
Business Rules Guide

There are many functions and features built into the system that can be configured through “rules” to meet your business requirements. Business rule settings determine processing functionality in the application, without requiring overall program changes. Oracle Utilities Work and Asset Management uses business rules to create system flexibility without having to recreate the software for each organization.

Before the database is installed, Oracle Utilities Work and Asset Management staff members look at each organization’s business practices – the methods of doing things that are unique to the industry and organization – and matches those practices up against Business Rules. The rule options can then be set to control processing throughout the system so that they best emulate your daily business procedures. An example might be setting Physical Inventory processing to print Blind Count Sheets (not listing the item quantities currently stored within the system) or standard Count Sheets (listing the current inventory quantity stored in the system).

Business Rule Records

Rules vary in their nature, some control how the system processes information, others store default information and parameters. Most of the rules are self-explanatory. Look in the Description and Comment fields for details on the function of the rule. For any given rule you set the Options Status to ON or OFF, YES or NO to activate or deactivate it.

Note: Once business rules have been set, they should be changed only after careful consideration and consultation with Oracle Utilities Work and Asset Management. Improper changes can disrupt how the system processes your organization’s information.

Users cannot create new rules. However, application users with the proper authorization can change Rule Types, descriptions, comments, parameters, and list items.

All of the business rule list items and parameters should be set by a System Administrator during the Oracle Utilities Work and Asset Management set up phase.

As new functionality is added to the system, we must sometimes change or add to business rules. While we try to ensure that these changes will not negatively affect users, this is not always possible. To avoid this situation you can elect to “protect” a business rule from update in future releases and service packs by checking the Limit? check box and clicking the Save icon in the toolbar.

Please refer to the section on an individual rule for a complete description of that rule.

Fields in Business Rules

Please refer to the [Configuration Guide](#) for details on each individual business rule. In general, the following fields are included on each business rule screen:

Rule ID - Each business rule is defined with a unique Rule ID.

Rule Type (First Unlabeled Field) - There are three types of business rules, though the distinctions are primarily to help in searching for specific groups of rules:

Business - Rules that model specific Business Practices of multiple organizations across several industries. By setting these rules properly you can replicate many of the specific practices of your organization. An example would be settings governing how inventory is conducted.

Configuration - Rules that affect how the system behaves without affecting processing that affects your organization's Business Practices. An example would be how drill-down behaves for users.

Custom - Some rules are so specific that they must be customized specifically for your organization. An example would be configuring the interface between Oracle Utilities Work and Asset Management and your organization's general ledger application.

Rule Style (Second Unlabeled Field) - There are two basic 'styles' of Business Rule:

Parameter - Business Rules that govern processing such as defining how long a specific document should "age" before being purged or archived.

List - Business Rules that provide a way to associate items, such as usernames, with processing. For example determining which users should be granted access to pay rate information.

Limit? - As new functionality is added to the system, business rules must be changed or modified. While we try to ensure that these changes will not negatively affect users, it is not always possible to keep modifications from having an impact on your business settings. To avoid this situation you can elect to "protect" a business rule from update in future releases and service packs by checking the Limit? check box and clicking the Save icon on the toolbar.

A check in the Limit? check box indicates that the Business Rule will not be updated by installation of new release.

Description and Comment - The Description and Comments give information about the Business Rule and how it should function. Words from the Description can be used on the Business Rules Search Options window to help find a given rule. The Comments field usually contains notes about the rule's "keys" which are displayed in the lower section of the window.

The Rule "Keys" - Only the upper section of the Business Rule window remains constant from Business Rule to Business Rule. The lower section, which contains the rule's "keys" varies greatly. For more on the keys, see the individual business rule.

How to Set a Rule Key

Once the rule header information is saved, you may enter Rule "Key" information per that rule's instructions.

Rule Key and the first 3 Key Value columns have the maximum entry length allowed (up to 30 characters). Key Values 4 to 7 hold up to 500 characters each. To display additional Key Values, place your cursor directly over the column and enter a label. When you save the change, the column is automatically displayed. To remove it, simply clear the column title and save again.

Rule Key Configuration

Through the Rule Key Configuration option, custom list of values are attached to Key columns to control entry. This information is maintained by Oracle Utilities Work and Asset Management unless specifically noted otherwise.

How to Edit a Business Rule

Complete the following procedure if at any point changes need to be made to the initial setup of your Business Rules.

1. Open the business rule that you want to edit
2. Make the necessary changes.
3. Click the Save button to save changes or click the Cancel button to leave the rule unaltered.

Business Rule Descriptions

The following sections describe each individual business rule in detail.

ABC Inventory

The ABC Inventory business rule dictates the parameters used to classify individual stock items in each storeroom as “A”, “B” or “C” class stock. These stock classes are based on the relative value of the prior twelve month’s usage and item value and can be used to recalculate reorder parameters.

Users working with ABC Inventory need to be granted the authority given in the Storeroom Authority business rule.

ABC Class

An “A” class stock makes up the top value usage over the past 12 months. Items with this type class have a high dollar usage value.

A “B” class stock makes up the next value usage over the last 12 months. Items with this type class have a mid-range dollar usage value.

A “C” class stock makes up the remaining value usage over the last 12 months. Items with this type class have a low dollar usage value.

% of Items

This column indicates the percentage breaking point for the stock class listed in the “ABC Class” column (e.g. A class is 20%, B class is 30% and C class is the remaining 50%.)

For ABC analysis to be effective, the number of stock items in class A needs to be kept relatively small. In setting these percentages, you might want to consider the 80/20 rule which says that 80% of total inventory value is attributable to only 20% of the stock items.

% Over Safe

This column dictates the percentage over the minimum quantity used to set the reorder point quantity. The minimum quantity is considered the “safe” quantity.

Typically, the percentage over safety level for A class items should be set higher than B or C class to insure availability of the stock items with the highest value usage.

of Months

This column is the desired reorder frequency (in number of months) used to determine the maximum quantity.

Typically, A class items should be reordered more frequently than B or C class items.

Account Creation From Projects

This rule allows automatic creation of an Account Number in the Project/Subproject module. Use this rule to set whether or not Account numbers can be created automatically in the Project/Subproject module.

Account Creation/ Option Status

When the option status is set to ON the system can create account numbers specifically for subprojects on a Project. When a Project is created in the Maintenance subsystem, a Project ID is assigned. For each subproject generated, the user has the opportunity to create an Account Number specifically for that subproject by listing an Account Number which contains the character string "PROJE".

Once the Project/Subproject is approved, the system generates an Account Number in the Account module by replacing the "PROJE" with the displayed Project ID. Accounts generated in this manner are set to INACTIVE status so that they cannot be readily available for use elsewhere in the system.

The default for this rule is ON.

Account Interface

This rule controls the fields that are updated on an inbound interface record. Interface settings are described in more detailed in the Interfaces Guide.

Account Period Override

The Account Period Override business rule provides the ability to enable costs to be posted to an accounting period even though the current date is past the end of the accounting period. The rule keys specify the period to be used as an override, the type of transactions, and the end date for the override.

Account Rules

(Custom)

The Account Rules business rule is used by a client-specific interface routine and is not applicable for general use.

Accrual Interface

This rule specifies the expense code and account number of offset accounts for the accrual interface. Interface settings are described in more detailed in the Interfaces Guide.

Alerts

This business rule identifies system alerts that are available and who should receive the alert. New Alert types cannot be created.

Alert and Recipient

BACKORDERED ITEMS HAVE ARRIVED - Work Orders and Checkout Requests - Enter REQUESTOR in the Recipient column to have an alert sent to the requestor when backordered items come in. The requestor who's Issue Ticket Report has been printed will receive the alert.

PARTS HAVE ARRIVED - Work Order - Enter REQUESTOR or PLANNER in the RECIPIENT column to have an alert sent to the requestor or planner of a work order with a direct purchase is received in the Receiving module. The default is REQUESTOR.

PO ITEM RECEIVED - Requisition - Enter REQUESTOR in the PO ITEM RECEIVED column to have an alert sent to the requestor identified on the Requisition when the requested PO item is received.

WORK ORDER HAS BEEN APPROVED - Work Order - Enter REQUESTOR in the RECIPIENT column to have an alert sent to the work order requestor when approval has been processed for the work order.

WO FINISH WITH OPEN PO OR REQ - Purchase Order, Requisition - Enter the person who should receive an alert when a Work Order that references an open purchase order or requisition is set to Finished status. The Default setting is to BOTH.

Analysis Views Access List

This rule is used in conjunction with customized functionality which enables linking of Oracle Utilities Work and Asset Management and Microsoft Excel spreadsheets. In order to use this functionality, you must run sql scripts (provided by Oracle Utilities Work and Asset Management), and store the excel spreadsheets in a networked location.

The business rule is used to MANAGE (not create) the users that are created using the script. Once the script is run, it populates the business rule, and at that point you can assign additional plants to those users, or reassign their plants. The users created in the script act like “dummy” users for each plant. I.e., standard usernames and passwords cannot be used when executing “refresh data” in Excel.

Your system administrator should work with a Oracle Utilities Work and Asset Management representative to configure and implement this functionality.

AP Batch Interface

(Custom)

The AP Batch Interface business rule sets up processing for an Account Payable interface. The business rule allows or disallows access to the AP Batch Number generation option available on Report 63 – Ready for Payment Report.

AUTO GENERATE AP_BATCH_NO - Enter ON or OFF to allow or disallow Account Payable batch numbers to be generated from the Ready for Payment Report (Report 63 in the Administration module, Report Administration).

Approval Routing

Determine how the system routes Alerts for documents requiring approval.

Key Name and Option

APPROVAL ALERT NAVIGATION - When this rule key is set to WIZARD, clicking on an alert opens an approval wizard to guide you through the approval process. If the rule key is set to RECORD, clicking on an approval alert opens the record. Note: Alerts will open according to how this rule key was set when the alert was generated. For example, if users have existing alerts and you change the setting from RECORD to WIZARD, those existing alerts will still open the record, but alerts created after the rule key change will open the wizard.

EMAIL CONTENT TYPE - This key specifies the type of e-mail content allowed when e-mails are sent from Oracle Utilities Work and Asset Management to a regular e-mail program. This key is

only valid when the EMAIL CONFIGURATION BUSINESS RULE has the key value 'E-MAIL INTEGRATION' set to ENHANCED. Options include:

EMBEDDED URL - URL links are specified in the e-mail body.

HTML - Included in the e-mail body.

TEXT - Only Text is included in the e-mail body.

URL - URL links are included at the end of the e-mail body.

USE ASSOCIATED DOCUMENTS - This key determines whether the Approval Routes can be associated with document types. Set to ON to make the Associated Document view available in the Routing List module and to have Approval Routing LOVs reference the document types entered on that view.

Asset Depreciation

This rule determines how the system will process asset depreciation costs and post them to the account log.

Once the values for the Convention and Frequency rule keys are set and the depreciation batch job has run, the settings should not be changed. Any modification will result in irreversible errors in your depreciation calculations.

CONVENTION - Select Full-Month to indicate the amount of depreciation that can be claimed in the year the asset is placed in service. Full-Month is the only option.

FREQUENCY - The value entered here determines how often all asset's depreciation will be written to the account log. For example, if the Last Processed Date is '200301' and the frequency is monthly, the account log will have entries of '01 2003' and in the future, the following months (i.e. 02 2003, 03 2003). Valid frequencies are Monthly, Quarterly or Annually.

LAST PERIOD PROCESSED - The Administrator should enter an initial date in this field when the rule is configured. Once the date is set the system updates the date when the account depreciation batch process runs. Do not modify this rule key after initial configuration.

The proper date format is YYYYMM.

LAST RUNTIME DATE - Last Run Date will be updated by the system whenever the batch procedure runs.

Asset Interface

Controls the fields that will be updated on an inbound ASSET record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Asset Key Segments

The Asset Key Segments business rule defines the Asset Key Flex Segments to customize Asset IDs. Each segment contains a label, length and options.

For more information regarding this feature, please refer to the Asset section of the Resource User Guide.

This functionality allows users to group Asset IDs to make it easier to locate the required asset. Since the system allows an infinite number of Asset IDs to be defined, Asset Key Segments can significantly aid in searching through very large databases.

To disable this Rule, the label field for SEGMENT1 must be null. If the rule is disabled, the Segments view does not appear in the Asset or Fleet Asset module, and the associated functionality is turned off.

Segment

The “SEGMENT” column determines which segment, or “piece”, of the Asset ID is being defined.

Label

The “LABEL” column describes the SEGMENT. It is the label displayed within the Asset module windows.

Length

The “LENGTH” column defines the maximum number of characters for the SEGMENT.

Option

The first character in the “OPTION” column indicates whether a code table is to be used: “Y” for YES, “N” for NO. The second character in the “OPTION” column is the delimiter for the SEGMENT.

To make any one SEGMENT a required field, use the Modules Administration - Forms module.

Asset Navigator

This rule allows you to define whether the top level of the asset navigator hierarchy is ASSET (default) or DEPARTMENT.

Setting and Value

TOP LEVEL - Select either ASSET (default) or DEPARTMENT.

Asset Runtime

The Asset Runtime rule defines how the Asset Runtime per month or per period will be calculated. The rule is used in conjunction with the stored database procedure SDBP_RUNTIME.

Period/Month and Status

All Low Runtime - This key only affects assets with depreciation method of Units of Production. A Status of YES allows entry of a reading lower than or equal to the last reading. A Status of NO only allows entry of a reading higher than the last reading.

End of Month - Entering ON or OFF in the status determines the period of time the SDBP_RUNTIME calculates the Asset Runtime from. ON calculates from the end of one month or period to the end of the next month or period. OFF calculates from the beginning of one month or period to the beginning of the next month or period.

Attachment Drive Mapping

Use this rule to map drives where attachment files are stored.

Enter a drive and the machine the drive should be mapped to in the appropriate columns. Attachments stored on these drives and attached to applicable records will be converted to the UNC path when printed.

For Blanket Contracts and Purchase Order records this setting affects e-mails with attachments sent from the record where the E-Mail Purchase Order action is selected and the Print indicator is checked.

Attachment Print Configuration

This rule controls whether attachments are sent directly to a printer when the Print action is selected in the Work Order, Work Order Task, Fleet Work Order, or one of the Benchmark modules.

Any user that will use this functionality **MUST** have the printer that they plan to print to installed on their computer.

PRINT ATTACHMENTS TO PRINTER -Set this value to ON to send Work Order attachments directly to the printer when the Print action is selected in a module. The default is set to OFF. You must also make sure that the REPORTS ALWAYS PREVIEW rule key in the Web Configuration business rule is set to OFF. This value is also available in the User Profile. the value setting in the User Profile will override the business rule setting.

The attachment must be in .pdf format and a third-party application called Ghostscript must be installed on the application server and must be configured properly.

REPCACHE UNC PATH - This is the output directory path for reports on the application server. This path must be in UNC format only: \\<SERVER_NAME>\REPCACHE\. Example: \\paris\repcache\

GHOSTSCRIPT APPLICATION - Path and file name of the Ghostscript executable. Depending on the version of the installed Ghostscript product, these values could vary. Example: C:\gs\gs.exe

GHOSTSCRIPT PARAMETERS - These parameters are used by the Ghostscript program to disable interactive prompting. There is also another parameter, -sDEVICE, which is appended to this string by the application. This parameter is populated by the GS Device rule key in the PRINTER ALIAS Business Rule. Example: -dNOPAUSE -dBATCH

Attachment Printing

Indicates whether or not a template should be applied when Permit records are printed.

Module and Use Template?

Currently this option is only available in the Permit module. Indicating YES will cause the documents to print with the additional header and footer information from the template.

Attachment Types

The Attachment Types Rule determines which attachments are made available as Attachments throughout the application (such as in the Asset, Storeroom, Catalog, Work Order and Process modules).

The attachment types that are currently available are Document, MSDS, Procedure, Specification, and Standard Note. Enter ALLOW or DISALLOW for each line item depending on whether or not you want the attachments available.

You can specify a default attachment type for each module using the Modules Administration - Forms module, but the default type you specify must first be made available in this business rule.

Auto Generate Daily Schedule

Control automatic cycling of unfinished work order tasks to the crew's next day's schedule. When batch processing is done, work order tasks that are not in Finished or Canceled Status are placed on the next day's schedule for that task's crew. Schedules are generated according to the days and hours entered in the Crew Daily Hours view of the Crew module.

Crew / Generate

Enter any valid crew that exists in the Crew module then enter ON or OFF in the Generate column to determine whether or not the system should cycle unfinished work order tasks to the crew's next day's schedule. Any crew that is not listed will be defaulted to OFF and no schedules will be created automatically for that crew. Schedules are generated according to the days and hours entered in the Crew Daily Hours view of the Crew module.

Auto Generate Weekly Schedule

The Auto Generate Weekly Schedule Rule allows automatic cycling of unfinished Work Order Task(s) to the Crew's next week's schedule. When batch processing is done, Work Order Task(s) that are not in FINISHED or CANCELED status are placed on the next week's schedule for that Task's Crew. Schedules are generated according to the values entered in the Work Week business rule.

Crew / Generate

Enter any valid crew that exists in the Crew module then enter ON or OFF in the Generate column to determine whether or not the system should cycle unfinished work order tasks to the crew's next week's schedule.

Any crew that is not listed will be defaulted to OFF and no schedules will be created automatically for that crew. Schedules are generated according to the values entered in the Work Week business rule.

Available Quantity Calculation

This rule determines which fields are used in the equation to calculate available quantity in the storeroom.

Quantity and Status

If the status is set to ON the field in the corresponding Quantity field will be used in the equation. If the status is set to OFF the quantity is not used in the equation.

Bar Code Configuration

This rule determines the main menu options available in the RFGen Bar Coding application.

Menu Item and Display

Options set to ON appear on the bar coding main menu.

Barcode Label Printers

The Barcode Label Printers Rule defines barcode label printers accessible by the application.

Printer Name

Enter the names of the designated printers.

Enabled

Enter YES or NO to specify whether or not the named printer is enabled.

Quality

Use this field to designate print quality.

Printer No.

Enter the Printer number to print to. Printer numbers are determined by your organization.

Barcoding Checkout

The Barcoding Checkout Rule allows a user to delete entries from the temporary upload table before the database is updated.

This allows users to decide whether the temporary upload table should be empty prior to next upload of the checkout/return data via a handheld or if new entries should be appended to the prior error entries.

Bar-coding Upload and Option Status

Setting Option Status to ON or OFF determines how records with errors will be stored.

Enter ON to allow records with errors to be kept in a temporary table.

Enter OFF to remove the remaining records from the temporary table prior to the next upload.

Batch Job Control

Include or exclude certain batch processes from regular batch cycles.

Batch Process, Job, and Option Status

Specific batch processes that can be turned on or turned off are listed in the Batch Process column. All batch procedures listed and turned on will run as part of SDBP_RUN_ALL_BATCH in the order specified in the Batch Process column.

Enter YES in the Option Status column if you want the batch process to run regularly, and NO if you do not want it to run. The Job column identifies the stored database procedure associated to each batch process.

Note that the order in which batch procedures are run makes a difference since a batch procedure may be dependent upon the data processed in another batch procedure. If they are run out of order, you may not see the data (such as cost roll-ups) for the batch run until the next time batch procedures are run.

For a description of each batch procedure, see the Configuration Guide.

Batch Purge Criteria

Define the status values which determine when to delete obsolete data. Records are deleted when batch purge processing runs. Enter the applicable statuses in the Status 1, Status 2, and Status 3 columns for each record type. For example, for work requests, if the value in the Status 1 column is set to CLOSED, the system purges any work requests associated to work orders in CLOSED status.

Batch Processing

EVENT QUEUE STATUSES - Delete event queue entries that are in the statuses identified in the status columns.

REQUISITION PO STATUSES - Delete requisitions associated with purchase orders in the statuses identified in the status columns. Typically, Requisitions are considered unnecessary after the PO has been CLOSED or CANCELED.

WORK REQUEST WO STATUSES - Delete work requests associated to work orders that are in the statuses identified in the status columns. Recommended options for Status 1 - 4 include work orders in CLOSED, CANCELED, HISTORY, or REJECTED status. Although it is possible, it is NOT recommended that you purge work requests associated to work orders in PLANNING, PENDING APPROVAL, APPROVED, ACTIVE or FINISHED status.

STATUS 1, STATUS 2, STATUS 3 - These columns indicate the statuses for the records that are purged. Status 1 is the prime status to be deleted. Status 2 and 3 are other desired statuses.

Batch Purge Parameters

As system data ages, it often becomes of little or no value to users. Purging old data regularly prevents tables from growing too large and helps maintain a quick system response time when querying those tables.

The Batch Purge Parameters Rule defines, per specific type of data, the age of a record before batch processes purges it. Note that the specific routines called for purging are already defined, purging either a single record at a time or a header record and its associated view, whichever is appropriate.

Batch Parameters and Days

ALERTS - Set the number of days the system should retain Alerts on the home page. Purge processing compares the Alert Date to the current date minus the number of days listed in the DAYS column, and deletes any messages that fall outside of that range.

AUDIT LOG - Set the number of days the system should retain Audit Log entries. Purge processing compares the date that the entry was made to the current date minus the number of days listed in the DAYS column, and deletes any messages that fall outside of that range.

BATCH_MESSAGES - Messages generated by batch processing and are stored as records in the Job Manager module so that you can easily access and review them at any time. Purge processing compares the Batch Message Date to the current date minus the number of days listed in the DAYS column, and deletes any messages that fall outside of that range.

REQUISITIONS - Purge Processing compares the PO Status Date (for status settings in the Batch Purge Criteria business rule) to the current date. When the result is greater than the number of days listed in the DAYS column, the Requisition is deleted from the system.

