PeopleSoft

EnterpriseOne 8.10 Equipment Billing PeopleBook

May 2004

EnterpriseOne 8.10
Equipment Billing
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About These EnterpriseOne PeopleBooks Preface

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

This preface discusses:

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

Note

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

EnterpriseOne Application Prerequisites

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

See the *Foundation Guide*.

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

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

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

Obtaining Documentation Updates

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

Note

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

See Also

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

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

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

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

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

Note

Example of a note.

Cautions

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

Caution

Example of a caution.

Comments and Suggestions

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

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

Or you can send e-mail comments to *doc@peoplesoft.com*.

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

Equipment Billing Overview

Equipment Billing is the billing feature of the Equipment/Plant Management system. Use the Equipment Billing system to charge equipment costs or credit revenue to various business units, jobs, and cost codes within your organization. To charge a customer outside of your organization for equipment costs, use the Service Billing system.

System Integration

When you use Equipment Billing, you can link to the other PeopleSoft systems that your organization uses. For example, you can link to the Work Order system to record maintenance charges against work orders as well as to track and monitor schedules by work order. Other systems you can link to include:

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

The following table describes the system integration that exists between the Equipment/Plant Management system and other PeopleSoft systems.

Address Book	Every PeopleSoft EnterpriseOne system works with the Address Book system to retrieve up-to-date address book information about employees, suppliers, and other business entities.
General Accounting	When you enter equipment transactions, including billing transactions, you must process them through the general ledger. You enter all statistical values, such as miles, gallons, and so on, into the general ledger. When you charge a job for equipment use, the system searches the Account Master for billing rate default values.
Accounts Payable	You can enter equipment charges through the Accounts Payable system. The system automatically enters the equipment number from the purchase order to the accounts payable voucher.
Job Cost	When you charge a job for the use of equipment, the system searches the Job Cost Master for billing rate default values. When you track equipment location, the job defined in the Job Cost system is often the tracking location.
Fixed Assets	Equipment Billing uses automatic accounting instructions from the Fixed Assets system, which shares many tables with Equipment Billing, including the Equipment Master Record and the Equipment Account Balance records.

System Features

The Equipment Billing system has the following features: Equipment Information and Search and Equipment Location Tracking.

Equipment Information and Search

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

Parent/Component relationships

You can use parent and component relationships to group components in the system. For a piece of equipment, you can track the history of its immediate parent or any of its components. The system accommodates as many as 25 levels of components, which is useful if you use complex or interchangeable equipment assemblies.

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

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

Equipment numbers

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

- Equipment number
- Unit number
- Serial number

Supplemental data

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

Location

You can search for and track equipment based on its historical, current, or planned location, which is helpful when you must review equipment that is used at a particular job site or reroute equipment between job sites.

Category codes

You can define as many as 23 category codes to classify equipment for reporting and data selection purposes. For example, you can conduct online searches for equipment based on category codes that represent major accounting class, major equipment class, manufacturer, model year, and so on.

Other user defined codes

You can assign the following three additional user defined codes:

- Finance methods
- Equipment status codes
- Equipment message types

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

- Down
- Standby

- Working
- Available

Licenses and certifications

You can record and track license and permit information for each piece of equipment. Use this feature to track expiration dates and fees associated with equipment permits, certifications, and so on.

Online message logs

You can use online message logs to enter messages about a piece of equipment. Standard message types include the following:

- Planned maintenance
- Actual maintenance
- Problem reports

You also can enter additional remarks about any piece of equipment.

Equipment Location Tracking

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

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

Charging for Equipment Use

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

Time Billing

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

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

Use the following systems to charge for equipment use by time:

- Time Accounting
- Payroll
- Equipment Billing

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

Detailed Equipment Cost Accounting

You define the chart of accounts for your equipment cost and revenue to meet your unique needs, such as:

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

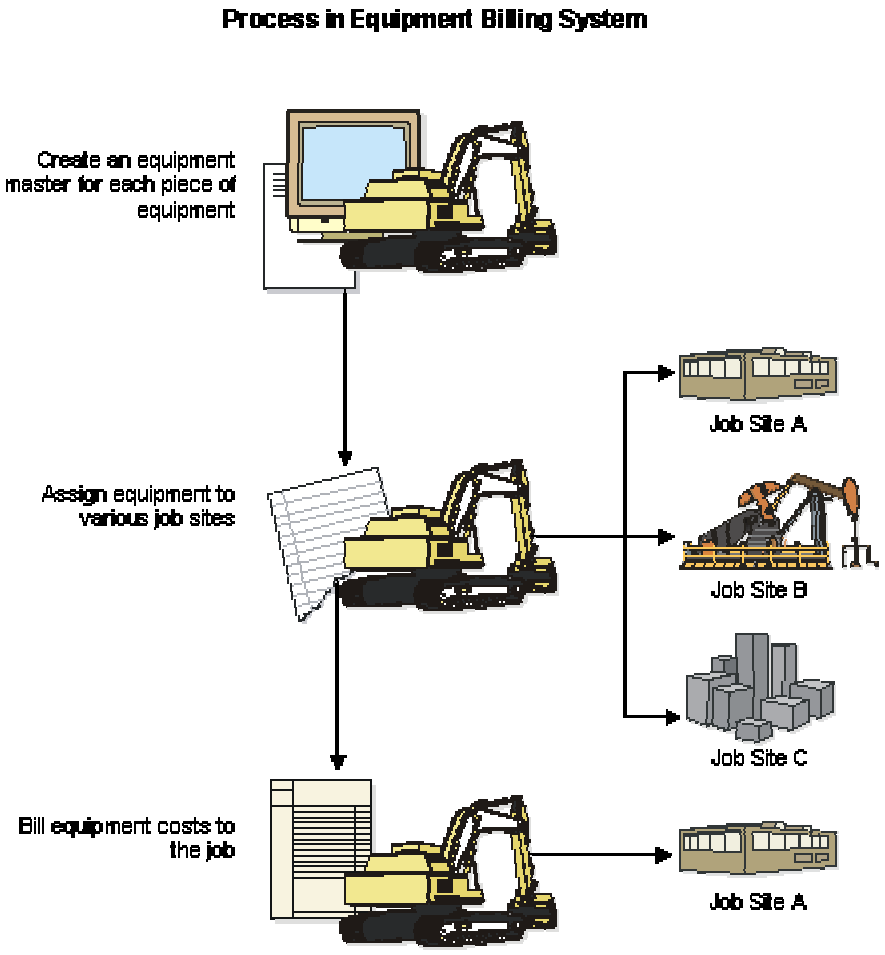
Reporting

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

- Billing Rates report
- Location Tracking report

Equipment Billing System Flow

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



Equipment Billing Tables

Equipment Billing uses the following primary tables:

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

- Equipment number
- Description
- Account coding
- Category codes

Asset Account Balances (F1202) Stores the account balance amount or unit for each equipment account.

Location Tracking (F1204) Stores the following location information for each piece of equipment:

- Location
- Start effective date
- Ending date
- Equipment billing rate code
- Location code (this code indicates the type of location record, such as planned, current, or history)

Account Ledger (F0911) Stores General Ledger journal entry audit trails for both the Asset Account Balances table (F1202) and the Account Balances table (F0902)

Equipment Billing uses the following secondary tables:

- Equipment Rates (F1301)
- Rental Rules (F1302)
- Billing Exception Days (F1303)
- Equipment Distribution Rules (F1305)
- Status History (F1307)
- Equipment Rate Code Definition (F1390)
- Equipment Category Code Mapping (F1391)
- Equipment Messages (F1205)
- Equipment License Master (F1206)
- Location History Text (F1210)
- Parent History (F1212)
- Default Accounting Constants (F12002)
- Default Depreciation Constants (F12003)

- User Defined Codes (F0005)
- Address Book Master (F0101)
- Account Master (F0901)
- Automatic Accounting Instructions Master (F0012)
- Supplemental Data (F00092)
- Specification Data (F1216)
- Specification Cross Reference (F1215)

Equipment Billing Setup

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

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

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

Equipment constants	Establish system basics, such as: • The default business units for equipment cost, accumulated depreciation, depreciation expense, and revenue accounts for a piece of equipment • The symbols that identify the three types of equipment numbers, including your primary number • The equipment category code number that you use to define the equipment class for use in the supplemental database
User defined codes	Define customized codes, such as: • Equipment category codes, including major accounting class and major equipment class • Finance methods • Equipment status codes • Equipment message types
Automatic accounting instructions	Define accounting information, such as: • Accounts and general ledger relationships for Equipment Billing interaction with the General Accounting system • Default debit and credit accounts for Equipment Time Billing
Next numbers	Enable the system to automatically assign numbers to items in the system that require unique numbers.
Depreciation account rules	Simplify the creation of new equipment masters by establishing values for the Master Information form, such as: • Major accounting class • Major equipment class • Depreciation accounts • Revenue account
Category code mapping	Assigns default values from business unit category codes to equipment category codes.

Supplemental data	Stores additional information about equipment. When you set up supplemental data, you can: • Define the types of supplemental information you want to keep track of • Define specification information • Limit user access to supplemental and specification information
Equipment billing information	Defines various billing codes and rules, such as: • Billing rate codes • Rental rates • Rental rules • Account derivation rules

Setting Up Fixed Asset Constants

Fixed asset constants control how your business environment uses the features in the Fixed Assets system. For example, when you define a default business unit for depreciation expense in Fixed Asset Constants, the system automatically supplies the value to Depreciation Information whenever you add a new asset to the system. You can also specify the business unit that appears as a default value for the various asset accounts when you create a master record for a new asset.

Set up fixed asset constants only one time for the entire Fixed Assets system. You set up constant values for company 00000 so that all of the companies in your organization that access the Fixed Assets system use the same constant values.

Caution

PeopleSoft recommends that you do not change your fixed asset constants. However, some situations might occur in which you might need to change a fixed asset constant, and you must understand the consequences.

- For example, if you change the default business unit for asset accounts, the change affects only the assets that you add to the system after the change.

If you must change a fixed asset constant and that change needs to be updated for previous assets, you must perform an additional process to update the system with your latest change.

- For example, if you change the symbol for your primary asset number in Fixed Asset Constants, you must run the Global Update program.

Note

The values that you set up for the Fixed Assets system in Fixed Asset Constants also affect the Equipment/Plant Management system.

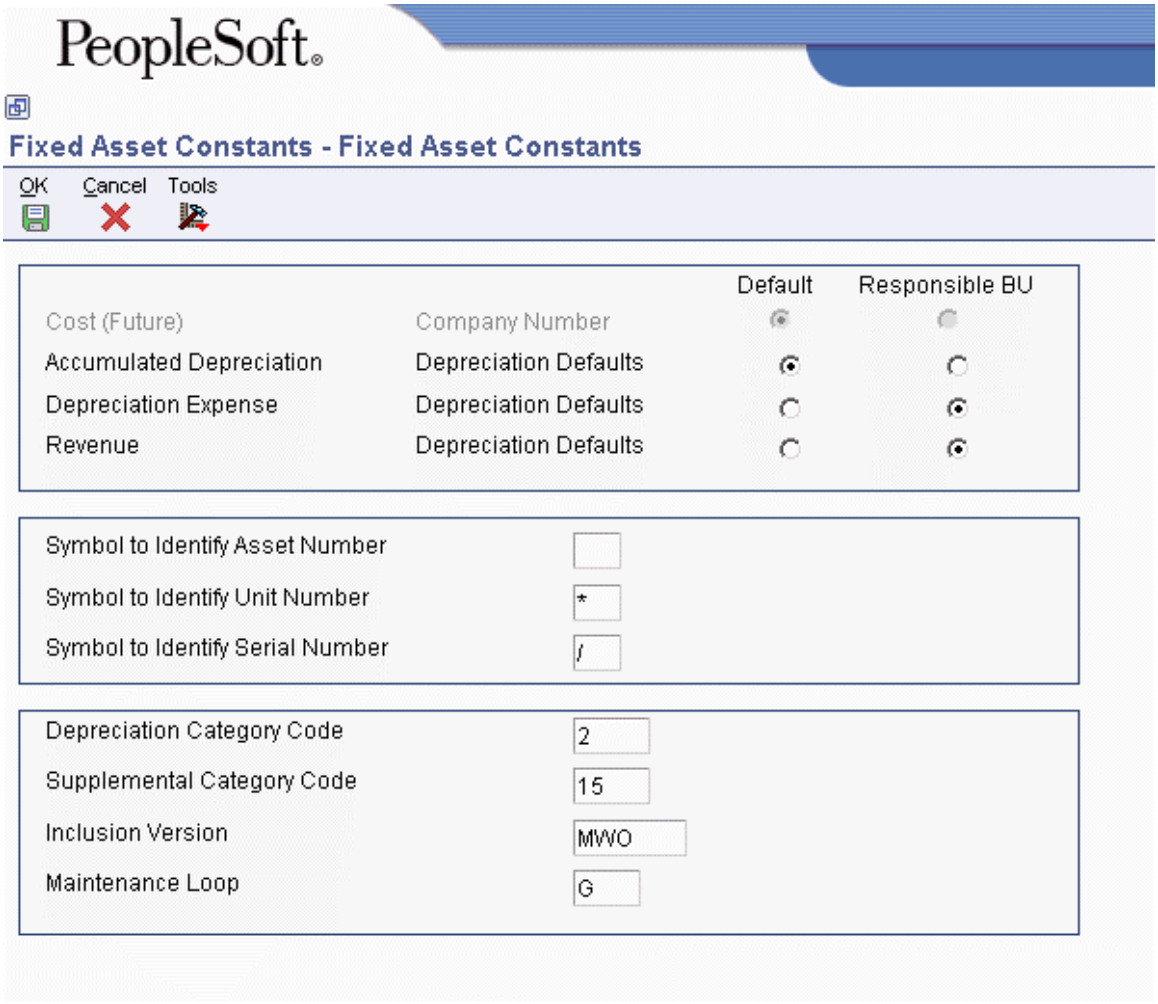
► To set up equipment and fixed asset constants

Use one of the following navigations:

For Fixed Assets, choose Fixed Asset Constants from the Fixed Asset System Setup menu (G1241).

For Capital Asset Management, choose Equipment Constants from the Plant & Equipment Management Setup menu (G1341).

1. On Fixed Asset Constants, click the option for each of the following fields to establish where the business units for each fixed asset account come from when you add a new asset:
   - Accumulated Depreciation
   - Depreciation Expense
   - Revenue
2. To specify how the system identifies asset numbers, complete the following fields:
   - Symbol to Identify Asset Number
   - Symbol to Identify Serial Number
   - Symbol to Identify Unit Number
3. To specify which category code the system uses to group assets by depreciation types, complete the following field:
   - Depreciation Category Code
4. To specify which category code the system uses to assign supplemental data types, complete the following field:
   - Supplemental Category Code



5. If you use Equipment/Plant Maintenance to maintain your equipment, complete the following optional fields:

   - Inclusion Version
   - Maintenance Loop

6. Click OK.

Understanding AAIs for Equipment/Plant Maintenance and Equipment Billing

Equipment/Plant AAIs define the rules by which Equipment/Plant Management and the General Accounting system interact. When you define AAIs, you establish how the system processes transactions for various programs. For example, AAIs set the rules by which general ledger transactions can post to Equipment/Plant Management.

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

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

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

The guidelines that follow pertain only to AAIs relevant to Equipment/Plant Maintenance and Equipment Billing.

Setting Up Automatic Accounting Instructions for Fixed Assets

Many PeopleSoft programs need information about your account structure and specific account values to process business transactions properly. You define your account structure and specific account values using automatic accounting instructions (AAIs). The system stores the AAI values that you define for your company in the Automatic Accounting Instructions Master table (F0012). Whenever a program performs an accounting function, it accesses this table.

Some of the fixed assets AAIs can be set up as specific to your company, based on ranges of account numbers. The system includes predefined ranges. You must specify the business unit, object, and subsidiary accounts for the ranges as necessary.

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

- You can set up a maximum of 49 account ranges for a single company.
- The maximum number of account ranges that you can set up for all of your companies combined is 200.
- Do not skip AAI ranges. For example, do not set up FX range 01-02 and FX range 05-06, and leave FX range 03-04 blank for later use. If the system searches the AAIs for an account and finds a gap in a range, it stops searching.
- You must set up your AAI ranges consecutively, but you are not required to set up your object accounts in numerical order.

You must set up the following AAI ranges for the Fixed Assets system:

FX Identifies accounts that post to fixed assets and equipment

FA Identifies accounts for which the system can automatically create any necessary asset master records when you run a post to fixed assets

FC Identifies asset cost accounts

FD	Identifies accumulated depreciation accounts
AT	Identifies accounts and descriptive text that define totals for summary reporting
SDA	Identifies the secondary accumulated depreciation account
SDE1	Identifies the secondary depreciation expense account
SDE2	Identifies the tertiary depreciation expense account
DS1 - DS4	Identifies depreciation statistics accounts
DSA	Identifies the asset balance for the specified ledger type
FR1 - FR3	Identifies revaluation offset accounts

Caution

Many programs in the Fixed Assets system use specific AAIs and AAI ranges. You should be thoroughly familiar with the use of an AAI or AAI range before you make any changes to the AAI values.

Equipment AAIs

Equipment AAIs consist of the following:

- FX - Identifies accounts that post to equipment.
- FC - Identifies asset cost accounts.
- AT - Identifies accounts and descriptive text that define totals for summary reporting.
- FTD Range - Identifies debit accounts for equipment time entry.
- FTC Range - Identifies credit accounts for equipment time and location billing if you do not use rate components.
- FTC1 - FTC0 Ranges - Identify credit accounts for equipment time and location billing if you use rate components.
- FTxx Ranges - Identify credit accounts for equipment time and location billing that track units by billing rate code.
- FMJE Range - Identifies debit accounts for time entry models.
- FA Range - Identifies accounts for which the system can automatically create any necessary equipment masters when you run a post to equipment.

FTD Range

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

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

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

FTC Range

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

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

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

FTC1 - FTC0 Ranges

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

If you use rate components, the last digit of this AAI identifies the rate component. You can use FTC1 - FTC0 to define 10 different rate component accounts. For example, you might use FTC1 to define the object account for component 1 (ownership), FTC2 for component 2 (operating costs), and so on. If the billing rate is 100, and rate component 1 is 75 and rate component 2 is 25, then FTC1 receives 75 and FTC2 receives 25.

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

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

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

See Also

- *Setting Up Billing Rate Code Hierarchy* in the *Equipment Billing Guide.*

FTxx Ranges

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

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

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

FMJE Range

The system uses the FMJE range in the AAIs to determine the object accounts to use when you create equipment time entry models. The system recognizes this range of accounts as debit accounts. Set up this range to exclude accounts that you do not normally use in time entry but that you might have entered into an equipment time entry batch that was later used as a model.

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

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

FX Range

The system uses the FX range of accounts to determine which journal entries in the general ledger can be posted to fixed assets. You must specify all fixed asset accounts within the FX range of accounts. For example:

FX01 - FX02 Beginning and ending range for asset cost accounts

FX03 - FX04 Beginning and ending range for accumulated depreciation accounts

FX05 - FX06 Beginning and ending range for depreciation expense accounts

When you set up the FX range of AAIs, you must use the following guidelines:

- Define up to 49 FX ranges per company, starting with FX01-FX02 and ending with FX97-FX98 for each company.
- Use even numbers for ending ranges, such as FX02 and FX98.
- Set up company-specific FX ranges, or use the default company 00000 to set up the FX range for all of your companies at one time. If you set up a company-specific FX range for one company, you must set up the FX ranges (starting with FX01-FX02) for all companies.
- Specify an object account for each FX range.

- Include subsidiary accounts as needed. Subsidiary accounts are optional. If you want to include all subsidiaries in the FX range, include .99999999 in the ending range. For example, if you use subsidiary accounts, you might have a range of accounts that includes accounts 3000-4000.99999999. Then, if you add other subsidiaries to your chart of accounts at a later time, you do not have to change your AAIs.

FC Range

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

When you set up the FC range of AAIs, you must use the following guidelines:

- Define up to 49 FC ranges.
- Define account ranges for all asset cost accounts.
- Set up FC account ranges for company 00000 only.

  The FC range is not company specific.

FA Range

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

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

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

AT AAIs

The system uses the AT AAIs to determine which general ledger accounts are included in the summary lines on the Work with Cost Summary form. Use AT01-AT99 to specify these interim total accounts and wording that the system displays for each total on the Work with Cost Summary form. Use AT00 to define the account in which to store statistical information for hours. The AT range of AAIs is optional.

For example, you might specify that your balance sheet accounts are in account range 1000-3999, and your income and expense accounts are in account range 4000-8999. You could set up your AT AAIs as follows:

AT01 Object account 4000. This interim total sums all object accounts below 4000, or accounts 0-3999. The system does not include object account 4000.

AT02 Object account 9000. This interim total sums all object accounts between 4000-8999. The system does not include object account 9000.

The system automatically creates a grand total on the Work with Cost Summary form. You do not need to specify an interim total for the Cost Summary grand total.

Using the AT AAIs is optional. If you set up the AT AAIs, you must apply the following rules:

- Define interim totals between AT01-AT99.
- Use AT00 to define the account number that stores statistical information, such as hours or miles.

Working with AAIs

Because the PeopleSoft EnterpriseOne system already has automatic accounting instructions (AAIs) in place, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI item exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item – this form displays all of the detail for one AAI at a time.
- Set Up Multiple AAI Items – this form displays the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these two forms are similar, the sequence and names of some fields are different.

Prerequisite

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

See Also

- *Working with AAIs* in the *General Accounting Guide* for information about translating AAIs

► To review and revise a single AAI

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

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

1. On Work With Automatic Accounting Instructions, do one of the following:

   - To view a list of AAI items for an application, click Find if necessary.
   - To begin the list of AAI items with a specific sequence number, complete the following field and click Find:
   - Sequence No.

     AAIs for the Accounts Receivable system have sequence numbers that begin with 3. Those for the Accounts Payable system have sequence numbers that begin with 4. Those for the General Accounting system have sequence numbers that begin with 1.

2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the following fields and, if applicable, change them as needed:

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

   You cannot change the following fields for existing AAI items:

   - Item Number
   - Company

5. Click OK.

   If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

   You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

► To review and revise one or more AAIs

Use one of the following navigations:

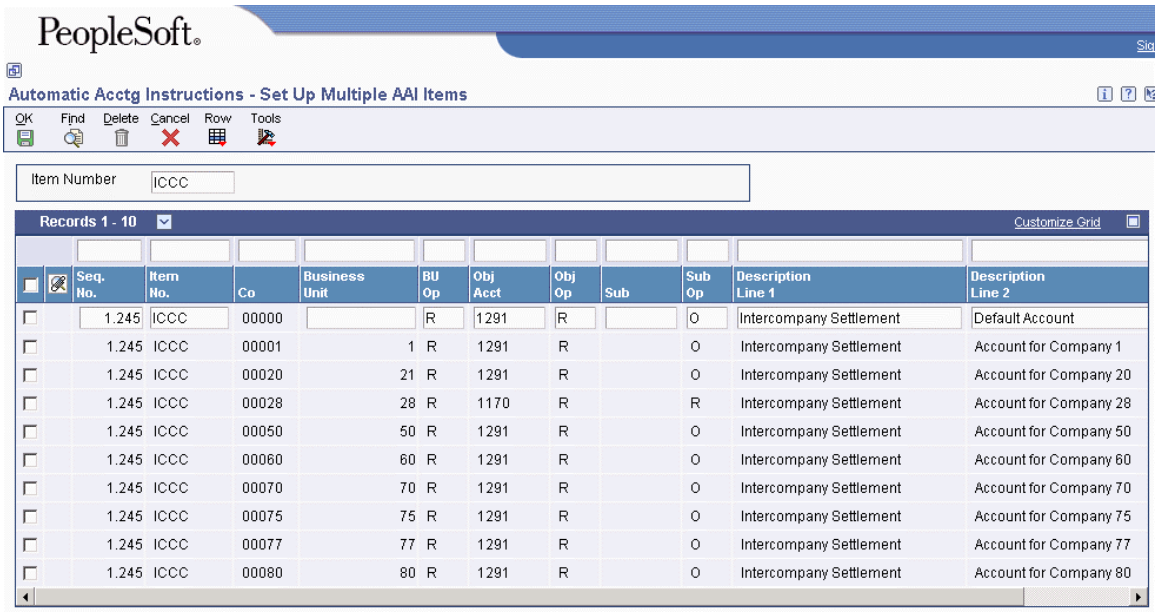
From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

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

1. On Work With Automatic Accounting Instructions, click Find to review a list of AAI items, if necessary.
2. To review and revise multiple AAI items, choose an item and then choose Multiple AAIs from the Row menu.



Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2
1.245	ICCC	00000		R	1291	R		O	Intercompany Settlement	Default Account
1.245	ICCC	00001	1	R	1291	R		O	Intercompany Settlement	Account for Company 1
1.245	ICCC	00020	21	R	1291	R		O	Intercompany Settlement	Account for Company 20
1.245	ICCC	00028	28	R	1170	R		R	Intercompany Settlement	Account for Company 28
1.245	ICCC	00050	50	R	1291	R		O	Intercompany Settlement	Account for Company 50
1.245	ICCC	00060	60	R	1291	R		O	Intercompany Settlement	Account for Company 60
1.245	ICCC	00070	70	R	1291	R		O	Intercompany Settlement	Account for Company 70
1.245	ICCC	00075	75	R	1291	R		O	Intercompany Settlement	Account for Company 75
1.245	ICCC	00077	77	R	1291	R		O	Intercompany Settlement	Account for Company 77
1.245	ICCC	00080	80	R	1291	R		O	Intercompany Settlement	Account for Company 80

3. On Set Up Multiple AAI Items, verify the value in the following field in the header area of the form:

   - Item Number

   To review all AAI items, type * in this field. To narrow your search, type an initial letter followed by * in the Item No. field in the QBE row.

4. Review the following fields and, if applicable, change them as needed:

   - Seq. No.
   - Business Unit
   - Obj Acct
   - Sub

   You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the

value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional on the Set Up Single AAI Item form. To access this form and change an option, choose Detail from the Row menu. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

- Description Line 1
- Description Line 2
- Product Code

Do not change the following fields for existing AAI items:

- Item No.
- Co

5. Click OK.

   If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

► To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Description and Subsidiary fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If a business unit is not entered for an AAI, the business unit of the invoice or voucher is used in conjunction with the object and subsidiary entered for the AAI.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

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

1. On Work With Automatic Accounting Instructions, do one of the following:
   - To set up one AAI item, click Add.
   - To set up multiple AAI items, choose an item and then choose Multiple AAIs from the Row Menu.

Note

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields and then click OK:

   - Item Number
   - Co
   - System

     On Set Up Multiple AAI Items, this field is called Product Code.

   - Sequence No.
   - Business Unit
   - Obj Acct
   - Sub
   - Description Line 1

► To copy an AAI

When you copy an existing AAI, the system retains the existing AAI and adds a new one. This procedure is an efficient way to set up a new AAI.

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

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

1. On Work With Automatic Accounting Instructions, choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

   - Item Number
   - Company
   - System
   - Sequence No.
   - Business Unit
   - Object Account

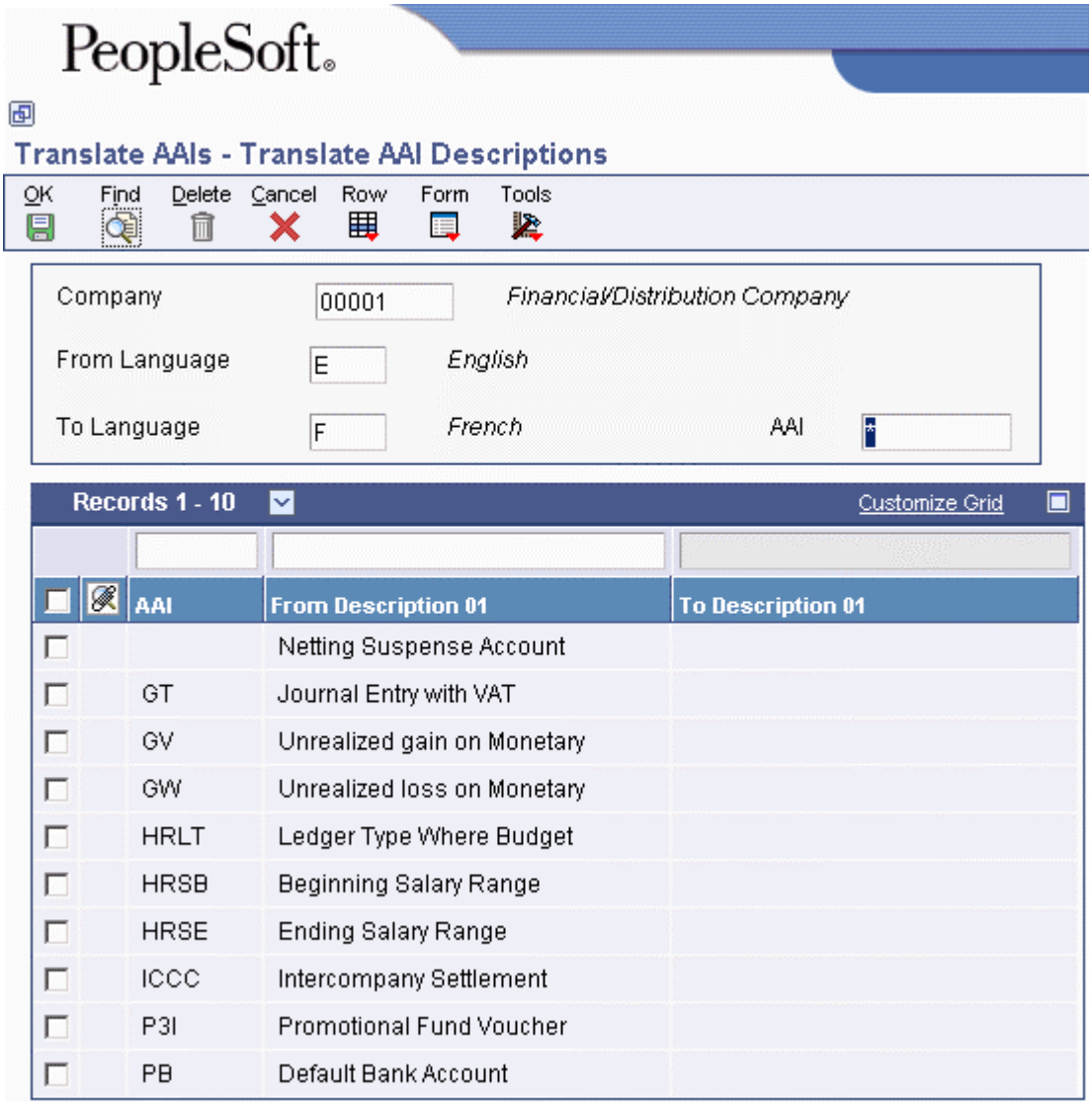
- Subsidiary
- Description Line 1

▶ To translate AAIs

Multinational businesses have the option to translate the descriptions of their AAIs. The descriptions work in conjunction with the language specified for each person who uses the system. For example, when a French-speaking user accesses an AAI that has a French translation, the description appears in French.

