

**Oracle® Utilities Work and Asset
Management**

User Guide

Release 1.9.1.1

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Oracle® Utilities Work and Asset Management User Guide for Release 1.9.1.1

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Preface

This document provides you with a general overview of the documentation and how it is intended to be used. Please refer to [New Content for this Release](#) for more specific information on the current release.

Audience

The user guide documentation is intended for general users of the Oracle Utilities Work and Asset Management system.

Printed/Electronic User Guides

There are several User Guide sections: a system overview book and one book describing Compatible Units functionality, and one book for each of the subsystems in the application: Resource, Maintenance, Purchasing, Inventory, Customer, Enterprise and Administration. There are also supplemental guides for Business Rules, Reports, and Transaction Codes.

The overview section covers basic system features that are similar regardless of where you are in the system: operational concepts, how to find the record you need, shortcuts to different areas in the system, and similar tips. It also covers the home page, your personal workspace, where you can receive and send messages, and save searches and search results.

Each guide follows the subsystem and module organization of the application. If you have a question about a particular window, you can reference the appropriate subsystem guide, find the module, and browse through the discussion of each window.

Note: In order to locate text in the User's Guide that you are viewing, select Find from Acrobat Reader's Edit menu. You can also press Ctrl+F on the keyboard. In order to search for text in ALL of the User Guides simultaneously, select Search from the Edit menu and select Query from the sub-menu. You can also press Ctrl+Shift+F.

Please also use the [Table of Contents](#) and the [Index](#) to locate topics quickly.

Please also use the Table of Contents and the Index to locate topics quickly.

Online Help

There are two types of online Help available.

- **Online User Guides** include detailed descriptions of concepts, how the various pieces of the system fit together, what important fields mean and more. To open the User Guides, select Help from the menu then select User Guides.
- **Cue Cards** are step-by-step procedures that guide you through the completion of specific tasks. To open Cue Cards, select Help from the menu then select Cue Cards.

Context Sensitive Help

Users can also get online help based on a specific function or screen. This is referred to as context-sensitive help.

When you are viewing any window, select either User Guides or Cue Cards from the Help menu to open the online Help topics for that window. You can also use the tabs at the top of the Help window to search for the information you need.

- The **Contents** tab displays the online Help Table of Contents arranged by subsystem and major topic.
- The **Index** tab displays a searchable list of every topic in online Help.
- The **Search** tab displays a special window where you can look for keyword combinations in online Help.

In addition, most Help topics contain hypertext links to other topics. Click any underlined link to read more about these topics.

Note: When you are using the application, online Help is the fastest way to get information that you need. All of the information contained in printed User Guides, can also be found in online Help.

Using Online Help

1. **Locate the topic you need help about via the Contents tab, Index tab, or Search tab.**
 - The **Contents** tab allows users to expand/collapse sections of the table of contents as needed to find a particular topic. Click on the book icons ( and ) to open/close headings. Click on the topic icon () to open it.
 - The **Index** tab allows the user to browse an index for the online help. Click on the index entry for the topic to open it.
 - The **Search** tab allows the user to search the online help for specific words. Enter the word for the search in the text box and click **Go!** The search results appear beneath the text box. Click on the topic to open it.
2. The selected topic will appear in the right pane of the online help window.

Help Icons

A number of icons appear along the top of the online help window. These icons are used for navigating the online help and other functions. These icons perform the following functions:

Icon	Description
	Show Navigation: Open the navigation frame. Used after opening a single help topic.
	Previous: Display the previous help topic.
	Next: Display the next help topic.
	Show in Contents: Expand the Contents tab to display the current topic.
	Print: Print the current topic.

Related Documents

For more information, see the following documents in the Oracle Utilities Work and Asset Management Release 1.9.1.1 documentation set:

- Oracle Utilities Work and Asset Management Release Notes
- Oracle Utilities Work and Asset Management Configuration Guide
- Oracle Utilities Work and Asset Management Customization Guide
- Oracle Utilities Work and Asset Management Installation Guide

What's New

This section describes the major features and functionality changes in the application that were added to this documentation release.

New Content for this Release

The following issues and enhancements were modified in the documentation for this release.

- Updated processing so that when receiving a PO item on a barcode device, the list of purchase orders and items better reflects what has already been received. Also added processing so that users can print the issue ticket when issuing a ticket from the Checkouts/Returns module.
- Added processing to include a cancellation reason for work orders when applicable. If the work order status is set to "Cancel" a dialog box opens prompting for a reason.
- Added functionality so that users can set a default export type for exporting files. Set default export file type by [changing preferences in your user profile](#).
- Changed processing so that work order tasks cannot be canceled if they have associated child records. An active work order task cannot be canceled if related pending records exist in checkout request, cost adjustment, direct charges, invoice, purchase order, requisition, or timesheet.
- Updated processing so that when a requisition or purchase order is copied using [Copy Record](#), the system uses the most current unit price and other details from line item storeroom records rather than using possibly outdated information from the existing purchasing record.
- Added additional options to the Copy Requisition wizard to allow the user to decide whether to copy notes and attachments.
- Added an optional validation on blanket contracts. Depending on the setting of the Check BPO Limit rule key on the Purchasing Options business rule, users will receive a warning message whenever a Requisition, Purchase Order or Change Order reaches the limit of the Used Amount on an associated blanket contract.
- Added user-defined fields to Cost Adjustments.
- Added a new Asset Inspection Data business rule to set a default aging factor that the system uses when no values have been set in the [Aging Factors](#) module.
- Added a View button on the Bill of Materials [Drawing Documents](#) screen to allow easy access to opening the drawing attachment.
- Added project and subproject search fields to work order task so that users can search tasks by project ID.

-
- Updated processing so that an asterisk displays next to the service request asset list if there is an associated asset.
 - Increased the number of digits in the data reading field for asset [Operational Tolerances](#). Also added user-defined fields to this module.
 - Added reported by and date fields to work order task. These were also added to the search options screen so that tasks can be searched by these values.
 - Added additional search fields on the work order history search options:
 - Report Codes (1-5)
 - Backlog Group
 - Crew
 - Work Priority
 - Required Date
 - Work Description

Content from Prior Release

These changes were delivered in Release 1.9.1, but are included here for convenience:

Documentation Updates

- Added more detail to describe the [Meter Reading](#) interface.
- Added additional detail to describe overhead processing in [Regulatory Account](#).
- Added [SDBT_BI Triggers](#) to the [Business Intelligence](#) guide.

Application Enhancements

Please refer to the linked user guide sections or release notes for more information on these items.

- Added functionality so that a "weight" based on categories can be included in asset inspection scores. The [Asset Class](#) module was modified and two modules were added to support this functionality: [Aging Factors](#) and [Asset Class Weighting](#).
- Added a clerk field to the [Invoicing](#) and [Invoice Batchheader](#).
- Added copying of UDFs between requisitions and blanket contracts. Configure the [UDFs - Auto Copy Across Modules Rule](#) to enable this functionality.
- Added the option to use the shipping address instead of the billing address on the [Request for Quotes Report](#).
- Added Project/Subproject fields to the [Work Request](#) header.
- Added options to the [Work Order Processing Rule](#) so that business processing can either restrict or not restrict the material list by Equipment Group and Unit Size on a work order task when evoking the Add Dependent Materials action.
- Added functionality which requires a reason code when a [Work Order](#) is rejected for approval. The system enters the reason in the approval log with the rest of the approval details.
- Added functionality so that approval comments for a [Work Request](#) can be controlled by a list of values if required by your business processing. This is set in the [Work Request Processing Rule](#).
- Added Work Class and Work Category as search fields in the [Scheduling](#) modules.

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- Added Created By and Last Updated By information to all [Notes](#) views.
 - Added the asset description to the results of search for work orders, work order tasks and work requests.
 - Added [Export Data](#) functionality to all screens.
 - Added business rule processing so to control how service history is updated on work orders. This is controlled in the [Work Order Processing Rule](#) with the Update Service History rule key.
 - Added more responsibility functions to control actions in the purchase order, invoice batch, and multi-step receiving modules.

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Chapter 1

Overview

The system basics book provides a basic overview of the fundamental aspects of the Oracle Utilities Work and Asset Management system from logging in and navigation to a glossary of terms. The following topics are included at the beginning of the book to provide a general overview of system functionality:

- [Getting Started - Logging On and Off](#)
- [Subsystems and Modules](#)
- [Searching](#)
- [Getting Started - User Settings](#)
- [Attachments](#)
- [Glossary](#)
- [Basic Navigation](#)
- [Records](#)
- [Lists of Values](#)
- [Notes](#)
- [Transaction Logs](#)

Following sections on the basics of the overall system are sections describing features of the Home Page:

- [Alerts](#)
- [Bookmarks](#)
- [Cost and Closeout](#)
- [Messaging \(Inbox\)](#)
- [Metrics](#)
- [Asset Navigator](#)
- [Charts](#)
- [Graph Viewer](#)
- [Links](#)
- [Work Planning Tool](#)

After the Home Page features are described, the final chapters in the System Basics book describe general processing applicable to the overall application.

- [Approvals](#)
- [Reports](#)
- [Accounting - Stock and Purchase Types](#)
- [Accounting \(including Budgeting\)](#)
- [Depreciation](#)
- [Approvals - PIN Processing](#)
- [Cost Types](#)
- [Hierarchies](#)
- [Vendor Performance](#)

Once you have covered System Basics, you can refer to the books specific to each subsystem for a description of functionality by module.

Chapter 2

Useful Terms

Oracle Utilities Work and Asset Management can save you time and effort by reducing the amount of paper in your work area, reducing mistakes, and automating many important business functions. The more you know about how to use the system the more efficiently it can work for you.

You will find the following terms repeated often throughout the User Guides and you should be familiar with them.

Note: Spend time reviewing these definitions to familiarize yourself with basic system concepts. More terminology is available in the [Glossary](#).

Batch Processing - A batch process is a task that the system runs automatically.

This functionality allows the system to make updates, purge obsolete data, generate schedules, or perform other automatic functions established by your organization without user intervention.

In many cases, once a record is processed it will be set to a status such as Posted or Finished, to indicate that the record is closed and will not undergo any further processing in the system.

Batch processing uses computer resources efficiently and facilitates off-hour completion of time consuming tasks that can slow down the system. When your system administrator or database administrator sets up the business rules for your system, they determine the periodic time and date that each process should run.

Code Tables - Code tables are used to keep track of codes that stand for names, titles, labels and other information that is used frequently. This is like using abbreviations to save time and space when you are writing notes to yourself. The difference is that codes are used by many users, so it is important to make sure that everyone uses the same code to mean the same thing. Code Tables help ensure consistency by storing the codes and a description of what they represent for everyone. In many cases, fields go one step further by validating or requiring you to use a code from the associated code table. For more on how to use the codes and their tables, see the User Guide section titled Codes Tables and Codes.

DBA - Database Administrator. This is the person who keeps the database running smoothly. Among other tasks, the DBA helps make sure codes are correct, handles problems, and installs new features as they become available.

Drill-Down - The ability to 'drill-down' from one place to another in the system is one of the many tricks that can save you time in the system. You drill-down by putting the cursor in a field and double-clicking. This signals the system to open the associated record or, if your system is so configured, to the Asset Navigator. For more on how drill-down works, please refer to the section titled Drill-Down in this User Guide.

Fields - The pieces of information that make up a record. Any given field can be used in several different kinds of records. For example a stock number may be used in a record for keeping track of inventory, and can also be used in a record about the service life and reliability of parts.

Header - Once you have selected a specific record, it is presented in a Header window. The Header represents the basic information about the record. More information about each header can be found by selecting options from the Views list.

Localization - The application includes functionality that allows your organization to specify localized currency, telephone formats, numbers and, to some extent, languages. Configuration of the Plant module, the Field Localization view of the Modules Administration Forms module, currency codes in the Currency Exchange Rates module and the Unit of Measurement business rule controls these localized settings. In addition to field localization, translation of code table code descriptions allows for system wide translation of values related to those codes.

Module - Each subsystem is divided into modules representing specific groups of tasks and information. For example, you can initiate, plan, and approve work in the Work Order module. Usually, if you are looking for a specific record you move to a module first. For more on searching for a record, see the section titled Search Options and Search Results. Modules are divided into a Header which shows basic information, and Views which provide additional information on each record.

ODBC (Open DataBase Connectivity) - ODBC is a programming interface language that allows database programs to communicate using a common set of SQL queries. The Oracle Utilities Work and Asset Management system can use ODBC to exchange information with other programs. In order for you to use an ODBC interface, your system administrator must first install the appropriate ODBC driver on your computer.

Records - A database is organized into records of related information about individual items. Your address book is a kind of database, even though you might not keep it on a computer. A page in the address book is a record containing the name of a person, a home phone number, a work phone number, other contact information and possibly some notes about that person. Each of these smaller bits of information is called a field in a database.

RunTime Processing - Runtime processing refers to database processes that occur while you are entering or saving the information. Effectively, these processes happen immediately, as opposed to 'batch processing' which is reserved for certain times when batches of information are processed at one time.

Subsystem - The system is organized into subsystems based on the kind of work, and needed information that is involved. For example, inventory tracking is handled in the Inventory subsystem, while purchase order information is found in the Purchasing subsystem. Each subsystem is divided into modules.

Search Options - The Search Options screen is the first window you see when you open a module. When you are looking for a specific record, you generally begin at the Search Options window where you tell the system what to look for. For more on searching for records, see the section titled Search Options and Search Results.

Search Results - Once you enter search criteria on the Search Options screen, the system finds records that meet that criteria and displays the results. If there is only one record that meets your search criteria, the system opens that record. If there are more than one matching records, the system lists them in the Search Results window. You can select a record from the Search Results list and the system will open the Header window for that record. For more on searching for records, see the section titled Search Options and Search Results.

Views - Most modules include windows that contain tasks or additional information related to the module. These can be accessed by selecting options from the Views list. For more about the Views available within specific modules, see the documentation for the particular subsystem and module.

Chapter 3

Logging On and Off

To maintain security in the system, each user is required to supply a username and password to obtain access. Once your system administrator sets you up with a username and password, you are ready to log on.

The steps below provide a general guide for logging in from your computer desktop, but your organization may have automated some of these steps for you. For example, you may have a desktop icon that starts your web browser and enters the URL address. If so, you should follow the sign on procedure provided by your DBA.

Logging On

1. Start your web browser program.

Depending on how your computer is configured, you can do this by clicking a desktop icon or selecting Start>Programs>Internet Explorer from the Task Bar.

URL: _____

2. Type the appropriate URL on the address line and press Enter.

Contact your DBA for the path used by your organization. When the connection is made, the Login screen opens.

3. Enter your username and password.

If your password has expired the system will prompt you to create a new password.

Passwords are not case-sensitive. Avoid the use of special characters such as %, {, }, ' " @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

4. Click the 'Login' button.

Your home page opens. From the home page, you can open modules using the application map, your favorites list, or the Go to Module command box.

If you have forgotten your password you can use the [Password Reset](#) function to retrieve it.

Logging Off

During a typical work session, the system opens two windows, one for your home page and another for the modules you are working in. In order to end your session, do one of the following:

- Click the Logout link

Clicking the Logout link closes both windows and returns to the Logon screen where you can begin another session. If you don't want to begin another session, close this window by clicking the X in the upper right corner.

Clicking the Logout link exits the application quickly, but also discards your login information. If you want to retain your login information, use the following method instead.

- Click the X in the upper right corner of both windows.

It makes no difference which window you close first, as long as you close both windows to end the session.

Password Reset

As with many online systems where users have to log-in with a secure username and password, the system has a function to allow users to click the Forgot Password link and have a temporary password sent to them via e-mail. User's must enter their User ID and Employee ID to retrieve their password.

This link is only functional if your organization has configured the system to use it.

Your system administrator enters his or her e-mail address in the Password Security business rule to indicate the contact information that appears in the e-mail that is sent with the temporary password.

Chapter 4

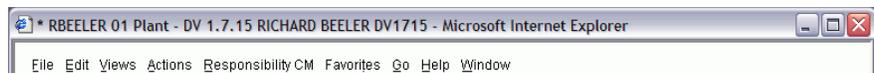
Basic Navigation

The Oracle Utilities Work and Asset Management system is a hybrid of web pages viewable in Internet Explorer, and what we call the client application displayed in an Oracle Forms window. This section discusses some of the properties in the Oracle Forms side of the application.

The system contains several elements that make it easy to use and access the system. Keyboard shortcuts, navigation tools, and other features in the working windows help users to easily find the information that they need.

Application Window

The application window is similar to the windows used by other programs such as Word, Excel or Internet Explorer. As with other programs, the window can be sized to fit your screen, and other programs can be opened while the window remains in the background.



Title and Menu Bars

When you select a module, the working window opens for that module. Working windows display in the work area, and each new module that you select opens a new working window. Working windows can be moved and resized within the work area, and there can be more than one working window open at one time.

Working windows are similar to application windows in that they contain a title bar with buttons for minimizing, resizing, and closing the working window. In addition, there are three main features of the working window that are the same for any module that you are in: the toolbar, the navigation panel, and the main panel. Each working window also includes a hint bar at the bottom which will tell you the available functionality when the cursor is positioned inside of a field.

The Title Bar

The application title bar is the bar across the top of the application window. The personal information displayed in this bar is controlled by the MDI Window Title Business Rule. The application title bar has three window control buttons at the right end for minimizing, sizing, or closing the application window.

Note: Please review the discussion of the Module Navigation Business Rule to find out how system administrators can control the number of windows that can be open at one time in the system.

The Menu Bar

Below the application title bar is the menu bar. The menu allows you to navigate to subsystems and modules (using the Go menu item), and to select useful tools. These menu selections change depending on where you are in the system. Click individual menu selections to display a drop-down menu with further actions. You can also hold the Alt key and press the underlined letter to make a selection.

The Work Area

Below the menu bar is the work area window, which is a smaller window inside the larger application window.

The screenshot shows the Oracle Utilities Work and Asset Management application window. The title bar indicates the window is titled "Benchmark Work Order B000339" and the application version is "Oracle Utilities Work and Asset Management V1.8.0 (v18-6)". The date is "03 December 2008". The main panel displays the following information:

- Search Options:** Results for "Benchmark Work Order".
- Views:** Task (Summary), Task (Detail), Additional Data, Notes, Cost Summary, Activity Log, Warranty.
- Actions:** Create Bookmark, Audit Log (Header).
- Main Panel:**
 - Work Order: B000339
 - Description: 23456789012345678901234567890
 - Class: [] Category: [] Approval Route: ILB1
 - Asset ID: E ILB ASSET 2 Ventilation Asset
 - Component ID: []
 - Process: ILB PROCESS 5 Department: ILB1 Area: ILBA1
 - Account: ILB1-Y-PROCESS-COMP-NONE-009
 - Priority: [] Planner: GST Crew: [] Deficiency Tag: []
 - Indicators from Tasks:
 - Change Req Required
 - Safety
 - ISO Related
 - Health
 - Environmental
 - Run to Failure
 - Rough Est: [] Project: [] Inspection Required ?
 - Auto Close ?

Typical Work Area

The work area holds the various working panels where you perform most of your work within the system. The work area is similar to the application window in that it has a title bar, menu bar, and three buttons for minimizing, sizing and closing the work area window.

The work area is designed to provide fast access to the features that you use most frequently and to make it easy to know what actions are available as you use the system. Across the top of the work area window is a toolbar with buttons and icons for frequently used features. The buttons and icons on the toolbar change depending on where you are in the system. The Screen Title, which displays module and record ID information, appears on the toolbar next to the Previous and Next buttons.

Down the left side of the work area window is the navigation panel with buttons controlling the information displayed in the main panel and lists of available views and actions. The lists of views and actions change depending on the type of record displayed in the Main Panel. If more views or actions are available than can be displayed, a scroll bar appears which you can use to scroll down to additional items.

The Main Panel displays the Search Options, Results, Header, and View information as you work with the system. For more on searching for records, see the section titled Search Options and Search Results. For more information on Headers and Views and how to move between them, see the section titled Headers and Views.

The home page, the first screen that opens when you sign on, is a special type of work area showing alerts and messages sent to you, as well as your saved searches and other features you select. For more on using and customizing your home page see the section titled Home Page.

The Hint Bar

Below the work area, at the bottom of the application window, is the hint bar. This bar offers hints about fields, problems, lists of values, and other useful information.

Note: It is often worthwhile to know how many records are in your search results **before** you started scrolling to find your record. Press Shift+F2 to display the number of records on the hints bar.

Common Hints

- A comment indicating there is a list of values associated with the selected field.
- A two or three word description of the selected field.
- An advisory that the system is “working...,” opening a new screen, looking up records, saving, deleting, etc.
- An error indicating that a search did not return any results.
- A count of the records showing on screen.

The Toolbar

The toolbar at the top of the work area holds buttons and icons for frequently used features.



Toolbar

Rest the cursor on an icon to see a description of the icon’s functionality in a pop-up text box.

These tools are available throughout the system, although some windows have their own special toolbars, as does the home page. If you let the mouse pointer rest on a button or icon without clicking, a brief description of the button or icon appears. There are also keyboard shortcuts and menu selections, which duplicate many the functions performed by the buttons and icons described below.



Home - Clicking the logo in the upper left corner of the work area opens your home page. Regardless of where you are in the system, the Home icon provides a quick way of returning to your home page.



Previous and Next Record - The arrow buttons under the Home button display the previous and next record. If you are viewing a record, clicking the < button will display the previous record in the search results list. clicking the > button will display the next record in the search results list.

If you are displaying a particular view on one record, use the Previous and Next arrow keys to display that same view on the previous and next records. This saves time since you don’t have to display the other records first, before displaying the views attached to them.



New - The New icon creates a blank record so that you can enter new information. You can also use the F6 key to insert a new record.



Save - The Save icon saves your work when you enter or update information. You must save any new information before you move onto a new record or conduct a new search. The system warns you to save your changes if you try to leave the current record without saving.



Undo - The Undo icon clears any new information that you have entered but have not yet saved.



Refresh - clicking the Refresh button updates the display. For example, if you make changes to a record that will affect some calculations, clicking Refresh will update those calculations.



Delete - The Delete icon allows you to remove a record. Your organization determines who is allowed to remove different kinds of records. The Delete key will also delete a record.



Spelling - Click the spelling icon to check the text in the field you are working in. If spell check finds a misspelled word, it opens a separate window with suggested alternative spellings and the standard replace, ignore, learn and stop buttons. The cursor must be in the field that you want to check.



Reports - The Report icon opens the Reports module where you can view or print any of the reports available to you in the system. Clicking this button will not open reports specific to the module or record you are currently viewing. Please review the User Guide entitled Reports for more information.



Inbox - Messages sent to you by other users and alerts sent to you by the system itself automatically appear on your Inbox message list.



Message - The Message icon opens a blank message window so that you can send a message to another user in the system. For more information on messages see the section entitled Inbox.



Help - The Help icon displays the online Help file. If online Help is not available for the window you are viewing the system may open a generic start page, or you will see a message that says the topic doesn't exist. To open the Help topic directly related to the screen you are viewing, select User Guide from the Help Menu. You also have access to process based Cue Cards from the Help Menu.

If you do not find the information you are looking for on the first try, you can use the Contents, Index and Find tabs at the top of the online Help window to search for the information you need. You can also launch online Help by selecting a Help option from the Help menu.



Go To Module - Type in the name of the module that you want to open in the Go To Module box. Like Favorites, Searches, and Links, the Go To Module command allows faster access to system tools. It is useful when you are unsure which subsystem contains the module that you need. If you do not have access to a module it will not be listed on the Go to Module list or on the menu bar.

How to Open a Module Using Go To Module

1. Type the name of the module that you want to open.

You can also type in a partial name or the first letter of the module name.

2. Click the Go button.

If you entered the full and correct name of the module in the Go To Module command box, that module opens.

If you typed a partial or incorrect name, the system opens the Modules dialog box with a listing of the closest matches to the value you entered. If no modules are found matching the value, the system displays the full list of modules. Scroll through the list to find the appropriate module.

3. Highlight the module that you want to open.

Click the Ok button to open the module.

Once you are in the Modules dialog box you can change your search by entering your new search criteria in the Find field. Use a percent sign (%) to represent any unknown characters at the beginning of or within the word. Click the Find button to start your new search, then follow the steps to open the module.

The Navigation Panel

The navigation panel on the left side of the work area has buttons controlling the information displayed in the main panel, along with lists of available actions and views. The navigation panel includes the Search Options button, the Results of Search button, the Header button, the Views list, and the Actions list.



The View Buttons - The arrow buttons to the right of the Views label take you to the previous or next view. If you are viewing a line item view, for example, the > button will take you to the next line item on the same header record. The buttons are not available until you select an option from the Views list.



The Hide Button - The left arrow button near the Action label hides the navigation panel by reducing it to a narrow bar. Click the right arrow on this bar to return the navigation panel to full size.

Search Options Button - The Search Options button displays the Search Options dialog box for the current module in the main panel. You can also display this panel by selecting Modify Search from the Actions list.

Results of Search Button - The Results button displays the current search results list in the main panel. The Results button is only active once you have performed a search by clicking the Search button or selecting Search from the Actions list.

Record Header Button - The button below the Results button displays the header information for the current record in the main panel. If you have not selected a record, this button functions the same as the New icon, displaying a blank record where you can save new information. The label on this button changes to indicate the module that you are using.

Note: The label on the Record Header button changes to indicate the module you are using.

The Views List - The box below the Header button lists additional views of the information available in the current module. The Views list changes from module to module and depending on the status of the record.

The Actions List - The Actions box lists actions available to you. Some actions are available throughout the system, while others are available only in certain modules, or for records in a

particular status. Some actions represent straightforward commands like Search or Save, while others are multiple-step dialog boxes that help you through complex procedures.

The actions available vary from one module to the next and depending on the status of the record. Once the status is changed the action man no longer be available.

The actions available also vary depending on your authority in the system. The system checks your authorities and responsibilities and then only lists the actions for which you have authority. For example, if you do not have approval authority for work requests, the Approve Request action will not be listed.

Moving Between Windows

During a typical work session, the system opens two windows, one for your home page and another for the modules you are working in.

You should not close the module window each time you want to return to the home page. Rather than closing the second window, you should click the Home icon to display the home page and move the other window to the background. You only need to close the windows when you are ending your work session.

If you find that your computer is opening more than two windows for a single work session, you can set your Internet Browser to correct this. From the Internet Explorer menu bar select Tools, then Internet Options, then the Advanced tab. Select “reuse windows for launching shortcuts” under Browsing. Remember that this change will not be limited to Oracle Utilities Work and Asset Management, it will affect all of your internet sessions.

Maximizing All Windows

You can set the system to automatically maximize module windows when you initially open them so that you have a fuller view of the module contents without having to manually adjust the window. This setting does not control the overall module window, just the modules themselves as they open.

How to Set the System to Maximize All Windows

1. **Open the User Profile module.**
2. **Locate “Maximize Window Size” in the Key Name column.**
3. **Enter “Y” in the Key Value column next to this setting.**
4. **Click Save.**

Keyboard Shortcuts

Keystrokes can speed up your work by complementing the mouse, and allowing you to navigate through the program more quickly.

The following types of shortcuts are available for use throughout the system:

The standard windows editing key combinations such as Ctrl+X for cut, Ctrl+C for copy, and Ctrl+V for paste, also work but do not display on the menu.

Function Keys

Many of the keystrokes are triggered by using one of the function keys lined up across the top of your keyboard and labeled F1 - F12.

F1 Field-Specific Oracle Help F7 Return to Search Options Screen

F3 Duplicate Field	F8 Search
F4 Duplicate Record	F9 List of Values (LOV)
F5 Refresh Page	F10 Commit (Save) Record
F6 Insert Record	

CTRL-Key Combinations

When using combinations of keys to perform actions you must hold both keys down at the same time to trigger the option. These combinations usually use the control key (the key marked 'Ctrl' at the bottom left corner of your keyboard) or the shift key (marked 'Shift' just above the control key). These combinations are indicated by 'Ctrl+' (or 'Shift+') and the letter of the second key. You can also use the 'Alt' key (next to the control key) to activate keyboard control of the application's menus.

CTRL+D	Duplicate Screen	CTRL+E	Open Editor
CTRL+TAB	Tab Out of Editor	CTRL+L	Show Last Error
CTRL+F4	Close Module	CTRL+H	Open Home Page
CTRL+M	Open Header Record	CTRL+N	Insert
CTRL+O	Open Search Options screen	CTRL+P	Print screen
CTRL+Q	Exit Application	CTRL+R	Open Results of
CTRL+S	Save Search Screen	CTRL+U	Today's Date
CTRL+Y	Help	CTRL+Z	Cancel
CTRL+PgDn	Next Block	CTRL+PgUp	Previous Block

Other Shortcuts

Additional shortcuts are available when you use combinations of standard functions on the keyboard.

SHIFT+TAB	Previous Field	ALT	Go to Menu
TAB	Next Field	UP ARROW	Previous Record
SHIFT+F2	Results of Search Count	DOWN ARROW	Next Record
SHIFT+F8	Print	DELETE	Clear Field/Item
SHIFT+5	Wildcard (%)	ALT	Go to Menu

Working with Menus using the Keyboard

You can also use the keyboard and the menu bar together to perform actions that you would normally complete with the mouse. You may want to use the following procedures because you find them convenient, or if your mouse ceases to function.

How to Navigate the Menus Using the Cursor Keys

1. **Press and release the Alt key.**
The label for the File menu will be highlighted.
2. **Press the left or right arrow keys.**

Each menu label will be highlighted in turn.

3. Press the down arrow once.

The highlighted menu opens with the top line highlighted.

4. Press the down and up arrow keys.

The line selected (indicated by the highlight) on the subsystem menu changes. If you highlight a line with subsidiary modules (indicated by the arrowhead) you can use the right cursor key to open the submenu choices.

5. Select what you want and press the Enter key.

The system opens the selected option.

How to Navigate the Menus Using Letter Keys

1. Press and release the Alt key.

The label for the File menu will be highlighted. Note that each menu label has one letter that is underlined (ex. the 'G' in Go).

2. Press the key that corresponds to the underlined letter of the selection that you want.

For example the 'g' key for Go. The appropriate label becomes highlighted and the corresponding menu opens. Once again, each menu label has one letter that is underlined (ex. the 'r' in Resource).

3. Press the key that corresponds to the underlined letter of the selection that you want.

The next layer of menu will open. Follow this pattern until you reach the screen that you need.

How to Insert a New Record Using the F4 Key

1. Open the record you want to use as a template.

2. Insert a new, blank record.

3. Press the F4 key.

The system will fill in the empty fields using the data from the template record.

4. Make the changes you want.

5. Click Save.

How to Insert Duplicate Information Using the F3 Key

1. Open the record you want to use as a template.

2. Insert a new, blank record and begin filling out the fields.

3. When you get to field you want to fill in with copied data, press the F3 key.

The system will fill in the empty field using the data from the same field of the template record. You can do this for a number of fields as long as they are from the same template record.

4. Make any changes that you need and finish the record.

5. Click Save.

Chapter 5

System Browser Windows

The Oracle Utilities Work and Asset Management system is a hybrid of web pages viewable in Internet Explorer, and what we call the client application displayed in an Oracle Forms window. This section discusses some of the properties in the Internet Explorer side of the application.

As with other programs, the system windows can be sized to fit your screen, and other programs can be opened while the system remains in the background.

General Module Functionality

In general, there are two types of components in the Oracle Utilities Work and Asset Management browser interface part of the application: Sections with input fields (data components), and tables that display information arranged in rows and columns (list components). Either type can include direct entry fields or display only information.

For example, the Daily Schedule screen consists of three sections, or components. The Schedule Information section is a data component with direct entry fields, the Summary of Schedule Hours section is a display only table, and the Task List is a table with direct entry fields.

In list components, each row is considered a record.

Toolbar

On a page with multiple components, each section includes its own toolbar which must be used to commit any updates that you want to make to that particular section. When a function is not available for a component, such as when you cannot add a new record, the toolbar icon for that function is omitted from the toolbar.

Adding New Records

The last row of every table with direct entry is a blank row with an Add column at the end. Once you begin entering new information into the blank fields, the value in the Add column changes to Yes indicating that this record should be saved. Changes to lines with the Add box set to Yes are committed when you Click Save. Any row that you have decided should not be saved should be set to No, and it will be disregarded then removed when you Click Save.

On data components, you simply click the New icon to create a new record.

Tab Key Navigation

Pressing the Tab key on your keyboard moves the cursor between fields, sections, and toolbar icons. The tab order goes from left to right, top to bottom.

Check Boxes

Every row in a direct entry table is preceded by a check box which can be used to select the row for deletion, or in some cases to be copied or used in some other way. Select the check box at the top of the row to select every row on the page. If, for example, there are more records than are being displayed, selecting the top check box only selects the visible records.

Search Options

Most modules open to the Search Options screen. Here you can enter criteria to search for specific records. You can also search for all records by not entering any criteria at all. However, the more precise the search criteria you enter, the faster the system can locate possible records and the shorter the list of possible records will be.

For example, if you can ask the system to look for something unique - like an exact work order number - the system will return the one record that you want. If you ask the system to look for all work orders in Active status, which are for a specific crew, you will probably get a list of several work orders. If you ask the system to look for all work orders in Active status, the system will give you a longer list. If you leave all the Search Options screen fields blank you will get a list that includes all the records for that module.

The search options page includes many features that allow you to make your searching extremely fast and customized:

- **Add, remove, and reorder fields** - Select Options from the toolbar and use the arrows to move fields up and down. Moving a field up on the list moves it up and to the left on the screen, while moving it down moves it down and to the right. Use the Add and Remove buttons to add or remove fields to and from the screen. Click the Finish button to save the changes.

Some fields, such as primary keys or input fields, are required and cannot be reordered or removed from the screen. These columns are not available when viewing options.
- **Filter field values** - Click the list of values button next to a field for help finding appropriate values for the field.
- **Access other modules** - If access to the record is available an icon is displayed to the right of the value. Click this icon to open the associated record.
- **Create a new record** - Click the New icon to start a new record.
- **Check Spelling** - Click the Spelling icon to have the system perform a spell check on the selected field. This is particularly useful if you are searching in a description field.
- **Custom SQL** - Select Custom SQL from the Actions list to enter customized search criteria using where clauses.
- **Clear Fields** - Select Clear Fields from the Actions list to clear all the fields on the screen and start over.
- **Save Default Fields** - Select Save Default Fields from the Actions list to save your search criteria. The next time that you open the module the same search criteria will already be entered, and all you have to do is select the Search icon to execute the search.
- **Restore Default Fields** - If at any time you change the search criteria and you want to go back to the last saved search criteria, select Restore Default Fields from the Actions list.

Search Results

After executing a search, the system opens the results screen where you can use the links to open a specific record or view data for multiple records in one place.

The results page includes many features that allow you to obtain an optimal view of the information you need to access:

- **Add, remove, and reorder columns** - Select Options from the toolbar and use the arrows to move columns up and down. Moving a column up on the list moves it to the left on the screen, while moving it down moves it to the right. Use the Add and Remove buttons to add or remove columns to and from the screen. Choose the number of items to display in the list. Click the Finish button to save your changes.

Some columns are required and cannot be reordered or removed from the screen. These columns are not available when viewing options.

- **Sort columns** - Click the column heading to change the sort order from ascending to descending or vice versa. You can also sort by up to three columns by clicking the column headings in the order you want to sort by.

Note that when you add or remove columns, the system resets your order-by preference to the default sorting order. The system displays a Sort Order icon next to the column heading to indicate the current sorting order.

- **Access other modules** - If access to the record is available an icon is displayed to the right of the value. Click this icon to open the associated record.
- **Create a new record** - Click the New icon to start a new record.
- **Export Data** - Select Export Data from the Actions list to make the results available as an Excel file, HTML, or as text.
- **View a printable version** - Select [Printable Version](#) from the Actions list to make the results available for printing.

Browser Settings

Please note that this functionality depends on the Internet browser settings which determine whether or not cookies are used and how long cookies are retained after a browser session is closed. If users require that the hidden columns remain hidden in all of their sessions, please be sure that cookies are set to remain with no expiration.

Export Data

Export Data is available on the Actions list when you are on a results of search or main record. Selecting this action opens a dialog box that allows you to determine how you would like to have the data on the screen exported. Options are to HTML, XML, Excel XML, or Delimited Text. You can also control the number of records and which columns to export, how to display the headings, whether to include or exclude the current date, and the title that will appear in the exported file.

Select Printable Version from the Actions list if you want a simple and quick way of printing the current screen. While the printable version produces a “what you see is what you get” result, export data allows you to specify the resulting output.

Printable Version

Printable Version is available on the Actions list when you are on a results of search or main record. Selecting this action opens a version of the page that you are viewing that has the hyperlinks and toolbars removed.

This option can be valuable when used from the results screen to produce an “on the fly” report from a search. It can also be used from a main record to provide a clean printable version of the document that can be passed on.

The Printable Version action can be used instead of exporting the data. Both actions yield the same results, however the printable version is faster and easier, since there are no options to select. With the printable version what you see on the screen is what you get. Selecting Export Data allows you to specify the data and format that will be included in the resulting output.

Note: Under Options, you can determine the number of records to display on one page. Make sure that you set this appropriately to display the correct number of records in the printable version. For example, if you want to display all of the records that are available, select Options and enter a number that is greater than the total number of records in the Display ____ Items field. The system displays the number of records out of the total at the bottom of the screen.

Lists of Values (List of Values)

Lists of values provide code numbers, names, locations, and other information that is required to fill in fields. The lists serve to help you locate information that you may not remember. They also ensure that the information entered into the database is both consistent and correct.

For example, an account number for Storeroom #1 might be 1034-6457-92345. It would probably be difficult for you to remember this number, or even if you did remember the number you could easily make a mistake when entering the digits manually. A list of values would help you to avoid both of these problems by associating the number to a description (e.g. “Storeroom #1”) and by enforcing the correct entry of the number.

If a field has an associated list of values, an indicator is displayed to the right of the field when you click in the field. Click this indicator button (or press F9) to display the list of values. Most fields with lists of values associated with them will not accept values that do not appear on the lists.

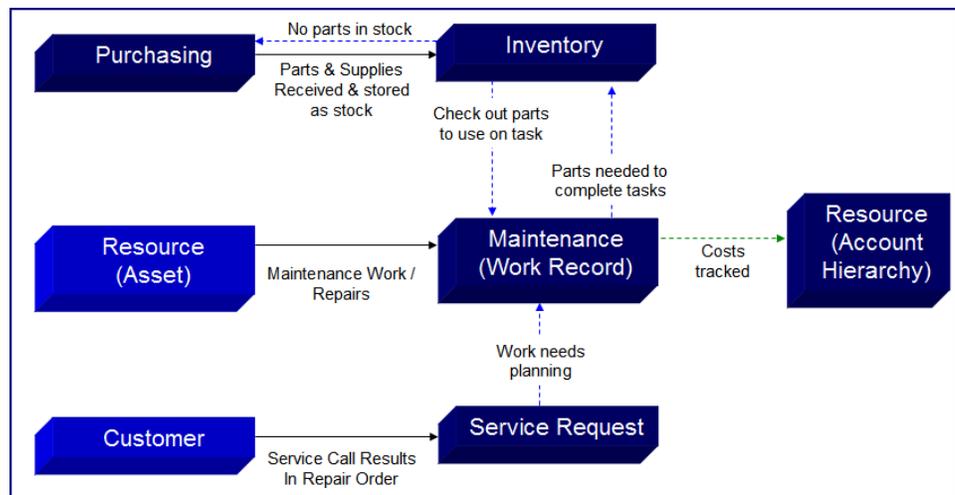
If you have the appropriate authorization and responsibilities, you can modify Lists of Values in the Code Table and Codes module of the Resource subsystem. Here you can create new codes, add to your lists, link the lists used by related fields, or complete other list-related enhancements.

Chapter 6

Subsystems and Modules

The Oracle Utilities Work and Asset Management system includes seven subsystems plus the home page, Help and various tools. The Application Map on the home page provides access to the subsystems: Resource, Maintenance, Purchasing, Inventory, Customer, Administration, and Enterprise. These subsystems represent the major work areas within the system. The menu items within each subsystem are called modules, and you must select a specific module to work within the system.

The following diagram shows a very high level overview of how the subsystems work together in a standard business process:



High Level System Process Overview

Accessing Modules

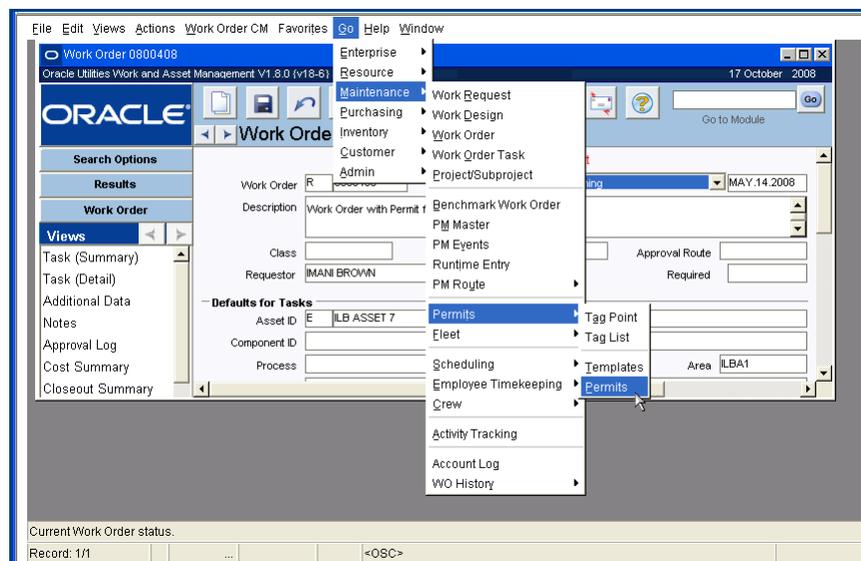
Subsystems and modules can be accessed from the home page by clicking the App Map icon or if you have Modules added as a component they can be selected from the list.



Accessing Modules from the Home Page

Note: Access modules by selecting from the Application Map, the Modules component, or Favorites on your home page.

You can access subsystems and modules from the Go menu item.



Accessing Modules using the Go menu

Note: Select Go from the main menu bar, then select the subsystem, then select the module. You can also type the module name directly into the Go to Module box and click the Go button.

The following sections describe the available subsystems. Please refer to the section on each individual subsystem for a detailed description of each module.

Resource Subsystem

The Resource subsystem contains information that applies throughout the application. Accounts, Assets, Attachments, Catalog (basic stock information), Employee, and other data is set up and stored in this subsystem and then used on records in each of the other subsystems. Items attached to other records, such as bills of materials, specifications, procedures, documents, standard notes, and material safety data sheets are also found in the Resource

subsystem. Information from other subsystems is also written back to Resource and can later be used for data analysis.

Maintenance Subsystem

Work is requested, entered, researched, planned, tracked and completed in the Maintenance subsystem. Use the subsystem at its most basic level to build and use work orders when work is needed, or to log time and request materials as needed. Use it at a more sophisticated level to plan work, schedule work, locate existing jobs, set up regular preventative maintenance work orders that cycle regularly, or a great many other organizational tasks. Other modules in the Maintenance subsystem allow you to research asset reliability and failure information and target preventive and predictive maintenance.

Purchasing Subsystem

Plan, initiate and process purchases and purchasing contracts in the Purchasing subsystem. Information from the Purchasing subsystem is passed to other subsystems to track pricing trends, vendor performance and more.

The Purchasing subsystem processes all types of purchasing requirements including stores replenishment, direct purchase materials, and contractor services. Requisitions can be generated automatically through a work order, through review of storeroom stocked items, or directly through the Requisition module.

Following a typical procurement life cycle, a requested item or service is listed on a requisition as a line item. Once reviewed and approved, the requisition is copied into a purchase order. The purchase order is approved and issued to a vendor and the requested item may be received and invoiced.

Inventory Subsystem

Inventory is tracked, received from vendors, and allocated to storage spaces in the Inventory subsystem. As inventory is allocated to work, the subsystem passes this information back to the Maintenance subsystem so that maintenance managers and crews know whether parts are available. As inventory quantities fall and it becomes necessary to reorder, the Inventory subsystem passes this information to the Purchasing subsystem so that purchases of new inventory can be carried out. The system can be configured to automatically reorder stock items (or notify a specified reviewer) when the quantities reach predetermined reorder points.

Each time inventory quantity is changed, the system generates a transaction log record. From the Inventory subsystem, you can access the Receiving Log and the Checkout Transaction log (as well as the Storeroom Transaction Log in the Resource subsystem).

Customer Subsystem

The Customer subsystem is your organization's resource for storing and maintaining customer data. The Customer module stores customer contact information such as address, telephone, e-mail address, and web site. The module is equipped to hold an unlimited number of addresses for each customer, keep track of customer tax id number if necessary, and identify whether the address is a rented or owned property.

The Service Request module stores information related to service calls made by customers. The customer must already be entered in the Customer module so that when the name or customer ID is entered on a new Service Request record, the system can populate the remainder of the contact information automatically. If the customer does not exist in the customer database, they

can be added from the Service Request module by selecting Create New Customer from the Actions list.

The Service Request module references the data contained in the Customer module when a new record is created. The Customer module then keeps track of all of the service requests that have been entered for a particular customer.

Administration Subsystem

Your organization's system administrator uses the Administration subsystem to establish system parameters and settings during implementation and to adjust and monitor these parameters as your organizational needs change. Modules such as Business Rule and Responsibility enable you to configure the application to meet the specific needs of your organization without requiring program modifications. Other modules are used for general maintenance of the application.

Access to the Administration subsystem modules is usually restricted to system and database administrators. However, even as a general user, you can access the Administration subsystem for updating your user profile, changing your password, and establishing workflow groups.

Enterprise Subsystem

Executives can view cost enterprise-wide summaries spanning several plants and other organizational units in the Enterprise subsystem. Enterprise data can be used to compare maintenance and inventory costs between different divisions and to locate assets and inventory in other organizational units. Within the Enterprise subsystem, two additional corporate levels can be identified above the plant level. Company is the highest level and can consist of a number of organizations. Organizations are the second level and can consist of a number of plants. For each Company record, at least one Organization record and one Plant record must be defined.

Chapter 7

Records

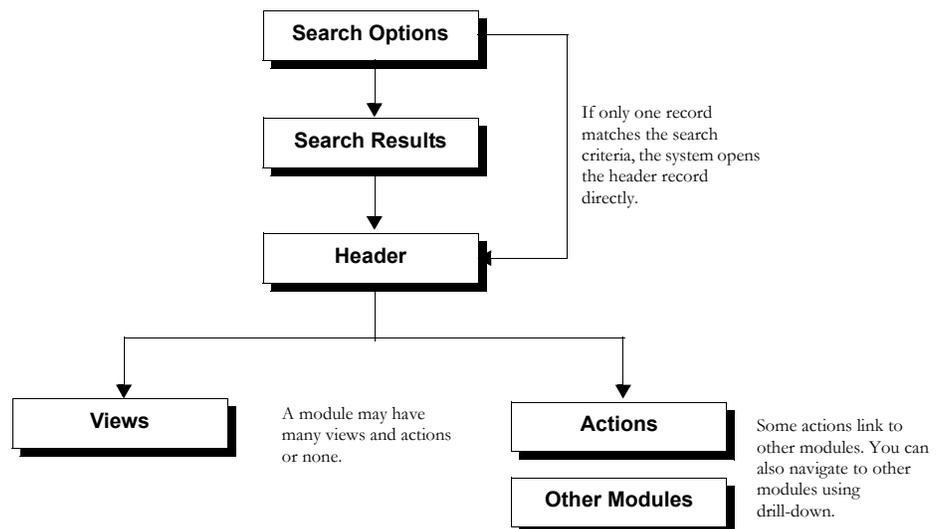
When working within modules, the search options, results, record and view information displays in the main panel of the working window according to a basic module structure common to all modules in the system. You use this basic module structure and search techniques to locate and display the necessary record information and work with records in the system. In addition, you can use the list of values and drill-down to help you conveniently locate and enter information in some fields.

Note: Most modules consist of a Search Options window, a Search Results window, and a Main Record Header window. The number of special views and drill-down options differs from module to module.

The Basic Module Structure

When you open a module, the first screen is the Search Options window. From the Search Options window, you can execute a search for an existing record or create a new record. After you execute a search, if more than one record matches the search criteria, the Results of Search window opens displaying the matching records. In this Results of Search screen, you can select the record you want to view or create a new record. If only one record matches or if you create a new record or select an existing record, then the Record Header window displays for that record. From the Header window, you can select views to display additional information related to that record.

The following diagram illustrates the basic module structure within all modules:



Basic Module structure

Record Header

The record header displays when you select a record from the Search Results window, or add a new record. Use the Previous and Next Record icons to scroll through the records one at a time.

Records can be very complex, comprising of many fields with several layers of dependent information. For example, a basic Work Order record has over twenty fields. Each record can also require other information such as cost summaries, the names of planners and managers authorized to make decisions about the work order, data on when the work order was closed and much more. Add to this the data that must be maintained for each task associated with the work order, and the work order record quickly becomes too large to present on one screen.

Sample Work Order Header record

Since records can be quite complex, each module is broken down into a Header window and View windows. The Header window covers basic information about the record, while the selections listed on the Views list display detailed information about the record.

When inserting new information on a blank header, you can either type in the information in the appropriate fields (boxes) or select values from the list of values when one is available. If a field has an associated list of values, an indicator button appears to the right of the field when you click in the field. Select this indicator button (or press F9) to display the list of values.

To see additional information related to the Header record, select one of the options on the Views list. Click the Record Header button on the navigation panel to return to the Record window from a View or the Search Results window.

Header Button

The button below the Results button displays the Header information for the current record in the main panel. If you have not selected a record, this button functions the same as the New icon, displaying a blank record where you can enter new information. The label on this button changes to indicate the module that you are using.

Records

You can create records from the Search Options screen, the Search Results screen, or from a record. You can only create, edit, and delete records if you have the corresponding privileges in your responsibility profile. Assuming you have the necessary authorization, follow these steps to create, delete, and edit records.

Note: To speed up data entry you can use duplicate processing to copy from an existing record. When creating a new record, open the record to copy from, click the New icon, and select

Duplicate Last Record from the Actions List. Make any changes you need to the copied record and Save.

How to Create a New Record

1. Open a module.
2. Click the New  icon from the Search Options, Search Results, or Record Header window.
3. Enter information into the required (highlighted) fields.
4. Enter information into other fields as necessary.
5. Click the Save  icon.

How to Modify a Record

Editing a Record - To edit the record, simply make the edits and save the updated record.

Canceling Changes - Click the Undo  icon if at any point before saving you need to cancel your changes to a record. If you were creating a new record, the system cancels the process and returns to the previous window. If you were making a change to an existing record, the system cancels all changes made since the last save, and returns all edited fields to their original value.

Adding Records

The process of adding, or 'inserting' a record can be very basic, or rather complex, depending on the information needs of your organization. You can find specific details about each screen and field in each subsystem and module by referring to the appropriate section in the user guides and in the online Help.

A Caution about Duplicating Records

Duplication occurs when the same information is entered twice on two records. This situation can have important consequences for operations. For example, if two people on different shifts notice a problem with a piece of equipment and each enters a work request without checking to see if the problem has already been reported, each request can initiate a work order, purchase orders, scheduling adjustments, asset reliability information and more.

You can help avoid duplication by checking to see if the record has already been added, by searching for records containing information that is unique to the record. Exactly which information this might be will vary from situation to situation, however, dates, asset numbers and specific words in the description are often good places to start.

Required Fields

Each type of record that you add – from a new vendor to new purchase order – has different minimum requirements for which information you must enter. This minimum information must be entered in the 'required fields' before you will be able to save the new record. The system indicates these fields by highlighting them. If you try to save a record without populating the required fields, the system warns you and indicates the first field that remains to be completed. The fields that are required remain highlighted until they are populated.

Additional Fields

Your organization may need more information than that which is given in the minimum required fields. Much of the best uses of the system come from information in these additional fields. Even if your organization only uses the minimum required fields now, as the system becomes better integrated into your operations, the additional information will become more useful. It may be worthwhile to enter as much detail as you can, even if it is not required. Check with your management if you have any doubts.

Modifying Records

Usually you only modify a record to change one or two fields or to change the record status.

How to Change a Record

- 1. Find the record that you want to change.**
For more on finding specific records, see the section titled Search Options and Search Results.
- 2. Place your cursor in the field that you want to change.**
- 3. Make the correction or add the extra information.**
Remember that you can use Windows cut and paste features through the Edit menu.
- 4. Click Save.**

Deleting Records

Since deleting records can have serious impact on the database, only users with special authority can delete. Records interact with each other in many ways and deleting a record can remove information that other records depend on. Instead you can delete information from individual views without deleting the main record.

To avoid losing these important relationships, your organization has decided who can, and who cannot, delete various kinds of records. If you need to remove a record completely and you find that you cannot, contact the appropriate person in your organization.

Deleting a record also removes the views that depend on that record. For example, deleting a vendor at the header level also deletes any notes, attachments, evaluations and other information in the views for that vendor.

For example, the Vendor module provides information for fields and lists of values in other modules such as Catalog (Resource subsystem), Requisition (Purchasing subsystem) and Service Contracts (Purchasing subsystem). Removing a Vendor record can effect all the records in these other modules that refer to that vendor.

Note: Deleting a record with associated costs is not recommended since the paper trail can only be accessed in the transaction logs. Instead, consider changing the status of the record to inactive. This way all historical costs are maintained, while preventing any future charges.

How to Delete a Record

- 1. Open the record that you want to delete.**
- 2. Click the Delete  icon on the tool bar.**
You can also press the delete key on your keyboard or select Delete from the File menu.
- 3. Click the Yes button when the system asks if you are certain that you want to delete the record.**

Canceling Changes Before Saving

You can cancel information that you have entered on a record at any time before you Click Save. If you have saved information and then find that it is incorrect, you can update the record with the correct information.

Note: Any changes that you enter can be canceled until you save the record. After you save, you no longer have the option of canceling.

Canceling affects all of the changes that you made to the record since the last time it was saved. If you have added to or changed several fields, all of the new information is lost. In some cases, it may be better to save the record with all the changes, and then update the incorrect information.

There are three ways to cancel changes before they are saved. You can:

- Click the Undo icon on the tool bar, or
- Select Cancel from the File Menu, or
- Press ‘Ctrl+N’ on the keyboard.
- Close the record without saving and select No when the system asks if you want to save changes.

Accessing a Module as an Action

In some cases, you have easy access to open other modules by selecting from the Actions list. For example, the Actions list of the Department module lists Area.

If only one associated record exists, that record opens. However, if more than one record from the second module is associated with the record from the first module, the Search Results window opens. If no records are associated with the first module, the Search Options window opens.

Record Status

Records in the system often use status settings to help determine where the record is in the processing cycle. Not all subsystems or modules use the same status settings, however, since different types of records undergo different processing. A Purchase Order, for example, may be in Fully Received status, indicating that all items ordered has been received from the Vendor. This concept does not apply to Work Orders, so the Work Order module does not have a Fully Received status.

Sometimes you control Status settings manually, and in some cases the system changes status when some other event happens. Typically, you must have specific responsibilities in your User Profile before the system will permit you to change a record's status.

Some modules, such as Permits, rely heavily on record status for processing. Others use only a few basic status settings, which have little impact on processing. Please review the field descriptions for each module for specific information on how status changes are used in that module.

Typical status settings are:

Created - When you create a new record, the system often puts it in Created status while you gather the information necessary to complete the record. Once the record is complete you can change the status to a higher status, such as Pending Approval, or Active. Some modules create records in Planning status instead of Created.

Active - In some modules, system transactions cannot take place for records until the record status is set to Active.

Inactive - Rather than deleting a record, which may interfere with other processing within the system, some modules allow you to set the status to Inactive to exclude the record from current processing. Later, if necessary, you can reuse the record by setting the status back to Active.

Pending Approval - This status indicates that the record is waiting for approval. An approval route must be selected before the system allows you to change the record status to Pending Approval. Not all modules require approval and not all modules use approval routing.

Approved - This status indicates that the record has been reviewed by the necessary Approvers and is ready for processing.

Closed - This status indicates that processing has finished for the record. Typically records in Closed status cannot be modified.

How to Change the Status of a Record

1. Find the record that you want to change.

For more on finding specific records, see the section titled Search Options and Search Results.

2. Find the status field.

3. Click the down arrow at the right end of the status field.

The menu shows all of the possible statuses.

4. Select the appropriate status.

The system displays an error message if you try to select a status that is not currently available.

5. Click Save.

Copying Records

There are two ways to duplicate an existing record:

Duplicate Last Record

First is to click the new icon, then to select Duplicate Last Record from the Actions list. This feature copies information from the last record viewed. Under normal circumstances the duplicate record function duplicates all of the fields from the originating record. The system can also be configured to suppress the copied information for specific fields. Settings must be established in the [Modules Administration - Forms](#) module to control duplication functionality. Please refer to the [Duplicate](#) topic in System Administration for more information.

If you use the duplicate function you should always check the record and all the details to make sure that information was copied properly.

Copy Record

In some modules you can select Copy Record from the Actions list to copy the record. This functionality differs from duplicating the record in that it can copy all information from the original record, including line items, accounts, notes, attachments, and other details.

Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new record. If record numbers for the module are generated by the system, this step is completed for you. Otherwise you will usually be prompted to enter the record number and any other required information.

In order for the Copy Record action to appear on the Actions list in any module you must have BOTH the Responsibility and at least one table added to the Copy Record view of the [Modules Administration - Forms](#) module.

Drill-Down

Drill-Down means to double-click a field to access additional information or open another module. There is no visual indicator that you can drill-down on a field. You must double-click to find out. There are several places where drill-down can be used:

Long Text/Description Fields - The description is a 'free-form' text field where you can enter up to 2,000 characters (about 400 words). In many modules you can search the description field to help locate specific records, and the first several words will appear in the results of search. Make sure that your descriptions begin with meaningful text and that they include keywords to help in these searches. Double click on most long text or description fields to open a Text Editor window that makes it easier for you to enter and edit text. The Editor window can be resized as necessary. The Editor window also includes a Search button that can be useful for finding specific text in a long description.

Date Fields - The system displays a pop-up calendar in the Date Selection window. See the section regarding dates below for more information. For more information on this tool, see the section titled [Dates](#).

- **Related Records** - With drill-down, you can easily navigate to related records throughout the system just by double-clicking key fields. On most records you can double-click fields to access the module referenced in that field. The system opens the related module, finds the referenced record, and displays the record window automatically.

If the record cannot be found, the system displays the Search Options window of the related module so that you can enter other search criteria. If the system cannot determine which module to open, it opens the Quick List window where you can select the appropriate module from a list of modules that use the field as a prime key.

- **Search Options Screens** - If you want to fill in a field, but do not know the right data to use, you can drill-down to the Selection screen of the related module. Then you can enter selection criteria and search for the right record and bring that information back to the field you wanted to fill in.

For example, if you are initiating a work request and want to supply the department related to the asset (for charge purposes) but you do not know the correct department, you can drill-down on the Department field to open the Department module Selection screen.

How to Fill in an Empty Field by Using Drill-Down to Open a Search Options screen

- 1. Place the cursor in the empty field that you want to fill in.**
- 2. Double-click the field.**

The system opens the Search Options screen for the related module.
- 3. Enter your selection criteria.**

The more specific your search criteria, the fewer possible records will show on your search results.
- 4. Click the Search button.**

The system performs the search and returns the results in the Search Results screen.
- 5. Select the record that you want.**

The record opens. You can then write down the information that you need or you can copy the information pressing Ctrl-C.
- 6. Return to the record that you were working on.**

You can do this using the window menu, by closing the open module or by moving screens around until you can select the screen you want.
- 7. Fill in the field.**

You can do this manually or, if you copied the information directly from the other record, you can paste the information pressing Ctrl-V.

How to Use Drill-Down to Open a Related Record

This is a useful technique for checking on information in a field.

- 1. Place the cursor in the field you want to check.**
- 2. Double-click the field.**

The system will open the specific record identified by the information in the field.
- 3. Verify the information.**

You can also update the open record if necessary.
- 4. Return to the record you were working on.**

You can do this using the Window menu, by closing the open module or by moving screens around until you can select the screen you want.

Entering Numbers

Throughout the system, in fields where you can enter quantities, you can enter fractional quantities using up to 5 decimal places.

Since some fractions, such as 1/3, cannot be written accurately in decimal format, you may have to adjust some numbers to avoid errors caused by rounding. For example, if you receive three shipments of 1/3 of the total ordered, the system will still show a small quantity remaining to be received. You can adjust the amounts manually or, in the case of Receiving, use the “Receive All Pending Items” action to receive the final shipment.

Dates

The system saves dates in a specific way throughout the database. However, you can control your date formats by selecting Date from the Personalize list on the home page. Once you have determined the date format, all saved dates will follow that format.

If you enter the date in an alternate format the system will sometimes reformat it for you. However, the system only recognizes specific alternate formats, so it is best to get in the habit of entering the correct format.

You can enter dates in almost any way you want as long as the system can tell the difference between the month, day and year. For example, if you wanted to enter the date for the 13th of December 2001, the system would save it as (for example) DEC-13-2001 but you could enter it as any of the following:

Month, day and year121301, 12/13/01, 12-13-01 or DEC1301

Day, month, and year131201

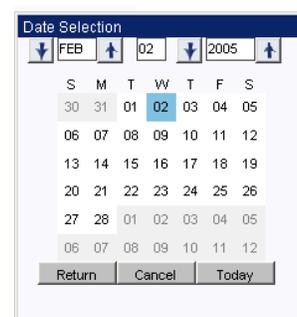
However, note that in each of these cases the system can tell which numbers have to represent the year, which must represent the day and which the month. '12' has to be December because there is no thirteenth or ninety-eighth month, and '98' has to be the year because no month has more than thirty-one days.

When the system cannot tell which number is which, it assumes that you entered the date in the same order that it will be saved: month, day and year. For example if you enter 100300, the system assumes you mean October 3, 2000. If all the numbers you enter are outside the month or day range, the system displays the warning: Error: Invalid date format MM-DD-YYYY. For example 142699 would produce this message because none of the numbers can represent a possible month.

The Calendar Tool

The system offers a convenient graphic way to see and enter dates:

- Place the cursor in any date field and press CTRL + U to enter the current date.
- Double-click any date field to open a calendar.
- Double-click the desired day to exit the calendar tool and fill in the field with that date. You can also click the Return button once the date is highlighted to fill in the field.
- Click the Cancel button to close the calendar tool without filling in the date field.
- Click the Today button to set the date to the current date, then click the Return button to fill in the date on the record.



You can only select a day that is in the white (highlighted) area of the calendar. Days in the purple areas are from another month, so you must use the Plus or Minus buttons to make that month active before selecting the day.

Printing

There are several ways to print from Oracle Utilities Work and Asset Management, and the method you choose will depend on what you are printing.

Printing a Single Window

The easiest way to print a screen image is to select Print Window from the File menu. The system then opens a print dialog box where you can verify the printer, the number of copies, and other printing details. Click the OK button to print the window.

Note: You can also press Alt+Print Screen capture a screen image that you can then paste into another application, such as a word processor, and print from that application.

Printing Search Results

In order to print search results and other documents that may span several screens (such as transaction logs), select **Export Search Results** from the Actions list. After verifying that the preview copy contains the required information, you can use your browser's controls to print the document.

Note: See the Searching chapter for more information on printing search results.

Printing Records

Modules often have print actions that are useful for printing individual records. Both the Purchase Order and the Work Order modules, for example, include actions to print records with or without the attachments associated with those records. When you select one of these actions, the system opens either a print dialog box or a print preview, depending on how your organization has configured the Web Configuration Business Rule. If a preview opens, you can use your browser's controls to print the record.

Printing Reports

When you run a report, the settings in the Web Configuration Business Rule determine if the report previews first in a separate browser window, or if the Report Options dialog box opens where you can select from various output formats. If the preview opens, you can click your browser's print icon to print the report. If the option box opens, you can select a printer to print the report and click the OK button.

Note: See the Administration book for more information on setting Business Rules and printing Reports.

Export

Export is available on the Actions list when you are on a results of search or main record. Selecting this action opens a dialog box that allows you to determine how you would like to have the data on the screen exported. Options are to HTML, XML, Excel XML, or Delimited Text. You can also control the number of records and which columns to export, how to display the headings, whether to include or exclude the current date, and the title that will appear in the exported file.

Refer to [Exporting Search Results](#) for more information.

Chapter 8

Searching

A search is the process of finding a record or set of records by using the Search Options and Search Results windows.

The system also allows you to save your searches so that you can easily return to the same set of records. Like favorites, saved searches are great time savers because they provide quick and easy access to frequently needed records. When you save a search, the system creates a link to it in the Saved Searches list on your home page.

Search Options

Almost every module has a Search Options window where you can describe the records that you want to find in that module. Display the Search Options window from any point in the module by clicking the Search Options button on the navigation bar or by selecting Modify Search from the Actions list. You have the option of entering very precise search criteria, or vague search criteria. However, the more accurate you are, the faster the system can locate possible records and the shorter that list of possibilities will be.

Search Options window for the Work Order module

For example, if you search for something unique - like an exact work order number - the system returns the one record that you want. If you search for all work orders in Active status, which are

for a specific crew, you will probably get a list of only a few Work Order records. If you tell the system to look for all Work Order records in Active status, the system returns a longer list. If you leave all of the Search Options window fields blank the system returns a list that includes all of the records in that module.

In most cases, you enter selection criteria by typing information in the appropriate fields. However, you can also use the lists of values associated to some fields.

Note: For detailed information on using lists of values, please refer to the [Lists of Values](#).

You can enter new search criteria each time you search for records or, if you find that you need to repeat the same search often, you can save searches and execute them as needed. Once you have your personalized searches available, you can select them from the pull down list under “Select from your list of personalized searches” on the Search Options page. The pull down list only shows the saved searches that relate to the module that you are in. You can also execute searches directly from your home page.

Note: If you are [searching for work records](#) (Work Order, Fleet Work Order, etc.) there are additional tools used to search at multiple levels of the record.

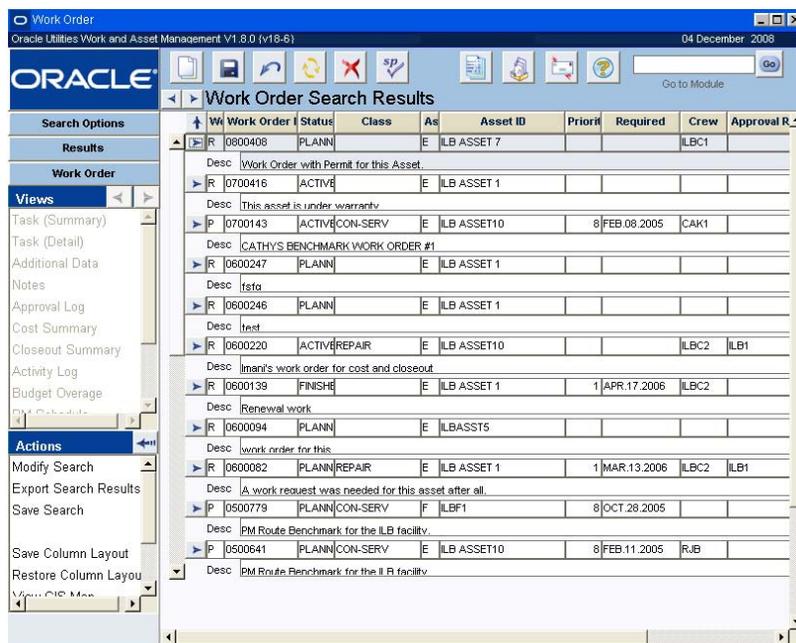
Building Basic Searches

While on the Search Options screen, you can enter selection criteria using one of following methods:

- **Enter text** - To search for records with an exact match to a particular text string, do not use a wildcard. Entering SMITH in the Assign To field will return only those records with SMITH as the first six characters in the Assign To field.
- **Use the “%” wildcard alone** - The “%” sign is used as a wildcard in searches. To search for records with any value in a particular field, use the “%” wildcard alone.
- **Use the “%” wildcard before a text string** - To search for records with a particular text string anywhere in a given field, use the “%” wildcard before the text string. For example, with “%”SMITH in the Assign To field, the system will search for all Work Orders assigned to names containing the letters SMITH anywhere in the field regardless of additional text or spaces (i.e. E. SMITH, SMITHERS, etc.).
- **Click the list of values indicator** to select from a list of valid entries for a field. When a list of values is available, the list of values indicator appears to the right of the field when you place the cursor in the field.
- **Select Clear Fields** from the Actions list to clear the selection criteria.

Search Results

After you enter your search criteria and click the Search button, the system displays the results in the Search Results window.



Search Results screen

The Search Results panel shows a few key fields of summary information about the records that match your criteria. The Search Results panel usually shows one record per line, but in a few cases, two or three lines are needed for the key fields.

Unlike some other summary displays, such as various log screens, you cannot change the sort order for the records by clicking the column labels. Instead, you must remember to set the search order on the Search Options panel before clicking the Search button.

The Search Results panel includes a scroll-bar immediately to the left of the search list. You can use this scroll-bar to scan up and down through the list. However, the scroll area indicator changes size as you move down through the list. This is especially confusing when you have a long list. For this reason, you may want to try using the Next Record and Previous Record buttons at the top of the work area, or the scroll up and scroll down keys on the keyboard to move through the records. For more on using the keyboard, see the section titled [Keyboard Shortcuts](#).

In some cases, the information on the Search Results panel changes to reflect the type of search you perform. For example, if you search the Catalog module for vendor information, the Search Results panel includes columns for vendor name and vendor part number. If you do not include vendor information in your search, the vendor columns are not included on the Search Results panel.

How to Search for Records

1. Open the module where you want to locate records.

If you do not enter any search criteria the system will return all of the records in the module.

2. Enter search criteria, or select a saved search from the pull down menu.

If you are entering search criteria, remember to use the lists of values, where available, to select your search terms quickly. If you are selecting a saved search, be sure that the appropriate Search In radio button is selected.

If you are unsure of the first characters use a percent sign (%) to represent any unknown characters at the beginning of the word.

3. Select an option in the Order By field.

Choosing the correct 'order by' method can save you some effort, especially if you expect to have a long list of possible records. Sometimes it may be useful to order using an identification number, other times ordering by date or some other method may be more useful. Only experience with the system can help you to determine which method works best for you.

The system will usually present the list of possible records in ascending order. For example, if you tell the system to order possible asset records by asset number, it will show the asset with lowest identification number at the top of the list, and the one with the highest number at the bottom of the list. In some cases, the system offers an option of using a descending order, which will put the 'highest' at the top of the list.

4. Click the Search button or select Search from the Actions list.

Press F2 to find out the number of records returned by the search. This information is shown in the lower left corner of the window.

How to Save a Search from the Search Options Screen

1. Create a Search.

For help on how to create a Search see Search Options. The Search can end at a specific record or at the Search Results panel. Remember that it is the Search criteria not the actual record that will be saved, so if you want to save a specific record save it as a Bookmark.

Make sure to verify that the Search has produced the results that you want to save.

2. Click the Search Options button.

3. Select Save Search from the Actions List.

The Save Search dialog box opens.

4. Enter a Subject and a brief description.

The Subject will display in the My Searches window on your home page. If you want the description to display before you execute the saved search, check the Show Description Screen check box.

5. Click the Important check box if you want to flag the search as important.

6. Click the Finish button.

How to Save a Search from a Record Header Screen

1. Create a Search.

For help on how to create a Search see Search Options. The Search can end at a specific record or at the Search Results panel. Remember that it is the Search criteria not the actual record that will be saved, so if you want to save a specific record save it as a Bookmark.

Make sure to verify that the Search has produced the results that you want to save.

2. From the Search Results window, click the Header button or double-click a specific record.

3. Select New Link/Search from the Actions List.

The New Link/Search Dialog Box opens.

4. Enter a Subject and a brief description.

The Subject will display in the My Searches window on your home page. If you want the description to display before you execute the saved search, check the Show Description Screen check box.

5. Click the Important check box if you want to flag the search as important.

6. Click the Current Search radio button below the description box.

If you don't select the Current Search radio button, the search will be saved as a link and will appear in the My Links section of your home page.

7. Click Save.

Exporting Search Results

Field Descriptions

From search results windows, transaction logs, and various cost summary pages in the application you can select export actions to export the displayed information to a file. Exporting is particularly useful if you want to print or email more than one screen of data.

You can choose whether you want the data to be exported in HTML, text, or Excel XLS format. If you click the radio button to select an HTML or text file, the export results appear in a browser window where you can save or print the data. If you select an XLS file, a File Download dialog box opens where you can select to view or save the file.

Set default export file type by [changing preferences in your user profile](#).

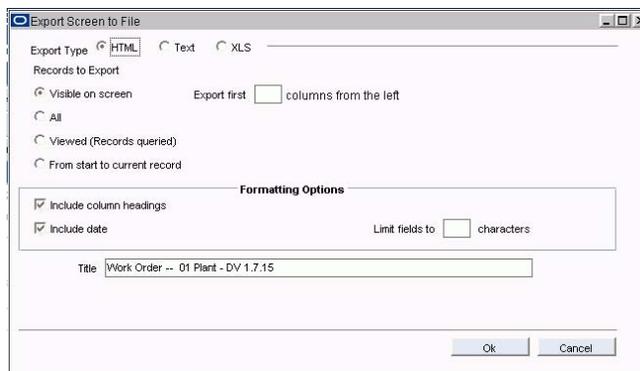
Note: You can select Export Search Results from the Actions list on any Results of Search screen to create a “report” based on your search. An export will include all of the information that you can see in the Results of Search window.

Select html as the export option, then open the resulting file with Excel to produce formatted output that can also be modified.

The type of export file you choose depends on what you need to do with the data once it is exported. Selecting HTML provides the advantage of having the information presented in a relatively attractive format, but once it is in this form it cannot be manipulated. Selecting Text produces a less attractive unformatted output, but leaves the data in a form that can be modified. Text format also allows use of delimiter to create import files for other applications. Selecting XLS results in a file that can be opened directly in Excel and other spreadsheet programs.

How to Export Search Results

1. Enter search criteria on the Search Options screen.
2. Select Export Search Results from the Actions list in the Results of Search window.
The Export Screen to File window opens.



3. Select the Export type.
Choose one of the following options:

HTML - the export opens in a new browser window with the data formatted in a table.

Text - the export opens a new browser window with data presented as raw text. There are two features, Separator Character and Align columns, that only apply when you choose to Export to Text file.

XLS - the export opens a file download dialog box where you can select to view or save the file in Excel.

4. Select which records to export.
Choose one of the following options:

Visible on Screen – Prints the records that are visible on the screen. This option allows you to open or scroll to the records that you want and only print that section of records.

All – Prints all of the results.

Viewed (records queried) – Exports the data for all of the records that you have looked at on the list. For example if you have a long list of records that has to be scrolled through but you only scroll down for two records past the first set, the export results will show all of the records from the first screen plus the first two that you scrolled down to.

From start to current record – Exports the first record to the record that is highlighted.

Export first __ columns from the left – Controls the number of columns that you export. Enter the number of columns from the left that you want to export. You can also leave this field blank to export all of the columns.

5. Select other desired formatting and output options.

If you leave the **Limit fields to __ characters** option blank the data from each field will be printed in its entirety.

6. Enter a title that you want to have printed as a header on the final document.

The system offers standard default title based on the module and plant description.

7. Click the OK button to export the results or on the Cancel button to cancel.

A new browser window opens with the export results. You can print or save the document using your web browser's Print or Save functions.

A pop-up blocker might prevent the export from opening. Press and hold the Ctrl key until the html window opens showing the export results.

How to Set a Default Export Format

1. Navigate to the User Profile module and open your User Profile record.

2. Place the cursor in the Key Name section.

3. Click New.

4. Search for and select Export Type.

5. Enter a Key Value.

Select HTML, XLS, or Text. This will prevent you from having to make a new selection each time you export search results.

6. Click Save.

Saving Searches

Once you have created a useful search, using the Search Options and Search Results windows, you might decide that you will want to save it to use again. Saved searches are listed on your home page under Saved Searches. You can select a list item to execute that search right from the home page window. Saved searches are most useful for finding records that require your attention on a regular basis.

Save Default Fields

You can also select Save Default Fields from the Actions list after entering search criteria in the Search Options screen. This retains your current search criteria as the default criteria every time you open the module.

Accessing Saved Searches

When you save a Search you are saving the settings that you used to find the records that you wanted - not pointers to those records. For example, if you select radio buttons on a selection screen and then save the Search, your saved Search will retain radio button information along with your other Search criteria. Since this is a link to a search, not to a specific record, these searches change depending on how records change to meet or not meet the search criteria. In order to link to a specific record, create a bookmark.

Managing Saved Searches

Click the Options link next to Saved Searches on your home page to manage your searches including routing them to other users, or removing them from your home page. You can also click the small note icon next to a saved search to open a description of the search terms associated with the search.

Methods of Saving Searches

There are two ways to save a search. The method that you use determines who will have access to the search and where on the home page the search can be found.

- Select Save Search from the Actions list

When you save a search the system adds a link under Saved Searches on your home page.

- Attach a search to a message

A search attached to a message will be received in the recipient's inbox. Use this method to share searches with other users.

You can also export your search to print should you need a paper copy of the search results. Please refer to [Exporting Search Results](#) for more information.

How to Save a Search on Your Home Page

You can use saved searches to assist with your work tasks, for example, create a search to find all of the Purchase Order records that require your approval.

1. Create a search.

You can save the search from the Search Options, Results of Search, or main record windows.

The search can end at a specific record or at the Search Results window. Remember that it is the search criteria - not the actual record - that will be saved, so if you want to save a specific record save it as a bookmark. Make sure to verify that the search has produced the results that you want to save.

2. Select Save Search from the Actions list.

The Save Search dialog box opens.

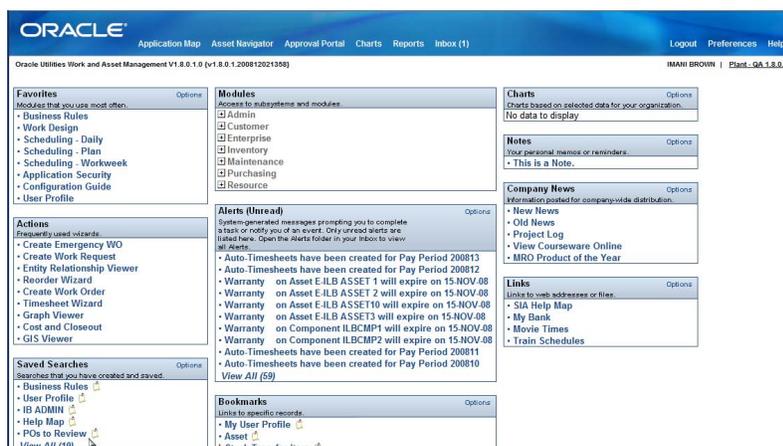
3. Enter a descriptive title for the search and a description of the search if desired.

The title will display in the Saved Searches section of your home page. The description displays on the Edit Search window and can help remind you of the purpose of the search if you need to edit the search later.

4. **Click the Important check box if you want to flag the search as important.**
5. **Click the Finish button.**

The system saves the search and adds a link on your home page under Saved Searches with the text that you entered in the Title field appearing as the link to the search.

Press Shift-F2 to display in the hint bar the total number of records found by your search.



Home Screen with Saved Search added

How to Save a Search as an Attachment to a Message

If you receive a search as an attachment to a message, you can save it to your Saved Searches list by opening the search and then selecting Save Search from the Actions list.

1. **Create a search.**
Make sure to verify that the search has produced the results that you want to save.
2. **Click the Message icon.**
The New Message window opens.
3. **Select the Current Search radio button at the bottom of the window.**
4. **Fill out the necessary fields to address the message.**
See the section on How to Create New Messages for more information.
5. **Click the Important check box if you want to flag the message as important.**
6. **Select the Read Receipt check box if you would like to receive a confirmation once the message is read.**
7. **Click the Finish button.**
The system saves the message and sends it to the recipient's home page.

How to Add a Search Received as an Attachment to Your List of Searches

1. **Open the message with the attachment.**
2. **Open the Search.**
3. **From the Results of Search screen, click the Search Options button.**
4. **Select Save Search from the Actions List.**
A Save New Search Dialog Box opens.
5. **Complete the steps to save the search.**
6. **Click the Finish button.**

Exact Match

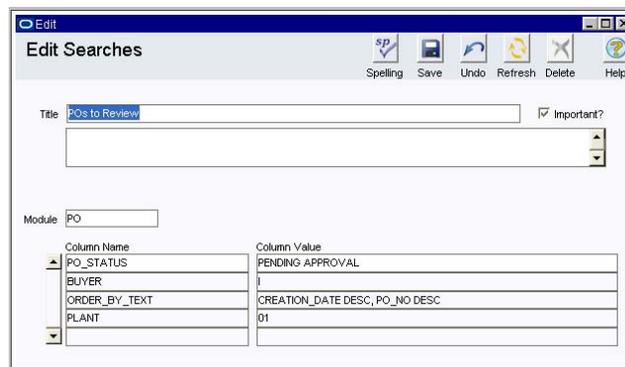
Select Exact Match box to prompt the system to look for exactly what you have typed in. General searches always end with a wild card, so regardless of what you type into a field the system looks for that value plus anything ending in that value. Selecting the Exact Match box removes that wild card. This is especially helpful for searching Description fields when you know the exact text you are looking for.

Search from Your of Personal Lists

From the drop-down list at the top of every Search Options screen you can select saved searches that you have related to that module. This feature allows you access to your saved searches without requiring that you return to your home page each time. Use the radio buttons to search in your saved searches, your bookmarks, or your alerts from the Search Options screen.

Editing Saved Searches

If you have saved a custom search on your home page and you need to change the SQL statement, you can either edit the existing search or delete it and create a new one. To edit the existing search, open your home page and click the Options link next to Saved Searches. In panel that opens, click the Advanced Edit button. In the Edit List window that appears, select the search you want to change and click the Edit button.



The Edit Search Window

Note: Click the Edit button to modify the highlighted search.

The Edit Search window opens where you can change the search details. If an Custom SQL text was used to build the search a column named CUSTOM_QUERY is included along with the text of the query. You can edit this text as necessary and save the search for future use.

Creating Advanced Searches

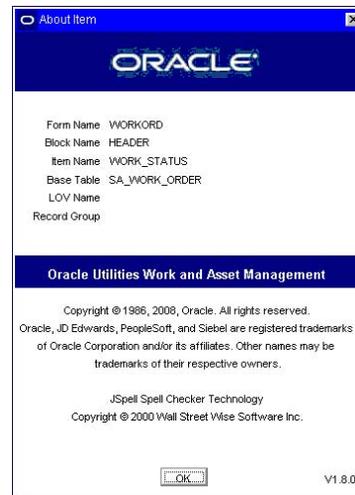
Create a custom SQL to search for records if the Search Options window does not have the field that you need to search for. The Custom SQL action allows you to add to the **where clause** of the SQL statement executed for your search.

Note: Custom SQL searches can be used to find any criteria. However, using them is an advanced function. Please consult your system administrator or DBA for more information.

Searches have three segments. The **select** portion of the query is hard-coded into the system and cannot be modified. The **order by** is controlled via “Order By” options displayed on the Selection window. The **where clause** is constructed when the statement is executed, using information on the Search Options window plus any text in the Custom Query Text window.

Custom SQL searches can be used to find any criteria. However, using them is an advanced function. Please consult your system administrator or DBA for more information.

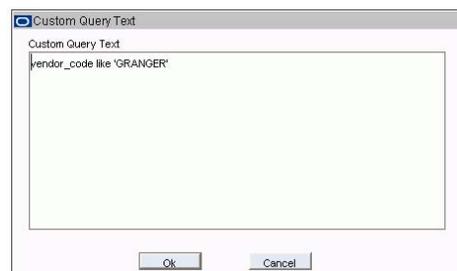
To use Custom SQL, you must be aware of the base table or view name and the field name you want to use. In order to identify the base table or view name, execute a query in the module where you are working to get to the Results of Search window. Put the cursor in the field you want to search for and choose About Item from the Help pull-down menu. The system displays the base table name and the field name (item name) in the About Item window.



The About Item window

Once you have built and executed the search, you save it on your home page and, if appropriate, forward it to other users.

Once you have the information you need, open the Search Options window and enter any information in the regular Search Options fields that you want to be part of your search. Select Custom SQL from the Actions list. The Custom Query Text dialog box opens where you can add your additional *where clause*.



Custom Query Text window

When entering custom query text, you do not need a leading “and”.

After you have entered your custom query, click the OK button to return to the Search Options window. Notice there is now an asterisk (*) next to the words Custom SQL on the Actions list. Select Search from the Actions list to execute your custom search.

System Administrators can disable users’ ability to use Custom SQL by adding the DISABLE CUSTOM SQL Responsibility to the user’s profile. This special responsibility is designed to only include the function needed to disable Custom SQL.

How to Disable Use of Custom SQL

1. **Open the Responsibility module.**
2. **Search for the Responsibility named “DISABLE CUSTOM SQL”.**
3. **Select the Assigned Users view.**
4. **Add the user to the list.**

Even More Advanced Searches...

If you want to search for information not stored in the base table or view, you can write a “join”. Make sure you remember to use a complete prime key - including Plant. If you need assistance, contact your system administrator.

Searching for Work Records

Work Orders are structured in such a way that the Search Options screen needs to include multiple layers to account for whether you are searching at the work order level or at the task level.

Some searchable fields, such as Asset ID and Account Number appear on both the work order header and on the work order task. These fields are identified on the Search Options windows by a (1) after the field label. If you want to search these fields at the Task level, enter your search values and check the Search Task? box in the lower right corner of the Search Options window. If you want to search for information on the main header record, do not check the Search Task? box.

Other searchable fields, such as Service Request number, exist only at the Task level. These fields are identified on the Search Options screen by a (2) after the field label. If you enter a search value in these fields, your search will be executed at the Task level without additional action on your part.

Chapter 9

Lists of Values

Lists of values provide code numbers, names, locations, and other information to fill in fields. The lists serve to help you locate information that you may not remember. They also ensure that the information entered is both consistent and correct.

For example, an account number for Storeroom #1 might be 1034-6457-92345. It would probably be difficult for you to remember this number, or even if you did remember the number you could easily make a mistake when entering the digits manually. A list of values would help you to avoid both of these problems by associating the number to a description (e.g. “Storeroom #1”) and by enforcing the correct entry of the number.

If a field has an associated list of values, an indicator button appears to the right of the field when you click in the field. Click this indicator button (or press F9) to display the list of values. Select one of the values to populate the current field. You can also enter a partial value in the field and then, when you tab out, the system returns the list of values dialog box with all values beginning with the partial value entered.

Most fields with lists of values associated with them will not accept values that do not appear on the lists.

The list associated to a field may get its values from other modules, business rules, or code tables. If you have the appropriate authorization and responsibilities, you can modify the values for a list by changing the source. You can create new codes, add to your lists, link the lists used by related fields, or complete other list-related enhancements.

Note: Administrators can also create custom lists of values if more options are needed to suit your business needs. You can find more information on custom lists in the Administration User Guide.

Narrowing the List of Values

Some lists of values are long and difficult to search. You can use several options to speed up a list of values search.

- **Use Partial Data** - Enter part of the value into the field before pressing the list of values button. This shortens the list retrieved, and you only see the values that start with or contain (depending on what you enter) the partial value entered. For example, if you enter “502” in a Stock Code field and then pressing the list of values button or F9, the system only returns the stock codes with “502” as the first three digits.
- **Just Start Typing** - When in a list of values, if you know what the value you're looking for starts with, simply start typing! As you type, the system shortens the list to only present the records starting with what you type. For example, when in a list of values for a Username field, you see that all usernames are presented last name then first

initial such as SMITHJ for John Smith. If you are looking for Bob Thompson's username, type "T". The system removes any usernames that don't start with "T" from the list. As you continue to type, the list continues to shorten so you can easily select the value you want.

- **Use the Find Feature** - You can use the find feature on a list of values, to search across the entire line displayed. Place the cursor in the Find field. Type the character string you want to search for. You can use the "%" wildcard if you are unsure about how the value begins. Click the Find button. The system returns only those values matching your criteria in the list of values dialog box. The Find feature searches all fields included in the list of values, not just the primary field.

Searching a List of Values

You can often limit the length of a list of values by entering part of the code or number that you need. However, at other times you may not know anything about the code or number. In these cases you only have the description to work from; this is where the ability to search a list of values is very useful.

How to Use a List of Values

If there is already a value in the field and you want to change it, you must first clear the field of the value that is already there before you click the list of values button. If you do not clear the field first, the system will assume that the value that is already in the field is the one that you want and it will not open the list.

1. Place the cursor in a field.

If the field has an associated list of values a list of values button will appear to the right of the field.

2. If you know part of the code or number you need, enter that data.

Entering partial data will help limit the list by excluding any items that do not include the data that you enter.

In order to represent the portion of the word or number that you do not know, use a percent sign (%) before the characters that you enter. The "%" acts as a wild card, representing any combination of characters.

For example, if you were trying to use a list of values to get the account number mentioned above (1034-6457-92345), you could look through the whole list of values for account numbers, or you could enter "%64" to retrieve a list of all account numbers that contain the number "64". You could also enter multiple "%" signs if you know portions of the number or word that you are looking for. Entering "%64%34" in the field, would return a shorter list which would include the number "1034-6457-92345". The list would also include 1000-6400-00023, 1640-2300-00000, and any other valid account number that contains a 64 followed by a 23. If 1034-6457-92345 were the only valid account number that matched these criteria, the system would automatically return to the record that you are working on and put the number in the field.

3. Click the list of values button.

The list window opens.

The list window usually presents two columns; the code or identification number and part of the description associated with that code or number. Scroll through the list of names or numbers until you find the list item that you need.

The list window also includes the ability to search the list of values. For more information on searching lists of values, see the section titled Searching Lists of Values.

4. Double-click the item that you need.

The system returns you to the record that you are working on and fills in the field with the information that you selected.

You can also select the item by selecting the item in the list of values and then clicking OK.

How to Search a List of Values

1. Click the list of values button or press the F9 button to call up the list window.

The list window usually presents two columns; the code or identification number and part of the description associated with that code or number.

2. Enter the combination of characters that you want to find in the Find field.

The Find field is at the top of the list of values window. The combination of characters can be part of the code or number, or a word or phrase. The “%” is already in the field to represent any characters that you do not know.

3. Click the Find button.

Note: You can also double-click a line in the list of values and the system will fill in the field using data from that line.

The system returns all of the items on the list that match the values that you enter. If you type in an exact value or the only value that matches your criteria, the system returns to the record and fills in the field with the selected value. If there are multiple matches to your search criteria, the system will return a short list containing all of the items that match your criteria. Highlight the list item that you want and click the OK button to return to the record and fill in the field.

When to Use Drill-Down Rather Than a List of Values

If you are in a field with a list of values, but the list is too long to scan or requires partial entry that you are unable to supply, use drill-down instead. Leave the field empty and double-click. If drill-down is available the system opens the Search Options window in the associated module where you can use a variety of search criteria to locate the correct record. Once you have found it, highlight the value and copy it by pressing CTRL-C (or selecting Edit/Copy from the menu bar). Use the window’s menu to return to your original module, and press CTRL-V to paste the copied value into the original field.

Chapter 10

Getting Started - User Settings

When the system is initially installed, your system administrator configures the application to match the business needs of your organization. The system administrator sets up information about employees in the User Profile module, assigns access and duties to each employee in the Responsibility module, sets up any user defined fields required by your organization, and determines how the system works specific to your organization in the Business Rules module.

In addition to the configuration done by your system administrator, you can customize certain options in your user profile to make your interaction within the system more efficient and specific to your needs. You can set up functions using key values, change your password, define your default printer, set up a reports list, set date formats, specify document file types for local applications, and [set up your transaction logs](#).

Understanding User Profiles

The User Profile module, located in the Administration subsystem under System Configuration, contains information about specific users. Each time you sign on to the application, the system checks the settings in your User Profile record and applies them to your log-in session. Since this information is specific to the application, not any certain computer, your settings are in place whenever and wherever you log onto the system. For a detailed description of the fields on the User Profile record, please refer to the system user guides.

The screenshot shows the Oracle User Profile record form. The window title is "User Profile" and the application is "Oracle Utilities Work and Asset Management V1.8.0 (v18-10)". The date is "04 December 2008". The form includes a search bar, a "Go to Module" button, and a "User Profile" section. The "User Profile" section contains fields for Username, E-Mail Address, Status (Active), and Messages & Alert Options (Receive Alerts as Email, Receive Alerts in Inbox Alerts Folder, Turn off Alerts for WEB reports, Receive Messages as Email, Receive Messages in Inbox Folder). Below this are Employee Information (Number, Name, Title, Phone) and Default Information (Name, Printer, Plant). A table for Key Name, Key Value, Key Value 2, and Key Description is also present.

Key Name	Key Value	Key Value 2	Key Description

User Profile Record

Message and Alert Options

You can receive messages and alerts as regular e-mail, rather than, or in addition to, receiving them on your home page. To do this, enter an e-mail Address in your User Profile and check as many of the Receive As check boxes as apply. If you do not mark any of the boxes, you will not receive messages.

In order for the system to send e-mail, a Web server is required, along with access to an e-mail server. The Email Configuration Business Rule must be set to define the URL for the Oracle Utilities Work and Asset Management e-mail server and other e-mail options. Your organization can configure the system to use either standard or enhanced e-mail integration. If the standard option is selected, and you receive an alert requiring an action on your part, such as an approval, you have to enter the system to complete that action. If the enhanced option is selected, and you receive an alert requiring you to review Requisition or Purchase Order, you can follow a link to the Approval Portal where you can approve the record without having to open the individual record.

If you do not want to receive an alert when a report is printed, select Turn Off Alerts for WEB Reports. If you print many reports, you may want to do this to keep the print alerts from obscuring more meaningful alerts that require your attention.

Setting Key Values

The Key Name and Key Values fields in the bottom of the User Profile window allow you to configure the system to respond to certain situations according to your specifications.

How to Set Key Values

1. **Open the User Profile module under System Configuration in the Administration subsystem.**
2. **Search for your username on the Search Options screen and select Search from the Actions list.**
3. **Select a Key Name in the lower section of the screen.**

For example, select Error Messages. According to this setting, when you receive an error message you can set the system to respond in one of two ways.

To define your own default printer, select a printer from the list of values in your User Profile Printer field.

4. **Select the Key Value from the list of values and click the OK button.**
When you click the list of values button next to the first Key Value field, you find out that you can have the system send an alert pop up menu, or a message at the bottom of the screen.
5. **Click Save.**

Now you have set the system to display an alert pop up screen whenever this user receives an error message.

There are many settings beyond what is described in this chapter that can be applied through key values in the User Profile module. Work with your system administrator to understand what each of the settings means and how its configuration will affect your work.

Building Your Reports List

Create a personalized list of reports by choosing report numbers in the Key Name fields of your User Profile record. The reports that you choose will appear in the My Reports group in the

Reports List that you can access from any module. You can also access these reports from your home page if you add the Favorite Reports component.

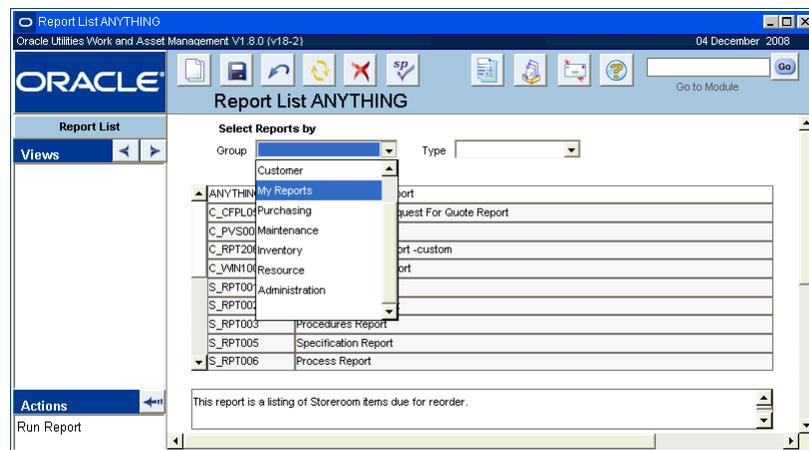
Reports are sorted by Groups: Subsystems and My Reports. The My Reports grouping is a collection of reports which you have placed on your personal reports list.

How to Build Your Reports List

1. **Open your User Profile record.**
2. **Place the cursor in a Key Name field.**
3. **Click New.**
4. **Click the list of values button.**
5. **Select the desired Report ID.**
If you know it, you can also enter the Report ID directly.
6. **Click OK.**
7. **Click Save.**

The system adds the report selected to your user profile. It also adds the report to the My Reports group in the Reports List and to your home page under Favorite Reports.

When you open Reports List by clicking the Reports icon on your home page, you can select a report group from the drop-down list to narrow your choices of reports. My Reports is one of the groups on the list.



Reports List

How to Select a Report Group to Show on the Report List

1. **Open the appropriate User Profile record.**
2. **Select the first blank Key Name field.**
If no blank rows are available, click an existing Key Name and then click the new icon to create a new row.
3. **Select Default Report Group from the list of values and click OK.**
4. **Click in the Key Value field.**
5. **Select the Report Group from list of values and click the OK button.**
6. **Click the Save icon.**

The Report Group you have selected will appear the next time you view the Report List.

Maximizing All Windows

You can set the system to automatically maximize module windows by closing all open modules then placing setting your option to Maximize All Windows. This setting does not control the overall module window, just the modules themselves as they open.

How to Set the System to Maximize All Windows

1. **Open the User Profile module.**
2. **Locate “Maximize Window Size” in the Key Name column.**
3. **Enter “Y” in the Key Value column next to this setting.**
4. **Click Save.**

Changing Your Password or PIN

After your user profile has been set up, you have the option to change your application password or your PIN if applicable.

How to Change Your Password

1. **Open the User Profile module under System Configuration in the Administration subsystem.**
2. **Search for your username on the Search Options screen and select Search from the Actions list.**
3. **Select Change Password or Change PIN from the Views list once your User Profile screen opens.**

If you choose Change Password, the system displays a warning message indicating that you will need to exit the application after changing your password. Click the Yes button to open the Change Password window.

4. **Type your new password in the New Password field, then type the new password again in the Confirm field.**

Passwords are not case-sensitive. Avoid the use of special characters such as, %, {, }, ' “ @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

5. **When you are ready to continue, press the OK button.**

To discard the new password and keep the old one, click the Undo button. Otherwise click the Save button to save the change.

After you click Save, the system displays a message box stating that your password has been successfully changed and reminds you to log out and to log back in.

Assigning Default Approval Routes

You can set the system to enter a default approval route whenever you set a record to Pending Approval status. This function ensures that the employee will enter the correct approval route.

Generally, default routes are established when new users are entered in the system or during system configuration, and basic users might not have the authority to make these modifications. However, it is important that you become familiar with the availability of this functionality.

How to Assign a Default Approval Route to an Employee

If you specify a default routing list on your User Profile record, the system automatically enters that route when you create documents. You can specify a different default for each type of document that uses approval routes. If necessary, you can also change the route that is defaulted on the document before you save it.

1. **Open the employee's User Profile record under System Configuration in the Administration subsystem.**
2. **Select Default Approval Routes from the Views list.**
3. **Select a Document Type from the associated list of values.**

The document type indicates the type of record the user must be working on for the system to offer the associated approval title.
4. **Select a Default Route from the list of values for each Document Type row.**
5. **Repeat Steps 3 and 4 for each document type.**

Even if you want to use the same approval route for each document type, you must create a separate entry for each document type.
6. **Click Save.**

Responsibilities

User specific responsibilities are set by your organization and should be carefully planned before the system is configured. They can only be modified by the system administrator. If you find that your responsibilities are not set correctly, or you need to add or remove responsibilities, contact your system administrator.

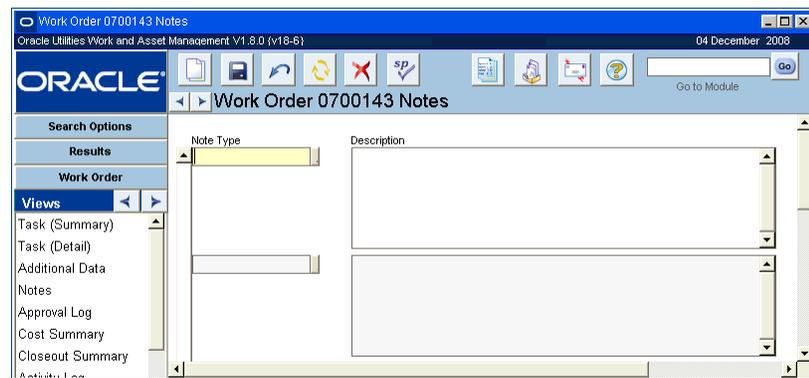
Chapter 11

Notes

Many modules and views include a Notes view where you can enter and maintain notes or comments about the record. All Notes views look alike and function in the same way. When a record has an associated note, an asterisk appears after Notes in the Views list on the Navigation Bar. In most modules, the notes that you enter are carried over to new records that are created as a result of the existing record. For example, notes entered on a Requisition or Vendor record are transferred to the Purchase Order record that is created from the requisition. If you create a work record that requires that parts are ordered, any notes entered on the work record are transferred to the requisitions or purchase orders that result from the work record. Likewise, if there are notes included on the records for the catalog item or the storeroom record for the item, notes are carried over to work and purchasing records.

Notes Views

Select Notes from the Views list to attach a note to a record. Each Notes window has two fields: Note Type and Description.



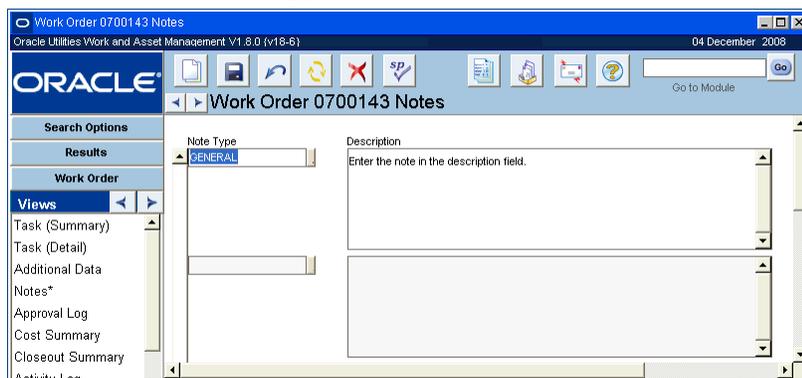
Note View

Note Type - The note type classifies the note to allow the system to find it quickly.

The system only allows one note per note type. You can add one note to another of the same type in the Description field – in effect, maintaining a running log. The field has an associated list of values, which is controlled by Table 54 in the Code Table and Codes module of the Administration subsystem.

If you select a note type that has already been associated with the record, the system waits until you try to save the record, then advises you that the record has already been inserted – meaning that a note of that type already exists. This can be frustrating if you are entering a long note, so it may be worth doing a search before you insert a new note. If you want to enter a note that is the same type as an existing note, add your text to the end of the existing note.

You can also use Standard Notes which allow you to generate and maintain standard text that may be attached to any item in the application where Attachments are available.



Sample Safety Note

Note: The asterisk (*) in the Views list indicates that a note is attached to this record

Description - The Description field contains the note text. You can enter as much text as you need. You can edit existing records by adding and deleting text, etc. You can also copy and paste text from other sources.

If you need a larger description area, or need a wider area to get columns of text to align, you can double-click the Description field to open the Editor window, which can be sized to meet your needs. The Editor window also includes a Search button that can be useful for finding specific text in a long note.

In order to identify which user created or updated a particular note, place the cursor on the Description field and select Help from the menu and then select About Record. The system displays the user who created/updated this note and the date and time in the About Record window. Currently this functionality is only available for notes in the Work Order related modules (Work Order, Work Order Task, Benchmark Work Order, Fleet Work Order, Fleet Benchmark Work Order, Work Request and Work History).

How to Add a Note to a Record

1. **Select Notes from the Views list.**
2. **Click New.**
The system opens a blank record.
3. **Select a Note Type from the list of values.**
4. **Enter the note text in the Description field.**
Remember that you can open the Editor window by double-clicking in the field.
5. **Click Save.**
You can scroll through the notes for a particular record by using the Previous and Next buttons at the top of the panel.

Chapter 12

Attachments

Attachments are documents that are independent of, yet give information about, a record. For example, you may want to attach an installation guide update to a component ID record, a safety data sheet to a stock item record, a CAD drawing to a work order, or a letter of recommendation to an employee record.

Attachments can be associated with most records except for logs, schedules, and administrative records. Each module that supports attachments includes an attachment view.

Types of Attachments

The advantage to attachments is that one attachment can be associated with more than one record. You can then update the attachment in one place and the new changes are associated with all of those records. While the system recognizes many types of attachments, they all can be classified into two general categories:

- [Internal Attachments](#)
- [External \(Document\) Attachments](#)
- [BLOBs](#)

Attachments can be associated with most records except for logs, schedules and administrative records. Each module that supports attachments includes an Attachment view you can use to attach documents to records.

Internal Attachments

Internal attachments are part of the regular Oracle Utilities Work and Asset Management database and are maintained as a separate record attached to the parent record.

The system maintains the following types of internal attachments:

- [Procedure](#)
- [Standard Notes](#)
- [MSDS](#)
- [Specification](#)

Internal attachments can be viewed on the screen, but do not print when the parent record prints. If printing is a concern, you use a document attachment instead.

External (Document) Attachments

External attachments can be hard copy documents, but more typically are computer files created by another application, such as a word processing or graphics program. In order to view and print external attachments you must have access to the computer program used to create the

document. All external attachments are Document type attachments and information about the file location and file type must be entered in the [Document Control](#) module.

You can choose to store these documents in a location, such as a network drive, that is shared by all users that will want to access the information. Alternatively, you can store documents in the regular Oracle Utilities Work and Asset Management database.

Note: In order to make sure that the system recognizes that a document is an external attachment, the value in the Attachment Type field must be set to “Document” when the attachment is created in the Document Control module. For example, if you have attached a MSDS document that was not created in Oracle Utilities Work and Asset Management, select Document rather than MSDS from the pull down list.

BLOBs

You can also store document type attachments within the database. These files are stored within the database as BLOBs (binary large objects) and can also be viewed and printed if you have access to an application that can read the document. While BLOBs are stored within the database, they are external attachments because they were created by applications other than Oracle Utilities Work and Asset Management.

Why Use Attachments?

With attachments, you build and maintain one version of a record, and reference that record throughout the system. You can then update the original attachment and the changes will be updated at each place in the system where it is referenced. This functionality can save hours of work and ensure that the most current version of your MSDS, Procedures, Specifications, etc. are always available when you need them.

Attachment Modules

This section discusses the different attachment modules that you can create and how to build them. Each of these special attachments can be accessed by selecting Attachments and then the attachment type from the Resource subsystem.

Document Control	Cross references to documents created outside of Oracle Utilities Work and Asset Management, this can include both electronic files and printed materials (or even other forms of materials)
Procedures	Sets of step-by-step instructions
Standard Notes	Boilerplate text
MSDS	Material safety data sheets
Specifications	Detailed information about a piece of equipment

Once you are on the Search Options screen of the attachment type that you want to work on, click the New icon or press the F10 key to start a new record. Enter the information for required fields and any additional information that you need. When you are finished updating the record, press the F10 key or click the Save icon to save the record.

Please refer to the individual chapters related to each attachment type in the Resource User Guide for more details on these attachments.

Creating Attachments

There are three basic steps to creating an attachment:

1. Create and store the attachment.

External document attachments must be created in a separate program such as Word or Excel. It is important to establish where documents that are not part of the system will be maintained. Since an attachment points to the location of the document, if you change this location, the link will be broken.

2. Register the attachment in the system.

Internal attachments are registered automatically.

External document attachments must be entered in the Document Control module of the Resource subsystem. Please refer to the user guide for the Document Control module for specific instructions on how to register an attachment in the system.

3. Associate the attachment to the record.

This is done in the Attachment view for the record. This is also where you determine whether the attachment will be printed out when the parent record is printed.

Note: Steps 2 and 3 can be combined by selecting Create a Document Record from the Actions list of any Attachments view.

Create Document Record Action

As mentioned earlier, documents must be registered in the system before they can be attached to records. However, from within the Attachments view of modules that allow attachments, you can select Create Document Record from the Actions list to complete the registration step without completely exiting your task and opening the Document Control module.

The Create Document action creates a document record in the Document Control module of the Resources subsystem. Any type of file can be attached and, as long as the file extension (for example.DOC) is properly associated with the correct application, you can then open the file from within Oracle Utilities Work and Asset Management. You can establish file associations for either a single user, or for all users in a plant.

When you select the Create Document Record Action, the system opens the Create Document Record window.

Create Document Record window

Document ID - Depending on how your options are set in the Sequence Numbers module of the Administration subsystem, you can enter a Document ID or let the system do it for you. An ID you enter can be any combination of letters and numbers.

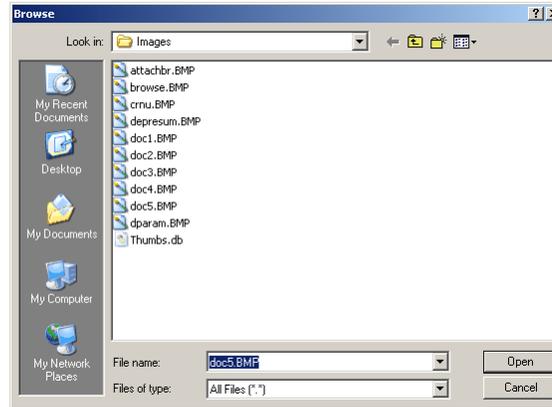
Document Description - The Document Description field is a standard description field. You can use the editor by double-clicking within this field.

Stored In - Choose the location where the file must be stored (e.g., in the Database or File System). The available options and default value for this drop down list are configured through the Document Storage Types business rule.

File Path and File Name - The File Path and File Name are required. If you use the browse button to find the file, the system automatically populates these fields. Your computer must have a windows file association for the file type in order to display the file in your browser program correctly.

You can enter a file path as a standard drive location or as a URL.

The Browse Button - This button connects to the Windows browse function and allows you to find files quickly and easily.



Browse window

Since the action is designed for use with files that may refer to only a single record, you may want to delete the files once the work is done. The system creates the document record in Temporary status, which identifies it as a record created by the action. By using Temporary as one of your selection criteria, you can periodically review the Document Control module and delete records that no longer apply. If you decide the record may apply to future Work Request records, etc., you can change the status to Active.

How to Attach a Document Using the Create Document Record Action

The Create Document Record action can be found in the Attachments view of any module that allows attachments.

Before you start it is a good idea to verify that the Document ID that you want to use does not already exist in the system. You can do this by opening the Search Options screen of the Document Control module, and conducting a search for the ID that you intend to use.

1. **Open the appropriate record.**
This is the record that you want to add the attachment to.
2. **Select Attachments or Line Attachments from the Views list.**
Select Line Attachments if you want to associate the attachment to a line item only, not to the parent record.
3. **Select Create Document Record from the Actions list.**
4. **Enter a unique Document ID if appropriate.**

Caution: The system verifies that the Document ID is unique when you save the record. If it is not, the system disregards the record that you have attempted to create and uses the pre-existing record in its place without warning you. However, if the existing record was created using the Document Control module, the system may ignore it – potentially producing duplicate records in the Document Control module. Since this anomaly exists, it is a good idea to verify that the Document ID that you want to use does not already exist in the system.

5. **Enter a Description.**
Since only the first few words of the description are shown elsewhere in the system (for example the Search Results panel in the Document Control module of the Resource subsystem), it is a good idea to make sure the first few words are actually descriptive. Do

not begin your description with a phrase such as, “This document was created to...” as that would not be helpful in identifying the document.

6. Select Stored In from the list of values, and enter the file name and file path.

If you are attaching a file on a standard drive you do not have to complete this step if you click the Browse button.

OR

7. Click the Browse button.

The system opens the Browse for Document window. You can then browse to the file that you want in the standard Windows manner.

You can also fill in the File Name and File Path fields manually instead of using the Browse button.

8. Double-click the file name in the Browse window.

The file name and path copy to the Create Document Record window.

9. Click the Save button.

The system saves the record in Temporary status in the Document Control module of the Resource subsystem and adds it to the list of attachments on the current record.

How to Delete a Record Created by the Create Document Record Action

When you want to delete an attachment you must delete it in the Attachments view and in the Document Control module.

1. Open the Document Control module in the Resource subsystem.

TIP: If you double-click the appropriate ID field in the Attachments view, the system opens that Document Control record for you.

2. Open the appropriate record.

3. Click the Delete icon.

The system displays a message asking you to verify the deletion of the record.

4. Click the Yes button.

5. Open the record that the document was attached to.

6. Select Attachments from the Views list.

7. Highlight the attachment and click the Delete icon.

How to Associate an Attachment to a Record

As mentioned previously, attachments can be used in several modules throughout the system. Follow the procedure below to reference an attachment that you have created.

1. Open the record that you want to add the attachment to.

2. Select Attachments or Line Attachments from the Views list.

Use the line attachments option if you want to associate the attachment only to a line item, not the entire record. The Attachments view opens.

3. Select an Attachment Type from the drop-down list.

4. Select an ID from the list of values.

This list will only show attachments of the type that you selected in the Attachment Type field. You determine the type when you create your attachment in the Document Control module.

5. Click the Print? check box if you want to be able to print the attachment when you print the parent record.

Only Document type attachments (including Procedure Document type attachments) will print when you print the parent record.

6. Click Save.

The system enters the associated Revision Number, Type, and Description information from the Attachment record and inserts it on the record. An asterisk is also added end of the word Attachments on the Views list to indicate that there is an attachment available for that record.

How to Set Up Sequence Numbering for Document IDs**1. Locate the SA_DOCUMENT table in the Sequence Numbers module.**

The Sequence Number module is in the Administration subsystem.

2. Enter the sequence number starting point.**3. Enter a prefix, if desired.****4. Enter the length of the ID.**

The maximum number of characters is thirty.

5. Check the System check box, if you want to force system numbers.

If you do not check this box, the system will still supply a sequence number, but only when the user does not.

6. Click Save.

Printing Attachments

Attachments can only be printed from select records. Once you attach a file to one of these types of records and check the Print? check box, for the item, there are usually four print options:

- Print the record by itself,
- Print the attachments associated to the record,
- Print the record and the attachments together, or
- Print one attachment that is associated to the record.

Note: Depending on how your system is configured, you may have the option of printing attachments directly to the printer, rather than viewing them on an interim screen first. Contact your system administrator for more information.

You can indicate which option you want to use by selecting it from the Actions list while viewing the appropriate record. Settings in the Attachment Print Configuration business rule determine how the printed output is handled once the action is selected.

There are two types of attachments that can be attached to a record: external attachments and internal attachments. As long as there is a check in the Print? box on the Attachment view, external attachments will print with the record where it is attached.

Internal attachments are intended to be viewed with the record and, with few exceptions, cannot be printed. External attachments are created in the Document Control module or using the Create a Document Record Action from any Attachment view window. When creating the attachment for this type of document, be sure to set the Attachment Type to Document so that it will be recognized as an outside file. For example, if you have attached a MSDS document that was not created in the system, select Document rather than MSDS from the pull down list so that the system will recognize that the document is not from an internal source.

If you are working with work order tasks, you can select the WO check box to have the attachment copied into the work order and printed automatically when a task references a record with the attachment.

Depending where you are in the application, you can also see two additional check boxes: PO? and Prt PO? which allow you to have the attachment automatically copied (when referenced) to a requisition/purchase order and printed on the printed purchase order document.

Setting Default Attachment Types

The Attachment Types Business Rule determines what types of attachments are available throughout the application. Enter ALLOW or DISALLOW for each line item in the business rule depending on whether or not you want the attachment type to be available. The option status determines whether or not the attachment type listed can be used in any module.

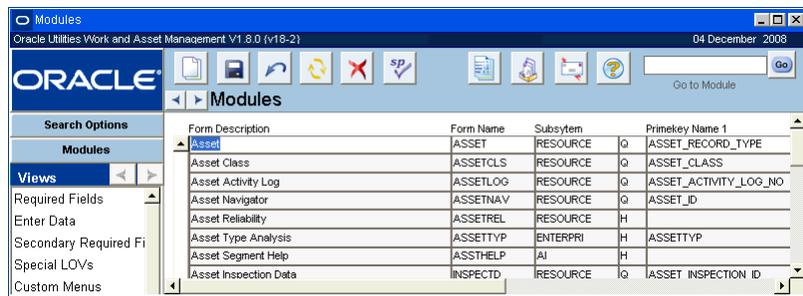
Options selected apply to all modules throughout the system.

Setting Default Attachment Types by Module

You can also designate default attachment types by module so that when you open the Attachments view in a module, the system automatically lists the default attachment first. You are not required to specify a default attachment type, but doing so can save time if your organization routinely uses a particular type of attachment in a particular module. Once you have established a default attachment type, you can still change to another type by selecting from the drop-down list when you are creating the attachment. Also, you can specify different default attachment types for different modules.

How to Set Default Attachment Types by Module

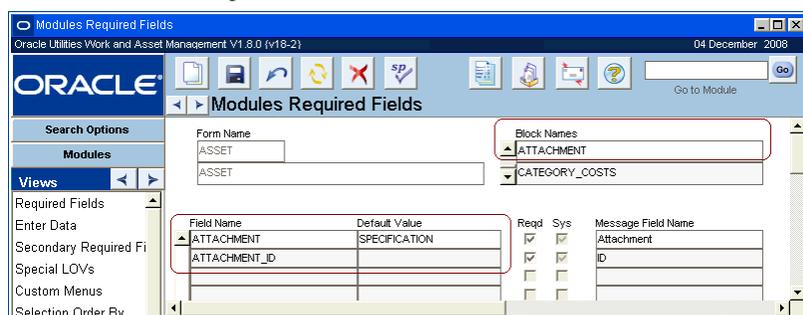
1. Open the Modules Administration - Forms module in the Administration subsystem.
2. Search for or select the module that you want to modify.



Modules Administration - Forms module Results of Search screen

Select the module that you want to modify here, or you can search for it on the Search Options screen.

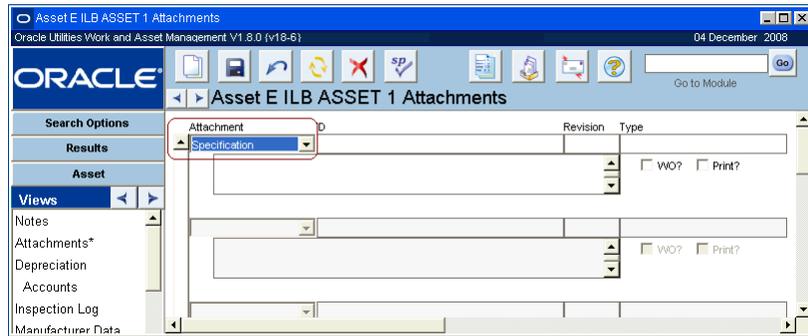
3. Double click the module name.
The form blocks window opens.



You must first select the Block that you want to modify, then find the appropriate Field Name and enter a Default Value. The Default Value field does not have a list of values, so be sure to type in the attachment type correctly.

4. **Select Attachment under block name.**
5. **Under Default Value next to the Field Name “Attachment” type in the attachment type that you want to set as the default.**
6. **Click Save.**

The system designates the attachment type that you enter under Default Value as the primary attachment type on any new customer attachments that you create.



Attachment Check Boxes

In some modules, the Attachments view includes check boxes which indicate how the attachments should be printed or carried over to other modules. For example, in the Asset module Attachments view, the following check boxes are included:

WO - The attachments will be carried over to work orders where the asset is referenced

PM WO - The attachment will be carried over to work orders that are automatically created from PM Masters that reference the asset

Print - The attachment will print with the attachment record when it is printed

The Asset module Attachments view is used as an example here, however these types of check boxes appear in various modules that include an Attachments view.

Chapter 13

Transaction Logs

The system records summary transaction information for many modules in transaction logs. Transaction Logs can provide a tracking tool that is useful in finding out when charges, status changes, or other changes to information in a particular module. You can also search for log entries for particular criteria such as changes made within a specified date range or by a specific user.

Search Options	Year	Mon	Trans Date	Typ	Trans. Amt	Account	Expense	Work No
Account Log	2009	01	JAN.01.2009 00.00	LR	404.00	ATC01-Y-NONE-NONE-NONE-001	00007	
Views	2008	12	DEC.31.2008 00.00	LR	404.00	ATC01-Y-NONE-NONE-NONE-001	00007	
	2008	12	DEC.04.2008 19.09	PC	.00	CFF-Y-DEBIT-COMP-DIRECT PO-001	00001	
	2008	12	DEC.04.2008 00.00	AC	-1,500.00	JEB-N-NONE-NONE-NONE-001	DEP001	
	2008	12	DEC.04.2008 00.00	AC	4,000.00	JEB-N-NONE-NONE-NONE-001	DEP001	
	2008	12	DEC.02.2008 00.00	DC	13,200.00	JEB-N-NONE-NONE-NONE-001	00010	0800489
	2008	12	DEC.02.2008 00.00	AC	4,892.00	JEB-N-NONE-NONE-NONE-001	00001	
	2008	12	DEC.02.2008 00.00	DC	232.50	JEB-N-NONE-NONE-NONE-001	00003	0800489
	2008	12	DEC.02.2008 00.00	DC	4,620.00	JEB-N-NONE-NONE-NONE-001	00008	0800489
	2008	12	DEC.02.2008 00.00	LR	4,400.00	JEB-N-NONE-NONE-NONE-001	00001	0800489
	2008	12	DEC.02.2008 00.00	AW	-573.33	JEB-N-NONE-NONE-NONE-001	00001	
	2008	12	DEC.02.2008 00.00	DC	840.00	JEB-N-NONE-NONE-NONE-001	00020	0800489
	2008	11	NOV.30.2008 00.00	DP	147.38	GBP-N-DEP-NONE-NONE-001	DEP002	

Transaction log features apply to all available transaction logs.

You cannot change any of the information presented in a transaction log, however you can order data by any column in either ascending or descending order. You can also rearrange the layout of the columns to meet your specific needs.

Please refer to the [Transaction Codes Guide](#) for a listing of transaction codes and their definitions.

Printing Transaction Log Data

You can select Export Search Results from the Actions list to print or save the information from a Transaction log. Refer to the section entitled [Exporting Search Results](#) for more information.

How to Change the Order of Transaction Log Data

1. Click the column heading of the column you would like to sort by.
The heading will be highlighted blue once it is selected. The system orders the selected data by that column in ascending or descending order. The button directly above the scroll bar on the left displays either an up arrow indicating data is in ascending order or a down arrow indicates descending order.
2. Click the up or down arrow located above the scroll bar on the left.

The arrow changes according to how the records are displayed. Each time you click a column heading that was previously selected, it changes the order of the data from ascending to descending or vice versa.

How to Rearrange the Columns of a Transaction Log

The columns of a Transaction Log can be rearranged so that you can view them in any order.

1. **Click and hold on the column heading.**
2. **Drag the column to the desired location (left or right).**
3. **Release the mouse.**
The column remains where you released it.
4. **Select Save Column Layout from the Actions list if you want the columns to appear in this new order when you next view the report.**
5. **Select Restore Column Layout from the Actions list to return the columns to the previously saved layout.**

How to Save Your New Format

Select Save Column Layout from the Actions list.

The system saves the column layout for the displayed transaction log to your user profile. If you rearrange the columns again and want the system to reset them back to the last saved state select Restore Column Layout from the Actions list. You can also reset and re-save your default column format if desired.

How to Restore Columns to the Factory Delivered Settings

1. **Make sure the form/module with the results of search that you want to restore to original state is closed.**
2. **Open your user profile record and look for the results defaults for that module.**
3. **Delete that row.**

The results of search for that specific module is restored to the factory defaults.

Modules with Transaction Logs

Resource Subsystem

- Account Log
- Component Tracking Log
- Document Log
- Function Account Log
- Keys and Locks Log
- Procedure Transaction Log
- Process Account Log
- Storeroom Transaction Log

Maintenance Subsystem

- Crew Activity Log
- Direct Charges Log
- Payroll Log

Purchasing Subsystem

- Blanket Contract Blanket Contract Log
- Cost Adjustment Account Log
- Purchase Order Account Log and Purchasing Log
- Service Contract Timesheet Log
- Inventory Subsystem
- Stock Checkout Transaction Log
- Property Management Property Log
- Receiving and Multi-Step Receiving Log

Customer Subsystem

- Service Request module Activity Log

Administration Subsystem

Permits Log
Timekeeping Log
WO History module (Asset Failure History
Analysis log under Failure History)

Auditing Log
Job Manager Log

Chapter 14

Home Page

The home page is a personal webpage which you can configure to show the components you use most frequently. From the home page you can launch modules, receive alerts and company news, review records needing your approval, and access charts and other performance metrics that you select. You can personalize both the content and arrangement of the items on your home page.

Home Page Toolbar

The toolbar at the top of your home page contains the following icons and links:

 **Home** - Clicking the Oracle logo returns to the home page. If you are already on the home page, clicking here refreshes the display.

Application Map - Opens the Application Map window containing links to all modules, grouped by subsystem. The App Map provides a quick way of navigating to modules that you have not added to your Favorites list. As with the subsystem menu, modules are listed alphabetically and only those modules you have in your Responsibilities appear on the Application Map.

Asset Navigator - Opens the Asset Navigator where you can move between records on different levels of the asset hierarchy.

Approval Portal - Opens the approval portal.

Charts - Opens an administrative page where charts can be added, deleted, or searched.

Reports - Opens the Reports List. A Search Results screen opens showing all available reports. When you select an individual report the system displays a brief description of that report in a box below the list.

Inbox - Opens your Inbox. Messages are passed between users within the system. Messages are automatically received and appear on your Inbox. message list.

Logout - Ends your session and returns to the Logon screen where you can begin another session.

Preferences - Select and arrange the elements on your home page, and/or set your date format preferences.

Help - Opens content sensitive online Help. Online User Guides include detailed descriptions of concepts, how the various pieces of the system fit together, what important fields mean and more.

Plant - Opens the Change Plant window where you can change plant information if you have access to multiple organizational plants.

Note: Your system administrator can also configure the system to display your company logo in the Toolbar.

Favorites Toolbar

The toolbar at the top of many of the screens you can access from your home page provides links to the home page, the App Map, the Approval Portal and the first five items on your Favorites list.

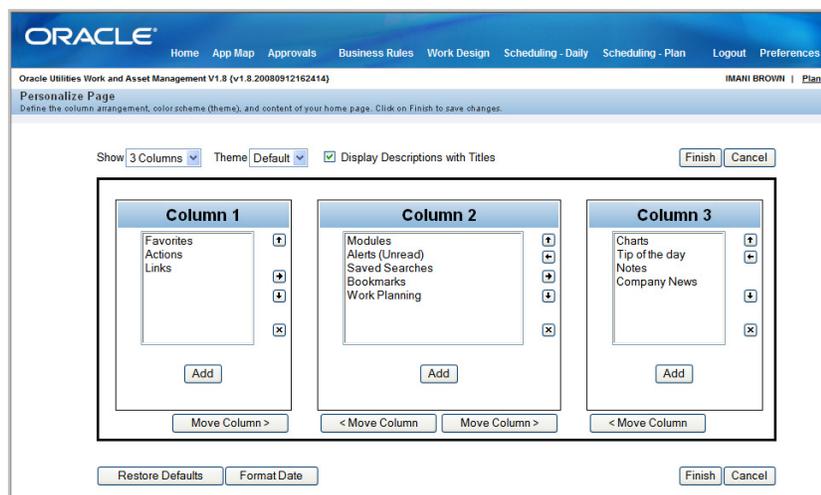


Favorites Toolbar

The Options link opens the Favorites Preference window, where you can edit your favorites to add, remove, or reorganize the items that appear on the toolbar.

Personalize Page

Select the Preferences link on the home page to access a page where you can select and arrange various components on your home page. This includes configuration of the content, order, and color scheme of the home page.



Personalize Page screen

Defining Page Arrangement - You can determine the order and arrangement of the columns and content on your home page by selecting items and clicking the buttons that correspond to what you want to do.

To rearrange columns: click the Move Column buttons.

To move components from one column to the next: select the component and click the arrow buttons.

To delete a component: select the component and click the button.

Select one, two, or three columns in the drop-down box next to Show to determine the number of columns to show on your home page.

Number of Columns - You can select one, two, or three columns.

Theme - You can select from several predetermined color schemes for your home page.

Display Descriptions with Titles - Select this box if you want to display a description of each element on your home page.

Adding Components - Click the Add button in each column to select the components to display in the column. The Add Content list opens containing all available components, excluding those already selected for your home page.



Add Components

Select the item that you want to add and the system returns you to the Personalize Page screen. If there are options available for the item, the system opens the screen to select those options.

For Favorites, Charts, and Metrics you can select which modules, charts, or metrics you want to display on your home page.

You can enter a maximum number of items to display. The default is 10.

Click the Finish button when you are when you are done configuring the component.

Personalize Date Format - The system allows you to determine how to display dates that appear in non-editable display oriented pages such as e-mails, and dates that appear in logs and timestamp fields. You can also determine whether to use standard or military time. Click the Format Date button on the Preferences screen to make your selections.



Personalize Date Format

Each column (Short Date, Long Date, and Time) can be modified separately. The date separator that you can choose only applies to the short date, and the time separator only applies to the displayed time.

Restore Defaults - Click the Restore Defaults button to quickly return your home page to the default three column display with the standard components selection. This change cannot be undone and removes all of your personalized home page settings.

Finish - Click the Finish button to commit all of your changes and return to the home page or click the cancel button to discard your changes and return to the home page.

Home Page Elements

The following section describes each of the components that can be added to your home page. Please refer to [How to Add an Element to Your Home Page](#) for information on how to add components to your home page.

Actions - A list of frequently used actions including: creating regular and emergency work orders, work requests, timesheets, access to data entry in Cost and Closeout, and the GIS and Graph viewers. ([more information](#))

Alerts - System-generated messages that prompt you to complete a task or notify you of an event appear on your home page as alerts. Alerts differ from inbox messages in that they are produced by the system when particular situations arise that need a response. For example, approvers receive alerts when a record status change that requires approval is made. ([more information](#))

Approval Summary - A table showing the number of records requiring your approval. The approval summary also appears on the Approval Portal page. ([more information](#))

Bookmarks - Links to specific records. You can bookmark a record by opening that record and selecting Create Bookmark from the Actions list. Refer to the section on page 25 for more information on bookmarks. ([more information](#))

Charts - A list of charts that are predetermined by your organization. Selecting an item from the charts list opens the corresponding chart. ([more information](#))

Favorites - Save time by setting quick access to the modules that you use most frequently. You can rearrange, add, or remove Favorites by clicking Options. Once your Favorites list reflects all of the items that you need, select the desired module from the Favorites list to open that module.

Favorite Reports - A list of reports that you have added in your user profile. The reports displayed here can only be added or edited in the User Profile module. Click the Options link to specify the number of reports that should be listed.

Links - Documents or web links that you need to use frequently or would like to have special access to from your home page. While alerts are system generated, messages are sent by other users, and bookmarks are created to link to specific records, links are created by the user for the user to provide easy access to information. Select Edit to add, remove, route or modify your links. Note: the Home Page Component Alias business rule can be modified to change the title of this component to a customized value.

Filtered Metrics - Performance indicators that are predetermined by your organization. Refer to the Administration guide chapters on Charts and Metrics for more information. ([more information](#))

Modules - Another way to access subsystems and modules. This list displays all of the available subsystems. Click the arrow next to a subsystem to view a listing of the modules in that subsystem. Select a module to open it. You also can use Favorites and the AppMap to access the modules you want to use.

News - The News section gives you a list of company events, postings, and links. News items can only added or changed by authorized users. If you have this authority you can create new news items by following the same process used to create a new link. Select the desired news item to read the contents. Some news items may contain links which you can click from within the Edit window. The link then opens directly into the application and file that it was created in.

Notes - Text only memos or reminders that you have created. Access your notes by clicking the note link that the system adds to your home page. Create a new note by clicking the Options link next to the Notes title, clicking the Advanced Edit button, then selecting the Add button in the Edit list window.

Saved Searches - Access to searches that you have saved from the search options screens of system modules. You can access your searches from both your home page and from the Search Options screen of the appropriate module. ([more information](#))

Tips- General tips about using the system. This section displays new tips each time you log on.

Work Planning - Summary of work order statuses and phases. ([more information](#))

View All

Most of the home page components display a “View All” link if there are more items available than are shown on the home page screen. Click the link to view the complete list. To always display more items as default, can click the Options link and enter a higher number next to “Display ____ Items.”

How to Add an Element to Your Home Page

1. Select the **Preferences** link from the home page.
2. Click the **Add Item** button in each column to select the components to display in the column.

The Add Content list opens containing all available components, excluding those already selected for your home page.

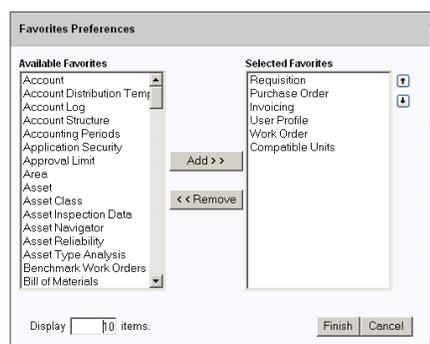
3. Select an item.

When you select an item from the Add Content list, the Preferences window opens where you can select the options related to that component. For instance, if you select Favorites, Charts, or Metrics the preferences pages for these will open where you can choose which items you want to see on your home page and determine the number of items to show. Make your selections then click the Finish button.

4. Click the **Finish** button.

Editing Your Home Page Favorites, Charts, and Metrics Display

Click the Options link next to Favorites, Charts, or Metrics to select the options that you want to appear in these sections.



Edit Favorites, Charts, and Metrics

Note: The Preference screens for Favorites, Charts, and Metrics are the same except for the specific items that are available. Click the appropriate arrow buttons to make your selections or to arrange items you have chosen.

You can add and remove the items that you want to have appear on your home page by highlighting the item then clicking the Add or Remove button. You can also double-click an item to move it between columns.

Enter the number of items that you want to display on your home page, then click Finish to save your changes and return to the home page.

The charts and metrics that are available for you to choose are determined by your responsibility settings and are plant specific. If you change plant, your list of available charts and metrics changes to reflect your responsibilities in the new plant.

The Work Planning edit screen is similar, however you also have the option to choose which statuses to display as well as whether or not to show the number of work orders where there is no planner assigned or where there are no crews assigned.

Work Planning Preferences

Editing Your Lists of Bookmarks, Links, News, Notes, and Searches

Click the Options link next to a component title to determine the number of records to display for each of these home page components. If you want to rearrange, add, delete, or route one of these elements, click the Advanced Search link. The system opens the Preferences screen for the chosen element where you can click the button corresponding to the action you want to perform.

You can select the Link radio button and enter a file name or web link in the Link box to attach a link to the item. The link will then be accessible when the item is chosen from the home page.

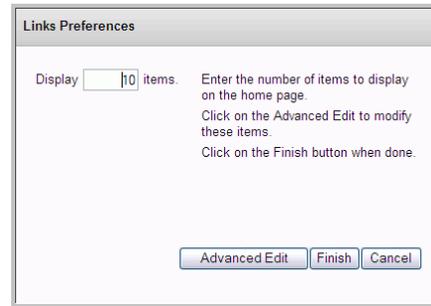
You cannot manually add alerts, they are sent by the system.

How to Edit Home Page Components

1. Click the Options link next to the component.

This process only applies to bookmarks, links, news, notes, and searches.

The Preferences window opens.



Preferences window

Note: The Preferences and Edit List windows are the same for Bookmarks, Links, News, Notes, and Searches.

From here you can choose the number of items to display under this component or you can click the Advanced Edit button to make more changes.

2. Click the Advanced Edit button.

The Edit List window opens.



Edit List window

The following buttons are available to help you manage your items:

Move Up/ Move Down - Prioritize or re-order your items by moving them up or down on the list.

Route - Forward a search or a link to another user directly from the home page. Routing is not available for news or favorites.

Add - You can add a new note or link here. If you have the needed authority you can also add news. You cannot add bookmarks or searches as these actions have to be completed from the record or search that they apply to.

Edit - Review or change the details about a search, link, or news item. This window gives access to the fields associated with the item so that you can make changes without completely regenerating the search or link.

Remove - Click the Remove button to purge the highlighted item from the list.

Save - Commit your changes. If you do not click the Save button before exiting the Edit window you will be asked if you want to save your changes. If you do not save, all changes will be lost.

Close - Click the Close button to exit the dialog box to return to the home page.

Home Page Actions

The Actions list on the home page provides links to useful tasks. Click any item to perform the action described.

Throughout the system there are standard actions available such as Search, Save Search, Create Bookmark, and Print. The system takes into account the following factors to determine which additional actions are available for you:

- 1. Where you are in the application**

For example, if you are currently in the Work Order module, the available actions only include those that are related to work orders.

- 2. The status of the record you are viewing**

For example, if you have a Work Order record in Created status, one available action is to route the request for approvals. Once the record has been approved this action is no longer available.

- 3. Who you are (authority, responsibilities, and limits)**

The system checks your authorities and responsibilities and only lists the actions that you are authorized to perform. If you do not have the authority to approve Work Order records, Approve Request is not listed as an available action.

Some actions represent straightforward commands such as 'search' or 'save', while others are multiple-step dialog boxes that help you through complex procedures.

GIS Viewer

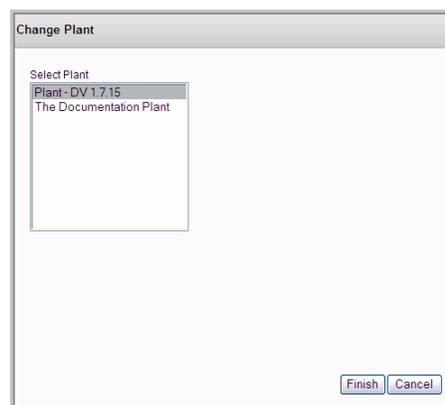
The Oracle GIS Viewer provides a means of navigating between the Oracle Utilities Work and Asset Management application and external GIS data. Using the map viewer you can view and manipulate asset and maintenance information based on geographic location.

Before the map viewer can be used, your system administrator must load a GIS map, configure the GIS Setup business rule, and assign user responsibilities. Please refer to the [Oracle GIS Viewer User Guide](#) for more information.

Change Plant

If you have access to multiple plants, you can click the Plant link on your home page to change the plant information you are viewing. The Plant link is located left of the Logout link.

When the Change Plant window opens, select the plant you want to change to from the drop-down list and click the Finish button.



When you logon you are connected to the default plant listed in your user profile. When you change to another plant, most of the components on your home page, including alerts, the approval portal, and your saved searches, change to show the correct selections for the new plant. Your Links, Notes, News, and Tip of the Day components, however, do not change as they are the same across all plants.

Chapter 15

Alerts

Alerts are system-generated messages that prompt you to complete a task or notify you of an event. They differ from inbox messages in that they are produced by the system when particular situations arise that need a response. For example, approvers receive alerts when a record status change that requires approval is made.

Note: Respond to alerts by double-clicking the alert and reviewing the record that opens making changes where needed or changing the status as appropriate.

Alerts that appear on the home page are new and have not been opened yet. They are sent as unread “mail” when they are initially created.

Managing Unprocessed Alerts

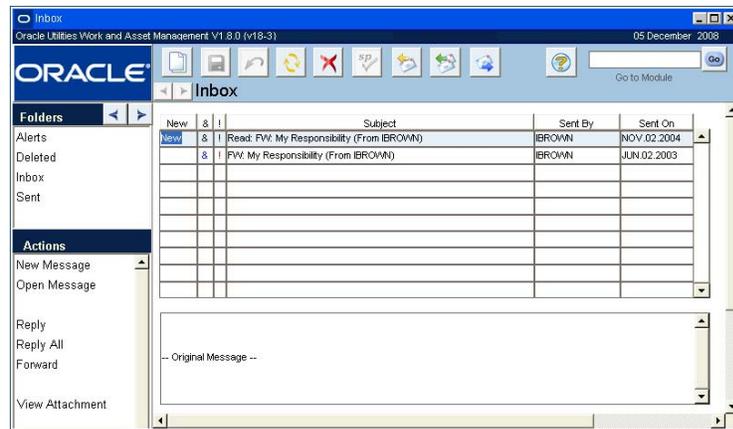
Most alerts are removed from the Alerts (Unread) section on the home page after you open them even if you have not yet processed them yet. However, approval alerts are not removed until they are processed.

Once opened, all alerts that are not processed remain in the Inbox Alerts folder. From here you can select View Attachment from the Actions list to open the record that the alert refers to, select Forward to pass the alert on to another user, or highlight the alert and click Delete to remove it from your inbox when you no longer need it for reference.

Make sure that the “Receive Alerts in Alerts Inbox folder” check box is checked in your user profile if you want to receive alerts. You can also choose to have alerts sent to your regular e-mail account if you select “Receive Alerts as Email”.

Note: Unprocessed alerts are stored in your Inbox Alerts folder. From this window you can open the record that the alert refers to by selecting View Attachment.

Since alerts are system generated, you cannot create them yourself or reply to them as you would a message. However, as described above, they are handled very similarly by the system in most other respects. Once approval alerts have been fully processed the system removes the alert from the folder. Other alerts must be manually deleted from the folder.



Alert Edit window

Note: When you select an alert from the home page the system opens the screen associated with that alert. From there you can complete the task required or view information. Only the items marked new appear on the home page in the Alerts list.

In this view, alerts are handled in the same way as messages. Please refer to the User Guide entitled Working with Messages for more information. To review Alerts that you have already seen, click the View All link below your Alerts. This opens your Inbox to the Alerts folder. You can also select Inbox from the toolbar and open the Alerts folder.

How to Respond to an Alert

1. Select the alert from the Alerts list.

The system opens the record associated with the alert.

2. Take the appropriate action for the record.

Please see the section associated with the specific record for more information on using that record.

3. Click Save.

Configuring Alerts

The following is a sampling of alerts and how they are configured within the system. In general, alerts are set by responsibilities, business rules, or by configuring options in certain modules.

Any user that wants to receive alerts must have “Receive Alerts in Alerts Inbox folder” checked in their user profile.

Approval Alerts - Set in the Approval Limit and Approval Routing modules.

Asset Activity Log - Set by entering the name of the person who should receive the alert in the Log Reviewer field of the Asset Activity Log record. When the record is set to Pending Review status, the system sends the alert.

Auto Stock Reorder - Set in the Alert Addressee Name rule key in the Batch Stock Reorder Business Rule.

Auto Timesheets Created - Set in the Auto Timesheet Schedule view of the Employee module.

Backordered Items Arrived - Set in the Alerts Business Rule.

Budget Overrun - Set in the Budget Checking By Document Business Rule. Additional users to receive the alert are entered in the Notification view of the Account module.

Default E-Mail Address For - The system requires a default e-mail address for alerts that are sent from users who do not have an e-mail address in their user profile. This is set in the Default Sender rule key of the E-Mail Configuration Business Rule.

Insufficient Quantities for Stock Checkout - Check this box if there was not enough of the stock item was available to fill the request. When you save the record, the storeroom supervisor will receive an alert that the storeroom has been unable to fill the request and can investigate there was no stock available to meet demand. The Stock Out? Indication and the comments you enter are also written to the Inventory Transaction Log and to the Storeroom Transaction Log.

Issue Quantity Exceeds Work Order Estimate - Set in the Stock Checkout Warning rule key of the Optional Message Presentation Business Rule.

Metric Values Out of Range - Set in the Metric Edit window on the home page.

Multiple Blanket Contract Revisions - Set in the Multiple Active Contracts Business Rule.

Out of Range Asset Data - Operating limits for assets are set in the Operational Tolerances module. During validation, data readings that fall outside of expected limits cause alerts to be sent to the person responsible for the assets. In order to enable the alerts process, a username must be entered in the Alert User field of the Operational Tolerances module and the Validation? check box must be checked for the asset on the Associated Assets view.

Parts Arrived - Set in the Alerts Business Rule.

Physical Inventory Count - If the Physical Inventory Tolerances business rule is set issue an alert, the system notifies you if the physical count and the inventory count differ.

Planners to Receive Alerts - Set in the Planner Business Rule.

PO Created - Set by entering the name of the person who should receive the alert in the Buyer field of the Reorder Review record. When the system sets the record to PO Created status, the buyer receives an alert. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

PO Fully Received - When the CHECK RECEIVED PO ITEM (sdbp_chk_issd_po_item) batch process runs, it sends an alert to the any PO item requestor with fully received POs. This procedure looks for all issued PO records. For each PO line item with the field Receipts-Fully Received = Y, an alert will be sent to the requestor via internal system mail. If the requestor is invalid or null, a message will go to the job manager. The field Sent Alert Indicator on the PO item is set to Y after an alert or job log message is sent. The alert will only be sent once.

PO Item Received - Set in the Alerts Business Rule.

Project Exceeds % Tolerance - Set whether or not to validate and send an alert in the Alert Percent Tolerance rule key of the Project Budget Options Business Rule. If the rule key is set and costs on the budget reach the tolerance, an alert is sent to the person indicated in the Supervisor field of the subproject.

Project Exceeds Budget Tolerance - Set whether or not to validate and send an alert in the Alert Dollar Tolerance rule key of the Project Budget Options Business Rule. If the rule key is set and costs on the budget reach the tolerance, an alert is sent to the person indicated in the Supervisor field of the subproject.

Requisition Created - Set by entering the name of the person who should receive the alert in the Buyer field of the Reorder Review record. When the system sets the record to Requisition status, the buyer receives an alert. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

RFQ Created - Set by entering the name of the person who should receive the alert in the Buyer field of the Reorder Review record. When the system sets the record to RFQ Created status, the buyer receives an alert. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

System-Wide Settings - Set in the Optional Message Presentation Business Rule.

Unused Demand - When demand is released from a stock item the system checks to see if an over-stock condition exists in the storeroom. If it finds that the inventory quantity of the item exceeds the maximum quantity, an alert is sent to the supervisor indicated on the Storeroom Setup record. The alert navigates the supervisor to the associated storeroom record to review Pending Demand and Pending Orders as well as to the Unused Demand view where he or she can identify which work records may have caused the over-stock. The system also displays an alert to the user when he or she completes a work record with unused quantities that will put the storeroom quantities over the maximum.

Work Request Rejected - The system sends an alert to the initiator on a Work Request if the record is rejected by the approver.

Chapter 16

Bookmarks

Bookmarks can be used to mark records for easy reference. Similar to using bookmarks in a typical web browser, when you create a bookmark the system places a link to the record on your home page. Access your home page to manage your bookmarks, route them to other users, or to remove them from your home page.

If you receive a bookmark as an attachment to a message, open the bookmarked record and select Create Bookmark from the Actions list to save it to your own home page.

How to Bookmark a Record

1. **Open the record that you want to bookmark.**
2. **Select Create Bookmark from the Actions list.**
3. **Enter a descriptive title.**
This text appears as a link under Bookmarks on your home page.
4. **Enter a description if necessary.**
5. **Click the Important check box if you want to flag this bookmark.**
6. **Click Finish.**

How to Route a Bookmark to Another User

You can also use this process to route searches, links, and notes to other users.

1. **Click the Options link next to Bookmarks on your home page.**
2. **Click the Advanced Edit button.**
3. **Select the bookmark that you want to route.**
4. **Click the Route button.**
5. **Address the message.**
6. **Click Finish.**

The bookmark is sent to the user or users indicated in the To: box as an attachment to a message.

How to Add a Bookmark That You Received as an Attachment to Your List of Bookmarks

1. **Open the message with the attachment.**
2. **Open the Bookmark.**
3. **Select Create Bookmark from the Actions list.**
4. **Complete the steps to create the bookmark.**

The bookmark should now appear under Bookmarks on your home page.

Chapter 17

Links

Create links for any documents, or web pages that you need to use frequently or would like to have special access to. For example, if you are a buyer you might want to have the web sites of your most frequently used vendors easily accessible on your home page. As a buyer you might also then benefit from having a bookmark to a specific Purchase Order record while you are negotiating terms with the vendor. If you need go back to the purchase order each day, it is a good idea to have one-click access to it, rather than having to go through the process of looking it up each time.

How to Link to a Web Page or Document

1. Click the Options link next to Links on your home page.



The Options window opens.

2. Click the Advanced Edit button.

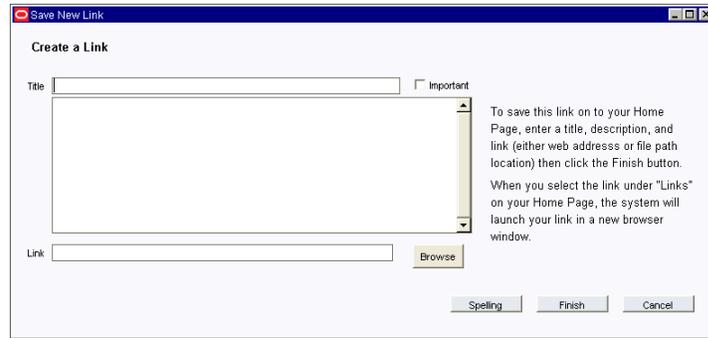
The Advanced Edit window opens.



3. Click the Add button.

You can also rearrange, route, edit, or delete links by selecting other options in this window. Also, this process can be used with notes, bookmarks and saved searches.

The Create Link window opens.



4. Enter a Title.

If desired, you can also enter a description in the space below the title.

5. Enter the path for the link.

For example, if you are linking to a web page enter `www.webpage.com`, or if you are entering a document, enter the file path.

6. Click Finish.

The system saves the link and adds it to your home page.

Chapter 18

Graph Viewer

The Graph Viewer allows users to display pre-configured graphs or standard graphs delivered with the product. Users can modify graphs displayed in the Graph Viewer, but the changes cannot be saved.

Note: While the Oracle Utilities Work and Asset Management charts functionality requires Microsoft Excel, graphs allow you to represent information without relying on the Excel product. All of the graphing functionality is handled within the Oracle Utilities Work and Asset Management application.

The base graph is created and stored in the Graphs Administration module. When you open the Graph Viewer select the type of graph to view, and then the actual graph from the drop-down. At this point you also have the opportunity to modify filters, labels, graph color and layout for the displayed graph. The settings that appear in the Graph Viewer tabs, including defaults, are also defined in the Graphs Administration module when the graph is created. Any setting can be modified with the options available in the value lists. You can also enter your own values. You can choose the Printable Version action to render the graph in a screen where it is easy to print and view.

Note: Please refer to the guide for the [Graphs Administration](#) module for information on how to configure graphs.

Graph Type

Select either Site Graph or System Graph from the Views list to choose the type of graph you would like to view.

Site Graph - Site Graphs are the graphs that were created on-site by someone within your organization. These graphs are likely to be tailored to your organization and the type of information that you typically use on a regular basis. Both lists may contain the same graphs because the application is installed with system graphs copied as site graphs so that they can be used as a starting point.

System Graphs - System Graphs are the graphs that were delivered in the application and cannot be modified by anyone within your organization. These can be useful for reviewing sample graphs or to determine the types of filters you can apply to your own graphs.

Viewer Tabs

The following sections describe the functionality that can be accessed via the tabs.

Data Selection

On the Data Selection tab, select the name of the graph that you want to view then click the Prepare button to display filters that can be applied to the graph, if available. Adjust filters as needed then click the Graph It button to update the graph.

The screenshot shows the 'Data Selection' tab selected. It features a 'Graph Name' dropdown menu with 'VEHICLE COST YRLY' selected, and a description 'Yearly vehicle costs broken down by category. Fil...'. Below this is an 'Asset LIKE' field and a 'Period Year BETWEEN' field with '1999' entered. There are 'Prepare' and 'Graph It' buttons on the right side.

Data Selection Tab

You can also modify the titles that appear on the graph in the Titles tab, modify the labels in the Labels tab, or adjust the colors, borders, effects and the size of the graph in the Appearance and Dimensions tabs.

Titles

Select the Titles tab to modify the overall graph title, label for the left axis of the graph, and title appearing at the bottom of the graph.

The screenshot shows the 'Titles' tab selected. It contains three text input fields: 'Graph Title' with 'Yearly Vehicle Cost', 'Left Title' with 'Dollar Amount', and 'Bottom Title' with 'Year'. A 'Redraw' button is located at the bottom right.

Titles Tab

You may want to modify the title to reflect any changes to filters especially if the graph will be printed or presented.

Labels

In the Labels tab you can modify the labels appearing under the graph bars, the legend labels, and determine where value labels should appear.

The screenshot shows the 'Labels' tab selected. It includes 'Category Labels (comma delimited):' with '(default)' entered, 'Legend Labels (comma delimited):' with 'Labor Amount, Parts Amount, Total (per Mile)' entered, and 'Value Labels:' with a dropdown menu set to 'Axis Only'. A 'Redraw' button is at the bottom right.

Labels Tab

Appearance

Use the Appearance tab to modify the physical characteristics of the graph. Colors can be represented by any recognized HTML color. For example, both the words “red” and “green” are valid entries, as are their hexed counterparts, “FF0000” and “00FF00” (the quotes should not be entered).

The screenshot shows the 'Appearance' tab with the following settings:

- Background Color: lightblue
- Foreground Color: cornsilk
- Border Types: Line
- Effect Options: Bar Gradients
- Bar Colors (comma delimited): (default)

A 'Redraw' button is located at the bottom right of the tab.

Appearance Tab

Dimensions

You can define the graph width, graph height or set the number of pixels wide each bar should be. If you enter a graph width the system ignores the bar thickness setting.

The screenshot shows the 'Dimensions' tab with the following settings:

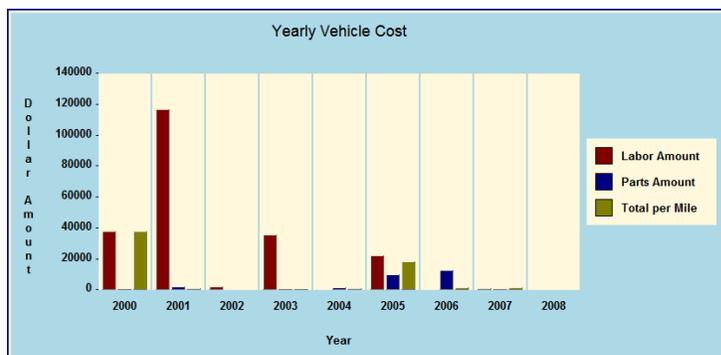
- Graph Width: 500 pixels
- Graph Height: 400 pixels
- Bar Thickness: 16 pixels

A note below the settings states: "(Note: Bar Thickness is ignored if a Graph Width is indicated.)" A 'Redraw' button is located at the bottom right of the tab.

Dimensions Tab

Graph Display

Once your modifications are complete, click the Redraw button to see your changes.



The settings in the screen shots above render this graph

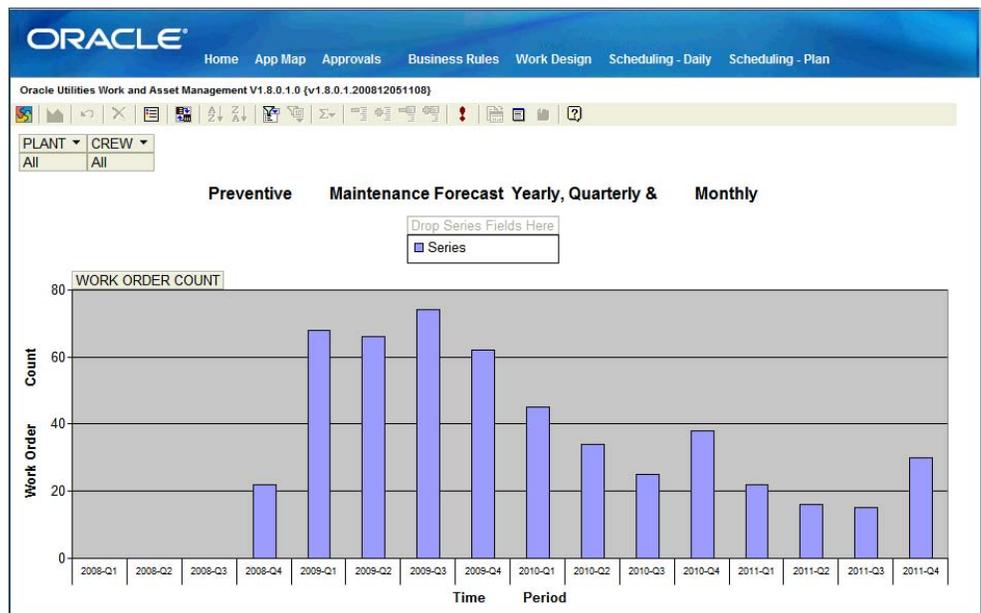
Graph Data

The table below the graph displays the raw data used to derive the bar graph. It can also be used by the administrator to troubleshoot while creating graphs. Administrators can use the Graph Data to troubleshoot while creating graphs. You can also copy and paste this raw data into another location such as Microsoft Excel.

Chapter 19

Charts

Charts provide a snapshot of your organization's performance over time. If you have the appropriate responsibilities in your user profile, you can view and manipulate real-time charts based on your data. You can also add links to charts on your home page to provide a quick visual gauge of the performance factors you select.



Charts

Note: Select the Charts icon on your home page to open full screen interactive charts.

When you click the Charts icon on your home page, the system opens a list of the available charts. Select a chart title to open the full-screen, interactive chart. As the chart opens, you may see a message saying you are accessing data on another domain. Click Yes to continue loading the page. You can avoid this message in the future by adding the site to Trusted Sites in your Internet options settings of your web browser.

Note: Your system administrator can use the Chart Administration module in the Administration subsystem to modify the charts included with the application. In addition, you can contact Oracle Utilities for information on how to add additional charts.

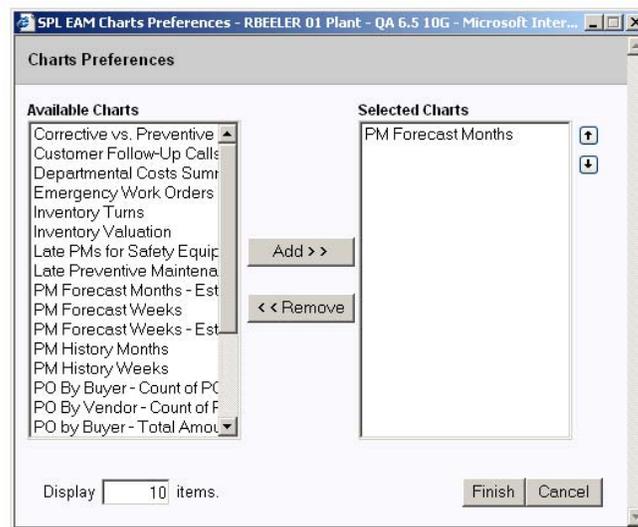
Home Page Charts

If you have the Charts component added to your home page, you can see a list of the links to charts that you have added. The small icon shown with the chart is only a representation of the type of chart that will display when you click on the chart title.

Editing Your Home Page Charts Display

Click the options link in the charts component to open a preferences screen opens where you can select the charts you want to appear on your home page.

The Edit screens for Favorites, Charts, and Metrics are the same except for the specific items that are available. Click the appropriate arrow buttons to make your selections or to arrange items you have chosen.



Edit Favorites, Charts, and Metrics

You can add and remove the items that you want to have appear on your home page by highlighting the item then clicking on the Add or Remove button. Enter the number of items that you want to display on your home page, then click Finish to save your changes and return to the home page.

The charts that are available for you to choose are determined by your responsibility settings and are plant specific. If you change plant, your list of available charts changes to reflect your responsibilities in the new plant.

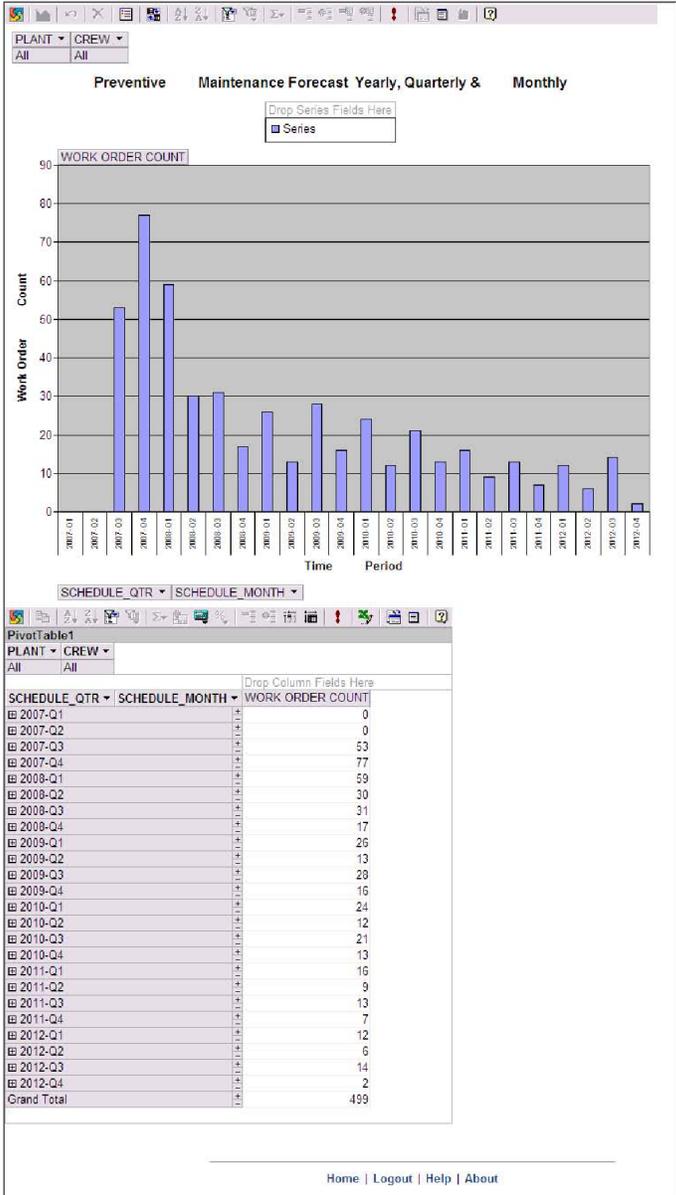
Interactive Charts

If you want one time access to charts that you did not add to your home page you can click the Charts icon  in the home page toolbar to open the list of all available charts. These is the same list that was presented on the Charts Preferences screen. Click a chart title to open the full-screen, interactive chart with OLAP capabilities.

When you try to open an interactive chart you may encounter an error message about accessing data on another domain. You can avoid this error by adding the server as a trusted site in your web browser. Consult with your system administrator for more information.

Working with Charts

After the chart opens, you can manipulate the pivot table to change the information displayed. For example, you can remove some of the data elements, change the time period represented, modify labels, and do other sorts of modifications.

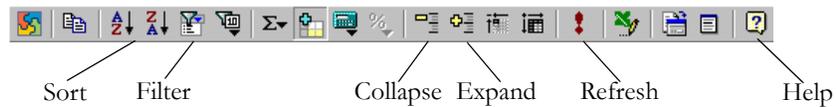


Pivot Table

Using Pivot Tables to Modify Charts

When you open a chart from your home page or the list of available charts, the page that opens includes the chart in the upper section of the screen and an interactive pivot table in the lower

section. Both the chart and the pivot table areas have toolbars providing commands for working with the display.



Pivot Table Toolbar

You can manipulate both the chart and the pivot table to change how the information is presented. For example, you can remove some of the data elements, change the time period represented, and do other sorts of modifications. You can look for specific data, display larger or smaller amounts of detail, or move the rows and columns to different areas to calculate the data differently. Both sections contain views of the same data, so a change made to the chart is reflected in the pivot table and a change made to the pivot table is reflected in the chart.

Any changes you make to the chart and pivot table are temporary. The next time you open the chart, it will display data according to the default information controlled by the Chart Administration pages.

Adding or Removing Fields - Click the Field List icon on the Chart toolbar to open a listing of the fields that can be added to the chart.

You can drag these fields to either the Series Field section to the right of the chart or the Column Field section in the pivot table. For example, if you are viewing the PO by Buyer - Count of POs chart you can drag the Vendor Code field to the Series Field section on the chart where you see the words “Drop Series Fields Here”. When you do, the chart changes to show the different vendors used for the POs shown and the pivot table changes to contain the new column. You can undo this change by dragging the Vendor Code back to the field list.

The system does not prevent you from making changes that are not meaningful, but there is no harm in experimenting with the display. You can always undo your changes directly or close the chart and reopen it to return to the original configuration.

Expanding or Collapse Items in Fields - You can expand or collapse items in series or category fields to show or hide more detailed information for a particular item. For example, in the PO by Buyer chart, you may want to expand the chart to show months as well as quarters. In order to view the months, click the ISSUE_QTR field. Then click the Expand (plus) icon. In order to collapse the months data, click the ISSUE_QTR field and click the Collapse (minus) icon.

Filtering - The pivot table does not have a find or search command, but you can use the filter feature to find a specific value or all data that matches a value. When you filter a field, you select one or more items of data in the field that you want to view, and hide the other items. For example, in the PO by Buyer chart, you may want to display only the POs for particular buyers.

Click the down arrow next to buyer in the Filter Field area. Click the top check box labeled “All” to remove the checks from all the check boxes on the list. Now, click the check boxes for the fields you want to display and click OK. If you want to toggle back and forth between your filtered selection and all the data, click the AutoFilter button on the toolbar. This will display all the available data. Click it again to display only your filtered data.

Note: Settings in the Charts and Metrics Settings business rule determine the default time frame shown in a chart.

How to Add a Field to a Chart

1. Open the PO by Buyer - Count of POs chart

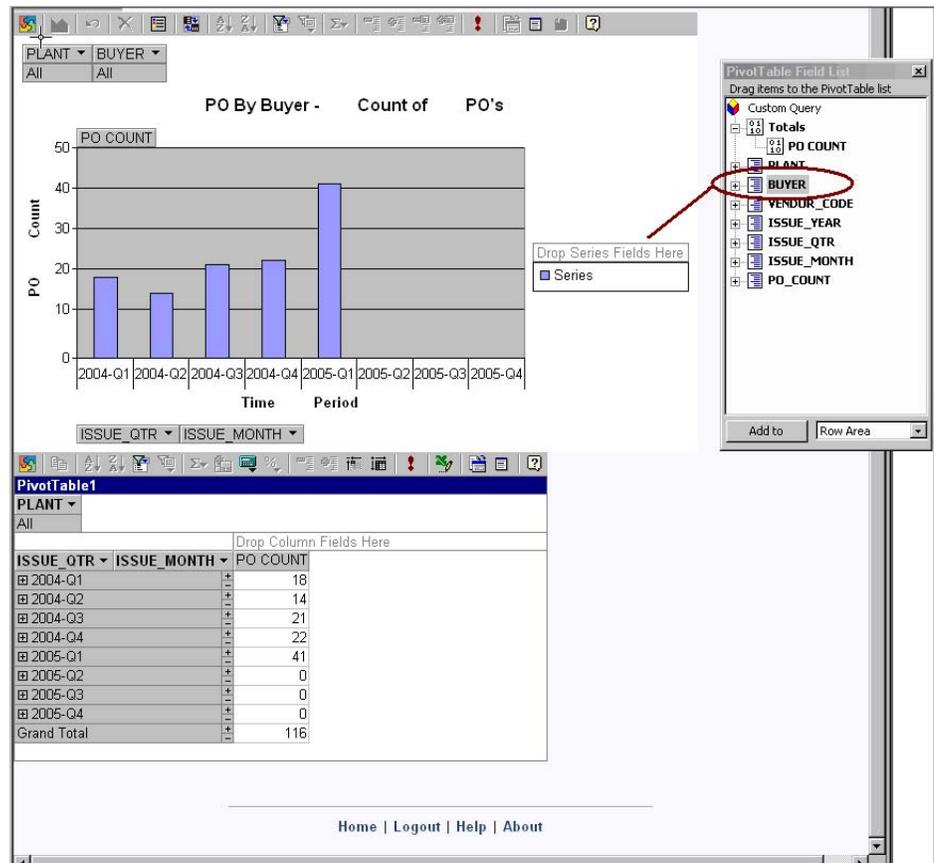
If you added this chart on your home page, you can double click it there to open the full screen chart. If not, click the Charts Icon and select the chart from the list of available charts.

Click the Yes button if you receive a message about accessing data on another domain.

2. **Click the Field List icon on the Chart toolbar.** 

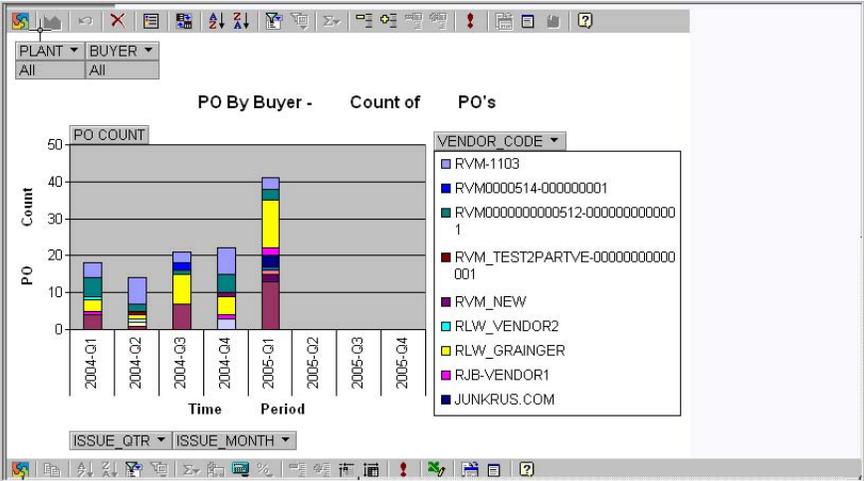
A list of the fields that can be added to the chart opens in a separate window.

You can drag these fields to either the Series Field section to the right of the chart or the Column Field section in the pivot table.



3. **Drag the Vendor Code field to the Series Field section on the chart labeled “Drop Series Fields Here”.**

When you release the mouse button, the chart changes to show the different Vendors used for the POs shown and the pivot table changes to contain the new column.



- 4. Drag the Vendor Code back to the field list to undo the change.
- 5. Leave the chart open and continue to the next section.

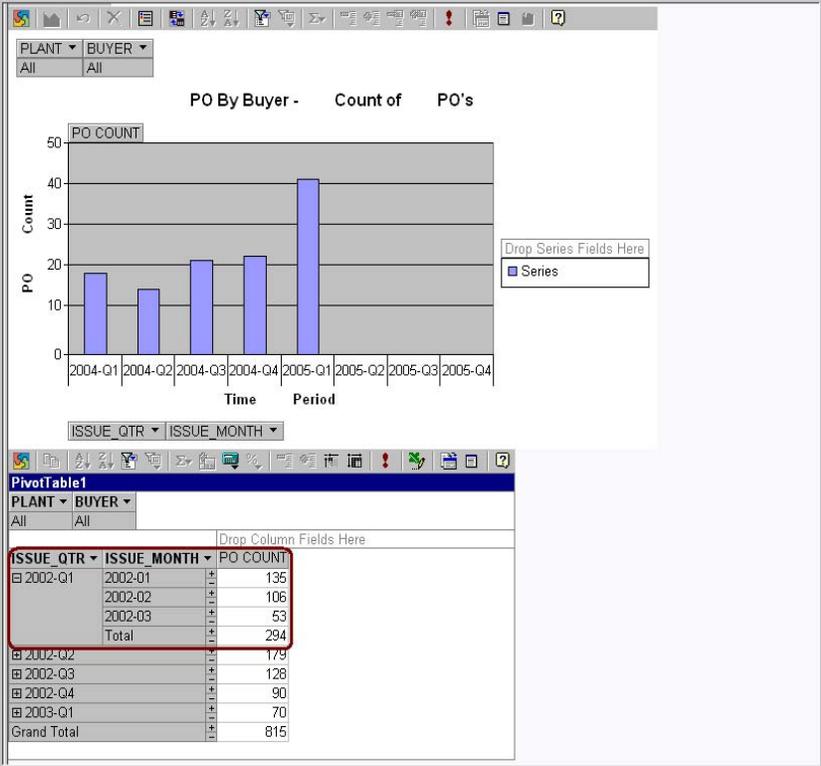
How to Expand Data in Charts

Follow these steps to expand the PO by Buyer chart to show months as well as quarters.

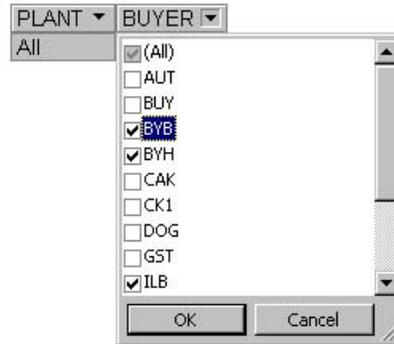
- 1. **Locate the ISSUE_QTR column in the pivot table.**

ISSUE_QTR	ISSUE_MONTH	PO COUNT
2002-Q1		294
2002-Q2		179
2002-Q3		128
2002-Q4		90
2003-Q1		70
2003-Q2		54
2003-Q3		0
2003-Q4		0
Grand Total		815

- 2. **Click the Expand (plus) icon for the first quarter.**
Both the pivot table and the chart change to display monthly values for the quarter.



- 3. **Click the Expand (plus) icon for the other quarters.**
All of the quarters expand to display monthly data.
If you want, you can also experiment with clicking on the Collapse (minus) icon for some of the quarters to return to them to the original display.
- 4. **Leave the chart open and continue to the next section.**
The pivot table does not have a find or search command, but you can use the filter feature to find a specific value or all data that matches a value. When you filter a field, you select one or more items of data in the field that you want to view, and hide the other item.

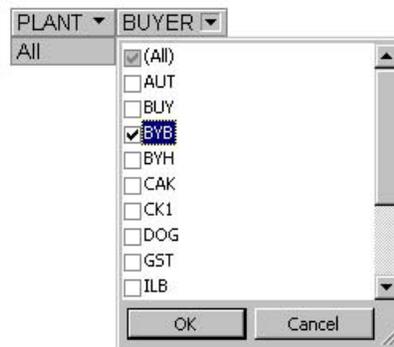


How to Filter Data in Charts

Follow these steps to display only the POs for the BYB Buyer.

1. Click the down arrow next to Buyer in the Filter Field area of the pivot table or the chart.
2. Click the top check box labeled "All".

The system removes the checks from all the check boxes on the list



3. Click the check boxes for the BYB buyer and click OK.

The chart and the pivot table change to show data only for the BYB Buyer.



If you want to toggle back and forth between the filtered BYB selection and all the data, click the Filter icon on the toolbar.

All the available data displays. Click the AutoFilter icon again and the system displays only the filtered data for the BYB Buyer.

4. Click the Home icon to close the chart and return to your home page.

Sorting - In order to sort a column in ascending order or descending order, click the label of the column or item you want to sort. Then click either the ascending order or descending order icons on the Pivot Table toolbar.

Refreshing - Data is automatically refreshed every time you open the chart. However, if at anytime you would like to refresh the data while viewing the chart, click the Refresh icon on the toolbar.

Additional Help - Obtain detailed help on working with chart tools and pivot tables by clicking on the Help icons on the Chart and Pivot Table toolbars. Be aware, however, that the help system that opens is generic and contains discussions of features that may not be available on a given chart.

Chapter 20

Metrics

Metrics are indicators of your organization's performance against specific criteria and goals. Unlike charts, which show performance over time, metrics measure performance at a particular point in time. A metric, however, may include an associated chart which can be accessed from the My Metrics page. In addition to showing the indicator's current value, metrics also show the change since the last reading, whether that change reflects a favorable or unfavorable trend, and whether the performance meets the goals set by your organization.

By adding several metrics on your home page, you can see at a glance how your organization is performing against a variety of criteria. This information can be invaluable if you are an executive or manager responsible for monitoring performance across a number of key areas.

You must have the appropriate responsibilities in your user profile to view metrics. Your system administrator can use the Metrics Administration module to modify the standard metrics included with the application to make them applicable to your organization. These modified metrics, called filtered metrics, are the metrics you can view on your home page.

When you add filtered metrics to your home page, the system displays the title of the metric, the current value, the change since the last reading, and the goal your organization has established for the metric. You can only access filtered metrics created in the plant you are currently using.

Filtered Metrics					Options
Performance indicators for your organization.					
Title	Current	Goal	Change		
• More PM Work	0.00		[]	0.00 Edit	
• Late PMs in RJB Dept	63.00		[50]	Edit	
• Callbacks Ready in RVM Dept	157.00		[150]	Edit	
• PO Leadtime for CAK Buyers	110.00		[111]	110.00 Edit	

Home Page Metrics

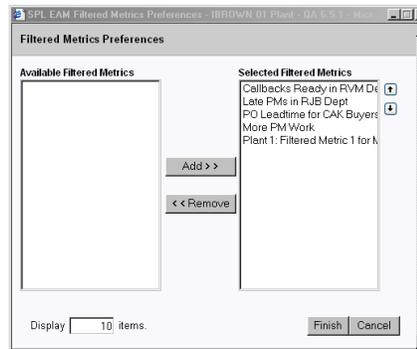
A green marker next to the goal indicates the goal established for the metric has been reached or exceeded. A red marker indicates the goal has not been reached.

If the title of the metric is in bold text, the metric includes an associated chart. Click the metric title to view the full screen, interactive chart.

How to Add Filtered Metrics to your Home Page

1. **Open your home page.**
2. **Select Page on the Personalize list and click the Go button.**
The Personalize list is located in the upper right hand corner of the home page.
3. **Click the Add button in the column where you want to add metrics.**
The Add Content window opens.
4. **Click Metrics.**

The Metrics Preferences window opens.



5. **Select the metric you want to add and click the Add button.**
The metrics that are available for you to choose from are determined by the responsibilities in your user profile.
6. **Enter the number of metrics that you want to display on your home page.**
7. **Click the Finish button to save your changes and return to your home page.**

Customizing Metrics

You can customize how individual metrics work on your home page. For example, you can set your own high or low value for the metric and how frequently you want to receive alerts if these values are exceeded.

In the Metric Preferences section in the lower portion of the page that opens, you can indicate a high or low value for the metric and set the system to send you an alert when these values are exceeded. You can also enter an Alert Interval to specify how frequently you want to receive alerts.

The other information on the page is primarily descriptive and cannot be modified. The Filtered Metric section shows the settings supplied when the metric was created, including whether the desired trend is up or down and the expected value. The Chart Title and Chart ID fields identify any chart associated with the metric.

When you customize a metric, the values you enter only change how the metric works for you, and do not impact other users. Only your system administrator can set new goals for the metric and make other system-wide changes.

How to Change Metric Alerts

1. **Click the Edit link next to the Metric name on your home page.**
The My Metric page for the selected metric opens.

My Metric

Metric 1

This is a metric that is a count of the total number of Service Requests that are "Ready for Callback." It provides a means to monitor and improve the efficiency of customer response time.

Filtered Metric S. METRIC011: Callbacks Ready in RVM Dept

Description: Plant 1: Filtered Metric 1 for Metric 1

Desired Trend: Upward

Baseline Value: 100

Expected Value: 150

Chart ID: 140

Chart Title: Customer Follow-Up Calls

Current Value: 0

Previous Value:

Metric Preferences

Send alert when value exceeds Last Alert:

Send alert when value falls below

Wait: days between sending alerts.

Display Thumbnail Image

The information in the upper part of the page is descriptive and cannot be modified. The Filtered Metric section shows the settings supplied when the metric was created, including whether the desired trend is up or down and what the expected value is. The Chart Title and Chart ID fields identify any chart associated with the metric. You can only change the information in the Metric Preference section.

2. Check the Send Alert When boxes and enter a corresponding value.

You can have an alert sent either when the value exceeds or falls below the value you select. Check both boxes if you want to be alerted in either case. For example, you might want to be alerted when a minimum safety criteria is in jeopardy or when an important departmental goal is achieved.

3. Enter the number of days between alerts.

The number you enter should reflect both how many alerts you want to receive and the frequency of the event measured by the metric. For example, if the metric is recording a value that only changes monthly, there is no need to receive alerts every 5 days.

4. Click the Save button.

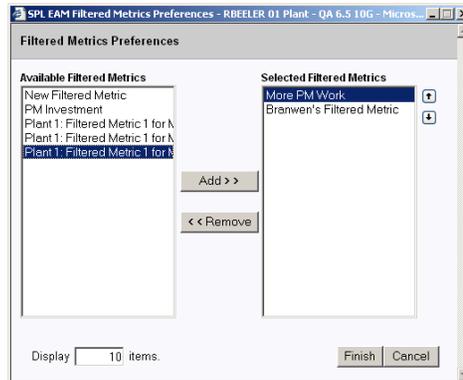
The system records your alert preferences and returns to the home page.

Editing Your Home Page Metrics Display

Click the Options link on the Filtered Metrics title bar to select the metrics you want to appear on your home page.

The Edit screens for Favorites, Charts, and Metrics are the same except for the specific items that are available. Click the appropriate arrow buttons to make your selections or to arrange items you have chosen.

You can add and remove the metrics that you want to have appear on your home page by highlighting the item then clicking the Add or Remove button. Enter the number of items that you want to display on your home page, then click Finish to save your changes and return to the home page.



Edit Favorites, Charts, and Metrics

The available metrics are determined by your responsibility settings and are plant specific. If you change plant, the list of filtered metrics changes to reflect the new plant.

Chapter 21

Messaging

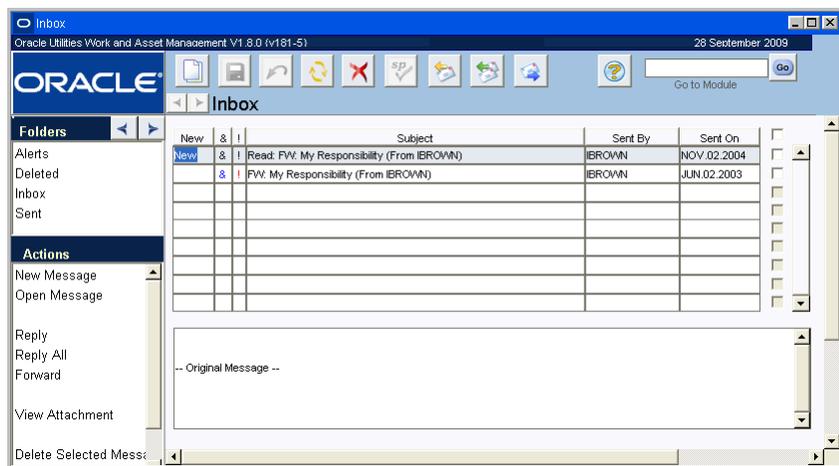
Messaging encompasses the use of:

- Inbox - Correspondence sent to and from other users.
- Alerts – Notes sent from the system to notify you of activity or situations that require your attention.

Each of these types of messages appear in your inbox.

Messaging functionality also includes the use of workflow groups to simplify message routing to a group of predetermined users rather than single individuals.

The navigation panel on the left-hand side of the screen shows your folders and the actions that you can perform within the message system. The toolbar across the top provides access to standard tools used throughout the system and to some of the actions that are available on the Actions list.



Inbox

The Workflow Group module in the Administration Subsystem allows you to create user mailing lists that can facilitate easier distribution of messages and information to specific groups of people. Once the groups are set up in the Workflow Group module, group names appear in the Address Message Window where you can select them for addressing messages.

Inbox Field Descriptions

Folders - The Folders list shows alerts, deleted messages, messages in your Inbox, and messages that have been sent.

Actions - Select an item on the Actions list to Create a New Message, open the highlighted message, to Reply To a message, to Forward a message, View an attachment, or to Empty a Deleted Folder.

Columns - The inbox includes the following columns which give you information about the message:

Status - The word New indicates a status of unread in the first column of all unread records in the Alerts, Inbox message, Deleted, and Sent windows.

Flag - An exclamation point (!) in the third column informs the reader that an message is “important”.

Attachment Indicated - The Attachment Indicated icon (&) is displayed in the second column if there is a record or processing link associated with the item. To view an attachment, select View Attachment from the Actions list. The system opens the record that the attachment points to or the application and file that the attachment was created in.

New - The word “New” appears in the New column if a message is new. The column is clear if the message has already been read.

Note: You can sort your messages by clicking the column title of the column that you want to sort by. The system orders the selected data by that column in ascending order.

Bookmark (&) and Priority (!) - Icons appear in these columns if there is an attachment included with the message or if the message was flagged as Important when sent. If there is no attachment or priority the column remains blank.

Subject - Shows the title of the message or a brief description of the message contents.

Sent By - Shows the name of the sender.

Sent On - Shows the date that the message was sent.

Text Box - The message body is shown at the bottom of the window in a text box. Use the scroll bar at the right hand side of the box to view all of the text or select Open Message from the Actions list to open the message.

How to Create New Messages

You can compose new messages from the home page or from within your inbox.

You can also share searches, links, and bookmarks with other users by using the route function.

- 1. Click the Inbox icon.**

The Inbox icon is available on the home page and within most modules.

- 2. Select New Message from the Actions list.**

You can also click the New button on the toolbar from within the inbox.

New Message dialog box opens.

- 3. Address the message.**

See “[How to Address a Message using the Address Message Window](#)” for more details.

Remember, when you are addressing a message, you must select Workflow Groups from the Group box in the address message window, group names do not appear in the general list of possible recipients.

- 4. Fill in a descriptive subject line in the Subject field.**

- 5. Check the appropriate check boxes according to the following descriptions.**

Important - Check the Important check box to flag the message as important. When the message is sent to the recipient’s home page, an exclamation mark (!) displays next to the subject.

Return Receipt - When you check the Return Receipt check box, the system sends you a confirmation that the message has been sent.

6. Select the appropriate radio button according to the following descriptions.

Radio buttons at the bottom of the window allow you to attach a bookmark, a saved search, or a link. If you are creating the message from the home page the buttons for bookmark and for current search are grayed out since you are not on a record to reference.

Bookmark or Current Search - To add a bookmark or search as an attachment, you have to initiate the message by clicking the Message icon from the record or search that you want to attach.

Document or Web Link - If you originated your new message from the home page, you can only add a document or web link as an attachment.

No Attachment - Select the No Attachment radio button if you do not want to send an attachment.

7. Click the Finish button to send the message.

The system sends the message to the recipients inbox. Users can have settings configured in their user profile to also have system messages sent to their regular email accounts. Please refer to the User Profile user guide for more information on this setting.

How to Reply to or Forward Messages

When you receive bookmarks, links, or searches as attachments to messages, you have to open the attachment and create a new search, bookmark or link as if it were new if you want it to appear in your home page rather than in your inbox.

- 1. Open your Inbox.**
- 2. Highlight the message that you want to Reply To or Forward.**
- 3. Select Reply, Reply To all, or Forward from the Actions list.**

A New Message dialog box opens with the text of the original message in the message body.

Reply replies to the original sender only.

Reply To All sends your reply to everyone that received the original message.

Forward sends the original message to new recipients along with any text or attachments that you add.

Once you make the selection, a New Message dialog box opens. The system automatically populates the To field with the username of the sender and defaults the Subject field to the original message subject. The text of the original message displays in the comments area of the reply, and if the original message has a bookmark attached, the reply attaches the bookmark as well.

- 4. Address the message and assign a flag or an attachment if necessary.**
- 5. If you want to receive a confirmation message once the recipient has received and opened the message click the check box next to Read Receipt.**
- 6. Click the Send button.**

How to View an Attachment to a Message

- 1. Open your Inbox.**
- 2. Highlight the message that contains the attachment that you want to view.**
- 3. Select View Attachment from the Actions list.**

The system opens the record that the attachment points to or the application and file that the attachment was created in.

How to Sort Messages

Click the column title of the column that you want to sort by. The system orders the selected data by that column in ascending order.

How to Attach a Bookmark to a Message

1. **Open the record that you want to bookmark.**
2. **Click the Message button.**
3. **Select the Bookmark radio button at the bottom of the window.**
4. **Address the message and assign a flag if necessary.**
5. **If you want to receive a confirmation message once the recipient has received and opened the message click the check box next to Read Receipt.**
6. **Click the Finish button.**

The message is sent to the recipients Inbox with the attachment. You can also share searches, links, and bookmarks with other users by using the Route function from within the Link or Search edit boxes on the home page.

How to Attach a Search to a Message

1. **Create a search.**
2. **Click the Message button.**
3. **Select the Search radio button at the bottom of the window.**
4. **Address the message and assign a flag if necessary.**
5. **If you want to receive a confirmation message once the recipient has received and opened the message click the check box next to Read Receipt.**
6. **Click the Send button.**

The message is sent to the recipients inbox with the attachment. You can also share searches, links, and bookmarks with other users by using the Route function from within the Link or Search edit boxes on the home page.

How to Flag a Message

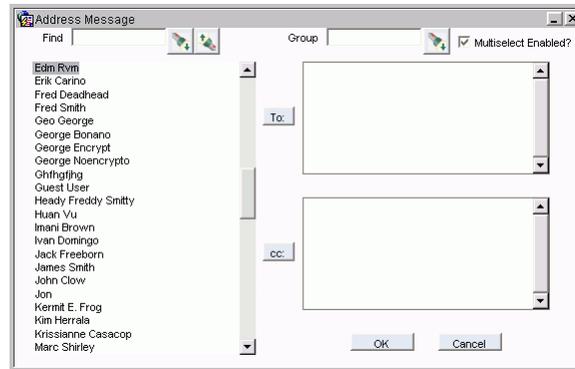
Flagging a message is a quick way to either mark a message for your own use, or to mark a message with a request for someone else.

1. **Create a new message, reply, or forward.**
2. **Click the Important check box to flag the message as important.**
3. **Fill in the other fields. (For more information see the section on How to Create New Messages)**
4. **Click the Finish button.**

The message is sent with a red exclamation mark (!) in the priority field indicating that the message has been flagged.

Address Message Window

Access message addresses of other users through the Address Message window. You can open the Address Message window by clicking the To: or cc: button from the New Message window.



Address Message window

If Multiselect Enabled is checked you can add multiple names to the To and cc: lists. Hold down the Shift key while selecting names to select several names in succession. If you want to select multiple names that are not next to each other on the list, hold down then Ctrl key while clicking the desired names. If Multiselect Enabled is not checked the system only accepts one name.

How to Address a Message using the Address Message Window

From the New Message Window

1. Click the **To:** or **cc:** button to open the Address Message window.
2. Select the names of the intended recipients from the list.

The name is highlighted.

If Multiselect Enabled is checked you can add multiple names to the To and cc: lists. Hold down the Shift key while selecting names to select several names in succession. If you want to select multiple names that are not next to each other on the list, hold down then Ctrl key while clicking the desired names. If Multiselect Enabled is not checked the system only accepts one name.

If necessary you can use the Find box to locate a name.

3. Click the **To:** or **cc:** button depending on if the name is the main recipient or is to be copied on the message.

The name is transferred to the To: or cc: box.

You can also select names from a workflow group by entering the group name in the Group box and clicking the Search icon.

If you know the correct names of the recipients you can manually enter names into the To: or cc: fields in the New Message window without opening the Address Message window. Names MUST be entered exactly as they appear in the address book. If you enter an invalid or misspelled name a dialog box will open which asks you to correct or clear the name.

4. Repeat Steps 3 & 4 until all recipients have been chosen and are listed under To: or cc:.
5. Click the **OK** button to accept and close or on the **Cancel** button to abort.

Finding Names

Enter a full name or a partial spelling of the name in the Find box and click the Search icon. The Search icon on the left searches downward on the list, and the Search icon on the right searches upward on the list. Use a percent sign (%) to represent unknown characters before the characters that you enter. For example, if you enter "%ler" a list of any names that contain the letters "ler" will be returned.

Deleting Messages

Delete messages one at a time by selecting the message and clicking the Delete icon.

Delete several messages at once by selecting the boxes next to each message then selecting Delete Selected Messages from the Actions list. You can also select the box at the top of the column to select all messages.

If you change your mind and do not want to delete a particular item, select the item in the Deleted window and choose Restore Deleted Item from the Actions list.

The Deleted folder displays all manually deleted messages and alerts. These records will be purged by the system after a predefined time period as specified in the Batch Purge Parameters Business Rule.

Select Empty Deleted folder from the Actions list within your inbox to purge all deleted messages from your Deleted folder. A warning message opens to confirm whether or not to delete all of the items in the Deleted folder. Select Yes, No, or Help to perform the desired action.

Creating Workflow Groups

The Workflow Group module allows you to create workflow groups that can facilitate easier distribution of messages and information to specific groups of people. Once the groups are set up in the Workflow Group module, group names appear in the Address Message window where you can select them for addressing messages. You create a workflow group in the Workflow Groups module of the Administration subsystem. Please refer to the User Guide for this module for details on creating workflow groups.

Chapter 22

Asset Navigator

The Asset Navigator allows you to move between Asset records at different levels of the asset hierarchy.

Asset Navigator Records

Click the Navigator icon on the home page to open a listing of assets or departments at the top level of a hierarchy.

The setting of the Asset Navigator business rule determines whether the top level of the hierarchy is an asset or a department.

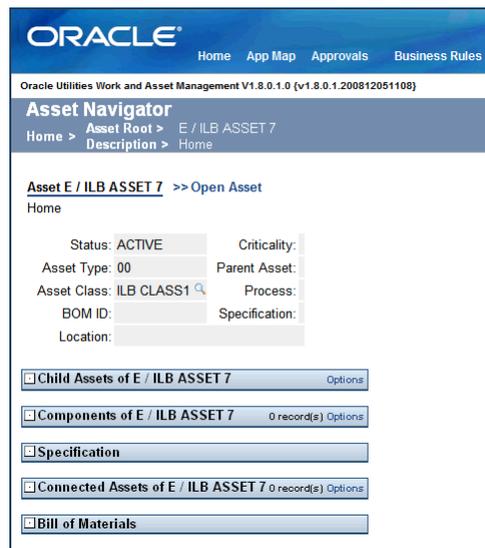
Assets are grouped by Asset type then listed alphabetically. This listing also shows the number of child records associated to the asset or department, and a description. If the business rule is set to show assets at the top level, the system also shows the asset location, the number of open work records that reference the asset, or a variety of other information that you can configure for display.

Click the Options link to configure the screen to show additional information. You can also determine the number of items to display on one screen.

Click an asset to open a summary of the asset that includes a listing of any associated child assets, components, related specifications, connected assets, and any bill of materials available.

Filter Assets - Select the “Filter Assets” link to add inactive and/or fleet assets to the listing in addition to the regular active assets included on the regular lists.

If you select an asset, the system displays a summary of the asset that includes a listing of any associated child assets, components, related specifications, connected assets, and any bill of materials available.



Asset Summary window with all elements collapsed

Each of these items will have either a plus , a minus , or a dot  next to them. Click the plus to expand the list of items. The minus will collapse the list, and the dot means that there are no items on the list.

