PeopleSoft®

EnterpriseOne B73.3.1 Equipment Billing PeopleBook

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Glossary

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Equipment Billing Overview

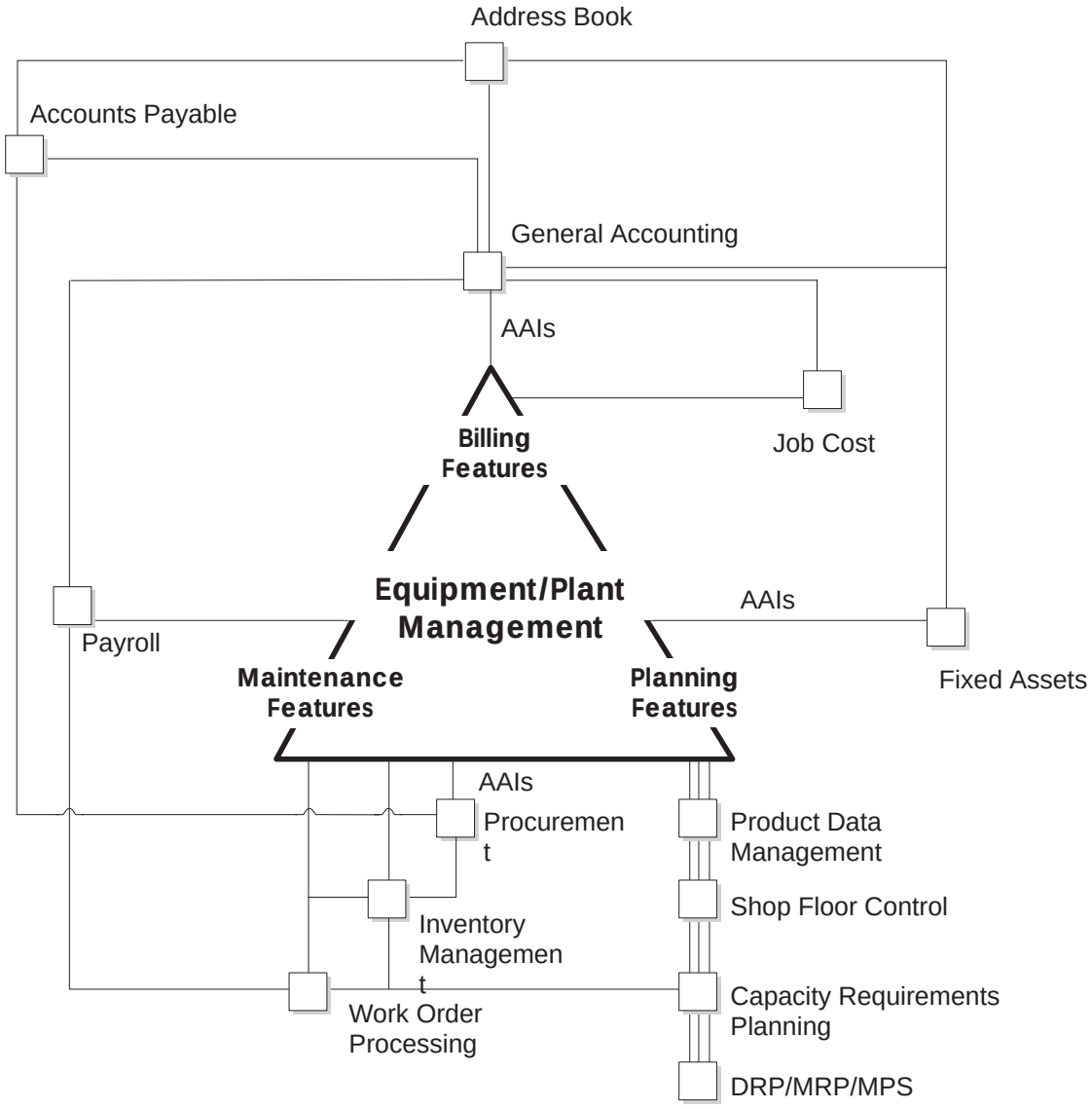
Use the billing features of Equipment/Plant Management system when you need to charge equipment costs or credit revenue to various business units, jobs, and cost codes within your organization. If you need to charge a customer outside of your organization for equipment costs, use the Service Billing System.

System Integration

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

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

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



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

General Accounting	When you enter equipment transactions (including billing transactions), you must process them through the general ledger. You enter all statistical values, such as miles, gallons, and so on, into the general ledger. When you charge a job for equipment use, the system searches the Account Master for billing rate default values.
Accounts Payable	You can enter equipment charges through the Accounts Payable system. The system automatically enters the equipment number from the purchase order to the accounts payable voucher.
Job Cost	When you charge a job for equipment use, the system searches the Job Cost Master for billing rate default values. When you track equipment location, the job defined in the Job Cost system is often the tracking location.
Fixed Assets	The Fixed Assets system shares many tables with Equipment Billing, including the Equipment Master Record and the Equipment Account Balance records. Equipment Billing uses automatic accounting instructions from the Fixed Assets system.

System Features

The Equipment Billing features of the J.D. Edwards Equipment/Plant Management system are designed to meet equipment management needs in a variety of ways. For instance, you can use Equipment Billing to:

- Enter and search for equipment information
- Track equipment movement and assign equipment to multiple locations
- Charge for equipment use
- Maintain detailed cost accounting records for equipment
- Produce reports on a wide range of equipment-related topics

Equipment Information and Search

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

Parent/Component relationships

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

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

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.

Equipment numbers

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

- Equipment number
- Unit number
- Serial number

Supplemental data

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

Location

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

Category codes

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

Other user defined codes

You can assign three additional user defined codes:

- Finance methods
- Equipment status codes
- Equipment message types

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

- Down
- Standby
- Working
- Available

Licenses and certifications	You can record and track license and permit information for each piece of equipment. Use this feature to track expiration dates and fees associated with equipment permits, certifications, and so on.
Online message logs	You can use online message logs to enter messages about a piece of equipment. Standard message types include: • Planned maintenance • Actual maintenance • Problem reports You can also enter additional remarks about any piece of equipment.

Equipment Location Tracking

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

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

Charging for Equipment Use

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

Time Billing

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

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

You can charge for equipment use by time through the following systems:

- Time Accounting

- Payroll
- Equipment Billing

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

Detailed Equipment Cost Accounting

You can use Equipment Billing to handle cost accounting requirements. For example, you can:

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

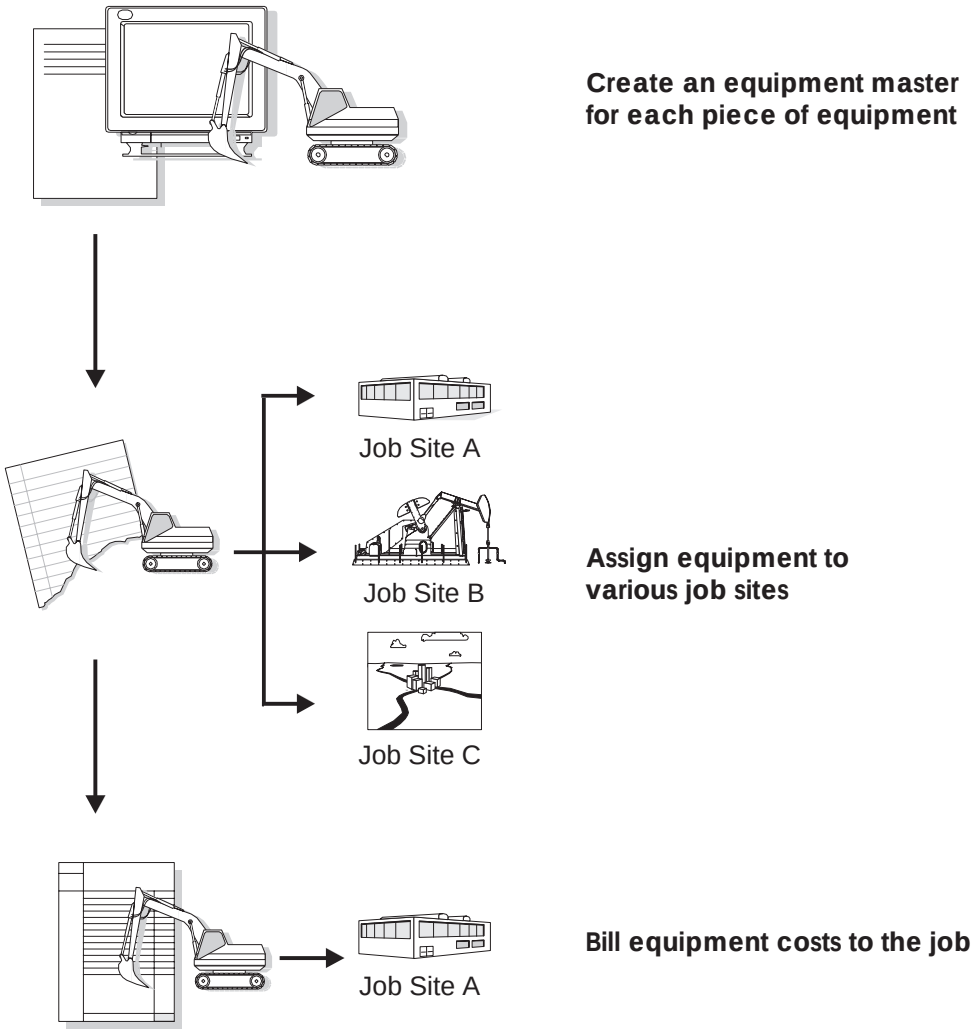
Reporting

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

- Billing Rates report
- Location Tracking report

Equipment Billing System Flow

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



Create an equipment master for each piece of equipment

Assign equipment to various job sites

Bill equipment costs to the job

Equipment Billing Tables

Primary Tables and Descriptions

Asset Master (F1201)	Stores basic information about each piece of equipment such as: • Equipment number • Description • Account coding • Category codes
Asset Account Balances (F1202)	Stores the account balance amount or unit for each equipment account.
Location Tracking (F1204)	Stores location information for each piece of equipment, including the: • Location • Start effective date • Ending date • Equipment billing rate code • Location code, which indicates the type of location record, such as planned, current, or history
Account Ledger (F0911)	Stores General Ledger journal entry audit trails for both the Asset Account Balances table (F1202) and the Account Balances table (F0902).

Secondary Tables

Equipment Billing also uses the following secondary tables:

- Equipment Rates (F1301)
- Rental Rules (F1302)
- Billing Exception Days (F1303)
- Equipment Distribution Rules (F1305)
- Status History (F1307)
- Equipment Rate Code Definition table (F1390)
- Equipment Category Code Mapping (F1391)
- Equipment Messages (F1205)
- Equipment License Master (F1206)
- Location History Text (F1210)

- Parent History (F1212)
- Default Accounting Constants (F12002)
- Default Depreciation Constants (F12003)
- User Defined Codes (F0005)
- Address Book Master (F0101)
- Account Master (F0901)
- Automatic Accounting Instructions Master (F0012)
- Supplemental Data (F00092)
- Specification Data (F1216)
- Specification Cross Reference (F1215)

Equipment Billing Menu Overview

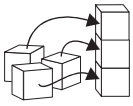
J.D. Edwards systems are menu driven. Menus are organized according to function and frequency of use. Access Equipment Billing menus from the Equipment/Plant Management menu (G13).

Menu Overview – Equipment Billing

Equipment/Plant Management G13

Daily Processes

- Equipment Information G1311
- Cost Inquiries and Reports G1312
- Equipment Time Billing G1313
- Equipment Location Tracking G1314
- Supplemental Data G1318



Setup Processes

- Equipment/Plant Management Setup G1341
- User Defined Codes G1342
- Equipment Billing Setup G1343
- Supplemental Data Setup G1344

Advanced and Technical Processes

- Advanced Operations (Global Updates) G1331
- Fixed Assets Global Updates G1231

Daily

Equipment Master Information

Equipment master information is the primary data associated with the equipment in your system. Equipment master information begins with the creation of an equipment master for each piece of equipment. The equipment master establishes the basic information about a piece of equipment, such as the following:

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

You must identify every piece of your equipment in the system before you can use Equipment Billing. After you create the necessary equipment identification information, you can:

- Bill jobs or business units for the use of the equipment
- Conduct online equipment status, location, and activity searches
- Track the historical, current, and planned physical locations of equipment
- View assembly components individually or in groups
- Keep detailed maintenance and project logs
- Account for equipment in quantities

Identifying equipment consists of the following tasks:

- ❑ Creating an equipment master
- ❑ Working with equipment information

Types of Equipment Identification Information

You can establish three types of equipment information for your system:

- Equipment master
- Supplemental and specification data
- Message logs

You must create an equipment master for every piece of equipment in order to use the system's management features. You can also include supplemental data and message logs to further define equipment in the system.

Equipment Master

The equipment master consists of the basic information that defines a piece of equipment. You must create equipment masters to manage equipment inventory, costs, warranties, billing, preventive maintenance, and so on.

You use the equipment master to complete the following Equipment Billing tasks:

- Set up equipment for location and billing processing
- Set up parent and component relationships

Supplemental and Specification Data

You can enter supplemental data to record information that is important to your company but is not included on the equipment master. Enter specification data to record static information about equipment. You define and maintain the databases for both supplemental and specification data. You can set up data types that use a columnar format, text format, or both.

Message Logs

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

- Log problems or complaints about a specific piece of equipment
- Plan scheduled or preventive maintenance
- Report on actual maintenance

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

Category Codes and Equipment Identification

Set up category codes to further classify equipment for tracking, reporting, and data selection throughout the system. You can define up to 23 category codes to meet your company's information needs. Use these category codes in equipment masters to describe equipment and group similar types of equipment.

If you use Equipment Billing with the J.D. Edwards Fixed Assets system, the two systems access the same category code tables. Equipment Billing users frequently use the first ten category codes as selection criteria for multiple tasks, such as selecting equipment for updating meter readings, selecting equipment to enter location

information, and so on. You should reserve as many of the first 10 category codes in the equipment master as you need for equipment management purposes.

Equipment Identification Numbers

You can use up to three numbers to identify equipment throughout your system:

- Equipment number
- Unit number
- Serial number

Different branches of your company might refer to equipment in different ways. For example, accounting personnel might identify equipment by an equipment number. Maintenance personnel might refer to equipment by the manufacturer's serial number or a company-assigned unit number.

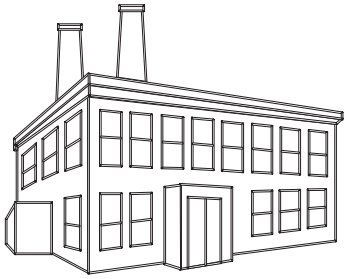
Every equipment master in your system must include an equipment number. You can enter unit and serial numbers if you need to. You must define which of these numbers is used as the primary number for identifying equipment in your system. Any identification number that you assign to a piece of equipment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

Parent and Component Relationships

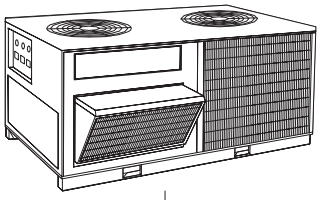
You can set up parent and component relationships to group pieces of equipment. For example, when you create master information, you can identify a building as a parent of other equipment. One of the components of the building might be an air conditioner. A component can also be the parent of other equipment. For example, the air conditioner might be the parent of a number of components including a motor, filters, and a compressor. Those components, in turn might be the parents of still other components, and so on.

You can establish up to 25 hierarchical levels of parent and component relationships. The system assigns each component a number according to its level in the hierarchy. This is particularly useful to track and report on complex equipment assemblies.

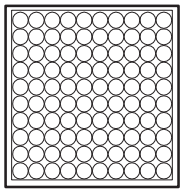
The following graphic illustrates how parent and component relationships might be set up for equipment:



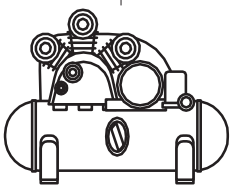
Building
- Parent of Air Conditioner



Air Conditioner
- Component of Building
- Parent of Filters, Compressor, and Fan

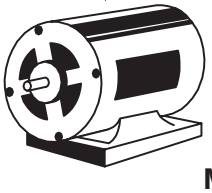


Filter
- Component of Air Conditioner



Compressor
- Component of Air Conditioner

Fan
- Component of Air Conditioner
- Parent of Motor



Motor
- Component of Fan

Creating an Equipment Master

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

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

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

Creating an equipment master consists of the following tasks:

- ❑ Entering basic equipment information
- ❑ Entering supplemental information
- ❑ Entering specification information
- ❑ Entering permit and license information

See Also

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

Entering Basic Equipment Information

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

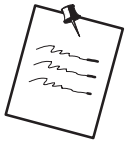
- Identification numbers
- Description

- Account coding
- Category codes

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

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

- Balance record information
- Category codes
- Depreciation information



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

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

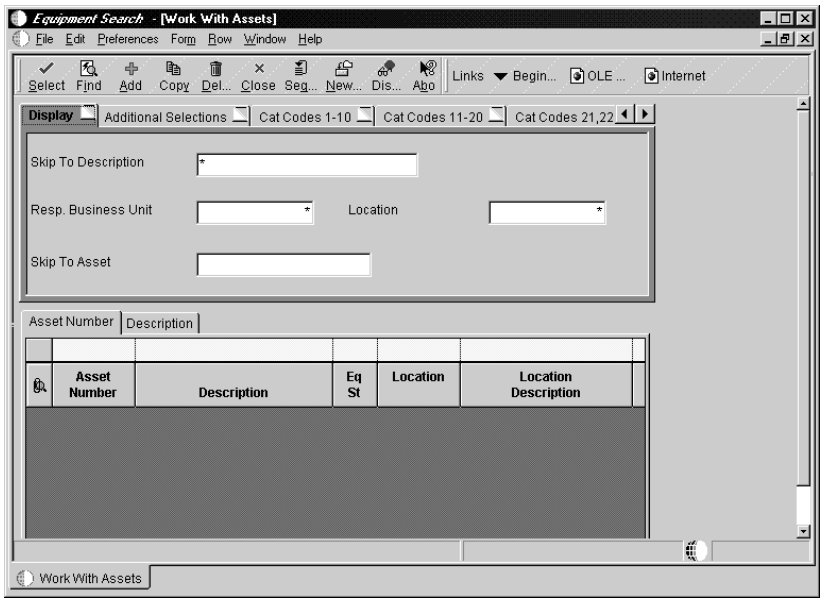
Entering basic equipment information consists of:

- Entering identification information
- Entering location information
- Assigning category codes to equipment

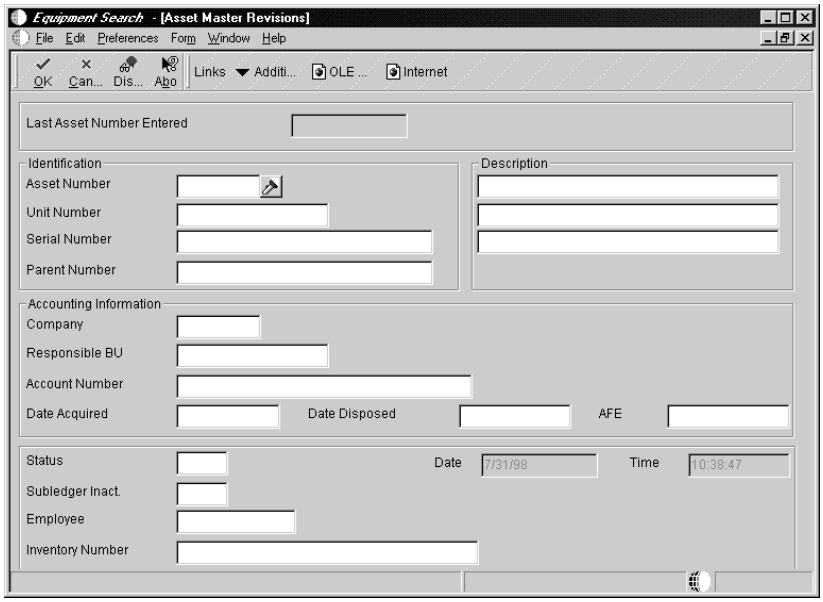
▶ To enter identification information

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

On Work With Assets



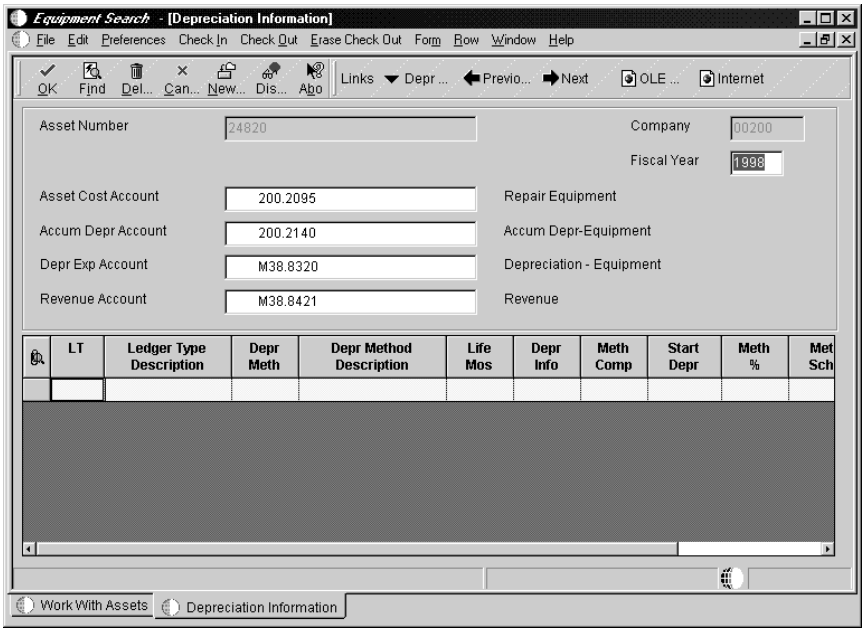
1. To access Asset Master Revisions, click Add.



2. On Asset Master Revisions, complete the following fields:
   - Description
   - Company
   - Responsible BU
   - Account Number
   - Date Acquired

3. Complete the following optional fields:
   - Unit Number
   - Serial Number
   - Parent Number
   - Status
4. Complete the following optional maintenance field and click OK:
   - Inventory Number

   Note: After you click OK, the system displays a blank Asset Master Revisions form. The asset number for the equipment master that you created appears in the following field:
   - Last Asset Number Entered
5. Make a note of the new asset number and click Cancel.
6. On Work With Assets, to locate the record for the equipment, complete the following field in the Query by Example row:
   - Asset Number
7. Choose the record for the equipment, and from the Row menu, choose Asset Master Information, and then choose Depreciation Information.



8. On Depreciation Information, verify the default account number for the following optional billing-related field:

   - Revenue Account

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

After you enter equipment fundamentals, you can enter location information as well as category codes and tax and financing information.

▶ To enter location information

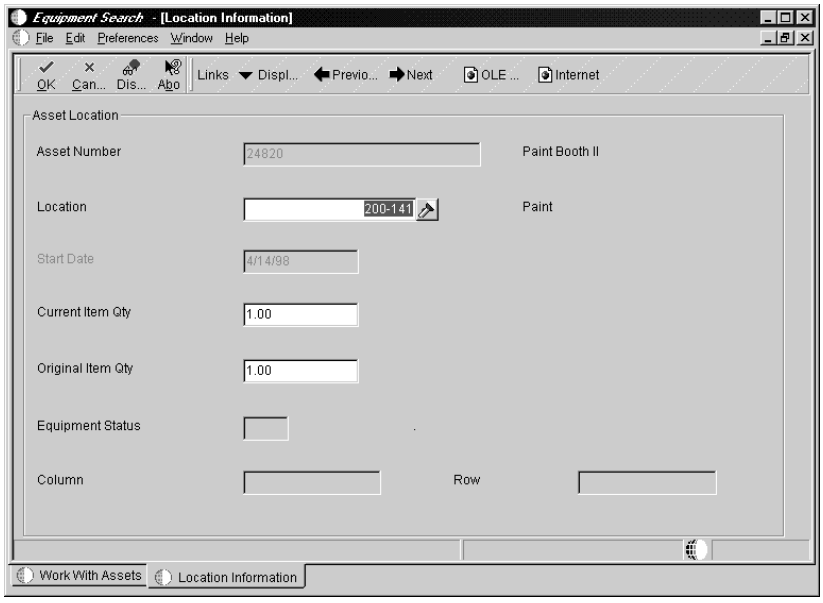
From the Equipment Information menu (G1311), choose Equipment Master.

On Work With Assets

1. Complete the steps to locate a piece of equipment.

   See *Searching for Equipment*.

2. Choose the record and then from the Row menu, choose Asset Location Info, and then choose Location.



3. On Location Information, complete the following fields:

- Location
- Start Date

The fields above might already contain default values from processing options.

- Original Item Qty
- Current Item Qty

After you enter location information for a piece of equipment, you can assign category codes and enter additional information, such as financing and tax information.

▶ To assign category codes to equipment

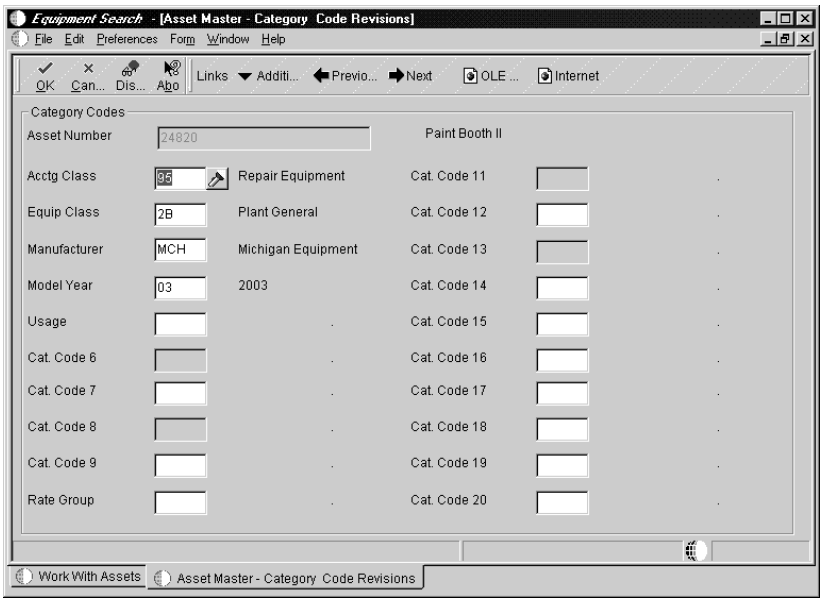
From the Equipment Information menu (G1311), choose Equipment Master.

On Work With Assets

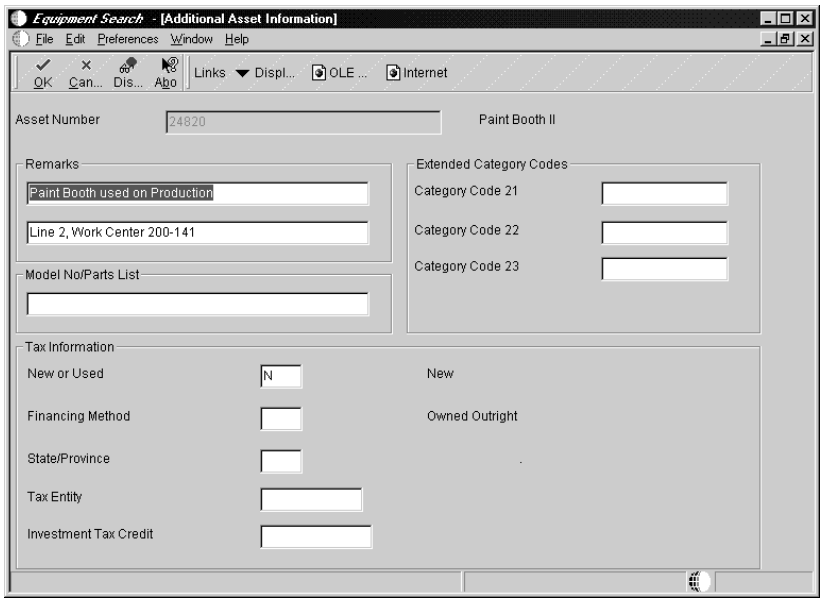
1. Complete the steps to locate a piece of equipment.

   See *Searching for Equipment*.

2. Choose the record and from the Row menu, choose Asset Master Info, and then choose Cat Codes 1-20.



3. On Asset Master - Category Code Revisions, complete any of the fields to assign category codes to a piece of equipment.
4. From the Form menu, choose Additional Information.



5. On Additional Asset Information, complete any of the following fields to assign additional category codes:
   - Category Code 21
   - Category Code 22
   - Category Code 23
6. Complete any of the following fields to further identify the equipment:
   - Remarks
   - New or Used
   - Financing Method
   - State
   - Tax Entity
   - Investment Tax Credit

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries. . . . . . *Form-specific information* . . . . . . The system uses the company number from the parent master record as a default value for the Company Number field when you set up parent/component relationships.
Responsible BU	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table. . . . . . *Form-specific information* . . . . . . If you want the asset or accumulated depreciation business units to use the default value for the responsible business unit, the responsible business unit and company number must be in the same company. You set up the default business unit on the Fixed Assets Constants form.
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
Date Acquired	The date your company acquired the equipment. If you use J.D. Edwards Fixed Assets, the system also uses this date as the date on which to start depreciation for the equipment. If you want the system to calculate depreciation from a date other than the date acquired, you can change the start depreciation date on the Depreciation and Accounting Values form.
Unit Number	An alternate identification code that a company assigns to assets. This is commonly the number stenciled on the equipment. You can enter alphanumeric unit numbers up to 12-characters long. You are not required to use a unit number to identify equipment. Every equipment unit number must be unique.
Parent Number	An identification code for an asset that you can enter in one of the following formats: 1 Asset number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12–character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form. Note: This field appears only when reviewing a message on Message Log. . . . . . *Form-specific information* . . . . . . A number that identifies the immediate parent asset in a parent/component relationship. For example, a car phone and radar detector are components that belong to a car. If you leave this field blank, the system uses the asset's primary identification number. If you change the parent number, the system displays a window so you can enter the date on which you assigned the asset a new parent.
Status	A user defined code (12/ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed. . . . . . *Form-specific information* . . . . . . The system updates the value in this field when you run the Asset Disposal program to dispose of the asset.

Field	Explanation
Inventory Number	A number that the system assigns to an item. It can be in short, long, or third item number format. . . . . . *Form-specific information* . . . . . This is a number assigned in the Inventory Management system that identifies equipment repair parts, parts lists, and routings that relate to this asset or piece of equipment. For example, the number could identify a replacement part for which inventory is maintained. This number could also identify the parts list and routing used to maintain this piece of equipment. The inventory number is informational only and is edited against the Inventory Master.
Location	The current physical location of an asset. Location must be a valid business unit or job number in the Business Unit Master table (F0006). . . . . . *Form-specific information* . . . . . If there is more than one current location for an asset, the Location and Start Date fields are blank and the Location Description field indicates multiple current locations. Note: You can enter a location only when you create a master record. After you create the asset master record, you must use the Asset Transfer or one of the Transfer Processing programs to change the Location field.
Start Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on. . . . . . *Form-specific information* . . . . . The date that an asset was transferred to its current location. Note: After you create the master record, you must use the Asset Transfer or Transfer Processing programs to make changes to this field.
Original Item Qty	The original number of units for an asset. If assets are purchased and accounted for in quantities (more than one), you can specify the original quantity purchased. For example, if you purchase 100 office chairs, you would set up one asset item with an original quantity of 100. Then, as you disposed of office chairs, you would adjust the current quantity to reflect the current balance. This adjustment allows you to track assets purchased in bulk quantity on one master record.

Field	Explanation
Current Item Qty	This is the current number of units for an asset. The current item quantity is used in conjunction with the original quantity. The Current Item Quantity field should always reflect the current or remaining amount of units. . . . . . *Form-specific information* . . . . . The default value for this field is 1. If you dispose of a portion of an asset's original quantity, you should adjust the current quantity downward to reflect the amount actually remaining. If you change the current quantity for an asset, a window appears so that you can enter a location and effective date for the quantity change. If you split an asset, the system automatically updates this field.
New or Used	A code of N indicates a new asset. A code of U indicates a used asset. This code is used in computing the ITC limitation on the acquisition of used assets.
Financing Method	A user defined code (system 12, code FM) that designates how a fixed asset was acquired, for example, financed or purchased outright.
State/Province	A user defined code (system 00, type S) for the state or province. This code is usually a postal service abbreviation.
Tax Entity	The address number of the tax authority to which property taxes are paid.
Investment Tax Credit	The amount of investment tax credit (ITC) to be considered in depreciation calculations. This amount is only used with Accelerated Cost Recovery System (ACRS) depreciation (Method 07) and depreciation information code 4, which requires basis reduction to cost minus one–half of the ITC amount.

See Also

- *Searching for Equipment*

Processing Options for Equipment Master

Edits

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

   Selection Value _____

Defaults

1. Enter a ’1’ to default the location from the responsible business unit.

   Selection Value _____

2. Enter a ’1’ to default the location start effective date from the date acquired. This will only occur if the location start effective date is left blank. Leave blank to default the location start effective date from the system date.

   Selection Value _____

3. Enter a ’1’ to default the cost account information from the parent asset when adding children assets.

   Selection Value _____

4. Enter a ’1’ to automatically create asset account balances (F1202). Leave blank to not create asset account balances. Note: Account balances are needed to track cost, depreciation, etc. on an asset.

   Selection Value _____

Export

1. Enter the transaction type for the export transaction. If left blank, interoperability processing will not be performed.

   Transaction Type _____

2. Enter the outbound processor version to call when performing interoperability processing. If left blank, XJDE0002 will be used.

   Version _____

What You Should Know About Processing Options

Accessing processing options for Asset Master

You use Work With Interactive Versions to access the processing options for this program (P1201). Equipment/Plant Management shares this program with the Fixed Asset system.

See *Working with Interactive Versions* in the *OneWorld Foundation Guide*.

Entering Supplemental Information

You can enter a variety of supplemental information for a piece of equipment. Use supplemental information to further track, review, and report on the equipment in your system. You set up and maintain supplemental information by defining supplemental data types and entering information appropriate for each supplemental data type. You define as many supplemental data types as you need. For example, you might set up supplemental information for motor graders that includes supplemental data types such as vibration readings, oil readings, and condition reports.

When you define supplemental data types, you specify the format in which you want to record and track information. Valid formats include:

Code

For supplemental data types in code format, you enter information in predefined columns. When you enter information in code format, you can also associate narrative information with it.

Narrative

For supplemental data types in narrative format, you enter free-form text.

When you need to review supplemental information for a piece of equipment, 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 appears when you place the mouse pointer over the field.

Entering supplemental information consists of the following tasks:

- ❑ Entering supplemental data in code format
- ❑ Entering supplemental data in narrative format

Before You Begin

❑ Set up supplemental data types for supplemental information. See *Defining Supplemental Data Types.*

Entering Supplemental Data in Code Format

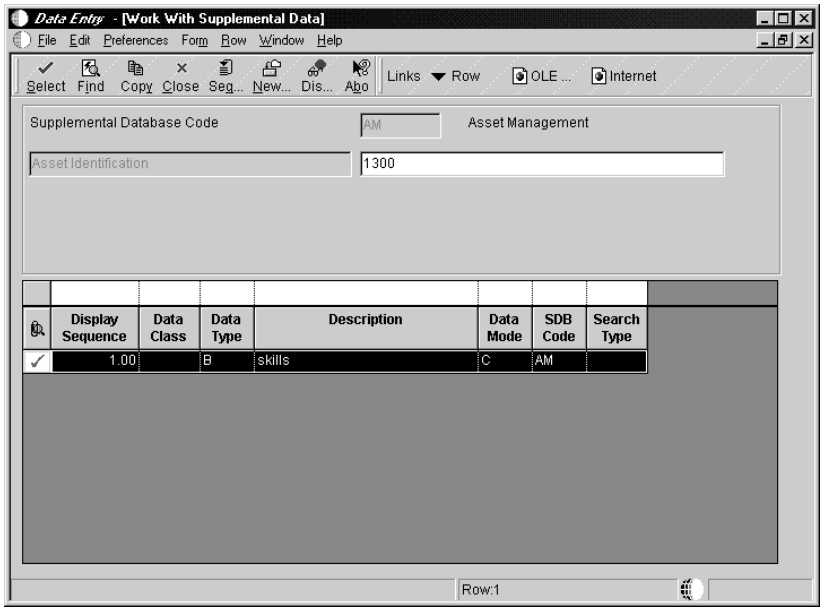
When you enter supplemental data in code format, the information appears in predefined columns. For example, the form for entering oil readings might have columns for oil contaminant, date, description, and amount.

To ensure consistency of data entry, the fields that require supplemental data are typically associated with specific user defined code tables, or generic rates and messages tables. Any value that you enter in one of these fields must be included in the associated user defined code table, or generic rates and messages table. For example, assume that you have set up a supplemental data type for oil readings that includes a field for oil contaminants. Further, assume that you associated the field for oil contaminants with a user defined code table. The user defined code table might list all of the valid oil contaminants for which you analyze data. If you attempt to enter a contaminant that is not included in the user defined code table, an error message appears.

