Capital Project
Property Plant Equipment (Assets) – Quick Guide

The Property Plant Equipment (Assets) module is a replica of the Customer Owned Tooling module with a slight change to the routing and functionalities. Please use this documentation as a reference to assist you with data entry.

1. From the UGN Intranet, click on the UGN Database link under the Web Applications menu on the left hand side of the screen.

2. Find and expand the **Capital Projects** menu located on the left side of the **UGN Database** web page.

3. Select the **Property Plant Equipment (Assets)** link.

Project Leaders (Initiators):

Chicago Heights	Jackson	Somerset	Valpo	Tinley Park
Darrell Cook	Mike Joyner	Bill Wallace	Joseph Lentini	Duane Rushing
Neal Bardens	Mike Kelley	Adrian Way	Jeremy Maple	Nicolas LeClercq
Ron Davis	Rick Matheny	Adam Walker	James McGowan	Pam Delor
Tony Ugone	Peggy Anderson	Cory Collins	Neil Devore	Paul Papke
	Anthony Plunk	Roger Depperschmidt	Bill Schultz	Tina Durr
	Greg Hall	Donna Davis	Jim Reinking	Mike Berdine
	Kim Worley			Oswaldo Amaya
				Ron Myotte
				Mike Alonzo

1. Create a Primary "**A**" by clicking on the **ADD** button or **Append** button for a Supplement when a Primary "**A**" is approved.

2. Make sure **all required fields** above the tab section is entered in the system and click on the **Save** button to save and generate a new "**A**" sequence according to the UGN Location selected.

3. Enter all required fields under the **Project Detail** tab.

4. One **Expense** entry is required under the **Asset** tab.

5. **Supporting Documents** are optional, but helpful. **PDF, Word Docs** and **Excel** files can be uploaded. There is a file size limit of **4MB** each.

   NOTE: If you are unsure of the file size, the system will check for the file size and alert you should it go over the required size limit. File description is required, therefore, provide a brief description of the file you are uploading. You can also link a document to an expense line item by choosing .

6. If an expense line item has a **Capital Classification** of "**Cost Reduction**". A **Cost Reduction Reference** is required.

   NOTE: If a Cost Reduction Project is not listed in the drop down list, click on the **Request** button to submit a request. This will place the record on Hold until one has been assigned. An email notification will be sent automatically from an initiator of the Cost Reduction Project to notify you of its existence. The record will be reset to "**New Project Entry**" to allow forwarding for approval.

7. For Tinley Park Team Members, click on the **Build Approval List** button. This will generate a default approval list. Tinley Park Team Members, will also have the ability to add additional team member(s) for first level approval when required. When completed, click on the **Submit for Approval** button to send an email notification to the first level approver(s).

8. For Chicago Heights, Jackson, Somerset and Valparaiso Team Members, click on the **Submit for Approval** button located under the **Approval Status** tab. This will generate a default approval list and submit an email notification to the approvers automatically to the first level approver(s) according to the UGN Location selected on the record.

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NOTE: Should you have made a mistake with data entry and the "A" record is **In Process** and **Pending Approval**, notify the pending approver to reject the record back to you for changes/correction. When changes/corrections are made resubmit for approval.

1st level Approval (Plant Specific):
1. Operations Manager
2. Plant Controller
3. *Optional entry by Tinley Park Team Member only.*

2nd level Approval:
1. David Lamski
2. John Mercado
3. Ron Myotte

3rd level Approval:
1. Randy Khalaf
2. Paul Papke (*Optional – can be removed by a 2nd level approver*)

4th and Final Approval:
1. Peter Anthony

NOTE: In the body of the email notification there will be a link to the take you to the approval screen.

New Version Enhancements:

1) User friendly history tracking records process from beginning to end, including team member's action/approval.

2) A reason is required when the "**Estimated Completion Date**" is changed while record is "**In Process**" and pending approval. An email notification will be sent to all involved by far.

3) Option to upload "**Supporting Documents**" in **PDF format** up to **4MB file size**. Link to the documents will be available in the body of the email notifications during approval process.

4) A link to the Cost Reduction Project will be available on the body of the email for reference/direct preview.

5) A Communication Board or discussion threading. Used by the Approvers to ask or comment on an "A" prior to reject/approve to help them with making a decision. Email message with link to the "A" record is sent to the Project Leader.