You can then click any of the items related to the asset to open a summary page (if it is another asset) or the module related to that item. Click the Open Asset link to open the Asset record in the Asset module of the Resource subsystem.

When the Asset Navigator rule is set to department, the navigator becomes the “Department Navigator” showing a hierarchy of departments with a listing of child areas and assets under the departments included. Assets listed under a department and area are not displayed unless they are a parent asset. Clicking a parent asset, then, displays all of its children and other information pertinent to the Asset ID.

Asset Navigator Graphs

As applicable, the system shows a graphical representation of yearly maintenance costs for any asset that you select. Select the link below the graph to open the [Graph Viewer](#). Here you can modify the selection criteria or other details to change the graph rendering. Modifications are not permanent and cannot be saved.

Connected Assets

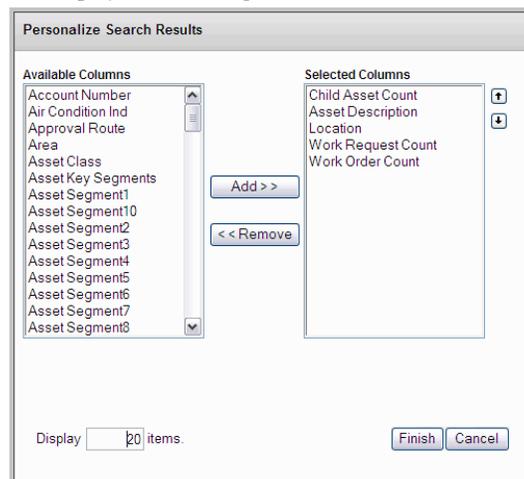
An asset may be discrete, such as a building, a vehicle or an equipment item, or it may be linear, such as a sewer line, a road or a power line. If the location basis of the asset is defined as an Address with Nodes, a From Asset ID and a To Asset ID can be entered on the Asset record. These fields show the Asset IDs for the connections between assets. In the Asset Navigator, the system displays any assets that are connected to the primary asset by these nodes. Using this functionality you can create a network of connected assets and review those connections in the Asset Navigator. For more information on connected assets please refer to [Setting Up Connected Assets](#).

Conn column - This column shows the number corresponding to the location of the node in relationship to the primary asset. For example, if the value in this column is -3, the node asset is 3 connections away from the primary asset. The negative indicates that the connection is made in the From Asset ID direction, whereas a positive number would indicate that the connection is made in the To Asset ID direction.

Click the Options link next to Connected Assets to enter the number of levels (the number of connections away from the primary) of connections you would like to display. If nothing is entered, the default is 3 levels.

Configuring the Asset Navigator

Click the Options link next to Root Assets or Child Assets the Asset Navigator to select the columns that you want to display on the navigator screen.



Asset Navigator configuration

You can choose to display anything from the associated account numbers to the warranty expiration date on the asset. Highlight the item that you want to add and click the Add button. Click the Finished button to save your changes and return to the navigator window.

Click the Options link next to Connected Assets to enter the number of levels (the number of connections away from the primary) of connections you would like to display. If nothing is entered, the default is 3 levels.

On either Edit screen you can also control the number of items to display.

By setting the Drill-Down Configuration Business Rule, you can also determine whether the system opens the Asset module or the Asset Navigator when a user double clicks on an empty Asset ID field.

Chapter 23

Work Planning Tool

The Work Order Planning Tool provides a summary, on your home page, of progress on Work Order records where you are the assigned planner.

Click the box next to each status to see the number of work order tasks that are in each phase.

Work Planning Records

When you click a phase under a status the system opens the Work Planning Search Results screen which lists the specific work order numbers, a description, the phase, asset and crew information, priority, and required date. You can configure this window to display the columns you want to see and the number of records to display by clicking the Options link and using the Add and Remove buttons to select and arrange the columns as you choose.

Work Planning Options
Summary of work order statuses and phases.

- PLANNING (5)**
 - WAITING ON PLANNING (1)
 - MATERIAL PLANNING (2)
 - RESOURCE PLANNING (1)
 - PHASE 1 (1)
- APPROVED (1)**
 - WAITING MATERIALS (1)
- ACTIVE (7)**
 - INITIAL REVIEW (PHASE 1)(5)
 - WAITING ON PLANNING (1)
 - SCHEDULED (1)

No Planner Assigned (1513)
No Crew Assigned (1818)

ORACLE Home App Map Approvals Business Rules Work Design Scheduling - Daily Scheduling - Plan Logout Preferences

Oracle Utilities Work and Asset Management V1.8.0.1.0 (v1.8.0.1.200812051108) IMANI BROWN | Plant - GA 1

Work Planning

Home > Results

Work Order Tasks in PLANNING Status

1 - 20 of 105 Options

Work Order / Task	Task Desc	Task Phase	Asset Record Type	Asset Id	Crew	Task Priority Total
0100180 / 01	This car needs a paint job.		V	ILB-V-001	ILBC2	
0100245 / 01	Work Request for Fleet Asset.		V	ILB-V-001	ILBC2	25
0101257 / 01	Another Work Order for the Res...				ILBC2	0
0101306 / 03	A task to check this crew assign...		E	RJB-ASSET#1	ILBC2	0
0200498 / 01					ILBC2	
0200498 / 02					ILBC2	
0200895 / 01	Problem 2.	PHASE 1				
0300381 / 01	new work order	INITIAL REVIEW (PHASE 1)	E	ILB ASSET10		0
0300381 / 02	Task number two.	INITIAL REVIEW (PHASE 1)	E	ILB ASSET10		0
0300383 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300384 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300385 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300386 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300387 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300388 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300389 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300390 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300391 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300392 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0
0300393 / 01	2nd work process on Asset 4 in ...	INITIAL REVIEW (PHASE 1)	E	RVM_NAVIGATOR	ILBC2	0

Work Planning Results of Search

You can then select one of the work order numbers to open a summary screen with detailed information about the individual work order. This screen contains a link to open the actual Work Order record.

Editing Work Planning Options - Select the Options link on the Work Planning home page component to select the options that you want to appear in this section. You can add and remove the crews for whom you want to view planning data. You can also select the check boxes next to the statuses that you want to display on your home page.

Note: The sections in the lower part of the detailed Work Planning screen vary depending on the information available and the status of the record. The Closeout Information and Asset Failure sections, for example, only display when the Work Order is in Active or Finished status.

Editing Work Planning Options

If you select Display “No Planner Assigned” or “No Crew Assigned” the system displays a count of the number of records for which there is no planner or no crew assigned. Click this link to see a list of the specific work orders. This list shows ALL records that do not have a planner assigned. For example, if Planner Bob and Planner Jill each clicked on the No Planner Assigned link from their home page, both lists would show the same work orders.

Chapter 24

Cost and Closeout

As work is performed, you may need to enter a variety of information into the system about the amount of time worked, equipment used, and the nature of the work performed against service requests and work orders. Cost and Closeout provides a single location where you can enter this information quickly, without switching between subsystems, modules, and views. Since everything is in one place, Cost and Closeout can be used by data clerks who may not be familiar with the application or with the type work being recorded.

Note: The Cost and Closeout module provides a single location where you can enter this information quickly, without switching between subsystems, modules, and views.

Changes to cost and closeout information do not update the related records until the system runs batch processing. Entries are considered “unprocessed” until the batch jobs run and commit the changes to the appropriate records. This can be an important lapse, as system validation and processing occurs only when the actual records are updated. Also, other users may not see recently entered Cost and Closeout information when they view work or timekeeping records.

Cost and Closeout Records

Select Cost and Closeout from the Actions list on your Home Page to begin a Cost and Closeout session. You must have the appropriate function in your responsibility profile to access the Cost and Closeout action.

As the records are updated, costs roll up to the appropriate accounts, functions, areas and departments. When work records are set to a status other than Active or Finished, they can no longer be selected when entering Cost and Closeout information.

Searching for Records

The Cost and Closeout Search page opens with work order selected as the Charge To record type. If you change this selection to service requests, the page changes to display search fields for service requests. The quickest way to locate a single record in Cost and Closeout is to search by the record ID number, but you can also search by crew, date, customer, problem code and other identifiers if that is more convenient. If, for example, you are entering data for all the work orders a particular crew worked on for a week, it may be easier to search for the crew, rather than several work orders. You can search for work records in either Active or Finished status.

Different search options for Work Orders and Service Requests

Viewing a Record Summary

When you click a record from the Results page, the summary view opens showing cost and closeout information associated with that record, either in the database or in the temporary transaction table. The summary page is separated into sections for each type of transaction that can be entered on the Cost and Closeout pages.

Note: While the system does not prevent you from entering duplicate cost and closeout information, the summary page provides a quick way to recognize duplicate entries. You can then navigate to the appropriate detail page to remove the duplicates.

It is a good idea to review the summary for duplicate information. While the system does not prevent you from entering duplicate cost and closeout information, the summary page provides a quick way to spot duplicate entries. You can then navigate to the appropriate view and remove the duplicates.

How to View a Work Record in the Summary Page

1. Select Cost and Closeout from the Actions list on the Home Page.

You must have the appropriate function in your responsibility profile to access the Cost and Closeout action.

Note: You can search for work records in either Active or Finished status.

2. Select a charge type.

Work Order is already selected in the Charge To box. If you change this selection to Service Request, the display changes to contain the Service Request search fields.

3. Enter your search criteria and click the Search link.

The Results page opens showing the records matching your search. For Work Orders, records are shown at the Task level.

4. Select a record from the results list.

The summary page opens showing cost and closeout information currently associated with the selected record.

Note: All Information on the Summary view is read-only and cannot be updated on this screen.

Cost and Closeout
 Home > Search Work Order > Results Work Order > Summary

Work Order Information
 Work Order: 0600148 / 02
 Description: Branwen's Work Order to test Cost & Closeout - Task 2

Timekeeping | Direct Charges | Materials Used | Service History | Task Progress | Activity Tracking

Timekeeping Summary
 1-10 of 10

Date	Employee No.	Employee Name	Status	Reg Shift	Reg Type	Reg Hrs	Prem Shift	Prem Type	Prem Hrs	Employee Name	Status
06 Jun 2006	00056	Burgess, Branwen	Created	1	SCHED	12.00				Burgess, Branwen	Created
19 May 2006	00056	Burgess, Branwen	Created	1	SCHED	10.00				Burgess, Branwen	Created
27 May 2006	00056	Burgess, Branwen	Created	1	SCHED	3.00				Burgess, Branwen	Created
04 May 2006	00090	BYB_USER_1	Created	1	SCHED	8.00				BYB_USER_1	Created
16 May 2006	00090	BYB_USER_1	Created	1	UNSCH	5.00				BYB_USER_1	Created
25 May 2006	00090	BYB_USER_1	Created	1	SCHED	5.00				BYB_USER_1	Created
26 May 2006	00090	BYB_USER_1	Created	1	SCHED	4.00				BYB_USER_1	Created
04 Jun 2006	003	Caldwell, Patrick	Created	1	SCHED	3.25				Caldwell, Patrick	Created
07 Jun 2006	00060	Henry, Yvonne	Created	1	SCHED	6.00				Henry, Yvonne	Created
27 May 2006	00060	Henry, Yvonne	Created	1	SCHED	2.00				Henry, Yvonne	Created

Direct Charges Summary
 1-15 of 15

Transaction Date	DC No.	Employee No.	Status	Type	Unit	Qty	Std Price	Total Amt	Vendor Code	Vendor
20 Jun 2006	0600000075	00056	Created	COMPRESSOR	HOURS	2.00	35.0000	70.00		
09 Jun 2006	0600000066	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
09 Jun 2006	0600000065	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
07 Jun 2006	0600000063	00056	Created	CREDIT	DAY	1.00				
06 Jun 2006	0600000061	00056	Created	COMPRESSOR	HOURS	1.00				
04 Jun 2006	0600000057	00056	Created	CREDIT	DAY		10.0000			
31 May 2006	0600000051	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
31 May 2006	0600000056	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
27 May 2006	0600000049	00056	Created	COMPRESSOR	HOURS	10.00	2.2600	22.60	BYB-VENDOR:2PRT-000000001	Bran
27 May 2006	0600000090	00060	Created	OPEN	NONE	100.00				
26 May 2006	0600000046	00056	Created	CREDIT	DAY	2.26	10.0000	22.60		
26 May 2006	0600000045	00060	Created	COMPRESSOR	HOURS	10.00	2.2600	22.60		
25 May 2006	0600000041	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
25 May 2006	0600000039	00060	Created	COMPRESSOR	HOURS	10.00	35.0000	350.00		
04 May 2006	0600000028	00056	Created	MEALS	DAYS	5.00	60.0000	250.00	BYB-VENDOR:2PRT-000000001	Bran

Materials Used Summary
 1-6 of 6

Stock Code	Storeroom	Description	Quantity Used
BYB-DIRECT-03	BYB	Branwen's Direct Stock	
BYB-DIVEN-01	PFB	Branwen's Inventory Stock Code	
BYB-DIVEN-FQ	BYB	Branwen's Inventory Stock Code...	
BYB-LOT-01	BYB	Branwen's Inventory Lot Stock	
BYB-STOCK	BYB	Branwen's Stock - DO NOT USE	
BYB-STOCK	PFB	Branwen's Stock - DO NOT USE	

Service History Summary
 1-12 of 12

Specification Type	Spec Category	Attribute	Attribute Desc	Attribute Value
ENIG	BLAST	1		test test
ROOM_DATA	123456789012345	1001	Spec Attribute 1	12345678901234567890123456
ROOM_DATA	123456789012345	1002	Spec Attribute 2	NORMALWEAR
ROOM_DATA	123456789012345	1003	Spec Attribute 3	
ROOM_DATA	123456789012345	1004	Spec Attribute 4	test
ROOM_DATA	123456789012345	1005	Spec Attribute 5	
SERV_HIST	BLAST	5	spec attribute 1	test
SERV_HIST	BLAST	10	spec attribute 2	
SERV_HIST	BLAST	15	spec attribute 3	
SERV_HIST	BLAST	20	spec attribute 4	
SERV_HIST	BLAST	25	spec attribute 5	
SERV_HIST	BLAST	30	spec attribute 6	

Task Progress Summary
 1-1 of 1

Work Status	Failure Code	Failure Mode	Component Code	Repair Code	Next Action
ACTIVE		FREEZING			

Activity Tracking Summary
 1-4 of 4

Date	Activity Tracking No.	Amount	Units	Activity	Hours	ART	Asset ID	Crew	Employee No.	Employee Name
	0000000006442	100	WORKUNITS0			E	BYB-ASSET	BYH		
	00000000013077	100	WORKUNITS0			E	BYB-ASSET	BYH		
	00000000021552	100	WORKUNITS0			E	BYB-ASSET	BYH		
	00000000029292	100	WORKUNITS0			E	BYB-ASSET	BYH		

Summary view

Entering Cost and Closeout Data

Enter data by clicking one of the buttons at the top of the summary page, or select from the Views list, to open a detail view where you can enter cost information.

The Materials Used and Service History selections do not apply to Service Request records and are not available when you select Service Request as the charge type.

During a Cost and Closeout session, you can switch between cost categories for the selected record by clicking a different button at the top of the page. The system will prompt you to save any new entries you have made and then display the new data entry page.

When entering data, you can press the Tab key to move to the next field. This is helpful as not all columns may be visible on your monitor. For most fields, you can either select data from a list of values or enter the information directly.

On the Timekeeping, Direct Charges and Materials Used pages, when you have completed a line of data, enter “Y” in the last column. This sets the Add box to Yes and displays a new line where you can add more information. Lines with the Add box set to Yes are added to the transaction table when you click the Save icon.

If you need to delete a line of data, mark the box at the beginning of the line and click the Delete Checked Item link.

How to Enter Cost and Closeout Information

1. **Select Cost and Closeout from the Actions list on the Home Page.**
2. **Select a charge type.**
Work Order is already selected in the Charge To box. If you change this selection to Service Request, the display changes to contain the Service Request search fields.
3. **Enter your search criteria and click the Search link.**
The Results page opens showing the records matching your search.
4. **Select the appropriate record from the results list.**
The summary page opens showing cost and closeout information currently associated with the record selected.
5. **Select one of the buttons below the record description.**
A detail view opens where you can enter cost or other information for Timekeeping, Direct Charges, Materials Used, Service History, or Task Progress.
6. **Enter the cost or closeout information for the record.**
If you are entering Timekeeping, Direct Charge or Materials Used information, enter “Y” in the Add box at the end of the line to open a new line where you can enter additional information.
7. **When you have finished entering data for this category, click the Save icon.**
The system updates the temporary transaction table with the information you have entered.

You can now select another button to add information to the record in another category, or click the Selection links to search for another Work Order or Service Request record.

Cost and Closeout Timekeeping

Click the Timekeeping button or select the view to open the Timekeeping entry page. The page opens showing any unprocessed timesheet entries. If there are no unprocessed entries, the system automatically fills in the current date, crew, employee number and name on a new line for each member of the crew specified on the work record. You can change, delete or ignore any of these automatic entries as necessary. Depending on how your organization has configured the Restrict Emp by Crew on C&C rule key in the Timekeeping Editchecks business rule, the list of values for employees may be limited to only employees on the crew.

Date - Enter the date the work was performed. You can click the calendar icon to select a date using the calendar tool.

Employee Number and Name - When you enter or select an employee number, the system supplies the name of the employee. Only employees in Active status can be selected. Depending on how your organization has configured the Restrict Emp by Crew on C&C rule key in the Timekeeping Editchecks business rule, the list of values for employees may be limited to only employees on the crew.

Crew and Craft - Enter the unique crew identification code for the crew performing the work and the applicable craft code. When you see the corresponding timekeeping record created from this entry, it is possible that the craft for the line will differ from the craft in the Timekeeping

header. This is because the header always populates to the employee's default craft, whereas this line can have whichever craft the employee actually performed while doing the work.

Regular / Premium Shift - Timesheet charges are broken down into two categories: Regular and Premium. Each category contains three fields: Shift, Type, and Hours. If one of these fields is filled in for Regular time, then the other two must also be completed for Regular time. Similarly, if one is filled in for Premium time, then the other two must be completed for Premium time.

The Shift field contains the shift worked for the charge time. The field has an associated list of values that is controlled by the Shift Differential Rates business rule.

Regular / Premium Type - The Type field indicates the Earnings Code Type for the time charged. Earnings Codes are defined by your organization in the Timekeeping Labor Earning Type business rule and can include both multipliers and adders to the base wage rate.

Regular / Premium Hours - The Hours field contains the number of hours to be charged. If the Regular Hours field is populated, the Regular Type field is required. Likewise, if the Premium Hours field is populated, the Premium Type field is required.

Add - Set the Add box to Yes to mark the line for addition to the transaction table and display a new line where you can add more information.

Cost and Closeout Direct Charges

Click the Direct Charges button or select the view to open the Direct Charges entry page. The page opens showing any unprocessed direct charge entries. If there are no unprocessed entries, the system automatically fills in any direct charges that were pre-planned for the work order on a new line for each charge. You can change, delete or ignore any of these automatic entries as necessary.

Note: Service Requests do not have pre-planned direct charges.

Transaction Date - Each direct charge must have a transaction date. You can click the calendar icon to select a date using the calendar tool. If no records are found in the transaction table, the system enters the current date in this field, but you can change that date if necessary.

Employee Number - Select an employee number from the list of values, or enter the number directly.

Charge Type and Units - Select a Charge Type from the list of values, which contains a description of the Direct Charge types defined by your organization. When you select a Charge Type, the system supplies the Units.

Expense Code - Expense codes are used within the system to classify types of charges. When you select a charge type, the system supplies the corresponding expense code associated with that type. If needed, you can change this code by choosing another value from the list of values.

Quantity - Enter the Quantity of the Direct Charge type used. This might be the number of miles a vehicle was driven or the number of days a piece of rental equipment was used.

Standard Price and Amount - When you select a Charge Type, the system supplies the Standard Price and calculates the dollar Amount based on the Quantity entered. You can change the standard price if necessary and the system will recalculate the amount.

Reference Number - You can enter any reference number supplied by the Vendor to help identify this item. For example, you could enter the number of a hotel receipt for nights lodging.

Vendor Code and Vendor Name - You can select from all Vendor Codes in Active status. When you select the Vendor Code, the system supplies the Vendor Name associated with that code.

Add - Set the Add box to Yes to mark the line for addition to the transaction table and display a new line where you can add more information.

Cost and Closeout Materials Used

Click the Materials Used button or select the view to open the Materials Used entry page. The page opens showing any unprocessed material entries. If there are no unprocessed entries, the system automatically fills in any materials that were pre-planned for the work order task on a new line for each material. You can change, delete or ignore any of these automatic entries as necessary.

Note: Materials Used is not an available option when you are entering data for a Service Request.

Stock Code and Storeroom - Enter the stock code for the item used. The system populates the list of values for Storeroom with a listing of the storerooms where that item can be found. The system supplies the description of the stock item as it appears on the Catalog record.

Quantity Used - Indicate how much of the item was used.

Add - Set the Add box to Yes to mark the line for addition to the transaction table and display a new line where you can add more information.

Cost and Closeout Service History

The Service History view contains a row for each Specification Type on the work order task. This page only allows update of the Attribute Value for planned Service History records. Any information currently stored in the temporary transaction table is shown, but can be updated. Depending on how your organization has setup the Specification Template, the Attribute Value field may use a list of values or may allow you to enter any appropriate text.

Note: Service History is not an available option when you are entering data for a Service Request.

Cost and Closeout Task Progress

The Task Progress view is different from the other Cost and Closeout data entry views in that you cannot add multiple records for the Work Order Task or Service Request selected. You can only enter or edit data in the fields displayed.

If the work record has been set to Finished status, all fields on the Task Progress page are disabled. In order to make changes to a record in Finished status, you must update the record in the Work Order Task or Service Request module.

Work Status - If the work order task or service request is in Finished status, you cannot update any fields on this page. Instead, you must open the Work Order Task or Service Request record, and make the necessary changes to the Task Progress view.

Actual Start Date - Use this field to record the actual start date and time of the work on the asset.

Actual Finish Date - Use this field to record the actual date and time on which the work on the asset was completed.

Actual Duration - Use this field to record the actual duration of the work performed on the asset in hours.

Failure Code - Use the Failure code to record the type of problem that required the work on the asset. An example might be: "Hydraulic" for a leak in the hydraulic system of a piece of equipment. The field has an associated list of values that is controlled by a code table.

Failure Mode - Use of this field varies from organization to organization.

Component Code - If the work was done on a component of the asset, you can use this field to record a code from the list of values to describe the component. An example might be “Motor” for a motor in a hydraulic pump.

Repair Code - Use the Repair Code field to record the type of work done on the asset. You must select a code from the list of values. An example might be: “Resealed” for replacement of the seals in the hydraulic system of the equipment mentioned above.

Root Cause - Use this field to record the root cause that required work on the asset. The field has an associated list of values that is controlled by a code table.

Next Action - If there is further action needed - for example an inspection after some period of operation - you can enter a code from the list of values to represent that action. When you select from the list, the system enters the associated description in the Description field immediately below the Further Action and Required fields.

Comments - Enter any additional comments about the work here.

Create Follow-up Work Request, Required Date, and Description - If follow-up work is needed, select the Create Follow-up Work Request box, enter a required date, and a description of the follow-up work which needs to be performed.

Cost and Closeout Activity Tracking

Enter and maintain work activity information in the Activity Tracking module. There are some businesses where tracking the volume of work performed on one task is as important as planning the entire body of work. The Activity Tracking module can be used to break down tasks, or other work, into units of activity so that the amount of time or space (such as acres mowed or words typed) is accounted for and tracked. Planners and supervisors can then use this information to establish goals, plan future workloads, or quantify expenditures and budgets.

Use the designated fields to enter the Date work was performed, the amount of work, the units, hours, and any comments. You can also reference an asset or crew and note the employee number of the person doing the work.

Chapter 25

Approvals

One of the ways that the system simplifies and speeds up your work is by routing records when they need approval. Most purchasing and work records require approval before orders can be placed or work can begin.

New records are usually generated in Created or Planning status. When the needed information has been completed, the record is ready to be routed for approval.

There are a few ways to approve records, and the way you choose will depend largely on your own preference:

- Use the Approval Wizard to respond to an alert requesting your approval,
- Open the Approval Portal to review all the records requiring your approval in a single listing.
- Enter your approval directly on the record requiring approval.

About Approval Processing

Some records require more than one Approval Title to make an approval decision. For these records, the system uses [Approvals - Approval Routing](#) to notify a list of approvers who must review records before they are approved. This approval process begins when an approval route is indicated on the record and the record status is changed to Pending Approval. The system then sends an alert to each person on the route in order until the route is complete.

For other records, [Approvals - Basic Approval Processing](#) applies. In basic processing, the approval process is initiated when a Next Approver is indicated on the record and the record status is changed to Pending Approval. The system then sends an alert to everyone with the Approval Title indicated in the Next Approver field. Approvers respond to alerts and approve records according to the organization's business practices. Approvers can also use the system to easily route records along for further approval if necessary.

Regardless of the method used, once the record is approved the system logs the approval in the Approval Log to keep track of activity with the record.

Additional topics describe [Approvals - Approval Routing](#) and [Approvals - Basic Approval Processing](#) in further detail.

Approval Alerts

Approvers must make sure that they have the appropriate settings in their user profile to receive alerts. Open the User Profile module and select your own User Profile record. Place checks in the appropriate boxes to indicate whether you want alerts to be sent to your Oracle Utilities Work and Asset Management home page, as e-mail, or both. Approvers can also configure their home page to show a list of records requiring their approval.

The system sends an alert to the requestor for rejected work requests. On purchasing records, the approver can enter comments when he or she approves or denies the request. For all other record types the approver can use messaging to inform the requestor that the record has been approved or rejected.

Settings in the Approval Routing business rule determine whether an approval alert opens the approval wizard or the record that needs to be approved. The system can also be set to allow users to approve records even when they weren't on the original route.

How to Approve Records Manually

You can change status to Approved directly on the record if your approval title is on the approval route, you have been sent an alert requesting approval, and the approval limit on your approval title is sufficient to cover the cost of the record.

If you are not on the approval route, but have sufficient approval limit, you can also approve a record by setting the status back to Created and then to Approved,

1. **Open the record.**
2. **Set the status to Approved.**

This action will insert a record into the Approval view of the record automatically.

3. **Click Save.**

The record status is saved and it is now ready for continued processing. When you change the status of a record to Approved, the system inserts a record into the approval log to track the activity with the record.

Setting Default Approval Routes

If you know that you will use the same approval route on most of your work records, you can save time by setting up default approval routes in your user profile.

How to Assign a Default Approval Route

1. **Open your User Profile record under System Configuration in the Administration subsystem.**
2. **Select Default Approval Routes from the Views list.**
3. **Select a Document Type from the list of values.**
4. **Select a Default Route from the list of values for each document type.**
5. **Repeat Steps 3 and 4 for each document type.**

Even if you want to use the same approval route for each document type, you must create a separate entry for each document type.

6. **Click Save.**

The system will automatically enter the Route ID entered here when you create a record of the corresponding type. You can change the Route ID on the record later, if necessary.

Chapter 26

Approvals - Basic Approval Processing

In basic processing, the approval process is initiated when a Next Approver is indicated on the record and the record status is changed to Pending Approval. The system then sends an alert to everyone with the Approval Title indicated in the Next Approver field. Approvers respond to alerts and approve records according to the organization's business practices. Approvers can also use the system to easily route records along for further approval if necessary.

Approval Alerts

Approvers must make sure that they have the appropriate settings in their user profile to receive alerts. Open the User Profile module and select your own User Profile record. Place checks in the appropriate boxes to indicate whether you want alerts to be sent to your Oracle Utilities Work and Asset Management home page, as e-mail, or both.

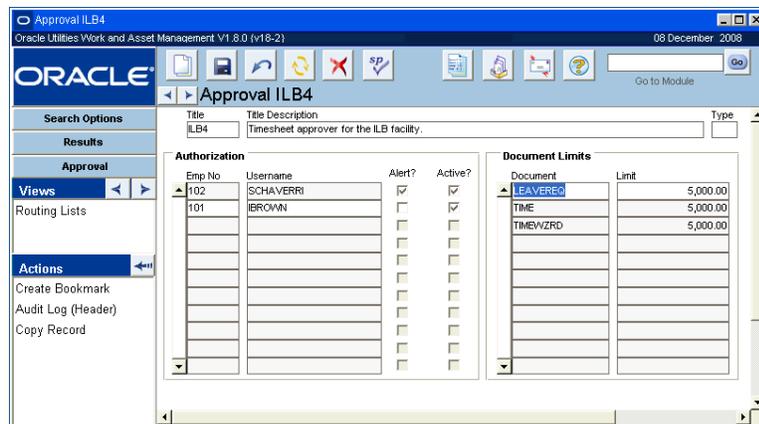
Note: For a description of the approval routing process please refer to the document entitled [Approvals - Basic Approval Processing](#).

Approval Titles

Approval titles are created in the Approval Limit module located under Approvals and Routes in the System Administration subsystem. Each approval title has a title, a description, a title type, a list of authorized users, a list of documents that can be approved, and dollar limits for each document.

Please refer to the System Administration guide chapter on [Approval Limit](#) for more on establishing and maintaining approval titles.

Approval titles are created to identify the person or people authorized to approve a record. One user can have more than one approval title and any approval title can have more than one user. Each approval title can also have one or several types of documents that it is authorized to approve with dollar limits for each of those documents.



The Approval Limit Window

the approval title has two users, and is authorized to approve three types of documents. Each type of document can only be approved up to \$5000. If this approval title were indicated on a record, the alert would go to the two example users, RBEELE and IBROWN. If it were included on an approval route it would go to these users as well as to the users indicated on any of the other approval titles indicated on the route.

The approval title entered in the Next Approver field represents who is authorized to approve the record. This can vary from record type to record type, record to record, and even depend on the stage the record is at in the approval process.

One person, or several people, can have an approval title. The people holding approval titles vary by organization – some companies prefer to have only one person per title, while other organizations may want to have several people share an approval title so that there are alternate approvers in case a primary approver is not available.

Note: If an approval title is shared, everyone who has that title, and is marked to be alerted, is notified when a record needs approval. Which of these people will actually be responsible for handling the approval will depend on how your organization structures work.

Each approval title has an associated maximum cost that can be approved, so the approval title that you put in the Next Approver field may also depend on the cost or importance of the record. If a potential approver has more than one approval title, the system looks for the highest limit allowed by all of the person's approval titles and uses that number to check against the cost of the record.

For example: You and a coworker each have Approver 1, with a service request limit of \$500, as an approval title. You also have Approver 2, with a limit of \$1,000, as a second approval title. The system would allow you both to approve any service request up to \$500. Only you would be able to authorize service requests up to \$1,000, but you would have to route any work order above \$1,000 on to an approval title with a higher limit.

In this example, if a \$600 service request was sent to approval title Approver 1, your coworker could respond to the approval alert by routing the work request to Approver 2. The system would clear the alert for Approver 1 out of your Alerts box and replace it with the alert for Approver 2.

Note: Approvers must make sure that the "Receive Alerts" check box is checked in their user profile if they want to receive approval alerts.

For more on establishing and assigning approval titles, see the section titled Creating Approval Titles in the System Administration User Guide.

How to Route a Record for Approval

1. **Open the appropriate record.**
2. **Enter the appropriate approval title in the Next Approver field.**
3. **Change the record status to Pending Approval.**
4. **Click Save.**

The system automatically generates alerts and sends them to each person assigned to the approval title.

How to Approve a Record

1. **Open the record.**

The easiest way to open a record in need of approval is to click the alert requesting the approval. You can also select the alert for the approval from your home page.

Note: You can create saved searches that will find all records that require your approval. Please refer to the section entitled Searching for more information.

2. **Review the record.**

You also have the option of passing the record on to another approval title, waiting while you check for details about the record, or rejecting the record.

3. **Change the status to Approved.**

The system notifies you that you have made changes and asks if you want to save them.

If you do not have an approval title with an appropriate approval limit, the system warns you that you have an insufficient Approval Limit to give final approval. In this case you should route the record for higher approval.

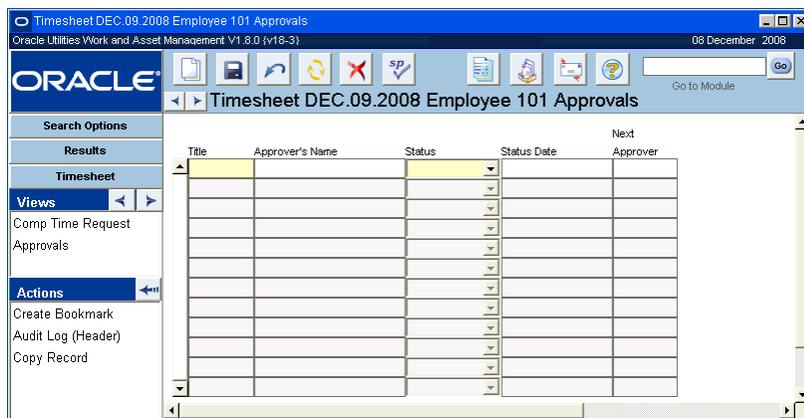
4. **Click Save.**

When you change the status of a record to Approved, the system inserts a record into the Approval View to log the activity with the record.

The system does not send an alert to the requestor to inform them that the record has been approved or rejected.

Approvals View

All modules that use basic approval processing include an Approvals view. This view lists the approvers on the approval title that have responded, tracks the approval status, and allows you to route the record for additional approval if necessary.



Approvals view

Note: In order to enter information in the Approvals view, you need to have an active Approval Title set up in the Approval Limits module and appropriate authority in the Timekeeping Authority Business Rule.

How to Approve a Record in the Approvals View

Select your Approval Title from the list of values in the Title field. The system supplies the Approver's Name, Status Date, and sets the status to Final. Once final approval is entered the system sets the record status to Approved.

How to Route a Record for Higher or Additional Approval**1. Open the record.**

The easiest way to open a record in need of approval is to click the alert requesting the approval.

2. Determine that you want the record to be reviewed by another approval title.**3. Open the Approvals view.****4. Enter your approval title.**

You can use the associated list of values. The system supplies the Approver Name, Status, Date and Approval Amount.

5. Change the status to Agree.**6. Indicate the Next Approver.**

You can use the associated list of values.

7. Click Save.**How to Find Records That Require Your Approval****1. Open the Search Options window of the module.**

For example if you are the approver for timesheets you would open the Timekeeping module in the Maintenance subsystem.

2. Enter search criteria that would open the records that you need to approve.

For timesheets orders that need approval you would enter a status of Pending Approval and your approval title in the Next Approver field. This sets the system to look for all of the records with the status of Pending Approval and with your approval title.

For records that use approval routing, the system sends an alert to your home page to notify you that your approval is needed. However, you can set saved searches for these types of records as well.

Note: Press Shift-F2 to display in the hint bar the total number of records found by your search.

3. Select Save Search from the Actions list.

A Save Search window opens.

4. Enter a descriptive title for the search and a description of the search if desired.**5. Select the Important box if you want to flag this search as Important.****6. Click Save.**

The system saves the search and adds a link on your home page under Saved Searches.

Chapter 27

Approvals - Approval Routing

Some records require a group of people to make an approval decision. For these records, the system uses approval routing to notify a list of approvers who must review records before they are approved. For these records, the approval process begins when an approval route is indicated on the record and the record status is changed to Pending Approval.

Note: For a description of basic approval processing please refer to the document entitled [Approvals - Approval Routing](#).

Settings in the Approval Routing business rule determine whether an approval alert opens the approval wizard or the record that needs to be approved. The system can also be set to allow users to approve records even when they weren't on the original route.

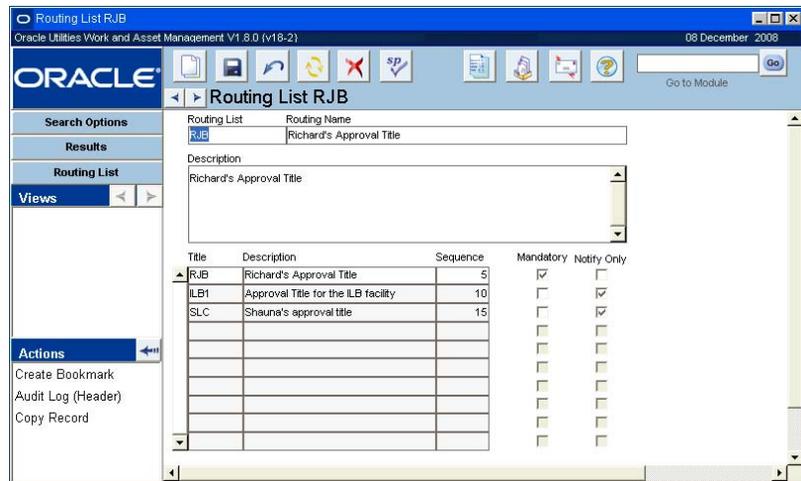
Routing lists are created and maintained in the Routing List module in the Administration subsystem.

Approvers must make sure that they have configured settings to receive alerts. Open the [User Profile](#) module and select your own User Profile record. Place checks in the boxes to indicate whether you want alerts to be sent to your Oracle Utilities Work and Asset Management home page, as e-mail, or both.

Routing Lists

A routing list is a grouping of approval titles that must review the record for approval. The approval titles are listed in a specific order as the system sends alerts to the approval title in the order that they are listed on the route.

Approval routing lists are maintained in the [Routing List](#) module located under Approvals and Routes in the Administration subsystem. Each routing list contains a group of approval titles that must review records for approval.



Routing List record

As shown in the sample screen above, this routing list contains four approval titles: RJB, ILB1, and SLC. If this approval title were indicated on a record, the alert would go to all of the users listed in each of these approval titles, and the document types and approval limits defined for each of the approval titles would apply.

When a record citing the routing list is set to Pending Approval, the system sends alerts to the approval titles in the order that they are listed on the routing list. The second approval title does not receive an alert until the first approval title has responded, and so on. The system continues to process the route and record decisions in the Approval Log until:

- An approver authorized to approve the dollar amount approves the record and all mandatory approvers have agreed or approved, or
- No approval titles remain on the route. In this case, the system sends an alert to the initiator who can select another route to approve the record.

Some approval titles might be checked as mandatory, in which case they must respond before the record can be approved. Other approval titles can be checked as notify only, in which case they are alerted that the document is under review but no response is required.

Approvers can use the [Approval Wizard](#) to respond to alerts from their home page. They can also receive alerts by e-mail and follow a link to the [Approval Portal](#) where they can record their approval decision without having to log in to the system.

Records that use [Approvals - Basic Approval Processing](#) do not require an approval routing list.

Routing Records for Approval

Once a record is complete, it is time to route it for approval. While how you will do this depends on whether the record requires a single next approver or an approval routing list, the process is similar in both cases.

How to Route a Record for Approval using an Approval Routing List

This process applies to records with an Approval Route field. Please refer to [Approvals - Basic Approval Processing](#) for instructions on using records with a Next Approver field.

1. Open the appropriate record.

The record should be complete and ready for further processing.

2. Enter a Route ID in the Approval Route field.

The system allows you to select any routing list from the list of values, but only the ones with a Y in the Approval Limit Available column have sufficient approval limits to approve the record.

If you want to use the default approval route that is indicated in your user profile for this document type, you can skip this step. The system will automatically enter your default Route ID when you change the status to Pending Approval.

3. Change the status to Pending Approval.**4. Save the record when prompted.**

The system sends approval alerts to everyone having the first approval title on the routing list you have selected. During the routing process, decisions of the approvers are recorded in the Approval Log.

Approval Decisions

All approvers on the routing list can agree or disagree with records being considered for approval, but only approvers with a sufficient dollar limit in their approval title and the required authority can approve records. The impact of these decisions depends on the approval titles remaining on the route and the decisions previously recorded.

Approve

If there are no remaining mandatory approval titles on the route, a decision to approve completes the process. The record status is set to Approved and the person responsible for the document receives an alert saying that it has been approved. If there are mandatory approval titles remaining on the route, a decision to approve is recorded in the Approval Log and the routing continues until all mandatory approvers have approved or agreed.

Note: If you do not have the required authority to approve a record, you will not see the Approve button. Only the Agree and Disagree buttons are available.

Agree

A decision to agree continues routing to the next approval title on the route. If all approval titles agree, but none approves, the record remains in Pending Approval status until a new route is specified or an approver with sufficient dollar limit approves the record. If no approval title has approved the document, the person responsible for the document receives an alert saying the approval process has stopped.

Note: If you have the authority to approve a record, you should select Approve rather than Agree. This will prevent records from going all the way through the route without actually getting approved.

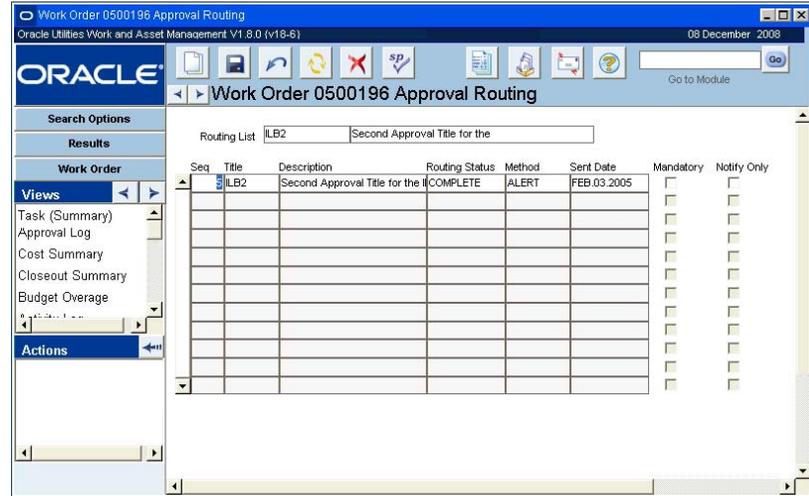
Disagree

If a mandatory approval title disagrees with a document, the approval process stops and an alert is sent to the person responsible for the record, who can review the Approval Log to see the reason given for the decision to disagree. If an approver who is not mandatory disagrees, the routing continues if there are remaining approval titles on the route.

Approval Routing View

Records that use approval routing include the Approval Routing view and an Approval log. The Approval Routing view shows the progress of the approval process for the record, including

which Approval Titles have been contacted and which remain to be contacted. The Approval Routing view is only available when the record is in Pending Approval status.



Approval Routing view

Additional titles added to this view will be used for the current document only. If you want make a permanent change to the Approval Route, you must open Routing List module and make the change to the route itself.

If the record needs to be updated after the Approval Routing process has begun, you must change the status from Pending Approval to Created. This removes all outstanding approval alerts and clears the Approval Routing view. However, decisions previously recorded by approvers remain in the Approval Log and are not cleared by the status change.

Approval Routing Field Descriptions

Routing List - The Routing List ID and Routing Name identify the Routing List used for this record.

Sequence - The sequence number indicates the order in which approval titles will be receive approval alerts.

Title - Approval titles are created and saved in the Approval Limits module. If you are adding an additional approval title to this document, select a title from the list of values, which also shows the Title Description and the Title's Approval Limit for this document type.

Description - The system enters the Title Description when you select the approval title.

Routing Status - The system enters the current routing status for the approval title. Routing statuses are:

Pending - Alerts have not yet been sent to approvers with this approval title. If the approval process has stopped for this document, the approval titles in Pending status will not receive alerts.

Sent - Alerts have been sent, but no approver with this approval title has responded.

Complete - Alerts have been sent and an approver with this approval title has responded. The response is recorded in the Approval Log. When the status changes to Complete, alerts are sent to the next approval title in the sequence. If all approval titles are Complete, the route is finished.

Method - The system enters the method used to deliver the alert. The delivery methods are:

Alert - The alert was delivered to the approver's home page.

E-mail - The alert was delivered by e-mail

Both - The alert was delivered both to the approver's home page and by e-mail. This can mean that an individual user received the alert by both methods, or that one approver on the approval title received the alert by e-mail and another received it on the home page.

Sent Date - The system enters the date the alerts were sent to this approval title.

Mandatory - mandatory approval titles must agree with a document before it can be approved. If a mandatory approval title disagrees with a document, the approval process stops and the document is not approved.

Notify Only - Notify Only approval titles are alerted that the document is under review but no response is necessary. All Notify Only reviewers receive their alerts when the routing process begins. If you add an approval title after the process has begun and mark that approver as Notify Only, no alert will be sent.

Adding Approval Titles

The system copies Approval Titles and sequence information from the Routing List module to the Approval Routing view when a document's status is set to Pending Approval. While the displayed titles and sequencing cannot be changed, you can add additional approvers if you want the document to be reviewed by an approver not currently listed.

If you find that you need to add another approval title to the approval route, you can do so in this window.

How to Add an Approval Title to an In Progress Route

This process shows how to add a title through the Approval Routing view. Approvers can also add approval titles to a route in progress from the approval wizard when they are recording their own approval decision.

- 1. Open the record that needs to be approved.**

The record must be in Pending Approval status.

- 2. Select Approval Routing from the Views list.**

- 3. Enter a sequence number on the next available line.**

Since you can only add to future processing, the sequence number you enter must be higher than the sequence numbers that have already been sent. You can indicate that the new approval title is a mandatory approver by checking the Mandatory check box. You cannot add Notify Only approvers to a route already in progress.

Users that were not on the original routing list can also approve a record without being added to the route if they have the needed approval authority.

- 4. Select an Approval Title from the drop-down list.**

If necessary, you can also indicate that the new approval title is a mandatory approver by checking the Mandatory check box.

- 5. Click the Save icon when you have finished adding each new approval title.**

Additional titles added to this view will be used for the current document only. If you want make a permanent change to the approval route, you must open the Routing List module and make the change to the route itself.

Remember, an approval title is one or many people who can approve a record. Even if there are only two approval titles on the route, it is possible that there could be many more individual approvers. The system sends an alert to ALL of the users that share the approval title listed on the route.

Record Response

The Record Response action on the Approval Routing view provides a quick method for agreeing to the Purchase Order directly from the document without needing to respond to an approval alert.

When you select Record Response from the Actions list, and enter your PIN if required by your organization, the system records your Approval Title as COMPLETE on the Approval Routing view, the Approval Log shows you have agreed with the record, and the Alert is removed from your home page.

Users that were not on the original routing list can also approve the record if they have the needed approval authority.

Resend Approval Request

You must have Resend Approval Requests set as a function in your responsibilities to use this action.

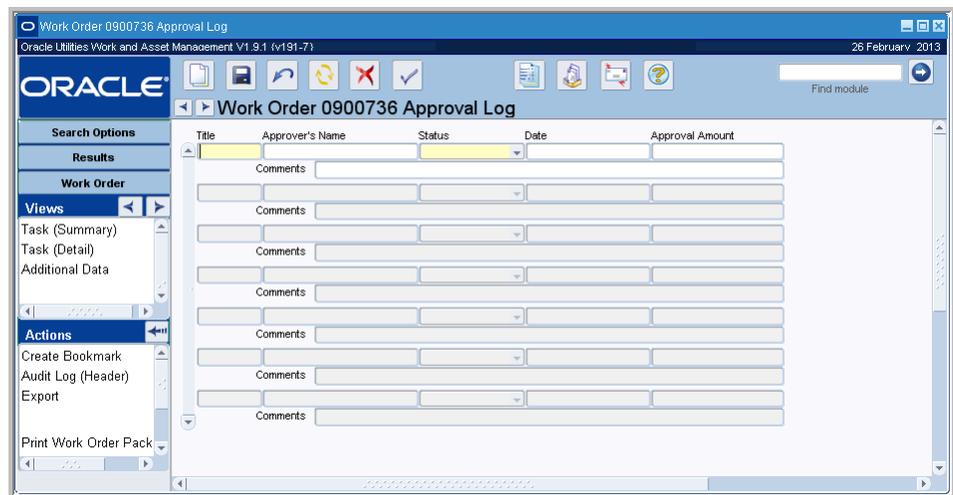
If you find that the approval process is taking longer than you think it should and you would like to re-issue the approval request to the approval titles on the list, you can select Resend Approval Requests from the Actions list in the Approval Routing or Account Log view. This will resend all alerts currently in Sent status. Everyone with an approval title in Sent status will receive the duplicate alert.

Approval Log View

The Approval Log contains a list of the decisions made by approvers who have reviewed the record and the date each decision was recorded. Unlike the Approval Routing view, which is available only when the record is in Pending Approval status, the Approval Log is available regardless of record status.

Approval Log view

Once a decision is written to the log, it cannot be deleted or modified. Even if record status is set back to Created in order to make changes to the document, all decisions previously recorded by approvers remain in the Approval Log.



The system displays an asterisk next to the Approval Log item in the Views list if there are approvals with comments in the log.

Approval Log Field Descriptions

Title - The approval title making the decision.

Approver's Name - The username of the approver making the decision. Although several approvers may share the approval title, the first approver with the title responding is the one recorded in the Approval Log for the approval title.

Status - The status corresponds to the decision recorded by the approver.

Approve - Only approvers with sufficient Approval Limits can approve a document. Other approvers can only Agree or Disagree.

Agree - A decision to Agree continues the routing to the next approval title on the route. If there are no other approval titles remaining on the route, and a previous approver has Approved the record, the record status is set to Approved.

Disagree - If a mandatory approval title disagrees with a document, the approval process stops and an alert is sent to the Requestor, who can review the Approval Log to see the reason given for the decision to disagree.

Status Date - The system enters the date the approval decision was recorded.

Approved Amount - The approved amount is the total amount for the record, if applicable.

Comments - Comments are optional, but if an approver adds a comment it will appear here. Click an approver in the upper grid to display comments added by that approver in the Comments box.

Finishing a Route

If an approval route cannot be completed for some reason, such as no one approving the document or a mandatory approver being unavailable to record approval, you can change the record from Pending Approval to Created status. This removes all outstanding approval alerts and clears the Approval Routing List view. Decisions already recorded are not deleted and remain in the Approval Log. You can then enter another approval route and set the status to Pending Approval, restarting the process.

If you have an approval title with a sufficient limit to approve the document, you can set the status to Created status and then directly to Approved without specifying a route. If a document is in Pending Approval status however, you can only change the record status to Approved if your approval title is on the route and you have been sent an approval alert.

Approval Wizard

The Approval Wizard provides a quick way of responding to approval alerts without needing to open the record being considered for approval.

Depending on settings in the Approval Routing business rule, the Approval Wizard opens automatically when you select an approval alert from your home page. The wizard provides summary information for the document being reviewed and a decision box, where you can approve, agree, or disagree with the document. See the section on [Approval Decisions](#) for an explanation of these options.

You can also review the decisions made by other approvers and enter comments. As you click different lines to move the highlight in the upper grid, the text in the Approver's Comments field changes to show any comments left by that approver. Enter your own comments in the optional Your Comments field. You may want to explain why you are disagreeing with the record so that the requestor can correct specific problems. Comments you enter here can be viewed in the Approval Log.

Viewing More Information - If you feel that the Approval Wizard does not contain enough information for you to make an approval decision, you can click the Account Information button on the first screen of the Wizard to see a listing of the Accounts referenced on the document, along with year-to-date budget and cost information.

If you want to review the entire document, click on the View Record button to open the record being considered for approval. Once you open the record, you can enter your approval directly

on the record by changing the document status to Approved or you can reopen the wizard and enter your decision and comments there.

If you need to reopen the wizard, return to the home page, select the original alert in the Alerts list, and the Approval Wizard reopens.

If you want to see account information, but not the full record, click the Account Information button.

How to Approve a Record using the Approval Wizard

1. Select the alert from the Alerts list on your home page.

The first window of the wizard opens containing summary information about the record you are asked to review.

The screenshot shows the 'Approval Wizard' window titled 'Approval Request for Purchase Order 07000104'. It contains the following fields:

- Description: Needed for big project
- Vendor: SAM'S BUILDING WAREHOUSE
- Total Amount: 503.85
- Required Date: 27 AUG 2007
- Requestor: [Empty field]
- Dept./Phone: [Empty field]
- Decision: Approve (selected in a dropdown menu)

At the bottom, there are buttons for 'View Record', 'Account Info', 'Next >', and 'Cancel'.

2. Select your decision from the drop-down list.

You can select Approve, Agree or Disagree. The Approve option is only available if you have a sufficient dollar limit and the authority to approve a record on your approval title.

3. Click the Next button.

A confirmation window opens showing the approval route and any comments other approvers have entered.

If your organization uses PIN processing to verify approvers, the system opens a window where you can enter your PIN. After you enter your PIN and click the next button, a confirmation window opens showing the approval route and any comments other approvers have entered.

The screenshot shows the 'Approval Results' window titled 'Please confirm the decision to APPROVE with Purchase Order 07000104'. It features a routing table and comment fields.

Seq	Title	Routing Status	Route Date	Approver's Name	Approval Status	Status Date	Mandatory	Notify Only
1	RuB	SENT	27 JUL 2007				<input checked="" type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is a text box for 'Approver's Comments' and a larger text box for 'Your Comments'. At the bottom, there are buttons for 'Add', '< Back', 'OK', and 'Cancel'.

You can [add additional approvers](#) if you want the document to be reviewed by an approver not currently listed. Click the Add button to open a new window where you can specify the new approval title and sequence number. Titles that you add from the Approval Wizard will be used for the current document only. If you want make a permanent change to the approval route, you must open Routing List module and make the change to the route itself.

Users that were not on the original routing list can also approve the record if they have the needed approval authority.

4. Enter a comment in the Your Comments box if necessary.

You may want to explain why you are disagreeing with the record so that the requestor can correct specific problems. Comments you enter here can be viewed in the Approval Log.

5. Click the OK button.

The system writes your decision and comments to the Approval Log and sends an alert to the next approval title on the approval route. If there are no remaining approval titles on the list, and no mandatory approver has disagreed, the system sets the record status to Approved. If a mandatory approver has disagreed, or if none of the approval titles have sufficient dollar limit to approve the record, the system alerts the requestor that the approval process has stopped and the record remains in Pending Approval status.

How to Add an Approval Title from the Approval Wizard

1. Select the alert from the Alerts list on your home page.

On the Approval Wizard screen that opens, you can enter your approval decision or continue to the next step without entering a decision.

2. Click the Next button.

The confirmation window opens showing the approval route and any comments other approvers have entered.

3. Click the Add button.

The Add Approval Title window opens.

4. Enter a sequence number for the title you want to add.

Since you can only add to future processing, the approval title you add must have a sequence number higher than those already sent. You can click the Cancel button to return to the previous window where you can see the sequence numbers assigned to the titles that have already received alerts. Click the Add button when you are ready to return to this step.

5. Select the approval title you want to add.

The associated list of values shows only those approval titles appropriate for the type of document being routed for approval.

You can also add a description if necessary.

6. Check the Mandatory or Notify Only box as appropriate.

If you check the Notify Only box, the system sends an alert to the approval titles as soon as you click the OK button. If not, the new approval title will receive alerts in sequence number order.

7. Click the OK button.

The system adds the new approval title and returns to the confirmation window.

8. Click the OK button or the Cancel button.

Click OK to record your decision. Click the Cancel button to exit the wizard without recording a decision. If you cancel, the alert remains on your home page.

Viewing Additional Information

You can also agree with the document by selecting the Respond with Agree action on the Approval Routing view.

If you feel that the Approval wizard does not contain enough information for you to make an approval decision, you can click the Account Information button on the first screen of the wizard to see a listing of the accounts referenced on the document, along with year-to-date budget and cost information.

If you want to review the entire document, click the View Record button to open the record being considered for approval. Once you open the record, you can enter your approval directly on the record by changing the document status to Approved or you can reopen the wizard and enter your decision and comments there.

If you need to reopen the wizard, return to your home page, click the original alert, and the Approval wizard will reopen.

Other Records

These processes only apply to records that use a next approver rather than an approval route.

If the document you are asked to approve does not use an approval route, the Approval wizard does not open when you click the alert. Instead, the record opens, which you can approve by changing its status to Approved. The system verifies that you have both the authority and the dollar limit to approve the document before changing the status. If you do not have sufficient dollar limit, you can route the record to another approval title for their review.

PIN Processing

As a further security check in the approval routing process, your organization can require approvers to enter a PIN (personal identification number) whenever they enter an approval decision. When PIN processing is activated for a module, approvers must enter their PIN when entering approve, agree, or disagree decisions through the Approval Portal and Approval Wizard, and also when entering an approval directly on the record or through the Record Response action.

The PIN Processing Administration Rule turns PIN Processing on and off by module, and sets features for all users. PINs for individual users are managed in the User Profile module, where users can establish their own PINs. When a PIN is about to expire, users receive a warning message when they logon to the system, together with a dialog box where the new PIN can be entered.

If a user's PIN is locked because the allowed number of incorrect entries is exceeded, the system administrator can select the Activate PIN action in the User Profile module to enter a new PIN for that user. PINs are automatically deactivated by the system when they reach the expiration date indicated in the PIN Administration view of the User Profile module.

Locating Records Requiring Review

Only new alerts that have not yet been opened show on the home page. Older alerts are stored in your message inbox in a folder called Alerts.

Approvers can check the alerts that are sent by the system under Alerts on the home page to find out which records require review. Each of these records has been placed in Pending Approval status prompting the system to send the alert. Each person with an approval title listed on the approval route indicated on the record receives an alert.

From either the home page or the Alerts folder in your inbox, click the Alert to open the Approval wizard where you can review and approve the record. After you enter your decision, the system logs your response, clears the alert from your home page, and sends the record on to the next approver on the route.

For more information select User Guides from the Help menu and search for Approval Portal in the index.

The Approval Portal on the home page is another useful way for an approver to keep track of the records requiring attention.

Approvers can also set up saved searches in each of the modules they are responsible for. A saved search for records in Pending Approval status would provide an ongoing list of records requiring their attention.

Approval Portal

When you select the Approval Portal link on the home page, the system opens the Approval Portal, a web page that displays records requiring your approval. The Approval Portal is an excellent time saver in that it groups all of the records needing attention by record type, allows the approver to navigate through the records, view supporting information on the records, and submit approval or rejection of the approval request in a web browser. With this tool the approval process can take place without the user needing to open the system and view each record individually as you would if you were using the Alerts list to manage approval responsibilities.

Oracle Utilities Work and Asset Management V1.8.0.1.0 (v1.8.0.1.200812051108)

Approval Portal
This page lists all the records that require your attention. Click on the record number to view further details and to approve, agree, or disagree with the request. Click on the column heading that you want to sort on.

Document Type	Past Due	Due	Total
Purchase Orders	3	0	3
Requisitions	2	1	3
Work Orders	0	1	1
Total	5	2	7

Lookahead
No data to display

Current Documents Waiting for Approval

Doc.	Record	Description	Total(\$)	Created	Required	Requestor
PO	04000123		20.00	Dec.30.2004	Dec.30.2004	
PO	06000130	new po	5.00	Apr.14.2006	Apr.14.2006	
PO	07000004	This is a Purchase Order for a S...		Mar.29.2007	Dec.09.2008	IMANI BROWN
REQ	03000004	Purchase Request for Work Ord...	15.00	Jan.03.2003	Mar.16.2003	IMANI BROWN
REQ	0300114	Purchase Request for Work Ord...	25.00	Apr.04.2003	Feb.15.2002	IMANI BROWN

Home | Logout | Help | About

Approval Portal

Only records that use approval routing appear on the Approval Portal. The system notifies you of other records needing your approval by sending alerts to your home page.

Each document listed in the Approval Portal is identified by document type and record number. The record numbers for past due items are highlighted in red. The Approval Portal also displays a brief description of the item showing the total amount, created and required dates and the requestor. You can change the sort order of the records by clicking the column heading that you want to sort on.

Select a record number from the Approval Portal listing to open a summary page for that record containing additional information that can help you make your approval decision. From that page you can then select links to Approve, Agree, or Disagree or to View Related Approvals. If your organization uses PIN Processing for the module, you must also enter your PIN before you can record your approval decision.

Purchase Order Approval Request
for Purchase Order 07000004 requested by IMANI BROWN for \$

Purchase Order 07000004 >> [Open Purchase Order](#)
This is a Purchase Order for a Stock Reorder.

Requested By: IMANI BROWN Total Amount: _____
 Department: _____ Blanket No.: _____
 Phone: (925) 935-7670 Blanket Rev.: _____
 Initiator: BATCH STORES REORDER Requested Date: Mar.29.2007
 Required Date: Dec.09.2008

Vendor Information

Vendor: Pumps - R - Us
 Contact: Sponge Bob
 Phone: _____
 Division: _____
 Address: 2265 Euclid Ave.
 City, State, Postal Code: San Bruno, CA 94587

Item Summary

Item	Stock Code	Storeroom	Description	Qty	Unit Price(\$)	Item Total(\$)
001	ILBSC002	ILB	Direct Stock item for the ILB faci...	10	EA	

>> [View related Approvals, Accounts, and Work Orders](#)
 >> [Approve, Agree, or Disagree with this Purchase Order](#)

Approval Portal Detail Page

Response for Purchase Order 06000272

Please enter your PIN for authentication.

Enter comments to support your response (optional).

Select one of the following options to respond to the approval request.

Approve the request.
 Routes the request for further approval indicating that you would like to have it approved.
 Routes the request for further approval indicating that you do not want it approved.

Depending on your approval authority, you are required to Agree or Disagree with the request and send it through the rest of the route, or approve the request and send it through the rest of the route. Click the Approve, Agree, or Disapprove link to open a decision box where you can record your decision and enter option comments.

If your approval is no longer required, the Approve, Agree, or Disagree link does not display.

Approval Summary

The Approval Summary box near the top of the Approval Portal window lists the number of records, by type, that are due and past due for your approval.

Document Type	Past Due	Due	Total
Invoices	1	0	1
Purchase Orders	0	1	1
Work Orders	0	1	1
Total	1	2	3

You can limit the main display by document type. For example to only view purchase orders, click the document type name in the Approval Summary box. You can then return to the full display by clicking the Approval icon or your browser's Refresh icon.

Click any record number to open a summary detail screen for the record that needs approval. This view shows information related to the requestor, the dollar amount involved if applicable, and any comments or additional information. You can also select the link to view records related to the approval request.

You can use the Approve, Agree, or Disagree link at the bottom of the page to enter your approval decision. If your approval is not longer required, the Approve, Agree, or Disagree link does not display.

Look Ahead

The Look Ahead box lists records that will require your approval after other approvers have recorded their decisions. Records listed in the Look Ahead box are in Pending Approval status and reference an approval route that includes your approval title. The route, however, has not yet reached the sequence number for your approval title. This information can help you plan for time when you may be out of the office or unable to respond to approval requests.

A screenshot of a software interface element. It consists of a rectangular box with a double-line border. Inside the box, the word "Lookahead" is written in a dark blue, sans-serif font. Below it, the text "Purchase Orders 1" is written in a lighter blue, sans-serif font.

Select a Document Type in the Look Ahead box to change the main display to show the records requiring future approval. After reviewing the look ahead items, refresh the screen to return to the listing of current documents waiting for your approval.

If you select a record number from this view you will not see the Agree, Disagree or Approve link because you cannot record an approval decision from Look Ahead.

Chapter 28

Approvals - PIN Processing

As a further security check in the approval routing process, you can require that approvers enter a PIN (personal identification number) whenever they enter an approval decision. When PIN processing is activated, approvers must enter their PIN when entering approve, agree, or disagree decisions through the Approval Portal and Approval Wizard, and also when entering an approval directly on the record or through the Respond with Agree action.

The PIN Processing Administration Rule turns PIN Processing on and off by module, and sets features for all users such as the length of time the PIN is valid, the number of allowed incorrect entries and other settings. PINs for individual users are managed in the User Profile module, where users can establish their own PINs. When a PIN is about to expire, users receive a warning message with a dialog box where the new PIN can be entered.

Initial Activation

When PIN Processing is initially enabled, users are prompted for their PIN when they log in to the system.

PIN Lockout

If a user's PIN is locked because the allowed number of incorrect entries is exceeded, the system administrator can select the Activate PIN action in the User Profile module to enter a new PIN for that user.

Configuring PIN Processing

The PIN Processing Administration rule turns PIN processing on and off and determines a number of system-wide PIN characteristics.

How to Configure the PIN Processing Business Rule

1. **Open the Business Rule module.**
2. **Open the PIN Processing Business Rule record.**
3. **Set the options as described below.**

Alpha and Numeric - Set this parameter to ON if you want to require personal identification numbers to contain both alpha and numeric characters.

Check Expiration - PIN expiration checking is invoked by setting the Option Status to ON. When an Approver logs on, the system checks their PIN against the expiration date stored in the User Profile module. If the Option Status column is set to OFF, the system does not check the expiration date and does not prompt for a new PIN once the current PIN expires.

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

Minimum PIN Length - The minimum number of characters required for all personal identification numbers.

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

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

Retries Allowed - This parameter specifies the number of incorrect attempts you are allowed before your PIN is disabled.

Use PIN - [Module] - Set this value to ON for all of the modules where you want PIN Processing functionality to be used.

4. Click Save.

Managing PIN Processing

Select PIN Administration from the User Profile Views list to see when a user's personal identification number was last changed and when it will expire. When PIN processing is activated in the business rule, the system will require a PIN be entered to approve Work Orders, Purchase Orders and other record records needing approval...



PIN Administration view in the User Profile module

A check in the PIN Active box indicates that an Active PIN is assigned to the user. If a PIN is locked because the number of failed entries specified in the business rule has been exceeded, the Active PIN box is unchecked and the date the PIN was inactivated appears in the date field below. Only users with the Activate PINs function responsibility can activate a user's PIN once it is locked. None of the information on this view can be updated directly.

Changing a PIN

You can enter a new PIN by selecting Change PIN from your User Profile Views list. No one can change another user's PIN.

Settings in the PIN Processing Administration Rule determine how long your PIN must be, whether or not you must use a mix of alpha and numeric characters, and how often you can reuse the same PIN.

How to Change a PIN

1. Open the appropriate User Profile record.
2. Select Change PIN from the Views list.

3. Enter the old PIN.

If you are entering your PIN for the first time, or changing your PIN because your old PIN was locked, you do not have to enter the old PIN.

4. Enter the new PIN.

5. Enter the new PIN again to confirm the first entry.

6. Click the OK button.

Unlocking a PIN

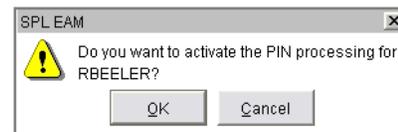
As a security measure, if a user enters an incorrect PIN more times than allowed in the PIN Processing Administration rule, the system locks the PIN, preventing the user from approving records. When this happens, only an administrator with the appropriate responsibility can activate (unlock) PIN processing for the user.

How to Activate a PIN

1. Open the appropriate User Profile record.

2. Select Activate Users PIN from the Actions list.

The system asks you to confirm that you want to activate PIN processing for the user.



3. Click the OK button.

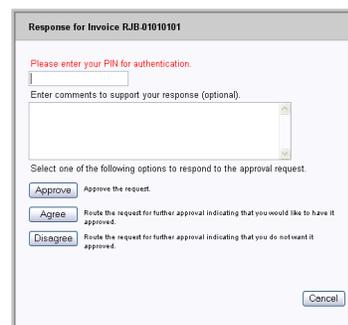
The system checks the PIN Active box in the PIN Administration view and removes the old PIN. The user must now open the Change PIN view and enter a new PIN.

Approving Records

There are several ways to approve records, and the way you choose will depend largely on your own preference. You can use the Approval Wizard to respond to an alert requesting your approval, or you can open the Approval Portal to review all the records requiring your approval in a single listing. In some cases, you can also enter your approval directly on the record requiring approval.

Note: See the System Basics guide chapter on Approvals for a complete discussion of the approval process.

When PIN processing is active, the system requires that you enter your PIN before continuing. Type your PIN in the box provided and then click on the Approve Agree or Disagree button.



Approval Wizard Decision window

Chapter 29

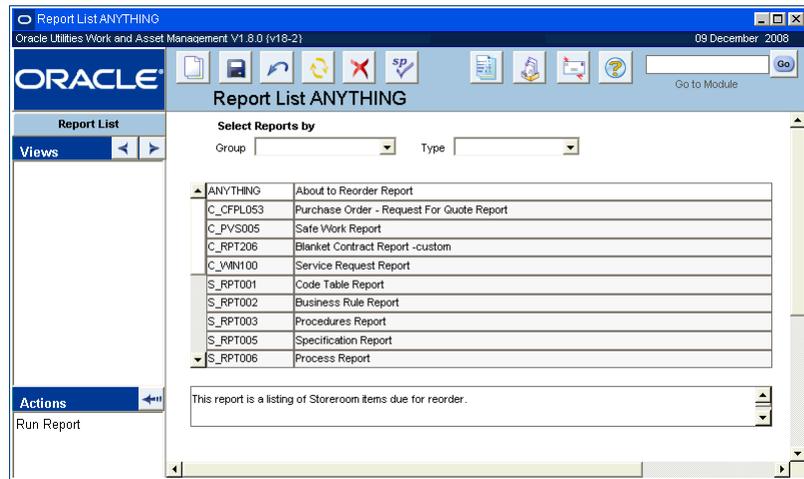
Reports

Further ad hoc reporting capabilities are included in saved searches, exportable search results, and transaction logs.

The Oracle Utilities Work and Asset Management system provides reports that organize information across modules. Over one hundred standard reports come packaged with the system. These reports cover most aspects of business that would require reporting. You can access standard reports by clicking the Reports icon on the toolbar. You can also create a listing of standard reports on your home page by adding the reports that interest you most in your user profile.

This list opens when you click the Reports icon on your home page or select Reports from the File menu. The Results window in the Report Administration module is similar.

Reports can be accessed by clicking the Reports icon on the home page toolbar, by selecting Reports from the File menu in any module, or by opening the Report Administration module.



Reports List

Running Reports

The fields on the Selection window change depending on the report you are running.

When you highlight a report and select Run Report from the Actions list, the system opens a Selection window for the report where you can enter criteria to limit the report output.

Report Selection window

If you have a very large database, it is important to enter selection criteria to avoid creating extremely long reports that can overload your computer's resources.

If you want to e-mail the report, select Send from the File menu. You can also print or save the report.

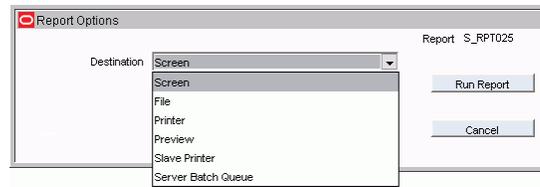
After you have entered your criteria, click the Run Report button. If your organization has set the Web Configuration Business Rule to always preview reports, the system opens a preview of the report in *.PDF format. From the preview you can print, save, or e-mail the report by selecting the appropriate options from your browser's toolbar.

Item	Stock Type / Storeroom / Code	UOP	PO Quantity	Trans. Type	Received	Return/Credit
001	INVENTORY / RJB / RJB-007	EA	4	Received	1	
	Trackable component					
	Mtr.: Mtr. Part #					
	Bins:					
001	INVENTORY / RJB / RJB-007	EA	4	Received	1	
	Trackable component					
	Mtr.: Mtr. Part #					
	Bins:					

PDF Preview of a Report

Other Report Output Options

If the Web Configuration Business Rule is not set to always preview reports, an options window opens when you click the Run Report button.



From this window you can select from the following options:

Screen - Displays the report in *.PDF format as discussed above. Screen and Preview options are the same.

File - Writes the report to a file on disk so that it can be accessed at a later time outside of the system. If you select this option the window changes to display fields where you can enter the file name and the file format.

You should enter the complete file path for the location where you want the system to save the report as well as the file extension for the file format that you want the report saved as. For example, if you want the report saved on your hard drive in a particular folder as a *.PDF file, you might enter: c:\my documents\report1.pdf.

The only options for file format are *.PDF (Adobe postscript file) or *.HTML (web enabled format). However, memory limitations and the potential size of HTML documents may cause your browser may crash when running long HTML reports. In order to prevent problems, it is recommended that you use Adobe PDF format for long reports.

Printer - The printer option sends the report directly to the printer designated in your user profile. If there is no printer specified in your user profile, the report prints on the printer specified as your Windows default printer.

Preview - Displays the report in *.PDF format. Once the preview opens, you can use your browser's controls to print or save the report.

Slave Printer - This option is no longer used.

Server Batch Queue - This option requires custom operating system oriented coding to queue the report to print on a particular date in the future. If you select this option the window changes to display fields where you can select the printer from the List of Values and enter a date and time for the report to print.

Report Administration Module

In order to run each report must have a Report Administration record with a unique Report ID. The Report Administration record includes fields to describe and classify the report, and locate the report's executable files.

The screenshot shows the Oracle Report Administration window for report S_RPT028. The window title is "Report Administration S_RPT028" and the version is "Oracle Utilities Work and Asset Management V1.8.0 (v18-4)". The interface includes a search bar with "S_RPT028" entered, a title field with "About to Reorder Report", and fields for "Select Block" (RPT_S_RPT028), "Location" (RPTINVEN), "Type" (LISTING), and "Group" (INVENTORY). A description field contains text about the report's purpose and selection criteria.

Report ID - The Report ID is the unique identifier for the report. All Report IDs that begin with “S_” are reports built and maintained by Oracle Utilities Work and Asset Management.

Title - The text in this field is displayed on the report as the title.

Select Block and Location - Block and location are technical information used to point the application to the correct code when running the report. Location indicates the report form that the report draws its information from, and Select Block indicates the block within that form.

If this information is modified incorrectly, the report may not run properly.

Type and Group - Type and Group classify the report for easy user retrieval.

Description - In the Description field you can note details about the report such as selection criteria, which modules the report takes data from, the type of information the report includes, and any other important information.

Modifying Existing Reports

Improper changes may cause a report not to work.

When updating existing information, you can only change the Title, Group and Description. Changing any other field could cause the report not to work. When you are finished making changes, Click the Save icon to commit your changes or the Undo icon to prevent your changes from being saved.

If you want to make significant modifications to a report, you should duplicate the information in another record and duplicate the actual report executable (.RDF or .REP files located in the Oracle Utilities Work and Asset Management directory). Once duplicated, you can modify the duplicated report and the Report Administration record. Otherwise, future updates will overwrite your modifications.

How to Duplicate a Report

1. **Open the report that you want to duplicate.**
2. **Click New.**
3. **Select Duplicate Last Record from the Actions list.**

The system transfers all information to a new record including the Report ID. Make sure to change the Report ID to a value that does not begin with an “S” so that you can know that this is not a Oracle Utilities Work and Asset Management report.

4. **Make any necessary modifications.**
5. **Click Save.**

How to Create a New Report

1. **Open the Search Options window of the Report Administration module.**
The Report Administration module is located in the Administration subsystem.
2. **Click New.**
3. **Enter a Unique Report ID.**
4. **Enter Select Block, Location, Type, Group, and Description information.**
5. **Mark the “Restrict from Upgrade” indicator if you want to prevent this record from being modified by subsequent releases.**
6. **Click Save.**
You can now check the report runs by selecting Run Report from the Actions list.

How to Run a Report

1. **Open the Reports List.**
You can open the Reports list by selecting Reports from the File menu.

You can also select Reports List from the Actions list on your home page.
2. **Highlight the report and select Run Report from the Actions list.**
If the report has a Selection window associated with it, that Selection window opens. If this window does not open, go to step 4.
3. **Enter search criteria for the report.**
4. **Click Run Report.**
Either a PDF preview of the report or a options window opens, depending on settings in the Web Configuration Business Rule.

If a PDF preview opens, you can print, save or e-mail the report from the browser window.

If the options window opens, select the desired output and click the Run Report button. If you choose not to run the report, click the Cancel button.

Reports List

When you select the Reports icon from the home page toolbar, a Search Results screen opens showing all available reports. When you select an individual report the system displays a brief description of that report in a box below the list.

Please refer to the [Reports](#) Appendix for more detailed information on individual reports.

Double-click any report or highlight a report and select Run Report from the Actions list to open a dialog box where you can set report criteria then run the report according to that criteria.

The drop-down list next to Group on the Report List header includes a group called My Reports. You can add a listing of reports that you use often or that are particularly relevant to your job function to this group by updating your user profile. The system adds any reports that you include in your user profile to the My Reports Group, as well as to your home page.

How to Add a Report to My Reports

1. **Open your user profile in the User Profile module.**
2. **Click in the first blank Key Name field.**
3. **Select the report you want from the list of values.**
You can only select reports that are in your Responsibility profile.
4. **Assign a sequence number in the Key Value field.**
This determines the order in which the reports will show when you call for My Reports.
5. **Click Save.**

You can also access these reports from your home page by selecting Page from the Personalize list on your home page and then adding the Favorite Reports component.

The system saves the record and adds the report to the list under My Reports in the Reports List.

You can also access these reports from your home page by adding Favorite Reports as a component in Personalize Page.

Chapter 30

Cost Types

The Oracle Utilities Work and Asset Management system maintains several different types of costs associated to work. Primarily, these costs develop from the work order tasks and are tracked in the system in various stages.

The system maintains the following types of costs throughout the work order life cycle:

Estimates

- User-Entered
- Estimates can be entered into the system during planning of work.
- Original estimates are frozen after the work order status is changed to Active.
- Revised estimates continue to grow as parts and labor estimates change.

Commitments

- System-Maintained
- Represent internal costs associated with Active Work orders that place demand in the storeroom, agreements with vendors to pay on Active purchase orders, and obligations to pay wages to employees for approved timesheet charges.

Accruals

- System-Maintained
- Unpaid invoices. The total increases as items are received and decreases by commitment amounts as actuals are posted.

Actuals

- System-Maintained
- The actual costs paid. These costs are associated with approved and posted invoices, timesheets, cost adjustments, and stock items checked-out or returned to stores.

Each cost type is displayed on the Work Order and Work Order Task Cost Summary windows.

Associating Costs

To understand estimates, commitments, accruals, and actuals, let's look at the costs associated with a planned work order task and how they are applied as the work order processing evolves.

Assume that a work order is in Planning status and several labor, stock item, and direct purchase requirements have been identified as required to complete the task. From the Work Order Task record, select Cost Summary from the Views list. The cost summary information only includes original estimates and revised estimates for the corresponding expense codes (categories). For example, the Cost Summary window pictured below indicates the corresponding task has planned \$375.00 in labor, \$210 in direct purchases, and \$90 in inventory stock items.

Category	Original Estimate	Revised Estimate	Committed	Accrued	Actual	Ext.
Voucher Expense	.00	.00	351.24	.00	351.25	
Premium Labor	.00	.00	.00	.00	.00	
Regular Labor	747.64	747.64	.00	.00	.00	
Labor Premium Burden	.00	.00	128.18	.00	128.19	
Labor Regular Burden	.00	.00	9.49	.00	9.49	
Total	747.64	747.64	488.91	.00	488.92	

Work Order Task Cost Summary for Work Order in Planning Status

The original estimates equal the revised estimates through the Pending Approval and Approved, Waiting Activation status changes.

Now, let's assume that the work order status has been changed to Active. At this point the system freezes the original estimates to maintain the planned costs at the time that the work order was activated. In addition, the system automatically places demand on the storeroom for the planned stock items and generates a purchase requisition for the direct purchase items. Committed costs begin to appear as the requisitions are migrated to approved purchase orders and labor charges have been logged and approved in the Timekeeping module.

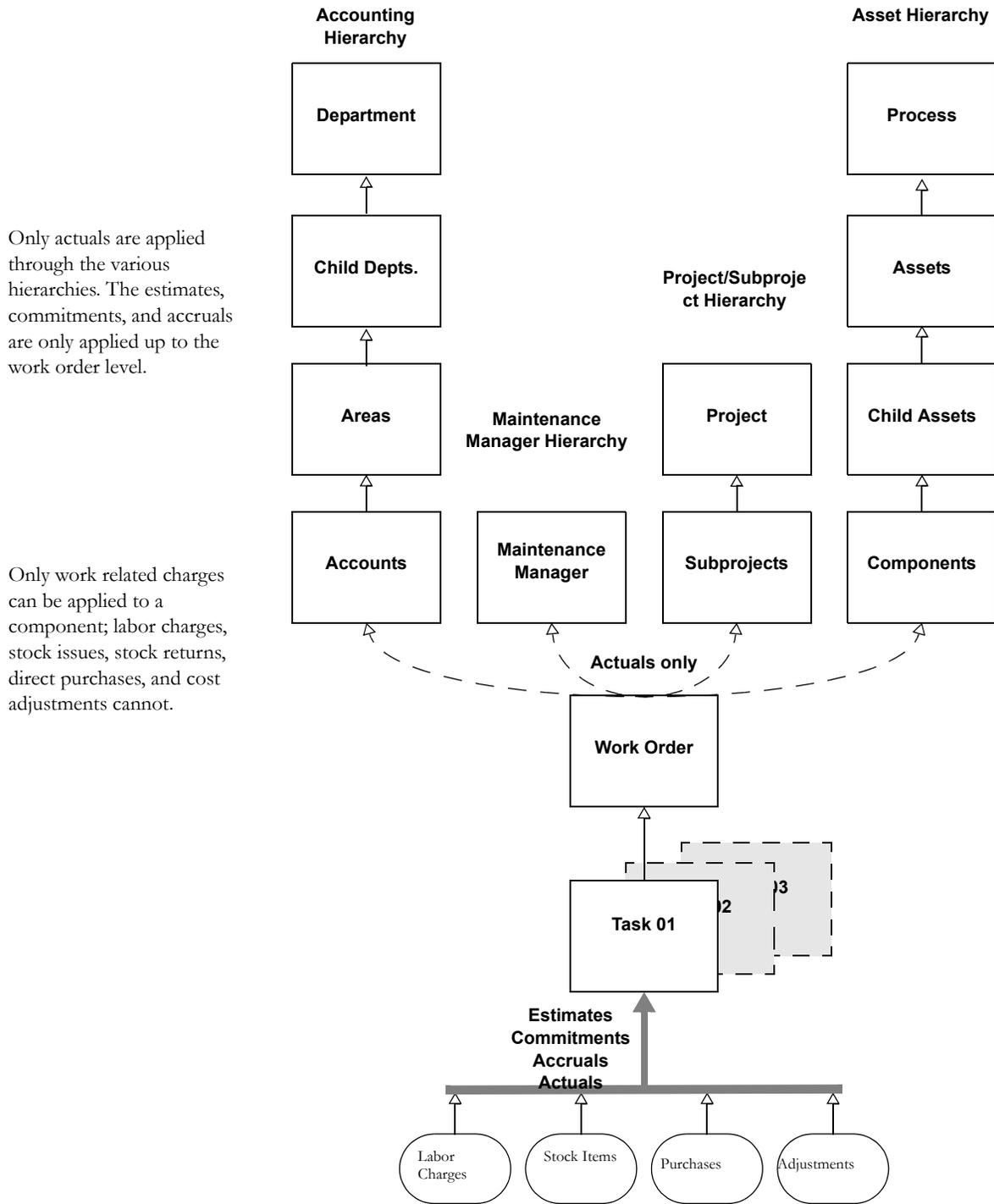
Typically, direct purchase items are received into the system via the Receiving module before the vendor invoice arrives and is processed. The system then displays the costs as Accrued, indicating the costs are associated with unpaid receipts. The system constantly adjusts accruals as commitments change and actuals are processed.

As the work continues, invoices are received and logged into the system, and stock items are checked-out from the storeroom. Approved invoices, and timesheets, as well as stock checkouts get posted by the system during regular batch processing procedures. The costs are applied throughout the system as actuals. As the actuals increase, the accruals decrease, indicating that the unpaid receipts are being processed and paid.

Reviewing Cost Roll-Ups

The structure of your organization's hierarchies is determined during system implementation and is based on your business requirements.

Once actuals are incurred against work order tasks, dollar charges are applied to the appropriate hierarchy. The hierarchies show costs at varying levels. The diagram below illustrates a basic hierarchal structure and how costs are applied throughout the structure.



Viewing Costs

You can view actual dollar charges sorted by expense code or by accounting Period using the Cost Summary views of each related record in each hierarchy. From the appropriate record, select Cost Summary or Period Costs from the Views list. The following example is from the Department module.

Period	Expense Category	Budget Amount	Committed Amount	Budget Balance	Actual A
2008	04 Inventory Stock	.00	28.00	-28.00	
2008	03 Direct Stock	.00	1,338.50	-1,338.50	
2008	02 Direct Stock	.00	61.00	-61.00	
2008	02 Trash Expense	.00	373.29	-373.29	
2008	01 Labor Regular Burden	.00	300.60	-300.60	
2008	01 SC Code 04	.00	609.18	-609.18	
2008	01 SC Code 09	.00	609.18	-609.18	
2008	01 SC Code 10	.00	609.18	-609.18	
2008	01 Trash Expense	.00	168.00	-168.00	
2007	11 Trash Expense	.00	367.50	-367.50	

Period Costs View in the Department Module

Costs Associated with Other Items in the System

All charges do not have to be associated with a work order task. direct labor, stock issues and returns, direct purchases, and cost adjustments can be charged to accounts, functions, processes or assets, allowing the costs to be applied to the accounting hierarchy and the asset hierarchy.

Interfaced Costs from Other Systems

Interfaced costs cannot be applied directly to a component.

Labor transactions, vouchers, offset charges (for double-entry accounting), and other charges can be passed from another application (for example, a payroll program or a general ledger application) to Oracle Utilities Work and Asset Management. These costs are then applied to the appropriate hierarchies.

All costs incurred in the system are automatically logged into various transaction logs. These logs are used to feed interfaces that then transfer the information to external programs such as general ledgers, accounts payable applications, etc.

During the implementation phase interface requirements are defined and scheduled for incorporation into the application processing.

Summary

Different members of your organization use cost information to complete and plan their work.

Accounting personnel and management typically use the cost summaries available through the accounting hierarchy when answering questions such as: Which account is paying for that? and How much has this department spent? Accounting personnel and managers also track the actual costs to the budgeted costs at the account, area and department levels.

Maintenance personnel and management typically use the cost summaries presented through the asset hierarchy and Work Order records. These types of users are interested in tracking the costs required to maintain a component, asset and/or process.

Finally, maintenance managers generally use the costs applied to the maintenance manager hierarchy to track the costs associated with the assets for which they are responsible.

Chapter 31

Accounting - Stock and Purchase Types

When working with Oracle Utilities Work and Asset Management, you will encounter a number of “type” fields. The system uses the information in these fields to determine how a transaction is processed and where information is stored. Two important type classifications used in the Inventory and Purchasing modules are stock type codes and purchase type codes. While the two classifications have similarities (both, for example, have a way of specifying direct purchases) they are distinct. Stock types are primarily inventory concepts, while purchase types and PO Line types are essentially purchasing concepts.

Stock Types

There are five stock types available: inventory, expense, direct purchase, phantom, and consignment.

The stock type assigned to an item determines how the system processes the stock item, including allocating costs, tracking inventories, etc. An item’s stock type code is stored in the Master Catalog record and on any Storeroom records. When you create records in the Storeroom module, the system automatically copies the code from the Catalog module to the Storeroom module but you can modify the code to represent how the item is classified in the individual storeroom.

A stock item may have various stock type classifications in various storerooms. For example, it is possible to classify a stock item as an inventory type item in one storeroom and an expense type item in another.

The Invoice Setup Criteria business rule includes settings that determine how stock items are handled in the storeroom. For more information on how to configure these settings refer to the Business Rules User Guide.

Inventory - Inventory items are the only items that affect the value of a storeroom’s inventory. Inventory stock items are stock items tracked by storeroom. They are issued from, and returned to, storerooms using the Checkout module in the Inventory subsystem. If your organization uses automatic stock reordering, the system can include inventory items for automatic reorder and reorder review. Examples of inventory items would be gaskets, pumps, paint and other physical items.

Expense - Expense stock items are bought in bulk and charged to an ‘overhead’ account that spreads the costs throughout the organization. They are issued from a storeroom without charging the user’s account.

As with inventory items, you can use the Checkout module to plan, issue and return these items, or you can choose to check quantities and reorder periodically without requiring a more formal checkout process. The method that you use is likely to depend on the item. For example, you might want to track storeroom issues of work gloves, but probably would use the second method for reordering pushpins.

Since expense type stock items are issued at no cost to work orders or accounts, they appear on storeroom log transaction records (which track changes in quantity) but not on account log records (which track changes in value).

Direct Purchase - Direct purchase items are listed in the Catalog module but are not kept on hand. An example would be a high-cost or limited-life item that you do not want to keep in inventory, but which is an important part listed on a bill of materials.

The system does not maintain an inventory quantity or average unit price for direct purchase items. These items are also not included in the automatic stock reorder process or in demand calculations.

In most cases, when direct purchases are received, the storeroom inventory is not updated because the system assumes they will be issued immediately.

Direct stock types are not subject to Automatic Reorder or Reorder Review.

Phantom - Phantom items are “non-existent” items. They are assigned a stock code for the purpose of including another level in a bill of materials. These are items that have no quantities, prices, or history maintained. Kits, such as a collection of seals, fuses, nuts and bolts used to do preventative maintenance on an asset, are common examples of ‘phantom’ stock items. Each element that makes up the kit must be ordered separately – possibly as direct purchase items – then added to the kit which is then stored in the storeroom as a phantom item. Since phantom items don’t actually exist, they can’t be checked out, relocated, counted or tracked in the storeroom.

Phantom stock types are not subject to Automatic Reorder or Reorder Review.

Consignment - Consignment items are stocked and maintained by an outside source, usually the supplying vendor. These items can be reserved on Work Order records just as if they were inventory items. They can be issued and returned using the Checkout module, but they are inventoried and replenished by the supplier and your organization is only charged for those items that are used.

Consignment stock types are not subject to Automatic Reorder or Reorder Review.

Other Forms of Stock Items

In addition to the [five stock types discussed above](#), there are two other concepts used to determine how a stock item is processed.

Courtesy Stores - Courtesy stores items are direct purchase type items that do not belong to a storeroom but are kept there as a courtesy. Often, they are purchased as direct stock items, with the understanding that they will never be in inventory. Or they belong to one storeroom but are held in another storeroom pending use on a specific project. In either case, they are not charged to an account number in the storeroom where they are kept.

If one storeroom agrees to store a stock item belonging to another storeroom as a courtesy stores item, this arrangement could be handled as a stock transfer, rather than a courtesy stores. A stock transfer, however, impacts the inventory value and cost responsibilities of the two storerooms. A courtesy stores arrangement does not impact inventory value or cost responsibilities.

Temporary Stock - When a stock item is ordered without a stock code, the system, under certain conditions, assigns a temporary stock number based on the PO. Although these items are referred to as ‘temporary stock’, it is the stock code number, not the stock, that is ‘temporary.’ These are typically new direct purchase items for which no stock number exists in the catalog, and which are not intended to be kept in inventory. However, since it is possible to make an item that has a stock code into a direct purchase type, not all direct purchase items are temporary stock items.

Stock Type Changes

You can change the stock type designation for an item in the master catalog. You might want to do this if an item was ordered as a direct purchase but you decide that you now want to keep it in the storeroom as an inventory item.

The following stock type changes are allowed:

- Expense to Inventory, Direct, or Consignment
- Inventory to Expense, Direct, or Consignment
- Direct to Expense, Direct, or Consignment
- Phantom to Expense, Inventory, or Consignment

Commodity Codes

Commodity codes are an alternate way to describe stock items. An item's commodity code is stored with other information on the item in the Master Catalog record.

Commodity codes can be helpful when you need to locate a specific stock code because they form a 'logical' segmented code for a stock item. Each succeeding segment describes the item more specifically.

Commodity codes are built using the following segments:

CATEGORY + NAME + TYPE + COMPOSITION + SIZE

The advantage to a segment-based system is that the list of possibilities for each segment is limited compared to the list of all possible items. For example, there are over fifty modules, but by classifying each module under one of five subsystems, the list of possible modules for each subsystem becomes shorter and can be viewed at a glance. By using the commodity code system, each segment list becomes short enough to be conveniently represented by a list of values.

For each of the first four segments, your organization can define codes and build lists of values that best meet your needs.

Category - The category is the most general description of the item and is one character long. A sample category code might be "M" for a piece of mechanical equipment. The list of values for this segment is defined in a code table, which can be adjusted by your organization to fit your needs. If you know the code, you can enter it without using the list of values.

Name - For each category, there is a unique list of names. The name code can be up to five characters long. A sample commodity name for an item with an "M" category code might be "CV" for a check valve. When you select a category, the system consults another table and creates a list of values that contains only the commodity names associated with the chosen category.

Type - For each category/name, there is a unique list of types. The type code can be up to five characters long. A sample commodity type for an item with an "M" category code and a "CV" name code might be "HP-P" for a high-pressure pneumatic check valve. When you select a name, the system consults another table and creates another list of values that contains only the commodity types associated with the chosen name.

Composition - For each category/name/type, there is a unique list of composition codes. The composition code can be up to ten characters long. The composition code is used to indicate the primary material in the item. For example a composition code of "T-Alloy" might be used for a titanium alloy.

Size - The fifth unlabeled field comprising the code can be used to record the size. This is a free form text field where you can enter any text up to thirty-four characters.

ABC Inventory Processing

ABC classification represents a way of prioritizing how items are stocked, inventoried and reordered, by ranking total value usage of each item. Total value usage is calculated by multiplying the item value by the total usage over a time period.

Using ABC processing features requires some preparation using several areas of the system. Since the calculations are based on usage history, you should make sure there is a sufficient history before running ABC processing.

How to Set Up ABC Inventory Processing

1. Set up the ABC Inventory Business Rule.

The parameters for calculating an item's ABC classification are defined in the ABC Inventory Business Rule.

For each class you can define:

% of Items - percentage breaking point for the stock type listed in the ABC Class column.

% Over Safe - percentage over the safety level (minimum quantity) to set the reorder point quantity for the stock type listed in the ABC Class column.

of Months - desired reorder frequency (in number of months) used to determine the maximum quantity.

Once you have set the parameters and marked the Storeroom records that are to be included in the calculations, you can run ABC processing.

2. Review and set the ABC options for all stock items in the storeroom.

Using the ABC Inventory Processing view of the Storeroom Setup module, you can configure the system to automatically reorder items based on this ABC processing information. For each unique combination of a storeroom and a stock item in the storeroom's catalog, use the check boxes in the ABC Processing Options view to specify how you want the system to process the item in relation to its ABC classification.

Set ABC Class from Analysis - If you check this option, the stock item will be included in the ABC analysis when you collect or update ABC information in the Storeroom Setup module.

Set Reorder Point for ABC Class - If you check this option, the stock item's reorder point will be reset by the ABC analysis when you update ABC reorder quantities in the Storeroom Setup module.

Set Maximum Quantity for ABC Class - If you check this option, the stock item's reorder point quantity will be reset by the ABC analysis when you update ABC reorder quantities in the Storeroom Setup module.

Purchase Types

The Type field on purchasing documents refers to the purchase, not the stock item. The system requires you to select a purchase type when you create purchasing documents. The list of available purchase types for Requisition and Purchase Order records is controlled by Code Tables 149 and 155, respectively.

Some common purchase types are listed here and your organization can add others. The system recognizes some of these common types and initiates special processing when these types are selected. Any types that your organization adds are not likely to be supported by special processing without prior arrangement.

The most common purchase types include:

The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options Business Rule.

B (Blanket) - B-type purchase orders are created by the system using a blanket contract as a template. The system assigns this type to assist in identifying purchases made against blanket contracts.

P (Purchase) - Used for purchasing direct type items that are not normally kept in inventory as specific stock items. Purchases to restock regular storeroom inventory items are S-type orders.

V (Vendor Services) - Purchase for services.

S (Stores Replenishment) - Used for purchasing items to replace stock checked out from the storeroom. If purchasing restrictions are turned on, a user must be an authorized Buyer, defined in the Buyer's module, to create a purchase order with this type.

W (Work Order Generated) - Purchases generated to meet the needs of a work order. This type is automatically assigned when the system creates the purchasing document from the work order.

Restricting Purchase Types

The Restrict Items by PO Type rule key in the Purchasing Options business rule determines the stock types that can be added to purchasing document based on purchasing type.

Regardless of the rule key setting, any time a stock code is entered on a purchase order line item, the line item type must be "M" (Materials).

Item Types

The item type defines what you are ordering. Is it a material, a service, or something else. Any time a stock code is entered on a purchase order line item, the line item type must be "M" (Materials), since stock is material.

The three PO line types are:

- M** Materials
- S** Services
- X** Misc. Costs

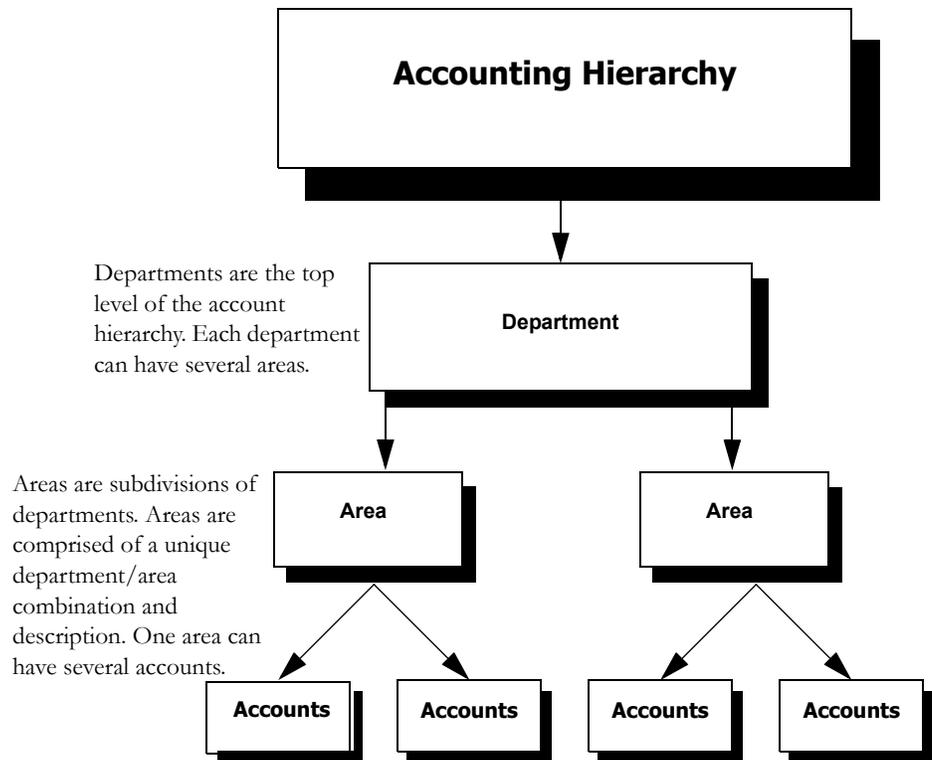
Chapter 32

Hierarchies

When work related costs are incurred they are applied one of three hierarchies. The accounting hierarchy, the asset hierarchy and the maintenance manager allow users to track costs at different organizational levels.

Account Hierarchy

The account hierarchy manages accounts designated by your organization. The following diagram illustrates the structure.



At the lowest level of the hierarchy, accounts reference a department/area combination. Costs charged to a particular account are then also applied to that account's area and then to that area's department. An account number can only reference one area and department.

Using the Account Hierarchy

Your organization's departments, areas, and accounts are determined during system configuration.

For a more details on your organization's account hierarchy please contact your system administrator.

The costs applied are usually from work order tasks, inventory, direct purchases, cost adjustments, and labor.

The account hierarchy is a structure used to build “levels” at which operational costs can be collected and monitored. All incurred costs are applied to an account then budgets and costs are summed to the associated area, then to the area's department.

From within the Department module you build and see the parent/child relationships. Cost details present costs applied directly to the listed department and an option to see the sum of all related child departments.

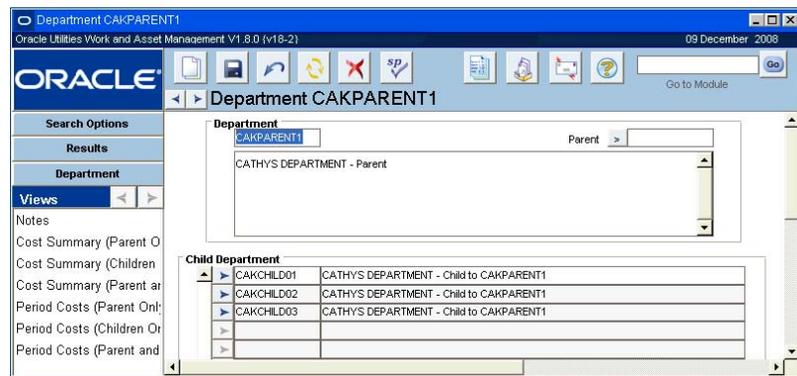
Starting at the lowest level of the account hierarchy (accounts), you begin by establishing budgets. If the listed account references a department/area, budget information is automatically summed to the area, then from areas to department.

As costs are incurred and processed by batch processing, actuals are applied against the referenced accounts. If the account references a department/area, actual costs are automatically summed to the area, then from areas to department.

Department

Departments are at the top level of the account hierarchy. Within a department, you can establish an unlimited number of parent/child department relationships. A given department might be the child of another department or it may have an unlimited number of children.

Costs applied to a child department are summed to its parent department, and so on until a top-level parent department is reached.



A Department with Three Child Departments

Costs viewed at the department level consist of the summed totals of all child departments, areas and accounts associated with the department.

From within the Department module, you may access all “child” departments as well as related areas (for the listed department); from within area, you can access all accounts that are associated with that area.

Area

Areas are the next level of the account hierarchy. Areas are defined by their Area IDs and their department. An area can only belong to one department, but it can have one or many accounts associated with it.

The screenshot displays the Oracle Utilities Work and Asset Management V1.9.0 (v19-3) interface. The window title is 'Department CAKPARENT1 Area CAKFAMILY1'. The main content area shows the 'Area' record for 'CAKFAMILY1'. The 'Department' field is set to 'CAKPARENT1'. Below it, a list of areas is shown, with 'CAKFAMILY1' selected. The description for this area is 'CATHYS AREA - used for Parent/Child Departments'. The left sidebar contains navigation options: Search Options, Results, Area, Views, Notes, Period Costs, and Cost Summary.

Area Record Related to the Department Above

By selecting Process, Asset, or Accounting from the Actions list, you can open the Process, Asset, or Account record related to the area.

Costs viewed at the area level consist of the summed totals from all accounts associated with the area.

Account

An account number can only reference one department and area.

The lowest level of the account hierarchy is the account number. All costs incurred in the system are charged to an account listed in the Account module. Accounts are referenced to a department / area combination by listing the Department and Area IDs on the Account record. If the account is associated with a department/area, the budgets and costs identified at the account level are automatically summed upward. However, accounts are not required to be associated to these other records.

The screenshot displays the Oracle Utilities Work and Asset Management V1.9.0 (v19-2) interface. The window title is 'Account ILB1-Y-BUDGET-NONE-NONE-009'. The main content area shows the 'Account' record for 'ILB1-Y-BUDGET-NONE-NONE-009'. The 'Account No.' field is set to 'ILB1-Y-BUDGET-NONE-NONE-009'. The 'Personal ID' field is set to 'ILB1' and the 'Flex' field is set to '009'. The 'Area/Dept?' field is set to 'Y'. The 'High Level' field is set to 'BUDGET', the 'Mid Level' field is set to 'NONE', and the 'Low Level' field is set to 'NONE'. The 'Status' field is set to 'Active'. The 'Department' field is set to 'ILB1' and the 'Area' field is set to 'ILB&1'. The 'Work Request Route' field is set to 'ILB1' and the 'Budget Type' field is set to 'ANNUAL'. The 'Description' field is set to 'Depreciation Account for ILB Assets'. The left sidebar contains navigation options: Search Options, Results, Account, Views, Notes, Period Costs, Yearly Costs, Expense Codes, Cost Summary, and Notification.

Account Record Associated to the Area and Department Above

When a cost is incurred in the system, it must be related to an active account number. For any account to incur charges, the Account record status must be Active.

Note: Your organization's account structure is defined during implementation, and is set up in the Account Structure module in the Administration subsystem.

If your organization uses compatible units and is required to collect and report financial and operational information in conformance with a uniform system of accounts you might also set up regulatory accounts in the Regulatory Account module. This module supports the compatible units process by providing a way of directly distributing costs against regulatory accounts, without having to derive them from the regular business accounts defined in the Account module. Please refer to the Compatible Units guide on Regulatory Accounting for more information on how to use this module.

Establishing an Account Hierarchy

After learning about the concept of account hierarchy, the implementation team works in conjunction with your implementation team to discover the best way to define departments, areas, and accounts in your system. This process is achieved in workshops held during the implementation phase where potential solutions are offered and evaluated.

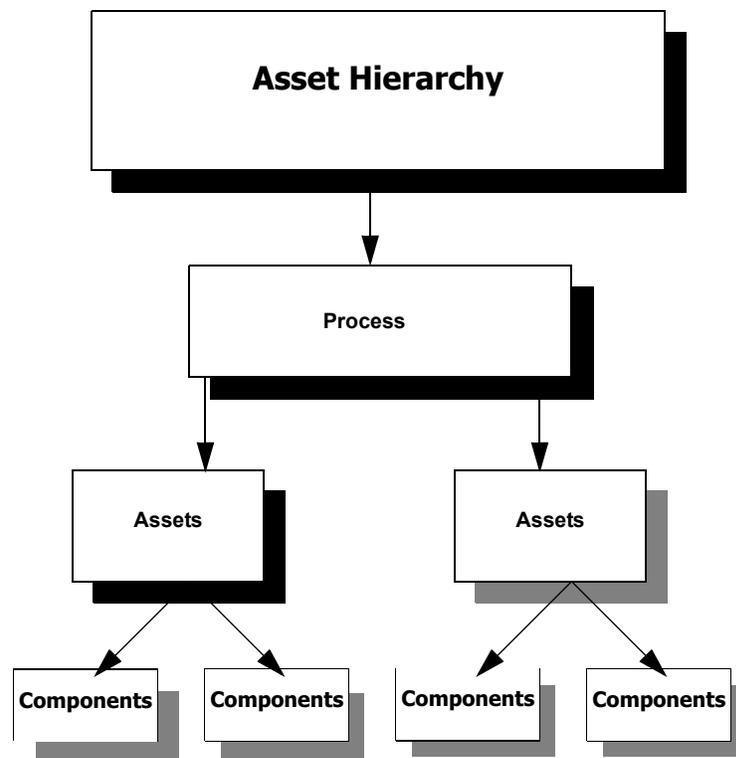
Asset Hierarchy

The costs applied are usually from work order tasks, inventory, direct purchases, cost adjustments, and labor.

The asset hierarchy is a structure used to establish relationships among processes, assets, and components. Once established, costs incurred at any level within the hierarchy are automatically summed upward. The asset hierarchy establishes relationships among processes, assets and components capturing work costs at an “object” level. The following diagram illustrates the structure.

Processes are at the top level of the asset hierarchy. Each Process is a grouping of assets that perform a Work Process when put together.

Assets are any objects that your organization owns and maintains from a piece of equipment, or a motor vehicle, to a room within a building or office furniture. Several assets make up a Process, and one asset can have zero or several Components.



The applied definitions of processes, parent assets, and child assets are determined as part of the configuration of the system.

Using the Asset Hierarchy

Your organization has the option of creating a unique structure of processes that contain assets which have installed components. When set up and used properly, often in conjunction with maintenance, purchasing, and inventory functionality, the asset hierarchy can help your organization to establish the most efficient asset management processes which include a

stream-lined regimen for preventive and predictive as well as reactive maintenance on your assets.

Process

In the section of the record labeled Accounting Information, the department, area, and account related to the process can also be referenced.

A process is a collection of assets that perform a larger function together. It is the top level of the asset hierarchy.

Active Process Record

From within the Process module, you can access all related assets by selecting Asset from the Actions list. You also have easy access to creating a new work order or work request related to the process from the Actions list.

For costs to be incurred at the process level, both the Process record status and the associated Account record status must be set to Active. Costs viewed at the process level consist of the summed totals of all assets associated with the process as well as costs charged directly to the process.

Asset

An asset does not necessarily have to reference a process.

An asset can be anything from a piece of equipment to a motor vehicle to a room within a building. Typically, an asset sits below a process (which is a grouping of assets) in the asset hierarchy and cost roll-up. Components are below assets in the hierarchy.

Active Asset Record

Costs can be applied directly against assets. An asset can be comprised of other assets; therefore, as in the case of departments, the system allows the establishment of asset parent / child relationships. This way, the costs associated with a child asset roll-up the asset hierarchy, along with other child asset costs, to the parent asset.

For costs to be incurred at the asset level, the Asset record status must be Active. Asset records can have more than one active account associated with it; however, when a work order task references the asset, a single account number must be selected.

Components

Select Components from the Actions list on the Asset record to view all of the components installed on the asset.

Components are stock items that may be installed into and removed from assets. They represent the lowest level of the asset hierarchy. Components are only considered part of the asset hierarchy when they are installed in assets. Normally they are stocked items that are tracked at an individual level and identified by a Component ID number. This is the lowest level of the asset hierarchy.

The screenshot shows the Oracle Utilities Work and Asset Management V1.2.0 (v18-4) interface. The main window displays the Component ID record for ILBCMP2. The record is installed in Asset ID E ILB ASSET 1. The 'Current Location' section is highlighted with a red box, showing the following details:

Current Location	
Status	Installed
Asset ID	E ILB ASSET 1
Process	ILB PROCESS 5
Department	ILB1
Area	ILBA1

Component Record Installed in the Asset Above

When a work order task is written against an installed component, costs are applied starting at the component level. To apply costs you must enter the asset and component IDs on the work order task.

Assets can have an unlimited number of components installed; however, a single component can only be installed in one asset at a time. For costs to be incurred at the component level, the Component ID record status must be Installed.

Note: Since components are stock items, you must fill in the Stock Code field on the Component record.

Labor charges, stock issues and returns, direct purchases, adjustments, and interfaced costs cannot be applied directly to a component. Component costs are incurred through work orders only.

Establishing an Asset Hierarchy

After learning about the concept of asset hierarchy, your organization's implementation team works in conjunction with your implementation team to discover how best to determine what will be defined as processes, assets, and components in your system.

This process is achieved in workshops held during the implementation phase where potential solutions are offered and evaluated.

Using the Asset Hierarchy Once it is Established

The asset hierarchy serves two main purposes:

For a more detailed look into how the asset hierarchy can be established for your system, please contact your system administrator or implementation team.

1. **Cost monitoring and analysis** - As someone interested in seeing applied costs from a perspective other than via accounts or work orders, you can access cost information at any level within the asset hierarchy.

The asset hierarchy can be used to answer questions such as:

“How much in parts, labor, etc. have been spent against Turbine 07?”

To find out you can open the Asset record and view cost information by Period or by Expense. The Process, Asset, and Component modules each provide access to cost summaries.

2. **Hierarchy Relationships** - The relationships established between processes, assets, and components improve your ability to track and plan work, evaluating impact within the hierarchy. For example, before working on a motor currently installed in Turbine 07, you need to determine the overall system impact and then decide how best to accomplish the work.

Maintenance Manager

For more information on using maintenance managers, please refer to the Maintenance Manager module chapter in the Resource book.

Unlike the other hierarchies discussed, the maintenance manager only consists of one level. A maintenance manager is an individual within your organization who is in charge of a work project. The Maintenance Manager module creates a relationship between maintenance managers and a collection of assets. As work is performed against assets, the cost of work is applied to the account and asset hierarchies, and also posted to the associated Maintenance Manager record for easy access to the information.

If appropriate, the same dollar charge is applied through the accounting, asset, and maintenance manager hierarchies.

Work costs are summed from Work Order records referencing a specified maintenance manager title, allowing maintenance managers to monitor work costs as they are applied. After establishing a maintenance manager title you can locate all of the Asset records for which the maintenance manager is responsible and enter the maintenance manager title on the Asset record. From that point forward, when the asset is listed on a Work Request or Work Order record, the maintenance manager title is copied over, allowing the system to apply work costs to the listed title.

Functions

For more information on using functions, please refer to the Functions module chapter in the Resource book.

Like the maintenance manager, a function can serve as an additional place to track costs. Use the Function module to define functions and, as costs are incurred against a function, view the charges. You may want to use functions to define miscellaneous or special cost areas that do not fall into one of the other cost categories.

Depending on your system settings the Function ID may be system generated, or user entered. The system verifies that the number is unique when the record is saved.

Functions are stored with an Asset Record Type of “F” so that they can be referenced in the Asset field on a Work Order record.

Function record

Use the Criticality field to indicate the work or safety impact and help determine the overall work priority. The field has an associated List of Values controlled by Code Table 40. Values from “1” to “9” represent 'little or no impact' to 'severe production or safety impact'. This value will be carried over when the Function is referenced on a work record.

The information entered in the Work Order Data fields and the Accounting Information fields is carried over to work records when the function is referenced. The system only allows account numbers that are associated to the department and area that are entered. If the Department and Area fields are left blank, the system only allows accounts that are not associated to any department or area.

Project / Subproject Hierarchy

Though not an official hierarchy, costs are applied to the project and subprojects as well. In the system, a project is simply something that encompasses more work than a single work order. Each project may be comprised of one or more subprojects, which are comprised of one or more work orders.

If a project and subproject are identified on a work order, all costs associated with the work order are applied to the subproject and then on to the project.

Parent/Child Relationships

For Child records to have costs applied to them, the Parent ID must be included on each Child record.

Since assets and departments can be comprised of other assets or departments, the system allows the establishment of Parent/Child relationships. This way, the costs associated with a child asset or department are applied to both the child and parent assets or departments.

How to Establish a Parent Child Relationship

1. **Open the Asset or Department module.**
2. **Click New.**
A new Asset or Department record opens.
3. **Fill in the required fields according to the following descriptions.**

Department record

Department - Enter a unique Department Code.

Description - Enter a detailed description of the department. It is helpful to note that this record is a child and reference the Department ID of the parent.

Asset record

Asset ID - Select a type code from the list of values for the first Asset ID field. Enter a unique code for the second Asset ID field.

Asset Type - Select the type of asset from the list of values.

Description - Enter a detailed description of the asset. It is helpful to note that this record is a child and reference the Asset ID of the parent.

Status - The system automatically sets the status to Active when a new record is created.

4. Fill in the Parent field with the Department or Asset ID of the record that you want to designate as parent.

On each record, the Parent field allows you to indicate the parent asset or department for the child record that you are creating.

5. Click Save.

The next time that you look at the Parent record that you entered in the Parent field, the new record that you created will be listed as a child.

You can establish unlimited levels of Parent/Child relationships, therefore the same asset or department can be both a parent and a child.

Period Costs and Cost Summaries

For all records described in this chapter, the Views list includes Period Costs and Cost Summaries. From any record you can select one of these options from the Views list to see summary information regarding the costs that have been applied.

For cost by expense category, choose Cost Summary from the Views list. For costs by accounting period, choose Period Costs.

Summary

Members of your organization use cost information to complete and plan their work. Accounting personnel and management typically use the cost summaries in the account hierarchy when answering questions such as: Which account pays for that? and How much has this department spent? Accounting personnel and managers also track the actual costs to the budgeted costs at the account, area and department levels.

Maintenance personnel and management typically use the cost summaries presented in the asset hierarchy records. These types of users are interested in tracking the costs required to maintain a component, asset and/or process.

Finally, the cost summary information presented in the Maintenance Manager module is typically only used by maintenance managers as a way to track all costs associated with the assets for which they are responsible.

Chapter 33

Accounting

Oracle Utilities Work and Asset Management is equipped to manage several different types of costs. Costs are input in several ways:

- When employees fill out their time sheets in the Timekeeping module of the Maintenance subsystem;
- When contract time and services are logged into the Service Contract module of the Purchasing subsystem;
- When vendors' invoices are entered into the Invoicing module of the Purchasing subsystem;
- During the process of adjusting costs in the Cost Adjustments module of the Purchasing subsystem; or
- When stock is checked out or returned in the Stock Checkout module of the Inventory subsystem.

Costs can be charged to many types of records in the system. As costs are incurred, the system tracks them and accumulates them at different levels or cost centers within your organization. This process is called “cost rollup” and serves two purposes:

- It allows managers to analyze costs associated with each department, area, asset etc. for cost analysis; and
- It applies costs appropriately in the accounting hierarchy and applies additional processing so that costs can be translated by a software interface and applied properly when they are passed to the general ledger.

The distinction between these two purposes is important since the system does not force you to structure your operational analysis structure (the Asset Hierarchy) to match the accounting structure. A Department or Area does not have to reflect the General Ledger. In the system, these terms are generic labels that can reflect any hierarchical structure your organization wants; a Department could be a Division, an Area could be a Building - your organization can define these terms in any way that is useful for analyzing costs at an operational level.

Account Processing

The system does not require that you build your operational analysis structure to match the accounting structure. Also, departments and areas do not have to reflect the general ledger. These terms are generic labels that can reflect any hierarchical structure that your organization wants; a department could be a division, an area could be a building – your organization can define these terms in any way that is useful for analyzing costs at an operational level.

Since the cost rollup process is used for analyzing and placing actual costs, commitments, which the system also tracks for work orders, are not included.

Example

If you check out a part from a storeroom to complete a work order task to fix an asset, the checkout results in a charge for the cost of the part. The system assigns that cost to the work order task. Then, as the cost roll-up process matures, the cost is added to other work order tasks and totaled against the work order. Since the part was used to repair an asset, the system would also assign the cost to the asset. If the asset was the child of another asset, the system would roll the cost up the asset hierarchy to the parent asset – and on up to the process, area and department. At each level the system adds the cost in with other costs.

If the work order is part of a subproject, the system also rolls the cost up through the subproject and project, and if a maintenance manager had been assigned, the system would reflect the cost there as well. Finally, the system rolls the cost up through the accounting hierarchy so that the cost is assigned to the proper general ledger account.

Account Help

If you know the account reference number you can use it for searching. Reference IDs are usually found on purchasing records and work like a short nickname for an account. Alternatively, you can also use part of the description for the account.

If your organization has a complex structure of accounts and you can't easily find an account from a list of values for an Account field, you can use the Account Help feature to find an account. Place the cursor in any Account field and press the F1 key to open a window where you can search for the account number. You can also use the window to find the account number one segment at a time.

How to Find the Account Number by Reference ID or Description

1. Place the cursor in an Account field.
2. Press the F1 key on the keyboard.

The system opens the Account Number Entry Help window.

The screenshot shows a dialog box titled "Account Number Segment Entry Help". It has a "Reference ID" field at the top. Below it is a "Segments" section with several input fields: "Personal ID", "Area/Dept?", "High Level", "Mid Level", "Low Level", and "Flex". At the bottom of the dialog are three buttons: "Ok", "Cancel", and "Help". On the left side of the dialog, there is a text box containing the instructions: "Enter a Reference ID OR Acct Segment(s) OR a Description .".

Account Number Sequence Help window

3. Select the Account Reference ID from the list of values or enter part of the account description.
4. Click the OK button.

The system closes the window and enters the account number on the record.

How to Find the Account Number by Segments

Depending on how your organization has configured the system, you may have to enter the Account Number Segments in order because the Lists of Values are linked (what you select for the first segment determines your options for the second segment, etc.).

1. Place the cursor in the Account field.
2. Press the F1 key.

The system opens the Account Number Entry Help window.

3. Select the account segments from the lists of values.

As you select account segments, the system shows you the account number that you are building in the Account field at the bottom of the window.

4. Repeat Step 4 for as many segments as you can.

5. Click the OK button.

The system closes the window and enters the partial account number on the record that you are working with. You can now use the list of values for the Account number field to view the account numbers with the segments you have selected.

6. Select the full account number from the list of values.

If you completed the account number, you don't need to select from the list of values.

Set Up Accounting Modules

Generally your financial officer, controller, or other accounting personnel would be involved in setting up accounts and budgets within the application. In order to use the accounting functionality to its fullest, the following must be set up appropriately:

1. [Account Structure](#)
2. [Accounting Periods](#)
3. [Accounts](#)
4. [Expense Codes](#)
5. [Budget Checking](#) (if used by your organization)

Account Structure

Use the Account Structure module to define the look and content of your organization's account structure. Once you have defined the account structure, the system displays any Account Number fields using the defined structure. It also uses this structure to support the Account Help window, which can be used to assist in finding a particular account by building it segment by segment.

The system allows you to define Segment names for each account number, the length, and other criteria to determine the look and structure of account numbers in the system.

Note: Please refer to the chapter on the Account Structure module in the Administration subsystem for more information.

How to Create an Account Structure

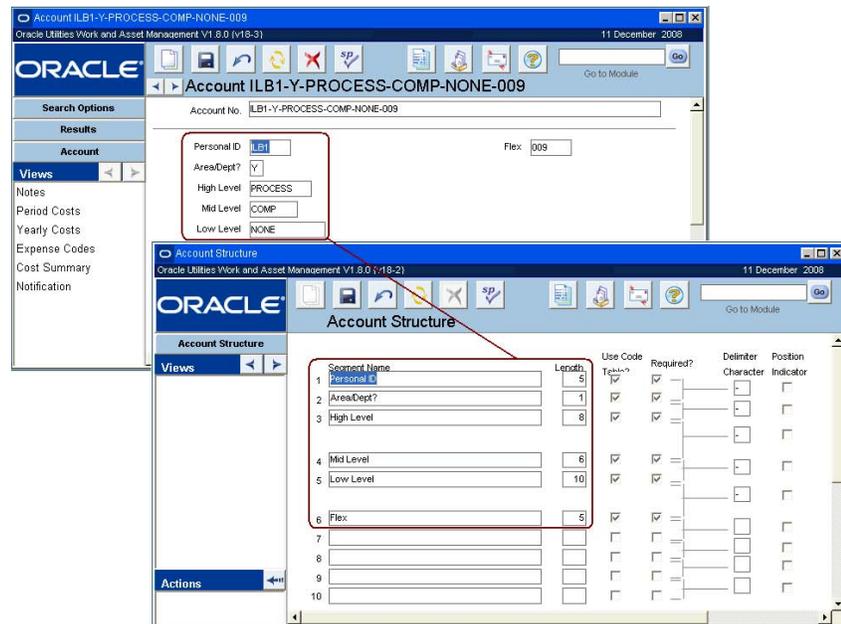
The Account module in the Resource subsystem contains fields for account segments as they are defined in the Account Structure module.

1. **Open the Account Structure module under System Configuration in the Administration subsystem.**
2. **Set the parameters according to the following field descriptions:**
Segment Name

Each part of an Account Number is broken down into sections, or segments, so that users can obtain information about the account number according to what they know about each part.

The Segment Name fields in the Account Structure module indicates the label that the system will show on the Account record for that segment in the Account module of the Resource subsystem.

The example below shows how the segments were defined in the Account Structure module, and how they appear as a result in the Account module.



Account Module Fields as Configured in the Account Structure Module

Length - The Length field indicates how many characters will be in the segment. This is the maximum number of characters, but if a user enters less than the maximum, the system still displays the positions for the other characters as blanks.

Required - Checking the Required check box indicates that the segment must be entered.

Delimiter Character check box - You can use the Delimiter field to determine what kind of character the system will show between segments of the account number. Selecting the box indicates that the delimiter is to be shown whether or not the preceding segment contains a value. For example, with a three-segment account number using dashes as the delimiter characters, the system would show 1- -3 if there was no data in the second segment and both check boxes were checked. The system would show 1 - 3 if there was no data in the second segment and only the second check box was checked.

3. Click Save.

Accounting Periods

After the account structure is defined, accounting periods must be entered into the system to indicate how the fiscal year should be divided and, if desired, to match the accounting periods used by your general ledger application. An account period is the time period during which costs accumulate. Costs accumulate until the system sets the period to Closed status. Accounting periods also affect calculations for period to date summaries shown in various modules throughout the system.

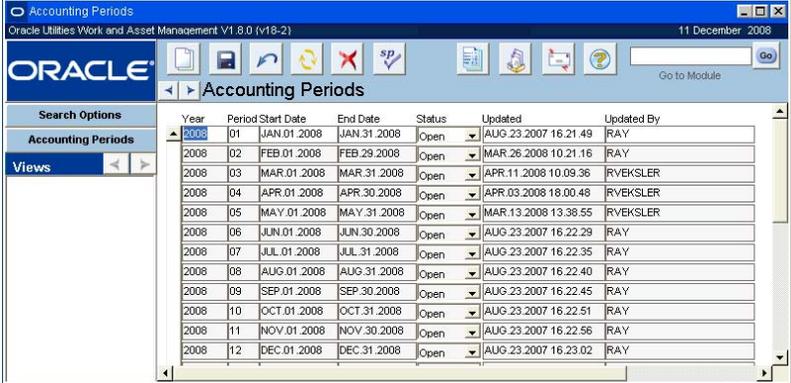
How to Set Accounting Periods

1. Open the Accounting Periods module.

The Accounting Periods module is in the Administration subsystem.

2. Click New.

The system opens the results of search screen, and inserts a new line with the required fields highlighted.



Year	Period Start Date	End Date	Status	Updated	Updated By
2008	01 JAN.01.2008	JAN.31.2008	Open	AUG.23.2007 16.21.49	RAY
2008	02 FEB.01.2008	FEB.29.2008	Open	MAR.26.2008 10.21.16	RAY
2008	03 MAR.01.2008	MAR.31.2008	Open	APR.11.2008 10.09.36	RVEKSLER
2008	04 APR.01.2008	APR.30.2008	Open	APR.03.2008 18.00.48	RVEKSLER
2008	05 MAY.01.2008	MAY.31.2008	Open	MAR.13.2008 13.38.55	RVEKSLER
2008	06 JUN.01.2008	JUN.30.2008	Open	AUG.23.2007 16.22.29	RAY
2008	07 JUL.01.2008	JUL.31.2008	Open	AUG.23.2007 16.22.35	RAY
2008	08 AUG.01.2008	AUG.31.2008	Open	AUG.23.2007 16.22.40	RAY
2008	09 SEP.01.2008	SEP.30.2008	Open	AUG.23.2007 16.22.45	RAY
2008	10 OCT.01.2008	OCT.31.2008	Open	AUG.23.2007 16.22.51	RAY
2008	11 NOV.01.2008	NOV.30.2008	Open	AUG.23.2007 16.22.56	RAY
2008	12 DEC.01.2008	DEC.31.2008	Open	AUG.23.2007 16.23.02	RAY

Accounting Periods screen

This module does not have individual records, the results of search screen simply lists all of the periods that are set. The list is ordered by year and cannot be resorted.

3. Enter the information according to the following field descriptions:

Year and Period - The year and period numbers uniquely identify each period. You cannot enter any overlapping periods.

Start Date and End Date - The start date and end date define the period.

The system is flexible and can reflect any accounting period scheme that you use for your general ledger. Years do not have to begin on January first and they do not have to be 365 days long. Periods do not have to be months, nor does one period have to be as long as another.

The system does not allow you to enter overlapping periods. However, you can enter periods with gaps between them. For example, you might forget to include February 29th for leap years. The system does not identify this error until the batch processing attempts to pass the transaction record to the general ledger interface. If this occurs the batch process will result in an error message and you will have to modify the appropriate account period and re-run the batch process.

Status - There are two possible statuses:

Open - Adjustments and postings can be made to open periods. Typically only the current period should be open, since a status of Closed indicates that all charges and credits have been posted and resolved.

Closed - Adjustments and postings cannot be made to closed periods. Typically all periods but the current one should be closed.

Updated and Updated By - These fields contain information about the last user to make changes to the period, and the date that the changes were made.

4. Click Save.

Accounts

Next, accounts must be set up to “capture” costs as they are applied to different cost centers within your organization. The system uses these account numbers to monitor costs as they are incurred throughout the various modules that incur costs. For example, you would want to establish accounts for different types of purchasing transactions as well as for work costs that would be tracked in modules such as Work Order, Purchase Order, Stock Checkout, etc.

How to Enter Accounts

1. **Open the Account module in the Resource subsystem.**
2. **Click New.**
3. **For each account segment field, select the segment from the list of values.**
As mentioned earlier, the segments are determined by your organization in the Account Structure module. The lists of values are controlled by the Account Segment Code Tables 251 - 256. These code tables can be customized by your organization to show the appropriate segment codes.
4. **Enter a short explanation of the account in the Description field.**
5. **Enter any other information your organization requires.**
Reference ID - A Reference ID allows you to associate the account number with an ID which you can use elsewhere in the system to retrieve the entire account number. Generally this number is easier to remember and can be input faster than the entire account number. The Reference ID code must be unique to the account.

If this account will be used for employees to charge time against in the Timekeeping module of the Maintenance subsystem, the account must have a Reference ID number.

Department and Area - Enter a Department and Area in the fields if the account is to be associated with only one department and area. The same department and area may have more than one account number associated with them, however, an account number can only refer to one department and area combination. Referencing a department and area is not required. The lists of values for both fields are built in the Department and Area modules in the Resource subsystem.

Budget Type - The Budget Type field indicates how budget values will be calculated for this account number. Select Annual to use costs incurred within the current calendar year to calculate the budget and committed costs for the account. Select Lifetime to use all costs ever incurred against the account to calculate the budget and committed costs for the account.

6. **Set the status to Active.**
To make the account available for use, set the status to Active. Otherwise, you can wait to change the status until you are ready to use the account in general operations. If you want to disable the account number, set the status to Inactive.
7. **Click Save.**
Once you have established the segments of the account number, and have attached it to a department and/or area (if necessary), you can begin using the account number throughout the application by setting its status to Active. You can also add additional functionality to the account number by attaching it to expense codes, and establishing budget amounts.

Expense codes entered here are only used with special lists of values. Please refer to the Administration guide chapter on [User-Defined Fields](#) for more information.

Expense Codes

Expense codes are used within the system to classify types of charges. They are required for cost transactions and are usually included in interfaces to external applications such as general ledger and account payable packages. Entries in this view should attach expense codes to the account number in question. The actual codes are established in the Expense Codes Business Rule. When an expense code is attached to an account in this manner, and a Special LOV is

established for a module, the system only shows the expense codes listed here on the list of values for the Expense Code field when the account number is entered.

Budget Checking

The system can be set to limit the possible budget overrun for accounts throughout the application by monitoring budget balances, tracking where costs are applied to certain accounts, and providing users with warnings when costs are being approved that may result in budget overruns. The system also shows committed costs in the Period Cost and Cost Summaries for the Department, Area, and Account module to calculate budget balances based on the original budget amount minus the committed amounts. The budget balances are then checked when approvals for records that would impact the budget are approved, and users are provided with a message showing account budget information so that the approver can decide whether to proceed and go over-budget, or to defer approval.

The following steps are required to set up and use budget checking functionality:

1. [Set Up Accounting Modules](#)

Create your accounting structure and accounts in the Account Structure, Accounting Periods, and Account modules.

2. [Enter Budget Amounts for Accounts](#)

Establish your account budgets by account or expense codes over periods in the Account module Period costs view.

3. [Configure Budget Checking Business Rules](#)

The Budget Checking and Budget Checking By Document Business Rules must be configured to enable or disable budget functionality.

4. [Monitoring Budgets and Accounts](#)

Use the Period Costs, Cost Summary, and Budget Overruns views in various modules to monitor the accounts and budgets. The system updates budget balances, committed costs, and actual costs in the Period Cost and Cost Summary views of related records.

Budget amounts are entered in the Period Costs view of the Account module. The system uses the period/year combination indicated in this view to determine the accounting period used when validating budget amounts.

All modules that are related to budget amounts include a view that displays all of the account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget amounts are entered in the Period Costs view of the Account module.

You must set the Budget Checking and the Budget Checking By Document Business Rules to control this functionality. Using these business rules you can decide to enable or disable budget checking, determine which types of records use budget checking, and set the action with which the system will respond to budget issues.

Enter Budget Amounts for Accounts

By entering budget amounts in the Account module and setting the appropriate business rules, the system can be set to limit the possible budget overrun for accounts throughout the application by monitoring budget balances, tracking where costs are applied to certain accounts, and providing users with warnings when costs are being approved that may result in budget overruns. The system also uses committed costs in the period costs and cost summary is for the Department, Area, and Account module to calculate budget balances based on the original budget amount minus the committed amounts. The budget balances are then checked when approvals for records that would impact the budget are approved, and users are provided with a

message showing account budget information so that the approver can decide whether to proceed and go over-budget, or to defer approval.

You must set the Budget Checking and the Budget Checking By Document Business Rules to control this functionality.

The alert is sent at various stages of the document's life depending on the module that contains the budget overrun. Some modules prompt the system to send the alert when the record is posted by batch, where others send the alert when the record is approved.

The system checks any budget by taking the year-to-date sum of the budget and subtracting the existing commitments for the same time period for the same account or expense code to determine the budget balance.

How to Enter Budget Information

1. **Open the Account module in the Resource subsystem.**
2. **Find the account that you want to establish a budget for using the Search Options screen.**
3. **Select Period Costs from the Views list.**
4. **Click New.**

If costs have already been posted for the period that you want to enter the budget for, you are allowed to enter a budget amount for the existing period cost item.

5. **Select an expense code.**
6. **Select the accounting period that the budget applies to from the list of values in the Period fields.**

Accounting periods are set in the Accounting Periods module of the Administration subsystem.

7. **Enter the budget amount.**
8. **Click Save.**

Repeat steps 4 - 8 to enter budget amounts for the remaining accounting periods.

Notification

Use this view to enter the usernames of the people who should receive an alert when the system encounters a budget overrun. One user can be entered in the Budget Checking By Document Business Rule, but you can enter additional users here.

Configure Budget Checking Business Rules

Set values in this rule to determine whether or not the system should check against budgets when processing cost related records. You can also determine whether budget checking will be based on accounts, on expense codes, or on both.

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

The account/expense code combination can be represented in the following manner:

Budget Checking By and Option Status

ACCOUNT - OFF EXPENSE CODE - OFF

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

ACCOUNT - ON EXPENSE CODE - OFF

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

ACCOUNT - OFF EXPENSE CODE - ON

The system verifies that approval of the record being processed will not cause the expense code indicated on the record to go over budget. With this setting the overall account will

not be allowed to go over budget because all of the expense codes that make up the account will be kept at or under budget.

**ACCOUNT - ON
EXPENSE CODE - ON**

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

For each document, you can establish how the system notifies users when budgets are exceeded and options on how to proceed in the case of a budget overage.

Set this rule to identify unique processing for the budget checks performed during approvals for certain documents. For each document, you can establish how the system notifies users when budgets are exceeded and options on how to proceed in the case of a budget overage. For each document, a user can be identified to receive an alert that a document has been approved or charges posted by batch that result in budget overruns.

Document - Select the document type to apply budget checking settings to from the list of values.

Action

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

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

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

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

Monitoring Budgets and Accounts

Every module that uses accounts and checks against budgets includes the Budget Overage view, and Cost related views so that users can monitor costs related to those modules as well as identify accounts that have gone over budget when an overage occurs. If the approval or processing of a record will cause an account/expense code combination to go over budget, the system displays a warning to the current user on the record and sends an alert to the users identified in the Budget Checking by Document Business Rule and the Notification view in the Account module.

Budget Overage View

The Budget Overage View displays any account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Account Number	Expense Code	Document Amt	Budget Amt	Budget Balance
ILBT-Y-PROCESS-COMP-NONE-008	00002	250.00	.00	-1,338.50
ILBT-Y-PROCESS-COMP-NONE-009		250.00	.00	-4,007.93

Budget Overage View

This view is currently available in all of the following modules: Requisition, Purchase Order, Change Order, Blanket Contract to Purchase Order, Checkout Request, Cost Adjustment, Direct Charges, and Work Order.

Cost Summary and Period Cost Views

You can review the costs applied to a particular account by selecting Cost Summary or Period Costs from the Views list in the Account module. These views summarize budget activity and actual costs by expense category or period. Expenses accrue against their accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records, posting summary information for each account in this view.

You can also review the account transaction log to see how costs have been applied for your organization.

Expense Category	MTD Budget	MTD Budget Balance	MTD Actual Costs	Ext. MTD Actual Costs	Ext. MTD Budget Bal.
Direct Stock	.00	.00	.00	.00	.0
Labor Regular Burden	.00	.00	.00	.00	.0
SC Code 04	.00	.00	.00	.00	.0
SC Code 09	.00	.00	.00	.00	.0
SC Code 10	.00	.00	.00	.00	.0
Trash Expense	.00	.00	.00	.00	.0

Expense Category	YTD Budget	YTD Committed Costs	YTD Budget Balance	YTD Actual Costs	Ext. YTD Actual Costs
Direct Stock	.00	1,338.50	-1,338.50	.00	.0
Labor Regular Burden	.00	300.60	-300.60	300.60	.0
SC Code 04	.00	609.18	-609.18	609.18	.0
SC Code 09	.00	609.18	-609.18	609.18	.0
SC Code 10	.00	609.18	-609.18	609.18	.0
Trash Expense	.00	541.29	-541.29	541.29	.0

Cost Summary View

Cost Summary and Period Cost Views are for review purposes only, you cannot change the information presented here.

Costs Views

Modules that manage account related transactions, such as Work Order or Purchase Order, include a Costs view that summarizes the accounts and costs affected by activity on the record.

Purchase Order Total	28.00	Currency	U
Exchange Rate *	1.00000000		
Converted Total =	28.00		
State Tax +	.00		
Federal Tax +	.00		
Provincial +	.00		
Grand Total =	28.00		

Purchase Order Costs View

Usually the module will include a Costs view for the overall record as well as for individual line items. If needed, you can refer to these summaries to see a break down of costs at further levels than what is shown in the Account Cost Summary view in the Account module.

Pay Periods

You can define and maintain pay periods in the Pay Periods module. Pay periods affect timesheet costs, which roll up to a pay period until the period is set to Closed status. Each period is identified by the year and period number. Pay periods cannot overlap.

How to Determine a Pay Period

1. Open the Pay Periods module.

The Pay Periods module is in the Administration subsystem.

2. Click New.

The system opens the results of search screen, and inserts a new line with the required fields highlighted.

This module does not have individual records, the results of search screen simply lists all of the periods that are set.

3. **Enter a unique Year and Period number combination in the corresponding columns.**
4. **Enter start and end Dates that do not overlap existing pay period dates.**
5. **Enter the pay date to indicate the date for the period that employees are to be paid.**
6. **Enter any additional comments in the Comments field.**
7. **Click Save.**

The status is set to Open and remains so until you set it to Closed. Once the period is Closed, no charges can be applied to it.

Chapter 34

Depreciation

Depreciation functionality allows your organization to track depreciation information for both fleet and regular assets. The system creates depreciation forecasts and schedules where applicable, tracks accounting, and makes automatic adjustments when asset changes that affect depreciation calculations are entered into the system. Your organization defines the settings that determine how often depreciation expenses are posted.

Initial Configuration Settings

The following sections describe, in further detail, how to complete these configuration steps.

Before you begin to use depreciation functionality, you must configure the Asset Depreciation business rule, define codes for several code tables, and set up asset classes and property units in the Asset Class module. Make sure that you have asset cost, depreciation, accumulated depreciation, and disposal gain/loss expense codes defined in the Expense Codes business rule. Also, assign the Change Request Asset responsibility function to users who will be authorized to apply changes to assets that are requested in the Change Request module.

Set up depreciation tracking for newly created assets or existing assets by opening the Asset Depreciation view in the Asset or Fleet Asset module and filling in, at a minimum, the In Service Date and Depreciation Method fields. Depreciation accounts must also be designated in the Asset Depreciation Accounts view of the Asset and/or Fleet Asset modules.

Asset Depreciation Business Rule

Configure the Asset depreciation business rule to determine how the system processes depreciation costs and posts them to the account log.

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

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

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

The proper date format is YYYYMM.

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

Depreciation Code Tables

This section gives a short overview of the code tables that are specifically needed for depreciation functionality. If you are configuring the entire system for the first time, refer to your configuration guide for detailed information on system-wide configuration.

Configure code tables 136, 141, 162, and 163 to define the change request transaction types available for each kind of requested change (i.e. new asset, change asset information, dispose of asset, etc.). Code table 107 defines valid units that can be selected in the useful life units field in the Asset Class and Asset modules. Finally, code table 601 defines asset class types used on the Asset Class module header.

Asset Classes

Asset classes are used to create categorizations for assets with common characteristics. In particular, asset classes are tied to the property units that are defined in the Depreciation Parameters view of the Asset Class module. When you set up depreciation tracking for an asset you are required to enter a property unit so that the system can transfer the depreciation information from the Asset Class record to the Asset record. This configuration saves time because your initial setup will determine which kinds of assets use which kind of depreciation parameters, then you simply enter this as the property unit on the Asset record.

Depreciation Parameters

Use the Asset Class module to define depreciation parameters and charge accounts for individual property units within the asset class. Later the system uses these parameters to calculate depreciation for assets that have an asset class and property number on record.

Property units are groups of assets with similar depreciation characteristics, such as transmission poles, high tension cables, or water mains. Your organization may be required by a regulatory authority to report depreciation by property unit groupings. Property units defined here can be cited elsewhere in the system, including on the Asset Depreciation view in the Asset module and the Accounting view in the Compatible Units module.

Within a plant, property unit numbers must be unique across all asset classes. If you enter a number that already exists on another asset class record, the system displays a warning message.

Define property units in the column at the upper portion of the screen then enter the depreciation parameters, accounts and expense codes to be used as defaults for the property unit in the lower section. Accounts and expense codes are copied to new Asset records that reference the property unit, but can be changed on the Asset record if necessary. As asset records are created and depreciation accumulates, you can review depreciation for the asset class by selecting Depreciation Summary from the View list.

Property Unit No.	Description
BYB-PROP-UNIT-1	BYB-ASSET-CLASS-0001 Property Unit 1 Straight Line
BYB-PROP-UNIT-2	BYB-ASSET-CLASS-0001 Property Unit 2 Double Decline
BYB-PROP-UNIT-3	BYB-ASSET-CLASS-0001 Property Unit 3 No Dep
BYB-PROP-UNIT-6	BYB-ASSET-CLASS-0001 Property Unit 6 Units of Production
DDb1	

Depreciation Parameters for Property Unit BYB-PROP-UNIT-1

Depreciation Method: Useful Life / Units:

Salvage Value: Group Rate: %

Accounts	Expense Codes
Asset Cost: BYB1-N-ASSET-NONE-NONE-001	DEP001
Depreciation Expense: BYB1-N-ASSET-NONE-NONE-002	DEP002
Accum Depreciation: BYB1-N-ASSET-NONE-NONE-003	DEP003
Disposal Gain/Loss: BYB1-N-ASSET-NONE-NONE-004	DEP004

Depreciation Parameters view

Property Unit No and Description - Define property units with meaningful codes and enter a description. Save and fill in the fields in the bottom sections of the screen to define default depreciation parameters and accounting information for the property unit.

Depreciation Method - Select one of the following depreciation methods:

Straight Line - The depreciation is calculated assuming that the asset will lose an equal amount of value each year.

Double Declining Balance - Depreciation is calculated in an accelerated manner where double the straight-line depreciation amount is taken in the first year, and then the same percentage is applied to the undepreciated amount in subsequent years.

Units of Production - Depreciation is calculated based on the number of units, for example, the number of miles driven.

Group - Depreciation is calculated with the group of assets considered as a whole regardless of the different useful life values of each unit.

No Depreciation - No calculations are made for assets in the class.

Leave the Method field empty if you want to begin entering partial data for the asset, such as acquisition cost and date, but don't want to begin calculating depreciation. When the asset is put in service and you want the depreciation calculations to start, select a depreciation method.

Useful Life - Expressed in years, miles or hours, the useful life represents the amount of time assets in this class are expected to function. If the depreciation method is Straight Line, Double Declining Balance, Units of Production or No Depreciation, the Useful Life Units default to YEARS and the field cannot be updated.

Salvage Value - This field represents the dollar amount that the assets in this class are expected to be worth if they are sold.

Group Rate - Indicates the rate of depreciation for a group asset when the Depreciation method is Group. The group rate cannot be changed, neither manually on the record nor via change request, after acquisition costs have been posted or the asset has been retired or inactivated.

Accounts and Expense Codes - You can enter account and expense codes to be used as defaults for depreciation information. These codes will be copied to new Asset records that reference the property unit, but can be changed on the Asset record if necessary.

Asset Cost - Record asset costs. You can select the account number from a list of values containing all active accounts. Expense codes are defined in the Expense Code Business Rule.

Depreciation Expense - Record depreciation expense for the current period.

Accumulated Depreciation - Record cumulated depreciation expense over all periods.

Disposal Gain/Loss - Record gain or loss from the sale of the asset.

How to Define Depreciation Parameters

1. Open the appropriate Asset Class record.

The Asset Class module is located under Asset Condition in the Resource subsystem.

2. Select Depreciation Parameters from the Views list

The values entered in this view, such as useful life, salvage value, the depreciation method, the accounts and expense codes are copied to new Asset records that reference the property unit. These values can be changed on the Asset record if necessary.

3. Enter a Property Unit Number and Description.

The Property Unit Number must be unique across all asset classes. If you enter a number that already exists on another Asset Class record, the system alerts you with a warning message.

4. Enter a Useful Life and a Salvage Value.

5. Select a Depreciation method from the list of values.

6. Select Accounts and Expense Codes in the lower section of the view.

You can enter account and expense codes to be used as defaults for depreciation information. These codes will be copied to new Asset records that reference the property unit, but can be changed on the Asset record if necessary.

7. Click Save.

8. Repeat steps 3 -7 until you have finished adding property units and defining depreciation parameters.

Depreciation Summary

The Depreciation Summary view is a display only view showing accumulated depreciation information for all assets in the asset class by year and property unit. The upper portion of the view shows the total acquisition cost, depreciation expense, accumulated depreciation and total asset book value for the asset class by year. When you highlight a year by clicking it in the upper portion of the view, the information in the lower portion changes to show depreciation information for each property unit in the asset class for that year.

Year	Total Asset Cost	Depreciation Expense	Accum Depreciation	Total Assets Book Value
2003	5,000.00	980.00	980.00	4,020.00
2004	5,000.00	980.00	1,960.00	3,040.00
2005	10,000.00	5,880.00	7,840.00	2,160.00
2006	5,000.00	980.00	3,920.00	1,080.00
2007	5,000.00	980.00	4,900.00	100.00

Breakdown for 2003				
Property Unit No.	Asset Cost	Depreciation Expense	Accum Depreciation	Net Assets Book Value
BYB-PROP-UNIT-1	5,000.00	980.00	980.00	4,020.00

Depreciation Summary view

Assets

Once the business rule, the code tables, and the Asset Class module have been populated with the appropriate codes and settings, you can begin entering new assets or adding depreciation information to existing assets. Any asset that uses depreciation must have an asset class entered on the header then the Depreciation and Depreciation Accounts views can be populated accordingly.

The screenshot displays the Oracle Utilities Work and Asset Management V1.8.0 (v18-7) interface. The main window shows the 'Asset E ILB ASSET 1' record. The 'Views' sidebar on the left includes 'Depreciation' and 'Accounts', both of which are circled in red. The main record area contains the following fields:

Asset ID	E ILB ASSET 1	Criticality	7	Status	Active
Description	Pumps in the ILB facility.				
Asset Type	D3	Parent Asset			
Asset Class	DOCUMENTATION	Process	ILB PROCESS 5		
Asset Class Type	CODE 1	Specification	ILB01		
Log Reviewer	IMANI BROWN	BOM ID	RYM-EM		
Location					
Basis	Facility	Point ID	1234567890123456789012345678		
Building	0001				

Asset record

Asset Depreciation View

Use the Asset Depreciation view in the Asset and Fleet Asset modules to determine how the system tracks depreciation for the asset.

The appropriate depreciation parameters and property units must first be defined in the Asset Class module. Then, on the Asset Depreciation view, when you select a Property Unit defined for the Asset Class, the system enters the Useful Life, Salvage Value, Deprecation Method and the Depreciation Accounts associated with the Property Unit. You can change these default values if necessary.

When you enter the Acquisition Cost, In Service Date and Replacement Value and save the record, the system calculates the additional values required and displays the depreciation forecast. Year and period references in the forecast reflect the fiscal year definitions your organization has set up in the Accounting Period module.

If a change request results in modifications to the Asset record that affect the depreciation forecast, the system updates the Asset Depreciation view. Year and period references in the forecast reflect the fiscal year definitions your organization has set up in the Accounting Period module.

Asset Depreciation View Field Descriptions

Property Unit Number - Select a property unit number from the list of values based on the Asset Class specified on the Asset record header. When you select a property unit, the system enters the Useful Life, Salvage Value, Deprecation Method and the Depreciation Accounts associated with the property unit. These values can be changed if needed.

Useful Life/Units and Method - The useful life and depreciation method are carried over from the [Asset Class](#) module when the property unit is entered. These values can be modified until the Asset record is in Active status. After the asset is active, the useful life can only be updated via a change request. If a change request results in a modification in the useful life, the system inserts a useful life adjustment factor in the depreciation forecast.

Leave the Method field empty if you want to begin entering partial data for the asset, such as acquisition cost and date, but don't want to begin calculating depreciation. When the asset is put in service and you want the depreciation calculations to start, select a depreciation method.

The method can only be set to Group if the Asset status is Depreciation Only. Also, useful life is not used for group assets. The value indicated is informational only, but it does not contribute to the values calculated for the depreciation forecast. The forecast shows periods until the net book value is equal to the salvage value.

Acquisition Reading, Acquisition Cost and Acquisition Date - These fields represent the purchase date and the reading on the asset (such as a meter reading) at the time of purchase. The system inserts the Acquisition Reading into the Runtime Log if the Units of Production depreciation method is used. The Acquisition Cost field represents the purchase price of the Asset.

Contributed Indicator - Check this box to indicate that the asset was constructed by an outside contractor and turned over to your organization upon completion.

Salvage Value - This field represents the dollar amount that the asset is expected to be worth if it is sold.

In Service Date - This field represents the date the Asset was placed in Service. The system defaults this date to be the same as the Acquisition Date but you can change that value if necessary.

Replacement Value - This field represents the price of a comparable asset in the current market. The replacement value is the only field on the Asset Depreciation view that can be updated when the Asset record is in Active status.

Retirement Date and Retired Indicator - Assets with depreciation forecast information must be retired through the Change Request module. They cannot be retired by changing the status on the Asset record. After the change request has been created, approved and processed the system checks the Retired check box in the Depreciation view of the Asset module and on the Change Request record and enters the retirement date. The Retirement Date field can also just be used to record the date that the asset should be retired. Using it in this way, however, will not trigger the system to retire the asset automatically. The system does not provide notification when the asset is retired.

Retired assets are not available for reference on other records and they cannot be updated.

Number of Units and Group Rate - Number of Units and Group Rate only apply to assets where the depreciation method is Group. Enter the number of units in the group asset being depreciated. The Group Rate value is carried over from the Asset Class module when the property unit is entered, but can be modified until the ASset record is in Active status.

How to Enter Depreciation Information for an Individual Asset

1. **Open the Asset or Fleet Asset module and select Depreciation from the views list.**
2. **Select a property unit number from the list of values.**
The property units that are available are based on the Asset Class specified on the Asset record header.
3. **Verify the Useful Life, Salvage Value, Depreciation Method and the Depreciation Accounts.**
These values are carried over from the property unit. They can be modified if needed.
4. **Enter the Acquisition Reading, Acquisition Cost, and the Acquisition Date.**
These fields represent the date, cost, and reading on the asset (such as a meter reading) at the time of purchase. The system inserts the Acquisition Reading into the Runtime Log if the Units of Production depreciation method is used. The Runtime Log is only updated after the first depreciation cost is posted by running the Depreciate Assets batch process.
5. **Enter the In Service Date and Replacement Value.**

These values can be modified until the Asset record is in Active status. After the asset is active, the useful life can only be updated via a change request. If a change request results in a modification in the useful life, the system inserts a useful life adjustment factor in the depreciation forecast.

The system makes the appropriate calculations and displays the results at the bottom portion of the screen.

6. Check the Contributed indicator if necessary.

Check this box to indicate that the asset was constructed by an outside contractor and turned over to your organization upon completion.

7. Click Save.

Once you enter all of the acquisition values and additional information and save the record the system calculates the additional values required and displays the depreciation forecast. Year and period references in the forecast reflect the fiscal year definitions your organization has set up in the Accounting Period module.

Year	Dep. Expense	Accumulated Dep.	Value Adj.	Useful Life Adj.	Net Book Value	Posted
2005	37,516.68	37,516.68	.00	0	414,483.32	✓
2006	50,022.24	87,538.92	.00	0	364,461.08	✓
2007	50,022.24	137,561.16	.00	0	314,438.84	✓
2008	50,022.24	187,583.40	.00	0	264,416.60	✓
2009	50,022.24	237,605.64	.00	0	214,394.36	✓
2010	50,022.24	287,627.88	.00	0	164,372.12	✓
2011	50,022.24	337,650.12	.00	0	114,349.88	✓

Period	Dep. Expense	Accumulated Dep.	Value Adj.	Useful Life Adj.	Net Book Value	Posted
06	12,505.56	12,505.56	.00	0	439,494.44	✓
09	12,505.56	25,011.12	.00	0	426,988.88	✓
12	12,505.56	37,516.68	.00	0	414,483.32	✓

Asset Module Depreciation view with Calculated values

Depreciation Calculations

The lower section of the Asset Depreciation screen includes the following fields which are calculated as described:

Asset Cost - The system calculates the asset cost as the asset's acquisition cost adjusted for any valuation changes made through change requests.

Unit Cost - The unit cost is the acquisition cost divided by the number of units. This only applies when the depreciation method is Group.

Rate - This field represents the rate at which the asset is expected to depreciate. This value is usually calculated according to the following:

Straight Line - 1/Useful Life

Double Declining - 2/Useful Life

If the Group depreciation method is in use, the rate is the same as the group rate.

Depreciation Expense - $(\text{Asset Cost} - \text{Salvage Value}) \times \text{Rate}$

Accumulated Depreciation - The Accumulated Depreciation value is calculated as a running total of the Depreciation Expense from one period to the next.

\sum Depreciation Expense

Net Book Value - The system calculates the net book value as the difference between the asset cost and the accumulated depreciation. Net book value equals salvage value when asset is fully depreciated. If the group depreciation method is used the net book value is always equal to the acquisition cost.

Note: Sometimes, when group depreciation is being used and a change is applied, the last net book value does not cleanly reduce to the salvage value. This may result in a negative book value. When the net book value is calculated and the result shows a value less than the salvage value, the system overrides the calculation of the depreciation expense equation with the following equation:

$$\text{Depreciation Expense} = \text{Last Net Book Value} - \text{Salvage Value.}$$

Remaining Life - The system calculates the remaining life as the difference between the asset age and the useful life. Remaining life is expressed in the number of years and periods remaining.

Asset Age - The system calculates the asset age based on the acquisition date and the current date. Asset age is expressed in years and periods.

Posted - The system checks this box once the accounting period has been posted.

Depreciation Accounts

When you enter the property unit number for the asset the system copies the depreciation accounts and expense codes from the Depreciation Parameters view of the Asset Class module. These accounts can be changed if needed. For assets using the group depreciation method, all accounts and expense codes except disposal gain/loss are required.

Accounts	Expense Codes	
Asset Cost	RJBI-Y-ASSET P-ASSETC-WORK ORDER-004	00001
Depreciation Expense	RJBI-Y-ASSET P-ASSETC-WORK ORDER-004	00001
Accum Depreciation	RJBI-Y-ASSET P-ASSETC-WORK ORDER-004	00001
Disposal Gain/Loss	RJBI-Y-ASSET P-ASSETC-WORK ORDER-004	00001

Depreciation Accounts view

Asset Cost - The account and expense code used to record asset costs. You can select the account number from a list of values containing all active accounts. Expense codes are defined in the Expense Code business rule.

Depreciation Expense - The account and expense code used to record depreciation expense for the current period.

Accumulated Depreciation - The account and expense code used to record cumulated depreciation expense over all periods.

Disposal Gain/Loss - The account and expense code used to record gain or loss from the sale of the asset.

Fixed Asset - You can use this field to associate the asset with a fixed asset defined in another system, such as a financial system, used by your organization.

Retiring Assets

Assets with depreciation forecast information must be retired through the Change Request module. They cannot be retired by changing the status on the Asset record. After the change

request has been created, approved and processed the system checks the Retired check box in the Depreciation view of the Asset module and on the Change Request record and enters the retirement date. The Retirement Date field can also just be used to record the date that the asset should be retired. Using it in this way, however, will not trigger the system to retire the asset automatically. The system does not provide notification when the asset is retired.

Retired assets are not available for reference on other records and they cannot be updated.

Accounting for Depreciation

Depreciation entries are written to the Account Log by batch processing using settings in the Asset Depreciation business rule. Changes to a depreciation schedule can result in depreciation expenses that apply to accounting periods that have already been processed. When the next batch job is run, the system “catches up” by creating account log transactions for all prior depreciation periods up to and including the current month being processed. Each unposted depreciation period has a separate account log transaction. The Effective Date for each transaction is the last day of the appropriate accounting period.

Valid Asset Status Changes

When your organization uses depreciation functionality, most status changes are not allowed after values have been established in the Asset module Depreciation view. Otherwise, the following status changes are valid:

- Planned to Active
- Planned to Depreciation Only
- Active to Depreciation Only
- Active to Inactive
- Active to Retired if there are no depreciation data
- Depreciation Only to Active if not a group asset
- Depreciation Only to Inactive
- Depreciation Only to Retired if are no depreciation data
- Inactive to Active if not a group asset
- Inactive to Depreciation Only
- Inactive to Retired if there are no depreciation data

Group Assets (Continuing Property Record Asset)

You can also define a special class of asset called a Continuing Property Record Asset or Group Asset. A group asset consists of units which may be similar or dissimilar in nature. Examples of units are utility poles, components of transmission and distribution systems, and components and parts of electrical generating stations. These components may be too numerous to track and/or too small in relative value to the asset to depreciate individually. Thus, they are classified as a unit of a group asset and the asset is depreciated as a whole regardless of the different useful life of each unit. While the asset is in service, work is done to add units to or retire units from the group asset via work orders. Because of this, the asset usually does not fully depreciate and is a “Continuing Property Record” asset.

It is not required that you have an individual Asset ID for each of the assets in the group, although your business practices may dictate that you set them up this way. Generally accounting does not need to know which assets are connected or how each is depreciated individually. Assets may have their own Asset ID for work records, but this Asset ID would not be associated or connected to the Asset ID for the group. Depreciation costs go against the group, and regular costs go against the individual asset.

Several important details about depreciating group assets:

- The depreciation rate is usually entered. The rate changes only if the rate itself is modified.
- As units leave and new ones enter, the depreciation rate stays the same, but the depreciation expense is recalculated going forward.
- When retiring units, a transaction is made to offset the Accumulated Depreciation account.
- No gain or loss is recognized on the retirement of units.

Setting Up Group Assets

Before you begin to create group asset records, make sure that you have appropriate asset classes set up to reflect the properties unique to the group. Every group asset must reference an asset class with a depreciation method of Group. Once asset classes are configured, create a new asset record with Depreciation Only as the status, enter the appropriate asset class, then enter Depreciation parameters in the Depreciation view on the Asset record.

Changing Group Assets

To make a direct change to the number of units in a group asset, to retire assets, or to make other changes to the asset group, you must create a change request. A section of the Asset Change screen is dedicated for specific changes to group assets. Enter the number of units to add or retire and the system calculates totals accordingly.

How to Define a Group Asset

In order to use Group Assets the Convention rule key in the Asset Depreciation business rule must be set to FULL-MONTH and the Frequency should be set to MONTHLY. You must also have an applicable Asset Class configured with Property Units set up including a depreciation rate value.

1. **Create a new asset and save.**
2. **Set the status to Depreciation Only.**
3. **Select an Asset Class that uses Group as the Depreciation method.**
4. **Select Depreciation from the Views list.**
5. **Select a property unit.**

The system retrieves the default depreciation method, useful life, useful life units, group rate, accounts and corresponding expense codes from the property unit of the asset class entered in the asset header.

6. **Review the default values and modify where necessary.**
Verify that the depreciation method is Group.
7. **Enter the number of units.**
8. **Click Save.**

The system calculates and displays a depreciation schedule. After the depreciation batch job runs the system will post the periods based on the Last Period Processed parameter set in the Asset Depreciation business rule. The system will eventually write an AN transaction in

the account log for the acquisition cost applied to the asset cost account if this is the first time the asset is being depreciated. A DP transaction is written in the account log for the depreciation expense applied to the depreciation expense account. And a DA transaction is written to equal to the negative of the depreciation expense, but applied to the accumulated depreciation account.

Note: Use the Construction Assets view in the Work Order Task module to retire group assets.

Additions/Retirements

This view is only displayed if the asset uses the Group depreciation method. It shows a display only listing of the changes that affect the cost of the asset. The changes recorded in this view are a result of processing change requests in the Asset (Change) view. The following types of changes are recorded:

- Change in Asset Cost - Recorded as an Adjustment
- Increase in Asset Cost and Number of Units - Recorded as an Addition
- Decrease in Number of Units - Recorded as a Retirement

How to Perform Value Adjustment on a Group Asset

Users must have the Change Request Asset responsibility function in their user profile to complete this task.

1. **Create a new change request, enter Asset as the type, and save.**
2. **Select Asset (Change) from the Views list.**
3. **Select a valid group asset for the adjustment.**
4. **In the Group Asset Update section, enter in "0" for the additions quantity.**
5. **Enter in the value adjustment amount in the Additions Amount field.**
This field must be filled in to complete the adjustment, and the value must be greater than zero. The system adds the adjustment amount to the current asset cost to obtain and display the requested asset cost change.
6. **Verify the new asset cost value and save the record.**
7. **Select the Change Request button.**
8. **Set the status to Pending Approval.**
After the change request is approved, the appropriate person can select Apply Changes from the actions list to execute the change. The system writes an AC transaction for the value adjustment into the Account Log, and the change is applied to the cost account for the asset. The cost values are also updated in the Asset module. A new unit cost and depreciation schedule are also calculated for the asset and displayed on the Asset record in the Depreciation view. The changes are applied to the first un-posted period and only affects periods going forward. The system also makes entries in the Additions/Retirement view on the Asset record.

How to Add Units to and Retire Units from a Group Asset via Work Order

Units are added or retired via work order after all work is complete and the work order has been set to Finished status. The process described here starts from the creation of the work order, showing where the compatible units must be entered on the CU Worksheet and in the Construction Assets view before the work begins. To complete this task the user must have SHOW CU ON WO and CHANGE REQUEST ASSET responsibility functions.

1. **Create a new work order by entering the required fields and saving.**
After the work order is created, verify the first task.
2. **Select CU Worksheet from the Views list.**
3. **Enter compatible units associated with capital accounts and save.**

The system inserts a construction asset line item for each capital compatible unit. The property unit from the compatible unit is also included.

4. **Select Construction Assets from the Views list.**
5. **Associate each line item to an asset that has already been designated as a group asset. Enter a date, select whether to retire or create the construction asset, and save.**

Determine whether to retire or create the construction asset by setting the Action field with the appropriate value.

6. **Set the work order status to ACTIVE.**

After work is performed against the work order, charges have been applied (such as labor, materials, and direct charges), and the work order task is set to Finished status, standard batch procedures set the overall work order to Finished status then another process runs to set the work order to closed status (this is standard processing). Another batch procedure runs to create a new change request in Created status for the construction assets with the asset value calculated for each asset that is created on the task, and unit cost calculated for each asset that is *retired* on the task. One line item is created for each unique asset marked created or retired on the Work Order Task Construction Assets view. For each unique asset the system determines a value and number of units to be created or retired then populates the change request line item with the appropriate values and information.

These steps are repeated for every task on the work order where construction assets were entered. Depending on the setting of the APPLY CHANGE REQ CREATED FR WO rule key in the Work Order Processing business rule the change requests are created in either Approved or Created status. If they are in Created status, users must review them and complete standard approval processing to move on.

Once the change requests are completed, then approved, and changes are applied, the account log is updated with an AC transaction for the Asset Cost Account for every unit added to the group asset, an AW transaction for every retired unit in the group asset, and a DA transaction for the Accumulated Depreciation Account for the retirement of units. The appropriate adjustments are made to values and number of units on the Asset record Depreciation view.

The changes are applied to the first un-posted period and only affect periods going forward. The system also makes entries in the Additions/Retirement view on the Asset record.

Once all of the appropriate changes and updates are complete, the system sets the Change Request record to Complete status.

Asset Change Requests

Changes to assets using depreciation functionality **MUST** be processed through the Change Request module if the change will affect depreciation calculations. Once the change is approved and applied the system updates the Asset Depreciation view with modified forecast information.

When you select Asset as the record type on a change request and click the Save icon, several Asset Change options become available on the Views list. You can use these Asset Detail views to enter requested changes for Asset records. Depending on option you select, the fields on the Asset Change views change to hold information appropriate to the change you are requesting. The fields displayed on the Asset Detail views correspond to similar fields in the Asset module.

The following Asset Change options are available:

Asset Change (New) - Use this option to request that a new asset be created. You can use this view to enter all of the primary asset information and depreciation information with the request. Once the change request record is approved and changes are applied, the information is transferred to the Asset module automatically.

Please refer to the document entitled "Change Request" in the Resource User Guide for more detailed information on using Change requests.

You can select View Change Request from the Actions list in the Asset module to open the Change Request module.

Asset Change (Change) - Use this option to request a change in the recorded information for the asset. The system posts adjustments for any changes that affect depreciation calculations.

Asset Change (Dispose) - Use this option to request that an asset be retired and to record proceeds received from the sale of the asset. Once the retirement of the asset is complete the system checks the Retired check box and enters the retirement date on the Asset record. The system does not provide notification when the asset is retired.

Asset Change (Configure) - Use this option to request other changes in the Asset record, including location changes and the components installed on the asset.

Asset Change (Revaluation) - Use this option to request a mass revaluation of a group of assets using either a percentage of fixed amount.

You can combine a number of asset changes on one change request. For example, if you are requesting to dispose of one asset and replace it with a new asset, you can enter change information for a current asset and create a new asset on the same change request.

Changes to Depreciation Information

As mentioned, any changes to an asset that will affect depreciation calculations, accounting related to depreciation, or depreciation forecasts must be requested through an asset change request. All of the Asset Change views include an Effect Date field as well as a Post to Prior Year check box. These two elements influence how costs and adjustments are posted to the accounting log once the change is approved and applied to the asset. Asset type change requests resulting in depreciation transactions are the only Change Request records which post to the account log.

Change Request module Asset (Change) view - Depreciation changes

Effective Date - The effective date represents the date when the change is made or planned for the asset. If you leave the field empty and save the record, the system enters the current date. This can be changed if necessary.

You can enter retroactive effective dates or dates in the future. For example, if a change to the asset will affect accounting or depreciation calculations that have already been posted, entering a past effective date causes the system to make the necessary recalculations and adjustments to depreciation values and forecasts to reflect the true value of the asset. Any offsets created by these adjustments are recorded in the account log.

Post to Prior Year - This check box controls how the system applies asset changes that affect accounting transactions. If the accounting transactions for the asset change need to be applied to the previous period year, checking this box will cause the system to apply the changes to the last period month of the prior period year. The Effective Date must be entered with a date that falls within the prior period year.

Basically this function backtracks then reposts depreciation records until the end of the prior year. This shows up in the account log as 2 DA and 2 DP transactions for each period. The first set of DP/DA backtracks the original transaction amount then the second set reflects the new transaction amount.

When the box IS checked the transaction date is the end date of the last period of the prior year for forecast records from the effective date until the end of the prior year. For forecast records for the current year that are posted, the transaction date is sysdate. The post date is the system date and the effective date is the end date of the year and period that are backtracked then reposted.

If the box is NOT checked, the effective date and the transaction date in the account log reflect the date when the Change Request was set to Approved status.

Depreciation Fields

The following Depreciation fields are valid when the Asset (New) or Asset (Change) views are selected. You are limited in some of the changes that you can make to information that will affect depreciation calculations.

Property Unit No. - A change to the property unit may also result in a change to the expense codes and accounts that are related to the old and new property unit. The system prompts you to make a decision if you enter a property unit that has accounts and expense codes that differ from those existing on the asset.

Asset Cost - Adjust the original cost of the asset. This field cannot be modified if you are requesting changes on a group asset. Changes to the cost on a group asset must be completed in the Group Asset Update section. The Record Loss indicator is also not available for a group asset because gains and losses are not recognized for these types of assets.

Salvage Value - Adjust the dollar amount that your organization would receive to sell the asset whole or for parts.

Replacement Value - Adjust the dollar amount it would cost to replace the asset.

Number of Units - This only applies to group assets. This field is populated by the system when values are entered in the Group Asset Update section.

Useful Life - enter a whole number to indicate the number of years the asset is expected to be of use.

Additions - Enter a whole number to indicate the number of assets to add to a group asset. The Additions Total Amount field cannot be updated unless there is a value in the Additions Quantity field. To do a value adjustment only (without change in number of units), you must enter a zero as the Additions Quantity.

Retirements - Enter a whole number to indicate the number of assets to retire from a group asset. When a retirement quantity is entered the system calculates the Total Amount by multiplying the unit cost of the asset by the Retirement Quantity.

Adjustment - This represents the difference between the addition and retirement quantity. When the adjustment quantity is calculated, the system populates the Number of Units field with the corresponding value. This must result in a positive number (IE, you cannot have more retirements than there are units in the group.) The Asset Cost field is also populated with the overall adjustment Total Amount.

Note: The asset cost and retirement amount for group assets only represent the values when the change request is created. The actual values (asset cost and unit cost) may already differ once the change is applied (i.e. other change requests with earlier effective date may have been applied for the asset).

Depreciation Forecasts for Construction Assets

The system can be configured to automatically generate change requests to create depreciation forecasts for construction assets; streamlining the process to ensure that all new construction assets are properly valued and their depreciation is posted in a uniform and timely manner.

When construction assets are built using compatible units on a work order task, the value of the new assets is calculated not only from the direct construction costs associated to the work order task but also from direct and indirect overhead costs from regulatory accounts. Direct overhead costs are dispersed at the time of incurrence. Indirect overhead costs are accrued and then dispersed based on the schedule established in the Regulatory Account Options business rule.

Under most circumstances, the valuation of construction assets should be delayed until all costs have been distributed. Once the value has been calculated, the depreciation forecast for the new assets can be created based on the in-service date, salvage value and useful life.

Note: Although the process is entirely automated, change requests are generated in created status then approved so that there exists an auditable record of the transactions.

Configuration

Once this functionality is configured properly, very little user intervention is needed to complete the process. Configure the following accordingly:

Configuration		Key Value	Setting
Business Rules	Work Order Processing	Delay Construction Asset Value	ON
		Apply Change Req Created Fr WO	ON
	Regulatory Account Options	Indirect Overhead Allocations	ON Monthly or Yearly frequency
Responsibility Functions	Change Request Asset	n/a	Enabled
	Show CU on WO	n/a	Enabled

As long as active compatible units associated with property units and capital accounts are referenced on the work order task with the appropriate action to perform indicated in the Construction Assets view, the system will automatically complete the forecasting.

Processing

After work is performed against the work order, charges have been applied (such as labor, materials, and direct charges), and the work order task is set to Finished status, standard batch procedures set the overall work order to Finished status then another process runs to set the work order to closed status (this is standard processing). Another batch procedure runs to create a new change request in Created status for the construction assets with the asset value calculated for each asset that is created on the task, and unit cost calculated for each asset that is retired on the task. One line item is created for each unique asset marked created or retired on the Work Order Task Construction Assets view. For each unique asset the system determines a value and

number of units to be created or retired then populates the change request line item with the appropriate values and information.

These steps are repeated for every task on the work order where construction assets were entered. Depending on the setting of the APPLY CHANGE REQ CREATED FR WO rule key in the Work Order Processing business rule the change requests are created in either Approved or Created status. If they are in Created status, users must review them and complete standard approval processing to move on.

At this point the Work Order record displays the Pending Asset Valuation indicator until all direct and indirect overhead costs have been distributed. Since these costs are processed based on the schedule set in the Regulatory Account Options business rule (monthly or yearly), there could be a significant amount of time between the day that the work order is closed and the day that the costs are distributed. The closed work order is not moved to history until the costs are processed and the indicator is cleared.

Once these costs are processed, batch processing calculates the value for the construction assets and removes the indicator from the Work Order header. At this point, a change request for the assets on the work order is automatically generated in Created status with one line item to create the depreciation forecast of each asset with the action of Create in Construction Assets. The Change Request is also automatically approved and applied once all of the forecasting is set. For each construction asset the system sets the asset cost, salvage value, in-service date, and creates the depreciation forecast. At the end of the process the status of the change request is set to Complete.

The account log is updated with an AC transaction for the Asset Cost Account for every unit added to the group asset, an AW transaction for every retired unit in the group asset, and a DA transaction for the Accumulated Depreciation Account for the retirement of units. The appropriate adjustments are made to values and number of units on the Asset record Depreciation view.

The changes are applied to the first un-posted period and only affect periods going forward. The system also makes entries in the Additions/Retirement view on the Asset record.

Once all of the appropriate changes and updates are complete, the system sets the Change Request record to Complete status.

Note: System generated sequence numbering must be enabled for the Change Request module in order for the system to automatically create change requests as part of this processing.

How to Add Units to and Retire Units from a Group Asset via Work Order

Units are added or retired via work order after all work is complete and the work order has been set to Finished status. The process described here starts from the creation of the work order, showing where the compatible units must be entered on the CU Worksheet and in the Construction Assets view before the work begins. To complete this task the user must have SHOW CU ON WO and CHANGE REQUEST ASSET responsibility functions.

- 1. Create a new work order by entering the required fields and saving.**
After the work order is created, verify the first task.
- 2. Select CU Worksheet from the Views list.**
- 3. Enter compatible units associated with capital accounts and save.**
The system inserts a construction asset line item for each capital compatible unit. The property unit from the compatible unit is also included.
- 4. Select Construction Assets from the Views list.**

- 5. Associate each line item to an asset that has already been designated as a group asset. Enter a date, select whether to retire or create the construction asset, and save.**

Determine whether to retire or create the construction asset by setting the Action field with the appropriate value.

- 6. Set the work order status to ACTIVE.**

After the work order record is set to Active status, regular processing continues to apply valuation for the construction assets as described in the previous section.

Chapter 35

Vendor Performance Rating

You can rate vendors based on delivery and quality.

Vendor performance rating functionality allows you to rate a vendor's performance based on delivery and quality criteria. With this feature you are equipped to assess the vendor's ability to deliver items or services on time and in satisfactory condition. The system collects and calculates two ratings:

- **Delivery Performance** - The vendors ability to deliver items by the promise date indicated on the purchasing documents. When the delivery date is entered on the Multi-Step Receiving record the system verifies whether or not the date falls within the range necessary to be considered on time.
- **Quality Performance** - This value is based on information such as condition, cleanliness, PO compliance, etc., and can be entered on the Shipment Attributes View of the Multi-Step Receiving module during the receiving process.

You can define a grace period so that the vendor has a specified number of days after the promise date to deliver the goods.

It is recommended that promised date field be made a required field on new purchasing records if your organization uses vendor performance rating functionality.

For a complete overview of the modules mentioned in this chapter you should review the chapters entitled Business Rules, Multi-Step Receiving, Vendors, and Requests for Quotes.

The two ratings are then averaged to derive the total vendor performance rating.

When items are received from a vendor in the Multi-Step Receiving module, the receiving agent has the option of entering discrepancy information as well as delivery information. Only items with a promise date entered on the purchase order line items can be rated.

The system gathers performance data in the Multi-Step Receiving module, calculates the vendor's statistics during regular batch processing procedures, and displays the results of the calculations in the Performance View of the Vendor module. You can also revise the vendor's performance ratings based on corrections for receiving and/or inspection errors using the Multi-Step Receiving module. Performance reports are also available.

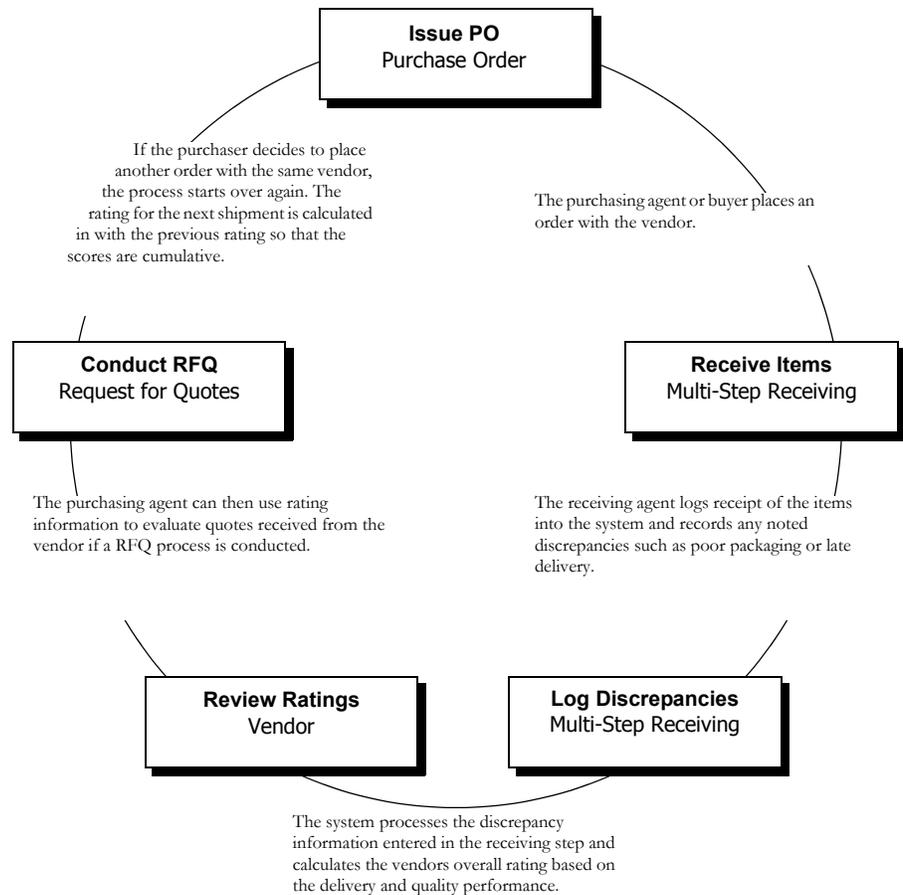
Vendor performance information can then be used with the bid multiplier in the Request for Quotes module. This function allows you to add weight to a vendor's bid based on their total performance rating. You can apply the multiplier on a case by case basis for each RFQ by setting the indicator on the Request for Quotes record.

This chapter will provide you with an complete overview of vendor performance rating functionality. As mentioned, the function involves several modules in the system, and each part will most likely be used by a different person in your organization. The table below summarizes which employees might be involved in which parts of the vendor performance functionality.

Employee	Job Function	Related Module
System Administrator	Set up Business Rules	Business Rule Admin subsystem
Receiving personnel	Enter shipment discrepancies	Multi-Step Receiving Inventory subsystem
Purchasing personnel (buyers)	Use ratings information to select vendors.	Vendor Request for Quotes Purchasing subsystem.

The following diagram illustrates how vendor rating is used at each stage:

The process is circular because purchase orders are placed based on previous ratings, ratings are made based on receipt of those orders, and the next order can be based on cumulative ratings. As time passes and the relationship between your organization and the vendor grows, the amount of data that the system has to draw from for ratings grows as well.



Setting Business Rules

System administrators are typically responsible for the configuration and maintenance of business rule settings. Most users do not have access to the module at all.

There are three business rules that control the vendor performance rating functionality:

- Vendor Options Business Rule
- Vendor Performance Attributes Business Rule
- Vendor Performance Ranges Business Rule

Vendor Options Business Rule

The Vendor Options Rule defines parameters used by the vendor module.

Performance Current Rating - This rule key controls the number of months prior to the current month that are to be used for performance evaluation. Enter 'ON' in the Status column to enable all vendor performance calculations. Enter the number of months to be used in the Value column. If this rule key is set to OFF the system will not use the vendor performance rating functionality. This means that Performance is not offered as an option on the Vendor module Views list.

Performance Grace Period - The number of grace days to be given to the vendor before a delivery is considered to be late. For example, if the grace period is set at 2 days, the shipment is not considered late until 2 days after the promise date. You can only set one standard grace period for all shipments. Enter "ON" in the Status column to enable Grace Periods. Enter the number of days to be used in the Value column.

Performance Quality Attributes - This rule key determines whether or not the system will use the attributes and point values defined in the Vendor Performance Attributes Business Rule.

When the rule key is ON, the system displays Shipment Attributes as an option on the Views list in the Multi-Step Receiving module. This View lists the attributes defined in the Vendor Performance Attributes Business Rule along with the attribute's corresponding point value.

When this rule key is set to OFF, Shipment Attributes is not offered as an option on the Multi-Step Receiving Views list. Instead the system displays a Discrepant Shipment? indicator on the PO Line Items (Detail) screen that the user can check to indicate that the shipment had a discrepancy. If any shipment of a line item is noted as discrepant the entire shipment is counted against the rating.

Vendor Performance Attributes Business Rule

This rule contains the attributes and associated point values used for vendor performance rating.

Note: When a new Multi-Step Receiving record is created the shipment attributes are transferred from the Vendor Performance Attributes business rule and stored on the new record. This way, if the attributes are changed after a record has been created the old attributes remain on the Shipment Attributes view of the old record, but any new records will reflect newer attributes.

Attributes such as packaging damage, PO compliance, cleanliness, and other criteria that an organization would use to determine whether or not a vendor has delivered items or services properly are assigned a point value in this business rule. The system then uses the attributes and point values to determine the vendor's overall performance rating.

Vendor Performance Ranges Business Rule

The Vendor Performance Ranges Rule is used to specify the Best Price Multiplier for given performance ranges.

You can establish as many ranges as you want, but you must be sure that the ranges do not overlap. Ranges should be whole numbers only.

You should also make sure that the Accept Quality Items responsibility is properly set for receiving personnel in the Responsibility module.

You can add as many ranges as are required by your organization.

Range - Ranges should be named Range1, Range2, Range3, up to the total number of ranges you wish to define.

Lower % - Enter the lower percentage value for the total vendor performance for the range. Do not use decimal values.

Higher % - Enter the higher percentage value for the total vendor performance for the range. Do not use decimal values. Since this is a 'less than' value, you must use 101% to include vendor performance rating of 100% within the range.

Multiplier - Enter the multiplier value for the range. You can define multiplier values to increase bids from vendors with lower vendor performance ranges. This concept is discussed in more depth in the section titled [Using Ratings in the RFQ Process](#).

Recording Discrepancies

All of the vendor performance information is recorded when a shipment is received. The first point of review is the delivery schedule. Once the delivery date is entered on the Multi-Step Receiving record, the system compares that date to the promise date. An item is considered to have been delivered on time if the delivery date is less than or equal to the promise date, or if it falls within the defined grace period. The system then calculates the delivery performance rating:

$$\frac{\text{Total Shipments Delivered On Time}}{\text{Total Shipments Delivered}} = \text{Delivery Performance Rating}$$

The second point of review is the quality of the shipment. The person receiving the items should use the Shipment Attributes View in the Multi-Step receiving module to enter discrepancies that were noted on the shipment such as damage or poor packaging. The system deducts the points associated to the attribute with the noted discrepancy from the maximum possible score then uses the scores for every item to derive the quality performance rating.

Note: A line item is considered fully received when the delivered quantity equals the ordered quantity. For instance, if you ordered 6 of an item and have only received 4, the line item is not included in calculations until the other 2 items come in unless you force completion of the order. The line item is not included in calculations until this criteria is met even if a discrepancy was recorded.

If you enter discrepancies in the Shipment Attributes View the system automatically enters the Non-Conforming Material (NCM) Completed date and checks the Discrepant Shipment? check box on the item record. This is the date that the discrepancy was initially identified.

If the Performance Quality Attributes rule key in the Vendor Options Business Rule is set to OFF you can still note a discrepancy by manually checking the Discrepant Shipment? check box on the PO Items (Detail). Checking the box indicates to the system that there is a noted discrepancy. With the rule off you can only enter specific discrepancy information in the comments field. Rather than using a scoring system to calculate the quality performance rating, the system simply notes that this was a discrepant shipment and calculates the rating as a percentage based on the number of non-discrepant shipments divided by the number of total shipments from this vendor:

The system calculates quality performance based on this formula when the Performance Quality Attributes rule key in the Vendor Options Business Rule is set to OFF.

Total Shipments Received Without
Discrepancies

_____ = Quality Performance
Rating

Total Shipments Received

Each of the scores can be reviewed in the Performance view of the Vendor module. If the Business Rule key is set to off, the NCM Completed field does not appear on the PO Items (Detail) screen.

How to Record a Discrepant Shipment

The steps below only apply if the Performance Quality Attributes rule key is set to ON. This procedure is only used if there are discrepancies to enter for the received item. If you simply count and receive all of the items without entering discrepancies, the system assigns the maximum score to the shipment and adds the items to the storeroom.

Note: You do not have to resolve discrepancies before the item can be accepted in the system and moved to the storeroom.

If the Performance Quantity Attributes rule key in the Vendor Options Business Rule is set to OFF, select Discrepant Shipment² check box for the PO Items (Detail) record for the item that was delivered with a discrepancy.

1. **Open the appropriate Multi-Step Receiving record.**
2. **Select PO Items (List) from the Views list.**

Items must be selected from the picklist before they will show up on the PO Items (List). Please refer to the Multi-Step Receiving chapter for more information.

3. **Place the cursor on the item number for the Item with the discrepancy.**
4. **Select PO Items (Detail) from the Views list.**
5. **Select Shipment Attributes from the Views list.**

The Shipment Attributes View opens.

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Multi-Step Receiving 0100070 Shipment Attributes

Search Options: PO No 01000521 001 Delivery ID 0100070 AUG 27 2001

Results: Stock Code ILB Description new one

Shipment Quality Attribute	Point Value	Discrepancy Noted
R01 PACKAGING	5	
R02 NO PO	10	
R03 DAMAGE	10	
R04 BUY AMERICAN ACT	10	
R05 PO COMPLIANCE	10	
R06 SHELF LIFE EXPIRED	10	
R07 CLEANLINESS	5	

Shipment Total 115

NCM Initiation Date NCM Completion Date NCM Disposition

The system enters the PO number, Item number (unlabeled field next to PO), Stock Code, Delivery ID, and Description of the item from the records associated to the item. These fields cannot be modified.

6. Select the check box next to the attribute that are discrepant for shipment of that item.

The system deducts the corresponding point value from the overall score from the score for that item. Attributes and scores can only be modified in the Vendor Performance Attributes Business Rule.

The vendor receives 0 points for any attribute with a noted discrepancy. If no discrepancy is noted the vendor receives the full point value (the sum of the point values for all of the attributes). Partial points cannot be awarded.

Maximum score is always the same and is determined in the Vendor Performance Attributes Business Rule. The sum of the point values awarded to the vendor for this shipment is noted in the Shipment Score field at the bottom of the screen.

Note: Some organizations require review of noted discrepancies. After the discrepancy has been reviewed and verified you should return to this record and enter a date in the Non-Conforming Material (NCM) Completion Date field. This is the date that the discrepancy is officially accepted. If there was any action taken that should be recorded you can select a code from the NCM Disposition field and/or enter comments in the Comments field.

The quality performance rating is finally derived as:

$$\frac{\text{Total Shipment Score for all Items Received}}{\text{Maximum Possible Score for all Shipments}} = \text{Quality Performance Rating}$$

7. Click Save.

The system calculates the final score, and enters a non-conforming material (NCM) initiation date. This is the date that the discrepancy was initially identified. The information can be reviewed in the Performance View of the Vendor module.

Reversing Discrepancy Records

Normally you can check or un-check boxes to record discrepancies at any time. Special circumstances are described below:

Note: An advantage of using the Not Vendor Caused action is that you can retain the record of the discrepancy while still awarding the vendor the maximum possible score.

- If you have entered discrepancies on the Shipment Attributes view, but later find that the discrepancies were not due to an error on the vendor's part, you can select Not Vendor Caused from the Actions list. The system shows a prompt asking if you want to give the vendor the maximum possible score for the delivery. Select OK to have the system reset the score to the maximum for this item.
- If you decide to return an item because of a vendor caused discrepancy for a shipment that has been scored 0, the Shipment Attributes record for that item cannot be modified after the return is made except to perform the Not Vendor Caused action. The only circumstance where you can update a returned item's discrepancy information is if you make the decision to back-out the 0 score and grant the maximum score to the vendor for that shipment. After a return you do not have the option of modifying some discrepancies while leaving others unmodified.

- If a returned item has already been included in quality performance calculations, the system will remove that item from all calculations once it is returned. Receipt of replacement items from a return should be rated as a new shipment.

Reviewing Vendor Ratings

Vendor Performance is only presented as an option on the Vendor view list when the Performance Current Rating rule key in the Vendor Options business rule is set to ON. If this rule key is set to ON but the Performance Quality Attributes rule key is set to OFF the screen appears with the fields associated to Shipment Quality Attributes omitted.

Month	Year	Delivered By Promise Date	Delivered without Discrepancies	Total Delivered Items
08	2001		6	6

Performance view with the Performance Quality Attributes rule key set to OFF

Assume that the all of the business rules and rule keys are set to ON for this discussion.

Once business rules are properly set, the receiver has entered delivery data in the Multi-Step Receiving module, and the system has calculated the vendor's statistics during regular batch processing procedures, all of the results are displayed in the Performance View of the Vendor module.

Month	Year	Delivered By Promise Date	Total Delivered Items	Total Item Scores	Max Item Scores
08	2001		6	6	690

Performance view with the Performance Quality Attributes rule key set to ON

You can only modify the Month, Year, From, and To fields.

Month/Year/From/To - Specify a date range. Shipments made in the current month are not included in calculations.

Performance Button - Click the Performance button to update the information based on the date range entered. Each time the user clicks on the Performance button the system recalculates the vendor performance ranges based on the selected date range.

Delivery Performance - The percentage of items delivered on time.

Quality Performance - Depending on the business rule settings, this field shows either the percentage of items delivered without discrepancies, or the overall performance score based on the points awarded for non-discrepant items.

Total Vendor Performance - The average of the delivery performance and the quality performance ratings over the specified date range.

Best Price Multiplier - The value determined in the Vendor Performance Ranges Business Rule that is used to determine the best price vendor on a RFQ based on the vendor's overall rating.

Month/Year - These fields indicate the specific month and year for the rating. Ratings are accumulated and stored in month/year increments starting with the month prior to the current month (i.e., shipments within the current month are not included in the calculations). The number of months prior to the current month that should be used can be defined in the Vendor Options Business Rule.

Delivered By Promise Date - This field shows the number of items delivered on time.

Total Delivered Items - This field shows the total number of items delivered.

Total Item Scores - This field shows the sum of the point values that were applied to each PO line item for the month/year period. If there are multiple deliveries for a PO line item, the delivery scores will be summed. For example, if each delivery has a maximum possible score of 120 points and there were two deliveries for a PO line item – one with no discrepancies (120 points) and one with a single discrepancy (110 points), then the PO line item would count as 230 points out of 240. If there were 5 additional PO line items (for that vendor) that were delivered in the same month and they all received the maximum scores, then the data would look like the following screen shot:

Month	Year	Delivered By Promise Date	Total Delivered Items	Total Item Scores	Max Item Scores
08	2001	6	6	690	690

Performance View

Max Item Scores - This field shows the maximum possible score that could have been awarded for all shipments in the given date range.

Using Ratings in the RFQ Process

Now that the ratings are in the system they are available for the purchasing agent to use in the RFQ process if desired. The bid multiplier in the Request for Quotes module allows you to add weight to a vendor's bid based on their total performance rating. You can apply the multiplier on a case by case bases for each RFQ by setting the indicator on the Request for Quotes record.

Note: The bid multiplier is only used by the system to determine the best price vendor. It does not modify the actual bid received. The buyer or other user can use his or her discretion in making the vendor selection.

The screenshot shows the Oracle Request For Quotes interface for RFQ 02000030. The status is 'Awarded' and the required date is 'FEB.20.2002'. The commodity is 'PUMPS' and the description is 'RFQ for Training Facility supplies'. The 'Bid Multiplier Indicator' checkbox is checked, and the 'Quality Item' checkbox is also checked. Summary statistics show 2 total vendors, 0 received, and 0 issued.

RFQ Record with Bid Multiplier Indicator Checked

Vendors that perform poorly cost your organization money. Extra work or delays in productivity caused by late deliveries can be very expensive for your company depending on the magnitude. The multiplier allows you to adjust a vendor's bid to compensate for poor performance. Vendors in the high range of scores do not require adjustments. The multiplier for these vendors would be 1.0. Whereas vendors with low scores would need a considerable adjustment, so any bid that they submit would be multiplied by a value such as 1.05 or 1.1 to apply the appropriate compensation for poor performance.

For example, an RFQ was issued for one item to two vendors. Vendor A had a poor performance rating over the past 3 months. Vendor B's performance rating is good. Vendor A bids 20.00 for the item and Vendor B bids 20.75.

The screenshot shows the Oracle Request For Quotes interface for RFQ 02000030 Item 00001. The vendor bid details are displayed in a table. Vendor A (Pump Depot) has a quote price of 20.00 and a lead time of 3 months, with a status of 'Awarded'. Vendor B (CATHYS VENDOR 08) has a quote price of 20.75 and a lead time of 2 months, with a status of 'Canceled'. The 'Bid Multiplier Indicator' is checked, which affects the final award decision.

Vendor Name	Quote Price	Lead Time	Status
Pump Depot	20.00	3	Awarded
CATHYS VENDOR 08	20.75	2	Canceled

RFQ Vendor Bid Details View

If the Bid Multiplier box were not checked the best price would go to Vendor A because they made the lower bid. However if the Bid Multiplier box is checked, the system multiplies the bid by a value that correlates to 3 months of poor ratings (1.05 for the purposes of discussion). Vendor A's weighted bid goes up to \$21.00 and the best price goes to Vendor B.

Cue Cards

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Glossary

ABC Classification - A system used to classify stock items based on their frequency of use and value. Class A items have the highest dollar usage value and are the most often counted while Class C items have the lowest dollar usage value and are the least often counted. Classifications are set in the ABC Inventory business rule.

ABC Inventory - Items in inventory that are classified using the ABC classification system.

Account Number - The unique identifier that describes where charges should be applied.

Account Distribution Template - A tool that allows you to allocate the cost of purchases to several accounts, and reuse these account splits on several purchasing documents.

Account Hierarchy - Manages accounts designated by an organization. The structure consists of departments, areas, and accounts. Costs start at the department level then roll to areas and then to accounts as applicable.

Account Structure - An organization's structure for accounting. The account structure determines which Account Number fields displayed and maintained in throughout the system. Determining an account structure is one of the primary methods of customizing the system to suit a particular organization.

Account Transaction Log - A system maintained listing of all transactions involving account numbers; includes stock issues and returns, time charges, invoice payment, cost adjustments, etc.

Accruals/Accrued Costs - System-maintained costs associated with items received but not yet paid for; adjusted as commitments change, decreased by commitment amounts as actuals are posted.

Actions - Links and commands available to simplify work tasks and functions throughout the system.

Activate - In order to change the status of record to Active to begin work. In order to change the status of record to Active to make it available for use in the system. For example, catalog items that are not in Active status cannot be referenced on other records.