▶ To enter supplemental data in code format

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

On Work With Supplemental Data



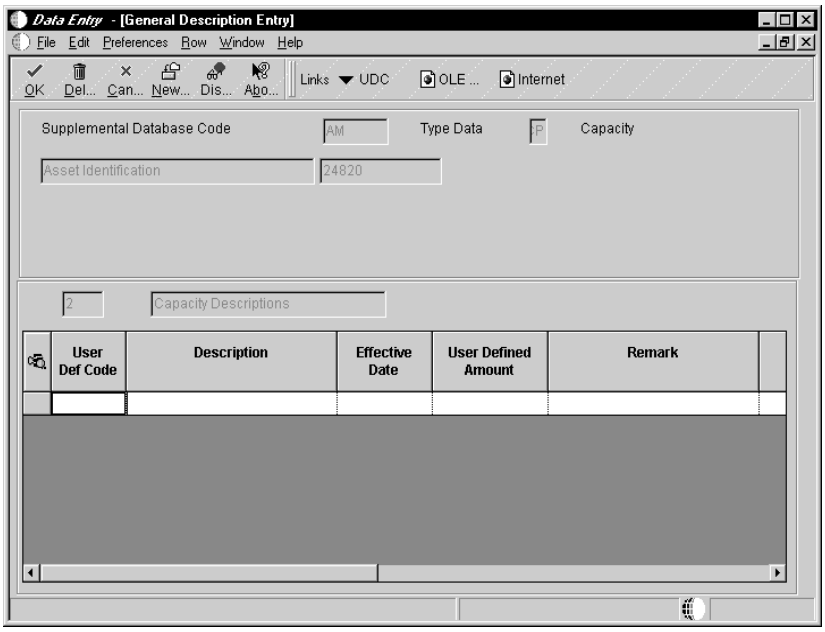
1. To display a list of valid supplemental data types for a piece of equipment, complete the following field with the equipment number for the piece of equipment and click Find:

   - Supplemental Data Numeric Key 1

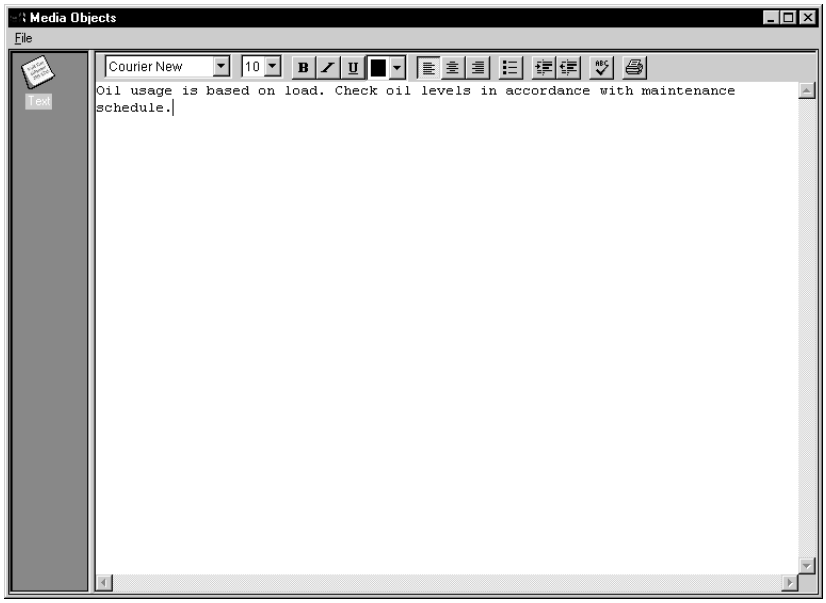
   The name of this field corresponds to the Row Description for the Generic Numeric Key 1 on Supplemental Database Setup. J.D. Edwards defines this field as Asset Identification for the Asset Management database. Regardless of how equipment constants are set up, you must enter an equipment number. You can enter any of three equipment numbers.

2. Choose the row for the supplemental data type to which you want to enter supplemental data and click Select.

   Supplemental data types that are in code format contain a C in the Data Mode field.



3. On General Description Entry, complete the appropriate fields for this supplemental data type in the detail area of the form and click OK.
4. To enter additional narrative information about the data, choose the row for the supplemental data type on Work With Supplemental Data, and then choose Attachments from the Row menu.



5. On Media Objects, choose Add from the File menu, then choose Text.
6. Enter the appropriate information and then choose Save & Exit from the File menu.

Field	Explanation
Supplemental Data Numeric Key 1	This field specifies one of the numeric keys to the Generic Supplemental Database. You can select the key from a list of supported data items, such as Address Number, Account ID, Asset ID, Item Number, and so on.

See Also

- *Working with Media Objects* in the *OneWorld Foundation Guide* for more information about entering narrative information

Entering Supplemental Data in Narrative Format

When you enter supplemental data in narrative format, you enter free-form text. For example, you might set up a supplemental data type for transportation notes in narrative format and use it to record general information regarding equipment relocation.

You can determine whether narrative data exists for a particular supplemental data type by the presence of a paper clip in the leftmost field (unlabeled) on Work With Supplemental Data when you place the mouse pointer over the field.

▶ To enter supplemental data in narrative format

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

On Work With Supplemental Data

1. To display a list of valid supplemental data types for a piece of equipment, complete the following field with the equipment number for the piece of equipment and click Find:

   - Supplemental Data Numeric Key 1

   The name of this field corresponds to the Row Description for the Generic Numeric Key 1 on Supplemental Database Setup. J.D. Edwards defines this field as Asset Identification for the Asset Management database. Regardless of how equipment constants are set up, you must enter an equipment number. You can enter any of three equipment numbers.

2. Choose the row for the supplemental data type to which you want to enter supplemental data and click Select.

   Supplemental data types that are in narrative format contain an N in the Data Mode field.

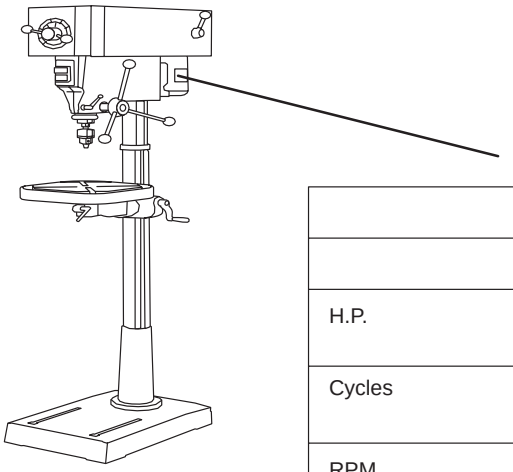
3. On Media Objects, choose Add from the File menu, then choose Text.
4. Enter the appropriate information and then choose Save & Exit from the File menu.

Processing Options for Supplemental Data

```
Processing

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

Entering Specification Information

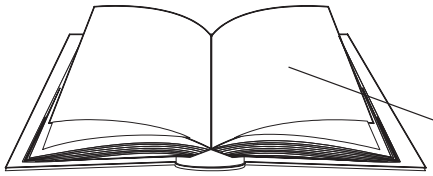
Use specification data to enter static information for each piece of equipment. For example, you might set up specification data to record and report on the information from the equipment's nameplate and the manufacturer's specification sheets. The following graphic illustrates an equipment nameplate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



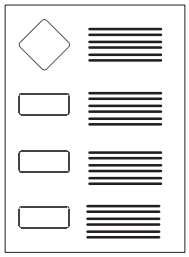
Equipment nameplate

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

Machinery Manual



Specifications Sheet



Equipment nameplates

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

- Model number
- Power requirements
- Manufacture date

Specification sheets

Specification sheets come from the equipment manufacturer. Specification sheets include specific information about a piece of equipment, such as:

- 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.

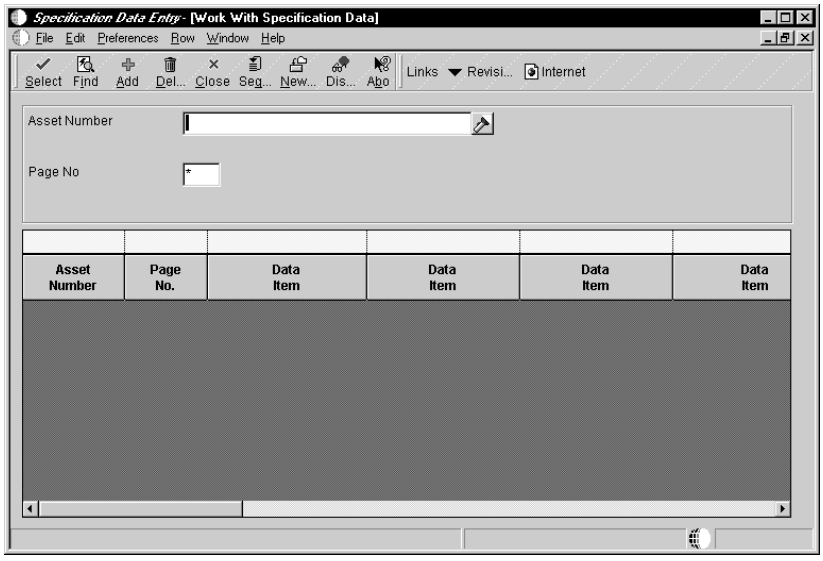
Before You Begin

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

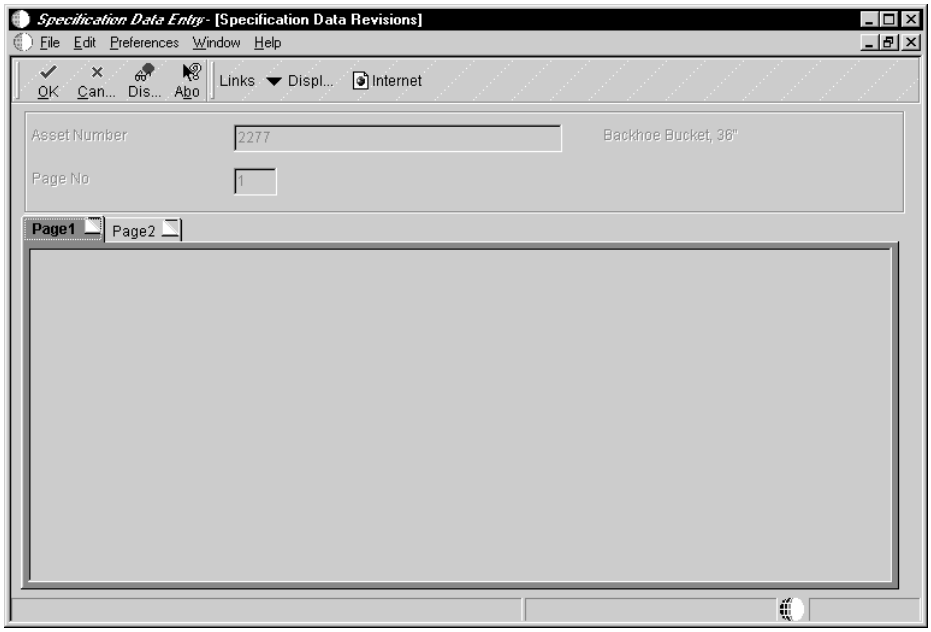
▶ To enter specification information

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

On Work With Specification Data



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



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

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

Field	Explanation
Asset Number	An 8–digit number that uniquely identifies an asset.
Page No.	This is the page number within the Specification Sheets. The Specification Data file (F1216) contains only 32 fields per page. If a particular class of equipment needs more than 32 fields to store the static data, you will have to create a new page number with the file.

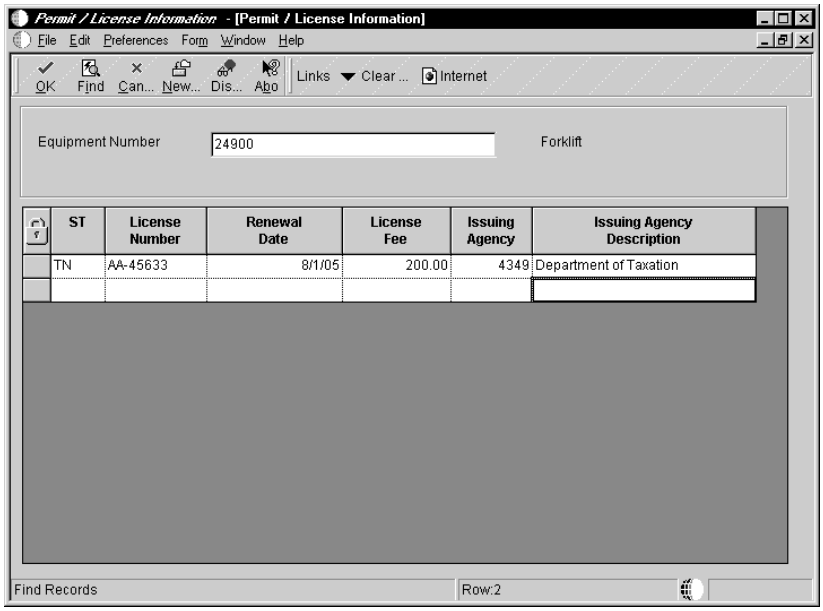
Entering Permit and License Information

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 Equipment Information menu (G1311), choose Permit and License Information.

On Permit/License Tracking



1. Complete the following field and click Find:
   - Equipment Number
2. Complete the following fields:
   - ST
   - License Number
3. Complete the following optional fields:
   - Renewal Date
   - License Fee
   - Issuing Agency

Field	Explanation
Issuing Agency	Identifies the agency responsible for issuing this license. This is an address book number, which allows for a telephone number and address information.

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:

- Search for specific pieces of equipment or groups of related equipment
- Attach and review messages about the equipment
- Change the status of equipment
- Track relationships between parent equipment and component equipment

Working with equipment information consists of the following tasks:

- ❑ Searching for equipment
- ❑ Working with message logs
- ❑ Reviewing supplemental data
- ❑ Reviewing the status history of equipment
- ❑ Working with parent and component information

Searching for Equipment

You can use Equipment Search to locate any piece of equipment. For example, if you need to transfer a piece of equipment, but you do not know its identification number, you can locate the equipment by entering the description of the equipment on Equipment Search. You can also use the other equipment information that you know, such as equipment status or location, to search for all pieces of equipment that share the same characteristics.

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

Search for Equipment by:

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

Exit to:

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

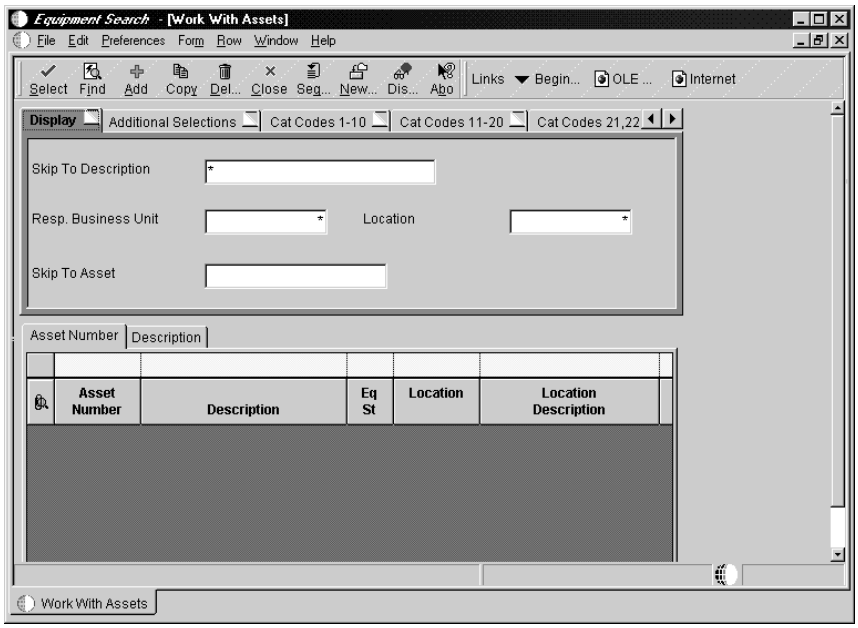
When you search for equipment, you can locate multiple pieces of similar equipment or individual pieces of equipment. The more fields you complete on the search forms, the more you narrow your search.

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

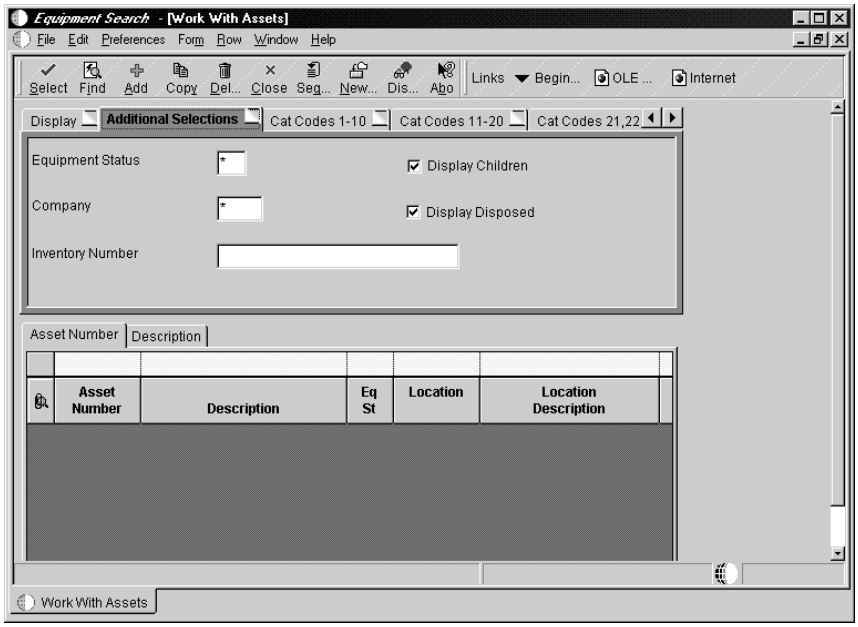
▶ To search for equipment information

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

On Work With Assets



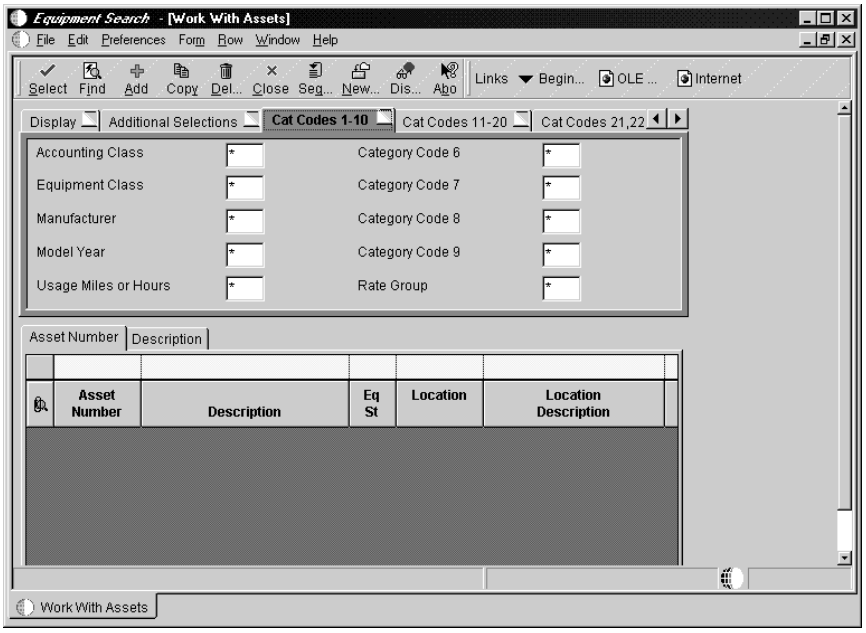
1. Click the Display tab and complete any combination of the following fields:
   - Skip To Description
   - Resp. Business Unit
   - Location
   - Skip To Asset
2. Click the Additional Selections tab.



3. Complete any combination of the following fields to further narrow your search to specific equipment:

   - Equipment Status
   - Company
   - Display Children
   - Display Disposed
   - Inventory Number

4. Click the Cat Codes 1—10 tab.



5. Complete any of the Category Code fields to further narrow your search to specific equipment.

   After you enter category code information, you can click either of the remaining Category Code tabs and enter additional category codes to further narrow your search.

6. Click Find.

   All equipment that matches your search criteria appears in the detail portion of the form.

7. To review the equipment master for a particular piece of equipment, choose its record, and then click Select.

   Asset Master Revisions appears for the piece of equipment.

Processing Options for Asset Search

Defaults

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

1. Category Code 1 (Accounting Class) _____
2. Category Code 2 (Equipment Class) _____
3. Category Code 3 _____
4. Category Code 4 _____
5. Category Code 5 _____

Defaults 2

Enter the default for the Item Master Category Code selections. Blank will select all.

6. Category Code 6 _____
7. Category Code 7 _____
8. Category Code 8 _____
9. Category Code 9 _____
10. Category Code 10 _____

Versions

11. Enter the version of the Scheduling Workbench (P48201) when the related option is used. Leave blank to call version ZJDE0001.

Scheduling Workbench Version _____

12. Enter the Select button exit of a '1' (default) for Asset Master, '2' for Financing Information, '3' for Insurance Information, '4' for Beginning Balance Setup, '5' for Asset Split, '6' for Depreciation Information, or a '7' for Single Asset Disposal.

Select Button Exit _____

Working with Message Logs

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 to specify when you want to receive a reminder message for the equipment.

For example, you can indicate a unit meter reading, such as miles or hours, or a specific date when you want an equipment operator to receive a reminder message for the scheduled maintenance of a piece of equipment.

Working with the equipment message log consists of the following tasks:

- ❑ Entering an equipment message
- ❑ Reviewing equipment messages

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:

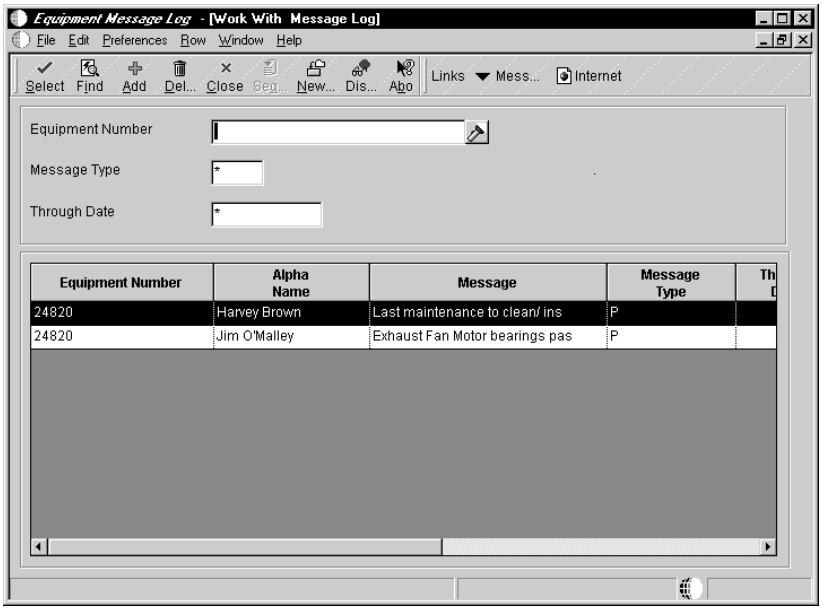
- Track problems and complaints about specific equipment
- Supplement scheduled or preventive maintenance
- Report on actual maintenance

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

▶ To enter an equipment message

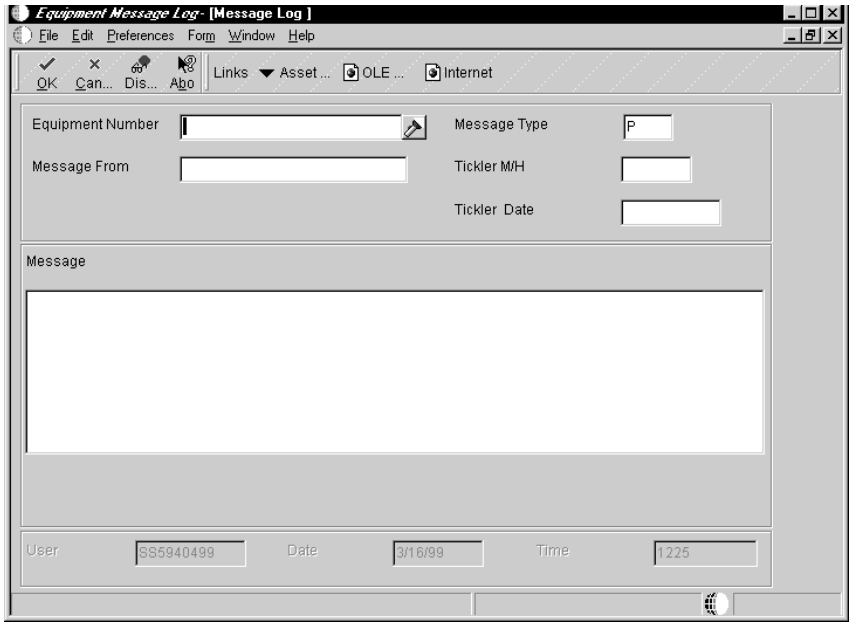
From the Equipment Information menu (G1311), choose Equipment Message Log.

On Work With 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 equipment number to display messages and choose a message to review in detail.

1. To access Message Log, click Add.



2. On Message Log, complete the following fields:
   - Equipment Number
   - Message From
3. Type a message in the message portion of the form.
4. Complete only one of the following fields:
   - 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.

5. Complete the following optional field:
   - Message Type

   The Message Type field might already contain a default value.

Field	Explanation
Message From	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Tickler M/H	The meter reading, in units such as miles or hours, at which you want to receive a reminder message about an asset. If you use this field, you must run the Update Message Log program on a regular basis.
Tickler Date	The date that you want to receive a reminder message about an asset.
Message Type	A user defined code (system 12, type EM) that identifies the type of message, such as A for Actual Maintenance or T for Lease Terms. You use different message types for reporting and control purposes.

See Also

- *Setting Up User Defined Codes*

Reviewing Equipment Messages

You should periodically review messages to ensure that you have the most current information about a piece of equipment. If a message exists for a piece of equipment, a checkmark 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 is especially useful if the contents of a message can apply to multiple pieces of equipment and you need to quickly copy the message to each piece of equipment.

▶ To review equipment messages

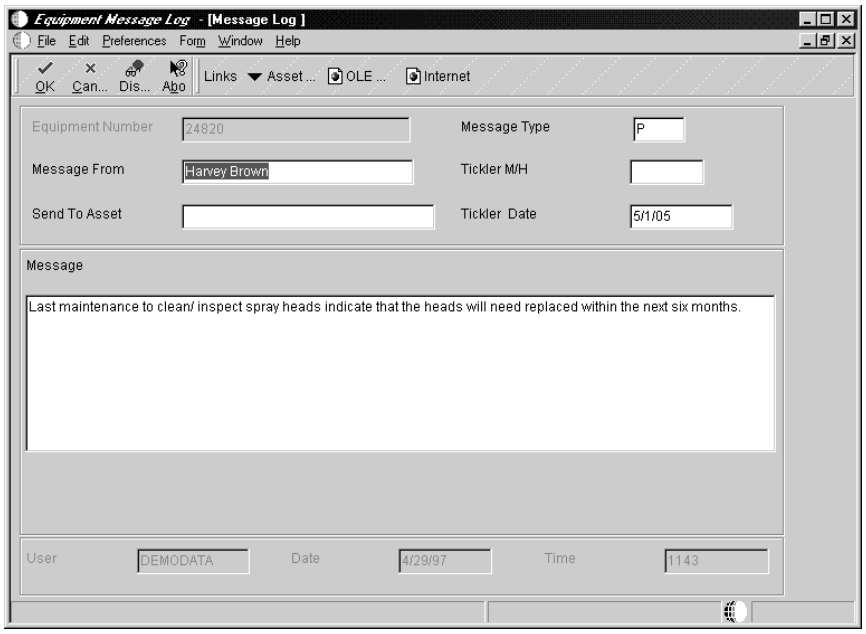
From the Equipment Information menu (G1311), choose Equipment Message Log.

On Work With Message Log

1. Complete the following field:
   - Equipment Number
2. To limit the messages that appear, complete the following fields and click Find:
   - Message Type

- Through Date

3. To review a message in detail, choose the message and click Select.



4. To attach the message to another piece of equipment, complete the following field and click OK:

   - Send To Asset

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

Processing Options for Equipment Message Log

