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# EnterpriseOne 8.10 Change Management PeopleBook

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**May 2004**



EnterpriseOne 8.10  
Change Management PeopleBook  
SKU ERP810CM0504

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# About These EnterpriseOne PeopleBooks

## Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

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### Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

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## EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

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## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Note**

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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**See Also**

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

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## Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

### Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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#### Note

Example of a note.

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### Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

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#### Caution

Example of a caution.

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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

# Using the PeopleBooks Online Library

This section provides an overview of the PeopleSoft Online Library and discusses:

- Navigating Through the PeopleSoft Online Library
- Searching Through the PeopleBooks Online Library

The PeopleSoft Online Library (PSOL) is an HTML-based tool that contains comprehensive documentation for PeopleSoft EnterpriseOne application and tools. Use this documentation as an online research library. The PeopleSoft Online Library is organized hierarchically, like a library of books. It provides standard navigation and search capabilities, including an expandable table of contents, a keyword index, and a full-text search feature.

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## Navigating Through the PeopleSoft Online Library

This section discusses:

- Accessing the PeopleBooks interface
- Enabling the Reference Pane
- Navigating Between Books and Chapters
- Navigating Within a Chapter
- Using the Table of Contents
- Using the Index

## Accessing the PeopleBooks Interface

When you open the PeopleSoft Online Library home page, the PeopleBooks Online Library appears in your browser. When you click the PeopleBooks link, the PeopleBook interface appears in your browser with a list of available PeopleBooks.

After you choose a PeopleBook, the PeopleBook interface displays information in the following three panes:

- Document pane  
The pane on the right side of the window; displays the document HTML file, which corresponds to a chapter in the PeopleBook.
- Navigation pane  
The pane above the Document pane; contains display options, navigation controls, and the current PeopleBook and chapter titles.
- Reference pane

The pane on the left side of the window; contains three tabs: Contents, Index, and Search. Use these tabs to explore the PeopleBooks or to locate a specific topic. You can hide the Reference pane to maximize the size of the Document pane.

## Enabling the Reference Pane

If the Reference pane (with the Contents, Index, and Search tabs) does not appear, click the Show Reference Pane button in the Navigation pane at the top of the browser. To hide the Reference pane, click the Hide Reference Pane button.

## Navigating Between Books and Chapters

Use the Navigation pane to view information about the current PeopleBook, and to navigate between PeopleBooks or between chapters in the current PeopleBook.

Click the links at the bottom of the Navigation pane to access the PeopleSoft Online Library home page (Home), the PeopleBooks Library home page, and the first page of the current PeopleBook.

Use the following buttons in the Navigation pane to navigate through each PeopleBook:

Button	Description
Previous (left directional arrow)	Click Previous to go to the previous chapter in the book.
Next (right directional arrow)	Click Next to proceed to the next chapter in the book.
First	Click First to go to the first chapter in a book.
Last	Click Last to go to the last chapter in a book.

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### Note

These buttons move you to the previous or next file in the sequence in which the chapter files are organized in the book, not (as with a browser's Forward and Back buttons) in the sequence in which you opened the files.

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## Navigating Within a Chapter

Use the navigation features in the Document pane to navigate within a chapter. Click a cross-reference link to go to a related topic. These links appear in See Also headings.

Use the following buttons in the Document pane to navigate within a chapter:

Button	Description
Top (up arrow)	Click Top to go to the top of the current chapter.
Previous (double arrows)	Click Previous to go to the beginning of the parent section.

## Using the Table of Contents

Click the Contents tab to display the table of contents for the current PeopleBook. Use the following functions in the Contents tab to navigate through the current PeopleBook:

Feature	Description
Closed folder (with plus symbol)	Click a closed folder icon to expand a chapter.
Open folder	Click an open folder icon to collapse a chapter.
Section (document symbol)	Click a section icon to open to the section.
Synchronize	Click the Synchronize button to open the Table of Contents to the topic that is currently displayed in the Document pane.
Expand All	Click Expand All to open all of the folders in the Table of Contents.
Collapse All	Click Collapse All to close all of the folders in the Table of Contents.
Keep TOC synchronized with document	Click this option to automatically synchronize the Table of Contents as you navigate through the chapters.

## Using the Index

Click the Index tab to search through a keyword index of the current PeopleBook. To display an index topic, enter a keyword in the text box, or scroll to the keyword and click it. The document appears at the associated topic unless multiple topics exist.

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# Searching Through the PeopleBooks Online Library

This section discusses:

- Performing a Simple Search
- Performing an Advanced Search

## Performing a Simple Search

To perform a simple search, enter the text for which you want to search, and then press Enter or click the Search button. The Search list box displays all of the topics that contain the text that you entered, along with the PeopleBook in which each topic belongs.

The simple search form uses an *accrue* logic when searching. That is, it finds results that contain any or all of the terms which you entered, with priority given to documents that contain all or most of the keywords. The results appear sorted by book title and then by score.

When you search on multiple words, the system displays topics that contain any of the words in the search criteria. However, if you want the search to return topics that contain all of the words in the search criteria, surround the words with quotation marks, for example “Accounts Receivable Features.”

## Performing an Advanced Search

Use the Advanced Search options to expand your search. You can define the type of search to perform and refine your search results. Click the Advanced Search link on the Search tab to access the following Advanced Search options:

- **Full Text**  
Choose this option to perform a full text search. The Search list box displays all of the chapters with text that matches your search criteria, along with the PeopleBook wherein the chapters belong.
- **Chapter Title**  
Choose this option to search for text within chapter titles only. The Search list box displays all of the chapter titles that contain the text that you entered, along with the PeopleBook in which the chapters belong.
- **Search Within Results**  
Choose this option in combination with the Full Text or Chapter Title option to refine your search results.

# Change Management

The EnterpriseOne Change Management system allows you to monitor changes to a job or project through multiple revisions and approval stages. The Change Management system has the following features:

- An approval process that lets you move a change request through a series of approval stages
- The ability to create requotes, which provides an audit trail for multiple quotations and stages of approval outside of the General Accounting and Job Cost systems
- The ability to monitor changes by change request numbers
- The ability to monitor changes by subledger detail
- The ability to create an audit trail in General Ledger for line items in the change request as they are modified and approved
- The ability to calculate the best amount of a change request line item based on its original, quoted, and final amounts
- The ability to manage change requests by attaching related change requests to a planned change order and attaching related planned change orders to a change order
- A document control feature that is shared with the Subcontract Management system
- A search facility that supports a wide range of search criteria, such as job number, ledger type, supplier, account cost code, and cost type
- The ability to commit change requests to Subcontract Management and Contract Billing

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## Change Management Process

The EnterpriseOne Change Management system is a flexible system of interrelated programs that lets you create a change management process to suit your organization. You can set up a very simple process by using only change requests to track changes to the accounts that are affected by changes to a job. Or you can create a more comprehensive process to automatically move change requests through an approval process; send information about changes to other EnterpriseOne systems, such as Subcontract Management and Contract Billing; and track details about changes to a job.

## Creating Change Requests

The change management process begins with change requests. You create change requests to track changes such as those to costs or to accounts charged or credited. When you create a change request, you assign detail status codes to each line item of account distribution information. These detail status codes indicate the line item's current stage in the approval process. As you revise account distribution information for a line item, you can update the status codes to move the change request to the next approval stage. If you set up your detail status codes to refer to account ledgers, you can automatically update ledgers with revised amounts when you update the status of a change request.



## Creating Planned Change Orders and Change Orders

After you create change requests, you can group related change requests by attaching them to planned change orders (PCOs). You can group related PCOs by attaching them to change orders (COs). Grouping change requests and PCOs makes it easier to locate information about related changes.

## Modifying Change Requests

After you create change requests, you might need to modify them.

### Audit Trail

As a job progresses, you might need to modify change requests. The Change Management system lets you set a processing option so that the system creates an audit trail. When you set the Audit Trail processing option, the system writes information to the Account Ledger table (F0911).

### Requotes

You can also track changes by generating requotes. A requote is a version of the change request. When you modify a change request, you can save the modified version as a requote. Then, when you need to view a history of changes, you can view the versions to compare the changes.

### Status Updates

As your job progresses, you change the status of the change requests that are associated with it. The Change Management system lets you create detail status codes that you use to track the approval stage of the change request. You can associate ledger types with detail status codes. When you assign a status code that has a ledger type associated with it to a line item on a change request, you can update the appropriate ledger from the Change Management system. You can update detail status codes individually, or you can use the Global Status Update program to update numerous accounts simultaneously.

### Reviewing Modifications

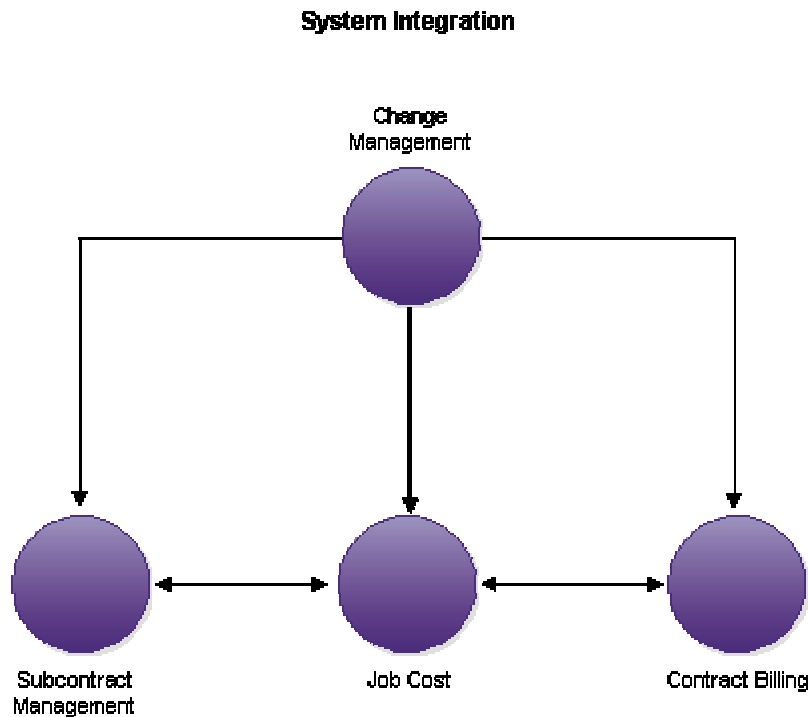
You can review the history of modifications made to a change request by viewing requotes; account ledger history; and by viewing original, quoted, and final amounts for affected accounts. You can also review all of the change requests for a job that have the same cost code, cost type, supplier, or ledger type.

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## System Integration

The Change Management system is a focal point for integrating the Job Cost and Subcontract Management systems. The Change Management system integrates with the Subcontract Management system so that you can send information from a subcontract account on a detail line on a change request to the Subcontract Management system. Similarly, you can send information from a revenue account on a detail line of a change request to the Contract Billing system. Therefore, you only need to enter information about a change request in the Change Management system. Any time after a change request is created, you can enter information about related documents and activities, such as engineering drawings, submittals, and tasks that need to be performed.

The following graphic shows the integration of the Change Management, Job Cost, Subcontract Management, and Contract Billing systems:



When you create a change request, you must provide information about which accounts are affected by each line item in the change request. When you set up detail status codes, you associate some of the detail status codes with the ledgers that are associated with those accounts. When you update a change request's detail status code to a status code that has a ledger associated with it, the Change Management system updates the account balances for the ledger types that are specified. For example, you can define a detail status code that automatically updates the Job Cost budget ledger. Then, when you make a status change to a line item that has that status code assigned to it, the system moves amounts and quantities from the old ledger to the new ledger, thus keeping the ledgers balanced.

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## Coexistence

Coexistence is an environment setup in which PeopleSoftWorld programs and EnterpriseOne applications access the same database. The Change Management system in EnterpriseOne is not coexistent with the Change Management system in PeopleSoftWorld.

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## Tables and Descriptions

The Change Management system uses the following tables:

<b>Change Request Master Table (F5301B)</b>	Stores change request master information, such as: <ul style="list-style-type: none"><li>• Job number</li><li>• Change request number</li><li>• Description</li><li>• Status</li><li>• Planned change order (PCO) number</li></ul>
<b>Change Request Details Table (F5311)</b>	Stores detail information for change requests, such as: <ul style="list-style-type: none"><li>• Detail status code for each cost, revenue, and subcontract account</li><li>• Line number</li><li>• Ledger type</li><li>• Requote number</li><li>• Account cost code</li><li>• Account cost type</li><li>• Original, quoted, final, and best amounts for each account type</li><li>• Subcontract number for subcontract accounts</li><li>• Closed flag</li></ul>
<b>Planned Change Order Master Table (F5314)</b>	Stores information for planned change orders (PCOs), such as: <ul style="list-style-type: none"><li>• Status</li><li>• Closed flag</li><li>• CO number of the change order to which the PCO is attached</li></ul>
<b>Change Order Master Table (F5315)</b>	Stores information regarding a change order, such as: <ul style="list-style-type: none"><li>• Status</li><li>• Closed flag</li></ul>
<b>Business Unit Master (F0006)</b>	Stores job master information, including the job description, job number, job type, company, and category codes.
<b>Account Ledger (F0911)</b>	Stores detail transactions in the general ledger. One record exists per transaction. The Account Ledger table tracks revisions to account balance amounts and quantities by providing a detailed audit trail of transactions.
<b>Purchase Order Detail File (F4311)</b>	Stores master information for subcontract management, including subcontract numbers and vendor addresses.
<b>Change Request Detail Status Update Table (F53101)</b>	Stores the detail status codes that show the ledger that the system updates with the amount type and quantity for cost, revenue, and subcontract accounts.

<b>Log Master (F4303)</b>	Tracks information for contracts, including: <ul style="list-style-type: none"> <li>• Job number</li> <li>• Change request number</li> <li>• Log type</li> <li>• Log number</li> <li>• Status</li> <li>• Dates</li> </ul>
<b>Account Master (F0901)</b>	Stores account definitions, including account numbers and descriptions. One record exists per account. The Account Master table enables the adjustment of the percentage of completion for jobs during profit recognition processing by using the header account that is created when a job master record is created.
<b>Account Balances (F0902)</b>	Stores information about amount and unit ledger types that are used in detail status codes for change requests.
<b>Job-Specific UDCs Master Table (F53005)</b>	Stores by job the user defined code information that is specific to the Change Management system.
<b>Ledger Type Master File (F0025)</b>	Stores rules for specific ledger types, such as: <ul style="list-style-type: none"> <li>• Budget amounts</li> <li>• Budget units</li> <li>• Annual close budget</li> <li>• Summarize and close</li> </ul>
<b>Automatic Accounting Instructions Master (F0012)</b>	Stores the rules that determine how the system creates automatic balancing entries, special interim totals for reports, and general information about the chart of accounts.
<b>User Defined Codes (F0005)</b>	Stores user defined codes and their descriptions.

# Change Request Creation

You use change requests to record and monitor changes to a job as the job progresses. A change request is the lowest level in the change management hierarchy and contains the detailed information that you need to track changes to a job. After you create change requests, you can attach related change requests to the next level in the hierarchy -- the planned change order. Attaching related change requests to a planned change order makes locating specific change requests easier.

## See Also

- ❑ *Change Management Hierarchy Creation* in the *Change Management Guide* for more information about the change management hierarchy

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## Understanding Change Requests

Before you create change requests, you should decide how to organize them and understand the components of change requests.

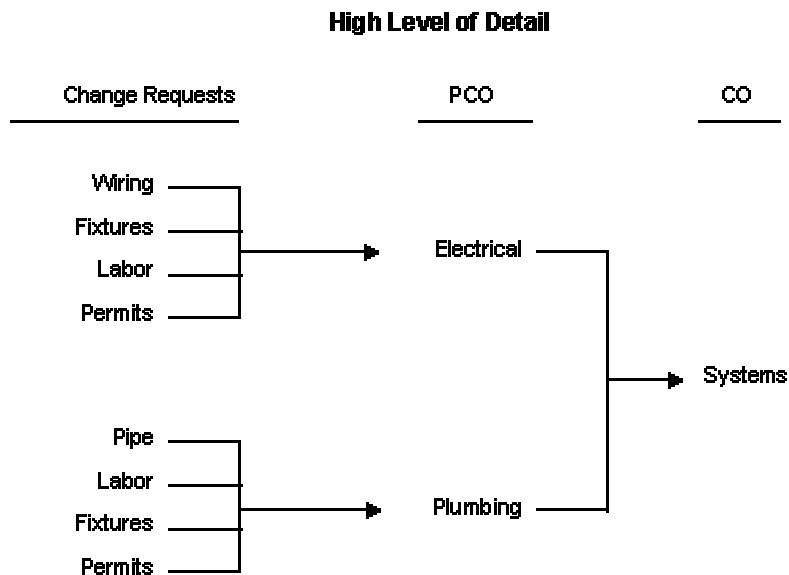
## Organizing Change Requests

Before you create any change requests for a job, you should decide how detailed you want your change request hierarchy to be. You can use a high level or a low level of detail. Whether you decide to use a high level or low level of detail, you can still attach related change requests to planned change orders (PCOs), and related PCOs to change orders (COs) to further organize your change requests.

A large job might have hundreds of changes. You can organize the changes in many ways to suit your needs. For example, you can create hundreds of change requests, each of which has only a few line items, or you can create fewer change requests, each of which has many line items.

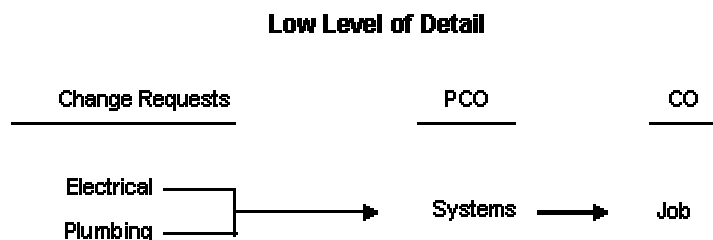
When you create hundreds of change requests, you create a change request hierarchy that has a high level of detail. Each change request in a high-detail level hierarchy is very specific. For example, you might create a change request that contains only line items for electrical wiring changes for the month of May, one that has wiring changes for June, one that has changes to fixtures for May, one with fixture changes for June, and so on. Each change request might have only a few line items, but you will need to keep track of many change requests.

The following graphic shows an example of a hierarchy with a high level of detail:



When you create fewer change requests that each have many line items, you create a low-detail level hierarchy. For example, you might create a change request for all electrical changes. That one change request might contain changes for wiring, fixtures, labor, and permits over the entire course of the job. Such a change request probably has dozens of line items, but you only need to review one change request when you are searching for information or must modify a line item.

The following graphic shows an example of a hierarchy with a low level of detail:



## Using Hierarchy Detail Levels

The decision to use a high level of detail or a low level of detail might depend on the number of jobs or the number of changes that you need to track. Before you decide how to organize your change requests, you should also understand how the Global Status Update program works. Because the Global Status Update program lets you move groups of accounts on a change request through the approval process, how you group your change requests might affect how you use the Global Status Update program.

The following table lists some of the benefits and drawbacks of each level:

<b>High-detail level</b>	<p>Benefits include:</p> <ul style="list-style-type: none"><li>• All line items are very closely related.</li><li>• Since all of the line items are closely related, the Global Status Update program might be easier to use.</li><li>• Planned Change Order reports show totals for all change requests attached to the PCO.</li></ul> <p>Drawbacks include:</p> <ul style="list-style-type: none"><li>• You must review many change requests to find the one with the line items that you need.</li></ul>
<b>Low-detail level</b>	<p>Benefits include:</p> <ul style="list-style-type: none"><li>• Fewer change requests.</li><li>• If all lines and accounts on the change request move through the approval process at the same time, you can save time by using the Global Status Update program to change them to the next status.</li></ul> <p>Drawbacks include:</p> <ul style="list-style-type: none"><li>• Many line items on each change request.</li><li>• Sorting through line items might be difficult.</li><li>• When using the Global Status Update program when accounts on a change request do not move through the approval process as a group, you must be careful not to change detail status codes that you do not want to change.</li></ul>

### See Also

- [Understanding Global Status Updates](#) in the *Change Management Guide* for more information about using the Global Status Update program

## Understanding Change Request Components

A change request always includes the following items:

- A job number to link the change request to a job.
- A description to define the type of change request.
- Account distribution information for each line item to provide details about the accounts that are affected by the change. The account distribution information includes the type of account (cost, revenue, subcontract) and the original, quoted, and final amounts for the account types that are shown. You can enter positive and negative monetary amounts.
- A detail status code to provide the approval stage of the change request.

In addition, a change request can include the following information:

- Subcontract or contract information to link information from the subcontract or revenue account on a detail line on a change request to the appropriate contract in the Subcontract Management or Contract Billing system.
- General information to help identify the change request, such as the originator, the person who requested it, and the responsible manager.

- Information about related documents, such as submittals, transmittals, and engineering drawings.
- Extended text to further explain the change request.