Actuals/Actual Costs - System-maintained costs associated with stock issues and returns, posted invoices, posted labor charges, cost adjustments, etc. An actual amount paid or incurred, as opposed to estimated cost or standard cost. On work orders, for example, actual costs include direct labor, direct material, other direct charges and overhead.

Alert - A system-generated message that requires further action or notifies you of an event.

Allocated Costs - costs that have already been dispersed to the accounts that they were allocated to.

Approvable Documents - Items within the system that go through an approval process (such as work requests and requisitions).

Approval Limit - The maximum dollar amount that an approver can authorize for documents that affect costs.

Approval Portal - A work management tool that displays all of the purchasing records requiring a specific approver's attention in a web browser. The Approval Portal can be accessed from the home page or from e-mails that are sent to approvers alerting them that their approval is required on a record. The Approval Portal requires a special licensing agreement.

Approval Route - A predefined list of approval titles needed to either review or approve a purchasing record.

Approval Title - A title assigned to one or many users giving them authorization to approve specific items up to a certain dollar limit.

Approve - In order to agree that work needs to be done; to authorize.

Approver - The user with the authority to authorize a purchase. The approver must have the necessary approval title assigned and be referenced in the Next Approver field to approve a record.

Area - A collection of accounts; a subset of a department.

Asset - Anything defined in the Asset module, from a piece of equipment to a vehicle to a room. For the purposes of capturing work costs, assets are considered above components and below processes in the overall system accounting hierarchy.

Asset Class - Assets with common failure characteristics and effects on the service being provided.

Asset Class Type - An Asset Class Type can include a number of Asset Classes, for example an Asset Class Type called "Infrastructure" might include individual Asset Classes such as highways, bridges, water and electrical utilities.

Asset Hierarchy - Manages assets designated by an organization. The structure consists of processes, assets, and components capturing work costs at an "object" level. Costs start at the process level then roll to assets and then to components as applicable.

Asset Interface - Assets that are physically related. These assets will generally work as a unit to perform a function. If one asset goes off line it is important to be able to track how it is related to the other assets in the interface so that the appropriate replacements can be made.

Asset Reading - Periodic readings (cycle-hours, kilowatt-hours, miles, etc.) taken from various types of equipment.

Associated Service Request - Service requests that are related to the same problem, customer, or that share any other common information.

Attachment - Documents that are independent of, yet give information about, a record. For example, you may wish to attach an installation guide update to a Component ID record, or attach a safety data sheet to a stock item record.

Audit Trail - Transaction information automatically generated by the system each time storeroom inventory quantity or dollar value is impacted. This information is stored in one of several transaction logs.

Auto Pay Indicator - A check box that appears on many purchasing and receiving records indicating whether or not the items on the purchasing record can be invoiced automatically by the system.

Auto Pay Vendor - A vendor that has authorized an organization to issue invoices from the system (rather than waiting for them to be mailed from the vendor).

Automatic Reorder - The system can be set to automatically reorder stock items when stores quantity reach a certain point. Reorder points and reorder documents are managed in the Storeroom and the Reorder Review modules.

Automatically Installed / De-Installed - As components are issued against a work order task, the Component ID which is currently listed as being installed in the asset is set to "Pending Disposition" (de-installed) and the issued component is set to "Installed" in the listed asset.

Available Quantity - A field on the storeroom record for a stock item calculated as the inventory quantity plus on hand minus on hold and on demand.

Average Unit Price - The average cost per item. It is calculated by the system based upon price adjustments, purchase order receipts, and invoices. The settings in the Receiving Configuration business rule determines whether or not this price factors in taxes when it is calculated. The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how the average unit price is calculated.

Backlog - Work needing to be performed.

Backorder - Inventory type stock items that have insufficient quantities in the storeroom and are needed for a work order or checkout request (internal backorder). The system can be set to display a message and gives you the option of opening a picklist window to view where the items are needed and print reports if necessary when such items are received in the Stock Transfer, Receiving, or Multi-Step Receiving modules.

Batch Process - A task that the system runs automatically. This functionality allows the system to make updates, purge obsolete data, generate schedules, or perform other automatic functions established by your organization without user intervention.

Benchmark - A template work order that is repeatedly used to create new work orders.

Bid - The process through which a list of items is reviewed and priced by vendors. Same as Request for Quote (RFQ).

Bill of Material (BOM) - A listing of parts for assets and components. These lists help to speed up the process of ordering parts because they only show stock codes for the parts related to a specific asset or component.

Blanket Contract - A contract established with a vendor, containing negotiated purchasing information such as total value of the contract, individual item, prices, terms, etc. The blanket contract is also often called a "standing purchase order" from which "releases" are cut.

"Blind Count" Physical Inventory - An inventory list that does not show current storeroom inventory quantities.

Block - A set of related fields in a module. Blocks do not necessarily correspond directly with windows. While one block typically represents one screen (Header, one of the Views, etc.), this is not always the case. Some windows use two or more blocks. In other cases, a view will share the same block as the Header. In order to check the name of a Block associated with a portion of a window, place the cursor in a field and select About Item from the Help menu.

Bookmark - A link that points to a specific record in the system.

Business Rule - Processing functionality settings that can be configured to meet your business requirements. Rules vary in their nature, some control how the system processes information, others store default information and parameters.

Buyer - The person responsible for generating purchase orders from requisitions and then issuing approved purchase orders to vendors.

Capability - An attribute of a vendor. Vendors will indicate the products or services that they are “capable” of providing to an organization. These capabilities can then be entered into the Capability view of the Vendor record to help buyers identify which vendors can supply them with what they need.

Carrier - A vendor responsible for delivery of items. (UPS, Federal Express, DHL, etc.).

Change Order - The process document, usually an exact copy of an issued purchase order, used to modify orders or request changes to a purchase order that has already been issued to a vendor and is in Issued status.

Change Request - A record used to request changes in the master catalog, to vendors, to storerooms, and to assets.

Characteristic - An attribute of a vendor. You might use characteristics to indicate whether a vendor is an independent contractor, a manufacturer, or a large distributor. This information is used elsewhere in the system to help buyers determine which vendors to use.

Charge Number - The specific number being charged; i.e. work order / task Number, Asset ID, account number, etc.

Charge Type - The type of charge number being charged; i.e. work order, asset, vacation, sick leave, etc.

Checkout Request - A list of parts requested from stores, allowing planning of parts without having to use a work order task.

Code Table - Code tables are used to keep track of codes that stand for names, titles, labels and other information that is used frequently.

Commitments/Committed Costs - System-maintained costs associated with active work orders placing demand in the storeroom, approved purchase orders and approved labor charges. Costs, usually fixed costs, which the management of an organization has a responsibility to pay. Examples include rent on a long-term lease or depreciation on an asset with an extended life.

Commodity Code - A way to categorize stock items based on the nature of the item.

Compatible Structure - A group of compatible units.

Compatible Unit - A group of material items, with associated labor and equipment estimates, used to plan work for capital improvements and the maintenance of existing assets.

Component - A trackable stock item that must have a unique Component ID. It may be installed in and removed from an asset, and may or may not be defined as repairable. Components can only be tracked as single units.

Consignment - An item stocked and maintained by an outside source and expensed at the time of issue or replenishment.

Consumable - An item issued or dispensed to assets that will not be recovered for return such as oil, gas, etc.

Contract Limit - The accumulated purchase order total (dollar) value. This value cannot be exceeded.

Converted Total - (Item Total) x (Vendor's Currency). The total number of items multiplied by the vendor's currency rate.

Cost Summary - A summary of budget and actual costs per expense category.

Courtesy Stores Item - Direct purchase stock items that do not belong to a storeroom but are kept there as a courtesy. They may belong to one storeroom but are held in another pending use

on a specific project. Checking the Courtesy Stores check box on a work or purchasing record ensures that the item will be tracked in the storeroom, otherwise direct items are not tracked.

Craft - The labor classification of an employee.

Credit - A (negative) cost charge applied to increase available dollars.

Crew - A logical grouping of crafts.

Crew Activity Log - A log containing information related to a crew, backlog group, and event that may be tied to a work order task; tracks all Work Order record and status changes.

Critical Number - A system-maintained number indicating the relative lateness of work; a critical number of 100 indicates that the work is due today.

Custom Menu - A user-defined menu in the system. The menu items that users create can open reports or custom API calls that are developed using SQL. Once the fields in this form are completed, the system adds a menu item to the menu bar of the selected module. In order to users, the added menu items look like the standard options, while adding greater accessibility and functionality specific to an organization.

Custom SQL - Manual commands that can be entered by a user to perform searches based on criteria that are not available on the standard search screens.

Customer ID - The unique identifier for customers in the Customer subsystem. This number is used when customers call to pull up their Customer record from the Service Request module.

Customize - In order to modify according to individual specifications.

Cyclical Work - Tasks and work performed on a regular/repeating or periodic basis.

Data Dictionary - A read-only set of tables that provides information about the database's associated database.

DBA (Database Administrator) - The person who keeps the database running smoothly. Among other tasks, the DBA helps make sure codes are correct, handles problems and installs new features as they become available.

Debit - A (positive) cost charge applied to reduce available dollars.

Default Accounts - The account charged to if no other account information is entered on the line item.

Default Values - Values that are automatically entered by the system. Sometimes the value can be changed, sometimes it cannot be changed.

Demand - The unfilled need for an inventoried item. The quantity of a stock item estimated to be needed for active work orders but not yet issued.

Department - The highest level of the account hierarchy – used to collect costs of areas and other departments.

Description Field - These fields are all 'free-form' text fields where you can enter up to 2,000 characters (about 400 words). In many modules you can search the description field to help locate specific records, and the first several words will appear in the results of search. Make sure that your descriptions begin with meaningful text and that they include keywords to help in these searches.

Double click most long text or description fields to open a Text Editor window that makes it easier for you to enter and edit text. The Editor window can be resized as necessary. The Editor window also includes a Search button that can be useful for finding specific text in a long description.

Detail - Additional breakdown of information related to the displayed Header. Usually referred to as a view.

Direct Charge - Charges or other expenses incurred while completing work. For example, if equipment is rented to complete a work order a direct charge would be applied back to the work order to account for the cost. These are not charges that are generally incurred in the system such as labor or materials costs.

Overhead Costs - Costs that are incurred during the completion of work but that fall outside of labor, materials, and other costs that are incurred. Direct overhead costs are charged to a specific work order and then dispersed to associated tasks at the time of incurrence. Indirect overhead costs are accrued and then dispersed to all accounts based on a predefined schedule and account splits.

Direct Purchase - Ordering materials and/or services not available in a storeroom.

Direct Purchase Item - A stock item that is listed in the master catalog but not kept on hand. Examples are high cost, or limited life items that are not kept in inventory but are still need to be listed on bills of materials. Direct items do not have to be created in a storeroom in order to be used.

Discrepant Invoice - Line items that do not match against purchase order line items on an invoice.

Dispositioning - The process of reviewing the state of a component, handling it accordingly, then setting the component status to match. Items are typically dispositioned by being sold, reused, repaired, scrapped or returned to the vendor.

Distribution Template - A timesaving tool that allows you to allocate the cost of purchases to several accounts, and reuse these account splits on several purchasing documents.

Downtime - Time when an asset and/or component is out of service.

Drill-Down - Double-clicking a field that takes you elsewhere in the application, opens an editor, or retrieves the calendar.

Entity Relationship Viewer - Access the Entity Relationship Viewer from the Home Page Actions list. The viewer includes a visual representation of the database showing the relationships between parent and child tables, prime keys, foreign keys, database table names, and interface tables.

Event Queue - The event queue manages e-mails generated by the system. For example, e-mails sent to vendors and approvers are queued until they are successfully delivered. Item statuses can then be checked to see if there were any errors that prevented successful completion.

Expedite - The process of improving or managing delivery of ordered terms; to speed up the progress of a purchase acquisition.

Expense - An item or expenditure that incurs a cost in the system.

Expense Code - A code assigned to an expenditure indicating which payment category the cost falls into.

External Attachment - External Attachments can be either hard copy documents or computer files created by another application, such as a word processing or graphics program. To view and print external attachments you must have access to the computer program that was originally used to create the document. All external attachments are Document type attachments, and are created in the Document Control module. These are the only types of attachments that will print with a Purchasing or Work Order record.

Favorites - Personalized links to modules. These links are located on the home page.

Field - A space allocated for a particular item of information on a record. Fields are grouped into records and any given field may be used in several different kinds of records. For example a

stock number may be used in a record for keeping track of inventory, and also be used in a record about the service life and reliability of parts.

Find (List of Values) - A feature available in a list of values that enables you to search the list by any column displayed.

Fleet Asset - A vehicle defined in the Fleet Asset module.

Fleet Benchmark Work Order - A template fleet work order that is used again and again to create new fleet work orders.

Fleet Work Order - A record created in the system that requests work on vehicles and provides a means to manage and plan that work.

FMEA - Failure Modes and Effects Analysis

FOB (Freight on Board or Free on Board) - The physical location to which the vendor agrees to pay for the products freight delivery charges.

Follow-up Work Order - A work order created to expand on work for a service request. The information on these work orders is basically a duplication of the originating service requests. If the work required for the service request requires extensive planning or scheduling, it may be best to create a follow-up work order so that the functionality in the Work Order module can be used to perform functions such as breaking the work up into tasks, assigning the tasks, and/or scheduling the work.

Forced Complete - In order to accept partial receipt of items or services as fully received.

Foreign Key - A field that identifies a specific record in a different module.

Function - Responsibilities are grouped into three types: Modules, Functions, and Reports. Functions refer to a user's ability to perform certain actions, and be added to or removed from a user's overall responsibility according to how an organization wants to grant authorities to system users.

Go To Module - Command box on the home page that opens system modules.

Header - The main information window in a module.

Hierarchy - An organizational level used to track costs. The system manages an accounting hierarchy, an asset hierarchy, and the maintenance manager to allow users to track costs at different organizational levels.

Hint Bar - Text that appears below the work area, at the bottom of the application window, offering hints about fields, problems, lists of values, and other useful information.

History Work Order - A closed work order that has been moved by the system to the History Work Order module.

Home Page - The first screen that opens when you log on to the system. Helps you to manage your system work.

In Transfer - The quantity of items issued but not yet received.

Initiator - The person who fills out the purchase order for goods or services.

Internal Attachment - Attachments that are part of the regular database and are maintained as a separate record attached to the parent record. The system maintains the following types of internal attachments: Procedures, Standard Notes, Material Safety Data Sheets (MSDS) and Specifications. Internal attachments can be viewed on the screen, but generally do not print when the parent record prints. Specifications, however, can be printed with some record types. Please refer to the section entitled Printing Attachments for more information.

Inventoried Item - A stock item kept in a storeroom.

Inventory - Items stocked in the storeroom, issued and returned via the Stock Checkout module, and replenished by automatic stock reorder processing.

Inventory Quantity - The total number of items physically located on storeroom shelves.

Invoice - The process where the vendor bill is entered into the system, reviewed, and approved for final payment.

Issue (a purchase order) - In order to send a purchase order to a vendor.

Issue Price - The price used for issuing and returning stock.

Issue Ticket - A system-maintained list of all transactions processed in a session.

Issuing Storeroom - The storeroom where demand is placed and from where the items are issued.

Item Type - A code that indicates the category that an item falls into. Purchase order items can be materials, services, or other.

Join - A SQL function that allows you to search by information located in a different table.

Key Configuration - Custom lists of values that are attached to Business Rule key columns to control information. This information is maintained by Oracle Utilities Work and Asset Management unless specifically noted otherwise.

KPI (Key Performance Indicator) - Algorithms used to help determine performance measurements to high priority objectives.

Labor Requirement - Estimates entered on the Work Order record regarding the amount of labor hours needed to complete the work.

Line Items - Individual items or services listed underneath a purchase order or requisition.

List of Values (LOV) - A predetermined list of possible values that can fill in a field. The lists serve to help you locate information that you may not remember. They also ensure that the information entered into the database is both consistent and correct.

Load Leveling - Comparing scheduled work to available hours.

Localization - The application includes functionality that allows your organization to specify localized currency, telephone formats, numbers and, to some extent, languages. Configuration of the Plant module, the Field Localization view of the Modules Administration Forms module, currency codes in the Currency Exchange Rates module and the Unit of Measurement business rule controls these localized settings. In addition to field localization, translation of code table code descriptions allows for system wide translation of values related to those codes.

Lockout/Tagout - A tagging system used to manage assets that have been shut down for repairs.

Lot - An identified group (subset) of a stocked item. The system maintains quantities by Lot number (Lot ID). Typically, all items in a lot are manufactured in the same production.

Maintenance Approver - Users assigned with the approval title that allows them to approve maintenance related records. In the Approver field the type may be set to "M" (maintenance approver), "P" (production approver), or "B" (maintenance or production).

Maintenance Manager - An individual who is responsible for a certain collection of assets; referenced on the Asset record as a way of capturing all costs associated with the maintenance of the asset.

Master Catalog - The "master" listing of stock items. The master catalog does not contain quantity or pricing information.

Material Safety Data Sheets (MSDS) - Documents delivered from vendors with goods that are hazardous or contain hazardous materials.

Maximum Quantity - The highest allowable inventory level. Used during automatic stock reorder processing, to determine the level to which to order.

Merging - The process of taking an approved change order and making it the (new) current purchase order.

Metrics - Algorithms used to help determine performance measurements.

Minimum Quantity - The lowest allowable inventory level. Also called the “safety point” or minimum safe quantity.

Module - Each subsystem is divided into modules representing specific groups of tasks and information. Modules are divided into a header which shows basic information, and views which provide additional information for each record.

Motorpool - The vehicles maintained for use in an organization. The system can be used to reserve and issue these vehicles.

MSDS - Material Safety Data Sheet.

MTBF (Mean Time Between Failure) - A measure of reliability. For most components, MTBF is typically in thousands or even tens of thousands hours between failures. The manufacturer may provide MTBF as an index of a product’s reliability.

Navigation Panel - The left side of the work area has buttons controlling the information displayed in the main panel, along with lists of available views and actions. The distinct parts of the Navigation Panel are the Search Options button, the Results of Search button, the Header button, the Views list, and the Actions list.

Net Received Quantity - The total received quantity against a purchase order to date.

Next Approver - A field that appears on many records where users can enter the approval title of the person responsible for approving the record.

ODBC (Open DataBase Connectivity) - ODBC is a programming interface language that allows database programs to communicate using a common set of SQL queries. The system can use ODBC to exchange information other programs. In order for you to use an ODBC interface, your system administrator must first install the appropriate ODBC driver on your computer.

Offsetting Transaction - A charge applied to a different charge number to balance the total (to a zero dollar level).

On Demand Quantity - The required quantity estimated and not yet issued for work orders in active status.

On Order Quantity - The quantity not yet received for issued purchase orders.

Operational Data - Operating limits for assets that the system validates data against. During validation, data readings that fall outside of expected limits are marked with an out of range indicator. The person responsible for the asset can then review the reading and, if necessary, initiate a Work Request to repair the measurement device or asset.

Operational Tolerance - A particular asset measurement record defined in the Operational Tolerances module. Measurement types, units, and the valid range of values for the measurement are indicated here.

Order By - The way in which results of search are sorted when a query is run. For example, if you search for purchase orders you can have the system order them by purchase order number or date.

Original Estimate - The total dollars planned before a work order is set to Active; copied over from the revised estimates and frozen at Active status change; maintained by the system.

Over Committed - More craft hours scheduled than available.

Overtime Standings - Used by the system to calculate overtime rankings based on time worked and seniority for crews.

Parent / Child - The relationship between departments or assets which identifies one as “belonging to” another; also used for cost roll-ups.

Pay Period - A time period set in the system to which timesheet costs are applied. Costs can be applied to this block of time until the period is set to “Closed” status. Pay periods are set in the Pay Period module of the Administration subsystem.

Payables - Obligations to pay for materials and/or services received.

Performance - A work value rating.

Permit - A document required by regulations that call for the creation of an audit trail to show that proper procedures were followed. For example, working with hazardous materials typically requires permits indicating that the person doing the work has been trained and certified, that isolation procedures were followed, etc.

Permit Template - A master template of a permit that can be used to create work order specific permits. Permit templates are associated with Asset records in the Required Permits view of the Asset module in the Resource subsystem. Once a permit template has been associated with an asset any work order that references the asset will be flagged with the word PERMIT in red letters.

Phantom Stock Item - A nonexistent stock item that was assigned a stock code strictly for the purpose of grouping other related stock items such as a kit.

Physical Inventory - The process of physically counting items in inventory.

Pick List - A listing items related to a record. For example, the Multi-Step Receiving module contains a pick list of purchase order items so that user's can pick which PO items to receive on the receiving record.

Planner - The person who determines the labor requirements, material requirements, permits, etc. to complete a work order task.

PM Event - An event that causes a PM Master to cycle. In the PM Events module, you can specify that PM Masters only cycle when a certain event, such as a plant shutdown, occurs.

PM Group - PM Masters assigned to the same asset.

PM Group Delay - If the current PM Master is a lesser PM within a PM Group, it may be superseded by higher level PMs encompassing the same work. When the lower PM is ready to cycle, the system checks to see if a higher PM is due to cycle within the specified delay tolerance. If so, the lower PM does not cycle as forecast, but “delays” and waits to be superseded. The group delay factor works the opposite of the tolerance shown on the PM Group view. Where group tolerance looks down the group hierarchy for lesser PMs to supersede; the group delay looks up the hierarchy for higher PMs that can supersede the current record. Together, group delay and group tolerance can keep your maintenance schedule from drifting too far from the original forecast.

PM Master - A record in the PM Master module that contains cycling information that determines how often a preventive maintenance work order is automatically generated by the system.

PM Route - Predefined work paths where simple/small-scale work is performed without the use of a fleet work order on specified assets or stops along the way.

PO Quantity - The quantity of material the buyer requested from a vendor.

Posting Costs - A process which automatically distributes costs throughout the system.

Preventive Maintenance - Maintenance performed on a routine basis to help prevent equipment failure; typically performed via PM Routes for small-scale work and PM Masters for large-scale work.

Primary Contact - The main contact information for a customer. If a customer has multiple contact information records indicated in the Customer module, the primary contact is the information used when creating new Service Request records for the customer.

Procedure - A list of step by step directions.

Process - A logical collection of assets which together perform a function or work process. It is the top level of the asset hierarchy.

Production Approver - Users assigned with the approval title that allows them to approve production related records. In the Approver field the type may be set to "M" (maintenance approver), "P" (production approver), or "B" (maintenance or production).

Project - A grouping of subprojects, work orders, and tasks.

Property Unit - A group of assets with similar depreciation characteristics, such as transmission poles, high tension cables, or water mains. Your organization may be required by a regulatory authority to report depreciation by property unit groupings.

Purchase Order - A document used to secure purchases of materials and/or services. Purchase orders are sent to vendors and serve as a contract which designates information such as shipping arrangements, purchasing terms, items for purchase, and a PO# to track the purchase.

Purchasing Terms - Payment and delivery conditions that are agreed upon by both the vendor and the purchaser.

Quality Item - An item that requires special processing when it is received. This processing may include an inspection, special storage, handling, or other care. The system often requires that users have a specific authority level in order to process records with a Quality Item indicator checked.

Receipts - Items that have been received.

Receiving Storeroom - The storeroom requesting and receiving the stock items.

Record - An organized group of related fields. If you think of an address book as a kind of database you can make some associations to better understand the structure of a database. A page in the address book is a record containing the name of a person, a home phone number, a work phone number, other contact information and possibly some notes about that person. Each of these smaller bits of information is called a field in a database.

Reference ID - A shortcut for an account number.

Refresh - Update the a record with the most recent information posted on the system. For instance, if a new alert or a new news item is posted after you have logged on to the system, clicking the Refresh button will add these new items to your home page.

Reliability - The level of confidence that an asset will perform as expected.

Renewal Work - Work that was completed to restore or replace an asset towards its original size, condition, or capacity. The system separately calculates costs for work on work order tasks where the Renewal Work field was checked in the Renewal Work columns of the Asset Cost Summary screen. Renewal work is also tracked in the Asset Work History view. You can designate a job as "Renewal Work" by selecting the Renewal Work field on the Work Order Task [Asset Data](#) record.

Reorder Point - The inventory level at which stock reorder processing should begin; The "trigger" point for automated reorder processing. (Inventory quantity plus on order quantity minus demand equals the reorder point).

Reorder Processing - The process by which stock items are replenished when they reach specified minimum levels. You can configure the system to automatically generate an order when the reorder point is reached.

Reorder Quantity - The number of items to reorder. If not entered, the system defaults to a reorder quantity of 1.

Reorder Review - A record created by the system that allows users to review items that have been picked for automatic reorder.

Repair Quantity - The number of items in repair.

Repairable - A component that can be repaired if it is broken or damaged. These components have an indicator checked on the Component record to indicate that they are repairable.

Request for Quotes (RFQ) - The process through which a list of items is reviewed and priced by vendors. Same as a bid.

Requestor - The person who requests items or services on a purchase order.

Required Field - A field that must be filled in on a record before the record can be saved.

Requisition - The document needed to request materials or services to be purchased.

Responsibility - Privileges set in the system that allow users to perform certain actions, to view records, to create records, and to perform other tasks in the system.

Results of Search - The screen displayed after a search is executed. It shows a listing of all records that were returned by the search.

Return - Items received but needing to be returned to vendor for replacement.

Return for Credit - Items received but needing to be returned to vendor for credit (no replacement items needed).

Revised Estimate - The current total dollars planned for a work order; continues to grow even after the work order is active in order to capture current estimates; maintained by the system.

Revision - The number of times the blanket contract has been revised.

Routing for Approval - Sending a document for review and approval.

Rule - See Business Rule.

RunTime Entry - A reading taken from a particular asset.

RunTime Processing - Database processes that occur while you are entering or saving the information. Effectively, these processes happen immediately, as opposed to 'batch processing' which is reserved for certain times when batches of information are processed at one time.

Saved Search - A link on the home page to a frequently used search in the system.

Scheduler - The person who schedules when the work order task will be completed using craft resources.

Search Agent - Custom macros that you create to perform reusable queries on searches that you do often.

Search Options Window - The first window presented when you open a module. It enables you to either execute a search to retrieve existing records (with or without selection criteria) or to enter a new record.

Search Results Window - The window that displays all records matching the search criteria entered on the Search Options window.

Secondary Required Field - A field that is required based on whether or not another field has been populated.

Selection Window - A screen designed for users to input search criteria to find records.

Sequence Numbers - A system generated numbering system for records. Many records must have a unique number that serves to identify the record. In many cases the system will generate these numbers for you, in a sequence, to ensure the uniqueness of each number.

Server Batch Queue - Batch process that prints designated reports at a specified date and time.

Service Contract - A record used to set up contracts for professional services performed for an organization and track incurred costs.

Service Invoice - A record used to invoice contracts for service.

Service Request - A record used to request work for customer service performed by an organization and track incurred costs.

Shift - The time shift worked by an employee.

Shift Differential - The value added to the wage rate based on the shift worked by an employee.

Shipment Attribute - Criteria set in the Vendor Performance Attributes Business Rule used to rate the condition and quality of items received in a shipment. Each attribute is given a point value. If an item does not meet the criteria set in an attribute the vendor can lose points based on the discrepancy.

Shipping Memo - A record of shipments leaving a plant, including stock items being returned to vendors for credit or replacement and items being repaired at an offsite facility. Shipping memos can also track the return of rented equipment and other miscellaneous shipments. Shipping memos can contain a description of the items shipped and information about quantities, shipment value, and expected return date.

Slave Printer - A printer directly connected to the terminal / computer. Only used with character mode terminals.

Status Required Field - A field that is required based on the status of the record.

Stock Code - A unique stock identifier.

Stock Item - Any item that a business wants to keep an inventory of. Each item is assigned a unique "stock code," a "stock type," and a description and is managed in the Catalog module.

Stocking - The process of placing stock items "on the shelf." Stocking means increasing the storeroom inventory quantity without performing receiving or stock return processing.

Storeroom - A physical or virtual place where catalog items are "stored" in the system.

Storeroom Catalog - The catalog used to maintain item-specific stock information such as pricing, quantities, and accounts.

Stores Lookahead - A system maintained projection of the supply and demand for stock items. The system uses transactions such as purchase orders, work orders, checkouts and return requests, etc. to determine how much of an item is in supply or in demand.

Stores Replenishment - Orders used to increase inventory quantities or re-stock inventory items.

Structured Query Language (SQL) - A simple yet powerful database access language that is the standard language for relational database management systems.

Subproject - A breakdown of a project; may be comprised of several work orders.

Subset - A key or lock that belongs to a key set or a lock set respectively.

Subsystem - A working part of a whole system. Oracle Utilities Work and Asset Management is comprised of seven Subsystems: Enterprise, Resource, Maintenance, Purchasing, Inventory, Customer, and Administration.

Tag Point - Areas of an asset that need attention before work can be performed on the asset. For example, if a valve needs to be closed, a breaker needs to be shut off, and a panel needs to be locked on the asset, the valve, breaker, and lock would be defined tag points.

Task - A specific job that needs to be completed as part of a work order. A work order can include any number of tasks. Tasks can then be planned and scheduled independently of the work order. Tasks allow planners to break up work for more efficient planning and management.

Task Backlog Selection - A section at the bottom of the Scheduling window where you can enter work order task selection criteria used to control the list of values attached to the Work Order / Task fields.

Text Editor Window - Double click most long text or description fields to open a Text Editor window that makes it easier for you to enter and edit text. The Editor window can be resized as necessary. The Editor window also includes a Search button that can be useful for finding specific text in a long description.

Tool Tips - The description of what an icon does that appears when the cursor rests on the icon in the toolbar.

Total Value - The dollar value of items currently in inventory.

Trackable Stock - Items in inventory that merit being individually identified and followed from initial receipt on-site through complete usage.

Transaction Log - A log containing detailed information for each item/cost transaction processed. Transaction logs are compiled and maintained by the system.

Transfer Quantity - The quantity issued from one storeroom, not yet received by the receiving storeroom.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Unused Demand - Demand placed on stock items that is not used after work documents have been completed. When the items are not used the over-demand causes inventory quantities to be increased over the maximum level.

Update - The process of modifying existing records.

Used Amount - The total dollar value (across purchase orders) which has been spent to date against the blanket contract.

User-Defined Fields (UDF) - Fields defined by an organization to customize the system.

User Limit - The maximum dollar amount a user has available for each purchase order release.

Vendor - The supplier or carrier of items or services.

Vendor Performance Rating - Rating of a vendor's performance based on delivery and quality criteria. The system calculates a score for vendors which buyers and other purchasing personnel can use to assess a vendor's ability to deliver items or services on time and in satisfactory condition. Ratings are based on information entered in the Multi-Step Receiving module.

Vendor's Currency - The currency that each vendor is to be paid in is indicated by the currency code on the Vendor record in the Purchasing module.

View - Additional breakdown of information related to the displayed Header.

Work Order - A record used to manage work in need of completion.

Work Order Task - The part of a work order where the work is done, parts are planned, costs are charged, etc.

Work Request - A request for work or services to be performed; often the first step of performing work.

Workflow Group - Listing of usernames used for routing messages to a group of users at once, rather than a single individual.

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Management**

Volume 2

Resource User Guide

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Chapter 1

Overview

The Resource subsystem contains modules that represent the basic assets and organization of your organization including, equipment and parts, departments and accounts, employees and skills, and much more. The subsystem holds all this information in one place and passes that data to the rest of the system when needed, like a library of application information.

Since the information entered in the Resource subsystem is used by different parts of the system at different times, it is important to be as accurate and complete as possible when setting up the information and relationships described in the Resource subsystem. Entering and maintaining complete and correct resource information saves you time when working elsewhere in the application and allows the system to provide you complete working documents and accurate summary information. For example, assigning an account number to the wrong department and area can affect your organization's accounting. Such a mistake can be fixed, but the process can be tedious and time consuming.

Chapter 2

Department

A department represents the level of cost allocation. As costs are accrued in the maintenance of assets belonging to the department, those costs are recorded and totaled at various levels up to the department level. This process, known as cost roll-up, allows managers to monitor and evaluate costs at different levels throughout the organization.

Department Records

Departments can have subordinate, or child, departments – an even several layers of subordinate departments (grandchildren) - that contribute to the cost roll-up process and enable you to group costs of departments. The record for the parent department must be established before the parent-child relationship can be defined in the child department record.

The upper section of the Department window contains the Department and Description fields. These fields are both required when inserting a new record, but only the Description field can be updated after the record is saved. The lower section displays a list of all child departments. You cannot update the information on this list.

Part of the cost roll-up functionality is the system's ability to maintain and check costs against budgets when they are being applied. Please refer to the topic on [Budget Checking](#) for more information.

How to Create a Department Record

- 1. Open the Department module.**
The Department module is located in the Resources subsystem.
- 2. Click New.**
The system will open a blank Department record.
- 3. Enter a unique Department code.**
- 4. Enter a Description.**
Remember that only the first few words of the description will show on the Search Results panel.
- 5. Click Save.**
The system will check that the Department code is unique, then save the record.

How to Create a Child-Parent Relationship Between Departments

Once you have created the parent department record you can create a second department record and name it a child of the existing parent department.

- 1. Create the Child Department record.**
- 2. Place the cursor in the Parent Department field.**

3. Select the **Parent Department** from the list of values.
4. Click **Save**.

How to Navigate from a Child to a Parent Department

1. **Open the Child Department record.**
2. **Click the arrow button next to the Parent Department field.**
The information presented in the window will change to show the parent department record.

How to Navigate from a Parent to a Child Department

1. **Open the Parent Department record.**
2. **Find the Child Department you want in the list in the lower part of the screen.**
3. **Click the arrow button next to the Child Department field.**
The information presented in the window will change to show the Child Department record.

Department Views

In addition to standard views, the module includes the following:

Cost Summary

The Cost Summary view summarizes Budget and Actual Costs by Expense Category for the Department. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. This window is for review purposes only, you cannot change the information presented here. In order for an expense category to appear on the summary it must be associated to an Account that references the Department.

All budget amounts are supplied from and managed in the Period Costs view of the Account module.

When you select one of the Cost Summary options from the Views list, the system re-calculates the values and displays the appropriate information.

The display options are:

1. Parent Only

Only the expense categories directly associated with the parent department will be summarized.

A parent Department can be a child of another, higher-level Department. Selecting this view does not show information for that higher level. In order to see summarized costs for that level, you would have to Open the appropriate Department record.

2. Children Only

Only the expense categories directly associated with the child departments will be summarized. This includes costs associated with children to the child departments as well.

3. Parent and Children

All expense categories associated with the parent and all those associated with the child departments will be shown.

Cost Summary fields are the same as those that appear in the [Account](#) module.

Period Costs

The Period Costs view displays Budget and Actual Cost information per Expense Category, by Period. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. The information in this window is imported from the Account module and can only be modified or updated there.

In order for an expense category to appear on the summary it must be associated to an Account that references the Department.

All budget amounts are supplied from and managed in the Period Costs view of the Account module.

When you select one of the Period Cost options from the Views list, the system calculates the numbers for the appropriate department and displays that information.

The display options are:

1. Parent Only

Only the Expense Categories directly associated with the parent Department will be summarized.

A parent Department can be a child of another, higher-level Department. Selecting this view does not show information for that higher level. In order to see summarized costs for that level, you would have to Open the appropriate Department record.

2. Children Only

Only the Expense Categories directly associated with the child Departments will be summarized. This includes costs associated with children to the child Departments as well.

3. Parent and Children

All Expense Categories associated with the parent and all those associated with the child Departments will be shown.

Period Cost fields are the same as those that appear in the [Account](#) module.

Chapter 3

Area

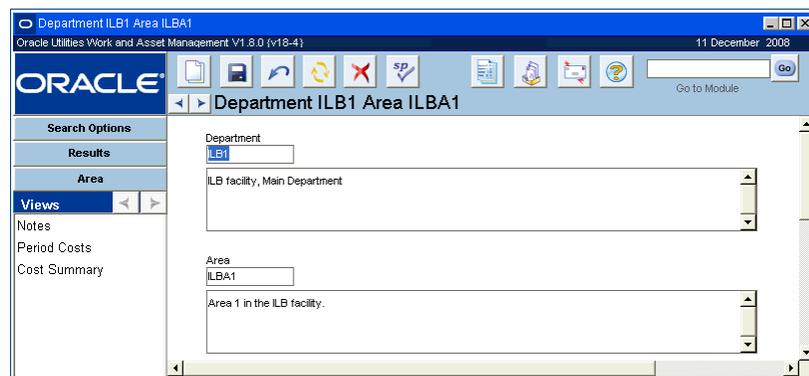
Areas are subdivisions within departments and each Area record is associated with a single department, making all department/area combinations unique.

It is also at this level that account numbers are defined in the cost roll-up structure. A department/area may have one, many, or no account numbers associated with it. This is achieved by referencing a department and area directly on the Account record (in the Account module). For further information on accounts and their relationship to departments and areas, please refer to the section on the Account module.

Part of the cost roll-up functionality is the system's ability to maintain and check costs against budgets when they are being applied. Please refer to the topic on [Budget Checking](#) for more information.

Area Records

An Area record consists of a unique department and area combination, and the area description.



Area record

When you create an Area record, the system checks that the entered department value exists in the Department module (a list of values is attached) and that the entered department/area combination is unique.

When updating existing information, only the area description may be modified on the Area header.

Note: Since an Area record may have Process, Asset, and/or Accounting records associated with it, direct access to those modules is provided via the Actions list.

Area cost information is updated at the end of each day by batch processing. Budget information is supplied from the Period Costs view of the associated Account record.

How to Create an Area Record

1. Open the Search Options or Search Results panel, or to an existing Area record.
2. Click New.
3. Enter the Department the Area will belong to.
4. Enter the Area.
5. Enter the Description.
6. Click Save.

Area Views

In addition to standard views, the module includes the following:

Period Costs

The Period Costs view displays Budget and Actual Cost information per Expense Category, by Period. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. The information in this window is imported from the Account module and can only be modified or updated there.

In order for an expense category to appear on the summary it must be associated to an Account that references the Area.

All budget amounts are supplied from and managed in the Period Costs view of the Account module.

When you select one of the Period Cost options from the Views list, the system calculates the numbers for the appropriate Area and displays that information.

Period Cost fields are the same as those that appear in the [Account](#) module.

Cost Summary

Each night the system applies the day's costs, assigning them to the appropriate Account, Areas, Departments and other records. That information is organized by period and displayed in the Period Costs view.

The Cost Summary by Expense Category view summarizes budget and actual costs per expense category for the area. You cannot change the information presented in this window.

In order for an expense category to appear on the summary it must be associated with the area. Expense categories are associated with account numbers, which are in turn associated with departments and areas. The expenses accrue against their accounts and at the end of each day the system processes expenses and assigns them to the appropriate Account, Area and Department and other records. The cost information is updated at the end of each day as a part of this process. The budget information is supplied from the Period Costs view of the associated Account record.

Note: If you have the appropriate responsibilities, the period cost and cost summary views also display actual amounts from your organization's external financial system.

All budget amounts are supplied from and managed in the Period Costs view of the Account module.

Area Actions

The Actions list for the Area module provides direct access to the [Process](#), [Asset](#), and [Account](#) modules.

Note: When accessing other modules, if more than one record is associated with the Area record, the module's Search Results panel opens. If only one record exists in that module for the Area, that record displays in the module header window. If no detail records are associated with the Area, the module Search Options window opens where you can choose to create a new record and associate it to the Area.

Chapter 4

Account

The Account module serves as the Chart of Accounts for the system. As you refer to an Account Number elsewhere in the application, the system checks the number against the Account records in this module. These accounts may serve as the basis for your organization's cost reporting and analysis as your daily work causes you to incur charges.

Account Records

The system also uses these Account numbers to apply costs to other modules when costs are incurred against them. Part of this cost roll-up functionality is the system's ability to maintain and check costs against budgets when they are being applied. Budget amounts are entered in the Account module Period Costs view. Please refer to the topic on Budget Checking for more information.

Caution: In order for employees to be able to charge time against an account in the Timekeeping module of the Maintenance subsystem, the account must have a Reference ID number.

Each account number is structured from the segments defined on the Account record.

The screenshot shows the Oracle Account record form for account ILB1-Y-PROCESS-COMP-NONE-009. The form includes the following fields and values:

Account No.	ILB1-Y-PROCESS-COMP-NONE-009		
Personal ID	ILB1	Flex	009
Area/Dept?	<input checked="" type="checkbox"/>		
High Level	PROCESS		
Mid Level	COMP		
Low Level	NONE		
Status	Active	Department	ILB1
Reference ID	ILB1	Area	ILBA1
Work Request Route		Budget Type	ANNUAL
Description	Main Charge Account for the ILB facility.		

Account record

The system can be set to limit the possible budget overrun for accounts throughout the application by monitoring budget balances, tracking where costs are applied to certain accounts, and providing users with warnings when costs are being approved that may result in budget overruns. Please refer to [Budget Checking](#) for more information in the Operational Accounting chapter for more information.

Account Field Descriptions

The following fields are included:

Account Number - When you save the record, the system assembles the account number from the account segments entered in the second section of the screen. This field can not be modified directly.

Account Segments - The second section of the window contains the Account Segment fields. Your organization can establish how account segments function by using the Account Structure module of the Administration subsystem. Your organization can determine how many segments will be used (up to 10), which will be required, how long each segment will be, how each will be labeled, which will have an associated list of values and how the lists will interact, etc. When you enter values into these fields, you are telling the system how to build the final account number.

Status - The status field indicates whether or not costs can be charged to the account. Possible statuses are:

Active - Charges can only be applied to accounts in Active status.

Inactive - Used for accounts that are on the books, but that should not be accruing charges. Inactive accounts can be reactivated.

Closed - Charges cannot be made against Closed accounts.

An example of these three statuses could be a set of accounts for a project and its subprojects. During the planning of the project, you could set up the accounts and put them in Inactive status. When the project is activated you would also activate the accounts so that charges could be made. Finally, when the project was finished and all charges calculated and passed to the general ledger, the account status could be changed to Closed.

Reference ID - A Reference ID is a value that allows you to associate the account number with a unique ID which you can use elsewhere in the system. Reference ID is mandatory if the account number is intended for use in the Timekeeping module. In this case, the account **MUST** have a Reference ID. The system uses the Reference ID to retrieve the account number automatically. This is useful because in most cases, the reference ID is much shorter and easier to remember than the whole account number. The Reference ID code must be unique to the account.

Work Request Route - You can enter a default approver route in this field. If the DEFAULT APPROVER FROM ACCOUNT value in the Work Request Processing Business Rule is set to ON, the system will use the [approval route](#) entered in this field when a new Work Request record is created and no approval route is entered. This saves anyone who is creating a work request from having to know the appropriate title for the approver. The approval route can always be overwritten on the Work Request record if necessary.

The Work Request Route field is controlled by a list of values that the system builds using the Approval Limits module of the Administration subsystem.

Department and Area - Enter a department and area in the appropriate fields if the account is to be associated with only one department and area. The same department and area may have more than one account number associated with it, however, the same account number may refer to only one department and area. An Account record does not have to reference a department/area if not applicable for that account number. Both are controlled by lists of values that the system builds from the Department and Area modules in the Resource subsystem.

Description - The Description field represents a very short (60 letters and spaces) description of the account.

Budget Type - The Budget Type field indicates how budget values will be calculated for this account number. Select Annual to use costs incurred within the current calendar year to calculate the budget and committed costs for the account. Select Lifetime to use all costs every incurred against the account to calculate the budget and committed costs for the account.

How to Add an Account Number

1. Open the Account module in the Resource subsystem.
2. Click New.
3. For each account segment field, select the segment from the list of values.
4. Enter a short Description.
5. Enter any other information your organization requires.
6. Click Save.

Account Views

In addition to any standard views, the module includes the following:

Period Costs

The Period Costs view displays budget and actual cost information per expense category, by period. The information in this window comes from the associated Account records and can only be updated by going to the associated Account record.

Expense Code	Description	Period	Budget Amount	Committed Amount	Bur
00001	Inventory Expense	2006 01	100.00		
00001	Inventory Expense	2006 02	100.00		
00001	Inventory Expense	2003 01			75.00
00001	Inventory Expense	2001 08			
00002	Direct Purchase Expense	2008 03			1,338.50
00002	Direct Purchase Expense	2005 01			625.00
00002	Direct Purchase Expense	2005 02			200.00
00002	Direct Purchase Expense	2004 12			5.00
00002	Direct Purchase Expense	2003 03			540.00

Period Costs view

This view displays budget and actual cost information per expense category, by period.

Each night the system rolls up the day's costs, assigning them to the appropriate Account, Areas, Departments and other records. That information is organized by period and displayed in the appropriate Period Costs view for each of these modules.

The Account Period Costs view serves three functions:

1. Enter budget information that will be displayed in Period Costs views and Cost Summary views throughout the system.
2. Compare budgeted versus actual costs by period and expense category.
3. Associate expense categories to the account.

The system creates new line items in the Period Costs view when activity elsewhere in the system causes costs for the expense code/account combination to appear for the first time in the period. For example, premium time may not be budgeted, but a crew is forced to work overtime. When they log the overtime in the Timekeeping module, the system will automatically insert a premium time line item for that month.

Settings in the End of Period Processing Business Rule determine how the system processes costs and when.

Possible sources for period costs that are generated within the system include:

1. Storeroom Catalog records,
2. The Materials view of Work Order Task records and
3. The Timekeeping module.

If you have the appropriate function responsibility in your user profile, you can also use the Period Cost view to compare actual amounts from your organization's external financial system with the information maintained by Oracle Utilities Work and Asset Management.

Period Costs Field Descriptions

All budget amounts are supplied from and managed in the Period Costs view of the Account module.

Expense Code and Description - Some Period Cost views are organized by expense category. This field represents the expense category that is being summarized. Expense categories and codes are defined in the Expense Codes business rule.

Period - This field shows the Accounting Period that the costs shown apply to. Accounting Periods are defined in the Accounting Periods module of the Administration subsystem.

Budget Amount - This shows the budget amount allotted for the associated Period.

Committed Amount - This column shows the accumulated costs that have been committed to for the year to the current date. These amounts represent costs such as issued Purchase Orders and approved Timesheets. The actual funds may not have actually been paid out yet.

Budget Balance - This column shows the dollar amount left on the budget for the Period in the Expense Category indicated. This value is calculated (not stored) as the difference between the Budget Amount and the Actual Amount.

Actual Amount - This column shows the actual costs for the Period. These amounts represent costs that have actually been invoiced and paid.

External Actual Amount, Budget Balance and Actual Quantity - If you have the appropriate function responsibility in your user profile, you can use these three columns to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

How to Enter Budget Information

1. **Open the Account module in the Resource subsystem.**
2. **Use the Search Options screen to find the account that you want to establish a budget for.**
3. **Select Period Costs from the Views list.**
4. **Click New.**
If costs have already been posted for the period that you want to enter the budget for, you are allowed to enter a budget amount for the existing period cost item.
5. **Select an Expense Code.**
The system enters the description for the expense code.
6. **Select the accounting period that the budget applies to from the list of values in the Period fields.**
Accounting periods are set in the Accounting Periods module of the Administration subsystem.
7. **Enter the budget amount.**
8. **Click Save.**
Repeat steps 4 - 8 to enter budget amounts for the remaining accounting periods.

Yearly Costs

This view displays budget and actual costs per expense period summarized by year for each account. The top portion of the screen summaries each year that costs have been applied in the

system. Highlight a specific year to show a more detailed breakdown of that year in the bottom portion of the screen.

This information is for review only and cannot be modified. All budget amounts are entered in the Period Costs view.

If you have the appropriate function responsibility in your user profile, you can also use this view to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

Field Descriptions are similar to those discussed for Period Costs.

Exporting Costs

The Export Yearly Costs action is available for either summary or detail data depending on whether you click in the upper or lower section of the screen.

Export actions are available from both the Period Costs and Yearly Costs views. When selected, the system opens an Export Screen to File window where you can make selections of how you would like for the data to be presented.

You can choose whether you want the data to be exported in HTML, text, or Excel XLS format. If you click the radio button to select an HTML or text file, the export results appear in a browser window where you can save or print the data. If you select an XLS file, a File Download dialog box opens where you can select to view or save the file.

Cost Summary

The Cost Summary view summarizes budget and actual costs by expense category for the account. Expenses accrue against their accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. This window is for review purposes only, you cannot change the information presented here.

All budget amounts are supplied from and managed in the Period Costs view.

In order for an expense category to appear in the summary it must be associated to the account number in the Expense Codes view.

If you have the appropriate function responsibility in your user profile, you can also use the Cost Summary view to compare actual amounts from your organization's external financial system with the information maintained by Oracle Utilities Work and Asset Management.

Cost Summary Field Descriptions

Expense Category - This field represents the expense category that is being summarized. Expense categories are associated to accounts in the Expense Codes view of the Account module.

For Department and Area records, the expense category must be associated to an account number that references the department or area in order for it to appear on the summary.

MTD Budget - The MTD (Month to Date) Budget field shows the accumulated budget for the Accounting Period. Accounting Periods are defined in the Accounting Periods module of the Administration subsystem.

MTD Budget Balance - This column shows the dollar amount left for the month (to the current date) on the budget in the expense category indicated. This value is calculated (not stored) as the difference between the MTD Budget amount and the MTD Costs amount.

MTD Actual Costs - The MTD (Month to Date) Costs field shows the accumulated cost for the Accounting Period. Accounting Periods are defined in the Accounting Periods module of the Administration subsystem.

MTD External Actual Costs, Budget Balance and Actual Quantities - If you have the appropriate function responsibility in your user profile, you can use these three columns to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

YTD Budget - The Year To Date Budget field shows the accumulated budget for the year.

YTD Committed - This column shows the accumulated costs that have been committed to for the year to the current date. These amounts represent costs such as issued Purchase Orders and approved Timesheets. The actual funds may not have actually been paid out yet.

YTD Budget Balance - This column shows the dollar amount left for the year (to the current date) on the budget in the expense category indicated. This value is calculated (not stored) as the difference between the YTD Budget amount and the YTD Committed Costs.

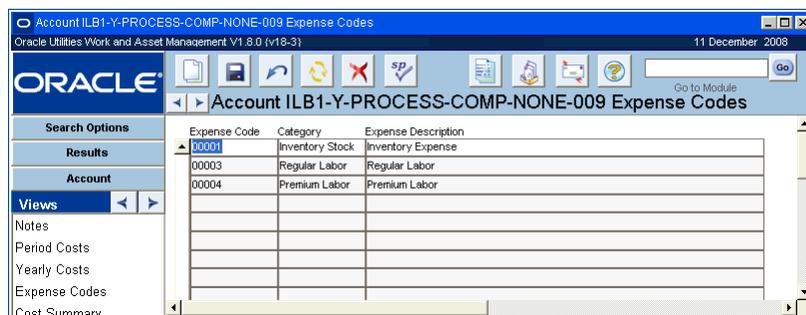
YTD Actual Costs - This column shows the actual costs for the year to the current date. These amounts represent costs that have actually been invoiced and paid.

YTD External Actual Costs, Budget Balance and Actual Quantities - If you have the appropriate function responsibility in your user profile, you can use these three columns to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

Expense Codes

Expense codes are used within the system to classify types of charges. They are required for cost transactions and are usually included in interfaces to external applications such as general ledger and account payable packages. Entries in this view should attach expense codes to the account number in question. The actual codes are established in the Expense Codes Business Rule. When an expense code is attached to an account in this view, and a special list of values is established for a module, the system only shows the expense codes listed here on the list of values for the Expense Code field when the account number is entered.

The Variable Expense Codes Business Rule determines how defaulted expense codes are handled during stock checkout, planning work order task materials and labor, and in the Timekeeping module. Any desired changes to expense codes can only be made before the costs are actualized. Once actual costs are applied, the expense code on the record cannot be changed.



Expense Codes view

Note: The list of available expense codes is controlled by the Expense Codes Business Rule.

How to Attach an Expense Code to an Account Number

1. Open the appropriate account record in the Account module of the Resource subsystem.
2. Place the cursor in the Expense Code field and Click New.
3. Select the appropriate Expense Code from the list of values.

The system enters the Expense category and the Expense Description as they appear in the Expense Codes business rule.

4. Click Save.

Notification

Use this view to enter the usernames of the people who should receive an alert when the system encounters a budget overrun. One user can be entered in the Budget Checking By Document Business Rule, but you can enter additional users here.

User Name	Work Phone No.	Budget Alert
REELER	(925)567-8901	Y
BROWN	(925)935-7670	Y
SCHAVERRI		Y

Notification view

Chapter 5

Account Distribution Templates

When costs are applied against records that reference accounts, the costs are “rolled-up” to the referenced account as well. While it is most common to only have one account associated to a particular record or line item, there are several modules in the Purchasing subsystem that allow you to reference multiple accounts for a single purchase.

While you can enter information for multiple accounts manually when you create purchasing documents, you can also create account distribution templates that you can reuse so that you do not have to repeat the same work every time you create a new record. Templates can save you time if you need to allocate costs to several accounts, particularly if you repeatedly use the same account combinations or need to reference a large number of accounts. For example, you may want to distribute utility costs across many accounts on a monthly basis. Although you could re-enter the account information manually each month, it is faster to build a reusable template that you can reference on the appropriate requisitions or purchase orders.

Account Distribution Records

When you build a template in the Account Distribution Templates module, you list the accounts to include and indicate what portion of the total cost to allocate to each account. You can use either percentages or units to indicate how much to allocate to each account.

Once the template is in active status, you can reference it from the Requisition, Purchase Order, Change Order, or Invoice modules. Select the Account Distribution ID from the list of values to apply the account distribution at either the entire document or to specific line items. Once the accounts are copied to a purchasing document, the percentages or units allocated to an account can be changed and accounts can be added or deleted.

Ref ID	Account Number	Expense Code	%	Units
	ILB1-Y-PROCESS-COMP-NONE-009	00010	25.00000	
	ILB1-Y-PROJECT-COMP-DIRECT PO-999	00010	75.00000	

Account Distribution Template

Note: Account distribution templates can only be used for direct purchase (P-type) and service (V-type) purchases. Stores replenishment (S-type) purchases of inventory and expense items use the accounts defined in the Storeroom module. Similarly, purchases originating from work orders use the accounts defined on the Work Order record.

Account Distribution Field Descriptions

The following fields are included:

Account Distribution ID - The unique number identifying the account distribution template. The system will assign this number using settings in the Sequence Number module.

Status

Created - Batch processing only activates records that are in Created status.

Active - Only active account distribution templates can be referenced from purchasing documents. Batch processing will activate templates based on the start date entered, but you can also activate templates manually. Total item percentage must equal 100 before status can be set to active. Once a template is active it can no longer be modified.

Inactive - Batch processing inactivates templates using the expiration date. If you want to reuse a template has expired, correct the start and expiration dates and reset the status of the record to Created.

Account Distribution Name - You can enter a descriptive name for the account distribution template in this field.

Description - You can enter a longer description of the template in this field, including information on when to use the template.

Template Owner - The system automatically supplies the name of the person creating the record as the template owner, but you can select another name from the list of values. Template owner is one of the values you can specify when searching the Account Distribution Templates module.

Total Units - If you want to specify a unit distribution for the template, enter the total number of units in this field. The system will use this quantity when calculating the percent for each line item. If you want to specify a percent distribution, leave the Total Units field blank.

Start / Expiration Dates - Batch processing uses the start and expiration dates to determine if a template should be in Active status.

Ref ID - The Reference ID is an optional identifier that may be associated with account numbers in the Account module. When you select a Reference ID from the list of values, the system also completes the Account Number field.

Account Number - The unique account identifier the system builds using the segment values in the Account module. When you select an account number from the list of values, the system also completes the Ref ID field if applicable.

Expense Code - Expense codes are defined in the Expense Codes Business Rule and are used within the system to classify types of charges. You must indicate an expense code when adding a line item to the account distribution template.

Percentage (%) - The percentage of the purchase amount to be applied to this account. If you are specifying percentage distributions for the accounts, you can enter the percentage directly. If you are specifying a unit distribution, the system will calculate the percentage based on the values you enter in the Units field on this line and the Total Units field.

Units - The number of units to be applied to this account. The system calculates the percentage based on the values you enter in the Units field on this line and the Total Units field. The total

number of units must match the number on the corresponding requisition or purchase order line item.

Recalculate Percent - Click the Recalculate Percent button to recalculate all to the percentage fields after you have made changes and if the system has not automatically refreshed the percent calculations.

Total Item Units / Remaining Units - The system calculates the total number of items you have specified for the accounts and how many units are remaining before reaching the quantity specified in the Total Units field.

Total Item Percent / Remaining Percent - The system calculates the total of the percentages for the accounts and the percent remaining before reaching 100%.

Note: Due to rounding, the system calculations may produce the total equal 100%. If you have distributed all of the units and the Total Item Percent field shows slightly more or less than 100% you should adjust the percentage on one of the line items to insure that the total equals 100%. Once you have done this, avoid clicking the Recalculate button as that will set the percentages back to the original system calculation.

How to Create an Account Distribution Template

1. Open the Account Distribution Template module.

The Account Distribution Template module is in the Resource subsystem.

2. Click New.

The system opens a new Account Distribution Template record showing your name as template owner.

3. Enter an Account Distribution Name and a Start Date.

The start date is the date that batch processing will change the template status to Active.

4. Enter Total Units for the template if you want to use Units to calculate account distributions.

If you want to use percent to calculate account distributions, leave the Total Units field empty.

5. Click Save.

6. Select an Account Number and Expense Code for the first account.

You can also select accounts using a Ref ID. The account number/expense code combination must be unique for each account line item.

7. Enter the Percentage or Units to be applied to distributed to the account.

Only enter units if you are using units for each account and have entered a total unit amount above. When you enter units, the system calculates the percentage.

8. Click Save.

9. Repeat steps 6-8 until all accounts have been added.

When you have finished adding accounts, the Remaining Percent field at the bottom of the record must equal zero.

10. Click Save.

Batch processing will activate the template on the start date and you can use it to apply the account distribution to purchasing documents.

Applying Distribution Templates

Once you have set up the account distribution templates that you want to use, you can easily apply them to requisitions, purchase orders, and change orders. You can do this in one of three ways.

- Specify the Distribution Template ID in the Default Accounts view of the purchasing document before adding any line items. The system will then automatically apply the account distribution to line items as they are added.
- Specify a distribution template in the Line Item Accounts view of each item. You can specify a different account distribution for each item.
- Replace all existing accounts by specifying the distribution template on the main record and selecting Apply Accounts to Items from the Actions list on the Default Account view.

All account information can be changed once the template is copied onto a purchasing document.

Once the system copies template information to the purchasing document, you can change the distribution between the accounts, or add and delete accounts. Changes made to an individual purchasing record are not reflected on the original template. If you want to permanently change the template, you must do so in the Account Distribution Template module.

How to Apply an Account Distribution Template to a PO

You can use similar steps to apply an account distribution template to a requisition, purchase order, or change order.

1. **Open the appropriate Purchase Order.**
2. **Select Default Accounts from the Views list.**
3. **Select an Account Distribution ID from the list of values.**

The list of values shows only templates in Active status.

4. **Click Save.**

The account distribution from the template is now the default account information for new line items added to the PO. If you want to update the accounts for existing line items, continue to Step 5.

5. **Select Apply Accounts to Items from the PO Default Accounts Actions list.**

When you select the action, the system asks you to confirm that you want to replace the account data on all line items with the default account distribution.

6. **Click the Save button.**

The system applies the account distribution from the template to all existing line items.

How to Apply an Account Distribution Template to Specific Line Items on a Purchase Order

You can use similar steps for Requisition or Change Order records.

1. **Open the appropriate Purchase Order record.**
2. **Select the Line Items (List) from the Views list.**
3. **Open the appropriate line item.**

Click the arrow button at the beginning of the line to open the item.

4. **Select Accounts from the Views list.**
5. **Select an Account Distribution ID from the list of values.**

If account information already exists, you can change it by selecting a new Distribution ID or modifying the existing account information directly.

6. **Click Save.**

You can use the same record for both of the procedures on this page.

The account distribution from the template is now the account information for this line item only.

How to Replace Existing Line Item Accounts on a Purchase Order

You can use similar steps for Requisition or Change Order records.

1. **Open a Purchase Order record with existing line item accounts.**
2. **Select Default Accounts from the Views list.**
Verify that the account distribution displayed is one you want to use with all line item accounts. If not, select or enter the appropriate distribution and save the record.
3. **Select Apply Accounts to Items from the Actions list.**
You may have to scroll down the Actions list to display this item. A confirmation message appears when you select the action.
4. **Click Save.**
The account distribution from the Default Accounts view is copied to all line items, replacing any account information previously entered.

The new account information will also be used for any new items added to the Purchase Order record.

Assigning Accounts without Using a Distribution Template

You are not required to use account distribution templates to take advantage of accounting functionality. If you are referencing a single account or very few accounts and you do not think you will need to use the same distribution again, you can enter account information on purchasing documents directly.

How to Assign Accounts Without Using a Template

1. **Open the appropriate record.**
2. **Select Default Accounts from the Views list.**
The Default Accounts window opens.
3. **Enter the required information according to the following field descriptions:**
 - Reference ID** - The Reference ID acts like a nickname for an account. If your organization uses Reference IDs the system retrieves an associated account number for you when you choose the appropriate Reference ID from the list of values.
 - Account Number** - Enter the account number manually, select it from the list of values, or use a Reference ID to call it up within the system. Account numbers that you can use must exist in the Account module of the Resource subsystem and must be in Active status.
 - Expense Code** - Enter an expense code to classify the type of charge for each of the account numbers listed.
 - Percentage** - If costs should be applied to more than one account enter the percentage here. Otherwise enter 100 in the percentage field.
4. **Click Save.**

If you decide not to set up default accounts prior to entering line items, select Accounts from the Views list on each line item and assign an account number as you enter items.

Chapter 6

Regulatory Account

Federal and state regulatory agencies may require your organization to report financial and operational information in conformance with a specified uniform system of accounts. The Regulatory Account module provides a way of distributing costs against such a system of regulatory accounts, without having to derive them from the regular business accounts defined in the Account module.

Regulatory Account Records

You can use the Regulatory Account module to define the FERC, PUC and FCC accounts required by your organization, and associate them with the appropriate account treatments and usage codes. These accounts can then be referenced as compatible units are planned against Work Order Task records.

You can also define Regulatory Account records without usage codes for gathering costs that do not apply to compatible units.

Please refer to the Compatible Units User Guide for more information.

The screenshot shows the Oracle Utilities Work and Asset Management V11.8.0 (v118-3) interface for the Regulatory Account 501.0 Account Type FERC. The window title is "Regulatory Account 501.0 Account Type FERC" and the date is "11 December 2008". The interface includes a search bar, a "Go to Module" button, and a "Regulatory Account" section with the following details:

Account No.	501.0	Status	Active
Account Type	FERC	Accounting Treatment	Capital
Account Description	FERC - Capital Regulatory Account		
Usage Code	A1	Code Desc.	Usage Code - wooooohoo
Overhead Class		WMP Account No.	
YTD Amount		Last Year Amount	
Committed	166,029.64	Committed	18,290.16
Actual	166,029.64	Actual	18,290.16
Allocated	3,425.00	Allocated	9,960.98

Regulatory Account record

Please refer to the [Regulatory Account](#) chapter in the Compatible Units User Guide for more information on this module.

Chapter 7

Process

At the top level of the asset hierarchy, Process records group assets that form a system.

Process Records

The Process module allows you to enter and maintain information about the process as a whole rather than by specific asset.

A Process record provides unique identification, location, accounting, and work order information about the process. The work order information is used by work orders that refer to an asset that is part of the process - but only when the Work Order Defaults view of the Asset module contains no information. If the Asset Work Order Defaults view contains different information, the Asset defaults supersede the Process Work Order Data.

Process record

Process Field Descriptions

The following fields are included:

Process - Two fields are required and make up the unique identifying number for the process. The first field is supplied by the system, which uses a P to indicate that the record is for a process. The second field can be generated by the system if this option is activated in the Sequence Numbers module of the Administration subsystem.

If you create this record ID manually, avoid the use of the special characters ', ', '&', or '%' as they may result in processing errors.

Process Type - Process type can be used to categorize the process. This is especially useful when you are searching for Process records. The field has an associated list of values, which is controlled by a code table.

Description - The Description field is a standard description field and is required.

Status - The Status field is controlled by a drop-down list. There are two possible statuses: Active and Inactive. An inactive process cannot have costs charged to it; when an inactive process is included as a level between an asset and an area, the costs roll-up to the asset but are not passed to the area level. Inactive processes also do not appear on lists of values.

Building - The Building field has an associated list of values, which is controlled by a code table.

Location - Select a location to describe where in the building to look for the process.

Maintenance Manager - The Maintenance Manager field indicates the manager responsible for maintaining the process. The associated list of values reflects the records in the Maintenance Manager module of the Resource subsystem.

Work Order Data - The information in the Work Order Data fields is used by Work Order records that refer to an asset that is part of a process – but only when the Work Order Defaults view of the Asset module does not contain information. If the asset work order defaults does contain different information, the asset defaults will supersede the process work order data.

Planner - The Planner field indicates the planner responsible for planning work for the process. The field has an associated list of values, which is controlled by the Planner Business Rule in the Administration subsystem.

Maintenance Approver - The Maintenance Approver field is for reference only and does not affect the rest of the system. It represents the preferred Approver Title to contact for approval of maintenance documents. The field has an associated list of values controlled by the Approval Limits module in the Administration subsystem. Note that only those Approval Titles of type M or B will show on the list.

Production Approver - The Production Approver field is for reference only and does not affect the rest of the system. It represents the preferred Approver Title to contact for approval of production documents. The field has an associated list of values which is controlled by the Approval Limits module in the Administration subsystem. Only those Approval Titles of type P or B will show on the list.

Backlog Group - The Backlog Group field represents the team that is usually responsible for doing the actual maintenance on the process equipment. The field has an associated list of values, which is controlled by a code table.

Department, Area, Account - The Department, Area and Account fields indicate where the process lies in the operational accounting structure. When you select the department from the list of values, the list of values for the area is limited and when you pick an area the list of values for the account is limited. If you leave the Department and Area fields blank, the list of values for the Account field will only list numbers for accounts that have no department/area association.

Fixed Asset - The Fixed Asset field is a reference field that provides data to accounting software outside of Oracle Utilities Work and Asset Management.

How to Create a Process Record

1. **Open the Search Options or Search Results panel, or to an existing Process record.**
2. **Click New.**
3. **Enter the Process identification number.**
4. **Enter type of the Process.**
5. **Enter the description.**

6. Enter the number for the Department, Area and/or Account.
7. Enter any other information your organization requires.
8. Click Save.

The system will check that the Process number is unique and then save the record.

Process Views

In addition to any standard views, the module includes the following:

Period Costs

The Process Period Costs view presents actual costs which have been charged to the Process record or to an associated asset (summed to the process). Actual cost information is displayed, broken down by period, and expense category. This information is calculated by nightly batch processing and is display-only.

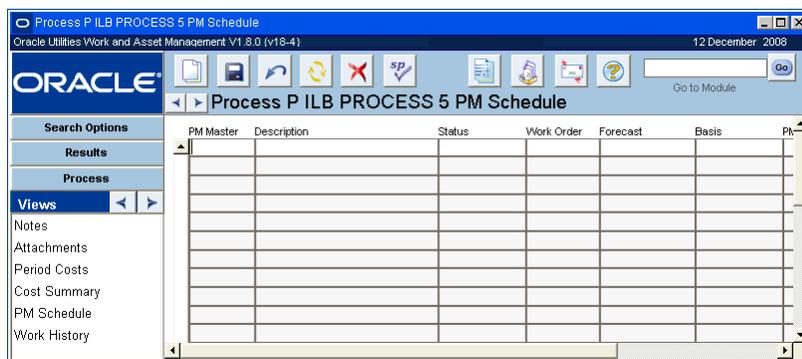
Cost Summary

This view displays summary budget and actual costs per expense category for the process. These values are summed by batch processing for costs charged against the process or asset which reference the Process record. Data displayed here cannot be updated.

PM Schedule

The Process PM Schedule view presents a list of current / future PM Master cycle information for PM Masters that are active and reference a P type Asset (Process). If a Work Order record was generated and has not been completed, the Work Order record number is displayed. Otherwise, the next schedule date is listed without a Work Order record number indicating that a Work Order record will be created for that date.

Note: PM schedule information can help determine whether a new Work Order record should be created for work on the process or an open or future PM Work Order record could be used instead.

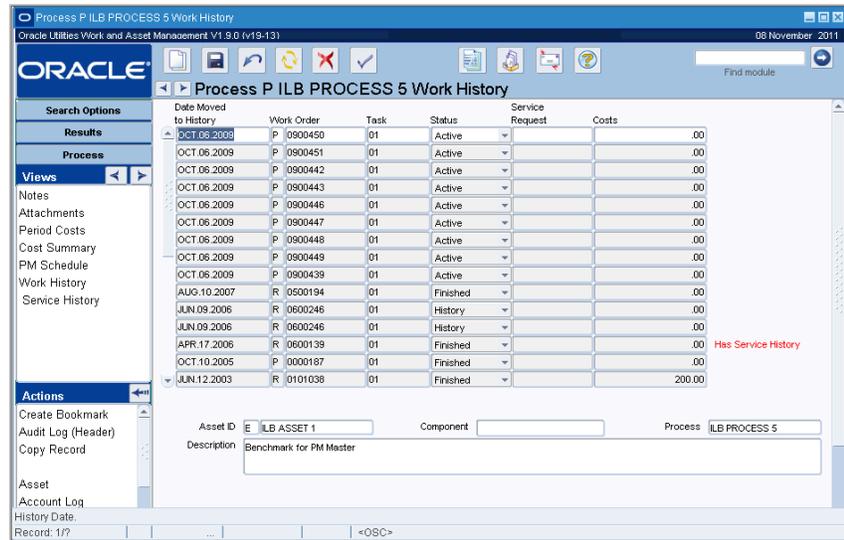


PM Schedule view

Work History

The Work History view shows a list of the Work Order records (from both the active and history work order tables) written against the Process record. The list only includes tasks in Active, Finished, Closed, or History status. The list also includes work order records that reference assets related to the process. The Asset ID field enables you to recognise when the work history is indirectly related to the process.

If a listed work order has service history information available, the words “Has Service History” appear to right of the description field for that work order. Select Service History from the Views list to access the work order service history information.



Work History view

Process Actions

In addition to any standard actions, the module includes access to the [Asset](#) module and the [Account Log](#) as well as:

- [Create Work Order](#)
- [Create Work Request](#)

Chapter 8

Asset

The Oracle Utilities Work and Asset Management application can store, maintain, and track all data related to your organization's assets down to the component level. An asset can be anything from a piece of equipment to a motor to a room within a building, etc. Each Asset record includes a unique identifier, asset description, condition rating, criticality to operations, and other valuable information. The Asset module provides the information required for work orders, maintenance history records, and functional element lists.

Asset Records

The Asset module also keeps track of any modifications made to an asset. When assets are referenced on work orders, the system can automatically update the Asset record with updated work history information. A record of past maintenance and parent/child relationships is also retained in the Work Order History view of the module.

The system allows you to track asset reliability, runtime, downtime, operational data, attach bills of materials, analyze performance, related accounts and much more. Most system information can be referenced to and from the Asset module making it one of the most important modules in the system.

Track Depreciation costs for your assets by first entering acquisition information in the Depreciation view, then by creating a depreciation account and marking it in the Additional Accounts view. Please refer to the chapter on [Depreciation](#) in the System Basics book for more information.

The Asset module can also handle infrastructure assets providing the ability to identify assets with node to node details.

Asset record

Asset Field Descriptions

The following fields are included:

Asset ID - The Asset ID is comprised of the asset record type and an ID. The record type has an associated list of values that is controlled by a code table. It allows you to distinguish the kinds of Asset records you have. Some examples are:

- E** - Equipment
- L** - Instrumentation Loops
- V** - Vehicle

You can create and maintain V (vehicle type) records in the Asset module of the Resource subsystem, but the system also includes the Fleet Asset module, and supporting maintenance modules, in the Maintenance subsystem. These modules include fields that are specific to vehicles. If you create an Asset record for a vehicle in the Asset module, then open that record in the Fleet Asset module – or try to record maintenance using the Fleet Work Order module, etc. - you will not have all of the information that you would have if you had created the record in the Fleet Asset module.

Criticality - Use the Criticality field to indicate the work or safety impact this asset carries. The field has an associated list of values controlled by a code table. If the asset were to be taken off-line or break down, what work or safety effect would it have? Values from “1” to “9” represent ‘little or no impact’ to ‘severe production or safety impact’. This information is used by the system when work orders are generated for the asset. The criticality helps determine the overall work priority.

Note: Once criticality is entered on asset records, it is possible to search the Asset module by criticality or to find multiple assets within a range of criticalities.

Settings in the Criticality Override Business Rule determine whether or not users can modify the criticality on work records that reference the asset.

Status - Use the status field to activate or deactivate the asset. Available statuses are: Planned, Active, Inactive, and Retired. Inactive and retired assets are not available for reference on other records. Asset records in Retired status cannot be updated.

If your organization uses depreciation, Depreciation Only is also a valid status. This is used to define a group asset. Please refer to the guide titled Depreciation in the System Basics book for more information.

Organizations that do not use depreciation can retire an asset by changing the status. If you do use depreciation, the asset must be retired through the Change Request module. When an asset is retired in this manner, the system checks the Retired box on the Depreciation view of the Asset module and enters the retirement date.

Description - This is a standard Description field. Remember that only the first few words of the description will be visible elsewhere in the system.

FMEA System - This field classifies the asset based on the FMEA system that the asset belongs to. For example, a pump might belong to an HVAC (air conditioning) system. Grouping assets by system allows the maintenance planner to perform maintenance for all similar assets in a system. Values for this field are defined by a code table.

Asset Type - The type of asset is required. Values for this field are defined by a code table.

Asset Class - This field classifies the asset using codes defined in the Asset Class module.

Asset Class Type - This field contains the name of the Asset Class Type. An Asset Class Type can include a number of Asset Classes, for example an Asset Class Type called "Infrastructure" might include individual Asset Classes such as highways, bridges, water and electrical utilities.

Log Reviewer - This is the name of the person responsible for reviewing any Asset Activity Log records that are created for the asset. This person receives an alert when the Asset Activity Log record status is changed to Pending Review.

Parent Asset - Parent asset information is entered only on Asset records that are children of another Asset record.

If you want to search for all of the children for a given Asset record, enter the Asset ID into the Parent Asset ID field on the Asset Search Options window. The search will return a list of all child Asset records for the parent.

Process - Assets can be part of larger groups of assets called processes. When you enter a process, you create an association between an existing process record in the Resource subsystem and the asset. The field has an associated list of values that is controlled by the Process module of the Resource subsystem.

Note: Use the Attachments view to attach a specifications to an asset. When a Work Order record is written for the asset, access to the specification listed in the Attachments view is provided directly on the Work Order record.

Specification - The Specifications field is for information only and is generally used to indicate the primary related engineering specifications, which define the attributes, and specifications for each attribute, that describe the asset.

BOM ID - The Bill of Material ID field displays the reference number for any Bill of Materials record associated with the asset. The field has an associated list of values that is controlled by the Bill of Materials module in the Resource subsystem.

Total Asset Condition Score - A weighted average of the asset inspection assessment scores as they are recorded in the Asset Class module, Condition Assessment view.

Asset Condition Reset Date - This field reflects the date that the asset condition scoring was last reset. This is done, for example, when most of the asset has been repaired or replaced and the old inspection history should be cleared from affecting the assessment score. The action to reset the scoring is located on the Asset Class record.

Confidence Rating - Based on the premise that the older the score, the less reliable it is, a range in number of days and an aging factor can be defined in the Aging Factors module to decrease the validity of the inspection score as the inspection date becomes less relevant. The result of this calculation shows here.

The calculation is derived when Inspection records that are in completed status with an Asset Class Weighting and an inspection date greater than or equal to the condition reset date (if populated) are queried. Only the latest inspection dates are used for the combination of Asset Class Weighting, Weighting Category, and Weighting Type. For each inspection record the weighted average types, categories, and confidence scores are calculated. These are totalled and the asset is updated with score and confidence rating.

Environmental Rating - Environmental Rating is often a one time assessment performed to understand stress and/or environmental factors related to the asset such as humidity/corrosions levels for plant assets and soil acidity levels for below ground assets. This is a user defined and user entered value used for information only. It does not tie to any processing.

Location Data - You can use the fields in the Location section to describe the location of the asset. The fields in this section of the Asset record vary depending on the asset basis selected.

Basis - Define the Location Basis of the asset by selecting Facility, Address, or Address with Nodes from the drop-down list in this field. The basis selected determines which other fields appear in the Location section of the record.

Point ID - The Point ID field is used for interfacing with external applications (such as GIS and SCAIDA), identifying the asset for the interface processing. Enter a value as appropriate for your organization.

If the Location Basis is Facility, the following fields are displayed:

Building, Room, Location and Position - These fields indicate exactly where the asset can be found. If the asset is associated with a Component ID record and the Component ID is selected on a Property record (in the Property module of the Inventory subsystem), the system will complete the corresponding Property record fields using this information.

Breaker and Breaker Panel - These fields indicate the primary breaker information for power to the asset.

Breaker Asset ID - If the breaker is also identified in the application as an asset, you can enter the breaker asset type and asset number in these fields. Once entered, you can drill down on the Breaker Asset ID to open that Asset record.

Latitude and Longitude - If appropriate, you can enter latitude (north/south) and longitude (east/west) coordinates to identify the location of the asset. This information can be helpful if the asset location is also tracked in another system that uses GPS coordinates.

If the Location Basis is Address, the following fields are displayed:

Location	
Basis	Address <input type="text"/> Point ID <input type="text" value="65875R"/>
Address	<input type="text" value="111"/> - <input type="text" value="111"/> <input type="text" value="OWENS"/>
Suite	<input type="text" value="300"/>
Cross Street	<input type="text" value="ORACLE LANE"/>
City/State/Zip	<input type="text" value="PLEASANTON"/> <input type="text" value="CA"/> <input type="text" value="94588"/>
Offset	<input type="text" value="25 METERS"/> Direction <input type="text"/>
Latitude	<input type="text"/> Longitude <input type="text"/>

Address, Cross Street - Enter the physical location of the asset as well as the cross street if applicable. These fields are only displayed when the Location Basis field is set to Address.

Offset and Direction - These fields provide space to indicate the relative location of the asset and the direction. For example, if the asset is a manhole it may be 50 yards east of the address entered. These fields are only displayed when the Location Basis field is set to Address:

If the Location Basis is Address with Nodes the following fields are displayed:

Location	
Basis	Address with Nodes <input type="text"/> Point ID <input type="text" value="1243124A"/>
Address	<input type="text" value="212"/> - <input type="text" value="872"/> <input type="text" value="Main Street"/> <input type="text" value="NW"/>
Suite	<input type="text"/>
Cross Street	<input type="text" value="Secondary Street"/>
City/State/Zip	<input type="text" value="Washington"/> <input type="text" value="DC"/> <input type="text" value="22212"/>
Offset	<input type="text" value="300 feet"/> Direction <input type="text"/>
Latitude	<input type="text"/> Longitude <input type="text"/>
From Asset ID	<input type="text" value="E"/> <input type="text" value="RLW_ASSET_NODE5"/> <input type="text" value="this is an Asset for node location"/>
To Asset ID	<input type="text" value="E"/> <input type="text" value="RLW_ASSET_NODE7"/> <input type="text" value="this is an Asset for node location"/>

From Asset ID and To Asset ID - Use these fields to show the Asset IDs that are on either side of the asset defined in the current record. The lists of values for these fields show all active assets. The description can be modified if necessary. These fields are only displayed, when the Location Basis is Address with Nodes.

Work Order Defaults

You can use the Work Order Defaults view to maintain accounting and work-specific information that the system uses to update fields in other records such as Work Requests or Work Orders. If the Asset ID is included on such documents, the system automatically provides the information included in this view. In most cases, the data can be over-written on Work Requests, Work Orders and similar records.

Planner - The Planner field represents the person responsible for planning work and materials for the asset if your organization uses planning and scheduling when processing Work Request and Work Order records. The field is controlled by a list of values the system builds using the Planner Business Rule).

Taxes - The three tax fields contain codes for various tax percentages that may be charged by Federal/National, State/Regional, and local government. Each field has an associated list of values controlled by a code table.

Department and Area - These fields are controlled by lists of values the system builds using the Department and Area modules in the Resource subsystem. If you chose a department and area, the list of values that controls the Account Number field, will show only those accounts associated with the department and area. The system uses this department and area information to fill in the appropriate fields on work related records.

Account Number - The Account Number field is controlled by a list of values the system builds using the Account module and the information in the Department and Area fields. If

these fields are left blank, the system provides only those account numbers that are not associated with a department and area. The system uses this account number information to fill in the appropriate fields on work related records.

Work Request Route - Enter the [approval route](#) that should be defaulted on Work Request records when a record in Created status is saved with the Approval Route field left blank. The Work Request Processing Business Rule must also be configured to enable this functionality.

Backlog Group - The Backlog Group field indicates which group is responsible for backlogged work against the asset.

Maintenance Approver - You can enter the approval title of the person responsible for maintenance related approvals for the asset in this field. This field is for informational purposes only.

Production Approver - You can enter the approval title of the person responsible for production related approvals for the asset in this field. This field is for informational purposes only.

Maintenance Manager - The Maintenance Manager code determines which Maintenance Manager will bear the costs associated with the asset when work is done. The field is controlled by a list of values the system builds using the Maintenance Manager module in the Resource subsystem.

Safety, ISO Related, Health, Environmental - These check boxes allow users to easily recognize equipment that has been identified as requiring special considerations for ISO, safety, environmental or health reasons. This will ensure that the proper procedures, if necessary, are used in planning and working the jobs related to the asset. When an asset is entered on a Work Request, Work Order, or Benchmark Work Order the system carries over the settings of each indicator. The indicators cannot be modified on work records. If the indicators are changed on the Asset record after a work record that references the asset has been created the information is not updated on the older work records. Users can search work records by the indicator settings by selecting them on the Search Options screen of those records.

Hazardous - The system maintains the Hazardous indicator and checks it and makes the word Hazard red when any the stock items listed on the attached Bill of Materials has been defined as a hazardous item in the Catalog module of the Resource subsystem. If the word Hazardous is yellow, the system could not retrieve BOM information, possibly because the BOM ID no longer identifies a valid Bill of Materials record.

Safety Notes - The system checks the Safety Notes indicator if there is a safety type note associated with the asset in the Notes view for the record.

Run to Failure - Select Run to Failure to indicate that the Asset should be used until it dies. A good example of this concept is the use of a light bulb. This check box is for information only and does not include any business processing. It is, however, copied to work order tasks when the asset is populated on the task. Having the information available at the task level is useful for metrics, especially for comparing the number of failures when the Asset was on a preventive maintenance program and was not.

Asset Codes - Used primarily with the Mobile application, asset codes provide an additional basis for filtering the amount of asset data downloaded to the mobile PDA device. Up to three asset codes can be specified for each asset.

RIVA Asset Type - If your organization uses Riva asset planning software, you can record the RIVA asset type for the asset in this field.

How to Create an Asset Record

1. **Open the Asset module.**
2. **Click New.**

3. **Enter the Asset ID by selecting an asset record type from the list of values, and entering a unique code.**

The system will check that the Asset ID is unique when you save the record.

4. **Enter a Description for the asset.**
5. **Select an Asset Type from the list of values.**
6. **Enter Location information as appropriate.**
7. **Enter an account number.**

This field is further down on the screen so you may have to scroll to see it.

If you enter a Department and Area first, list will show only those accounts associated with that Department and Area combination. If you do not supply a Department and Area, the list will be for those accounts that have no association.

8. **Click Save.**

Creating Work Records from the Asset Module

Once your assets are entered into the system and are in use, a time may come when work needs to be performed on an asset. You can create work requests or work orders relatively quickly by selecting Create Work Request or Create Work Order from the Asset record Actions list. Each action walks you through a wizard that prompts you for specific information that will later appear on the completed record.

The wizards for work requests and for work orders are similar. Here you will go through how to create a work order using the wizard. For more information on work requests please review the chapter for the Work Request module.

As discussed, work orders and service requests can be written against assets for work or repairs that needs to be completed. This work is managed in the Work Order module. While work is being completed, costs for parts and labor are charged against the work order and applied throughout the system included being posted back to the asset for later analysis.

How to Create a Work Order from an Asset Record

The system can initiate a number of processes for you directly from an Asset record. One of these is to create a Work Order record in Planning status. Follow a similar process to create a work request by selecting Create Work Request from the Actions list.

You can also create work records for an asset from within the Asset Activity Log.

1. **Open the appropriate Asset record.**
2. **Select Create Work Order from the Actions list.**

If you choose Create Emergency Work Order the system opens a blank E type work order in active status with the Asset ID fields filled in and the name of the logged on user in the Requestor field. The remaining fields must be managed in the Work ORder module.

The Create Work Order wizard opens.

The system opens the Work Order wizard window with the Asset fields filled in from the Asset record.

The window includes a Description field, which you must fill out, and two fields to identify the asset, which the system has already filled out. It also includes other fields from the Work Order record. Enter a description of the work that needs to be completed.

Required - The latest date that the work should be completed.

Priority - The Priority represents the relative priority of the work. The system provides a list of values which is controlled by Code Table 41 in the Code Table and Codes module of the Administration subsystem. The system uses this field, with other information about the importance of the Asset, to calculate the priority for the work.

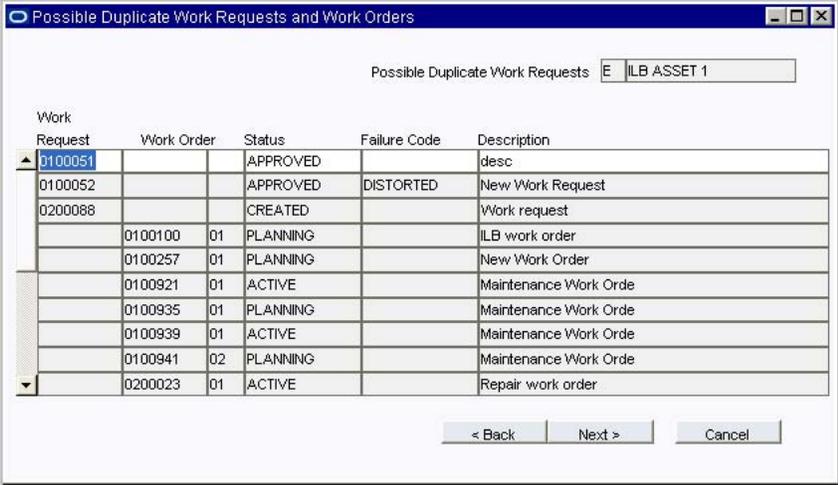
Failure Code - The Failure Code shows a predetermined code to categorize the failure. This information can be useful when searching for Work Requests and analyzing problem areas. The system provides a list of values controlled by Code Table 10 in the Code Table and Codes module of the Administration subsystem.

Component - The Component field can be used to indicate that the problem involves a Component which is installed in the Asset. The system provides a list of values of all Components currently installed in the Asset.

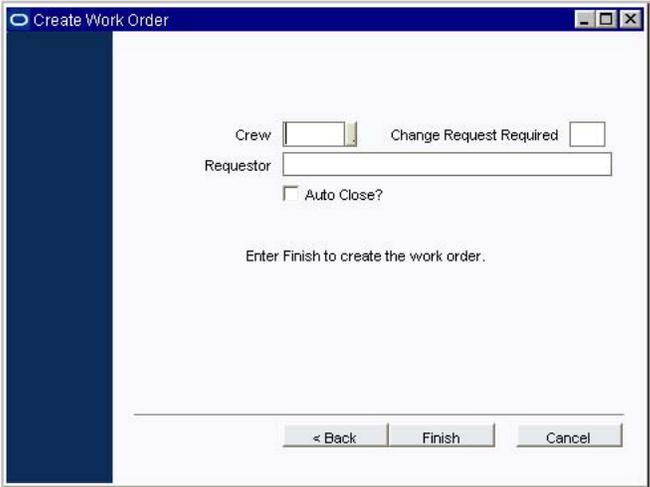
Deficiency Tag - The Deficiency Tag field can be used if your organization uses a tagging system to mark Assets that require work.

3. **Enter information as required by your business processes.**
4. **Click Next.**

If there are possible duplicate work records already in the system for this asset, the system opens the following screen listing these records.



- 5. **Make sure that the work record that you are creating is not a duplicate.**
You can double-click the record number to open the record if needed.
- 6. **If the work order is not a duplicate, click Next.**
If you find duplicates, click Cancel to exit.
- 7. **Enter the crew that should work on the job.**



Here you can select a crew and update the name of the requestor (the system enters your name but this can be changed).

Check the Auto Close? box if you want the system to automatically close the Work Order if it remains in FINISHED status for the number of days defined in the WO Aging business rule. The check can be removed on the resulting work order if necessary.

- 8. **Click Finish.**
The system displays the work order record number and verifies the creation of the new record. Click the Work Order button to open the new record. Click OK to return to the Asset record.

If you click the Work Order button, the system opens the Work Order record where you can make any necessary modifications or add tasks. Click the OK button to return to the record you were working on.

The work order does not show in the Work History view of the Asset module until it is activated.

Create Activity Log Entry from the Asset Record

If you have information about the asset that needs to be recorded but you do not need to create a work order for it, you can use the Asset Activity Log module to store the information. Select Create Activity Log Entry from the Actions list to open the a blank log record with some of the information from the Asset record that you are viewing filled in. Otherwise you can open the log module directly from the Resource subsystem.

Asset Views

Selections from the Asset module Views list allow you to manage notes and attachments for the asset, review inspection information, manage warranties, interfaces, costs, operational data, runtime, downtime, and a variety of other activities.

Depreciation/Depreciation Accounts

These views are only needed if your organization uses depreciation functionality. Please refer to the document entitled [Depreciation](#) in the System Basics User Guide.

Inspection Log

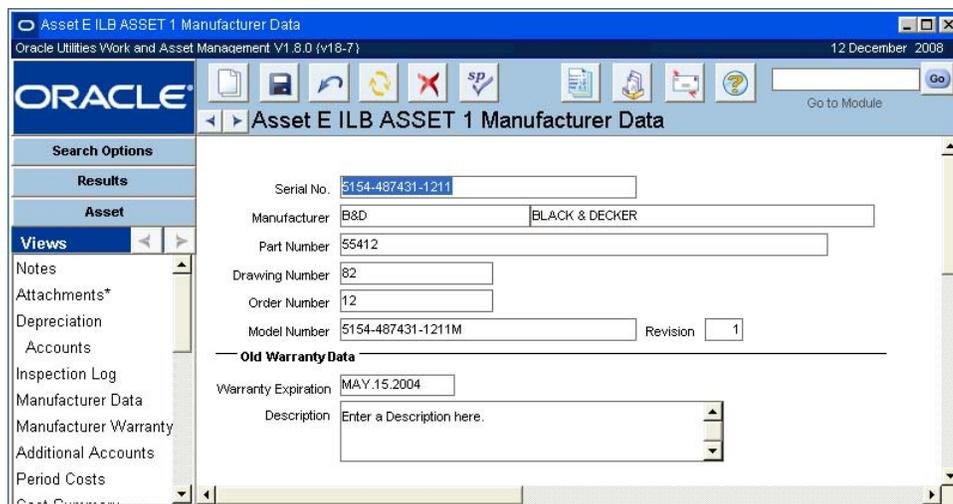
Use the Inspection Log view to review the inspection history for an asset. The log shows the Inspection record number, inspection date, who the asset was inspected by, the score, and the related work order and task number if applicable. All of this information is taken from any Asset Inspection Data records that reference the asset. The log shows the most recent inspection first.

Inspection ID	Date	Inspected By	Work Order	Task	Inspection Score

Inspection Log view

Manufacturer Data

Specific manufacturer information can be entered and maintained in the Manufacturer Data view. Such information includes the Manufacturer Code (which returns the Manufacturer Name), the Manufacturer Part, Drawing, Order, and Model / Revision numbers.



Manufacturer Data view

If warranty information was entered previously on this view, the expiration date and a brief description of that warranty appears in the Old Warranty Data section. Use the [Warranty](#) module and the Asset Manufacturer Warranty view to create new Warranty records and associate them with assets.

Manufacturer Warranty

Use the Manufacturer Warranty view to associate warranties with the Asset record. When you select a Warranty ID and save the record, the warranty information becomes available on work records referencing the asset. When you specify a Warranty Start Date the system calculates the Warranty Expiration Date. Batch processing changes the expiration status from Active to Expired based on the expiration date.



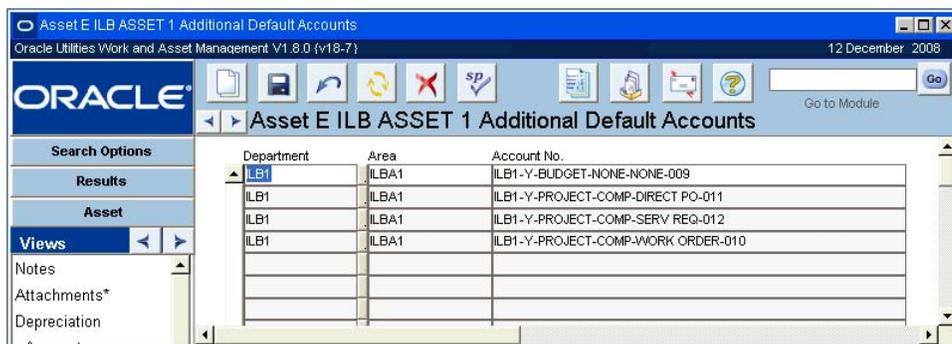
Manufacturer Warranty view

Before you can associate a warranty with an asset, the appropriate Warranty record must exist in the Warranty module.

If a work record is created for an asset that is covered by a warranty, the system displays an informational message informing the user.

Additional Accounts

While only one account can be charged against an asset per work order task, an asset does not have to have only one associated account. The primary account is established in the Work Order Defaults section of the main record, but additional accounts can be added here. When only one account is associated with an asset and you enter the Asset ID on a Work Order or Work Order Task record, the system automatically enters that account number in the Account field. When there are additional accounts for an asset, the system provides a list of values displaying all of the accounts associated with that asset, so that you can select the appropriate one.



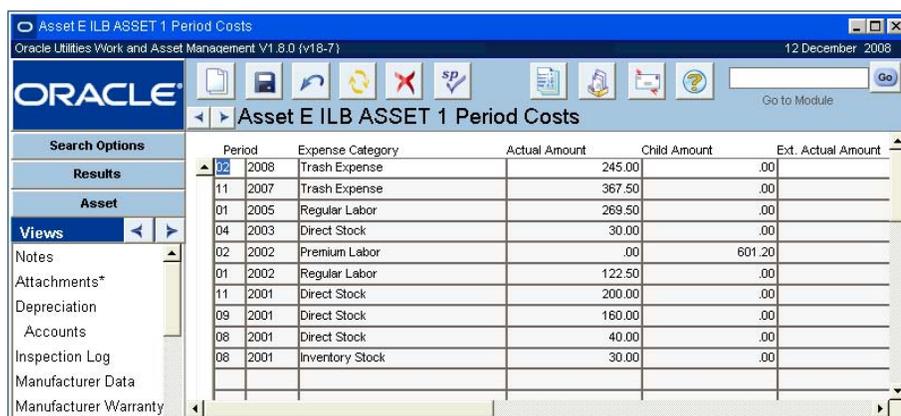
Additional Accounts view

Department and Area - The Department and Area fields are controlled by linked lists of values; the possible selections for areas will depend on what you select for the department.

Account Number - The Account Number field also has a list of values which is linked to the selections you make in the Department and Area fields. You can also use an account number that is not associated with a department and area (for example, an overhead account) by leaving the Department and Area fields empty. If these fields are empty, the list of values for the account number will show only those account numbers that have no department.

Period Costs

The Period Costs view presents actual costs that have been charged to the asset and its child assets. Cost information is displayed by period, and expense category and cannot be changed in this view.



Period Costs view

If you have the appropriate responsibilities, this view also displays actual amounts from your organization's external financial system.

Field Descriptions are similar to those discussed for the Period Costs view in the Account module.

Cost Summary

Use the Cost Summary by Expense Category view to see summary budget and actual costs per expense category for the asset and its child assets. These values are summed by batch processing for costs charged against the asset. In the Renewal Costs columns, the system separately calculates costs for work on Work Order Task records where the Renewal Work field was checked. This means that the work was completed to restore or replace an asset towards its original size, condition, or capacity.

The screenshot shows the Oracle Asset E ILB ASSET 1 Cost Summary window. It contains two tables. The first table shows MTD (Month-to-Date) costs and renewal costs for various expense categories. The second table shows YTD (Year-to-Date) costs and renewal costs for the same categories.

Expense Category	MTD Costs	MTD Renewal Costs	Child MTD Costs	Child MTD Renewal Costs	Est. MTD Costs	Est. MTD Renewal Costs	Est. Child MTD Costs	Est. Child MTD Renewal Costs
Asset Stock	.00	.00	.00	.00	.00	.00	.00	.00
Inventory Stock	.00	.00	.00	.00	.00	.00	.00	.00
Premium Labor	.00	.00	.00	.00	.00	.00	.00	.00
Regular Labor	.00	.00	.00	.00	.00	.00	.00	.00
Traffic Expense	.00	.00	.00	.00	.00	.00	.00	.00
Totals	.00	.00	.00	.00	.00	.00	.00	.00

Expense Category	YTD Costs	YTD Renewal Costs	Lifetime Total Costs	Child YTD Costs	Child YTD Renewal Costs	Child Lifetime Total Cost	Est. YTD Costs	Est. YTD Renewal Costs	Est. Lim. Total Costs	Est. Child YTD Costs	Est. Child YTD Renewal Costs
Asset Stock	.00	.00	430.00	.00	.00	.00	.00	.00	.00	.00	.00
Inventory Stock	.00	.00	30.00	.00	.00	.00	.00	.00	.00	.00	.00
Premium Labor	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Regular Labor	.00	.00	392.00	.00	.00	.00	.00	.00	.00	.00	.00
Traffic Expense	245.00	.00	612.50	.00	.00	.00	.00	.00	.00	.00	.00
Totals	245.00	.00	1,464.50	.00	.00	.00	.00	.00	.00	.00	.00

Cost Summary view

If you have the appropriate responsibilities, this view also displays actual amounts from your organization’s external financial system.

Field Descriptions are similar to those discussed for the Cost Summary view in the Account module.

Hazardous Components

The Asset Hazardous Components view presents a list of asset stock items which have been identified as hazardous materials. This is determined by the system using the BOM ID entered on the Asset record. For that BOM ID, the system checks all stock codes listed against the catalog and those which have been marked as “Hazardous” are then listed here.

The screenshot shows the Oracle Asset E ILB ASSET 1 Hazardous Components window. It features a search bar with the text 'Hazardous Items for Bill of Materials' and 'RVM-EM'. Below the search bar is a table listing hazardous components.

Stock Code	Description	MSDS	Primary Vendor
RVM_TRANSFER1	To Test Barcode Stock TRANSFER		RVM000000000512-0000

Hazardous Components view

Consumables

Usage of consumable items, such as fuel, for the asset is displayed on the Consumables view. This information is maintained by the system, drawn from entries made in the Consumables module (within the Inventory subsystem) for the asset. Information displayed includes the Issue Date, Consumable Type, Quantity, and Units, the Current Meter Reading, the Unit of Measure, and the Source.

Issue Date	Type	Quantity	Units	Current Reading	Units	Source
APR.14.2008	OIL	1	GL			CHEVRON

Consumables view

Child Assets

Use the Child Asset view to see a list of Asset records identified as first generation children of the listed asset. Each Asset record that references the displayed Asset ID as the parent asset, is listed here. The summary asset information cannot be updated in this view.

Asset ID	Type	Department	Area	Retirement Date	Status
E ILB ASSET 2	03	ILB1	ILBA1		ACTIVE
Description: Ventilation Asset					
E ILB ASSET10	03	ILB1	ILBA1		ACTIVE
Description: New Asset					
E ILBAST200	03	ILB1	ILBA1		ACTIVE
Description: 2nd Level pumps for the ILB facility.					
E ILBAST4	03	ILB1	ILBA1		ACTIVE
Description: Asset 4					
I P1	PIPE	ILB1	ILBA1		ACTIVE
Description: pipe					
I P11	PIPE	ILB1	ILBA1		ACTIVE
Description: pipe					

Child Assets view

How to List an Asset as a Child of Another Asset

1. Open the record for the asset that will be listed as a child.
2. Locate the Parent Asset field.
3. Enter the Asset ID for the parent asset.
4. Click Save.

Asset Activity Log

If you have information about the asset that needs to be recorded but you do not need to create a work order for it, you can use the Asset Activity Log module to store the information. Select Create Activity Log from the Actions list to open the a blank log record with some of the

information from the Asset record that you are viewing filled in. Otherwise you can open the log module directly from the Resource subsystem.

Activity Log ID	Log Status	Reported By	Comments
0600000000000015	CREATED	Planner #7	It wasn't stolen.
0600000000000006	PENDING REVIEW	Planner #7	It wasn't stolen.
0600000000000001	PENDING REVIEW	Planner #7	It wasn't stolen.

Asset Activity Log view

Key Segments

Asset key segments are used to categorize assets according to structured IDs.

Segments

Note: The Asset Key Segments Business Rule is used to establish the segments to be used. Segment 1 must be filled in on the business rule for Key Segments to appear on the views list of the Asset and Fleet Asset modules.

Set up structured Asset IDs in the Segments view by selecting options from the lists of values associated to the fields. You can then search for assets by segment in the Asset Search Options screen.

Asset Segment Entry Help

Place the cursor in the Asset ID field on the Asset Search Options screen and press F1 to open a special search window that allows you to enter search criteria specific to segments.

Asset Segment Entry Help

Note: The system allows you to enter search criteria based on segments then select from a list of values that only shows assets that meet the criteria that you have entered. The system also supports special lists of values that can be defined by your system administrator in Module Administration - Forms.

How to Assign Assets to an Asset Key Segment Group

1. **Open the Asset record.**
2. **Choose Segments from the Views list.**
3. **From the list of values choose the group that the asset will belong to.**
4. **Save record.**

This asset now belongs to the group defined by the asset key segments entered. The grouping can be altered at any time.

How to Search for Asset Key Segments

1. **Open any module that contains Asset ID as a selection criteria.**
2. **Place the cursor on first field of the Asset ID.**
This is the short field preceding the Asset ID field.
3. **Enter the Asset Record Type of the required asset.**
In order to return a meaningful search you **MUST** enter the record type.
4. **Press the F1 key.**
The system opens a dialog box where you can select the segments that you want to search by.
5. **Select segments from the lists of values.**
6. **Select the asset from the last list of values in the last field.**
This field is labeled “Select Asset ID from the LOV based upon the entered data.” You **MUST** select the Asset ID here before returning to the Search Options screen.
7. **Click OK.**
The system enters the selected asset in the Asset ID field on the Search Options screen.
It is now possible search based on this asset.

Asset Interfaces

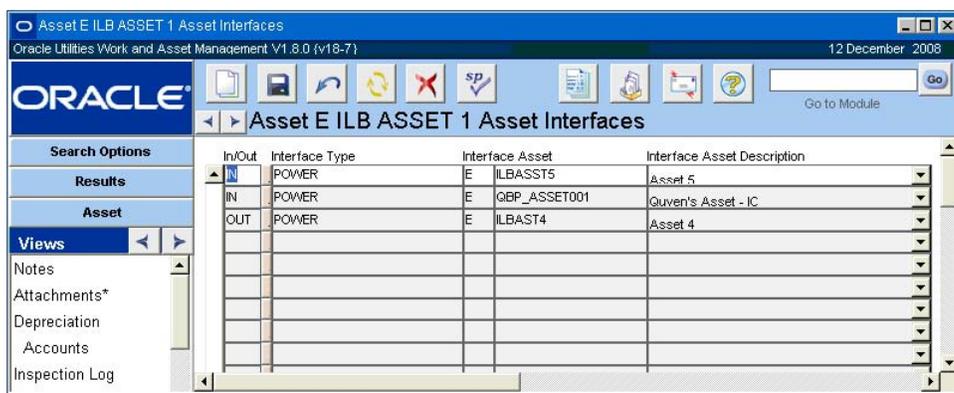
Use the Asset Interfaces view to identify how the primary asset is physically related with other assets. You must identify which assets feed into the listed asset, as well as which assets are fed by the listed asset.

For example, imagine you have a water pump and an electric motor which are connected with a mechanical shaft. When electricity causes the motor shaft to rotate, the shaft is also connected to

the pump. The pump, the shaft, and the motor can all be considered lateral assets and the entire mechanism is the interface. A good reason to track this is that you might switch out the pump but not the motor, or vice versa, and you would want to be able to identify on which part of the interface maintenance has been performed.

If the shaft is the primary asset indicated on the header, then you would enter the pump and the motor in the Asset Interfaces view. Likewise, on the Asset record for the pump or the motor, you would enter the other two in the Asset Interfaces view. The system does not make these associations automatically.

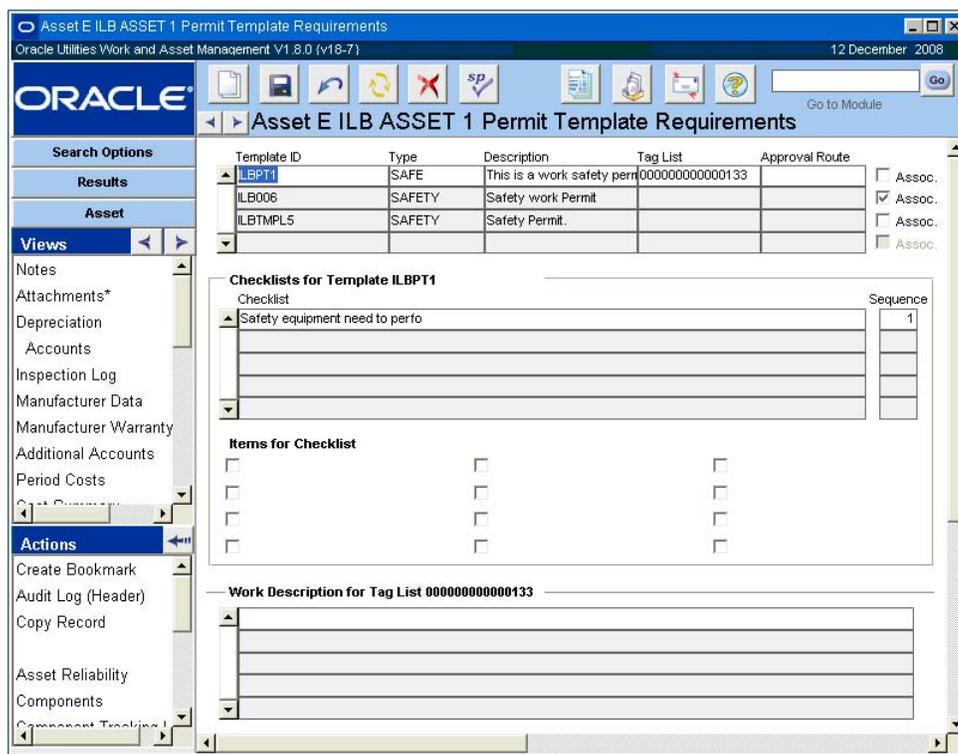
The Interface Type field, controlled by a code table, allows you to also classify the interface.



Asset Interfaces view

Permit Template Requirements

Select Permit Requirements from the Views list to enter or review the list of permits that are required for the asset.



Permit Requirements view

Permit Template Summaries

The upper section shows summary information for all permit templates attached to the asset. You can attach new permit templates by clicking the Insert button and selecting a Template ID.

Template ID - The Template ID field contains the unique identifying number for the permit template. If a permit template with attachments is associated with the asset, the attachments are also copied to the asset record in the Permit Attachments view.

Type - The Type field indicates the type of the permit template. The field has an associated list of values that is controlled by the Permit Type Business Rule.

Description - The Description field contains a general description of the permit template.

Tag List - If your organization uses tag point functionality and the template was associated to the asset through the Tag List module, the system enters the Tag List ID in this field. The tag list outlines the isolation points that need to be handled before doing work on the asset.

Approval Route - The [approval route](#) specifies a series of approvers that will review the record for approval before processing can continue.

Assoc. check box - The Associated check box indicates that there are associated assets that have permit templates that also apply. These assets can be listed or viewed in the Associated Permit Requirements view.

Checklists

The middle section of the window displays any checklists associated with the permit template highlighted above and the specific items on each list. Highlight a list to see the specific items.

If you add a checklist to a permit template after the template has been associated with an asset, the record of the association will not show the additional checklist. In order to update the checklist, you must delete the permit template association, then re-associate it to the asset.

Any given checklist has 12 check boxes. If checklist has more than 12 items, it will probably have been divided it up into two or more checklists.

Sequence - The Sequence field indicates an order or grouping for the checklists.

Work Description for Tag List

The bottom section of the screen shows a display only description of the work to be performed for the highlight tag list. This information comes from the Associated Assets view on the Tag List record.

How to Associate a Permit Template to an Asset

Typically you would use this process if your organization does not use tag point processing or if the permit you are adding does not have a tag list. If you are using a tag list, you can make the association from the Tag List module.

1. **Open the appropriate Asset record.**
2. **Select Permit Template Requirements from the Views list.**
3. **Select a Permit Template ID from the list of values.**

The list is controlled by the Permit Template module. When you select the Template ID, the system will supply the permit type and description.

4. **Select an approval route from the list of values.**
5. **Check the Associated Permits check box if permits from associated assets will apply.**
6. **Click the Save button.**

The system saves the association and verifies the other information that needs to be brought over from the permit template. This information will include the various checklists.

How to Associate a Tag List to an Asset

1. Open the Associated Assets view in the Tag List module.
2. Select Associated Assets from the Views list.
3. Select Associate Tag List from the Actions list within the view.
4. Enter the appropriate Asset ID and Permit Template ID to associate.

The lists of values show assets and permit templates in active status.

5. Click the Finish button.

The system adds the asset and permit template to the listing of associated assets in the Tag List module. The permit template and tag list are added to the Permit Template Requirements view of the Asset record.

Associated Permit Requirements

Open the Associated Permit Requirements view for a list of the assets that are associated with the asset for the purposes of permits. For example, if the permit is to open and inspect a complex of high pressure steam pipes, the steam may need to be diverted through a different set of pipes, or the boiler may need to be shut down. In this case both the second set of pipes and the boiler might be listed as associated assets with their own permit requirements.

Asset ID	Description	Permit Template ID	Permit Type
ILB ASSET3	ILB Asset	ILBPT2	SAFE
ILBASST5	Asset 5	ILBPT1	SAFE
ILBAST200	2nd Level pumps for the ILB facility.	ILBTMPL5	SAFETY
ILBAST4	Asset 4	ILB006	SAFETY

Permit Description: This is a work safety permit for the ILB facility.

Associated Permit Requirements view

Asset ID - The Asset ID fields indicate the asset that is being associated. The field has an associated list of values controlled by the Asset module in the Resource subsystem.

Description - The description field represents the description for the associated asset.

Permit Template and Type - The Permit Template and Template Type fields indicate the permit template (for the listed asset) that will be shown on the Work Order record. An associated asset may have several permit templates, but only one or two of the templates apply for this association. You would list both templates as separate line items with the same entries in the Asset ID and Description fields.

How to Associate an Asset with another Asset for Permits

1. Open the appropriate Asset record.
2. Open the Associated Permit Requirements view.

In order to open the Associated Permit Requirements view, first select Permit Template Requirements from the Views list, then select Associated Permit Requirements.

3. Select the Asset ID from the list of values.

The lists are controlled by the Asset module in the Resource subsystem and show all Asset record not just those that have associated permit templates.

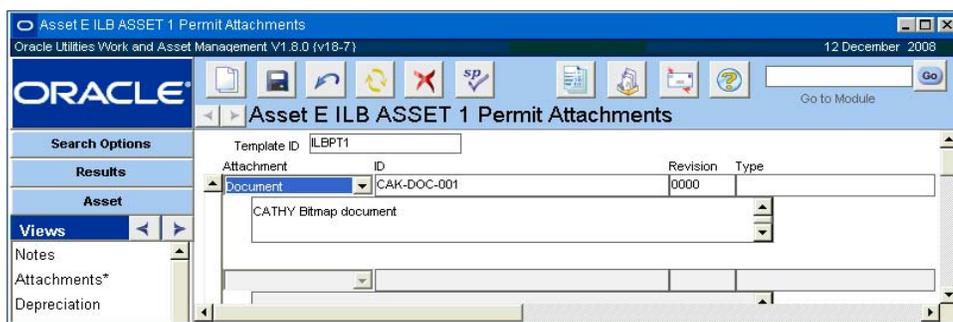
4. Select the associated Permit Template ID from the list of values.

The system supplies the type and the description.

5. Click Save.

Permit Attachments

When a permit template with attachments is associated with an asset, the attachments are also copied to the Asset record in the Permit Attachments view. Attachments to permits can be useful when the permits require complex procedures. Such details can be detailed in the Procedure module of the Resource subsystem and then attached to the permit template that will be associated with the asset. Any other type of Attachment can be attached to a permit template as well, such as a MSDS, Standard Note, Specification, Drawing, or any other electronic document that can be attached to a record in the system.



Permit Attachments view

Note: To view attachments associated to an asset via a permit template, select Permit Requirements from the Asset module Views list then select the Permit Attachments view.

In order to attach a procedure to a specific permit template/asset combination, you must first open the Permit Requirements view for the asset, select the specific permit template, and then open the Permit Attachments view.

PM Schedule

The Asset PM Master Summary view presents a list of current / future PM Master cycle information. The Work Order record number is displayed on PM Masters records that are active and reference an asset and the generated Work Order record has not been completed. Otherwise, the next schedule date is listed without a Work Order record number, indicating that a Work Order record will be generated for that date. This view also lists the PM Route stops that involve the asset.

PM Master	Description	Status	W.O.	Forecast	Basis	PH
300071		ACTIVE	0100376	APR.03.2001	CALENDAR_A	

PM Schedule view

Note: This information is helpful when trying to determine whether a new Work Order record should be created for work on the asset or if you can wait for an open or future PM Work Order to cycle.

PM Route Detail

As PM routes are scheduled, work is performed on selected assets. Scheduled PM route stops referencing the Asset ID are listed on the Asset PM Route view. This view includes the Schedule Dates, Route Numbers, Statuses, PM Interval, Task Type, Work Order number, Component ID, Task Description and Finish Comments fields. The information presented on this view cannot be updated.

Schedule Date	Route No.	Status	Date	PM Interval	Task Type	Work Order	Component ID
NOV.17.2007	ILB ROUTE1	P	NOV.15.2007	7 DAYS	INSPECTION		ILBCMP2
Task Description		This task is the first stop on the route					
Finish Comments							
OCT.28.2005	ILB001	C	OCT.27.2005	7 DAYS	LUBE	0500779	
Task Description		Lubricate					
Finish Comments							
MAR.15.2005	ILB001	C	FEB.02.2005	7 DAYS	LUBE		
Task Description		Lubricate					
Finish Comments							
FEB.11.2005	ILB001	P	AUG.08.2005	7 DAYS	LUBE	0500274	
Task Description		Lubricate					
Finish Comments							

PM Route view

Runtime Log

For assets where meter information is tracked (such as mileage, start/stops, etc.), a complete log is available through the Runtime Log view. This is a display-only window that presents readings, units of measure, dates, and more entered into the system through the Runtime Entry module (located in the Maintenance subsystem).

Current Meter						
Units	Meter Reading	Reading Date	Reason	Entered Date	Username	
MILES	45	APR.17.2006 16.28.45		APR.17.2006 16.28.52	BROWN	
MILES	13	MAR.13.2006 10.05.03		MAR.13.2006 10.05.03	BROWN	
MILES	59	MAR.13.2006 10.02.33		MAR.13.2006 10.02.33	BROWN	
MILES	49	MAR.13.2006 10.02.26		MAR.13.2006 10.02.26	BROWN	
MILES	55	MAR.13.2006 10.02.19		MAR.13.2006 10.02.19	BROWN	
MILES	51	MAR.13.2006 09.51.53		MAR.13.2006 09.51.53	BROWN	
HOURS	15.00	FEB.28.2003 00.00.00	RUNTIME	MAR.03.2003 15.03.26	BROWN	
HOURS	15.00	FEB.20.2003 00.00.00	RUNTIME	MAR.03.2003 15.03.19	BROWN	

Runtime Log view

Associated Operational Tolerances

The Associated Operational Tolerances view shows information about the operational tolerances for the asset, including the type of measurement and the inner (normal) and outer (maximum allowable) ranges for the asset.

Measurement ID	Validation?	Type	Unit	--- Inner Range ---	
				Low	High
ELECTRIC THINGS	<input checked="" type="checkbox"/>	PIPETOSOIL	AMPS	55	65
ID	<input checked="" type="checkbox"/>	PRESSURE	FP	5	10
ILB002	<input checked="" type="checkbox"/>	PRESSURE	ATM	5	10
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Description: Pipe to Soil Potential
 Outer Range: 45 to 75

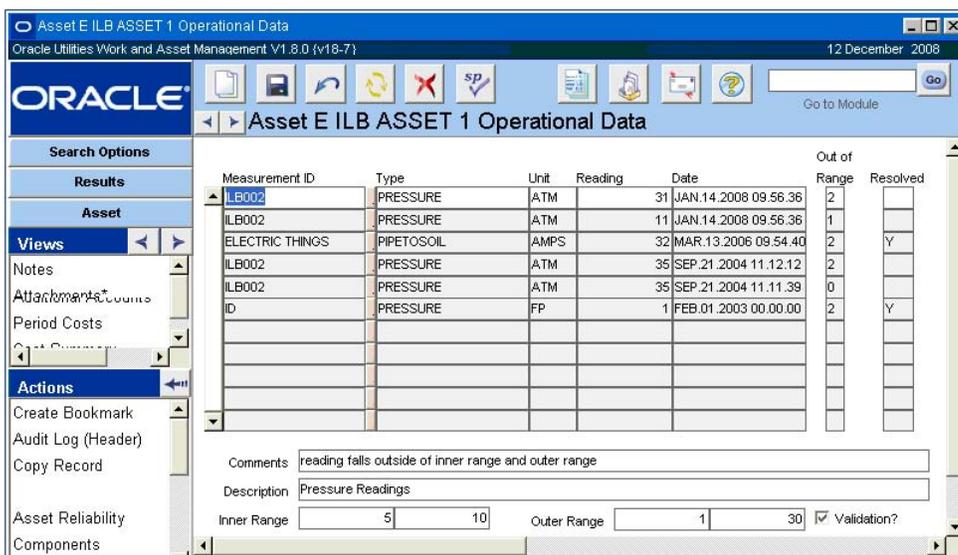
Associated Operational Tolerances view

If you mark the Validation check box, the system uses the range information on the Operational Tolerance header record to validate measurement data for the asset. If data is entered that falls outside the normal (inner) range, and the Validation box is checked, an out-of-range alert is sent to the user identified in the Alert User field on the Operational Tolerance record.

Most of the information on the Associated Operational Tolerances view is copied from the Operational Data module and you cannot change it here. However, you can use this view to select a new Measurement ID from the associated list of values, remove a Measurement ID currently associated with the asset, or change the status of the validation indicator.

Operational Data

The Operational Data view shows operational measurements recorded in the Operational Data module.



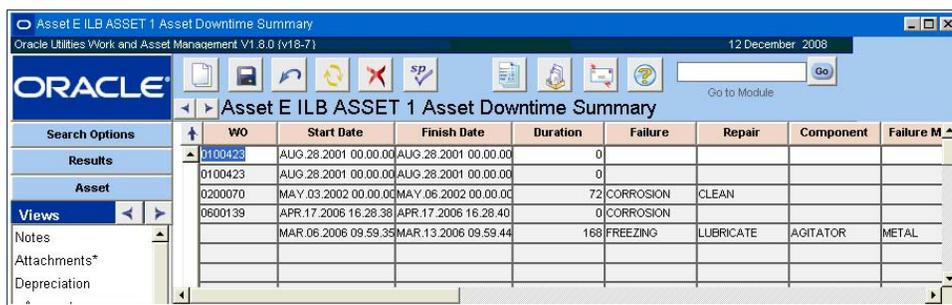
Operational Data view

The information displayed includes the reading, unit of measurement, when the reading was taken, and an out of range indication if the reading falls outside of the normal (inner) range established on the Operational Tolerances record. You can change the Resolved indicator to indicate that the person responsible for the asset has reviewed the out of range condition. While the system records the value entered (Y or N) there is no functionality associated with the Resolved indicator.

Values recorded out of the normal operating range (inner range) for the asset display an out-of-range message and an alert is sent to the person responsible for the asset. See the section on the Operational Data module for more on collecting and using operational data.

Asset Downtime Summary

As work is performed against the asset, downtime information may be gathered through the Work Order Closeout view. A summary of the downtime information may be accessed through the Asset Downtime Summary view. This is a display-only window which displays information about the work orders, time and dates, failure and repair, and more. You can tab through fields to access those not displayed or use the scroll bar located at the bottom to navigate.



Asset Downtime Summary view

The Asset Downtime Summary view functions like all standard [Transaction Logs](#).

Work History

Through the Work History view, you can access a list of work orders or service requests written against the Asset ID. If a listed Work Order record has service history information available, the words “Has Service History” appear to right of the description field for that Work Order record. Select Service History from the Views list to access the work order service history information.

Maintenance Work							
Status	Date	Work Order	Task	Status	Request	Component	Costs
	JUL.31.2008	R 0700416	02	ACTIVE		ILBCMP2	.00
Desc This asset is under warranty.							
	JUL.31.2008	R 0700416	01	ACTIVE		ILBCMP2	.00
Desc Problem 1							
	FEB.09.2004			WORK ORDER	0100007		1,318.38
Desc new work order							
	JUN.12.2003	R 0101038	01	FINISHED			200.00
Desc new work order							
	JUN.11.2003	R 0300227	01	ACTIVE		ILBCMP1	.00
Desc Enter a Description here. Has Service History							

Construction / Renewal Work							
Status	Date	Work Order	Task	Status	Request	Component	Costs
	APR.17.2006	R 0600139	01	FINISHED		ILBCMP1	.00
Desc Renewal work Has Service History							
Desc							
Desc							
Desc							
Desc							
Desc							

Work History view

Reset Condition Score

This action clears the total asset condition score as it has been calculated from the Asset Class module and enters a new date in the Asset Condition Reset Date field on the Asset header record. Only inspection records after that date will be used for assessment calculation. This is used, for example, when most of the asset has been repaired or replaced and the old inspection history should be cleared from affecting the assessment score.

Setting Up Connected Assets

If the location basis of the asset is defined as an Address with Nodes on an Asset record, a “from” Asset ID and a “to” Asset ID can also be entered to show the connections between assets.

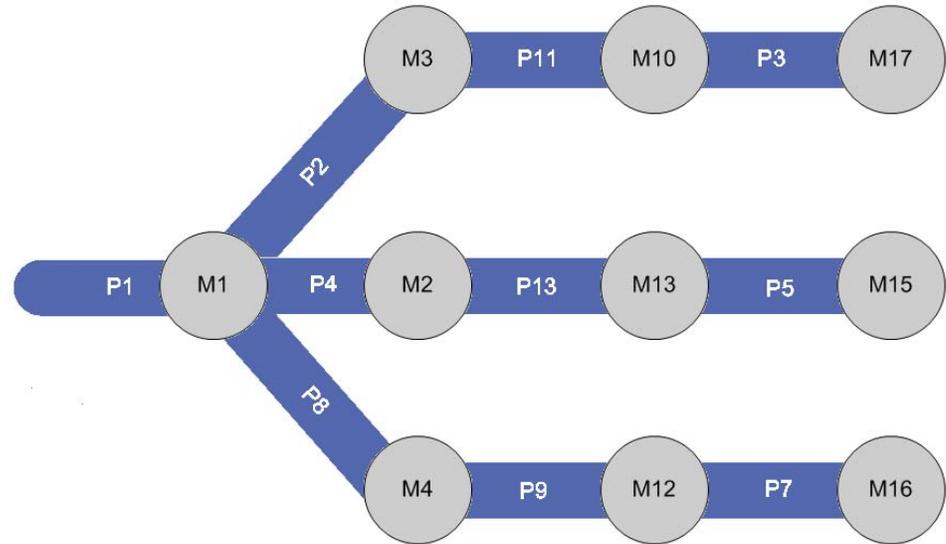
An asset may be discrete, such as a building, a vehicle or an equipment item, or it may be linear, such as a sewer line, or a road. If the location basis of the asset is defined as an Address with Nodes on an Asset record, a “from” Asset ID and a “to” Asset ID can also be entered to show the connections between assets. Using this functionality you can create a network of connected assets and review those connections in the asset navigator.

Setting up your assets so that they are recognized as a “system” can help you to manage maintenance. If your organization uses GIS, this functionality can also help to position your assets on the mapping system that you have in use.

You also have the option of using the asset navigator for easy access to asset records, or to provide you with an overview of an asset’s properties and related records. Since the asset

summary provides you with a listing of any child assets, components, specifications, connected assets, and bills of materials associated to the asset, you can obtain a great deal of information about any asset all in one place.

In the diagram below, the circles labeled M# represent manholes with the lines labeled P# representing pipelines connecting the manholes.

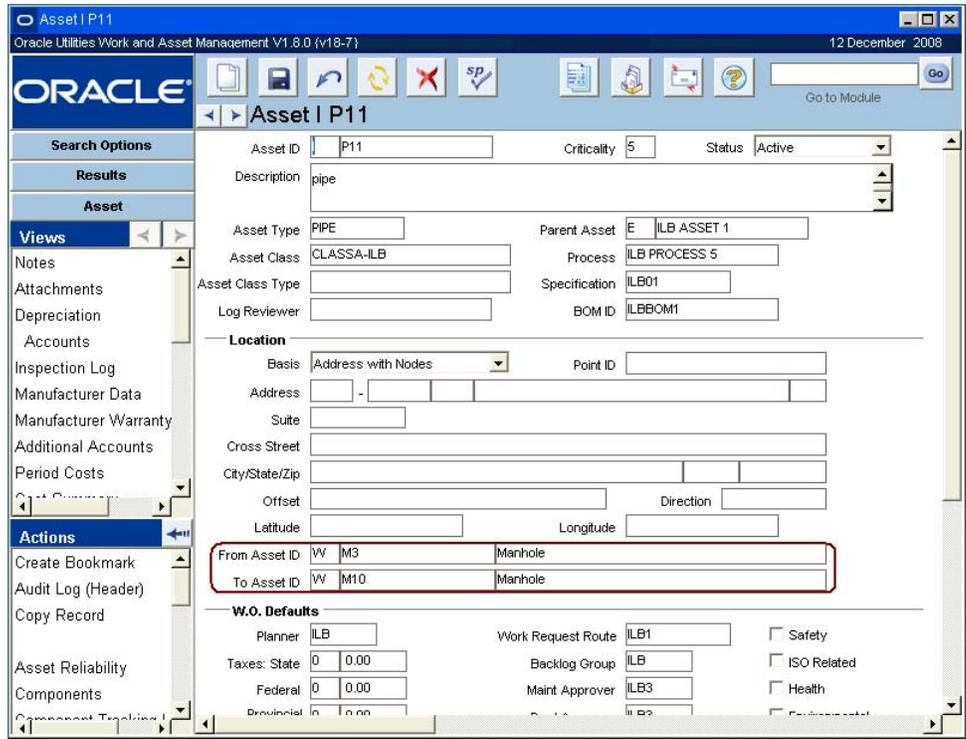


Representation of a system of connected assets

Entering the Asset System

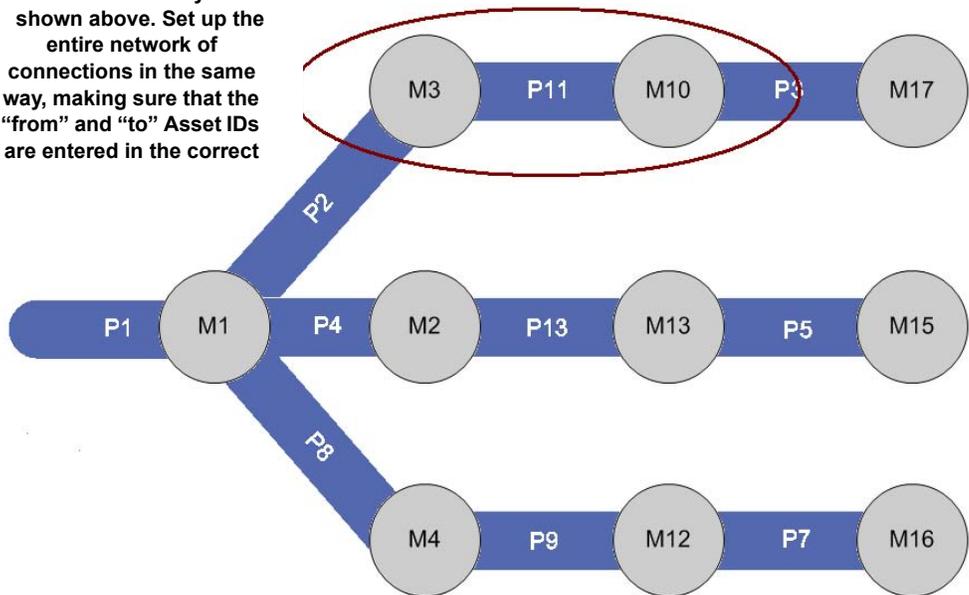
The manholes would be entered as individual assets with address as the location basis. The pipelines would be entered as individual assets with address with nodes as the location basis; the nodes being the manholes. You would then enter the manholes, or nodes, into the From Asset ID and To Asset ID fields to indicate how the assets are connected.

When you begin entering these assets, you must decide which of the connections is to be designated as the primary asset. Later, all of the other connections will be represented in relationship to the primary asset. In the example, the primary asset is P1.



Asset Record Showing Primary Asset and Two Connections

This part of the connection is entered into the system as shown above. Set up the entire network of connections in the same way, making sure that the “from” and “to” Asset IDs are entered in the correct



Representation of a system of connected assets

This Asset shows pipeline 11 connected to manhole 3 and manhole 10 in the From Asset ID and To Asset ID fields.

Asset Navigator

The connected assets are represented in the asset navigator as follows:

Asset Navigator
Home > Asset Root > E / ILB ASSET 1 > I / P11
Description > Pumps in the ILB fac pipe

Asset I / P11 >> Open Asset
pipe

Status: ACTIVE Criticality: 5
Asset Type: PIPE Parent Asset: E / ILB ASSET 1
Asset Class: CLASSA-ILB Process: ILB PROCESS 5
BOM ID: ILBBOM1 Specification: ILB01
Location:

Child Assets of I / P11 Options
 Components of I / P11 0 record(s) Options
 Specification ILB01
 Connected Assets of I / P11 4 record(s) Options

Conn	Asset ID	Description	From Node	To Node
-2	I / P1	pipe		W / M1
-1	I / P2	pipe	W / M1	W / M3
0	I / P11	pipe	W / M3	W / M10
1	I / P3	pipe	W / M10	W / M17

Connected Assets as represented in the Asset Navigator

Note: When the assets are properly entered, the system can display the entire system of connections. You must, however, look at the primary Asset ID (I / P11) to see all of the connections. Selecting any of the other points, will only show you the direct connections from that point.

From Node and To Node

Notice the From Node and To Node columns. If you refer back to the map of manholes and pipelines, you can see that the path is accurately followed in these columns. For the Asset ID I / P11 you can see that the from node is the same Asset ID that was entered in the From Asset ID field, and that the to node is the same Asset ID that was entered in the To Asset ID field on the Asset record.

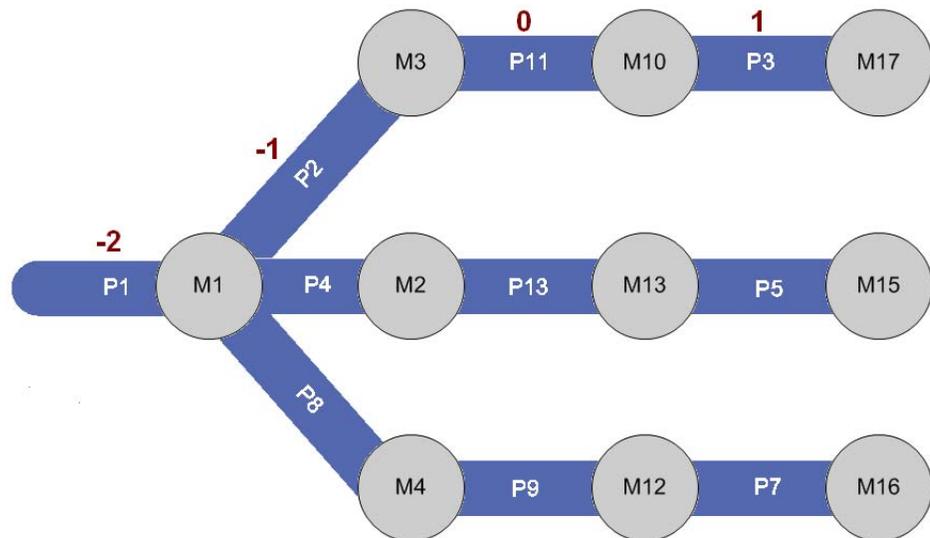
Conn Column

The Conn column shows the number corresponding to the location of the connection in relationship to the primary connector.

Conn	Asset ID	Description	From Node	To Node
-2	I / P1	pipe		W / M1
-1	I / P2	pipe	W / M1	W / M3
0	I / P11	pipe	W / M3	W / M10
1	I / P3	pipe	W / M10	W / M17

A negative indicates that the connection is made in the from “Asset ID” direction, whereas a positive number indicates that the connection is made in the “to Asset ID” direction both in relationship to the primary connector indicated as 0.

The large numbers in the diagram below correspond to the numbers in the Conn field in the image above. In this example, the starting point is P11, so the asset navigator only lists the direct connections to P11.



Representation of a Pipeline with Connected Assets

Click the Options link next to Connected Assets in the asset navigator to enter the number of levels (the number of connections away from the primary) of connections you would like to display. If nothing is entered, the default is 3 levels.

Analyzing Asset Performance

As work information is logged into the system, asset performance is collected. This information provides insights into the overall performance from a cost, usage, and configuration.

Analysis of asset performance can help you to plan and manage your organization's resources. You can save a great deal of time and money by keeping an active watch over your assets. This information can also help you to identify recurring problems, set up preventative measures, and schedule additional work.

Asset performance information should be reviewed briefly when processing work requests to help identify recurring problems.

Performance information should also be reviewed occasionally in greater detail to validate PM schedules and to help determine overall performance and value.

Asset information can be accessed quickly and easily at the asset level, making the process of analyzing asset performance very simple.

- If the asset frequently requires work just before a PM master is about to cycle, or it is failing routinely and there are no PM masters associated, you need to review and improve the PM scheduling.
- If it costs you more to keep the asset up and running than it is worth, or the overall downtime is becoming unreasonable, asset performance information can support a decision to replace the asset.

Collecting Asset Performance Information

Performance information can be collected in various areas of the system; basically any record that provides space to enter asset data. Generally you would enter asset data while working on or closing out a work order task. The asset information can be entered through the following:

For more information on Service History, Task Closeout, or the Runtime Entry module, please refer to Maintenance guide chapter on Work Order Tasks.

Service History View in the Work Order module (under Task)

You can select Service History from the Views list in the Work Order Task module to maintain a history of the service performed on an asset or component. This information is usually entered by the person who performed the work or a supervisor.

This information can be easily accessed at the asset level from the Work History view, making asset performance analysis a simple process.

Service History information is established via a two-step process:

1. Set up a Specification Template record for the type of service performed.
2. Reference it by entering Type and Category.

Please refer to the Resource user guide for more information on Specification Template records.

Then users can enter Specification Values for each applicable attribute. For example, if you are performing routine maintenance on a vehicle a customized list of attributes for the work would be set up on a Specification record. On the Service History view users would enter Specification Values for each attribute such as the mileage, date, tire pressure, number of quarts of oil used, oil filter replaced (yes/no), etc.

Work Order Service History entered via work order tasks can also be accessed as Views from the Asset, Component, Function and Process modules.

Runtime Entry Module

Additional asset runtime information displays across the bottom of the window for the selected record.

Asset readings such as mileage, hours of uptime, number of start-stops, and so on are entered and maintained in the Runtime Entry module.

Generally, this information is also entered by the person who performed the work or a supervisor.

Work Order Task Finishing / Work Order Closeout

During the work order closeout process you can enter asset information in two places.

The first is on the Task Closeout Summary window which opens as the final step when you are finishing a task.

Downtime information is entered as a part of Closeout for standard work orders.

Information can also be entered by selecting Asset Closeout Summary under Closeout Summary on the Views list in the Work Order module.

The Asset Closeout Summary provides information for all the assets associated with the work order. It also shows you more detailed information for a single, selected asset in the area below the Assets list. To select an asset, click it in the Assets list. The asset will be highlighted in the list, and the detailed information below the list changes to reflect the chosen asset.

Log downtime in the Start and Finish fields. The system calculates a duration based on the start and finish times you enter. However, you can change the duration value if necessary.

The Scheduled? field indicates if the asset was officially scheduled for downtime. You can enter Failure and Repair codes from the lists of values associated to those fields. The Component field indicates which component of the asset was worked on.

Other information that can be used for detailed performance analysis includes a review of labor requirements and materials usage on the work order task.

Accessing Performance Information

Asset performance information can be accessed from a number of locations within the system, depending upon type of information that you are looking for:

Asset Reliability Module

The Asset Reliability module, located in the Resource subsystem, provides summary reliability data collected from task-level closeout information. Using a date range or lifetime and entered usage hours per day, the system calculates reliability information (by life, time period, or month). This includes runtime, scheduled downtime, downtime failure, and surplus (all by hours and percentage). The system also calculates mean time between failures (MTBF) and mean time to repair (MTTR).

Asset Module

You can also use views in the Asset module to access performance information. Views available for performance review in the Asset module include:

- Work History
- PM Schedule
- PM Route
- Runtime Log
- Asset Downtime Summary
- Consumables
- Period Costs and Cost Summary by Expense
- Access to the Asset Reliability module

Each of these details provides insights into the performance of the listed asset. Depending upon the nature of what you are researching and to what level of detail you wish to go, you may quickly access all related work orders (and tasks), access transaction logs for costs, labor charges, and materials transactions, and much more.

Other Analysis Tools

There are many sophisticated applications dedicated to developing and running performance metrics. Information gathered can be exported to these applications (via an interface or through the external application's import utility).

The system offers a variety of reports that provide performance related information, including:

- PM Distribution
- PM Report
- Labor Distribution
- Equipment History Summary
- Historical Cost Performance
- Mechanic Accountability

If you want to incorporate personalized reports into the system, please contact your system administrator.

If you have or wish to develop your own reports that run against information collected in the system, you may integrate the reports directly into the application.

Chapter 9

Asset Activity Log

Enter and maintain activity information related to an asset using the Asset Activity Log module. Many business processes require the creation of a work order to record maintenance on assets. However, some instances may arise where valuable information regarding the asset needs to be recorded but a work order is not necessary. Planners, engineers, operators, or other users can use the asset activity log to record asset information in these instances.

Asset Activity Log Records

The screenshot shows the Oracle Asset Activity Log record form for ID 060000000000015. The form is titled "Asset Activity Log 060000000000015" and is part of the Oracle Utilities Work and Asset Management V1.9.0 (v18-2) application. The record was created on MAR.16.2006. The form includes the following fields and sections:

- Search Options:** Activity Log ID (060000000000015), Log Status (Created), and Date (MAR.16.2006).
- Results:** Event Date (APR.10.2006), Asset ID (E ILB ASSET 1), and Reported By (PLANNER #7).
- Views:** Component (Pumps in the ILB facility), Process (ILB PROCESS 5), Department (ILB1), Area (ILBA1), Log Reviewer (MANI BROWN), and Crew (ILBC2).
- Comments:** It wasn't stolen.
- Work Class:** Work Category, Planner (GST).
- Runtime Information:** Reading fields.
- Downtime Information:** Start, Finish, Duration (168), Type, and Scheduled? checkbox.
- Failure Information:** Failure (FREEZING), Repair (LUBRICATE), Component (AGITATOR), Failure Mode (METAL), Root Cause (BIG BREAK), and Primary Failure? checkbox.
- Follow up Work Information:** Work Request No. (0600018) and Work Order No.

Asset Activity Log record

The following fields are included:

Activity Log ID - This is the unique identifier for the log entry. Your system settings and business processes determine whether the system creates a number for you when the record is saved or if the number can be entered manually. If the number is assigned manually, the system verifies that the number is not a duplicate before the record is saved.

If you create this record ID manually, avoid the use of the special characters ', ", &, or % as they may result in processing errors.

Log Status - Available statuses are: Created, Pending Review, and Review Complete. When the record is set to Pending Review status, the system sends an alert to the person indicated in the Log Reviewer field. The reviewer should set the status to Review Complete when he or she has

reviewed the log record. The field next to the status field records the date of the most recent status change.

Event Date and Reported By - Use the Event Date field to record the date that the logged event occurred. For example, the activity being logged does not necessarily have to have happened on the date that it is being recorded. Past or future dates can be entered. Use the Reported By field to record the name of the person who should be associated to the creation of the log entry.

Asset ID and Component - Enter the ID for the asset, and component if applicable, being logged. The Asset ID is comprised of the asset record type and an ID. The record type has an associated list of values that is controlled by a code table.

Process, Department, and Area - If needed, you can use these fields to record the Process, Department, and Area codes that are associated to the asset.

Log Reviewer - Enter the name of the person responsible for reviewing the log. When the status of the record is set to Pending Review, the person indicated in this field receives an alert.

Crew - You can use this field to log the ID for any crew associated to the log entry.

Comments - Use this free form field to record the any comments to complete the log entry.

Work Class and Work Category - If the creation of the log entry prompts the creation of a work record, these fields can be used to describe the type of work that needs to be done. Since they are controlled by code tables, they can also be configured to be used for general information whether or not a work record is created.

Planner - Enter the ID for the planner associated to the log entry.

Runtime Information - Use the reading fields to enter the asset meter reading, meter units, the date that the reading was taken and the reason code. When these fields are updated and the record is saved, the system saves the information to the Runtime entry module.

Runtime Information			
Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Meter Reading	Units	Date
			Reason Code

Note: The fields in the Runtime Information, Downtime Information, and Failure Information sections correspond to the fields that can be entered in the Task Closeout when finishing a work order.

Downtime Information - Use the downtime field to record any needed downtime information for the asset. Start and Finish dates and times indicate how long the asset was or will be out of service. The duration is calculated in hours when the start and finish times are entered. Use the Type field to indicate the type of downtime that applies. Select the Scheduled? indicator if this was scheduled downtime. This indicator is informational only and therefore does not trigger any processing or further functionality.

Any information entered in this schedule updates the Asset Downtime Summary view for the Asset record in the Asset module.

Failure Information - Use this section to log any failure information related to the asset. Fields are available to enter failure and repair codes as well as the failure mode, root cause, and the failed or related component, if applicable. The Primary Failure indicator can be checked to show that this was the main reason for the asset fail.

Any information entered in this section updates the Failure History module for the asset.

Work Request and Work Order No. - If any of the actions to create a work record are selected and a work record is created from the Asset Activity Log record, the system enters the resulting work record number in the corresponding field. Only one work request and one work order can be created for any asset activity log entry.

How to Create an Activity Log Entry

1. Open the Asset Activity Log module in the Resource subsystem.
2. Click New.
3. Enter the ID for the asset you want to log.
4. Click Save.
5. Continuing entering log information as required by your organization.
6. Set the Status for the Asset Log record.
7. Click Save.

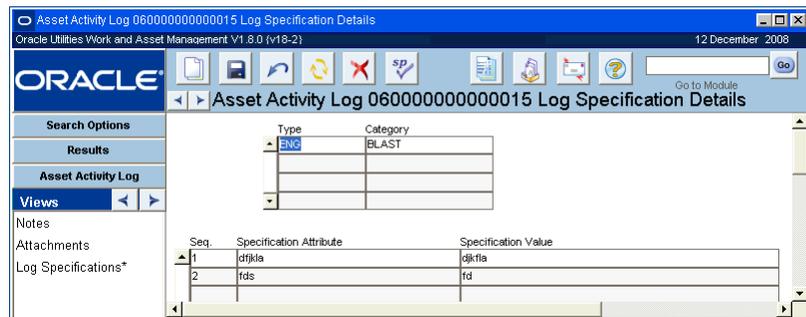
Asset Activity Log Views

In addition to any standard views, the module includes the following:

Log Specifications

Please refer to the chapter on the Specification Template module in the Resource User Guide for more information.

Use the Log Specifications view to enter a service log for the asset. A specification template must already exist for any type and category combination entered in the Log Specifications view. When the Type and Category fields are filled in, the system populates the columns at the lower section of the screen.



Log Specifications view

Asset Activity Log Actions

In addition to standard actions, the following can be completed from within the module.

Creating Follow-up Work Records for the Asset

You can create a follow-up work request, work order, or emergency work order from the Asset Activity Log module. Select the desired work record type from the Actions list and the system opens a wizard that walks you through the process of creating the work record. The following walks through the creation of a work order. The processes for creating a work request or emergency work order are very similar.

How to Create a Work Order from the Asset Activity Log

1. Open the appropriate Asset Activity Log record.
2. Select Create a Work Order from the Actions list.
3. Enter a Description of the problem.
4. Add any other information your organization requires.
5. Click the Next button.

The system checks the information you have entered against existing Work Requests. It then displays all possible Work Requests that may duplicate the Work Order so that you can avoid creating duplicate Work Orders.

- 6. Click the Next button if there are no matches, or click the Cancel button if you find a duplicate record.**

If you click the Cancel button, the system will close the wizard and return you to the Asset record.

If you click the Next button, the system creates the new Work Order record in Planning status and opens a new window which shows the Work Order number. Here, you can also select a Crew, update the name of the Requestor, and check the “Auto Close?” box if you want the Auto Close indicator checked on the new work order.

- 7. Click the Next button or OK button.**

The Next button will open the new Work Order record for your review and updates. You can then close the Work Order module and return to the wizard and click the OK button. The OK button will close the wizard and return you to the Asset record.

Create Specification

If you have the appropriate responsibility function in your User Profile record, you can use the Create Specification action to quickly create a Specification record and attach it to the current Asset record.

When you select Create Specification from the actions list, a window opens where you can enter the basic descriptive information for the new Specification. When you finish entering the information, click the OK button to save the new Specification record as an attachment to the Asset record. The system confirms the Specification number and gives you the choice of returning to the Asset record or opening the Specification module where you can add additional information to the specification.

How to Create a Specification Record from the Asset

- 1. Open the appropriate Asset record.**

You should open the Asset record you want to attach the new Specification record to.

- 2. Select Create Specification from the Actions List.**
- 3. Enter the Specification ID if one is not automatically assigned.**
- 4. Select a Type and Category from the lists of values.**

You can also enter a brief description if desired.

- 5. Click the OK button.**

The system saves the specification as an attachment to the Asset record and opens a confirmation screen.

- 6. Click the Go to New Specification Data button or the Finish button.**

Click the Go to New Specification Data button to open the Specification module where you can continue adding information to the Specification record.

Click the Finish button to return to the Asset record. You can return to the Specification module later to complete adding information to the Specification record.

Create Operational Data

Select Create Operational Data from the Actions list to open the Asset Data module where you can enter reading information that corresponds to established operating ranges and a measurement ID. If no measurement ID has been previously associated to the asset, you cannot create operational data from within the asset activity log. First open the Asset record, select the

Associated Operational Tolerances view and select the appropriate Measurement ID from the list of values. If an appropriate Measurement ID does not already exist, use the Operational Tolerances module in the Resource subsystem to create one and enter the necessary data ranges.

Chapter 10

Asset Condition

You can use the Asset Condition menu to create and review class and inspection data for assets.

Asset Condition consists of the following sub-modules:

Asset Class - Create asset classes to group assets that comprise an aspect of an infrastructure. Asset classes should be established based on common failure characteristics and effects on the service being provided. The list of values for the Asset Class field in the Asset module uses the classes created in this module.

Asset inspection criteria is also managed in the Asset Class module. Use the Condition Assessment view to establish inspection parameters and a scoring basis for each class of asset.

Asset Inspection Data- Use the Asset Inspection Data module to enter and review asset inspection information. In this module, users enter asset assessments, and the system automatically calculates a score based on the inspection parameters defined in the Asset Class module.

Aging Factors - Use the Aging Factors module to create and maintain aging ranges which are used in the calculation of confidence rating in the Asset module.

Asset Class Weighting - Use the Asset Class Weighting module to establish criteria that can be used to calculate weighted condition assessment scores for asset classes.

Chapter 11

Asset Inspection Data

The Asset Inspection Data module provides you with the ability to enter and store asset condition data that results from inspections. Condition criteria is set in the Asset Class module, then inspectors enter observations based on that criteria in the Observations view of this module. By creating fixed inspection criteria, your organization can establish an objective approach to asset inspections. With a well maintained record of routine inspections your organization can facilitate better validation reporting based on asset condition.

Asset Inspection Data Records

After Inspection Data records are created and observations are recorded., the system summarizes that inspection score on the Asset Inspection Data record in the Condition Data section, and on the Asset Class record in the Inspection Summary section. The system also records all inspection history for the asset showing the inspection record number, inspection date, who the asset was inspected by, the score, and the related work order and task number in the Inspection Log located on the Views list in the Asset module.

While there is no system processing associated to inspection scores, you can use this information to guide your preventive maintenance procedures, to plan work, or to enable a variety of assessments on your assets.

The screenshot shows the Oracle Asset Inspection Data record form for INS1234584. The form is titled "Asset Inspection Data INS1234584" and is part of the Oracle Utilities Work and Asset Management V1.9.0 (v18-5) application. The record is for a "Fixed Asset for Testing the CU process" with an inspection ID of INS1234584 and a status of "Completed". The asset ID is E_RLW_91_FIXED. The condition assessment is ASSESSMENT 001, with the reason being GASB REPORTING. The inspection was performed by "fred" on "JAN.25.2008 14:37:40". The comments are "adfast". The form includes sections for Segment Info (Points, Start, Stop, Inspected Length, Inspected Area) and Video Info (Tape Number, Begin, End). The Condition Data section shows an Inspection Score of 98.9583, a Previous Score field, and an Asset Class of RUBBERDUCKY. The Condition Rating is set to "PERCENTAGE OF NEW".

Asset Inspection Data record

The following fields are included:

Inspection ID - Depending on your system settings the Inspection ID may be user-entered or generated by the system when the record is saved.

Type - The type of inspection can be selected from the list of values.

Status - Records can only be created when the Inspection status is Active. Records are not updateable in Canceled status.

Valid status changes are: Created to Active, Created to Canceled, Active to Completed, and Active to Canceled.

Changing the status to Completed before any observations have been entered causes the system to assume that the asset has received a perfect score. When the status change is made, the system displays a message. If you choose to save the status change with no observations entered, the system updates the inspection score to 100 for assets with Percentage of New rating basis or 0 for the other rating basis.

Asset ID - Use this field to enter the Asset ID of the asset that is being inspected. Remember, only assets with an assigned asset class can be inspected.

Cond. Assessment - Use the list of values to select from a validated list of the condition assessments that apply to the asset class of the asset entered. If there is only one condition assessment for the asset, it is returned automatically. The Condition Basis field reflects the basis that applies to the condition assessment that is selected.

Reason - Use this field to select the reason for the inspection from the list of values.

Work Order No - Use this field to select an associated work order number, if applicable. The list of values is limited to work orders or work order tasks in any status other than Canceled or Closed, that reference Inspection record's Asset ID.

Inspected By and Inspection Date - Use these fields to enter the name of the inspector and the inspection date.

Weather Condition - Use this field to record the weather conditions at the time of the inspection.

Ground/Soil Condition - Use this field to record the ground conditions at the time of the inspection.

Comments - Use this field to enter any comments related to the inspection.

Segment Info - Use the Segment Information section to enter data related to nodes and measurements. The information entered will depend on your organization's business practices.

Video Info - Use the Video Information section to enter the tape number and footage location of the inspection was videotaped.

Condition Data - The inspection score, previous score, asset class, weighting, condition rating, and condition basis are entered by the system based on the condition assessment, observations, and previous data entered during inspections. These values are based on the condition assessment criteria that has been defined for the asset class in the Asset Class module Condition Assessment view.

Asset Inspection Views

In addition to any standard views, the module includes the following:

Observations View

Enter observations from an asset inspection in the Observations view.

Category	Failed Criteria
squeak	yellow
float	Minor
cuteness	Failed
test	Multiple

Observation Details

Distance: Quantity: Points:

Clock Position: To o'clock Tape Index: Weight:

Severity: Score:

Additional Info:

Followup WVO: Repaired Date: Repair WVO:

Observations View

Rating Basis - Displays the rating basis for the asset being inspected. This is determined by the assets class. and condition assessment indicated on the header.

Category or Defect Type and Failed Criteria, Defect Classification, or Defect Severity - The labels for these fields depend on the rating basis for the asset. The system uses the inspection criteria established in the Asset Class module for the class assigned to the asset that is being inspected. Select inspection criteria from the lists of values for each column to describe inspection observations.

Any asset that is inspected must have an asset class assigned in the Asset module.

Observation Details - Use the fields in this section to further describe observations. All fields, with the exception of Points, Weight, and Score, are user-entered, and the values entered will depend on your organizations business practices. The Points, Weight, and Score fields are populated by the system based on the observations entered, inspection criteria, and scoring basis.

Chapter 12

Asset Class

Use the Asset Class module to categorize common assets into groups based on common aspects of infrastructure. These classes are later used to manage your assets according to set criteria. For example, when inspection data is entered in the Asset Inspection Data module, the system limits the assets for which asset data can be recorded to those with an assigned asset class. Furthermore, the inspection data can only be entered according to the criteria established for that asset class.

The parameters you define in the Asset Class module are also used in calculating depreciation forecasts.

Asset Class Records

Asset classes should be established based on common failure characteristics and effects on the service being provided. For example, the assets listed below might be classified as indicated:

Pumps, Filters, Instruments (Mechanical Plant)

Sewer Pipes, Manholes, Lined Channels (Gravity Pipelines)

Deck, Girders, Columns (Concrete Bridges)

The above examples serve a guideline; however, your organization can determine any number of classification methods when creating asset classes.

Condition	Grade	Rating	% of Assets	No. of Assets
Very Good	1	0 - 0	0 %	0
Good	2	0 - 0	0 %	0
Average	3	0 - 0	0 %	0
Poor	4	0 - 0	0 %	0
Very Poor	5	0 - 0	0 %	0
Not Inspected			0 %	0
Total		Total	0 %	0

Asset Class record

Use asset classes to group your assets, identify node types, or to create capital groups. Any classification that is created will be used on the asset record.

The following fields are included:

Asset Class - This field contains the name of the Asset Class. Asset Classes should be based on common characteristics and effects on the service being provided.

Note: Use asset classes to group your assets, identify node types, or to create capital groups. Any classification that is created will be used on the asset record.

Type - The name of the Asset Class Type. An Asset Class Type can include a number of Asset Classes, for example an Asset Class Type called “Infrastructure” might include individual Asset Classes such as highways, bridges, water and electrical utilities. You can select an Asset Class Type from the list of values defined for your organization in Code Table 601.

Status - Classifications can be set to Active or Inactive status. Classes that are in Inactive status cannot be assigned to assets.

Description - This field can be used to enter a description of the class if needed.

Total Asset Book Value - The sum of the current book value for all assets in the class.

Total Accumulated Depreciation - The total depreciation for all assets in the class for the current period (only when depreciation functionality is used for Assets in your organization).

Weighting - This field determines which weighting criteria is used to calculate the condition assessment scores for the asset class. The weighting criteria is defined in the [Asset Class Weighting](#) module.

Inspection Summary - The system takes all of the inspection information entered for assets in a class, factors any weighting criteria and summarizes it in the Inspection Summary section. Inspections are broken into two sections: An aggregation of all inspections in the top section (all completed inspections by assessment condition for the current period year), and the most recent inspection summary in the bottom section. The recent summary covers only one date (latest) for the asset weighting criteria (category/type combination).

Note that you can select from the Condition Assessment field to see inspection results based on different condition assessments that apply for the asset class. The list of values only shows active condition assessments. If you need to access inactive condition assessments, your system administrator can create a custom list of values for you.

Since asset inspections can be scored according to different scoring basis, a rating system is needed to translate the deficiencies of various assets into a common “grade.” Therefore, a base ranking of 1-5 is used to provide a common basis for comparison of asset classes with different rating systems where 1 is very good and 5 is very poor. Only information for assets in Active status is summarized here.

The value for Not Inspected reflects the total of all assets in the asset class which do not have a completed inspection using the inspection criteria selected.

The system calculates the **Average Age of Inspections** as the difference between each of the assets’ latest inspection age and the current system date totaled then divided by the total number of inspections. The value shown for the **Number of Inspections This Year** is the total for all active assets in the class that have inspection information.

How to Create an Asset Class

1. **Open the Asset Class module in the Resource subsystem.**
2. **Click New.**
3. **Enter a code for the asset class and select a type.**
4. **Enter a description of the class.**
5. **Click Save.**

Asset Class Views

In addition to any standard views, the module includes the following:

Condition Assessment

You can enter one or many condition assessments for one asset class. Multiple condition assessments are useful in scenarios where a different set of criteria is used depending on when the inspection is done. For example one set of criteria might apply to a yearly inspection whereas a different set of criteria would apply to an 5 year inspection. Enter various condition assessments in the top portion of the screen then define the basis and condition ratings information in the lower section.

No., Assessment Name and Description - Enter a name and description to identify the condition assessment. The system assigns an automated sequence number in the No. field for each assessment entered. Use the bottom of the screen to enter the condition basis and ratings for the selected condition assessment. The basis and condition ratings cannot be modified if inspection records have been created for the assessment.

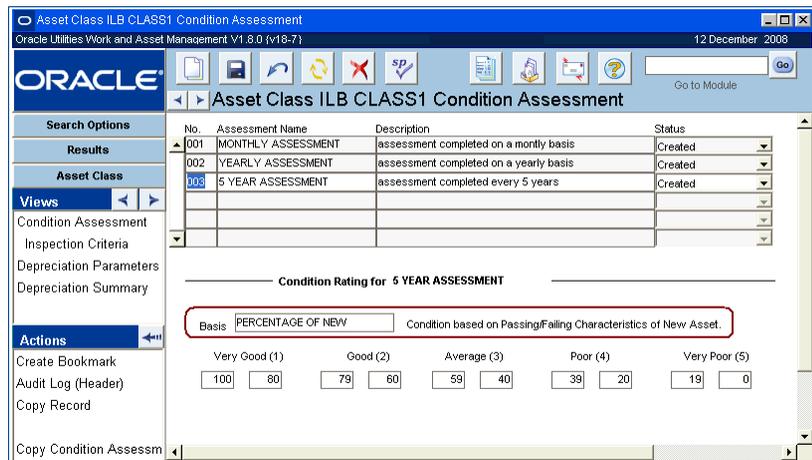
Weighting Category and Weighting Type - These values can be added to included a weighted score based on weighted categories and types in the asset assessment. Valid values are defined in the Asset Class Weighting module.

Status - Valid statuses include Created, Active and Inactive. The condition assessment can only be modified in Created status. Once the condition assessment is defined, set the status to active. If there are no asset inspection records for the assessment name you can change the status from Active back to Created and make changes.

Basis - Once asset classes are defined, the module can also be used define the basis for the condition rating system of assets in the various classes. The Asset Inspection Data module can then be used to create Inspection records for assets in the defined classes. In the Asset Inspection Data module, the system limits the inspection criteria that can be entered to what has been defined here.

There are 3 standard methods that can be used for assessing asset condition:

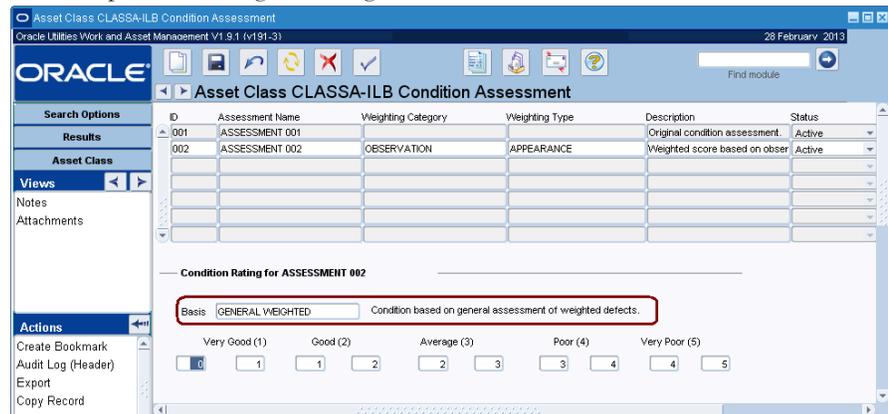
Percentage of New - Using this basis, the condition of the asset is based on passing or failing characteristics of a new asset. A “like new” asset would pass all characteristics and be awarded the maximum points resulting in a 100% rating. A severely broken asset would fail all characteristics of a new asset and be awarded zero points resulting in a 0% rating.



Condition Assessment view for asset scored on a Percentage of New basis

As shown, the percentage ratings are translated to the 1-5 condition grade scale. A range of 100% to 80% could be equated to a condition grade of 1, 80% to 60% equated to a 2, and so on. Oracle Utilities Work and Asset Management is delivered with the default scale shown above, however you can change the ranges when you configure each asset class record. Ranges should not overlap.

General Weighted - Using this basis, the condition of the asset is based on a general assessment of potential defects using a weighted scale of 1 - 5. Each potential defect is assigned a weight value based on the impact to the service level. A potential defect that has significant impact on the service level will have a higher weight value (e.g., .30) than a potential defect with minimal impact on the service level (e.g., .15). A “like new” asset would exhibit none of the potential defects and be awarded the minimum points resulting in a rating of 1. A severely broken asset would exhibit the highest severity of each potential defect and would be awarded the maximum points resulting in a rating of 5.



Condition Assessment view for asset scored on a General Weighted basis

With this method the ratings are already on a scale of 1 - 5, however, fractional values might also result since fractional grades might be noted for a given condition. Therefore, the results of the general weighted method also use a standard translation to the condition grade scale. For example, a range of 1 - 2 is equated to a condition grade of 1, a range of 2 - 3 equated to a condition grade of 2, and so on. Oracle Utilities Work and Asset Management is delivered with the default scale shown above.

Deficiency Scoring - Using this basis, the asset condition is based on accumulated defect points. As with the general weighted method, each potential defect is assigned a weight value based on the impact to service level. Then each defect is broken down into specific severity levels with a point value assigned to each. The more severe the nature of the defect, the higher the associated point value. Normally, the point scale is a range of 1 - 10, allowing for at least 10 different definitions or levels of severity.

Unlike the general weighted method, each defect and severity identified during inspection is accumulated for the final “deficiency score”. That is, if there are 5 defects with a severity of 2 points each, then the deficiency score for the asset would be 10. A “like new” asset would exhibit none of the potential defects and be awarded a deficiency score of 0 (i.e., absolutely no defects were noted). A severely broken asset would exhibit the highest severity of each potential defect, probably numerous times, and would be awarded a higher deficiency score.

With this method you would want to set up ranges of scores that would translate into the 1-5 condition grade scale. For example, a range of 0 - 100 could be equated to a condition grade of 1, 101 - 200 equated to a 2, and so on. Oracle Utilities Work and Asset Management is delivered with the default scale shown above, however you can change the ranges when you configure each asset class record. Ranges should not overlap.

Regardless of the rating basis chosen, only whole numbers can be entered in the limit fields.

Additionally administrators can use the Asset Depreciation Method business rule to define custom depreciation methods which are not included as the standard delivered methods.

Inspection Criteria

The inspection criteria to be used when assessing assets in the given asset class is entered in the Inspection Criteria view. Generally, inspection criteria consists the category or high-level classifications that are weighted, and the specific characteristic or defect severity that is scored.

By creating fixed inspection criteria, your organization can establish a more objective approach to asset inspections. The Asset Inspection Data module can then be used to create Inspection records for assets in the defined classes with the inspection criteria that can be entered limited to what has been defined here.

Each condition rating basis uses a different technique for the scoring of the assessment and therefore has slight variations on how the data is entered and displayed.

Inspection Criteria Fields

Condition Rating Basis - The system displays the condition rating basis selected for the asset class. This field cannot be updated here.

Category/Defect Type - If the condition basis is Percent of New then the label for this field is Category, otherwise the label is defect type. This field simply represents the type or category of defect.

Weight - This field is used to indicate the rating for each deficiency entered in the Category/Defect Type field. Values entered cannot be greater than 1, and the field is limited to two decimal places. The total weight should be equal to 1 once you have entered all of the deficiencies.

Pass Fail Criteria and Points - If the condition basis is Percent of New then the labels for the fields at the bottom of the screen are Pass Fail Criteria and Points.

When configuring the inspection criteria these fields should be populated with text describing a pass/fail condition, and an assigned point value for the highlighted category. The criteria entered here should describe characteristics of a new asset with each category broken down into the specific characteristics that a new piece of equipment would exhibit. Each characteristic should then be assigned a point value to allow for certain characteristics to contribute more than others to the cumulative point total. There can be an unlimited number of characteristics for each category.

Defect Classification and Grade - If the condition basis is General Weighted then the labels for the fields at the bottom of the screen are Defect Classification and Grade.

This assessment basis is similar to Deficiency Scoring in that the asset's condition is based on defects, not on characteristics of a new asset. Each Defect Type is broken down into 5 classifications each with a corresponding point value of 1 through 5. The point value of 1 usually equates to No Defects and 5 usually equates to Failed.

Users are not allowed to insert additional records or delete from the 5 records inserted by the system. The user is only able to modify the descriptive text for each attribute record.

Defect Type	Weight
defect 1	.25
defect 2	.25
defect 3	.25
defect 4	.25

Total Weight:

Defect Severity for defect 1	Points

Inspection Criteria view for Percent of New condition basis

Defect Severity and Points - If the condition basis is Deficiency Scoring then the labels for the fields at the bottom of the screen are Defect Severity and Points.

This assessment basis is similar to General Weighted except that each Defect Type is broken down into an unlimited number of severities each with a corresponding point value. Typically, no more than 10 severities are used and the points associated to each are 1 - 10 with 1 being the least severe condition and 10 being the most severe.

How to Enter Inspection Criteria

1. Open the appropriate Asset Class record.
2. Select Condition Assessment from the Views list.
3. Select a scoring basis.
4. Modify the scoring ranges if applicable or necessary.
5. Click Save.
6. Select Inspection Criteria from the Views list.

Each condition rating basis uses a different technique for the scoring of the assessment and therefore has slight variations on how the data is entered and displayed.

7. Enter inspection criteria.
8. Click Save.

Depreciation Parameters/Depreciation Summary

These views are only used if your organization uses depreciation functionality. Please refer to the document entitled "Depreciation" in the System Basics User Guide.

Asset Class Actions

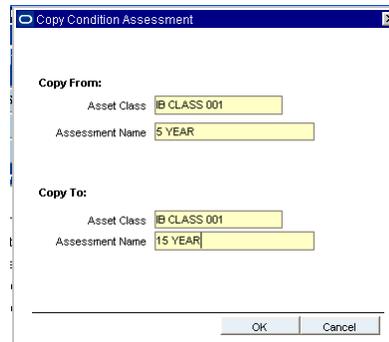
In addition to standard actions, the following can be completed from within the module.

Calculate Condition Score

Select this action from the Actions list to initiate the calculation of the condition score.

Copy Condition Assessment

Highlight a condition assessment then select Copy Condition Assessment from the Actions list on the Condition Assessment view to open a wizard which will create an exact copy of the entered condition assessment. You can copy to the same asset class or to a different class.



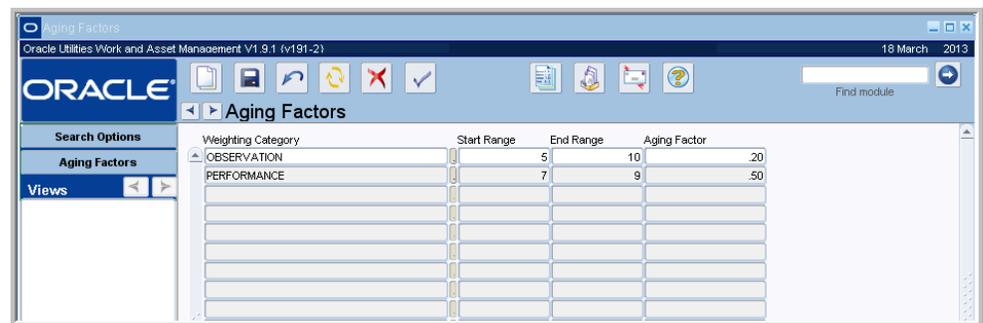
The screenshot shows a dialog box titled "Copy Condition Assessment". It contains two sections: "Copy From:" and "Copy To:". Under "Copy From:", the "Asset Class" is "CLASS 001" and the "Assessment Name" is "5 YEAR". Under "Copy To:", the "Asset Class" is "CLASS 001" and the "Assessment Name" is "15 YEAR". At the bottom of the dialog are "Ok" and "Cancel" buttons.

The Basis, ratings, and inspection criteria are all copied to the new assessment that you copy to. This information can be modified or amended on the new assessment as necessary.

Chapter 13

Aging Factors

Use the Aging Factors module to maintain aging ranges which are used in the calculation of confidence rating in the Asset module. Define age ranges and a rating for each range that will then be used to assess inspection record ages and compute a weighted confidence rating based on weighting defined on the Asset Class Weighting field in the Asset Class module.



Weighting Category	Start Range	End Range	Aging Factor
OBSERVATION	5	10	.20
PERFORMANCE	7	9	.50

If no values are defined here, the system uses the default value set in the Asset Inspection Data business rule.

Aging Factors record

The following fields are included:

Weighting Category - Select a weighting category to age. Only categories associated to active Asset Class Weighting records are available.

Start Range, End Range and Aging Factor - These values are used to establish a method of creating a confidence rating to determine how much weight to put on inspection scores. Based on the premise that the older the score, the less reliable it is, you can define a range in number of days and an aging factor to decrease the validity of the inspection score as the inspection date becomes less relevant. The result of this calculation shows as the Confidence Rating on the Asset record.

The ranges and aging factor can be determined as best derived by your business practices. As a sample, you may break the ranges down into quarters:

- 1.00 for 0 to 90 days
- .75 for 91 to 180 days
- .50 for 181 to 270 days
- .25 for 271 to 365 days

Chapter 14

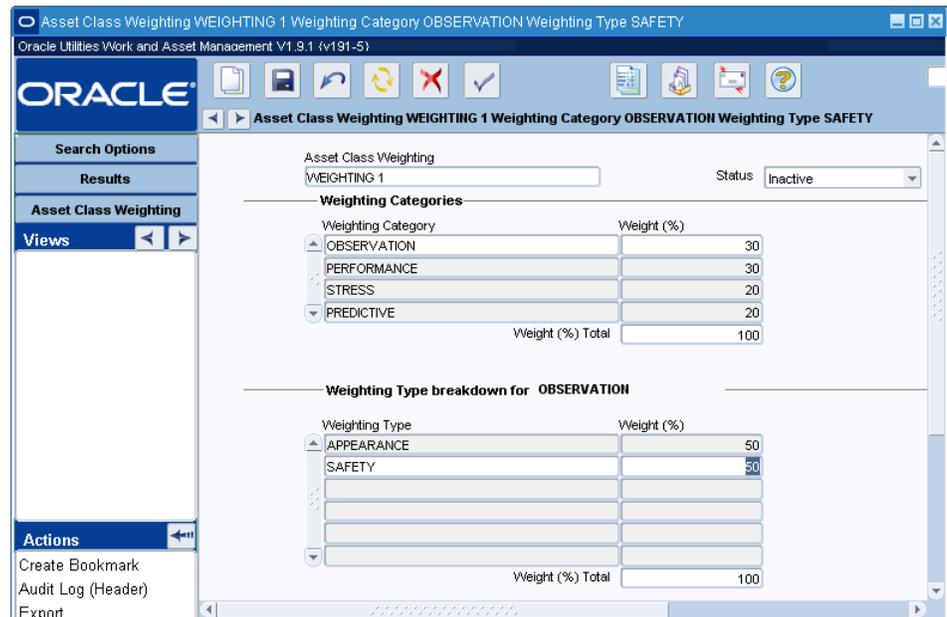
Asset Class Weighting

Use the Asset Class Weighting module to establish criteria that can be used to calculate weighted condition assessment scores for asset classes. Once a weighting category is defined, this is added to the Asset Class record to indicate that the weighting is to be used for that class.

This allows you to easily capture highly detailed condition information within the application without the need to use additional spreadsheets or other methods to derive accurate condition assessments. The system can calculate an aggregated/weighted score generated based on a number of condition assessments done throughout the year which is available for reference in the system at all times. If a plant makes repairs or replacements based on previous poor condition scores, those scores can be updated or reset for the asset class.

Asset Class Weighting Records

Each weighting consists of a set of weighting categories which are made up of a set of weighting types. A weighting value is equivalent to the importance of the particular assessment towards the total assessment score.



Asset Class Weighting record

The following fields are included:

Asset Class Weighting - Define a unique name for the weighting.

Status - The weighting can be in active or inactive status. Only weightings in active status can be applied to asset classes.

Weighting Category and % - Create a list of meaningful weighting categories such as observation, performance, or stress. These categories can then be assigned a percentage to represent what weight they will be given in determining the asset condition score. Enter the percentages as a decimal value. The total weight should equal 1 or 100%.

$$\text{Weighted Category Score} = \frac{\text{sum}(\text{weighted-type-score} * \text{category-weight})}{(\text{category-weight} * \text{number-of-categories-in-calc})}$$

Weighting Type and % - Each weighting category can be broken down further into weighting types. For example, the category for "observation" may have types of "safety" and "appearance". These types must also be assigned a percentage which will further establish the weight that each type has on the overall asset condition score. Enter the percentages as a decimal value. The total weight should equal 1 or 100%.

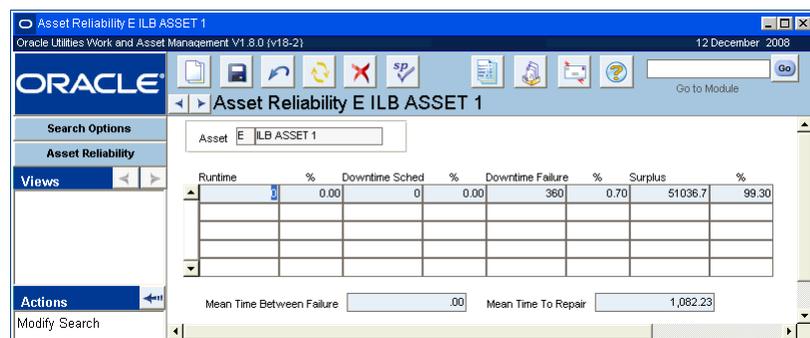
$$\text{Weighted Type Score per category} = \frac{\text{sum}(\text{inspection-rating} * \text{type-weight})}{(\text{type-weight} * \text{number-of-types-in-calc})}$$

Chapter 15

Asset Reliability

The Asset Reliability module provides access to asset reliability and availability information. You must specify the time period (either a range or “lifetime”) and hours per day of operation on the Search Options screen. When you click search, the system displays calculated information in hours and percentages for: Runtime, Scheduled Downtime, Downtime due to Failure, and Surplus (unused operation time). Also displayed is the Mean Time Between Failures (MTBF) and Mean Time To Repair (MTTR). Calculations are based on the entered selection information and work order closeout entries for the asset.

Asset Reliability Records



The screenshot shows the Oracle Asset Reliability E ILB ASSET 1 interface. The window title is "Asset Reliability E ILB ASSET 1" and the version is "Oracle Utilities Work and Asset Management V1.8.0 (v18-2)". The date is "12 December 2008". The interface includes a search bar with "Asset E ILB ASSET 1" entered. Below the search bar is a table with the following columns: Runtime, %, Downtime Sched, %, Downtime Failure, %, Surplus, and %. The table contains one row of data: Runtime: 1, %: 0.00, Downtime Sched: 0, %: 0.00, Downtime Failure: 360, %: 0.70, Surplus: 51036.7, %: 99.30. Below the table are two input fields: "Mean Time Between Failure" with a value of ".00" and "Mean Time To Repair" with a value of "1,082.23".

Runtime	%	Downtime Sched	%	Downtime Failure	%	Surplus	%
1	0.00	0	0.00	360	0.70	51036.7	99.30

Mean Time Between Failure: .00
Mean Time To Repair: 1,082.23

Asset Reliability record

The following fields are included:

Runtime & % - The runtime value is calculated as the (highest runtime reading of the asset) - (lowest runtime reading of the asset).

The system will only display runtime readings that were entered as hours. The code “HOURS” must exist in Code Table 107 and the asset runtime must be recorded for HOURS in order for the asset reliability data to display.

The percentage fields next to the Runtime column show the runtime percentage of the total time the asset is available, based on the Daily Usage in Hours field selection on the Search Options screen.

Downtime Scheduled & % - Number of hours of downtime recorded that were indicated as scheduled in the Work Order Task Finishing wizard.

The percentage fields next to the Downtime column show the downtime percentage of the total time the asset is available. This calculation is based on the Daily Usage in Hours field selection on the Search Options screen.

Downtime Failure & % - Number of hours of downtime recorded that were NOT indicated as scheduled in the Work Order Task Finishing Wizard.

The percentage fields next to the Downtime Failure column show the percentage of downtime NOT scheduled of the total time the asset is available. This calculation is based on the Daily Usage in Hours field selection on the Search Options screen.

Surplus & % - The remainder of the time in hours (unused operation time) that the asset was available, based on the Daily Usage in Hours field selection on the Search Options screen. This time in hours could be considered Idle time not associated with failure or work. (The total of runtime + downtime scheduled + downtime failure + surplus should equal 100%. If the surplus figure is negative, there is probably an error in runtime or downtime and you should check the accuracy of the data entry.

The percentage in the fields next to the Surplus column show the percentage of the total time the asset is available and is not covered by runtime or downtime. The calculation is based on the Daily Usage in Hours field selection on the Search Options screen.

MTBF - An abbreviation for Mean Time Between Failures. MTBF is a measure of how reliable a product is. MTBF is usually given in units of hours; the higher the MTBF, the more reliable the product is.

MTTR - An abbreviation for Mean Time To Repair. MTTR is the average time required to perform corrective maintenance on all of the removable items in a product or system, and is usually expressed in units of hours; the lower the MTTR, the more efficient the repairs have been on this asset (when compared to another similar asset). Mean Time To Repair (MTTR) is the most common measure of maintainability. MTTR can be used in a reliability prediction in order to calculate the availability of a product or system.

Asset Reliability Search Options

Unlike other Search Options screens, you are required to enter an Asset ID, a time period, and the Hours per Day of Operation to open the Asset Reliability information for an asset.

Click Search to display calculated information in Hours and Percentages for: Runtime, Scheduled Downtime, Downtime due to Failure, and Surplus (unused operation time). Calculations are based on the entered selection information and Work Order Closeout entries for the Asset.

Also displayed is the Mean Time Between Failures (MTBF) and Mean Time To Repair (MTTR).

Chapter 16

Operational Data

You can use the modules on the Operational Data menu in the Resource subsystem to record operational data for assets within your organization. For example, you may need to monitor pressure readings for a compressor and voltage readings for a power generator system. Although the measurement units in each case will be different (foot pounds for the compressor and volts for the generator), you can create Measurement records appropriate for each type of asset within your organization. The Operational Data modules also include data import and export actions that enable you to import large amounts of operational data into the system from external files, and export data from the system in order to analyze the data using other software programs.

You can configure the system to automatically send an alert to a specified user if an abnormal reading is entered. That user can then issue a work order to inspect and, if necessary, repair the asset. You can also configure the system to cycle a PM master when an out of range reading is entered.

The Operational Data module consists of two sub-modules:

- [Operational Tolerances](#) - where you can define measurement IDs and operational tolerances and associate measurement IDs with assets.

- [Asset Operational Data](#) - where you can store data readings.

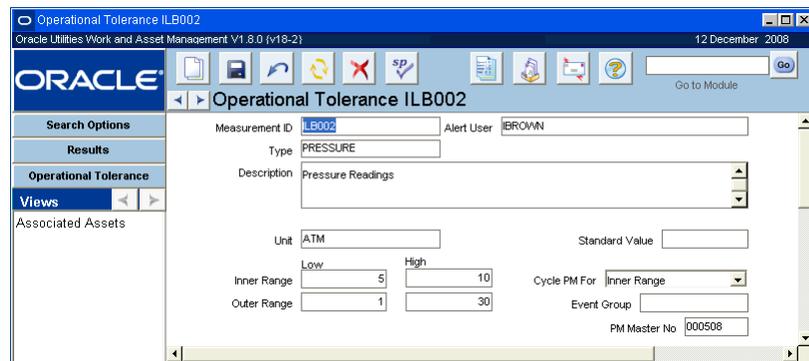
Chapter 17

Operational Tolerances

Operational information can be very useful to maintenance managers, planners and other personnel responsible for the operation of assets. Use the Operational Tolerance module to define measurements which can be associated to assets to determine their operational efficiency.

Operational Tolerances Records

Define measurement records by specifying the measurement type, unit, and the valid range of values for the measurement. Once you have defined and saved the measurement record, you can use the Associated Assets view (or the Associated Tolerance view in the Asset module) to assign the measurement record to particular Asset ID. You can set the system to create a Work Order record to repair the asset when readings are recorded that fall outside the defined operating ranges.

The screenshot shows the Oracle Operational Tolerance record form for ILB002. The window title is "Operational Tolerance ILB002" and the application is "Oracle Utilities Work and Asset Management V1.6.0 (v18-2)". The date is "12 December 2008". The form includes a search bar, a "Go to Module" button, and a "Views" section with "Associated Assets" selected. The main form fields are: Measurement ID (ILB002), Alert User (EBROWN), Type (PRESSURE), Description (Pressure Readings), Unit (ATM), Standard Value, Low (5), High (10), Inner Range (5), Outer Range (1), Cycle PM For (Inner Range), Event Group, and PM Master No (000508).

Operational Tolerance record

The following fields are included:

Measurement ID - The Measurement ID identifies the Measurement record and cannot be updated.

Alert User - This user receives an alert when an operational reading is entered for an associated asset that exceeds the normal operating range defined below. In order to enable the alerts process, a username must be entered in the Alert User field and the Validation? check box must be checked for the asset on the Associated Assets view.

Type - The measurement type is the characteristic being measured, such as temperature, pressure or flow. The list of values for measurement type controlled by a code table.

Description - The system supplies a description of the measurement based on the measurement type you select. However, you can change this description if necessary to provide additional information or clarify details concerning the measurement.

Unit - Enter the type of unit for this measurement. Pressure measurements, for example, might be measured in foot pounds or atmospheres. The list of values for this field is linked to measurement type controlled by a code table.

Inner Range - The inner range is the normal operating range for the asset. You must enter the low and high values to define this range. During validation, all values falling within the inner range are considered valid and do not cause an alert. Both the low and high values for the inner range must fall within the outer range.



Outer Range - The outer range is the maximum operating range. You must enter low and high values to define this range, and these values must include the inner range.

During data validation, values falling within the outer range, but outside the inner range, are flagged with an out of range status of 1. Measurement values falling outside the outer range are flagged with out of range status of 2. Any data readings that fall outside of the expected limits cause an alert to be sent to the person responsible for the assets. In order to enable the alerts process, a username must be entered in the Alert User field of the Operational Tolerances module and the Validation? check box must be checked for the asset on the Associated Assets view. The out of range indicator is visible on the Asset Operational Data record.

Standard value - You can record a standard value in this field to assist in your own data analysis. However, the system does not use this number to validate data.

Cycle PM for - The value set in this field triggers when a PM Work Order should be created for assets associated to the Measurement ID based on the Inner and Outer ranges indicated. The work order is not created automatically. The person responsible for cycling the PM must manually select Create a PM Work Order from the Actions list to initiate the process. When the reading falls outside of the selected range, the action becomes available. If this field is left blank, the action is not made available.

Event Group - Select the event group for the PM Master that you want to cycle when a reading exceeds the operating ranges.

PM Master Number - Select the number of the PM Master you want to cycle when a reading exceeds the operating ranges. For a PM Master to show on the list of values, it must be in active status and be a member of the event group defined in the previous field.

How to Create an Operational Tolerance Record

1. **Open the Operational Tolerance module in the Resource subsystem.**
2. **Click New.**
3. **At a minimum, fill in the required fields based on the following descriptions:**
4. **Enter an Alert User if you want alerts to be sent to the selected user.**
5. **Enter Range and Standard Value information for the measurement.**
You are not required to define operational ranges to create records. However, you must define ranges if you plan to use data validation.
6. **Enter PM information if necessary.**
You only need to enter PM information if you want to have a PM master create a work order to inspect/repair the asset when an out or range reading is recorded.
7. **Click Save.**

Operational Tolerance Views

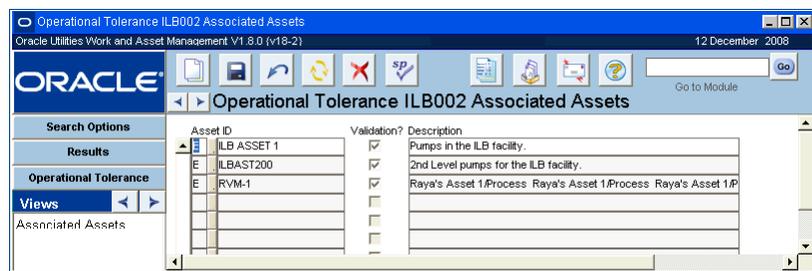
The module includes the following views:

Associated Assets

Use the Associated Assets view to specify assets using this particular measurement ID. Enter Asset ID information or select from the list of values. The system will supply a description of the asset but you can change this description if desired. Check the validation box if you want the system to use the tolerance ranges to validate data for this asset.

Validation is required to send alerts and to cycle PM Masters when out of range readings are recorded. In order to enable the alerts process, you must also enter a username in the Alert User field on the main record. When data validation is on, out of range readings are flagged and alerts are sent to the asset planner.

You can also associate assets with measurement IDs and check the validation box using the Associated Operational Tolerances view in the Asset module.



Associated Assets view

Several assets can be associated with the same Measurement record. A series of similar pumps, for example, might all be associated with the same Measurement record. If the pumps had different operating ranges, however, or were metered in different units, you would need to establish separate Measurement records reflecting these differences.

Operational Tolerance Actions

Data entry normally requires that you enter one record at a time. However, using actions available in the Operational Data and Asset modules you can import and export large amounts of asset operational data from Excel spreadsheets or tab-delimited text files. These actions can help you to avoid repetitive keystrokes and to enforce strict data control.

1. [Create Data Sheet](#)

Creating a data sheet is the first step in the data import process. After you have created the data sheet, you enter data on the data sheet that you can then import into Oracle Utilities Work and Asset Management.

2. [Export Operational Data to File](#)

Exporting data from Oracle Utilities Work and Asset Management allows you to analyze the data using Excel or a statistical program.

3. [Import Operational Data from a File](#)

Importing data entered on the data sheet is the final step of the data import process.

The data import and export actions use Excel macros, supplied by Oracle Utilities Work and Asset Management, to format and control the import and export functions. The default locations for the import/export files are specified in the Default Directories Business Rule, but you can also specify alternative directories in your user profile. The system does not create the

destination directories automatically, so you must ensure that the specified directories exist before using the actions for the first time.

How to Create a Data Sheet

1. Open any Operational Tolerance record.

2. Select Create Data Sheet from the Actions list.

The Create Data Sheets window opens.

3. Click the Next button.

4. Choose from the four options for creating the data sheet.

Each of the four options results in a data sheet with labeled columns. In addition, the Measurement ID data sheet includes a labeled row for each asset associated the Measurement ID you specify. Similarly, the asset data sheet has a row for the Measurement IDs associated with the specified asset. Data sheets for PM routes include rows for the Measurement IDs for each asset on the route.

5. Click the Next button.

6. Enter a destination directory or click the Browse button to find a location.

The default destination directory is the location specified for operational data exports in the Default Directories Business Rule or in your user profile.

Important - Make sure that the file location that you select already exists on the drive. If you select a location that does not exist, the system will not create a datasheet. The best way to find an appropriate location is to browse.

If you browse to another directory, double-click any file name to copy the path information into the destination directory line. This copies the path information only, not the file name.

7. Select a file type for the Data Sheet.

You can select either a Microsoft Excel or a tab-delimited text file from the pull-down list.

8. Click the Next button.

A confirmation window opens showing the file name, file location and file type you have selected for the data sheet.

You cannot change the displayed information here. If you need to make changes, press the Back button and enter changes on the earlier windows.

9. Click the Next button to create the Data Sheet.

A message may appear to warn that you are opening an Excel file containing macros. You can click Enable Macros or Yes and wait while the macros execute. Depending on the speed of your computer, this may take several minutes. When done, a message appears saying Excel has finished processing the data.

Excel opens the new Data Sheet. You can enter data now or close the Data Sheet and continue working in the system.

10. Click the Done button.

You can open the Data Sheet and enter data now or continue working in Oracle Utilities Work and Asset Management.

How to Export Operational Data to a File

1. Open the Search Results window in the Asset module.

The Export Operational Data action will export all data available in the module. If you want to export only data for particular assets, search for those assets before selecting the export action. The search results will be used to get data for the export.

2. Select Export Operational Data to File from the Actions list.

The Export Asset Operational Data window opens.

3. **Click the Next button.**
4. **Accept the destination directory for the export file or browse to another location.**
The default destination directory is the location specified for operational data exports in the Default Directories Business Rule or in your user profile.

If you browse to another directory, double-click any file name to copy the path information into the destination directory line. This copies the path information only, not the file name.

5. **Select a file type for the export file.**
Select either a Microsoft Excel file or a tab-delimited text file.
6. **Click the Next button.**
A confirmation window opens showing the file name, file location and file type you have selected for the exported file.
7. **Click the Next button.**
An Excel message appears warning that you are opening an file containing macros.
8. **Select Enable Macros and wait while the macros execute.**
Depending on the speed of your computer, this may take several minutes.
9. **Select OK when Excel has finished processing the macros.**
Excel opens the exported file containing the operational data. You can work with this data now or close Excel and continue working in Oracle Utilities Work and Asset Management.

	A	B	C	D	E	F	G	H	I
1	OPERATING DATA								
2									
3									
4	Asset	Measurement ID	Type	Unit	Reading	Date	Name	Inner Range Low	Inner Range High
5	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	53	16-Oct-2000 13:40:44		55	65
6	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	54	17-Oct-2000 13:38:04	RAY	55	65
7	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	64	17-Oct-2000 13:38:04	RAY	55	65
8	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	64	17-Oct-2000 13:38:04	RAY	55	65
9	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	49	17-Oct-2000 13:38:51		55	65
10	ERLV_RUNTIME	ELECTRIC THINGS	PIPETOSOL	AMPS	75	27-Oct-2000 9:23:13	RAY	55	65
11	ERLV_ASSET1	LITTLE THINGS	PARTICULATES	PPB	400	21-May-2003 17:11:11		200	300
12	ERLV_ASSET1	LITTLE THINGS	PARTICULATES	PPB	410	22-May-2003 15:34:24		200	300
13	ERLV_ASSET1	LITTLE THINGS	PARTICULATES	PPB	75	22-May-2003 15:34:24		200	300
14	ERLV_ASSET1	LITTLE THINGS	PARTICULATES	PPB	260	22-May-2003 15:45:21		200	300
15	ERLV_ASSET1	LITTLE THINGS	PARTICULATES	PPB	500	22-May-2003 15:46:23	RAY	200	300
16	ERLV_ASSET3	RLV_PARTICULATE	PARTICULATES	PPM	201	22-May-2003 16:25:03		100	200

10. **Exit Excel to return to Oracle Utilities Work and Asset Management.**
11. **Click Done.**
The Export Operational Data action closes.

How to Import Operational Data from a File

1. **Open the Search Options window in the Asset Operation Data module.**
2. **Select Import Operational Data From File from the Actions list.**
The Import Data window opens.
3. **Click the Next button.**
4. **Browse to the file you want to import.**
Double-click the file name to copy both the file name and path information to the Import Data File window.
5. **Click the Next button.**
The Import Confirmation window opens showing the file name, file location and file type of the data sheet to import. You cannot change the displayed information here. If you need to make changes, press the Back button and enter changes on the earlier windows.
6. **Click the Next button.**
An Excel message appears warning that you are opening a file containing macros. If the message does not appear, click the Excel button on your Windows taskbar to display the message.

7. Select Enable Macros and wait while the macros execute.

8. Select OK when Excel has finished.

The Import Done window opens listing the number of items processed.

The imported data remains in the Interface Table until batch processing completes the import procedure.

9. Click the Next button.

The Process Interface File window opens, giving you the option of running the batch job now or waiting for next scheduled batch processing of the interface table.

10. Click Cancel to wait for the next scheduled batch.

The Import Data From File Action closes.

Chapter 18

Asset Data

After you have established Measurement records and associated them with Asset IDs in the Operational Tolerances module, you can select Asset Data from the Resource subsystem to record and review operational measurements for the asset.

Asset Data Records

Asset Data records allow you to record operating readings, reading date and comments. Entering a Measurement ID populates operating ranges from the Operational Tolerances record associated to the ID. Related PM Master number and Work Order numbers are also recorded here when applicable. Values recorded out of the normal operating range (inner range) for the asset display an out of range message and the system sends an alert to the person responsible for the asset.

The screenshot shows the Oracle Asset Operational Data E ILB ASSET 1 form. The form is titled "Asset Operational Data E ILB ASSET 1" and includes a search bar and navigation buttons. The main form area contains the following fields:

- Asset ID: ILB ASSET 1
- Measurement ID: ILB002
- Type: PRESSURE
- Reading: 31
- Unit: ATM
- Date: JAN.14.2008 09:56:36
- Comments: reading falls outside of inner range and outer range
- Inner Range: 5 to 10
- Outer Range: 1 to 30
- PM Master No.: 000508
- Work Order No.:

Asset Data record

The following fields are included:

Asset ID - Enter the Asset ID or select from the associated list of values.

Measurement ID - When you enter the Measurement ID, or select it from the associated list of values, the system supplies the Description, Type, Unit, and Range information from the Operational Tolerances record.

Reading - Enter the reading from the measurement instrument on the asset.

Date - The date and time the reading was recorded. You can use the system calendar to enter the current date and time, or input date and time in the MMM-DD-YYYY HH:MI:SS format. Use the 24-hour clock format when entering the hour.

Username - The username is the name of the person recording the reading. You can select the username from the associated list of values.