```
Defaults

      Equipment Message Type                    _____________

Process

1.  Enter the primary product for this
    version. Enter a '1' for Equipment
    and '2' for CSMS.

      Select Product                            _____________
```

Reviewing Supplemental Data

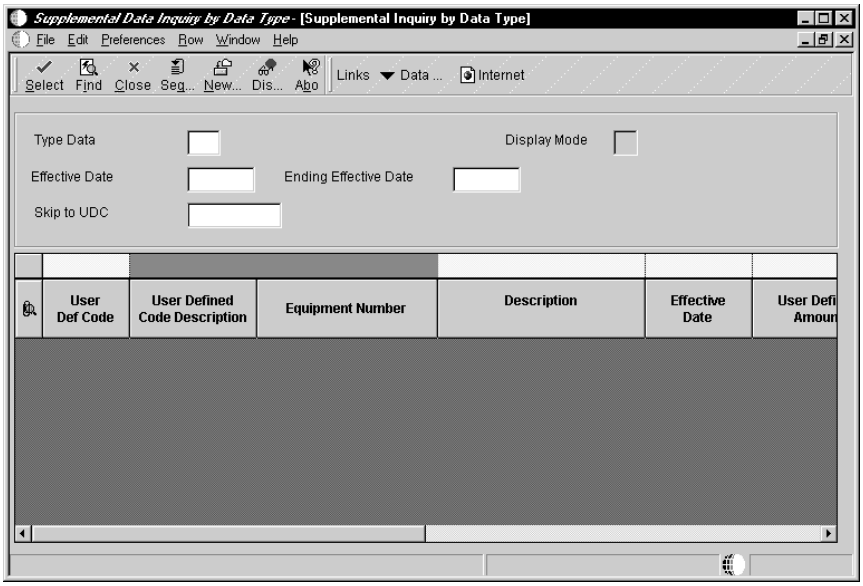
You can review a list of additional equipment information based on a particular supplemental data type. For example, assume that you have set up a supplemental data type for capacity. You can review a list of all equipment for which you have assigned the supplemental data type for capacity. You can use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

Reviewing supplemental information consists of the following tasks:

- Reviewing supplemental information by data type
- Reviewing supplemental information by asset

▶ To review supplemental information by data type

From the Supplemental Data menu (G1318), choose Supplemental Data Inquiry by Data Type.



On Supplemental Inquiry by Data Type

1. Complete the following field:
   - Type Data
2. To limit the information that the system displays, complete the following optional fields and click Find:

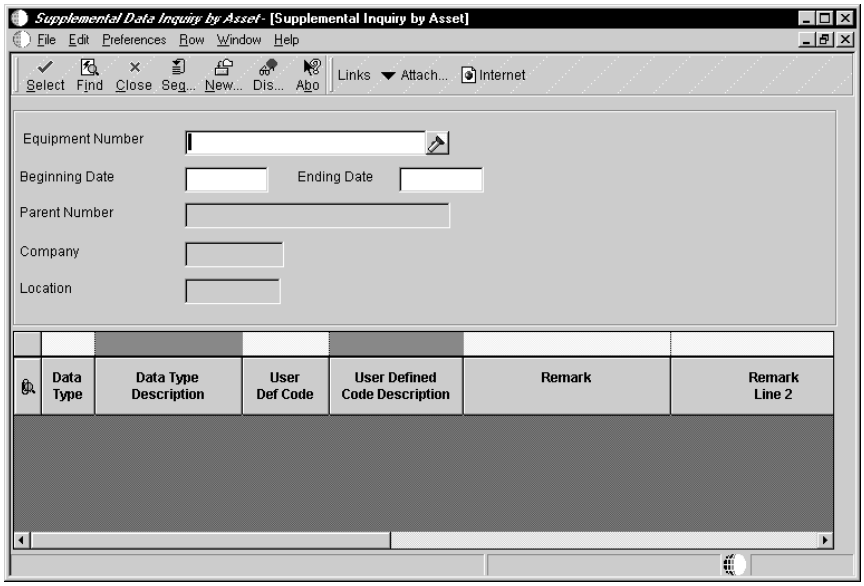
- Effective Date
- Ending Effective Date
- Skip to UDC

Field	Explanation
Type Data	A code that identifies a specific type of data within a classification.
Effective Date	The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.
Ending Effective Date	The date on which the item, transaction, or table becomes inactive or through which you want transactions to appear. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.

▶ To review supplemental information by asset

From the Supplemental Data menu (G1318), choose Supplemental Data Inquiry by Asset.

On Supplemental Inquiry by Asset



1. Complete the following field:

- Equipment Number

2. To limit the information that the system displays, complete the following optional fields, and click Find:
   - Beginning Date
   - Ending Date
   - Parent Number
   - Company
   - Location

Field	Explanation
Equipment Number	An identification code for an asset that you can enter in one of the following formats: 1 Asset number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12–character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form. Note: This field appears only when reviewing a message on Message Log.
Beginning Date	Beginning date of a recurring scheduled job. (i.e. Every Monday, beginning Jan. 1)
Ending Date	Ending Date of a recurring scheduled job. (i.e. Run every Wednesday until 12/15)
Parent Number	A parent number groups related components together. Each item of property and piece of equipment can be associated with a parent item, if desired. For example, a mobile telephone can be associated with a specific automobile (the parent), a printer can be associated with a computer (the parent), or a flat bed can be associated with a specific truck chassis (the parent). NOTE: If this is a data entry field, the default value is the asset number. For example, if the asset number is 123, the system assigns 123 to the parent number.

Field	Explanation
Company	A code that identifies the company that owns or is assigned to an asset or group of assets. You set up companies in the system to represent a reporting level that has a complete balance sheet and any intercompany transactions with other companies. You can define a specific organization, entity, partnership, and so on, as a company. You use company numbers and names to define the companies in your system. NOTE: Use Company 00000 only for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 when entering transactions.
Location	The current physical location of an asset. Location must be a valid business unit or job number in the Business Unit Master table (F0006).

Reviewing the Status History of Equipment

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.

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:

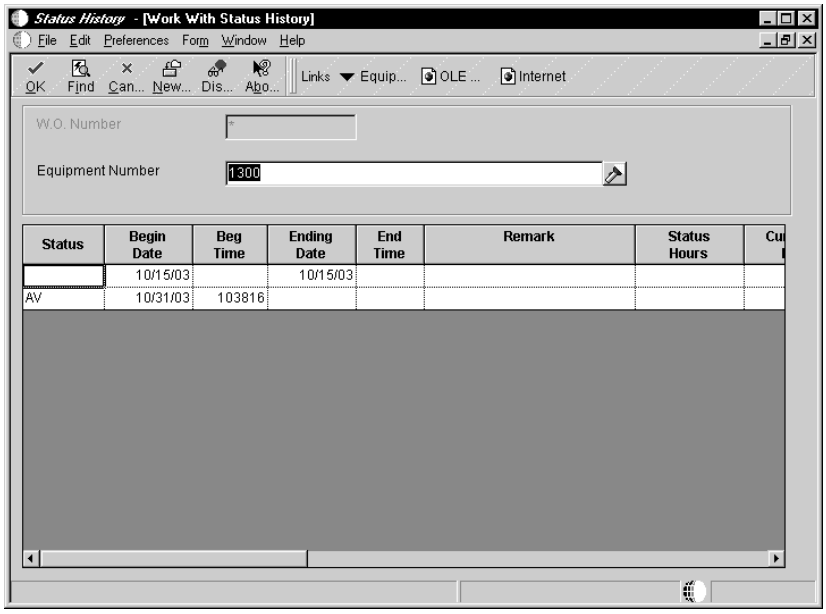
- The ending time (if applicable) and beginning time for each status, as well as the associated dates
- The total hours associated with each occurrence of a particular status
- The cumulative hours for all occurrences of a particular status over the life of the equipment
- Remarks entered when you changed the status of the equipment

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

▶ To review the status history of equipment

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

On Work With Status History



Complete the following field and click Find:

- Equipment Number

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

Processing Options for Status History

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

- Report on equipment 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

Working with parent/component information consists of the following tasks:

- ❑ Reviewing parent and component history
- ❑ Working with equipment components

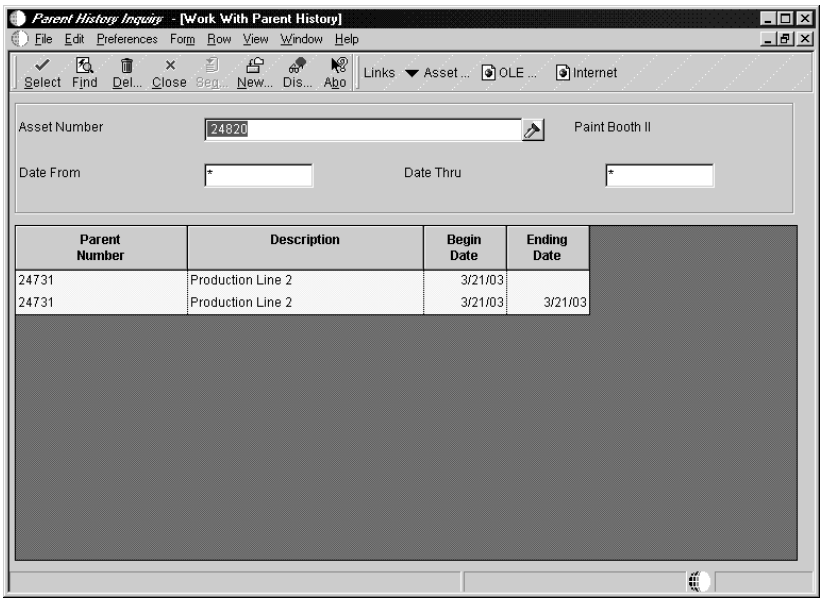
Reviewing Parent and Component History

Use Parent History Inquiry to review parent and component history. You can toggle between parent and component history to 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 entire history of a component or parent.

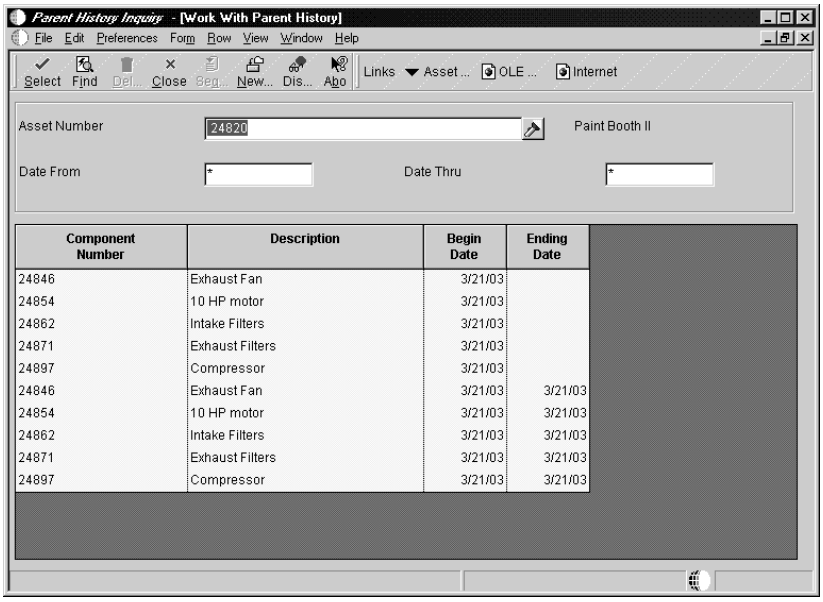
▶ To review parent and component history

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

On Work With Parent History



1. Complete the following field and click Find:
   - Asset Number
2. To alternately view parent or component formats, choose either Parent Format or Component Format from the View menu.



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.

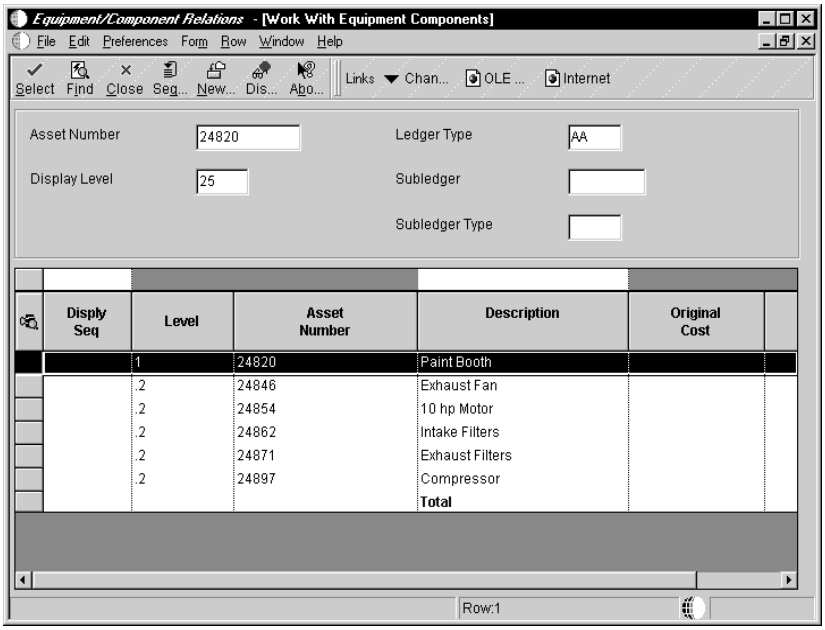
Working with current equipment components consists of the following tasks:

- Reviewing equipment components
- Revising parent information for a component
- Changing the sequence of components

▶ To review equipment components

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

On Work With Equipment Components



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

Related Task

Searching for similar equipment

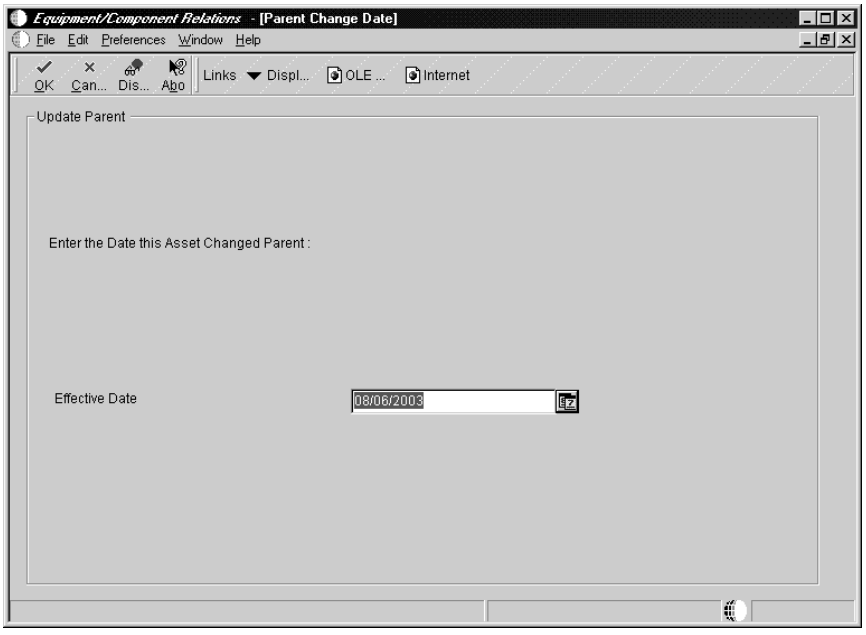
After you have reviewed components for a particular piece of equipment, you can use Work With Equipment Components to search for similar equipment. For example, if you need to find motors within your system similar to a motor that you inquired upon, you can use the Search Like Equipment selection from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

▶ To revise parent information for a component

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

On Work With Equipment Components

1. Complete the following field and click Find:
   - Asset Number
2. Choose the component whose parent number you want to revise, and then click Select.
3. On Asset Master Revisions, complete the following field and click OK:
   - Parent Number



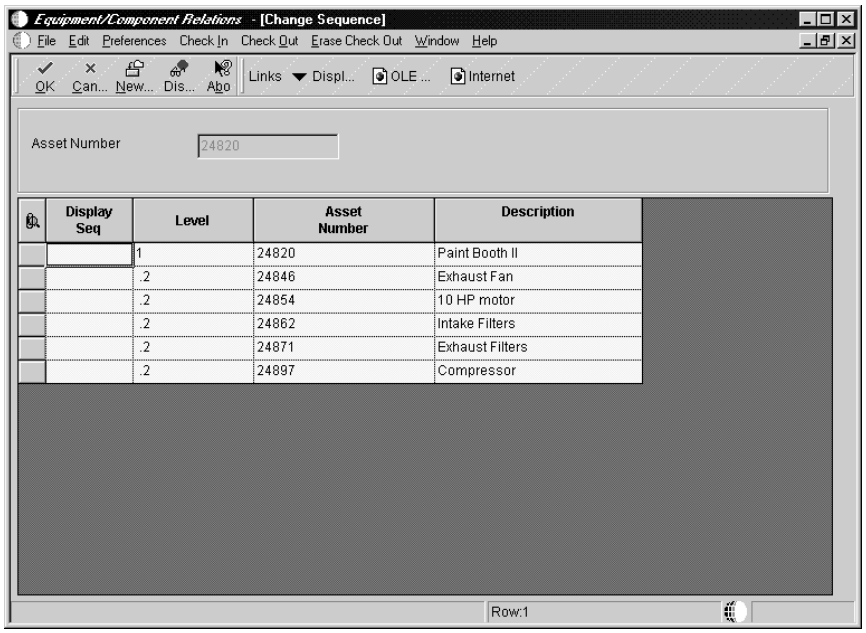
4. On Parent Change Date, complete the following field and click OK:
    - Effective Date

▶ To change the sequence of components

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

On Work With Equipment Components

1. Complete the following field and click Find:
    - Asset Number
2. From the Form menu, choose Change Sequence.



3. On Change Sequence, complete the following field for each component that has a sequence that you want to change, and then click OK:
    - Display Seq

Equipment Cost Tracking

You can review inception-to-date, year-to-date, and month-to-date account balances for individual pieces of equipment. You can also:

- Review one subledger or all subledgers for a specific piece of equipment
- View detailed or summarized account balance information
- Display equipment account balances in amounts or in units and per unit costs
- Review equipment costs by job

You can review equipment 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 typically represents a type of cost. Examples of cost accounts include:

- Labor
- Parts
- Materials

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

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

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

See Also

- *Posting G/L Journal Entries to Equipment* for more information about how costs and expenses are assigned to equipment

Equipment cost tracking consists of the following tasks:

- ❑ Reviewing equipment costs
- ❑ Reviewing shop costs

Reviewing Equipment Costs

To help manage costs related to equipment 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:

- 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.

Cost account

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

- Labor
- Parts
- Materials

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

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:

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

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

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:

- 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:

- 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

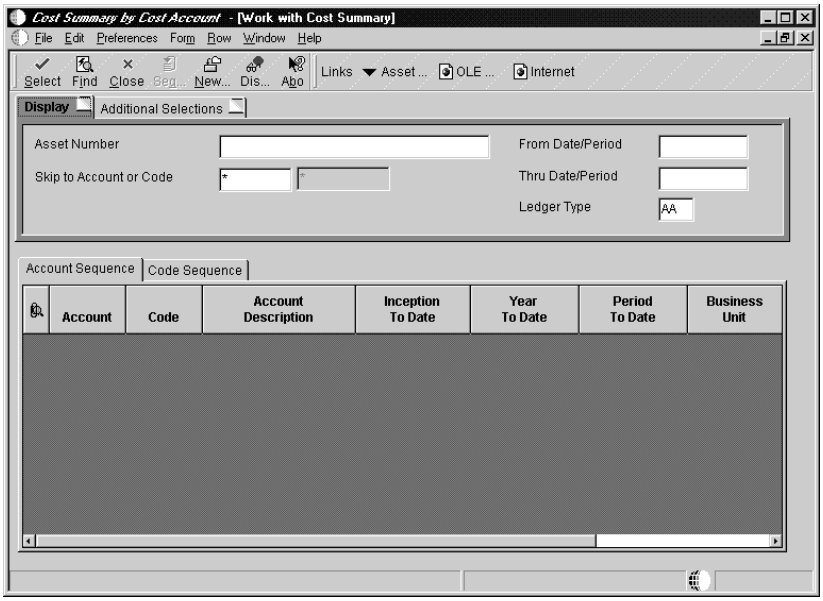
You can use processing options to assign default values for the following:

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

▶ To review equipment costs

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

On Work with Cost Summary



1. Choose a tab to review costs by cost account or repair code.

2. Complete one of the following fields:

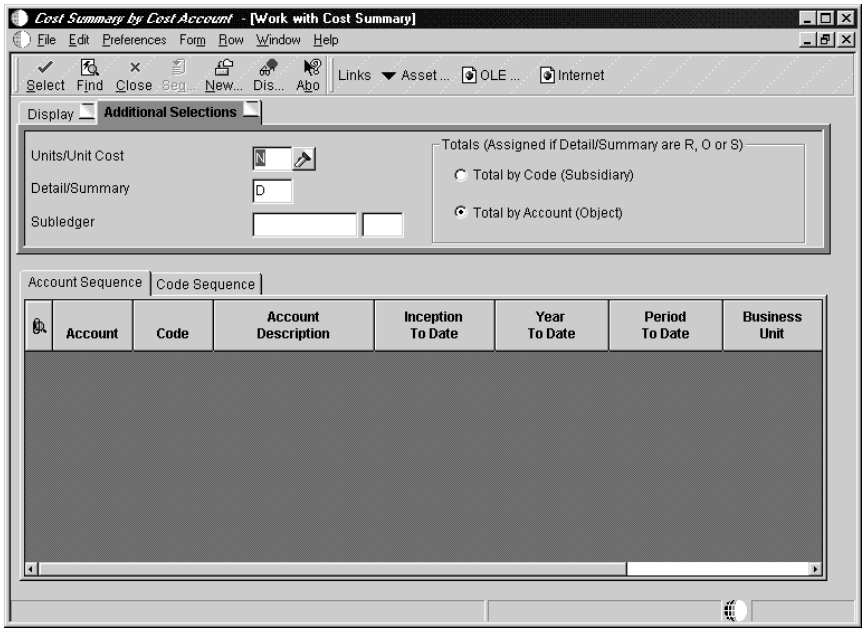
   To review account information by specific account, complete this field:

   - Skip to Account or Code

   To review costs for a specific piece of equipment, complete this field:

   - Asset Number

3. Complete the following optional fields.
   - From Date/Period
   - Thru Date/Period
   - Ledger Type
4. Click the Additional Selection tab.



5. On Work with Cost Summary, complete the following optional fields:
   - Units/Unit Cost
   - Detail/Summary
   - Subledger
   - Sub Type

   You can use processing options to populate this form with certain default values. Any values that you enter on this form overrides the default values that you assign with processing options.

6. To specify how totals are displayed, click one of the following options and click Find:
   - Total by Code (Subsidiary)
   - Total by Account (Object)
7. To review the posted transactions for an individual account balance, choose the record, and then choose Asset Ledger Inquiry from the Row menu.

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Units/Unit Cost	A code that determines whether the system displays amounts or statistical units. You can use statistical units to track equipment information for a piece of equipment. Valid values are: N Display currency amounts. This is the default value. Y Display statistical units such as hours. The statistical units you define for this code are stored in the AT00 automatic accounting instruction. A Display statistical units such as those used to indicate fuel consumption. The statistical units you define for this code are stored in the FMA automatic accounting instruction. B Display statistical units such as miles. The statistical units you define for this code are stored in the FMB automatic accounting instruction. Equipment can accumulate usage amounts based on hours, miles, fuel, and so on. When you display equipment costs by units or unit cost, the first account listed shows the number of units that have accumulated for that piece of equipment. The remaining account balances reflect actual amounts divided by the total units or a per unit cost for each account.

Field	Explanation
Detail/Summary	A code that you enter with one of the following values: D No summarization O Object account level of summarization when sequencing by object R Subsidiary account level of summarization when sequencing by subsidiary S Complete summarization by Automatic Accounting Instruction object account When sequencing by object account, D and O are valid values. S is valid only for Fixed Assets. When sequencing by subsidiary account, D is a valid value. R is valid only for Equipment Management. NOTE: If you wish to see the transaction ledger for a particular account, you cannot summarize. If you are displaying miles or units, these amounts are always summarized.

Processing Options for Equipment Cost Summary

Process

1. Enter a ’1’ to display the Asset Totals and Skip To by Repair Code (Subsidiary). Leave blank to display by Account Code (Object).

   Object or Subsidiary Totals _____

2. Enter the primary product for this version. Enter a ’1’ for Equipment and ’2’ for CSMS.

   Select Product _____

Defaults

1. Enter the Ledger Type to default to. Leave blank (default) to default the ’AA’ Ledger.

   Ledger Type Default _____

2. Enter the Summarization default. Leave blank (default) to default ’D’ – No Summarization.

   Detail or Summary Summarization _____

3. Enter the Display default. Leave blank (default) to default ’N’ - Amounts.

   Display Amounts or Statistical Units _____

Versions

1. Enter the Open Order Inquiry (P4310) version for the related exit. The default is version “ZJDE0006”.

   Open Order Inquiry Version _____

Reviewing Shop Costs

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

Reviewing shop costs consists the following tasks:

- ❑ Reviewing shop costs by repair code
- ❑ Reviewing shop costs by cost account
- ❑ Reviewing shop costs using job status inquiry

See Also

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

Reviewing Shop Costs by Repair Code

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

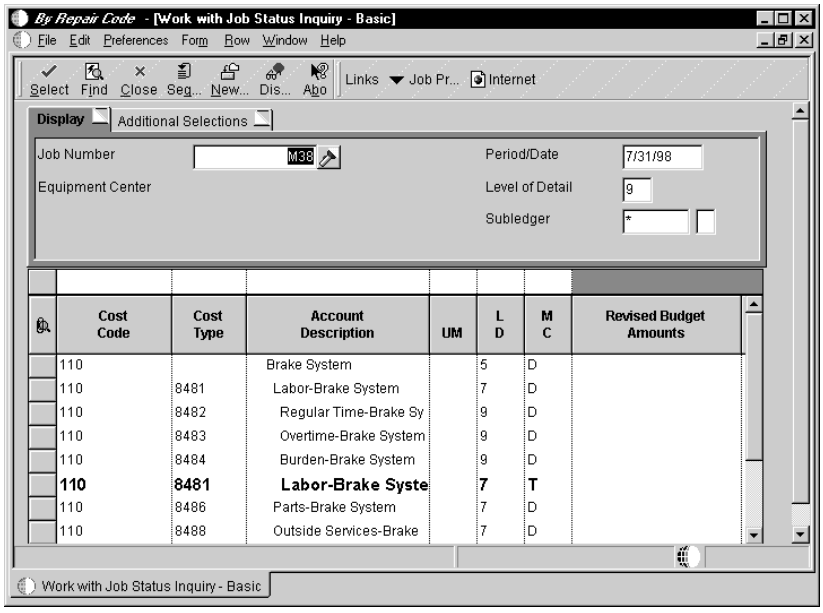
You use processing options to specify the type of information that you want to appear. For example, you can review the following types of information:

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

▶ To review shop costs by repair code

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

On Work With Job Status Inquiry - Basic



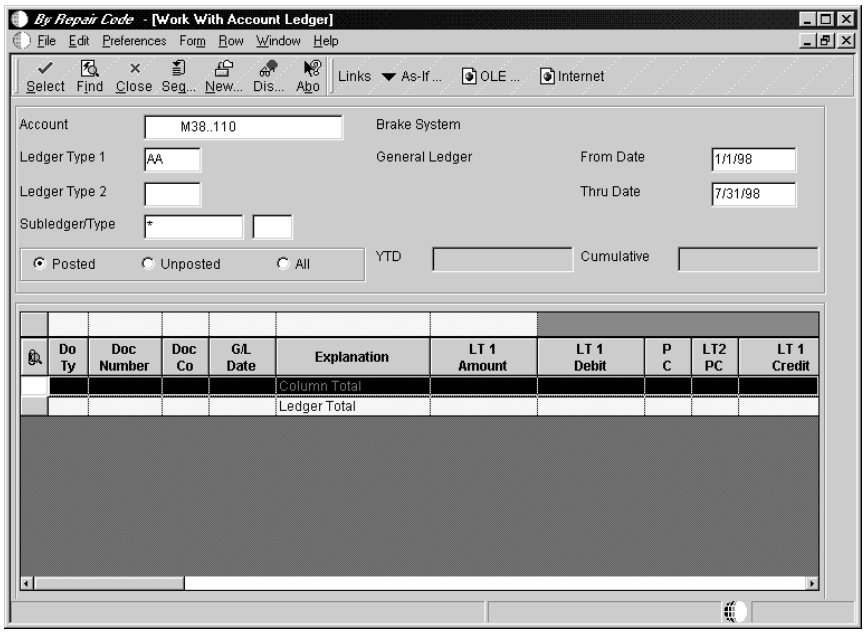
1. Click the Display tab and complete the following field:
   - Job Number
2. Complete the following optional fields:
   - Period/Date
   - Level of Detail
   - Subledger
3. To specify the time period for which you want to review costs, click the Additional Selections tab, and then click one of the following options under the To Date heading:
   - Inception
   - Cumulative
   - Period

4. To further limit the information that appears, complete any of the following optional fields and click Find:

   - From Cost Type:
   - Thru Cost Type:
   - From Cost Code:
   - Thru Cost Code:

5. To review account ledger information for a specific account, choose the record and 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.



Field	Explanation
Job Number	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table. . . . . . *Form-specific information* . . . . . . You must use the project number in the Job Number field when reviewing project information.
Period/Date	This entry field designates either a period within the current fiscal year or a specific date. To designate a period of the current fiscal year for the selected company, enter a number from 1 to 14. For example, enter 10 for period 10 of the current year. To designate a date, use your company's fiscal date pattern. For example, enter 01/01/99 for the fiscal date of January 1, 1999.
Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Inception	Specifies the type of totals that are displayed on the form. Valid values are: C Cumulative (year-to-date). I Inception-to-date (job-to-date). With this code, projected costs include all budgets, commitments, and actual costs. P Period (financial period-to-date).
From Cost Code:	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . . *Form-specific information* . . . . . . For Equipment/Plant Maintenance users, the cost code is the repair code. Repair codes are set up as subsidiary accounts.

Processing Options for Job Status Inquiry–Basic

```
Display 1

1. Enter the default Cost Code Range

      From Cost Code                                _____________
      Thru Cost Code                                _____________

2. Enter the default Cost Type Range

      From Cost Type                                _____________
      Thru Cost Type                                _____________

3. Enter a '1' to restrict entry to the
    account ranges specified above.
    Leave blank to allow changes in
    account ranges.

      Job Cost Restrict Ranges                      _____________

Display 2

1. AA Ledger

      Enter '1' to display Actual                   _____________
      Amount

2. AU Ledger

      Enter '1' to display Actual Unit              _____________

3. JA Ledger-BORG

      Enter '1' to display Original                 _____________
      Budget Amounts
```

4. JA Ledger

Enter ’1’ to display Revised Budget Amounts _____

5. JU Ledger-BORG

Enter ’1’ to display Original Budget Units _____

6. JU Ledger

Enter ’1’ to display Revised Budget Units _____

Display 3

1. PA + AA Ledgers

Enter ’1’ to display Total Commitment Amounts _____

2. PA Ledger

Enter ’1’ to display Open Commitment Amounts _____

3. PU + AU Ledgers

Enter ’1’ to display Total Commitment Units _____

4. PU Ledger

Enter ’1’ to display Open Commitment Units _____

Display 4

1. HA Ledger

Enter ’1’ to display Projected Final Amounts _____

2. HU Ledger

Enter ’1’ to display Projected Final Units _____

3. Revised Budget Amount Ledgers-BORG

Enter ’1’ to display Original Budget Amounts _____

4. Revised Budget Amount Ledgers

Enter ’1’ to display Revised Budget Amounts _____

5. Revised Budget Unit Ledgers-BORG

Enter ’1’ to display Original Budget Units _____

6. Revised Budget Unit Ledgers

Enter ’1’ to display Revised Budget Units _____

Display 5

1. F% Ledger or, if zero, AA/HA Ledgers

Enter ’1’ to display Percent Complete _____

2. JA-AA Ledgers

Enter ’1’ to display Budget Variance Amounts _____

3. JU-AU Ledgers

Enter ’1’ to display Budget Variance Units _____

4. HA-JA Ledgers

Enter ’1’ to display Projected Final Over/Under Amounts _____

5. HU-JU Ledgers

Enter ’1’ to display Projected Final Over/Under Units _____

Version Exits

1. Enter the Progress Entry version for the related exit. The default is version ’ZJDE0001’.

Progress Entry Version _____

2. Enter the Budget Revisions version for the related exit. The default is version ’ZJDE0001’.

Budget Revisions Version _____

3. Enter the Job Progress Entry version for the related exit. The default is version ’ZJDE0001’.

Job Progress Entry Version _____

4. Enter the ’Select’ Button exit of a ’1’ for Progress Entry (default) or a ’2’ for Account Ledger Inquiry.

Job Cost Select Button Choices _____

Reviewing Shop Costs by Cost Account

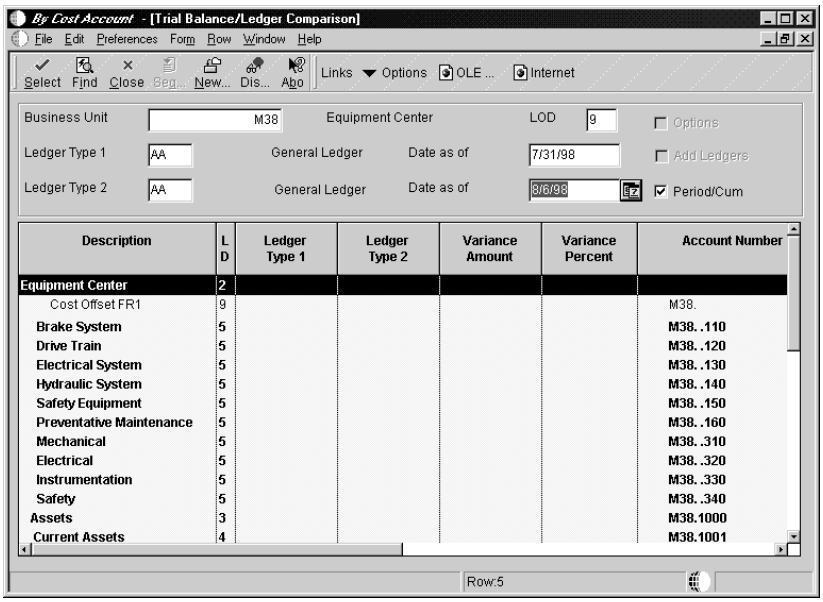
Each cost account (object account) represents a type of cost. When you review costs by cost accounts, you can see a financial perspective of business costs. For example, you can set up individual cost accounts for labor, parts, materials, and so on. When you review shop costs by cost account, you see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

On Trial Balance/Ledger Comparison

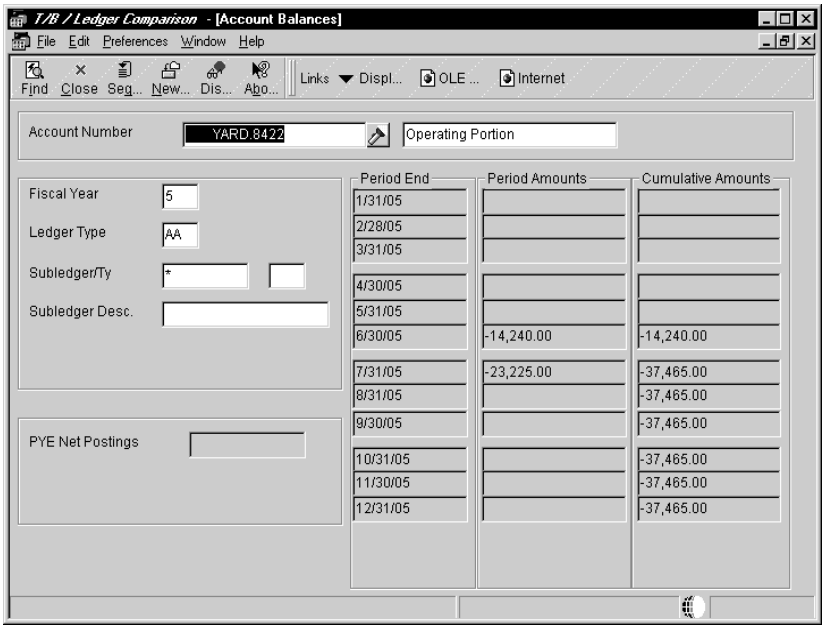


1. Complete the following field:
   - Business Unit
2. To review account balance information for the current period, turn on the following option:
   - Period/Cum

   If you turn off this option, the amounts that appear are year-to-date.

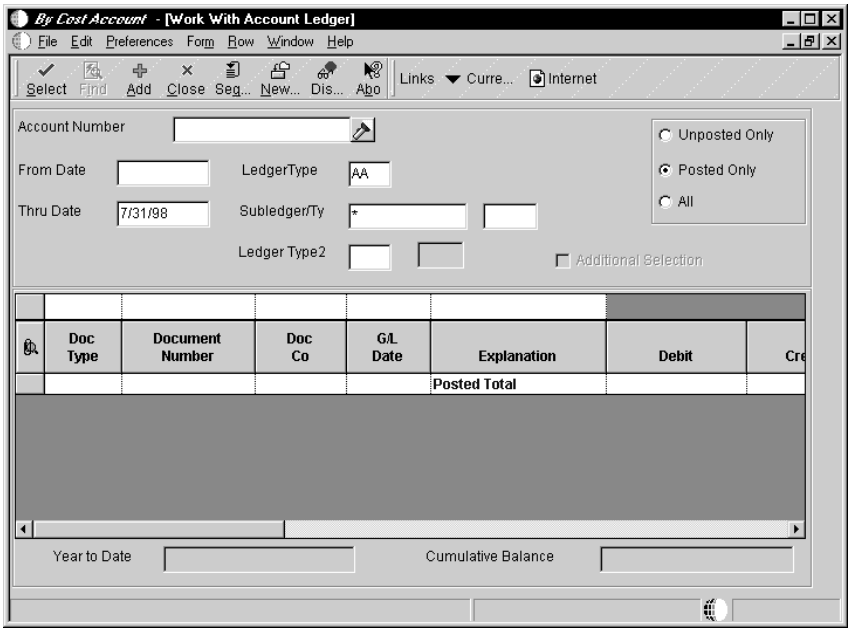
3. To specify the ledgers that you want to compare, complete the following fields:
   - Ledger Type 1
   - Ledger Type 2
4. Complete the following optional field for each ledger type that you specified in the previous step and click Find:
   - Date as of

   Account amounts appear for the ledger types you specified, as well as the variance between the amounts.
5. To limit the information that appears, complete the following field:
   - LOD
6. To review period and cumulative amounts for a particular account, choose its record and choose Balances from the Row menu.



7. On Account Balances, review period and cumulative amounts and click Close.
8. On Trial Balance/Ledger Comparison, to review account ledger information for a specific account, choose the record and then choose Ledgers from the Row menu.

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



Field	Explanation
LOD	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.
Period/Cum	With the check box on, the amounts displayed are for the period only. With the check box off, the amounts are cumulative (year to date).
Date as of	The month end date in 12 period (monthly) accounting. The period end date in 13 period, 52 period, or 4-4-5 period accounting.

Processing Options for Trial Balance / Ledger Comparison

```
Defaults

Enter default ledger types. If ledger
    type 1 is left blank,  AA will be
    used. If ledger type  2 is left
    blank,  BA will be used. Ledger Type
    2 is only valid for format 2.

      Ledger Type 1                          _____________
      Ledger Type 2                          _____________

When exiting to another form, select the
    ledger to load in the form that is
    being exited to. To load ledger type
    1 enter a 1(default), to load ledger
    type 2 enter a 2.

      Exit to Ledger 1 or 2                  _____________

Enter the default calculation method for
    the variance column: 0 = Add, 1 =
    Subtract (default), 2 = Divide, 3 =
    Multiply.

      Calculation Method                     _____________

Zero Amounts

Enter a 1 to supress the display of
    posting accounts that have a zero
    balance.

      Supress Zero Amounts                   _____________

Add Ledgers

Enter addtional ledgers to be added to
    the amounts that will display for
    ledger one and ledger two.

      Additonal Ledger One                   _____________
      Additonal Ledger Two                   _____________
```

Review Shop Costs using Job Status Inquiry

The Job Status Inquiry system provides a more flexible online inquiry for viewing all of the information related to your projects or jobs. You can review predefined job information, or you can set up columns to view specific information and save this format for future viewing. For example, you can view the following:

- Actual amounts and unit quantities
- Original and revised budget amounts and quantities
- Total and open commitments, amounts, and quantities
- Projected final amounts and quantities

- Projected over or under amounts and quantities
- Percentage of completion information for each account

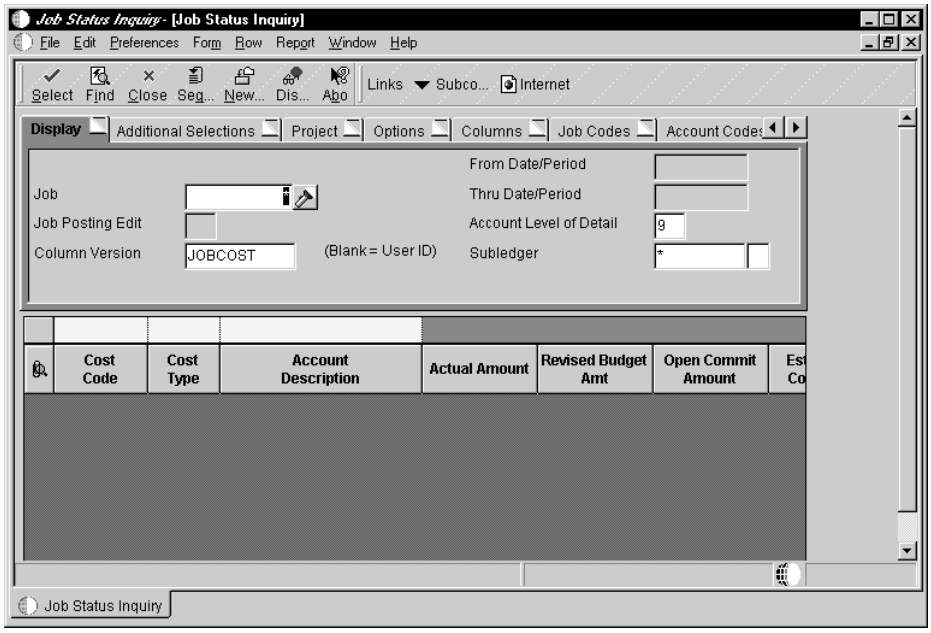
Before You Begin

❑ See *Setting up Job Status Inquiry* in the *Job Cost Guide*.

▶ To review shop costs using Job Status Inquiry

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

On Job Status Inquiry



1. To review all accounts for the job, complete the following fields and click Find.
   - Job
   - Column Version
   - From Date/Period
   - Thru Date/Period
2. To specify the accounts that you want to review, click each of the tabs, complete the appropriate fields, and click Find.

   See *Reviewing Job Information by User Defined Columns* in the Job Cost Guide for information about completing the fields that appear for each tab.

3. To review specific information about an account, choose the account, then choose one of the following options from the Row menu:

    - To review account ledger information, choose General Accounting, then Account Ledger.
    - To review account balance information, choose General Accounting, then Account Balances.
    - To review original budget information, choose Budgets, then Budget Original.
    - To review revised budget information, choose Budgets, then Budget Revisions.
    - To review attachments, choose Attachments.

Processing Options for Job Status Inquiry

Display

1. Account Sequence Blank = _____
Job, Cost Code, Cost Type A =
Alternate Cost Code, Cost Type C
= Cost Code, Cost Type, Job O =
Job, Cost Type, Cost Code T =
Cost Type, Cost Code, Job 1 =
Account Category Code 1 2 =
Account Category Code 2 3 =
Account Category Code 3

2. Default Cost Code Range

From Cost Code _____
Thru Cost Code _____

3. Default Cost Type Range

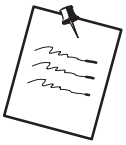
From Cost Type _____
Thru Cost Type _____
4. Restrict Account Range _____
Blank = Allow account ranges
outside the cost code and cost
type ranges. 1= Restrict account
ranges to the cost code and cost
type ranges.
5. Column Version _____
6. Restrict Column Version _____
Blank = Retrict changes and
additions to Column Versions. 1 =
Allow changes and additions to
Column Versions.

Version Exits

1. Account Progress Entry _____
2. Job Progress Entry _____
3. Original Budget _____
4. Budget Revisions _____
5. Scheduling Workbench _____
6. Select Button Exit Blank = _____
Select exits to the Account
Progress Entry program. 1 =
Select exits to the Job Progress
Entry program. 2 = Select exits
to the Account Ledger Inquiry
program.

Equipment Time Billing

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



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

See Also

Working with Employee Timecards in the *HR & Payroll Foundation Guide*.

Equipment Time Billing includes the following task:

- ❑ Entering charges using Equipment Time Entry

Before You Begin

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

Entering Charges Using Equipment Time Entry

Use Equipment Time Entry when you want to charge equipment time directly to a job or business unit. You can do the following:

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

Entering charges using Equipment Time Entry consists of the following tasks:

- ❑ Entering time billing information for equipment
- ❑ Using a model time entry
- ❑ Posting equipment time entries

Entering Time Billing Information for Equipment

Use Equipment Time Entry when you want to charge equipment time directly to a job or business unit. You can:

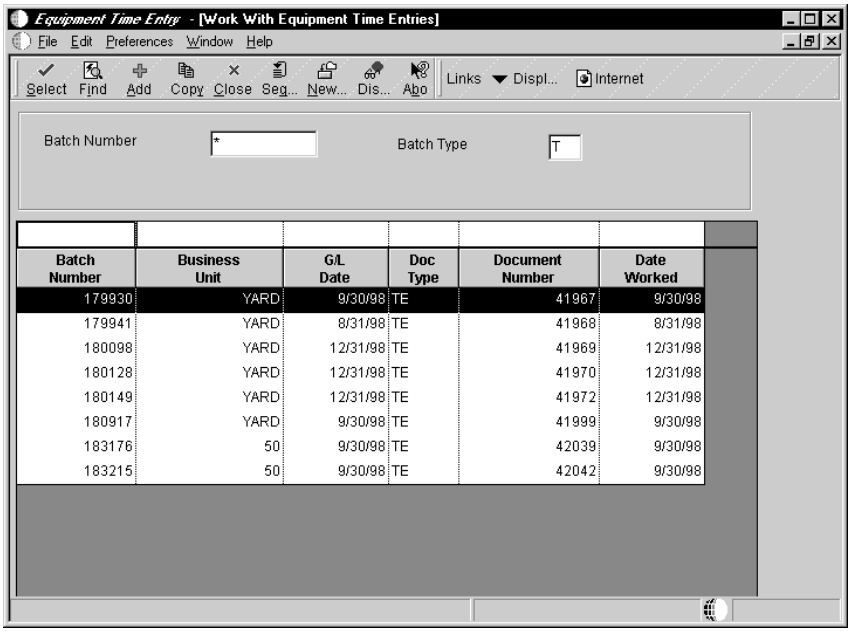
- Enter multiple pieces of equipment on the same form
- Charge more than one job or account number on the same form
- Override default billing rates

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

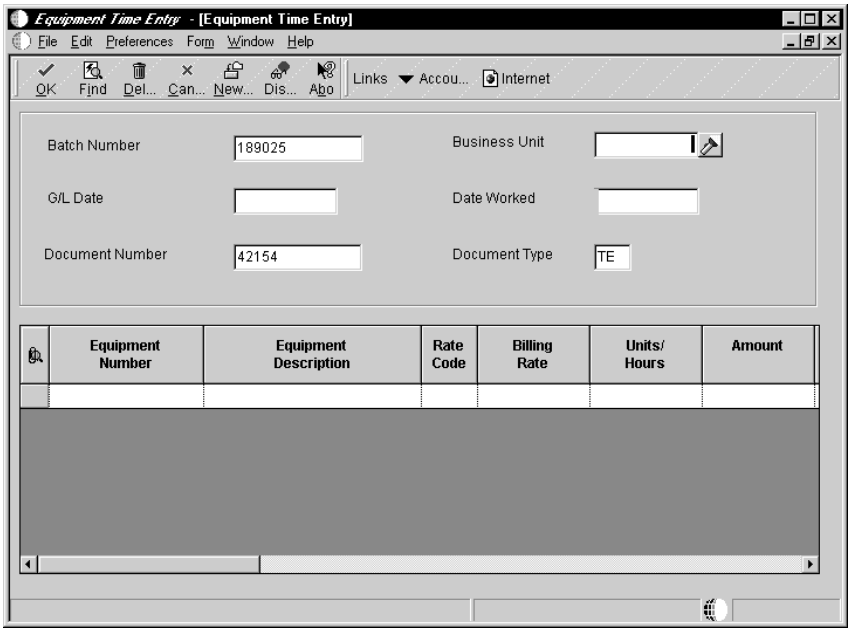
▶ To enter equipment time billing information

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

On Work With Equipment Time Entries



1. Click Add.



2. On Equipment Time Entry, complete the following fields in the header area:
   - Business Unit
   - G/L Date
   - Date Worked

3. For each piece of equipment for which you want to create time entries, complete the following fields in the detail area:
   - Equipment Number
   - Rate Code
   - Billing Rate

     This field might already contain a default value.

   - Units
   - Account Number

Using a Model Time Entry

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

Before You Begin

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

▶ To use a model time entry

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

On Work With Equipment Time Entries

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

Posting Equipment Time Entries

After you review and approve journal entries for equipment time, you must post them to the general ledger and then to the Asset Account Balances table (F1202). Depending on how you set up processing options, you can post journal entries to the Asset Account Balances table at the same time that you post them to the general ledger.

Posting equipment time entries consists of the following tasks:

- Posting time entries to the G/L
- Posting G/L entries to equipment

Before You Begin

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

Posting Time Entries to the G/L

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

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

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

Processing Options for Post Time Entries to G/L

