phase 2. You can use phase codes to group work orders for project management and cost accounting purposes.

Work Order Document Types (00/DT)

Use these codes to differentiate between different types of work order transactions in the general ledger. For example, you can create document types for preventive maintenance work orders, corrective maintenance work orders, and so on.

Additional Work Order Category Codes (00/W2 - W0)

Use category codes 02-10 to customize and further define your work orders. Category codes 02-10 have no predefined values; they can represent any category or description by which you want to group work orders. For example, you can set up one category code to represent types of problems encountered in the work order process, such as improper installation or design flaws. Another code might represent locations where work is taking place.

The system displays the first ten category codes on Backlog Management. You can set up these codes to help you limit your search for work orders on Backlog Management.

For example, you can set up category code 2 as a work order failure code to indicate reasons for equipment failure. You could then set up codes to indicate equipment failure due to the following:

- Operator error
- Design flaw
- Lubrication or cooling problem

Work Order Detail Specs. Codes (00/RT)

Use work order detail specifications codes to organize the descriptive information that you enter and track for your work orders. Work order detail specs codes organize the descriptive information that you enter for your work orders, such as S for safety provisions and E for

equipment downtime. For example, you might set up work order detail specifications to include the following types of information:

- Tool and equipment instructions
- Safety provisions
- Equipment downtime

See *Entering Record Type Descriptions* for information about assigning record types to work orders.

Summary Document Types (48/DC)

Use these codes to define the document types that the system displays on Cost by Work Order. For example, you can set up codes for the following document types:

- Inventory issues
- Work order inventory issues
- Accounts payable entries
- Time entries

Inventory Document Type (48/ID)

Use these codes to define the inventory document types for the work order that the system displays on the Estimate to Actual Variance form. For example, you can set up codes for the following types of issues:

- Inventory issues
- Work order inventory issues

Bill Type (40/TB)

Use these codes to define the types of parts lists that you can assign to a work order, such as preventive maintenance parts lists, corrective maintenance parts lists, and so on.

Routing Type (40/TR)

Use these codes to define the types of labor routing instructions you can assign to a work order, such as preventive maintenance instructions, corrective maintenance instructions, and so on.

UDCs for Installed Base Management

You can access most of the following UDCs from the Installed Base User Defined Codes menu (G17411).

12/C1 Major Accounting Class

12/C2 Major Equipment Class

12/C3 through 12/C0 Equipment Category Codes 3 through 10

12/F1 through 12/F0 Category Codes F/A 11 through 20

- 12/21 through** Category Codes F/A 21 through 23
12/23
- 17/B1 through** Installed Base Category Codes 1 through 10
17/B0
- 17/PA** Product Family codes. Use to categorize and group Installed Base records based on the type of product (for example, inkjet printers, laser printers, and dot matrix printers).
- 17/PM** Product Model codes. Use to categorize and group Installed Base records based on a specific model within a product family.

See Also

- User Defined Codes* in the *Enterprise Asset Management* documentation for more information about equipment category codes

UDCs for Service Order Management

You can access the following UDCs from the Service Order User Defined Codes menu (G17421):

- 17/SG** Service Group
- 17/WT** Time Entry Hour Type

UDCs for Knowledge Management

You can access the following UDCs from the Knowledge Management User Defined Codes menu (G17451).

- 48/K1 through 48/K5** Knowledge Management Codes CC 1 through 5

User Defined Codes for Work Order Resource Assignments

The following user defined codes are used by the applications in the work order resource assignments module:

- 48/LP** Load Profile Method. These user defined codes are used to indicate the load profile method for resources. The load profile method indicates how the work of an assignment is distributed.
- 48/PT** Period Type. These user defined codes are used to indicate the period type used for displaying the availability and assignments of the resources. You can set a default value in the processing options for the Resource Assignments application (P48331).
- 48/CT** Calendar Type. These user defined codes are used to indicate the selected calendar type, for example base calendar when defining working hours in the Resource Working Hours application

(P48307). You access these codes by clicking the Search button for the Type field.

- 48/RD** Resource Details. These user defined codes are used to indicate whether the resources' assignments or availability is displayed on the Work with Resource Assignments form (P48331). You can set a default value in the processing options for the Resource Assignments application.
- 48/01-** **48/20** Resource Attributes. These user defined codes can be used to define additional filter criteria for resources. For example, if the HR/Payroll system is not installed, these codes can be used to define criteria, such as job type or competency.
- 48/SD** Scheduling Day of the Week. These user defined codes are used in the Resource Working Hours application to specify the days for which working hours are defined.
- 48/WD** Starting Work Day. These user defined codes are used to indicate which day of the week is considered the starting workday. You can set a default value in the processing options for the Resource Assignments application.

Setting Up Product Family and Model Combinations

Product family and model combinations are user defined codes that allow you to categorize and manage your assets, as well as link to the Knowledge Base to track failures.

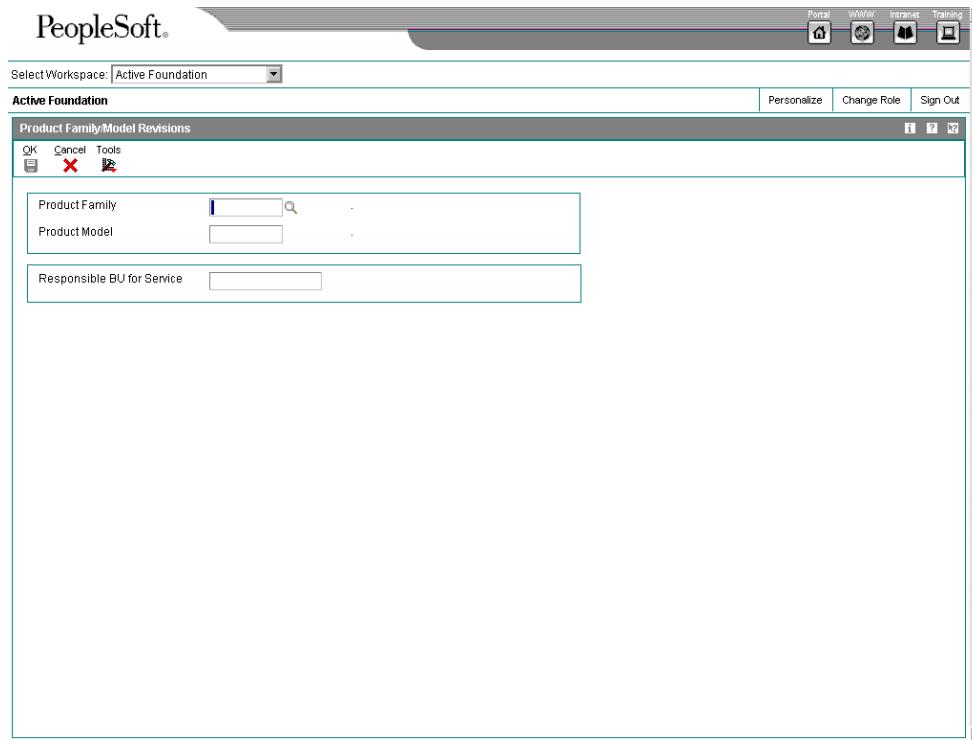
You can set up product family and model combinations to assign each product model to the appropriate product family. A family is a larger group, which can contain many models. A model is a more specific group, which only can belong to one family.

For EAM, an example of family and model combinations might be a Forklift family, with models of Gas Engine and Electric Engine. For CSMS, an example might be a Printer family, with models of Laser and Ink Jet.

► To set up product family and model combinations

From the Customer Service Setup menu (G1740), choose Product Family/Model Revisions.

1. On Work with Product Family/Model Revisions, click Add.



2. On Product Family/Model Revisions, to create a UDC for a product family, complete the following field:
 - Product Family
3. To create UDCs for product models within this family, complete the following field:
 - Product Model
4. To define the default responsible business unit for this product family and model combination, complete the following field and click OK:
 - Responsible BU for Service

The system uses the value from this field only if you have set up your CSMS constants to use the responsible business unit by product family and model.

5. Repeat steps 2 through 4 for each product family and model combination that you need.

Setting Up Customers and Service Providers

You can use the Address Book system to create a database of information about your customers and service providers, including their addresses and phone numbers. The system creates a table, the CSMS Address Book Information table (F1797), which is an extension of the Address Book Master table (F0101) and which stores the additional CSMS address book information.

For EAM, you must define CSMS information in business units and in the address book records of employees who create or revise service orders. The installed base record uses the business unit to represent the primary site and owner of the asset.

Setting Up Customer Records

You must create an address book record for a customer before you can use Customer Service Management to create contracts, enter calls, or enter service orders for them.

► To set up customer records

From the Customer Service Setup menu (G1740), choose Address Book Revisions.

1. On Work With Addresses, click Add.

The screenshot shows the PeopleSoft Address Book Revision window. At the top, there is a toolbar with buttons for OK, Cancel, Form, Tools, and a magnifying glass icon. Below the toolbar, a dropdown menu says "Select Workspace: Active Foundation". The main area has tabs for Address Book, Mailing, Additional, Related Address, Cat. Code 1 - 10, and Cat. Code 11 - 30. The Address Book tab is selected. The form contains the following data:

Address Number	3003
Alpha Name	CSC Corporation
Long Address Number	(empty)
Tax ID	(empty)
Search Type	C Customers
Business Unit	1 Financial/Distribution Company

2. On Address Book Revision, complete the steps to enter a customer record.
See *Working with Address Book Records* in the *Address Book* documentation.
3. Click the Additional tab, and then click the following option to indicate whether you accept receivables from this customer:
 - Receivables Y/N

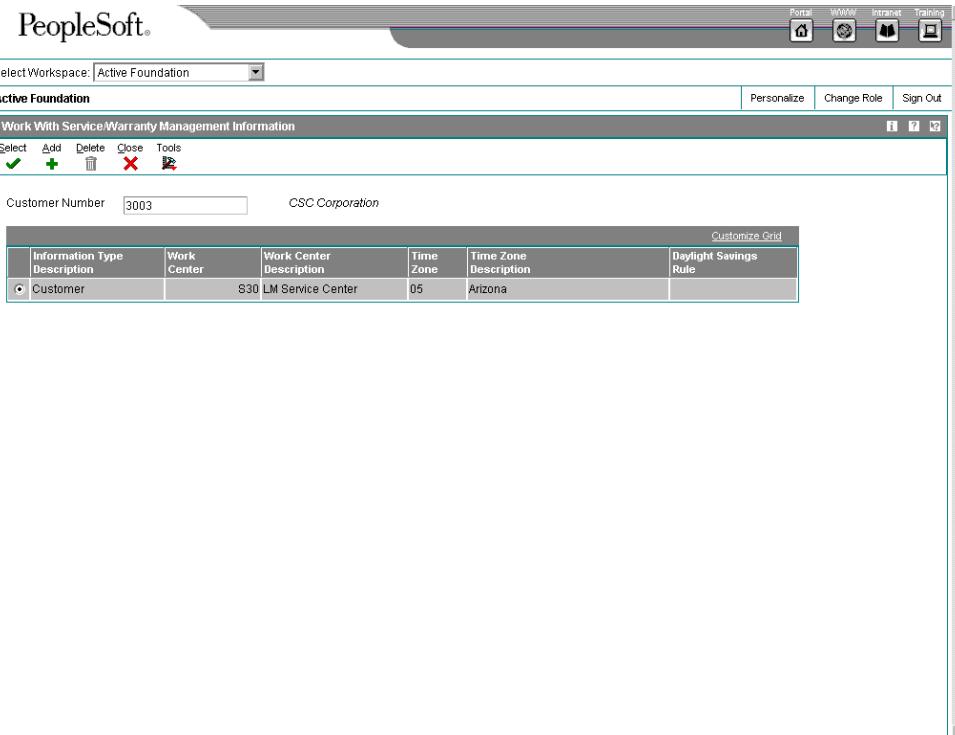
The screenshot shows the PeopleSoft Address Book Revision screen. At the top, there's a navigation bar with links for Portal, WWW, Intranet, Training, and other system icons. Below that is a workspace selector for 'Active Foundation'. The main window title is 'Address Book Revision'. The interface is divided into several sections:

- Address Number:** A field containing '3003'.
- Payables Y/N:** A checked checkbox.
- Receivables Y/N:** A checked checkbox.
- Employee Y/N:** An unchecked checkbox.
- AR/AP Netting (Y):** An unchecked checkbox.
- HRM Records Exist:** A checked checkbox.
- Add1 Ind Tax ID:** An input field.
- Tax Exempt Certificate:** An input field.
- Person/Corporation Code:** An input field.
- Credit Message:** An input field.
- Language:** An input field.
- Industry Classification:** An input field containing '5200'.
- Workflow:** A section with two input fields for 'E-mail Preference' and 'Shortcut Client Type'.

- To create contracts, enter calls, or enter service orders for your customer, you must also add Accounts Receivable information to the customer record. On Address Book Revision, choose A/R from the Form menu, complete the Customer Master Revision form, and click OK.

See *Creating Customer Records* in the *Accounts Receivable* documentation.

- On Address Book Revision, choose CSMS from the Form menu.



6. On Working With Customer Service Management Information, click Add.

Note

If you need to delete a customer, click Delete on the Working With Customer Service Management Information form. The system only deletes the CSMS information from the F1797 extension table and does not affect the F0101 master table.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Service/Warranty Management Information

Cancel Tools

Customer
Service Provider
Technician
Supplier

7. On Customer Service Management Information, click Customer.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Customer Information Revisions

OK Cancel Form Tools

Customer Number	3003	CSC Corporation
Adjustment Schedules		
Contracts	SCHCON	Schedule for Contracts
Work Orders	SCHSVO	Schedule for S&WM Serv. Ord.
Maintenance Requests	SCHCALL	Schedule for calls
Default Service Provider <input type="text"/>		
Default Dealer <input type="text"/>		
Geographic Region <input type="text"/>		
Work Order Service Type <input type="checkbox"/>		
Time Zone	05	Arizona
Daylight Savings Rule <input type="text"/>		
Standard Carrier <input type="text"/>		
Shipment Tracking <input type="text"/>		
Work Center	S30	LM Service Center
Responsible Business Unit <input type="text"/>		

8. On Customer Information Revisions, complete the following fields:

- Contracts

Enter the adjustment schedule that you want the Advanced Pricing system to use to price contracts.

- Service Orders

Enter the adjustment schedule that you want the Advanced Pricing system to use to price parts and labor to bill service orders.

- Calls

Enter the adjustment schedule that you want the Advanced Pricing system to use to price a call.

- Default Service Provider

The system retrieves this information when you enter a service order for this customer.

- Geographic Region

The system retrieves this information when you enter a call for this customer.

- Service Order Service Type

The system retrieves this information when you enter a service order for this customer.

- Time Zone

This required field contains the time zone of the customer. It is used to calculate commitment date and time for calls and service orders.

- Daylight Savings Rule

This field applies to the time zone of the customer.

- Work Center

The system uses the work center for entitlement checking and to retrieve the workday calendar. If you do not set up your work center, you must set up a workday calendar that is set for ALL.

The following fields are reserved for future use: Default Dealer, Standard Carrier, and Shipment Tracking.

9. After you complete the fields on Customer Information Revisions, click OK.

Setting Up Service Provider Records

Service providers enter calls and fulfill your service orders. By maintaining records on service providers, you can also track customer satisfaction regarding each service provider. For example, a service provider can be a consultant on a call, a technician on a service order, or an authorized dealer. Set up service providers in the address book.

► To set up service providers

From Customer Service Setup menu (G1740), choose Address Book Revisions.

1. On Work With Addresses, click Add.
2. On Address Book Revision, complete the steps to enter a customer record.

See *Working with Address Book Records* in the *Address Book Guide*.

3. Click the Additional tab and complete the following field to indicate whether the service provider receives payments from your company:
 - Payables Y/N/M
4. If the service provider is also a customer, you must complete the following field:
 - Receivables Y/N
5. From the Form menu, choose CSMS.
6. On Working With Customer Service Management Information, click Add.

Note

If you need to delete a service provider, click Delete on the Working With Customer Service Management Information form. The system only deletes the CSMS information from the F1797 extension table and does not affect the F0101 master table.

7. On Customer Service Management Information, click Service Provider.

The screenshot shows the 'Service Provider Revisions' window in PeopleSoft. At the top, there are buttons for OK, Cancel, Form, Tools, and a trash icon. The main area contains the following fields:

<input type="checkbox"/> Inactive	Provider Number: 3003	CSC Corporation
ACD Extension	[Text Box]	
Mail Box Designator	[Text Box]	
Pager/E-mail Address	[Text Box]	
Service Group	[Text Box]	
Work Center	[Text Box]	
Time Zone	[Text Box]	
Daylight Savings Rule	[Text Box]	

Below this is a tabbed section:

- Default Account Number (selected)
- Adjustment Schedule
- Payment/Pricing

Under the Default Account Number tab, there are fields for:

- Home Business Unit
- Object Account
- Subsidiary

8. On Service Provider Revisions, to view service providers as active or inactive for reporting purposes, click the following option:
 - Inactive
9. Complete the following fields:
 - ACD Extension

The ACD (Automatic Call Distribution) Extension field is an extension of the phone system for the provider. When a call is assigned to a service provider, the system retrieves this extension into the call.
 - Mail Box Designator

When a call is assigned to a service provider, the system places the call into this mailbox in the Message Center.
If you leave this field blank, the queue that is defined in the mailbox appears as the default value.
 - Pager/E-mail Address

If you enter a pager or e-mail address, the system notifies the service provider by page or e-mail when a call or service order is assigned to that service provider.
 - Work Center

The system uses the work center for entitlement checking and to retrieve the workday calendar. If you do not set up your work center, you must set up a workday calendar that is set for ALL.
 - Time Zone

This required field contains the time zone of the service provider, which is used to calculate commitment date and time for calls and service orders.
 - Daylight Savings Rule

This field applies to the time zone of the service provider.
10. On the Default Account Number tab, complete the following fields:
 - Home Business Unit
 - Object Account
 - Subsidiary

The system retrieves the G/L account number for time entry purposes when you enter time for a call.
11. On the Adjustment Schedules tab, complete the following field:
 - Claims

Enter the adjustment schedule that you want the Advanced Pricing system to use to price parts and labor for paying service providers.

12. On the Payment/Pricing tab, to indicate the pricing method to use to pay the service provider, click one of the following options:
 - Flat Rate
 - Time and Materials
 - None
13. To indicate that you are paying the service provider for parts used for a repair, click the following option:
 - Pay Service Provider for Parts
14. After you complete the fields on Service Provider Revisions, click OK.

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.

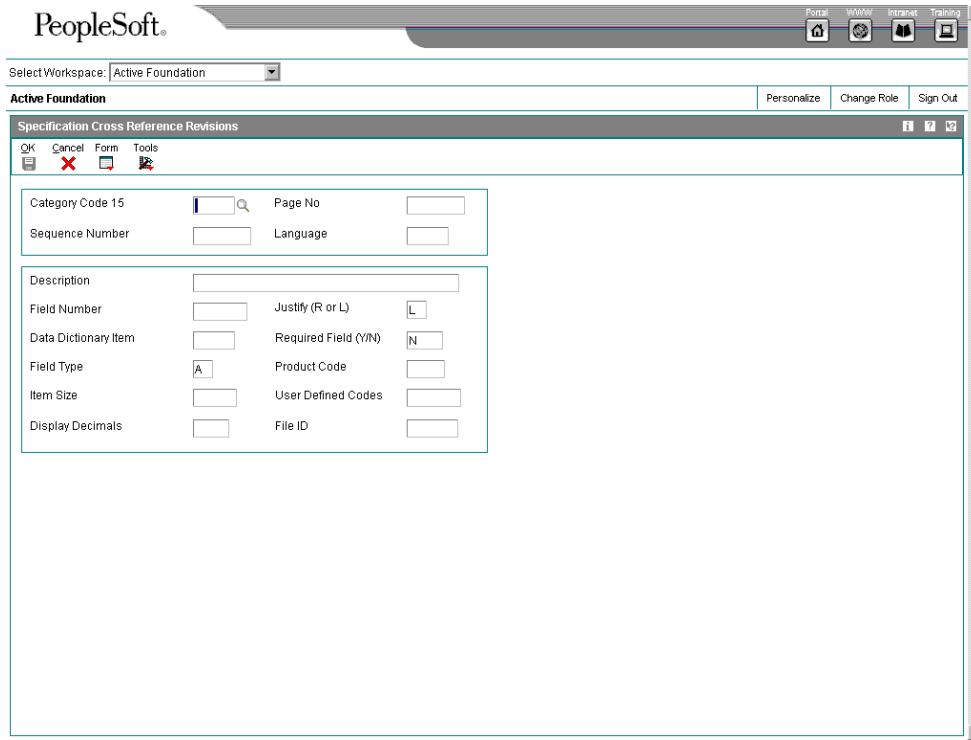
Before You Begin

- 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 Supplemental Data for Equipment

Supplemental data consists of categories of information that you define to meet your unique business requirements. For Equipment/Plant Management, you can use supplemental data to further define equipment or work orders in your system. After you set up supplemental data, you can use it to report on and track detailed information about equipment or work orders that is not included on the equipment master or work order master. For example, you might want to track supplemental data related to equipment maintenance, such as vibration readings and oil readings.

Typical types of supplemental information for equipment might include the following:

- Capacity
- Transportation notes
- Vibration readings
- Oil readings
- Specification sheets

The demonstration data that comes with Equipment/Plant Management Maintenance includes predefined supplemental databases for Asset Management and Work Orders. You can set up additional databases, but J.D. Edwards recommends that you do not alter the demonstration databases, particularly the key fields. The following information shows the name and supplemental database code for each database, as well as the key field for each:

Asset Management (AM)

The key field for the asset management supplemental database is Asset Number.

Work Order (WO)

The key field for the work order supplemental database is Document Number.

Note

If you use specification sheets, you must set up supplemental data type SP using the program format.

Setting Up Supplemental Data Types

Data types are user defined codes that you use to organize your supplemental data. Depending on your requirements, you can choose to set up a supplemental data type in any of the following formats::

Narrative format	Narrative format allows you to enter text. Consider using the narrative format for: <ul style="list-style-type: none">• Notes• Memos• Descriptions• Remarks
Code format	Code format requires you to enter information in specific fields on the form. Consider using the code format for: <ul style="list-style-type: none">• Dates• Amounts• Categories To standardize data entry and make reporting on supplemental data possible, you can associate the following columns in a code format data type with a user defined code table: <ul style="list-style-type: none">• Code Title• Remark 1• Remark 2 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, inclusive, to protect the table from being overwritten during the reinstall process.
	You can also add an attachment to enter text for data types in code format.
Program format	Program format allows you to access a program and version number from a supplemental data type. Instead of customizing menus, you can set up supplemental data types to access the forms that you use most often. You can access these forms from a single menu selection, which saves time and streamlines data entry tasks.
Message format	Message format allows you to directly exit to the form for entering narrative information about the data type code. This format is similar to narrative format.

The system stores supplemental code data in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Defining Supplemental Data Types in Narrative Format

Narrative format allows you to enter information in free-form text. Use the narrative format for entering the following types of information:

- Employee performance appraisals

- Applicant interview notes
- Job descriptions
- Legal descriptions
- General remarks

► 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.