## Understanding Detail Status Codes

You use detail status codes to indicate the approval stage of an account on a change request. Detail status codes are user defined codes that define the following:

- Which ledgers in the Job Cost system to update
- The record type (cost, revenue, or subcontract)
- The amount and quantity type of the line item (original, quoted, final, or best)

Different status codes often represent different stages of the process. For example, you might have codes for accounts that are submitted, rejected, committed to Subcontract Management, and approved. At any time during the approval process, you can update the detail status code manually or by using the Global Status Update program.

When you set up detail status codes in the Change Request Detail Status Update Table (F53101), you associate each of them with an amount type (original, quoted, final, or best) and with a record type (cost, revenue, or subcontract). You also associate ledger types with some of the detail status codes. Associating amount, record, and ledger types with detail status codes lets you use the status codes to specify how the system updates account balance information at various approval stages.

Detail status codes update ledger information only if you associate a ledger type with the status code. When you update an account in a detail line with a detail status code that is associated with a ledger type, the system updates the appropriate ledger. You typically associate a ledger type with a status code that signifies that the detail line item on the change request is approved. When you attach a ledger type to a detail status code, you also specify which amount type (original, quoted, final, or best) that the system uses when updating the associated ledger.

You define detail status codes in the Change Request Detail Status Update Table.

---

### Note

Do not confuse status codes that are defined in the Change Request Detail Status Update Table (F53101) with status codes that are defined in the User Defined Codes table (F0005). Status codes that are defined in the User Defined Codes table provide information for a change request and are informational only. They do not update ledgers.

---

### See Also

- ❑ [Setting Up Change Request Detail Status Codes](#) in the *Change Management Guide* for more information about setting up detail status codes



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# Entering Change Requests

Change requests track changes to a job as it progresses. You can enter a single line item or multiple line items for each change request. Typically, you set up a change request that relates to a specific aspect of the job. For example, if the job is to construct an office building, change request 1 might be for tracking foundation details, change request 2 for framing details, and so on.

Change requests consist of the following:

- General change request information
- Account distribution information for cost, revenue, and subcontract accounts
- Subcontract information that allows you to send the account distribution information to the appropriate contract in the Subcontract Management system
- Revenue information that allows you to send the account distribution information to the appropriate contract in the Contract Billing system
- Detail status codes to track the approval status

After you have entered basic information for your change requests, you can enter additional information, exit to other programs, print reports, create requotes, and update statuses. Use the Form and Row menus from the Change Request Entry form to access these features.

## See Also

See the following topics in the *Change Management Guide* for more information about change requests:

- ❑ *Form Menu Features*
- ❑ *Row Menu Features*
- ❑ [Organizing Change Requests](#) for information about factors that might affect your decisions about grouping change requests

## Form Menu Features

The Form menu on the Change Request Entry form includes the following options:

<b>Account Master Pick</b>	You can choose which accounts are included in a change request through the chart of accounts that are already set up for the job. You can define whether you want the header account or the detail account description displayed for cost, revenue, and subcontract accounts.
<b>Requotes</b>	<p>You can create requotes to track changes that you make to account distribution information. A requote is a version of the detail line. After you create a requote, you can use it to compare changes that are made to the detail line. Choose from the following options:</p> <ul style="list-style-type: none"><li>• <b>Prior Requote.</b> Use this option to view the previous requote.</li><li>• <b>Next Requote.</b> Use this option to view requotes that were created after the original requote.</li><li>• <b>Generate Requote.</b> Use this option to create a new requote.</li></ul>

<b>Copy Amounts</b>	<p>The Copy Amounts option on the Form menu lets you copy amounts and units for all of the line items on a change request for columns that are currently displayed. This option saves time with data entry when you need to update all amounts and units. Choose from the following options:</p> <ul style="list-style-type: none"> <li>• Original to Quote. This option copies the original amount to the quoted amount or unit.</li> <li>• Quoted to Final. This option copies the quoted amount to the final amount or unit.</li> </ul> <p><b>Note</b></p> <p>The Copy Amounts option on the Row menu lets you copy amounts and units for a specific line on a change request.</p>
<b>Global Status</b>	<p>You can globally update the detail status code for cost, revenue, and subcontract accounts for all of the detail line items on a change request. This option saves time with data entry. When you choose Global Status, the system prompts you to specify the codes that you want to change.</p> <p><b>Note</b></p> <p>The Global Status Update program updates only the detail status codes for the columns (cost, revenue, and subcontract) that are displayed.</p>
<b>Create PCO</b>	<p>You can automatically create a planned change order (PCO) and attach an existing change request to it. When you use this option, the system attaches the current change request to a PCO that the system creates. The PCO has the same title as the change request, a PCO status of Submitted, and the current date for the PCO submitted date.</p>
<b>PCO Entry</b>	<p>You can exit directly to the Planned Change Order Entry program (P5314) to view change requests that are attached to PCOs or to create a PCO.</p>
<b>CO Entry</b>	<p>You can exit directly to the Change Order Entry program (P5315) to view PCOs that are attached to COs or to create a new CO.</p>
<b>Log Revisions</b>	<p>You can exit to the Log Master Revisions program (P4303) in the Subcontract Management system. This program tracks and controls money for jobs by vendor and contract. You can set up prerequisites and enter additional data.</p>
<b>Save Columns</b>	<p>You can save a column version for the Change Request Entry program. This option defines which columns the system displays when you access the program. After you save a column version, you can set a processing option to have the system display the saved column version when you access the Change Request Entry program.</p>
<b>Delete Change Request</b>	<p>You can delete a change request if you have not entered detail information for the change request.</p>
<b>Print Summary/Detail</b>	<p>You can print a Change Request Summary or Detail report. A processing option controls whether the report is a summary or detail report, and which version the system uses.</p>
<b>Attachments</b>	<p>You can attach documents, images, and other media to change requests from the Media Objects form.</p>
<b>Fee Calculation</b>	<p>You can use the Change Request Fee Calculation program (P5320) to calculate a total amount that is based on the final cost amounts on a change request. You can enter a percentage or fixed amount for the system to calculate fees, overhead amounts, or both.</p>

## See Also

- ❑ *Attaching Media Objects in the Foundation Guide*

See the following topics in the *Change Management Guide*:

- ❑ *Generating Requotes*
- ❑ *Copying Account Balances*
- ❑ *Understanding Global Status Updates*
- ❑ *Maintaining Subcontract Logs*
- ❑ *Printing Change Management Reports*
- ❑ *Creating a Planned Change Order*
- ❑ *Creating a Change Order*

## Row Menu Features

The Row menu on the Change Request Entry form includes the following options:

<b>G/L Inquiry</b>	You can inquire on a specific account (cost, revenue, or subcontract) in the change request through the Account Ledger Inquiry program (P09200).
<b>Additional Details</b>	<p>You can change some information regarding cost, revenue, or subcontract details in your change request. Data for cost and revenue accounts is informational only.</p> <p>When you choose the Subcontract Details tab, you can search for and complete subcontract information, and submit a subcontract account to the Subcontract Management system. If you create a terms-only change request, you do not need to enter a final amount to commit the change request.</p>
<b>Copy Amounts</b>	<p>You can copy amounts and units for a selected line item on a change request for columns that are currently displayed. Choose from the following options:</p> <ul style="list-style-type: none"><li>• Original to Quoted. This option copies the original amount to the quoted amount or unit.</li><li>• Quoted to Final. This option copies the quoted amount to the final amount or unit.</li></ul> <p><b>Note</b></p> <p>The Copy Amounts option on the Form menu lets you copy amounts and units for all line items on a change request.</p>
<b>Subcontracts</b>	When you choose a row containing a subcontract account that has an associated contract number, you can exit to the Order Header form in the Purchase Orders program (P4310), and view or complete additional subcontract information.
<b>Delete Detail Line</b>	You can delete a detail line item if it was entered in error. You can only delete a detail line item if you have not assigned to it a detail status code that has an associated ledger type, or if it is not closed. You can only delete a detail line item that has a subcontract account if the account has not been committed to the Subcontract Management system.
<b>Attachments</b>	You can attach documents, images, and other media to change requests from the Media Objects form.
<b>Fee Calculation</b>	You can use the Change Request Fee Calculation program (P5320) to calculate a total amount that is based on the final cost amounts on a change request. You can enter a percentage or fixed amount for the system to calculate fees, overhead amounts, or both.

## See Also

- ❑ *Copying Account Balances* in the *Change Management Guide*
- ❑ *Attaching Media Objects* in the *Foundation Guide*
- ❑ *Creating a Job Master Record* in the *Job Cost Guide*
- ❑ *Organizing Change Requests* in the *Change Management Guide*

## Prerequisite

- ❑ Verify that the job exists in the Job Cost system.
- ❑ Verify that detail status codes are set up in the Change Request Detail Status Update Table (F53101). See [Setting Up Change Request Detail Status Codes](#) in the *Change Management Guide* to review the codes.

# Entering Basic Change Request Information

When you create a change request, you can enter one line item or multiple line items. Each line item can have any combination of cost, revenue, and subcontract accounts.

Information in the header area -- such as the header status, priority, dates, and job-specific user defined codes -- of a change request is shared. When you create change requests, assume that all of the line items share the header information.

Information in the detail area -- such as the cost, revenue, and subcontract accounts that are affected by the change -- of a change request can be different for each line item.

## Technical Considerations

### Ledger types

If you use a detail status code that has a ledger type attached to it, the system copies information into the Account Ledger table (F0911) as follows:

- The description of the general information for the change request is copied into the Alpha Explanation field (EXA).
- The description of the account distribution information for the change request is copied into the Remark Explanation field (EXR).
- The change request number is copied into the second reference field (R2).

### Subcontract commitment

Once you commit a subcontract in final mode, several subcontract fields are disabled to prevent editing.

## ► To enter basic change request information

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*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Add:
  - Job Number

2. On Change Request Entry, complete the following fields on the Header tab:
  - Change Request
  - Description
  - Status Code
  - Owner Change Req
  - Type
  - Priority Code
3. To display the appropriate columns for the type of account (cost, revenue, or subcontract) for which you are entering a change request, click the Display tab and choose the option for the type of columns that you want to work with. You can enter information only for the columns that are shown.
  - To display columns for cost accounts, choose Cost Column.
  - To display columns for revenue accounts, choose Revenue Column.
  - To display columns for subcontract accounts, choose Subcontract Column.
  - To display columns for cost and revenue accounts, choose Cost, Revenue Columns.
  - To display columns for cost and subcontract accounts, choose Cost, Subcontract Columns.
  - To display columns for revenue and subcontract accounts, choose Revenue, Subcontract Columns.
  - To display all columns, choose All Columns.
4. To save the selected columns as a column version that you can specify in a processing option, choose Save Columns from the Form menu.
5. On Change Management Column Version, complete the following field and click OK:
  - Column Version
6. Choose the columns that you want before entering additional data for the change request. You can choose accounts only for the columns that are shown.
7. Choose Acct Master Pick from the Form menu.
8. On G/L Account Search, click Find.

In the detail area of the form, the system shows the chart of accounts that is set up for the job.

---

**Note**

You can specify default status codes for the header and detail in the processing options.

---

9. Choose the accounts that you want to include in the change request, and then choose an option from the Row menu.

---

**Note**

You can only choose an option that applies to the types of columns that are on the Change Request Entry form. For example, you can only choose Cost Detail if cost columns are shown, and you can only choose All Detail if all of the column types are shown. The options are:

- To include the header information for a cost account, choose Cost, and then Cost Header. To include the detail information for a cost account, choose Cost, and then Cost Detail.
  - To include the header information for a revenue account, choose Revenue, and then Revenue Header. To include the detail information for a revenue account, choose Revenue, and then Revenue Detail.
  - To include the header information for a subcontract account, choose Subcontract, and then Subcontract Header. To include the detail information for a subcontract account, choose Subcontract, and then Subcontract Detail.
  - To include the header information for all accounts, choose All Accounts, and then All Header. To include the detail information for all accounts, choose All Accounts, and then All Detail.
- 

The system completes the appropriate account number fields on the detail lines of the Change Request Entry form.

10. Click the Additional Selections tab and complete the following optional fields:

- Remark
- Reference 1
- Reference 2
- Reference 3

11. Click the Addresses/Dates tab and complete the following optional fields:

- Originator
- Requested By
- Approval Date
- Planned Start
- Planned Finish
- User Defined Date #1
- User Defined Date #2
- User Defined Date #3

12. Click the Category Codes tab, complete the following optional fields, and then click OK:

- Initiated By
- Area
- Category Code 3
- Category Code 4
- Category Code 5
- UDC Code One
- UDC Code Two
- UDC Code Three
- UDC Code Four
- UDC Code Five

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**Note**

Category Code - Change Orders fields 6 through 10 are job-specific user defined codes.

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## Related Tasks

<b>Changing account numbers</b>	You can change an account number for a line item only if no detail status code with a ledger type attached to it has been assigned to the account in the line item.
<b>Deleting line item information</b>	You can delete all line item information for a change request only if no ledger types are attached to any detail status codes in any line items, if the change request is not closed, and if a subcontract or revenue account on the detail line item has not been committed.
<b>Deleting change requests</b>	<p>You can delete a change request only if you have not entered information for the change request in any of the following tables:</p> <ul style="list-style-type: none"><li>• Account Balances (F0902)</li><li>• Account Ledger (F0911)</li><li>• Change Request Details Table (F5311)</li><li>• Planned Change Order Master Table (F5314)</li><li>• Log Master (F4303)</li></ul>

## Entering Account Distribution Information

You can enter any combination of the following categories of account distribution information for each line item that you create in a change request:

- Cost or budget information that is associated with your company
- Revenue information that is associated with the owner
- Subcontract information that is associated with suppliers

You must enter a detail status code for each type of account (cost, revenue, or subcontract) for each line item. If the detail status code has a ledger type assigned to it, the status code causes the system to update the account balance for that ledger. You set up different status codes for each account type so that you can use the same account number for cost, revenue, and subcontract accounts; and cause the system to update different ledgers for the accounts.

You can enter account distribution information in either of the following ways:

- Enter multiple accounts. When you enter multiple accounts, the system creates a separate line item for each account that you choose from the G/L Account Search form. The system also supplies the description and unit of measure that are associated with the account. The system adds the line items, starting with the first blank line on the Change Request Entry form.
- Enter accounts to line items one at a time. This option is useful when you want to add accounts after the line items have been created. For example, if you access a line item that has only a cost account, you can manually add the information for a revenue account to the line.

Account distribution information is stored in the Change Request Master Table (F5301B) and the Change Request Details Table (F5311).

### See Also

- ❑ *Understanding Detail Status Codes in the Change Management Guide*

### ► To enter cost account information

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose the request for which you want to enter cost account information and click Select.
3. On Change Request Entry, complete any of the following fields in the detail area and click OK:

---

#### Note

If the Change Request Entry form does not display the cost fields, click the Display tab and choose an option that includes cost accounts. In addition, if you selected accounts by using the Acct Master Pick option on the Form menu, the system completes the Cost Account Number, Cost UM, Cost Description, and Cost G/L Date fields.

If you set the processing options to require account numbers and dates, you must enter account numbers before you can enter amounts and detail status codes.

---

- Cost Sts
- Cost LT
- Cost Original
- Cost Quoted
- Cost Final
- Cost PT



- Cost Original Unit Rate
- Cost Quoted Unit Rate
- Cost Final Unit Rate
- Cost UM
- Cost Original Quantity
- Cost Quoted Quantity
- Cost Final Quantity
- Cost Account Number
- Cost Description
- Cost Subledger
- Cost SubType
- Cost G/L Date
- Cost Best to Zero

---

► **To enter revenue account information**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following fields and click Find:
  - Job Number
  - Skip to Change Request
2. Choose the request for which you want to enter revenue account information and click Select.
3. On Change Request Entry, complete any of the following fields in the detail area and click OK:

---

**Note**

If the Change Request Entry form does not display the revenue fields, click the Display tab and choose an option that includes revenue accounts. If you selected accounts by using the Acct Master Pick option on the Form menu, the system completes the Revenue Account Number, Revenue UM, Revenue Description, and Revenue G/L Date fields.

---

- Rev Sts
- Revenue LT
- Revenue Original
- Revenue Quoted
- Revenue Final
- Rev TO

If you create a terms-only change request (Rev TO = Y), you do not need to enter a final amount to commit the change request.

- Rev PT
- Revenue Original Unit Rate
- Revenue Quoted Unit Rate
- Revenue Final Unit Rate
- Revenue UM
- Revenue Original Quantity
- Revenue Quoted Quantity
- Revenue Final Quantity
- Revenue Cost Account Number
- Revenue Cost Description
- Revenue Subledger
- Revenue SubType
- Rev Best to Zero
- Contract Number
- Contract Type
- Contract Company
- Contract Change Order
- Owner Number
- Contract Commit Flag
- Date Contract Pushed

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► **To enter subcontract account information**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following fields and click Find:
  - Job Number
  - Skip to Change Request
2. Choose the request for which you want to enter subcontract information and click Select.
3. On Change Request Entry, complete any of the following fields and click OK:

---

**Note**

If the Change Request Entry form does not display the subcontract fields, click the Display tab and select an option that includes subcontract accounts. If you selected accounts by using the Acct Master Pick option on the Form menu, the system completes the Subcontract Account Number, Subcontract UM, and Subcontract Description fields.

---

- Sub Sts
- Subcontract LT
- Subcontract Original
- Subcontract Quoted
- Subcontract Final
- Sub TO
- Sub PT
- Subcontract Original Unit Rate
- Subcontract Quoted Unit Rate
- Subcontract Final Unit Rate
- Subcontract UM
- Subcontract Original Quantity
- Subcontract Quoted Quantity
- Subcontract Final Quantity
- Subcontract Account Number
- Subcontract Description
- Subcontract Subledger
- Subcontract SubType
- Sub G/L Date
- Sub Best to Zero
- Subcontract Contract No
- Subcontract Contract Type
- Subcontract Order Suffix
- Subcontract Company
- Subcontract Line No
- Supplier Number
- Subcontract Commit Flag
- Date Subcontract Pushed

► **To enter general detail line information**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following fields and click Find:

- Job Number
- Skip to Change Request

2. Choose the request for which you want to enter general detail line information and click Select.
3. On Change Request Entry, complete any of the following fields in the detail area, and click OK:
  - Required Days
  - Extended Days
  - Quote Due Date
  - Quote Receive Date
  - Chg.Req. Detail Closed

## Copying Account Balances

You can copy account balances from one amount or unit type (original or quoted) to another when entering or updating detail line items on change requests. For example, after you enter an amount in the Cost Original field, you can copy the amount to the Cost Quoted field and can copy the amount in the Cost Quoted field to the Cost Final field. Copying amounts and units saves data input time and assures that you do not transpose amounts.

When you use the Copy Amounts option on the Form menu, you copy amounts and units for all of the account types and for all of the lines on the change request. For example, suppose that a change request has:

- Two detail lines with cost accounts
- Two lines with revenue accounts
- Two lines with both subcontract and revenue accounts

When you use the Copy Amounts, Original to Quote option from the Form menu, the system copies the amount or units in the Original field to the Quoted field for all six detail lines. Any existing amount in the Quoted field is overwritten with the new amount.

When you use the Copy Amounts option on the Row menu, you copy amounts and units for all of the account types on the line that you select. The system overwrites any existing amounts and units.

---

### Note

The system copies amounts and units only for the account types with columns that are shown in the detail area. For example, if you display only cost and revenue columns, the system copies amounts for those accounts, but it does not copy amounts for subcontract accounts.

---

---

### ► To copy account balances

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following fields and click Find:
  - Job Number
  - Skip to Change Request

2. Choose a record and click Select.
3. On Change Request Entry, click the Display tab and choose the column types with accounts that you want to copy.
4. Choose one of the following actions:
  - To copy all account types on all lines, choose Copy Amounts from the Form menu, and then choose either Original to Quote or Quoted to Final.
  - To copy all account types on a specific line, choose the line with which you want to work. From the Row menu, choose Copy Amounts, and then choose either Original to Quoted or Quoted to Final.

## **Processing Options for Change Request Entry (P5310)**

### **Edit Tab**

Use this processing option to specify system requirements for account numbers and dates. You can use the Acct Master Pick option on the Form menu to list and choose valid account numbers for the job. The system also completes the G/L date when you use Acct Master Pick. Alternatively, you can use the Search button in the cost, revenue, and subcontract Account Number fields to select an account number; or you can manually enter the account number. When you choose an account number or manually enter one, the system completes the G/L Date field if you do not enter a date.

---

#### **1. Account Numbers and Dates**

Use this processing option to specify whether the system always requires master account numbers and G/L dates. Valid values are:

Blank

Require account numbers and dates only if the detail status code for the account is attached to a ledger type.

1

Always require account numbers and dates.

---

### **Audit Tab**

Use this processing option to specify how the system creates audit trail records for modifications to change requests. You can specify that the system create new records for each period that replace existing records, create new records in addition to existing records, or does not create any records. This option applies only to change requests that are updated from the Change Request Entry program.

