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JD EDWARDS WORLD

JD Edwards World

Equipment Billing Guide

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JD Edwards World
Equipment Billing Guide

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1 Overview

Overview to Equipment Billing

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

This chapter includes the following tasks:

- **System Integration**
- **System Features**
- **Equipment Billing System Flow**
- **Equipment Billing Tables**
- **Equipment Billing Menu Overview**

System Integration

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

- Job Cost
- Inventory Management
- Purchase Order Management
- Shop Floor Control
- Accounts Payable
- Accounts Receivable

The following diagram illustrates the system integration between Equipment Billing and other JD Edwards World systems:

System	Integration
Address Book	Every JD Edwards World system works with the Address Book system to retrieve up-to-date employee, supplier, and other applicable name and address information.
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.
World Writer	You use World Writer to create user defined reports, such as additional location tracking and parent/component history reporting.
Job Cost	When you charge a job for equipment use, the system searches the Job Cost Master for billing rate default values.
	When you track equipment location, the job defined in the Job Cost system is often the tracking location.

System	Integration
Payroll and/or Time Accounting	You can use Payroll and/or Time Accounting to:
	▪ Enter equipment time for billing purposes
	▪ Charge for labor associated with operating or repairing equipment
	▪ Charge labor to a work order, and an individual routing step
Fixed Assets	The Fixed Assets system shares many tables with Equipment Billing, including the Equipment Master Record and the Equipment Account Balance records.
	You can access the STAR report writer through the Fixed Assets system. Use this report writer to create custom reports of equipment balances and units.
	Equipment Billing uses automatic accounting instructions from the Fixed Assets system.
Work Orders	You can use the Work Order system to track, schedule, and report on preventive and corrective equipment maintenance activities.
	To assist in planning labor and parts requirements, you can attach parts lists and routings to the work order.
Manufacturing Systems	You can use several of the manufacturing programs to plan maintenance parts and labor needs. You can:
	▪ Set up the Master Planning Schedule to indicate that machines scheduled for maintenance are not available for use during that time
	▪ Project labor and parts necessary for maintenance
	▪ Generate messages to indicate that parts need to be purchased and resources allocated to perform the necessary maintenance

System Features

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

▪ Enter and search for equipment information

▪ Track equipment movement and assign equipment to multiple locations

▪ Charge for equipment use

▪ Maintain detailed cost accounting records for equipment

▪ Produce reports on a wide range of equipment-related topics

Equipment Information and Search

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

Information Type	Description
Parent/Component relationships	A parent is an item or piece of equipment that consists of other parts or components. It can also be a child or component of another piece of equipment.
	Use parent/component relationships to group individual components in the system. You can establish up to 25 levels of components. This is useful if you manage complex equipment assemblies.
Equipment numbers	You can identify equipment by any or all of the following: • Item number • Unit number • Serial number
Supplemental data	You can define supplemental data to record unlimited types of equipment information that is not stored elsewhere in the system. For example, use supplemental data to track equipment based on horsepower, capacity, and so on.
Location	You can search for and track equipment based on its historical, current, or planned location. This is helpful if you need to review equipment that is used at a particular jobsite or reroute equipment between jobsites. You can also bill for equipment use based on location.
Category codes	Define up to 23 category codes to classify equipment for reporting and data selection purposes. For example, you can perform online searches for equipment based on category codes that represent major accounting class, major equipment class, manufacturer, model year, and so on.
Other user defined codes	You can assign three additional user defined codes: • Finance methods • Equipment status codes • Equipment message types For example, you can set up equipment status codes to apply to each piece of equipment, such as: • Down • Standby • Working • Available
Licenses and certifications	You can record and track license and permit information for each piece of equipment. Use this feature to keep track of expiration dates and fees associated with equipment permits, certifications, and so on.

Information Type	Description
Online message logs	You can use online message logs to enter messages about a piece of equipment. Standard message types include: ▪ Planned maintenance ▪ Actual maintenance ▪ Problem reports You can also enter additional remarks about any piece of equipment.

Equipment Location Tracking

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

▪ Revise location tracking information

▪ Transfer one or more pieces of equipment

▪ Consolidate equipment from multiple locations

Charging for Equipment Use

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

Location Billing

Charging for equipment use by location provides you with an efficient method for charging job sites with equipment use, especially if you bill for small tools. You can use the equipment transfer facility to assign billable equipment to a job, or return equipment to the yard at a nonbillable status.

In addition, you can:

▪ Distribute costs on a percentage basis to various components of a piece of equipment

▪ Define billing rates by job or job cost account

▪ Track equipment use by billing rate code

▪ Use automatic component billing to charge equipment costs to a parent assembly, but post the time directly to its components

▪ Print reports of billing rates and rate components

Time Billing

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

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

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

- Time Accounting
- Payroll
- Equipment Billing

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

Detailed Equipment Cost Accounting

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

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

Reporting

You can create a variety of reports to access a printed version of your equipment billing processes. These reports include:

- Standard reports - You can tailor predefined DREAM writer reports to fit specific needs and fulfill various reporting requirements. Standard reports include:
  - Billing Rates report
  - Location Tracking report
  - Time Entry Journal report
- World Writer reports - For reporting needs that are not addressed by standard reports, you can use World Writer to design and build custom reports from any table or file in your database.
- STAR reports - You can design your equipment reports with the Spreadsheet Tool for Asset Reporting (STAR). STAR guides you through the setup of custom reports that specifically access the system's equipment and fixed asset tables.

Equipment Billing System Flow

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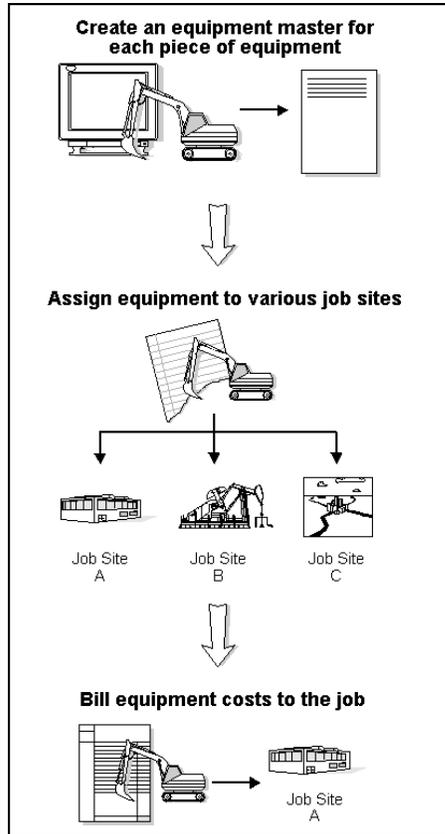
Equipment Billing Tables

Primary Tables and Descriptions

Table	Description
Item Master (F1201)	Stores basic information about each piece of equipment such as:
	▪ Equipment number
	▪ Description
	▪ Account coding
	▪ Category codes
Item Balances (F1202)	Stores the account balance amount or unit for each equipment account.

Table	Description
Location Tracking (F1204)	Stores location information for an equipment item, including the: ▪ Location ▪ Start effective date ▪ Ending date ▪ Equipment billing rate code ▪ Location code, which indicates the type of location record, such as planned, current, or history
Account Ledger (F0911)	Stores General Ledger journal entry audit trails for both the Item Balances table (F1202) and the Account Balances table (F0902).

Secondary Tables

The Equipment Billing system also uses the following secondary tables:

▪ Equipment Rental Rates (F1301)

▪ Location Rental Rules (F1302)

▪ Billing Exception Days (F1303)

▪ Equipment Location Billing (F1304)

▪ Equipment Distribution Rules (F1305)

▪ Status History (F1307)

▪ Equipment Rate Code Definition table (F1390)

▪ Equipment Category Code Mapping (F1391)

▪ Item Messages (F1205)

▪ 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 (F12090, F12092, F12093)

▪ Supplemental Data Cross Reference (F1392)

▪ Specification Data (F1216)

- Specification Cross Reference (F1215)

Equipment Billing Menu Overview

JD Edwards World systems are menu driven. System functions are organized according to their frequency of use. You access Equipment Billing menus from the Equipment/Plant Management menu (G13).

2 Equipment Identification

Overview to Equipment Identification

Objectives

- To create equipment master information
- To create supplemental equipment information
- To locate equipment and exit to a desired program
- To review parent/component relationships and history online

About Equipment Identification

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

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

Identifying equipment consists of the following tasks:

- Creating an equipment master
- Entering detailed information
- Searching for equipment information
- Locating parent and component information

Types of Equipment Identification Information

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

- Equipment master information
- Supplemental and specification data
- Message logs

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

Equipment Master Information

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

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

- Set up equipment for location and billing processing

- Set up parent and component relationships

Supplemental and Specification Data

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

Message Logs

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

- Log problems or complaints about a specific piece of equipment

- Plan scheduled or preventive maintenance

- Report on actual maintenance

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

Category Codes and Equipment Identification

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

If you use Equipment Billing with the JD Edwards World Fixed Assets system, the two systems access the same category code tables. The system displays the first 5 or first 10 category codes on the Equipment Search form. Equipment Billing users frequently use the first ten category codes as selection criteria for multiple tasks, such as selecting equipment for updating meter readings, selecting equipment to enter location information, and so on. You should reserve as many of the first 10 category codes in the equipment master as you need for equipment management purposes.

Equipment Identification Numbers

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

- Item number
- Unit number
- Serial number

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

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

Parent and Component Relationships

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

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

The following graphic illustrates how parent and component relationships might be set up for equipment:
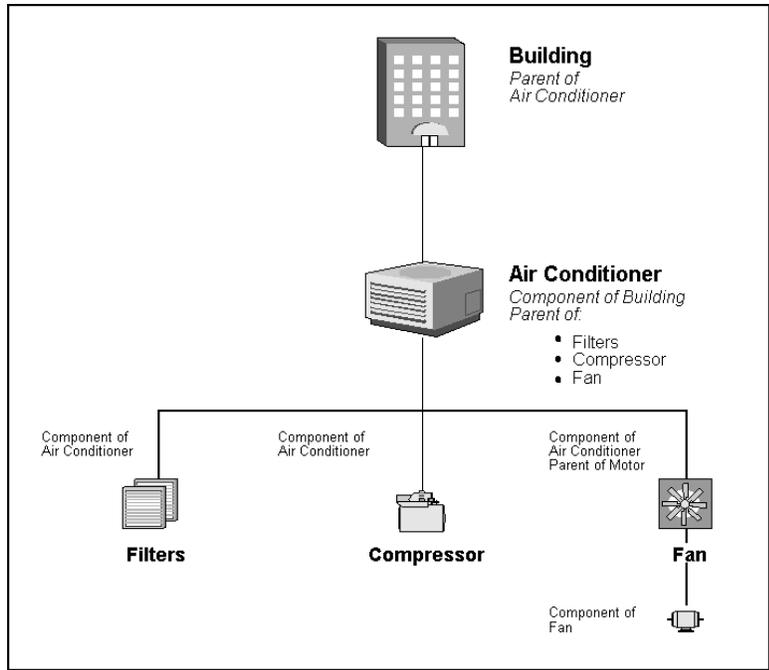
Create an Equipment Master Record

You must create an equipment master for every piece of equipment that you plan to manage throughout your system. When you create equipment information, you establish basic information about each piece of equipment, such as:

- Equipment number
- Description
- Account coding
- Category codes

The system stores equipment master information in the Item Master table (F1201). The Equipment Billing and Fixed Assets systems access the Item Master table every time you request any type of transaction for a piece of equipment.

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Equipment Master**

What You Should Know About

Default settings	When you create equipment master information, the program automatically inserts any default information you have already set up for your system in the appropriate fields, including: - Balance record information - Category codes - Depreciation information
Category codes	You assign category codes to equipment when you create masters. You can use the Category Code Mapping program to set up your system to use default values for the category codes to which you want to assign equipment.

See Also

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

To create an equipment master

1. On Equipment Master, complete the following fields:

- Description 01

- Company

- Responsible Business Unit

- Date Acquired

2. Complete the following optional fields:

- Unit Number

- Serial Number

- Asset Cost Business Unit/Object/Subsidiary

- Parent Number

- Equipment Status

- Authorization for Expenditure

- Work Center

Depending on how the processing options are set, you might be required to enter a value in the Unit Number, Asset Cost Business Unit, and the AFE Number (Authorization for Expenditure) fields. In addition, you might not be permitted to enter or change the value in the Equipment Status field.

3. Complete the following optional billing-related fields:

- Location/Start Date
- Current Item Quantity

Depending on how the processing options are set, you might also be required to enter location and start date information.

After you create the equipment master, you must use the Location Transfer program to enter location and start date information. You cannot change the Location/Start Date fields on the Equipment Master screen.

4. Click Add.

5. Choose Item Description Translation Window (F2).
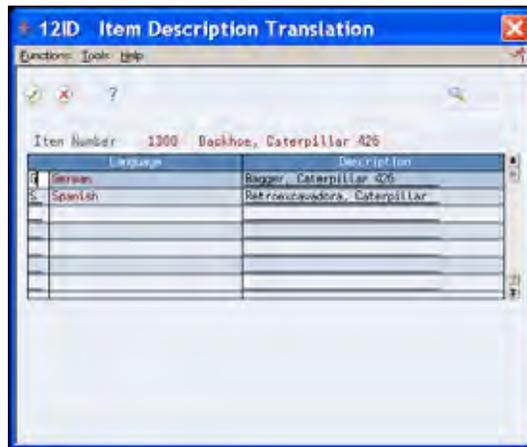
6. On Item Description Translation, complete the following fields to add or revise the non-domestic descriptions for the asset:

- Language
- Description

7. Click Enter.

8. On Equipment Master, choose Category Codes (F15) to review the category codes for the equipment.

The system can automatically complete the fields on the Item Master - Category Codes screen, depending on how you map the category codes for your system.

See *Map Category Codes* for more information.
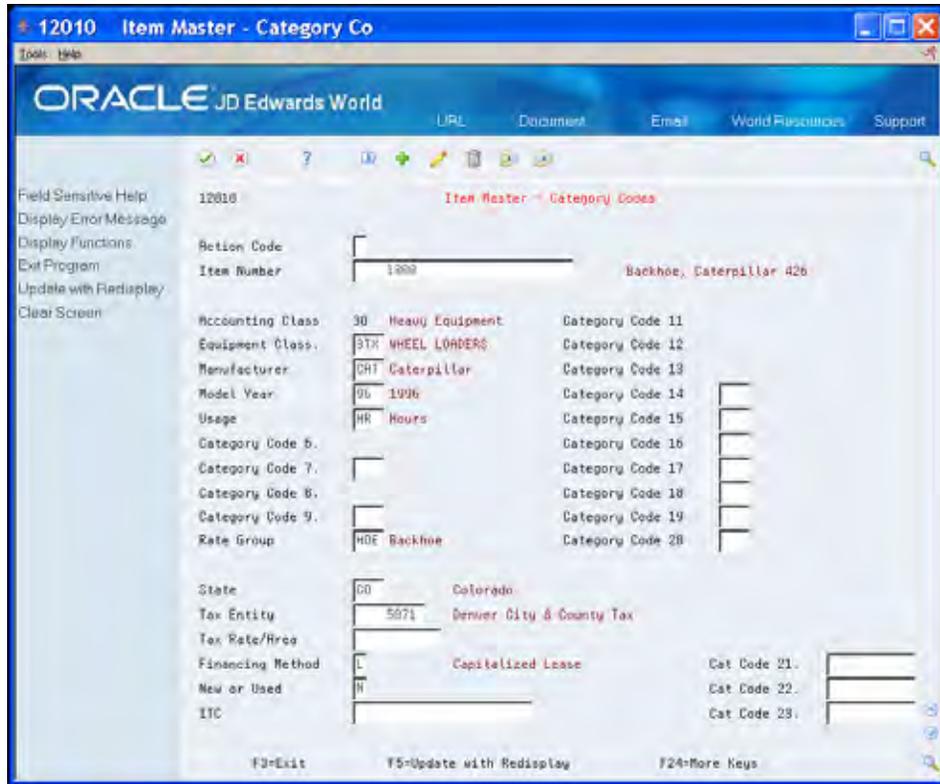
9. On Item Master - Category Codes, complete the following optional field:

   ▪ Rate Group

10. To further identify equipment, complete any other fields.

    Depending on how the processing options are set, you might be required to enter category code information when you create a new equipment master. In addition, you might not be permitted to enter or change certain values on Item Master - Category Codes.

11. Click Add:

12. Click Exit.

13. On Equipment Master, choose Depreciation & Accounting Values (F14).
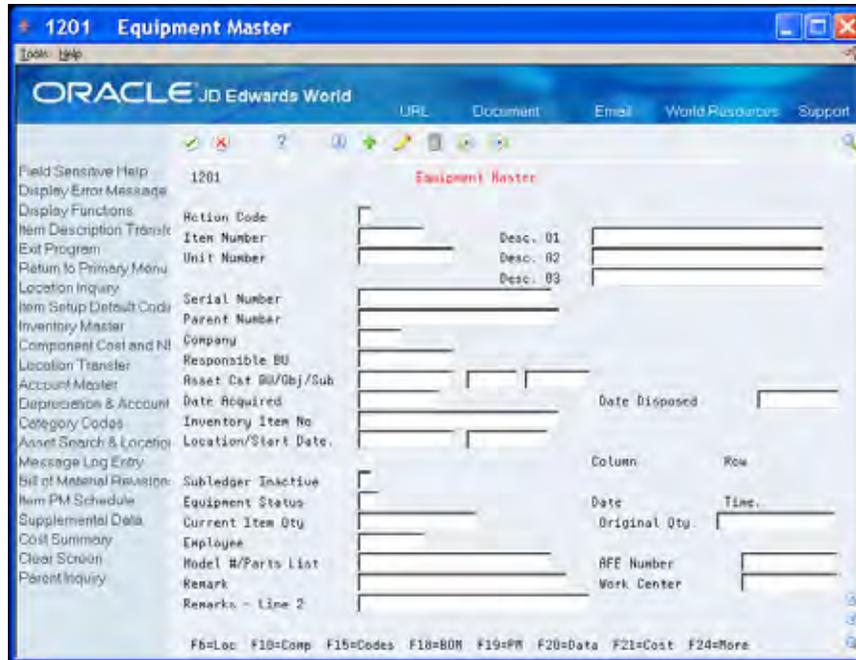
14. On Depreciation & Accounting Values, verify the default account number for the following optional billing field:

- Revenue Credit

Field	Explanation
Item Number	An 8-digit number that uniquely identifies an asset.
Desc. 01	A user defined name or remark.
	Screen-specific information
	The system displays the first line of the user defined description on all screens and reports. You can use any part of the description line when you locate an asset using the query search on the Search and Location screen.
Unit Number	An alternate identification code that a company assigns to assets. This is commonly the number stenciled on the equipment. You can enter alphanumeric unit numbers up to 12-characters long. You are not required to use a unit number to identify equipment. Every equipment unit number must be unique.
Serial Number	A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number you enter must be unique.

Field	Explanation
Parent Number	A parent number groups related components together. Each item of property and piece of equipment can be associated with a parent item, if desired. For example, a mobile telephone can be associated with a specific automobile (the parent), a printer can be associated with a computer (the parent), or a flat bed can be associated with a specific truck chassis (the parent).
	NOTE: If this is a data entry field, the default value is the item number. For example, if the item number is 123, the system assigns 123 to the parent number.
	Screen-specific information
	If you leave this field blank, the system automatically assigns it the same number as the master item number. For example, if the master item number is 123, the system will assign it number 123.
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
	Screen-specific information
	The system uses the company number from the parent master record as a default value for this field when you set up parent/component relationships.
Responsible BU	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Screen-specific information
	If you want the asset or accumulated depreciation business units to use the default value for the responsible business unit, the responsible business unit and company number must be in the same company. You set up the default business unit on the Fixed Assets Constants screen.

Field	Explanation
Asset Cst BU/Obj/Sub	The business unit to which the system charges original acquisition cost and any supplemental capital additions. The system uses a default value for this field based on the value you specify on the Master Information screen when you create a new asset master record. You can change this default value on Depreciation Information only if you have not entered any transactions for the account.
Date Acquired	The date your company acquired the equipment. If you use JD Edwards World Fixed Assets, the system also uses this date as the date on which to start depreciation for the equipment. If you want the system to calculate depreciation from a date other than the date acquired, you can change the start depreciation date on the Depreciation and Accounting Values screen.
Location/Start Date	The current physical location of an asset. This must be a valid business unit or job number in the Business Unit Master file (F0006).
	Screen-specific information
	If there is more than one current location for an asset, this field and the start date are blank and the location description indicates multiple current locations.
	NOTE: You can enter a location in this field only when you first create a master record. After you create the asset master record, you must use the Asset Transfer or Transfer Processing programs to make changes to the Location field.
Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
	Screen-specific information
	The date that an asset was transferred to its current location.
	NOTE: After you create the master record, you must use the Asset Transfer or Transfer Processing programs to make changes to this field.
Equipment Status	A user defined code (12/ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.
	Screen-specific information
	The system updates the value in this field when you run the Asset Disposal program to dispose of the asset.

Field	Explanation
AFE Number	A number that provides additional information about an object, such as an asset or a work order. You can enter information in this field to track an item that is Authorized for Expenditure.
Work Center	A code that represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:
	▪ Branch/Plant (MMCU)
	▪ Dept A (MCU)
	▪ Dept B (MCU)
	▪ Job 123 (MCU)
	Business unit security is based on the higher-level business unit.
	Screen-specific information
	This is the manufacturing work center to which the system refers to calculate machine hours for a maintenance work order. When you create a work order for the equipment and attach routing instructions, the system includes this work center as a final routing instruction. The system totals the duration of the previous routing steps to determine machine hours for capacity planning.
Accounting Class	A user defined code (12/C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment.
	JD Edwards World recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger.
	NOTE: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.
	Screen-specific information
	JD Edwards World recommends a one-to-one relationship between this category code and your asset cost accounts to facilitate STAR reporting. You can set up the system to use a default value for this field from Depreciation Default Coding when you enter new asset master records.

Field	Explanation
Equipment Class	A user defined code (12/C2) that is used to classify assets into groups or families. You use the equipment category code as a subclass to further define the accounting class, for example, 310 for copy equipment, 320 for projectors, and 330 for typewriters within the accounting class for general office equipment.
	NOTE: If you do not want to use the major equipment class, you must set up a value for blank in the user defined code table.
	Screen-specific information
	You can set up the system to use a default value for this field from Depreciation Default Coding when you enter new asset master records.
Rate Group	A user defined code (12/C0) that groups similar items for billing. If you are an Equipment Management client and you use Equipment Billing, you must use this category code for rate group purposes only.
Asset Revenue - Business Unit	The business unit that the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.
	Screen-specific information
	The system uses a default value for this field from the responsible business unit you enter on the asset master record or the default value you set up in Depreciation Account Rules. You determine which value the system uses when you set up Fixed Asset Constants. You can change this default value on Depreciation Information only if you have not entered any transactions for the account.
Asset Revenue - Object	The object account the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.
Asset Revenue - Subsidiary	The subsidiary account that the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.

Processing Options

See Equipment Master (P1201).

Enter Detailed Information

You can enter information to further define your equipment in the system. The system stores this detailed equipment information in user defined databases. Use this detailed information to report and track information that is important to your organization, but is not in the equipment master.

This chapter includes the following tasks:

- ▪ Entering Specification Information
- ▪ Entering Permit and License Information
- ▪ Working with Supplemental Information

Entering Specification Information

From Equipment/Plan Management (G13), choose **Equipment Information**
From Equipment Information (G1311), choose **Supplemental Data**
From Supplemental Data (G1318), choose **Specification Data Entry**

You can use the supplemental data type SP to include specification sheet information for your equipment. Use specification data to report on static equipment information. For example, you might set up this supplemental data type to record and report on the information from equipment nameplates and specification sheets.

Data Type	Description
Equipment nameplates	A nameplate is the metal plate that you attach to a piece of equipment. The nameplate often includes information about the equipment such as:
	▪ Model number
	▪ Power requirements
	▪ Manufacture date
Specification sheets	Specification sheets come from the equipment manufacturer. Specification sheets include specific information about a piece of equipment such as:
	▪ Operating instructions
	▪ Safety instructions
	▪ Power
	▪ Dimensions

You set up and access the specification database as one of your supplemental data types. You can define what specification data you want to keep, in which positions you enter the data, and the length of the data fields. You can also set up the specification database so that the system will edit the data against user defined code tables.

Before You Begin

- Set up specification sheets for specification information. See *Set Up Supplemental Data* in the *Fixed Assets Guide* for more information.

To enter specification information

1. On Specification Data Entry, to locate a piece of equipment, complete the following field:

- Equipment Number

2. Complete all appropriate fields.

3. To see additional pages, complete the following field:

- Page Number

Entering Permit and License Information

◈	From Equipment/Plan Management (G13), choose **Equipment Information** From Equipment Information (G1311), choose **Permit and License Tracking**

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 you transport to areas under different licensing authorities.

To enter permit and license information

1. On Permit and License Tracking, to locate a piece of equipment, complete the following field.

- Equipment Number (Asset Number)

2. Complete the following fields:

- State
- Number
- Date
- Agency Number

3. Complete the following optional field:

- Fee
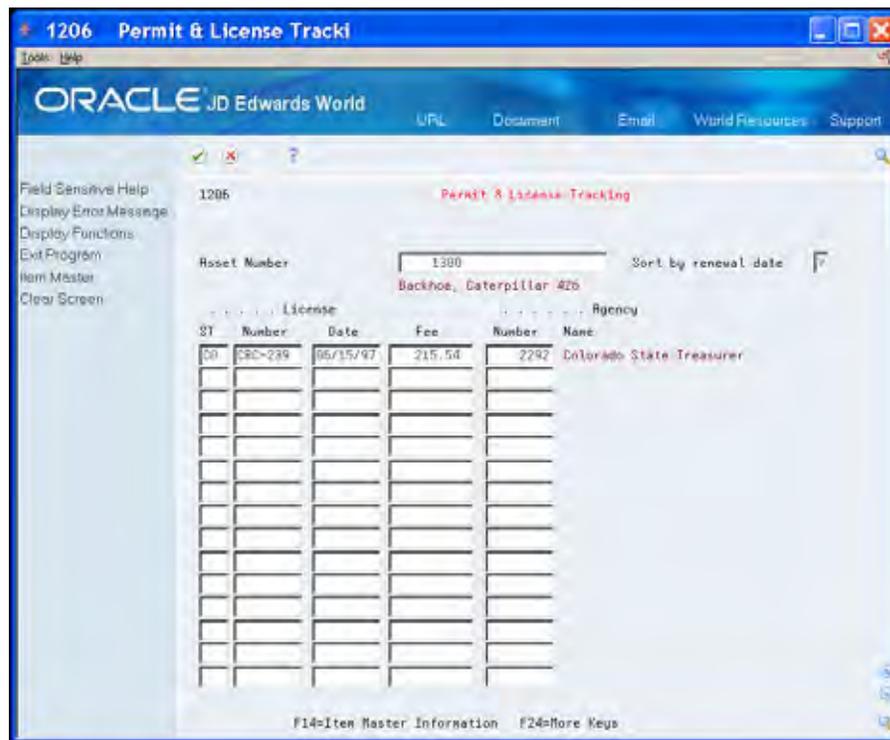
Working with Supplemental Information

You can enter supplemental information for a piece of equipment that is not in the equipment master. You can then use the information that you enter to enhance your ability to track, review, and report on the equipment in your system. You can define and maintain any type of supplemental data that you need. For example, you might set up supplemental data for motor graders. The data might include vibration readings, oil readings, condition reports, and so on.

Working with supplemental information consists of the following:

- Entering supplemental information
- Reviewing supplemental information by data type
- Reviewing supplemental information by equipment

After you enter supplemental data, you can review the information using the following formats:

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

Before You Begin

- Set up data types for supplemental information. See *Set Up Supplemental Data* in the *Fixed Assets Guide* for more information.

See Also

- *Setting Up Supplemental Data Security* in the *Equipment/Plant Maintenance Guide* for more information about supplemental data security

Entering Supplemental Information

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Supplemental Data**
> From Supplemental Data (G1318), choose **Data Entry**

Enter supplemental information to track, review, and report on additional information that is not in the equipment master.

When you enter supplemental data for a particular data type, the system highlights the OP (Option) field for that data type. You can set up supplemental data security to limit the number of users who have authorization to view data.

You can use any of the following data types to enter and display supplemental data:

Data Type	Description
Narrative (N)	Use this data type to access the Supplemental Text Entry screen. You can use this text format to enter unlimited information about equipment.
Columnar (C)	Use this data type to access the Supplemental Code Entry screen. When you set up supplemental data screens using this data type, you can define the columns into which you enter information. The system edits the values that you enter in the columns against the user defined code table you set up in Data Type Definition.
Columnar-Message (M)	Use this data type to access the Supplemental Code Entry screen. You can use this data type in the same way as the columnar type. The only difference is that the system edits the values you enter in the columns of this data type against the generic rates and messages table you set up in Data Type Definition.

After you enter supplemental information, you might also want to perform the following tasks:

- Review Supplemental Information by Data Type
- Review Supplemental Information by Equipment

To enter supplemental information

1. On Data Entry, to display a list of valid supplemental data types specific to a piece of equipment, complete the following field:

- Equipment Number (Item Number)

2. Select one or more types of information.

   The following example shows the format for data formats C and M.

3. Complete the appropriate fields.

4. Choose Detail (F4).
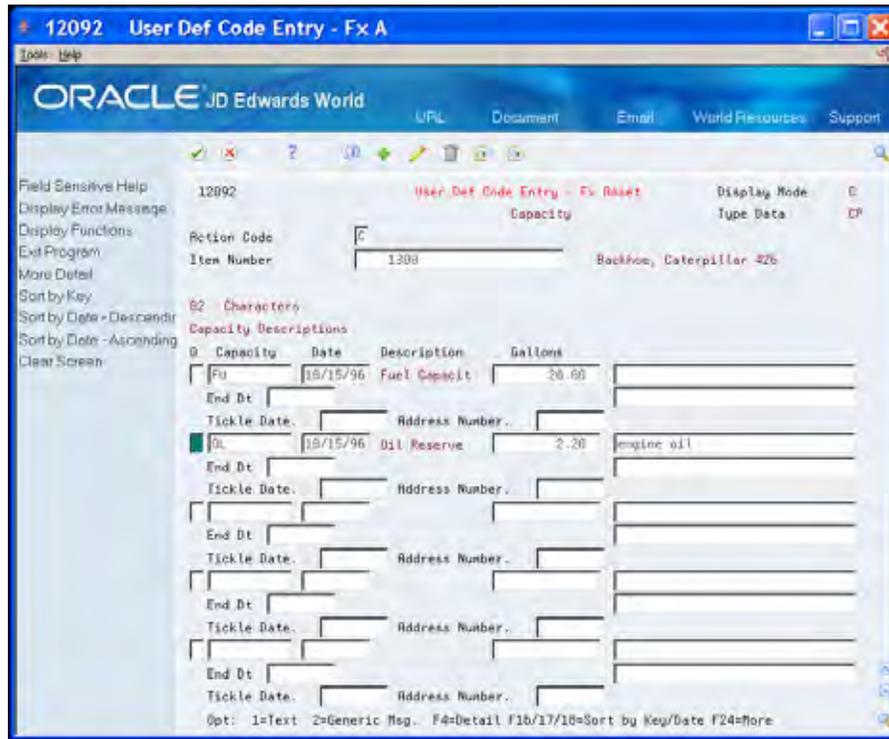
5. To enter additional supplemental information, complete the appropriate fields.

6. To enter text for a specific line of code, select the Text option (C and M display formats only).
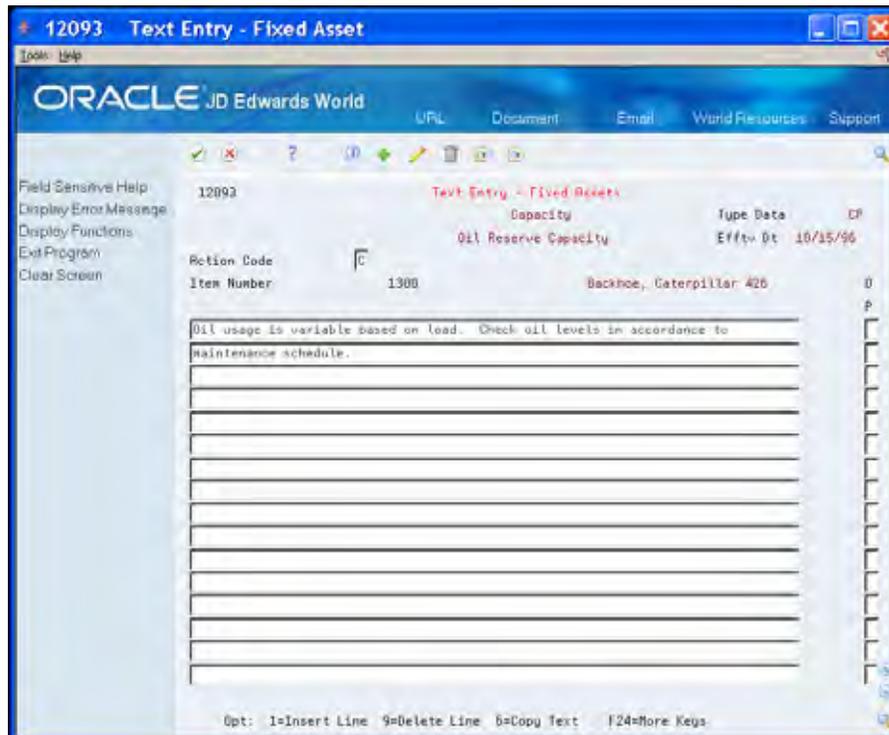
7. To review or change the standard message, select Generic Message (M display mode only).

What You Should Know About

Supplemental Data	Description
Entering additional text	You can use the Text option to enter additional information for equipment in text format, regardless of the format you define for the supplemental data screen.
Choosing Specification Sheets	If you choose Specification Sheets (SP) from Data Entry, the system displays the Specification Data Entry screen.
	See *Entering Specification Information* for more information about using specification sheets.

Reviewing Supplemental Information by Data Type

From Equipment/Plan Management (G13), choose **Equipment Information**
From Equipment Information (G1311), choose **Supplemental Data**
From Supplemental Data (G1318), choose **Inquiry by Data Type**

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

To review supplemental information by data type

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

   ▪ Type Data
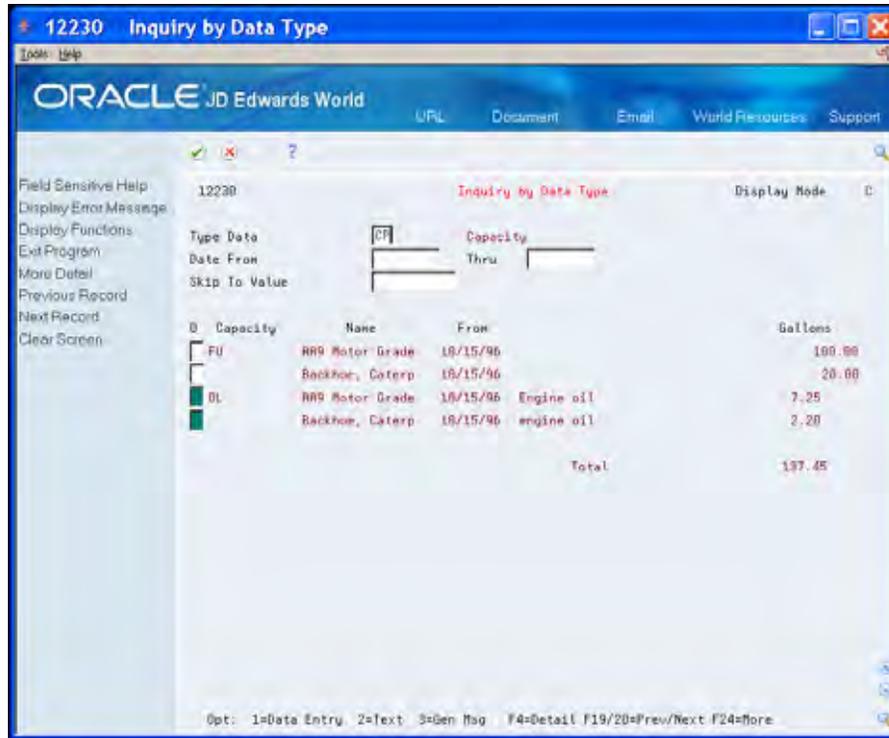
2. To limit the information that displays, complete the following optional fields:

   ▪ Date From

   ▪ Thru

Reviewing Supplemental Information by Equipment

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Supplemental Data**
> From Supplemental Data (G1318), choose **Inquiry by Item**

You can review a list of the additional information by supplemental data type that you assign to individual pieces of equipment. For example, you can review information for all supplemental data types that you assign to a particular motor grader. You can use date selections to limit the amount of information that the system displays.

To review supplemental information by equipment

1. On Inquiry by Item, complete the following field:
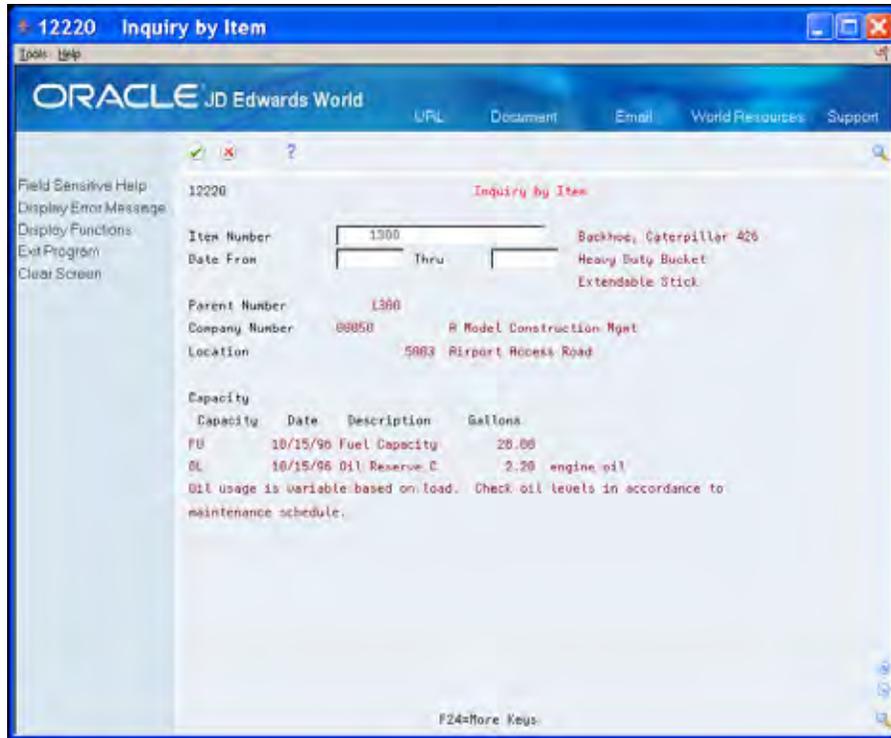
   ▪ Equipment Number

2. To limit the information that displays, complete the following optional fields:

   ▪ Date From

   ▪ Thru

Search for Equipment Information

You can use the Equipment Search program to locate any piece of equipment you need to access within the system. For example, if you need to transfer a piece of equipment, but you don't know its identification number, you can find the number by entering the equipment's description on equipment search. You can also use the other equipment information you know, such as equipment status or location, to search for all the equipment that share the same attributes.

Use Equipment Search to complete multiple tasks with a single piece of equipment. For example, after you locate a piece of equipment, you can access the transfer processing program directly from Equipment Search, without accessing the Equipment Location Tracking menu.

Some of the tasks you can perform from Equipment Search include:

- Updating equipment master information
- Reviewing location information
- Entering and reviewing equipment messages
- Reviewing component relationships
- Accessing cost summary information
- Searching for similar types of equipment
- Revising and reviewing supplemental data
- Reviewing parent/component history

This chapter includes the following tasks:

- Searching for Equipment by Field
- Searching for Equipment by Query

The following graphic illustrates many of the programs you can access from Equipment Search.

Search for Equipment by:

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

Exit to:

- Equipment Master
- Location Transfer
- Parent History Inquiry
- Search LIke Equipment
- Equipment Component Relations
- Message Log Review
- Cost Summary
- Supplemental Data
- Location History
- License Tracking
- Backlog Management
- Completed PM
- Log Entry

Before You Begin

▪ You must build a search word table to perform a query search. See *Updating the Search Word Table* in the *Address Book and Electronic Mail Guide* for more information about the search word table.

What You Should Know About

Searching	Description
Alternate formats	Use the function exit to toggle your view of equipment information on Equipment Search. One format displays location information. The other format displays description information.
Query search mode	Use the function exits to toggle between field search and query search mode.
Parent and component relationships	Pieces of equipment that are components of parent equipment appear indented on Equipment Search. Depending on your search criteria, indented entries are not necessarily the components of preceding entries.
Using an asterisk in a search field	When you enter an asterisk (*) in one of the category code fields or the Equipment Status field, the system locates all equipment with any value in those fields.

Searching	Description
Multi-language searches	You must use the Language (Lng) field to search for equipment descriptions in multiple languages. The system searches for domestic language descriptions unless you indicate a different language in this field.

Searching for Equipment by Field

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Equipment Search**

When you search for equipment by field, you can locate groups of similar equipment or individual pieces of equipment. Complete a combination of fields to narrow your search for a specific piece of equipment.