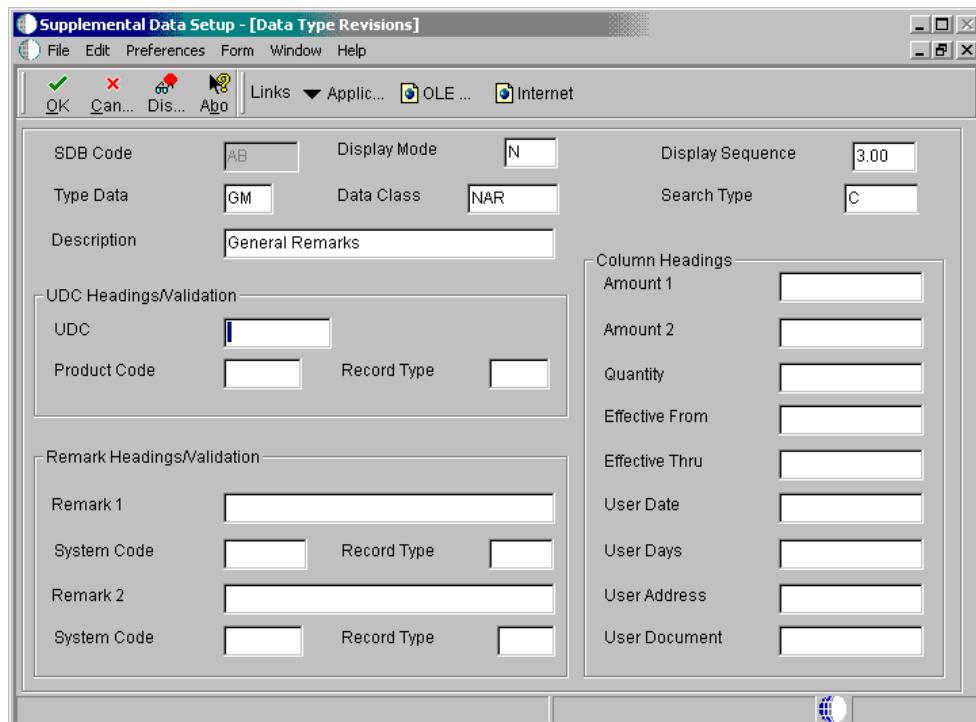
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

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*.

See Also

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

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.

► **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.

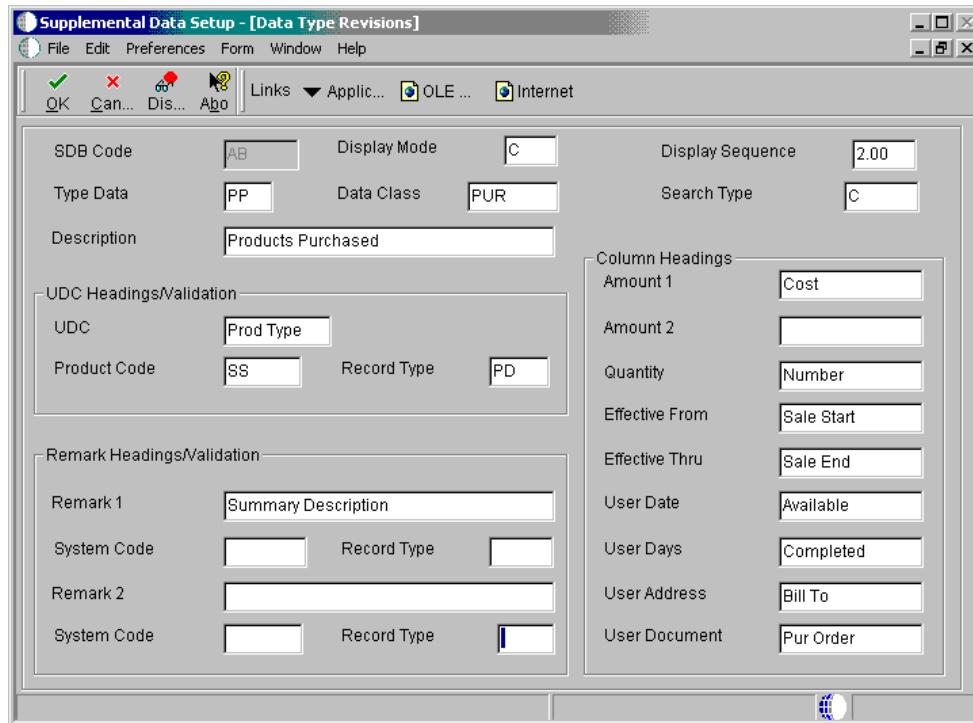
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

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.

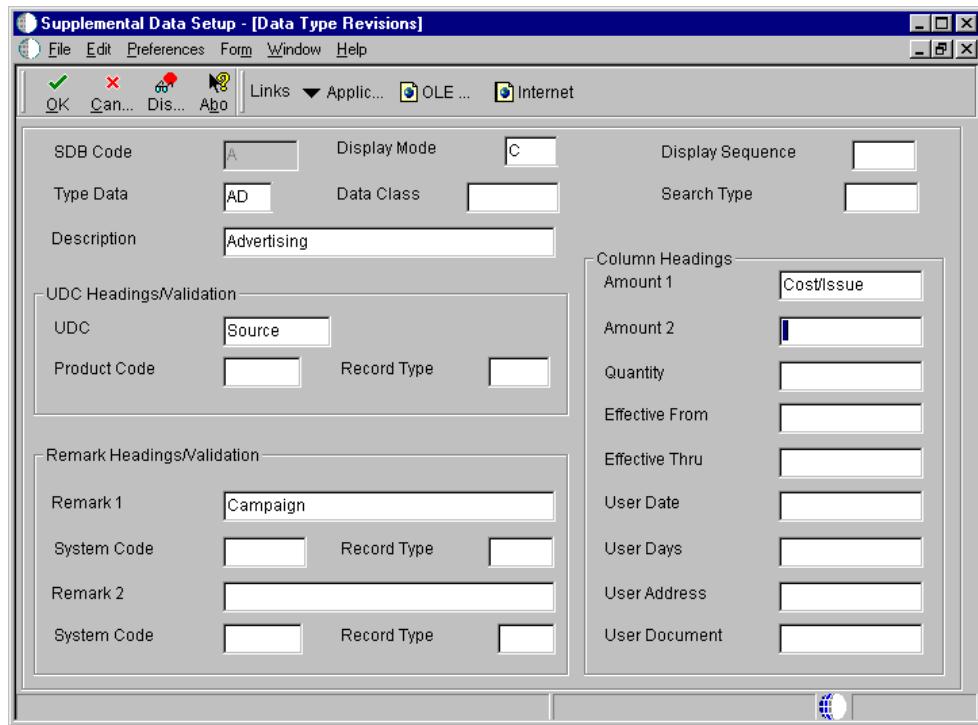


4. On Data Type Revisions, type C in the following field:
 - Display Mode
5. Complete the following fields:
 - Type Data
 - Description
6. Complete the following optional fields
 - Display Sequence
 - Data Class
 - Search Type
7. To customize the user defined codes column heading that appears on the 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.

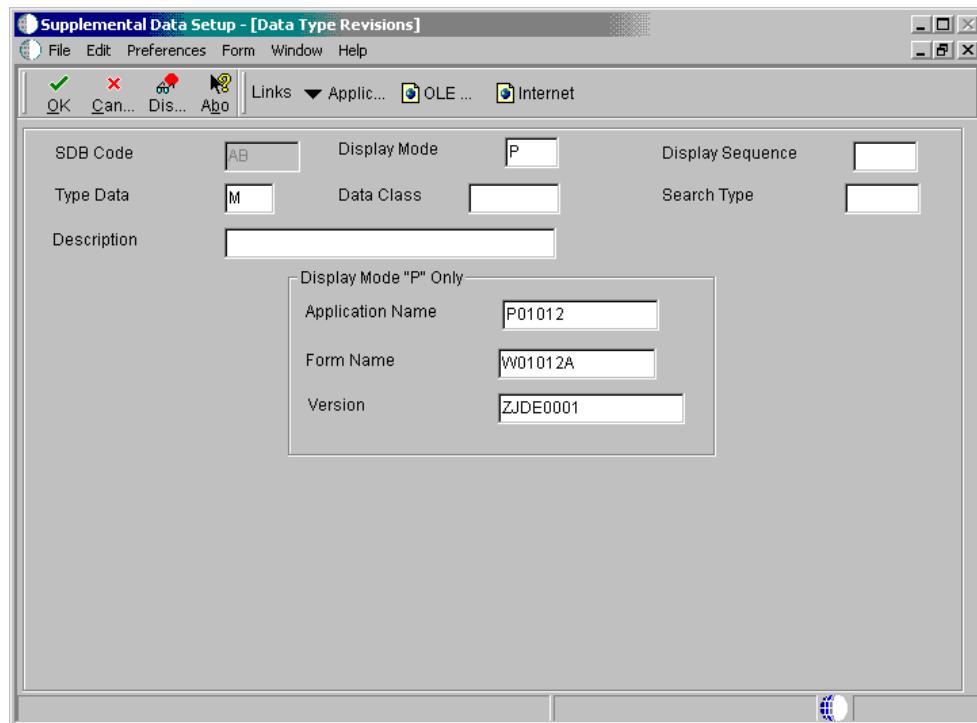
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

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 language overrides for supplemental data

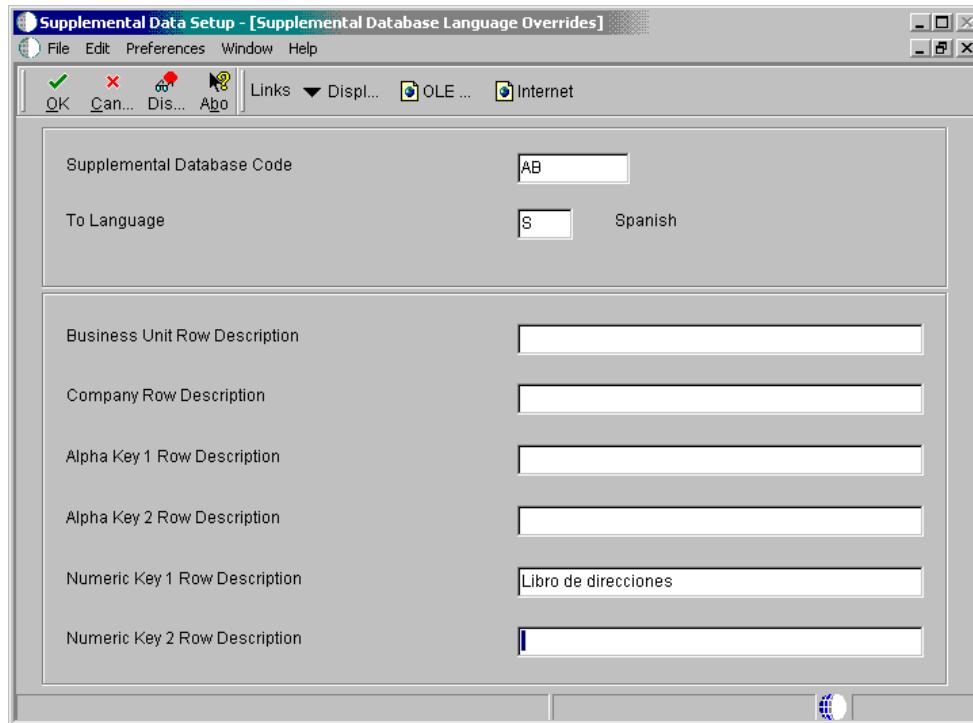
Depending on which system you are currently using, use one of the following navigations:

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

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

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

1. On Work With Supplemental Database Setup, from the Form menu, choose Work With Lang Pre (Work with Language Preferences).
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 any of the following optional fields:
 - 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
5. Click OK.

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.

See Also

- Setting Up Job Status Inquiry* for information on how this user defined code is used in the Job Status Inquiry program

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.

See Also

- ❑ *Setting Up Job Status Inquiry* for information on how this ledger type is used in the Job Status Inquiry program

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

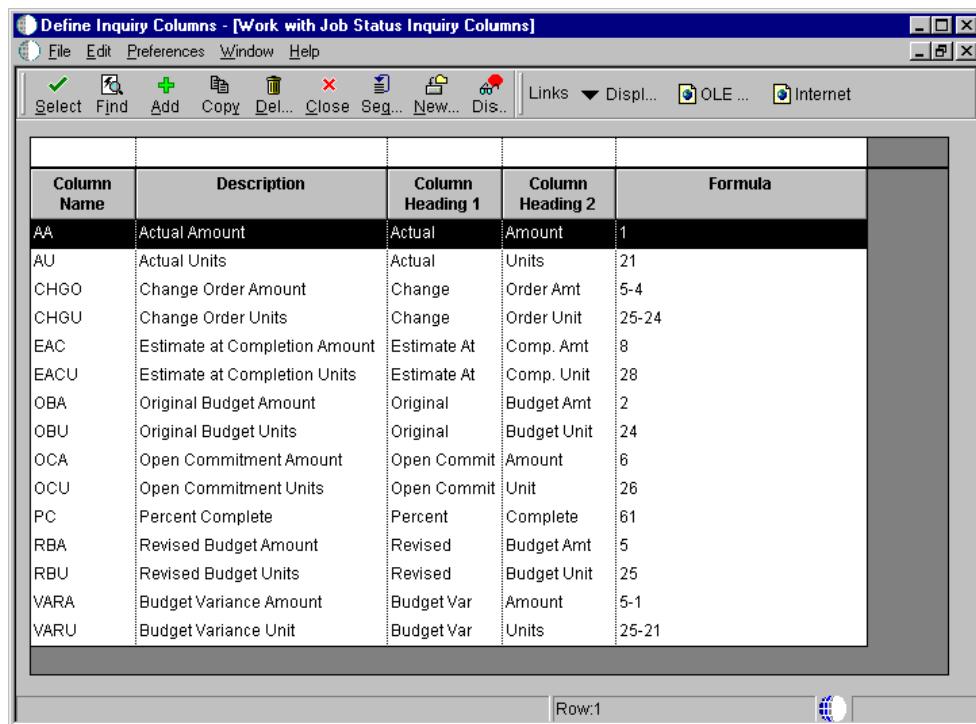
You do not need to define ledger types or formulas before you define inquiry columns.

See Also

- *Working with Ledger Types for Job Cost* for more information on ledger type (51/IL)
- *Understanding User Defined Codes for Job Cost* for more information on user defined code (51/FM)

► To define inquiry columns

From the Job Cost Setup menu (G5141), choose Define Inquiry Columns.



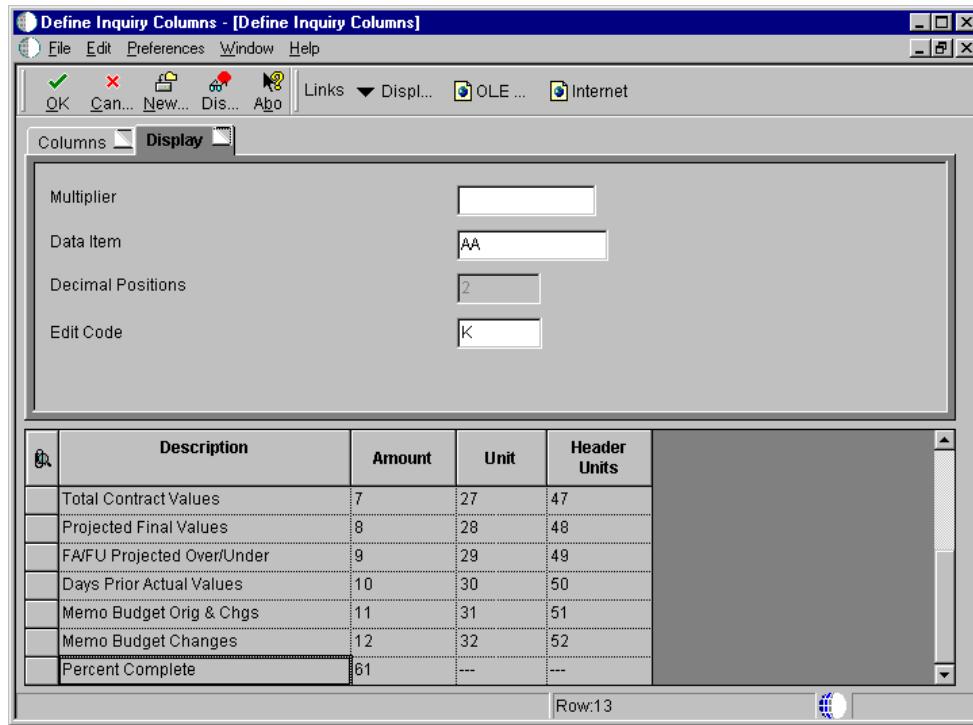
1. On Work with Job Status Inquiry Columns, click Find to review the existing user defined columns.
2. To define a new column, click Add.

PeopleSoft

Description	Amount	Unit	Header Units	
Actual Values	1	21	41	<input checked="" type="checkbox"/>
JAUU Original Budget Values	2	22	42	<input type="checkbox"/>
JAUU Revised Budget Values	3	23	43	<input type="checkbox"/>
51/RB 51/RU Original Budget	4	24	44	<input type="checkbox"/>
51/RB 51/RU Revised Budget	5	25	45	<input type="checkbox"/>
Open Commitment Values	6	26	46	<input type="checkbox"/>
Total Contract Values	7	27	47	<input type="checkbox"/>
Projected Final Values	8	28	48	<input type="checkbox"/>
FAIFU Projected Over/Under	9	29	49	<input type="checkbox"/>
Days Prior Actual Values	10	30	50	<input type="checkbox"/>

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.

Setting Up PM Schedule Information

Preventive maintenance (PM) schedules are the foundation of your preventive maintenance program. PM schedules determine the types of service and the frequency of each service type for each piece of equipment that you maintain. Before you can use the preventive maintenance features of Equipment/Plant Management, you must provide the system with the following PM schedule information:

Standard procedures	When you set up a PM schedule for a piece of equipment, you can assign standard procedures to the various maintenance tasks. The system uses standard procedures in the same way as user defined codes, with the exception that you can attach virtually unlimited text to a standard procedure.
Maintenance rules	Maintenance rules determine when the system schedules preventive maintenance tasks. In addition, maintenance rules can do the following: <ul style="list-style-type: none"> • Determine the status of scheduled tasks • Assign default values for the assigned work order • Assign default values for the business unit to be charged for the maintenance task • Determine when maintenance is due based on threshold percentages

Before You Begin

- Set up the following user defined codes:
 - Service types (12/ST)
 - Maintenance status (12/MS)
 - Work order type (00/TY)
 - Work order priority (00/PR)
 - Work order status (00/SS)

See Also

- *Understanding User Defined Codes*

Setting Up Standard Procedures

You can define standard procedures (sometimes referred to as standard instructions) that apply to your PM schedules and work orders. You can then add unlimited text to describe the procedures. For example, assume that you have set up a service type for a 500-hour equipment inspection. You can define a standard procedure for a 500-hour equipment inspection and add text that describes the steps that are required for the inspection.

After you set up standard procedures, you can attach them to the following programs:

- Equipment Work Order Entry (P48011)
- Equipment PM Schedule (P1207)
- Work Order Routing (P3112)

► To set up standard procedures

From the Maintenance Setup menu (G1345), choose Standard Procedures.

1. On Work With Generic Message/Rate Types, complete the following fields and click Find:

- Product Code

Type 48.

- User Defined Codes

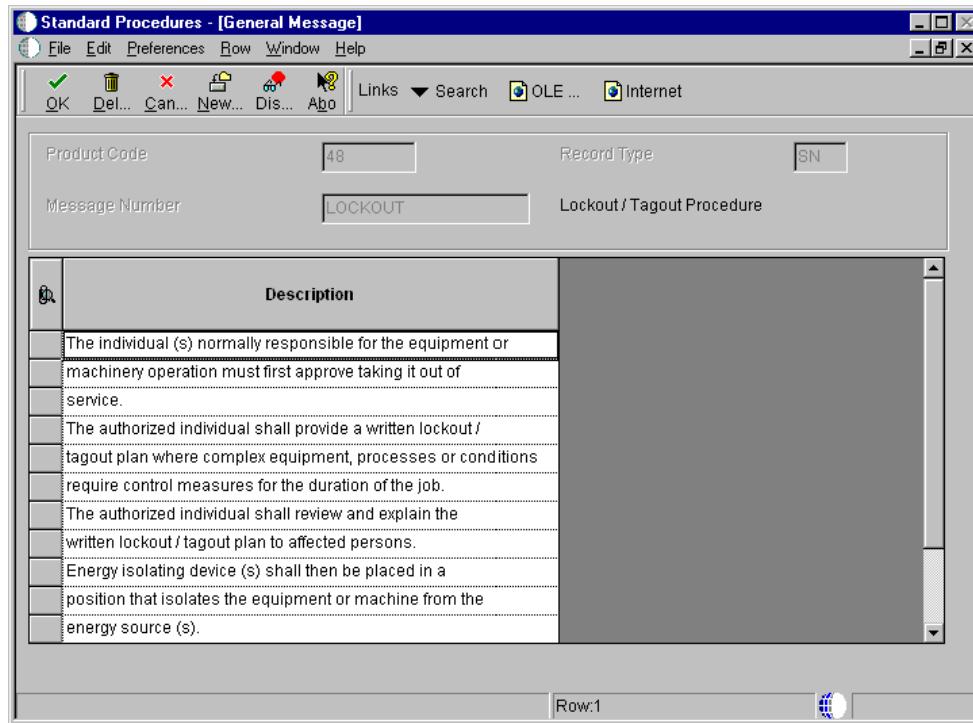
Type SN.

These fields might already contain default values.

2. Choose the record for Standard Descriptions, and click Select.

	Code	Description
	CHECKLIST	Maintenance Checklist
	LOCKOUT	Lockout / Tagout Procedure
	VEHICLE	General Work On Vehicle
	01-405	Overhaul Motor
	1000	1000 hour maintenance steps
	1001	General Assembly Procedure
	1002	Quality Control General Proc
	250	250 hour maintenance steps
	500	500 hour maintenance steps

3. On Enter Generic Message/Rates, in an empty row, complete the following fields for each procedure that you want to define, and click OK:
 - Code
 - Description
4. To add text for the procedure, on Enter Generic Message/Rates, choose its record and, from the Row menu, choose General Message.



5. On General Message, in an empty row, type text for the procedure, and click OK.

Processing Options for Generic Message/Rate Records (P00191)

Defaults

1. Enter the desired System Code.

System Code

2. Enter the desired Record Type.

Tax Authority 5

Record Type

Display

1. Enter a '1' to display Rate Text or a '2' to display Message Text.

Text Type

2. Enter a '1' for 60 column display or a '2' for 80 column display.

Text Column Display

Setting Up Maintenance Rules

To use the preventive maintenance features in Equipment/Plant Management, you must set up maintenance rules. Maintenance rules determine the maintenance status that the system assigns to a PM for a service type when the service type is due to be performed.

For example, assume you have defined a service type for equipment lubrication that has a 100-hour maintenance interval. Also assume that you have defined maintenance rules for that service type that direct the system to assign a maintenance status of 50 (Maintenance Due) whenever 100 hours have elapsed. After 100 hours have elapsed and you update the

PM schedule status, the system automatically assigns a maintenance status of 50 to the PM for equipment lubrication.

In addition to assigning a maintenance status to PMs, you use maintenance rules to do the following:

- Define the threshold percentage when maintenance is due
- Determine the assigned work order status, type, and priority if you use model work orders
- Specify the status of associated service types that might already be scheduled and combine work orders for associated service types to the work order for the primary service type

How the System Applies Maintenance Rules

The system searches for rules to apply to a maintenance task using the following sequence:

1. Searches for and applies a rule for which both an equipment number and a service type are assigned
2. Searches for and applies a rule for which an equipment number but no service type is assigned
3. Searches for and applies a rule for which a service type but no equipment number is assigned
4. Applies the global default rule for which no equipment number or service type is assigned

At a minimum, you must set up a global default maintenance rule with a blank equipment number and a blank service type. For any equipment whose maintenance rules must deviate from the global default rule, you can create specific rules that include the equipment number and service type. You can also set up default rules by the following:

- Equipment number with no service type
- Service type with no equipment number

► To set up maintenance rules

From the Maintenance Setup menu (G1345), choose Maintenance Rules.