Comments - You can enter any information in the Comments field needed to describe the recorded measurement. In particular, you may want to describe any conditions that might help explain an out of range reading.

Resolved - The person responsible for the asset can use the Resolved check box to indicate that the out of range condition has been resolved. While the system records the value entered (Y or N) there is no functionality associated with this indicator.

Out of Range - The system uses this view to indicate if a reading is outside the normal (inner) range. There are three possible values:

0 - The reading is within the normal range.

1 - The reading is outside of the normal (inner) range but still within the maximum allowable (outer) range.

2 - The reading is outside the maximum allowable (outer) range.

Validation - A check in the Validation box indicates that validation is turned on for this asset. You cannot change this value here, but you can turn the indicator off and on in the Associated Asset view of the Operational Tolerance record or the Associated Operational Tolerances view of the Asset module.

Range - The system supplies the high and low values of the inner and outer operating range when you enter a Measurement ID. These values are copied from the Operational Tolerance record and you cannot change these values here.

PM Master - If a PM Master is identified to cycle when readings exceed the operating range, the system supplies the number of that PM Master here. If you want to choose another PM Master, you can select from the list of values that contains only active PM Masters from the event group identified on the Operational Tolerances record. The PM Master number cannot be changed once a Work Order record has been generated.

Work Order Number - When the PM Master cycles and creates a Work Order record, the system supplies the Work Order record number here. Once a Work Order has been generated for this record, the Create PM Work Order action is no longer available.

How to Create an Asset Data Record

1. **Open the Asset Data module under Operational Tolerances in the Resource subsystem.**
2. **Click New.**
New Asset Data record
3. **Fill in the Asset ID, Measurement ID, Reading and Date.**
4. **Enter optional information as appropriate such as Username and Comments.**
5. **Click Save.**

Asset Data Actions

In addition to standard actions, the following can be completed from within the module.

Create PM Work Order

If the necessary information is recorded in the Operational Tolerances module, the system can cycle a PM Master to create a Work Order to inspect and repair the Asset when an out of range reading is recorded. Select Create PM Work Order from the Actions list to cycle the PM Master and create a work order. This action is not automatic, you must manually select the action to initiate the process.

The Create PM Work Order action is only available when a reading that exceeds the operating range identified in the Operational Tolerances module is recorded. In order to prevent multiple work orders from being created for a single reading, the action is no longer available once a Work Order has been generated.

Import Operational Data from File

Select [Import Operational Data from a File](#) from the Actions list on the Asset Data Search Options screen to import asset data. This processing is described in detail in the Operational Tolerances chapter.

Chapter 19

Component ID

Components are stock items such as pumps, compressors, shafts, etc. that can be installed and removed, usually as the major part or parts that make up an asset. Each Component has a unique ID, which is often attached to the physical component for physical tracking.

These parts might be interchanged with similar parts or they might be a unique part that can be installed on one of several assets. Some examples are one pump that can be replaced with another, or a snow plow that can be installed on a truck bumper. Since they are stock items, they can also be listed on bills of materials for assets and can also have their own bills of materials. Some components are significant enough that you might want to track their associated costs.

A component is the lowest level in the asset hierarchy. When costs are charged against a work order written against an installed component, the system applies these costs to the associated component, asset, process, area, department and account number listed on the Work Order record.

Component Records

Component records consist of four sections each dealing with different information related to the component: general description, current location, product identification, and repair costs.

The screenshot shows the Oracle Component ID record form for ILBCMP2. The form is titled 'Component ID ILBCMP2' and includes the following fields and sections:

- Search Options:** Component ID (ILBCMP2)
- Results:** Description (Replacement component for ILBCMP1)
- Component ID:** Stock Code (ILBSC008), Type (IN), Weight, Serial No., Tagged (checkbox)
- Current Location:** Status (Installed), Storeroom, Asset ID (E ILB ASSET 1), Process (ILB PROCESS 5), Department (ILB1), Area (ILBA1)
- Product Identification:** Spec. No., BOM ID, Property ID, Original Install, Last Install
- Average Repair Costs:** This Component (.00), Related Components (.00)

Component ID record

The following fields are included:

Component ID - The Component ID uniquely identifies the record. Depending on how your system is configured you can create a number manually when creating new records, or the system will generate an ID for you.

If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Description - You can enter a description of the Component ID in this free form field. Remember that only the first few words of the description will be visible elsewhere in the system.

Stock Code - Each component has a stock code associated with it, which it can share with other components of the same type. For example, two identical pumps would have the same stock code but different Component IDs. You can use the associated list of values to choose the stock code, the list is controlled by the Catalog module.

Type - The Type field shows the category that the component falls into.

Weight - Record the weight and unit of measure of the component in this field. It is for informational purposes only and does not affect other records in the system.

Serial Number - Record the serial number for the component in this field. In some cases it may be a good idea to make the serial number the same as the Component ID to facilitate referencing the physical component with the Component's record.

Tagged - The Tag indicator is used to indicate components that have a stock tracking tag. It consists of two elements: the Tagged check box and an unlabeled field to enter the type of tag.

Current Location Information - The Current Information section of the window contains fields for describing where the component is installed or to indicate an alternate status. This is important information that may change frequently as the component is installed, removed for repair, stored in a storeroom, sent out for work, etc.

Status

Created - This is the initial default status used until new records are placed in a higher status. Whenever a change to the status of a component is made, the system inserts a line in the Component Tracking Log describing the change and the new disposition of the component.

Installed - Indicates that the component is currently part of another asset. There are two ways the status can be changed to Installed.

1. You can change the status manually. When you put a Component ID record in Installed status, you must complete the Asset ID fields.
2. The system automatically updates the status as part of a work order batch process upon activation of a Work Order record that includes a task to replace a component and the replacement component is checked out of a storeroom (using the Checkout module of the Inventory subsystem) against the Work Order record.

In Stores - The system uses this status to indicate that the component is currently in the inventory of a storeroom. Settings in the Component Processing Business Rule determine if you can set a Component ID record to In Stores manually. If this change is allowed, you must complete the Storeroom field.

In Repair - In Repair status indicates the component is being repaired. This information is for reference only and does not affect records elsewhere in the system.

When a component is returned from repairs, it is not checked in through the Storeroom Checkout module of the Inventory subsystem. Instead, it is logged in the Component ID module by changing the status to In Stores and supplying a storeroom code.

Inactive - Indicates the Component ID record is no longer used. Records in Inactive status are usually kept in the system only for historical reference.

Pending Disposition - Pending Disposition status is used when a decision is pending on how to deal with a component. This status can be applied manually, or the system will apply

the status to components that are to be removed due to a work order task. Please [click here](#) for more on this processing.

Material Disposition - Indicates that the component is active in the Material Disposition module.

Scrapped - Indicates that the component has been discarded.

Salvaged - Indicates that the component has been salvaged.

Sold - Indicates that the component has been sold.

Outside Repair - Indicates that the component has been sent to an outside maintenance contractor for repair.

Storeroom - The Storeroom field indicates which storeroom the component is located in when it is not installed. The storeroom can be updated at any time but the component's stock code must already exist in the catalog for that storeroom. The associated list of values for the field is controlled by the Storeroom Catalog module. The field can also be blank unless the status is set to In Stores.

Asset ID - This field indicates the asset that the component is installed in. The system ensures that the Asset ID field is blank unless the Component ID record is in Installed status.

Process, Department and Area - These fields indicate the location of the component. The system copies the information in these fields from the Asset record when the component is installed on an asset.

Spec No. - The Specification Number field displays the reference number for any attached specification on the component. The field has an associated list of values which is controlled by the Specifications module in the Resource subsystem.

BOM ID - The Bill of Material ID field displays the reference number for any bill of materials for the component. The field has an associated list of values which is controlled by the Bill of Materials module in the Resource subsystem.

Property ID - The Property ID field represents a unique identification for the item, and corresponds to the Property ID defined in the Property Management module of the Inventory subsystem. This field cannot be updated on the Component ID record. Instead, the system updates the field from the corresponding field on the Property Management record.

Warranty Expires - The Warranty Expires field indicates the termination date for the warranty. When a user creates a work record that references the component, the system displays a message indicating that a warranty exists for the component and lists the warranty information in the Warranty view of the record.

Original Install - The Original Install field indicates the date the component was first installed. The information for this field is not provided by the system, it must be manually entered.

Last Install - The last install date is maintained by the system and cannot be modified. Each time the Component ID is installed into as asset, the system updates this field with the current date.

Average Repair Costs - These fields show average costs for repairs on this component as well as on related components.

How to Create a Component ID Record

1. **Open the Component ID module.**
2. **Click New.**
3. **Enter the Component ID.**
4. **Enter the Stock Code from the list of values.**
5. **Enter the Component ID Type from the list of values**

6. Enter any other information your organization requires.
7. Click Save.

How to Identify a Stock Item as a Component

1. **Open the appropriate Storeroom record.**
The Storeroom module is in the Resource subsystem.
2. **Click Trackable? check box.**
This check box can function in two ways controlled by the Component ID Rule business rule. If the rule is set to NO, the check box simply acts as a flag on the Storeroom record that the item is considered a Component. If the rule is set to YES, the system requires users to supply a Component ID whenever a transaction involves a component.
3. **Click Save.**

How to Assign a Component to a Storeroom

Settings in the Component Processing business rule determine whether or not the status can be changed to or from In Stores.

1. **Open the appropriate Component ID record.**
2. **Change the status to IN STORES.**
3. **Select the Storeroom from the list of values.**
4. **Click Save.**
This status does not affect storeroom quantities.

How to Install a Component on an Asset

1. **Open the appropriate Component ID record.**
The Component ID module is in the Resource subsystem.
2. **Enter an asset in the Asset ID field.**
3. **Change the status to Installed.**
4. **Click Save.**
The component will now be associated to the Asset record.

Component Views

In addition to any standard views, the module includes the views discussed below. Most of the Component module views are the same as or similar to views in the Asset module.

Manufacturer

You can enter specific Manufacturer information by selecting Manufacturer from the views list. Manufacturer information includes the Manufacturer Code (which returns the Manufacturer Name), the Manufacturer Part, Drawing, Order, and Model / Revision numbers.

If warranty information for the component was entered previously on this view, the expiration date and a brief description of that warranty appears in the Old Warranty Data section. Warranty information is now maintained on the [Manufacturer Warranty](#) view.

Manufacturer Warranty

Use the Manufacturer Warranty view to associate warranties with the component. Before you can associate a warranty with a component, the appropriate Warranty record must exist in the Warranty module. When you select a Warranty ID and save the record, the warranty information becomes available on work records referencing the component. When you specify a Warranty

Start Date the system calculates the Warranty Expiration Date. Batch processing changes the expiration status from Active to Expired based on the expiration date.

Before you can associate a warranty with a component, the appropriate Warranty record must exist in the [Warranty](#) module.

Vendor

Enter, review, and maintain vendor information specific to the Component ID using the Vendor view. This information includes Vendor Code (which returns the Vendor Name when entered), Part Number, and Original Purchase Order data. Most of the information on this screen is supplied by the system when the component is received.

Vendor view

Period Costs

The Component ID Period Costs view presents actual costs that have been charged to the Component ID. Actual cost information is displayed, and broken down by period and expense category. This information is calculated by nightly batch processing and is display-only.

If you have the appropriate function responsibility in your user profile, you can also use this view to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

Field descriptions are similar to those discussed for the [Period Costs](#) view in the Account module.

Cost Summary

In the Cost Summary by Expense Category view, you can see summary budget and actual costs per expense category for the Component ID. These values are summed by batch processing for costs charged against the Component ID. Data displayed here is view only.

If you have the appropriate responsibilities in your user profile, the two cost views also display actual amounts reported by your organization's external financial system.

Field descriptions are similar to those discussed for the [Cost Summary](#) view in the Account module.

Work History

In the Work History view, you can access a list of Work Order records (from both the active and history work order tables) which were written against the component. Only Task records in Active, Finished, or Closed status are included in this view. If a listed Work Order record has service history information available, the words "Has Service History" appear to right of the description field for that work order. Select Service History from the Views list to access the work order service history information.

PM Schedule

The Component PM Schedule view shows a list of current / future PM Master cycle information. For PM Masters that are active and reference the asset associated with the Component ID, if a Work Order record was generated and has not been completed, the Work Order record number is displayed. Otherwise, the next schedule date is listed without a Work Order record number, indicating that a Work Order record will be generated for that date.

This information is helpful when trying to determine whether a new Work Order record should be created for work on the Component ID or if an open or future PM work order could be used instead.

PM Route Detail

Scheduled PM route stops referencing the component are listed on the Component PM Route view. This view includes the Schedule Dates, Route Numbers, Statuses, PM Interval, Task Type, Task Description and Finish Comments fields. The information presented on this view cannot be updated.

Component Actions

In addition to any standard export and bookmark actions, the module actions list includes a link to the [Material Disposition](#) module and the [Component Log](#).

Tracking Components

There are situations where your organization may want to track components to identify each instance of a specified stock code with a unique ID (such as a serial number). These items can then be followed from the storeroom shelf to where they are installed in another piece of equipment, de-installed, repaired, reinstalled, scrapped, or sold.

An example might be a pump (a component) installed in a motor (an asset). When the pump fails, a work order is written to fix the motor, replacing the pump with a new one. Since the pump has been identified as a trackable stock item, it will be automatically tracked as it and its replacement part are processed.

When component tracking processing is turned on, the system follows each Component ID whenever it is physically handled. This includes issuing and returning the stock item from or to stores in the Stock Checkout module, receiving stock from a vendor in the Receiving module, performing physical inventories, and using the Stocking module. Each time a trackable stock item is physically handled, the system requires that you process each transaction in a quantity of one and that you enter a valid Component ID. One exception to this is when requesting trackable stock items on a checkout request. Items can be requested in quantities greater than one, but they must still be processed one at a time.

Setting up component tracking processing is a two step procedure. First you need to check the Trackable check box for each storeroom stock item for which you want to activate tracking. Then you need to create a Component ID record for each particular item on site.

Please refer to the Inventory Overview Trackable Stock Items section for more information on trackable stock.

How to Turn on Component Tracking

When the Option Status for this rule is set to ON, the system will require users to enter a Component ID for most transactions involving Stock items that have been marked as trackable in the Storeroom. If you turn this rule ON while Components are in different dispositions (e.g.

one installed in an asset, another in repairs, etc.) users may have to Open the Component ID record to set the status before the system will allow them to finish their transaction.

1. **Open the Component ID Rule Business Rule.**
2. **Select ON for the Option Status from the list of values.**
3. **Click Save.**

Designating Stock Items for Component Tracking

To designate storeroom stock items for component tracking, check the Trackable check box on the Storeroom Stock Item records in the Storeroom module.

How to Designate Stock Items for Component Tracking

1. **Open the appropriate Storeroom Stock Item record.**
Storeroom Stock Item records are located in the Storeroom module under Catalog in the Resource subsystem.

If you are establishing a new stock item as trackable, you will want to consider whether or not to mark it as trackable in each storeroom.

The screenshot shows the Oracle Utilities Work and Asset Management V1.8.0 (v18-2) interface. The main window is titled 'Storeroom ILB Stock Code ILBCMP1'. The record details are as follows:

- Stock Code: ILBCMP1
- Status: Active
- Storeroom: ILB | Main Receiving Dock in the ILB facility
- Description: Component installed on Asset 1
- Primary Bin: [Empty]
- Stock Type: Inventory
- Asset Acct.: ILB1-Y-PROCESS-COMP-NONE-009
- Asset Expense: 00002
- Credit Acct.: ILB1-Y-PROCESS-COMP-NONE-009
- Credit Expense: 00002
- Reorder Type: Automatic Reorder
- Debit Expense: 00002
- Source: PO
- Reviewer Code: [Empty]
- ABC Class: [Empty]
- Last Issued: [Empty]
- Last Physical: [Empty]
- Last PO No.: 04000111 | 001 | DEC 07 2004 00:00:00
- Last Blanket: [Empty]
- Markup:
- Trackable:
- Repairable:
- Inspect:
- QC Required:
- Lot Management:

2. **Check the Trackable check box on the Storeroom Stock Item record.**
3. **Click Save.**

Replacing Installed Components

See the Managing Repairables chapter for a more detailed discussion of the materials disposition process.

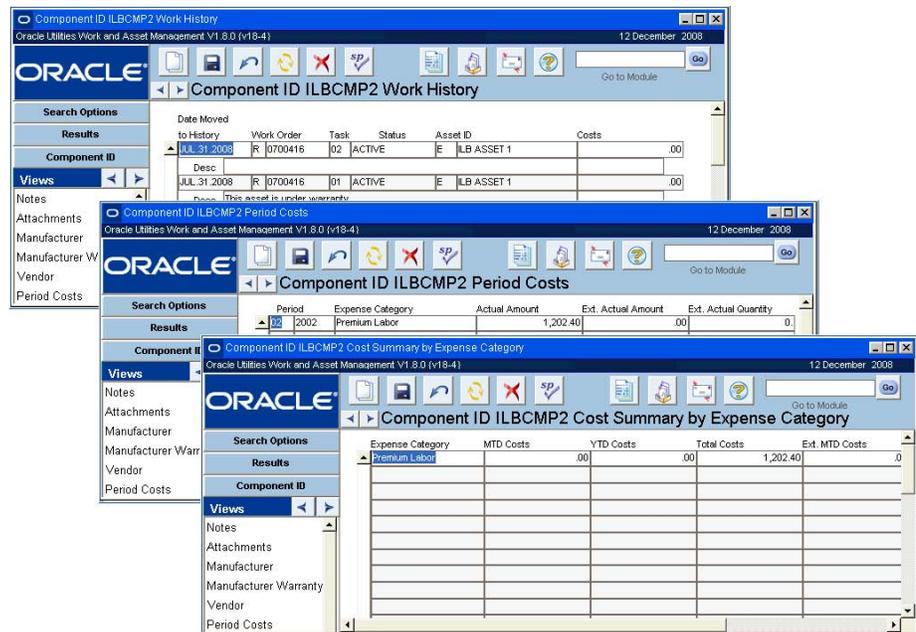
When an installed component is faulty and needs to be replaced, the system can automatically update the status and location information of the components concerned to reflect the current disposition of each component. The process is briefly described in the following scenario:

- A pump (Component A) installed in a motor fails and needs to be replaced. A work order is written to replace the installed pump.
- The replacement pump (Component B) is checked out of a storeroom against a work order using the Checkout module of the Inventory subsystem.
- The faulty pump must be evaluated and a decision made to either repair it and return it to the storeroom, scrap it or dispose of it in some other way. The system creates a Materials Disposition record to track these decisions.

The materials disposition process ends when replacement pump (Component B) is installed on the asset and the faulty pump (Component A) has been repaired and returned to the storeroom or dispositioned in some other way. Throughout the process, the system updates the status and location of both components, or you update the records manually, depending on how your system is configured.

Viewing History Information

The system tracks components, collecting location history, costs, and general transaction information. This information may be viewed via the Work History, Period Cost, and Cost Summary views in the Component ID module.



The Work History, Period Costs, and Cost Summary Views

You can also view a component's history in the Component Tracking Log, The Storeroom Transaction Log (under Catalog in the Resource subsystem) and the Checkout Transaction Log (in the Inventory subsystem) will also show component summary information.

See the chapter entitled Property Management for more information on creating Property Management records and assigning custodianship to components.

Assigning Custodianship to Components

Generally, work orders for a component are charged to the asset account if the component is installed, or to the storeroom if it is uninstalled. But your organization may want to treat some items as uninstalled components that are not in a storeroom.

An example would be a portable computer hard drive. The drive may be attached at times to one computer and at other times to another computer. At other times it cannot be attached at all. In such cases, your organization would want to assign custodianship for the item to a specific person.

These situations are handled in the Property Management module where you can give a component a Property ID number and assign it to a custodian.

The Property Management Window

Upload Specifications

After you upload trackable stock items as part of the receiving process, the system prompts you to also upload specifications for those components. This is an optional step.

To use this processing, procurement users must request that vendors provide information about the new stock items via an external spreadsheet file. Please contact your system administrator to access the spreadsheets and for instructions on how to deliver it to your vendors.

Follow the on screen instructions to complete the upload.

Note: You can also choose to upload the specifications later by opening the Component ID record for one of the components that was created in the component upload and selecting Upload Specifications from the Actions list. This action only works with components that were added via the upload spreadsheet.

The system creates a new specification record for each Component ID record with the details included in the spreadsheet combined with defining attributes from the Specification Upload Defaults business rule.

Each Component ID record is updated with a reference to the corresponding Specification record in the Spec. No. field. The system identifies the Component ID records by the Manufacturer and Model Numbers that were included on the component upload spreadsheet.

Please refer to the Inventory Overview guide section titled [Trackable Stock Items](#) for more information.

Component Tracking Log

Each time the status of a component is changed the system inserts an entry in the Component Tracking Log. This record keeping can be very useful in tracking the installation and removal of components to and from assets. This log is accessible from both the Component ID and Asset module Actions lists. The information in the log is for display only and cannot be modified. You can, however, click several of the fields to open the corresponding record.

The system updates the status of a component and inserts a line in the log whenever the component is referenced and updated in the Material Disposition, Receiving, Multi-Step Receiving, Stock Transfer, Stock Checkout, Asset, and/or the Component ID module.

Pending Disposition Status for Components

The system automatically places components in Pending Disposition status under certain circumstances. You must manually change the status when the disposition has been determined. Please refer to the chapter on [Material Disposition](#) for more information.

The process works as follows:

A work order is activated with a task to replace a component.

The replacement component is checked out of a storeroom (using the Checkout module of the Inventory subsystem) against the work order.

At the end of the day, the system runs a batch process that finds the record for the component taken from stores and changes the status of that record to Installed.

The batch process also finds the record for the component that is being replaced and changes its status to Pending Disposition. At this point a decision is pending about what to do with the replaced component: Repair it on site? Send it out? Scrap it? Etc.

When a decision is made about what to do with the replaced component, you must Open that Component ID record and change the status appropriately.

Remember: The system will automatically place components in Pending Disposition status under certain circumstances and that you must manually change the status when the disposition has been determined.

Chapter 20

Component Log

Each time the status of a component is changed, the system inserts an entry in the Component Tracking Log. This record keeping can be very useful in tracking the installation and removal of components to and from assets. This log is accessible from both the Component ID and Asset module Actions lists. The information in the log is for display only and cannot be modified. You can, however, click several of the fields to open the corresponding records.

How to Change the Order of Component Log Data

1. **Click the column heading of the column you would like to sort by.**

The system orders the selected data by that column in ascending order. The button directly above the scroll bar on the left displays a “+” indicating data is in ascending order. A “-” indicates descending order.

2. **Click the + or - button located above the scroll bar on the left.**

The sign on the button changes according to how the records are displayed.

How to Rearrange the Columns

1. **Click and hold on the column heading.**
2. **Drag the column to the desired location (left or right).**
3. **Release the mouse.**

The column remains where you released it.

In order to save the changes that you make to the transaction log layout, select Save Column Layout from the Actions list. If you want to return the layout to its original state, select Restore Column Layout from the Actions list.

Each time you click on a column heading that was previously selected, it changes the order of the data from ascending to descending or vice versa.

Chapter 21

Compatible Units

Compatible units are planning tools that identify assemblies of material items, such as power poles or transformers, with associated labor and equipment estimates. Used primarily in the electronic, gas and water industries, compatible units provide consistency and standardization in the design and construction of capital projects. Using compatible units may also assist your organization in compliance with the reporting requirements of the Federal Energy Regulatory Commission (FERC) and other regulatory agencies.

In the Compatible Units module, you can define and document compatible units meaningful to your organization. Compatible Unit records can contain engineering drawings, listings of stock items comprising the unit, contractor bids, labor estimates and other costing information.

The records defined in the Compatible Units module can be used in designing work orders for capital improvements, as well as maintenance of existing assets. They can also be included with other compatible units to specify larger assemblies in the Compatible Structures module.

The screenshot displays the Oracle Utilities Work and Asset Management V1.8.0 (v18-3) interface. The main window title is 'Compatible Unit CU00000000000006'. The interface includes a search bar, a 'Go to Module' button, and a navigation pane on the left with options like 'Views', 'Attachments*', 'Materials', 'Dependent Materials*', 'Functions', 'Accounting', and 'Structures'. The main content area shows the details for a Compatible Unit with ID 'CU00000000000006', which is 'Active'. The description is 'Crossarm'. Other fields include 'Standard Drawing' (THIS IS ANOTHER BLOB TES1), 'Business Unit' (ELECTRIC), 'Class' (DISTRIBUTION), 'Equipment Group' (CODE 1), and 'Size' (10 FT.). A 'Material' table lists various components with their stock codes, descriptions, quantities, units, unit prices, and totals.

Stock Code	Description	Quantity	Unit	Unit Price	Total
RUB-20001	Arm, Wood, 10', Steel Pins	1	EA	125.0000	125.00
RUB-20002	Brace, Flat, 3/2", Galvanized	2	EA	1.0520	2.10
RUB-20003	Ins, Stud, 1, non Postfwd, WD Arm	2	EA	15.3400	30.68
RUB-20007	Nut, 1/2", Sq, Galv.	4	EA	1.0000	4.00
RUB-20008	Wire, #8 CU Bare Soft Drawn	14	FT	1.0500	14.70
RUB-010	Angle Bracket, Stair Sunnmt	2	PR	15.0000	30.00
RUB-0002	Mechanical Anchors (Double Expansion)	10	EA	26.3750	263.75
Material Total:					470.23

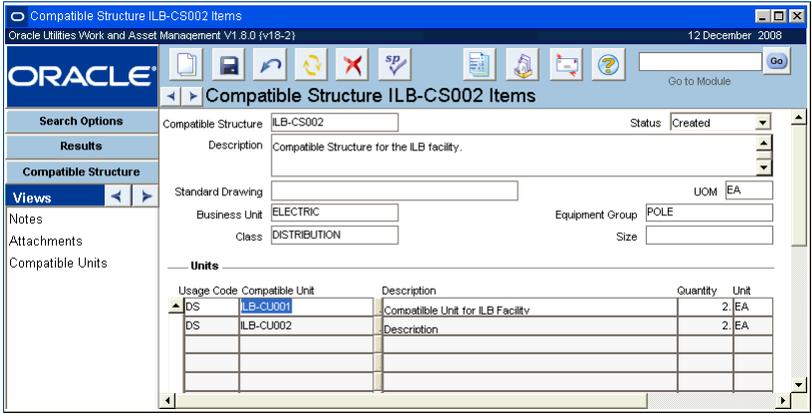
Compatible Unit record

Note: Please refer to the [Compatible Units](#) User Guide for more information on this module.

Chapter 22

Compatible Structures

Compatible units can be grouped together into larger units called compatible structures. Each compatible structure consists of a number of compatible units along with their associated labor and equipment estimates. Like compatible units, compatible structures can help provide consistency and standardization in design and construction of capital projects and assist in compliance with certain Federal Energy Regulatory Commission (FERC) accounting and reporting requirements.



Compatible Structure record

Before a compatible unit can be included on a Compatibles Structure record, the corresponding record must be defined in the Compatible Unit module.

Note: Please refer to the [Compatible Units](#) User Guide for more information on this module.

Chapter 23

Change Request

Use the Change Request module to plan and request changes to Asset, Vendor, Catalog, or Storeroom records. Information regarding planned changes is entered and stored in this module until approvers can review the proposed changes and approve or cancel the request.

Change Request Records

The module provides space to enter the reasons for the proposed change, the anticipated impact of the change, required justifications, and the actual changes required. There are actions available which allow authorized users to create or update the records once they are in the appropriate status.

The screenshot shows the Oracle Change Request 0400004 record form. The window title is "Change Request 0400004" and the application is "Oracle Utilities Work and Asset Management V1.8.0 (v18-9)". The date is "17 December 2008". The form includes a search bar with "Change Request 0400004" and a "Go to Module" button. The main form fields are:

Request	0400004	Status	Created	Created On	MAR.03.2004
Type	NEW CATALOG	Required By		Required On	MAR.15.2004
Class	TEMPORARY	Approval Route			
Initiator	IMANI BROWN	Phone	(925)935-7670	Department	ILB1
Record Type	Catalog	ILBGL02			
Description	New Catalog item				
Justification					
Impact					

The left sidebar contains a "Views" menu with options: Notes, Attachments, Approval Log, Analysis, and Catalog Change Request.

Change Request record

After a change request has been approved, members of organization with the appropriate responsibility can select Apply Changes from the Actions list to complete the change request process and update the appropriate records. For Asset type change requests, associated transactions are written to the account log reflecting the date when the change request was approved.

A change request is not required by the system to update records, however your organization's business practices may require approvals before such changes are authorized and therefore a Change Request record must be initiated.

If a change request for an Asset record has an out-standing Work Order record in Active status, you will not be able to change the status to Completed, Cancelled or Rejected without first locating and closing the Work Order Task records. You can locate work records by selecting Where Used from the Views list and double-clicking the appropriate work order numbers.

Applying Changes

After a change request has been approved, members of organization with the appropriate responsibility can select Apply Changes from the Actions list to complete the change request process and update the appropriate Asset records. Associated transactions are written to the account log reflecting the date when the change request was approved.

Change Request Field Descriptions

The following fields are included:

Request - Depending on how your organization has configured this field in the Sequence Numbers module of the Administration subsystem, the system will generate a unique number for the request, or you will be able to enter the number manually.

If you create this record ID manually, avoid the use of the special characters ', ', '&', or '%' as they may result in processing errors.

Status - Valid status selections for Change Request records:

Created

Pending Approval - When status is changed to Pending Approval the request document is routed for approval. The request remains in this status until it is approved or rejected.

Approved - An approved request may be processed and the requested change initiated.

Completed - Requests in completed status are retained as historical documents and cannot be updated. This status should not be used until all work on the change request has been completed.

Rejected - Indicates an authorized approver rejected the request. If this option is selected the system opens a window where the approver can enter a reason. The reason entered appears in the Comments field of the Approval Log view on the Change Request. If the requestor has the appropriate user profile settings, he or she will also receive an e-mail notification of the rejection.

Canceled - Cancelled status is used to cancel the request and is used in place of delete.

The system maintains the most recent status change date in the unlabeled field to the right of the Status field.

Type - Use this field to indicate the type of change requested. Your organization can add or remove options to by updating Code Table 165.

Required By - Indicate the date that the change is needed in this field.

Class - This field can be used to classify the change. For example, a change may be temporary or permanent. Your organization can add additional options to by updating Code Table 166.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Initiator - The initiator is the person planning and requesting the changes. When a new Change Request record is created, the system automatically enters the name of the person creating the record. Alternatively, you can select another name from the list of values, which the system builds using the Employee module in the Resource subsystem. The system also enters the phone number and department from the Employee record when an initiator is entered.

Record Type - Change requests can be created for the different types of records determined in the Change Request Record Types Business Rule. The record type determines which view options are available. For example, if the record type is 'Vendor' the Vendor Change Request

option is displayed on the Views list. If the record type is 'Asset' the Where Used and other asset related views are available on the Views list. Special Views and Actions also exist for Storeroom and Catalog record types.

Description - Enter a brief description of the changes. Later, the Description field on the Search Options screen of the Change Request module can be used to locate particular Change Request records. Since only the first few words of the description are usually visible, you should be sure to enter the most descriptive words for at the beginning.

Justification - Your organization defines justification codes by entering values in Code Table 168 in the Administration subsystem. A typical example would be a code indicating the reason the change is required (for example, OSHA regulations). The field only contains a general code, but you can enter a more detailed justification for the change in the large text field to the right.

Impact - Your organization defines impact codes by entering values in Code Table 167. Examples of impact codes would be to indicate the relative impact (e.g. high, moderate, low) or the type of impact (e.g. process shut down, plant shut down).

This field only contains a general code for the impact, but you can enter a more detailed description of the impact in the larger text field to the right of the Impact Type field.

How to Create a Change Request

1. **Open the Change Request module in the Resource subsystem.**
2. **Click New.**
A new Change Request record opens.
3. **Select a change type from the Type field list of values.**
4. **Select a record type from the list of values.**
5. **Type a description of the change in the Description field.**
6. **Enter additional information as necessary.**
7. **Click Save.**

After the Change Request has been created, the next steps are determined by the request type. Options on the Views list and the Actions list are determined by the type of change indicated in the Request Type field.

Change Request Views

In addition to any standard views, the module includes the following:

Analysis

The Analysis view provides a centralized location to enter comments about various aspects of the change request. These fields are all 'free-form' text fields and, if you double-click a field, the Text Editor window opens.

You can only enter up to 2,000 characters (about 400 words) into each of these fields. Use each text box to provide additional details about the change such as the systems and equipment that will be affected by the change request, list codes and standards that are applicable to the change request, outline the plan for checking and verifying that the change request is being carried out as planned, or indicate a list documents that will be affected by the change request. The Attachments view may also list, and give access to, these documents, but may also give access to documents that will not be affected by the change (for example copies of communications about the changes).

Equipment Affected - The Equipment Affected field provides an area to list and describe the systems and equipment that will be affected by the Change Request.

Code and Standards - The Code and Standards field provides an area to list codes and standards that are applicable to the Change Request.

Verification Plan - The Verification Plan field provides an area to outline the plan for checking and verifying that the Change Request is being carried out as planned.

Documents Affected - The Documents Affected field provides an area to list documents that will be affected by the Change Request. The Attachments view may also list, and give access to, these documents, but may also give access to documents that will not be affected by the change (for example copies of communications about the changes).

Asset Change Requests

When you select Asset as the record type on a change request and click the Save icon, several Asset Change options become available on the Views list. You can use these Asset Change views to enter requested changes for Asset records. Depending on option you select, the fields on the Asset Change view change to hold information appropriate to the change you are requesting. The fields displayed on the Asset Change views correspond to similar fields in the Asset module.

Note: The Asset Change options display on Views list for Asset Change Requests.

The following Asset Change options are available:

Asset Change (List) - This view lists all of the asset changes requested on the Change Request record.

Asset (New) - Use this option to request that a new asset be created. You can use this view to enter all of the primary asset information with the request. Once the change request record is approved and changes are applied, the information is transferred to the Asset module automatically.

Asset (Change) - Use this option to request a change in the recorded information for the asset.

Asset (Dispose) - Use this option to request that an asset be retired and to record proceeds received from the sale of the asset.

Asset (Configure) - Use this option to request other changes in the Asset record, including location changes and the components installed on the asset.

Asset (Revaluation) - Use this option to request a mass revaluation of a group of assets using either a percentage of fixed amount. This might also be thought of as a cost reversal.

You can combine a number of asset changes on one change request. For example, if you are requesting to dispose of one asset and replace it with a new asset, you can enter change information for a current asset and create a new asset on the same change request.

Common fields for all Asset Change Requests

Asset - The two asset fields hold the Record Type and ID number for the new Asset.

Effective Date - The effective date represents the date when the change is made or planned for the asset. If you leave the field empty and save the record, the system enters the current date when you save the record. This can be changed if necessary. You can enter retroactive effective dates or dates in the future.

This field may also be important if your [changes affect depreciation calculations](#).

Post to Prior Year - This check box is only used if your [changes affect depreciation calculations](#). Please refer to the Depreciation guide in System Basics for more information.

Other Fields - For descriptions of the remaining fields, see the corresponding [Asset Field Descriptions](#) and [Depreciation Field Descriptions](#).

Accounting for Depreciation

All of the Asset Change views include an [Effective Date](#) field as well as a [Post to Prior Year](#) check box. These two elements influence how costs and adjustments are posted to the account log once the change is approved and applied to the asset.

Asset (New)

The Asset (New) view collects the information required to create a new asset. After the Change Request is approved and the asset created, you can open the record in the Asset module and add and additional information if necessary.

Transaction Type - The transaction type describes the source of the new asset. Transaction Types are defined by your organization in Code Table 136. Some possible types might include:

Constructed - an asset that has been built from internal recourses/funding

Contributed - an asset that has been contributed by an outside entity.

Split - new, updated or retired assets resulting of an asset split.

Project/Subproject and PO No. - PO Item, Project and Subproject do not appear on Asset records, however this information can be recorded on the change request if the asset was acquired using a purchase order or if the asset acquisition was related to a project/subproject. While these fields are for information purposes only, they can serve as an indication of the acquisition cost for the asset.

Other Fields - For descriptions of the remaining fields, see the corresponding [Asset Field Descriptions](#) and [Depreciation Field Descriptions](#).

How to Request to Create a New Asset

1. **Create a Change Request and select Asset as the record type.**
2. **Select Asset (New) from the Views list.**
3. **Enter the Asset record type.**

You can also enter the Asset ID if the system is not set to automatically generate Asset ID numbers. However, the Asset ID is not actually required until the Change request is approved and the Asset record is created.

4. **Enter an Effective Date and check the Post to Prior Year check box if necessary.**
If you do not enter an effective date, the system defaults the current date.

You can enter a date in the past or future and the system will make any accounting or depreciation forecast corrections needed to adjust for the time lapse.

The Post to Prior Year check box should only be checked if your organization utilizes depreciation functionality for assets and the accounting for the new asset needs to be applied to a previous period year.

5. **Select a Transaction Type if applicable.**
6. **Enter any additional information as necessary.**

If you need to enter location or work order information, select More Data from the Views list. Return to the asset change view by selecting Asset (New) from the Views list.

7. **Click Save.**

If you want to create more than one asset as part of the same change request, Click the New icon and repeat these steps until you have entered information for all the assets to be created. You can also select another asset change view and add other types of asset change requests to this record.

8. **Click the Change Request button to return to the main Change Request record.**
9. **Enter an approval route and set the status to Pending Approval.**

After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and create the new Asset record.

Asset (Change)

Use this view to request that new descriptive information be recorded for an existing asset, including changes in how the system tracks depreciation for the asset. The Asset (Change) view displays the current values for the asset and blank fields where you can record your requested changes. If you do not enter a change for a particular field, the current value remains unchanged.

Transaction Type - The transaction type describes why the information change is required. Transaction Types are defined by your organization in Code Table 141. Some possible types might include:

Damaged - changes to the asset resulting from damage

Exchanged - changes to the asset resulting from an exchange

Split - changes resulting of an asset split.

Transfer - changes to an asset based on a transfer

Other Fields - For descriptions of the remaining fields, see the corresponding [Asset Field Descriptions](#) and [Depreciation Field Descriptions](#).

How to Request an Asset Information Change

1. **Create a Change Request and select Asset as the record type.**
2. **Select Asset (Change) from the Views list.**
3. **Select the appropriate Asset ID.**

When you select the asset, the system displays current information for the asset in the lower section of the screen.

4. **Enter an Effective Date and check the Post to Prior Year check box if necessary.**

If you do not enter an effective date, the system defaults the current date.

You can enter a date in the past or future and the system will make any accounting or depreciation forecast corrections needed to adjust for the time lapse.

The Post to Prior Year check box should only be checked if your organization utilizes depreciation functionality for assets and the accounting for the new asset needs to be applied to a previous period year.

5. **Select a Transaction Type if applicable.**
6. **Enter the requested changes.**

Enter your changes in the blank fields in the right side of the screen. If necessary, you can select More Data from the Views list and make requested changes there also. You can return to the current screen by selecting Asset (Change) from the Views list.

7. **Click Save.**

If you want to enter changes for more than one asset on the same Change Request record, return to the Asset Change (Detail) view, Click the New icon and repeat these steps until you have entered information for all assets you want to include on this request. You can also select another Asset Change view to add other types of asset change requests to this request.

8. **Click the Change Request button to return to the main Change Request record.**
9. **Enter an approval route and set the status to Pending Approval.**

After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and make the requested asset modifications.

Asset (Dispose)

Select this option if you want to request that an asset be retired and that proceeds received from the sale of the asset be recorded.

Transaction Type - The transaction type describes why the information change is required. Transaction Types are defined by your organization in Code Table 162. Some possible types might include:

Donated - Asset that has been donated to an outside entity

Lost/Stolen - Asset that has been lost or stolen and no longer exists

Retired - Asset that has been retired from service after useful life

Sale/Auction - Asset that has been sold and removed from service

Split - New, updated or retired assets resulting from an asset split

Final Reading - Enter the asset reading at the time of disposal. This field is only updatable if the depreciation method is Units of Production. When a value is entered here the system automatically makes an entry in the runtime log for the asset with a reason of “disposal”. Any related depreciation calculations are also adjusted automatically once the change request is approved and processed.

Cost Adjustment - Unless you enter a cost adjustment, the system defaults an amount equal to value adjustment needed to write the asset off the books.

Calculated Net Book Value - The system calculates net book value as asset cost less accumulated depreciation. Net book value equals salvage value when the asset is fully depreciated.

Proceeds Received - The amount received from the sale of the asset.

Gain/Loss - The system calculates gain or loss based on the value of the asset and proceeds received.

Other Fields - For descriptions of the remaining fields, see the corresponding [Asset Field Descriptions](#) and [Depreciation Field Descriptions](#).

How to Request to Dispose of (Retire) an Asset

1. **Create a Change Request and select Asset as the Record Type.**
2. **Select Asset (Dispose) from the Views list.**
3. **Select the appropriate Asset ID.**

When you select the asset, the system displays current information for the asset in the lower section of the screen.

4. **Enter an Effective Date and check the Post to Prior Year check box if necessary.**
If you do not enter an effective date, the system defaults the current date.

You can enter a date in the past or future and the system will make any accounting or depreciation forecast corrections needed to adjust for the time lapse.

The Post to Prior Year check box should only be checked if your organization utilizes depreciation functionality for assets and the accounting for the new asset needs to be applied to a previous period year.

5. **Select a Transaction Type if applicable.**

Valid transaction types may include damaged, donated, lost/stolen, retired, sale/action and split.

6. If appropriate, enter the proceeds received from the disposal of the asset.

The other information in this view is informational only and cannot be modified. After you enter proceeds received information and tab out of the field, the system calculates gain or loss from the sale of the asset.

7. Click Save.

In order to dispose of another asset on the same Change Request, Click the New icon and repeat steps 3-5 until you have entered information for all assets you want to include on this request. You can also select another Asset Change view to add other types of asset change requests to this request.

8. Return to the main Change Request record.

9. Enter an approval route and set the status to Pending Approval.

After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and update the asset record.

Asset (Configure)

Use this option to request general changes in the Asset record, including location changes and the components installed on the asset. Configuration changes do not require using the Apply Changes action to update the asset. After the request has been approved, the appropriate person in your organization can update the Asset record directly.

Transaction Type - The transaction type describes why the information change is required.

Transaction Types are defined for your organization in Code Table 163:

Fields - For descriptions of the remaining fields, see the corresponding [Asset Field Descriptions](#) and [Depreciation Field Descriptions](#).

Asset (Revaluation)

Use this option to request a mass revaluation of a group of assets using either a percentage or a fixed amount. When you select an asset class, property unit and revaluation type and amount, the system displays a listing of assets in that asset class and property unit, along with the new replacement value. It is also possible to modify the individual replacement values further if necessary. Remove the check from the update box if you don't want to apply the revaluation to a particular asset. When the Change Request record is approved and the changes applied, the system updates each asset on the Mass Revaluation screen with the new replacement value if it is indicated to be updated.

Mass Revaluation applied on - The date the change request was applied for mass revaluation. No date is displayed if the change has not been applied.

Asset Class - Select an asset class from a list of values containing all asset classes in Active status.

Property Unit Number - Select a property unit from the list of values containing all property units for the asset class chosen.

Revaluation Type - You can revalue assets using either a percentage or a fixed amount. When you select a Revaluation Type, the system provides a field to contain the appropriate revaluation amount.

Percentage or Amount - Enter the appropriate revaluation percentage or amount. Entering a positive value will increase asset replacement value. Entering a negative value will decrease replacement value.

Asset ID, Net Book and Current Replacement Values - When all of the necessary information is entered and saved the system displays all assets in Active status with the asset class and property unit selected and retrieves the last posted net book value and current replacement value for each asset.

New Replacement Value - The system calculates a new replacement value using the current replacement value and the revaluation percentage or fixed amount you have entered. You can modify the new replacement value for individual assets if necessary.

Update - The system automatically puts a check in the Update box, indicating that the revaluation will be applied to this asset when the record is approved and changes applied. If you do not want the revaluation applied to a particular asset, click to remove the check.

Description - As you highlight a line in the table, the description of the selected asset appears here.

How to Request a Mass Revaluation of Assets

- 1. Create a Change Request and select Asset as the record type.**
Click here for instructions on how to create a Change Request.
- 2. Select Asset (Revaluation) from the Views list.**
- 3. Select an Asset Class and Property Unit.**
- 4. Select a Revaluation Type**
You can select to revalue assets using either a percentage or a fixed amount.
- 5. Enter the appropriate percentage or fixed amount.**
- 6. Save the record.**
The system displays the assets in class and property unit you selected.
- 7. Review the New Replacement Values.**
You can adjust the new values as necessary for any of the individual assets.
- 8. Remove the check from the Update box for any asset you do not want to update.**
- 9. Click Save.**
- 10. Return to the main Change Request record.**
- 11. Enter an approval route and set the Status to Route for Approval.**
Once the record has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and update the appropriate Asset records.

More Data

The More Data view contains location, work order default, and depreciation information for the asset. Depending on the detail option selected, the fields on the More Data view change to reflect the type of change requested. The More Data view is available when the update option selected from the Views list is Asset (New) or Asset (Change).

More Data for the Asset (New) view

Manufacturer Warranty

Use the Manufacturer Warranty Data view to request to enter or change in the warranty information associated with the asset. Select a Warranty ID and save the record. When you specify a Warranty Start Date the system calculates the Warranty Expiration Date. Expiration status is a system controlled field based on the expiration date.

The Manufacturer Warranty Data view is available from Views list when the update option selected from the Views list is Asset (New) or Asset (Change).

Before you can associate a warranty with an asset, the appropriate Warranty record must exist in the [Warranty](#) module.

Warranty ID	Warranty Name	Manufacturer	Mfr. Name

Manufacturer Warranty view

Asset / Component

The Asset / Component view provides a way to record additional assets - and installed components that will be affected by a Change Request. The Assets / Components view is available only when the update option selected from the Views list is Asset (Configure).

The upper portion of the screen lists assets that will be affected by the change. The lower portion of the screen shows components for the asset selected in the upper portion.

Asset Change (List)

The Asset Change (List) view provides list of the asset changes recorded on the Change Request record. Click the arrow button at the beginning of each line to open the Asset Change view for that item. When the Change Request is approved and Apply Changes action is executed, all of the Asset Changes on the list (other than Configuration changes) will be applied.

Item No.	Asset ID	Description	Update Option	Transaction Type
1	E	ILB ASSET 2	Ventilation Asset	CHANGE CONFIGURAT

Asset Change (List) view

Where Used

This view displays any Work Requests and Work Order Task records that have the Change Request Required indicator checked and reference the change request number. The information displayed in this window cannot be modified.

The Where Used view is available when Asset (Configure) is selected from the Views list .

Work Request	Work Order	Task	Status	Priority	Work Description
0400162			CREATED	0	
0400163			CREATED	0	
0400164			CREATED	0	

Where Used view

Vendor Change Request

When you select Vendor as the record type on a change request, Vendor Change Request becomes an option on the Views list. Selecting this view prompts the system to open a window that allows you to enter the requested changes for the Vendor record.

The screenshot displays the Oracle Utilities Work and Asset Management V1.8.0 (v18-9) interface for a 'Change Request 0800021'. The window title is 'Change Request 0800021' and the date is '17 December 2008'. The interface includes a search bar, a navigation pane on the left, and a main form area. The form fields are as follows:

Request	0800021	Status	Created	MAY.19.2008
Type	MULTIPLE	Required By		
Class		Approval Route		
Initiator	JACKIE LOU BERTULFO	Phone		Department
Record Type	Vendor			
Description	testing			
Justification				
Impact				

Vendor Change Request view

Update Vendor Information Option - Indicate how the vendor records should be updated by selecting an option from the drop-down list. The available options are:

New Vendor - Use this option to request that a new vendor be created.

Update Main Vendor Address - Use this option to request that the primary address be updated for an existing vendor.

Create Alternate Vendor Address - Use this option to request that an alternate address be added for an existing vendor.

The system creates a record in the Change Request Log each time an action is run from the Change Request module for a Vendor Change Request record. Log records include the name of the action, the date it was run, and the name of the user launching the action.

Grant Vendor Status Option - Indicate what status should be granted to the vendor by selecting an option from the drop-down list. The available options are:

Grant Approved Vendor Status - Vendors with approved status can provide items meeting the quality/safety requirements defined by the Procurement Level Business Rule. Selecting this option does not automatically grant approved status. The status is granted only selecting Grant Approved Vendor Status from the Actions list or by updating the vendor status in the Vendor module.

Grant Exemption to Approved Vendor Status - Exempt vendors are permitted to supply items requiring approved vendors even though they have not been granted approved status. Selecting this option does not automatically grant exempt status. The status is granted only by selecting Grant Exempt Vendor Status from the Actions list or by updating the vendor status in the Vendor module.

Vendor Code - The list of values for this field contains the vendor code for all existing vendors, regardless of status. If you are requesting a new vendor, this field will remain blank until the system updates the field with the new vendor code.

Vendor Name - Once the system copies the vendor name from the Vendor record, this field cannot be updated.

Division, Address and Contact Information - Use these fields to request changes in the existing address and contact information for the vendor.

How to Request an Update to Vendor Information

You can both update the vendor's address and grant a status on one Change Request record by selecting an option from both drop-down lists.

1. **Open a Vendor type Change Request record.**
2. **Select Vendor Change Request from the Views list.**
3. **Select Update Vendor Information at the top portion of the window.**
4. **Indicate how the vendor records should be updated by selecting an option from the drop-down list.**
5. **Enter the Vendor Code.**
If you want to create a new Vendor record you may need to leave the Vendor Code field blank depending on your organization's business practices. You can, however, include as much of the contact information as possible.
6. **Fill in the remainder of the fields as appropriate.**
If you are updating an existing vendor, the system fills in the fields when you enter the vendor code. Indicate changes by overwriting the information in the existing fields.
7. **Click Save.**
8. **Set the status to Pending Approval to have the change request approved.**

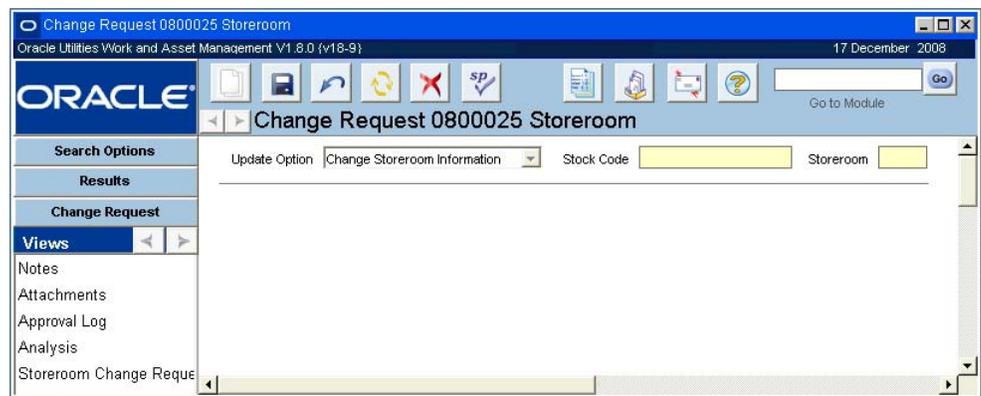
How to Request an Update to Vendor Status

Selecting either of these options does not automatically grant exempt status. The status is granted only by selecting Grant Approved Vendor Status or Grant Exempt Vendor Status from the Action's list or by updating the Vendor status in the Vendor module.

1. **Open a Vendor type Change Request record.**
2. **Select Vendor Change Request from the Views list.**
3. **Select Grant Vendor Status at the top portion of the window.**
4. **Indicate what status should be granted to the vendor by selecting an option from the drop-down list. The available options are:**
5. **Enter a Vendor Code at the lower portion of the screen.**
6. **Make any appropriate changes.**
7. **Click Save.**
8. **Set the status to Pending Approval to have the change request approved.**

Storeroom Change Request

When you select Storeroom as the record type on a change request, Storeroom Change Request becomes an option on the Views list. Selecting this view prompts the system to open a window that allows you to enter the update option, a stock code, and the storeroom.



New Storeroom Change Request

After the record is saved this portion of the screen cannot be modified. If you entered an incorrect storeroom, stock code, or failed to select the proper Update Option, the Change Request header status must be set to canceled and another Change Request record must be entered with the correct information.

Once these fields are complete and the record is saved, the system opens a second window that shows the primary fields from the Storeroom record as they appear in the Storeroom module. The system also now shows the storeroom and stock code on the header screen.

Update Fields on Storeroom Change Request

The left column of fields shows the existing values in the storeroom. You can enter the changes required in the right column. Only the fields that are being changed need to be filled in, an empty field in the Requested Change column indicates that the current value will be retained. This screen shows all of the fields that can be modified using this change request. Once all of the changes are entered Click Save. You can then set the status to Pending Approval to have the change request approved.

After the record is approved, the option to Apply Changes is available on the Actions list. A user with the appropriate authority, usually the approver, can select Apply Changes from the Actions list and all of the changes requested on the Change Request are applied to the Master Catalog module. In order to execute this action the user must have the appropriate Function in his or her responsibility profile.

How to Request an Update to Storeroom Information

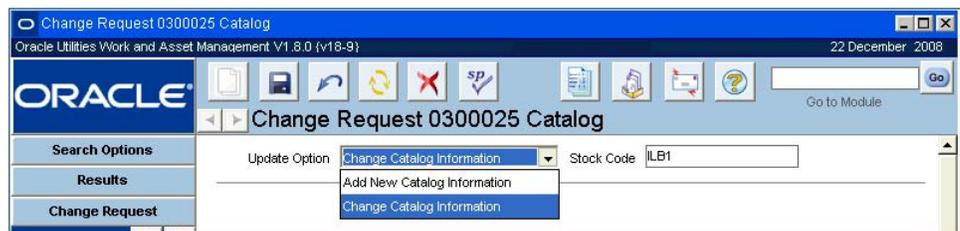
1. **Open a Storeroom type Change Request record.**
2. **Select Storeroom Change Request from the Views list.**
3. **Enter a stock code and the corresponding storeroom.**

Make sure that the storeroom and stock code are accurate. After the record is saved the top portion of the screen cannot be modified. If you entered an incorrect storeroom or stock code, the Change Request record status must be set to Canceled and another Change Request record must be entered with the correct information.

4. **Click Save.**
5. **Enter the changes that are required in the corresponding field in the right column.**
Only the fields that are being changed need to be filled in, an empty field in the Requested Change column indicates that the current value will be retained. This screen shows all of the fields that can be modified using this change request.
6. **Click Save.**
7. **Set the status to Pending Approval to have the change request approved.**
After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and update the Storeroom record.

Master Catalog Change Request

When you select Catalog as the record type on a change request, Catalog Change Request becomes an option on the Views list. When you select this view, the system opens a preliminary window that prompts you to enter the update option and a stock code.



New Master Catalog Change Request

Note: After the record is saved this portion of the screen cannot be modified. If you entered an incorrect stock code or failed to select the proper Update Option, the Change Request header status must be set to canceled and another Change Request record must be entered with the correct information.

Once these fields are complete and the record is saved, the system opens a second window that shows the primary fields from the Stock Code record as they appear in the Storeroom module. The system also now shows the stock code on the header screen.

Catalog Change Request - Change Catalog Information

If you select Change Catalog Information, the left column of fields shows the existing values for the stock code. You can enter the changes required in the right column. This screen shows all of the fields that can be modified using this change request. Only the fields that are being changed need to be filled in, an empty field in the Requested Change column indicates that the current value will be retained. Once all of the changes are entered Click Save. You can then route the Change Request record for approval by selecting that option from the Actions list.

Note: If the Storeroom Reorder Processing rule key in the Batch Stock Reorder Business Rule is set to STOREROOM, the system will copy the values entered for Prime Vendor, Vendor Part Number, Manufacturer, Manufacturer Part Number, Buyer and the Tax fields to the Stock Reorder Override view of the storeroom for the item created.

The other option for a catalog change request is to add a new catalog item. With this option selected the Stock Code field is not required. It can be entered or automatically generated when the Catalog record is created. This option allows users to identify items to be included in the master catalog and, if necessary, allow them to identify a storeroom for the item.

After the record is approved, the option to Apply Changes is available on the Actions list. A user with the appropriate authority, usually the approver, can select Apply Changes from the Actions list and all of the changes requested on the Change Request are applied to the Master Catalog module. In order to execute this action the user must have the Function Apply Catalog/ Storeroom Changes in his or her responsibility profile.

How to Request an Update to Catalog Item Information

1. **Open a Catalog type Change Request record.**
2. **Select Catalog Change Request from the Views list.**
3. **Make sure that Change Catalog Information is selected in the Update Option field.**
4. **Enter a stock code.**
5. **Click Save.**
6. **Enter the changes that are required in the corresponding field in the right column.**
7. **Click Save.**
8. **Set the status to Pending Approval to have the change request approved.**

After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and update the Master Catalog record.

How to Request the Addition of a New Catalog Item

1. **Open a Catalog type Change Request record.**
2. **Select Catalog Change Request from the Views list.**
3. **Select Add New Catalog Information as the update option.**
4. **Click Save.**
5. **Fill in the fields as completely and as accurately as possible.**

If you want to assign the stock item to a specific storeroom/catalog also fill in the Storeroom fields on the right side of the screen.

6. **Click Save.**
7. **Set the status to Pending Approval to have the change request approved.**

After the change request has been approved, users with the appropriate responsibility can select Apply Changes from the Actions list to complete the process and update the Master Catalog record.

Change Request Log

The system creates a record in the Change Request Log each time an action is run from the Change Request module for a Vendor Change Request. Log records include the name of the action, the date it was run, and the name of the user launching the action.

Master Catalog

The Catalog module stores all stock items throughout your organization, while Storeroom records organize these stock items into subsets. Once your organization has created its Master Catalog records, you can create storeroom lists, identifying which stock items are located in which storerooms and the quantities in each storeroom.

Master Catalog Records

In order to assign a stock item to a storeroom, the item must first be in the Catalog module and the Storeroom record must have been set up through the Storeroom Setup module in the Resource subsystem.

The screenshot displays the Oracle Utilities Work and Asset Management V1.8.0 (v18-2) interface for the Master Catalog record. The window title is "Stock Code ILB". The main content area shows the following details:

- Search Options:** Stock Code: ILB, Type: Direct, Status: Active
- Description:** Main Stock Code for ILB facility
- Class:** (empty), Prime Vendor: ILB002, Capital Spare
- UOP:** EA, **UOI:** EA, **Lead Time:** 2 (days), No Substitute
- PM Ratio:** 1, **Shelf Life:** (empty) DAYS, Hazardous
- Buyer:** ILB
- PO Commodity:** PUMPS, Include on BOM
- State:** 3, **Federal:** 0, **Provincial:** 5, Lot Item
- Temporary Stock
- Reconcile to CU
- Truck Stock

Commodity Coding Information:

- Category:** MECHANICAL, **Name:** (empty)
- Type:** (empty), **Composition:** Steel

Material Control Code:

- Procurement Level:** B, **Shelf Life Class:** NONE
- Quality Class:** MED, **Special Requirement:** CARE
- Storage Code:** COOL

Master Catalog record

How to Create a Stock Item Record in the Master Catalog

1. Open the Master Catalog module.
2. Click New.
3. Enter a unique Stock Code.
4. Enter the Stock Type from the list of values.
5. Enter the Description.
6. Enter any other information that your organization requires.
7. Click Save.

Once the stock item is created, the next step is to [add it to a storeroom](#).

Master Catalog Field Descriptions

The following fields are included:

Stock Code - The stock code uniquely identifies the Master Catalog record. Depending on how your organization has configured the system, you can create the stock code, or the system will do it for you.

If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

The same physical item can have more than one stock code. For example, you might have an item that is issued using two different unit of issue values, such as BOX and EA. You would create a Master Catalog record with a unique stock code for the item issued by the box, and a Master Catalog record with a it's own unique stock code for the item issued individually. You could then cross-reference the two records using this field and use drill-down to quickly access the associated record.

Stock Type - There are five available stock types - Inventory, Expense, Direct, Phantom and Consignment. For more on stock types and how they affect inventory, see the section titled Stock Types.

Status

Created - When you created a new record, the system puts it in Created status while you gather information to complete the record and the details. Once the record is complete you can change the status to Active.

Active - Inventory and purchasing transactions cannot take place for the item until the record status is set to Active.

Inactive - Rather than attempt to delete the record – which may interfere with other processing within the system – you should set the status to Inactive. Inventory and purchasing transactions cannot take place for the item when the record status is set to Inactive.

Description - The Description field contains a description of the item. You can enter as much text as you need. If you need a larger description area, or need a wider area to get columns of text to align, you can double-click the Description field to open the Editor window, which can be sized to meet your needs. The Editor window also includes a Search button that can be useful for finding specific text in a long note. Remember that the Description field on the Search Results window shows only the first few words that you enter here.

Class - The Class field provides a way to classify the stock item. The field has an associated list of values controlled by a code table.

UOP, UOI and P/I Ratio - The system uses the unit of purchase, unit of issue, and purchase to issue ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The unit of purchase would then be BOX, the unit of issue would be EA, and the P/I ratio would be 10.

Buyer - The buyer represents the individual given responsibility for purchasing activity for the item. The field has an associated list of values controlled by the Buyer module. If you leave this field blank, the system assigns any purchasing activity for this item to the buyer indicated in the Batch Stock Reorder business rule.

PO Commodity - The Purchase Order Commodity field provides a way to classify the stock item for purchasing purposes. The field has an associated list of values controlled by a code table.

Tax Information - The three tax fields contain tax codes for state/provincial tax, federal tax and local tax. These fields have associated lists of values that are controlled by Code Tables 160, 159 and 161 respectively, in the Code Table and Codes module of the Administration subsystem.

Prime Vendor and Lead Time - These fields are used to indicate the main vendor that can supply this stock item, and the estimated amount of time it will take for the vendor to supply the item after it is ordered. Settings in the Update Primary Vendor Business Rule determine whether or not the prime vendor is updated when Purchase Order records reference the stock item.

Shelf Life - Indicates the amount of time that the item can remain in stores before it is no longer useful.

Capital Spare - A check in this box indicates that the item is a relatively valuable piece of equipment kept in house as backup if the item primarily used should fail. Items such as a spare motor or generator might fall into this category.

No Substitute - This box is checked if the item cannot be substituted for a similar item when stores of this item are not available.

Hazardous - These fields indicate if the item is hazardous and the type of hazard.

Include on BOM? - The Include On BOM check box indicates that the item can be used on a bill of materials.

Lot Item - The Lot Item indicator shows that the item is managed in lots. When an item has been designated for lot management, any inventory activities, including checking the item out against a work order, will require you to enter a Lot ID.

Temporary Stock - When a direct type item is purchased for courtesy stores and no stock code is provided, the system checks this box and provides a temporary stock code, based on the PO number.

Reconcile to CU - This is only used if your organization uses [Compatible Units](#). Check this box if the item should be tracked for [CU Reconciliation](#). If the box is checked and more or less of the planned quantity is used for work, the item must be reconciled.

Commodity Coding Information - Use the Commodity Coding Information fields to establish a commodity code system within your master catalog. Commodity codes represent an intelligent system for classifying items in parallel with your stock item number. Commodity codes can be useful for finding stock items within the system. Vendor records also include a Commodities view where you can enter the commodity codes that a vendor supplies to identify and classify their products or services. The vendor records and the catalog records can then be cross referenced by commodity code to help buyers identify which vendors can supply the restock items.

For more information please reference the [Commodity Codes](#) topic in the Stock Codes chapter of the System Basics Guide.

Material Control Codes - The bottom portion of the window displays the Material Control Code information. Using these fields, you can indicate any special receipt, inspection, handling and storage requirements for the item. This information is used elsewhere in the system as reminders when the item is ordered, received and processed. Material Control Code information includes:

Procurement Level - The Procurement Level field provides one way of classifying the item targeted primarily at purchasing processes. This setting will control how this item can be purchased and how it is received.

If you select a level that indicates the item is a quality item, the system will check the Quality Item indicator for any purchasing documents created for the item. This indicator will also be checked when the item is received in the Receiving and Multi-Step receiving modules, and the item will require special processing. If you select a level that indicates that the item must be purchased from an approved vendor, the system will not allow the issue of any purchase orders including this item to a non-approved vendor.

Procurements levels are created and defined in the Procurement Level Business Rule.

Quality Class - The Quality Class field provides another way to classify the item. The system will display the quality class on purchasing, receiving and inventory-related records. The field has an associated list of values controlled by a code table.

Storage Code - The Storage Code field provides a way to classify the item by how it should be stored. The field has an associated list of values controlled by a code table.

Shelf Life Class - The Shelf Life Class field can be used to indicate how the shelf life of the item is determined. The field has an associated list of values controlled by the Shelf Life Business Rule. Three of the options you can select from are:

- **Internal** - allowing your organization to assign it's own shelf life adjustment to the shelf life. For internal shelf life items, expiration date is determined by delivery date plus shelf life multiplied by the value set the Shelf Life Business Rule.
- **None** - indicating that no adjustment to the shelf life is used and expiration date is determined solely by delivery date and shelf life.
- **Vendor** - indicating that the vendor will supply the expiration date.

Special Requirement - The Special Requirement field provides a catch-all for miscellaneous special issues. The field has an associated list of values controlled by a code table.

Master Catalog Views

In addition to any standard views, the module includes the following:

Storeroom Quantity Summary

The Storeroom Quantity Summary view summarizes information from each storeroom that carries the catalog item. All information on this view is drawn directly from the Storeroom record and is maintained by the system.

Each row in the grid in the upper section of the Storeroom Quantity Summary view displays quantity, primary bin and status information from a specific storeroom that carries the catalog code. Each storeroom is identified by the Storeroom ID in the first column.

The summary section in the lower section of the Storeroom Quantity Summary view displays total quantities for the catalog item across all storerooms.

Storeroom	Available Qty	Inventory Qty	On Order Qty	Transfer Qty	Repair Qty	On Demand Qty	Lot Hold	Primary Bin	Status
	-11	10	13			34			ACTIVE

Summary Totals									
Available Qty	Inventory Qty	On Order Qty	Transfer Qty	Repair Qty	On Demand Qty	Lot Hold Qty			
-11	10	13			34				

Quantity Summary view

Storeroom Reorder Summary

The Storeroom Reorder Summary view summarizes reorder information from each storeroom that carries the catalog item. Each row in the grid displays maximum and minimum quantities, reorder point, and year to date usage from a specific storeroom that carries the catalog code. Each storeroom is identified by the Storeroom ID in the first column.

Comments - The Comments field displays any comments entered when the new Master Catalog record was created.

How to Create an Association Between Existing Master Catalog Records

- 1. Open one of the appropriate Master Catalog records.**
The Catalog module is in the Resource subsystem.
- 2. Open the Associated Stock Codes view.**
If no previous associations have been created, the system opens the window with the first line highlighted ready for a new record.
- 3. Click the first empty line.**
The system prepares for a new record.
- 4. Select the associated stock code from the list of values.**
The list is controlled by the Catalog module. Depending on the size of your catalog, you will probably want to enter a partial stock code before calling the list of values.
- 5. Select a relationship type for the association from the list of values.**
This list is controlled by a code table.
- 6. Enter comments, if necessary.**
- 7. Click Save.**
The system will save the record of the association and create the second association record for the other Master Catalog record.

You can create a copy of an existing record, including the important details, by selecting Copy to Associated Stock from the Actions list. When the system creates the new Master Catalog record, it also creates mirror records showing the relationship in the Associated Stock Codes views for the two Master Catalog records.

You can delete an Associated Stock Code record. However the system will not delete the mirror record from the Associated Stock Codes view of the other Master catalog record. You should delete the second, mirror association record manually.

Lots

Certain types of stock are received in lots. Typically, all items in a lot are manufactured in the same production run and so are assumed to be interchangeable – they all meet the same standards and, if there is a problem with one item, that problem is likely to be present for the entire lot. Lot information maintained at the master catalog level applies to all items in the lot, regardless of which storeroom the items are in.

The screenshot shows the 'Stock Code ILB Lots' window. On the left is a navigation pane with sections for 'Search Options', 'Results', 'Stock Code', 'Views', and 'Actions'. The 'Views' section is expanded, showing options like 'Notes*', 'Attachments*', 'Storeroom Quantity Su', 'Storeroom Reorder Sui', 'Associated Stock Cod', 'Lots', 'Where Used', 'Crafts', 'Blanket Contract', and 'Vendor Manufacturing'. The 'Actions' section includes 'Create Bookmark', 'Audit Log (Header)', 'Copy Record', 'Reorder Wizard', 'Components', and 'Storeroom'. The main area contains a table with the following columns: 'Description', 'Lot ID', 'Lot Status', 'Expiration Date', 'Activated By', and 'Total Quantity'. The table has one data row with 'Active' in the Lot Status column and '0' in the Total Quantity column. Below the table is the 'Expiration Information' section, which includes a 'Vendor Expiration Date' field and a calculation: 'Cure Date' + 'Shelf Life' = 'Delivery Date' + 'Shelf Life'.

Lots view

Description - The system copies the description of the item from the Master Catalog header when you enter a Lot ID and save the record. You cannot update this field.

Lot ID - The Lot ID field identifies the lot.

Lot Status

Active - The lot as a whole is active, however, individual quantities may be on hold.

Closed - Lot status can be changed to closed only when there are no quantities.

Manual Hold - Manual hold indicates that the items cannot be used until the status is removed. Items can be placed on manual hold for any reason and remain on hold until the status is changed.

Expired Hold - Expired hold is a system-controlled status indicating that the expiration date for the lot has been passed. If you change the expiration date a future date, the system will change this status to Active.

Expiration Date - The system calculates the Expiration Date using information in the Shelf Life and the Shelf Class fields (on the Master catalog record), and the delivery date. You can overwrite the suggested expiration date with your own if necessary. The Expiration Information fields at the bottom of the window display information used to calculating expiration date.

Once an expiration date is reached and the lot is expired, the system will change the lot status to Expired Hold, removing the lot from normal stock activity (such as checkout and issue). If you change the expiration date a future date, the system will change this status to Active and the lot can be used for issues and other stock activity.

Activated By - This field displays the username for the person who created the lot record, either here or when it was received through the Receiving module of the Inventory subsystem.

Total Quantity - The total number of this stock item identified as being in this lot. This number is only updated by the system when the Lot ID is entered on a stock item receipt or

transfer into inventory. It can not be modified unless you adjust inventory quantities in the Storeroom module.

Expiration Information - When an existing Lot ID is selected, the expiration information at the bottom of the window displays the information used to calculate the expiration date. The calculation is based on the information entered when the stock item was received, the setting of the Shelf Life Class field on the Master Catalog record, and settings in the Shelf Life Class business rule.

Vendor Expiration Date - If the shelf life class for the stock code is Vendor (indicated on the Master Catalog record), the system enters the expiration date supplied by the vendor in this field.

Cure Date - If the shelf life class for the stock code is Internal (indicated on the Master Catalog record), and a cure date is entered upon receipt, the system calculates the lot expiration date as the cure date plus the shelf life.

Delivery Date - If the shelf life class is Internal (indicated on the Master Catalog record), and a delivery date is entered upon receipt of the items, the system calculates the lot expiration date using information from the Shelf Life business rule.

Shelf Life Class - The system indicates the class here if the Stock Item has been given a Shelf Life Class in the corresponding field of the Master Catalog record.

How to Mark a Stock Item for Lot Management

1. **Open the appropriate the Storeroom record for the stock item.**
The Storeroom module is in the Resource subsystem.
2. **Place a check in the Lot Management check box.**
You can check the Lot Management check box only if there are no on-hand quantities of the stock item.
3. **Click Save.**
The system will save the changes and use Lot Management processing when the stock item is received.

How to Enter Lot Information for a Stock Item

1. **Open the appropriate Master Catalog record.**
2. **Open the Lots view.**
3. **Click New.**
The system will open a new Lot Management record in ACTIVE status.

Only Lots in active status can be transferred between Storerooms, checked out, etc.
4. **Enter the Lot ID.**
5. **Enter an expiration date if needed.**
The system can also be set to calculate the expiration date based on other criteria.
6. **Click Save.**

Where Used

Open the Where Used view to find out which Bill of Materials (BOM) records include the stock item. Only when the BOM is then referenced on an asset does the system display the department, area, asset type and number, component, BOM ID, sub-assembly (minor BOM) and the quantity of the item included on the BOM.

If the stock item is on a BOM, but the BOM is not referenced on an asset or component, the system does not show the BOM on the Where Used view.

Dept	Area	Asset ID	Asset Status	Component ID	BOM ID	Sub-Assembly	BOM Qty
ILB1	ILBA1	E ILB ASSET 1	ACTIVE		RVM-EM		2
ILB1	ILBA1	E ILB ASSET 10	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C1	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C10	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C11	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C12	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C13	ACTIVE		ILB BOM1		5
ILB1	ILBA1	I ILB C14	ACTIVE		ILB BOM1		5

Where Used view

Crafts

For each item in your catalog, you can create a list of crafts that typically use or are responsible for installation and maintenance of the item. You can list one craft once per item.

Craft	Description
MECH	Mechanic
WELD	Welder

Crafts view

Associated crafts are for informational purposes only and are not used elsewhere in the system.

Blanket Contract

The Blanket Contract view lists all blanket contracts in Active status containing the stock code as an item that is not in Canceled status. The view shows important information from the blanket contracts such as the blanket contract numbers, the statuses of the blanket contracts, used amounts, and limit amounts, as well as the description of the blanket contracts and the vendors that the contracts were negotiated with. All of the information on this screen is imported from the Blanket Contract module by the system and cannot be modified. You can double-click the blanket contract number or the revision number to open a specific Blanket Contract record. Please refer to the document entitled Blanket Contracts in the Purchasing User Guide for more information on blanket contracts.

Contract No.	Rev. No.	Status	Used Amount	Limit Amount	Expiration Date	Unit Price

Blanket Contract view

Vendor Manufacturer

You can maintain a list of authorized vendors and the manufacturers for each item in your catalog by entering this information in the Vendor & Manufacturer Data view. You can also list the vendor part number and the manufacturer part number for each record.

Code	Part Number
RJB-VENDOR1	

Vendor Manufacturer view

You cannot enter duplicate vendor / manufacturer combinations but you can enter multiple manufacturers for each vendor and multiple vendors for each manufacturer (one for each combination). The system automatically identifies the first record you create as the primary vendor, but you can assign a different record as the primary selecting the check box.

Before you can create a Manufacturer Vendor record, the vendor must be established in the Vendor module of the Purchasing subsystem and the manufacturer must be listed in the appropriate code table. For more on the vendor records, see the section titled Vendors in the Purchasing User Guide.

The vendor and manufacturer part numbers can be entered manually. The system will use this information in the Manufacturer Data view of the Purchase Order module in the Purchasing subsystem.

Conductor Information

The conductor information view is used to define a stock item as a conductor for use with compatible units. Please refer to [Compatible Units for Conductors](#) for more information.

Master Catalog Actions

In addition to standard actions, the following can be completed from within the module.

As well as access to the Reorder Wizard, Storeroom and Component ID modules. Access to the [Account Log](#) and basic search and bookmark actions

Update BOM

Select Update BOM from the Actions list to delete or replace the stock item from all Bill of Materials records that currently list the stock item. If you choose to delete the stock item, the system searches for the BOM records containing the stock item and asks you to confirm that you want to delete. The item is not deleted from the BOM records until you click OK. If you choose to replace the stock item, the system asks you to enter the new stock code and then updates the BOM records when you click OK on the confirmation message.

You must have the appropriate responsibility in your user profile to access the Update BOM action.

Please refer to the [Bill of Material](#) chapter for more information on how to use the Update BOM action.

Related Topics

[How to Delete a Stock Item from a BOM](#)

[How to Replace a Stock Item on a BOM](#)

Copy to Associated Stock

You can copy a Master Catalog record and the important details using the Copy to Associated Stock Action. The action automatically creates records in the corresponding Associated Stock Codes views for both the original and the new Master Catalog records. If you want to indicate a relationship between two existing items, you should use the Alt Stock field on the Master Catalog records.

This action only copies the Master Catalog record. You must create the appropriate Storeroom records to make the new stock code available for issue.

How to Copy a Master Catalog Record

1. **Open the appropriate Master Catalog record.**
2. **Select Copy to Associated Stock from the Actions list.**

The Copy Catalog window opens.

3. **Enter a new stock code.**
4. **Click the Finish button.**

The system creates the new record in Active status. It also creates entries in the Associated Stock Codes views for both the new, and the old, Master Catalog records. You must now open the new Master Catalog record and make any necessary changes.

5. **Click the Close button.**

Chapter 25

Storeroom

After stock items are entered and storerooms are established in the Storeroom Setup module, you can enter and maintain information about the stock items available within each individual storeroom. Any stock item entered in the Catalog module can be made available in more than one storeroom. Pricing and quantity information (for the stock item) will vary from one storeroom to the next.

The Storeroom module is used for entering and maintaining information about catalog items available within each individual storeroom. Once an item is logged into a storeroom the system automatically maintains and updates much of the information using data from the Inventory and Purchasing subsystems. Each Storeroom header record represents an item in a storeroom. The record for the storeroom is entered and maintained in the Storeroom Setup module.

Storeroom Records

You can associate accounting information, such as the asset account number and the credit account number, to Storeroom records. This information is used by the system in processing storeroom transactions such as issues, returns, transfers, etc. Before you can associate this information to the storeroom record, however, the information must first be entered into the system in the Account module in the Resource subsystem.

Storeroom module

The system uses the stock code combined with the storeroom code to distinguish a unique record.

When the stock item is referenced on purchasing records or on work records that result in purchasing records, the notes entered for the item carried over to those records along with other relevant information.

How to Add a Stock Item to a Storeroom

1. **Open the Storeroom module.**
2. **Click New.**

The system will open a blank record.

3. **Enter the Stock Code, Storeroom and Expense Code.**

The system supplies Lists of Values for these fields.

Only Stock Items that are in Active status appear on the list of values. Stock Items are entered in the Master Catalog module.

4. **Enter any other information your organization requires on the various views.**
5. **Set the status to Active.**

The status field is located below the Description on the right.

6. **Click Save.**

How to Set a Markup Rate for a Stock Item

1. **Open the Storeroom record for the Stock Item.**

The Storeroom module is in the Resource subsystem.

2. **Check the Use Markup? check box.**

3. **Enter the Markup Rate.**

The Markup Rate is the amount by which the system will multiply the Average Unit Price or Standard Price (depending on which is selected) to calculate the Issue Price. If you enter a Markup Rate of less than 1.0, the Markup Rate will act to reduce the Issue Price. For example, if a Standard Price of \$1.00 is selected as the basis for the Issue Price and the Markup Rate is .5, the Issue price will be \$.50. A Markup Rate of 1.0 would have no effect on the Issue Price, and a Markup Rate of 1.5 would result in an Issue Price of \$1.50.

You can check to make sure you have selected the correct Markup Rate by selecting the Pricing radio button at the top of the window and checking the Issue Price.

4. **Click Save.**

Storeroom Field Descriptions

The following fields are included:

Status - Storeroom records can be in Created, Active or Inactive status. For a Storeroom record to be in Active status, the Catalog record for Stock Code must also be in Active status.

Stock Code - The stock code can be selected from a list of values but, because a master catalog can contain many stock items, the system prompts you to begin the process by supplying a partial stock code to help narrow the search.

You can use the '%' sign as a wild card if you want to narrow the list of values based on the middle or end of the stock code. You can also use the Search button in the list of values window to search based on the stock item's description.

The system supplies the description for the stock code from the Catalog module. For more on the Catalog module, see the section titled Master Catalog.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system supplies this information from the Master Catalog record for stock items.

Stock Type - There are five available stock types - Inventory, Expense, Direct, Phantom and Consignment. For more on stock types and how they affect inventory, see the User Guide section entitled Stock Types.

The system copies stock type from the Master Catalog record when you create a Storeroom record, but you can change the stock type as long as quantities are zero. An instance in which you may want to change the stock type is if a stock code is handled as an inventory item in one storeroom but as an expense item in another.

Storeroom - The storeroom identifier can also be selected from a list of values. The system supplies the description for the storeroom from the Storeroom Setup module. For more on the Storeroom Setup module, see the section titled Storeroom Setup.

Debit Expense - You can also use a list of values to select the debit expense code. The system uses this code in conjunction with the account number taken from the Work Order record or other process that required the stock item to be checked out. The account number combined with the debit expense code is used to create an account number when Oracle Utilities Work and Asset Management is linked to an accounting software package. For more on the Stock Checkout module, see the section titled Stock Checkout.

Other fields on the Storeroom record which are not required by Oracle Utilities Work and Asset Management, but which may be important to your organization, are:

Primary Bin - The Primary Bin field is for informational purposes only and cannot be updated here. The field indicates where in the storeroom you will find the primary location for the stock item. The primary bin is selected in the Bin Locations view.

Asset Account - The asset account number indicates the account that owns the item while it is in this storeroom. It is combined with the asset expense code to form an account number when Oracle Utilities Work and Asset Management is linked to an accounting software package.

Credit Account - The credit account number indicates the account that will be credited when the item is checked out of this storeroom. The system does not use this information internally. The information is combined with the credit expense code and passed to the general ledger when Oracle Utilities Work and Asset Management is linked to financial accounting software.

Asset Expense - You can use a list of values to select the asset expense code. It is combined with the asset account to form an account number for use with accounting software.

Reorder Type - The Reorder Type field is controlled by a drop-down list of four possibilities. Settings in the Batch Stock Reorder business rule determine how records are automatically created as a result of the setting of this field.

Automatic Reorder - Selecting Automatic Reorder allows the system to automatically reorder for you when the quantity reaches or falls below the Reorder Point set on the Pricing view. The system will generate a Requisition or a Purchase Order record according to the settings established in the Batch Stock Reorder Business Rule. The system shows the type of document that will be produced in the Source field.

When cutting a purchase order, the system checks to see if the item is included on an active blanket contract (in the Blanket Contract module of the Purchasing subsystem). If the item is not on a blanket contract, the system will simply create a new Purchase Order record in the status indicated in the Batch Stock Reorder Business Rule. If the item is on a valid contract, the system will use the contract to order against (it will also include the Blanket Contract ID on the Requisition record). If the contract is not valid for any reason – has expired, for example – the system will create a record in the Reorder Review module of the Inventory subsystem.

Reorder Review - If you select Reorder Review, the system flags the item for reorder review when the quantity reaches or falls below the Reorder Point set on the Pricing view. Reorder review is conducted in the Reorder Review module of the Inventory subsystem.

Note: The system does not alert users when a Reorder Review record is automatically created. Therefore, it is important to make a review of new items in the Reorder Review module part of your regular routine. One simple way to do this is to create a saved search.

Contact Reviewer - If you select 'Contact Reviewer', the system sends an alert to the designated reviewer when the quantity reaches or falls below the Reorder Point set on the Pricing view. The reviewer is designated in the Batch Stock Reorder Business Rule.

No Auto-Reorder - Selecting No Auto-Reorder removes the item from the automatic reorder process and requires that someone track the item for reorder. No Auto Reorder is the only option available for Direct, Consignment, and Phantom, stock types.

Credit Expense - You can use a list of values to select the credit expense code. It is combined with the credit account to form an account number for use with accounting software.

Source - The Source field indicates whether the automatic reorder process will initiate a Requisition or a Purchase Order record, which is determined by the settings established in Batch Stock Reorder Business Rule. For more on requisitions, see the section titled Requisitions. For more on purchase orders, see the section titled Purchase Orders. The field has an associated list of values controlled by a code table.

Reviewer Code - Enter a code to classify storeroom records by reviewer. The field has an associated list of values controlled by a code table.

Markup - Use this check box and associated field to indicate if there is a markup to be charged when the item is checked out of the storeroom. If a markup is to be used, indicate the rate in the field to the right of the check box.

You can discount the price charged for the item by entering the wrong value. A markup rate of '2' doubles the price of the item, a markup rate of '1.1' raises the price by 10% but a rate of .1 actually discounts the price to 10%.

ABC Class - These two fields represent the ABC class for the item in the storeroom and the last date that the ABC class was calculated. This information is supplied by the system and cannot be modified.

Last Issued - The Last Issued field is completed by the system and indicates the date that the item was last issued from this storeroom. The system gets this information from the Stock Checkout module of the Inventory subsystem. For more on stock checkout, see the section titled Stock Checkout.

Last Physical - These two fields display the identification number and date of the last physical inventory that included the item for this storeroom. The system supplies this information using data from the Physical Inventory module of the Inventory subsystem. For more on physical inventories, please refer to the section titled Physical Inventory.

Last PO No. - These three fields display the PO number, quantity ordered and date for the most recent purchase order that included the item for the storeroom. This information is provided by the system using data from the Purchase Order module of the Purchasing subsystem. For more on purchase orders, see the section on Purchase Orders.

Last Blanket - These two fields display the number and date of the last blanket purchase order used to create a purchase order for the item and the storeroom. Usually, the Last PO No. fields and the Last Blanket fields will be associated, because the purchase order will have been created using the blanket purchase order. For more on blanket purchase orders, see the section titled Blanket Contract.

Trackable - Checking the Trackable check box indicates that this item is associated with one or more components. This field is only an indicator unless the Component ID Rule Business Rule is activated. If this field is checked and the business rule is active, the system will require you to enter a Component ID for any transaction that changes the quantity of the item for the storeroom.

An example might be a model of coolant pump that is being tracked. If there are four in stock; when one is released from the storeroom for installation in a refrigeration unit, Oracle Utilities Work and Asset Management will require the Component ID for the pump that is installed.

For more on Component ID, see the section titled Component ID.

Repairable - An item checked as 'Repairable' should be inspected to see whether it should be repaired before it is returned to the storeroom. However, this information is not used elsewhere in the system unless your organization has the system configured to support component repair.

Note: Also see the section on Materials Disposition for more on the accounting related repair of components.

In the field to the right of the Repairable check box, you can enter a standard return value for items if the item has a component identification number and the REPAIRABLE RETURN CREDIT VALUE is set to ON in the Repairables Processing Business Rule. Under these conditions, when the item is returned to a storeroom through the Stock Checkout module in the Inventory subsystem, the system can credit the work order that called for the component to be uninstalled, with the value in this field.

Inspect - An item that is marked 'Inspect' should be inspected by the receiving department before receipt is finalized. However, this is the only place this information is shown.

QC Required - An item checked as 'QC Required' should be inspected before receipt is finalized. You can enter a code for the inspector in the field next to this check box. However, this is the only place this information is shown.

Inspector - The unlabeled field next to the QC Required check box is informational only and represents the Inspector to contact about the inspection of the item.

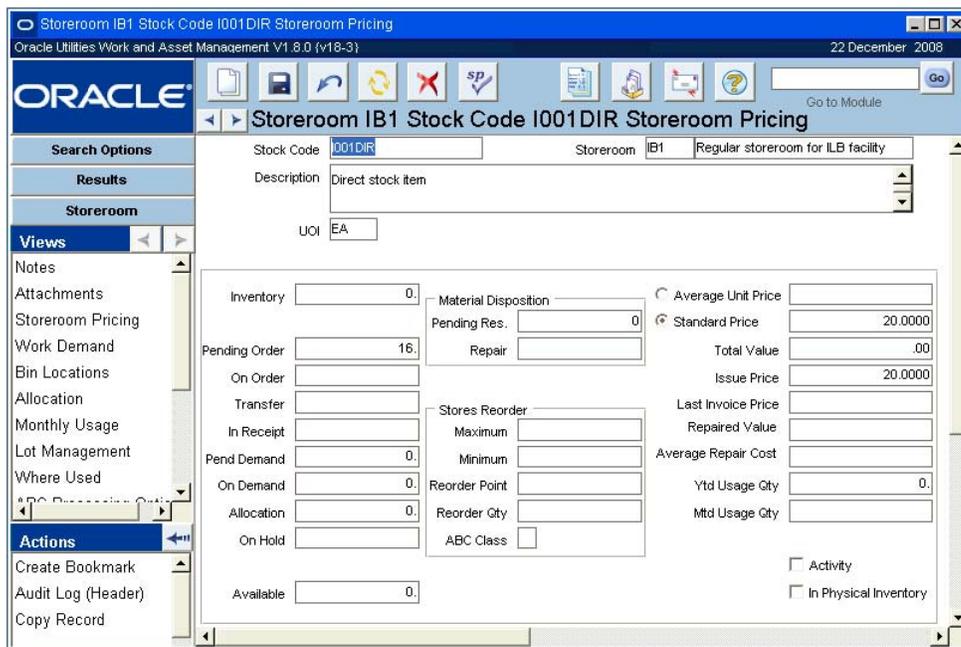
Lot Management - Checking the 'Lot Management' check box indicates that this item comes in lots and that the lots are being tracked. If this field is checked, the system will require you to enter a lot number for any transaction that changes the quantity of the item for the storeroom.

Storeroom Views

In addition to any standard views, the module includes the following:

Storeroom Pricing

The Storeroom Pricing view is designed to help you monitor pricing and inventory of the item within the storeroom.



Storeroom Pricing view

The upper third of the view displays the stock code and description and storeroom code and description. The rest of the view displays the following fields:

Inventory - Shows the number of items in inventory as they are recorded in the Physical Inventory module.

Pending Order - The total number of items with this stock code that appear on a Requisition or a purchase order that has not been issued.

Settings in the Storeroom Demand Allocation Business Rule determine whether the Pending Order quantity also includes Request for Quotes line items which originated from an Approved Requisition.

On Order - The total number of items with this stock code that appear on an issued purchase order but have not yet been received.

Transfer - This field displays how many of the item are scheduled for transfer to the storeroom from another storeroom. The system calculates this number based on transfers recorded in the Stock Transfer module of the Inventory subsystem. The field cannot be updated manually.

In Receipt - The number of items that are in receipt but have not yet been accepted and stocked in the storeroom.

Pending Demand - This field shows the sum of the remaining quantities needed on all Work Order Task records for the stock code. The system only uses Task records in Planning or Approved status to make the calculation. Direct type stock items are not included in Pending Demand because they are not maintained in the storeroom.

On Demand - Shows the number of the item that are needed to fill active Work Order, Fleet Work Order, Stock Transfer or Checkout Request records. The system calculates this information based on data taken from the Work Order module of the Maintenance subsystem (as well as fleet work orders and PM driven work orders), and the Stock Transfer and Checkout Request modules of the Inventory subsystem. Direct type stock items are not included in the On Demand quantity because they are not maintained in the storeroom.

Note: Settings in the Available Quantity Calculation Business Rule and the Storeroom Demand Allocation Business Rule determine how the On Demand and On Hold quantities are calculated.

Allocation - This field reports the quantity of direct purchase items stored as courtesy. For more on courtesy stores, see the discussion on stock types in the System Basics User Guide.

On Hold - This field shows the quantity of this stock item on hold in the storeroom for any reason.

Available - The system calculates this information by adding the values in the Inventory, On Order, In Receipt, and Transfer quantity fields and subtracting the value in the On Demand and On Hold fields to display the amount of items with this stock code that are available. The on demand quantity and the on hold quantity fields are only factored in if they are set to ON in the Available Quantity Calculation business rule. The field cannot be updated manually, but the quantity can be adjusted manually through the Inventory Quantity Adjustment view.

Pend Res. - This field shows the sum of all records in the Material Disposition module with a status beginning with the word Pending.

Repair - This field reports items that are in the Component ID module as components and which have a status of 'in repair'. For more on Component ID status, see Component ID.

Maximum - You can set a maximum quantity that should be held in the storeroom in this field. The system uses this as a target maximum when processing automatic reorders.

Minimum - You can set a minimum quantity that should be held in the storeroom. The system uses this as a target minimum when processing automatic reorders.

Reorder Point - When quantities reach or fall below the Reorder Point, the system automatically reorders the item, or flags it for review. For automated reorder processing, this is the "trigger" point.

Reorder Qty - The reorder quantity is the amount the system will order (e.g. in sets of 5) during automatic reordering. You must enter a Reorder Quantity greater than zero. If you leave this field blank or enter a zero, the system does not know how much to order and returns an error message during batch stock reorder processing.

ABC Class - The ABC Class field represents the ABC class for the item in the storeroom. This information is supplied by the system and cannot be modified.

Average Unit Price - The system maintains the average unit price (AUP) as the average cost per item, using price adjustments, purchase orders, and invoices to recalculate AUP. When selected, this is used in conjunction with and markup rate (if appropriate) to calculate the issue price. The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how this value is calculated. This field keeps track of the current average price of the unit, based on all invoices for that item and storeroom. In order to use the average unit price as the issue price, click the radio button next to the Average Unit Price field. The settings in the Receiving Configuration business rule determines whether or not this price factors in taxes when it is calculated. The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how the average unit price is calculated.

Standard Price - For stores issues and returns only, you can set an item price. If you enter a value and choose the Standard Price button, the system uses the price and the markup rate (if the Use Markup box is checked on the Data view of the Storeroom header) to calculate issue

price. You can determine the standard price and enter it in this field. In order to use the standard price as the issue price, click the radio button next to the Standard Price field.

Note: Standard pricing uses a manually entered price while average unit pricing uses a system-maintained price. The system maintains the issue price based on the storeroom pricing option selected.

Total Value - The dollar value of items currently in inventory. The system calculates total value as the AUP multiplied by inventory quantity. Using the standard price does not affect the total value. The Total Value is calculated by multiplying the quantity on hand by the average unit price.

Issue Price - Used only for issuing and returning stock through the Stock Checkout module. It is calculated by the system, using the AUP or standard price (whichever radio button is selected) and then multiplied by the markup rate (if the Use Markup indicator is checked on the Storeroom Data window). The Issue Price is the price at which the item should be issued. You have two choices for the issue price; the Average Unit Price and the Standard Price. In order to select which price will be used when the item is issued, click the radio button next to the option that you want to use.

Last Invoice Price - The system supplies this information based on the last recorded invoice. For more on invoicing, see the section titled Invoicing.

Repaired Value - You will only be able to see this field if you have the Repairable Processing Business Rule configured to use the Material Disposition module in the Inventory subsystem. The Repaired Value represents the value of the item when it is returned from repairs to the storeroom. You should enter a value here because it affects the Average Unit Price and other value calculations for the storeroom. The value in this field will affect the total value of the storeroom and other calculations.

Average Repair Cost - The system calculates the average repair cost by totaling all of the costs listed on Work Order records for repairing the item and dividing that amount by the number of times the item has been repaired. This field is system maintained and can not be modified.

YTD Usage Quantity and MTD Usage Quantity - These quantities reflect the net total issued for the current year and month. For each return, these values decrease by the return quantity. This information is automatically maintained by the system.

Activity Indicator - The system checks this box to indicate that there has been movement in or out of the storeroom for that stock item, or if the reorder information is changed. The box remains checked until a batch process runs that looks for stock item records which have been marked as active. The batch process then completes the activity and removes the activity indicator.

In Physical Inventory Indicator - The In Physical Indicator signifies that the item is in the process of being inventoried.

How to Adjust the Inventory Quantity of a Stock Item

1. **Open the appropriate Storeroom Catalog record.**
2. **Select Adjust Inventory Quantity from the Actions list.**

The system opens the Quantity Adjustment window showing the current quantity in the Old Quantity field.

This action is available only for inventory and expense type stock items. Depending on the records you have viewed previously during your session, it may be necessary to click the Refresh icon on the toolbar to display the Adjust Inventory Quantity option on the Actions list.

3. **Enter the New Quantity or enter the Adjustment Quantity.**

The system will calculate the Adjustment Quantity or the New Quantity, depending on which field you complete. The New Quantity represents the quantity after adjustment,

while the Adjustment Quantity represents the quantity by which you want to change the on hand number.

You must use a slightly different procedure to [change the quantity of stock items that are tracked by lots](#). Instead of entering the new quantity at the upper portion of the screen, enter a Lot ID and the new quantity in the bottom section.

You can enter negative quantities to adjust the quantity down, but the system does not check to make sure that the result is not a negative on hand quantity.

4. **Select an Adjustment Reason from the list of values and enter comments if necessary.**

This list is controlled by a code table.

5. **Click the Save Changes button.**

The system will make and save the adjustments, and close the Quantity Adjustment window.

How to Adjust the Inventory Quantity of a Lot Managed Stock Item

Note: You must use a slightly different procedure to [change the quantity of stock items that are not tracked by lots](#). The three fields in the upper part of the window are reserved for stock items that are not marked for lot management. If the stock item is marked for lot management, these fields cannot be updated.

1. **Open the appropriate Storeroom record.**

The Storeroom module is in the Resource subsystem.

2. **Select Adjust Inventory Quantity from the Actions list.**

The system opens the Quantity Adjustment window showing the current quantity in the Old Quantity field.

This action is available only for Inventory and Expense type stock items. Depending on the records you have viewed previously during your online session, it may be necessary to click the Refresh icon on the toolbar to display the Adjust Inventory Quantity option on the Actions list.

3. **Select an Adjustment Reason from the list of values.**

This list is controlled by Code Table 187 in the Code Table and Codes module in the Administration subsystem.

4. **Select a Lot ID from the list of values.**

This list is controlled by entries on the Lots view of the Catalog module.

5. **Enter the New Lot Quantity.**

This number must be higher than the Old Lot Quantity. If it is not, the system will send you a warning and will not let you save the change.

6. **Click the Save Changes button.**

The system will make and save the adjustments, and close the Quantity Adjustment window.

Maintaining the Average Unit Price

The system maintains the stock item AUP (Average Unit Price) in the storeroom automatically. Whether initially set by a user (using the Adjust Average Unit Price action in the Storeroom module) or by the system, the AUP is calculated as follows:

$$\text{AUP} = \text{Total Value} / \text{Inventory Quantity}$$

Note: The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how this value is calculated.

When a purchase order is received, the system adjusts the total value (by received quantity x purchase order item price) and the inventory quantity (by received quantity), then recalculates the AUP.

When the invoice is entered, approved, and posted, if there is a price difference, the system applies the difference to the total value, then divides by the current inventory quantity to recalculate AUP.

How to Set or Reset an Average Unit Price for a Stock Item

Although the system maintains the AUP for you, occasions may arise where you need to manually change the Average Unit Price. You can do so in the Average Unit Price Adjustment view. You can adjust the average unit price for all types of stock item except direct and phantom types.

1. Open the Storeroom Catalog record for the stock item.

The Storeroom Catalog module is in the Resource subsystem.

2. Select Adjust Average Unit Price from the Actions list.

The system opens the Price Adjustment window with the Old Price displayed from the Storeroom Catalog record Pricing window.

Note: This action is available only for inventory and expense type stock items. Depending on the records you have viewed previously during your session, it may be necessary to click the Refresh icon on the toolbar to display the Adjust Average Unit Price option on the Actions list.

3. Enter the New Price.

4. Select an Adjustment Reason from the list of values and enter comments if needed.

5. Click the Save Change button.

The system saves the change, closes the Price Adjustment window, recalculates the Issue Price (if the Issue price is based on the Average Unit Price) and enters a write-off (IW) transaction into the Storeroom Transaction Log to account for the storeroom value difference. You can check the new Issue Price by selecting the Pricing radio button at the top of the storeroom Catalog record.

Work Demand

You can use the Work Demand view to review any active Work Order, Checkout Request and Transfer Request records that are placing demand on the storeroom for an item.

This record shows two work records the first needs 3 of this stock item and the second needs one. The first is in Pending status because the Work Order record is in either Created, Pending Approval, or Approved status. The second is in Open status because the Work Order record is Active.

Status	Type	ID	Source	Status	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	ID
OPEN	W	0400360	01	ACTIVE	NOV.01.2004	20	20	0	20	IMANI BROWN	

Work Demand view

All of the information presented in this window is provided by the system from other modules and cannot be updated manually. The information on the Work Demand view includes:

Source Fields - The Demand Source fields show the work record number ('C' indicates a checkout request, 'W' indicates a work order and 'T' indicates a stock transfer), the record status,

required by date, the estimated quantities, the number of items actually issued and on demand, and the requestor.

Possible demand statuses are Pending, Open, and Completed. Pending and Open only refer to demand placed by Work Order records. When the Work Order record is in Created, Pending Approval, or Approved status the items will be in Pending status. The items are in Open status when the Work Order record is Active.

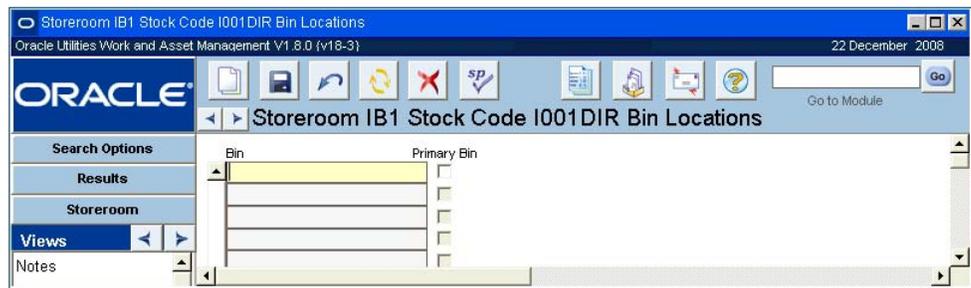
Items in Completed status do not automatically show in the view. In order to see items in Completed status, place the cursor in the status field, press F7, then select Completed from the list of values. Press F8 to see the results.

Asset Fields - The Asset fields indicate the asset number for the asset requiring work and description of the task.

Summary Fields - The summary fields at the bottom of the window show the number of items Pending release and the number that are Open.

Bin Locations

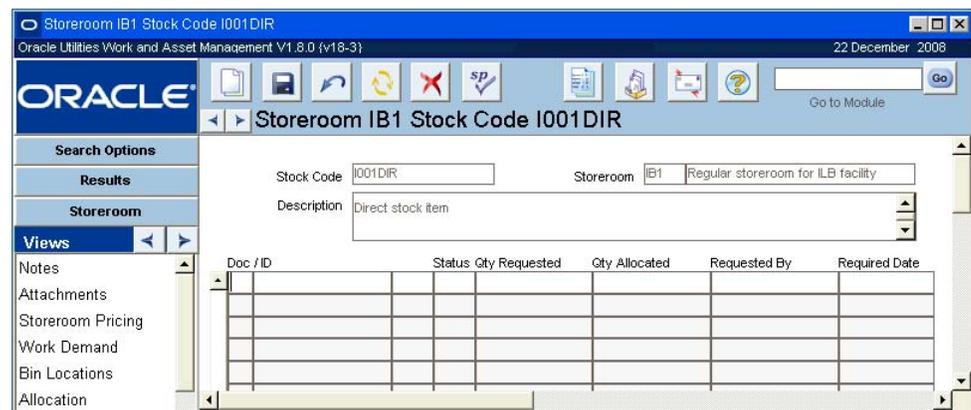
You can use the Bin Locations view to specify where to keep the stock item in the storeroom. You can use the Bin field to name the location of the bin or to track a label for the bin. You can also identify one bin as the primary bin. The system copies the primary bin location/label to the Data window of the Storeroom Catalog header.



Bin Locations view

Allocation

The Allocation view is only available for direct stock types. It presents detailed information on items allocated, or reserved, as courtesy stores items, including the quantities requested and allocated, the name of the requestor, and required date. Courtesy storage items are “allocated” to ensure that the items are reserved for the intended user.



Allocation view

Monthly Usage

The Monthly Usage view presents a log of stock item usage in monthly increments. The Monthly Usage view presents the following information: Year, Month and Quantity. The system supplies this information and it cannot be updated manually.

Year:Month	Quantity	Shutdown Quantity
2006 07		
2006 06		
2006 05		
2006 04		
2006 03		
2006 02		
2006 01		

Monthly Usage view

Lot Management

Certain types of stock are received in **lots**. The Lot Management view displays any Lot IDs that were identified with the stock item when it was received into inventory.

Lot ID	Status	Inventory Qty	Activated By	Created

Lot Management view

In order to identify a Stock Item as one you want to manage in Lots, check the Lot Management check box on the Storeroom record (in the Resource subsystem) for that Stock Item.

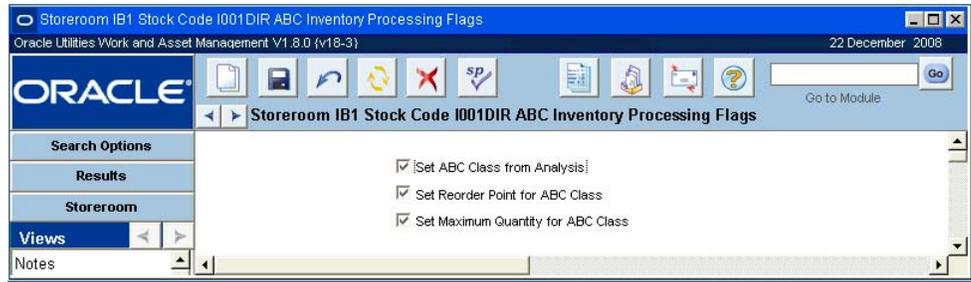
Where Used

Select Where Used from the Views list to open a window displaying a summary of all the Bills of Materials (BOM) that include the stock item. The displayed information includes the department, area, asset type, asset description and number, component, BOM number and the quantity for each bill of materials.

Remember: You can drill down to the specific records associated with the information in each of the fields.

ABC Processing Options

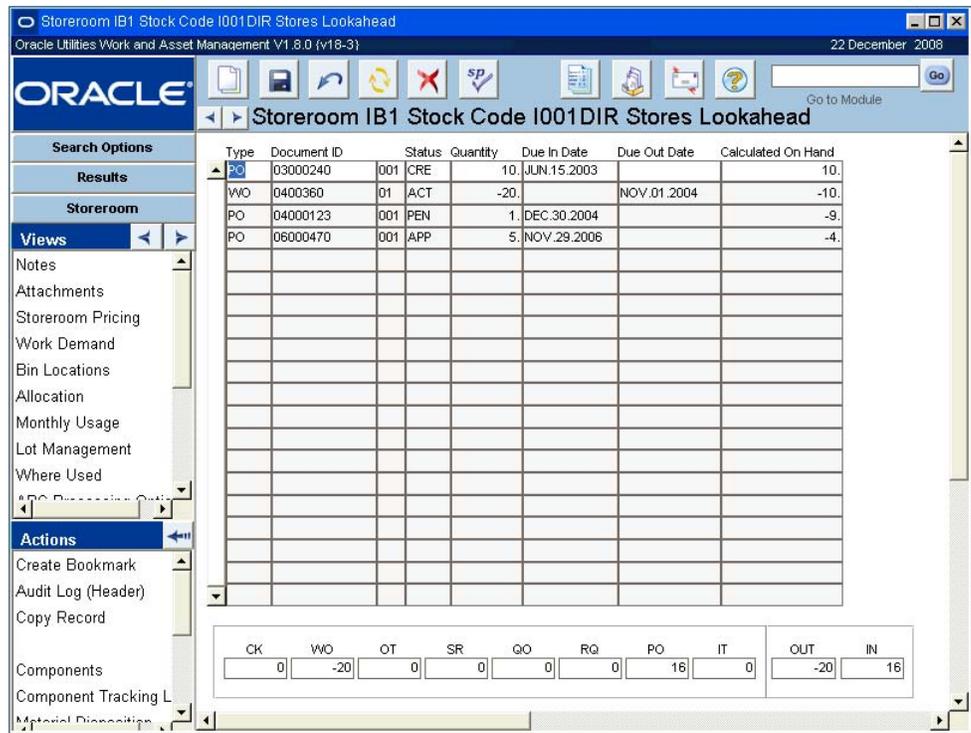
ABC classification represents a way of prioritizing how items are stocked, inventoried and reordered. The system can be configured to automatically reorder items. For each unique combination of a storeroom and a stock item on the storeroom's catalog, you can use the check boxes in the ABC Processing Options view to determine what you want the system to do with the ABC information.



ABC Processing Options view

Stores Lookahead

Select Stores Lookahead from the Views list to see projected supply and demand for the stock item due to transactions such as purchase orders, work orders, checkouts and return requests, etc. The information in this window is calculated by the system and cannot be updated here.



Stores Lookahead view

Type

Transaction types for Due Out quantities are:

- CK - Approved Checkout Request
- OT - Outgoing Transfer
- WO - Active Work Order

Transaction types for Due In quantities are:

- IT - Incoming Transfer
- PO - Purchase Order
- QO - Request for Quote
- RQ - Approved Requisition

RR - In Progress Return Request

SR - Reorder Review

Document ID and Item Number - These fields indicate the record number and line item number for the transaction. You can drill down on the ID number to display the Work Order, Purchase Order, Requisition or other source document record.

Status - The status indicates the current status of the transaction. The system will display transactions from the point that they are created to the point that they are completed. For example, Purchase Order records will be displayed until all items are either canceled or accepted into inventory.

Quantity - The Quantity field indicates how many units are due in or scheduled to go out.

Due In Date and Due Out Date - These fields indicate the projected dates when the transaction will be complete.

Calculated On Hand - The Calculated On Hand field displays the quantity of the item that should be on hand when the transaction is complete. This quantity is calculated as the current On Hand quantity plus or minus the quantity related to the transaction.

Summary Box - The box at the bottom of the window contains summary information based on the type of records displayed. The OUT and IN fields show the total number of items due out and due in, respectively.

Unused Demand

Select Unused Demand from the Views list to see a listing of Work Order, Checkout Request, and Stock Transfer records that placed demand on the stock item but did not ultimately use the entire amount requested. This view provides visibility of demand placed but not used (over-demand) that caused inventory quantities to be increased over the maximum level. None of the fields on this screen can be modified. You can double-click the Work Order field to open the associated work record.

Unused	WO	Task	Inventory	On Order	On Demand	Maximum	Transaction	Planner
5	0500194	01	10.	13.	19.	20.	AUG.10.2007	GST
2	0100244	01	0.	18.	23.	20.	JAN.11.2005	
30	0300173	01	0.	18.	23.	20.	JUN.12.2003	
2	0101028	01	15.	5.	2.	12.	OCT.25.2001	GST
1	0100784	01	15.	5.	0.	12.	SEP.21.2001	
2	0100369	01	10.	20.	20.	12.	SEP.17.2001	GST
1	0100423	02	18.	0.	0.	12.	AUG.28.2001	GST
5	0100423	01	20.	0.	0.	12.	AUG.28.2001	GST
15	0100119	01	20.	0.	0.	12.	AUG.27.2001	GST

Unused Demand view

When demand is released from a stock item the system checks to see if an over-stock condition exists in the storeroom. If it finds that the inventory quantity of the item exceeds the maximum quantity, an alert is sent to the supervisor indicated on the Storeroom Setup record. The alert navigates the supervisor to the associated storeroom record to review Pending Demand and Pending Orders as well as to the Unused Demand view where he or she can identify which work records may have caused the over-stock. The system also displays an alert to the user when he or she completes a work record with unused quantities that will put the storeroom quantities over the maximum.

The supervisors and users who will receive alerts related to unused demand should make sure that the “Receive Alerts in Alerts Inbox” check box is checked in their User Profile. Otherwise they will not receive the appropriate alerts.

Unused - This is the unused demand quantity, or the number of items that were “released” from demand. The system calculates this number by subtracting the number of items that were issued from the revised estimate quantity. This field only shows the number that were unused for that particular work record.

WO and Task - The system shows the Work Order and Task record numbers for which the items were intended to be used. Double-click either field to open the associated work record. Double-click either field to open the corresponding work record.

Inventory, On Order, On Demand - These fields show the number of items that remained in inventory, on order, or on demand when the items were released from demand for the work record represented on that line. They are the same values that are shown for these fields in the Storeroom Pricing view when the items are released.

Maximum - The set maximum amount of this stock code allowed in the storeroom.

Transaction - The date that the items were issued or released from demand.

Planner - Shows the supervisor code for the person responsible for the work record requiring the item.

Rev Est - Shows what was estimated as the amount of the item needed as it was indicated on the work record.

Issued - The number of items that were actually issued in order to complete the work.

Released By - The name of the person responsible for issuing the items.

Plant - Shows the plant number where the work or issue took place.

Blanket Contract

The Blanket Contract view lists all blanket contracts in Active status containing the stock code as an item that is not in Canceled status. The View shows important information from the blanket contracts such as the blanket contract numbers, the statuses of the blanket contracts, used amounts, and limit amounts, as well as the description of the blanket contracts and the vendors that the contracts were negotiated with. All of the information on this screen is imported from the Blanket Contract module by the system and cannot be modified. You can double-click the blanket contract number or the revision number to open a specific Blanket Contract record. Please refer to the document entitled Blanket Contracts in the Purchasing Subsystem User Guide for more information on blanket contracts.

Unused	WO	Task	Inventory	On Order	On Demand	Maximum	Transaction	Planner
3	0500194	01	10.	13.	19.	20.	AUG.10.2007	GST
2.	0100244	01	0.	18.	23.	20.	JAN.11.2005	
30.	0300173	01	0.	18.	23.	20.	JUN.12.2003	
2.	0101028	01	15.	5.	2.	12.	OCT.25.2001	GST
1.	0100784	01	15.	5.	0.	12.	SEP.21.2001	
2.	0100369	01	10.	20.	20.	12.	SEP.17.2001	GST
1.	0100423	02	18.	0.	0.	12.	AUG.28.2001	GST
5.	0100423	01	20.	0.	0.	12.	AUG.28.2001	GST
15.	0100119	01	20.	0.	0.	12.	AUG.27.2001	GST

Blanket Contract view

Stock Reorder Overrides

The Stock Reorder Overrides view is only available when the Storeroom Reorder Processing rule key in the Batch Stock Reorder business rule is set to STOREROOM. This setting causes the system to use buyer, vendor, manufacturer, and tax information from the storeroom when generating Requisitions and Purchase Order records. Typically, this information is taken from the Catalog module and is not entered at the storeroom level. You may want to use storeroom data, however, if your facilities are spread over a wide area, with different tax structures and vendors, but share the same master catalog.

Setting the business rule to use storeroom data only impacts Requisitions and Purchase Order records generated by batch processing, not other purchasing documents. If batch processing encounters records where buyer, vendor, or tax information is missing, it writes an error to the Job Manager Log. If such errors occur, you can update the appropriate Storeroom records and batch will process the record on the next run.

Stock Reorder Overrides view

Note: This view is only available if your organization has set the Batch Stock Reorder Business Rule to use storeroom data.

Buyer - The buyer is the individual responsible for purchasing the item. The field has an associated list of values controlled by the Buyer module in the Administration subsystem.

Vendor and Manufacturer Information - You must enter a primary vendor for each stock item and the vendor must be established in the Vendor module of the Purchasing subsystem. You can also list the Manufacturer for each item, along with vendor and manufacturer part numbers for each record, but this information is not required. For more on the vendor records, see the section titled Vendors in the Purchasing subsystem.

Tax Information - The three tax fields contain tax codes for State/Provincial tax, Federal tax and Local tax. These fields have associated lists of values that are controlled by Code Tables 160, 159 and 161 respectively, in the Code Table and Codes module of the Administration subsystem.

Lead Time - The estimated number of days it will take for the Vendor to supply the item after it is ordered. If your organization uses Vendor information from the Storeroom, you should enter Lead Time here.

Additional Lead Time - The estimated number of days your organization requires, in addition to the Vendor lead time, for procurement.

Chapter 26

Storeroom Setup

Before stock items can be placed in a storeroom, the storeroom must be defined. You can define the profile for each of your storerooms in the Storeroom Setup module.

Storeroom Setup Records

You can define the profile for each of your storerooms in the Storeroom Setup module. Once both a Storeroom Setup record and a Master Catalog record exist, you can associate the two by creating a Storeroom Catalog record. The Storeroom Catalog record then functions as a usable stock item.

The screenshot shows the Oracle Storeroom Setup IB1 screen. The window title is "Storeroom Setup IB1" and the application is "Oracle Utilities Work and Asset Management V1.8 (v18-2)". The date is "05 January 2009". The screen displays a form for setting up a storeroom. The form includes the following fields and sections:

- Storeroom:** IB1
- Type:** REGULAR
- Description:** Regular storeroom for ILB facility
- Location:** 8th floor
- Supervisor:** IMANI BROWN
- QC Storeroom:** ILB
- Default Account and Expense Code:**
 - Account No: ILB1-Y-PROCESS-COMP-NONE-009
 - Expense Code: 00002
 - Asset: [empty]
 - Credit: [empty]
 - Reparable: [empty]
 - Debit: [empty]
- Default Markup Rate:** [empty]
- Storeroom Accounts:**
 - Default Inventory Account: ILB1-Y-PROCESS-COMP-NONE-009
 - Default Adjustment Account: ILB1-Y-PROCESS-COMP-NONE-009
 - Freight Account: ILB1-Y-PROCESS-COMP-NONE-009
 - Bulk Account: ILB1-Y-PROCESS-COMP-NONE-009

Storeroom Setup Screen

The following fields are included:

Storeroom - The storeroom code uniquely identifies the storeroom.

Type - The Type field categorizes the storeroom. It has an associated list of values controlled by Code Table 4 in the Code table and Codes module of the Administration subsystem.

Description - The Description field can be used to provide details about the storeroom.

Location - The Location field can be used to indicate the physical site for the storeroom.

Supervisor - The Supervisor field indicates the supervisor responsible for the storeroom.

QC Storeroom - The QC Storeroom field contains the code for the storeroom responsible for any quality control inspections done in support of this storeroom.

Default Markup Rate - The Default Markup Rate field indicates the markup rate that the system automatically enters when you create a new Catalog (e.g. stock item) record. You can change the markup rate for individual items on the appropriate Catalog record.

Default Account and Expense Codes - The information entered in the Default Account and Expense Code fields in the center section of the Storeroom header record is automatically copied to new storeroom records when you insert new records in the storeroom. You can use the list of values associated with each field to select the default asset and credit account numbers and the asset, credit and debit expense codes. In order to enter an account here, the account must first be established and set to Active status in the Account module.

Default Repairable Account Number - The Default Repairable Account Number field will only display if the Repairable Processing business rule is set to show the field. This is the account number that the system will insert on any Work Order record for repairable components tracked in the Material Disposition module of the Inventory subsystem. This account number can be changed on the Work Order record, if necessary, but if not, the account number represents the account that will be charged and credited for the repairs and return of the component. The field has an associated list of values controlled by the Account module in the resource subsystem. In order to enter an account here, the account must first be established and set to Active status in the Account module.

Storeroom Accounts - You can use the Storeroom Accounts section of the Storeroom Setup header record to establish additional default accounts for the storeroom. The information you enter in these fields is not directly linked to any other part of Oracle Utilities Work and Asset Management, but is used when interfacing to other software applications such as a general ledger application. Each field has an associated list of values controlled by the Account module in the resource subsystem. In order to enter an account here, the account must first be established at set to Active status in the Account module.

You can enter shipping and invoicing address information for the displayed storeroom using the Addresses view in the Storeroom Setup module.

Select the Statistics view in the Storeroom Setup module to display statistical information for the storeroom.

How to Set Up Storerooms

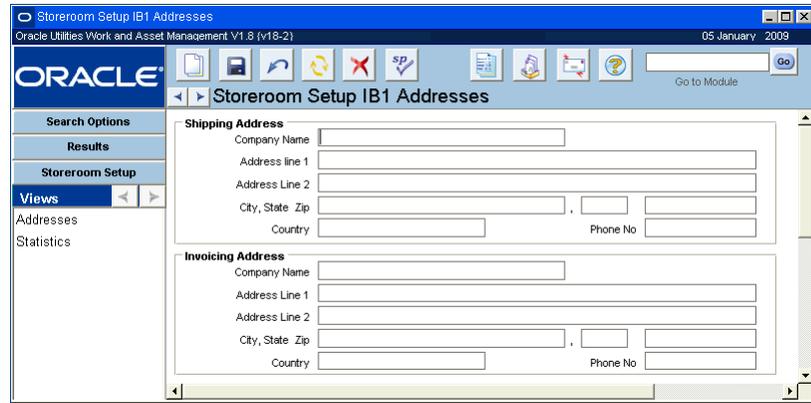
1. **Open the Storeroom Setup module under Catalog in the Resource subsystem.**
2. **Click New.**
3. **Enter a unique storeroom ID in the Storeroom field, select a Type and enter a Description.**
4. **Enter the location of the storeroom and the storeroom supervisor.**
5. **Enter account numbers and expense codes as appropriate to the account types indicated.**
6. **Fill in additional fields according to the [Field Descriptions](#).**
7. **Click Save.**

Storeroom Setup Views

The module includes the following views:

Addresses

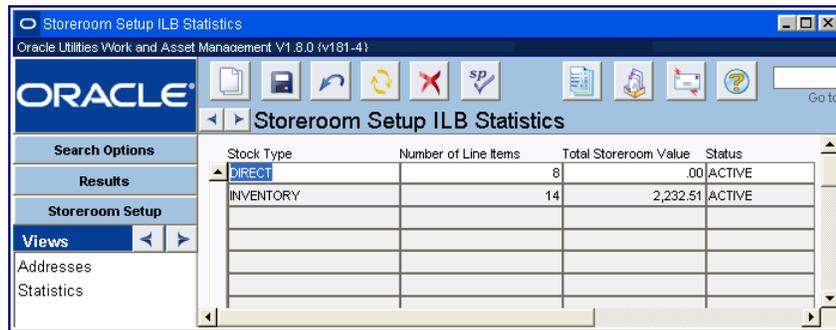
Select Addresses from the Views list to enter shipping and invoice addresses for the storeroom. This information is automatically transferred to Purchase Order and Invoice records when applicable.



Addresses view

Statistics

Select Statistics from the Vies list to review summary information for the storeroom. For each stock type the system shows the number of items and the total dollar value.



Statistics view

Storeroom Setup Actions

In addition to standard actions, the following can be completed from within the module.

ABC Inventory Processing

Total value usage is calculated by multiplying the item value by the total usage over a time period.

ABC classification represents a way of prioritizing how items are stocked, inventoried and reordered, by ranking total value usage of each item. Total value usage is calculated by multiplying the item value by the total usage over a time period.

Using ABC processing requires some preparation using several areas of the system. Since the calculations are based on usage history, you should make sure there is a sufficient history before running ABC processing.

About ABC Inventory Processing

Typically, a storeroom contains a mix of a relatively few high value items and a large number of less expensive ones. The more valuable items may need to be closely monitored and controlled, while the inexpensive items do not need to be managed as carefully. Using ABC processing, you can classify stock items in three categories, from A (high value usage) to C (low value usage). You can also identify stock items to exclude from ABC processing.

Once stock items have been ranked by total value usage, this information can be used to dictate physical inventory cycles. For example, you might decide that a high dollar usage item, class A, should be inventoried every 3 months, class B every 6 months, and class C each year. ABC data can also be used to reset the ABC class, Reorder and Maximum Quantity on Storeroom records.

The parameters for calculation are defined in the ABC Inventory Business Rule. For each class (A, B, C), you can define:

- **% of Items** - the percentage of items to include in the ABC Class.
- **% Over Safe** - the percentage over the safety level (minimum quantity) to set the reorder point quantity for the ABC Class.
- **# of Months** - the desired reorder frequency for the ABC Class.

Once you have set the parameters and marked the Storeroom records that are to be included in the calculations, you can run ABC processing.

The following steps are involved in running ABC processing:

After running all four actions all of the storeroom records marked for ABC processing, are assigned an ABC class and updated with the appropriate reorder quantity values. Each of the actions can also be run separately, but by doing so only each targeted change pertaining to the action takes effect.

Collecting ABC Analysis Data

During the first step, the system collects historical dollar usage value data for all stock items with ABC processing options activated within the selected storeroom.

Running ABC Step 1

How to Collect ABC Analysis Data

1. **Open the Storeroom Setup module and navigate to the appropriate Storeroom record.**

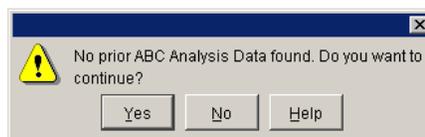
The Storeroom Setup module is located in the Resource subsystem.

2. **Select Collect ABC Analysis Data from the Actions list.**

The system displays a confirmation window where you can accept or change the storeroom for which you are about to run ABC inventory processing.

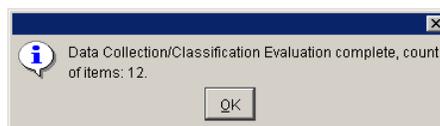
3. **Click the Create ABC Analysis Records button.**

If ABC inventory processing has never been performed on the listed storeroom, the system asks if you wish to continue. Otherwise, the system tells you the date on which ABC inventory processing was last performed for the listed storeroom and asks if you wish to continue.



4. **Click the Yes button.**

The system generates internal ABC Analysis records and presents you with a count of items processed.



Collected data is stored behind the scenes and cannot be accessed from within the application. It does not impact the Storeroom records until you execute either the [Update](#)

[Quantities on Storeroom Records](#) action or the [Update ABC Class](#) action.

Running ABC Step 2

Updating ABC Class on Storeroom Items

After historical data has been collected, the next step is to update the ABC class on Storeroom Catalog records.

How to Update the ABC Class on Storeroom Items

1. **Select Update ABC Class from the Actions list in the Storeroom Setup module.**
The system displays a confirmation window, defaulting the Storeroom ID to the storeroom listed on the underlying Storeroom Setup record.
2. **Select the Update ABC Class on Storeroom button.**
The system updates Storeroom Catalog records according to collected ABC information, presenting the total number of records processed.

Running ABC Step 3

Reorder Quantities on ABC Analysis Records

The next step is to calculate reorder quantities for the stock items. The system updates reorder quantities on the ABC Analysis records generated earlier.

How to Update Reorder Quantities on ABC Analysis Records

1. **Select Update Reorder Quantities on ABC Analysis Records from the Actions list in the Storeroom Setup module.**
The Update Reorder Quantities window displays.
2. **Choose which class of records to update.**
Select A only, both A and B, or all three classes.
3. **Click the Update Reorder Quantities button.**
The system updates the records and shows a count of the number of items processed.

Collected data is stored behind the scenes and cannot be accessed from within the application. It does not impact the Storeroom records until you execute the [Update Quantities on Storeroom Records](#) action.

Running ABC Step 4

Updating Reorder Quantities on Storeroom Records

The final step is to update reorder quantities on the Storeroom Catalog records.

How to Update Reorder Quantities on Storeroom Records

1. **Select Update Reorder Quantities on the Storeroom records from the Actions list in the Storeroom Setup module.**
The Update Reorder Quantities window displays.
2. **Choose which class of records to update.**
Select one of the following options from the list of values: A only, both A and B, or all three classes.
3. **Select the Update Reorder Quantities button.**
The system presents a count of the number of items processed and updates the appropriate Reorder Quantity fields on the Storeroom Catalog records.

Stock Reorder Overrides

The Stock Reorder Overrides view is available only if your organization has configured the Batch Stock Reorder Business Rule to use buyer, vendor, manufacturer, and tax information from the storeroom when generating Requisitions and Purchase Order records. Typically, this information is taken from the Catalog module and is not entered at the storeroom level. You may want to use storeroom data, however, if your facilities are spread over a wide area, with different tax structures and vendors, but share the same master catalog.

Setting the business rule to use storeroom data only impacts Requisitions and Purchase Order records generated by batch processing, not other purchasing documents. Batch processing writes an error to the Job Manager Log if it encounters records where buyer, vendor, or tax information is not available. If such errors occur, you can update the Storeroom records and batch will process the record on the next run.

Buyer - The buyer is the individual responsible for purchasing the item. The field has an associated list of values controlled by the Buyer module in the Administration subsystem.

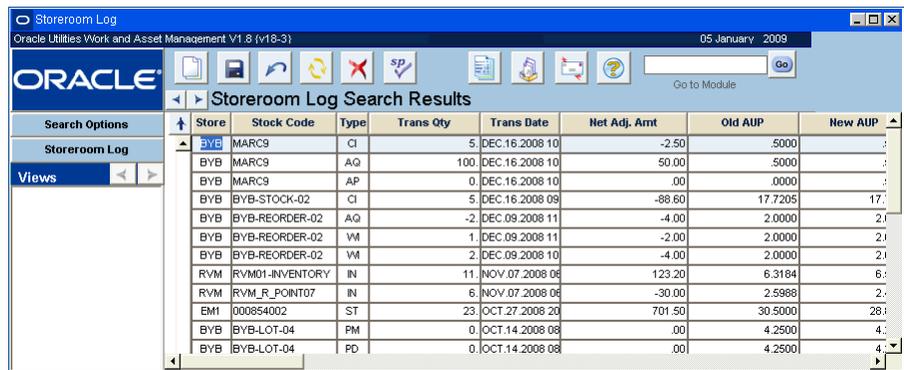
Vendor and Manufacturer Information - You must enter a primary vendor for each stock item and the vendor must be established in the Vendor module of the Purchasing subsystem. You can also list the Manufacturer for each item, along with vendor and manufacturer part numbers for each record, but this information is not required. For more on the vendor records, see the section titled Vendors in the Purchasing subsystem.

Tax Information - The three tax fields contain tax codes for State/Provincial tax, Federal tax and Local tax. These fields have associated lists of values that are controlled by Code Tables 160, 159 and 161 respectively, in the Code Table and Codes module of the Administration subsystem.

Chapter 27

Storeroom Transaction Log

Upon each instance of a storeroom transaction that impacts price or quantity the system automatically generates a Storeroom Transaction Log record. This provides a complete history of stores transactions such as stock issues and returns, price or quantity adjustments, and so on. This information is for display only and cannot be modified.



Store	Stock Code	Type	Trans Qty	Trans Date	Net Adj. Amt	Old AUP	New AUP
BVG	MARC9	CI	5	DEC.16.2008 10	-2.50	.5000	
BYB	MARC9	AQ	100	DEC.16.2008 10	50.00	.5000	
BYB	MARC9	AP	0	DEC.16.2008 10	.00	.0000	
BYB	BYB-STOCK-02	CI	5	DEC.16.2008 09	-88.60	17.7205	17.7205
BYB	BYB-REORDER-02	AQ	-2	DEC.09.2008 11	-4.00	2.0000	2.0000
BYB	BYB-REORDER-02	VM	1	DEC.09.2008 11	-2.00	2.0000	2.0000
BYB	BYB-REORDER-02	VM	2	DEC.09.2008 10	-4.00	2.0000	2.0000
RVM	RVM01-INVENTORY	IN	11	NOV.07.2008 06	123.20	6.3184	6.3184
RVM	RVM_R_POINT07	IN	6	NOV.07.2008 06	-30.00	2.5988	2.5988
EMI	000854002	ST	23	OCT.27.2008 20	701.50	30.5000	28.5000
BYB	BYB-LOT-04	PM	0	OCT.14.2008 08	.00	4.2500	4.2500
BYB	BYB-LOT-04	PD	0	OCT.14.2008 08	.00	4.2500	4.2500

Storeroom Transaction Log record

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 28

Bill of Material

You can build parts lists for assets, components and fleet assets by using the Bill of Materials module. A bill of materials can be a great advantage for maintenance personnel when they are working on a work order. The list provides a quick, easy way to order parts. Rather than researching stock items in the Catalog module, they can refer to the parts list for the asset directly from the Work Order record, picking the needed parts and ignoring the others.

Bill of Materials Records

A bill of materials (BOM) is a list of parts required to maintain a piece of equipment. Defined in the Bill of Materials module (in the Resource subsystem), BOMs can be referenced on Asset or Component ID records to identify the stock items needed to maintain the associated asset or component.

Bill of Materials record

Bill of Materials records can be multilevel, with a list of components and lists of parts for the components, lists of parts that make up the parts, and so on. The level of detail you build into your Bills of Materials depends on your organization's resources and needs.

The following fields are included:

The upper section of the Bill of Materials header window displays general information about the bill of materials.

BOM ID - The system can create a unique BOM identification number for you if the field is listed in the Sequence Numbers module, or you can provide your own. If you enter an identification number the system checks to make sure it is unique when you Click Save. When updating, all fields except the BOM ID may be modified.

Reference BOM ID - You can cross-reference another bill of materials by entering the identification number in the Reference BOM ID field.

Asset Type - Asset Type helps you categorize different bills of materials, making it easier to locate the BOM ID when you want to attach to a specific Asset or Component ID record.

Manufacturer Information - If the bill of materials is related to a specific Asset or Component that has Manufacturer information, you can enter the Manufacturer Code and Part Number.

The Items List - The lower section of the window displays summary information about the parts in the list. Each line represents an item at the top level of the list; each item may have a sub-list of items that you can display by clicking the V button at the start of each line. After viewing a sub-list, you can return to higher levels by clicking either the Top Level or Up One Level buttons.

Breakdown For - When you initially open the record, the Bill of Materials list shown is for the top level of the list. The Breakdown For field indicates this by showing the same number as shown in the BOM ID field at the top of the window. However, each of these parts may have a lower sub-list of parts. For example an engine can consist of valves, pistons, etc. all with parts lists of their own. You can access the sub-lists (if any) by clicking the V buttons at the start of each line in the list. Return to the top level by clicking the TOP Level button. If a further breakdown exists for a BOM item, the V button will appear bold.

If a breakdown already exists, the system populates the "BREAKDOWN for" field with the selected stock code and lists the parts which make up that stock code. You can add, modify, or delete items as required. If no breakdown exists for the stock code, the system prompts you to create a new breakdown parts list. Click OK and the system populates the "BREAKDOWN for" field with the selected stock code and waits for you to add BOM Items to the breakdown list.

The system will not prevent you from listing a part on its own sub-list. In other words, the same part can be used on both the parent and child levels. Doing so, however, is illogical and will cause the system to behave erratically when you attempt to display the sublevel breakdown.

When you are finished entering information on the bill of materials breakdown, click the Save icon or press F10 to save the record in the system. To return to a higher level of the BOM breakdown, click the Top Level or Up One Level buttons.

After you enter or update breakdown information for a BOM item, you will most likely want to copy that information to all other BOM records where the stock code exists. You can use the Replace Breakdown action to complete this task. This action is described in more detail in the next section.

Top Level - Return to the top level of the BOM breakdown hierarchy by clicking the Top Level button.

Up One Level - Move up one level in the BOM hierarchy by clicking the Up One Level button.

BOM Item - The BOM Item field displays the stock code for the item. The item must first exist in the master catalog. A list of values is attached to help you identify the stock codes for the parts you want to list. The item description and unit of issue (UOI) associated with the stock code are entered in the appropriate fields by the system and may not be modified.

Click the column heading button to sort by this column.

Type - All items on a bill of materials will have a type code of 'C' for catalog.

Sequence Number - In order to list the parts specified order, enter a sequence number for each item. The system will not use the sequence number order until the next time you open the record.

Item Description and UOI - The information in these fields is carried over from the master catalog record for the BOM item.

Quantity - The Quantity field represents the total number of the part required for the item. For example, a single pump may need several seals of the same type. This information is helpful when reserving parts on a work order.

Replace Breakdown

If you have entered or updated breakdown information for a stock item on the BOM, you can use the Replace Breakdown action to copy that information to all BOM records where the item exists. When you open the breakdown you want to copy and select Replace Breakdown from the Actions list, the system asks you to confirm that you want to copy the current breakdown to the other records. Click OK to copy the breakdown or click Cancel to return to the BOM without making changes.

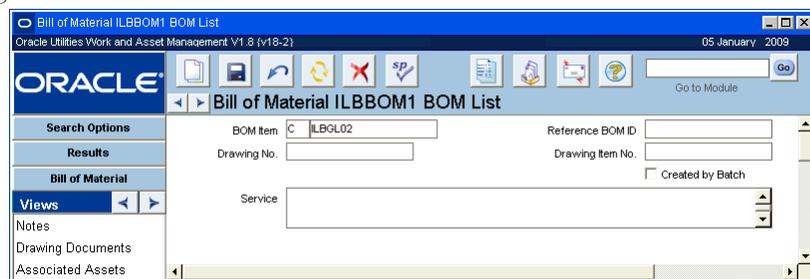
The Replace Breakdown action is not available at the Top Level of a BOM record and is available only when a breakdown exists for the stock code. It is also only available to users who have the appropriate responsibility function in their user profile.

Additional Information

There is a hidden window off of the Bill of Materials header window that gives additional information about a part.

For each BOM Item, at any level in the breakdown, you can enter and maintain Reference BOM ID, related Drawing Number, Drawing Item Number and Service information. Click the arrow button to the left of the Item Description field to open the Additional Information window. The BOM Item is automatically populated with the selected BOM Item ID. Enter the appropriate information and Click Save.

After viewing the Additional Information window, you can return to the BOM header record by clicking the Bill of Material header button.



Additional Information view

Reference BOM ID - The Reference Bill of Material field displays the information from the same field on the Bill of Materials record. The reference Bill of Materials would be a master, or related, Bill of Materials that you would want to cross-reference.

Drawing Number - The code or number for and drawing provided by the manufacturer.

This field does not drill-down to the Attachments module in the Resource subsystem. However, you can scan in the manufacturer's drawing and associate it to the Bill of Materials (but not the line item) through the Bill of Materials Drawings view available by clicking the Documents button on the Bill of Materials window, or through the Views list.

Drawing Item Number - The Drawing Item Number field represents the reference number of the item on the manufacturer's drawing. The Document ID number in the Bill of Materials Drawings view should clearly refer to the Drawing Number field in the Additional Information window.

Service - You can describe any service notes in the Service field. It has the same features as the Description field in a standard Notes view; you can double-click the field to open the text editor, or prepare the notes in another application and paste them into the field.

Created by Batch - The system checks the Created by Batch check box if the stock item was automatically added to the BOM because of information in the inventory or receiving log.

Bill of Materials Views

The module includes the following views:

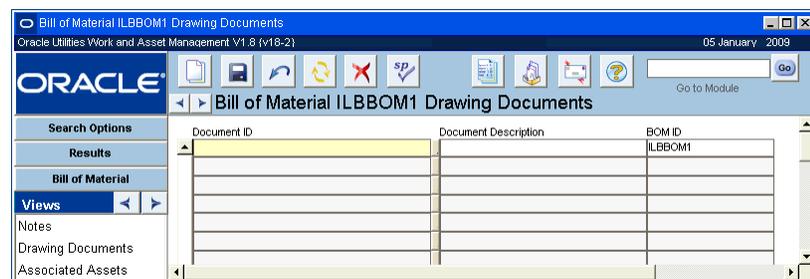
Drawing Documents

You can associate a document to a bill of materials using the Bill of Materials Drawing Documents view. These documents are likely to be drawings but could be specifications, warnings, etc.

Before a document can be listed in the view, you must build a record for it in the Document Control module of the Resource subsystem (within the Attachments menu). For more information on using attachments, see the section titled Attachments.

The system provides a list of values to help you locate the correct Document ID. The Document Description is returned by the system and may not be updated. The BOM ID listed is also placed by the system and may not be modified.

Highlight a document and click the View button at the bottom of the screen to open the attachment.



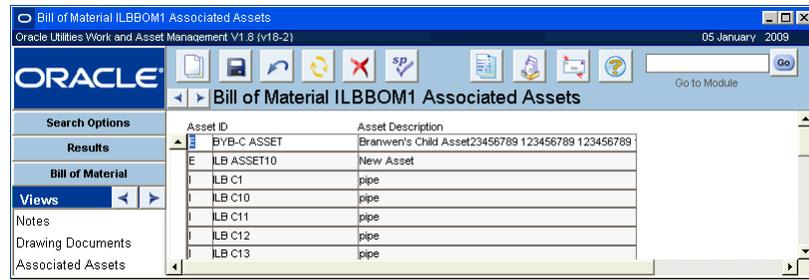
Drawing Documents view

Associated Assets and Components

You can select from the Views list to review and maintain a listing of assets and components associated with the current Bill of Materials record. When you make changes to these views and save the record, your changes are automatically reflected on records in the Asset and Component ID modules.

The list of values for the Asset ID and Component ID fields do not include assets or components already associated with the Bill of Materials record.

The list of values for Component ID also excludes components that are in Inactive, Scrapped, or Salvaged status.



Associated Assets view

The Bill of Materials screen is divided into a header section and a detail section. The header contains descriptive data displayed above the center line while the detail contains the specific stock information for the parts list. You have to save header information before you can enter and save any details.

BOMs may consist of “breakdown” lists for certain stock items, identifying the parts that make up the stock item. The use of breakdowns creates several levels within the BOM.

Each BOM item is a separate record, so you have to save each line as you go.

How to Build a Bill of Materials

1. **Open the Bill of Materials module.**
2. **Click New.**
A new Bill of Materials record opens.
3. **Fill in the required fields according to the following field descriptions.**
BOM ID - Required by the system, BOM ID is a unique alphanumeric identifier for a bill of materials. You create the BOM ID. When you save the record the system checks to see if the ID that you entered is unique.
Description - Enter detailed information about the BOM in the Description field.
4. **Fill in any additional fields according to the following field descriptions.**
Ref BOM ID - If needed, enter an existing BOM ID as a cross-reference.
Manufacturer / Asset Type / Manufacturer Part Number - Asset Type is used to identify which BOMs are associated with which types of assets. Select an Asset Type from the list of values. Based on the entry selected, the system returns the corresponding type description. If the Asset Type selected has one specific manufacturer, enter the manufacturer code and the manufacturer part number. The system retrieves the Manufacturer name based on the code selected.
5. **Click Save.**
6. **Begin to identify the bill of material items according to the following field descriptions.**
BOM Item /Type/ Item Description / Unit of Issue - The BOM Item field displays the stock code for the item. The item must first exist in the master catalog. A list of values is attached to help you identify the stock codes for the parts you want to list. The item description and unit of issue (UOI) associated with the stock code are entered in the appropriate fields by the system and cannot be modified. All items on a bill of materials will have a Type code of ‘C’ for catalog.
Sequence - Use sequence numbers (in increments of five or ten) so you can easily add stock items later to specify the order the parts may be needed.
Quantity - Enter the estimated quantity (of the BOM Item selected) that is required to maintain the asset type. Later on, when the BOM is attached to an asset or component that a work order has been written against, this information helps the planner determine how many of a particular stock item should be reserved in order to complete the work.
7. **Click Save.**

How to Add Parts to the Bill of Materials Breakdown List

Before an item can be associated with a bill of materials, it must first be entered in the Catalog module.

You can also add parts to a the breakdown list by selecting the Update BOM action in the Catalog module.

1. **Place the cursor in the first empty BOM Item field.**
If no empty line is visible, click any BOM item and press the F6 key or click the New icon.
2. **Enter a stock item from the list of values.**
3. **Enter any other information your organization requires.**
4. **Click the Save button.**

How to View a Lower List of Parts on a Bill of Materials

If a lower breakdown exists for a BOM item, the V button at the start of the line will be bold. If you try to open a sub-list for part that does not have one, the system will warn you that there are no breakdown items and ask if you want to insert some.

1. **Find the part for which you want to see a sub-list.**
2. **Click the line for the part.**
The system will highlight that line.
3. **Click the V button to the left of the line.**
The system will move the part number into the Breakdown For field above the list and will replace the upper-level list with the sub-list. You can add, modify, or delete parts on sub-lists as required.

If there are sub-lists associated with this level of parts, you can examine them using the same steps.
4. **Click the Top Level or Up One Level buttons to return to higher parts levels.**

How to Add a Sub-List to a Part

1. **Find the part for which you want to add the sub-list.**
2. **Click the line for the part.**
The system highlights that line.
3. **Click the button to the left of the line.**
The system will warn you that there are no breakdown items and ask if you want to insert some.
4. **Click the OK button.**
The system will move the part number into the Breakdown For field above the list and will replace the upper-level list with a blank sub-list.
5. **Add the parts for the sub-list.**
The system supplies a list of values for the BOM Item (which is the stock item number for the part).
6. **Click the Save button.**

How to Add a Bill of Materials to an Asset

1. **Open the Bill of Materials record.**
2. **Select Associated Assets from the Views list.**
3. **Select the Asset ID you want to associate with the BOM.**
The list of values includes only assets that are not already associated with the bill of materials.
4. **Click the Save icon.**
The systems updates the both the Bill of Materials and Asset records to show the BOM associated with the asset.

Use similar steps with the Associated Components view to add a bill of materials record to a component.

How to Make a Bill of Materials Accessible for Work Orders

Once the Bill of Materials has been associated with an asset, the system will automatically provide the Bill of Materials when there is a Work Order Task record for that asset. This association can also be made as part of creating the basic Bill of Materials Header record.

1. **Place the cursor in the Asset Type field.**
2. **Use the list of values to enter the asset to which the Bill of Materials will relate.**
3. **Click the Save button.**

Adding Attachments to the Bill of Materials

From the Views list on the BOM record you have access to:

- **Drawings:** Enter and delete drawing documents associated with the displayed BOM. When you are associating drawing documents with a BOM, the drawings have to be defined in the Document Control module first.
- **Notes:** Enter and maintain notes and comments specific to the BOM record.

Using a BOM as a Picklist When Planning Parts

A bill of materials is helpful when you are planning parts for a work order task. When work order tasks are written against an asset or component with an attached BOM, the parts list can be used as a “picklist” for planning the necessary materials.

If the asset and the component both have a BOM attached, the system uses the component’s BOM for the picklist.

While viewing the Work Order Task window, select BOM Picklist from the Views list to open the Picklist window. For each item required, specify the storeroom and the planned quantity and save the record. The system automatically generates a Material Requirement record for each stock item planned using the BOM Picklist window.

Updating BOM Records

As new parts are added to your catalog and other parts become unavailable, it may be necessary for you to update existing BOM records. While you can update individual records in the BOM module one at a time to reflect the changing stock numbers, it is more efficient to update all associated BOM records from the Catalog module. From the catalog, you can either delete a stock code from all BOM records where it occurs, or replace one stock code with another.

How to Delete a Stock Item from a BOM

1. **Open the Master Catalog record for the stock code you want to delete from all BOMs.**
2. **Select Update BOM from the Actions list.**

The system opens a window where you can select to delete or replace BOM items.

You must have the appropriate responsibility in your user profile to access the Update BOM action.

3. **Click the Delete Stock Item on BOMs radio button and click Next.**
The system searches for BOM records containing the stock code and tells you how many BOM records will be changed.
4. **Click Finish to delete the stock code from the BOM records.**
Or click Cancel to return to the Catalog record without deleting the stock code from the BOM records.

How to Replace a Stock Item on a BOM

1. **Open the Master Catalog record for the stock code you want to replace.**
2. **Select Update BOM from the Actions list.**
3. **Click the Replace Stock Item on BOMs radio button and click Next.**

The system opens a window where you can enter a replacement stock code.

4. **Enter the stock code for the replacement item and click Next.**

The stock code you enter must be in Active status. When you click Next, the system searches for BOM records containing the current stock code and tells you how many BOM records will be changed.

- 5. Click Finish to replace the stock code with the replacement stock code.**
Or click Cancel to return to the Catalog record without replacing the stock code on the BOM records.

Chapter 29

Document Control

Enter and maintain information about attachments in the Document Control module. There are a variety of items that may be attached to records, including procedures, standard notes, material safety data sheets (MSDS), asset specifications and other electronic documents. Once associated with a record, attachments are available whenever the record is viewed. See the section on Attachments for a more complete discussion on using and printing attachments.

The Document Control record contains of summary information about attached documents, including location (path) and file type. This location and type information allows you to view and print attached documents using an external application (such a word processing program or graphics program) that can read the document. Document attachments can be stored in your network's file system, with drive and path specifications, or within the database as BLOBs (Binary Large Objects).

Document Control Records

The document control module also includes a document revision function where you can track sequentially numbered revisions. The bottom portion of the window shows revision and file information for the Current revision of the document.

The screenshot shows the Oracle Document Control record form for Document ID ILB007. The form is titled "Document ILB007" and is part of the Oracle Utilities Work and Asset Management V1.8 (v18-2) application. The interface includes a search bar, a "Go to Module" button, and a navigation pane on the left with options like "Views", "Notes", "Distribution", "Revision History (List)", and "Revision History (Detail)". The main form area contains the following fields:

Document ID	ILB007		
Status	Created	<input checked="" type="checkbox"/> Use Revision Handling	
Type Codes	<input type="text"/>	Entered	MAR.03.2003
Description	Training Schedule	Created	MAR.03.2003
Revision	0000	Stored In	File System
Rev Desc	<input type="text"/>	Media	PAPER
File Name	Training_Schedule.xls	File Type	XLS
File Path	c:\Documents and Settings\		
Location	<input type="text"/>		
Manufacturer	<input type="text"/>	Doc No	<input type="text"/>

Document Control record

Updating Document Control Records

When working in the Document Control module, you must ONLY use actions from the Actions list to modify an existing record. If you need to update file information such as the File Name or File Path, select Update Document from the Actions list. The system displays messages and prompts to remind you of this special processing.

Please review the User Guide for Attachments in System Basics for information on how to create temporary attachments directly on a record using the Create Document Record action.

The following fields are included:

The Document Control record is divided into two sections. The upper portion maintains summary information about the document. The bottom portion of the window shows revision and file information for the Current revision of the document.

Document ID - The system uses the Document ID to identify the document record. This ID can be produced in several ways. Depending on how your organization has configured the system, you may be able to create your own Document ID or the system may do it for you.

Status - Available statuses for document records are: Created, Active, Under Revision, Review, Cancelled/Obsolete, Temporary, and Archived. Documents in Active, Temporary or Archived status can be included on other records as attachments.

Created - All new records are placed in Created status initially while information is being added and verified.

Active - Only document records in Active status can be included on other records as attachments.

Under Revision - Use this status to indicate a document is undergoing modification and is not currently active. When a document has been revised, you may want to put it in Review status and notify the reviewer - this process functions as a simplified approvals process.

Review - This status indicates that the new revision is ready for review but is still not active.

Cancelled/Obsolete - Documents in Cancelled status are no longer current and cannot be used as attachments.

Temporary - This status generally indicates that the attachment record was created by the system using an action from another module. The system identifies the document this way to make it easier to identify documents that may need to be deleted or archived after one use.

Archived - You can use this status in a number of ways to fit your business practices. For example, Archived status can specify master documents that are maintained in a controlled area.

Use Revision Handling - If you check in the Use Revision Handling box the system only allows you to have one active revision at a time.

The Use Revision Handling indicator also controls how the Revision Number and Description, File Type, Size, Name and Path, and which other fields can be updated. If the indicator is not checked, these fields can be updated header record after you select the Update Document action. If the indicator is checked, these fields can only be updated by creating a new revision.

Type Codes - These three fields allow you to classify your document in various ways. They each have associated lists of values, which are linked so that the selection in the first field controls the options in the second, and the selection in the second controls the options in the third.

Description - The Description field contains a description of the document's contents. You can enter as much text as you need. You can edit existing records by adding and deleting text, etc. You can also copy and paste text from other sources.

If you need a larger description area, or need a wider area to get columns of text to align, you can double-click the Description field to open the Editor window, which can be sized to meet your needs. The Editor window also includes a Search button which can be useful for finding specific text in a long note.

Entered - When you save the record the system completes the Entered field with the date the record was created.

Created - The Created field contains the date the document was created.

Issued - The Issued field contains the date the document was issued. This field is not associated with the issued date shown in the Distribution view.

Current Revision

The lower portion of the Document Control window shows information for the Current Revision of the document. If the Use Revision Handling indicator is checked one revision can be active at a time - the others are 'locked' and kept in a historical mode.

You can update the record information by creating a new revision. Select Create New Revision from the Actions list to open the Create Document Revision dialog box. If you attempt to update a field and you get an error message, try creating a new revision or unchecking the Use Revision Handling box.

Revision (Number and Author) - These two fields represent the sequence number for the revision and the author. The system creates a sequentially higher revision number for each revision record you create using the Create Document Revision window.

Stored In - The Stored In field indicates how the file is stored. Document attachments can be stored in your network's file system, with drive and path specifications, or within the database as BLOBs (Binary Large Objects).

Revision Description - Enter descriptive text about the revision.

Media - The Media field represents the primary form in which the file is stored. Some examples might be electronic files, binders, paper, microfiche, etc. The field has an associated list of values controlled by controlled by a code table.

File Type - The file type represents the extension for the type of application that will be used to read or edit the file. Some examples are: .DOC for Word documents, .WPD for WordPerfect documents, HTM for web pages, PDF for certain graphic files, etc. The field has an associated list of values controlled by controlled by a code table.

Size - You can indicate the size of the file using the Size field. It is a good idea to indicate the file size if the files will be accessible across a slow network, an intranet or the internet. Some files may be too large to conveniently download, and the file size can indicate this.

File Name and File Path - The file name is the name of the file and the file path indicates where to find the file. Do not repeat the file name in the file path. The file path can be entered in three ways:

- As a standard mapped drive - O:\documents\ userguide\
- As a URL - http://bali:1710/synergen/webhelp/

You can enter the file name or browse to and select the file, leaving it to the system to enter the file name and path.

Location - The Location field indicates where a hard copy, or disk back-up) is stored, if appropriate.

Manufacturer and Document Number - If the file is a document or graphic (for example, a schematic) provided by a manufacturer, you can enter the manufacturer's name and the manufacturer's document number in these fields for reference. You can also use the manufacturer's document number to find records by entering all or part the number in the Doc No field on the Document Control search options screen.

Remember: In order to view or print non-Oracle Utilities Work and Asset Management files, you must have the appropriate program available on the computer that will be displaying or printing the document.

How to Create a Document Record

1. **Open the Document Control module.**
You can also generate a new Document record from a Procedure record.
2. **Select Create Document from the Actions list.**
The system opens a dialog to prompt for the information needed to create the Document Control record.
3. **Enter a unique Document ID.**
The identification can be a file name or an internal tracking number, etc.
4. **Enter a description.**
5. **Choose the location where the document must be stored.**
The available options(e.g. File System or Database) and default value for this drop down list are configured through the Document Storage Types business rule.
6. **Enter the file name and path or select Browse to find the file on your local system.**
If you use the Browse button, the system automatically populates the File Name and File Path fields. Your computer must have a Windows file association for the file type in order to display the file in your browser program correctly. You can only browse to files in standard drive locations.

You can enter a file path as a standard drive location or as a URL.
7. **Click Save.**
If the document should use revision handling, open the record and select "Use Revision Handling."

When the Use Revision Handling indicator is checked only one active revision is allowed at a time.
8. **Set the record status to Active.**
The document can only be added as an attachment or otherwise accessed from other places in the system if it is in Active status.

How to Update a Document Record

This process only applies for records where revision handling is not in use. If the Use Revision Handling box is checked, select Create New Revision from the Actions list.

1. **Open the Document Control module to the appropriate record.**
2. **Select Update Document from the Actions list.**
You cannot update fields directly in this module.

The system opens a dialog box where you can enter changes to the fields.
3. **Enter updates as needed.**
4. **Click Save.**

BLOBs

You also have the option of storing documents in your network's file system, with standard drive and path specifications, or within in the database as binary large objects (BLOBs). This allows your organization to control access to the document using Oracle Utilities Work and Asset Management security features while also giving potential access to users who can use the database, but not other parts of your organization's network. These files can be viewed and printed as long as you have accesses to an application that can read the document.

The screenshot shows the Oracle Document Control form. The 'Stored In' dropdown menu is highlighted with a red box, and 'Database' is selected. Other fields include Document ID, Status (Created), Type Codes, Description, Revision (0000), Rev Desc, Media, File Name, File Path, Location, Manufacturer, and Doc No. A 'Browse' button is located at the bottom right.

BLOB Attachment

To store a document within the database, select Database from the list of values for the Stored In field on the Document Control record. You must also enter the file path information to the current location in the file system. When the Document Control record is saved, the attachment document will be saved within the database.

Document Control Views

The module includes the following views:

Distribution

The Distribution view supplements the Document Control module by providing you with a way to track distribution of documents within your organization. Some examples of when this view can be used are

- When putting together documents that require input or commentary from several people, or
- When checking out manuals, videos and other materials for classes or shop use.:

The screenshot shows the Oracle Document ILB007 Distribution view. The table displays the following data:

Recipient	Issue Date	Quantity	Return Date	Media
BROWN	FEB.07.2005	1	FEB.07.2005	PAPER
ASIEGERT	FEB.02.2005	1	FEB.07.2005	PAPER

Distribution view

How to Record the Issue of a Document to a User

1. Open the Document record in the Document Control module.
2. Select Distribution from the Views list.
3. Select the appropriate Recipient from the list of values.
4. Enter the Issue Date.

You can double-click in the field to use the calendar tool.

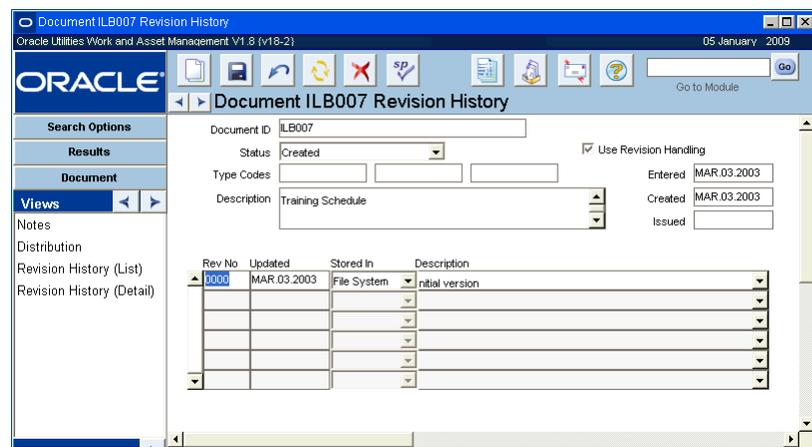
5. Enter the **Quantity** issued.
6. Select a **media type** from the list of values.
The list is controlled by a code table.
7. Select a **user name** from the list of values in the **Issued By** field.
The default for this field is the user that initiated the record.
8. Enter any **additional comments**.
9. Click **Save**.

How to Record the Return of a Document from a User

1. Open the **Document** record in the **Document Control** module.
2. Select **Distribution** from the **Views** list.
3. Find the **checkout** record.
4. Enter the **Return Date**.
5. Click **Save**.

Revision History (List)

Select Revision History (List) from the Views list to open the window that shows summary information for all revisions of the document. The revisions are displayed from most recent at the top of the list, to the original (Revision 000) at the bottom of the list. You can use the scroll bar to the left of the list to find the record that you want to see in detail. Once you find the record, click to highlight it then select Revision History Detail from the Views list. This opens a window that shows detailed information about the chosen revision. The information in both of these views is for review only and cannot be changed.



Revision History (List) view

Note: The summary list of revisions provides you with revision number, last updated date, where the file is stored, and a description of the file.

Revision History (Detail)

Selecting Revision History (Detail) from the Views list opens a view of detailed information about a revision. You must highlight the revision whose details you want to see in the Revision History List. The details of this record are identical to those shown in the Current Revision view of the Document Control record, but they cannot be updated because they are related to older versions of the document.

Revision History (Detail) view

How to Create a Document Revision

When the Use Revision Handling indicator is checked, you have to create a new Revision record in order to change key fields.

1. **Open the appropriate Document Control record.**
2. **Select Create New Revision from the Actions list.**

This action opens the Create Document Revision window where you enter revision information.

The Use Revision Handling indicator must be checked for this option to appear on the Actions list.

3. **Enter a short description of the nature of the new revision.**
The File Type, Stored In, File Name, and File Path are filled in according to the original revision. You can make changes to these fields as necessary.
4. **Click the Create Revision button to close the window and save the revision record with a new revision number.**
If you decide not to save these changes, clicking the Cancel button closes the window and does not save the new record.

Note: Be sure that the file name and path fields point to the new revision of document.

Document Control Log

Select Log from the Actions list to view the Document Control Log. This log can also be accessed by selecting Document Log from the Resource subsystem. This is a standard Oracle Utilities Work and Asset Management transaction log.

Document Control Actions

In addition to standard actions, the following can be completed from within the module.

View Document

Selecting View Document from the Actions list opens the attachment file in the application associated with the file (for example, Excel for an .XLS file). Once the file is open, you can view or edit it if necessary.

Rather than opening the specific application for the document to be viewed, the View Document functionality uses http commands to view documents from the browser. To view a file, the file name extension must have a MIME type association to the application used to view the document. Bitmap images, for example, usually have a .BMP extension which is associated with Windows Paint or some other graphics program.

Browse

Click the Browse button on the Document Control window to open a Browse window where you can search for file you want to attach.

Note: The Browse button is not available if Use Revision Handling is checked and cannot be used for files stored via URL paths.

How to Browse for Files

1. **Use the drop-down list on the Look in box to navigate to the drive that you want to search.**
2. **Select the folder and file name from the main Browse panel.**
3. **Use the drop-down list on the Files of type box in the Browse window to specify the file type you want to find.**

Only files of the specified will be visible in the Browse window.

4. **Click the Open button on the Browse window when you locate the file that you want to attach.**

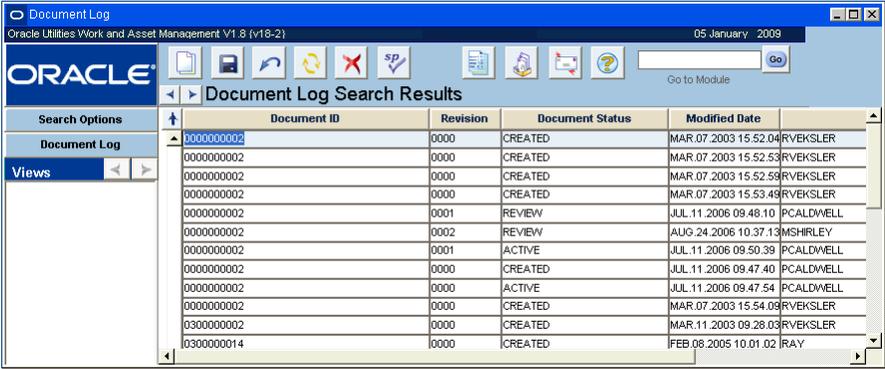
The system automatically enters the File Name, File Path, and File Type in the Document record.

Chapter 30

Document Control Log

The Document Control Log tracks all documents that are attached in the Document Control module. This information is for display only and cannot be modified.

Select Log from the actions list in the Document Control module to access this log.



The screenshot shows the Oracle Document Control Log interface. The window title is "Document Log" and the version is "Oracle Utilities Work and Asset Management V1.8 (v18-2)". The date is "05 January 2009". The interface includes a search bar and a "Go" button. The main content is a table titled "Document Log Search Results" with the following columns: Document ID, Revision, Document Status, and Modified Date. The table contains 15 rows of data.

Document ID	Revision	Document Status	Modified Date
0000000002	0000	CREATED	MAR.07.2003 15.52.04
0000000002	0000	CREATED	MAR.07.2003 15.52.53
0000000002	0000	CREATED	MAR.07.2003 15.52.59
0000000002	0000	CREATED	MAR.07.2003 15.53.49
0000000002	0001	REVIEW	JUL.11.2006 09.46.10
0000000002	0002	REVIEW	AUG.24.2006 10.37.13
0000000002	0001	ACTIVE	JUL.11.2006 09.50.39
0000000002	0000	CREATED	JUL.11.2006 09.47.40
0000000002	0000	ACTIVE	JUL.11.2006 09.47.54
0000000002	0000	CREATED	MAR.07.2003 15.54.09
0300000002	0000	CREATED	MAR.11.2003 09.28.03
0300000014	0000	CREATED	FEB.08.2005 10.01.02

Document Control Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 31

Procedure

You can use the Procedure module to maintain lists of step-by-step directions. Each procedure is assigned a unique number, or Procedure ID, which is then used to attach the procedure to other kinds of records. For example, when you write a Work Order record against an asset where a procedure is attached, or against an asset that requires a permit with an associated procedure, you can use the procedure number to access the procedure online directly through Work Order and other related modules.

Creating and maintaining procedure lists is extremely helpful for repetitive tasks. Once a list is created, you no longer need to key-in instructions each time similar work is to be performed. Simply reference the procedure number and the most current list for that procedure is automatically made available to whoever is performing the work.

Only the most current information is retrieved each time the list is accessed either by printing the work order package or online through the Work Order module. This prevents you from having to find each place the procedure number is referenced and making the same change repeatedly.

You can create the actual list of procedures by entering steps on the Procedure record, or you can choose to attach a document that lists the procedures if necessary. Step procedures can also contain Job Hazard information that can help to identify potential hazards in the work place and recommended safe actions and protective equipment to reduce risk.

Procedure Settings

The Procedures Authority Business Rule controls which users can modify different types of procedures. You can only modify information for types that you are authorized to change.

When you enter a new procedure record, you can indicate whether the procedures are attached as a document or if they are to be indicated as steps on the record by selecting either Document or Step in the Format field. Also enter a Type indicating the type of work the procedure pertains to, the work Category, the related Asset Type and the Filename if the procedure is available elsewhere.

Procedure Records

For Procedure records with a Step type indicated in the Format field you enter the steps in bottom half of the window. For each step, you must enter a unique step number and a detailed description. You may also enter the estimated duration for each step as well as a label. Once you save the record only the step Description and Duration fields can be modified on a Procedure record.

The screenshot shows the Oracle Utilities Work and Asset Management V1.8 (v18-3) interface. The window title is "Procedure EAM-1260-2 0001". The main form area displays the following information:

- Procedure/Rev: EAM-1260-2 0001
- Format: Step
- Status: Active
- Title: This is a test
- Description: This is definitely a test
- Type: ELECTRICAL
- Requestor: akhil
- Asset Type: E
- Required Date: MAR.19.2007

Step	Duration	Description
1	10.00	test
2	20.00	test

Hazard ID	Identified Hazard	Safe Action / Procedure
070000000000002	peer	go fish Ok aaas

Procedure record

The following fields are included:

Procedure/Revision - The Procedure field contains the identification number for the procedure. Depending on how your organization has configured the system, you will be able to enter your own number, or the system may create a number for you. When you save the record, the system checks to ensure that the number is unique.

Lock Procedure? - If the Lock Procedure? box is checked when the record is first created, the system will prevent users from modifying steps information.

Use Activation Authority? - Settings in the Procedures Authority business rule determine whether or not a user can check or uncheck this box. If the box is checked, only users listed in the business rule can change the Procedure record to active status.

Format - The Procedure record is divided into two sections. The appearance of the area below the Format field is controlled by that field and includes two possible views:

Step - When you select Step, the view shows fields appropriate to creating a step by step procedure.

Document - When you select Document, the view shows fields appropriate to creating a document attachment to a record in the Document Control module. This type of procedure is typically stored outside of the system. However, if your organization uses Oracle 8 or higher you may also be able to store the documents within the database.

Status - Valid procedure statuses are: Created, Pending Approval, Approved, Active, Under Revision, Obsolete, Closed, Cancelled.

If the status is set to Under Revision, and if the format of the procedure is Document, the Document cannot be attached to a Permit record.

Only one revision of the Procedure can be in Active status. When a new revision is approved and placed in Active status, the system sets the status of the previous revision to Obsolete.

If modifications need to be made to a procedure in Active status, a new revision must be created and approved. The system creates a new revision number when you complete the Create New Procedure Revision action.

Title - Enter a brief descriptive title to help identify the procedure. Together with the Procedure ID, the title is visible when the Procedure is attached to other records in the system.

Description - You can also enter a longer description to supply additional information about the procedure. When the procedure is attached to other records in the system, the description will be visible only when the user selects to view the attachment.

Type - Select a Procedure Type from a list of types defined for your organization in Code Table 16.

Category - Select from a Procedure Category from the list of categories defined for your organization in Code Table 28.

Requestor - The person requesting the current revision of the Procedure record. The list of values for this field includes all active users.

Required - The date that the Procedure should be completed.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Asset Type - Select a type from the list of Asset Types defined for your organization, such as Equipment, Building, Room, Tag Point, or Infrastructure. Asset Types are defined in Code Table 29.

Step Filename - If a separate document exists which provides additional detail about the procedure steps you can reference that document in this field. However you must still enter basic step information in the Steps View to make the information accessible to workmen viewing the procedure as an attachment.

Step Format - Selecting Step in the Format field shows the Steps view of the Procedures window. This view shows fields appropriate to creating a step by step procedure and associating job hazards.

If more than 3 Step records are displayed, you can use the scroll bar on the left of the window or use the Scroll Up / Previous Record buttons or the Scroll Down / Next Record buttons to navigate through the records.

In order to insert new steps, you must enter a unique Step Number (unique to the listed Procedure) and label. It is recommended that you increment Step Numbers by 5 or 10 so that you can insert Steps in between at a later time. Duration is optional.

Note: You cannot switch between the Steps view and the Document view for Procedures in Active Status. In order to change views, first change status to Under Revision and then change the view.

The Job Hazard Analysis section displays the associated Job Hazards for the step selected. In order to see the entire list of hazards associated with all steps, select Job Hazard from the Views list.

Job hazards cannot be entered directly on this view. In order to make any job hazard modifications you must use the Create New Procedure Revision, Add/Delete Job Hazards, and Modify Job Hazard actions described later in this chapter.

Document Format - Selecting Document in the Format field, shows the Document view of the Procedures window. This view shows fields appropriate to creating a document attachment to a record in the Document Control module.

Note: You cannot switch between Steps View and Document View for Procedure records in Active status. In order to change views, first change status to Under Revision and then change the view.

This type of procedure is typically stored outside of the system. However if your organization uses Oracle 8 or higher you may also be able to store the documents within the system.

The system fills in the fields with the Document ID, Description, Revision number, Author, and Revision Description from the Document Control record.

The Document ID Field has an associated list of values controlled by the Document Control module in the resource subsystem. When you enter the Document ID, the system will supply information to the other fields.

Link Procedure and Document Statuses? - If the Link Procedure and Document Statuses box is checked they system uses the related Document Control record's status to determine the Procedure record's status. If the Document Control record status is Created, Active or Closed, the Procedure record status will match. If the Document Control status is Archived, Review or Temporary, the Procedure record status shows "Under Revision". When the document's status changes, the system updates the Procedure record status.

Note: If the Procedure status and the Document status are linked. The system will not allow you to select a document in Active status unless you have the appropriate responsibilities set in the Responsibility module.

View Doc - The View Document button opens the application (for example, Word for a .DOC file) associated with the file. The new application then opens the file for you to view or edit.

Procedure Views

The module includes the following views:

Procedure Log

Select Procedure Log from the Views list to open the Procedure Log. The system records when an action takes place that affects the information in the database. This provides a tracking tool that can be useful in finding out when changes were entered into the system.

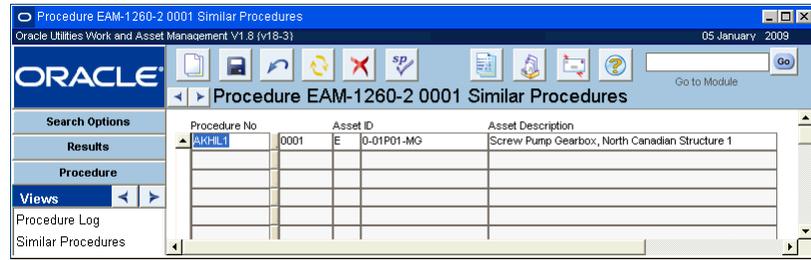
Procedure Status	Modified By	Modified Date/Time
ACTIVE	MSHIRLEY	JUL 22 2008 13:18:02
APPROVED	MSHIRLEY	JUL 22 2008 13:15:45
CREATED	SYNERGEN	MAR 16 2007 10:34:23

Procedure Log

Similar Procedures

Select Similar Procedures from the Views list to list procedures that are related to the process that you are currently viewing. From that list you can double-click a new procedure to open its

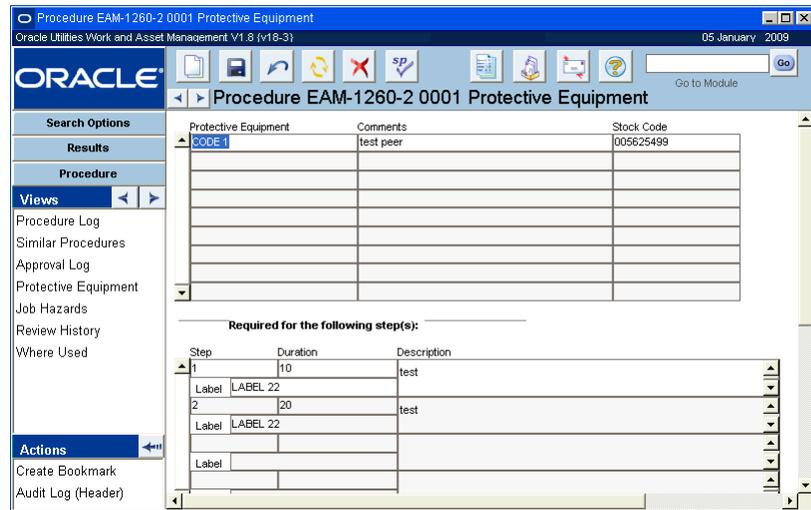
record.



Similar Procedure view

Protective Equipment

The Protective Equipment view lists both the equipment specified in the procedure and steps for which the equipment is recommended. The protective equipment list is copied from the Job Hazard records associated with the procedure, but can be modified on the Procedure record. Equipment items are listed in the upper grid only once, even if they are required for several steps. As you select a particular equipment line in the upper section, the information in the lower part of the view changes to list the steps which require that equipment.

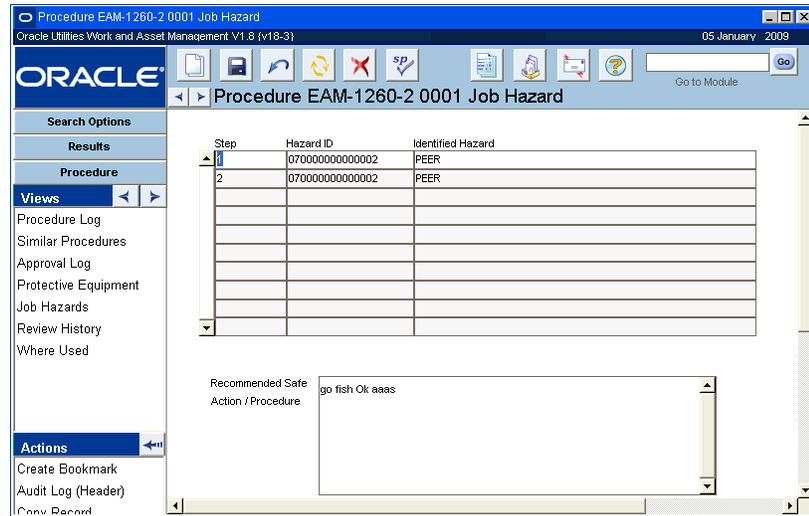


Protective Equipment view

Job Hazards

Job Hazard records are created in the Job Hazard module.

The Job Hazard view lists, by step, the specific hazards identified for this procedure. Job hazards can only be associated with step-type procedures.



Job Hazard view

If you have the appropriate function in your responsibility profile, you can use the Create New Procedure Revision, Add/Delete Job Hazard or Modify Job Hazard actions to update the job hazard information associated with the procedure steps.

Review History

The Review History view provides a place for reviewers to record their comments about a particular procedure. While any user can record comments about a procedure at anytime, this view can be particularly useful for capturing and reviewing input while a procedure is undergoing revision.

Where Used

The Where Used view shows a list of work records that reference the current procedure and revision. If a procedure is revised and activated, and the previous version is associated with a Work Order Task in Approved or Active status, the planner of the work order task will receive an alert saying the task is referencing an obsolete procedure.

Create New Procedure Revision

When procedures are in Active status, you cannot modify them directly. To make changes to an Active procedure, select Create New Procedure Revision from the Actions list. You must have the appropriate function in your responsibility profile to access the Create New Procedure Revision action.

The system asks if you want to place the current revision in Under Revision or Obsolete status. Select Under Revision if you want the current revision to remain available as an attachment, select Obsolete if you want to make the current revision immediately unavailable as an attachment.

Once you have selected a status for the previous revision, the system creates a new revision and displays the number. Click the OK button to open the new version in Created status and make changes. When the new revision is complete, route it for approval. Once approved, the new

revision can be set to Active status. If the previous version had been in Under Revision status, the system sets its status to Obsolete when the new revision is activated.

If a procedure is revised and activate, and the previous obsolete version is associated to a Work Order Task that is in Approved or Active status, the Planner on the task receives an alert saying the work order task references an obsolete procedure.

Select the Add/Delete Job Hazard or Modify Job Hazard actions to make changes to new revision.

How to Create a New Revision of a Procedure

1. Open the appropriate Procedure record.

The record must be in Active status.

2. Select Create New Procedure Revision from the Actions list.

The system asks if you to choose a status for the current revision.

3. Click the Under Revision or Obsolete button.

Click the Under Revision button if you want the current revision to remain available for attachments until the new revision is active.

Click the Obsolete button if you want the current revision to be unavailable as an attachment.

4. When you click either button, the system creates a new revision of the procedure and displays the revision number.

Click OK to go to the new revision, where you can select the Add/Delete Job Hazard or Modify Job Hazard actions to update the procedure.

Add/Delete Job Hazard

If you have the appropriate function in your responsibility profile, you can select Modify Job Hazard from the Actions list to add or delete hazards from procedure steps. The action works similarly whether you are adding or removing a hazard.

The Add/Delete Job Hazard action is available when the Procedure record is in Created or Under Revision status.

How to Add or Delete a Job Hazard

1. Open the appropriate Procedure record.

The procedure must be in Created status.

2. Select Add/Delete Job Hazard from the Actions list.

3. Select the Add or Delete option and click the Next button.

4. Select a Job Hazard ID from the list of values.

If you are adding a hazard, the list shows those Job Hazard records not currently associated with the procedure. If you are deleting a hazard, the list shows the hazards that are currently associated with the procedure.

The recommended safe action text can be updated if necessary.

5. Click Next.

6. Select the steps to add the hazard to (or remove the hazard from).

You can also click the Select All or Clear All buttons to mark or clear all the boxes.

7. Click Finish to add / delete the hazards and open a confirmation page.

8. Click Close to return to the Procedure record.

Or click Start Over to add/delete additional job hazards.

Modify Job Hazard

If you have the appropriate function in your responsibility profile, you can select Modify Job Hazard from the Actions list to change the recommended safe actions or to add protective equipment to the procedure. If you want to delete protective equipment, you must open the Job Hazard module and make the change there.

Use this process to change the recommended safe action text or add protective equipment items for the current procedure only. Any changes you make will not be reflected on the records in the Job Hazard module.

The Modify Job Hazard action is available when the Procedure record is in Created or Under Revision status.

How to Modify Job Hazard on a Procedure

- 1. Open the appropriate step Procedure record.**
The procedure must be in Created or Under Revision status.
- 2. Select Modify Job Hazard from the Actions list.**
- 3. Select the Hazard ID you wish to modify.**
The list of values contains only those job hazards associated with the current procedure / revision.
- 4. Make any necessary changes to the Recommended Safe Action text and click Next.**
- 5. Select from the list of values to insert additional protective equipment items.**
The list of values includes only protective equipment items not already selected for the job hazard.
- 6. Click Next when you are finished adding protective equipment.**
- 7. Check the steps you want to attach the updated job hazard to.**
You can also click Select All to add the modified hazard information to all the steps.
- 8. Click Finish to apply the changes to the procedure and open a confirmation page.**
- 9. Click Close to return to the Procedure record.**
Or click Start Over to enter additional job hazard modifications.

How to Create a Procedures Record

- 1. Open the Procedures module**
The Procedures module in Resource subsystem.
- 2. Click New.**
- 3. Enter a unique ID number for the Procedure.**
This number may also be generated by the system depending on your system configuration.
- 4. Select a Format for the Procedure.**
If you want to create the Procedure as a set of steps entered in this module, select the Step Format. If you want to attach an external document to the record select Document.
- 5. Enter a Title for the Procedure.**
- 6. Enter any other information you organization requires.**
- 7. Click the Lock check box if you want to limit who can adjust the procedure.**
- 8. Click Save.**

How to Add a Step to a Procedure

You must have the proper authority (established in the Procedures Authority business rule) in order to change Locked Procedures.

- 1. Open the appropriate Procedure record.**

The Format field must be set to Step. If it is set to Document you can only attach external files to the record.

2. **Click the first open Step field.**
3. **Enter a number to represent where in the Procedure the Step should be done.**
4. **Enter the Step description in the Description field.**
5. **Enter any other information you organization requires.**
6. **Click Save.**

How to Attach a Procedure to a Record

1. **Establish the Procedure record.**
2. **Open the appropriate record.**
3. **Select Attachments from the Views list.**
4. **Click the first open Attachment ID field, or Click New.**
5. **Select the Attachment type (Procedure) from the drop-down list.**
6. **Select the Attachment ID from the list of values.**
7. **Click Save.**

The check boxes have no function for Procedure type attachments. Only external attachments will print or be copied to Work Orders and Purchasing documents when the check boxes are marked.

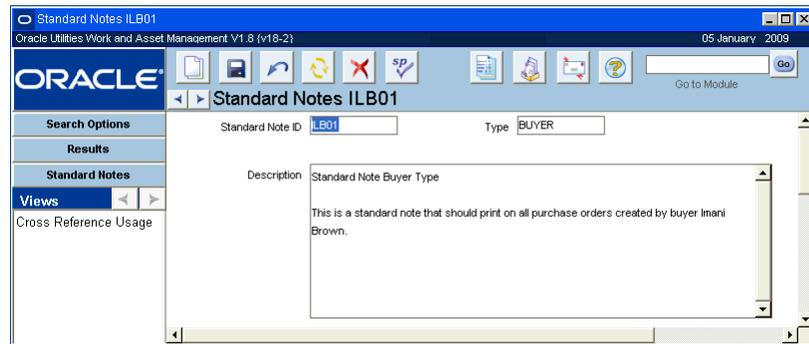
Chapter 32

Standard Notes

Enter and maintain a set of standard notes in the Standard Notes module. These notes can later be attached to records in any module that supports Attachments. These notes are identified by unique Note ID's, allowing you to modify Note text in one place (through this module) instead of modifying each instance where it is referenced.

Your system sequence number settings and business processes determine whether the system creates an ID for you when the record is saved or if the ID can be entered manually. If the ID is assigned manually, the system verifies that it is not a duplicate before the record is saved. If you create this record ID manually, avoid the use of the special characters ', ', '&', or '%' as they may result in processing errors.

Once entered, only the description can be modified. When finished, press the “Save” button to commit the record or press “Cancel” to prevent your changes from being committed.



Standard Note record

As you type description text (up to 2000 characters), the system automatically wraps to the next line when appropriate. If you want to use the editor, simply double-click the Description field. You are then placed in the editor where you may use all features of the editor to process text.

Cross Reference Usage

Cross Reference Usage functionality is not available in this release.

How to Create a Standard Notes Record

1. Open the Search Options window, or to an existing Standard Notes record.
2. Click New.
3. Enter a unique ID number.
4. Enter the note Type from the drop-down list.
5. Enter the Standard Note in the Description field.

Click Save.

Chapter 33

MSDS

Material Safety Data Sheets (MSDS) are delivered from the vendor with goods that are hazardous or contain hazardous materials. The details of an MSDS can be entered into the system, or the actual MSDS can be scanned. When the system saves the new MSDS record it assigns the record a unique identification number. Once this is done, you can associate that number to other types of records throughout the system. Any record that can have attachments can have an MSDS attachment if the option has been activated in the Attachment Types Business Rule.

MSDS Records

Assign Document IDs to your MSDS files in the Document Control module then reference the Document ID on the MSDS record (circled field).

MSDS records can also cross-reference Document IDs stored in the Document Control module. For example, if you scan all MSDS forms and store them as image files, you can assign each of these files a unique Document ID in the Document Control module. Then you can reference the Document ID on the MSDS record and select View Document from the Actions list to automatically open the associated graphics application and display the MSDS.

In order to enter an MSDS manually you create the MSDS record in the MSDS module.

MSDS No.	ILB02	Revision	01	Expiration	
Status	Active	JAN_29_2002	Revised		
Prepared By	Imani Brown	JAN_29_2002			
Document ID	ILB003				
Stock Code	ILBCMP1				
Chemical Label	ILB01	TDG Product No.			
Label Description	Description of Chemical Label				
Product Name	ILB				

MSDS record

When you create a new MSDS record make sure to select the appropriate Chemical Label from the list of values. Based on the chemical label selected, the system retrieves the corresponding value for the Label Description field. You can also enter the MSDS expiration date if available.

If the MSDS has been defined in the Document Control module, select the Document ID from the list of values. You can also reference an existing stock item in the master catalog by selecting a stock code from the list of values.

Since an MSDS refers to a specific product from a manufacturer it would usually be attached to a stock item record in the Catalog module. For such attachments, the system can carry the association over to Work Request and Work Order records so that the attachments can be

viewed along with any of these documents. A second way to do this is to attach the MSDS to a specific Work Order Task record (or any other record that allows attachments).

Select View Document from the Actions list to open the application (for example, Word for a .DOC file) associated with a file that is attached to the MSDS record. The new application then opens the file for you to view or edit. This action is only available when a Document ID has been indicated on the record.

How to Create an MSDS Attachment

Before you can complete an MSDS attachment the chemical label must first be established using the Chemical Label module in the Attachments module of the Resource subsystem.

- 1. Open the Search Options or Search Results panel, or to an existing MSDS record.**
- 2. Click New.**
- 3. Enter the MSDS number.**
The number must be unique.
- 4. Enter the Chemical Label from the list of values.**
The entries for this list of values are established in the Chemical Labels module.
- 5. Enter any other information your organization requires.**
The Document ID field can be very useful. You can refer to a physical file. Or, you can enter the MSDS in an electronic form - for example a scan of the vendor's MSDS - attach the electronic file in the Documents Control module of the Resource subsystem, and use the Document ID to refer to that file.
- 6. Click Save.**

How to Set Up an Electronic Copy of Vendor's MSDS

- 1. Scan the MSDS using a scanner.**
The file can be saved as a bitmap (.bmp) but this produces fairly large files that require a lot of disk space. You may want to look into .pdf as a storage format.
- 2. Attach the graphic file in the Document Control module.**
- 3. Check that prospective users will have the appropriate software to view the file.**
For example, if the file is a .pdf file, the user will have to have access to Acrobat reader (a free program available from Adobe Systems).
- 4. Use the Document ID number to cross-reference the file between the Document Control module and the MSDS module.**

MSDS Views

The module includes the following views:

Vendor

Vendor information includes the Vendor Code, Vendor Contact, an MSDS alternate Reference Number, and Vendor Emergency and Alternate Phone Numbers. If you enter the vendor information related to the MSDS document that was sent by the vendor, the system will automatically add the MSDS as an attachment to any purchase orders created that reference that vendor ID.

MSDS ILB02 Vendor

Oracle Utilities Work and Asset Management V1.8 (v18-2) 05 January 2009

ORACLE

MSDS ILB02 Vendor

Search Options

Results

MSDS

Views

Vendor

Manufacturer

Notes

Location

Synonym

Vendor Code: LB002 FRANK'S DISCOUNT PUMPS

Vendor Contact: FRANK

MSDS Reference:

Emergency Phone: 5105551512

Alternate Phone:

Vendor view

Manufacturer

Information in the Manufacturer view includes the Manufacturer Code, Manufacturer Contact, an MSDS alternate Reference Number, and Manufacturer Emergency and Alternate Phone Numbers.

MSDS ILB02 Manufacturer

Oracle Utilities Work and Asset Management V1.8 (v18-2) 05 January 2009

ORACLE

MSDS ILB02 Manufacturer

Search Options

Results

MSDS

Views

Vendor

Manufacturer

Notes

Location

Synonym

Manufacturer Code: CANCONV

Manufacturer Contact: STEVE

MSDS Reference:

Emergency Phone: 9257845681

Alternate Phone:

Manufacturer view

Location

In the Location view you can enter a list of locations where the original MSDS form or copies of it may be found.

MSDS ILB02 Location

Oracle Utilities Work and Asset Management V1.8 (v18-2) 05 January 2009

ORACLE

MSDS ILB02 Location

Search Options

Results

MSDS

Views

Vendor

Manufacturer

Notes

Location

Synonym

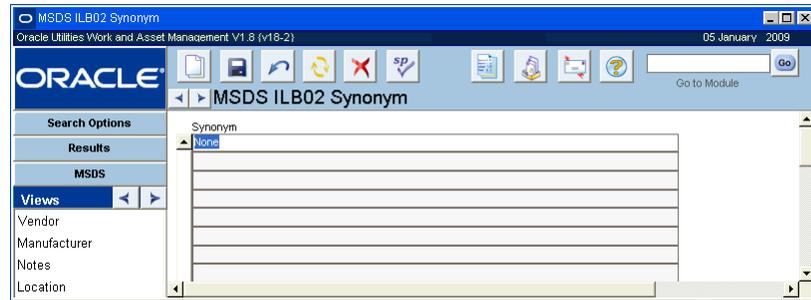
Location

3rd Floor File Cabinet

Location view

Synonyms

In the Synonyms view you can enter and maintain a list of other names or description (synonyms) by which this MSDS form may be identified. Synonyms serve as a cross-reference to MSDS Chemical Labels module via the Chemical Labels Synonyms view.



Synonyms view

View Document

You can select View Document from the Actions list to open the application (for example, Word for a .DOC file) associated with a file that is attached to the MSDS record. The new application then opens the file for you to view or edit. This action is only available when a Document ID has been indicated on the record.

Chapter 34

Chemical Label

Part of Oracle Utilities Work and Asset Management MSDS processing, the Chemical Label module provides a means to enter and maintain standard chemical labels used for classifying hazardous materials. First the chemical labels must be defined via the Chemical Label module and then they can be referenced on various MSDS records via the MSDS module.

Chemical Label record

When inserting a new Chemical Label record, enter the required information identified by the highlighted fields. You must enter a unique Chemical Label. If you try to use a label that has already been used, the system will warn you that the record has already been inserted. When updating existing Chemical Label information, both the Label Description and the Transportation of Dangerous Goods (TDG) number assigned to the stock code in the TDG Product field.

Synonyms

In the Synonym view, you can enter and maintain a list of other names or descriptions (synonyms) which identify the Chemical Label. Synonyms serve as a cross-reference to MSDS module via the MSDS Synonyms view

Synonyms view

How to Create a Chemical Label Record

1. Open the Search Options or Search Results panel, or to an existing Chemical Label record.

2. **Click New.**
3. **Enter the Chemical Label.**
The label must be unique. If you try to use a label that has already been used, the system will warn you that the record has already been inserted.
4. **Enter the Description**
5. **Enter the Transportation of Dangerous Goods number, if available.**
6. **Click Save.**
The system will save the record and put the chemical label in the appropriate list of values.

Chapter 35

Specification

Specifications are detailed descriptions of requirements, dimensions, materials or other details about types of equipment. Specifications vary from engineering, to service history, to accounting types.

With the Specifications module you can develop detailed descriptions of requirements, dimensions, and materials. Specifications may vary in type from engineering to service history to accounting to just about anything that you need to define.

Building specifications is a two-step process:

1. Develop a Specification Template record used to capture all relevant attributes for a particular type of equipment. For example, a template for motors may include attributes such as block size, horsepower, etc.
2. Generate actual Specification records from the template, capturing the values of the attributes listed, and assigning a unique specification number to each.

For example, you might set up a template for motors, identifying the attributes in which you are interested such as block size, h.p., and so on. You could then use this template to construct specifications for each type of motor.

Specification Records

Specifications are divided into types and categories, which help define the specification. For each Specification record, the list of attributes (e.g.: weight) is drawn from the specification template. You then enter the specification value (e.g.: 273.5 lbs.) for each attribute. Once defined, you may then attach the specification number to Asset and Component ID records.

Seq. No.	Specification Attribute	Specification Value	Source Information
5	MAKE	CAT1750 KW	STPETE
10	MODEL		STPETE
40	VOLTS		STPETE
45	AMPS		STPETE
50	YEAR PURCHASED		STPETE
55	YEAR REBUILT		STPETE
60	ORIGINAL COST		STPETE
65	KWH		STPETE

Specification record

Direct access to specifications is available wherever attachments are available including on Work Order and Task records. This provides you immediate access to information important for completing work.

Once you save the header information in the upper part of the Specifications window, you may enter, modify, or delete attribute information in the bottom portion of the window. For each new Specification header records, the system retrieves sequence number and specification attributes from the Specification Template record (identified by the specification type and category combination) when you first place your cursor in the Attribute fields. This list serves as a starting point where you enter specification values for attributes which apply to the item listed in the Description (header), delete Attribute records which do not apply, and add records which were not part of the template.

The system uses a template then individual Specification records so that you can have one all-encompassing record that indicates ALL of the attributes for a type of equipment, and you can draw on that record to choose from those attributes to describe an individual specification which might not include all of the attributes.

Once both the template and the individual specifications are defined you can attach Specifications to Asset ID and Component ID records. Then when work orders written against an asset or storeroom with a specification attached, have the specification available at the work order or work order task level, providing immediate access to information important for completing work.

How to Build a Specification from a Specification Template

You must have already created a Specification Template record so that you can build the specification from the template. The specification is the record that you ultimately attach to the assets or components.

1. **Open the Specification module.**
2. **Click New.**

A new Specification record opens.

Like a specification template, the Specification record is made up of header information at the top, and detail information at the bottom.

3. **Enter a Specification ID.**

The Specification module includes the Copy Specification Action which allows you to copy an existing specification entirely. Depending on your system settings, you can either create a new specification number, or the system creates one for you.

You must enter a unique specification number. If you enter a number that is not unique, the system will warn you when you try to save the record.

- 4. Select the Specification Type and a Category.**
Each specification type has its own list of category values. This combination will determine which specification template you are using.
- 5. Enter a detailed description of the specification's intended use.**
- 6. Click Save.**
- 7. Place the cursor on the first line in the lower half of the window.**
The system retrieves the sequence number and specification attributes from the specification template identified by the type and category combination that you entered. This list serves as a starting point and can be modified if necessary.
- 8. Delete any attributes that you do not need by selecting the item and clicking the Delete icon.**
- 9. Add new attributes by pressing the New icon or F6 while the cursor is on one of the lines in the bottom portion of the screen.**
For any new attributes entered, enter a unique sequence number and specification attribute.

When inserting new attributes, it's a good idea to increment sequence numbers by 5 or 10 so that you may insert new records in between at a later date. sequence numbers are used to display data in a specified order.
- 10. Enter the appropriate Specification Value for each attribute.**
If lists of values were established on the Specification Template record, these fields will be controlled by lists. You can also add lists of values here by selecting Configuration from the Views list.
- 11. Click Save.**
The Specification record is now ready to be used as an attachment.

Chapter 36

Specification Template

You begin building specifications using the Specification Templates module. Each specification template is comprised of a specification type and category, and a list of specification attributes which apply to the item for which the specification is being built. The actual values for each attribute are entered through the Specifications module.

An example of the template / specification relationship might be where you want to build engineering specifications for a certain type of starter.

If you create a Specification Template, create a Specification from it, then go back and make a change to the Specification Template, the changes will not update the Specification record. Conversely, changes made to an individual Specification are not updated on the Template.

Specification Template Records

Begin by creating a template for that kind of starter (if that template does not already exist). The specification type would be Engineering and the Category would be something such as 4160STR (a value in the Category list of values). The description would identify general descriptive information about that kind of starter.

Seq No.	Specification Attribute
1	Engineering 101
2	Engineering 102
3	Engineering 103

Specification Template record

The Specification Template module includes the Copy Spec Template Action which allows you to copy an existing specification entirely. Depending on your system settings, you can either create a new specification number, or the system creates one for you.