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

To search for equipment by field

1. On Equipment Search, complete any combination of the following fields:

   - Company
   - Equipment Status
   - Description
   - Skip to Equipment Number
   - Responsible Business Unit
   - Location
   - Inventory Number
   - Depreciation Category Code
   - Category Codes 01-10
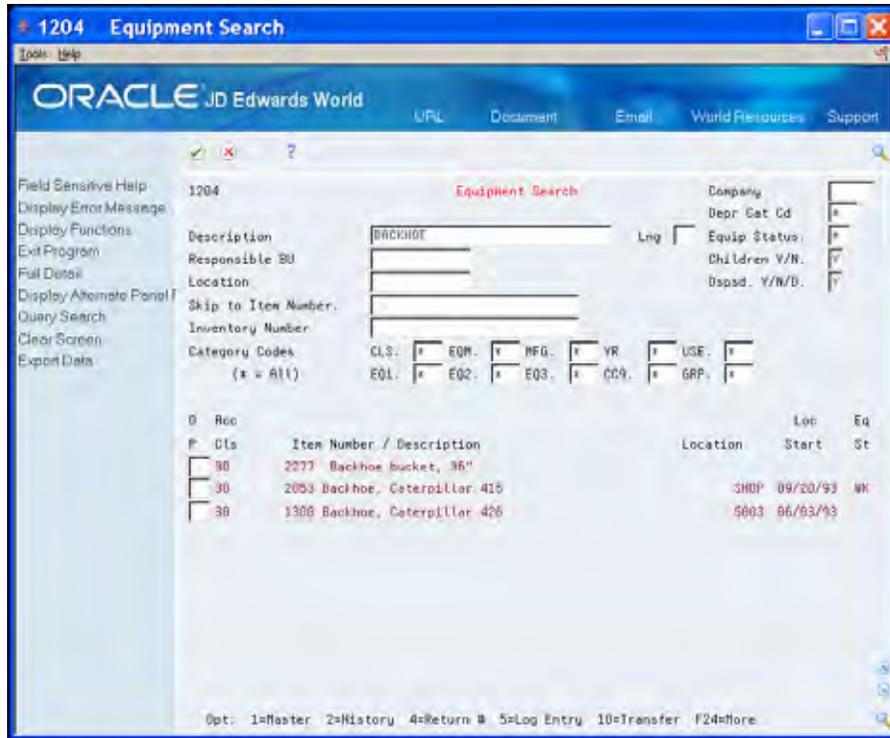
Depending on how you set up Equipment Constants, your system might only display Category Codes 01-05. See *Setting Up Equipment Constants.*

2. Choose the Full Detail (F4) function to review more equipment information.
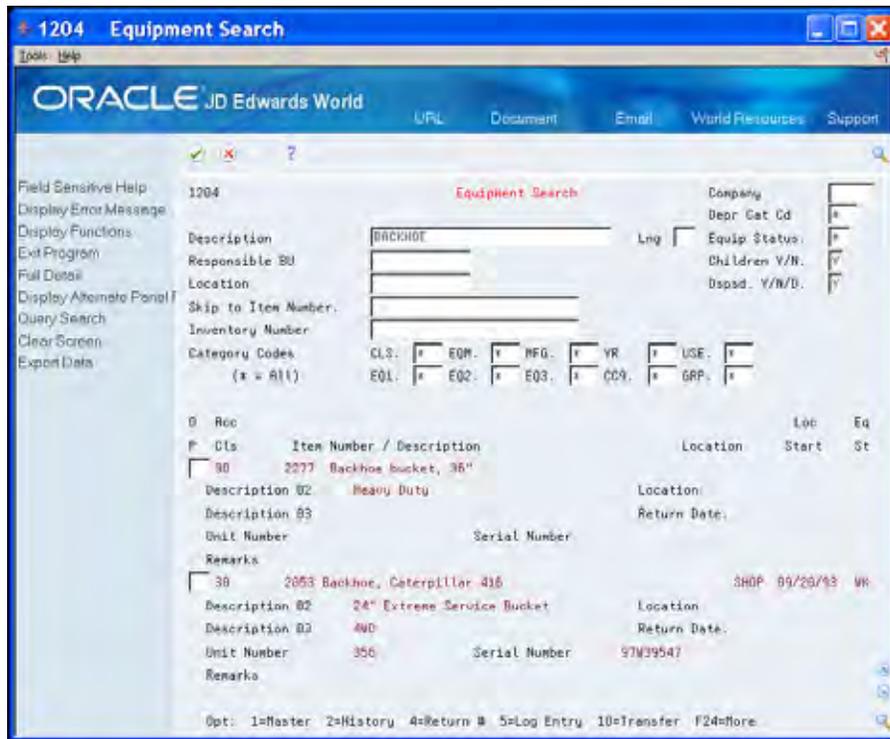
3. To review location information in a different format, choose Display Alternate Panel Format (F15).
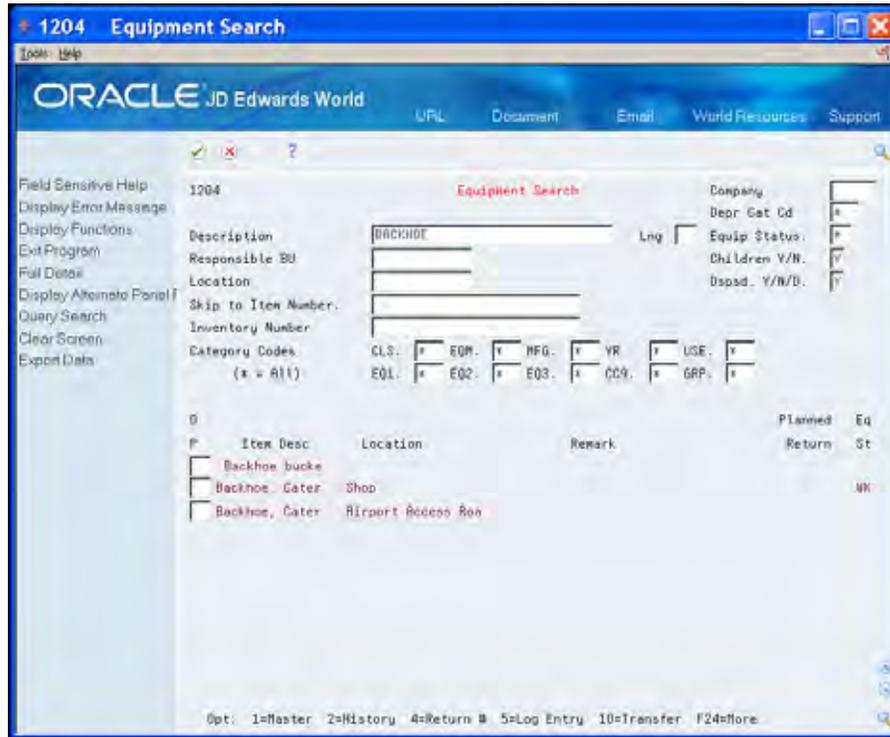
4. To review additional equipment information, choose Full Detail (F4).

Searching for Equipment by Query

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Equipment Search**

You can perform a query search using characters that represent only partial information. Use an asterisk (*) to perform a wildcard query. For example, if you enter CAT* as the query, the system searches the Equipment Master and Supplemental database. The system retrieves all equipment items with a word that begins with CAT in the Description fields or first 10 category code fields such as Category, Caterpillar, and so forth.

To search for equipment by query

1. On Equipment Search, complete the following field:

    - Description

    Enter characters that might exist in any of the Description, Category Code, Authorization for Expenditure (AFE) Number, and Remark fields on Equipment Master or User Defined Code, Narrative Text, and Remark fields on Supplemental Data:

2. Choose Query Search (F15).

    You remain in query search mode until you toggle back to regular search mode.

Processing Options

See [Equipment Search (P1204)](#).

Work with Message Logs

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

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

The system posts tickler dates and units to the AT00 automatic accounting instruction.

This chapter contains the following:

- Entering an Equipment Message
- Viewing Equipment Messages

Entering an Equipment Message

	From Equipment/Plan Management (G13), choose **Equipment Information**
	From Equipment Information (G1311), choose **Equipment Message Log**

You can enter equipment messages only from this screen. To display messages, use Equipment Search. To print messages, you must run the Maintenance Log.

To enter an equipment message

1. On Equipment Message Log, complete the following fields:

- Equipment Number (Item Number)
- Message From
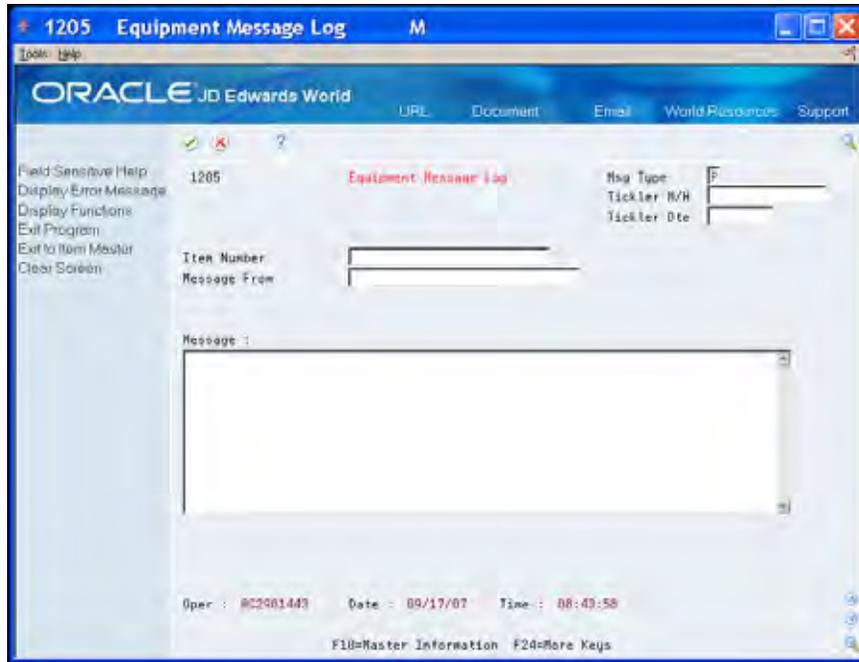
2. Enter a message.

3. Complete the following optional fields:

   ▪ Message Type

   ▪ Tickler Miles/Hours

   ▪ Tickler Date

Field	Explanation
Msg Type	A user defined code (system 12, type EM) that identifies the type of message, such as A for Actual Maintenance or T for Lease Terms. You use different message types for reporting and control purposes.
Tickler M/H	The meter reading, in units such as miles or hours, at which you want to receive a reminder message about an asset. If you use this field, you must run the Update Message Log program on a regular basis.
Tickler Dte	The date that you want to receive a reminder message about an asset. *Screen-specific information* For Equipment/Plant Maintenance: You can associate this date with a scheduled maintenance date and include a message to the technician that performs the maintenance.

What You Should Know About

Tickler Miles or Hours	Description
Using tickler miles or hours	If you use tickler miles or hours, you must run the global Update Message Log program as often as you update meter readings.
	See *Update Asset Information* in the *Fixed Assets Guide*.

Processing Options

See Item Message Entry (P1205).

Viewing Equipment Messages

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Equipment Search**

If a new message exists for a piece of equipment, the system highlights the equipment number and description on Equipment Search. After you view the message, the system removes the highlighted condition.

To view equipment messages

1. On Equipment Search, complete any of the following fields:

- Description
- Company
- Responsible Business Unit
- Location
- Skip to Equipment Number
- Inventory Number
- Equipment Status
- Category Codes 01-10
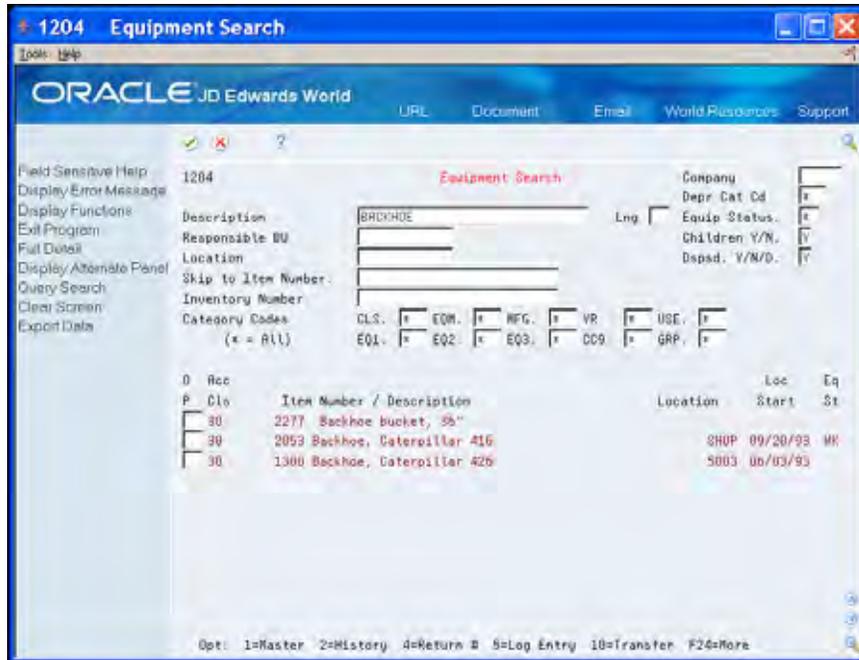
2. On Equipment Search, enter **6** in the following field to access Review Message Log for a piece of equipment:

   ▪ Option
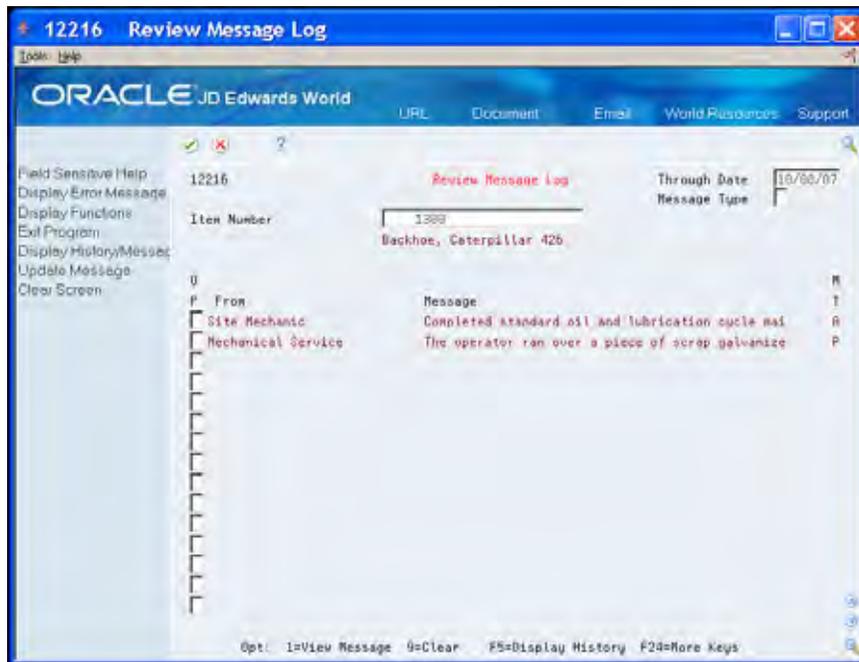
3. On Review Message Log, enter **1** in the following field to access View/Send Message to review the details of a message:

   ▪ Option
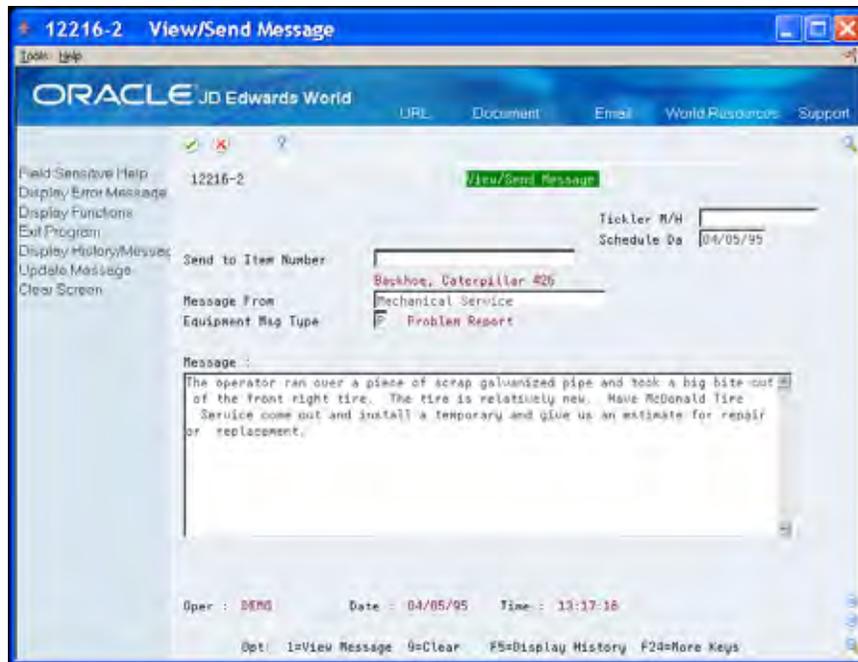
Locate Parent and Component Information

If you establish parent and component relationships for your equipment, you can view all the components for a specific piece of equipment. View parent and component relationships so you can:

- Report on equipment costs at the parent or component level

- Review up to 25 levels of parent and component relationships

This chapter includes the following tasks:

- Reviewing Parent and Component History

- Reviewing Current Equipment Components

Reviewing Parent and Component History

	From Equipment/Plan Management (G13), choose **Equipment Information** From Equipment Information (G1311), choose **Equipment Search**

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

To review parent and component history

1. On Equipment Search, locate a piece of equipment.
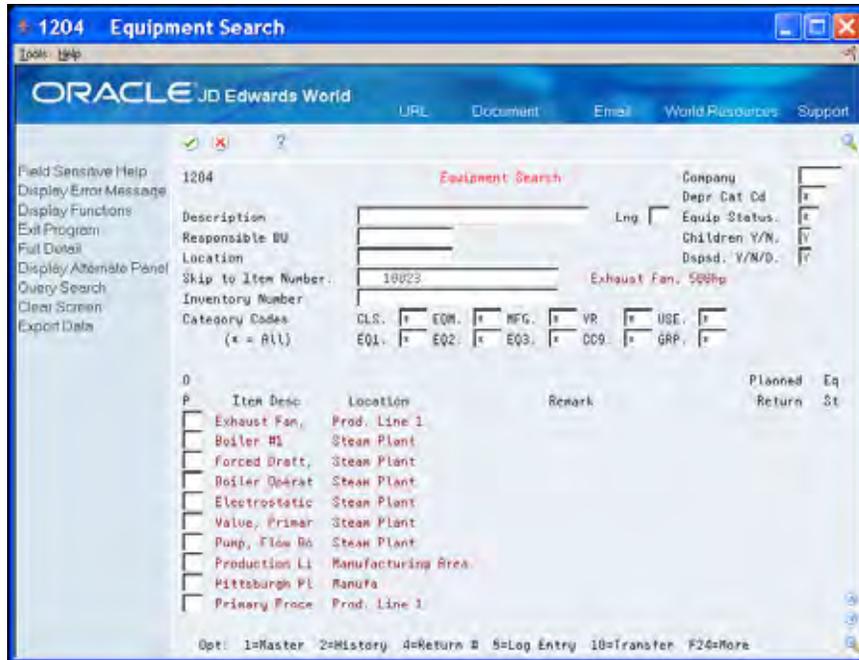
2. On Equipment Search, enter 13 in the following field to access the Parent History Inquiry for the equipment:

- Option
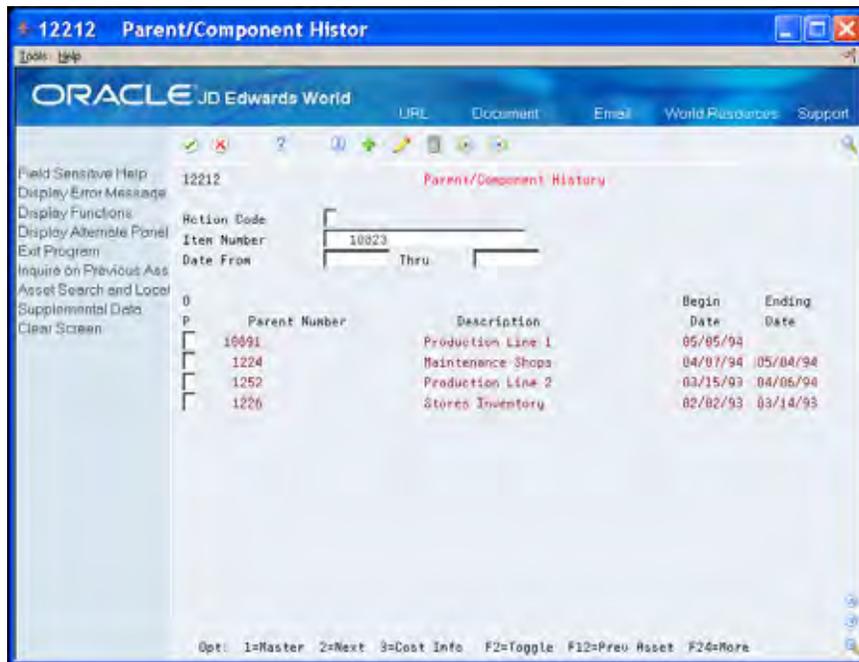
**3.** Toggle to alternately display component history.

Reviewing Current Equipment Components

◈	From Equipment/Plan Management (G13), choose **Equipment Information** From Equipment Information (G1311), choose **Equipment Search**

You can display current component information for a selected parent.

To review current equipment components

1. On Equipment Search, locate a piece of equipment.

2. On Equipment Search, enter 7 in the following field to access Component Cost and Net Book Value (NBV).

   ▪ Option
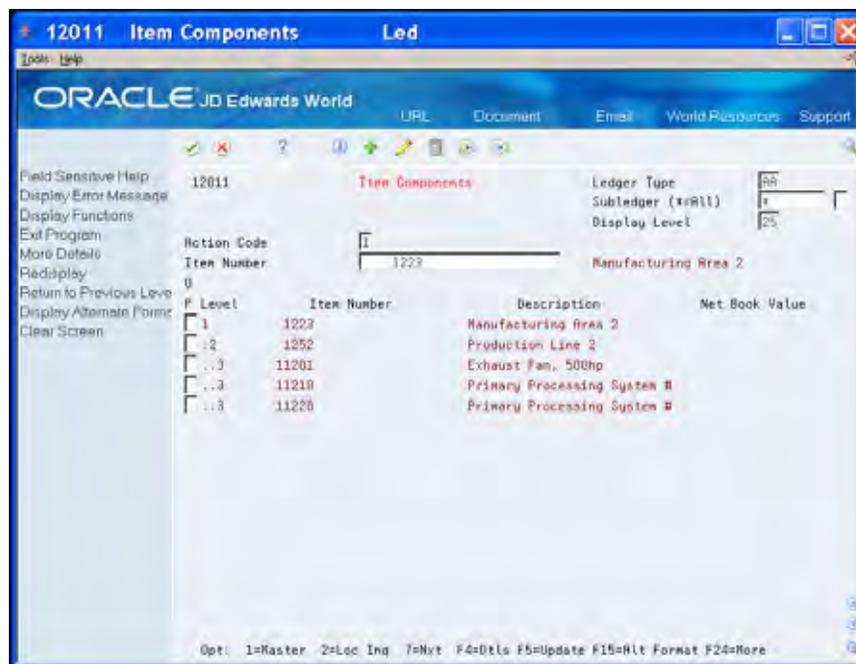
3. On Item Components, use options to access the level of component information you need.

What You Should Know About

Options on Item Components	Description
Changing equipment parent/component relationships	Enter 1 to access the Equipment Master. You can make changes to equipment parent/component relationships by changing the parent number for a piece of equipment .
Displaying parent information	Enter 6 to display a component's immediate parent. The system displays the parent and the components of the parent.

Options on Item Components	Description
Displaying the next component level	Enter 7 to display all components of a specific piece of equipment. The component for which you select Next Level moves to the first display level, and its components display beneath it, according to the display level you choose.
Searching for similar equipment by category codes	Enter 8 to search for all equipment whose category codes match those of a specific parent or component. The system displays the Equipment Search screen complete with category code values identical to those of the selected equipment.
	If you access the Item Component screen from a menu rather than from Equipment Search, this feature is not available.

Processing Options

See Item Components and Net Book Value (P12011).

3 Process G/L to Equipment

Process G/L to Equipment

Objectives

- To understand how costs and expenses are associated with equipment
- To revise G/L journal entries before they are posted to equipment
- To split G/L journal entries
- To post G/L journal entries to equipment

About Processing G/L to Equipment

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

- Accounts Payable
- General Accounting
- Inventory

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

- Maintenance expense accounts
- Operating expense accounts
- Statistical accounts
- Revenue accounts

After the system creates journal entries for the equipment costs you enter, you must post the entries first to the general ledger, and then to equipment. When you post to the general ledger, the system updates the Account Balances table (F0902). When you post to equipment, the system updates the Item Balances table (F1202). You can post journal entries to equipment, or you can set up your system to post the journal entries to equipment when you post the entries to the general ledger.

Before posting journal entries to equipment, the system verifies that each entry includes the following:

- A general ledger post code of P, which means the journal entry has been posted to the Account Balances table (F0902)
- An account that falls within the cost account range set up in the AAIs

- A fixed asset post code of blank to indicate that the system can post the journal entry to the Item Balances table (F1202)

- A valid equipment number

- A hold code of blank

The following illustration shows the type of journal entries that affect equipment costs, and how the system assigns those entries to equipment.
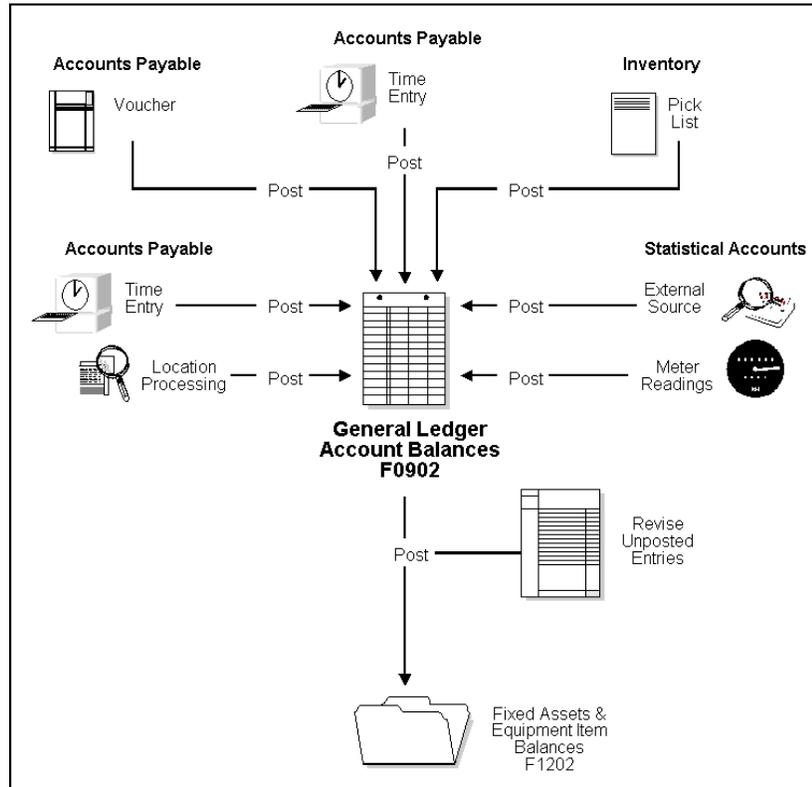
Processing general ledger journal entries to equipment consists of the following tasks:

- Working with G/L journal entries

- Posting G/L journal entries to equipment

Work with G/L Journal Entries

You can revise equipment journal entries that are posted to the general ledger before they post to equipment. For example, you might want to review journal entries to ensure that it includes all of the equipment information, such as equipment numbers. You also work with G/L journal entries if you want to keep any transactions that fall within the fixed asset (FX) range of 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.

This chapter includes the following tasks:

- Revising Unposted Journal Entries
- Splitting Unposted Journal Entries
- Printing a Journal Entries Report

Revising Unposted Journal Entries

> From Fixed Assets (G12), choose **Posting G/L to Fixed Assets**
> From Posting G/L to Fixed Assets (G1212), choose **Revise Unposted Entries**

Use Revise Unposted Entries to make specific changes to journal entries before you post them to equipment. For example, you can:

- Revise or add an equipment number to a journal entry
- Revise or add a description to further explain a journal entry
- Create an equipment master for journal entries that include an asset cost account for 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 equipment
- Post individual journal entries immediately (interactively) to equipment rather than in a batch job

> **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.

To revise unposted journal entries

1. On Revise Unposted Entries, to locate a journal entry, complete any of the following fields:

   - Company
   - Account number
   - Business unit
   - Object
   - Batch
   - Batch Type
   - Document
   - Document Type
   - Hold code
   - Ledger type
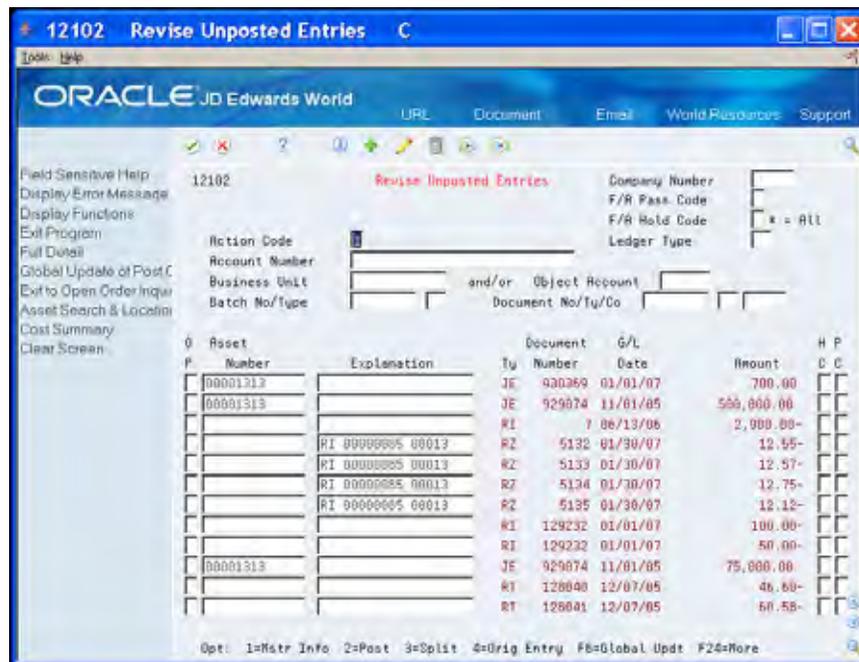
2. To change or add a transaction description, complete the following field:

   - Explanation

3. To change the hold code for a transaction, complete the following field:

   - Hold Code

4. To prevent a transaction from posting, complete the following field:

   - Pass Code

5. To automatically create a new equipment master when you run Post G/L Entries to Assets, leave the following field blank:

- ▪ Equipment Number (Asset Number)

6. To create a new equipment master or review an existing equipment master, enter 1 in the following field:

   - ▪ Option

   See *Create an Equipment Master Record.*

7. To review individual transactions, enter 4 in the following field:

   - ▪ Option

8. To post individual journal entries immediately to equipment, enter 2 in the following field:

   - ▪ Option

Field	Explanation
F/A Hold Code	The Alternate G/L Posting Codes are used for transactional posting other than the normal G/L posting.
	This hold code is used in conjunction with the F/A system. Only those records with a "batch rear end" value of blank, G/L post code of P and hold code value of blank will be selected in the Post Unposted F/A Entries program.
	If there are records that have been posted to G/L, but should not be posted to F/A, you can update this hold code to any character other than X or *. The X code is reserved for F/A Time Entry. The * code is reserved for selection of all hold codes in Revise Unposted Entries (P12102).

Field	Explanation
F/A Pass Code	The valid post codes for fixed asset transactions are as follows: blank Unposted. Transaction has not yet been posted to the Item Balances table (F1202). P Pass. Transaction does not fall within the FX range of accounts as set up in automatic accounting instructions (AAIs) and will not post to fixed assets. You can manually update this field to P through the Revise Unposted Entries program (P12102). Use P in this field when the account number is within the fixed asset range of accounts, but you do not want the transaction to post to fixed assets. You can change this field from blank to P or from P to blank. * Posted. Transaction has been posted to the Item Balances table. You cannot change this value. *Screen-specific information* This field appears twice on the Revise Unposted Entries screen. FA Pass Code. Enter a value in this field to locate specific transactions. Transactions with an asterisk (*) in this field have already been posted to fixed assets. These transactions do not appear on Revise Unposted Entries. To view all fixed asset transactions, regardless of post code, enter @ in this field. PC. Use this field to manually update a transaction to a P status.
Account Number - Input (Mode Unknown)	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: ▪ Standard account number (business unit.object.subsidiary or flexible format) ▪ Third G/L number (maximum of 25 digits) ▪ 8-digit short account ID number ▪ Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. *Screen-specific information* To limit your search to transactions with amounts distributed to a specific account, enter an account number. If you enter an account number in this field, do not enter information in the Business Unit or Object Account fields.

Field	Explanation
Ty	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.
	JD Edwards World reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.
	The reserved document type prefixes for codes are:
	P Accounts payable documents
	R Accounts receivable documents
	T Payroll documents
	I Inventory documents
	O Order processing documents
	J General ledger/joint interest billing documents
	The system creates offsetting entries as appropriate for these document types when you post batches.
Asset Number-Input	An identification code for an asset that you can enter in one of the following formats:
	1 Item number (a computer-assigned, 8-digit, numeric control number)
	2 Unit number (a 12-character alphanumeric field)
	3 Serial number (a 25-character alphanumeric field)
	Every asset has an item number. You can use unit number and serial number to further identify assets as needed.
	If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as "/" or "*") in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants screen.
	Screen-specific information
	If you leave this field blank and the account falls within the cost account (FA) range in the AAIs, the system automatically creates a new asset master record when you run the batch Fixed Asset Post.

What You Should Know About

Post Results	Description
Viewing the results of an interactive post	When you post journal entries interactively, the system does not automatically generate the Journal Entries report. You can run the Journal Entries report to review the results of your interactive post, or review the results online using the Cost Summary screen.

Processing Options

See [Revise Unposted Entries (P12102)](#).

Splitting Unposted Journal Entries

> From Fixed Assets (G12), choose **Posting G/L to Fixed Assets**
> From Posting G/L to Fixed Assets (G1212), choose **Revise Unposted Entries**

You can use Revise Unposted Entries to split a journal entry into two or more entries before you post to equipment. For example, you might split unposted journal entries when an Accounts Payable invoice for multiple pieces of equipment is distributed to one account, but you need to capitalize each piece separately.

For example, you can distribute an invoice for computers in the full amount to the G/L asset account for computers. However, you might want to capitalize each computer separately in equipment. You can split the original journal entry for computers into several pieces of equipment, such as central processing unit, printer, monitor, and keyboard.

After you split a journal entry, you can review the transactions on Revise Unposted Entries.

To split unposted journal entries

1. On Revise Unposted Entries, to locate a journal entry, complete any of the following fields:

   - Company
   - Account number
   - Business unit
   - Object
   - Batch
   - Batch Type
   - Document
   - Document Type
   - Hold code
   - Ledger type

2. Enter 3 in the following field:

   - Option
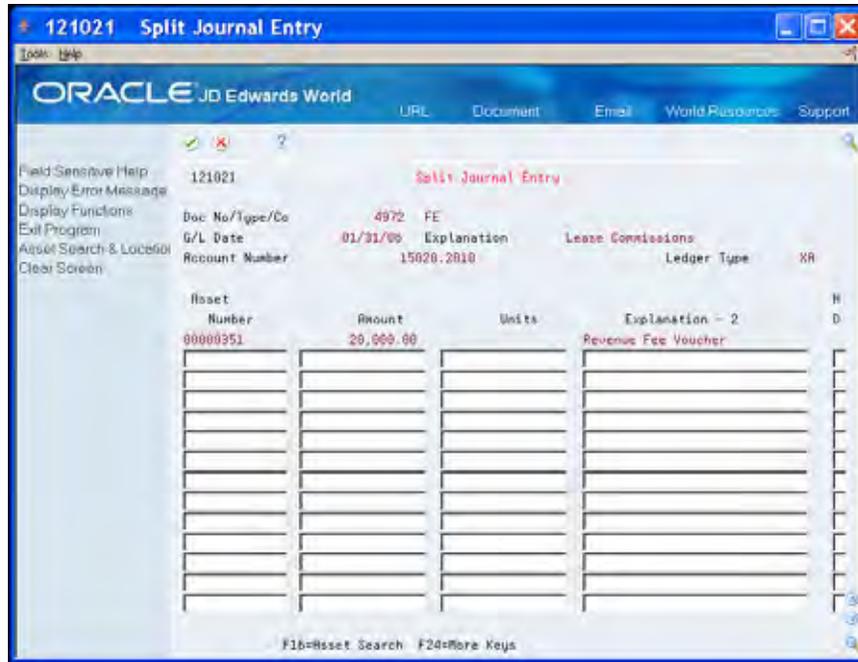
3. On Split Journal Entry, complete the following fields:

- Equipment Number
- Amount
- Units (if applicable)
- Explanation-2

Field	Explanation
Explanation - 2	A name or remark that describes an element in the JD Edwards World systems. *Screen-specific information* Enter a remark to describe the journal entry split. If you leave this field blank, the system uses the description of the original journal entry as the default value.

What You Should Know About

Splitting Journal Entries	Description
Splitting a portion of a journal entry	You cannot split a portion of a journal entry. When you split G/L journal entry into two or more entries, the new totals must add up to the total amount of the original journal entry.

Printing a Journal Entries Report

> ◈ From Fixed Assets (G12), choose **Posting G/L to Fixed Assets**
> From Posting G/L to Fixed Assets (G1212), choose **Print Journal Entries**

You can print the Unposted Fixed Asset Transactions report to view a list of all transactions that have been posted to the general ledger but not posted to equipment. The FX range identifies the beginning and ending range of asset accounts that can post to equipment. The Unposted Fixed Asset Transactions report is a printed version of Revise Unposted Entries.

```
 12301                                           JD Edwards World                      Page     -      2
                                                 Unposted F/A Transactions                     Date     -
6/30/17


Do Document   G/L      Account, Description,                          Item
Line  H
Ty  Number   Date          Subledger/Type       LT     Amount      Units    Number   Description/Explanation
Number D
_ ____ ___ _____ _ _____ _____- _____ _____ ___ -
PV    538 06/15/17          50.2070.          AA    2,000.00                         * No Item Master Record
6.0 H
                  Capital Improvements                                      Electrical Units
                                                                             A&B Electric Motor Ser
PV    568 06/15/17          50.2040.          AA    8,925.64                         * No Item Master Record
13.0
                  Vehicles                                                  Invoice 79860
                                                                             Tenco Tractor, Inc.
PV    568 06/15/17          50.2040.          AA    4,000.00                         * No Item Master Record
14.0 H
                  Vehicles                                                  Invoice 821347
                                                                             Tenco Tractor, Inc.
                                              _____ _____

A Model Construction Mgmt Co                        14,925.64
                                              _____ _____
                                                    14,925.64
```

What You Should Know About

Error Messages	Description
Report messages	If you post a journal entry that does not include an equipment number, the message *No Item Master Record* appears on the report.
	You should create an equipment master for the equipment and attach the new equipment number to the journal entry.

Processing Options

See [Unposted F/A Transactions (P12301)](#).

Post G/L Journal Entries to Equipment

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

This chapter includes the following tasks:

- Posting a Batch of Journal Entries
- Verifying the Post Process

Posting a Batch of Journal Entries

	From Fixed Assets (G12), choose **Posting G/L to Fixed Assets** From Posting G/L to Fixed Assets (G1212), choose **Post G/L Entries to Assets**

Before posting G/L journal entries to equipment, the system verifies that each entry includes:

- A G/L post code of P (posted to the Account Ledger table)
- An account within the FX range you set up in the AAIs
- A fixed asset post code of blank
- A valid equipment number or an account that falls within the cost account (FA) range of 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 Item Balances table. The post program updates the Item Balances table and marks each transaction as posted.

Verifying the Post Process

	From Fixed Assets (G12), choose **Posting G/L to Fixed Assets** From Posting G/L to Fixed Assets (G1212), choose **Post G/L Entries to Assets**

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 the system did not post and an explanation. It also notes any automatic processes that might have run during the post.

```
    12800                                        JD Edwards World                                      Page
2
                                              Post Unposted F/A Entries                               Date
6/15/98

   Do Document    G/L     Account Description                              Item Number
   Ty  Number    Date       and Explanation    LT       Amount        Units        Description    Message Area . .
. . . . .
   .  _  ____  ____  _____  _  _____  _____  _____ _  _____
   PV      572 06/15/98          50.2030.     AA    19,785.60              10663         Item Master record
created.
                          Heavy Equipment                         Heavy Equipment      Item number assigned.
                          Trailer                                 Tenco Tractor, Inc.
                          Tenco Tractor, Inc.                     Trailer
   PV      573 06/15/98          50.2030.     AA   675,795.80              10671         Item Master record
created.
                          Heavy Equipment                         Heavy Equipment      Item number assigned.
                          Tractor                                 Digger, Inc.
                          Digger, Inc.                            Tractor
   PV      574 06/15/98          50.2030.     AA    25,782.55              10680         Item Master record
created.
                          Heavy Equipment                         Heavy Equipment      Item number assigned.
                          Steel Platform                          Edwards & Edwards
                          Edwards & Edwards                       Steel Platform
```

Three messages can appear in the Message Area column on this report:

Message	Description
Item Master Record Created	This message indicates that the system created an equipment master and its corresponding balance information for a posted transaction. If you do not create this information for a piece of equipment before running the post program, the system automatically creates it under the following circumstances:
	▪ The equipment number is blank in the Account Ledger table (F0911)
	▪ The object account falls within the FA range of AAIs
	▪ You use the Post G/L Entries to Assets program to run the post
	The system creates equipment masters and balance information based on the values you enter in Item Setup Default Coding.
Item Number Assigned	If you did not assign an equipment number to an unposted journal entry, this message indicates that the system has automatically assigned an equipment number based on the FA range in the AAIs.
Unable to Post — The record is not in the Item Master Table	This message indicates that you did not assign an equipment number to an unposted journal entry and the system was unable to assign a number automatically.