1. On Maintenance Rules, in an empty row, complete the following PM-related fields in the detail area:
 - Asset Number
 - Service Type
 - Thru %
 - PM Status
2. Complete the following work order-related fields:
 - WO Type
 - WO Status
 - WO Priority

- WO Desc.
 - WO BU
 - App Typ
3. Complete the following associated PM fields, if applicable:
- Assoc. From
 - Assoc. To
4. Click OK.

See Also

- Creating a Model Work Order for a PM Service Type* for more information about assigned work orders
- Linking Service Types* for more information about associated service types and threshold percentage

Setting Up Work Orders

Before you can use the work order features in Equipment/Plant Management, you must provide the system with information necessary to customize work orders for your business needs. For example, you can set up different managers and supervisors for work orders based on the work order category codes. When you assign category codes to a new work order, the system automatically assigns the correct managers and supervisors.

In addition to setting up managers and supervisors, you must set up the following:

Work order next numbers	You set up the beginning number for work orders. The system assigns a unique number for each work order generated.
Record type information	You use record types to organize and track detailed information about a work order, such as its full description, final disposition, and so on. You then can track the information according to the record type to which you assigned the information.
Work order activity rules	<p>You can set up rules that specify the statuses or steps through which a work order must pass. In addition, you can specify that certain statuses trigger events in the work order life cycle, such as the following:</p> <ul style="list-style-type: none"> • Updating the maintenance status • Locking the work order • Completing the Subledger Inactive Code field for the work order
Work order approvers	You specify the individuals that are responsible for approving work orders at various points in the work order life cycle.
Standard parts lists and work order instructions	<p>You can set up standard parts lists for work orders. You use a standard parts list when the maintenance task for which the work order applies is routine and repetitive, and for which you have advance knowledge of the parts requirements.</p> <p>You can set up standard work order instructions for a work order. Work order instructions specify the sequence of operations required to complete a work order as</p>

well as the work centers responsible for each operation. You use standard work order instructions when the maintenance task for which the work order applies is routine and repetitive, and when you have advance knowledge of the labor requirements.

To use standard work order instructions, you must set up work center information and information about the sequence of operations.

Default user locations and printers	Many of the forms within the Work Order system require you to specify a location, such as a branch or plant, to which you are assigned. You can set up default locations for each person in your organization that uses the Work Order system. You also can assign a default print queue to each person. When a person prints a work order, the system uses the default print queue that you set up unless the person specifies otherwise.
Supply and demand inclusion rules	You must set up rules that govern which document types and document statuses create a supply or demand for parts.

Due to system integration features, you access other J.D. Edwards systems to complete certain setup tasks. The guidelines for completing these tasks are discussed as needed in the appropriate topics.

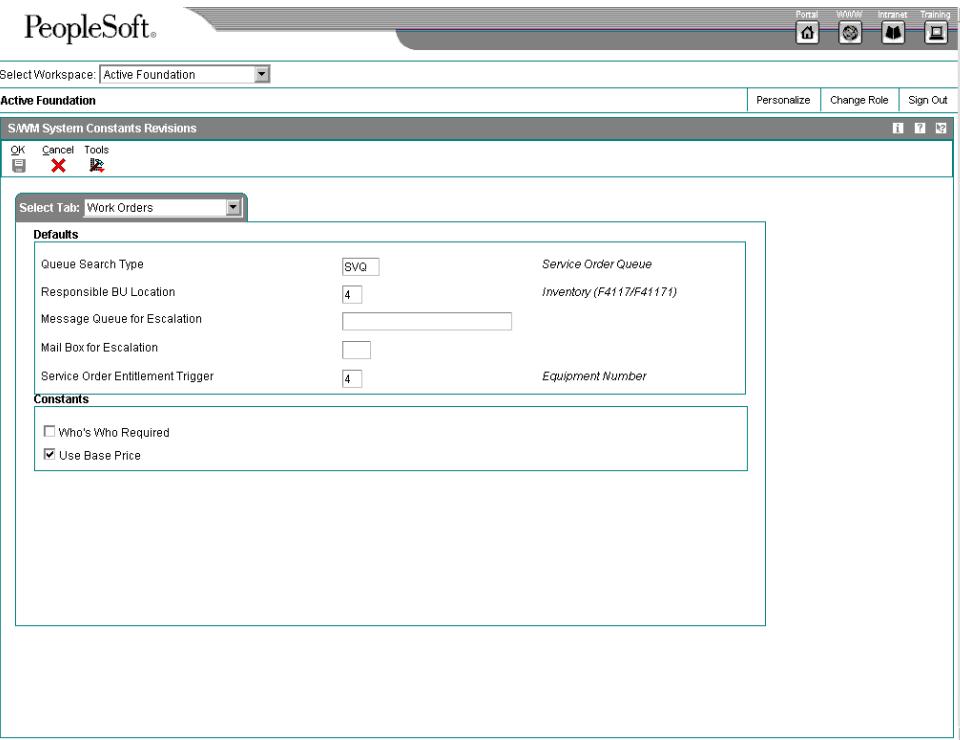
Setting Up Service Order Constants

To define default information that applies to your entire system, you set up system constants. Constants control the types of information that you track and the rules that the system uses to perform certain calculations.

► To set up service order constants

From the Customer Service Setup menu (G1740), choose Customer Service Constants.

1. On CSMS System Constants Revisions, click the Service Orders tab.



2. If applicable, make changes to the following field:

- Responsible BU Location

When adding a service order, the default value for the business unit is based on the constant value. For example, if the default value of the business unit is based on the equipment number, the system retrieves the value for the Responsible Business Unit from the Equipment Master table.

- To indicate the field that is used to trigger a service order entitlement check, complete the following field:
 - Service Order Entitlement Trigger
- To indicate that the caller name must have a Who's Who record associated with the customer number, click the following option:
 - Who's Who Required

You must select a customer number from the window. The system returns the short identifier that is associated with the Who's Who record.

5. Click OK.

Setting Up Default Managers and Supervisors

When you create a work order, you can specify that the system automatically enter the address book information for managers and supervisors based on any combination of the first three work order category codes. The system automatically enters address book values in the following fields on Work Order Entry:

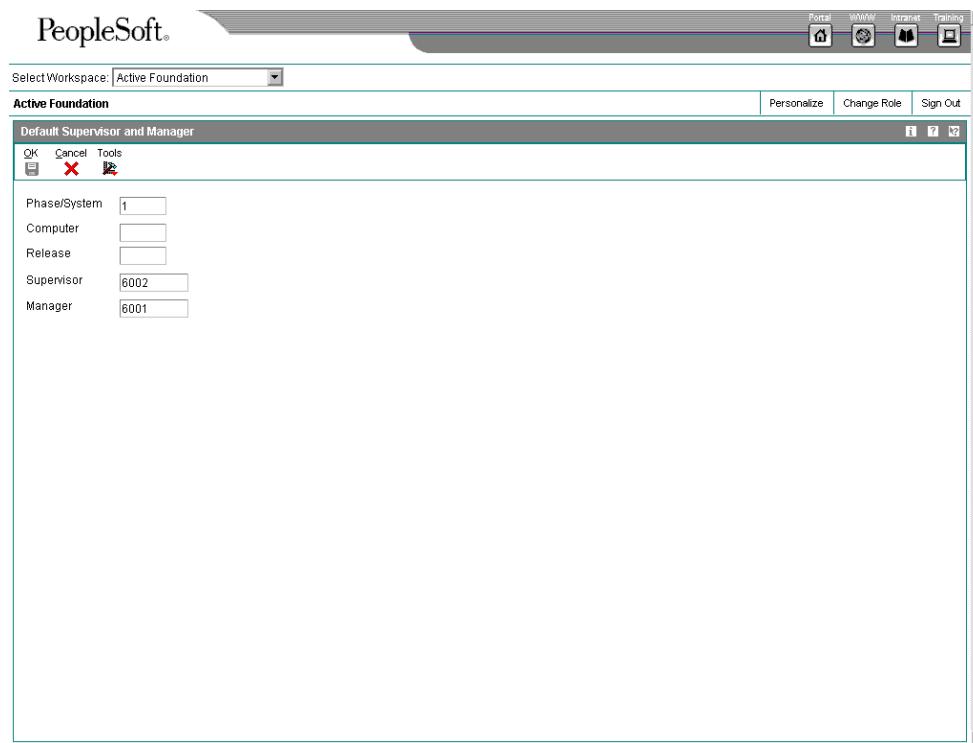
- ANPA (Supervisor)
- ANSA (Manager)

You can set up as many versions of default managers and supervisors as you need. For example, you can assign a specific manager and supervisor to every work order with a failure code (category code 02) of F1 - Improper start-up or operation. You can assign another manager and supervisor to every work order with a failure code of F2 - Improper installation or repair.

► To set up default managers and supervisors

From the Work Order Setup menu (G4841), choose Work With Work Order Default Codes.

1. On Work With Work Order Default Codes, click Add to access Default Supervisor and Manager.



2. On Default Supervisor and Manager, complete any of the following fields:

- Phase/System
- Computer
- Release

- Supervisor
- Manager

You must complete at least one category code field and one address book field for each version of default managers and supervisors that you set up.

3. Click OK.

Setting Up Work Order Next Numbers

When you set up work order next numbers, you enable the system to automatically assign unique numbers for each work order generated by you or the system.

The system stores next numbers for work orders in the Work Orders/Service Billing system (system 48). 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.

► To set up work order next numbers

From the Plant & Equipment Management Setup menu (G1341), choose Next Numbers.

1. On Work With Next Numbers, type 48 in the following field and click Find to locate next numbers for the Work Order system:
 - System
2. Choose the record and click Select.

Use	Next Number	Check Digit Used
Work Order No.	91551	<input checked="" type="checkbox"/>
Billing Control	19354	<input type="checkbox"/>
Invoice Number	100	<input type="checkbox"/>
Component Link	3261	<input type="checkbox"/>
Split Link	100	<input type="checkbox"/>
ECO Number	2519	<input checked="" type="checkbox"/>
Schedule Number	10	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

3. On Set Up Next Numbers by System, complete the following field for each number that you need to set up:

- Next Number

Equipment/Plant Management users need to set up only the Work Order Number. J.D. Edwards strongly recommends that you do not use blank as a next number value.

4. Choose the Check Digit Used option and then click OK.

Setting Up Document Type Information

Document types can have various characteristics associated with them. This type of information in OneWorld is typically stored in a user defined code table specific to the type of information. For example, user defined code table 40/OC contains codes to use for a regular order or a blanket order.

You can set up and maintain information about document types using the Document Type Maintenance program. This program updates the Document Type Master table (F40039), a single repository for information that is currently stored in various user defined code lists. This program also updates the User Defined Codes table (F0005).

The Document Type Maintenance program currently maintains information for document types in the following user defined code lists:

- Trace/Track Document Types (40/DC)
- Commitment Document Types (40/CT)

- Blanket Order Types (40/BT)
- Inventory Update Types (40/IU)
- Transaction Type (39/TT)
- Nature of Transaction (40/NT)
- Category of Order (40/OC)
- Other Quantity (40/OQ)
- Interbranch Orders (40/IB)
- Service Order Type (17/SO)

Note

If you add information directly into the listed user defined code tables, this action updates only the User Defined Codes table. It does not update the Document Type Master table.

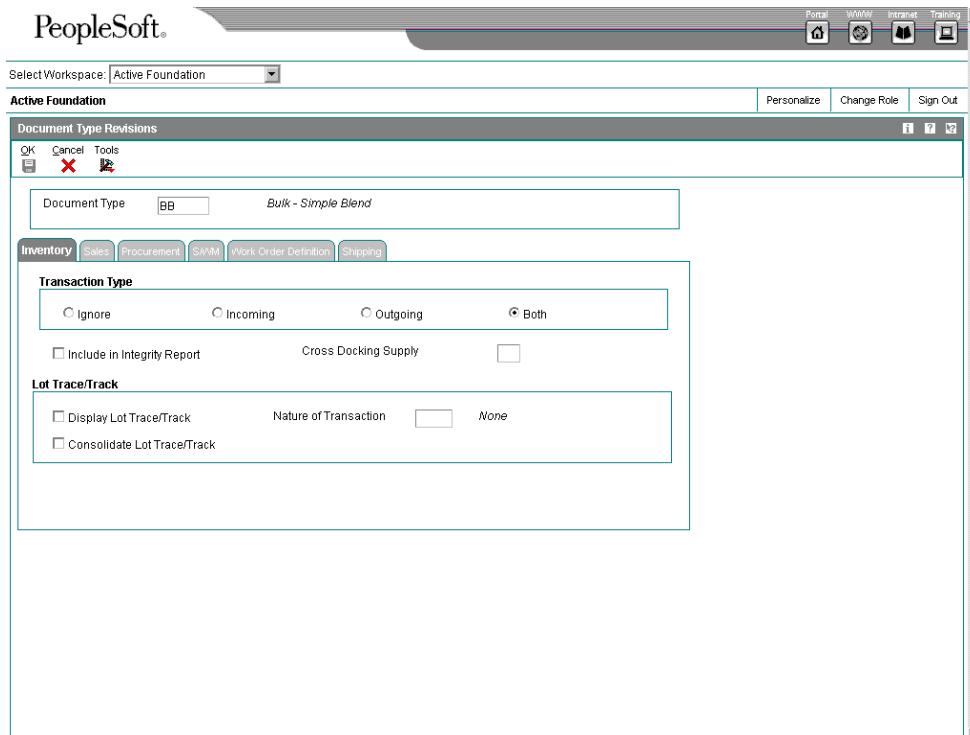
If you are using Enterprise Asset Management (EAM), set up document types in the table with no attributes tied to the document type.

You can use the Document Type Maintenance program to add document types. Using this program is an advantage if you specify some or all of the other information that the Document Type Maintenance program includes.

► To set up document type information

From the Inventory Setup menu (G4141), choose Document Type Maintenance.

1. On Work With Document Type, click Add.



2. On Document Type Revisions, complete the following field:
 - Document Type
3. On the Inventory tab, click one of the following options for Transaction Type:
 - Ignore
 - Incoming
 - Outgoing
 - Both
4. Click Both to specify incoming and outgoing transactions. Click Ignore to specify no transactions.
5. To include the document type in the integrity report, choose the following option:
 - Include in Integrity Report
6. Choose the following options under the Lot Trace/Track heading:
 - Display Lot Trace/Track
 - Consolidate Lot Trace/Track
 - Nature of Transaction
7. To set up document type information for Sales Order Management, Procurement, or Customer Service Management System (CSMS), click the appropriate tab.
8. On the Sales tab, complete the following fields:
 - Order Category
 - Interbranch Orders
 - Other Quantity
 - Next Number System Code
 - Document Type Next Number
9. Choose the following option:
 - Relieve On Hand Inventory at Ship Confirm
10. On the Procurement tab, complete the following fields:
 - Order Category
 - Other Quantity
 - Next Number System Code
 - Document Type Next Number

11. Choose the following option:
 - Commit Procurement Orders
12. On the CSMS tab, complete the following field:
 - Service Order Type
13. Click OK.

Setting Up Formats for Record Types

You use record types to organize the detail information that you track for work orders. For example, you can organize information such as original task description, tools required, and safety provisions.

The format that you set up determines how the system displays the information. For each record type that you use, you can specify a text format or a format that includes text with three columns. The columnar format is particularly useful when you need to organize and track more than one type of information within a record type. For example, you can set up a record type for tools required and choose a three-column format to distinguish tools that are needed for different procedures, such as the following:

- Setup
- Production
- Teardown and cleanup

When you use the format for text plus three columns, you must specify at least one of the column headings. Formats that are all text do not include headings. If you specify even one column heading for a record type, the system changes the format to text plus three columns. If you change the format of a record type after you've assigned it to one or more work orders, the system updates the format of that record type for all work orders.

You can review record types, formats, and column headings by choosing Record Types from Work With Work Orders or Record Type Review from Work Order Details.

Note

You must set up the following record types for Equipment/Plant Management:

- Maintenance Loops
 - Associated preventive maintenance
-

System Prerequisites

Required record types

You must set up the following record types for Equipment/Plant Management:

- Maintenance Loops
- Associated PMs

The record type that you set up for maintenance loops should match the record type that you set up in equipment constants.

See *Creating a Maintenance Loop* for more information about maintenance loops.

See *Setting up Equipment Constants* for more information about specifying a record type for maintenance loops.

The record type that you set up for associated PMs must be assigned to record type Z. This record type stores all associated service types to be performed on a work order.

See *Linking Service Types* for more information about associated PMs.

Before You Begin

- Set up work order record types. See *Understanding User Defined Codes* for more information about setting up work order record types.

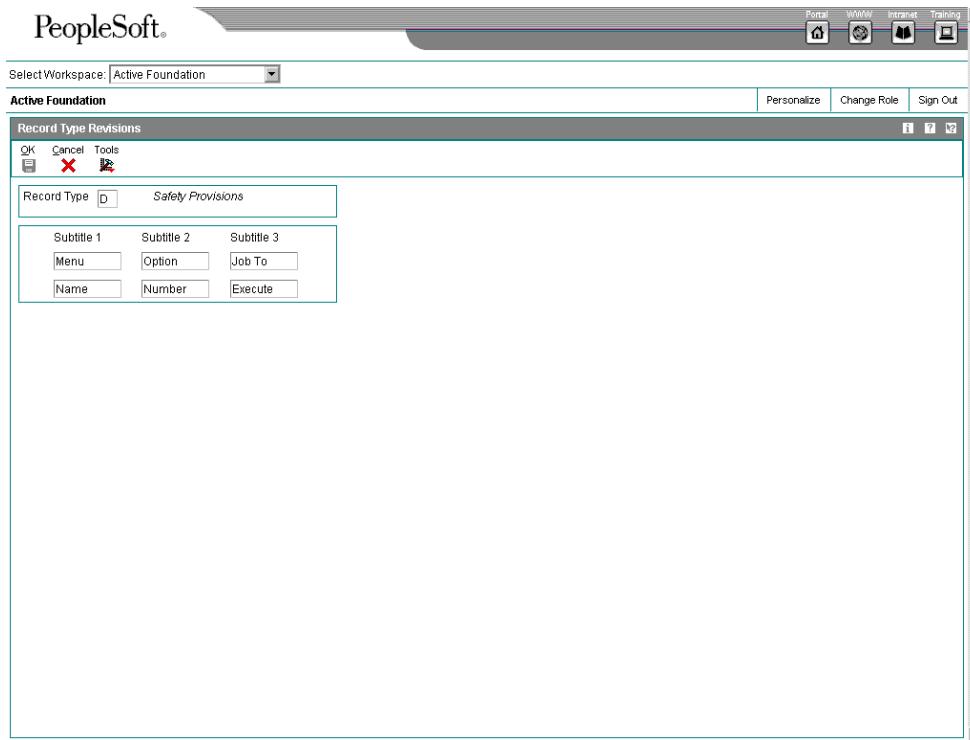
See Also

- Creating a Maintenance Loop* for more information about maintenance loops
- Linking Service Types* for more information about associated PMs

► To set up formats for record types

From the Work Order Setup menu (G4841), choose Detail Spec. (Specifications) Over Titles.

1. On Work With Record Types, click Add.



2. On Record Type Revisions, complete the following field:
 - Record Type
3. To define text for column headings, complete the following fields and click OK:
 - Sub Title 1
 - Sub Title 2
 - Sub Title 3

Setting Up Activity Rules for Work Orders

For work orders, use activity rules to:

- Specify the status of a work order at any point in the life cycle
- Select work orders for certain procedures
- Prepare reports that are based on the current status of a work order
- Change the PM status when the work order changes status
- Specify whether the work order is active or inactive at a particular status

You can define activity rules that differ by document type (such as engineering change orders) and classification (such as rework orders).

You must set up a reject code as the last status for any set of activity rules that use an approval process.

► To set up activity rules for work orders

From the Work Order Setup menu (G4841), choose Work Order Activity Rules.

1. On Work With Work Order Activity Rules, click Add.

WO Status	WO Status Description	Next Status	Allowed Status 1	Allowed Status 2	Allowed Status 3	Allowed Status 4	Allowed Status 5	Subledger Inactive	Maint. Status	Lock Flag	Edit Author
<input checked="" type="checkbox"/>	M*	Maintenance Work Request	M*	MA	MR						
<input type="checkbox"/>	M*	MWO Waiting Manager Approval	MA	ME	MG	MI	MR				
<input type="checkbox"/>	MA	MWO Approved	MB	MD	ME	MI	MM				
<input type="checkbox"/>	MB	MWO Material Issued	MG	MH	MJ	MM					
<input type="checkbox"/>	MC	W/O In Planning	ME	MF	MG	MI	MJ	MM			
<input type="checkbox"/>	MD	W/O Plant Shutdown	ME	MF	MG	MI	MJ	MM			
<input type="checkbox"/>	ME	W/O Waiting for Parts	MF	MG	MH	MJ					
<input type="checkbox"/>	MF	W/O Parts Staged and Ready	MG	MH	MJ						
<input type="checkbox"/>	MG	W/O Ready to Schedule	MH	MJ							
<input type="checkbox"/>	MH	W/O Issued & Released	MJ								

2. On Work Order Activity Rules, complete the following fields:

- Order Type

This user defined code identifies the document type and determines how transactions are processed by the general ledger.

- WO Type

This user defined code classifies work orders, such as maintenance work orders.

3. To define the activity rules for this classification of work orders, complete any of the following fields:

- WO Status
- Next Status
- Allowed Status 1
- Allowed Status 2

- Allowed Status 3
- Allowed Status 4
- Allowed Status 5

Note that each row accounts for a specific rule.

You must set up status codes for work orders on Work Order Activity Rules before you can use them in the Next Status field or Allowed Status fields.

Caution

On Work Order Activity Rules, do not delete a status code that you have also defined as a next status or other allowed status.

4. For each rule that you defined, complete the following optional fields:

- Subledger Inactive
- Maint. Status

Maintenance Status is only used for equipment.

- Lock Flag

5. To assign a reject status to a rule, choose the appropriate rule, and then choose Reject Status from the Row menu.

Note that reject status is necessary only if you will use an approval process.

The screenshot shows a PeopleSoft application window. At the top, there's a toolbar with icons for Home, WWW, Intranet, Training, and Help. Below the toolbar is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Help'. A sub-menu for 'File' is open, showing options like 'New', 'Open', 'Save', etc. The main area has a title bar 'Reject Status' with buttons for OK, Find, Delete, Cancel, and Tools. Below this is a search bar with 'Order Type: WM' and a magnifying glass icon. The main content area displays a table with columns: Order Type, Order Type Description, WO Type, WO Type Description, Approval Type, Approval Type Description, WO Status, WO Status Description, and Reject Status. The first row shows 'WM' as the Order Type and 'Equipment Work Orders' as the Order Type Description. The second row shows '1' as the Order Type and 'Maintenance Order' as the Order Type Description. The third row shows '+' as the Order Type and 'Maintenance Work Request' as the Order Type Description. The fourth row shows 'M' as the Order Type and 'Maintenance Work Request' as the Order Type Description. The bottom right corner of the main area has a 'Customize Grid' link. The entire window is titled 'Active Foundation'.

6. On Reject Status, complete the following field and click OK:
 - Reject Status

7. Click OK again.

8. On Work Order Activity Rules, click OK.

Setting Up Approval Routes for Work Orders

You can use address book numbers to create various approval routes for individuals who need to be notified when a work order requires his or her approval. You can also establish specific approval routes based on approval type and monetary amount. You can also establish specific approval routes based on the following:

- Organizational structure
- Work order amount

► To set up approval routes for work orders

From the Workflow Management Setup menu (G0241), choose Group Revisions.