WORK REQUESTS - Purge Processing compares the Work Order Status Date (for status settings in the Batch Purge Criteria business rule) to the current date. When the result is greater than the number of days listed in the DAYS column, the work request is deleted from the system.

Batch Stock Reorder

The Batch Stock Reorder Rule controls several of the reorder processes used throughout the system. These include turning automatic stock reorder processing ON or OFF, the type of document to be produced by stock reorder (Purchase Order or Requisition, including setting the default buyer, federal tax and state tax codes), the status that document is to be created in, and whether to round the order quantity up or down.

Values that are not described below but that are shown on the Batch Stock Reorder business rule list are only used with the Advanced Material Management option.

Batch Processing/Values

ALERT_ADDRESSEE_NAME - the username of the person that will receive the Alert when batch selects stock items with an Auto Reorder Indicator of "C" (Contact).

DEFAULT DOCUMENT - determines the type of document to be created. Enter PO in the "VALUES" column to generate Purchase Orders. Enter REQ in the "VALUES" column to generate Requisitions.

DEF_BUYER_CODE - Default Buyer Code that will appear on the created document. In some instances this value MUST be set so that automatic reorder will function properly. If the Reorder Type field on the Reorder Review record is set to Reorder Review or Auto-Reorder and this value is left blank, the intended purchasing document is not created, even if the Buyer field is populated on the Master Catalog and/or Storeroom.

DEF_DUTY_CODE - the default Duty Code which will appear on the created document.

DEF_FEDERAL_TAX_CODE - the default Federal Tax Code which will appear on the created document.

DEF_STATE_PROVINCE_TAX_CODE - the default State/Provincial Tax code which will appear on the created document.

EXCEED MAX BY DEMAND - determines how much the system orders on automatic reorder. If this rule key is set to ON, the system orders enough to reach the maximum allowed quantity plus the amount that is on demand. On demand quantity is defined as the demand placed on the storeroom from active work orders and checkout requests. Setting the rule key to ON insures that stores will remain at the maximum level after the demand has been fulfilled.

If the rule key is set to OFF the system only orders enough to reach the maximum, regardless of how demand may later affect stores quantities. Setting the rule key to OFF could mean that stores will need to be ordered more frequently and you can therefore expect to issue more purchasing documents. However, this setting could also prevent the system from ordering against demand that may never actually result in items being removed from the storeroom.

GROUP BY BUYER - Can be set to ON or OFF to tell the system whether or not to use the buyer code from the catalog to group items on Purchase Orders or Requisitions. The default is off.

Please refer to the description of the **STOREROOM REORDER PROCESSING** rule key for more details regarding the setting of this key.

NUMBER OF VENDORS - determines the number of vendors that the system will create for the Request for Quotes bidder's list on an automatic stock reorder.

ON DEMAND QUANTITY INCLUDED - determines when the system triggers automatic reorder. If the rule key is set to ON the system subtracts the on demand quantity from the available quantity to determine whether or not stores have fallen below the reorder point. On demand quantity is defined as the demand placed on the storeroom from active work orders and checkout requests. This setting can reduce the number of purchasing documents that are generated because it anticipates future stores depletion as well as taking into account actual stores depletion.

If the rule key is set to OFF, only the available quantity in the storeroom is considered in determining whether or not stores should be reordered. This setting could prevent the system from ordering against demand that may never actually result in items being removed from the storeroom.

PLANNED_ORDERS - determines if Planned Orders are included in the calculation for Available Quantity during batch stock reorder. Only used when Reorder Method is set to option 2.

PO STATUS - Purchase Orders or Requisitions can be automatically created in one of three statuses: PENDING APPROVAL, APPROVED and ISSUED. Enter the desired status in the "VALUES" column.

REORDER_METHOD - Set to Option 1. Before the AMMO rule keys became obsolete, this rule key determined whether AMMO was turned ON (Option 2) or OFF (Option1).

REPAIR QUANTITY INCLUDED - This determines if the repair quantity should be included in the on hand quantity.

REQUISITION CHECK - determines if open requisitions are included in the reorder formula. When the key is set to YES, reorders that have been sent to requisitions are included in the reorder formula. When the key is set to NO, reorders on requisitions are not included, which may result in multiple reorders for the same item.

REQUISITION STATUS - shows the status that the system should use when it generates a Requisition for an automatic stock reorder.

REQUIRED_DATE_BY_LEAD_TIME - (obsolete - Advanced Materials Management Option only)

RFQ REQUIRED DATE LEADTIME - A number used to calculate the Required Date for RFQs generated by batch. (Sysdate + value) Only used when reorder method is set to option 2.

RFQ STATUS - shows the status that the system should use when it generates a Request for Quotes for an automatic stock reorder.

ROUNDING - dictates whether to round the order quantity up or down with respect to the Maximum (Storeroom) Quantity and the Purchase Quantity. Setting the “VALUES” column to UP indicates that the reorder quantity might exceed Maximum Quantity by Purchase Quantity minus 1 (rounding up). Setting the “VALUES” column to DOWN indicates that the reorder quantity will reach but never exceed Maximum Quantity (rounding down).

STOREROOM REORDER PROCESSING - This rule key controls how the system creates purchasing records when they are processed for automatic order.

Note that setting this key impacts the storeroom and the batch reorder process only, not other types of purchase documents. When this key is set to STOREROOM, the Stock Reorder Overrides view is available on Storeroom records and batch uses the data from this view when generating purchasing documents.

If this key is set to **CATALOG** and **GROUP BY BUYER** is set to OFF: Stock codes are added as line items to the oldest S-Type PO in Created status where the PO Vendor is the same as the Primary Vendor on the Stock Code in the Master Catalog.

If this key is set to **CATALOG** and **GROUP BY BUYER** is set to ON: Stock codes are added as line items to the oldest S-Type PO in Created status where the PO Vendor AND the Buyer are the same as the Primary Vendor and Buyer on the Stock Code in the Master Catalog.

If this key is set to **STOREROOM** and **GROUP BY BUYER** is set to OFF: Stock codes are added as line items to the oldest S-Type PO in Created status where the PO Vendor is the same as the Primary Vendor on the Storeroom where the Stock Code resides. Information is entered on the Stock Reorder Overrides view in the Storeroom module.

If this key is set to **STOREROOM** and **GROUP BY BUYER** is set to ON: Stock codes are added as line items to the oldest S-Type PO in Created status where the PO Vendor AND the Buyer are the same as the Primary Vendor and Buyer on the Storeroom where the Stock Code resides. Information is entered on the Stock Reorder Overrides view in the Storeroom module.

If there are no existing POs that meet the stated criteria, the system creates a new PO with vendor, tax codes, manufacturer data, and buyer information from either the Storeroom or Catalog depending on how the rule key is set.

If Buyer and Tax Codes are null on the Storeroom record, Batch uses the values from the Catalog record. If errors are encountered, you can update the storeroom data and batch will process the record on the next run.

UNALLOCATED_DEMAND - Use Unallocated Demand in the calculation for Available Quantity during batch stock reorder. Only used when Reorder Method is set to Option 2.

Bin Quantity Tracking Options

(AMMO only)

The Bin Quantity Tracking Options Rule is used for baseline Multi-Step Receiving and the Advanced Materials Management options.

Option and Value

BIN QUANTITY TRACKING OPTIONS - If you are using bin quantity tracking, the status for this option should be ON.

COUNT AND ACCEPT BIN - If you are using Multi-Step Receiving, set the status for this option to ON. The Value field should contain the 'receiving' bin to which the system will initially accept the items into inventory.

COUNT DEFAULT BIN - If you are using a default bin for Multi-Step Receiving, set the status for this option to ON.

DEFAULT BIN - If you are not using bin quantity tracking, set the status for this option to ON and enter the default receiving bin in the Value field.

OVER RECEIVE - If you want to control whether excess items can be received from your vendors, set the status for this option to ON. You can set the Value field to WARN or STOP. WARN will alert the individual doing the receiving, but will allow them to receive the excess. STOP will not allow them to receive the excess.

Blanket Contract Access List

The Blanket Contract Access List Rule identifies the Users who have authority to approve and issue releases against all Blanket Contracts. This list is used when the Master Access List Processing rule key in the Blanket Contract Processing Rule is set to ON.

Using a single master access list reduces the effort required to set up and maintain a unique access list for each Blanket Contract.

Blanket Contract Processing

The Blanket Contract Processing Rule defines how the system validates Blanket Contracts referenced on Requisitions and Purchase Orders. Activating the Blanket Contract Processing rule prevents time being spent processing a purchasing document that is not valid. When the rule is active, the system checks the Blanket Contract each time the status changes for a Requisition, PO, or Blanket to PO record referencing the Blanket Contract.

Only active Blanket Contracts are valid. Depending on how the rule is configured, validation fails if the Total Amount on the Requisition or Purchase Order exceeds the Blanket Contract Tolerance Limit or if the Blanket Expiration date is near. If validation fails, a warning message displays. Depending on how the rule is configured, processing of the document may or may not be allowed to continue after validation fails.

If the Enforce 'B' Type key is ON, the system only allows B Type Requisitions to reference Blanket Contracts and verifies that the current user is on the Blanket's Access List.

BLANKET CONTRACT AMOUNT - the Dollar Amount entered in the Values field represents the how close to the Limit Amount the Blanket Contract can be and still continue processing.

BLANKET CONTRACT PERCENT - The Percentage of the Contract Limit used. Enter 90% in the Values field to indicate that processing can continue until the Blanket Contract Used Amount plus the purchasing document dollar amount is within 10% of the Blanket Contract limit.

CONTINUE PO NEXT ACTION - This option determines if Purchase Order processing will be allowed to continue after Blanket Contract Validation fails and a Warning Message(s) displays. Options are Allow or Disallow.

CONTINUE REQ NEXT ACTION - This option determines if Requisition processing will be allowed to continue after Blanket Contract Validation fails and a warning message displays. Options are Allow or Disallow.

EXPIRE DATE TOLERANCE - With this option set to On, the number of days entered in the Values field represent how close to the Expiration Date the Blanket Contract can be and still continue processing.

STANDARD E-MAIL BODY TEXT - Enter the standard text that should appear on emails that are sent to vendors by the system.

USE MASTER ACCESS LIST - Set this option to ON to allow Blanket Contracts to use the Master Access List defined in the Blanket Contract Access List business rule.

Budget Checking

Use this rule to determine whether or not the system should check against budgets when processing cost related records. You can also determine whether budget checking will be based on Accounts, on Expense Codes, or on both.

The system checks any budget by taking the year-to-date sum of the budget and subtracting the existing commitments for the same time period for the same account or expense code to determine the budget balance. If the record being processed will cause the account or expense code to go over budget the system will proceed with the action indicated in the Budget Checking by Document business rule.

The Account/Expense Code combination can be represented in the following manner:

Budget Checking By Option Status

ACCOUNT - OFF

EXPENSE CODE - OFF

The system does not check budgets when processing cost related records.

ACCOUNT - ON

EXPENSE CODE - OFF

The system verifies that approval of the record being processed will not cause the account(s) indicated on the record to go over budget. With this setting, individual expense codes can go over budget, as long as they do not cause the overall account to go over budget (i.e., one expense code can “borrow” budget dollars from another expense code).

ACCOUNT - OFF

EXPENSE CODE - ON

The system verifies that approval of the record being processed will not cause the expense code (s) indicated on the record to go over budget. With this setting the overall account will not be allowed to go over budget because all of the expense codes that make up the account will be kept at or under budget.

ACCOUNT - ON

EXPENSE CODE - ON

The system checks both the overall budget amount for the account and the overall budget amount for the expense code to make sure that neither goes over budget. You might want to use this setting if you plan to allow budget overrides in normal processing so that if one expense code is allowed to go over budget and the approval of another expense code would cause the entire account to go over budget (even if the expense code itself would remain under budget), the system would catch the budget overrun on the account.

Budget Checking by Document

Use this rule to identify unique processing for the budget checks performed during approvals for certain documents. For each document, clients can establish whether the user will be warned that the budget will be exceeded, with the option to continue, or whether they will be stopped from approving the document if the budget will be exceeded or whether the system is to ignore giving the user budget information during approvals (still performs the budget check and alerts the appropriate users when exceeded). For each document, a user can be identified to receive an alert that a document has been approved or charges posted by batch that result in budget overruns.

Document

Indicates the type of document that will be checked for budget constraints.

Action

IGNORE - The system will not take any action if the budget amount will be exceeded when the record is approved.

STOP - The system will stop processing on the document indicated if the budget amount is exceeded.

WARN - The system will display a warning message to the approver if the budget amount will be exceeded when the record is approved.

Alert User

Enter the username of the person that should receive an alert when the document type indicated exceeds the budget. If you leave this field blank, the system will still display a warning message on the screen during processing of the record (if the Action field is set to WARN), but will not send a system alert to anyone.

You can enter additional users in the Notification view of the Accounts module.

Budget Checking Skip Accounts

Use this rule to list the account codes, expense codes, or account code - expense code combinations that should be exempt from the budget checking process. Placing an asterisk (*) in either the account code or expense code field in the Rule Keys section of the rule denotes a wild card. For example, if you enter account number 1234-5678 and expense code, all budget checking related to account numbers 1234-5678, regardless of the expense code on the transaction, will be skipped.

C.O. Auto Approve Percentage

When a Change Order is modified, the new Change Order total value may be different than the originating PO value. If the price difference is less than or equal to a defined percentage, the system automatically approves the Change Order when a user sets the Change Order status to Pending Approval.

CO AUTO APPROVE PERCENTAGE

In the MAX PERCENT column enter the maximum price difference allowed (as a whole number percentage) for auto-approval of Change Orders. If the new Change Order price difference exceeds this percent, users must manually enter approval information to approve the Change Order.

Catalog Interface

Controls the fields that will be updated on an inbound Master Catalog record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Change Request Record Types

The Change Request Record Types Rule defines the types of Change Request records, including enabling and disabling functionality for each record type.

Record Type

Record types are Asset, Generic, Storeroom, Catalog, and Vendor.

Option

For each Record Type, set the Option to On to enable the creation of Change Requests of this type or to Off to disable the creation of Change Requests of this type.

Header Frozen

Indicate the status at which the header information for this type of Change Request can no longer be updated. Valid options are Approved and Completed.

Notes Frozen

Indicate the status at which the notes information for this type of Change Request can no longer be updated. Valid options are Approved and Completed.

Charts and Metrics Settings

This rule is used to control the amount of data retrieved by charts to help prevent overloading the systems with memory issues. For each chart or metric, all plants must have identical settings.

Chart or Metric Name

The name for the chart or metric.

Criteria

CRITERIA 1 sets the number of complete prior time units (Months, Quarters or Years) that will be retrieved. Current partial data is included.

CRITERIA 2 sets the type of time units to retrieve (Months, Quarters or Years) .

CRITERIA 1 and **CRITERIA 2** must be used together to determine the overall time-frame for data retrieval. For example, if you want to retrieve the current partial data plus the data for 4 prior months, enter '4' for Criteria 1 and 'Monthly' for Criteria 2. Even if the chart does not physically show months quarters or years, Criteria 2 must be set to indicate the type of time unit to retrieve.

For each chart or metric, all plants must have identical settings. If multiple settings are set for different plants - the minimum value will be used. The maximum time period for which data can be retrieved is 5 years.

CRITERIA 3 - 7 may define additional settings for the chart or metric. Refer to the description for more information.

Checkout Allowable Charge Type

This rule is used to control the charge types that are allowable for Stock Checkouts. A setting of ALLOW for a Charge Type makes it available on the checkout screen. A setting of DISALLOW will exclude the Charge Type from the checkout screen.

Checkout Processing

This rule controls options for checkout. Select Yes or No for each option to enable or disable that option.

Values that are not described below but that are shown on the Batch Stock Reorder business rule list are only used with the Advanced Material Management option.

CHECKOUT TO FINISHED WO - This option controls users' ability to issue stock and tools against a finished Work Order. When this option is set to YES, the list of values for Work Order tasks will only show tasks in Active status. If it is set to NO the list will show tasks in both Active and Finished status.

RETURN MORE THAN ISSUED - If this rule key value is set to YES, users are able to use the Stock Checkout module to return more than what was issued against a work order.

Checkout Request

The Checkout Request Rule defines processing in the Checkout Requests module in the Inventory subsystem.

ALLOW PARTIAL ISSUE - This rule key determines how the system handles partial issue of items on a Checkout Request. If this option is set to NO and items are partially issued against a Checkout Request the system sets the status of the Checkout Request to Closed and the item status to Issued. With this setting, the system also removes the remaining demand from the storeroom.

If this option is set to YES and items are partially issued against a Checkout Request, the Checkout Request remains in Active status and the Item status remains in Requested status. With this setting, the system only removes demand from the storeroom for the items that have been issued.

NEGATIVE QUANTITY - Enter YES or NO into the Option Status column to allow or disallow a negative quantity to be entered on a checkout request. This processing does not affect the storeroom quantity levels. This is a flag to the storeroom that an item needs to be returned to stock.

PRINT RESTRICTIONS - Enter YES into the Option Status column to allow a checkout request to be changed once it has been printed. Enter NO into the Option Status column to disallow a checkout request to be changed once it has been printed.

REPRINT - Enter YES into the Option Status column to allow a checkout request to be printed more than once. Enter NO into the Option Status column to disallow a checkout request to be printed more than once.

Checkout to Finished WO

(Obsolete)

This rule was made obsolete by the Checkout to Finished WO rule key in the Checkout Processing business rule.

Compatible Unit Defaults

The Compatible Unit Defaults Rule sets the default values for estimating equipment and labor rates for compatible units. When a new is inserted, the system uses the values from this rule to populate the Equipment view and to calculate duration, equipment and labor estimates.

CONTRACTOR EXPENSE CODE - This sets the default expense code that is charged when contractor costs are applied from a work order. Contractors are entered in the Contractor Supplied view in the Work Order Task module.

CRAFT - When compatible unit is entered on the CU Worksheet, the system automatically creates an entry on the Items Worksheet for every compatible unit, plus a line for labor estimates. The craft entered in the Value field here will be defaulted on the Items Worksheet for the labor estimates. The craft can be changed later on the worksheet, if necessary.

CREW SIZE -The crew size used to estimate duration (duration = manhours/crew size).

EQUIPMENT QUANTITY - The quantity used to estimate default equipment cost (cost = rate x quantity).

EQUIPMENT TYPE - Select an Equipment Type from the list of values controlled by the Other Direct Charges business rule. You can enter any Equipment Type. If a default Equipment Type is defined here, the system inserts a line with that type into each new Equipment view. Any

additional equipment that you add to the Compatible Units record must be defined in the Direct Charges Rule with a Units value of Hour or Hourly.

STOREROOM - The storeroom used when materials from a CU are added to the Work Order Task Item Worksheet. If the stock item does not exist in this default storeroom, the system searches for the stock item in all other active storerooms. If the stock item is found in another storeroom, the system uses that storeroom. If the stock item is found in more than one storeroom, the system does not enter a value but informs you that some material items on the Item Worksheet do not include a valid storeroom. You must then open the Item Worksheet and select a storeroom from the list of values.

Compatible Unit Function

This rule is used to associate whether work done on a compatible unit is categorized as a new, retire or existing construction asset depending on the function.

Enter a function and type to categorize a compatible unit with that function as new, retire, or existing for the CU Summary view in Work Design.

Component ID Rule

Component Tracking processing has been incorporated into the system so that you can track the location of any given Component ID at any point in time. The Component ID Rule turns this processing ON or OFF.

Once the rule key is on, no transaction that affects the location of a component can be completed without first indicating the ID number. For example, receiving transactions for trackable stock would require a pre-defined Component ID before the receiving transaction can be completed.

Enter ON or OFF in the Option Status field to enable or disable component tracking.

Component Processing

The Component Processing Rule determines the Processing for Components on Work Orders, PM Masters and other records. The Options listed can be enabled or disabled by entering YES or NO in the Used column.

GET ASSET FROM COMPONENT ID - With this key set to YES, if no Asset is entered on the PM Master, the system copies Asset information from the Component ID record to the Work Order.

GET CURRENT ASSET - With this key set to YES, if no Asset is entered on the Benchmark, the system copies to the Work Order the Asset information for the Asset where the Component is installed.

GET CURRENT ASSET ACCOUNT - With this key set to YES, if no asset is entered on the Benchmark, the system copies to the Work Order the Asset account number for the Asset where the Component is installed.

IN STORES STATUS CHANGE - When this option is set to YES, Component ID status can be changed to or from In Stores status from the Component ID module. This status change does not impact the On Hand quantity or the Average Unit Price in the Storeroom identified on the Component ID record. When this option is set to NO, no status changes from In Stores are allowed from the Component ID module.

INSTALL AT ISSUE - Set this option to YES to enable processing to automatically set Component ID status to INSTALLED when issued from the Storeroom against a Work Order. The default is YES.

WORK INSTALLED W/O ASSET - Set this option to YES to allow an installed Component to be entered on a Work Order or Work Request without first entering the Asset.

Copy/Paste Object IDs

Set the Option value to YES or NO depending on whether you want to allow or disallow copying of object IDs from one module to another.

Cost Adjustments

The Cost Adjustments business rule controls whether the adjustment quantity field is displayed on the adjustment screen for use with interfaces.

Field and Displayed

If Displayed is set to YES then the Adjustment Quantity field will be displayed on the adjustment screen. This field is not used within Oracle Utilities Work and Asset Management but is used in interfaces. The quantity entered here is copied to the accounting log record.