---

#### **1. Audit Trail - F0911**

Use this processing option to specify how the system creates audit trail records in the Account Ledger table (F0911). Valid values are:

Blank

---

Create audit trail records per period change. The system determines whether an account ledger record that has the G/L date of the period end exists. If a record exists, the system updates the record with the new information. If a record does not exist, the system creates a record.

1

Create multiple audit trail records. The system creates new records without determining if other account ledger records exist.

2

Do not create audit trail records.

---

## **Default Tab**

Use these processing options to specify default values for the Owner Change Required field, the G/L date, subledgers and subledger types, change request total calculations, automatic PCO numbers, and column versions. You can override the default values on the Change Request Entry form.

---

### **1. Owner Change Required**

Use this processing option to specify the default value for the Owner Change Required field. If you leave this option blank, the system uses a default value of N.

### **2. G/L Date**

Use this processing option to specify the default value for the G/L date. Valid values are:

Blank

Use the date from the Company Fiscal Date Patterns.

1

Use the current system date.

### **3. Subledger and Subledger Type**

Use this processing option to specify the default value for the subledger and the subledger type. Valid values are:

Blank

Do not enter a value in the Subledger or Subledger Type field.

1

Enter the change request number in the Subledger field and enter J in the Subledger Type field.

### **4. Cost, Revenue, Subcontract Totals**

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Use this processing option to specify how the system calculates change request totals.  
Valid values are:

1

Use original amounts to calculate change request totals.

2

Use quoted amounts to calculate change request totals.

3

Use final amounts to calculate change request totals.

4

Use best amounts to calculate change request totals.

If you leave this option blank, the system uses best amounts to calculate change request totals. The system calculates the best amount based on which of the following combinations of original, quoted, and final amounts you enter for an account type on the Change Request Entry form:

- o If you enter a final amount alone or in any combination with other amounts, the system uses the final amount as the best amount

- o If you enter a quoted and an original amount, but do not enter a final amount, the system uses the quoted amount as the best amount

- o If you enter only an original amount, they system uses the original amount as the best amount

## **5. Create PCO Number**

Use this processing option to specify the number that the system uses as the planned change order (PCO) number when you create a new planned change order. Valid values are:

Blank

Use the change request number as the PCO number. The system uses the number of the first change request that you attach to the planned change request.

1

Use the next available number as the PCO number.

## **6. Column Version**

Use this processing option to specify the column version that the system uses when you access the Change Request Entry form. If you specify a version, the system retrieves the selected user columns. If you leave this processing option blank, the system displays all columns.

You create column versions to use in the Change Request Entry program by using the Save Columns option on the Form menu.

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Note: You can look up the existing column names for Change Management by using the Column Versions - User Overrides option on the Change Management System Setup menu. Inquire with Application equal to the Change Request Entry program (P5310) to find the column versions for the Change Request Entry program.

### **7. Restrict Column Version**

Use this processing option to specify whether to restrict changes and additions to column versions. Valid values are:

Blank

Restrict changes and additions to column versions.

1

Allow changes and additions to column versions.

### **8. Default Cost Status Code**

Use this processing option to specify the default status code for a cost account. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

### **9. Default Revenue Status Code**

Use this processing option to specify the detail status code for a revenue account. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

### **10. Default Subcontract Status Code**

Use this processing option to specify the detail status code for a subcontract account. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

### **11. Default Header Status Code**

Use this processing option to specify the default status code to be assigned to a Change Request (CR). Confirm that the code you enter has been set up in UDC 53/ST (Change Request Header Status).

---

## **Amounts Tab**

Use these processing options to specify the following:

- How the system updates cost and revenue amounts from subcontract amounts
- Whether the system displays a warning message when cost or revenue amounts do not equal subcontract amounts



---

## **1. Revenue amounts updated from**

Use this processing option to specify how the system updates revenue amounts from subcontract amounts. When you select option 1, 2, or 3, you cannot complete the revenue fields affected by the options. The system completes the revenue amount and detail status code fields for you. For example, if you choose option 1, the system makes the revenue amount fields uneditable and completes those fields with the amounts you enter in the corresponding subcontract account fields. The system also uses the detail status code you enter for the subcontract account for the revenue detail status code. Valid values are:

Blank

The system does not update revenue amounts.

1

Revenue amounts equal all subcontract amounts. The system writes the subcontract original, quoted, and final amounts for an account to the original, quoted and final amount fields for the corresponding revenue account.

2

Revenue original amount equals subcontract best amount. The system calculates the best amount for the subcontract account and writes it to the Revenue Original field for the corresponding revenue account. If the best amount changes after the system writes to the Revenue Original field, the system updates the field to indicate the current best amount.

3

Revenue amounts equal subcontract amounts plus cost amounts. The system adds the amounts for each type of quantity amount for the subcontract and cost accounts and writes them to the original, quoted, and final amount fields for the corresponding revenue account. For example, if you complete the Cost Original and Subcontract Original fields for a detail line, the system completes the Revenue Original field with the total of the Cost Original and Subcontract Original fields.

## **2. Display when Revenue and**

Use this processing option to specify whether the system displays a message when revenue and subcontract amounts are unequal. Valid values are:

Blank

Do not display message.

1

Display message.

## **3. Cost amounts updated from Subcontract amounts**

---

Use this processing option to specify how the system updates cost amounts from subcontract amounts. When you select option 1 or 2, you cannot complete the cost fields affected by the options. The system completes the cost amount and detail status code fields for you. For example, if you choose option 1, the system makes the cost amount fields uneditable and completes those fields with the amounts that you enter in the corresponding subcontract account fields.

The system also uses the detail status code that you enter for the subcontract account for the cost detail status code. Valid values are:

Blank

The system does not update cost amounts.

1

Cost amounts equal all subcontract amounts. The system writes the subcontract original, quoted, and final amounts for an account to the original, quoted, and final amount fields for the corresponding cost account.

2

Cost original amount equals subcontract best amount. The system calculates the best amount for the subcontract account and writes it to the Cost Original field for the corresponding cost account.

If the best amount changes after the system writes to the Cost Original field, the system updates the field to indicate the current best amount.

#### **4. Display when Cost and Subcontract**

Use this processing option to specify whether the system displays a message when cost and subcontract amounts are unequal. Valid values are:

Blank

Do not display message.

1

Display message.

---

### **Contract Tab**

Use this processing option to specify whether the system returns a contract number for a revenue or subcontract line item. The system returns a contract number according to this processing option when you use the Acct Master Pick option on the Form menu.

---

### **1. Return Contract Number**

Use this processing option to specify whether the system returns a contract number from the Account Master Pick program for a revenue or subcontract line item. A job number match returns a contract for a revenue line item record. A short account number match returns a contract for a subcontract line item record. Valid values are:

Blank

Do not return a contract number.

1

Return the subcontract number.

2

Return the billing contract number.

3

Return the subcontract and the billing contract numbers.

---

## **Contract Commit Tab**

Use these processing options to specify how the system commits a contract on a detail line on a change request to the Contract Billing system.

---

### **1. Process Mode**

Use this processing option to specify whether the system runs the Contract Commit program in proof or final mode. You should run the program in proof mode before you run it in final mode so that you can view the report that the system generates. After you review the report and make any necessary changes, run the program in final mode. When you run the program in final mode, the system updates the appropriate tables and generates a report. Valid values are:

0

Run the program in proof mode.

1

Run the program in final mode.

### **2. Change Request Status Code for Revenue**

Use this processing option to specify the detail status code that the system assigns to a contract account in a detail line when you commit the line item to the Contract Billing System. Verify that the status code has been set up in the Change Request Detail Status Code Update program (P53101).

## Subcontract Commit Tab

Use these processing options to specify how the system commits a subcontract account on a detail line on a change request to the Subcontract Management system.

---

### 1. Process Mode

Use this processing option to specify whether the system runs the Subcontract Commit program in proof or final mode. You should run the program in proof mode before you run it in final mode so that you can view the report that the system generates. After you review the report and make any needed changes, you can run the program in final mode. When you run the program in final mode, the system updates the appropriate tables and generates a report. Valid values are:

Blank

Run the program in proof mode.

1

Run the program in final mode.

### 2. Subcontract Change Order Number Option:

Use this processing option to specify the subcontract change order number that the system assigns to the subcontract account in a detail line on a change request. The subcontract change order number is the number assigned to a change order that was created in the Subcontract Management system. Valid values are:

Blank

Use the number from the existing subcontract change order.

1

Use the value that you specify in the Subcontract Change Order Number processing option.

Note: You can only use the number from the existing subcontract change order if no payments have been made for the subcontract. If payments have been made and you do not specify a value in the Subcontract Change Order Number processing option, the system uses the next available number.

### 3. Subcontract Detail Line Item

Use this processing option to specify how the system updates the Purchase Order Detail table (F4311) when you commit a subcontract account in a detail line to the Subcontract Management system. Valid values are:

Blank

Create a new line item for a subcontract for the Purchase Order Detail table.

1

---

Update an existing line item for a subcontract for the Purchase Order Detail table. The amount committed replaces the current amount for that line item if no payments have been made.

#### **4. G/L Account**

Use this processing option to specify the G/L account to be used when the system commits a subcontract account in a detail line to the Subcontract Management system. Valid values are:

Blank

Use the existing account.

1

Use the account specified in the AAIs for Change Management.

#### **5. Subcontract Status**

Use this processing option to specify the detail status code that the system assigns to a subcontract account in a detail line when you commit the line item to the Subcontract Management system. Verify that the status code has been set up in the Change Request Detail Status Code Update program (P53101).

#### **6. Log Revisions: Log Type**

Use this processing option to specify the log type that the system assigns to a log.

#### **7. Log Master (P4305) Version**

Use this processing option to specify the version for the Logs Entry (P4305) program.

#### **8. Log Revisions: Pay Effect**

Use this processing option to specify the pay effect code that the system assigns to a log when the system creates a log. Valid codes are:

Y

Issue warning message.

N

Do not issue warning message.

#### **9. Subcontract/PO Entry (P4310)**

Use this processing option to specify the version that the system uses when it commits a subcontract account. The commit process uses server XT4311Z1, which uses the version you choose for P4310.

Before you specify a version, review the version's processing options to ensure that the version meets your requirements. If you leave this option blank, the systems uses version ZJDE0015.

#### **10. Terms Only Line Type**

---

A code that control how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Codes include the following:

S

Stock item

J

Job Cost

N

Nonstock item

F

Freight

T

Text information

M

Miscellaneous charges and credits

W

Work order

---

## **Versions Tab**

Use these processing options to specify the version that the system uses for applications and reports when you access the Planned Change Order Entry and Change Order Entry programs from the Change Request Entry program. In addition, you can specify the version for the Change Request Summary Report, and specify whether to run the report in summary or detail mode. If you do not specify a version for these options, the system uses version ZJDE0001 for applications and version XJDE0001 for reports. If you do not specify otherwise, the system produces a detail report.

---

### **1. Planned Change Order Entry (P5314)**

Use this processing option to specify the version that the system uses for change request reports when you access the Planned Change Order Entry program.

Before you specify a version, review the version's processing options to ensure that the version meets your needs. The default version is ZJDE0001.

### **2. Change Order Entry (P5315)**

---

---

Use this processing option to specify the version that the system uses when you access the Change Order Entry program. Before you specify a version, review the version's processing options to ensure that the version meets your needs. The default version is ZJDE0001.

### **3. Change Request Summary/Detail Report (R534011, R53411)**

Use this processing option to specify whether the system generates the Change Request report as a detail or summary report. Valid values are:

Blank

Print a detail report.

1

Print a summary report.

#### **Version**

Use this processing option to specify the version that the system uses when you access the Change Request Summary/Detail Report (R534011/R53411).

Before you specify a version, review the version's processing options to ensure that the version meets your needs. If you leave this option blank, the system uses version XJDE0001.

---

## **Entering Change Request Fee Calculations**

After you enter cost information on a change request, you can perform a fee calculation to update revenue amounts. The Change Request Fee Calculation program (P5320) calculates a total amount (quotation total) that is based on the final cost amounts on a change request. Based on the quotation total amount, you can enter a percentage or fixed amount for the system to calculate fees, overhead amounts, or both.

This program updates information in the Change Request Entry program (P5310) with the total amounts, associated account numbers, and status codes. Each total amount is a separate detail line on the Change Request Entry form.

The Change Request Fee Calculation program creates new revenue detail lines for:

- Total of the final cost amounts
- Fee amount
- Overhead amount

If you revise the amounts, the system updates the existing lines that were created the first time that the amounts were entered. Once you enter amounts, you cannot change the account number.

You can also use this program to create fee calculation amounts for each request.

► **To enter change request fee calculations**

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose Fee Calculation from the Form menu.

The screenshot shows the PeopleSoft 'Change Request Entry - fee calculation' form. At the top, the PeopleSoft logo is visible. Below it, the title 'Change Request Entry - fee calculation' is displayed. A toolbar with 'OK', 'Cancel', and 'Tools' icons is present. The main form area is divided into several sections. The first section contains 'Job Number' (1620) and 'Change Request' (4). Below this is the 'Quotation Cost Subtotal' section, which includes 'Account Number', 'Status' (Q), and a 'Total' field showing 14,500.00. The next section is 'Fee', which includes 'Account Number', 'Status' (Q), 'Fee %', 'Fixed Fee', and 'Total'. The final section is 'OverHead', which includes 'Account Number', 'Status' (Q), 'Overhead %', 'Fixed Fee', and 'Total'.

4. On Fee Calculation, complete the following fields:
  - Job Number
  - Change Request
5. In the Quotation Cost Subtotal area, complete the following fields:
  - Account Number
  - Status
  - Total
6. In the Fee area, complete the following optional fields:
  - Account Number
  - Status
  - Fee %



7. In the OverHead area, complete the following optional fields:

- Account Number
- Status
- Overhead %

8. Click OK.

### **Processing Options for Change Request Fee Calculation (P5320)**

---

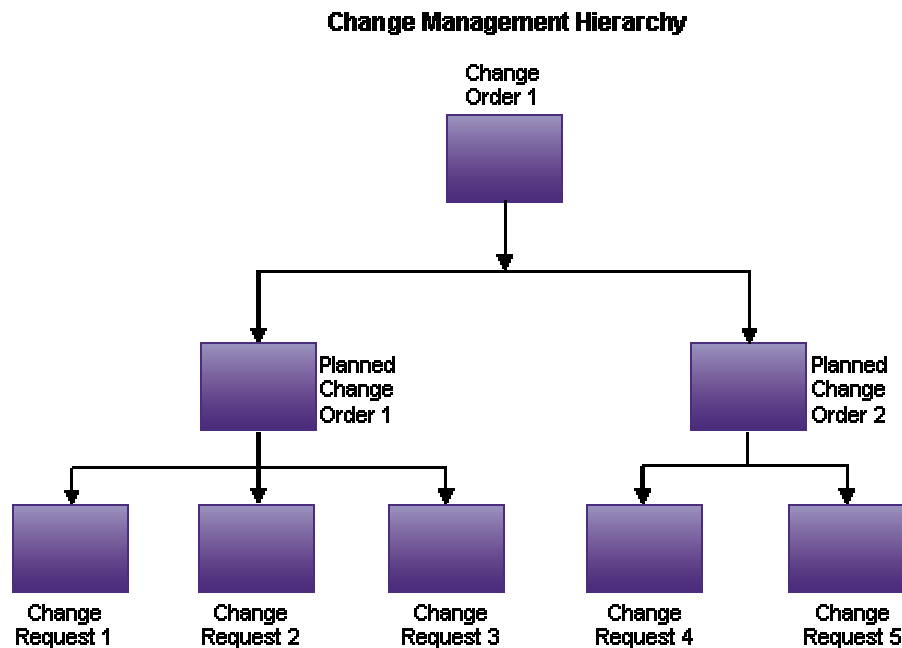
Default

1. Status Code

---

# Change Management Hierarchy Creation

If you create many change requests for a job, you might find that keeping track of the change requests or locating information about the changes takes a considerable amount of time. You can make tracking and locating information easier if you attach related change requests to a planned change order (PCO) and attach related PCOs to change orders (COs). When you attach related change requests to PCOs and attach related PCOs to COs, you create a change management hierarchy.



Locating information is easier when you begin your search at a higher level of the hierarchy because you can search through groups of change requests that are related. For example, if you are tracking changes to a job that consists of constructing a new office building, you might attach all change requests for electrical work to one PCO and attach all change requests for plumbing work to a different PCO. Then, if you need to find information about an electrical contractor, you do not have to search all of the change requests. You know that all of the changes that are related to electrical work are attached to the PCO for electrical work, so you can open that PCO and review only those change requests.

A change management hierarchy also makes tracking monetary amounts for related change requests easier. PCOs show total amounts for the change requests that are attached to them, and COs show total amounts for the PCOs that are attached to them.

## See Also

- ❑ *Organizing Change Requests* in the *Change Management Guide* for information about grouping change requests

---

## Understanding Status Codes for Planned Change Orders

You can create a planned change order (PCO) by accessing the Planned Change Order Entry program (P5314) or by using the Create PCO option on the Form menu on the Change Request Entry form.

When you create a PCO from Planned Change Order Entry program, you must assign to the PCO a status code other than the status code that indicates that the PCO is approved. You can only assign a status code that indicates that the PCO is approved when you modify the PCO.

When you create a PCO from the Change Request Entry form, the system automatically assigns to the new PCO the status code that indicates that the PCO is submitted.

You define the status code that means that the PCO is approved in Planned Change Order Status Setup. You then specify in a processing option that the system use that status code for approvals.

---

### Note

After you update a PCO to the approved status, the only change you can make to the PCO is to close it. You cannot attach additional change requests or change any header information.

---

### See Also

- ❑ [Setting Up User Defined Codes for Change Management](#) in the *Change Management Guide* for information about setting up status codes for planned change orders

---

## Working with Planned Change Orders

A planned change order (PCO) is a grouping of change requests that enables you to track change requests for a job. You create PCOs so that you can attach related change requests to them to make tracking and locating information easier. Attaching related change requests to a PCO also allows you to approve related change requests simultaneously instead of individually accessing the change requests to approve line items on them.

When you create a PCO, you can immediately attach related change requests to it, or you can attach change requests at a later time.

To delete a change request from a PCO, choose a change request on the Planned Change Order Entry form, and then choose Remove Change Req. from the Row menu. You can delete a change request from a PCO only if the PCO has not been approved or closed.

# Creating a Planned Change Order

You can create a planned change order (PCO) and then attach related change requests to it. Attaching change requests to a PCO allows you to:

- Easily locate information about the changes
- Track amount totals for the change requests
- Use a global update to move the attached change requests through your approval process

## ► To create a planned change order

*From the Change Management Setup menu (G5311), choose Planned Change Order Entry.*

1. On Work With Planned Change Orders, complete the following field and click Add:

- Job Number

2. On Planned Change Order Entry, complete the following fields:

- Planned Change Order

If you leave the Planned Change Order field blank, the system assigns a number.

- PCO Status Code
- Header Description

PeopleSoft. Sign Out

**Planned Change Order Entry - Planned Change Order Entry** ? H

OK Find Cancel Form Row Tools

Job Number  Birmingham Steel - Memphis Change Order

Planned Change Order  Foundation ☐ Closed Last PCO No.

PCO Status Code  Submitted Required/Extended Days

Requested By  Escalante, George Submitted Date

Resp Manager

Approved Date

FINAL AMOUNTS Cost  Revenue  Subcontract

QUOTED AMOUNTS Cost  Revenue  Subcontract

**Records 1 - 4** Customize Grid

	Change Request	Req. No.	Header Description	Status Code	Owner Change	Type	Priority Code	Required Days	Extend Days	Cost Original Total	Cost Quoted
<input type="checkbox"/>		1	Foundation Materials	3	Y	I	M			15,000.00	
<input type="checkbox"/>		2	Foundation Labor	A	Y	S	M			5,000.00	
<input type="checkbox"/>		3	Foundation Equipment	A	Y	I	M			7,000.00	

3. Complete the following optional fields and click OK:

- Requested By
- Required/Extended Days
- Submitted Date
- Approved Date

## Attaching Change Requests to a Planned Change Order

After you enter basic information for a planned change order (PCO), you can attach change requests to it. You can add any number of change requests to a PCO. Since all account types on change requests move through the approval process at the same time when you use the global update function, you should carefully consider which change requests you attach to each PCO.

### See Also

See the following topics in the *Change Management Guide*:

- ❑ *Organizing Change Requests*
- ❑ [Creating a Planned Change Order](#)

### Attaching Existing Change Requests

You can attach existing change requests to a PCO when you create the PCO or at a later time. To attach a change request to a PCO, it must have the same job number as the PCO.