1. On Work With Distribution Lists, click Add.

	Group	Address Number	Alpha Name	Threshold Value	Escalation Hours	Escalation Minutes	Remark	Begin Eff Date
<input checked="" type="checkbox"/>	1.00							

2. On Address Parent/Child Revisions, complete the following field to define the characteristics of the approval route:

- Parent Number

3. Type WFS in the following field:
 - Structure Type
4. Type AMTO in the following field:
 - Associated Data Item
5. Click any of the following options:
 - First Response
 - Higher Level Override
 - Authorization Required
6. For each approver in the route, complete the following fields:
 - Display Sequence
 - Address Number
7. Complete the following optional fields for each approver and click OK:
 - Threshold Value
 - Escalation Hours
 - Escalation Minutes
 - Remark
 - Begin Eff Date
 - End Eff Date

Processing Options for Group Revisions (P02150)

Defaults

- 1.) Enter the default Structure Type
 - 2.) Enter the Version of Organizational Structure Revisions to call. If left blank version ZJDE0001 will be used.
-

Setting Up User Profiles

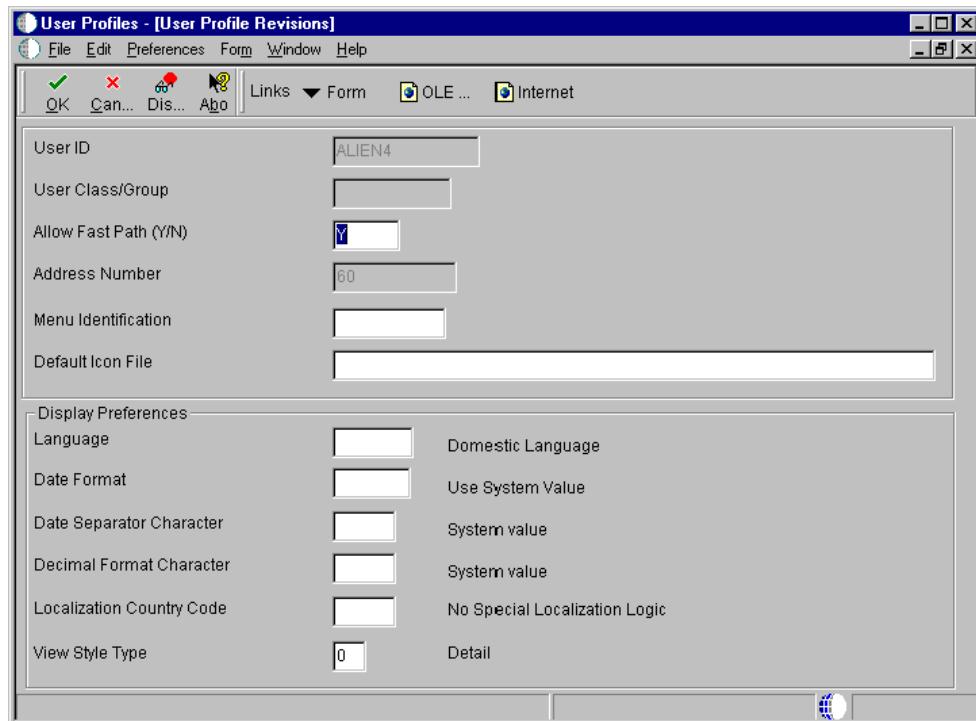
You must set up user profiles for all individuals who are designated to approve work orders. When an approver enters a password to complete the approval process, the system validates the password against the employee address book number that you set up in the approver's user profile. The system uses the User ID number to verify that the address book number is valid for the approver.

The system uses the approver's address book number to send electronic mail messages associated with work order approvals and to define the work order approval routing .

► To set up user profiles

From the System Administration Tools menu (GH9011), choose User Profiles.

1. On Work With User Profiles, to locate a user, click Find to select from a list, or complete the following field and click Find:
 - User ID
2. Choose the appropriate user and click Select.



3. On User Profile Revisions, complete any of the appropriate fields and click OK.

Processing Options for User Profile Revisions (P0092)

A/B Validation

Enter a '1' to enable editing on address book number against the F0101.
Enter a '1' to require the System Role field to be populated.

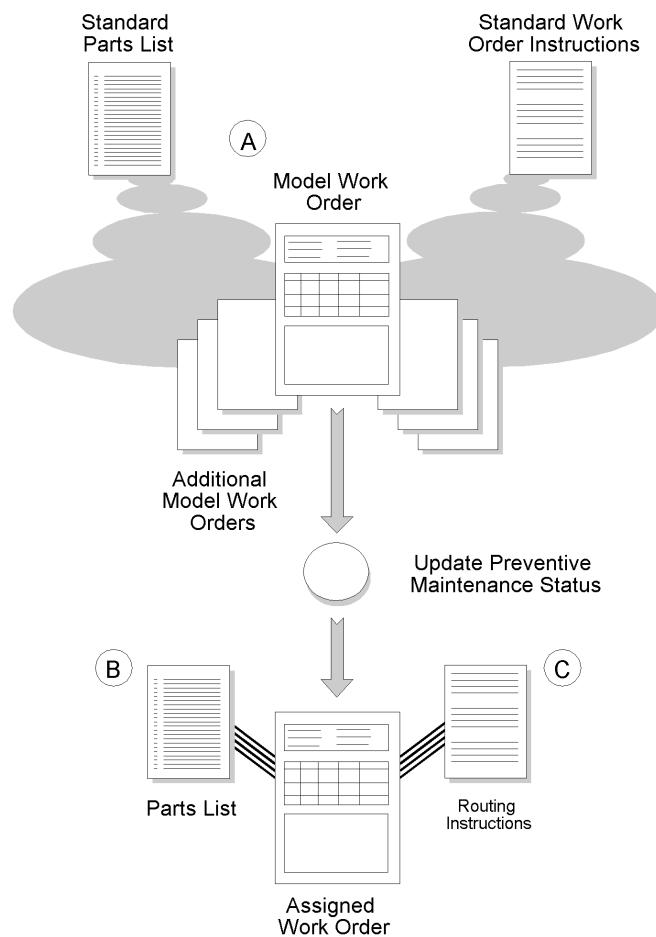
Setting Up Standard Parts Lists and Work Order Instructions

You can set up standard parts lists and standard work order instructions for work orders. You use a standard parts list when the maintenance task for which the work order applies is routine and repetitive and when you have advance knowledge of the parts requirements.

Work order instructions specify the sequence of operations required to complete a work order, as well as the work centers responsible for each operation. You use standard work order instructions when the maintenance task for which the work order applies is routine and repetitive, and when you have advance knowledge of the labor requirements. To use standard work order instructions you must set up work center information and information about the sequence of operations.

You can set up as many standard parts lists and standard work order instructions as you need. In addition, you can use a standard parts list or a version of standard work order instructions on as many work orders as you need. Typically, you assign standard parts lists and standard work order instructions to model work orders, but you can also use information from standard parts lists and standard work order instructions to create parts lists and routing instructions that you can attach to corrective work orders.

The following graphic shows how the system uses information from a standard parts list and standard work order instructions to generate a parts list and labor routing instructions for a work order that is assigned to a specific maintenance task.



- A** You can use standard parts lists and standard work order instructions for as many model work orders as you need.
- B** Parts information for the assigned work order comes from the model work order. The system copies information from the standard parts list to the parts list that is attached to the assigned work order.
- C** Routing instructions for the assigned work order come from the model work order. The system copies the standard work order instructions to the routing instructions that are attached to the assigned work order.

Setting Up a Standard Parts List

You can create standard parts lists that you can attach to work orders. This is especially useful when you have routine maintenance tasks that require identical parts.

For example, you overhaul the hydraulic assembly of a particular piece of equipment every 250 hours. Because the overhaul procedure requires the same repair kit, you would set up a standard parts list that includes all of the parts necessary to overhaul the hydraulic assembly.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to set up a standard parts list.
 - System 40: Inventory Base and Order Processing
 - System 41: Inventory Management
- Verify that inventory masters have been created for all parent items (part assemblies) and component items you want to include on a standard parts list. See *Entering Item Master Information* in the *Inventory Management Guide* for more information about creating inventory master records.

► To set up a standard parts list

From the Planning Setup menu (G1346), choose Standard Parts List.

1. On Work with Bill of Material, complete the following fields and click Find:
 - Branch/Plant
 - Item Number
2. Choose the record and then choose BOM Revision from the Row menu.

PeopleSoft.

Item Number	Description	Quantity	UM	Active Ingr. Flag	F V	Is Cd	Stkg Typ	Ln Ty	Line No.	Oper Seq#	Effective From/Thru
31525	Motor Oil	5	QT		V	I	P	S	1.00	10.00	02/
9033	Grease	5 OZ			V	I	P	S	2.00	10.00	
9204	Traction Tire	4 EA			V	I	P	S	3.00	10.00	
9208	Hose Set	1 EA			V	I	P	S	4.00	10.00	
9209	Cable & Wire Set	1 EA			V	I	P	S	5.00	10.00	
									1		

3. On Enter Bill of Material Information, complete the following optional field:
 - Type of Bill
4. For each component part, complete the following fields in the detail portion of the form:
 - Item Number
 - Quantity
5. Complete any of the following optional fields for each component part and click OK:
 - UM
 - F V
 - Is Cd
 - Ln Ty
 - Oper Seq#
 - Effective From
 - Effective Thru

The following fields have no application within Equipment/Plant Management:

- Feature Planned Percent
- Feature Cost Percent

- From/Thru Grade
- From/Thru Potency

See Also

- *Entering Production Information* in the *Product Data Management Guide* for the processing options for this program

Working with Work Centers

You use work centers to define each production facility on the shop floor where routing instruction operations occur. Once you set up the work centers, you can enter costing and accounting information so that you can generate reports and journal entries.

The system stores work center information in the Work Center Master table (F30006).

Before You Begin

- Define all work centers as business units. See *Creating Business Unit Structures* in the *General Accounting Guide*.

See Also

- *Generating Resource Units Automatically* in the *Manufacturing and Distribution Planning Guide* for information about refreshing resource units for work centers

Entering Work Centers

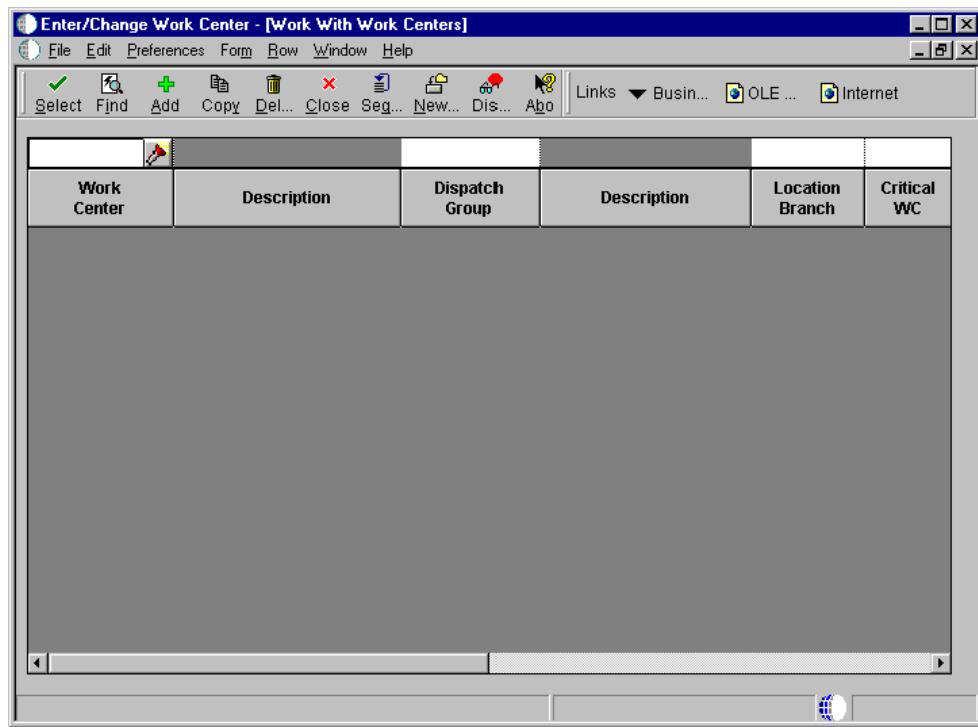
Enter work center information that corresponds to the facilities on your shop floor, such as dispatch group, pay point, crew size, and queue, move, and replenishment hours.

If you are using the J.D. Edwards Enterprise Asset Management system, you enter work center information that corresponds to your maintenance labor groups.

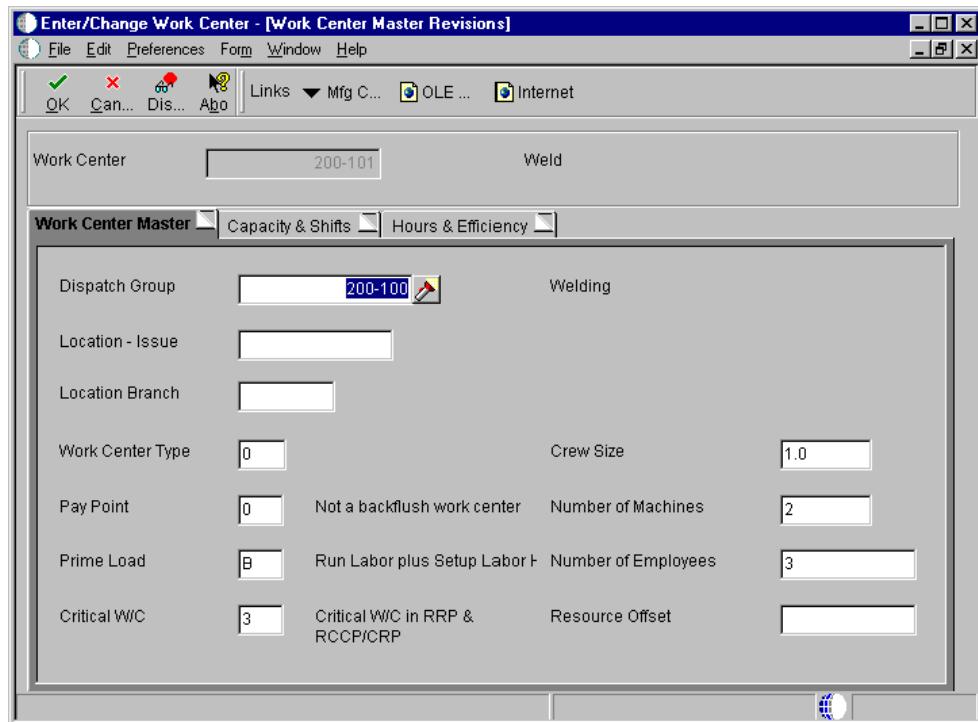
► To enter work centers

From the Daily PDM Discrete menu (G3011), choose Enter/Change Work Center.

Alternatively, for Enterprise Asset Management, from the Planning Setup menu (G1346), choose Work Center Revision.



1. On Work With Work Centers, click Add.



2. On Work Center Master Revisions, complete the following field in the header area:
 - Work Center

3. On Work Center Master Revisions, click the Work Center Master tab, and complete the following fields:
 - Dispatch Group
 - Location - Issue
 - Location Branch
 - Work Center Type
 - Pay Point
 - Prime Load
 - Critical W/C
 - Crew Size
 - Number of Machines
 - Number of Employees
 - Resource Offset
4. Click the Hours & Efficiency tab, complete the following fields, and then click OK.
 - Queue Hours
 - Move Hours
 - Replen. Hrs.
 - Efficiency
 - Utilization

Processing Options for Work Center Revision (P3006)

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type - Transaction

2. Enter a '1' to write before images for Outbound change transactions. If left blank, only after images will be written.

Before Image Processing

Versions

Manufacturing Constants (P3009)

Business Units (P0006)

Entering Costing Information for a Work Center

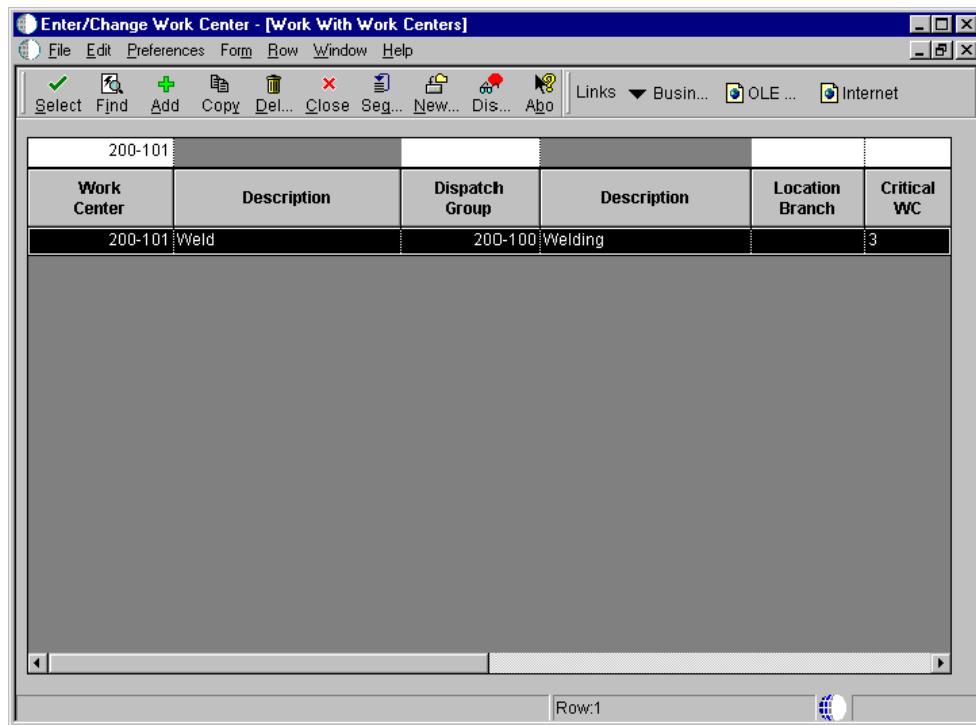
After you enter a work center, you can enter simulated rates for machine and labor hours.

You can update the simulated rates but not the frozen values. The system updates frozen values when you run Frozen Update.

► **To enter costing and accounting information**

From the Daily PDM Discrete menu (G3011), choose Enter/Change Work Center.

Alternatively, for Enterprise Asset Management, from the Planning Setup menu (G1346), choose Work Center Revision.



1. On Work With Work Centers, complete the following field and click Find:
 - Work Center
2. Choose the work center, and then choose Rates from the Row menu.

J D EDWARDS

Select Workspace: Active Foundation

Active Foundation

Work With Work Center Rates

Work Center: 200-101 Branch/Plant: D30

Customize Grid

Branch/ Plant	Work Center	Description	Cost Method	Description
D30	200-101 Weld		07	Standard

3. On Work With Work Center Rates, click Add.

J D EDWARDS

Select Workspace: Active Foundation

Active Foundation

Work Center Rate Revisions

OK Cancel Tools

Work Center: 200-101 Branch/Plant: D30
 Cost Method: 07
 Dispatch Group: 200-100

	Simulated	Frozen
Direct Labor	12.00	12.00
Setup Labor	12.00	12.00
Labor Variable O/H	25.00	25.00
Labor Fixed O/H	25.00	25.00
Machine Run	10.00	10.00
Machine Variable O/H	10.00	10.00
Machine Fixed O/H	10.00	10.00

* O/H values are shown in percents

4. On Work Center Rate Revisions, complete the following fields and click OK:

- Cost Method
- Direct Labor
- Setup Labor
- Labor Variable O/H
- Labor Fixed O/H
- Machine Run
- Machine Variable O/H
- Machine Fixed O/H

5. Click Cancel.

6. On Work Center Rates, click Find to confirm the new information.

Updating Frozen Costs for Work Centers

From the Product Costing menu (G3014), choose Frozen Update.

After you enter the simulated costs for your work centers, you can run this program to update your frozen costs with the simulated values. The system uses these frozen costs to update the work order cost estimates. The frozen costs are the default labor costs for the standard time entry program.

The Frozen Update program (R30835) uses the simulated costs to update labor and overhead rates in the Work Center Rates table (F30008).

You must set the data selection to include your items in the Frozen Update. These are the items and their associated standard instructions that use the work centers being frozen.

Processing Options for Item Cost Component Frozen Update (R30835)

Default Tab

These processing options specify the default values for cost method and "as of" date.

1. Cost Method

blank = 07

This processing option specifies the cost method to be updated in the Cost Components and Cost Ledger tables. If you leave this field blank, the program calculates costs for cost method 07 (standard costs).

2. As Of Date

blank = system date

The date that determines which routing and bill of material for each item the system uses in the rollup, based on their effectivity dates. If you leave this field blank, the system uses the current date.

Processing Tab

These processing options define processing criteria.

1. Update Costs

blank = proof mode

1 = final mode

Type 1 to update costs. If you leave this field blank, the program creates exception reports and error messages, but does not update costs.

Valid values are:

blank Do not update

1 Update

2. Single Level

blank= complete update

1 = single level update

This processing option allows you to update costs for a selected item or items, without updating everything else in the bill of material. For example, you might have a new item that needs to be costed, but you do not want to recost everything else. After you create simulated costs for the new item, you can update its frozen costs without updating the costs of the lower-level components.

Valid values are:

blank Complete rollup

1 Single level rollup

3. Update Work Center Rates

blank = do not update

1 = update

If you run the program in final mode (specified in the Update Costs processing option), type 1 here to also update all rates in all work centers in all branch/plants.

4. Use Flex Accounting

blank = do not use flex accounting

1 = use flex accounting

If you use flex accounting, type 1. The program looks for your flex accounting rules to determine how to populate the cost object fields.

Process Mfg Tab

If you use process manufacturing, this processing option updates costs for co-/by-products.

1. Update Co/By Products

blank = do not update

1 = update

If you use process manufacturing, enter 1 to update costs for co-/by-products.

If you leave this field blank, the program updates costs only for the parent process.

Valid values are:

blank Do not update

1 Update

G/L Tab

These processing options define your G/L criteria.

1. G/L Date

blank= system date

Use this processing option to specify the date that appears on Item Ledger transactions and journal entries. If you leave this field blank, the program uses the system date.

2. G/L Transactions

blank= none

1 = detailed

2 = summarized

Type 1 to create detailed G/L entries for Item Balance (IB) transactions (one entry for each item). Type 2 to create summarized G/L entries (one entry for each account). If you leave this field blank, no G/L entries are created.

Print Tab

This processing option specifies whether all items or only changed items appear on the Item Cost Ledger Update report.

1. Print Items

blank = all items

1 = all items

2 = changed items

Type 2 to include only changed items. Type 1 to include all items. If you leave this field blank, all items are included.

What You Should Know About Processing Options

Default tab, Cost Method	This cost method must match the cost method used when defining the work center rates. Typically, set it to method 07 (Standard).
Processing tab, Update Cost	To freeze your work center rates, you must run this program in Update (Final) mode.
Processing tab, Update Work Center Rates	To freeze your work center rates, you choose the update option.

Setting Up Standard Work Order Instructions

You can create standard work order instructions that establish labor routing steps for work orders. For example, assume that you have created a standard parts list for routine hydraulic maintenance. The hydraulic maintenance has multiple steps that must be performed in a specific sequence, such as machine lockout, disconnect motor, and so on. In addition, some of the steps must be performed by different work centers (crafts), such as electrical, mechanical, and so on. For this task, you would create standard work order instructions that specify the work centers and sequence of operations necessary to install the parts. You can then attach the instructions to each actual (firm) work order created for hydraulic maintenance.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to set up standard work order instructions:
 - System 40: Inventory Base and Order Processing
 - System 41: Inventory Management
- Verify that inventory masters have been created for all parent numbers specified in Standard Instructions. See *Entering Item Master Information* in the *Inventory Management Guide* for more information about creating inventory master records.
- Verify that work centers have been set up as business units.

See Also

- Setting Up Business Units* in the *General Accounting Guide*

► To set up standard work order instructions

From the Planning Setup menu (G1346), choose Standard Work Order Instructions.