```
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 _____

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 _____

Process

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.                    _____________
```

Posting G/L Entries to Equipment

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

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

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

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

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

Processing Options for Post G/L Entries to Assets

Print

1. Identify how to print Asset Number. 1 = Item Number (default), 2 = Unit Number, 3 = Serial/Tag Number

   Selection Value _____

2. Identify whether to print Exception Report. blank = do not print Exception Report (default), 1 = print Exception Report

   Selection Value _____

Update

1. Enter a ’1’ to use the asset number from the subledger type ’E’ when the G/L asset number is blank. Leave blank to use the G/L asset number only when posting to Fixed Assets.

   Selection Value _____

2. 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.

   Selection Value _____

Process G/L to Equipment

You can enter equipment costs through any J.D. Edwards system that creates journal entries for business transactions in the Account Ledger table (F0911). These systems include:

- Accounts Payable
- General Accounting
- Inventory

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

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

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

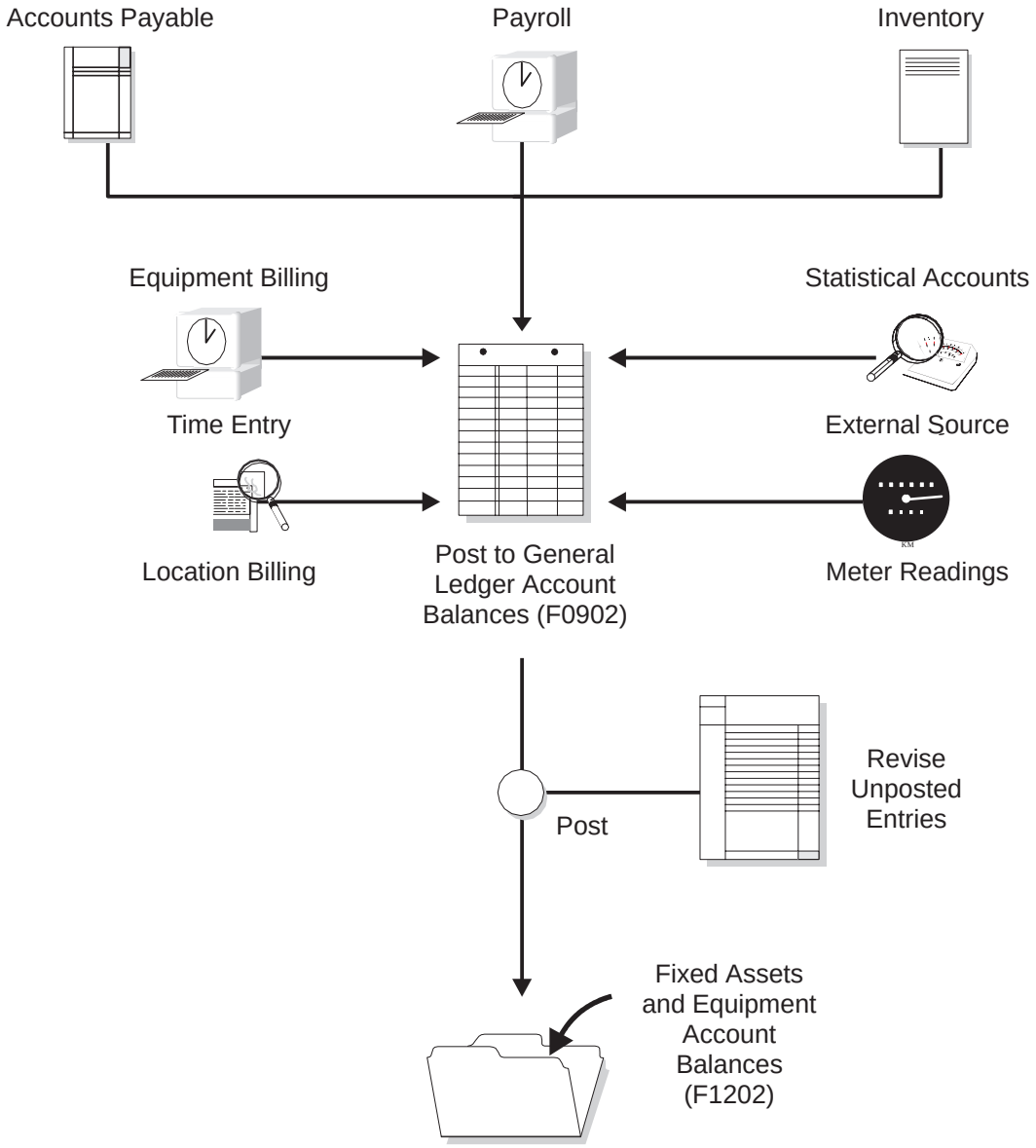
After the system creates journal entries for the equipment costs you enter, you must post the entries first to the general ledger, and then to equipment. When you post to the

general ledger, the system updates the Account Balances table (F0902). When you post to equipment, the system updates the Asset Account Balances table (F1202). You can post journal entries to equipment, or you can set up your system to post the journal entries to equipment when you post the entries to the general ledger.

Processing general ledger journal entries to equipment consists of the following tasks:

- Working with G/L journal entries
- Posting G/L journal entries to equipment

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



Working with G/L Journal Entries

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

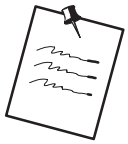
Working with G/L journal entries consists of the following tasks:

- ❑ Revising unposted journal entries
- ❑ Splitting unposted journal entries
- ❑ Printing the Journal Entries report

Revising Unposted Journal Entries

Use Revise Unposted Entries to make changes to journal entries before they are posted to equipment. For example, you can:

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



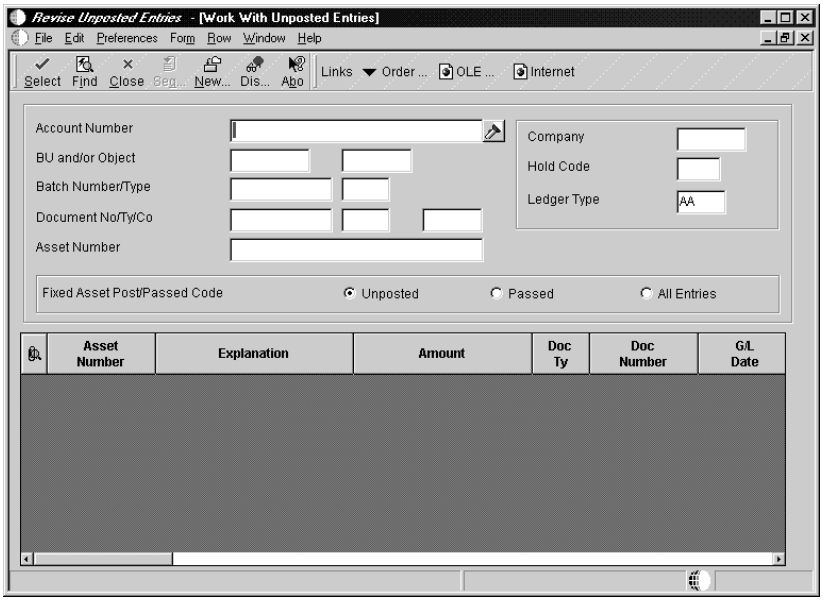
To ensure the integrity of your transaction records and audit trails, the system prevents changes to account information that has already been posted to the general ledger, such as:

- 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.

On Work With Unposted Entries



1. To locate a journal entry, complete any of the fields in the header area of the form and click Find.
2. To add or revise the description for a transaction, complete the following field in the detail area of the form:
   - Explanation
3. To change the hold code for a transaction, complete the following field in the detail area of the form:
   - H C
4. To prevent a transaction from posting, complete the following field in the detail area of the form:
   - P C
5. 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, from the Row menu, choose Asset master.

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

Field	Explanation
H C	The Alternate G/L Posting Codes are used for transactional posting other than the normal G/L posting. This hold code is used in conjunction with the F/A system. Only those records with a "batch rear end" value of blank, G/L post code of P and hold code value of blank will be selected in the Post Unposted F/A Entries program. If there are records that have been posted to G/L, but should not be posted to F/A, you can update this hold code to any character other than X or *. The X code is reserved for F/A Time Entry. The * code is reserved for selection of all hold codes in Revise Unposted Entries (P12102). . . . . . *Form-specific information* . . . . . . This field appears twice on Work With Unposted Entries. Hold Code. Enter a value in this field to locate specific transactions. HC. The value in this field is informational only. Use Revise Unposted Entries to revise the hold code for individual records.
P C	The valid post codes for fixed asset transactions are as follows: blank Unposted. Transaction has not yet been posted to the Item Balances table (F1202). P Pass. Transaction does not fall within the FX range of accounts as set up in automatic accounting instructions (AAIs) and will not post to fixed assets. You can manually update this field to P through the Revise Unposted Entries program (P12102). Use P in this field when the account number is within the fixed asset range of accounts, but you do not want the transaction to post to fixed assets. You can change this field from blank to P or from P to blank. * Posted. Transaction has been posted to the Item Balances table.You cannot change this value. . . . . . *Form-specific information* . . . . . . This field appears twice on the Work With Unposted Entries form. FA Pass Code. Enter a value in this field to locate specific transactions. Transactions with an asterisk (*) in this field have already been posted to fixed assets. These transactions do not appear on Revise Unposted Entries. To view all fixed asset transactions, regardless of post code, enter @ in this field. PC. Use this field to manually update a transaction to a P status.

See Also

- *Creating an Equipment Master*

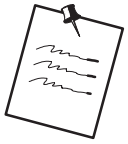
Processing Options for Revise Unposted Entries

```
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.



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

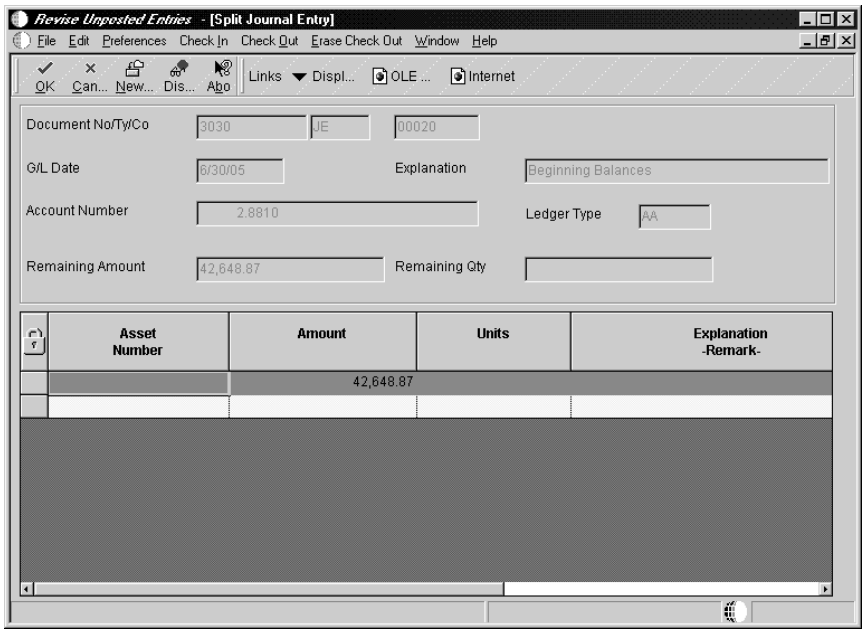
To split unposted entries

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

On Work With Unposted Entries

1. To locate a specific journal entry, complete any of the fields in the header portion of the form and click Find.

2. Choose the record for the journal entry and choose Split from the Row menu.



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

See Also

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

Printing the Journal Entries Report

From the Posting G/L Entries 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 automatic accounting instructions 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.

Posting G/L Journal Entries to Equipment

After you verify the information in the unposted equipment journal entries, you must post the entries to the Asset Account Balances table (F1202). All journal entries that are within the fixed asset (FX) range of AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transactions.

Posting G/L journal entries to equipment consists of the following tasks:

- ❑ Posting a batch of journal entries
- ❑ Verifying the post process

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:

- 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 of accounts (FA range) 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 an explanation. 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 cost account range of accounts (FA range) 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 cost account range of accounts (FA range) 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

Print

1. Identify how to print Asset Number. 1 = Item Number (default), 2 = Unit Number, 3 = Serial/Tag Number

   Selection Value _____

2. Identify whether to print Exception Report. blank = do not print Exception Report (default), 1 = print Exception Report

   Selection Value _____

Update

1. Enter a ’1’ to use the asset number from the subledger type ’E’ when the G/L asset number is blank. Leave blank to use the G/L asset number only when posting to Fixed Assets.

   Selection Value _____

2. 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.

   Selection Value _____

Equipment Location Tracking

You can enter equipment location information to keep track of where and when certain equipment is physically moved. You can create and update equipment location information for planned and current relocations, and keep a log of all historical relocations. For example, you can:

- Record equipment relocations from one job or business unit to another
- Create location transactions for single pieces of equipment or groups of equipment
- Enter location information for equipment with a quantity greater than one to record relocation from a single location to multiple locations
- Consolidate location information to record the relocation of equipment from multiple locations to a single location
- Review historical, current, and planned location information
- Record equipment relocations out of sequence
- Associate text with equipment location records

Equipment location tracking consists of the following tasks:

- ❑ Entering location information
- ❑ Revising location information

Entering Location Information

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

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 a piece of equipment, the system automatically updates the following fields in the Asset Master 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.

When you relocate partial quantities of a piece of equipment, the system changes the location code of the original location record to a history record for the full quantity of the equipment. In addition, the system creates separate location records for the equipment, as follows:

- For the partial quantity of equipment that remains at the original location, the system creates a new location record with a location code of current

- For the partial quantity of equipment that you relocate, the system creates a new location record with a location code of current

When equipment has multiple current locations, the Location and Start Date fields in the equipment master are blank. The system message, *Multiple Current Locations* appears in the location description line.

The system automatically consolidates multiple current locations when you enter location information for multiple pieces of the same equipment that have identical billing information. For example, for equipment that is in multiple locations, if you enter location information that includes identical relocation dates, times, and billing information, the system creates a single location record for the equipment, and applies a location code of current to the record.

When you change location information for equipment that is a parent, the system automatically relocates all components that are at the same location as the parent to the new location.

When you enter location information into the system, the system updates the Location Tracking table (F1204).

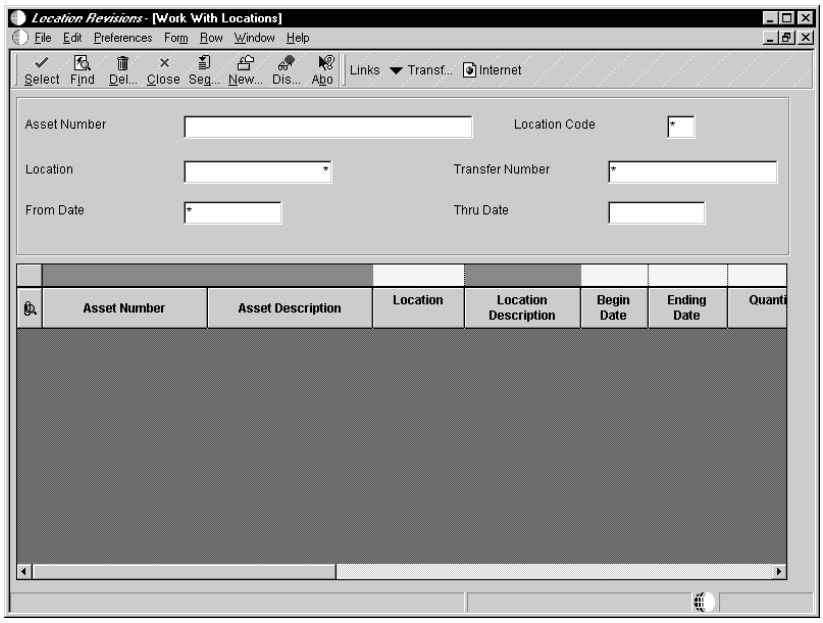
Entering location information includes the following tasks:

- Entering location information

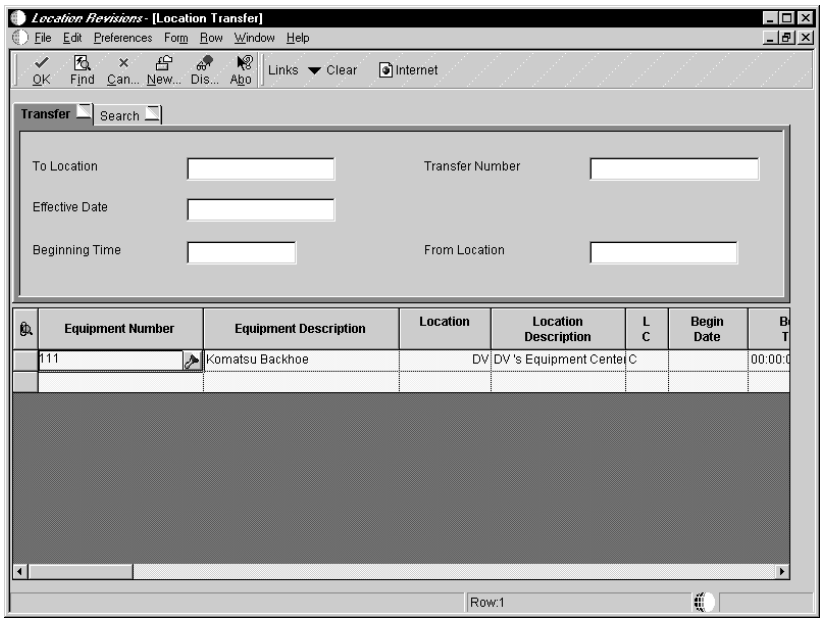
▶ To enter location information

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

On Location Revisions



1. Complete the following field and click Find:
    - Asset Number
2. Choose the asset and choose Location Transfer from the Row menu.



3. In the Transfer portion of the form, complete the following field:
    - To Location
4. In the Transfer portion of the form, complete the following optional fields:
    - From Location

- Effective Date
- Time Stamp – Beginning
- Transfer Number

5. For each piece of equipment for which you are entering location information, complete the following field in the detail area of the form:
   - Equipment Number
6. To enter additional location information for each piece of equipment, complete any of the following optional fields in the detail area of the form and click OK:
   - L C
   - Begin Date
   - Beginning Time
   - End Time
   - Quantity
   - Remark
   - Eq St
   - Rt Cd
   - Billing Amount
   - Business Unit
   - Obj Acct
   - Sub
   - Sub– ledger
   - A C
   - Column
   - Row
   - Meter Reading Current
   - Meter Reading Original
   - Transfer Number

Field	Explanation
L C	A code that indicates the type of location record. You can enter the following valid values: C Current. Displays only the current location for an asset. H Historical. Displays all previous locations for an asset. P Planned or scheduled. Displays only the planned location dates for an asset. You enter planned locations for an asset in the Equipment/Plant Management system. * Displays all locations (current, planned, and historical) that meet your search criteria. The default value for this field is C. NOTE: You cannot change historical (type H) location records. The system automatically updates location records to type H when you change the location and start date of an asset.
Rt Cd	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
A C	For Equipment Location Billing clients only. This code indicates whether a piece of equipment was rented or sold to the job to which it was transferred, or sold to the job and subsequently bought back. When you rent equipment to a job, the Location Billings program bills the job continuously, using the rental rates that you set up the Rental Rates form (P1301) to determine the amount to bill. When you sell equipment to a job, the Location Billings program bills the job one time, using the equipment's replacement value as the amount to bill. When you sell equipment to a job and subsequently buy back the equipment, the system bills the job for the difference between the equipment's replacement cost and the buyback percentage of the replacement cost. You define the buyback percentage in Rental Rules. Valid codes are: 1 Rented to the job 2 Sold to the job 3 Sold to the job and subsequently bought back 4 Future Use Note: This field is used only in Equipment Management. It is not used in Fixed Assets.
Column	A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.
Row	A specific storage location within a warehouse or store. The system uses the bin with an aisle location to identify a storage area whose width, depth, and height can be readily measured.
Transfer Number	A number that identifies a transfer record for an asset or group of assets. You can assign this number to new transfer records. If you leave this field blank when you perform a location transfer, the system assigns the transfer record a number from Next Numbers.

Related Tasks

Entering location information out of sequence

You enter location information out of sequence when you record the relocation of equipment 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 the location records by date and determines whether to create a new location tracking line or update an existing location record.

For example, the system indicates Yard as the current location of a truck. You have physically transferred the truck to job site B, but due to paperwork delays you have not entered the transfer date into the system. Meanwhile, you need to relocate the truck from job site B to job site C.

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.

Processing Options for Location Transfer

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 _____

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 can also delete current and planned information for a piece of equipment.

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

You can also 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.

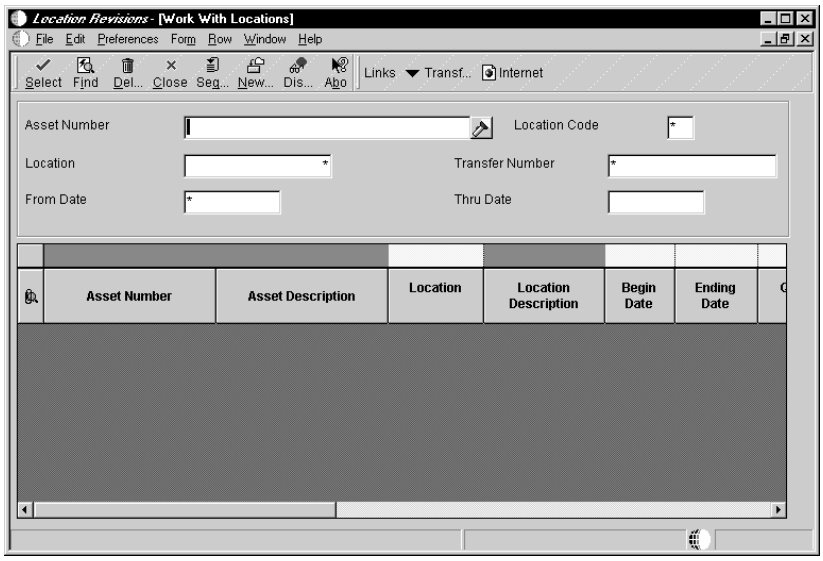
Before You Begin

- ❑ 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.

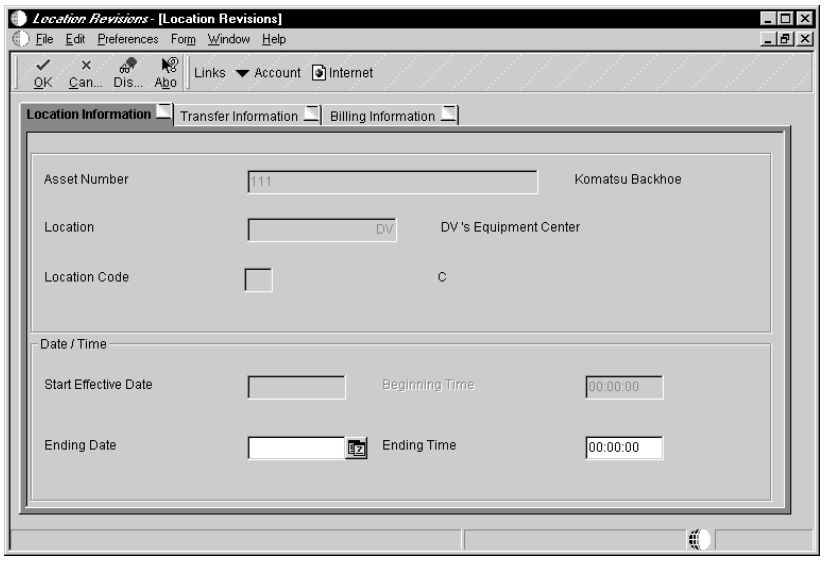
▶ To revise location information

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

On Work With Locations



1. 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
   - Transfer Number
   - From Date
   - Thru Date
   - Location Code
2. Choose the record that you want to revise and click Select.



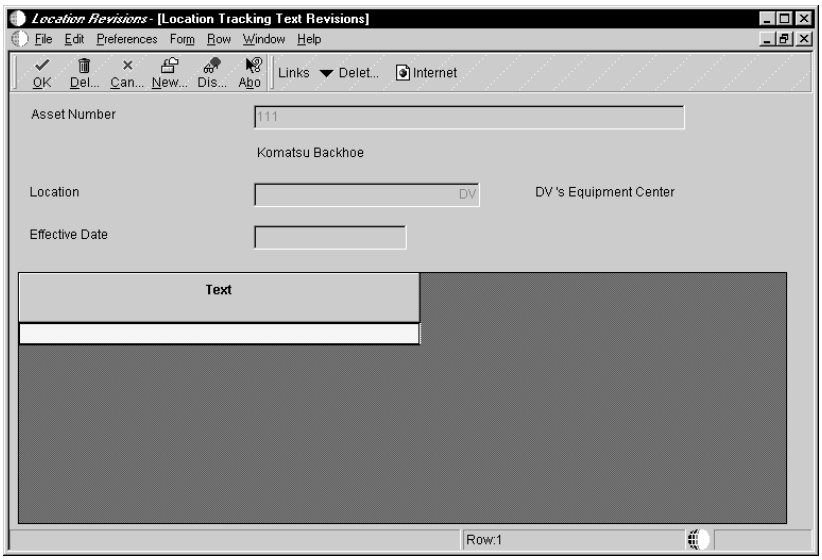
3. On Location Revisions, complete any of the following fields:
   - Ending Date
   - Ending Time

   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
   - Curr Meter Reading
   - Orig Meter Reading
   - Column
   - Row
5. Click the Billing Information tab.
6. Complete any of the following optional fields under the Billing Information heading, and then click OK.
   - 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. To return to Work With Locations, click Cancel.
10. On Work With Locations, click Close.

Field	Explanation
Asset Number	An identification code for an asset that you can enter in one of the following formats: 1 Asset number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12–character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form. Note: This field appears only when reviewing a message on Message Log.
Location	A user defined name or remark.
Transfer Number	A number that identifies a transfer record for an asset or group of assets. You can assign this number to new transfer records. If you leave this field blank when you perform a location transfer, the system assigns the transfer record a number from Next Numbers.
From Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Thru Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to appear. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.

Field	Explanation
Location Code	A code that indicates the type of location record. You can enter the following valid values: C Current. Displays only the current location for an asset. H Historical. Displays all previous locations for an asset. P Planned or scheduled. Displays only the planned location dates for an asset. You enter planned locations for an asset in the Equipment/Plant Management system. * Displays all locations (current, planned, and historical) that meet your search criteria. The default value for this field is C. NOTE: You cannot change historical (type H) location records. The system automatically updates location records to type H when you change the location and start date of an asset.
Ending Date	The date that the asset was removed or returned from a particular location.
Ending Time	The time formatted with colons for display.
Transfer Number	A number that identifies a transfer record for an asset or group of assets. You can assign this number to new transfer records. If you leave this field blank when you perform a location transfer, the system assigns the transfer record a number from Next Numbers.
Equipment Status	A user defined code (12/ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.
Curr Meter Reading	The current meter reading of the piece of equipment. This field is informational only.
Orig Meter Reading	The original meter reading when the piece of equipment started at the job. This field is informational only.
Column	A code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.
Row	A specific storage location within a warehouse or store. The system uses the bin with an aisle location to identify a storage area whose width, depth, and height can be readily measured.

Field	Explanation
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Object Account	The object account portion of a general ledger account. The term “object account” refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system will enter three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an Address Book number. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

Processing Options for Work With Locations

```
Update

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

      1. Update                                    _____________
```

Periodic

Equipment Location Billing

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

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

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

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

Category Code 10	J.D. Edwards requires that you reserve category code 10 to specify equipment billing rate groups for the individual pieces of equipment. You can use the equipment billing rate groups to combine similar equipment for billing.
Rental rules	Use rental rules to specify the default values, rate table limits, and so on for individual jobs. You can also specify the regular work hours in a work day and the work days in a given month.

Billing rates

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

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

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

After you set up location billing and enter location information for equipment, you can create a location billing. The system automatically creates journal entries to distribute revenues and expenses to the appropriate accounts. The system creates billing journal entries based on your location billing setup and the location information for the equipment that is dated from the last bill date through the "bill to" date you specify for the billing.

Equipment location billing consists of the following tasks:

- ❑ Creating location billings
- ❑ Processing location billings
- ❑ Revising location billings

Before You Begin

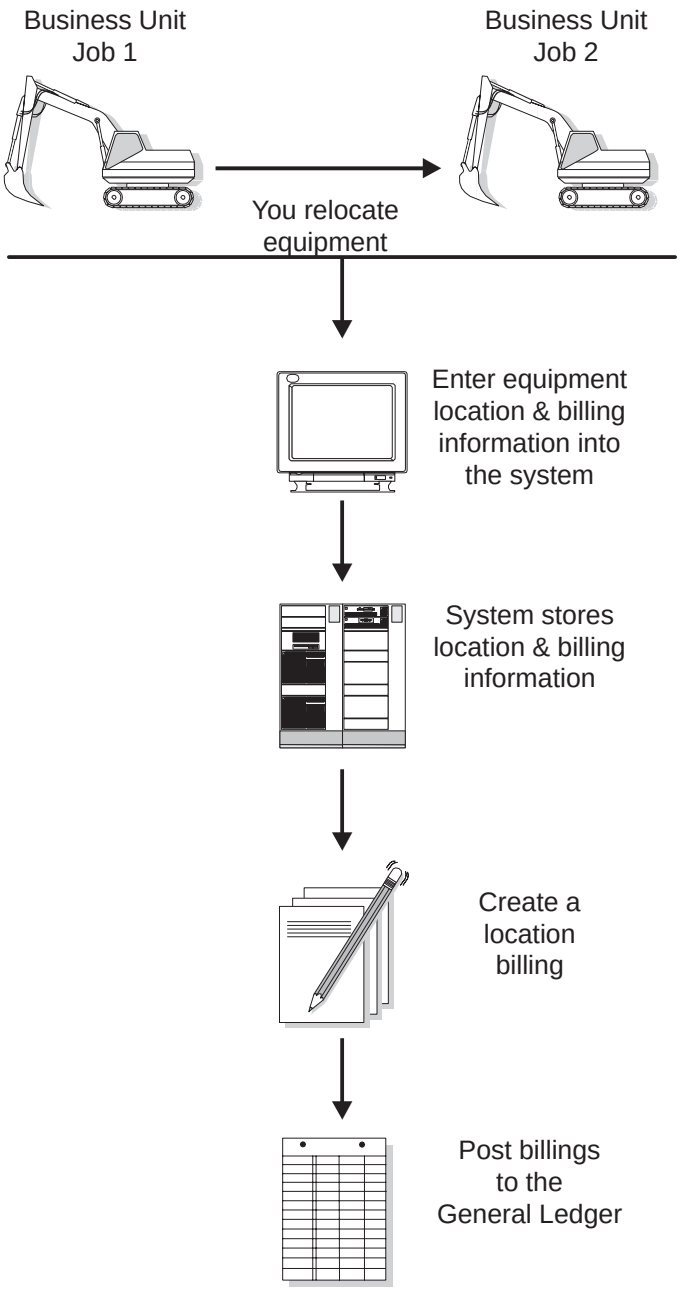
- ❑ Verify that the following information is set up:
  - Valid rate codes
  - Billing rate codes
  - Rental Rates table
  - Rental rules
  - Account derivation rules

See Also

- *Setting Up Equipment Billing Information* for more information about these tasks

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

Location Billing Process



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

Creating Location Billings

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

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

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

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

Before You Begin

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

Verifying the Location Billing

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

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

Running the Proof or Final Version

You can run the proof version of Create Billings to verify that the billing and location information that you entered for the equipment is correct. When you run the proof version, the program prints the location billing report without creating journal entries or updating equipment information. The system does not assign batch numbers to billings

that you create using the proof version. When you run the final version, the program updates equipment information and creates a batch of journal entries that you must post to the general ledger and equipment balances.

Excluding Non-billable Location Information

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

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

Processing Location Billings

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

Processing location billings consists of the following tasks:

- ❑ Reviewing a location billing
- ❑ Approving a location billing batch
- ❑ Posting location billings

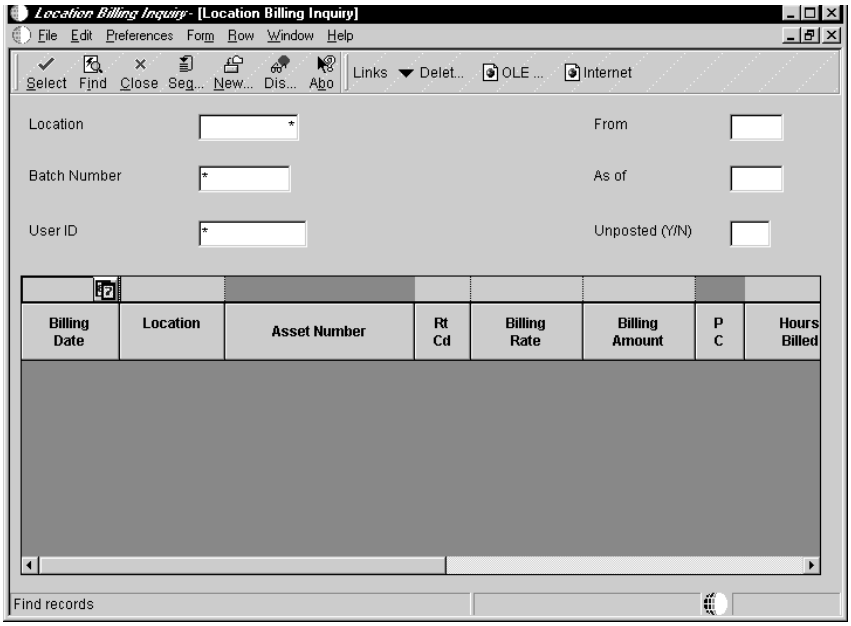
Reviewing a Location Billing

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

▶ To review a location billing

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

On Location Billing Inquiry



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

Field	Explanation
Location	The current physical location of an asset. Location must be a valid business unit or job number in the Business Unit Master table (F0006).
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
As of	The date of the current billing.