You can also verify the results of the post to equipment online. To review posted equipment transactions and the effects of the post on other account information, access the following screens:

Screen	Description
Equipment Search and Location	Review new equipment and corresponding equipment masters that the system generated during the post. This is particularly useful if you split a general ledger transaction before running Post G/L Entries to Assets.
Cost Summary	Review how the new transactions affect cost accounts and balances.
Assembly Components and NBV	Review how parent and component relationships are affected by the post. You can also see any changes to the net book value of a piece of equipment.

Processing Options

See [Post Unposted F/A Entries (P12800)](#).

4 Equipment Cost Tracking

Equipment Cost Tracking

Objectives

- To track costs at the business or shop level
- To track costs at the equipment level
- To understand how costs are incorporated into the equipment system

About Equipment Cost Tracking

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

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

Equipment cost tracking consists of the following tasks:

- Reviewing equipment costs
- Reviewing shop costs

Review Equipment Costs

Review equipment costs when you want to see inception-to-date, year-to-date, and month-to-date account balances for individual pieces of equipment. You can also review the detailed transaction information in the Account Ledger table (F0911) that have been posted to the Item Balances table (F1202) for an individual account balance.

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

This chapter contains the following:

- Reviewing Equipment Costs by Cost Account

- Reviewing Equipment Costs by Repair Code

What You Should Know About

Detailed transactions	The system only displays the detailed transaction information from the Account Ledger file (F0911) when:
	▪ A conversion program did not update account balances directly and did not create detailed transactions to support the balances.
	▪ Transactions are not summarized by the G/L Summarization program.

Reviewing Equipment Costs by Cost Account

> From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
> From Cost Inquiries and Reports (G1312), choose **Cost Summary by Cost Account**

Cost accounts each represent a type of cost. Examples of costs accounts include:

- Revenue earned

- Ownership costs

- Maintenance costs

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 certain piece of equipment

- Equipment acquisition costs, depreciation amounts, revenue, maintenance expense, operating expense, and so on for a specific period

- Abbreviated income statement and balance sheet information for a specific piece of equipment

To review equipment costs by cost account

1. On Cost Summary by Cost Account, to locate a piece of equipment, complete the following field:

   - Equipment Number
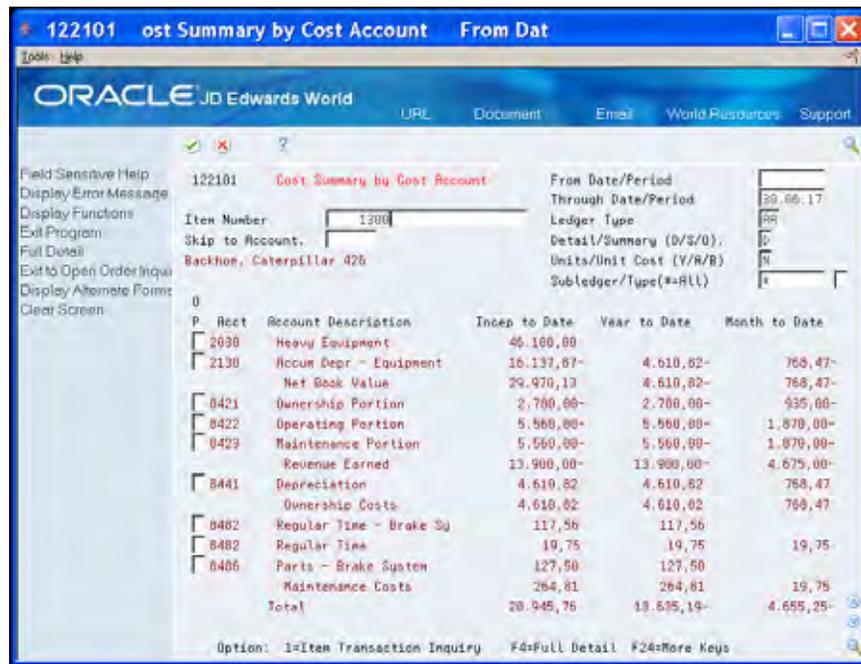
2. To specify the costs you want to review, complete the following optional fields:

   - From Date/Period
   - Through Date/Period
   - Ledger Type
   - Detail/Summary
   - Units/Unit Cost
   - Subledger/Type

3. To review more information, choose Full Detail (F4).
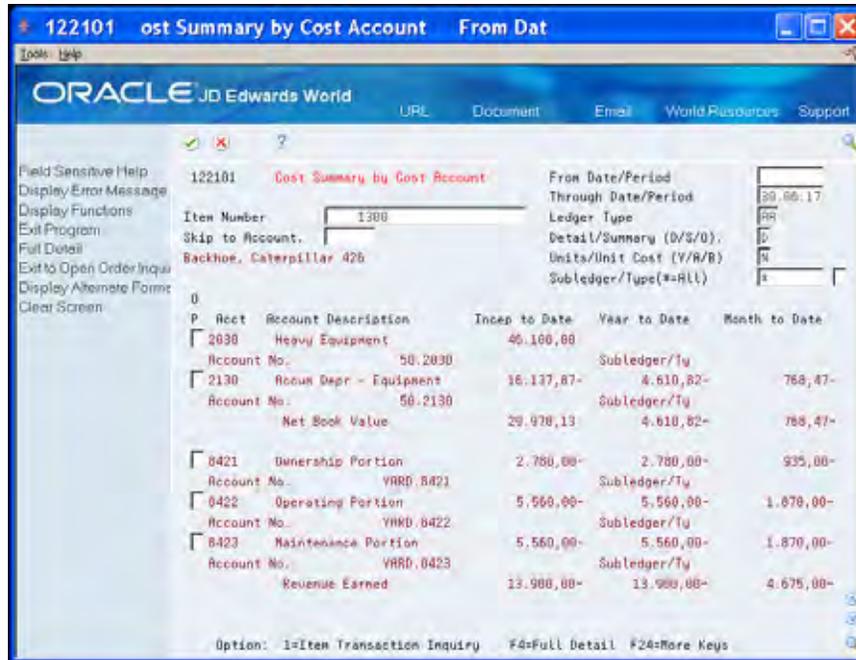
4. To review the posted transactions for an individual account balance, enter 1 in the following field.

■ Option

Field	Explanation
Asset Number-Input	An identification code for an asset that you can enter in one of the following formats:
	1 Item number (a computer-assigned, 8-digit, numeric control number)
	2 Unit number (a 12-character alphanumeric field)
	3 Serial number (a 25-character alphanumeric field)
	Every asset has an item number. You can use unit number and serial number to further identify assets as needed.
	If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for your system, or one of the other two formats. A special character (such as "/" or "*") in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants screen.
From Date/Period	The beginning date of the range in a search. If you do not specify a beginning date, the system uses the current date.
	Screen-specific information
	The Cost Summary programs are date-sensitive. If you do not specify a beginning date, the system uses the first day of the current fiscal year.
Thru Date/Period	A number that either identifies the period number or date for which you want to review information. If you leave this field blank, the system uses the end date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.
	Screen-specific information
	The Cost Summary programs are date-sensitive.
Ledger Type	A user defined code (system 09/type LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
	Screen-specific information
	The system assigns a default ledger type of AA (Actual Amounts) for this field.

Field	Explanation
Detail/Summary (D/S/O)	A code that determines how account information will be displayed on the screen.
	On Cost Summary by Cost Account, you can enter the following valid values:
	D No summarization.
	O Summarize at the object account level.
	S Display totals at the subtotal level. You define the subtotal level when you set up the AT range of accounts in the AAIs.
	On Cost Summary by Repair Code, you can enter the following valid values:
	D No summarization.
	R Display totals at the repair code (subsidiary) level.
Units/Unit Cost (Y/A/B)	A code that determines whether the system displays amounts or statistical units. You can use statistical units to track equipment information for a piece of equipment. Valid values are:
	N Display currency amounts. This is the default value.
	Y Display statistical units such as hours. The statistical units you define for this code are stored in the AT00 automatic accounting instruction.
	A Display statistical units such as those used to indicate fuel consumption. The statistical units you define for this code are stored in the FMA automatic accounting instruction.
	B Display statistical units such as miles. The statistical units you define for this code are stored in the FMB automatic accounting instruction.
	Equipment can accumulate usage amounts based on hours, miles, fuel, and so on. When you display equipment costs by units or unit cost, the first account listed shows the number of units that have accumulated for that piece of equipment. The remaining account balances reflect actual amounts divided by the total units or a per unit cost for each account.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
	Screen-specific information
	You can identify work orders as subledgers in your system. Work orders are often the most common subledgers in the Fixed Assets and Equipment/Plant Management systems.

Field	Explanation
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes screen, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example:
	A Alphanumeric field, do not edit
	N Numeric field, right justify and zero fill
	C Alphanumeric field, right justify and blank fill

Reviewing Equipment Costs by Repair Code

> From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
> From Cost Inquiries and Reports (G1312), choose **Cost Summary by Repair Code**

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

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

When you review costs by repair code, you get a managerial perspective of costs related to a specific type of repair. View costs by repair code when you want to access:

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

To review equipment costs by repair code

1. On Cost Summary by Repair Code, to locate a piece of equipment, complete the following field:

   - Equipment Number

2.   To specify the repair codes you want to review, complete the following optional fields:

   ▪   From Date/Period

   ▪   Through Date/Period

   ▪   Ledger Type

   ▪   Detail/Summary

   ▪   Units/Unit Cost

   ▪   Subledger/Type

3.   To review the posted transactions for an individual repair code, enter 1 in the following field.
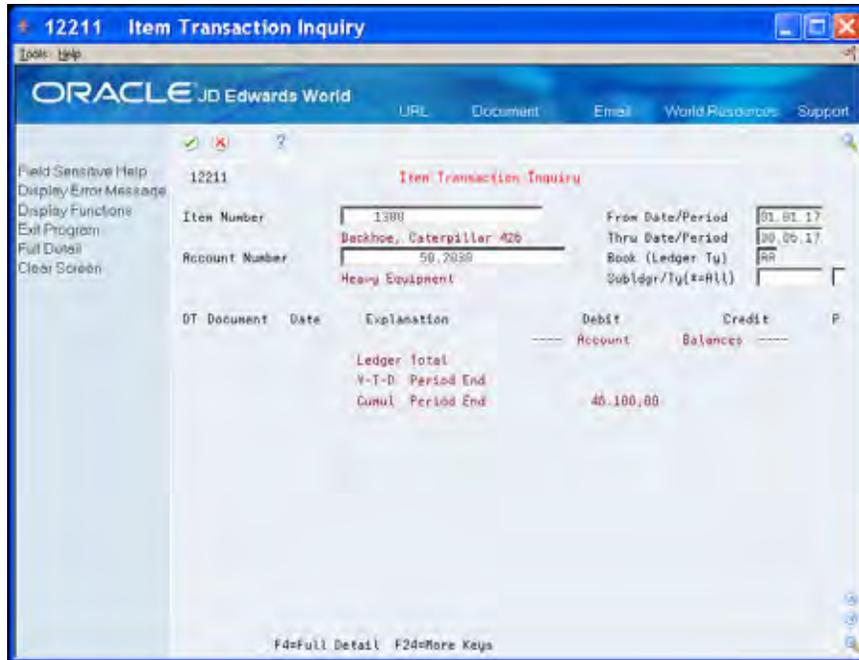
   ▪   Option

What You Should Know About

Alternate formats	Use the Skip to Code field to review account information on Cost Summary by Repair Code by a specific repair code rather than by a piece of equipment.

Processing Options

See Cost Summary by Account Code (P122101).

Review 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.

This chapter includes the following tasks:

- [Reviewing Shop Costs by Repair Code](#)
- [Reviewing Shop Costs by Cost Account](#)

See Also

- *Work with a Project or Job* in the *Job Cost Guide* for more information about reviewing shop costs

Reviewing Shop Costs by Repair Code

	From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports** From Cost Inquiries and Reports (G1312), choose **By Repair Code**

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

You can display up to four user-defined columns of information related to the accounts for a single shop or business unit, or more than one business unit that you group together as a project. For example, you might want to review the following types of information:

- Actual amounts and unit quantities
- Budget amounts and unit quantities
- Actual values from the AA or AU ledger for the number of days prior to the date you specify

To review costs by repair code

1. On By Repair Code, complete the following field:

    - Job Number (Business Unit)

2. To limit the information that displays, complete any of the following fields:

    ▪ Thru Date/Period

    ▪ Subledger

    ▪ From/Thru Cost Code

    ▪ From/Thru Type

    ▪ From/Thru Category Code

    ▪ From/Thru Alternate Cost Code

    ▪ Level of Detail

    ▪ Sequence

    ▪ Activity

    ▪ Period/Cumulative/Inception-to-Date

    ▪ Project

    ▪ Days

3. To review account ledger information for individual entries, enter 1 in the following field:

    ▪ Option

4. On Account Ledger Inquiry, enter 1 or 2 in the following field to review individual journal entries.

  ▪ Option

Field	Explanation
Job Number	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Screen-specific information
	You must use the project number in the Job Number field when reviewing project information.
Thru Date/Period	A number that either identifies the period number or date for which you want to review information. If you leave this field blank, the system uses the end date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Cost Code	The cost code of the first account in the range of accounts you want displayed.
	Screen-specific information
	For Equipment/Plant Maintenance users, the cost code is the repair code. Repair codes are set up as subsidiary accounts.
Type	The cost type of the first account in the range of accounts you want displayed.
Cat Cd	The category code of the first account you want displayed.

Field	Explanation
LOD	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example:
	3 Assets, Liabilities, Revenues, Expenses
	4 Current Assets, Fixed Assets, Current Liabilities, and so on
	5 Cash, Accounts Receivable, Inventories, Salaries, and so on
	6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on
	7 Petty Cash - Dallas, Petty Cash - Houston, and so on
	8 More Detail
	9 More Detail
	Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.
Seq	Controls the sequence of the accounts that are displayed.
	Valid codes are:
	Blank Cost code and cost type
	1 Category code 01
	2 Category code 02
	3 Category code 03
	A Alternate cost code
	This field also controls whether you can enter codes in the range-related fields for category codes and alternate cost codes.
Activity Option	Limits the display of accounts to a specific condition. This field includes or excludes information from the Account Master and Account Balances tables (F0901 and F0902, respectively) based on prior and current activity. The description of the condition is displayed on the left side of the screen above the account information.
	NOTE: The screen displays header accounts related to the detail accounts that meet the condition in the Act field. This is true even if a header account does not seem to meet the same condition.
P/C/I	Specifies the type of totals that are displayed. Valid codes are:
	C Cumulative (year-to-date).
	I Inception-to-date (job-to-date). With this code, projected costs include all budgets, commitments, and actual costs.
	P Period (financial period-to-date)

Field	Explanation
Project Level Inquiry (0/1)	Use this field to indicate whether you are inquiring on a single job or on a project that includes multiple jobs.
	1 Indicates that you are inquiring on a project number. The information displayed is a consolidation of all of the jobs for the project number.
	0 Indicates that you are inquiring on a single job. The information displayed is only for the job number you enter.
	blank Same as entering 0.
Days	The number of days prior to the date contained in the Thru Date/Period field. You can use this field to display information for an irregular period of time such as a five day workweek that occurs in the middle of a financial period. It relates only to actual amounts and unit quantities (ledger types AA and AU).
	NOTE: The Days field affects only columns with formulas that include code 10, 30, or 50. It has no effect on any other columns.

What You Should Know About

User-defined columns and alternative formats	You can set up different formats for the screen that meet your specific business needs. You can also change the format of the screen interactively. As long as the values you enter in the locate costs remain the same, the system inquires only once on the related tables and ledgers. If you change one or more columns, or toggle to a new format, the system immediately recalculates the information to satisfy the different columns.
	See *Setting Up Shop Cost Inquiry* in the *Equipment/Plant Maintenance Guide* for more information about setting up the user-defined columns that you can use when reviewing shop costs.

Processing Options

See .

Reviewing Shop Costs by Cost Account

> From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
> From Cost Inquiries and Reports (G1312), choose **By Cost Account**

Each cost account, or 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 might have individual cost accounts for labor, parts, and equipment. 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 use By Cost Account to review:

- All shop costs

- Individual cost account balances for an entire shop

- Comparisons of actual and budget amounts, or amounts for any other two ledger types

To review costs by cost account
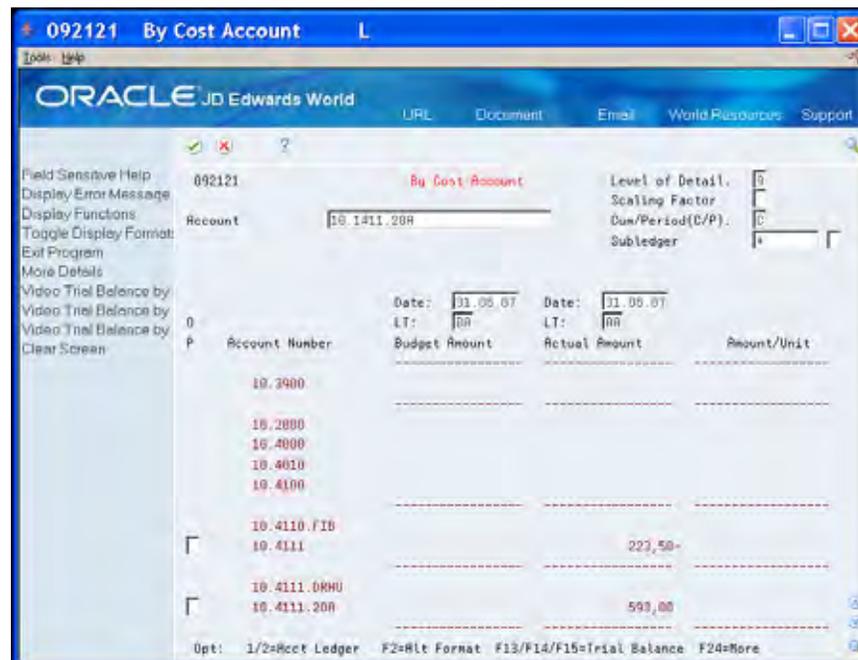
1. On By Cost Account, to locate the costs you want to review, complete the following field:

   - Account

2. To limit the display of cost information, complete the following fields:

   - Level of Detail

   - Scaling Factor

   - Cumulative/Period

   - Subledger/Type

   - Currency

3. To specify the information you want to review in each column, complete the following fields:

   - Thru Date/Period

- Ledger Type

What You Should Know About

Performance considerations	You can limit the time it takes your system to search for shop cost information. Set up the maximum number of records you want the system to retrieve at one time in User Defined Codes (00/IO). The default number of records is 100.
	If you enter values to locate a number of records that exceeds the maximum input/output (I/O), the system displays a window. You can display the records that the system has retrieved up to that point or continue to retrieve the rest of the records.
Alternate formats	You can toggle between a two-column, three-column, or four-column format to review different shop cost information. The two-column format includes period and cumulative amounts for each ledger type you specify. The three-column format includes period or cumulative amounts for the ledger types you specify, and a derivative of those amounts. The four-column format lists both cumulative and period amounts for each ledger type you specify.

Processing Options

See By Cost Account (P092121).

5 Equipment Time Billing

Equipment Time Billing

Objectives

- To enter equipment time in order to bill jobs
- To understand the payroll and time accounting fields related to equipment
- To understand the process of recording billing transactions in the general ledger and equipment balance tables

About Equipment Time Billing

You can charge a job or business unit for the use of your equipment. When you enter equipment billing information, the system creates debit journal entries to the Account Ledger table (F0911). You can then review and approve billing entries for posting. When you post the entries, the system creates the offsetting credit entries to the general ledger Account Balance table (F0902). You must also post equipment time billing transactions to the equipment system Item Balance table (F1202).

Use one of the following methods to enter equipment charges:

- Enter charges using Time Accounting
- Enter charges using Payroll
- Enter charges using Equipment Time Entry

The method you choose to enter equipment charges depends upon the systems that you have installed and the type of information that you need to enter.

Method	Description
Time Accounting	Use the Time Accounting system to enter charges for both equipment use and associated labor. You can charge for employees' time based on their labor rates or their recharge rates. However, you can charge for equipment use without charging for labor.
Payroll	You can use the Payroll system to enter charges for labor associated with equipment use. In this system, you must enter charges for both equipment and labor. You can also create payroll liabilities, such as payroll taxes and employee benefits. The Payroll system uses information from the employee master to create the liabilities. In addition, use Payroll to post equipment transactions on an interim basis, regardless of the payroll cycle.

Method	Description
Equipment Time Entry	Use the Equipment Time Entry program in the Equipment/Plant Maintenance system to enter only equipment charges to a job or business unit.

Note: You must install Time Accounting (System 05) and Payroll (System 07/77) to use their billing features with Equipment Billing.

Before You Begin

- Set up the Billing Rate Table. See *Defining Rental Rates for Equipment.*

Enter Charges Using Time Accounting

You can use the Time Accounting System with Equipment Billing to enter charges for equipment use and associated labor.

This chapter contains the following tasks:

- **Entering Equipment Billing Information**

- **Generating Equipment Timecard Journals**

- **Processing Equipment Timecard Journals**

Entering Equipment Billing Information

◈	From Time Accounting System (G05), choose **Time Entry** From Time Entry (G0512), choose **Recharge by Job/Business Unit**

The procedures that follow refer only to entering and processing equipment billing information.

See Also

- *Entering Timecards by Employee* in the *US Payroll Volume 1 Guide* if you want to enter employee labor

To enter equipment billing information

1. On Recharge by Job/Business Unit, complete the following fields:

   - Batch Number

   - Date Worked

   - Job Worked

   - Equipment Number

   - Equipment Hours
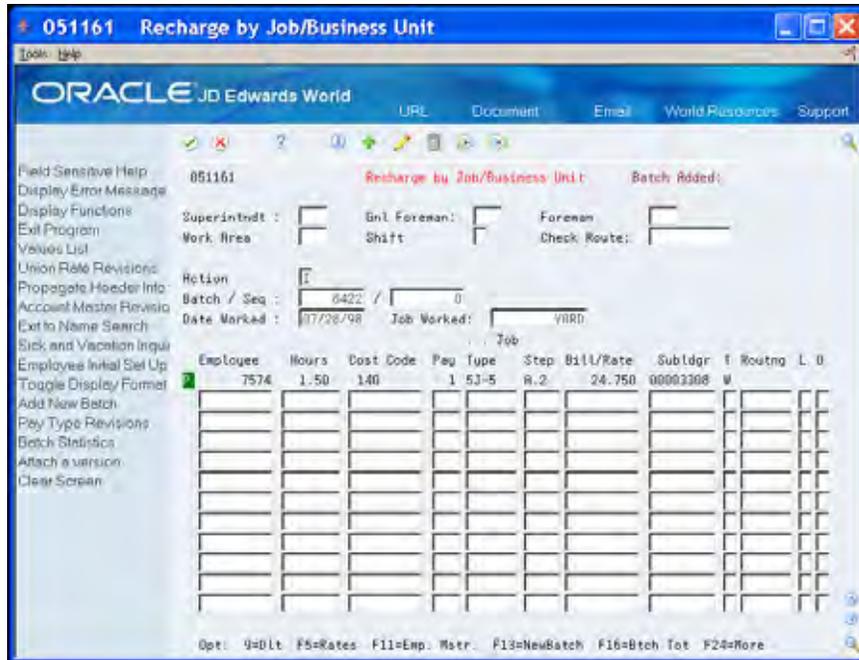
Toggle to the alternate display format with multiple equipment number entry fields if you need to enter time against more than one piece of equipment.
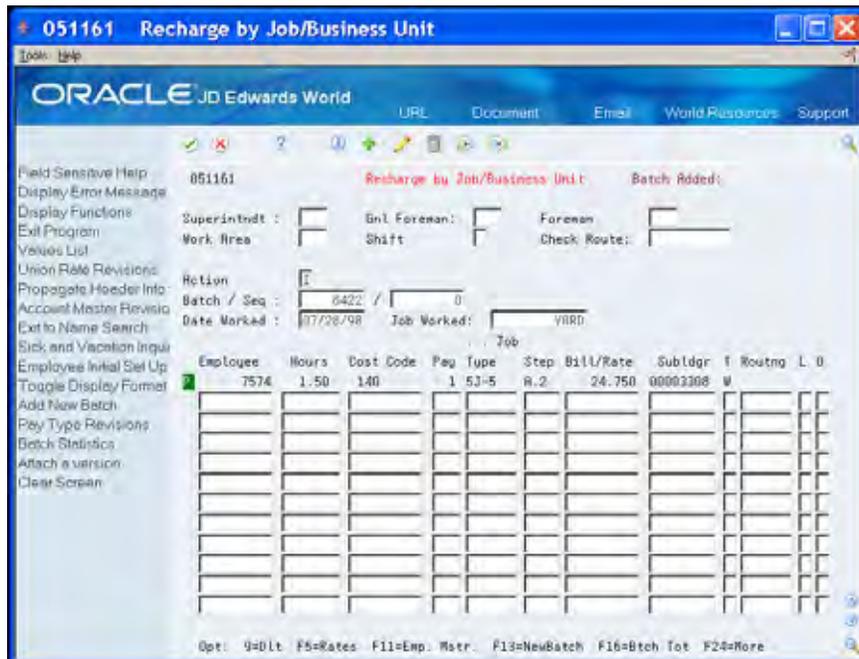
2. Complete the following optional fields:

   ▪ Subsidiary

   ▪ Rate Code

   ▪ Rate

   ▪ Object

3. Choose Values List (F4).
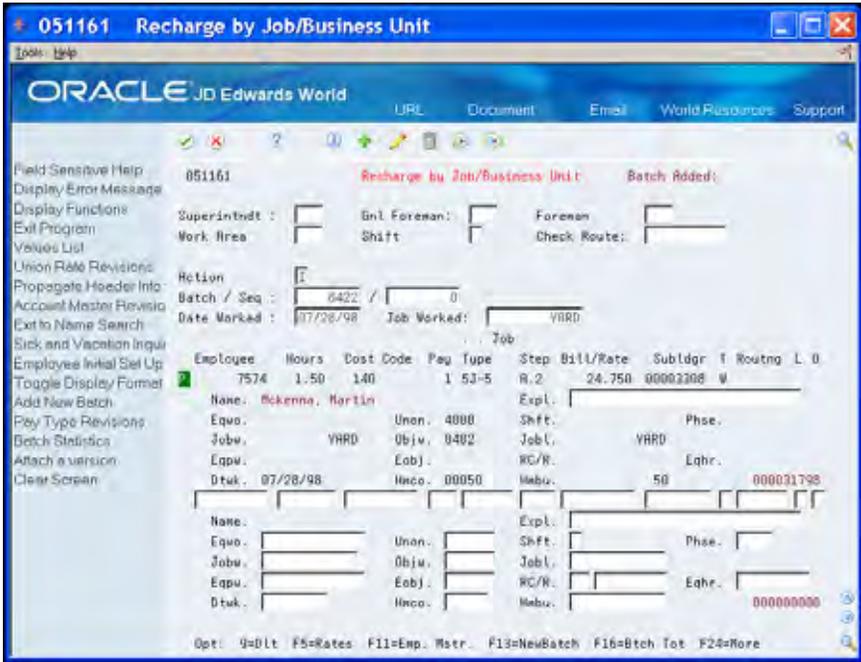
4. To record the equipment used on the job, complete the following optional field:

- Equipment Worked (Eqpw)

Note: Verify that you use the Equipment Worked (Eqpw) field for Equipment Billing purposes. Use the Equipment Worked On (Eqwo) field for equipment maintenance only. You use the Equipment Worked On field to record labor hours used to repair or maintain equipment.

Field	Explanation
Jobw	A code for the job worked. In Timecard Entry by Job, the value you enter in this field appears in each timecard. You can override this value for individual timecards.
Eqhr	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.

Field	Explanation
RC	A user-defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Account Number - Input (Mode Unknown)	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:
	▪ Standard account number (business unit.object.subsidiary or flexible format)
	▪ Third G/L number (maximum of 25 digits)
	▪ 8-digit short account ID number
	▪ Speed code (not currently available in OneWorld)
	The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
	Screen-specific information
	To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period (\WO.).
	For Equipment/Plant Management users:
	Use this field to indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards.

What You Should Know About

Batch numbers	Batch numbers must be unique. You can set up the processing options for the Recharge by Job/Business Unit program to allow the system to generate a batch number from Next Numbers. If the processing option is set correctly, when you choose New Batch, the system generates a batch number that you can enter in the Batch Number field. Or, you can enter your own unique batch number.
Using other Time Accounting screens	You can enter equipment billing information through any time entry program in the Time Accounting system except:

- Labor by Employee
- Labor by Shop Floor

Depending on the information you need to enter, you can use the following programs to enter equipment billing information:

- Labor by Job/Business Unit - Use to charge multiple pieces of equipment to a job or business unit. If you use this screen, you must also enter employee time.
- Recharge Time by Employee - Use to charge for equipment use based on the employee that operated the equipment.
- Labor by Employee with Equipment - Use to charge for equipment and employee labor. If you use this screen, you must also enter employee time.
- Daily Labor - Use to charge for equipment use and employee labor.

Other ways to access time entry screens	You can access the Recharge Time by Employee or the Recharge by Job/Business Unit screens directly from Equipment/Plant Management menus. Choose Equipment Work Orders from the main menu. From the Equipment Work Orders menu, choose Work Order Processing. From the Work Order Processing menu, choose an option.

Processing Options

See <u>Time Entry by Job (Business Unit) (P051161)</u>.

Generating Equipment Timecard Journals

To post equipment time entries, you must create G/L transaction records. You create G/L transaction records by generating timecard journals. To generate timecard journals, you can use equipment billing transactions, employee labor transactions, or both. This guide discusses only equipment billing transactions.

When you select Generate Timecard Journals, the system displays a DREAM Writer versions list. The DREAM Writer versions list includes DEMO versions that you can run or copy and modify to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the job for processing.

> From Time Accounting System (G05), choose **Timecard Post/History Update**
> From Timecard Post and History Update (G0513), choose **Generate Timecard Journals**

What You Should Know About

Charging equipment time to components	If you charge time to equipment components as well as to the parent item, the system posts billing amounts for both the parent item and its components according to their billing rates.

Processing Options

See [Generate Timecard Journals (P062901)](#).

See Also

- *Generating Timecard Journals* in the *Time Accounting Guide* for more information about processing employee labor transactions

- *Understand DREAM Writer* in the *Technical Foundation Guide* for more information about running, copying, and changing DREAM Writer versions

Processing Equipment Timecard Journals

After you enter equipment billing time and generate the timecard journals, you can verify the entries and approve the batch for posting. You can also change the status of a batch from approved to pending, for example, if you find errors and want to prevent the batch from posting. After you have approved the batch, you can post it to the G/L.

Processing timecard journals consists of the following tasks:

- Reviewing and approving timecard journals
- Posting timecard journals to the G/L

See Also

- *Processing Batch Journal Entries* in the *General Accounting II Guide*

Reviewing and Approving Timecard Journals

> From Time Accounting System (G05), choose **Timecard Post/History Update**
> From Timecard Post and History Update (G0513), choose **Journal Batch Review**

After you enter equipment billing time and generate the timecard journals, you can verify the entries and approve the batch for posting. In addition, you can change the status of a batch from approved to pending, for example, if you find errors within the batch and want to prevent the batch from posting.

To review and approve timecard journals

1. On Journal Batch Review, to locate the batch with the time journal entries for equipment time, complete any combination of the following fields:

- User ID

- Batch Number

- Batch Date From

- Thru

- Batch Status

2. To approve the batch you want to post, complete the following field:

- A (Batch Approved for Posting)

What You Should Know About

Reviewing a detailed entry within a batch	You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Journal Batch Review. Enter 1 in the Option field to access General Ledger Batch Review and review each journal entry. From there, enter 1 in the Option field to access the Journal Entries screen and review individual documents.

Posting Timecard Journals to the G/L

> From Time Accounting System (G05), choose **Timecard Post/History Update**
> From Timecard Post and History Update (G0513), choose **Post Journals to G/L**

After you review and approve timecard journals, you can post them to the G/L.

When you select Post Journals to G/L, the system displays the processing options for the Post General Ledger program before submitting the job for processing. After you choose the appropriate processing options, the system displays a message that a batch was submitted to post.

See Also

- *Understand DREAM Writer* in the *Technical Foundation Guide* for more information about copying, changing, and running DREAM Writer versions

Enter Charges Using Payroll

You can use the Payroll system to enter charges for equipment use that are associated with employee labor. You can also use the system to create payroll liabilities. When you use the Payroll system, you *must* enter employee labor. In addition, you can use the Payroll system to review posted equipment transactions on an interim basis, regardless of your organization's payroll cycle.

This chapter contains the following:

- [Entering Equipment Billing Information](#)
- [Generating Equipment Timecard Journals](#)
- [Processing Equipment Timecard Journals](#)

Entering Equipment Billing Information

> ◆ From Payroll Master Menu (G07), choose **Time Entry**
> From Time Entry (G0712), choose **By Job or Business Unit**

The procedures that follow refer only to entering and processing equipment billing information.

See Also

- *Entering Timecards with Equipment Information* in the *US Payroll Guide Volume 1* if you want to enter employee labor

To enter equipment billing information

1. On By Job or Business Unit, complete the following fields:

- Batch
- Date Worked
- Job Worked
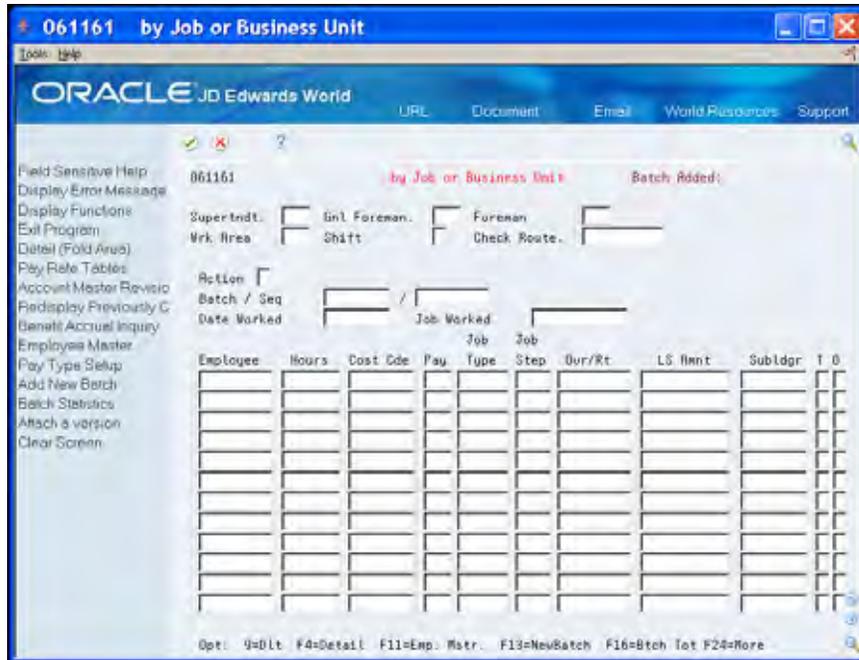
2. To charge for employee time, complete the following fields:

   ▪ Employee

   ▪ Hours

   ▪ Cost Code

   ▪ Pay

3. Choose Detail (F4).
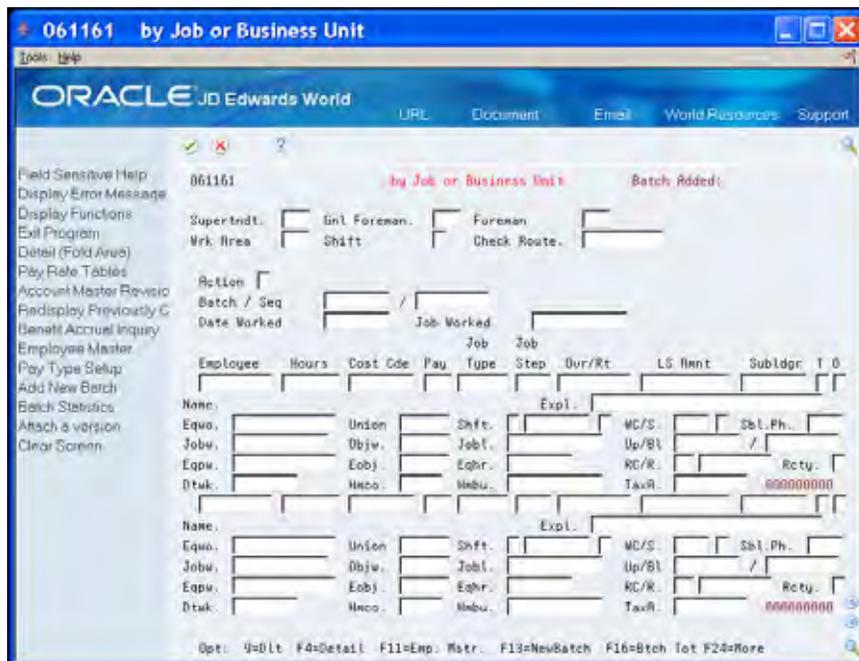
4. To charge for equipment use, complete the following field:

- Equipment Worked (Eqpw)

5. Complete the following optional fields:

- Equipment Object

- Equipment Hours

- Rate Code

- Rate

> **Note:** Verify that you use the Equipment Worked (Eqpw) field for Equipment Billing purposes. Use the Equipment Worked On (Eqwo) field for equipment maintenance only. You use the Equipment Worked On field to record labor hours used to repair or maintain equipment.

Field	Explanation
Jobw	A code for the job worked. In Timecard Entry by Job, the value you enter in this field appears in each timecard. You can override this value for individual timecards.
Eqpw	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
Eqhr	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
Billing Rate - Equipment	The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:
	Billing Rate = $100
	$20 Rate 1 (Ownership Component)
	$50 Rate 2 (Operating Component)
	$25 Rate 3 (Maintenance Component)
	$5 Rate 4 (Other Costs Component)
	You can enter debits or charges to specific cost accounts using the total billing rate (for example, $100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.

What You Should Know About

Batch numbers	Batch numbers must be unique. You can set up the processing options for the Recharge by Job/Business Unit program to allow the system to generate a batch number from Next Numbers. If the processing option is set correctly, when you choose New Batch, the system generates a batch number that you can enter in the Batch Number field. Or, you can enter your own unique batch number.
Using other screens to enter equipment billing information	In addition to the by Job or Business Unit screen, you can enter equipment billing information on the following screens:
	▪ By Employee with Equipment-Use to charge for equipment use based on the employee that operates the equipment.
	▪ Daily Timecard Entry-Use to charge for equipment use associated with an employee on a daily basis.

Processing Options

See [Time Entry by Job (Business Unit) (P061161)](#).

Generating Equipment Timecard Journals

	From Payroll Master Menu (G07), choose **Interims and Special Post** From Interims and Special Post (G0721), choose **Generate Timecard Journals**

To post equipment time entries, you must create G/L transaction records. You create G/L transaction records by generating timecard journals. To generate timecard journals, you can use equipment billing transactions, employee labor transactions, or both. This guide discusses only equipment billing transactions.

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

What You Should Know About

Charging time to equipment components	If you charge time to equipment components as well as to the parent item, the system posts billing amounts for both the parent item and its components according to their billing rates.

See Also

- *Generating Timecard Pro Forma Journal Entries* in the *US Payroll Guide Volume 1* for more information about processing employee labor transactions

- *Understand DREAM Writer* in the *Technical Foundation Guide* for more information about running, copying, and changing DREAM Writer versions

Processing Equipment Timecard Journals

After you enter equipment billing time and generate the timecard journals, you can verify the entries and approve the batch for posting. You can also change the status of a batch from approved to pending, for example, if you find errors and want to prevent the batch from posting.

Processing timecard journals consists of the following tasks:

- Reviewing and approving timecard journals

- Posting timecard journals to the G/L

See Also

- *Processing Batch Journal Entries* in the *General Accounting II Guide* for more information about processing journal entries

Reviewing and Approving Timecard Journals

◈	From Time Accounting System (G05), choose **Timecard Post/History Update** From Timecard Post and History Update (G0513), choose **Journal Batch Review**

After you enter equipment billing time and generate the timecard journals, you can verify the entries and approve the batch for posting. In addition, you can change the status of a batch from approved to pending, for example, if you find errors and want to prevent the batch from posting.

To review and approve timecard journals

1. On Journal Batch Review, to locate the batch with the time journal entries for equipment time, complete any combination of the following fields:

- User ID
- Batch Number
- Batch Date From
- Thru
- Batch Status

2. To approve the batch that you want to post, complete the following field:

- A (Batch Approved for Posting)

What You Should Know About

Reviewing a detailed entry within a batch	You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Journal Batch Review. Enter 1 in the Option field to access General Ledger Batch Review and review each journal entry. From there, enter 1 in the Option field to access the Journal Entries screen and review individual documents.

Posting Timecard Journals to the G/L

◈	From Time Accounting System (G05), choose **Timecard Post/History Update** From Timecard Post and History Update (G0513), choose **Post Journals to G/L**

After you review and approve timecard journals, you can post them to the G/L.

When you select Post Journals to G/L, the system displays processing options for the Post General Ledger program before submitting the job for processing. After you select the appropriate processing options, the system displays a message that the batch was submitted to post.

See Also

- *Understand DREAM Writer* in the *Technical Foundation Guide* for more information about copying, changing, and running DREAM Writer versions

Enter Charges Using Equipment Time Entry

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

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

This section contains the following:

- Entering Equipment Time Billing Information
- Working with a Model Time Entry
- Processing Equipment Time Entries
- Printing Equipment Time Reports

Entering Equipment Time Billing Information

> From Equipment/Plan Management (G13), choose **Equipment Time Billing**
> From Equipment Time Billing (G1313), choose **Time Entry**

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 for the Account Balances table (F0902). You must then post the entries to the Item Balances table (F1202).