1. On Work with Routing Operations, complete the following fields and click Add:
 - Branch/Plant
 - Item Number
 - Batch Quantity

PeopleSoft

Work Center	Oper Seq#	Description	Run Labor	Run Machine	Setup Labor	Cons Prod	Queue Hours	Move Hours	Line/Cell	Effective From
ELECTRICIAN	1.00	Lockout Electrical	0.25	0.00	0.00	0.00				04/14/97
MECHANICA	2.00	Replace filters	0.50	0.00	0.00	0.00				04/14/97
MECHANICA	3.00	Replace seals	0.50	0.00	0.00	0.00				04/14/97
MECHANICB	4.00	Inspect motor	0.25	0.00	0.00	0.00				04/14/97
ELECTRICIAN	5.00	Unlock	0.25	0.00	0.00	0.00				04/14/97

2. On Enter Routing Information, complete the following fields for each routing step:
 - Work Center
 - Oper Seq#
 - Description
 - Run Labor

3. To enter additional details for a routing step, complete the following fields in the detail area, and then click OK.
 - Run Machine
 - Queue Hours
 - Move Hours
 - Line/Cell
 - Effective From
 - Effective Thru
 - Crew Size
 - Supplier
 - Cost Type
 - Type Oper

- Standard Desc.
- Craft Code
- PO (Y/N)
- Next Oper

Processing Options for Standard Work Order Instructions (P3003)

Display

1. Enter a '1' next to the following fields to activate the field on the form.

Line/Cell

Routing Type

Batch Quantity

Defaults

1. Enter the values to preload to the screen at initial inquiry.

Type of Routing

Process

1. Select the screen mode ('0' = Inquiry, '1' = Revise).

Mode - Processing

2. Enter a '1' to update the component operation scrap percent in the Bill of Material for the components on the operation and the Cumulative Yield Percent on the Routing, when updating the operation yield percent.

Update

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Transaction Type

2. Enter the version of "Process Outbound Routings" (R3003Z1O). If left blank, ZJDE0001 will be used.

Outbound Processing Version

3. Enter a '1' to write the before image for a change transaction. If left blank, no before images will be written.

Before Image Processing

Versions

Enter the version for each program. If left blank, version ZJDE0001 will be used.

1. Bill of Material Revision (P3002)
 2. Work With Assets (P1204)
 3. Work With Item Master (P4101)
-

Setting Up Service Order History

From the Service Order Setup menu (G1742), choose Service Order History - Equipment or choose Service Order History - Customer.

Set up service order history to track service order status information by customer and by equipment. You can also set up service order history so that a service order is not created for referenced equipment. These programs control the display of icons within the Service Order Entry program to indicate previous customer or product calls.

Default dates and status codes are defined by processing options. You can override default information by entering new dates and statuses. Icons appear at the top of the Service Work Order Entry forms to alert you to existing customer or product history. Click the icons to see detailed information.

Processing Options for Work With Service Order History (P17715)

Process

1. Beginning Status for History
 2. Ending Status for History
 3. Number of Days of History to Display
-

What You Should Know About Processing Options

Displaying an icon to indicate previous service orders associated with a piece of equipment or a customer

The values that you enter determine whether the system displays an icon when there are existing service orders associated with the inventory item number, product model, equipment number, or customer number, if applicable.

You must first enter the status of the service orders that define the selection range criteria. Then define the number of days of history that you want to display. For example, if you enter 30 days, the program displays the product or customer icon if a service order falls within the status range and was entered 30 days less than the system date.

Defining Default Location and Printers

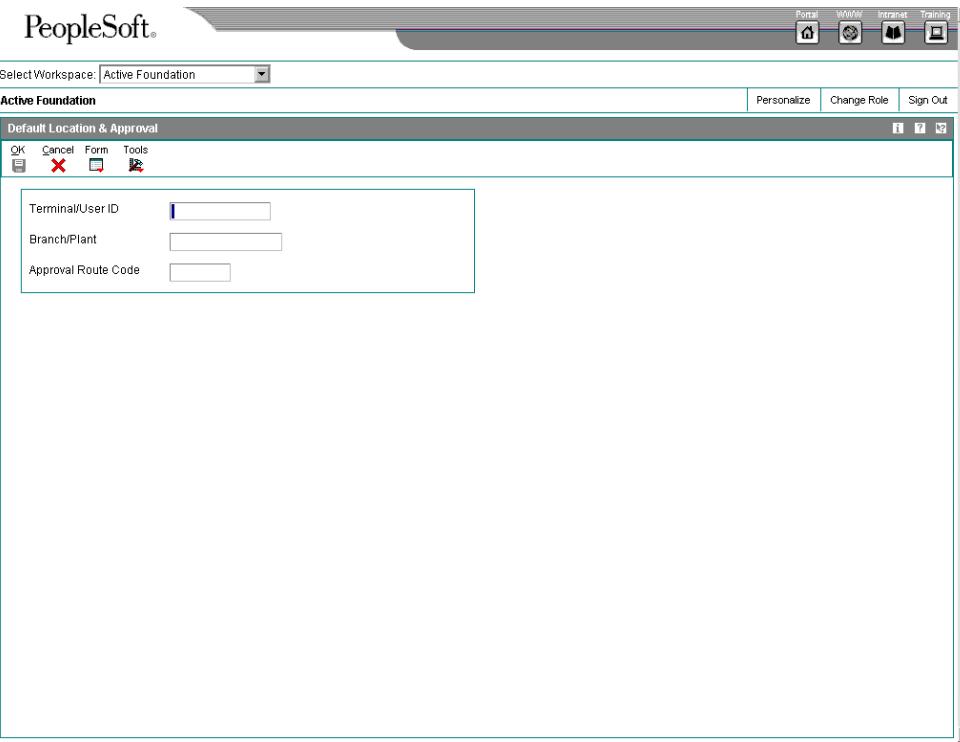
Many of the forms within the Work Order Processing system require that you specify a location, such as a branch or plant, to which you are assigned. You can set up default locations for each person in your organization that uses the Work Order Processing system. A default location is the branch/plant that is assigned to your user ID or terminal ID. If you do not set up a default location for your user ID or terminal ID, you must enter a location manually.

You can also assign a default print queue to each person who uses the Work Order Processing system. When you print a work order, the system uses the default print queue that you set up, unless you specify otherwise. If you do not assign a default print queue, the system uses either the print queue assigned in the particular version for which the Work Order Print program applies or the print queue assigned to your user profile.

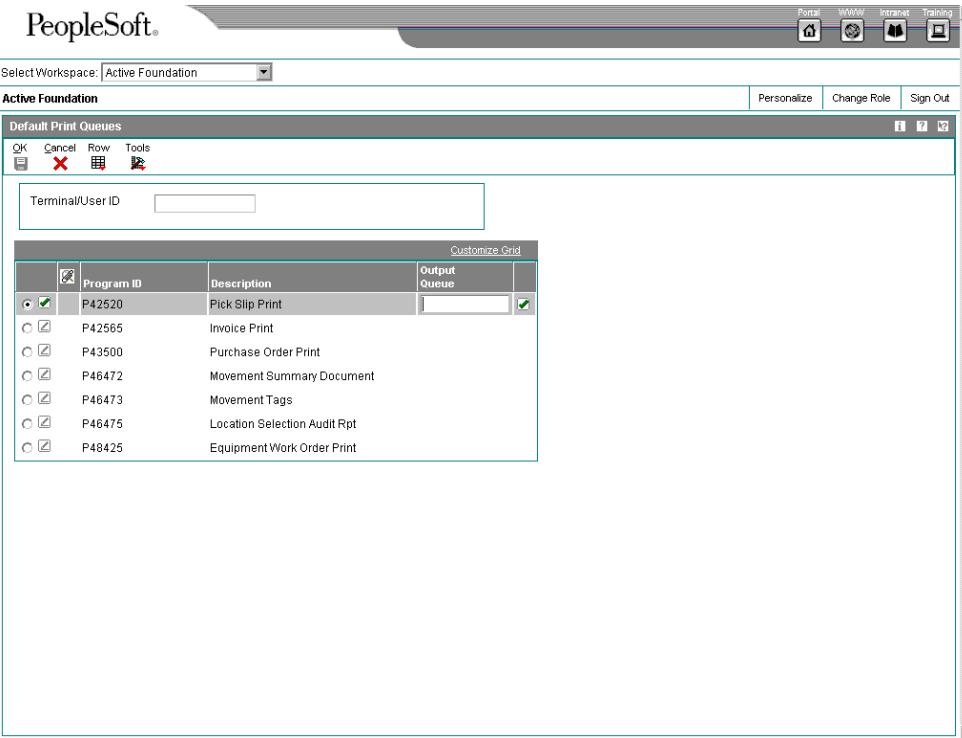
► To define default location and printers

From the Inventory Setup menu (G4141), choose Default Location & Printers.

1. On Work With Default Location & Printers, click Add to access Default Location & Approval.



2. On Default Location & Approval, complete the following fields:
 - Terminal/User ID
 - Branch/Plant
3. From the Form menu, choose Print Queues.



4. On Default Print Queues, complete the following field for each document for which you want to assign a default print queue and click OK:
 - Output Queue
5. On Default Location & Approval, click OK.

Setting Up Supply and Demand Inclusion Rules

To balance your parts inventory with the demand for parts created by maintenance work orders, you must set up supply and demand inclusion rules. You use supply and demand inclusion rules to specify the documents that create a supply for parts, such as purchase requests, and the documents that create a demand for parts, such as PM work orders, corrective work orders, and so on. In addition, you specify the statuses at which the various documents create supplies or demands.

The following programs use supply and demand inclusion rules:

Materials Requirements Planning (MRP)	You can set up and apply different versions of the supply and demand inclusion rules, depending on the type of material plan that you run. For example, you can set up one version of the rules to apply to a long-range material plan and another version to apply to a short-range material plan.
Capacity Requirements Planning	You can set up and apply different versions of the supply and demand inclusion rules, depending on the type of capacity plan you run. For example, you can set up one version of the rules to apply to a long-range capacity plan and another version to apply to a short-range capacity plan.

Supply/Demand Inquiry	Based on the version of the supply and demand inclusion rules you choose, all of the documents that create a supply or demand for a particular part appear on Supply/Demand Inquiry. You can then access documents and make revisions to balance the supply with the demand.
------------------------------	--

In Equipment/Plant Management, the following document types create a supply for parts:

- Purchase requests
- Purchase orders
- Blanket purchase orders

In Equipment/Plant Management, the following document types create a demand for parts:

- System-generated maintenance work orders, such as PM work orders
- Corrective maintenance work orders

After you set up supply and demand inclusion rules, you can use the information that the system provides to balance the supply and demand for parts. For example, if demand is greater than supply at a given point, you can expedite purchase orders or postpone work orders.

When you review a version of the supply and demand inclusion rules, the system displays all document types and related statuses that are available. You choose the document types and document statuses that you want to include in the version. Document types for which inclusion rules currently apply appear in a contrasting color. For review purposes, you can specify that the system only display document types for which inclusion rules currently apply.

Before You Begin

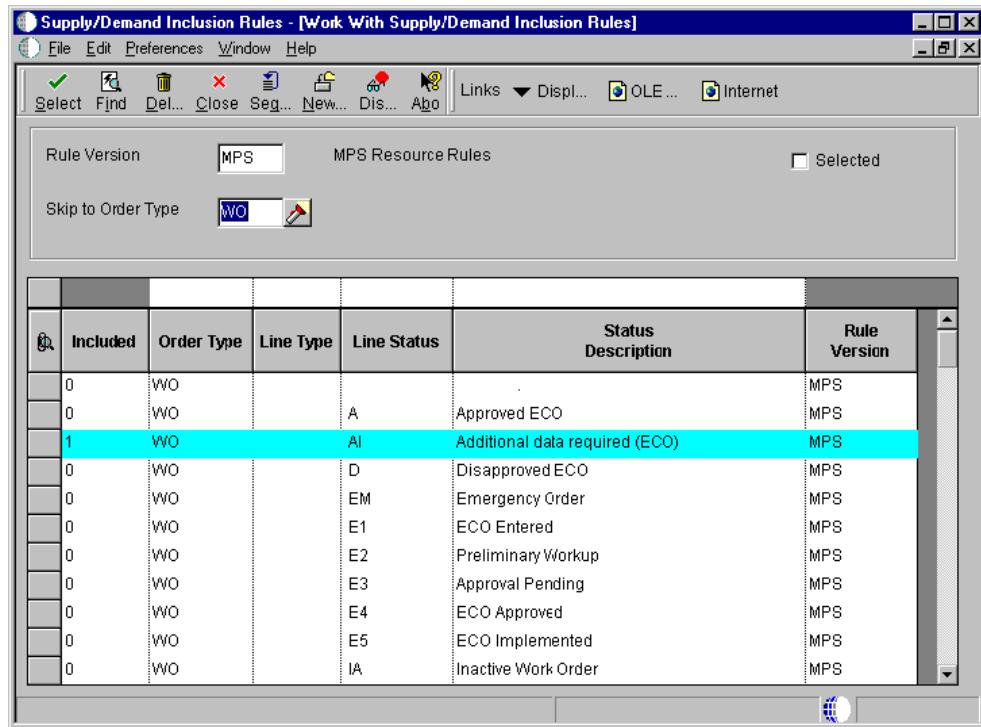
- Set processing options to include work order document types WO, WM, and any other work order document types that you have defined. See *Understanding User Defined Codes* for more information about defining work order document types.

► To set up supply and demand inclusion rules

Use one of the following navigations:

From the Material Planning Setup menu (G3442), choose Supply/Demand Inclusion Rules.

From the Planning Setup menu (G1346), choose Supply/Demand Inclusion Rules.



1. On Work With Supply/Demand Inclusion Rules, complete the following fields and click Find to locate the status values for your inclusion code:
 - Rule Version
 - Skip to Order Type
2. Choose each record that includes the order type and line status for which you want the inclusion rules to apply and click Select.

When you apply inclusion rules to work order documents, line types do not appear. Line types are not applicable to the Work Order system.

Rule Version	MPS	Order Type	Line Type	Line Status	Status Description	Rule Version
<input type="checkbox"/>	0	WO		00	PRP Order, Pre-Quote Accept	MPS
<input checked="" type="checkbox"/>	1	WO		01	Completed	MPS
<input type="checkbox"/>	0	WO		05	PRP Order, Pre-Quote Accept	MPS
<input type="checkbox"/>	1	WO		10	Released (Firm) Not Started	MPS
<input type="checkbox"/>	1	WO		15	Sales Order WO Not Processed	MPS
<input type="checkbox"/>	1	WO		20	Sales Order WO Processed	MPS
<input type="checkbox"/>	1	WO		30	Paperwork Prepared	MPS
<input type="checkbox"/>	1	WO		40	Started Labor or Material	MPS
<input type="checkbox"/>	1	WO		41	Firm Planned Order (FPO)	MPS
<input type="checkbox"/>	1	WO		45	Material Issued	MPS

Processing Options for Supply/Demand Inclusion Rules (P34004)

WO Types

1. Enter the WO document types for the Inclusion rules. These can be stacked up one after another for multiple document types. If left blank, "WO" will be used.

Work Order Document Types

Setting Up Maintenance Planning

Before you can use maintenance planning features in Equipment/Plant Management, you need to set up information that the system uses to process material plans and labor plans. For example, you must set up information to determine how the system commits inventory to a branch and how the system calculates the availability of parts and labor resources.

Setting Up General Planning

Before the system can generate material and labor plans and create planning messages, you must define general planning information for each branch or plant in your organization. General planning information determines how the system commits inventory to the branch or plant, which work days to include when you generate a material or capacity plan, how the system processes changes to standard parts lists, and so on.

Setting Up Planning Constants

You must define material and resource planning values for each branch or plant. For example, you can specify rules that govern how the system commits and routes inventory. You can also specify that the system should log changes to standard parts lists if you need to track the changes. You can also define the number of hours per day that each branch or plant operates. The system uses this information to determine the maximum workload for each work center in a branch or plant.

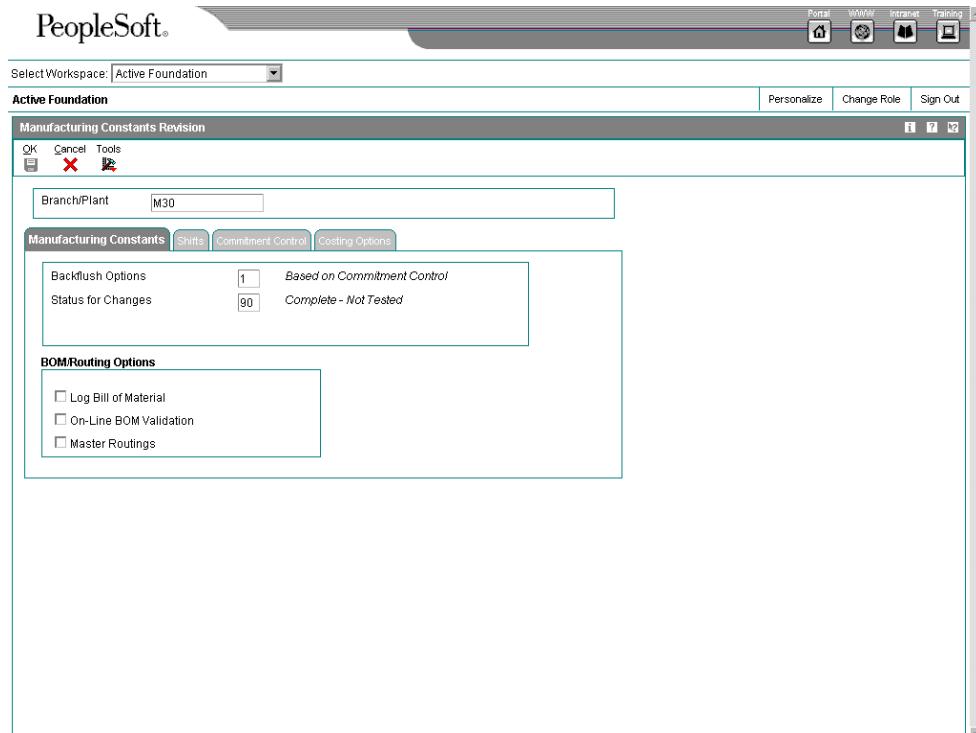
Note

Equipment/Plant Management shares planning constants with other manufacturing systems. If you use manufacturing systems, you should set up separate constants for maintenance branch/plants and manufacturing branch/plants.

► To set up planning constants

From the Planning Setup menu, (G1346), choose Manufacturing Constants.

1. On Work with Manufacturing Constants, click Add to access Manufacturing Constants Revision.



2. On Manufacturing Constants Revision, complete the following field to specify the branch or plant for which the constants apply:
 - Branch/Plant

3. Click the following options:
 - Log Bill of Material
 - On-Line BOM Validation
4. To specify the work hours per day, complete the Hours and Shift Code fields for each maintenance shift on the Shifts tab.
5. Under the Hard/Soft Commit heading on the Commitment Control tab, click one of the following options and then click OK:
 - Hard at creation of Parts List
 - Soft, Hard when printing
 - Soft at creation of Parts List

Setting Up the Workday Calendar

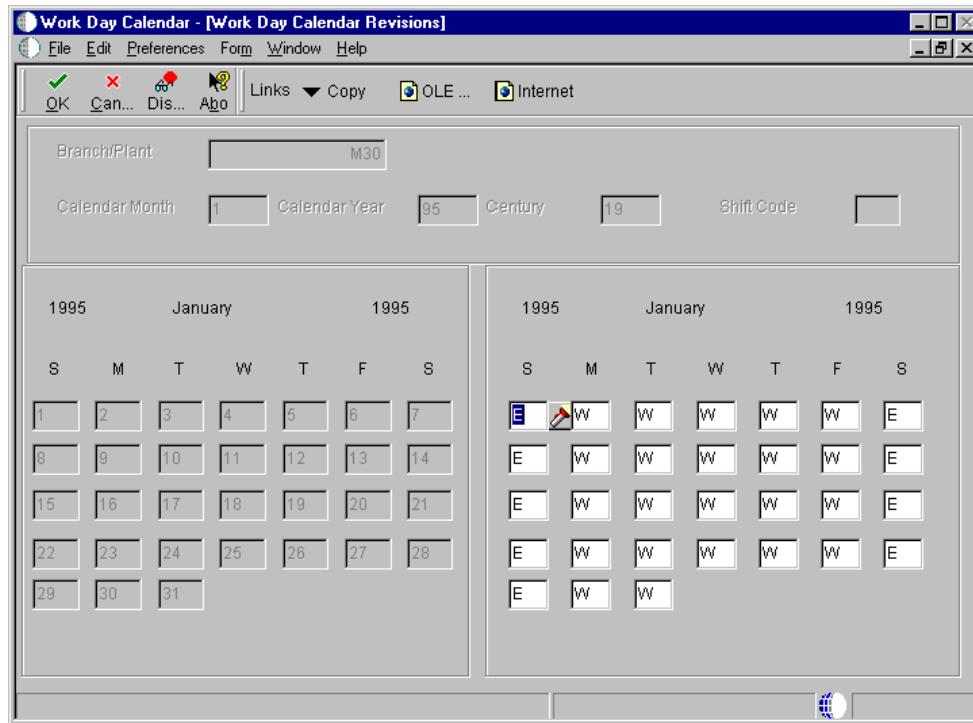
You must set up workday calendars for each maintenance branch or plant. You use the calendar to specify which days are workdays, holidays, and so on. You need to set up a workday calendar for every month for which you want to generate parts and labor plans. The system uses workday calendar information to plan and schedule labor resources, based on the workdays you specify. You should set up calendars six months to a year at a time.

When you initially set up a workday calendar, the system automatically specifies all weekdays as workdays and all Saturdays and Sundays as non-workdays. You can accept these values or change the days to suit your business needs.

► To set up the workday calendar

From the Planning Setup menu, (G1346), choose Work Day Calendar.

1. On Work With Work Day Calendar, complete the following fields and click Add to access Work Day Calendar Revisions.
 - Branch/Plant
 - Calendar Year
 - Calendar Month



2. On Work Day Calendar Revisions, enter a valid day type on the entry calendar for each day that you want to set up.
- J.D. Edwards provides several predefined day type codes (00/TD). With the exception of the value Work Day (W), which is hard coded, you can use these codes, revise them, or add new ones.

Technical Considerations

Shift codes Shift codes are not applicable to maintenance planning.

Processing Options for Work Day Calendar (P00071)

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type - Transaction

2. Enter a '1' to write before images for outbound change transactions. If left blank, only after images will be written.

Before Image Processing

Setting Up Parts Planning

Before you can generate and review a parts plan, you must set up information that the system uses to process the plan. For example, you must set up a table of user defined quantity types that the system uses to calculate and display the supply and demand of parts. You must also specify the action messages that you want to appear when the system detects a conflict between the availability and the demand for a part.

In addition, you can set up different versions of the supply and demand inclusion rules to accommodate different types of parts plans that you want to generate. For example, you can generate a long-range parts plan and a short-range parts plan. You use supply and demand inclusion rules to specify the document types that you want the system to include when it processes each plan.

Setting Up Parts Planning Codes

Before you can use the parts planning features in Equipment/Plant Management, you must set up the following user defined codes:

- Quantity types
- MRP calculation display
- MRP action messages

The system uses these codes to calculate and display the availability of parts. The system also uses these codes to determine which action messages to display when it detects a conflict between the availability and the demand for a part.

See Also

- Understanding User Defined Codes* for additional information on user defined codes
- Working with User Defined Codes* in the *OneWorld Foundation Guide* for additional information on user defined codes

Quantity Types

From the Planning Setup menu (G1346), choose Quantity Types.