#### ► To attach existing change requests

---

*From the Change Management Setup menu (G5311), choose Planned Change Order Entry.*

1. On Work With Planned Change Orders, complete the following field and click Find:
  - Job Number
2. Choose the PCO to which you want to attach a change request and click Select.
3. On Planned Change Order Entry, choose Select Change Req. from the Form menu.
4. On Change Request Search, click Find.
5. Choose the change request that you want to attach to the PCO and click Select.
6. On Planned Change Order Entry, click OK.

### Creating and Attaching New Change Requests

You can create a change request and attach it to a PCO without having to first open the Change Request Entry program.

## ► To create and attach new change requests

---

*From the Change Management Setup menu (G5311), choose Planned Change Order Entry.*

1. On Work With Planned Change Orders, complete the following field and click Find:
  - Job Number
2. Choose the PCO to which you want to attach a change request and click Select.
3. On Planned Change Order Entry, choose an empty row in the detail area.
4. From the Row menu, choose Change Req. Entry.
5. On Change Request Entry, choose the master accounts that you want to appear on the change request, complete the fields as needed, and then click OK.

The Change Request Entry form closes and you return to the Planned Change Order Entry form.

6. On Planned Change Order Entry, choose Select Change Req. from the Form menu.
7. On Change Request Search, complete the following field in the QBE row with the number of the change request that you created:

- Change Request

8. Choose the change request and click Select.

The system adds the change request to the PCO.

### See Also

See the following topics in the *Change Management Guide* for more information about creating change requests:

- ❑ *Entering Basic Change Request Information*
- ❑ *Entering Account Distribution Information*

## Deleting a Planned Change Order

You can delete a planned change order (PCO) at any status. If you delete a PCO, the PCO number is removed from any attached change requests.

If you delete a PCO that is approved, the following events occur:

- Detail status codes are updated in attached change requests to the values that you specify in either the Windows/Messages-Copy, Unequal, Change, Status program (P53WIN) or in the processing options for Planned Change Order Entry (P5314).
- Any journal entries that were created during the approval process are reversed by the system and recorded to the ledger type that you specify in the Windows/Messages-Copy, Unequal, Change, Status program or in the processing options for Planned Change Order Entry.

# Processing Options for Planned Change Order Entry (P5314)

## Defaults Tab

Use these processing options to specify how the system generates the number for a new change order and to specify whether to create an audit trail.

The status code indicates whether the planned change order is approved and prompts the system to display the Global Status Update form.

The detail status codes change cost, revenue, and subcontract accounts when you run the Global Status Update program.

---

### 1. Create CO Number

Use this processing option to specify the number the system assigns to a new change order (CO) when you create the change order. This processing option affects only COs that you create when you create a new CO from the Planned Change Order Entry (P5314) program. Valid values are:

Blank

Use the PCO number. The system uses the number of the first PCO that you attach to the CO as the CO number.

1

Use the next available number.

### 2. Audit Trail - F0911

Use this processing option to specify how the system creates audit trail records in the Account Ledger table (F0911). This processing option affects changes to account ledgers only when you update the ledgers when you execute a global status update from the Planned Change Order Entry program. Valid values are:

Blank

Create audit trail records per period change. The system determines if an account ledger record that has the G/L date of the period end exists. If a record exists, the system updates the record with the new information. If a record does not exist, the system creates a record.

1

Create multiple audit trail records. The system creates new records without determining if other account ledger records exist.

2

Do not create audit trail records.

### 3. Default PCO Status Code

Use this processing option to specify the default status code to be assigned to a planned change order (PCO). Confirm that the code you enter has been set up in UDC 53/PC (Planned Change Order Status).

---

#### **4. PCO Approved Status Code**

Use this processing option to specify the status code for an approved planned change order (PCO). When a PCO is at an approved status, the system runs the Global Status Update program. Ensure that the code that you enter has been set up in the user defined codes for Planned Change Order Status (53/PC).

#### **5. Cost Next Status**

Use this processing option to specify the next detail status code for a cost account when the system runs the Global Status Update program. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

#### **6. Revenue Next Status**

Use this processing option to specify the next detail status code for a revenue account when the system runs the Global Status Update program. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

#### **7. Subcontract Next Status**

Use this processing option to specify the next detail status code for a subcontract account when the system runs the Global Status Update program.

Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

#### **8. Deleted Header Status Code**

Use this processing option to specify the updated status code for a change request header when a planned changed order has been deleted. Confirm that the code you have entered has been set up in UDC 53/ST (Status Codes).

#### **9. Deleted Cost Status Code**

Use this processing option to specify the updated status code for a cost account when a planned changed order has been deleted. Confirm this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

#### **10. Deleted Revenue Status Code**

Use this processing option to specify the updated status code for a revenue account when a planned changed order has been deleted. Confirm this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

#### **11. Deleted Subcontract Status Code**

Use this processing option to specify the updated status code for a subcontract account when a planned changed order has been deleted. Confirm this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

---

### **Versions Tab**

Use these processing options to define the following:

- Which version the system uses when you run the Change Request Entry (P5310), Change Order Entry (P5315), and Planned Change Order Entry (P5314) programs



- Whether the Change Request Entry, Change Order Entry, and Planned Change Order reports contain detailed or summarized information
- 

### **1. Change Request Entry (P5310)**

Use this processing option to specify the version that the system uses when you access the Change Request Entry program.

Before you specify a version, review the version's processing options to ensure that the version meets your needs. The default version is ZJDE0001.

### **2. Change Order Entry (P5315)**

Use this processing option to specify the version that the system uses when you access the Change Order Entry program. Before you specify a version, review the version's processing options to ensure that the version meets your needs. The default version is ZJDE0001.

### **3. Planned Change Order Report (R53404/R534041)**

Use this processing option to specify whether the system generates the Planned Change Order report as a detail or summary report. Valid values are:

Blank

Print summarized information on the report.

1

Print detailed information on the report.

#### **Version**

Use this processing option to specify the version that the system uses when you access the Planned Change Order report. Before you specify a version, review the version's processing options to ensure that the version meets your needs. The default version is XJDE0001.

---

---

## **Working with Change Orders**

Change orders (COs) are the top level of the Change Management hierarchy. You create COs to group planned change orders (PCOs). COs display amount totals for the PCOs that are attached to them. Attaching PCOs to a CO makes locating information about the PCOs easier.

# Creating a Change Order

You create change orders so that you can group planned change orders together.

## ► To create a change order

*From the Change Management Setup menu (G5311), choose Change Order Entry.*

1. On Work With Change Orders, complete the following field and click Add:

- Job Number

2. On Change Order Entry, complete the following fields:

- Change Order

If you leave the Change Order field blank, the system assigns a number.

- CO Status Code

PeopleSoft® Sign Out

Planned Change Order Entry - Change Order Entry

OK Find Cancel Form Row Tools

Job Number 1620 Birmingham Steel - Memphis

Change Order 1 Structure ☐ Close Flag Last CO No. 1

CO Status Code S Submitted Required/Extended Days 8 3

Requested By 2006 Walters, Annette Submitted Date 08/05/05

Resp Manager 4802 Fraser, Carol Approval Date

FINAL AMOUNTS Cost 103,900.00 Revenue 96,300.00 Subcontract 99,000.00

QUOTED AMOUNTS Cost 205,000.00 Revenue 92,800.00 Subcontract 13,500.00

Records 1 - 3 Customize Grid

PCO Number	PCO Description	PCO Sts	Requested By	Submitted Date	Resp Manager	Approved Date	PCO Approved Total	CO Approved Total
1	Foundation	S	2428	08/05/05			55,000.00	
4	Framing	S	2428	08/05/05			244,200.00	

3. Complete the following optional fields and click OK:

- Requested By
- Resp Manager
- Required/Extended Days
- Submitted Date
- Approval Date

# Attaching Planned Change Orders to a Change Order

After you enter basic information for a CO, you can attach PCOs to it. You can attach a PCO regardless of its approval status.

## See Also

- ❑ *Creating a Planned Change Order in the Change Management Guide*

## ► To attach planned change orders

---

*From the Change Management Setup menu (G5311), choose Change Order Entry.*

1. On Work With Change Orders, complete the following field and click Find:
  - Job Number
2. Choose the CO to which you want to attach a PCO and click Select.
3. On Change Order Entry, choose Select PCO from the Form menu.
4. On Planned Change Order Search, complete the following field and click Find:
  - PCO Number
5. Choose the PCO that you want to attach to the CO and click Select.
6. On Change Order Entry, click OK.

## Related Tasks

**Deleting a CO** To delete a CO, choose Delete CO from the Form menu. You can delete a CO only if the CO has not been approved or closed.

**Deleting a PCO from a CO** To delete a PCO from a CO, select the PCO on the Change Order Entry form, and then choose Remove PCO from the Row menu. You can delete a PCO from a CO only if the CO has not been approved or if it is not closed.

# Processing Options for Change Order Entry (P5315)

## Defaults Tab

Use these processing options to specify how audit trail records are created.

The status code indicates whether the change order is approved and prompts the system to display the Global Status Update form.

The detail status codes changes cost, revenue, and subcontract accounts when you run the Global Status Update program.

---

### **1. Audit Trail - F0911**

Use this processing option to specify how the system creates audit trail records in the Account Ledger table (F0911). This processing option affects changes to account ledgers only when you update the ledgers when you execute a global status update from the Change Order Entry program. Valid values are:

Blank

Create audit trail records per period change. The system determines if an account ledger record that has the G/L date of the period end exists. If a record exists, the system updates the record with the new information. If a record does not exist, the system creates a record.

1

Create multiple audit trail records. The system creates new records without determining if other account ledger records exist.

2

Do not create audit trail records.

### **3. CO Approved Status**

Use this processing option to specify the status code for an approved change order (CO). When a CO is at an approved status, the system runs the Global Status Update program. Ensure that the code that you enter has been set up in the user defined codes for Change Order Status (53/CS).

### **4. Cost Next Status**

Use this processing option to specify the next detail status code for a cost account when the Global Status Update program is executed. Confirm that this status code has been setup in the Change Request Detail Status Code Update (P53101) program.

### **5. Revenue Next Status**

Use this processing option to specify the next detail status code for a revenue account when the Global Status Update program is executed. Confirm that this status code has been set up in the Change Request Detail Status Code Update (P53101) program.

### **6. Subcontract Next Status**

Use this processing option to specify the next detail status code for a subcontract account when the Global Status Update program is executed. Confirm that this status code has been set up in the Change Request Detail Status Code Update (53101) program.

### **7. PCO Header Status**

Use this processing option to specify the PCO header status to which the system changes when you approve a change order. Before you approve the change order, you must confirm that the PCO header status code has been set up in the Planned Change Order Status user defined codes (53/PC).

---

## Versions Tab

Use these processing options to specify which version the system uses when you access the Planned Change Order Entry program (P5314) and the Change Order report. You also specify whether the associated reports include detailed or summarized information.

---

### 1. Planned Change Order Entry (P5314)

Use this processing option to specify the version that the system uses when you access the Planned Change Order Entry program (P5314). Before you specify a version, review the version's processing options to ensure that the version meets your needs. If you do not specify a version, the system uses version ZJDE0001 for applications, and uses XJDE001 for reports.

### 2. Change Order Report (R53405/R534051)

Use this processing option to specify whether the report should include summarized or detailed information. Valid values are:

Blank

Print summarized information on the report.

1

Print detailed information on the report.

### Version

Use this processing option to specify the version that the system uses when you access the Change Order Report (R53450). Before you specify a version, review the version's processing options to ensure that the version meets your needs. If you do not specify a version, the system uses version XJDE0001.

---

# Change Request Review

As a job moves through your organization's approval process, you might need to review and revise change requests before they are approved. You can review requotes, ledger information, logs, and other information about the change request.

---

## Reviewing Change Requests

You can review information about change requests in the Change Management system, and also in the Job Inquiry and Account Inquiry programs.

You can access the Job Status Inquiry program (P512000) from the Change Management system. The Job Status Inquiry program lets you select the information that you want the system to display, and lets you save your selections as column versions. When you save your selections as column versions, the system makes those versions available for you to use repeatedly.

### See Also

See the following topics in the *Job Cost Guide* for information about working with the Job Status Inquiry program:

- ❑ [Working with Job Status Inquiry](#)
- ❑ [Setting Up Job Status Inquiry](#)

## Locating Change Management Information

When reviewing change requests, you often need to locate specific information. The following table lists some of the information that you might need to find the form that contains the information:

<b>The detail status code that moves the line item to the approved stage</b>	Access the Work With Status Codes form (W53101A).
<b>The ledger type that is associated with a detail status code</b>	Access the Work With Status Codes form. Click Find to display existing codes.
<b>The master account that is associated with a line item</b>	<div>View individual accounts, or all accounts for a change request or job.</div> <ul style="list-style-type: none"><li>• To view the account for a specific line item, on Change Request Entry, choose G/L Inquiry from the Row menu.</li><li>• To view accounts for all of the lines in a change request or in a job, choose Account Inquiry from the Change Management Inquiries menu (G5312).</li></ul>
<b>The amount type (original, quoted, final, best) that the system is totaling</b>	Review the Cost, Revenue, Subcontract Totals processing options for the Change Request Entry program.

<b>The approval stage for all change requests for a job</b>	You can view the detail status codes for cost, revenue, and subcontract accounts. The status codes represent the approval stage of the change request. To view the detail status codes, from the Change Management Inquiries menu (G5312), choose Account Inquiry. Complete the job number, and then click Find to display all of the change requests and their codes.
<b>The original, quoted, and final amounts for the change request</b>	To easily view amounts for all types of accounts on a change request, choose Additional Details from the Row menu on Change Request Entry; and view the amounts on the Cost Details, Revenue Details, and Subcontract Details tabs.
<b>The change requests that are not attached to a PCO</b>	The change requests that are not attached to a planned change order appear on the Change Request Search form. On Planned Change Order Entry, choose Select Change Req. from the Form menu; and then click Find on the Change Request Search form.
<b>The column versions that are available for change request entry</b>	Choose Column Versions - User Overrides from the Change Management System Setup menu (G5341). On Work With User Overrides, enter P5310 in the QBE field for Application, and then press Enter.
<b>The invoice number, and to whom funds were paid or received</b>	On Change Request Entry, select a line item; and then choose G/L Inquiry from the Row menu.
<b>The original budget for an account</b>	You can compare your original job budget for an account to the amounts that are charged to the account by accessing the account ledger. Choose G/L Inquiry from the Row menu, and then choose the type of account that you want to view.

### See Also

- ❑ *Setting Up Change Request Detail Status Codes* in the *Change Management Guide* for information about accessing the Work With Status Codes form

## Understanding Fields on the Change Request Entry Form

The system completes some of the fields on the Change Request Entry form. In addition, the columns that you choose to display in the Change Request Entry form affect the information that is available for you to review. The following table lists information about some of these fields:

<b>Requote</b>	Shows the number of the requote that is currently displayed.
<b>Blank field to the right of Requote</b>	Shows the date when the requote was created.
<b>Job Totals Best</b>	Shows the best total amounts for the cost, revenue, and subcontract accounts for the entire job.
<b>Totals (Original, Quoted, Final, or Best)</b>	Shows the total amounts for the cost, revenue, and subcontract accounts for the change request that is currently displayed. If the Cost, Revenue, or Subcontract fields to the right of the Totals field are blank, then the change request does not have amounts for those fields. You choose whether the system displays the total of the original, quoted, final, or best amounts by setting a processing option.
<b>Column Version</b>	Displays the name of the column version that you entered on the Default tab for the processing options.

**Grid Column fields**

The columns that you choose on the Display tab on the Change Order Entry form affect which columns that you can work with when:

- Entering account information
- Copying amounts and units
- Using the Windows/Messages-Copy, Unequal, Change, Status program (P53WIN)
- Selecting accounts from the G/L Account Search form
- Selecting accounts from the G/L Inquiry option on the Row menu
- Exiting to the Subcontract Management system from the Change Request Entry form

For example, if you select Cost Column, the system shows only cost account information on the Change Request Entry form, and does not let you inquire about revenue accounts or exit to the Subcontract Management system.

**Unavailable fields**

The system grays-out fields to which changes are not allowed. For example, after you commit a subcontract account to the Subcontract Management system in final mode, the system makes all of the subcontract fields unavailable for editing.

## Reviewing Requotes

When you access the Change Request Entry form, the system displays the current change request. You can view previous values for the change request in the order in which they were created, from the most current version to the oldest, by using the Prior Requote option. After you use the Prior Requote option, you can view the previous versions, from the oldest to the newest, by using the Next Requote option.

► **To review requotes**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose the line item that you want to review, and then choose one of the following options on the Form menu:
  - To review the previous requote for the change request, choose Requotes, and then Prior Requote.
  - To review requotes for the change request that were created after the original requote, choose Requotes, and then Next Requote.



## Reviewing Logs

The system automatically creates a log when you commit a subcontract account to the Subcontract Management system. You can review the log and make any necessary changes.

You can choose either the Logs Entry program (P4305) or the Log Master Revisions program (P4303) to work with logs. To use the Logs Entry program, you must enter a value of 04 in UDC 40/VF. You must also specify which log program you want to use in the processing options for Change Request Entry (P5310) or Change Request Subcontract Details (P53301).

### ► To review logs

*From the Change Management Inquiries menu (G5312), choose Log Revisions.*

1. On Change Management Log Details, complete the following fields and click Find:
  - Job Number
  - Change Request

PeopleSoft. Sign Out

Log Revisions - Change Management Log Details

OK Find Delete Cancel Form Row Tools

Job Number 1620 Change Request 5

Records 1 - 2 Customize Grid

Log Type	Description	Log Status	Explanation -Remark-	Required Date	Pay Effect	Issue Date	Expired Date	Contract Number
T		N	002CR: 00000005		N	03/09/00		6082

2. Review the information.

## Reviewing All Accounts for a Job

You can view all of the accounts for all change requests for a job by reviewing the Change Request by Account report. When you produce this report you can:

- Specify what information is contained in the report by selecting different report versions in the Change Request Entry processing options.
- Produce this report as a detail or a summary report by setting a processing option.
- Review the report online or print the report.

► **To review all accounts for a job**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose Prt Summary/Detail from the Form menu.
4. On Report Output Destination, select a destination and click OK.

## **Reviewing All Accounts on a Line**

You can view all accounts on a line to review account details, such as:

- The account number and subledger numbers
- The original, quoted, final, and best amounts for all accounts
- The contract number and the supplier

Information about cost, revenue, and subcontract accounts is on separate tabs to make viewing account numbers and totals easier.

► **To review all accounts on a line**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose the detail line that you want to review, and then choose Additional Details from the Row menu.
4. On Cost, Revenue, Subcontract Details, click the appropriate tabs to review account information.

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Change Request Entry - Cost, Revenue, Subcontract Details

OK Cancel Form Tools

Job Number 1620 Birmingham Steel - Memphis

Change Request 2 Foundation Labor

Cost Details Revenue Details Subcontract Details

Status Subcontract A Approved JA G/L Date 06/30/05

Description Labor Subcontract Bill Item Code

Contract 6120 OS 000 00050 1.000 Terms Only N

Supplier 3480 Digger Enterprises Subcon Subledger 00000002 J

Account Number Subcontract 1620.1341.01011100

	QUANTITY	UM	PT	UNIT PRICE	AMOUNT	DATE
ORIGINAL		HR			5,000.00	06/30/05
QUOTED		Hour			5,000.00	06/30/05
FINAL					5,300.00	06/30/05
BEST					5,300.00	

## Reviewing G/L Information

You can review general ledger information for each account type on a detail line by using the G/L Inquiry option. The G/L Inquiry option lets you review all general ledger information, including:

- The account number
- Posted and unposted amounts
- The original budget for the account
- The invoice number, purchase order number, and document number

### ► To review G/L information

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.

3. On Change Request Entry, choose the detail line that you want to review, and then choose one of the following options on the Row menu:
  - To review cost information, choose G/L Inquiry, and then Cost G/L
  - To review revenue information, choose G/L Inquiry, and then Revenue G/L
  - To review subcontract information, choose G/L Inquiry, and then Subcontract G/L

PeopleSoft® Sign Out

Change Request Entry - Work With Account Ledger 1 7 82

Select Find Close Form Row Report Tools

Account 1620.1341.01011100 Labor

Ledger Type 1 JA USD Job Cost Budget Amount From Date 01/01/05

Ledger Type 2 Thru Date 06/30/05

Type/Subledger J 00000002 Currency Code USD

☒ Posted ☐ Unposted ☐ All YTD 20,700.00 Cumulative 20,700.00

Records 1 - 6 <span style="float: right;">Customize Grid</span>												
	Do Ty	Doc Number	Doc Co	GL Date	Explanation	LT 1 Amount	LT 1 Debit	P C	LT 2 PC	LT 1 Credit	LT 2 Debit	LT 2 Credit
<input type="checkbox"/>	CX	3351	00050	06/30/05		5,600.00	5,600.00	P				
<input type="checkbox"/>	CX	3352	00050	06/30/05		9,800.00	9,800.00	P				
<input type="checkbox"/>	CX	3353	00050	06/30/05		5,300.00	5,300.00	P				
<input type="checkbox"/>					Column Total	20,700.00	20,700.00					
<input type="checkbox"/>					Ledger Total	20,700.00	20,700.00					
<input type="checkbox"/>					Original Budget							

### See Also

- ❑ [Reviewing Account Ledgers](#) in the *General Accounting Guide* for more information about the general ledger

## Reviewing Change Requests by Job

You can display the accounts on a change request for a job by the:

- Account type
- Account code
- Ledger type
- Supplier

Specifying how the system displays change request information lets you quickly find the information that you want.