Field	Explanation
Unposted (Y/N)	A code that activates the DUP key on the workstation keyboard. When you position the cursor in an input-capable field with this code in effect and press the DUP key, data for this field from the previous input operation is duplicated. This code is only valid for a subfile (SFL) format. Valid values are: Y Yes, activate the DUP key. N No, do not activate the DUP key.

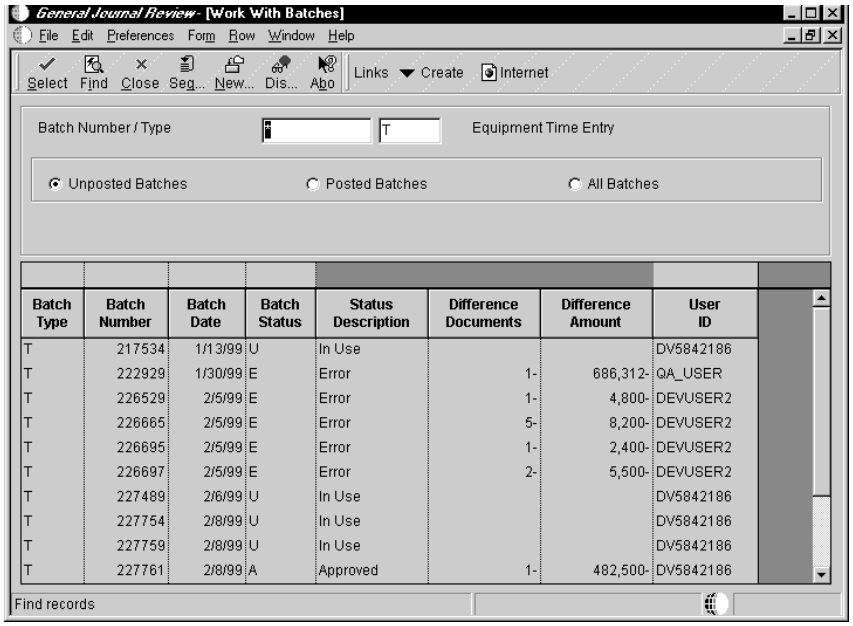
Approving a Location Billing Batch

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

▶ To approve a location billing batch

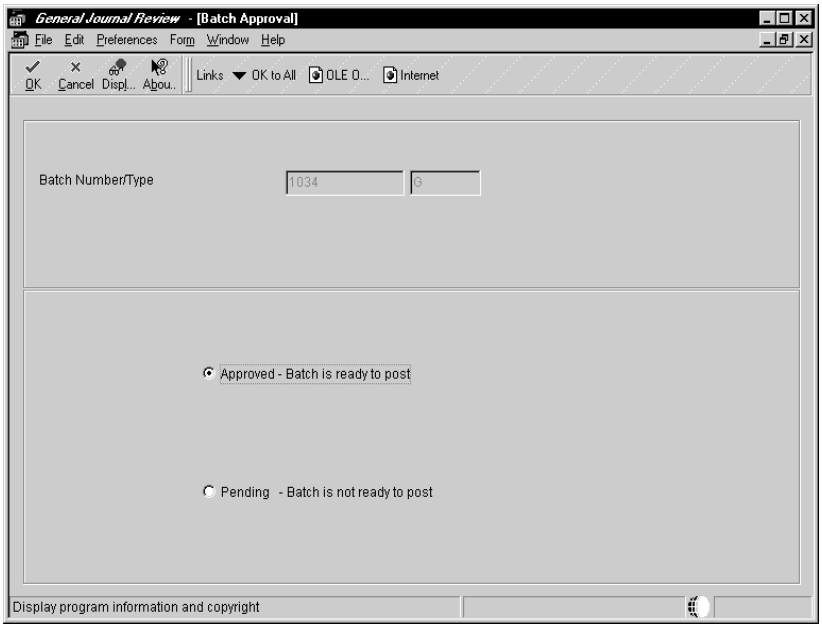
From Periodic Processing (G1320), choose General Journal Review.

On Work With Batches



1. Display all batches for all users, or limit the search by completing one or more of the following fields:
   - Batch Number
   - Batch Type

2. To review only posted or unposted batches, click one of the following batch status options:
   - Unposted Batches
   - Posted Batches
3. To limit the search further, complete one or more of the following fields:
   - Batch Date
   - Batch Status
   - User ID
4. From the Row menu, choose Batch Approval.



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

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

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
Batch Type	A code that indicates the system and type of entries for a batch. This is a user defined code (98,IT). . . . . . *Form-specific information* . . . . . To limit your search to specific transactions, such as G for general accounting entries or V for accounts payable vouchers, enter the transaction batch type in this field. If you want to see a specific batch, you must enter both the batch number and type.
Batch Date	The date of the batch. If you leave this field blank, the system date is used.
Batch Status	A user defined code (system 98/type IC) that indicates the posting status of a batch. Valid values are: blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. . . . . . *Form-specific information* . . . . . Click one of the following options to show records by batch status: • Unposted Batches • Posted Batches • All Batches
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.

Field	Explanation
Unposted Batches	A user defined code (system 98/type IC) that indicates the posting status of a batch. Valid values are: blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. . . . . . *Form-specific information* . . . . . . Click one of the following options to show records by batch status: • Unposted Batches • Posted Batches • All Batches
Posted Batches	A user defined code (system 98/type IC) that indicates the posting status of a batch. Valid values are: blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. . . . . . *Form-specific information* . . . . . . Click one of the following options to show records by batch status: • Unposted Batches • Posted Batches • All Batches

Posting Location Billings

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

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

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

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

See Also

- *Posting G/L Entries to Equipment*

Revising Location Billings

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

Revising location billings consists of the following tasks:

- ❑ Revising unposted location billings

Revising Unposted Location Billings

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

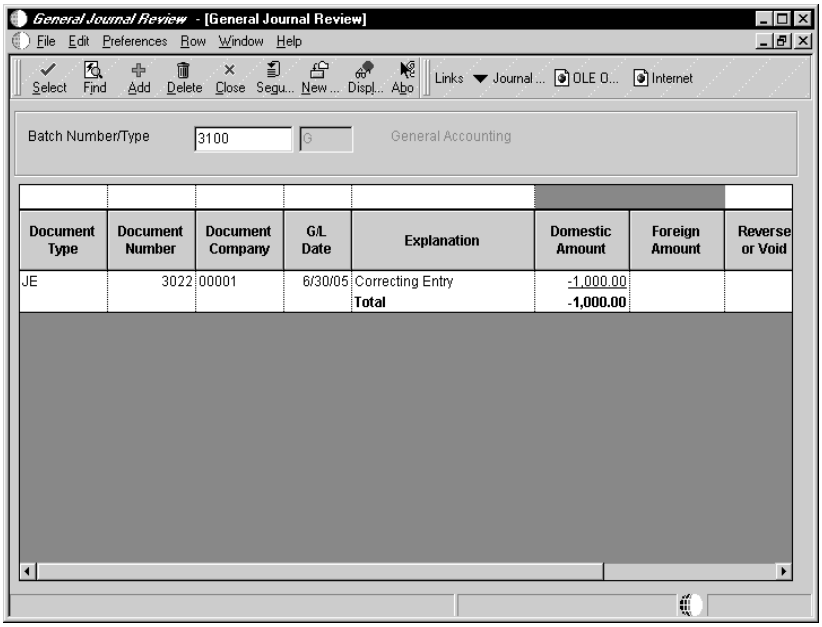
You can delete unposted location billing batches on the Equipment Time Entry form only. On Time Entry, enter the number of the location billing batch you want to delete. When you delete a location billing batch you delete both the Account Ledger transaction in the general ledger and the Equipment Billing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

▶ To revise unposted location billings

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

On Work With Batches

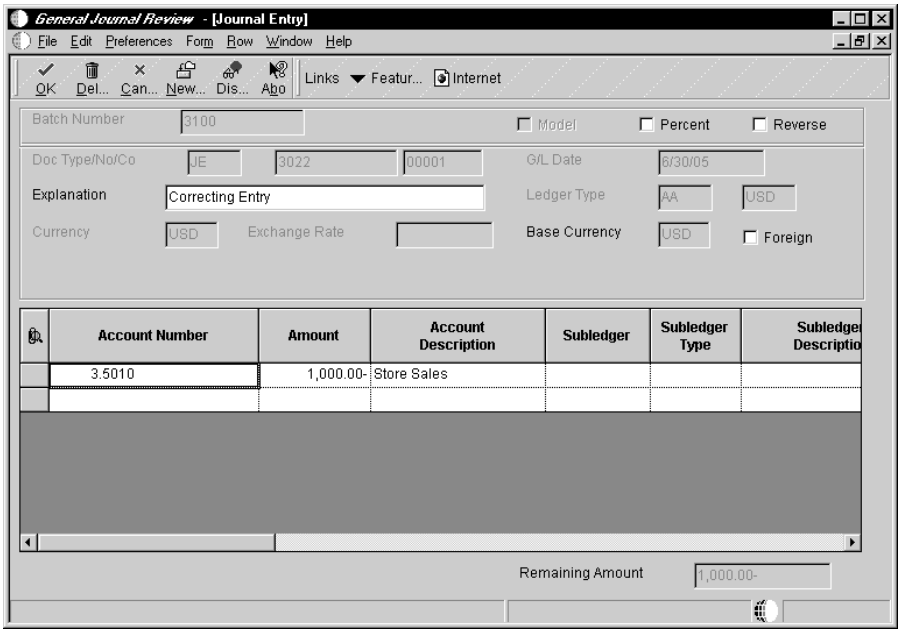
1. To locate batches, see Approving Location Billing Batches.
2. Choose a batch and click Select to access General Journal Review.



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

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

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



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

Equipment Billing Reports

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

Standard reports	Print standard reports to review and manage equipment information such as: • Current billing rates • Location history • Time entry journal
Analytical reports	Print analytical reports to review and analyze equipment costs and transactions

Printing Equipment Billing reports consists of the following tasks:

- ❑ Printing standard reports
- ❑ Printing analytical reports

Printing Standard Reports

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

Printing standard reports consists of the following tasks:

- ❑ Printing the Equipment Billing Rates report
- ❑ Printing the Location Tracking report
- ❑ Printing the Time Entry Journal Report
- ❑ Printing the Supplemental Data Report by Asset
- ❑ Printing the Supplemental Data Report by Data Type

Printing the Equipment Billing Rates Report

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

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

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

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

Processing Options for Equipment Billing Rates Report

```
Print

      Choose which asset number to                    _____________
      print:

'1' – Item Number(default), '2' – Unit
    Number, '3' – Serial Number
```

Printing the Location Tracking Report

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

You can print the Location Tracking report to review equipment location information. This report prints current, historical, and planned locations for each piece of equipment. You can specify that the report print location tracking text associated with a piece of equipment. The system draws information for this report from the Location Tracking table (F1204). You can print this report by equipment number or by location.

Processing Options for Location Tracking report

```
Print

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

Printing the Time Entry Journal Report

From Equipment Time Billing (G1313), choose Print Time Journals.

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

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

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

The report shows the following information:

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

Processing Options for Time Entry Journal

```
Print

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

Printing the Supplemental Data Report by Asset

From the Supplemental Data (G1318) menu, choose Print Supplemental Data by Asset report.

You can print the Supplemental Data by Item 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 supplemental data types assigned to a particular motor grader. This report draws its information from the following tables:

- Fixed Assets Supplemental Data Codes Types (F12092)
- Fixed Assets Supplemental Data Text (F12093)
- Item Master (F1201)
- General Message Detail (F090192)
- Item Master (F1201)
- General Message Detail (F00192)

  ```
  text.
  ```

Printing the Supplemental Data Report by Data Type

From the Equipment information menu (G1311), choose Supplemental Data. From Supplemental Data menu (G‘1318), choose Print Supplemental Data Report by Data 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 Types (F12092)
- Fixed Assets Supplemental Data Text (F12903)
- Item Master (F1201)
- General Message Detail (F00192)

Printing Analytical Reports

To review and analyze equipment costs and transactions, print an analytical report.

Printing analytical reports consists of the following tasks:

- ❑ Printing the Equipment Cost Analysis report
- ❑ Printing the Equipment Variance report
- ❑ Printing the Transaction Ledger report

Printing the Equipment Cost Analysis Report

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

Print the Equipment Cost Analysis report to review a printed version of the Cost Summary by Cost Account form. The report shows all the costs and expenses for a piece of equipment, such as acquisition costs, depreciation amounts, revenue and expense amounts, and so on. You can review equipment costs on an inception-to-date, year-to-date, and month-to-date basis.

Use processing options to indicate whether to print units such as hours, miles, or fuel. You determine the units for each piece of equipment when you enter meter information. You can review the total units accumulated for a piece of equipment as well as the per unit cost for each account. The system calculates per unit costs by dividing account balances by total accumulated units. You can review these costs on an inception-to-date, year-to-date, and month-to-date basis.

You can print three versions of the Equipment Cost Analysis report:

Detail	Prints account balances for each business unit and object account.
Summary	Prints the interim total amounts that you set up in the automatic accounting instructions, such as the following: • Net book value • Revenue earned • Ownership costs • Operating costs • Maintenance costs • Usage amounts
Object	Prints a summarization of identical object accounts by business unit, subsidiary, or subledger.

Use processing options to determine the ledger type or omit items with zero account balances. Use data selections to print this report for selected companies, business units, category codes, and so on.

Processing Options for Cost Analysis Report

Defaults

1. Enter the through period or through fiscal date. Leave blank to use current period.

   Period/Date _____

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 revenues and expenses. You can review usage hours and unit costs for each item that you select. The report displays a grand total of revenue, expense, and usage amounts for all pieces of equipment at the end of the report.

You can print two versions of the Equipment Variance report:

Variance by job	Prints amounts for equipment items assigned to a particular location.
Variance by item	Prints information about pieces of equipment that you specify.