Quantity types are user defined codes (34/QT) that represent the availability of parts. J.D. Edwards provides several predefined codes, including the following:

- + Beginning available (unadjusted)
- + Beginning available
- + Purchase orders
- - Lot Expired
- - Firm work orders
- = Ending available (unadjusted)

The system uses codes that have unadjusted values to calculate part availability with the assumption that any outstanding action messages will not be implemented by the responsible planner. The system uses all other codes to calculate the availability of parts with the assumption that the planner will implement planning messages.

Caution

The table for quantity types is shared with other manufacturing systems. Under no circumstances should you delete this table. Values within this table have special meaning to the system, but you can change the description fields. J.D. Edwards recommends that you leave this table unaltered.

MRP Calculation Display

From the Planning Setup menu (G1346), choose MRP Calculation Display.

You must set up the MRP Calculation Display table (34/MM) with the quantity type codes that you want the system to consider when it calculates the availability of a part. You can revise the codes in this table to meet your specific calculation or display purposes.

For example, you can set up a table to specify that the system do the following:

- Use the beginning available quantity for a part
- Add quantities from existing purchasing orders
- Subtract quantities from maintenance work orders
- Provide the ending available amount

Example: MRP Calculation Display Table

The screenshot shows a PeopleSoft application window titled "Work With User Defined Codes". The window has a toolbar with buttons for Select, Find, Add, Delete, Close, Row, Form, Report, and Tools. The main area displays a grid of records. The grid has columns for Codes, Description 01, Description 02, Special Handling, and Hard Coded. The data in the grid is as follows:

Codes	Description 01	Description 02	Special Handling	Hard Coded
05	+BAU	+ Beginning Avail (Unadjusted)	N	
06	+BAPU	+ Proj Beg Avail (Unadj)	N	
10	+BA	+ Beginning Avail	N	
11	+BAP	+ Proj Beg Avail	N	
14	+IRP	+ Project Receipt Routing	N	
20	+PO	+ Purchase Orders	N	
21	+POP	+ Proj Purchase Orders	N	
42	-LEVP	- Lot Expired	N	
75	-FWO	- Firm Work Orders		
76	-FWOP	- Firm Work Order Proj	N	

Processing Options for MRP Calculation Display (P0004A)

Defaults

1. Enter the desired System Code:
2. Enter the desired Record Type:

What You Should Know About Processing Options

Specifying a default MRP calculation display table	You can use processing options to specify which version of the MRP calculation display table that the system uses. The maintenance material planning version of the MRP calculation display table appears unless you specify otherwise.
---	---

MRP Action Messages

From the Planning Setup menu (G1346), choose MPS/MRP Action Messages.

You must define the action messages that you want to appear when the system notifies you of parts planning conflicts. For example, depending on the severity of a parts shortage, you can direct the system to provide messages to place an order for a part, expedite an existing order, increase the quantity of an existing order, and so on.

The system stores MRP action message codes in user defined codes (34/MT). You can change the description of the codes to meet your business needs.

Setting Up Supply and Demand Inclusion Rules for Parts Plans

From the Planning Setup menu (G1346), choose Supply/Demand Inclusion Rules.

You typically use the same version of supply and demand inclusion rules that you set up for work orders. However, you can set up other versions of the supply and demand inclusion rules to accommodate your parts planning needs. You use supply and demand inclusion rules to specify the documents that create a supply for parts, such as purchase requests, and the documents that create a demand for parts, such as work orders. In addition, you specify the statuses at which the various documents create supplies or demands.

When you generate a parts plan, the system considers only the documents you that specify in the inclusion rules when it calculates parts availability. For example, you can set up a version of the supply and demand inclusion rules that includes all purchase orders, regardless of status, but only PM work orders up to and including a status of MC (work order in planning.)

Using this example, the system calculates supply according to parts for which any purchase orders exist. The system calculates demand according to the parts requirements of PM work orders with statuses within the range that you specified. The system does not take into consideration parts requirements for work orders with unspecified status in the inclusion rules.

See Also

- Setting Up Supply and Demand Inclusion Rules* for additional guidelines for setting up inclusion rules

Setting Up Resource Planning

Before you can generate and review a labor plan, you must set up information that the system uses to process the plan. For example, you must set up the work centers that are responsible for maintenance and specify the number of employees in each maintenance work center. You must also set up additional user defined codes, such as the codes that the system uses to calculate the availability of labor resources.

In addition, you can set up different versions of the supply and demand inclusion rules to accommodate different types of labor plans that you want to generate. For example, you can

generate a long-range labor plan and a short-range labor plan. You use supply and demand inclusion rules to specify the document types that you want the system to include when it processes each plan.

Setting Up Resource Units

You must set up resource units to enable the system to calculate labor demands and labor costs for maintenance tasks. The system calculates resource units by multiplying the work hours per day by the number of employees in a work center. In Equipment/Plant Mgmt, a work center usually represents the employees who perform maintenance work, although it can also represent a department or a machine. You must set up your work centers before the system can calculate resource units and labor costs.

In addition, you must establish standard labor rates. The system uses standard labor rates to calculate rate information on work order labor routings and on the work order Estimate to Actual Variance program.

Before You Begin

- Set up workday calendars for each branch or plant. See *Setting Up the Workday Calendar*.

Setting Up Work Centers

You must provide the system with the following types of information about each of your maintenance work centers:

- Basic information, such as work center names, crew sizes, job processing time, and so on
- Grouping information, so that you can combine similar work centers for planning and reporting
- Labor rate information

► To set up work centers

From the Planning Setup menu (G1346), choose Work Center Revision.

1. On Work With Work Centers, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Work Center Master Revisions

OK Cancel Form Tools Personalize Change Role Sign Out

Work Center R-A1 Branch/Plant M30

Work Center Master Capacity & Shifts Hours & Efficiency

Dispatch Group	R-A1	Location - Issue		Calendar Name	
Location Branch	M30	Work Center Type	1	Crew Size	1.0
Pay Point	0	Prime Load	L	Number of Machines	
Critical W/C	N			Number of Employees	1
				Resource Offset	

2. On Work Center Master Revisions, complete the following fields:
 - Work Center
 - Dispatch Group
 - Location Branch
 - Number of Employees
3. Complete the following optional fields:
 - Prime Load
 - Critical W/C
4. Click the Hours & Efficiency tab.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Work Center Master Revisions

OK Cancel Form Tools

Work Center R-A1 Branch/Plant M30

Hours & Efficiency

Queue Hours	<input type="text"/>
Move Hours	<input type="text"/>
Replen. Hrs.	<input type="text"/>
Efficiency	<input type="text"/> 100.00
Utilization	<input type="text"/> 100.00

5. Complete the following optional field:

- Efficiency

6. From the Form menu, choose Rates.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Work With Work Center Rates

Select Find Add Copy Delete Close Row Tools

Work Center R-A1 Branch/Plant M30

No records fetched.

Customize Grid

Branch/Plant	Work Center	Description	Cost Method	Description
--------------	-------------	-------------	-------------	-------------

7. On Work With Work Center Rates, click Add.

8. On Work Center Rate Revisions, complete the following fields and click OK:
- Work Center
 - Cost Method
 - Direct Labor
9. Click Cancel.
10. On Work With Work Center Rates, click Close.
11. On Work Center Master Revisions, click OK.

Processing Options for Work Center Revision (P3006)

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type - Transaction

2. Enter a '1' to write before images for Outbound change transactions. If left blank, only after images will be written.

Before Image Processing

Versions

Manufacturing Constants (P3009)

Business Units (P0006)

Running the Work Center Resource Units Refresh Program

From the Planning Setup menu (G1346), choose Work Center Resource Units Generation.

After you set up work centers and whenever you revise work center information, you must run the Work Center Resource Units Refresh program to calculate available resource units. You specify a time period and a branch or plant for which you want the system to calculate resource units. The system uses the Prime Load Code field on the Work Center Master Revisions form to determine how to calculate the resource units that a work center is capable of generating over a particular period of time. To calculate resource units for maintenance work centers, you typically use a prime load code of L for labor hours.

When you use a prime load code of L, the system calculates resource units using the following information:

- Number of employees from Resource Revisions
- Work hours per day from General Planning Constants

See Also

- Working With Batch Versions* in the *OneWorld Foundation Guide* for more information about running, copying, and changing batch versions
- Generating Resource Units Automatically* in the *Manufacturing and Distribution Guide* for the processing options for this program

Setting Up Standard Labor Rates

From the Planning Setup menu (G1346), choose Item Cost Component - Frozen Update.

When you set up work centers, you enter a value for simulated labor rates on the Work Center Rates Revisions form. You must run the Item Cost Component - Frozen Update program to create the frozen direct labor rate. The system uses the frozen direct labor rate to calculate the estimated labor routing costs to work orders.

See Also

- Working With Batch Versions* in the *OneWorld Foundation Guide* for more information about running, copying, and changing batch versions
- Updating Frozen Costs* in the *Product Costing and Manufacturing Accounting Guide* for more information about the Item Cost Component-Frozen Update program and the processing options

Setting Up Resource Planning Codes

Before you can use the labor planning features in Equipment/Plant Mgmt, you must set up the following user defined codes:

- CRP display
- Message types

The system uses these codes to calculate and display labor availability when you generate a labor plan. The system also uses these codes to determine which action messages appear when it detects a conflict between the availability of labor resources and demand for labor resources.

See Also

- Understanding User Defined Codes* for additional information on user defined codes

CRP Display

From the Planning Setup menu (G1346), choose CRP Display.

You must set up the CRP Display table (33/MM) with the codes that you want to appear on Capacity Load. The system provides several predefined codes, such as:

- 10 - Released Load
- 40 - Load Versus Capacity
- 80 - Available Capacity
- 90 - Accumulated Available Capacity

You can use these codes or modify them to meet your specific calculation or display purposes.

Message Types

From the Planning Setup menu (G1346), choose Message Types.

You use message type codes (33/MT) to define the action messages that you want to appear when the system notifies you of load and capacity conflicts. For example, you can define messages that indicate an over-capacity condition, an under-capacity condition, and so on.

Setting Up Supply and Demand Inclusion Rules for Labor Plans

From the Planning Setup menu (G1346), choose Supply/Demand Inclusion Rules.

You typically use the same version of supply and demand inclusion rules that you set up for work orders. However, you can set up other versions of the supply and demand inclusion rules to accommodate your labor planning needs. You use supply and demand inclusion rules to specify what type of work orders and range of work order statuses that you want the system to include when it calculates available labor resources.

For example, you can set up a version of the supply and demand inclusion rules that includes only PM work orders up to and including a status of MC (work order in planning).

See Also

- Setting Up Supply and Demand Inclusion Rules* for additional guidelines for setting up inclusion rules

Processing Options for Supply/Demand Inclusion Rules (P34004)

WO Types

1. Enter the WO document types for the Inclusion rules. These can be stacked up one after another for multiple document types. If left blank, "WO" will be used.

Work Order Document Types

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 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

Processing Options for Update Location Code (R12810)

Process

Enter the 'As of' date to update the planned status in the Location Tracking table (F1204).

1. As of Date

Updating Work Order Information

You can update certain work order information globally to reduce the amount of processing time needed to maintain current information throughout your organization.

Updating Work Order Actual Amounts

From the Advanced Operations menu (G1331), choose Update WO Actual Amounts.

Run the Update Work Order Actual Amounts program to replace the actual hours in the Work Order Routing table (F3112) with the total hours for each operation sequence from the Employee Transaction History table (F0618). The program also reads the Account Ledger

table for material and subcontract amounts. The program then updates the following information in the Work Order Master File table (F4801):

- Actual labor costs
- Actual material costs
- Actual hours
- Actual amount
- Actual other costs
- Actual duration (downtime hours)

Updating Work Order Status Based on Purchase Order Receipt

From the Advanced Operations menu (G1331), choose Update WO Status / PO Receipt.

You can update the status of work orders based on whether parts ordered from associated purchase orders have been received. This action is especially useful when scheduling work orders based on the arrival of ordered parts. You can specify the status at which the system updates work orders based on both partial and full receipt of the items on the associated purchase order. You can also specify the recipient of an e-mail message informing of the change in work order status.

Processing Options for Update WO Status Based on PO Receipt (R48810)

PO Receipt Sta

Enter the purchase order status above which indicates that the purchase order has been received.

WO Status

Enter the status to change the work order to when all parts have been received

Enter the status to change the work order to when some parts have been received

E-Mail Address

Define which work order address will receive an E-mail message about the change in work order status

1 = Originator (ANO)

2 = Assigned To (ANP)

3 = Supervisor (ANPA)

4 = Manager (ANSA)

5 = Customer (AN8)

Updating the Standard Parts List

From the Advanced Operations menu (G1331), choose Standard Parts List Update.

When you change a work order parts list that is based on a standard parts list, you can update the Bill of Material Master File table (F3002) to ensure that all future work orders using the same standard parts list will contain the revised information.

When you add a part to a work order parts list, the Standard Parts List Update program adds the part to the standard parts list. When you change the quantity of a part on the work order parts list, the program updates the quantity on the work order parts list. The system compares the transaction quantity on the work order part to the quantity indicated on the standard parts lists when it updates the standard parts list.

You can also use the Standard Parts List Update program to update the equipment parts list. The update program works the same way as for the standard parts list, except that it updates the standard parts list from the Asset Master File table (F1201) as well as the standard parts list from the Work Order Master File table (F4801).

Processing Options for Standard Parts List Update (R13802)

Update

1. Enter a '1' to run in final mode and update the standard parts list. Leave blank to run in preliminary mode and print report only.
 2. Enter a '1' to use Original Quantity when Transaction Quantity is zero. Leave blank to use zero quantity on update.
 3. Enter a '1' to also update Standard Parts List of the piece of Equipment on the Work Order.
-

Updating the Phase and Equipment Number

From the Advanced & Technical Operations menu (G4831), choose Update Phase/Equip No. in G/L.

If you post work order transactions to the general ledger and then change the equipment number and the phase code on the work order, you should run this update to ensure that the Account Ledger table (F0911) reflects the most current work order information. You can use this program to reflect changes to the phase code and equipment number for multiple work orders. You can also use this program to enter a value in the phase field on many general ledger transactions.

When you select this update program, the system submits the job directly to batch processing.

Before You Begin

- Back up the Work Order Master File table (F4801). See *Backing Up OneWorld Tables* in the *Server and Workstation Administration* documentation.
- Communicate to the users that no one accesses or modifies the Work Order Master File while you run this procedure.

Updating Preventive Maintenance Schedule Information

You can update preventive maintenance schedule information to make global changes to preventive maintenance services types and create preventive maintenance schedules for multiple pieces of similar equipment.

Updating PM Schedules

You can globally add, change, or delete PM schedules. You specify the service type that you want to change, and enter information about the equipment for which you want the changes to apply.

You can also make global revisions to a group of PM service types. You narrow the list of equipment for which you want the revisions to apply by using any combination of the first 10 equipment category codes. For example, you can do the following for any service type,::

- Change the service interval
- Revise the schedule date
- Revise the maintenance priority
- Revise the procedure number
- Assign a different model work order number
- Revise the value in the Occurrences field
- Revise the frequency indicator
- Revise the multiple work order code

You also can create PM schedules for multiple pieces of equipment that you place in service with similar maintenance requirements.

The Global PM Schedule Update program immediately updates the Maintenance Schedule File (F1207), depending on the information that you change. Consider the following guidelines when you update PM schedule information:

- If you enter a schedule date, the system removes all other meter service intervals.
- If you enter a meter service interval, the system removes the schedule date.
- If you enter a schedule date and a frequency indicator, the system removes any existing service days.
- If you enter a schedule date and service days, the system removes the existing frequency indicator.

► **To update preventive maintenance schedule information**

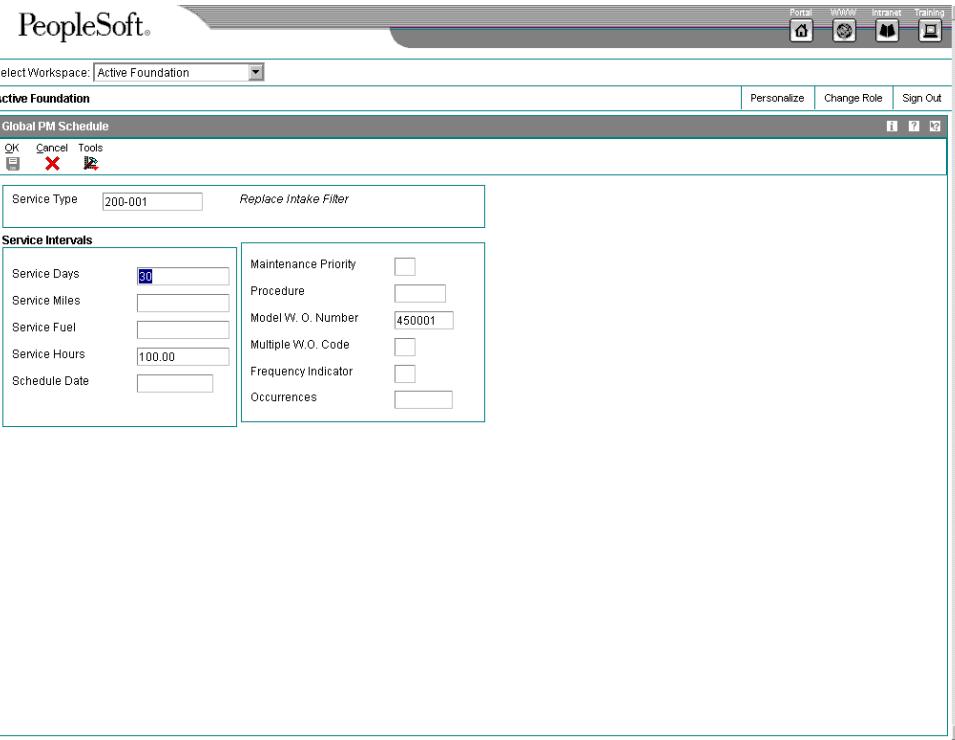
From the Advanced Operations menu (G1331), choose Global PM Schedule Update.

1. On Work with Global PM Schedule, complete any of the category code fields in the header area to locate the equipment that you want to update.
2. To specify the service type that you want to update, complete the following field and click Find:
 - Service Type

Before completing an update, you can review all of the equipment that would be updated by entering a service type and leaving the category code fields blank.

To review all of the service types that apply to a particular class of equipment, complete the category code fields and leave the Service Type field blank.

3. To revise the service type, choose Revision from the Form menu.



4. On Global PM Schedule, to change the service type, complete any of the following fields and click OK:
- Service Days
 - Service Miles
 - Service Fuel
 - Service Hours
 - Schedule Date
 - Maintenance Priority
 - Procedure
 - Model W. O. Number
 - Multiple W.O. Code
 - Frequency Indicator
 - Occurrences

A message appears that prompts you to confirm the update.

Creating PM Schedules for Multiple Pieces of Equipment

You can create PM schedules for multiple pieces of equipment. This feature is particularly useful when you initially set up your system or when you add multiple pieces of identical equipment to your operation. You create PM schedules for multiple pieces of equipment by assigning a service type to equipment that matches specific selection criteria on Work With

Global PM Schedule. You use the first 10 equipment category codes to select the equipment for which the PM schedule applies.

Caution

When you create PM schedules for multiple pieces of equipment, the system updates the PM schedules for all equipment that matches the equipment category codes that you specify. If you are uncertain whether the process will affect equipment for which you previously created PM schedules and you do not want the new PM information to apply, you should not use Work With Global PM Schedule to create the PM schedules. Instead, create individual PM schedules using Equipment PM Schedule.

► To create PM schedules for multiple pieces of equipment

From the Advanced Operations menu (G1331), choose Global PM Schedule Update.

1. On Work with Global PM Schedule, complete the following field:
 - Service Type
2. Complete any combination of the following fields to specify the class of equipment for which you want the service type to apply, and then click Add:
 - CLS
 - EQM
 - MFG
 - YR
 - USE
 - EQ1
 - EQ2
 - EQ3
 - CC9
 - GRP
3. On Global PM Schedule, complete any of the following fields and click OK:
 - Service Days
 - Service Miles
 - Service Fuel
 - Service Hours
 - Schedule Date
 - Maintenance Priority
 - Procedure

- Model W. O. Number
- Multiple W.O. Code
- Frequency Indicator
- Occurrences

A message appears that prompts you to confirm the update.

See Also

- *Creating a PM Schedule* for more information about service intervals

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:

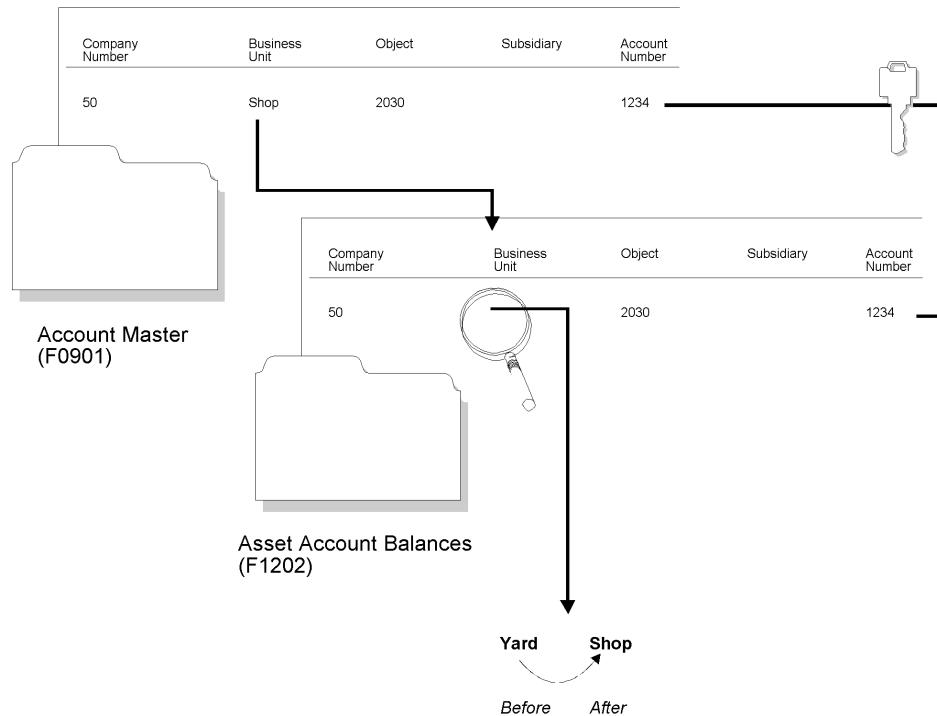
- Change the object or subsidiary of an existing account
- Assign existing accounts to a different business unit
- Assign an existing business unit to a different company

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.