Craft Rates

When labor estimates are entered as a part of planning work, users enter a Craft Code and the total number of hours they estimate the work will require of that craft. The system then calculates an estimated total dollar value for the entry using the Craft Rates entered in the "RATE" column (for that Craft). As time charges are entered through Timekeeping, the "RATE" column can be used as the actual charge rate, the "REG EXPENSE" and the "PREM EXPENSE" columns are used as the expense codes for Regular Time and Premium Time charges.

Note: Refer to the Labor Costing Wage Rates business rule to determine where actual labor charge rates are drawn from.

Craft

Create unique craft codes in the Craft column. You can also enter a description of that code in the Description field.

Rate, Reg Expense, Prem Expense

The "RATE" column should be the wage rate (in the form dollars.cents (75.25), the "REG EXPENSE" column is the expense code for "Regular Time", and the "PREM EXPENSE" column is the expense code for "Premium Time".

The first few characters of the "RATE" column also serve as a part of the Craft Code list of values (Help list) elsewhere in the application.

Credit Card Purchases

Direct Purchase items can be paid for using a credit card number (associated with an Employee record) as the charge number. The Credit Card Purchases business rule controls whether or not direct purchase items can be paid for using a credit card.

To control which document types (such as Purchase Orders) can be charged against a credit card, list the document types in the Document Type column and set the Option Status column to ALLOW or DISALLOW for each.

Criticality Override

Control modification of the Criticality field on Work Order and Work Request records. The Criticality field is defined on the Asset record then copied onto work records when an asset is

referenced. Set the option status to Allow or Disallow to control whether or not the field can be modified. Allowing modification is appropriate if your Asset records generally have no criticality or an incorrect criticality assigned to them.

The Criticality field is the first Priority field on work records. The default is to DISALLOW if the field is left blank.

Customer Address Interface

Controls the fields that will be updated on an inbound customer address record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Customer Interface

Controls the fields that will be updated on an inbound customer record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Customer SA Interface

Controls the fields that will be updated on an inbound customer record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Default Accts for Interfaces

Designates the accounts that will be used when service request and customer records are created from interfaced records. Interface settings are described in more detailed in the Interfaces Guide.

Default Backlog Groups

The Default Backlog Group business rule allows a user to build a relationship between a crew and a backlog group for Work Requests, Work Order Tasks, Benchmark Work Order Tasks, PM Masters, and schedules.

An example of how the concept of a backlog crew may be used is that Crew A (Crew) works 1st shift and Crew B (Backlog Group) works 2nd or 3rd shift and takes on any unfinished tasks originally scheduled for Crew A (Crew) on 1st shift.

Crew and Backlog Group

Enter valid Crew codes (Code Table 15) in the Crew column. In the Backlog Group column enter Backlog Group codes (Code Table 110) associated with the Crew.

Default Directories

The Default Directories rule defines default locations for files outside of the Oracle Utilities Work and Asset Management database and is used for saving or calling files from the client computer. Individual users can establish settings in their individual User Profile record in the Administration subsystem that will supersede these business rule settings.

The Default Directories rule should not be confused with the similar Default File Locations business rule, which is used for defining specific file names and the paths leading to them.

Directory

BAR CODE LABEL DROP DIRECTORY - This is the default directory to put bar code label files into.

INSTALLED DIRECTORY - This is the default directory where the application files are located.

OPER DATA EXPORT DIRECTORY - This is the default directory for exporting Operational Data files.

OPER DATA IMPORT DIRECTORY - This is the default directory for importing Operational Data files.

RFQ EXPORT DIRECTORY - This is the default directory for exporting RFQ files.

RFQ IMPORT DIRECTORY - This is the default directory for importing RFQ files.\

COMPONENT UPLOAD DIRECTORY - This is the directory where files are stored when they are uploaded to support receiving multiple trackable components.

Path

This is the hard drive storage location for the corresponding file.

Default File Locations

Define default file names and their locations for files outside of the Oracle Utilities Work and Asset Management database. The locations entered are used for saving or calling files from the client computer. Individual users can establish settings in their User Profile record in the Administration subsystem. User Profile settings supersede these business rule settings.

The Default File Locations rule should not be confused with the similar Default Directories business rule, which is used for defining paths leading to files with variable names.

File

List the default file names for operating system files used by Oracle Utilities Work and Asset Management.

MS PROJECT - This is the default file location where MS Project files will be stored.

MS WORD - This is the default file location where MS Word files will be stored.

PERMIT ASP FILES - This is the DNS or IP Address of the Webserver/Virtual Directory where ASP files, which are used in the printing of Blob attachments from the Permits module, are located. The path should be in the following format: Webserver/Virtual Directory.

PRIMAVERA - This is the default file location where Primavera files will be stored.

PRINT MACRO - Microsoft Word attachment-printing macro program path/filename.

PRINT TEMPLATE - Microsoft Word attachment-printing template path/filename.

Path

Enter the path and name for the corresponding file in this field. The maximum number of characters allowed for the path is 500.

Default Work Request Req Date

Establishes the work order priority range and the number of days to be added to the system date, to create a default required date for a work request. If the total priority is blank the system interprets a 0 value for the total priority.

WO Priority Range From / To

Define the Work Order Priority ranges. The overall range must cover 0-99. In the second and subsequent rows the FROM value should be the previous row's TO value plus 1.

Days

Determine the number of days to be added to the system date for each Priority range.

Direct Charge Types

This rule is used to store and maintain Direct Charge Type information. The status field allows you to enable or disable the charge type without having to redefine it each time. Units are from Code Table 60 and the Standard Price is the rate per unit. For example 30 cents per mile would be entered as Units = miles, Standard Price = .30. The Expense code is the Expense Code to charge as defined in the Expense Code business rule.

The Processing column determines how the user can enter data in the module. When the rule key is set to Standard users can enter limited information in the fields on a Direct Charges record. Values such as the Quantity, Standard Price, and Amount are entered by the system when this option is set. If the key is set to Open Entry, users can enter all information including the Quantity, Standard Price, and Amount fields. Setting this option works with functionality associated with entering credit card charges in the Direct Charges module.

You must enter a value in each column to define a Direct Charge type. The system will let you save the business rule with blank fields, but all fields are required to properly define the charge type.

Do Attachments Query

(Obsolete)

If the Option Status is set to On the DO, Attachments Query rule allows the system to check for Attachments on records. The result is that on the Views list for a record, the Attachments link will have an asterisk next to it if that record has attachments.

Do Notes Query

(Obsolete)

If the Option Status is set to On the DO, Notes Query rule allows the system to check for Notes on records. The result is that on the Views list for a record the Notes link will have an asterisk next to it if that record has Notes.

Document File Type Association

(Obsolete)

This business rule was made obsolete by options available in Windows.

Downtime Type by Work Type

This business rule is used to establish what type of downtime will be charged against a Fleet Asset based on the Work Order Type. The two options for downtime type are Planned or Unplanned. Example: Work Type = E, Downtime type = Unplanned.

Drilldown Configuration

Enable or disable the use of the Asset Navigator when performing drill-down from an Asset ID field in the application.

Set the USE ASSET NAVIGATOR rule key to YES if you want the system to open the Asset Navigator when you double-click on an Asset field. If this rule key is set to NO (default) the system opens the Asset module when you double-click on an empty Asset field.

EDI Transaction Codes

(Custom)

This business rule defines transaction codes and their relationship with system modules. The entered code will be used when the document in the indicated module is validated.

Email Configuration

Define information specific to how the system processes e-mail, including the type of technology to use. You may need to enlarge the window or scroll to the right to see the Settings column.

Key Name and E-mail Mode

BC EMAIL DELIVERY RECEIPT - This key determines whether a delivery receipt should be sent to the user when he or she e-mails a blanket contract to a vendor.

BC EMAIL FILE LOCATION - Enter the location where the blanket contract e-mail file will be created in the Setting column.

DEFAULT SENDER - Enter a valid e-mail address to be used as the return address on system-generated e-mails such as alerts and error notifications. It is very important that default sender address be one that system administrators will receive, in case users need to respond to a system message.

The Default Sender address is also used on any e-mail where the sender does not have an e-mail address in his or her User Profile.

E-MAIL INTEGRATION - This key was previously used to choose the type of e-mail integration to be used in the system. The only current settings are ENHANCED or NONE. When the rule is set to NONE, users will only receive messages in their Oracle Utilities Work and Asset Management Inbox.

PO E-MAIL DELIVERY RECEIPT - Currently Delivery Receipt only works for messages delivered within the system. If the recipient receives a message in e-mail that was delivered from within the system, you will not receive a confirmation message when the message is opened.

PO E-MAIL FILE LOCATION - It defines the file location where the PO e-mail file will be generated. Enter the location where the PO e-mail file will be created in the Setting column.

You must also allow network access to the directory defined under the REPORTS OUTPUT PHYS DIRECTORY rule key in the Web Configuration Business Rule. Once this access is allowed, identify this network share in this rule key.

NOTE: SIA's email integration uses SMTP relaying to send email messages. If your email server restricts these relay requests, then emails sent to people who do not have an account on the email server may not go through. The email administrator must turn on SMTP relaying for the SIA Application server. This is usually done by specifying the IP address of the requesting server (SIA Application server) to the Email server.

Employee Interface

Controls the fields that will be updated on an inbound employee record that already exists. Interface settings are described in more detail in the Interfaces Guide.

End of Period Processing

The End of Period Processing rule controls End of Month, End of Period, End of Payroll, End of Year Processing and Sick Leave Processing. This rule sets the system to review when batch processing was last done by period and by date.

It is recommended that the rule is run based on your set accounting periods. The job processes records for the period that is PRIOR to the current period, so we recommend midnight on the day following the last day of the accounting period. For example, if the period ends on July 15, set the job to run on July 16, 12:00am.

[Click here](#) for detailed processing steps.

Process Date Rule

DATE_OF_LAST_MONTHLY_RUN - the date End of Month Processing was last run. The SDBP_END_OF_PERIOD_PROCESSING batch process first reads the date of the last monthly run then writes a message to the Job Log record the value.

DATE_OF_LAST_YEARLY_RUN - the date End of Year Processing was last run. The date is set and maintained by the database procedure SDBP_END_OF_PERIOD_PROCESSING.

OT AVERAGING BATCH WEEK START - a system maintained field for the start date of the week used by the database procedure SDBP_AVERAGE_OVERTIME.

OVERHEAD YEAR LAST PROCESSED - The last year for which Overhead Regulatory Account cost allocation was done.

OVERHEAD YEAR LAST RUN - The date on which the last yearly Overhead Regulatory Account cost allocation was run.

PERIOD_LAST_PROCESSED - the period year and number End of Period Processing was last run. Periods are defined and maintained by you in the Accounting Periods module in the Administration subsystem.

PAYROLL_PERIOD_LAST_PROCESSED - the period year and number Payroll Period Processing was last run. Periods are defined and maintained by you in the Pay Periods module in the Administration subsystem.

PYROLL_PERIOD_LAST_RUN - the date Payroll Period Processing was last run. The date is also set and maintained by the database procedure SDBP_POST_TIMESHEET.

PYROLL_YEAR_LAST_PROCESSED - the year End of Year Payroll Period Processing was run. The year is set and maintained by the database procedure SDBP_CREATE_NEW_LEAVE_YEAR.

PYROLL_YEAR_LAST_RUN - the date End of Year Payroll Period Processing was run. The year is set and maintained by the database procedure SDBP_CREATE_NEW_LEAVE_YEAR.

SICK_LEAVE_LAST_PROCESSED - the date sick leave was last processed. This date is set and maintained by the database procedure SDBP_MONTHLY_SICK_LEAVE.

Last Run

Shows the date and time that the batch procedure was run last.

Enforce Receiver

Your organization's policies might dictate that certain positions associated with ordering items should not be allowed to perform the related receiving sessions. Using the Enforce Receiver rule you can allow or disallow the privileges of these positions to perform the receiving session for a Purchase Order they have helped to develop.

The Functional Authority column lists different positions involved in purchasing and inventory that might also need to receive items.

You can list positions such as approver, buyer, issuer, or requestor and set Option Status to Allow or Disallow to activate or deactivate their privileges.

Expense Codes

List expense codes and a category for each (such as regular labor, premium labor, stock purchases, direct purchases, etc.).

Expense Code and Category

Enter the valid code (used for accounting) in the EXPENSE CODE column. For each listed code, you can then enter the appropriate category into the CATEGORY column. These codes are used to summarize and categorize costs.

Note: Expense Codes are used with Account numbers to set up budgets for an entity.

CCB Expense

If your organization uses CCB Integration the CCB Expense column defines categories that are used to summarize costs when they are sent to Oracle Utilities Customer Care and Billing from Oracle Utilities Work and Asset Management on the completion of a service request. These codes should correspond to a Characteristic Type in Oracle Utilities Customer Care and Billing. The list of values for this field is defined in code table 1195 - CCB Expense.

Valid Capital

The Valid Capital column is designated for a custom configuration and is not used.

Federal Tax Rebate

Associate rebate rates and account/expense code offsets for each tax code in Code Table 159. The functionality used to prorate associated costs in invoicing uses this rule. If the check box on the Invoice Prorate view of the Invoicing module is not selected, the account/expense code listed in this rule is used to accrue the taxes. The rebate rate reflects how much of the tax to accrue, i.e., 100 = all taxes, etc.

This rule can also be used to pass accruals to defined interfaces.

Tax Code, Rebate Rate, Expense Codes, and Account Number

Enter the Tax Code in the Tax Code field, then enter the Rebate Rate, Expense Code, and Account number that you want to automatically associate with that Tax Code. The rebate amount is posted as an IN transaction to the Account Log and is accrued to the account specified.

Fleet Constants

Define the unit type to use in Fleet related modules. If this rule is not configured the default will be the value that was previously hard coded in the forms.

Constant Field and Value

Enter the desired value for meter units in Fleet modules; e.g. Miles, Kilometers. The list of values for the Value field references Code Table 107.

Fleet Mileage Reasonability

This rule establishes criteria used on the Fleet Mileage Reasonability report which identifies vehicles that have exceeded their expected mileage in a given period.

This report can be accessed by selecting Vehicles Exceeding Mileage Limits from the Search screen in the Fleet Asset module.

Class

Class corresponds to the vehicle fleet classes set up in the Asset Class module.

Period

Periods are defined as Year, Quarter, and Month. The list of values attached to this column has each of the vehicle classes from the Asset Class module combined with YEAR, QUARTER and MONTH.

Mileage

This column defines the mileage limit for vehicles. When vehicles exceed this mileage in a time period, they are reported on the Fleet Mileage Reasonability Report. This report can be accessed from the Actions list on the Fleet Asset Search Options screen.

GIS Asset Interface

This rule shows the list of GIS Views to be processed by GIS Asset Interface. GIS View must match SV_GIS_ASSET_LAYOUT. GIS View records will be copied directly to SA_ASSET. GIS Table will be updated with the newly created Asset ID (ASSET_RECORD_TYPE - ASSET_ID).

GIS Setup

(Custom)

The GIS Setup business rule is only available when one of the optional GIS Integrations is installed. Settings in the rule determine which GIS product is being used and other information enabling the GIS functionality.

Activated GIS Option - Enter the GIS product installed. Current options include AUTODESK1, ESRI1, ESRI2, and INTERGRAPH1.

AUTODESK1 Viewer - If the AUTODESK1 product is installed, enter the location of the AUTODESK1 viewer.

Display Child Assets - Set this key to YES to display both the selected Asset and its Child Assets on the map.

Set this key to NO to display only the selected Asset and not the Child Assets.

ESRI1 Keys - These keys are only required for ESRI1 (ArcMap) installations. Set these keys according to the following descriptions:

ESRI1 ALT SEARCH FIELD - An optional, client-specific search field

ESRI1 DSN - The Data Source Name you specified in step 7 of the ESRI Arc/View installation

ESRI1 GIS SEARCH FIELD - The map search field used to store the Asset ID

ESRI1 INITGIS - The file path and folder where you installed GIS

ESRI1 MAP - The location and file name of the map (mxd)

ESRI1 MIN SCALE FACTOR - Minimum scale factor that the map will be allowed to zoom to

ESRI1 PRINT VIEW - View used when the map is printing (LAYOUT/DATA)

ESRI1 TRACE - Used only for problem tracking (ON/OFF)

ESRI1 VIEWER - The location of the Viewer installed during the ESRI Arc/View installation.

ESRI2 Viewer - If the ESRI2 product is installed, enter the location of the ESRI2 viewer.

INTERGRAPH1 Viewer - If the INTERGRAPH1 product is installed, enter the location of the INTERGRAPH1 viewer.

GIS View Attributes

(Custom)

The GIS Setup business rule is only available when one of the optional GIS Integrations is installed. Settings in the rule determine which GIS product is being used and other information enabling the GIS functionality.

Activated GIS Option - Enter the GIS product installed. Current options include AUTODESK1, ESRI1, ESRI2, and INTERGRAPH1.

AUTODESK1 Viewer - If the AUTODESK1 product is installed, enter the location of the AUTODESK1 viewer.

Display Child Assets - Set this key to YES to display both the selected Asset and its Child Assets on the map.

Set this key to NO to display only the selected Asset and not the Child Assets.

ESRI1 Keys - These keys are only required for ESRI1 (ArcMap) installations. Set these keys according to the following descriptions:

ESRI1 ALT SEARCH FIELD - An optional, client-specific search field

ESRI1 DSN - The Data Source Name you specified in step 7 of the ESRI Arc/View installation

ESRI1 GIS SEARCH FIELD - The map search field used to store the Asset ID

ESRI1 INITGIS - The file path and folder where you installed GIS

ESRI1 MAP - The location and file name of the map (mxd)

ESRI1 MIN SCALE FACTOR - Minimum scale factor that the map will be allowed to zoom to

ESRI1 PRINT VIEW - View used when the map is printing (LAYOUT/DATA)

ESRI1 TRACE - Used only for problem tracking (ON/OFF)

ESRI1 VIEWER - The location of the Viewer installed during the ESRI Arc/View installation.

ESRI2 Viewer - If the ESRI2 product is installed, enter the location of the ESRI2 viewer.

INTERGRAPH1 Viewer - If the INTERGRAPH1 product is installed, enter the location of the INTERGRAPH1 viewer.

GL Transaction Interface

Controls what transactions are extracted by the general ledger interface, and what offset record types are created for them. Interface settings are described in more detailed in the Interfaces Guide.

Holidays

(Obsolete)

The Holidays rule defines holidays for any period of time as determined by the user. The holidays used in conjunction with the Timekeeping Editchecks rule.

Holiday

Enter the description of the holiday in the Holiday column.

Date

Enter the date of the holiday in the Date column. The date format should be entered as “MM/DD/YYYY”.

Inspection Report Generation

(AMMO only)

This rule is only applicable if you are using the Advanced Material Management Option (AMMO) version.

The Inspection Report Generation rule determines which inspection attributes are included on Inspection Reports based on the source of inspection and associated categories.

Source Type

Source types are the modules and activities where Inspection Reports can be created.

Category

Category identifies the template category to be used with the Source Type. There is an associated list of values for Categories controlled by Code Table 215.

You can create as many templates as needed for each category. For example, you might create several templates for a ‘Delivery’ category, used with Delivery Source Type. When the system creates an Inspection Report for a delivery item, it copies the inspection attributes from all templates in the Delivery category associated with stock items on the inspection report.

Template ID

Enter the default template to use for type of inspections identified in the Source Type column. Attributes for this template will be copied to all Inspection Reports for the Source Type, regardless of associated stock codes. Template ID is a particularly important designation for Delivery Only inspections, where stock codes are not specified.

Interface Parameters

This rule contains parameters that drive business logic in different interfaces. The [Interfaces Guide](#) provides additional information regarding specific interfaces.

Para Name and Param Value

ASSET ADDRESS PARSER & CUSTOMER ADDRESS PARSER - These rule keys are used with CCB Integration. The stored procedure entered in the Param Value field transforms address information coming from CC&B so that the information conforms to the fields in WAM.

In WAM parts of an address (Street Number, Street Name, Street Suffix and Apartment Number) are stored in individual fields. CC&B does not store addresses in such detail, rather it stores entire lines of addresses in Address 1, Address 2, and so on.

The parameter entered for these rule keys controls how address parsing occurs when the system processes customers, premises & service points. You can replace the standard batch job procedure with a custom procedure that uses the same parameters. The provided parameter parses out street number and name.

INVENTORY INTERFACE HANDLING - This key determines account and expense code handling for the WIFP_INVENTORY_LOG_INTERFACE. If the Param Value is set to OLD, the system uses the account from the referenced work order task and the expense code from the storeroom. If the Param Value is set to NEW, the system uses the values from the interface table. When NEW processing is used, the action type must also be set to ‘P’. This setting can be accessed in WAIF_INVENTORY_LOG.

INVOICE STATUS - This key specifies the valid status for invoices sent out from the application. The default is POSTED.

Interfaces

(Custom)

This rule explicitly includes or excludes specified interfaces from interface processing.

Interface Rule and Option Status

Enter the interface program names to be included or excluded from interface processing in the Interface rule. The Option Status column should be set to ON or OFF to include or exclude the routine from interface processing. If an interface routine is not listed here but exists as a part of the interfaces which make up interface processing, by default, the interface will be included during processing.

For example, if SA_REQUISITION_INTERFACE is set to "ON" then when REQUISITION_STATUS is changed to "PO CREATED" the interface table is populated and this applications Purchase Order is not generated. Interface settings are described in more detailed in the Interfaces Guide.

Internal Tracking Options

(AMMO only)

This rule is only applicable if you are using the Advanced Material Management Option (AMMO) version.

The Internal Tracking Options rule defines internal tracking processing. Options in the lower portion of the window define if internal tracking will be used, the initial location for material in the internal tracking process, and the printing options for tracking labels. If you want the system to automatically create internal tracking records for items checked out of the Storeroom, you must turn on the Auto Create option for Checkout items.