Next, enter the specification attributes - those requirements, dimensions, materials, and that make up the item. These attributes could be such things as amps capacity, bus volts, casing type, and size. If needed add lists of values for the attributes by selecting Configuration from the Views list.

The same template can be used for more than one Specification record. Specification records use the template to retrieve the initial set of Attribute records which may be added to, deleted from, or updated as required.

When inserting new attributes on the template, it's a good idea to increment the sequence numbers by 5 or 10 so that you may insert new records in between (either through the Specification Template or the Specifications modules). Sequence numbers are used by the system to display data in a specified order.

How to Build a Specification Template

1. **Open the Specification Template module in the Resource subsystem.**
2. **Click New.**

A new Specification record opens.

3. **Fill in the required fields.**

The Type and Category combination is the unique identifier. Therefore, after saving the Specification Template record, the type and category cannot be changed.

4. **Enter a description of the specification in the Description field.**
5. **Click Save.**

6. **Enter the Specification Attributes.**

The Attributes may serve as a checklist of requirements or materials or indicate details about an item such as dimensions, materials, capacity, bus volts, casing type, size, and so on.

Enter the Attributes in these fields, then you enter the specific values on the Specification record that you will create next.

You can also set Lists of Values for the Attributes by selecting Configuration from the Views list when you are on a specific Attribute.

Since Sequence Numbers are used by the system to display data in a specified order, you may want to increment the Sequence Numbers by 5 or 10 in case you need to add intermittent attributes later.

7. **Click Save.**

The system creates the record and you are ready to create individual Specifications based on the Template.

How to Create a Specification Record

1. **Open the Search Options window, or to an existing Specification record.**
2. **Click New.**
3. **Enter a unique Specification ID.**
4. **Select a Type from the list of values.**
5. **Select a Category from the list of values.**
6. **Enter a Description of the specification.**
7. **Click Save.**

How to Add Specifications to a Specification Record

1. **Open the appropriate Specification Record.**
2. **Click the first specification line.**
3. **The system supplies all of the specifications from the Specification Template.**
4. **Delete, update or add specifications as appropriate.**
5. **Click Save.**

How to Attach a Specification Record to a Stock Item

1. **Establish the Specification record.**
2. **Open the appropriate Stock Item Record.**
3. **Select Attachments from the Views list.**
4. **Click the first open Attachment ID field, or Click New.**

5. Select the **Attachment type (Specification)** from the drop-down list.
6. Select the **Attachment ID** from the list of values.
7. **Click Save.**

The check boxes have no function for Specification type attachments. Only external attachments will print or be copied to Work Orders and Purchasing documents when the check boxes are marked.

How to Add the Specifications to a Specifications Template

1. Open the appropriate Specification Template record.
2. Click the first blank Sequence number field.
3. Enter a Sequence number and Specification Attribute.
4. Click Save.

Specification Template Views

The module includes the following views:

Specification Configuration

When you create the first specification line item you can select Configuration from the Views list to define the list of values type that should be used to populate the Specification Value field in the Specification module. You can select a list of values based on a Code Table or a List based on an entered query. If you select a query type, a query must be entered in the Query field.

Seq No.	List of Values	Code Table	Query
1	List of Values		
2	CODE_TABLE_KEY_VALUE	0	
3	USE_QUERY_KEY_VALUE		select asset_id, asset_record_type from sa_asset

Configuration view

A list of values type is not required. If no list of values is chosen, user's can enter any value in the Specification Value field of the Specification record. The chosen list of values can also be overridden on Specification records created from a template that uses the list of values.

Seq No. - This sequence number corresponds to the Sequence number of the attribute on the Specification Template record that will be controlled by this list of values.

List of Values - You can choose to use a list of values that is based on either a Code Table that exists in the system or on a custom query entered in the Query field.

Code Table - If you choose CODE_TABLE_KEY_VALUE in the List of Values field, select the Code Table that you want to use in this field.

Query - If you choose USE_QUERY_KEY_VALUE enter the custom query text in this field.

When defining a list of values for a Specification Template record using the USE_QUERY_KEY_VALUE option, you must:

- include the aliases CODE and CODE_DESC in the select clause

- have no more than two columns in the select clause. (If the select clause has more than two columns, only the first two will be processed.)
- avoid the use of asterisks (*) in the select clause

The following is an example of a correct query:

```
select employee_no code, name_first || ' ' || name_last code_desc from sa_employee  
where employee_status = 'ACTIVE' and plant = :global.plant
```

Copying Specifications

The Specification and Specification Template modules include a copying Action that allows you to duplicate an entire Specification record. Selecting the action from the Actions list opens a wizard. Depending on your configuration, the system will either prompt you to create a Specification number, or it will create one for you. Once you click Next, the system confirms the new Specification record and gives you the option of opening that record. You then have the option of modifying the record as desired.

Chapter 37

Job Hazard

Use the Job Hazard module to identify potential hazards in the work place, along with recommended safe actions and protective equipment that can be used to reduce risk.

Job Hazard Records

Once a hazard has been described, the Job Hazard record can be associated with records in the Procedure module, which then can be attached to work orders and records in the form of step by step instructions. You can update all Procedure records referencing a particular job hazard by selecting the Revise Procedure action and choosing the procedures to update. The updated procedures can then be activated through the approval process in the Procedure module. You can also modify hazard information from within the Procedure module, but those changes do not copy back to records in the Job Hazard module.

Protective Equipment	Comments	Stock Code
CODE 1	aaas	003569743

Job Hazard record

The following fields are included:

Hazard ID - The Hazard ID number identifies the record. Depending on the configuration of the system you can enter a unique number, or the system automatically creates a number for you.

Title - Enter the title of the Job Hazard in this field.

Type - You can select a Job Hazard Type from the list of hazard types defined by your organization.

Category - You can select a Job Hazard Category from the list of hazard categories defined by your organization.

Recommended Safe Action / Procedure - Use this area to describe steps that workers can take to avoid the described job hazard or minimize their exposure to it. The recommended safe actions should be stated clearly and with enough detail to help workers recognize and avoid the specific hazards.

Protective Equipment - After you enter the basic hazard information and save the record, you can select Protective Equipment from the Views list, or just click in the Protective Equipment grid, to identify equipment that can be used to control the potential hazards. The Protective Equipment field has a list of values showing the protective equipment items defined for your organization. You can enter any appropriate comment and select any stock code in Active status.

How to Create a Job Hazard Record

1. **Open the Job Hazard module.**
2. **Click New.**
3. **Enter the required fields.**

At a minimum you must enter the Identified Hazard title and describe the Recommended Safe Action in the text box provided. You also must enter a Hazard ID if your system is not set to create the ID number.

4. **Select a hazard type and category if you want to classify the hazard.**
5. **Identify protective equipment that can help control the potential hazard.**
You can select the protective equipment from a list defined for your organization and enter additional comments to clarify the proper use of the protective equipment. Select a stock code for the protective equipment from the catalog.
6. **Click Save.**

Job Hazard Views

The module includes the following views:

Where Used

The Where Used view displays a listing of Procedure records associated to the current job hazard. The list contains Procedure records in both Active and Under Revision status. While the information on this view cannot be updated, the Revise Procedure action provides the ability to update the procedures listed with any new information from the Job Hazard record.

Procedure	Rev.	Procedure Title	Status
0700000003	0000	This is a test	UNDER REVISION
EAM-1260-1	0002	This is a test	CREATED
EAM-1260-1	0001	This is a test	UNDER REVISION
EAM-1260-2	0001	This is a test	ACTIVE
RWIN-29	0001	Akhi's test procedure to test existing procedure	CREATED
RWIN-29	0000	Akhi's test procedure to test existing procedure	UNDER REVISION

Where Used view

Job Hazard Actions

In addition to standard actions, the following can be completed from within the module.

Revise Procedure

As working conditions change and new safety information becomes available, it may be necessary to modify job hazard information. While you can not modify the hazard information on active Procedure records directly, you can select actions that permit you to modify all the procedures associated with a particular Job Hazard record or to modify the hazard information on a single procedure.

If you make changes to the Job Hazard record, and if you have the necessary responsibility in your user profile, you can select Revise Procedure from the Actions list to update all procedures referencing the Job Hazard record. When you select the procedures to update and click Finish, the system copies recommended safe action and protective equipment list from the current record to new revisions of the selected procedures.

The new revisions of the current Procedure records can be further modified, if necessary, and routed for approval from the Procedure module.

Revising Job Hazards on Individual Procedures

It may also be necessary to modify the job hazard information for a single procedure, without changing the main Job Hazard record or other procedures referencing the job hazard. If you have the necessary responsibility in your user profile, you can select Modify Job Hazard from the Actions list in the Procedure module to make changes to the job hazard information on a single procedure. If you want to modify a procedure that is in Active status, you must first create a new revision of the Procedure.

How to Revise Procedures from a Job Hazard Record

1. **Open the appropriate Job Hazard record.**
2. **Make any changes necessary and Click Save.**
You can revise the Recommended Safe Actions and the Protective Equipment list.
3. **Click Save.**
4. **Select Revise Procedure from the Actions list.**
When you select the action, a screen opens showing the procedures associated with the job hazard that are in Active or Under Revision status.
5. **Click the Select box for those procedures you want to revise.**
6. **Click the Finish button.**
For each selected procedure that had been in Active status, the system creates a new revision updated with the revised safe actions and protective equipment listing and places the previous revision to Under Revision status.

For each selected procedure that was already in Under Revision status, the system updates new revision with the revised safe actions and protective equipment listing from the current record.
7. **Click the Close button to return to the Job Hazard record.**
You can make additional changes to the modified Procedure records and route them for approval from the Procedure module.

How to Create a New Procedure Revision

1. **Open the appropriate Procedure record.**
The record must be in Active status.

When a procedure attached to a work order task in Approved or Active status is made obsolete, the system places an “Obsolete” warning on the attachments view and notifies the task planner of the status change.

The Procedure module Procedure Log view keeps a record of the status changes made to the Procedure record.

Use this procedure to change the recommended safe action text or add protective equipment items for this procedure only. Any changes you make will not be reflected on the records in the Job Hazard module.

The process is identical to how to add a job hazard, only you select the Delete radio button.

2. **Select Create New Procedure Revision from the Actions list.**
The system asks if you to choose a status for the current revision.
3. **Click the Under Revision or Obsolete button.**
Click the Under Revision button if you want the current revision to remain available for attachments until the new revision is active. Click the Obsolete button if you want the current revision to be unavailable as an attachment. When you click either button, the system creates a new revision and displays the revision number.
4. **Click OK to navigate to the new revision.**
From the new revision, you can select the Add/Delete Job Hazard or Modify Job Hazard actions to update the procedure.

How to Revise Job Hazard Information on a Single Procedure

1. **Open a new revision of the Procedure record.**
The revision must be in Created or Under Revision status.
2. **Select Modify Job Hazard from the Actions list.**
3. **Select the Hazard ID you wish to modify.**
The list of values includes only the hazards currently associated with the procedure record.
4. **Make any necessary changes and click Next.**
You can modify the Recommended Safe Action text, but not the Hazard ID or title. When you click next, a new panel opens showing the protective equipment listed for the job hazard.
5. **Add additional protective equipment as necessary and click Next.**
The system displays the steps included on the Procedure record.
6. **Check the steps where you want to attach the updated job hazard.**
You can also click Select All to add the modified hazard information to all the steps.
7. **Click Finish to update the hazard and return to the Procedure record.**
When you finish updating the procedure, route it for approval. When the record is approved, set the status to Active. Once the new revision is in Active status, the system sets the previous revision to Obsolete status if it is not already in Obsolete status.

How to Delete a Job Hazard from a Procedure

1. **Open a new revision of the Procedure record.**
The revision must be in Created or Under Revision status.
2. **Select Add/Delete Job Hazard from the Actions list.**
The system asks if you want to add or delete a job hazard.
3. **Click the Delete Job Hazard radio button and click Next.**
A new panel opens where you can select a job hazard to delete from the procedure.
4. **Select a Hazard ID from the list of values and click Next.**
A new panel opens where you can select steps from the procedure.
5. **Select the steps where you want to remove the job hazard.**
You can select the steps by clicking the Select box for the appropriate step. You can also click Select All to check all the boxes.
6. **Click Finish to update the record and display a confirmation screen.**
7. **Click Close to return to the Procedure record.**
You can also click Start Over to add or delete additional job hazards.

Associating Job Hazards to Procedures

Making job hazard information assessable to workers is a two-step process. First you must add the job hazard information to a Procedure record, then you attach the procedure to a work order task.

Creating Procedure Records for Job Hazard Analysis

The Procedure module is used to maintain lists of step-by-step directions. Each procedure is assigned a unique number, or Procedure ID, which is then used to attach the procedure to other kinds of records.

In addition to managing job hazard information, procedure lists can be extremely helpful for recording repetitive tasks. Once a list is created, you no longer need to key-in instructions each time similar work is to be performed. Simply reference the procedure number and the most current list for that procedure is automatically made available to whoever is performing the work.

How to Create a Procedure Record for Job Hazard Analysis

1. Open the Procedure module.

The Procedure module is located in the Resource subsystem under Attachments.

2. Click New.

At a minimum, fill in the following fields:

Procedure/Revision - The Procedure field contains the identification number for the procedure. Depending on how your organization has configured the system, you will be able to enter your own number, or the system may create a number for you. When you save the record, the system checks to ensure that the number is unique.

Lock Procedure? - If the Lock Procedure? box is checked when the record is first created, the system will prevent users from modifying steps information.

Title and Description - Enter a brief descriptive title to help identify the procedure. Together with the Procedure ID, the title is visible when the Procedure is attached to other records in the system. You can also enter a longer description to supply additional information about the procedure. When the procedure is attached to other records in the system, the description will be visible only when the user selects to view the attachment.

3. Select Step in the Format field.

The bottom portion of the screen displays the fields necessary to enter steps for the procedure.

4. Complete additional fields as necessary.

If needed, you can also enter the following fields for classification purposes:

Type and Category - Procedure types are defined by your organization in Code Table 16. Categories are defined in Code Table 28.

Requestor - The person requesting the current revision of the Procedure record. The list of values for his field includes all active users.

Required - The date that the Procedure should be completed.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Document format procedures are not used with job hazard analysis functionality.

Asset Type - Select a type from the list of Asset Types defined for your organization, such as Equipment, Building, Room, Tag Point, or Infrastructure. Asset Types are defined in Code Table 29.

Step Filename - If a separate document exists which provides additional detail about the procedure steps you can reference that document in this field. However you must still enter basic step information in the Steps View to make the information accessible to workmen viewing the procedure as an attachment.

5. Click Save.

The system saves the record and allows you to enter steps for the procedure.

6. Enter Steps.

To insert new steps, you must enter a unique Step Number (unique to the listed Procedure) and label. It is recommended that you increment Step Numbers by 5 or 10 so that you can insert Steps in between at a later time. Duration is optional.

Adding Job Hazards to Procedure Steps

Add a job hazard to a procedure steps by selecting the Add/Delete Job Hazard action from the Procedure module Actions list. After the job hazard is added, job hazard information copies to the Job Hazard and Protective Equipment views of the Procedure record.

After you associate job hazards to the procedure steps, the Job Hazard Analysis section displays the associated Job Hazards for the step selected. To see the entire list of hazards associated with all steps, select Job Hazard from the Views list. Job hazards cannot be entered directly on this view.

The Where Used view in the Job Hazard module shows all Procedure records associated with a job hazard.

Once a job hazard is associated to a Procedure, the Procedure record is also listed in the Job Hazard module Where Used view. The list shows Procedure records in both Active and Under Revision status. The information on this view cannot be updated, however you can use the Revise Procedure action to update the procedures listed with any new information from the Job Hazard record.

How to Add a Job Hazard to a Procedure

1. Create or open the appropriate Procedure record.

The Procedure record must be in Created or Under Revision status. If you want to associate a job hazard with an existing procedure in active status, you must first create a new procedure revision.

2. Select Add/Delete Job Hazard from the Actions list.

The system asks if you want to add or delete a job hazard.

3. Click the Add Job Hazard radio button and click Next.

A new panel opens where you can select a job hazard to add to the procedure.

4. Select a Hazard ID from the list of values and click Next.

A new panel opens where you can select steps from the procedure.

5. Select the steps where the job hazard would apply.

In the example above, you would want to warn the person loading and off-loading the truck of the potential dangerous substance in the containers. Click the Add box next to the steps where the hazard applies. You can also click Select All to check all the boxes.

6. Click Finish to update the record and display a confirmation screen.

7. Click Close to return to the Procedure record.

Or click Start Over to add additional job hazards.

See the section titled “How to Create New Procedure Revisions” for more on creating new revisions.

The job hazard information you added can be viewed on the Job Hazard and Protective Equipment views of the Procedure record. When the Procedure record is approved and set to Active status, it is ready to be attached to other system records.

Making Job Hazard Information Available to Workers

The second step in making hazard information accessible to workers is to attach Procedure records that include job hazard information to work orders or work order tasks. The system can be set so that the procedure steps and job hazard information can be printed separately or with the work order or work order task. A listing of tasks that the procedure has been attached to is displayed in the Procedure module Where Used view.

Follow a similar process to attach the procedure to an asset or other record types that support attachments.

How to Attach a Procedure to a Work Order

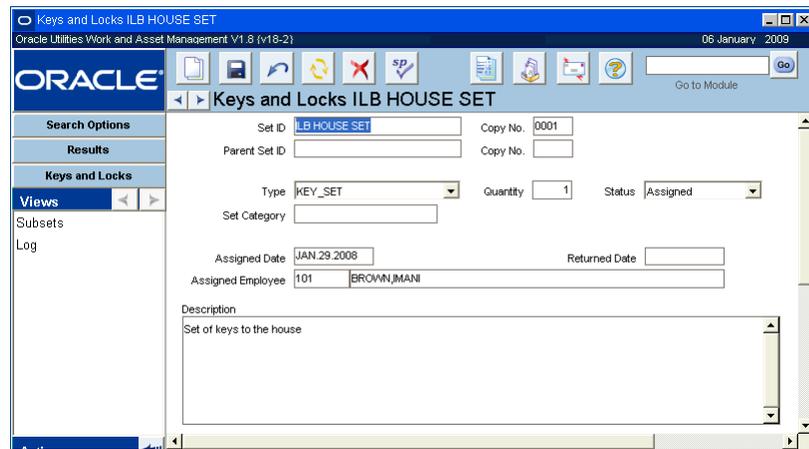
1. **Open the appropriate work order task.**
2. **Select Attachments from the Views list.**
3. **Click New.**
4. **Select the Attachment type (Procedure) from the drop-down list.**
5. **Select the appropriate Procedure ID from the list of values.**
6. **Click the Print? box if you want the procedure to print with the task.**
Click Save.

Chapter 38

Keys and Locks

The Keys and Locks module provides a simple way to track key/lock assignments to individuals. Both keys and locks are identified by unique IDs but may also belong to a key or lock set. The Keys and Locks record contains all descriptive information about the keys, locks and sets, along with a record indicating where they are assigned.

Keys and Locks Records



The screenshot displays the Oracle Utilities Work and Asset Management V1.8 (v18-2) interface. The main window title is 'Keys and Locks ILB HOUSE SET'. The interface includes a search bar, a 'Go to Module' button, and a 'Go' button. The left sidebar shows navigation options: 'Search Options', 'Results', 'Keys and Locks', 'Views', 'Subsets', and 'Log'. The main content area shows a form for a 'KEY_SET' record. The form fields are: Set ID (ILB HOUSE SET), Copy No. (0001), Parent Set ID, Type (KEY_SET), Quantity (1), Status (Assigned), Set Category, Assigned Date (JAN.29.2008), Returned Date, Assigned Employee (101 BROWN,MANI), and Description (Set of keys to the house).

Keys and Locks record

The following fields are included:

Set ID - When inserting a new Keys and Locks record, enter a unique Set ID any other required information. Enter the exact same Set ID on a new record to prompt the system to set the copy number to the next highest subsequent number.

Copy Number - Copy number is maintained by the system. It is generated when the record is initially saved. If you enter a duplicate Set ID the system sets the next highest sequence number for the Copy No. to indicate that this is a copy.

Parent Set ID - In order to make the key or lock a part of a set, enter the ID of for the Parent Set in this field. Once a Parent record has been created, you can enter child records on parent header or directly in the Subsets view.

Type - Use the Type field to identify the kind of set being identified: “Key”, “Key Set”, “Lock”, or “Lock Set”.

Set Category - Use this field to further categorize the key or lock type. The list of values for this field is defined by your organization in a code table.

Status - Status indicates whether the item is currently assigned, available or inactive. The status field works in conjunction with the Assigned and Returned fields.

When you set the status to Assigned, you must also enter Assigned Date and Name.

When you enter a “Returned Date”, the system resets the status to Available and clears assignment information. You may also choose to manually set the status to “Inactive”.

Assigned Employee Name and Number - The Assigned Employee Number (the first field) is not required when issuing Keys or Locks, however Employee Name is required. If you enter an employee number, or select one from the list of values, the Name field is filled in automatically. Otherwise, you may enter a name which is not associated with an employee number. This allows you to track keys and locks issued to non-employees (such as contractors).

Duplicate key/lock sets are defined on different Keys and Locks records. They have the same Set ID with sequential copy numbers.

How to Create a Keys and Locks Record

1. **Open the Keys and Locks module in the Resource subsystem.**
2. **Click New.**
A new Keys and Locks record opens.
3. **Complete the fields according to the [Keys and Locks Field Descriptions](#).**
4. **Click Save.**

How to Make a Key or Lock Part of a Set

Before you can make a Key or a Lock part of a set, the record for the set must be created.

1. **Open the Key or Lock record.**
2. **Select a Parent Set ID from the list of values.**
This list only shows active Set IDs.
3. **Click Save.**

How to Remove a Set from Circulation

1. **Open the appropriate Keys and Lock record.**
2. **Change the Status to Inactive from the pull-down list.**
3. **Click Save.**

Assigning Keys and Locks to Employees

Once you are ready to distribute the keys and locks, you must enter the assigned employee on the Keys and Locks record.

How to Assign Keys or Locks to Employees

1. **Open the appropriate Keys and Locks record.**
2. **Set the status to Assigned.**
3. **Enter the employee number in the Assigned Employee field.**
4. **Enter the date in the Assigned Date field.**
5. **Click Save.**

Returning Keys and Locks

To return the keys or locks, set the record status back to Available. The system will automatically remove the employee name and the assigned date and will record the transaction in the log. Select Log from the Views list to review this information.

How to Return a Set from an Employee

1. Open the appropriate Keys and Lock record.
2. Enter the Returned Date.
3. Change the Status to Available from the pull-down list.

The system validates whether the returned date is after the assigned date, then clears the information in the Assigned Employee Number, Name and Assigned Date fields.

4. Click Save.

Keys and Locks Views

The module includes the following views:

Subsets

If the type on the header is KEY SET or LOCK SET, the Subsets view is available so that you can access a list of items that belong to the set. Think of this as a set of keys to your house. The set would include keys to the front door and the back door. Each of these keys could be entered in the subset view to indicate that they were part of the set.

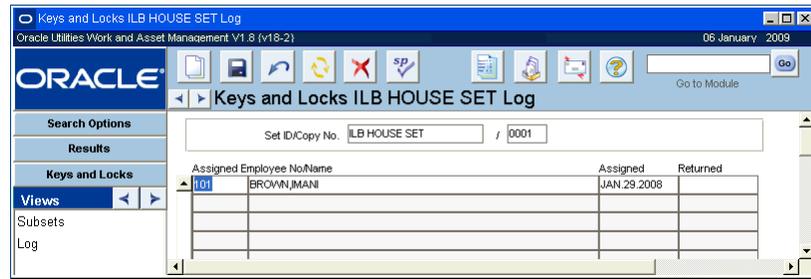
Subsets view

Items already identified as a subset of the Key/Lock are displayed. You can also automatically create new Key records by entering them here, as a subset of the displayed Key / Lock. When entering new subset records, the system automatically generates a new Keys and Locks record using the entered Set ID and description and information from the parent set. The Type is automatically set as Key, and this cannot be changed.

Log

As keys and locks are issued and returned, the system automatically maintains an audit trail in the Log view. Here the system records checkout and return activity for the key, key set, lock or lock set. This information is system maintained and cannot be modified. The upper portion of the

window summarizes the set ID and copy number which identifies the header record, while the lower portion records specific information about checkouts and returns.



Log view

Assigned Number and Name - These two fields indicate the employee responsible for the key or lock.

Date Assigned and Returned - These two fields indicate the start and end dates for that responsibility.

Chapter 39

Employee

Enter human resources or administrative information about employees in the Employee module. Timekeeping, leave schedules, pay rates, and other information related to your employee's standing in your organization is maintained here. Whenever an employee number is referenced throughout the system, the information in the Employee module is used to populate other fields related to that employee.

The system uses Employee Job Title, Supervisor, and Crew/Craft fields from the Employee module for default information on Work Order, Purchase Order, Timesheet, Scheduling records, or elsewhere.

Even if you use a separate human resources system, you will benefit from storing information on your employees in Oracle Utilities Work and Asset Management since the module is extensively integrated throughout the system.

Employee Records

If an employee needs to work within the system you must set up a User Profile record and assign responsibilities to that employee to provide access to the system. However, employee records are not required to have a corresponding User Profile. The module can be used to simply store information about employees who do not use the application.

Employee information includes the Employee Number and Name, User ID, Status, Address, and a variety of details about their job-position within your organization. Settings in the Timekeeping Authority business rule determine which employee records you can access.

The system can automatically create timesheets for employees who work a fixed schedule. When the Automatically Create Timesheet indicator is checked on the Auto-Timesheet Schedule view, the Employee record is flagged with "Auto-Timesheet" near the top of the window to indicate that automatic timesheet functionality is active for this employee.

Settings in the Timekeeping Authority business rule determine which employee records a user can access.

Employee record

The following fields are included:

Employee Number - If the Employee Number is not system generated, enter a unique Employee Number. The system verifies the number is unique when you save the record.

If you create this record ID manually, avoid the use of the special characters ', ", &, or % as they may result in processing errors.

Status - Employee records may be in either Active or Inactive status. Only employees who are in Active status can perform tasks such as issuing and receiving stock.

Hired - Enter the date the employee was hired.

Terminated - If the employee is no longer employed, enter the date the employee was terminated.

SS Number - You can limit viewing of the employee's social security number to authorized users through settings in the Responsibility module.

Name and Address - The only fields that you are required to enter are Last Name and Employee number. However, entering more complete information about the employee is helpful since this information is used by other areas within the system. The fields in the middle section of the record hold the employee's name, address and telephone information.

Payroll-Related Fields - Most of the fields in the lower section of the window are used in the Timekeeping module for generating payroll reports and other timekeeping processing, including special processing for accommodating union related requirements. Many of the fields have an associated list of values so that you can access the codes easily.

Enter the Job Title, Supervisor, Job No., Resource Type, Administrative, Pay Group, pay rate (Rate), and Classification in the appropriate fields. These fields are entered according to your individual business practices.

Department, Area, and Location - Enter the Department and Area that the Employee works under, if applicable. On any other records where the employee number would be tied to a department and area, the system defaults the department and area entered here.

Crew/Craft - Enter the default Crew and Craft that this employee works under. When the Employee number is entered on other records, this Crew/Craft combination will be entered automatically where appropriate. The system can only track an employee on one craft, however that craft can be on any number of crews. Generally employees can change these defaults on

other records when it is necessary if they have the proper authority and your business processes permit it.

The Crew field has an associated list of values that is controlled by the Crew module in the Maintenance subsystem.

The Craft field has an associated Lists of Values that is controlled by the Craft Rates business rule. This rule also controls the pay rate and associated regular and premium expense codes for the various crafts.

Overtime Volunteer - If this employee is eligible and/or has volunteered to work overtime hours, a check in these boxes indicates whether or not the employee should be included on the list of values for the Crew or Zone, respectively. The related Crew and Zone fields appear in the Overtime Standing view, as well as on the Search Options screen. If, for instance, you wanted to find all employees who are available to work overtime you could enter Y in the Crew and Zone fields on the Employee Search Options screen, and find all of these eligible employees.

How to Create an Employee Record

1. **Open the Search Options or Search Results window, or to an existing Employee record.**
2. **Click New.**
3. **Enter a unique Employee number.**

The system will do this for you when you save if the option is activated in the Sequence Numbers module of the Administration subsystem.

If you create this record ID manually, avoid the use of the special characters ', ", &, or % as they may result in processing errors.

4. **Enter a Hired date.**
5. **Enter the employee's Name.**
6. **Enter any additional information required by your organization.**
7. **Click Save.**

Employee Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Wage Rate

Through the Wage Rate History view, you may enter and maintain wage rate information specific to the employee. Access to both the Wage Rate view and the Rate field on the main Employee record is controlled by function settings in our responsibility profile. After you update the rate information and save the record, the system automatically updates the Rate field on the main record on the date you enter in the Effective Date field.

Transaction Date	Effective Date	Wage Rate	Comments
MAR.17.2004	MAR.17.2004	25.4000	

Wage Rate view

Auto-Timesheet Schedule

If an employee routinely works a fixed schedule and charges time against the same charge numbers, the system can be configured to automatically create timesheets for that employee. When the relevant information is entered on the Auto-Timesheet Schedule view and the Automatically Create Timesheet box is checked, batch processing creates timesheets for each workday within the pay period and sends an alert to the employee's home page informing them that the timesheet for the pay period was created.

Settings in the Scheduled Holidays Business Rule determine holiday dates and charge numbers for all employees with automatically created timesheets.

You can enter the information required for automatic timesheets in the Employee module, or by using the User Enrollment Action when you are creating a new Employee record.

The screenshot shows the Oracle Utilities Work and Asset Management V1.8 (v18-2) interface. The main window is titled 'Employee 00060 Employee'. The left sidebar contains navigation options: Search Options, Results, Employee, Views, Notes, Attachments, Wage Rate, Auto-Timesheet Schedule, Scheduled Leave, Leave Summary, Training, Overtime Standing, Actions, Create Bookmark, Audit Log (Header), Copy Record, and Account Log. The main content area displays the 'Auto-Timesheet Schedule' view for Employee 00060. The employee's name is Henry, and the crew/craft is BYB/ELEC. The view includes fields for 'Automatically Create Timesheet?' (unchecked), 'Work Day Start Time' (08:00), 'Work Day End Time' (17:00), 'Default Next Approver' (PFB1), and 'Start Date' (SEP.07.2004). Below these fields is a table for 'Daily Timesheet Charges' with columns for Charge Number, Sub, Craft, Shift, Diff, Type, Hours, and Expense Code. The first row shows a charge for 'WV' on '0400121' with a sub of '01', craft of 'PLMR', shift of '01', diff of '1.00', type of '135', and an expense code of '3.0000005'. To the right of the table is a 'Work Week Schedule' section with checkboxes for Sun., Mon., and Tue. for each row.

Auto-Timesheet Schedule view

The upper section of the Auto Timesheet Schedule view contains basic information from the main record identifying the employee, crew and craft. An employee must have an assigned craft and be a member of a crew before the system can create automatic timesheets for that employee.

The middle and lower sections of the view contain the scheduling information required by the auto timesheet processing.

Auto Timesheet Schedule Fields

Automatically Create Timesheet? - Check the Automatically Create Timesheet box to enable auto timesheet processing for this employee.

Work Day Start/End Time - Enter the start and end times for the employee or select the appropriate times from the list of values. Both fields use a colon to separate hours and minutes (5pm, for example, is entered as 17:00). You can enter the times directly or select from one list of values for hours and then from a second list for minutes.

Default Next Approver - Enter the Approval Title to use for Next Approver on timesheets created for the employee. If you do not enter a default title, timesheets will be created without a Next Approver.

Start Date - Enter the date that you want the system to begin creating auto timesheets for this employee.

Daily Timesheet Charges - The fields in the lower section of the Auto Timesheet Schedule view correspond to the similar fields in the Timekeeping module. For each charge type and number, select the days of the week that a timesheet should be created on. This allows you to set different charge types for different days of the week. The system uses the information you enter here to create timesheet line items for each timesheet created except for scheduled holidays and vacations.

If a pay period opens or closes in the middle of a week, timesheets will be created only for the work week days falling in the pay period.

You can also enter similar information in the User Enrollment Action to enroll a new user for Automatic Timesheets.

How to Schedule an Employee for Automatic Timesheets

1. **Open the appropriate Employee record.**
2. **Select Auto-Timesheet Schedule from the Views list.**
3. **Check the Automatically Create Timesheet box.**
4. **Enter the start time and end time for the employee's work day.**
5. **Enter a Start Date.**
Enter the date you want the system to begin creating automatic timesheets for the Employee.
6. **Check the days of the week that the employee works.**
7. **Click Save.**
8. **Enter the appropriate charge information.**
Complete all the required fields. When you select a charge number, the system supplies the Charge description. You can enter an additional comment for each charge number if necessary.

Enter as many line items as needed to account for the employee's daily time charges, excluding holiday and vacation time.
9. **Click Save.**
The system will begin creating automatic timesheets for the user on the next workday in the open pay period after the start date.

Scheduled Leave

Scheduled Leave information includes the Leave Start and End Dates, a Reason, total number of Days Off, and Comments. This data is helpful to schedulers when scheduling work to be performed. Information on the Scheduled Leave view is taken from the Leave Request module and cannot be updated directly.

Start Date	End Date	Reason	Comment
SEP 07 2004	SEP 07 2004	VACATION	none
Hours per Day			8.00
Hours per Day			
Hours per Day			

Scheduled Leave view

Leave Summary

Select Leave Summary from the Views list to open a window showing a summary of leave taken by the employee. This information is copied from posted timesheets and cannot be updated directly.

Year	Type	Remaining Accrual	Used to Date
2005	VACATION	272.00	.00
2004	COMP	2.00	
2003	COMP	5.00	
2003	SICK	-8.00	8.00
2003	VACATION	-24.00	24.00
2001	COMP	1.00	

Leave Summary view

Click the arrow next to any item to open the details screen for that line.

Leave Accrual

For each Leave Summary record, a Leave Accrual detail record is available (by clicking the arrow button to the left of the Leave Summary record). Once the values in the Accruals section are defined the system calculates the balances as timesheets are processed.

Authorized users can create accrual records or update amounts by clicking new in the Leave Accrual view and entering the appropriate number of hours and accrual rates for each leave type.

Leave Accrual view

Training (Detail)

Select Training (Detail) from the Views list to open a window where you can enter or view details of the training completed by the employee. Here you can add or change the training information. This information includes the course title and description, as well as Training Dates, Craft Information, and Certification Information.

Training view

Note: The Course field can hold up to 20 characters and is controlled by Code Table 45. This is a non-validating Code Table meaning that if a code or course description is typed into the field the system will add it to the list of values, but will not add it to Code Table 45. This is why there can be more choices available on the list of values than show on Code Table 45.

The Course field corresponds to the Qualifications fields in the Permit Templates and Permits modules in the Maintenance subsystem. You can link qualified employees to Permit records using the Course codes listed in the Employee record and settings in the Permit Types Business Rule. Please review the discussion of the Permit Types Business Rule for more information.

Training (List)

Select Training (List) from the Views list to open a window where you can add or view a list of the trainings completed by the employee. You can view the Course name, description and the

scheduled and completed dates for each training course. Click the arrow next to any item in the list to open the details view for that training course.

Training (List) view

Overtime Standings

Based upon the settings entered in the Overtime Standings Business Rule, the system calculates overtime rankings based on time worked and seniority for crews. Select Overtime Standing from the Views list to open a window where you can review and manually update this information. The Last Overtime Adjustment date cannot be modified.

The screenshot shows a web-based application window titled "Employee 00060 Overtime Standing". The window includes a search bar, a "Go to Module" button, and a "Views" list on the left. The main area displays two sections: "Overtime" with fields for Crew, Zone, and Seniority (value 0); and "Overtime Hours" with fields for Year-to-Date (value 20.00), Last Year (value .00), and Last OT Adjustment.

Overtime Standings view

Employee Actions

In addition to standard bookmark, copy record, and audit log actions you can also navigate to the [User Profile](#) module and the [Account Log](#) from the Actions list in the Employee module.

Chapter 40

Maintenance Manager

Maintenance Manager information entered through this module serves as the validation table whenever a Maintenance Manager Title is entered elsewhere in the system. Associated information may then be retrieved by the system and displayed on the current window.

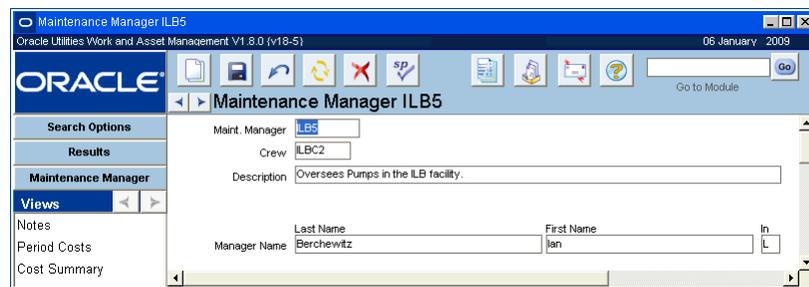
Maintenance Manager Records

Maintenance managers create a relationship between specific people and a collection of assets (usually by process or work area).

The Maintenance Manager module in the Resource subsystem enables you to create a relationship between maintenance managers (specific people) and a collection of assets (usually by process or work area). As work is performed against assets, the cost of work is summed up the account hierarchy, asset hierarchy, and to the associated Maintenance Manager record.

The cost summary information presented in the maintenance manager is typically only used by maintenance managers as a way to track all costs associated with the assets for which they are responsible. This information can help managers to budget and plan work. Maintenance managers can use the system to analyze asset operational information and further track the assets for which they are responsible.

When updating existing information, all fields except for Maintenance Manager Code may be modified.

The screenshot shows the Oracle Maintenance Manager ILB5 record form. The window title is "Maintenance Manager ILB5" and the application is "Oracle Utilities Work and Asset Management V1.8.0 (v18-5)". The date is "06 January 2009". The form has a left-hand navigation pane with sections: "Search Options", "Results", "Maintenance Manager", "Views", "Notes", "Period Costs", and "Cost Summary". The "Maintenance Manager" section is active. The main form area contains the following fields: "Maint. Manager" with value "ILB5", "Crew" with value "ILBC2", "Description" with value "Oversees Pumps in the ILB facility.", "Manager Name" with value "Berchewitz", "Last Name" with value "Berchewitz", "First Name" with value "Jan", and "In" with value "L". There is a "Go to Module" button in the top right corner.

Maintenance Manager record

To create a new maintenance manager title and have work costs summed to it, you must:

1. Create the record in the Maintenance Manager module
2. Reference the Maintenance Manager record on the related Asset records for use on work orders.

How to Create a Maintenance Manager Record

1. Open the Maintenance Manager module.
2. Click New.
3. Enter the Maintenance Manager code.

This must be a unique code and will appear on the list of values in the Maintenance Manager field of the Work Order Defaults window in the Asset module of the Resource subsystem. If you enter a duplicate code the system will warn you that the record has already been inserted when you try to save the record.

4. **Enter the Crew from the list of values.**
Usually, this will be the crew that the manager supervises.
5. **Enter the description of the manager's function.**
6. **Enter the Last Name and First Name for the manager.**
This will generally be the first and last name of the person responsible.
7. **Click Save.**

How to Assign a Maintenance Manager to an Asset

1. **Open the Asset record to which you will assign the manager.**
2. **Click the Work Order Defaults button.**
The Asset - Work Order Defaults window opens.
3. **Enter the Maintenance Manager from the list of values.**
4. **Click Save.**
Once you have entered a Maintenance Manager record:
5. **Open the Asset module and locate existing assets in the maintenance manager's area of responsibility.**
6. **Enter the maintenance manager title in the Maint Manager field.**

The screenshot shows a software interface for an asset record. On the left is an 'Actions' menu with options like 'Create Bookmark', 'Audit Log (Header)', and 'Copy Record'. The main area contains fields for 'Latitude', 'Longitude', 'From Asset ID', and 'To Asset ID'. Below these are 'W.O. Defaults' including 'Planner' (ILB), 'Taxes: State' (0.00), 'Federal' (0.00), 'Duty' (0.00), 'Dept./Area' (ILB1, ILBA1), and 'Account No.' (ILB1-Y-PROJECT-COMP-DIRECT PO-998). On the right, there are 'Work Request Route' (ILB1), 'Backlog Group' (GE), 'Maint Approver' (ILB3), 'Prod Approver' (ILB3), and 'Maint Manager' (ILB5, highlighted with a red box). At the bottom right, there are checkboxes for 'Environmental', 'Hazardous', 'Safety Notes', and 'Run to Failure'.

This information defaults to work orders (and work requests) written against the listed asset.

7. **Click Save.**
Once you make this association, work costs incurred work orders referencing the asset are automatically summed to the maintenance manager title entered on the work order.

Although the system automatically enters the maintenance manager associated to the asset that you enter on a work order, it can be changed if necessary.

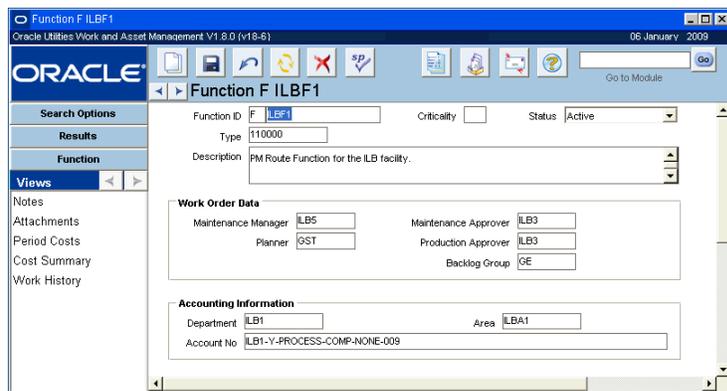
Chapter 41

Function

A Function record serves as a “cost bucket” where costs can be applied similar to asset on a work order or a charge number on a timesheet. Use the Function module to define Functions and, as costs are incurred against a Function, view the charges.

Function Records

Functions are stored with an asset record type of “F” so that you can reference them in the Asset field on Work records.



The screenshot displays the Oracle Utilities Work and Asset Management V1 8.0 (v18-6) interface for the Function F ILBF1. The window title is "Function F ILBF1" and the date is "06 January 2009". The interface includes a search bar, a "Go to Module" button, and a navigation pane on the left with options like "Search Options", "Results", "Function", "Views", "Notes", "Attachments", "Period Costs", "Cost Summary", and "Work History". The main content area shows the following fields:

- Function ID: F ILBF1
- Type: 110000
- Description: PM Route Function for the ILB facility.
- Work Order Data:
 - Maintenance Manager: ILB5
 - Planner: GST
 - Maintenance Approver: ILB3
 - Production Approver: ILB3
 - Backlog Group: GE
- Accounting Information:
 - Department: ILB1
 - Area: ILBA1
 - Account No: ILB1-Y-PROCESS-COMP-NONE-009

Function record

The following fields are included:

Function ID - Depending on your system settings the Function ID may be system generated, or user entered. The system verifies that the number is unique when the record is saved.

Criticality - Use the Criticality to indicate the work or safety impact and help determine the overall work priority. The field has an associated list of values controlled by Code Table 40. Values from “1” to “9” represent 'little or no impact' to 'severe production or safety impact'. This value will be carried over when the Function is referenced on a work record.

Work Order Data - The information entered in the Work Order Data fields is carried over to work records when the function is referenced.

Accounting Information - When the Function is referenced on a work record, the system applies related costs to the Department, Area, and Account indicated in these fields. The system only allows account numbers that are associated to the department and area that are entered. If the Department and Area fields are left blank, the system only allows accounts that are not associated to any department or area.

How to Create a Function Record

1. **Open the Search Options or Search Results panel, or to an existing Function record.**
2. **Click New.**
3. **Enter the Function Identification Number.**

This number must be unique. The system will provide a number if the option has been activated in the Sequence Numbers module of the Administration subsystem.

If you create this record ID manually, avoid the use of the special characters ' , " , & , or % as they may result in processing errors.

4. **Enter the Function Type using the list of values.**
5. **Enter the Description.**
6. **Enter the Account Number.**

This is the account to which the charges will accumulate for the General Ledger.
7. **Enter any other information your organization requires.**
8. **Click Save.**

Function Views

In addition to any standard views, the module includes the following:

Period Costs

The Period Costs view displays per period actual costs by expense category. Information on this view is display only and cannot be updated. These are costs charged against the Function, posted by nightly batch processing.

Period	Expense Category	Actual Amount	Ext. Actual Amount	Ext. Actual Quer
01	2002	Premium Labor	600.00	.00
01	2002	Regular Labor	810.00	.00
01	2001	Labor Markup1	62.50	.00
01	2001	Labor Markup2	125.00	.00
01	2001	Labor Markup3	187.50	.00
01	2001	Premium Labor	225.00	.00
01	2001	Regular Labor	150.00	.00

Period Costs view

If you have the appropriate function responsibility in your user profile, you can also use this view to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

Field descriptions are similar to those discussed for Period Costs view in the Account module.

Cost Summary

If you have the appropriate responsibilities, the cost views also display amounts from your organization's external financial system.

Through the Cost Summary by Expense Category view, you may view Month-to-Date costs, Year-to-Date costs, and Totals per expense category. These costs are posted by batch processing for charges against the Function. Information displayed here cannot be updated.

Expense Category	MTD Costs	YTD Costs	Total Costs	Ext. MTD Costs
Labor Markup1	.00	.00		62.50
Labor Markup2	.00	.00		125.00
Labor Markup3	.00	.00		187.50
Premium Labor	.00	.00		825.00
Regular Labor	.00	.00		960.00

Cost Summary view

If you have the appropriate function responsibility in your user profile, you can also use this view to compare actual amounts from an external financial system with estimates and budgets maintained by Oracle Utilities Work and Asset Management.

Field descriptions are similar to those discussed for Period Costs view in the Account module.

Work History

Through the Work History view, you may access a list of Work Order records that were written against the function. If a listed work order has service history information available, the words 'Has Service History' appear to right of the description field for that work order. Select Service History from the Views list to access the work order service history information.

Date Moved to History	Work Order	Task	Status	Service Request	Component	Costs
JAN 29 2002	P 0200059	01	ACTIVE			490.00
	Desc: Work Order for ILB PM Route 1					
JAN 30 2002	R 0200063	01	ACTIVE			.00
	Desc: Work Order for ILB PM Route 1					
FEB 04 2005	P 0200046	01	FINISHED			920.00
	Desc: PM Route Benchmark for the ILB facility.					
OCT 27 2005	P 0500779	01	ACTIVE			.00
	Desc: PM Route Benchmark for the ILB facility.					

Work History view

Function Actions

In addition to standard bookmark, copy record, and audit log actions you can also navigate to the [Account Log](#) from the Actions list in the Function module.

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- [How to Navigate from a Child to a Parent Department](#)
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Chapter 1

Overview

This section discusses a concept rather than a subsystem. The Regulatory Account, Compatible Units, Compatible Structure, and Work Order Task modules encompass the functionality involved in the use of compatible units functionality in the system.

Your business practices will determine whether or not your organization uses compatible units, how they are used, and whether or not the functionality is activated when you log on to the system.

Compatible units are planning tools that identify assemblies of material items, such as power poles or transformers, with associated labor and equipment estimates. Using compatible units can assist your organization in compliance with the reporting requirements of the Federal Energy Regulatory Commission (FERC) and other regulatory agencies. The Compatible Structure module is used to group compatible units and to simplify the process of adding compatible units to work order tasks. The Regulatory Account module is used to track the costs that are associated to work on compatible units.

Compatible Units Configuration Checklist

The following components must be properly configured before compatible units functionality can be used. Please refer to the [Configuration Guide](#) for more details on the specific business rules and rule keys.

1. Set Compatible units business rules and code tables.
2. Define Stock Items as CU Materials.

If your organization uses conductors, stock items for these may need to be defined as well. Refer to [Compatible Units for Conductors](#) for more information.

3. [Set Up Regulatory Accounts](#)
4. [Define Compatible Units](#)
5. [Define Compatible Structures](#)

Chapter 2

Regulatory Account

If federal and state regulatory agencies require your organization to report financial and operational information according to a uniform system of accounts, rather than the standard business accounts used elsewhere in the system, the Regulatory Account module provides a way of distributing costs against such a system of regulatory accounts, without having to derive them from the regular business accounts defined in the Account module.

Regulatory accounts support reporting of capital, maintenance and operational costs. Once usage codes and regulatory accounts are defined with associated account types and account treatments, you can set up Compatible Units records and plan work against these compatible units. After initial set up, work records that reference compatible units can be created, and the system applies the costs associated to the work to the regulatory accounts that are referenced. As part of the compatible units business process a great variety of regulatory work and requirements can be planned and tracked down to the work order task level.

Please refer to the [Configuration Guide](#) for more details on [Setting up Regulatory Accounts](#).

Direct Overhead Costs vs. Indirect Overhead Costs

Overhead costs are costs that are incurred during the completion of work but that fall outside of labor, materials, and other costs that are incurred. The difference between direct and indirect overhead costs lies in how the costs are allocated and when.

Direct overhead costs are charged to a specific work order and then dispersed to associated tasks at the time of incurrence. Indirect overhead costs are accrued and then dispersed to all regulatory accounts based on the schedule established in the Regulatory Account Options business rule and on the percentage split defined for the regulatory accounts. For example, administration costs from a central office for support work (indirect) would be distributed across all regulatory accounts as opposed to the on-site support overhead costs (direct) which would be allocated to the work order task.

Regulatory Account Records

The following sections provide more detail into the elements found in Regulatory Account records.

The following fields are included:

Account Number - This number is not part of sequence numbering so you can enter any unique number. Typically, you will enter a number suggested by the uniform system of regulatory accounts you are reporting against.

Status - Valid statuses are Created, Active and Inactive. You cannot change the status from Active to Created or Inactive if the regulatory account is being used on an active Compatible Unit record.

Account Type - The Regulatory Account module supports three types of accounts, FERC (Federal Energy Regulatory Commission), PUC (Public Utilities Commission), or FCC (Federal Communications Commission). When creating a new record, you must select one of these three account types.

Account Treatment - Account treatments are used in compatible unit functionality to create cost categories such as capital, maintenance, overhead, or work in progress. Select the appropriate accounting treatment for this account from the list of values. Options are Capital, Maintenance, Overhead, and Work In Progress. If you select Overhead or Work In Progress as the account treatment, usage codes are not used.

Account Description - Enter a description to help identify the regulatory account. Depending on your business practices, you might use the detailed description from the uniform system of regulatory accounts you are reporting against.

Usage Code and Usage Code Description - Select the appropriate usage code. The usage code and code description are defined in the Regulatory Account Usage Codes business rule. The list of values for this field only shows usage codes associated with the chosen account type that are not already associated to a Regulatory Account record in Created or Active status with the same account treatment. You can only update the usage code when the account treatment is capital, maintenance, or operations.

Note: If you do not see a usage code that you expect to see listed, try selecting another account type.

Overhead Class - If overhead is selected as the account treatment, you can choose an overhead class from the list of values. Defined in the Regulatory Account Overhead Class business rule, overhead classes provide the ability to allocate overhead costs to the appropriate capital, maintenance and operations regulatory accounts for reporting purposes.

WIP Account Number - Work in progress accounts are used if you want to distribute costs against one regulatory account while the work is underway and another account when the work is completed. The list of values associated with this field only shows regulatory accounts that have the "Work in Progress" account treatment.

YTD Amounts - The system displays the current year to date committed, actual, and allocated amounts for this regulatory account. The allocated amount represents the amounts that have been dispersed to associated work orders.

Last Year Amounts - The system displays the previous year's committed, actual and allocated amounts for this regulatory account. The allocated amount represents the amounts that have been dispersed to associated work orders.

How to Create a Regulatory Account Record

Once your account types and usage codes are defined in the Regulatory Account Usage Codes business rule, the main Regulatory Accounting records can be created.

1. **Open the Regulatory Account module.**
2. **Click New.**
3. **Enter an account number and a description.**

The account number is not part of sequence numbering and you can use any number format.

4. **Enter values in the Account Type, Account Treatment and Usage Code fields.**
5. **Enter an overhead class if applicable.**
6. **Indicate a work in progress account if applicable.**
7. **Click Save.**
8. **Set the status to Active.**

If you need to make changes once the record is in Active status, you can set the status back to Created as long as the regulatory account is not being used on an active Compatible Unit record.

9. **Click Save.**

After the system saves the record, you can continue to create additional records as necessary.

Regulatory Accounts on Work Order Records

You can associate regulatory accounts to work order tasks by either adding compatible units to the CU Worksheet or by updating the Regulatory Accounting view directly. When the Work Order Task record is in Planning, Approved, or Active status, the Regulatory Accounting view can be updated as long as no compatible units have been added. If it becomes necessary to add regulatory account information to a work order in Active status that already has regulatory account entries, you must first create a new task and add the regulatory account information to that task.

Once you add Compatible Unit records to the CU Worksheet, the system automatically populates the Regulatory Accounting view using a percentage split based on total compatible unit costs for the Task record. Records are inserted even if the percentage split equals zero. If necessary, you can change the system calculated distribution by selecting Update Distributions from the Actions list. You can also create an overhead task on tasks that have no compatible units planned on the CU Worksheet.

Since each capital regulatory account must have at least one construction asset, the system automatically enters a construction asset line item in the Construction Asset view when a capital type account is entered.

If items are added to the task during work that are not accounted for by compatible units planned on the task, you can access the CU Reconciliation view when the Task record is in Finished status and allocate these additional costs to the appropriate compatible units as needed. When you do, the system recalculates the regulatory account distribution accordingly.

Regulatory Account Views

In addition to standard views, the module includes the following:

Period Costs

The upper section of the Period Costs view shows the accumulated totals for the committed and actual costs for each period.

The lower section shows the breakdown of the costs accumulated by expense code for the period selected in the top portion. The description displayed is defined in the Expense Codes business rule.

All data on the Period Costs view is system-maintained and cannot be modified.

Yearly Costs

The upper section of the Yearly Costs view shows the accumulated totals for committed, actual, allocated, and actual plus allocated costs for each year.

The lower section of the view shows the breakdown of the costs accumulated by expense code / overhead class for the year selected in the top portion. For direct charges, the Allocated Amount field is left blank and the Expense Code / Overhead Class field displays the expense category that was defined in the Expense Codes business rule. For all other charges, the Expense Code / Overhead Class field displays the overhead class and the Allocated Amount field contains the sum of the allocated amounts for the year for the overhead class.

All data on the Yearly Costs view is system-maintained and cannot be modified.

Work Orders

The upper section of the Work Orders view shows the accumulated totals of the actual costs for each work order task. The records are listed by work order number, then by task number.

The lower section shows a breakdown of the costs accumulated by transaction type for the work order task selected in the top portion.

Fixed Assets

Fixed assets are either constructed during the completion of work order tasks or are built by an outside supplier and handed over to your organization as they are completed. The system maintains accounting information on these assets in the Regulatory Account Fixed Assets view.

The upper portion of the Regulatory Accounts Fixed Assets view lists annual summary information for Fixed Assets referencing the Regulatory Account. The lower portion of the view lists date and cost information for all the Fixed Assets created during the year highlighted in the upper section. As you click Fixed Assets in the lower section to select them, the Asset Description field changes to show the description of the selected asset.

All of the information on the Fixed Assets view is system-maintained data and cannot be updated directly. See the section on [Construction Assets](#) for more information on creating Fixed Assets.

Overhead Accounts

The allocation of overhead charges to non-overhead regulatory accounts helps to provide a true cost of construction, maintenance and operations for reporting and capitalization purposes. The Overhead Accounts view is only available when the account treatment on the main Regulatory Account record is Capital, Maintenance, Operations or Work in Progress. The view is not available when the account treatment is Overhead.

Note: The Overhead Accounts view is not available when the account treatment for the main record is Overhead.

Overhead classes can only be added to this view when the Regulatory Account record is in Created status. When an Overhead account is added to the upper portion of the screen, the lower section displays all of the active overhead regulatory accounts that have the same account type as the current Regulatory Account record (as indicated on the main record). For example, a

FERC type Regulatory Account record cannot have a PUC type Overhead account, so PUC types are not listed.

Once the record is set to Active status, this view is display only and cannot be modified.

Year End or Month End Processing

Batch processing allocates costs from the overhead regulatory accounts to the related non-overhead accounts (Capital, Maintenance, Operations, Work In Progress) based on the overhead class. This occurs at the end of the year or at the end of the month depending on the setting of the Indirect Overhead Allocations rule key in the Regulatory Account Options business rule.

The amount allocated to each non-overhead account is based on the proportion of actual charges in the associated expense category incurred during the year for each account. For example, if there are two non-overhead accounts receiving allocations, one with \$500 and the other with \$1500 of actual charges, then the first will receive 25% of the allocation and the second would receive 75% of the allocation. The allocated amount is further broken down to the work order tasks that made up the actual costs in the non-overhead account.

Direct overhead costs from overhead tasks are distributed during the task's normal regulatory account distribution and are not included in year-end processing.

You can review the amounts allocated by opening the Yearly Cost view for the Regulatory Account record or the Cost Summary view for each Work Order Task record.

Allocating Overhead Costs

The allocation of overhead charges to non-overhead regulatory accounts helps to provide a more accurate cost of construction, maintenance and operations projects for reporting and capitalization purposes. By selecting an Overhead Class for regulatory accounts with non-overhead Account Treatments, you can associate those accounts with the appropriate overhead accounts. At the end of the year, batch processing allocates the overhead costs to the associated non-overhead accounts.

How to Allocate Overhead Costs to Non-Overhead Regulatory Accounts

1. Open a Regulatory Account record that is in Created status.

The Overhead Accounts view is only available when the Account Treatment on the main Regulatory Account record is Capital, Maintenance, Operations or Work in Progress. The view is not available when the Account Treatment is Overhead.

2. Select Overhead Accounts from the Views list.

3. Select an Overhead Class from the list of values.

As you select Overhead Classes, the system displays a list of active Overhead Regulatory Accounts in the lower section that have the same Account Type as the current record and have an Overhead Class specified in the upper section.

4. Click Save.

At the end of the year, batch processing allocates costs from the Overhead Regulatory Accounts to the related non-overhead accounts based on Overhead Class.

Setting Up Regulatory Accounting for Compatible Units

To set up regulatory accounts for compatible units you must complete three steps:

1. Build a CU with Material Estimates

2. Add Functions to the CU with Labor
3. Add Accounting Information to the CU.

For more specific information on how to create a compatible unit, please refer to the chapter entitled "Compatible Units."

The rates for the labor estimates come from the CRAFT RATES business rule.

Note that there is currently no validation on the property unit field.

How to Set Up Regulatory Accounting for a Compatible Unit

1. Build compatible units with material estimates.

Open the Compatible Units module and create a new compatible unit with the materials needed to build the unit.

Keep in mind the four grouping codes at the bottom of the top section of the page: Business Unit, Class, Equipment Group, and Size. Note that the last two codes, Equipment Group and Size are used for Dependent Materials with is discussed in another section.

The materials are priced based on the average of all average unit prices from all storerooms. Note that the "STOREROOM" parameter from the COMPATIBLE UNIT DEFAULTS Business Rule is not used to determine the unit price.

2. Add functions to the compatible units with labor.

A compatible unit function is used during the work estimating process to allow a designer to choose the correct level of effort for the work. For example, a "difficult" function might be required if the work is on a hillside or in unusual soil conditions. This is not directly related to Regulatory Accounting, but it must be entered on the work order when the plan is created and an account is selected.

Select Functions from the Views list to create functions and enter labor values. You MUST create at least one function for the estimating process to work.

It is possible to reference a function with zero hours.

Next select Labor from the Views list to enter general labor estimates for the compatible unit.

3. Add accounting information to the compatible unit.

Compatible units cannot be used on a work plan unless the accounting information is filled in correctly on the Accounting view of the Compatible Units record. Furthermore, the system references this information to determine when to create fixed assets (construction assets) for compatible units as they are added to work records (work order or work design). If compatible units are added to a CU Worksheet with the same combination of property unit and accounting treatment as entered on the Accounting view of a compatible unit, the system creates fixed assets in the construction asset view of the work record. These construction assets must be resolved as part of the work order closeout process.

Create the compatible unit relationship to the regulatory account by selecting Accounting from the views list and entering the usage code associated to the accounts that apply for this compatible unit. Place a check in the category for the account treatment that also applies to the regulatory accounts that should be applied.

The Work Order CU Worksheet requires you to enter a valid Usage Code and Accounting Treatment combination. This combination is then translated into a regulatory account and places on the work order task regulatory account cost summary.

Chapter 3

Compatible Units

Compatible units are planning tools that identify assemblies of material items, such as power poles or transformers, with associated labor and equipment estimates. Used primarily in the electronic, gas and water industries, compatible units provide consistency and standardization in the design and construction of capital projects. Using compatible units may also assist your organization in compliance with the reporting requirements of the Federal Energy Regulatory Commission (FERC) and other regulatory agencies.

It is also possible to define stock codes as conductors to be used with compatible units. When these types of compatible units are added to a work order, the system automatically completes the calculation to determine the length of conductor needed to complete the job.

Compatible Unit Records

Use the Compatible Units module, to define and document compatible units that are meaningful to your organization. Compatible Unit records can contain engineering drawings, listings of stock items comprising the unit, contractor bids, labor estimates and other costing information.

The Standard Drawing and other attachments included on the CU record are copied to work orders referencing the CU if the Copy to WO box is checked in the CU Attachments view.

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Compatible Unit CU00000000000006

Search Options: Compatible Unit ID: CU00000000000006 Status: Active

Results: Description: Crossarm

Compatible Unit Views: CU Type: Standard Drawing: THIS IS ANOTHER BLOB TES1 UOM: EA

Business Unit: ELECTRIC Equipment Group: CODE 1

Class: DISTRIBUTION Size: 10 FT.

Stock Code	Description	Quantity	Unit	Unit Price	Total
RJB-20001	Arm, Wood, 10', Steel Pins	1	EA	125.0000	125.00
RJB-20002	Brace, Flat, 32", Galvanized	2	EA	1.0520	2.10
RJB-20003	Ins Stud, Long Posttop, W/D Arm	2	EA	15.3400	30.68
RJB-20007	Nut, 1/2", Sq., Galv.	4	EA	1.0000	4.00
RJB-20008	Wire, #8 CU Bare Soft Drawn	14	FT	1.0500	14.70
RJB-010	Angle Bracket Stair Support	2	PR	15.0000	30.00
RJB-002	Mechanical Anchors (Double Expansion)	10	EA	26.3750	263.75
Material Total:					470.23

Actions: Create Bookmark, Audit Log (Header), View Standard Drawing, Replace CU Material Item, Copy to New Compatible

Compatible Unit record

Note: Create records in the Compatible Unit module then reference them on a Work Design or Work Order Task.

The records defined in the Compatible Units module can be used in designing work orders for capital improvements, as well as maintenance of existing assets. You can also define compatible structures to specify larger assemblies of compatible units, compatible structures.

The following fields are included:

Compatible Unit ID - The Compatible Unit ID is the unique identifier for the Compatible Unit record.

Status - Status choices for compatible units are Created, Active, and Inactive.

If changes or additions are required to a Compatible Unit record in Active status, you must first set the status back to Created or Inactive before updating the record. When you do, the system verifies that the compatible unit is not cited on work order tasks in Planning, Approved or Active status. If any are found, the system warns that the compatible unit is being used on work orders that have not been completed and gives you the option of completing the status change or leaving the status unchanged.

Fields can be changed while the record is in Active status if the UPDATE ACTIVE CU/CS responsibility function is set for the user.

Description - A description is required for Compatible Unit records.

CU Type - This field is controlled by Code Table 1197. It provides a classification for the compatible unit.

Standard Drawing - This system-controlled field contains the Document ID for the attachment designated as the standard drawing for the Compatible Unit record. While the Compatible Unit record can have any number of attached documents and drawings, only one attachment can be specified as the standard drawing.

In order to change the standard drawing selection, select Attachments from the Views list and place a check in the Standard Drawing check box next to the Attachment ID you want to specify.

The standard drawing and other attachments included on the Compatible Unit record are copied to work orders referencing the compatible unit if the Copy to WO box is checked in the Attachments view.

UOM - Select an appropriate unit of measure for the compatible unit from the list of values controlled by Code Table 23. The unit of measure is similar to unit of issue for a stock item and refers to the units used to describe the compatible unit. For example, if the compatible unit will typically be estimated in individual units, select EA (each) as the unit of measure.

Business Unit - Select the appropriate business unit from the selections defined by your organization in Code Table 225. Together with class and equipment group, the business unit is one of the values you can use to filter the list of available records selecting a compatible unit on the Work Order Task CU Worksheet view.

Class - Class categories for compatible units are defined by your organization and are linked to the business unit categories.

Equipment Group - Equipment groups are defined by your organization and are linked to the business unit and class.

Size - You can enter any size description meaningful for the compatible unit.

Material - The Material section in the lower part of the Compatible Unit record lists required stock items. You can move quickly to the Material section by selecting Material from the Views list.

If a standard drawing is identified for the compatible unit, you can select View Standard Drawing from the Actions list to display the drawing.

Stock Code - The stock code identifies a particular part from the catalog. The list of values contains all active catalog items along with their description and unit of issue. Stock items that will be identified as CU materials may need specific configuration to work properly with CU functionality.

Description - When you select a stock code, the system provides the description .

Quantity - The quantity of the stock item required for of the compatible unit.

Unit - When you select a stock code, the system provides the unit of issue.

Unit Price - The system calculates the unit price by taking the average price of the stock code across all storerooms containing the stock code in Active status.

Total - The system calculates the total cost for the stock item when you save the record.

Material Total - The material total field (located at the bottom right of the table) sums the costs for all stock items referenced in the Material section.

How to Create a Compatible Unit Record

1. **Open the Compatible Unit module.**
2. **Click New.**
3. **Fill in the required fields.**
At a minimum you must enter a description and a unit of measure.
4. **Select a business unit, class and equipment group as required.**
Your organization can define the business units, class and equipment groups as appropriate for your business activities.
5. **Click Save.**
The system creates the record and assigns the Compatible Unit ID if your system is set to create Compatible Unit ID numbers.
6. **Select a stock code for the first material item.**
When you select the stock code, the system supplies the description and average unit price.
7. **Enter a quantity for the first material item.**
8. **Click Save.**
The system calculates the total price and saves the item.
9. **Repeat steps 6-8 for the next item.**
Continue adding stock items until all the materials required for the compatible unit have been specified. Each time you save a new item, the system recalculates the material total estimate.

The system calculates the unit price by taking the average price of the Stock Code across all Storerooms containing the Stock Code.

Compatible Units Views

The module includes the following views:

Dependent Materials

Certain materials on a compatible unit may be dependent on other compatible units included on the same work order. For example, the size and length of the bolts used to mount a cross arm compatible unit on a transmission pole compatible unit may depend on the size or type of pole being used. You can list the various alternative materials in the Dependent Materials view. Later, when you are planning the work order, you can then use this list to select which compatible units to include with a particular work project.

Note: An asterisk on the views list indicates that there may be other materials that you can use for the compatible unit.

Stock Code	Description	Quantity	Unit	Unit Price	Total
RJB-20004	Bolt_Mach_Galv..v"x14" w/sq. Nut	10	EA	2.2500	22.50
RJB-20005	Pin#_Mach_Galv..k"x14" w/sq. Nut	10	EA	2.0000	20.00
RJB-20006	Washer_Round.v". Galv.	10	EA	.7500	7.50
RJB-012	Washer_Lock k" Dbl.Coll. Galv.	10	EA	.7500	7.50

Dependent Materials view

The fields on the Dependent Materials view duplicate those in the materials block in the lower section of the main record. You can list as many dependent materials as appropriate to describe the different installations where the compatible unit might be used. Depending on how your system is configured the system will likely add dependent materials to a work order task whenever a compatible unit with dependencies is referenced. You can also select Add Dependent Material from the Actions list.

When dependent material quantities are updated on the CU Location Worksheet or the CU Worksheet, the system updates the item quantity on the Task Items Worksheet with the difference between the new and old CU quantity times the item quantity of the dependent material on the compatible unit. If the resulting Item Quantity for the Dependent Material is zero, system deletes the Task Items Worksheet record.

Setting up Compatible Unit Dependent Materials

Configuring dependent materials for compatible units requires the following setup steps:

1. Set up CU Dependent Materials.
2. Create a Work Order Task.
3. Enter a CU on the CU Worksheet.
4. Enter another CU on the CU Worksheet.

How to Set Up Dependent Materials for a Compatible Unit

1. Define dependent materials in the Compatible Unit record Dependent Materials view for a first compatible unit.

First make sure that your compatible unit is set up with an Equipment Group and Size entered on the header. On the header for the first compatible unit that will be added to the work order, the Equipment Group and Size define the compatible unit as a transformer.

Stock Code	Description	Quantity	Unit	Unit Price	Total
CU_TRANSFORMER	Compatible Unit Transformer	1	EA	2,500.0000	2,500.00
CU_BOLTS	Compatible Units - Cross Arm bolts	20	EA	.0117	.23
CU_UNDR_GRND1	Compatible Unit - Under Ground Conduit 6"	1	EA	300.0000	300.00
Material Total					2,800.23

Continuing in this example, we add 4 dependant materials for the transformer by selecting Dependant Materials from the views list then entering values accordingly. Note the Equipment Group and Size for each.

Stock Code	Description	Quantity	Unit	Unit Price	Total	Equipment Group	Size
RLW_AUTO_INV14	Autopay vendor stockcode	10	EA	10.6250	106.25	VAULT	5X5
RLW_AUTO_INV11	8" Bolt	10	EA	10.3002	103.00	POLE	25
RLW_AUTO_INV12	12" Bolt	10	EA	9.8000	98.00	POLE	45
RLW_AUTO_INV13	Bracket Mounting Assembly	10	EA	9.8000	98.00	POLE	

The information entered on the Dependent Materials view in the Compatible Units module determines how associated material items from the storeroom are added to the work record when related compatible units are added. The Equipment Group and Size fields provide a cross reference to the same fields on the Compatible Units header.

When setting up dependent materials for an item, you are considering what special materials are needed when this compatible unit is used in conjunction with another compatible unit. The example used here is bolts (note the descriptions for the second and third lines in the example).

Since the length of the bolt is dependent upon the height of the pole, a wider pole will require a longer bolt. You cannot list the bolts on the main material page because you don't know which bolt to choose for the transformer until the pole is also added to the plan.

If a 25 foot pole is used, you need a 8 inch bolt. If a 45 foot pole is used, you need a 12 inch bolt.

Also note the last dependent material in this list, the Bracket Mounting Assembly. It has an equipment group of POLE and a blank size. This type of entry allows you to define a dependent material for the transformer when it is used on a plan with ANY compatible unit where equipment group is POLE, regardless of the value in the size field.

Work Order 0800734 Task 01 Items Worksheet

Description: Planning Compatible Units

Asset ID: _____

Type	Item ID	Store	Description	Quantity	Duration	UOM	Unit Price	Total	Regular	Premium
M	ELEC		Electrician	3		9.00 HOUR	26.0000		702.00	00006
M	CU_BOLTS	CUS	Compatible Units - Cross Arm bolts	20		EA	.0117		23	00001
M	CU_TRANSFORMER	CUS	Compatible Unit Transformer	1		EA	2,500.0000		2,500.00	00001
M	CU_LINR_SRND1	CUS	Compatible Unit - Under Ground Conduit 6"	1		EA	300.0000		300.00	00001
M	OSP_POLE_3ND_45	OCU	Pole Wook, new 45'	1		EA	375.0000		375.00	00001
M	OSP_WIRE	OCU	Wire #14 CU SOL WAP	50		LF	.5000		25.00	00001
M	RLW_AUTO_INV2	RP4	12" Bolt	10		EA	9.8000		98.00	00001
M	RLW_AUTO_INV3	RP4	Bracket Mounting Assembly	10		EA	9.8000		98.00	00001
O	TRUCK		This is a truck with 4 wheels	1		27.00 HOUR	17.5000		472.50	00008
Items Total									4,570.73	
Travel									.00	
Total									4,570.73	

The dependent materials that were entered on the transformer were also copied to the work plan Items Worksheet. Note that the quantity is 10 which is what was defined on the dependent materials for the transformer.

When a compatible unit is added to the CU Worksheet causing dependent materials to be added, the quantities on the Items Worksheet are managed by the system. For example, if a quantity of 3 is compatible units is added to the CU Worksheet, all related dependent materials are multiplied by 3.

Updates to quantities on the CU Worksheet are also managed by the system ensuring that dependent materials quantities are adjust to reflect the new estimate.

Stock items are grouped on the Items Worksheet so adding dependent materials may have the affect of adjusting quantities on the item worksheet rather than the addition of new stock line items.

When compatible units are deleted from the CU Worksheet, dependent materials are also removed from the Items Worksheet.

Functions

Functions include planned activities defined for the compatible unit, estimates for the costs involved, as well as the conditions under which the activity is conducted. You may, for example, have one function for a normal installation of the compatible unit and another for a difficult installation.

Function	Difficulty	Manhours	Standard Price	Salvage Price	Include Material
INSTALL	DIFFICULT	11.00	1,000.00	200.00	<input checked="" type="checkbox"/>
INSTALL	NORMAL	8.00	750.00	200.00	<input checked="" type="checkbox"/>
REMOVE	NORMAL	6.00	700.00	200.00	<input checked="" type="checkbox"/>
TRANSFER	NORMAL	7.00	3.00	200.00	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Estimates	
Labor	\$286.00
Equipment	\$550.00
Material	\$470.23
Total	\$1,306.23

Business Rule Defaults	
Craft	ELEC
Crew Size	2

Functions view

Function - The Function field contains the type of activity being performed, for example: install, remove, or transfer. Other functions can be defined in Code Table 233.

Difficulty - You can define several degrees of difficulty for the same function, for example, a normal installation and a difficult installation, but each function/difficulty combination must be unique. The list of values associated with the Difficulty field displays only selections that have not yet been associated with the function for this Compatible Unit record.

Manhours - The Manhours field contains an estimate of the number of hours required to complete the function. The system uses manhours and the labor rate from the Compatible Unit Defaults business rule to calculate the labor estimate for the function.

Standard Price - The standard price estimate is not calculated by the system. You can enter any price for the function that you want to use in bid quotations or planning documents.

Salvage Price - The salvage price is the estimated salvage value of the material used during the function, such as the value of the material on hand after the compatible unit is removed from service.

Include Material - Remove the check from the Include Material box if you do not want include the material total from the main record in the function estimate. By default, the Include Material box is checked.

Estimates - The Estimates section contains estimates for the function selected in the upper portion of the screen. The system provides the estimates as follows:

Labor - Manhours multiplied by the labor rate defined in the Compatible Unit Defaults business rule.

Equipment - The total cost of equipment associated with the function in the Equipment view.

Material - The material total value from the main Compatible Unit record. If the Include Material check box is not checked, the material estimate value is zero.

Total - The sum of the labor, equipment and material estimates for the selected function.

Business Rule Defaults - The Business Rule Defaults section displays the labor rate and crew size values from the Compatible Units Defaults business rule. These values can only be modified in the Business Rule module.

How to Define a Function for a Compatible Unit Record

1. **Open the appropriate Compatible Unit record.**
2. **Set the status to Created if necessary.**
You cannot make modify Compatible Unit records that are in Active status.
3. **Select Function from the Views list.**
4. **Select a function and difficulty.**
The list of values for the Difficulty field only shows difficulty levels not previously selected for the function.
5. **Enter the number of manhours estimated to complete the function.**
The system divides the number you enter by the default crew size to calculate the duration of the function.
6. **Enter a standard and salvage price for the function if appropriate.**
Neither price is calculated by the system. You can enter any price that you want to use in bid quotations or planning documents.
7. **Verify the setting of the Include Material check box.**
Check the box to include material costs in the estimate, or remove the check if you do not want to include material costs.
8. **Click Save.**
The system saves the Function record. If a default equipment type is defined in the Compatible Units Default business rule the system also saves an Equipment record as well.

Equipment

The Equipment view shows estimates of the equipment required for the selected function. When you create a Function record, the system automatically enters the first required equipment item based on the equipment type, quantity and hourly rate from the Compatible Unit Defaults Business Rule. The information that is automatically entered can be changed as needed. You can also enter additional items if necessary.

If no equipment type is defined in the Compatible Unit Defaults business rule, the system does not automatically create an Equipment record, but you can still insert any equipment records required for the function.

CU Description - The system populates the CU Description field with the description from the main record. This cannot be modified.

Requirement - This column shows the equipment that is required for the function. This includes all charge types defined in the Direct Charge Types business rule. When the required equipment is selected the system supplies the unit of measure and standard price.

Quantity - Whole numbers are entered here to indicate the amount of the equipment needed. If the system enters a quantity from the Compatible Unit business rule, it can be updated as needed.

Duration - The amount of time the equipment will be needed. When inserting default items, the system calculates duration by dividing the manhours by the crew size defined in the Compatible Unit Defaults business rule.

Unit of Measure - When you select the required equipment, the system populates the Unit of Measure field using the value from the Direct Charge Types business rule.

Standard Price - When the equipment requirement is entered the system populates the Standard Price field with the value defined in the Direct Charge Types business rule.

Total Cost - The system calculates the total cost by multiplying the quantity, duration, and standard price. The sum of the total costs for all required equipment types is displayed below the requirements list and also in the Estimates section on the Functions view.

Labor

When you create a Compatible Unit record, the system uses default information contained in business rules to create a quick estimate of labor requirements. You can enter additional information on the Labor view to develop a more accurate estimate of the labor requirements for particular compatible unit, function, and difficulty. Entering detailed information on Labor view can reduce or eliminate the need to modify the labor requirements inserted on the Work Order Task record when the CU is planned against a task.

The Labor view can only be updated when the Compatible Units record is in Created status.

People	Craft	Duration	Manhours	Hourly Rate	Total Cost
3	ELEC	3.67	11.00	26.00	286.00
Total:		3	11.00		286.00

Labor view

CU Description - The upper portion of the window contains the CU Description and cannot be updated.

People - Enter the number in the people required for the function in the People field.

Craft - Select a craft from the list of values controlled by the Craft Rates business rule. The list of values is filtered to show only crafts not already chosen for this function, difficulty and compatible unit.

Duration and Manhours - When either duration or manhours are entered, the system calculates the other value using the formula $\text{Manhours} = \text{People} * \text{Duration}$.

Hourly Rate - The system supplies the Hourly Rate from the Craft Rates business rule when you select the craft.

Total Cost - The system calculates the total cost by multiplying manhours by the hourly rate. The sum of the Total Costs for all required equipment types is displayed below the requirements list and also in the Estimates section on the Functions view.

Contractor Bids

You can use the Contractor Bids view to maintain a record of bids received from contractors for completing the function. The upper portion of the window identifies the function and includes the difficulty and manhours values from the Function view. The system calculates duration by dividing the manhours by the crew size defined in the Compatible Unit Defaults business rule.

The list of values for the Contractor field only shows vendors in Active status that have “contractor” entered as a characteristic type in the Characteristics view of the Vendor module.

Date	Contractor	Name	Bid Amount	Included	
				Material	Labor
SEP 09 2003	ILB001	Purno Depot	1,200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SEP 12 2003	RJB-VENDOR1	Acme Electronics Supply	975.00	<input type="checkbox"/>	<input type="checkbox"/>

Contractor Bids view

How to Record a Contractor Bid for a Compatible Unit

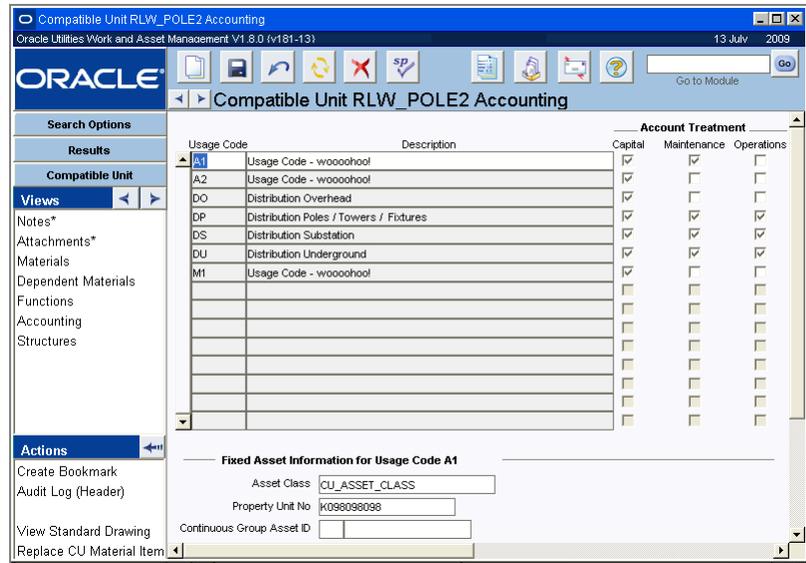
1. Open the Compatible Unit record.
2. Set the status to Created if necessary.
You cannot modify Compatible Unit records in Active status.
3. Select Contractor Bid from the Views list.
4. Enter a date for the bid.
5. Select the contractor from the list of values.
6. Enter the bid amount.
7. Check the Material and/or Labor check boxes if the bid includes material and/or labor costs.
8. Click Save.

Accounting

Note: The information defined in this view determines if the record appears on the list of values when compatible units are referenced from elsewhere in the system.

The Accounting view provides a way of associating compatible units with usage codes and account treatments. Usage codes identify broad cost categories, such as street lighting or overhead transmission. Both usage codes and usage code descriptions are defined in the Regulatory Account Usage Codes business rule.

Note: Usage codes and regulatory accounts must be set up to use the accounting aspect of compatible units functionality. Usage codes are set in the Regulatory Account Usage Codes Business Rule.



Compatible Units Accounting View

You must select at least one accounting treatment type for each usage code. Check the Accounting Treatment check boxes to indicate if the usage code can be used for capital projects, maintenance projects, operations or any combination of the three. Before you can use an account treatment/usage code combination, at least one active Regulatory Account record must exist with the specified usage code and account treatment.

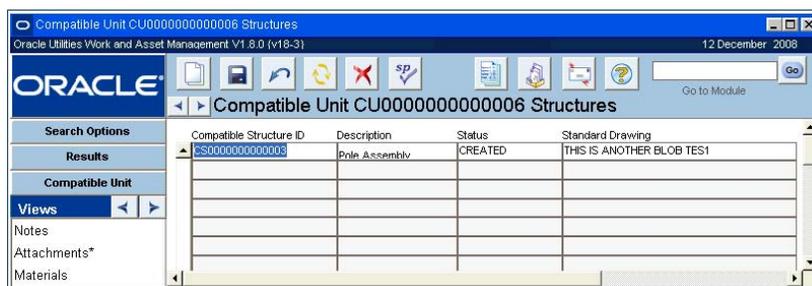
If the account treatment is Capital, you must also reference an Asset Class.

You can also indicate a property unit number for the compatible unit if appropriate. Property units are used to identify fixed assets constructed on a work order.

You can only select group assets for the Continuous Group Asset ID field. Assets that are in “Depreciation only” status and that have a depreciation method of “Group” are selectable from the list of values for this field.

Structures View

In the Compatible Structure module, compatible units can be combined together to form larger units called compatible structures. The Structure view in the Compatible Units module lists all of the Compatible Structure records that include this compatible unit. If you need to modify the information displayed in this view, you must open the Compatible Structure module and make the necessary changes there.



Structures view

Compatible Units Actions

In addition to standard actions, the following can be completed from within the module.

View Standard Drawing

If a standard drawing is identified for the compatible unit, you can select View Standard Drawing from the Actions list to display the drawing.

To change the standard drawing selection, open the Attachments view and check the Standard Drawing box for the Attachment ID you want to specify. Only one attachment can be identified as the standard drawing.

The standard drawing and other attachments included on the CU record are copied to Work Orders referencing the CU if the Copy to WO box is checked in the Attachments view.

Updating Compatible Unit Records

As parts become obsolete or new parts become available, you may need to update catalog items included on Compatible Unit records and the work records that reference those compatible units. While you can make such changes on each individual record, Oracle Utilities Work and Asset Management provides a special action to make global updates to all the records affected.

How to Update Compatible Unit Records Globally

Work Order Task records must be in Planning status to be updated by the Replace CU Material Item action. Compatible Unit records are updated regardless of their status.

1. **Open the Compatible Units module in the Resource subsystem.**
2. **Open one of the Compatible Unit records that needs updating.**
3. **Select Replace CU Material Item from the Actions list.**

You must have Replace CU Material Item set in your responsibilities to have access to this action.

The system opens a screen where you can specify the stock code for both the stock item you want to replace and the new stock item. In order to update existing work orders properly, you must also select a storeroom for the new stock code.

4. **Click Next.**

When you click the Next button, the system displays a list of Compatible Unit, Work Order Task, and Benchmark Work Order records that will be impacted by the change.

To see a listing of the specific records, click the arrow button for each record type. The system displays a listing of record IDs and descriptions.

5. **Click the OK button to update the records with the new part information.**

Replace CU Material Item

As parts become obsolete or unavailable, it may be necessary to update catalog items listed on Compatible Unit records and Work records referencing those compatible units. While you can make such changes on a record by record basis, the system provides a special action to make global updates to all records affected.

Note: If this action is not included on the actions list, you may not have REPLACE CU MATERIAL ITEM in your responsibility profile. Contact your system administrator to add this function.

Note: Work Order Task records must be in Planning status to be updated by the Replace CU Material Item action.

Select Replace CU Material Item from the Actions list to specify the stock code for both the stock item you want to replace and the new stock item. In order to properly update existing work orders, you must also specify a storeroom for the new stock item.

When you click the Next button, the system displays a listing of Compatible Unit, Work Order Task, and Benchmark Work Order records that will be impacted by the change. Click the arrow button for each record type to see a listing of the specific records that will be updated. Click the OK button to update the records with the new part information.

Copy to New Compatible Unit

You can select Copy to New Compatible Unit from the Actions list on the main record to create a copy of the Compatible Unit record you are currently viewing. The system prompts you to supply a Compatible Unit ID for the new record.

Note: If this action is not available, you may not have COPY TO NEW COMPATIBLE UNIT set in your responsibility profile. Contact your system administrator to add this function.

When you enter an ID number and click the OK button, the system inserts the new Compatible Unit record in Created status and displays a confirmation message.

Chapter 4

Compatible Structures

Compatible Units can be grouped together into larger units called compatible structures. Use compatible structures to define groups of compatible units that have related labor and equipment characteristics. These structures can be referenced on work records as an easy way to link compatible units. They help provide consistency and standardization in the design and construction of capital projects and assist in compliance with certain Federal Energy Regulatory Commission (FERC) accounting and reporting requirements.

Compatible Structure Records

The records defined in the Compatible Units and Compatible Structures modules can be referenced from work order tasks and work designs when you are planning work for capital improvements, as well as maintenance of existing assets. Any accounts referenced through the usage codes entered in the Accounting view of the Compatible Units module are charged with the associated costs as work is completed.

Usage Code	Compatible Unit	Description	Quantity	Unit
DS	ILB-CU001	Compatible Unit for ILB Facility	2	EA
DS	ILB-CU002	Description	2	EA

Compatible Structure record

The following fields are included:

Compatible Structure - The Compatible Structure ID is the unique identifier for the Compatible Structure record.

Status - Status choices for compatible units are Created, Active, and Inactive.

If changes or additions are required to a Compatible Structure record in Active status, you must first set the status back to Created or Inactive before updating the record. When you do, the system verifies that the compatible unit is not cited on work order tasks in Planning, Approved or Active status. If any are found, the system warns that the compatible unit is being used on

work orders that have not been completed and gives you the option of completing the status change or leaving the status unchanged.

Fields can be changed while the record is in Active status if the UPDATE ACTIVE CU/CS responsibility function is set for the user.

Description - A description is required on Compatible Structure records.

Standard Drawing - This system-controlled field contains the Document ID for the attachment designated as the standard drawing for the Compatible Structure record. While a compatible structure can have any number of attached documents and drawings, only one attachment can be specified as the standard drawing.

In order to change the standard drawing selection, open the Attachment view and place a check in the Standard Drawing check box for the Attachment ID you want to specify.

If a standard drawing is identified for the compatible unit, you can select View Standard Drawing from the Actions list to display the standard drawing.

Business Unit - Select the appropriate business unit from the selections defined by your organization in Code Table 225.

Class - Class categories are defined by your organization and are linked to the business unit.

Equipment Group - Equipment groups are defined by your organization and are linked to the business unit and class.

Size - You can enter any size description meaningful for the compatible structure.

Units - The Unit section in the lower part of the Compatible Structure record contains a listing of the compatible units that are required for the structure.

Usage Code - Usage codes identify broad cost categories, such as street lighting or transmission. Usage codes are associated with compatible units in the Accounting view of the Compatible Units module.

Compatible Unit - This column shows the IDs for the compatible units that comprise the structure. The list of values includes all compatible units that are in Active status and have the selected usage code.

Description - When you select the compatible unit, the system provides the description from the Compatible Unit record.

Quantity - The number of the specified compatible unit required for of the compatible structure.

Unit - When you select a compatible unit, the system provides the unit of measure from the Compatible Unit record.

Note: Please note that you cannot include a compatible unit that references a conductor type stock item.

How to Create a Compatible Structure Record

Before a compatible unit can be included on a Compatibles Structure record, the corresponding record must be defined in the Compatible Unit module.

1. **Open the Compatible Structure module.**
2. **Click New.**
3. **Enter a unique record ID in the Compatible Structure field.**
4. **Enter a description.**
5. **Enter a reference to a standard drawing document if applicable.**

To change the standard drawing selection, open the Attachment view and check the standard drawing box for the Attachment ID you want to specify. Later, you can select View Standard Drawing from the Actions list to display the standard drawing.

- 6. Select a business unit and class.**
The values for these fields are determined by your organization based on your business practices.
- 7. Select an equipment group from the list of values.**
The equipment groups available depend on the business unit and class that were selected.
- 8. Enter any size description meaningful for the compatible structure.**
- 9. Click Save.**
- 10. At the lower portion of the screen enter the compatible units that should be included in the structure that you are creating.**
You must enter a value in the Usage Code field before the system will provide a list of choices for the Compatible Unit field. Then the list of values only shows active compatible units that include the selected usage code. Usage codes are entered in the Accounting view of the Compatible unit record.
- 11. Click the Save icon after each entry.**
- 12. Once the entries are complete set the record status to Active.**
- 13. Click Save.**
The compatible structure can now be referenced from other records.

Chapter 5

Compatible Units on Work Order Tasks

If your organization has configured the system to use compatible units and you have the appropriate responsibility functions in your user profile, the Work Order Task module includes the additional functionality discussed in this chapter.

Compatible Units Views

Compatible units are used on work order tasks to plan work for capital improvements and maintenance projects. The tools used in the Work Order Task module to manage compatible units include the CU Worksheet, the Add Structures Wizard, the Regulatory Accounting view, the CU Reconciliation view, and the Construction Assets view. Each of these tools allows you to enter and manage the compatible units needed for your work order task.

Cost Summary When the system is configured for compatible units, the cost summary view displays a separate grid in the lower section of the screen containing overhead cost information.

The following fields are included:

Overhead Class - Overhead class types are defined in the Regulatory Account Overhead Class Type business rule. The overhead class provides the ability to allocate overhead costs to the appropriate capital, maintenance and operations regulatory accounts.

Original Estimate - The system calculates the grand total original estimate by multiplying the original estimates from the upper portion of the screen that have the same expense category as the Overhead Class record's applied expense category by the estimated overhead percentage defined in the Regulatory Account Overhead Class business rule.

Actual - The system calculates the grand total actual value by multiplying the appropriate actual amounts from the upper portion of the screen by the estimated overhead percentage defined in the Regulatory Account Overhead Class business rule.

Allocation - The overhead cost allocation is calculated as the sum of the allocation amounts from the Regulatory Account Overhead Cost records with the same overhead class and work order task.

Direct Allocation - The overhead cost totals resulting from actual work performed for the work order and not from year end processing calculations.

Original Estimate - The original estimate is the sum of the total original estimate from the upper and lower portions of the view.

Actual - The sum of the total actual amounts from the upper and lower portions of the screen.

Actual + Allocation - This field shows the sum of the actual from the upper portion of the screen and the total allocations from the lower portion of the screen.

CU Location (List)

Note: You must have the Show CU Locations functional responsibility, in addition to Show CU on WO, in your user profile to access the CU Location views.

Planning compatible units for a particular location is the highest level of planning for work order task compatible units. The CU Location (List) view provides a quick way of reviewing all locations defined for the Work Order Task record. If you do not wish to plan CUs by location, you can enter the CU requirements directly on the CU Worksheet.

When you select a line to highlight a location in the CU Location (List) view and then select Location Worksheet from the Views list, the Location Worksheet opens showing CUs planned for that location.

CU Location (Detail)

Use the CU Location (Detail) view to define site locations if you want to plan compatible unit usage by locations. You can then build a list of compatible units for the location on the Location Worksheet.

Note: You must have the Show CU Locations functional responsibility, in addition to Show CU on WO, in your user profile to access the CU Location views. If you do not wish to plan CUs by location, you can enter the CU requirements directly on the CU Worksheet.

All Compatible Units and their associated details added to the Location Worksheet will cascade down to the Compatible Units Worksheet and all associated details.

The following fields are included:

Location - Enter a unique Location ID if your system is not configured to generate one automatically.

Description - Describe the location clearly enough so that it can be recognized from the list of other locations identified on the work order task. You can define locations in anyway that is meaningful for your operations. For example, you may want to define the locations to correspond with new fixed assets to be completed as part of the work being planned.

Location and Structure Type - A one word description or name identifies the location. The structure type provides additional identifying information.

Description - Enter a description of the location in this field.

Source - The source field provides a list of all locations already identified in work design. You can select one of these, or enter a new value to identify the location source.

Distance and Distance Units - Enter the number describing a dimension for the location and units, if applicable.

Latitude and Longitude - Use these fields to indicate the latitude and longitude position of the location.

Overhead and Underground - Check the box that applies to the location. Only one can be checked.

Note: Slack is not factored into the calculation if the Underground check box is checked.

Location Worksheet

Note: If you are not planning CU requirements by location, enter the CUs directly on the CU Worksheet.

Note: You must have the Show CU Locations functional responsibility, in addition to Show CU on WO, in your user profile to access the CU Location views.

The Location Unit Worksheet view allows designers to use compatible units to plan material, labor and other requirements for work at a particular location.

Field descriptions for the Location Worksheet are similar to those for the CU Worksheet, with the exception that all of the compatible units listed are planned for the single location identified in the Location field.

The No. of Runs field only applies to CUs which include conductors. Please refer to [Compatible Units for Conductors](#) for more information.

All Compatible Units added to the Location Worksheet are cascaded to the CU Worksheet. If the same Compatible Unit exists on multiple Location Worksheets, all material, labor and other charges are to be accumulated on a single row on the CU Worksheet. If a Compatible Unit is deleted from the Location Worksheet all values must be in turn removed or quantities reduced from the CU Worksheet. If a Discount is applied to a compatible unit, the discount amount is spread evenly to each Location Worksheet where the Compatible Unit exists.

The amounts displayed are based on the average unit price for the material from all the storerooms that stock that material.

You can use the CU Selection Criteria section at the bottom of the screen to filter the list of available compatible units by Business Unit, Class, Equipment Type, or Size. All of the selection fields are optional and the only the ones that you populate are used to filter the list of values.

How to Add Compatible Units to a Location Worksheet

1. **Open the appropriate Work Order Task record.**
2. **Select or create the appropriate CU Location.**
You can insert new locations on the CU Location (Detail) view to create locations.
3. **Select Location Worksheet from the Views list.**
4. **Select appropriate values in the CU Selection fields.**
The values you enter are used to filter the list of available Compatible Unit records. If you want to use the same criteria for future searches, select Save Location Selection Criteria from the Actions list after you enter the appropriate values.
5. **Select the compatible unit.**
The list of values includes all Compatible Unit records in Active status associated with the selection criteria you entered. When you select the Compatible Unit ID, the system supplies the description and unit of measure.
6. **Enter an estimated quantity.**
7. **Select the function and difficulty.**
You can select any function and difficulty defined for the compatible unit in the Compatible Units module.
8. **Select a usage code and account treatment.**
If the usage code you select only has one account treatment allowed for the compatible unit, the system will enter the account treatment when you enter the usage code.
9. **Click Save.**
When you save the record, the system calculates the estimate based on the quantity and the total estimate value for the function in the Compatible Units module. The system also populates the Items Worksheet with the stock items associated with the compatible unit.

When you have finished adding compatible units to the CU Worksheet, you can update the Contractor Contributed or Item Worksheet views as needed.

CU Worksheet

The Compatible Unit Worksheet view allows for the planning of work for major capital and maintenance projects using compatible units.

When you select a Compatible Unit ID, the system populates the Description and Unit of Measure fields. When you enter a quantity and select the function and difficulty, the system calculates the estimate based on information from the Compatible Unit module. Check the Standard Price box if you want to use the standard price from the Compatible Unit Function view for the estimate. The total amount is the sum of the estimates on the worksheet minus the total discount entered on the discount worksheet.

The CU Worksheet can only be updated when the Work Order record is in Planning status.

Since a large number of Compatible Unit records may be available for selection, a special CU Selection Criteria section is provided at the bottom of the screen. You can use these fields to filter the list of available compatible units by business unit, class, equipment type, or size.

CU Worksheet Field Descriptions

Description and Asset ID - The upper portion of the CU Worksheet contains the work order task description and asset data.

Compatible Unit and Description - You can select any active Compatible Unit record with the appropriate usage code. When you select a compatible unit ID from the list of values, the system provides the description from the Compatible Unit record. If a compatible unit has a usage code with a Property Unit number assigned in the Accounting view of the Compatible Units module, the words PROP UNIT appear at the beginning of the description. Knowing which compatible units have Property Units, and which ones do not, is important to planners when determining which compatible units have generated construction assets.

Estimated Quantity - When the task is in Planning status, enter the number of the compatible units required for the task. You can any number, including a fractional quantity of up to five decimal places.

Actual Quantity - When the task is changed from Planning to a higher status, the system copies the estimated quantity to the Actual Quantity field. After the task is finished, you can adjust the actual quantity as needed using the CU Reconciliation view.

UOM - The system provides the unit of measure when you select the compatible unit ID.

Function - The Function field contains is the type of activity being performed, for example install, remove, or transfer. You can select from a list of values showing the functions associated with the Compatible Unit record.

Difficulty - Several degrees of difficulty may be defined for the same function, for example, a normal installation and a difficult installation. You can select from a list of values showing the difficulty associated with the function for the Compatible Unit record.

Usage Code - Usage codes are defined in the Regulatory Account Usage Codes business rule. The list of values shows only codes associated with active Regulatory Account records.

Account Treatment - For regulatory accounting purposes, the system tracks compatible unit costs separately for capital, maintenance, and operational projects. The list of values shows the values allowed for the compatible unit and usage code selected. If only one account treatment is available for the compatible unit and usage code, the system populates this field automatically when the usage code is selected.

Estimate - The system provides the estimated cost from the Compatible Unit record when you select the compatible unit ID. This estimate is derived from the average unit price of the stock code across all storerooms where the stock code is active.

Standard Price - Check the Standard Price box if you want to use the standard price and not the estimated cost. The standard price is not calculated by the system but is defined on the Function view in the Compatible Unit module.

Subtotal - The subtotal is the sum of the estimated costs for the compatible units on the worksheet.

Discount - The Discount field contains the total discount, if any, from the Discount Worksheet view, expressed as a negative number. If you need to alter this number, you must make the changes on the Discount Worksheet.

Total - Total is the subtotal minus the discount.

How to Add Compatible Units to a CU Worksheet

When you are adding compatible units to a Work Order Task using the CU Worksheet, you may find that the process goes much faster if you begin by identifying appropriate compatible structures instead of the individual compatible units.

1. **Open or create the appropriate Work Order Task record.**
2. **Select CU Worksheet from the Views List.**
3. **Enter your selection criteria in the CU Selection Criteria section.**

If you want to use the same criteria for future searches, select Save CU Selection Criteria from the Actions list after you enter the appropriate values.

The values you enter are used to filter the list of available Compatible Unit records.

4. **Select the compatible unit.**

The list of values includes all Compatible Unit records in Active status associated with the selection criteria you entered. When you select the Compatible Unit ID, the system supplies the description and unit of measure.

5. **Enter a value in the Estimated Quantity field.**
6. **Select values for the Function and Difficulty fields.**

You can select any function and difficulty defined for the compatible unit in the Compatible Units module.

7. **Select a usage code and account treatment.**

If the usage code you select only has one account treatment allowed for the compatible unit, the system automatically enters the account treatment when you enter the usage code.

8. **Check the Standard Price box if you want to use the standard price.**
9. **Click Save.**

When you save the record, the system calculates the estimate based on the quantity and the total estimate value for the function in the Compatible Units module. The system also populates the items worksheet with the stock items associated with the compatible unit.

When you have finished adding compatible units to the CU Worksheet, you can update the Contractor Contributed or Item Worksheet views as needed.

Contractor Supplied

Use the Contractor Supplied view to maintain a record of which compatible units listed on the CU Worksheet are provided entirely or in part by outside contractors.

When you select the Contractor ID, the system enters the contractor name and any existing bid amount carried over from the compatible unit. If needed, modify the contractor or bid amount

and check the appropriate boxes to indicate if the bid includes material and/or labor costs. The list of values for the Contractor ID shows all vendors in Active status with “Contractor” as a Characteristic type in the Characteristics view of the Vendor module.

The bid amount you enter is included in the original estimate on the Cost Summary view on the Work Order Task record. The portions of a compatible unit that are being provided by a contractor are not included on the CU Items Worksheet, or on the Material, Labor, or Other Requirements views.

Reconciling Contractor Supplied Compatible Units

If the CU Worksheet lists a quantity for a compatible unit that is different from what the contractor supplies, you can adjust the CU Worksheet quantity as needed.

Note: You must have the RECONCILE CUs function in your responsibility profile to access this action.

How to Reconcile Contractor Supplied Compatible Units

1. **Open the appropriate Work Order Task record.**
The Task record must be in Finished status.
2. **Open the CU Worksheet view.**
3. **Select Reconcile CUs from the Actions list.**
The Update Compatible Units Actual Quantity window opens.
4. **Select the compatible unit that you need to adjust.**
5. **Click the Next button.**
The Reconcile Compatible Units window opens. Only the Actual Quantity field can be modified.
6. **Enter the actual quantity for the CU and click the Next button.**
A new window opens confirming that the quantity has been updated.
7. **Click the Done button to return to the CU Worksheet.**
You can also click the Add Another button to reconcile another CU on the same Worksheet.

Discount Worksheet

If the cost of a compatible unit is discounted because its use is shared with an adjacent service or for some other reason, you can enter the discount on the Discount Worksheet view. The amounts displayed are based on the average unit price for the material from all the storerooms that stock that material.

Note: The system copies the total discount amount, not the discount for the individual compatible units, to the CU Worksheet.

The Discount Worksheet lists all compatible units included on the CU Worksheet. When you enter a discount percentage or a discount amount, the system calculates the other value and the total discounted price. When you save the Discount Worksheet, the system copies the discount total on the CU Worksheet and displays an asterisk next to Discount Worksheet in the Views list.

Description and Asset ID - The upper portion of the CU Worksheet contains the work order task description and asset data.

Compatible Unit, Description and Estimate - For each compatible unit on the WO Task, the table in the lower section of the Discount Worksheet view contains the ID, description and estimated price from the Compatible Unit record. You cannot update any of this information

directly. This estimate is derived from the average unit price of the stock code across all storerooms where the stock code is active.

Discount % and Discount - You can enter either a discount percentage or a discount amount. The system calculates the other value.

Total - The system calculates the total as the estimate price minus the discount amount.

Totals - Totals for the estimate, discount and total columns appear below the table at the bottom of the screen. The system copies the total discount amount to the CU Worksheet as a negative number.

How to Enter Discounts for Compatible Units

1. Open the Discount Worksheet view for the appropriate WO Task.

The Discount Worksheet lists all Compatible Units included on the CU Worksheet.

2. Enter either a Discount% or a Discount amount for the appropriate CU.

When you enter either a discount percentage or a discount amount, the system calculates the other value and the total discounted price.

When you save the record, the system copies the total discount amount, not the discount for the individual CUs, to the CU Worksheet.

3. Click Save.

When you save the Discount Worksheet, the system copies the discount total on the CU Worksheet and displays an asterisk next to Discount Worksheet in the Views list.

4. Continue to enter discounts for the other CUs on the worksheet as necessary, saving the record after each discount has been entered.

CU Reconciliation

The CU Reconciliation view contains a list of material items on finished or closed Work Order Task records that are not associated with compatible units on the CU Worksheet. These items may have been added as work was in progress or overlooked while the task was in planning status. The list may also include CU items where more or less of the planned quantity was used for work. By adjusting the actual quantities of compatible units used after work has finished, you can include these additional costs in your organization's regulatory accounting reports.

Note: The CU Reconciliation view can only be updated when the Work Order record is in Finished or Closed status.

Not all stock items are significant enough to be included in the reconciliation process. In order to keep the list of stock items to a minimum, only those items having the [Reconcile to CU](#) indicator checked in the Catalog module appear on the CU Reconciliation view.

When you highlight a stock code in the upper section of the window, you can use the fields in the lower section of the window to select a compatible unit to associate with the task. The Quantity field shows the actual amount - the planned amount of the item.

The list of values for the Compatible Unit field only lists Compatible Unit records containing the highlighted stock code. Click the List Materials button to open a listing of stock codes that are on the compatible unit. After you select an appropriate compatible unit, the system supplies the actual quantity needed to match the quantity of the stock code used. Enter appropriate function, difficulty, usage code and account treatment for the compatible unit and save the record.

Once reconciled, items no longer appear in the upper section of the window.

When a CU is reconciled, all of the Regulatory Account costs that were already distributed are automatically deleted from the display in this view, and the Regulatory Account splits are

recalculated. The system adjusts the actual compatible unit quantity used and redistributes the regulatory accounting information accordingly.

When a CU is reconciled, the regulatory account splits are recalculated, the actual compatible unit quantity used is adjusted, and the costs that were originally displayed are removed from the CU Reconciliation view as well as the Regulatory Accounting view on the Work Order Task. After the regulatory account cost batch procedure runs the system displays the updated costs in the Regulatory Accounting view. These fields may remain blank until the batch process runs.

If your organization plans compatible units to particular CU locations, you can use the Location field to reconcile CUs to a particular location defined for the work order task.

Please refer to the Configuration Guide for sample scenarios related to this functionality.

How to Reconcile Items Not on the CU Worksheet

- 1. Open the appropriate Work Order Task (Detail) view.**
- 2. Select CU Reconciliation from the Views list.**

The CU Reconciliation view opens.

The upper section of the window contains a list of stock items charged against the task but not included on the compatible units planned for the task. This list cannot be updated and includes only stock items with the Reconcile to CU indicator checked in the catalog.

- 3. Click the first stock code in the upper section of the window to select it.**
- 4. Select a Compatible Unit to associate with the item.**

Click the list of values button for the Compatible Unit field to display a list of compatible units containing the stock item. Then click the List Materials button to display the stock items and quantities associated with that compatible unit in the CU Material List. If several compatible units contain the stock item, review the materials list for each compatible unit to find the best fit with the stock items to be reconciled in the upper portion of the screen. If the compatible unit you select is already on the CU Worksheet, the Estimated Quantity field shows the quantity planned against the task.

- 5. Enter the Actual Quantity to reflect the quantity of the stock code used.**

The number you enter should include the Estimated Quantity (if any) plus the number of compatible units required to account for the stock items to be reconciled. To determine the number of compatible units required, divide the quantity to be reconciled in the upper portion of the screen by the quantity on the compatible unit. For example, if the quantity to be reconciled is six and the quantity on the compatible unit is two, three additional compatible units are required to reconcile the items. With an Estimated Quantity of two, you would enter an Actual Quantity of five.

- 6. Select a Function, Usage Code, and Account Treatment for the compatible unit if necessary.**

If the compatible unit is already on the CU Worksheet, the system populates these fields automatically.

- 7. Click Save.**

The system adjusts the Actual compatible unit quantity on the CU Worksheet and redistributes the Regulatory Accounting information. The system also refreshes the top portion of the CU Reconciliation, removing the items that have been reconciled.

- 8. Repeat the above steps to reconcile as many items as necessary.**

Items Worksheet

The Items Worksheet view displays all material, labor and other required items associated with the compatible units listed on the CU Worksheet view.

The system automatically populates the Items Worksheet view when you add Compatible Unit records to the CU Worksheet and save the record. You can add new items and change any of the default items as necessary. The items worksheet can only be updated when the task is in Planning status.

Note: When the Work Order record is changed from Planning to a higher status; the system copies the items listed to the Material, Labor Requirements, and Other Requirements views as appropriate.

If a compatible unit is added to the CU Worksheet and it duplicates material, labor or other items. The system increases values in the quantity and duration fields accordingly. For example, if two compatible units each require the use of a crane for 4 hours, the items worksheet shows that one crane is required for 8 hours. If you want to resolve the duplication in some other way, you can edit the items worksheet directly.

When the Work Order record status is changed from Planning to Pending Approval, Approved or Active; the system copies the material, labor and other items on the items worksheet to the Work Order Task Material, Labor Requirements, and Other Requirements views. You can make subsequent changes on those views as needed, however, any such changes are not copied back to the items worksheet.

Type - The information on the Items Worksheet view varies slightly depending on whether the listed item is a Material (M type), Labor (L type) or Other (O type) item.

Item ID - The Item ID is the stock code for M type items, the crew name for L type items, and the equipment type for O type items. Regardless of the item type, the list of values for the Item ID field does not show items already included on the items worksheet.

Store - The system populates this field with the default storeroom from the Compatible Unit Defaults business rule when the stock item exists in the default storeroom. If the stock item does not exist in the default storeroom, the system searches for the stock item in all other active storerooms. If the stock item is found in another storeroom, the system enters that storeroom. If the stock item is found in more than one storeroom, the system does not enter a value but informs you that some material items on the Item Worksheet do not include a valid storeroom. You must then select a storeroom containing the item from the list of values. A storeroom is only required for M type items.

Description, Unit Price and Unit of Measure - If you enter or change an Item ID, the system updates the Description, Unit Price and Unit of Measure fields.

For L type items, the description and unit price are copied from the Craft Rates business rule. For O type items, the description, unit price and unit of measure are copied from the Direct Charges business rule.

Quantity - When adding items to the worksheet, the system multiplies the stock item quantity on the Compatible Unit record by the compatible unit quantity on the CU Worksheet. Quantity is the number of persons or items required. If two carpenters are required for eight hours each, the quantity is two.

Duration - Duration is required for L type items. You can enter fractional amounts using up to four decimal places. Duration is the amount of time each person or item is required. If two carpenters are required for eight hours each, the duration is eight.

Total - The system calculates the total cost for the item by multiplying quantity by unit price and by duration. If the unit price rate for carpenters is \$50/hr., the total for two carpenters required for eight hours each is \$800.

Regular - This column holds the expense codes for regular labor, material and other type charges.

Premium - This column holds the expense code for premium labor charges. Premium expense codes do not apply to material or other type charges.

Note: Settings in the Variable Expense Codes business rule determine if the Regular and Premium columns display and if they can be updated while the Work Order record is in Planning status.

How to Add an Item to the Items Worksheet

Follow similar steps to modify items automatically inserted by the system.

1. **Open the appropriate Work Order Task record.**
2. **Select Items Worksheet from the Views list.**
3. **Click New.**
4. **Select the appropriate Type for the item you are adding.**

Select M (Material), L (Labor) or (O) Other. The information required on the worksheet varies slightly depending on the type you select.

5. **Select the appropriate Item ID.**

Select either the stock code for M type items, the crew name for L type items, or the Equipment Type for O type items. Regardless of the Item Type, the list of values for the Item ID field does not show items already included on the items worksheet.

When you enter or change an Item ID, the system updates the Description, Unit Price and Unit of Measure fields.

6. **Enter a Storeroom if required.**

A Storeroom is required for M type items.

7. **Enter a quantity and duration, if required.**

Quantity is required only for M type items. When adding items to the worksheet, the system multiplies the stock item quantity on the Compatible Unit record by the compatible unit quantity on the CU Worksheet. Quantity is the number of persons or items required. For example, if two carpenters are required for eight hours each, the quantity is two.

Duration is required for L type items. You can enter fractional amounts using up to four decimal places. Duration is the amount of time each person or item is required. For example, if two carpenters are required for eight hours each, the duration is eight.

8. **Click Save.**

If compatible units are removed from the CU Worksheet, the system also removes the appropriate items from the items worksheet.

If compatible units that result in a duplication of material, labor or other items on the items worksheet are added to the CU Worksheet, the system increases the quantity or duration accordingly. For example, if two compatible units each require the use of a crane for 4 hours, the Items Worksheet view will show that one crane is required for 8 hours. If you want to resolve the duplication in some other way, you can edit the items worksheet.

Regulatory Accounting

Regulatory agencies may require your organization to report financial and operational information according to a uniform system of accounts, rather than the business accounts used elsewhere in the system. These accounts can be defined in the Regulatory Account module and referenced on Compatible Unit records.

You can associate regulatory accounts to a work order task by either adding compatible units to the CU Worksheet or by updating the Regulatory Accounting view directly. When the Work Order Task record is in Planning, Approved, or Active status, the Regulatory Accounting view

can be updated as long as no compatible units have been added. If it becomes necessary to add regulatory account information to a work order in Active status that already has regulatory account entries, you must first create a new task and add the regulatory account information to that task.

When you add compatible units to the CU Worksheet, the system automatically populates the Regulatory Accounting view using a percentage split based on total compatible unit costs for the task. Records are inserted even if the percentage split equals zero.

Update Distributions

If necessary, you can change the system calculated distribution by selecting Update Distributions from the Actions list. This action is basically a Regulatory Account override process to redistribute the percent split for the Regulatory Accounts added from the compatible units.

The Update Distributions action is only available when compatible units have been added to the compatible unit Worksheet, the CU Estimate is a value greater than zero, the Work Order is in Planning status, and you have the UPDATE REG ACCT DIST function responsibility in your User Profile.

You can also make adjustments by entering overhead account information directly on tasks that have no compatible units planned on the CU Worksheet.

CU Reconciliation

If items that are not accounted for by compatible units planned on the task are added during work, you can access the CU Reconciliation view when the task is in Finished status and allocate these additional costs to the appropriate compatible units as needed. When you do this, the system recalculates the regulatory account distribution accordingly.

Capital Regulatory Accounts

Since each capital regulatory account must have at least one construction asset, the system automatically enters a construction asset line items in the Construction Asset view when a capital type account is entered.

How to Update Regulatory Account Distributions

You can only update the account distribution directly when the task is in Planning status. If items are added later that are not accounted for by compatible units planned on the task, you can use the CU Reconciliation view to allocate these additional costs after the task is finished. When you do, the system recalculates the Regulatory Account distribution accordingly.

1. **Open the appropriate Work Order Task (Detail) view.**
2. **Select Regulatory Accounting from the Views list.**
3. **Select [Update Distributions](#) from the Actions list.**

The Update Distributions window opens, showing the system calculated percent distribution and the last override percent (if any) for each regulatory account.

4. **Enter the distribution percentages you want to use in the Override column.**

The total override percentages must equal 100%.

5. **Click the Override button.**

The system saves the new Override information and displays a confirmation screen.

6. **Click the Done button to return to the Work Order Task record.**

How to Enter Regulatory Accounts on Tasks Without Using Compatible Units

1. **Open the appropriate Work Order Task (Detail) view.**

The Work Order Task record must be in Planning status and have no compatible units already planned on the CU Worksheet.

2. **Select Regulatory Accounting from the Views list.**
3. **Select an appropriate account and an override percent for that account.**
Only regulatory accounts without usage codes appear on the list of values.
4. **Click Save.**
5. **Repeat Steps 4-5 as needed to include all appropriate accounts.**
When the Work Order record is set to Pending Approval, Approved or Active status, the system checks to see that the override percent distribution equals 100% and displays costs accordingly.

How to Override Regulatory Account Distributions

1. **Open the appropriate Work Order Task (Detail) view.**
2. **Select Regulatory Accounting from the Views list.**
3. **Select [Update Distributions](#) from the Actions list.**
When you select the action, the system opens the Update Distributions window showing the system calculated percent distribution and the last override percent (if any) for each regulatory account.
4. **Enter the override percentages you want to use.**
The total override percentages must equal 100%.
5. **Click the Override button.**
The system saves the new override information and displays a confirmation screen.
6. **Click the Done button to return to the Work Order Task record.**

Allocating Overhead Costs

Depending on your business practices, you may need to create an overhead cost “bucket” for tasks that do not have any compatible units planned.

How to Create a Task for Overhead

Follow similar steps to enter Regulatory Account information on any task that does not have compatible units planned on the CU Worksheet.

1. **Open the appropriate Work Order Task (Detail) view.**
The Work Order Task must be in Planning Status.
2. **Create a new task record.**
Since the task that you create is only used to capture costs, it should not have any compatible units or other materials planned.
3. **Select Regulatory Accounting from the Views list.**
4. **Select an Overhead Account and an Override Percent for that account.**
5. **Click Save.**
6. **Repeat Steps 4-5 as needed to include all appropriate accounts.**
When the Work Order is set to Pending Approval, Approved or Active status, the system checks to see that the override percent distribution equals 100% and displays costs accordingly.

Construction Assets

Capital projects involve the construction of new fixed assets that become part of your organization’s asset hierarchy. These assets might either be constructed by crews during the completion of a work order task, or constructed by an outside contractor and contributed to your organization upon completion.

In both cases, you can plan for the new asset by creating a new Asset record in planning status. You can then use the Construction Asset view to identify new fixed assets being constructed on the task. The Construction Asset view provides a list of property unit numbers defined on the Compatible Unit Accounting view, and a means of assigning an Asset ID to those property units. As costs accumulate against the asset, the system records that information in the Fixed Asset view of the Regulatory Account module.

Note: When you change the work order status from Closed to Finished, the system calculates the value of each construction asset based on the total charges in the Regulatory Account record for the CU and sets the asset status to Active. Settings for the Allow Null Asset ID and Delay Construction Asset Valuation rule keys in the Work Order Processing business rule determine the processing involved in fixed asset valuation.

Item, Function and Compatible Unit - As you add or remove items from the CU Worksheet, the system inserts or removes items from the Construction Assets view. The Item, Function, Compatible Unit and Property Unit No. are maintained by the system and cannot be updated directly.

Action - Valid actions are Create, Retire and No Action. You must select an action before you can save the record. The list of available assets changes depending on the action selected. Valid status changes are:

- Install to No Action
- Retire to No Action
- NULL to Install, Retire or No Action

Asset ID - Select an Asset ID from the list of values. If the action is Create, the list of values contains all Asset records in Planned status. If the action is Retire, the list of values contains all Asset records in Active status. The lists of values for both actions only include assets where the asset class is the same as the asset class defined on the compatible unit.

If the action is No Action, no list of values is supplied.

Date - Enter either the in service or the retirement date as appropriate. If you enter an in service date, the system copies the date to the Depreciation view in the Asset module.

Contributed - The system checks this box if the asset was created using the Add Customer Contributed action.

More Information - The fields at the bottom of the screen provide additional information about the compatible unit as it has been entered in the Location Worksheet or from the Asset ID associated to the CU. The Number of Units field indicates how many units in the compatible unit make up a group asset.

How to Create a Fixed Asset from a Work Order Task

1. Create an Asset record.

Make sure that the record is in Planned status before moving on.

2. Create a new Work Order record.

You do not have to reference the asset that you created in this step.

3. Insert a capital compatible unit on the CU Worksheet for the first task.

As long as there is a property unit indicated on the compatible unit and the account treatment is capital, the system will automatically create a line in the Construction Assets view, and allow you to associate any Assets that are in Planning status to the work order task.

Compatible Unit	Description	Est Qty	Act Qty	UOM	Function	Difficulty	Usage	Account Treatment	Estimate	Standard Price
181222	Transformer, Secondary Tap 25 kVA	1		EA	INSTALL	NORMAL	DO	CAPITAL	182.22	1
									SubTotal	182.22
									Discount	.00
									Total	182.22

CU Worksheet Referencing a Capital CU

4. **Open the Construction Asset view.**
The view includes a new line for the compatible unit number inserted on the CU Worksheet in the previous step.
5. **Select Create from the drop-down list in the Action field.**
Click the down arrow to display the list of available actions and then click Create to select it. The valid actions are Create, Retire and No Action.
6. **Select the Asset ID of the asset created in step 1.**
7. **Enter an in service date for the asset.**
The system uses the service date when tracking asset depreciation.
8. **Click Save.**
When you change the work order status from Finished to Closed, the system verifies that each capital regulatory account on the task has at least one construction asset. The system then calculates the value of each construction asset based on the total charges in the Regulatory Account record for the CU and sets the asset status to Active.

How to Retire a Fixed Asset from a Work Order Task

1. **Create a new Work Order record.**
2. **Insert a capital compatible unit on the CU Worksheet for the first task.**
You should insert the compatible unit with a Retire function and having an appropriate property unit and overhead class for the project you are planning.
3. **Open the Construction Asset view.**
4. **Select the Retire action.**
Click the down arrow to display the list of available actions then click Retire to select it.
5. **Select the Asset ID of the asset you want to retire.**
The list of values contains all assets in Active status.
6. **Click Save.**
When you change the work order status to Active and then to Finished, the system changes the asset status to Inactive and enters the retirement date.

How to Add Contributed Assets using CU Information

You must have the ADD CUSTOMER CONTRIBUTED function in your responsibility profile to access this action.

1. **Create the asset record.**
Make sure that the record is in Planned status before moving on.
2. **Open the appropriate Work Order Task record.**
The task can be in any status other than Closed, Canceled or Rejected.

3. **Open the Construction Assets view.**
4. **Select Add Customer Contributed from the Actions list.**
The Add Construction Asset from an Outside Source window opens.
5. **Select the Yes radio button.**
6. **Enter compatible unit information.**
You can select a compatible unit, location, function, difficulty and usage code. If your organization plans compatible units to particular CU locations, you can enter a location defined for the work order task. When you select the compatible unit, the system supplies the CU unit of measure. You can enter a CU quantity using up to five decimal places.
7. **Click the Next button.**
A new window opens asking if you want to create more than one asset.
8. **Select either the Yes or the No radio button.**
9. **Enter the required information.**
If you are creating more than one asset, enter the quantity, the value of each asset, and the in service date. The system supplies an asset quantity based on the CU quantity, rounded up to the next whole number, but you can change that number if necessary.

If you are creating a single asset, enter the Asset ID, asset value, and in service date.
10. **Click the Next button.**
A confirmation screen opens containing the information you entered on the previous screens. You can click the Back button if you need to return to the previous screens and correct any of the information entered.
11. **Click the Done button.**
The system inserts the record into the Construction Assets view and checks the Contributed check box. When the Work Order record is set to Closed status, the system changes the Asset record status from Planned to Active.

If you click the Add Another button, the system inserts the records and returns to the first screen of the action where you can add additional assets.

How to Add a Contributed Asset without CU Information

1. **Create an asset record.**
Make sure that the record is in Planned status before moving on.
2. **Open the appropriate Work Order Task record.**
The task can be in any status other than Closed, Canceled or Rejected.
3. **Open the Construction Assets view.**
4. **Select Add Customer Contributed from the Actions list.**
The Add Construction Asset from an Outside Source window opens.
5. **Select the No radio button.**
6. **Enter the required information.**
You can select the property unit and regularity account from the lists of values.
7. **Click the Next button.**
A new window opens asking if you want to create more than one asset.
8. **Select either the Yes or the No radio button.**
9. **Enter the required information.**
If you are creating more than one asset, enter the quantity, the value of each asset, the value of each, and the in service date. If you are creating a single asset, enter the Asset ID, asset value, and in service date.

10. Click the Next button.

A confirmation screen opens containing the information you entered on the previous screens. You can click the Back button if you need to return to the previous screens and correct any of the information entered.

11. Click the Done button.

The system inserts the record into the Construction Assets view and checks the Contributed check box.

When the Work Order record is set to Closed status, the system changes the Asset record status from Planned to Active.

If you click the Add Another button, the system insert the records and returns to the first screen of the action where you can add additional assets.

Assigning Components to Construction Assets

When Assets are built they are often associated with components that are required to be tracked. For example, a pole may have a transformer, and although the pole does not need to be tracked as a serial numbered part, the transformer does. You can use the Material Disposition process to create a relationship between the pole and the transformer. In this scenario, the pole is defined as a construction asset within the system, and the transformer is a component.

Your organization must have [Advanced Repairables Processing \(Non-Components\)](#) turned on to use this functionality.

How to Assign a Component to a Construction Asset

Note that the following steps may not all be completed by the same person or during one sit down session with the application.

1. Create a Work Order without an Asset ID on the header or task.

The system can still complete this process if an Asset ID is added to the header, however, the appropriate process is to create the initial work order without an asset.

2. Add a Compatible Unit with a Property Unit number and at least one Trackable Stock Code to the CU Location Worksheet or CU Worksheet.

Construction Asset details are created in the Construction Asset view for each quantity of the CU's with Property Units added to the Worksheet.

3. Have the Work Order Approved then set to Active status.**4. Create a Checkout Request for Work Order Task.****5. Issue the planned quantity for the trackable stock code and select a Component ID in "In Stores" status.**

The system automatically changes the status of the Component ID to "Pending Disposition" and creates a Material Disposition record with a line item in "Pending Disposition".

6. Open the Construction Assets view on the Work Order created in Step 1 and add Asset IDs in "Planned" status to each row by selecting the Create action.**7. Navigate to the task Construction Asset view and select the Assign Component to Assets action.**

This action is only available if one of the construction assets is in pending disposition status. Clicking the action opens the Material Disposition record for the appropriate asset.

8. Select Install Component to Planned Asset from the Actions list.

You can also change the component item status from Pending Disposition to Installed.

A wizard appears with a list of values of Asset IDs from the Work Order Task Construction Asset view. If there are multiple assets to choose from or there was an asset entered on the work order header in step 1, the system allows you to choose which asset to use.

9. Select an Asset ID from the list and click Finish.

The system sets the Component ID to Installed status and the Material Disposition record to Resolved.

10. Change the Work Order Task status from Active to Finished once the work is complete.

If the record status is changed to Finished before the components are reconciled, the system displays a warning and provides you with the opportunity to process the Material Disposition record at that time.

CU Actions

In addition to standard actions, the following can be completed from within the module.

Adding Compatible Structures

Compatible Structure records identify compatible units that comprise the structure as well as the quantities of compatible units needed. When you add compatible units to a CU Worksheet, you may find it much easier to identify an appropriate compatible structure instead of the individual compatible units.

Note: The Add Structure action is only available when the Work Order Task record is in Planning status.

Select Add Structure from the Actions list (when on the CU Worksheet) to open a wizard where you can select from all active Compatible Structure records and specify the number of structures, the appropriate function and difficulty levels, and the accounting treatment for the task you are planning. Since compatible structures are not typically used for planning operations work, the accounting treatment options are restricted to capital or maintenance.

How to Add Compatible Structures to a CU Worksheet

The Add Structure action is available only when the Work Order Task record is in Planning status.

1. **Open the appropriate CU Worksheet.**
2. **Select Add Structure from the Actions list.**
3. **Select the compatible structure you want to add.**
4. **Select a function, difficulty, quantity, and account treatment for the task.**

Quantity is the number of compatible structures you want to add. The number of compatible units on each structure is multiplied by the number of structures.

You must select an account treatment to determine if this is a capital, maintenance, or operations expense.

5. **Click the Next button.**

If the compatible structure selected contains compatible units with a function or difficulty that are different from those you select in this step, the system opens a list of those unmatched compatible units when you click the Next button. You can then decide if you want to include any of those compatible units, using their existing classifications.

The system opens either the Unmatched Compatible Unit screen or the Add Compatible Units screen.

If the Unmatched Compatible Units screen opens, check the Add box for any compatible units you want to include and click the Next button to open the Add Compatible Units screen.

On the Add Compatible Units from Compatible Structure screen, review the list of compatible units to verify that you want to add the compatible units in the quantities shown.

6. Uncheck the Add box for any compatible units you do not want to add to the CU Worksheet.

The system automatically checks the Add box for all items. You must remove the check the box if you decide not to include any of the compatible units listed.

7. Click the Next button.

The Confirm Compatible Units screen opens including the account function classification for each compatible unit to be added.

8. Adjust the compatible unit quantities if necessary.

The system supplies a quantity for each unit based on the number of units on the Compatible Structure record and the number of structures you selected in Step 4. If another quantity is required for the work being planned, you can enter a new quantity.

9. Click the Add button.

The system adds compatible units listed to the CU Worksheet for the task.

Adding Dependent Materials

Some materials required for compatible units may be dependent on other compatible units included on the CU Worksheet. For example, the size and length of the bolts used to mount a cross arm compatible unit on a transmission pole compatible unit may depend on the size or type of pole being used. These alternative materials are defined on the Dependent Materials view in the Compatible Units module.

Note: You must have the ADD DEPENDENT MATERIALS function in your responsibility profile to access this action.

You can select Add Dependent Materials from the Actions list to display a listing of dependent items associated with the compatible unit highlighted on the CU Worksheet. The CU Equipment Group and Size fields are used to link the materials.

The quantity shown reflects both the number of items on the compatible unit and the number of compatible units on the work order task.

When two compatible units are added to a work order plan, the process looks at the dependent materials and performs 2 validations:

- The system verifies whether or not there are any other compatible units on the work plan that have the same equipment group and size as the compatible unit being added. If there is a match, the related stock codes and quantities are added to the WO Task Material Worksheet.
- The system verifies whether or not there are any other compatible units on the work plan that have the same equipment group and size as the compatible unit being added, with a zero quantity. If there is a match, the related stock codes and quantities are added to the WO Task Material Worksheet.

Value Assets in Prior Year

This action becomes available when the work order is in Finished status. If you select this action from the actions list and the fixed asset batch job (sdbp_work_order.fixed_asset) runs, the system retrieves the accounting period based on the closed date on the work order. The year where the closed date falls is lessened by one (to derive the prior year), and this year is then used to determine which year to distribute direct and indirect overhead costs.

Planning Travel Time

You can plan travel time on the main Work Order Task record by selecting the Work Region where the work will be done and entering the number of Trips anticipated to and from the work site. The system uses this information, together with the travel time estimates your organization has entered in the Work Order Travel Time business rule, to account for travel time in the scheduling process.

When you plan labor for the task on the Labor Requirements view, the system completes the Total Travel column for each labor record by multiplying the number of people by the number of trips and the travel time. Since your organization uses compatible units, the system populates the Labor Requirements view when you change the work order status from Planning to Pending Approval or a higher status.

The system also makes the travel time and trip information available in the Task and Labor views in both of the scheduling modules and provides a Travel Time field in the Timekeeping module for recording the actual number of hours spent traveling.

How to Plan Travel Time for a Work Order Task

1. Open the appropriate work order

The work order must be in Planning status if you want the system to include travel in compatible unit cost estimates.

2. Open the appropriate Work Order Task record.

3. Select a Work Region where the work will be done.

When you select the Work region, the system supplies the default Travel Time from the Work Order Travel Time business rule.

4. Edit the Travel Time and Number of Trips as needed.

Both travel time and the number of trips reflect one-way travel. For a round trip with a travel time of each leg being one hour, for example, enter 1 in the Travel Time field and enter 2 in the Trips field. If you save the Task without entering the number of trips, the system automatically defaults the number of trips to 2.

5. Click Save.

When you plan labor for the task on the Labor Requirements view, the system calculates the Total Travel Hours for each labor record using the information you entered above.

If your organization uses compatible unit, the system populates the Items Worksheet, including travel time for all L type (labor) items when you add compatible units to the CU Worksheet. When you change the Work Order from Planning status to a higher status, the system populates the Labor Requirements view.

The system also makes the travel time and trip information available in the scheduling modules.

Summary

When the Work Order Task record status is changed from Planning to Pending Approval, Approved or Active; the system copies the Material, Labor and Other items on the Items

Worksheet to the Task's Material, Labor Requirements, and Other Requirements views, respectively. You can make subsequent changes on those views as needed but any such changes are not copied back to the items worksheet.

At the end of the year, batch processing allocates costs from the Overhead Regulatory Accounts to the related non-overhead accounts (Capital, Maintenance, Operations, Work In Progress) based on Overhead Class.

In addition to managing compatible units, you can also manage construction assets in the Work Order Task module.

By entering construction assets in the system, your organization has the ability to account for these assets when they are “handed over” as completed. These construction assets are then considered “fixed assets” and can be tracked and managed in the system as costs are accrued, and maintenance and operations work is completed. In particular, the system records cost accruals in the Fixed Asset view of the Regulatory Account module to support the reporting of these costs to regulatory agencies.

Chapter 6

Compatible Units for Conductors

Conductors tend to be booked as one fixed asset (alone or as part of a continuous property record), independent of the Compatible Unit quantity. This is different than poles or other devices that may have a fixed asset record for each item installed. Typically the system creates one construction asset for every CU quantity and the user must manually identify which fixed asset records will be used. If your organization uses conductors, the system can be configured to create only one construction asset record for a work order task regardless of the CU quantity, and calculate the conductor lengths.

The compatible unit quantity for conductors is dependent upon the phase of the installation - a single phase installation only requires one span of conductor, while a three phase installation requires three spans of conductor. The system automatically determines the appropriate CU quantity for conductors based on the length of run and the phase.

Setting up a Compatible Unit for a conductor and planning it on a work order requires the following steps:

1. [Set up a stock code with a conductor.](#)
2. [Add the stock code to a compatible unit and assign a quantity.](#)
3. [Add the compatible unit to a work order on the location worksheet.](#)

The following sections outline these steps in detail.

Setting up a Stock Code as a Conductor

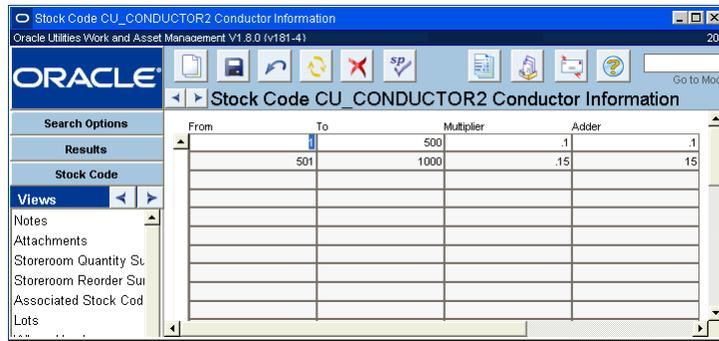
To define a Conductor, you must enter values in the Conductor Information view of the Catalog module.

The conductor information view is used to define a stock item as a conductor for use with compatible units.

The information entered in this screen defines the parameters for determining additional conductor length for slack based on the distance between two attachment points. The CU quantity and items quantity is automatically calculated for the stock item using the distance entered on work documents (Work Designs and Work Order CU Location) and the information entered here.

From and To represent the starting and ending point values of the stock code length to apply the calculation to based on the “Distance” defined on the work document. The Multiplier and Adder represent a number to be multiplied and added to the stock code length that falls on or

between the From and To values.

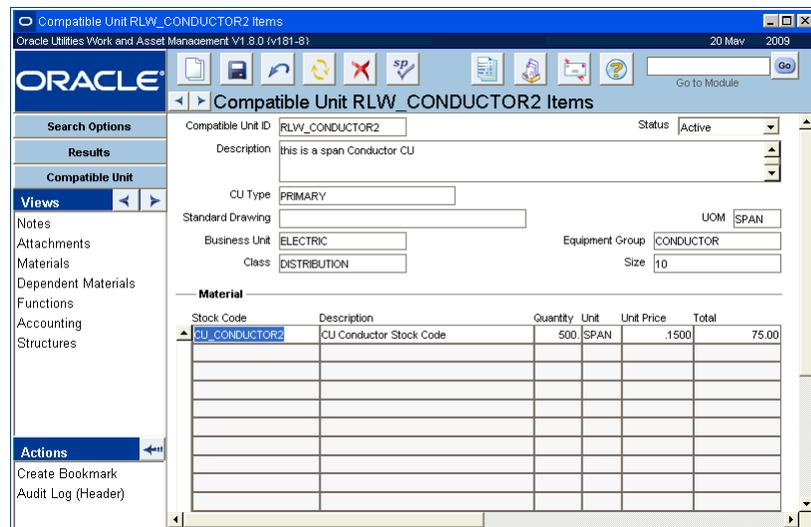


Conductor Information view Catalog module

Note: Slack is not factored into the calculation if the Underground check box is checked when the item is added to the CU Location (Detail) view on the work record.

Adding the Stock Code to a Compatible Unit

Create a new compatible unit or add the conductor to an existing compatible unit in the Compatible Units module Materials view.

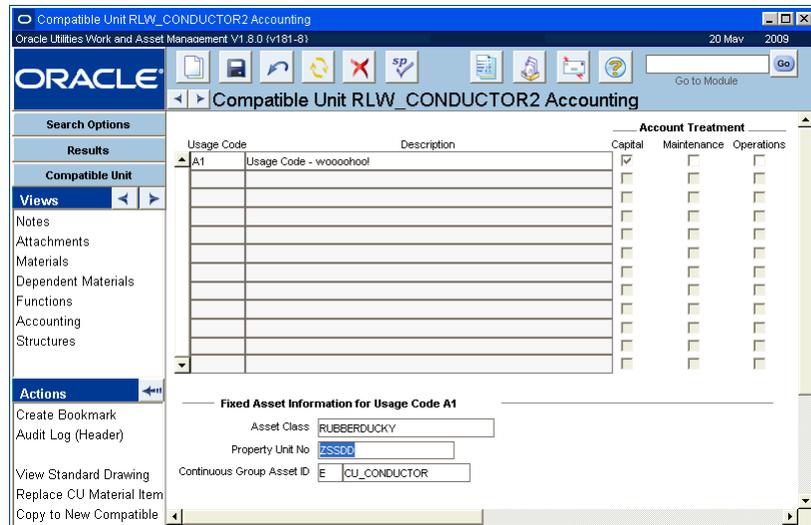


Conductor Stock Code added to Compatible Unit Materials

Make sure that the Function and Accounting views are configured properly. The compatible unit must reference a capital account treatment, property unit, asset class, and a group asset in the Accounting view. It must also have a property type indicated in the CU Type field on the header.

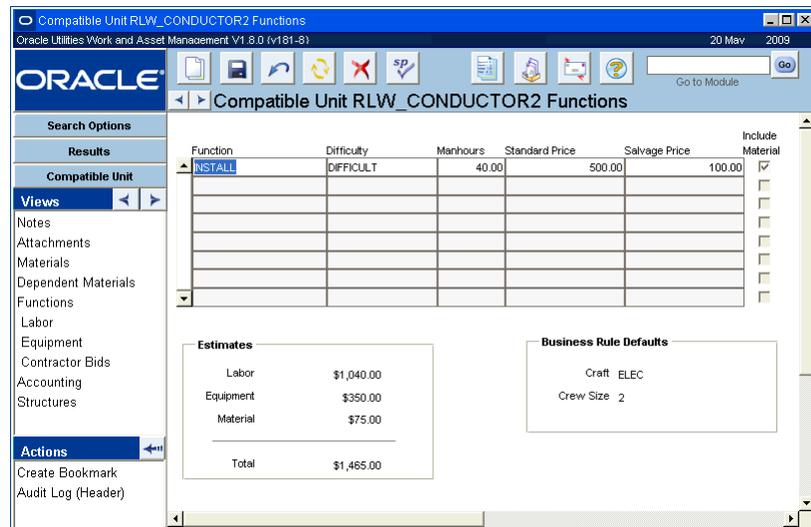
You can only enter one conductor type stock code on the compatible unit.

Note: Referencing a group asset defines the compatible unit as a continuous group asset for construction.



Conductor Stock Code Settings on Compatible Unit Accounting view

Make sure that the Include Material box is checked in the Functions view.



Conductor Stock Code Settings on Compatible Unit Functions view

Adding the Compatible Unit to a Work Order

Once you have a stock code defined as a conductor that is added to a compatible unit it can be added to a work order and the system will automatically calculate the compatible unit quantity for the conductor.

The process for adding the compatible unit to a work order is the same as the process when you are adding any compatible unit. The only difference is that you will see calculations.

How to Add a Conductor Compatible Unit to a Work Order

1. Create a new work order.
2. Select CU worksheet from the views list and add the CU that contains the conductor.

Make sure that the Compatible Unit record is in Active status.

3. **Open the CU Location (Details) screen and fill in the location, description, distance between locations and units.**

Make sure that the unit of measure (UOM) for the distance is the same as the UOM indicated for the conductor.

4. **Open the Location Worksheet.**

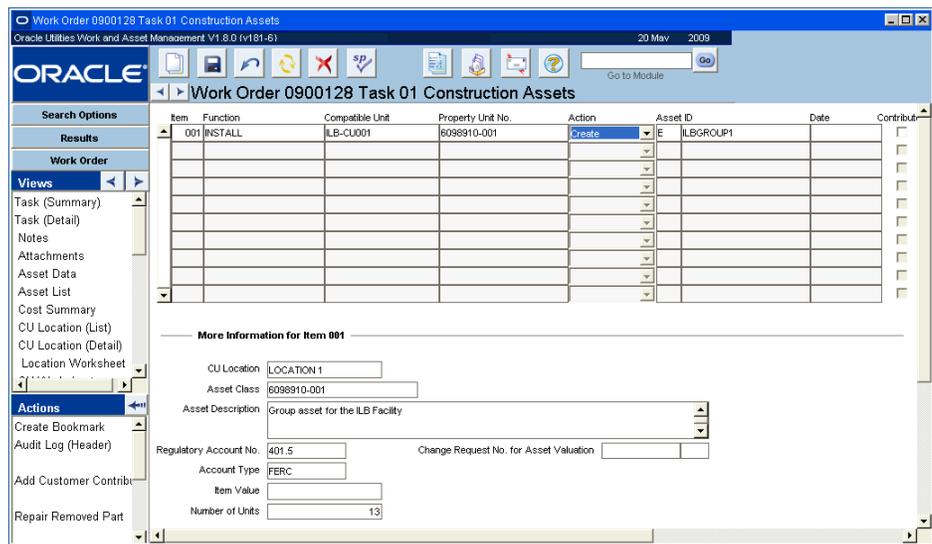
5. **Enter the compatible unit which contains the conductor.**

The system recognizes that the compatible unit includes a conductor material item and calculates and populates the compatible unit quantity based on the distance between locations and the algorithm defined for the conductor span length.

6. **Enter the number of runs, function, difficulty, usage code and account treatment of capital.**

No. of Runs represents the number of conductors being installed. Generally there would be three; hot, ground and neutral.

The system populates the Items Worksheet based on the compatible unit and compatible unit quantity. The system also recognizes the compatible unit as a continuous group asset and populates the Construction Assets view with one record for the construction asset with the number of units equal to the compatible unit quantity.



Construction Assets view with Fields Populated to Reflect Conductor values

The system sets the Action for the construction asset to Create or Retire based on the CU function category defined in the Compatible Unit Functions business rule, and populates the Asset ID of the construction asset with the continuous group Asset ID defined in the CU Accounting screen.

You can refer to the CU Worksheet to see how the CU Quantity is calculated.

Calculation Used to Determine the Compatible Unit Quantity for the Conductor

The following calculation is used:

$$CU\ qty = \left(\frac{Distance + Slack}{CU\ Item\ Qty} \right) * No.\ of\ Conductors$$

Example: CU Setup as “Linear Feet”

CU UOM:	LF
CU Item Qty & UOM:	1 LF
Settings from catalog component data:	Multiplier of 0.10 and adder of 20.
Distance on CU Location Detail:	1000 LF
No. of Conductors on CU Location Detail:	3
Slack:	$(1000 * 0.1) + 20 = 120$ LF
CU quantity:	$((1000 + 120) / 1) * 3 = 3360$ LF

Note: Slack is not factored into the calculation if the Underground check box is checked on the CU Location (Detail) view.

Cue Cards

Overview

Regulatory Account

- [How to Create a Regulatory Account Record](#)
- [How to Allocate Overhead Costs to Non-Overhead Regulatory Accounts](#)
- [How to Set Up Regulatory Accounting for a Compatible Unit](#)

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Chapter 1

Overview

Your organization's maintenance work is requested, planned, recorded and processed in the Maintenance subsystem. As maintenance efforts create demand for parts, the system uses this information to help with inventory control. Information from this subsystem can be used to track downtime and asset reliability, optimize work schedules and more.

The Maintenance subsystem is the primary user of information established in the Resource subsystem, including information about assets, stock items, employees and accounts. It also channels information to the Inventory and Purchasing subsystems by placing demand for parts.

The Maintenance subsystem allows work to be tracked through all stages of a project; from the initial observation of a problem and the resulting Work Request, through the initiation and approval of the Work Order and the completion of each Work Order Task. It also allows you to plan Preventative Maintenance that occurs in cycles, and helps you plan ahead for parts and labor requirements to so that you can streamline your maintenance operations.

Work Management

Work management is the process by which work orders are entered, approved and activated, work is performed and then work is finished and closed. While the work is being performed, materials and labor costs are charged against the work order. All work order information gathered by the system can then be reviewed to help improve your business's work practices.

As time progresses and the number of work orders generated grows, you can begin to streamline and improve work management practices. Using the work order information captured by the application, your business can migrate gradually from reactive maintenance to preventive maintenance and ultimately to predictive maintenance; from unplanned work to pre-planned and reusable work.

The following sections discuss the stages involved in completing work:

Identifying Work

Create a work request specifying the asset to be worked on and including a complete and accurate description of the work to be performed.

Requesting Work

Typically, work requests can be created by anyone with access to the application. They are simply a vehicle to request that work be performed. Only authorized users can migrate a work request to a work order.

Any user granted proper authority can skip the work request process and create work orders directly in the Work Order module.

Approving Work

Before generating a work order, research the issue fully. Access asset information to determine work history and review asset failure information if applicable. Look for an open work order already written for the requested work or for related work that can be added to. Finally, check to see if a PM master (preventive maintenance work order) is due to cycle and accelerate the cycle date if appropriate.

Planning Work

Planning work requires a good amount of thought and time. A planner should consider the number and sequence of tasks necessary, the material and labor requirements, and other related details and attachments for each task. Unplanned work requires entry and execution of a work order. Foregoing planning is effective when the task to be completed is straightforward and does not involve many details.

Steps in Planning a Work Order

The details of a work plan can be entered in the Work Order module and/or the Work Order Task module. However, before planning in the system, you must give some thought to the following:

- How many separate tasks should be defined to complete the job?
- What are the materials and service requirements for each task?
- What labor requirements exist for each task?
- Does this task involve compatible units?
- Are there any permits required for any of the tasks?
- What attachments and/or notes should be linked for each task?
- Should service history information be captured for each task?

Please refer to the user guide chapter on the Work Order Task module for more information on how to complete these areas of the work order. If you also need to work with Compatible Units, please reference the Compatible Units user guide.

Advantages of Planned Work

There is always an appropriate time for unplanned work as well as planned work. Consider time constraints and the information that needs to be gathered, then use your own discretion.

Accuracy: Thorough work plans facilitate work accuracy by providing the work performers with specific instructions and all underlying information required to perform the job at hand. Breaking down the work into logical tasks, identifying the material and labor requirements for each task, and providing all related detail information simplifies the performer's job and decreases the likelihood of error.

Cost Monitoring: Accurately planned material, service and labor requirements for work establishes total work cost estimates. These estimates may then be monitored as the work is performed and compared with the actual costs as they are incurred.

Please refer to Benchmarking chapter for more information.

Reuse and Refinement: Accurately planned work orders can be used as a template to generate new work orders. Create a benchmark work order from a well-planned work order to use again and again when generating new work orders for the same type of work. Any closed work order that has been moved to the History Work Order module can be used as a template as well, copying all information (with the exception of actual costs incurred) into a new work order.

Cost Savings: Work planning contributes to cost savings in a number of ways. By providing detailed information regarding the work, planned work facilitates work accuracy and decreases the likelihood of follow-up work. Detailed material cost and labor projections provide awareness

of expected costs and facilitate preparation for absorbing the costs. Finally, reusing work plans via benchmark work orders or history work orders reduces the overall costs associated with planning work.

Disadvantages of Planning Work

Time and Effort: The only disadvantage associated with planning work involves the time and effort required to build accurate work plans. Significant time and effort may be involved in researching the type of work and coordinating with coworkers to identify the necessary tasks and corresponding material, service, and labor requirements. Furthermore, if the work has been benchmarked, additional time is required to maintain the benchmark work plans for improved and accurate future use.

Advantages of Unplanned Work

- Entering an unplanned work order into the system involves very little effort.
- Unplanned work simplifies small, uncomplicated, and/or one-time jobs.

Disadvantages of Unplanned Work

- Little or no instruction is available to the person performing the work.
- Unplanned work does not lend itself to reuse.
- Only actual costs are available for analysis.
- Often detailed work history information is not required and therefore, not gathered and entered into the system.

Performing Work

After work has been identified, a work request has been submitted and approved, and you have planned the work (or decided not to plan) it is time to initiate a work order.

Generating Work Orders

Work orders can be generated in a variety of ways from a variety of sources:

- Migrating a work request to a work order
- Entering a work order directly into the Work Order module
- Using a benchmark work order as a template
- Cycling a PM master (using a benchmark work order to define the work)
- Using a history work order as a template
- Selecting Create Emergency Work Order from the home page

Part of performing work may include pre-planning work requirements (the identification of one or many work order tasks the work element of the work order (dividing the job into logical work pieces), material requirements (from inventory and direct purchases), labor requirements, and attachments (such as documents, procedures, specifications, and permits). While the work is being performed, you can also gather service history information. You can also choose to schedule work on a daily schedule, weekly forecast, or both. Finally, when the work is finished, assure proper maintenance with inspection and reporting of the work performed.

Closing Work

Once the work is completed (all tasks are finished), enter closeout information including failure, downtime, and repair information into the system at the task and work order levels. Review the work order details and if necessary, update related records such as Bills of Materials, Specifications, and Procedures.

Managing Costs

As work is performed employees need to log the time that they work against the work order. This is completed in the Timekeeping module under Employee Timekeeping. When the work is finished the system posts all of the accumulated costs including parts, labor, and other expenditures to the appropriate charge accounts throughout the system.

Setting Up Work for Reuse

Once a work order has been entered into the system, it may be reused later as a template for new work. Generate a benchmark work order from an existing work order or enter a new one directly into the Benchmark Work Order module for use as a template. You may also use a history work order to generate a new work order and change specific information as required. (See the section on Benchmarking for more information.)

Setting Up Maintenance Practices

Once regular work is identified, it is beneficial to generate a PM master based on a benchmark work order to cycle the work for regular completion. This preventative measure can help to prevent future equipment failure.

Reactive, Preventive, and Predictive Maintenance

These three types of maintenance practices each have an appropriate time and place to be used. You can begin with reactive maintenance practices and gradually work your way into preventive practices. As you continue to use the system and capture work information, the data can be used to facilitate predictive maintenance practices.

Reactive Maintenance - Reactive maintenance is work performed in response to an immediate breakdown. With reactive maintenance, no time is spent preparing work orders before the work is required; however, there is also no indication of future workload. More importantly, the cost of the work may be significantly higher than it would have been if preventive actions were taken before the equipment failed.

Preventive Maintenance - Preventive maintenance is work that is routinely performed to prevent asset failure. While unforeseeable failures cannot be eliminated; overall failures, downtime, and maintenance costs can be significantly reduced by enacting preventative maintenance measures. Small-scale cyclical work is defined and controlled using PM routes. Large-scale cyclical work is defined and controlled using PM masters. Preventive maintenance is performed on a routine basis (dependent on dates, run-time information such as readings taken from assets), or events (shutdowns, turnarounds, etc.) and requires the use of a benchmark work order that stores detailed, pre-planned work requirements. The system determines when the work is due based on the cycling information entered, and generates a new preventive maintenance work order using the referenced benchmark as a template. This way, when the PM work cycles and the system generates a work order, the work has already been planned and is ready to go.

Predictive Maintenance - Predictive maintenance is the art of estimating when a specific asset will fail and then performing the work just in time to prevent failure. Not appropriate for all work, predictive maintenance requires regular asset work history analysis to reduce the possibility of error when estimating time of failure.

The overhaul or replacement of a failed engine that could have been prevented with regular servicing exemplifies the poor use of reactive maintenance. Alternatively, replacing a burned out light bulb in a room is more appropriately handled by reactive maintenance, not preventive maintenance.

The system allows you to gather information required for predicting asset failure. This information can be imported into other tools for advanced analysis and prediction.

Cyclical Work

Cyclical Work is work performed on a regular, repeating, or periodic basis. The nature and duration of the work may vary but the underlying requirement is that the work is performed on a routine basis. The scope of cyclical work may be as large as overhauling a turbine or as small as lubricating a valve.

Note: Once you understand the concept of cyclical work you can move on to create PM routes and PM masters, as well as learn how to associate the two for further work management functionality.

There are two classifications of cyclical work:

- Small-scale cyclical work does not necessarily require the use of a work order.
- Large-scale cyclical work requires the use of a work order for documenting authorization and approvals, pre-planning the job, tracking progress and costs, and closing out the work.

A PM (Preventive Maintenance) route is a work path that defines simple work to be performed on assets and components. Assets are described as stops along the work path.

The system has 3 modules associated with PM routes. Use the Plan PM Routes module to identify each asset along the route, describe the work, and define the work frequency. The Schedule PM Routes module is used to schedule the work. Work can then be displayed, updated, and printed in the Display Scheduled PM Route module.

An example where you would use a PM route would be to lubricate pieces of equipment. Such a task does not necessarily merit the use of a work order with a separate task for each asset requiring lubrication. Instead, you can establish a route to cover all of the lubricating, defining a separate stop for each asset. When the work described on the route report is complete, just update the individual stops as Finished or Missed and the system maintains a complete work history for each asset.

PM masters contain cycling information used by the system to periodically generate preventive maintenance work orders. When the PM cycles based on a predefined calendar basis, event, or asset reading, the system uses a benchmark work order to define the work. The benchmark contains the pre-planned labor requirements, material and service requirements, and related details to simplify the preventive maintenance work.

For example, large-scale cyclical work often requires more time and effort for a specific asset. It therefore must be defined and planned. Take advantage of the system's PM master processing by first generating a benchmark work order to define all of the requirements for overhauling the turbine. Then, define a PM so that the system knows when to generate a PM work order using the benchmark as a template.

Understanding the Critical Number

Over time, you may build many PM routes and PM masters. Since different assets and different jobs have varying cycling criteria (every 3 weeks, on the 6th of June each year, and so on), how do we know which job is more critical (with respect to time) and should be completed first?

The system automatically maintains a critical number indicating the relative lateness of work for each stop on a route and for each PM master. A critical number of 100 indicates that the work is due today. If the work is not performed when due, the critical number continues to grow at the cycling rate defined on the PM route or PM master.

In the system, assets are described as stops along the work path.

For more detailed information about how to build and use PM routes and PM masters, please refer to the PM Master and PM Routes chapters.

The critical number tells you how far overdue the job is.

For example, assume that a PM route for a simple asset inspection has been defined and is due to cycle every three weeks; however six weeks have passed and the inspection has not been finished. Since the work is overdue by two cycling periods, the critical number for the route stop reaches 200. When a job scheduled to cycle annually is three weeks overdue, the critical number will be only slightly over 100, indicating that the work is overdue by a little more than one cycling period.

Both PM route and PM master processing automatically maintain critical number information based upon when the work was last performed and when it is/was due. This information is very helpful when determining work backlog priorities.

The system maintains a complete work history for each asset identified in the Asset module. Whenever an asset ID is listed on a route, or referenced on a PM master, or work order, the system maintains the work history for future analysis.

Asset Work History

From the Asset record, select Work History from the Views list to see a listing of all Active, Finished or Closed Work Order records written against the displayed asset.

Open the Asset record in the Asset module of the Resource subsystem. From the Views list, select Work History, PM Schedule, and PM Routes to see all of the Active, Finished, or Closed work orders, active PMs, and scheduled route stops referencing the asset.

Asset Work History

PM Schedule

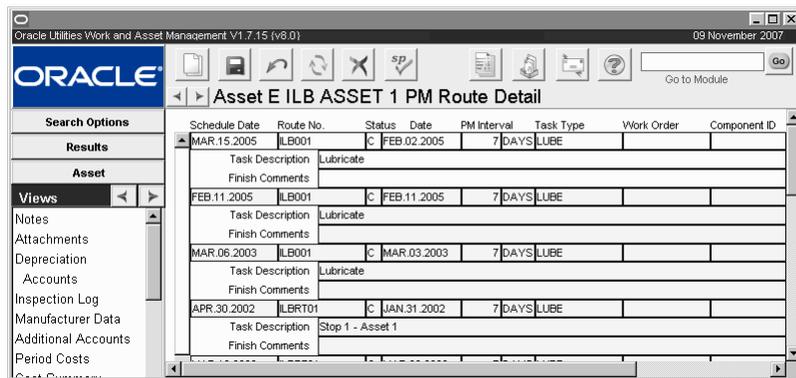
From the Asset record, select Maintenance PM Schedule from the Views list to see all active PM Master records that reference the asset. If a PM work order has been generated, but not completed, the Work Order ID displays. Otherwise, only the Next Scheduled Date is listed.

PM Schedule

PM Route

A similar PM Route Detail view in the Component ID module lists all scheduled PM Route stops referencing a particular component.

From the Asset record, select PM Routes from the Views list to see all scheduled route stops referencing the asset.



PM Route Detail

Approving Work Records

Please refer to the System Basics guide for more information on approval processing.

After a work request or work order has been created and supplemental information has been entered, the user entering the record (the requestor) must submit the record for review and approval. When the requestor sets the record status to Pending Approval and enters an approval route, the system sends alerts to the approval titles in the sequence that they appear on the approval route.

The system continues to process the route and enter decisions in the approval log until:

- An approver authorized to approve the dollar amount approves the record and all mandatory approvers have agreed or approved, or
- No approval titles remain on the route. In this case, the system sends an alert to the requestor who can review the approval log to see why the record was not approved. The requestor may then modify the record or select another route to approve the record.

After the record is approved, the work record can be completed as necessary and work can begin.

Reviewing Records for Approval

Record any changes that you make to the record in the Comments section of the approval log.

Before approving a work record, you should research the work described and verify the validity of the record. Work requirements for work requests and work orders should be looked at closely.

For example, if you are approving a work order you should ask yourself the following questions:

- Is this work already part of an active work order?
- Is the asset referenced due for preventive maintenance that covers the work requested?
- Can this work be added to an existing work order for the same asset?

PM Schedules

Select PM Schedule from the Views list to open the Asset PM Schedule window.

From the Asset module, you can make sure that the work requested is not the same as work due to cycle soon on a PM (preventive maintenance) work order. Select PM Schedule from the Views list to open the Asset PM Schedule window.

PM Schedule View in Asset Module.

The Asset PM Schedule view will only display information from PM Master records in Active status.

The Asset PM Schedule window lists all of the PM Master records that are in Active status and that reference the current asset. If a PM work order has been generated, but not finished, the Work Order ID displays. Otherwise, only the forecasting information for the next PM cycle displays.

This information is helpful when determining if a new work order should be created for work on the asset or an open or future PM work order could be used instead. The reverse situation may also apply. A regular work order can be used to satisfy a PM master that is scheduled to cycle soon. You can use a similar PM Schedule view in the Work Order module to credit the work order for work described on a PM master.

If you find an appropriate work order to add the work request to, make sure you take note of the Work Order ID so that you can reference it later.

Work Orders in Planning Status

Once you have researched the work history of the asset, look for existing work orders in Planning status for the asset. There may already be a work order for the requested work or a work order for similar work that the requisition could be added to as a separate task.

Select Work Order from the Maintenance subsystem. On the Work Order Search Options window, enter the Asset ID of the asset that you are researching and specify Planning as the status. Select Search from the Actions list to find the record.

If more than one record matches the selection criteria, the system opens the Search Results window. View the first record to review and, from there, use the Next Record icon to move to the next work order.

Once you have reviewed the records with the appropriate level of detail, you can approve, reject, or pass them on for further review.

Summary

Work management involves much more than simply writing and performing work orders. It includes making decisions regarding when to plan work, scheduling work, initiating unplanned work orders, creating and maintaining templated work, setting up and using PM masters for preventive maintenance, performing cost and asset performance analysis, and potentially much more.

You can complete any of the above mentioned tasks then use the information gathered later on to progress into preventive and ultimately predictive maintenance. As you begin using preventive maintenance practices, maintenance time and costs decrease, and the overall efforts spent building and maintaining PM masters and benchmarks are streamlined.

Please refer to the topics referenced to learn more about how to complete the steps in the work management cycle: preventative, and predictive maintenance respectively?

Identifying Work
Work Request

Closing Work
Work Order Task
Cost and Closeout

Planning Work
Work Order Task
Project/Subproject
Daily Schedule
Workweek Schedule
Schedule Plan

Managing Costs
Understanding Cost Types

Approving Work
Approvals

Reproducing Work
Benchmarking

Performing Work

Work Orders
Managing Crews
Working with Permits
Logging Time

Setting up Maintenance Practices

PM Masters
PM Routes
Associating PM Routes & PM Masters

Chapter 2

Work Request

The first step in beginning the process of completing work tasks that need to be performed within your organization is to initiate a Work Request in the Work Request module. Work Requests are used to request work or services to be performed and, when approved, become Maintenance Work Orders against which work is performed. If the work to be performed is of a critical nature, it is possible to enter a Work Order directly if you have the proper authorization.

Work Request Records

When you create a Work Order from a Work Request, the system transfers the Work Request information to the Work Order.

Work Request record

The following fields are included on Work Request records.

Request - The Work Request field is completed by the system and identifies the Work Request.

Type - The type field represents a way to classify Work Requests. Work Types include: Regular, Temporary Repair, Design Change.

If you create a Work Request in support of a Change Request, you must check the Change Request Required? indicator at the bottom of the window. You can also use the Design Change Type selection to indicate that the work supports a Change Request, in effect, directing other users to the Change Request section of the window. However, choosing this Type does not have any direct relationship to Change Request processing in the application.

Status - The Status field describes the current state of the Work Request. This field is also used to route the Work Request for approval as well as to approve or cancel the Work Order. Available statuses are:

Created

Pending Approval - An Approval Routing List must be selected before the system allows you to change the record status to Pending Approval.

Approved - When a Work Request is approved, the approver is only approving the work, not the dollar value of the request. The work costs are managed in the Work Order phase.

Work Order - Change the status to Work Order to create a work order from the work request. Users must have authority in the Work Request Authority business rule to make this status change. [Click here](#) for more information on creating a work order.

Rejected - If an approver rejects the Work Request, the system displays a box where the approver can enter a reason. Depending on settings in the Work Request Processing business rule, rejection reasons/comments might be selected from a code table.

The system then sends an alert to the initiator on the request to notify them that the request was rejected. The rejection reason is shown in the Approvals View of the Work Request record. This field is only shown if the Work Request record is in Rejected status.

The initiator can then make any necessary changes and try for approval again or leave the record in Rejected status.

The field next to the Status field is maintained by the system and represents the last date information was changed on the record.

Work Order - When you create a Work Order record from the Work Request record, the system enters the Work Order number in these fields.

Initiator - The Initiator field represents the person responsible for requesting the work.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Phone - The Phone field indicates the contact phone number for the Requestor and is provided by the system using the Employee module of the Resource subsystem when you select the requestor. You can change the information in this field before the record is saved.

Required By - The Required By field displays the date by which the work is to be completed.

Description - The Description field contains a general description of the requested work.

Asset - The first two Asset ID fields display the identification number for the asset on which the work is requested.

When these fields are completed, the system provides the Asset Description (the third field), Account Number, Priority, Crew Code and Backlog from the Asset record. If the asset has an associated Department and Area, the system also provides this information.

Component - If the work involves an installed component you can enter the Component ID from the associated list of values, which is controlled by the Component ID module of the Resource subsystem.

The list of values for this field behaves slightly differently from other lists of values depending on how much information you give the system. If you have provided an asset in the Asset ID field, the list only shows the components installed in the asset. If you have not provided an asset, the list shows all components.

If the Get Asset From Component ID option is set to YES in the Component Processing Business Rule and you select an installed component, the system fills in the fields for the asset. Also, if the Work Installed Without Asset option is set to YES, you can create a Work Order against an installed component without having to list the asset. However, the Get Asset From Component ID option overrides this second option because the Get Asset From Component ID option retrieves the asset information and removes the component information if you remove the Asset ID.

Failure Code - The Failure Code field indicates a suspected cause for the problem you are reporting.

Depending on how your organization has configured the system the list of values may only show Failure Codes that have been Associated with the chosen asset.

If you enter a failure code and select Find Duplicate Request or Work Order from the Actions list, the system searches for other Work Request and Work Order records that associate the given Asset ID and the given failure code. Then the system opens the Possible Duplicate Work Requests window so that you can check to make sure you are not creating duplicate work.

Department and Area - The Department and Area fields represent layers of the asset hierarchy and indicate where the work costs will roll up. If you supply an Asset ID, the system provides the associated Account Number, Department and Area from the Asset record in the Asset module of the Resource subsystem.

Account Number - The Account field represents where the charges for the work will roll up, unless the account is changed when the Work Order is produced. If you supply an Asset ID, the system provides the associated account number, department and area from the Asset record in the Asset module of the Resource subsystem. When only one account is associated with the asset the system automatically enters that account number in the Account field. When there are additional accounts for the asset, the system provides a list of values displaying all the accounts associated with the asset, so that you can select the appropriate one.

Build/Loc. and Position - These fields indicate exactly where the asset to be worked on can be found. When you select the Asset ID number, the system updates these fields from the Asset record.

Deficiency - The Deficiency field allows you to enter a number for a physical tag identifying the breakdown cause. This field is used only for informational purposes and does not affect the system elsewhere.

Initial WO Type - The Initial Work Order Type field determines the type of Work Order that will be created from the Work Request. Possible Work Orders types include Regular, Urgent, and Emergency.

Status - This Status field indicates the status of the Work Order will be created in.

Crew/Backlog - You can plan to assign a crew to do the work by entering a crew from the list of values, which is controlled by the Crew module in the Maintenance subsystem. This crew assignment can be changed on the Work order and individual Work Order Tasks.

Class/Catg. - The Class field contains a code to describe the type of work to be done. The Category field contains a second code to describe the type of work to be done. Both fields are on the Search Option panel and can be used for helping narrow a search when you are looking for Work Request records.

Planner - The planner field indicates the probable Planner responsible for planning the work if a Work Order is initiated. Planners are defined in the Planner Business Rule.

Priority - The Priority field is used to indicate the overall importance or criticality of the asset on which the work is to be done. The system supplies this information from the Asset record when you enter an Asset ID. The number in the Priority field is used at the Work Order Task level of the work Order to calculate the criticality of the task.

Downtime? - The Downtime check box indicates whether or not the work will require downtime for the asset.

Type - The Type field indicates the type of Downtime that will be involved. The Type field has an associated list of values that is controlled by Code Table 139.

Process, Maintenance Manager, Maintenance Approver, and Production Approver - These fields can be used to indicate the various approvers and managers for the Work Request.

Asset Activity Log ID - If the work request was created from an Asset Activity Log record, the system displays that record ID in this field.

Project - You can associate the Work Request with a Project / Subproject by entering an active Project / Subproject number into the Project / Subproject fields. Costs incurred against the resulting Work Order will be summed by batch processing to the selected Project / Subproject.

If you assign the Work Request to a project/subproject, the system provides the appropriate account number in the Account field.

The relationship between Backlog Group and Crew is defined in the Default Backlog Groups Business Rule.

Settings in the Criticality Override Business Rule determine whether or not user's can modify the criticality on work records that reference the asset. The Default Work Request Required Date Rule determines how the system calculates the Required date based on Priority.

When the work request is in Active status, you cannot update the Project / Subproject fields unless you have the appropriate responsibility function in your User Profile.

Settings in the Work Order Processing business rule determine whether or not project/subproject can be referenced on the work request.

Renewal Work - Place a Y in this field if the work requested will restore or replace the asset towards its original size, condition, or capacity. The default is N. The indicator cannot be changed if the work Request is in Work Order or Rejected status.

Note: The default for the Renewal Work field is No, however, if your organization generally performs Renewal Work on assets, and you would prefer that the default be Y, you can re-configure the default in the Modules Administration - Forms module.

Change Request Required and Change Request No. - If the Work Request is in support of a Change Request, you can enter Y and select a Change Request number and the system will carry this information over to the Work Order when it is produced. The system also records the information in the Where Used view of the Change Request module in the Resource subsystem. The list is controlled by the Change Request module and is limited to requests in Created, Pending Approval and Approved statuses.

The system lists all Work Requests associated with a Change Request on the appropriate record in the Where Used view of the Change Request module in the Resource subsystem.

Safety, ISO Related, Health, Environmental - These check boxes are checked by the system according to the settings on the record for the asset that is indicated in the Asset ID field. These check boxes allow users to easily recognize if any equipment on a Work Request has been identified as requiring special considerations for ISO, Safety, Environmental or Health reasons so that proper procedures, if necessary, are used in planning and working the job. These check boxes cannot be modified.

Run to Failure - Place a check next to Run to Failure to indicate that the Asset should be used until it dies. A good example of this concept is the use of a light bulb. This check box is for information only and does not include any business processing. It is, however, copied to work order tasks when the asset is populated on the task. Having the information available at the task level is useful for metrics, especially for comparing the number of failures when the Asset was on a preventive maintenance program and was not.

Report Codes - Report Codes allow you to place a variety of grouping codes on Work Requests so that later you can run reports against the Work Order Tasks, grouping or identifying them by the entered Report Code. A list of values (controlled by Code Tables 281 through 285 in the Administration subsystem) is associated with each Report Code field.

How to Create a Work Request

1. Open the Work Request module.

2. Click New.

The system creates a blank record in Created status.

3. Enter information as it is relevant to your organization.

The Type field (work type) and the initiator are defaulted in when the new record is created. These can be changed if needed. Other key fields to fill in would be the description and asset information if applicable.

Remember: Only the first few words of the Description field can be seen in other parts of the system (such as Search Options panels) so you should be concise and put key information at the beginning of the description.

4. Select the Initial Work Order Type from the drop-down menu.

Approved work requests create work orders; this selection determines what kind of Work Order record will be created by this work request.

5. **Enter the appropriate approval title in the Approval Route field.**
If your organization uses automated approval processing and you save the record with the Approval Route field left empty, the system uses the approver from either the Asset or the Account record referenced on the work request when you save the request. For more on this feature, see the sections on the Work Request Processing business rule, or the Asset and Account modules.
6. **Click Save.**
Once the record is saved, route it for approval by changing the status to Pending Approval.

How to Add a Work Request to an Existing Work Order

1. **Open the appropriate Work Request record.**
The Work Request module is in the Maintenance subsystem.
2. **Change the status to Work Order.**
The system opens the WO in Initial Work Order Status window.
3. **If you wish, choose a sort preference for the Work Order list of values.**
Choosing a sort preference can make it easier to find the work order you want to use. Selections in the upper part of the window determine if the list of values is sorted by Work Order Number or by Asset ID, or if the list is restricted to work orders for the Asset ID identified on the work request.
4. **Select a Work Order Number from the list of values.**
The list is controlled by the Work Order module and shows only those work orders in active status or lower.
5. **Click the Save icon.**
The system creates a new work order task based on the work request and records the work order number in Work Order field on the work request. The new task is added with the same status as the Work Order record.

How to Create a New Work Order from a Work Request

1. **Open the appropriate Work Request record.**
The Work Request module is in the Maintenance subsystem.
2. **Select Create Work Order from Request from the Actions list.**
You can also change the status to Work Order.

The system opens the WO in Initial Work Order Status window.
3. **Leave the Work Order Number field empty.**
The empty field tells the system to create a new work order.
4. **Check the Set New Work Order to Auto Close? Box if desired.**
Check this box to allow the system to automatically close the work order if it remains in FINISHED status for the number of days defined in the WO Aging business rule.
5. **Click the Save icon.**
The system creates a work order in planning status based on the work request, assigns a work order number and records the number in Work Order field on work request (as type R).

Work Request Views

In addition to standard notes, attachments, and approval views, the Work Request module includes the following:

Manufacturer Warranty

The Manufacturer Warranty displays warranty information for assets and components referenced by the work request. Each line identifies an asset or component, along with the associated warranty, including manufacturer, warranty ID and description, expiration date and status. You can use this information to identify work that may be under warranty.

Warranty information is entered and maintained in the Warranty module. When an asset that references a Warranty ID is entered on the work request, warranty information is automatically entered in this view.

Type	Asset ID	Comp ID	Mfr.	Description	Warranty ID
E	RVM_WARRANTY		ACME	ACME TRANSFORMER	0700000002
E	RVM_WARRANTY		CANCONV	CANADIAN CONVEYOR COMPANY	0700000009
E	RVM_WARRANTY		NONE	NONE	0700000010

Manufacturer Warranty view

Work Request Actions

In addition to standard bookmarking, saving, and printing actions the following actions can be completed from within the Work Request module.

Initiating a Work Order from a Work Request

In order to create a Work Order from a Work Request you can either change the record status to Work Order or you can select Create Work Order from Request from the Actions list. If you leave the work Order field blank the system creates a new Work Order. To add to an existing Work Order, select the appropriate Work Order from the list of values.

For new Work Orders, the system assigns a Work Order number and records the number in Work Order field on Work Request as type R.

Settings in the Work Request Authority business rule determine which users can create a work order from a work request.

Find Duplicate Work Requests or Work Orders

Creating multiple requests for the same work is inefficient and wastes resources. The system can help avoid duplication by checking for similar work based on asset ID and failure codes. If you enter a Failure Code on the Work Request header record and select Find Duplicate Request or Work Order from the Actions list, the system searches for other Work Request and Work Order records that associate the given Asset ID and the given failure Code. The system will then open the Possible Duplicate Work Requests window where you can check to make sure you are not creating duplicate work. The system does not, however, keep you from creating a duplicate request.

Go to Work Order

The Go To Work Order action displays on the Work Request Actions list when the Work Request is in Work Order status. Select this action to drill-down to the Fleet Work Order if the asset Type is 'V', or to the Work Order for all other asset types.

Chapter 3

Work Design

Regulated utilities often perform construction work which requires a design or estimation based on requirements indicated by the person or company for whom they are completing the work. The Work Design module allows for the creation of job estimates which can be reviewed and approved (outside of the application) without the creation of a work order. If multiple estimates are needed for a single job, the module can be used to create these estimates and compare them.

Work Design Records

The Work Design module supports a workflow to ensure that all necessary contributions, permits, and other preliminary requirements are accounted for before work begins. It also provides the option to use compatible units as the means to identify material, labor and equipment costs. Other costs, such as permit to excavate, right of way, and contractor bids can also be factored in and compared in one view.

If you prefer to enter all costs on one screen for a quick and simplified design, use the Design Estimate view to enter all costs then manipulate the values until an optimal estimate is achieved.

The screenshot displays the Oracle Work Design application window. The title bar reads "Work Design" and "Oracle Utilities Work and Asset Management V1.7.15 (v17152-4)". The date "23 January 2008" is shown in the top right. The Oracle logo is in the top left. The main window is titled "Work Design" and contains a form with the following sections:

- Search Options**
- Results**
- Work Design**
- Views**: A list of views including Notes, Attachments, Design Estimate, CU Summary, CU Discount Worksheet, Items Worksheet, Location (List), Location (Detail), Location Worksheet, and ROW Requirements.
- Actions**: A button for "Duplicate Last Record".
- Form Fields**:
 - Design No. (text box)
 - Status (dropdown menu, set to "Created")
 - Description (text area)
 - Designed By (text box, value: "IMANI BROWN")
 - Approval Route (text box)
 - Design Date (text box, value: "JAN 23, 2008")
 - Required Date (text box)
 - Contribution Type (text box)
 - Expiration Date (text box)
 - Contribution Amount (text box)
 - Paid
 - Map Reference No. (text box)
 - Phase (text box, value: "PHASE 1")
 - Project (text box)
 - Design Estimate: .00
 - Work Site**: Address, City/State, Work Region, Time, Trips.
 - Taxes**: State, Federal, Duty.
 - Contact Information**: Customer ID, Company Name, Contact Name, Work Phone, Ext, Home Phone, Mobile Phone.

Work Design record

The following fields are included on Work Design records.

Design No. - The unique identifier for the record can be created manually, or depending on your configuration settings, is auto-generated by the system when the record is saved.

Description - The Description field provides an area where you can freely enter free text to describe the work design.

Status - Valid statuses include Created, Pending Approval, Approved, Work Order, and Canceled.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Designed By & Design Date - These fields are automatically entered with the name of the user logged on to the system and the current system date. They can be changed if necessary.

Contribution Type, Contribution Amount and Paid Indicator - The contribution type code is defined by your organization to indicate the type of contribution made to aid in construction. Enter the dollar amount in the Contribution Amount field. Place a check in the Paid box when the contribution has been made.

Phase - Use phases to indicate the stage of the work design. Your organization defines phases in the Work Design Phase business rule.

Required & Expired Dates - Fill in these date fields to indicate when the work design needs to be completed, and when the design expires.

Map Reference No. - Use this field to input the map reference for the location of the construction project.

Project/ Subproject - Enter a project and subproject to associate with the design.

Design Estimate - The Design Estimate field shows the final estimated amount of the entire work design. You can modify this value by updating the Override fields in the Design Estimate view.

Work Site Information - Use the fields in the Work Site section to indicate the location of the construction site, and the work region if applicable. The Work Order Travel time business rule determines the default travel time associated to the region. This information can be used for timekeeping purposes or to simply track the time and number of trips estimated. These values become part of the estimate for labor costs displayed in the Design Estimates view.

Taxes - Use the tax fields to enter codes to indicate the taxes that apply to your project. The system uses these values to calculate the taxes in the Design Estimates view. Note that the label for the third tax field is defined in the PO Report Constants business rule by the Label_Duty_Tax rule key.

Contact Information - Enter the name, address, phone and other applicable information for the appropriate contact on the project. If there is a Customer record associated to the contact person, you can select a Customer ID from the list of values, and the remaining information is carried over from the Customer record. All of these fields can be modified if needed.

Work Design Views

In addition to standard notes, attachments, and approval views, the Work Design module includes the following:

Estimates Section

The estimate section consists of three columns: Designed, Override, and Final. The system compiles values taken from the other views and calculates the total costs for each category. The Override column can be used to enter a different value from what was calculated by the system and the updated totals are displayed in the Final column.

	Designed	Override	Final
Material	.00	<input type="text"/>	.00
Labor	20.00	<input type="text"/>	20.00
Equipment	1,480.00	<input type="text"/>	1,480.00
Other Cost	261.00	<input type="text"/>	261.00
Discount	.00	<input type="text"/>	.00
Standard Price Adjustment	.00	<input type="text"/>	.00
Subtotal	1,761.00		1,761.00
Contractor Amount	106,700.00		106,700.00
Subtotal with Contractor	108,461.00		108,461.00
State	.00	<input type="text"/>	.00
Federal	1,084.61	<input type="text"/>	1,084.61
Duty	54,230.50	<input type="text"/>	54,230.50
Estimated Total	163,776.11		163,776.11

Design Estimate view Estimates section

Material - The material total is derived from the total of all material type items entered in the Items Worksheet view. This value is also updated when any material type item is added, updated, or deleted from the Location Worksheet.

Labor - The labor total is derived from the total of all labor type items entered in the Items Worksheet view. This value is also updated when any labor type item is added, updated, or deleted from the Location Worksheet. Since this value also includes travel costs, it is updated if the Work Region, Travel Time, or Trips fields are modified on the header.

Equipment - The equipment total is derived from the total of all equipment type items entered in the Items Worksheet view. This value is also updated when any equipment type item is added, updated, or deleted from the Location Worksheet.

Other Costs - This is the sum of the values entered in the Other Costs section of the Design Estimate view.

Discount - The discount total is taken from the CU Discount Worksheet view. This value is updated if any related compatible units are updated on the Location Worksheet.

Standard Price Adjustment - This value is the sum of costs for all compatible units with the Standard check box marked. It does not include values from the contractor supplied section at the bottom of the screen. The value is recalculated if a compatible unit is added or modified on the location worksheet.

Contractor Amount - This contractor amount value is the total from the Contractor Supplied section at the lower portion of the screen. The value is only recalculated when that section is modified.

State, Federal, and Duty - These tax values are taken from the values entered on the header. They are updated or recalculated if the Subtotal with Contractor value is recalculated. If you enter override values for the tax fields then recalculate other values, the tax fields are cleared.

Estimated Total - Add the state, federal and duty to the subtotal with contractor amount.

Do not enter “0” in an override field unless you want the system to calculate an actual zero value. If you don’t want to override a value, simply leave the override field blank.

Override

Use the override column to manipulate the values in the calculated field. If the tax fields are not overridden then the system calculates the tax based on the final subtotal (in the Final column) using tax rates from the header. Otherwise if the override fields are populated, the final tax amount is displayed and the totals are calculated accordingly. If you enter “0” in an override field, the system calculates a zero value. If you do not want to override a value, simply leave the override field blank.

The screenshot shows the Oracle Work Design software interface. The main window title is "Work Design 0700001 Estimate". The table displays various cost categories and their calculated values. A red box highlights the "Override" column, which contains empty input fields for each row.

	Designed	Override	Final
Material	.00		.00
Labor	20.00		20.00
Equipment	1,480.00		1,480.00
Other Cost	261.00		261.00
Discount	.00		.00
Standard Price Adjustment	.00		.00
Subtotal	1,761.00		1,761.00
Contractor Amount	106,700.00		106,700.00
Subtotal with Contractor	108,461.00		108,461.00
State	.00		.00
Federal	1,084.61		1,084.61
Duty	54,230.50		54,230.50
Estimated Total	163,776.11		163,776.11

Override column

Other Costs

Enter costs that fall outside of the other predefined categories in this section. You can also use the Other Costs section to enter costs from predefined categories when you want to create a quick estimate without filling in all of the views in the module. The final total is reflected in the Estimates section next to Other Cost, and can be overwritten as needed.

Contractor Supplied Section

You can use the Contractor Supplied section to enter costs when you want to create a quick estimate without filling in all of the views in the module. The final total is reflected in the Estimates section next to Contractor Amount, and can be overwritten as needed.

The screenshot shows the "Contractor Supplied" section of the Design Estimates view. It is a table with columns for CU No., Function, Difficulty, Contractor, Description, Bid Amount, Material, and Labor. The first row is populated with data.

CU No.	Function	Difficulty	Contractor	Description	Bid Amount	Material	Labor
RLW_POLE6	INSTALL	DIFFICULT	RLW_GRAINGER	P-town Branch	12,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
					Contractor Total:	12,500.00	

Contractor Supplied section of Design Estimates view

If a compatible unit is filled in and the Material or Labor check boxes are checked, the same compatible unit will not be factored into the total where it appears on a location or items worksheet (i.e. the system does not count the compatible unit twice). If a compatible unit is not entered, these check boxes are for information only.

Contractor ID and bid amounts are required. The list of values for the Contractor ID shows all vendors in Active status with “Contractor” as a Characteristic type in the Characteristics view of

the Vendor module. If there is an existing bid indicated on the compatible unit record, the value is brought over. This can be changed if needed. The list of values for the Compatible Unit field shows all unique compatible units in all location worksheets.

CU Summary

Select CU Summary from the Views list to display a list of all unique compatible units in the work design. The quantity associated to each compatible unit is categorized as either new, retire or existing based on how the compatible unit is defined in the Compatible Unit Function business rule.

A compatible unit can only appear once in the list, but it can have values in more than one of the quantity columns.

Compatible Unit	Quantity		
	New	Retire	Existing
RLW_POLE1	1	0	0

CU Summary view

CU Discount Worksheet

This screen displays all compatible units from the location worksheets in the work design. The compatible unit function and difficulty are also included. You can use the Discount % column to enter discount values as they apply. When you enter a discount percentage or a discount amount, the system calculates the other value and the total discounted price. When the worksheet is saved, the system copies the discount total on the CU Worksheet and displays an asterisk next to Discount Worksheet in the Views list.

The estimate amount is derived from the average unit price of the stock code across all storerooms where the stock code is active. Since the estimates shown in the Design Estimate view and the Items Worksheet view are based on the average unit price for the stock code in one storeroom, the amounts will most likely differ between the views.

Compatible Unit	Description	Function	Difficulty	Estimate	Discount %	Discount	Total
AWW10S32	Crossarm, Wood 10' w/ steel	REMOVE	NORMAL	296.00	.00	.00	296.00
CU000000000001	This is a description for the	INSTALL	DIFFICULT	7,452.80	.00	.00	7,452.80
CU0000000000013	This is a compatible unit	INSTALL	DIFFICULT	7,511.59	.00	.00	7,511.59
INS10A	Insulator w/ Clamo. #6-1.0	REMOVE	NORMAL	592.00	.00	.00	592.00
PWS03	Pole, Wood 50' Class 3	REMOVE	NORMAL	296.00	.00	.00	296.00
QBP_CU_TRANSFORM	CU Transformer	INSTALL	NORMAL	11,683,000.00	.00	.00	11,683,000.00
WZACSR	Wire, #2 6ft ACSR Sparrow	INSTALL	NORMAL	.53	.00	.00	.53
Totals:				11,742,670.10		-1,993.25	11,740,676.85

CU Discount Worksheet view

Items Worksheet

The Items Worksheet view shows all of the items from all location worksheets in the work design. You can use this worksheet as a single point of entry for the material, labor, and other resources required to complete the design.

Type	Item ID	Store	Description	Quantity	Duration	UOM	Unit Price	Total	
	ELEC		Electrician	3	44,686.28	HOUR	11.0300	1,478,688.01	
M	442030	ANA	Wire, #2 6/1 ACSR Automatic	1		LF	.1500	.15	
M	CU_BOLTS	CUS	Compatible Units - Cross Arm bolts	160		EA	.2500	40.00	
M	CU_BOLTS2	CUS	Compatible Units - Cross Arm bolts 2	50		EA	1.1500	57.50	
M	CU_CONCRETE	CUS	Compatible Units - Pole Concrete	70		BG	15.0000	1,050.00	
M	RLV_INVENTORY1		Inventory Stock Code Non-Lot /	46		EA		.00	
O	COMPRESSOR		This is a really big compressor that blows lots of	1	64.00	HOUR	35.0000	2,240.00	
O	CRANE HR		An hourly charge for a crane to get a lift from.	1	240.00	HOUR	50.1200	12,028.80	
O	OPEN		For whatever you want it to be...	2	21.00	NONE		.00	
O	TOW HR		This will tow a long way baby!	1	96.00	HOUR	10.0000	960.00	
O	TRUCK		This is a truck with 4 wheels	1	133,892.01	HOUR	12.5000	1,674,900.13	
								Items Total	9,920,793.08
								Travel	132.36
								Total	9,920,925.44

Items Worksheet view

The system automatically populates the Items Worksheet view when you add Compatible Unit records to the CU Worksheet, but you can add new items and change any of the default items as necessary.

If compatible units are added to the CU Worksheet that result in a duplication of material, labor or other items on the Items Worksheet, the system increases the quantity or duration. For example, if two compatible units each require the use of a crane for 4 hours, the Items Worksheet will show that one crane is required for 8 hours. If you want to resolve the duplication in some other way, you can edit the Items Worksheet accordingly.

Location

Use the Location (List) view to review all of the locations defined for the work design.

Location	Description	Source
LOCATION1	this is a description	
LOCATION2		
LOCATION3		

Work Order	Task	Description	Status	Phase
00400146	01	WORK ORDER FOR WORK DESIGN 0700010	PLANNING	WORK STARTED

Location List view

After a work order has been created from the work design, this view also shows a summary of the work orders that were created for each location along with the current work order status and phase.

Highlight a location then select Location (Detail) from the views list for more in depth information about each location.

Location: LOCATION 2 Structure Type: Back Span

Description: It's a back span...really far, far away

Source: LOCATION1 Latitude: NW

Distance: 75 FT Longitude: NE

Overhead

Underground

Location Detail view

Location and Structure Type - A one word description or name identifies the location. The structure type provides additional identifying information.

Description - Enter a description of the location in this field.

Source - The source field provides a list of all locations already identified in work design. You can select one of these, or enter a new value to identify the location source.

Distance and Distance Units - Enter the number describing a dimension for the location and units, if applicable.

Latitude and Longitude - Use these fields to indicate the latitude and longitude position of the location.

Work Design ROW Requirements

ROW stands for “Right of Way” and is an industry standard to indicate how construction should conform to codes and parameters. The ROW Requirements view allows you to create classifications of type, category, and location, then list specific requirements for that classification. The location column only shows the locations that are already included on the work design.

Enter requirements with unique type/category combinations as appropriate. You cannot enter multiple records with the same type and category even if the locations are different. If you need additional classifications, use the Specification module to define additional type/category combinations.

The screenshot shows the Oracle Work Design ROW Requirements view. The window title is "Work Design 0700002 ROW Requirements" and the date is "23 August 2007". The interface includes a search options section, a results table, and a details section for a specific specification.

Type	Category	Location
SERV_HIST	STBYGEN	

Details for Specification **SERV_HIST** **STBYGEN**

Seq	Specification Attribute	Specification Value
1	the attribute	
2	the second attribute	
3	the third attribute	
4	the forth attribute	
5	the fifth attribute	

ROW Requirements view

Permits

Select Permits from the Views list to include permit requirements for the work design.

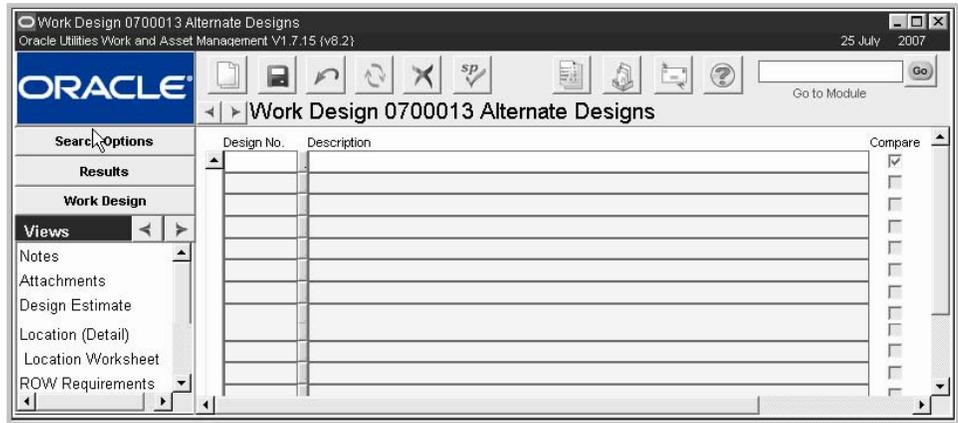
Enter the permit type, permit number, acquired date and Template ID to record the permit requirement. The Type and Template ID are validated fields with values created and managed in the Permit Templates module.

The system adds an asterisk(*) next to the view name when permit requirements have been entered. Permits cannot be added after the record is in Approved status or above.

Alternate Designs

The Alternate Designs view provides a means to list and cross reference other designs that are related to the same project. An asterisk is displayed next to the view name in the Views list if alternate designs are present. The Design No. field shows work designs in all statuses except Canceled.

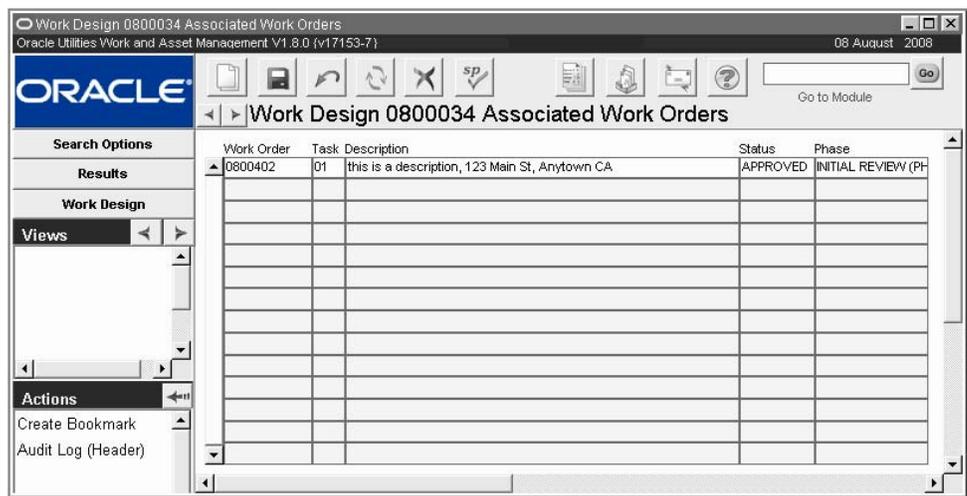
Place a check in the compare box to print the design along with the package when the work design is printed.



Alternate Designs view

Associated Work Orders

Select Associated Work Orders from the Views list to review the work orders that have been created from the work design. The current status and phase of the task and included and the system updates these values here when they are changed on the task.



Associated Work Orders view

Work Design Actions

In addition to standard actions, the following can be completed from within the Work Design module.

Update Pricing

Select Update Pricing from the actions list to update the pricing of all material, labor, and equipment items based on updated unit price values that have been modified elsewhere in the system. The travel cost is also updated if factors based on the updates are included in the travel cost. Total costs in the Items Worksheet view and in the Design Estimate view are affected.

Create Work Order from Work Design

A common business practice is to create multiple work designs for the same job for cost estimate comparison purposes. Once it is determined which design to proceed with, a work order can be created from the work design to manage the process of completing the work. Users with the appropriate responsibility added to their user profile have access to actions allowing them to create a new work order or add to an existing work order based on the work design.

Restrictions

Only Regular type work orders can have tasks added based on the work design.

Processing

When a new Work Order record is created from a Work Design record, all notes and selected attachments, locations, compatible units, construction assets for each capital compatible unit, discount records, permit requirements and worksheet items are copied to a new work order on task 01. If any worksheet items already existed on the work order task, the system adds the quantity and duration to the existing record. The system also calculates and inserts records for regulatory accounting splits.

The originating work design number is indicated on the task location record.

Once the wizard is complete and a work order has been created the system changes the Work Design record to Work Order status.

Task Material Records

A task material record is created for each record in the Other Costs section of the Design Estimate view, and any contractors listed are added to the Task Contractor Supplied view on the work order task. If the contractor is not associated to a compatible unit, the system creates a task material record for the contractor.

ROW Requirements

ROW requirements are copied to the Task Service History view. If the location associated to a ROW requirement was not selected, the ROW requirement is also not copied to the work order.