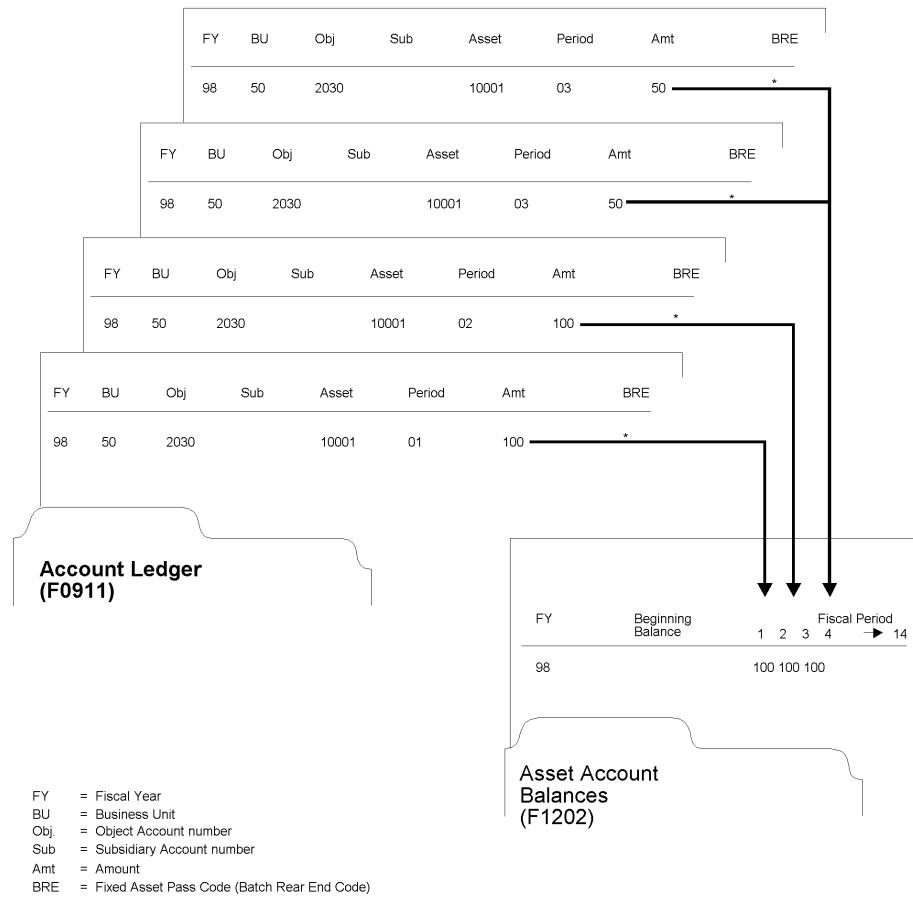
This program reposts only the transactions that include all of the following:

- 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.

Adding Extension Records

Note

If you are an existing user of OneWorld® Plant and Equipment Management and are upgrading to EAM, you must complete the tasks in this topic.

Certain EAM programs require additional tables. To use these programs, you must complete the tasks—one time only—to add extension records. You must add extension records for the equipment master before you add them for work orders.

Adding Equipment Master Extension Records

From the Advanced Operations menu (G1331), choose Update Installed Base From F1201.

For EAM, the Installed Base Revisions program (P1702) requires both the Asset Master table (F1201) and the Equipment Master Extension table (F1217). Therefore, you must run a new

batch process to add equipment master extension records and convert batches of assets into installed base records.

Use data selection to control the defaults defined in the processing options, and then run the version. The program creates a record in the F1217 table, which allows you to use the installed base program.

Adding Work Order Extension Records

From the Advanced Operations menu (G1331), choose Add Work Order Master Extension Records.

For EAM, the Service Work Order Revisions program (P17714) requires both the Work Order Master table (F4801) and the Service Order Extension table (F4817). Therefore, you must run a new batch process to add work order extension records and convert batches of work orders into service orders.

Note

Do not run this batch process unless you have first added the equipment master extension records.

Use data selection to select only the appropriate work orders, and then run the version. The program creates a record in the F4817 table, which allows you to use the Service Work Order Revisions program. If parts or routings are attached to the selected work orders, the program also creates the Parts List - Extension table (F31171) and the Routing Instruction - Extension table (F31172) for these work orders.

Data Purge and Archival

Data Purge and Archival

You can increase the processing speed of your system and create more storage space for current data by deleting old or inaccurate information from your system. When you use the purge programs in Equipment/Plant Management, you can purge entire tables or specific data within tables. You can also archive the information that you purge.

Purging Closed Work Orders

From the Advanced & Technical Operations menu (G4831), choose Work Order Purge.

Alternatively, from the Shop Floor Management Advanced menu (G3131), choose Purge Orders.

You can purge work orders from your system to free space and to make your system operate more efficiently. After you purge a work order, it no longer exists in your system.

The Work Order Purge program deletes the work order records that you specify, including any associated record types and approval records. The program does not create a purge table or a report.

When you run the Work Order Purge program, you use data selection to specify which work orders to purge from the Work Order Master File table (F4801). In addition, the system purges related information from the following tables for the work orders that you select:

- Work Order Instructions File (F4802)
- Work Order Parts List (F3111)
- Work Order Routing (F3112)
- Work Order Time Transactions (F31122) that are not used by Equipment/Plant Management

You can use a processing option to save purged work order information in a special purge library.

Equipment/Plant Management Reports

Equipment/Plant Management Reports

Equipment/Plant Management provides a variety of reports to help you review and manage information about your equipment and its maintenance.

You print cost reports to review financial information about your equipment. Cost reports provide the following information:

- Equipment account balances, such as acquisition costs, revenue amounts, expense amounts, and so on
- Variances between revenue and expenses for a piece of equipment
- All equipment transactions

You print work order reports to review information about maintenance work orders. Work order reports provide the following information:

- Work order status
- Detailed or summarized work order costs
- Variances between projected and actual work order costs
- All work orders associated with a particular piece of equipment
- Work order parts information by equipment number

You print maintenance planning reports to review information about your planning processes. Maintenance planning reports provide information about projected parts requirements and projected labor resource requirements.

You print PM reports to review PM information, such as the following:

- Status of service types for a piece of equipment
- Maintenance messages
- The frequency of occurrence for selected service types

Printing Equipment Reports

Print an equipment report to review and manage information such as supplemental data, specification data, location history, and so on.

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 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.
-

Reviewing the Customer Reference Report

From the Daily Installed Base Processing menu (G1711), choose Customer Reference Report.

You can print and review a report that lists all of the equipment that you have installed at a customer's site or sites. In addition, the report provides mailing support for manufacturers in the event of product recalls or retrofit campaigns.

You use data selections such as state, model, and user defined codes to specify the information that you want to retrieve and print.

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

- Asset Master (F1201)
- Equipment Master Extension (F1217)
- Address Book Master (F0101)

See Also

- Customer Reference Report (R17022)* in the *Reports* documentation for a sample of this report

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: <ul style="list-style-type: none">• 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

Printing Work Order Reports

Equipment/Plant Management provides you with a variety of reports to help you review and manage information about work orders. Work order reports can provide the following:

- Standard work order information, such as work order status and work order costs

- Work order information for specific pieces of equipment, such as work orders associated with a particular equipment malfunction and total work orders completed for a piece of equipment
- Budget information, such as a comparison of estimated and actual work order costs
- Parts information, such as parts requirements and parts availability for outstanding work orders

Printing Standard Work Order Reports

You can print standard work order reports to track the progress of work orders by status for a particular date. You can also review the costs associated with selected work orders. In addition, you can print detailed reports about supplemental data for your work orders.

Printing Service Orders

Print service orders when you need a hard copy of a service order.

If you want to print multiple service orders, instead of using the following procedure, choose Service Order Print from the Daily Service Order Processing menu (G1712).

► To print service orders

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, locate the service order that you want to print.
2. Choose the service order and choose Print WO from the Row menu.

You can view the service order online or print the service order.

See Also

- *Service Order Print (R17714)* in the *Reports* documentation for a sample of this report

Printing the Work Order Summary

From the Work Order Processing menu (G4811), choose Print Work Order Summary.

You can print summary information to track and compare the progress of selected work orders, including the following details:

- Number of hours planned for each work order
- Number of actual hours charged as of the date that you specify
- Difference between hours planned and hours charged to date
- Variance between estimates and actuals

You can use a processing option to control the format for printing equipment numbers on this report.

The report also includes the following information about each work order:

- Planned completion date
- Priority (designated by P)

- Status of the work order at the time that you run the report

The system draws information for this report from the Work Order Master File table (F4801).

See Also

- R48445, Print Work Order Summary* in the *Reports Guide* for a report sample

Processing Options for Work Order Summary Print (R48496)

Print

1. Choose how to print the Equipment Number:

' ' = No Equipment Number
'1' = Asset Number
'2' = Unit Number
'3' = Serial Number
-

Printing the Work Order Status Report

From the Equipment Work Orders menu (G1316), choose Print WO Status Summary.

Print the Work Order Status report to review the detailed information that you associate with work orders. You can use the report to track and compare the progress of selected work orders. The report includes:

- The number of hours planned for each work order
- The number of actual hours charged as of the date that you specify on the report
- The difference between hours planned and hours charged to date

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

- Work Order Master File (F4801)
- Account Ledger (F0911)

See Also

- R48496, Work Order Summary Print* in the *Reports Guide* for a report sample

Processing Options for Work Order Status (R48496)

Print

1. Choose how to print the Equipment Number:

' ' = No Equipment Number
'1' = Asset Number
'2' = Unit Number
'3' = Serial Number
-

Printing the Cost Summary Report

From the Work Order Processing menu (G4811), choose Work Order Cost Summary. Alternatively, from the Equipment Work Orders menu (G1316), choose Print WO Cost Summary.

You can print cost summary information for work orders and use processing options to enter the date range for the report. This report includes the following:

- Estimated hours and costs for each work order

- Actual hours and costs for each work order
- Difference between the estimated and actual hours and costs for each work order

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

- Work Order Master File (F4801)
- Account Ledger (F0911)

See Also

- *R48497, Print Work Order Cost Summary* in the *Reports Guide* for a report sample

Processing Options for Print Work Order Cost Summary (R48497)

Process

1. Enter the date range for the report.
Leave blank (default) to include all costs, regardless of their G/L dates.
 - a. From Date:
 - b. Thru Date:

Printing the Cost Detail Report

From the Work Order Processing menu (G4811), choose Cost Detail. Alternatively, from the Equipment Work Orders menu (G1316), choose Print WO Cost Detail.

Print the Work Order Cost Detail report to review detailed information on the costs you charge to work orders. You use processing options to specify the date range for the report. The report includes:

- Actual hours and amounts charged to each work order
- The G/L date for each transaction
- An explanation of each transaction
- Total hours and amounts by phase code

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

- Work Order Master File (F4801)
- Account Ledger (F0911)

See Also

- *R48498, Print Work Order Cost Detail* in the *Reports Guide* for a report sample

Processing Options for Print Work Order Cost Detail (R48498)

Process

Enter the From Date. Leave blank (default) to include all costs with G/L dates up to the Thru Date below.

1. From Date

Enter the Thru Date. Leave blank (default) to include all costs with G/L dates from the From Date forward.

2. Thru Date

Printing the Equipment History Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Equipment History report to review the following information for equipment and equipment components:

- Work orders associated with each piece of equipment
- Problems and possible causes
- Actions that were taken to solve the problems

The report includes completed work orders. You can use processing options to specify a date range to control which work orders that you want to include in the report. You can also specify the work order category codes that you are using to define the problem. In addition, you can specify that the report print the actions that were taken to resolve the problem.

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

- Work Order Master File (F4801)
- Asset Master File (F1201)

Technical Considerations

Report Access You can only access this report by using the following procedure:
Type R13420 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

Processing Options for Equipment History Report (R13420)

Print1

Identify how to print the Equipment Number.

'1' = Asset Number (Default)

'2' = Unit Number

'3' = Serial Number

1. Print Equipment Number

Print2

Define which Work Order Category Code to use for the following (01-10).

1. Failure Code
2. Action Code

Process

Enter the Work Order Completion Date range.

1. Completed Date - From:
 2. Completed Date - To:
-

Printing the Budget to Actual Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Budget to Actual report to review work order information for specific pieces of equipment. The report is based on information from the Asset Master File table (F1201). The system totals amounts by equipment number. For each work order, the report includes:

- Estimated hours and amount
- Actual hours and amount
- Variance between estimated and actual hours, and amounts

Technical Considerations

Report Access You can only access this report by using the following procedure:
Type R13418 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

See Also

- *R13418, Budget to Actual* in the *Reports Guide* for a report sample

Processing Options for Budget to Actual Report (R13418)

Process1

Enter the Work Order Date from which to start and end the work order selection.

1. Work Order Date - Start
2. Work Order Date - End

Process2

Identify how to print the Equipment Number.

'1' = Asset Number

'2' = Unit Number

'3' = Serial Number

1. Print Equipment Number

Process 3

FUTURE FUTURE

Enter a '1' to

run the Update WO Amount (R13800) as you print the report. Leave blank to not run the update program.

1. Update WO Amount
-

Printing the Work Order Completion Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Work Order Completion report to review a list of work orders by individual pieces of equipment. The report includes the following information:

- Number of work orders created for each piece of equipment
- Number of work orders completed for each piece of equipment
- Number of work orders pending with parts requirements
- Percent of complete work orders
- Percent of pending work orders

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

- Work Order Master File (F4801)
- Asset Master File (F1201)

Technical Considerations

- Report Access** You can only access this report by using the following procedure:
Type R13430 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

See Also

- R13430, Work Order Completion* in the *Reports Guide* for a report sample

Printing the Labor Utilization Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Labor Utilization report to review a list of work orders created for a piece of equipment and the hours associated with each labor routing step, such as Electrical, Mechanical, and so on. The report also shows the total hours associated with each work order.

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

- Work Order Routing (F3112)
- Work Order Master File (F4801)
- Asset Master File (F1201)

Technical Considerations

- Report Access** You can only access this report by using the following procedure:
Type R13440 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

See Also

- R13440, Labor Utilization* in the *Reports Guide* for a report sample

Processing Options for Print Labor Utilization Report (R13440)

-
- Print Select
Identify how to print asset number:
'1' - Asset Number
'2' - Unit Number
'3' - Serial Number
-

Printing the Parts Forecast Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Parts Forecast report to review a list of parts and work orders by branch. The report includes the following information:

- Equipment number on the work order
- Planned completion date
- Parts requirements
- Parts availability

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

- Work Order Master File (F4801)
- Asset Master File (F1201)

Technical Considerations

Report Access You can only access this report by using the following procedure:
Type R13450 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

See Also

- R13450, Parts Forecast in the Reports Guide for a report sample*

Processing Options for Print Parts Forecast Report (R13450)

Component

Identify which Component

Item Number you wish to use:

- '1' - Short Item Number
- '2' - 2nd Item Number
 - (default)
- '3' - 3rd Item Number

Asset Number

Identify which Item Number is to be used:

- '1' - Item Number
 - (default)
- '2' - Unit Number
- '3' - Serial Number

Branch

Identify which Branch (if any) is to be used. Default is all branches.

Printing the Equipment Parts List Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Equipment Parts List report to review parts information associated with individual pieces of equipment. The report lists both the location and availability of parts.

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

- Item Master (F4101)
- Bill of Material Master (F3002)
- Asset Master (F1201)

Technical Considerations

Report Access You can only access this report by using the following procedure:
Type R13410 in the Batch Application field on the Work With Batch Versions – Available Versions form and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run and click Select.

See Also

- R13410, Equipment Parts List* in the *Reports Guide* for a report sample

Processing Options for Equipment Parts List Report (R13410)

Process	
1. Identify how to print Equipment Number. (Default)	'1' = Asset Number '2' = Unit Number '3' = Serial Number
Print Equipment Number	
2. Identify how to print Inventory Parts. Number (Default)	'1' = Item '2' = Second Item Number '3' = Third Item Number
Print Inventory Parts	

Printing Maintenance Planning Reports

You can print maintenance planning reports to review and manage information about future parts and labor resource requirements.

Printing the PM Projections Report

From the Maintenance Planning menu (G1322), choose Print PM Projections.

Print the PM Projections report to review information about forecasted PMs. The PM forecast includes four periods. You use processing options to specify whether the periods on the report represent weeks, months, or quarters. The report lists all service types for each piece of equipment, the service intervals associated with the service types, and the estimated hours to complete any service types that come due for the periods represented by the report.

The system draws information for this report from the PM Projections table (F13411).

See Also

- R13412, Print PM Projections* in the *Reports Guide* for a report sample

Processing Options for Print PM Projections (R13412)

Process

1. Enter the Beginning Date of the first period.
2. Enter a "W" for Weekly Period
a "Q" for Quarterly Period
a "M" for Monthly Period
3. Enter the Forecast Type
4. Enter a Work Center to be used in Selecting which PMs to project. Only those PMs with a model work order that uses that work center will be selected.

Print

1. Enter one of the following to determine how to print the Equipment Number.
"1" = Equipment Number (Default) "2" = Unit Number
"3" = Serial Number
 2. Enter a "1" to Print the Parts List. Leave blank to not print the Parts List.
-

Printing the MRP Schedule and Message Detail Report

From the Material Planning menu (G1323), choose Print Schedule & Messages.

Print the Material Requirements Planning (MRP) Schedule and Message Detail report to review a projection of inventory availability for individual maintenance items. You can also print outstanding planning messages.

The most current material plan generation supplies the information for the MRP Schedule and Message Detail report. The report is a printed version of the information that you can access online using Item Availability by Time and Item Detail Messages.

You use processing options to select the items that print on the report and to determine whether to print the time series, planning messages, or both. You also define the row types that print for each time series. Row types determine the quantity type information, such as Beginning Available and Ending Available. In addition, you define the columns that print for each time series. Columns determine the time periods that you want to review. The report also provides detailed information for each item, such as quantity on hand, buyer numbers, and planner numbers.

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

- MPS/MRP/DRP Summary File (F3413)
- MPS/MRP/DRP Message File (F3411)
- Forecast Consumption Periods (F3405)

See Also

- R3450, Print Schedule and Messages* in the *Reports Guide* for a report sample

Processing Options for MRP Schedule and Message Detail Report (R3450)

Process

1. Enter the report Start Date (default is today's date).
Report Start Date.
2. Enter the number of time periods to be displayed (max. of 54 periods).
Number of time periods.
3. Enter the number of past due weeks (0,1, or 2 weeks are allowed and 0 is the default).
Number of past due weeks.
4. Enter the User Defined Code for the list row descriptions.
User Defined Code.

Print 1

1. Enter a '1' to print MPS Time Series Section.

MPS Time Series

2. Enter a '1' to print MPS Messages Section.

MPS Messages

3. Enter a '1' to suppress the blank lines when printing the Time Series.

Suppress blank lines.

Print 2

4. Enter a '1' to summarize the supply lines into one line and the demand lines into one line.

Summarize supply and demand lines.

5. Enter the Unit of Measure in which you want the quantities printed ('1' = Primary, '2' = Production, or '3' = Component).

Report Unit of Measure.

What You Should Know About Processing Options

Start dates The start date must be within the planning horizon that you defined when you ran the Parts Plan Generation for this report. You can indicate a start date for the report that is different from the original plan generation. However, you should ensure that past due time periods for the report are set to zero.

Past due weeks The number of time periods (columns) that you specify to print on the report includes the number of weeks that you specify for past due amounts.

Printing Labor Planning Reports

Print Labor Planning reports to review and manage detailed information about future requirements for labor resources.

Printing the Load and Detail Messages Report

From the Labor Planning menu (G1324), choose Print Load & Detail Messages.

Print the Load and Detail Messages report to review time series information for a work center, outstanding action messages for a work center, or both. You can print the information for all work centers or for selected work centers.

Use processing options to control the following information on the report:

- Time period
- Unit of measure for load information

- Type of planning
- Capacity requirements, capacity messages, or both
- User defined code for row descriptions

Although you can run three versions of the Load and Detail Messages report, the Equipment/Plant Management system uses the Capacity Requirements Planning version.

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

- Capacity Load Table (F3313)
- Capacity Message File (F3311)
- Work Center Master File (F30006)

Technical Considerations

Load types A load type describes the type of labor demand placed on a work center. The system calculates the five load types as follows:

- Rated Profile - the total resource units from the Work Center Revisions form.
- Loaded Profile - the load that is forecast from the planned and released work orders.
- Percent Resource Used - the Loaded Profile divided by the Rated Profile.
- Resource Available - the Loaded Profile subtracted from the Rated Profile.
- Cumulative Resource Available - a running total of the resources available. If a work center runs over capacity, this number could be negative. If the work center runs under capacity, the cumulative resources could increase each period.

See Also

- ❑ *R3350, Print Load and Detail Messages* in the *Reports* documentation for a report sample

Processing Options for Print Load and Detail Messages (R3350)

Defaults

1. Enter the Capacity Mode:
 '1' = Resource Requirements
 '2' = Rough Cut Capacity
 '3' = Capacity Requirements
 2. Enter the Unit of Measure.
 3. Enter the Start Date for the report.
 4. Enter a '1' to print Capacity Requirements.
 5. Enter a '1' to print Capacity Messages.
 6. Enter the number of periods for the report (1 - 54). The default and maximum value is 54.
 7. Enter the User Defined Code to use for the row descriptions.
-

What You Should Know About Processing Options

Unit of measure Any unit of measure that you enter in the processing options must be the same unit of measure that is used in the Account Master table for the work center.

Printing the Period Summary Report

From the Labor Planning menu (G1324), choose Print Period Summary.

Print the Period Summary report to review information for Capacity Requirements Planning.

The report includes all items scheduled at the work centers during the period of time that you specify. It also lists the number of resource units that are required to complete each work order and the percent above or below the total load on the work center.

You can specify the type of planning by selecting the appropriate report version. The Equipment/Plant Management system uses the Capacity Requirements Planning version.

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

- Capacity Load Table (F3313)
- Capacity Pegging (F3312)
- Work Center Master File (F30006)

See Also

- R3352, Print Period Summary in the Reports documentation for a report sample

Processing Options for Print Period Summary (R3352)

Defaults

1. Enter the Capacity Mode:

'1' = Resource Requirements
'2' = Rough Cut Capacity
'3' = Capacity Requirements

2. Enter the Starting Period date. If blank, the default is today's date.

3. Enter the Ending Period date. If blank, all data after the starting date will be reported.

4. Enter up to 5 Units of Measure for the report.

Unit of Measure 1

Unit of Measure 2

Unit of Measure 3

Unit of Measure 4

Unit of Measure 5

What You Should Know About Processing Options

- Period from and to dates** The system uses the Period From and the Period To dates that you enter as follows:
- If you enter dates in both fields, the system prints the summary within that period.
 - If you enter a date in the Period To field only, the system prints the summary beginning with the current period. If you do not select a Period From date, the system prints the past due orders before the current date.
 - If you enter a date in the Period From field only, the system prints all items from that date onward.
 - If more than one order for an item is scheduled at the work center for the same period, the system prints the item number once for each order in the report.

Printing PM Reports

You can print PM reports to review and manage information about preventive maintenance schedules and service types within your maintenance organization.

Printing the Maintenance Schedule

From the Plant & Equipment Maintenance menu (G1315), choose Print Maintenance Schedule.

Print the Maintenance Schedule report to review the status of preventive maintenance for equipment.

The Maintenance Schedule report shows the service types that you assign for each piece of equipment on the preventive maintenance schedule. Depending on the maintenance status of each service type, the system determines whether it is scheduled, in process, or complete.

You can run the following three versions of the report:

- | | |
|--------------------------------------|--|
| Completed maintenance records | Prints service types that have a maintenance status of 98 (canceled) or 99. The completion date prints, as well as the total miles, fuel, hours, or other user defined statistical units for the equipment. The address book number of the employee completing the service also prints. |
| Scheduled maintenance records | Prints service types that have a maintenance status of less than 98. If you schedule the service for a specific date, the date prints. If you schedule the service at intervals, the number of days prints. If you schedule the service according to miles, fuel, hours, or other user defined statistical units, the appropriate numbers print. |
| Mechanic's worksheet | Prints service types that have a user defined maintenance status—for example, between 50 and 70. If you schedule service according to miles, fuel, hours, or other user defined statistical units, the current readings for the item will print. The % Due column on the report shows how close the service is to being due or whether it is overdue. The address number of the employee assigned to the task also prints. |

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

- Maintenance Schedule File (F1207)

- Asset Master File (F1201)

See Also

- R12407, Print Maintenance Schedule in the Reports documentation for a report sample

Processing Options for Print Maintenance Schedule (R12407)

Print

1. Choose which report format to print:
 statuses of '99').
 statuses less than '99').
 of '50' to '70').
 actually included on the report.
2. Enter a '1' to print the procedure number's
 standard text. Leave blank (default) to print no
 standard text.
3. Choose which asset number to print:
 '2' = Unit number.
 '1' = Asset number (default).
 '3' = Serial number.
4. Enter a '1' to print the assets by Location,
 page breaking by Location.
 NOTE: If selecting this option, Location
 should be high in the data sequence list (for example
 Company, Location, Asset Number; or Location, Asset Number; and so forth).
-

Printing the Equipment Message Log

From the Plant & Equipment Maintenance menu (G1315), choose Print Equipment Message Log.