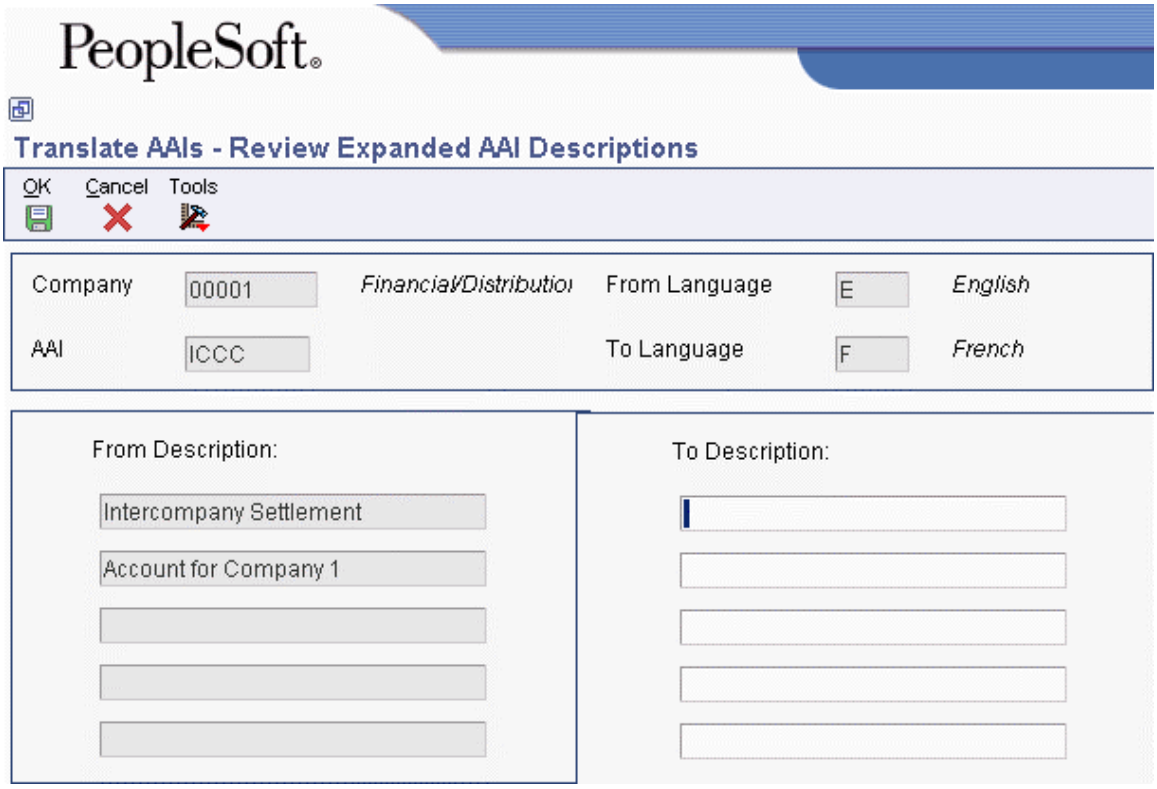
You cannot see the translated AAIs directly from the Automatic Accounting Instructions Master table (F0012), but you can see them from reports and online inquiries and programs that access text from the master table. Translation information is stored in the AAI Alternate Description Master table (F0012D).

From the General Accounting System Setup menu (G0941), choose Translate AAIs.



1. On Work with Companies, click Find to display a list of companies.

2. Choose a company and then choose Translate AAI's from the Row menu.
3. On Translate AAI Descriptions, complete the following fields:
   - From Language
   - To Language
4. To skip to a specific AAI, complete the following field in the detail area of the form and click Find:
   - AAI
5. Complete the following field for each AAI:
   - To Description 01
6. To add more translated text to an AAI, choose Expanded Desc from the Row menu.



7. On Review Expanded AAI Descriptions, enter additional text in the To Description fields and click OK.
8. On Translate AAI Descriptions, click OK.

   You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system does not accept your changes.

► To review translated AAIs in multiple languages

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

On Work With Automatic Accounting Instructions, choose an AAI and then choose Translate AAI from the Row menu.

On the AAI Translations form, the system displays AAI descriptions for each language in which a translation has been entered.

Processing Options for Automatic Accounting Instructions (P0012)

Sequence No.
Enter the desired values and press OK to continue.
Enter the Starting Sequence Number

Setting Up Next Numbers for Fixed Assets

The Next Number program controls the automatic numbering in many EnterpriseOne systems. When you set up equipment next numbers, you enable the system to automatically assign unique numbers for certain items. For example, when you create an equipment master for a new piece of equipment, the system assigns a unique equipment number to the equipment. The Fixed Assets system automatically assigns numbers to the following items:

Asset number

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

Fixed asset documents

Use to identify documents that the system creates when you run various Fixed Assets programs, including:

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

Location information and associated text

Use to identify individual lines of location information and the associated text. The system assigns a text number to every location tracking record, whether you enter text for the record or not. Various programs in the system use the text key number internally.

Location tracking information

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

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

Caution

You must specify the first next number for the Asset ID Number. The number must have a value of 1 or greater.

If you convert to the Fixed Assets system, you must specify an Asset ID Number that is greater than your highest asset identification number. Other next number specifications are optional.

PeopleSoft recommends that you assign next numbers for the Fixed Assets system by company or by company and fiscal year for selected original documents.

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

Caution

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

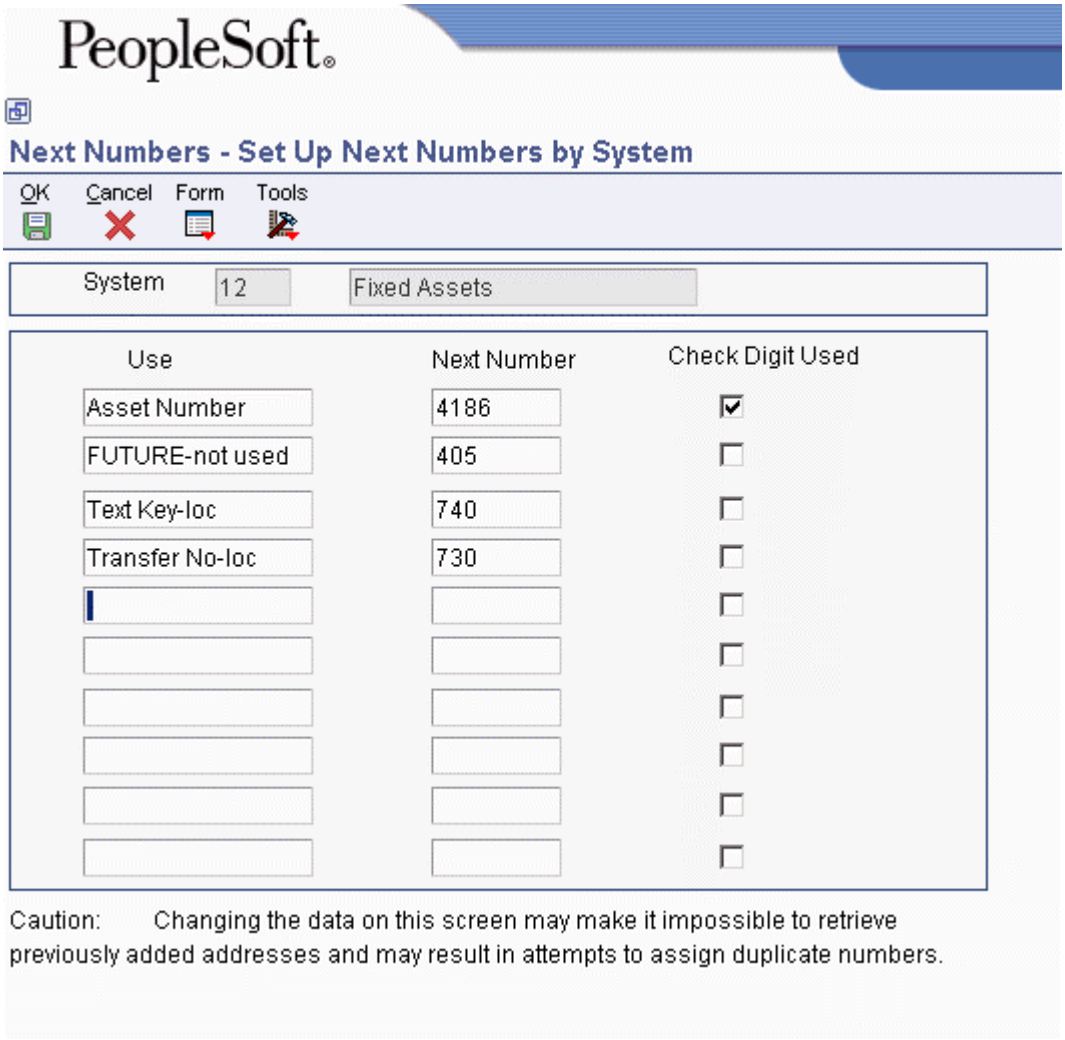
► To set up equipment next numbers

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

1. On Work With Next Numbers, type 12 in the following field and click Find to locate next numbers for Equipment/Plant Management:

   - System

2. Choose a record and click Select.



3. On Set Up Next Numbers by System, complete the Next Number and Check Digit Used fields for each number that you need to set up.

   Do not delete next number values. Deleting a next number value might prevent the system from assigning an automatic next number or cause other unpredictable results.

4. Click OK.

Setting Up Depreciation Default Values

You can control the accounts and depreciation values that the system inserts into asset master and balance records when you add a new asset to the system. You simplify the entry process of new asset master records when you set up the following default values:

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

Caution

You must set up depreciation default values for every asset cost account in every company. Ensure that you set up depreciation default values for any new cost accounts or companies that you add to your system at a later time. If you make any changes to depreciation default values, you should verify that the defaults are correct before you enter new asset master records.

Any modifications that you make to the depreciation default values for an asset cost account or company affect only the new assets that you add to the system after making the changes. The modifications do not affect existing assets.

The company number that you associate with the asset cost and accumulated depreciation accounts must be the same as the company number that you assign to the asset.

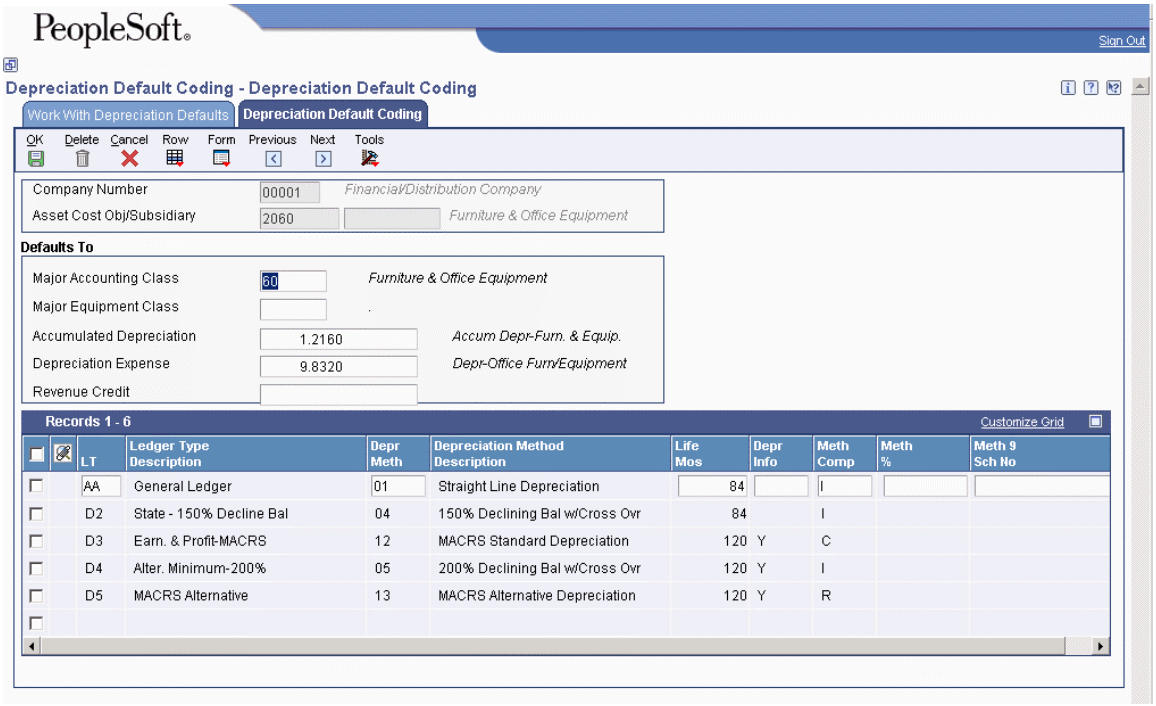
PeopleSoft recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Code. If you establish this one-to-one relationship, you do not need to override the default values when you set up equipment masters.

► **To set up depreciation default values**

From the Fixed Asset System Setup menu (G1241), choose Depreciation Default Coding.

1. On Work With Depreciation Defaults, click Add.
2. On Depreciation Default Coding, complete the following fields:
   - Company Number
   - Asset Cost Obj/Subsidiary
   - Accumulated Depreciation
   - Depreciation Expense
3. Complete the following fields in the detail area:
   - LT
   - Depr Meth

- Life Mos
- Depr Info
- Meth Comp



You must set up the AA ledger type as a minimum for all your assets. Use depreciation method 00 with the AA ledger for nondepreciating equipment. If you use depreciation method 00, you are not required to define a depreciation default value for the accumulated depreciation and depreciation expense accounts.

4. Complete the following optional fields:

   - Major Accounting Class
   - Major Equipment Class
   - Revenue Credit

   PeopleSoft recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Code (C1).

5. For fixed % depreciation methods, complete the following field:

   - Meth %

6. Complete the following field only if the depreciation method is Units of Production (method 09):

   - Meth 9 Sch No

7. Click OK.

8. To create a report that shows the default values, choose Default List from the Report menu on Work With Depreciation Defaults.

Alternatively, you can choose Depreciation Defaults Report from the Cost Information & Reports menu (G1213).

Mapping Category Codes

When you set up the responsible business units that you want to use throughout your system, you assign category codes to each unit. You can set up category codes for your business units that would also be helpful for tracking and reporting on assets. You can also map specific equipment category codes to specific work order category codes.

Note

To use business unit category codes for tracking and reporting on assets, you can assign category code default values. You assign category code default values by associating, or mapping, the category codes that you set up for individual business units to the category codes that you use for fixed assets. The system uses the default category code values when you create master records for new assets.

The default values that you set up on Category Code Mapping appear on the Work with Assets and Work with Equipment Master forms only if the values are valid for the business unit and the asset. For example, if you assign the default value for category code 05 from the Revise Business Units form to category code 08 on the Work with Assets form, the values in both category code tables must match.

The system truncates any category codes that you assign from a business unit category code that is longer than three characters into a three-character category code field on the Work with Assets and Work with Equipment Master forms.

The system uses the responsible business unit that you enter on the Asset Master record to determine from which business unit to assign default category codes. If you change the responsible business unit for an asset, the system uses the default category codes that are based on the new business unit.

► To map category codes

Use one of the following navigations:

From the Fixed Asset System Setup menu (G1241), choose Category Code Mapping.

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

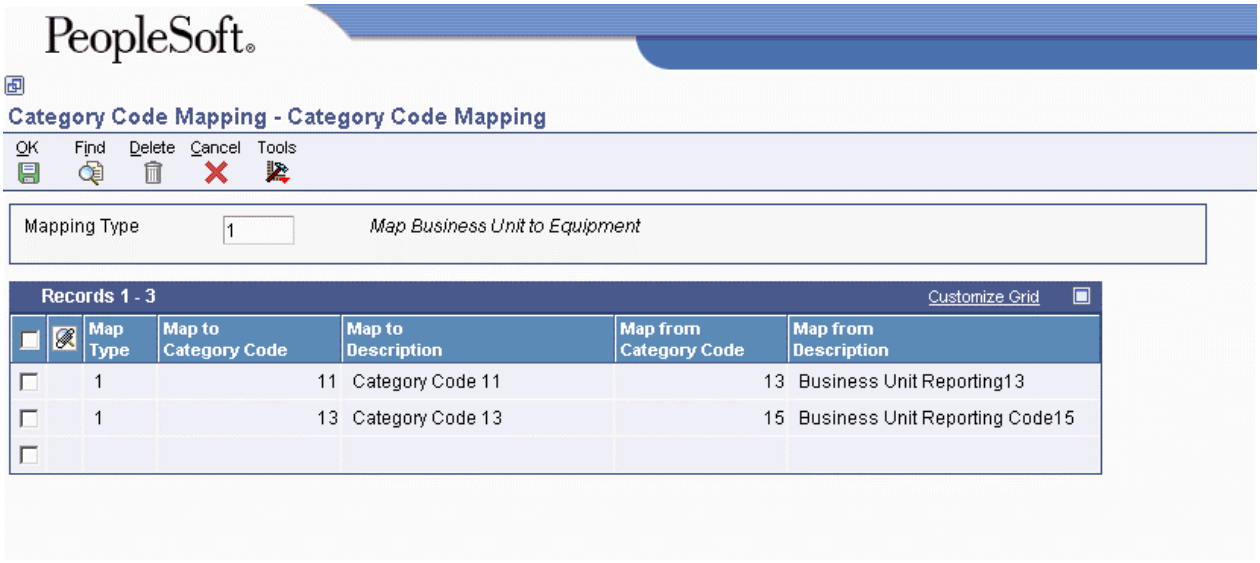
1. On Category Code Mapping, complete the following field to indicate how you want to map the category codes:

   - Mapping Type

2. Complete the following fields, and click OK:

   - Map to Category Code
   - Map from Category Code

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



Setting Up Specification Data

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

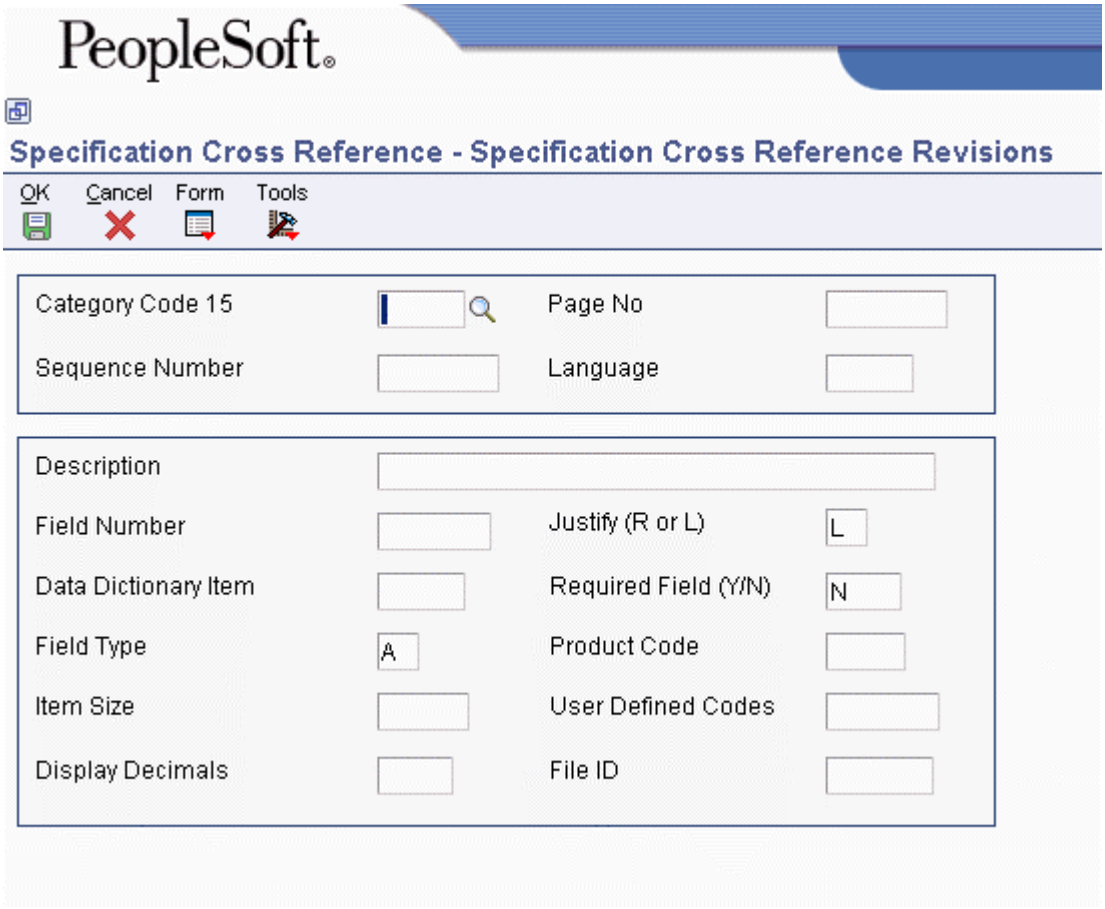
Prerequisites

- Verify that you have entered a supplemental category code on Fixed Asset Constants.
- Set up a supplemental data type of SP.

► To set up specification data

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

1. On Work With Specification Cross Reference, click Add to access Specification Cross Reference Revisions.



2. On Specification Cross Reference Revisions, in the upper leftmost field, type a value that corresponds to the equipment class for which you are setting up specification data.

   The name of this field corresponds to the value that you enter in the Supplemental Category Code field on Fixed Asset Constants. In the example shown, this field is Category Code 15.

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

   - Sequence Number
   - Description
   - Field Number
   - Item Size

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

   - Product Code
   - User Defined Codes

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

5. To edit specification data against information in a specific table, complete the following optional fields:

   - Data Dictionary Item
   - File ID

     Valid files are Work Order Master (F4801), Asset Master (F1201), Address Book Master (F0101), and Item Master (F4101).

6. Complete the following optional fields:

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

     If you do not enter a field type, the system enters a default value of A.

7. If the equipment class for which you are setting up specification data requires more than 16 specification data types, complete the following field to create a new page:

   - Page No

8. Click OK.

Setting Up User Defined Codes for Fixed Assets

Many fields throughout the Fixed Assets system accept only user defined codes. You can customize the Fixed Assets system by setting up user defined codes to meet the needs of your business environment.

User defined codes are stored in tables that are related to a specific system and code type. For example, 12/FM represents system 12 (Fixed Assets) and user defined code type FM (Finance Method). User defined code tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, you can only enter codes in the Major Accounting Class Code field on the Work with Assets form that exist in the user defined code table for system 12 and code type C1.

You can access all user defined code tables through a single user defined code form. After you select a user defined code form from a menu, change the System Code field and the User Defined Codes field to access another user defined code table.

Note

User defined code table 12/LT (Fixed Assets Ledger Type for Depr. J.E.s) has been replaced by the Ledger Type Master File table (F0025). You can access fixed asset ledger types that were formerly defined in this user defined code table through Ledger Type Master Setup from the Fixed Asset System Setup menu (G1241).

Equipment Plant Management uses the category codes from the Fixed Assets system (12). Many forms throughout Equipment Plant Management show the first 10 of 23 category codes. PeopleSoft recommends that you assign specific equipment needs to as many of the first ten category codes as you need. This process helps you to perform online searches for equipment. You can then use the remaining codes for fixed asset reporting needs.

Caution

User defined codes are central to PeopleSoft systems. You must be thoroughly familiar with user defined codes before you change them. The effort that you put into designing the user defined codes which your company uses can greatly affect your overall satisfaction with the system.

The following user defined codes are the primary codes for the Fixed Assets system:

Major Accounting Class (12/C1)

Use to group assets into categories, such as office equipment, furniture, heavy equipment, plant equipment, and so on.

PeopleSoft recommends that you set up a one-to-one relationship between major accounting class and the asset cost account to assist in running user defined depreciation.

Major Equipment Class (12/C2)

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

Additional classification codes (12/C3 - C0 and F1 - F0, 21 - 23)

Use the following classification codes for any additional business requirements that you might have:

- Manufacturer (Class Code 3)
- Model Year (Class Code 4)
- Usage Miles or Hours (Class Code 5)
- Equipment Code (Class Code 6)
- Category Code 7
- Division (Class Code 8)
- Category Code 9
- Rate Group (Class Code 10)
- Class Code 11-23

If you use Equipment Billing, you must use category code 10 to define billing rate groups.

Finance Method (12/FM)

Use to specify how an asset was acquired, such as leased or purchased outright. Finance method information is stored in the Asset Master File table (F1201).

Revaluation Code (12/RI)

Use to identify revaluation index tables. For example, set up codes to identify revaluation tables for separate countries.

Depreciation Method (12/DM)

Use to define depreciation methods. In addition to the standard depreciation methods 00 - 18, you can define your own depreciation methods with user defined depreciation. Standard depreciation methods use numeric code identifiers. You must use alphabetic code identifiers for any user defined depreciation methods that you set up.

	Both standard and user defined depreciation methods are stored in UDC table 12/DM. When you run depreciation computation programs, the system distinguishes user defined depreciation methods from standard methods by a 1 in the Special Handling Code field.
Status or Disposal Code (12/ES)	Use to specify types of disposals, such as sold, scrapped, or charity. Status and disposal information is stored in the Asset Master File table (F1201). You can also use this category code to specify the operational status of equipment status, such as available, working, down, or disposed.
Equipment Message Type Code (12/EM)	Use to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.

The Fixed Assets system includes two classification codes that are hard coded, and cannot be changed or deleted:

- DP (Type of Disposal)
- DM (Depreciation Method)

User Defined Codes for Equipment

The following user defined codes are additional codes for equipment:

Equipment Message Type (12/EM)	Use these codes to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.
Equipment Billing Rate (00/RC)	Use these codes to define values for various equipment rates, such as available, idle, nonbillable, hourly, and so on. You must define equipment rate codes to run location or time entry billings. The codes you define are used by Equipment Billing to determine billing frequency and rate when you bill your equipment. PeopleSoft provides a number of predefined billing rate codes that you can use or modify. You also can set up new billing rate codes.
Equipment Rate Tables (13/TB)	Use these codes to specify different rate tables for location billing.

Setting Up Supplemental Data for Equipment

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

Typical types of supplemental information for equipment might include:

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

The demonstration data that comes with Plant and Equipment Management includes predefined supplemental databases for Asset Management and Work Orders. You can set up additional databases; but you should not alter the demonstration databases, particularly the key fields. The following information shows the name and supplemental database code for each database, as well as the key field for each:

Asset Management (AM) The key field for the asset management supplemental database is Asset Number.

Work Order (WO) The key field for the work order supplemental database is Document Number.

Note

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

Supplemental Data Type Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

Format	Description
Narrative format	The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information: • General remarks • Notes • Memos • Descriptions • Employee performance appraisals • Applicant interview notes • Job descriptions • Legal descriptions
Message format	The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.
Code format	The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following: • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process. To enter text, you can add an attachment to data types that use the code format.
Program format	The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.

The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Setting Up Supplemental Data Types

To use the supplemental database, you must set up data type code tables before you set up data types so that the system can validate code information. You use the Supplemental Data Setup program (P00091) to set up data types as follows:

- Set up the address book database. Set up the data types and specify the format for each data type. Formats can be narrative, code, or program. You can set up six data types in code format, two in narrative format, and one in program format.
- Specify key fields and customize column headings for your data types.
- Set up additional supplemental databases for the Address Book system. If you do not organize your data by data types, you can set up additional supplemental databases.

For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

► To set up a supplemental data type code using the narrative format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

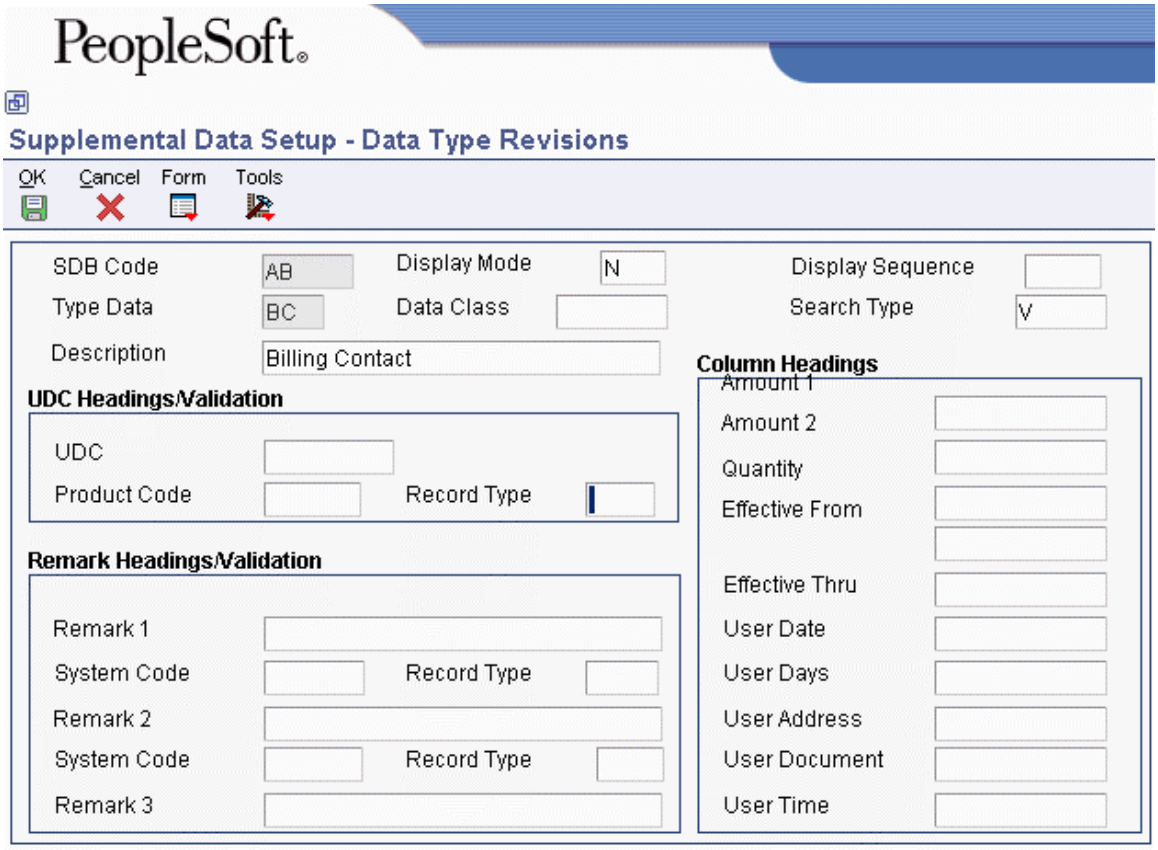
From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.
3. On Work With Data Types, click Add.



4. On Data Type Revisions, type N (narrative) in the following field:

   - Display Mode

5. Complete the following fields:

   - Type Data
   - Description

6. Complete the following optional fields:

   - Data Class
   - Display Sequence
   - Search Type

   Leave the remaining fields blank for narrative supplemental data types.

7. Click OK.

► To set up a supplemental data type code using the code format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

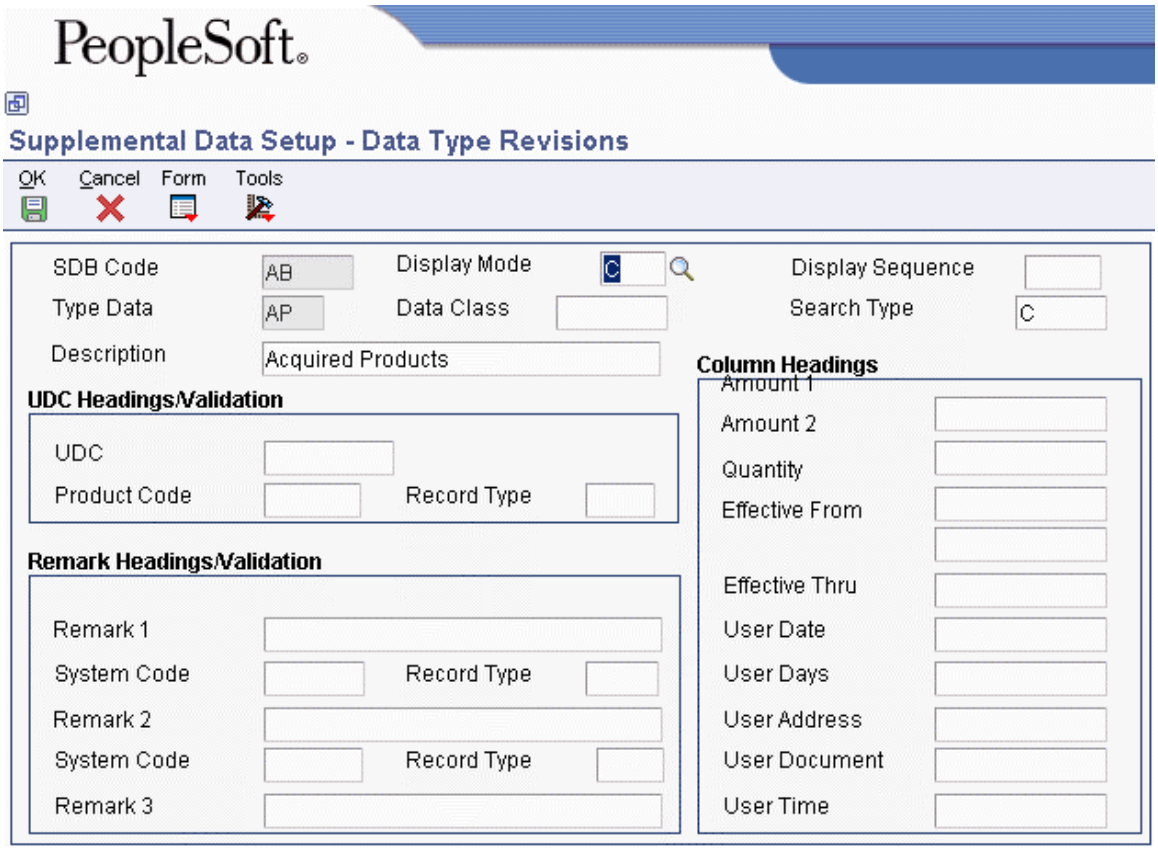
From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

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

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a code data type, and then choose Work With Data Typ from the Row menu.
3. On Work With Data Types, click Add.