► **To review change requests by job**

*From the Change Management Inquiries menu (G5312), choose Account Inquiry.*

On Work With Account Change Request Inquiry, complete the following fields and click Find:

- Job Number
- From Cost Code
- To Cost Code
- From Cost Type
- To Cost Type
- Supplier
- Ledger Type

PeopleSoft® Sign Out

Account Inquiry - Work With Account Change Request Inquiry

Find Close Report Row Tools

Job Number 1620 Birmingham Steel - Memphis

From Cost Code 04040020 Small Materials To Cost Code 04040020 Small Materials

From Cost Type 1351 To Cost Type 1351

Supplier Ledger Type

Totals B Cost 16,850.00 Revenue Subcontract

Records 1 - 2 Customize Grid

Change Request	Description	Req. No.	Line Number	Cost ST	Cost LT	Cost Account	Cost Original	Cost Quoted	Cost Final
4	Framing Materials		1.000	A	JA	1620.1351.04040020	13,000.00	13,000.00	
8	Roofing Materials		1.000	A	JA	1620.1351.04040020	2,500.00	2,350.00	

## Printing the Account Inquiry Report (R53220P)

*From the Change Management Reports menu (G5313), choose Account Inquiry.*

You can use the Account Inquiry Report (R53220P) to review information from the Change Request Account Inquiry program (P53220). This report includes best, original, quoted, and final amounts; change request; and PCO and CO information. Use the processing options to specify the cost code and cost type ranges, and the ledger type that you want to review.

## Processing Options for Account Inquiry Report (R53220P)

### Process Tab

---

#### 1. Default Cost Code Range

##### From Cost Code

Use this processing option to display the beginning cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

##### To Cost Code

Use this processing option to display the ending cost code (subsidiary) account in a range of accounts. Leave this range blank to include all accounts.

#### 2. Default Cost Type Range

##### From Cost Type

Use this processing option to display the beginning cost type (object) account in a range of accounts.

##### To Cost Type

Use this processing option to display the ending cost type (object) account in a range of accounts.

#### 3. Supplier

Use this processing option to specify the supplier that the system uses when printing records for the report. If this processing option is left blank, all suppliers are printed.

#### 4. Ledger Type

Use this processing option to specify the ledger type that the system uses when printing records for the report. If this processing option is left blank, all ledger types are printed.

---

# Revising Change Requests, PCOs, and COs

As change requests, planned change orders (PCOs), and change orders (COs) move through your organization's approval process, you need to make changes to them. You often update amounts and status codes, and maintain an audit trail.

---

## Approval Process

Use the EnterpriseOne Change Management system to track changes to change requests as the requests move through your organization's approval process. The Change Management system lets you automatically update account ledgers and subcontracts. The system also calculates your best amount.

### Review Existing Change Requests, PCOs, and COs

Your organization might require you to periodically review change requests to determine which change requests need to be updated. You might print reports to review, review selected change reports online, or use some other method to review change requests. You can review related change requests by reviewing the PCO to which they are attached. You can also generate PCO reports to review information about the change requests that are attached to the PCO.

### Modify Change Requests

As a job progresses, you might make many changes to a change request. For example, you can change the quoted and final amounts for accounts, add or delete line items from a change request, and update detail status codes. When you change account distribution information for a change request, you can create a requote. A requote is a version of the change request. If you make numerous changes to the account distribution information, you might create many requotes. You can use the requotes to review a history of the changes that have been made to the information.

### Update Detail Status Codes

As you move a change request through various approval stages, you constantly update its status by using detail status codes. You define detail status codes in the Change Request Detail Status Update Table (F53101). A detail status code defines the stage in the approval process for each account type (cost, revenue, subcontract) in a line item of a change request. Each account type on a detail line can be at a different approval stage. When you set up detail status codes, you can associate ledger types with the detail status codes that represent later stages in the process. Assigning one of these detail status codes to an account automatically updates the ledger that is associated with the detail status code. Detail status codes have other attributes that are assigned to them to define such things as whether the code represents cost, revenue, or subcontract information; and whether the amount that updates the ledger is the original, quoted, final, or best amount.

### Determine Final Amount

Before you approve a change request, you typically determine a final amount for each account type in the change request. You determine final amounts by completing the Cost Final, Revenue Final, and Subcontract Final fields on the Change Request Entry form. You can complete the fields manually, or you can use the Copy Amounts option from the Form or Row menu.

You do not have to have final amounts to approve a change request; however, each account on each change request that is attached to a PCO must have a final amount before you can approve the PCO. The system requires final amounts when you approve a PCO because the system prompts you to run a global status update for the accounts on the change requests that are attached to the PCO.

### See Also

- ❑ [Copying Account Balances](#) in the *Change Management Guide*

### Determine Best Amount

You can set up codes for original, quoted, final, and best amounts when you set up detail status codes. The system calculates the best amount, based on whichever of the following combinations of original, quoted, and final amounts that you enter for an account type on the Change Request Entry form:

- If a final amount is entered alone or in combination with other any amounts, the final amount is the best amount.
- If a quoted and an original amount are entered but no final amount is entered, the quoted amount is the best amount.
- If only an original amount is entered, the original amount is the best amount.

The system automatically and continuously determines the best amount.

### See Also

- ❑ [Setting Up Change Request Detail Status Codes](#) in the *Change Management Guide* for more information about setting up the codes for best amounts

### Send Information to the Subcontract Management and Contract Billing Systems

You can send information about a subcontract or revenue account on a change request to the relevant contract in the Subcontract Management or Contract Billing systems, respectively, at any time during the approval process. Typically, this action is done after final approval. The information that is used to amend a job's projected final cost, subcontract commitments, and revenue commitments is also retained in the Change Management system.

### See Also

See the following topics in the *Change Management Guide*:

- ❑ [Committing Subcontracts to Subcontract Management](#)
- ❑ [Committing Contract Information to Contract Billing](#)

### Approve PCOs and COs

One of the benefits of attaching related change requests to a PCO is that you can approve all of the lines on all of the change requests at the same time. When you approve a PCO, the system displays the Global Status Update form. By completing the fields on the Global Status Update form, you can update the status of some or all of the accounts on the change requests that are attached to the PCO. After you approve a PCO, the only change that you can make to it is to close it.

When you approve a CO, the system displays the Global Status Update form. By completing the fields on the Global Status Update form, you can update the status of some or all of the accounts on the associated change requests. After you approve a CO, you cannot make any changes to it other than closing it.



## Close Lines on the Change Request

After you approve the accounts on the detail lines of a change request, you can close the detail lines. Typically, you close the line when all of the accounts on the line are at their final stage in the approval process. After you close a line, you cannot make any modifications to it. You can, however, attach change requests that have closed lines to PCOs.

Closing lines on change requests makes viewing the lines that are still open easier. If you choose the Show Open Only option on the Display tab of the Change Request Entry form, the system shows only the lines that are open.

## Close PCOs and COs

You can close a PCO when you finish working with the change requests that are attached to it. Typically, you close the PCO when all of the accounts on the attached change requests are at their final stage in the approval process. When you close a PCO, the system closes all of the lines on the attached change requests. After you close a PCO, you cannot make any changes to it.

You can close a CO when you finish working with the PCOs that are attached to it. Typically, you close the CO when you close all of the PCOs that are attached to it. After you close a CO, you cannot make any changes to it.

---

# Revising Change Requests

Information in a change request is often revised during the life cycle of the change request. For example, you might change amounts or dates, update status codes, and add lines to a change request. When you revise account distribution information, you can create a requote to record the new information. You use requotes to track and review the history of the changes that are made to the account information. After a detail line has moved through the approval process to its final stage, you can close the line so that no further changes can be made to it.

You can add lines to any change request, even those that have all of the lines closed. When you add or delete line items from change requests, the changes appear in the planned change order (PCO) to which the change request is attached. The system displays a warning message when you make any change to a change request that is attached to a PCO.

---

## Note

You cannot revise a change request that is attached to a closed PCO or CO.

If you commit a subcontract in final mode that is attached to a change request, many of the subcontract fields are disabled to prevent editing.

---

## See Also

- ❑ [Entering Change Requests](#) in the *Change Management Guide* for information about adding and deleting line items

## Revising Amounts

You can revise the amounts in the detail lines on a change request, and you can enter amounts in fields that are not yet completed. You can update or enter amounts either manually or by using the Copy Amounts option. As you revise amounts, you can generate requotes to maintain a copy of each version of the change request.

### See Also

See the following topics in the *Change Management Guide*:

- ❑ *Copying Account Balances*
- ❑ [Generating Requotes](#)

### ► To revise amounts manually

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, enter amounts for any of the following and click OK:
  - Cost Original
  - Cost Quoted
  - Cost Final
  - Revenue Original
  - Revenue Quoted
  - Revenue Final
  - Revenue Final Quantity
  - Subcontract Original
  - Subcontract Quoted
  - Subcontract Final

---

### Note

The system does not prevent you from changing an amount for an approved account. If you change an amount for an account that has a detail status code which caused the system to update a ledger, the system updates the ledger with the new amount or makes an adjusting entry to the ledger.

---

## Updating Detail Status Codes

You can revise detail status codes at any time during the approval process. You usually set up detail status codes for each stage of your organization's approval process. If you associate a ledger type with a detail status code, you can update the ledger when you update an account's detail status code.

You can update detail status codes manually or by using the Global Status Update program. When you use the Global Status Update program, you can update all of the status codes, or you can specify the types of accounts for which you want to update the detail status code.

### See Also

- ❑ *Setting Up Change Request Detail Status Codes in the Change Management Guide*

### Technical Considerations

**Updating ledgers** If you associate a ledger type with a detail status code, the system updates the ledger when you enter a detail status code in the Global Status Update program or in the Change Request Entry program. If you update the status field with a status code that updates a different ledger, the system updates the second ledger but does not reverse the entry to the first ledger. You must reverse the entry manually.

#### ► To update detail status codes manually

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, complete any of the following fields to specify a different detail status code, and then click OK:
  - Cost Sts
  - Rev Sts
  - Sub Sts

If a different ledger type is associated with the new detail status code, the system updates the appropriate ledgers.


#### ► To update detail status codes using Global Status Update

---




*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose Global Status from the Form menu.

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 **Change Request Entry - Global Status Update**


OK Cancel Tools

Job Number  *Birmingham Steel - Memphis*

CR Number  *Foundation Materials*

CR: Updates all status' for each grid row.  
PCO/CO: Updates status' for all attached change requests.

UPDATE STATUSES:	From	To
Cost Status	<input type="text" value="*"/>	<input type="text" value="A"/>
Revenue Status	<input type="text" value="*"/>	<input type="text" value="A"/>
Subcontract Status	<input type="text" value="*"/>	<input type="text" value="A"/>
Change Req. Header Status	<input type="text" value="*"/>	<input type="text" value="A"/> 

G/L Date

4. On Global Status Update, complete the following fields to specify the status from which you want to change and the status to which you want to change, and then click OK:

- Status Cost
- Status Revenue
- Status Subcontract
- Status Code

If you leave the default value (\*) in the From field for an account type, the system changes all accounts of that type to the detail status code that you specify in the To field.

## Generating Requotes

When you change account distribution information in a line on a change request, you can save the change as a new version of the change request. The new version is called a requote. You can use requotes to track changes to the account distribution information in a change request because the system saves each requote. You can view the sequence of requotes for a change request to determine what changes were made and the date when the changes were made.

Requotes save a copy of changes that are made to detail lines. They do not save changes that are made to the header.

### ► To generate requotes

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, make the needed changes to the account distribution information.
4. From the Form menu, choose Requotes, and then Generate Requote.

The system saves the changes and assigns the next sequential number to the requote.

---

### Note

If you make changes to account distribution information, you can overwrite the previous information by clicking OK, instead of using the Requote function.

---

## Technical Considerations

<b>Changing requotes</b>	You can only change the last requote.
<b>Using Copy Amount with Requotes</b>	If you update amounts or units using Copy Amounts from either the Form or the Row menu, you must click OK before choosing Requotes from the Form menu.
<b>Deleting requotes</b>	<p>If you have generated more than one requote for a job and change request number, and you want to delete any of them, you must delete requotes in the following sequence:</p> <ul style="list-style-type: none"><li>• Delete the most current requote.</li><li>• Delete each previous requote in the order in which each one was created.</li></ul> <p>Deleting a requote does not affect any other requotes.</p>

## Closing Detail Lines on Change Requests

After you approve the accounts on the detail lines of a change request, you can close the line items. Typically, you close the line when all of the accounts on the line are at their final stage in the approval process. After you close a line, you cannot make any modifications to it.

You close lines on change requests to prevent further changes to the line. Closing lines on change requests also makes viewing the lines that are still open easier. If you choose the Show Open Only option on the Display tab of the Change Request Entry form, the system displays only the lines that are open.

You can close lines on change requests individually, or you can close all lines on a change request when you close the PCO to which the change request is attached.

### ► To close detail lines on a change request

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, complete the following field for the detail line that you want to close:
  - Chg.Req. Detail Closed

The system shades the line and makes the fields uneditable.

---

## Revising Planned Change Orders

As change requests move through your approval process, you often need to review information about the change requests. You can more easily review related change requests by reviewing the planned change order (PCO) to which they are attached. After reviewing a PCO and the change requests that are attached to it, you can revise the PCO.

You can revise a PCO until you approve it. After you approve it, the only change you can make to the PCO is to close it. Use a processing option to specify the status code that means the PCO is approved.

When you revise PCOs, you can:

- Add or delete change requests
- Change all header fields except:
  - The Planned Change Order field
  - Fields that are uneditable (grayed-out)
- Close the planned change order

## See Also

See the following topics in the *Change Management Guide*:

- ❑ [Attaching Change Requests to a Planned Change Order](#) for more information about adding or deleting change requests
- ❑ [Approving Planned Change Orders](#) for more information about status codes

### ► To revise planned change orders

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*From the Change Management Setup menu (G5311), choose Planned Change Order Entry.*

1. On Work With Planned Change Orders, complete the following field and click Find:
  - Job Number
2. Choose a planned change order and click Select.
3. On Planned Change Order Entry, make the needed changes and click OK.

---

## Revising Change Orders

You can revise change orders (COs) until you approve them. After you approve a CO, the only change you can make to the CO is to close it. Use a processing option to specify the status code that means the CO is approved.

When you revise change orders, you can:

- Add or delete planned change orders
- Change all header fields except:
  - The Change Order Number
  - Fields that are uneditable (grayed-out)
- Close the change order

## See Also

See the following topics in the *Change Management Guide*:

- ❑ [Approving Change Orders](#) for more information about the status codes
- ❑ [Attaching Planned Change Orders to a Change Order](#) for information about adding or deleting planned change orders

► **To revise change orders**

---

*From the Change Management Setup menu (G5311), choose Change Order Entry.*

1. On Work With Change Orders, complete the following field and click Find:
  - Job Number
2. Choose a change order and click Select.
3. On Change Order Entry, make the needed changes and click OK.

---

## **Approving Change Request Accounts, PCOs, and COs**

You approve accounts on change requests, PCOs and COs so that you can move them to the next stage in your organization's change management process.

Approving accounts on a change request means that you update the detail status code for the account to a status that represents an approval. If you attached ledger types to the detail status codes that represent approval, the system updates the ledgers with the amount and type specified by the detail status code when you approve the change request. If you did not attach ledger types to detail status codes, your organization's approval process might require you to manually update certain ledgers, notify others of the approval, or take some other action.

When you approve PCOs and COs, you move them to the next stage in your approval process. When you approve a PCO, the system automatically changes the status of all accounts on the change requests that are attached to the PCO to the statuses that you specify in the Global Status Update program. When you approve a CO, the system automatically changes the status of the attached PCOs and changes all statuses on the change requests that are attached to the PCOs to the statuses that you specify in the Global Status Update program.

In general, you approve the accounts on a change request and approve PCOs and COs only when you enter final amounts for the accounts and you do not expect any other changes to the accounts.

### **See Also**

- [Approval Process](#) in the *Change Management Guide*

## **Understanding Global Status Updates**

You can update the detail status codes for the accounts on change requests individually, or you can use the Global Status Update program to update them. You access the Global Status Update program from the Form menu on the Change Request Entry, Planned Change Order, or Change Order Entry forms. The system also displays the Global Status Update form when you approve a planned change order (PCO) or a change order (CO). Regardless of whether you access the Global Status Update form from the Change Request Entry program, the Planned Change Order Entry program, or the Change Order Entry program, you use the Global Status Update form to update the detail status codes for the accounts on change requests.



You can change the status of specific types of accounts (cost, revenue, and subcontract). You can change all accounts of a type to the same new status, or change only the accounts that have the same status code to a new status. For example, you can change all cost accounts to approved, or you can change to approved only the cost accounts that currently have a status of pending. If you specify that only the cost accounts with a specified status are updated, the system does not update the cost accounts that have a different status.

You can specify the G/L date that you want to update. The program updates the Account Ledger table (F0911) for all records with the G/L date that you specify. Leave the G/L field blank to use the system date. If you specify a date, change request detail lines must have the same date.

### **Specifying Which Accounts to Update**

The system changes only the accounts that are at the status that you specify in the From fields to the status specified in the To fields. If you do not complete the From fields with a value other than \*, the system changes all accounts to the status that you specify in the To fields. If you do not complete the To field for a specific account type, the system does not change any statuses for that account type.

For example, assume that two cost accounts have a status of Pending Cost Confirmation (detail status code = C) and two cost accounts have a status of Pending Owner Approval (detail status code = P). For this example, assume that the detail status code for an approval is A. If you enter C in the Cost Status From field and enter A in the Cost Status To field, the system updates only the accounts that are pending cost confirmation. If you do not change the detail status code in the Cost Status From field to a value other than \*, but do complete the Cost Status To field with an A, the system changes all four accounts to approved. If you do not complete any of the cost status fields and complete only revenue fields, the system changes revenue statuses but does not change any cost statuses.

### **Update Considerations**

When you use the Global Status Update program, you should consider the following:

- You must specify in the To column a detail status code for each account type that you want to change to a new code. For example, if you want to change the detail status code for cost and revenue accounts, you must specify the new code in the To column for the Cost Status and Revenue Status fields. You do not have to specify a detail status code in the Subcontract Status field in the To column if you do not want to change the status of any subcontract accounts.
- You do not have to specify a detail status code in the From column for a specific type of account if you want the system to change the code for all accounts of that type. For example, if you want the system to change the detail status code for all cost accounts to A, regardless of the current detail status code, you can enter A in the To column for the Cost Status field and leave the wildcard character (\*) in the From column.
- You do not have to specify a detail status code in the To column for account types that you do not want to change. For example, if you do not want to change the detail status code for any revenue accounts, leave the To column for the Revenue Status field blank.
- You can use processing options to specify the default value for the detail status code that you want to apply to each account type. You can set different values for the Planned Change Order Entry and the Change Order Entry programs. In addition, you can override the default value in the Global Status Update form.

When you use the Global Status Update program, the system:

- Changes the detail status codes to the codes that you specify in the To column for each account type. You can specify that the system change the detail status code to a code representing approval, or you can specify any other valid detail status code.
- Updates the ledger when you click OK on the Global Status Update form if you change to a detail status code that has a ledger type associated with it.
- Changes all accounts of a type when you do not specify a detail status code in the From column. For example, if you leave the wildcard character (\*) in the From column for the Revenue Status field, the system changes all of the revenue accounts to the status that you specify in the To column for the Revenue Status field.
- Changes only accounts that are at the status specified in the From column when you enter a value in the From column.
- Changes the header status for the change request when you specify a new status in the appropriate Header Status field.

### Technical Considerations

<b>Closed lines</b>	The Global Status Update program does not update the detail status codes for detail lines that are closed or lines that are committed to the Subcontract Management system.
<b>Final amounts</b>	Every account on every line of all change requests that are attached to a planned change order must have a final amount entered before you can access the Global Status Update program from the Planned Change Order Entry or the Change Order Entry programs.
<b>Multiple updates</b>	You can update the detail status code as often as necessary. The system does not prevent you from changing the code from approved to another code.

## Approving Accounts on Change Requests

You can approve the accounts on change requests individually, or you can use the Global Status Update program to approve all of the accounts of a specified type on a change request. The method that you use depends on how you organized your change requests and on whether all accounts of a specified type on a change request are ready to be approved at the same time.