To enter equipment time billing information

1. On Time Entry, complete the following fields:
   - Job or Business Unit
   - G/L Date
   - Equipment Number (Item Number)
   - Hours
   - Cost Code
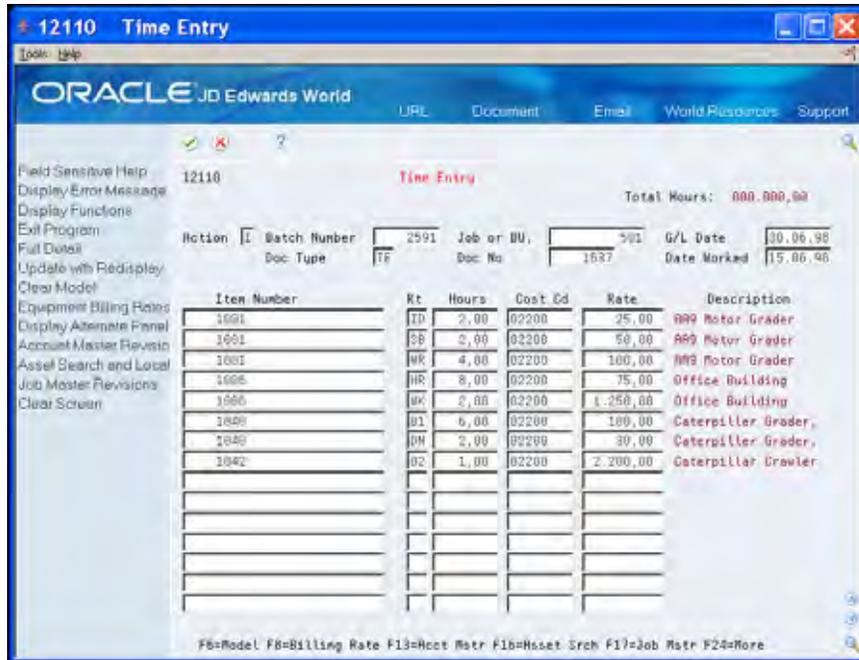
2. Complete the following optional fields:

   ▪ Date Worked

   ▪ Rate Code

   ▪ Rate

3. Choose the Full Detail (F4).
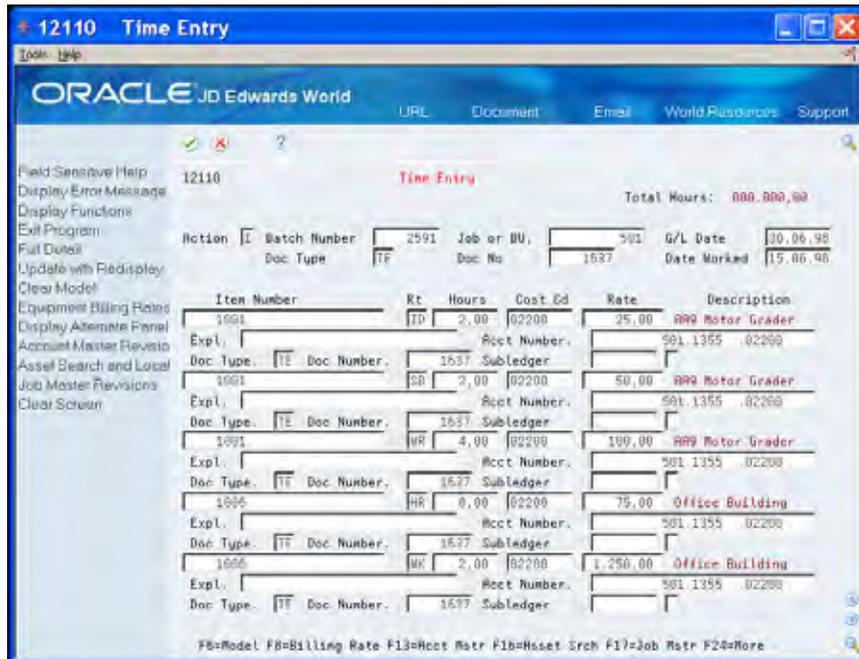
4. Complete the following optional field:

▪ Account Number

Field	Explanation
Equipment Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Rate	A code that represents the amount you want to charge the job. Each piece of equipment can have numerous billing rates based on the rate code. The equipment billing rate can be composed of up to ten different rates. For example:
	Billing Rate = 200
	100 Rate 1 (Ownership Component) 25 Rate 2 (Operating Component) 50 Rate 3 (Maintenance Component) 25 Rate 4 (Other Costs Component)
	When you post time entries to the General Accounting system, the system recognizes credits in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost.
	Note: You are not required to use rate components.
	Screen-specific information
	The system inserts a value in this field from the Rental Rates table. You can override this default value.

Processing Options

See .

Working with a Model Time Entry

> From Equipment/Plan Management (G13), choose **Equipment Time Billing**
> From Equipment Time Billing (G1313), choose **Time Entry**

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

Before You Begin

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

To use a model time entry

1. On Time Entry, complete the steps for locating a posted time entry batch.

2. Choose a batch that represents typical equipment billing transactions.

3. To clear the G/L Date, Date Worked, Rate, and Account Number fields, choose Clear Model (F6).

   The following fields remain unchanged:

   - Job or Business Unit
   - Document Type
   - Equipment Number
   - Rate Code
   - Hours
   - Cost Code

4. Make any necessary modifications to the data.

5. Create the new batch.

Processing Equipment Time Entries

After you enter equipment billing time, you can verify the entries and approve the batch of time entries for posting. You can also change the status of a batch from approved to pending, for example, if you find errors and want to prevent the batch from posting.

Processing time billing batches consists of the following tasks:

- Reviewing and approving equipment time entries
- Posting equipment time entries

See Also

- *Processing Batch Journal Entries* in the *General Accounting II Guide* for more information

Reviewing and Approving Equipment Time Entries

> From Equipment/Plan Management (G13), choose **Equipment Time Billing**
> From Equipment Time Billing (G1313), choose **Time Entry Journal Review**

After you enter equipment billing time, you can verify the entries and approve the batch of time entries for posting. You can also change the status of a batch from approved to pending, for example, if you find errors and want to prevent it from posting.

To review and approve time entries

1. On Time Entry Journal Review, to locate the batch with the time journal entries for equipment time, complete any combination of the following fields:

   - User ID
   - Batch Number
   - Batch Date From
   - Thru
   - Batch Status
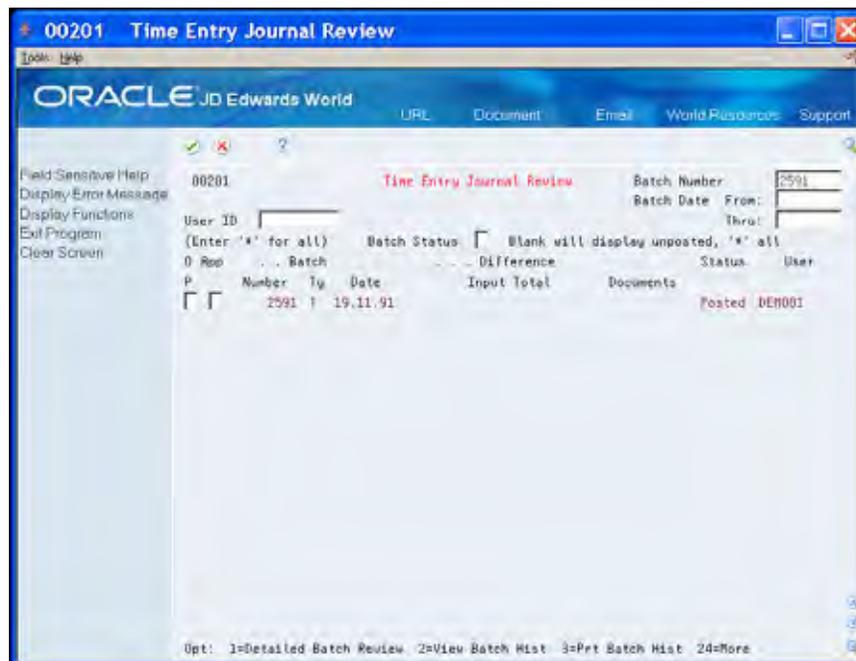
2. To approve the batch that you want to post, complete the following field:

   - App (Batch Approved for Posting)

What You Should Know About

Reviewing a detailed entry within a batch	You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Time Entry Journal Review. Enter 1 in the Option field to access General Ledger Batch Review and review each journal entry. From there, enter 1 in the Option field to access the Journal Entries screen and review individual documents.

Posting Equipment Time Entries

After you review and approve journal entries for equipment time, you must post them to the general ledger and then to the equipment Item Balances table (F1202).

Posting equipment time entries consists of the following tasks:

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

Posting Time Entries to the G/L

❖	From Equipment/Plan Management (G13), choose **Equipment Time Billing**
	From Equipment Time Billing (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 select Post Time Entries to G/L, the system displays processing options for the Post General Ledger program before submitting the job for processing. After you select the appropriate processing options, the system displays a message that a batch was submitted to post.

Processing Options

See General Ledger Post (P09800).

Posting G/L Entries to Equipment

❖	From Equipment/Plan Management (G13), choose **Equipment Time Billing**
	From Equipment Time Billing (G1313), choose **Post G/L Entries to Assets**

After you post the entries to the general ledger, post them to the equipment Item Balances table (F1202). When you post billings to equipment, the system verifies that each of your batch transactions include the following:

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

- A valid equipment number
- A hold code of blank

When you select Post G/L Entries to Assets, the system displays processing options for the Post G/L Entries to Assets program before submitting the job for processing. After you select the appropriate processing options, the system displays a message that the batch was submitted to post. The post program updates the Item Balances table (F1202) and marks each transaction as posted.

Processing Options

See General Ledger Post (P09800).

See Post Unposted F/A Entries (P12800).

See Also

- *Understand DREAM Writer* in the *Technical Foundation Guide* for more information about copying, changing, and running DREAM Writer versions

Printing Equipment Time Reports

You can print Equipment Time Billing reports to review information about equipment time billing transactions.

Printing Equipment Time Billing reports consists of the following tasks:

- Printing the Posting Edit report
- Printing the Posting Journal report
- Printing the Time Entry Journal report

Printing the Posting Edit Report

From Equipment/Plan Management (G13), choose **Equipment Time Billing**
From Equipment Time Billing (G1313), choose **Post Time Entries to G/L**

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

Processing Options

See General Ledger Post (P09800).

```
   09800                                 JD Edwards World                                           Page
4
                                   General Ledger Post - Time Billing
Date  12/12/17
                                        Posting Edit Report


   Create Intercompany Settlements: *

    Batch    Batch  Account Number - Input       G/L Date Do Document JE Line
    Number   Date   Account ID                   Subldgr  Ty Number   Number    Error Messages
   -------- -------- ----------------------------- -------- -- -------- --------- --------------------------------------
-
    114220 12/12/17                                                             ***NO ERRORS*** Batch will post.
                                                                                *
```

Printing the Posting Journal Report

> From Equipment/Plan Management (G13), choose **Equipment Time Billing**
> From Equipment Time Billing (G1313), choose **Post Time Entries to G/L**

When you run the post program to post journal entries to the general ledger, the system automatically creates the Posting Journal report. This report summarizes the transactions that post to the general ledger. If you do not want the report to print, you can specify so in the Print Selection processing option for the post program.

Processing Options

See General Ledger Post (P09800).

Posting Journal Report

```
   09801                                 JD Edwards World                                  Page     1
   Batch Type      - T                General Ledger Post - Time Billing               Date   12/12/17
   Batch Number    -  114220
   Batch Date      - 12/12/95
                                            Posting Journal
    Post Out of Balance        :
   Create Intercompany Settlements: *
   Do Document    G/L   Co    Account Description    G/L Account          . . . . . Amounts . . . . .   LT   Units
   Ty       Date       Explanation                   Subldgr-Ty/Asset Number   Debit        Credit
   -- -------- -------- ----- ------------------------ ---------------------------- -------------- -------------- -- -------------
   TE   12958 06/15/17 00050 Equipment         USD       5001.1355.02800         75.00                     AA        3.00
                             Backhoe, Caterpillar 426
                                              00001300
   TE   12958 06/15/17 00050 Equipment         USD       5001.1355.02600         50.00                     AA        2.00
                             Backhoe, Caterpillar 426
                                              00001300
   TE   12958 06/15/17 00050 Ownership Portion     USD        YARD.8421                       15.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Operating Portion     USD        YARD.8422                       30.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Maintenance Portion   USD        YARD.8423                       30.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Ownership Portion     USD        YARD.8421                                    AA        3.00-
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Ownership Portion     USD        YARD.8421                       10.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Operating Portion     USD        YARD.8422                       20.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Maintenance Portion   USD        YARD.8423                       20.00- AA
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
   TE   12958 06/15/17 00050 Ownership Portion     USD        YARD.8421                                    AA        2.00-
                             Main Terminal Building
                             Backhoe, Caterpillar 426 00001300
                                                                        -------------- --------------
                                                  Batch Total            125.00        125.00- AA
```

Printing the Time Entry Journal Report

> From Equipment/Plan Management (G13), choose **Equipment Time Billing**
> From Equipment Time Billing (G1313), choose **Print Time Journals**

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

- Posted F/A. Use this report to print equipment transactions that are posted to equipment as well as the general ledger.

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

> **Note:** 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.

```
12310                                    JD Edwards World                         Page    -      4
                                         Time Entry Journal                       Date    -  2/25/17
                                            Posted F/A


  Batch       Item            Work   Rt                                     Account, Description,
  Number     Number           Date   Ty   Rate        Hours     Ext. Amount   and Explanation         Sub Ledger
 -------- ------------------- ------- -- ---------- -------------- --------------- -------------------------- ---------
   2591    1042               06/15/17 MO                          550.00-      YARD.8421
 Caterpillar Crawler, 1997    Diesel Engine, Model D8 Dozer,                   Ownership Portion
                              With Ripper                                      Caterpillar Crawler, 1970

   2591    1042               06/15/17 MO                          770.00-      YARD.8422
 Caterpillar Crawler, 1997    Diesel Engine, Model D8 Dozer,                   Operating Portion
                              With Ripper                                      Caterpillar Crawler, 1970

   2591    1042               06/15/17 MO                          880.00-      YARD.8423
 Caterpillar Crawler, 1997    Diesel Engine, Model D8 Dozer,                   Maintenance Portion
                              With Ripper                                      Caterpillar Crawler, 1970

   2591    1042               06/15/17 MO              1.00-                    YARD.8421
 Caterpillar Crawler, 1997    Diesel Engine, Model D8 Dozer,                   Ownership Portion
                              With Ripper                                      Caterpillar Crawler, 1970

   4511    1388               06/30/17 DY                          375.00-      YARD.8421
 Scrapper, Auger, CAT 651E    AEM Equipped                                     Ownership Portion
                                                                               Scrapper, Auger, CAT 651E

   4511    1388               06/30/17 DY                        1,875.00-      YARD.8422
 Scrapper, Auger, CAT 651E    AEM Equipped                                     Operating Portion
                                                                               Scrapper, Auger, CAT 651E

   4511    1388               06/30/17 DY                        1,125.00-      YARD.8423
 Scrapper, Auger, CAT 651E    AEM Equipped                                     Maintenance Portion
                                                                               Scrapper, Auger, CAT 651E

   4511    1388               06/30/17 DY                          375.00-      YARD.8424
 Scrapper, Auger, CAT 651E    AEM Equipped                                     Other Portion
                                                                               Scrapper, Auger, CAT 651E

   4511    1388               06/30/17 DY              5.00-                    YARD.8421
 Scrapper, Auger, CAT 651E    AEM Equipped                                     Ownership Portion
                                                                               Scrapper, Auger, CAT 651E
```

Processing Options

See Time Billing Journal - Posted F/A (P12310).

6 Equipment Location Tracking

Overview to Equipment Location Tracking

Objectives

- To enter location information for equipment

About Equipment Location Tracking

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

Use Equipment Location Tracking to record equipment movement. For example, you can:

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

Equipment location tracking consists of the following tasks:

- Entering location information
- Reviewing location information
- Revising location information

Enter Location Information

You create equipment location information so that 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:

- 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

The system uses the location information that you enter to update the Location Tracking table (F1204). You can use the following methods to enter location information:

Method	Description
Enter location information without inquiry	Use this method to enter location information without reviewing existing location information first. For example, you might want to use this method if you need to relocate several pieces of equipment and you do not want to review the location information for each piece individually. When you use this method, you enter all the required location information from a blank screen.
Enter location information with inquiry	Use this method to review equipment location information before entering additional location information for a piece of equipment. This method is especially helpful when you need to track relocations for equipment that has a quantity greater than one.

For example, before you relocate a certain quantity of scaffolding to a new location, you need to know where that quantity of scaffolding is currently located. You might also want to know of any other planned locations for the scaffolding. |

> ◈ From Equipment/Plan Management (G13), choose **Equipment Location Tracking**
> From Equipment Location Tracking (G1314), choose **Transfer Processing**

To enter location information without inquiry

1. On Transfer Processing, complete the following fields:

   - To (Location)

- Equipment Number (Item Number)
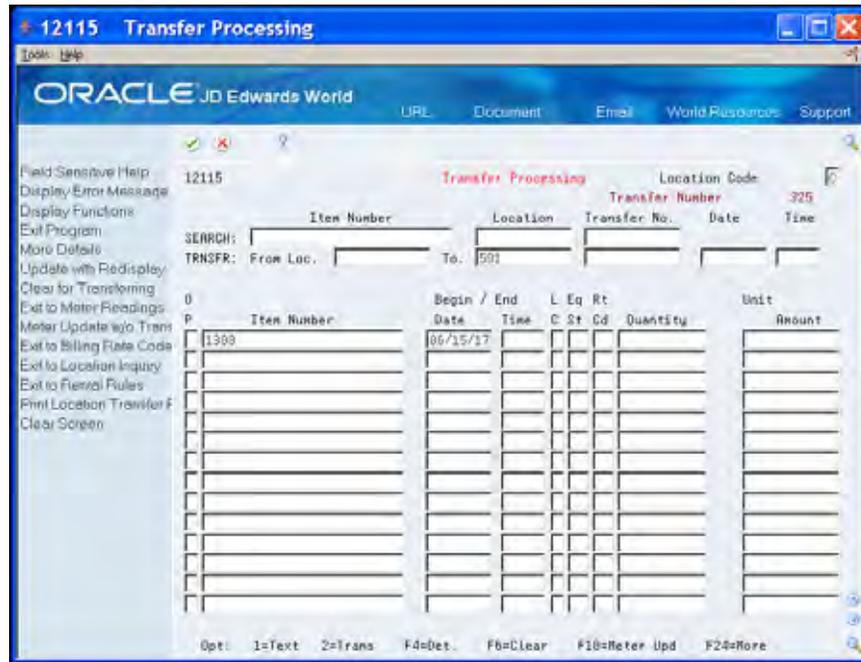
2. Complete the following optional fields:

  - Date

  - Time

  - From (Location)

  - Transfer Number

3. To enter location information, complete the following optional fields:

  - Equipment Status

  - Beginning Date

  - Beginning Time

4. To enter additional location information, choose More Details (F4).

To enter location information with inquiry

1. On Transfer Processing, to review the location information for specific equipment, complete any of the following search fields:

   - Equipment Number (Item Number)

   - Location

   - Transfer Number

2. To specify the type of location information you want to review, complete the following field:

   - Location Code

   The system displays the equipment's location information. After you review the location information, you do not have to enter new location information. You can review the location information for another piece of equipment or return to the Equipment Location Tracking menu.

3. To enter new location information for the equipment, complete the following fields:

   - To (Location)

4. To enter more location information for the equipment, complete the following optional fields:

   - From (Location)

   - Transfer Number

   - Date

   - Time

5. Choose Clear Screen (F22).

   The system clears the Beginning Date and Time, Ending Date and Time, Remark fields, and related Equipment/Plant Management billing fields.

6. To enter billing information, complete the following optional fields:

   - Begin Date
   - Begin Time
   - Location Code
   - Equipment Status
   - Rate Code
   - Quantity
   - Unit Amount

7. To enter additional location information, choose More Details (F4).

8. To specify different billing information, complete the following optional fields:

   - Action
   - Business Unit
   - Object
   - Subsidiary

9. Choose Transfer for each piece of equipment you want to relocate.

Field	Explanation
Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
	Screen-specific information
	Enter the date on which you want to transfer an asset to a new location. If you transfer an asset with location inquiry, the system automatically fills in the date from the asset's location tracking line. You can override this date. If you clear the date in this field, the system uses the date in the Transfer Date field. If you leave the transfer date field blank as well, the system uses the system date.
	Note: To transfer an asset to a new current location, the beginning date must be greater than the start date of the existing current location.

Field	Explanation
Time	The time that the asset is transferred to a new location.
	Screen-specific information
	Transfer Time: If you leave this field and the Begin Time field blank, the system uses the beginning standard hours you set up for the job on Rental Rules.
	Begin Time: If you transfer an asset with location inquiry, the system automatically fills in the time from the asset's location tracking line. You can override this time. If you clear the time in this field, the system uses the time in the Transfer Time field. If you leave this field blank, the system uses the beginning standard time you set up on Rental Rules.
Transfer No	A number that identifies a transfer record for an asset or group of assets. You can assign this number to new transfer records. If you leave this field blank when you perform a location transfer, the system assigns the transfer record a number from Next Numbers.
L C	A code that indicates the type of location record. You can enter the following valid values:
	C Current. Displays only the current location for an asset.
	H Historical. Displays all previous locations for an asset.
	P Planned or scheduled. Displays only the planned location dates for an asset. You enter planned locations for an asset in the Equipment/Plant Management system.
	* Displays all locations (current, planned, and historical) that meet your search criteria.
	The default value for this field is C.
	Note: You cannot change historical (type H) location records. The system automatically updates location records to type H when you change the location and start date of an asset.

Field	Explanation
Rt Cd	A user-defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.
	If you leave this field blank, the system searches for a valid billing rate in the following sequence:
	1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.
	2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.
	3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Transfer Action	For Equipment Location Billing clients only. This code indicates whether a piece of equipment was rented or sold to the job to which it was transferred. When you sell equipment to a job, the Location Billings program bills the job one time using the equipment's replacement value as the amount to bill. When you rent equipment to a job, the Location Billings program bills the job continuously using the rental rates defined on the Rental Rates screen (P1301) to determine the amount to bill. Valid codes are:
	1　Rented to the Job
	2　Sold to the Job
	3,4　Future Use
	Note:　This field is used only for Equipment Management. It is not used in Fixed Assets.

What You Should Know About

Location Information	Description
Location dates	When you specify the dates for location information, note the following guidelines:
	▪ The system does not accept location information if the relocation date is after the equipment's disposal date.
	▪ Any location information you enter with a date after the system date must have a location code of Planned (P).
	▪ The date you enter for a current transfer must be greater than the last current transfer date.

Location Information	Description
Updating fields in the Item Master table (F1201)	When you update the location information for a piece of equipment, the system automatically updates the following fields in the Item Master table (F1201):
	▪ Equipment Status
	▪ Location and Start Date (if the current transfer beginning date is greater than the existing location/start date and you have only one current location)
	You can assign beginning location and start dates to equipment only when you create master information or relocate the equipment. After you create the equipment master, you can make changes to the location and start date fields using the Transfer Processing program only.
Multiple current locations	When the equipment has multiple current locations, the Location and Start Date fields in the equipment master are blank. The system displays the message *Multiple Current Locations* in the location description line.
Consolidating equipment to one location	The system automatically consolidates locations when you enter location information for multiple pieces of the same equipment with identical billing information. For example, if you enter location information with identical relocation dates, times, and billing information for equipment that is currently in multiple locations, the system creates one location for all of the equipment.
Relocating partial quantities	When you relocate partial quantities of an equipment item, the system modifies the original location to a history location for the full quantity. The system also creates a new current location to show the quantity that remains at the original location and a new current location 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 equipment from a location where it does not currently reside. For example, the system indicates Yard as the current location of a truck. You physically transfer the truck to job site B, but due to paperwork delays, you do not enter the transfer date into the system.
	Meanwhile, you need to relocate the truck from job site B to job site C. If you enter the new location information for the truck indicating the relocation from job site B to job site C, the system creates a history location for job site B and a current location for job site C. The history location for job site B indicates a duration of zero because you did not indicate when the equipment 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.

Location Information	Description
Parent and component relationships	When you enter location information for equipment that is the parent of components, the system automatically relocates all components that are at the same location as the parent to the new location.

Processing Options

See Location Transfer Processing (P12115).

Review Location Information

You can use Location Inquiry to review and revise location information for a piece of equipment. You can review current, planned, and historical location information for individual pieces of equipment, or review all information for a particular location. You can enter specific dates to limit the information that the system displays. You can also delete current and planned locations.

Before You Begin

- Verify that the equipment master includes a beginning location and start date. See *Enter Location Information* for more information about using Transfer Processing to update beginning location and start date fields in the equipment master.

To review location information

> From Equipment/Plan Management (G13), choose **Equipment Location Tracking**
> From Equipment Location Tracking (G1314), choose **Location Inquiry**

1. On Location Inquiry, to review specific location information, complete any of the following fields:
   - Equipment Number (Item Number)
   - Location
   - Transfer Number
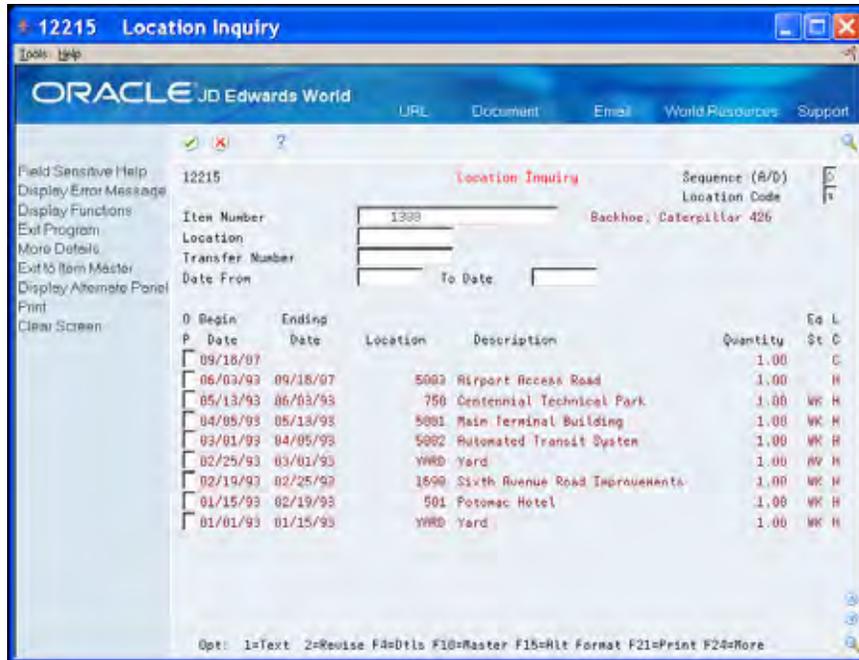
2. To narrow your search, complete the following optional fields:

- Date From

- To Date

- Location Code

3. To review additional location information, choose More Details (F4).
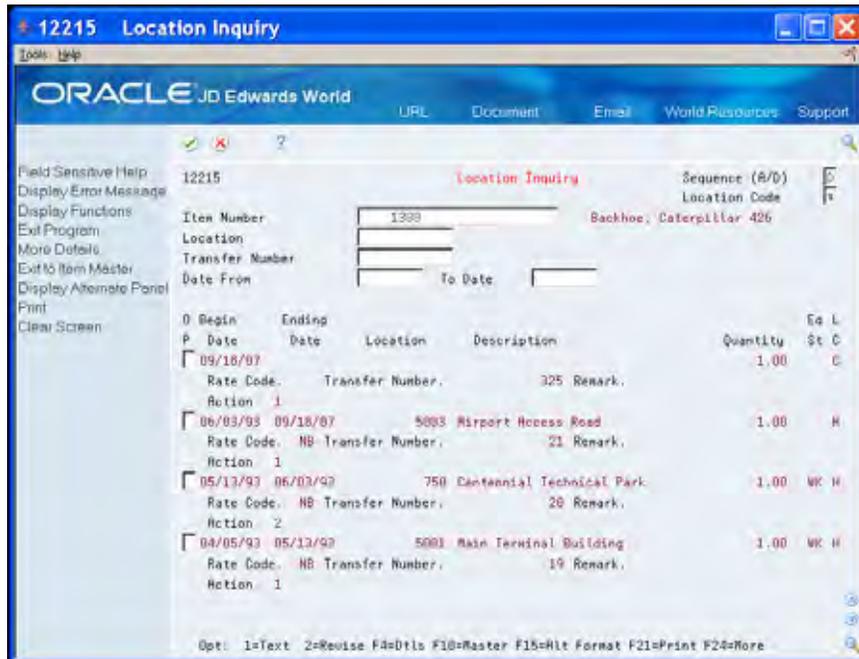
What You Should Know About

Alternate formats	You can toggle between alternate display formats on Location Inquiry to review equipment location information by equipment number or by location.

Revise Location Information

You can make revisions to equipment location information. For example, you can change the status of the equipment, meter reading information, or transfer number. You can also enter text messages that apply to different locations. For example, you might want to note specific instructions or explanations for a particular location. When you enter a text message for an equipment location, the system highlights the Option field next to the equipment on Location Inquiry.

If your organization uses Location Billing to bill for equipment use, the location might include location billing information. You can use Location Revisions to make changes to location billing information if you have not yet billed for the equipment. After you bill for the use of a piece of equipment, you cannot change location billing information.

To revise location information

> From Equipment/Plan Management (G13), choose **Equipment Location Tracking**
> From Equipment Location Tracking (G1314), choose **Location Inquiry**

1. On Location Inquiry, to locate specific equipment location information, complete the following fields:

   - Equipment Number (Item Number)

   - Location

   - Transfer Number

   - Date From

   - To Date

   - Sequence

   - Location Code
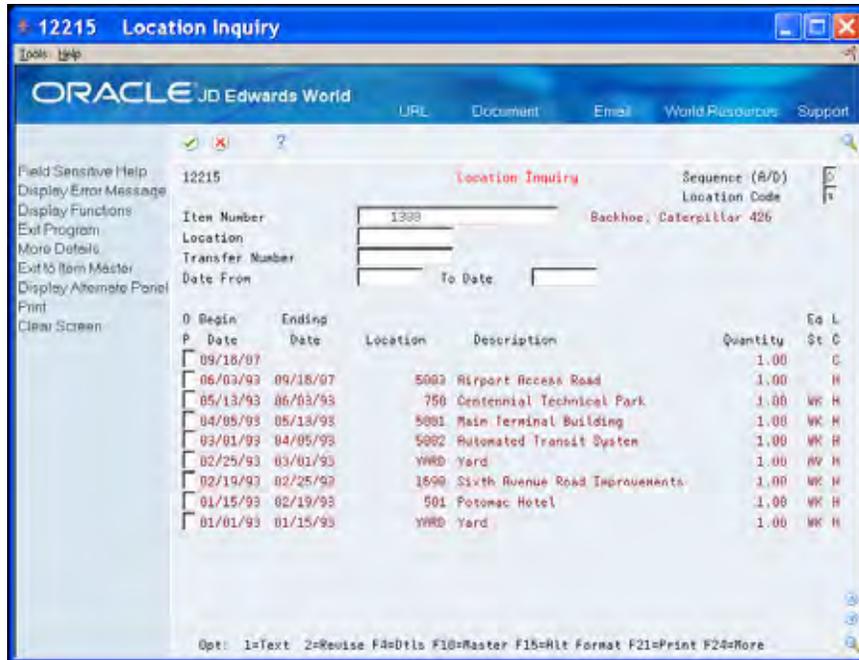
2. Enter 2 in the following field to revise the location information you want to change.

   ▪ Option
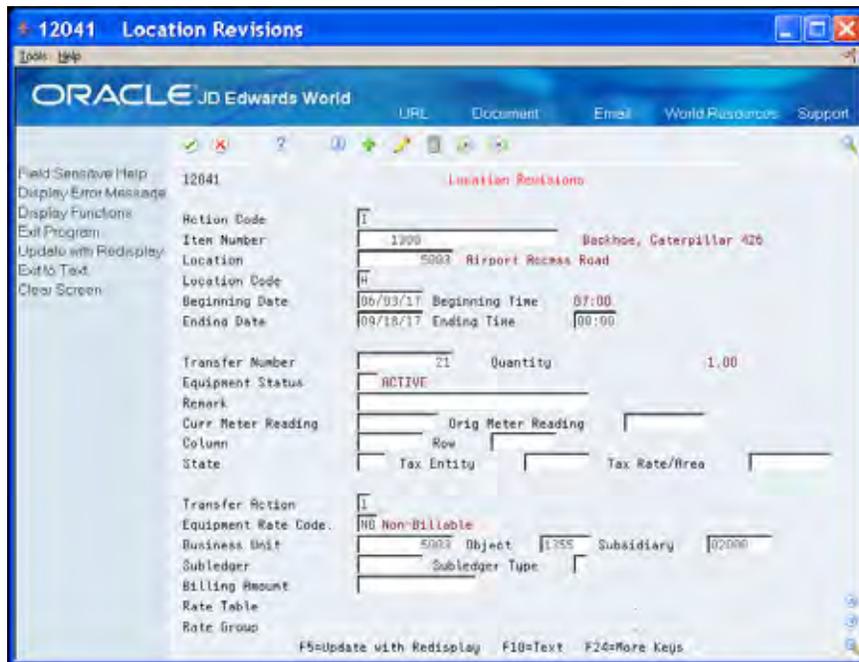
3. On Location Revisions, complete any of the following fields to revise the location record:

   ▪ Ending Date
   ▪ Ending Time

- Transfer Number
- Equipment Status
- Remark
- Current Meter Reading
- Original Meter Reading
- Column
- Row

4. To revise location billing information, complete any of the following fields:
   - Transfer Action
   - Equipment Rate Code
   - Business Unit
   - Subledger
   - Subledger Type
   - Billing Amount

5. To enter tracking text for the location record, choose Text (F10).
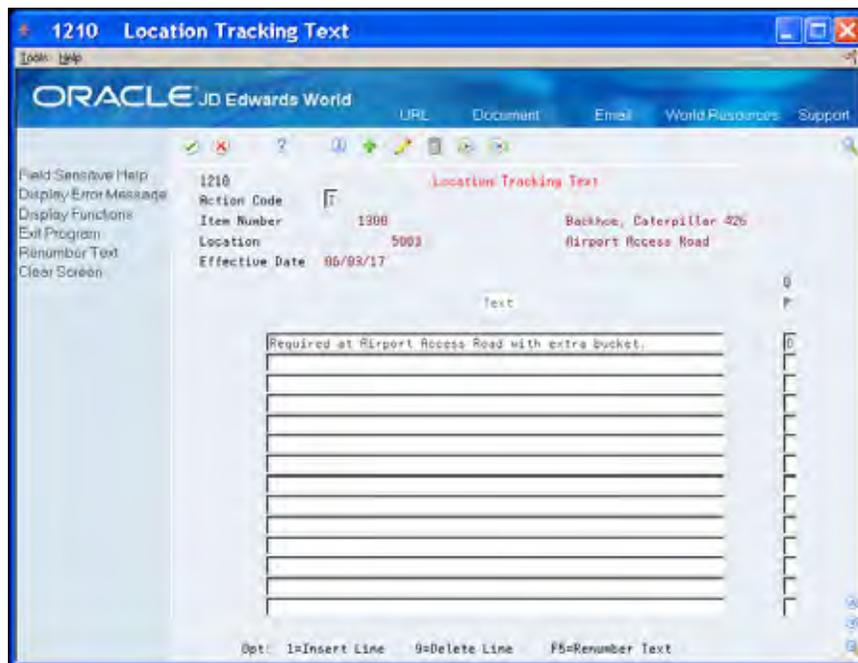
6. On Location Tracking Text, enter a message.

Field	Explanation
Beginning Date	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on. *Screen-specific information* The date that the asset started at the location.
Ending Date	The date that the asset was removed or returned from a particular location.
Ending Time	The time that you transfer the asset from the job or that it will no longer be in this specific location.

What You Should Know About

Location Information	Description
Revising location billing information	You can revise only location billing information that has not been billed. After you bill for the use of a piece of equipment, you cannot change the following fields: ▪ Transfer Action ▪ Equipment Rate Code ▪ Business Unit ▪ Object ▪ Subsidiary ▪ Subledger ▪ Subledger Type ▪ Billing Amount
Changing the location ending date and time	You can change only the ending dates and ending times for current and planned locations.
Deleting location information	Use the Location Revisions screen to delete individual locations. You can delete only planned and current locations. When you delete a current location, the system changes the most recent historical location back to the current location. You can also delete current locations for a piece of equipment with more than one current location, such as scaffolding. The system deletes all the current locations with the same date and makes the prior equipment locations current.

Location Information	Description
Reviewing location information on Location Revisions	You can review only one location at a time on Location Revisions. To locate specific location information from the Location Revisions screen, you must complete the following fields: ▪ Equipment Number ▪ Location ▪ Location Code ▪ Beginning Date If you cannot find a specific location, use Location Inquiry. See *Review Location Information*.
Informational fields	The system displays the following fields on Location Revisions for informational purposes only: ▪ Quantity ▪ Rate Table ▪ Rate Group The Rate Table and Rate Group fields contain information only after you have billed the location using Location Billing. See *Create Location Billings* for more information.

Processing Options

See Location Inquiry (P12215).

7   Equipment Location Billing

Overview to Equipment Location Billing

Objectives

- To bill for equipment time on the basis of location
- To post billings to the general ledger and equipment balances

About Equipment Location Billing

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

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

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

Element	Description
Category Code 10	JD Edwards World 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.

Element	Description
Rental rules	Use rental rules to specify the default values, rate table limits, and so on for individual jobs. You can also specify the regular work hours in a work day and the work days in a given month.
Billing rates	Use billing rate tables to set up and maintain billing rates for your various billing processes. For example, use billing rate tables to:

- Define billing rates at specific levels

- Indicate billing frequency

- Establish a hierarchy between billing rates

- Establish rates for entire groups or single pieces of equipment

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

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

Equipment location billing consists of the following tasks:

- Creating location billings

- Processing location billings

- Revising location billings

Before You Begin

- Verify that the following information is set up:

    - Valid rate codes

    - Billing rate codes

    - Rental Rates table

    - Rental rules

    - Account derivation rules

See Also

- *Set Up Equipment Billing* for more information about set up tasks

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

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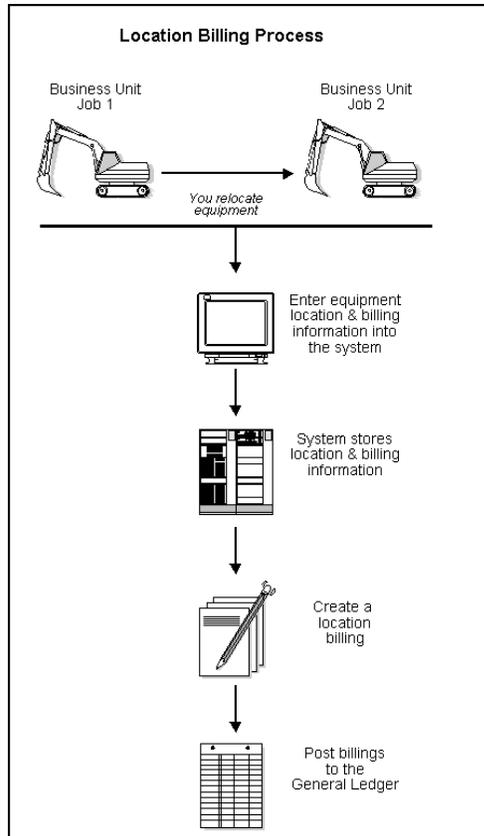
Note: You do not have to relocate equipment to bill by location. You can create as many billings as you want for a piece of equipment based on the initial location that you enter on the equipment master.

Create Location Billings

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

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

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

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

> ◈ From Equipment/Plan Management (G13), choose **Equipment Location Billing**
> From Equipment Location Billing (G1321), choose **Create Billings**

Before You Begin

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

Verifying the Location Billing

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

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

```
1304                                J.D. Edwards & Company                        Page No  ….2
                                    Location Billings - Final                     Date -... 9/28/17


                                     As Of - 06/30/17                    Batch Number . .00008580

      Item               Description         Begin    Ending    Hours       Days       Weeks      Months      Billing
     Number                                  Date      Date     Billed      Billed     Billed     Billed      Amount
------------------------   ---------------------- -------- -------- ----------- ----------- ----------- ----------- ------------
```

```
 Location . . .          501 Potomac Hotel
 --------------- ------------ ----------------------------

      1                   AA9 Motor Grader       01/01/91 06/30/17                             90.00    126,000.00
             Quantity . .     1.00      Billing Rate . . . .                         1,400.00
    1018                  Ace Truck, 3/4 Ton Pan 07/01/17 06/30/17      12.00                             60.00
             Quantity . .      .01      Billing Rate . . . .      5.00
   10786                  AA9 Motor Grader       03/15/91 04/30/91     390.00                          9,750.00
             Quantity . .     1.00      Billing Rate . . . .     25.00
   10807              bus                        09/26/92 06/30/17   18024.00                        450,600.00
             Quantity . .     1.00      Billing Rate . . . .     25.00
   10809              bus                        09/01/92 09/11/92      90.00                          2,250.00
             Quantity . .     1.00      Billing Rate . . . .     25.00
 --------------
 Location . . .  Potomac Hotel                                                                      588,660.00
 --------------
                                                                                                    588,660.00
```

What You Should Know About

Running in proof or final mode	You can run the proof version of Create Billings to verify that the billing and location information that you entered for the equipment is correct. When you run the proof version, the program prints the location billing report without creating journal entries or updating equipment information. The system does not assign batch numbers to billings that you create using the proof version. When you run the final version, the program updates equipment information and creates a batch of journal entries that you must post to the general ledger and equipment balances.
Excluding non-billable location information	You can use Data Selections to exclude location tracking information that you do not want to bill. If you do not exclude location tracking information on the system before you create a location billing, the information appears on the billing register as *Not able to be billed*. Possible selections that you might want to use to exclude billing information are:

-   Beginning Date after the date you install the Location Billing program

-   Billing Rate Codes not equal to blank

Processing Options

See [Location Billings (P1304)](#).