4. On Data Type Revisions, type C (code) in the following field:

   - Display Mode

5. Complete the following fields:

   - Type Data
   - Description

6. Complete the following optional fields:

   - Display Sequence
   - Data Class
   - Search Type

7. To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:

   - UDC

8. To attach a user defined code table to the UDC field, complete the following fields:

   - Product Code
   - Record Type

9. To customize the column headings for remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

   - Remark 1
   - Remark 2

   The Remark 3 field is used by the Demand Scheduling system only.

10. To attach the Remark fields to a record type, complete the following corresponding fields:

    - System Code
    - Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:

    - Amount 1
    - Amount 2
    - Quantity
    - Effective From
    - Effective Thru
    - User Date
    - User Days
    - User Address
    - User Document

    The User Time field is used by the Demand Scheduling system only.

12. Click OK.

► To set up a supplemental data type code using the program format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

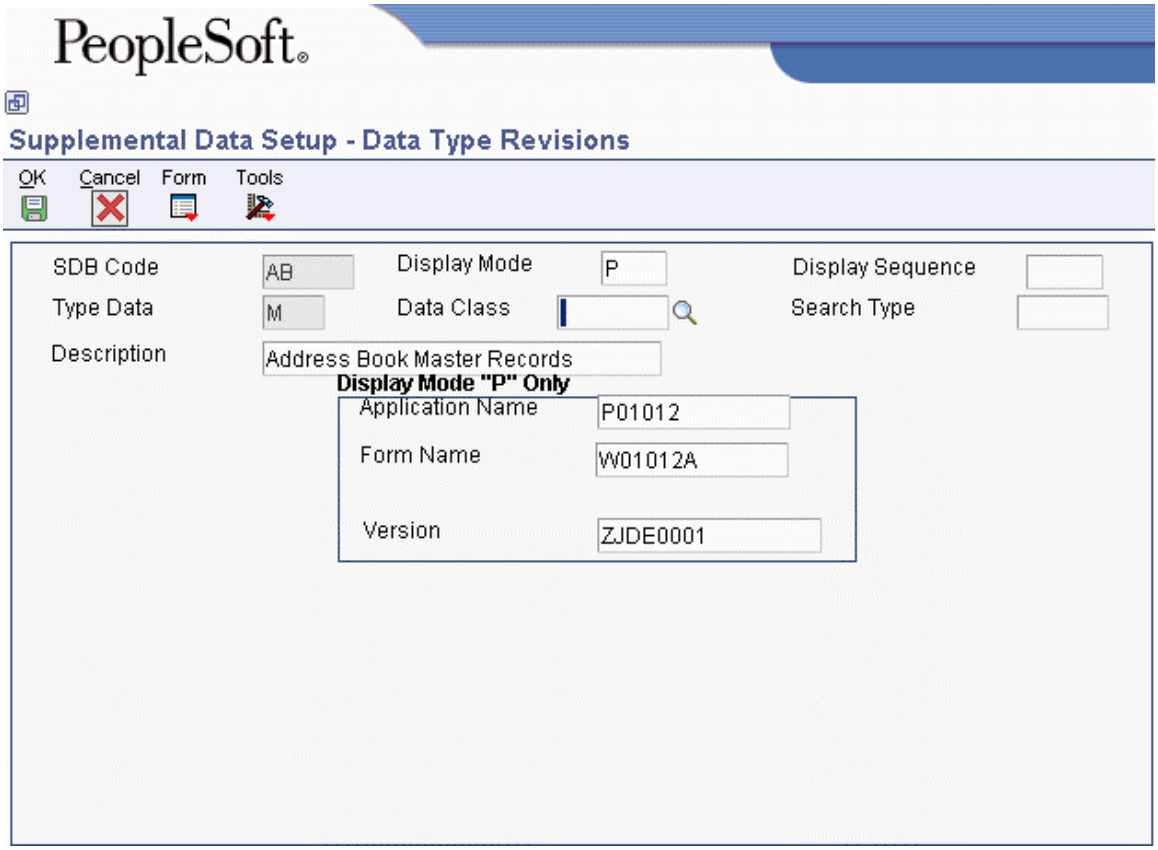
From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.
3. On Work With Data Types, click Add.
4. On Data Type Revisions, enter P (program) in the following field:

   - Display Mode
5. Complete the following field:

   - Type Data



6. Complete the following optional fields:

   - Data Class
   - Display Sequence
   - Search Type
   - Description
7. Click OK to display the fields described in the next step.

8. To specify the program that you want this data type to access, complete the following fields in the Display Mode “P” Only group box:

    - Application Name
    - Form Name
    - Version

9. Click OK.

► To set up a language override

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

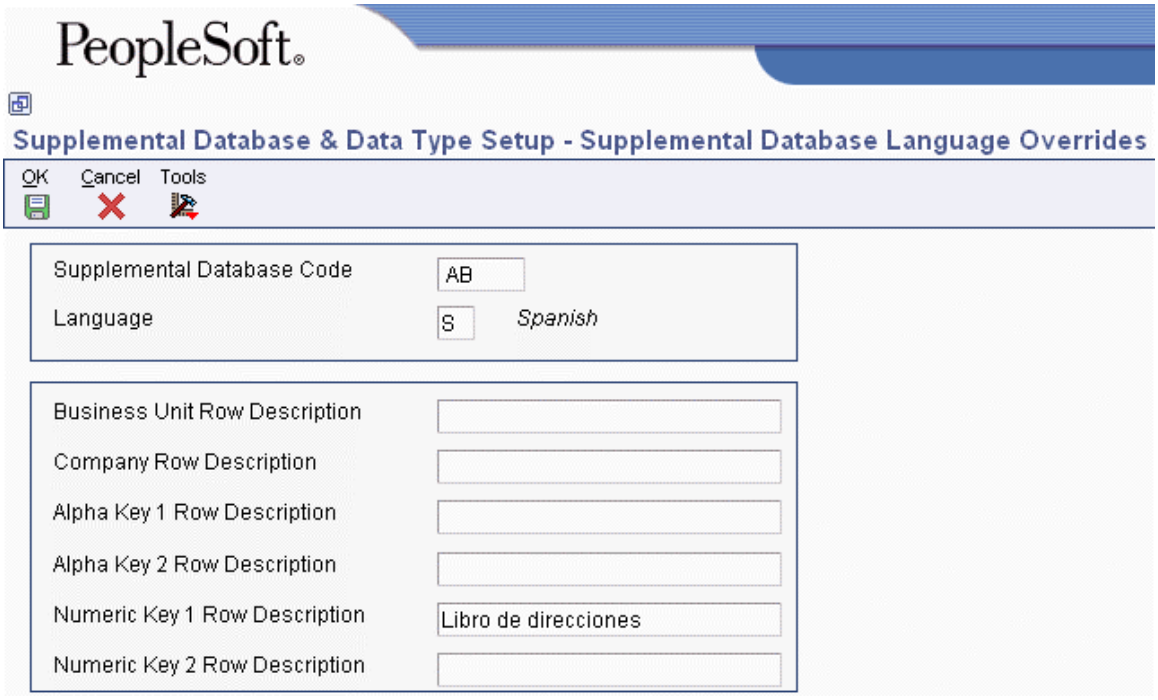
From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

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

1. On Work With Supplemental Database Setup, choose Work With Language Preferences from the Form menu.
2. On Work With Language Overrides, click Add.



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

    - Supplemental Database Code
    - Language

4. Complete any of the following optional fields:

    - Business Unit Row Description
    - Company Row Description
    - Alpha Key 1 Row Description
    - Alpha Key 2 Row Description
    - Numeric Key 1 Row Description
    - Numeric Key 2 Row Description

5. Click OK.

Setting Up Equipment Billing Information

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

Setting Up Billing Rate Code Hierarchy

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

If you charge for a piece of equipment at a weekly rate, your billing rate code hierarchy only includes hourly and daily rates. If you assign a monthly rate to a job, your hierarchy also includes a weekly rate. For example, if you charge a piece of equipment for 10 days using a monthly rate, the system uses the weekly rate because it is lower than the sum of the daily rates and lower than the monthly rate.

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

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

Prerequisite

- ❑ Define valid billing rate codes. See *User Defined Codes for Equipment* in the *Equipment Billing Guide.*

► To set up billing rate code hierarchy

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

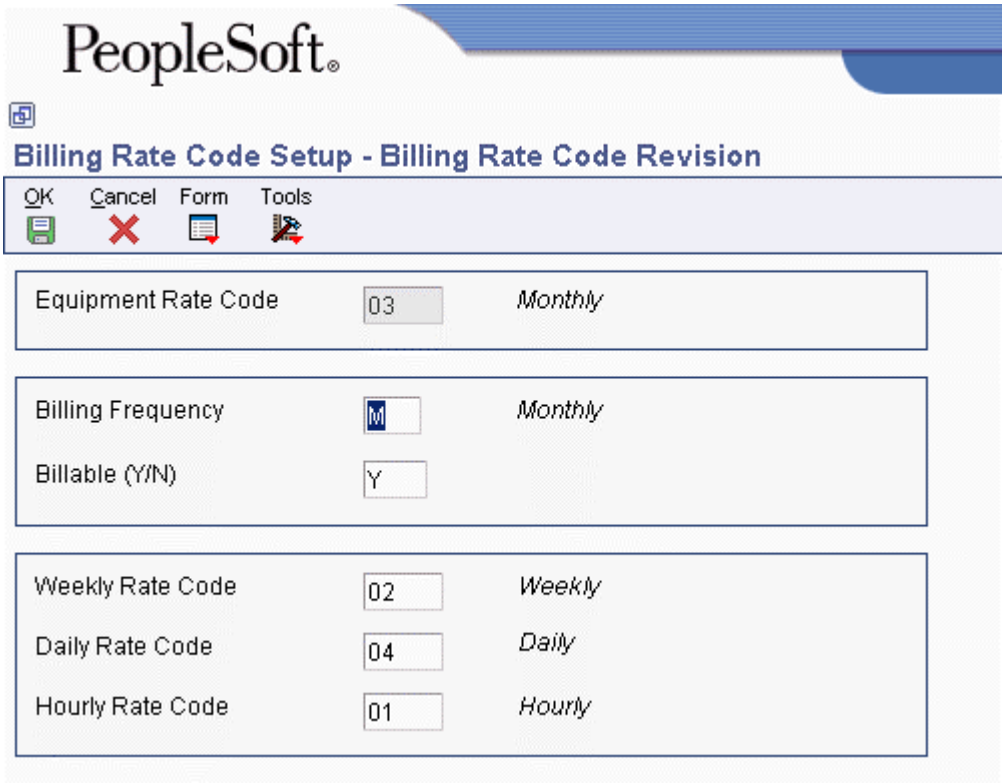
1. On Work with Equipment Billing Rate Codes, click Add.

2. On Billing Rate Code Revision, complete the following fields:

   - Equipment Rate Code
   - Billing Frequency
   - Billable (Y/N)

3. Complete the following fields, if applicable:

   - Weekly Rate Code
   - Daily Rate Code
   - Hourly Rate Code



4. Click OK.

Setting Up Equipment Rates

When you run a location or time entry billing, the system searches for equipment rental rates to apply to a piece of equipment. For example, you can charge a higher hourly rate for a piece of equipment that is used for only a short period of time, or a lower hourly rate if the equipment is used for an extended period of time. You can charge seasonal rates for the use of equipment, and you can set up equipment rate tables for specific rate groups, dates, and pieces of equipment. If you use billing rate components, use Equipment Rates (P1301) to assign billing rates for each component.

Prerequisite

- Define valid billing rate codes (00/RC). If you are using Location Billing, you must also define valid billing rate codes on Billing Rate Code Setup. If you are setting up a rate code

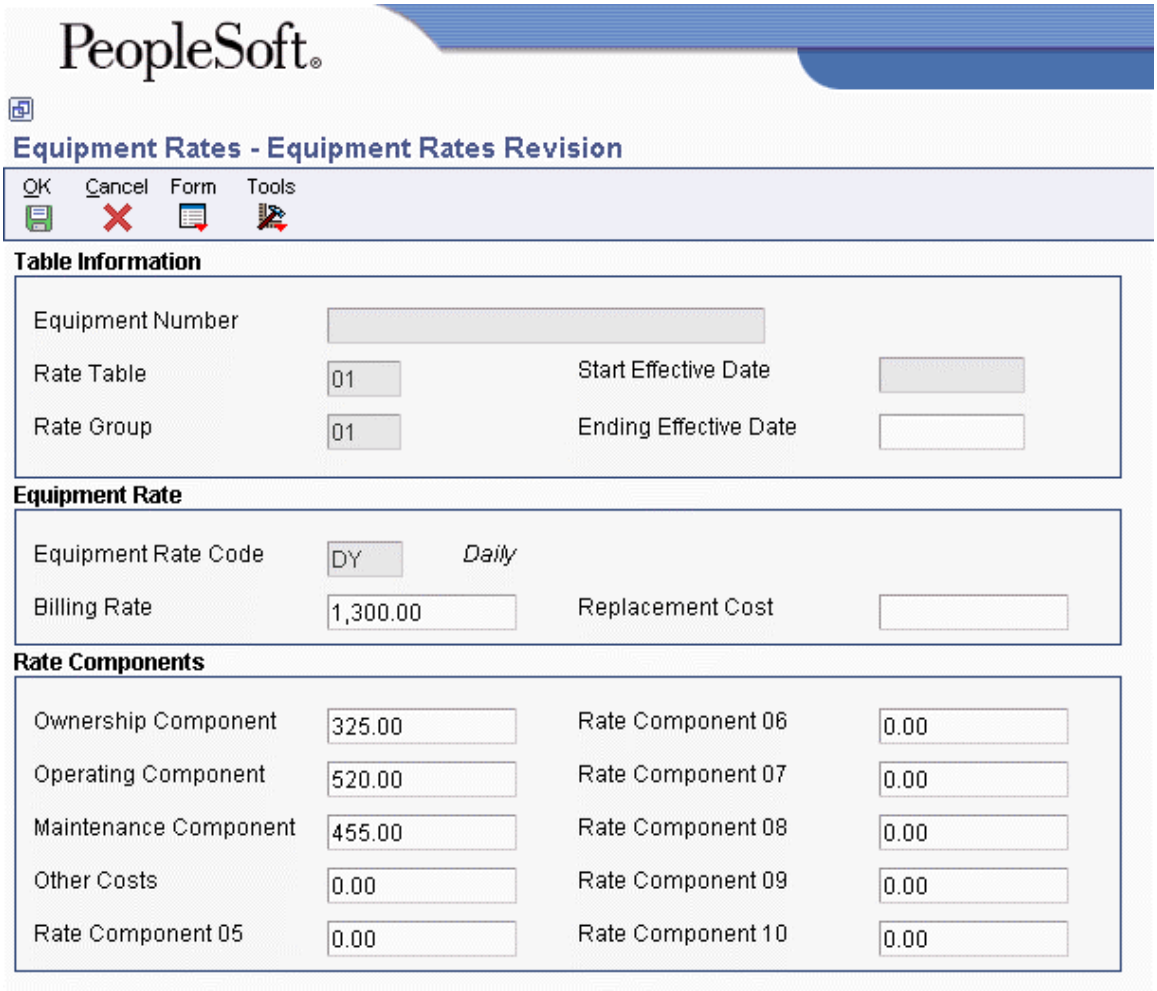
for time entry, you must define the rate code in the user defined codes only. See *User Defined Codes for Equipment* in the *Equipment Billing Guide.*

► To set up equipment rates

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

1. On Work with Equipment Rates, click Add.
2. On Equipment Rates Revision, complete the following field to set up an equipment rate table:
   - Rate Table
3. To further define the table, complete the following optional fields:
   - Rate Group
   - Start Effective Date
   - Ending Effective Date
   - Equipment Number
4. To establish rental rates for the table, complete the following fields:
   - Equipment Rate Code
   - Billing Rate
5. To define a limit for the table, complete the following optional field:
   - Replacement Cost
6. To further define the rental rate for the table, complete the following optional rate component fields:
   - Ownership Component
   - Operating Component
   - Maintenance Component
   - Other Costs
   - Rate Component 05
   - Rate Component 06
   - Rate Component 07
   - Rate Component 08
   - Rate Component 09
   - Rate Component 10

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



7. Click OK.

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

Setting Up Rental Rules

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

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

- Indicate whether a piece of equipment was sold or rented to the job
- Define standard work days and hours

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

You use the Billing Limit and Rental Threshold fields in conjunction with the Replacement cost from either the Equipment Rates Revision form (W1301B) or the Insurance Information form (W12012A). When you use these fields, you can control how the system determines when to:

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

If you use the billing limit feature, and if the billing limit is reached during a billing, the following occurs:

- If the subsequent table has a zero value for the next rate, the program automatically adjusts the billing amount to bill only up to the billing limit amount. The program displays the following warning when you run the Location Billing report (R1304) in proof mode:

  *** WARNING! Billing Limit Has Exceeded ***

  Billing Amount has been adjusted accordingly.

- If the subsequent table has a non-zero value for the next rate, the program bills according to the current table. The program displays the following warning when you run the Location Billing report (R1304) in proof mode:

  *** WARNING! Billing Limit Has Exceeded ***

  Billing Amount is comprised of the current table.

  The next billing will use the subsequent table.

  For the next billing, the program then switches to the next table and adjusts the billing amount according to the new rate.

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

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

Note

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

► To define rental rules

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

1. On Work With Rental Rules, click Add.

2. On Rental Rules Revisions, complete the following fields for each company and job combination:

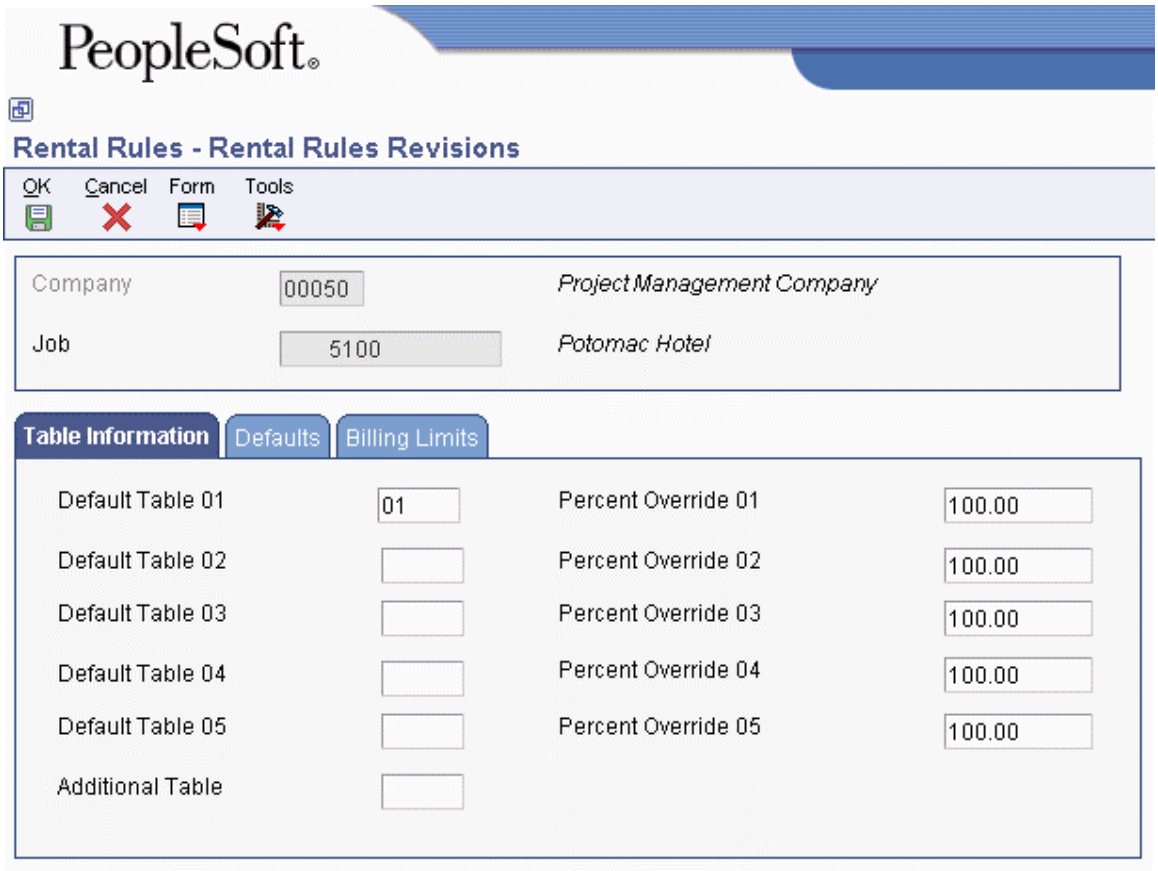
    - Company
    - Job

3. On the Table Information tab, complete the following field:

    - Default Table 01

4. Complete the following optional fields:

    - Percent Override 01
    - Default Table 02
    - Percent Override 02
    - Default Table 03
    - Percent Override 03
    - Default Table 04
    - Percent Override 04
    - Default Table 05
    - Percent Override 05
    - Additional Table



5. Click the Defaults tab and complete the following optional fields:

    - Equipment Rate Code
    - Rental Threshold
    - Prorate Billing
    - Buyback Percent
    - Bill Weekends (Y/N)
    - Beginning Time
    - Ending Time

6. Click the Billing Limits tab and complete the following optional fields:

    - Billing Limit Percent
    - Subsequent Rate Table
    - Subsequent Percent Override

7. Click OK.

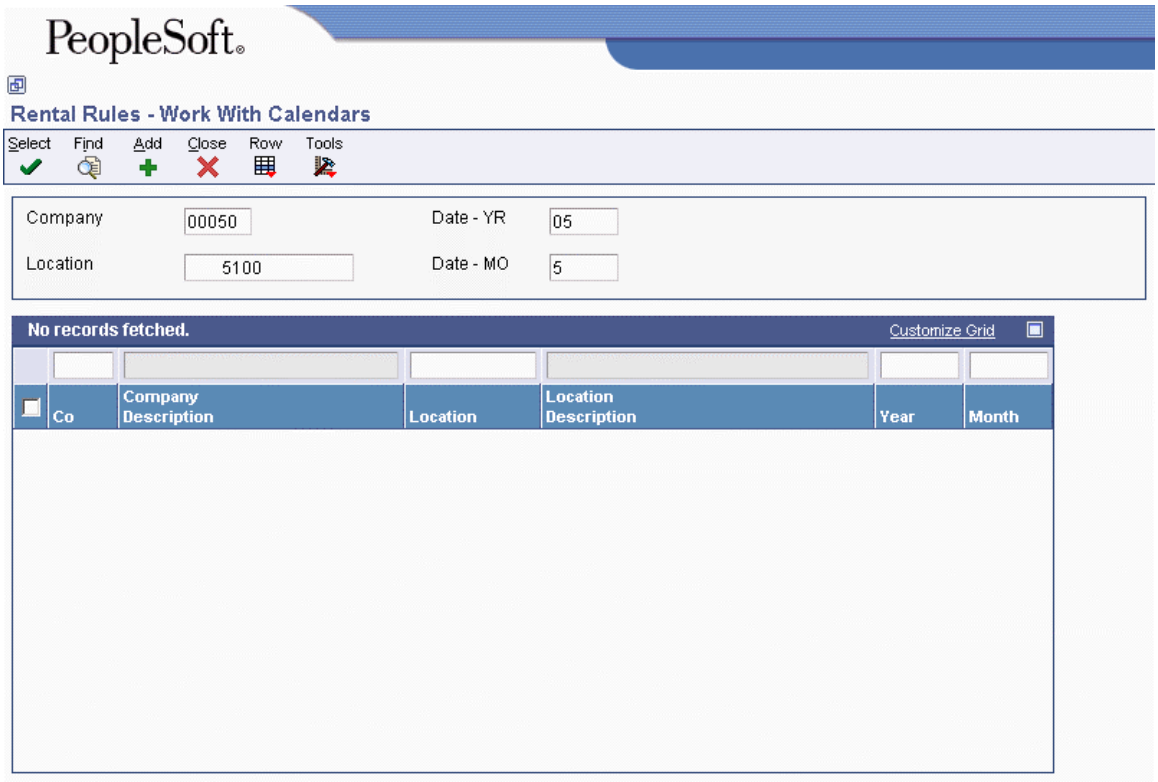
► To define billable days

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

1. On Work With Rental Rules, complete the following fields and click Find to locate a job for which you want to define billable days:

    - Company
    - Job

2. Choose the record and then choose Calendar from the Row menu.



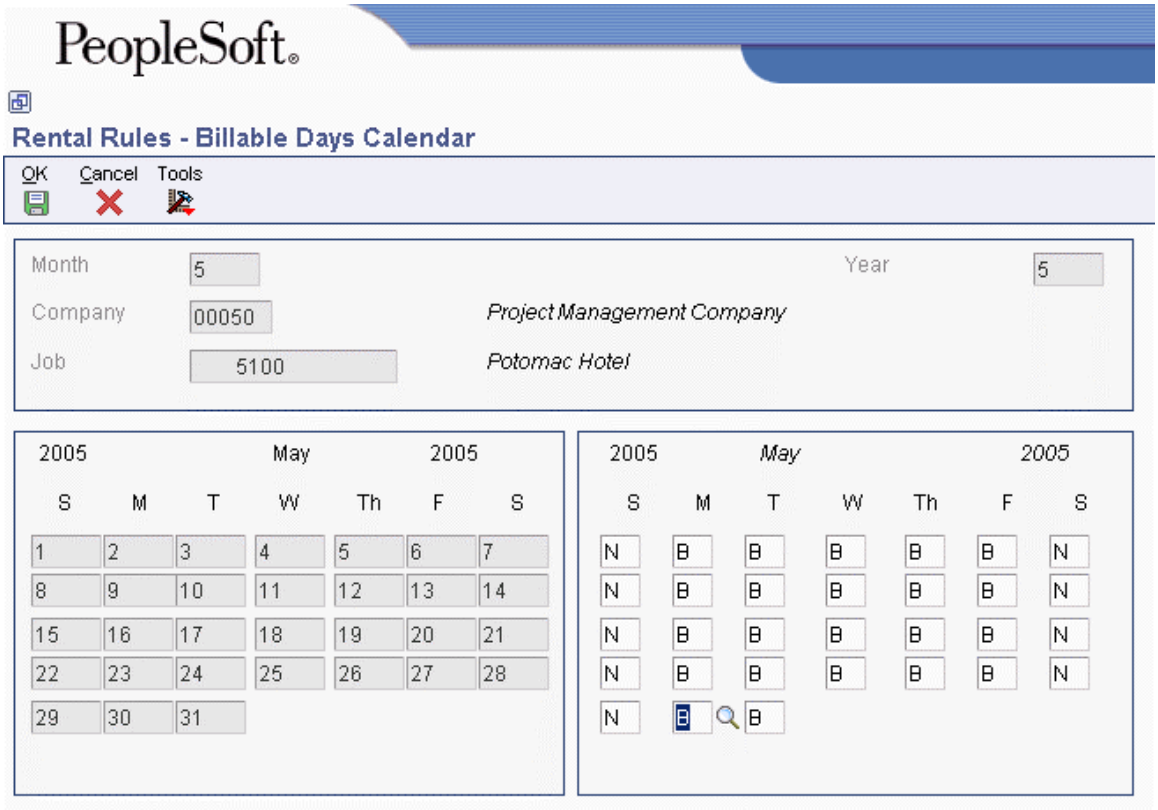
3. On Work With Calendars, complete the following fields and click Add:

   - Date - MO
   - Date - YR

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

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

   PeopleSoft provides several predefined day type codes (00/TD). Equipment Billing uses only the billable and nonbillable day type codes (B and N, respectively).



Setting Up Equipment Distribution Rules

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

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

The system uses the information that you set up in the Equipment Distribution Rules table (F1305) to search for the proper accounts to charge for the use of equipment based on its location. You must set up a table for equipment distribution rules for every company that requires distribution rules. As a minimum, you should set up a default table for company 00000. The rules that you specify in the default table apply to all companies that do not require equipment distribution rules. You should also set up a blank job for all companies, including company 00000. The system uses the blank job when you specify an account with no specific distribution information such as job, rate group, or equipment number.

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

Job The location or business unit where the equipment is being used, stored, or maintained. The system searches for a location for equipment. For example, you can specify that all equipment at a job be charged to a specific account.

Rate group The system searches for an equipment rate group. You use category code 10 to set up rate groups. For example, you can specify that all equipment that is grouped together as backhoes be charged to a specific account.

Equipment number The system searches for a specific piece of equipment by the equipment number. For example, you can specify that backhoe #426 be charged to a specific account.

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

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

Search Sequence	Searches for specific distribution information in the following order:
Step 1	• Job • Rate Group • Equipment Number If the system does not find a rule that applies to this specific distribution information, it continues to step 2.
Step 2	• Job • Rate Group If the system does not find a rule that applies to this specific distribution information, it continues to step 3.
Step 3	• Job If the system does not find a rule that applies to this specific distribution information, it continues to step 4.
Step 4	• Rate Group • Equipment Number If the system does not find a rule that applies to this specific distribution information, it continues to step 5.
Step 5	• Rate Group If the system does not find a rule that applies to this specific distribution information, it continues to step 6.

Step 6	• Equipment Number If the system does not find a rule that applies to this specific distribution information, it continues to step 7.
Step 7	If the system does not find a rule after completing each search sequence step, it uses the distribution information that you specify for company 00000.

For example, you can set up an equipment distribution rule for company XYZ. The rule specifies that all billings for rate group 003 equipment be charged to a business unit that you identify as SHOP within the company.

You also can set up a second rule for the same company and rate group, but specify job 101 (business unit YARD) for a selected piece of equipment. This rule overrides the first rule. Based on this rule, the system distributes the billing for the selected equipment to the business unit YARD.

► To set up equipment distribution rules

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

1. On Work with Equipment Distribution Rules, click Add.
2. On Equipment Distribution Rules Revisions, complete the following fields:

   - Company
   - Business Unit
   - Object Account
   - Subsidiary
3. For each distribution account, complete any of the following fields:

   - Job
   - Rate Group
   - Equipment Number

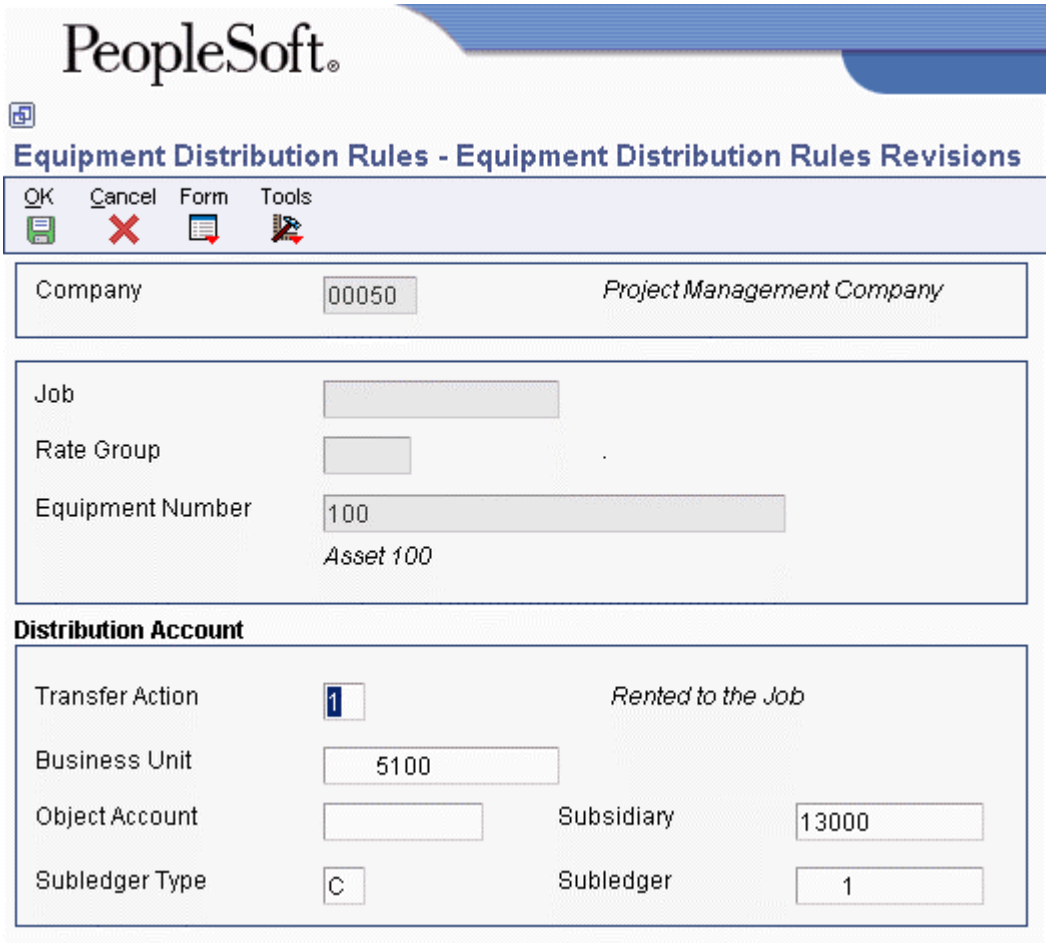
   If you are setting up the default distribution account for a specific company, leave these fields blank.