Response is sent to the **Communication Board** tab of the "A" record by clicking on the icon next to each question displayed in the table.

6) Backup procedure also included in case team member is out of the office using **Team Member Work Flow** and **Corporate Calendar**. For help with Workflow for Backup, contact the Applications Group.

7) When an approver rejects an "A" an email notification will go back to the Project Leader. Project Leader can submit the corrections back to the TM who rejected the record by clicking the **Submit for Approval** button. Anyone who previously approved will be carbon copied.

8) The Project Leader has the ability to change a project's status to "**Completed**" followed by a **Save** routine. An automatic email notification is sent a selected group of TM's in Accounting.

9) The Project Leader has the ability to change a project's status to "**Void**" and enter a "**Reason**" followed by a **Save** routine. An automatic email notification is sent to all involved. Record is locked from further actions. Expenses will not be included in calculations in proceeding supplements. Record is kept in the system as a reference.

10) An Accounting team member has the ability to change a project's status to "**Capitalized**" followed by a **Save** routine. An automatic email notification is sent to all involved. Record is locked from further actions.

11) The Approval List is a default list. Only the 2nd Level Approver(s) will have the ability to delete team member(s) from the Approval List that does not need to be a part of the routing following the 2nd level approval only.

12) There are two types of Reminder Email Notifications that are run daily:

   a. One email will be sent to the Project Leaders with a list of A's letting them know where in the approval chain the record is held up.

   b. Another email will go out directly to the Approvers of a list of pending A's for their review.

CapEx: Property Plant Equipment (Asset) Process Flow Diagram

Project Leader

Begin

Add New Record
- No → **Status = "Rejected"**
  - No → **Status != "New" & Change Est Cmpt Dt**
    - No → **Status = "Void"**
      - No →
      - Yes → Email Notification Sent to all involved with Void Reason.
    - Yes → Email Notification Sent to all involved with Change Reason to Est Cmpt Dt
  - Yes → Revise CapEx information
- Yes → Enter Project Detail

6

Enter Project Detail → System assigns Primary A# based on facility → Enter Asset Expense Info → Save data

Add another entry

Revise CapEx information → Save revised data → Forward to Rejected Approver
- No → End
- Yes → 6

Email Notification Sent to all involved with Change Reason to Est Cmpt Dt → End

Email Notification Sent to all involved with Void Reason. → Record Locked from further action → End

Status = "Completed"
- No → End
- Yes → Email Notification Sent to Accounting → 2

Optional: Upload Supporting Docs → **Forward to 1st Level Approval**
- No → End
- Yes → **Is there a Cost Savings?**
  - No → 1
  - Yes → CR Project Reference # Required → **CR Project No Available?**
    - Yes → 1
    - No →

1) Email Notification Sent to Cost Reduction Project Leader based on Facility selection requesting a CR Project #.

2) Asset placed on HOLD until # is assigned.

3) An email notification will be sent to Capital Project Leader when # is assigned.

4) Asset will be automatically updated with CR Project #.

5) Capital Project Leader forwards Asset for Approval.

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CapEx: Property Plant Equipment (Asset) Process Flow Diagram cont...