If all accounts of a specified type are currently at the same status and are ready to be approved, you can use the Global Status Update program to quickly update all of the accounts to a detail status code that represents approval. If you need to approve only a few accounts, or if not all of the accounts of a certain type are ready to be approved, you should update each account individually.

You can approve the account on a change request by:

- Approving accounts when approving PCOs and COs
- Approving accounts from the Change Request Entry program

## See Also

See the following topics in the *Change Management Guide*:

- ❑ *Organizing Change Requests*
- ❑ [\*Understanding Global Status Updates\*](#)

## Approving Accounts when Approving PCOs and COs

After you create a PCO and attach change requests to it, you can use several methods to approve the accounts on the change requests. You can individually change the detail status codes for the lines on the change request, or you can approve all of the change requests that are attached to a PCO by approving the PCO or by approving the CO to which the PCO is attached. When you approve the PCO or CO, the Change Management system updates the accounts that are assigned to the status code that you use for approval. Before you can approve a PCO, you must enter final amounts for the change requests that are attached to the PCO.

If all of the accounts for all of the lines on all change requests that are attached to a PCO have final amounts and are ready to be approved, you can update their detail status codes by approving the PCO to which they are attached. If some of the accounts are not ready to be approved or do not have final amounts, individually update the accounts through the Change Request Entry program.

## See Also

- ❑ *Approving Planned Change Orders* in the *Change Management Guide*

## Approving Accounts from the Change Request Entry program

You can approve accounts on change requests individually, or you can use the Global Status Update program to approve multiple accounts.

### ► To approve individual accounts

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, change any of the following fields to a status that represents that the account is approved, and then click OK:
  - Cost Sts
  - Rev Sts
  - Sub Sts

### ► To approve multiple accounts

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number

2. Choose a change request and click Select.
3. On Change Request Entry, choose Global Status from the Form menu.
4. On Global Status Update, change the following fields to reflect the status from which you want to change and the status to which you want to change and click OK:

- Status Cost
- Status Revenue
- Status Subcontract
- Status Code

If you leave the asterisk (\*) in the From field for an account type, the system changes all accounts of that type to the detail status code that you specify in the To field.

- G/L Date

Leave this field blank to use the system date. If you specify a date, all of the change requests must have the same date.

PeopleSoft®

**Change Request Entry - Global Status Update**

OK Cancel Tools

Job Number

1620

*Birmingham Steel - Memphis*

CR Number

1

*Foundation Materials*

CR: Updates all status' for each grid row.  
PCO/CO: Updates status' for all attached change requests.

UPDATE STATUSES:	From	To
Cost Status	<div style="border: 1px solid black; padding: 2px 5px;">*</div>	<div style="border: 1px solid black; padding: 2px 5px;">A</div>
Revenue Status	<div style="border: 1px solid black; padding: 2px 5px;">*</div>	<div style="border: 1px solid black; padding: 2px 5px;">A</div>
Subcontract Status	<div style="border: 1px solid black; padding: 2px 5px;">*</div>	<div style="border: 1px solid black; padding: 2px 5px;">A</div>
Change Req. Header Status	<div style="border: 1px solid black; padding: 2px 5px;">*</div>	<div style="border: 1px solid black; padding: 2px 5px;">A</div>

G/L Date

# Approving Planned Change Orders

You can approve PCOs after all of the information on them is complete. You approve a PCO by changing the status code for the PCO to the code that is specified in the processing options as the code indicating that the PCO is approved.

In general, you change the PCO status to approved only if all of the accounts on the attached change requests are also approved or are ready to be approved when you approve the PCO. Before you can approve a PCO, all of the accounts on all change requests that are attached to the PCO must have a final monetary amount.

When you approve a PCO, the system displays the Global Status Update form. The Global Status Update form lets you specify which account types on the change requests that are attached to the PCO you want to update to an approved status.

---

## Note

After you approve a PCO, you cannot make any changes to it.

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## See Also

See the following topics in the *Change Management Guide*:

- ❑ [Entering Account Distribution Information](#)
- ❑ [Understanding Global Status Updates](#)

## Prerequisite

- ❑ Set the PCO Approved Status processing option so that the system recognizes which code you want to use to indicate that a PCO is approved. If you do not set this processing option, the system does not associate which code is associated with an approval and does not prompt you to complete the information for a global status update.

## ► To approve planned change orders

---

*From the Change Management Setup menu (G5311), choose Planned Change Order Entry.*

1. On Work with Planned Change Orders, complete the following field and click Find:
  - Job Number
2. Choose a planned change order and click Select.
3. On Planned Change Order Entry, update the PCO Status Code to a code that represents that the PCO is approved, and then click OK.
4. On Global Status Update, change the following fields to reflect the status from which you want to change and the status to which you want to change, and click OK:
  - Status Cost
  - Status Revenue
  - Status Subcontract
  - Status Code

If you leave the asterisk (\*) in the From field for an account type, the system changes all of the accounts of that type to the detail status code that you specify in the To field.

- G/L Date

Leave this field blank to use the system date. If you specify a date, all of the change requests must have the same date.

## Approving Change Orders

You can approve COs after all of the information on them is complete. You approve a CO by changing the status code for the CO to the code that is specified in the processing options as the code indicating that the CO is approved.

In general, you change the CO status to approved only if all of the accounts on the change requests that are attached to the PCOs which are attached to the CO are also approved or are ready to be approved. Before you can approve a CO, all of the accounts on all of the attached change requests must have a final monetary amount.

When you approve a change order, the system displays the Global Status Update form. The Global Status Update form lets you specify which account types on the change requests that are attached to the PCOs which are attached to the CO you want to update to an approved status.

---

### Note

After you approve a CO, you cannot make any changes to it.

---

### See Also

See the following topics in the *Change Management Guide*:

- ❑ [Understanding Global Status Updates](#)
- ❑ [Entering Account Distribution Information](#)

### Prerequisite

- ❑ Set the CO Approved Status processing option so that the system recognizes which code that you want to use to indicate that a CO is approved. If you do not set this processing option, the system does not recognize which code is associated with an approval and does not prompt you to complete the information for a global status update.

### ► To approve change orders

---

*From the Change Management Setup menu (G5311), choose Change Order Entry.*

1. On Work With Change Orders, complete the following field and click Find:
  - Job Number
2. Choose a change order and click Select.
3. On Change Order Entry, update the CO Status Code to a code that represents that the CO is approved, and then click OK.

4. On Global Status Update, change the following fields to reflect the status from which you want to change and the status to which you want to change, and click OK:

- Status Cost
- Status Revenue
- Status Subcontract
- Status Code

If you leave the asterisk (\*) in the From field for an account type, the system changes all of the accounts of that type to the detail status code that you specify in the To field.

- G/L Date

Leave this field blank to use the system date. If you specify a date, all of the change requests must have the same date.

# Subcontract Information Commitment

At any time after you assign a contract number to a subcontract account in a detail line on a change request, you can send the subcontract account information to the appropriate contract in the Subcontract Management system. This update process is known as committing the subcontract account. When you commit a subcontract account, you can either update an existing subcontract line or you can create a new subcontract line.

You usually commit a subcontract account after you have moved it through the approval process. You can only send information from the most recent requote.

PeopleSoft recommends that you commit subcontract information in proof mode before you commit it in final mode. When you commit subcontract information in proof mode, the system generates a report for you to review but does not update any ledgers. After verifying the information and making any necessary changes, you can commit the subcontract in final mode. After you commit in final mode, you cannot make any changes to the subcontract information in the Change Management system.

---

## Entering Contract Information for Subcontracts

Before you can send subcontract information in a detail line on a change request to the appropriate supplier subcontract in the Subcontract Management system, you must enter information about the subcontract. When you enter the subcontract information, the system adds information about the subcontract account to the Subcontract Details/Commit form. You can view information about the subcontract account and can commit the subcontract to the Subcontract Management system from the Subcontract Details/Commit form.

You can set a processing option to have the system automatically complete contract information.

### Prerequisite

- ❑ Verify that the contract information that you want to enter for a change request exists in the Purchase Order Header table (F4301).

### ► To enter contract information for subcontracts

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a job and click Select.
3. On Change Request Entry, choose the detail line to which you want to add subcontract information.
4. Choose Additional Details from the Row menu.
5. On Cost, Revenue, Subcontract Details, click the Subcontract Details tab.



PeopleSoft®

Change Request Entry - Cost, Revenue, Subcontract Details

OK Cancel Form Tools

Job Number 1620 Birmingham Steel - Memphis

Change Request 2 Foundation Labor

Cost Details Revenue Details Subcontract Details

Status Subcontract A Approved JA G/L Date 06/30/05

Description Labor Subcontract Bill Item Code

Contract 6120 OS 000 00050 1.000 Terms Only N

Supplier 3480 Digger Enterprises Subcon Subledger 00000002 J

Account Number Subcontract 1620.1341.01011100

	QUANTITY	UM	PT	UNIT PRICE	AMOUNT	DATE
ORIGINAL		HR			5,000.00	06/30/05
QUOTED		Hour			5,000.00	06/30/05
FINAL					5,300.00	06/30/05
BEST					5,300.00	

6. From the Form menu, choose Subcontract Mgmt., and then Subcontract Search.
7. On Subcontract Detail Search, click Find.
8. Choose the subcontract information that you want to add to the detail line, and then click Select.

The subcontract information appears on the Subcontract Details tab.

9. Complete the following optional field and click OK:

- Subcontract Bill Item Code

The subcontract details appear in the detail line.

## Committing Subcontracts to Subcontract Management

You can send the following subcontract information in a detail line on a change request to the appropriate subcontract in the Subcontract Management system:

- Subcontract account information
- Pricing type
- Quantity

- Unit price
- Unit of measure
- Amount (Final)
- Description
- Terms-only change request

Sending subcontract information to the Subcontract Management system is called committing to the Subcontract Management system. You can commit subcontract accounts from the Change Request Entry program or from the Subcontract Details/Commit program.

When you commit subcontract accounts from the Change Request Entry program, you can commit only one account at a time. When you commit subcontract accounts from the Subcontract Details/Commit program, you can commit multiple subcontract accounts if you select multiple lines.

### **Prerequisite**

- ❑ Verify that the contract number and contract type suffix are entered for the contracts to which you want to send information and that the company and supplier names are entered. See [Entering Contract Information for Subcontracts](#) in the *Change Management Guide* for more information about entering subcontract information.
- ❑ Verify that the change request line that you want to commit is open and that the subcontract account includes a final amount.
- ❑ Verify that the Subcontract Commit processing options are set.

### **► To commit from the Change Request Entry program**

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose the detail line that you want to commit, and then choose Additional Details from the Row menu.
4. On Cost, Revenue, Subcontract Details, click the Subcontract Details tab.
5. Complete the following fields:
  - Contract
  - Contract Type
  - Contract Chg Order
  - Order Co
6. From the Form menu, choose Subcontract Mgmt., and then choose Subcontract Commit.

## ► To commit from the Subcontract Detail/Commit program

---

*From the Change Management Inquiries menu (G5312), choose Subcontract Detail/Commit.*

1. On Subcontract Detail/Commit, choose the accounts that you want to commit.
2. From the Row menu, choose Subcontract Commit.
3. On Subcontract Confirmation, click OK to commit the account.

The system commits the subcontract to the Subcontract Management system. If you commit in final mode, the system changes the detail status code to the code that is specified in the processing options.

### Technical Considerations

#### Committing in proof and final mode

You can commit in either proof or final mode by setting a processing option. After you commit in final mode, you cannot make any changes to the subcontract or contract information in the Change Management system.

To prevent accidentally committing in final mode, you can set the processing option in the Change Request Entry program to one mode, and set the processing option in the Subcontract Details/Commit or Change Request Revenue Details programs to the other mode. For example, you can set the processing option in the Change Request Entry program to commit subcontracts in proof mode and set the processing option in the Subcontract Details/Commit program to commit in final mode. If you set the programs to different modes and always use one program for committing in proof mode and the other for committing in final mode, you minimize the chance for error.

Committing in proof mode from the Change Request Entry form is recommended because you must make any necessary changes to the account from the Change Request Entry program. After you make any necessary changes, such as updating the detail status code or updating monetary amounts, you can commit the subcontract or contract information. When you commit, the system generates a report that you can review to verify that all amounts and accounts are correct. You can then re-commit and review the new report. When all entries are correct, you can commit in final mode from the Subcontract Detail/Commit or Change Request Revenue Details program.

#### Detail status codes

In general, you commit subcontract or contract information when their respective accounts are approved and when you do not expect any changes to the accounts. Many organizations create a special detail status code for accounts that have been committed in final mode so that they can easily determine which accounts have been committed. You can set the processing option for the status of a submitted subcontract or contract to automatically update the detail status code assigned to a committed account to the special status code.

## Printing the Subcontract Amendment Report

The system generates the Subcontract Amendment report when you commit a subcontract account on a detail line on a change request to the Subcontract Management system in either proof or final mode.

You can use the Subcontract Amendment Report from Change Management report as an amendment to a contract. It provides signature lines for approvals.

The Subcontract Amendment Report from Change Management report includes the following:

- Contract number and type
- Change number
- Change request number and amount
- Date when the subcontract was committed
- Subsidiary account and object account numbers

## Processing Options for Change Request for Subcontract Details (P53301)

### Processing Tab

Use these processing options to specify the following:

- The subcontract change order number and the G/L account number to which the request will be committed in Subcontract Management
- Whether the system updates Subcontract Management by creating a new line item or by updating an existing line item
- The status code to which the change request will be updated when it is committed
- Whether the program runs in proof or final mode

---

#### Commitment Processing:

##### 1. Process Mode

Use this processing option to specify whether the system runs the program in proof or final mode. You should first run the program in proof mode so you can view the report before running it in final mode. When you run the program in final mode, the system updates tables and generates a report. Valid values are:

Blank

Proof mode.

1

Final mode.

#### Commitment Processing:

##### 2. Subcontract Change Order Number Option:

Use this processing option to specify the subcontract change order number that the system assigns to the change request. Valid values are:

Blank

Use the number from the existing subcontract change order.

---

---

1

Use the value that you specify in the Subcontract Change Order Number processing option.

**Commitment Processing:**

**3. Subcontract Detail Line Item**

Use this processing option to specify how the system updates the Purchase Order Detail table (F4311) when the system commits a change request. Valid values are:

Blank

Create a new line item for a subcontract for the Purchase Order Detail table.

1

Update an existing line item for a subcontract for the Purchase Order Detail table. The amount committed replaces the current amount for that line item if no payments have been made.

**Commitment Processing:**

**4. G/L Account**

Use this processing option to specify the G/L account to be used when the system commits a change request. Valid values are:

Blank

Use the existing account.

1

Use the account specified in the AAIs for Change Management.

**Commitment Processing:**

**5. Subcontract Status**

Use this processing option to specify the detail status code that the system assigns to the change request when it is committed to Subcontract Management.

Verify that this status code has been set up in the Detail Status Code Update program.

**5a. Audit Trail - F0911**

Use this processing option to specify how the system creates audit trail records in the Account Ledger table (F0911). Valid values are:

Blank

Create audit trail records per period change. The system determines whether an account ledger record that has the G/L date of the period end exists. If a record exists, the system updates the record with the new information. If a record does not exist, the system creates a record.

---

1

Create multiple audit trail records. The system creates new records without determining if other account ledger records exist.

2

Do not create audit trail records.

### **6 Terms Only Line Type**

A code that control how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Codes include the following:

S

Stock item

J

Job Cost

N

Nonstock item

F

Freight

T

Text information

M

Miscellaneous charges and credits

W

Work order

---

### **Log Revisions Tab**

Use these processing options to specify the log type to use and the function of the pay effect flag when creating Contract Log Revisions.

---

**Commitment Processing:****1. Log Type**

Use this processing option to specify the log type that the system assigns when you create Contract Log Revisions. For a list of valid values, click on the visual assist button next to the field.

**Commitment Processing:****2. Pay Effect**

Use this processing option to specify the pay effect flag that the system assigns when you create Contract Log Revisions.

---

**Versions Tab**

Use this processing option to specify the version that the system uses when you run the Subcontract/Purchase Order Entry program.

---

**Commitment Processing:****1. Subcontract/PO Entry (P4310)**

Use this processing option to specify the version that the system uses when it commits a change request. The commitment process uses server XT4311Z1, which uses the version that you choose for Purchase Orders (P4310).

When you choose a version, review the version's processing options to ensure that the version meets your requirements. If you leave this option blank, the system uses version ZJDE0015.

**2. Log Master (P4305)**

Use this processing option to specify the version for the Logs Entry (P4305) program.

---

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## Maintaining Subcontract Logs

The Change Management system automatically creates a log when you commit a subcontract to the Subcontract Management system in final mode. A log is a record that the system creates so that you can track information that is supplemental to the information in a contract.

The system includes general information in each log, such as log type and log status. A log can also contain either of the following types of information to refer to a document or activity:

- Supplier address book number
- Contract number and contract type from the Subcontract Management system

Logs can also include other information relevant to the contract, such as meeting dates, notes, and so on.

You can create logs manually or modify logs that the system creates. You can include information such as:

- Submittals. A submittal is information that you need to receive from a subcontractor, such as proof of insurance.
- Transmittals. A transmittal is information that you need to send to a subcontractor, such as permission to proceed.

You can also add descriptive text about the document or activity.

Log revisions are stored in the Log Master table (F4303). Descriptive text is stored in Media Objects.

You can choose either the Logs Entry program (P4305) or the Log Master Revisions program (P4303) to work with logs. To use the Logs Entry program, you must enter a value of 04 in UDC 40/VF. You must also specify which log program you wish to use in the processing options for Change Request Entry (P5310) or Change Request Subcontract Details (P53301).

## Modifying a Log for a Change Request

The Change Management system automatically creates a log when you commit a subcontract to the Subcontract Management system. You can modify the log to add information that is not tracked by the Subcontract Management system. You can also create logs manually.

### ► To modify a change request log

---

*From the Change Management Inquiries menu (G5312), choose Log Revisions.*

1. On Change Management Log Details, complete the following fields:
  - Job Number
  - Change Request
2. Complete the following optional fields:
  - Log Type
  - Description
  - Log Status
  - Explanation -Remark-
  - Required Date
  - Pay Effect
  - Issue Date
  - Expired Date
  - Contract Number
  - Contract Type
  - Company



- Address Number
  - Category Code 1
  - Category Code 2
  - Category Code 3
3. To enter descriptive text, double-click the gray box to the left of the Log Type field in the detail area (unlabeled).
  4. On Media Objects, from the File menu, choose New, and then Text.
  5. Enter descriptive text for the log revision.
  6. From the File menu, choose Save & Exit.
  7. On Change Management Log Details, click OK.

# Contract Information Commitment

At any time after you assign a contract number to a revenue account in a detail line on a change request, you can send the revenue account information to the appropriate contract in the Contract Billing system. This update process is known as committing the revenue account. When you commit a revenue account, you can either update an existing contract line or you can create a new contract line.

You usually commit a revenue account after you have moved it through the approval process. You can only send information from the most recent requote.

PeopleSoft recommends that you commit contract information in proof mode before you commit it in final mode. When you commit contract information in proof mode, the system generates a report for you to review but does not update any ledgers. After verifying the information and making any necessary changes, you can commit the contract in final mode. After you commit in final mode, you cannot make any changes to the contract information in the Change Management system.

---

## Entering Revenue Information for Contracts

Before you can send contract information in a detail line on a change request to the appropriate contract in the Contract Billing system, you must enter information about the contract. When you enter the contract information, the system adds information about the corresponding revenue account to the Revenue Details/Commit form. You can view information about the revenue account and can commit the contract to the Contract Billing system from the Revenue Details/Commit form.

You can set a processing option to have the system automatically complete contract information.

---

### ► To enter revenue information for contracts

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose the detail line to which you want to add contract information.
4. Choose Additional Details from the Row menu.
5. On Cost, Revenue, Subcontract Details, click the Revenue Details tab.
6. From the Form menu, choose Contract Billing, and then Billing Search.
7. On Contract Search, click Find.
8. Choose the contract information that you want to add to the detail line, and then click Select.  
The contract information appears on the Revenue Details tab.

9. Complete the following optional field and click OK:

- Rev Bill Item

The revenue details appear in the detail line.

---

## Committing Contract Information to Contract Billing

You can send the following contract information in a detail line on a change request to the appropriate contract in the Contract Billing system:

- Revenue account information
- Contract information
- Price type
- Quantity
- Unit price
- Unit of measure
- Amount (Final)
- Billing line information
- Terms-only change requests

Sending contract information to the Contract Billing system is called committing to the Contract Billing system. You can commit revenue accounts from the Change Request Entry program or from the Change Request Revenue Details program (P53311).

When you commit revenue accounts from the Change Request Entry program, you can commit only one account at a time. When you commit revenue accounts from the Change Request Revenue Details program, you can commit multiple revenue accounts if you select multiple lines.

### See Also

- ❑ *Defining a Base Rule in the Contract Billing Guide*

### Prerequisite

- ❑ Set up contracts in the Contract Billing system. Contracts must have a base contract change order record.