Process Location Billings

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

This section contains the following:

- [Reviewing a Location Billing](#)
- [Approving a Location Billing Batch](#)
- [Posting Location Billings](#)

Reviewing a Location Billing

> From Equipment/Plan Management (G13), choose **Equipment Location Billing**
> From Equipment Location Billing (G1321), choose **Billing Inquiry**

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

To review a location billing

1. On Billing Inquiry, to locate a specific billing batch, complete any of the following fields:

   - Location
   - Batch Number
   - User ID
   - As of (Date)
   - Unposted (Y/N)

2. To review more information for the location billing, choose More Details (F4).

3. To review an individual location, enter 1 in the following field:

- Option

Approving a Location Billing Batch

> From Equipment/Plan Management (G13), choose **Equipment Location Billing**
> From Equipment Location Billing (G1321), choose **Billing Journal Review**

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

1. On Billing Journal Review, to locate a specific billing batch, complete the following fields:

    *   User ID
    *   Batch Status
    *   Batch Number
    *   Batch Date From
    *   Batch Date Thru

2.   To change the status of a billing batch, complete the following field:

   ▪   App (Approved)

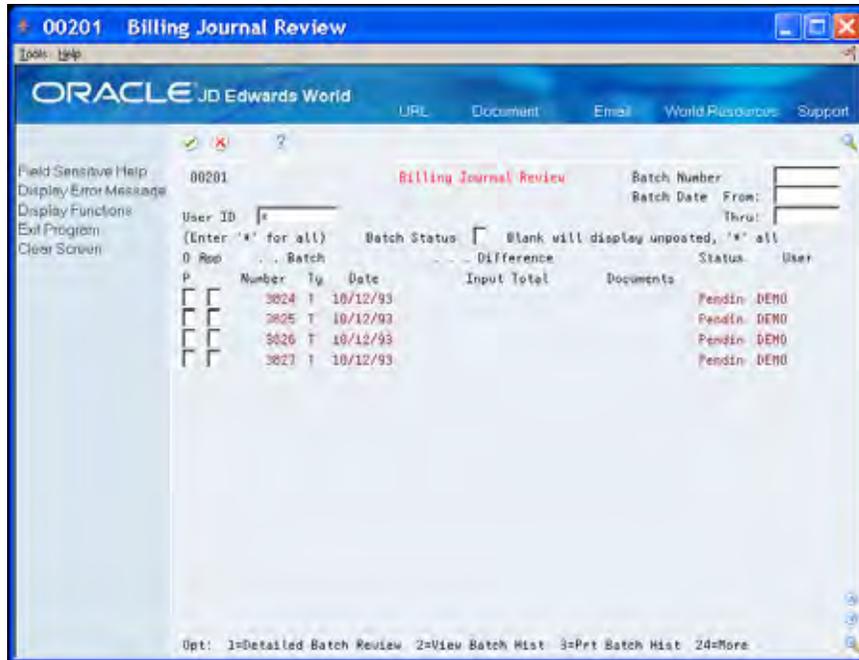| Field	Explanation
Batch Status	A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:
	blank Unposted batches that are pending approval or have a status of approved.
	A Approved for posting. The batch has no errors, is in balance, but has not yet been posted.
	D Posted. The batch posted successfully.
	E Error. The batch is in error. You must correct the batch before it can post.
	P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).
	U In use. The batch is temporarily unavailable because someone is working with it.
App	A code that indicates whether a batch is ready for posting. Valid codes are:
	A Approved, ready for posting.
	P Pending approval. The batch will not post.
	If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

Posting Location Billings

	From Equipment/Plan Management (G13), choose **Equipment Location Billing** From Equipment Location Billing (G1321), choose **Post Billings to G/L**

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

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

Processing Options

See General Ledger Post (P09800).

See Also

- *Post G/L Journal Entries to Equipment*

Revise Location Billings

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

This chapter contains the following:

- [Revising Unposted Location Billings](#)
- [Revising Posted Location Billings](#)

Revising Unposted Location Billings

> ◆ From Equipment/Plan Management (G13), choose **Equipment Location Billing**
> From Equipment Location Billing (G1321), choose **Billing Journal Review**

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

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

To revise unposted location billings

1. On Billing Journal Review, to locate a specific billing batch, complete the following fields:
   - User ID
   - Batch Status
   - Batch Number
   - Batch Date From
   - Batch Date Thru
   - Approved (App)
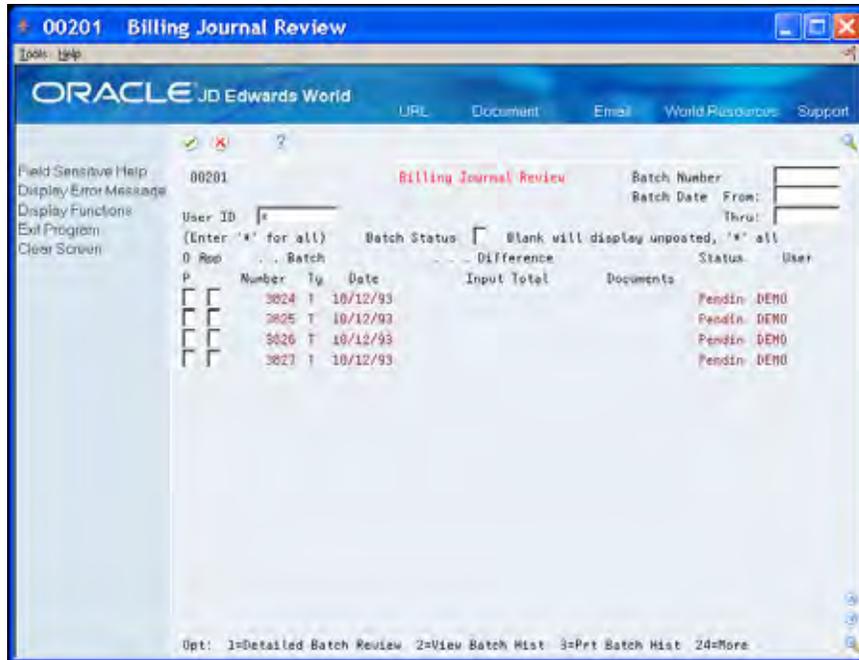
2. To review the individual billings for the batch, enter 1 in the following field:
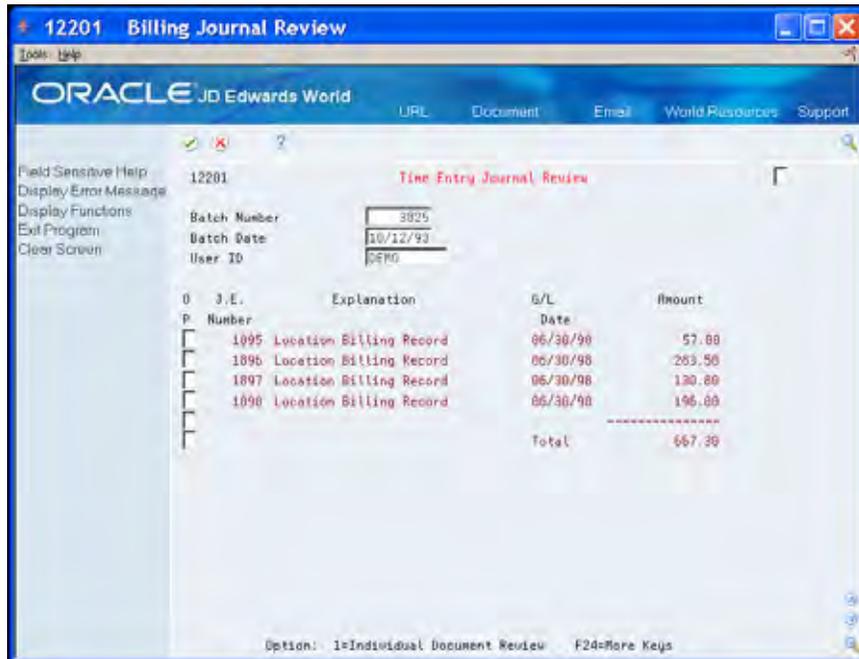
   ▪ Option

3. On Billing Journal Review, enter 1 in the Option field to review the individual equipment time entry for the billing.
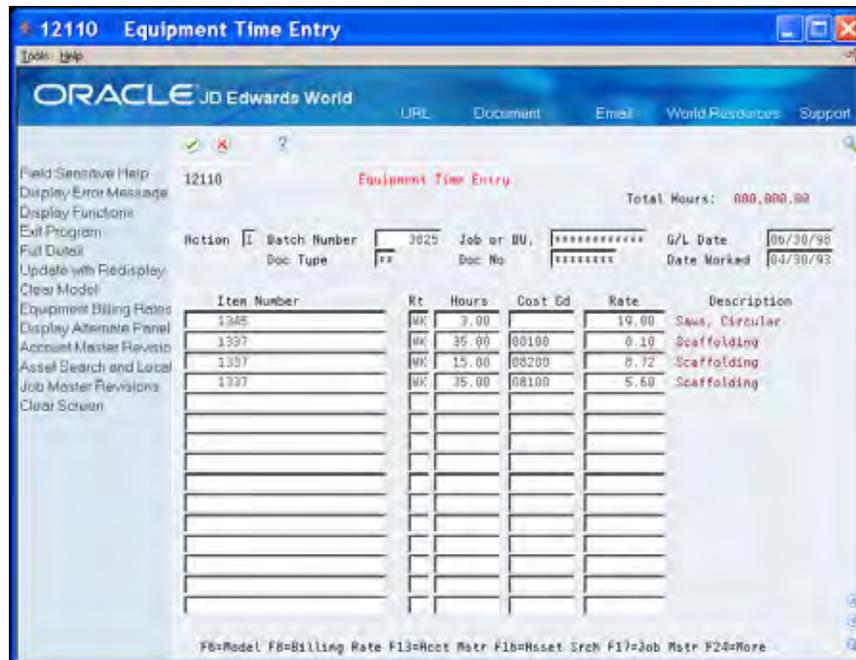
Revising Posted Location Billings

◈	From Equipment/Plan Management (G13), choose **Equipment Location Billing** From Equipment Location Billing (G1321), choose **Billing Inquiry**

You can revise billings that post successfully to the general ledger.

Revising posted billing information consists of the following tasks:

- Deleting the location billing record
- Creating a revised billing

Before You Begin

- Void the G/L transaction for the billing that you want to revise. See *Voiding a Posted Journal Entry* in the *General Accounting I Guide*.

To delete the location billing record

1. On Billing Inquiry, to locate the billing information you want to delete, complete the following field:

   - Batch Number
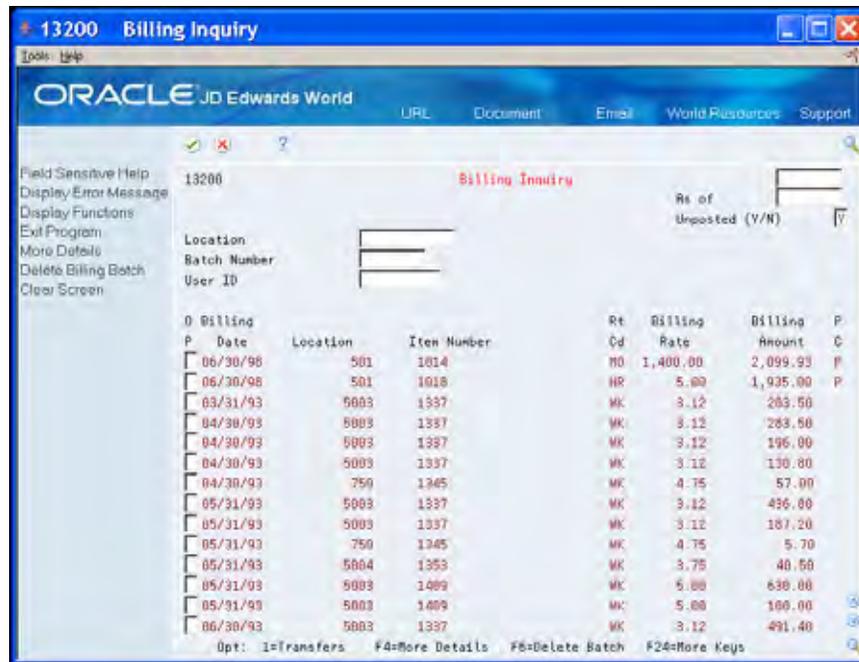
2. To delete the location billing, choose Delete Batch (F6).

To create a revised billing

To create a revised billing, change any billing information that is in error. You might need to change a location through Location Revisions, or create a new location though Transfer Processing.

After you change your billing information, run Create Billings. The system creates a billing based on the new location information that you entered.

See Also

- *Revise Location Information*
- *Enter Location Information*
- *Create Location Billings*

8 Equipment Billing Reports

Overview to Equipment Billing Reports

Objectives

- To identify the DREAM Writer reports available for Equipment Billing
- To use DREAM Writer reports for reporting equipment billing information

About 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:

Type of Report	Description
Standard reports	Print standard reports to review and manage equipment information such as: - Current billing rates - Location history - Supplemental data
Analytical reports	Print analytical reports to review and analyze equipment costs and transactions
Other reports	Use the STAR and World Writer reporting tools to create customized reports and access data from any table that you use in Equipment Billing

Printing Equipment Billing reports consists of the following tasks:

- Printing standard reports
- Printing analytical reports
- Printing other reports

See Also

- *Understand DREAM Writer* in the *Technical Foundation Guide* for information about running, copying, and changing DREAM Writer versions

Print Standard Reports

Print a standard report to review and manage information such as billing rates, location history, specification data, and so on.

This section contains the following:

- [Printing the Billing Rates Report](#)
- [Printing the Location Tracking Report](#)
- [Printing Supplemental Data Reports](#)

Printing the Billing Rates Report

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Equipment Billing**
> From Equipment Billing Setup (G1343), choose **Billing Rates Report**

Print the Billing Rates report to review the billing rates that are established for specific pieces of equipment or groups of equipment. The report includes 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.

```
   12426                                           JD Edwards World                                   Page -          2
                                                 Equipment Billing Rates                            Date - 4/23/17


 Rte Rte    Item                 Begin    Ending   Rt     Billing    . . . . . . . . . Rate Components . . . . . .
 . . .
 Tbl Grp   Number/Description     Date     Date    Cd      Rate        Ownership      Operating     Maintenance   Other
 --- ---   ----------------------- -------- -------- --   --------------- --------------- -------------- ------------ -------
 01                                                DN        15.00          5.00                            8.00    2.00
                                                   DY       100.00         20.00          40.00            32.00    8.00
                                                   HR        25.00          5.00          10.00             8.00    2.00
                                                   MO     1,400.00        280.00         560.00           450.00  110.00
                                                   SB         8.00
                                                   WK       400.00         80.00         160.00           128.00   32.00
                                                   WR        30.00          5.00          15.00             8.00    2.00
                                                   01        30.00          5.00          12.00            13.00
                                                   02       465.00         80.00         180.00           205.00
                                                   03     1,530.00        280.00         600.00           650.00
                                                   04       125.00         20.00          50.00            55.00
```

```
01      1018                          DY      35.00       5.00      15.00       15.00
        Ace Truck, 3/4 Ton Panel      HR       5.00       1.00       2.00        2.00
        Chevrolet - 1997 361 CID      MO     600.00     100.00     300.00      200.00
        Tommy Lift, A/C, Autotrans    WK     160.00      20.00      80.00       60.00
01  CAD               01/01/17 12/31/17 HR    25.00
01  CIR                               MO      15.00
                                      WK       5.00
01  DRL                               MO      12.25
                                      WK       3.75
01  FRM                               MO      15.00
                                      WK       5.00
01  HOE               01/01/17 12/31/17 DY   150.00      30.00      50.00       70.00
                                      HR      25.00       5.00      10.00       10.00
                                      WK     700.00     125.00     250.00      325.00
01  PLT               01/01/17 12/31/17       50.00
01  PU                                DY      60.00       7.50      30.50       22.00
                                      HR       5.75        .75       3.00        2.00
                                      WK     250.00      20.00     100.00      130.00
01  PU                01/01/17 12/31/17 DY    60.00       7.50      30.50       22.00
                                      HR       5.75        .75       3.00        2.00
                                      WK     250.00      20.00     100.00      130.00
01  SCA                               MO      11.48
                                      WK       3.12
01  SCR               01/01/17 12/31/17 DY   750.00      75.00     375.00      225.00   75.00
                                      HR     100.00      10.00      50.00       30.00   10.00
                                      WK   3,400.00     350.00   1,700.00    1,000.00  350.00
01  01                                DY   1,300.00     325.00     520.00      455.00
                                      HR     200.00      50.00      80.00       70.00
```

Processing Options

See Equipment Billing Rates (P12426).

Printing the Location Tracking Report

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

> From Equipment/Plan Management (G13), choose **Equipment Location Tracking**
> From Equipment Location Tracking (G1314), choose **Location Tracking Report**

```
  12460                          JD Edwards World                  Page - . . .   2
                             Location Tracking Report              Date - …4/22/17
                                 By Item Number


  Item Number. .   10823    Exhaust Fan, 500hp

        Item                              L   From /  Thru              Transfer   Rt           Eq A
       Number        Location    Description  C  Date   Begin   Remark       Number   Cd  Quantity  St C
  ------------------------ ----------- ------------------- - -------- ----- -------------------- ----------- -- ---------- -- -
    10823               L1              C 05/05/94 00:00                       38     1.00         1
                 Aisle.        Bin.          00:00 Amt.          Rate Grp.  Curr Meter.
                 Bus Unit.     SHOP Obj. 8435  Sub.      Sbl/Type.   Rate Tbl.  Orig Meter.

    10823             STORES            H 02/02/93 00:00 Component Transfer    NB     1.00       AV 1
                 Aisle.        Bin.    03/15/93 00:00 Amt.          Rate Grp.  Curr Meter.
                 Bus Unit.     SHOP Obj. 8435  Sub.      Sbl/Type.   Rate Tbl.  Orig Meter.

    10823               L2              H 03/15/93 00:00                     36 NB     1.00       WK 1
                 Aisle.        Bin.    04/07/94 00:00 Amt.          Rate Grp.  Curr Meter.
                 Bus Unit.     SHOP Obj. 8435  Sub.      Sbl/Type.   Rate Tbl.  Orig Meter.

    10823             MSHOP             H 04/07/94 00:00                     37 NB     1.00       DS 1
                 Aisle.        Bin.    05/05/94 00:00 Amt.          Rate Grp.  Curr Meter.
                 Bus Unit.     SHOP Obj. 8435  Sub.      Sbl/Type.   Rate Tbl.  Orig Meter.
```

Processing Options

See Location Tracking Report (P12460).

Printing Supplemental Data Reports

You can print supplemental data reports to review supplemental data information for equipment. For example, you can print the Specification Data report to review all of the specification data that you assigned to a piece of equipment.

Printing supplemental data reports consists of the following tasks:

- Printing the Data by Item Number report
- Printing the Data by Data Type report
- Printing the Specification Data report

Printing the Data by Item Number Report

	From Equipment/Plan Management (G13), choose **Equipment Information** From Equipment Information (G1311), choose **Supplemental Data** From Supplemental Data (G1318), choose **Report by Item**

Print the Data by Item Number report to review all the supplemental data for a specific piece of equipment. The system accesses information from the following tables to generate this report:

- Fixed Asset Supplemental Data Types (F12090)
- Fixed Asset Supplemental Data Codes Type (F12092)
- Fixed Asset Supplemental Data Text (F12093)
- Item Master (F1201)

```
12400                                    JD Edwards World                         Page Number      2
                                 Fixed Assets Suppl Data - By Item Number              Date      4/22/17


Item Number. . . . .              1300  Backhoe, Caterpillar 426
                                        Heavy Duty Bucket
                                        Extendable Stick
Parent Number. . . .     1300
Company Number . . .     50        A Model Construction Mgmt Co
Location . . . . . .            5003  Airport Access Road

Capacity
===============================
               Effective
  Capacity    From   Through                                              Gallons
 ---------- -------- -------                                           -------------
 FU         10/15/96                                                        28.00
 Fuel Capacity                 Tickler Date . . .
                               Address Number . .
 OL         10/15/96     engine oil                                          2.20
 Oil Reserve Capacity          Tickler Date . . .
                               Address Number . .
           Oil usage is variable based on load.  Check oil levels in accordance to
           maintenance schedule.
                                                                       -------------
                                                              Total          30.20
```

Processing Options

See Fixed Assets Supplemental Data (P12400).

Printing the Data by Data Type Report

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Supplemental Data**
> From Supplemental Data (G1318), choose **Report by Data Type**

Print the Data by Data Type report to review selected supplemental data by type for individual pieces of equipment. The system accesses information from the following tables to generate this report:

- Fixed Asset Supplemental Data Types (F12090)

- Fixed Asset Supplemental Data Codes Type (F12092)

- Fixed Asset Supplemental Data Text (F12093)

- Item Master (F1201)

```
  12440                                       JD Edwards World                          Page Number      2
                                       All Item Numbers by Data Type - Item #                 Date      4/23/17


  Capacity
  ==============================
                                                       Effective Date
        Item Number              Name                 From    Through                                    Gallons
  -----------------------
  ------------------------  ------------------------  --------  --------                                -------------


  Capacity . . . . . FU              Fuel Capacity
                1001 AA9 Motor Grader         10/15/96                                                    100.00
                     Tickler Date . . .          Address Number . .
                1300 Backhoe, Caterpillar 426 10/15/96                                                     28.00
                     Tickler Date . . .          Address Number . .
                                                                                                      -------------
                                                                   Total for: Fuel Capacity              128.00


  Capacity . . . . . OL              Oil Reserve Capacity
                1001 AA9 Motor Grader         10/15/96          Engine oil                                  7.25
                     Tickler Date . . .          Address Number . .
                     The oil usage is variable based on amount of loads being moved.  Check oil
                     levels on a regular basis.

                1300 Backhoe, Caterpillar 426 10/15/96          engine oil                                  2.20
                     Tickler Date . . .          Address Number . .
                     Oil usage is variable based on load.  Check oil levels in accordance to
                     maintenance schedule.
                                                                                                      -------------
                                                                   Total for: Oil Reserve Capacity         9.45
                                                                                                      -------------
                                                                   Total for: Capacity                   137.45
```

Processing Options

See Data by Data Type Report (P12440).

Printing the Specification Data Report

> From Equipment/Plan Management (G13), choose **Equipment Information**
> From Equipment Information (G1311), choose **Supplemental Data**
> From Supplemental Data (G1318), choose **Specification Data Report**

Print the Specification Data report to review specification data for a piece of
equipment. You can print the report as a blank template for someone to complete at
the equipment location, or as a report with complete data.

```
12416                                    JD Edwards World                    Page - . . .   2
                                       Specification Data Report             Date - . . .  4/22/17


   Item Number. . . . . . . . .   11236                Motor, 500hp GE
   Page No. . . . . . . . . . . 01


   Unit Number          01.151                   Motor, 500hp GE
                        ------------------------
   Description          EXHAUST FAN MOTOR
                        ------------------------
   Horsepower           500.00
                        ------------------------
   Phase                3
                        ------------------------
   Voltage                                                       .
                        ------------------------
   RPM                  1800
                        ------------------------
   Enclosure            EXPLOSION
                        ------------------------
   Frame                509LL
                        ------------------------
   Frequency (HZ)       60
                        ------------------------
   Type                 K
                        ------------------------
   NEMA Design          B
                        ------------------------
   Manufacturer         GE                        General Electric
                        ------------------------
   Model                5K509RN204AE
                        ------------------------
   Serial Number        5K509RN204
                        ------------------------
   Manager                 8414                   O'Malley, James P.
                        ------------------------
   Work Order
                        ------------------------
```

Processing Options

See Specification Data Report (P12416).

Print Analytical Reports

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

This chapter contains the following tasks:

- [Printing the Equipment Cost Analysis Report](#)
- [Printing the Equipment Variance Report](#)
- [Printing the Transaction Ledger Report](#)

Printing the Equipment Cost Analysis Report

From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
From Cost Inquiries and Reports (G1312), choose **Equipment Cost Analysis**

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

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

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

Version	Description
Detail	Prints account balances for each business unit and object account

Version	Description
Summary	Prints the interim total amounts that you set up in the automatic accounting instructions, such as: ▪ Net book value ▪ Revenue earned ▪ Ownership costs ▪ Operating costs ▪ Maintenance costs ▪ Usage amounts
Object	Prints a summarization of identical object accounts by business unit, subsidiary, or subledger

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

Equipment Cost Analysis - Detail

```
12424                                    JD Edwards World                        Page -     3
                                         Equipment Cost Detail                   Date - 07/26/16
                                                                       Through Date/Period - 06/30/17
```

Item Number / Asset Description Account Number	Sub Ledger	S T	Cost Account Description	Amount ITD	Amount YTD	Amount MTD	Amount/Hour ITD	Amount/Hour YTD	Amount/Hour MTD
1001 AA9 Motor Grader Ripper, Power Assist, Push Block, Scarifier, Encl Cab			Miles or Hours - In	859.00	859.00	859.00			
			Net Book Value						
50.2030			Heavy Equipment	57,443.21			66.87		
50.2130			Accum Depr - Equipm	20,105.14-	5,744.34-	957.39-	23.41-	6.69-	1.11-
			Net Book Value	37,338.07	5,744.34-	957.39-	43.46	6.69-	1.11-
YARD.8421			Revenue Earned Ownership Portion	200.00-	200.00-	200.00-	0.23-	0.23-	0.23-
YARD.8422			Operating Portion	140.00-	140.00-	140.00-	0.16-	0.16-	0.16-
YARD.8423			Maintenance Portion	190.00-	190.00-	190.00-	0.22-	0.22-	0.22-
YARD.8424			Other Portion	20.00-	20.00-	20.00-	0.02-	0.02-	0.02-
			Revenue Earned	550.00-	550.00-	550.00-	0.63-	0.63-	0.63-
			Ownership Costs						
YARD.8441			Depreciation	5,744.34	5,744.34	957.39	6.69	6.69	1.11
			Ownership Costs	5,744.34	5,744.34	957.39	6.69	6.69	1.11
			Operating Costs						
50.8451			FOG	49.25	49.25	49.25	0.06	0.06	0.06
50.8452			Tires	8,925.45	8,925.45	8,925.45	10.39	10.39	10.39
			Operating Costs	8,974.70	8,974.70	8,974.70	10.45	10.45	10.45
			Maintenance Costs						
50.8481			Brake System	12.96	12.96	12.96	0.02	0.02	0.02
50.8482			Drives/Differential	321.33	321.33	321.33	0.37	0.37	0.37
50.8485			Labor	150.96	150.96	150.96	0.18	0.18	0.18

Processing Options

See [Equipment Cost Analysis (P12424)](#).

Printing the Equipment Variance Report

> ❖ From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
> From Cost Inquiries and Reports (G1312), choose **Equipment Variance Report**

Print the Equipment Variance report to review the total revenues and expenses generated by a piece of equipment, as well as the variance between revenues and expenses. You can review usage hours and unit costs for each item that you select. The report displays a grand total of revenue, expense, and usage amounts for all pieces of equipment at the end of the report.

You can print two versions of the Equipment Variance report:

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

Equipment Variance Report - By Job

```
13400                          JD Edwards World                              Page No. . . :      3
                        Equipment Variance Report - by Job                   Date -  . . . :  4/23/17
                                                                             As of . . . : 12/31/17
```

Item Number	Description	Location	Responsible Business Unt	Actua Hours	Standard Amount	Actual Amount	Variance	Estimated Rate	Actual Rate	Rate Variance
11236	Motor, 500hp GE	L1	M38	3,024.00						
10823	Exhaust Fan, 500hp	L1	M38	3,024.00		24,767.44	24,767.44-		8.19	8.19-
11244	Hydraulics	L1	M38	3,024.00						
11252	Shaft Assembly	L1	M38	3,024.00						
Location	L1 Prod. Line 1			12,096.00		24,767.44	24,767.44-			
11201	Exhaust Fan, 500hp	L2	M38	3,024.00						
1022	Honda Accord	50	50	3,750.00		1,171.98	1,171.98-		.31	.31-
Location	50 General Accounts	5005-0000		6,774.00		1,171.98	1,171.98-			
1014	Earthwork Scraper	501	50			1,158.21	1,158.21-			
1014	Earthwork Scraper	501	50			386.07	386.07-			
Location	501 Potomac Hotel					1,544.28	1,544.28-			
1018	Ace Truck, 3/4 Ton Panel	501	YARD	2,525.00	1,935.00	444.41	1,490.59	.76	.17	.59
Location	501 Potomac Hotel			2,525.00	1,935.00	444.41	1,490.59			
1329	Truck, Pickup, Ford	SHOP	YARD		2,944.00	1,449.60	1,494.40			
Location	SHOP Shop				2,944.00	1,449.60	1,494.40			
2053	Backhoe, Caterpillar 416	SHOP	50		5,775.00	2,968.90	2,806.10			
1001	AA9 Motor Grader	YARD	50	819.00	550.00	14,246.90	13,696.90-	.67	17.39	16.72-
Location	YARD Yard			819.00	6,325.00	17,215.80	10,890.80-			
1013	Engine, Diesel, Cummins	YARD	50			982.97	982.97-			
1034	ESCO High Alloy Blade	YARD	50			549.68	549.68-			
1311	Truck, Flatbed, Ford	YARD	YARD			1,978.85	1,978.85-			
2049	Truck, Pickup, Ford	YARD	YARD		2,834.75	1,605.85	1,228.90			
1396	Caterpillar Crawler, 1997	YARD	YARD			14,611.85	14,611.85-			
1425	Grader, Cat 140G	YARD	YARD			21,432.90	21,432.90-			
1417	Motor Grader	YARD	YARD			18,113.20	18,113.20-			
1300	Backhoe, Caterpillar 426	YARD	YARD	5,985.00	13,900.00	4,107.16	9,792.84	2.32	.68	1.64
Location	5003 Airport Access Road			5,985.00	16,734.75	63,382.46	46,647.71-			
1388	Scrapper, Auger, CAT 651E	YARD	YARD	5,000.00	30,800.00	19,903.19	10,896.81	6.16	3.98	2.18
Location	5004 Concourse A Electrical			5,000.00	30,800.00	19,903.19	10,896.81			
10891	Production Line 1	AREA1	M38			64,890.57	64,890.57-			
Location	AREA1 Manufacturing Area 1					64,890.57	64,890.57-			
10840	Forced Draft, Boiler #1	STEAM	M38	3,024.00						
Location	STEAM Steam Plant			3,024.00						
				36,223.00	58,738.75	194,769.73				

Processing Options

See [Equipment Variance Report - by Item (P13400)](#).

See [Equipment Variance Report - by Job (P13400)](#)

Printing the Transaction Ledger Report

> From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
> From Cost Inquiries and Reports (G1312), choose **Transaction Ledger**

Print the Transaction Ledger report to review all transactions for equipment items. Transactions print by company and appear in the order they occurred.

Unless you specify otherwise, this report includes all equipment transactions that have accumulated in the Account Ledger table (F0911).

You can print two versions of this report:

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

```
12420                                   JD Edwards World                      Page    -      2
                                    Fixed Asset Ledger - Posted               Date    -  4/23/17
                             Item Description
   Item      Subledger/Type  Account Description        Do          G/L                               H
  Number     G/L Account     Explanation                Ty Document Date       Amount       Units  LT D
 --------  ------------------------------ ------------------------------ -- -------- -------- ---------------- -------------
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      107 04/05/17        50.00-    10.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      107 04/05/17       100.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      107 04/05/17       100.00-           AA
                             Maintenance Portion
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      111 04/12/17       120.00-    24.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      111 04/12/17       240.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      111 04/12/17       240.00-           AA
                             Maintenance Portion
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      115 04/19/17        40.00-     8.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      115 04/19/17        80.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      115 04/19/17        80.00-           AA
                             Maintenance Portion
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      119 04/21/17        40.00-     8.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      119 04/21/17        80.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      119 04/21/17        80.00-           AA
                             Maintenance Portion
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      119 04/23/17        40.00-     8.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      119 04/23/17        80.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      119 04/23/17        80.00-           AA
                             Maintenance Portion
    2053    SHOP.8421        Backhoe, Caterpillar 416   T5      125 04/27/17        45.00-     9.00- AA
                             Ownership Portion
    2053    SHOP.8422        Backhoe, Caterpillar 416   T5      125 04/27/17        90.00-           AA
                             Operating Portion
    2053    SHOP.8423        Backhoe, Caterpillar 416   T5      125 04/27/17        90.00-           AA
```

Processing Options

See [Fixed Asset Ledger (P12420)](#).

Print Other Reports

You can customize reports to review Equipment Billing information using Report Writer and World Writer.

This chapter contains the following:

- [Working with Report Writer](#)
- [Working with World Writer](#)

Working with Report Writer

◈ From Equipment/Plan Management (G13), choose **Cost Inquiries and Reports**
From Cost Inquiries and Reports (G1312), choose **Report Writer**

You can use Report Writer to maintain and execute various versions of the Spreadsheet Tool For Asset Reporting (STAR). Report Writer performs functions similar to the standard DREAM Writer Version, but you can define your columns to suit your needs. Report Writer reports on information that the system stores in the Item Master table (F1201) and the Item Balances table (F1202).

See Also

- *STAR Guide* for information about running, copying, and changing STAR versions

Working with World Writer

You can use World Writer reports to access information from all the tables on your system. You can create World Writer reports from any record or table in your database. JD Edwards World provides several predefined World Writer reports. In Equipment Billing, these predefined reports are based on the License Master table (F1206), the Location Tracking table (F1204), and the Status History table (F1307). You can change the fields and data selection on any of these reports.

You can access several predefined World Writer reports by choosing the following navigation paths:

- From the Equipment Information menu (G1311), choose *World Writer Reports*. The following reports are available:
    - License Renewal Report
    - Equipment Status History Report

- From the Equipment Location Tracking menu (G1314), choose *Location World Writer Reports.* The following reports are available:

  - Equipment Location History Report

  - Equipment Location Detail with Remarks Report

  - Equipment Location Detail with Audit Trail Report

See Also

- *World Writer* Guide for additional information about creating, running, and changing World Writer reports

9 System Setup

Overview to System Setup

Objectives

- To set up the information necessary to use Equipment Billing features

About System Setup

Before you can use Equipment Billing, you must define certain information that the system uses when it processes equipment billing functions.

System setup consists of the following tasks:

- Setting up equipment constants
- Setting up user defined codes
- Setting up automatic accounting instructions
- Setting up next numbers
- Setting up depreciation account rules
- Setting up ledger depreciation rules
- Mapping category codes
- Setting up equipment billing
- Setting up supplemental data
- Setting up shop cost inquiry
- Setting up the accounting rules table
- Setting up journal summary rules

What Do These Setup Features Do?

Feature	Description
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 number of category codes that display on the equipment search and other entry forms
	▪ The symbols that identify the three types of equipment numbers, including your primary number
	▪ The equipment category code number that you use to define the equipment class for use in the supplemental data base
User defined codes	Define custom codes, such as:
	▪ Equipment category codes, including major accounting class and major equipment class
	▪ Finance methods
	▪ Equipment status codes
	▪ Equipment message types
Automatic accounting instructions	Define accounting information, such as:
	▪ Accounts and general ledger relationships for Equipment Billing interaction with the General Accounting system
	▪ Default debit and credit accounts for Equipment Time Billing
Next numbers	Enable the system to automatically assign numbers to various items in the system that require unique numbers
Depreciation account rules	Simplify the creation of new equipment masters by establishing values for the Master Information screen, such as:
	▪ Major accounting class
	▪ Major equipment class
	▪ Depreciation accounts
	▪ Revenue account
Ledger depreciation rules	Assign specific depreciation rules to ledger types according to any combination of:
	▪ Company
	▪ Accounting category
	▪ Depreciation category
	▪ Asset cost account

Feature	Description
Mapping category codes	Assigns default values from business unit category codes to equipment category codes
Equipment billing	Defines various billing codes and rules, such as: ▪ Valid rate codes ▪ Billing rate codes ▪ Rental rates ▪ Rental rules ▪ Account derivation rules
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 ▪ Determine which data types appear for groups of equipment ▪ Define specification information ▪ Limit user access to supplemental and specification information
Shop cost inquiry	Establishes the parameters by which the system summarizes and displays equipment costs by job, such as: ▪ Maintenance costs ▪ Revenue by job phase
Time Accounting rules table	Defines debit accounts for equipment billing when you charge for the use of equipment using Time Accounting or Payroll
Journal summary rules for Time Accounting	Controls how equipment transactions are summarized when you use Time Accounting or Payroll

Set Up Equipment Constants

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

You set up equipment constants only one time for Equipment Billing. Typically, you should not change the system constants, but some situations exist in which you might need to change them. If you change the system constants, you should understand the consequences. For example, if you change the default business unit for asset accounts, the change affects only the equipment that you add to the system after the change, not the equipment that exists in the system prior to the change.

For some equipment constants you must perform an additional process to update the system to your latest change. For example, if you change the symbol for your primary equipment number on the constants screen, you must also run the Refresh Item Number in Fixed Assets Global Updates.

> **Note:** The values you set up for the Equipment/Plant Management system on Equipment Constants also affect the Fixed Assets system.

	From Equipment/Plan Management (G13), enter **29** From Equipment/Plan Management Setup (G1341), choose **Equipment Constants**

To set up equipment constants

1. On Equipment Constants, choose Fixed Assets Constants (F10).
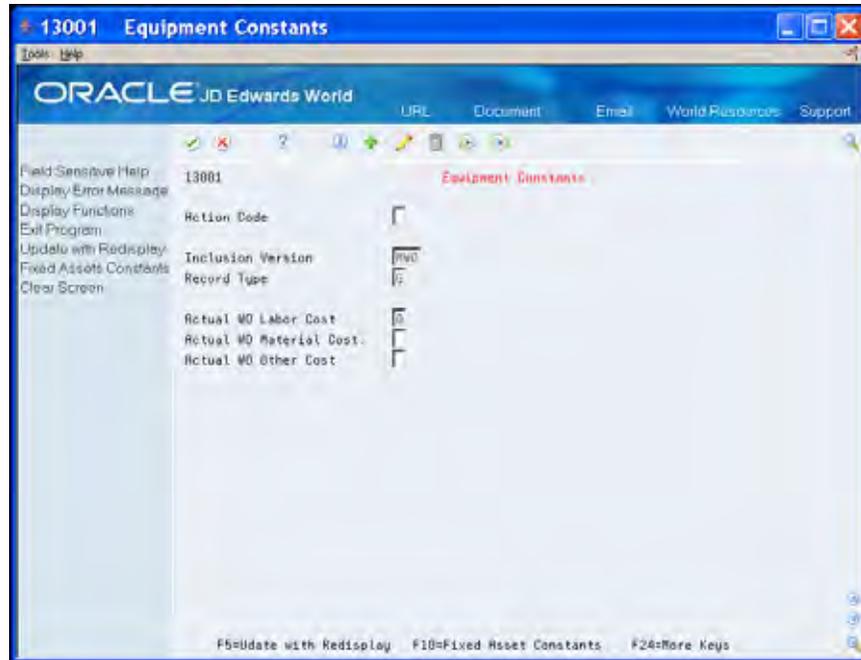
2. On P & E Constants Revisions, complete the following fields:

- Default Asset Cost Business Unit

- Default Depreciation Expense Business Unit

- Default Accumulated Depreciation Business Unit

- Default Revenue-Billing Business Unit

- Depreciation Category Code

- Calculate Depreciation Utilizing Rules

- Lock Accumulated Depreciation Account

- Lock Depreciation Expense Account

- Symbol to Identify Item Number

- Symbol to Identify Unit Number

- Symbol to Identify Serial Number

- Supplemental Category Code

- Display first 10 category codes

Field	Explanation
Default Depr Exp BU: Y=Resp BU, N=Deflt	This code determines where the business unit for the depreciation expense comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are: Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information screen. N Default. The system uses the business unit from the Item Setup Default Coding screen.
Default Accum Dep BU: Y=Resp BU, N=Deflt	This code determines where the business unit for accumulated depreciation comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are: Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information screen. N Default. The system uses the business unit from the Item Setup Default Coding screen.

Field	Explanation
Default Rev-Bill BU: Y=Resp BU, N=Deflt	This code determines where the business unit for revenue and billing comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are: Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information screen. N Default. The system uses the business unit from the Item Setup Default Coding screen.
Depreciation Cat. Cd	Use this Fixed Asset category code to group assets into "depreciation" categories. Inquiries, reports, journals, and other processes that depend on the depreciation category will make reference to the value in this category code. Note: You must set up a default value for this category code.
Calculate Depr Utilizing Rules	Controls where the depreciation programs get the depreciation information, including the depreciation accounts to use, the ledgers and subledgers for which depreciation must be calculated, and the depreciation methods to be used. Valid codes are: blank The depreciation programs refer to values stored in the Asset Balance table for depreciation information. The system stores information in each asset record. These values are taken as default depreciation values from Company Ledger Depreciation Rules when the asset master is created. 1 The depreciation programs refer to the Company Ledger Depreciation Rules for the depreciation information.
Lock Accumulated Depr Account	Controls whether an Accumulated Depreciation Account specified in the Company Depreciation Account Rules is locked to the Asset Cost Account specified on the same screen. Valid codes are: blank No lock is present. 1 Lock is on. In every company depreciation account rule, the accumulated depreciation account specified is locked to the asset cost account. The accumulated depreciation account cannot be changed after the first posting to the account. Prior to the first posting the business unit can be changed. After the first posting, changes must be made through the asset transfer procedure.

Field	Explanation
Lock Depr Expense Account	Controls whether the Depreciation Expense Account specified in the Company Depreciation Account Rules is locked to the Asset Cost Account specified on the same screen. Valid codes are:
	blank No lock is present.
	1 Lock is on. In every company depreciation account rule, the depreciation expense account specified is locked to the asset cost account. The depreciation expense account cannot be changed after the first posting to the account. Prior to the first posting the business unit can be changed. After the first posting, changes must be made through the asset transfer procedure.
Symbol to Identify Item Number	You can assign one of three different numbers to an asset. These numbers are:
	▪ Item Number—an eight-digit, computer assigned number
	▪ Serial Number—a twenty-five digit model or serial number
	▪ Unit Number—a twelve-digit, alphanumeric, user defined number
	When you enter an asset number, you may use a prefix or symbol to designate the number you enter. If you use this number most often, you should leave the symbol blank so that you just need to enter the number. If it is not the number you use most often, you should define a symbol, such as ⁄ or *, that you will type before you enter the number so that the system knows which number you are representing.
	Note: You can leave only one asset number blank. The other two must have a symbol so that all three numbers are unique. Verify that the symbols you use are not significant for any other purposes of data entry, for example, a period or comma.