4. Complete the following optional fields and click OK:

   - Transfer Action

     If you leave this field blank, the system uses the values from the Rental Threshold field on the Rental Rules Defaults form and the Replacement Cost field on the Equipment Rates Revision form to determine whether the piece of equipment is rented or sold to a job.

   - Subledger
   - Subledger Type



Setting Up Job Cost Inquiry

You use Job Cost Inquiry to review maintenance costs for an individual business unit or work center by repair code. Before you can use Job Cost Inquiry, you must define the information that you want to review. You define the information that you want to review by defining and naming inquiry columns, such as budget amount, actual amount, and so on.

Formula Descriptions (51/FM)

Use formula descriptions user defined codes to identify valid code descriptions for the Job Status Inquiry-User Defined Columns form formulas. Each description relates to a ledger type or group of ledgers from which the system retrieves amounts or unit quantities to display on the Job Status Inquiry-User Defined Columns form.

The code numbers and information for this code type are hard-coded and cannot be changed. However, the descriptions for this code type can be changed.

This user defined code identifies the following sources:

- Actual values from the AA or AU ledger.
- Original budget values from the JA or JU ledger.
- Revised budget values from the JA or JU ledger.

- Total value of the original budgets from all the ledgers that are defined for budget amounts and budget units (Ledger Type Master table (F0025)). A revised budget equals the original budget plus any change orders.
- Total value of the revised budgets from all the ledgers defined for budget amounts and budget units (Ledger Type Master table (F0025)).
- Open commitment values from the PA or PU ledger.
- Total contract values from the PA or PU ledger.
- Projected final values from the HA or HU ledger.
- Projected over/under values from the FA or FU ledger.
- Actual values from the AA or AU ledger for the number of days prior to the thru date. The Thru Date/Period field and the Days field on the Job Status Inquiry-User Defined Columns form affect these values.
- Percent complete, based on the method of computation for each account.

The formula descriptions relate to the following codes:

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

Inquiry Ledger Types (51/IL)

Use inquiry ledger types to identify any additional ledgers from which the system can retrieve amounts or unit quantities for the Job Status Inquiry-User Defined Columns program (P512000). The Define Inquiry Columns form can display up to 20 additional descriptions and automatically assigns the following codes to them:

- For amounts, the valid codes are 11 through 20 and 70 through 79.
- For unit quantities, the valid codes are 31 through 40 and 80 through 89.
- For unit quantities at the header account level, the valid codes are 51 through 60 and 90 through 99.

The first two characters of the Description 2 field must specify the amount ledger type. The third and fourth characters of the field must specify the corresponding unit ledger type, if one exists.

The ledger types must be in uppercase.

The Special Handling Code field should contain the following values:

- Blank - non-budget ledger
- 1 - budget ledger
- 2 - BORG field retrieval

Mathematical Functions for Calculations

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

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

Example: Mathematical Functions

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

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

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

Defining Inquiry Columns

You must define the columns that you use on Job Status Inquiry to display your information. When you define a column, you can specify the following information:

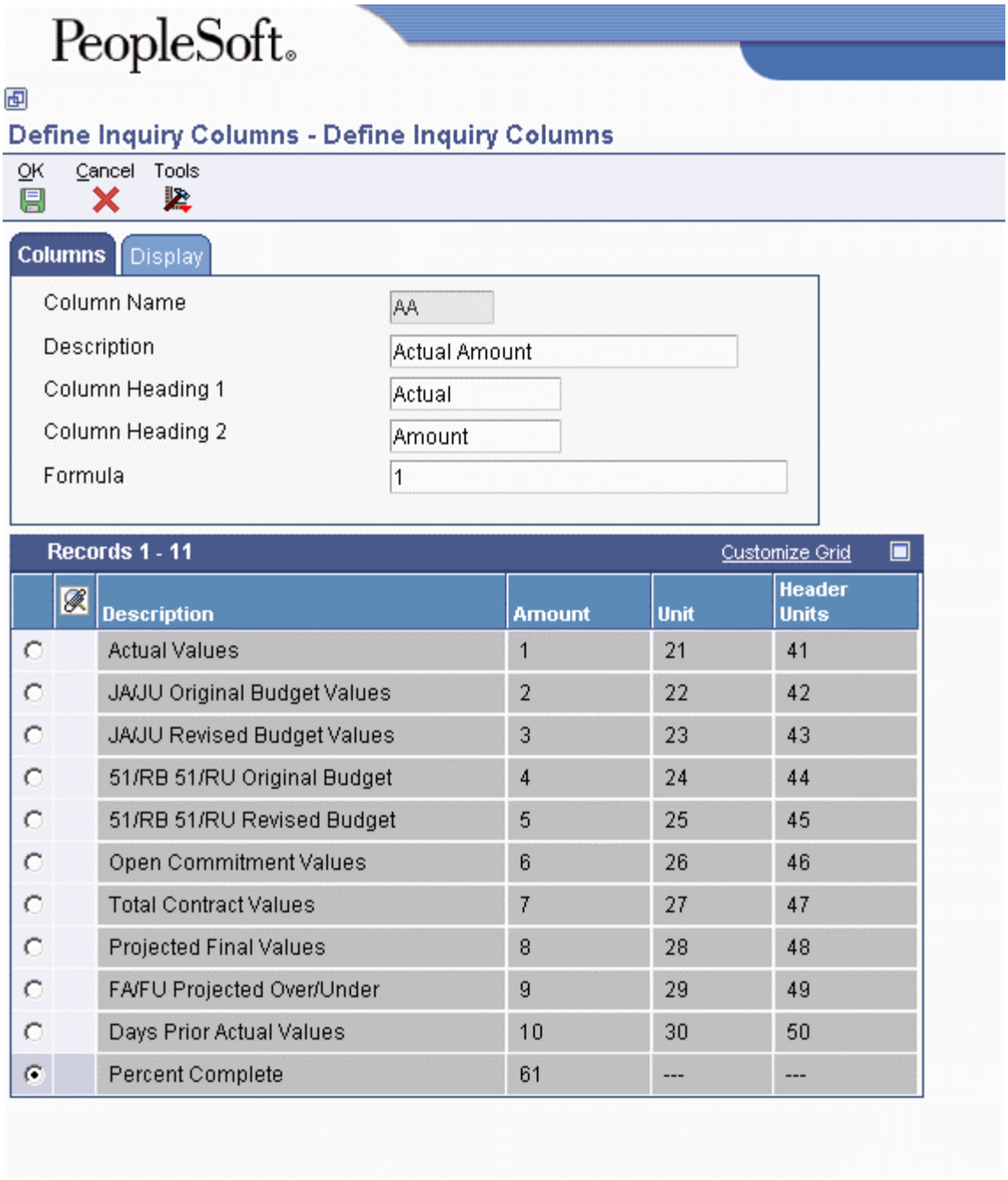
- Column name
- Column heading
- The formula by which the system calculates the information that is displayed in the column

You do not need to define ledger types or formulas before you define inquiry columns.

► To define inquiry columns

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

1. On Work with Job Status Inquiry Columns, click Find to review the existing user defined columns.
2. To define a new column, click Add.



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

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

   After you complete the Column Name field and tab to the next field, the detail area of the form populates so that you can use values in the Amount column to define the formula. If you

use a value other than what is available in the Amount field, the system displays an error message.

4. If your company uses large numbers and you want to minimize data entry, click the Display tab.
5. Complete the following field:

   - Multiplier

   When you review your job information on the Job Status Inquiry form, the amounts are expanded to the full number.

6. Click OK.

Equipment Master Information

Equipment master information is the primary data that is associated with the equipment in your system; it is made up of many equipment masters. You create an equipment master for each piece of equipment in your system. The equipment master establishes basic information about a piece of equipment, such as the following:

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

You must identify every piece of your equipment in the system before you can use the maintenance features of the software. After you create equipment masters for your equipment, you can use the information to do the following actions:

- Search online for the status, location, and activity of equipment.
- Track historical, current, and planned physical locations for a piece of equipment.
- Relocate equipment.
- Keep detailed maintenance and project logs.
- Revise parent and component relationships.
- Revise equipment status.
- Bill jobs or business units for the use of the equipment.
- Account for quantities of equipment.

Types of Equipment Identification Information

Equipment identification consists of the following four types of information:

- Equipment master
- Supplemental data
- Specification data
- Message logs

To use the system's management features, such as scheduling equipment for preventive maintenance and tracking maintenance costs, you must create an equipment master for every piece of equipment. You also can include supplemental data and message logs to further define equipment in the system.

Equipment Master

The equipment master is a repository of the standard information related to a specific piece of equipment. To manage equipment inventory, costs, warranties, billing, preventive maintenance, and so on, you must create an equipment master for every piece of equipment in your system.

In Equipment/Plant Maintenance, you use the equipment master to do the following:

- Set up equipment for maintenance processing.
- Set up parent/component relationships and track components as both equipment and inventory.
- Link parts inventory to specific equipment.

For example, you can set up preventive maintenance schedules for a large ventilation fan. You can identify a motor from inventory as one of the components of a fan. You can set up preventive maintenance schedules for the motor and attach parts lists to both the motor and the fan.

Supplemental Information

You might need to store information about an asset or equipment that is not included in the standard master tables. PeopleSoft refers to this additional information as supplemental data. You can use supplemental data to further define the assets in your system. After you set up supplemental data, you can use it to report and track details that are important to your company but are not included on the master record. You can define as many types of supplemental data as you need.

You define and maintain supplemental data by asset or equipment class. For example, you might set up supplemental data for an asset class that includes motor graders. The data might include fuel capacities, horsepower, oil readings, and so on.

Specification Data

You can use specification data to record and track static information not included on the equipment master. For example, you might need to store nameplate data to which you can refer for correspondence regarding warranties.

Message Logs

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

- Indicate the status and condition of an asset
- Record details about asset transfers or disposals
- Log problems or complaints about a specific asset
- Note special procedures for scheduled or preventive maintenance tasks
- Report on actual maintenance
- Log problems or complaints about a specific piece of equipment

You can associate message logs with equipment to record operator notes or maintenance problems. You can also attach tickler dates to maintenance-due messages so that they appear on specified dates or intervals based on units such as miles or hours.

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

Category Codes

You can define up to 23 category codes to meet your organization's information needs. Use these category codes in the master record to further describe assets and equipment and to group similar types of equipment for ease of tracking, reporting, and data selection throughout the system.

PeopleSoft recommends setting up the first category code to group assets into accounting classes. In this case, the first category code is typically referred to as the Major Accounting Class. You can set up this category code with a one-to-one relationship with asset cost accounts in the general ledger. You might also select another category code to identify assets by the depreciation methods for translation that you assign each one.

If you use Equipment/Plant Maintenance, Equipment Billing, or Service Management with the Fixed Assets system, the four systems access the same category code tables. Capital Asset Management users frequently use the first ten category codes as selection criteria for several tasks, such as selecting equipment for updating meter readings, updating PM schedules, and so on. You should reserve as many of the first ten category codes in the equipment master as you need for equipment maintenance purposes.

See Also

- *User Defined Codes* in the *Foundation Guide* for more information about reserving the first ten category codes for equipment and plant management

See the following topics in the *Fixed Assets Guide:*

- *Setting Up User Defined Codes for Fixed Assets*
- *Setting Up Depreciation Default Values*

Identification Numbers

You can use one of the following three numbers as the primary number to identify assets throughout your system:

- Asset number (8 characters)
- Unit number (12 characters)
- Serial number (25 characters)

Different branches of your company might refer to assets in different ways. For example, accounting personnel might identify equipment by asset number, and maintenance personnel might refer to equipment by unit number or the manufacturer's serial number.

Every asset master record in your system must include an asset number. You can enter unit and serial numbers if you need to do so. You must define which of these numbers is used as the primary number for identifying assets on the Fixed Assets Constants form. Any identification number that you assign to an asset on the asset master record must be unique throughout your entire system.

See Also

- *Setting Up Fixed Asset Constants* in the *Fixed Assets Guide* for information about using asset identification numbers

Creating an Equipment Master

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

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

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

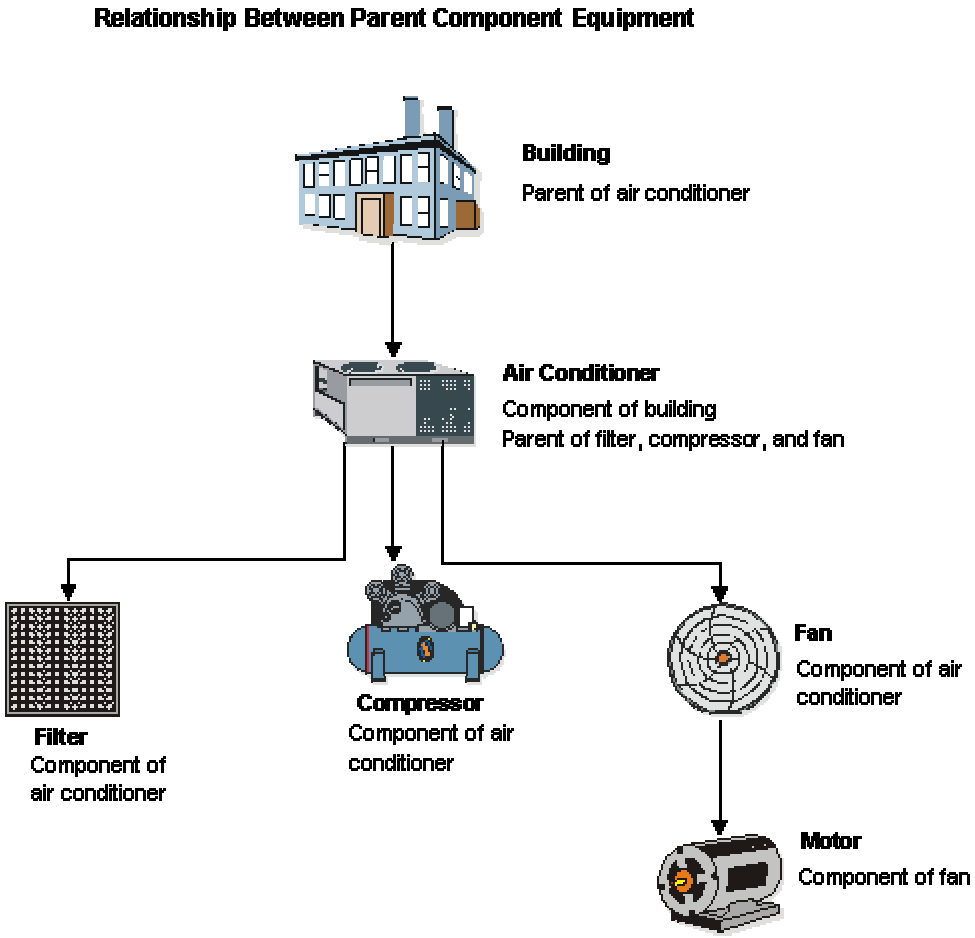
Parent and Component Relationships

You can set up parent and component relationships to group individual assets or pieces of equipment. For example, when you create master records, you can identify a computer as a parent item. You can identify the monitor, keyboard, and mouse as components of the computer. Those components, in turn, might be the parents of still other components, and so on.

Parent assets can be physical assets or pseudo assets. You can set up pseudo assets to group assets under a parent that does not directly incur costs or generate revenue. For example, you might set up departments as parent pseudo assets. Each department might have a certain number of cubicles as component assets. Each cubicle might be the pseudo parent of real assets, such as computers, telephones, and so on.

You can establish up to 25 hierarchical levels of a parent item. The system assigns a number to each component according to its level in the hierarchy, which is particularly useful for tracking complex assets.

The following graphic illustrates a typical relationship between parent and component equipment:



Creating Equipment Master Records

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

When you create equipment records, the system creates records in the following tables:

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

For the Service Management system, depending on how you have set up your processing options and whether you are creating a base warranty, the system also creates records in the Contract Detail table

(F1721). Based on the sales contract, the system automatically generates warranty entitlement information for the product.

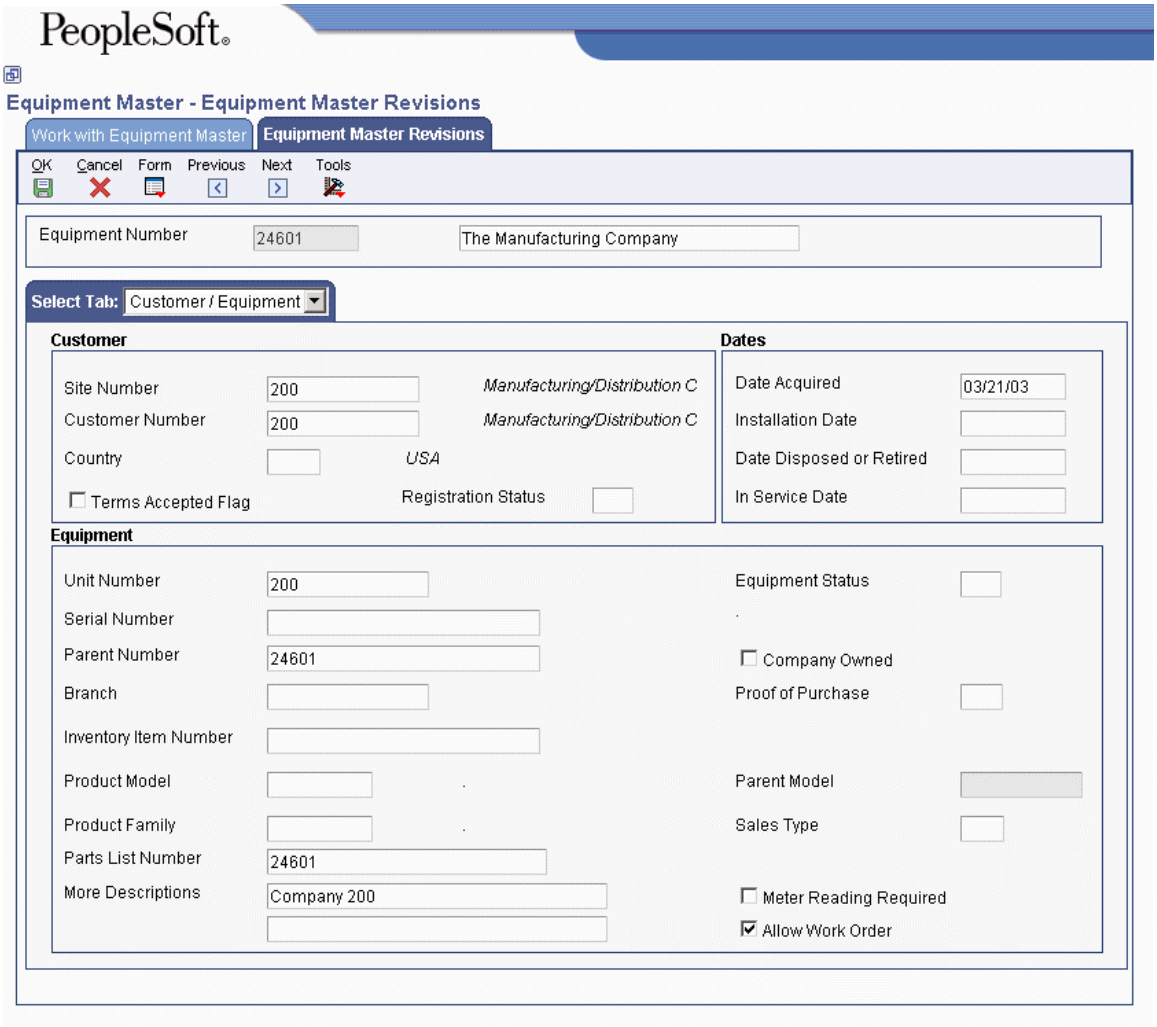
► To create an equipment record

Use one of the following navigations:

From the Equipment Information menu (G1311), choose Equipment Master for the Equipment Billing system or the Capital Asset Management system.

From the Daily Equipment Master Processing menu (G1711), choose Equipment Master Entry for the Service Management system.

1. On Work with Equipment Master, click Add.



2. On the header area of Equipment Master Revisions, enter a description in the field next to the Equipment Number field.

   The description is a required field.

3. On the Customer / Equipment tab, complete the following required field:

   - Site Number

4. Complete the following optional fields:

   - Customer Number
   - Unit Number
   - Serial Number

     Serial Number is a required field, depending on processing options.

   - Inventory Item Number

     Inventory Item Number is a required field, depending on processing options.

   - Product Model
   - Product Family
   - Parts List Number
   - Date Acquired
   - Installation Date

     The system date is the default value for the date fields.

   - Equipment Status
   - Proof of Purchase

     For the Service Management system, if the Proof of Purchase field is blank, the Date field is enabled. If you enter a value, the dates are disabled. If you write a billable contract for an equipment record, the Proof of Purchase and date fields are protected.

   - Allow Work Order

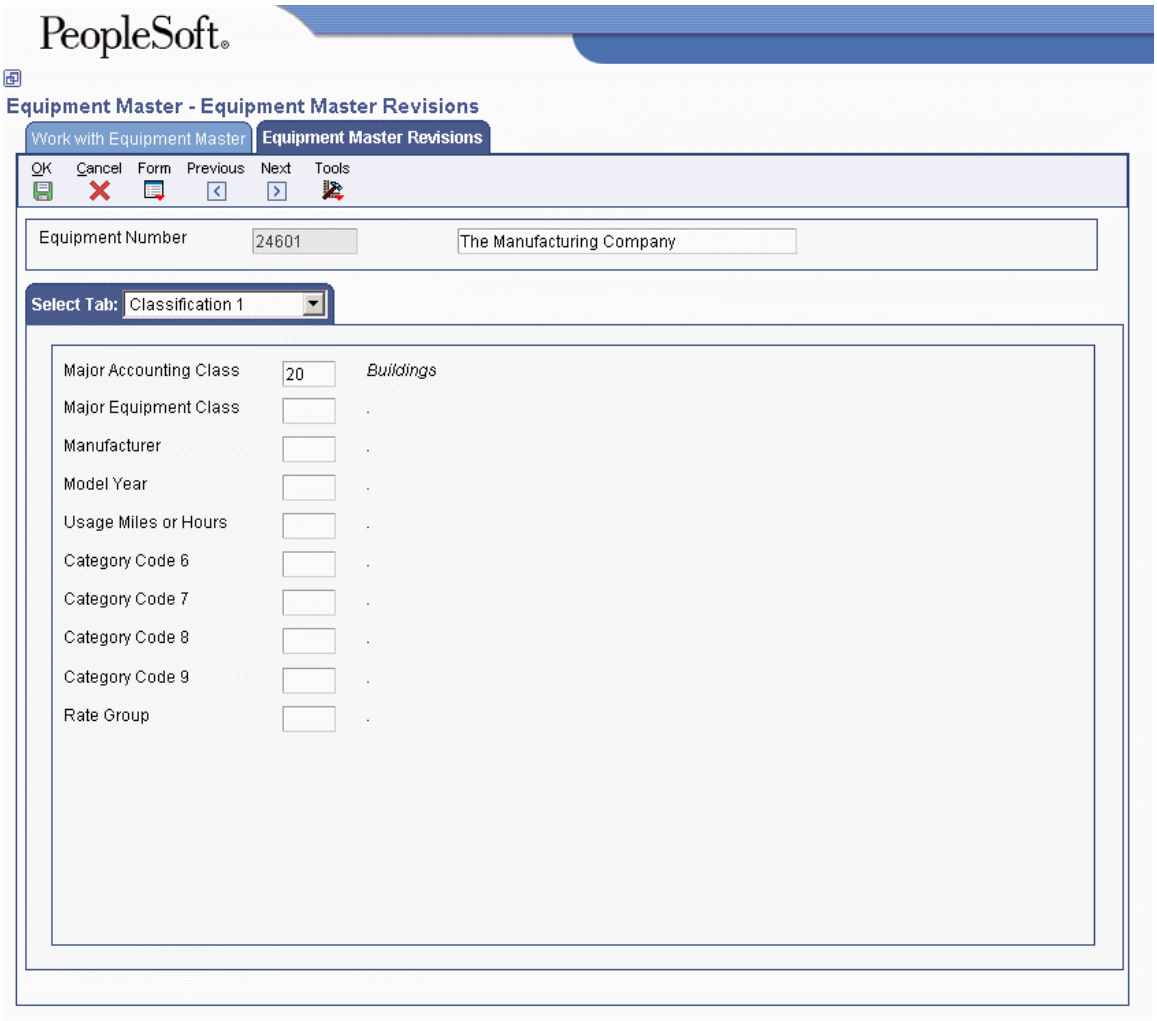
     The Allow Work Order field specifies whether you can create work orders for this piece of equipment.

5. To specify whether the equipment is owned by the company, click the following option:

   - Company Owned

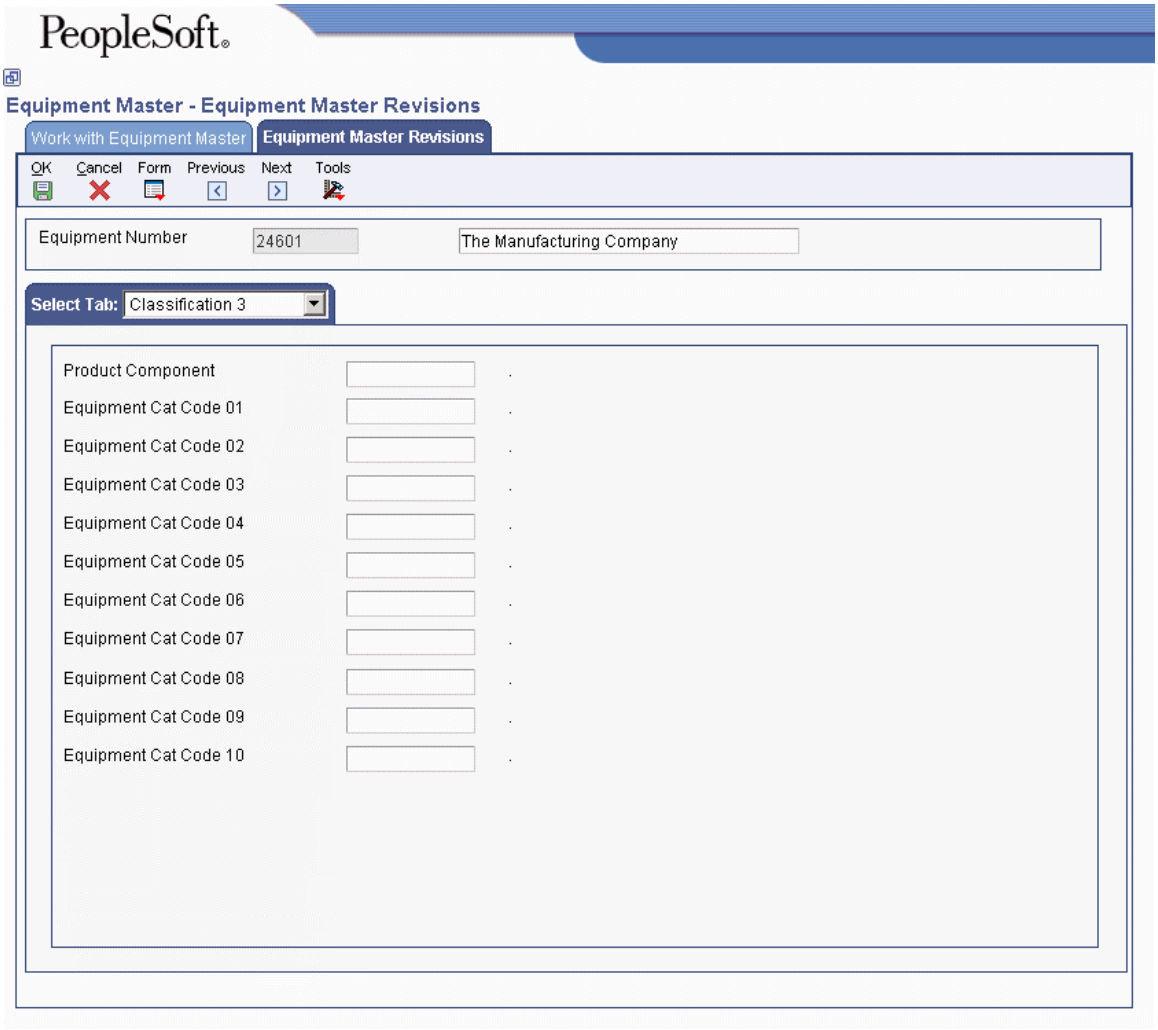
   When you click OK, the system validates that the serial number and product model combination is unique.

6. Click the Classification 1 tab and complete any of the fixed asset category code fields.



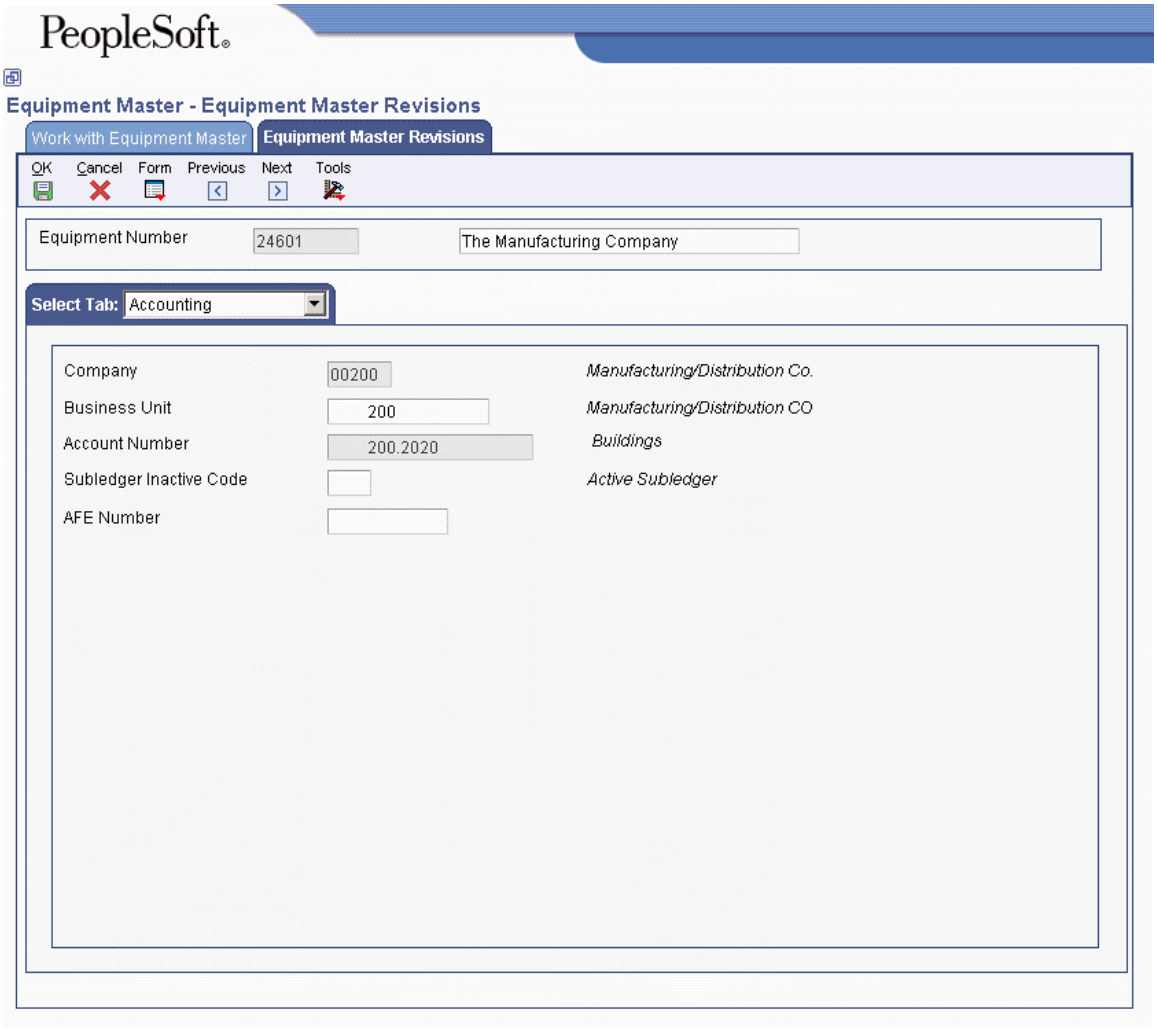
You can access the remaining equipment category code fields by clicking the Classification 2 tab.