Material Type

You can set the default location and printers for the items listed under Material Type.

Auto Creation

If the Auto Create option is set to 'yes' for Checkout material type, the system will automatically generate a record in the Internal Tracking module when items are placed on the Pick Route. The Auto Create setting has no impact on Mail or Direct Purchase items as you must manually create these records, either by using the Initial Internal Tracking Work Flow Action or inserting the records manually.

Initial Location

Set the initial locations of material when internal tracking records are created here. These fields are controlled by a list of values based on Code Table 7.

Printer

Specifies the printer to be used when printing barcode labels.

Label

Specifies the type of barcode label to be printed. There is a list of values for this field controlled by a code table.

Invoice Prorate Defaults

The Invoice Prorate Defaults rule defines which items can be prorated on an Invoice. They include, but are not limited to, Discount, Freight and Taxes. If this rule is missing or an option is not listed, the default is to not allow prorating.

This rule also controls tax accruals, providing you the ability to pay or not pay taxes to the vendor.

Prorate Option and Status

DISCOUNT - Prorate the DISCOUNT on an Invoice.

DUTY - Prorate the DUTY on an Invoice.

EXTRA - Prorate any EXTRA costs associated with an Invoice.

FEDERAL TAX - Prorate the FEDERAL TAX on an Invoice.

FREIGHT - Prorate the FREIGHT on an Invoice.

STATE TAX - Prorate the STATE TAX on an Invoice.

For any field enter YES or NO in the Option Status field do allow or disallow the option.

Tax to Vendor

This column applies to the DUTY, FEDERAL TAX and STATE TAX. If YES is entered in this column then taxes are paid to the vendor. If NO is entered in this column, taxes are not paid to the vendor but are accrued. If this column is blank, the default is NO. You can also select SPLIT to indicate that the taxes should be split between the vendor and the accrual account.

PR to Non Tax

The "PR to NonTax" column indicates whether or not taxes are prorated to nontaxed line items.

Accr Account and Accr Expense

The "Accr Account" column stores the accrual account number. The "Accr Expense" column stores the accrual account expense code.

The prorate options are defined in the first column; the option status in the second column. If this rule is missing or an option is not listed, the default is "NO" for prorating that item. The "Tax to Vendor", "PR to NonTax", "Accr Account", "Accr Expense" columns apply to the DUTY, FEDERAL TAX and STATE TAX defaults.

Invoice Setup Criteria

ALLOW ACCOUNT UPDATE - If this rule key is set to YES users can override and change the Account for Inventory and Expense type Stock Codes on Invoice Line Items. User's responsibility profile must also contain the function, INVOICE ACCOUNT OVERRIDE.

ALLOW MISMATCHED INVOICING - If this option is set to YES it will allow an Invoice that does not match the Purchase Order to be recorded in the system. The system automatically puts such records into Pending Resolution status. After the mismatch has been resolved, batch processing changes the status to Approved.

Allow Multiple POs - When this option is set to ON, you can record more than one purchase order per invoice. The system provides a Change PO button on the Matching to PO views and a Start Again option on the Quick Invoice Wizard where items from additional purchase order(s) can be recorded.

ALLOW NONTAX PRORATING - This rule defines whether or not prorating to non-taxed line items is allowed or disallowed.

AVERAGE UNIT PRICE CALCULATION - Defines how the system calculates Average Unit Price (AUP) for a storeroom when the difference between the total amount of an invoiced item is greater than the total amount on the original purchase order item. If the rule is set to OFF, the entire difference is applied evenly among the Storeroom Item On Hand Quantity. If the rule is set to ON, the difference per item is applied.

For example: Assume a brand new storeroom item. PO Item ordered and received for 10 items at \$1 each. Stock Checkout of 8 items, thus On Hand Quantity is 2. Then invoiced at \$2 for all 10 items.

If the rule is set to OFF, the AUP will be \$6.00 ($\$1 + \text{Difference} \div \text{On Hand Quantity}$).

If the rule is set to ON, the AUP will be \$2.00. ($\$1 + \text{difference per item}$).

COPY PO ATTACHMENTS - When this option is set to YES, all existing attachments associated to the Purchase Order header are copied to the new Invoice record. Also any attachments associated to the Purchase Order line item are copied to the new invoice during the Matching to PO process. The default setting is NO.

DISPLAY ACCRUAL TAX TOTAL - Set this option to Yes to display the accrued tax total on the invoice header screen.

ERS NEXT APPROVER - Identifies the next approver for Auto Invoices that have received more items than were ordered.

INVOICE TOTAL COMPARE - Set this option to 'YES' to display a warning when the manual invoice total field and the invoice total amount fields do not match. The warning message be displays when the user attempts to change status to Pending Approval.

NEGATIVE DISCOUNT - Set this option to Yes to allow a negative number to be entered in the Discount Rate field on the invoice header. Do this if you want to markup (increase) the item total by the percentage entered.

OVERRIDE DISCOUNT AMOUNT - If this option is set to YES, the Invoice Discount Amount can be manually updated with a new value when the Invoice has an Item Total Amount. When the Invoice Discount Amount is manually updated the Invoice Discount Rate is recalculated appropriately. When the option is set to NO, the Invoice Discount Amount is calculated based on the Discount Rate and cannot be updated manually.

POST INVOICE - This option determines when invoices are posted throughout the system.

If Post Invoice is set to Approved (Default), the system posts invoices when invoices are in Approved status.

If Post Invoice is set to Sent to A/P, the system posts invoices when the invoice status is set to Approved and the Sent to A/P indicator is set to 'Y'.

If Post Issue is set to Paid, the system posts invoices when the invoice status is set to Approved and the Paid Indicator is set to 'Y'.

PRORATE - This option determines when the prorating procedure is executed.

If this option is set to APPROVED, the prorate procedure will be executed when the Invoice status is set to Approved. The user will not be allowed to set the status of the Invoice record from APPROVED back to CREATED.

If this option is set to POSTED, the prorate procedure will be called during batch processing when the Invoice is set to Posted. Status changes from APPROVED back to CREATED are allowed with this setting.

SEND ALL BATCHES TO A/P - Set this option to YES to display the Send All Batches to A/P action in the Invoice Batch module.

SEND BATCH TO A/P - Set this option to YES to display the Send Batch to A/P action in the Invoice Batch module.

SHOW ALL PO LINES IN MATCHING - This option only affects invoice processing when the ALLOW MISMATCHED INVOICING rule key is set to NO. If SHOW ALL PO LINES IN MATCHING is set to YES then all purchase order line items with an "M" type are displayed in the Matching to PO views even if they have been previously matched. This rule option has no impact on "S" or "X" type line items.

If the ALLOW MISMATCHED INVOICING rule key is set to YES then all PO items are displayed in the Matching to PO views even if they have been previously matched regardless of the setting on the SHOW ALL PO LINES IN MATCHING rule key.

Invoice Tolerances

The Invoice Tolerances rule sets both dollar and percent tolerance values for invoice matching processing. If either the dollar or percent value entered here are exceeded (Invoice Line Item vs. Purchase Order Line Item), either a warning message is issued or the user is prevented from continuing matching that line item.

Invoice Matching

DOLLAR - Enter the maximum allowed whole dollar difference between the Purchase Order Line Item value and the Invoice Line Item value.

LOW DOLLAR - Enter the minimum allowed whole dollar difference between the Purchase Order Line Item value and the Invoice Line Item value.

PERCENT - Enter the maximum allowed whole percent difference between the Purchase Order Line Item value and the Invoice Line Item value.

LOW PERCENT - Enter the minimum allowed whole percent difference between the Purchase Order Line Item value and the Invoice Line Item value.

RESULT - Enter how the system should respond when the value entered is more than allowed. Enter WARNING to display a warning message, or STOP to prevent the user from continuing.

LOW RESULT - Enter how the system should respond when the value entered is less than allowed. Enter WARNING to display a warning message, or STOP to prevent the user from continuing.

Labor Burden Multipliers

The Labor Burden Multipliers rule is used to allow the users to associate labor burden rates to the employees. These costs will be applied to the craft labor rates and rolled up in the system.

Process Type

Enter all of the process types that you want to charge pay groups to in this 20 character field.

Pay Group

Enter the group that is responsible for the process type listed.

Multiplier

This is the value that is used as the burden multiplier.

Expense Code

Enter the valid expense codes that should be charged for the corresponding pay groups.

Labor Type

Enter a Labor Type of Regular or Premium.

Labor Costing Markups

The Labor Costing Markups business rule is used to apply additional markup transactions to labor costs based on the Area being charged for the work. If a timesheet charge is against an Area other than the Employee's Area on the Timesheet header, the markups for that Area will be included in the Account Log transactions and rolled up in the system. Markups apply to both Premium and Regular Time. Users simply enter the timesheet information as they currently do and batch processing determines if additional markups are to be applied based on the area associated with the timesheet charge number and the area of the Employee on the timesheet.

Charge Area

Choose an Area from the list of values or enter 'Default'. Any Area not listed will be processed with the 'Default' markups. If a markup is not to be used with the Area, enter a markup rate of zero or leave blank.

Labor Markup 1, 2, 3

Enter the markup rate (multiplier) to be used for each of the three available Labor Markup transaction types. You can enter values of zero or greater up to 9.99 (999%)

Markup Exp 1, 2, 3

For each corresponding Labor Markup transaction type, enter the Expense Code to be used for the Labor Markup transaction type. You can select from a list of values controlled by the EXPENSE CODES business rule.

Labor Costing Prem Multiplier

(Obsolete)

Labor Costing Wage Rates

The Labor Costing Wage Rates rule determines where the wage rate is drawn from for labor costing. Wage rates can be drawn from the Employee Wage Rate view record or from a business rule. You can only select one source at a time for labor costing.

Wage Rate Rule

BUSINESS_RULE - Uses the Craft Rates business rule to retrieve wage rates.

WAGE_DETAIL - Uses the Employee Wage Rate detail record for the wage rates.

Set only one "WAGE RATE RULE" value to YES (to use as the wage rate source); set the rest to NO.

Manufacturer Vendor Interface

Controls the fields that will be updated on an inbound catalog manufacturer vendor record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

MDI Window Title

Control the title of the Multiple Document Interface window. This rule determines whether or not the database connect string is displayed on the MDI window title and the position of the connect string on the title.

Option, Display, Order, Prefix, and Suffix

Enter YES or NO for each option in the Display column for each Option. Enter a sequence number for each option in the Order column to indicate the order in which each option should appear. You can also enter a Prefix or Suffix in the corresponding column for each option.

SHOW DATABASE CONNECT STRING - Determine whether the database name is displayed on the MDI window title and the position of the connect string on the title.

SHOW DEFAULT NAME - Determine whether the user's default name is displayed on the MDI window title and the position of the default name on the title.

SHOW PLANT CODE - Determine whether the Plant Code is displayed on the MDI window title and the position of Plant Code on the title.

SHOW PLANT DESCRIPTION - Determine whether the Plant Description is displayed on the MDI window title and the position of the Plant Description on the title.

SHOW USERNAME - Determine whether the Oracle Username is displayed on the MDI window title and the position of the Username on the title.

Multiple Active Contracts

The Multiple Active Contracts Rule determines whether or not a Blanket Contract can have multiple revisions active at the same time.

Default processing only allows one revision to be active at a time. If this Rule is set to off and a user tries to make an additional revision active, a message will appear alerting the user that all other revisions of the Blanket Contract will be set to created status.

Active Contract Status and Option

Enter YES or NO in the Option Status column to allow or disallow a Blanket Contract to have more than one active revision. The default is OFF.

Optional Message Presentation

There are many events and functions that generate messages sent to the user. With the Optional Message Presentation Rule you can dictate where certain message types should be sent: to the bottom of the current window or to an Alert window opened on top of the current window. Note that this processing applies to only certain types of messages (listed in the "MESSAGE" column); all other messages are directed by pre-determined processing.

Also controlled through this Rule is table-level privilege checking performed by system processing. Standard Oracle database processing performs table-level privilege checks only when a user attempts to execute a function. That is, a user wants to insert a new record, fills out all of the information on the form, then attempts to save. At that point, Oracle checks to see if that user has insert ability on the table. If not, the user is given an error message and cannot save his work.

Privilege check processing reviews user privileges at the earliest possible time and then issues a message to the user indicating that they do not have the required privilege. In the same example, when the user presses the insert button, the system checks privileges and then issues a message if the user does not have the privilege. This processing involves a bit more overhead than simply letting Oracle check privileges at the time of execution but is far more user-friendly.

This Rule also defines the coloring of required fields.

Message and Type

CHECK PRIVS - If the Type field is set to ON for this rule key the system verifies a user's table-level privilege as soon as he or she begins to insert a record. If this rule key is set to OFF all table-level privilege checks are made by Oracle at the time the record is saved.

ERROR MESSAGES - Set this rule key to MESSAGE in the to have an oracle error message displayed at the bottom of the window. Set it to ALERT to show a pop up box with the Oracle Error Message. Users can configure their user profile to set individual preferences for this option.

EXIT MODIFIED RECORD - Set this rule key to MESSAGE in the Type field to have this type of message displayed at the bottom of the window. Set it to ALERT to show a pop up box with the message. This applies to the warning message that a user sees when he or she attempts to leave a modified record without saving or undoing the change.

REQUIRED FIELD COLOR - Set this rule key to indicate the color that the system highlights required fields. Options are DEFAULT or 16 COLOR. Required field color can be changed for individuals in the User Profile module. The 16 COLOR setting should be used if users have problems with required fields not showing up with colored backgrounds. DEFAULT is entered in this column for those users running PC's with 256 colors (or greater).

Users can configure their user profile to set individual preferences for this option.

STOCK CHECKOUT WARNING - Enter ON in the Type column for the system to display a message that the issue quantity on the work order checkout request is greater than the estimated quantity on the Work Order Task Material Requirements. This message does not prevent the checkout; it is merely a warning. Enter OFF to prevent the message.

Oracle CAI Financials Admin

(Obsolete)

Oracle Financials

(Custom)

This rule turns on and off various interfaces to Oracle Financials (version 9.x).

Options

CAI_OPTION1 - To use the Oracle Financials CAI interface, the Option Status column is set to YES. To not use the Oracle Financials CAI interface, the Option Status column is set to NO. The default is NO.

OF_OPTION1 - If the Option Status column is set to NO (default), Work Order Task Materials will create Requisitions or update Storeroom Demand as required when activated. If the Option Status column is set to YES, the Oracle Financials version 9.x program will instead call procedures for creating Material Requests interface records for eventual posting to the external Oracle Purchasing application.

Oracle Purchasing

(Custom)

The Oracle Purchasing Rule controls various interfaces to Oracle Financials (version 9.x) Purchasing.

Options and Option Status

PO NUMBER FOR BLANKET RELEASE - For all releases of a Blanket Contract, the value in the Option Status column indicates whether single or multiple Purchase Order Numbers are used. Enter SINGLE in the Option Status column to use a single Purchase Order Number. Enter MULTIPLE in the Option Status column to use multiple Purchase Order Number.

Please see associated documentation if you are interfacing with Oracle Financials (version 9.x).

OUBI Setup

Configure settings to determine which extracts will be completed during regular processing. This rule can also be used to define extraction details such as data source, file names and the output directory. If desired, any extract can be turned OFF so that it is not included in the overall extraction.

Common Extract Parameters

The first rule key, COMMON EXTRACT PARAMETERS, defines parameters for all of the extracts that are turned ON. The key values for this rule key differ slightly from the key values for the remaining rule keys.

VALUE is left blank for this rule key.

VALUE2 is the name of the directory object in the database. This corresponds to the output folder of the extract, SD_BI_OUTBOUND.

VALUE3 is the Data Source Indicator. Default value is '3'

VALUE4 controls which type of extract will be executed. A value of INI means the extract will produce an Initial Extract, an INC means an Incremental Extract. The default value is INI.

After an Initial Extract, the value is automatically updated to INC by SDBP_BI_EXTRACT_HANDLER so that the succeeding extracts are incremental.

General Key Names and Values

VALUE controls whether the extract is executed. Default value is ON.

VALUE2 is the base extract file name. This is the extract identifier used in building the names of the extract files.

VALUE3 AND VALUE4 only apply to the Key Name OUBI INV SNAPSHOT. The goal of this metric is to compare inventory levels of like stock items based on periodic snapshots of the quantities in the storeroom. This is not a metric used to compare inventory movement because it does not deal with the transaction volume.

This requires two parameters to be passed to the procedures:

VALUE3 - Type of Increment - Monthly or Daily

VALUE4 - Number of Historical Snapshots - Any number

Overtime Standings

The Overtime Standings Rule is used to control Overtime Standing Processing.

The Overtime Standing Process is only used to track overtime worked. Work offered and refused is not taken into consideration when ranking employees for overtime call-ins. This Rule also produces an overtime list for holiday overtime based solely on seniority.

This Rule is used in conjunction with Reports 78, 79 and 80. Please consult with Oracle Utilities Work and Asset Management before you implement this rule.

Averaging Batch Week Start - This batch procedure is used to average the overtime employees worked (by crew) for the previous one week period. Employees who did not work during the previous week period are averaged in based on previous overtime worked.

For more information, see the Resource User Guide, Employee module.

Track Employee Overtime - Enter ON or OFF in the "ON/OFF" column to track or not track employee overtime. N/A has been entered in the "DATE" column as this column is not applicable.

Password Security

Utilizes the data stored in the User Profile to notify users upon logon to the system, the current password has expired. It also prompts for a new password.

Use to turn on or off password expiration checks upon logon to the system.

Rule Enforcement and Option Status

ADMIN EMAIL- This is the contact email that will be included in the email sent when users reset their password.

CHECK EXPIRATION - When this is ON, users' passwords are checked against the EXPIRATION_DATE stored in SA_USER_PROFILE. If the password has expired the system prompts for the creation of a new password. If the OPTION STATUS value for this rule key is set to OFF, the system will not check the expiration date and will not prompt for a new password once the current password expires.

MINIMUM PASSWORD LENGTH- Default is 8. A value must be entered in this field if you have [password reset](#) enabled.

PASSWORD DURATION - This value determines the number of days that the password is valid. If the CHECK EXPIRATION rule key is set to YES, the system prompts the user to create a new password on the expiration date indicated in the Password Administration view of the User Profile module. When the password is reset, the system sets the expiration date ahead to the number of days entered in this rule key. For example, if the Password Duration is 30 and you change your password on May 1, the system sets the new Expiration Date to May 31.

Payment Terms

The Payment Terms Rule defines payment terms and the number of days before payment is due per term. This Rule is used within the Invoicing subsystem.

Terms Code

Enter the codes to define your payment terms in the Terms Code column.

Description

The "DESCRIPTION" column defines the code entered in the "TERMS CODE" column.

Days

The number in the "DAYS" column is used to calculate the invoice due date based on the vendor date entered on the invoice.

Fixed Date

If a vendor has arranged for an invoice due date to be the same each month, enter the day into the "FIXED DATE" column. For example, if 20 is entered in this column, the due date would be the 20th of every month.

Discount %

Enter into the "DISCOUNT%" any discount that might be given for using a certain payment term.

Payroll Voucher Types

The Payroll Voucher Types Rule determines account and expense codes to charge payroll vouchers against.

Options

The first column is the Voucher Charge Type, the second column refers to the status of the charge type (ALLOW or DISALLOW), the third column is the expense code; and the fourth column is the account number.

Enter the desired values under each column for the Voucher Types.

Permit Processing

The Permit Processing business rule controls Tag Point Processing in the Permit module. The business rule has two rule keys that control Tag Point functionality.

ALLOW TAG POINT UPDATE- When this rule key is set to YES, a user with the proper Responsibilities set up is allowed to delete or modify Tag Point records in the Permit module. When it is set to NO, the user is not allowed to update the Tag Point detail records. This rule key does NOT control the user's ability to add Tag Points.

USE TAG POINT CONTROL- When this rule key is set to NO, users do not have access to any Views or Actions related to Tag Points. Standard user-controlled status processing will apply with available statuses: Created, Pending Approval, Approved, Active, Closed, and Canceled.

When this rule key is set to YES, the Views and Actions related to Tag Points are accessible to all users with the necessary Responsibilities. The Permit record will have additional system-controlled status processing related to Tag Points.

Permit Type

The Permit Type rule defines the various types of permit and associated code tables available in the Permit Templates and Permits modules, Work Order Permits view in the Work Order module, and various permit-related details in the Asset module.

Enter meaningful names to define types of permits in the Types column. For each permit type, set the value of the Tag Pt Ctrl column to YES to allow the permit to use tag point processing. If this value is set to NO, tag point statuses, fields and views are not displayed for the permit type indicated.

The Checklist (permit checklist), Qual Table (permit qualifications), Equip Table (special equipment), and Duration columns refer to code table values that are used with enhanced permit processing.

Type

The values entered in the Type column are used to define the different categories, or types of permit templates and permits utilized at your facility. Typical permit types are Excavation, Easement, Hazardous Material, Hot Work, and Confined Space.

Allow

Enter ALLOW or DISALLOW to designate valid Permit Types. ALLOW will designate the Permit Type is valid, and entering DISSALLOW will make the Type code invalid for future use on Permits and Templates.

Checklist, Qualifications, Equipment, and Duration

The labels for these fields correspond to fields in the Permit Templates and Permits modules, as well as on permit-related details in other modules. In order to establish Lists of Values for these fields you must first create user-defined Code Tables that define permit checklists, permit qualifications, necessary equipment, and permit durations. Depending on your business practices, you may only need one Code Table for each category or you may need to set up multiple-tables. Each table will have a unique Code Table number that you can then associate to each Permit Type for each of the four categories. You can attach the same table to each Permit Type, or you can use different tables.