Processing Options for Equipment Variance Report

```
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 Transaction Ledger Report

From the Cost Inquiries and Reports menu (G1312), choose Print Transaction Ledger.

Print the Transaction Ledger report to review all transactions for equipment items. Transactions print by company and appear in the order they occurred. Unless you specify otherwise, this report includes all equipment transactions that have accumulated in the Account Ledger table (F0911).

You can print two versions of this report:

Posted	Prints equipment transactions that are posted to equipment as well as the general ledger.
Unposted	Prints equipment transactions that have not been posted to equipment. The transactions are not necessarily posted to the general ledger.

Setup

Equipment Billing Setup

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

Equipment billing setup consists of the following tasks:

- ❑ Setting up equipment information
- ❑ Setting up user defined codes
- ❑ Setting up supplemental data
- ❑ Setting up equipment billing information
- ❑ Setting up shop cost inquiry

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

Equipment constants	Establish system basics, such as: • The default business units for equipment cost, accumulated depreciation, depreciation expense, and revenue accounts for a piece of equipment • The symbols that identify the three types of equipment numbers, including your primary number • The equipment category code number that you use to define the equipment class for use in the supplemental data base
User defined codes	Define customized codes, such as: • Equipment category codes, including major accounting class and major equipment class • Finance methods • Equipment status codes • Equipment message types

Automatic accounting instructions

Define accounting information, such as:

- Accounts and general ledger relationships for Equipment Billing interaction with the General Accounting system
- Default debit and credit accounts for Equipment Time Billing

Next numbers

Enable the system to automatically assign numbers to various items in the system that require unique numbers.

Depreciation account rules

Simplify the creation of new equipment masters by establishing values for the Master Information form, such as:

- Major accounting class
- Major equipment class
- Depreciation accounts
- Revenue account

Category code mapping

Assigns default values from business unit category codes to equipment category codes.

Supplemental data

Stores additional information about equipment. When you set up supplemental data, you can:

- Define the types of supplemental information you want to keep track of
- Define specification information
- Limit user access to supplemental and specification information

Equipment billing information

Defines various billing codes and rules, such as:

- Billing rate codes
- Rental rates
- Rental rules
- Account derivation rules

Setting Up Equipment Information

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

Setting up equipment consists of the following tasks:

- ❑ Setting up equipment constants
- ❑ Working with AAIs for Equipment Billing
- ❑ Setting up equipment next numbers
- ❑ Setting up depreciation default coding
- ❑ Mapping equipment category codes
- ❑ Setting up specification data

Setting Up Equipment Constants

You set up equipment constants to control how your business uses Equipment Billing features. For example, when you define a default business unit for depreciation expense in equipment constants, the system automatically transfers this information to Depreciation Information whenever you add a new piece of equipment to the system. You can also specify the business unit that appears as a default value for the asset accounts when you create equipment master information for a new piece of equipment.

You set up equipment constants only one time for Equipment Billing. Typically, you should not change the system constants. However, if you need to change them for any reason, you should understand the consequences. For example, if you change the default business unit for asset accounts, the change affects only the equipment that you add to the system after the change, and not the equipment that exists in the system prior to the change.

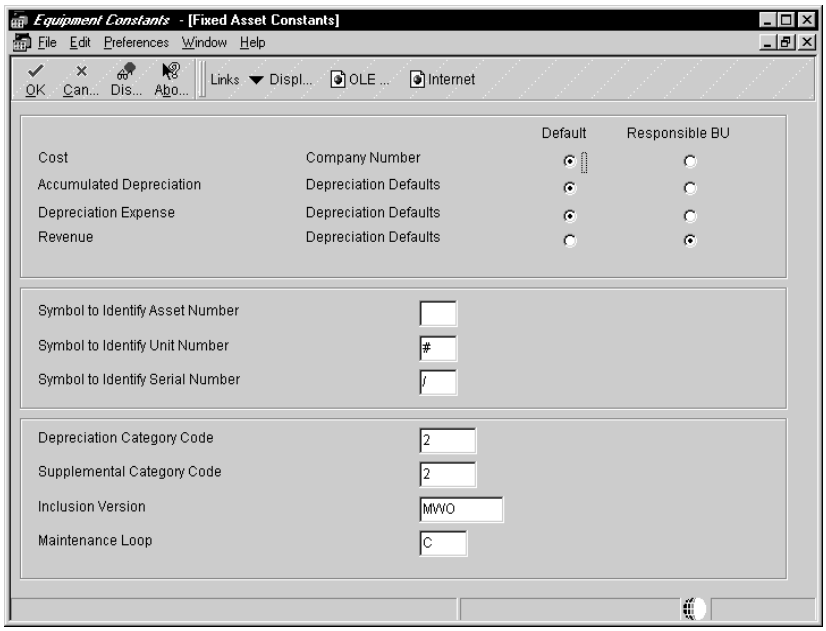
For some equipment constants, you must perform an additional process to update the system with your latest change. For example, if you change the symbol for the asset number on the Equipment Constants form, you must also run the Refresh Asset Number in F0911 program in Fixed Assets Global Updates to ensure that other programs that use symbols to identify the asset number reflect the change.

Equipment Billing shares some constants with the Fixed Asset system. You should work with the system administrator for Fixed Assets to ensure that the constants are set up to meet the needs of Fixed Assets and Equipment Billing.

To set up equipment constants

From the Equipment/Plant Management Setup menu (G1341), choose Equipment Constants.

On Fixed Asset Constants



1. For each fixed asset account, turn on the appropriate option (Default or Responsible BU).
2. To specify how the system identifies equipment numbers, complete the following fields:
   - Symbol to Identify Asset Number
   - Symbol to Identify Unit Number
   - Symbol to Identify Serial Number
3. To specify a default depreciation category code for equipment, complete the following field:
   - Depreciation Category Code
4. To specify which equipment category code the system uses to assign supplemental and specification data types, complete the following field:
   - Supplemental Category Code

Field	Explanation
Symbol to Identify Asset Number	You can assign one of three different numbers to an asset. These numbers are: • Asset Number—an eight-digit, computer assigned number • Serial Number—a twenty-five digit model or serial number • Unit Number—a twelve-digit, alphanumeric, user defined number When you enter an asset number, you may use a prefix or symbol to designate the number you enter. If you use this number most often, you should leave the symbol blank so that you just need to enter the number. If it is not the number you use most often, you should define a symbol, such as / or *, that you will type before you enter the number so that the system knows which number you are representing. NOTE: You can leave only one asset number blank. The other two must have a symbol so that all three numbers are unique. Verify that the symbols you use are not significant for any other purposes of data entry, for example, a period or comma.
Depreciation Category Code	Use this Fixed Asset category code to group assets into "depreciation" categories. Inquiries, reports, journals, and other processes that depend on the depreciation category will make reference to the value in this category code. NOTE: You must set up a default value for this category code.
Supplemental Category Code	Enter the number of the equipment category code that controls which supplemental data types the system displays on the Equipment Management supplemental data forms. When you set up supplemental data, you use Data Type Cross Reference to specify which types of data appear on supplemental data forms. For example, on Equipment Constants, you can specify equipment category code 2 (Major Equipment Class) as the supplemental data category code. Then, on Data Type Cross Reference, you can specify which data types are appropriate for each class of equipment you set up under Major Equipment Class, such as specification sheets and transportation notes for heavy equipment.

Working With AAIs for Equipment Billing

From the Equipment/Plant Management Setup menu (G1341), choose Automatic Accounting Instructions.

Many J.D. Edwards programs need information about your account structure and specific account values to process business transactions properly. You define your account structure and specific account values by using automatic accounting instructions (AAIs). The system stores the AAI values that you define for your

company in the Automatic Accounting Instructions table (F0012). Whenever a program performs an accounting function, it accesses the Automatic Accounting Instructions table.

Equipment/Plant AAIs define the rules by which Equipment Billing 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 Billing.

Working with AAIs for Equipment Billing consists of the following tasks:

- ❑ Understanding AAIs for Equipment Billing
- ❑ Setting up AAIs for Equipment Billing

Understanding AAIs for Equipment Billing

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

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

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

You must set up the following AAIs and AAI ranges for Equipment Billing:

- FTD Range - Identifies debit accounts for equipment time entry.
- FTC Range - Identifies credit accounts for equipment time and location billing if you do not use rate components.
- FTC1-FTC0 Ranges - Identify credit accounts for equipment time and location billing if you use rate components.
- FTxx Ranges - Identifies credit accounts for equipment time and location billing that track units by billing rate code.
- FMJE Range - Identifies debit accounts for time entry models.
- FX Range - Identifies accounts that post to equipment.

- FC Range - Identifies asset cost accounts.
- FA Range - Identifies accounts for which the system can automatically create any necessary equipment masters when you run a post to equipment.
- AT Range - Identifies accounts and descriptive text that define totals for summary reporting.

See Also

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

The following guidelines pertain only to Equipment Billing AAIs.

FTD Range

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

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

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

FTC Range

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

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

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

FTC1 - FTC0 Ranges

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

If you use rate components, the last digit of this AAI identifies the rate component. You can use FTC1 - FTC0 to define ten different rate component accounts. For example, you might use FTC1 to define the object account for component 1 (ownership), FTC2 for component 2 (operating costs), and so on. If the billing rate is 100, and rate component 1 is 75 and rate component 2 is 25, then FTC1 receives 75 and FTC2 receives 25.

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

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

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

See Also

- *Setting Up Billing Rate Code Hierarchy*

FTxx Ranges

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

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

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

FMJE Range

The system uses the FMJE range in the AAIs to determine the object accounts to use when you create equipment time entry models. The system recognizes this range of

accounts as debit accounts. Set up this range to exclude accounts that you do not normally use in time entry but that you might have entered into an equipment time entry batch that was later used as a model.

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

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

FX Range

The system uses the FX range in the AAIs to determine which journal entries in the general ledger can post to equipment. You must specify all equipment 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 apply the following rules:

- Define up to 49 FX ranges, starting with FX01 - FX02 and ending with FX97 - FX98.
- Ending ranges must be even numbers, such as FX02 and FX98.
- FX ranges can be company specific, or you can use the default company 00000 to set up the FX range for all your companies at the same time. If you set up a company-specific FX range for one company, you must set up the FX ranges for all companies. In addition, you must begin the FX range for each company with FX01.
- Specify an object account for each FX range.
- Subsidiary accounts are optional. 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. If you add other subsidiaries to your chart of accounts at a later time, you do not have to change your AAIs.

FC Range

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

When you set up the FC range of AAIs, you must apply the following rules:

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

FA Range

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

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

- Define up to 49 FA ranges.
- Define only asset cost accounts for this AAI range.
- Set up Item Setup Default Coding for the asset cost account. The system uses the default values on the Item Setup Default Coding form to create equipment masters.
- FA ranges can be company specific, or you can use the default company 00000 to set up the FA range for all your companies at once. If you set up a company specific FA range for one company, you must set up the FA ranges for all companies.

AT Range

The system uses the AT range of AAIs to determine which general ledger accounts are included in the summary lines on the Cost Summary form. Use AT01 - AT99 to specify these interim total accounts and wording that appear for each total on Cost Summary. Use AT00 to define the account in which to store statistical information regarding 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 the 4000 - 8999 range. You could set up your AT range 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.

When you set up the AT range of AAIs, you must apply the following rules:

- Define interim totals between AT01 - AT99.
- Use AT00 to define the account number that stores statistical information regarding hours.
- Do not specify an interim total for the Cost Summary grand total. The system automatically creates a grand total on Cost Summary.

Setting Up AAIs for Equipment Billing

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.

Setting up AAIs for Equipment Billing consists of the following tasks:

- Reviewing and revising a single AAI
- Reviewing and revising multiple AAIs
- Setting up a new AAI

Before You Begin

❑ Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

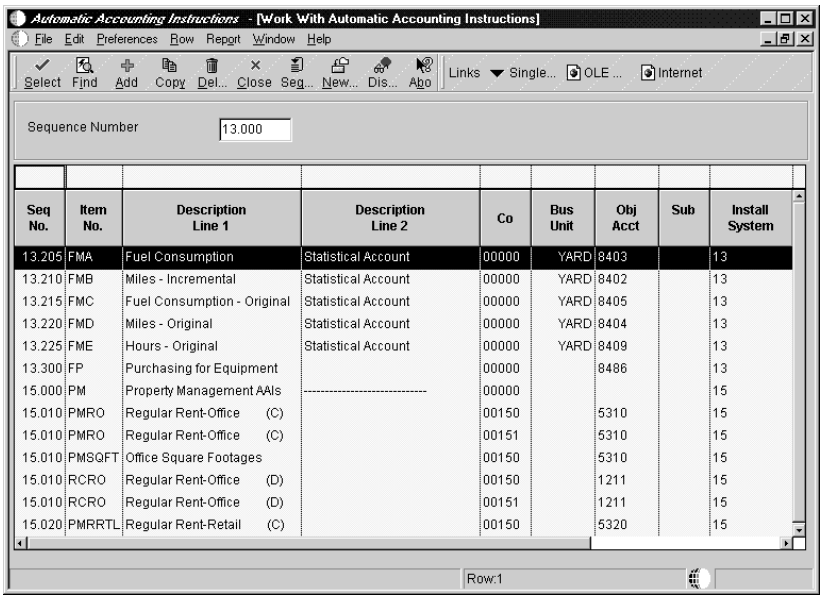
❑ Set up security, if applicable. See *Setting Up Application Security* in the *System Administration Guide*.

▶ To review and revise a single AAI

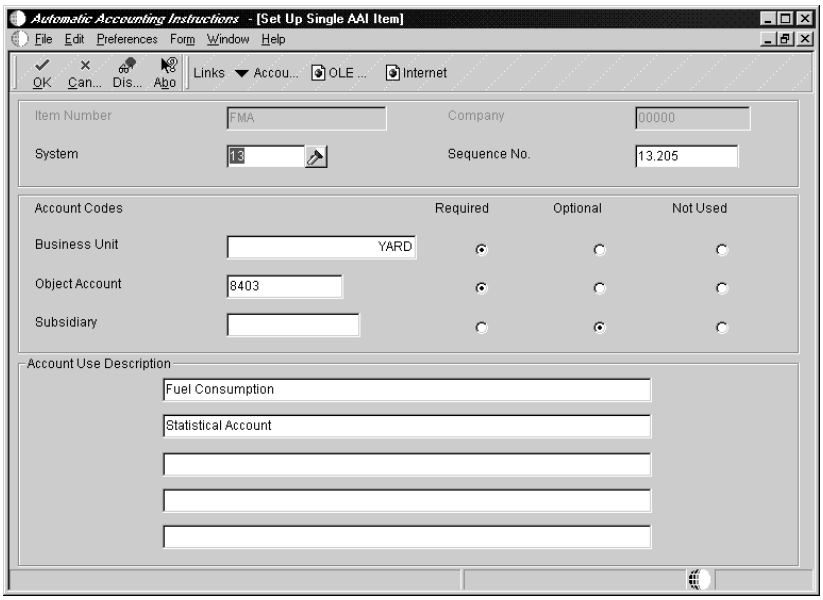
From the Plant/Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

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

On Work With Automatic Accounting Instructions



1. To start the list of AAI items with a specific sequence number, change the following field and click Find:
   - Sequence Number
2. To narrow your search, enter additional search criteria in the Query by Example row and click Find.
3. Choose an AAI item and click Select.



4. On Set Up Single AAI Item, review and change the following fields as needed, and click OK:

   - System
   - Sequence No
   - Business Unit
   - Object Account
   - Subsidiary

   You cannot change the following fields for existing AAI items:

   - Item Number
   - Company

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

   - Required
   - Optional
   - Not Used

Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence No	A number used to organize the table into a logical group for online viewing and reporting.

Field	Explanation
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. . . . . . *Form-specific information* . . . . . . Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use the business unit of a voucher or invoice, or it might use the business unit associated with the company of a transaction.
Object Account	The object account portion of a general ledger account. The term "object account" refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . . *Form-specific information* . . . . . . This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.

Field	Explanation
Required Optional Not Used	A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are: O Optional R Required N Not used Generally, you should not change this code. Changing the value in this field does not affect how individual programs use the AAI. . . . . . *Form-specific information* . . . . . Do not change this field.

Technical Considerations

Changing account segment values

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.

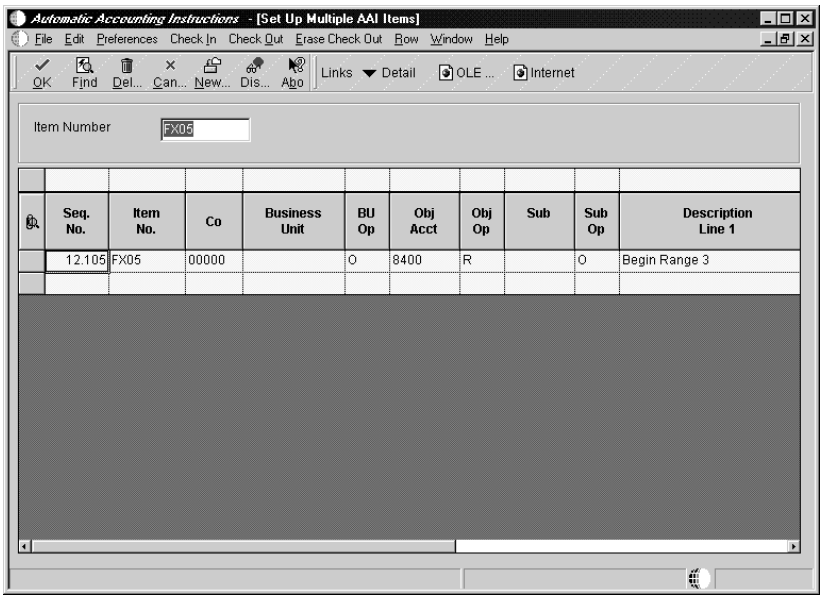
▶ To review and revise multiple AAIs

From the Plant/Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

To display the information for one or more AAI items at a time, use the Set Up Multiple AAI Items form.

On Work With Automatic Accounting Instructions

1. To review and revise AAI items with different item numbers, choose a record and then choose Multiple AAIs from the Row menu.



2. 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
   - Syst Code

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

   - Item Number
   - Co

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

   - BU Op
   - Obj Op
   - Sub Op

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

   - Item Number

Technical Considerations

Changing account segment values

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.

▶ To set up a new AAI

From the Plant/Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

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

On Work With Automatic Accounting Instructions

1. Choose an item and then choose Multiple AAIs from the Row Menu.
2. On Set Up Multiple AAI Items, move the cursor to a blank line.
3. Complete the following fields:
   - Item Number
   - Co
   - Business Unit
   - Obj

   You must use a valid item number when you set up AAIs.
4. Complete the following fields, which are optional for some AAI items:
   - Sub
   - Description Line 1

5. To specify whether a particular account segment is required, optional, or not used, complete the following fields:
   - BU Op
   - Obj Op
   - Sub Op
6. Click OK.

Related Tasks

Setting up a new AAI by copying an existing AAI

The following method is an efficient way to use an existing AAI to set up a new AAI:

- Choose the existing AAI on Work With Automatic Accounting Instructions and click Copy.
- Type the new values over the old values in the appropriate fields, including the description, on Set Up Single AAI Items.
- Click OK.

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

Setting Up Equipment Next Numbers

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. You must set up next numbers for the following items:

Equipment number

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

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

Document number

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

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

Text key number

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

Transfer number

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

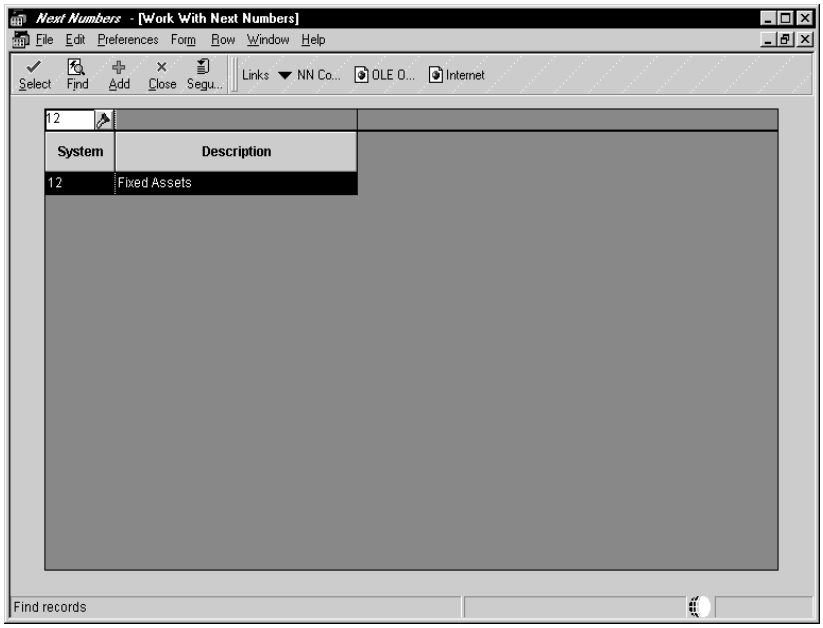
The system stores these next numbers in the Fixed Assets system (system 12). The system generates next numbers from the Next Numbers table (F0002).

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

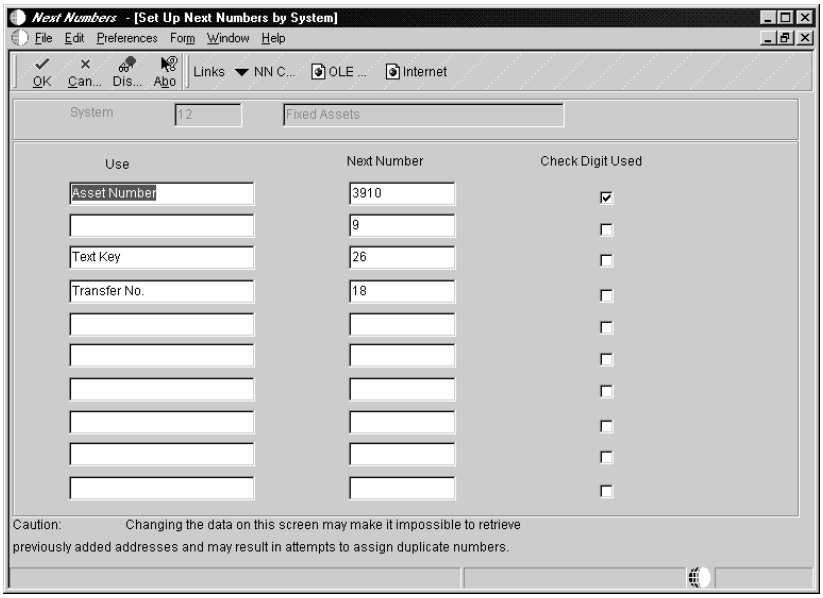
▶ To set up equipment next numbers

From the Equipment Setup menu (G1341), choose Next Numbers.

On Work With Next Numbers



1. Type 12 in the following field and click Find to locate next numbers for Equipment Billing:
    - System
2. Choose a record and click Select.



3. On Set Up Next Numbers by System, complete the following fields for each number that you need to set up:
    - Next Number

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.

- Check Digit Used

Field	Explanation
Next Number	The number that the system uses next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next number types already established, unless custom programming has been provided.
Check Digit Used	When next numbers are used you may add a digit to the end of each next number. If you are using check digits, and the next number is "2", the computer will add a check digit to the end of the number and assign "27". This check digit enhances automated next numbers by avoiding assignment of transposed numbers. For example, if "19" has been assigned, the computer will not assign "91".

Setting Up Depreciation Default Coding

You can control the accounts and depreciation values that the system enters into the equipment master and account balance information when you add a new piece of equipment to the system. You simplify the entry process of new equipment information when you set up the following default values:

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

You must set up depreciation default values for each asset cost account in each company. You should verify that the default values are correct before you set up or enter new equipment master information.

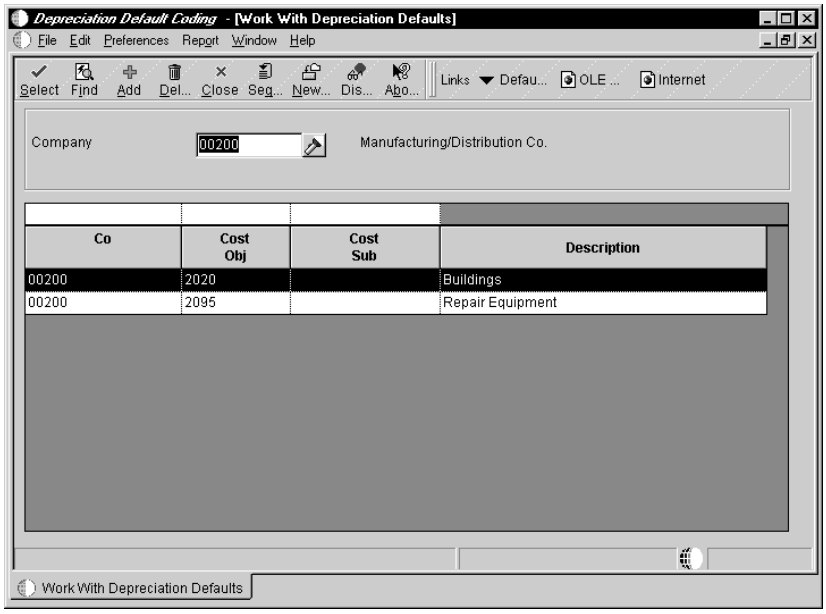
J.D. Edwards recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Code. If you establish this one-to-one relationship, you will not need to override the default values when you set up equipment masters.

The values that you set up on Depreciation Default Coding are also used by the Fixed Assets system. You should coordinate the depreciation default setup and any subsequent changes that you make with your accounting department.

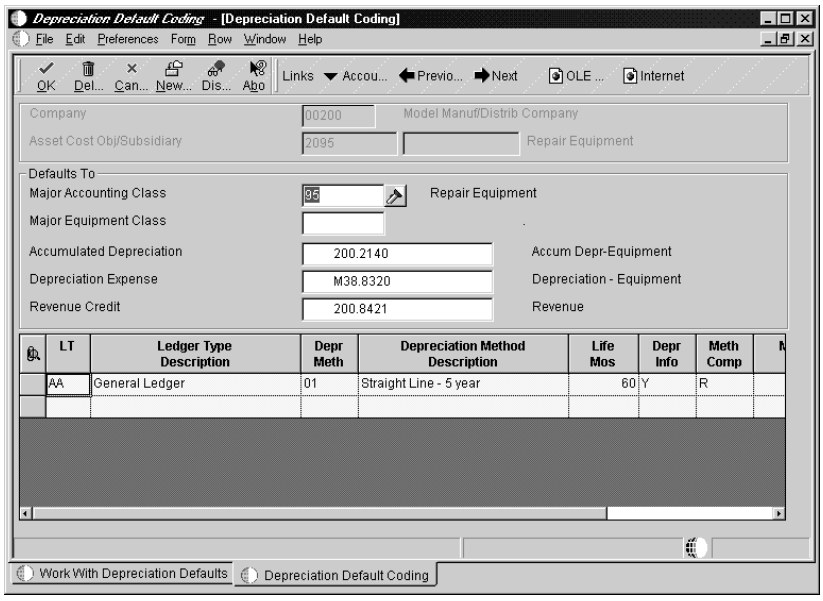
To set up depreciation default coding

From the Equipment Setup menu (G1341), choose Depreciation Default Coding.

On Work With Depreciation Defaults



1. Click Add.



2. On Depreciation Default Coding, complete the following fields:

   - Company

     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 piece of equipment.

   - Asset Cost Object Default

3. To set up depreciation ledgers for each company and cost account combination, complete the following fields:

   - LT
   - Depr Meth

     You must set up the AA ledger type as a minimum for all your equipment. Use depreciation method 00 with the AA ledger for non-depreciating equipment.

4. Complete the following optional fields:

   - Asset Account Subsidiary Default
   - Major Accounting Class
   - Major Equipment Class
   - Revenue Credit

     If you use depreciation method 00, you are not required to complete any of the account fields. The only exception is the Revenue Credit field.

Complete this field if you plan to do any type of equipment billing. If you use any other depreciation method, you must complete the account fields.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Asset Cost Object Default	The general ledger account (object number) used to record a fixed asset's acquisition cost. Within each company, you define default coding instructions for asset cost accounts. Then, based on these default codes, when you set up a new asset, the system automatically assigns the following: • Major and subclass codes • G/L accounts for depreciation and revenue • Depreciation books
LT	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. . . . . . *Form-specific information* . . . . . . For Equipment/Plant Management users: As a minimum setup requirement, you must set up a ledger type of AA (Actual Amounts).

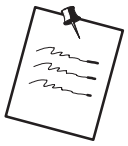
Field	Explanation
Depr Meth	The user defined code (system 12, type DM) that indicates the method of depreciation for the specified book. In addition to any user defined depreciation methods you set up for your company, the following standard depreciation methods are available in the Fixed Assets system: 00 No depreciation method used 01 Straight Line Depreciation 02 Sum of the Year's Digits 03 125% Declining Balance to Cross-Over 04 150% Declining Balance to Cross-Over 05 Double Declining Balance to Cross-Over 06 Fixed % on Declining Balance 07 ACRS Standard Depreciation 08 ACRS Optional Depreciation 09 Units of Production Depreciation 10 MACRS Luxury Cars – Domestic 11 Fixed % Luxury Cars – Foreign 12 MACRS Standard Depreciation 13 ACRS Alternatative Depreciation 14 ACRS Alternate Real Property 15 Fixed % of Cost 16 Fixed % on Declining Balance to Cross-Over 17 AMT Luxury Auto 18 ACE Luxury Auto NOTE: Any additional depreciation methods you create for your organization must have an alpha code.
Major Accounting Class	A user defined code (12/C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment. J.D. Edwards recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger. NOTE: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.
Major Equipment Class	A user defined code (12/C2) that is used to classify assets into groups or families. You use the equipment category code as a subclass to further define the accounting class, for example, 310 for copy equipment, 320 for projectors, and 330 for typewriters within the accounting class for general office equipment. NOTE: If you do not want to use the major equipment class, you must set up a value for blank in the user defined code table.

Field	Explanation
Revenue Credit	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Mapping Equipment Category Codes

If you set up category codes for your business unit that would also be helpful for tracking and reporting on your equipment, you can set up default values to map specific business unit category codes to specific equipment category codes. You can also map specific equipment category codes to specific work order category codes.

When you set up an equipment master for a new piece of equipment, the system automatically enters the category codes that you specified from the responsible business unit on the equipment master. Similarly, when you set up work orders for equipment, the system automatically enters the category codes that you specified from the equipment master on the work order. If you change the responsible business unit for a piece of equipment, the system reassigns equipment category codes based on the new business unit.

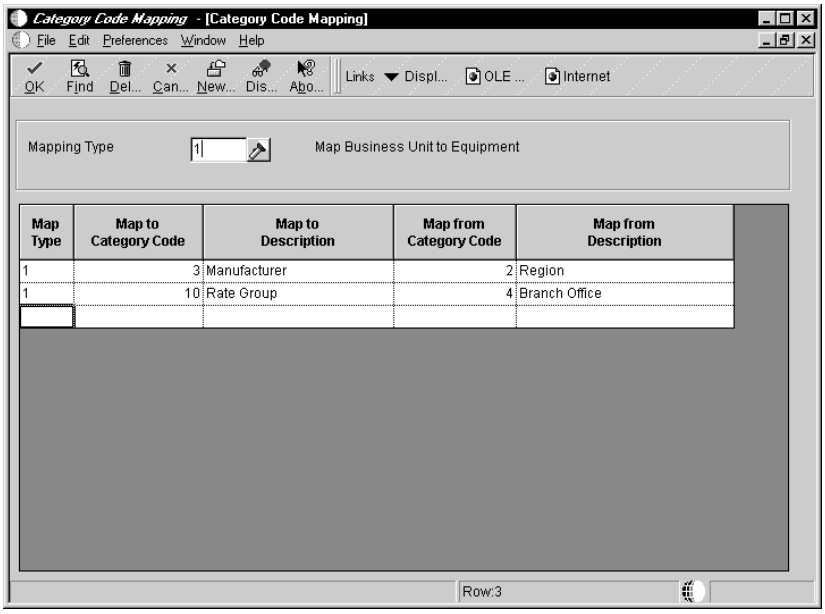


The default values that you set up on Category Code Mapping appear on Equipment Master only if the values are valid for the business unit and the equipment. For example, if you want to map the value for category code 05 from the business unit master to category code 08 on the equipment master, the values for both category code tables must match. The same applies when you map equipment category codes to work order category codes.

▶ To map equipment category codes

From the Equipment/Plant Management Setup menu (G1341), choose Category Code Mapping.

On Category Code Mapping



1. To specify whether you want to map business unit category codes to equipment category codes or work order category codes, complete the following field:
   - Mapping Type
2. Complete the following fields for each pair of category codes that you want to map:
   - Map to Category Code
   - Map from Category Code

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

Setting Up Specification Data

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

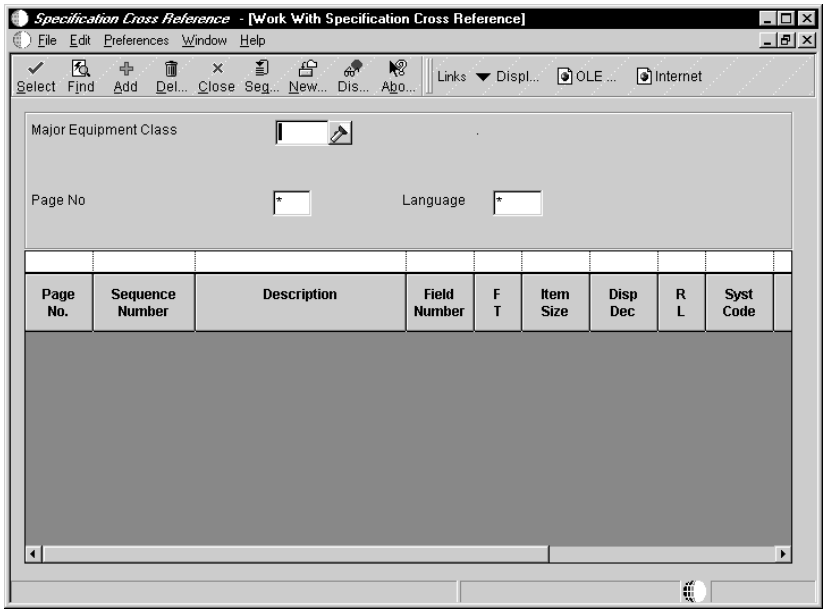
Before You Begin

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

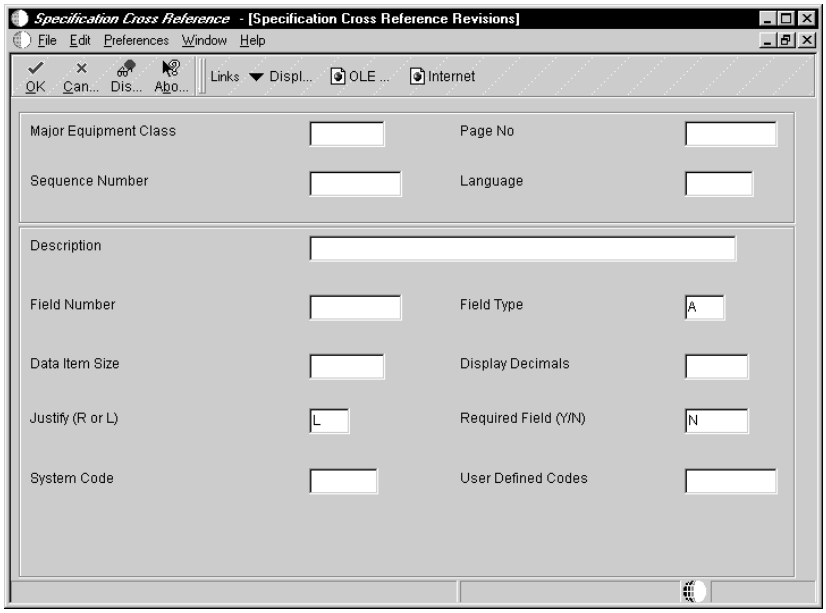
To set up specification data

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

On Work With Specification Cross Reference



1. Click Add.



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 is Major Equipment Class.

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

   - Sequence Number
   - Description
   - Field Number
   - Data Item Size

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

   - System Code
   - User Defined Codes

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

5. Complete the following optional fields:

   - Display Decimals
   - Justify (R or L)
   - Required Field (Y/N)
   - Field Type

   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

Field	Explanation
Sequence Number	A number that is used to sequence specification data. For any item of specification data, enter the number in the order you want it to appear on the Specification Data Entry form (V1216).

Field	Explanation
Field Number	This number defines which field in the Specification Data table you are setting up. For this field number, you can define a description, the sequence in which it will display, and any editing rules that you want to apply to the data.
Data Item Size	The field size of the data item. NOTE: All amount fields should be entered as 15 bytes, 0 decimals, and the data item type should be P (packed).
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
User Defined Codes	Identifies the table that contains user defined codes. The table is also referred to as a code type.
Display Decimals	Use this parameter to designate the number of decimals in the currency, amount, or quantity fields the system displays. For example, U.S. Dollars would be 2 decimals, Japanese Yen would be no decimals, and Cameroon Francs would be 3 decimals.
Required Field (Y/N)	A code that specifies whether a value is required. The default is N for Not Required. Valid codes are: Y or 1 – This value is required to be valid. N or 0 – This value is not required.
Field Type	Enter the type of data that the user will enter in the field on the Specification Data Entry form. Valid values are: A Alpha Numeric N Numeric D Date T Time
Page No	This is the page number within the Specification Sheets. The Specification Data file (F1216) contains only 32 fields per page. If a particular class of equipment needs more than 32 fields to store the static data, you will have to create a new page number with the file.

Setting Up User Defined Codes

Many fields throughout Equipment Billing accept only user defined codes. You can customize fields in your 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 list FM (Finance Methods). 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 Master Information 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 code type field to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005).

User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

The following user defined codes are primary to Equipment Billing.

Major Accounting Class (12/C1)

Use these codes to group equipment 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 with major accounting class and the asset cost account.

Major Equipment Class (12/C2)

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

Additional Class (12/C3-C0, 12/F1-F0, 12/21, 12/22, 12/23)

Use these codes to further group equipment into meaningful classifications based on your needs. J.D. Edwards provides many predefined values. You can use the predefined values or modify them to your business needs. For instance, category code 3 (12/C3) is set up as Manufacturer, category code 4 (12/C4) is Model Year, and so on.

Equipment Billing users must use category code 10 to define billing rate groups.

Equipment Status (12/ES)

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

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

Equipment Message Type (12/EM)

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

Equipment Billing Rate (00/RC)

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

Equipment Rate Tables (13/TB)

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

Finance Methods (12/FM)

Use these codes to specify how a piece of equipment was acquired, such as leased or purchased outright. Finance method information is stored in the Asset Master table (F1201).

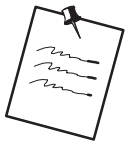
Ledger Types for Equipment Journal Entries (12/LT)

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.



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

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

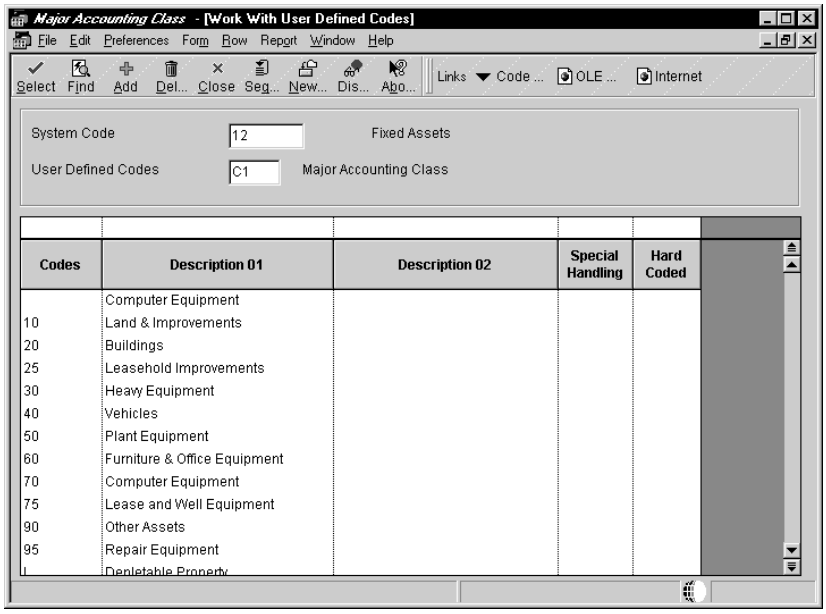
- 1 - Disconnect AA ledger so that entries are not copied from the ledger to asset cost accounts, as is the case for an alternate currency ledger
- 2 - Post to fixed assets but not to the general ledger, as is the case for adjustments to tax ledgers (potential integrity issues are involved)
- 9 - Never post ledger to fixed assets, as is the case for a BA (Budget Amount) ledger
- blank - Create journal entries for this ledger, as is the case for a NI (Net Insider) ledger

▶ To set up a user defined code

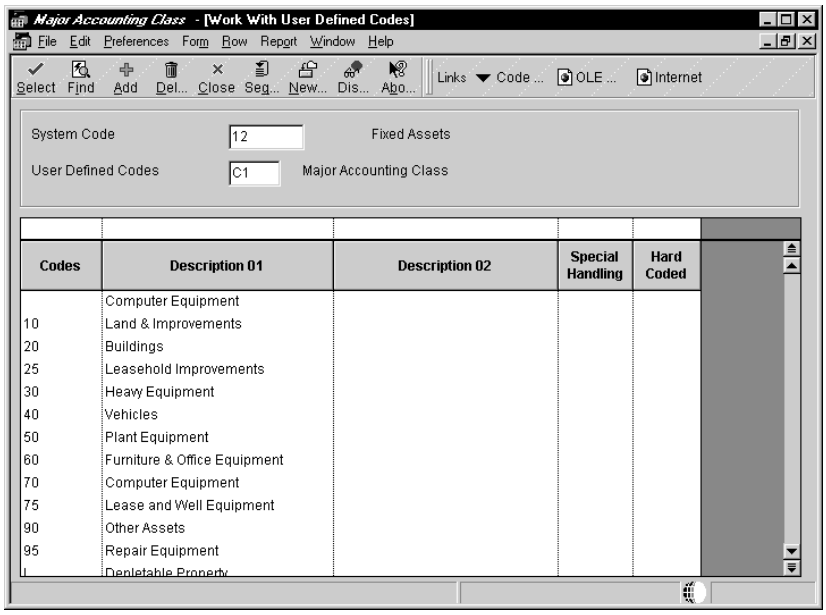
From the User Defined Codes menu (G1342), choose a selection that corresponds to the code that you want to set up.

If the user defined code that you want to set up is not a menu selection, type *UDC* in the Fast Path box to access the General User Defined Codes form.

On Work With User Defined Codes



1. Complete the following fields and click Add:
   - System Code
   - User Defined Codes



2. On Work With User Defined Codes, complete the following fields to revise the user defined code table:
   - Code
   - Description 01

If you have set up a user defined code for which you do not require a value to be entered, you must define blank as a valid value. To do so, leave the Character Code field blank, but enter at least one character in the description field. J.D. Edwards recommends that you type a period in the last position in the field.

Processing Options for User Defined Codes

Defaults

Enter the desired System Code: _____

Enter the desired Record Type: _____

Setting Up Supplemental Data

Supplemental data consists of categories of information that you define to meet your unique business requirements. For Equipment Billing, you can use supplemental data to further define the equipment in your system. After you set up supplemental data, you can use it to report on and track detailed information that is not included on the equipment master. For example, you might want to track supplemental data related to maintenance, such as vibration readings and oil readings.

You can record and track supplemental data in several J.D. Edwards systems, including:

- Address Book
- General Accounting
- Human Resources
- Asset Management
- Inventory Management
- Work Orders

Supplemental data is stored in unique databases for each system. When you set up supplemental data, you define the types of supplemental information that you want to track in each database. You define as many supplemental data types as you need. The methods by which you set up and maintain supplemental data are the same for all systems.