7. Click the Classification 3 tab and complete any of the fields.



8. Click the Accounting tab and complete the following required fields.

   These fields might already contain default values from processing options.

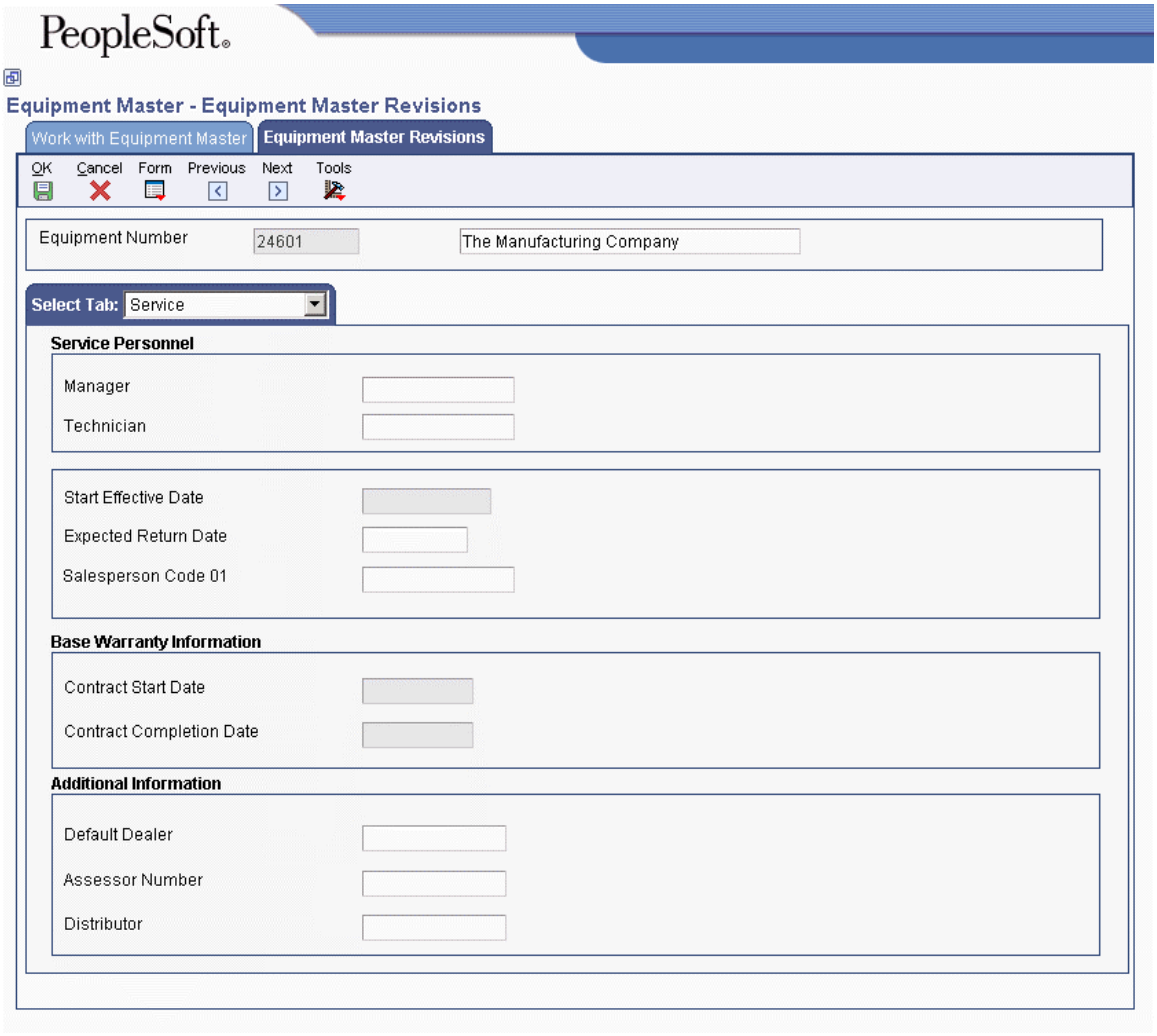


- Company
- Business Unit
- Account Number

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

   - Subledger Inactive Code

10. Click the Service tab.



11. For warranty claims, complete the following optional fields:

    - Default Dealer
    - Assessor Number
    - Distributor

12. Click OK to create the record.

Processing Options for Work with Equipment Master (P1701)

Categories Tab

1. Category Code 1 (Accounting Class)

Use this processing option to specify the Accounting Class Category Code 1 that the system uses to search for the equipment. A blank value selects all.

2. Category Code 2 (Equipment Class)

Use this processing option to specify the Equipment Class Category Code 2 that the system uses to search for the equipment. A blank value selects all.

3. Category Code 3 (Manufacturer)

Use this processing option to specify the Manufacturer Category Code 3 that the system uses to search for the equipment. A blank value selects all.

4. Category Code 4 (Model Year)

Use this processing option to specify the Model Year Category Code 4 that the system uses to search for the equipment. You use the Model Year category code to further define the subclass codes. For example, you can define a 1990 International Harvester, single-axle, within the subclass for trucks. A blank value selects all.

5. Category Code 5 (Usage Miles or Hours)

Use this processing option to specify the Usage Miles or Hours category code from UDC 12/C5, which the system uses to search for the equipment. A blank value selects all. You use the usage category codes to further define the subclass codes.

6. Category Code 6

Use this processing option to specify Category Code 6, which the system uses to search for the equipment. A blank value selects all. You use this category code to further define the subclass codes.

7. Category Code 7

Use this processing option to specify Category Code 7, which the system uses to search for the equipment. A blank value selects all. You use this category code to further define the subclass codes.

8. Category Code 8

Use this processing option to specify Category Code 8 (UDC 12/C8), which the system uses to search for the equipment. A blank value selects all. You use this category code to further define the subclass codes.

9. Category Code 9

Use this processing option to specify Category Code 9 (UDC 12/C9), which the system uses to search for the equipment. A blank value selects all. You use this category code to further define the subclass codes.

10. Rate Group

Use this processing option to specify the Rate Group (UDC 12/C0) that the system uses to search for the equipment. A blank value selects all. You use this category code to group similar items for billing.

11. Category Code - F/A 11

Use this processing option to specify Category Code 11 (UDC 12/F1), which the system uses to search for the equipment. A blank value selects all.

12. Category Code - F/A 12

Use this processing option to specify Category Code 12 (UDC 12/F2), which the system uses to search for the equipment. A blank value selects all.

13. Category Code - F/A 13

Use this processing option to specify Category Code 13 (UDC 12/F3), which the system uses to search for the equipment. A blank value selects all.

14. Category Code - F/A 14

Use this processing option to specify Category Code 14 (UDC 12/F4), which the system uses to search for the equipment. A blank value selects all.

15. Category Code - F/A 15

Use this processing option to specify Category Code 15 (UDC 12/F5), which the system uses to search for the equipment. A blank value selects all.

16. Category Code - F/A 16

Use this processing option to specify Category Code 16 (UDC 12/F6), which the system uses to search for the equipment. A blank value selects all.

17. Category Code - F/A 17

Use this processing option to specify Category Code 17 (UDC 12/F7), which the system uses to search for the equipment. A blank value selects all.

18. Category Code - F/A 18

Use this processing option to specify Category Code 18 (UDC 12/F8), which the system uses to search for the equipment. A blank values selects all.

19. Category Code - F/A 19

Use this processing option to specify Category Code 19 (UDC 12/F9), which the system uses to search for the equipment. A blank value selects all.

20. Category Code - F/A 20

Use this processing option to specify Category Code 20 (UDC 12/F0), which the system uses to search for the equipment. A blank value selects all.

21. Category Code - F/A 21

Use this processing option to specify Category Code 21 (UDC 12/21), which the system uses to search for the equipment. A blank value selects all.

22. Category Code - F/A 22

Use this processing option to specify Category Code 22 (UDC 12/22), which that the system uses to search for the equipment. A blank value selects all.

23. Category Code - F/A 23

Use this processing option to specify Category Code 23 (UDC 12/23), which the system uses to search for the equipment. A blank value selects all.

Defaults Tab

1. Responsible Business Unit

Use this processing option to specify the business unit that is responsible for the equipment costs. The system uses this value when validating the depreciation defaults for the asset cost account.

2. Business Unit - Location

Use this processing option to specify the current physical location of an asset.

3. Equipment Status

Use this processing option to specify the status that the system assigns to the equipment record. Enter a value from UDC 12/ES.

4. Company

Use this processing option to specify the company that is responsible for the equipment costs. The system uses this value when validating the depreciation defaults for the asset cost account.

5. Product Family

Use this processing option to specify the default product family. Enter a value from UDC 17/PA (Product Family).

A blank value selects all. The system uses this processing option when searching for Equipment records.

6. Product Model

Use this processing option to specify the default Product Model. Enter a value from UDC 17/PM (Product Model).

A blank value selects all. The system uses this processing option when searching for Equipment records.

Versions Tab

1. Equipment Master Revisions (P1702) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Equipment Master Revisions program (P1702). If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Scheduling Workbench (P48201) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Work With Work Orders program (P48201) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0002 version.

3. Status History (P1307) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Status History program (P1307) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0002 version.

4. Equipment Message Log (P1205) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Equipment Message Log program (P1205) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0002 version.

5. Equipment PM Schedule (P1207) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Equipment PM Schedule program (P1207) that you access from the equipment record. If you leave this processing option blank, the system uses the ZJDE0002 version.

6. Cost Summary (P122101) Version

Blank = ZJDE0003

Use this processing option to specify the version of the Cost Summary program (P122101) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0003 version.

7. Bill of Material Inquiry (P30200) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Bill of Material Inquiry program (P30200) that you access from the equipment record. If you leave this processing option blank, the system uses the ZJDE0001 version.

8. Service Entitlement Inquiry (P1723) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Entitlements Inquiry program (P1723) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

9. Maintenance Request History (P17500) Version

Blank = ZJDE0003

Use this processing option to specify the version of the Work With Maintenance Requests program (P17500) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0003 version.

10. Item Master (P4101) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Item Master program (P4101) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

11. Supplemental Data (P00092) Version

Blank = ZJDE0005

Use this processing option to specify the version of the Item Master program (P4101) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

12. Equipment Master Related Orders. (P17023) Version

Blank = ZJDE0001

Use this processing option to specify the version of Equipment Master Related Order Information (P17023). The system uses this version to access orders that are associated with the selected equipment record when you choose Equipment Master, then Related Orders from the Row menu on the Work with Equipment Master form. If you leave this processing option blank, the system uses the ZJDE0001 version.

13. Equipment Master Parent/Child (P12017) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Equipment Master Parent/Child program (P12017) that you access from the equipment master record. If you leave this processing option blank, the system uses the ZJDE0002 version.

14. Location Information (P1201) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Asset Master Information program (P1201) that you access from the equipment record. If you leave this processing option blank, the system uses the ZJDE0001 version.

15. Work With Locations (P12215) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work With Locations program (P12215) that you access from the equipment record. If you leave this processing option blank, the system uses the ZJDE0001 version.

16. Location Transfer (P12115) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Location Transfer program (P12115) that you access from the equipment record. If you leave this processing option blank, the system uses the ZJDE0001 version.

17. Equipment Master Address Locations (P1704) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Equipment Master Address Location Revisions program (P1704) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

18. Item Branch (P41026) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Item Branch program (P41026) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

19. Equipment Backlog (P13220) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Equipment Backlog program (P13220) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

20. PM Orders (P12071) Version

Blank = ZJDE0001

Use this processing option to specify the version of the PM Backlog program (P12071) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

21. Equipment Parts List (P13017) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Equipment Parts List program (P13017) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

- Products purchased
- Annual sales
- Billing contracts
- Delivery methods
- Requests for proposal
- Internal rating
- Emergency contacts
- Employees
- Job skills
- Work history

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- Narrative. When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.
- Code. When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.
- Program. When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

► To enter supplemental data in the narrative format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

   The system displays the available types of supplemental data. The value N in the Data Mode column indicates that the data type is in narrative format. The system displays a paper clip icon to the left of each row that contains narrative text.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

   - Address Number
   - Item Number
   - Branch/Plant
   - Business Unit

3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.
4. On Media Objects, choose New and then Text from the File menu.
5. Enter the text.
6. From the File menu, choose Save & Exit.

► To enter supplemental data in the code format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

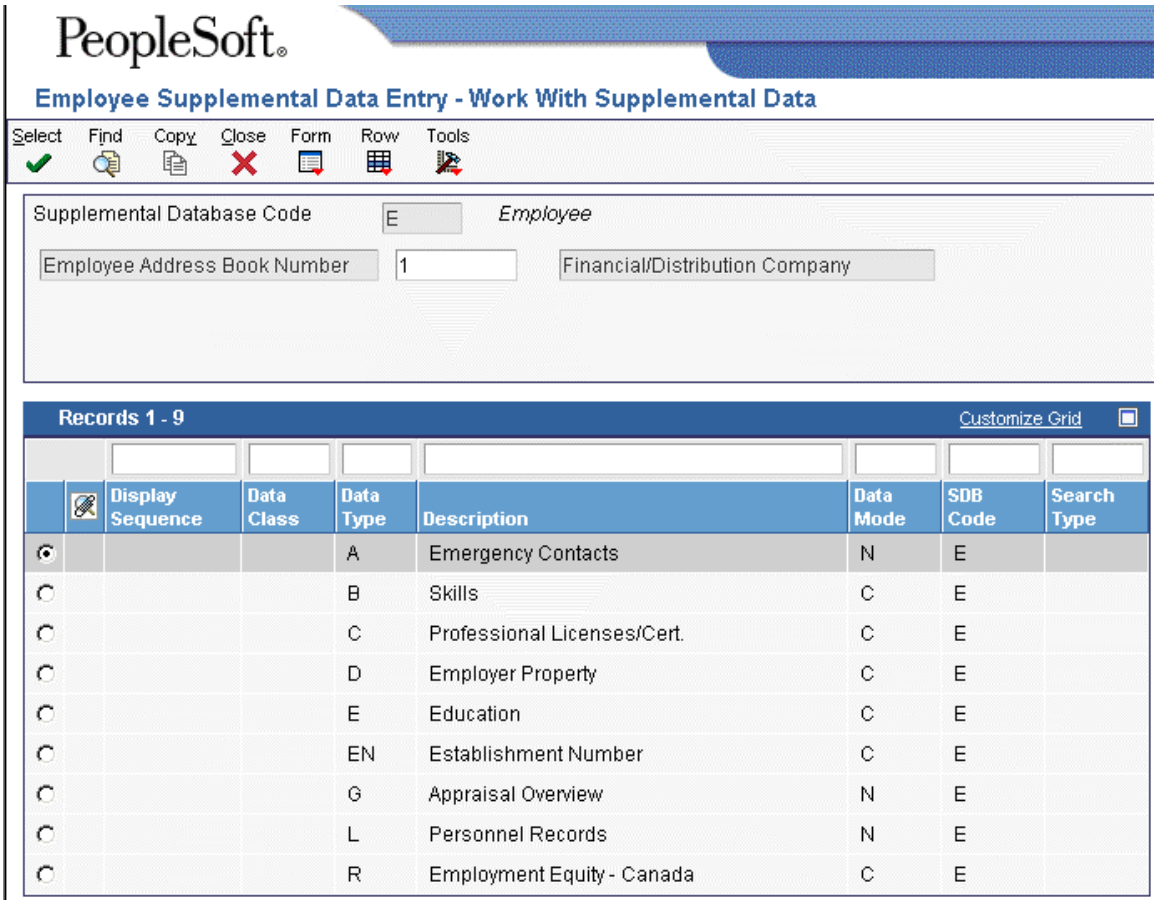
   - Supplemental Database Code

   The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

   The system displays the available types of supplemental data. C in the Data Mode column indicates that the data type is in code format. A check mark in the row header of a data type indicates that a code format exists for that data type.

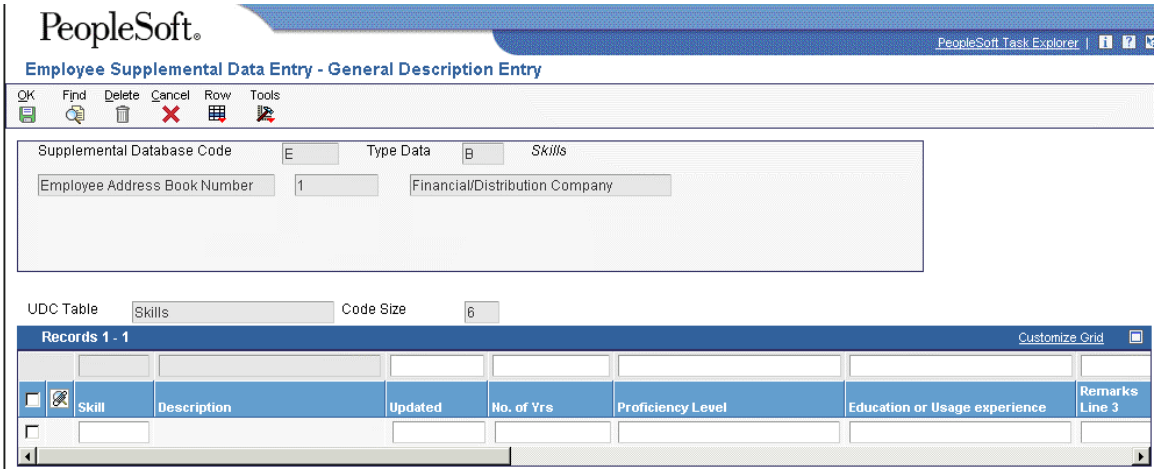
2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

   - Address Number
   - Item Number
   - Branch/Plant
   - Business Unit



3. Choose a record in the detail area that contains C (code) in the Data Mode column and click Select.

The column headings and fields in the detail area vary, based on the setup for each data type.



4. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

   - User Def Code
   - Effective Date

5. Complete the fields that apply to the data type, which might include the following:

   - User Defined Amount
   - Remark
   - Remarks Line 2
   - User Defined Amount #2
   - Addl Date
   - Ending Date
   - User Def Days

     If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

6. Click OK.

Note

PeopleSoft recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you change information using the Supplemental Data program (P00092) instead, the next time that you view the record, the system will issue an error because it is using another UDC table to validate the data.

► **To access supplemental data in the program format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

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

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

   - Supplemental Database Code

     The system populates this field and displays key fields based on the database code specified in the processing option for the Supplemental Data program (P00092).

     The system displays the available types of supplemental data. P in the Data Mode column indicates that the data type is in program format.

2. Choose a row in the detail area that contains P (program) in the Data Mode column and click Select.

   The system displays the program and form that you identified when you set up the program format for the data type.

Processing Options for Supplemental Data (P00092)

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

What You Should Know About Processing Options

Choosing a supplemental database code	Equipment users use the supplemental database for Fixed Asset Management.

Entering Specification Information

Use specifications data to enter static information for each piece of equipment. For example, you might set up specifications data to record and report on the information from the equipment's nameplate and the manufacturer's specifications sheets, as follows:

Equipment nameplate

A nameplate is attached to a piece of equipment and often includes information about the equipment, such as:

- Model number
- Power requirements
- Manufacture date

Specifications sheet

A specification sheet comes from the equipment manufacturer. Specification sheets include specific information about a piece of equipment, such as:

- Operating and safety instructions
- Power
- Dimensions

You can define the specifications data that you want to keep, in which positions the data is entered, and the length of the data fields. You also can set up the specifications database so that the system edits the data against user defined code tables.

Note

Because you determine which data items to validate against user defined codes, the system does not display standard visual assists, except for calendars for date values or calculators for numeric values. If you have set up a data item that is validated against a user defined code, the system displays a button next to the field for the data item on the Specification Data Revisions form (W1216A). When you click the button, the system displays a list of valid values for the field.

Prerequisite

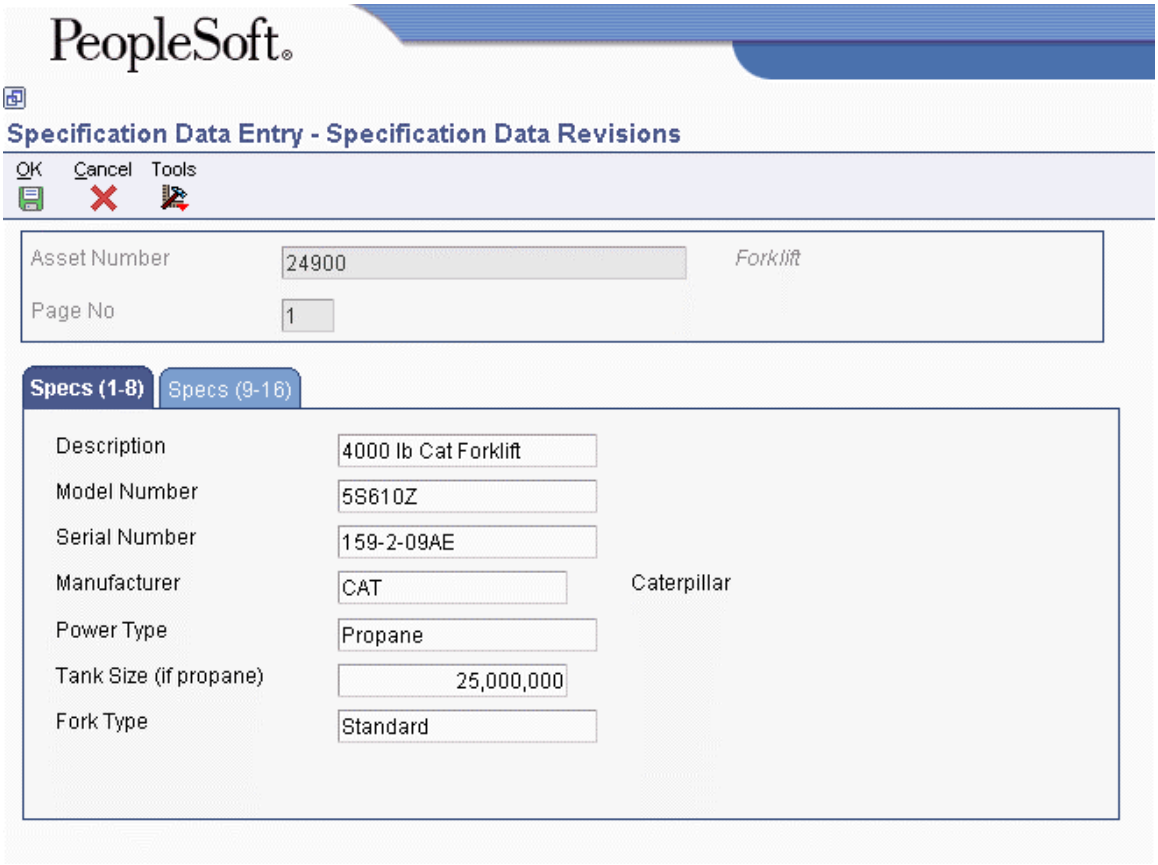
- ❑ Set up specification types for specification information. See *Setting Up Specification Data* in the *Equipment Billing Guide.*

► To enter specification information

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

1. On Work With Specification Data, complete the following fields and click Add to access Specification Data Revisions:

   - Asset Number
   - Page No.



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

   The fields that appear on this form vary, depending on how you set up the Specification Cross Reference program (P1215). Click Cancel to return to Work With Specification Data. Exit or enter another equipment number for which you want to enter specification information.

Entering Permit and License Information

Enter permit and license information to record permits, licenses, and certificates for equipment. You can also track renewal dates and multiple state licenses. For example, you can track certification information for equipment, such as bridge cranes, and license renewal information for equipment that you transport to areas under different licensing authorities.

► To enter permit and license information

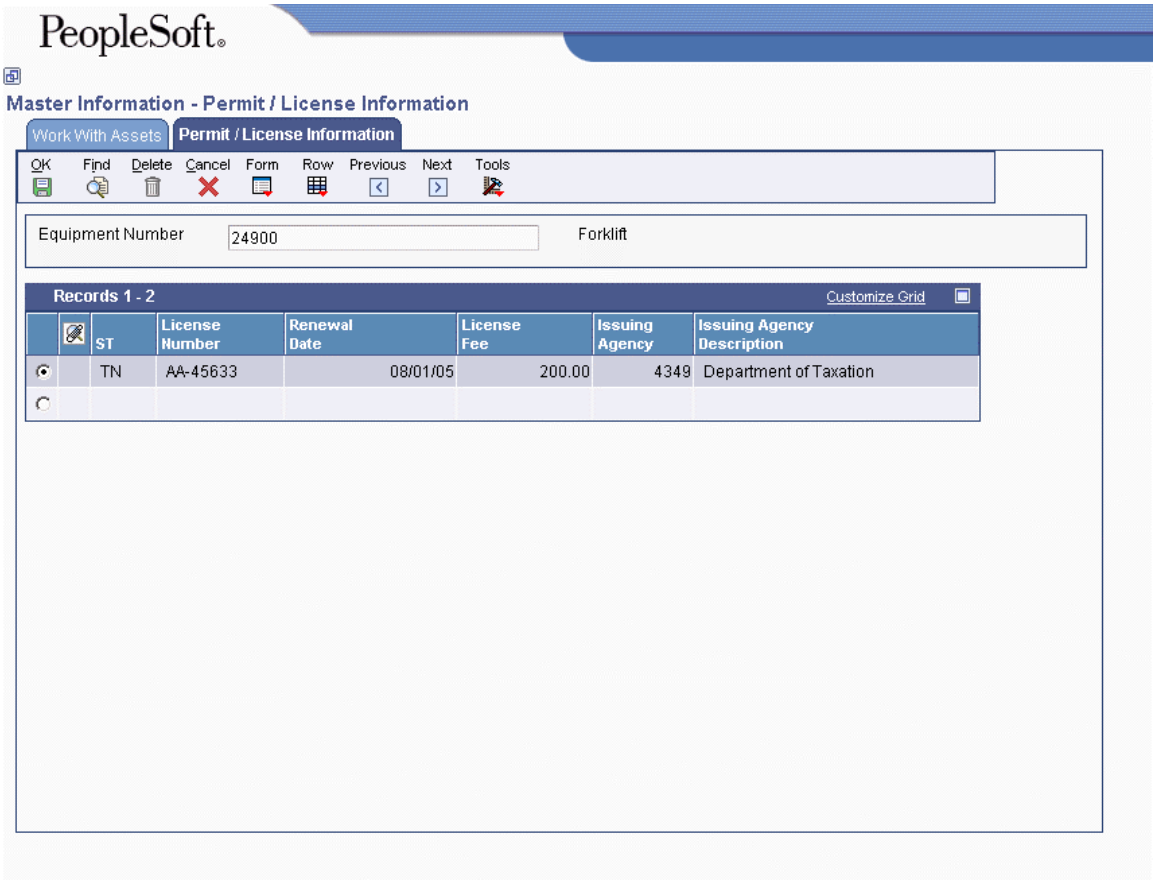
From the Fixed Asset Master Information menu (G1211), choose Master Information.

1. On Work With Assets, click Find to view all assets.

   To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query-by-example fields in the detail area do not display data if asset descriptions have been translated. However, the Description - Compressed field displays data if the descriptions have been translated; you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, and then Licenses.



4. On Permit / License Information, review the existing permit and license information.
5. To enter new permit or license information, complete the following fields and click OK:
    - ST
    - License Number
    - Renewal Date
    - License Fee
    - Issuing Agency
6. To return to Work With Assets, click Cancel.

Working with Equipment Information

After you create equipment masters, you can perform a variety of tasks to manage the information about the equipment. For example, you can do the following:

- Search for specific pieces of equipment or groups of related equipment.
- Review a list of additional equipment information, based on a particular supplemental data type.
- Attach and review messages about the equipment.
- Change the location and status of equipment.
- Track relationships between parent equipment and component equipment.

Locating Information

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

The Work With Assets form has tabs that you can use limit your search. When you click a tab, filtering fields appear. The information that you enter in these fields narrows the asset search. You can sequence the detail asset information by either asset number or asset description.

The following list details the criteria by which you can search for equipment:

- Company
- Equipment status
- Description
- Responsible business unit
- Location
- Category codes

After you locate equipment, you can access the following features and forms directly from Equipment Search:

- Equipment Master
- Location Transfer
- Parent History Inquiry
- Search Like Equipment
- Message Log
- Cost Summary
- Location History
- License Tracking

- Work Order Backlog
- Equipment Backlog
- Supplemental Data
- PM Schedule
- Completed PM

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

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

► To locate information

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

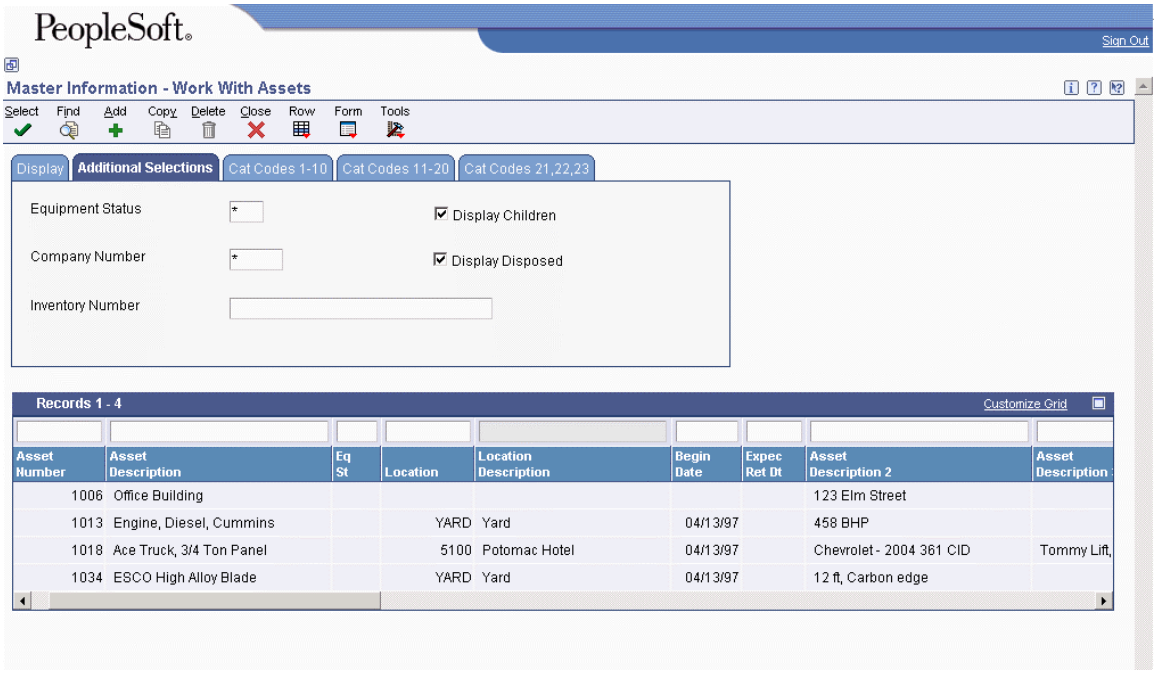
1. On Work With Assets, complete the following fields on the Display tab:
   - Skip To Description
   - Resp. Business Unit
   - Location
2. Click the Additional Selections tab.
3. Complete the following optional fields:
   - Equipment Status
   - Company Number
   - Inventory Number
4. Click the following optional options:
   - Display Children
   - Display Disposed
5. Click each of the Category Code tabs, and complete the appropriate category code fields.
6. Click Find.

   Asset information appears in the detail area.

Note

When you search for an asset on the Work With Assets form, the Skip To Description field in the header area and the query-by-example fields in the detail area do not display data if asset descriptions have been translated. However, the Description - Compressed field displays data if the descriptions have been translated; you can conduct your search through this field.