You can link qualified employees to Permit Records by setting this business rule, the user-defined Code Tables, and Code Table 45 as appropriate.

The exact same values (including spelling and capitalization) must appear in both Code Table 45 and in the user-defined Code Table for Qualifications. If the Qualifications Code Table is then also listed in this business rule with at least one of the Permit Types, you can link employee names to qualifications when you create a new Permit record of that type.

Tag Pt Ctrl

If the value in this column is set to YES for the selected permit type, tag point processing will apply for permits of that type. If the value is set to NO, tag point processing does not apply, and

the statuses, views, and options in the Permit module will be adjusted accordingly to exclude this processing.

Physical Inventory Rules

When performing a Physical Inventory count, it is a business decision as to whether the people performing the actual count should know what the system current Storeroom On-Hand Quantity as recorded by the system. Counting inventory while not knowing the system's value for On-Hand Quantity is called a "blind count".

BLIND COUNT - Determines whether or not the Physical Inventory Report should suppress the current inventory quantities.

To perform an inventory count without knowing the system's on-hand quantity, set the OPTION STATUS rule key to YES. Physical Inventory Reports produced for the counters will not contain the system's on-hand quantity for each stock item listed.

To perform standard inventory counts, set the OPTION STATUS rule key to NO. Physical Inventory Reports produced for the counters will contain the system's on-hand quantity for each stock item listed.

This applies to reports S_RPT038, S_RPT104 and S_RPT108.

TRUE COUNT - This rule is only for use with the Advanced Material Management Option.

Physical Inventory Tolerances

When performing a Physical Inventory count, if the counted number of items is different than the inventory quantity currently stored, the system checks this rule to determine if the difference falls within an acceptable tolerance (both dollar and percent values). If the tolerance level is exceeded, the user is prompted, inquiring if a recount is necessary or the entered value should simply be accepted.

Physical Inventory

DOLLAR - the Storeroom dollar value variance allowed (quantity x unit price) in whole dollars.

PERCENT - the percent variance allowed between Storeroom dollar value and count value (quantity x unit price).

PIN Processing Administration

The PIN Processing Administration Rule manages PIN functionality throughout the system including using data stored in the User Profile module to notify approvers at logon if their personal identification number has expired.

ALPHA AND NUMERIC - When this parameter is set to ON, personal identification numbers must contain both alpha and numeric characters.

CHECK EXPIRATION - Set this rule key to ON to invoke PIN expiration checking. When an approver logs onto the system, the system checks their PIN against the expiration date stored in the User Profile module.

If the Option Status column is set to OFF, the system will not check the expiration date and will not prompt for a new PIN once the current PIN expires.

LOCKOUT PIN - If this option is set ON, the system disables a PIN after the number of failed attempts to enter the PIN specified in the Retries Allowed parameter. Once a PIN is locked, Administrative intervention is required to activate.

MINIMUM PIN LENGTH - The minimum number of characters required for all personal identification numbers.

PIN DURATION - The number of days personal identification numbers can be used by approvers before they expire.

PIN REUSE CACHE - This parameter stipulates the size of the cache of PINs to maintain to ensure a PIN is not reused. If set to five, for example, a user cannot enter a new PIN that is the same as any of the user's five previous PINs.

RETRIES ALLOWED - This parameter specifies the number of incorrect attempts a user is allowed before their PIN is disabled.

Use PIN - [Module] - Set this value to ON to have the system check for PIN during the approval process for the specified module.

Planner

Define planner codes, and identify the full names and usernames associated to each code. These codes are used when identifying a planner on work records.

The user associated with the code receives an alert when an event occurs where an alert would be sent to the planner. For example, when a planner plans parts against a work order and needs to be notified when the parts have arrived. This does not mean that the system is configured to send alerts regarding any record where a planner is indicated.

Code

Enter the codes for planners in the Code column. Each code must be unique.

Full Name

Enter the full name of the person associated with the code. A person can be listed on more than one code.

Username

Enter the username of the person associated with the code. Since a person can be listed on more than one code, the username can be listed more than once as well.

PM Fleet Types

The PM Fleet Types Rule list PM Fleet types and the corresponding Benchmark Work Order Number for each type.

PM Fleet Type

A - This letter denotes a basic 4,000 mile PM that is performed in accordance with an "A" checklist. This PM should be based on mileage or a calendar interval basis.

B - This letter is used to indicate a more extensive list of items to check. This PM should be based on mileage or a calendar interval basis.

C - This letter denotes the most comprehensive checklist of items to be performed. This PM should be based on mileage or a calendar interval basis.

G - This letter indicates a transmission service type of maintenance activity. This PM should be used on a calendar interval basis.

H - This letter indicates that the engine coolant should be changed. This PM should be based on a calendar interval basis.

Benchmark No.

Enter into this column a BENCHMARK WORK ORDER NUMBER for the corresponding PM Fleet Type. Batch processing will use the entered Benchmark Number to create a Work Order when a Fleet PM Master is cycled (for the PM Fleet Type).

PM Master Parameters

The PM Master Parameters Rule controls parameters used by batch processing when cycling PM Masters.

ALLOW_SEASONAL_ADJUSTMENTS - If this parameter is set to YES, PM Master Schedule Dates can be calculated based on seasonal intervals defined in the PM Seasonal Adjustment business rule. The Seasonal Adjustments view in the PM Master module is not available when this parameter is set to NO.

BENCHMARK_ASSET_CRITICALITY - Used to determine whether the Asset Criticality is pulled from the Benchmark Work Order or the Asset record when a Work Order is generated from a PM Master cycle. This capability addresses a situation where an Asset has multiple Criticality values depending on the nature of the work being performed.

When the Key Value is set to YES, the Asset Criticality is always pulled from the Benchmark Work Order.

When the Key Value is set to NO, the Use Asset/ Component from Benchmark indicator on the PM Master determines whether the Asset Criticality is pulled from the Benchmark or the Asset record.

CYCLE_LEAD_TIME - Determines the number of days before a PM is due that the system generates a Work Order. This allows planners and schedulers the time they need to prepare before the work actually comes due.

INITIAL_WO_PHASE - The Phase defined in the Value field is the Phase that the Work Order Task is set to when PM Cycle batch is run. Phases are defined in the Work Order Task Planning Rule.

INITIAL_WO_STATUS - The status the Work Order is created in when cycled by batch. Valid options are PLANNING and ACTIVE.

PRIOR YEARS FOR EST VS ACTUALS - This rule key determines the number of years prior to the current year to use when retrieving closed Work Orders on PM Master Material and Labor Estimate views. For example, entering a 1 will calculate the estimates with Work Orders closed in the current calendar year and last calendar year, entering a 2 will calculate the estimates with Work Orders closed in the current calendar year and the prior two calendar years and so on. Entering a value of 0 will calculate the estimate with only Work Orders closed in the current calendar year. Leaving the value column empty will calculate the estimate with all closed Work Orders, regardless of when they were closed.

RESET_CANCELED_PM_GROUP - This option determines scheduling of lesser PM Masters in a PM Group when a higher level PM cycles, superseding the lesser PMs, but then the higher level PM Work Order is canceled or rejected. When this option is set to NO, canceling or rejecting the higher level PM Work Order simply cancels all PMs in the group and resets them to cycle on the next schedule date or runtime trigger. If this option is set to YES, canceling or rejecting the higher level PM Work Order cancels only the higher PM and all superseded PM Masters within the group are reset to cycle as previously forecast before the higher level PM cycled. The default setting is NO.

SCHEDULE_TYPE - Determines on which schedule the PM Work Orders generated should be placed. Valid options are DAILY and WEEKLY.

Note: Further options for daily and workweek schedules are available in the Auto-generate Daily Schedule, Auto-generate Weekly Schedule and Work Week Business Rules.

WORK_DAY_INCREMENT - Limits the number of times the system tries to locate a working day (not a weekend or holiday) to schedule the Work Order. An example might be when you enter the Next Schedule Date for a PM designed to cycle on the last working day of the month. If that day is the 31st (a Sunday), the system reviews the previous day to see if it is a valid

working day. This continues until the number of attempts defined here is reached. The last day of the month is then selected as the Next Schedule Date.

PM Route Options

The PM Route Options Rule controls parameters used in PM Route processing.

Name and Option

If you set the Allocate Costs to Assets rule key to ON, the system will manage the costs for a Work Order Task on a PM Route so that the costs are evenly distributed among the assets on the route. The system completes this re-distribution of costs by creating cost adjustment records.

Value

The value is the status that the adjustment records will be created in.

PM Schedule Basis

There are several different schedule basis for that can be used for PM Masters. They control the type of cycling information entered on a PM Master. With the PM Schedule Basis Rule, you can choose which schedule basis will be made available to users.

PM Schedule Basis

CALENDAR_A - “Calendar Anniversary”. Cycling of the PM Master happens at the same time period each week, month, or year. An example might be cycling the PM Master on the 15th of each month. There are more specific processing rules associated with this Schedule Basis. (See PM Masters in the Maintenance User Guide for more information.)

CALENDAR_I - “Calendar Interval”. Cycling of the PM Master happens at the same time increment. An example might be cycling the PM Master once every two weeks. Again, there are more specific processing rules associated with this Schedule Basis. (See PM Masters in the Maintenance User Guide for more information.)

EVENT - causes Event-based PM Masters set up to cycle each time a specified event occurs, such as a shutdown. There are specific processing rules associated with this Schedule Basis. (See PM Masters in the Maintenance User Guide for more information.)

F_RUN-TIME - causes Run-time Interval PM Masters to cycle based upon meter readings taken for the listed Asset Number. Run-Time Interval PM Masters cycle on fixed intervals, not the time from last maintenance. There are specific processing rules associated with this Schedule Basis. (See PM Masters in the Maintenance User Guide for more information.)

RUN-TIME - Causes Run-time based PM Masters to cycle based upon meter readings taken for the listed Asset Number. This might be by number of starts/stops, number of hours running, and so on. There are more specific processing rules associated with this Schedule Basis. (See PM Masters in the Maintenance User Guide for more information.)

Option Status

To make a Schedule Basis available in PM Masters, set the OPTION STATUS field for that schedule to ALLOW. Set it to DISALLOW to prevent a Schedule Basis from being available.

PM Seasonal Adjustments

This rule defines the seasonal periods that can be used for adjusting PM Master Schedule Intervals. For each season you want to define, enter a season name, start month and day and end month and day. All months and days must be entered using a two character format (01-12 for months, 01-31 for days). You can also enter a description of the season if necessary to supply more information.

When defining a season, be careful not to overlap the start or end dates of another season. If you do the system will write an error to the Job Manager Log and use the interval on the PM Master header until the overlapping dates are corrected.

PO Aging Rules

After a Purchase Order (header) reaches FULLY INVOICED status, it remains in this status for a set number of days. After the Purchase Order has been in FULLY INVOICED status for this long, batch processing updates the status to CLOSED. The Purchase Order Aging Rule dictates the length of time that Purchase Orders are to remain in FULLY INVOICED status before batch processing resets the status to CLOSED.

Aging Rule

BATCH_CLOSE - what batch processing reviews to find the Purchase Order Aging value. Simply enter the number of days for aging in the “DAYS” column.

PO Report Constants

This Rule defines “constants” for Purchase Orders and Requisitions. Constants are fields consistently used on each report and may include Bill To Address, Ship To Address and Company Name.

For the following constants, the Tax Labels column contains tax label defaults and the Max Lines column contains the number of lines in the description field that will be retrieved and inserted into the Purchase Order and Requisition Report.

Address Field/ Value/ Max Lines

Address_For_Bill_To - Use the description field to enter the address that should be printed on each report. The system first looks at the storeroom setup record for a Bill To Address. If no address is found, the ADDRESS_FOR_BILL_TO address field is used.

Address_For_Ship_To - Use the description field to enter the ship to address that should be printed on each report. The system first looks at the storeroom setup record for a Ship To Address. If no address is found, the ADDRESS_FOR_SHIP_TO address field is used.

Auto_Pay-Text - Use the description field to enter the text that should appear on automatic invoices.

Label_Duty_Tax - Use the description field to enter the label for the duty rate. The value entered for the LABEL_DUTY_TAX address field will be used throughout the application as well as on reports. For example, this the label entered here will display on the Design Estimate view in the Work Design module or the Line Item (Detail) on a Purchase Order record. If no value is entered here “Duty” is used as the default label.

Label_Federal_Tax - Use the description field to enter the label for the federal tax rate.

Label_State_Tax - Use the description field to enter the label for the state tax rate.

Lower_Left_Bottom_Box - Use the description field to enter any information that you want to appear in the large box on the bottom left hand side of the Purchase Order and Requisition Reports. This box can be used as desired. For example, invoicing information could be referenced.

Lower_Left_Top_Box - Use the description field to enter any information that you want to appear in the smaller box on the bottom left-hand side of the Purchase Order and Requisition Reports. This box can be used as desired. For example, reminders or announcements could be indicated.

Standard_Email_Body_Text - Use the description field to enter the text that will appear in the message when you e-mail a Purchase Order to a vendor.

Tax_Box - Use the description field to enter the text that should appear with Tax information on PO reports.

Your_Company_Name - Use the description field to enter the company name that should appear at the top of the of the Purchase Order and Requisition Reports as well as in the subject line of e-mails with Purchase Orders sent to Vendors.

PO Report Status Codes

The PO Report Status Codes Rule defines what status a Purchase Order must be in before a Purchase Order Report can be printed. Users will not be able to print Purchase Orders unless the status is listed in this Rule.

PO Status and Option Status

A Purchase Order must be in APPROVED or ISSUED status for a Purchase Order Report to print. If a Purchase Order is in any other status, the report will not print. This will also control which numbers appear in the Purchase Order Number LOV and which statuses show in the Purchase Order Status LOV (list of values).

This rule should not be changed by anyone other than Oracle Utilities Work and Asset Management.

Primary Menu

Determine whether or not users can interface their own Developer/2000 based applications by adding a custom menu called directly from the primary menu. This rule is checked only when the application starts up. The menu option will appear as the first option of the Admin menu in the Primary Menu.

Rule, Key 1, & Key 2

CUSTOM MENU is the menu which contains a sample PL/SQL menu set up to call your own form. Key 1 is the form name of the menu (without the file extension .mmb). An example would be MY_MENU. Key 2 is the label that will appear in the application.

Printer Alias

Indicate the printer names and destination names to be used to print within the system. The printer alias, as defined in the NAME column, will populate the Printer field on the user's User Profile record as default information. This printer will override the user's PC default printer.

NAME - The name field establishes an "alias," or user-friendly name for the printer indicated in the Actual Name column. This value will populate the Printer field on the User Profile record as the default (up to 30 characters).

ACTUAL NAME - Enter into the "ACTUAL NAME" column the printer name that a specific operating system would recognize (up to 30 characters).

If you have many different operating systems (i.e. Windows95, WindowsNT, etc.) printing to one printer, the printer name is stored in the "ACTUAL NAME" column. This printer name can be found in the Control Panel for the operating system under Printers.

You must enter the printer name in the following format: \\<server name>\<actual printer name> (e.g. \\MYSERVER\685HP8KN if "685HP8KN" is the actual printer name), OTHERWISE THE PRINTER WILL NOT BE RECOGNIZED. If the printer name changes, you only need to change the Business Rule setting, not all of the User Profile records.

SHORT DESC. - Enter into the "SHORT DESC." column a description of the printer (up to 30 characters).

GS DEVICE - If the PRINT ATTACHMENTS TO PRINTER rule key in the ATTACHMENT PRINT CONFIGURATION Business Rule is set to ON, enter into the “GS Device” column the Ghostscript device name that applies to the printer. An example of this would be “LaserJet” for an HP LaserJet printer. To find a valid list of printer device names, please refer to your Ghostscript documentation.

Procedure Attachment Update

This rule is used to define which attachment tables are updated when a new revision of a procedure is created in the Procedure module. When the option is set to YES the system updates the procedure on that attachment table. When the option is set to NO, the system does not update the procedure and the older revision remains on the attachment table. Enter an SQL query in the Subquery column to set additional parameters. For example, you can restrict processing to only update the attachment table when the header is in a certain status.

The sample query below is for the table name SA_ASSET_PERMIT_ATTACHMENT. It sets the rule key so that the revision update is made in the Asset Permit Attachments view (SA_ASSET_PERMIT_ATTACHMENT) when the asset record (SA_ASSET) is in any status other than “Retired.”

```
and (plant, asset_record_type, asset_id) in (select plant, asset_record_type, asset_id from sa_asset t where a.plant = t.plant and a.asset_record_type = t.asset_record_type and a.asset_id = t.asset_id and t.asset_status != 'RETIRED')
```

Procedures Authority

The Procedures Authority Rule determines which users can insert or update Procedure Step Records based on a Procedure Type.

Username

Enter usernames in the Username column. If a username is not listed, authority for the Procedure Type listed for username DEFAULT is inherited by the user signed on.

Type

Enter the Procedure Type of the user listed in the Type column. This user will have the ability to insert or update step records.

To grant a user authority across all or none of the Procedure Types, enter ALL or NONE. If the username DEFAULT does not exist, users who are not listed in the Rule have a default authority type of NONE.

Allow

Enter Allow in the Activate column for if the user has authority to activate a procedure (DISALLOW [or blank] or ALLOW). Disallow/Blank is the default.

Procurement Level

The Procurement Level Rule is used to define the list of valid Procurement Levels.

Procurement Level

You can assign Procurement Level codes in this column.

Quality Indicator

For each Procurement Level code, assign a Quality indicator. Valid indicators are: QUALITY, NON-QUALITY and NOT USED.

Approved Vendor

For each Procurement Level code, indicate if an Approved Vendor must be used when purchasing items with this Procurement Level. Valid selections are NO and YES.

Product Integration

This rule defines the type of integration that is being used with the system. Specifically, this business rule manages how service requests are integrated with other systems. Point to Point indicates that Oracle Utilities Work and Asset Management is integrated with only one other product. Field Work indicates that Oracle Utilities Work and Asset Management is integrated with both Oracle Utilities Mobile Workforce Management and Oracle Utilities Customer Care and Billing. Please contact Product Management for more information.

FIELD WORK INTEGRATION - When this rule key is set to Field Work, the system does not use the Product Integration CCB Status, Product Int CCB FA Types, or the Product INT CCB Contacts business rules for inbound or outbound services. Rather, the Service Request status, Type, and Problem Code values are used for inbound services. For outbound services the Service Request Status, Service Request Type, Problem Code, and Contact Type are used as the Oracle Utilities Work and Asset Management values.

Field orders can be created, updated, or canceled in Oracle Utilities Mobile Workforce Management from Oracle Utilities Work and Asset Management when this rule key is set to Field Work. All information from the Oracle Utilities Work and Asset Management service request is sent to Oracle Utilities Mobile Workforce Management and to the Oracle Utilities Customer Care and Billing Field Activity. This includes meter information, if any.

Also when this value is set, make sure that the Timekeeping Charge Types business rule is configured with W and R types mapped to WORKORDER and SERVICE REQUEST lookup types respectively.

POINT TO POINT INTEGRATION - If this option is set, the system can only be integrated with CCB or MWM, not both.

Please refer to the business rule settings for Oracle Utilities Customer Care and Billing and Oracle Utilities Mobile Workforce Management respectively for configuration settings needed in Point to Point integrations.

Product Integration CCB

This rule is used to define default values used for fields integrated with CC&B.

CONTACT CHG EVENT TYPE - Enter the Event Type for the crew activity log entry when the customer contact information has changed. The list of values for this field is based on Code Table 120.

DEFAULT DISPATCH GROUP/DISPATCHER - Enter the CC&B Dispatch Group and Dispatcher to be used for all Field Activities created from Service Requests.

PREMISE ASSET RECORD TYPE - Set the value that the system should enter as the record type when an Asset is created from a CC&B Premise. Asset record types are defined in code table 230.

SERVICE REQUEST STATUS TRIGGER - This parameter is used to activate or deactivate CC&B Integration in the Service Request Module. When set to ON, Service Request changes and new Service Requests will call web services to send and receive CC&B updates. The default setting is OFF.

SP ASSET RECORD TYPE - Set the value that the system should enter as the record type when an Asset is created from a CC&B Service Point. Asset record types are defined in code table 230.

VALIDATE CUSTOMER ID - If this rule key is set to YES, Customer ID is validated (default processing). If set to NO, the system ignores an invalid Customer ID and processing of the Service Request continues without interruption.

Product Int CCB Contacts

Settings in this rule determine whether a customer contact record is created in CC&B when field activities are created or modified based on changes to the associated service request in Oracle Utilities Work and Asset Management. This rule is only used when the Integration Type set in the Product Integration Business Rule is set to Point to Point.

CONTACT ACTION - For each action, Create FA or Update FA , enter values in the corresponding columns to create the appropriate settings.

GEN CONTACT? - Enter YES in the Gen Contact? column if a customer contact should be created when the respective action is completed.

CONTACT TYPE AND CONTACT CLASS - Populate these columns with values that have been established in CC&B.

DESCRIPTION - Enter the exact text that should be used as the Customer Contact description.

TRIGGER TO DO - Enter YES or NO in the Trigger To Do column to determine whether a To Do item is also created along with the customer contact.

TRIGGER DAY - Use this field to identify the time frame to generate the To Do.

TO DO ROLE - Enter the value for the CC&B user role that should receive the To Do.

These parameters must be set before creating or updating Service Requests tied to Oracle Utilities Customer Care and Billing Field Activities.

Product Integration CCB Status

This rule maps Oracle Utilities Work and Asset Management Service Request statuses to equivalent Customer Care and Billing Intermediate statuses. Only mapped statuses are entered. More information is available in the Integration Guide.