Field	Explanation
Symbol to Identify Unit Number	You can assign one of three different numbers to an asset. These numbers are:
	▪ Item Number—An eight-digit, computer assigned number
	▪ Serial Number—A twenty-five-digit model or serial number
	▪ Unit Number—A twelve-digit, alphanumeric, user defined number
	When you enter an asset number, you may use a prefix or symbol to designate the number you enter. If you use this number most often, you should leave the symbol blank so that you just need to enter the number. If it is not the number you use most often, you should define a symbol, such as ∕ or *, that you will type before you enter the number so that the system knows which number you are representing.
	Note: You can leave only one asset number blank. The other two must have a symbol so that all three numbers are unique. Be sure that this symbol is not significant for any other purposes of entry, for example, a period or comma.
Symbol to Identify Serial Number	You can assign one of three different numbers to an asset. These numbers are:
	▪ Item Number — Eight-digit, computer assigned number
	▪ Serial Number — Twenty-five-digit model or serial number
	▪ Unit Number — Twelve-digit, alphanumeric, user-defined number
	When you enter an asset number, you may use a prefix or symbol to designate the number you enter. If you use this number most often, you should leave the symbol blank so that you just need to enter the number. If it is not the number you use most often, you should define a symbol, such as ' or *, that you will type before you enter the number so that the system knows which number you are representing.
	Note: You can leave only one asset number blank. The other two must have a symbol so that all three numbers are unique. Be sure that this symbol is not significant for any other purposes of entry, for example, a period or comma.

Field	Explanation
Supplemental Cat. Cd	Enter the number of the equipment category code that controls which supplemental data types the system displays on the Equipment Management supplemental data screens.
	When you set up supplemental data, you use Data Type Cross Reference to specify which types of data appear on supplemental data screens. For example, on Equipment Constants, you can specify equipment category code 2 (Major Equipment Class) as the supplemental data category code. Then, on Data Type Cross Reference, you can specify which data types are appropriate for each class of equipment you set up under Major Equipment Class, such as specification sheets and transportation notes for heavy equipment.
Display all 10 report codes (Y/N)	This code controls the number of category code fields the system displays on various screens. Examples of these fields might include Accounting Class, Equipment Class, and so on. Valid codes are:
	Y Display first 10 category codes
	N Display only the first five category codes
	Set the number of category codes that appear on your screens to accommodate the number of category codes you use in your system. You can change the value in this field at any time.

Set Up User Defined Codes

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

User defined codes are stored in tables related to a specific system and code type. For example, 12/FM represents system 12 (Fixed Assets) and user defined code list FM (Finance Methods). User defined code tables determine what codes are valid for the individual fields in your system. If you enter a code that is not valid for a field, the system displays an error message. For example, you can only enter codes in the major accounting class code field on Master Information that exist in the user defined code table for system 12 and code type C1.

You can access all user defined code tables through a single user defined code screen. After you select a user defined code screen from a menu, change the system code field and the user defined code type field to access another user defined code table. The system stores user defined codes in the User Defined Codes table (F0005).

> **Caution:** User defined codes are central to JD Edwards World systems. You must be thoroughly familiar with user defined codes before you change them.

The following user defined codes are primary to Equipment Billing:

Major Accounting Class (12/C1)

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

JD Edwards World recommends that you set up a one-to-one relationship with major accounting class and the asset cost account to aid in running STAR reports.

Major Equipment Class (12/C2)

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

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

Use these codes to further group equipment into meaningful classifications based on your needs. Your system comes with many predefined values which you can use or modify. For instance, class code 3 (12/C3) is set up as Manufacturer, class code 4 (12/C4) is Model Year, and so on.

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

Equipment Status (12/ES)

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

The Fixed Assets System might also use equipment status codes to track types of disposals.

Equipment Message Type (12/EM)

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

Rental Rate Tables (13/TB)

Use to specify different rate tables for location billing.

Finance Methods (12/FM)

Use to specify how you acquire a piece of equipment, such as a lease or outright purchased. The system stores finance method information in the Item Master table (F1201).

Ledger Types for Equipment Journal Entries (12/LT)

Use to specify ledger types that you want to function in a manner out of the normal system design. For example, you might want special ledgers for the following journal entries:

- Entries that represent amounts you do not want to copy from the AA ledger for asset cost accounts, such as entries that represent alternate currency amounts

- G/L journal entries that you create to post to non-AA ledgers

- Entries that you want to post to fixed assets but not the G/L

- Entries that you do not want to post to fixed assets, even though they meet all of the normal posting criteria

> **Note:** Set up these ledger types only for exceptions. Any ledger that you set up in this table you must also define for the General Accounting Ledger Types table (09/LT).

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

1 - Disconnect AA ledger so that the system does not copy entries from the ledger to asset cost accounts, as is the case for an alternate currency ledger

2 - Post to fixed assets but not to the general ledger, as is the case for adjustments to tax ledgers (this involves potential integrity issues)

9 - Never post ledger to fixed assets, as is the case for a BA (Budget Amount) ledger

blank - Create journal entries for this ledger, as is the case for a NI (Net Insider) ledger

To set up a user defined code

From Equipment/Plan Management (G13), enter **29**
From Equipment/Plan Management Setup (G1341), choose **User Defined Codes**

1. On User Defined Codes, complete the following fields to locate a user defined code table:

   ▪ System Code

   ▪ User Defined Codes
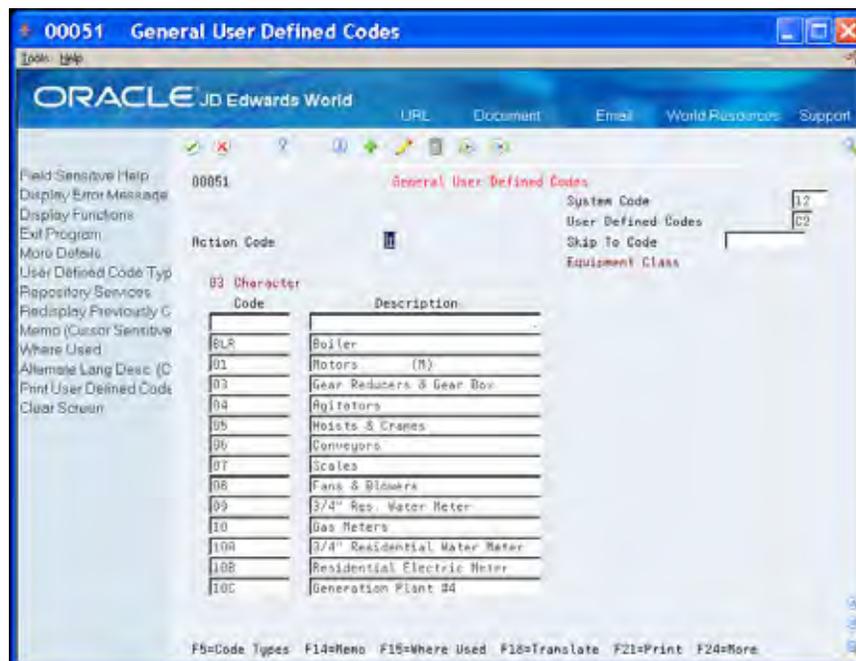
2. To revise the table, complete the following fields:

- Character Code
- Description

What You Should Know About

User Defined Codes	Description
Integrating with the Fixed Assets system	Equipment Billing uses the category codes from the Fixed Assets system. Depending on how you set up your constants, the system displays only the first five or ten codes on some screens, such as Equipment Search. You should assign specific equipment needs to as many of the first ten category codes as you need. This will help you perform online searches for equipment. You can then use the remaining codes for fixed asset reporting needs.
Defining blank as a valid value	If you have set up a user defined code for which you do not require a value, you must define blank as a valid value. To do so, leave the Character Code field blank, but enter at least one character in the description field. JD Edwards World recommends that you enter a period in the last position in the field.

See Also

- *Work with User Defined Codes* in the *Technical Foundation Guide* for more information about setting up user defined codes

Set Up Automatic Accounting Instructions

Many JD Edwards World programs need information about your account structure and specific account values in order 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 the Automatic Accounting Instructions Master table.

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

You set up AAIs by 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.

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

- FTD - Identifies debit accounts for equipment time entry

- FTC - Identifies credit accounts for equipment time and location billing if you do not use rate components

- FTC1-FTC0 – Identifies credit accounts for equipment time and location billing if you use rate components

- FTxx - Identifies credit accounts for equipment time and location billing that track units by billing rate code

- FMJE - Identifies debit accounts for time entry models

- FX - Identifies accounts that post to equipment

- FC - Identifies asset cost accounts

- FA - Identifies accounts for which the system can automatically create any necessary equipment masters when you run a post to equipment

- AT - Identifies accounts and descriptive text that define totals for summary reporting

What You Should Know About

AAI ranges	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 note the following guidelines:

- You can set up a maximum of 49 account ranges for a single company.

- The maximum number of account ranges 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, it terminates the search.

- You must set up your AAI ranges in numerical order. You do not have to set up your object accounts in numerical order.

Note: The guidelines that follow pertain only to the AAIs relevant to Equipment Billing.

FTD AAI

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 screen. If you choose to enter an object account on the Time Entry screen, 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 AAI

When you bill equipment time to a job without using rate components, the Post General Ledger 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 AAIs

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

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

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

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

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

- You do not use a subsidiary account with these AAIs.

See Also

- *Setting Up Billing Rate Code Hierarchy*

FTxx AAIs

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 you use your equipment, and run reports accordingly. For example, you might set up FTWR for billed working hours (where WR is your billing rate code for working), FTID for billed idle hours, FTDN for billed down hours, and so on.

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

When you set up the FTxx AAIs, you must set up these 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 don't normally use in time entry but that you might have entered into an equipment time entry batch that was later used as a model.

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

- Set up two AAIs for each range of accounts. FMJE01 defines the beginning of the first range and FMJE02 defines the end of the first range. FMJE03 defines the beginning of the second range and FMJE04 defines the end of the second range, and so on.

- Define up to 49 account ranges with the last range being FMJE97 - FMJE98.

- Set up this AAI range only for company 00000.

- Specify object accounts only.

FX Range

The system uses the FX range in the AAIs to determine which journal entries in the general ledger can post to equipment. You must specify all equipment accounts within the FX range of accounts. For example:

FX01 - FX02   - Beginning and ending range for asset cost accounts

FX03 - FX04 - Beginning and ending range for accumulated depreciation accounts

FX05 - FX06 - Beginning and ending range for depreciation expense accounts

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

- Define up to 49 FX ranges, starting with FX01 - FX02 and ending with FX97 - FX98.

- Ending ranges must be even numbers, such as FX02 and FX98.

- FX ranges can be company specific, or you can use the default company 00000 to set up the FX range for all your companies at once. If you set up a company specific FX range for one company, you must set up the FX ranges for all companies. In addition, when you set up the FX range for multiple companies, the range for each company must begin with FX01 - FX02.

- Specify an object account for each FX range.

- 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. This way, if you add other subsidiaries to your chart of accounts at a later time, you do not have to change your AAIs.

FC Range

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

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

- Define up to 49 FC ranges.

- Define account ranges for all asset cost accounts.

- Set up FC account ranges for company 00000 only. The FC range is not company specific.

FA Range

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

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 screen to create equipment masters.

- FA ranges can be company specific, or you can use the default company 00000 to set up the FA range for all your companies at once. If you set up a company specific FA range for one company, you must set up the FA ranges for all companies.

AT Range

The system uses the AT range in the AAIs to determine which general ledger accounts to include in the summary lines on the Cost Summary screen. Use AT01 - AT99 to specify these interim total accounts and wording that the system displays for each total on the Cost Summary screen. Use AT00 to define the account in which you want to store statistical information for hours or miles.

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

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

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

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

- Define interim totals between AT01 - AT99.

- Use AT00 to define the account number that stores statistical information, such as hours or miles.

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

See Also

- See *Work with AAIs* in the *General Accounting I Guide*

Working with AAI Screens

> ◈ From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Automatic Accounting Instructions**

The Automatic Accounting Instructions screen shows an index, or list, of the AAIs in the JD Edwards World systems.

You can use the Page Up and Page Down icons to move through the screens and view all the AAIs, or you can skip to a specific AAI by entering its sequence number in the Skip to Sequence Number field.

Examples-Automatic Accounting Instructions Screens

The following graphics show examples of the various Automatic Accounting Instructions screens that you use when you set up or review AAIs:
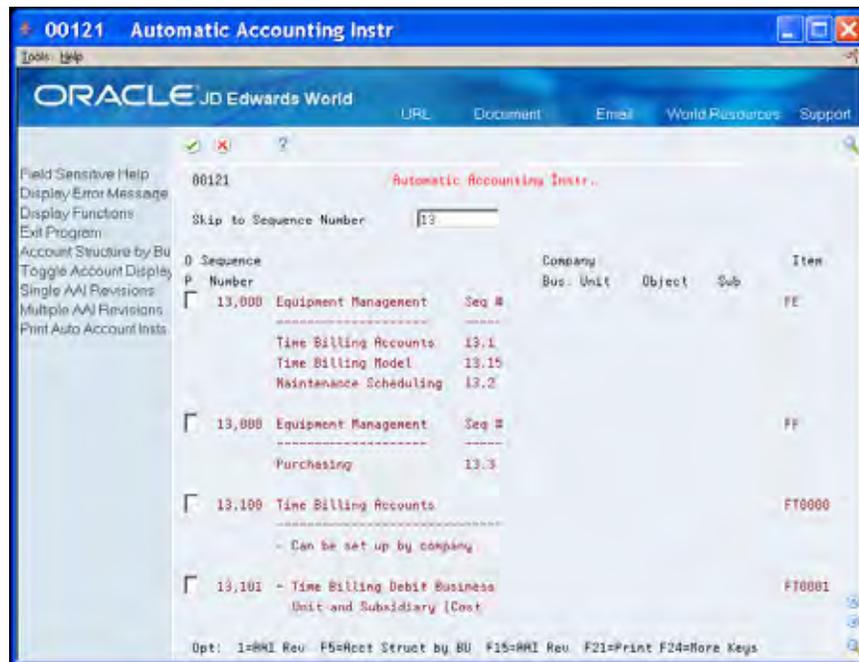
The sequence number does not serve a programming function. The system uses it determine where an AAI appears in the list. For example, 13.000, 13.100, 13.101. Programs are set up to search for a specific AAI item. The item is the hard-coded name of the AAI and you can not make changes to this. For example, FE, FF, FT0000, and FT0001.

You access AAI entry screens to make either single or multiple AAI revisions. Use the Single AAI Revisions screen to revise any AAI for a particular company. Use the Multiple AAI Revisions screen to revise or add more than one AAI for a company or specific AAIs for multiple companies.

Processing Options

See AAIs – Fixed Assets (P00121).

Set Up Next Numbers

When you set up next numbers, you enable the system to automatically assign unique numbers to certain items. For example, when you create an equipment master for a new piece of equipment, the system assigns a unique item number to the equipment. You must set up next numbers for the following items:

Item	Description
Item number	The system generates an item number to uniquely identify each piece of equipment.
Text key number	The system generates a text key number to uniquely identify each location transfer and to associate location tracking text to the transfer. The system assigns every location transfer a text number, whether you enter text or not. Various programs in the system use the text key number internally.
Transfer number	The system generates a transfer number to group location transfers. The transfer number can include multiple location information lines for multiple pieces of equipment. For example, when you enter location tracking information for several pieces of equipment on one screen, the system generates a transfer number to group each line of information together as one transfer order.

Note: Equipment Billing does not use the Fixed Assets Document Number.

The system stores all next numbers for Equipment Billing in the Fixed Assets system (system 12). The system generates next numbers from the Next Numbers table (F0002).

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Next Numbers**

To set up next numbers

1. On Next Numbers, to locate next numbers for a particular system, complete the following field:

    ▪ System Code
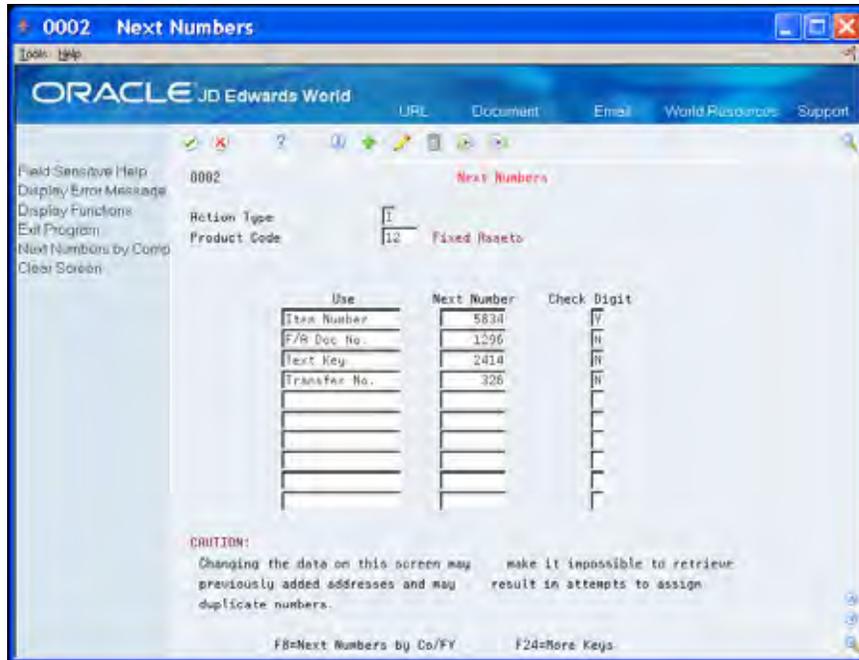
2. For each number that you want to set up, complete the following fields:

▪ Next Number

▪ Check Digit

Field	Explanation
Next Number	The next number which will automatically be assigned by the system. Next numbers can be used for many types of documents including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers and so on. Next numbers can be reviewed from the Operations Control Menu. You must adhere to the next numbers that have been preestablished unless custom programming has been provided.
Check Digit	A number that prevents the Next Numbers program (P0002) from assigning transposed numbers. If you use check digits, the system automatically adds a number to the end of each number that it assigns through Next Numbers.

What You Should Know About

Next Numbers	Description
Changing next numbers	JD Edwards World recommends that you set up next numbers only once. If you need to change a next number, never change it to a lesser value.

Next Numbers	Description
Deleting next numbers	Do not delete next number values. Deleting a next number value may prevent the system from assigning an automatic next number or cause other unpredictable results.
Using check digits	JD Edwards World recommends that you use a check digit for the equipment number to help prevent the possibility of transposing item numbers.

Set Up Depreciation Account Rules

Before you create equipment masters, you must set up depreciation account rules. Depreciation account rules define links between asset cost accounts and depreciation accounts. Depreciation account rules simplify the creation of equipment masters by defining how the system classifies equipment. In addition, the system posts depreciation amounts to the accounts that you specify in the depreciation account rules.

You can set up date-sensitive depreciation account rules. For example, if depreciation for a particular class of assets, such as heavy equipment, must post to different accounts after January 1, you can set up a rule with an effective date of January 1. As of January 1, the system posts depreciation for heavy equipment to the accounts you specify in the date-specific rule.

The Fixed Assets system also uses the values that you set up on Company Depreciation Account Rules. JD Edwards World recommends that you coordinate with your accounting department when you set up or change depreciation account rules.

> **Note:** You must set up depreciation account rules for every combination of company and asset cost account. Ensure that you set up depreciation account rules for any new cost accounts or companies that you add to your system at a later time. If you make any changes to depreciation account rules, you should verify that the values are correct before you create new equipment masters.

To set up depreciation account rules

From Equipment/Plan Management (G13), enter **29**
From Equipment/Plan Management Setup (G1341), choose **Depreciation Account Rules**

1. On Depreciation Account Rules, complete the following fields:

   - Company Number
   - Asset Cost Object
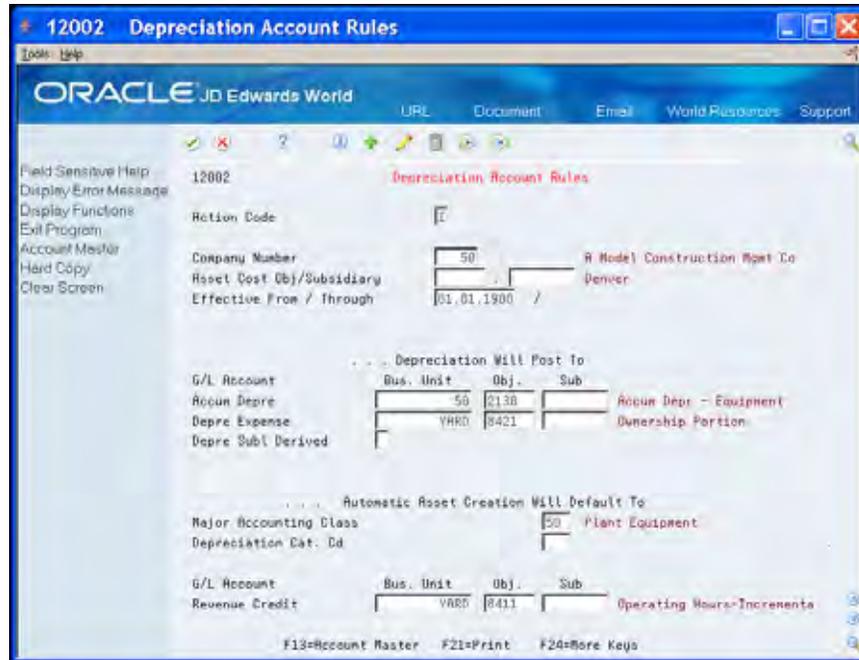
2. Complete the following optional fields:

   ▪ Asset Cost Subsidiary

   ▪ Effective From Date

   ▪ Major Accounting Class

   ▪ Major Equipment Class

3. To specify an accumulated depreciation account, complete the following fields:

   ▪ Accumulated Depreciation Business Unit

   ▪ Accumulated Depreciation Object

   ▪ Accumulated Depreciation Subsidiary

4. To specify a depreciation expense account, complete the following fields:

   ▪ Depreciation Expense Business Unit

   ▪ Depreciation Expense Object

   ▪ Depreciation Expense Subsidiary

5. To specify a default account for revenue credit, complete the following fields:

   ▪ Revenue Default Credit Business Unit

   ▪ Revenue Default Credit Object

   ▪ Revenue Default Credit Subsidiary

Field	Explanation
Company Number	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Asset Cost Object	The general ledger account (object number) used to record a fixed asset's acquisition cost. Within each company, you define default coding instructions for asset cost accounts. Then, based on these default codes, when you set up a new asset, the system automatically assigns the following: ▪ Major and subclass codes ▪ G/L accounts for depreciation and revenue ▪ Depreciation books
Major Accounting Class	A user defined code (12/C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment. JD Edwards World recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger. Note: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.
Major Equipment Class	A user defined code (12/C2) that is used to classify assets into groups or families. You use the equipment category code as a subclass to further define the accounting class, for example, 310 for copy equipment, 320 for projectors, and 330 for typewriters within the accounting class for general office equipment. Note: If you do not want to use the major equipment class, you must set up a value for blank in the user defined code table.

What You Should Know About

Depreciation	Description
Depreciation calculation	Depreciation calculation is based on the rule in effect at the end of the year. If you add or change a rule during the year, you must run the asset transfer program to bring existing balances into alignment with the new rule.

Depreciation	Description
Revising depreciation account values	Any revisions that you make to the depreciation account values for an asset cost account or company affect only the new equipment that you add to the system after making the changes. The revisions do not affect existing equipment.
Date sensitivity	When you enter a value in the Effective From field, the system applies the depreciation account rule from that date until you enter an identical depreciation account rule, but with a different beginning date. The Effective Through date of the original rule then becomes the day before the Effective From date of the new rule.
Company numbers	The company number that you associate with the asset cost and accumulated depreciation accounts must be the same as the company number that you assign to the piece of equipment.
Major Accounting Class	JD Edwards World recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Class code (12/C1). If you establish this one-to-one relationship, you will not need to override the default values when you create new equipment masters.

Set Up Ledger Depreciation Rules

Before you can create equipment masters, you must set up ledger depreciation rules. When you set up ledger depreciation rules, you define the depreciation methods that the system uses to calculate depreciation for specific ledger types. As a minimum, you must set up a depreciation rule for the AA (Actual Amounts) ledger type for each company and asset cost account combination that you have in the system. You can set up as many ledger depreciation rules as you need, based on any combination of the following:

- Company
- Accounting category
- Depreciation category
- Asset cost account
- Effective From

The values that you set up on Company Ledger Depreciation Rules are also used by the Fixed Assets system. JD Edwards World recommends that you coordinate with your accounting department when you set up or change ledger depreciation rules.

See Also

- *Understand Standard Depreciation Methods, Understand User Defined Depreciation Methods* and *Setting Up User Defined Depreciation* in the *Fixed Assets Guide* for more information about valid field combinations that you can apply to ledger depreciation rules

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Ledger Depreciation Rules**

To set up ledger depreciation rules

1. On Ledger Depreciation Rules, complete at least one of the following fields for each ledger depreciation rule that you want to set up:
   - Company
   - Accounting Category
   - Depreciation Category
   - Asset Cost Object
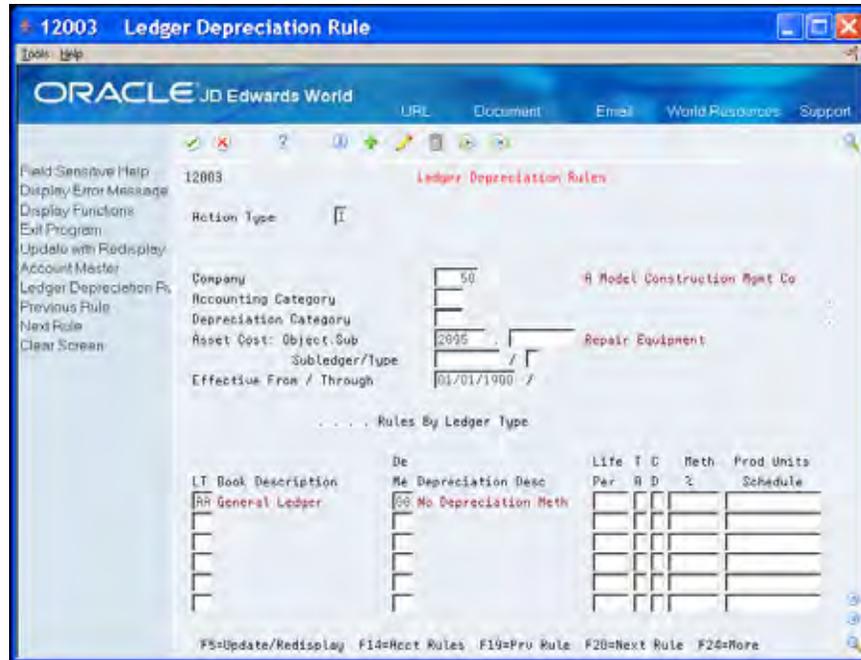
2. Complete any of the following optional fields:

   ▪ Asset Cost Subsidiary

   ▪ Asset Cost Subledger

   ▪ Subledger Type

   ▪ Effective From Date

3. For each ledger depreciation rule that you want to set up, complete a valid combination of the following fields:

   ▪ Ledger Type

   ▪ Depreciation Method

   ▪ Life Periods

   ▪ Investment Term Apportionment Code (TA)

   ▪ Compute Direction

   ▪ Method Percent

   ▪ Production Units Schedule

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.

Field	Explanation
Accounting Category	A user defined code (12/C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment.
	JD Edwards World recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger.
	Note: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.
Depreciation Category	The depreciation category an asset belongs to. The value is derived from the User Defined Code specified as the "Depreciation Category Code", DPCC, in the Fixed Assets constants. Generally, a depreciation category will be used to group assets with identical depreciation characteristics for depreciation calculation and reporting purposes.
LT	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

Field	Explanation
De Me	The user defined code (12/DM) that indicates the method of depreciation for the specified book. In addition to any user defined depreciation methods you set up for your company, the following standard depreciation methods are available in the Fixed Assets system:

00	No depreciation method used
01	Straight Line Depreciation
02	Sum of the Year's Digits
03	125% Declining Balance to Cross-Over
04	150% Declining Balance to Cross-Over
05	Double Declining Balance to Cross-Over
06	Fixed % on Declining Balance
07	ACRS Standard Depreciation
08	ACRS Optional Depreciation
09	Units of Production Depreciation
10	MACRS Luxury Cars - Domestic
11	Fixed % Luxury Cars - Foreign
12	MACRS Standard Depreciation
13	ACRS Alternative Depreciation
14	ACRS Alternate Real Property
15	Fixed % of Cost
16	Fixed % on Declining Balance to Cross-Over
17	AMT Luxury Auto
18	ACE Luxury Auto

NOTE: Any additional depreciation methods you create for your organization must have an alpha code.

Field	Explanation
Life Per	The life of an asset in months or periods. The system uses months or periods only to express the life of an asset. For example, if your company uses a 12-month calendar, then a five-year ACRS asset has a 60-month life. If your company uses a 13-month calendar, then a five-year ACRS asset has a 65-month life, and so on. You must specify a life month value for all user defined depreciation methods, and for all standard depreciation methods, except the standard methods 00, 06, 09, 11, and 15.

Field	Explanation
T A	A code for additional depreciation information. This code is used for Investment Tax Credit (ITC) and averaging conventions. The system validates the code you enter in this field against user defined code table 12/AC. Valid codes are:

0	No ITC Taken
1	Three Year Method (3 1/3%)
2	Five Year Method (6 2/3%)
3	Seven Year Method (10%)
4	ACRS Method with Basis Reduction (10% ITC)
5	ACRS Method without Basis Reduction (2% ITC or No ITC)
A	Actual Date of Depreciation Start Period
M	Mid-Month Convention
Q	Mid-Quarter Convention
Y	Mid-Year Convention
P	Middle of Period
F	First-half/Second-half
W	Whole Year
N	First Day of Next Period
R	First Day of Next Year
S	Actual Start Date for Primary Rule/First Day of Period for Secondary Rule

Note: Numeric codes apply to standard depreciation methods only.

To determine the date for F (First-half/Second-half), use the following guidelines:

- If the asset was placed in service in the first half of the year then the adjusted depreciation start date is the first day of the year.

- If the asset was placed in service in the second half of the year then the adjusted depreciation start date is the first day of the succeeding year.

- The first half of the year expires at the close of the last day of the calendar month which is closest to the middle of the tax year.

- The second half of the year begins the day after the expiration of the first half of the tax year.

Field	Explanation
C D	A code that indicates the method of computation that the system uses to calculate depreciation based on the depreciation method you specify.
	Valid codes are:
	C Current year to date. Calculates only the current year's depreciation.
	I Inception to date. Recalculates the entire depreciation amount from the start date through the current year. Prior-year depreciation is then subtracted to determine current year depreciation. This method results in a one-time current period correction for any errors in prior period depreciation.
	F Inception to date. Calculates inception to date for the first rule (if there are two rules) and uses a C for the second rule.
	P Current period. Calculates depreciation for the current period and then extrapolates the annual amount based on the cumulative percent from the period pattern and year-to-date posting. Any depreciation calculated for the current period is subtracted.
	R Remaining months. Depreciates the net book value as of the beginning of the current tax year over the remaining life of the asset. This results in the amortization of prior period calculation errors over the remaining life of the asset.
Method %	Enter the percentage you want the system to use when calculating depreciation. Use whole numbers. For example, enter 10 for 10%. The system uses a percentage when computing the following methods of depreciation:
	06 Fixed % on Declining Balance. (This method of depreciation is commonly used by Canadian and utility companies.)
	11 Fixed % Luxury Car - Foreign.
	15 Fixed % of Cost.
	16 Fixed % on Declining Balance to Cross-Over.
	The system also uses this field to compute any user defined depreciation method in which you specify a percentage.
Prod Units Schedule	The alphanumeric code you assign to a units of production schedule. You must set up the schedules you want to use for method 09 (Units of Production Depreciation) in advance on the Units of Production Schedule screen.

What You Should Know About

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

Map Category Codes

If you set up category codes for your business units that facilitate tracking and reporting on equipment, you can set up your system to automatically assign category codes from the responsible business unit to equipment category codes. When you enter master information for a new piece of equipment, the category codes that you specify from the responsible business unit automatically appear on the Equipment Master screen.

	From Equipment/Plan Management (G13), enter **29** From Equipment/Plan Management Setup (G1341), choose **Category Code Mapping**

To map category codes

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

   ▪ Mapping Type

2. Complete the following fields:

   ▪ Map to Category Code

   ▪ Map From Category Code

Field	Explanation
Mapping Type	Enter a 1 in this field to map Business Unit Category Codes to Equipment Category Codes.
	Enter a 2 in this field to map Equipment Category Codes to Work Order Category Codes.
Map to Category Code	Use this field to specify defaults for your category codes. If the mapping type is 1, the equipment category code number in this field receives its default value from the Business Unit category code you specify in the Map From Category Code field on this form. If the mapping type is 2, the Work Order category code in this field receives its default value from the Equipment category code you specify in the Map From Category Code field.
Map From Category Code	Use this field to set up defaults for your category codes. If the mapping type is 1, the Business Unit category code value you enter in this field is the default value for the Equipment category code you specify in the Map To Category Code field on this form. If the mapping type is 2, the Equipment category code value you enter in this field is the default value for the Work Order category code you specify in the Map To Category Code field.

What You Should Know About

Category Codes	Description
Changing the responsible business unit for a piece of equipment	The system uses the responsible business unit from the equipment master to determine which business unit to assign codes from. If you change the responsible business unit for a piece of equipment, the system assigns equipment category codes based on the new business unit.
Mapping default category codes with different values	The default values you set up on Category Code Mapping will appear on Equipment Master only if the values are valid for the business unit and the equipment. For example, if you want to map the value for category code 05 from the Business Unit Master to category code 08 on the Equipment Master, the values for both category code tables must match.
Mapping category codes with different character lengths	Category codes 21 through 23 can be up to 10-characters long. The system truncates any codes that you map from a business unit category code which is longer than three characters into a three-character category code field on the Equipment Master form.

Set Up Equipment Billing

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.

This section contains the following:

- [Setting Up Billing Rate Code Hierarchy](#)
- [Defining Rental Rates for Equipment](#)
- [Defining Rental Rules](#)
- [Setting Up Account Distribution Rules](#)

Setting Up Billing Rate Code Hierarchy

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Equipment Billing**
> From Equipment Billing Setup (G1343), choose **Billing Rate Code Setup**

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

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

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

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

Before You Begin

- Define valid billing rate codes

To set up billing rate code hierarchy

1. On Billing Rate Code Setup, complete the following fields:

    ▪ Equipment Rate Code

    ▪ Billing Frequency

    ▪ Billable (Y/N)
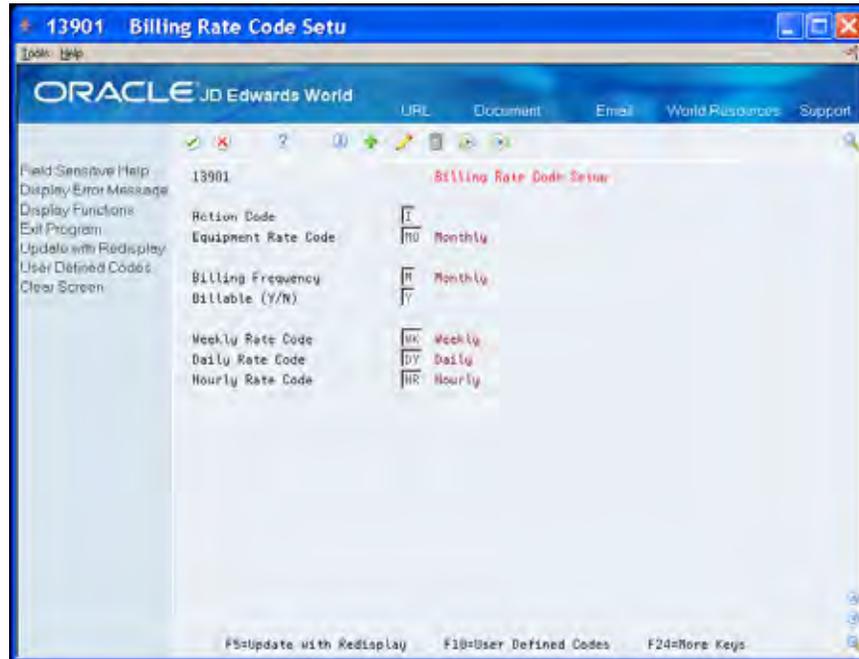
2. Complete the following fields, if applicable:

    ▪ Weekly Rate Code

    ▪ Daily Rate Code

    ▪ Hourly Rate Code

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

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

Defining Rental Rates for Equipment

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Equipment Billing**
> From Equipment Billing Setup (G1343), choose **Rental Rates Table**

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

Before You Begin

- Define valid billing rate codes (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 need to define the rate code in the user defined codes only.

See Also

- *Set Up User Defined Codes*

To define rental rates

1. On Rental Rates Table, to set up or locate a rental rate table, complete the following field:

   - Rate Table

2. To further define the table or narrow your search, complete the following optional fields:

   ▪ Rate Group

   ▪ Effective From (Date)

   ▪ Thru (Date)

   ▪ Equipment Number

3. To establish rental rates for the table, complete the following fields:

   ▪ Rate Code

   ▪ Billing Rate

4. To define a limit for the table, complete the following optional field:

   ▪ Replacement Cost

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

5. To further define the rental rules for the table, complete the following optional rate component fields:

   ▪ Ownership

   ▪ Operating

   ▪ Maintenance

   ▪ Other

6. To review Rate Components 05-10, choose Details (F4).
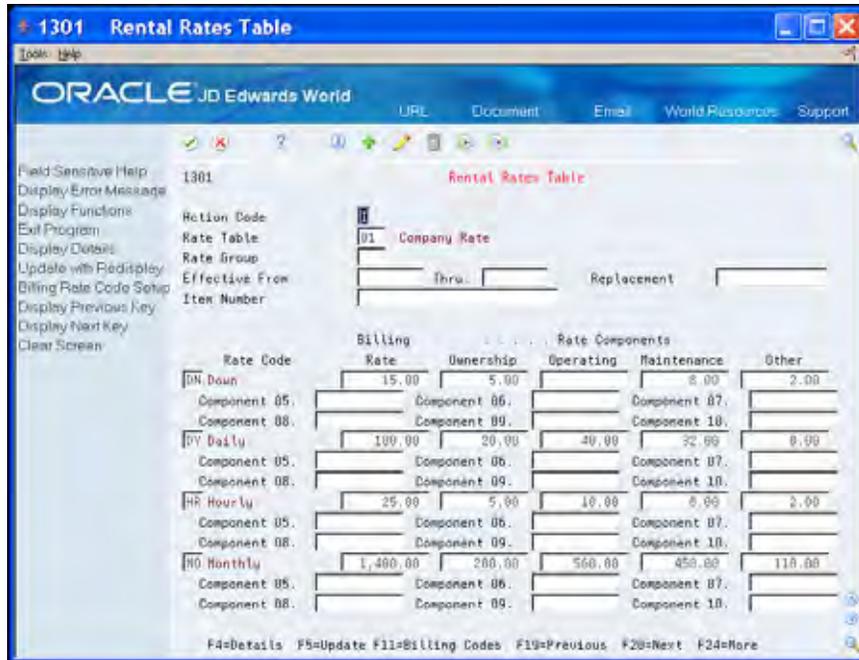
7. To define additional rate components for the table, complete any of the fields.

Field	Explanation
Rate Table	A user defined code (system 13, type TB) that identifies tables of different groups of rental rates for equipment. You can set up as many different tables as you need for a particular organization. For example, you can set up tables for company rates, AED published rates, blue book rates, and so forth.
Rate Group	A user defined code (system 12, type C0) that identifies groups of like pieces of equipment that are tied together for billing purposes.
Effective From	The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.
Thru	The date on which the item, transaction, or table becomes inactive or through which you want transactions to display. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.

Field	Explanation
Rate Code	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billing Rate	A code that represents the amount you want to charge the job. Each piece of equipment can have numerous billing rates based on the rate code. The equipment billing rate can be composed of up to ten different rates. For example: Billing Rate = 200 100 Rate 1 (Ownership Component) 25 Rate 2 (Operating Component) 50 Rate 3 (Maintenance Component) 25 Rate 4 (Other Costs Component) When you post time entries to the General Accounting system, the system recognizes credits in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. Note: You are not required to use rate components.
Replacement	The current or estimated replacement cost of the asset. Typically, replacement cost is established by objective means, such as an appraisal or an industry valuation guideline. Replacement costs are often used for insurance reporting and special financial statements. *Screen-specific information* This field applies to the replacement cost for either a specific asset or any asset in a rate group, if an asset is not specified. The system uses this amount for billing if you have sold the asset to the job rather than rented it. The system also uses this amount to determine the billing limit for an asset.

Field	Explanation
Rate Components	Each equipment item has a specific billing rate for each rate type. The rate component allows you to document the breakdown of the rate into as many as ten individual components. For example:
	Tandem Axle Truck:
	Hourly Rate = 100
	Rate Component 1 (RK01) = 25 (Ownership Costs) Rate Component 2 (RK02) = 50 (Operating Costs) Rate Component 3 (RK03) = 15 (Maintenance Costs) Rate Component 4 (RK04) = 0 (Other Costs) Rate Component 5 (RK05) = 0 (Other Costs) Rate Component 6 (RK06) = 10 (Other Costs), etc. through Rate Component 10 (RK10)
	Note: Rate component totals must equal the billing rate amount.