7. Choose the asset that you want to review and click Select to access the complete master information.



Working with Message Logs

You can use the message log to enter short text messages that pertain to an asset, such as the notification of a particular problem with the asset. You can also set up tickler dates or units on which you want to receive a reminder message for the asset.

For example, you can indicate a unit meter reading on a specific date when you want to remember to make an appointment for the scheduled maintenance of an asset.

The system stores tickler dates and units in the account that you define for the AT00 automatic accounting instruction.

Entering an Equipment Message

You can use message logs to enter short text messages that pertain to a piece of equipment. You can also set up tickler dates or units on which you want to receive a reminder message for the equipment.

You can classify messages by setting up message types, such as planned and actual maintenance, and problem reports. Use the information that you enter to do the following:

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

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

► **To enter an asset message**

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

1. On Work With Assets, click Find to view all assets.

   To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query-by-example fields in the detail area do not display data if asset descriptions have been translated. However, the Description - Compressed field displays data if the descriptions have been translated; you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, and then Message Log.

   The Work With Message Log form shows a summarized view of all messages for a particular piece of equipment. You can click Add to enter a new message, or you can enter an asset number to display messages and choose a message to review in detail.

4. On Work With Message Log, click Add.
5. On Message Log, complete the following fields:

   - Message From
   - Message Type
   - Tickler M/H
   - Tickler Date

   If you do not enter a value for Tickler Miles/Hours, the system enters the current date in the Tickler Date field. Any value that you enter in the Tickler Date field overrides the date that is assigned by the system.

6. In the Message area, enter a message.

   The Message Type field might already contain a default value.

7. To save your entries, click OK.
8. To return to Work With Assets, click Close.

Reviewing Equipment Messages

You should review messages periodically to ensure that you have the most current information about a piece of equipment. If a message exists for a piece of equipment, a check mark appears in the leftmost field (untitled) in the equipment's row on Work With Assets. You can access the Work With Message Log form directly from Work With Assets or from a menu selection.

After you review a message, you can send the message to another piece of equipment, if necessary. This action is especially useful if the contents of a message can apply to multiple pieces of equipment and you need to copy the message to each piece of equipment quickly.

► To review asset messages

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

1. On Work With Assets, click Find to view all assets.

   To narrow your search, click the tabs in the header area of the Work With Assets form, complete the appropriate information, and click Find.

   When you are searching for an asset on the Work With Assets form, the Skip To Description field in the header area and the query-by-example fields in the detail area do not display data if asset descriptions have been translated. However, the Description - Compressed field displays data if the descriptions have been translated; you can conduct your search through this field.

2. Choose the asset.
3. From the Row menu, choose Asset Master Info, and then Message Log.
4. On Work With Message Log, to review a specific message, choose the message and click Select.
5. On Message Log, to attach the message to another piece of equipment, complete the following field and click OK:

   - Send To Asset

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

6. On Work With Message Log, to return to Work With Assets, click Close.

Processing Options for Equipment Message Log (P1205)

Defaults Tab

1. Equipment Message Type

Use this processing option to specify the default equipment message type. Enter a value from UDC 12/EM (Equipment Message Type).

Versions Tab

1. Asset Master (P1201) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Asset Master Information program (P1201). If you leave this processing option blank, the system uses the ZJDE0001 version.

Reviewing Fixed Assets Supplemental Information

When you need to review supplemental information for an asset, you can quickly determine whether a particular supplemental data type contains information. On Work With Supplemental Data, a check mark appears in the leftmost field (unlabeled) next to rows for which supplemental data in code format has been entered. In addition, regardless of the data format, if narrative data exists for a supplemental data type, a paper clip icon appears when you place the computer pointer in the field.

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

► To review supplemental information by data type

From the Fixed Asset Master Information menu (G1211), choose Supplemental Data Inquiry by Data Type.

1. On Supplemental Inquiry by Data Type, complete the following field:

   - Type Data

2. To limit the information displayed by the system, complete the following optional fields, and click Find:

   - Effective Date
   - Ending Effective Date
   - Skip to UDC

► To review supplemental information by asset

From the Fixed Asset Master Information menu (G1211), choose Supplemental Data Inquiry by Asset.

1. On Supplemental Inquiry by Asset, complete the following field:

   - Parent Number

2. To limit the information displayed by the system, complete the following optional fields, and click Find:

   - Beginning Date
   - Ending Date

Tracking Equipment Status

You can review the history of a piece of equipment by the statuses that have been assigned to it, such as available, down, working, and standby. This capability is especially useful for maintaining an audit history of operational statuses and for determining the amount of time that a piece of equipment has been idle due to downtime.

When you access Work With Status History, in addition to the statuses that have been assigned to a piece of equipment, you also can review the following:

- The ending time (if applicable) and beginning time for each status, as well as the associated dates
- The total hours that are associated with each occurrence of a particular status
- The lifetime meter reading at the time of the status change for any of the statistical accounts that you have defined, such as hours, fuel, or miles
- The cumulative hours for all occurrences of a particular status over the life of the equipment
- Remarks that are entered when you changed the status of the equipment

From Work With Status History, you can access Downtime Analysis, from which you can determine the mean or average time between equipment failures. This information is especially useful when comparing actual equipment downtime with manufacturers' specifications and analyzing the effectiveness of your maintenance program for a particular piece of equipment.

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

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

► To review the status history of equipment

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

On Work With Status History, complete the following field and click Find:

- Equipment Number

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

Processing Options for Status History (P1307)

Process Tab

1. Remarks

Blank = Allow modifications
1 = Protect
2 = Protect if it is not blank

Use this processing option to specify whether the system protects the remarks field. Valid values are:

Blank

Allow modifications to the remarks field.

1

Protect the remarks field regardless of whether it contains text.

2

Protect the remarks field only if it contains text.

2. Work Day Calendar

Use this processing option to specify the work day calendar that the system uses to calculate the number of days for equipment analysis.

Defaults Tab

1. Starting Effective Date

Blank = Default from acquired date
1 = Default from installation date

Use this processing option to specify the starting date that the system usesfor the for downtime analysis in Status History program(P1307). The system uses this date when calculating the mean time between failures. Valid values are:

Blank

Use the acquired date from the equipment master.

1

Use the installation date from the equipment master.

NOTE: If you choose 1, but the installation date is blank, the system uses the acquired date.

2. Equipment Downtime Status

Blank = Default from current status

Use this processing option to specify the equipment status (UDC 12/ES) that you want to use to indicate a downtime status in the Status History program (P1307). The system uses this status when determining the mean time between failures. If you leave this processing option blank, the system uses the current status from the equipment master.

Versions Tab

1. Work Order Revisions (P17714) Version

Blank = ZJDE0003

Use this processing option to specify the version that the system uses for the Work Order Revisions program (P17714). If you leave this processing option blank, the system uses the ZJDE0003 version.

2. Equipment Master (P1702) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Equipment Master Revisions program (P1702). If you leave this processing option blank, the system uses the ZJDE0001 version.

Working with Parent and Component Information

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

- Report on asset costs at the parent or component level
- Track all of the components that have been assigned to a parent or the parents to which a specific component has been assigned

After you review an asset's parent and component information, you can revise the parent information for individual components and change the sequence of the components.

Reviewing Parent and Component Information

If you entered parent and component relationship information about an asset when you created the asset master record, you can use the Work With Parent History form to find an asset, and review parent and component relationships. If the asset is a parent, you can review all of the components related to that parent. If the asset is a component, you can review the parent for the component, as well as the other components that are associated with the parent.

You can also display all current or previous parents for a component, or all current or previous components for a parent. Use date fields to limit your search to selected dates, or leave the date fields blank to review the history of a component or parent.

From the Work With Parent History form, you can also:

- Review parent or component cost information
- Review parent or component meter readings
- Enter parent or component supplemental information

► To review parent and component information

Use one of the following navigations:

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

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

1. On Work With Parent History, complete the following field:

   - Asset Number

2. Complete the following optional fields:

   - Date From
   - Date Thru

   Alternatively, to view parent or component formats, choose Component Format or Parent Format from the View menu.

3. Click Find.
4. Review the parent and component relationship information.

5. After you locate and choose a parent or component detail, perform one of the following actions:

   - To review parent or component cost information, choose Cost Summary from the Row menu.

     The Work with Cost Summary form appears.

   - To review parent or component meter readings, choose Meter Reading Inq. from the Row menu.

     Review the meter information for the asset on the Meter Reading Inquiry form. To work with meter information, choose Meter Readings from the Form menu. The Meter Readings form appears.

   - To enter parent or component supplemental information, choose Supplemental Data from the Row menu.

     The Work With Supplemental Data form appears.

6. Perform one of the following actions to access other fixed assets information from the Work With Parent History form:

   - To find an asset, choose Asset Search from the Form menu.

     The Work With Assets form appears.

   - To see the parent information for the previous asset, choose Previous Asset from the Form menu.

     The Work With Parent History form re-appears with the information about the previous asset that you reviewed.

Working with Equipment Components

You can use Work With Equipment Components to display and revise up to 25 levels of component information for a selected piece of equipment. This capability is particularly useful for complex equipment assemblies, such as a production line. After you locate a component, you can display its immediate parent or its components. In addition, you can revise the parent information for individual components and change the sequence of the components.

► To review equipment components

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

1. On Work With Equipment Components, complete the following field:

   - Asset Number

2. To limit the level of components that appear, complete the following field and click Find:

   - Display Level

Related Tasks

Searching for similar equipment

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

▶ To revise parent information for a component

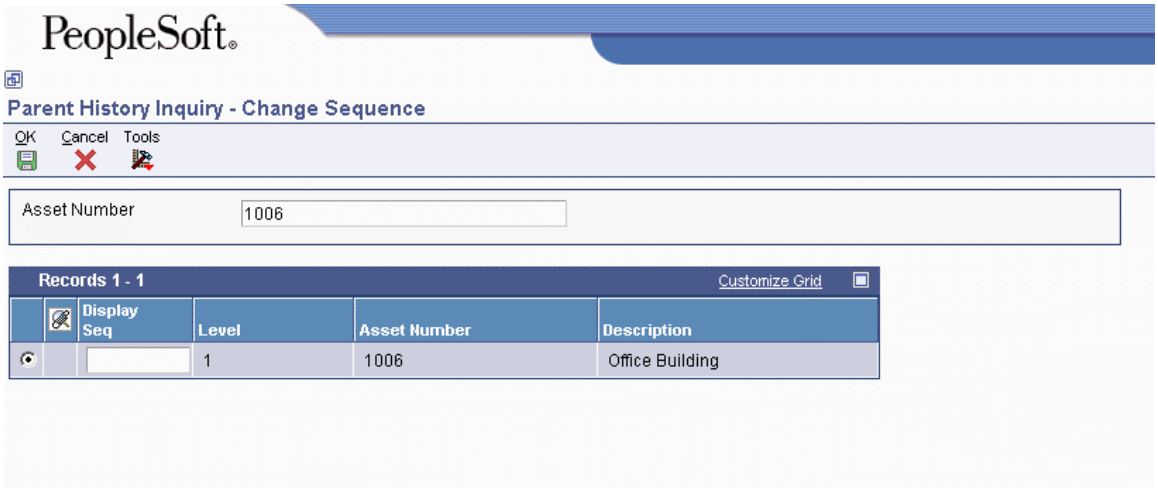
From the Fixed Asset Master Information menu (G1211), choose Parent History Inquiry.

1. On Work With Parent History, complete the following field and click Find:
   - Asset Number
2. Choose the asset for which you want to revise the parent number, and then click Select.
3. On Asset Master Revisions, complete the following fields and click OK:
   - Parent Number
   - Date Acquired

▶ To change the sequence of components

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

1. On Work With Parent History, complete the following field and click Find:
   - Asset Number
2. Choose the asset for which you want to revise the parent number, and then click Select.
3. On Asset Master Revisions, choose Equipment Info from the Form menu, and then Components and NBV.
4. On Work With Equipment Components, choose Change Sequence from the Form menu.



5. On Change Sequence, complete the following field for each component that you want to change, and click OK:

    - Display Seq

Processing Options for Equipment/Component Relations (P12011)

Defaults Tab

1. Display Level

Blank = 25

Use this processing option to specify the default display level.

2. Asset Number

Use this processing option to specify the default asset number.

Versions Tab

1. Asset Master (P1201) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Asset Master Information program(P1201) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Work with Locations (P12215) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work With Locations program (P12215) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

3. Backlog Management (P48201) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work With Work Orders program (P48201) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

4. Cost Summary (P122101) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Cost Summary program (P122101) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

5. Parent History (P12212) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Parent History Inquiry program (P12212) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

Reviewing Asset and Maintenance Costs

Review asset and maintenance-related costs when you want to see inception-to-date, year-to-date, and period-to-date account balances for individual assets. You can also do the following:

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

When you review costs by cost accounts, you get a financial perspective of business costs. View costs by cost account when you want to access:

- All account balances relating to a specific asset
- Asset acquisition costs, depreciation amounts, revenue, maintenance expenses, operating expenses, and so on, for a specific period
- Abbreviated income statement and balance sheet information for an asset

Detailed transactions (F0911 records) appear only under the following circumstances:

- Account balances were not updated directly by a conversion program, which did not create detailed transactions to support the balances
- Transactions were not summarized by the G/L Summarization program

You can review maintenance costs either by cost account or repair code. When you review by cost account, the system displays all accounts in object account order. When you review by repair code, the system displays accounts in subsidiary account order, beginning with the account that you indicate.

Cost account

An object account that represents a type of cost. Examples of cost accounts include:

- Labor
- Parts
- Materials

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

Repair code

A subsidiary account that represents a subdivision of a cost account. You can use repair codes to keep detailed records of the accounting activity for a particular cost account. Examples of repair codes include:

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

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

Reviewing Equipment Costs

To help manage the costs related to equipment maintenance within your organization, you can review inception-to-date, year-to-date, and month-to-date account balances for individual pieces of equipment. You also can do the following:

- Review one subledger or all subledgers for a specific piece of equipment.
- Review detailed or summarized account balance information.

You can view equipment costs either by cost account or repair code. When you review costs and expenses by cost account, the system displays all accounts in object account order. By reviewing costs by cost account, you get a financial perspective of business costs. For example, you can review the following:

- Acquisition costs
- Depreciation amounts
- Maintenance expenses
- Operating expenses

When you review costs by repair code, the system displays accounts in subsidiary account order, beginning with the account that you indicate. For example, you might have a cost account for labor. You can set up repair codes to track labor costs for different types of repairs, such as preventive maintenance repairs, emergency repairs, electrical repairs, and mechanical repairs, within the labor cost account.

View costs by repair code to access the following:

- All repair costs for a particular piece of equipment
- Subsidiary accounts to review costs that are associated with a certain type of repair
- Object accounts, such as labor, parts, or materials that are specific to a particular repair code

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

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

► To review asset and maintenance costs

From the Cost Information & Reports menu (G1213), choose Cost Summary.

1. On Work with Cost Summary, complete the following required field on the Display tab to locate a specific asset:
   - Asset Number
2. To specify the costs that you want to review, complete the following optional fields:
   - Skip to Account or Code
   - From Date/Period

- Thru Date/Period
- Ledger Type

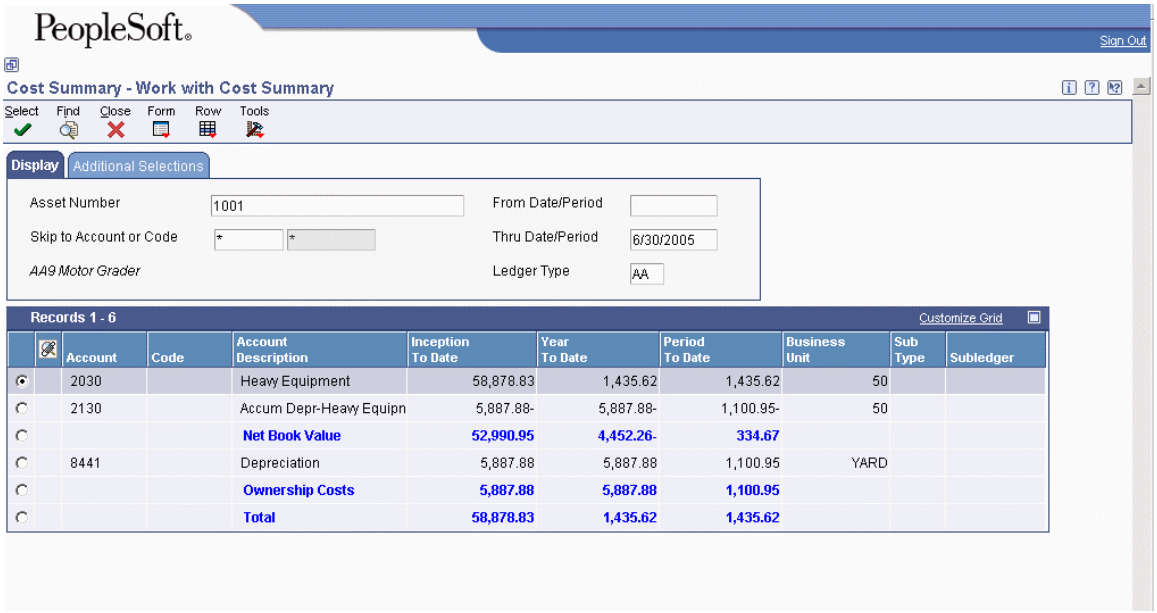
Set a processing option to specify the ledger type default.

3. To further specify the costs that you want to review, click the Additional Selections tab.
4. Complete the following optional fields:

   - Units/Unit Cost

     Set a processing option to display amounts or statistical units.

   - Detail/Summary
   - Subledger
   - Sub Type



5. Click one of the following options:

   - Total by Code (Subsidiary)
   - Total by Account (Object)

6. To review the posted transactions for an individual account balance, choose an account, and then choose Asset Ledger from the Row menu.
7. On Work with Asset Ledger Inquiry, to see transaction details, choose Account Ledger from the Row menu.
8. On Work With Account Ledger, choose Details from the Row menu.
9. To return to Work with Cost Summary:

   - On Account Ledger Detail, click Cancel.
   - On Work With Account Ledger, click Close.

- On Work with Asset Ledger Inquiry, click Close.

10. To review or add an attachment for a transaction, choose Attachments from the Row menu.
11. To review open purchase orders, choose Open Orders from the Form menu on Work with Cost Summary.
12. To review asset revaluation information, choose Asset Revaluation from the Form menu on Work with Cost Summary.

Reviewing Shop Costs

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

See Also

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

Reviewing Shop Costs by Repair Code

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

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

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

► To review basic job information

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-Basic.

1. On Work with Job Status Inquiry - Basic, complete the following fields:

   - Job Number
   - Period/Date
   - Level of Detail
   - Subledger

   The G/L Date must be the end of a period. If you enter a period, the system enters the G/L Date as a default value.

2. To further identify the accounts that are displayed on Job Status Inquiry-Basic, click the Additional Selections tab and complete any of the following fields:

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

3. In the To Date area, choose one of the following options to specify how you want totals displayed:

    - Inception
    - Cumulative
    - Period

4. Click Find.
5. Review the account information.
6. To review specific information about an account, choose the account and then choose one of the following options from the Row menu:

    - To review account ledger information, choose Account Ledger.
    - To review account balance information, choose Account Bal by S/L.
    - To review progress entry, choose Account Progress.
    - To review attachments, choose Attachments.

7. On Job Status Inquiry, to review other job information, choose one of the following options from the Form menu:

    - To review job progress information, choose Job Progress Entry.
    - To review order information, choose Subcontracts.
    - To review commitment information, choose Commitment Inquiry.
    - To review change request information, choose Change Management.
    - To review work order scheduling information, choose WO Sch Workbench.
    - To review work order cost information, choose WO Cost by Job.
    - To review parent work order information, choose Parent WO Inquiry.
    - To enter employee labor costs related to a job, choose TE by Employee.
    - To review profit recognition information, choose Profit Recognition.
    - To review original budget information, choose Budget Original.
    - To review revised budget information, choose Budget Revisions.

Reviewing Shop Costs by Cost Account

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

You can display all shop costs, and you can review cost account balances for costs, such as labor, parts, and material, for an entire shop. You can compare actual amounts with budget amounts or amounts for any other two ledger types. Additionally, you can review account ledger information for individual accounts.

▶ To review shop costs by cost account

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

1. On Trial Balance / Ledger Comparison, complete the following field:

   - Skip to Account

2. To review account balance information for a specified period, turn on the following option:

   - Period / Date

   If you turn off this option, the amounts that appear are through a specified date.

3. To specify the ledgers that you want to compare, complete the following fields:

   - Ledger Type 1
   - Ledger Type 2

4. Depending on how you completed the Period/Date field, type a period or date in the following optional field for each ledger type:

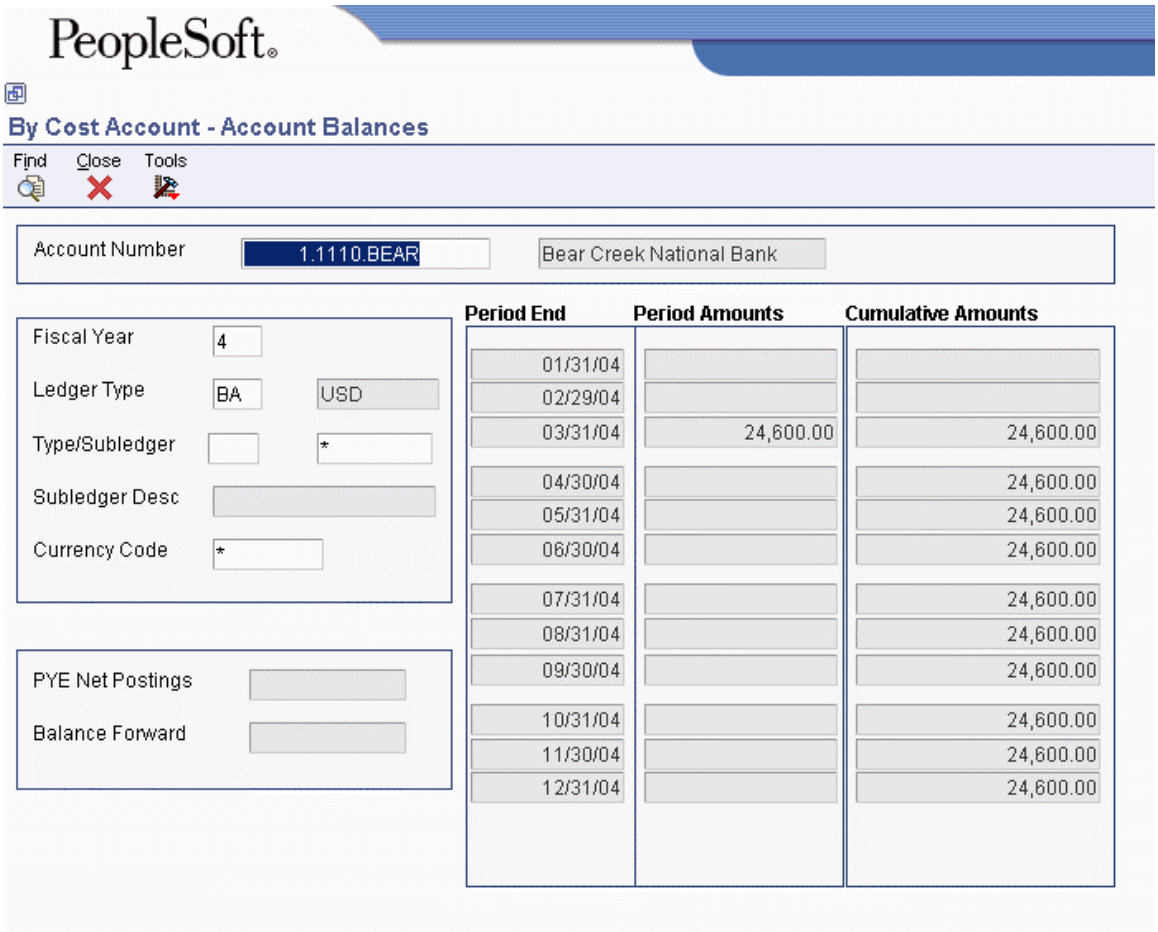
   - LT 2 Thru Date

5. To limit the information that appears, complete the following field and click Find:

   - Level Of Detail

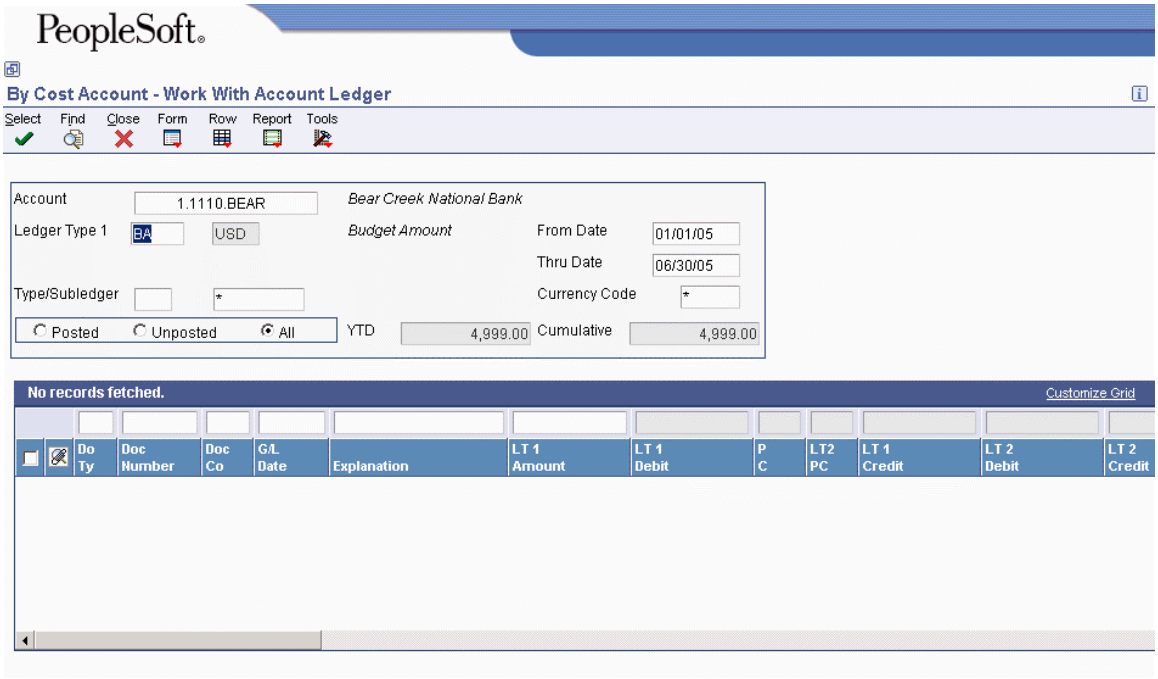
   Account amounts, as well as the variance between the amounts, appear for the ledger types that you specified.

6. To review period and cumulative amounts for a particular account, choose its record and then choose Balance by Month from the Row menu.



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

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



Processing Options for Trial Balance/Ledger Comparison (P09210A)

Default Tab

1. Ledger Type 1

Blank = Ledger Type 'BA'.

Use this processing option to specify the default Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, ledger type BA is used.

2. Ledger Type 2

Blank = Ledger Type 'AA'.

Use this processing option to specify the default Ledger Type 2. For example, BA or CA are ledger types that you can use. If you leave this processing option blank, ledger type AA is used.

3. Exit with Ledger Type

Blank or 1 = Ledger Type 1.
2 = Ledger Type 2.

Use this processing option to specify the ledger type that the called application should use when exiting to another application. Valid values are:

Blank or 1

Use Ledger Type 1.

2

Use Ledger Type 2.

Display Tab

1. Suppress Zero Balances

Blank or N = Display zero balances
Y = Suppress the display of accounts with zero balances.

Use this processing option to specify whether to display posting accounts with zero balances. Valid values are:

Blank or N

Display posting accounts with zero balances.

Y

Do not display posting accounts with zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance/ Ledger Comparison form (P09210A) regardless of this processing option.

2. Calculation Method

Blank or S = Subtraction
A = Addition
M = Multiplication
D = Division

Use this processing option to specify the Calculation Method to be used when calculating variances. Valid values are:

Blank or S

Subtraction

A

Addition

M

Multiplication

D

Division

3. Additional Ledger Type 1

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

4. Additional Ledger Type 2

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 2. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

5. Subledger

Blank = Blank Subledger

Use this processing option to specify the subledger that the system uses for calculating account balances. If you leave this processing option blank, the system selects transactions that have no subledgers. Enter * to display all transactions with subledgers.

6. Subledger Type

Blank = Blank Subledger Type

Use this processing option to specify the subledger type to be used for calculating account balances. For example, you can use A or C subledger types. If you leave this processing option blank, a blank subledger type is used.

7. Account Level Of Detail

Blank = 9

Use this processing option to specify the account level of detail to be used (3-9). If you leave this processing option blank, the system uses 9.

Currency Tab

1. Currency Code

Blank = All currencies.

Use this processing option to specify the currency code to be used for calculating account balances. If you leave this processing option blank, all currencies will be used.

Note: Use this processing option only if multicurrency is being used.

Select Tab

1. Date Effective Balances

Blank or N = Use Period End Dates.
Y = Calculate Date Effective Balances.

Use this processing option to either calculate date-effective balances or to use period-end dates. Valid values are:

Blank or N

Use Period End Dates.

Y

Calculate Date Effective Balances.

2. Default Thru Period Display

Blank or N = Thru Dates.
Y = Thru Periods.

Use this processing option to either display thru-periods or thru-dates. Valid values are:

Blank or N

Display thru dates.

Y

Display thru periods.

Reviewing Job Information by User Defined Columns

If you have specific job-related information that you need to review, you can define and set up columns to display the required information. You can adjust your user defined columns to meet new business requirements. Use the Job Status Inquiry-User Defined Columns program (P512000) to complete the following tasks:

- Set up user defined columns so that you can calculate account balance information that is specific to your business needs
- Select specific ranges of cost codes, cost types, and category codes to review
- Reorder cost code structures by cost code, category code, or alternate cost code

- Review lists of account information and balances for multiple jobs related to any of the following:
    - A single project
    - A single company
    - A single owner address
    - A single contract type
    - A single state
    - A single job type

Choose from six activity options to determine the type of information that you review. For example, you can choose to view only the information that relates to accounts with a level of detail of 5 that have projected over amounts.

If you are using levels of detail 3 through 8, you can use the processing options to choose to display or suppress header accounts with zero amounts. Suppressing header accounts with zero amounts takes less time to process and increases overall system performance.

► To review job information by user defined columns

Use one of the following navigations:

From the Job Cost Inquiries menu (G5112), choose Job Status Inquiry-User Defined Columns.

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

1. On Job Status Inquiry, complete the following fields, and click Find:
    - Job
    - Column Version

    The system displays the accounts and columns according to the specifications in the version that you selected.
2. Review and revise your account information as needed.
3. To review specific information about an account, choose the account, and then choose one of the following options from the Row menu:
    - To review account ledger information, choose Account Ledger.
    - To review account balance information, choose Account Balances.
    - To review original budget information, choose Budget Original.
    - To review revised budget information, choose Budget Revisions.
    - To review progress entry for a single account, choose Account.
    - To review progress entry for a job, choose Job.
    - To review commitment information, choose Commitment Inquiry.
    - To review change request information for an account, choose Account Inquiry.

- To review revised budgets by ledger type, choose Budget by LT.
- To review attachments, choose Attachments.

4. To review other job information, choose one of the following options from the Form menu:
   - To review subcontract information, choose Subcontracts.
   - To review change request information, choose Change Management.
   - To review work order scheduling information, choose WO Sch Workbench.
   - To review work order cost information, choose WO Cost by Job.
   - To review parent work order information, choose Parent WO Inquiry.
   - To enter employee labor costs related to a job, choose TE by Employee.
   - To review profit recognition information, choose Profit Recognition.
5. To save your columns with a new column version name, choose Save Columns.
6. To return to Job Status Inquiry, click Cancel.