The demonstration data that comes with Equipment Billing includes a predefined supplemental databases for Asset Management. You can set up additional databases, but J.D. Edwards recommends that you do not alter the demonstration database, particularly the key fields. The supplemental database code for Asset Management is AM. The key field for the Asset Management database is Asset Number.

After you define supplemental data types, you can set up language preferences for each supplemental database. When you do so, the information that you enter appears in the language of your choice.

Setting up supplemental data consists of the following tasks:

- ❑ Defining supplemental data types
- ❑ Setting up language overrides for supplemental data

Defining Supplemental Data Types

You define types of supplemental data to specify categories of supplemental information and the specific information that you want to track for each category. Typical types of supplemental information for equipment might include:

- Capacity
- Transportation notes
- Vibration readings
- Oil Readings
- Specification sheets

Depending on your needs, you can define a supplemental data type in any of the following formats:

Narrative format (N)

Narrative format allows you to enter information in free form text. You might want to use the narrative format for:

- Transportation notes
- Detailed equipment descriptions
- Problem reports

Code format (C)

Format C edits supplemental against user defined codes. When you use format C, the system requires you to enter information in specific fields on the data entry form. You might want to use the code format for:

- Dimensions, such as height, length, and width
- Oil analysis readings
- Equipment vibration readings

When you define supplemental data types using this format, you can define the columns into which you enter information. The system validates the values that you enter in the columns according to the user defined code table that you specify on Data Type Revisions.

You are not necessarily required to enter a user defined code or a Generic Rates and Messages table.

Program format (P)

Use the program format to access a specific 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. Setting up supplemental data types in this manner allows you to access these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

Note: If you use specification sheets, you must set up supplemental data type SP using the program format.

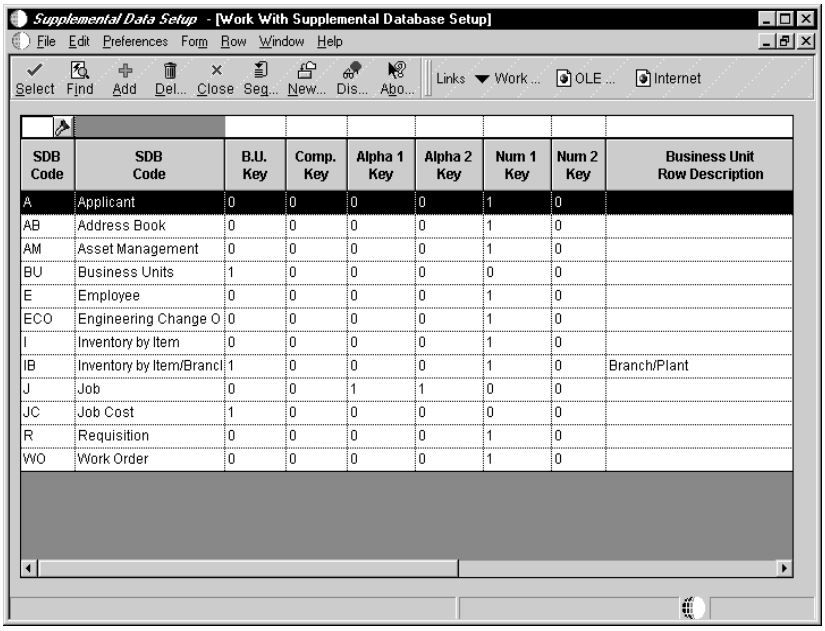
Defining supplemental data types consists of:

- Defining supplemental data types in narrative format
- Defining supplemental data types in code format
- Defining supplemental data types in program format

▶ To define supplemental data types in narrative format

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

On Work With Supplemental Database Setup



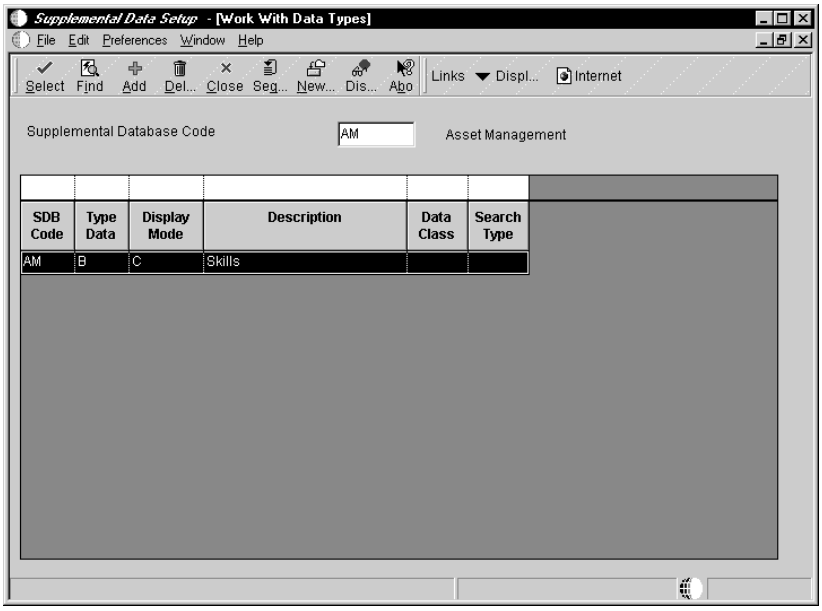
SDB Code	SDB Code	B.U. Key	Comp. Key	Alpha 1 Key	Alpha 2 Key	Num 1 Key	Num 2 Key	Business Unit Row Description
A	Applicant	0	0	0	0	1	0	
AB	Address Book	0	0	0	0	1	0	
AM	Asset Management	0	0	0	0	1	0	
BU	Business Units	1	0	0	0	0	0	
E	Employee	0	0	0	0	1	0	
ECO	Engineering Change O	0	0	0	0	1	0	
I	Inventory by Item	0	0	0	0	1	0	
IB	Inventory by Item/Branch	1	0	0	0	1	0	Branch/Plant
J	Job	0	0	1	1	0	0	
JC	Job Cost	1	0	0	0	0	0	
R	Requisition	0	0	0	0	1	0	
WO	Work Order	0	0	0	0	1	0	

1. Click Find.

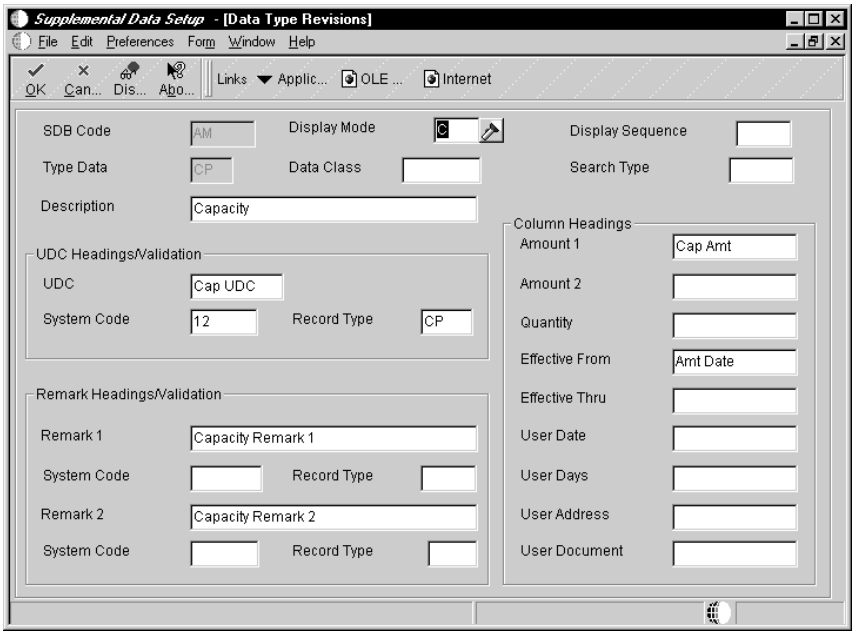
   A list of all supplemental databases appears in the detail area of the form.

2. Choose the supplemental database for which you want to define data types and then from the Row menu, choose Work With Data Types.

   Supplemental data for equipment uses the Asset Management supplemental database.



3. On Work With Data Types, click Add.



4. On Data Type Revisions, complete the following field:

   - Display Mode

To specify the data type format as narrative, enter N.

5. Complete the following fields and click OK:
   - Description
   - Display Sequence
   - Type Data
   - Data Class
   - Search Type

Field	Explanation
Display Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.
Display Sequence	A number that reorders a group of records on the form.
Type Data	A code that identifies a specific type of data within a classification.
Data Class	A user defined code that identifies a group of data types in the Central Information File.
Search Type	A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority

▶ To define supplemental data types in code format

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

On Work With Supplemental Database Setup

1. Click Find.

   A list of all supplemental databases appears in the detail area.

2. Choose the supplemental database for which you want to define data types and then from the Row menu, choose Work With Data Types.

   Supplemental data for equipment uses the Asset Management supplemental database.

3. On Work With Data Types, click Add.
4. On Data Type Revisions, complete the following field:
   - Display Mode

     To specify the data type format as code, enter C.
5. Complete the following fields:
   - Type Data
   - Description
6. To specify the information that you want to track for this data type, complete the following fields in the Column Heading area of the form:
   - Effective From
   - Amount 1
7. To associate a user defined code table with the code title, complete the following fields in the UDC Headings/Validation area of the form:
   - UDC
   - System Code
   - Record Type
8. To enter additional information for the data type, complete any of the following optional fields and click OK:
   - Remark 1
   - Remark 2
   - Amount 2
   - Effective Thru

Field	Explanation
Effective From	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amount 1	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
UDC	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.

▶ To define supplemental data types in program format

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

On Work With Supplemental Database Setup

1. Click Find.

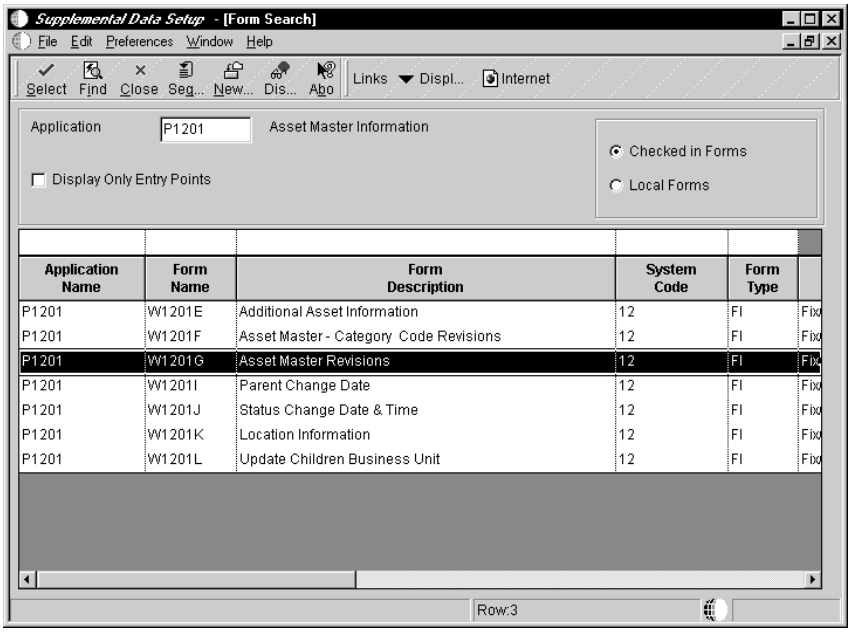
   A list of all supplemental databases appears in the detail area of the form.

2. Choose the supplemental database for which you want to define data types and then from the Row menu, choose Work With Data Types.

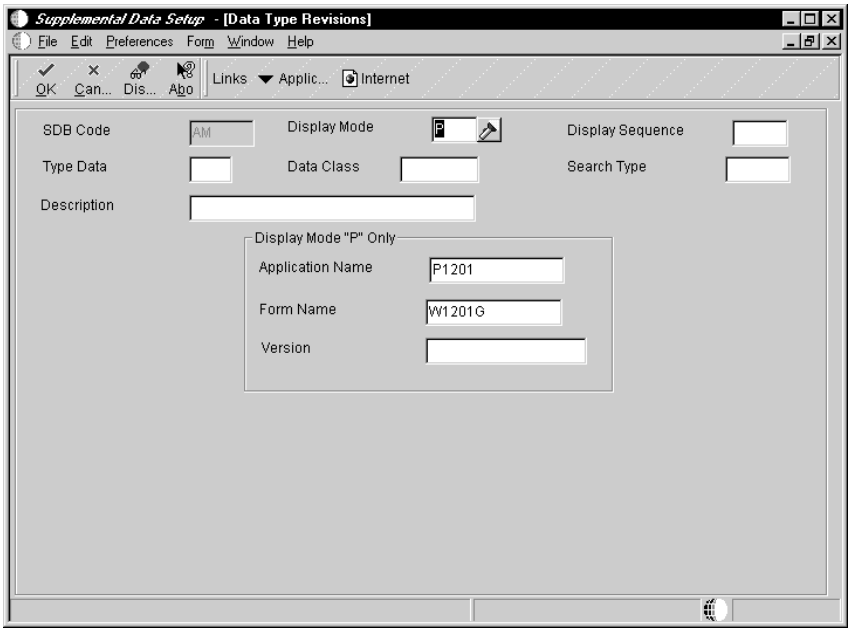
   Supplemental data for equipment uses the Asset Management supplemental database.

3. On Work With Data Types, click Add.
4. On Data Type Revisions, complete the following field:
   - Display Mode

     To specify the data type format as program, enter P.
5. From the Form menu, choose Applications.



6. On Form Search, complete the following field and click Find:
   - Application
7. Choose the record for the form that you want to associate with the supplemental data type and click select.



8. On Data Type Revisions, complete the following fields:
   - Display Sequence
   - Type Data

- Data Class
- Search Type
- Application Name
- Form Name

9. Complete the following optional field and click OK:
    - Version

Field	Explanation
Application Name	The ID that would be used to call an application.
Form Name	Specifies the name of an executable program. This name must follow the standard AS/400 naming conventions and all of J.D. Edwards standards for program names (that is, the beginning character must be a J, P, or X).
Version	For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers. For OneWorld, the name of the version. It is created when the version is added.

Setting Up Language Overrides for Supplemental Data

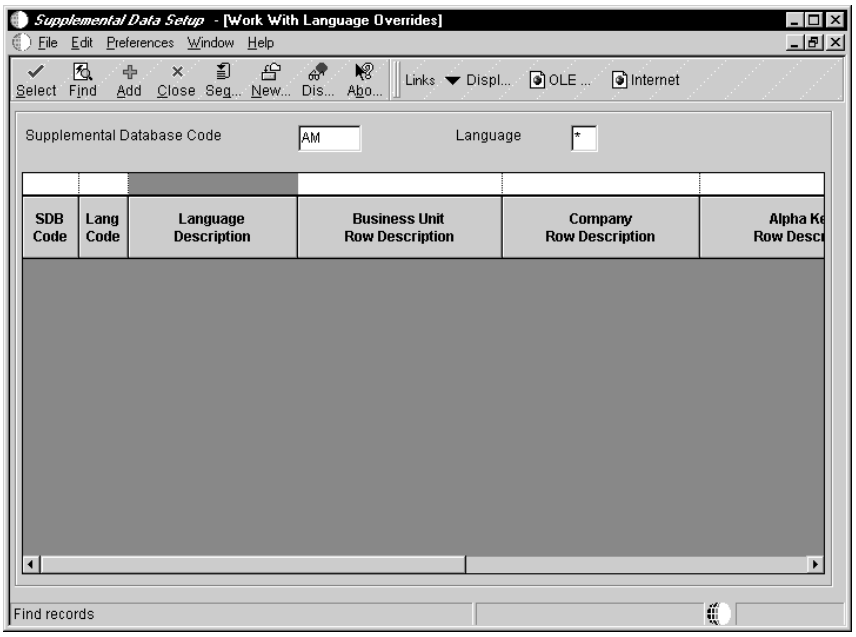
You can set up language overrides for supplemental data. Language overrides enable users to enter and view supplemental information in a language other than English. Language overrides allow you to write and view your database descriptions in the language that you specify. For example, you can assign a Spanish language code and enter a business unit or company description in Spanish. You can later view the supplemental database information in Spanish by selecting the Spanish language code.

▶ To set up language overrides for supplemental data

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

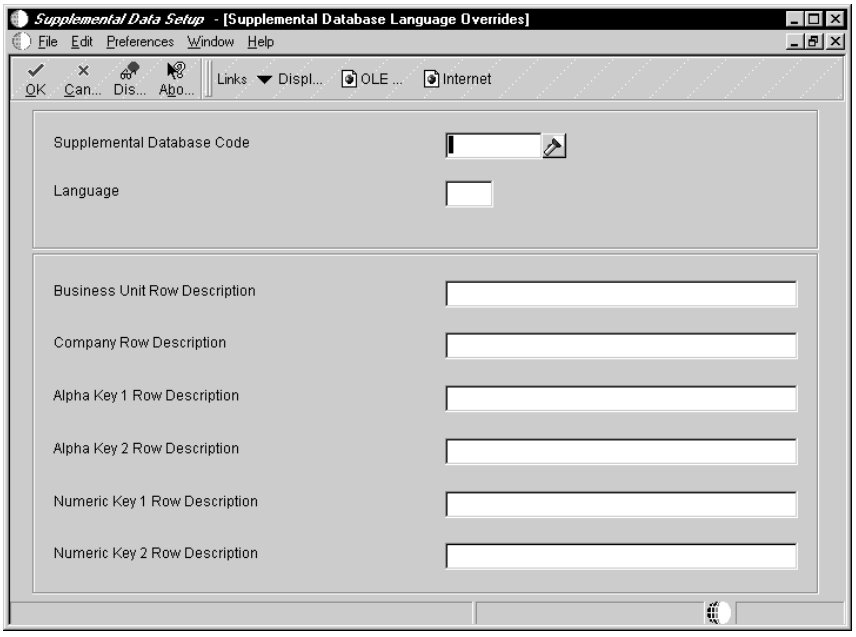
On Work With Supplemental Database Setup

1. From the Form menu, choose Work with Language Preferences.



2. On Work with Language Overrides, complete the following field and click Add to override a supplemental database language:

   - Supplemental Database Code



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

   - Language

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

Field	Explanation
Supplemental Database Code	A code that you use to set up and differentiate supplemental data among various systems, such as Address Book. This code is used only in the OneWorld version of the Supplemental Database.
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system. Before any translations can become effective, a language code must exist at either the system level or in your user preferences.
Business Unit Row Description	This is an override description for the Business Unit that is used in Supplemental Database inquiry and entry. If this is left blank then the description from the Data Dictionary will be used.
Company Row Description	This field enables you to override the default description for the Document Company in the Supplemental Database inquiry and entry programs. If you leave this field blank, the system uses the default description from the data dictionary.
Alpha Key 1 Row Description	This field displays the override description that will be used to describe the first numeric key of the Supplemental Database system.
Numeric Key 1 Row Description	This field displays the override description that will be used to describe the first alphanumeric key of the Supplemental Database system.

Setting Up Equipment Billing Information

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

Setting up equipment billing information consists of the following tasks:

- ❑ Setting up billing rate code hierarchy
- ❑ Setting up equipment rates
- ❑ Setting up rental rules
- ❑ Setting up equipment distribution rules

Setting Up Billing Rate Code Hierarchy

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

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

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

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

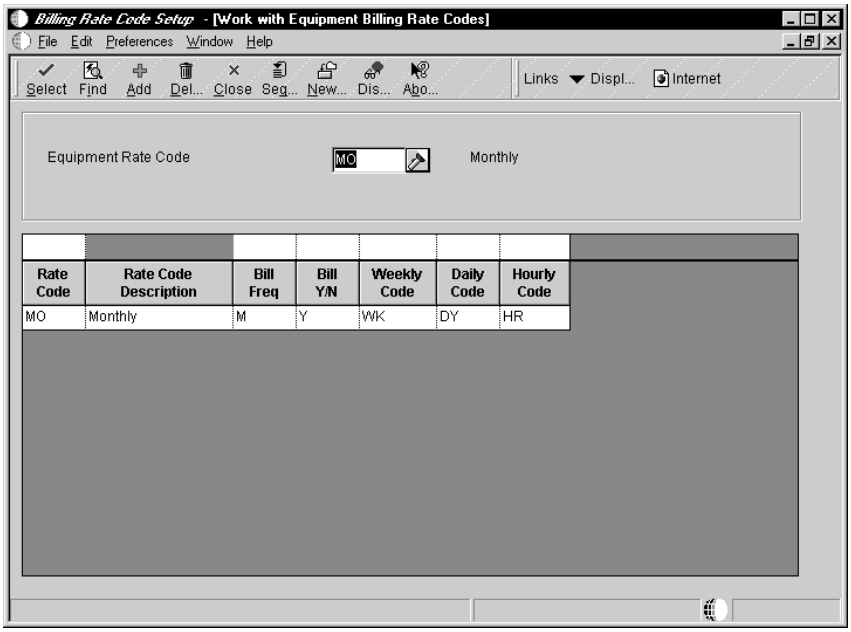
Before You Begin

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

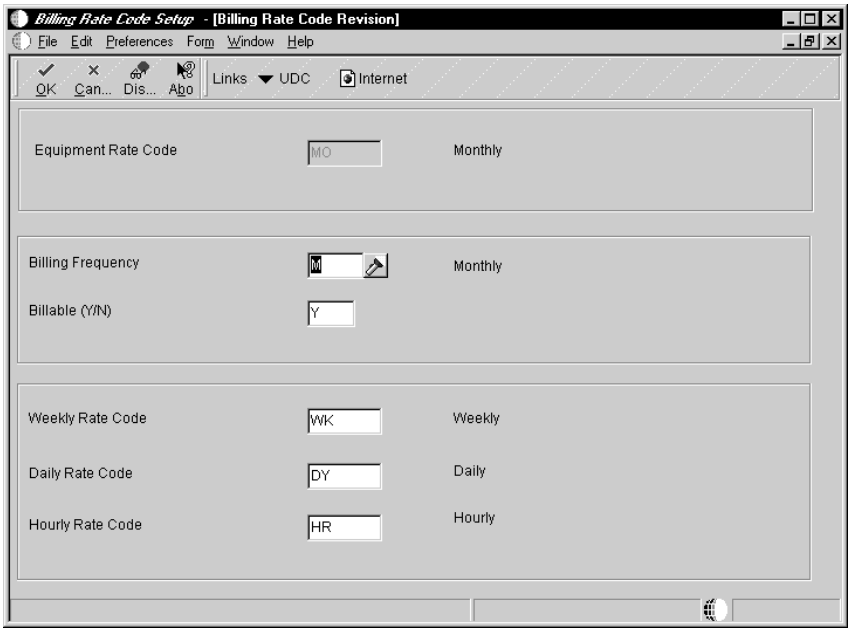
To set up billing rate code hierarchy

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

On Work With Billing Rate Codes



1. Click Add.



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

Field	Explanation
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billing Frequency	Code that identifies the billing frequency to be used when the system processes location billings for a specific equipment rate code. M Monthly W Weekly D Daily H Hourly
Billable (Y/N)	Code that indicates if the system will process location billings for a specific equipment rate code. Valid codes are: Y Yes N No
Weekly Rate Code	For Location Billing clients only. This code is an equipment rate code (system 00, type RC) that is associated with a weekly rate code. It allows you to set up a hierarchy of billing rates within the weekly rate code. For example, your bill rate code hierarchy for a weekly rate will be hourly, daily, and weekly.

Field	Explanation
Daily Rate Code	For Location Billing clients only. This code is an equipment rate code (system 00, type RC) that is associated with a daily billing rate. It allows you to set up a hierarchy of billing rates within the daily rate code. For example, your billing rate code hierarchy for a daily rate will be hourly and daily.
Hourly Rate Code	For Location Billing clients only. This code is an equipment rate code (system 00, type RC) that is associated with an hourly billing rate. It allows you to set up a hierarchy of billing rates within the hourly rate code. For example, your bill rate code hierarchy for an hourly rate will be only hourly.

Setting Up Equipment Rates

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

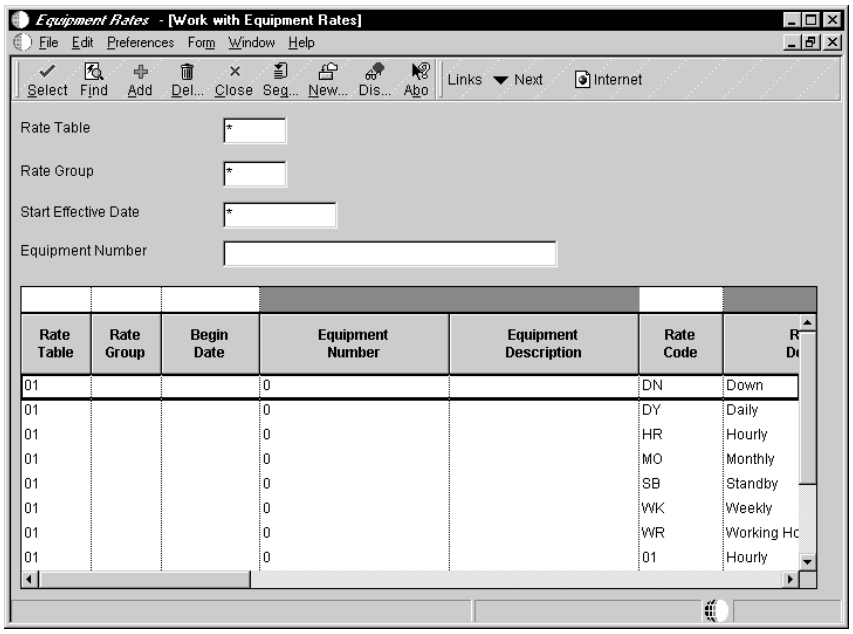
Before You Begin

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

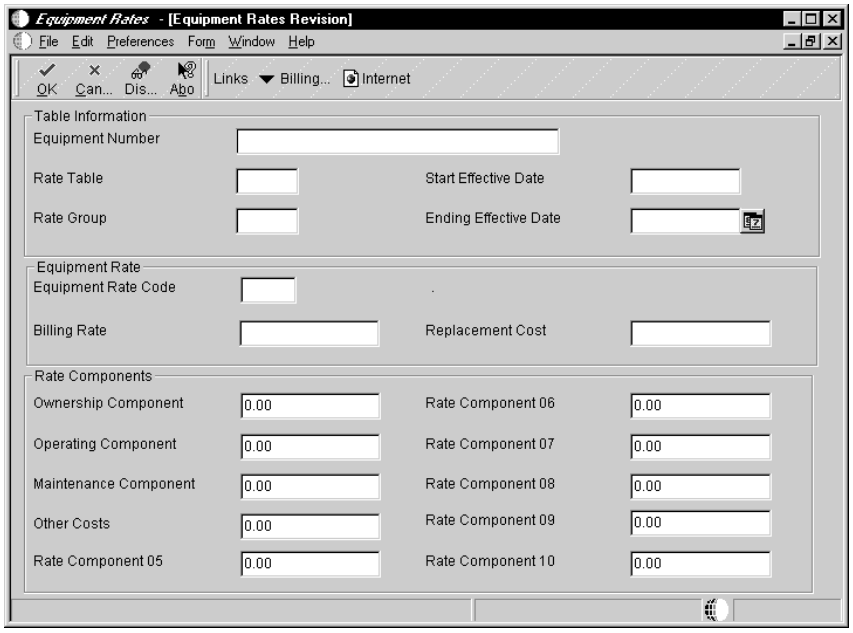
▶ To set up equipment rates

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

On Work with Equipment Rates



1. Click Add.



2. On Equipment Rates Revision, complete the following field to set up an equipment rate table:
    - Rate Table

3. To further define the table, complete the following optional fields:
   - Rate Group
   - Start Effective Date
   - Ending Effective Date
   - Equipment Number
4. To establish rental rates for the table, complete the following fields:
   - Equipment Rate Code
   - Billing Rate
5. To define a limit for the table, complete the following optional field:
   - Replacement Cost

   See *Setting Up Rental Rules* for more information about setting up limits for your rental rules.

6. To further define the rental rate for the table, complete the following optional rate component fields:
   - Ownership Component
   - Operating Component
   - Maintenance Component
   - Other Costs
   - Rate Component 05
   - Rate Component 06
   - Rate Component 07
   - Rate Component 08
   - Rate Component 10
   - Rate Component 09

   If you use billing rate components, the total of the components must equal the total billing rate amount. If you leave the billing rate amount blank, the system calculates a new billing rate amount based on the rate component amounts that you enter.

What You Should Know About

AAIs and rate components

You can use automatic accounting instructions FTC1 – FTC0 to define the account numbers for your rate components. These are the revenue credit accounts for billing rate component 1 through 10. When you post location billings or time entry billings, the system creates the revenue entries for the amount in each component using the account numbers for this AAI and posts them to the Account Ledger table (F0901).

See *Setting Up AAIs for Equipment Billing*.

Setting Up Rental Rules

You specify the equipment rate table that you want the system to apply to a time or location billing by setting up rental rules. In addition, for location billing you use rental rules to:

- Specify equipment billing limits after which the system changes to another rental rate table
- Override effective dates to keep one rate table in effect, regardless of future changes
- Set proration rules to determine whether the system calculates equipment charges based on the hierarchy that you established for equipment rate codes, or on a monthly proration basis
- Indicate the hierarchy of equipment rate tables that you want to use
- Indicate whether a piece of equipment was sold or rented to the job
- Define standard work days and hours

You must set up equipment rental rules for each company and define the values for each job or business unit within that company.

You must set up a default company (company 00000) and a blank job default for each company. As a minimum, you must set up a blank job for company 00000.

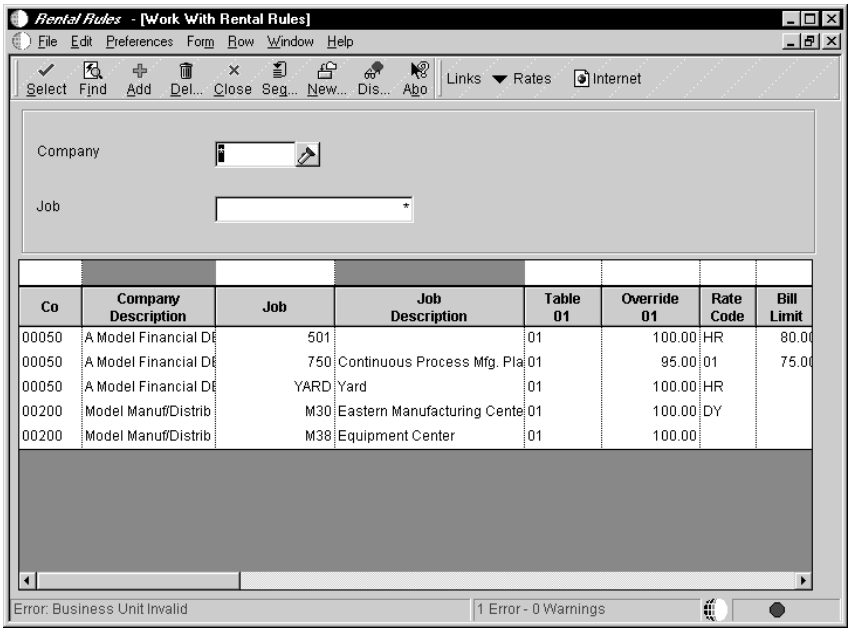
Setting up rental rules consists of the following tasks:

- Defining rental rules
- Defining billable days

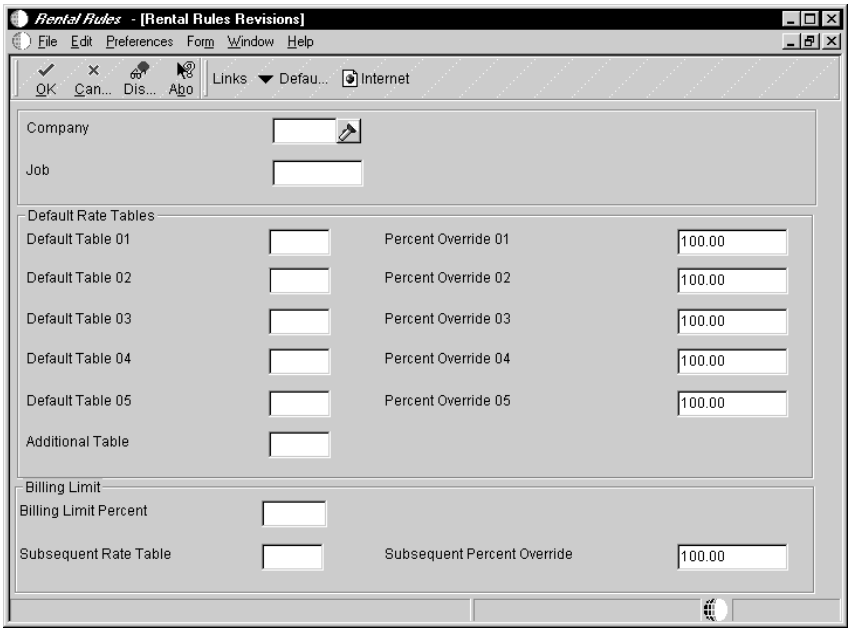
▶ To define rental rules

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

On Work With Rental Rules

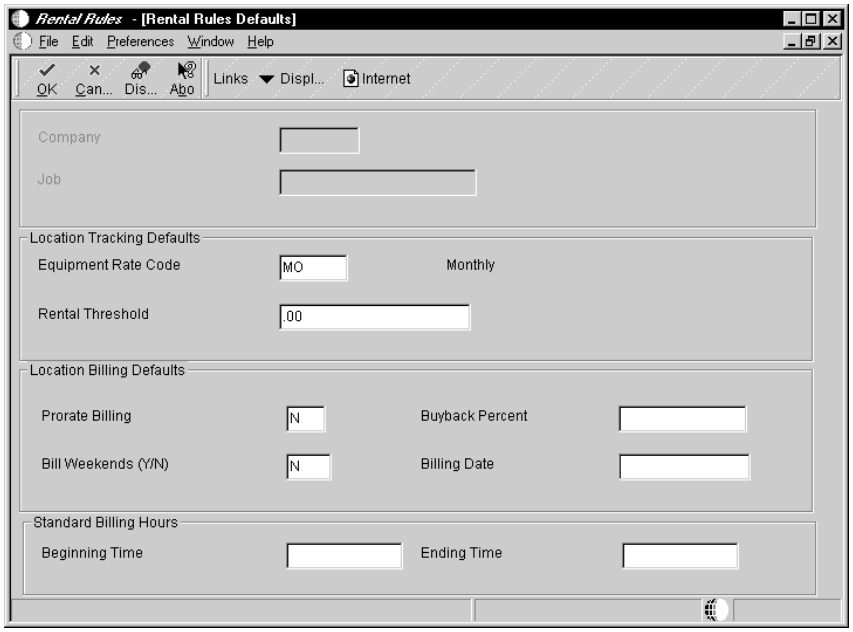


1. Click Add.



2. On Rental Rules Revisions, complete the following fields for each company and job combination:
   - Company
   - Job
   - Default Table 01

3. Complete the following optional fields:
    - Percent Override 01
    - Default Table 02
    - Percent Override 02
    - Default Table 03
    - Percent Override 03
    - Default Table 04
    - Percent Override 04
    - Default Table 05
    - Percent Override 05
    - Billing Limit Percent
    - Subsequent Rate Table
    - Subsequent Percent Override
    - Additional Table
4. From the Form menu, choose Defaults.



5. On Rental Rules Defaults, complete the following optional fields and click OK:
    - Equipment Rate Code
    - Rental Threshold
    - Prorate Billing
    - Buyback Percent

- Bill Weekends (Y/N)
- Beginning Time
- Ending Time

6. On Rental Rules Revisions, click OK.

Field	Explanation
Default Table 01	The system searches five default rate tables to find a valid match with the rate code in the following sequence: Rate Table fields. Within each rate table, the system searches first for the item number/rate group/rate table. If the system does not find a match, it searches for the rate group/rate table. If no match is found in the first table, the system searches the next table, and so on until the program searches through the fifth rate table, if necessary. If no match is found the system then searches for the company default rules set up for the blank job. If no match is found, the system applies the rules you set up for company 00000.
Percent Override 01	Enter a percentage value for each rate table that you specify for the job. The Location Billing program calculates the percentage you enter in this field times the rate code for a specific rate table. For example, if the rate code of HR (hourly) equals 100 and the percentage equals 80, the amount charged equals 80 (100 x 80%).
Billing Limit Percent	The billing limit is a percentage of the asset's replacement cost. Once the billing limit for an asset has been reached, a new reduced rate may be charged and will be specified in the next rate table and its associated percentage.
Subsequent Rate Table	Use this field to identify the rate table you want the system to use once the billing limit from the previous table has been reached.
Subsequent Percent Override	The percentage factor used in conjunction with the next rate table specified after the billing limit has been reached.
Additional Table	The rate table used as an additional charge or credit during billing. Some examples are: an additional charge for overtime (harsh usage) or a credit for a preferred customer.

Field	Explanation
Prorate Billing	Use this field to specify whether billings are calculated on a hierarchical basis, or are prorated on a monthly basis. The billing program computes the hierarchical basis based on the lower of the hourly, daily, weekly, or monthly rate. For example, if you bill a piece of equipment to a job using a weekly rate but use that equipment only three days, you can use the daily rate code associated with that weekly rate code. The billing program computes the prorated basis based on the ratio of the number of days that the equipment is used to the total number of working days in the month. For example, if there are 20 working days in the month and you use a piece of equipment five days, the Location Billing program charges 25% of the monthly rate. If you do not specify proration, the system uses monthly, weekly, daily and hourly rate codes to determine the billing amount. Valid values for this field are as follows: Y Prorate the monthly rate. You must define the equipment rate code as monthly. N Use Hierarchy until the monthly rate is reached. H Use Hierarchy at all times.
Rental Threshold	The threshold amount determines whether a piece of equipment is rented to the job or sold to the job. If the replacement value for a piece of equipment is less than the rental threshold, then it is sold to the job. If the replacement value for a piece of equipment is greater than the rental threshold, then it is rented to the job.
Buyback Percent	The percentage of the replacement cost at which the equipment will be bought back from a job it was sold to. The equipment will be bought back when transferred off a job.
Bill Weekends (Y/N)	A Yes/No field that indicates whether weekends are billable days or non-billable days for a specific location.
Beginning Time	Standard beginning hour for the work day. For instance, in office work, the standard beginning hour would be 8:00 a.m. for a standard 8:00 to 5:00 day.

What You Should Know About

Renting and selling equipment to a job

When you sell a piece of equipment to a job, the system bills a one-time cost to that job. When you rent a piece of equipment to a job, the system bills a recurring cost for as long as the equipment is located at the job.

Limiting rental rules

Use the Billing Limit and Rental Threshold fields in conjunction with the Replacement field on the Rental Rates form. When you use these fields, you can control how the system determines when to:

- Use the next rate table you have set up for a job
- Sell or rent a piece of equipment to a job

Setting up holidays

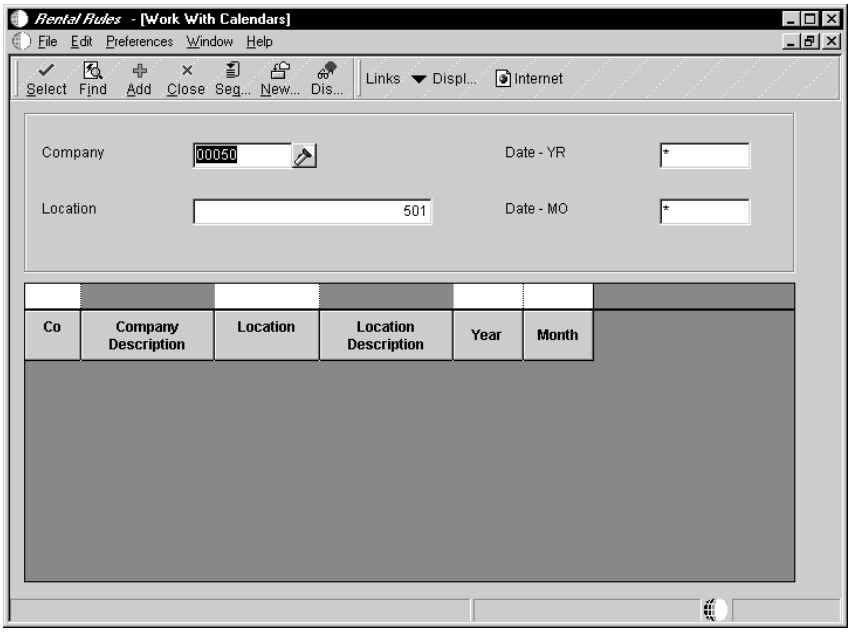
You can set up holidays on the user defined codes table Calendar Holidays (system 98, type HL). The system highlights user defined holidays on the Exclusion Days calendar.

▶ To define billable days

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

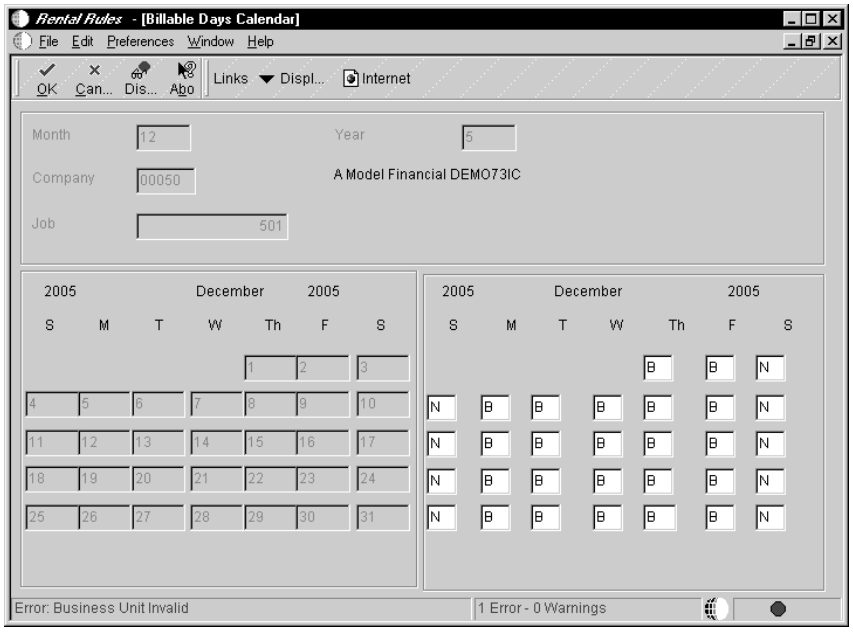
On Work with Rental Rules

1. To locate a job for which you want to define billable days, complete the following fields and click Find:
   - Company
   - Job
2. Choose the record and then choose Calendar from the Row menu.



3. On Work With Calendars, complete the following fields and click Add:

- Date – MO
- Date – YR



The system displays Billable Days Calendar. This form indicates all of the billable days for the month and year that you specified in the previous step. The system automatically indicates weekdays as billable. If you specify weekends as billable on Rental Rules Defaults, the system indicates that Saturdays and Sundays are billable.

4. On Billable Days Calendar, enter a non-billable day type for each day that you do not want equipment to be billed and then click OK.

   J.D. Edwards provides several predefined day type codes (00/DT). Equipment Billing uses only the billable and non-billable day type codes (B and N, respectively).

Setting Up Equipment Distribution Rules

Set up equipment distribution rules to provide the system with instructions for the distribution of equipment location billings. When you set up equipment distribution rules, you supply the system with the following information:

- Billing account numbers for location billings
- Transfer action codes to determine whether to rent or sell to job

The system uses the information that you set up in the Equipment Distribution Rules table (F1305) to search for the proper accounts to charge for the use of equipment based on its location. You must set up an equipment distribution rules table for every

company for which you need to indicate specific distribution rules. As a minimum, you should set up a default table for company 00000. The rules that you specify in this table apply to all companies that do not need specific equipment distribution rules. You should also set up a blank job for all companies, including company 00000. The system uses the blank job when you specify an account with no specific distribution information such as job, rate group, or equipment number.

You can set up equipment distribution rules based on any of the following equipment information:

Job	The location or business unit where the equipment is being used, stored, or maintained. The system searches for a location for equipment. For example, you can specify that all equipment at a particular job be charged to a specific account.
Rate group	The system searches for a particular equipment rate group. You use category code 10 to set up rate groups. For example, you can specify that all equipment that is grouped together as backhoes be charged to a specific account.
Equipment number	The system searches for a specific piece of equipment by equipment number. For example, you can specify that Backhoe #426 be charged to a specific account.

When you relocate equipment, the system searches the Equipment Distribution Rules table (F1305) for information that matches the equipment information. After the system finds a match, it derives the account information from the table and discontinues the search. If the system finds no match, it applies the rules that you set up for the default company.

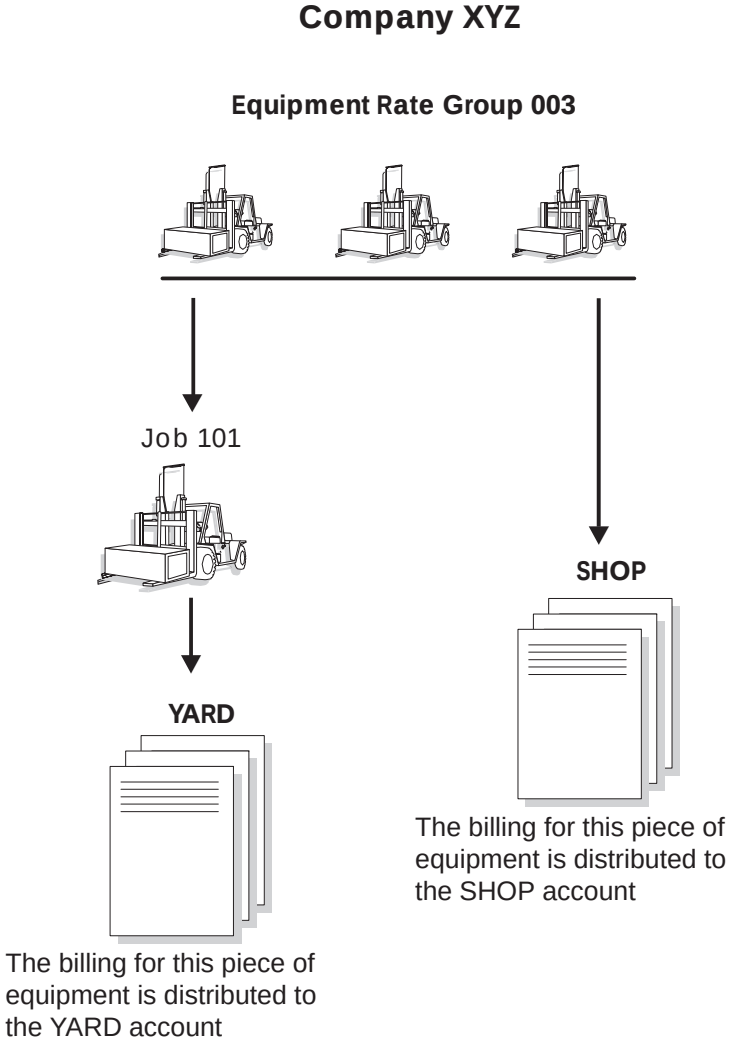
The system searches from the most specific to the most general account distribution information that you set up in the Equipment Distribution Rules table. Refer to the following search sequence information to determine appropriate combinations for your equipment distribution requirements:

Search	1	2	3	4	5	6	7
Job	■	■	■				
Rate Group	■	■		■	■		
Equipment Number	■			■		■	

If the system does not find a rule after completing each search sequence step, it uses the distribution information you specify for company 00000.

For example, you could set up an equipment distribution rule for company XYZ. The rule would specify that all billings for rate group 003 equipment be charged to a business unit you identify within the company as SHOP. You could also set up a second rule for the same company and rate group, but specify job 101 (business unit YARD) for a selected piece of equipment. This rule would override the first rule. Based on this rule, the system distributes the billing for the selected equipment to the business unit YARD.

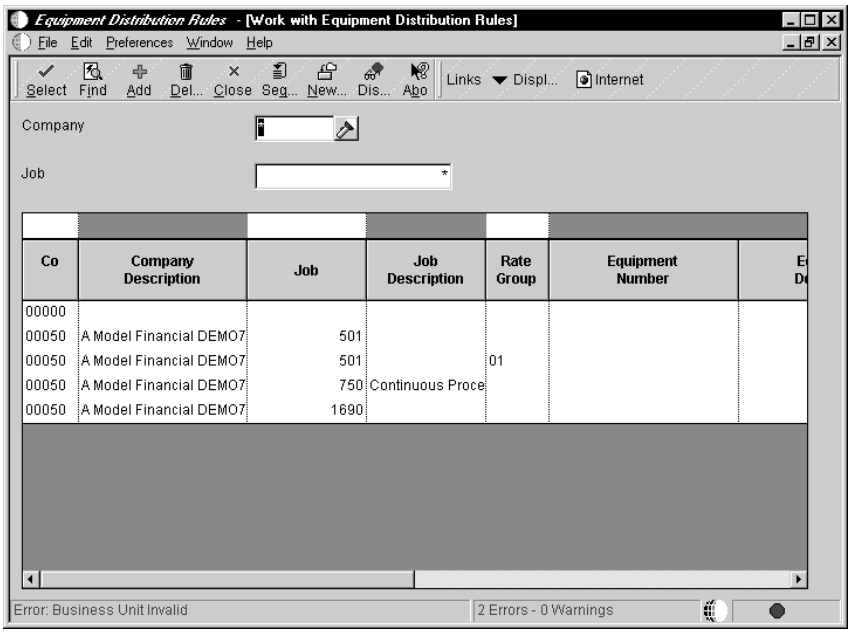
The following graphic illustrates an example of how you might set up a rule in the equipment distribution table for company XYZ.



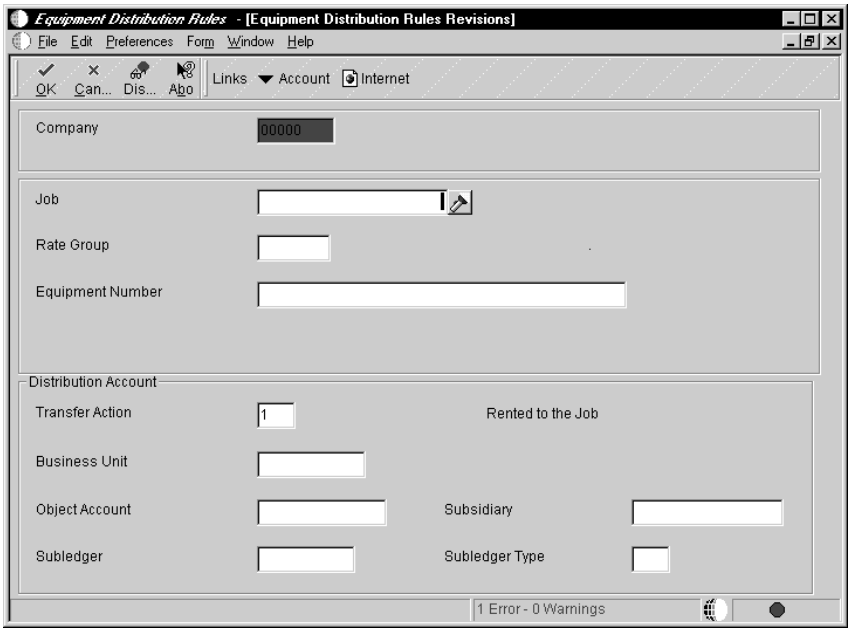
▶ To set up equipment distribution rules

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

On Work with Equipment Distribution Rules



1. Click Add.



2. On Equipment Distribution Rules Revisions, complete the following fields:
   - Company
   - Business Unit

- Object Account
- Subsidiary

3. For each distribution account, complete any of the following fields:

   - Job
   - Rate Group
   - Equipment Number

   If you are setting up the default distribution account for a specific company, leave these fields blank.

4. Complete the following optional fields:

   - Transfer Action

     If you leave this field blank, the system uses the values from the Rental Threshold field on the Rental Rules Defaults form and the Replacement Cost field on the Equipment Rates Revision form to determine whether or not the piece of equipment is rented or sold to a job.

   - Subledger
   - Subledger Type

Setting Up Shop Cost Inquiry

You use Shop Cost Inquiry to review maintenance costs for an individual shop by repair code. Before you can use Shop 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.

You set up the columns and column versions to display job status information on the Job Status Inquiry form. Column definitions are required, but column versions are optional.

Columns determine how your information is displayed. You can define columns by setting up specific formulas by which the system calculates the value that it displays.

You can save up to 30 columns as a version. When you choose the Job Status Inquiry-User Defined Columns form, you enter your user defined version in the Column Version field to direct the system to display the job cost information in the format you established.

The inquiry columns are also used on the Account and Job Progress Entry forms.

The user defined column information is stored in the Inquiry Columns table (F5192).

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 include the following information:

- Column name
- Column heading
- The formula by which the information displayed in the column is calculated

Formula Descriptions (System 51, Type FM)

The information for this code type cannot be changed. The FM 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. These values are affected by the Thru Date/Period field and the Days field on the Job Status Inquiry-User Defined Columns form.
- Percent complete based on the method of computation for each account.

The formula descriptions relate to the following codes:

- For amounts, the valid codes are 1 through 10 and 61.
- For unit quantities at the detail level, the valid codes are 21 through 30.
- For unit quantities at the header account level, the valid codes are 41 through 50.

Inquiry Ledger Types (System 51, Type IL)

This code type table lets you 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.

Mathematical Functions

The calculation can include the four basic mathematical functions along with parentheses for nesting values. The valid symbols for mathematical functions are as follows:

- \+ Addition

- – Subtraction
- * Multiplication
- / Division
- () Left and right parentheses

Examples

The following list provides examples of different ways you can combine the codes and mathematical functions to create calculations:

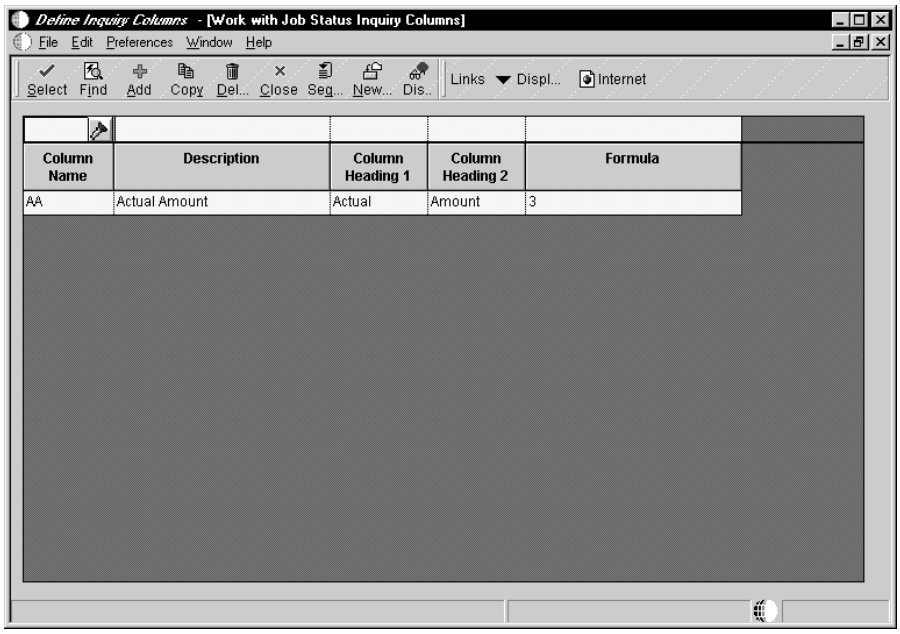
- Actual amount: 1
- Actual unit rate: 1/21
- Total commitments: 1+6
- Unit rate variance: (1/21) - (5/25)

If the column relates to the specific value contained in a ledger, the calculation consists of only one code.

▶ To define inquiry columns

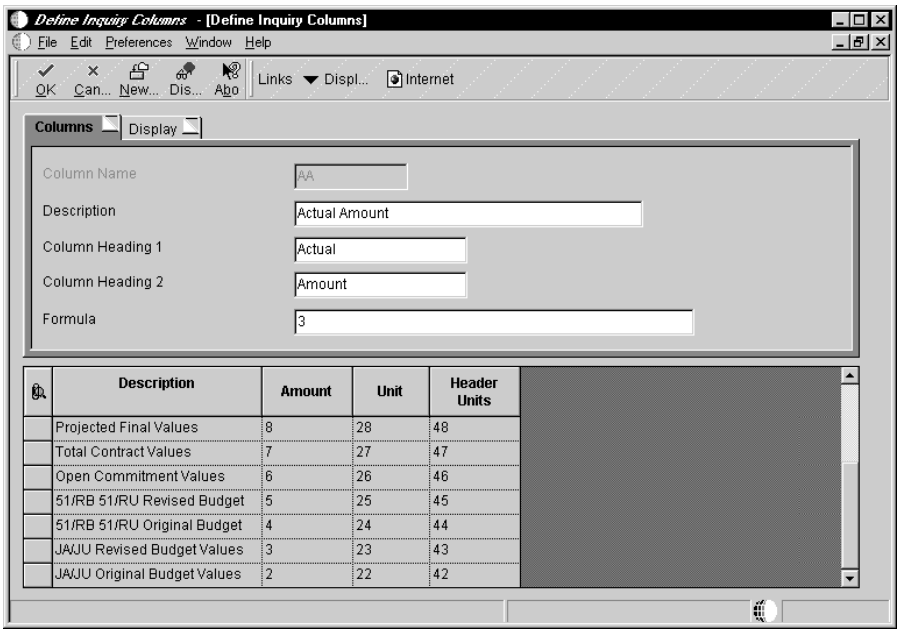
From the Job Cost Setup menu (G5141), choose Define Inquiry Columns.

On Work with Job Status Inquiry Columns



1. Click Find to review the current user defined columns.

2. To define a new column, choose Add.

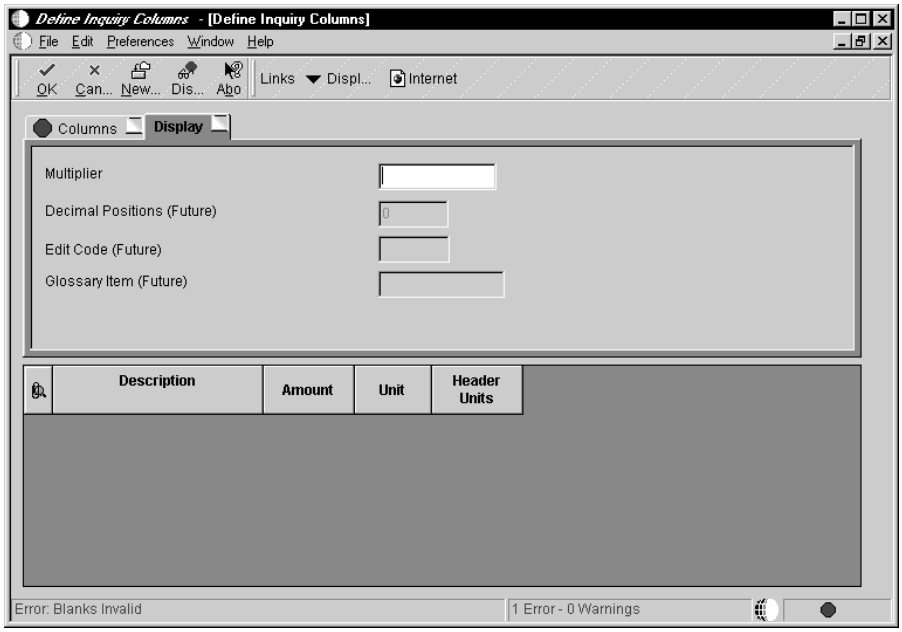


3. On Define Inquiry Columns, click the Columns tab and complete the following fields:

   - Column Name
   - Description
   - Column Heading 1
   - Column Heading 2
   - Formula

   After you complete the Column Name field and tab to the next field, the detail area of the form populates so that you can use values in the Amount field to enter your 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-User Defined Columns, the amounts will be expanded to the full number.

6. To save your entry, click OK.
7. To return to the Work With Job Status Inquiry Columns form, click Cancel.

Field	Explanation
Column Name	Identifies a column set up for the Job Status Inquiry screen. It is an alphanumeric code.
Description	A user defined name or remark.
Column Heading 1	The first line in the heading that describes the column. The system automatically centers this line for the column.
Column Heading 2	The second line in the heading that describes the column. The system automatically centers this line for the column.

Field	Explanation
Formula	A calculation that the system uses to input an amount or quantity in this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are: + Add – Subtract * Multiply / Divide ( ) Left and right parentheses for nesting For example, you can enter the following formula to have the system calculate on-time percentages: 20/(20+21+22) The formula above equals on-time percentages because: • 20 is the value for on-time amounts • 21 is the value for early amounts • 22 is the value for late amounts
Multiplier	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen. For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.

Advanced & Technical

Global Updates

You can make system-wide changes to Equipment Billing information using global update processes.

Run global updates to ensure that the data in your Equipment Billing and Fixed Asset tables is consistent and current.

Equipment Billing global updates consist of the following task:

- ❑ Updating fixed asset information
- ❑ Updating equipment information

Updating Fixed Asset Information

Update fixed asset information to maintain consistent and current account information for accurate equipment billing and location tracking.

Updating fixed asset information consists of the following tasks:

- ❑ Updating company numbers and accounts
- ❑ Reposting damaged account balances
- ❑ Updating the equipment number in the account ledger

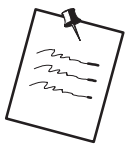
Updating Company Numbers and Accounts

From the Advanced Operations menu (G1231), choose Update Company Number, BU/Obj/Sub - 1202.

You must update company numbers and account numbers in the Asset Account Balances table (F1202) when the company numbers and account numbers in the Asset Account Balances table do not match those in the Account Master table (F0901). Company and account numbers in the Asset Account Balances table might not match those in the Account Master table if you change an existing account number or company for an account within the fixed asset (FX) range.

Run the Update Company Number, Business Unit/Object/Subsidiary 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



You do not have to run this program when you add an account number. You run this program only when you make changes to existing account numbers.

The Update Company Number, Business Unit/Object/Subsidiary program updates information from the Account Master table based on the system-assigned, short account ID number. The program does not update accounts in the Asset Master table (F1201).

When you update company and account numbers, 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.

Reposting Damaged Account Balances

From the Advanced Operations menu (G1231) choose Repost Ledger.

You can repost damaged account balances in the Asset Balances table (F1202) to restore system integrity. You should run the repost only if you have no other way to restore account information. For example, run the repost if account balance information is damaged as a result of hardware failure.

The Fixed Asset Repost 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 equipment.
- A valid equipment number that exists in the Asset Master table (F1201).
- A transaction ledger type set up in Depreciation Default Coding (P12002), if one doesn't already exist in the Asset Balances table.
- A transaction account number in the Account Master table (F0901). The account number must be within the FX range of accounts in the automatic accounting instructions.
- Period postings for individual equipment. The transaction must not be a balance forward record and cannot be summarized by period and account.

The Fixed Asset Repost program clears all summarized account balances to zero. Do not use this program if your system includes asset 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 the following procedures are complete:

- All transaction are posted first to the general ledger and then to equipment.
- All depreciation and transfer transactions are posted first to equipment 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 accounts that a user accesses elsewhere in the system will not be updated.

Processing Options for Fixed Asset Repost