### ► To commit from the Change Request Entry program

---

*From the Change Management Setup menu (G5311), choose Change Request Entry.*

1. On Work With Change Requests, complete the following field and click Find:
  - Job Number
2. Choose a change request and click Select.
3. On Change Request Entry, choose the detail line that you want to commit, and then choose Additional Details from the Row menu.

4. On Cost, Revenue, Subcontract Details, click the Revenue tab and complete the following fields:
  - Contract
  - Billing Line
  - Description
5. Click OK.

► **To commit from the Change Request Revenue Details program**

---

*From the Change Management Inquiries menu (G5312), choose Revenue Detail.*

1. On Work with Revenue Details/Commit, complete the following field:
  - Job Number
2. Choose one of the following options, and click Find:
  - All
  - Committed
  - Uncommitted
3. Select the records you wish to commit, and choose Commit Billing from the Row menu.
4. On Contract Confirmation, click OK to commit the account.

The system commits the contract to the Contract Billing system. If you commit in final mode, the system changes the detail status code to the code specified in the processing options.

## **Technical Considerations**

### **Committing in proof and final mode**

You can commit in either proof or final mode by setting a processing option. After you commit in final mode, you cannot make any changes to the subcontract or contract information in the Change Management system.

To prevent accidentally committing in final mode, you can set the processing option in the Change Request Entry program to one mode, and set the processing option in the Subcontract Details/Commit or Change Request Revenue Details programs to the other mode. For example, you can set the processing option in the Change Request Entry program to commit subcontracts in proof mode and set the processing option in the Subcontract Details/Commit program to commit in final mode. If you set the programs to different modes and always use one program for committing in proof mode and the other for committing in final mode, you minimize the chance for error.

Committing in proof mode from the Change Request Entry form is recommended because you must make any necessary changes to the account from the Change Request Entry program. After you make any necessary changes, such as updating the detail status code or updating monetary amounts, you can commit the subcontract or contract information. When you commit, the system generates a report that you can review to verify that all amounts and accounts are correct. You can then re-commit and review the new report. When all entries are correct, you can commit in final mode from the Subcontract Detail/Commit or Change Request Revenue Details program.

**Detail status codes**

In general, you commit subcontract or contract information when their respective accounts are approved and when you do not expect any changes to the accounts. Many organizations create a special detail status code for accounts that have been committed in final mode so that they can easily determine which accounts have been committed. You can set the processing option for the status of a submitted subcontract or contract to automatically update the detail status code assigned to a committed account to the special status code.

## Processing Options for Change Request Revenue Details (P53311)

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Default

1. Process Mode

0 = Proof Mode

1 = Final Mode

2. Status Code Revenue

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## Printing the Contract Amendment Report (R53480)

The system generates the Contract Amendment Report when you commit a revenue account on a detail line on a change request to the Contract Billing system in either proof or final mode.

This report is automatically generated by the system when you commit a change request to Contract Billing. You can also run this report at any time.

You can use the Contract Amendment Report from Change Management report as an amendment to a contract. It provides signature lines for approvals.

The Contract Amendment Report from Change Management report includes the following:

- Contract number and type
- Contract total amounts
- Change request number and amount
- Date when the contract was committed
- Subsidiary account and object account numbers

# Reports

Print change management reports to review information about change requests, planned change orders, and change orders.

---

## Printing the Change Request Summary Report

*From the Change Management Reports menu (G5313), choose Change Request Summary.*

You can choose one job or multiple jobs for the Change Request Summary report. In addition, you can choose the change requests that you want to appear in the report. You can set processing options to specify how the system determines totals for cost, revenue, and subcontract accounts.

For each change request, the Change Request Summary report includes the following:

- Change request and requote number
- Description
- Required, extended, original, and approved dates
- Totals for cost, revenue, and subcontract accounts
- PCO and CO number and status

## Processing Options for Change Request Summary (R534011)

### Defaults Tab

Use these processing options to specify which amounts (original, quoted, final, or best) that the system uses to calculate totals for cost, revenue, and subcontract accounts.

---

#### 1. Cost Total

Use this processing option to specify how the system calculates the cost total. Valid values are:

Blank

Best amounts

1

Original amounts

2

Quoted amounts

3

Final amounts

---

---

## **2. Revenue Total**

Use this processing option to specify how the system calculates the revenue total. Valid values are:

Blank

Best amounts

1

Original amounts

2

Quoted amounts

3

Final amounts

## **3. Subcontract Total**

Use this processing option to specify how the system calculates the subcontract total. Valid values are:

Blank

Best amounts

1

Original amounts

2

Quoted amounts

3

Final amounts

---

---

# Printing Change Management Reports

The Change Management system offers a variety of reports that help you to review and manage your change request information.

Use Change Management reports to review information, including:

<b>Change requests</b>	<ul style="list-style-type: none"><li>• Detail and summary information</li><li>• Contract information</li><li>• Status of each account on a detail line</li><li>• Account numbers and amounts for each account</li></ul>
<b>Planned change orders</b>	Detail and summary information
<b>Change orders</b>	Detail and summary information
<b>Subcontracts</b>	Log information

You can also generate integrity reports to the Change Request Details Table (F5311), the Planned Change Order Master Table (F5314), and the Change Order Master Table (F5315). Integrity reports contain information about discrepancies that are caused by using more than one currency for a job.

## Printing the Change Request Details by Account Report

*From the Change Management Reports menu (G5313), choose Change Request Details.*

The Change Request Details by Account Report includes detail line information for the change requests or requotes that you choose. For each change request or requote, the report includes the following:

- Change request number
- Description of each line
- Account numbers
- Original, quoted, and final amounts for each account on a detail line
- Status of each account on a detail line
- Total of best amounts for cost, revenue, and subcontract accounts
- PCO and CO information, such as:
  - Number
  - Status
  - Submitted and approved dates



## Printing the Change Request Details with Contracts Report

*From the Change Management Reports menu (G5313), choose Change Request Details with Contracts.*

The Change Request Details with Contracts Report lists detail line information for the change requests or requotes that you choose. For each change request or requote, the report lists the following:

- Change request number
- Description of each line
- Account numbers; and the original, quoted, final, and best amounts for each revenue and subcontract account on a detail line
- Status of each revenue and subcontract account on a detail line
- Contract information for each revenue and subcontract account, including:
  - Contract number and type
  - Owner
  - Supplier
  - Pay item
  - Commitment date
- PCO and CO information, such as:
  - Number
  - Status
  - Submitted and approved dates

## Printing the Job Planned Change Orders Report

*From the Change Management Reports menu (G5313), choose Job Planned Change Orders.*

The Job Planned Change Orders Report includes information about totals on the PCOs for a job. The report includes the following:

- Job number and description
- Information about the PCO, including:
  - PCO number and description
  - Status
  - Submitted and approved dates
  - Quoted and approved totals for the cost, revenue, and subcontract accounts

## Printing the Job PCO Summary Report

*From the Change Management Reports menu (G5313), choose Job PCO Summary.*

The Job PCO Summary Report includes information about totals on the PCOs for a job. The report includes the following:

- Job number and description
- Change order number and description
- Information about the PCO, including:
  - PCO number and description
  - Status
  - Submitted and approved dates
  - Authorized amounts for cost, revenue, and subcontract accounts
  - Total best amounts for cost, revenue, and subcontract accounts
- Information about the attached change requests, including:
  - Number and description
  - Original, quoted, and final amounts for cost, revenue, and subcontract accounts
  - Total of the best amounts for cost, revenue, and subcontract accounts

## Printing the Job PCO Detail Report

*From the Change Management Reports menu (G5313), choose Job PCO Detail.*

The Job PCO Detail Report contains the following information about PCOs:

- Job number and description
- Information about the PCO, including:
  - PCO number and description
  - Status
  - Submitted and approved dates
- Information about the change requests that are attached to the PCO, including:
  - Original, quoted, and final amounts for the cost, revenue, and subcontract accounts
  - Amount totals for the accounts on the change requests

## Printing the Job Change Orders Report

*From the Change Management Reports menu (G5313), choose Job Change Orders.*

The Job Change Orders Report includes the following information about the change orders for a job:

- Change order number and description
- Status
- Submitted and approved dates
- The quoted and approved totals for the cost, revenue, and subcontract accounts for each CO

## Printing the Job CO Summary Report

*From the Change Management Reports menu (G5313), choose Job CO Summary.*

The Job CO Summary Report includes information about the PCOs that are attached to the CO and the change requests that are attached to the PCOs. This report includes the following:

- The CO authorized amount total for cost, revenue, and subcontract accounts
- The PCO approved, quoted, and final totals for cost, revenue, and subcontract accounts
- The best amount totals for the CO and for the job

## Printing the Job CO Detail Report

*From the Change Management Reports menu (G5313), choose Job CO Detail.*

The Job CO Detail Report includes the following information about change requests:

- Job number and description
- Information about the CO, including:
  - CO number and description
  - Status
  - Submitted and approved dates
  - Total of authorized amounts for cost, revenue, and subcontract accounts
- Information about the planned change orders that are attached to the CO, including:
  - PCO number and description
  - PCO approved amounts for cost, revenue, and subcontract accounts
- Information about the change requests that are attached to the PCO, including:
  - Change request number and description
  - Quoted and final amounts for the cost, revenue, and subcontract accounts

## Printing the CO/PCO (F5315/F5314) Integrity Report

*From the Change Management Reports menu (G5313), choose CO/PCO (F5315/F5314) Integrity.*

The CO/PCO (F5315/F5314) Integrity report compares final and quoted amounts for cost, revenue, and subcontract records in the Change Order Master Table (F5315) to the attached planned change orders in the Planned Change Order Master Table (F5314) and prints the differences on a report.

This report includes information about discrepancies that occur when more than one currency is used.

## Printing the PCO/CR (F5314/F5311) Integrity Report

*From the Change Management Reports menu (G5313), choose PCO/CR (F5314/F5311) Integrity.*

The PCO/CR (F5314/F5311) Integrity report compares final and quoted amounts for cost, revenue, and subcontract records in the Planned Change Order Master Table (F5314) to the attached change requests in the Change Request Detail Table (F5311) and prints the differences on a report.

This report includes information about discrepancies that occur when more than one currency is used.

## Printing the Log Report/Update Report

*From the Change Management Reports menu (G5313), choose Log Report/Update.*

The Log Report/Update report consists of each log entry and any extended comments for the specified job. Extended comments include comments about documents that you need to receive from a subcontractor, or documents or information that you need to give to a subcontractor.

Each log includes:

- Log type
- Description
- Explanation
- Issue, expiration, and required dates

# Change Management System Setup

Before you use the Change Management system, you need to define certain information that is specific to your business which the system uses during change request processing.

The following table describes the setup tasks that are required before you can use the Change Management system:

<b>User defined codes</b>	Define customized codes that are appropriate for your business needs. For example, you can define codes that identify the priority of a change request, the type of change request, and planned change order and change order statuses.
<b>Change request detail status codes</b>	Define approval stages for accounts on a change request. You can associate account ledgers with detail status codes so that the system updates ledgers when you update the detail status code for an account on a change request.
<b>Job-specific user defined codes</b>	Define codes that are specific to a job. For example, if you have several phases of a job, you can define a code for each phase of a job. You can then use the codes in each change request so that you know to which phase of the job the change request belongs.
<b>Ledger type master</b>	Define monetary decimals at the ledger type level. You can set up ledger types at the job or company level.
<b>Automatic accounting instructions</b>	Define the AAIs (CMxx) that the system uses when you commit a subcontract account in a change request detail line to the Subcontract Management system.
<b>Column versions</b>	View the saved column versions that you can use when you access the Change Request Entry program.

The programs for the tasks that are listed above are located on the Change Management System Setup menu (G5341).

## See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Setting Up Ledger Type Rules*
- ❑ *Working with AAIs*

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## Setting Up User Defined Codes for Change Management

*Use one of the following navigations:*

*From the Change Management System Setup menu (G5341), choose Change Management User Defined Codes.*

*Enter UDC in the Fast Path.*

You can use the following user defined codes as part of the identifying information of a change request. They are informational only.

- Change request header status (53/ST)** Use this code on the Change Request Entry form to indicate the overall status of the change request. This code has no effect on the ledger types and should not be confused with the detail status codes that are defined in the Change Request Detail Status Update Table (F53101).
- Change request priority (53/PR)** Use these codes to track the urgency of a change request.
- Change request type (53/TY)** Use these codes to help define the change request. For example, you might create codes that identify how change requests are priced.
- Category codes (53/01-05)** Use these codes (1-5) to generate selective reporting that is based on user assigned values. For example, you might create a code that identifies whether a change was initiated by the owner or by your company.
- Planned change order status (53/PC)** Use this code to indicate the status of a planned change order (PCO). If you enter a PCO status code in the PCO Approved Status processing option, the system opens the Global Status Update program when you approve a PCO. The Global Status Update program lets you update the status codes for the accounts on the change requests that are attached to a PCO.
- Change order status (53/CS)** Use this code to indicate the status of a change order (CO). If you enter a CO status code in the CO Approved Status processing option, the system opens the Global Status Update program when you approve a CO. The Global Status Update program lets you update the status codes for the accounts on the change requests that are attached to the PCOs which are attached to a CO.
- Job-specific UDCs** Use these codes for UDCs that are specific to the Change Management system.

## See Also

- ❑ *User Defined Codes in the Foundation Guide*

See the following topics in the *Change Management Guide*:

- ❑ *Approving Planned Change Orders*
- ❑ *Approving Change Orders*
- ❑ *Setting Up Job-Specific User Defined Codes*

---

## Setting Up Change Request Detail Status Codes

You must set up detail status codes in the Detail Status Code Update program before you can enter account distribution information for change requests.

For each detail status code, define the following:

- The type of account (cost, revenue, or subcontract) with which the code can be used
- The amount ledger type to be updated in the Account Balances table (F0902) and the Account Ledger table (F0911)

---

### Note

This program does not update the AA/AU, HA/HU, PA/PU, or F% ledgers.

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- The amount type (original, quoted, final, or best) that appear and are updated in the Change Request Detail Status Update Table (F53101)

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### Note

Detail status codes are updated in the Change Request Detail Status Update table (F53101). They are not related to the status code field in the header on the Change Request Entry form. The status code in the header is for information only.

---

### See Also

- ❑ *Update Detail Status Codes* in the *Change Management Guide*

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### ► To set up change request detail status codes

*From the Change Management System Setup menu (G5341), choose Detail Status Code Update.*

1. On Work With Status Codes, click Add.
2. On Change Request Status Code Revisions, complete the following fields and click OK:
  - Status
  - Record Type
  - Description
  - Amount Ledger Type
  - Amount/Qty Type

PeopleSoft®

Detail Status Code Update - Change Request Status Code Revisions

Work With Status Codes | **Change Request Status Code Revisions**

OK Cancel Previous Next Tools

Status

Record Type  B=Cost, O=Revenue, S=Subcontract

Description

Amount Ledger Type

Unit Ledger Type

Amount/Qty Type  O=Original, Q=Quoted, F=Final, B=Best

## Technical Considerations

### Deleting detail status codes

You cannot delete a status code if it has been used in Change Request Entry. You can only change the description of a status code if it has been used in Change Request Entry.



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## Setting Up Job-Specific User Defined Codes

You can define up to five user defined codes for each job in your system. These user defined codes are located on the Category Codes tab of the Change Request Entry form and are informational only.

Job-specific user defined codes are stored in the Job Specific UDCs Master Table (F53005), not in the User Defined Codes table (F0005).

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### ► To set up job-specific user defined codes

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*From the Change Management User Defined Codes menu (G5342), choose Job Specific UDC's.*

1. On Work With Job Specific UDC's, complete the following fields and click Add:
  - Job Number
  - Code Field
2. On Job Specific UDC's Detail, complete the following fields:
  - User Def Code
  - Description
3. Complete the following optional field for each code and click OK:
  - Description 2
  - Special Handling
  - Hard Coded

# EnterpriseOne PeopleBooks Glossary

<b>“as of” processing</b>	A process that is run at a specific point in time to summarize item transactions.
<b>52 period accounting</b>	A method of accounting that uses each week as a separate accounting period.
<b>account site</b>	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
<b>active window</b>	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
<b>ActiveX</b>	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
<b>activity</b>	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
<b>activity driver</b>	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
<b>activity rule</b>	The criteria by which an object progresses from a given point to the next in a flow.
<b>actual cost</b>	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
<b>adapter</b>	A component that connects two devices or systems, physically or electronically, and enables them to work together.
<b>add mode</b>	The condition of a form where a user can enter data into it.
<b>advanced interactive executive</b>	An open IBM operating system that is based on UNIX.
<b>agent</b>	A program that searches through archives or other repositories of information on a topic that is specified by the user.

<b>aging</b>	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
<b>aging schedule</b>	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
<b>allegato IVA clienti</b>	In Italy, the term for the A/R Annual VAT report.
<b>allegato IVA fornitori</b>	In Italy, the term for the A/P Annual VAT report.
<b>application layer</b>	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
<b>application programming interface (API)</b>	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
<b>AS/400 Common</b>	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
<b>assembly inclusion rule</b>	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.
<b>audit trail</b>	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.
<b>automatic return</b>	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
<b>availability</b>	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
<b>available inventory</b>	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
<b>back office</b>	The set of enterprise software applications that supports the internal business functions of a company.
<b>backhaul</b>	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
<b>balance forward</b>	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
<b>balance forward receipt application method</b>	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.

<b>bank tape (lock box) processing</b>	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
<b>base location</b>	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
<b>basket discount</b>	A reduction in price that applies to a group or "basket" of products within a sales order.
<b>basket repricing</b>	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
<b>batch job</b>	A job submitted to a system and processed as a single unit with no user interaction.
<b>batch override</b>	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
<b>batch process</b>	A type of process that runs to completion without user intervention after it has been started.
<b>batch program</b>	A program that executes without interacting with the user.
<b>batch version</b>	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
<b>batch/lot tracking</b>	The act of identifying where a component from a specific lot is used in the production of goods.
<b>batch/mix</b>	A manufacturing process that primarily schedules short production runs of products.
<b>batch-of-one processing</b>	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
<b>binary large object (BLOB)</b>	A collection of binary data stored as a single entity in a [file].
<b>binder clip</b>	See paper clip.
<b>black products</b>	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
<b>blend note</b>	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
<b>blend off</b>	Reworking off-specification material by introducing a small percentage back into another run of the same product.
<b>blind execution</b>	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.

<b>boleto</b>	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
<b>bolla doganale</b>	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
<b>bookmark</b>	A shortcut to a location in a document or a specific place in an application or application suite.
<b>bordero &amp; cheque</b>	In Brazil, bank payment reports.
<b>broker</b>	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
<b>BTL91</b>	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
<b>budgeted volume</b>	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
<b>bunkering</b>	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
<b>business function</b>	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
<b>business function event rule</b>	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
<b>business object library</b>	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
<b>business unit</b>	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
<b>business view</b>	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
<b>business view design aid (BDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.

<b>buy-back crude</b>	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
<b>CAB</b>	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
<b>cadastro de pessoas físicas</b>	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
<b>category code</b>	A code that identifies a collection of objects sharing at least one common attribute.
<b>central object</b>	A software component that resides on a central server.
<b>central objects merge</b>	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
<b>central server</b>	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
<b>certificate input</b>	See direct input.
<b>certificate of analysis (COA)</b>	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
<b>change management</b>	[In software development] A process that aids in controlling and tracking the evolution of software components.
<b>change order</b>	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
<b>chargeback</b>	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
<b>chart</b>	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
<b>check-in location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
<b>checksum value</b>	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
<b>class</b>	[In object-oriented programming] A category of objects that share the same characteristics.
<b>clean cargo</b>	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
<b>client access</b>	The ability to access data on a server from a client machine.
<b>client machine</b>	Any machine that is connected to a network and that exchanges data with a server.

<b>client workstation</b>	A network computer that runs user application software and is able to request data from a server.
<b>ClieOp03</b>	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>ClieOp2</b>	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
<b>cluster</b>	Two or more computers that are grouped together in such a way that they behave like a single computer.
<b>co-existence</b>	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
<b>cold test</b>	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
<b>commitment</b>	The number of items that are reserved to fill demand.
<b>common object request broker architecture</b>	An object request broker standard that is endorsed by the Object Management Group.
<b>compa-ratio</b>	An employee's salary divided by the midpoint amount for the employee's pay grade.
<b>component changeout</b>	See component swap.
<b>component object model (COM)</b>	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
<b>component swap</b>	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. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
<b>conference room pilot environment</b>	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
<b>configurable network computing (CNC)</b>	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.