Equipment Time Billing

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

Note

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

Prerequisite

- Set up the Equipment Rate Table. See *Setting Up Equipment Rates* in the *Equipment Billing Guide.*

Entering Charges Using Equipment Time Entry

Use Equipment Time Entry to charge equipment time directly to a job or business unit. Using Equipment Time Entry, you can:

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

Entering Time Billing Information for Equipment

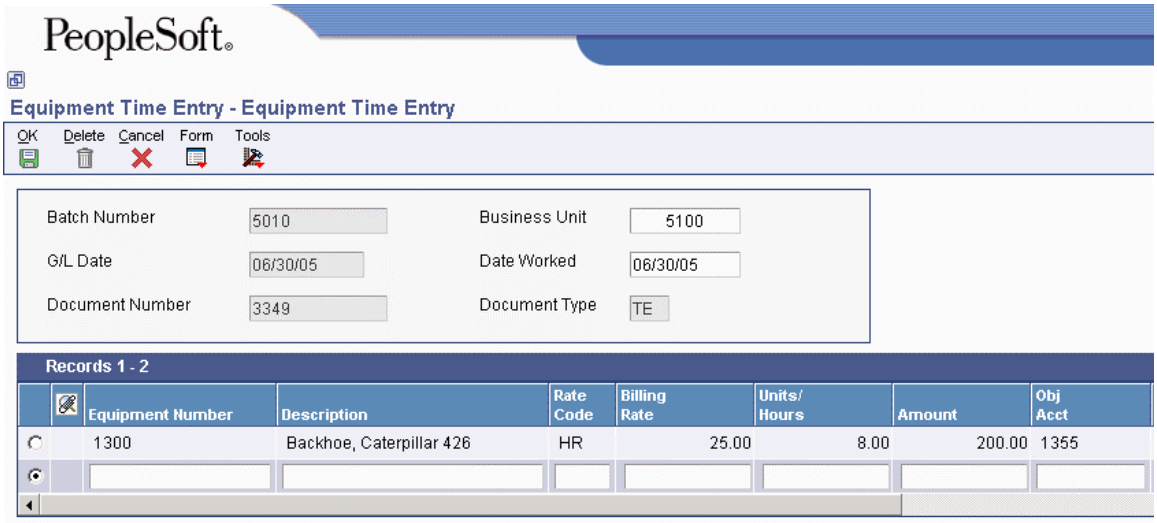
When you enter equipment time, the system creates debit entries to update the Account Ledger table (F0911). When you post the entries to the Account Ledger table, the system creates the offsetting credit entries in the Account Balances table (F0902). You must then post the entries to the Asset Account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

► To enter time billing information for equipment

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

1. On Work With Equipment Time Entries, click Add.
2. On Equipment Time Entry, complete the following fields:
   - Business Unit
   - G/L Date
   - Date Worked
3. Complete the following fields for each piece of equipment requiring time entries, and click OK:
   - Equipment Number
   - Rate Code
   - Billing Rate

     This field might already contain a default value.
   - Units/ Hours



Using a Model Time Entry

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

Prerequisite

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

▶ To use a model time entry

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

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

Processing Options for Equipment Time Entry (P12110)

Display Tab

1. Display Assets

Blank = Display all assets
1 = Display only parent assets

Use this processing option to specify which assets the system displays when using a model. If you leave this processing option blank, all assets are displayed. Valid values are:

Blank

Display all assets when using a model.

1

Display parent assets when using a model.

Edits Tab

1. Location Warning

Blank = Do not issue a warning
1 = Issue a warning

Use this processing option to specify whether the system issues a warning when time is charged to a location other than the asset's current location. Valid values are:

Blank

Do not issue a warning.

1

Issue a warning.

Versions Tab

1. Accounts (P0901) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Accounts program (P0901) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Job Cost Master (P51006) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Job Cost Master program (P51006) that the system uses. If you leave this processing option blank, the system uses the ZJDE0002 version.

3. Budget Original (P510121) Version

Blank = ZJDE0003

Use this processing option to specify the version of the Budget Original program (P510121) that the system uses. If you leave this processing option blank, the system uses the ZJDE0003 version.

The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Plant & Equipment Management system with current transaction records.

The post program performs the following tasks in sequential order:

1. Selects Data to Post

The program performs the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

2. Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program verifies the following:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
    - The account exists in the Account Master table (F0901) and is a posting account.
    - The business unit exists in the Business Unit Master table (F0006).
    - The G/L date is valid.

- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it does the following:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints an Out of Balance Post Error Report (R09801E) if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

3. Creates Automatic Entries

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions, the system creates automatic entries for the A/P and A/R trade accounts. For more information about the type of automatic entries that the post creates, see the corresponding concept that is associated with posting specific types of transactions.

4. Updates the Posted Codes

After validating the integrity of the information in the job, batches, and transactions, the program does the following:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post Report (R09801)

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

5. Updates the Taxes Table

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

6. Updates the Batch Status

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control Records table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

7. Updates the Line Extension Code Field

When the post generates Account Ledger table (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post, such as payments, automatic entries, and receipts.

8. Initiates Programs Defined in Processing Options

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Post G/L Entries to Assets program (R12800) updates asset information if you set the appropriate processing option.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B) if you set the appropriate processing option.

Prerequisites

- ❑ Verify that the batch has an approved status.
- ❑ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

Posting Time Entries to the G/L

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

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

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

Posting G/L Entries to Equipment

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

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

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

- A valid equipment number
- A hold code of blank

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

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

Process G/L to Equipment

To enter equipment costs, you can use any PeopleSoft EnterpriseOne system that creates journal entries for business transactions in the Account Ledger table (F0911). To enter equipment costs, you can use any of the following systems:

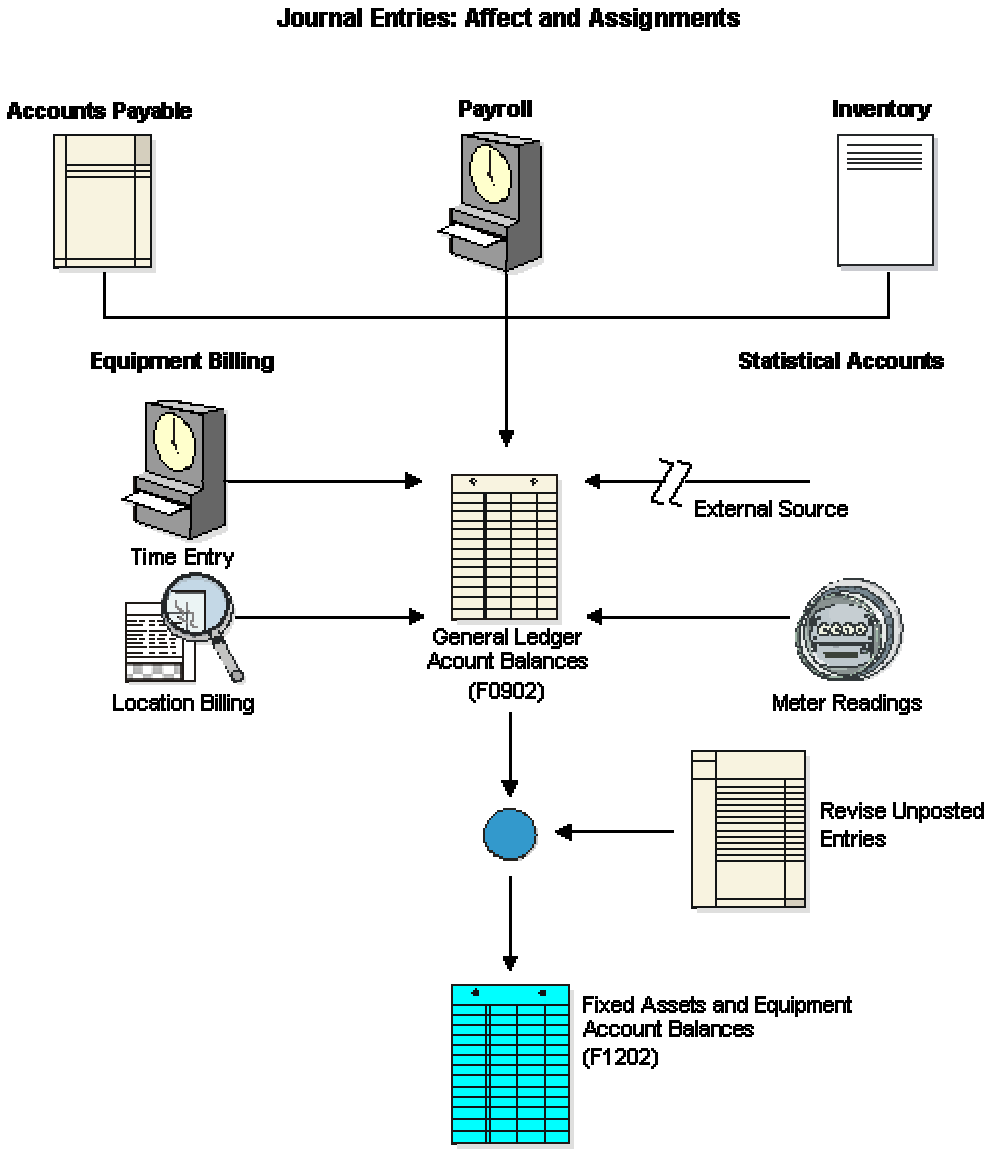
- Accounts Payable
- General Accounting
- Inventory Management
- Payroll
- Procurement
- Work Orders

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

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

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

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



Working with G/L Journal Entries

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

Revising Unposted Journal Entries

Use Revise Unposted Entries to make specific changes to journal entries before they are posted to fixed assets or equipment. The following list provides examples of changes you can make:

- Revise or add an asset or equipment number to a journal entry
- Revise or add a description to further explain a journal entry
- Create a master record for journal entries that include an asset cost account for an asset or a piece of equipment that is new to the system
- Revise the hold or pass code on a journal entry to temporarily or permanently prevent it from posting to fixed assets or equipment
- Post individual journal entries interactively to final assets rather than in a batch job

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Note

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

- G/L account number
- Amount
- G/L date

Prerequisite

- ❑ Run the Identify New Entries program (R12803) to identify non-fixed asset transactions so that they will not be processed in the Fixed Assets system. When non-fixed assets are identified, the Revise Unposted Entries program (P12102) can quickly locate fixed asset journal entries without having to search through all general ledger transactions. See *Identifying New Entries* in the *Fixed Assets Guide*.

► To revise unposted journal entries

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

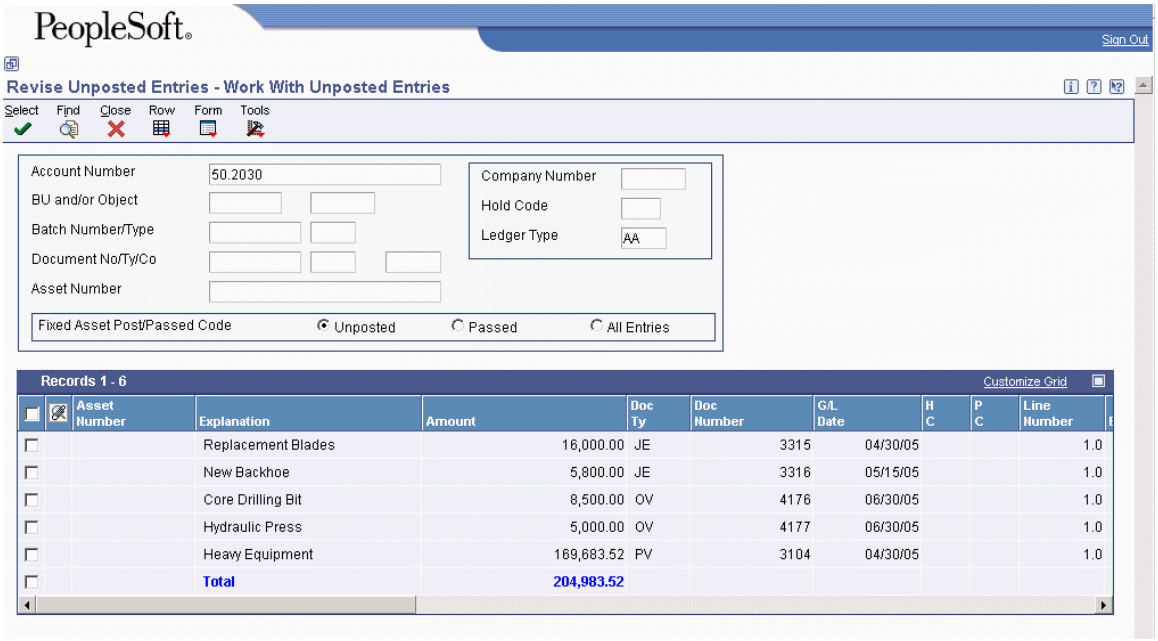
1. On Work With Unposted Entries, complete any of the following fields to locate a transaction:

   - Account Number
   - BU and/or Object
   - Batch Number/Type
   - Asset Number
   - Company Number
   - Hold Code
   - Ledger Type

2. To limit the display of entries, click one of the following in the Fixed Assets Post/Passed Code field:

   - Unposted
   - Passed
   - All Entries

3. Click Find.



4. To review or change a journal entry description, choose a journal entry, and then choose Revise Entries from the Row menu.

   Alternatively, click Select.

5. On Revise Unposted Entries, complete the following fields, and click OK:

   - Batch Number/Type
   - Post/Passed Code
   - F/A Hold Code
   - Bill Code
   - DOI

6. To return to Work With Unposted Entries, click Cancel.
7. On Work With Unposted Entries, click Find to see the journal entry change.
8. To review additional journal entry information, you can perform the following actions:

   - To review or add an attachment for a journal entry, choose a journal entry, and then choose Attachments from the Row menu.
   - When you attach generic text to a journal entry, the attachment persists through the posting process. You can see the note through the Account Ledger Inquiry form after posting.

- To review an existing asset master record or create a new asset master record, choose a journal entry, and then choose Asset Master from the Row menu.
- To review the originating document, choose a journal entry, and then choose Original Source from the Row menu.
- To post a single journal entry or multiple selected entries, choose a journal entry, and then choose Post from the Row menu.

  For a transaction to be posted, it must contain a fixed asset Post/Passed Code value of blank, a G/L post code value of P (except when you are posting ledgers with a transaction creation code of 2), and a hold code value of blank.

  When you post journal entries interactively, the system does not automatically generate the Journal Entries report. You can run the F/A Transaction Ledger report to review the results of your interactive post, or you can review the results online using the Work with Cost Summary form.

- To split a journal entry, choose a journal entry, and then choose Split from the Row menu.
- To review an asset's balance portfolio, choose a journal entry, and then choose Cost Summary from the Form menu.
- To review order information for an asset, choose Order Details from the Form menu. If a purchase order is attached to the journal entry, it is displayed in the Purchase Order fields on the Work With Unposted Entries and Revise Unposted Entries forms.

See Also

- *Creating Equipment Records* in the *Capital Asset Management Guide*
- *Related Tasks for Entering Journal Entries* in the *General Accounting Guide* for information about revising unposted journal entries

See the following topics in the *Fixed Assets Guide*:

- *Creating an Asset Master Record*
- *Adding an Attachment* for more information about working with media objects
- *Splitting Unposted Journal Entries* for more information about splitting a journal entry

Processing Options for Revise Unposted Entries (P12102)

Process Tab

1. Allow Different Cost

Blank = Prevent posting of cost to a different account in the account Master
1 = Allow posting of cost to a different account

Use this processing option to specify whether costs can be posted to a different account than the account specified in the asset master. Valid values are:

Blank

Do not allow costs to be posted to a different account.

1

Allow costs to be posted to a different account.

2. Create or Post to Units Ledger

Blank = Allow creation of and posting to Units Ledger in F1202
1 = Prevent creation of and posting to Units Ledger in F1202

Use this processing option to specify whether the system creates records in the Asset Account Balances File table (F1202) for the units ledger when the posted journal entry contains units. Valid values are:

Blank

Create F1202 records for the units ledger.

1

Do not create F1202 records for the units ledger. This value also prevents posting to existing units ledgers in the F1202.

Versions Tab

Version of Order Inquiry Details

Use this processing option to specify the version that the system uses when you access the Purchase Orders program (P4310) from the form menu. If you leave this processing option blank, the system uses version ZJDE0006.

Splitting Unposted Journal Entries

You can use the Revise Unposted Entries program (P12102) to split a journal entry into two or more entries before you post to fixed assets or equipment. For example, you might split unposted journal entries when an accounts payable invoice for multiple assets is distributed to one account; but you would need to capitalize each asset separately.

For example, an invoice for computers can be distributed in the full amount to the G/L asset account for computers. However, you might want to capitalize each computer separately in fixed assets. You

can split the original journal entry for computers into several assets, such as central processing unit, printer, monitor, and keyboard.

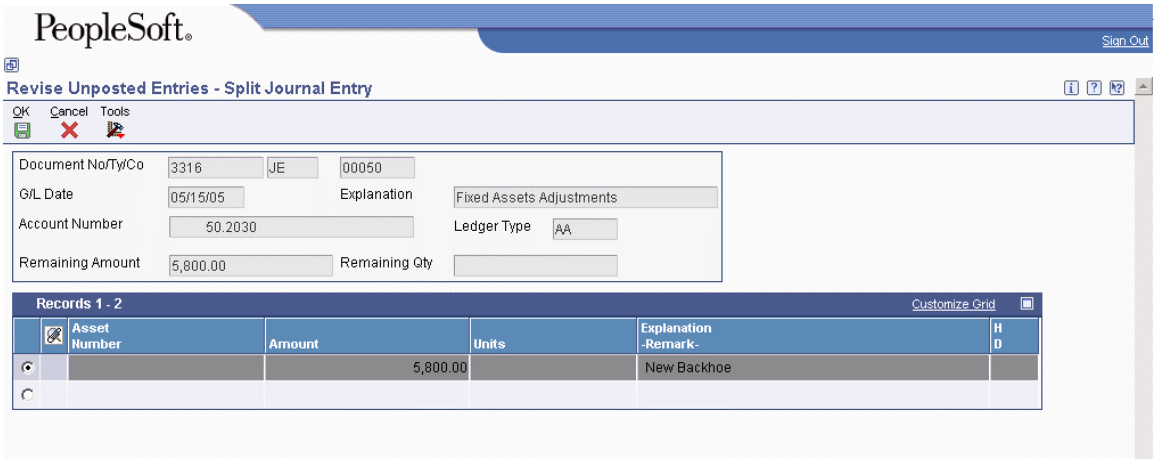
You cannot split a portion of a journal entry. When you split a G/L journal entry into two or more entries, the new totals must add up to the total amount of the original journal entry.

After you split a journal entry, you can review the transactions on Revise Unposted Entries.

► To split unposted journal entries

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

1. On Work With Unposted Entries, complete any of the following fields to locate a journal entry:
   - Account Number
   - BU and/or Object
   - Batch Number/Type
   - Document No/Ty/Co
   - Asset Number
   - Company
   - Hold Code
   - Ledger Type
2. To limit the display of entries, click one of the following in the Fixed Assets Post/Passed Code field:
   - Unposted
   - Passed
   - All Entries
3. Click Find.
4. Choose the journal entry that you want to split.
5. From the Row menu, choose Split.
6. On Split Journal Entry, complete the following fields, and click OK to split the journal entry:
   - Asset Number
   - Amount
   - Units
   - Explanation
   - H D



Processing Options for Unposted Fixed Assets Transactions (R12301)

Display Tab

Display Asset Number

1 = Asset Number
2 = Unit Number
3 = Serial Number

Use this processing option to specify which number the system prints to identify the asset. Valid values are:

1

Print the asset number

2

Print the unit number

3

Print the serial number

Posting a Batch of Journal Entries

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

Before G/L journal entries can be posted to equipment, the system verifies that each entry includes the following:

- A G/L post code of P (posted to the Account Ledger table)
- An account that is within the FX range of accounts that you set up in the AAIs
- A fixed asset post code of blank
- A valid equipment number or an account that is within the cost account range (FA range) of accounts in the AAIs
- A hold code of blank

When you run the Post G/L Entries to Assets program, the system posts all equipment journal entries to the Asset Account Balances table (F1202) and marks each transaction as posted.

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

Print Tab

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

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

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1. Asset Number Format

1 = Asset number
2 = Unit number
3 = Serial number

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

1

Asset Number. This is the default.

2

Unit Number

3

Serial Number

2. Print Exception Report

Blank = Do not print the exception report
1 = Print the exception report

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

Blank

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

1

Print the Exception Report.

Process Tab

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

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

1. Equipment Subledger

Blank = Use the G/L asset number
1 = Use the asset number from the subledger type E

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

Blank

Use the G/L asset number.

1

Use the asset number from the subledger type E.

2. Asset Master Cost Account

Blank = Prevent posting to a different cost account
1 = Allow posting of cost to a different account

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

Blank

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

1

Allow posting of cost to a different account defined in the Asset Master.

3. Create or Post to Units Ledgers

Blank = Allow creation of and posting to Units Ledger in F1202
1=Prevent creation of and posting to Units Ledger in F1202

Use this processing option to specify whether the system creates records in the Asset Account Balances table (F1202) for the units ledger when the posted journal entry contains units. Valid Values are:

Blank

Create a units ledger in the F1202.

1

Do not create a units ledger in the F1202. This value also prevents posting to existing units ledgers in the F1202.

Verifying the Post Process

After the post process is complete, the system generates a Post Unposted Fixed Asset Entries report. You can review this report to verify the results of the post. The report indicates all journal entries that were not posted and the reason why. It also notes any automatic processes that might have occurred during the post.

The following three messages can appear in the Message Area column on this report:

Asset Master Record Created

This message indicates that the system created an asset master and its corresponding balance record for a posted transaction. If you do not create these records for a piece of equipment before you run the post program, the system automatically creates them under the following circumstances:

- The equipment number is blank in the Account Ledger table (F0911).
- The object account is within the FA range of accounts in the AAIs.
- You use the Post G/L Entries to Assets program to run the post.

The system creates asset masters and balance records based on the values that you enter when you set up equipment.

Asset Number Assigned

If you did not assign an equipment number to an unposted journal entry, this message indicates that the system automatically assigned an equipment number based on the FA range of accounts in the AAIs.

Unable to Post - The record is not in the Asset Master Table

This message indicates that you did not assign an equipment number to an unposted journal entry and the system was unable to assign a number automatically.

You also can verify the results of the post to equipment online. To review posted equipment transactions and the effects of the post on other account information, access the following forms:

Equipment Search

Review new equipment and corresponding equipment masters that are generated by the post. This is particularly useful if you split a general ledger transaction before running the Post G/L Entries to Assets program.

Cost Summary

Review how the new transactions affect cost accounts and balances.

Working With Equipment Locations

You can record equipment location information to indicate where and when equipment is physically moved. You can update equipment location information for planned and current relocations and keep a log of all historical relocations. For example, you can do the following:

- Record equipment relocations from one job or business unit to another.
- Create location transactions for single pieces of equipment or groups of equipment.
- Relocate equipment from multiple locations to a single location to consolidate multiple tracking records.
- Review historical, current, and planned location tracking information.
- Record equipment relocations out of sequence.
- Associate text with equipment location transactions.

Tracking the Location of an Asset

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

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

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

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

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

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

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

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

Location dates

When you specify the dates for location information, note the following guidelines:

- The system prevents you from entering location information if the relocation date is after the asset disposal date.
- Any location information that you enter with a date after the system date must have a location code of Planned (P).

Multiple current locations

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

Consolidating assets in one location

The system automatically consolidates location records when you enter location information for multiple assets with identical billing information. For example, if you enter location information with identical relocation dates, times, and billing information for assets that are currently in multiple locations, the system creates one location record for all of the assets.

Relocating partial quantities

When you relocate partial quantities of an asset, the system modifies the original location record to a history record for the full quantity. The system also creates a new current record to show the quantity that remains at the original location and a new current record for the quantity that you relocated.

Entering location information out of sequence

You enter location information out-of-sequence when you record the relocation of an asset from a location where it does not currently reside. The system issues a warning message. If you do not change the From Location field, the system sorts out the location records by date, and determines whether to create a new location tracking line or to update an existing location record.

For example, you might need to create location records out-of-sequence if the paperwork for the asset relocation is delayed. In this case, the paperwork might be entered after the asset is actually moved to the most current location.

If you enter the new location information for the truck indicating the relocation from job site B to job site C, the system creates a history location for job site B and a current location for job site C. The history location for job site B indicates a duration of zero because you have not indicated when the truck was relocated from the yard to job site B.

When you enter the relocation information regarding the transfer from the yard to job site B, the system revises the location dates for yard and job site B. The system also updates the duration that the equipment was actually at job site B.

Parent and component relationships

When you enter location information for an asset that is the parent of components, the system automatically relocates all of the components that are at the same location as the parent to the new location.

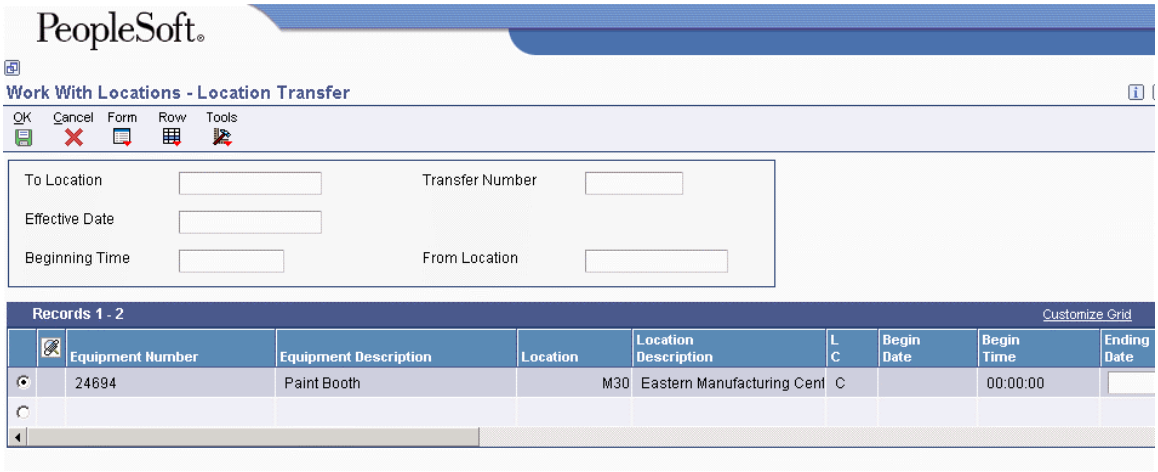
Transferring the Location of an Asset

You enter location information for an asset when you set up the asset master record. You can change the master record location information by using the Location Transfer program.

▶ To transfer an asset between locations

From the Equipment Location Tracking menu (G1314), choose Work With Locations.

1. On the Display tab and the Additional Selections tab of Work With Locations, complete any fields to narrow your selection criteria. Then click Find.
2. Choose one of the following options:
   - To transfer a single asset, select the asset and choose Location Transfer from the Row menu.
   - To transfer all assets resulting from your search criteria, choose Transfer from the Form menu.
   - To transfer multiple assets, use the Control key or Shift key to select the assets, and then choose Location Transfer from the Row menu.



3. If the Billing Information option on the Defaults tab of the processing options for the Location Transfer program (P12115) is not set to clear the information from the equipment's last location, choose Clear from the Form menu of Location Transfer to clear the information. Otherwise, go to step 4.

Note

If you do not clear the information from the form before executing the transfer, information from the last location is carried to the new location.

4. Complete the following required field:
   - To Location

5. Complete the following optional fields and click OK:

   - Effective Date

     If this field is blank, the default is the system date.

   - Beginning Time

     If this field is blank, and if you are using Equipment Billing, the default is the beginning time from Rental Rules.

   - Transfer Number
   - From Location

Note

Only the assets with a value of C (current) in the Location Code (LC) field are transferred. Assets with a value of H (historical) in the LC field are not transferred because those records are shown as an audit trail for the transfer program.

Processing Options for Location Transfer (P12115)

Display Tab

1. Display Meters

Blank = Display meter reading fields
1 = Do not display meter reading fields

Use this processing option to specify whether the system displays the meter reading fields. Valid values are:

Blank

Display the meter reading fields.

1

Do not display the meter reading fields.

1. Update Child's Rate Code

Blank = Update the child's rate code
1 = Do not update the child's rate code

Use this processing option to specify whether the system updates the child rate code when you transfer the parent asset. Valid values are:

Blank

Update the child rate code.

1

Do not update the child rate code.

2. Update Child's Billing Amount

Blank = Update the child's billing amount
1 = Do not update the child's billing amount

Use this processing option to specify whether the system updates the child billing amount when you transfer the parent asset. Valid values are:

Blank

Update the child billing amount.

1

Do not update the child billing amount.

1. Location Code

Use this processing option to specify which location records the system displays. Valid values are:

Blank

Display all location records for an asset.

C

Display current locations for an asset.

H

Display historical locations for an asset.

P

Display planned locations for an asset.

2. Location

Use this processing option to specify a location for the system to display. This field is used as a filter on the Location Transfer form (P12115). If you leave this field blank, all applicable locations are displayed.

3. Billing Information

Blank = Clear billing information during asset transfer
1 = Do not clear billing information during asset transfer

Use this processing option to specify whether the system automatically clears the billing information during the transfer of an asset. Valid values are:

Blank

Clear the billing information.

1

Do not clear the billing information.

Note: You can manually clear the billing information during an asset transfer by choosing Clear from the Form menu on the Location Transfer form, before you click OK.

Versions Tab

1. Work with Locations (P12215) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work With Locations program (P12215) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Meter Readings (P12120) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Meter Readings program (P12120) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

Revising Location Information

You can use Location Revisions to review and revise location tracking information for a piece of equipment. You can review current, planned, and historical location information for individual pieces of equipment, or review all information for a particular location. You can enter specific dates to limit the information that the system displays. You also can delete current and planned location information.

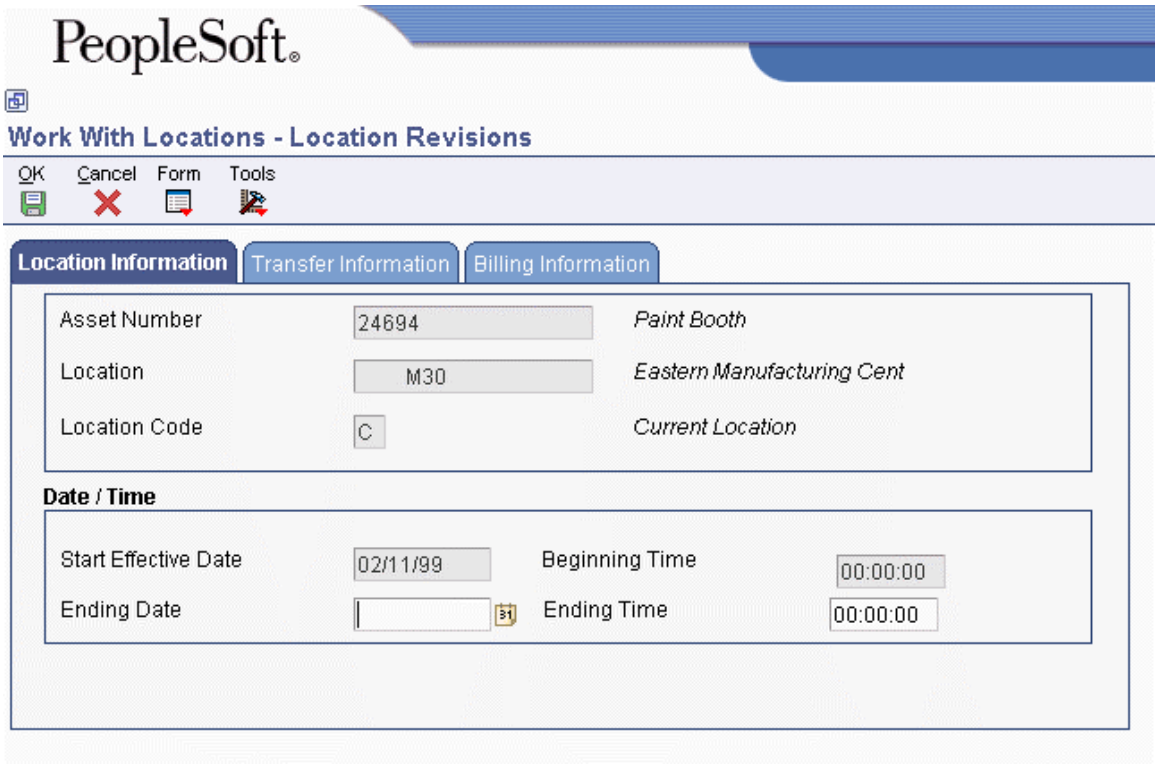
After you review location information for a piece of equipment, you can revise individual equipment locations. For example, you can revise the status of the equipment, meter reading information, or transfer number. You also can enter text messages for specific locations. For example, you might want to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

You also can delete individual location information for current and planned locations. When you delete current location information, the system causes the most recent historical location to revert to the current location. When you specify that the system delete current location information for a piece of equipment that has more than one current location, it deletes all of the current locations with the same date and makes the prior equipment locations current.