How to Create a Work Order from a Work Design

1. **Open a work design in Active status.**
2. **Select Create WO from Work Design from the Actions list.**

The system opens a wizard to walk you through the process of creating the work order.
3. **Enter a Description for the work order, and other information as appropriate.**

The fields are the same as the fields that you will find on the work order screen.
4. **Click Next.**

A listing of locations and compatible units included on the Work Design is displayed for review.
5. **Place a check next to each location and compatible unit that should be included on the work order.**

If the location associated to a ROW requirement is not selected, the ROW requirement is also not copied to the work order.

6. **Click Next.**
7. **Select additional items to include from the Items Worksheet.**
8. **Click Finish.**

The system confirms the work order number created. Here you have the option of navigating to the new work order, return to the originating Work Design record by clicking Close, or to restart the wizard by clicking Start Again.

Chapter 4

Work Order

You can enter, review and maintain Work Order information in the Work Order module. Work Orders can be generated by Work Requests, PM Masters, Benchmarks, Historical Work Orders, or are entered directly. General information about the work is maintained at the Work Order header (such as work description, the asset to be worked on, and cost information).

Work Order Records

The system automatically creates a Work Order Task record based on the Work Order header record. You can add additional Tasks for more complex Work Orders. For example, a Work Order to repair the engine of a large vehicle could be broken down into several tasks, including: pulling the engine, replacing plugs, checking valves, etc. One task can apply to [multiple assets](#).

Time and materials are planned and charged against the Work Order Tasks. You can choose to plan the work before activating a Work Order or you can activate the Work Order and have the system maintain labor, stores and direct purchase information as charges are applied to the Work Order.

Work Order record

Note: Work on some assets may require specific permits. These permits are created and maintained in the Permit Templates and Permits modules of the Maintenance subsystem. Once a Permit Template is created and associated with an Asset record, any work order tasks for that Asset will be flagged with Permit near the top of the window. This flags the planners for the

work order task that they need to create a Permit record to ensure that the permit requirements are met for the work.

The following fields are included:

Work Order - The system automatically assigns a Work Order number when the record is saved. The first field classifies the Work Order with a letter such as “R” for repair or “E” for emergency. The second field is a unique identifying number.

For work Orders other than “P” and “S” types, you can update the Work Order type if you have the appropriate responsibility function in your user profile and the Work Order is not in Finished or Closed status.

Status - The Status field describes the current state of the Work Order. This field is also used to route the Work Order for approval as well as to approve or cancel the Work Order. Available statuses are: Planning, Pending Approval, Approved, Waiting Activation, Active, Finished, Closed, Rejected, and Canceled.

The Updated field is maintained by the system and represents the last date information was changed on the record.

Please refer to the section titled [Work Order Status Change Conditions](#) for more detailed information.

Rejected Status - If an approver rejects a work order, the system displays a box where the approver can enter a reason. After a work order is rejected, the system sends an alert to the initiator on the request to notify them that the request was rejected. The rejection reason is shown in the Approvals View of the Work Order record. This field is only shown if the Work Order record is in Rejected status. The initiator can then make any necessary changes and try for approval again or leave the record in Rejected status.

Description - The Description field contains a general description of the ordered work. You can enter as much text as you need. If you need a larger description area, or need a wider area to get columns of text to align, you can double-click the Description field to open the Editor window, which can be sized to meet your needs. The Editor window also includes a Search button that can be useful for finding specific text in a long note.

Class - The Class field contains a code to describe the type of work to be done. The field is controlled by a code table. Since it is available on the Search Options screen, it can be useful when searching for particular Work Order records.

Category - The Category field contains a second code to describe the type of work to be done. The field is controlled by a code table. The Class and Category fields can be used together to give a more complete way of labeling work. Since both fields are available on the Search Options screen, they can be useful when searching for Work Order records.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Requestor - The Requestor field represents the person responsible for requesting the work. If the Work Order was generated by the system from another record - such as a Work Request - the system will complete the field using the requestor information from that record, otherwise, the system enters your name. You can change this information to indicate the person who actually requested the work.

The system can be set to send an alert to the requestor when backordered items are received. In order to enable this feature, the person responsible for configuring Business Rules in your

organization must enter REQUESTOR for the BACKORDERED ITEMS HAVE ARRIVED rule key in the Alerts Business Rule.

Required - The Required field displays the date by which the work is to be completed. If the Work Order was generated from a Work Request the field is completed by the system using the information supplied on the request.

Asset ID - The first two Asset ID fields display the identification number for the asset on which the work is being done. If the Work Order was generated from a Work Request, these fields are completed by the system using the information supplied on the request.

When these fields are completed, the system provides the Asset Description (the third field), Account Number, Priority, and Crew Code from the Asset record. If the asset has an associated Department and Area, the system also provides this information.

If the Get Asset From Component ID option is set to YES in the Component Processing Business Rule and you select an installed component, the system fills in the fields for the asset. If the Work Installed Without Asset option is set to YES, you can create a Work Order against an installed component without having to list the asset. However, the Get Asset From Component ID option effectively over-rides this option because the Get Asset From Component ID option retrieves the asset information and removes the component information if you remove the Asset ID.

Component ID - When the work involves an installed component you can enter the Component ID from the associated list of values, which is controlled by the Component ID module of the Resource subsystem.

If the Work Order is generated from a Work Request, the Component ID is completed by the system using the information supplied on the request.

If the Enhanced Material Disposition key in the Repairables Processing rule and the Auto-Populate Instld Component in the Work Order Processing rule are set to ON, the system supplies the Component ID of the installed component. If more than one component is installed, you can select from a list of installed components.

Process, Department and Area - The Process, Department and Area fields represent layers of the asset hierarchy and indicate where the Work Order costs will roll up. If you supply an Asset ID, the system provides the associated Account number, Department and Area from the Asset record in the Asset module of the Resource subsystem. If the Work Order was generated from a Work Request these fields are completed by the system using the information supplied on the request.

Account - The Account field represents where the charges for the Work Order will roll up unless the Work Order Task account is different. If you supply an Asset ID, the system provides the associated account number, department and area from the Asset record in the Asset module of the Resource subsystem. When only one account is associated with the asset the system automatically enters that account number in the Account field. When there are additional accounts for the asset, the system provides a list of values displaying all the accounts associated with the asset, so that you can select the appropriate one. If the Work Order record was generated from a Work Request record the field is completed by the system using the information supplied on the request.

Priority - The number in the Work Order Priority field copies to the Work Order Task, where it is used as a factor in calculating the overall Work Order Task Priority. The Priority field indicates the work priority, and is controlled by a code table.

Default Work priorities based on Work Request are defined in the Work Priority Defaults Business Rule.

Planner - Enter the code for the person responsible for planning the Work Order. If an asset is entered, the system automatically carries over the Planner from the Asset record, however the

field can be modified if necessary. The Planner entered is also copied to all Work Order Tasks. Planner codes are created in the Planners Business Rule.

If the Work Order is created by batch processing from a PM Master, the system supplies the planner code from either the asset or the benchmark depending on settings in the PM Master module.

Once a planner code is assigned to the work record, Planners can use the Work Planning Tool on the home page to review and manage work.

If the Alerts business rule is set to do so and the planner indicated on a task differs from the planner enter here, the system sends an alert to the planner on the work order task when parts have arrived.

Crew - You can plan to assign a crew to do the work by entering a crew from the list of values (which is controlled by the Crew module in the Maintenance subsystem). This crew assignment can be changed on individual Work order Tasks.

The Work Order Forecast report lists scheduled Work Orders and Craft hours needed by Crew. The values shown in the Craft fields (Tech, Carp, Mech) are determined by the S_RPT071 Crew Crafts Columns Business Rule.

Deficiency Tag - The Deficiency Tag field allows you to enter a number for a physical tag identifying the breakdown cause. This field is for information only, and does not affect the system elsewhere.

Change Request Required - The Change Request Required check box is maintained by the system and only indicates that one or more Work Order Tasks for the Work Order have been identified as being for a Change Request. This is done by providing the appropriate information on the Asset Data view to the Work Order Task record.

The system lists all of the Work Order Tasks associated with a Change Request on the appropriate record in the Where Used view of the Change Request module in the Resource subsystem.

Safety, ISO Related, Health, Environmental - These check boxes are checked by the system according to the settings on the record for the asset that is indicated in the Asset ID field. These check boxes allow users to easily recognize if any equipment on a Work Order has been identified as requiring special considerations for ISO, Safety, Environmental or Health reasons so that proper procedures, if necessary, are used in planning and working the job. These check boxes cannot be modified.

Run to Failure - Place a check next to Run to Failure to indicate that the Asset should be used until it dies. A good example of this concept is the use of a light bulb. This check box is for information only and does not include any business processing. It is, however, copied to work order tasks when the asset is populated on the task. Having the information available at the task level is useful for metrics, especially for comparing the number of failures when the Asset was on a preventive maintenance program and was not.

Rough Estimate - Enter an estimate in this field Work Order Tasks will not be used to pre-plan the work.

Project - You can associate the Work Order with a Project / Subproject by entering an active Project / Subproject number into the Project / Subproject fields. Costs incurred against the Work Order are summed by batch processing to the selected Project / Subproject.

If you assign the Work Order to a Project/Subproject, the system provides the appropriate account number in the Account field. The system also copies this number to each Work Order Task, even if different tasks involve different Asset IDs. You can overwrite the Project/Subproject account number on the task if necessary.

When the Work Order is in Active status, you cannot update the Project / Subproject fields unless you have the appropriate responsibility function in your User Profile.

Approved - The Approved field is completed by the system when the record is approved, using the Approval Amount from the Approvals view – which is calculated by the system using the total estimated costs from the Work Order Tasks. If the Approved Amount is not available in the Approval view, the system uses the total of the Task cost estimates, and if pre-planned estimates are not available, the system uses the Rough Estimate.

Inspection Required - Check the Inspection Required box if inspection will be required when the work is finished.

Auto Close? - Check this box to allow the system to automatically close the Work Order if it remains in FINISHED status for the number of days defined in the WO Aging Business Rule. Work Orders created from a Benchmark have a check in this box if it is checked on the Benchmark. You can remove the check mark if necessary.

The default for this value can be set in the Modules Administration - Forms module in the Enter Data view. Set Y or N for the HEADER block for the field name CLOSE_WO_IND.

Work Order Status Change Conditions

The following section outlines some conditions which affect work order status changes.

Adding Tasks

Once a Work Order is Active, settings in the Work Order Processing business rule determine if new tasks are added in Active or Planning status. If the new tasks are added in Planning status, the status of the Work Order record is also set to Planning status.

Approved, Waiting Activation

If a Work Order record is left in Approved, Waiting Activation status while the tasks are being completed and all of the tasks are set to Finished or Canceled status, the system automatically sets the status of the work order to Finished when the Finish WO batch job runs.

Change Requests

Work orders that include tasks planned in support of a Change Request, cannot be set to Approved status until the Change Request is set to Approved status.

Committed Costs

Active work orders cannot be set to Canceled once costs have been committed or actualized against the work order.

Deleting Work Orders

Work orders can be deleted only when they are in Planning, Rejected, or Canceled status.

PM Group Association

In order to maintain accurate group maintenance forecasts, work orders generated from PM Masters that are part of a PM Group cannot be reset from Rejected back to Planning status.

Project/Subproject Approval

Your organization has the option of setting the system to allow user's who wouldn't normally have the authority to approve Work Orders to do so if the Work Order is written against an approved Subproject. Set the Check Approval Document rule key in the Project Budget Options Business Rule to OFF. When Check Approval Document is set to OFF, the system checks the Subproject to see if it has been approved. If it has, the user is allowed to approve the Work Order without the standard approval authority. If Check Approval Document is set to ON, the system does not consider the status of the Subproject, and forces users to follow standard approval processing.

Some business processes require that work orders come from work requests. If you are authorized to create work orders without first issuing a work request, this section details how to complete that task.

If the Project Type is set to provide the account number in the Project Work Order Account Business Rule, when you have selected both the project and the Subproject, the system supplies the Department, Area and primary Account Number from the Subproject record. You can change the information in these fields, but remember that the Department and Area will limit your options for the Account Number. If the Project Type is also set to cascade in the Business Rule, the system also provides the account number on each related Work Order Task.

How to Create a Work Order Record

Creating a work order is a two step process. First you must create the header record with information about the whole work order. Then you address the tasks to be done under the work order.

Work Orders can also be planned and charged against Subprojects in Active status.

1. Open the Work Order module.

You can also open the Work Order module from the Subproject Work Orders view by double-clicking the Work Order field.

2. Click New.

The system opens a new Work Order record in Planning status.

3. Enter a Description of the Work Order.

Remember that only the first few words will be visible on the Search Results screen.

4. Select the Project and Subprojects from the lists of values (if applicable).

These only show the Project and Subprojects that are in Active or Finished status.

5. Assign an Account number to the Work Order.

You can do this by selecting an Account Number, an Asset or a Project/Subproject.

6. Enter any additional information that your organization requires.

7. Click Save.

The system saves the record in Planning status, supplies a Work Order number and creates the first task record using the work order description for the task description and a sequence number of one.

From this point you can select Task (Detail) from the Views list to add tasks.

If you referenced a Subproject you can plan and use parts and labor on the Work Order Tasks, and the charges will roll up to the Subproject and Project.

How to Create a Work Order Record for a Project/Subproject

Work orders can be planned and charged against subprojects in Active status.

1. Open the Work Order module.

You can also open the Work Order module from the Subproject Work Orders view by double-clicking the Work Order field.

2. Click the New icon.

The system opens a new Work Order record.

3. Enter a Description.

4. Update the Requestor if necessary.

5. Select the project and subprojects from the Lists of Values.

These lists are controlled by the Project/Subproject module in the Maintenance subsystem and show only those projects and subprojects that are in Active or Finished status.

If the Project Type is set to provide the account number in the Project Work Order Account business rule, when you have selected both the project and the subproject, the system supplies the Department, Area and primary Account Number from the Subproject record. You can change the information in these fields, but remember that the Department and Area will limit your options for the Account Number. If the Project Type is also set to cascade in the business rule, the system also provides the account number on each related work order task.

6. Add any additional information required by your organization.

7. Click the Save icon.

The system will assign a work order number and save the record. Once you begin adding work order tasks, you can plan and use parts and labor with this work order and the charges will roll up to the subproject and Project.

Work Order Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Additional Data

Select Additional Data from the Views list to enter the following information: Maintenance Manager, Maintenance Approver, Production Approver, Building, Location, and Position. Information retrieved from the entered asset number on the header may be overwritten. Information entered and maintained here is a continuation of the Work Order header window, stored as part of the Work Order record.

Additional Work Order Data view

The Benchmark and PM Master fields are populated by the system when a work order is created from a Benchmark or from a PM Master.

If the Work Order was created because operational data exceeded tolerances, the system enters the date of the data reading in the Asset Operational Reading Date field. You can double click this field to open the Asset Operational Data record.

If the work order was created from an Asset Activity Log record, the system displays that record ID in the Asset Activity Log ID field.

Cost Summary

The Cost Summary view presents summary cost information for all tasks on the Work Order. In addition to the fields discussed below, the Cost Summary view may also display overhead costs and information reported by your organization's external financial system, depending on responsibilities in your User Profile.

Category	Original Estimate	Revised Estimate	Committed	Accrued	Actual
Inventory Stock	130.00	130.00	130.00	.00	130.00
Leave Expense	92.00	92.00	.00	.00	.00
Voucher Expense	1,040.00	1,040.00	.00	.00	.00
Total	1,262.00	1,262.00	130.00	.00	130.00

Overhead Class	Indirect Overhead		Capital		Grand Total
	Original Estimate	Actual	Allocation	Direct Allocation	
					Original Estimate 1,262.00
					Actual 130.00
					Actual + Allocation 130.00
Total					

Cost Summary view

Category - Costs are listed by the categories defined in the Expense Code Business Rule.

Original Estimate - The total dollars planned before the Work Order is approved

Revised Estimate - The current dollar estimates

Committed - Commitments occur at different points depending on the nature of the cost category. Labor costs are committed when work time is posted and batch has run. Direct purchase costs are committed when the Purchase Order is issued. Material costs are committed when the item is issued on a Checkout Request and batch has run.

Accrued - Accruals include all unpaid receipts (at the Purchase Order price).

Actual - Actuals include all stock issues, posted labor charges and paid invoices.

External Actual Amount and Actual Quantity - If you have the appropriate function responsibility in your user profile, you can use these columns to compare actual amounts and quantities from an external financial system with estimates maintained by Oracle Utilities Work and Asset Management.

Overhead Class - Overhead Class types are defined for your organization in the Regulatory Account Overhead Class Type business rule. The Overhead Class provides the ability to allocate overhead costs to the appropriate capital, maintenance and operations regulatory accounts.

Original Estimate - The system calculates the Overhead Estimate value by multiplying the Original Estimates from the upper portion of the screen that have the same Expense Category as the Overhead Class record's Applied Expense Category by the Estimated Overhead Percentage defined in the Regulatory Account Overhead Class business rule.

Actual - The system calculates the Actual value by multiplying the appropriate Actual amounts from the upper portion of the screen by the Estimated Overhead Percentage defined in the Regulatory Account Overhead Class business rule.

Allocation - The overhead cost allocation is calculated as the sum of the allocation amounts from the Regulatory Account Overhead Cost records with the same Overhead Class and work order task.

Direct Allocation - The overhead cost totals resulting from actual work performed for the work order and not from year end processing calculations.

Original Estimate - The Original Estimate is the sum of the total original estimate from the upper and lower portions of the view.

Actual - The sum of the total Actual amounts from the upper and lower portions of the screen.

Actual + Allocation - Sum of the Actual from the upper portion of the screen and the total allocations from the lower portion of the screen.

Closeout Summary

The Work Order Closeout Summary view gives you easy access to all the task and asset information associated with a Work Order. A Work Order may cover several assets and each asset may have several associated tasks. The Closeout view allows you to select a task and review data on the related asset, then return easily to the data on the task.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.24) interface. The window title is "Work Order 0700119 Closeout". The main content area displays the following information:

- Work Order: 0700119 SKIR-75 / Asset List testing
- Start: 27 JUN 2007 16:34:23
- Finish: 28 JUN 2007 09:59:20
- Duration: 17.42
- Signoff By: [Empty field]
- Date: [Empty field]
- Closed By: RAY
- Date: 28 JUN 2007
- Retain: Full History: Asset Hist...: Delete: After: [Empty field] days

The left sidebar shows the "Views" list with the following items:

- Additional Data
- Notes
- Approval Log
- Cost Summary
- Closeout Summary
- Task Closeout Summ:
- Asset Closeout Summ:
- Task Failure Summar:
- Activity Log

Closeout Summary view

When you select Closeout Summary from the Views list, the Closeout Summary window appears and additional options for Task Closeout Summary, Asset Closeout Summary, and Task Failure Summary appear on the Views list.

Start and Finish - The Start field represents when the work on the Work Order was initiated. The system uses the earliest date and time associated with the tasks for the Work Order. The Finish field represents when the Work Order status was changed to 'Finished' (when the last finished task was set to 'Finished'). You can change the date and time manually, or you can use the calendar feature. When you make a change and move the cursor out of the field, the system automatically updates the duration.

Downtime information is not shown on the Task Summary screen because Downtime is associated with the asset (it's reliability record, etc.) rather than the Task. However, you can review the Downtime information by highlighting the task in the task list, and then selecting 'Asset Summary' from the pull-down menu in the upper part of the screen.

Duration - The system uses the Start and Finish fields to determine the duration for the Work Order as a whole (in hours). The system does not prevent you from entering a finish time that is after the start time. However, if it is, the duration shows up as a negative number. If the duration is negative, you need to check the 'Start' and 'Finish' fields.

Sign-off by and Date - The Sign-off by field indicates the person responsible for authorizing the Work Order for closeout. This person might be different from the person actually closing out the Work Order. For example the Sign-off by name might be that of the shop supervisor or an inspector.

Use the (sign-off) Date field to indicate when the closeout was authorized. The Sign-off by field does not have to be completed before you can fill in the Date field.

While the system currently allows you to make changes in the Duration field, if you need to change the Duration, you should do so using the Start and Finish fields to allow the system to recalculate.

Closed by and Date - The Closed by field represents the person who actually changes the status of the Work Order from Finished to Closed. You cannot make changes to this field because the system automatically enters the user name of the person who closes out the Work Order.

The Date field indicates when the status of the Work Order was changed from Finished to Closed. You cannot make changes to this field because the system automatically enters the date and time when the Work Order status is changed to Closed.

Retain - These radio buttons describe how the system will maintain the history of the Work Order. Typically, the system uses settings in the Work Order Aging Business Rule to determine how to retain Work Order history for your organization. However, the business rule can be overridden by selections here. After the Work Order status is set to closed, retired or canceled, the system will wait a set number of days (determined either in the business rule or the After ___ days field) before moving the record into history. Up to the point the Work Order is moved into history, it can be reopened to allow changes, by changing the status back to 'Finished'.

Full History - Maintains a record of all the details associated with the work order, the asset and the task at the time the work order was finished. The system will move the record into the Work Order History module, where the information is maintained indefinitely.

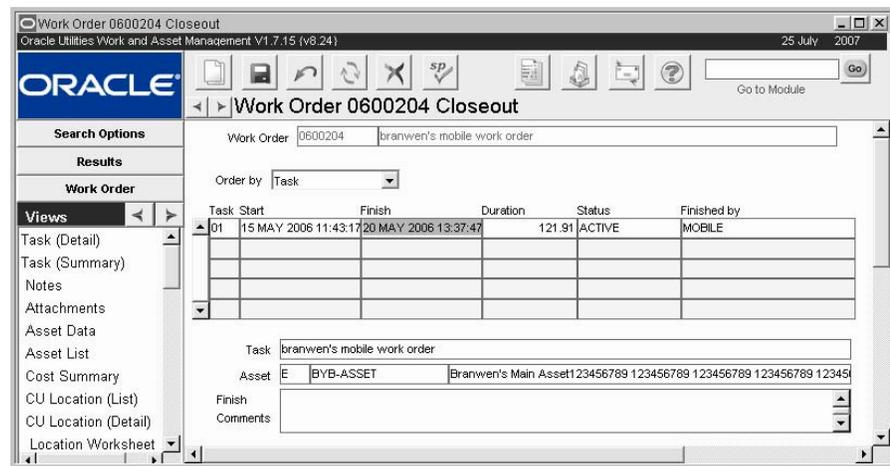
Asset History - Maintains a record only of the information shown on the Asset Summary of the Work Order Closeout screen. The system will move the asset information into the Asset Summary view in the Resource subsystem, where the information is maintained indefinitely.

Delete - Maintains a record of all the details associated with the work order, the asset and the task at the time the work order was finished until it is time set to delete the record. The information is maintained for the number of days indicated in the business rule or the 'After___days' field.

After___days - You can indicate the number of days that must pass before the Retain action is processed. A closed work order will be moved to history or deleted after the number of days specified here. If you leave the 'After___days' field blank, the system uses settings in the Work Order Aging Business Rule to determine when to create or delete the Work Order history.

Task Closeout Summary

The Task Closeout Summary view provides information for all the tasks associated with the Work Order. It also shows you more detailed information for a single, selected task below the task list. Select a task from the list to highlight it and show more detailed information below the list.



Task Closeout Summary view

Work Order and Description - The Work Order number and description fields identify the Work Order. You cannot change the information in these fields.

Order By - You can use the Order By field to determine how you want Task to appear in the Task List. Select from the pull down list to choose how to sort the tasks.

Task - The Task field shows the task number the system assigned to the task within the Work Order. If you need to review information on the task that is not presented on the Task Summary screen, you can double-click the task number. The system opens the Task module and the appropriate Task record. To return to the Task Summary screen close the Task module, or use the Window menu.

Start, Finish, and Duration - These fields are the same as on the Closeout Summary window showing the amount of time worked on each task.

Status - The Status field shows whether the task is finished or in some other status. You cannot change this information from this screen. To do so, you must go back to the Work Order screen and follow the steps to Finish the Work Order Task.

Finished by - The 'Finished by' field indicates who actually finished the work in the task. You can update this field manually.

Task - The 'Task' field contains the description of the task. The field is gray because you cannot update this information, you can only view it. If the description is longer than the field allows you to see, you can double-click in the field to bring up the editor feature. However, because the field cannot be updated, most of the editor's features do not function.

Asset - If you need to check detailed information about the asset associated with the task, you can double-click the asset id number. The system opens the Asset module and the appropriate Asset record. You can then close the Asset module or use the Window menu to return to the Work Order Closeout screen.

Finish Comments - The Comments field shows any comments that have been made about the task. This information comes from the Finish Task screen as part of the Finish Task process. If you need to update the comments, place the cursor in the appropriate part of the field and make your changes.

Asset Closeout Summary

The asset closeout summary provides information for all the assets associated with the Work Order. It also shows you more detailed information for a single, selected asset in the area below the assets list. Select an asset from the asset list to highlight it and show more detailed

information below the list. This information changes as you select different assets to reflect the chosen asset.

Asset	Start	Finish	Duration	Scheduled
ILB ASSET 1	17 APR 2006 16:28:38	17 APR 2006 16:28:40	0	<input type="checkbox"/>

Task Failure	Repair	Component	Mode	Root Cause	Primary
01	CORROSION				<input checked="" type="checkbox"/>

Asset Closeout Summary view

If you need to add additional assets, click the New icon or anywhere the next available line in the Asset list. You can select Asset Type and Asset ID from the list of values.

Start / Finish - To log downtime against the Asset, enter the date and time when work was started and finished.

Duration - The system calculates the duration based on the Start and Finish times you enter. However, you can change the Duration value if necessary.

Scheduled? - Indicate if the asset was scheduled downtime by checking the “Scheduled?” indicator.

Task - The Task field contains the description of the task.

Failure - The Failure field shows the type of problem that required the work on the asset.

Repair - The ‘Repair’ field shows the type of work done on the asset.

Component - The ‘Component’ field indicates which component of the asset was worked on. This is not the same information as that used for tracking components in the Component ID module of the Resource subsystem.

Mode and Root Cause - Use of these fields varies from organization to organization.

Primary? - The Primary check box indicates whether or not the problem was the primary reason the asset required work.

Task Description - The Task Description field contains the description of the task.

Task Failure Summary

The Task Failure Summary view displays Failure information for each task individually.

Work Order 0600139 Closeout - Task Failure Summary

Oracle Utilities Work and Asset Management V1.7.15 (v8.24) 25 July 2007

Work Order: 0600139 Renewal work

Task	Asset	Failure	Repair	Component	Further Action
01	E ILB ASSET 1	CORROSION			

Asset Description: Pumps in the ILB facility.

Required:

Description:

Request:

Root Cause: Failure Mode: Primary?

Task Failure Summary view

Task - The Task field contains the description of the task.

Asset - If you need to check detailed information about the asset associated with the task, you can double-click the asset id number. The system opens the Asset module and the appropriate Asset record. You can then close the Asset module or use the Window menu to return to the Work Order Closeout screen.

Failure - The Failure field shows the type of problem that required the work on the asset. You can update the field by selecting a code from the list of values.

Repair - The Repair field shows the type of work done on the asset. You can update the field by selecting a code from the list of values.

Component - The Component field indicates which component of the asset was worked on. This is not the same information as that used for tracking components in the Component ID module of the Resource subsystem. You can update the field by selecting a code from the list of values, which is controlled by the Component ID module in the Resource subsystem.

Further Action - The Further Action field is used to indicate whether there is further action needed and, if so, what kind of action is required. An example would be an inspection after a period of operation. You can update the field by selecting a code from the list of values. When you select from the list of values, the system enters the associated description in the Description field immediately below the Required and Further Action fields.

Required - If there is a deadline for further action, the date should be indicated in the Required field.

Description - If necessary, enter a description of the additional action that must be taken. If you use a code in the Further Action field, the system places the description associated with the code into the Description field. You can use this basic description as it is, or you can adjust it.

Request - If the Finish Task process identified the need for Further Action including a new subsequent Work Request, the system shows the new Work Request number here.

You can review the new Work Request by double-clicking the Work Request number in the field. The system opens the Work Request module and the appropriate Work Request record. To return to the Asset Summary screen, close the Work Request module. You can also use the list of values associated with the field to select a different Work Request.

If the field is blank, no new Work Request has been initiated. If you need to initiate a new Work Request, you can double-click the empty 'Follow-up Request' field. The system opens the Work

Request module and a blank Work Request record. For detailed information on how to create a new Work Request see the User Guide section on the Work Request module.

Root Cause - Use of this field varies from organization to organization. It is controlled by a code table defined by your business processes.

Failure Mode - Use of this field varies from organization to organization. The field has an associated list of values that is controlled by a code table.

Primary? - The Primary check box indicates whether or not the problem was the primary reason the Asset required work.

How to Close a Work Order

After you enter the closeout information the record status is ready to be set to Closed.

1. **Open the appropriate Work Order.**
2. **Set the status to Closed.**

The system asks if you want to save your changes.

3. **Click the Save button.**

The system saves the status change and records your user name and the date in the appropriate fields on the Work Order Closeout screen.

4. **Click Save.**

How to Review Work Order Closeout Information

Depending on the procedures within your organization, the person responsible for this step can be a reviewer who authorizes that the work order is ready to be closed, or it can be the person who actually sets the status to Closed.

1. **Open the appropriate work order.**
2. **Select Closeout Summary from the Views list.**

You may want to review Task Summary, Asset Summary and Task Failure information before continuing. You can select these options from the Views list after the Closeout Summary view opens. If you open these other views, select from the Views list again to return to the Closeout Summary view before continuing.

3. **Enter your name in the 'Signoff By' field and enter the appropriate date.**
4. **Review the 'Retain' selection and change it if necessary.**

The work order status is now ready to be set to 'Closed'. The work order can be closed by someone other than the person who reviewed the closeout information (the person indicated in the 'Signoff By' field).

PM Schedule

This view shows the Preventive Maintenance schedule for the asset on the Work Order.

PM	Description	Asset	Next Scheduled	Last Completed
000129	pm master for daily schedule	E RLV_ASSET2	17 OCT 2005	10 OCT 2005
000130	pm master for daily schedule	E RLV_ASSET2	05 APR 2006	29 MAR 2006
000131	pm master for daily schedule	E RLV_ASSET2	07 SEP 2001	02 SEP 2005
000132	pm master for daily schedule	E RLV_ASSET2	14 OCT 2005	21 SEP 2001
000133	pm master for daily schedule	E RLV_ASSET2	14 OCT 2005	
000134	this is a description	E RLV_ASSET2	10 JUN 2002	13 SEP 2005
000899	this is a pm master to cycle	E RLV_ASSET2	13 JUN 2006	13 DEC 2005
000913		E RLV_ASSET2	21 DEC 2006	13 DEC 2006

Task	Status	Asset	Task Description
01	ACTIVE	E RLV_ASSET2	This is a benchmark for the new PM Master
02	ACTIVE	E RLV_ASSET2	This is a benchmark for the new PM Master

PM Schedule

Use this information to help determine if the work completed has satisfied a PM Master scheduled to cycle soon. If so, and if you have the proper responsibility in your User Profile, you can select Credit PM from the Actions list to reschedule the PM Master and credit a regular Work Order for having satisfied the requirements for the current maintenance cycle.

The information in the upper portion of the screen describes the PM Masters associated with the asset. When you select a PM Master by clicking anywhere on the line, the fields in the lower section of change to display information about Work Orders assigned to the PM Master and additional cycling information. If a Work Order has been generated and has not been completed, the Work Order number is displayed. Otherwise, the Next Schedule Date is listed without a Work Order number, indicating that a Work Order will be generated for that date.

A check in the PM Master Override Not Allowed box indicates that you cannot use a regular type Work Order to satisfy the PM Master.

Credit PM

If you have the proper responsibility in your User Profile, you can use the Credit PM action to credit a regular work order as having satisfied the requirements for a PM Master. The Cycle PM action is available on the PM Schedule view of the Work Order and Work Order Task modules.

To ensure that batch processing properly records readings for the asset and updates the PM schedule, you must credit the PM before finishing the Work Order. Therefore, to use the Credit PM action, at least one Work Order Task referencing the asset on the Work Order must be in Planning, Approved or Active status.

You cannot use the Credit PM action if the PM already has an active PM (P-type) Work Order associated with it. In this case, you will need to cancel the existing PM Work Order and wait for the PM finish batch processing to run. You can then use the Credit PM action to assign another Work Order to the PM.

To credit a Work Order to a PM, highlight the PM in the PM Schedule view for the Work Order you wish to credit and select Credit PM from the Actions list. The system inserts the current Work Order number and type into the PM Forecast and updates the scheduling information.

Caution: The scheduling information for Calendar Anniversary and Runtime Interval type PM Masters will not be reset. You can credit regular Work Orders as having satisfied these types of PM Masters, but you should be aware that the resulting interval until the next PM may exceed your requirements.

Work Order Activity Log

The Work Order Activity Log view is populated by the system when the Work Order or Task status changes. You can also enter and maintain Activity information related to a Crew, Backlog Group, and Event. Entries referencing a Crew are also accessible through the Crew Activity Log module in the Maintenance subsystem.

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget amounts are entered in the Period Costs view of the Account module.

Account Number	Expense Code	Document Amt	Budget Amt	Budget Balance
RLV1-N-PROCESS-NONE-WORK ORDER-001	00006	1,157.36	.00	-642.12
RLV1-N-PROCESS-NONE-WORK ORDER-001	00003	2,095.00	.00	-2,100.00

Account Number	Document Amt	Budget Amt	Budget Balance
RLV1-N-PROCESS-NONE-WORK ORDER-001	3,252.36	.00	-5,400.89

Budget Overage view

Note: For more information on Budget Checking, please refer to the User Guide titled Accounts. The Budget Checking by Document and Budget Checking Business Rules control this functionality.

Please refer to the topic on [Budget Checking](#) for more information on budget functionality.

Task (Summary) and Task (Detail)

Select Task (Summary) or Task (Detail) from the Views list to enter or review information regarding the specific tasks associated with the Work Order. The information contained in these views can also be found in the [Work Order Task](#) module. For an in depth discussion of the Task windows please see the User Guide section on Work Order Tasks.

Warranty

The Warranty view displays warranty information for assets and components referenced on the work order. Each line identifies an asset or component, along with the associated warranty, including manufacturer, warranty ID and description, expiration date and status. You can use this information to identify work that may be under warranty.

Asset ID	Component ID	Mfr.	Description	Warranty ID	Warranty
RVM_VWARRANTY_01		ACME	ACME TRANSFORMER	070000002	1 st Warranty in QA1 7.15
RVM_VWARRANTY_01		NONE	NONE	070000010	Sam's Electronics Warrant

Warranty view

The system gathers data for this view from the Asset and Component modules and the fields cannot be modified. Before warranties can be associated with assets or components, the appropriate Warranty record must first be created in the [Warranty](#) module.

Associated Service Requests

This view provides a cross-referenced listing of Service Requests that are related to the Work Order.

Number	Status	Problem Description	Requested Date	Finished Date
0100002	Closed	Check to see what might have caused the outage		09 FEB 2001
0100010	Closed	This is a description		
0300002	Work Order	Branwen's Service Request 2		

Problem Address

Contact: MacDonald, Richard Call Back

Address: 2121 North California Blvd. Suite 800

Cross Street:

City/State/Zip: Walnut Creek CA 94596

Work Phone: (925)935-7670 Home Phone: 106

Problem Code: OUTAGE Problem caused by an outage

Associated Service Request view

The system automatically inserts the Service Request number in the Associated Service Requests view of the Work Order record when the Create Follow-Up Work Order Action is used from the Service Request record. You can also associate Service Requests manually by selecting the Service Request number from the list of values in the Number field. The system populates the remaining fields automatically.

Once you create an association on the Work Order record, the system automatically creates the association in the view of the service record. The address information in the lower section of the screen is copied from the Service Request record and cannot be updated in this view.

Double-click the Work Order Number field to open the Work Order listed.

How to Manually Associate a Service Request to a Work Order on the Work Order Record

This process allows you to link Service Requests that are related in some way and that you want to cross-reference.

1. **Open the appropriate Work Order record.**
2. **Select Associated Service Requests from the Views list.**
3. **Place the cursor in the first empty line.**
4. **Enter the Service Request number for the Service Request you want to associate.**
5. **Click the Save icon.**

The system adds the association to this record as well as to the record for the Service Request that you just added to the list.

Work Order Actions

The main actions executable from the Work Order module provide the ability to create a Benchmark Work order, Update a Work Order from an existing Benchmark, and update an existing Benchmark from a Work Order. In order for Update from Benchmark and Add Tasks from Benchmark to appear on the Actions list, you must have the UPDATE WO FROM BENCHMARK responsibility function. You can also print the work order alone, the work order with attachments, or print a PM Route report for route stops related to the work order.

How to Create a Benchmark from a Work Order

If you have created a Work Order for work that you know will have to be performed again in the future and will therefore require another Work Order, you can create a sort of template, or Benchmark Work Order, from which you can create numerous additional Work Orders.

1. **Open the Work Order you want to copy**
2. **Select Create Benchmark from Work Order from the Actions list.**

In order for Create Benchmark from Work Order to appear on the Actions list, you must have the UPDATE BENCHMARK WO responsibility function.

3. **Click the OK button.**

The system notifies you that it has created a Benchmark and gives you the number for the new Benchmark.

How to Update a Work Order from a Benchmark

1. **Select Update from Benchmark from the Actions list.**

The Update from Benchmark action is not available if the work order has a task in active status or if you do not have the UPDATE WO FROM BENCHMARK responsibility function.

2. **Enter the benchmark work order number to use as a template or select the number from the list of values.**

3. **Select the information that you want to retain from the current work order.**

You can retain data such as the asset information, work or task attachments, work or task descriptions, crew information, criticality, and report codes. All of the other information will be copied from the benchmark to your work order.

4. **Click Finish.**

The system returns you to the work order with the changes applied.

If you produce a Benchmark Work Order from a Work Order (using the Create Benchmark from a Work Order Action), the Change Request data is not copied over from the Work Order and Tasks

Once a Benchmark is created from a Work Order each record is independent and changes to either the Work Order or the Benchmark will not affect the other record. However, these two actions allow you to update the Work Order with changes made on the Benchmark and vice-versa.

How to Update a Benchmark from a Work Order

If you have the UPDATE BENCHMARK WO responsibility function in your User Profile, and the work order you are working on was created from a benchmark, you can select Update Benchmark WO from the Actions list to update the originating Benchmark record with newly entered information on the existing Work Order record. You can find the Benchmark record ID in the Additional Data view.

1. **Open the appropriate PM Master record.**
2. **Select PM History from the Views list.**
The PM History view opens showing a summary of Work Orders related to the PM Master.
3. **Double click the Work Order you want to use as a model for the Benchmark.**
The Work Order module opens and displays the record you selected.
4. **Select Update Benchmark WO from the Actions list.**
The system replaces the Benchmark Work Order header, Tasks, and associated details with the corresponding data from the Work Order, and displays a confirmation message.
5. **Click the OK button to return to the Work Order.**

How to Print a PM Route Report from a Work Order

Select Print PM Route Report from the Actions list to print the PM Route report for route stops related to the work order. The report is printed directly to your default printer. You can also run the PM Route report (S_RPT058) from the Reports module.

1. **Open the appropriate Work Order record.**
2. **Select Print PM Route Report from the Actions list.**
Stops on the route that reference this work order are printed on the report.

You could give the printed report to the person(s) performing the work. When they have finished the work, use the information they entered on the report to log back into the system.

Emergency Work Orders

You can initiate an Emergency Work Order by setting the Init Work Order Type field on a Work Request to Emergency, by executing an action in the Asset module, or by selecting the action from the home page. In order to use the actions you must have the proper responsibilities set in your User Profile.

Emergency Work Orders begin with an “E” and are created in Active status so that Approval processing is not necessary to activate the work. When an emergency work order is created, the work order is automatically added to the specified crew's backlog or schedule. The rest of the information on this type of record is the same as on a standard Work Order.

Chapter 5

Work Order Task

Work orders consist of one or many tasks that must be completed in order to complete the work. You can plan individual tasks including parts, labor, and direct purchase requirements in the Work Order Task module. If you choose not to plan the work, the system automatically creates these records when parts are issued or returned, labor is charged, and requisitions or purchase orders are written against the work order tasks.

Work Order Task Records

Work Order Task tasks can be accessed directly from the Maintenance menu or from the Views list in the Work Order module.

Oracle Utilities Work and Asset Management V1.9.0 (v19-58) 12 April 2011

Work Order Task 1100012 Task 02

Work Order: 1100012 Task: 02 Seq: 1 Status: Planning JAN 11 2011 01:46:07

Description: KATY'S WORK ORDER #1

Class: SERVICE Category: R&D

Asset ID: ILB ASSET10 New Asset

Component ID:

Process: Planner: ILB Department: ILB1 Area: ILBA1

Account No.: ILB1-Y-PROJECT-COMP-DIRECT PO-998 Vehicle Codes: - - -

Safety ISO Related Health Environmental Run to Failure

Phase: INITIAL REVIEW (PHASE 1) Held for Parts Job Code:

Required By: JAN 13 2011 % Comp: Reason:

Downtime?: N Type: TURNAROUND Hours: 50.00 Action:

Priority: 8 =(4 ^ 2)+ 0 Reading Date:

Crew/Backlog: 4094 Shop: Current Reading:

Assigned To: Meter:

Work Region: Time: Trips: Life to Date:

Report Codes:

Request: Service Request: Deficiency Tag: DEF-TAG-001

WBS:

Individual work order tasks can have various statuses, including Planning, Approved, Rejected, Active, Finished and Closed. Other than Finished and Closed, these statuses are maintained by the system and cannot be updated.

When you set the work order status to Active, the system sets the status of all the Tasks to match. If you have the appropriate function in your responsibilities, you can also change the status of an individual work order task from Approved status to Active status without changing

the status of the work order itself. You may want to do this to allow some investigative work to begin before the work order is active.

When you add tasks to a work order that is already in Active status, settings in the Work Order Processing business rule determine if the tasks are added in Active or Planning status. If the new tasks are added in Planning Status, the status of the main Work Order record is also set to Planning and must be routed for approval.

When you have set all the Task statuses to Finished, the system sets the work order status to Finished. Finished work orders can be reviewed and manually set to Closed. Setting a task status to Finished triggers the Finish Task process. For more on this process, see the section titled Finishing Work Order Tasks.

If the Auto Close? Indicator is set on the work order, batch processing sets the status of the work order to Closed after the number of days defined in the WO Aging business rule.

You can also assign phases to your work order tasks to add an additional level of planning. The Phase field is located at the beginning of the second section on the Work Order Task record.

When a Work Order Task status is set to Finished you have the option of indicating follow-on work needs to be completed. This option is only presented if the Task record includes an Asset ID. Therefore, when possible, if a Task is for work on an asset, that Asset ID should be recorded on the asset record.

Note that an active work order task cannot be canceled if related pending records exist in checkout request, cost adjustment, direct charges, invoice, purchase order, requisition, or timesheet.

The following fields are included:

Work Order - The system supplies the work order number for the task.

Task - Tasks are ordered numerically as they are entered and assigned a task number.

Seq - Sequence number is used to indicate the order in which the tasks should be completed. The Task Summary view of the Work Order window shows the tasks in order by their sequence numbers.

Description - The Description field contains a general description of the task.

Class and Category - The Class and Category fields contain codes to describe the type of work to be done. Used together, these fields provide a more complete labeling convention for the work, if needed. The system automatically enters the Class and Category associated with the work order, but you can overwrite this information as necessary. Since both fields are available on the Search Options screen, they can be useful when searching for Work Order Task records.

Reported By and Date - This is a non validated list of values that can be used to capture the name or user name of the person reporting the work issue.

Asset ID and Component ID (and Descriptions) - The system automatically enters the Asset ID and Component ID associated with the work order, but you can overwrite this information if a different asset is to be worked on. The system also supplies descriptions for the asset and component. If you enter an Asset ID, you can only select components associated with that asset. If you do not enter an Asset ID, or select a Function instead of an Asset ID, you can select a Component ID from a list of all components not associated with assets. The system generates this list only if the Enhanced Material Disposition key in the Repairables Processing rule and the Auto-Populate Instld Component in the Work Order Processing rule are to ON.

More than one Asset can be associated to the task by selecting Asset List from the views list, and entering other Assets there. Please see the Asset List section for more information.

If there are permit requirements with the Assoc box checked for any asset entered, the system automatically adds that requirement to the Permits view.

Process, Department, and Area - The Process, Department and Area fields represent layers of the Asset hierarchy and indicate where the work order costs will roll up. If you supply an Asset ID, the system provides the associated Account number, Department and Area from the Asset record in the Asset module of the Resource subsystem. If the work order was generated from a work request these fields are completed by the system using the information supplied on the request. These fields can be modified when the record is in planning status, if needed.

Planner - The planner is defaulted from the Work Order record or from the Asset record if an asset is entered. It can be changed if necessary. This field represents the code for the person responsible for managing the Work Order Task. Planner codes are defined in the Planner business rule.

If the Work Order is created by batch processing from a PM Master, the system supplies the planner code from either the asset or the benchmark depending on settings in the PM Master module.

Once a planner code is assigned to the work record, Planners can use the Work Planning Tool on the home page to review and manage work.

If the Alerts business rule is set to do so, the planner indicated here is notified when parts are received for the work order task.

Account Number - The Account field represents where the charges for the Work Order will roll up if the account is different from the account on the Work Order. The system offers the account number associated with the work order or the asset. If asset information is available, you cannot change the account number without changing the asset. If you supply a different Asset ID in the Asset field, the system provides the associated account number, department and area from the Asset record in the Asset module of the Resource subsystem. When only one account is associated with the asset the system automatically enters that account number in the Account field. When there are additional accounts for the asset, the system provides a list of values displaying all the accounts associated with the asset, so that you can select the appropriate one.

Safety, ISO Related, Health, Environmental - These check boxes are checked by the system according to the settings on the record for the asset that is indicated in the Asset ID field. These check boxes allow users to easily recognize if any equipment on a Work Order Task has been identified as requiring special considerations for ISO, Safety, Environmental or Health reasons so that proper procedures, if necessary, are used in planning and working the job.

Run to Failure - Place a check next to Run to Failure to indicate that the Asset should be used until it dies. A good example of this concept is the use of a light bulb. This check box is for information only and does not include any business processing. It is, however, copied to work order tasks when the asset is populated on the task. Having the information available at the task level is useful for metrics, especially for comparing the number of failures when the Asset was on a preventive maintenance program and was not.

Vehicle Codes - These three fields are controlled by linked code tables that can be set up by your organization to reflect VMRS (Vehicle Maintenance Reporting Standard) codes. The first field represents "system", the second represents "assembly", and the third represents "component". The code tables for the Job Code, Reason, and Action fields below can also be set up and used as a part of this reporting standard.

Phase - When the Work Order Task record is created the system assigns the phase according to the settings in the Work Order Task Planning business rule. As work progresses, the Planner can change the Phase according to what stage the task is in the work process. When the Phase is changed the system makes an entry in the Work Order Activity Log.

Held for Parts - The system maintains the Held for Parts indicator. If there are not enough parts on hand in the storeroom for any of the parts estimated in the Parts view, the system checks the Held for Parts box until the part is restocked.

Required By - The Required By date indicates when the specific Task needs to be completed.

% Comp - The % Complete field is informational only. For tasks that take some time to finish, this field can be used to indicate how much of the task is complete.

Downtime?, Type and Hours - If the work to be done for the Task requires asset downtime, check the Downtime box, enter a Downtime Code, and the estimated number of Hours of downtime required.

Priority - Priority indicates the overall importance of the task. It is calculated based on the three fields located to the right of the Priority field: Asset Criticality, Work Order Task Priority, and Adjustment to the Priority.

Note: Settings in the Criticality Override business rule determine whether or not users can modify the criticality on work records that reference the asset.

Asset Criticality - The criticality of the work. This value is copied from the Asset record and cannot be modified.

Work Order Task Priority - The Work Order Task Priority indicates the importance of the task and is copied from the Work Order header record. You can update this field on the Task level by selecting a number from the list of values, which is controlled by Code Table 41. The Work Order Task Priority number ranges from “1” through 9 where “1” is not critical and “9” is very critical. This value is then multiplied by the asset criticality to produce the overall priority.

Adjustment to the Priority - To increase the Priority even further, you can enter in an adjustment number, which is added to the overall Priority number.

Crew/Backlog - You can also enter a Crew that returns a default Backlog Group. The Backlog Group can be overwritten. The scheduling modules make use of this information to enable you to search work backlogs by crew and/or backlog group.

Note: The associated lists of values for the Crew and Backlog fields are controlled by the Crew module and Code Table 110 respectively.

If you want to assign ONE crew to the task, enter that crew in the Crew/Backlog field on the Work Order Task record. If you want to assign multiple crews to the task, select Scheduling from the Views list, and enter Crews in the fields provided. When you enter a crew here, the system automatically creates a scheduling record in the appropriate scheduling module assigning the date that you enter in the Date field. If you use MS Project, and you want the information that you enter to be exported to MS Project, or if you want to assign crafts as well as crews enter your crew assignments in the Assignments view.

Shop - Use this field to indicate the shop location where the asset will be worked on. Shop codes are defined by your organization in code table 12.

Assigned To - If your organization generally assigns work order tasks to one person, enter the name of that person in this field. Maintenance employees can then enter their name in the Assigned To field of the Work Order Task Search Options screen to find all of the Tasks that they are assigned to complete.

If you need to assign the Work Order Task to more than one person, and make assignments available to the Project Management interface, select Assignments from the Views list.

Work Region - Work Region and the two associated fields provide a way to account for travel time when planning and scheduling the task. Regions are defined for your organization in the Work Order Travel Time business rule, along with approximate travel times for one-way travel to or from the site.

See the discussion of the Labor Requirements view for more information on Planning Travel Time.

Time - When you select a Work Region, the system will supply the one way travel time defined in the Work Order Travel Time business rule. If no value is supplied, you can enter an appropriate time per trip. If you update the time, the system updates the original and revised estimates for each labor record in the Labor Requirements view.

Trips - The number of one-way trips planned to and from the work region. If you are planning that the crew will travel to the site once and return once, the number of trips is two. If you update the number of trips, the system updates the original and revised estimates for each labor record in the Labor Requirements view.

Job Code, Reason, Action - These fields are controlled by linked code tables that can be set up to provide additional detail into the work specifications for the asset.

Reading Date, Current Reading, Meter Units - These fields can be used to record the date, the reading taken from the asset, and the units for the reading. The reading can be any numeric entry. If you enter the Current Reading field first, the system automatically fills in the Reading Date field with the current date.

The current reading entered here is NOT transferred to the Runtime Entry module. To record the meter reading properly, be sure to enter it in the Runtime Entry module as well.

Life to Date - This value is maintained by the system as the vehicle's total meter value to date. This value is taken from the Runtime module.

Report Codes - Report Codes allow you to place a variety of grouping codes on Tasks so that you can run reports against the Tasks, grouping or identifying them by the entered Report Code. The system uses the Validate Task Report Codes business rule to verify the codes entered. A list of values controlled by Code Tables 281 through 285 is associated with each Report Code field.

Request and Service Request - If a Work Request or a Service Request generated the task the system enters the record number in the appropriate fields. You can double-click either field to open the corresponding record.

Deficiency Tag - Deficiency Tag allows you to enter a tag number identifying the breakdown cause. This field is used only for informational purposes and does not affect the system elsewhere.

WBS - The work breakdown structure (WBS) field can be used to refer to the WBS tool used to define and group a project's discrete work elements (or tasks) in a way that helps organize and define the total work scope of the project. Use of this field will depend on your individual business practices.

Creating Work Order Task Records

Every work order has at least one task because the system creates a task when the Work Order record is first saved. After you have created the Work Order, you want to at least enter a description, assign an account number, and enter an Asset ID as appropriate for the Task that was automatically created. You also have the option of adding additional tasks for the Work Order either through the Work Order module or directly in the Work Order Task module.

Once your Tasks are entered there are several Work Order Task views that can also be used in creating task records and planning Work Order Tasks.

For example, the Scheduling and Labor Requirements views can be used to plan labor commitments, and the Materials view can be used for planning Storeroom commitments. These View windows are described in more detail below.

How to Create a New Work Order Task Record

Every work order has at least one task because the system creates a task when the Work Order record is first saved.

1. **Open the Work Order Task screen.**

You can do this by going to the specific work order and selecting Task (Summary) or Task (Detail) the Views list, or you can Open the Work Order Task module directly.

2. **Click the New icon.**

The system creates a blank record in Planning or Active status, depending on the status of the work order.

3. **Enter a description of the task.**

4. **Select the Account Number from the list of values, or**

5. **Enter the Asset ID from the Lists of Values.**

The system offers the account number associated with the work order, but you can overwrite this number if a different account is more appropriate.

If you choose to enter an asset, the system provides the account number associated with that asset.

The charges accrued for the individual task will roll up through the assigned task account number.

If the work order is being charged to a Project/subproject, the system offers account number for the subproject. You can overwrite this account number by picking one from the list of values, which is controlled by the Account module of the Resource subsystem.

The charges accrued for the individual task will roll up through the assigned task account number.

6. **Enter any appropriate additional information.**

Note that there are several work order task views that can also be used in creating task records and planning work order tasks.

For example, the Scheduling and Labor Requirements views can be used to plan labor commitments, and the Materials view can be used for planning Storeroom commitments.

7. **Click the Save icon.**

Work Order Task Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Asset Data

Additional Asset and Component ID information can be accessed by selecting Asset Data from the Views list. You can enter Building, Location, and Position. The information in the address section is copied from the Asset record if the asset uses an address location. You can update the address shown, but the updated information will not copy back to the Asset record. The remaining asset and component information is returned from the associated record and cannot be overwritten.

The screenshot displays the Oracle Utilities Work and Asset Management V1.7.15 (v8.37) interface. The window title is "Work Order Task 0400334 Task 01 Asset and Component Data". The interface includes a search bar at the top right with a "Go to Module" button. The left-hand navigation menu is divided into "Views" and "Actions". The "Views" section includes: Notes, Attachments, Asset Data, Asset List, Cost Summary, Items Worksheet, Delivery, Scheduling, Work Order Permit, Material (List), and Material (Detail). The "Actions" section includes: Create Bookmark, Audit Log (Header), Timesheet, Direct Charges, Activity Tracking, and Update Distributions. The main data entry area is titled "Work Order Task 0400334 Task 01 Asset and Component Data" and contains the following fields:

- Building**: [Text Field]
- Location**: [Text Field]
- Position**: [Text Field]
- Change Request Required?**: [N] (Dropdown)
- Change Req No**: [Text Field]
- PM Route/Date**: [Text Field]
- Asset Section**:
 - Specification No**: [Text Field]
 - Type**: [Text Field]
 - Category**: [Text Field]
 - BOM ID**: ILBBOM1
 - Point ID**: [Text Field]
- Component Section**:
 - Specification No**: [Text Field]
 - Type**: [Text Field]
 - Category**: [Text Field]
 - BOM ID**: [Text Field]
- Address Section**:
 - Address**: [Text Field]
 - Suite**: [Text Field]
 - Cross Street**: [Text Field]
 - City/State/Zip**: [Text Field]
 - Offset**: [Text Field]
 - Direction**: [Text Field]
 - From Asset ID**: [Text Field]
 - To Asset ID**: [Text Field]
- Vehicle Information Section**:
 - Class**: [Text Field]
 - Year**: [Text Field]
 - Make**: [Text Field]
 - Model**: [Text Field]
 - License No**: [Text Field]
 - Serial No**: [Text Field]
 - Engine Size**: [Text Field]
 - Engine Desc**: [Text Field]
 - Tire Size**: [Text Field]
 - Transmission Size**: [Text Field]
- Warranty Section**:
 - Date**: [Text Field]
- GASB Reporting Section**:
 - Renewal Work?**: [N] (Dropdown)

Asset Data view

The Change Request Required? Fields - If the Work Order Task is in support of a Change Request, you can enter Y and select a Change Request number manually. Otherwise, the system automatically enters an N in this field. Or, if the Task was produced automatically from a work request that included Change Request information, the system provides the information from the Work Request record.

The system lists all Work Order Tasks (and Work Requests) associated with a Change Request on the appropriate record in the Where Used view of the Change Request module in the Resource subsystem.

Renewal Work - Place a Y in this field if the work requested will restore or replace the asset towards its original size, condition, or capacity. The default is N.

Note: The default for the Renewal Work field is No, however, if your organization generally performs Renewal Work on assets, and you would prefer that the default be Y, you can re-configure the default in the Modules Administration - Forms module. Note that defaults only apply on existing work orders, not on the first task created on a new work order.

If the Work Order was created from a Work Request, this field is carried over from the Work Request record. It can be modified if necessary. The indicator cannot be changed if the work Request is in Rejected or Canceled status.

Asset List

Use the Asset List view to list the assets that are related to the work and the percentage split of the associated costs. The Asset List cannot be modified once the record status has been set to Closed. Select Balance Asset Distribution to have the system automatically readjust the percentages to evenly allocate costs across all listed assets.

Asset List view

Assets Have Been Posted & Posted Date - Once the work order task is closed, the system processes the assets listed and applies costs throughout the system appropriately. When the assets are posted the system checks this box.

The system also automatically enters the date and time that the assets were posted by the system.

Asset ID - The Asset ID can be selected from the list of values associated to this field. If a warranty or permit is associated to the asset, the system displays an alert in the same way as it does for assets entered on the header. If an asset with permit requirements is entered here the system automatically populates the Permits view with those permit requirements if they do not already exist in that view.

If there are construction assets or if there is a PM Route indicated on the task, additional assets cannot be entered in the Asset List view.

Description - The system automatically enters the description of the Asset as it appears on the Asset record. This information cannot be modified.

Component ID - Installed components for the asset can be entered in this field. Components cannot be entered without first entering an Asset.

The Work History and Cost Rollup values are reflected back to the component as applicable.

% - The system enforces a percent split total of 100% when new assets are entered. Select Balance Asset Distribution from the Actions list to evenly distribute the percentage split across all assets listed on the service request.

Cost - This display-only value reflects costs as they are posted to the Asset and Component according to the percent split indicated.

Cost Allocation for Capital Improvement Work

In situations where refurbishment work orders are created to upgrade or add additional functionality to a list of assets, a capital account might be added to the work order task to capture all labor, material and equipment costs. The work is described and planned on a single task with all the assets added to the Asset List view and with a cost allocation percentage defined for each asset.

Work is scheduled and executed with all labor, material and equipment costs being charged to a capital account on the main work order task record. After the work order task is finished and closed, batch processing evaluates the task and creates a Cost Adjustment record with line items itemizing each charge with debits and credits for redistributing the cost to each asset on the asset list based on the cost allocation percentage defined on the asset list.

The Cost Adjustment record is processed and posted with all costs distributed to the assets on the asset list using the capital account from either the work order task or from the asset. This depends on the setting in the Work Order Processing business rule. The re-allocation results in reach asset on the list showing the expense in the Asset Cost Summary and Asset Work History.

Cost Summary

The Task Cost Summary view presents summary cost information for the Work Order Task. Costs are listed by Category (Expense). In addition to the fields discussed below, the Cost Summary view may also display overhead costs and information reported by your organization's external financial system, depending on responsibilities in your User Profile.

Cost Category	Original Estimate	Revised Estimate	Committed	Accrued	Actual	Ext. Actual Amount	Ext. Actual Qty.
Direct Stock	.00	30.50	.00	.00	.00	.00	0.
Total	.00	30.50	.00	.00	.00	.00	0.

Cost Summary view

The system uses the sum of the values from the Work Order Tasks to calculate the following:

Original Estimates - Total dollars planned before the Work Order is activated

Revised Estimates - Current dollar estimates

Committed - Direct purchase costs are committed when the Purchase order is issued. Labor costs are committed when work time is posted and batch has run. Stock Item costs are committed when the item is issued on a Checkout Request.

Accrued - Unpaid receipts (at P.O. price)

Actual - Stock issues, posted labor charges, paid invoices.

External Actual Amount and Actual Quantity - If you have the appropriate function responsibility in your user profile, you can use these columns to compare actual amounts and quantities from an external financial system with estimates maintained by Oracle Utilities Work and Asset Management.

Items Worksheet

If a Work Order Task is associated to a PM Route, the system will use the PM Route Options business rule to determine how costs should be allocated to assets.

The Items Worksheet view provides a single point where you can plan the material, labor, and other resources required to complete the work order task.

When the record is changed from Planning status to a higher status; the system copies the items listed on the Items Worksheet to the Material, Labor Requirements, and Other Requirements views as appropriate.

If your organization uses compatible units, the system automatically populates the Items Worksheet view when you add Compatible Unit records to the CU Worksheet and save the record, but you can add new items and change any of the default items as necessary. If you do not use compatible units, you can plan material, labor and other resources for the task directly on the Items Worksheet. The Items Worksheet can be updated only when the Task record is in Planning status.

When the Work Order record status is changed from Planning to Pending Approval, Approved or Active; the system copies the material, labor and other items on the items worksheet to the Work Order Task Material, Labor Requirements, and Other Requirements views. You can make

Delivery

Enter Delivery information by selecting Delivery from the Views list. This information is used for delivery of parts from the Storeroom.

Scheduling

This view is mainly to be used as a quick reference to see which crews have been scheduled in either of the scheduling modules. Crews can also be entered here to create a schedule in either module, however adding them in this way does not commit any craft hours. You must use the one of the scheduling modules to level the resources.

If you want to assign ONE crew to the task, enter that crew in the Crew/Backlog field on the Work Order Task record. If you want to assign multiple crews to the task, select Scheduling from the Views list, and enter crews in the fields provided. When you enter a crew here, the system automatically creates a scheduling record in the appropriate scheduling module assigning the date that you enter in the Date field. The scheduling module updated depends on which section in which you enter the crew and date.

The screenshot shows the Oracle Utilities Work and Asset Management Scheduling view. The window title is "Work Order Task 0500275 Task 01" and the version is "Oracle Utilities Work and Asset Management V1.7.15 (v8.37)". The date is "03 August 2007". The interface includes a search options section, a results section, and a main area with input fields for Estimate Start, Estimate Duration, Duration Units (set to HOURS), and Estimate Finish. It also features two tables: "Daily Schedule" and "Weekly Forecast", both with columns for Crew and Date.

Scheduling view

You can also enter Estimated Start Date, Estimated Duration, Duration Units, and Estimated Finish Date, however these estimates are informational only.

Please refer to the User Guide section on Workweek Schedule and Daily Schedule for a complete discussion of your scheduling options.

If you use MS Project, and you want the information that you enter to be exported to MS Project, or if you want to assign crafts as well as crews enter your crew assignments in the Assignments view.

Permits

When you create a work order referencing an asset with permit requirements, the system enters the Permit Type, Template ID, and the Asset ID in this view. You must create a permit using the action to associate a new or existing Permit ID to the Work Order. The Permits that can be selected will be limited to those that use the Template ID indicated and in any status except Released, Closed, or Canceled. Please refer to the guide specific to the Permit module for more information.

If the work order task was created from a work design, the reference ID for the work design is also indicated in this view.

Work Order Items BOM Pick List

If both the Asset and Component ID have a BOM attached, the BOM for the Component ID is used.

If a Bill of Materials (BOM) list is attached to the Asset ID or Component ID, you can use the list to pick parts that will be required for the Task.

Bom Pick List view

The Bill of Materials number is displayed in the “Breakdown For” field. Stock codes are then displayed for that BOM ID. If a displayed Stock code has a breakdown (subset of parts), you can access the breakdown by pressing the Breakdown button. You can pick parts from this list just as you would from the top-level list.

To return to the top level of the BOM, press the TOP Level button.

To reserve parts for the Task, enter a Storeroom and Planned Quantity, then save the record. The system either updates or inserts the appropriate Task Parts detail record. You can also enter or modify Parts Requirement records directly through the Task Parts view.

The fields in the BOM Picklist view are the same as the fields in the [Bill of Material](#) module.

Work Order Task Material (List)

This view shows a listing of all Work Order Task materials. To display more information about each item, select Materials (Detail) from the Views list. None of the information on the Task Material List view can be modified directly.

Work Order Task 0500275 Task 01 Material and Service Requirements List
Oracle Utilities Work and Asset Management V1.7.15 (v8.37) 03 August 2007

Search Options
Description: PM Route Benchmark for the ILB facility.
Asset ID: F ILBF1 PM Route Function for the ILB facility.

Views
Material (List)

Material List

Item	Stock Code	Str	Quantity	Total Price	Required
Desc					

Costs for Material Item

	Quantity	Total Amount
Original Estimate		
Revised Est		
Committed		
Accrued		
Actual		

Material (List) view

The upper section of the Task Material List shows the task description and asset data for the current task. The center section contains a brief description of each material item planned for the task. The lower section of the window shows costs for the craft currently selected in the middle section.

Task Data - The upper section of the Task Material List window shows the task description and asset data for the current task.

Material List - The center section contains a brief description of each material item planned for the task. You may need to use the scroll bar to see the entire list.

Costs - The lower section of the window shows costs for the craft currently selected in the middle section.

Original Estimate - Entries made before the Task is activated are considered estimates. The system populates this field with the Total Price indicated in the Total Price field.

Revised Estimate - This field shows any updates to the estimate before the Task is activated.

Committed - The quantity and cost of the items that have been ordered (appear on a Purchase Order in issued status). These values are updated when the prices are changed on a Purchase Order in updating status.

Accrued and Actual - These fields show the costs for the items. Accrued shows costs that have been committed but not yet invoiced. Actual shows costs that have been invoiced and paid out. These values are updated when the prices are changed on a Purchase Order in updating status.

Material (Detail)

These views allows you to enter and maintain a listing of items that are required to complete the Work Order Task. You can either enter a stock code to request a Storeroom item, or leave the Stock Code field blank to indicate that the item is a Direct Purchase item. For Direct Purchase items and requests for stock items that are not in stores, the system prompts you to enter

additional information in the Direct Purchase section so that Requisitions can be created with the appropriate information.

Material (Detail) view

Services are entered as direct purchases. Planners can indicate the Vendor or Contractor who will perform the service in the Direct Purchase view and the appropriate follow-up documents will be created after the requirement is indicated here.

If an item is issued from the Storeroom against the Work Order Task that was not listed as a Material requirement first, the system automatically inserts a Materials (Detail) record without estimates. In the same way, if a Requisition or Purchase Order is written directly against the Work Order Task that did not originally have the Materials planned, the system generates a Materials (Detail) record without estimates on the Work Order Task when the Purchase Order is approved.

If needed, you can also add notes related to the material items using the Material Notes view, selected under Material (Detail) on the Views list. Notes entered in this view will be carried over to any resulting purchasing documents.

The system does not allow you to add duplicate material requirement items to a Work Order Task since this would result in duplicate stock checkouts. If you attempt to add a duplicate record, the system displays an error message telling you that the record already exists. If you need to request more of that item, simply add it to the original record.

Task Data - The upper section of the Task Material window shows the task description and asset data for the current task.

Material Item Section - The screen label for the material item section changes to indicate the item number of the material items described.

Stock Code, Type, and Storeroom - Enter the stock code for the item needed. The system returns the stock type and populates the list of values for Storeroom with a listing of the

storerooms where that item can be found. If you know that this is a non-stock item that will need to be purchased directly leave this field blank. The system will prompt you to enter Direct Purchase information when you save the record.

Please note that it is possible to enter multiple line items for the same stock code.

Item Description - The system enters the description of the stock item as it appears on the Master Catalog record. You can add to this description if necessary. If you do not enter a stock code, enter a description of the item needed here.

Inventory Quantity - If you entered a stock code, this field shows the amount of the item that is available in the storeroom.

Alternatives Button - The system indicates the number of alternate stock items as they are listed in the Master Catalog Associated Stock Codes view. The number of each item available for each stock code is calculated based on the settings in the Available Quantity Calculations business rule. Click the Alternates button to open the alternates window.

Associated Stock Code	Storeroom On Hand	Price
ILB	8	20.00
ILBGO1	4	15.25
ILBGO1	5	15.21
ILBGO1	10	10.00

From this window you can select the alternate stock code and click the insert button to change the stock item on the Material record.

Quantity/Unit - If you entered a stock code, and the information is available in the Storeroom, the system enters the unit of purchase in the unit field. Indicate how much of the item you need for the Work Order Task in the Quantity field. You can modify the units if necessary.

Unit Price - If you entered a stock code, and the information is available in the Storeroom, the system enters the unit price for the item. Otherwise you should enter the estimated price manually.

Total Price - The system calculates the total price based on the Quantity and Unit Price entered.

Required Date - Enter the date that the item is needed. If you enter a date earlier than the Estimated Delivery Date, the system will display a warning. Settings in the Work Order Processing Business Rule determine if this field is automatically defaulted to equal the Estimated Delivery Date.

Estimated Delivery Date - Indicates the date that the item is estimated to arrive or to become available.

Lead Time - The estimated number of days it will take for the Vendor to supply the item after it is ordered. Settings in the Batch Stock Reorder business Rule determine if the Lead Time is retrieved from the Catalog or the Storeroom.

Issued to Date Qty - Shows the number of the item that have been issued to date.

Expense Code - If you entered a stock code, and the information is available in the Storeroom, the system enters the expense code for the item. This field can be modified if needed.

The Variable Expense Codes business rule determines how expense codes are handled in Work Order Task records.

Hazardous - If the item is toxic, place a check in this box. You can classify the type of hazard by selecting from the list of values in the field next to the box. Your organization can add or remove hazard codes by modifying code table 6.

Reported Used Qty - The amount of material reported used by field personnel.

Direct Purchase Section - You must provide Direct Purchase information in the lower section for the screen when you enter a direct type stock code or an item that has no stock code.

PO Item Type - Select the Item Type code from the list of values, for example M for material or S for services.

PO Commodity - Use this field to further describe the type of item. This information can help the Buyer to select a Vendor if you have not included on the request.

Buyer Code - The code for the buyer who should handle your request.

Blanket Contract - If the required items have already been pre-negotiated on a Blanket Contract, enter the contact number in this field.

If the Work Order Processing business rule DIRECT PURCHASE BLANKET option is set to ON, the system will check to see if there are active contracts that list the desired item when the work order task is saved. If it finds one or more contracts, the system requires completion of the Blanket Contract field. If the item is listed on only one active contract, the system supplies the contract's number. If more than one contract might apply, the system opens the list of values so that the user can select the appropriate contract.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Deliver to Location - Use this field to indicate where the materials should be delivered when the shipment arrives.

Vendor and Contact Name - If available, you can enter the Vendor and Contact for the items needed. This information will help the Buyer to process your request more quickly.

Leave the Vendor field blank if you want the system to generate only one requisition for all of your direct purchase items. Otherwise, a separate requisition is created for each Vendor code referenced on the work order task.

Generating only one requisition can be helpful in reducing the number of requisitions that need to be reviewed and approved for work order Material items. Purchasing personnel can then issue purchase orders to the appropriate vendors once the requisition has been approved. Any Materials that are added after the work order has been activated or any items that reference a Blanket Contract number will have a separate requisition created.

Note: To facilitate this processing, make sure that the Vendor Code is NOT a required field. You can set the Vendor Code as required or not required in the Modules Administration - Forms module of the Administration subsystem.

Vendor and Manufacturer Information - When a Stock Code for a Direct Type item is entered on a Work Order Material record, the system populates the Vendor Part Number, Manufacturer Code and Manufacturer Part Number fields on the Direct Purchase view from the Vendor Manufacturer view on the Master Catalog record. This information is only copied if the

Primary Vendor indicator is set on the Master Catalog Vendor Manufacturer view. The information copied over can be modified if necessary.

When requisitions or purchase orders are generated from the Work Order Task Materials records, the system populates the Requisition or Purchase Order Manufacturer Data view with the Manufacturer information from both the Catalog record AND the Work Order Task Materials Direct Purchase view if any changes were made to the information on the view. All of the Primary Vendor data and other data based on the various "Copy to PO" check boxes on the Catalog record is included. The Vendor Part Number field on the Line Item (Detail) Screen is always populated with the information from the Work Order Task Materials Direct Purchase view.

When a material record is created without a stock code, the system copies any Vendor or Manufacturer information that was entered on the Work Order Task Material screen to the resulting requisition or purchase order.

Requisition and Purchase Order Numbers - The system populates these fields with the requisition and purchase order numbers when they are generated from the Direct Purchase record.

If the Work Order Processing business rule DIRECT PURCHASE option is set to REQUISITION (and the Allow Automatic Work Order Release? check box is not checked), the system creates a requisition and enters the requisition number in the Requisition field when the work order status is set to Active.

The system will also record the purchase order number when the purchase order is issued (set to issued status).

Credit Card Purchase - If the materials should be purchased by credit card, check this box.

Courtesy Stores

If the item is a direct type stock item that should be tracked in the storeroom (held as a "courtesy"), check this box. If the box is not checked, the system assumes that the items will be used as soon as they are received, and on hand quantity is not tracked.

The PO Item Type must be "M" in order to check this box.

QC Required - If the materials require special handling, check this box.

Entering Direct Purchase Information

For direct purchases and on requests for stock items that are not in stores, the system prompts you to enter additional information so that Requisitions can be generated with the appropriate information.

In the Direct Purchases section of the Material (Detail) view you can enter basic purchasing information such as the Vendor name and the item type (usually Materials, Services, Misc.) and the PO Commodity (the category for the item such as office supply or lumber). Additional fields record the type of purchasing document that will be created or used with the Work Order, and Vendor and Manufacturer information.

Leave the Vendor code field blank if you want the system to only generate one Requisition for all of your Direct purchase items. Otherwise, a separate Requisition is created for each Vendor code referenced on the Direct Purchase record.

If the item should be tracked in the storeroom (held as a "courtesy") check the Courtesy Stores check box. If the box is not checked, the system assumes that the item will be used as soon as it is received, and on hand quantity is not tracked. The PO Item Type must be "M" in order to check this box.

When a Stock Code for a Direct Type item is entered on a Work Order Material record, the system populates the Vendor Part Number, Manufacturer Code and Manufacturer Part Number

The Credit Card Purchases business rule determines which types of documents can use a credit card on direct purchases.

The Work Order Processing business rule controls several settings relating to how the system handles materials purchases.

fields on the Material (Detail) view from the Vendor Manufacturer view on the Master Catalog record. This information is only copied if the Primary Vendor indicator is set on the Master Catalog Vendor Manufacturer view. The information copied over can be modified if necessary.

When Requisitions or Purchase Orders are generated from the Work Order Task Materials records, the system populates the Manufacturer Data view with the Manufacturer information from both the Catalog record AND the Work Order Task Materials Direct Purchase view if any changes were made to the information on the view. All of the Primary Vendor data and other data based on the various "Copy to PO" check boxes on the Catalog record is included. The Vendor Part Number field on the Line Item (Detail) Screen is always populated with the information from the Work Order Task Materials Direct Purchase view.

When a material record is created without a stock code, the system copies any Vendor or Manufacturer information that was entered on the Work Order Task Material screen to the resulting Requisition or Purchase Order.

Creating Checkout Requests

Select Create Checkout Request from the Actions list to request all or some of the parts planned against the work order task. The Create Checkout Request action is available only when the task is in Active or Approved status and you have the appropriate function in your responsibility profile.

Note: Only inventory type checkout requests can be created using the Create Checkout Request action.

After you select the action and enter a required by date, a page opens containing a list of the parts planned against the work order task. This list does not include items that have already been issued or truck stock items. Select the parts you want to request by checking the Add box for each item or by clicking Select All. If you need to see parts that were already issued or truck items, click the Filter button.

When you have finished selecting the parts, click Next to open a page where you can indicate the quantities you want to request. The system displays the quantity planned against the task, but you can enter a smaller or larger quantity if necessary. You can also enter a decimal value in the Requested Qty field to indicate partial checkout request of an item, or you can enter a negative quantity here to indicate that you would like to return items.

You can also change expense codes if the system is configured to allow you to override expense codes. When you click Finish, the system creates the Checkout Request record and displays the request number.

Filtering Items

If a large number of stock items have been planned against the task, you may want to filter the list first to make it easier to find the parts you need. Click Filter to enter selection and order by criteria and narrow down the list of stock items to choose from.

The default list of stock items does not show items that have already been issued or truck stock items. If you need to see these items, click Filter and select the check box next to the additional type of items you would like to see. After resetting the filters, click Next to return to the Add Items form.

How to Create a Checkout Request from a Work Order Task

- 1. Open the appropriate Work Order Task record.**
The work order task must be in Approved or Active status.
- 2. Select Create Checkout Request from the Actions list.**
- 3. Enter a required date.**

You can also enter delivery and priority information.

4. Click Next.

The system displays a list of parts planned against the Work Order Task record.

This list does not include items that have already been issued or truck stock items. If you need to see parts that were already issued or truck items, click the Filter button. You can also filter to narrow down the list of items that is shown.

5. Check the Add box for the items you want to request.

You can also click the Select All button to check all of the boxes.

6. When you finish selecting items, click Next.

7. Enter the quantity of each item you want to request.

You can enter any number, including a fractional quantity of up to five decimal places. You can also enter a negative quantity to indicate that you would like to return items. The fields below the grid provide additional information on the stock item selected above.

8. Click Finish.

The system creates a Checkout Request record and displays the request number.

9. Click Close to return to the Work Order Task record.

Creating Purchasing Documents for Work Order Task Materials

Creation of purchasing documents depends on settings of the Work Order Processing business rule. You can force the system to only create one Requisition for the Work Order by leaving the Vendor code field blank. Any Task Material record that does not have a Vendor code will be grouped together on the same Requisition for each Work Order. When a Vendor code is referenced the system creates a separate Requisition for each Vendor. Generating only one Requisition can be helpful in reducing the number of Requisitions that need to be reviewed and approved for Work Order Material items. Purchasing personnel can then issue Purchase Orders to the appropriate vendors once the Requisition has been approved. Any Materials that are added after the Work Order has been activated or any items that reference a Blanket Contract number will have a separate Requisition created.

Blanket Contract - If the Work Order Processing business rule DIRECT PURCHASE BLANKET rule key is set to ON, the system will check to see if there are active contracts that list the desired item when the Work Order Task is saved. If it finds one or more contracts, the system requires completion of the Blanket Contract field. If the item is listed on only one active contract, the system supplies the contract's number. If more than one contract might apply, the system opens the list of values so that the user can select the appropriate contract.

Requisition No. - If the Work Order Processing business rule DIRECT PURCHASE rule key is set to REQUISITION (and the Allow Automatic Work Order Release? check box is not checked), the system creates a Requisition and enters the Requisition number in the Requisition field when the Work Order record is set to Active status.

Purchase Order No. - If the Work Order Processing business rule DIRECT PURCHASE BLANKET option is set to ON, the system records the Purchase Order number when the Purchase Order is issued.

How to Plan Stock Items to be Used for a Work Order Task

1. **Open the appropriate Work Order record.**
2. **Select Task (Summary) from the Views list.**
3. **Select Material (Detail) from the Views list.**
4. **Click New.**

The system opens a blank record for you.

5. **Enter the Stock Code from the list of values.**

To facilitate this processing make sure that the Vendor Code is NOT a required field. You can set the Vendor Code as required or not required in the Modules Administration - Forms module of the Administration subsystem.

For more information regarding this or any other business rule, please refer to the Business Rule Supplement User Guide.

The Stock Code list is controlled by the Catalog module in the Resources subsystem.

The system provides information (stock type, description, unit of issue and unit price, and any associated hazard).

6. Enter the Storeroom from the list of values.

The system supplies the unit price and expense code for that item.

Depending on how certain business rules and other features are structured for your organization, planners may be able to change this expense code if they want the materials charged differently.

7. Enter the estimated quantity that will be needed to complete the task, and the Unit Price for that item.

The system calculates the Total Price based on the Quantity and the Unit Price.

8. Select an Expense Code from the list of values and save.

The system updates the Original Estimate and Revised Estimate fields.

You can also plan the use of non-stock items.

How to Plan Non-Stock Items to be Used for a Work Order Task

1. Open the appropriate Work Order Task record.

2. Select Materials (Detail) from the Views list.

The system opens the Work Order Task window for the record.

3. Click New.

The system opens a blank record for you.

4. Enter a Description.

5. Enter the Quantity.

6. Enter the Unit of Issue from the list of values.

The list is controlled by Code Table 23.

7. Enter the Unit Price.

The system calculates the Total Price.

8. Enter an Expense Code from the list of values.

The list is controlled by the Expense Codes business rule.

If you enter a Stock Code and Storeroom, the system automatically provides the Expense Code for that combination. Depending on how some business rules and other features are structured for your organization, planners may be able to change this expense code if they want the materials charged differently.

9. Enter any appropriate additional information.

This includes the date the materials are required and any hazard associated with the material.

10. Click Save.

The system prompts you for additional information.

11. Enter the PO Item type and Approval Route.

12. Enter any additional information as appropriate.

13. Click Save.

Activity Tracking

Select Activity Tracking (Insert) to open the module and create a new entry. If you select Activity Tracking (Query) the module opens to the search options screen, allowing you to execute a search.

Activating Work Order Task Materials

Activating Work Order Task Materials means that you have initiated the process of obtaining the materials, either by checking them out from the Storeroom or by ordering them via a Requisition then Purchase Order.

Generally, the system places demand on the Storeroom for the stock items or creates Requisitions for direct purchase items and items that are not in stock when the Work Order Task is set to active status. This automatic processing works well for typical work scenarios where the work order is created, planned, and work starts immediately after.

For cases where there is a significant lead time for one or more of the required items or when the type of work results in a long time frame between execution of tasks, the system also provides planners with more flexibility and control in placing demand or in purchasing items.

Users with the Activate WO Material responsibility in their User Profile can initiate processing of materials before the Work Order is set to Active.

If the Work Order is in “Approved, Waiting for Activation” status, you can select Activate WO Material from the Actions list to select which materials you would like to process. When you select the action, a window opens that lists all of the Work Order Task Material records that have not yet been activated. You can then select which items to Activate at that time by simply placing a check in front of them and clicking the Next button. The system shows a summary screen that tells you how many items were processed, how many remain to be processed, the number of Requisitions created, the storeroom demand, and the number of PO Blanket releases.

The system also displays "Activated" on the Work Order Task Material (Detail) record for all of the items that you activated.

If you need to activate any other items before the Work Order or Work Order task itself is activated, you can execute the action again. Otherwise, remaining material items will be released once the Work Order Task is placed in Active status.

How to Activate Work Order Task Materials

1. Select Activate WO Material from the Actions list.

If the Work Order is in “Approved, Waiting for Activation” status, and you have the proper authority you can execute this action.

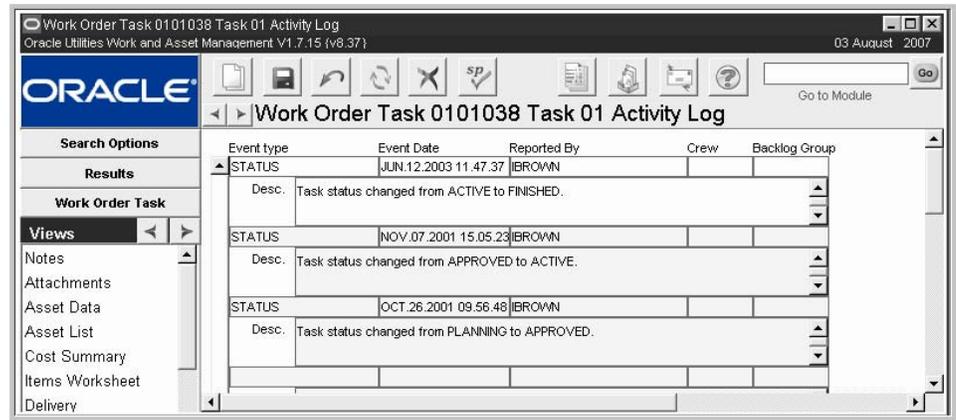
2. Place a check next to each of the materials that you want to activate at that time.

3. Click the Next button.

Activity Log

The Activity Log is populated by the system with a log record when the Work Order Task status changes. You can also enter and maintain Activity information related to a Crew, Backlog Group, and Event. Entries referencing a Crew are also accessible through the Crew Activity Log module in the Maintenance subsystem.

The relationship between Backlog Group and Crew is defined in the Default Backlog Groups business rule.



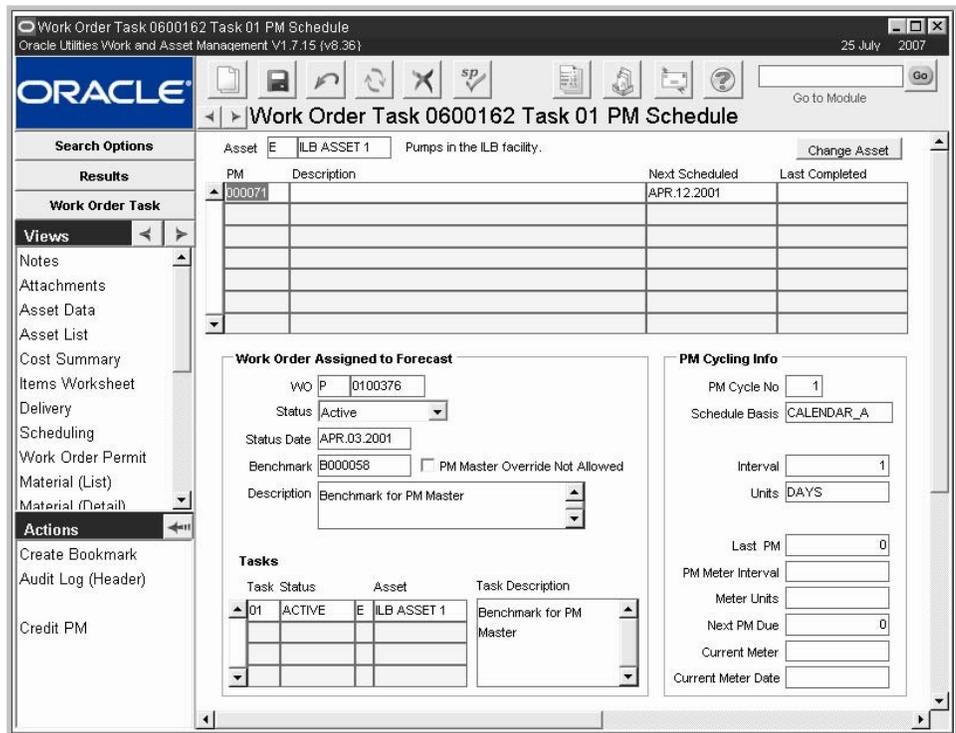
Activity Log view

Note: There is no Activity Log information relevant to Benchmarks.

PM Schedule

For more on using the Credit PM action, see the section on the Credit PM action in the Work Order module

The PM Schedule view presents the PM (Preventive Maintenance) Schedule for the asset specified on the Work Order Task. You can use this information to help determine if work completed for the current Work Order Task has satisfied a PM Master scheduled to cycle soon. If so, you can use the Credit PM action to reschedule the PM Master and credit a regular Work Order for having satisfied the requirements for the current maintenance cycle.



PM Schedule view

If more than one asset is present on the work order task, the PM Schedule view displays PMs associated to all assets. Select a PM number, and the Asset field displays which asset the PM applies to.

Service History

Through the Task Service History view, you can maintain a service history for the Asset ID/Component ID listed on the Work Order Task. Service History information is established via a two-step process:

1. Set up a Specification Template record for the type of service performed.
2. Reference it by entering Type and Category.

Users may later enter the Specification Values for each applicable Attribute. See the Specification Template sections of the Resource Users Guide for further information.

Once the information is established, users can enter the Specification Values for each applicable Attribute. See the Specification Template sections of the Resource User Guide for further information.

The screenshot shows the Oracle Service History view. The window title is "Work Order Task 0500275 Task 01 Service History". The interface includes a search bar, a table for Type and Category, and a table for Specification Attributes and Values.

Type	Category
▲ SERV_HIST	STBYGEN
▼	

Seq	Specification Attribute	Specification Value
▲ 1	the attribute	
2	the second attribute	
3	the third attribute	

Service History view

An example could be performing routine maintenance on a vehicle. First, set up a Specification Template, then a Specification record where you customize the list of Attributes for that type of work. The Specification Number and Category can then be used on Task Service History records, where users enter Specification Values for each Attribute such as the mileage, date, tire pressure, number of quarts of oil used, oil filter replaced (yes/no), etc.

Work Order Service History entered via Work Order Tasks can be accessed as views from the Asset and Component ID modules. See the Asset and Component ID sections of the Resource User Guide for further information.

Labor Requirements

Labor requirements are planned at the Work Order Task level. Initially, you can estimate the number of work hours and the crafts needed to complete the task. After you enter the initial estimate of how many people are needed from which crafts and the total number of hours, the system tracks the refinement of the estimate and the actual time required. Planners can use this information to refine future estimates and schedule crews accordingly.

Work Order Task 0500275 Task 01 Labor Requirements
Oracle Utilities Work and Asset Management V1.7.15 (v8.37) 03 August 2007

Search Options

Results

Work Order Task

Views

Notes
Attachments
Asset Data
Asset List
Cost Summary
Items Worksheet
Delivery

Actions

Create Bookmark
Audit Log (Header)
Repair Removed Part
Print Work Order Task
Print Attachments

Description: PM Route Benchmark for the ILB facility.

Asset ID: ILBF1
Asset Name: PM Route Function for the ILB facility.

Crew: Work Region: Time: Trips:

Labor

Item	People	Craft	Duration	Total Craft Hours	Total Travel Hours	Regular Expense	Premium Expense
						0.	

Costs for

	Total Hours	Total Amount
Original Estimate	<input type="text"/>	<input type="text"/>
Revised Estimate	<input type="text"/>	<input type="text"/>
Committed	<input type="text"/>	<input type="text"/>
Actual Regular	<input type="text"/>	<input type="text"/>
Actual Overtime	<input type="text"/>	<input type="text"/>

Labor Requirements view

The upper section of the Task Labor Requirements window shows the task description, along with asset data and travel information for the current task. The center section contains the estimate for people and crafts required to complete the task. The lower section of the window shows costs for the craft currently selected in the middle section. The Original Estimate and Revised Estimates include the labor hours required to perform the work plus the number of travel hours.

If a Labor estimate is not entered for a particular Craft and the Craft is scheduled for the Task or time is entered against it, the system automatically inserts a Labor record (without any Estimate values). If you do select a Craft, the system completes the Regular and Premium Expense Codes fields using information from the Craft Rates business rule. You can change these expense codes if you want the work charged differently.

If Compatible Units are planned against the Work Order Task, the system inserts the labor items from the Items Worksheet onto the Labor Requirements view when the Work Order is set to Pending Approval or Approved status. You can change these items on the Labor Requirements view, but any changes you make are not reflected back to the Items Worksheet. The Original Estimate hours and amount fields are only updated when the Work Order is in Planning status.

Actual Regular and Actual Overtime hours are entered by the system when Timesheets are posted by batch processing.

Planning Travel Time

You can plan travel time on the main Work Order Task record by selecting the Work Region where the work will be done and entering the number of Trips anticipated to and from the work site. The system uses this information, together with the travel time estimates your organization has entered in the Work Order Travel Time business rule, to account for travel time in the scheduling process.

When you plan labor for the task on the Labor Requirements view, the system completes the Total Travel column for each labor record by multiplying the number People by the number of trips and the travel time. If your organization uses Compatible Units, the system populates the Labor Requirements view when you change the Work Order status from Planning to Pending Approval or a higher status.

The system also makes the travel time and trip information available in the Task and Labor views in the Workweek Schedule module and provides a Travel Time field in the Timekeeping module for recording the actual number of hours spent traveling.

How to Plan Labor Requirements for a Work Order Task

Labor requirements are planned at the work order task level. Initially, you can estimate the number of work hours and the crafts needed to complete the task. Then, as the work order moves toward completion, the estimate can be revised and schedulers can schedule crews.

1. **Open the Work Order record.**
2. **Open the appropriate Task record.**
3. **Open the Work Order Task Labor Requirements view.**
4. **Click the New icon.**

The system generates the Item number when the record is saved.

5. **Enter the number of individuals needed.**
6. **Select Craft from the list of values.**

The list is controlled by the Craft Rates business rule.

When you select the Craft, the system will complete the Regular and Premium Expense Codes fields using information from the Craft Rates business rule.

7. **Enter the estimated number of hours.**

You can enter either the duration or the total number of craft hours. When you do, the system calculates the other value.

8. **If necessary, change the Regular and Premium Expense Codes.**

The system supplies these expense codes from the Craft Rates business rule. However, depending on how certain business rules and other features are structured for your organization, planners may be able to change these expense codes (using the list of values) if they want the work charged differently.

9. **Click the Save icon.**

The system will complete the Original Estimate and Revised Estimate and save the record.

You can add additional crafts at this point by clicking the New icon and repeating steps 5 through 9.

How to Plan Travel Time for a Work Order Task

1. **Open the appropriate Work Order**

The Work Order must be in Planning status if you want the system to include travel in CU cost estimates.

2. **Open the appropriate Work Order Task.**
3. **Select a Work Region where the work will be done.**

When you select the Work region, the system supplies the default Travel Time from the Work Order Travel Time Business rule.

4. **Edit the Travel Time and Number of Trips as needed.**

Both travel time and the number of trips reflect one-way travel. For a round trip with a travel time of each leg being one hour, for example, enter 1 in the Travel Time field and enter 2 in the Trips field. If you save the Task without entering the number of trips, the system automatically defaults the number of trips to 2.

5. **Click Save.**

When you plan labor for the task on the Labor Requirements view, the system calculates the Total Travel Hours for each labor record using the information you entered above.

Other Requirements

You can use the system to estimate and plan equipment and other direct charges associated with Work Order Tasks. With this information at hand, planners can refine their estimates based on historical data.

Other Requirements view

The upper section of the Task Other Requirements window shows the task description and asset data for the current task. The center section contains the estimate for equipment and other items required to complete the task. You must select a Requirement from the list of values, which is controlled by the Direct Charge business rule. If you enter duration, the system will calculate total hours by multiplying the duration by the quantity. If you enter total hours, the system will calculate duration by dividing total hours by the number of people. The lower section of the window shows costs for the craft currently selected in the middle section.

Service Contract

You can access a list of all Service Contract applied charges by selecting Service Contract from the Views list. This record is maintained by the system as Service Contract Invoices are entered and posted.

Service Contract view

Assignments

The Assignments view enables you to assign multiple employees from any Craft or Crew to the Work Order Task. You can then search for and display these assignments in the Work Order Task Assignment module.

Since the scheduling modules do not make use of the information from this view, make sure that you have indicated a primary Crew on the Work Order Task record if you want to be able to select the Work Order Task by Crew later in the scheduling modules.

Assignments view

Note: The Task Crew, Craft, and Other Crew radio buttons and associated fields control the list of values associated with the Employee fields.

Task Crew, Craft, and Other Crew - The Task Crew, Craft, and Other Crew radio buttons and associated fields located in the upper portion of the window control the list of values associated with the Employee fields.

The system fills in the Task Crew field using the primary Crew entered on the Work Order Task record. You cannot modify the Task Crew field from the Assignments view. The list of values associated with the Craft and Other Crew fields are controlled by the Craft Rates business rule and the Crew module, respectively.

Employee - The list of values for the Employee field is controlled by the Employee module, and includes employees that have both an Active Employee record and a User Profile. When you select an Employee, the system fills in the Name, Craft, Crew, and Supervisor fields.

Leave Request - Highlight the assigned employee to view Leave Request information for that employee in the middle portion of the window. The system displays Leave Requests with Start Dates the same or later than the current date.

Daily Schedule Assignments - The lower portion of the window displays all daily schedules the work order task is on, including the employees currently assigned to that task on the daily schedule. Note that this information is for planning purposes only and that assigning employees in this view does not update the Assignments view in the Daily Schedule module.

How to Assign Employees to a Work Order Task

Each employee that you want to assign must already be assigned to a Craft in the Employee module and/or a Crew (in either the Employee or the Crew module).

1. Select the Assignments view.

Work Order and Task - Enter the work order and task number for the task that is being entered as a predecessor.

Relationship - Enter a code to indicate the relationship between the task and its predecessor or successor. Since this field is not tied to processing, your organization can create codes unique to your business process. .

Required - The value in this field determines whether or not users are allowed to ignore the precedence settings or if they are enforced by the system when the task status is changed.

- 0 - This predecessor is not required to be finished when status is activated.
- 1 - If this predecessor is not finished, a warning message is displayed when the status is activated, however the user can choose to continue without completing the precedence task.
- 2 - If this predecessor is not finished, an error message is displayed when the status is activated and the user will not be allowed to proceed.

Crew and Duration - The crew and duration are carried over when the precedence task is entered.

Benchmark to Work Order Processing

Predecessors and successors can only be a work order task related to the current benchmark work order. You are not allowed to make relationships to tasks outside of the current benchmark work order. This is due to the fact that when a work order is created from a benchmark it does not bring in tasks from other work orders or benchmark work orders.

Work Order History Processing

When a work order is moved to history all of the task precedence information is also copied.

Relationship Example

The relationship field has predefined codes of Finish to Start, Start to Finish, Start to Start and Finish to Finish. These relationships are not enforced by the system, but the codes can be used to mirror typical scheduling relationships used in programs such as MS Project. Your organization can tailor the codes to your specific business process.

In this example, the current task is Task B:

- If Task B cannot start until Task A is finished, enter Task A in the Predecessors section with the Relationship set as Finish to Start. This is the most basic relationship.
- If Task C can start at the same time as Task B, enter Task C in Predecessors section with the Relationship set as Start to Start.

This is a scenario that would rarely be defined, but Task C might have a more rigid relationship to Task A, so it would need to be defined for Task B just to make all of the relationships clear.

- If Task B has to be at least started before Task D can be finished, but it doesn't matter when Task D is started in relationship to Task B, enter Task D in the Predecessors section with the Relationship set to Start to Finish.
- If Task B has to be finished before Task E can be finished, but it does not matter when Task E is started in relationship to Task B, enter Task E in the Predecessors section with the Relationship set as Finish to Finish.

Work Order Task Actions

In addition to standard actions, the following can be completed from within the module.

Access to the Account Transaction Log and basic search and bookmark actions.

Note: The Actions list changes depending on the status of the work order.

Timesheet

You can select Timesheet from the Actions list for direct access to the Timekeeping module where you can enter time related to the Task.

When you select the action the system opens the first of several screens where you can create a timesheet for a single employee or for a crew. You must have the appropriate authority in the Timekeeping Authority business rule to create timesheets for a crew.

The Timesheet action is available when the Work Order Task is in Active and Finished statuses. Supervisors can use the Timesheet action to enter time for employees on their Crew.

How to Create a Timesheet for a Crew

- 1. Open the appropriate Work Order Task record.**

You can open the Task in the Work Order Task module or in the Task (Detail) view in the Work Order module
- 2. Select Timesheet from the Actions list.**

A screen opens where you can select to enter timesheet information for a single employee or for a crew.
- 3. Click the Crew radio button.**

If you are a supervisor entering time for a crew, the system defaults the Crew from your employee record. If you are responsible for multiple crews, no default Crew is supplied and the list of values provides a listing of crews to select.
- 4. Click the Next button.**

The system opens a new window listing the crew members. Each employee you want to include on the Timesheet must already be assigned to the Crew.
- 5. Remove the check mark for crew members you do not want to include on the Timesheet.**
- 6. Click the Next button.**
- 7. Enter Regular Time as appropriate and click the Next button.**
- 8. Enter Premium and Comp Time as appropriate and click the Next button.**

The system opens a window showing summary information from the previous screens.
- 9. Review Timesheet information and click the Create button.**

The system creates the Timesheet and displays a confirmation message.
- 10. Click the OK button.**

Direct Charges

Select Direct Charges from the Actions list to enter Direct Charges against the Work Order Task. This action is available when the Work Order Task is in Active and Finished statuses.

The system searches the Direct Charges module for your Employee Number and displays any existing records for the current date. You can add a new charge item to an existing record, or create a new Direct Charge record and then enter the charge item. When you begin entering the Direct Charge item, the system supplies the Work Order Task number and Account information.

How to Enter Direct Charges from a Work Order Task

- 1. Open the appropriate work order task.**

2. Select Direct Charges from the Actions list.

The Direct Charge Information window opens. The system automatically enters your Employee Number and the current date but you can change both if necessary.

3. Click OK.

The system searches the Direct Charges module for records matching the Employee Number and date. If it finds an existing record, it opens that record where you can add additional charges (skip to step 5). If it does not find an existing record, it asks if you want to create one.

4. Click Yes to create a new record if necessary.**5. Click in the first item block in the lower portion of the window or click the New icon.**

The system highlights the required fields where you can enter information for the first Direct Charge item. The system automatically enters the work order and work order task number and Account Number.

6. Select a Direct Charge Type from the list of values in the Type field.

The choices on this list are determined by your organization in the Direct Charge Types business rule. When you select a Direct Charge Type, the system supplies the Units, Standard Price, and Expense Code established in the business rule for the type you selected. If the processing for the Type selected is Open Entry, you must enter these values manually.

7. Enter the Quantity used.

This might be the number of miles driven or the number of days a piece of equipment was rented.

8. Enter other information required to describe the Direct Charge.

You can enter a brief comment that helps to describe the charge. You can also enter an Asset Type and ID in the Rented Asset fields if you need to identify an asset you rented.

9. Click the Save icon.

Continue entering Direct Charge line items until you have entered all the charges you want to include on this record. You must save the record after entering each charge.

When you have finished entering Direct Charges, set the status to Pending Approval and save the record.

Task Progress

Task Progress is only available on the Actions list when the Work Order Task record is in Active status. Selecting Task Progress from the Actions list opens the Task Progress Summary window where you can record progress on the relevant Work Order Task.

The window is the same as the summary screen at the end of the Finish Task wizard, only when you use the Task Progress action the system does not process the work as finished. Instead, after you save the summary information, the system opens a second window where you can either indicate that the task is finished, or indicate your progress toward completion. If you enter a % completed, the system updates that field on the Work Order Task record.

The associated lists of values for the following fields are controlled by the code tables listed below.

Code Table 10 - Failure Code
 Code Table 9 - Repair Code
 Code Table 222 - Component Code
 Code Table 51 - Failure Mode
 Code Table 52 - Root Cause
 Code table 222 - Next Action

Downtime Start and End Dates and Times - Downtime represents the period that the asset is not available for use because it is being worked on. This period can be longer or shorter than the time needed to perform the actual tasks associated with the Work Order.

The downtime Start Date field is filled in by the system if that information has already been provided (for example, from a previous task on the Work Order). If the information is not available to the system, the field will be blank. If the field is blank, enter the beginning of the period that the asset was down.

If the asset is down for work and completion of the task means that the asset is available for use, you can fill out the end date and time for the downtime. You do not have to fill out this field if, for example, the asset remains down pending finishing other tasks.

Duration - The system uses the Start Date and Finish Date information to calculate the duration of the downtime. This information is passed to other areas of the system, including the Asset Reliability module. If either field is left blank, the system cannot calculate the downtime.

If an asset is taken in and out of service for multiple tasks on one Work Order, the system does not automatically add the down periods for you.

Scheduled? - You can check the Scheduled box to indicate that the downtime involved was scheduled (for example, for Preventive Maintenance). This information affects the reliability record of the asset.

Reading - You can use these four fields to record the most current meter reading associated with the asset. The Reading field shows the measure taken, the Units field shows the units, and the Reading Date field shows date of the last reading. The Reason field is the code for the reason the reading was taken, you must select a code from the list of values for this field.

An example might be: “300 hours, on January 1, 1998 at 13:00 for Preventive Maintenance”.

Failure - Select a code from the list of values to record the type of problem that required the work on the asset. An example might be: “Hydraulic” for a leak in the hydraulic system of a piece of equipment.

Repair Code - Select a code from the list of values to record the type of work done on the asset. An example might be: “Resealed” for replacement of the seals in the hydraulic system of the equipment mentioned above.

Component Code - Select a code from the list of values to describe the component, if the work was done on a component of the asset. An example might be “Motor” for a motor in a hydraulic pump.

Failure Mode and Root Cause - Use of these field varies from organization to organization.

Primary Failure? - Click the Primary Failure check box if this failure was the primary failure that lead to the asset requiring work.

Next Action - If there is further action needed – for example an inspection after some period of operation – you can enter a code from the list of values to represent that action. When you select from the list, the system enters the associated description in the Description field immediately below the Required and Further Action fields.

Entering a code signals the system to make the ‘Create Work Request?’ option available. Using this option you can tell the system whether or not to automatically begin a second, follow-up Work Request (see ‘Create Work Request?’ below).

Required - If there is a deadline for the further action, enter the date and time in the Required field. The data can be entered manually or using the calendar feature. Entering a date signals the system to make the ‘Create Work Request?’ option available (see ‘Create Work Request?’ below).

Create Work Request? - The 'Create Work Request?' option only becomes available if the work order task was written against an asset, process or function and you give the system one or more of:

- a Further Action code,
- a (further action required on) Date or
- a (further action) Description.

If you check the Create Work Request? box, the system creates a new Work Request record in Created status when you click the Finish button on the Task Finished Summary window.

The Work Request that you create with this action must still be reviewed and go through the usual steps to become a new Work Order. Your organization's procedures determine whether or not you can do this, or whether someone else must activate the status change that creates the Purchase Order. If the system creates a new Work Request for you, it is important that you follow up by changing the Work Request status or sending a message to someone who can.

Description - Enter a description of the additional action that must be taken. If you used a code in the Further Action field, the system automatically places the description associated with the code into the Description field. You can use this basic description as it is, or you can adjust it. Entering a description signals the system to make the 'Create Work Request?' option available (see 'Create Work Request?' below).

Follow-up Work Request - The system generates a new Work Request at the time you save the Task Closeout information. The system automatically updates the Task Closeout record with the generated Work Request number.

Save - When you click the Save button, the system opens the Task Progress (Task Completion) window where you can either indicate that the task is finished, or indicate your progress toward completion.

The Finish Task Radio Button - Select this radio button if you have completed the task and want to set the task status to Finished. When you select this radio button, complete the associated fields and click the **OK** button, the system sets the Work Order Task status to Finished.

Task Start and Finish Dates and Duration - The Start Date field represents when the task was begun, and the Finish Date field represents when the task was completed. The start date and time for the task are filled in by the system if that information has already been provided. If the information is not available to the system, the field will be blank.

The finish date and time for the task are set to the time you changed the task status. However, you can change this information by manually entering it. For example, you might want to do this if the task was completed some time before you were able to change the task status in the application.

When the Start Date and Finish Date fields have been filled in, the system uses them to determine the task duration. Note that the system does not check that the finish is after the start. The duration will be calculated as a negative number if the dates are entered incorrectly. If you notice a negative duration check the 'Start' and 'Finish' fields.

Finished By - The system fills in this field using the user name of the person entering the information. It can be changed manually if necessary.

The Finish Later Radio Button - Select this radio button if the task is still in progress, and enter the percent of the task that has been completed in the %Complete field. When you save the record, the system updates the %Complete field on the Work Order Task record. The number you enter represents the total progress you have made. If you enter 90% the first time you use the Task Progress button, and revise your estimate to 50% the second time, the system

enters 95 in the %Complete field on the task the first time and set the percentage back to 50 the second time.

Finishing Work Order Tasks

The system allows individual tasks to be closed as they are completed. When parts are ordered against a task, the system places them in Hold for Parts status in the appropriate storeroom. Finishing a task triggers the system to take any of these items that are still on order, out of Hold for Parts status, making them available for use.

When all of the tasks are finished, the system changes the status for the entire Work Order to 'Finished' so that the Work Order can be reviewed and closed out.

Setting the status of a Work Order Task to Finished triggers the Task Finishing Process. This wizard guides you thorough a series of windows where you complete the necessary information to finish out the Work Order.

The fields presented in the wizard are the same fields that are described in the previous section. The wizard simply guides you through the process in a step by step manner to ensure that you do not forget to enter any data.

When you click the Finish button on the summary window, the system returns you to the Work Order Task record and changes the status of the record to Finished.

Start/Finish Dates

Start Date - The Start Date field represents when the task was begun. The start date and time for the task is filled in by the system if that information has already been provided. If the information is not available to the system, the field will be blank. You can manually enter the date and time, or you can use the calendar feature. The system uses this information - with the Finish Date information - to calculate how long the Task took to complete.

Finish Date - The Finish Date field represents when the Task was finished. The finish date and time for the task is set to the time you changed the task status, but you can change this information by manually entering it. For example, you might want to do this if the task was completed some time before you were able to change the task status. You can also use the calendar feature.

Duration - When the Start Date and Finish Date fields have been filled in, the system uses them to determine the task duration. Note that the system does not check that the finish is after the start, but the duration shows up as a negative number. If the duration appears to be negative, you need to go back and check the 'Start' and 'Finish' fields.

Finished By - The system fills in this field using your user name, but you can manually change this information. You might want to do this if someone else actually completed the work on the Task.

Finish Comments - Enter any comments related to finishing the task.

Asset Downtime

Start Date - Downtime represents the period that the Asset is not available for use because it is being worked on. As discussed in Task Start above, this period can be longer or shorter than the time needed to perform the actual tasks associated with the work order.

The downtime Start Date field is filled in by the system if that information has already been provided (for example, from a previous task on the work order). If the information is not available to the system, the field will be blank. If the field is blank, enter the beginning of the period that the asset was down.

End Date - If the asset is down for work and completion of the task means that the asset is available for use, you can fill out the end date and time for the downtime. You can enter the date and time manually or use the calendar feature. You do not have to fill out this field if, for example, the asset remains down pending finishing other tasks.

Duration - The system uses the Start Date and Finish Date information to calculate the duration of the downtime. This information is passed to other areas of the system, including the Asset Reliability module. If either field is left blank, the system cannot calculate the downtime.

If an asset is taken in and out of service for multiple tasks on one work order, the system does not automatically add the down periods for you.

Scheduled? - You can click here to flag that the downtime involved was scheduled (for example, for Preventive Maintenance). This information also affects the reliability record of the asset.

Last Readings

You can use these four fields to record the most current meter reading associated with the asset. The Reading field represents the measure taken, the Units field represents the units, and the Reading Date field represents date of the last reading. The Reason field is the code for the reason the reading was taken, you must select a code from the list of values for this field.

An example might be: "300 hours, on January 1, 1998 at 13:00 for Preventive Maintenance".

Cause of Failure

Failure - Use the Failure field to record the type of problem that required the work on the asset. You must select a code from the list of values. An example might be: "Hydraulic" for a leak in the hydraulic system of a piece of equipment. The field has an associated list of values that is controlled by Code Table 10 in the Code Table and Codes module of the Administration subsystem.

Repair Code - Use the Repair Code field to record the type of work done on the asset. You must select a code from the list of values. An example might be: "Resealed" for replacement of the seals in the hydraulic system of the equipment mentioned above. The field has an associated list of values that is controlled by Code Table 9 in the Code Table and Codes module of the Administration subsystem.

Component Code - If the work was done on a component of the asset, you can use this field to record a code from the list of values to describe the component. An example might be "Motor" for a motor in a hydraulic pump. The field has an associated list of values that is controlled by Code Table 222 in the Code Table and Codes module of the Administration subsystem.

Failure Mode - Use of this field varies from organization to organization. The field has an associated list of values that is controlled by Code Table 51 in the Code Table and Codes module of the Administration subsystem.

Root Failure Cause - Use of this field varies from organization to organization. The field has an associated list of values that is controlled by Code Table 52 in the Code Table and Codes module of the Administration subsystem.

Primary Failure? - Click the Primary Failure check box if this failure was the main reason to work on the Asset.

Further Required Actions

Further Action - If there is further action needed - for example an inspection after some period of operation - you can enter a code from the list of values (controlled by Code Table 222 in the Code Table and Codes module of the Administration subsystem) to represent that action. When

you select from the list, the system enters the associated description in the Description field immediately below the Further Action and Required fields.

Entering a code signals the system to make the 'Create Work Request?' option available. Using this option you can tell the system whether or not to automatically begin a second, follow-up work request (see 'Create Work Request?' below).

Required Date - If there is a deadline for the further action, enter the date and time here. The data can be entered manually or using the calendar feature. Entering a date signals the system to make the 'Create Work Request?' option available (see 'Create Work Request?' below).

Description - Enter a description of the additional action that must be taken. If you used a code in the Further Action field, the system automatically places the description associated with the code into the Description field. You can use this basic description as it is, or you can adjust it. Entering a description signals the system to make the 'Create Work Request?' option available (see 'Create Work Request?' below).

Create Work Request? - The 'Create Work Request?' option only becomes available if the work order task was written against an Asset, Process or Function and you supply at least one of the following:

- Further Action code
- (Further Action Required on) Date
- (Further Action) Description

If you check the Create Work Request? box, the system creates a new work request in Created status when you click the Finish button on the Task Finished Summary Window.

The work request that has been created must still be reviewed and go through the usual steps to become a new work order. Your organization's procedures determine whether or not you can perform this action, or whether someone else must activate the status change that creates the purchase order. If the system creates a new work request for you, it is important that you follow up by changing the work request status or sending a message to the person responsible for authorizing it.

Follow-up Work Request - The system generates a new work request at the time you save the Task Closeout information. The system automatically updates the Task Closeout record with the generated work request number.

Task Finished Summary

The Finish Task Summary window summarizes the information you enter using the other windows in the wizard. If you prefer to skip the intervening windows, you can go directly to this window and enter the information here. The system also gives a summary of this information for each finished task in the Work Order Closeout view of the Work Order module in the Maintenance subsystem.

If you have indicated that the system should create a follow-up work request, the system creates the request and opens a final window indicating the work request number when you click the Finish button on the summary window. Otherwise, when you click the Finish button. The system returns you to the Work Order Task record and changes the status of the record to Finished.

Repair Removed Part

If you have the Repair Removed Part function in your Responsibilities profile, you can use the Repair Removed Part action to create a Material Disposition record for stock items involved in the work order task, even if the parts involved are not marked as repairable in the storeroom.

The Repair Removed Part action can be used for both components and regular stock items. In both cases, the system creates a Material Disposition record referencing the work order task. You can then process the items through the repair cycle and set the Material Disposition status for the items accordingly.

This action is not displayed unless the record status is either Active or Finished.

Print PM Route

Select Print PM Route Report from the Actions list to print the PM Route report for route stops related to the work order task. The report is printed directly to your default printer. You can also run the PM Route report (S_RPT058) from the Reports module.

How to Print a PM Route Report from a Work Order Task

1. **Open the appropriate Work Order Task record.**
2. **Select Print PM Route Report from the Actions list.**
Stops on the route that reference this work order task are printed on the report.

You could give the printed report to the persons performing the work. When they have finished the work, use the information they entered on the report to log back into the system.

Work Planning Tool

You can add the Work Planning Tool to your home page for quick access to a summarization of work progress on work orders where the crews that you have selected are assigned. Planners will see summary information for any work orders where he or she is the assigned planner, whether or not the crews are selected. Click the plus next to each status to see the number of Work Order Tasks that are in each phase. Select a status or phase to see a listing of the Work Orders in that status.

Select Edit to select the options that you want to appear in this section. You can add and remove the crews that you want to view planning data for. You can also Select the Select check boxes to choose the Statuses that you want to display on your home page.

Work Planning		Options
Summary of work order statuses and phases.		
<input type="checkbox"/>	PLANNING (87)	
	INITIAL REVIEW (PHASE 1)(87)	
<input type="checkbox"/>	APPROVED (2)	
	INITIAL REVIEW (PHASE 1)(1)	
	PLAN RESOURCES (PHASE 2)(1)	
<input type="checkbox"/>	ACTIVE (6)	
	INITIAL REVIEW (PHASE 1)(2)	
	No Phase Assigned (4)	
<input type="checkbox"/>	FINISHED (4)	
	INITIAL REVIEW (PHASE 1)(2)	
	No Phase Assigned (2)	
	No Planner Assigned (1538)	

Work Planning Tool

If you select to display “No Planner Assigned” or “No Crew Assigned” the system displays a count of the number of records for which there is no planner or no crew assigned. Select this link to see a list of the specific work orders. This list shows ALL records that do not have a planner assigned. For example, if Planner Bob and Planner Jill each clicked on the No Planner Assigned link from their home page, both lists would show the same work orders.

When you click a phase under a status the system opens the Work Planning Search Results screen which lists the specific work order numbers, a description, the phase, asset and crew information, priority, and required date. You can configure this window to display the columns you want to see by clicking the Options link and using the Add and Remove buttons to select and arrange the columns. You can also control the number of items to display.

You can then select one of the work order numbers to open a summary screen with detailed information about the individual work order. This screen also includes a link to open the actual work order record. The sections in the lower part of the detailed Work Planning screen vary depending on the information available and the status of the record. The Closeout Information and Asset Failure sections, for example, display only when the Work Order is in Active or Finished status.

Chapter 6

Project/Subproject

The Project/Subproject module provides a means to group work so that it can be planned and charged against large efforts. Typically, a project will be a task that is out of the ordinary, or that requires extra planning and resources. Examples would be adding new facilities or conducting a major overhaul of an assembly line. Projects can be divided into subprojects – facilities construction, wiring, installation of equipment, testing of automated systems, shakedown, etc. You can then plan, budget, and individually authorize each subproject. As with work orders, subprojects include an Approvals view and the approval process can be a simple or as involved as required by your organization.

Work orders can be grouped together below subprojects for cost roll-up calculations. The subproject costs are then summed to the project so that overall project costs can be tracked.

To associate a Project/Subproject record with a work order, you must enter the Project/Subproject Number directly on the work order. See the Work Order section for more information.

If your organization uses Microsoft Project it can also be integrated with the system to manage the project.

Project Business Rule Configuration

Initial configuration of the Project Budget Options rule will determine how project budgets are handled in the system, when and how alerts concerning budget limits are sent, and how approval processing works. While configuration of the remaining related Business Rules is important, this rule has the greatest affect on how projects are displayed and processed.

Business Rule PROJECT BUDGET OPTIONS
Oracle Utilities Work and Asset Management V1.7.15 (V8.2) 25 July 2007

ORACLE

Business Rule PROJECT BUDGET OPTIONS

Search Options: Rule ID: PROJECT BUDGET OPTIONS, Business, List, Limit?

Results: Desc: Options for Project Budget Display and Processing

Business Rule: Comment

Views: Key Configuration

Actions: Create Bookmark, Audit Log (Header)

Option	Status	Value
ALERT DOLLAR TOLERANCE	ON	5000
ALERT PERCENT TOLERANCE	OFF	10
ALLOW BUDGET UPDATE	ON	
CHECK APPROVAL DOCUMENT	OFF	
CHECK PROJECT LIMIT	OFF	
PROJECT BUDGET OPTIONS	ON	

Description: Batch Processing will send an Alert when the costs approach the budget amount less than this dollar tolerance and the status of this option is ON.

Project Budget Options business rule

Options

Alert Dollar Tolerance -If this option is set to ON, Batch Processing sends an alert when project costs approach the budget amount less than the dollar tolerance indicated in the Value field.

Alert Percent Tolerance - If this option is set to ON, Batch Processing sends an alert when project costs approach the budget amount less this percent tolerance or the budget amount indicated in the Value field.

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

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

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

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

Eliminating Pending Approval status on the project forces planners and approvers to communicate directly regarding the subproject rather than relying on system alerts. This

ensures that work orders and subprojects will not be approved haphazardly, yet your organization can benefit from simplified processing.

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

Project Budget Options - Set this rule key to ON to enable the other rules for processing in the project module.

Project Work Order Account Rule

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

Options - Acct Update determines if the account number on the work order and task can be updated when a project or subproject is entered. The Acct Cascade determines if the project account number is to be copied to all of the work order tasks when the work order is activated.

How to Set the System to Send an Alert when a Project/Subproject is Near Budget

- Decide when you want the system to send an alert.**
Options are when the Variance for the project or subproject comes within a dollar range of the Budget, within a percentage range of the Budget, or both.
- Open the Project Budget Options Business Rule.**
- Set the status for the appropriate options to ON.**
Turn on the ALERT DOLLAR TOLERANCE option if you want an alert based on a flat dollar range. Turn on the ALERT PERCENT TOLERANCE option if you want an alert based on a percentage range. Turn both on if you want both alerts sent.
- Click Save.**

Project Records

Once your organization has decided on the business process related to Projects and has set the Business Rules accordingly the Project/Subproject module can be used to plan work.

The screenshot shows the Oracle Project ILB05 record form. The window title is "Project ILB05" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v8.8)". The date is "25 July 2007". The form displays details for Project ID "ILB05", Status "Approved", Supervisor "GSFORE", and Manager "IMANI BROWN". The description is "Build New Training Facility at the ILB plant." and the title is "Training Project". The Project Limit is 100,000.00 and the Project Budget is 3,000.00. There are fields for Start and End Dates, and Estimated/Actual values.

Project record

The following fields are included:

The system changes the project status to Canceled when the status of all the subprojects is changed to Canceled. You can also cancel the entire project by changing the status to Canceled manually. You can only Cancel a project if you have the proper authority.

Project ID - The Project Identification code uniquely identifies the record. You can enter a unique code of your own, or your organization can configure the system to provide an identification number automatically.

The Project ID CAN include dashes or other special characters except for a tilde “~” and spaces. Special characters will also carry over to Microsoft Project data field.

Status

The status indicates the progress made on planning and approving the project. Possible statuses include:

Created - Indicating that the project is still in the planning stage.

Approved - The planning and budget has been approved and work orders can be charged against the budget. The system automatically changes the status of a project from Created to Approved if one or more of the subprojects’ statuses has been changed from Created to Approved. However, the subproject must have a budget greater than zero. The system completes this step as part of a batch procedure.

Canceled - The effort was not approved, and no charges can be made against it.

Closed - The subproject has been permanently closed. No new work can be added.

Finished - All current subprojects for the project have been completed, but additional work may need to be done. You can open new Subproject records against a project in finished status.

The system changes the project status from Approved to Finished when the status of at least one subproject is changed to Finished, and all remaining subprojects are in Closed or Canceled status.

Supervisor - The Supervisor field indicates the person responsible for the project. The associated list of values for the Supervisor field is controlled by Code Table 310.

Approval - The Approval field is a date field completed by the system when the record status is changed to Approved.

Description - The Description field contains a general description of the project. The field is included in the Search Options for the module, so you can search on important words in the description.

Title - The Title field represents the title for the project and is used on reports and analysis to identify one project from another.

Manager - The Manager field indicates the manager assigned to manage the effort. The system supplies a list of values controlled by the list of Usernames within the system.

Project Limit - The Project Limit is the ceiling placed on the Budget for planning purposes. When a subproject status is set to Approved, the system checks the total of the budgets for all the relevant approved subprojects. If the addition of the new budget carries the total over the Project Limit, the system warns you and does not save the status change. At that point your options are to:

1. Reduce the budget for the new subproject.
2. Change the status of the project back to Created, adjust the budgets of the other approved subprojects, then approve the project a second time.
3. Raise the Project Limit. The Project Limit can be approved when the project is in Approved status.

Project Budget - The Project Budget is calculated by the system by totaling the budgets from each of the relevant subprojects in Approved, Closed, and Finished status. An alert is sent to the

Supervisor indicated on the Subproject if the project exceeds budget amounts as they are set in the Project Budget Options Business Rule.

Start Dates and End Dates - The estimated start and end dates must be entered manually and are for information purposes only. They do not affect when work can be planned against a subproject, and the system does not use them for calculating start and end dates for the project. The actual start and end dates must be also entered manually and are for information purposes only.

If a project is exported to MS Project without an estimated start date, even if there are subprojects with start and end dates, Microsoft Project will use the current date as the start date. That date can later be changed.

How to Create a Project Record

Before you can create subprojects, you must first create the Project record.

1. **Open the Project/Subproject Search Options window.**
2. **Click the New icon.**

The system opens a blank record in Created status.

3. **Enter the Project ID, if required.**

The system can be configured to do this for you when the record is saved.

4. **Select a Supervisor from the list of values.**

The list is controlled by Code Table 310 in the Code Table and Codes module of the Administration subsystem.

5. **Enter any additional information required by your organization.**

6. **Click the Save icon.**

The system saves the changes. Once you have saved the Project record you can begin to create subproject records.

Subproject Records

Subproject records have three views: Summary by Subproject, Subproject (List), and Subproject (Detail). The Summary view shows cost information for each subproject and for the project as a whole. The List and Detail views provide details about a single subproject.

Summary by Subproject

The Summary by Subproject view shows summary cost information for each subproject and for the project as a whole. The three columns on the left of the screen show data for subprojects and the column on the right shows Totals for the overall project. If the project contains more than three subprojects, you can move the scroll bar immediately below the Balance fields to see the additional subprojects.

	1	2	3	Totals
Budget	500.00			500.00
Original Estimate	741.30	.00	.00	741.30
Revised Estimate	891.30	.00	.00	891.30
Internal Committed	.00	.00	.00	.00
Committed	180.50	.00	.00	70.50
Accrued	75.00	.00	.00	75.00
Actual	105.50	.00	.00	-4.50
Balance	319.50	.00	.00	429.50

Summary by Subproject view

Subproject ID - The Subproject ID identifies the subproject described in this column. To help you identify a specific subproject, the first 10 characters of the subproject description are included with the Subproject ID.

Budget - The amount budgeted for the subprojects and for the project.

Original Estimate - The estimated costs developed during the labor and materials planning for work orders. During the planning phase, the system tracks estimated costs from the work order header (which accumulates costs from the work order tasks) and records them in both the Original Estimate and the Revised Estimate field. As a work order enters Active status, the Original Estimate is 'locked' but the Revised Estimate continues to be adjusted so that - as the work progresses - the Revised Estimate can be compared to the Original Estimate.

Revised Estimate - The estimated costs developed for the labor and materials for work orders once the work orders have moved into Active status. During the planning phase, the system tracks estimated costs from the work order header (which accumulates costs from the work order tasks) and records them in both the Original Estimate and the Revised Estimate field. As a work order enters Active status, the Original Estimate is 'locked' but the Revised Estimate continues to be adjusted so that - as the work progresses - the Revised Estimate can be compared to the Original Estimate.

Internal Committed - The internal costs that have been committed to but which have not yet gone 'outside' the system. For example, a stock transfer is an internal commitment because demand is placed for the stock within the organization but no replacement stock has not yet been listed on a Purchase Order (an external commitment). Another example would be timesheet charges that have not yet been posted to the Payroll department. Over the life of a project, the value in the Internal Commitment field is likely to fluctuate.

Committed - The accumulated costs that have been committed. Over the life of a project, the value in the Committed field is likely only to grow as costs accumulate. Direct purchase costs are committed when the Purchase order is issued. Labor costs are committed when work time is posted and batch has run. Stock item costs are committed when the item is issued on a Checkout Request.

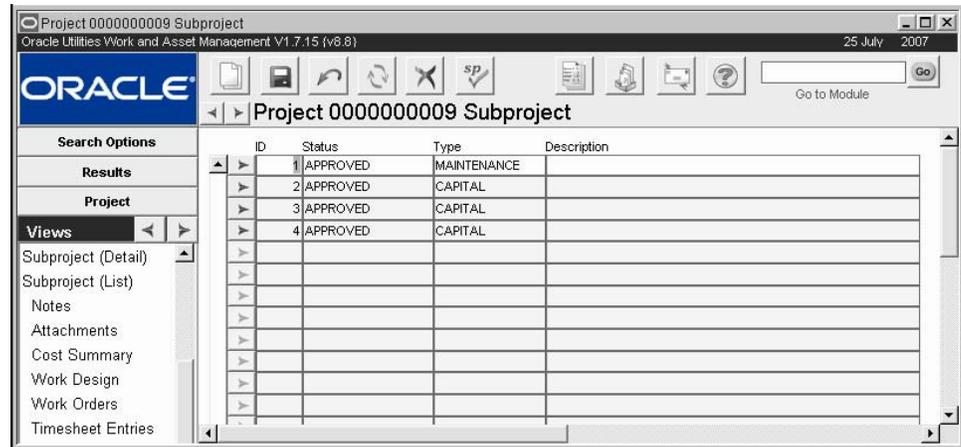
Accrued - The Accrued field shows costs that have been invoiced but not paid.

Actual - The Actual field shows costs that have been actualized.

Balance - The Balance field shows the Budget amount minus the committed amount.

List

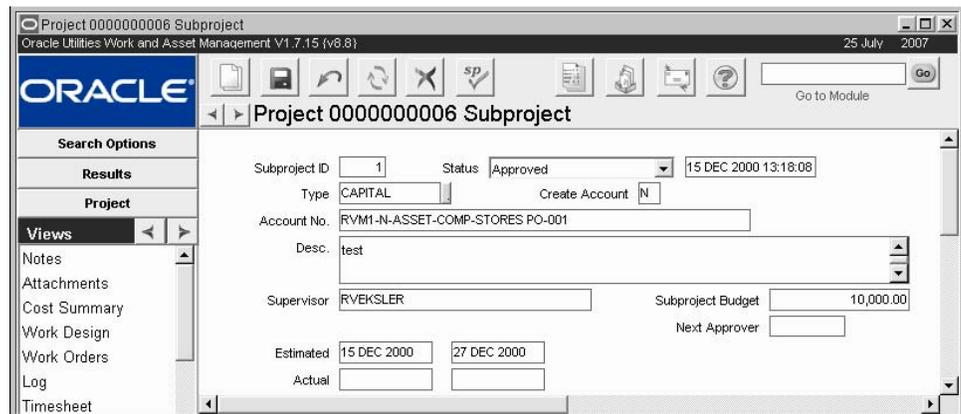
The Subproject (List) view presents a list of the subprojects for the project. You can use this window to navigate to the appropriate subproject then click the arrow button to open the subproject that you want to see.



Subproject (List) view

Subproject (Detail)

The Subproject (Detail) view provides additional details about a single subproject.



Subproject (Detail) view

Subproject ID - The Subproject ID number is provided by the system when you save the record. The system uniquely identifies each subproject by using the Project ID and the Subproject ID.

Status - The status is required and indicates the progress made on planning and approving the subproject. The status for the subproject are the same as the statuses for the overall project with the exception of Pending Approval. This option is only available when the [Check Approval Document](#) rule key in the Project Budget Options Business Rule is set to ON. No charges can be made against a subproject in Pending Approval status.

Type - The Type field is used to categorize the subproject. The system takes the list of possible types from the Project Work Order Account Business Rule.

Create Account - If the Create Account indicator is set to Y and the ALLOW AUTO CREATE option of the Account Creation From Projects Business Rule is set to ON, the system will build a list of values using Accounts that are not already committed to other charges. An

account with “PROJE” in segment 3 of the account number must already exist in the Accounts module for this function to work properly.

Account Number - The Account Number represents the default account that will be charged when work orders are charged against the project. This will only happen if the proper options are established in the Project Work Order Account Business Rule. When a new work order is created, the user can enter the project and subproject on the work order and the system supplies the Department, Area and this, the primary Account Number. If the Business Rule is set to cascade the account number, the system also provides the number for each of the work order tasks. You can change the work order account back to the Asset account if necessary.

Supervisor - Indicate the person responsible for the Subproject in this field. The list of values only shows users that are assigned to an approval title with Project as an authorized document type.

Subproject Budget - Enter the budget amount for each individual subproject in this field. Modification of this field depends on how the ALLOW BUDGET UPDATE rule key is set in the Project Budget Options Business Rule is set. If the rule key is set to ON the budget can be modified after the record is approved. Otherwise the system does not allow update of the budget after the subproject is in Approved status.

Requestor, Department and Phone - The Requestor indicates the person who made the original request. The system enters their department and phone number automatically using data from the Employee module.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Approval processing for the project depends on the setting of the [Check Approval Document](#) rule key in the Project Budget Options business rule.

Start and End Dates

Estimated - The estimated start and end Dates must be entered manually and are for information purposes only. They do not affect when work can be planned against the subproject, and the system does not use them for calculating start and end dates for the project.

Actual - The actual start and end dates must be also entered manually and are for information purposes only.

Note: If a project is exported to MS Project without an estimated start date, even if there are subprojects with start and end dates, Microsoft Project will use the current date as the start date. That date can later be changed.

Request Date and Required Date - The Request Date indicates the creation date of the subproject. Required Date indicates when the subproject is needed.

Additional Project/Subproject Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Project and Subproject Cost Summary

Select Cost Summary from the Views list under either the project or the subproject. This window summarizes the costs associated with the subproject as work orders, timesheets, purchases, etc. are planned and activated against subprojects. The Project Costs total costs for all

subprojects, while the subproject costs total costs for the individual subproject. The fields can only be updated by the system as these costs are planned and charged.

The upper portion of the Cost Summary view contains actual cost information for each Cost Category. Depending on responsibilities in your User Profile, the Cost Summary view may also display overhead costs and information reported by your organization's external financial system.

Category	Original Estimate	Revised Estimate	Committed	Accrued	Actual
Premium Labor	.00	.00	40.00	.00	40.00
Labor Regular Burden	.00	.00	20.00	.00	20.00
Labor Premium Burden	.00	.00	20.00	.00	20.00
Regular Labor	.00	.00	392.00	.00	392.00
Inventory Stock	.00	.00	76.11	.00	76.11
Total	.00	.00	548.11	.00	548.11

Overhead Class	Year End Overhead		Capital		Grand Total
	Based on Estimate	Based on Actual	Allocation	Direct Allocation	
					Original Estimate .00
					Actual 548.11
					Actual + Allocation 548.11
Total					

Cost Summary view

Budget Amount - The Budget Amount field indicates the accumulated budget for all the Subprojects that are approved.

Variance - The Variance field indicates the difference between the Budget and the Committed costs. Depending on your organization's settings in the Project Budget Options Business Rule, the system also sends an alert to the person indicated in the Supervisor field on the Subproject when the value in this field reaches certain thresholds.

For each cost category, the system totals costs from related work orders, timesheets, inventory transfers, cost adjustments, etc. that are planned and activated against the Project/Subproject.

Budget Amount - The Budget Amount field indicates the budget for the subproject.

Variances - The Variances field indicates the difference between the Budget and the Committed costs. Depending on your organization's settings in the Project Budget Options business rule, the system will also send an alert to the person indicated in the Supervisor field on the Subproject when the value in this field reaches certain thresholds.

Category - Costs are listed by the categories defined in the Expense Code business rule.

Original Estimate - The total dollars planned before the work order is approved.

Revised Estimate - The current dollar estimates.

Committed - Commitments occur at different points depending on the nature of the cost category. Labor costs are committed when work time is posted and batch has run. Direct purchase costs are committed when the Purchase Order is issued. Material costs are committed when the item is issued on a Checkout Request.

Accrued - Accruals include all unpaid receipts (at the Purchase Order price).

Actual - Actual include all stock issues, posted labor charges, paid invoices.

External Actual Amount and Actual Quantity - If you have the appropriate function responsibility in your user profile, you can use these columns to compare actual amounts and quantities from an external financial system with estimates maintained by Oracle Utilities Work and Asset Management.

Overhead Class - Overhead Class types are defined for your organization in the Regulatory Account Overhead Class Type business rule. The Overhead Class provides the ability to allocate overhead costs to the appropriate capital, maintenance and operations regulatory accounts.

Original Estimate - The system calculates the Overhead Estimate value by multiplying the Original Estimates from the upper portion of the screen that have the same Expense Category as the Overhead Class record's Applied Expense Category by the Estimated Overhead Percentage defined in the Regulatory Account Overhead Class business rule.

Actual - The system calculates the Actual value by multiplying the appropriate Actual amounts from the upper portion of the screen by the Estimated Overhead Percentage defined in the Regulatory Account Overhead Class business rule.

Allocation - The overhead cost allocation is calculated as the sum of the allocation amounts from the Regulatory Account Overhead Cost records with the same Overhead Class and work order task.

Direct Allocation - The overhead cost totals resulting from actual work performed for the work order and not from year end processing calculations.

Original Estimate - The Original Estimate is the sum of the total original estimate from the upper and lower portions of the view.

Actual - The sum of the total Actual amounts from the upper and lower portions of the screen.

Actual + Allocation - Sum of the Actual from the upper portion of the screen and the total allocations from the lower portion of the screen.

Work Design

The work design view shows a display only listing of work design records that reference the project and subproject. the Estimated Amount column shows the final estimated total from the Design Estimate view on the Work Design record. There is also a view at the subproject level which tracks work designs referencing the subproject.

Work Design No.	Description	Estimate Amount	Required Date	Status
0700008	this design is for the new project	5,000.00	AUG.13.2007	CREATED

Work Design view

Work Design Details for the Project

The work design view shows a display only listing of work design records that reference the project and subproject. The Estimated Amount column shows the final estimated total from the Design Estimate view on the Work Design record. There is also a view at the subproject level which tracks work designs referencing the subproject.

Work Order

You can view a list of summary work order information for the project or the subprojects by selecting Work Order from the Views list. The window shows all the work orders that reference one of the subprojects for the project. This information cannot be updated.

The Work Order view for project will list all associated work orders, where the Work Order view for subprojects will only list the work orders associated with that particular subproject.

Work	Status	Work Desc	Required	Status
0600496	CANCELED	a project work order		13 DEC 2006
0600495	ACTIVE	a project work order		13 DEC 2006
0600494	CANCELED	a project work order		13 DEC 2006
0600493	CANCELED	a project work order		13 DEC 2006
0600492	ACTIVE	a project work order		13 DEC 2006

How to Create a Subproject Record

1. **Open the appropriate Project record.**
This is the project that acts as an umbrella for the subprojects. The budget for each subproject in the project will roll up to the project budget, as will the subproject actual costs.
2. **Select Subprojects (List) from the Views list.**
3. **Click in the New icon.**
The system opens a new Subproject record.
4. **Select a Type from the list of values.**
5. **Enter any additional information required by your organization.**
6. **Click Save.**
The system assigns an identification number for the subproject and saves the record.

Work Order view

How to Create a Work Order for a Project/Subproject

1. **Open the Work Order Selection or Search Results window, or an existing record.**

If the Project Work Order Account Business Rule is set accordingly the system enters the Department, Area, and primary Account Number when you complete this step. Please review the Project Work Order Accounts Business Rule for more information.

You can also Open the Work Order module in the Maintenance subsystem by double-clicking the Work Order field in Subproject Work Orders view.

2. **Click New.**
The system opens a new Work Order record.
If you chose an existing work order simply work from that record.
3. **Enter a Description.**
Update the requestor if necessary.
4. **Select the Project and Subprojects from the lists of values.**
These lists are controlled by the Project/Subproject module and only show Projects and subprojects that are in Approved or Finished status.
5. **Add any additional information required by your organization.**
6. **Click Save.**
The system saves the record. When you begin adding work order tasks, you can plan and use parts and labor with this work order and the system automatically notes the charges on the project and subprojects.

How to Set the System to Create Account Numbers for Subprojects

1. **Open the Account Creation from Projects Business Rule.**
The business rules module is in the Administration subsystem.
2. **Set the ALLOW AUTO CREATE option to ON.**
3. **Click the Save icon.**

How to Set the System to Provide a Subproject Account on Work Orders

1. **Open the Project Work Order Account Business Rule.**
The Business Rules module is in the Administration subsystem.
2. **Set the Account Update option for the project Type to YES.**
3. **Click the Save icon.**

How to Set the System to Send an Alert when a Project/Subproject is Near Its Budget

1. **Decide when you want the system to send an alert.**
Options are:

when the variance for the project or subproject comes within a dollar range of the budget

when the variance for the project or subproject comes within a percentage range of the budget

both of the above
2. **Open the Project Budget Options Business Rule.**
The Business Rules module is in the Administration subsystem.
3. **Set the Status for the appropriate options to ON.**
Turn on the ALERT DOLLAR TOLERANCE option if you want an alert based on a flat dollar range. Turn the ALERT PERCENT TOLERANCE option if you want an alert based on a percentage range. Turn both on if you want both alerts sent.
4. **Click the Save icon.**

Log

This view maintains a history of changes that have been made to the subprojects throughout the life of the project. This information is system maintained and cannot be updated.

Log view

Type - The Type field indicates the type of change.

Username and Date - The User Name field and the date field immediately below it, display who entered the change and when.

Column and Subproject - The Column field indicates the column on the table that was changed, the name of the column will roughly correspond with the name of the field. The Subproject field indicates which subproject was affected.

New Value/ Date - The New field contains the new information entered in the affected field. The (New) Date field indicates when the change was made (as does the Date field below the Username field).

Old Value/ Date - The Old field contains the old information that was replaced by the information shown in the New field. The (Old) Date field indicates the date and time that the information displayed in the Old field was first entered. This allows you to track changes to a given field by looking at the matching the (Old) Date against the (New) Date for older transactions.

Timesheet Entries

The Timesheet Entries view displays information from all the Timesheet charges made against the various subprojects. The system gathers this information from the various timesheets for display here and will not allow you to make changes. For an in depth description of the fields please see the User Guide section on [Timekeeping](#).

Timesheet view

Purchase Orders

The Purchase Orders view displays information gathered from all Purchase Orders written against the various subprojects. It shows each item for each Purchase Order on a separate line. This information cannot be updated.

Sub	PO No	Item	Status	Status Date	Type	Item Cost	Store	Stock T
1	02000070	001	ISSUED	22 JAN 2002	S	11,940.00		

Purchase Orders view

Closing the Project

Subproject statuses cannot be set to Finished until all of the work orders associated to that subproject are in Finished status. Work orders cannot be set to Finished status until all of the work order tasks are finished. This processing ensures that all work has actually been completed before record statuses are set to indicate otherwise. The system changes the project status from Approved to Finished when the status of at least one subproject is changed to Finished, and all remaining subprojects are in Closed or Canceled status. The project status can then be set to Closed manually to indicate that no more work needs to be done.

External Project Management Tools

Your organization might use either MS Project or Primavera P6 Enterprise Project Portfolio Management to manage project schedules and work resources. Oracle Utilities Work and Asset Management can be configured so that you can create projects and work orders within the application then export project details to these tools as needed for project management purposes.

Managing Projects Using Microsoft Project

The Project Management view provides an interface between Oracle Utilities Work and Asset Management and Microsoft Project, a popular project management program. If you already use Microsoft Project to manage other projects within your organization, you can use this program to manage dates in your Oracle Utilities Work and Asset Management projects as well. From the Project Management view, you can create a Project Management file based on your Oracle Utilities Work and Asset Management project. You can then launch Microsoft Project to view and manage the file. If you need to add new subprojects, tasks or resources to your project, create them in Oracle Utilities Work and Asset Management and use the Export Wizard to add the additional items to the Project Management file.

Configuration

Before the Project Management interface can be used, Microsoft Project must be installed on each user computer, and the Default File Locations business rule must be configured with the location of the MS Project program file.

A typical path is entered during the installation process, but your DBA or System Administrator should verify that it is correct and change it if necessary.

Also use the Project Management Rule to configure additional settings.

The system is certified for MS Project 2003 and 2007.

If not all users have Microsoft Project installed in the same directory, individual users can override the path specified in the business rule by inserting an alternate path in their User Profile. To do this, open the User Profile and insert a new key name, selecting 'Default MS Project Path' from the drop-down list. Then enter the complete path (including the name of the executable file) as Key Value 4, and save the record.

While it is not necessary to configure, it is useful to note that the Report Output Physical Directory rule key in the Web Configuration Business rule indicates the physical location where the output of the generated xml file is temporarily stored when data is transferred from the Project/Subproject module to the MS Project application.

Processing

Once the project and subprojects have been established, the system posts a great amount of information to this module from other modules. As work is being completed you can export data to Microsoft Project to manage the subprojects, tasks and resources even further. Once all of the work is completed, and the project is closed, users must make sure that any necessary changes to the information in Microsoft Project are made manually.

The Project/Subproject module is designed to allow you to group work orders for jobs that are larger in scope and duration than would be appropriate for a single work order.

Together with the functionality in this module, you can also use the Microsoft Project interface to further manage subprojects, tasks and resources (staff) associated with projects. The Project Management view provides an optional interface between Oracle Utilities Work and Asset Management and Microsoft Project. If you use Microsoft Project to manage other projects within your organization, you may want to use the same programs to manage dates in your database projects as well. From the Project Management view, you can launch Microsoft Project and export new project items to Microsoft Project files.

Updating MS Project Project Management Files

When you create a project management file to use with Microsoft Project, the system includes all project items (subprojects, work order tasks, and resources) from your Oracle Utilities Work and Asset Management project in the Microsoft Project file. If you want to add new subprojects, work orders, work order tasks, or resources, you must create them in the system and export them to the project management file in order to manage these new items in Microsoft Project.

Before you can add new items to a project management file, you must create them in the system. Use the Assignments view in the Work Order Task module to create new resources.

Launch MS Project

Select Launch MS Project from the Actions list to run the Microsoft Project program. The Launch MS Project action is only available on the Project Management view.

Note: Before you can Launch Microsoft Project with this action, the Microsoft Project program must be installed on your computer and your DBA or Systems Administrator must configure both Oracle Utilities Work and Asset Management and your computer to use the Project Management interface.

When you have finished viewing the project file, save the file (if you have made changes you want to appear in the Project record) and close Microsoft Project.

Managing Projects Using Primavera P6 Enterprise Project Portfolio Management

Primavera P6 Enterprise Project Portfolio Management is a web application software which should be installed and deployed on a web application server for user access.

Please refer to the *Oracle Utilities Work and Asset Management Integration to Primavera P6 Enterprise Project Portfolio Management Implementation Guide* for more information on configuring and implementing this functionality.

Processing

After you have created the project and subproject and the subproject is approved, you can create a work order referencing the project and subproject. Add a crew to the schedule using the Daily Schedule, Workweek Schedule or crew assignment on the work order task. When you initiate project creation in Primavera P6 Enterprise Project Portfolio Management, the system checks for how to export the schedule information by looking at these scheduling tools in the order they are listed here. For example, if no daily schedule has been defined, the system looks to see if there is a workweek schedule, if there is no workweek schedule, then it uses the crew defined on the task.

After setting up the crew schedule, also add labor requirements to the task on the Labor Requirements view. Crews and crew rates are synchronized in Primavera P6 Enterprise Project Portfolio Management with the project.

Crews are handled as Resources in Primavera P6 Enterprise Project Portfolio Management.

Now you can select Launch Primavera from within the Project record to open the Primavera P6 Enterprise Project Portfolio Management system.

When you create a project management file to use with Primavera P6 Enterprise Project Portfolio Management, the system includes all project items (subprojects, work order tasks, and resources) from your Oracle Utilities Work and Asset Management project in the Primavera P6 Enterprise Project Portfolio Management file. Daily and Weekly crew scheduling information is not included in updates between the systems.

Any subsequent changes you make for work order tasks in Project are NOT automatically imported back into Oracle Utilities Work and Asset Management when you save the Primavera P6 Enterprise Project Portfolio Management file. If you want to add new subprojects, work orders, work order tasks, or resources, you must create them in the system and select Create/Update Primavera from the Actions list to export project details to Primavera P6 Enterprise Project Portfolio Management when ready. Once this processing is complete, the system returns a Primavera P6 Enterprise Project Portfolio Management Project ID populating the field on the Project record.

Likewise, as you make changes in Primavera P6 Enterprise Project Portfolio Management, you must select Import Primavera Information from the Actions list to bring in updated project details from the Primavera P6 Enterprise Project Portfolio Management system.

Launching Primavera P6 Enterprise Project Portfolio Management

You must be logged in to Primavera P6 Enterprise Project Portfolio Management before launching projects from within Oracle Utilities Work and Asset Management. If you aren't logged in, Primavera P6 Enterprise Project Portfolio Management opens to the log in screen and then navigates to the start page rather than to the specific project.

Project Management View

The project management view provides information about the type of external project management tool you are using and details about the project such as title, creation date, and so on.

Project Management view

Project ID - The Project ID is copied from the Project record and cannot be modified.

Project Title - This is the title of the Oracle Utilities Work and Asset Management Project. The system copies the title from the Project record and it cannot be modified here.

Created Date / Created By - The Created information is copied from the Project record and cannot be modified.

Project Management Title - The Project Management Title is the name of the project file in Microsoft Project. You enter the Project Management Title when you create the Project Management file.

Project Management Tool - Selects between MS Project or Primavera P6 Enterprise Project Portfolio Management as the project management tool in use.

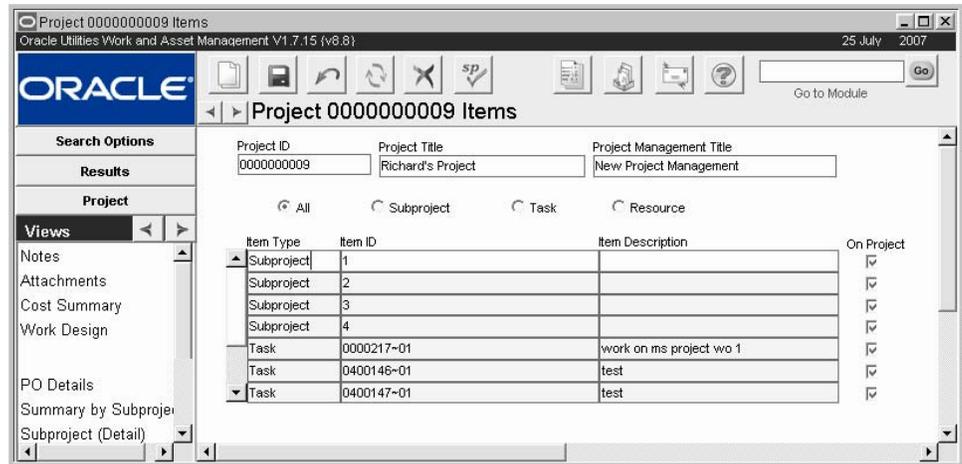
Description - You can enter a brief description of the Microsoft Project file here.

Primavera EPS Name - The Primavera EPS Name is similar to a Plant in Oracle Utilities Work and Asset Management in that it organizes the application into “work sites” or “areas”. Projects are created for the EPS name sent from Oracle Utilities Work and Asset Management.

Primavera Project ID - The Project ID is used to identify the project between the two systems. This is the unique identifier which will associate the project when it is imported or exported. Primavera P6 Enterprise Project Portfolio Management returns a project ID on successful creation of a project.

Project Items

The Project Items view shows a listing of all subprojects, work order tasks and Resources included on the project.



Project Items view

Project ID, Project Title, & Project Management Title - The system copies these fields from the Project Management record. They cannot be modified.

All, Subproject, Task and Resource Radio Buttons - The radio buttons control the type of Project Items that display on this view. The window opens showing All items on the project, but you can restrict the display to show only subprojects, Tasks or Resources (assigned staff) by clicking the corresponding button. If you have just saved a Project Management file, you may need to click the radio buttons (or the Refresh icon) to make the items display correctly.

You can use the Project Items view to verify that items have been correctly included on the project before using the Project Export Wizard. Since Microsoft Project manages dates at the Task level, the project must have at least one subproject and one work order task before it can be exported to Microsoft Project.

Note: If a project is exported to MS Project without an estimated start date, Microsoft Project will use the current date as the start date. That date can later be changed.

How to Create a Project Management File in MS Project

1. **Open the Project/Subproject record that you want to access in Microsoft Project.**
Since Microsoft Project manages dates by tasks, the project that you access must have at least one subproject, have a work order associated to it, and include at least one work order task. The project and subprojects must be in approved status, but work order tasks can be in any status. You can use the Scheduling view in the Work Order module to establish start and end dates for the tasks. You can use the Assignments view in the Work Order Task module to assign resources to the work order tasks.
2. **Select Project Management from the Views list.**
The Project Management view opens.

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Project 000000011 Project Management

Search Options

Results

Project

Views

Notes
Attachments
Cost Summary
Work Orders
Log
Timesheet
PO Details
Summary by Subproject
Subproject (Detail)
Subproject (List)

Actions

Save Search
Create Bookmark

Project Id: 000000011
Project Title: Synergen + MS Project
Created Date: 29-JAN-2001

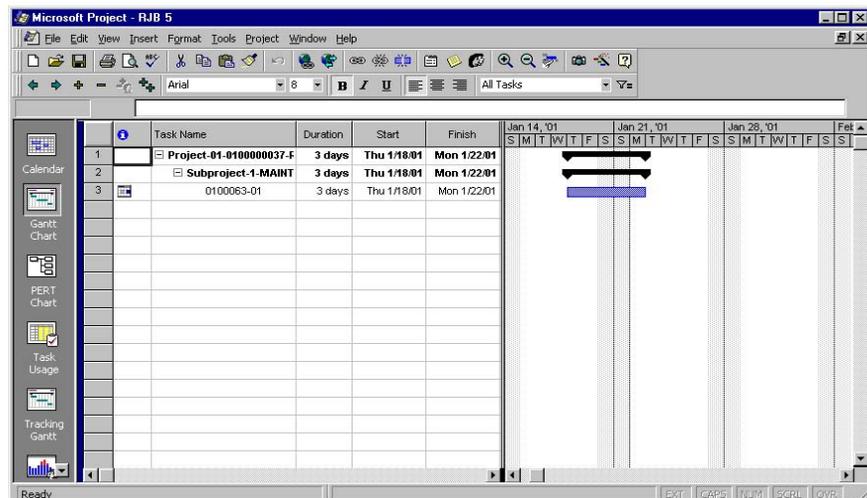
Project Management Title: BARRY10
Project Management Tool: MS Project
Created By: SYNERGEN

Description: TEST

Open For Write:
Open For Write By:
Number Open For Read:
Last Update Timestamp:

3. **Enter a Project Management Title and, if necessary, a description.**
The project management title is the name of the file in Microsoft Project.
4. **Click Save.**
5. **Select Launch MS Project from the Actions list.**
Make sure that you are on the Project Management view of the appropriate project. Only one person can edit the project management file at a time, so if you try to access it and it is already open the system will display a message asking if you want to open a read only (not editable) copy.
6. **Click OK.**
The project management file opens in Microsoft Project, where you can plan and schedule changes as you would with any other Microsoft Project file.

In order for the system to launch Microsoft Project, your user profile settings must be configured properly. If the program does not launch, consult your DBA or system administrator.



Microsoft Project manages datelines at the task level. That is why the project must have at least one work order task if you want to use the project management interface.

7. **Review the project management file as necessary.**
No changes that are made in Microsoft Project are communicated back to the Oracle Utilities Work and Asset Management system. Timeline changes and other changes, such as new work orders and work order tasks, must be made in the system and then exported to the Microsoft Project file as described in the next section.

You should save the Microsoft Project file under a different name if you want to look at “what if” scenarios or manipulate the data in other ways. This precaution will ensure that none of the data will be corrupted in the process.

How to Export a Project Management File to MS Project

1. Create the project file you want to export to Microsoft Project.

At a minimum the project must contain at least one subproject and one WO Task. The project and subprojects need to be in approved status, although WO Tasks do not. You can use the Scheduling view in the Work Order module to establish start and end dates for the WO Task. You can use the Assignments view in the Work Order Task module to assign Resources to the WO Tasks.

2. Open the project file you want to export in the Project/Subproject module.

3. Select Project Management from the Views list.

4. Enter a Project Management Title and, if necessary, a Description.

The Project Management Title is the name of the Project in Microsoft Project.

5. Click Save.

Although it is not required, it is a good idea to select Project Items from the Views list under Project Management after saving the Project and before exporting it. Verify that the items you want to include on the Microsoft Project file are listed. Attempting to export a file without Task information, for example, can result in a Microsoft Project file with corrupt information that is not usable.

6. Select Launch MS Project from the Actions list.

7. Follow the prompts in the wizard to complete the process.

How to Manage a Project in Microsoft Project

1. Create a project and export it to Microsoft Project.

See the Export a Project Management File for instructions on doing this.

2. Open the project in Oracle Utilities Work and Asset Management and select Project Management from the Views list.

The Project Management window shows if another user has the project open in Microsoft Project, either For Write (able to make changes) or for Read Only (not able to make changes). If someone else has the project open For Write, you will only be able to a Read Only copy.

3. Select Launch MS Project from the Actions list.

The Project Management file displays in Microsoft Project, where you can plan and schedule changes as you would with any other Microsoft Project file.

4. Make any changes necessary in the Project Management file.

Microsoft Project datelines are controlled at the Task level and you change the start and end dates of the project and subprojects by changing the start and end dates of the associated work order tasks.

5. Save the Project Management file and Exit Microsoft Project.

Similarly, dateline changes you make in the system are reflected in Microsoft Project the next time you open the project file.

How to Manage a Project Using Primavera P6 Enterprise Project Portfolio Management

1. Create a project and subproject and go through the necessary approvals process.

2. Create a work order referencing the project and subproject.

3. Add a crew to the schedule using the Daily Schedule, Workweek Schedule or crew assignment on the work order task.

When you initiate project creation in Primavera P6 Enterprise Project Portfolio Management, the system checks for how to export the schedule information by looking at these scheduling tools in the order they are listed here. For example, if no daily schedule has been defined, the system looks to see if there is a workweek schedule, if there is no workweek schedule, then it uses the crew defined on the task.

4. After setting up the crew schedule, also add labor requirements to the task on the Labor Requirements view.

5. Select Create/Update Primavera P6 Enterprise Project Portfolio Management from within the Project record Actions list to initiate project creation within the Primavera P6 Enterprise Project Portfolio Management system.

Once this processing is complete, the system returns a Primavera P6 Enterprise Project Portfolio Management Project ID populating the field on the Project record.

If you later need to update Oracle Utilities Work and Asset Management with details from Primavera P6 Enterprise Project Portfolio Management, you can select Import Primavera Information from the Actions list.

Chapter 7

Benchmark Work Order

The concept of benchmarking revolves around building and maintaining template work order information that can be used repeatedly to create new work orders. Using benchmark work orders prevents you from having to replan work for similar jobs.

Benchmark Work Order records are used for work that is not performed on a regular basis. For regular jobs use a PM Master record.

Benchmark Work Order Records

The Benchmark Work Order record is comprised of the same type of information that work orders are, allowing you to pre-plan parts, direct purchase, and labor requirements at one time. Once the benchmark is set up like a template, you can reference it and modify information on the work order you generate from it. Benchmarks do not maintain actual cost, approval, and status information since work is not performed against them.

Work orders generated by benchmarks are accessed through the Work Order module.

Benchmark Work Order record

Work History Views

Since all of the fields and Views found in the Benchmark Work Order module mirror the fields and Views in the standard Work Order module, you can refer to the section on the [Work Order](#) module in this User Guide for detailed descriptions.

Benchmark Work Order Actions

In addition to standard actions, the following can be completed from within the module.

Benchmark work orders can be created either directly in the Benchmark Work Order module or from existing work orders.

How to Create a New Benchmark in the Benchmark Work Order Module

History work orders can also be used as template work orders.

1. **Open the Benchmark Work Order module.**
2. **Click New.**

A new Benchmark Work Order record opens.

3. **Complete the required fields.**

Description - Enter a detailed description of the work initiated by this benchmark.

Account - The Account field represents where the charges for the work order will be applied to unless the benchmark work order task account is different, or the account information is changed on the actual Work Order or Work Order Task records when they are produced. If you supply an Asset ID, the system provides the associated account number, department, and area. When only one account is associated with the asset the system automatically enters that account number in the Account field. When there are additional accounts for the asset, the system provides a list of values displaying all the accounts associated with the asset, so that you can select the appropriate one.

If you enter a partial account number the system opens a dialog box with correct possibilities. You can also double-click the account number field to drill-down and find the appropriate account number if you do not know it.

4. **Fill in additional fields according to your business requirements.**

This information can be extensive. See the User Guide section titled Work Orders for information on these other fields.

5. **Click Save.**

The system generates the benchmark work order number with the first character of the work order number set as “B” to distinguish it from regular work orders. You can now use it to produce work orders.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.38) interface for Benchmark Work Order B000235. The window title is "Benchmark Work Order B000235" and the date is "26 October 2007". The interface includes a sidebar with navigation options: Search Options, Results, Benchmark Work Order, Views (Task (Summary), Task (Detail), Additional Data, Notes, Cost Summary, Activity Log, Warranty), and Actions (Create Bookmark, Audit Log (Header), New Record). The main area displays the work order details:

- Work Order: B000235
- Description: Benchmark Work Order for the ILB facility
- Class: CONTRACT
- Category: DN
- Approval Route: [Empty]
- Defaults for Tasks:
 - Asset ID: ILB ASSET10
 - Component ID: [Empty]
 - Process: [Empty]
 - Department: ILB1
 - Area: ILBA1
 - Account: ILB1-Y-PROJECT-COMP-DIRECT PO-998
 - Priority: [Empty]
 - Planner: ILB
 - Crew: [Empty]
 - Deficiency Tag: [Empty]
- Indicators from Tasks:
 - Change Req Required
 - Safety
 - ISO Related
 - Health
 - Environmental
- Rough Est: [Empty]
- Project: [Empty]
- Inspection Required ?
- Auto Close ?

Benchmark Work Order record

The next step is to add tasks to the Benchmark Work Order record.

How to Create a Benchmark Work Order Task Record

1. **Open the appropriate Benchmark Work Order record.**
2. **Select Task (Details) from the Views list.**

The system opens the Benchmark Work Order Task window at the first task for that benchmark work order.

3. **Click New.**
4. **Enter a description of the task.**
5. **Select the Account Number from the list of values.**

This list is controlled by the Accounts module of the resource subsystem.

If you supply a Department and Area before you select the Account number, the List of values will include only those Accounts associated with that Department and Area combination. If you do not supply a Department and area, the list of values will include only those accounts not associated with a Department and Area.

6. **Enter any appropriate additional information.**
7. **Click Save.**

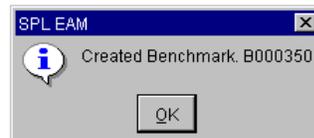
Instead of creating a benchmark from scratch in the Benchmark Work Order module, you can also create benchmarks from existing work orders provided you have the necessary responsibility function.

How to Create a Benchmark from an Existing Work Order

1. **Open the Work Order record that you want to create the benchmark from.**
2. **Select Create Benchmark from Work Order from the Actions list**

In order for Create Benchmark from Work Order to appear on the Actions list, you must have the UPDATE BENCHMARK WO responsibility function. The system creates a new benchmark work order using the data from the active work order and displays the new benchmark work order number.

If you want to create a new benchmark from an existing work order, select Create Benchmark from Work Order from the Actions list on the Work Order record.



Benchmarks generated from work orders are available only through the Benchmark Work Order module. Any modifications made to the benchmark do not affect the originating work orders.

Once created, benchmark work orders can be used to simplify work in a variety of ways.

Creating a Work Order from a Benchmark

Once you have created a benchmark, you can use it repeatedly to generate work orders.

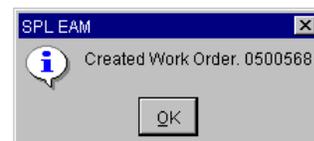
How to Create a Work Order from a Benchmark

1. **Open the benchmark work order that you want to use to create the work order.**
2. **Select Create Work Order from Benchmark from the Actions list.**

The system creates a Work Order record and displays the new Work Order number.

Open the Work Order module and select that work order number to view the new record.

You must have the Create WO from Benchmark function responsibility in your user profile to access this action.



Work orders generated from benchmarks are accessed through the Work Order module. Modifications made to work orders generated from benchmarks do not affect the originating benchmarks.

Updating a Work Order from a Benchmark

Select Update from Benchmark from the Actions list to update any work order in Planning status.

Updating from a benchmark overwrites all information on the work order except the information that you choose to retain.

Even if you have already created a work order you can benefit from a benchmark.

How to Update a Work Order from a Benchmark

1. **Open a Work Order record in Planning status.**
2. **Select Update from Benchmark from the Actions list.**
In order for Update from Benchmark to appear on the Actions list, you must have the UPDATE WO FROM BENCHMARK responsibility function. The Update from Benchmark window displays.
3. **Enter the benchmark work order number to use as a template or select the number from the list of values.**
4. **Select the information that you want to retain from the current work order.**
You can retain data such as the asset information, work or task attachments, work or task descriptions, crew information, criticality, and report codes. All of the other information will be copied from the benchmark to your work order.
5. **Click Finish.**
The system returns you to the work order with the changes applied.

Using Benchmarks With PM Masters

Remember that benchmark work orders are also used with PM masters for cycled work.

PM masters contain cycling information used by batch processing to periodically generate preventive maintenance work orders. PM masters are used to ensure routine work cycles at predefined intervals. Since the work associated with PM masters is the same each cycle, the template work remains unchanged. Thus, a benchmark work order is used as the template for system-generated PM work orders.

For more information please refer to the PM Master chapter.

Based on the criteria in the PM master, batch processing uses the benchmark to create new PM work orders. (The system changes asset information when creating the work order based on the PM master information.) PM work orders created are accessible from the Work Order module.

Modifying Benchmarks

Change the benchmark for universal frequent updates and the individual work orders for occasional updates.

Changing an occasional item should be done on the work order, not on the benchmark. This prevents you from having to reverse the change on each subsequent work order created from a benchmark that was modified. However, universal changes that you will want to keep for future work orders should be updated on the benchmark.

If you find yourself making the same changes to each work order you create from a benchmark work order, then you should change the benchmark. This way you are updating the information one time instead of many. But if you find yourself changing work order information only occasionally, leave the template alone. You should update the output for one time changes.

To update a benchmark, you can open the Benchmark record, make the changes then Click Save. However, if the changes you want to make have already been entered on a work order, you can update the benchmark with information from that work order.

How to Update a Benchmark from a Work Order

1. **Open the appropriate PM Master record.**

2. **Select PM History from the Views list.**

The PM History view opens showing a summary of work orders related to the PM master.

3. **Double-click the work order you want to use to update the benchmark.**

The Work Order module opens and displays the record that you selected.

4. **Select Update Benchmark WO from the Actions list.**

In order for Update Benchmark WO to appear on the Actions list, you must have the UPDATE BENCHMARK WO responsibility function. The system replaces the Benchmark Work Order header, tasks, and associated details with the corresponding data from the work order, and displays a confirmation message.

5. **Click the OK button to return to the work order.**

Using a History Work Order Like a Benchmark

Although history work orders are not truly benchmarks, you can use them in the same way.

History work orders are closed work orders that the system moves into a log stored in the History Work Order module after a predetermined amount of time. Although history work orders are not truly benchmark work orders, you can use them like benchmarks. Having an existing work order where parts, labor requirements, and so on were planned makes building new work orders a snap!

How to Create a Work Order from a History Work Order

1. **Open the History Work Order module and find the history work order to use as a template.**

2. **Select Create New Work Order from History from the Actions list.**

3. **Enter the Required Date for the work to be completed.**

The screenshot shows a window titled "Create Template Work Order". Inside the window, there is a label "Required Date" followed by a text input field containing the date "MAR.15.2005". Below the input field is a button labeled "Create Template".

4. **Click the Create Template button.**

The system creates a work order and displays the work order number.

Work orders generated from history can be accessed in the Work Order module.

The required date can be modified later on the actual Work Order record.

Chapter 8

PM Master

PM Master records contain cycling information which determines how often work orders should be automatically created by the system for preventative type work. When a PM Master comes due, the Benchmark Work Order listed on the PM Master is used as the template Work Order, producing a PM Work Order. A PM Work Order is created for work that is performed on a regular basis or by a defined event. For example, an elevator inspection must be performed on the fifth of each month. You can create a Calendar Anniversary based PM Master, specifying that a Work Order should be created on the fifth of each month.

PM Master Records

PM Masters are Created from Benchmark Work Orders. When the PM cycle triggers a new Work Order from the PM Master, the system uses information taken from the Benchmark Work Order Tasks to complete the Task information on the scheduled Work Order. Therefore, it is important to review the Benchmark Work Order Tasks to make sure they contain the correct information.

PM Master 000055
Oracle Utilities Work and Asset Management V1.7.15 (v8.8) 25 July 2007

Search Options

PM Master No: 000055 Status: Planning PM Category: []

Description: this is a pm master

Asset ID: E | RLW_RUNTIME or Component ID: []

Description: this is an asset

Benchmark No: B000009 Scheduled Basis: Calendar Anniversary

PM Route: [] Schedule Type: Daily

Critical No: [] Scheduling Interval: Every 1 MONTH

Cycles: 10

Mandatory

Disallow Credit Cycle Lead Time: 14 days

Force W.O. Creation

Use Asset/Component from Benchmark

Use Account Data from Benchmark

Initial Schedule Date: 01 MAR 2001 Last Complete Date: 01 MAR 2001

Next Schedule Date: 01 APR 2001 Critical Reference Date: 01 FEB 2001

Fleet PM Control No. [] PM Group Runtime Delay []

PM Group Calendar Delay []

Department: RLW_DEP1 Area: RLW_AREA1 BOM ID: RLW_BOM1

Spec No: RLW_SPEC1 Spec Type: ROOM_DATA Spec Category: 4

Account No: RLW1-N-PROCESS-NONE-WORK ORDER-005

Lead Crew [] Backlog Group: DEPOT1

Downtime Type [] Downtime? Downtime Hours []

Initial Work Status [] Approval Route []

PM Master record

The following fields are included:

PM Master Number - The PM Master number is generated by the system when the record is saved.

Status - If you are creating a new PM Master, the record will be entered in Planning Status. Since batch processing only reviews PM Masters that are in Active status, change the status when you have finished entering a new record. You can choose to set the PM Master to Closed or Cancelled status to suspend or terminate processing without actually deleting the record.

When you are updating an existing PM Master header record, the fields that can be modified are controlled by the Status. If the PM Master is in Planning status, you can modify all the fields that can be entered when inserting the record. Once the PM Master is set to Active status, only those fields which do not change scheduling information can be modified.

PM Category - If your organization has multiple departments using PM Masters, or other reasons for needing multiple categories for PMs you can use this Category field to make classifications. Later you can use Category as a search criteria on the Search Options screen to find a specific category. This field can only be updated when the record is in Planning status.

Asset ID or Component ID - Only enter an Asset ID if it will be different from the Asset ID on the Benchmark Work Order. The system uses this asset information to fill in asset information for the Tasks associated with the PM. The Asset ID or Component ID entered on the PM Master overwrites any Asset ID or Component ID listed on the associated Benchmark. This prevents you from having to create a different Benchmark for each PM Master if the work being performed is the same, just a different Asset or Component ID. If you do not want this to happen, check the Use Asset/Component from Benchmark check box.

If your organization has set the PM Master Parameters Business Rule to always pull the asset from the Benchmark Work Order, this setting overrides the Use Asset/Component from Benchmark indicator on the PM Master.

The PM Schedule Basis Business Rule determines which types of schedules are available.

Run to Failure - Place a check next to Run to Failure to indicate that the Asset should be used until it dies. A good example of this concept is the use of a light bulb. This check box is for information only and does not include any business processing. It is, however, copied to work order tasks when the asset is populated on the task. Having the information available at the task level is useful for metrics, especially for comparing the number of failures when the Asset was on a preventive maintenance program and was not.

Benchmark Number - Enter the Benchmark Number for the Benchmark Work Order on which you will base the PM Master. When entering a Benchmark number, use the list of values to ensure that the Benchmark record exists in the Benchmark module.

Schedule Basis - You are required by the system to select a schedule basis from the drop-down list. Choose Calendar Anniversary, Calendar Interval, Event, Runtime Interval, or Runtime. The cycling information for the PM Master changes depending on which Schedule Basis you choose.

Calendar Anniversary - PM Masters that are cycled on the same date each cycle, such as the first of each month. They cycle from Schedule Date to Schedule Date, not taking into consideration the date that the last associated Work Order was completed.

Calendar Interval - PM Masters that cycle so that the same time interval between Work Orders is achieved. If work is to be done every 6 weeks, the system cycles a Work Order 6 weeks after completion of the previous Work Order. Future Schedule Dates are automatically adjusted to always reflect the same time interval.

Event - PM Masters that cycle when a defined event has occurred. When the event occurs (such as a shutdown) all active PM Masters which list the event type cycle to create a Work Order as specified.

Runtime Interval - PM Masters that cycle based on meter readings taken for the listed asset and the scheduling information for that PM Master. Runtime Interval PM Masters cycle on fixed intervals, not the time from last maintenance. For example, a Runtime Interval set to every 1,000 hours of operation would cycle at 1,000, 2,000, 3,000 hours, etc., regardless of when the last associated Work Order was completed.

Runtime - PM Masters that cycle based on meter readings taken for the listed asset and the scheduling information for that PM Master. An example might be that every 2,000 hours of operation, a machine is checked and lubed. The 2,000 hour count would restart when the last associated Work Order was completed. If the work was finished at 2,037 hours, the next cycle would be scheduled to occur at 4,037 hours.

Schedule Type - Determines on which schedule the Work Orders generated by the PM Master should be placed. Valid options are DAILY and WEEKLY. The system automatically completes this field with the default value defined in the PM Master Parameters Business Rule, but you can change the value if necessary.

Scheduling Interval and Cycle Lead Time - The two Scheduling Interval fields and the Cycle Lead time field only appear on the record if the PM Master is based on a Calendar Anniversary or Calendar Interval cycle. The second field indicates the kind of unit on which the PM Master cycle is based. Typically the unit would be days, weeks or months. The first field indicates how many of those units make up a cycle.

Calendar based PM Masters can also be affected by the value set for the CYCLE_LEAD_TIME key in the PM Master Parameters Business Rule. This setting allows you to apply lead time to all your Calendar based PM Masters. If you know that you need at least five working days to gather the materials to do your PMs you can have the system trigger the Work Order five days before the date you want the work to start.

You can use the Cycle Lead Time field to provide specific lead times for PM Masters that require advanced preparation (such as gathering special materials or arranging a special crew). For example, if you enter 10, the system will initiate the work order 10 days before the actual due

date of the maintenance. Cycle Lead Time can only be updated when the record is in Planning status.

If you enter a value in this field, the value overrides the value assigned for CYCLE_LEAD_TIME in the PM Master Parameters Business Rule. If you do not enter a value, the system uses the value established in the Business Rule.

Critical Number and Cycles - The Critical Number indicates the relative lateness of work due for the asset, and is based on the date entered in the Critical Reference Date field. When the Critical Number reaches 100, the asset is due to be worked on. The system updates the critical number only when the PM Master is in Active status.

For calendar based PM Masters, future Forecast (Schedule) Dates are maintained. The number of future Forecast Dates is controlled by the number you enter into the Cycles field on the PM Master header. For all PM Masters, historical cycling information is maintained by the system in the PM Forecast view.

Disallow Credit - Check this box to prevent the Credit PM action in the Work Order module from using a regular Work Order to satisfy the PM Master. Checking this box also flags the PM Master Override Not Allowed indicator on the PM Schedule view in the Work Order module.

Mandatory - If the work is required, check the Mandatory check box. There is no functionality associated with the Mandatory check box; it is for informational purposes only. The system does not send any alerts or warnings based on whether or not the box is checked.

Force WO Creation - PM masters do not cycle another work order if the previous work order is not yet complete unless you check the Force WO Creation box. If this box is checked, the PM master will cycle work orders even if the previous was not completed. This functionality only works with runtime interval and calendar anniversary based PMs.

Force WO Creation is unrelated to the Cycle PM Now action. Even if this box is checked, you cannot use the action with incomplete work orders in your forecast.

You can also have the PM master use the asset ID listed on the benchmark instead of the asset ID listed on the PM master by checking the Use Asset from Benchmark check box.

Use Asset/Component from Benchmark - You can also have the PM Master use the Asset ID listed on the Benchmark instead of the Asset ID listed on the PM Master by checking the Use Asset from Benchmark check box.

Use Account Data from Benchmark - Check the Use Account Data from Benchmark check box if you want to use the Account information from the Benchmark Work Order.

The PM Master will force an Account Number for each Work Order Task it creates. Where it gets the Account number depends on what information you provide. There are three possibilities:

1. If you check the Use Account Data from Benchmark check box, the system automatically uses the Account Numbers from Benchmark Work Order (and Tasks) and will ignore any other Account information you enter on the PM Master.
2. If you do not check the Use Account Data from Benchmark check box and you enter an Account number in the lower section of the screen, the system will apply that Account Number to all Work Order Tasks when the PM Master creates a Work Order.
3. If you do not check the Use Account Data from Benchmark check box and you do not enter an Account Number, but you do enter an Asset ID on the PM Master, the system will apply the asset's Account Number to all Work Order Tasks when the PM Master creates a Work Order.

Initial and Next Schedule Dates - You must enter an Initial Schedule Date. This date is used to calculate future Forecast Dates for calendar based PM Masters. With this date entered the system provides the Next Schedule Date when you save the record.

After the first PM Master cycles, the system uses the Forecast date on the PM Forecast window to determine the Next Schedule Date. Or, if the Schedule Date on the Forecast view has been updated, the system uses that date in this field.

Last Completion Date - The system enters the Last Completion Date as the date the last Work Order was finished.

Event Group and Event Type - The Event Group and Event Type fields only appear on the record if the PM Master is based on an Event. You can use these fields to describe any aspects of the event that are important to your organization.

Event Group is controlled by Code Table 108, and Event Type by Code Table 109.

Last PM - This field only shows if the PM Master is based on Runtime or Runtime Interval. When a runtime based P-type Work Order is set to Finished status, the system updates this field with the meter reading from the work order. However, the system does not automatically update this field if a higher value exists in the runtime log. In that case, the system asks if you want to update the PM Master record with information from the work order.

When a PM is superseded by another PM in the same PM Group, the Last PM information for the superseded PMs is updated when the work order created for the higher level PM Master is set to Finished status.

Interval - The two Interval fields describe the cycle that the PM Master follows. The second field indicates the unit type and the first field indicates the number of those units (for example, '100 miles').

Note: The Next PM Due, Trigger Within, Current, Date/Time, and fields only appear on the record if the PM Master is based on Runtime or Runtime Interval.

Next PM Due - The Next PM Due information is provided by the system from the PM Forecast view.

Trigger Within - You can use the Trigger Within field to create a lead between when the PM initiates the work order and when the work actually begins. For example, if you know a PM Master requires parts that must be special ordered, you might want to trigger the PM 100 miles early, to give time to process the request for parts.

Current - The Current field indicates the most recent reading provided to the system.

Date/Time - The date/Time field indicates the date and time of the Current reading.

Or Every - You can use the two Or Every fields to make a Runtime based PM Master into a secondary Calendar Interval based PM Master. The second field represents the unit type and the first field represents the number of units. The system tracks the interval and if Runtime does not trigger a new PM before the period is up, the system triggers a PM based on the Calendar Interval. These fields are only displayed if the PM Master is Runtime based.

If you enter the interval units in the second field and the number of units in the first field, the system triggers the PM at that point (for example, '2 months').

Asset PM Control Number - If the PM Master was created from the Asset PM Control module, the system displays the PM Control record number.

PM Group Runtime or Calendar Delay - Enter an appropriate delay value in the PM Group Runtime or Calendar Delay field. Enter the corresponding interval units in the unlabeled field after PM Group Calendar Delay.

If the current PM Master is a lesser PM within a PM Group, it may be superseded by higher level PMs encompassing the same work. When the lower PM is ready to cycle, the system checks to see if a higher PM is due to cycle within the specified delay tolerance. If so, the lower PM does not cycle as forecast, but "delays" and waits to be superseded. The delay factor works the opposite of the tolerance shown on the PM Group view. Where group tolerance looks down the

group hierarchy for lesser PMs to supersede; the group delay looks up the hierarchy for higher PMs that can supersede the current record. Together, group delay and group tolerance can keep your maintenance schedule from drifting too far from the original forecast.

When a PM is delayed due to a runtime or calendar delay, an entry in the PM History view identifies the higher PM that is causing the delay and the system writes a similar entry to the Job Manager Log.

Additional Information: Equipment, Safety, & Crew - Use the fields at the bottom of the PM Master header record to access information such as Department, Area, BOM ID, Spec. No., Spec Type, and Spec Category (which cannot be modified) and enter a Lead Crew, Backlog Group, Downtime Type, and number of Downtime Hours. You can use the Initial Work Status information to determine which Status the PM Master uses when it generates work orders. If Initial Work Status is left blank, the system uses the PM Master Parameters Business Rule. This information is copied into the Work Order when the PM is cycled by batch processing.

Note: The relationship between Backlog Group and Crew is defined in the Default Backlog Groups Business Rule.

How to Create a PM Master

PM Masters are created from benchmark work orders. However, PM Masters only show header information. When the PM cycle triggers a new work order from the PM Master, the system uses information taken from the benchmark work order tasks to complete the task information on the scheduled work order. Therefore, it is important to review the benchmark work order tasks to make sure they contain the correct information.

1. Open the PM Master module.

The PM Master module is in the Maintenance subsystem.

2. Click the New icon.

3. Enter the Benchmark Number for the benchmark work order on which you will base the PM Master.

4. Enter the Asset ID if it will be different from the Asset ID on the benchmark work order.

The system uses this Asset information to fill in Asset information for the Tasks associated with the PM.

5. Check the Use Asset from Benchmark check box if you want to use the Asset information from the benchmark work order.

6. Select a Schedule basis from the pull-down list.

7. Enter the number of Cycles you want the PM Master to forecast.

8. Enter the Scheduling Interval (number of days, miles, etc.).

9. Select the Scheduling Interval units from the list of values.

The list is controlled by Code Table 19 in the Codes and Codes Tables module of the Administration subsystem.

10. Check the Mandatory check box if the PM is required by the manufacturer or some regulatory agency.

11. Check the Use Account Data from Benchmark check box if you want to use the Account information from the benchmark work order.

The PM Master will force an Account Number for each work order task it creates. Where it gets the Account number depends on what information you provide. There are three possibilities:

If you check the Use Account Data from Benchmark check box, the system automatically uses the Account Numbers from benchmark work order (and Tasks) and will ignore any other Account information you enter on the PM Master.

If you do not check the Use Account Data from Benchmark check box and you enter an Account number in the lower section of the screen, the system will apply that Account Number to all work order tasks when the PM Master creates a work order.

If you do not check the Use Account Data from Benchmark check box and you do not enter an Account Number, but you do enter an Asset ID on the PM Master, the system will apply the Asset's Account Number to all work order tasks when the PM Master creates a work order.

12. Enter the Initial Schedule Date.

The system provides the Next Schedule Date when you save the record.

13. Change the status from Planning to Active.

14. Click the Save icon.

How to Update a PM Master

The system will not allow you to update PM Masters in Active status.

1. **Open the appropriate PM Master record.**
2. **Change the status from Active to Planning.**
3. **Click the Save icon.**
4. **Make the changes.**
5. **Change the Status back to Active.**
6. **Click the Save icon.**

How to Categorize PM Masters

1. Create a PM Master.

You can also open a PM Master that is in Planning status to add or modify the Category.

2. Find the PM Category field at the top of the window.

3. Select a Category from the list of values.

Categories are determined by your organization in Code Table 198.

4. Click the Save icon.

Or continue creating the new PM Master and click the Save icon when you are finished.

How to Indicate that PM Master Involves Downtime

1. Open the appropriate PM Master.

2. Locate the Downtime Type field at the lower section of the screen and select a type from the list of values.

This list is controlled Code table 139 in the Codes and Code Tables module of the administration subsystem.

3. Enter the estimated downtime hours.

The system uses this information to fill in the work order. You can enter a decimal to represent a fraction of an hour.

4. Check the Downtime? check box.

5. Click the Save icon.

The system saves the downtime information. The next time you run the SDBP_PM_CYCLE batch process, new work orders based on the PM Master will include the downtime information.

How to Set the Status for Work Orders Created by the PM Master

1. Open the appropriate PM Master.
2. Locate the Initial Work Status field in the lower right section of the screen and select a status from the drop-down list.

Your options are: Planning, Active, Pending Approval and no status. If you select Pending Approval you must also select a Next Approver from the list of values.

3. Click the Save icon.

PM Master Views

In addition to standard notes, attachments, and approval views, the module includes the following:

PM Forecast

Select Forecast from the Views list to see a listing of scheduled cycles for the PM Master. The Forecast View is available for all types of PMs; however, the system only maintains forecasting information for active calendar anniversary and calendar interval PMs.

Cycle	Forecast Date	Schedule Date	Adjustment Type	Completed Date	Work Order	Group PM
79	12 OCT 2005	12 OCT 2005			P 0500757	
80	14 OCT 2005	14 OCT 2005				
81	16 OCT 2005	16 OCT 2005				
82	18 OCT 2005	18 OCT 2005				
83	20 OCT 2005	20 OCT 2005				
84	22 OCT 2005	22 OCT 2005				
85	24 OCT 2005	24 OCT 2005				
86	26 OCT 2005	26 OCT 2005				
87	28 OCT 2005	28 OCT 2005				
88	30 OCT 2005	30 OCT 2005				
1	01 MAR 2001	01 MAR 2001	FINISHED	01 MAR 2001	P 0100221	
12	01 MAR 2001	01 MAR 2001	FINISHED	01 MAR 2001	P 0100222	

PM Forecast view

For all cycle types, work order information displayed on the Forecast view is entered and maintained by the system and cannot be modified. When the PM cycles and generates a work order, the system completes the Work Order ID field. When the Work Order record status is set to Finished or Canceled, the system enters the Completed Date on the corresponding Forecast record, moves it to the bottom of the forecast list, and generates a new Forecast record. The system constantly maintains the number of future dates as defined in the Cycles field on the PM Master record.

Adjusting Future Forecast Schedule Dates

For Calendar Interval based PMs, changing a Schedule Date cascades the change until it reaches the end of the future Forecast list or until it reaches a record where the Adjust field is set to "LOCKED". If you do not want the Schedule Date change to cascade, be sure to "lock" the following record before you change the Schedule Date.

Also note that for Calendar Interval PMs, the system automatically changes Forecast Dates based upon the Completion Date of the associated Work Order (when the Work Order header status is set to "Finished").

Runtime Interval forecast dates do not change based on the completion date of the most recent PM cycle.

You have the option of canceling forecasted backlog for PM Masters. For example, if a PM master is a few months behind schedule, planners may decide to cancel the backlog and start over on the next schedule date.

If you set the Adjust field to “Cancelled” for a Forecast Date, the PM Master will not cycle on that date. The system also automatically generates a new future Forecast record so that the total number of future Forecast Dates matches the number of Cycles entered on the PM Master header.

For calendar anniversary and runtime interval based PM masters in Active status authorized users can select Cancel PM Master Backlog from the Actions list to cancel forecasted backlog for the PM master. The system automatically rechedules the PM master to trigger on the next future scheduled forecast date.

For all cycle types, Work Order information displayed on the Forecast view is entered and maintained by the system and may not be modified. When the PM Master cycles, generating a Work Order, the Work Order number is also entered onto the Forecast record. When the Work Order status is set to “Finished” or “Cancelled”, the system enters the Completed Date on the Forecast record, moves it to the bottom of the Forecast list, then generates a new Forecast record so that the total number of future Forecast Dates matches the number of Cycles entered on the PM Master header.

Completed and cancelled forecast dates are listed after future Forecast information for easy of readability. When a PM Master is deactivated (setting it to a status other than “Active”), future Forecast information is deleted. Historical information is not deleted from the Forecast view.

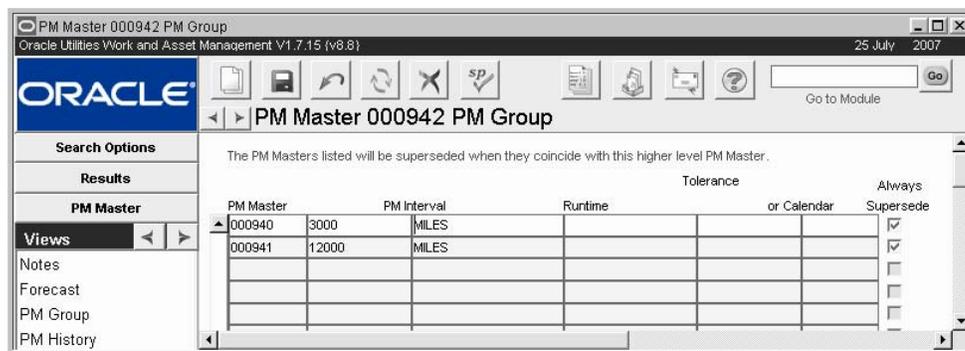
Cancel PM Backlog

The forecast schedules for Calendar Anniversary and Runtime Interval PM Masters do not change based on work order completion or calendar information. If work on these types of PM Masters falls behind for any reason, a PM forecast backlog may result.

If you have the appropriate responsibility in your user profile, you can select Cancel PM Backlog from the PM Forecast Actions list to bring the PM Master back to current. When you select the action, all forecasts with a schedule date in the past are cancelled, so long as a work order has not already been created for that cycle. Forecasts with future dates are not affected. If the forecasts are such that there are none with future dates, it will be necessary for you to select the Cycle PM Now action from the main PM Master record to schedule the next cycle.

PM Group

The PM Master module allows you to build more than one PM Master per Asset ID. If one PM Master encompasses the same work that another (lesser) PM Master does (for the same Asset ID), you can prevent the lesser PM Master from cycling at the same time the greater PM Master is due.



PM Group view

An example of this type of situation might be that you have PM Master B set up for a truck to perform an oil change and check critical fluid levels every 10,000. You also have PM Master A set up for the same truck to overhaul the engine every 26,000 miles. The work involved in the PM A encompasses the same work of the PM Master B, making B the lesser. In the PM Schedule

Group of A, you would enter the lesser PM Master (B) so that, if both PM Masters should come due at the same time, the lesser will not cycle.

When the vehicle has gone 26,000 miles and A triggers, the system checks for all PM Masters which A superceeds, and suppress the Work Orders for those PM Masters. The Work Order for PM Master B would be suppressed by A every fifth time A cycles (every 130,000 miles) – assuming all Work Orders for both A and B are always completed right on schedule.

However, since preventive maintenance cannot always be done on schedule, you can also set a tolerance for when A should superceed B. A tolerance of 2,000 miles would mean that A superceeds B every third cycle (at 78,000 miles) – again, assuming all Work Orders for both A and B are always completed right on schedule. The tolerance is measured against the lower level PM Master. If you set the tolerance for 2,000 miles, when A is ready to trigger a PM, the system will check to see if B is within 2,000 miles of triggering its PM. If it is, the system suppresses B's PM work order and resets B's Next Schedule Date if the PM Master is Calendar based or Next PM Due reading if the PM Master is Runtime-based.

Note that at the end of the third cycle of PM Master A, both PM Master A and PM Master B end within the 2,000 mile tolerance. In this case, PM Master A will suppress the work order for PM Master B.

Sometimes, work required to be done for a PM Master at the highest level of a PM Group must be delayed or canceled. When this happens, and the work order generated by the higher PM is rejected or canceled, settings in the PM Master Parameters business rule determine if the lower PMs are simply Canceled or if they are reset to cycle as previously forecast.

If you want the lesser PM to be superseded every time the higher PM cycles, regardless of tolerance factors, click the Always Supersede check box. When the check box is marked, the system ignores any tolerance factors that may have been entered and supersedes the PM each time the higher level PM Master record triggers.

If a PM supersedes lower PMs in the group, the Last PM information for the superseded PMs is updated when the work order created for the higher level PM Master is set to Finished status.

Some Cautions About Setting Up Groups of PM Masters

You can group Calendar Anniversary, Calendar Interval and Runtime PM Masters. However you can only group PM Masters of the same type and are based on the same unit type (e.g. miles and miles, not miles and hours). Also, we do not recommend grouping PM Masters that cannot regularly be done on time because variances from the schedule can cascade through your schedule, throwing it off.

You can also set up more than two layers of PM Masters, however, the more layers you create the more complex the interactions between the various cycles become, and the greater the chance that your schedule will be thrown off.

When you create Groups, the system does not check to make sure that you are using the appropriate Tolerance for the PM Master selected. If you indicate a Runtime Tolerance with a Calendar-based PM Master, for example, the system will make the changes but the lower level PM Master will never be within the tolerance and so will never be affected.

How to Set Up a Simple (Two-Level) PM Master Group

1. **Open the appropriate PM Master.**
2. **Open the PM Group view.**
3. **Click the first empty PM Master field.**
4. **Select the subordinate PM Master from the list of values.**
The list of values shows all PMs for the asset having the same scheduling basis. When you select a PM Master from the list, the system supplies the interval information from the selected PM Master.
5. **If both PM Masters are Runtime-based, indicate the Runtime Tolerance.**
This is the range within which the higher level PM Master will supercede the lower level one.
6. **If both PM Masters are Calendar-based, indicate the Calendar Tolerance.**
You can select the unit type (for example, Days) from the list of values.
7. **Click Save.**
The system saves changes to both PM Master records.

How to Set Up a Complex PM Master Group

You can set up a PM Master groups with more than two levels. However, the PM schedules for the middle levels are likely to drift farther and farther from you original plan over time. Eventually, the middle level PM Masters will trigger more frequently than you might expect (for example roughly every 1000 miles as scheduled, then after only 100 miles. This is especially likely if PM's are typically completed late.

If you want to set up a complex group, you must set up all lower levels for each upper level. For example, if you are setting up three levels; A, B and C, and you want A to suppress B and B to suppress C, A will not suppress C unless you include C on A's PM Group view.

1. **Open the appropriate PM Master for the top level.**
2. **Open the PM Group view.**
3. **Click the first empty PM Master field.**
This is the PM Master for the B level in the example above.
4. **Select the subordinate PM Master from the list of values.**
The list of values shows all PMs for the asset having the same scheduling basis. When you select a PM Master from the list, the system supplies the interval information from the selected PM Master.
5. **If both PM Masters are Runtime-based, indicate the Runtime Tolerance.**
6. **If both PM Masters are Calendar-based, indicate the Calendar Tolerance.**
7. **Click Save.**
The system saves changes to both PM Master records.
8. **Click the next empty PM Master field.**
9. **Select the next down subordinate PM Master from the list of values.**
This is the PM Master for the C level in the example above. The system supplies the interval information from the selected PM Master.
10. **If both PM Masters are Runtime-based, indicate the Runtime Tolerance.**
This is the range within which the higher level PM Master (A) will supercede the lower level one.
11. **If both PM Masters are Calendar-based, indicate the Calendar Tolerance.**
12. **Click Save.**
The system saves changes to both PM Master records.
13. **Repeat steps 8 through 12 for each lower level.**

PM History

The PM History view shows a summary of all activity that has occurred related to the PM Master. Field descriptions for the PM History view are similar to those for the PM Forecast view.

When a PM is delayed due to a runtime or calendar delay, the system writes a Delayed adjustment type entry and identifies the higher PM that is causing the delay in the PM Group column. A similar entry also appears in the Job Manager Log. When the higher level PM cycles and generates a work order, the adjustment type changes to Superseded and supplies the work order number.

Seasonal Adjustments

Some maintenance activities need to be performed more or less often depending on the season. Snow removal equipment, for example, may require more frequent servicing during the winter than during the rest of the year. You can use the Seasonal Adjustment view to set Calendar- and Runtime-based PM Masters to cycle differently during certain seasons.

To use Seasonal Adjustments, the Allow Seasonal Adjustment key in the PM Master Parameters Rule must be set to Yes and seasonal start and end dates must be defined in the PM Seasonal Adjustments Rule.

When you create a seasonal adjustment and set the PM Master record to Active status, the system calculates new forecast dates based on the adjusted interval. The system calculates and revises the next forecast date *after* the date that fell during the seasonal adjustment period. When calculating the Next PM Due value for Runtime-based PM Masters, the system compares the current meter reading date against the seasonal start and end dates.