1st Level Approval (Ops Manager & Plant Controller)

```
(1) → [Email Notification Sent to Plant specific Ops. Manager & Plant Controller Cc: Project Leader] → [Review CapEx Request] → <Approve CapEx?> ──Yes──> (2)
                                                                                                                                        │
                                                                                                                                        No
                                                                                                                                        ▼
                                                                                                                                       (5)
```
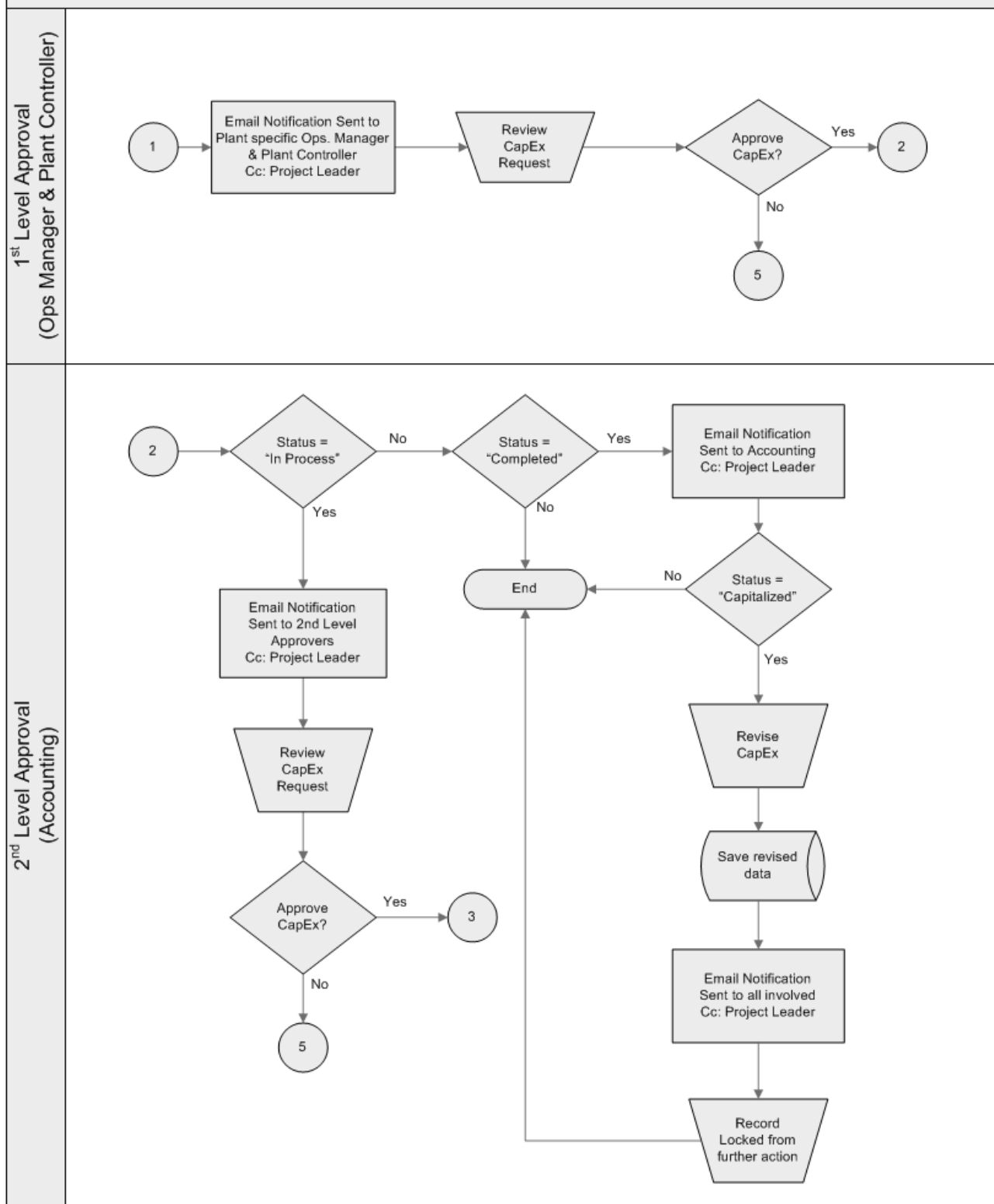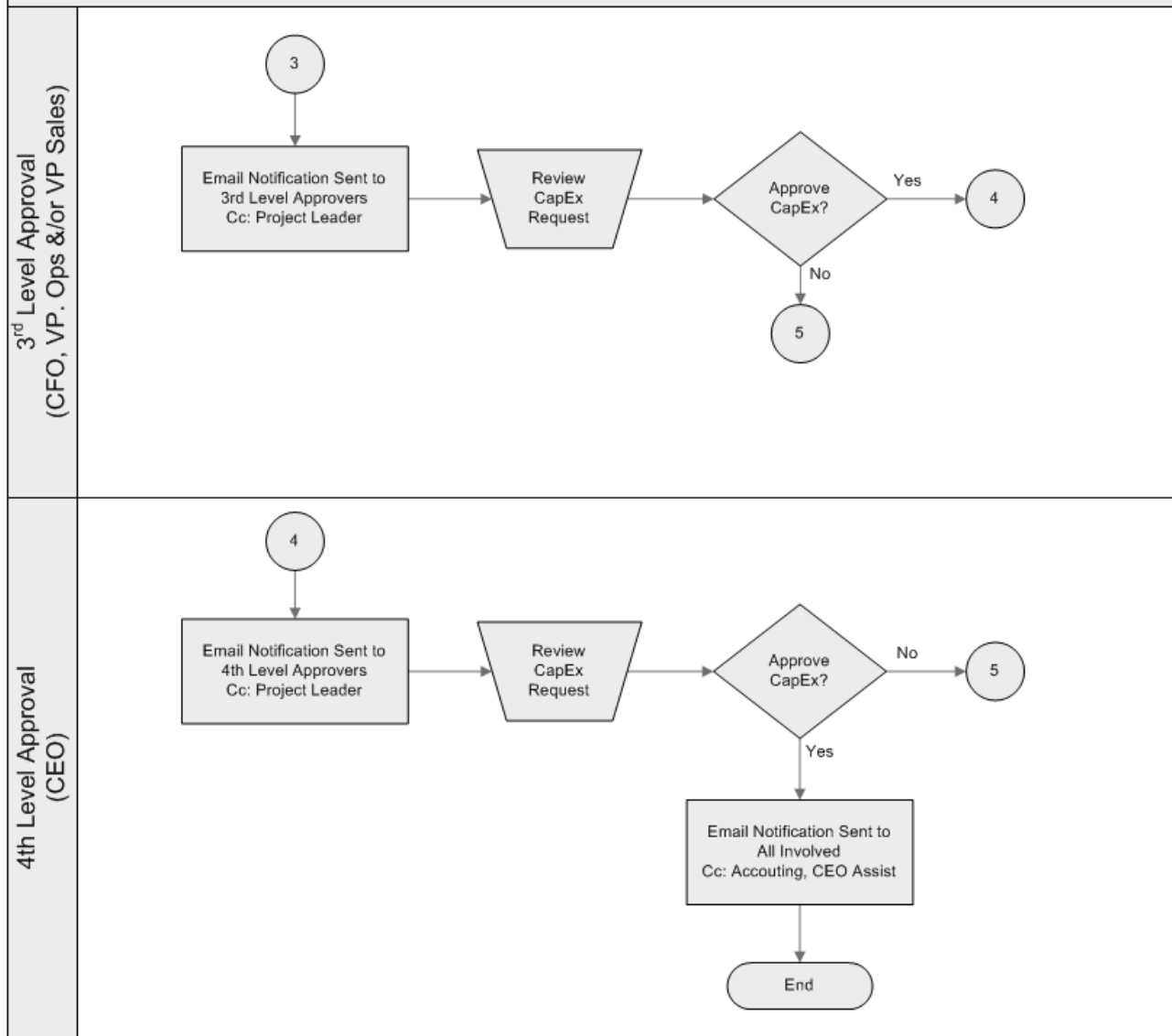
2nd Level Approval (Accounting)

```
(2) → <Status = "In Process"> ──No──> <Status = "Completed"> ──Yes──> [Email Notification Sent to Accounting Cc: Project Leader]
           │                                    │                                          │
          Yes                                   No                                         ▼
           ▼                                    ▼                              <Status = "Capitalized"> ──No──> (End)
   [Email Notification Sent              (End)                                             │
    to 2nd Level Approvers                                                                Yes
    Cc: Project Leader]                                                                    ▼
           │                                                                        [Revise CapEx]
           ▼                                                                               │
   [Review CapEx Request]                                                                  ▼
           │                                                                        [Save revised data]
           ▼                                                                               │
   <Approve CapEx?> ──Yes──> (3)                                                           ▼
           │                                                                  [Email Notification Sent to all involved Cc: Project Leader]
          No                                                                               │
           ▼                                                                                ▼
          (5)                                                                      [Record Locked from further action] → (End)
```

CapEx: Property Plant Equipment (Asset) Process Flow Diagram cont...

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System (Back-end process)

5 → Submit a question/comment before making a decision — No → End

Yes ↓

Email Notification Sent to Project Leader Cc: Approvers at same level and/or previous

↓

Project Leader Reviews Question

↓

Submit response — No → End

Yes ↓

6 → System Locates Rejected Approver → Is TM 1st Level Approver — No → Is TM 2nd Level Approver — No → Is TM 3rd Level Approver — No → Is TM 4th Level Approver — No → End

Is TM 1st Level Approver — Yes → 1
Is TM 2nd Level Approver — Yes → 2
Is TM 3rd Level Approver — Yes → 3
Is TM 4th Level Approver — Yes → 4