What You Should Know About

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

Defining Rental Rules

From Equipment/Plan Management (G13), enter **29**
From Equipment/Plan Management Setup (G1341), choose **Equipment Billing**
From Equipment Billing Setup (G1343), choose **Rental Rules**

Use the Rental Rules program to specify the rental rate table that you want the system to apply to a time or location billing. 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 establish for equipment rate codes, or on a monthly proration basis

- Indicate the hierarchy of rental rate tables that you want to use

- Indicate if a piece of equipment was sold rather than rented to the job

- Define standard work days and hours

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

> **Note:** You must set up a default company (company 00000) and a blank default job for each company, including the default company 00000 (company 00000).

To define rental rules

1. On Rental Rules, complete the following field:
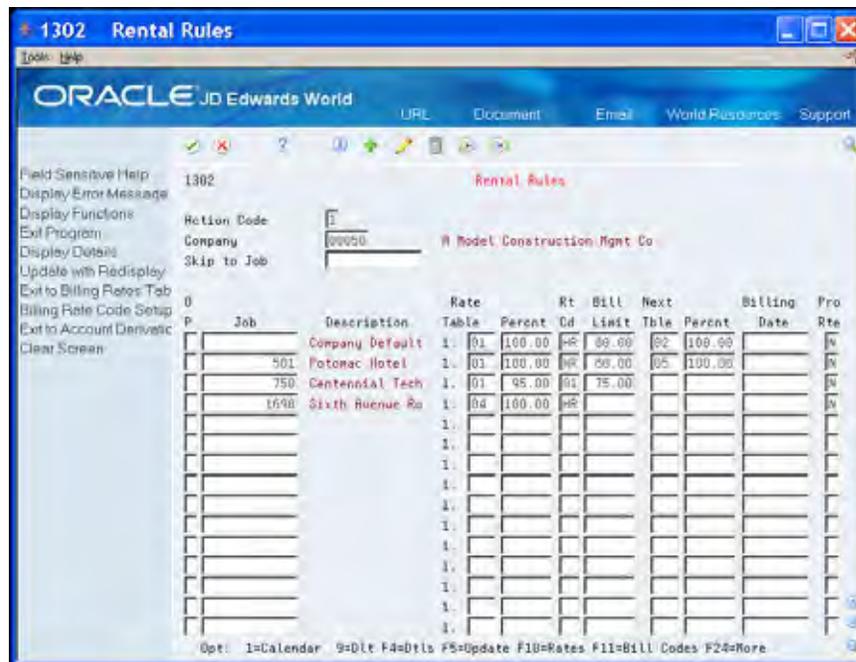
   - Company

2. For each company, complete the following fields:

   - Job
   - Rate Table

- Rate Code

3. Complete the following optional fields:

   - Pro Rate

   - Percent (Percent Override 01)

   - Bill Limit

   - Next Table

   - Percent (Subsequent Percent Override)

   - Billing Date

4. To review more information, including additional rental rate tables 02-05, choose Details (F4).
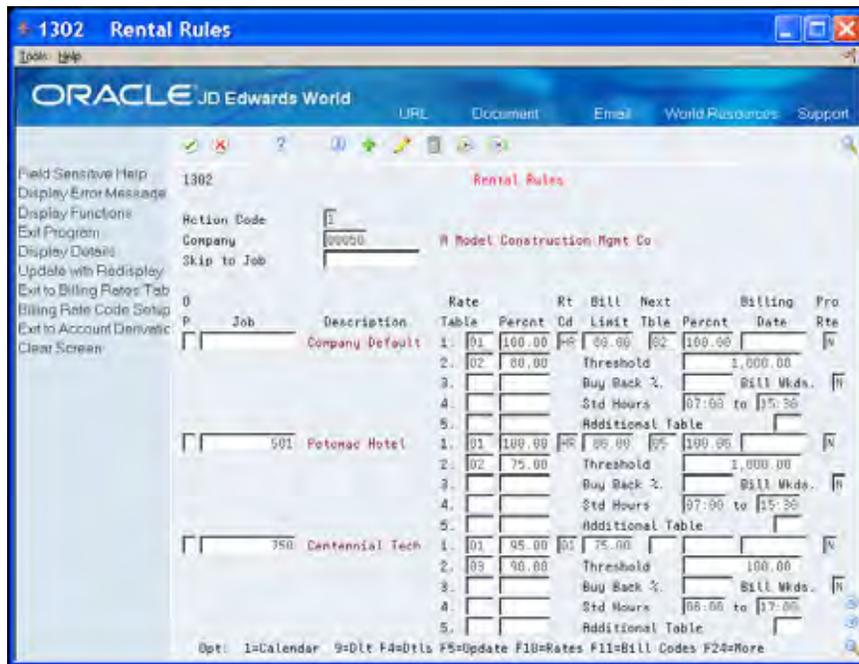
5. Complete the following optional fields:

   - Rate Table 2-5

   - Threshold

   - Buy Back %

   - Bill Weekends

   - Standard Hours (From/To)

   - Additional Table

6. To make changes to the specific work days for a job, enter 1 in the following field:

   - Option
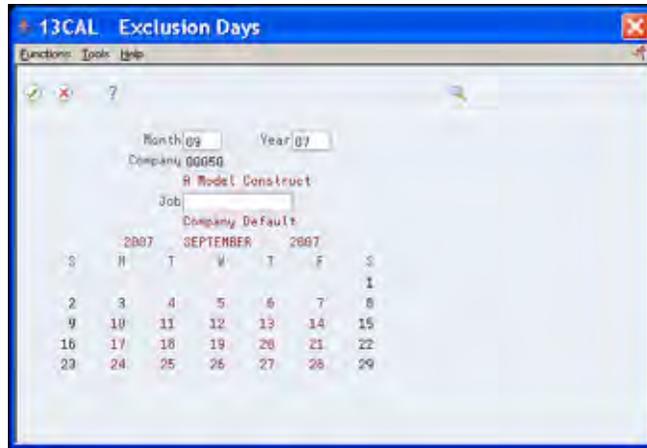
7. On Exclusion Days, locate a specific month and year for a company or job.

8. Select the date that you want to include or exclude for rental rules.

9. To toggle the status of individual days, choose Include/Exclude.

The system highlights dates that are excluded from the rental rules.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.
	Note: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.

Field	Explanation
Job	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Screen-specific information
	Skip to Job field: Use this field to begin the information on the screen with rules for a particular business unit or job.
	Job field: Use this field to enter rental rule information for a specific job. If you enter rental rule information and leave the Job field blank, the system assigns the rule to the company specified in the upper part of the screen. To override this default value, you can set up rental rules for job value "blank" for all of your companies, including company 00000.
Rate Table	The system searches five default rate tables to find a valid match with the rate code in the following sequence:
	Rate Table fields. Within each rate table, the system searches first for the item number/rate group/rate table. If the system does not find a match, it searches for the rate group/rate table.
	If no match is found in the first table, the system searches the next table, and so on until the program searches through the fifth rate table, if necessary.
	If no match is found the system then searches for the company default rules set up for the blank job.
	If no match is found, the system applies the rules you set up for company 00000.
Percnt	The percentage factor used in conjunction with the next rate table specified after the billing limit has been reached.

Field	Explanation
Rt Cd	A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: 1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. 2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. 3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Bill Limit	The billing limit is a percentage of the asset's replacement cost. Once the billing limit for an asset has been reached, a new reduced rate may be charged and will be specified in the next rate table and its associated percentage.
Next Tble	Use this field to identify the rate table you want the system to use once the billing limit from the previous table has been reached.
Billing Date	The date that determines which rate table to use when calculating billing. For example, if the rates for a table have changed, but you do not want a particular asset charged the new rates, you can enter a date in the billing date field, and that date will be used to locate another rate table. Use this field if you want to specify a special rate table for the entire duration of a job.

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

What You Should Know About

Renting and selling equipment to a job	When you sell a piece of equipment to a job, the system bills a one-time cost to that job. When you rent a piece of equipment to a job, the system bills a recurring cost for as long as the equipment is located at the job.
Limiting rental rules	Use the Billing Limit and Rental Threshold fields in conjunction with the Replacement field on the Rental Rates screen. When you use these fields, you can control how the system determines when to:
	▪ Use the next rate table you have set up for a job
	▪ Sell or rent a piece of equipment to a job
Setting up holidays	You can set up holidays on the user defined codes table Calendar Holidays (98/HL). The system highlights user defined holidays on the Exclusion Days calendar.
	Use function keys to access the user defined codes table from the Exclusion Days calendar.

Setting Up Account Distribution Rules

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Equipment Billing**
> From Equipment Billing Setup (G1343), choose **Account Derivation Rules**

Set up account distribution rules to provide the system with instructions for the distribution of equipment location billings.

When you set up account distribution rules, you create an account derivation table. When you create account derivation tables, you supply the system with:

▪ Billing account numbers for location billings

▪ Transfer action codes to distribute location billings to the appropriate accounts

The system uses the account distribution rules that you set up in the Equipment Distribution Rules table (F1305) to search for the proper accounts to charge for equipment use based on location. You must set up an account derivation table for every company that you need, to indicate the specific distribution rules. As a minimum, you should set up a default account derivation table for company 00000. The rules that you specify in this table apply to all companies that do not need specific account derivation 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 account distribution rules based on any of the following equipment information:

Equipment Information	Description
Job	The job is the location or business unit where the equipment is located. The system searches for a location for equipment. For example, you can charge all equipment at a particular job to a specific account, unless you indicate otherwise.
Rate group	The system searches for a particular equipment rate group. You use category code 10 to set up rate groups. For example, you can charge all equipment that you group together as backhoes to a specific account, unless you indicate otherwise.
Equipment number	The system searches for a specific piece of equipment by equipment number. For example, you can charge Backhoe #426 to a specific account unless you indicate otherwise.

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 to determine appropriate combinations for your account distribution requirements:

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

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

For example, you can set up a rule in the account derivation table for company XYZ. The rule specifies that you charge all billings for rate group 003 equipment to a business unit you identify within the company as SHOP. You also set up a second rule for the same company and rate group, but specify job 101 (business unit YARD) for a select piece of equipment. This rule overrides the first rule. Based on this rule, the system distributes the billing for the equipment to the business unit YARD.

The following graphic illustrates an example of how you might set up a rule in the account derivation table for company XYZ.
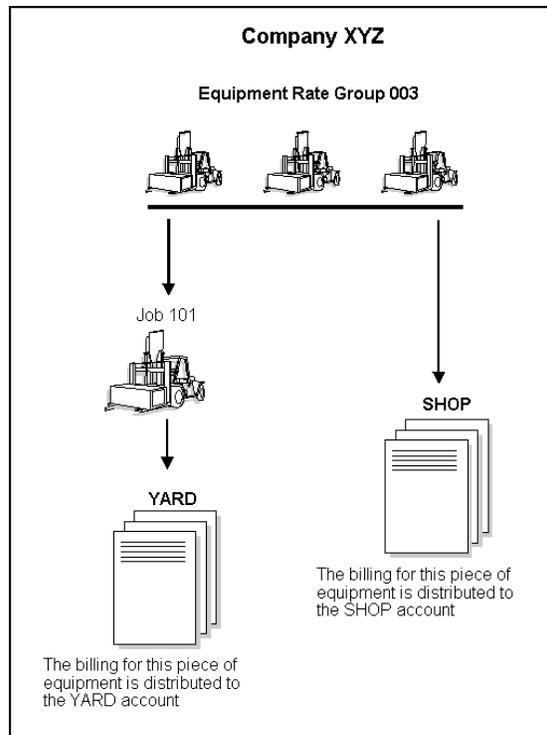
To create an account derivation table

1. On Account Derivation Rules, complete the following fields:

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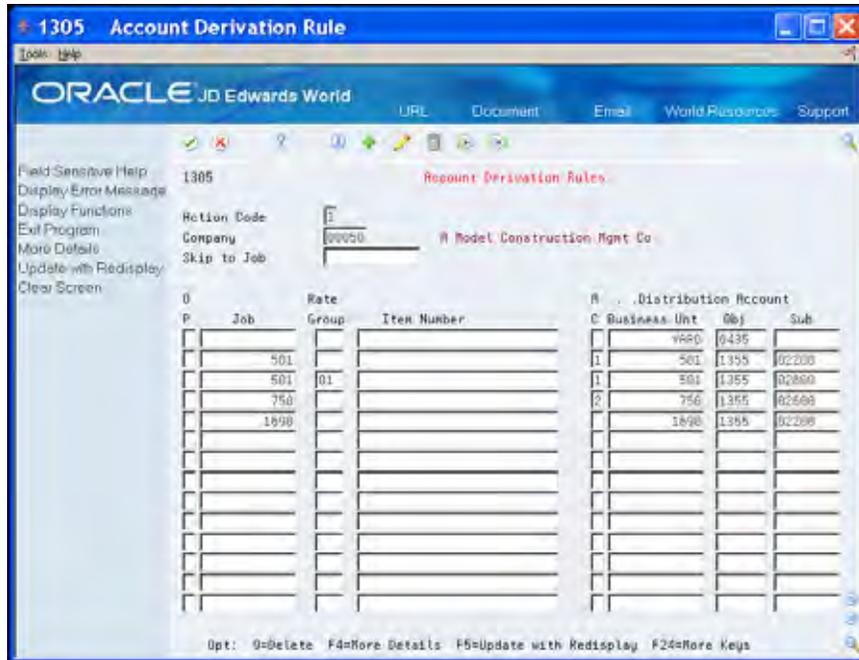
2. For each distribution account, complete any of the following fields:

- Job
- Rate Group
- Equipment Number (Item Number)

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

3. Complete the following optional field:

- AC (Transfer Action Code)

4. Choose More Details (F4).

5. Complete the following optional field:

- Subledger/type

Field	Explanation
Business Unt	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.
	Security for this field can prevent you from locating business units for which you have no authority.
	Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
	Screen-specific information
	Skip to Job field (upper part of screen): Use this field to begin the information on the screen with rules for a particular business unit or job.
	Business Unit field (lower part of screen): The business unit part of the account which is used for location billings.
	Note: You can enter * in the Business Unit field to use location as the default value for business unit.

Field	Explanation
Job	Identifies a separate entity within a business for which you wish to track costs, for example, a warehouse location, job, project, work center, or branch/plant. The business unit field is alphanumeric.
	You can assign a business unit to a voucher, invoice, fixed asset, and so forth, for responsibility reporting. The system provides reports of open A/P and A/R by business unit, for example, to track equipment by responsible department.
	Business Unit Security can prevent you from inquiring on business units for which you have no authority.
	Screen-specific information
	The location of the equipment. This business unit specifies the job at which the equipment is located and is not necessarily the same as the business unit designated in the Business Unit field for the distribution account.
A C (Transfer Action Code)	For Equipment Location Billing clients only. This code indicates whether a piece of equipment was rented or sold to the job to which it was transferred. When you sell equipment to a job, the Location Billings program bills the job one time using the equipment's replacement value as the amount to bill. When you rent equipment to a job, the Location Billings program bills the job continuously using the rental rates defined on the Rental Rates screen (P1301) to determine the amount to bill. Valid codes are:
	1 Rented to the Job
	2 Sold to the Job
	3,4 Future Use
	Note: This field is used only for Equipment Management. It is not used in Fixed Assets.

What You Should Know About

AC field (Action Code or Transfer Action Code)	If you leave this field blank, the system uses the values in the Threshold and Replacement Cost fields on Rental Rules and Rental Rates to determine whether or not the piece of equipment is rented or sold to a job.

Set Up Supplemental Data

Set up supplemental data to track your equipment according to characteristics you define. You can define as many types of supplemental data as you need.

You can determine which types of data appear for groups of equipment by using Data Type Cross Reference. You can also define and track nameplate and other static information using Specification Sheets. In addition, you can control which users have access to supplemental data by using Supplemental Data Security.

This chapter contains the following:

- Setting Up Data Types
- Assigning Data Types to Equipment
- Setting Up Supplemental Data Security

Setting Up Data Types

You must set up the types of supplemental data that you want to maintain. You can use the following supplemental data formats:

Supplemental Data Formats	Description
Narrative (N)	Use this data type to access the Supplemental Text Entry screen. You can use this text format to enter unlimited text information about equipment.
Columnar (C)	Use this data type to access the Supplemental Code Entry screen. When you set up supplemental data screens using this data type, you can define the columns into which you enter information. The system compares the values that you enter in the columns against the user defined code table you set up in Data Type Definition.
Columnar-Message (M)	Use this data type to access the Supplemental Code Entry screen. You can use this data type in the same way as the columnar type. The only difference is that the system compares the values that you enter in the columns of this data type against the generic rates and messages table that you set up in Generic Rates and Message Records.

The supplemental data type "Standard Procedures" is an example of Generic Rates and Messages. You use the Standard Procedures data type in Preventive Maintenance and Work Orders. |

The system stores the supplemental data types that you set up in the Supplemental Data Types table (F12090).

Setting up supplemental data types consists of the following tasks:

- Defining supplemental data types
- Defining specification data types

What You Should Know About

Supplemental Data	Description
Defining user defined codes as valid values for a data type	Use the following guidelines to define user defined codes as valid values for a data type:
	▪ The user defined code table must be set up before you can set up the data type.
	▪ To assign a user defined code table to a data type, specify the install system and code type in the Edit on SY and RT fields.
	▪ If your supplemental data type does not relate to an existing user defined code or generic message code, set up a new code type table. JD Edwards World recommends that you define new tables for install systems 55-59. Systems 55-59 are reserved for client use. There will be no affect on the user defined code tables that you create for these systems during any reinstallation processes.
	See *Work with User Defined Codes* in the *Technical Foundation Guide* for more information about user defined codes.
Defining Specification Sheets as a supplemental data type	If you want to use specification sheets, you must define Specification Sheets as a type of supplemental data. Enter SP as the data type.
	See *Defining Specification Data Types*.

Defining Supplemental Data Types

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Supplemental Data**
> From Supplemental Data Setup (G1344), choose **Data Type Definition**

You must define the data types for the supplemental data that you want to maintain for your system. Use supplemental data to further define the equipment in your system. You can define as many types of supplemental data as you need.

To define supplemental data types

1. On Data Type Definition, complete the following fields:

- Type Data

- ▪ Description
- ▪ Display Mode
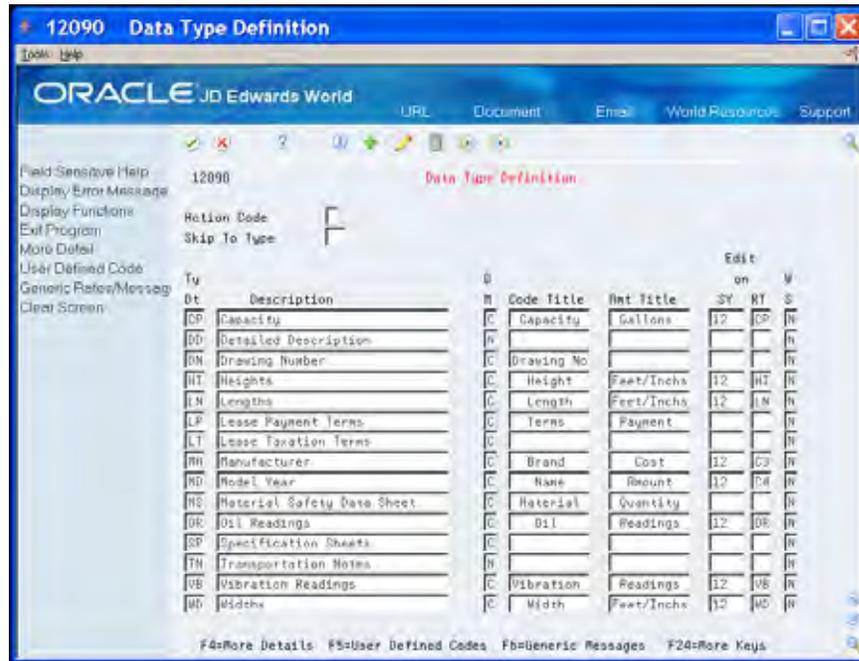
2. Complete the following optional fields:

- ▪ Code Title
- ▪ Amount Title
- ▪ System Code (SY)
- ▪ System Code (RT)
- ▪ Word Search

3. Choose More Details (F4).
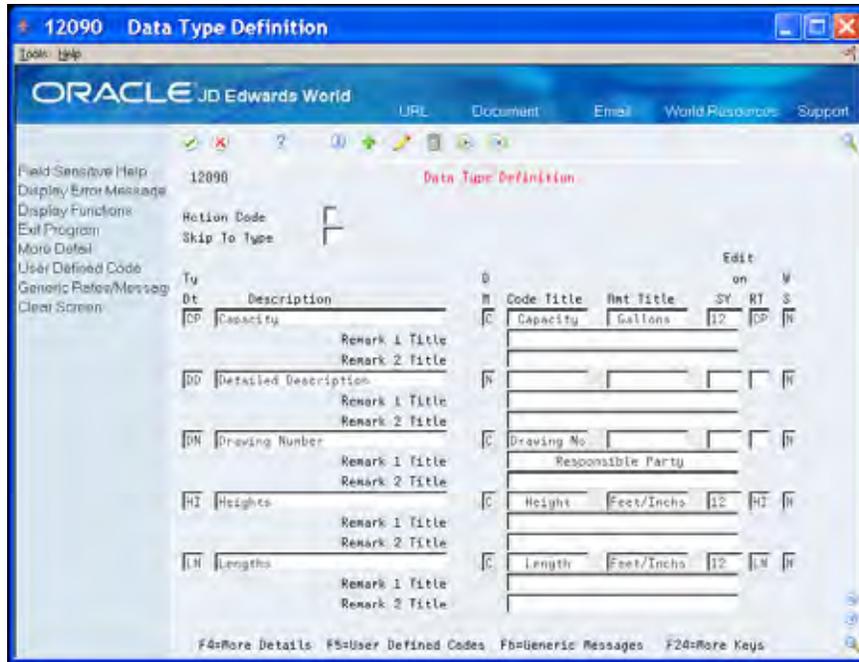
4. Complete the following optional fields:

   ▪ Remark 1 Title

   ▪ Remark 2 Title

Field	Explanation
Ty Dt	A user defined code (system 12, type RT) used to group data. This code is alphanumeric and is typically an abbreviation, such as PT for lease payment terms, TX for lease taxation terms, and so on.
D M	The format of a data type. This code determines the display mode for supplemental data. Valid codes are: C Code format, which displays the screen for entering code-specific information. These codes are associated with User Defined Codes table (F0005). N Narrative format, which displays the screen for entering narrative text. P Program exit, which allows you to exit to the program you specified in the Pgm ID field. M Message format, which displays the screen for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems. *Screen-specific information* Display Mode P is not used by the Equipment/Plant Management or Fixed Assets systems.

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
Amt Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
Edit on SY	A user defined code (98/SY) that identifies a JD Edwards World system.
	Screen-specific information
	A system code (system 98, type SY), such as 12 for Fixed Assets. The system uses this code for verification when you enter a value in a Type Data field. If you enter a value that is not in the table, the system displays an error message. The Edit on SY field works with the Edit on RT field. It is available for data types with user defined codes, but is not required. If you do not enter values in the Edit on SY and Edit on RT fields, the Type Data field is free screen and no cursor-sensitive help is available.
	Note: The Edit On function is not available for data types with narrative text.
Edit on RT	Identifies the table that contains user defined codes. The table is also referred to as a code type.
	Screen-specific information
	A user defined code, such as PT for lease payment terms, that the system uses for verification when you enter a value in a Type Data field. If you enter a value that is not in the table, the system displays error message. The Edit On function is available for data types with user defined codes, but it is not required. If you do not enter values in the Edit on RT and Edit on SY fields, the Type Data field is free screen and no cursor-sensitive help is available.
	Note: The Edit On function is not available for data types with narrative text.

Field	Explanation
W S	This field determines whether you want to include the data stored under a particular supplemental data type in a word search of the supplemental database. The fields included in the word search are User Defined Code, Remark, Remark 2, and Narrative Text. To rebuild the data into the word search file, you must run the Build Search File for Fixed Assets program (P12BDWRD). This allows you to use the query search function on the Asset Search and Location screen (P1204) for the data in Supplemental Data. Valid codes are:
	Y Include in word search
	N Do not include in word search
	Note: You can enter 1 for yes or 2 for no.

Defining Specification Data Types

> From Equipment/Plan Management (G13), enter **29**
> From Equipment/Plan Management Setup (G1341), choose **Supplemental Data**
> From Supplemental Data Setup (G1344), choose **Specification Cross Reference**

Use Specification Data to define which types of static data, such as nameplate information, that 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 displays and specify the names for the various data fields.

Before You Begin

▪ Define Specification Sheets as a supplemental data type

To define specification data types

1. On Specification Cross Reference, to indicate the type of equipment to which you want to associate the specification data, complete the following field:

▪ Category Code (Major Equipment Class)
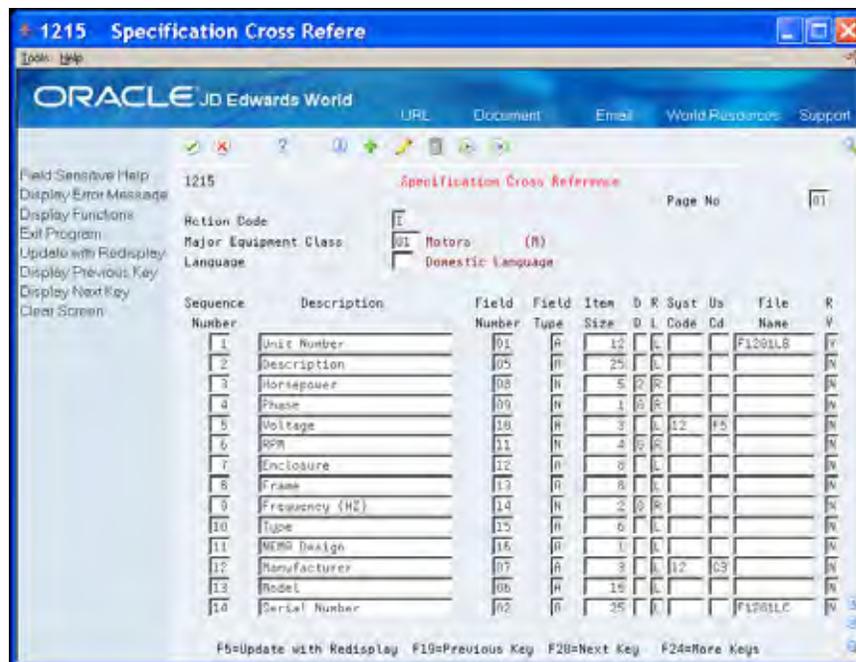
2. For each type of specification data that you want to define, complete the following fields:

   ▪ Sequence Number

   ▪ Description

   ▪ Field Number

   ▪ Field Type

   ▪ Item Size

3. To further define the specification data type, complete any of the following optional fields:

   ▪ Display Decimals (DD)

   ▪ Right or Left Justify (RL)

   ▪ Required Field (RY)

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

   ▪ System Code

   ▪ User Defined Code

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

   ▪ File Name

6. To create a new page if an equipment class requires more than 16 specification data types, complete the following field:

   ▪ Page Number

7. Complete the following optional field:

- Language

Field	Explanation
Sequence Number	A number that is used to sequence specification data. For any item of specification data, enter the number in the order you want it to appear on the Specification Data Entry screen (V1216).
Field Number	This number defines which field in the Specification Data table you are setting up. For this field number, you can define a description, the sequence in which it will display, and any editing rules that you want to apply to the data.
Field Type	Enter the type of data that the user will enter in the field on the Specification Data Entry screen. Valid values are: A Alpha Numeric N Numeric D Date T Time
Item Size	The field size of the data item. NOTE: All amount fields should be entered as 15 bytes, 0 decimals, and the data item type should be P (packed). *Screen-specific information* Enter the size of the data item. The lowest value you can enter is 1 character and the highest value is 99,999 characters.

Field	Explanation
File Name	The number of a specific table. For example, the General Ledger Master table name is F0901. See the Standards Manual on the programmers' menu for naming conventions.
	Within the Cross Reference Search facility, this represents names of all types of objects (that is, programs, tables, field names, data dictionary names, and so on). One special reserved name for displaying overall total RPG statistical information is "XRPGTOT" in combination with type="P" and to display type="#".
	For example, the table name for a French Electronic Funds Transfer is F04572F.
	Screen-specific information
	Enter the number of the table you want the system to edit specification data values against. You can choose any table within any JD Edwards World system to edit against. However, the following tables have special features within the Equipment/Plant Management system:
	▪ Work Order Master (F4801)
	▪ Equipment Master by Item Number (F1201LA)
	▪ Equipment Master by Unit Number (F1201LB)
	▪ Short Address Book Number (F0101LA)
	▪ Purchase Order Master (F4301)
	▪ Inventory Master by Short Part Number (F4101LA)
	▪ Inventory Master by Long Part Number (F4101LB)
	If you specify one of these tables, the cursor-sensitive help screens for that field display a search screen or window for the table specified. In addition, the description of the data contained in the table appears as the description of the field on Specification Data Entry (V1216).
Language	A user defined code (01/LP) that specifies a language to use in screens and printed reports.
	For World, if you leave the Language field blank, the system uses the language that you specify in your user preferences. If you do not specify a language in your user preferences, the system uses the default language for the system.
	Before any translations can become effective, a language code must exist at either the system level or in your user preferences.

Assigning Data Types to Equipment

◆	From Equipment/Plan Management (G13), enter **29** From Equipment/Plan Management Setup (G1341), choose **Supplemental Data** From Supplemental Data Setup (G1344), choose **Data Type Cross Reference**

You can define which types of supplemental data appear for a specific class of equipment using Data Type Cross Reference. For example, you might want to track separate supplemental data types for electrical equipment and diesel-powered equipment. You can specify that supplemental data types for electrical equipment, such as voltage, amperage, and so on, do not appear for equipment for which the data is not applicable. If you choose not to use this feature, all supplemental data types that you define display for all classes of equipment. You specify the category code that you want to use to define the equipment class when you set up equipment constants.

Before You Begin

- Define supplemental category codes on Equipment Constants
- Define supplemental data types

To assign supplemental data types to equipment

1. On Data Type Cross Reference, locate a specific equipment category code value.
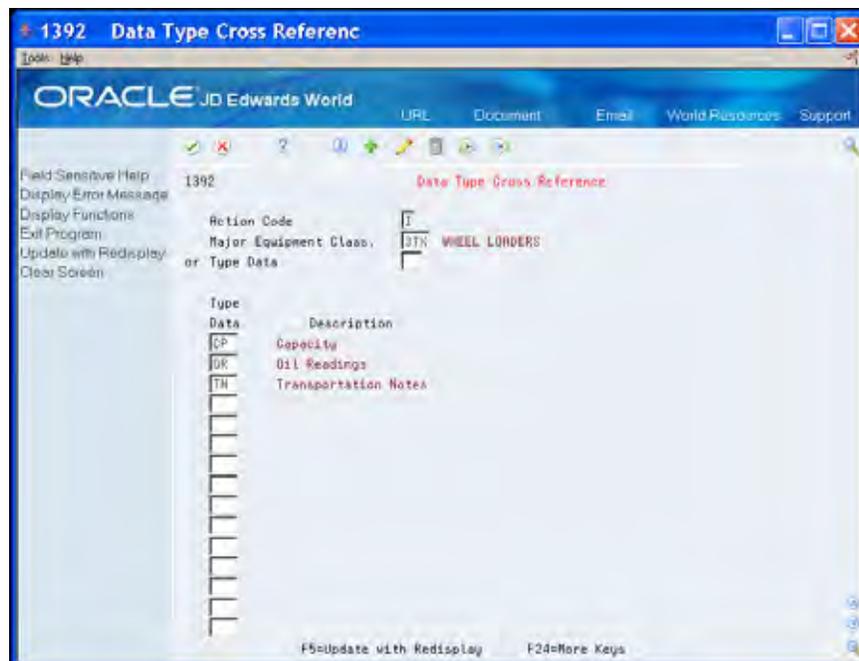
2. Assign all data types that you want to associate with the type or class of equipment.

What You Should Know About

Alternate format	If you want to assign or review all the category codes for which a specific data type is valid, enter the data type in the Type Data field, and leave the Category Code Value field blank. The system displays all the category codes for which that data type is valid.

Setting Up Supplemental Data Security

◈ From Equipment/Plan Management (G13), enter **29**
From Equipment/Plan Management Setup (G1341), choose **Supplemental Data**
From Supplemental Data Setup (G1344), choose **Supplemental Data Security**

Use Supplemental Data Security to prevent or permit access to some or all supplemental data types according to the user ID. For example, you can allow a user access to all data types except the data type for lease payment terms (PT) or prevent a user from gaining access to any supplemental data. This feature allows you to maintain sensitive information about equipment.

All users have access to all supplemental data types until you set up security.

Setting up supplemental data security consists of the following tasks:

- Preventing access to a data type
- Permitting access to a data type

To prevent access to a data type

1. On Supplemental Data Security, complete the following fields:

    - User ID
    - Type of Data

2. Type N in the Allow field.

To permit access to a data type

1. On Supplemental Data Security, complete the following fields:

   ▪ User ID

   ▪ Type of Data

2. Type Y in the Allow field.

3. Type *PUBLIC in the User ID field.

4. Type N in the Allow field.

   Typing N in the Allow field for *Public prevents all unauthorized users from accessing supplemental data types.

Set Up Shop Cost Inquiry

You can set up different formats for the Shop Cost Inquiry screen that meet your specific business needs. You can also define inquiry formats and inquiry paths.

After you set up the system to display specific information on the Shop Cost Inquiry screens, you can access the different formats and columns interactively. As long as the values you enter in the location costs remain the same, the system inquires only once on the related tables and ledgers. If you change one or more columns, or toggle to a new format, the system immediately recalculates the information to satisfy the different columns.

This chapter contains the following tasks:

- [Defining Inquiry Columns](#)
- [Defining Inquiry Formats](#)
- [Defining Inquiry Paths](#)

Defining Inquiry Columns

> From Job Cost (G51), enter **29**
> From Job Cost System Setup (G5141), choose **Define Inquiry Columns**

You must define the columns for Shop Cost Inquiry. The definition of a column can include the following information:

- Heading
- Calculation for the amount or unit quantity
- Format of the amount or unit quantity
- Glossary item in the data dictionary

The system stores the column information in the Inquiry Columns table (F5192).

To define inquiry columns

1. On Define Inquiry Columns, complete the following fields:
   - Column Name
   - Formula
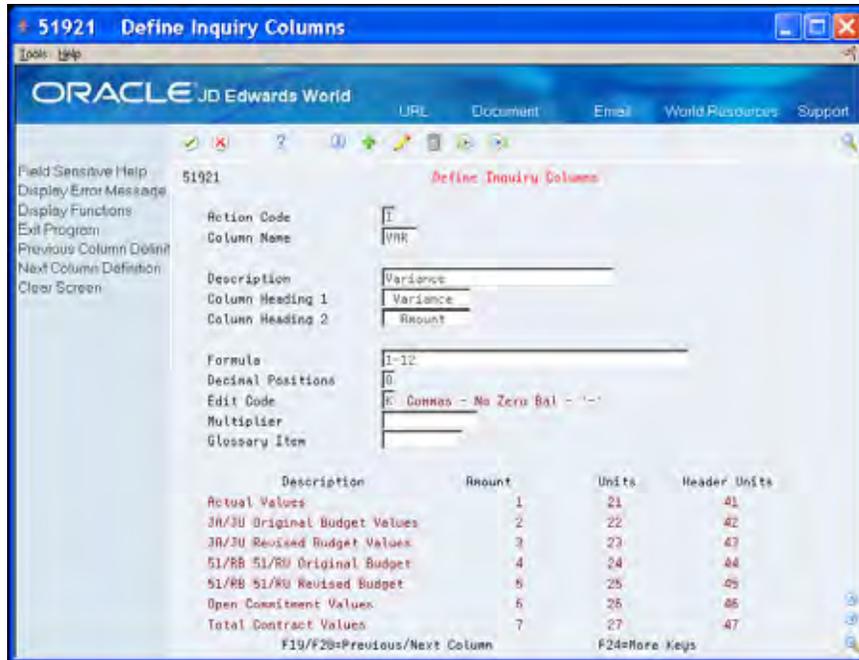
2. Complete the following optional fields:

   ▪ Description

   ▪ Column Heading 1

   ▪ Column Heading 2

   ▪ Decimal Positions

   ▪ Edit Code

   ▪ Multiplier

   ▪ Glossary Item

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

Field	Explanation
Formula	A calculation that the system uses to input an amount or quantity in this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are:
	+ Add
	- Subtract
	* Multiply
	∕ Divide
	( ) Left and right parentheses for nesting
	For example, you can enter the following formula to have the system calculate on-time percentages:
	20∕(20+21+22)
	The formula above equals on-time percentages because:
	▪ 20 is the value for on-time amounts
	▪ 21 is the value for early amounts
	▪ 22 is the value for late amounts
Decimal Positions	The number of characters that display to the right of the decimal point. For example, if you enter 2, the amount or quantity in this column would have two characters to the right of the decimal point, such as 7.00.
Edit Code	Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes):
	▪ Show commas - 1, 2, A, B, J, K, N, or O
	▪ Show decimal point - 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q
	▪ Show sign for negative - A, B, C, D ("CR") or J through Q ("-")
	▪ Suppress leading zeros - 1 through 4, A through D, J through Q, Y and Z
	Refer to user defined codes (system 98∕ type EC) for all valid codes, including additional JD Edwards World edit codes.
Multiplier	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen.
	For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.

Field	Explanation
Glossary Item	The item in the Data Dictionary file (F9201) that describes the information a column represents on the Job Status Inquiry screen. The related glossary description is displayed when the cursor is in the column and you press F1 (cursor sensitive help).

What You Should Know About

Formulas	Description
Creating formulas	The following list includes examples of different ways that you can combine the codes and mathematical functions to create formulas:
	▪ Actual amount: 1
	▪ Actual unit rate: 1/21
	▪ Total commitments: 1 + 6
	▪ Unit rate variance: (1/21) – (5/25)
	If the column relates only to a specific value contained in a ledger, the formula consists of only one code.
Adding formula codes	You can revise and add your own user defined formula descriptions and inquiry ledger types. The system stores formula descriptions in user defined codes table 55/FM and inquiry ledger types in user defined codes table 55/IL.

Defining Inquiry Formats

◈ From Job Cost (G51), enter **29**
From Job Cost System Setup (G5141), choose **Define Inquiry Formats**

After you define the columns for Shop Cost Inquiry, you can group them into formats. A format can include up to four columns, which appear on Shop Cost Inquiry in the same order that you define them in the format. You do not need to enter a value in each of the four column fields. For example, you can set up a format with two columns. The system stores the format definitions in the Inquiry Formats table (F5193).

To define inquiry formats

On Define Inquiry Formats, for each format, complete the following fields:

▪ Format Name

▪ Description

▪ Column 1

- Column 2
- Column 3
- Column 4

Field	Explanation
Format Name	Identifies a format, which is a sequence of up to four columns for the Job Status Inquiry screen. It is an alphanumeric code.
	Screen-specific information
	The Skip to Format Name field in the upper part of the screen lets you specify the format you want displayed at the top of the list.

Processing Options

See Define Inquiry Formats (P5193).

Defining Inquiry Paths

> From Job Cost (G51), enter **29**
> From Job Cost System Setup (G5141), choose **Define Inquiry Paths**

After you define the formats for Shop Cost Inquiry, you can group them into paths. A path is a "chain" of more than one format. After you select a path on Shop Cost Inquiry, you can toggle the different formats into the sequences that you define. The system stores the path definitions in the Inquiry Paths table (F5194).

Defining inquiry paths consists of the following tasks:

- [To define an inquiry path](#)
- [To arrange formats into a new sequence](#)
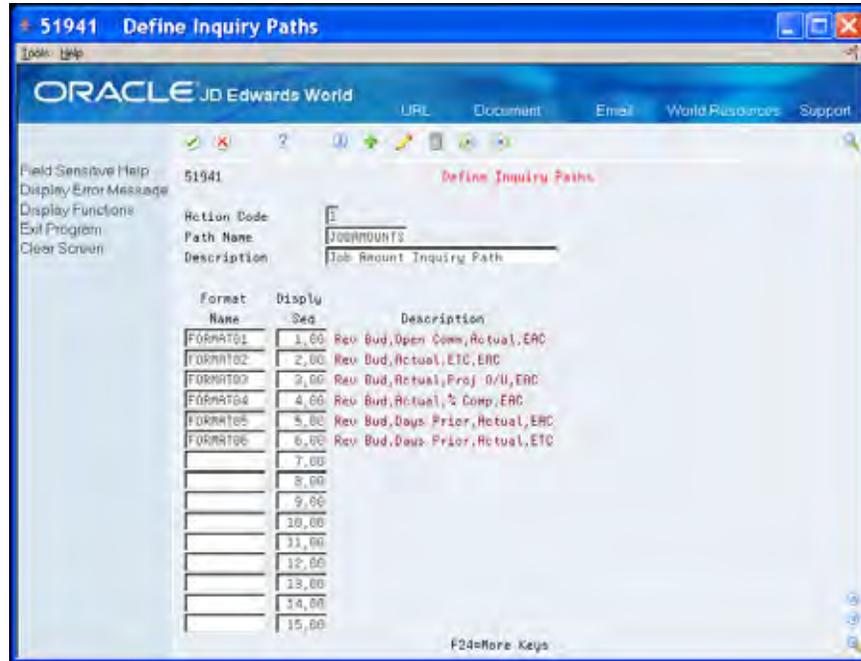
To define an inquiry path

1. On Define Inquiry Paths, complete the following fields:
   - Path Name
   - Description
2. For each format in the path, complete the following field:
   - Format Name
   - Display Sequence

To arrange formats into a new sequence

1. On Define Inquiry Paths, complete the following field:
   - Path Name
2. To reorder the formats into a new sequence, complete the following field:
   - Display Sequence

Field	Explanation
Path Name	Identifies a path, which is a sequence of formats for the Job Status Inquiry screen. It is an alphanumeric code.

Field	Explanation
Format Name	Identifies a format, which is a sequence of up to four columns for the Job Status Inquiry screen. It is an alphanumeric code.

Processing Options

See [Define Inquiry Paths (P51941)](#).