Season	Start Month & Day	End Month & Day	New Interval
AUTUM_ACTUAL	09 / 22	12 / 21	250
SPRING_ACTUAL	03 / 22	06 / 21	250
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

Seasonal Adjustments view

Scheduled Basis and Interval - This information copies from the main PM Master record and shows the interval at which the PM Master will cycle when no Season Adjustment is defined.

Season - Select the season that you want to enter a new interval for from the list of values. The Seasons are defined in the PM Seasonal Adjustments Business Rule and cannot be modified here. The PM Master must be in planning status in order to select a season.

Start and End - When you select a season, the system supplies the Start and End dates defined in the PM Seasonal Adjustments Business Rule.

New Interval - Enter the cycling interval you want the PM Master to use during the Season identified.

How to Set Seasonal Adjustments for a PM Master

1. Open the appropriate PM Master.

Seasonal Adjustments can be entered for both Calendar- and Runtime-based PM Masters.

2. **If necessary, set the record to Planning status.**
You cannot create Seasonal Adjustments while the PM Master in Active status.
3. **Select Seasonal Adjustment from the Views list.**
4. **On the available line, select the Season from the list of values.**
Seasons are defined in the PM Seasonal Adjustments Business Rule and cannot be modified here. When you select a Season from the list of values, the system supplies the Start and End dates from the Business Rule.
5. **Enter a New Interval for the Season.**
During the Season selected, the PM Master will cycle at the interval entered here, not at the interval defined on the main record.
6. **Click Save.**
The system saves the adjustment. When the PM Master record status is set to Active, the system calculates forecast dates based on the adjustment interval.

Material Estimates vs. Actuals

The material estimates on the Benchmark Work Orders used by PM Masters can be more accurate if you periodically update them based on the actual material required to complete the maintenance tasks. Use the Material Estimates vs. Actuals view to review both the current estimates on the Benchmark and the materials charged to previous Work Orders.

Benchmark Estimates

Benchmark No: B000009

Task Stock Code	Storeroom	Quantity	Unit
01	RLW_INVENTORY1	RAY	10. EA
01	RLW_DIRECT1	RAY	10. EA
01	RLW_INVENTORY2	RAY	10. EA

Work Order Actuals

Work Order	Task Stock Code	Storeroom	Quantity	Unit	PM Master
0600032	01	RLW_INVENTORY1	RAY	10. EA	000614
0600036	01	RLW_INVENTORY1	RAY	10. EA	000679
0600056	01	RLW_INVENTORY1	RAY	10. EA	000904
0600057	01	RLW_INVENTORY1	RAY	10. EA	000903
0600058	01	RLW_INVENTORY1	RAY	10. EA	000902
0600093	01	RLW_INVENTORY1	RAY	0. EA	000505
0600118	01	RLW_INVENTORY1	RAY	10. EA	000906
0600141	01	RLW_INVENTORY1	RAY	10. EA	000434
0600146	01	RLW_INVENTORY1	RAY	10. EA	000908
0600147	01	RLW_INVENTORY1	RAY	10. EA	000906
Average				9.58	

Material Est vs. Actuals view

The upper portion of the view shows the stock codes planned for each Task on the Benchmark Work Order associated with the PM Master record. The lower portion of the view shows the parts actually charged to the Task highlighted in the upper portion, and the average for the Task. Information is displayed only for Work Orders in Closed and History status. The calculation

does not include tasks in Canceled status. This screen is blank if there is no benchmark associated to the PM Master.

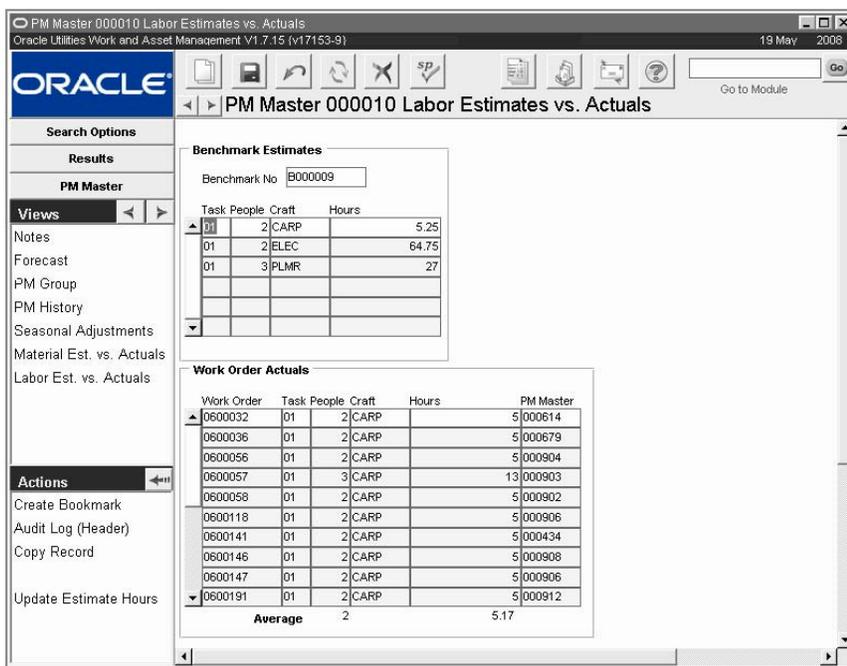
If you have the appropriate function in your responsibilities profile, you can select Update Estimate Quantity from the Actions list to update the estimate on the Benchmark Work Order with the average amount from this view.

How to Update PM Benchmark Materials Estimates

1. **Open the appropriate PM Master record.**
2. **Select Material Est. vs. Actuals from the Views list.**
3. **Select a Task/Stock Code under the Benchmark Estimates.**
 When you select a line in the upper portion of the view, the information in the lower portion changes to show actual and average quantities for the Task/Stock Code selected. Review this information and determine that you want to update the Benchmark materials estimate with the average shown.
4. **Select Update Estimate Qty. from the Actions List.**
 The System applies the average for the Task/Stock Code to the Task Materials view on the Benchmark Work Order and to the Benchmark Estimates of the current view.
5. **Repeat Steps 3 and 4 until you have finished updating the Benchmark.**

Labor Estimates vs. Actuals

The labor estimates on the Benchmark Work Orders used by PM Masters can be more accurate if you periodically update them based on the actual time required to complete the maintenance tasks. Use the Labor Estimates vs. Actuals view to review both the current labor estimates on the Benchmark and the labor charges on Work Orders based on the Benchmark.



Labor Estimates vs. Actuals

The upper portion of the view shows the labor requirements estimated for each task on the Benchmark Work Order associated with the PM Master record. The middle portion shows the actual hours worked on each task by craft.

The bottom section under Unplanned Actuals shows all unplanned labor for each work order task where the craft code does not exist on the benchmark task.

Information is displayed only for work orders in Closed and History status. The calculation does not include tasks in Canceled status.

This screen is blank if there is no benchmark associated to the PM Master.

If you have the appropriate function in your responsibilities profile, you can select Update Estimate Hours from the Actions list to update the estimate on the Benchmark Work Order with the average amount from this view.

How to Update PM Benchmark Labor Estimates

1. **Open the appropriate PM Master record.**
2. **Select Labor Est. vs. Actuals from the Views list.**
3. **Select a Task/Crew under the Benchmark Estimates.**
When you select a line in the upper portion of the view, the information in the lower portion changes to show actual and average quantities for the Task/Crew selected. Review this information and determine that you want to update the Benchmark labor estimate with the average shown.
4. **Select Update Estimate Hours from the Actions List.**
The System applies the average for the Task/Crew to the Task Labor Requirements view on the Benchmark Work Order and to the Benchmark Estimates of the current view.
5. **Repeat Steps 3 and 4 until you have finished updating the Benchmark.**

PM Master Actions

In addition to standard actions, the following can be completed from within the module.

Cycle This PM Now

If you have the appropriate responsibilities in your user profile, you can select Cycle this PM Now from the Actions list to force the system to cycle the PM Master and immediately produce a Work Order. This action is available from any Active PM Master based on Run Time, Calendar Interval or Calendar Anniversary cycles. When you use this action, the system updates the next scheduled date for Runtime and Calendar Interval PMs to reflect the new completion date. For Calendar Anniversary PMs, however, the next scheduled date is not updated.

If the PM Master has lesser PMs, you can choose the Cycle PM Group Now action instead to also supersede and reforecast the lesser PMs in the group.

Note: If a work order already exists for the PM, you must first finish or cancel the existing work order before creating a new work order with the Cycle Now action. The system enforces this restriction to avoid scheduling problems for future PM cycles.

Caution: Using this action will cause the system to skip the next forecasted schedule date on calendar anniversary PMs. Please use it with discretion. The next scheduled date for Calendar Anniversary PMs are not reset after you cycle the PM.

How to Trigger Immediate Cycling of a PM

1. **Open the appropriate PM Master.**
2. **Select Cycle This PM Now from the Actions list.**
The system will force the completion of the PM cycle, perform any PM group processing, and produce a work order from the PM Master. A notification window appears telling you the work order has been created.

3. Click the OK button to close the notice window.

Cycle PM Group Now

Using this action will cause the system to skip the next forecasted schedule date on calendar anniversary PMs. Please use it with discretion.

If you have the appropriate responsibilities in your user profile, you can select Cycle PM Group Now from the Actions list to force the system to immediately cycle the current PM and update all lesser PMs in the PM Group. The lesser PMs will be superseded and reforecast using the appropriate new calendar or runtime data from the Work Order generated. This is the same processing that would occur if the higher PM was allowed to trigger on scheduled.

If the PM Master you are viewing is a mid level PM within a group, only the current and lesser PMs will cycle when you select the action. You must select the action from the highest level PM to cycle the entire group. If the PM has no lesser PMs, this action functions identically to the Cycle this PM Now action.

Associating PM Routes & PM Masters

PM routes (routes) and PM masters (PMs) have no direct relationship. While PM routes are used for small-scale work such as lubricating various pieces of equipment, PMs are used for large-scale work projects and may involve asset down time and significant expense.

Sometimes, however, you may want to combine the extra functionality of a PM master with a PM route. For example, you may want to use the cycle time of a PM to automate the scheduling of a route. Or you may want to allocate costs of performing a route to assets along the route. You can do both by associating the route with a PM, using a benchmark work order to make the connection. In addition, you can document the work done by adding notes and comments to the work order created in the process.

There are two methods of associating PM routes and PM masters. The first allows you to use the same benchmark work order for multiple PM routes, whereas the second method ensures that only one PM route can be associated to one benchmark work order.

Associating PM routes and PM masters using a benchmark work order as the link allows you the added functionality of tracking costs and work for PM routes. Creating associations will help you to streamline your work processes by facilitating better scheduling and allowing more efficient monitoring of expenditures.

Associating a PM route with a PM master accomplishes a few objectives:

1. Automates scheduling of the route.
2. Provides a means of attaching comments concerning the work.
3. Distributes the cost of performing the route evenly to assets on the route.
4. Adds more visibility to time and other charges incurred against a route.

Configuring the System

Before going further you should verify that on the PM Route Options Business Rule the Allocate Costs to Assets rule key is set to ON and the Value is set to Approved. Open the Business Rule module in the Administration subsystem to verify the rule. Depending on your system authorization you may or may not have access to this module.

Setting up the Association

Setting up a PM Master Association involves the following steps:

1. Create a PM Route

Create a new record with route stops using active assets in the Plan PM Routes module.

2. Create a Function

The Function module in the Resource subsystem can collect the costs from the route. Use the same function to capture costs from all routes.

3. Create a Benchmark

Create a benchmark with one task. Reference the function created in the previous step as the task Asset ID.

4. Create a PM Master

Create a new PM Master record that references the same benchmark, is charged to the same function, and references the PM route from the first step.

5. Cycle the PM Master

When the PM is cycled it creates a new work order based on the benchmark that you created.

6. Execute the Work Order

Once the work order is issued, work can begin. Perform the maintenance on the route stops.

7. Log the Completed Work

Log the work as described in the entitled Using PM Routes. You will also need to finish the task and close the work order.

8. Apply the Costs

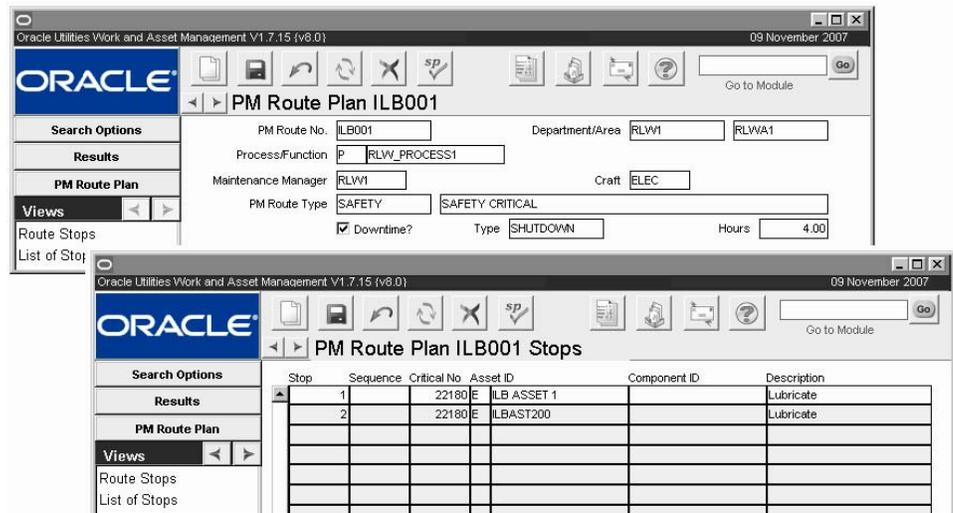
The system runs an automatic batch procedure that distributes costs appropriately throughout the system.

How to Associate a PM Route with a PM Master Using a Benchmark

1. Create a PM Route record with stops on each active asset that you want to manage with the associated PM Master.

Be sure to list all of the assets by route stop.

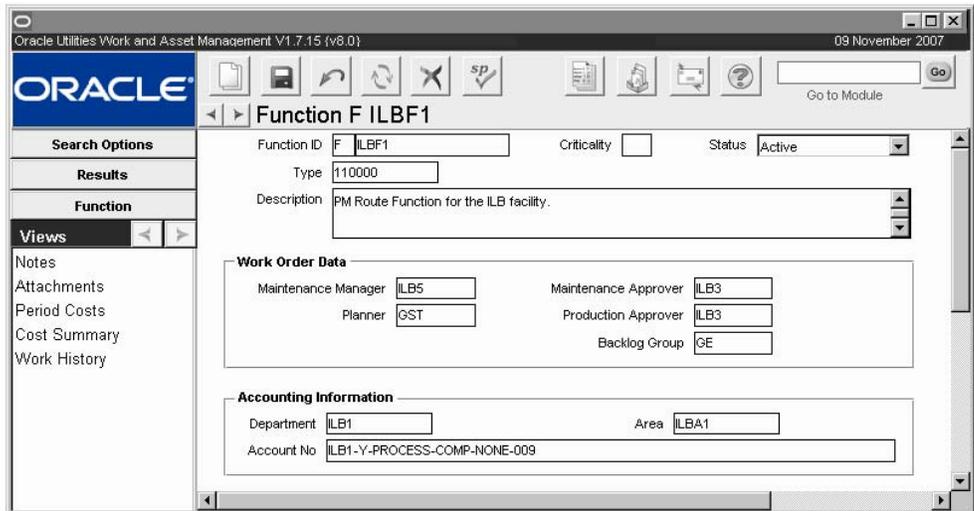
PM Route record



2. Create a Function record to collect the costs from the route.

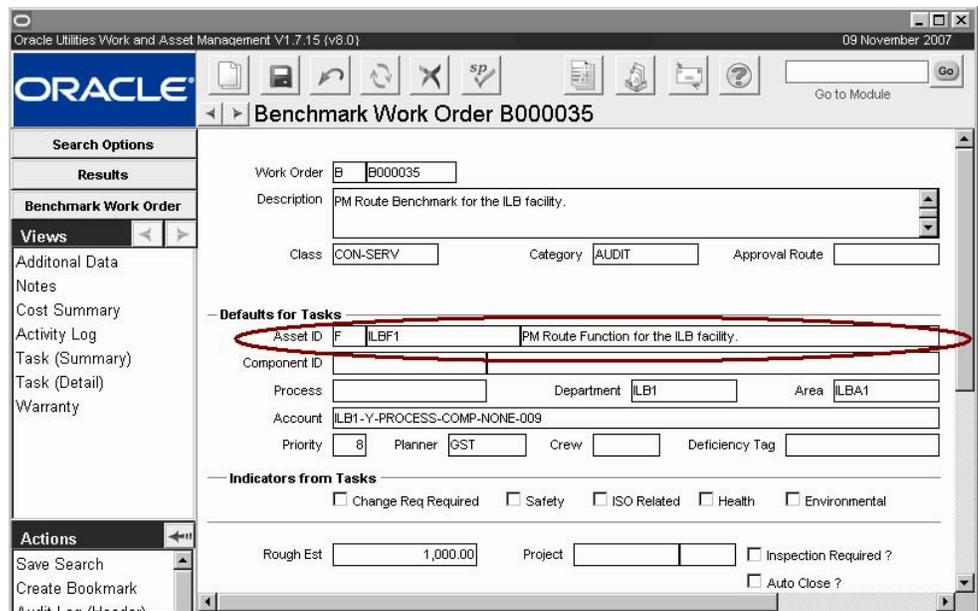
The Function module is located in the Resource subsystem. You can use the same function to capture costs from all routes.

Function record



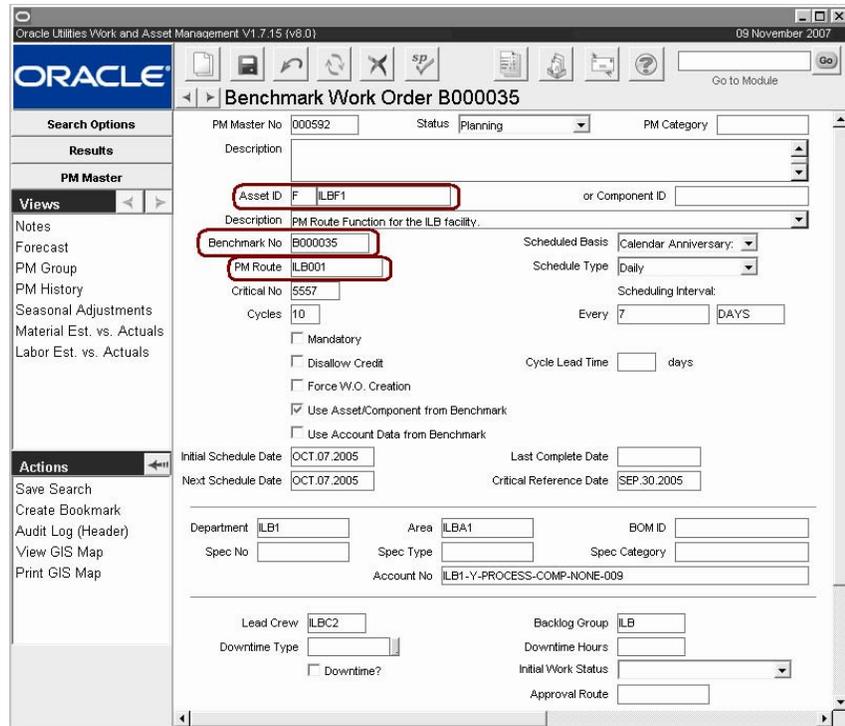
Benchmark Work Order record

3. **Create a Benchmark Work Order record that references the function above.**
The description for the task should reference the route. Use the function created in the previous step as the Asset ID for the task. You can enter the function on either the Task window or in the default Asset ID field on the Benchmark record.



4. **Create a PM Master record.**
Be sure to enter the benchmark number and the PM route number in the allotted fields. Enter the appropriate schedule basis and scheduling interval values to specify when the PM should cycle.

You can also enter a PM route number on the Benchmark Work Order Task record Asset Data view, and if the PM Route field on the PM Master record is left blank the route will be copied to the work order task when the PM cycles. This method would only be used if you want to make sure that the benchmark work order and the PM master are only used with one PM Route.



The association between the PM Route and the PM master is complete.

Rather than using the cycling date on the PM, the system uses the activation date on the Work Order record to determine the scheduling date of the route.

If this batch job does not run automatically, it might not be included in Run ALL Batch and will need to either be included or run manually.

5. Cycle the PM, execute work, and execute the route.

When the PM cycles, the system uses information from the benchmark work order to create a new work order. When this work order is activated the system automatically schedules the route associated to the PM Master record.

6. Finish the route and log completed work.

When the route is finished, you can select the Update All Stops as Finished from the Actions list in the Scheduled PM Route module to mark each stop as finished. If a stop is skipped for any reason, make sure to mark it as missed in the Display Scheduled PM Route module so that expenses for the route will not be charged to that asset.

The work order is processed like any other work order. Workers can enter time spent working on the route and add comments to the Work Order Activity Log documenting the work. When the timesheet is posted, labor costs are applied to the function. Materials added to the work order task are also applied to the function. The work order should then be set to Finished status.

7. Apply costs to assets.

The system runs a batch process (sdbp_cost_route.cost_route) to reverse the charges against the function on the route. Once this batch job is run the system creates a Cost Adjustment record which must be approved and then posted to split all charges evenly against the assets on the route.

Allocation of Costs

If the Allocate to Assets box is checked in the PM Route Options Business Rule, batch processing creates adjustment records to remove costs from the function and reallocate them evenly across the assets listed on the route. Batch does not allocate costs to assets that have been marked as missed.

Chapter 9

PM Events

Use the PM Events module to group PM Masters that you want cycle when certain events occur. The system lists all active event type PM Masters based on the event information entered. You can chose one, many, or all to cycle on the defined date, generating work orders in the same way as calendar based and run time PMs are generated.

PM Events 29 JAN 2002 Event Group MAJOR Event Type SHUTDOWN
Oracle Utilities Work and Asset Management V1.7.15 (v8.0) 25 July 2007

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Search Options

Results

PM Events

Views

Actions

Create Bookmark

Event Group: MAJOR Status: SCHEDULED
Event Type: SHUTDOWN Trigger Date: 29 JAN 2002
Schedule Date: 29 JAN 2002 Event Start: Finish:
Description:

List of PM Masters to be Done

000195 FILBF1 PM Master for ILB PM Route 1

000221 FILBF1 PM Master for ILB PM Route 1

^Add ^Add All Available PM Masters Remove v Remove All v

PM Events record

PM Event Records

Using the PM Events module, you can group PM Masters that you want to cycle only when planned event, such as a plant shutdown, occurs. You can define events meaningful to your organization and choose the PM Masters to associate with those events.

PM Event records are defined by unique Event Group, Event Type, and Schedule Date combinations. To use the full functionality of this module, PM Events must be scheduled occurrences, which you can predict accurately. However, you may also want to create a few unplanned or emergency events that can be used as needed. For events of this type, you will want to set the Schedule Date far in the future and then change the Trigger date only you want the PM Masters associated with the Event to cycle.

After you have entered a unique Event Group, Event Type and Schedule Date combination, you can select the PM Masters you want to cycle on the Schedule Date.

When batch processing generates a work order for the PM Masters listed for the PM Event, a Forecast record is inserted into the PM Master view, listing the Schedule Date and Work Order Number.

Event Group and Event Type - The Event Group and Event Type fields are used to define Event-type PM Masters. You can use these fields to describe event that are important to your organization.

Code Table 108 and Event Type control Event Group by Code Table 109, in the Codes and Code Tables module of the Administration subsystem.

Status - PM Event status changes are controlled by the system. There are only two valid statuses.

Open - PM Event records are created in Open status and remain Open until they are processed by batch. You can modify some of the information on PM Event records in Open status, but you cannot change the Event Group, Event Type, or Schedule Date.

Scheduled - When batch processing is complete for the record, the system sets the status to Scheduled and no further modifications can be made.

You cannot cancel a PM Event record once it is in Open status. However, you can insure that the PM Event does not cycle any PM Masters by removing all PMs from the List of PM Masters to be Done.

When a work order is generated by batch processing for a PM master, a Forecast record is inserted into the PM Master view, listing the Schedule Date and Work Order Number.

Schedule Date - The system uses the Schedule Date to place generated work orders on the work schedule.

Trigger Date - The date you want batch processing to cycle the associated PM Masters and generate the work orders. The Trigger date must either coincide with the Schedule Date or come before the Schedule Date. Trigger Date information is not reflected on the PM Master record.

Event Start and Finish - Event Start and Finish Dates are for information purposes only.

Description - You can enter a brief description of the PM Event record if necessary. As there is only one line displayed, you may find it easier to double-click in the Description field and type your description in the Text Editor window that opens.

How to Create a PM Event

1. **Open the PM Event module.**
The PM Event module is in the Maintenance subsystem
2. **Click the new icon**
3. **Enter an Event Group and Type**
You can enter this information by selecting from the list of values on both fields.
4. **Enter a Schedule Date**
5. **Enter a Trigger Date.**
6. **Click the Save icon.**
You can now associate PM Masters with the PM Event.

How to Associate a PM Master to a PM Event

1. **Create PM Masters referencing the appropriate Group and Type.**
2. **Set the PM Masters to Active status.**
3. **Open the PM Event that references the Group and Type.**
The PM Masters referencing the Group and Type appear in the bottom list.
4. **Select the PM to add to the Event.**
5. **Click the Add button.**

The PM Master moves to the List of PM Masters to be Done in the top window. You can click the Add All button if you want to add all the displayed PM Masters to the list to be done.

6. Click the Save icon.

Selecting PM Masters to Cycle

After entering the Event header information, active Event-based PM Masters which are of the same Category and Type are listed in the bottom window. Select the PM that you want to add and press the Add or Add All button. The selected one or all (respectively) PM Masters are copied from the bottom window to the top.

In the same manner, you can remove PM Masters from the list to cycle by selecting the PM to delete and pressing the Remove or Remove All button. The selected one or all (respectively) PM Masters are removed from the list to cycle.

You cannot cancel a PM Event record once it has been saved and is in Open status. However, you can insure that the PM Event does not cycle any PM Masters by removing all PMs from the List of PM Masters to be Done.

Chapter 10

Asset PM Control

You can use the Asset PM Control module to create and manage identical PM Masters for assets in a specified class except for Process (P) and Function (F). This also includes fleet assets. This is useful when your operations require the same maintenance to be performed on a group of similar assets. By using the Asset PM Control module, you save the effort of having to update each Asset record independently with the same PM Master information.

Asset PM Control Records

An Asset PM Control record includes the scheduling parameters that are common to all assets in the specified Class. The record can also be set to apply only to certain Makes and Models within the specified class in the case of fleet assets (vehicles).

The screenshot displays the Oracle Asset PM Control 020001 record form. The interface includes a search bar, a left-hand navigation menu with options like 'Search Options', 'Results', 'Asset PM Control', 'Views', 'Forecast', 'FMEA Template Data', and 'Actions'. The main form area is divided into sections: 'PM Master Criteria' (with fields for Asset/Fleet Class, Criticality, Specification, BOM ID, Fleet Make, Fleet Model, Asset Type, and FMEA System), 'Scheduling' (with fields for Benchmark WVO, Cycles, Schedule Basis, Mandatory, Force W.O. Creation, Use Account Data From Benchmark, Schedule Type, Lead Crew, Initial Work Status, Approval Route, Default Last PM, Interval, and Trigger Within), and an 'Assets' table.

Asset ID	Meter - Last PM	Next PM Due	Current Meter	PM Master	Next Schedule	PM Status
MMN-4EM1-001	3,222.00	3,722.00	38,989.00	000303	OCT 24 2002	Closed
MMN-4EM1-002	6,500.00	7,000.00	8,000.00	000304	OCT 24 2002	Closed
MMN-4EM1-003	3,111.00	3,611.00	.00	000305	OCT 24 2002	Closed
MMN-4EM1-004	4,500.00	5,000.00	5,500.00	000306	OCT 24 2002	Closed
MMN-4EM1-005	4,253.00	4,753.00	5,555.00	000307	OCT 24 2002	Closed

Asset PM Control record

When the status of an Asset PM Control record is changed from Created to Planning, the system creates an Asset PM Master record for each asset belonging to the specified Class (and Make and Model if these values are also specified for a vehicle). The PM Master records are created using the scheduling information from the Asset PM Control record. You can then adjust the meter readings or other scheduling information as necessary for each vehicle. When you make changes to the Asset PM Control record, the associated PM Master and PM Forecast for the Asset are also updated.

As assets are added to or retired from your plant, you can add or remove them from the Assets List on the Asset PM Control record.

When you change the status of the Asset PM Control record to Active, the system sets all the associated Asset PM Master records to Active and generates Forecast records for each. So long as the Asset PM Control status remains Active, the individual Asset PM Master status can be switched between Planning and Active by changing the value in the Status column.

The Forecast view on the Asset PM Control record lists all incomplete forecast cycles for each asset, sorted by schedule date. You can use this information for scheduling assets for service and to identify outstanding or overdue maintenance.

The PM Master records created for a class of assets can be viewed in the regular PM Master module, but you can only make changes to those records from within the Asset PM Control module.

The following fields are included:

PM Control Number - You can insert a unique number to identify the PM Control record or the system can be configured to generate a number.

PM Control Type - Select a PM Type from the list of values. PM Types classify the type of work being done on the PM Master and are established in the PM Control Types Business Rule.

Status - Records in higher statuses cannot be returned to Created status.

Created - Asset PM Control records are inserted in Created status. Once the record has been set to a higher status, you cannot return it to Created status.

Planning - When you change the status to Planning, the system inserts a Asset PM Master record for each Asset belonging to the Class (and Make and Model) specified on the record.

Active - When you change the status of the Asset PM Control record to Active, the system also sets all the associated PM Master records to Active and generates Forecast records for each. Setting the Asset PM Control record back to Planning status also sets all the associated PM Master records back to Planning.

Closed

Cancelled

Description - The system enters a description of the PM Master from the PM Control Types Business Rule, but you can update this description if necessary

PM Master Criteria Fields

Asset/Fleet Class - The Class identifies the group of Assets to which the PM Masters specified on the record apply. Your organization can classify the assets in any way you like. An example would be to classify vehicles by the type of work they do, such as graders, rollers, shovels, etc. The field has an associated list of values controlled by Code Table 11 in the Code Table and Codes module of the Administration subsystem. Class can be further subdivided into Make and Model for fleet if appropriate.

Criticality - Use the Criticality field to indicate the work or safety impact this asset carries. The field has an associated list of values controlled by a code table. If the asset were to be taken off-line or break down, what work or safety effect would it have? Values from "1" to "9" represent 'little or no impact' to 'severe production or safety impact'. This information is used by the system when work orders are generated for the asset. The criticality helps determine the overall work priority

Specification - The Specifications field is for information only and is generally used to indicate the primary related engineering specifications, which define the attributes, and specifications for each attribute, that describe the asset.

BOM ID - The Bill of Material ID field displays the reference number for any Bill of Materials record associated with the asset. The field has an associated list of values that is controlled by the Bill of Materials module in the Resource subsystem.

Fleet Make - For vehicles, you can select a Make if you want the PM Control record to create and manage PM Masters for all vehicles in the Class and Make. The Make and Model fields have associated lists of values that are linked so that the model list changes depending on the make you select.

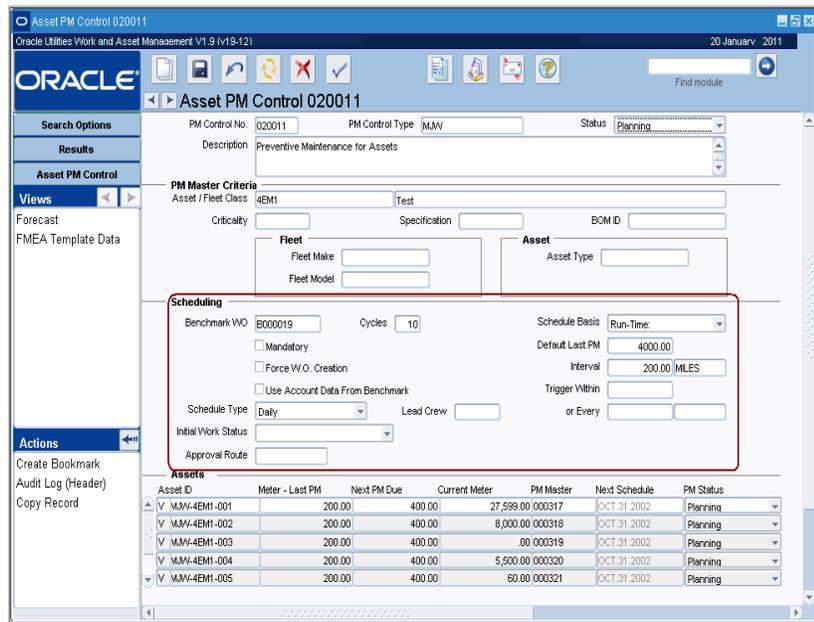
Fleet Model - For vehicles, you can select one if you want the PM Control record to create and manage PM Masters for all vehicles in the class, make and model you select.

Asset Type - For non-fleet assets, select the type of asset from the list of values.

FMEA System - This is a way to categorize assets based on the Failure Modes and Effects Analysis (FMEA) system that they belong to. For example, an HVAC (air conditioning) system would consist of assets such as pumps, cooling towers, heat exchangers and other supporting equipment. All of this equipment would require specific maintenance to keep the HVAC system from failing due to breakdown. Using the FMEA system field, the maintenance planner can create FMEA Template records for all similar assets within the system. Values for this field are defined by a code table.

PM Master Scheduling Fields

Use the Scheduling fields in the middle section of the Asset PM Control record to define the parameters for the PM Masters controlled by this record. You can enter this information when you first create the record or return and complete the scheduling information later. You can continue to update the Scheduling fields as long as the Asset PM Control record is in Created or Planning status.



Scheduling Section

Note: The Scheduling fields are identical to those in the PM Master module and function the same way.

Benchmark Number - The system will enter the default Benchmark number from the PM Control Types business rule, but you can delete that number and select any Benchmark Work Order from the list of values.

Cycles - Enter the number of future cycles you want the system to forecast. The system automatically enters a default value of 10, but you can change this number if necessary. -

Schedule Basis - You must select a Schedule Basis. The specific cycling information for the PM changes depending on the Schedule Basis you choose.

Calendar Anniversary - Calendar Anniversary PM Masters are cycled on the same date each cycle, such as the first of each month. They cycle from Schedule Date to Schedule Date, not taking into consideration the date the last associated Work Order was completed.

Calendar Interval - Calendar Interval PM Masters cycle so that the same time interval between Work Orders is achieved. If work is to be done every 6 weeks, the system cycles a Work Order 6 weeks after completion of the previous Work Order. Future Schedule Dates are automatically adjusted to always reflect the same time interval.

Run-Time Interval - Run-Time Interval based PM Masters cycle based on meter readings taken for the listed Asset, along with the scheduling information for that PM Master. Run-Time Interval PM Masters cycle on fixed intervals, not the time from last maintenance. For example, a Run-Time Interval set to every 1,000 hours of operation would cycle at 1,000, 2,000, 3,000 hours, etc., regardless of when the last associated Work Order was completed.

Run-Time - Run-Time based PM Masters cycle based on meter readings taken for the listed Asset, along with the scheduling information for that PM Master. An example might be that every 2,000 hours of operation, a machine is checked and lubed per Benchmark number 746638. The 2,000 hour count would restart when the last associated Work Order was completed. If the work was finished at 2,037 hours, the next cycle would be scheduled to occur at 4,037 hours.

Mandatory - If the work is required check the Mandatory check box. There is no functionality behind the Mandatory check box, i.e. the system does not send any alerts or warnings based on whether or not to box is checked. It is informational only.

Force WO Creation - PM Masters do not cycle another Work Order if the previous Work Order is not yet complete unless you check the Force WO Creation box. If this box is checked, the PM Master will cycle Work Orders even if the previous was not completed. This functionality only works with Runtime Interval and Calendar Anniversary based PM Masters.

You can also have the PM Master use the Asset ID listed on the Benchmark instead of the Asset ID listed on the PM Master by checking the Use Asset from Benchmark check box.

Use Account Data from Benchmark - Check this box if you want the PM Master use the Asset/Component ID listed on the Benchmark instead of the Asset/Component ID listed on the PM Master.

Default Last PM - You must enter a default last PM value when creating an Asset PM control record with a Runtime or Runtime Interval schedule basis. The value you enter is used by the system when creating the PMs for the all assets in the class, but you can later update the Last PM information for the individual assets as needed.

Interval - The Interval field indicates the frequency with which the work should be completed on the asset. You can then specify what units that frequency should be calculated in units such as miles, months, or hours. For example, you may want to specify that oil changes be performed on a vehicle every 3,000 miles.

Trigger Within - This field only shows if the schedule basis is Runtime or Runtime Interval. You can use the Trigger Within field to create a lead between when the PM initiates the Work Order and when the work actually begins. For example, if you know a PM Master requires parts

that must be special ordered, you might want to trigger the PM 100 miles early, to give time to process the request for parts.

Or Every - These fields do not show if the schedule basis is Runtime Interval. You can use the Or Every fields to make a Runtime based PM Master behave like a Calendar Interval based PM Master. The system will track the interval and if a new PM does not trigger before the period is up, the system will trigger a PM based on the Calendar Interval.

If you enter the number of units in the first field and the interval units in the second field, the system will trigger the PM at that point (for example, 2 months).

Lead Time - The Lead Time field only shows when the schedule basis is Calendar Anniversary or Calendar Interval cycle. You can provide specific lead times for PM Masters that require advanced preparation (such as gathering special materials or arranging a special crew). For example, if you enter 10, the system will initiate the Work Order 10 days before the actual due date of the maintenance.

If you enter a value in this field, the value over-rides the value assigned for CYCLE_LEAD_TIME in the PM Master Parameters Business Rule (in the Business Rule module of the Administration subsystem). If you do not enter a value, the system uses the value established in the business rule.

Default Next Schedule Date - The Default Next Schedule Date field is only available if the schedule basis is Calendar Anniversary or Calendar Interval. You can use this field to set the next schedule date for all PMs listed on the control record to the date selected. Since this change cannot be undone, you should be very sure you want to do change ALL of the scheduled dates before entering a Default Next Schedule Date. The Default Next Schedule Date cannot be changed when the Asset PM Control record is in Active status.

Schedule Type - Determines on which schedule the Work Orders generated by the PM Master should be placed. Valid options are DAILY and WEEKLY. The system automatically completes this field with the default value defined in the PM Master Parameters business rule, but you can change the value if necessary.

Initial Work Status - You can use the Initial Work Status information to determine which Status the PM Master uses when it generates Work Orders. If Initial Work Status is left blank, the system uses the PM Master Parameters business rule in the Business Rules module of the Administration subsystem. This information is copied into the Work Order when the PM is cycled by batch processing.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Asset Data Fields

The system inserts information in these fields (and creates PM Master records for each Asset) when the Asset PM Control record is first set to Planning Status.

The lower section of the Asset PM Control window displays information for each asset in the specified Class.

Asset ID	Meter - Last PM	Next PM Due	Current Meter	PM Master	Next Schedule	PM Status
MJM-4EM1-001	200.00	400.00	27,599.00	000317	OCT 31 2002	Planning
MJM-4EM1-002	200.00	400.00	8,000.00	000318	OCT 31 2002	Planning
MJM-4EM1-003	200.00	400.00	.00	000319	OCT 31 2002	Planning
MJM-4EM1-004	200.00	400.00	5,500.00	000320	OCT 31 2002	Planning
MJM-4EM1-005	200.00	400.00	60.00	000321	OCT 31 2002	Planning

Asset List

Asset ID - Each asset in the Class selected is identified by an Asset ID. You can update this field only when the Asset PM Control record is in Planning status. If you need to insert or delete an Asset ID listed on an Active Asset PM Control record, return the record to Planning Status and make the required change. Before you can add a new asset, a corresponding Asset record must be created for that asset.

Meter - Last PM - You can update this field when the PM Master schedule basis is Runtime or Runtime Interval.

Next PM Due - The system enters a value when the Meter - Last PM value is saved. Next PM Due is calculated as the Meter - Last PM value plus the Meter PM Interval.

Current Meter - The Current Meter reading from the PM Master. This value cannot be updated manually.

PM Master - The PM Master number identifies the PM Master record created for this asset. You can double click this field to open the PM Master record.

Next Schedule - When you enter a Next Schedule date on the PM Control record and save the record, the system updates the Next Schedule Date on each PM Master. For calendar and runtime based PM Masters, you can update a specific asset's Next Schedule date (from the Asset PM Control record) so long as the PM Master is in Planning status.

PM Status - The system inserts PM Master records in Planning status when the control record is set to Planning and changes them to Active when the control record is set to Active status. If the control record is taken back to Planning for any reason, the PM statuses are also returned to Planning status.

However, you can update a specific asset's PM status to Closed or Canceled so long as the PM Master is in Planning status. PMs in Closed or Canceled status are not reset if the status of the Asset PM Control header is changed to Planning or Active status.

Asset PM Control Views

The module includes the following views:

If you don't want the PM Masters for one asset to cycle, set the PM status for that asset to Planning.

Later, when the Asset PM Control record is set to Planning status, the system creates PM Master records for all Assets in the Class you select. When you select the Class, the system enters the Description of the Class from the list of values.

For vehicles, you can also select make and model information if you want PM Masters to be created only for those makes and models.

6. Select a Benchmark Number from the list of values.

The Benchmark number references the Benchmark Work Order that will be the basis for PM Masters created from this Asset PM Control record. The system enters a default Benchmark from the PM Control Types business rule, but you can clear this value and select any Benchmark Work Order.

7. Select a Schedule Basis from the drop-down list.

The Schedule Basis options are similar to those on PM Master records.

8. Enter the number of Cycles you want the PM Masters to forecast.

The system automatically enters 10, but you can enter another value if you want to forecast a different number of Cycles.

9. Enter Scheduling information appropriate for the Schedule Basis you selected.

Default scheduling information can be adjusted later for each Asset on the Asset list.

10. Click Save.

The system saves the record in Created Status. So long as it remains in Created status, you can open the record later and make required updates or complete the scheduling information. However, once the record is put to Planning Status, and the system creates PM Masters for each asset, only the scheduling information can be updated.

How to Adjust Asset Information on a Asset PM Control record

1. Open the appropriate Asset PM Control Record.

If the record is in Created status, review and complete the basic information as required.

2. Set the status to Planning and save the record when prompted.

The system inserts PM Master records for each Asset in the specified Class (and Make and Model if these values are also specified for vehicles). Data for each asset displays in the grid in the lower section of the control record.

3. Update information for each asset as needed.

For Runtime basis PM Masters, you can adjust the Meter-Last PM values to have the system calculate the Next PM Due correctly for each asset. For calendar basis PM Masters, you can adjust the Next Schedule date value as appropriate for each asset.

4. Set the status of the Asset PM Control Record to Active and save the record.

The system updates the PM Masters for each asset with the specific information you have entered for each asset. You can review the forecasted cycles by selecting Forecast from the Views list.

How to Add an Asset to an Active Asset PM Control Record

1. Open the appropriate Asset PM Control Record.

2. Set the status to Planning and save the record when prompted.

3. Select an empty line in the Asset list.

4. Select the Asset ID of the asset you want to add.

You can only select active Asset IDs for assets in the Class specified on the PM Control Record. In the case of vehicles, you are also restricted to vehicles of the appropriate Make and Model if those values are specified.

5. Enter Last PM or Next Schedule information for the asset as appropriate.

Enter Last PM reading for runtime based PM Masters. Enter a Next Schedule date for calendar based PM Masters.

6. Click Save.
7. Repeat Steps 3-6 for each new asset you are adding.
8. Set the status of the Asset PM Control Record to Active and save the record.

How to Remove an Asset from an Asset PM Control Record

1. Open the appropriate Asset PM Control Record.
2. Set the status to Planning and save the record when prompted.
3. Select the Asset ID for the asset you want to remove.
4. Click the Delete icon.
5. Click Save.
6. Repeat Steps 3-5 for each new asset you are removing.
7. Set the status of the Asset PM Control record to Active.
8. Click Save.

Chapter 11

FMEA Template

You can manage a Preventive Maintenance (PM) program based on Reliability Centered Maintenance (RCM) principles for assets in your organization using the Failure Modes and Effects Analysis (FMEA) Template module. RCM provides a structured framework for analyzing the functions and potential failures for assets and fleet asset (such as an electric motor, water pump or a van etc.) with a focus on preserving system functions.

The FMEA Template module allows you to group assets which are similar by class and type and manage their PM program. A successful RCM implementation leads to cost-effectiveness through:

- reduction in time-based maintenance hours and asset downtime hours and
- reduction in catastrophic failure and resultant costs.

After assets are grouped on the FMEA Template and FMEA items are defined to identify potential problems, the Asset PM Control module can be used to create PM Master records for each asset individually. The PM Master then automatically creates work orders for the required work based on the schedule defined on the PM Master.

FMEA Template Records

An FMEA Template record consists of an FMEA header and a list of FMEA items. The FMEA header contains information that helps you select assets that have the same type of problems or failures, so you can perform preventive maintenance on them as a group. The FMEA items define the types of problems that can occur with this group of assets and provide analysis into the impact of each asset's failure. You can choose to either enter the items manually line by line, or choose to use the action to walk them through the questions that help to define the failure.

FMEA Template record

FMEA Template

The following fields are included:

FMEA Template ID - A unique identifier to distinguish the FMEA Template record. Depending on your business practices this can be system generated or user-defined.

FMEA System - This is a way to categorize assets based on the Failure Modes and Effects Analysis (FMEA) system that they belong to. For example, an HVAC (air conditioning) system would consist of assets such as pumps, cooling towers, heat exchangers and other supporting

equipment. All of this equipment would require specific maintenance to keep the HCAC system from failing due to breakdown. Using the FMEA system field, the maintenance planner can create FMEA Template records for all similar assets within the system. Values for this field are defined by a code table.

Status - This is the current status of the FMEA Template record. Possible statuses include:

Active - In this state, you can add FMEA items to the record.

Created - This is the default state that a new FMEA Template record is in.

Inactive - The entire FMEA Template record is locked. The only thing you can do is to change the status of the record back to "Active".

Asset Class - Asset classes are defined by your organization in the Asset Class module. They are used as another way to categorize assets based on common characteristics. The system uses the asset class to select the assets that are grouped on the FMEA template. After the asset class is added, the Associated Assets view is populated with any asset that references the asset class entered.

Asset Type - The asset type is another form of asset classification defined for an asset on the Asset record header. If you enter an asset type the system will use the combination of asset class and asset type to further refine the list of assets included as associated assets for the FMEA Template.

Fleet Make and Model - If the FMEA Template is for fleet assets, you can select a vehicle make and model to define the set of assets included in the FMEA Template. The Make and Model fields have associated lists of values that are linked so that the model list changes depending on the make you select.

Specification - The Specification field is for information only and is generally used to indicate the primary related engineering specifications, which define the attributes, and specifications for each attribute, that describe the asset.

BOM ID - The Bill of Material ID field displays the reference number for any Bill of Materials record associated with the asset. The field has an associated list of values that is controlled by the Bill of Materials module in the Resource subsystem.

Function Description - Enter a description for the FMEA Template that you are creating.

Failure Mode - Use of this field varies from organization to organization. The field has an associated list of values that is controlled by a code table.

Failure Code - The Failure Code indicates what went wrong with an asset. It shows a predetermined code to categorize the failure. This information can be useful for analyzing problem areas. The system provides a list of values controlled by a code table.

Repair Code - The Repair Code indicates what must be done to solve the problem of the asset failure. Use the Repair Code field to record the type of work done on the asset. You must select a code from the list of values.

PM Task Description - This is the description of the PM task that needs to be performed on this asset.

Criticality - The criticality helps determine the overall work priority and indicates the work or safety impact this asset carries. The field has an associated list of values controlled by a code table. This value answers the question: "If the asset were to be taken off-line or break down, what work or safety effect would it have?" Values from 1 to 9 represent 'little or no impact' to 'severe production or safety impact'. This information is used by the system when work orders are generated for the asset.

Settings in the Criticality Override Business Rule determine whether or not users can modify the criticality on work records that reference the asset.

Severity - Use this field to indicate the severity impact that the failure of this asset has. The field has an associated list of values controlled by a code table. This value answers the question: "How severe is the impact of this asset's failure?" Values from 1 to 10 represent severity ranging from none to hazardous.

Occurrence - Use this field to indicate the likelihood of this asset's failure to occur. The field has an associated list of values controlled by a code table. Values from 1 to 10 denote occurrences from remote to very high chances of failure occurrence.

Detection - Use this field to indicate the ease of detection of this asset's failure. The field has an associated list of values controlled by a code table. Values from 1 to 10 denote almost certain to almost impossible chances of failure detection.

RPN - The Risk Priority Number gauges and quantifies the severity of failure modes, with 1000 being the worst and 1 being the least. It is derived from this equation:

$$\text{RPN} = \text{Severity} \times \text{Occurrence} \times \text{Detection}.$$

You cannot modify this field.

Failure Type - The type of problem that required maintenance on the asset. The Failure Type is yet another way to categorize the problem. Is it evident or hidden? Is it related to an economic problem, operational problem, or a safety problem?

PM Control - This is the record number for the Asset PM Control record that you want to associate with this FMEA template.

How to Create an FMEA Template Record

1. **Open the FMEA Template module.**
2. **Click New.**
The system opens a new FMEA Template record in Created status.
3. **Enter an FMEA Template ID if applicable.**
If this field is system-generated, the value will be entered for you upon save.
4. **Select an Asset Class.**
5. **Enter FMEA Template Functional description of the Asset records to be gathered.**
6. **Enter additional fields as appropriate.**
7. **Enter a description.**
8. **Click Save.**

How to Enter FMEA Template Items Manually

The status of the FMEA Template must be set to Active to enter items. Follow these steps to add FMEA items one by one.

1. **Open the appropriate FMEA Template record.**
Ensure that the record is in Active status.
2. **Create FMEA Failure detail manually by selecting Failure Mode, Failure Code and Repair Code.**
3. **Enter a PM Task Description, Asset Criticality and existing Asset PM Control record.**
4. **Repeat steps 2 and 3 above in order to create more rows if needed.**
5. **Select Create PM Control from the Actions list.**
You must have appropriate responsibility to be see Create PM Control in the Actions list.

The system copies the FMEA Template header information into Asset PM Control module in insert mode.
6. **Populate the PM Control Type and PM Master interval scheduling data.**

7. **Click Save.**
The system copies the Asset PM Control No back to the FMEA line item from where you clicked the Create PM Control action.
8. **You may continue using Create FMEA Line Item wizard to create multiple line items for different Failure Mode, Failure Code, Asset Criticality and Repair Code combinations.**

How to Enter FMEA Template Items using the Wizard

You can also choose to use the FMEA Create Item Wizard in order to create FMEA Template line items. Follow these steps to use the wizard to create FMEA items.

1. **Open the appropriate FMEA Template record.**
Ensure that the record is in Active status.
2. **Select Create FMEA Line Items from the Actions list.**
The Create FMEA Template Item Wizard opens.

The Function Description is displayed.
3. **Enter Failure Mode and Failure Code.**
4. **Answer the series of questions that the wizard presents by choosing either Yes or No.**
The questions are posed in order to determine FMEA severity for this item.
5. **Complete the questionnaire to determine the default FMEA RPN number derived from Business Rule.**
6. **Change the default values for Severity, Occurrence and Detection from the FMEA Template RPN Defaults rule if the default values are deemed incorrect for the failure mode.**
7. **Enter Repair Code and the recommended action in the Proposed PM Task Description.**
8. **Click Finish and insert a new row.**
9. **Click Start Over in order to create more rows if needed.**
10. **Select Create PM Control from the Actions list.**
You must have appropriate responsibility to be see Create PM Control in the Actions list.

The system copies the FMEA Template header information into Asset PM Control module in insert mode.
11. **Populate the PM Control Type and PM Master interval scheduling data.**
12. **Click Save.**
The system copies the Asset PM Control No back to the FMEA line item from where you clicked the Create PM Control action.
13. **You may continue using Create FMEA Line Item wizard to create multiple line items for different Failure Mode, Failure Code, Asset Criticality and Repair Code combinations.**

FMEA Template Views

In addition to standard notes, attachments views, this module includes the following:

Associated Assets

The Associated Assets view is a read-only view that displays all assets that match the selection criteria you specify in the FMEA Template header. The view displays a list of similar assets along with their Asset Type, Asset ID, Description, Criticality and Status. You cannot modify any of

the values that appear in this view. This view is for informational purpose and you could use it to determine if you want to group Preventive Maintenance for all these assets.

Associated Assets view

FMEA Items

Selecting the FMEA Items view redirects focus to the list of FMEA Items along with their related information. Please refer to the section [FMEA Template](#) for detailed information on each of the fields.

FMEA Items view

Asset Failures View

The Asset Failures View displays asset records which match the Failure Mode, Failure Code and Repair Code for the line item from where the detail view was accessed. Along with this information, it also lists the asset type, asset id and occurrences of asset failure. This view is also for information purposes and you cannot modify anything in this view.

Asset ID	Failure Mode	Failure Code	Repair Code	Occurrences
	FATIGUE	EROSION	INSTALL	

Asset Failures view

FMEA Template Actions

The main actions executable from the FMEA Template module are the ability to create an FMEA failure item and FMEA PM Control record. In order for these options to appear on the Actions list, you must have the appropriate responsibility.

How to Create an FMEA Template Item

In order to create an FMEA Template Item, you must have the appropriate responsibility.

1. **Open the FMEA Template record for which you want to create an FMEA Failure Item.**
2. **Select Create FMEA Failure Item from the Actions list.**
The Create FMEA Template Item Wizard opens.
3. **Answer the series of questions presented to you in the Create FMEA Template Item wizard.**

This wizard walks you through the process of creating a new FMEA item by presenting you questions that determine the FMEA item failure type.

How to Create an FMEA PM Control

If you wish to create an Asset PM Control record with the information that is populated in the FMEA Template module, you can create an FMEA PM Control. In order to create an FMEA PM Control record, you must have the appropriate responsibility.

- 1. From the FMEA Items list, select the item that you want to create the FMEA PM Control record for.**
- 2. Select Create FMEA PM Control from the Actions list.**
The Create Asset PM Control wizard opens.
- 3. Select the PM Control type from a list of values.**
- 4. Click Finish to create the Asset PM Control record.**
The system returns the Asset PM Control No for the newly created record.
- 5. Press OK to return to the FMEA Template module or press Asset PM Control > to be redirected to the Asset PM Control module.**

Chapter 12

Runtime Entry

Use the Runtime Entry module to enter and maintain asset readings such as mileage, hours of uptime, hours of downtime, number of start-stops, and so on. Since they almost entirely depend on the usage of the related asset, readings cannot be calculated or predicted accurately by the system. Instead, readings must be collected and entered into the system by a user.

Readings can also be populated through the PM Master module, Consumables module, or through an external interface (such as a process control unit interfaced into Oracle Utilities Work and Asset Management). Information collected here is automatically used to update PM Master runtime based records (for the listed Asset and runtime type).

When you create a Runtime Entry record the system returns the previous reading for the asset and meter unit. If the system validation finds that the new entry is less than the previous entry when the record is saved, the system asks whether or not you actually want to save the record to make sure that the lesser reading is accurate.

Once a reading is entered into the system, it serves two purposes:

- Building and maintaining Asset Usage History;
- Facilitating Runtime PM Master records so that they cycle when the work is due.

Runtime Entry Records

You can access and enter meter readings for one or many Assets in the RunTime Entry module. This information is also automatically populated by the system when readings are entered in the PM Master, Fleet Work Order, Consumables modules or through an external interface. Information collected here is automatically used to update PM Master run-time based records (for the listed asset and run-time type).

The screenshot shows the Oracle Runtime Entry window. The window title is "Runtime Entry" and the subtitle is "Oracle Utilities Work and Asset Management V1.7.15 (v8.1)". The date is "25 July 2007". The window contains a table of asset readings and a form for entering a new record.

Asset ID	Meter Units	Reading	Reading Date/Time	Reason
E LB ASSET 1	MILES	#####	10 MAR 2006 14:16:51	
E LB ASSET 1	MILES	2,200.00	10 MAR 2006 14:15:49	
E LB ASSET 1	GALLONS FLOW	#####	10 MAR 2006 14:14:03	
E LBAST4	KILOMETERS	300.00	04 FEB 2005 11:30:20	RUNTIME
E LB ASSET10	MILES	35.00	03 FEB 2005 13:31:19	
E LB ASSET 1	HOURS	15.00	02 FEB 2003 00:00:00	RUNTIME
E LB ASSET 1	HOURS	15.00	01 FEB 2003 00:00:00	RUNTIME
V LB-V-001	MILES	73,452.00	24 OCT 2002 08:56:13	
V LB-V-002	MILES	54,000.00	20 SEP 2001 10:04:14	
V LB-V-002	MILES	52,000.00	20 SEP 2001 10:02:56	
V LB-V-002	MILES	47,300.00	16 MAR 2001 10:22:03	
V LB-V-001	MILES	42,500.00	13 MAR 2001 10:07:00	
V LB-V-001	MILES	20.00	22 JUL 0003 00:00:00	

Previous Reading: 15.00 | 28 FEB 2003 00:00:00 | Entered: 03 MAR 2003 15:03:31
Description: Pumps in the ILB facility.

Runtime Entry window

You can also use the Runtime Entry module to record a meter replacement or changeout. The system correctly maintains runtime by noting the difference in readings between the old meter and the replacement meter when the change was made. When you enter a record for the old meter showing the final reading and the reason code “changeout”, the system automatically creates another record for the new meter showing a zero reading. For vehicle assets, the system displays meter replacement and meter offset information in the Operational/Maintenance view of the Fleet Asset module.

Place your cursor on one of the records in the Runtime Entry window, and the system displays additional information about the asset runtime including the reason for the reading, the previous reading, and the description of the asset across in the bottom section of the screen.

How to Enter RunTime for an Asset

Once you save an entry, you cannot change or delete it.

1. **Select the Asset ID type and number from the lists of values and click the Search button.**

The two lists are controlled by the Asset module.

If there have been previous entries, the system shows them to you. If not, the hints line will tell you there are no records to be retrieved – this means that this is will be the first entry for the asset. In either case you can continue in the same way.

2. **Click New.**

The system opens a new line.

3. **Select the Asset ID type and number from the lists of values.**

Tip: If there are previous entries for this asset, you can also use the F3 button to copy the contents of the field immediately above the field you are filling in. This is a fast way to enter the Asset ID and other information that is the same from one line to the next.

4. **Enter the new reading.**

Specify the Asset ID, meter units, reading, and reading date. The system supplies the current date and time for the reading, but these can be changed as needed.

The system does not verified that the reading you enter is higher than the previous reading at this point.

5. **Select a reason the reading was taken from the list of values.**

The list of reasons is controlled by a code table

6. **Click Save.**

When you save the record, the system checks to see if the entered reading is less than the previous entry. If it is, you receive a message verifying if you want to save the entry or try again.

Since the system cycles runtime PM masters based on asset readings, the reading cannot be modified once it has been saved. Instead, you must create a new entry to correct the reading information. When cycling PM masters, the system uses the latest asset reading entered, so be sure the correct reading has the latest Date and Time.

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

How to Enter a Meter Replacement

1. **Open the Runtime Entry module and search for the appropriate asset.**

2. **Click New.**

The system opens a blank line for a runtime entry.

You can also schedule a PM Route to facilitate the collection of asset readings.

- 3. Select the Asset ID type and number from the Lists of Values.
- 4. Enter the final reading or the old meter.

The system supplies the current date and time for the reading but you can change this information if necessary.

- 5. Select "Changeout" as the reason code.
- 6. Click Save.

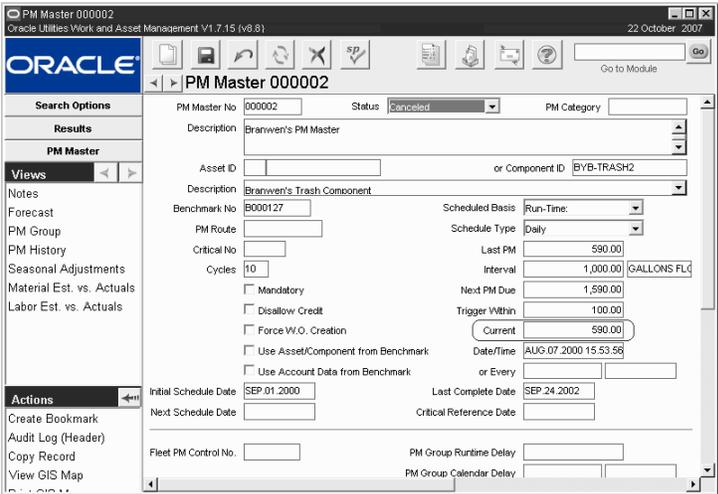
The system records the meter replacement. If you click the Refresh icon after saving the record, you will see that the system has created a closeout entry for the old meter and an entry for the new meter with a ".00" runtime entry. For vehicle assets, the system displays meter replacement and meter offset information in the Operational/Maintenance view of the Fleet Asset module.

If you do not want the new meter set to zero, enter a runtime entry for the new meter to reflect the appropriate reading.

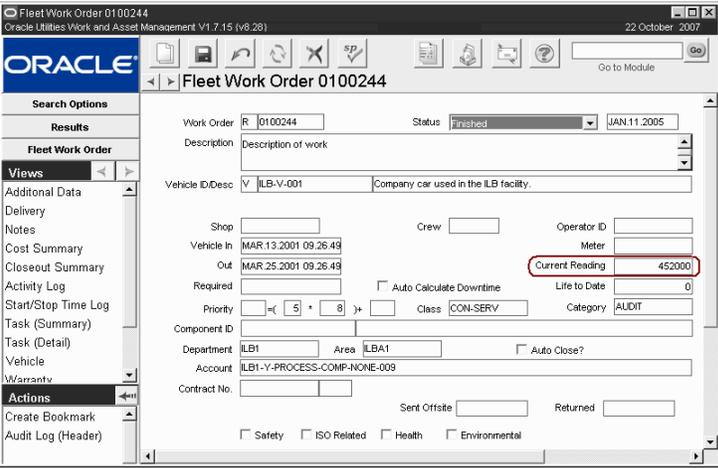
Other Ways to Enter Runtime Information

When defining a Runtime PM Master record, you can enter a current reading for the listed asset that displays in the runtime log.

The system provides several other ways to enter asset reading information. When you enter a new PM Master, Fleet Work order, or Consumable record there is a Current Reading field where you can enter the necessary asset information.



Asset Reading on a Runtime PM Master



Asset Reading on a Fleet Work Order

Asset ID	Issue Date	Category Type	Quantity	UOI	Current Reading	Unit	Source
ILB ASSET 1	APR 14 2006 09.24.2	F OIL	1.00	GL			CHEVRON
RJB-ASSET#1	FEB 13 2002 17.00.39	L OIL	1.00	QT			CHEVRON
RJB-ASSET#1	FEB 13 2002 16.49.38	O BRAKE	1.00	PT			HUSKY
RLW_ASSET1	JAN 14 2003 11.35.26	F GAS	5.55	GL	10,000.00	GALLONS	CHEVRON
RLW_ASSET1	DEC 03 2002 15.37.56	L OIL	2.50	QT			HUSKY
RLW_RUNTIME4	APR 04 2002 13.57.30	O ANTIFZ	1.00	QT	75.00	GALLONS	DEPOT01
RVM-1	OCT 30 2002 13.36.11	O ANTIFZ	10.00	BL	10,000.00	STARTS	BP001

Asset Reading on the Consumables Transaction Window

You can also enter asset readings from within the Asset Activity Log module when you are logging information for the asset.

Asset Activity Log 060000000000015
Oracle Utilities Work and Asset Management V1.7.15 (v8.6) 22 October 2007

Activity Log ID: 060000000000015 Log Status: created MAR 16 2006
Event Date: APR 10 2006 Reported By: PLANNER #7
Asset ID: E ILB ASSET 1 Pumps in the ILB facility.
Component:
Process: ILB PROCESS 5 Department: ILB1 Area: ILBA1
Log Reviewer: IMAN BROWN Crew: ILBC2
Comments: it wasn't stolen.
Work Class: Work Category: Planner: GST

Runtime Information
Reading:

Downtime Information
Start: Finish: Duration: 168
Type: Scheduled?

Failure Information
Failure: FREEZING Repair: LUBRICATE Component: AGITATOR
Failure Mode: METAL Root Cause: BIG BREAK Primary Failure?

Asset Reading on an Asset Activity Log record

External Applications

Your organization can also set up interfacing with third party applications to pass asset reading information into the Runtime Entry module. As with readings that are entered manually, this information is used by the system to update Asset, Fleet Asset and PM Master records.

Chapter 13

PM Route

Preventive Maintenance Routes (PM routes) are work paths where work is performed on specified assets. Assets are defined as stops along the work path. Routes are used for performing preventative maintenance work of a small or relatively simple nature, such as equipment lubing or asset reading collections; work that does not merit the use of a work order with a separate task for each asset listed. From one route to the next, the type of work performed (usually by location) varies. As work is performed along a route and results are entered, the system automatically logs work history information for future reference.

The following steps must be completed to create and use a PM Route:

1. Establish a PM Route

Describe the work to be done, and assign a route number.

The same asset can be placed on multiple routes. Each route is specific to a certain type of work (for a given area).

2. Define the Pm Route Stops

List the assets and components that should be worked on and the sequence them in the order that they are to be worked.

3. Schedule the PM Route

Use the Plan PM Routes module to set the schedule for the route.

4. Print the Schedule PM Route

Print the route from the Display Scheduled Routes module.

5. Log the Work Results

Update the asset information obtained after the work is completed to close the route. This can be done in the Display Scheduled Routes module.

The system includes three distinct modules in the Maintenance subsystem that support route processing: Plan PM Routes, Create Scheduled PM Routes, and Display Scheduled PM Routes.

The same asset can be placed on multiple routes. Each route is specific to a certain type of work (for a given area).

The following process diagram outlines the steps in creating and using a PM route.

Once you have set up a route and scheduled it the work comes due for completion at the interval that you specified. Work can be completed on a regular basis with little additional planning after the initial set up.

If you enter the PM Route on a PM Master, the system will create a work order to work the route when the PM Masters cycles. The resulting costs, including time charges, will be distributed evenly among all assets along the route.

Plan PM Routes

Enter and maintain preventive maintenance routing requirements for assets using the Plan PM Route module. A PM Route is usually established for tasks that are to be accomplished through a standard path rather than by using individual Work Orders per item.

A PM Route (or path) is built by creating a series of “Stops” in a sequential order. The same work is to be performed per Stop on the Route, moving from asset to asset in the order listed for that Route, thus creating a path. These Routes are typically completed on a routinely scheduled basis, dealing with routine work such as lubrication maintenance, sample gathering, or inspection.

For each Stop on a path, the system maintains a Critical Number, normalized to 100. In other words, the day the work comes due, the critical number is 100. As time continues to pass without the work being done, the Critical Number for that Stop continues to grow. Once work is completed, the Critical Number is reset to zero and begins to grow once again. The critical number is noted in the Route Stops view.

This module allows you build PM Routes, listing all of the Stops that comprise the Route, along with the work that is to be performed at each Stop. Once a PM Route is defined, you can then create lists of PM Route work to be done through the Schedule PM Route module. Based on selection criteria you enter (such as all Stops on a specified Route where the Critical Number is greater than or equal to 100), Stops along the Route which meet the selection criteria are placed on a list. This list is uniquely numbered and can be printed so that work can be performed.

Once you have scheduled the PM Route, you can use the Display Scheduled PM Routes module to print and update the Scheduled Route by marking Stops as Finished or Missed. After stops are marked as Finished, batch processing updates PM Route Stops with the Status Date so that the critical number for the stop is maintained.

Distributing Costs

Costs for doing the maintenance on the route can be charged against the Process or Function identified on the PM Route. To distribute costs evenly among all assets along the route, or to make sure that labor charges are specifically applied against the route, you can associate a PM Route with a PM Master using a benchmark work order.

The screenshot shows the Oracle PM Route Plan application window. The title bar indicates the application is 'Oracle Utilities Work and Asset Management V1.8.0 (r18-2)' and the date is '27 July 2009'. The window contains a search and results area on the left, and a main form area on the right. The form is titled 'PM Route Plan' and includes the following fields:

- PM Route No. (text input)
- PM Route Type (text input)
- Process/Function (text input)
- Department (text input)
- Area (text input)
- Maintenance Manager (text input)
- Craft (text input)
- Crew (text input)
- Downtime Required (checkbox)
- Downtime Type (text input)
- Downtime Hours (text input)

The 'Views' section on the left shows 'Route Stops' and 'List of Stops'.

PM Route record

The following fields are included:

PM Route No. - The PM Route number is manually entered. The system will verify that the number is unique when the record is saved.

Process/Function - Enter the code for the Process or Function that should be associated to the PM Route. If you want to associate the Route to a PM Master you should reference the same Process or Function on both the PM Master and the Benchmark Work Order.

Department/Area and Maintenance Manager - When you enter the Process or Function code, the system will automatically fill in the Department, Area, and Maintenance Manager fields with information from the Process or Function module. Only the Maintenance Manager can be modified.

Craft - Enter the code for the Craft that is responsible for work on the Route, if applicable.

PM Route Type - Select the type of work to be completed on the PM Route from the list of values associated to this field.

Downtime? - Check this box if the work will require Downtime on the assets. The Downtime check box is informational only and does not carry over to other documents that are associated to the PM Route. However, these other records also have a check box that can be manually checked to indicate Downtime.

Type and Hours - Select an option from the list of values to indicate the type of Downtime involved with the PM Route. You can also enter the number of hours of Downtime involved, if applicable.

How to Create a PM Route Record

1. **Open the Plan PM Route module.**
2. **Click the New icon.**
3. **Enter a unique PM Route number.**
4. **Enter a Process/Function type code from the list of values.**

This list of Process/Function codes is controlled by Code Table 229.

The list contains three possible codes: P for Process, F for Function and V for Vehicle.

5. **Select a Process, Function, or Vehicle ID number from the list of values.**

The Function/Process entered is used solely for the associated Account Number. The Function/Process listed on the PM Route header does not in any way limit which assets may be placed on the Route.

The corresponding number is controlled by the appropriate module - Function or Process in the Resource subsystem, or Fleet Asset in the Maintenance subsystem.

If there is a Maintenance Manager or Craft associated with the Process or asset, the system supplies this information.

6. **Select the PM Route Type from the list of values.**

PM Route type is controlled by Code Table 20.

7. **Check the Downtime? check box if the maintenance requires downtime.**

8. **Click the Save icon.**

PM Route Stops

You can enter PM Route Stops on the Route Stops view. Each stop is uniquely numbered by the system. The sequence number controls the order of the stops when scheduled and printed.

Sequence numbers should be incremented by ten so that if you need to add another stop later, you can place the Stop in the correct sequence.

Once an Asset ID has been selected, you can select a Component ID if the work is to be done on a specific component attached to the asset. You can also enter descriptive information about the work to be performed at the stop. Since the person doing the maintenance will not have a work order describing the work to be performed, a clear description here can help insure that the required work is done.

PM Intervals/Units and Last Complete date are used by the system to calculate the Critical Number for the stop, helping you gauge how “overdue” work is for the Stop. (The Critical Number is normalized to 100, meaning that when work is due for the stop, the critical number is 100. As time continues to pass without work being done, the Critical Number continues to grow. When work is done, the Critical Number starts to grow from zero again.)

List of Stops

The PM Route Plan Stops window displays a summary of PM Route Stop information, including Stop and Sequence numbers, Critical Number, Asset Type and ID, Component ID and a description of the work to be done. None of the information on this view can be updated directly. If you need to modify the information displayed, switch to the Route Stops view.

How to Add a Stop to a PM Route

1. **Open the appropriate PM Route in the Plan PM Route module.**
2. **Select Route Stops from the View menu.**

The system opens the PM Route Plan Stops view. As you add stops, you can review a summary of the stops by selecting List of Stops from the Views list.

3. **Click the New icon.**

PM Route Plan Stop view

4. **Enter a sequence number.**
The Sequence Number controls the order of the Stops when scheduled and printed. Sequence Numbers should be incremented by 5 or 10 so that if you need to add another Stop later, you can place the Stop in the correct sequence.
5. **Select an Asset ID type from the list of values.**
The list of values for Asset ID is controlled by Code Table 230 in the Codes and Code Tables module.
6. **Select an Asset ID number from the list of values.**
This list is controlled by the Asset module and the code in Asset ID type field.
7. **Select a Task Type from the list of values.**

This list is controlled by Code Table 49 in the Codes and Code Tables module in the Administration subsystem.

8. **Select a Component ID if appropriate.**
Select a Component ID only if the work is to be done on a specific component attached to the asset.
9. **Enter a Description of the task to be performed and the location.**
10. **Enter the Interval between times when the PM stop should be made.**
11. **Enter any additional information required by your organization.**
Planners, for example, may require Task Duration information to develop an estimate of the total time required to complete the PM Route.
12. **Click the Save icon.**
PM Intervals/Units and Last Complete date are used by the system to calculate the Critical number for the Stop, helping you gauge how “overdue” work is for the stop.

Distributing Costs to Assets on a PM Route

To distribute costs evenly among all assets along the route, you must establish a relationship between a PM Route, a PM Master and a Benchmark Work Order. When the PM Master cycles, the system creates a Work Order and a PM Scheduled Route. Once the Work Order is approved and started, the status options and the Update All Stops as Finished action in the Scheduled PM Route header can be used to finish all stops on the route.

You can specify a Function on either the PM Master or Benchmark to receive the cost roll up. When the Work Order is finished, costs for labor, materials, and other charges incurred on the PM Route are captured by the function and evenly distributed to assets on the on the PM Route by batch processing. The PM Route Options business rule must be set to allocate costs to assets in order to enable this process.

There are two ways of establishing relationships between PM Routes, PM Masters, and Benchmark Work Orders:

- [Associate the Benchmark with a PM Route](#)
This method of distributing costs to assets on a PM Route allows the same benchmark to be used with any number of PM Master / PM Route combinations.
- [Associate a PM Route and a PM Master Using a Benchmark](#)
This method of distributing costs to assets on a PM Route requires a separate benchmark work order for each PM Master / PM Route combination.

How to Associate a Benchmark with a PM Route

1. **Create a PM route, listing assets by route stop and defining the steps to be preformed at each stop.**
2. **Create a benchmark work order, planning labor, material and other requirements as needed.**
3. **Add an “F” or function type asset to the benchmark work order.**
4. **Create a PM master, setting the PM scheduling type and frequency as appropriate.**
5. **Add the “F” or function type asset to the PM master.**
The setting of the Use Asset/Component from Benchmark check box determines if the F-type asset entered on the PM Master or on the Benchmark receives the cost roll up when work is completed.
6. **Add the PM route created in step 1 to the PM master.**
7. **Add the benchmark work order created in step 2 to the PM master.**
8. **Set the PM route to Active status.**

This method allows the same benchmark to be used with any number of PM Master / PM Route combinations.

You can now create additional PM Masters as needed using the same benchmark but different PM routes.

The next step is to [Associate a PM Route and a PM Master Using a Benchmark](#).

Create Scheduled PM Routes

Once PM Routes have been defined, you can use the Create Scheduled PM Route module to schedule the work.

To create a Scheduled Route, you must enter or select the PM Route number, the date you want to schedule for, and a Critical Number. Only the stops on the PM Route that match or exceed the Critical Number you enter will appear on the Scheduled Route.

Schedule PM Routes window

How to Schedule a PM Route

1. **Enter the PM Route Number for the route you want to schedule.**
2. **Enter the date.**
3. **Click the Schedule Route button.**

The system informs you if the entered Route Number and Schedule Date already exists as a Scheduled PM Route List. If the route is not already scheduled, the system creates a new Scheduled PM Route list, ordering Stops by Sequence Number.

The system then asks if you wish to view the new Scheduled PM Route List. If you answer Yes, the Display Scheduled PM Routes module opens showing the scheduled route on the list. Otherwise, you remain on the Create / Schedule PM Routing Path window where you can continue to create new Scheduled PM Route Lists.

Display Scheduled PM Routes

You can use the Display Scheduled PM Route module to print PM Route lists and update individual stops (marking them as finished or missed).

The main Scheduled PM Route record contains general and summary information concerning the scheduled route. You cannot insert a new Scheduled PM Route here, but the Actions list includes an option to access the Create Scheduled PM Route module where you can insert a new route list.



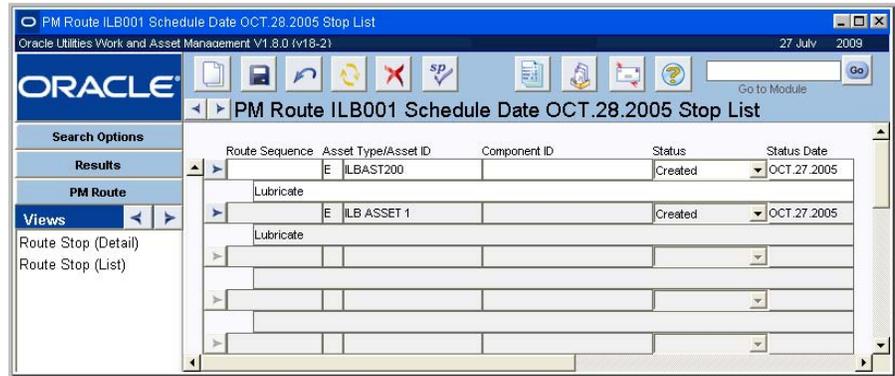
Scheduled PM Routes record

Display Scheduled PM Routes Views

In addition to standard notes, attachments, and approval views, this module includes the following:

Route Stop (List)

The Route Stop (List) view shows each of the stops selected for the route.



Route Stop (List) view

For each Stop presented, only the Stop status can be modified. You can set the status of each Stop to Finished or Missed. You can also select Update all stops as Finished from the Views list to mark the entire list as Finished, then update individual Stops to Missed as required. This can save you time with long Routes, where you would otherwise have to update a large number of Stops.

For those Stops marked as Finished, batch processing updates PM Route Stops (in the Plan PM Route module) with the Status Date so that the Critical Number for the Stop is maintained. When batch processing updates a Stop record, the Scheduled Stop record status is set to Posted and cannot be modified.

Route Stop (Detail)

The Route Stop (Detail) view contains information about the work done at each stop. Much of the information on the Route Stop (Detail) view is the same as found in the Plan PM Route module.

Oracle Utilities Work and Asset Management V1 8.0 (v18-2) 27 July 2009

PM Route ILB001 Schedule Date OCT.28.2005 Stop 2

Search Options

Results

PM Route

Views

Route Stop (Detail)
Route Stop (List)

Actions

Create Bookmark
Audit Log (Header)

PM Route No. ILB001
PM Route Stop 2
Asset ID ILBAST200
Component ID
Task Description Lubricate
Part Description
Quantity UOM
PM Interval/Units 7 DAYS
Last Complete
Lube Type Sample Required?
Lube Method
Lube Points
Work Order 0500779
Finish Comments

Route Stop (Detail) view

Printing a PM Route Report

Now you are ready to print the route and begin the work.

Select Print PM Route Report from the Actions list to print a copy of the route to your default printer. You can also run the PM Route report (S_RPT058) from the Reports module.

How to Print a PM Route

1. Select **Display PM Routes** under **PM Routes** on the **Maintenance** subsystem.
2. Open the **PM Route** record that you created.
3. Select **Print PM Route Report** from the **Actions** list.

Only stops on the route in either Created or Missed status are printed on the report.

Now the route is ready to be worked. Give the printed report to the person performing the work. When they have finished the work, use the information they entered on the report to log back into the system.

Logging Completed Work

Once a route has been worked, it is important to log completion information back into the system so the Last Complete Date and Critical Number fields can be maintained on the Stop records.

There is no charge number directly associated with a PM route in the system. If your business practices do not allow material and labor to be charged against assets, processes, and/or functions, you will have to provide a valid charge number to the person performing the work.

How to Log Completed Work

1. Select **Display Scheduled PM Routes** under **PM Routes** in the **Maintenance** subsystem.
2. Locate your **PM Route** record.
3. Select **Route Stop (List)** from the **Views** list.
4. Set the status of each stop that was completed to **Finished**.
5. Click the **Save** icon.
6. Set the **Status Date** field to the date that the work was completed.
7. Click the **Save** icon.

If you have a large number of stops to update, you can select Update All Stops As Finished from the Actions list.

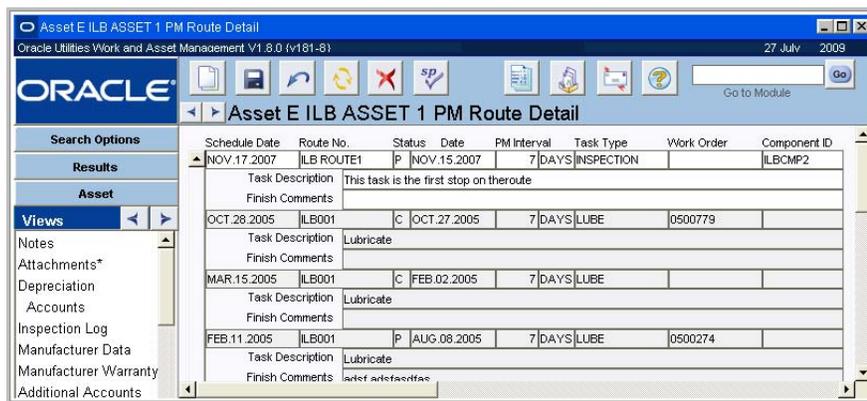
The system uses the current date as the completion date, but you can override it if necessary. You can also manually reset the status of any individual stops that were not finished to Missed. Stops in Created or Missed status will print again if the route report is rerun.

Status options on the Asset PM Route Detail view are C (created), F (finished), M (missed), P (posted).

Scheduled stops marked as Finished are set to Posted by the system when they are processed. The system updates the Last Completed Date as it was entered, and resets the critical number to zero. The critical number for scheduled stops that are in Created or Missed status is not reset; instead, it continues to grow.

Access PM Route Information by Asset

You can view scheduled route information for a particular asset in the Asset module of the Resource subsystem. Open the appropriate Asset record and choose PM Route Detail from the Views list. The system displays scheduled route information collected over time.



Asset Module PM Route Detail

Chapter 14

Permits

Some work is so sensitive or dangerous that you must show that you have met certain requirements before you can begin the work. Some examples of this kind of work include tasks that require certification from OSHA, work using materials that may have a negative effect on the environment, or maintenance on specialized and valuable equipment that must be handled in a certain way. Often, planning for these requirements is very important because the work cannot be easily stopped while the requirements are met and the certifications acquired.

Permits Modules

The Permit module in the Maintenance subsystem helps you to plan these requirements. In Oracle Utilities Work and Asset Management you use permit templates to automate much of the planning process, then you create specific permits from the templates to supplement your work orders.

Working with permit templates and permits involves four basic stages:

1. Creating the Permit Template record
2. Associating it with one or more Asset records
3. Editing the Permit record that the system creates based on the Permit Template record
4. Closing the Permit record after work is completed

If your organization's business practices also require the use of tag points to manage the isolation of assets during work, the system also has the ability to manage this processing through the Tag Points, Tag List and Permit modules.

Tag Point Processing

Lockout/Tagout functionality allows you to use permits to manage information related to tag points. Tag points are identified in the Tag Points module then added to tag lists and associated to Asset records. When a permit is created for work related to that asset, tag point information is carried over based on the permit template requirements on the asset. This information can then be accessed in the tag point detail views on the Permit record.

Please refer to [Lockout/Tagout](#) for more information.

Chapter 15

Permit Template

Performing certain types of work requires internal permits. These permits are usually required by outside regulation demanding creation of an audit trail to show proper procedures were followed. For example, working with hazardous materials typically requires permits indicating that the person doing the work has been trained and certified, that isolation procedures were followed, etc. The Permit Templates and Permit modules of the Maintenance subsystem provide a way to record and monitor information about required permits.

Permit Template Records

Once a permit template is created from a permit template, changing the Template does not change the permit template. It is therefore a good idea to plan your permit templates very carefully and include as much detail as possible.

Working with Permits is a three-step process: create the permit template, associate the permit template with one or more assets, and create a Permit record when work against the associated asset is required

The screenshot shows the Oracle Permit Template record form. The window title is "Permit Template" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v17153-3)". The date is "13 May 2008". The form includes a search bar with "Go to Module" and "Go" buttons. Below the search bar, there are fields for "Template ID", "Type", and "Status" (set to "Active"). A "Description" field is also present. The "Checklist" section contains a table with columns for "Checklist" and "Sequence". Below the checklist, there is a "Items for Checklist" section with a grid of checkboxes.

Permit Template record

When you are building a permit template, you can create checklists indicating steps for how certain tasks should be done. You can also indicate any special equipment that may be needed, training certifications that are required for the people doing the work, and the specific readings and settings that need to be established before work can begin.

Once a permit template is created and associated with an Asset record, any work order tasks for that Asset will be flagged with the word PERMIT in red near the top of the window. This notifies planners that they need to create a permit record to ensure that the permit requirements are met for the work.

The following fields are included:

Template ID and Type - The Template ID field contains the unique identifying number for the permit template. Depending on how your system is set up you can enter this number or the system will supply it for you. If you enter it yourself, the system verifies that it is not a duplicate number when you save the record.

You can select a Permit Type to identify the permit template from the associated list of values. This list is controlled by the Permit Types business rule.

Description - Enter a detailed description of the permit. Later you can search for permits based on the description.

Status - The Status field indicates where the permit template is in its lifecycle. If a permit template is in Active status, and it has been associated with an asset, it will flag all new Work Order Tasks relating to the asset. If it is in Inactive status it is not in use.

Checklist - You can store checklists of items, tasks, etc. related to the work. The Checklist field represents the name of a list. You can create as many checklists as you need, but you should give each a distinctive name.

If you add a new checklist to a permit template after the template has been associated with Asset records, the new checklist will not show up in the existing associations. You will have to open the appropriate assets and delete the existing associations, then create the new associations. This can be a tedious process, so it is worthwhile to try to include all checklists before you begin adding the permit templates to the assets.

Sequence - Indicate an order for the checklists. Alternatively, you can assign more than one checklist the same sequence number, allowing you to group checklists.

Checklist check boxes - Each checklist has 12 check boxes that can be labeled here. When the actual Permit record is created, these check boxes are also available on that record and can be checked-off there. If you are creating a checklist with more than 12 items, you will have to divide it up into two or more checklists.

How to Add a Checklist to a Permit Template

1. **Open the appropriate Permit Template record.**
2. **Click a blank Checklist field.**

The system opens a new checklist record.

3. **Select a Checklist from the list of values.**
4. **Enter a sequence number.**

The sequence number allows you to determine the order in which the checklists should be completed. This is especially important if you have to break a long checklist up into more than one list.

5. **Click to the immediate right of the first blank check box.**
6. **Enter a checklist step.**

The check boxes are in the lower section of the window and, although the area beside them is gray, you can enter text in this area. A step would be a discrete action, such as "Close Valve."

The Permit Type Business Rule determines which Code Tables control the list of values for the Checklist fields.

Since the system only allows 12 steps per checklist, you might have to break up a long list of steps into several checklists, then give each list a sequence number.

You can enter your own steps in the areas to the right of the check boxes, or you can select steps from the associated lists of values.

Permit Template record

7. Repeat steps 5 and 6 for up to 12 checklist steps per checklist.
8. Click the Save button.

The system saves the checklist and the checklist steps.

Permit Template Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Special Equipment

If the work that requires a permit also requires equipment, you can indicate those items by selecting Special Equipment from the Views list. An example of such equipment would be decontamination equipment that must be available when working with hazardous materials.

Special Equipment view

To list equipment needs select the item of equipment from the list of values, enter any necessary comments, enter a stock code if necessary, and Click the Save button to commit your changes.

How to List Equipment Needs for a Permit Template

1. Open the appropriate Permit Template record.
2. Select Special Equipment from the Views list.
3. Select an item of equipment from the list of values.

The list of values is controlled by a User table your organization must create in the Code table and Codes module of the Administration subsystem. This Code Table must also be linked to the Special Equipment view in the Permit Template business rule.

4. Enter any comments.

5. Select a Stock Code from the list of values, if appropriate.

If a storeroom carries the item, you can enter a stock code to make it easier to locate the item. The list of values is controlled by a User table your organization must create in the Code table and Codes module of the Administration subsystem. This Code Table must also be linked to the Special Equipment view in the Permit Template business rule.

6. Click Save.

The system saves the record. You can add line items for other required equipment as long as the equipment is listed on the Code Table for the Template Type.

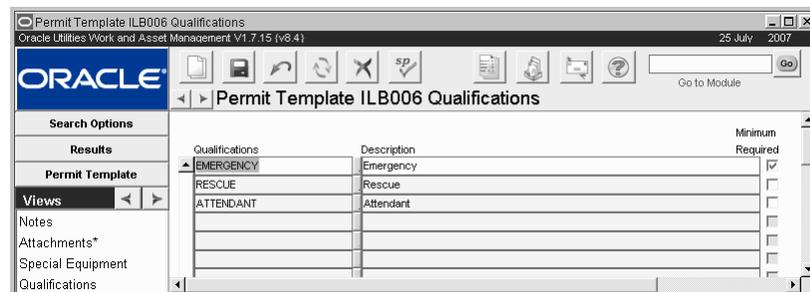
Qualifications

Many work permits require certificates of training for the personnel completing the work. Use this view to indicate the types of qualifications that are required for the permit template.

Employee training information can be recorded in the employee module where you can also identify and list the employees with the required course work.

If you list an employee here, and his or her training expires, the system does not update the view by removing the employee from the list. work order planners should always check to make sure the employee's certification is current.

The Permit Types Business Rule, the user-defined Code Table for Qualifications, and Code Table 45 must be set appropriately in order to link employees to Permit records. Please review the discussion of the Permit Types business rule for more information.



Qualification view

Qualifications - The Qualifications code field corresponds to the Course field on the Training view of the Employee module in the Resource subsystem.

When you list a Qualification on the Permit Template, the system records the requirement in the Qualification view of the Permit records that are based on the template. When you complete the Qualification detail for a given Permit record, you will be able to select employees with the appropriate training.

Note: The Permit Types business rule, the user-defined Code Table for Qualifications, and Code Table 45 must be set appropriately in order to link employees to Permit records. Please review the discussion of the Permit Types Business rule for more information.

Description - The Description field contains a brief description of the Qualification. The system completes this field when the Qualifications code is selected.

Minimum Required - The Qualifications View also has a Minimum Required check box that indicates whether the qualification listed for the Permit Template is actually required or only suggested. If you check the box, the system considers the qualification to be necessary to do the

work, and will ensure that the qualification cannot be deleted from any Permit records based on the Permit Template record. If you do not check the box, the system assumes that the qualification is only suggested or preferred, and the line can be deleted from the Permit Qualifications record. For example, if the permit was for doing underwater welding on an oil pipe, an industrial diving certification and an underwater welding certification might be required, while a first aid certification might only be suggested.

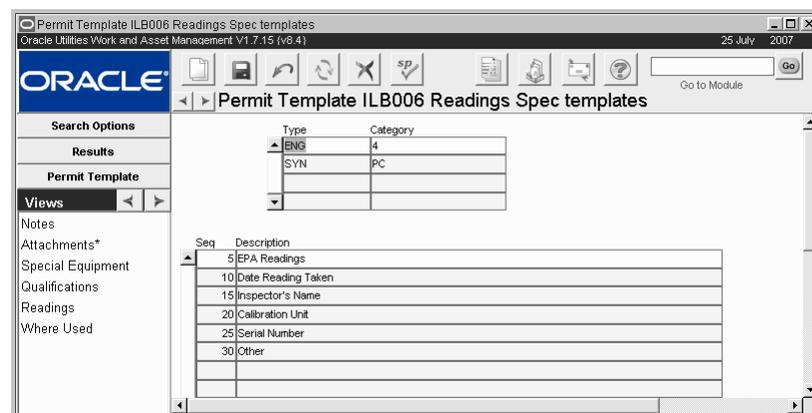
The Minimum Required check box cannot be updated from a Planned Qualifications detail record (of a permit). In order to change a qualification from required, to 'not required' you must change the Permit Template record, then recreate the Permit record. This is because the system only checks against the template (and its qualifications) when the permit is first created. This situation also means that any other existing Permit records based on the template will not be changed when the template is changed. Therefore, when you are planning Permit Template records, you should be careful to determine which qualifications should be required and which should not be required, to avoid having to update Permit records due to changes to their permit template record.

How to Add a Qualification to a Permit Template

1. **Open the appropriate Permit Template record.**
The Permit Template module is in the Maintenance subsystem.
2. **Open the Qualification view.**
3. **Click an empty Qualification field.**
The system inserts a new line.
4. **Select the Qualification from the list of values.**
When you select the qualification code, the system supplies the Description.
5. **Check the Minimum Required check box if the qualification is required.**
6. **Click Save.**
The system saves the new line.

Readings

Select Readings from the Views list if you want to enter specific conditions that must be met before work can begin. For example, inspection of the interior of high-pressure steam pipes might require that the pressure and temperature be reduced to an acceptable level before opening the access ports.



Readings view

The actual specification template records that are used in this View can be found in the Specifications Template module. You must create a Specification Template listing the

appropriate readings in that module, and link it to various Code Tables before it can be listed under Readings.

The Permit Templates Readings view does not allow you to enter the required readings for the specifications, nor does the Specification Templates module. The readings must be added to the Permit (not its Template) in the Readings view.

So, to add reading requirements to a Permit, you must first create the Specification Template, then associate it to a permit template, then define the reading values in the Readings view for the actual Permit.

Type - The Type field has an associated list of values that is controlled by a code table.

Category - The Category field has an associated list of values that is controlled by a linked Code Table in the Code Table and Codes module of the Administration subsystem. The list only shows the categories that are appropriate to the type indicated in the Type field.

Sequence - The Sequence field indicates the sequence number for readings that must be taken in a set sequence.

Description - The Description field can be used to indicate appropriate ranges and other information about the reading.

How to List Readings Required for a Permit Template

1. Open the appropriate Permit Template record.
2. Select Readings from the Views list.

The system opens the Readings Specifications Template window with any previous reading requirements. If there are no specifications already associated with the permit template, the system opens the window with the first specification template Type field highlighted and ready for information.

3. Click an empty specification Type field and Click New.

The system opens a new line, ready to create a record.

4. Select a specification template Type from the list of values.
5. Select a specification template Category from the list of values.
6. Click Save.

When you save the record the system adds the Sequence number and Description from the Specification Template.

Where Used

Select Where Used from the Views list to open a window listing the Asset records that reference the permit template from either the Permit Template Requirements view or the Associated Permit Requirements view in the Asset module. The Where Used view cannot be updated and includes the Asset ID, status, and description from the Asset record as well as the tag list associated with the asset, if applicable.

Asset ID	Status	Description	Tag List
ILB ASSET 1	ACTIVE	Furnos in the ILB facility.	
ILB ASSET 2	ACTIVE	Ventilation Asset	
ILB C10	ACTIVE	pipe	

Where Used

Associating a Permit Template with an Asset

In order to make an association between a permit template and an asset, you need to select the following from the Views list in the Asset module:

- Permit Template Requirements, in which you make the basic association and modify any checklists;
- Associated Permit Requirements, in which you can show other assets that are related or connected to the asset and which may have permit requirements of their own.

As you make the association, you can customize the template to better fit the requirements for the individual asset. For example, working on a storage tank for toxic materials would have one set of requirements. A similar tank underwater might have similar requirements with the addition of specific requirements relating to working below the surface. In this case, the same basic template would be used for the assets, but you would add requirements to the association between the template and the second asset.

Associate a Permit Template via Tag List

A second way to associate a permit template to an Asset is through a Tag List. Please refer to the guide specific to the Tag List module for more details.

Chapter 16

Permit

After you have created a Permit Template record and have associated it with an asset, the system flags any work orders that are created referencing the asset to show that there is a permit requirement for the work. The planner then creates a base-line Permit record by selecting Create Permit from the Actions list on the Work Order Task record. This Permit record can be edited to reflect the conditions specific to the work. Once the permit is complete and the work is done, the permit should be updated and closed.

When you create a new Work Order and the system flags the record with a permit requirement, you need to decide which permits are required and what modifications, if any, need to be made to the permit to make it specific to the Work Order that you are working on. Since any single Work Order might include several tasks that require one or more different permits each, you should review the Work Order Task records first to find out which permits are required.

There are two ways to create a Permit record for a Work Order Task. You can create a permit using a method similar to how you would create any record: opening the Permit module, start a blank record, enter the needed information, and save the record. However, since Permit records use information from the Permit Template, Asset, and Work Order modules, creating these records manually can be time-consuming. Fortunately, the system allows you to quickly create a permit (based on the available templates) directly from the Work Order. Once you have created a new permit you can still edit the permit in the Permit module if necessary.

Note: If your organization uses tag point processing, please also refer to the guide titled “Permits Using Lockout/Tagout” for more information. Views and Actions related to tag points do not appear as options when the Tag Pt Ctrl rule key in the Permit Types Business Rule is set to NO for a permit type.

You can establish a customized template or form with your company headers and footers that the permit will be printed on by creating the template and setting the Attachment Printing Business Rule.

Permit Records

Work Order Task permits are stored in the Permit module. Occasionally, a Permit record can be applied to more than one Work Order Task, but since the permit is a very specific application of the more general template, if there are significant differences from one task to another, you should create a separate permit for each task. For example, a Work Order to inspect and repair a pipeline that carries flammable liquids (possibly semi-refined petroleum) might include three Work Order Tasks; one for sections of pipe in the open, one for sections that run underwater, and one for sections that run through populated areas. Each task could use the same permit template because the tasks are essentially similar, but each task might include special directions and restrictions based on the individual circumstances. In this case each task would have its own Permit record but each would be based on the same Permit Template record.

Any permits that have been created for associated assets are listed in the Work Order Permits view for the Work Order.

Permit Record with no Tag Point processing in use

Modify the fields as necessary to ensure that the Permit record meets the requirements for the work that needs to be done.

If your organization uses tag point processing, additional views and actions are available to manage the functionality. Views and Actions related to tag points do not appear as options when the Tag Pt Ctrl rule key in the Permit Types Business Rule is set to NO for a permit type.

The following fields are included:

Permit and Type - These fields show the permit number and the permit type.

Depending on how your organization has configured sequence numbering for this module, the record ID is either automatically generated by the system or you must enter a number manually. The system validates whether or not the number is unique when you save the record.

If you create this record ID manually, avoid the use of the special characters ', ', '&', or '%' as they may result in processing errors.

The Permit Type business rule allows your organization to define the various types of permits that are required. This business rule also defines whether tag point processing is used with a given permit type. This setting affects the status processing on the record. Please refer to the document titled Permits Using Lockout/Tagout for information on tag point processing.

Template ID - The Template Identification field indicates the Permit Template record used to create the Permit record. The field has an associated list of values that lists the Permit Template records that are of the type indicated in the Type field. When you select the Template ID, the system will supply the permit description from the template.

Description - The description might indicate the specifics of how the permit is to be used or provide other details according to your business practices. The system initially uses the description from the permit template, however you can modify it if necessary.

Permit Statuses - Status (when no Tag Point processing is used)

Created - Indicates that the Permit has been created. The only valid status changes from Created status are to Pending Approval, Approved, or Canceled.

Pending Approval - This status indicates that the record is waiting for approval. The only valid status changes from Pending Approval status are to Created, Approved, Active, or Canceled.

Approved - Indicates that the Permit has been authorized. The only valid status changes from Approved status are to Active, Created, or Canceled.

Active - Indicates that the Permit is complete and ready to be used. The only valid status changes from Active status are to Created, Approved, Closed, Canceled, and Secured.

Before a Permit status can be set to Active, you must assign an employee to each of the Qualifications listed in the Qualifications view.

Closed - Indicates that work is complete and the Permit is closed.

Canceled - Cancels the entire permit. When you set a Permit status to Canceled, the system opens a window to ask why you are canceling. You can select a reason code from the list of values, which is controlled by a code table.

Asset - The Asset field indicates the asset that the permit is linked to. This field cannot be changed, although you can drill-down to the referenced Asset record.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Start and Duration - The Start field represents the date and time that the permit becomes active. The Duration field indicates how long the permit will remain active after the date and time in the Start field.

Expiration - The system calculates the Expiration for you based on the Start and the Duration.

Entry Date, Installed and Removed Dates - Use these fields to record dates as required by your business process.

Associated Permit - Enter another permit number in this field if you need to cross-reference this record to an associated Permit record. An example would be a permit to handle hazardous materials that also requires a permit based on CPR training.

Authorized Personnel - Use this field to create a list of persons authorized on the permit.

Personnel Change - This check box indicates that the work against the permit has continued while more than one person has been on duty.

Bumping Required - The Bumping Required? check box indicates that the equipment requires 'bumping' (a brief start and shutdown to seat the equipment for further tightening or adjustment) before the work can be completed.

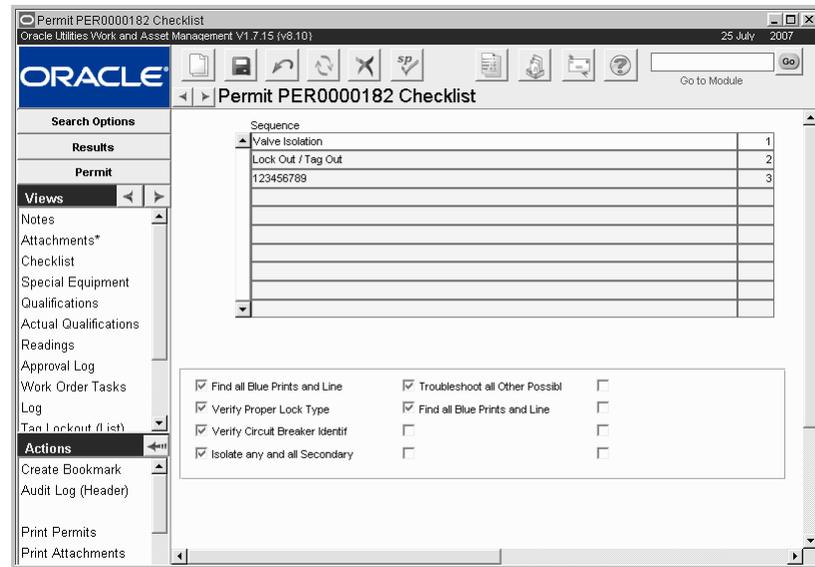
Owner - When a new record is created this field is automatically populated with the username of the person currently logged on to the system. The list of values for this field displays all active employees.

Permit Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Checklist

The Checklist view displays the checklists for the permit that were initially established when the permit template was created. Checklists cannot be modified from the permit. If you need to add checklist steps or an entirely new checklist, your options are to modify the permit template and then create a new permit that references it, or you could add the steps as Notes or Attachments.



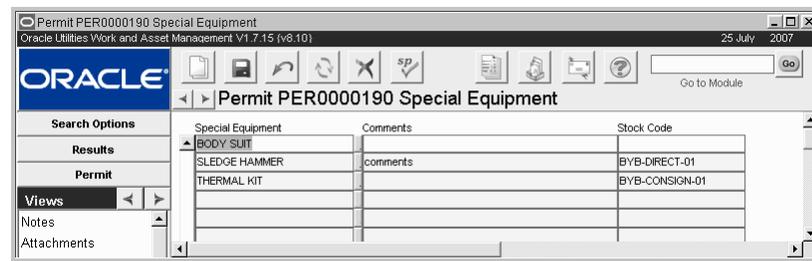
Checklist view

How to Check Off Items on a Permit Checklist

- Open the appropriate Permit record.**
The Permit module is in the Maintenance subsystem.
- Open the Checklist view.**
The Checklist view opens showing the Checklists associated with the Permit Template for the Permit.
- Click the checklist Title you want to check.**
The system shows the checklist steps in the lower section of the window. All the check boxes will be empty.
- Check the check boxes beside the steps you want to check off.**
- Click Save.**

Special Equipment

Select Special Equipment from the Views list to display the Special Equipment that is required (or suggested) for the permit. This window can serve as a checklist for the special equipment that should be on hand before work begins. The equipment list is taken from the permit template, but it can be modified to suit the permit.



Special Equipment view

Special Equipment - The Special Equipment field specifies the equipment that is needed. The field has an associated list of values that is controlled by a code table.

Comments - The Comments field can be used to give more detailed notes on use, proximity requirements, etc. for the equipment.

Stock Code - If your organization keeps the equipment in stock, you can enter the Stock Code here.

How to Adjust the Equipment List for a Permit

You can also delete an equipment item by selecting it and clicking the Delete button. And you can make changes to existing line items, as well.

1. **Open the appropriate Permit record.**
2. **Open the Special Equipment view.**
3. **Select an item of equipment from the list of values.**

The list of values is controlled by a User table your organization must create in the Code table and Codes module of the Administration subsystem. This Code Table must also be linked to the Special Equipment view in the Permit Template business rule.

4. **Enter any Comments.**
5. **Select a Stock Code from the List of values, if appropriate.**

If a storeroom carries the item, you can enter a stock code to make it easier to locate the item. The list of values is controlled by a User table your organization must create in the Code table and Codes module of the Administration subsystem. This Code Table must also be linked to the Special Equipment view in the Permit Template business rule.

6. **Click Save.**

The system saves the record. You can add line items for other required equipment as long as the equipment is listed on the Code Table for the Template Type.

Qualifications

Many work permits require certificates of training for the employees who will perform the work. The system uses the Qualifications identified on the permit template to populate the fields in this window. You can then select the employees that have the necessary certifications from the lists of values associated to the Qualification.

The Permit Types Business Rule, the user-defined Code Table for Qualifications, and Code Table 45 must be set appropriately in order to link employees to Permit records. Please review the discussion of the Permit Types Business Rule for more information.

Qualifications	Description	Employee No	Employee Name	Minimum Required
ATTENDANT	Attendant			<input type="checkbox"/>
EMERGENCY	Emergency			<input checked="" type="checkbox"/>
RESCUE	Rescue			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Qualifications view

If an employee is listed here, and his or her training expires, the system does not update the view by removing the employee from the list. Work order planners should always check to make sure the employee's certification is current.

Qualifications - The Qualifications code field shows the qualifications that are needed to perform the work. The system enters any qualifications that have been listed on the Qualification view of the Permit Template record, and you can add additional qualifications (using the list of values). You can also delete qualifications that are not marked with a check in the Minimum Required check box.

The code in this field corresponds to the Course field on the Training view of the Employee module in the Resource subsystem.

When you list a Qualification on the Permit Template, the system records the requirement in the Qualification view of the Permit records that are based on the template. When you complete the Qualification detail for a given Permit record, you will be able to select employees with the appropriate training.

Description - The Description field contains a brief description of the Qualification. The system completes this field when the Qualifications code is selected.

Employee - The Two Employee fields indicate the Employee number and name the employee who is appropriately qualified. You can enter more than one person, but each needs his or her own line. The Employee number field has an associated list of values that is controlled by the Employee module of the Resource subsystem and that shows only those employees with the listed coursework.

Minimum Required - The Minimum Required check box indicates whether the qualification listed for the Permit Template is actually required or only suggested. If the box is checked, the qualification has been identified on the template as being required to do the work. If the box is not checked, the qualification is only suggested or preferred, and the line can be deleted from the Permit Qualifications record. For example, if the permit was for doing underwater welding on an oil pipe, an industrial diving certification and an underwater welding certification might be required, while a first aid certification might only be suggested.

The Minimum Required check box cannot be updated from a Planned Qualifications record. In order to change a qualification from required, to 'not required' you must use the Permit Template module, then recreate the Permit record. This is because the system only checks against the template (and its qualifications) when the permit is first created.

How to Adjust the Qualifications Listed from a Permit Template

If necessary, you can add new Qualifications that are not listed from the permit template. You can also delete unneeded Qualifications that are listed from the permit template as long as they are not marked as Minimum Required.

1. **Open the appropriate Permit record.**
2. **Select Qualifications from the Views list.**

In order to change a Qualification from required, to 'not required' you must change the Permit Template record, then recreate the Permit record.

The system opens the Planned Qualifications window, which shows the Qualifications associated with the permit template.

3. Click an empty Qualification field.

The system inserts a new line.

4. Select the Qualification code from the list of values.

The code in this field corresponds to the Course field on the Training view of the Employee module in the Resource subsystem.

The system completes the Description field with a brief description of the Qualification when you select the Qualifications code.

5. Select an Employee from the list of values.

The two Employee fields indicate the Employee number and name the employee who is appropriately qualified. You can enter more than one person, but each needs his or her own line. The Employee number field has an associated list of values controlled by the Employee module of the Resource subsystem and that only shows the employees that have completed the necessary course work.

6. Click Save.

Actual Qualifications

You can use the Actual Qualifications View to identify the employee that completed the work for the Work Order, and his or her related qualifications. The Qualifications code field corresponds to the Course field on the Training view of the Employee module in the Resource subsystem, and the Qualifications field of the Qualifications view of the Permit module (and the Permit Templates module).

The Two Employee fields indicate the Employee number and name the employee who is appropriately qualified. As in the Planned Qualification window, you can enter more than one person, but each needs his or her own line. Enter the dates when the employee completed the work in the Date/Time field.

Readings

The Readings view in the Permit module is the same as in the Permit Template module, only there are fields where you can enter the specific values (readings) for the permit.

Type	Category
ENG	4
SYN	PC

Seq	Description	Value
5	EPA Readings	
10	Date Reading Taken	
15	Inspector's Name	
20	Calibration Unit	
25	Serial Number	
30	Other	

Readings view

Reading values can only be defined on a permit after they have been created in the Specification Template and associated to a permit template.

How to Adjust a Readings Value for a Permit

1. **Open the appropriate Permit record.**
2. **Select Readings from the Views list.**
The system opens the Readings window showing the Specification templates that have been associated with the permit template.
3. **Click the specification type that contains the reading you want to adjust.**
The fields at the bottom of the screen change to show the Sequence number, Description, and Value for the Type selected. The sequence field indicates the sequence number for readings that must be taken in a set sequence, while the Description usually indicates appropriate ranges and other information about the reading.
4. **Click in the Value field for the Reading you want to adjust, and enter the appropriate Value.**
5. **Repeat steps 3 and 4 for all the readings you want to adjust.**
6. **Click Save.**

Work Order Tasks

The Work Order Tasks view lists all of the Work Order Tasks and Work Designs that reference this permit. These fields are populated by the system, and cannot be modified.

Log

The Log View is a standard transaction log that shows the activity that has occurred regarding the permit including modification dates, and the username of the person who made the changes.

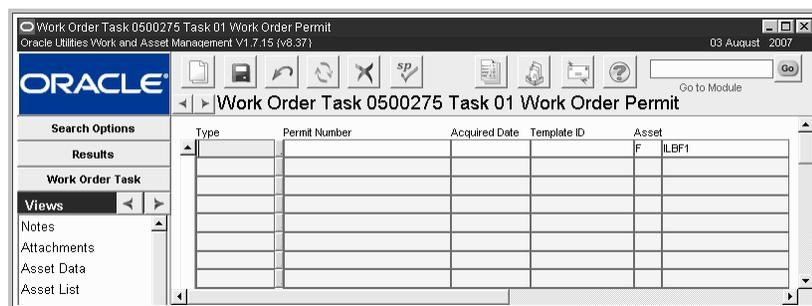
Permit Actions

Basic [search](#) and [bookmark](#) actions.

If your organization uses [tag point processing](#), additional actions are used.

Permits View on a Work Order

When you create a Work Order referencing an Asset with permit requirements, the system enters the Permit Type, Template ID, and the Asset ID in the Permits view on the Work Order Task record. You must create a permit using the action to associate a new or existing Permit ID to the Work Order. The Permits that can be selected will be limited to those that use the Template ID indicated and in any status except Released, Closed, or Canceled.



Permits view on Work Order

How to Create a Permit from a Work Order (Create Permit Action)

You can only add a permit to the work order when it is in Planning, Approved, and Active status.

1. **Open the appropriate Work Order Task record.**

You can also create the permit from the Work Order header level, but if you want to create the permit for the asset on the task, work from the task level instead.

When permits are required, the Work Order record is flagged with the word PERMIT.

Work Order record

2. **Select Create Permit from the Actions list.**

The asset, permit type, and template ID from the work order task are automatically entered. You can choose to alter this information if necessary, but in general the permit that is created should match the default information. If you start from the Work Order header, this information is not automatically entered.

3. **Click Next.**

The system shows a listing of the permit tasks on the assets.

4. **Select the tasks that the permit applies to, and Click Next.**

Select to create a new permit or to update an existing permit.

Going forward, follow the screen prompts to complete adding the permit. If you create a new permit, the system prompts you to enter an approval route, description, and tag list if you use tag point processing.

If you update an existing permit the list of values is limited to permits that match the permit type and template ID entered in the first screen.

Click the Refresh icon in the Permits view to see the permit that you added to the task. If the asset requires more than one permit, you should complete this action for every permit that needs to be added.

Duplicate Permits

There may be times when you create a new permit for a task, but there is an existing permit on another task or elsewhere. Select Search for Duplicate Permits from the Actions list to find potential duplicates.

How to Search for Duplicate Permits

1. **Open the appropriate Work Order Task record to the Permits view.**
2. **Select Search for Duplicate Permits from the Actions list.**
3. **Enter the Asset ID, Permit Type, and Template ID to search for.**

The list of values for the Asset ID shows assets that are included on all Task Permits views on the work order. The Permit Type field list includes all permit types from the Permit Type business rule. The Template ID field list includes all active templates that match the selected type. If a type was not selected, the list displays all templates in active status.

4. Click Next.

The system displays all of the permits that meet the search criteria and are not Released, Rejected or Closed. You can review these and determine how to proceed.

Finishing Work and Closing the Permit

Once the permit has been edited, approved and activated, the work continues to completion. You can close the Permit record when the all work that relates to the permit has been finished. Before changing the Permit record status to Closed, you should update the qualifications which were actually used (as opposed to the planned qualifications) in the Actual Qualifications detail of the Permit module.

Chapter 17

Lockout/Tagout

Lockout/Tagout functionality allows you to use permits to manage information related to tag points. Tag points are identified in the Tag Points module then added to tag lists and associated to Asset records. When a permit is created for work related to that asset, tag point information is carried over based on the permit template requirements on the asset. This information can then be accessed in the tag point detail views on the Permit record.

How tag points are used depends on your business processes, but in general physical tags are placed on assets or related assets in particular areas called tag points. These tags are used to isolate assets, usually for safety reasons, while work is being done. The Permit module is designed to manage the status of these tags so that workers have better visibility into the lockdown and release process on the assets.

Users with the necessary level of authority can add Tag Points if necessary by selecting Add Tag Points from the Actions list. Tag Points can be deleted manually in the Tag Points (Detail) view. In order to modify Tag Points, the rule keys in the Permit Processing business rule must be set to YES.

When your system is set to use tag point processing the Permit module includes several fields, views, and actions that apply to using tag points.

Tag Point Summary					
PENDING	TAGGED	VERIFIED	LIFTED	RELEASED	TOTAL
5	0	0	0	0	5

Permit Record with Tag Point processing in use

Permit Business Rules

Settings in the Permit Types business rule and the Permit Processing business rule control when tag point processing is in use and how tag points can be updated. The system offers tremendous flexibility in that the processing can be set to be in use by permit type rather than being an all or nothing functionality.

Permit Status

If your organization uses tag points to isolate assets before work is done, permit status processing becomes very important when working with Permit records. Permit statuses are restricted based on tag point statuses. For instance, all tag points must be in Tagged status before the permit status can be changed to Secured. These relationships are outlined in detail below.

Allowed changes: **Created** to Pending Approval, Approved, or Canceled.

Allowed changes: **Pending Approval** to Approved, Created, or Canceled.

Allowed changes: **Approved** to Active, Created, or Canceled.

Allowed changes: **Active** to Created, Approved, Closed, Canceled, or Secured.

Allowed changes: **Secured** to Permitted. All tag points must be in Tagged status. Secured to Active when no tag points are in Verified status.

Allowed changes: **Permitted** to Released or Suspended. All tag points must be in Released status before the entire permit can be released.

Created

Indicates that the permit has been created. The only valid status changes from Created status are to Pending Approval, Approved, or Canceled.

Pending Approval

Indicates that the user is ready to route the permit for approval. The only valid status changes from Pending Approval status are to Created, Approved, Active, or Canceled.

Approved

Indicates that the permit has been authorized. The only valid status changes from Approved status are to Active, Created, or Canceled.

Active

Indicates that the permit is complete and ready to be used. The only valid status changes from Active status are to Created, Approved, Closed, Canceled, and Secured.

Before a permit status can be set to Active, you must assign an employee to each of the Qualifications listed in the Qualifications view. To change the status from Active to Secured, all of the tag points must be in Tagged status.

Tag points can still be added to the permit when it is in Active status.

Secured

Indicates that all of the tag points are in Tagged status and the asset is ready to be worked on as soon as the isolation procedures have been verified.

The only valid status changes from Secured status is to Permitted or back to Active status. In order to change the permit from Secured status to Permitted status, all of the tag points must be in Tagged status. If none of the tag points are in Verified status yet, the status can be changed from Secured to Active.

If the permit is in Secured status and the Verify All action is selected, the system sets all Verified tag points to Tagged status and asks the user how Released tag points should be processed.

Permitted

Indicates that all of the tag points have been verified, the asset is secure, and work can begin. The only valid status change from Permitted status is to Suspended or Released. In order to set the permit status to Released, all of the tag points must be in Released status. Tag points can be added when the permit is in this status.

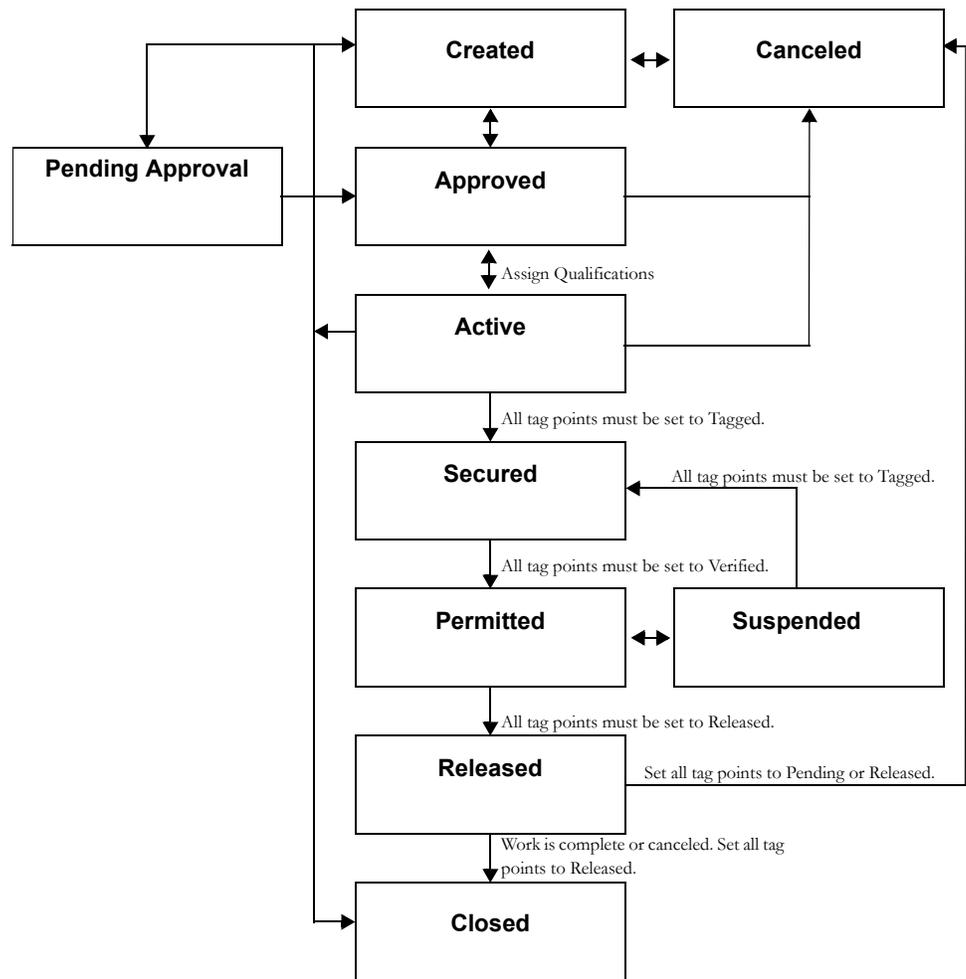
The permit status would be changed from Permitted to Suspended if any changes needed to be made to any tag points. If a change is necessary on a tag point, that tag point's status must be changed to Lifted before any changes can be made. The system will also allow a mix of tag points in Released and Verified status. The permit can be changed to Suspended status, changes can be made to the tag points, and the permit can be changed back to Permitted status with the tag points still in these various statuses.

When the permit goes from Permitted to Suspended status, all Secured tag points are set to Released status. All tag points in other statuses are reset to Tagged.

<p>Allowed changes: Suspended to Secured or Permitted.</p>	<p>Suspended Indicates that work on the asset has been halted. Users would normally suspend the permit to make changes to the tag points. The only valid status change from Suspended is to Secured or back to Permitted status.</p> <p>When the permit status is changed to Suspended the system automatically sets the Tag Point Changes In Progress? indicator to show other users that changes are in progress. Tag points can be added or existing tag points can be modified when the permit is in this status. All tag points must be returned to Verified status via the following process before the permit can be returned to Permitted status.</p> <p>If the Tag All action is selected when the permit is in Suspended status, all tag points are set to Tagged status except the tag points that were in Released status. At this point, tag points in Released status stay in Released unless the user indicates that they should be reset to Tagged status.</p> <p>To return the permit status to Permitted after suspending it:</p> <ol style="list-style-type: none"> 1. Any tag points that are in LIFTED status must be changed to Tagged status. 2. Once all tag points are in Tagged status the permit status can be changed to Secured. 3. Once the permit status is changed to Secured, all of the tag points must be changed to Verified. 4. Once all tag points are changed to Verified, the permit status can be changed to Permitted. <p>The permit must be in Suspended status before the tag points can be released.</p>
<p>Tag points must be placed in Lifted status to be modified.</p>	<p>Released Indicates that the tag points can be brought back on line. Most likely work on the asset is complete and the lockout process is at an end. The only valid status change from Released is to Closed or Canceled.</p>
<p>Allowed changes: Released to Closed or Canceled.</p>	<p>Closed Indicates that work is complete and the permit is closed. The system will not allow the permit status to be set to Closed if any tag points are in any status other than Released.</p>
<p>All tag points must be in Released status before the entire permit can be released.</p>	<p>Canceled Cancels the entire permit. When you set a permit status to Canceled, the system opens a window to ask why you are canceling the permit. You can select a reason code from the list of values, which is controlled by a code table.</p> <p>Tag points can only be set to Canceled status by the system when the permit status is set to canceled first. This processing will not allow the permit status to be set to Canceled if any of the tag points are in a status other than Pending or Released. The only valid status change from Canceled is to Created.</p> <p>The following diagram represents allowed permit status changes as well as the tag point status and other conditions required for those status changes.</p>
<p>Allowed changes: Canceled to Created.</p>	

Permit Status (Process Flow)

Permit Status Changes



Statuses for Tag Point Processing

One of the most important features of the Lockout/Tagout functionality is the ability to track and control the status of each tag point as work is being completed on the asset. This information can be very useful in ensuring that safety measures are completed in the correct order. Each time a tag point status is changed, information about the change is recorded in the Permit Log. The system will not allow tag point statuses to be changed unless particular conditions are met and the Permit record is in the proper status. Statuses include:

Pending

Initial status for tag point. No lock or tag has been applied. The only allowed status change for a tag point in Pending status is to Tagged. The permit must be in Active status, and the Current Position must be the same as the Lockout Position before this status change can be made.

Allowed change: Pending to Tagged. The permit must be in Active status.

Tagged

Indicates that the Lock or Tag has been applied. The only allowed status change for a tag point in Tagged status is to Verified. The permit must be in Secured status. The system checks to make sure that the tag point has a Lockout Sequence number and a Release Sequence number when this status change is made. The Tagged By field must be filled in when the status is changed to Tagged.

Allowed change: Tagged to Verified. The permit must be in Secured status. Tagged to Pending only when Permit is in Active status.

Verified

Indicates that the Lock or Tag has been inspected by an authorized person and that the tag point has been isolated properly. The Verified By field must be filled in when the status is changed to Verified. The only allowed status change for a tag point in Verified status is to Lifted or Released.

The permit must be in Suspended status for the tag point status to be changed to Lifted. When the tag point status is changed from Verified to Lifted, the system clears the Verified By and Tagged By fields for that tag point only.

For the status to be changed to Released, the permit must be in Suspended status, and the Current Position must be the same as the Release Position.

Allowed changes: Verified to Lifted or Released. The permit must be in Suspended status to change to Lifted. To change to Released the permit status must be Permitted.

Lifted

Indicates that the Lock or Tag has been removed temporarily. The only allowed status change for a tag point in Lifted status is back to Tagged.

Allowed change: Lifted to Tagged.

Released

Indicates that the Lock or Tag has been removed. The Released By field must be filled in when the status is changed to Released. The only allowed status change is to Canceled.

The Current Position and the Released Position must be the same in order to change the status to Released unless the Locked at Release indicator is set. The system also searches other permits to make sure that the same tag point is Released on other records as well. If it is not Released on any other record, the system displays an error message and indicates which permit does not have the proper status.

Once a tag point has been Released the processing is complete and the tag point cannot be returned to any other status.

Allowed change: Released to Canceled only if the permit is canceled.

Canceled

The tag point status can only be set to Canceled by the system when the permit status is set to Canceled by a user.

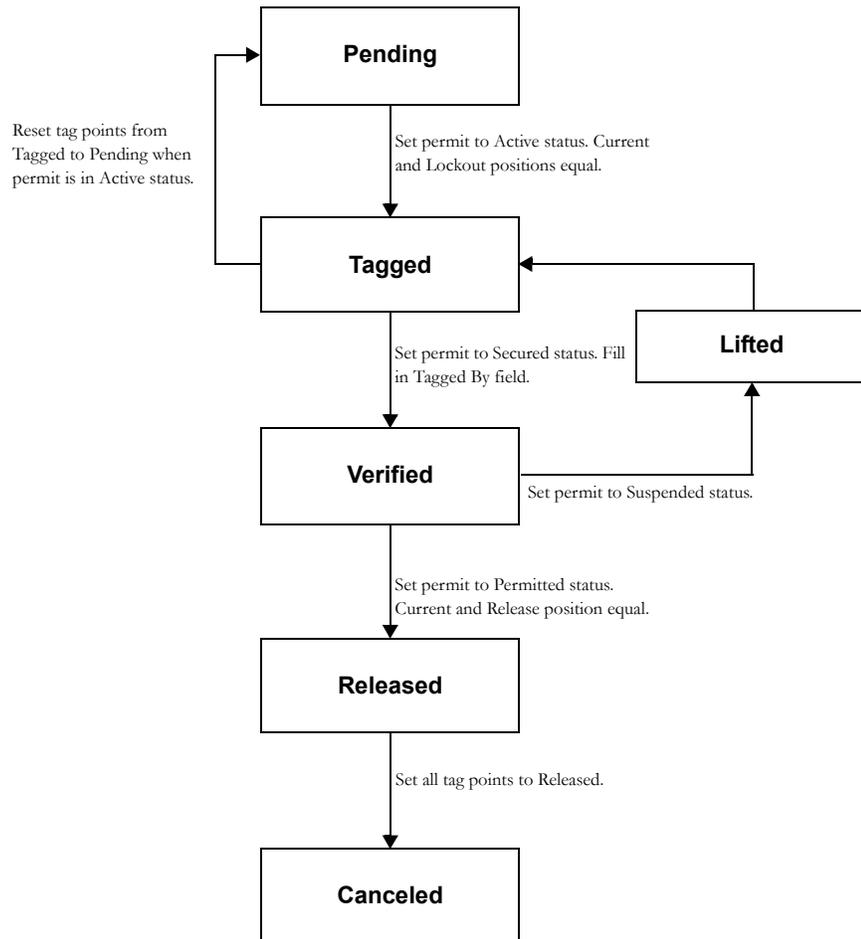
The following diagram represents allowed tag point status changes as well as the permit status and other conditions required for those status changes.

Tag points can only be canceled when the Permit record is canceled and all of the tag points are in Released status.

States for Tag Point Processing

Updates to permit statuses are restricted based on tag point statuses. For instance, ALL tag points must be in TAGGED status before the permit status can be changed to SECURED.

Tag Point Statuses



Tag Point Fields on the Permit

The following fields are only present on a Permit record when the selected permit type has the Tag Pt Ctrl rule key in the Permit Types business rule set to allow tag point processing. The remaining fields are described in the guide for regular permits.

Tag Point Changes In Progress - Since work can continue on a permit even when an update is being made to tag points, the system uses this indicator to let other users know when permit tag points are being modified.

When the permit status is changed to Suspended, the system automatically checks this indicator. Changes can be made to the permit at this time. When the permit status is changed back to Permitted, the system un-checks the indicator.

Tag Point Summary - This section shows the number of tag points active on the permit and their current statuses.

Tag Point Views on the Permit

The following views are only present on a Permit record when the selected permit type has the Tag Pt Ctrl rule key in the Permit Types business rule set to allow tag point processing. The remaining views are described in the guide for regular permits.

The views related to tags can be used to:

1. Maintain statuses and other data for each individual tag point.
2. Add and delete tag points in groups or individually.
3. Identify the person that Tagged, Verified, and Released the tag point.
4. Identify the person responsible for the isolation procedures indicated on the permit.
5. Log changes to tag points (status changes, additions, or deletions) and ownership.

Tag Lockout (List) and Tag Release (List)

The Tag Lockout (List) view screen shows a listing of tag points that have to be isolated in order to complete work on the asset. The Tag Release (List) view shows a listing of tag points that have to be brought back on line after work is completed on the asset. The system populates both of these views from the Tag Points record. All changes to the information must be made in the Tag Points (Detail) view.

Users with the necessary level of authority can add or delete tag points if necessary by selecting Add Tag Points from the Actions list and by adding or deleting them manually from the Tag Lockout or Release (List) views. Tag point add or delete tag points the rule keys in the Permit Processing Business Rule must be set to YES.

Seq	Status	Current Position	Required Position	Lockout Action	Description	Tag Point ID	Asset ID
1	PENDING	OFF	OFF	turn it off		T	LBTP1
2	PENDING	ON	ON	flip it up		T	LBTP2
3	PENDING	OPEN	OPEN	open it		T	LBTP3
4	PENDING	NEUTRAL	NEUTRAL	wipe it off		T	LBTP4
5	PENDING	NEUTRAL	NEUTRAL	clear it		T	LBTP5

PENDING	TAGGED	VERIFIED	LIFTED	RELEASED	TOTAL
5	0	0	0	0	5

Seq	Status	Current Position	Required Position	Action	Description	Tag Point ID	Asset ID
1	PENDING		OFF	turn it off		T	LBTP1

Tag Lockout (List) view

Seq	Status	Current Position	Required Position	Release Action	Description	Tag Point ID	Asset ID
1	PENDING	NEUTRAL	NEUTRAL			T	LBTP5
2	PENDING	NEUTRAL	NEUTRAL			T	LBTP4
3	PENDING	CLOSED	CLOSED	close it		T	LBTP3
4	PENDING	OFF	OFF	flip it down		T	LBTP2
5	PENDING	ON	ON	turn it off		T	LBTP1

PENDING	TAGGED	VERIFIED	LIFTED	RELEASED	TOTAL
5	0	0	0	0	5

Seq	Status	Current Position	Required Position	Action	Description	Tag Point ID	Asset ID
5	PENDING		ON	turn it off		T	LBTP1

Tag Release (List) view

Seq - Each step (tag point) for isolating the asset is numbered sequentially to indicate the order in which the steps should be performed. The steps for release are not necessarily in the reverse order of the Lockout procedure, so it is important to follow the Release order carefully.

Status - Statuses give the user information on where each point is in the process. Possible statuses include Pending, Tagged, Verified, Lifted, Released, and Canceled. Please review the User Guide section regarding tag point statuses for more information.

Current Position - This field indicates the current state of the tag point. For example, if a valve is usually open, the value for this field would be Open. If you need to close the valve to lock the tag point and work on the asset the user should change the value for the field to closed.

Required Position - This field indicates the state that the tag point must be in to secure the asset or to bring it back on line. Before the tag point status can be changed to Tagged or Released the Current Position and the Required Position must be the same to indicate that the tag point is in the proper position.

Lockout Action/Release Action - This field indicates the action that is to be performed on the tag point to secure the asset, or to bring it back on line.

Description - Describes the asset and/or the procedural step depending on how it was originally entered on the Tag Points record.

Tag Point ID - This field indicates the ID for the Tag Point record being referenced.

Asset ID - Shows the ID for the asset that the action should be performed on.

The bottom of the screen shows the number of tags that are in a given status and the total number of tags.

You can only change tag point statuses in the Tag Point (Detail) view. Users with the necessary responsibilities set can also delete a tag point in this view.

Tag Points (Detail)

Only the Current Position, Status, Locked at Release indicator, the Primary Isolation Point indicator, the Tagged By, Verified By, and Released By fields can be modified on this screen. Tag Point records can only be created, updated, or deleted when the permit is in Created or Suspended status. The Primary Isolation Point can only be changed when the permit status is Created, Pending Approval, or Suspended.

Select Tag Points (Detail) from the Views list to display in depth information about each individual tag point. All of the information is carried over from the Tag Point record.

Tag Points (Detail) view

Note: Changes can only be made to a tag point when it is in Pending or Lifted status.

Whenever changes are made to Tag Point records, the system updates the Permit Log with the changes. This feature is useful in helping your organization to monitor tag point activity.

From the Tag Points (Detail) screen you also have access to three actions: Tag All, Verify All and Release All. These options are only viewable on the Actions list if the user's Responsibility profile has been specifically set to show them.

Status - Please review the section regarding [Statuses for Tag Point Processing](#) for more information. The unlabeled field next to the status field shows that time and date that the status was last updated.

Current Position - This field indicates the current state of the tag point. For example, if the tag point is a generator that should be either ON or OFF, the field value will be either ON or OFF depending on the state of the generator.

Primary Isolation Point - A check in this box indicates that this tag point is the most critical step in the Lockout procedure. This may be the location where all employees hang their identification tags to show that they are working on a particular job or it could be the main circuit breaker that would disconnect power and complete a shut down procedure once all of the other safety or lock-down points are secured. Only one tag point can be the primary. The Primary Isolation Point can be changed with the permit status is Created, Pending Approval, or Suspended.

If the Primary Isolation point is changed, the record that originally had the indicator checked will be unchecked. Updates to the Primary Isolation Point are recorded in the Permit Log.

If all of the tag points have been Tagged and Verified, the permit must be in Suspended status for the Primary Isolation Point to be changed. After all the necessary changes are completed to the Tag Point (Detail) information, the normal status processing associated to Suspended permits is applied.

Locked At Release - Check this indicator to override the system's validation of Release Position. If for some reason the tag point has been left in the Lockout Position and should remain in that position even after work is complete and the tag point is released, you can check this box so that the system will allow the tag point status to be set to Released without the Release Position and the Current Position being the same.

The Lockout Sequence and the Release Sequence can only be changed if the Allow Tag Point Update rule key in the Permit Processing Business Rule is set to Yes. Lockout Sequence can also only be changed when the tag point is in Pending or Lifted status and the Tag Point Changes in Progress indicator is checked. The Release Sequence can also only be changed when the tag point is in Pending, Lifted, or Verified status.

In order for the system to correctly enforce tag point release processing all, tag points require a unique Asset ID. If a tag point is present on two or more permits in Tagged or Verified status, the Locked At Release indicator must be checked on the Tag Point record that needs to be released.

Lockout Seq and Position / Release Seq and Position - These fields indicate the necessary state of the tag point for it to be Locked out or Released. These fields are populated by the system using the information entered on the Tag Points record showing the proper sequence number for this specific tag point at the Lockout stage, the Release stage, and the appropriate Lockout and Release positions.

Enter the tag point's current position to enable status changes. For instance, the system will not allow you to change the status to Tagged unless the Current Position and the Lockout Position are the same. In this way the system validates that the lockout point is in the correct position before allowing work to continue.

The Lockout Sequence and the Release Sequence can only be changed if the Allow Tag Point Update rule key in the Permit Processing Business Rule is set to Yes. Lockout Sequence can also only be changed when the tag point is in Pending or Lifted status and the Tag Point Changes in Progress indicator is checked. The Release Sequence can also only be changed when the tag point is in Pending, Lifted, or Verified status.

Lockout Action/ Release Action - Indicates the action that must be performed to isolate the asset.

Asset ID - The system populates this field with the unique identifier for the asset that the tag point is related to.

Building and Location - The system populates these fields with the physical location of the asset being worked on. This information is taken from the Asset record in the Resource subsystem.

Source Type, Magnitude, and Breaker Panel - The system populates these fields with the information that was entered in the Tag Points record.

Valve Tag - The Valve Tag field is an additional information only field that can be used to indicate further details.

Lockout Information - The fields in the lockout information allow you to enter details about the lockout device, an ID, location, and description of the device. The lockbox ID can be manually entered or selected from the list of values. The Lockout Device must be a stock code from within the system. The Device Description is automatically entered when the device is entered.

Tagged, Released, and Verified By Fields - These fields can be used to record the username of the person that applied the tags, verified the tags were secure, and released the tags. The lists of values only show active employees.

Adding Tag Points

The ideal set-up and use of tag point/permit functionality would be to create tag points, add them to tag lists, then associate the tag lists to assets. The system automatically adds the permit and tag list to the Permit Template Requirements on the asset and whenever you create a work record referencing the asset the permit along with the appropriate tag points is automatically associated to the work record via the tag list.

However, there may be situations where it becomes necessary to add additional tag points to a permit after the original tag points have been established. You have the option of copying tag points from another permit template, copying tag points from another permit, or creating new tag points. You can add to permits in Created, Active or Suspended status if your business rule settings and responsibilities allow it.

To add Tag Points, the following conditions must be met:

1. The Allow Tag Point Update rule key in the Permit Processing business rule must be set to Yes;
2. The user's responsibilities must be set properly;
3. The Permit status must be in Created, Permitted or Suspended status;
4. An Asset ID must be entered on the Permit header.

If these conditions are not met, the Add Tag Points action does not appear on the Actions list.

The system makes sure that no duplicate Tag Points are added to the Permit.

If the Tag Point being added has the Primary Isolation Point indicator set, the indicator is cleared when the Tag Point is copied to a LOCK type permit. For all other types of permits, the indicator remains set when the record is copied to the Permit. After the points are copied, you can reset the Primary Isolation Point in the Tag Point (Detail) view if necessary.

In most cases, if the Tag Point being added has the Primary Isolation Point indicator set, the indicator remains set when the record is copied to the Permit. However, the Primary Isolation Point indicator is cleared if the Tag Point is added to a LOCK type permit. After the points are copied, you can reset the Primary Isolation Point in the Tag Point (Detail) view if necessary.

The Tag Points being added are inserted in Pending status and retain the same Lockout Sequence and Release Sequence as on the record they were copied from. You can change the

sequence numbers for both the original and the new Tag Points as long as the Permit is in Created or Suspended status and the Tag Point is in Pending or Lifted status.

After new Tag Points are added they can be set to Tagged and Verified status and work can continue.

How to Add Tag Points to a Permit Record

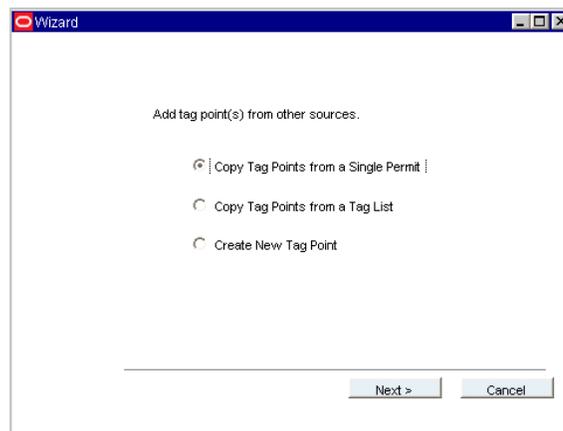
1. Open the appropriate Permit record.

Make sure that the permit status is set to Created, Active, Permitted, or Suspended.

2. Select Tag Point (Details) from the Views list.

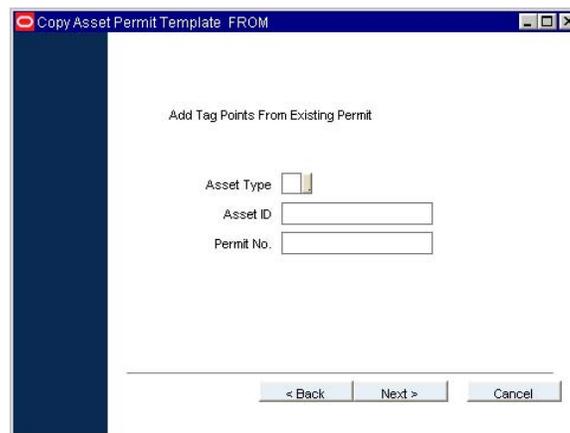
3. Select Add Tag Points from the Actions list.

The Permit Wizard opens.

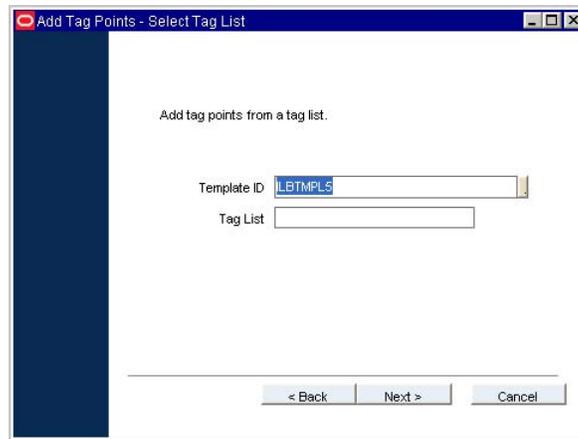


4. Select the desired option.

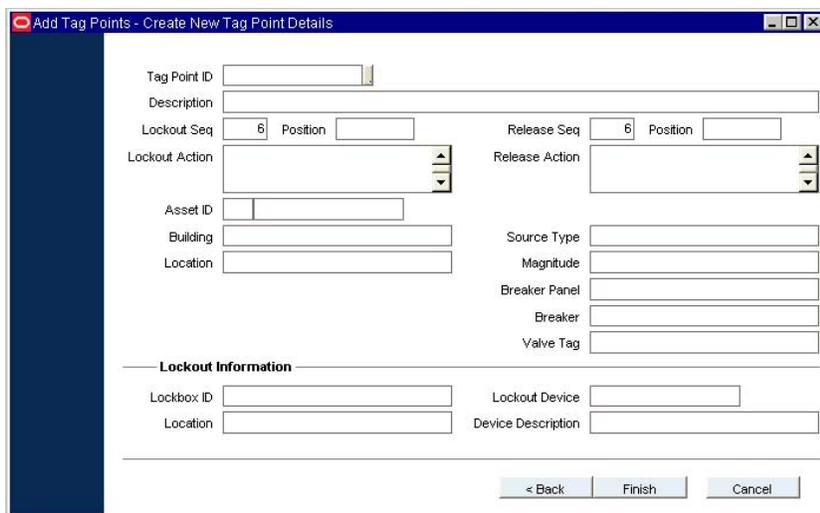
Depending on your selection the system will open one of the following screens:



Copy Tag Points from a Single Permit



Copy Tag Points from a Tag List

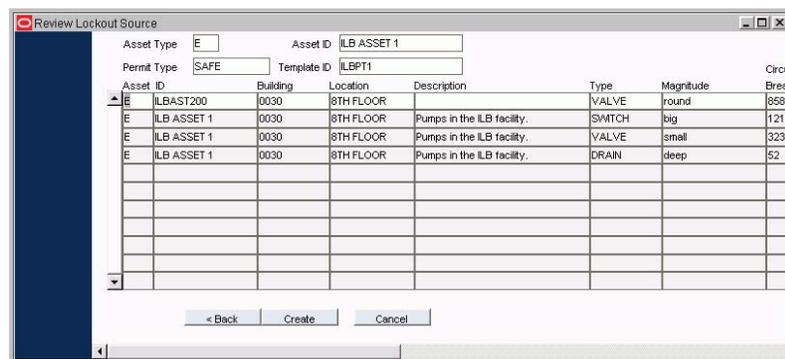


Create New Tag Point

You can choose to enter search criteria for the permit or not. Once you click next you must verify the lockout sources.

5. Fill in the necessary information and click the Finish button.

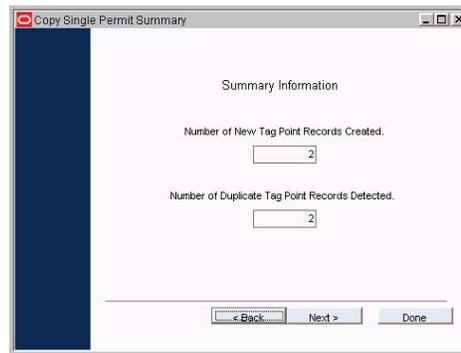
The system shows a listing of the tag points that are being copied.



This screen does not open if you chose to create a new permit.

6. Click the Create button.

A window showing the summary of items copied displays.



7. Click the Done button.

The new tag points are added.

When a new tag point is added to a permit, it must be Tagged then Verified before the Permit record can be returned to Permitted status.

If a tag point being added has the Primary Isolation Point indicator set, the indicator remains set when the record is copied to the permit. After the points are copied, you can reset the Primary Isolation Point in the Tag Point (Detail) view if necessary.

The tag points being added are inserted in Pending status and retain the same Lockout Sequence and Release Sequence as on the record they were copied from. You can change the sequence numbers for both the original and the new tag points as long as the permit is in Created, Permitted or Suspended status and the tag point is in Pending or Lifted status.

After new tag points are added they can be set to Tagged and Verified status and work can continue.

How to Modify the Primary Isolation Point, Lockout Sequence, or Release Sequence for a Tag Point

After you add new tag points, you may need to change the Primary Isolation point or modify the Lockout or Release sequence.

- 1. Make sure that the permit is in Created or Suspended status.**
- 2. Select Lockout or Release (List) from the Views list.**
- 3. Highlight the tag point that you want to modify.**
- 4. Select Tag Point (Details) from the Views list.**
- 5. Change tag point status to Lifted.**

If the tag point is already in Pending status, changes can be applied without setting the status to Lifted.

It is also not necessary to change the status to Lifted if you want to change the Primary Isolation Point. Simply click the box to place a check in it.

- 6. Make necessary changes.**
- 7. Click Save.**
- 8. Change the tag point status back to the Tagged or Verified.**

Deleting Tag Points

You can delete tag points in the Tag Lockout or Release (List) views or the Tag Point (Detail) view. Before you can delete tag points the permit must be in Created or Suspended status. Open the Tag Point (Detail) record for the tag point that you want to delete and click the Delete icon. The system creates a log entry indicating when the tag point was deleted and by whom.

Tag points can only be deleted when the Allow Tag Point Update rule key in the Permit Processing Business Rule is set to Yes.

Lockout/Tagout Actions

In addition to standard actions, the following can be completed from within the module.

Tag All Action

As a shortcut you can select Tag All from the Actions list to set the status to Tagged for all tag points. The system also sets the Current Position to equal the Lockout Position. This action saves you from having to change the positions and statuses one by one.

When this Action is selected the system opens a dialog box that prompts for the username of the person who placed the tag. The system then fills in the Tagged By field with that name.

Verify All Action

Select Verify All from the Actions list to indicate that all of the tag points have been properly reviewed. All of the tag point statuses must be set to Tagged before this action can be performed. If the Verify All action is executed and any Tag Point record has a status other than Tagged, the system displays an error message.

When this Action is selected the system opens a dialog box that prompts for the username of the person who verified the tag. The system then fills in the Verified By field with that name.

Release All Action

Select Release All from the Actions list to set the status of all tag points to Released. Released status indicates that work has been completed on the asset and the tag points can be reset to their working position. The existing tag point statuses must be Verified before you can execute this action. If the Release All action is executed and any of the tag points has a status other than Verified, the system displays an error message.

The permit must be in Suspended status before the Release All Action can be used. When you select the action, the system opens a dialog box that prompts for the username of the person who removed the tag. The system then fills in the Released By field with that name.

Exporting the Tag Point List

Select Export Tag Point List from the Actions list on the Tag Lockout or Release screens to create an export of the list. The system uses standard Export processing to accomplish this task.

Chapter 18

Tag List

Use the Tag List module to create reusable lists of tag points that can be attached to assets and permits to support lockout/tagout processing.

Tag List Records

The most efficient way to create a tag list is to open the Tag Point module, search for the tag points that should be included on the list, then select “Create Tag List” from the Actions list on the results of search screen. You can also create a tag list by manually adding tag points to the Tag List record.

Primary Tag Point ID	Tag Point Description	Seq	Position	Action	Lockout	Release
<input checked="" type="checkbox"/> 0000000000000072	Tag Point.LB	1	OFF	turn it off	5 ON	turn it off
<input type="checkbox"/> 0000000000000073	Tag Point.LB	2	ON	flip it up	4 OFF	flip it down
<input type="checkbox"/> 0000000000000078	Tag Point.LB	3	OPEN	open it	3 CLOSED	close it
<input type="checkbox"/> 0000000000000080	Tag Point.LB	4	NEUTRAL	wipe it off	2 NEUTRAL	
<input type="checkbox"/> 0000000000000123	Tag Point.LB	5	NEUTRAL	clear it	1 NEUTRAL	

Tag List record

After tag points are added, you must enter sequence numbers to indicate the order in which the tag points should be locked and released. The record status can not be changed to Active until this is complete.

The following fields are included:

Status - Valid statuses are Active, Inactive, and Created. New records remain in Created status until you enter the appropriate sequence numbers and set the status to Active to indicate that the tag list is available to associate to assets and permits. The record cannot be updated if it is in Inactive status.

Primary - Select the tag point that is considered the most critical step in the Lockout procedure according to your business processes. This may be the location where all employees hang their identification tags to show that they are working on a particular job or it could be the main circuit breaker that would disconnect power and complete a shut down procedure once all of the

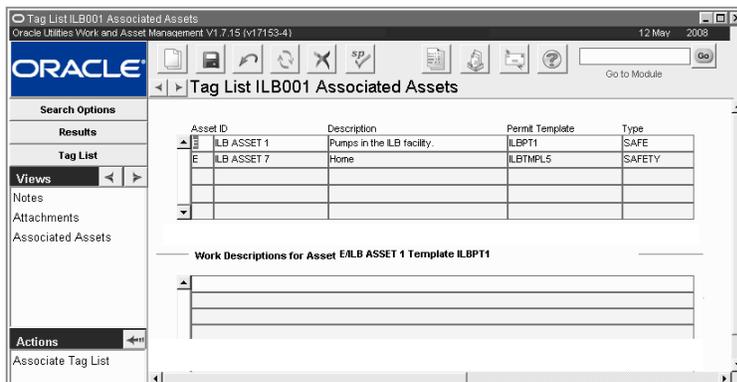
other safety or lock-down points are secured. Only one tag point can be the primary. The remaining fields on the Tag List record are the same as the fields on the tag point.

Tag List Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Associated Assets

Use the Associated Assets view to review or create a list of assets to which the tag list applies.



Associated Assets view

Tag lists are particularly useful in that they can be attached to more than one asset. If modifications are made to a tag point that is included on the list, that change is automatically reflected on the associated assets. This eliminates the need to locate the tag point on each individual asset and make the change multiple times.

Work Description for Tag List - You can use the fields in the bottom section of the screen to enter text describing the type of work that would need to be done on the asset in association with the tag points. You can also enter other informational text. This is carried over to the Permit Template Requirements view on the referenced asset.

How to Associate a Tag List to an Asset

1. Open a Tag List record in Active status.
2. Select Associated Assets from the Views list.
3. Select Associate Tag List from the Actions list within the view.
4. Enter the appropriate Asset ID and Permit Template ID to associate.

The lists of values show assets and permit templates in active status.

5. Click the Finish button.

The system adds the asset and permit template to the listing of associated assets in the Tag List module. The permit template and tag list are added to the Permit Template Requirements view of the Asset record.

Chapter 19

Tag Points

The Tag Point module allows you to identify areas on an asset that may need to be shut down, disconnected, or otherwise isolated, before work begins on the asset. Each area would be defined as a tag point.

Tag Point Process

Isolation points should be established when an asset is initially put into the system or shortly after. Although this information can be modified later, these are procedures that should be well defined before any work is done on the asset.

The following steps define the ideal process flow for establishing tag points for assets:

1. Create tag points in the Tag Points module
2. Create tag lists in the Tag List module using tag points
3. Associate the tag lists along with permit templates to assets using the Tag List module
Permits with Tag List IDs are automatically listed in the Permit Template Requirements view on the Asset record when the association is made.
4. Reference the asset on work orders
Associated permits are automatically listed in the Permits view of the Work Order record when the asset is referenced.
5. Create permits in the Work Order module based on the association with the asset

Note: Please refer to the guide titled Permits Using Lockout/Tagout for more information on general lockout/tagout functionality.

Once tag points are established and are organized as systems in tag lists, they can be attached to multiple assets. If a tag point exists on a tag list, any changes made to the tag point cascade to the tag list when they are saved. In this way, tag lists are kept up to date with current tag point information, and any new permit using the tag list will likewise be kept up to date. As work records are created for the assets associated with the tag list, the system automatically carries over tag point information via permits so that users have easy access to isolation information.

Tag Point Records

Details such as lockout and release positions for the tag point, lockout device and description, and other details are defined here in the Tag Points module. The module also provides space to indicate the steps to isolate the asset as well as steps for bringing the asset back on line. Associate tag points to a primary asset, or on any related assets that need to be shut down, disconnected, or otherwise isolated, before work begins.

You can also attach procedures to the Asset record to detail the lockdown process, but using tag points and tag lists is a more direct method of including this procedural information with the Asset record.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v17153-4) interface. The main window displays a Tag Point record for IBTP001. The record is active and has a description of 'shut off valve'. The Category is VALVE and the PID is 552. Lockout Position is OFF and Release Position is ON. Lockout Action is 'Turn it off' and Release Action is 'Turn it on.' The Asset ID, Building, Location, Lockout Device, Device Description, Source Type, Magnitude, Breaker Panel, Breaker, and Valve Tag fields are empty.

Tag Point record

The following fields are included:

Tag Point ID and Description - Depending on your system configuration the Tag Point ID may be manually entered or automatically generated by the system. A description is required and can be entered in the free-form Description field.

Status - Possible statuses are Active and Inactive. The record can be placed in either status at any time. An inactive tag point cannot be added to tag lists or permits.

Category - Use the Category field to classify the tag point. This field is controlled by a validated list of values defined in a code table.

PID - PID stands for “Piping and Instrumentation Diagram Number.” This field is allows free form text entry and is informational only.

Lockout Position / Release Position - These fields indicate the state that the tag point must be in to secure the asset or to bring it back on line.

Lockout Action/ Release Action - Indicates the action that must be performed to isolate the asset.

Asset ID - When an asset ID is selected, the building, location, breaker panel and breaker from the Asset record are automatically populated.

Building and Location - The system populates these fields with the physical location of the asset being worked on. This information is taken from the Asset record in the Resource subsystem.

Source Type, Magnitude, Breaker Panel, Breaker and Valve Tag - The Source Type and Magnitude fields indicate what type of setting is being adjusted and what value should be set. For example, a temperature might be set to a tolerable level for the safety of the worker, while an air pressure setting might simply be reduced to one atmosphere. The Source Type field has an associated list of values which is controlled by a code table. The Magnitude field is a short free-form field, you can enter both isolation and release (or reintegration) settings.

If the isolation process requires circuit breaker settings, they can be entered in the Breaker Panel and Breaker fields. The Valve Tag field is an additional information only field that can be used to indicate further details.

Lockout Device and Description - If you indicate an actual lockout device, the device must be defined in the Catalog module with a stock code. The list of values for this field only shows stock codes in active status.

How to Associate a Tag List to an Asset

1. Open the Associated Assets view in the Tag List module.
2. Select Associated Assets from the Views list.
3. Select Associate Tag List from the Actions list within the view.
4. Enter the appropriate Asset ID and Permit Template ID to associate.

The lists of values show assets and permit templates in active status.

5. Click the Finish button.

The system adds the asset and permit template to the listing of associated assets in the Tag List module. The permit template and tag list are added to the Permit Template Requirements view of the Asset record.

Tag Point Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Where Used

Select Where Used from the views list to see a listing of all the permits and assets where the tag point is referenced. This listing shows where the tag point is on permits with statuses of Approved, Active, Secured, Permitted and Suspended. The Asset ID displayed is from the permit header, not the Tag Point Details view on the permit.

Permit	Status	Description	Asset ID
CD1-P-T9	ACTIVE	CD's Permit Template T9	T CD1-T9

Where Used view

Tag Point Actions

In addition to standard actions, the following can be completed from within the module.

Create Tag List

The Create Tag List action is only available from the Results of Search screen. Select the action from the Actions list to open a the wizard which will guide you toward the creation of a tag list. If the action is selected with several results from a search shown, the system automatically includes all of the tag points in the results that are in Active status.

After you create the tag list, you must still open the Tag List record to enter sequence numbers for the tag points as they appear on the list and to set the record to active so that the tag list can be used.

Adding Tag Points Directly to Permits

The ideal set-up and use of tag point/permit functionality would be to create tag points, add them to tag lists, then associate the tag lists to assets. The system automatically adds the permit and tag list to the Permit Template Requirements on the asset and whenever you create a work record referencing the asset the permit along with the appropriate tag points is automatically associated to the work record via the tag list. However, once permits are established, you can add tag points to them directly as well. You can add to Permits in Created, Active or Suspended status if your business rule settings and responsibilities allow it. This can be completed by selecting Add Tag Points from the Actions list in the Permit module.

How to Add Tag Points to a Permit

1. **Navigate to an existing Permit record in Created, Active, or Suspended status.**
2. **Select the Tag Point (Detail) view.**
3. **Select Add Tag Points from the Actions list.**

When a new tag point is added to a permit, it must be Tagged then Verified before the Permit record can be returned to Permitted status.

4. **Follow the steps in the wizard to add tag points.**

Choose to add individual tag points, copy some tag points from a tag list, or to create a new tag point.

When you add from an existing permit you have the option to narrow down by Asset ID. You can also leave the asset fields blank and just select from all available permits.

Likewise if you choose to add from a tag list, you can narrow down by permit template, or not.

If a tag point being added has the Primary Isolation Point indicator set, the indicator remains set when the record is copied to the permit. After the points are copied, you can reset the Primary Isolation Point in the Tag Point (Detail) view if necessary.

The tag points being added are inserted in Pending status and retain the same Lockout Sequence and Release Sequence as on the record they were copied from. You can change the sequence numbers for both the original and the new tag points as long as the permit is in Created or Suspended status and the tag point is in Pending or Lifted status.

After new tag points are added they can be set to Tagged and Verified status and work can continue.

Chapter 20

Fleet Asset

You have the option of tracking and recording information on your organization's vehicle assets in the general Asset module or in the Fleet Asset module. While the Asset module is equipped to hold a great deal of general information, the Fleet Asset module is specifically designed to hold data specific to vehicles such as Year, Make, Model, etc.

Due to differences in data requirements between assets and fleet assets it is NOT recommended that fleet assets be created in the standard Asset module. However, the Asset module can be used to associate warranties to fleet assets. Associating the warranty in this way also means that the standard Work Order module must be used to manage warrantied work.

Fleet Asset Records

The system uses the asset information that you enter in this module in other Fleet modules to record maintenance of the vehicle. As maintenance is performed, the system updates asset data as appropriate.

Enter all of the information required on the Fleet Asset record and the associated views.

The screenshot shows the Oracle Fleet Asset V ILB-V-001 record form. The form is titled "Fleet Asset V ILB-V-001" and is part of the Oracle Utilities Work and Asset Management V1.8.0 (v181-5) application. The form is displayed in a web browser window with the Oracle logo and navigation icons at the top. The form is divided into several sections: "Search Options", "Results", "Fleet Asset", "Views", "Actions", and "Components". The "Fleet Asset" section is currently active and displays the following information:

- Vehicle ID: V ILB-V-001
- Status: Active
- Description: Company car used in the ILB facility.
- Criticality: 5
- Class: 2AC1
- License No: [Empty]
- Class Type: [Empty]
- Current Meter Info: 73,452.00 MILES
- Shop: [Empty]
- Building: [Empty]
- Location: [Empty]
- Log Reviewer: [Empty]
- Parent Asset: [Empty]
- Organization: [Empty] Sub-Org: [Empty]
- Department: ILB1
- Area: ILBA1
- Account No: ILB1-Y-PROCESS-COMP-NONE-009
- RIVA Asset Type: [Empty]
- Planner: [Empty]
- Maint Manager: [Empty]
- Specifications: Year [Empty], Make JETTA, Model [Empty], Color [Empty]
- Checkboxes: Safety [], Health [], ISO Related [], Environmental []

Fleet Asset record

The following fields are included:

Vehicle ID - The Fleet Asset ID is comprised of the Fleet Asset Record Type and an ID. The Fleet Asset Record Type will always be set to V to signify that the Fleet Asset record is for a vehicle.

The associated lists of values for the following fields in the Fleet Asset module can be found in the listed Code Table in the Code Tables and Codes module:

Field	Code Table
Criticality	40
Shop	12
Building	25
Location	25
Make	67
Organization	10
Sub-Organization	

If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Status - The Fleet Status field enables you to “include” or “remove” the Fleet Asset ID from all other processing by simply setting the status to Active or Inactive. Inactive and Retired assets are not available for reference on other records. Fleet Asset records in Retired status cannot be updated.

Organizations that do not use depreciation can retire a asset by simply changing the status. If depreciation is in use, the asset must be retired through the Change Request module. In this case, the system checks the Retired check box on the Depreciation view and enters the retirement date.

Class - The Class field allows you to classify the vehicle in any way you like. An example would be to classify vehicles by the type of work they do, such as graders, rollers, shovels, etc.

Description - Remember that only the first few words of the description will be visible elsewhere in the system.

Criticality - Use the Criticality to indicate the work or safety impact that this vehicle. If the vehicle were to be taken off-line or break down, what work or safety effect would it have? Values from “1” to “9” represent ‘little or no impact’ to ‘severe production or safety impact’. This information is used by the system when Fleet Work Orders are generated for the asset. The Criticality helps determine the overall work priority.

License Number - Indicates the vehicle license plate number.

Current Meter Info - This field notes the last meter reading taken on the vehicle.

Shop - This field indicates which shop is responsible for maintaining the vehicle.

Building and Location - These fields indicate where the vehicle can generally be found.

Log Reviewer - This is the name of the person responsible for reviewing any Asset Activity Log records that are created for the asset. This person receives an alert when the Asset Activity Log record status is changed to Pending Review.

Year, Make, Model and Color - These fields are used to describe the vehicle so that it can be identified in a fleet lot. The Make and Model fields have associated lists of values which are linked so that the model list changes depending on the Make you select.

Parent Asset - Parent Asset information is only entered on Fleet Asset records that are children of another Fleet Asset record.

If you want to search for all the children for a given Fleet Asset record, enter the Fleet Asset ID into the Parent Asset ID field on the Fleet Asset Search Options window. The search returns a list of all “children” Fleet Asset record for the parent.

Organization and Sub-Organization - Organization and Sub-Organization allow you to identify which group and sub-group the vehicle belongs to.

Department, Area and Account Number - When work is done on this asset, the system applies related costs to the Department, Area, and Account indicated in these fields. Based on the Department and Area you enter (or if you leave them blank), the Account Numbers listed in the Account list of values is narrowed to only those Accounts with matching Department/Areas as entered on the Fleet Asset record.

Safety, ISO Related, Health, Environmental - These check boxes allow users to easily recognize equipment that has been identified as requiring special considerations for ISO, Safety, Environmental or Health reasons. This will ensure that the proper procedures, if necessary, are used in planning and working the jobs related to the asset. When a asset is entered on a Fleet Work Order, or Fleet Benchmark Work Order the system carries over the settings of each indicator. The indicators cannot be modified on work records. If the indicators are changed on

the Fleet Asset record after a work record that references the asset has been created the information is not updated on the older work records. Users can search work records by the indicator settings by selecting them on the Search Options screen of those records.

RIVA Asset Type - If your organization uses Riva asset planning software, you can record the RIVA asset type for the asset in this field. RIVA asset types are defined in Code Table 2502.

Maintenance Manager - The Maintenance Manager code determines which Maintenance Manager will bear the costs associated with the asset when work is done. The field is controlled by a list of values the system builds using the Maintenance Manager module in the Resource subsystem. When the asset is referenced on a work record, the maintenance manager will be defaulted in from the value indicated here.

Planner - The Planner field represents the person responsible for planning work and materials for the asset if your organization uses planning and scheduling when processing work records. The field is controlled by a list of values the system builds using the Planner Business Rule). When the asset is referenced on a work record, the Planner will be defaulted in from the value indicated here.

How to Create a Fleet Asset Record

1. **Select Fleet Asset under Fleet in the Maintenance subsystem.**
2. **Click the New icon.**

A New Fleet Asset record opens.

The system uses V (vehicle) as the ID type. This value cannot be modified. This distinguishes the fleet assets from other assets.

3. **Fill in the required fields.**
4. **Enter the Year, Make, Model, and Color of the vehicle in the Specifications area of the record.**
5. **Click the Save icon.**

Fleet Asset Views

In addition to standard notes, attachments, and approval views, the module includes the following:

[Manufacturer Warranty](#)

More Data

Enter additional vehicle information such as engine, tire, transmission, drive, fuel, vehicle license, title, and serial numbers by selecting More Data from the Views list. These fields can be useful in adding more detail to the description of the asset.

More Data view

Engine, Tire, and Transmission Size - The Engine, Tire, and Transmission Size fields are free form. They can be used to describe specific vehicle attributes.

Specification - Use this field to indicate which record from the Specification module applies to this vehicle.

Drive and Fuel Type - The Drive Type field indicates the type of transmission while the Fuel Type indicates the type of fuel to be used in the vehicle.

The Drive Type field is controlled By Code Table 38, and the Fuel Type field is controlled by Code Table 39.

Gross Vehicle Weight - This field indicates the vehicle's weight for transport and road use purposes.

License, Title and Serial Number - These fields contain key registration and identification information.

Options - Checking these check boxes indicates the presence of typical options.

Inspection Date - The Inspection Date field indicates the date of the last government inspection, for example, you might use it to contain the last smog check date.

Extras - The Extras field is a free form field that you can use to contain information about additional features. Your organization might also use it to contain other information such as the vehicles phone number, if applicable.

BOM ID - The Bill of Material ID field displays the reference number for any Bill of Materials record associated with the asset.

The associated list of values for the Bill of Material ID field is controlled by the Bill of Materials module.

Asset Activity Log

If you have information about the asset that needs to be recorded but you do not need to create a work order for it, you can use the Asset Activity Log module to store the information. Select Create Activity Log from the Actions list to open the a blank log record with some of the information from the Asset record that you are viewing filled in. Otherwise you can open the log module directly from the Resource subsystem.

Accounting

Select Accounting from the Views list to information necessary for accounting purposes. This includes the vehicle's original acquisition information, In Service Date and Retirement Date, the vehicle Residual Rate, and Warranty, Insurance, and Accident information.

The residual rate is derived according to your organization's business practices.

How to Associate a Warranty to a Fleet Asset Record

If you would like to associate more information about the warranty of a fleet asset than the Fleet Asset module allows, you must use warranty functionality in the Asset module. If you are using the Asset module to manage warranty processing for fleet assets, your overall business process should follow these guidelines:

1. **Create all fleet assets in the Fleet Asset module.**
2. **Open the fleet asset in the standard Asset module to associate a warranty.**
3. **Use the Work Order module (not Fleet Work Order) to manage work associated to the warranty for the fleet asset.**
4. **Manage all other data and information related to the fleet asset in the Fleet Asset module.**
5. **Manage all non-warranty work in the Fleet Work Order module.**

NOTE: Failure to adhere to this recommended practice could result in additional critical data and system processing errors.

Depreciation/Depreciation Accounts

These views are only needed if your organization uses depreciation functionality. Please refer to the document entitled "Depreciation" in the System Basics User Guide.

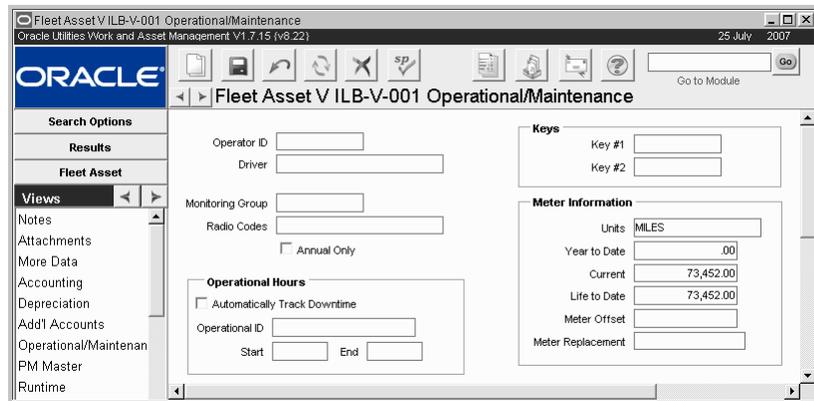
Additional Accounts

Select Additional Accounts from the Views list to set up alternate default accounts for the asset. If more than one default Account exists for the asset the system automatically displays a list of default Accounts for the user to select from when the asset is referenced on a Fleet Work Order.

The Department, Area, and Account entered are used for cost roll-ups. Based on the Department and Area you enter (or if you leave them blank), the Account Numbers listed in the Account list of values is narrowed to only the Accounts with matching Department/Areas.

Operational / Maintenance

Select Operational/Maintenance from the Views list to enter an Operator ID and Driver Name, Vehicle Key Numbers, the date the meter was replaced, Monitoring Group, Radio Codes, and Operational Hours. Remaining information (Units, Begin Year, Current, Life to Date, and Meter Offset) is maintained by the system and cannot be modified.



Operational Maintenance view

The Operational Hours fields can be used with information in the Operational Schedule module to automatically calculate vehicle downtime based on the in and out times entered on a Fleet Work Order.

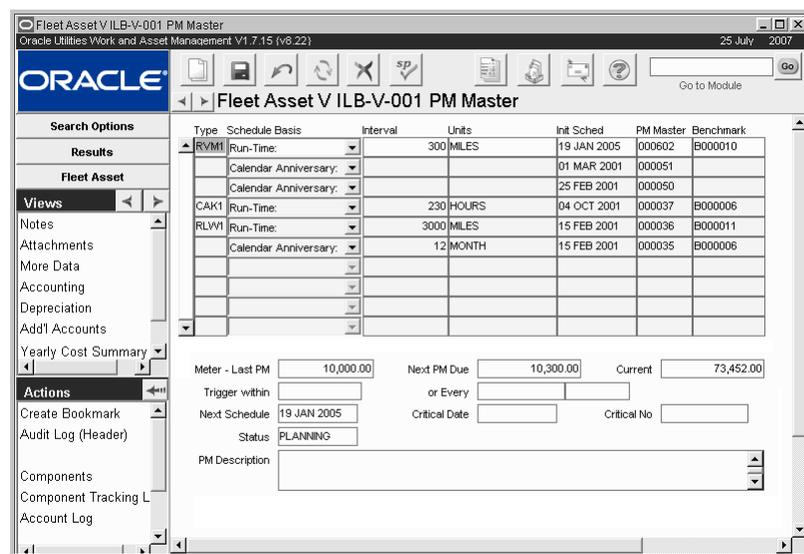
Automatically Track Downtime - Check this indicator to enable the automatic tracking of vehicle downtime.

Operational ID - Enter the Operational Schedule record to use when calculating vehicle downtime. Only Operational Schedule records in Active status appear on the list of values.

Start and End times are not required for the automatic calculation of vehicle downtime.

PM Master

The system can be set to automatically generate work orders for regular work that has to be done using PM Masters. The action of the system generating a Work Order is called “cycling a PM.” The user establishes a PM Schedule telling the system how often these automatic Work Orders should be created. When the time for the work comes up, the system references a Benchmark Work Order to use as a template for the new Work Order that it is to create. Once generated, the PM Work Order continues through the workflow process like other Work Orders, where it is placed on a schedule, finished, and closed-out.



PM Master view

PM Masters related to assets can either be created in the PM Master module or in the Fleet Asset module PM Master view. Both can be used to manage preventative maintenance of assets. Generally, PM Masters created in the Fleet Asset module are for the MOST basic preventative maintenance such as routine oil changes, or other straightforward tasks. More complex task cycles are better managed using the general PM Master module in the Maintenance subsystem. PM Masters that you create in the PM Master module are listed in the PM Master view of the Fleet Asset module so that the information can be easily referenced.

There are 3 steps in setting up preventative maintenance cycles for assets:

1. The first step in setting up preventative maintenance for assets is to create a Fleet Benchmark Work Order so that the system will have a source to draw the Work Order information from when it cycles the PM Master.
2. The next step is to create a PM Fleet Type in the PM Control Types Business Rule for each newly created Fleet Benchmark Work Order. Before you create the PM Master you should make sure that the meter readings for the vehicle are current.
3. The final step in setting up regular maintenance work on the asset is to establish a PM Cycle. As an example you might set up the PM Cycle by creating PM Master records using the PM Master view in the Fleet Asset module. You can use this View to create one or more PM Masters, each with a different Schedule. In this way, you can schedule all preventative maintenance for the vehicle.

Type and Benchmark - PM Fleet Types classify the type of work being done on the PM Master. They are established in the PM Control Types Business Rule. The system automatically enters the associated Benchmark number for the type entered. You cannot enter a Benchmark number manually.

Schedule Basis - The specific cycling information for the PM Master (located in the block to the right of the Schedule Basis field) changes dependent upon the Schedule Basis you choose.

Calendar Anniversary - Calendar Anniversary PM Masters are cycled on the same date each cycle, such as the first of each month. They cycle from Schedule Date to Schedule Date, not taking into consideration the date the last associated Work Order was completed.

Calendar Interval - Calendar Interval PM Masters cycle so that the same time interval between Work Orders is achieved. If work is to be done every 6 weeks, the system cycles a Work Order 6 weeks after completion of the previous Work Order. Future Schedule Dates are automatically adjusted to always reflect the same time interval.

Run-Time Interval - Run-Time Interval based PM Masters cycle based on meter readings taken for the listed Asset, along with the scheduling information for that PM Master. Run-Time Interval PM Masters cycle on fixed intervals, not the time from last maintenance. For example, a Run-Time Interval set to every 1,000 hours of operation would cycle at 1,000, 2,000, 3,000 hours, etc., regardless of when the last associated Work Order was completed.

Run-Time - Run-Time based PM Masters cycle based on meter readings taken for the listed Asset, along with the scheduling information for that PM Master. An example might be that every 2,000 hours of operation, a machine is checked and lubed per Benchmark number 746638. The 2,000 hour count would restart when the last associated Work Order was completed. If the work was finished at 2,037 hours, the next cycle would be scheduled to occur at 4,037 hours.

Interval and Units - The Interval field indicates the frequency with which the work should be completed on the vehicle. You can then specify what units that frequency should be calculated in units such as miles, months, or hours.

When you enter an interval the system updates the Current field with the last meter reading entered in the Runtime Entry module.

Init Sched - For Calendar based PM Masters, enter the date that the PM should cycle for the first time in this field.

PM Master Number - The PM Master number is generated by the system when the record is saved.

This field only shows if the PM Master is based on Runtime or Runtime Interval.

Meter - Last PM - When a runtime based P-type Fleet Work Order is set to Finished status, the system updates this field with information from the work order. However, the system does not automatically update this field if a higher value exists in the runtime log. In that case, the system asks if you want to update the PM Master record with information from the work order.

If the PM is part of a PM Group and supersedes lesser PMs in the group, the Meter - Last PM information for the superseded PMs is also updated when the work order created for the higher level PM Master is set to Finished status.

Next PM Due - This field only shows if the PM Master is based on Run-Time or Run-Time Interval: The Next PM Due information is provided by the system from the PM Forecast view. You can update the information in this field if necessary.

Current - You can enter the most recent meter reading for the vehicle in this field. You do not need to enter a value in this field when creating a Calendar based PM Master.

Trigger Within/Or Every - These fields are only applicable with Run-Time Schedule Basis type PM Masters. You can use the Trigger Within field to create a lead between when the PM initiates the Work Order and when the work actually begins. For example, if you know a PM Master requires parts that must be special ordered, you might want to trigger the PM 100 miles early, to give time to process the request for parts.

Next Schedule - When the Initial Schedule date is entered the system also updates the Next Schedule field with that same date. The Next Schedule field will always show the next time that the work is schedule to be run.

Critical Date and Number - You can enter the date when non-completion of the work becomes critical.

Critical Number indicates the relative lateness of work due for the asset. When the Critical Number reaches 100, the asset is due to be worked on.

PM Description - You can enter as many lines of Description as are necessary to describe the PM Master.

How to Set Up a Fleet PM Cycle in the Fleet Asset Module

1. **Open the Fleet Asset module.**
2. **Find the asset that should be scheduled for maintenance and open the Fleet Asset record.**
3. **Select PM Master from the Views list.**
4. **Enter or select the Type that you created in the last section in the Type field.**
5. **Select a Schedule Basis.**
6. **Enter a value for the regular Interval that the work should be done.**
7. **Enter the date when the first job should be initiated in the Init Sched field.**
You do not need to enter a value in this field for a Runtime based PM Master.
8. **Enter the Meter reading for the vehicle at the last time the work was performed on the vehicle.**
You do not need to enter a value in this field for a Calendar based PM Master.
9. **Indicate a number of miles in the Trigger within field as appropriate.**
10. **Click Save.**

Once the record is saved no changes can be made to any of the fields. If you need to make changes you can delete the record and enter a new one.

RunTime

The Runtime view displays meter readings for one or many assets. The system populates this view with information entered in the Runtime Entry module.

Cost Summary by Year

View cost information per year by selecting Cost Summary from the Views list. This information is maintained by the system. Costs include Parts and Labor, Fuel consumption, Oil consumption, Miles, MPG, and Total Cost per Mile. Summary information is displayed at the bottom of the window.

Cost Summary by Period

View cost information per period by selecting Period Costs from the Views list. This information is maintained by the system. Costs include Parts and Labor, Fuel consumption, Oil consumption, Miles, MPG, and Total Cost per Mile. Place the cursor on a year to display totals for that year at the bottom of the window.

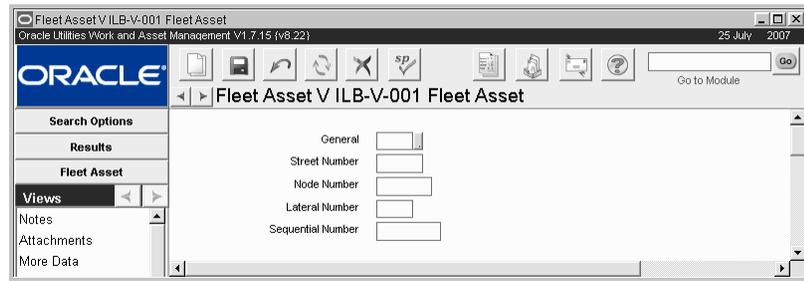
Work History

To view a list of all Work Orders written against the vehicle, select Fleet Work History from the Views list. If a listed Work Order has Service History information available, the words "Has Service History" appear to right of the description field for that Work Order. Select Service History from the Views list to access the Work Order Service History information.

Segments

The Asset Key Segments Business Rule is used to establish the segments to be used. A value must be entered in Segment 1 to enable to rule and show the Segments view in the Asset and Fleet Asset modules.

Asset Key Segments are used to categorize vehicles according to structured Asset ID's.

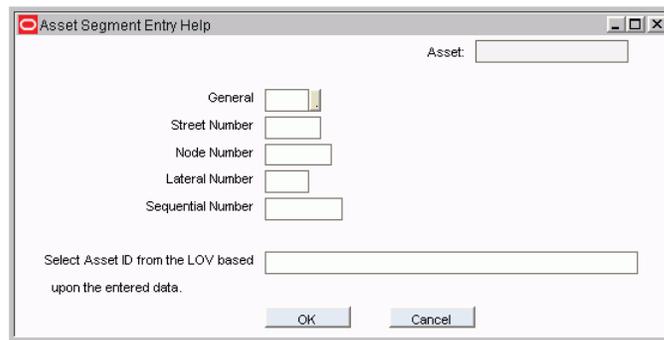


Segments

Set up structured Asset IDs in the Segments view by selecting options from the lists of values associated to the fields. You can then search for assets by segment using the Fleet Asset Search Options screen.

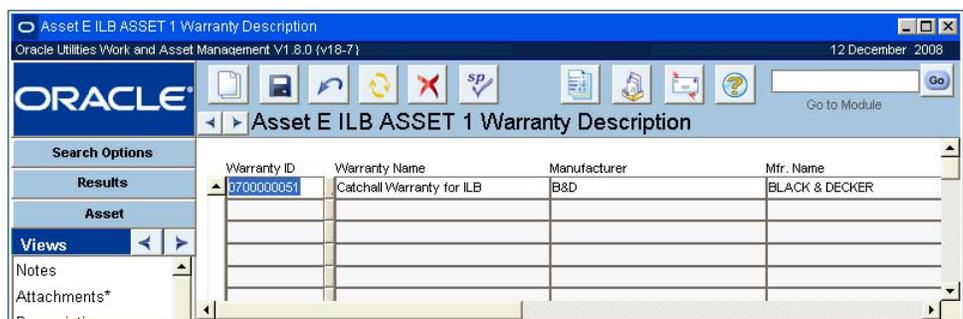
The system allows you to enter search criteria based on segments then select from a list of values that only shows assets that meet the criteria that you have entered.

Place the cursor in the Vehicle ID field on the Fleet Asset Search Options screen and press F1 to open a special search window that allows you to enter search criteria specific to segments.



Manufacturer Warranty

Use the Manufacturer Warranty view to associate warranties with the Fleet Asset record. When you select a Warranty ID and save the record, the warranty information becomes available on work records referencing the fleet asset. When you specify a Warranty Start Date the system calculates the Warranty Expiration Date. Batch processing changes the expiration status from Active to Expired based on the expiration date.



Manufacturer Warranty view

Before you can associate a warranty with a fleet asset, the appropriate Warranty record must exist in the Warranty module.

If a work record is created for an asset that is covered by a warranty, the system displays an informational message informing the user.

Related Topics

[Warranty](#)

Consumables

Usage of consumable items is displayed in the Consumables view. This includes the Issue Date, the Category and Type of item issued, Quantity and Units, the vehicle meter Reading and Units, and the Source from which the consumable was issued. You can enter Consumables information into the system directly through this module or through the Consumables module within the Inventory subsystem (typically used to enter Consumables information for many assets at once).

Issue Date	Category	Type	Quantity	Units	Current Reading	Units	Source
MAR 23 2001	L	OIL	30	BALL	21,000.00	MILES	CHEVRON
MAR 23 2001	O	ANTIFZ	70	AS	20,000.00	MILES	CHEVRON

Three categories are defined for consumables: F (fuel), L (lubricant) and O (other). The system uses these categories to determine the cost breakdown by consumables category.

The list of values on the Type field shows all consumable types, no matter which category is selected, so be careful to record a correct type for the category.

It is important to note that when entering new Consumables information into the system, meter reading information required for (run-time) PM Master processing is automatically updated. The system maintains the Current Meter Reading in the PM Master module as the “latest” meter reading (date) value.

Fleet Asset Actions

In addition to standard actions, the following can be completed from within the module.

Create Work Order or Work Request

Select Create Work Order or Create Work Request from the Actions list to create a follow-up work document related to the asset. Once you select the Action the system walks you through the steps required to create the new document. Make sure to take note of the Work Order or Work Request number when it is created so that you can find the new record easily in the Fleet Work Order module later.

Since there is no Fleet Work Request module, Work Requests created using this Action will be created in the regular Work Request module. However, Work Orders created from these Requests will be Fleet Work Orders since they reference a V type Asset ID.

Fleet Mileage Reasonability Report

Select Vehicles Exceeding Mileage from the Fleet Asset Search Options screen Actions list to search for vehicles that have exceeded the mileage set in the Fleet Mileage Reasonability Business Rule. The system will generate a report based on your search criteria.

Associating Components to Fleet Assets

In order to associate a component to a fleet asset you must have two records already created in the system:

1. A Fleet Asset record. creating fleet asset records
2. A component stock code to reference. creating a component stock code

Once these records are established, you can open the Component ID module, create a new record, and install the component on the fleet asset.

Chapter 21

Fleet Work Order

Work orders related to an organization's vehicles can be processed in the Fleet Work Order module. The Fleet Work Order module should be used to process basic maintenance such as an oil change or tire rotation. The Work Order module can be used for vehicles if more complex fleet management activities need to be performed. Such activities would include assigning multiple fleet assets to one work order, routing approvals, processing direct charges, and closeout processing.

Fleet Work Order Records

As with regular work orders, these records can be generated by PM Masters or manually.

Work Order	P 0500193	Status	Finished	01 FEB 2005	
Description	Replace Filters				
Vehicle ID/Desc	ILB-V-001	Company car used in the ILB facility.			
Shop	SHOP1	Crew	CAK1	Operator ID	
Vehicle In	01 DEC 2004 13:27:00	Meter	MILES	Current Reading	
Out	01 FEB 2005 13:27:05	Life to Date	73452		
Required	01 FEB 2005 00:00:00	Auto Calculate Downtime	<input type="checkbox"/>		
Priority	(4 * 8)+	Class	CON-SERV	Category	AUDIT
Component ID					
Department	ILB1	Area	ILBA1	Auto Close?	<input type="checkbox"/>
Account	ILB1-Y-PROCESS-COMP-NONE-009				
Contract No.					
Sent Offsite	<input type="checkbox"/>	Returned	<input type="checkbox"/>		
Safety	<input type="checkbox"/>	ISO Related	<input type="checkbox"/>	Health	<input type="checkbox"/>
	<input type="checkbox"/>	Environmental	<input type="checkbox"/>		

Fleet Work Order record

The following fields are included:

Work Order - The system automatically assigns a Work Order number when the record is saved. The first field classifies the work order with a letter such as “R” for repair. The second field is a unique identifying number.

Status - Valid statuses include: Planning, Active, Finished, Closed, Rejected, and Canceled.

The system sets the Status Date to the current date whenever the status is changed.

Description - Enter general information about the job to be completed in the Description field. More detailed information should be entered at the Task level so that it will show when the work order is printed.

Vehicle ID/Description - The first Vehicle ID field identifies the type of asset. All Fleet Assets have a Vehicle ID type of “V.” Enter the Vehicle ID number or select one from the list of values. You can also double click the field to open the Fleet Asset module where you can use the Asset Search Options window to quickly locate the asset record. The system fills in the Vehicle Description field with information from the Fleet Asset record for the Vehicle ID chosen. This description cannot be modified. The system also fills in the Department, Area, and Account number fields from the Fleet Asset record. The account number can be changed if there are other accounts that are associated to the vehicle to choose from.

Shop - Enter the shop where the vehicle will be worked on.

Crew - Enter the crew that will work on the vehicle.

Operator ID - Enter the ID of the primary operator of the vehicle.

Vehicle In/Out, Required - The system automatically fills in the Vehicle In field with the date and time that the Fleet Work Order record is created. This information can be changed if necessary.

When work is completed, the appropriate date and time must be entered in the Vehicle Out field before the work order can be set to Finished status.

You can use the Required field to indicate the date that the work is must be completed.

Auto Calculate Downtime - When this box is checked, and the work order status is changed from Active to Finished, the system calculates asset downtime using the vehicle in/out times and information from the Operational Schedule module. If no Operational Schedule information is available, the system uses the difference between the dates and times to determine the vehicle's downtime.

Meter Units, Current Reading, Life to Date - Enter the Meter units (such as “hours” or “miles”), and the Current Meter Reading. Life to Date is maintained by the system as the vehicle's total meter value to date. When you enter a current value and save the record, the system updates the asset runtime log.

If you enter a current reading lower than that already recorded in the runtime log, the system asks if you want to update the log and any associated PM Master records.

Priority - Each Fleet Asset record has a Criticality field. If this field is completed on the Fleet Asset record for the fleet asset indicated in the Vehicle ID field, the system carries over the Criticality code to the second Priority field.

The criticality code is carried over from the Fleet Asset record. This number gives an indication of the vehicles relative importance to the organization. A high criticality code says that downtime on this vehicle will affect operations greatly.

The screenshot shows a software interface for entering work order details. On the left is a navigation menu with options like 'Closeout Summary', 'Activity Log', 'Start/Stop Time Log', 'Task (Summary)', 'Task (Detail)', 'Vehicle', 'Warranty', and 'Actions'. The main form contains several input fields: 'Out' (01 FEB 2005 13:27:05), 'Required' (01 FEB 2005 00:00:00), 'Priority' (a dropdown menu showing '4' and '8'), 'Component ID', 'Department' (ILB1), 'Area' (ILBA1), 'Account' (ILB1-Y-PROCESS-COMP-NONE-009), 'Contract No.', 'Current Reading', 'Life to Date' (73452), 'Class' (CON-SERV), and 'Category' (AUDIT). There are also checkboxes for 'Auto Calculate Downtime', 'Auto Close?', 'Sent Offsite', 'Returned', 'Safety', 'ISO Related', 'Health', and 'Environmental'.

You can then select a code from the list of values in the third Priority field. The system will then calculate a Priority number based on the criticality of the asset.

You can also use the fourth Priority field to adjust the Priority by entering a negative or positive number that will be added to the overall Priority value.

Class and Category - The Class and Category fields are further ways of classifying the work to be done on the vehicle. Select codes from the associated lists of values.

Component ID - If the Get Asset From Component ID option in the Component Processing Business Rule is set to YES and you select an installed component, the system fills in the fields for the asset. If the Work Installed Without Asset option is set to YES, you can create a Work Order against an installed component without having to list the asset. However, remember that the Get Asset From Component ID option overrides the Work Installed Without Asset option since with that option on the system must retrieve an Asset.

If the work to be done involves a component, you can enter the Component ID. A list of values is attached, finding all Component IDs associated with the entered Vehicle number.

Department/Area/Account - These fields are automatically filled in by the system when the Vehicle ID is chosen at the top of the record. The account number can be changed if there are other accounts associated to the Fleet Asset. The system will apply costs associated to the work order to the Department, Area, and Account number indicated in these fields.

Auto Close? - Check this box to allow the system to automatically close the work order if it remains in FINISHED status for the number of days defined in the WO Aging Business Rule. Work orders created from benchmarks have a check in this box if it is checked on the benchmark. You can remove the check if necessary.

The default for this value can be set in the Modules Administration - Forms module in the Enter Data view. Set Y or N for the HEADER block for the field name CLOSE_WO_IND.

Contract Number, Sent off Site, Returned - If the vehicle is to be sent out for services, you can enter a blanket contract and revision number, the date it was sent off site, and the date that it is returned.

Safety, ISO Related, Health, Environmental - These check boxes are checked by the system according to the settings on the record for the asset that is indicated in the Asset ID field. These check boxes allow users to easily recognize if any equipment on a fleet work order has been identified as requiring special considerations for ISO, safety, environmental or health reasons so that proper procedures, if necessary, are used in planning and working the job

How to Create a Fleet Work Order Record

Creating a Fleet Work Order record is a two step process. First you must create the header record with information about the whole fleet work order. Then you address the tasks that need to be completed.

1. **Open the Fleet Work Order module.**
2. **Click the New icon.**

The system opens a blank record in Planning status.

3. **Enter a Description of the work to be completed.**

Remember that only the first few words will be visible on the Search Results screen.

4. **Select a Vehicle ID from the list of values.**
5. **Enter an Account Number.**

If the Vehicle ID entered has an associated account, the system fills in this field for you. You can change the account number if needed.

6. **Enter any additional information required by your organization.**
7. **Click the Save icon.**

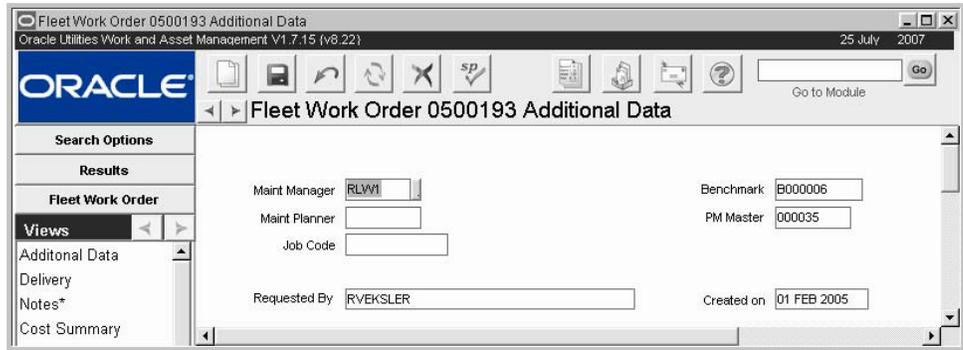
The system saves the record in Planning status, supplies a work order number and creates the first task record using the fleet work order description for the task description and a sequence number of one.

Fleet Work Order Views

There are two sets of views for the Fleet Order module. The first is for the fleet work order itself and the second is for the fleet work order tasks.

Additional Data

You can enter Maintenance Manager and Planner titles by selecting Additional Data from the Views list. If the work order was generated by PM master, the PM master number and associated benchmark are listed. If the work order was generated by a benchmark (not using a PM master), the benchmark number is listed. You can also enter the name of the person requesting the work.



Additional Data view

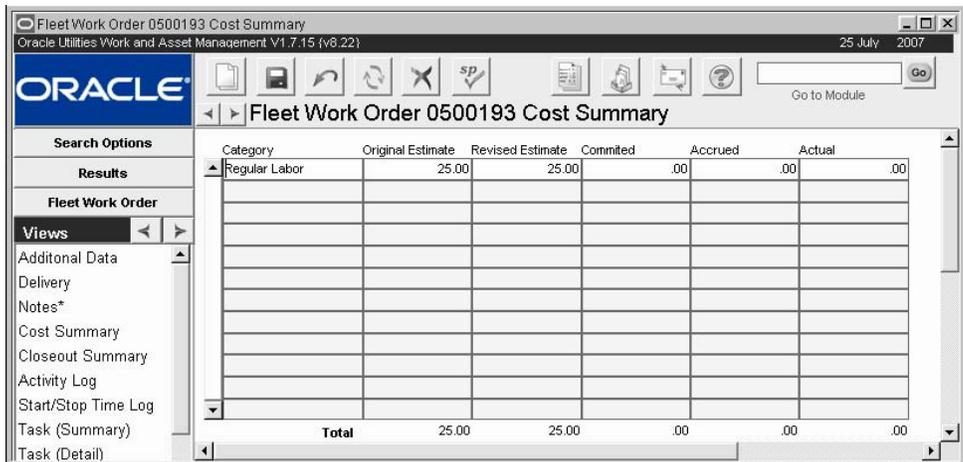
Delivery

Select Delivery from the Views list to enter delivery information. This information can be used for delivery of parts from the Storeroom.