<b>configurable processing engine</b>	Handles all “batch” processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
<b>configuration management</b>	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 by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
<b>configured item segment</b>	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
<b>consuming location</b>	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
<b>contra/clearing account</b>	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
<b>contribution to profit</b>	Selling price of an item minus its variable costs.
<b>control table</b>	A table that controls the program flow or plays a major part in program control.
<b>control table workbench</b>	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
<b>control tables merge</b>	A process that blends a customer’s modifications to the control tables with the data that accompanies a new release.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>corrective work order</b>	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
<b>cost assignment</b>	Allocating resources to activities or cost objects.
<b>cost component</b>	An element of an item’s cost—for example, material, labor, or overhead.
<b>cost object</b>	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
<b>cost rollup</b>	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
<b>costing elements</b>	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.



<b>credit memo</b>	A negative amount that is used to correct a customer's statement when he or she is overcharged.
<b>credit notice</b>	The physical document that is used to communicate the circumstances and value of a credit order.
<b>credit order</b>	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
<b>cross segment edit</b>	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.
<b>crude oil assay</b>	A procedure for determining the distillation curve and quality characteristics of a crude oil.
<b>cumulative update</b>	A version of software that includes fixes and enhancements that have been made since the last release or update.
<b>currency relationships</b>	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
<b>currency restatement</b>	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
<b>current cost</b>	The cost that is 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.
<b>customer pricing rules</b>	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
<b>D.A.S. 2 Reporting (DAS 2 or DADS 1)</b>	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
<b>data dictionary</b>	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
<b>data source workbench</b>	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
<b>data structure</b>	A description of the format of records in a database such as the number of fields, valid data types, and so on.
<b>data types</b>	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

<b>datagram</b>	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
<b>date pattern</b>	A period of time that is set for each period in standard and 52-period accounting and forecasting.
<b>DCE</b>	See distributed computing environment.
<b>DEB</b>	See déclaration d'échange de biens.
<b>debit memo</b>	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
<b>debit memo</b>	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
<b>debit statement</b>	A list of debit balances.
<b>de-blend</b>	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
<b>déclaration d'échange de biens (DEB)</b>	The French term that is used for the Intrastat report.
<b>delayed billing</b>	The invoicing process is delayed until the end of a designated period.
<b>delta load</b>	A batch process that is used to compare and update records between specified environments.
<b>denominated-in currency</b>	The company currency in which financial reports are based.
<b>deployment server</b>	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
<b>detail</b>	The specific information that makes up a record or transaction. Contrast with summary.
<b>detail information</b>	Information that primarily relates to individual lines in a sales or purchase order.
<b>direct connect</b>	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
<b>direct input</b>	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
<b>direct ship orders</b>	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
<b>direct usage</b>	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.

<b>director</b>	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
<b>dirty cargo</b>	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
<b>dispatch planning</b>	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
<b>displacement days</b>	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
<b>display sequence</b>	A number that the system uses to re-order a group of records on the form.
<b>distributed computing environment (DCE)</b>	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
<b>distributed data processing</b>	Processing in which some of the functions are performed across two or more linked facilities or systems.
<b>distributed database management system (DDBMS)</b>	A system for distributing a database and its control system across many geographically dispersed machines.
<b>do not translate (DNT)</b>	A type of data source that must exist on the AS/400 because of BLOB restrictions.
<b>double-byte character set (DBCS)</b>	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
<b>downgrade profile</b>	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
<b>DTA</b>	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
<b>dual pricing</b>	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.

<b>dynamic link library (DLL)</b>	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
<b>dynamic partitioning</b>	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
<b>economy of scale</b>	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
<b>edit mode</b>	A processing mode or condition where the user can alter the information in a form.
<b>edit rule</b>	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
<b>embedded event rule</b>	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
<b>employee work center</b>	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
<b>Emulator</b>	An item of software or firmware that allows one device to imitate the functioning of another.
<b>encapsulation</b>	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
<b>engineering change order (ECO)</b>	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
<b>enhanced analysis database</b>	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
<b>enterprise server</b>	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
<b>EnterpriseOne object</b>	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.

<b>EnterpriseOne process</b>	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
<b>EnterpriseOne web development computer</b>	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
<b>environment workbench</b>	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
<b>equivalent fuel</b>	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
<b>escalation monitor</b>	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
<b>ESR</b>	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
<b>event rule</b>	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
<b>exit bar</b>	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
<b>facility</b>	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.
<b>fast path</b>	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
<b>file handle</b>	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
<b>file server</b>	A computer that stores files to be accessed by other computers on the network.
<b>find/browse</b>	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.

<b>firm planned order (FPO)</b>	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.
<b>fiscal date pattern</b>	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
<b>fix/inspect</b>	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
<b>fixed quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
<b>flexible account numbers</b>	The format of account numbers for journal entries. The format that you set up must be the three segments:  Business unit.  Object.  Subsidiary.
<b>form design aid (FDA)</b>	The EnterpriseOne GUI development tool for building interactive applications and forms.
<b>form exit</b>	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
<b>form interconnection</b>	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
<b>form type</b>	The following form types are available in EnterpriseOne:  Find/browse.  Fix/inspect.  Header detail.  Headerless detail.  Message.  Parent/child.  Search/select.
<b>form-to-form call</b>	A request by a form for data or functionality from one of the connected forms.
<b>framework</b>	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
<b>frozen cost</b>	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
<b>frozen update program</b>	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.

<b>globally unique identifier (GUI)</b>	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
<b>handle</b>	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
<b>hard commitment</b>	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
<b>hard error</b>	An error that cannot be corrected by a given error detection and correction system.
<b>header</b>	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.
<b>header information</b>	Information that pertains to the entire order.
<b>hover help</b>	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
<b>ICMS</b>	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
<b>ICMS Substituto</b>	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
<b>ICMS Substituto-Markup</b>	See imposto sobre circulação de mercadoria e serviços substituto-markup.
<b>imposto de renda (IR)</b>	Brazilian income tax.
<b>imposto sobre produtos industrializados</b>	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
<b>imposto sobre services (ISS)</b>	In Brazil, tax on services.
<b>inbound document</b>	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
<b>indented tracing</b>	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
<b>indexed allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
<b>indirect measurement</b>	Determining the quantity on-hand by:  Measuring the storage vessels and calculating the content's balance quantity.  or  Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.

<b>indirect usage</b>	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
<b>in-process rework</b>	<p>Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials).</p> <p>Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.</p>
<b>INPS withholding tax</b>	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
<b>inscrição estadual</b>	ICMS tax ID. In Brazil, the state tax ID.
<b>inscrição municipal</b>	ISS tax ID. In Brazil, the municipal tax ID.
<b>integrated toolset</b>	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
<b>integrity test</b>	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
<b>interbranch sales order</b>	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
<b>Interoperability</b>	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
<b>inventory pricing rule</b>	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
<b>inventory turn</b>	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
<b>invoice</b>	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
<b>IP</b>	See imposto sobre produtos industrializados.
<b>IR</b>	See imposto de renda.
<b>IServer Service</b>	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.



<b>ISS</b>	See imposto sobre servicios.
<b>jargon</b>	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
<b>java application server</b>	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
<b>JDBNET</b>	A database driver that allows heterogeneous servers to access each other's data.
<b>jde.ini</b>	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
<b>JDE.LOG</b>	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
<b>JDEBASE Database Middleware</b>	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> <li>1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> <li>a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request.</li> <li>b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL.</li> </ol> </li> <li>2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).</li> </ol>
<b>JDECallObject</b>	An application programming interface that is used by business functions to invoke other business functions.
<b>JDEIPC</b>	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
<b>JDENET</b>	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
<b>JDENET communications middleware</b>	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
<b>just in time installation (JITI)</b>	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
<b>just in time replication (JITR)</b>	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

<b>Kagami</b>	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
<b>latitude</b>	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>laytime (or layhours)</b>	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of “Seventy-Two Hours, Reversible” means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>
<b>leading zeros</b>	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
<b>ledger type</b>	A code that designates a ledger which is 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 can also be stored in the CA (foreign currency) ledger type.
<b>level break</b>	The position in a report or text where a group of similar types of information ends and another one begins.
<b>libro IVA</b>	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
<b>line of business</b>	A description of the nature of a company’s work; also a tool to control the relationship with that customer, including product pricing.
<b>linked service type</b>	A service type that is associated with a primary service type. Linked service types can be 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 that 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.
<b>livro razao</b>	In Brazil, a general ledger report.
<b>load balancing</b>	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
<b>location workbench</b>	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

<b>log files</b>	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
<b>logic data source</b>	Any code that provides data during runtime.
<b>logical compartment</b>	<p>One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.</p> <p>For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.</p>
<b>logical file</b>	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
<b>logical shelf</b>	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
<b>logical warehouse</b>	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
<b>longitude</b>	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
<b>LSV</b>	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
<b>mail merge</b>	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
<b>mailmerge workbench</b>	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
<b>main fuels</b>	Usually refers to bulk fuel products, but sometimes includes packaged products.
<b>maintenance loop</b>	See maintenance route.
<b>maintenance route</b>	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 which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
<b>maintenance work order</b>	In PeopleSoft EnterpriseOne systems, a term that is 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.

<b>manufacturing and distribution planning</b>	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.
<b>mapping</b>	A set of instructions that describes how one data structure passes data to another.
<b>master business function</b>	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
<b>master business function</b>	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
<b>master table</b>	A database table that is 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.
<b>matching document</b>	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
<b>media object</b>	An electronic or digital representation of an object.
<b>media storage objects</b>	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
<b>memory violation</b>	An error that occurs as the result of a memory leak.
<b>menu selection</b>	An option on a menu that initiates a software function directly.
<b>message center</b>	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
<b>messaging application programming interface (MAPI)</b>	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
<b>metal content</b>	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
<b>metals management</b>	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
<b>mobile inventory</b>	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
<b>modal</b>	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.

<b>model work order</b>	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
<b>modeless</b>	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
<b>multiple stocking locations</b>	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
<b>multitier architecture</b>	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
<b>named event rules (NER)</b>	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
<b>national language support (NLS)</b>	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
<b>natureza da operação</b>	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
<b>negative pay item</b>	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
<b>net added cost</b>	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.
<b>next status</b>	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
<b>node</b>	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
<b>non-inventory items</b>	See non-stock items.
<b>non-list price</b>	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
<b>non-prime product</b>	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.

<b>non-stock items</b>	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
<b>nota fiscal</b>	In Brazil, a legal document that must accompany all commercial transactions.
<b>nota fiscal fatura</b>	In Brazil, a nota fiscal and invoice information.
<b>notula</b>	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
<b>object configuration manager (OCM)</b>	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
<b>object embedding</b>	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
<b>object librarian</b>	A repository of all versions, applications, and business functions that are re-usable in building applications.
<b>object linking</b>	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
<b>object linking and embedding (OLE)</b>	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
<b>object management workbench (OMW)</b>	The change management system that is used for EnterpriseOne development.
<b>object-based technology (OBT)</b>	A technology that supports some of the main principles of object-oriented technology:  Classes.  Polymorphism.  Inheritance.  Encapsulation.

<b>object-oriented technology (OOT)</b>	Brings software development past procedural programming into a world of reusable programming that simplifies development of applications. Object orientation is based on the following principles:  Classes.  Polymorphism.I  Inheritance.  Encapsulation.
<b>offsetting account</b>	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
<b>open database connectivity (ODBC)</b>	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
<b>open systems interconnection (OSI)</b>	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
<b>order detail line</b>	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
<b>order hold</b>	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
<b>order-based pricing</b>	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
<b>outbound document</b>	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
<b>outturn</b>	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.  When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
<b>overhead</b>	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
<b>override conversion method</b>	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.

<b>package / package build</b>	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time “snapshot” of the central objects on the deployment server.
<b>package location</b>	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
<b>package workbench</b>	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
<b>packaged products</b>	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
<b>pane/panel</b>	A resizable subarea of a window that contains options, components, or other related information.
<b>paper clip</b>	An icon that is used to indicate that a media object is attached to a form or record.
<b>parent/child form</b>	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
<b>parent/child relationship</b>	See parent/component relationship.
<b>parent/component relationship</b>	<p>1. In Capital Asset 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.</p> <p>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; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
<b>partita IVA</b>	In Italy, a company fiscal identification number.
<b>pass-through</b>	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
<b>pay on consumption</b>	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.



<b>payment group</b>	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
<b>PeopleSoft database</b>	See JDEBASE Database Middleware.
<b>performance tuning</b>	The adjustments that are made for a more efficient, reliable, and fast program.
<b>persistent object</b>	An object that continues to exist and retains its data beyond the duration of the process that creates it.
<b>pervasive device</b>	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
<b>planning family</b>	A means of grouping end items that have similarity of design or manufacture.
<b>plug-in</b>	A small program that plugs into a larger application to provide added functionality or enhance the main application.
<b>polymorphism</b>	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
<b>portal</b>	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
<b>Postfinance</b>	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
<b>potency</b>	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ( $100 / 80 = 1.25$ ).
<b>preference profile</b>	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
<b>preflush</b>	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
<b>preventive maintenance cycle</b>	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.
<b>preventive maintenance schedule</b>	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.
<b>primary service type</b>	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 of the 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.

<b>pristine environment</b>	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
<b>processing option</b>	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
<b>product data management (PDM)</b>	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and 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.
<b>product line</b>	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
<b>product/process definition</b>	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
<b>production environment</b>	An EnterpriseOne environment in which users operate EnterpriseOne software.
<b>program temporary fix (PTF)</b>	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
<b>project</b>	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
<b>projected cost</b>	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
<b>promotion path</b>	The designated path for advancing objects or projects in a workflow.
<b>protocollo</b>	See registration number.
<b>PST</b>	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
<b>published table</b>	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>publisher</b>	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
<b>pull replication</b>	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).

<b>query by example (QBE)</b>	Located at the top of a detail area, this area is used to search for data to display in the detail area.
<b>rate scheduling</b>	A method of scheduling product or manufacturing families, or both.  Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
<b>rate type</b>	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
<b>real-time</b>	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
<b>receipt routing</b>	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
<b>referential integrity</b>	Ensures that a parent record cannot be deleted from the database when a child record for exists.
<b>regenerable</b>	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
<b>register types and classes</b>	In Italian VAT Summary Reporting, the classification of VAT transactions.
<b>relationship</b>	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
<b>relevé d'identité bancaire (RIB)</b>	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
<b>remessa</b>	In Brazil, the remit process for A/R.
<b>render</b>	To include external data in displayed content through a linking mechanism.
<b>repasse</b>	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
<b>replenishment point</b>	The location on or near the production line where additional components or subassemblies are to be delivered.
<b>replication server</b>	A server that is responsible for replicating central objects to client machines.
<b>report design aid (RDA)</b>	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
<b>repost</b>	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
<b>resident</b>	Pertaining to computer programs or data while they remain on a particular storage device.

<b>retorno</b>	In Brazil, the receipt process for A/R.
<b>RIB</b>	See relevé d'identité bancaire.
<b>ricevute bancarie (RiBa)</b>	In Italy, the term for accounts receivable drafts.
<b>riepilogo IVA</b>	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
<b>ritenuta d'acconto</b>	In Italy, the term for standard withholding tax.
<b>rollback</b>	[In database management] A feature or command that undoes changes in database transactions of one or more records.
<b>rollup</b>	See cost rollup.
<b>row exit</b>	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
<b>runtime</b>	The period of time when a program or process is running.
<b>SAD</b>	The German name for a Swiss payment format that is accepted by Postfinance.
<b>SAR</b>	See software action request.
<b>scalability</b>	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
<b>scripts</b>	A collection of SQL statements that perform a specific task.
<b>scrub</b>	To remove unnecessary or unwanted characters from a string.
<b>search/select</b>	A type of form that is used to search for a value and return it to the calling field.
<b>selection</b>	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
<b>serialize</b>	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
<b>server map</b>	The server view of the object configuration mapping.
<b>server workbench</b>	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
<b>service interval</b>	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.
<b>service type</b>	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 that is represented by the service type becomes necessary.

<b>servlet</b>	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
<b>share path</b>	The network node under which one or more servers or objects reside.
<b>shop floor management</b>	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
<b>silent mode</b>	A method for installing or running a program that does not require any user intervention.
<b>silent post</b>	A type of post that occurs in the background without the knowledge of the user.
<b>simulated cost</b>	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.
<b>single-byte character set (SBCS)</b>	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
<b>single-level tracking</b>	Finding all immediate parents where a specific lot has been used (consumed).
<b>single-voyage (spot) charter</b>	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
<b>slimer</b>	A script that changes data in a table directly without going through a regular database interface.
<b>smart field</b>	A data dictionary item with an attached business function for use in the Report Design Aid application.
<b>SOC</b>	The Italian term for a Swiss payment format that is accepted by Postfinance.
<b>soft commitment</b>	The number of items that is reserved for sales orders or work orders in the primary units of measure.
<b>soft error</b>	An error from which an operating system or program is able to recover.
<b>software action request (SAR)</b>	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
<b>SOG</b>	The French term for a Swiss payment format that is accepted by Postfinance.
<b>source directory</b>	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
<b>special period/year</b>	The date that determines the source balances for an allocation.

<b>specification merge</b>	<p>The Specification merge is comprised of three merges:</p> <p>Object Librarian merge (via the Object Management Workbench).</p> <p>Versions List merge.</p> <p>Central Objects merge.</p> <p>The merges blend customer modifications with data that accompanies a new release.</p>
<b>specification table merge workbench</b>	<p>During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.</p>
<b>specifications</b>	<p>A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.</p>
<b>spot charter</b>	<p>See single-voyage charter.</p>
<b>spot rates</b>	<p>An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.</p>
<b>stamp tax</b>	<p>In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.</p>
<b>standalone</b>	<p>Operating or capable of operating independently of certain other components of a computer system.</p>
<b>standard cost</b>	<p>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.</p>
<b>standard costing</b>	<p>A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.</p>
<b>subprocess</b>	<p>A process that is triggered by and is part of a larger process, and that generally consists of activities.</p>
<b>subscriber table</b>	<p>The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.</p>
<b>summary</b>	<p>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 which is stored in certain tables. Contrast with detail.</p>
<b>super backflush</b>	<p>To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.</p>
<b>supersession</b>	<p>Specification that a new product is replacing an active product on a specified effective date.</p>

<b>supplemental data</b>	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
<b>supplying location</b>	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
<b>system code</b>	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
<b>system function</b>	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
<b>table access management (TAM)</b>	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
<b>table conversion workbench</b>	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
<b>table design aid (TDA)</b>	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
<b>table event rules</b>	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
<b>table handle</b>	A pointer into a table that indicates a particular row.
<b>table space</b>	[In relational database management systems] An abstract collection of containers in which database objects are stored.
<b>task</b>	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
<b>task view</b>	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
<b>termo de abertura</b>	In Brazil, opening terms for the transaction journal.
<b>termo de encerramento</b>	In Brazil, closing terms for the transaction journal.
<b>three-tier processing</b>	The task of entering, reviewing, approving, and posting batches of transactions.

<b>three-way voucher match</b>	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
<b>threshold percentage</b>	In Capital Asset 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.
<b>throughput agreement</b>	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
<b>throughput reconciliation</b>	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
<b>token</b>	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
<b>tolerance range</b>	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
<b>TP monitor</b>	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
<b>tracing</b>	The act of researching a lot by going backward, to discover its origin.
<b>tracking</b>	The act of researching a lot by going forward, to discover where it is used.
<b>transaction set</b>	An electronic business transaction (EDI Standard document) composed of segments.
<b>transclude</b>	To include the external data in the displayed content through a linking mechanism.
<b>transfer order</b>	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
<b>translation adjustment account</b>	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
<b>translator software</b>	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.



<b>tree structure</b>	A type of graphical user interface that displays objects in a hierarchy.
<b>trigger</b>	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers:  Calculator.  Calendar.  Search form.
<b>two-way voucher match</b>	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
<b>universal batch engine (UBE)</b>	[In EnterpriseOne] A type of application that runs a noninteractive process.
<b>unnormalized</b>	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
<b>user overrides merge</b>	The User Overrides merge adds new user override records into a customer's user override table.
<b>user-defined code (UDC)</b>	A value that a user has assigned as being a valid entry for a given or specific field.
<b>utility</b>	A small program that provides an addition to the capabilities which are provided by an operating system.
<b>variable numerator allocations</b>	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
<b>variable quantity</b>	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
<b>variance</b>	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. 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 by using the current bill of material, routing, and overhead rates.  2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
<b>versions list merge</b>	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
<b>VESR</b>	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
<b>visual assist</b>	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.

<b>voucher logging</b>	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
<b>wareki date format</b>	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
<b>wash down</b>	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
<b>wchar_t</b>	An internal type of a wide character. Used for writing portable programs for international markets.
<b>web server</b>	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
<b>work order life cycle</b>	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
<b>workfile</b>	A system-generated file that is used for temporary data processing.
<b>workflow</b>	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
<b>workgroup server</b>	A network server usually containing subsets of data that are replicated from a master network server.
<b>WorldSoftware architecture</b>	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
<b>write payment</b>	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
<b>write-off</b>	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
<b>Z file</b>	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.

<b>z-process</b>	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
<b>zusammenfassende melding</b>	In Germany, the term for the EU Sales Listing.

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