This rule is only used when the Integration Type set in the Product Integration Business Rule is set to Point to Point.

Product Int CCB FA Types

This business rule provides a mapping between the Service Request and Problem Type fields in Oracle Utilities Work and Asset Management to the Field Activity Type in Oracle Utilities Customer Care and Billing. This rule is only used when the Integration Type set in the Product Integration Business Rule is set to Point to Point.

SRTYPE-PROBCD - Establishes the combinations of Service Request Type and Problem Code. These codes are defined in Code Table 240 and Code Table 241.

FLDACTTYPE - A free text field where you can enter the appropriate Field Activity Type value.

These parameters must be set before inserting service requests to be sent to Oracle Utilities Customer Care and Billing as Field Activities.

Product Integration Field Work

This rule is used to identify values for the Field Work Integration. This rule is only used when the Integration Type set in the Product Integration Business Rule is set to Field Work.

When this rule is active, the Service Request record includes an action, Resend Field Order Creation which can be used to resend the FA_ID to the receiving application, if the field is filled in.

BILLABLE CHARGES - This parameter determines whether to send billing information from a Service Request as billable charges to Oracle Utilities Customer Care and Billing. If the value is set to ON, a Service Order completion message is sent when the service request is set to FINISHED. Cost information is not sent at this time. Once the Service Request is changed to CLOSED status the billing information is sent as billable charges. These charges are only sent if the Bill Customer flag on the Service Request is also set to Yes (checked).

If the value is set to OFF the Service Order completion message is sent when the Service Request is set to CLOSED status. Cost information is sent with this message, but no billing information.

SERVICE REQUEST ALERT USER - This value identifies the Oracle Utilities Work and Asset Management user that should be alerted to any errors or warnings that occur during the completion of Service Requests that are inbound to Oracle Utilities Work and Asset Management through web services.

For more information on implementation or configuration of the integration please refer to the integration documentation.

Project Budget Options

The Project Budget Options Rule sets the options for Project Budget display and processing.

Options

ALERT DOLLAR TOLERANCE - If this option is set to ON, Batch Processing sends an Alert when Project costs approach the budget amount less than the dollar tolerance indicated in the Value field.

ALERT PERCENT TOLERANCE - If this option is set to ON, Batch Processing sends an Alert when Project costs approach the budget amount less this percent tolerance or the budget amount indicated in the Value field.

ALLOW BUDGET UPDATE - If this option is set to ON Subproject Budgets can be updated when the Project/Subproject is in Approved status.

CHECK APPROVAL DOCUMENT – This option controls how the system processes approvals for subprojects and for work orders that reference a subproject. Your organization may choose to disable approval checking on work orders so that if a subproject is already approved, the system will accept the subproject approval as approval for the work order. This may simplify processing by allowing users to change work order status to Approved or Active without obtaining a redundant approval.

ON - A dollar limit approval authority is required to approve the subproject, but once the subproject is approved the related work order does not require approval checking. With this setting a user without work order approval authority can change the work order status to Approved or Active as long as the subproject has been approved.

Even with this option set to ON the user changing the Work Order status to Approved must still have the responsibility functions WO TO ACTIVE, WO TASK TO ACTIVE and ACTIVATE WO MATERIAL in order to be able to create a Work Order Task where charges can be applied. So there are still checks in place to only allow users with authority to create Work Order Tasks where charges can be applied.

OFF - There is no approval checking on subproject records. Any work order referencing the project/subproject must go through standard processing to obtain approval. With this setting there is no Pending Approval status on Subproject records.

Eliminating Pending Approval status on the project forces planners and approvers to communicate directly regarding the subproject rather than relying on system alerts. This ensures that work orders and subprojects will not be approved haphazardly, yet your organization can benefit from simplified processing.

CHECK PROJECT LIMIT - If this rule is set to ON the system checks that the budget amount totals for the Project do not exceed the project limit when the subprojects are approved.

PROJECT BUDGET OPTIONS - Set this rule to ON to enable the other rules for processing in the Project/Subproject module.

Project Management

Establish a connection between Oracle Database and MS Project application through Domain Service Name. You can also set the system to open MS Project Files on a specified directory.

DSN - Domain Service Name.

MICROSOFT PROJECT VERSION - This key allows you to specify the version of Microsoft Project your organization is using. Options are MSP2000 or MSP98.

MS_PROJECT_EXE - Launches MS Project.

ODBC DATASOURCE NAME - This rule key was rendered obsolete by changes made to allow use of MS Project without ODBC. It will be removed in a future release.

UPDATE MSP TASK DATES - If this rule key is set to OFF the system will not update MS Project tables when task records are updated.

Project Work Order Account

The Project Work Order Account Rule controls the connection between a project or subproject and the account number on a Work Order or task.

Project Type

The values entered in this column will be used to build the list of values in the Type field on Subproject records. Some examples of types of projects are: Capital, Maintenance, or Shutdown. Once project types are created, define distinct settings for each type of project by setting values in the Account Update and Account Cascade fields.

If the Account Update key value is set to YES and Account Cascade is also set to YES then when a new Task is added to a Work Order and the Asset ID is changed (or defaulted from the previous Task) the account number will be copied from the Asset ID along with the Department and Area.

Account Update

Acct Update determines if the account number on the Work Order and Task records can be updated when a project or subproject is entered.

Account Cascade

Acct Cascade determines if the project account number is to be copied to all of the Work Order tasks when the Work Order is activated.

Purchasing Options

The Purchasing Options Rule defines processing options for the Purchasing Subsystem.

Values that are not described below but that are shown on the Batch Stock Reorder business rule list are only used with the Advanced Material Management option.

ACCOUNTS REQUIRED ON PENDING - Determines when the system checks for valid account splits on Invoice, Purchase Order, Change Order and Requisition records. When it is set to ON, changing to Pending Approval status triggers the validation. When it is set to OFF the system validates accounts when the record is changed to Approved status. The default setting is "ON".

DEFAULT PRINT PO ITEM IND - This rule key determines the default setting of the Print Line Item indicator when a Purchase Order is copied to a Change Order.

DISPLAY BLANKET RFQ EXP ACTION - When this rule key is set to ON the Export Blkt RFQ to File action is displayed on the Actions list in the Request for Quotes module. This action allows users to export the Blanket RFQ data to an Excel spreadsheet.

ENFORCE APPROVED VENDOR - This line determines if the approved vendor limitation will be enforced for purchasing documents during online and batch processing. When the status is set to ON, if any item on a PO (or other purchasing document) requires an approved vendor, as defined by the procurement level field, then the entire PO requires an approved vendor. The approved vendor requirement will be enforced when the PO is issued. Only users with an Approval Title with the document type AVOVERRIDE have the option of dismissing the requirement.

EXPEDITE ITEM DETAILS - This rule key determines whether or not there are item details for purchase expedite records. When the status is set to ON, the system provides a View to the PO Expediting module in the Purchasing subsystem. This view can be used for tracking partial shipments, and an informational version of the window is also offered as a view of the Purchase Order module in the Purchasing subsystem.

LEAD TIME - The lead time indicates whether the system will calculate a default Promise Date on Purchase Orders created through using batch processing and Blanket Contracts. If the value is set to CALENDAR, all days are included in the calculation of the promise date.

RESTRICT ITEMS BY PO TYPE - This rule key determines whether or not the system enforces restrictions on the stock types and PO Line types that you can include on a Requisition, Purchase Order, and other Purchasing documents.

When the status is set to ON, only P and W type requisitions/purchase orders allow direct type items. S type requisitions/purchase orders only allow inventory or expense items. For B, P, V, and W purchase types, the system only allows Stock Codes to be entered with the Materials PO Line type.

When the status is set to OFF, then you can combine stock types (Direct, Inventory, and Expense), purchase types (B, P, S, V, and W), and PO Line types (Materials, Services, and Misc.) without restrictions.

The status does not affect S and W type purchasing documents generated by Batch Processing.

STORES LOOKAHEAD REQUIRED DATE - This rule key determines which date is used to determine the stores lookahead Due In date. Set the key to PO to use the promise date on the purchase order header for every item. Set the key to PO ITEM to use the promise date from each individual purchase order line item.

TEMPORARY STOCK STOREROOM - If the storeroom is identified and this rule key is set to ON, direct purchase items are allocated to the original purchase order to ensure proper issuance of the material upon receipt. Only Active storerooms with Direct stock type can be chosen from the list of values.

Quote Options

(AMMO only)

This Rule is only applicable if you are using the Advanced Material Management (AMMO) version.

The Quote Options Rule specifies the default values used for the bid multiplier indicator in both on-line and batch processing. Enter “ON” in the Status column to enable the default values (and display the indicator check box on the RFQ header). Enter ‘YES’ in the Value column if you want the bid multiplier indicator checked as the default setting.

Receiving Configuration

This rule allows users to set parameters related to the Receiving, Multi-Step Receiving, and Stock Transfer modules.

Receiving Parameters and Options

ADD TAX AT RECEIPT - When this rule key is set to YES the system calculates the average unit price for stock items by including any taxes and exchange rates included in the final invoiced price. This allows the system to reflect the true cost of procurement of the item. When the key is set to NO taxes are not factored into the cost.

BACKORDER PROCESSING CHECK - This rule key allows you to enable or disable checking of backordered items in the Receiving, Multi-Step Receiving, and Stock Transfer modules. Set this option to ON if you want the system to prompt the user with a listing of Checkout Requests and Work Orders that require the backordered item when other items on the Purchase Order are received.

RECEIVE MORE THAN ORDERED - This rule key controls whether or not users can receive quantities that exceed the quantity ordered on a purchase order. The setting applies to items received in the Receiving module or the Multi-Step Receiving module. If the key is set to YES (default), quantities greater than the PO item quantity can be received without any warnings or errors being displayed. If the key is set to NO, any attempt to receive quantities greater than the PO item quantity results in an error. If the key is set to RESTRICT, only authorized users can receive quantities that exceed the PO item quantity. Authorization is granted by adding the Receive More Than Ordered function to a user's responsibilities. The Contact Emp. field indicates the person who is primarily responsible for providing authorization to restricted users when needed. The list of values for this list is populated with the name of any user that has the Receive More Than Ordered function in their responsibility profile.

Regulatory Account Options

Determine how regulatory accounts are processed within the system.

FCC PRIOR YEAR REVERSAL ACCT - Used to define the regulatory account to be used for reversal of costs from prior years for FCC Account Types. Enter “ON” in the Status column to define a separate regulatory account for the reversal charges. Enter “OFF” to have the reversal charges applied to the same regulatory account as the original charges.

FERC PRIOR YEAR REVERSAL ACCT - Used to define the regulatory account to be used for reversal of costs from prior years for FERC Account Types. Enter “ON” in the Status column to define a separate regulatory account for the reversal charges. Enter “OFF” to have the reversal charges applied to the same regulatory account as the original charges.

INDIRECT OVERHEAD ALLOCATIONS - Used to define the frequency for Indirect Overhead Allocations. Enter “ON” in the status column to perform allocations and select “Monthly” or “Annually” in the Frequency column to define the frequency.

PRIOR YEAR REVERSAL EXPENSE - Used to define the expense code to be used for reversal of costs from prior years for all Account Types. Enter “ON” in the Status column to define a separate expense code for the reversal charges. Enter “OFF” to have the reversal charges applied to the same expense code as the original charges.

PUC PRIOR YEAR REVERSAL ACCT - Used to define the regulatory account to be used for reversal of costs from prior years for PUC Account Types. Enter “ON” in the Status column to define a separate regulatory account for the reversal charges. Enter “OFF” to have the reversal charges applied to the same Regulatory Account as the original charges.

Regulatory Acct Overhead Class

The Regulatory Account Overhead Class rule is used to define overhead classes for estimating overhead allocation for Work Order Tasks.

Sequence Number

This sequence number is used by the system to establish uniqueness on the account. It is not used in processing.

OH Class Type

Define the Overhead Class Type name in this free form field.

Estimated OH%

Use the Estimated OH% field to define the rate that is used to “mark-up” estimates and actual costs.

Applied Type

Select a type from the list of values defined by the Expense Codes Business rule. This value determines the expense categories that should be marked up by the rate established in the Estimated OH% column. Enter ALL to indicate that every expense category should be marked up.

Description

Enter a brief description that will help users identify the overhead class they want to use. Along with the OH Class Type, the description displays on List of Values in the Regulatory Accounting module showing available Overhead Classes.

Regulatory Account Usage Codes

The Regulatory Account Usage Codes rule is used to define the usage codes and associate them to a Regulatory Account Type. A Usage Code is entered on a Regulatory Account and supports the Compatible Units process. You can use the Description field to enter a brief explanation of the Usage Code. You can select from three Account Types: FERC, PUC, or FCC.

Repairable Processing

The Repairable Processing Rule defines options available for repairable processing within the system. These include repairable cost fields on the storeroom, credit for return of items from the Stock Checkout module and, Material Disposition, a separate module for disposition of repairables.

Comment

The Repairable Processing options are defined in the first column; the option status in the second column. If this rule is missing or an option is not listed, the default is “OFF”.

Option

ENHANCED MATERIAL DISPOSITION - This turns ON or OFF the special processing associated with the issue and return of repairable components. The default is OFF.

REPAIRABLE MUST BE TRACKABLE - This turns ON or OFF the storeroom validation that a storeroom item CANNOT be repairable unless it is also trackable. The default is OFF.

REPAIRABLE RETURN CREDIT VALUE - This turns ON or OFF the special processing associated with the return of repairable components that are returned USED, but receive a credit and are NOT considered in the on-hand quantity. The default is OFF.

RESTRICT REPAIRABLE CHECKOUT - If this key is set to ON, stock items marked as Repairable can only be checked out against Work Orders.

When the Enhanced Material Disposition key is set to ON, the Restrict Repairable Checkout key must also be set to ON.

Report Labels

This business rule defines labels for a specific custom report. It cannot be used for general production.

Requisition to PO Rule

The Requisition to Purchase Order Rule determines whether Purchase Orders created from Requisitions will be created in APPROVED or ISSUED status.

Rule and Status

CHECK BUYER APPROVAL - Enter ON or OFF in the “ON/OFF” column. The approval limit is always checked for the Requisition irrespective of whether the rule is ON or OFF. If the rule key is set to ON, the PO Approval limit is also checked. If it is set to off OFF only the requisition approval limit is checked.

REQ_TO_PO_STATUS - Enter the status that you want Purchase Orders that are created from Requisitions to be created in. For example, if you want the POs to be created in Approved status, set this field to Approved.

Restrict List of Values

Determine whether or not users are required to enter partial data into the fields listed here to narrow or restrict the list of values for these fields.

This processing is intended regulate searches on columns that will return a very large a number of records and cause a considerable system delay if all records were to be retrieved at once.

Column Name

Enter the field name for the field that will require input before the database is queried. For example, it is recommended that this Rule be used to restrict Lists of Values on STOCK_CODE, ASSET_ID and VENDOR_CODE. This Rule is not recommended to be used to restrict Lists of Values on code table driven fields.

Warning: There is a limit to the number of fields for which Restricted List of Value Processing can be implemented. If too many fields are listed, the later fields will be ignored. The limit to the number of fields is based upon the length of the global variable (255 characters in length) into which the field names are appended. Therefore, the total number of characters (including spaces between field names) cannot exceed the 255-character limit.

RFGEN Barcoding Setup

(Custom)

The RFGEN Barcoding Setup Rule controls barcode processing.

ADJUST PHYSICAL INVENTORY- Use this option to indicate if stores adjustments processing is allowed during physical inventory from a hand-held device for the items whose count falls

outside of the tolerances set in the Physical Inventory Tolerances business rule. Options are YES or NO.

DISPLAY EXPENSE CODES- Use this option to indicate if the stock expense code is visible on the hand-held device during stock checkouts/returns. Options are YES or NO.

HIDE INVENTORY QUANTITY - Use this option to indicate if the actual inventory quantity is hidden during physical inventory. Options are YES or NO.

MAXIMUM LOV ENTRIES - Enter the number of records that can be retrieved by the list of values before the system prompts the user to narrow down the search criteria.

OLD STOCK CODE FIELD - Use this option to enter the name of the field (UDF) in SA_CATALOG table where old stock codes are listed. Options are any UDF from ATTRIBUTE1 to ATTRIBUTE10.

OLD STOCK CODE PROCESSING - Use this option to indicate if some characters are stripped while reading the old stock code with the hand-held device. Options are L (strip characters from the left) or R (strip characters from the right), followed by a number indicating how many fields are to be stripped.

OVERRIDE EMPLOYEE ERROR - Use this option to indicate if transactions are allowed to proceed if the wrong employee number is entered for receiving employee during checkouts/returns. Options are YES or NO.

OVERRIDE EXPENSE CODES - Use this option to indicate if changes are allowed to default storeroom stock expense codes during checkouts/returns. Options are YES or NO.

USE OLD STOCK CODES - Setting this rule key to YES allows the use of an older stock code format which was obsoleted in a previous release.

SAIF Charge Numbers Interface

(Custom)

The SAIF Charge Numbers Interface Rule explicitly includes or excludes particular charge numbers from populating the SAIF_CHARGE_NUMBERS table. This table is an interface table used to create charge numbers based on the charge types listed.

Charge Type and Status

ASSET - If the Option Status column is set to OFF, the interface table SAIF_CHARGE_NUMBERS will not be populated with the ASSET_RECORD_TYPE and ASSET_ID. If the Option Status column is set to ON, the interface table will be populated.

FUNCTION - If the Option Status column is set to OFF, the interface table SAIF_CHARGE_NUMBERS will not be populated with the ASSET_RECORD_TYPE and ASSET_ID for Functions. If the Option Status column is set to ON, the interface table will be populated.

PROCESS - If the Option Status column is set to OFF, the interface table SAIF_CHARGE_NUMBERS will not be populated with the ASSET_RECORD_TYPE and ASSET_ID for Processes. If the Option Status column is set to ON, the interface table will be populated.

WORK ORDER TASK - If the Option Status column is set to OFF, the interface table SAIF_CHARGE_NUMBERS will not be populated with the WORK_ORDERS and WORK_ORDER_TASKS. If the Option Status column is set to ON, the interface table will be populated.

Scheduled Holidays

The Scheduled Holidays rule defines holidays the system uses when creating timesheets for employees flagged for automatic timesheet creation. If an employee is scheduled to work on the

same day as a scheduled holiday, the Timesheet line item will be created using the Charge Type, Account and Regular Expense Code defined for the holiday. Shift and Differential information will come from the appropriate Employee record.

Schedule Labor Resources

This business rule was made obsolete by changes made to the Daily Schedule and Workweek Schedule modules. Please refer to the Crew module Crew Hours view for information on how resources are scheduled.

Scheduling Options

This rule defines options used in Daily and Workweek Scheduling.

Copy Interruption Code - This rule key determines whether the system will copy the interruption code when copying or merging a WO Task from one scheduling record to another. When set to ON, the system will copy the interruption codes. When set to OFF, the system will not copy the interruption codes.

Serv Invoice Account Override

This Rule defines which users are authorized to change Service Invoice Line Item account numbers retrieved from a Service Contract Timesheet. The Service Invoice header must be in CREATED status.

When an invoice is created, the Service Invoice Line Item account number is returned from the Service Contract Timesheet. For a user to override this account number, the user's username must be listed in the "USERNAME" column with ALLOW in the "OPTION STATUS" column. If DEFAULT is entered in the "USERNAME" column and the "OPTION STATUS" is ALLOW, then all users not listed will be allowed to change the Service Invoice Line Item account number. If DEFAULT is missing, DISALLOW is assumed.

Serv Invoice Prorate Defaults

The Service Invoice Prorate Defaults Rule defines what items can be prorated on a Service Invoice. They include, but are not limited to, Discount, Freight and Taxes. If this Rule is missing or an option is not listed, the default is to not allow prorating.

This Rule also controls tax accruals, providing you the ability to pay or not pay taxes to the vendor.

Prorate Option and Status

DISCOUNT - Prorate the DISCOUNT on an Invoice.

DUTY - Prorate the DUTY on an Invoice.

EXTRA - Prorate any EXTRA costs associated with an Invoice.

FEDERAL TAX - Prorate the FEDERAL TAX on an Invoice.

FREIGHT - Prorate the FREIGHT on an Invoice.

STATE TAX - Prorate the STATE TAX on an Invoice.

For any field enter YES or NO in the Option Status field do allow or disallow the option.

Tax to Vendor

This column applies to the DUTY, FEDERAL TAX and STATE TAX. If YES is entered in this column then taxes are paid to the vendor. If NO is entered in this column, taxes are not paid to the vendor. If this column is blank, the default is NO.

Serv Invoice Tolerances

The Service Invoice Tolerances Rule defines both the dollar and percent tolerance values for invoice matching processing. If either the dollar or percent value entered here are exceeded (Service Invoice Line Item vs. Line Item Rate), either a warning message is issued or the user is prevented from continuing matching that line item.

Invoice Matching

DOLLAR - Enter the maximum (whole) dollar difference between the Service Invoice Line Item value and the Line Item Rate value that is allowed in the Tolerance column.

PERCENT - Enter the maximum (whole) percent difference between the Service Invoice Line Item value and the Line Item Rate value that is allowed in the Tolerance column.

RESULT - Enter either WARNING or STOP into the Tolerance column to either issue a warning message (and let the user continue) or to prevent the user from continuing when either tolerance is exceeded.

Service Request Interface

Controls the fields that will be updated on an inbound service request record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Service Timesheet Charge Types

The Service Timesheet Charge Types Rule determines what Service Contract Timesheets can be charged against.