Set Up the Accounting Rules Table

If you charge equipment use by using Time Accounting or Payroll, you must set up a journal type that instructs the system how to distribute equipment costs to the proper object account. You set up the journal type in an accounting rules table.

As a minimum, you must set up a default company 00000 and at least one object account with a journal type ED (Equipment Distribution). You can set up tables for other companies as well. The system always searches for accounting rules by a specific company first. If no company is found, the system applies rules according to the default company. In addition, you can enter multiple equipment debit accounts for any given job.

The system uses the equipment billing rate code and the job to apply charges to the correct object account. When you enter a journal type of ED, and then choose Help in the Typ (Type) field the Accounting Rules table displays the User Defined Codes Window with equipment groups (12/C0). When you specify journal type ED, you can enter only valid equipment billing groups in the Typ field.

> **Note:** When you associate an object account with journal type ED, the system applies accounting rules only to the equipment that you specify in the Equipment Worked (EQPW) field on equipment time entry screens in Payroll or Time Accounting. The system does not apply rules to equipment in the Equipment Worked On (EQWO) field.

Before You Begin

- Verify that the equipment billing rate codes are set up

> From Time Accounting System (G05), enter **29**
> From Time Accounting Setup (G054), choose **Payroll Constants and Tables**
> From Additional Constants and Tables (G0541), choose **Debit-Labor/Billing/Equipment**

Alternatively, you can access the Accounting Rules Table from the Automatic Accounting Instructions menu (G074); choose Debit - Direct Labor/Billings/Equipment.

To set up the accounting rules table

1. On Debit-Labor/Billing/Equipment, complete the following fields:
   - Company
   - Distribution Account - Object
   - Journal Type (JT)
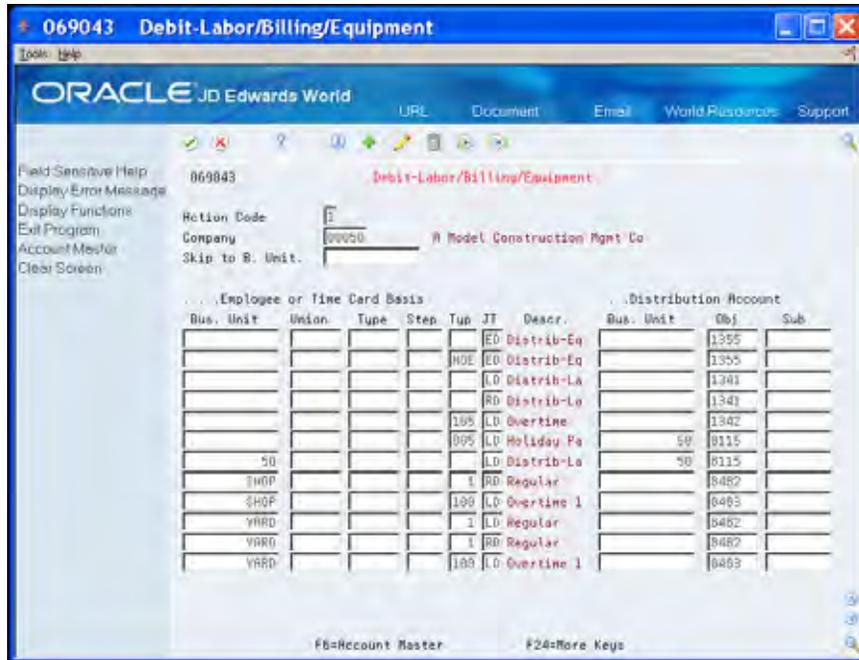
2. Complete the following optional fields:

   ▪ Employee or Time Card Basis - Business Unit

   ▪ Typ (Type)

Field	Explanation
JT	This field represents the type of transaction for which an account is to be derived.
	Screen-specific information
	For Equipment Billing:
	Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.
	When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify in the Equipment Worked (EQPW) field on Equipment Time Entry screens in Payroll or Time Accounting.

Field	Explanation
Employee or Time Card Basis Bus. Unit	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit.
	You can use the Skip to Business Unit field to specify the Business Unit to be displayed first in the lower part of the screen.
	Screen-specific information
	For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.
Typ (Type)	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

See Also

- *Set Up User Defined Codes* for more information about setting up equipment billing rate codes

- *Set Up AAIs for Payroll* in the *US Payroll Guide Volume II* for more information about using the Debit - Labor/Billing/Equipment screen

Set Up Journal Summary Rules

You must set up rules which the system uses to summarize Time Accounting or Payroll transactions before posting them to the general ledger. You can set up these rules for single accounts or ranges of accounts within each company. You must set up default rules for Company 00000.

To set up journal summary rules

From Time Accounting System (G05), enter **29**
From Time Accounting Setup (G054), choose **Payroll Constants and Tables**
From Additional Constants and Tables (G0541), choose **Journal Summarization Rules**

Alternatively, you can access Journal Summary Rules from the Automatic Accounting Instructions menu (G074), choose Journal Summarization Rules.

1. On Journal Summarization Rules, complete the following field:

    ▪ Company
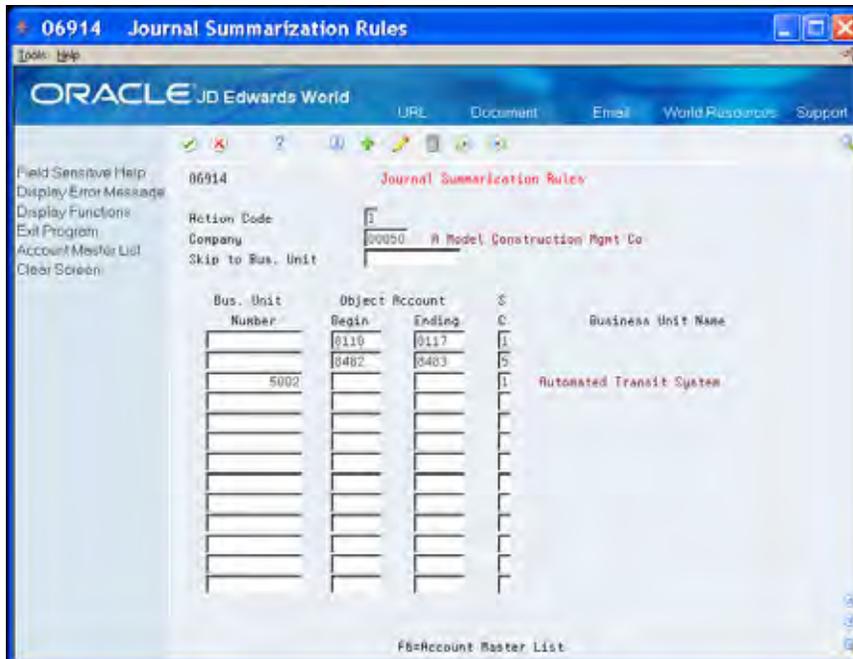
2. For each object account for which you want to set up summarization rules, complete the following fields:

    ▪ Business Unit

- Object Account - Beginning
- Object Account - Ending
- Summarization Code

> **Caution:** If you are summarizing from Time Accounting or Payroll and you want to ensure an audit trail for equipment transactions, you must set up the system so that it does not summarize equipment transactions. For those ranges of accounts, choose No Summarization or No summarization with Employee Name.

See Also

- *Set Up AAIs for Payroll* in the *US Payroll Guide Volume II* for more information about setting up journal summarization rules

10 Global Updates

Global Updates

Objectives

- To make global changes to equipment information
- To identify the purpose of each global update program
- To determine when each global update program should be used

About Global Updates

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

Run global updates to ensure that the data in your Equipment Billing tables is consistent and current. For example, if you change a billing rate code, you can run Update Billing Rates to reflect the change in all of your billing rate tables.

Equipment Billing global updates consists of the following tasks:

- Updating the message log
- Updating equipment billing rates
- Updating the search word table
- Updating fixed asset information

Update the Message Log

You need to run this update only if you use tickler miles or hours on equipment messages. You run the Update Message Log program to update the tickler units in the Message Log. For example, if you set up a reminder message to display at 3,000 miles for a piece of equipment, you use this update to ensure that the message displays when the equipment reaches the 3,000 mile mark.

Update Message Log compares tickler dates with the system date and tickler units (for example, miles or hours) to the current unit reading that you record for the corresponding piece of equipment. The program updates all units that reach or exceed the tickler amounts that you post in the AT00 automatic accounting instruction. When the system completes the update it highlights the corresponding equipment number and description on Equipment Search to indicate that a message exists for the equipment.

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. JD Edwards World recommends running Update Message Log as part of your unattended operations.

◈	From Equipment/Plan Management (G13), enter **27**
	From Advanced Operations (G1331), choose **Update Message Log**

See Also

- *Entering an Equipment Message* for more information about using tickler dates and units

- *Overview to Unattended Night Operations (Sleeper)* in the *Technical Foundation Guide* for more information about running unattended operations (Sleeper)

Update Equipment Billing Rates

You can globally add, change, or delete the billing rate codes that you set up in the Billing Rates table. When you make changes to a billing rate code, you can also change any of the components associated with the rate code that you set up on the Rental Rates table.

For example, use Global Billing Rates Update to make the following changes to the Billing Rate Codes and Rental Rates tables:

- Delete an entire billing rate code

- Specify a new billing rate for an existing billing rate code

- Define a new rate code

- Make the same change to several existing rate tables at once

After you specify the Billing Rate Code that you want to change, you can make changes to rate code tables based on any of the following:

- Any combination of Rate Table, Rate Group, Equipment Number, and Start Effective Date fields

- Equipment numbers, based on any combination of Company, Responsible Business Unit, Location, Category Code 1 and Category Code 2

To update equipment billing rates

From Equipment/Plan Management (G13), enter **27**
From Advanced Operations (G1331), choose **Global Billing Rates Update**

1. On Global Billing Rates Update, to identify the rate code you want to revise, complete the following field:

   - Equipment Rate Code

2. To identify the tables that you want to update with the new rate code information, complete the following fields:

   ▪ Company

   ▪ Rate Table

   ▪ Responsible Business Unit

   ▪ Rate Group

   ▪ Location

   ▪ Start Effective Date

   ▪ Category Codes 1-2

   ▪ Item Number

3. To make changes to the billing rate for the rate code, complete any of the following fields:

   ▪ Billing Rate

   ▪ Rate Component 01-10

   ▪ Replacement Cost

   ▪ Ending Effective Date

   The system prompts you to verify the new information.

4. To accept the changes, enter Y in the following field:

   ▪ Enter Y to Update

   The system submits the update directly to batch. After the job is complete, you can view your changes on the Billing Rates Table.

What You Should Know About

Billing Rates	Description
Using default values	The default value for all rate code fields is blank, except for Equipment Class, where the default value is an asterisk (*) or "all". When you use the default value as selection criteria in a field, the system includes all rate codes that contain a valid value for that field in the global update.
	You limit the tables that you want to change by entering a value in selected fields when you identify the rate code table. If you leave a field blank when identifying the rate code tables you want to change, the system changes all of those records.
Billing rate components	If you update the billing rate components, the total of the components must equal the billing rate amount. You can use an asterisk (*) to indicate that you do not want the billing rate amount or a billing rate component to change.
	If you leave the billing rate amount blank, the system calculates a new billing rate amount from the rate component amounts that you enter.

See Also

- *Setting Up Billing Rate Code Hierarchy* for more information about how the system uses the Billing Rate Code table that you define to bill for equipment use

- *Defining Rental Rates for Equipment* for more information about how the system uses the Rental Rates table that you define to bill for equipment use

Update the Search Word Table

You must build a search word table before you can perform a query search for equipment. For example, you might perform a query search if you need to locate the equipment master for a piece of equipment, but you do not know the equipment number. The Search Word table consists of possible words you might use on a search form to access the equipment information that you need.

The Build Search Word Table program scans your equipment information and creates a Search Word table on all the words that you enter in the following tables:

- Item Master table (F1201)

  - Equipment description fields

  - Any remark fields

  - Model number

  - Any of the first ten category codes

  - AFE number

- Supplemental Data tables (F12090, F12092, F12093)

  - User defined code values

  - Remark fields

  - Narrative text

When you select Build Search Word Table, the system submits the job directly to batch. You should run this update to maintain and refresh the Search Word table as you add, change, and delete equipment. JD Edwards World recommends running this program as part of your unattended operations.

◈	From Equipment/Plan Management (G13), enter **27** From Advanced Operations (G1331), choose **Build Search Word Table**

What You Should Know About

Search Word Table	Description
Using uppercase and lowercase descriptions for equipment	The Build Search Word Table procedure is not case sensitive. The procedure locates and retrieves words in the equipment description fields regardless of whether they are upper or lower case.

Search Word Table	Description
Including supplemental data in the search word table	You must specify the supplemental data that you want to include in the search word table. See *Defining Supplemental Data Types*.

See Also

- *Search for Equipment Information* for more information about performing a query search to locate equipment

- *Overview to Unattended Night Operations (Sleeper)* in the *Technical Foundation Guide* for more information about running unattended operations (Sleeper)

Update Fixed Asset Information

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

This chapter contains the following tasks:

- Updating Company Numbers and Accounts

- Reposting Damaged Account Balances

- Updating the Item Number

- Updating Planned Equipment Locations

- Purging Selected Asset Information

Updating Company Numbers and Accounts

> From Equipment/Plan Management (G13), enter **27**
> From Advanced Operations (G1331), choose **Fixed Assets Global Updates**
> From Advanced Operations (G1231), choose **Update Company Number, BU/Obj/Sub-1202**

Company numbers and account numbers in the Item Balances table (F1202) should always be the same as those in the Account Master table (F0901). Run Update Company Number, Business Unit/Object/Subsidiary in the F1202 from the F0901 to correct any situations in which these numbers do not match.

Run Update Company Number, Business Unit/Object/Subsidiary any time you change an existing account in your chart of accounts. For example:

- When you change the object or subsidiary of an existing account

- When you assign existing accounts to a different business unit

- When you assign an existing business unit to a different company

When you update company numbers and business unit/object/subsidiary, the system submits the job directly to batch. The program updates information from the Account Master table based on the system-assigned, short account ID number.

> **Caution:** JD Edwards World recommends that you run this program during non-business hours. Verify that no one accesses the general accounting or fixed asset tables when you run this program. The program is unable to update accounts that are locked by other system applications. There is no affect on any account that a user accesses elsewhere in the system during the update.

Reposting Damaged Account Balances

> ◈ From Equipment/Plan Management (G13), enter **27**
> From Advanced Operations (G1331), choose **Fixed Assets Global Updates**
> From Advanced Operations (G1231), choose **Repost Ledger**

You can repost damaged account balances in the Item Balances table (F1202) to restore system integrity. You should run the repost only if you have no other method 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 or equipment.
- A valid equipment number that exists in the Item Master table (F1201).
- A transaction ledger type set up in Depreciation Default Coding, if one does not already exist in the Item Balances table.
- A transaction account number in the Account Master table (F0901). The account number must fall within the Item FX range of accounts in the automatic accounting instructions.
- Period postings for individual equipment. The transaction must not be a balance forward record and cannot be summarized by period and account.

> **Caution:** The Repost Ledger program changes all 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 created without an audit trail.

Before You Begin

- Verify that the following procedures are complete:
  - All transactions that have been posted to the General Ledger have also been posted to Fixed Assets or Equipment
  - All depreciation and transfer transactions that have been posted to Fixed Assets have also been posted 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. There is no affect on any account that a user accesses elsewhere in the system during the update.

Processing Options

See [Repost Ledger (P12910)](#).

Updating the Item Number

> ◈ From Equipment/Plan Management (G13), enter **27**
> From Advanced Operations (G1331), choose **Fixed Assets Global Updates**
> From Advanced Operations (G1231), choose **Refresh Item Number in F0911**

Run this program only if you change the identifying symbol for the item number in your system. You can run this program to ensure that all posted account ledger transactions contain the current item number format.

The system stores the item number and the symbol that you use to identify the item number in the Account Ledger table (F0911). If you change the symbol you use to identify the item number, this program updates the Account Ledger table with the new symbol.

When you select Refresh Item Number in F0911, the system submits the job directly to batch.

> **Caution:** Verify that no one accesses the Account Ledger table (F0911) while you run this program. The program is unable to update accounts that are locked by other system applications. There is no affect on any account that a user accesses elsewhere in the system during the update.

Updating Planned Equipment Locations

> ◈ From Equipment/Plan Management (G13), enter **27**
> From Advanced Operations (G1331), choose **Fixed Assets Global Updates**
> From Advanced Operations (G1231), choose **Location Code Batch Update**

You can update equipment locations from a planned location to a current location. Run Location Code Batch Update to change planned equipment locations to current equipment locations when the system date reaches the "As of" date that you enter in the Date Selection processing option.

For example, if you plan to distribute a fleet of trucks to a new location as of a certain date and enter that information into the system, you can run this program to automatically change the location information from a planned location status to a current location status. The program updates all planned locations that fit the criteria that you select in the data selection list.

The Location Code Batch Update program updates the Location Tracking table (F1024) and the Item Master table (F1201).

When you choose Location Code Batch Update, the system displays a versions list. The versions list includes DEMO versions that you can run or copy and modify to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the job for processing.

> **Caution:** In the data selection, verify that you enter only the equipment which you want to update to the current location.

Processing Options

See [Location Code Batch Update (P12810)](#).

Purging Selected Asset Information

> From Equipment/Plan Management (G13), enter **27**
> From Advanced Operations (G1331), choose **Fixed Assets Global Updates**
> From Advanced Operations (G1231), choose **Purge Selected Asset Files**

You can purge selected equipment information from your system. When you select Purge Selected Asset Files, the system displays a versions list. The versions list includes a DEMO version that you can run or copy and modify to suit your needs. Use the Purge Selection processing options to delete only those records that meet your criteria. The company number and item number are mandatory data selections for this program.

Run this program to perform one or both of the following:

- Purge a piece of equipment that you disposed of in a prior year

- Purge the Item Balances table (F1202) for a prior year

Back up any of the following tables that you want to include in the purge program:

- Item Master (F1201)

- Item Balances (F1202)

- Location Tracking (F1204)

- Item Messages (F1205)

- License Master (F1206)

- Maintenance Schedule (F1207)

- Parent History (F1212)

- Equipment Rental Rate (F1301)

- Status History (F1307)

This program moves all information that you specify to a separate purge table. The purge table name is the same as the original table name with a P at the end. For example, the purge table for F1201 is F1201P, and so on.

You can save the purge tables on a disk or tape and then delete them from your system. If there are purge tables you do not want to save, delete them from the system.

If purge tables do not currently exist on your system, this program creates purge tables in the same library in which the corresponding tables exist. If the purge tables already exist on your system, this program adds purged records to the existing tables.

The program includes a report with the following information that the program moves from the tables to the purge tables:

- Equipment number

- Description

- Responsible business unit

- Disposal date (if applicable) of the equipment

The report also includes a list of the tables that you chose to remove data from and a summary of how many records the program moves from each table to a purge table.

Before You Begin

- Run the Asset Account Balance Close

- Verify that no one accesses the fixed asset tables while you run this procedure. The program is unable to purge information that is locked by other system applications. There is no affect on any information that a user accesses elsewhere in the system during the purge.

What You Should Know About

Purging Item Balances (F1202)	If you purge the Item Balances for a piece of equipment, the system automatically purges all of the other information that exists for the equipment.

See Also

- *About Data Removal* in the *General Accounting II Guide* for more information about purging tables

- *Work with DREAM Writer* in the *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Processing Options

See Purge Selected Asset Files (P12912).

11 Processing Options

Equipment Identification Processing Options

Item Master Information (P1201)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTIONS: 1. Enter a '1' to default the cost account information from the parent item when adding children items.	
REQUIRED FIELD OPTIONS: 2. Enter a '1' to require the Location to be entered. Enter a '2' to default location from Responsible Business Unit and Start Date from Date Acquired if left blank. Default of blank will not require the entry of either. 3. Enter a '1' to require the entry of a Unit Number when doing an add. 4. Enter a '1' to require the entry of Category Code Information when adding an Item Master. 5. Enter a '1' to require the entry of AFE field.	
PROTECTED FIELD OPTIONS: 6. Enter a '1' to prevent entry/ change to the Date Disposed. 7. Enter a '1' to prevent entry/ change to the Equipment Status. 8. Enter a '1' to prevent entry/ change to the Accounting Class, Category Code 1.	

Processing Option	Processing Options Requiring Further Description
9. Enter a '1' to prevent entry/ to the Depreciation Category Code.	This refers to the Category Code that is designated as the Depreciation Category Code in the Fixed Assets Constants.
10. Enter a '1' to not allow a child asset to be added to a disposed asset.	
DEFAULT WARNING: 11. Enter a '1' to receive an error if exact Ledger Depreciation Rules information (F12003) is not found. Leave blank to receive a warning if exact Ledger Depreciation Rules information is not found.	

Item Search Original Display Format (P1204)

Processing Option	Processing Options Requiring Further Description
FORMAT CONTROL: 1. Enter a '1' to display the Equipment Management screen format. Leave blank (default) to display the Fixed Asset screen format.	
DW VERSION SELECTIONS: 2. Enter the DREAM Writer version of the Scheduling Workbench (P48201) to call when the related option exit is used. Leave blank to call version ZJDE0001. 3. Enter the DREAM Writer version of the Component Cost and NBV (P12011) screen to call. Leave blank (default) to call version ZJDE0001. 4. Enter the DREAM Writer version of the Asset Master (P1201) to call. Leave blank to call version ZJDE0001. 5. Enter the DREAM Writer version of the Location Inquiry (P12215) to call. Leave blank to call version ZJDE0001.	

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES: Enter the default for the Category Code selections. Blanks will select all. 6. Major Accounting Class 7. Major Equipment Class 8. Manufacturer 9. Category Code 4 10. Category Code 5 11. Category Code 6 12. Category Code 7 13. Category Code 8 14. Category Code 9 15. Category Code 10	

Assembly Components and NBV (P12011)

Processing Option	Processing Options Requiring Further Description

FORMAT CONTROL:
 	
1.   Enter a '1' to display the Equipment Management screen format.
 	
     Leave blank (default) to display the Fixed Asset screen format.
 	
2.   Enter a '1' to display amounts to billions without commas.
 	
     Leave blank to display amounts to billions with commas.	

DEFAULT VALUES: 3. Enter a default Item Number. 4. Enter a default display level.	
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.	

Processing Option	Processing Options Requiring Further Description
5. Master Information (P1201)	
6. Location Inquiry (P12215)	
7. Backlog Management (P48201)	
8. Cost Summary (P122101)	

Item Message Entry - Actual (P1205)

Processing Option	Processing Options Requiring Further Description
MESSAGE TYPE SELECTION: 1. Enter the Equipment Message Type to process (1 character only). Examples: 'P' - Problem Report 'S' - Planned Maintenance 'A' - Actual Maintenance	
DREAM WRITER VERSION:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 2. Master Information (P1201)	

Process G/L to Equipment Processing Options

Post Unposted F/A Entries (P12800)

Processing Option	Processing Options Requiring Further Description

PRINT SELECTION:
 	
1. Identify how to print Asset Number.
 	
    1 = Item Number (DEFAULT)
 	
    2 = Unit Number
 	
    3 = Serial/Tag Number
 	
2. Identify how to print the Amount.
 	
    blank = Amount w/ commas (DEFAULT)
 	
    1 = Amount w/o commas	

UPDATE OPTIONS:
 	
3. Enter a '1' to use the asset number from the subledger type 'E' when the G/L asset number is blank.
 	
    Leave blank to use the G/L asset number only when posting to Fixed Assets.
 	
4. Enter '1' to allow the posting of cost to a different account than defined in the Asset Master.
 	
    Leave blank (default) to prevent posting of cost to a different account defined in the Asset Master.	

AU LEDGER OPTION: 5. Enter '1' to prevent the creation of the units ledger if units are present in the journal entry.	

Revise Unposted Entries (P12102)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTION: 1. Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions with commas.	
UPDATE OPTION: 2. Enter '1' to allow posting of cost to a different account than defined in the Asset Master. Leave blank (default) to prevent posting of cost to a different account than Asset Master.	
DREAM WRITER VERSIONS: 3. Enter the DREAM Writer version of the Item Master (P1201) to call when the related option exit is used. Leave blank (default) to call version ZJDE0001. 4. Enter the DREAM Writer version of the Order Inquiry (P430301) to call when the related function key is used. Leave blank (default) to call version ZJDE0006.	
AU LEDGER OPTION: 5. Enter '1' to prevent the creation of the units ledger if units are present in the journal entry.	

Unposted F/A Transactions (P12301)

Processing Option	Processing Options Requiring Further Description

PRINT SELECTION:
 	
1. Identify how to print Asset Number.
 	
    1 = Item Number (DEFAULT)
 	
    2 = Unit Number
 	
    3 = Serial Number
 	
2. Identify how to print the Amount.
 	
    blank = Amount w/ commas (DEFAULT)
 	
    1 = Amount w/o commas	

Equipment Cost Tracking Processing Options

Cost Summary by Account Code (P122101)

Processing Option	Processing Options Requiring Further Description
DISPLAY SEQUENCE SELECTION: 1. Enter a '1' to display Asset in Repair Code (Subsidiary) sequence. Leave blank (default) to display in Account Code (Object) sequence.	
FORMAT CONTROL: 2. Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions with commas. 3. Enter a '1' to display larger amount fields and the account number in the fold area only. Leave blank to display the account and smaller amount fields.	
DW VERSION SELECTION: 4. Enter the DREAM Writer version of the Order Inquiry (P430301) to call when the related option exit is used. Leave blank to call version ZJDE0006.	

Job Status Inquiry (P512000)

Processing Option	Processing Options Requiring Further Description
DEFAULT DISPLAY OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter the account sequence to display: "1" = Account Category Code 1 "2" = Account Category Code 2 "3" = Account Category Code 3 "A" = Alternate Cost Code Blank = Cost Code Sequence (default)	
2. Enter the Cost Code range to display: a. From Cost Code: b. Thru Cost Code:	
3. Enter the Cost Type Range to display: a. From Cost Type: b. Thru Cost Type: NOTE: Leave ranges blank to include all Cost Codes and Cost Types.	
4. Enter a "1" to restrict inquiry to the account ranges specified above. Leave blank to allow inquiry on all accounts.	
5. To designate a default inquiry format or path, enter ONE of the following: a. The default inquiry FORMAT: -OR- b. The default inquiry PATH:	
6. Enter "1" to display the account number and Unit of Measure in the Description column. Leave blank to display the account description.	
7. Enter "1" to display the Level of Detail in the last column. Leave blank to display the Method of Computation.	
DW VERSION SELECTION: 8. Enter the Scheduling Workbench (P48201) DREAM Writer version for the related option selection. Default is version "ZJDE0001".	

Account Balance Comparison (P092121)

Processing Option	Processing Options Requiring Further Description
LEDGER TYPES AND COLUMN HEADINGS:	
1. Enter the ledger type for column 1. Leave blank for default ledger type 'BA' - Budget Amount.	
2. Enter the User Defined Code value for column heading 1. UDC table 14/CH will be used for this search.	
Note: The column heading that appears on the screen is the description that is assigned to the user defined code you specify.	
3. Enter the ledger type for column 2. Leave blank for default ledger type 'AA' - Actual Amount.	
4. Enter the User Defined Code value for column heading 2. UDC table 14/CH will be used for this search.	
Note: The column heading that appears on the screen is the description that is assigned to the user defined code you specify.	
LEDGER COMPARISON CALCULATION:	

5. Select one of the following for column 3 calculation:
 	
   1 = Column 1 - Column 2 (Default)
   2 = Column 1 / Column 2
   3 = Column 1 x Column 2
   4 = Column 1 + Column 2
 	
This option applies only to the three column screen format.	

6. When using the three column screen format, enter the number of decimals to use when displaying column 3. Default of blank will use the company decimal positions. If a scaling factor is used, it will override this option.	

Processing Option	Processing Options Requiring Further Description

DATA SEQUENCING:
 	
7. Enter a '1' to sequence by Business Unit, Subsidiary. (Note: This option will not work if you are using the Flex Chart of Accounts).
 	
Default of blank will sequence by Business Unit, Object.
 	
DEFAULT PROCESSING:
 	
8. Enter the Level of Detail to be displayed.
 	
Default of blank will use the value from the Data Dictionary.
 	
9. Enter the sequence numbers (1-3) to indicate the order in which formats will appear.
 	
If all are left blank they will appear in default order:
 	
    Two Column Format
 	
    Three Column Format
 	
    Four Column Format
 	
Note: For the four-column format, the ledger type and heading for columns 1 and 3 are the same as those for column 1, and columns 2 and 4 are the same as those for column 2 on the two and three-column format.
 	
10. Enter the scaling factor to be used on displayed amounts.
 	
Default of blank will use the value from the Data Dictionary.
 	
11. Enter a '1' to display the Account Number with the Account Description in the fold area.
 	
Leave blank to display the Account Description with the Account Number in the fold area.
 	
12. Enter a '1' to display amounts without commas.
 	
Leave blank to display amounts with commas.
 	
13. Enter a '1' to omit displaying accounts with zero balances.	

Equipment Time Billing Processing Options

Time Entry by Job (Business Unit) (P051161)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Rate Table or enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master billing rate will be used. (*THIS PROGRAM ONLY USES BILLING RATES*):	
2. If the Union Table is selected, enter the Pay Type to be used for each of the following categories. If the Occupational Table is selected, only enter the Pay Type for "Regular". Regular - Blank Overtime - A Double time - B Triple time - C Holiday - D	
3. Enter '1' to have batch numbers automatically assigned (F13=Invalid).	
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description

5. Enter one of the following Header Update Options: (default = 0)
 	
   0 = Update time cards with header info during an add only
 	
   1 = Update time cards with header info during an add and change
 	
Note: Header Info. Changes only allowed when proc opt 4 is set to load headings.	

6. Enter one of the following Check Route Code Update Options:
 	
   0 = Update Master only if blank
 	
   1 = Update Master always
 	
   2 = Do Not Update Master	

7. Enter one of the following Cost Code window formats: (default=1)
 	
   1 = Business Unit.Object.Subsidiary
 	
   2 = Business Unit.Subsidiary.Object	

8. Enter '1' to have heading fields clear with each update.	
9. Enter '1' to default Equipment Worked on from referenced work order	
10. Enter '1' to have Equipment info on the main line.	
11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).	

Equipment Time Entry (P12110)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTIONS:	
1. Enter a '1' to display only parent assets when using the model. Leave blank to display all assets.	
2. Enter a '1' to display the full account number on the first line of the subfile. Leave blank to display the cost code on the first line.	
EDIT OPTION:	

Processing Option	Processing Options Requiring Further Description
3. Enter a '1' to issue a warning if time is charged to a location other than the asset's current location. Leave blank for no warning/edit.	

Generate Timecard Journals (P062901)

Processing Option	Processing Options Requiring Further Description
This option will submit a batch job to generate daily timecard journals. 1. Enter G/L Date for Journal Entries: 2. Include Processing of Benefits: A. Process non-monthly benefits.(Y/N) B. Process monthly benefits. . .(Y/N) NOTE: Include monthly benefits only when the last timecards for a calendar month are being processed. The month is always assumed to be the month of the G/L date. Monthly benefits will not be processed alone. Both A and B must be yes for monthly to be processed. 3. To process Intercompany Settlements enter: Y/N 4. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. 5. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry.	

Time Entry by Job (Business Unit) (P061161)

Processing Option	Processing Options Requiring Further Description
1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	

2.   If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.
 	
If you entered Regular Pay Rate in Union Table, enter Pay Type code here.
 	
If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.
 	
If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".
 	
    Regular - Blank
 	
    Overtime - A
 	
    Doubletime - B
 	
    Tripletime - C
 	
    Holiday - D	

NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	
3. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description
5. Enter one of the following Header Info. Update Options: (default = 0) 0 = Update time cards with header info. during an add only. 1 = Update time cards with header info. during an add and change. NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings. 6. Enter one of the following Check Route Code Update Options: 0 = Update Master only if Blank 1 = Always Update Master 2 = Do Not Update Master 7. Enter one of the following Cost Code window formats: (default=1) 1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object 8. Enter '1' to have heading fields clear when you press Enter. 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. 10. Enter '1' to use Zero Billing Rate. 11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field. 12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area. 13. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry. (default = ' ')	

General Ledger Post (P09800)

Processing Option	Processing Options Requiring Further Description
BATCH SELECTION: 1. Enter Batch Number or Batch Date or Batch User ID	
PRINT SELECTION: 2. Identify how to print amount fields on Post Journal: '1' = to Millions (w/ commas) '2' = to Billions (w/o commas) Blank (Default) = No Journal Printed. 3. Identify which account number to print on report: '1' = Account Number '2' = Short Account ID '3' = Unstructured Account '4' = (Default) Number Entered During Input	
FIXED ASSETS: 4. Enter a '1' to post F/A entries to Fixed Assets. **Note:** DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L. 5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)	
CASH BASIS ACCOUNTING: 6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.) 7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)	
ACCOUNTING FOR 52 PERIODS:	

Processing Option	Processing Options Requiring Further Description
8. Enter a '1' for 52 Period Post. **Note:** DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.	
TAX FILE UPDATE: 9. Identify when to update the Tax Work file (F0018): '1' = V.A.T. or Use Tax only '2' = for All Tax Amounts '3' = for All Tax Explanation Codes Blank (Default) = No Update to File **Note:** When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'. 10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount 11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. '1' = update VAT amount only '2' = update VAT amount, extended price and taxable amount	
PROPERTY MANAGEMENT: 12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.)	
UPDATE OPTION:	

Processing Option	Processing Options Requiring Further Description
13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)	
REPORT FORMAT: 14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT: 15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running. 16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING: 17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. **Note:** The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES: 18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period. Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
BATCH TYPE SELECTION: **Note:** This option should NOT be changed by User.	

Time Billing Journal - Posted F/A (P12310)

Processing Option	Processing Options Requiring Further Description
PRINT OPTION: 1. Choose how to print the asset number: '1' = Item number (default). '2' = Unit number. '3' = Serial number.	

Equipment Location Tracking Processing Options

Location Transfer Processing (P12115)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL: 1. Enter a '1' to suppress the display of the meter reading fields. Leave blank (default) to display them.	

UPDATE OPTION:
 	
2. Enter a '1' to NOT update the child's Rate Code when transferring the parent.
 	
    Leave blank to update the child's Rate Code with the parent's Rate Code when transferring the parent.
 	
3. Enter a '1' to update the Property Tax fields in the Asset Master (F1201) when updating them on the Location.
 	
    Leave blank to only update Property Tax fields on the Location.
 	
4. Enter a '1' to NOT update the child's Billing Amount when transferring the parent.
 	
    Leave blank to update the child's Billing Amount with the parent's Billing Amount when transferring the parent.	

DREAM WRITER VERSIONS:
 	
5. Enter the DREAM Writer version of the Location Inquiry (P12215) to call.
 	
    Leave blank to call version ZJDE0001.
 	
6. Enter the DREAM Writer version of Meter Readings (P12120) to call.
 	
    Leave blank to call version ZJDE0001.	

Processing Option	Processing Options Requiring Further Description
7. Enter the Dream Writer version of the Location Tracking Report (P12460) to call. Leave blank to call version XJDE0001.	

Location Inquiry (P12215)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSION: 1. Enter the DREAM Writer version of the Asset Master to call. Leave blank to call version ZJDE0001.	

Equipment Location Billing Processing Options

Location Billings - Proof (P1304)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION: 1. Enter the date that billings are to be calculated through. 2. Enter the G/L date that the billings will be posted to.	
PARTIAL HOUR SELECTION: 3. Enter a '1' to bill partial hours on quarter hour increments. Leave blank (default) to bill a full hour for any partial hour.	
UPDATE OPTION: 4. Enter a '1' to run in final mode and update the files. Leave blank (default) to run in edit mode only with no file update.	

Equipment Billing Reports Processing Options

Equipment Billing Rates (P12426)

Processing Option	Processing Options Requiring Further Description
PRINT OPTION: 1. Choose which asset number to print: '1' = Item number (default). '2' = Unit number. '3' = Serial number.	

Location Tracking Report (P12460)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS: 1. Enter a '1' to print the Location Tracking text. Leave blank (default) to print no associated text. 2. Choose which asset number to print: '1' = Item number (default). '2' = Unit number. '3' = Serial number.	

Fixed Assets Supplemental Data (P12400)

Processing Option	Processing Options Requiring Further Description
PRINT SELECTION: 1. Enter a 'N' to bypass printing text information on the report. Leave blank (default) to print the text.	
2. Choose which asset number to print: '1' = Item Number (default). '2' = Unit Number. '3' = Serial Number.	

All Item Numbers by Data Type - Alpha/Item Number (P12440)

Processing Option	Processing Options Requiring Further Description
PRINT SELECTION: 1. Enter a 'N' to bypass printing text information on the report. Leave blank (default) to print the text.	
2. Choose which asset number to print: '1' = Item Number (default). '2' = Unit Number. '3' = Serial Number.	

Specification Data Report (P12416)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display Specification Template. Leave blank to display Specification Data.	

Equipment Cost Analysis (P12424)

Processing Option	Processing Options Requiring Further Description

REPORT SELECTION:
 	
1. Identify how to print report.
 	
    D = Detail Report (DEFAULT)
 	
    O = Total by Object Account
 	
    S = Summary Report
 	
    R = Total by Subsidiary Account	

DATE SELECTION: 2. Enter through period or through fiscal date. Leave blank to use current period.	
LEDGER TYPE SELECTION: 3. Enter a single ledger type. Leave blank (default) for "AA" ledger.	

UNITS SELECTION:
 	
4. Enter a "1" to suppress units from printing on report.
 	
    Leave blank to print units (default).
 	
5. Identify what Automatic Accounting Instruction to use for units.
 	
    Y = 'AT00' AAI (DEFAULT)
 	
    A = 'FMA ' AAI
 	
    B = 'FMB ' AAI	

PRINT SELECTION:
 	
6) Enter a "1" to omit printing assets with zero cost.
 	
    Leave blank to print all assets (DEFAULT).
 	
7) Identify how to print asset number.
 	
    1 = Item Number (DEFAULT)
 	
    2 = Unit Number
 	
    3 = Serial Number
 	
8) Identify how to print the amounts.
 	
    blank = Amounts w∕ commas (DEFAULT)
 	
    1 = Amounts w∕o commas	

Equipment Variance Report - by Job (P13400)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION: 1. Enter the date range over which the report will cover: a. From Period: b. From Fiscal Year: c. Thru Period: d. Thru Fiscal Year:	
AMOUNT SELECTION: 2. Enter a '1' to print inception-to- date amounts. Leave blank (default) to print current period amounts.	
COLUMN HEADING ACCOUNT RANGE SELECTION: 3. Enter object account ranges to be included under the following column headings on the report: a. "Standard Amount" column - Beginning Object Account: Ending Object Account: b. "Actual Amount" column - Beginning Object Account: Ending Object Account: c. "Actual Hours" column - Beginning Object Account: Ending Object Account:	
PRINT SELECTION: 4. Identify how to print asset number: 1= Item Number (Default) 2= Unit Number 3= Serial Number	

Fixed Asset Ledger – Posted (P12420)

Processing Option	Processing Options Requiring Further Description

PRINT SELECTION:
1.   Identify how to print the Amount.
      blank = Amount w/commas (DEFAULT)
      1 = Amount w/o commas	

System Setup Processing Options

AAIs – Fixed Assets (P00121)

Processing Option	Processing Options Requiring Further Description
Enter the starting sequence number.	

Define Formats - Job Status Inquiry (P5193)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTION: 1. Enter the Record Type to display and maintain: 43 = Supplier Analysis 51 = Job Cost	

Define Paths - Job Status Inquiry (P51941)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTION: 1. Enter the Record Type to display and maintain: 43 = Supplier Analysis 51 = Job Cost	

Global Updates Processing Options

Item Balance Repost (P12910)

Processing Option	Processing Options Requiring Further Description

PRINT SELECTION:
 	
1. Enter a '1' to print differences and update Fixed Asset Balance File.
 	
   Leave blank (default) to only print the differences between Transaction Ledger file (F0911) and Fixed Asset Balance file (F1202).
 	
2. Identify how to print asset number.
 	
   1 = Item Number (DEFAULT)
 	
   2 = Unit Number
 	
   3 = Serial/Tag Number	

PURGE F1202 PERIOD AMOUNTS:
 	
3. Enter a '1' to first clear all period postings in F1202 for selected records prior to reposting.
 	
   It is HIGHLY recommended that you back up your F1202 file if activating this selection.
 	
   Note: You MUST verify that XJDE0001 for P129101 is correctly selecting the records you will be reposting.
 	
   Only AA ledgers will be cleared.	

Location Code Batch Update (P12810)

Processing Option	Processing Options Requiring Further Description
DATE SELECTION:	

Processing Option	Processing Options Requiring Further Description
1. Enter the 'as of' date to use to update the planned status in the Location History file (F1204).	

Purge Item Master and Item Balance Files (P12912)

Processing Option	Processing Options Requiring Further Description
PURGE SELECTION OPTIONS: 1. Enter a '1' next to the following files you want to purge: F1201 - Item Master File F1202 - Item Balances File F1301 - Equipment Rental Rate File F1204 - Location History File F1205 - Item Message File F1206 - License Master File F1207 - Maintenance Schedule File F1212 - Parent History File F1307 - Status History File F1308 - Maintenance Loops File F13907 - Associated Service Types **Note:** If the F1201 File is selected for purge, all related files will also be purged.	
2. Enter one of the following: '1' = purge records for assets if the disposal date is less than the current fiscal year. Use this option when purging F1301, F1204, F1205, F1206, F1207, and F1307 only. '2' = purge prior year Item Balance records for selected assets. '3' = do both 1 and 2 above.	
3. If purging prior year Item Balance (F1202) records, enter the number of years to retain. (The default and minimum is one year or current year balances.) **Note:** Be sure the Fixed Asset Annual Close has been run PRIOR to purging last year's Item Balance Records.	

Processing Option	Processing Options Requiring Further Description
PRINT OPTION: 4. Enter one of the following to print on the purge report: '1' = Item Number '2' = Unit Number '3' = Serial/Tag Number	

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