```
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 Equipment Number in the Account Ledger

From the Advanced Operations menu (G1231), choose Refresh Asset Number in F0911.

If you change the symbol you use to identify the asset number for equipment, you must run the Correct Asset Number in F0911 program. Run this update to ensure that all posted account ledger transactions contain the current asset number format. The asset number and the symbol used to identify it are stored in the Account Ledger table. When you run Correct 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 accounts that a user accesses elsewhere in the system will not be updated.

Updating Equipment Information

Update equipment information to ensure accuracy of reminders and update the status of locations.

Updating equipment information consists of the following tasks:

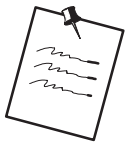
- ❑ Updating the message log
- ❑ Updating planned equipment locations

Updating the Message Log

From the Advanced Operations menu (G1331), 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 with 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 AAI automatic accounting instruction. When the update is complete, the corresponding equipment number on Equipment Search is highlighted to indicate that message exists for the equipment.



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 Planned Equipment Locations

From the Advanced Operations menu (G1331), choose Update Location Code.

You can update the location of equipment from a planned location to a current location. Run the Update Location Code program to change planned equipment 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 a selection of equipment 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 Location Tracking table (F1204), and the Asset Master table (F1201).

When you select Update Location Code, a versions list appears. The versions list contains DEMO versions that you can run, or copy and modify to suit your needs. When you run a version, Processing Options Revisions appear before the system submits the job for processing.

Ensure that the data selections you make specify only the equipment for which you want to update location information. If you are not certain a piece of equipment should be included in the update, you can review its current and planned locations on Work With Locations.

See Also

- *Revising Location Information*
- *Working with Batch Versions* in the *OneWorld Foundation Guide* for more information about running, copying, and changing a batch version

Processing Options for Update Location Code

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Process

Enter the 'As of' date to update the
    planned status in the Location
    Tracking table (F1204).

      1. As of Date                                _____________
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Glossary

Glossary

actual demand. Actual customer orders and allocations of items/ingredients/raw materials to production or distribution.

aggregate leadtime. See cumulative leadtime.

aggregate planning. The sum of all forecasted demand (customer, distribution, manufacturing) for all items in a family for purposes of planning gross requirements.

alternate operation. Replacement for a normal operation or routing for an item in the manufacturing process.

alternate routing. A routing, less preferred than the primary routing, that results in an item identical to that produced by the primary routing.

application. A computer program or set of programs used to accomplish a task. In OneWorld, there are interactive applications and batch applications. Interactive applications are made up of a set of forms through which the user interacts with OneWorld. Interactive application identifiers begin with "P." For example, Address Book Revisions (P01012) is an interactive application. Batch applications run without user interaction. Reports and table conversions are examples of batch applications. Batch application identifiers begin with "R." For example, the Print Mailing Labels report (R01401) is a batch application.

assemble-to-order product. A product for which key components (bulk, semi-finished, intermediate, subassembly, fabricated, purchased, packaging, and so on) are planned and stocked in anticipation of a customer order. Contrast with make-to-order product.

assembly. A group of items or subassemblies that, when put together, constitute an end item.

assembly inclusion rule. A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.

associated service type. See linked service type.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.

automatic accounting instruction (AAI). A code that refers to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries, including interfaces between the Accounts Payable, Accounts Receivable, Financial Reporting, and General Accounting systems. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the General Ledger Post program to post a debit to a specific expense account and a credit to a specific accounts payable account.

availability. For packaged product, the system checks availability. For bulk product, you can assume it is in stock and available for sale.

backflush. To deduct from inventory records the components or ingredients as a result of the production process. See also super backflush.

batch bill of material. A recipe or formula in which the quantity of each component is based on the standard batch quantity of the parent.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter into the system.

batch input. A group of transactions loaded from an external source.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The system performs a batch job with little or no user interaction.

batch processing. A method by which the system selects jobs from the job queue, processes them, and sends output to the outqueue. Contrast with interactive processing.

batch quantity. See standard batch quantity.

batch type. A code assigned to a batch job that designates to which system the associated transactions pertain, thus controlling which records are selected for processing. For example, the Post General Journal program selects for posting only unposted transaction batches with a batch type of O.

bill of material (BOM). A listing of all the subassemblies and raw materials that make up a parent assembly. The BOM is used with the master

production schedule to determine the items for which purchase requisitions and production orders must be released. Display formats for bills of material include single level, multi-level, indented, planning, and costed.

broadcast message. 1) An e-mail message that you send to multiple recipients. 2) A message that appears on a form instead of in your mailbox.

bucketed system. A material requirements planning, distribution requirements planning, or other time-phased system in which all time-phased data is accumulated into time periods, or buckets. If the period of accumulation is one week, then the system is said to have weekly buckets.

bucketless system. A material requirements planning, distribution requirements planning, or other time-phased system in which all time-phased data is processed, stored, and displayed using dated records rather than defined time periods, or buckets.

bulk issue. Items issued from stores to work-in-process inventory, based on quantities estimated to cover requirements of individual work centers and production lines instead of individual job orders. A bulk issue can be used to cover a period of time or to fill a fixed-size container.

business unit. See facility.

by-product. A material of positive or negative value produced as a residual of or incidental to the production process. The ratio of by-product to primary product is usually predictable. By-products might be discarded, sold as is, or used for other purposes. See also co-product and restricted by-product.

capacity requirements planning (CRP). The function of establishing, measuring, and adjusting limits or levels of capacity by determining in detail how much labor and machine resources are required to accomplish the tasks of production. Open shop orders and planned orders in the Material Requirements Planning system are inputs to CRP, which “translates” these orders into hours of work by work center and by time period.

category code. A type of user defined code for which you can provide the title. For example, if you were adding a code that designated different sales regions, you could change category code 4 to Sales Region, and define E (East), W (West), N (North), and S (South) as the valid codes. Sometimes referred to as reporting codes. See also user defined code.

certificate of analysis (COA). A document that includes all of the tests performed and resulting test data for an item lot.

chart of accounts. The structure for general ledger accounts. The chart of accounts lists types of accounts, describes each account, and includes account numbers and posting edit codes.

committed material. Material on hand or on order that is assigned to specific future production or customer orders. Sometimes referred to as reserved material.

component. A raw material, ingredient, or subassembly that is used as an element of another assembly, process, or item. A component might be packaging material for a finished item.

component changeout. See component swap.

component swap. In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components.

composite leadtime. See cumulative leadtime.

configuration management. A rules-based method of ordering assemble-to-order or make-to-order products, in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited using Boolean logic and then translated into the components and routing steps required to produce the product. The resulting configuration is also priced and costed, based on the characteristics defined.

configured item segment. A characteristic of a configured item defined during sales order entry. For example, a customer may specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.

constants. Parameters or codes that you set and that the system uses to standardize the processing of information by associated programs.

consuming location. The point on the production line where a component or subassembly is used in the production process. Consuming location is used in kanban processing.

corrective maintenance. Any maintenance work that falls outside the scope of preventive or predictive maintenance. Corrective maintenance can be planned, unplanned, or emergency, for example,

to respond to equipment failure. Contrast with preventive maintenance and predictive maintenance.

corrective work order. A work order that is used to formally request corrective maintenance, and to communicate all details pertaining to the corrective maintenance task.

cost component. An element of an item's cost, for example, material, labor, or overhead.

cost rollup. A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.

costed bill of material. A bill of material that extends the quantity per of every component by the cost of the components. See also bill of material.

co-product. An end item produced as the result of a process. There are usually two or more co-products. See also end item and by-product.

crew size. The number of people required to perform an operation.

critical path leadtime. See cumulative leadtime.

cross segment edit. A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.

cumulative leadtime. The longest planned length of time needed to accomplish the activity in question. For any item planned through material requirements planning, cumulative leadtime is determined by reviewing the leadtime for each bill of material path below the item. The path with the longest leadtime defines the cumulative leadtime. Sometimes referred to as critical path leadtime, aggregate leadtime, or composite leadtime.

current cost. The cost associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.

data dictionary. A database table that OneWorld uses to manage the definitions, structures, and guidelines for the usage of fields, messages, and help text. J.D. Edwards has an active data dictionary, which means that it is accessed at runtime.

database. A continuously updated collection of all information that a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

date pattern. A period of time set for each period in standard and 52-period accounting.

default. A code, number, or parameter that the system supplies when the user does not specify one.

detail. The specific information that makes up a record or transaction. Contrast with summary.

detail area. An area of a form that displays detailed information associated with the records or data items displayed on the form. See also grid.

direct labor. Labor that is applied to the product being manufactured.

direct material. Measurable quantities of material that becomes a part of the final product.

dispatch list. A list of sequenced work orders or rate schedules that contain detailed information on location, quantity, and capacity requirements. Dispatch lists are usually generated daily and are oriented by work center or line.

effectivity date. The date on which a component or an operation is to be added or removed from a bill of material or an assembly process. Effectivity dates are used in the planning process to create demands for the correct items. Normally, bills of material and routings provide for an effectivity start date (from) and stop date (through), signifying the beginning and end of a particular relationship. Sometimes referred to as effective date.

electronic commerce. See Electronic Data Interchange.

Electronic Data Interchange (EDI). The paperless, computer-to-computer exchange of business transactions, such as purchase orders and invoices, in a standard format with standard content.

engineering change order (ECO). A work order used to implement and track a change in a manufactured product. This includes changes in design, quantity of items required, and assembly or production process.

enterprise resource planning (ERP). A closed-loop, integrated system that enables manufacturers and distributors to coordinate all of the activities necessary to fulfill customer demand. This includes activities associated with suppliers, customers, inventory, shop floor, product costing and accounting, forecasting, and planning and scheduling.

Enterprise Workflow Management. A OneWorld system that provides a way of automating tasks,

such as notifying a manager that a requisition is waiting for approval, using an e-mail-based process flow across a network.

expedite. To process production or purchase orders in less than the normal leadtime.

explosion. The process of calculating the demand for the components of a parent item by multiplying the parent item requirements by the quantity per specified in the bill of material. Sometimes referred to as requirements explosion. Contrast with implosion.

exponential smoothing. A forecasting technique in which past observations are geometrically discounted according to their age. The heaviest weight is assigned to the most recent data. The smoothing is termed exponential because data points are weighted in accordance with an exponential function of their age.

facility. An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.

family. See master planning family.

feature. A characteristic of a product or service, such as an option, accessory, or attachment.

field. 1) An area on a form that represents a particular type of information, such as name, document type, or amount. 2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number.

file. A set of information stored under one name. See also table.

finished good. See end item.

firm planned order (FPO). A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.

first in, first out (FIFO). A method of inventory valuation for accounting purposes, based on the assumption that oldest inventory (first in) is the first to be used (first out). There is no relationship with the actual physical movement of specific items.

fixed cost. An expense that does not vary with the production volume, for example, setup cost.

fixed order quantity. A lot-sizing technique in MRP or inventory management whereby the system generates planned or actual orders for a predetermined quantity. If the net requirements for a period exceed the fixed order quantity, the system generates orders for multiples of the fixed order quantity.

fixed overhead. Manufacturing costs that continue even if products are not produced. Although fixed overhead is necessary to produce the product, it cannot be directly traced to the final product.

fixed quantity. A value that indicates that the amount of a component or ingredient used in the manufacturing process of an end item remains the same, regardless of the quantity of the end item produced. Contrast with variable quantity.

forecast. An estimate of future demand, determined by mathematical means using historical data, subjective estimates from informal sources, or a combination of both.

forecast consumption. The reduction of forecast demand, based on actual sales orders received or shipped, up to the forecast quantity.

form. The element of the OneWorld graphical user interface by which the user exchanges data with interactive applications. Forms are made up of controls, such as fields, options, and the grid. These controls allow the user to retrieve information, add and revise information, and navigate through an application to accomplish a task.

frozen cost. The cost of an item, operation, or process, after the frozen update program is run, that is used by the Manufacturing Accounting system.

frozen update program. A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.

Gantt chart. A control chart that shows graphically the relationship between planned performance and actual performance.

grade. A rating assigned to an item, based on how well the item meets required specifications.

grid. A control that displays detail information on a form. The grid is arranged into rows, which generally represent records of data, and columns, which generally represent fields of the record. See also detail area.

header. Information at the beginning of a table or form. Header information is used to identify or

provide control information for the group of records that follows.

indented bill of material. A multi-level bill of material that lists the highest level parent items at the left margin and all the components going into the patents indented to the right of the margin. All subsequent levels of components are indented farther to the right. If a component is used in more than one parent within a given product structure, it will appear under every subassembly in which it is used.

indented where-used. A bill of material listing for one component, every parent item and subassembly, and the respective quantities required. Each of these parent items calls for the given component item in a bill of material table. The component item is shown closest to the left margin of the listing in the bill, with each parent indented to the right, and each of their respective parents indented even further to the right.

ingredient. In process manufacturing industries, the raw material or component of a recipe or formula.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. Processing actions that occur in response to commands that you enter directly into the system. During interactive processing, you are in direct communication with the system, and it might prompt you for additional information while processing your request. Contrast with batch processing.

intermediate. Material processed beyond raw material and used in higher level items. Intermediates are not stocked in inventory, sold to customers, or planned by material requirements planning.

in-process inventory. See work-in-process (WIP).

item master. A record for an item. The item master contains descriptive data and control values (leadtimes, lot sizes, and so on), and might contain data on inventory status, requirements, planned orders, and costs. Item master records are linked together by product structure records that define the bill of material for an item.

job queue. A group of jobs waiting to be batch processed. See also batch processing.

Just-in-Time (JIT). A method of manufacturing based on planned elimination of all waste and continuous improvement of productivity. The primary elements of Just-in-Time manufacturing are to have only the required inventory when needed; to improve quality to zero defects; to reduce leadtimes by reducing setup times, queue lengths, and lot sizes; to revise incrementally the operations themselves; and to keep costs to a minimum.

kanban. Information cards attached to a group or bin of items that travel in and out of a work center. Kanbans indicate to producing work centers what has been consumed and what needs to produced next. Some companies use various shapes, sizes, and colors of cards for ease of recognition and to indicate an item's priority. OneWorld uses electronic kanbans.

labor cost. The monetary amount of labor performed during manufacturing.

ledger type. A code that designates a ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type.

level. The code used for every item or assembly in a product structure to signify the relative level in which that item or assembly is used within the product structure. Normally, the end items are assigned to level 0 with the components and subassemblies of the item assigned to level 1 and so forth. The material requirements planning explosion process starts from level 0 and proceeds downward, one level at a time.

linked service type. A service type that is associated with a primary service type. Linked service types are cancelled and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.

lot. A quantity produced together that shares the same production components. Lots are uniquely identified to allow for traceability.

lot number control. Assignment of unique numbers to each instance of receipt. This number carries forth into subsequent manufacturing processes. Thus, in

review of an end item lot, each lot consumed can be identified as having been used for the manufacture of the specific end item lot.

maintenance loop. See maintenance route.

maintenance route. A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks that can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.

maintenance work order. In J.D. Edwards systems, a term used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.

make-to-order product. A product that is produced after receipt of a customer's order. The final product is usually a combination of standard purchased items and items specially designed to meet the needs of the customer. Frequently, long leadtime components are planned prior to the order arriving to reduce the delivery time to the customer. Contrast with assemble-to-order product. See also make-to-stock product.

manufacturing and distribution planning. Planning that includes Resource and Capacity Planning and Material Planning Operations. Resource and Capacity Planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.

manufacturing calendar. See work day calendar.

master planning family. Products that are grouped together for material planning purposes, based on shared characteristics.

Master Production Scheduling (MPS). The act of creating a master schedule. See also master schedule.

master schedule. A detailed statement of how many items are planned to be produced and when. The master schedule focuses on products to be made and, through the detailed planning system, identifies the resources (materials, work force, plant equipment, and capital) needed and the timing of the need. See also material requirements planning.

master table. A database table used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data, such as paid tax amounts, supplier names, addresses, employee information, and job information.

material requirements planning (MRP). A set of techniques that uses bill of material, inventory data, and the master schedule to calculate the time-phased net material requirements for every component item and subassembly. MRP suggests a replenishment plan to support the production of the quantities that are specified in the master schedule. See also master schedule.

menu masking. A security feature that lets you prevent individual users from accessing specified menus or menu selections.

model work order. In Equipment/Plant Management, a work order that functions as a template for the creation of other work orders. You can assign model work orders to service types. When the service type comes due, the system automatically generates a work order based on information from the model work order.

net added cost. The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.

next numbers. A feature used to control the automatic numbering of items such as new G/L accounts, vouchers, and addresses. Next numbers provides a method of incrementing numbers.

nonconforming product. Items that do not meet the requirements of a relevant specification, contract, regulation, or quality test.

nonsignificant item numbers. Item numbers that are assigned to each item but do not convey any information about the item. They are identifiers, not descriptors. Contrast with significant item numbers.

operation sequence. The sequential steps that an item follows in its flow through the plant. For instance, operation 10: cut bar stock; operation 20: grind bar stock; operation 30: shape; operation 40:

polish; operation 50: inspect and send to stock. This information is maintained in the routing table.

operation yield. The planned percent of output at an operation. For example, if the operation yield is 90% and 100 units are started at that operation, planned output is 90 units that will be available to the next operation.

output queue. See print queue.

overlap. The percentage by which an operation overlaps the previous operation in the sequence. For example, a 20% overlap means that a step can begin when the previous step is 80% complete.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent item. See end item.

parent/child relationship. See parent/component relationship.

parent/component relationship. 1) In Equipment/Plant Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2) In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item and its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.

pay on consumption. The method of incurring a liability for items received from a supplier only when the material is used in the production process.

phantom bill of material. A bill of material used primarily for non-stocked items that represents an item that is physically built, but rarely stocked. The item is instead used in the next step or level of manufacturing. Material requirements planning uses the phantom bill of material to explode the requirements through the phantom item to its components. See also explosion.

planning bill of material. An artificial grouping of items or events in bill of material format, used to facilitate master scheduling of material planning, and forecasting. Sometimes referred to as pseudo bill of material.

planning calendar. See work day calendar.

planning family. A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

PM. Maintenance tasks and procedures that are routine and repetitive, such as periodic lubrications and filter replacements. Preventive maintenance procedures are designed to eliminate breakdowns and the need for corrective maintenance. Contrast with corrective maintenance and predictive maintenance.

potency. Identifies the percent of a process item in solution. For example, 80% solution could be used in a process that called for 100%, but would require 25% more in terms of quantity to meet the requirement (100 / 80 = 1.25).

predictive maintenance. A maintenance strategy that uses computerized data collection and analysis of equipment operating parameters to predict the point at which equipment is expected to fail and then schedules the appropriate procedures just before the expected equipment failure. Predictive maintenance can significantly reduce costs and equipment downtime by eliminating unnecessary preventive maintenance procedures. In addition, by predicting and averting catastrophic equipment failure, predictive maintenance reduces overall maintenance costs and allows for equipment to be operated for its full service life. Contrast with corrective maintenance and preventive maintenance.

preference profile. The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups.

preflush. To deduct materials from inventory when the parts list and routing are attached.

preventive maintenance (PM). One or more service types that are due to be performed for a piece of equipment, based on the service intervals for each service type. When you complete a preventive maintenance, a new preventive maintenance cycle begins for the service types included in the preventive maintenance.

preventive maintenance cycle. The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most

preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.

preventive maintenance schedule. The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.

primary location. The designation of a certain storage location as the standard, preferred location for an item.

primary service type. A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table identifier from the print queue.

priority. 1) The relative importance of jobs in a queue. 2) The sequence in which jobs should be completed.

processing option. A feature that allows you to direct the functions of a program. For example, processing options allow you to specify defaults for certain forms, control the format in which information prints on reports, and change how information appears on a form or in a report.

Product Data Management (PDM). In J.D. Edwards software, the system that enables a business to organize and maintain information about each item it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among components and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.

product family. See master planning family.

product line. A group of products whose similarity in manufacturing procedures, marketing characteristics, or specifications allow them to be aggregated for planning, marketing, and occasionally, costing. See also master planning family.

production line. A series of work centers or machines allocated to the production of a limited number of items with similar routings.

projected cost. The target expenditure in added value for material, labor, and so forth during manufacture. See also standard cost.

pseudo bill of material. See planning bill of material.

purchased part. An item bought from a supplier.

purge. The process of removing records or data from a system table.

queue. The jobs waiting to be processed at a given work center. As queues increase, so do average queue time and work-in-process inventory.

recipe. See bill of material.

record. A collection of related, consecutive fields of data that the system treats as a single unit of information.

repetitive manufacturing. Producing items in high-volume concentration, often with entire production lines dedicated to a family of products.

replacement parts. Parts that can be used as substitutes. They differ from completely interchangeable service parts in that they require some physical modification, such as cutting, drilling, and so forth, before they can replace the original part.

replenishment point. The location on or near the production line where additional components or subassemblies are to be delivered.

requirements explosion. See explosion.

reserved material. See committed material.

resource requirements planning (RRP). The process of converting the production plan into capacity needs for key resources, such as workforce, machinery, warehouse space, suppliers' capabilities, and in some cases, money. Comparison of capacity required of items in the master schedule to available capacity is usually done for each key resource.

restricted by-product. A restricted secondary or incidental product produced while making another product. Such by-products cannot be sold because

they are restricted from sale by government policies. The company might have to forego making a product if a restricted by-product is produced.

revision level. A number or letter representing the number of times a document or item has been changed.

rollup. See cost rollup.

rough cut capacity planning (RCCP). The process of converting the master schedule into capacity needs for key resources, such as workforce, machinery, warehouse space, suppliers' capabilities, and in some cases, money. Comparison of capacity required of items in the master schedule to available capacity is usually done for each key resource.

run size. See standard batch quantity.

safety stock. 1) A quantity of stock planned to be on hand to protect against fluctuations in demand or supply. 2) In Master Production Scheduling, the additional inventory or capacity planned as protection against forecast errors or short-term changes in the backlog. Overplanning can be used to create safety stock.

scheduling workbench. A multiple-function program that allows the sequencing of work orders, rate schedules, or both on a production line. Sequencing can be manual or automatic, based on user defined category code definition. Sequencing includes forward, finite scheduling, including the option to cross shifts or days.

scrap. Unusable material that results from the production process. Scrap is material outside of specifications and of such characteristics that rework is impractical.

scrap rate. See scrap factor.

sequencing. Determining the order in which a facility processes different jobs.

serial number. A unique number assigned to identify a specific item with a lot size of one.

service interval. The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.

service type. An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task represented by the service type becomes necessary.

setup cost. The labor costs associated with setting up an operation for the next product.

shop calendar. See work day calendar.

Shop Floor Management. A system that uses data from Product Data Management, Master Production Scheduling, and Material Requirements Planning to create, maintain, and communicate status on shop orders (work orders).

shrink factor. A percentage factor in the item master record that compensates for expected loss during the manufacturing cycle either by increasing the gross requirements or by reducing the expected completion quantity of planned and open orders. The shrink factor differs from the scrap factor in that the former affects all uses of the part and its components and the scrap factor relates to a single component. Sometimes referred to as shrinkage rate.

shrinkage rate. See shrink factor.

significant item numbers. Item numbers that are intended to convey certain information, such as the source of the part, the material in the part, the shape of the part, and so forth. Contrast with nonsignificant item numbers.

simulated cost. After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods, for example, standard, future, and simulated current costs. See also cost rollup.

single level where-used list. A type of bill of material that lists each parent in which a specific component is directly used and in what quantity it is used.

specification. A statement of the technical requirements of an application or item and the process involved to ensure the requirements are met.

spool. The function by which the system stores generated output to await processing.

standard cost. The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.

standard costing. A costing method that uses cost units determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.

standard hours. The length of time that should be required to 1) set up a given machine or operation and 2) run one part, assembly, batch, or end product through that operation. This time is used in determining machine and labor requirements. It is also frequently used as a basis for incentive pay systems and as a basis for allocating overhead in cost accounting systems.

subassembly. An assembly that is used at a higher level to make up another assembly.

substitution. To use alternate components in production when primary items are not available.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information stored in certain tables. Contrast with detail.

super backflush. To create backflush transactions against a work order at pay points defined in the routing. By doing so, you can relieve inventory at strategic points throughout the manufacturing process. See also backflush.

supplier scheduling. A process of providing suppliers with consistent shipping information and advanced demand profiles to support just-in-time production and delivery. The supplier scheduling system includes a business agreement and delivery schedule for each supplier. Supplier scheduling includes a formal priority planning system and EDI functionality to provide the supplier with valid due dates.

supply chain. The link from the initial raw materials to the consumption of the finished product.

supplying location. The location from which inventory is transferred once quantities of the item on the production line have been depleted. Used in kanban processing.

system. A group of related applications identified by a name and a system code. For example, the Address Book system code is 01. All applications, tables, and menus within a system can be identified by the system code.

system code. A code that identifies a system, for example, 01 for the Address Book system and 31 for the Shop Floor Management system.

table. In database environments, a two-dimensional entity made up of rows and columns. All physical data in a database are stored in tables. See also file.

threshold percentage. In Equipment/Plant Management, 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.

traceability. The ability to trace the production history of a product for quality or warranty purposes. This is usually done through the use of lot or serial numbers to link raw materials from the supplier to the end product. Lot/serial number traceability can be a government requirement in certain regulated industries, such as the pharmaceutical or automotive industries. See also lot.

unit cost.The total cost of labor, material, and overhead for one unit of production.

unit of measure. The standard quantity by which an item is managed, such as by weight, box, package, case, each, and so forth.

user defined code (UDC). A code that users can define, assign code descriptions, and assign valid values. Examples of such codes are unit-of-measure codes, state names, and employee type codes.

user defined code type. The identifier for a table of codes with a meaning that you define for the system, such as ST for the Search Type codes table in Address Book. OneWorld provides a number of these tables and allows you to create and define tables of your own.

value added. Amount of increased worth of inventory through manufacturing, processing, or packaging.

variable quantity. A value that indicates the amount of a component or ingredient that varies based on the quantity of the end product produced. Contrast with fixed quantity.

variance. 1) In Product Costing and Manufacturing Accounting, the difference between two methods of costing the same item. For example, the difference between the frozen standard cost and the current

cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates. 2) In Equipment/Plant Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

vocabulary overrides. A feature that you can use to override field, row, or column title text on forms and reports.

work day calendar. A calendar, used in planning functions, that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. Sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

work order life cycle. In Equipment/Plant Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks it represents.

work-in-process (WIP). One or more products in various stages of completion throughout the plant, including all material from raw material that has been released for initial processing up to completely processed material awaiting final inspection and acceptance as finished product. Sometimes referred to as in-process inventory.

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