Charge Type

Enter information into the "CHARGE TYPE" column. These values should be a single, unique character (such as "A" for "Account" or "W" for "Work Order").

Charges based on an Account Number use the Reference ID field as the Charge Number. Any Account Number you wish to directly charge time against must have a Reference ID. For more information regarding Reference ID's, please refer to the Account section of the Resource User Guide.

Status

Enter ALLOW in the "STATUS" column to indicate the CHARGE TYPE can be entered. Enter DISALLOW in the "STATUS" column to indicate the CHARGE TYPE cannot be entered.

Lookup

The "LOOKUP" column determines which database table is used to validate the associated Account Number (at the time when labor charges are entered).

Reference ID

The "REFERENCE ID" column contains an optional default Account Number. Note that if you enter a value into this column, then when a user charges time against this CHARGE TYPE, the Account Number entered here will default on the Service Contract Timesheet and cannot be overridden. (This processing applies to charge types such as Sick Leave where you would not want users to enter any Account Number for sick time.) Also note that if the entered Account Number is deactivated or deleted from the Account module, users will be presented a message

stating so when they attempt to enter time against the CHARGE TYPE, and thus be unable to charge time against the CHARGE TYPE.

Shelf Life

The Shelf Life Rule describes the parameters and values related to the shelf life of a stock item.

Shelf Life Type

INTERNAL - Used during receiving to calculate expiration date. Delivery date + “value” x shelf life.

NONE - Used during receiving to calculate expiration date. Delivery date + shelf life.

VENDOR - The Vendor supplies expiration date.

Values

The value represents a percentage adjustment to be applied in the calculation of the expiration date.

Shift Differential Rates

The Shift Differential Rates Rule defines valid shift codes and shift differential rates.

Shift Code

Enter the SHIFT CODE which is the definition of hours for an employee's scheduled period of work.

Differential

Enter the DIFFERENTIAL which is the additional hourly amount to be paid employees working the defined shift hours. This amount is added to the employee wage rate when using the Labor Costing Premium Multiplier Rule.

Example: An electrician makes \$25.00/hour, plus \$1.00 if he works the night shift. His regular rate with Shift Differential is $\$25.00 + \$1.00 = \$26.00$. If he works overtime at time and a half, his wage rate would be $\$39.00$ (Wage Rate of $\$25.00 +$ Differential of $\$1.00 = \26.00) x Premium Multiplier of 1.5 = Hourly Rate of $\$39.00$.

OT Multiplier

If the OT Multiplier is set to Yes, then the calculations for premium shift amount will include the OT Multiplier:

Premium Shift Differential x Multiplier x OT Multiplier x (Premium Hours - Comp Time Hours)

If set to No, then the calculations for premium shift amount will NOT include the OT Multiplier:

Premium Shift Differential x Multiplier x (Premium Hours - Comp Time Hours)

Calculation

The differential can be added to the wage rate or multiplied by the wage rate. Enter Adder or Multiplier in this column to define how the system should calculate the values.

Shipping Memo Options

The Shipping Memo Options Rule controls Shipping Memo processing and defines the default type for Shipping Memos created from the Requisition and Receiving Modules.

REQUISITIONS - If this rule key is ON, the system automatically creates a Shipping Memo record when a Requisition having the Ship Memo Indicator checked is set to Approved. The default setting is OFF and the default Type is OTHER.

RETURNS - When this rule key is ON, the system automatically creates a Shipping Memo record when Purchase of Direct and Stores items are returned against a Purchase Order in the Receiving module. The default setting is OFF and the default Type is RETURN.

Specification Upload Defaults

This rule defines default values to be used by the Component Specification Upload Wizard in the Component ID module. The wizard creates Specification records from a data upload and attaches the specifications to existing Component records. Setting the default specification type, category and description in this rule ensures that new Specification records can be created by the upload process without errors.

The combination of specification type and category must match a type and category combination defined in the Specification Template module.

To use this functionality, sequence numbering for SA_SPECIFICATION_DATA and SA_COMPONENT_ID must be system generated. Open the Sequence Numbers module and make sure that there is a check in the Sys column for these tables.

Note that the SPECIFICATION_DESC parameter uses the Description as the user entered value rather than the Key Value. This is different than the other two parameters which use Key Value as the user defined string.

Spell Check

Configure parameters for the Spell Check feature.

Key Name, Option, and Setting

DEBUG MESSAGES - Set this option to YES to send debug messages to the java console.

DICTIONARY PORT - Set the port where the dictionary is located.

DICTIONARY SERVER - Set the server where the dictionary is located. The location must be specified by server name and port, separated by a colon (example: paris:650). DO NOT include "http://" before this value or add a folder name after the server name and port.

DICTIONARY TYPE - Set the type of dictionary.

IGNORE FIRST - Set this option to YES if you want to ignore irregular capitalization on the first word.

IGNORE IRREGULAR - Set this option to YES to ignore irregular words.

IGNORE UPPER - Set this option to YES to ignore words in all caps.

Storeroom Demand Allocation

The Storeroom Demand Allocation Rule sets up processing for storeroom demand and allocation.

CHECKOUT REQUEST DEMAND - If this rule key is set to YES, Checkout Requests in ACTIVE status will be counted in the demand quantity shown in the Storeroom Pricing view of the Storeroom module, and will be factored in whenever Storeroom demand is calculated. If the rule key is set to NO Checkout Requests will not be included in any demand quantity calculations. If the rule key is changed from NO to YES, the system does not recalculate existing quantities, but will begin to include ACTIVE Checkout Requests in calculations made after the change.

INCLUDE RFQ - This rule key determines whether the quantity on Request for Quotes line items in CREATED, APPROVED or ISSUED status which originated from an Approved

Requisition are to be included in the Pending Order quantity field on the Storeroom Pricing screen.

EXPIRATION REQUEST DEMAND - This Option is only for use with the Advanced Material Management option. This option sets the number of days after the request date that the storeroom demand batch job will automatically close pending request, thereby relieving demand and allocations.

RESOLVE UNSUPPORTED ALLOCATION - This Option is only for use with the Advanced Material Management option. The storeroom demand job will determine if there are enough quantities available to handle the allocated requests. If not, then it will reallocate based on the latest request date and lowest priority.

S_RPT071 Crew Craft Columns

The S_RPT071-crew Craft Columns Rule is used to designate the three main crafts for each crew for Report 71 – the Work Order Forecast Report. For Report 71 to work, the crew and craft must be listed in this Rule.

For more information on Report 71, see the Reports User Guide.

Crew, Craft #1, Craft #2, Craft #3

For each crew entered in the “CREW” column, a craft needs to be entered in “CRAFT #1”. If a crew has more than one craft, use “CRAFT #2” and “CRAFT #3” columns. Several different crews can use a single craft.

Standard Service Req Interface

This business rule Controls the fields that will be updated on an inbound service request record that already exists in Oracle Utilities Work and Asset Management.

Column Name and Update

For each column name, indicate whether or not the corresponding field should be overwritten during an update.

Storeroom Interface

Controls the fields that will be updated on an inbound catalog manufacturer vendor record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Stores Transaction Groups

This rule is only used with Business Intelligence for Oracle Utilities Work and Asset Management. It establishes transaction categories that are used for the data export from Oracle Utilities Work and Asset Management to Business Intelligence.

Timekeeping Authority

Use this rule to define which users can access and maintain timesheets, leave requests, and employee records. This rule only controls who has access to the records, approval authorization is controlled in the Approval Limits module.

Note: A supervisor defined in this module does NOT correspond to the Supervisor fields defined by code table 310.

Username

Enter individual Usernames to set an authority level for access to Employee records, Timesheets, and Leave Requests. Anyone not listed will have the DEFAULT authority. By setting the USERNAME column to DEFAULT and the AUTHORITY column to EMPLOYEE, all users will be granted employee level authority without your needing to identify them explicitly.

Authority

The Authority column defines the scope of a users' authority. The authority levels include: Employee, Supervisor, Superuser and Payroll.

EMPLOYEE - User can only view or modify their own timesheet or employee record. Org Level does not apply.

SUPERVISOR - User can view or modify their own records and records of members of the Org Level entered. The Org Level value is used to widen the scope of the Supervisor authority. Set the value to Department, Area, or Crew, and the system limits the corresponding username to have access to other user's records who share the same Department, Area or Crew on their EMPLOYEE record. If you enter TITLE as the Org Level, the username is limited to see the user's records who are on the same CREW module record with the username. This allows Supervisors to approve timesheets for multiple crews (any crew that they are on).

SUPERUSER - User can view or modify any record. Org Level does not apply.

PAYROLL - User can view or modify any record, as well as override or adjust Compensatory Time Accrual calculations. Org Level does not apply.

For example, If BIGBOSS is entered under username in this business rule with the Authority set to Supervisor, and the Org Level set to Title, the system provides him access to the records for all users who are on the same CREW module records as BIGBOSS. If the Org Level is left blank or set to Crew the system provides BIGBOSS with access to the records of every user who has the same Crew entered on their EMPLOYEE module record as he has on his Employee record.

Org Level

The Org Level value is used to widen or narrow the scope of the Supervisor authority. See above for valid values and definitions.

Override

The override value is only used for those with the Supervisor or Superuser authority to temporarily promote them to Superuser or Payroll authority. Enter Superuser or Payroll in the Override column to give this authority to a user (to substitute for a supervisor who is on vacation, for instance). Filling in this value does not modify the authority of any other user. It can be changed or cleared later to restore the user to their original authority.

Timekeeping Charge Types

The Timekeeping Charge Types Rule provides you the ability to control what valid timekeeping Charge Types are per your company business practices.

Charge Type

Enter information into the "CHARGE TYPE" column. These values should be a single, unique character (such as "A" for "Account" or "S" for "Sick Leave").

Charges based on an Account Number use the Reference ID field as the Charge Number. Any Account Number you wish to directly charge time against must have a Reference ID. For more information regarding Reference ID's, please refer to the Account section of the Resource User Guide.

Status

The “STATUS” column for each CHARGE TYPE must be set to ALLOW or DISALLOW to allow or disallow charging of time to that item.

Lookup

The “LOOKUP” column determines which database table is used to validate the associated Account Number (at the time when labor charges are entered).

Reference ID

The “REFERENCE ID” column contains an optional default Account Number. Note that if you enter a value into this column, then when a user charges time against this CHARGE TYPE, the Account Number entered here will default on the Timesheet and cannot be overridden. (This processing applies to charge types such as Sick Leave where you would not want users to enter any Account Number for sick time.) Also note that if the entered Account Number is deactivated or deleted from the Account module, users will be presented a message stating so when they attempt to enter time against the CHARGE TYPE, and thus be unable to charge time against the CHARGE TYPE.

Timekeeping Comp Time Request

This rule determines if the Comp Time Request view displays on the Views list in the Timesheet module.

The default setting is YES, which allows the view to display. When the Comp Time Request Option is set to NO, the view is hidden from all users.

Timekeeping Copy Options

The Timekeeping Copy Options Rule controls whether or not the system will allow users to enter future pay period when using the Copy Single Timesheet Option of the Timesheet Wizard.

Copy to Future Pay Periods

The status column must be set to ALLOW or DISALLOW. If set to ALLOW, future pay period dates can be entered on the “Copy Information From” and “Copy Information To” screens of the Timesheet Wizard. If set to DISALLOW, the system will not allow dates that are not within the current pay period.

Timekeeping DTA Pay Code

(Custom)

The Timekeeping DTA Pay Code Rule sets up parameter settings for the pay codes defined in Code Table 72.

This Rule is used in conjunction with a client-specific interface routine and is not applicable for general use.

Timekeeping DTA Regular Type

(Custom)

The Timekeeping DTA Regular Type Rule sets up edit checks for timekeeping.

This Rule is used in conjunction with a client-specific interface routine and is not applicable for general use.

Timekeeping Editchecks

The Timekeeping Editchecks Rule determines whether or not edit checks for timekeeping verification of pay codes, hours, leave type, etc. is to be executed on-line.

Type and Option

CHECK NEGATIVE REGULAR HOURS - When this rule key is set to ON the Timesheet form validates that there is an existing Timesheet line item to allow an offset line item entry to the same charge number with a negative value less than or equal to the existing line item. When the key is set to OFF, the form allows a negative hours line item to be entered on the timesheet without the same charge number with a value greater than or equal to the negative value being entered. The Default is ON.

DTA - Special DTA (Distributed Time and Attendance) edit checks.

LEAVE HOURS - This will verify if there is enough available leave hours.

MODIFY APPROVED OR POSTED TIME - When this key is set to Disallow, only users with the timekeeping authority "PAYROLL" can modify timesheets in Approved or Posted status. If this rule key is set to Allow, users with timekeeping authority SUPERVISOR, SUPERUSER and PAYROLL are able to modify APPROVED and POSTED timesheets.

RESTRICT EMP BY CREW ON C&C - If this rule key is set to ON, the Employee list of values in the Cost and Closeout field are restricted to only those employees that are assigned to the specified Crew. When the Crew field is cleared, system will also clear the Employee field. If the key is set to OFF, the Employee list of values is open to all Active Employees.

Timekeeping Labor Earning Type

The Timekeeping Labor Earnings Types Rule stores user-defined values for supplemental Earnings Codes, which the system uses to calculate Actual Labor Costs and Payroll data. This rule replaces the Labor Costing Premium Multiplier Rule and Code Table 72 previously used to calculate Premium pay. For each Earnings Code you want to define, specify the labor type (Regular, Premium or both), the Multiplier and/or Adder values, and the Overtime Rate Multiplier to be applied to the employee's base pay rate and hours.

Earnings Code

Use this column to label the Earnings Code. Earnings Codes defined here display on the Earnings Codes lists of values on the Timesheet, Timesheet Wizard, and elsewhere in the system when time is entered.

Note: If timesheets have not been posted or if costs have not been rolled up when an Earnings Code value is changed, items referencing that Earnings Code will use the new rate when processed.

Labor Type

Indicate if the supplemental Earnings Code is to be used for Regular time, Premium time, or Both. For hours entered on a timesheet, only one premium code or one regular code can be selected at a time. For additional hours with different codes, a separate entry must be made on the timesheet.

Multiplier

Enter a percentage value with up to 5 places to the right of the decimal (1.5%=.015). An Earnings Code can be defined with a Multiplier, with an Adder, or with both.

Adder

Enter an hourly dollar amount with 2 decimal places. The Adder cannot be a negative number.

OT Rate Multiplier

The system uses the OT Rate Multiplier to calculate the Revised Base rate when calculating Premium Time. The Revised Base is calculated before the Earnings Code Adder and Multiplier is applied.

Example: A diver works 8 hours on a holiday on a rescue assignment. His base pay is \$20/hr (defined in the CRAFT RATE business rule). The nature of his assignment entitles him to an Earnings Code defined in this Rule as having an Adder of \$6.00 and a Multiplier of 1.050% (0.0105). The OT Rate Multiplier for working a holiday is also defined here as 1.5. The system calculates the Total Actual Labor Cost as:

Revised Base Pay = Base Pay ´ OT Rate Multiplier = (20 ´ 1.5) = \$30/hr

Total Actual Labor Cost = Rev. Base (8 ´ 30) + Adder (8 ´ 6) + Multiplier (8 ´ 30 ´ 0.0105) = \$290.52

Timekeeping Leave Types

Define which of the charge types set up in the Timekeeping Charge Types Rule are Leave Types. This rule establishes a link between the leave types listed in Code Table 48 and the charge types listed in the Timekeeping Charge Types Rule.

Charge Type

Items listed in the “CHARGE TYPE” column are directly linked to the Leave Types listed in Code Table 48 (used in the Leave Summary and Scheduled Leave views in the Employee module) and the Timekeeping Charge Types Rule. For these Leave Types to be available, the “STATUS” column of the Timekeeping Charge Types Rule must be set to ALLOW.

Leave

This column is a description of the values listed in the “CHARGE TYPE” column.

Minimum Hours

Enter the number of hours an employee must work before beginning to accrue CHARGE TYPE hours in the Minimum Hours column.

Expense Code

Enter the specific expense code (if applicable) associated with the leave type.

UDFS- Auto Copy Across Modules

Define settings so that users can copy UDF values from one module to another. Select the Module to Module combination and enter ON or OFF depending on whether or not you want to allow users to copy all of the UDF values from the first module to the second module indicated.

Copying User-Defined Field Information between Modules

For many modules, information from all user-defined fields on one window can be copied to all the corresponding user-defined fields in a different module.

Module combinations include:

Benchmark Work Order to Work Order

Blanket Contract to Purchase Order

Blanket Contract to Request for Quotes

Fleet Benchmark Work Order to Fleet Work Order

Purchase Order to Invoice

Purchase Order to Request for Quotes

Request for Quotes to Blanket Contract

Request for Quotes to Purchase Order
 Requisition to Purchase Order
 Requisition to Request for Quotes
 Work Order Task Materials to Requisition
 Work Design Permits to Work Order Task

The copied information goes from one Attribute column in the first table to the corresponding Attribute column in the second table, so you must make sure that the sending and receiving columns correspond (e.g. Attribute1 on table one and Attribute1 on table two). The user-defined field labels do not have an impact on this processing.

For example, if you create a user-defined field labeled 'X' on the Requisition table using the Attribute1 column, and a second user-defined field labeled 'X' on the Purchase Order table using the Attribute2 column, the information will not copy over to 'X' on the Purchase Order. Instead, it will copy to the Attribute1 column of the Purchase Order table – which may not have an associated user-defined field at all.

How to Copy User-Defined Fields Information Between Modules

1. Open the UDFS - Auto Copy Across Modules Business Rule
2. Find the appropriate From Module to Module option.
3. Set the associated ON/Off field to ON.
4. Click Save.

Unit of Measurement

This rule allows users to set whether to use the English or Metric system in labels on reports S_RPT075, S_RPT076, S_RPT077. Setting the rule key to METRIC causes the system to display kilometers and KPL and setting it to ENGLISH causes the system to display miles and MPG.

Update Primary Vendor

Sets the system to update or not update the Prime Vendor on Catalog Stock Item records each time a Purchase Order that references the Stock Item is Approved.

Prime Vendor Rule and Option Status

UPDATE_PRIME_VENDOR - Options are YES or NO. If this rule key is set to ON, the Prime Vendor on the Catalog Stock Item record is updated to the Vendor listed on each new approved Purchase Order. If the rule key is set to OFF then the Prime Vendor on the Catalog record remains the same regardless of what is listed on the Purchase Order.

Validate Task Report Codes

This rule is used to validate report codes entered on Work Order Tasks.

Validation and Option Status

REPORT_CODE - If the Option Status column is set to ON, the system will validate the report code entered with the reports listed in the list of values. If the Option Status column is set to OFF (the default), the system will not validate the report code entered, allowing you to enter any report code on the Work Order Task.

Variable Expense Codes

This rule determines how expense codes are handled during stock checkout, checkout request, planning work order task materials and labor, and in the Timekeeping module. Regardless of the settings in this rule, any desired changes to expense codes can only be made before costs are actualized. Once actual costs are applied, the expense code on the record cannot be changed.

Rule and Option

DISPLAY EXPENSE CODES - If you enter YES as the option, the system will display the Regular and Premium Expense Code fields on the employee Timesheet, and the Expense Code field on the Issue Ticket for stock checkouts based on Work Orders. Enter NO and the field is not displayed.

FORCE UNIQUE EXPENSE CODES - If you enter YES for this option, work order time charges for the same craft must have the same expense codes. The default setting is YES.

OVERRIDE EXPENSE CODES - Enter YES or NO in the OPTION column to allow or disallow users to change expense codes on timesheets, issue tickets for stock checkout, stock checkout requests, and material and labor detail records on work order tasks.

Entering YES in the OPTION column has the following implications:

- Materials planners will be able to overwrite the default expense codes for the Materials view of the Work Order module in the Maintenance subsystem. The system defaults this information from expense code associated with the Stock Code and Storeroom.
- Employees responsible for creating Issue tickets for stock item checkouts will be able to change the associated Expense code.
- The system will display the Regular and Premium Expense Code fields on the employee Timesheet, and the Expense Code field on the Issue Ticket for sock checkouts based on Work Orders. This includes expense codes that have been provided by planners.
- Labor planners will be able to overwrite the default expense codes for Regular and Premium labor on Work Order Tasks. The system defaults this information from the Craft associated with the Work Order Task.
- Workers who enter their own time into the Timekeeping module of the Maintenance subsystem, will be able to change the Regular and Premium labor information brought over from the Work Order Task on timesheet entries based on Work Orders. This includes expense codes that have been provided by planners.
- Supervisors who review timesheets will be able to change the Regular and Premium labor information brought over from the Work Order Task on timesheet entries based on Work Orders. This includes expense codes that have been provided by planners and/or changed by employees on their timesheets.

Combining the Rules:

To keep anyone from changing expense codes:

Display Expense Codes = NO

Force Unique Expense Codes = YES

Override Expense Codes = NO

To allow only Planners to use variable expense codes:

Display Expense Codes = NO

Force Unique Expense Codes = YES

Override Expense Codes = YES

To allow charges for the same craft to use different expense codes:

Display Expense Codes = YES

Force Unique Expense Codes = NO

Override Expense Codes = YES

Vendor Interface

Controls the fields that will be updated on an inbound catalog manufacturer vendor record that already exists. Interface settings are described in more detailed in the Interfaces Guide.

Vendor Options

The Vendor Options Rule defines parameters used by the vendor module.

PERFORMANCE CURRENT RATING - Determines the number of months to be used in the batch calculations of Vendor Performance. Enter ON in the Status column to enable Vendor Performance calculations. Enter the number of months to be considered in the Value column.

The rating is calculated based on delivery dates that fall between one full month prior to the current date minus the number of months entered in the Value column.