▶ To revise location information

From the Equipment Location Tracking menu (G1314), choose Work With Locations.

1. On the Display tab and the Additional Selections tab of Work With Locations, complete any fields to narrow your selection criteria to locate the information that you want to revise, and then click Find.
2. Choose the record that you want to revise and click Select.



3. On the Location Information tab of Location Revisions, complete either of the following fields:

   - Ending Date
   - Ending Time

   You can change only the ending dates and ending times for current and planned locations.

4. Click the Transfer Information tab and complete any of the following fields:

   - Transfer Number
   - Equipment Status
   - Remark

- Column
- Row
- Curr Meter Reading
- Orig Meter Reading

5. Click the Billing Information tab and complete any of the following fields. Then click OK.

   - Transfer Action
   - Equipment Rate Code
   - Business Unit
   - Object Account
   - Subsidiary
   - Subledger
   - Subledger Type
   - Billing Amount

6. On Work With Locations, choose Text from the Row menu to enter the location-tracking text for the selected piece of equipment.
7. On Location Tracking Text Revisions, type a message in the Text area and click OK.
8. On Work With Locations, click Close.

Processing Options for Work With Locations (P12215)

Update Tab

1. Location

Blank = Updates to all locations
1 = Updates to planned locations
2 = Updates to current locations

Use this processing option to specify to which locations the system will allow assets to be updated. If you leave this processing option blank, the system allows updates to all locations. Valid values are:

Blank

Allow updates to all locations.

1

Allow updates to planned locations.

2

Allow updates to current locations only.

Versions Tab

1. Asset Master (P1201) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Asset Master Information program (P1201). If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Location Transfer (P12115) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Location Transfer program (P12115). If you leave this processing option blank, the system uses the ZJDE0001 version.

Equipment Location Billing

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

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

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

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

Category code 10 PeopleSoft requires that you reserve category code 10 to specify equipment billing rate groups for the individual pieces of equipment. You can use the equipment billing rate groups to combine similar equipment for billing.

Rental rules Use rental rules to specify the default values, rate table limits, and so on for individual jobs. You also can specify the regular work hours in a workday and the workdays in a given month.

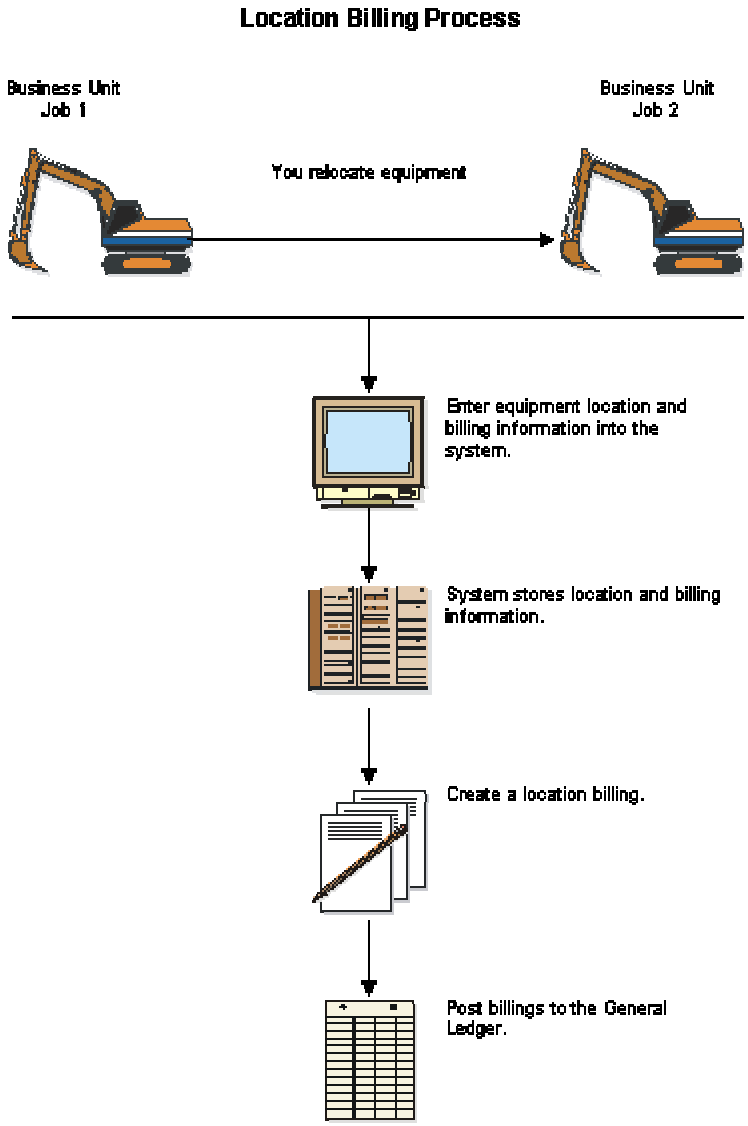
Billing rate tables Use billing rate tables to set up and maintain billing rates for billing processes. For example, use billing rate tables to:

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

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

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

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



Note

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

Prerequisites

- Verify that the following information is set up:
  - Valid rate codes
  - Billing rate codes

- Rental Rates table
- Rental rules
- Account derivation rules

Creating Location Billings

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

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

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

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

Verifying the Location Billing

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

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

Running the Proof or Final Version

You can run the proof version of Location Billings to verify that the billing and location information that you entered for the equipment is correct. When you run the proof version, the program prints the location billing report without creating journal entries or updating equipment information. The system does not assign batch numbers to billings that you create using the proof version. When you run the final version, the program updates equipment information and creates a batch of journal entries that you must post to the general ledger and equipment balances.

Excluding Nonbillable Location Information

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

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

Processing Options for Location Billings (R1304)

Date Selection Tab

1. Thru Date

Blank = System Date

Use this processing option to specify the through date that the system uses for billing calculations. If you leave this processing option blank, the system uses the system date.

2. G/L Date

Blank = Thru Date

Use this processing option to specify the G/L date that the system uses when posting billings. If you leave this processing option blank, the system uses the through date.

Partial Hour Tab

1. Partial Hours

Blank = Hour increments
1 = Quarter-hour increments

Use this processing option to specify the increments in which the system bills partial hours. Valid values are:

Blank

Bill in hour increments.

1

Bill in quarter-hour increments.

Update Option Tab

1. Proof or Final Mode

Blank = Proof mode
1 = Final mode

When you specify proof mode, the system prints a report that lists all selected records, as well as a message that indicates whether they will be processed. The system does not update any tables in proof mode. When you specify final mode, the system updates the tables. Valid values are:

Blank Proof mode

1 Final mode

Processing Location Billings

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

Reviewing a Location Billing

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

► To review a location billing

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

1. On Location Billing Inquiry, complete any of the following fields and click Find to locate a billing batch:
   - Location
   - Batch Number
   - User ID
   - As of
   - Unposted (Y/N)
2. To review a location, choose the location and then choose Transfers from the Row menu.

Approving a Location Billing Batch

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

► To approve a location billing batch

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

1. On Work With Batches, display all batches for all users or limit the search by completing one or more of the following fields:
   - Batch Number
   - Batch Type
2. To review only posted or unposted batches, click one of the following batch status options:
   - Unposted Batches
   - Posted Batches
3. To limit the search further, complete one or more of the following fields and click Find:
   - Batch Date
   - Batch Status
   - User ID
4. Choose a row and choose Batch Approval from the Row menu.
5. On Batch Approval, click the Approved option and click OK.
6. To verify the approval, review the following field on Work With Batches:
   - Status Description

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

Posting Location Billings

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

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

► To post location billings

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

1. On Work With Batches, locate the batches that you want to post.
2. From the Row menu, choose Post by Batch.

Processing Options for Batch Type (P0011)

Batch Type

1. Batch Type

Revising Location Billings

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

You cannot revise unposted billings created in Location Billing. To change location billing information before you post the billing to the general ledger, you must delete the billing and recreate it.

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

► To revise location billings

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

1. On Work With Batches, locate the batch.
2. Choose a batch and click Select to access Voucher Entry Journal Review.
3. On Voucher Entry Journal Review, choose a document to review and click Select.

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

   The Amount field appears blank on Voucher Entry Journal Review if the journal entries are in balance.
4. On Enter Voucher – Payment Information, enter any necessary changes and click OK.

Equipment Billing Reports

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

Standard reports Print standard reports to review and manage equipment information, such as:

- Current billing rates
- Location history
- Time entry journal

Cost reports Print cost reports to review and analyze equipment costs and transactions.

Printing Standard Reports

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

Printing the Equipment Billing Rates Report

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

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

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

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

Processing Options for the Equipment Billing Rates Report (R12426)

Print Tab

1. Equipment Number Format

1 = Asset Number (default)
2 = Unit Number

3 = Serial Number

Use this processing option to specify which equipment number the system displays the Equipment Billing Rates report (R12426). Valid values are:

1

Asset number (default)

2

Unit number

3

Serial number

Printing Location Tracking Information

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

The Print Location Information report allows you to review equipment movement and relocations. Depending on the version that you run, the report shows information by asset number or by location.

The Print Location Information report is a printed version of the information that appears on Location Transfer. The system prints the current, historical, and planned (future) locations for each piece of equipment. You also can use this report to print location tracking text.

The system draws information for this report from the following tables:

- Location Tracking (F1204)
- Location History Text (F1210)

Processing Options for Location Tracking Report (R12460)

Print Tab

1. Location Tracking Text

Blank = Do not print associated text (default)
1 = Print associated text

Use this processing option to specify whether the system prints location tracking text. Valid values are:

Blank

Do not print the location tracking text.

1

Print the location tracking text.

2. Equipment Number Format

1 = Asset Number
2 = Unit Number
3 = Serial Number

Use this processing option to specify the format of the equipment number that appears on the report: Valid values are:

1

Asset number

2

Unit number

3

Serial number

3. Sequence

Blank = Sequence by Asset Number (default)
1 = Sequence by Location

Use this processing option to specify how the system sequences report information. Valid values are:

Blank

Sequence the information by asset number.

1

Sequence the information by location.

Printing the Time Entry Journal Report

From Equipment Time Billing (G1313), choose Time Entry Journal Report.

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

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

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

The report shows the following information:

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

Processing Options for the Time Entry Journal (R12310)

Print Tab

1. Print Asset Number

1 = Asset Number
2 = Unit Number
3 = Serial Number

Use this processing option to specify which number the system uses to identify the asset. Valid values are:

1

Asset number

2

Unit number

3

Serial number

Printing the Supplemental Data by Asset Report

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

You can print the Print Supplemental Data by Asset report (R12400) to review a list of additional information by supplemental data type that you assigned to individual pieces of equipment. For example, you can print a report that shows all of the supplemental data types that are assigned to a particular motor grader.

Note

The Print Supplemental Data by Asset (R12400) and Print Supplemental Data by Type (R12440) reports are hard coded for AM Database Code. If you want to create your own Supplemental Database Codes, you need to also create your own Supplemental Data reports. Otherwise, the system only prints the AM Database Code.

Processing Options for Supplemental Data Report by Asset (R12400)

Print Option Tab

1. Bypass Printing Text

Blank = Print the text
1 = Bypass printing text information

Use this processing option to specify whether the system prints text information on the report. Valid values are:

Blank

Print text information.

1

Do not print text information.

2. Print Equipment Number

1 = Equipment Number (default).
2 = Unit Number.
3 = Serial Number.

Use this processing option to specify which number the system prints to identify the asset. Valid values are:

1

Print the asset number

2

Print the unit number

3

Print the serial number

Printing the Supplemental Data by Type Report

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

You can print the Print Supplemental Data by Type (R12440) to review a list of additional equipment information that is based on a particular supplemental data type. For example, you set up a supplemental data type for vibration readings. You can print a report that displays vibration readings for all of the pieces of equipment for which you have assigned the supplemental data types for vibration readings.

Note

The Print Supplemental Data by Asset (R12400) and Print Supplemental Data by Type (R12440) reports are hard coded for AM Database Code. If you want to create your own Supplemental Database Codes, you need to also create your own Supplemental Data reports. Otherwise, the system only prints the AM Database Code.

Processing Options for Supplemental Data Report by Data Type (R12440)

Print Option Tab

1. Bypass Printing

Blank = Print text
1 = Bypass printing text information

Use this processing option to specify whether the system prints text information on the report. Valid values are:

Blank

Print text information.

1

Do not print text information.

2. Display Equipment Number

1 = Asset Number
2 =Unit Number.
3 = Serial Number.

Use this processing option to specify which number the system prints to identify the asset. Valid values are:

1

Print the asset number

2

Print the unit number

3

Print the serial number

Printing Cost Reports

Print cost reports to review and analyze equipment costs and transactions, such as equipment account balances and variances between costs and revenues. You can also use cost reports to review and analyze the costs and individual cost transactions that are associated with work orders. For example, you can verify the actual costs that were incurred in completing a work order.

Printing the Equipment Cost Analysis Report

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

You can print the Equipment Cost Analysis report (R12424) to review account balances for specific pieces of equipment. The report shows acquisition costs, depreciation amounts, revenue and expense amounts, and so on, for the equipment that you specify. You can analyze these amounts in month-to-date, year-to-date, or inception-to-date increments.

You can use processing options to show the equipment usage amounts in units such as miles or hours. You can review the total units that a piece of equipment has accumulated, as well as the per unit cost. The system derives per unit costs by dividing account balances by total accumulated units.

PeopleSoft provides the following demo versions of this report from which to choose:

Cost Analysis Sequenced by Object	Shows the summary of identical object accounts that belong to different business units
Cost Analysis Sequenced by Subsidiary	Shows interim total amounts only, such as: • Net book value • Revenue earned • Ownership costs • Operating costs • Maintenance costs • Usage amounts
Cost Analysis without Commas	Shows account balances for each business unit and object account

The system draws information for this report from the Asset Account Balances File table (F1202).

You can use processing options to determine the ledger type that you want to review. You can also omit items with zero account balances. Using data selections, you can print this report for selected companies, business units, category codes, and so on.

Processing Options for Equipment Cost Analysis Report (R12424)

Defaults Tab

1. Period/Date

Use this processing option to specify the fiscal year for the period or date that is defined in the Period/Date field. Enter a four-digit fiscal year in this processing option. If you leave this processing option blank, the system uses the date pattern that is established for default company 00000.

2. Fiscal Year

Use this processing option to specify the fiscal year for the period or date that is defined in the Period/Date field. Enter a four-digit fiscal year in this processing option. If you leave this processing option blank, the system uses the date pattern that is established for default company 00000.

3. Ledger Type

Use this processing option to specify the ledger type for cost summary. If you leave this field blank, the system uses the AA ledger.

Process Tab

1. Detail or Summary (Future)

D = Detailed Report, (Default)
O = Summarization by Object
R = Summarization by Subsidiary
S = Summarization by AT AAI.

Use this processing option to specify how the system summarizes information on the report. Valid values are:

D

Detailed report

O

Summarization by object

R

Summarization by subsidiary

S

Summarization by AT AAI

2. Unit Cost Suppression

Blank = Print Unit Cost
1 = Suppress the Unit Cost columns

Use this processing option to specify whether the system prints the Unit Cost columns. Valid values are:

Blank

Print the Unit Cost columns.

1

Do not print the Unit Cost columns.

3. Unit Cost AAI's

Y = AT00
A = FMA
B = FMB

Use this processing option to identify the automatic accounting instructions that the system uses for units in the Unit Cost columns when it prints unit cost. Valid values are:

Y

Use the AT00 AAI.

A

Use the FMA AAI.

B

Use the FMB AAI.

Print Tab

1. Zero Cost Print

Use this processing option to specify which assets the system prints. Valid values are:

Blank

Do not print assets with zero cost.

1

Print all assets.

2. Asset Number Print

1 = Asset Number
2 = Unit Number
3 = Serial Number

Use this processing option to specify which number the system prints to identify the asset. Valid values are:

1

Print the asset number

2

Print the unit number

3

Print the serial number

Printing the Equipment Variance Report

From the Cost Inquiries and Reports menu (G1312), choose Equipment Variance Report.

Print the Equipment Variance report to review the total revenues and expenses generated by a piece of equipment, as well as the variance between revenue and expenses.

You can view usage hours and other unit costs for each piece of equipment that you specify. A grand total of revenue, expense, and usage amounts for all pieces of equipment prints at the end of the report.

You can use processing options to define the range of accounts that you want the system to use for calculating amounts. You must define an account range for the Standard Amount column, which represents revenue totals, and for the Actual Amount column, which represents expense totals. You must also specify the accounts from which unit amounts are drawn for the Actual Hours column.

The Estimated Rate, Actual Rate, and Rate Variance columns represent unit costs. The system calculates these unit costs by dividing revenue and expense amounts by actual hours.

Use processing options to specify a date range and indicate whether you want the report to print inception-to-date amounts. If you indicate inception-to-date amounts, the system adds prior year balances to the amounts that are within the date range you specify.

You can print the following two versions of the Equipment Variance report:

Variance by equipment	Prints information about the pieces of equipment that you specify
Variance by job	Prints amounts for equipment that you have assigned to a particular location

The system draws information for this report from the following tables:

- Asset Account Balances (F1202)
- Account Ledger (F0911)

Processing Options for Equipment Variance Report (R13400)

Date Selection

Enter the date range over which the report will cover:

1. From Period:
2. From Fiscal Year
3. Thru Period:
4. Thru Fiscal Year

Account Range

Enter object account ranges to be included under the following column headings on the report:

"Standard Amount" column -

1. Beginning Object Account:
2. Ending Object Account:

"Actual Amount" Column -
3. Beginning Object Account:
4. Ending Object Account:
"Actual Hour" column -
5. Beginning Object Account:
6. Ending Object Account:
Print
1. Amounts

Blank = Current period amounts (default)
1 = Inception-to-date amounts
2. Equipment Number Format

1 = Asset Number 2 = Unit Number
3 = Serial Number

Printing the F/A Transaction Ledger Report

From the Posting G/L to Fixed Assets menu (G1212), choose F/A Transaction Ledger.

You can print the F/A Transaction Ledger report to review all of the transactions for an asset. The report prints the transactions by company in the order that they occurred. You can view the asset number, the affected account, a brief explanation, the G/L date, a currency and unit amount, and so on for each transaction. The report shows currency and unit totals for each company.

The transactions that print on the F/A Transaction Ledger report come from the Account Ledger table (F0911), which stores journal entry audit trails. Unless you specify otherwise, the report includes all asset transactions that have accumulated in the account ledger since the ledger was last summarized.

You can run two versions of this report:

Posted Prints asset transactions that are posted to fixed assets and the general ledger.

Unposted Prints asset transactions that are not posted to fixed assets. The transactions are not necessarily posted to the general ledger.

The following abbreviated column headings appear in the F/A Transaction Ledger report:

Abbreviated Column Heading	Description
Do Ty	Document Type
LT	Ledger Type
HD	Hold Code
PC	Posted Code

CAM Global Updates

Use global update programs to make system-wide changes that affect a variety of information within CAM. For example, you can do the following:

- Update asset locations from a planned location to a current location.
- Recalculate work order costs to reflect actual time that is spent on each maintenance task.
- Create preventive maintenance schedules for groups of similar equipment.
- Make additions or changes to groups of related preventive maintenance schedules, such as the following:
  - Schedule dates
  - Service intervals
  - Priorities
- Update equipment tables when you revise numbers in your chart of accounts.
- Update the Account Ledger table (F0911) when you change the symbol that you use to identify equipment numbers.

Updating Accounts and Ledgers

You need to update the accounts and ledgers in your system if you change your chart of accounts, frequently add new asset master records, add new ledgers or depreciation books for your assets, and so on, for your organization.

Updating Company Numbers and Accounts

From the Advanced Operations menu (G1231), choose Updt Co#, BU/Obj/Sub - F1202.

You must update company numbers and accounts in the Asset Account Balances File table (F1202) to correct any situations in which the company numbers and account numbers (business unit/object/subsidiary) in the table F1202 do not match those in the Account Master table (F0901). Company and account numbers in the Asset Master File table (F1201) might not match those in table F0901 if you change existing account numbers or companies for accounts that are within the fixed asset (FX) range.

Run the Update CO#, BU/Obj/Sub - F1202 program any time that you change an existing account in your chart of accounts. For example, run this program when you:

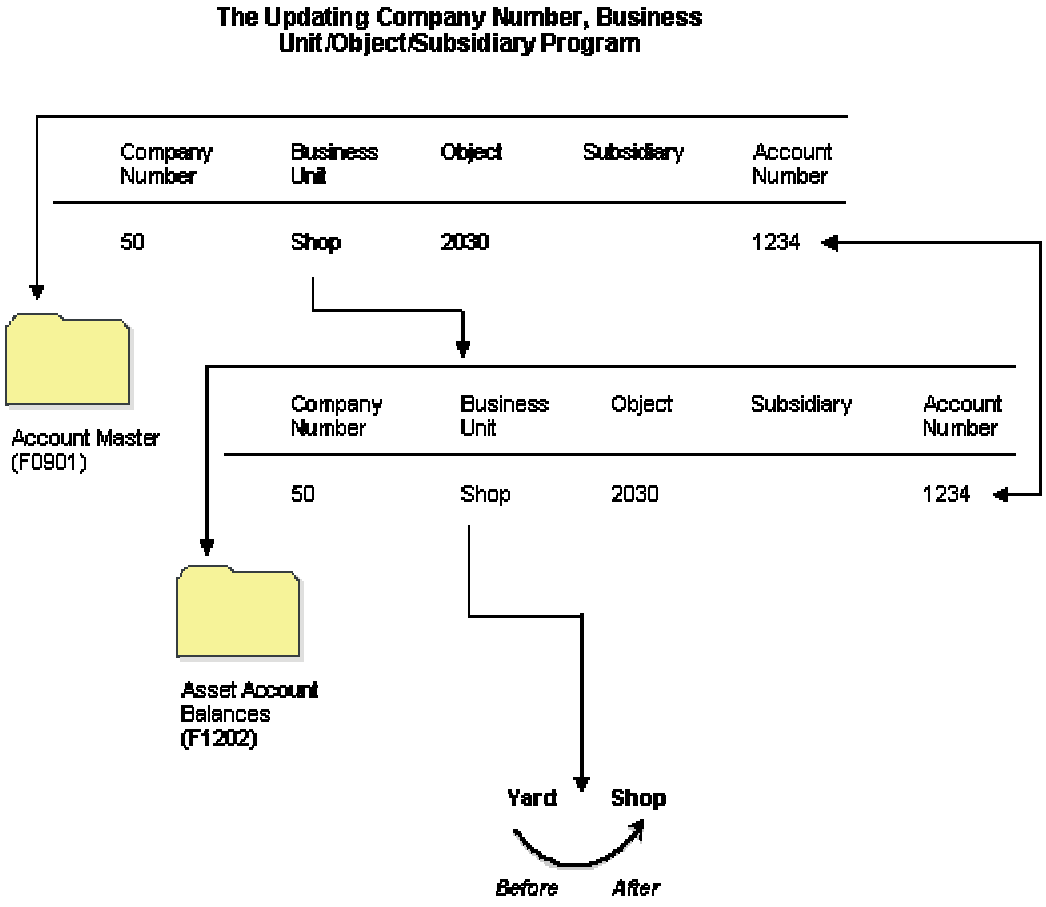
- Change the object or subsidiary of an existing account.
- Assign existing accounts to a different business unit.
- Assign an existing business unit to a different company.

Note

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

The Update CO#, BU/Obj/Sub - F1202 program updates information from table F0901, based on the system-assigned, short account ID number. The program updates accounts in the table F1202 when it detects a change to a cost, accumulated depreciation, expense, or revenue account.

The following graphic illustrates how the Update Company Number, Business Unit/Object/Subsidiary program works:



When you update company numbers and business unit/object/subsidiary, the job is submitted directly to batch.

Caution

The Repost Ledger program clears all summarized account balances to zero. Do not use this program if your system includes asset account balance records without general ledger transactions, as in the case of summarized depreciation computations or beginning balances that are created without an audit trail.

Prerequisite

- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system is not updated.

Running the Repost Ledger Program

From the Advanced Operations menu (G1231), choose Fixed Asset Repost.

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

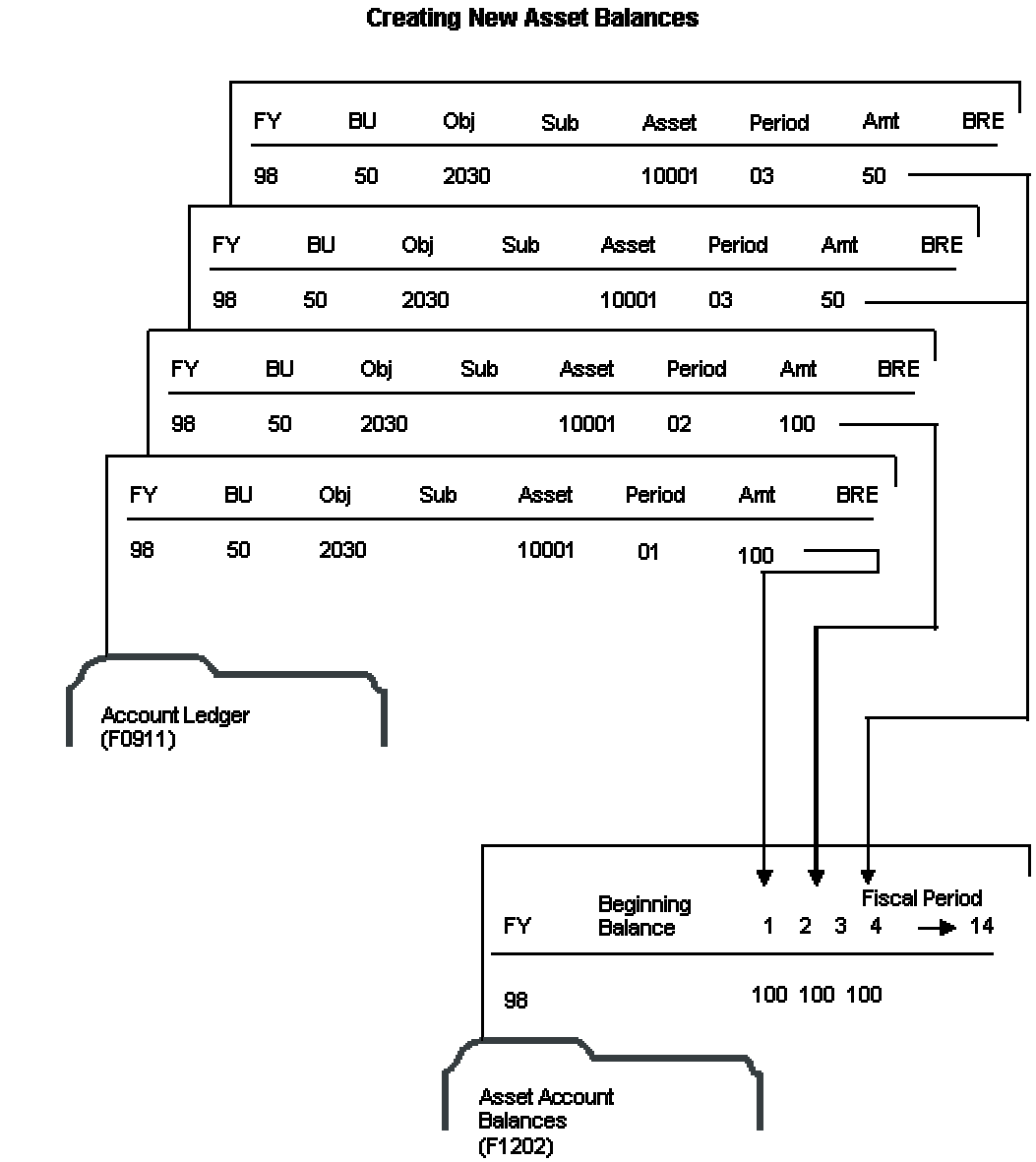
This program reposts only the transactions that include all of the following:

- A valid period number.
- A code that indicates a post to both the general ledger and fixed assets.
- A valid asset number that exists in the Asset Master File table (F1201).
- A transaction ledger type set up in Depreciation Default Coding, if one does not already exist in table F1202.
- A transaction account number in the Account Master table (F0901). The account number must fall within the Item FX range of accounts in the AAIs.
- Period postings for individual assets. The transaction must not be a balance forward record, and cannot be summarized by period and account.

Caution

The Repost Ledger program clears all of the summarized account balances to zero. Do not use this program if your system includes item balance records without general ledger transactions, as in the case of summarized depreciation computations or beginning balances that are created without an audit trail.

The following graphic illustrates how the Repost Ledger program searches the Account Ledger table (F0911) to create new asset balances in table F1202:



FY = Fiscal Year
BU = Business Unit
Obj. = Object Account number
Su = Subsidiary Account number
Amt = Amount
BRE = Fixed Asset Pass Code (Batch Rear End Code)

Caution

When you run Fixed Asset Repost, ensure that you make data selections that specify only the records for which you want to run the repost.

Prerequisites

- Verify that the following procedures are complete:
  - All transactions are posted first to the account ledger and then to fixed assets.
  - All depreciation and transfer transactions are posted first to fixed assets and then to the general ledger.
- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system is not updated.

Processing Options for Fixed Asset Repost (R12910)

Print Tab

1. Preliminary or Final Processing

Blank = Preliminary
1 = Final

Use this processing option to specify preliminary or final processing. Valid values are:

Blank

Print only the differences between the Account Ledger table (F0911) and the Asset Account Balances File table (F1202). This is the default.

1

Print differences and update the Asset Account Balances File table (F1202).

2. Asset Number Format

1 = Item Number (Default)
2 = Unit Number
3 = Serial Number

Use this processing option to specify which number the system prints to identify the asset. Valid values are:

1

Print the asset number

2

Print the unit number

3

Print the serial number

Updating the Asset Number in the Account Ledger

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

Normally, the symbol that you use to identify the asset number in your system does not change. If you change this symbol, you need to update the asset number in the Account Ledger table (F0911). Run this program to ensure that all of the account ledger transactions that are posted contain the current format for the primary asset number.

The asset number and the symbol that is used to identify the asset number are stored in table F0911.

When you select Refresh Asset Number in F0911, the system submits the job directly to batch.

Prerequisite

- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be updated.

Updating Asset Information

You can update certain asset information globally to reduce the amount of processing time that is needed to maintain current information in the Fixed Assets system and throughout your organization.

Updating the Message Log

Use one of the following navigations:

From the Advanced Operations menu (G1231), choose Update Message Log.

From the Advanced Operations menu (G1331), choose Update Message Log.

Run the Update Message Log program to keep tickler dates and units current in the message log. For example, if you set up a reminder message to appear at 3,000 miles for a piece of equipment, you use this update to ensure that the message does appear when the equipment reaches the 3,000-mile mark.

The Update Message Log program compares tickler dates that have the system date and tickler units (for example, miles or hours) to the current unit reading that you record for the corresponding piece of equipment. The program updates all of the units that have reached or exceeded the tickler amounts

that you post in the AT00 automatic accounting instruction (AAI). When the update is complete, the corresponding equipment number on Equipment Search is highlighted to indicate that that message exists for the equipment.

Note

You should run this program only if you use the Tickler Miles/Hours field in the message log.

When you select Update Message Log, the system submits the job directly to batch. You should update the message log frequently to keep message tickler units current. PeopleSoft recommends running Update Message Log as part of your unattended operations.

Updating the Location Code of an Asset

From the Advanced Operations menu (G1231), choose Update Location Code.

You can update the location of an asset from a planned location to a current location. Run Update Location Code to change planned asset locations to current locations when the system reaches the "as of" date that you specify in the processing options.

For example, if you plan to distribute an asset to a different plant as of a certain date and you enter the information into the system as a planned location, you can run this program to automatically change the location information from a planned location status to a current location status. The system updates all planned locations that match the selection criteria that you specify.

When you run Update Location Code, the system updates the following tables:

- Location Tracking Table (F1204)
- Asset Master File (F1201)

Caution

Ensure that the data selections which you make specify only the assets for which you want to update location information.

EnterpriseOne PeopleBooks Glossary

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

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

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

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

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

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

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

credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

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

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

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

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

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

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

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

ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.

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

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

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

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

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

offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.

package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.

pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.

product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.

receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.

single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.

standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the

	format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.

tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.

variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”

workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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