You can print the Equipment Message Log to review equipment messages based on message type. Message types are user defined (12/EM) and might include the following:

- Problem messages
- Planned maintenance messages
- Actual maintenance messages

You can print the following four versions of this report:

- Actual Maintenance
- Reported Problems
- Planned Maintenance
- Reported Problems versus Maintenance

The Maintenance Log report prints messages in the following sequence:

- Equipment number
- Date
- Time

The report includes cleared messages only if you use data selections to specify that you want those messages to appear. The report also includes messages with a tickler date (the date that the messages go into effect).

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

- Equipment Messages (F1205)
- Asset Master File (F1201)

See Also

- ❑ *R12450, Print Equipment Message Log* in the *Reports* documentation for a report sample
- ❑ *Working with Message Logs* for information about entering and reviewing equipment messages

Processing Options for Equipment Message Log (R12450)

Print

Identify how to print the Equipment Number.

(default)

1 = Asset Number

2 = Unit Number

3 = Serial Number

1. Print Equipment Number

If Data Selection has been entered, then please reentered the Data Selection in order to print out the page heading selection description .

Equipment Message Type

If there is two Data Selection criteria entered, then please reentered in the Second Equipment Message Type entered.

Equipment Message Type 2

Printing the Frequency of Occurrences Report

From the System Administration Tools menu (GH9011), choose Batch Versions.

Print the Frequency of Occurrences report to review the overall frequency of selected service types. This report is particularly useful when you need to review maintenance patterns by specific type of repair.

The report shows the service types that you specify, the estimated and actual frequency of each service type, and the percentage of each service type for which maintenance has been fulfilled.

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

- Asset Master File (F1201)
- Maintenance Schedule File (F1207)

Technical Considerations

- Report access** You can access this report only by using the following procedure:
Type R13419 in the Batch Application field on the Work With Batch Versions – Available Versions form, and then click Find. A list of available versions appears in the detail area. Choose the version that you want to run, and click Select.

See Also

- R13419, Frequency of Occurrences* in the *Reports* documentation for a report sample

Processing Options for Frequency of Occurrences Report (R13419)

Date
Enter the From date:
(Actual Date Maintenance
was completed)

Enter the Thru date:

Appendices

Inventory Concepts and Setup

This topic contains important information that you need if you use the Inventory Management system to manage parts inventories.

About Inventory Concepts

You can plan for future parts needs by reviewing information that the system provides about parts and part quantities. For example, you can monitor quantity information about how many parts are on demand, available in supply, and available to be promised. To use quantity information to determine your current and future inventory needs, you need to understand the following concepts.

Stocking Types

In most inventory environments, such as a manufacturing, nonstock parts are rare. Within the maintenance organization, however, the demand for parts is often not predictable, and it is impractical to stock every part for which there might be a future demand. Generally, maintenance planners consider inventory as a way to handle emergency replacement parts and as a temporary holding area for stock and nonstock parts.

Within the maintenance organization, the following three stocking types exist:

Stock parts	The most vital parts for which you know there is a predictable demand, such as parts required for routinely scheduled maintenance tasks. Typically, you want to maintain a physical inventory of these parts.
Pseudo nonstock parts	Parts for which you do not need to keep a physical on-hand quantity, such as parts required for future maintenance tasks or parts that are easily and quickly acquired. Typically, you do not want to maintain a physical inventory of these parts, but you do want to maintain inventory records to help with planning and to simplify purchasing. You can set up pseudo nonstock parts with an inventory master record and indicate an on-hand quantity of zero.
Nonstock parts	Parts for which you rarely have a need and for which you do not need an inventory master record.

On-Hand Quantity versus Available Quantity

On-hand quantity refers to the number of parts that are physically in stock in the primary unit of measure. On-hand quantity of parts can be affected by the following:

- Variances recorded following a physical inventory
- Daily removals, additions, or transfers of parts

- Shipment confirmations or updated sales information
- Locations with lots on hold, such as parts requiring inspection or placed in quarantine

Available quantity refers to the number of parts that you can use based on user defined calculations. You determine how the system calculates part availability by defining the factors that subtract from, or add to, the available quantity of a part. This calculation can include quantities that do not immediately affect on-hand amounts.

For example, you can set up the availability calculation to subtract any quantities that are committed to work orders, and to add any quantities that are included in purchase orders or in transit.

Commitments

When you set up general planning constants, you can specify whether the system uses hard or soft commitments to commit parts to a work order.

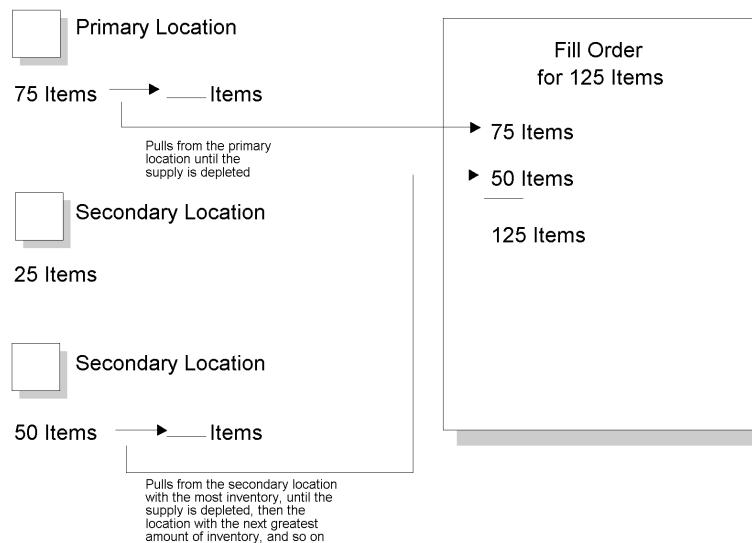
When you specify hard commitment, the system does the following:

- Indicates an actual reduction in inventory at the point that the maintenance task creates a demand for the part
- Specifies a location from which to remove the part

When you specify soft commitment, the system does the following:

- Does not indicate an actual reduction in inventory at the point that the maintenance task creates a demand for the part
- Does not specify a location from which to remove the part

The following graphic illustrates shows how the Inventory Management system commits inventory:



Supply and Demand Quantities

The system uses supply and demand inclusion rules to calculate the supply and demand quantities for an inventory part. Unlike a manufacturing environment, where work orders create a supply of parts or materials, work orders in a maintenance environment create a demand for parts.

Starting with the requested date on the work order parts list, the system calculates the demand quantity from the following sources:

- Work order requirements and parts lists – The quantity required minus the quantity issued
- Safety stock – Any quantity reserved as protection against fluctuations in demand and supply

Starting with the requested date on the purchase order, the system calculates the supply quantity from the following sources:

- On-hand inventory – The quantity on hand minus hard commitments and quantities on work orders
- Purchase orders – The quantity entered on purchase orders

Kits in Manufacturing Systems

It is important to remember that in manufacturing systems, the word "kit" has a different meaning than in the distribution environment, as described below:

- Manufacturing systems use the bill of material to create a parts list for a work order. When you create a work order, you are preparing to produce a product. The parts list indicates the material and quantity that you will need.
- Distribution systems use the bill of material to locate and assemble a group of items.

About the Inventory Item Master

To ensure that maintenance planning features function properly, several fields on Item Master Revisions and Item/Branch Plant Information require special attention. You can access both forms within the Inventory Management system.

Item Master Revisions Form

The screenshot shows the 'Item Master Revisions' form in the PeopleSoft application. The top navigation bar includes links for Portal, WWW, Intranet, and Training. The workspace is set to 'Active Foundation'. The main window title is 'Item Master Revisions'. The form has tabs for Basic Item Data, Additional Info, Weights and Measures, and List Processing. The 'Basic Item Data' tab is selected. It displays the following information:

Field	Value	Description
Catalog Number	1001	
Description	Bike Rack - Trunk Mount	
Description		Search Text: Bike, Rack
Stocking Type	P	Purchased Inc. Raw Material
G/L Class	IN30	Inventory
Unit of Measure	EA	Each
Line Type	S	Stock Inventory Item
Bulk/Packed Flag	P	Packaged Item
Planner Number	8444	O'Malley, James
Buyer Number	8444	O'Malley, James
<input checked="" type="checkbox"/> Backorders Allowed		
<input checked="" type="checkbox"/> Check Availability		
Inventory Cost Level	2	Item/Branch Only
Sales Price Level	3	Item/Branch/Location/Lot
Purchase Price Level	3	Inventory Cost Level
Kit/Configurator Pricing Method	1	Total Components List Prices
Configurator Costing Method		Non Configured Item
Commitment Method	1	Location With Most Quantity
Print Message		
Item Flash Message		
Std UOM Conversion		Item Specific UOM

You must complete the following fields for each maintenance part that needs a master record.

Note

The values that you enter in these fields will be default values in the same fields on the Item/Branch Plant Information form.

- Stocking Type** A user defined code that indicates how a part is normally stocked. The stocking type that you enter for maintenance parts must have an M or a P as the second description line.
- M: Parent part number. The system uses this stocking type when it processes inventory parts for planning.
 - P: Individual parts or components of a parent part.
- For example, assume you are creating master information for a hydraulic PM kit and each part within the kit. The parts include a motor and a filter. Enter a stocking type that includes M as the second line of description for the PM kit. Enter a stocking type that includes P as the second line of description for the motor and the filter.

Note

When defining inventory parts (particularly kits), do not use hard coded stocking types. Instead, create your own stocking type and enter an M or P in the second description.

Do not enter a stocking type with a second description line of K (kit). Kit is used to process sales order items.

- G/L Class** You might need to set up an additional G/L class code for parts inventory if you use the Inventory Management system for other applications, such as manufacturing.

- Line Type** You should choose a line type according to the stocking method for the part. For example, if you are creating a master for a pseudo nonstock item (one for which you do not want to maintain physical on-hand quantity but that you want to track as an inventory item), choose a line type that interfaces with inventory. Line type N has special logic that the system uses to process parts that are truly nonstock and for which you do not maintain inventory master information.

To use parts planning functions in Equipment/Plant Management, you must enter a value in at least one of the following fields for each part:

- Planner Number
- Buyer Number
- Master Planning Family

The Planner Number and Buyer Number fields are located on the Item Master form, as well as on the Item/Branch Plant Information form. The Master Planning Family field is located on the Category Codes form and is discussed in *Category Codes Form* later in this index.

- Planner Number** You must enter a planner number to be able to run parts inquiries and searches by planner.

- Buyer Number** You must enter a buyer number to be able to run parts inquiries and searches by buyer.

Item/Branch Plant Information Form

The screenshot shows a PeopleSoft application window titled "Item/Branch Plant Info." The top navigation bar includes links for "Portal," "WWW," "Intranet," and "Training." The workspace dropdown shows "Active Foundation." The toolbar includes "OK," "Cancel," "Form," and "Tools." The main form has tabs for "Basic Branch/Plant Data" (selected), "Additional Info," and "Lot Processing." The "Basic Branch/Plant Data" tab contains fields for "Branch/Plant" (M30), "Item Number" (1001), and a description "Bike Rack - Trunk Mount". Below these are sections for "Stocking Type" (Purchased Inc. Raw Material), "G/L Class" (IN30, Inventory), "Line Type" (S, Stock Inventory Item), "Planner Number" (8444, O'Malley, James), "Buyer Number" (8444, O'Malley, James), "Supplier Number" (4343, Parts Emporium), "Print Message" (empty), "Commitment Method" (1, Location With Most Quantity), and "Country of Origin" (USA). To the right, there are sections for "Sales Taxable" (Y, LN is subj to applicable) and "Purchasing Taxable" (Y, LN is subj to applicable), each with a checkbox. There are also checkboxes for "Check Availability" and "Backorders Allowed".

You must enter a value in the Supplier field on the Item/Branch Plant Information form for each part. You can access this form either from Work With Item Master or Work With Item Branch.

Supplier J.D. Edwards recommends that you enter a supplier for each branch/plant.

Additional System Information Form

The screenshot shows the 'Additional System Information' window in a PeopleSoft application. The window has tabs for Manufacturing Data, Grade and Potency, Service/Warranty, Bulk Information, and Advanced Planning. The Manufacturing Data tab is active. The form contains several input fields and dropdown menus. For example, the 'Item Number (Short)' field is set to '60003' and the 'Item Number' field is set to '1001'. Other fields include 'Order Policy Code' (set to '1'), 'Value Order Policy', 'Planning Code' (set to '2'), 'Planning Fence Rule', 'Planning Fence', 'Freeze Fence', 'Message Display Fence', 'Accounting Cost Qty' (set to '1'), 'Issue Type Code' (set to 'I'), 'Round to Whole Number', 'Issue and Receipt' (set to '1'), 'Replenishment Hours', 'Active Ingredient', 'Drawing Size', 'Last Revision No', 'Drawing Number', 'MFG Leadtime Quantity', 'Leadtime Level', 'Leadtime Manufacturing', 'Leadtime Per Unit', 'Leadtime Cumulative', 'Fixed/Variable' (set to 'F'), 'Material Status', and 'Fixed Leadtime'.

From the Work With Item Master form in the Inventory Management system, you can access the Additional System Information form. You must complete the following fields on this form to specify the rules by which the system plans for, orders, and issues parts.

Order Policy Code A code that designates the rules for reordering in the Requirements Planning system.

J.D. Edwards recommends that you enter a 1 in this field.

Issue Type Code A code that defines how each item in the bill of material is issued from stock.

With the exception of floor stock items, such as small hardware, fasteners, and so on, J.D. Edwards recommends that you enter an I in this field to indicate a manual issue for maintenance parts.

Planning Code A code that indicates how the system processes this item.

J.D. Edwards recommends that you enter a 2 in this field.

Time Basis A code that identifies the time basis or rate to use for the setup, machine, or labor hours entered for any routing step.
 J.D. Edwards recommends that Equipment/Plant Management users enter a U in this field.

Category Codes Form

Item Number	1001	Bike Rack - Trunk Mount
Sales Catalog Section	1	Blank - Sales
Sub Section		Blank - Sales
Sales Category Code 3		Blank - Sales
Sales Category Code 4	444	Accessories
Sales Category Code 5	158	Bike Accesso
Preferred Sales Carrier		
Shipping Conditions Code		Blank - Shipp
Shipping Commodity Class		Blank - Shipp
Cycle Count Category		Blank - Cycle
Item Dimension Group		.
Warehouse Process Grp 1		Blank
Warehouse Process Grp 2		Blank
Warehouse Process Grp 3		Blank
Commodity Class		Blank - Comr
Commodity Sub Class		Blank - Comr
Supplier Rebate Code		Blank - Suppl
Master Planning Family	240	Bike Accesso
Landed Cost Rule		Blank - Lande
Preferred Purchasing Carrier		
Category Code 6		.
Category Code 7		.
Category Code 8		.
Category Code 9		.
Category Code 10		.

To aid in parts planning and inquiry functions, you can assign each part to a master planning family. If you did not enter a planner number or a buyer number on either Item Master Revisions or Item/Branch Plant Information, you must enter a value for the master planning family.

Master Planning Family A code under which you can organize logically related parts. For example, you can organize parts by type, location, machine, and so on.

About Inventory Setup

The following Inventory Management setup tasks have special implications for Equipment/Plant Mgmt users:

- Setting up branch or plant constants
- Setting up stocking type codes (user defined code 41/I)
- Setting up line types

In addition to these tasks, setting up line types in the Procurement system has special implications for Equipment/Plant Management users.

Setting Up Branch/Plant Constants

The screenshot shows the PeopleSoft interface for setting up Branch/Plant Constants. The window title is "Branch/Plant Constants". The left pane lists various configuration parameters with their current values:

Branch/Plant	M30	Eastern Manufacturing Center
Address Number	6074	Eastern Manufacturing Plant
Short Item Number Identifier	/	<input checked="" type="checkbox"/> Backorders Allowed (Y/N)
Second Item Number Identifier		<input checked="" type="checkbox"/> Interface G/L (Y/N)
Third Item Number Identifier	*	<input checked="" type="checkbox"/> Write Units to Journal Entries
Symbol Customer/Supplier	#	<input type="checkbox"/> Location Control (Y/N)
Symbol to Identify Segmented Item	@	<input type="checkbox"/> Warehouse Control (Y/N)
Segment Separator Character		<input checked="" type="checkbox"/> Quality Control (Y/N)
Commitment Method	1	<input type="checkbox"/> Use Product Cost Detail (Y/N)
Specific Commitment (Days)	30	<input type="checkbox"/> Foreign Depot
Number of Days in Year	260	<input checked="" type="checkbox"/> Inventory Lot Creation (Y/N)
Customer Cross Ref. Code	C	<input type="checkbox"/> Location Segment Control (Y/N)
Supplier Cross Ref. Code	VN	
Purchasing Costing Method	07	
Sales/Inventory Costing Method	07	
Current Inventory Period	6	

The right pane contains a summary section with specific values:

Purchase Order Issue Cost	75.00
Inventory Carrying Cost (%)	10.000
General Ledger Explanation	1
Approval Route Code	

When you set up constants for each branch or plant, you should enter values in the following fields to ensure that inventory transactions create journal entries in the general ledger. In addition, you can specify a description for inventory transactions.

Interface G/L (Y/N) Turn on this option to ensure that inventory transactions that are processed through this branch/plant create general ledger entries.

General Ledger Explanation Depending on your reporting needs, you can specify the description that appears on the second line of the general ledger journal entry for inventory transactions:

- Enter a 1 for the item master description (part name)
- Enter a 2 for the primary item number (part number)

Write Units to Journal Entries Depending on your reporting needs, you can specify that the system enters both amounts and units for inventory transactions in the Account Ledger table (F0911).

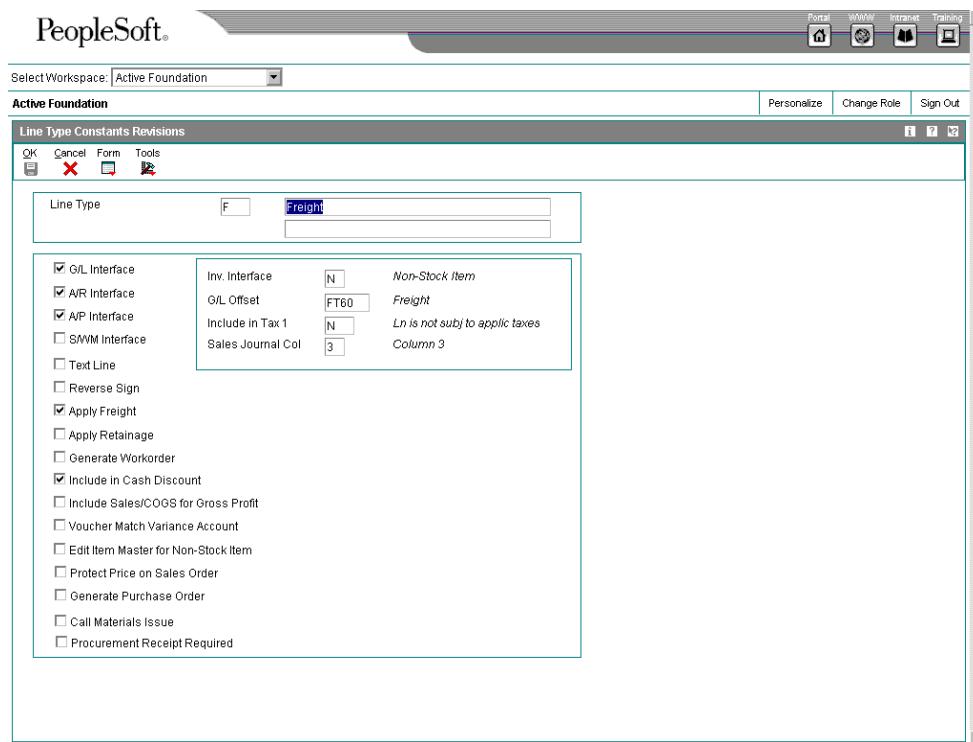
Setting Up Stocking Type Codes

When setting up stocking type codes do not use hard-coded stocking types. Instead, create your own stocking type and enter an M or P in the second description line. Do not enter a K (Kit); this code is reserved for sales order processing.

Note

You can use the hard-coded stocking types if you are actually using the parts for their intended purpose.

Setting Up Line Types



Line types control how parts transactions interface with the General Ledger and the Inventory Management system. Specifically, the line type that you assign to a part is a code that does the following:

- Controls which of four systems with which the transaction interfaces, such as General Ledger, Inventory Management, Accounts Receivable, and Accounts Payable
- Specifies the conditions for printing a line on reports
- Specifies the conditions for including a line in calculations

You set up line types in the Procurement system. Depending on your planning and reporting needs, you might need to set up an additional line type to differentiate pseudo nonstock part transactions from genuine nonstock part transactions.

Caution

You should be thoroughly familiar with order line types before you add or modify them. Extreme damage to your system can occur if you do not set up order line types with precision and logic.

The following fields on Line Type Constants Revisions have special significance for Equipment/Plant Management users.

G/L Interface	J.D. Edwards recommends that Equipment/Plant Management users turn on this option.
Inventory Interface	A code that identifies the type of interface to the Inventory Management system. Valid codes are: Y - The system reflects the monetary or unit value of any activity containing this line type in inventory. The system edits the item you enter to ensure that it is a valid item. A - The system recognizes the number entered as a G/L account number. This code is used in purchasing only. B - The system edits the item and the G/L account when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but the system does not update the quantity on the purchase order. This code is valid only when the Interface with G/L code is set to Y (yes). Budget checking is fully functional with this interface type. D - The item in this line is an inventory item that will not affect availability or quantities. N - The item is not an inventory item.

See Also

- Setting Up Order Line Types* in the *Procurement* documentation

Integration with Intelligent Graphic Solution (IGS)

Intelligent Graphic Solution (IGS) is a third-party product, which you can purchase separately from EAM. It is not a requirement of EAM.

IGS is a graphical tool that can illustrate equipment, buildings, and inventory item assemblies. You can see each item or part in picture format, and in relation to its parents or other components. You can see an entire assembly, select parts from the graphic, and return the item number to the parts list in OneWorld®.

Before You Begin

- To use the integration functionality between OneWorld® and IGS, you must set up the Use Graphical Parts Book option. See *Setting Up CSMS Constants*.
- To establish the initial connection with IGS, you must first run IGS independent of OneWorld® to create the catbase.ini file. This file contains the path of the IGS installation on your local computer; without this, you cannot execute IGS.

After you establish the initial connection, you can run IGS from OneWorld®.

► To integrate with IGS

From the Equipment Work Orders menu (G1316), choose Work Order Entry.

1. On Work With Work Orders, locate a work order and choose Parts List from the Row menu.

Alternatively, within a work order, on Work Order Details, choose Parts List from the Form menu.

2. On Work Order Parts List, choose one of the following options:
 - To view parts in an equipment or inventory assembly in IGS, choose Start IGS from the Form menu. View the applicable parts manuals, diagrams, and so on in IGS.
 - To select parts in an equipment or inventory assembly in IGS and copy them into the OneWorld parts list, choose Start IGS from the Form menu. Select the parts you want to copy, and click the Interface button in IGS. Then choose Copy IGS Parts from the Form menu in OneWorld®. If the part is defined in OneWorld®, the system adds the part to the parts list using the inventory item number and line type. If the part is not defined in OneWorld®, the system adds the part to the parts list using a text line type, the IGS part description, and the supplier part number. The parts list also includes the required quantities for the parts you selected.
 - To find corresponding parts in IGS, choose Show Item in IGS from the Row menu. Find the corresponding parts in an equipment or inventory assembly in IGS.