Note: The Performance view is only visible if this rule key is set to ON.

PERFORMANCE GRACE PERIOD - The number of grace days to be given to the vendor before a delivery is considered to be late. Enter "ON" in the Status column to enable Grace Periods. Enter the number of days to be used in the Value column.

PERFORMANCE QUALITY ATTRIBUTES - This rule key determines whether or not the system will use the attributes and point values defined in the VENDOR PERFORMANCE ATTRIBUTES business rule.

When the rule key is ON, the system displays Shipment Attributes as an option on the Views list in the Multi-Step Receiving module. This View lists the attributes defined in the VENDOR PERFORMANCE ATTRIBUTES Business rule along with the attribute's corresponding point value.

If this rule key is set to OFF, the system displays a Discrepant Shipment? indicator on the PO Line Items (Detail) screen instead of offering Shipment Attributes as a View. The user can check the indicator to indicate that the shipment had a discrepancy. If any line item in a shipment is noted as discrepant that entire shipment is counted against the rating. The Quality Performance rating is then based on the percentage of shipments delivered without any discrepancies rather than being based on a weighted scoring system based on attributes as it would be if the rule key were set to ON.

Note: An advantage to using the Performance Quality Attributes is that you have more control over recording discrepancies. The attributes allow you to note specific details on how the shipment was flawed. The point values allotted to each attribute allow your organization to deduct more points for attributes that are more important than others. In this way you achieve a better overall view of how a vendor has failed you and a better resource for solving those problems in the future.

Vendor Performance Attributes

This rule contains the attributes and associated point values used for vendor performance rating.

Quality Attribute and Point Value

Attributes such as Packaging, Damage, PO Compliance, Cleanliness, and other criteria that an organization would use to determine whether or not a vendor has delivered items or services properly are assigned a point value in this business rule. The system then uses the attributes and point values to determine the vendor's overall performance rating.

Vendor Performance Ranges

The Vendor Performance Ranges Rule is used to specify the "Best Price Multiplier" for given performance ranges. You can establish as many ranges as you want, but you must be sure that the ranges do not overlap. Ranges should be whole numbers only.

Range

Ranges should be named Range1, Range2, Range3, up to the total number of ranges that you want to define.

Lower %

Enter the lower percentage (\geq) value for the Total Vendor Performance for the range. Do not use decimal values.

Higher %

Enter the higher ($<$) percentage value for the Total Vendor Performance for the range. Do not use decimal values. Since this is a 'less than' value, you must use 101% to include vendor performance rating of 100% within the range.

Multiplier

Enter the multiplier value for the range. You can define multiplier values to increase bids from vendors with lower vendor performance ranges. This concept is discussed in more depth in the User Guide section titled Using Ratings in the RFQ Process.

RangeLower %Higher %Multiplier

Range1911011.0

Range285901.05

Range30841.1

Warranty Processing

This rule controls warranty processing throughout the system.

Send Alert Prior to Expiration - Set this option to ON to have the system send an alert to the warranty administrator when the warranty is nearing expiration. You must specify the number of days prior to expiration that the alert is sent. Setting the option to OFF disables alerts.

Web Configuration

Define web configuration settings.

Rule, Option, and Setting

Enter YES or NO in the Option column for each of the rule keys. Also enter the file path or format (as appropriate) in the Setting column.

REPORTS ALWAYS PREVIEW - Setting this option YES forces all printing to be previewed first. Reports are converted to a .pdf file and opened in Adobe Acrobat.

REPORTS BARCODE FONT - Enter a value in the setting field to specify the font to be used on reports that include a barcode field. The font that is entered should be available in your system fonts. You can find fonts by searching the internet for “Free Barcode Fonts.”

REPORTS CUSTOM VIRT DIRECTORY - This is the web server virtual directory to run the Oracle Reports CGI program for the web version.

REPORTS DEFAULT OUTPUT FORMAT - Select the default format for all reports. Settings include TXT (Delimited text), PDF (Adobe Portable Document Format) and RTF (Rich Text Format).

REPORTS OUTPUT PHYS DIRECTORY - This is the web server physical directory to put report output for the web version. To enable e-mailing of Purchase Orders to Vendors, allow network access to the directory defined under this rule key. Once this access is allowed, identify this network share in the E-Mail Configuration Business Rule under the key PO EMAIL FILE LOCATION.

REPORTS OUTPUT VIRT DIRECTORY - This is the web server virtual directory to retrieve report output for the web version.

REPORTS SERVER NAME - This is the name of the reports server for the web version.

UPLOAD DIRECTORY - This is the directory where files are stored when they are uploaded to support receiving multiple trackable stock items.

Web Services Gateway

This rule is for Web Service Gateway outbound message processing. The parameters set here determine how Oracle Utilities Work and Asset Management communicates with CC&B web services.

Web Service Gateway Key

The values in this column reference the service in the CC&B application that the Oracle Utilities Work and Asset Management application must interface with.

Username & Password

This is the username and password needed to access the CC&B application.

Dataset ID

These values tell the Oracle Utilities Work and Asset Management application which CC&B table to retrieve information from, and provides the keys to use from that table. The keys must be configured on the CC&B side.

Consumer Class

The values in the Consumer Class column indicate the java class name called by the Oracle Utilities Work and Asset Management application.

Service URL

The values in the Service URL column indicate the URL that the consumer class indicated in the previous column uses to call the CC&B system.

Gateway URL

The values in the Gateway URL column indicate the SIA web services server. The Consumer Class should be stored on this server.

WO Aging

The Work Order Aging Rule defines the number of days a Work Order remains in CLOSED status before batch processing archives the Work Order (and all associated views) to the History Work Order module.

Data Aging

RETAIN_DAYS - The number of days a Work Order is to remain in CLOSED status is entered in the "DAYS" column.

AUTO_CLOSE_AFTER - Indicates the number of days after which work orders in Finished status will be changed to CLOSED status.

Work Design Phase

Use this rule to define the phases that are used on work design records for your organization. The corresponding sequence number determines the order in which the phase appears in the list of values on the Work Design screen. The phase with the lowest sequence number will be the default phase when new Work Design records are created.

Work Design Processing

This rule defines options available for work design processing.

APPEND WORK SITE TO WO TASK - Set this rule key to YES to have the system copy work site information into the description field on work order and task records when work orders are created from work designs.

Work Order Processing

Control work order processes.

WO Processing Rule, Document, Status and Value

ALLOCATE COSTS TO ASSET - Set this rule key to ON to have the system reverse asset costs on work order tasks and distribute the costs across assets on the asset list by creating adjustment records. The status of the resulting Cost Adjustment record will be the status entered in the Value column. Choose CREATED if your business process requires that the records be reviewed before they are approved and processed. Choose APPROVED status if the cost adjustments can be created and approved without review. If this rule key is set to OFF, costs are not allocated across the assets.

ALLOW NULL ASSET ID - Indicates whether or not a work order that includes construction assets can be set to Closed status without entering an Asset ID in the Work Order Task Construction Asset view. The default setting is OFF.

This applies to Construction Asset records on Work Order Task records with the Action of RETIRE or INSTALL.

With this rule key set to ON, an Asset ID is not required for construction assets with the Retire or Install action, and the asset valuation process occurs the first time SDBP_WORK_ORDER.FIXED_ASSET is run after the work order is set to Closed status. Please note that with this setting, Change Requests cannot be created for the construction assets, so the APPLY CHANGE REQ CREATED FR WO rule key should be set to OFF.

If the rule key is set to OFF, an Asset ID must be entered for construction assets with the Retire or Install action before the work order can be closed. With this setting, asset valuation processing is controlled by the DELAY CONSTRUCTION ASSET VALUE rule key.

It is also important to review your settings in the WO Aging business rule when using this functionality, regardless of whether this key is set to ON or OFF. Make sure that work orders are not sent to history before the valuation takes place. As an extreme example, you cannot have WO Aging set to 30 days with the fixed asset valuation set to run every 90 days. Once the work order is in history, the valuation will not take place.

APPLY CHANGE REQ CREATED FR WO - This rule key determines whether change requests for construction assets will be applied automatically when created from work orders. If the rule key status is set to ON, the system creates Change Request records based on entries made to the Construction Asset view on the Task and sets those Change Requests to 'Complete' status. The requested changes are automatically posted to the assets. If the rule key status is set to OFF the Change Requests are created and set to 'Created' status so that they must be reviewed before any change is made to the assets. Whether the rule key setting is YES or NO, the 'sdbp_create_change_req.create_change_from_wo' batch process is triggered once the Task status is set to 'Finished' and the Work Order status is set to 'Closed'.

ADD ACTIVE TASK TO WORK ORDER - If this option is set to ON, new tasks are added to Active Work Orders in Active status. If this option is set to OFF, all new Tasks are inserted in Planning status and the Work Order header status is automatically reset to Planning status when the first new Task is added.

The Work Order Processing Rule controls the processes specified in the Work Order Processing Rule column.

AUTO ADD DEPENDENT MATERIALS - When the Status setting is OFF (default), Compatible Unit Dependent Material is not automatically added to the Task Items Worksheet. When the setting is ON, the Dependent Material on Compatible Units is automatically added to the Items Worksheet.

AUTO CLOSE CHECKOUT REQUESTS - When this rule key is ON and a Work Order Task is set to Finished status, all Checkout Requests for the Work Order/Task in Created and Active status are set to Closed status. This releases any demand that was placed on the Storeroom in association to the request.

AUTO UPDATE TRAVEL TRIPS - When this key is ON, the Number of Trips for Travel Time is automatically updated based on labor requirement durations whenever a task, labor requirement or an 'L' type task item worksheet record is inserted or updated.

BUYER CODE - This determines if a buyer code is to be added to the direct purchase requisition if there is no buyer code in the material record. Select from the list of values in the Value column the buyer code to use. The document name REQUISITION must be entered in the Document column.

CHANGE REQUEST ENFORCEMENT - If the value in the Status field is set to ON, the Work Order record status cannot be changed to ACTIVE unless an approved Change Request is attached to the task(s) that have change requests required. The Document and Value fields are left blank for this rule key.

CHECK OPEN MATERIAL RECORDS - If the value in the Status field is set to ON, the system looks for unresolved material records when a Work Order Task record is set to Finished Status. If there are unresolved material items, the system displays a warning message. Users can then click the "Details" button to view a list of the unresolved documents. From the list, users can drill-down on the Document ID to open the record (all except Material type since it is on the task material). The Default value for this rule key is OFF. The Document and Value fields are left blank for this rule key.

Unresolved material records could be open requisitions, purchase orders, request for quotes, material dispositions, checkout requests, or storeroom demand set from task materials.

COPY EMERGENCY WO TO SCHEDULE - This rule key determines whether or not emergency work orders are copied to a schedule when they are created. It also determines whether the work order is copied to a daily or workweek schedule.

If the Status field is set to ON, emergency work orders will be copied to a schedule. Set the Document field to either Daily or Workweek to indicate the type of schedule to copy to. Set the Value field to one of the following four options:

Current - Emergency work orders are copied to the current schedule.

Next - Emergency work orders are copied to the next available schedule.

Auto - Emergency work orders are copied to a schedule determined by the crew hours / workweek. If the current time falls within the current schedule (daily or workweek as appropriate) the work order will copy to the current schedule. If the current time falls outside of the current schedule, the work order will copy to the next available schedule.

Manual - User enters the schedule date the work order copies to.

DELAY CONSTRUCTION ASSET VALUE - If this rule key is set to ON, construction assets are not valued until after SDBP_YEAR_END_OH_COST_DIST (indirect overhead) is run based on the schedule established in the Regulatory Account Options Business rule. If it is set to OFF, construction assets are valued the first time SDBP_WORK_ORDER.FIXED_ASSET is run after the work order is set to Closed status. This rule key is only functional if the ALLOW NULL ASSET ID rule key is set to OFF.

DIRECT PURCHASE - This rule key sets the type of purchasing record that should be created for Direct Purchase items on a work order task. When the task is activated the system will create a Requisition for the Direct Purchase items. Determine the status that the Requisition is created in by entering Approved or Created in the Status field. The PO CREATED status can only be used with interfaces. The Value field is left blank for this rule key.

DIRECT PURCHASE BLANKET - If the value in the Status field is set to ON, the system performs the following processing:

When a user planning materials for a Work Order Task (Work Order Task Material and Service Requirement detail) selects a Direct-type stock item and saves the Task record, the system will check for Blanket Contracts that include the item. If it finds one or more contracts, the system requires completion of the Blanket Contract field. If the item is listed on only one active contract, the system will supply the contract's number. If more than one contract might apply, the system opens the list of values so that the user can select the appropriate contract.

When the Work Order status is set to Active, the system first checks Allow Automatic Work Order Release? check box the Blanket Contract record. If the check box is not checked, the system will create a Requisition.

If the Allow Automatic Work Order Release? check box is marked, the system will check the Blanket Contract Limit. If the purchases will exceed the contract limit, the system creates a Purchase Order in Created status.

If the Blanket Contract Limit Amount will not be exceeded, the system next checks the User Limit on the Access List view to the Blanket Contract (in the Purchasing subsystem). If this will be exceeded, the system creates a Purchase Order in Created status. If the limit will not be exceeded, the system creates the Purchase Order in Issued status.

DIRECT PURCHASE FEDERAL TAX - The number entered in the Value field is used as the default Federal Tax Code on work orders. The Document and Status fields are left blank for this rule key.

DIRECT PURCHASE STATE TAX - The number entered in the Value field is used as the default State Tax Code on work orders. The Document and Status fields are left blank for this rule key.

DIRECT PURCHASE DUTY TAX - The number entered in the Value field is used as the default Duty Tax Code on work orders. The Document and Status fields are left blank for this rule key.

EXPENSE CODE UPDATE - This determines if users can update expense codes on the Work Order Task Material screen for direct items with or without stock codes. Enter ALLOW or DISALLOW in the Document field. The Status and Value fields are left blank for this rule key.

LABOR MARKUP ON COST SUMMARY - This key determines if labor markup transactions are included in the Cost Summary views in the Work Order and Project / Subproject modules. Set the value to ON to include the M1, M2 and M3 Labor Markup Transaction Codes in the Cost Summary views. Set the value to OFF if you do not want to include the labor markup values. The default setting is OFF.

PERMIT TEXT - If the value in the Status field is set to ON, then red text will appear on the Work Order or Task record when there are associated permits. The Document and Value fields are left blank for this rule key.

REAPPROVE WORK ORDER - If this rule key value is set to ON and a new work order task is added to an Approved or Active Work Order record, the system changes the status back to Planning and the newly added task is placed in Planning status as well. The work order must be routed to have the new task approved.

USE ESTIMATE AS MATERIAL REQUIRED DATE - When this key value is set to OFF the Material Required Date is not auto-populated. When the setting is ON, the Material Required Date for Stock-coded items is defaulted to the Estimated Delivery Date when the Material Record is created and then is updated when the Material Record is activated.

UPDATE CLOSED WORK ORDERS - When this rule key is set to ON, users can update information on closed work records in any views other than the Approvals view, the Task's Regulatory Accounting (Including Costs section), or any of the CU views. If the rule key is set to OFF no fields or views are updatable on the record.

UPDATE FROM BENCHMARK - When this rule key is set to OFF the Created By and Created Date fields are retained from the original Benchmark if a work order or task is created from a Benchmark. If the value is set to ON the system uses the system date and username of the person logged on to populate these fields.

Work Order Task Planning

Defines the planning phases of work order tasks.

Enter a phase and corresponding optional sequence number to determine the order in which the phase appears in the list of values on WO Task screens. The phase with the lowest sequence number will be the default phase when new WO Task records are created.

Work Order Travel Time

The Work Order Travel Time Rule supports inclusion of travel time when planning work orders by defining work regions and the approximate one-way travel time to and from each region. When the user selects a work region on a work order task in planning status, the system supplies the appropriate travel time and makes the information available in the Schedule module.

Work Priority Defaults

The Work Priority Defaults Rule establishes default work priorities for Initial Work Order types on Work Requests.

For each type of Work Order (Emergency, Regular, or Urgent), you can establish a Work Priority by entering a value in the Work Priority box. Work Priority values must be in the range of 1 – 9, with higher numbers assigned to the more critical types.

Work Request Authority

The Work Request Authority Rule determines the users that can create Work Orders from Work Requests and the conditions associated with creating those Work Orders.

Username

Enter the names of the users who have the authority to create Work Orders from Work Requests.

Type

In the Type column you can designate the kind of Work Order the user has the authority to create. Values include REGULAR (default), URGENT and EMERGENCY. Users granted EMERGENCY can also enter URGENT and REGULAR. Users granted URGENT can also enter REGULAR.

Authorization

Once the Work Order has been created a status must be assigned to it. This Status column determines what status will be assigned to a Work Order created by that particular user. Values include PLANNING (default), APPROVED, and ACTIVE. For example, if User1 creates a new Work Order and this Status column is set to Approved, the Work Order will automatically be set to Approved status when it is created. Users granted ACTIVE can also use APPROVED and PLANNING. Users granted APPROVED can also use PLANNING.

Action

Activate or deactivate the user's ability to create a Work Order in this column. This option changes a user's authority without your having to delete their username from the rule.

Set the value to CREATE to allow the user to generate Work Orders from Work Requests, or to NOCREATE (default) to prevent them from generating Work Orders from Work Requests.

Option

Set Option to On or Off depending on whether or not you want to allow the user to be able to add to existing Work Orders from a Work Request.

Status

This Status column determines which state the Work Order has to be in for the designated user to be able to change the Work Order. For example, if this Status column is set to Active for User1, User 1 can only make changes to Work Orders in Active status. Values include PLANNING (default), APPROVED and ACTIVE. Users granted ACTIVE can also use APPROVED and PLANNING. Users granted APPROVED can also use PLANNING.

Delete if WO

In the Delete if WO column you can set a user's ability to delete a Work Request that already has a Work Order defined for it. Set this option to Allow or Disallow to grant or prevent this privilege.

Work Request Processing

The Work Request Processing Rule establishes default Next Approvers for Assets and Accounts for Work Requests. If the Approval Route field is left empty when Work Requests in Created status are saved, the system will populate the field on using the indicated source field.

WR Processing Rule, Status, and Type

This field lists possible sources from which the Approval Route field can be populated. Possible sources include the Work Order Default view for the Asset record and the Account record. Select ON or OFF in the Status field to enable or disable each rule key.

CHANGE REQUEST ENFORCEMENT - If enforcement is ON, if the Initial Work Order status is set to ACTIVE, the Work Request status cannot be change to WORK ORDER unless an approved Change Request is attached to the Work Request.

DEFAULT APPROVER FROM ACCOUNT - If this rule key is set to ON the default value for the Approval Route field on the Work Request will be copied from the Approver field on the Account record. (NOTE - this rule key is overridden if the DEFAULT APPROVER FROM ASSET rule key is set to ON).

DEFAULT APPROVER FROM ASSET - If this rule key is set to ON the default value for the Approval Route field on the Work Request will be copied from the Work Order Defaults view on the Asset record. (NOTE - If this rule key is set to ON it overrides the DEFAULT APPROVER FROM ACCOUNT rule key).

INCLUDE P WORK TYPE - When the status of this rule key is set to on the system will include P type Work Orders when showing possible duplicate work records as a new work request is created.

Type

This field determines whether the Maintenance Approver or the Production Approver is used.

In the event that Status' conflict or the Type is left blank, the system uses the following hierarchy. DEFAULT APPROVER FROM ASSET = ON supersedes DEFAULT APPROVER FROM ACCOUNT = ON. If the Type is blank, the system uses the Maintenance Approver.

How to Configure the System to Use the Account Approver as the Work Request Approver

1. Open the Work Request Processing business rule.
The Business Rules module is in the Administration subsystem.
2. Set the value for DEFAULT APPROVER FROM ACCOUNT to ON.
3. Make sure the value for DEFAULT APPROVER FROM ASSET is set to OFF.
If both are set to ON, the asset approver supersedes the account approver.
4. Click Save.

The system saves the changes and begins using the Approver from the Account record to populate the Approval Route field on the Work Request.

How to Configure the System to Use the Asset Production Approver as the Work Request Approval Route

1. Open the Work Request Processing business rule.
The Business Rules module is in the Administration subsystem.
2. Set the value for DEFAULT APPROVER FROM ASSET to ON.
3. Set the Type to PROD.
4. Make sure the value for DEFAULT APPROVER FROM ACCOUNT is set to OFF.
This step is not really necessary; if both are set to approver sources are set to ON, the asset approver supersedes the account approver.
5. Click Save.

The system will save the changes and begin using the Production Approver from the Asset (Work Order Defaults) record to populate the Approval Route field on the Work Request.

How to Configure the System to Use the Asset Maintenance Approver as the Work Request Approval Route

1. Open the Work Request Processing business rule.

The Business Rules module is in the Administration subsystem.

2. Set the value for DEFAULT APPROVER FROM ASSET to ON.
3. Set the Type to MAINT.
4. Make sure the value for DEFAULT APPROVER FROM ACCOUNT is set to OFF.

This step is not really necessary; if both are set to approver sources are set to ON, the asset approver supersedes the account approver.

5. Click Save.

The system will save the changes and begin using the Maintenance Approver from the Asset (Work Order Defaults) record to populate the Approval Route field on the Work Request.

Work Week

The Work Week Rule defines the days of the week that a crew is available to be scheduled in a work week. This determines which Daily Schedules can be grouped together into a Workweek Schedule.

Crew

Enter the crew name in the Crew column.

Week Start and Week End

The WEEK START and WEEK END columns dictate the start of the work week and the end of the work week for each crew listed in the CREW column.

Period

This column will be available in a future release.