Cost Summary

The Cost Summary view presents summary cost information for the fleet work order for both actual and indirect overhead costs. Costs are listed by category (expense). For each category, the dollar amounts for original and revised estimates, commitments, accruals, and actuals are displayed in rows.

If you have the appropriate responsibilities in your User Profile, the lower portion of the Cost Summary view contains additional indirect overhead cost information.



Cost Summary view

The system maintains the following information using the sum of the values for the fleet work order tasks:

Category - Costs are listed by the categories defined in the Expense Code business rule.

Original Estimates - Total dollars planned before the Work Order is activated

Revised Estimates - Current dollar estimates

Committed - Direct purchase costs are committed when the Purchase order is issued. Labor costs are committed when work time is posted and batch has run. Stock Item costs are committed when the item is issued on a Checkout Request.

Accrued - Unpaid receipts (at P.O. price)

Actual - Stock issues, posted labor charges, paid invoices.

External Actual Amount and Actual Quantity - If you have the appropriate function responsibility in your user profile, you can use these columns to compare actual amounts and quantities from an external financial system with estimates maintained by Oracle Utilities Work and Asset Management.

Closeout Summary

Before setting the status of a work order to “Closed”, you can enter Closeout information into the Fleet Work Order Closeout view. This is summary work information used later to perform failure analysis.

The screenshot shows the Oracle Fleet Work Order Closeout Summary view. The window title is "FleetWork Order 0600381 Closeout Summary". The Oracle logo is in the top left. The main area contains fields for Start (04 DEC 2006 14:05:32), Finish (05 DEC 2006 14:05:44), and Duration (24). There are also fields for Signoff By and Date, and Closed By and Date. At the bottom, there are radio buttons for Retain (Full History, Asset History, Delete) and an "After" field for days.

Closeout Summary view

When the fleet work order status is changed to Finished, the system completes the start and finish dates, using the vehicle in and out Dates from the main record, and calculates the duration in hours. Select the Full History, Asset History, or Delete After # days radio buttons to indicate how the system should retain the data entered. You can also select Task Summary, Asset Summary, or Task Failure Summary from the Views list to enter more detailed information about the task completion.

Fleet Work Order 0600381 Task Closeout Summary
Oracle Utilities Work and Asset Management V1.7.15 (v8.22) 25 July 2007

ORACLE Go to Module

Fleet Work Order 0600381 Task Closeout Summary

Search Options

Results

Fleet Work Order

Views

Order by Task

Task	Start Date	Finish Date	Duration	Status	Finished by
01	04 DEC 2006 14:05:32	05 DEC 2006 14:05:44		24 FINISHED	RAY

Task test

Asset RLV_4X4_TRUCK This is not a monster truck, it is just a truck

Work Done

Task Closeout Summary

Fleet Work Order 0600381 Asset Closeout Summary
Oracle Utilities Work and Asset Management V1.7.15 (v8.22) 25 July 2007

ORACLE Go to Module

Fleet Work Order 0600381 Asset Closeout Summary

Search Options

Results

Fleet Work Order

Views

Asset	Downtime Start Date	Finish Date	Duration	Scheduled
RLV_4X4_TRUCK	04 DEC 2006 14:05:32	05 DEC 2006 14:05:44	24	<input type="checkbox"/>

Asset Description This is not a monster truck, it is just a truck

Task	Failure Code	Repair Code	Component	Failure Mode	Root Cause	Primary
						<input type="checkbox"/>

Task Description

Asset Closeout Summary

Fleet Work Order 0600381 Task Failure Summary
Oracle Utilities Work and Asset Management V1.7.15 (v8.22) 25 July 2007

ORACLE Go to Module

Fleet Work Order 0600381 Task Failure Summary

Search Options

Results

Fleet Work Order

Views

Task	Asset	Failure Code	Repair Code	Component	Further Action
01	RLV_4X4_TRUCK				

Asset Description This is not a monster truck, it is just a truck

Required

Description

Request

Root Cause Failure Mode Primary?

Task Failure Summary

Enter the appropriate codes and supplemental information in the fields provided.

Task (Summary)

Select Task (Summary) from the Views list to see a summarized listing of all tasks. You can also modify the Job Code, Task Description, and Sequence Number. Sequence Number is used to list the tasks in a specified order. If left blank, the system lists tasks by Task Number.

Task (Detail)

Select Task (Detail) from the Views list to begin breaking work down into Tasks. The Task is comprised of a system generated Task Number, a Job Code, a Description, and other relevant information. The Description is initially retrieved by the Job Code but can be overwritten if necessary.

Task (Detail) view

System, Assembly, Component - These three fields are controlled by linked code tables that can be set up by your organization to reflect VMRS (Vehicle Maintenance Reporting Standard) codes. The code tables for the Job Code, Reason, and Action fields below can also be set up and used as a part of this reporting standard.

When these fields are entered, the system automatically writes a description based on the descriptions for the values entered. If these fields are updated, you can select the Update Task Description action to have the system automatically rewrite the description based on the new values. If you do not select the action the description remains unchanged.

Job, Reason, Action - These fields are controlled by linked code tables that can be set up to provide additional detail into the work specifications for the asset.

Seq - The Sequence Number is optional, allowing you to have the system list Tasks in a specified order so that, for example, Task 03 is listed before Task 01. If left blank, the system lists Tasks by Task Number.

% Comp - Workers can enter the percentage of work completed in this field. It is informational only.

Component ID - If a Component is involved for the listed Task, you can enter a Component ID. The list of values presents only those Component IDs that are currently installed in the listed Vehicle.

Assigned To - If your organization generally assigns tasks to one person, enter the name of that person in this field. Maintenance employees can then enter their name in the Assigned To field of the Search Options screen to find all of the tasks that they are assigned to complete.

If you need to assign the task to more than one person select Assignments from the Views list.

Held for Parts - The system checks the Held for Parts indicator automatically if the On-Hand quantity in the storeroom is not enough to meet demand across all active Work Order Tasks. The system un-checks the indicator if there is enough on-hand.

Report Codes - Report codes allow you to place a variety of grouping codes on tasks so that you can run reports against the tasks, grouping or identifying them by the entered report code. The system uses the Validate Task Report Codes business rule to verify the codes entered.

A list of values controlled by Code Tables 281 through 285 is associated with each Report Code field.

Vehicle

To quickly access further information about the listed Vehicle ID, select Vehicle from the Views list. Since the system retrieves this information from the Fleet Asset module, none of the displayed fields can be modified from within this window.

Warranty

The warranty view displays warranty information on fleet work orders that reference an asset with components that are under warranty. When these work records are created or updated, the system notifies the user that the asset contains components that are under warranty. This functionality assists users in identifying jobs that may be under warranty.

PM Schedule

This view shows the Preventive Maintenance schedule for the asset on the Work Order.

PM	Description	Asset	Next Scheduled	Last Completed
000139		RLW_ISO1	15 AUG 2006	27 SEP 2005
000515		RLW_ISO1	04 DEC 2012	27 SEP 2005
000524		RLW_ISO1	27 SEP 2005	06 SEP 2005
000572	dfa sdfas asdf asdf sa	RLW_ISO1	09 MAR 2006	
000673		RLW_ISO1	05 APR 2005	

Task	Status	Asset	Task Description

PM Schedule

Use this information to help determine if the work completed has satisfied a PM Master scheduled to cycle soon. If so, and if you have the proper responsibility in your User Profile, you

can select Credit PM from the Actions list to reschedule the PM Master and credit a regular fleet work order for having satisfied the requirements for the current maintenance cycle.

The information in the upper portion of the screen describes the PM masters associated with the fleet asset. When you select a PM master by clicking anywhere on the line, the fields in the lower section of change to display information about work orders assigned to the PM master and additional cycling information. If a work order has been generated and has not been completed, the work order number is displayed. Otherwise, the next schedule date is listed without a work order number, indicating that a work order will be generated for that date.

A check in the PM Master Override Not Allowed box indicates that you cannot use a regular type Work Order to satisfy the PM Master.

Credit PM

If you have the proper responsibility in your user profile, you can use the Credit PM action to credit a regular work order as having satisfied the requirements for a PM master. The Cycle PM action is available on the PM Schedule view.

To ensure that batch processing properly records readings for the asset and updates the PM schedule, you must credit the PM before finishing the Work Order. Therefore, to use the Credit PM action, at least one Work Order Task referencing the asset on the Work Order must be in Planning, Approved or Active status.

You cannot use the Credit PM action if the PM already has an active PM (P-type) work order associated with it. In this case, you will need to cancel the existing PM work order and wait for the PM finish batch processing to run. You can then use the Credit PM action to assign another Work Order to the PM.

To credit a Work Order to a PM, highlight the PM in the PM Schedule view for the Work Order you wish to credit and select Credit PM from the Actions list. The system inserts the current Work Order number and type into the PM Forecast and updates the scheduling information.

Caution: The scheduling information for Calendar Anniversary and Runtime Interval type PM Masters will not be reset. You can credit regular Work Orders as having satisfied these types of PM Masters, but you should be aware that the resulting interval until the next PM may exceed your requirements.

Fleet Work Order Permit

You can enter and maintain a list of permits required to complete the Task. Once permits have been acquired, you can also enter the Permit Number and the Date Acquired. When you enter permit requirements, the system flags the Fleet Work Order record with the word Permit in red.

Material

By selecting Material (List) or Material (Detail) from the Views list you can enter and maintain a list of items required to complete the Task. You can either enter a stock code to request a Storeroom item, or leave the Stock Code field blank to indicate that the item is a Direct Purchase item. On Direct Purchases and on requests for stock items that are not in stores, the system prompts you to enter additional information in the Direct Purchase view so that Requisitions can be generated with the appropriate information.

Note: If needed, you can also add notes related to the material items using the Material Notes view - selected under Material (Detail) on the Views list. Notes entered in this view will be carried over to any resulting purchasing documents.

The screenshot shows the Oracle Fleet Work Order system interface. The title bar indicates the window is titled "Fleet Work Order 0500203 Task 01 Material" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v8.22)". The date is 25 July 2007. The main area displays the "Material Item 00001" view. The "Search Options" section shows the description "Replace Filters" and the Asset ID "RVM456789012340". The "Material Item" section includes fields for Stock Code (CAK-9000), Type (DIRECT), and Storeroom (CK2). The "Inventory Quantity" section shows a quantity of 0 and a price of 5.0000. The "Direct Purchase" section includes fields for PO Item Type (MATERIALS), PO Commodity (SUPPLIES), Vendor (CAK-VENDOR01), and Purchase Order No. (0500047 001). The interface also features a navigation menu on the left with options like "Vehicle", "Task (Detail)", "Material (Detail)", and "Actions".

Material view

The system does not allow you to add duplicate material requirement items to a fleet work order task since this would result in duplicate stock checkouts. If you attempt to add a duplicate record, the system displays an error message telling you that the record already exists. If you need to request more of that item, simply add it to the original record. Services are entered as direct purchases. Planners can indicate the Vendor or Contractor who will perform the service in the Direct Purchase view and the appropriate follow-up documents will be created after the requirement is indicated here.

If an item is issued from the Storeroom against the fleet work order task that was not listed as a Material requirement first, the system automatically inserts a Fleet Materials (Detail) record without estimates. In the same way, if a Requisition or Purchase Order is written directly against the fleet work order task that did not originally have the Materials planned, the system generates a Materials (Detail) record without estimates on the Fleet Work Order Task record when the purchase order is approved.

Description and Asset ID - The system carries these fields over from the header record.

Stock Code, Type, and Storeroom - Enter the stock code for the item needed. The system returns the stock type and populates the list of values for storeroom with a listing of the storerooms where that item can be found. If you know that this is a non-stock item that will be purchased directly leave this field blank. The system prompts you to enter direct purchase information when you save the record.

Item Desc - The system enters the description of the stock item as it appears on the Master Catalog record. You can add to this description if necessary. If you do not enter a stock code, enter a description of the item needed here.

Inventory Quantity - If you entered a stock code, this field shows the amount of the item that is available in the storeroom.

Alternatives Button - The system indicates the number of alternate stock items as they are listed in the Master Catalog Associated Stock Codes view. The number of each item available for

each stock code is calculated based on the settings in the Available Quantity Calculations Business Rule. Click the Alternates button to open the alternates window.

Associated Stock Code	Storeroom On Hand	Price
CAK-8002	CK1	361 8.03
CAK-8002	CK2	21 8.52

From this window you can select the alternate stock code and click the insert button to change the stock item on the Material record.

Hazardous - If the item is toxic, place a check in this box. You can classify the type of hazard by selecting from the list of values in the field next to the box. Your organization can add or remove hazard codes by modifying code table 6.

Quantity/Unit - If you entered a stock code, and the information is available in the Storeroom, the system enters the unit of purchase in the unit field. Indicate how much of the item you need for the Work Order Task in the Quantity field. You can modify the units if necessary.

Unit Price - If you entered a stock code, and the information is available in the Storeroom, the system enters the unit price for the item. Otherwise you should enter the estimated price manually.

Total - The system calculates the total price based on the Quantity and Unit Price entered.

Required Date and Issued to Date Qty - Use the Required Date field to enter the date that the item is needed. The Issued to Date Qty field shows a number indicating how much of the item has been issued as of the current date.

Expense Code - If you entered a stock code, and the information is available in the Storeroom, the system enters the expense code for the item. This field can be modified if needed.

Direct Purchase Section - You must provide Direct Purchase information in the lower section for the screen when you enter a direct type stock code or an item that has no stock code.

PO Item Type - Select the Item Type code from the list of values, for example M for material or S for services.

PO Commodity - Use this field to further describe the type of item. This information can help the Buyer to select a Vendor if you have not included on the request.

Buyer Code - The code for the buyer who should handle your request.

Blanket Contract - If the required items have already been pre-negotiated on a Blanket Contract, enter the contact number in this field.

If the Work Order Processing Business Rule DIRECT PURCHASE BLANKET option is set to ON, the system will check to see if there are active contracts that list the desired item when the Work Order Task is saved. If it finds one or more contracts, the system requires completion of the Blanket Contract field. If the item is listed on only one active contract, the system supplies the contract's number. If more than one contract might apply, the system opens the list of values so that the user can select the appropriate contract.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Deliver to Location - Use this field to indicate where the materials should be delivered when the shipment arrives.

Vendor and Contact Name - If available, you can enter the Vendor and Contact for the items needed. This information will help the Buyer to process your request more quickly.

Leave the Vendor field blank if you want the system to generate only one Requisition for all of your direct purchase items. Otherwise, a separate Requisition is created for each Vendor code referenced on the Work Order Task.

Generating only one Requisition can be helpful in reducing the number of Requisitions that need to be reviewed and approved for Work Order Material items. Purchasing personnel can then issue Purchase Orders to the appropriate vendors once the Requisition has been approved. Any Materials that are added after the Work Order has been activated or any items that reference a Blanket Contract number will have a separate Requisition created.

To facilitate this processing, make sure that the Vendor Code is NOT a required field. You can set the Vendor Code as required or not required in the Modules Administration - Forms module of the Administration subsystem.

Vendor and Manufacturer Information - When a Stock Code for a Direct Type item is entered on a Work Order Material record, the system populates the Vendor Part Number, Manufacturer Code and Manufacturer Part Number fields on the Direct Purchase view from the Vendor Manufacturer view on the Master Catalog record. This information is only copied if the Primary Vendor indicator is set on the Master Catalog Vendor Manufacturer view. The information copied over can be modified if necessary.

When Requisitions or Purchase Orders are generated from the Work Order Task Materials records, the system populates the Requisition or Purchase Order Manufacturer Data view with the Manufacturer information from both the Catalog record AND the Work Order Task Materials Direct Purchase view if any changes were made to the information on the view. All of the Primary Vendor data and other data based on the various "Copy to PO" check boxes on the Catalog record is included. The Vendor Part Number field on the Line Item (Detail) Screen is always populated with the information from the Work Order Task Materials Direct Purchase view.

When a material record is created without a stock code, the system copies any Vendor or Manufacturer information that was entered on the Work Order Task Material screen to the resulting Requisition or Purchase Order.

Requisition and Purchase Order Numbers - The system populates these fields with the Requisition and Purchase Order numbers when they are generated from the Direct Purchase record.

If the Work Order Processing Business Rule DIRECT PURCHASE option is set to REQUISITION (and the Allow Automatic Work Order Release? check box is not checked), the system creates a Requisition and enters the Requisition number in the Requisition field when the Work Order status is set to Active.

The system will also record the Purchase Order number when the Purchase Order is issued (set to issued status).

Credit Card Purchase - If the materials should be purchased by credit card, check this box.

Courtesy Stores - Check this box if the item is a courtesy stored item.

QC Required - If the materials require special handling, check this box.

BOM Pick List

If a Bill of Materials (BOM) list is attached to the Vehicle ID or Component ID, you can use the list to pick parts that will be required for the Task. (If both the Vehicle and Component ID have a BOM attached, the BOM for the Component ID is used).

Stock Code	Code	Seq No.	BOM	Qty	Storeroom	Planned Qty
RLW_INVENTORY1	C	1	EA	2.55555		
Inventory Stock Code Non-Lot / Non Quality						
RLW_INVENTORY2	C	2	EA	10.99998		
Inventory Stock Code Non-Lot / Non Quality						
RLW_INVENTORY5	C	3	EA	5		
Inventory Stock Code Lot(internal) / Non-Quality /						
RLW_INVENTORY22	C	4	EA	1.89998		
this aint any kinda tingamajig, but whadda you gon						
RLW_INVENTORY	C	6	EA	1.		
Inventory Stock Code Non-Lot / Non Quality						
CU_BOLTS	C	7	EA	10.		
Compatible Units - Cross Arm bolts						
RLW_INVENTORY4	C		EA	5.		
Inventory Stock Code Lot (none) / Non-Quality						
MJM003	C		EA	3.		
Expense Widget						

BOM Picklist view

The Bill of Materials number is displayed in the Breakdown For field. Stock codes are then displayed for that BOM ID. If a displayed Stock code has a breakdown (subset of parts), you can access the breakdown by pressing the Breakdown button. You can pick parts from this list just as you would from the top-level list.

You cannot add, modify, or delete items from the BOM list or any breakdown in this Task view.

To return to the top level of the BOM, press the TOP Level button.

To reserve parts for the Task, simply enter a Storeroom and Planned Quantity, then save the record. The system either updates or inserts the appropriate Task Parts detail record. You can also enter or modify Parts Requirement records directly through the Task Parts view.

The fields in the BOM Picklist view are the same as the fields in the [Bill of Material](#) module.

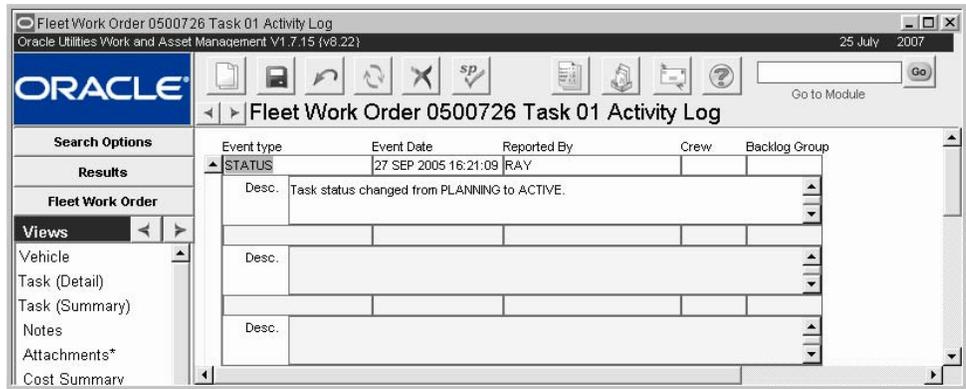
Drawing Number - The Drawing Number field shows the code or number for a drawing provided by the manufacturer.

Drawing Item Number - The Drawing Item Number field shows the reference number of the item on the manufacturer's drawing.

Service - This field shows a description of any service notes.

Activity Log

The Activity Log is populated by the system with a log record when the Work Order or Task status changes. You can also enter and maintain Activity information related to a Crew, Backlog Group, and Event. Entries referencing a Crew are also accessible through the Crew Activity Log module in the Maintenance subsystem.



Activity Log view

Start/Stop Log

As you use the Start / Stop Work action, the system automatically maintains a log of entries. This log can be viewed by selecting Start/Stop Log from the Views list.

Information displayed on this screen cannot be modified.

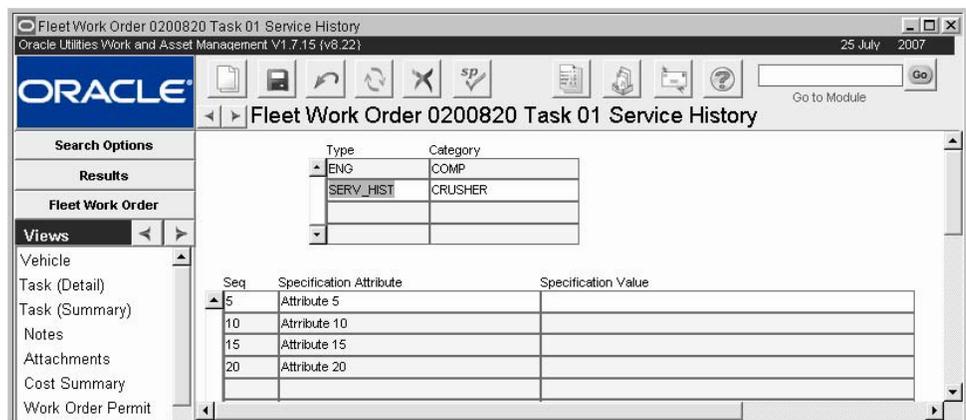
Service History

Select Service History from the Views list to maintain a service history for the Vehicle ID / Component ID listed on the Work Order Task. Service History information is established via a two-step process:

1. Set up a Specification Template record for the type of service performed, then
2. Reference it by entering Type and Category.

Users can enter the Specification Values for each applicable Attribute later. Please see the sections regarding Specification Template in the Resource User Guide for further information.

For example, set up a Specification Template, then a Specification record where you customize the list of Attributes for that specific type of work. The Specification Number and Category may then be used on Task Service History records, where users enter Specification Values for each Attribute such as the mileage, date, tire pressure, number of quarts of oil used, oil filter replaced (yes/no), and so on.



Service History view

Service History entered via Work Order Tasks can be accessed as Fleet Asset and Component ID view options. See the Asset and Component ID sections of the Resource User Guide for further information.

Assignments

The Assignments view allows you to assign multiple employees from any Craft or Crew to the fleet work order task. You can then search for and display these assignments in the Work Order Task Assignment module.

Employee	Name	Craft	Crew	Supervisor
0002	DEADHEAD, FREDRICK	MECH	DP1	EXFORE
0002	USERSON, NEWIOUS	MECH	ILBC2	GSFORE
101	BROWN, MANI	ELEC	ILBC2	EXFORE

Assignments view

Since the Scheduling module does not make use of the information from this view, make sure that you have indicated a primary Crew on the Work Order Task record if you want to be able to select the Work Order Task by Crew later in the scheduling modules.

Task Crew, Craft, and Other Crew - The Task Crew, Craft, and Other Crew radio buttons and associated fields located in the upper portion of the window control the list of values associated with the Employee fields.

The system fills in the Task Crew field using the primary Crew entered on the Work Order Task record. You cannot modify the Task Crew field from the Assignments view. The list of values associated with the Craft and Other Crew fields are controlled by the Craft Rates Business Rule and the Crew module, respectively.

Employee - The list of values for the Employee field is controlled by the Employee module, and includes employees that have both an Active Employee record and a User Profile. When you select an Employee, the system fills in the Name, Craft, Crew, and Supervisor fields.

Leave Request - Highlight the assigned employee to view Leave Request information for that employee in the lower portion of the window. (Click the Refresh button if you just assigned the employee). The system displays Leave Requests with Start Dates the same or later than the current date.

How to Assign Employees to a Fleet Work Order Task

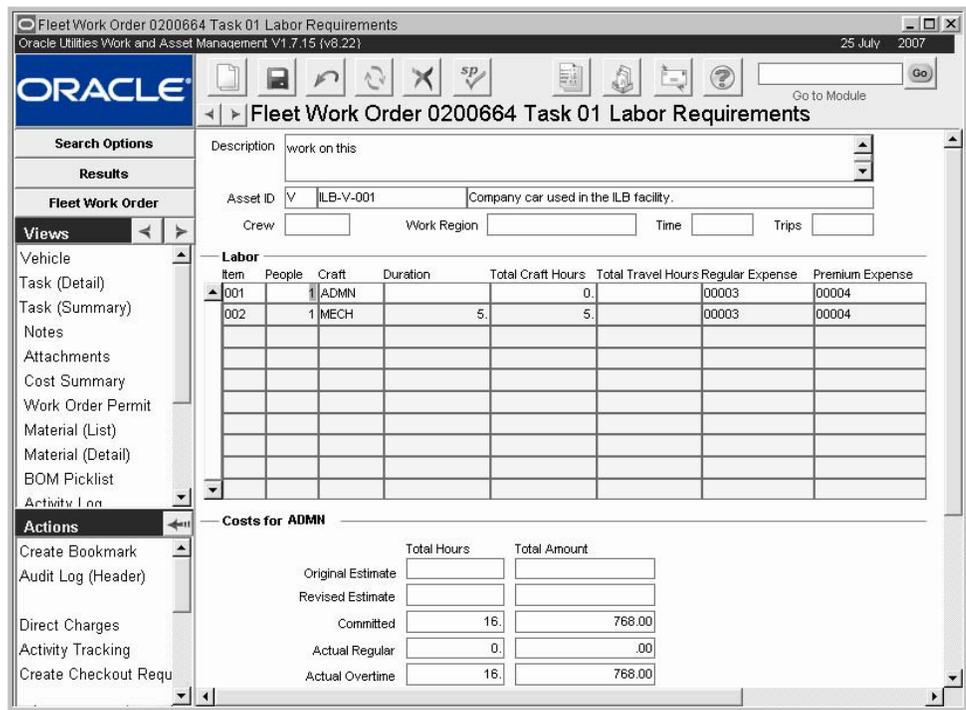
Each employee that you want to assign must already be assigned to a Craft in the Employee module and/or a Crew (in either the Employee or the Crew module).

1. Select the Assignments view.
2. Select the Task Crew, Craft, or Other Crew radio button.
3. Enter the employee's Craft or Crew according to the radio button selected.
4. Select the employee from the list of values.
5. Click Save.

The system assigns the employee. Select the appropriate radio button and the employee's Craft or Crew for each additional employee you want to assign. Click the Refresh button to view Leave Request information for the highlighted employee.

Labor Requirements

For each Work Order Task, you can enter Labor Requirement estimates. The Item number is system generated when the labor record is first saved. When entering estimates, you must enter the total number of people required for that Craft, the Craft Code, and the total hours required to complete the task.



Labor Requirements view

The Total Hours is not hours per person but the number of craft hours required to complete the task.

For the entered Craft, the Regular and Premium Expense codes are retrieved from the CRAFT RATES Rule (Admin subsystem). Estimated Hours is then multiplied by the Craft Rate to produce a total dollar estimate for the labor record.

Estimates are copied into both the Original and Revised Estimates until the Task is activated. After that, only the Revised Estimates can be updated.

Internal Commitments are system entered when the Task is activated. External Commitments are entered by the system when entered Timesheets are approved. Actuals are entered by the system when Timesheets are posted (via batch).

If a Labor estimate is not entered for a particular Craft and the Craft is scheduled for the Task or time is entered against it, the system automatically inserts a Labor record without any Estimate values.

Fleet Work Order Actions

In addition to standard actions, the following can be completed from within the module.

The Fleet Work Order Actions list includes:

Log In/Out as Downtime

Select Log In/Log as Downtime from the Actions list to record the vehicle in/out time and calculate the downtime based on the Operational Schedule for the Fleet Asset. Typically, you will use the Log In/Out action if you have to return the vehicle to service before closing the work order, in order to wait for parts to arrive, or some other event in preparation to finish the repair.

Before selecting the Log In/Out as Downtime action, enter the appropriate Vehicle In/Out times and remove the check from the Auto Calculate Downtime box. After you select the Log In/Out action, click the OK button to record the in/out information currently shown on the work order.

You can select the Log In/Out action as many times as necessary to capture each time the vehicle is moved into and out of the shop before the work order is finished. When finishing the work order, use the action a final time to record the vehicle's return to service.

You must have the appropriate responsibility in your user profile to select the Log In/Log as Downtime action.

Start/Stop Work

Select Start/Stop Work from the Actions list to log timesheet entries related to the fleet work order. This action allows you to quickly enter timesheet information directly from the Fleet Work Order module.

When you select Start/Stop Work from the Actions list, a new window opens where you can enter your Employee number. The system automatically enters the Employee number of the person currently logged onto the application, but you can change the number if needed. Press Next> to continue (or Cancel to cancel) then enter the shift and task. Press Finish when done. The system automatically inserts an entry in the Start/Stop Log which can be accessed from the Views list.

When you have completed work or are stopping work (for lunch, the end of day, or other reason), choose Start/Stop Work Time Entry from the Actions list again and complete the procedure to stop the time.

The information entered using this action automatically creates a Timekeeping record and then updates that record. If corrections need to be made after the "Finish" entry is entered, you must make those changes in the Timekeeping module.

As you use the Start / Stop Work action, the system automatically maintains a log of entries. This log can be viewed by selecting Start/Stop Log from the Views list. Information displayed on this screen cannot be modified.

If you make updates to the actual Timesheet record in the Timekeeping module at a later time, the system updates the Start/Stop Log with the more up to date information.

Update from Benchmark

Select Update from Benchmark from the Actions list to modify a Work Order record based on information from a benchmark work order. In order for Update from Benchmark to appear on the Actions list, you must have the UPDATE WO FROM BENCHMARK responsibility function.

When you select this action, the system walks you through the process of updating the fleet work order. Enter the Benchmark number that you want to update from and select the information that you want transferred to the work order. You can transfer data such as the asset information, work or task descriptions, crew information, criticality, and report codes. If there is a subproject referenced on the benchmark, the subproject must be in approved status. Refer to [How to Update a Work Order from a Benchmark](#) for more information and specific instructions.

Add Tasks from Benchmark

Select Add Tasks from Benchmark to only add certain tasks from a Benchmark record. In order for Adds Tasks from Benchmark to appear on the Actions list, you must have the UPDATE WO FROM BENCHMARK responsibility function. When you select this action the system walks you through the process of adding the tasks.

Create Benchmark from Work Order

Select Create Benchmark from Work Order to have the system make the current Work Order into a template that can be reused. In order for Create Benchmark from Work Order to appear on the Actions list, you must have the UPDATE BENCHMARK WO responsibility function. Once you select this action the system displays the new Benchmark number. Be sure to make note of this number so that you can find the Benchmark easily in the Fleet Benchmark Work Order module.

Update Task Description (Fleet WO Task)

When the System, Assembly or Component fields are entered, the system automatically writes a description based on the descriptions for the values. If these fields are updated, you can select the Update Task Description action to have the system automatically rewrite the description based on the new values. If you do not select the action the description remains unchanged.

Repair Removed Part

Use the Repair Removed Part action to create a Material Disposition record for stock items involved in the fleet work order task, even if the parts involved are not marked as repairable in the storeroom.

The Repair Removed Part action can be used for both components and regular stock items. In both cases, the system creates a Material Disposition record referencing the task. You can then process the items through the repair cycle and set the Material Disposition status for the items accordingly.

If you have the Repair Removed Part function in your Responsibilities profile, you can use the Repair Removed Part action.

Chapter 22

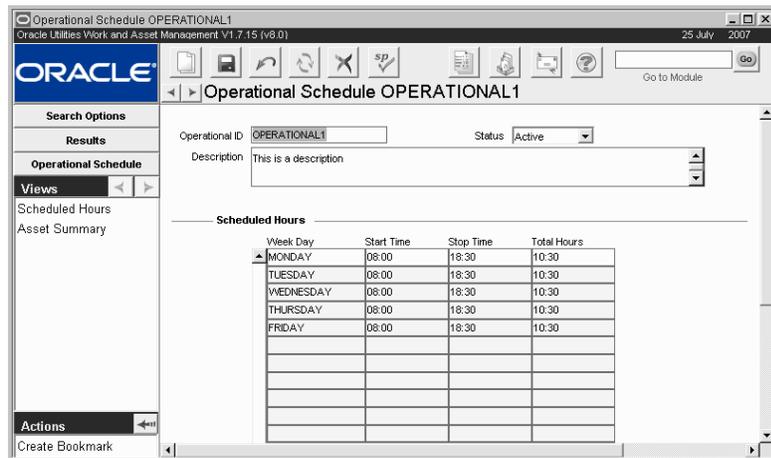
Operational Schedule

Use the Operational Schedule module to track fleet asset downtime automatically based on an operational schedule and the vehicle in and out times entered on the fleet work order. This saves fleet maintenance managers from having to manually calculate the total downtime when finishing the work order.

Operational Schedule Records

Operational schedules can only be used with fleet assets and fleet work orders.

The grid in the lower section of the Operational Schedule window contains either the weekly schedule or a listing of fleet assets associated with the schedule. You can change the grid display by selecting from the Views list.



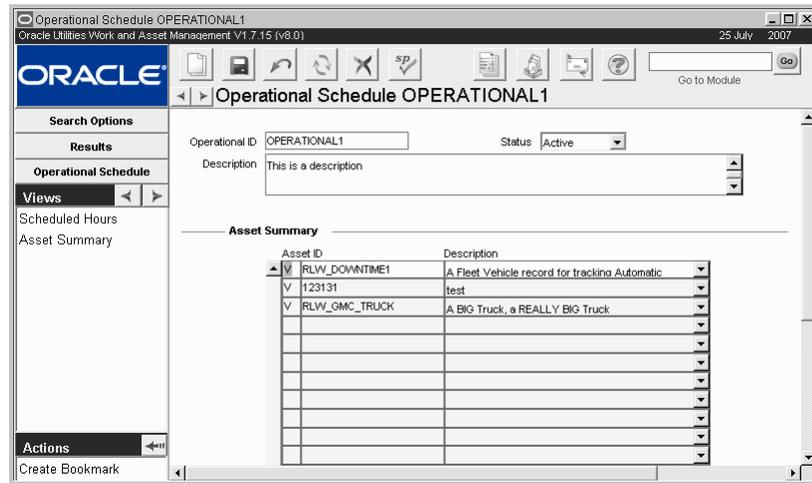
Operational Schedule record Scheduled Hours view

Once Operational Schedule records are created and placed in Active status, they must be associated with the vehicles operating on the schedule. To associate an asset with a particular operational schedule, open the Operational / Maintenance view of the Fleet Asset record, enter the appropriate Operational Schedule ID, and check the Auto Calculate Downtime box.

The Downtime Type by Work Type Business Rule defines downtime type by work order type and allows the system to automatically calculate the downtime for the fleet asset when the fleet work order is set to Finished status.

The Scheduled Hours view contains the weekly schedule (day of the week, start time, stop time, and total daily hours) for vehicles associated with the Operational Schedule record.

Each day of the week can have multiple entries to accommodate split shifts, for example 7:00-11:00 and 13:00-17:00. Multiple entries for the same day of the week, however, cannot have overlapping hours on the same Operational Schedule record.



Operational Schedule Record Asset Summary view

The Asset Summary view lists all fleet assets associated with this Operational Schedule record. None of the information on this view can be modified directly. You can drill-down on the Asset ID to open the corresponding Asset record.

To associate an asset with the operational schedule, open the Operational Maintenance view of the Asset record, enter the appropriate Operational Schedule ID, and check the Auto Calculate Downtime box.

If the vehicle is placed back in service before work is completed, use the [Log In/Out as Downtime](#) action to record the in/out of service times.

How to Create an Operational Schedule

1. **Open the Operation Schedule module.**
The Operational Schedule module is located in the Inventory subsystem.
2. **Click New.**
3. **Enter a unique Operational ID number if not supplied by the system.**
4. **Enter a description for the schedule.**
5. **Define the weekly schedule in the lower grid.**
Do this by selecting start and stop times for each day of the week. Lists of values are available for the Day, Start and Stop Time fields. Start and stop times can be entered directly, using the 24-hour clock format, or by first selecting the hour component and then selecting the minute component. When you enter the start and stop values, the system calculates the total number of hours for that line of the schedule.
6. **Set the record to Active status.**
7. **Click Save.**

How to Add Operational Schedule to a Fleet Asset

1. **Open the appropriate Fleet Asset record.**
2. **Open to the Operational/Maintenance view.**
3. **Select an Operational Schedule ID from the list of values.**
4. **Check the Automatically Track Downtime box.**
5. **Click Save.**

This process can also begin when a PM Master cycles for a fleet asset associated with an operation schedule and creates a work order.

How to Automatically Calculate Downtime at WO Finish

1. **Create a Fleet Work Order and add a Fleet Asset to the Work Order.**
The Fleet Asset must have an associated Operational Schedule record.
2. **Add the Vehicle In time and set the status to Active.**
3. **When work is completed, add the Vehicle Out time.**
4. **Check the Auto Calculate Downtime indicator.**
5. **Set the work order to Finished status.**
The system accesses the associated Operational Schedule information and calculates the downtime based on the Work Type, Vehicle In and Vehicle Out times. The system records downtime in the Asset Closeout Summary view.

Operational Schedule Views

In addition to standard views, the module includes the following:

Scheduled Hours

The Scheduled Hours view contains the weekly schedule (day of the week, start time, stop time, and total daily hours) for vehicles associated with the Operational Schedule record.

Lists of values are available for the Day, Start and Stop Time fields. Start and stop times can be entered directly, using the 24-hour clock format, or by first selecting the hour component and then selecting the minute component. When you enter the start and stop values, the system calculates the total number of hours for that line of the schedule.

Each day of the week can have multiple entries to accommodate split shifts, for example 7:00-11:00 and 13:00-17:00. Multiple entries for the same day of the week, however, cannot have overlapping hours on the same Operational Schedule record.

Asset Summary

The Asset Summary view lists all fleet assets associated with this Operational Schedule record. None of the information on this view can be modified directly, but you can double-click an Asset ID to open the corresponding Asset record.

To associate an asset with the operational schedule, open the Operational Maintenance view of the Asset record, enter the appropriate Operational Schedule ID, and check the Auto Calculate Downtime box.

Operational Schedule Actions

In addition to standard actions, the following can be completed from within the module.

Log In/Out as Downtime

You must have the appropriate responsibility in your user profile to select the Log In/Log as Downtime action.

Select Log In/Log as Downtime from the Fleet Work Order Actions list to record the vehicle in/out time and calculate the downtime based on the operational schedule for the asset. If the asset has no operational schedule, the system calculates downtime as simply the difference between the in time and the out times.

Typically, you will use the Log In/Out as Downtime action if you have to return the vehicle to service before closing the work order, in order to wait for parts to arrive, or some other event in preparation to finish the repair.

Before selecting the Log In/Out as Downtime action, enter the appropriate vehicle in/out times and remove the check from the Auto Calculate Downtime box.

You can select the Log In/Out as Downtime action as many times as necessary to capture each time the vehicle is moved into and out of the shop before the work order is finished. When finishing the work order, use the action a final time to record the vehicle's return to service.

Chapter 23

Fleet Benchmark Work Order

Enter and maintain template Fleet Work Order information that can be used to generate new Fleet Work Orders in the Fleet Benchmark Work Order module. Benchmarks prevent you from having to enter and reenter the same type of information each time similar work needs to be performed on a Fleet Asset. You can modify a Benchmark or create a new Fleet Work Order from the Benchmark and then modify the new Fleet Work Order as needed.

Fleet Benchmark Work Order Records

Benchmarks are comprised of the same information that Work Orders are, allowing you to pre-plan parts, purchases, and labor requirements, set up Attachments, and so on. The Work Orders generated from Benchmarks copy information directly from the Benchmark. Since no work is performed against them, Benchmarks do not maintain cost information other than estimates.

Fleet Work Orders can be generated in any of the following ways:

- Cycling of a PM Master (which points to a Benchmark)
- From within the Benchmark module – choose the Create Work Order from Benchmark Action option
- From within the Work Order module: for a Work Order in Planning status, choose the [Update from Benchmark](#) Action.

The screenshot shows the Oracle Fleet Benchmark Work Order record for B000340. The interface includes a search bar, a left-hand navigation menu with sections for 'Views' (Additional Data, Delivery, Notes*, Cost Summary, Task (Summary), Task (Detail), Vehicle, Warranty) and 'Actions' (Create Bookmark, Audit Log (Header)). The main form area contains the following fields:

- Work Order: B000340
- Description: Replace Filters
- Vehicle ID/Desc: ILB-V-001 (Company car used in the ILB facility.)
- Shop: SHOP1
- Crew: CAK1
- Operator ID: (empty)
- Priority: 4
- Class: CON-SERV
- Category: AUDIT
- Component ID: (empty)
- Department: ILB1
- Area: ILBA1
- Account: ILB1-Y-PROCESS-COMP-NONE-009
- Contract No.: (empty)
- Checkboxes: Auto Calculate Downtime, Auto Close?, Safety, ISO Related, Health, Environmental.

Fleet Benchmark Work Order record

The first step in setting up preventative maintenance for Fleet Assets is to create a Fleet benchmark work order so that the system will have a source to draw the work order information from when it cycles the PM Master. In this lesson we will set up a PM Master for regular oil changes on a vehicle.

You will want to create a Fleet benchmark work order for each vehicle and each type of preventative maintenance on that vehicle, i.e. rotating tires, regular oil changes, tune-ups, etc.

Since all of the fields and Views found in the Fleet Benchmark Work Order module mirror the fields and Views in the standard Fleet Work Order module, you can refer to the section on the [Fleet Work Order](#) module for detailed descriptions.

How to Create a Fleet Benchmark Work Order

1. **Open the Fleet Benchmark Work Order module Search Options window.**
2. **Click New.**
3. **Enter a Description of the Fleet Benchmark Work Order.**
4. **Enter an Account number.**

If you enter a partial account number the system opens a dialog box with correct possibilities. You can also double-click the account number field to drill-down and find the appropriate account number if you do not know it.

5. **Enter any additional required information.**

This information can be extensive. See the User Guide section titled Fleet Work Orders for information on these other fields.

6. **Click Save.**

When you create a new Benchmark, the Work Order number is generated by the system when you first save the record with the first character of the Fleet Work Order number set as "B" to distinguish it from Fleet Work Orders.

The next step is to add tasks to the Benchmark Work Order.

How to Create a Fleet Benchmark Work Order Task Record

1. **Open the appropriate Fleet Benchmark Work Order record.**
2. **Select Task (Details) from the Views list.**

The system opens the Fleet Benchmark Work Order Task window at the first task for that Fleet Benchmark Work Order.

3. **Click New.**
4. **Enter a description of the task.**
5. **Select the Account Number from the list of values.**

This list is controlled by the Accounts module of the resource subsystem.

6. **Enter any appropriate additional information.**
7. **Click Save.**

How to Create a Fleet Work Order from the Benchmark

Select Create Work Order from Benchmark from the Actions list. The system generates the Fleet Work Order and notifies you of the Fleet Work Order number. Open the Fleet Work Order module and select that Fleet Work Order number to view the new record.

If you supply a Department and Area before you select the Account number, the List of values will include only those Accounts associated with that Department and Area combination. If you do not supply a Department and area, the list of values will include only those accounts not associated with a Department and Area.

Chapter 24

Reservation/Motorpool

Through the Fleet Reservation / Motorpool module, you can access a list of available vehicles (Motorpool) and reserve vehicles as needed (Reservation).

Fleet Reservation record

Reservation/Motorpool Records

The system uses pickup and return dates to determine the availability of vehicles.

Reservation No. - When you create a new Reservation record and Save, the system automatically generates the reservation number.

If you create this record ID manually, avoid the use of the special characters ' , " , & , or % as they may result in processing errors.

Requestor - Enter the name of the person requesting the reservation.

Department/Phone - Enter the department ID and phone number of the requestor or driver.

Driver - When you fill in the Requestor field, the system automatically enters the same name into the Driver field. This information can be changed if necessary.

License No - Enter the Driver's License number of the driver.

Status - Set the status of the record to reflect the current state of the reservation. When the vehicle is checked out, the status should be changed to Active, and when it is returned the status should be changed to Closed. Any vehicles that are currently checked out will not appear on the motorpool list until the Reservation record status is set to Closed.

Requested - The system enters the current date as the requested date. This can be changed if necessary.

Rental Type - Select a rental type of Daily, Monthly, or Weekly.

Destination - Enter the final destination.

Actual - When the Reservation record is complete enter the actual date and time that it was taken out. When the vehicle is returned, enter the date and time that it was returned to the motorpool. Filling in these fields inform the system that the vehicle is available again.

Vehicle ID, Year, Make, Model, Class and License - The system completes these fields based on the information in Fleet Asset record of the vehicle selected in step 6. They cannot be updated.

How to Create a New Reservation Record

1. **Open the Reservations/Motorpool module.**
2. **Select Motorpool from the Actions list.**
3. **Enter a Pickup Date and a Return Date.**

You must enter pickup and return dates so that the system can locate available vehicles.

4. **Click the Search icon.**

The system returns a listing of all available vehicles.

5. **Select a vehicle.**

The vehicle detail screen opens.

6. **Click the New Reservation button.**

The new reservation screen opens.

7. **Fill in the reservation information.**

Reservation/Motorpool Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Billing/Costs

Select Billing/Costs from the Views list to enter billing and cost information. This includes a Billing Code and charge numbers, and rental and fuel cost information. The system maintains the “Used Miles/Hours” as the difference between the Vehicle Out and In meter readings.

Billing	
Billing Code	ASD
Work Order	0000201
Department/Area	RVM01 RVM0A1
Account No.	RVM1-Y-ASSET P-ASSETC-DIRECT PO-001

Costs	
Rental Rate	30.00
Used Miles/Hours	200
Free Miles/Hours	10.00
Fuel Used	100.00
Cost Per Gallon	1.65

Billing/Costs view

Motorpool

You can check the availability of a vehicle by selecting Motorpool from the Actions list at any time. Enter the Pickup Date and Return Date that the vehicle is needed, along with any other selection criteria, and click the Search button. The system returns a listing of all vehicles that match your criteria and that are available during the date range entered. If a particular vehicle is not available on the entered date it will either not appear on the list, or the search will not return any records.

Motorpool Search Options screen

Vehicle ID	Class	Year	Make	Model	Radio	A/C	CC	Phone
E 0-01P01-MG	BRIDGES				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E 0-01S02-M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E 0-02					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V 000000000003CD2		2005	JEEP	GC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384739	RVM_VEHC				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384740	1AD0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384741					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384742	BRIDGES				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384743	1AB0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384744					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M 000384745					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motorpool Results of Search screen

Details

The Motorpool Details window presents detailed Vehicle information. You can make a reservation by clicking the New Reservation button, change an existing reservation by clicking the Update Reservation button, or exit Motorpool information by clicking the Cancel button.

Motorpool
Oracle Utilities Work and Asset Management V1.7.15 (v8.1) 25 July 2007

ORACLE

Motorpool

Search Options
Results
Fleet Reservation
Views
Billing/Costs

Selection List Details

Vehicle ID: 000000000000001 License No: 1XX999

Description: Fleet Asset with no account number. There is no account number associated to this fleet

Department/Area: Shop: Annual Only
 Radio
Year: 2005 Color: BLACK Air Condition
Make: JEEP Drive Type: Cruise Control
Model: GC Engine Size: Car Phone
Class: 3CD2 Fuel Type: Miles Hours
Life to Date:

Actions: Create Bookmark, Audit Log (Header)

New Reservation Cancel Update Reservation

Motorpool Details view

Chapter 25

Fleet Work Order History

You can open the Fleet Work Order referenced by double-clicking the Work Order number that you want to view.

Fleet Work Order History Records

The top portion of the window displays vehicle information. The middle displays summary information for each Fleet Work Order written against the listed Vehicle ID. For the highlighted Work Order record, the Shop, Odometer reading, and Out Date are displayed at the bottom of the window. When you select a different Work Order record, the Shop, odometer reading, and out date change to reflect the information on the selected record.

Work Order	Task	Work Class	Work Category	Sys	Assem Comp	Job	Reason	Action
0600018	01	CON-SERV	AUDIT			333		
Replace Filters								
0500193	01	CON-SERV	AUDIT			333		
Replace Filters								
0200664	01	CON-SERV	AUDIT					
work on this								
0200082	01	CON-SERV	AUDIT					
This work order requires a lot of materials								
0100245	01	CON-SERV	AUDIT					
Work Request for Fleet Asset.								
0100244	01	CON-SERV	AUDIT					
Description of work								
0100180	01	CON-SERV	AUDIT					
This car needs a paint job.								

Status: ACTIVE Shop: Date In: Total Cost: .00 Odometer: Out: Job Description: Replace Filters

Fleet Work Order History record

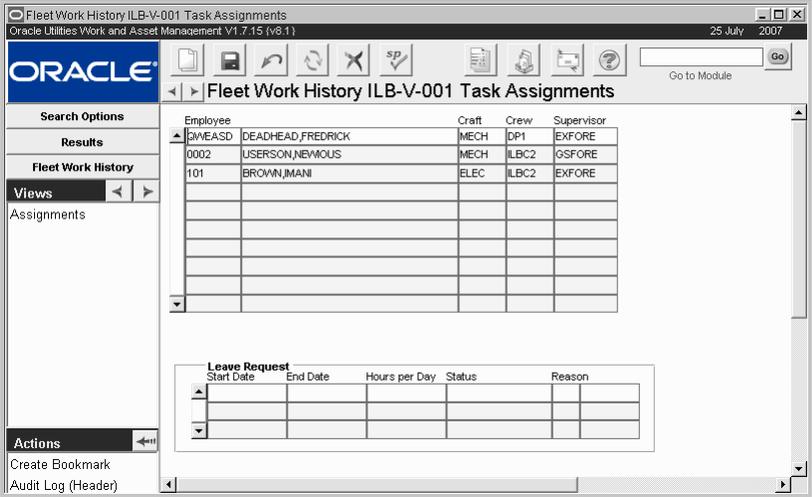
Fleet Work Order History Views

The module includes the following views:

Assignments

The Assignments view is available when a work order number on the Fleet Work Order History record is highlighted. Select Assignments from the Views list to see employee assignments for the highlighted Work Order record. This information is view-only.

View summary work order information for any vehicle that you have completed work for in the Fleet Work Order History module. This module is display only.



Assignments view

Chapter 26

Scheduling

In addition to having the ability to plan maintenance work using work order tasks or projects, a third level of planning is the ability to schedule work. While scheduling is not required to perform and complete work order tasks, it can help planners and schedulers level their workloads. Work can be scheduled in the Scheduling view of the Work Order Task module, in the Workweek Schedule module and in the Daily Schedule module. Schedule forecasting can be done in the Schedule Plan module.

Please refer to the User Guides for the individual modules for detailed instructions on creating and using records.

- **Work Order Task Scheduling view** - This view is mainly to be used as a quick reference to see which crews have been scheduled in either of the scheduling modules. Crews can also be entered here to create a schedule in either module, however adding them in this way does not commit any craft hours. You must use one of the scheduling modules to level the resources.

Remember, work order tasks can also be simply assigned to one employee or one crew by using the Assigned To or Crew field on the Work Order Task record.

- **Daily Schedule module** - Create a schedule for crafts and crews on a daily basis. Any schedule created here is automatically entered in the Scheduling view of the Work Order Task module for quick reference.
- **Workweek Schedule module** - Manage schedules for crafts and crews on a weekly basis. Any schedule created here is automatically entered in the Scheduling view of the Work Order Task module for quick reference.
- **Schedule Plan** - Design schedules of work orders that are not tied to a date. As opposed to a Daily or Workweek Schedule, a schedule date is not required on a schedule plan, so planners are afforded quite a bit of flexibility in planning the work that will later be scheduled. This can help planners who often know what work will need to be accomplished in the near future, but do not necessarily know the exact date. Planners can also use the module to keep a list of work that needs to be scheduled and later use the list to create actual Daily Schedule records. The plan can be used like a template, however it is limited in the sense that work orders are only applicable to a certain time period, so the plan should not be reused beyond that time frame.

Since most business practices only require the use of one module or the other, the Daily Schedule and Workweek Schedule modules do not work together in the sense that a week of daily schedules is not automatically create a workweek schedule. However, you can add tasks to a daily schedule from a workweek schedule and vice versa.

The Schedule Plan module is only used with Daily Scheduling.

Each schedule record is uniquely identified by a combination of the crew (a grouping of one or many crafts) and schedule date. Once the crew and date are entered and saved, they cannot be modified, only deleted.

After work is planned and scheduled all that is left is for the work to be completed. While work is being done workers may need to enter meter readings taken from assets, make changes to an asset, or facilitate any other asset management. Workers also have to log their time worked in the Timekeeping module. Once all of the work is done the tasks should be noted as finished and the work order closed.

Crafts and Crews

Please refer to the user guide for the Crew module for more information.

Crafts and crews are two types of labor classifications in the Oracle Utilities Work and Asset Management system. Crews are a grouping crafts. For example, a building crew may be broken down in to an electrician craft, a carpenter craft, and a painter craft. Employees are assigned to a craft on their Employee record, and crews are assigned in the Crew module. Each employee can only be assigned one craft, but that craft can appear on multiple crews.

Crew/Craft availability for daily schedules is managed in the Crew Daily Hours view of the Crew module. For workweek schedules, availability is defined in the Work Week business rule.

When scheduling work, you create a schedule record and assign the entire record to a crew. Later you can break down the schedule by assigning hours to different crafts.

Scheduling on the Work Order Task

Any changes made in the scheduling modules will update the Scheduling view on the Work Order Task record, and vice versa.

The first and most straightforward way to schedule work order tasks is to select Scheduling from the Views list in the Work Order Task module. When you enter a crew here, the system automatically creates a scheduling record in the module corresponding to the section where the crew was entered (Daily Schedule or Workweek Schedule).

Crew	Date
ILBC2	NOV.28.2006
ILBC2	DEC.19.2006
ILBC2	DEC.20.2006
ILBC2	DEC.21.2006
ILBC2	DEC.22.2006

Crew	Date
ILBC2	JUN.21.2006

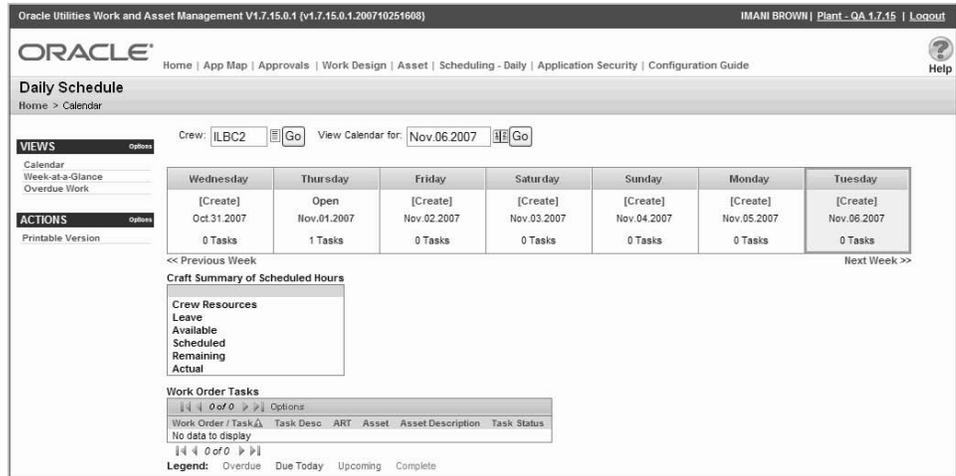
Work Order Task Scheduling View

You can also enter Estimated Start Date, Estimated Duration, Duration Units, and Estimated Finish Date, however these estimates are for informational purposes only.

If you use MS Project, and you want the information that you enter to be exported to MS Project, or if you want to assign crafts as well as crews, enter your crew assignments in the Assignments view.

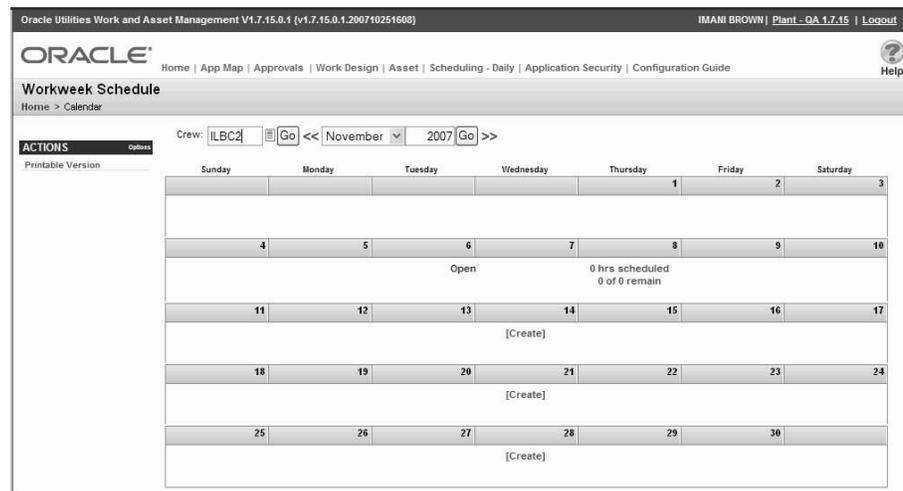
Creating Schedules

The Daily and Workweek Schedule modules differ slightly in that they present different types of calendar views when the module is first opened. The Daily Schedule module opens to a calendar view which provides a visual representation of a week of schedules. Days of the week are shown beginning with the work start day defined for the crew in the Work Week business rule.



Daily Schedule Calendar view

The Workweek Schedule module opens to a calendar view that shows a summary of schedules for a crew in the current month.



Workweek Schedule Calendar view

Beyond these differences, creating a new scheduling record from either module is essentially the same process.

How to Set the System to Automatically Generate Schedules

1. Define crew schedules in the Crew module.
2. Open the Auto Generate Weekly Schedule or the Auto Generate Daily Schedule business rule.

Use the business rule that reflects the type of scheduling used by your organization. You can set the system to define schedules by day, by week, or both.

3. Click the New icon.
4. Enter the name of the crew that you want to automatically generate schedules for.

5. **Enter ON in the corresponding Generate? column.**

If you later decide not to automatically generate schedules for this crew, you can simply set this field to OFF.

6. **Click the Save icon.**

Scheduling Records

Both the Daily Schedule and Workweek Schedule modules include sections to display schedule information, summary of scheduled hours, task lists, and various views and actions to support use of the module.

Schedule Information

The upper left section of the screen identifies the crew and date for the schedule. Where the Daily schedule module shows a simple Schedule Date, the Workweek Schedule shows a start and End Date as well as the corresponding days of the week.

Daily Schedule

The day of the week that the specified crew can start work is defined in the Work Week business rule.

Type - Use the Type field to indicate the type of work being performed on the schedule. This field is controlled by a code table so that you can create any codes that satisfy your business practices.

Workweek Schedule

Schedule Status - Available statuses are open and closed.

Craft Summary of Scheduled Hours

The upper right section of the screen keeps a running summary of the time available and scheduled for each craft in the crew.

Crew Resources - Changes to the Crew module do not affect the Crew Resources on any schedule that has already been created. Likewise, changes made to the Crew Resources on a schedule do not have any affect on the Crew module.

	ELEC	TECH
Crew Resources	1	1
Leave	0	0
Available	1	1
Scheduled	0	0
Remaining	1	1
Actual	0	0

The total available hours for the entire crew is broken down by number of hours per craft assigned to the crew. These values are originally defined in the Crew module Crew Daily Hours view and defaulted to the Schedule record when it is initially created. Although available hours are pre-determined in the Crew module, you can click the Crew Resources link here or select the view from the Views list to modify these hours, add or remove a craft, or make other adjustments to the crew resources.

Leave - If any employee on a scheduled craft has approved or posted leave hours, the system displays the number of hours here. This information is useful in determining if any employee absences will impact scheduling. Click the Leave link here or select Leave Summary from the Views list to display more detailed information about the leave time requested.

Available - The number of crew resource hours minus the number of leave hours. This value shows the actual number of hours available for the crew once leave hours are taken into account.

Scheduled - The number of hours scheduled in the Task List.

Remaining - The difference between the available hours and scheduled hours.

Actual - The actual cumulative time that the craft has posted for the work order tasks listed in the Task List. For example, if you were to open the Timekeeping Log module and search for the craft and the work order tasks listed in the Task List, the total number of hours posted to the log would equal the value in the Actual row.

Tasks on Scheduling Records

After the schedule is created, the next step is to add the work order tasks that should be included on the schedule. If you know the work order and task number for the task that you want to add, you can enter these directly into the Work Order and Task fields on the Task List.

In addition to adding tasks directly to the Task List, you can also use actions to copy from another schedule or select tasks directly from the Work Order records. Select the appropriate action from the Actions list in any scheduling module to add tasks.

Removing Tasks

Place a check in the box next to the task in the Task list and click the delete icon.

Adding Tasks

Every Add Task wizard is the same in that you search for then add tasks. The system opens the Add Tasks Wizards to the results of your last saved search. If you do not have any previously saved searches, the default results are of all active tasks that reference the crew from the schedule.

Tasks that are already included on the current schedule are not included in the list. If the task is already included on another similar schedule it appears with an asterisk (*) next to it. For example, if you are adding tasks to a Daily Schedule, only tasks that are included in another Daily Schedule appear with an asterisk(*) next to them.

When you are presented with the list of work order tasks to choose from, place a check in the boxes next to the tasks you want to add and click the appropriate button.

Modify Tasks - If you need to change the picklist, click the Modify Results button to open a search screen where you can modify your search criteria to obtain a different list of resulting tasks.

Save and Add More - Save the tasks that you checked and add more tasks. This is used when there are more tasks than are displayed on the first screen. Note the record count at the top of the work order list. If you are not displaying the full number of records found (for example you only see 1-20 of 50), you can either select the Options link and set the system to display more records, or you can select work orders from the first page, then click Save and Add More to save what you checked then select more tasks.

Add to Other Days - Add the selected tasks to other schedule days. This screen allows you to add tasks to one day, or to a range of days. If you click this button, the selected tasks are NOT added to the schedule that you are currently viewing, unless you include this date in the range for the days to add the tasks to.

Finish - Save the checked tasks, and return to the Schedule screen.

Cancel - Discard your changes and return to the Schedule screen.

The Add Task wizard in Workweek schedule is slightly different in that you must select how you want to add tasks in the first screen of the wizard. The following searching and task selection process is the same. Add to Other Days does not apply to a workweek.

Adding Tasks on Workweek Schedule

The Add Task wizard in Workweek schedule is slightly different in that you must select how you want to add tasks in the first screen of the wizard. The rest of the process is the same. Add to Other Days does not apply to a workweek schedules.

Add Tasks from Daily Plan

You can also add tasks from a Daily Schedule in both the Daily Schedule and Workweek Schedule modules. Enter the name of the daily schedule to add from, or enter a crew name and/or a day number then click Next. The system shows the Daily Plans that meet your selection criteria. Select the appropriate Daily Plans then click the Finish button. The system adds the tasks from the selected Daily Plan to the schedule.

Copying Tasks

The Copy Task wizards indicate that you are copying from one schedule to another schedule; workweek to workweek, daily to daily. When you select Copy All Tasks or Copy Selected Tasks the system opens a screen where you enter the Crew and Schedule Date that you want to copy to. In Daily Schedule you also have the option of copying to multiple schedules, so you can enter the Number of Days.

Number of Days - When copying to a Daily Schedule you have the option of copying to multiple schedules. If there is no existing schedule on a given day the system creates a new schedule on valid days of the week with the entered criteria. This option only appears on Daily Schedule.

Include Days Off - When adding to multiple days you must indicate whether or not new schedules should be added to holidays, weekends or days that are not defined as work days. If this box is checked the system simply creates new schedules on consecutive days for the number of days indicated. This option only appears on Daily Schedule.

Remove From Originating Schedule - Check this option to have the tasks removed from the original schedule. This defines the activity as a move rather than a copy. This option appears on both Daily Schedule and Workweek Schedule.

Set scheduled hours to - When the tasks are copied to another schedule, the system needs to know which scheduled hours to use. Select Current Scheduled Hours to use the hours entered in the Task List of the originating schedule. Select Labor Estimates to use the hours entered in the Labor Requirements view on the work order task record. Also, you have the option to leave the fields blank. This option appears on both Daily Schedule and Workweek Schedule.

Day No. - In Schedule Plan, the number entered in the Day No. field indicates which day of the plan will be modified with the copied tasks. If the field is left blank, the system automatically uses the next available valid day. This option only appears on Schedule Plan.

How to Copy Selected Tasks

1. **Open the appropriate Daily Schedule record.**
2. **Place a check in the box next to the tasks you want to copy.**
3. **Select Copy Selected Tasks from the Actions list.**

The Copy Tasks Wizard opens.

4. **Enter the Crew and Schedule Date to create the new schedule.**

Enter the a date in the Schedule Date field to copy to one date, or enter a date range in the From Date and To Date fields to indicate a date range to copy to. The system does not copy to schedules within the range that are in Closed status.

You can add to an existing schedule by entering the crew/date combination of an existing schedule.

The Auto Generate Daily Schedule and the Auto Generate Weekly Schedule business rules can be configured to set the system to automatically copy incomplete schedules from one day to the next.

For Workweek Schedule you must select a schedule date that falls on the correct start day for the crew selected. The start of the work week is defined in the Work Week business rule.

5. Select a radio button to determine how to handle the scheduled hours on the current schedule.

Current Scheduled Hours - Copies the hours exactly as they appear on the current schedule.

Labor Estimates - Copies the labor estimates from the work order task, and enters them as the scheduled hours.

Leave Blank - Does not copy over any hours.

6. Check the Remove from Originating Schedule box if you want to move the tasks from the existing schedule to the other schedule referenced.

The effect of checking this box is that the tasks are deleted from the originating schedule.

7. Click the Finish button.

The system copies the tasks to the crew/schedule date combination entered and returns to the record that tasks were copied from.

Merging Tasks

The Merge Task wizards indicate that you are copying tasks from a schedule of one type to a schedule of a different type; workweek to daily. When you select Merge All Tasks to Daily Schedule or Merge Selected Tasks to Daily Schedule the system opens a screen where you enter the crew and schedule date you want to copy to. Here you also have the option of copying to multiple daily schedules, so you enter the Number of Days.

Crew & Schedule Date - A unique Crew and Schedule Date combination defines the schedule. If there is no existing schedule with the combination that you enter, the system creates a new schedule to fit the criteria.

Number of Days - When copying to a Daily Schedule you have the option of copying to multiple schedules. If there is no existing schedule on a given day the system creates a new schedule on valid days of the week with the entered criteria.

Include Days Off - When adding to multiple days you must indicate whether or not new schedules should be added to holidays, weekends or days that are not defined as work days. If this box is checked the system simply creates new schedules on consecutive days for the number of days indicated. This option only applies to Workweek Schedule.

Remove From Originating Schedule - Check this option to have the tasks removed from the original schedule. This defines the activity as a move rather than a copy.

Fields on the Task List

Oracle Utilities Work and Asset Management V4.7.15 (v4.7.15.0.200708190904) RICHARD BEELER | Plant - QA-17.15 | Logout

ORACLE Home | App Map | Approvals | Requisition | Purchase Order | Invoicing | User Profile | Work Order

Daily Schedule - Crew RJB - 07 Aug 2007
Home > Calendar > Daily Schedule

VIEWES Options
Calendar
Week-at-a-Glance
Overdue Work
Daily Schedule
Assignments
Checkout Requests
Crew Resources
Leave Summary

Schedule Information
Delete New Save Spelling
Crew: RJB Schedule Status: OPEN
Type: ROUTINE Schedule Date: 07 Aug 2007

Craft Summary of Scheduled Hours

	ADMIN	ELEC	TECH
Crew Resources	1	2	1
Leave	0	0	0
Available	1	2	1
Scheduled	2	3	2
Remaining	-1	-1	-1
Actual	0	0	0

TASK LIST
Delete Save 1-4 of 4 Options Unhide Columns

Seq No.	Work Order / Task	Task Desc	Interruption Code	ADMIN	ELEC	TECH	Add
1	0600554 / 01 Labor Summary	work on the primary asset	SUPPORT	1/0	2/0	0/0	Finish Task N/A
2	0300548 / 01 Labor Summary	work on this	WEATHERADD	0/0	2/0	2/0	Finish Task N/A
3	0600556 / 01 Labor Summary	Another work order to use up parts	SUPPORT	0/0	1/0	0/0	N/A
	0600555 / 01 Labor Summary	Use up these parts	TRAINING	1/0	0/0	1/0	Finish Task N/A

Open Audit Log 1-4 of 4

Daily Schedule record

Sequence No - If needed, you can enter a number in the Sequence No field to reorder the tasks. Enter any whole number in this field to represent the sequence that the tasks should be completed in, and Click Save. To actually reorder the tasks, click the Sequence No label, as with any other column, and the system sorts the rows in ascending or descending order.

Only the fields that cannot be removed through options are described here. The remaining fields are basic Work Order Task fields. Please refer to the documentation for Work Order Task for more information.

Interruption Code - Interruption codes are mainly used for compliance tracking to identify what occurred to impact the planned schedule.

Scheduled Craft Hours - The system adds a column for every craft that is assigned to the specified crew, or that has been added in crew resources. To schedule hours for each craft, enter the number of hours for that craft in the row corresponding to the scheduled work order task and Click Save. As you update the craft hours, the system updates the values in the Craft Summary of Scheduled Hours section.

Craft hours scheduled here are not linked with hours scheduled to an individual in the Assignments view.

Finish Task Button - Click the Finish Task button to launch the Finish Task wizard which is also available in the Work Order Task module. Please refer to the section entitled “[Finishing Work Order Tasks](#)” in the Work Order Task user guide for more specific details.

Labor Summary Values - The ratio displayed below the scheduled hours field represents the total number of hours scheduled for the craft for the task on every schedule over the number of hours estimated for the craft in the Labor Requirements view on the Work Order Task record.

Task List
Save Remove Checked Tasks 5 of 5 Options

Seq No.	Work Order / Task	Task Desc	Interruption Code	ADMIN	TECH	ART	Asset	Add
	0600220 / 01 Labor Summary	Do this that and the other.		6.0	4.0		E ILB ASSET10	Finish Task N/A
	0500220 / 01 Labor Summary	BENCHMARK WORK ORDER #1		7.0	7.0		E ILB ASSET10	Finish Task N/A
	0200082 / 03 Labor Summary	Exhausting work.		2.5	2.7		E ILBASST5	Finish Task N/A
	0200082 / 02 Labor Summary			4.0	4.0		E ILBASST5	Finish Task N/A

If you were to open the Work Order Task record and update the duration estimates for the task, the changes would be reflected in this summary.

The system displays the number of estimated hours from the Labor Requirements view in the Work Order Task module on the Daily and Workweek Schedules.

Item	People	Craft	Duration	Total Craft Hours	Total Travel Hours	Regular Expense	Premium Expense
001	1	MECH	2	2	0	00007	00005
002	1	ELEC	1	1	0	00006	00009
003	1	TECH	1	1	0	00010	00012

Estimated Hours shown on the Work Order Task Labor Requirements View

Labor Summary - Click the link below the work order number to open the Labor Summary view. This screen shows the labor estimates that were entered in the Labor Requirements view of the Work Order Task record.

Craft	Craftsmen	Quantity	Labor Duration	Remaining Hours	Revised Est	Scheduled Hours
ADMIN		5		-412	0	412
TECH		7		-412	0	412

Labor Summary view

Crafts that were not in the original Work Order Task Labor Requirements but that appear in the schedule DO NOT appear in this view. Crafts must be represented on the actual Task record to be represented here.

Autofill Estimates

If this functionality is enabled, you can select the Autofill Estimates link on the toolbar to fill in all of the blank schedule fields with the estimated value when planning labor resources. Fields with existing values are not overwritten. Also, if you select Autofill Estimates, the values will be populated for all blank scheduled hours fields for every task that is present on the schedule. This cannot be applied for just one line.

Note: Your administrator controls access to this functionality using installation parameter settings.

Hide/Unhide Columns

Each of the columns in the Task List has a small box with a plus or minus. You can click these boxes to hide the column. For example, you may want to view or print the screen without seeing interruption codes, so this feature allows you to click the minus to have the column removed from the display. Click Unhide Columns to show the column again.

Hidden Columns by Crew

If one user tends to work with scheduling records for more than one crew, the user might notice that hidden column settings do not carry over between crews. The displayed columns must be

set for each different crew. Once the columns are hidden for a crew, however, they will remain hidden until the browser cookie controlling the setting expires.

Printing Schedule Records

Select one of the print options from the Actions list in Daily Schedule, Workweek Schedule, or Schedule Plan module to print a report based on the criteria specified. Select [Printable Version](#) for a formatted version of the schedule.

Daily Schedule Business Rules

The following describes the business rules that affect the Daily Schedule module:

Auto Generate Daily Schedule Rule - Controls automatic cycling of unfinished Work Order Tasks to the Crew's next day's schedule. When batch processing is done, Work Order Tasks that are not in Finished or Canceled status are placed on the next day's schedule for that Task's Crew.

Craft Rates Rule - Defines craft codes.

Default Backlog Groups Rule - Defines the relationship between crews and backlog groups (sometimes called backlog crews).

Work Week Rule - Defines the days of the week that a crew is available for work. For example, you might have a crew that is only available on weekends.

Workweek Schedule Business Rules

The following describes the business rules that affect the Workweek Schedule module:

Auto Generate Weekly Schedule Rule - Controls automatic cycling of unfinished work order tasks to the crew's next week's schedule. When batch processing is done, Work Order Task records that are not in FINISHED or CANCELED status are placed on the next week's schedule for that task's crew.

Craft Rates Rule - Defines craft codes.

Default Backlog Groups Rule - Defines the relationship between crews and backlog groups (sometimes called backlog crews).

Work Week Rule - Defines the days of the week that a crew is available for work. For example, you might have a crew that is only available on weekends.

Chapter 27

Daily Schedule

The Daily Schedule module organizes work order tasks on a daily basis. Although scheduling is not required to complete work orders, this module is an invaluable tool helping planners to ensure that there is enough manpower available to complete required work.

Crew and craft availability are defined in the Crew Daily Hours view of the Crew module. The work week is defined in the Work Week business rule.

Use the Auto-Generate Daily Schedule business rule to set the system to automatically create schedules.

Scheduling Calendar

The Daily Schedule module opens to a calendar view which provides a visual representation of a week of schedules. Days of the week are shown beginning with the work start day defined for the crew in the Work Week business rule.

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ORACLE Home | App Map | Approvals | Business Rules | Work Design | Scheduling - Daily | Scheduling - Plan | Scheduling - Workweek

Daily Schedule
Home > Calendar

Crew: ILBC2 Go View Calendar for: Jul.10.2008 Go

VIEWS Options
Calendar
Week-at-a-Glance
Overdue Work

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
[Create] Jul.09.2008 0 Tasks	Open Jul.10.2008 0 Tasks	[Create] Jul.11.2008 0 Tasks	[Create] Jul.12.2008 0 Tasks	[Create] Jul.13.2008 0 Tasks	[Create] Jul.14.2008 0 Tasks	[Create] Jul.15.2008 0 Tasks

<< Previous Week Next Week >>

Craft Summary of Scheduled Hours

Crew Resources
Leave
Available
Scheduled
Remaining
Actual

Work Order Tasks

1 of 0 Options

Work Order / Task	Task Desc	ART	Asset	Asset Description	Task Status
No data to display					

1 of 0

Legend: Overdue Due Today Upcoming Complete

Daily Schedule Calendar view

Crew - When the module opens, the Crew field defaults to the default crew entered on the logged on user's employee record. The calendar below shows the schedules for that crew. If you change the crew, click the Go button to refresh the calendar.

View Calendar for - This field represents the date that the displayed week should include. If you change the date click the Go button to refresh the calendar. You can also click the Previous Week and the Next Previous Week arrows to go back or advance the weeks.

Calendar - When a schedule exists for a particular day, the calendar shows the schedule status (Open or Closed), the date, and the total number of tasks on the schedule. Select one of these links to open the schedule for that day.

If no schedule exists there is a [Create] link that you can click to create a new schedule.

Below the calendar the system shows the Summary of Scheduled Hours and the Work Order Tasks on the schedule.

The work order numbers in the table are color coded to correspond with the scheduling status for the work order. Scheduling statuses and colors are:

Upcoming (blue) - The most future scheduled date for this task is in the future.

Due Today (green) - The most future scheduled date for this task is today.

Overdue (red) - The most future schedule date for this task is in the past.

Complete (grey) - The task is in Canceled, rejected, finished or closed status.

Week at a Glance

Select Week at a Glance from the Calendar screen Views list, to open a view showing all of the tasks for the chosen week. Change the week to view by modifying the date next to View Calendar for.

Overdue Work

Select Overdue Work from the Views list on the Calendar screen to open a view showing all overdue tasks scheduled for the crew, irrespective of the schedule date. Tasks become overdue when the most future date for the task is in the past.

Creating Daily Schedules

If there are no existing schedules on the Calendar, click the [Create] link to create a new schedule.

How to Create a Daily Schedule

1. **Open the Daily Schedule module.**
2. **Click the [Create] link on the date that you want to create a schedule.**
3. **Enter the Crew ID in the Crew field.**

The module opens with the default crew of the logged in user entered in this field. It can be changed if needed.

4. **Enter a schedule type in the Type field, if necessary.**

You can also change the date on this screen, if necessary.

The Crew, Type, and Date fields uniquely identify a Schedule record. Once the record is saved, these fields cannot be modified.

5. **Click Save.**

Now you can add tasks to the schedule.

New Schedule Record

Scheduling Craft Hours

Now that you have added the task, it is time to commit resources to your schedule.

How to Schedule Craft Hours

1. **Open the appropriate scheduling record.**
2. **Enter the number of hours to schedule for each craft.**
The system adds a column to the table for every craft that is on the schedule. In order to schedule hours for each craft, enter the number of hours for that craft in the row corresponding to the scheduled work order task.
3. **Click Save.**
As you update the craft hours, the system updates the numbers in the Summary of Scheduled Hours section.

Adjusting Resources

Before finishing your schedule, take another look at the Summary of Scheduled Hours section at the top of the window. A negative number in the Available field indicates that you have scheduled more hours than you have resources.

If you find that you have overcommitted your staff, you will need to level the workload by:

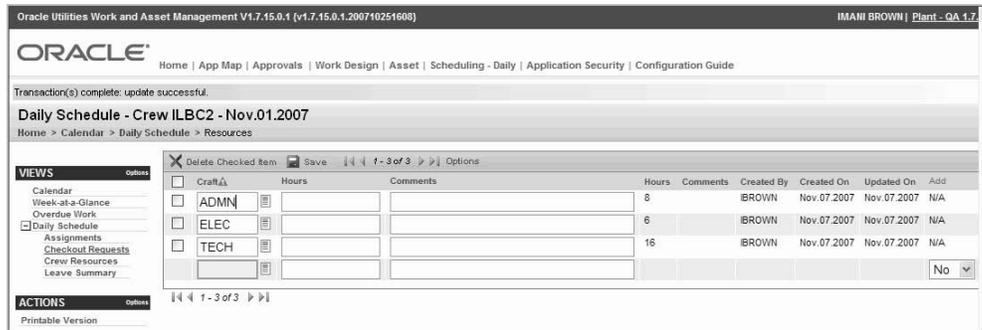
- Adding a craft or more craft hours,
- Copying one or more tasks to another schedule (either your crew's schedule for a different day or an entirely different crew's schedule), or
- Copying the entire schedule to another day when more resources are available.

How to Create Unplanned Resources for a Craft

1. **Select Crew Resources from the Views list.**
2. **Either add a new craft and the available hours, or increase the number of available hours for an existing craft.**

The information in the Crew Resources view is initially defined in the Crew module Crew Daily Hours view, however crafts can be added and hours adjusted in this view by clicking the New icon and entering the craft and hours.

To increase the number of hours for an existing craft enter the number of hours next to the craft name.

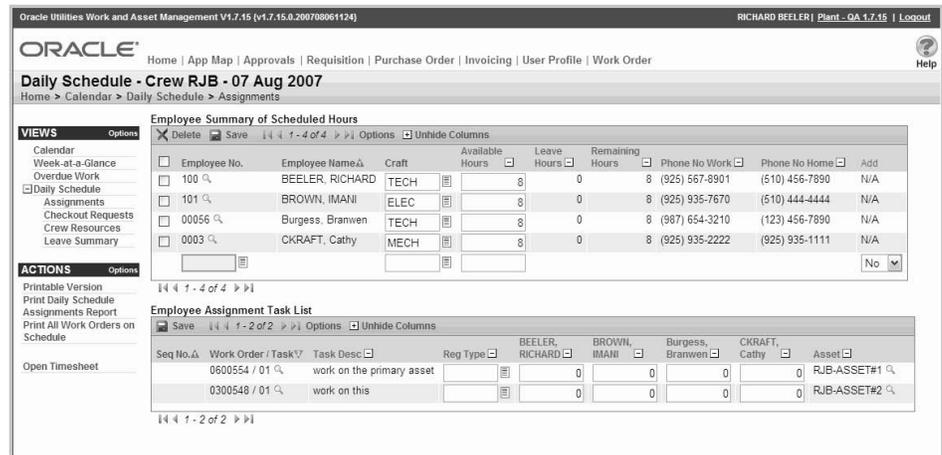


Daily Schedule Crew Resources view

- Click the Save icon and navigate back to the daily schedule record. The Summary of Scheduled Hours section reflects the newly added craft or craft hours. Now you can enter hours for the craft in the task list.

Assignments

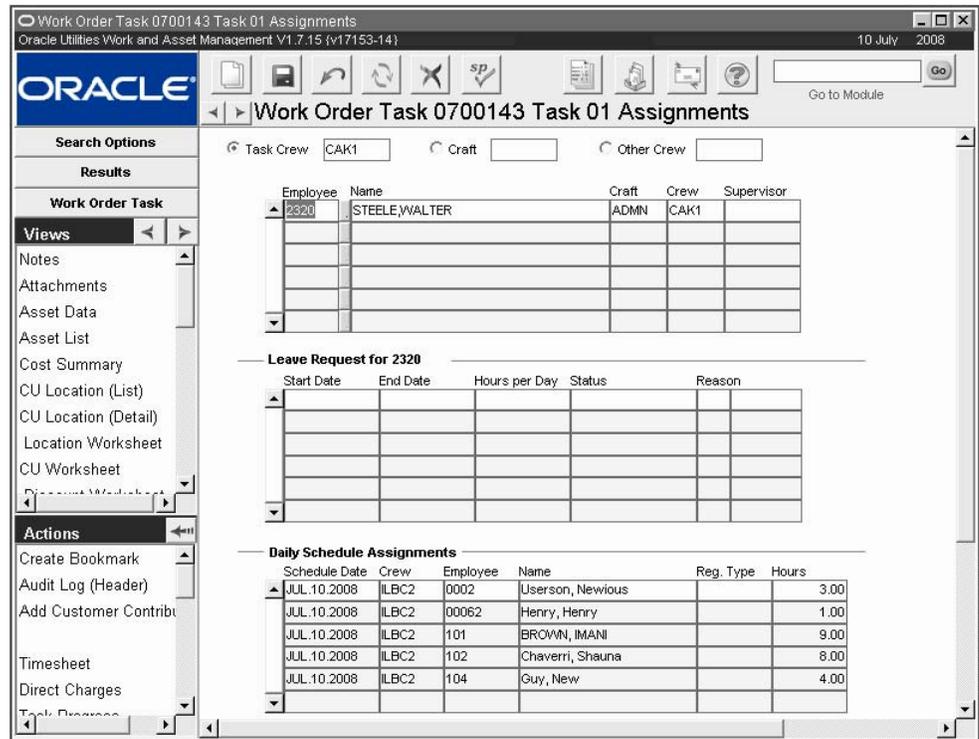
Select Assignments from the Views list to display the employees that are assigned to the crew. This information is entered in the Crew Employee Assignments view of the Crew module and can not be modified here.



Assignments view

You can add and remove members, update available hours and modify the employee crafts as appropriate. If the crew is set to allow scheduling to individuals, you can use the assignments view to schedule tasks to individuals on the crew or to those who do not already appear on the crew. Set the crew to allow this by checking the Schedule to Individual box on the Crew record. Updates made to the crew here will not be reflected on the originating crew record.

Simply adding employees to the upper section of this view will not also add them to the Work Order Task Assignments view. However, if you add hours to any employee in the lower section, the employee and number of hours will also be displayed in the Daily Schedule Assignments section of the Assignments view in the Work Order Task module.



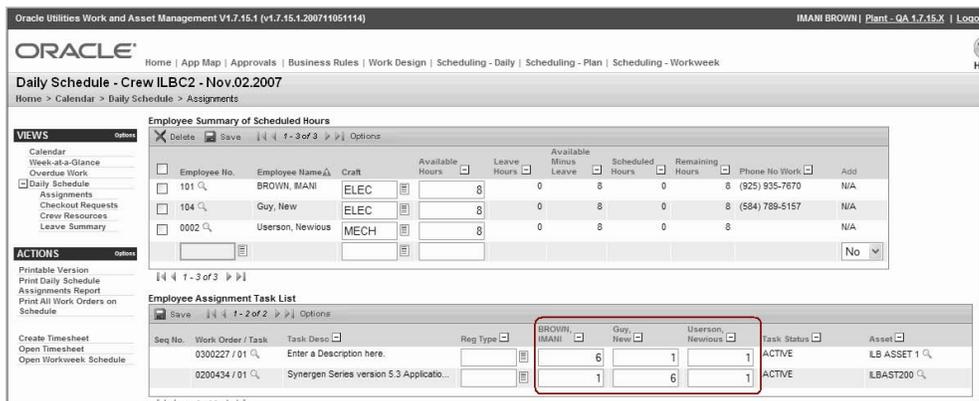
Work Order Task module Assignments view

How to Schedule an Individual Crew Member

1. Open or create the appropriate Daily Schedule record.
2. Add the appropriate work order tasks if necessary.
3. Select Assignments from the Views list.

The Assignments view contains two components. The Employee Summary of Scheduled Hours section contains information on all hours currently scheduled for each employee in the crew. The Employee Assignment Task List contains a listing of tasks on the current schedule and the hours each crew member is scheduled for each task.
4. Review the Employee Summary information.

You can add or remove employees if necessary. You can also update the craft for each employee.
5. Enter the number of hours scheduled to each employee in the bottom portion of the screen under the employee name.



6. Click Save.

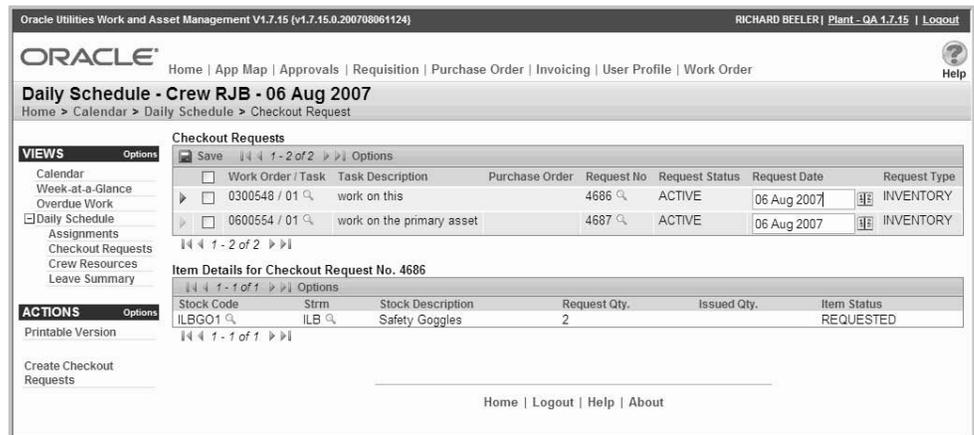
The assignments entered here are also reflected in the Work Order Task Assignments module, and in the Work Order Task Scheduling view.

Open Timesheet

Select Open Timesheet from the Actions list on the Assignments view to open the Timesheet module filtered for the date on the daily schedule and the employees on the crew. Settings in the Timekeeping Authority business rule determine your authority to view and modify records in the Timesheet module.

Checkout Requests

The Checkout Request view lists all checkout requests with items planned against work order tasks on the schedule and purchase orders related to work orders on the schedule.



Checkout Request view

The upper grid contains limited information about all Created or Active checkout requests associated with scheduled the Work Order Task records, including record status, type, and required date. You can drill down on the record number to review the full record.

When you select a record in the upper grid by clicking the selector at the beginning of the row, the lower grid changes to show the items included on the request selected above, along with the requested and issued quantities and item status.

Create Checkout Requests

If you have the appropriate function in your responsibilities profile, you can create checkout requests from the Daily Schedule record.

How to Create a Checkout Request from a Daily Schedule

1. Open the appropriate Daily Schedule to the Checkout Requests view.
2. Select Create Checkout Requests from the Actions list.
3. Fill in the information as required by your business practices.

If you select inventory as the type, you can then select the appropriate work order task from the list of tasks on the Daily Schedule. If you select courtesy stores as the type, you can then select both the work order task and the appropriate purchase order from a list of purchase orders associated with the work order task selected.

4. Click Next.

The screen shows a listing of the parts planned against the work order task or held as courtesy stores.

5. Click the Add box for each item you want to check out.

Or click Select All to select all the items. If a large number of stock items are associated with the task, you may want to filter the list first to make it easier to find the parts you need. Click Filter to enter selection and order by criteria.

6. Click Next.

7. Enter the quantities of each stock item you want to request.

The system displays the quantity planned against the task, but you can enter a smaller or larger quantity if necessary. You can also change expense codes if the system is configured to allow you to override expense codes.

8. Click Finish.

The system creates the Checkout Request record and displays the request number.

9. Click Restart or Close.

If you want to create additional checkout requests, click Restart to repeat the process, otherwise, click Close to return to the Daily Schedule.

Activate Selected Checkout Requests

If you have the appropriate function in your responsibilities profile, you can activate checkout requests on the Checkout Request view by first select the box for each request you want to activate and then selecting Activate Selected Checkout Requests form the Actions list.

When you activate checkout requests using this action, the system does not perform budget checking. If you want to include budget checking you must active the requests from within the [Checkout Request](#) module.

Crew Resources

Select Crew Resources from the Views list to review the crafts and craft hours available to the crew. This information is initially defined in the Crew module Crew Daily Hours view, however crafts can be added and hours adjusted in this view by clicking the New icon and entering the craft and hours.



Crew Resources view

Changes to the Crew module do not affect the Crew Resources on any schedule that has already been created, and changes made to the Crew Resources on a schedule do not have any affect on the Crew module.

Leave Summary

Select Leave Summary from the Views list to display the leave time that has been approved for employees on the crafts you need to schedule. The leave time shown only applies to the date that you are scheduling for.

Oracle Utilities Work and Asset Management V1.7.15 (v1.7.15.0.200708130904) RICHARD BEELER | Plant - QA 1.7.15 | Logout

ORACLE Home | App Map | Approvals | Requisition | Purchase Order | Invoicing | User Profile | Work On Help

Daily Schedule - Crew RJB - 15 Aug 2007
Home > Calendar > Daily Schedule > Leave Summary

VIEWS Options

- Calendar
- Week-at-a-Glance
- Overdue Work
- Daily Schedule

Employee No.	Employee Name	Craft	Leave Reason	Hours
100	RICHARD BEELER	TECH	VACATION	8.00

Leave Summary view

My Crews

Select My Crews from the Views list to view a list of all work order tasks on daily schedules for the crews defined in the “Selected Crews” section of the Work Planning portal. This view only displays tasks on daily schedules for the same date as the daily schedule where the view was accessed.

The results list also includes information on the work order number, the task description, the asset and asset description. By default, the results list is ordered by crew, sequence number, work order number and task.

ORACLE Logout Preferences About Help

Home App Map Approvals Business Rules Work Design Scheduling - Daily

Oracle Utilities Work and Asset Management V1.9.0.4 (v1.9.0.4.201110251105) IMANI BROWN | Plant - QA 1.9.0.4

Daily Schedule
Home > Calendar > Daily Schedule > My Crews

VIEWS Options

- Week-at-a-Glance
- Overdue Work
- Daily Schedule
- Assignments
- Checkout
- Requests
- Crew Resources
- Leave Summary
- My Crews

Workload for My Crews for Nov.01.2011

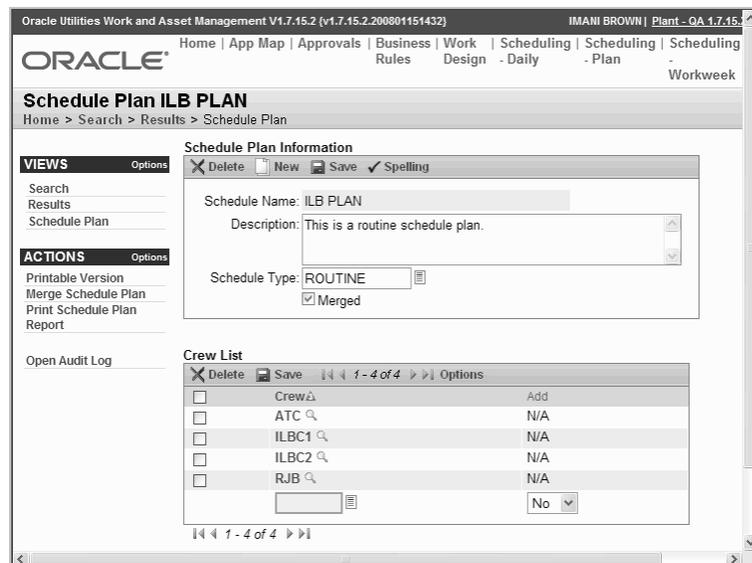
Crew	Crew Description	Seq No.	Work Order	Task	Task Description	ART	Asset	Asset Description
BYB	BRANWEN'S CREW	0900604	01	2nd Raya's Benchmark Work Or...		V	BYB-FLEET-02	Branwen's Fleet Asset - DO NOT...
BYB	BRANWEN'S CREW	0900724	01	Branwen's Work Order to test Co...		E	BYB-ASSET	Branwen's Main Asset12345678...
BYB	BRANWEN'S CREW	0900724	02	Branwen's Work Order to test Co...		E	BYB-ASSET	Branwen's Main Asset12345678...
BYB	BRANWEN'S CREW	1100245	01	this is a description		E	RLW_ASSET4	this is an asset of sorts
BYB	BRANWEN'S CREW	1100212	01	this is a fleet benchmark work or...		V	RLW_DOWNTIME1	A Fleet Vehicle record for trackin...
BYB	BRANWEN'S CREW	1100241	08	New WO created from GIS Viewer.		E	ML-5010	ESRI2: Force Main Line 10
BYB	BRANWEN'S CREW	0900724	03	Branwen's		E	BYB-ASSET	Branwen's Main Asset12345678...

My Crews view

Chapter 28

Schedule Plan

The Schedule Plan module allows you to plan a schedule of work orders that are not tied to a date. As opposed to a Daily or Workweek Schedule, a schedule date is not required here, so planners are afforded quite a bit of flexibility in planning the work that will later be scheduled.



Schedule Plan module

This functionality can help planners who often know what work will need to be accomplished in the near future, but do not necessarily know the exact date. Planners can also use the module to keep a list of work that needs to be scheduled and later use the list to create actual Daily Schedule records. The plan can be used like a template, however it is limited in the sense that work orders are only applicable to a certain time period, so the plan should not be reused beyond that time frame.

Crew and craft availability are defined in the Crew Daily Hours view of the Crew module. The work week is defined in the Work Week business rule.

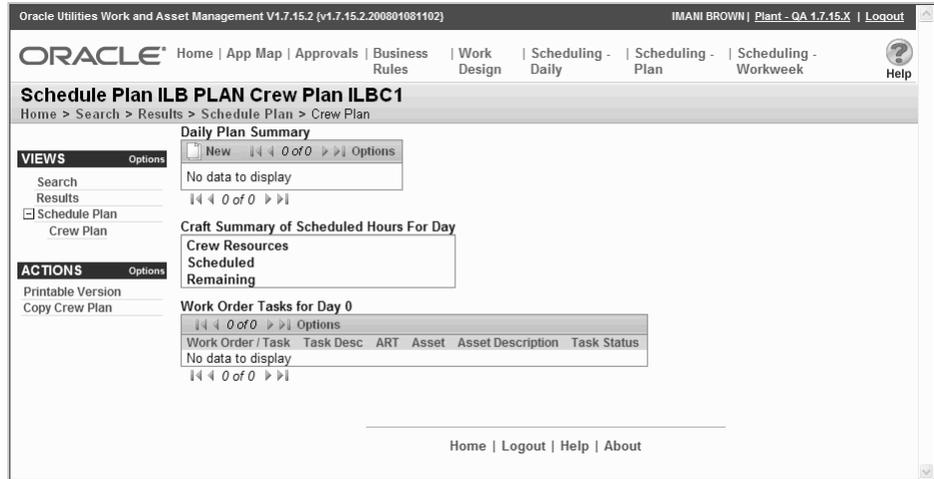
Schedule plans are constructed by adding one or many crews then adding one or many day plans for each crew. Each day plan consists of one or many tasks. Resource hours can be allocated and tracked as they are with any schedule. Once the plan is created, it can be copied to existing daily schedules or used to create new ones.

Add crews to the schedule plan by entering the crew name in the first blank row of the Crew List section of the screen. Continue entering new rows until all necessary crews have been added. In order to have a complete Schedule Plan you must then add daily plans for each crew listed.

Crew Plan

Use the Crew Plan screen to add Daily Plans for each crew.

Select a crew name from the Crew List to open the Crew Plan view. This screen shows detail for the crew including the daily plans that have been created, a craft summary of resources, and the summary of work order tasks on the day plan. You can also create day plans from this screen.

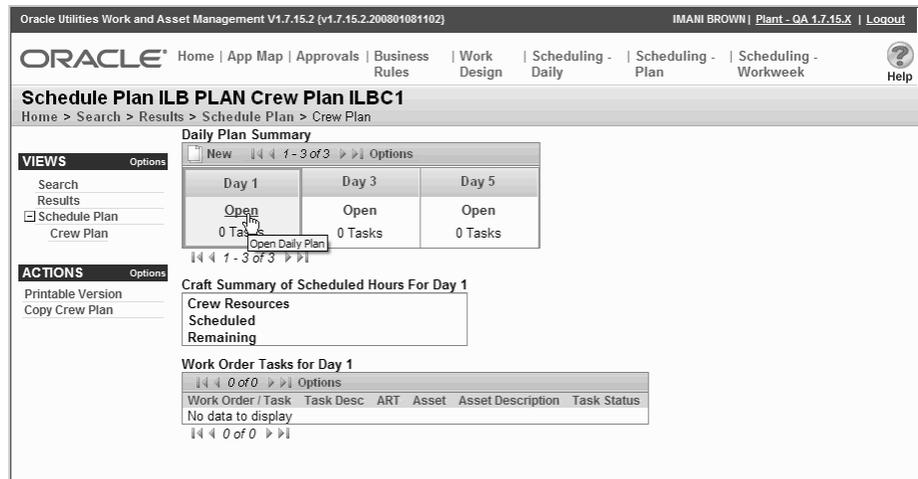


Crew Plan screen

The Crew Plan screen is similar to the Calendar view in Daily Schedule providing a visual representation of daily plans. Each cell represents a day showing a link to open the daily plan for that day, and the number of work order tasks included on that day. Click the day number to refresh the bottom sections of the screen to show summaries for that particular day. Select Open to view the actual Daily Plan record.

The Craft Summary of Scheduled Hours shows the Available Crew Resources along with Scheduled and Remaining resource hours by craft for the selected day. The Work Order Tasks for Day shows a summary of the Work Order Tasks that are listed on a particular Daily Plan.

Add daily plans by clicking the New icon in the Daily Plan Summary section.



Schedule Calendar View

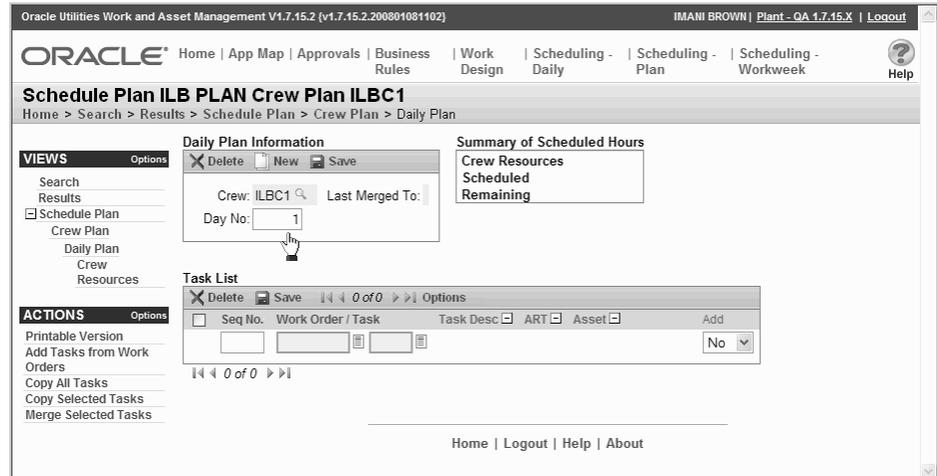
Daily Plan

Very similar to the Daily Schedule screen, the Daily Plan window is divided into three sections:

The Daily Plan Information section identifies the specific schedule.

The Summary of Scheduled Hours section keeps a running summary of the number of hours available, scheduled, and remaining for each craft on the plan.

The Task List contains details about the specific work order tasks.



Daily Plan Task List

Daily Plan Information

The upper left section of the screen identifies the crew, day and the last day that the plan was merged to a daily schedule.

Instead of associating work order tasks to a specific day of the week, tasks are associated to a day number. The planner can then conceptualize the days as falling into succession according to the workweek that is defined for the crew in the Work Week business rule. For example, if the work week is defined as starting on a Tuesday, then Day 1 will be placed on a Tuesday when the schedule plan is merged to a daily schedule.

When merging schedule plans, the system verifies whether or not the days land on valid work days, and if they do not, the date is moved up by one day until a valid day is found.

Task List

The Task List component displays the work order tasks that have been added to the daily plan.

This section includes columns for each craft included in the crew for the schedule. Place the number of hours to schedule for each craft in the box below the craft name in the row for the appropriate work order task and Click Save. As you update the craft hours, the system updates the numbers in the Summary of Scheduled Hours section.

Adding Tasks - If you know the work order and task number for the task that you want to add, you can enter these directly into the Work Order and Task fields on the Task List. Otherwise, select one of the Add Tasks actions from the Actions list to add to the schedule.

Sequence No - If needed, you can enter a number in the Sequence No field to reorder the tasks. Any whole number can be entered into this field. Enter numbers to represent the sequence that the tasks should be completed in, and Click Save. To actually reorder the tasks,

Only fields that cannot be removed through options are described here. The remaining fields are basic work order task fields.

click the Sequence No label, as with any other column, the system reorders the rows in ascending or descending order.

Schedule Craft Hours - The system adds a column to the table for every craft that is on the schedule. In order to schedule hours for each craft, simply enter the number of hours for that craft in the row corresponding to the scheduled work order task and Click Save. As you update the craft hours, the system updates the numbers in the Summary of Scheduled Hours section.

Labor Summary Values - The ratio circled in the example below represents the total number of hours scheduled for the craft for the task on every schedule over the number of hours estimated for the craft in the Labor Requirements view on the Work Order Task record.

Seq No.	Work Order / Task	Task Desc	Interruption Code	ADMIN	TECH	ART	Asset	Add
	0500220 / 01 Labor Summary	Do this that and the other.		6	4	E	ILB ASSET10	Finish Task N/A
	0500220 / 01 Labor Summary	BENCHMARK WORK ORDER #1		60	40	E	ILB ASSET10	Finish Task N/A
	0200082 / 03 Labor Summary	Exhausting work.		70	70	E	ILBASST5	Finish Task N/A
	0200082 / 02 Labor Summary			25	2/7	E	ILBASST5	Finish Task N/A
	0200082 / 02 Labor Summary			4	4	E	ILBASST5	Finish Task N/A

If you were to open the work order task and update the labor summary values, the changes would be reflected in this summary.

Labor Summary - Click the link below the work order number to open the Labor Summary view. This screen shows the labor estimates that were entered in the Labor Requirements view of the Work Order Task record.

Crafts that were not in the original Work Order Task Labor Requirements but that appear in the schedule DO NOT appear in this view. Crafts must be represented on the actual Task record to be represented here.

How to Create a Schedule Plan

1. **Open the Schedule Plan module.**
2. **Click New.**

Enter a Schedule Name, Description, and select a Schedule Type.

3. **Click Save.**

The system displays the Crew on Schedule Plan section at the bottom of the screen.

4. **Enter a Crew and save.**

The system populates information for the fields related to the selected crew.

Once you have entered the crews on the plan, you must enter the individual daily plans for each crew.

5. **Continue to repeat step 4 to include as many crews as needed.**

How to Enter Individual Daily Plans for Schedule Plan Crews

1. **Open the appropriate Schedule Plan.**
2. **Select the appropriate crew from the Crew List.**
3. **Click the New icon in the Daily Plan Summary section.**
4. **Enter the day that the plan applies to and save.**

The system displays the Task List section at the bottom of the screen where you can enter the work order tasks that should be scheduled on the day entered.

Add work order tasks manually or by using the Add Tasks from Work Orders action.

Once all of the tasks are entered you must enter the craft and available hours for the plan.

5. **Continue to enter new Daily Plans to complete a full Crew Plan.**

You can enter as many days as necessary for the crew to complete a Crew Plan.

How to Enter Craft and Available Hours for a Schedule Plan

1. Open the appropriate Schedule Plan.
2. Select a crew then a daily plan on that crew.
3. Select Crew Resources from the Views list.
4. Enter a craft and the number of hours that craft is available on one day for the plan.
5. Enter as many crafts as needed for this day on the plan.

How to Copy a Crew Plan

Copying Crew Plans allows you to duplicate the daily plans including the crew resources and work order tasks that exist on the crew plan. This can be a great time saver if you are creating a Schedule Plan for multiple crews with similar work days. It can also be used to copy the values for one crew to different Schedule Plans.

1. Open a Schedule Plan.
2. Select a Crew.
3. Select Copy Crew Plan from the Actions list.
4. Enter a Schedule Plan and Crew and click Finish.

You have the option of copying just the crew to a different crew on the plan, or you can copy the crew to an entirely different schedule plan. The only restriction is that the crew already exist on the Schedule plan that you are copying to.

The system copies all Daily Plans including work order tasks not in FINISHED status, crafts, available hours and schedule hours to the new Crew Plan.

How to Create a Daily Schedule from a Schedule Plan (Merge)

1. Open the Schedule Plan that you want to use to create the Daily Schedule.
2. Select Merge Schedule Plan from the Actions list.
3. Enter a Schedule Date and select merge options.

Replace existing Daily Schedule - If you want to add to an existing schedule, do not check the box. If the Schedule Date already exists and is not in closed status and the box is checked, the system removes all detail from the existing schedule and overwrites it with details from the Schedule Plan. If the existing schedule is in closed status, the system increments the date by one day until it reaches a schedule date that is not closed.

Include Days Off - When adding to multiple days you must indicate whether or not new schedules should be added to holidays, weekends or days that are not defined as work days. If this box is checked the system simply creates new schedules on consecutive days for the number of days indicated. Valid work days and days off are defined in the Crew Daily Hours view of the Crew module.

4. Click the Finish button.

The system copies all crews, crafts, available hours, and scheduled hours to the new daily schedule. Only copies work order tasks that are not in finished status.

If the Schedule Date does not fall within the workweek for the Crew as it is defined in the Work Week business rule, the system increments the Schedule Date by one day until it reaches a day that falls within the workweek.

The Last Merged To date on the Daily Plans are populated with the date that the action is completed, and the Merged box is checked on the Schedule Plan header.

How to Copy Tasks on a Schedule Plan

1. **Open the Daily Plan that you want to copy tasks from.**
2. **Select Copy All Tasks or Copy Selected Tasks form the Actions list.**
3. **Enter the schedule name, crew, and the day to copy to.**

If you do not enter a day that already exists on the Crew Plan the system creates a new day on the crew plan. If the day already exists then the system copies any information that is not already on the existing record.

Leave the Day No. field blank to have the system automatically use the next available day.

4. **Click Finish.**

The system copies all work order tasks that are not in finished status and that do not already exist in the daily plan. The crafts, available hours, and schedule hours are also copied. Any crafts that already exist on the plan are not duplicated.

How to Merge Tasks from a Schedule Plan

1. **Open the appropriate Daily Plan.**
2. **Select the work order tasks to merge to a daily schedule.**
3. **Select Merge Selected Tasks from the Actions list.**
4. **Enter the Schedule Date and click Finish.**

If the schedule date did not already exist, the system creates a daily schedule with the Schedule Date entered. The selected work order tasks, and scheduled crafts hours are also copied. If the Schedule Date already existed, the system copies over any information that was not already included on the existing record.

Chapter 29

Workweek Schedule

The Workweek Schedule module organizes work order tasks weekly basis. While scheduling is not required to complete work orders, this module is an invaluable tool in helping planners to ensure that there is enough manpower available to complete required work.

Crew and craft availability are defined in the Crew Daily Hours view of the Crew module. The work week is defined in the Work Week business rule.

Use the Auto-Generate Weekly Schedule business rule to set the system to automatically create schedules.

Scheduling Calendar

The Workweek Schedule module opens to a calendar view that shows a summary of schedules for a crew in the current month. Select a schedule or create a new schedule to open the module.

Oracle Utilities Work and Asset Management V4.7.15 (v4.7.15.0.200707161135) RICHARD BEELER | Plant - OA 1.7.15 | Logout

ORACLE® Home | App Map | Approvals | Requisition | Purchase Order | Invoicing | User Profile | Work Order Help

Workweek Schedule
Home > Calendar

Crew: RJB Go << July 2007 Go >>

ACTIONS Options
Printable Version

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
[Create]						
8	9	10	11	12	13	14
[Create]						
15	16	17	18	19	20	21
[Create]						
22	23	24	25	26	27	28
[Create]						
29	30	31				
[Create]						

Workweek Schedule calendar

The Workweek Calendar is not separated into days of the week, but rather handles all of the days in a defined work week as one schedule.

Crew - The Crew field defaults to the default crew indicated on the logged on user's employee record. The calendar shows the schedules for that crew. If you make changes to the crew or date, Click the Go button to refresh the calendar.

Date - This field represents the month and year displayed on the calendar. Click the arrows to move forward or back a month.

Calendar - When a schedule exists for a particular day or week, the calendar shows the schedule status (Open or Closed), the schedule type (if applicable), and the total number of hours that remain available to be scheduled out of the total that were originally available for the specified crew. Click any of these links to open the schedule for that week.

Creating Workweek Schedules

If there are no existing schedules on the Calendar, click the [Create] link to create a new schedule.

How to Create a Schedule

- Open the Workweek Schedule module.**
 When a schedule exists for a particular week, the calendar shows the schedule status (Open or Closed) and the total remaining of the total crew resources (number of hours that remain available to be scheduled out of the total that were originally available). Select one of these links to open the schedule for that day or week.
- Select the [Create] link on the date that you want to create a schedule.**
- Enter the Crew ID in the Crew field.**
- Enter a schedule type in the Type field, if necessary.**
 You can also change the date on this screen, if necessary.
- Click Save.**

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 interface. The main title is 'Workweek Schedule - Crew ILBC2 - 02 Jul 2007'. The 'Schedule Information' section contains the following data:

- Crew: ILBC2
- Schedule Status: OPEN
- Type: ROUTINE
- Start Date: 02 Jul 2007 (Monday)
- End Date: 06 Jul 2007 (Friday)

The 'Summary of Scheduled Hours' table is as follows:

	ADMIN	TECH
Crew Resources	40	80
Leave	0	0
Available	40	80
Scheduled	0	0
Remaining	40	80
Actual	0	0

The 'Task List' table is currently empty, showing only the headers: Seq No., Work Order / Task, Task Desc, Interruption Code, ADMIN, TECH, ART, Asset, Required, and Add.

New Workweek Schedule record

Now you can add tasks to the schedule.

Scheduling Craft Hours

Now that you have added the task, it is time to commit resources to your schedule.

How to Schedule Craft Hours

- Open the appropriate scheduling record.**
- Enter the number of hours to schedule for each craft.**
 The system adds a column to the table for every craft that is on the schedule. In order to schedule hours for each craft, enter the number of hours for that craft in the row corresponding to the scheduled work order task.
- Click Save.**

As you update the craft hours, the system updates the numbers in the Summary of Scheduled Hours section.

Adjusting Resources

Before finishing your schedule, take another look at the Summary of Scheduled Hours section at the top of the window. A negative number in the Available field indicates that you have scheduled more hours than you have resources.

If you find that you have overcommitted your staff, you will need to level the workload by:

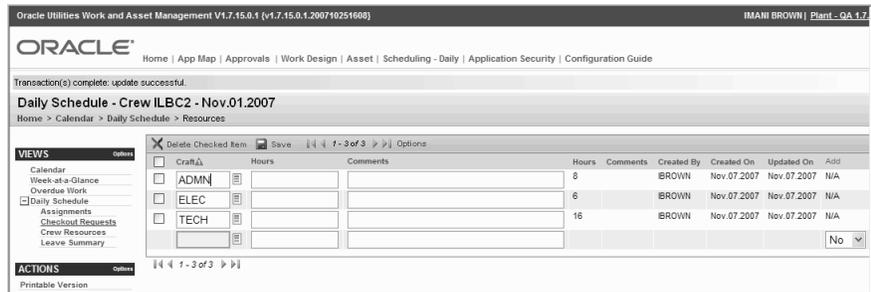
- Adding a craft or more craft hours,
- Copying one or more tasks to another schedule (either your crew’s schedule for a different day or an entirely different crew’s schedule), or
- Copying the entire schedule to another day when more resources are available.

How to Create Unplanned Resources for a Craft

1. Select Crew Resources from the Views list.
2. Either add a new craft and the available hours, or increase the number of available hours for an existing craft.

The information in the Crew Resources view is initially defined in the Crew module Crew Daily Hours view, however crafts can be added and hours adjusted in this view by clicking the New icon and entering the craft and hours.

To increase the number of hours for an existing craft enter the number of hours next to the craft name.

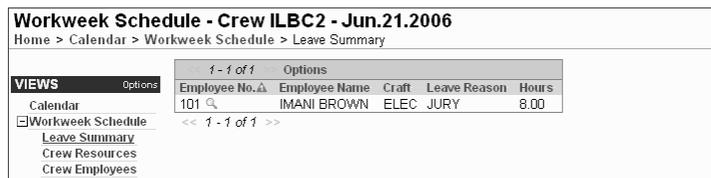


3. Click the Save icon and navigate back to the daily schedule record. The Summary of Scheduled Hours section reflects the newly added craft or craft hours.

Now you can enter hours for the craft in the task list.

Leave Summary

Select Leave Summary from the Views list to display the leave time that has been approved for employees on the crafts you need to schedule. The leave time shown only applies to the date that you are scheduling for.



Leave Summary view

Crew Resources

Select Crew Resources from the Views list to review the crafts and craft hours available to the crew. This information is initially defined in the Crew module Crew Daily Hours view, however crafts can be added and hours adjusted in this view by clicking the New icon and entering the craft and hours.

Workweek Schedule - Crew ILBC2 - Jun.21.2006			
Home > Calendar > Workweek Schedule > Resources			
Views	New 1 - 3 of 3 Options		
Calendar	Craft	Hours	Comments
<input type="checkbox"/> Workweek Schedule	ADMIN	48	
Leave Summary	ELEC	5	We didn't think we would need a...
Crew Resources	TECH	96	
Crew Employees	<< 1 - 3 of 3 >>		

Crew Resources view

Changes to the Crew module do not affect the Crew Resources on any schedule that has already been created, and changes made to the Crew Resources on a schedule do not have any affect on the Crew module.

Crew Employees

Select Crew Employees from the Views list to display the employees that are assigned to the crew. This information is entered in the Crew Employee Assignments view of the Crew module and can not be modified here.

Workweek Schedule - Crew ILBC2 - Jun.21.2006					
Home > Calendar > Workweek Schedule > Crew Employees					
Views	1 - 4 of 4 Options				
Calendar	Employee No.	Employee Name	Employee Status	Phone No Work	Craft
<input type="checkbox"/> Workweek Schedule	0002	Userson, Newious	ACTIVE		MECH
Leave Summary	100	BEEELER, RICHARD	ACTIVE	(925) 567-8901	TECH
Crew Resources	101	BROWN, IMANI L	ACTIVE	(925) 935-7670	ELEC
Crew Employees	104	Guy, New	ACTIVE	(584) 789-5157	ELEC
	<< 1 - 4 of 4 >>				

Crew Employees view

Chapter 30

Timekeeping

Use the Timekeeping module to enter, review, and approve time charges. Once charges are entered, processing allows employees to receive proper compensation for their work and applies labor charges to the appropriate accounts throughout the system.

Employees can also use the Auto Timesheet Schedule view in the Employee module to set up charge types and days of the week for auto creation of time sheets.

Most employees will have employee level access to these modules, meaning that they can only access their own timesheets. Supervisor level access allows managers to view the timesheets of everyone in their crew or department/area. There are also payroll-level authorities defined that enable payroll staff to view and modify all timesheets. These levels are set in the Timekeeping Authority Business Rule.

Employees enter their timesheet information in the Timekeeping module and save the record in Pending Approval status. Once a supervisor reviews the timesheet and changes the record status to Approved, the system posts approved charges throughout the system to the charge numbers specified per timesheet item and sets both item and record statuses to Posted.

Employees enter their leave request information in the Leave Request module and save the record in Pending Approval status. Once this record is approved the system posts the time to the timesheet (if requested) or the employee can enter the time on the timesheet manually. After that point the leave time is handled by the system in the same way as any other time charge.

Individual charges cannot be modified by most users once they are approved. Supervisors and payroll personnel can modify approved items that have not yet been posted. However, as long as the defined pay period remains open, new charges can be added. In this case the system sets the status to Reopened when changes are saved. The status of the original charge items is not changed. All timesheets in Reopened status must be reviewed and approved again before the system posts charges and sets their status to Posted.

There are direct links to the Timesheet in the Work Order Task, Work Order Task Assignment, and Service Request modules. Part of the Work Order Task Finishing process is filling in the timesheet.

Timekeeping Records

The Timesheet window is divided into two sections: the upper section contains summary information about the employee, and the lower section contains line items for describing specific time charges.

As you record time and save each charge line, the system calculates the total Regular, Premium and requested Comp hours at the bottom of the window.

When creating a new Timesheet record you must complete the upper section first then save the record. After the record is saved, you can complete individual time charge line items.

Timesheet record

The following fields are included:

Date - The Date field indicates the day of the recorded time. The date you enter must fall within an “open” period in both the Pay Period and Accounting Period modules.

Status - Timesheets have five associated statuses: Created, Pending Approval, Approved, Reopened, Posted, and Closed.

Created - When the employee enters the work charges for the day.

Pending Approval - When the employee has finished entering work charges and is ready to route the timesheet to the Next Approver for approval. The system sends an alert to the Approver to make them aware of the record.

Approved - When the employee’s supervisor checks and approves the time entered. To approve and post Timesheets, update the Timesheet status to Approved.

Reopened - If new items are added, the system changes the Timesheet status to Reopened.

Posted - When the timesheet has been approved and posted to bookkeeping.

Closed - When a timekeeping period is closed.

Next Approver - The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem.

A Next Approver must be entered before you can change the status to Pending Approval

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Employee (and Employee Name) - When you select the identification number for the employee from the list of values, the system enters the employee’s name in the second field.

Supervisor (and Supervisor Name) - When you select the code for the position responsible for supervising the employee, the system enters the positions name in the second field.

The associated list of values for the Supervisor field is controlled by Code Table 310.

Craft/Crew - These fields indicate the employee’s craft and crew assignments. Both the Craft and the Crew are taken from the Employee record for the employee. This designation may

Many of the fields on the Timekeeping record are controlled by Business Rules. Please see the section on the Timekeeping Business Rules at the end of this chapter for more information.

different from the Craft that appears in the timesheet line item below because the employee may have worked a different craft for the time being recorded.

Department and Area - These fields indicate the employee's department and area assignment.

Work Day Start / End Time - The system copies this information from the Employee module for employees scheduled to use automatic timesheets. Other employees can enter the work day start and stop times to show their normally scheduled work times.

Both fields use a colon to separate hours and minutes (5pm, for example, is entered as 17:00). You can enter the times directly or select from one list of values for hours and then from a second list for minutes.

Time Sheet Details

Enter one line for each charge number or code that applies to the timesheet.

Charge Number Field (#1) - The Charge Number is comprised of four fields. The first field, Charge Type, controls which of the other three can be used and what the function of each will be.

The Charge Type field has an associated list of values controlled by the Timekeeping Charge Types Business Rule. The way that your charge types are defined depends on the business practices of your organization.

When you select a charge type from the list, the system supplies the Charge Description below the Comments field.

Charge Number Field (#2) - The associated list of values for the second Charge Number field is controlled by Code Table 230.

The second Charge Number field represents the Asset Type. This field can only be used if the Asset Charge Type has been selected in the first field.

Charge Number Field (#3) - The third Charge Number field functions differently depending on the charge type entered in the first field. Some examples are:

Account - If the Charge Type is for an account the third field contains the Account Reference ID for the account which receives the charges. The associated list of values is based on the Account module in the Resource subsystem, and only lists account numbers that have a Reference ID.

Work Order - If the Charge Type is for a Work Order the third field contains the Work Order number. Only Work Orders in Active status, or with at least one Work Order Task in Active status, are displayed on the list of values.

Asset - If the Charge Type is for an asset the third field contains the Asset ID for the asset which receives the charges. The associated list of values is based on the Asset module in the Resource subsystem and is limited by the type of asset indicated in the second field. If the asset has more than one associated account number, the system opens a second list of values that shows all the accounts indicated for the asset in the Work Order Defaults and Additional Accounts views for the asset.

Project - If the Charge Type is for a project the third field contains the project number. Also the fourth field contains the subproject.

Charge Number Field (#4) - The fourth Charge Number field represents a work order task number and can only be used if a work order charge type has been selected in the first fields. The field has an associated list of values that is controlled by available tasks for the work order selected in the third field.

Charge Number Field (#5) - The fifth Charge Number field represents a subproject number and can only be used if a project was selected as the charge type. The field has an associated list of values that is controlled by available subprojects for the project in the third field.

Status - The system maintains the Status field for individual time charges.

Craft - The system supplies the craft from the Craft field at the top of the window, but you can select a different craft from the list of values, if appropriate. This would apply if the employee worked a different craft than is assigned on his or her Employee record. As with the Craft field at the top of the window, the list is controlled by entries in the Craft Rates business rule.

Regular and Premium Shift and Differential fields - In the Shift field, enter the Regular or Premium shift worked for the charged time.

The Differentials not a multiplier, but a dollar amount added for each hour of work on the shift.

For example, you normally work the regular day shift and your hourly wage is \$20.00. One week you swap shifts with someone and to work the night shift, which has a differential of \$1.50. For that week, working that shift, your effective hourly wage is \$21.50.

Regular and Premium Type - The Type field indicates the Earnings Code Type for the time charged. Earnings Codes are defined by your organization in the Timekeeping Labor Earning Types Business Rule and can include both multipliers and adders to the base wage rate.

Regular, Premium, and Comp Hours - Enter the number of hours to be charged in the appropriate Hours field. You must enter either regular or premium hours but you cannot mix the two on the same charge line.

Premium work would be overtime or work done under hazardous conditions.

You can also request comp time by entering the number of hours in the Comp hours field. You can only ask for comp time against premium hours worked and your request cannot exceed the number of hours worked on that charge line.

For example, you worked 2 hours of overtime on the first task of a work order, and three hours of overtime on the second task. You would enter each task as a separate charge line. If you wanted to request 5 hours of comp time, you would request 2 hours on the first line and 3 hours on the second.

Expense Codes - The system provides the Expense Codes when you select a chargeable account for the time under either Regular or Premium.

The Variable Expense Codes Business Rule determines how expense codes are handled for Timekeeping records.

Work Started and Work Stopped - You can enter the actual work start and stop times in these fields. Double click the field to open the calendar tool. Time should be entered in military format. The start and stop date and time are logged in the Timekeeping Log.

Travel Time - Travel Time is that portion of the time entered in the Hours column that was used for traveling. If you traveled for 1 hour and worked for 3 hours, enter 4 hours in the Hours column for the appropriate Charge Number and 1 hour in the Travel Time field.

Comments - Using the Comments field, you can enter a short note about the charges. Some examples would be an explanation about a premium charge, or an explanation of emergency leave.

Charge Description - The system supplies the Charge Description when you complete the Charge Type fields.

Task Progress - Task Progress appears on the Actions list when you are making charges against work order tasks in Active status. Selecting Task Progress from the Actions list when you have highlighted a work order task in Active status opens the Task Progress Summary window where you can record progress on the relevant work order task. You can finish the task in a manner very similar to the process initiated from the work order task, or you can record the task as only partially completed, which updates % Complete field on the work order task.

How to Create a Timesheet Record

1. **Open the Timekeeping module.**
2. **Click the New icon.**
3. **Enter the Date, Employee Number, and Crew.**

The system displays the Employee Name and related information. Enter a Date within the current pay period.

4. **Enter any additional information as needed in the remaining fields in the upper portion of the window.**
5. **Click the Save button.**

You can now Enter Time on the Timesheet.

You can also create timesheets and enter time using the Timesheet Wizard located on the home page.

How to Enter Time on a Timesheet

1. **Open the appropriate Timesheet record.**

If you have not yet created a timesheet, see How to Create a Timesheet Record.

2. **Enter Charge Number information as appropriate.**

There are four Charge Number fields.

3. **Select the Craft from the list of values.**

4. **Enter Regular and/or Premium Shift information.**

Shift - Select the Shift from the list of values. The system fills in the Diff (Shift Differential) field.

Shift Type - Select the Shift Type from the list of values.

Hours - Enter the number of hours worked.

5. **Enter Comp Time hours as needed.**

6. **Click the Save icon.**

The system saves the line item in Created status. Click the next line to enter additional charge information. Once you have finished entering time, you need to Route the Timesheet for Approval.

You can also create timesheets and enter time using the Timesheet Wizard located on the home page.

How to Modify Timesheet Charges

1. **Open the appropriate timesheet.**

2. **Make the appropriate changes.**

You must have the appropriate authority to modify charges.

3. **Click the Save icon.**

If the Timesheet was in Approved status before the changes were made, the system resets the status to Reopened. Then the Timesheet must be routed for approval once again.

Automatically Creating Timesheets

Settings in the Scheduled Holidays Business Rule determine holiday dates and charge numbers for all employees with automatically created timesheets.

If an employee routinely works a fixed schedule and charges time against the same charge numbers, the system can be configured to automatically create timesheets for that employee. When the relevant information is entered on the Auto-Timesheet Schedule view in the Employee module and the Automatically Create Timesheet box is checked, the system creates timesheets for each workday within the pay period and sends an alert to the employee informing them that the timesheet was created. You can enter the information required for automatic

timesheets in the Employee module, or by using the User Enrollment Action when you are creating a new Employee record.

Timekeeping Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Comp Time Request

The Comp Time Request view shows Premium hours worked during the pay period together with accrued Comp Time. You can adjust the hours in the Comp Time column only. When you enter a change and save the record, the system adjusts the Comp Time Accrual column automatically. Once the pay period is closed, and you have been compensated for the Premium hours worked, you cannot make any further changes.

Requested Comp Time hours cannot total more than the premium hours worked on a line item. For example, you work 5 hours of overtime, but you want to be compensated for 3 of those hours by accumulating comp time (time off received in exchange for overtime hours worked). You would enter 5 hours in the Premium Hours field, and 3 hours in the Comp Hours field. The premium hours shows the total number of overtime hours worked, and the Comp Hours field represents how much of that time you would like to put toward comp time. It is not possible to request more hours than were actually worked.

Because of Shift Differentials that may apply to premium time, however, you may accumulate more comp time than you actually worked. Two hours of premium time worked at a 1.5 differential, for example, results in 3 hours of accrued comp time.

If you enter a vacation charge on your timesheet against your accumulated Comp Time the system checks to see that you have enough Comp Time hours to cover the requested time off. If not, an error message appears and you cannot save the record.

Depending settings in the Timekeeping Edit checks business rule, a similar error may result if you enter a Leave Request for more Comp Time than you have accumulated. In this case, however, you can proceed to save the Leave Request and route it for approval. This is allowed since you might accumulate sufficient comp time before you take the leave.

Compensatory time cannot be entered on a Timesheet once the Timesheet is in approved status. If your organization has enabled the Timekeeping Comp Time Request rule, however, you can adjust your Comp Time requests for the current pay period.

Weekly, Bi-Weekly, Semi-Monthly, and Monthly Time Views

Select one of the views to display information according to the specified time period. For Weekly, Bi-Weekly and Semi-Monthly the system determines the first and last day of the week for based on your organization's settings in the Work Week Business Rule. To view the weekly period over a different date range, modify either the Start Date or End Date and click the Search button.

Weekly - Timesheet information summarized for the week.

Bi-Weekly - Timesheet information summarized over a two-week period.

Semi-Monthly - Timesheet information summarized over a 15 or 16 day period, either from the first to the fifteenth of the month or from the sixteenth to the last day of the month.

Monthly - Timesheet information summarized for the month.

Pay Period Time - Timesheet information summarized for the pay period.

Start Date and End Date - The system determines the first and last day of the two week period based on your organization's settings in the Work Week Business Rule.

Search Button - To view the two-week period over a different date range, modify either the Start Date or End Date and click the Search button. The bottom portion of the screen updates to reflect the information relevant to the new date range.

Regular, Premium, and Comp Time radio buttons - Select the Regular, Premium, or Comp Time radio buttons to toggle the display to show information for each category.

Total Hours - Totals for all of the charge types (regular, premium, and comp time) are shown at the bottom of each section.

Comments View

When reviewing the Weekly, Bi-Weekly and Semi-Monthly or Monthly Time views, you can select Comments from the Views list to open another window showing all comments entered on timesheets during the specified period.

Actions

While in these views, the Approve Timesheets action appears on the Actions list, allowing you to approve timesheets within the period displayed.

These views are view only. If you need to modify line item information, drill-down on the specific line item to open the associated daily timesheet. Modify the item, then close the daily timesheet to return to the bi-weekly timesheet view. Click the Refresh button to update changes.

Timekeeping Actions

In addition to standard actions, the following can be completed from within the module.

Route Timesheets for Approval

When viewing Timesheets by Period, you can select Route Timesheets for Approval from the Actions list to route all the timesheets in the period for approval. The system routes the timesheets to the Next Approver for review and displays a confirmation message. If no Next Approver is specified, a message prompts you to enter a Next Approver before continuing.

Approve Timesheets

Users must have the following settings to approve timesheets:

Timekeeping Authority Business Rule - Supervisor, Superuser, or Payroll authority.

Responsibility Function - Approve All Timesheets (if user will approve all timesheets).

Approval Title - approver username must be included on at least one Approval Title with enough limit and authority to approve timesheets.

Once these settings are in place for individuals who will conduct approvals, those users can select Approve Timesheets, Approve All Timesheets, access the Timesheet Wizard, or approve time directly in the Timekeeping module. The system approves all Regular, Premium, and Comp Time charges for all timesheets within the current pay period that are not yet in Approved or Posted status.

While viewing timesheets by period (using the Weekly, Bi-Weekly, Semi-Monthly or Monthly Time views), select the action to approve all timesheets within the displayed period only.

Regardless of settings, approvers cannot modify Approval For field on the approval screen to select specific employees. If you need to approve timesheets for certain employees by period, select the Approve Timesheets action while viewing Timesheets by Period.

Approve All Timesheets

The Approve All Timesheets action is available from the Results of Search window in the Timekeeping module.

You can use the Approve All Timesheets action to approve timesheets for one or more employees over a specified date range. You can approve Timesheets for the current pay period and any previous pay period in Open status. If you are a supervisor in charge of multiple crews, you can use the Approve All Timesheets action to approve the timesheets for all crews assigned you supervise.

When you select the Approve All Timesheets action from the Results of Search window, the system opens the Timesheet Approval Selection window and fills in the Approval For field according to your approval authority in the Timekeeping Authority Business Rule. Even if you have Supervisor or Payroll approval authority, you cannot modify the Approval For field to select specific employees. Also, a user must have the Approval All Timesheets function in his or her Responsibility profile to perform this action.

The system also fills in the Period No and date fields. You can modify these fields as needed. The Period No field has an associated list of values controlled by the Pay Periods module of the Administration subsystem.

Timesheet Approval Selection screen

When you click the OK button, the system approves all timesheets that are not in Approved or Posted status for the date range, Period No, and employee specified.

How to Route a Timesheet for Approval

1. **Open the appropriate Timesheet record.**
The Timekeeping module is in the Maintenance subsystem.
2. **Select an Approval Title from the list of values in the Next Approver field.**
3. **Change the record status to Pending Approval.**
4. **Click the Save icon.**

The system issues an alert to everyone with the selected Approval Title.

How to Route Period Timesheets for Approval

1. **Open the appropriate period time view.**
The Period time views are Weekly, Bi-Weekly, Semi-Monthly, Monthly and Pay Period.

2. **Verify that an Approval Title is selected in the Next Approver field.**
If no Approval Title has been entered, select one from the list of values.
3. **Select Route Timesheets for Approval from the Actions list.**
The system routes the timesheets shown in the period time view to the Next Approver and displays a confirmation message indicating how many timesheets were routed.

How to Approve a Timesheet

1. **Open the appropriate timesheet.**
The most common way of opening the timesheet is through the alert requesting the approval.
2. **Determine that you want to approve the timesheet.**
You also have the option of routing the timesheet for additional approval, waiting while you check for details about record, or rejecting the record.
3. **Change the Status to Approved.**
4. **Click the Save icon.**
The system clears the Next Approver field in the timesheet window and inserts a record in the Approvals view to log the activity.

You can only approve a timesheet if you have an active Approval Title with Timekeeping Authority. If not, you can Route the Timesheet for Approval.

How to Route a Timesheet for Higher or Additional Approval

1. **Open the appropriate timesheet.**
The most common way of opening the record is through the alert requesting the approval.
2. **Determine that you want the record to go to another Approval Title.**
3. **Open the Approvals view.**
4. **Enter your Approval Title.**
The system supplies the Approver's Name, Status, and Status Date.
5. **Change the Status to Agree.**
6. **Select an Approval Title from the list of values in the Next Approver field.**
7. **Click the Save icon.**
The system updates the Next Approver field in the Timesheet window and issues corresponding alerts.

You can only enter information in the Approvals view if you have an active Approval Title with Timekeeping Authority. If not, you can Route the Timesheet for Approval.

Direct Charges

Select Direct Charges from the Actions list to enter Direct Charges associated with the work you have completed. The system searches for your Employee Number in the Direct Charges module and displays any existing charges. You can add a new charge item to an existing record, or create a new Direct Charge record and then enter the item.

How to Enter Direct Charges from a Timesheet

1. **Open the appropriate Timesheet.**
2. **Select Direct Charges from the Actions list.**
The system searches the Direct Charges module for Direct Charge records that reference your Employee Number and displays either a single record (if only one is found) or a list of records that reference your Employee Number. If no records are found, the Direct Charges Search Option window displays.

3. Select a Direct Charge record from the list or click the New icon to create a new record, as necessary.

If only one record is found and you want to add a Direct Charge item to that record, no action is required here. Proceed to the next step.

If you are creating a new Direct Charge record, complete and save the required Employee, Date and Crew information at the top of the window before continuing.

4. Click in the first item block in the lower portion of the window.

The system highlights the required fields where you can enter information for the first Direct Charge item.

5. Select a Direct Charge Type from the list of values in the Type field.

The choices on this list are determined by your organization in the Direct Charge Types business rule. When you select a Direct Charge Type, the system supplies the Units, Standard Price, and Expense Code established in the business rule for the type you selected. If the processing for the Type selected is Open Entry, you must enter these values manually.

6. Enter the Quantity used.

This might be the number of miles driven or the number of days a piece of equipment was rented.

7. Enter a Charge Type and Number.

The information required on the Charge Number line changes with the type of Charge you select. The list of values for the Charge Type is controlled by the Timekeeping Charge Types business rule and may include assets, functions and work orders.

If you are charging to an asset, enter the Asset type and ID (or select from the Lists of Values). If you are charging against a work order, select the work order and work order task number. When you identify the charge, the system supplies the Account Number and Expense Code information.

8. Enter other information required to describe the Direct Charge.

You can enter a brief comment that helps to describe the charge. You can also enter an Asset Type and ID in the Rented Asset fields if you need to identify an asset you rented.

9. Click the Save icon.

Continue entering Direct Charge line items until you have entered all your charges you want to include on this record. You must save the record after entering each charge.

When you have finished entering Direct Charges, set the status to Pending Approval and save the record.

Task Progress

Task Progress is only available on the Actions list when charges against Work Order Tasks in Active status are recorded.

Select a work order charge line then select Task Progress from the Actions list to open the Task Progress Summary window. Here you can record your progress toward completing a task. The window is the same as the summary screen at the end of the Finish Task wizard, only when you use the Task Progress action the system does not process the work as finished. Instead, after you save the summary information, the system opens a second window where you can either indicate that the task is finished, or indicate your progress toward completion. If you enter a % completed, the system updates that field on the Work Order Task record.

The screenshot shows a window titled "Task Progress Summary - 0600043/01". It contains several input fields and checkboxes. The "Asset" field is populated with "B B-TEST--ASSET". The "Reading" field is ".00" and the unit is "GALLONS FLOW". The date and time are "26 APR 2006 04:54:27" and the status is "RUNTIME". The "Comments" field contains "From Axim x30.". The "Failure" field is "ALIGNMENT", "Repair" is empty, and "Component" is "AGITATOR". The "Failure Mode" field is empty, "Root Cause" is empty, and the "Primary Failure?" checkbox is unchecked. The "Next Action" field is "O'HAUL", "Required" is empty, and the "Create Work Request?" checkbox is unchecked. The "Description" field is empty. At the bottom, there is a "Followup Work Request" field, a "Save" button, and a "Cancel" button.

Task Progress view

Please refer to the section on Work Order Task [Task Progress](#) for a detailed description of the functionality in this window.

Timesheet Wizard

The Timesheet Wizard is located on the Actions list of the home page.

The Timesheet wizard allows you to create large sets of timesheets in an efficient manner. You can access the Timesheet wizard from the Actions list on the home page.

The Timesheet wizard is especially useful when members of a crew work the same work orders and tasks for the day. You can create a timesheet for one crew member, then use that timesheet copy time charge information for the other members of the crew.

The two options available on the Timesheet Wizard are the following:

[Copy Single Timesheet](#) - Use this option to copy time charges from an existing timesheet to one or more new timesheets.

[Create Timesheets / Enter Time](#) - Use this option to create new timesheets and enter time.

Depending on how your organization has set the Timekeeping Copy Options business rule, the system may allow you to enter future pay period dates when using the Copy Single Timesheet option. Even when future pay periods are entered, the system does not allow them to be approved until the actual time period.

Settings in the Timekeeping Charge Type business rule determine which record types are retrieved by the Timesheet Wizard.

How to Copy a Single Timesheet

Select the Copy Single Timesheet option to copy line item time charges from an existing timesheet to one or more new timesheets.

1. **Open the home page.**
2. **Select Timesheet Wizard from the Actions list.**
3. **Select the Copy Single Timesheet option and click Next.**
4. **Select an Employee Number and enter a Timesheet Date.**

This is for the timesheet you want to copy information from. Click in one of the line items to display the time charges for the selected timesheet.

5. **Check the Copy Crafts from Timesheet Line Items box if you want to copy the crafts.**
6. **Click the Next button.**

7. Select an Employee Number and enter a date range.

This is for the timesheet where you want to create and copy information.

Since timesheets will be created for all dates within the range selected, be sure to enter a date range that does not contain gaps. For example, to create timesheets over a two-week period, excluding weekends, create the first week and then create the second week separately.

When creating timesheets for non-standard work days, the system does not automatically change Regular Hours to Premium Hours. You need to open the individual timesheets later to make any necessary changes.

8. Click the Next button.

The system creates only those timesheets that do not already exist. If all exist within the date range selected, the system displays a warning message. If only some exist, the system confirms the number created and/or ignored in the Summary Information screen.

9. Click the Return button to return to the Timesheet Wizard Options screen.

In this screen you can create or copy additional timesheets. Click the Done button to exit the Wizard.

The system confirms the number of timesheet records and line items created, as well as the number of timesheet records that already exist (existing timesheet records are ignored).

From the Summary Information window, click the Back button to copy the timesheet selected to additional timesheets, or click the Done button to return to the Timesheet Wizard Options window.

The system places the new timesheet records and copied line items in created status. When creating timesheets for non-standard work days, the system does not automatically change Regular Hours to Premium Hours. You need to open the individual timesheets later to make any necessary changes.

How to Create Timesheets / Enter Time

Select this option to create timesheets and enter time. The system places all new timesheet records and line item time charges in created status. The Create Timesheets / Enter Time option consists of the following windows:

1. Open the home page.**2. Select Timesheet Wizard from the Actions list.****3. Select Create Timesheets / Enter Time and click the Next button.****4. Select the Employee Number from the list of values.**

The Employee Numbers available on the list of values depends on your privileges in the Timekeeping Authority business rule. If you have Employee privileges, you will only be able to access your own Employee number.

5. Enter a Timesheet Date, then click the Next button.

The system verifies that the timesheet does not already exist and falls within open pay and accounting periods, then displays the Timesheet Detail screen.

6. Enter Regular time charge information.**7. Click the Next button to enter Premium Shift information and/or Comp hours.**

If you do not need to enter Premium or Comp Time, you can skip this step.

8. Click the Create button.

The system saves the Regular and/or Premium & Comp Time information and opens the Timesheet Detail screen.

9. Repeat the steps to enter additional time charges as needed.**10. Click the Done button when you are finished entering time.**

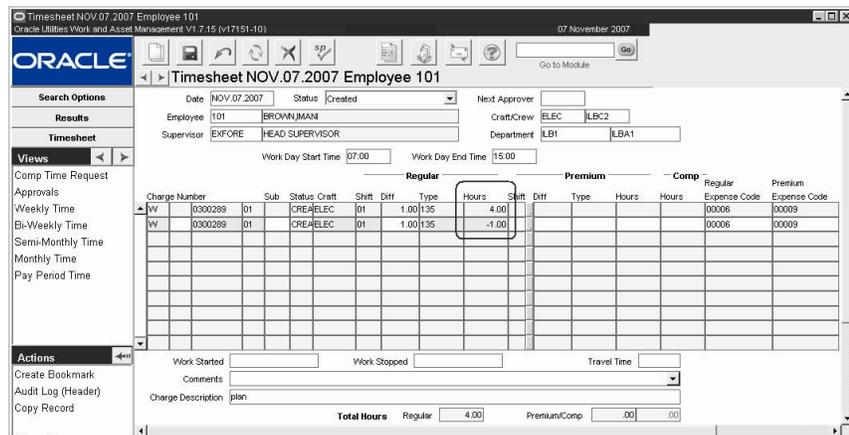
The system saves the timesheet and time charge information and opens the Timesheet Wizard options screen. From here you can either create additional timesheets or copy timesheets using Copy Single Timesheet.

Logging Time after Approval

Occasionally you may need to change a timesheet after it has been approved. If you neglected to fill in some hours, charged too many hours, or used the wrong charge number you can correct the mistake by reopening the Timesheet record.

How to Log Time After the Record Has Been Approved

1. **Open the Timesheet record that needs modification.**
Since you cannot modify the posted line items to make the changes, you need to add new charge items for each change required.
2. **Click in the next available row.**
If the next row is not visible, click the New icon to add a new line.
3. **Enter time charge information on the row selected.**
If you mistakenly selected the wrong Charge Number or charged too many hours, you will need to create a negative time entry to back out the charges.



You can enter negative hours on the Timesheet record to reverse charges whenever necessary.

For example, this employee mistakenly logged four hours instead of three hours to Charge Number 0300269 (see the first line of charge items) and the timesheet was approved. Realizing his mistake, he created a new line (line two) with the same charge number and -1.00 in the Hours field. This way, the system backs out two hours from Charge Number 108.

After you make changes to an approved timesheet, the record status is set to reopened and the additional charge items are set to created.

4. **Click Save.**
Notice that the system sets the record status to Reopened and the new charges to Created without changing the status of the existing line items.
You can choose to have your supervisor modify your timesheet for you if appropriate.
Once you are finished adding line items, you need to route the timesheet again for approval.
5. **Complete the Next Approver field with the appropriate approval title.**
6. **Change the status to Pending Approval.**
7. **Click Save.**
The system routes the timesheet for approval and sends an alert to the approval title indicated in the Next Approver field.

Creating a Timesheet for a Crew

Supervisors can create a timesheet for their crew from the Work Order Task (Detail) in the Work Order module or from the Work Order Task module. This can be a big time saver for the crew members if the entire crew worked the same hours on the same task.

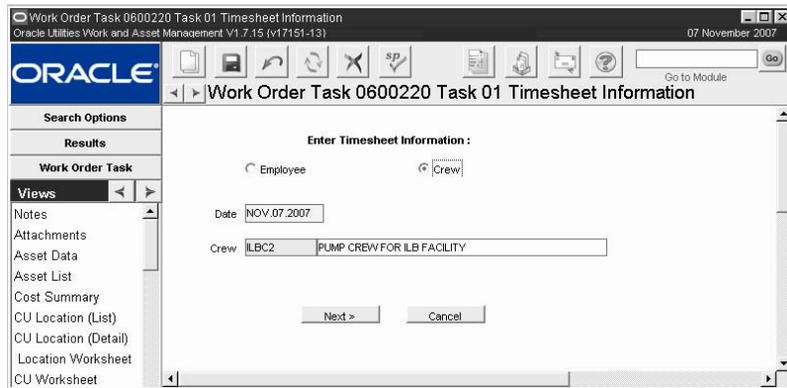
How to Create a Timesheet for a Crew

1. Open the appropriate Work Order Task record.

You can open the Task in the Work Order Task module or in the Task (Detail) view in the Work Order module

2. Select Timesheet from the Actions list.

A screen opens where you can enter timesheet information for a single employee or for a crew.



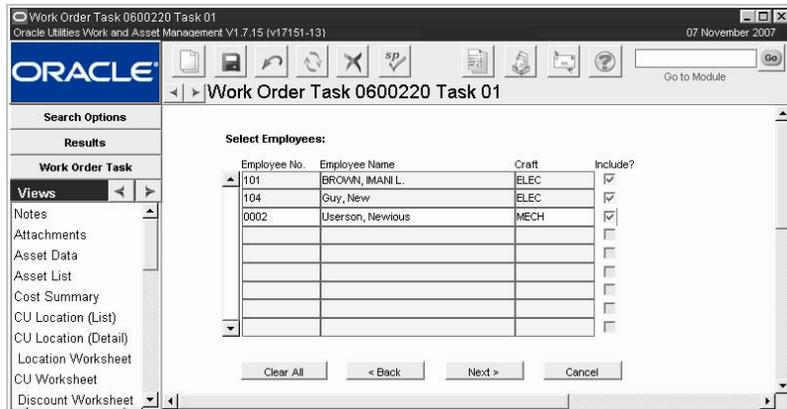
3. Click the Crew radio button.

If you are a supervisor, the system will default the crew from your employee record. If a crew is not supplied by default, select from the list of values.

4. Click Next.

The system opens a new window listing the crew members.

Each employee you want to include on the Timesheet record must already be assigned to the crew.



5. Remove the check mark for crew members not to include on the timesheet and click Next.

6. Enter regular time, as appropriate.

The screenshot shows the Oracle Work Order Task 0600220 Task 01 window. The main area displays the 'Timesheet Detail' form with the following fields:

- Charge Type: W
- Charge Number: 0600220 01
- Regular Shift: []
- Regular Type: []
- Regular Hours: []

At the bottom of the form are buttons for '< Back', 'Next >', and 'Cancel'. The left sidebar contains a 'Views' menu with options like Notes, Attachments, Asset Data, Asset List, Cost Summary, CU Location (List), CU Location (Detail), Location Worksheet, CU Worksheet, and Discount Worksheet.

7. Click Next.

8. Enter premium and comp time, as appropriate and click Next.

The system opens a window with summary information from the previous screens.

The screenshot shows the Oracle Work Order Task 0600220 Task 01 window. The main area displays the 'Timesheet entries will be created for 07-Nov-2007 for the following employees:' form. The form includes the following fields:

- Crew: ILBC2
- Supervisor: MAINTENANCE SUPERVISOR
- Charge Type: W
- Charge No.: 0600220 01
- Regular Shift: 1
- Regular Type: DT-1
- Regular Hours: 8.00
- Premium Shift: []
- Premium Type: []
- Premium Hours: []
- Comp Hours: []

At the bottom of the form are buttons for '< Back', 'Create', and 'Cancel'. The left sidebar contains an 'Actions' menu with options like Create Bookmark, Audit Log (Header), Add Customer Contribu, and Timesheet. A table of employee information is displayed on the right:

Employee No.	Employee Name	Craft
101	BROWN, IMANI L.	ELEC
104	Guy, New	ELEC
0002	Userson, Newious	MECH

9. Click the Create button.

The system creates the timesheet and displays a confirmation.

10. Click OK.

Monitoring Tasks from the Timesheet Record

Task Progress appears on the Actions list when you are making charges against Work Order Task records in Active status. Selecting Task Progress from the Actions list when you have highlighted a work order task in Active status opens the Task Progress Summary window where you can record progress on the relevant work order task. You can finish the task in a manner very similar to the process initiated from the work order task, or you can record the task as only partially completed, which updates % Complete field on the work order task.

Saving the Timesheet to your Home Page

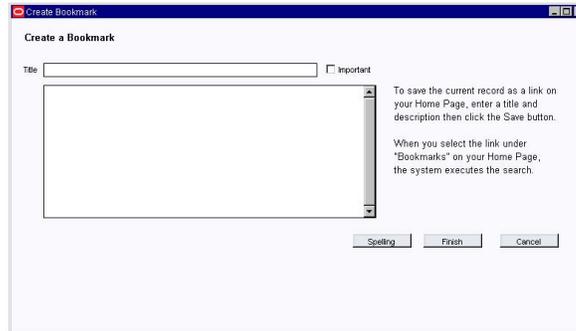
Once you save the Timesheet record, it is a good idea to create a link to the timesheet on your home page so that you can find your current timesheet to log additional hours if necessary.

Use this procedure to search for any other search criteria in any other module that you need to have fast access to in the system.

How to Create a Link to your Timesheet Record

1. **Open the appropriate Timesheet record.**
2. **Select Create Bookmark from the Actions list.**

A Create Bookmark window opens.



3. **Enter a descriptive title for the bookmark and a description if desired.**
4. **Click Finish.**

The system saves the search and adds a link on your home page under Saved Searches.

Timesheet Business Rules

The following business rules are involved in Timesheet entry and processing:

Craft Rates Rule - Defines Craft codes along with associated wage rates and expense codes.

Labor Burden Multipliers Rule - Associates labor burden rates to employees. These costs will be applied to the craft labor rates and rolled up in the system.

Labor Costing Markup Rule - Applies additional markup transactions to labor costs based on the Area being charged for the work. If a timesheet charge is against an Area other than the Employee's Area on the Timesheet header, the markups for that Area will be included in the Account Log transactions and rolled up in the system.

Labor Costing Wage Rates Rule - Determines where the wage rate is drawn from for labor costing. Wage rates can be drawn from the Employee Wage Rate view in the Employee module or from the Craft Rates Business Rule. Only one option can be set to YES, and the other must be set to NO.

Overtime Standings Rule - Controls Overtime Standing processing. The Overtime Standing Process is only used to track overtime worked. Work offered and refused is not taken into consideration when ranking employees. This Rule also allows you to produce an overtime list for holiday overtime based solely on seniority.

Shift Differential Rates Rule - Determines valid shift codes and shift differential rates.

Timekeeping Authority Rule - Lists users authorized to access and maintain timesheets. Approval Authorization is granted through the Approval Limits module.

Timekeeping Charge Types Rule - Controls which charge types are valid in the Timekeeping module and which record types are retrieved by the Timesheet Wizard.

Timekeeping Comp Time Request Rule - Determines if the Comp Time Request view displays on the Views list in the Timesheet module.

Timekeeping Copy Options Rule - Controls whether or not the system will allow users to enter future pay period when using the Copy Single Timesheet Option of the Timesheet Wizard.

Timekeeping Editchecks Rule - Determines whether or not edit checks for timekeeping verification of pay codes, hours, leave type, etc. is to be executed.

Timekeeping Labor Earning Type Rule - Determines the Earnings Code values for Regular and Premium Type time, the Earnings Code Type, Multiplier (%) and/or Adder (\$), and the Overtime Rate Multiplier associated with each Earning Code that can be applied to the employee's base pay rate and hours when calculating Actual Labor Costs and Payroll data.

Timekeeping Leave Types - The Timekeeping Leave Types rule defines which of the Charge Types (in the Charge Types rule) are leave types.

Variable Expense Codes Rule - Determines how expense codes are handled in the Timekeeping module. Any changes to Expense Codes can only be made before costs are applied. Once actual costs are applied, the Expense Code on the record cannot be changed.

Understanding Timesheet Calculations

The system calculates Labor Costs as follows:

$$\text{Regular Amount} = (\text{Regular Wage Rate} + \text{Adder}) \times \text{Regular Multiplier} \times \text{Hours}$$

$$\text{Regular Shift Amount} = \text{Regular Shift Differential} \times \text{Regular Multiplier} \times \text{Hours}$$

$$\text{Premium Amount} = (\text{Premium Wage Rate} + \text{Adder}) \times \text{Premium OT Rate Multiplier} \times \text{Premium Multiplier} \times \text{Hours}$$

$$\text{Premium Shift Amount} = \text{Premium Shift Differential} \times \text{Premium OT Rate Multiplier} \times \text{Premium Multiplier} \times \text{Hours}$$

Null items simply drop out of the calculation. If a timesheet contains no premium time, for example, the premium calculations result in zero. Likewise, if no adder or multiplier applies, the system either adds 0 or multiplies by 1, resulting in no change.

Settings in the Shift Differential Rates rule determine if the Premium OT Multiplier is used in timesheet calculations.

Comp time is a special type of Premium Time that rolls up within the system but does not result in a wages paid to the employee.

Examples

An employee works 8 hours on a normal swing shift and 2 hours overtime on the graveyard shift. His regular wage rate is defined in the Craft Rates business rule as \$28/hr. A premium overtime multiplier is defined in the Timekeeping Labor Earnings Types business rule as 1.5. A shift differential of \$0.75 for the swing shift and \$1.25 for the graveyard shift are defined in the Shift Differential Rates business rule. In this example, assume there is no adders (null value = 0) or multipliers (null value = 1) defined other than the Premium OT Rate Multiplier.

Labor costs are calculated as:

$$\text{Regular Amount} = (\$28 + 0) \times 1 \times 8 \text{ hrs} = \$224$$

$$\text{Regular Shift Amount} = .75 \times 1 \times 8 \text{ hrs} = \$6$$

$$\text{Premium Amount} = (\$28 + 0) \times 1.5 \times 2 \text{ hrs} = \$84$$

$$\text{Premium Shift Amount} = 1.25 \times 1.5 \times 1 \times 2 \text{ hrs} = \$3.75$$

If the same employee, working the same hours, also receives a \$2.50 'adder' and a 10% multiplier because of the nature of the work done (defined in the Timekeeping Labor Earnings Types business rule), labor cost are calculated as:

$$\text{Regular Amount} = (\$28 + \$2.50) \times 1.1 \times 8 \text{ hrs} = \$268.40$$

$$\text{Regular Shift Amount} = .75 \times 1.1 \times 8 \text{ hrs} = \$6.60$$

$$\text{Premium Amount} = (\$28 + \$2.50) \times 1.1 \times 1.5 \times 2 \text{ hrs} = \$100.65$$

$$\text{Premium Shift Amount} = 1.25 \times 1.1 \times 1.5 \times 1 \times 2 \text{ hrs} = \$4.13$$

Chapter 31

Timekeeping Log

The Timekeeping Log module records summary Timesheet transaction information. The module is view only, and records cannot be updated here. It simply provides quick access to detailed Timesheet information when it is needed. Timesheet items are entered and processed through the Timesheet module.

↑	Timesheet	Emp No	Employee Name	T	Charge	Tsk	Sut	Craft	Req	Reg Hrs	Prem	Prem Hrs	Stat	Reg Shift
▲	11 JUN 2007	101	BROWN, JMANI	WV	0500274	01		ELEC	SCHED	8.00			CREAT	1
	30 NOV 2006	101	BROWN, JMANI	WV	0300269	01		ELEC	BYB/HL	5.50			CREAT	2
	28 SEP 2006	101	BROWN, JMANI	WV	0600247	01		ELEC	135	8.00			CREAT	0A
	28 APR 2006	101	BROWN, JMANI	WV	0300381	02		ELEC	SCHED	8.00			CREAT	1
	20 APR 2006	101	BROWN, JMANI	WV	0600044	01		ELEC	BYBADD	8.00	DT	6	CREAT	01
	18 APR 2006	101	BROWN, JMANI	WV	0600044	01		ELEC	SCHED	8.00			CREAT	01
	18 APR 2006	101	BROWN, JMANI	WV	0600044	01		ELEC	SCHED	8.00			CREAT	01
	10 FEB 2006	101	BROWN, JMANI	WV	0600043	01		ELEC	135	2.00			CREAT	AA
	03 FEB 2006	101	BROWN, JMANI	WV	0600030	01		ELEC	135	1.00	135OT	1	CREAT	01
	03 FEB 2006	101	BROWN, JMANI	WV	0600031	01		ELEC	BYBADD	2.00			CREAT	2
	03 FEB 2006	101	BROWN, JMANI	WV	0600032	01		ELEC	135	1.00			CREAT	01
	01 FEB 2006	101	BROWN, JMANI	WV	0600028	01		ELEC	SCHED	8.00			CREAT	01
	01 FEB 2006	101	BROWN, JMANI	WV	0600028	01		ELEC			DT	4	CREAT	
	31 JAN 2006	101	BROWN, JMANI	WV	0600027	01		ELEC	135	8.00	135OT	3.5	CREAT	01
	30 JAN 2006	101	BROWN, JMANI	WV	0600027	01		ELEC	135	4.00			CREAT	01

Timekeeping Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Related Topics

- [Timekeeping](#)
- [Transaction Logs](#)
- [Transaction Codes Guide](#)

Chapter 32

Leave Request

Use the Leave Request module to request time off and to route these requests for Approval. The module can also automatically post approved leave request information to Timesheets. Only you can create Leave Request records for your employee number.

Leave Request processing does not skip weekends automatically. Therefore, if you enter dates between a Friday and a Monday, the system will assume that four days have been requested. The employee should create two separate records for Friday's date and Monday's date to avoid requesting weekend days.

Leave Request Records

Since the information on the Leave Request record is transferred directly to the timesheet record when charges are ready to be posted, nearly all of the Leave Request record's fields are required. They are the same as the required fields on the Timesheet record.

When you save a leave request, and if your organization has set the Timekeeping Editchecks business rule to verify leave amounts, the system automatically verifies whether you have sufficient leave available to satisfy the request. If not, a warning message appears but you can still save the record since you may accumulate enough time before the leave starts. The approving supervisors receive a similar message if you do not have enough leave when they review your request. If they anticipate you having sufficient available leave later, they can clear the warning and approve your request.

Reason	Charge No.	Shift	Type	Hours per Day	Balance Remaining
V VACATION		ILB1	1 LEAVE	3.00	.00

Leave Request record

Modifying Leave Requests - You can modify leave requests you created as long as they remain in Created or Pending Approval status. Your supervisor and payroll personnel can modify approved leave requests that have not yet been posted. Once the time charges have been posted, any new leave requests that apply to that pay period can be applied to the timesheet for the pay period and the record status is set to Reopened. Once the pay period is closed, no further

charges can be applied to the timesheet and it is up to the supervisor to see that the employee is compensated appropriately.

Deleting Leave Requests - A Leave Request can only be deleted by an authorized user and if it is in Created, Pending Approval, or Canceled status. Access to this module is controlled by the Timekeeping Authority business rule.

To create a new leave request, click the new icon and enter required fields and additional fields as required by your business practices using the following field descriptions as a guide.

Status

Created - The record is initially inserted in Created status.

Pending Approval - Set the status to Pending Approval when you are ready to route it to the Next Approver for approval. The system sends an alert to the Approver to make them aware of the record.

Approved - The Next Approver sets the status to Approved in order to approve the request.

Rejected - If an approver rejects the Leave Request, the system displays a box where the approver can enter a reason. The system then sends an alert to the initiator on the request to notify them that the request was rejected. The rejection reason is shown in the Approvals View of the Leave Request record. The comments field is only shown if the record is in Rejected status.

After receiving an alert, the initiator can make any necessary changes and try for approval again or leave the record in Rejected status.

Canceled - If the request is denied, the Approver should set the status to Canceled.

Posted - After the record has been Approved, the system automatically sets the status to Posted when it is run through batch processing. If the Create Timesheet indicator was checked on the record when it was created, the leave time on the record is posted to a new timesheet during batch processing as well. The record remains in the system, however this status indicates that the record is closed and will not undergo any further processing.

Next Approver - The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem.

A Next Approver must be entered before you can change the status to Pending Approval.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Create Timesheet - Check this box if you want the system to create your timesheet record for you with the leave information posted to it. If the box is checked the system will create the timesheet after the request is approved and during the batch process that posts the leave request records to timesheets. The timesheet is NOT created at that moment.

When the record is created this box is not checked.

Employee - Employee Number is the unique record identifier for each employee. Once this field is populated, the system automatically fills in the Name and Supervisor fields. Generally you will only be able to view records related to your own Employee number. Supervisors may be able to view records for all employees under their charge, depending on your organization's business practices and the settings in the Timekeeping Authority Business Rule.

You can also double-click the Employee Number field to see a list of other modules related to the Employee information.

Only records in Created and Pending Approval status can be modified. A leave request can only be deleted if it is in Created, Pending Approval, or Canceled status, Approved and Posted Leave Requests cannot be deleted.

Craft/Crew - The Work group that the Employee is assigned to. Crew can be selected from the list of values. If the Employee belongs to more than one Craft/Crew he or she can modify this field to reflect the appropriate Craft/Crew to charge this time against if necessary.

Start Date - The day that the leave begins.

End Date - The day that the leave ends.

Supervisor - The employee's immediate Supervisor. When the Employee Number is entered, the system automatically populates this field with the corresponding Supervisor. The contents of this field can be modified if necessary.

Department - The Department that the Employee is assigned to. Department can be selected from the list of values. If the Employee belongs to more than one Department he or she can modify this field to reflect the appropriate Department to charge this time against if necessary.

Leave Request Details

Enter one line for each Reason code that applies to the leave taken. The system will not allow you to enter lines with the same Reason code. You can, however, have the same value in the Type field for any row.

Reason - A Reason code can be selected from the list of values to indicate the purpose of the leave request.

Charge No. - Select the account that your leave time should be charged to from the list of values.

Shift - The Shift field contains the shift worked for the charge time. The field has an associated list of values controlled by the Shift Differential Rates Business Rule in the Business Rules module of the Administration subsystem.

Type - The nature of the time off can be selected from the list of values associated with this field. The nature of the time off can be selected from the list of values associated with this field. Create as many rows as necessary to request different leave types on one request. Leave types are established in the Timekeeping Leave Types Business Rule.

Hours Per Day - The Employee should enter the number of hours they will be absent for each day during the scheduled leave. For example, if the employee will be out for one full work day, 8 hours should be entered. If the employee will be out for one full work day, and a half of a day he or she can do one of two things:

1. Create two leave request records; one that with 8 hours entered in the Hours Per Day field for the first day and one with 4 hours entered in the Hours Per Day field for the second day.
2. Create one leave request records with 8 hours entered in the Hours Per Day field. Then modify the number of hours on the actual timesheet (after the leave is approved) and write a note in the comments field indicating that only 4 hours will be taken on the second day.

The employee cannot enter 12 hours on one record since the field asks "How many hours will be taken on each day" not "How many hours will be taken total."

Balance Remaining - The system automatically shows the leave hours available when you select the Charge Type. The number of hours available is managed in the Employee module Leave Summary view.

How to Submit a Leave Request

1. **Open the Leave Request module in the Maintenance subsystem.**
2. **Click New.**

The system opens a new record with your Employee Number, Name, Supervisor, Craft/Crew, and Department filled in.

You can modify these fields (except Employee Number and Name) if necessary.

3. **Complete the required fields.**
4. **(optional) Place a check in the Create Timesheet? check box if you want the system to automatically post the time indicated on this Leave Request to your timesheet for the relevant pay period.**

If this box is checked the system will create your timesheet record for you with the leave information posted to it. The system creates the timesheet after the request is approved and during the batch process that posts the leave request records to timesheets. The timesheet is NOT created at that moment. When the record is created this box is not checked.

5. **Complete the Next Approver field with the appropriate approval title.**
6. **Change the status to Pending Approval.**

If your organization has configured the system to verify remaining leave balances, the system checks to see that you have enough accumulated leave to satisfy the Leave Request. If not, a warning appears asking if you would like to continue anyway. Click Yes to save the record. The amount of available hours is defined in the Leave Accrual view of the Employee module.

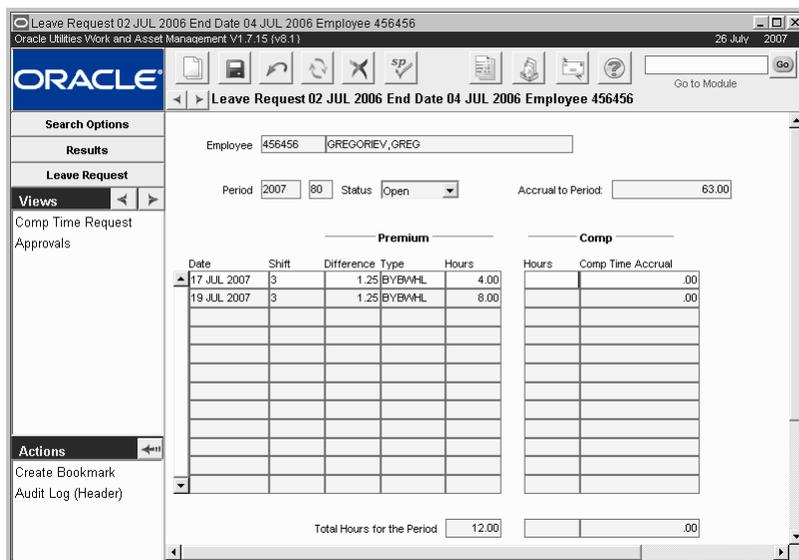
If you checked the Create Timesheet? check box the system logs the time requested on your timesheet record for the pay period that the Leave Request falls under after the request has been approved.

Leave Request Views

The module includes the following views:

Comp Time Request

Compensatory Time cannot be entered on a Timesheet once the Timesheet is in approved status. You can, however, select Comp Time Request from the Views list to open a window where you can change your Comp Time requests for the current pay period.



Comp Time Request view

The Comp Time request view shows Premium hours worked during the pay period together with accrued Comp Time. You can adjust the hours in the Comp Time column only. When you

enter a change and save the record, the system adjusts the Comp Time Accrual column automatically. Once the pay period is closed, and you have been compensated for the Premium hours worked, you cannot make any further changes.

Requested Comp Time hours cannot total more than the Premium hours worked for the charge. Because of Shift Differentials that may apply to Premium Time, however, you may accumulate more Comp Time than you actually worked. Two hours of Premium Time worked at a 1.5 differential, for example, results in three hours of accrued Comp Time.

Depending on settings in the Timekeeping Editchecks Business Rule, when you enter attempt to save a Leave Request for more time Comp Time than you have accumulated, the system will check to see that you have enough time hours to cover the requested time off. If not, a warning message appears. You can proceed to save the Leave Request and route it for approval. This is allowed since you may accumulate sufficient Comp Time before you take the leave.

Chapter 33

Payroll Log

The Payroll Log module records summary timesheet transaction information as well as the corresponding wage rate information. It is basically an exact copy of the Timesheet Log with the addition of all fields on the Timekeeping record. A separate log is necessary to keep confidential cost and wage rate information private and only accessible to authorized users. The module is view only, and records cannot be updated here.

Timesheet	Emp No	Employee Name	T	Charge	Charge Type Group	Tsk	Sub	Craft	Period	Peri	Payr	Req
16 APR 2007	00001	DEMARTINI, BARRY	W	0700061	WORKORDER	01		ADMIN	2007	71	C	SCHED
13 APR 2007	00001	DEMARTINI, BARRY	W	0700053	WORKORDER	01		ADMIN	2007	71	C	SCHED
25 SEP 2006	00001	DOMINGO,	W	0600264	WORKORDER	01		ADMIN	2007	81	O	INDIR
13 APR 2007	000069	SHIRLEY, MARC	W	0700054	WORKORDER	01		ADMIN	2007	71	C	SCHED
20 MAR 2007	000069	SHIRLEY, MARC	R	001	LEAVE			ADMIN	2007	68	C	135
12 DEC 2006	000069	SHIRLEY, MARC	R	0600004	SERVICE REQUEST			ADMIN	2006	59	C	BYBADD
12 DEC 2006	000069	SHIRLEY, MARC	C		LEAVE			ADMIN	2006	59	C	135
12 DEC 2006	000069	SHIRLEY, MARC	R	0600004	SERVICE REQUEST			ADMIN	2006	59	C	BYBADD
26 SEP 2006	000069	DOMINGO,	W	0600264	WORKORDER	01		ADMIN	2007	81	C	INDIR
23 SEP 2006	000069	SHIRLEY, MARC	W	0600509	WORKORDER	01		ADMIN	2006	51	C	SCHED
19 SEP 2006	000069	SHIRLEY, MARC	W	0600509	WORKORDER	01		ADMIN	2006	51	C	SCHED
15 SEP 2006	000069	SHIRLEY, MARC	W	0600509	WORKORDER	01		ADMIN	2006	51	C	SCHED
30 MAY 2006	000069	SHIRLEY, MARC	W	0200359	WORKORDER	02		ADMIN	2006	39	C	BYBZRM
27 APR 2006	000069	SHIRLEY, MARC	W	0600069	WORKORDER	01		ADMIN	2006	36	C	BYBMUL

Payroll Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Related Topics

- [Timekeeping](#)
- [Transaction Logs](#)
- [Transaction Codes Guide](#)

Chapter 34

Direct Charges

You can use the Direct Charges module to store and track direct charges or other expenses incurred while completing work. For example, maintenance staff may need to rent equipment for a Work Order and then relate the rental cost to the Work Order.

Usually, Direct Charges are incurred and tracked by Work Order Task, Service Request, or when timesheets are filled out. You can select the Direct Charges action in the Work Order Task, Work Order Task Assignment, Timekeeping, and Service Request modules to enter Direct Charges from these modules.

Direct Charges Records

Before Direct Charges can be entered, the Direct Charge Types Business Rule must be configured to list the types of Direct Charges tracked by your organization and the standard price for each type of charge. Approved Direct Charges are posted to the Account Log by batch processing. Like other costs, direct charges roll up to work order tasks, assets, processes, functions and subprojects. Direct charges are also posted to the direct charges log, where you can search for log entries using specific criteria, such as direct charge type or rented Asset ID.

The screenshot shows the Oracle Direct Charges window for record 0500000009. The window title is "Direct Charges 0500000009" and the application is "Oracle Utilities Work and Asset Management v1.7.15 (v8.15)". The date is 26 July 2007. The record is in "Posted" status. The employee is USERSON, NEVMOUS, dated 07 JAN 2005. The category is COMPRESSOR. The description is "COMPRESSOR". The table below shows one line item with a quantity of 16.0000 and a standard price of 35.0000, totaling an amount of 560.00. The charge number is 0500025, account number is 01, and expense code is 00020. The vendor code is BDCGT-N-BUDGET-NONE-INVOICE PO-004.

Item No.	Type	Units	Quantity	Standard Price	Amount
001	COMPRESSOR	HOUR	16.0000	35.0000	560.00

Direct Charges record

The upper section of the Direct Charges window contains information about the employee, approver and the charges entered on the record. The lower section contains line items for describing specific Direct Charges. When creating a new Direct Charge record you must first complete the upper section and save the record. Then you can describe and save individual charges in the table below.

The following fields are included:

Status

Created - The record is initially inserted in Created status.

Pending Approval - Set the status to Pending Approval when you are ready to route the record to the Approval Route for approval. The system sends an alert to the Approver to make them aware of the record.

Approved -The record is set to Approved status when an Approver selects final approval in the Approvals view. You cannot modify records in Approved status.

Posted - After the record has been approved, the system automatically sets the status to Posted during batch processing. The system does not post a line item until an expense code has been entered.

Rejected - Approvers can reject a record by setting the status to Rejected. Rejected records can be activated by setting the status back to Created.

Canceled - Records in Canceled status are not processed by the system. Canceled records can be activated by setting the status back to Created.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Employee (and Employee Name) - When you are creating a record, the system will default to your employee number and your name. Select an employee number from the list of values and the system will supply the name.

Category and Owner - The Category field can be used to identify broad categories of Direct charge records. Your organization can create codes to suit your business practices. The Owner field indicates which account is associated to the Category code selected. If the Processing rule key in the Direct Charge Types Business Rule is set to Open Entry then the Quantity, Standard Price, and Total Amount fields in the lower portion of the record are open to entry by the user.

To add a user to the list of Owner's enter the appropriate credit card information into their User Profile on the Credit Card Info view.

Note: The Category and Owner fields provide a way to further distinguish a Direct Charge for example, multiple categories could be created for different types of Credit Card expenses or to distinguish Truck expenses from regular Vehicle expenses.

Description - You can enter a brief description of the charges included on this record. You might describe the activity that required the acquisition of the items listed below.

Type - Select a Direct Charge type from the list of values. The column on the far right of the list of values contains a description of the Direct Charge types defined by your organization in the Direct Charge Types Business Rule.

Units - When you select a Type, the system supplies the Units from information in the Direct Charge Type Business Rule.

Quantity - Enter the Quantity of the Direct Charge type used. Depending on the type selected, this might be the number of miles a vehicle was driven or the number of days a piece of rental equipment was used.

Standard Price - When you select a Type, the system supplies the Standard Price from information in the Direct Charge Type Business Rule.

Amount - The system enters the amount based on the quantity and the standard price. You cannot modify the amount but you can adjust the quantity.

Charge Number - The Timekeeping Charge Types Business Rule controls what valid charge types are, such as charging to Work Orders, to Assets, or to Functions. Leave charge types do not appear on the list of values associated with this field.

Number - The three Number fields function differently depending on the Charge Type. For example, if you are charging against an Asset, the first and second number fields contain the Asset Type and Asset ID. If you are charging against a Work Order, the second field holds the Work Order number and the third field identifies the Work Order Task. Lists of values are available to assist you in entering the information.

Account No. - The system enters the account number based on the Charge type and Charge number. When you are charging against a Work Order, you must identify the Work Order Task before the system can populate the Account No.

Expense Code - The system supplies the expense code identified in the Direct Charge Types Business Rule based on the Charge Type entered. If necessary, you can change the expense code as long as the record status has not been set to Posted and your organization has configured the Variable Expense Code Business Rule. The system does not post line items until an expense code has been entered.

Reference Number - You can enter any reference number supplied by the Vendor to help identify this item.

Vendor Code - You can select from all Vendor Codes in Active status.

Vendor Name - When you select the Vendor Code, the system supplies the Vendor Name associated with that code.

Comments - You can add a brief comment to help describe the line item.

Rented Asset - If you need to identify a rented asset, you can enter that information in these two fields. The first field has a list of values for Asset types controlled by a code table.

Beginning and Ending Reading - You can use the Beginning and Ending Reading fields to record odometer readings for mileage charges or other similar readings. If you enter data in the Beginning and Ending Readings fields, the system calculates the quantity for you.

Usage Date - Indicates the date that the charges were made.

Comments - You can add a brief comment to help describe the line item.

Total Amount - This is a user enter field indicating the total charges.

How to Create a Direct Charge Record

1. **Open the Direct Charges module.**
The Direct Charges module is in the Maintenance subsystem.
2. **Click New.**
The system opens a blank Direct Charge record in created status showing the current date and your name and employee number.
3. **Enter an Approval Route and brief Description of the Direct Charges if appropriate.**
4. **Click Save.**
The system saves the Direct Charge record and assigns a Direct Charge number if your system is set up to assign sequence numbers. You can now continue to enter charges on this record, or you can enter the charges later.

How to Enter Direct Charges

1. **Open the appropriate Direct Charge record.**
The Direct Charges module is in the Maintenance subsystem. You can also access the module from the Actions list in the Work Order Task, Work Order Task Assignment, Service Request, and Timekeeping modules.
2. **Click in the first item block in the lower portion of the window or Click New.**

You can also create and enter Direct Charge information from the Work Order Task, Work Order Task Assignment, Service Request, and Timekeeping modules.

The system highlights the required fields where you can enter information for the first Direct Charge item.

3. Select a Direct Charge Type from the list of values in the Type field.

The choices on this list are determined by your organization in the Direct Charge Type Business Rule. When you select a Direct Charge Type, the system supplies the Units, Standard Price, and Expense Code established in the Business Rule for the type you selected.

4. Enter the Quantity used.

This might be the number of miles driven or the number of days a piece of equipment was rented.

5. Enter a Charge type and Number.

The information required on the Charge Number line changes with the type of Charge you select. The list of values for the Charge Type is controlled by the Timekeeping Charge Types Business Rule and may include assets, functions and Work Orders.

If you are charging to an asset, enter the Asset type and ID (or select from the lists of values). If you are charging against a Work Order, select the Work Order and Work Order Task number. When you have identified the charge, the system will supply the Account Number and Expense Code information.

6. Enter other information required to describe the Direct Charge.

You can enter a brief comment that helps to describe the charge. You can also enter an Asset Type and ID in the Rented Asset fields if you need to identify an asset you rented.

7. Click Save.

Continue entering Direct Charge line items until you have entered all your charges you want to include on this record. You must save the record after entering each charge.

When you have finished entering Direct Charges, set the status to Pending Approval and save the record.

Remember, if the Processing rule key in the Other Direct Charges Business Rule is set to Open Entry then you can enter values in the Standard Price and Total Amount fields. This is helpful if you are entering Credit Card charges.

How to Enter Credit Card Charges in the Direct Charges Module

1. Open the appropriate Direct Charge record.

The Direct Charges module is in the Maintenance subsystem. You can also access the module from the Actions list in the Work Order Task, Timekeeping modules, Work Order Task Assignment, and Service Request modules.

2. Click in the first item block in the lower portion of the window or click the New icon.

The system highlights the required fields where you can enter information for the first Direct Charge item.

3. Select a Direct Charge Type from the list of values in the Type field.

The choices on this list are determined by your organization in the Direct Charge Types business rule. Make sure to select a type that indicates that this is a credit card charge. The processing for the Type selected should be Open Entry so that you can manually enter the Units, Standard Price and Amount fields. If the processing is set to Standard these fields are filled in by the system based on the values set in the business rule.

4. Enter the Quantity used.

This might be the number of miles driven or the number of days a piece of equipment was rented.

5. Enter a Charge type and Number.

The information required on the Charge Number line changes with the type of Charge you select. The list of values for the Charge Type is controlled by the Timekeeping Charge Types business rule and may include assets, functions and work orders.

If you are charging to an asset, enter the Asset type and ID (or select from the Lists of Values). If you are charging against a work order, select the work order and work order task number. When you have identified the charge, the system will supply the Account Number and Expense Code information.

6. Enter other information required to describe the Direct Charge.

You can enter a brief comment that helps to describe the charge. You can also enter an Asset Type and ID in the Rented Asset fields if you need to identify an asset you rented.

7. Click the Save icon.

Continue entering Direct Charge line items until you have entered all your charges you want to include on this record. You must save the record after entering each charge.

When you have finished entering Direct Charges, set the status to Pending Approval and save the record.

Direct Charges Log

You can access the Direct Charges Log module directly from the Employee Timekeeping menu, or from the Views list in the Direct Charges module.

In the Direct Charges Log module you can view the log entries for all charge numbers or you can search for log entries for particular criteria, such as a rented Asset ID. You cannot modify any of the information displayed.

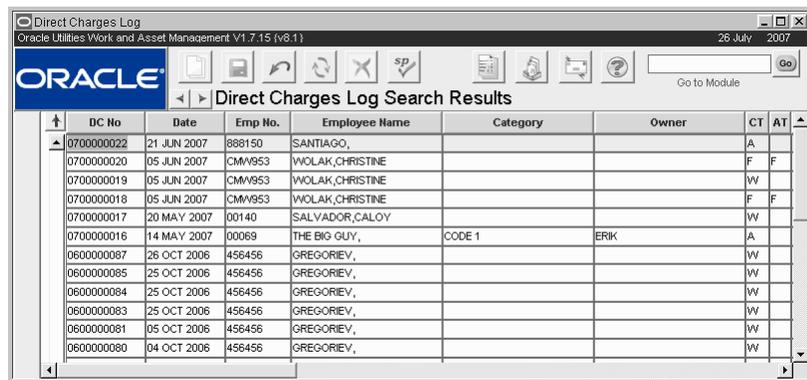
DC No	Date	Emp No.	Employee Name	Category	Owner	CT	AT
0700000022	21 JUN 2007	888150	SANTIAGO,			A	
0700000020	05 JUN 2007	CMW953	WOLAK,CHRISTINE			F	F
0700000019	05 JUN 2007	CMW953	WOLAK,CHRISTINE			W	
0700000018	05 JUN 2007	CMW953	WOLAK,CHRISTINE			F	F
0700000017	20 MAY 2007	00140	SALVADOR,CALOY			W	
0700000016	14 MAY 2007	00069	THE BIG GUY,	CODE 1	ERIK	A	
0600000087	26 OCT 2006	456456	GREGORIEV,			W	
0600000085	25 OCT 2006	456456	GREGORIEV,			W	
0600000084	25 OCT 2006	456456	GREGORIEV,			W	
0600000083	25 OCT 2006	456456	GREGORIEV,			W	
0600000081	05 OCT 2006	456456	GREGORIEV,			W	
0600000080	04 OCT 2006	456456	GREGORIEV,			W	

Direct Charges Log

Chapter 35

Direct Charges Log

The Direct Charges Log module records summary Direct Charges transaction information. The module is view only, and records cannot be updated here. It simply provides quick access to detailed Direct Charges information when it is needed. Direct Charges items are entered and processed in the Direct Charges module.



DC No	Date	Emp No.	Employee Name	Category	Owner	CT	AT
0700000022	21 JUN 2007	888150	SANTIAGO,			A	
0700000020	05 JUN 2007	CMW953	WOLAK,CHRISTINE			F	F
0700000019	05 JUN 2007	CMW953	WOLAK,CHRISTINE			W	
0700000018	05 JUN 2007	CMW953	WOLAK,CHRISTINE			F	F
0700000017	20 MAY 2007	00140	SALVADOR,CALOY			W	
0700000016	14 MAY 2007	00069	THE BIG GUY,	CODE 1	ERIK	A	
0600000087	26 OCT 2006	456456	GREGORIEV,			W	
0600000085	25 OCT 2006	456456	GREGORIEV,			W	
0600000084	25 OCT 2006	456456	GREGORIEV,			W	
0600000083	25 OCT 2006	456456	GREGORIEV,			W	
0600000081	05 OCT 2006	456456	GREGORIEV,			W	
0600000080	04 OCT 2006	456456	GREGORIEV,			W	

Direct Charges Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction Logs for more information.

Related Topics

[Direct Charges](#)

[Transaction Logs](#)

[Transaction Codes Guide](#)

Chapter 36

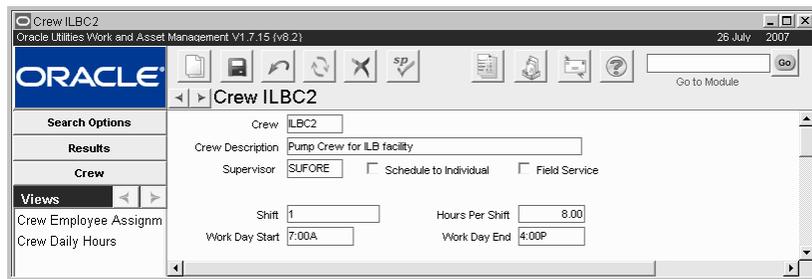
Crew

A crew is a group of workers that can be assigned to complete work. They are used to group workers, to complete timesheets for multiple employees at one time, and to help organize work schedule.

Use the Crew module to create new Crews and assign employees to Crews. While you can also assign employees to existing Crews using the Employee module or the User Enrollment Action in the User Profile module, you must use the Crew module to create new crews. An employee can be assigned to more than one crew. Once a crew is created and employees are assigned to the crew, you can assign Work Order Tasks to the crew or to a particular individual on the crew.

Crew Records

Basic information concerning crews is entered and maintained on crew records.



The screenshot shows a web-based form for creating or editing a crew record. The window title is "Crew ILBC2" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v6.2)". The date is "26 July 2007". The form has a left-hand navigation pane with "Views" selected, showing "Crew Employee Assignm" and "Crew Daily Hours". The main form area contains the following fields and options:

- Crew: ILBC2
- Crew Description: Pump Crew for ILB facility
- Supervisor: SUFORE
- Options: Schedule to Individual, Field Service
- Shift: 1
- Hours Per Shift: 8.00
- Work Day Start: 7:00A
- Work Day End: 4:00P

Crew record

The following fields are included:

Crew - The system requires a unique crew identification code in this field.

Crew Description - You can enter a brief description of the crew in this field.

Supervisor - Select the supervisor's title from the list of values associated with this field. The list of values is controlled by a code table.

If your organization uses Oracle Utilities Work and Asset Management for Timekeeping, and you want the supervisor to approve Timesheets for the crew, you must also set the Supervisor's authority in the Timekeeping Authority Business Rule and add the Supervisor as a member of the crew.

Schedule to Individual - Check this box to enable scheduling to individuals on the crew in the Daily Schedule module. When this box is checked, the Employee Assignment Task List can be accessed on the Daily Schedule Assignments view.

Shift - Select a shift differential from the list of values, which shows the values your organization has established in the Shift Differential Rates Business Rule. This value is used to calculate premium pay.

Hours Per Shift - Enter the number of hours for the shift. This number is informational only and is not used to calculate premium pay.

Work Day Start - Enter the time normal work day starts for this crew. You can enter the time in any format.

Work Day End - Enter the time normal work day ends for this crew. You can enter the time in any format.

How to Create a Crew Record

1. Open the Crew module.

The Crew module is in the Maintenance subsystem.

2. Click New.

3. Enter an identifying name in the Crew field.

4. Enter any other information to describe the Crew.

You can use the available list of values when entering Supervisor and Shift information. The Shift differential you select will be used to calculate premium pay.

5. Click Save.

If you are creating a Crew record that duplicates much of the information on another crew record, you can speed up this process by using the Duplicate Last Record or the Dupl. w/ Crew Assignment actions.

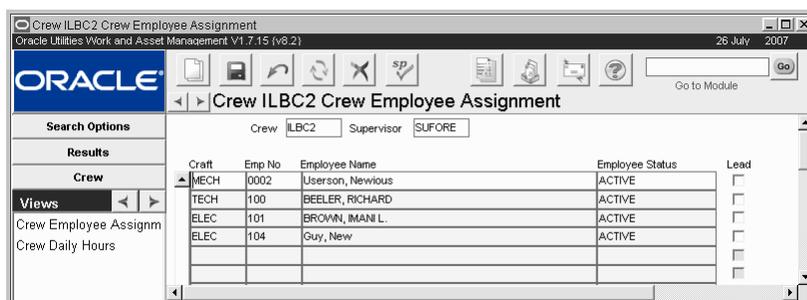
Crew Views

The module includes the following views:

Crew Employee Assignment

Employees can be assigned to more than one crew.

Select Crew Employee Assignment from the Views list to specify employees on the Crew.



Crew Employee Assignment view

Crew - The Crew ID code is copied from the Crew record and cannot be changed here.

Supervisor - The supervisor's title is copied from the Crew record and cannot be changed here.

Craft - Select a craft if appropriate. Some employees may not have a Craft assignment.

Emp No - When you select an employee from the list of values, the system fills in the Employee Number, Employee Name and Employee Status fields. The list of values shows only Active employees with User Profile records.

If a craft is selected, the list of values shows employees who have the craft on their employee record and are not already on the crew. If no craft is selected, the list of values shows employees who are not already on the crew.

Employee Name - Completed by the system when you select an employee number.

Employee Status - Completed by the system when you select an employee number.

Lead - Select the check box next to the name of the employee that should be designated as the lead for the project.

How to Assign a User to a Crew

- Open the appropriate crew record.**
The Crew module is in the Maintenance subsystem.
- Select Crew Employee Assignment from the Views list.**
The Crew Employee Assignment window opens showing Employees currently assigned to the crew.
- Click the New Icon or in any blank line in the table.**
The system creates a new line in the table.
- Select a Craft from the list of values if appropriate.**
If you select a craft, only active employees with that craft assignment and not already on the crew are available for assignment.
- Select an employee number from the list of values.**
When you do this, the system completes the employee name and status fields as well. If you do not know the employee number, you can search by employee name using the find box on the list of values.
- Click Save.**
The system saves the record. You must save the record after assigning each employee. You can then continue adding additional employees as necessary.

Crew Daily Hours

Select Crew Daily Hours from the Views list to define the work week and applicable crafts for the crew.

The screenshot shows the Oracle ILBC2 Crew Daily Hours window. The window title is "Crew ILBC2 Crew Daily Hours" and the version is "Oracle Utilities Work and Asset Management V1.7.15 (v8.2)". The date is "26 July 2007". The interface includes a search bar, a "Go to Module" button, and a "Views" list on the left. The main area displays two tables: "Daily Hours Summary" and "Daily Hours Data".

Daily Hours Summary

Craft	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
ADMIN	8	8	8	8	8	8	8	8
TECH	16	16	16	16	16	16	16	16
Total	24	24	24	24	24	24	24	24

Daily Hours Data

Craft	Day	Hours
ADMIN	FRIDAY	8
ADMIN	MONDAY	8
ADMIN	SATURDAY	8
ADMIN	THURSDAY	8
ADMIN	WEDNESDAY	8
ADMIN	TUESDAY	8
ADMIN	SUNDAY	8
TECH	FRIDAY	16

Crew Daily Hours

In the Daily Hours Data section enter the craft names as well as the days of the week and number of hours that the craft is available on each day. For example, if a craft is available for 8 hours Monday through Friday, you must enter each day and number of hours separately. If 3 crew members are available to work the craft you would enter 24 hours to represent 3 people working 8 hour shifts.

As lines are entered in the Daily Hours Data section, the system updates the Daily Hours Summary section with the corresponding information. This summary information populates the Resources view of the Daily Schedule module.

The system can automatically generate daily schedules based on settings in the Auto Generate Daily Schedule business rules. This rule looks to the guidelines set in this view to automatically create the schedules.

How to Define Scheduling Information for a Crew

1. Open the appropriate crew record.

The Crew module is in the Maintenance subsystem.

2. Select Crew Daily Hours from the Views list.

3. Click the New icon.

4. Select a craft from the list of values.

5. Enter a day of the week.

6. Enter the number of hours available to that craft on that day of the week.

For example, if a craft is available for 8 hours Monday through Friday, you must enter each day and number of hours separately. If 3 crew members are available to work the craft you would enter 24 hours to represent 3 people working 8 hour shifts.

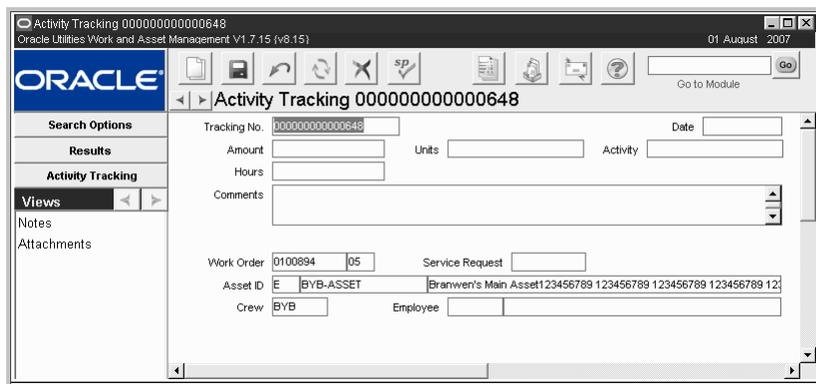
7. Click the Save icon.

Continue to enter craft days and hours to define a full schedule for each craft in the crew.

Chapter 37

Activity Tracking

There are some businesses where tracking the volume of work performed on one task is as important as planning the entire body of work. The Activity Tracking module can be used to break down tasks, or other work, into units of activity so that the amount of time or space (such as acres mowed or words typed) is accounted for and tracked. Planners and supervisors can then use this information to establish goals, plan future workloads, or quantify expenditures and budgets.

The screenshot shows the Oracle Activity Tracking module interface. The window title is "Activity Tracking 000000000000648" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v8.15)". The date is "01 August 2007". The interface includes a search bar with the tracking number "000000000000648" and a "Go to Module" button. Below the search bar are fields for "Amount", "Units", and "Activity". There are also fields for "Hours" and "Comments". The lower portion of the screen contains fields for "Work Order" (0100894 05), "Service Request", "Asset ID" (E BYB-ASSET Branwen's Main Asset123456789 123456789 123456789 123456789 123456789 123456789), "Crew" (BYB), and "Employee".

Activity Tracking module

For example, if a work order is planned to “Landscape in Golden Gate Park” and Task1 is to mow the lawns, Task 2 is to prune the trees, and Task 3 is to fertilize the flowers, the Activity Tracking module would then be used to enter the number of acres mowed each day, the number of trees pruned, and the amount of flowers fertilized. As planners look at the work load for the next year they can use these metrics to determine if they need to add more manpower to the crews assigned to these tasks, or if they can afford to cut back and still have the same amount of grass mowed each week.

Activity Tracking Records

Enter and maintain work activity information in the Activity Tracking module.

Use the designated fields to enter the Date work was performed, the amount of work, the units, hours, and any comments.

The tracking number is system generated and cannot be updated.

Use the fields in the lower portion of the screen to track any work order, service request, asset ID, crew or employee references. When planners use the module to derive metrics, the values in these fields can be useful in establishing filters or to group information.

Activity tracking information can also be entered in the Cost and Closeout module.

The tracking number is system generated and cannot be updated.

How to Enter Activity Tracking Information

- 1. Open the Activity Tracking module.**
- 2. Click New.**
- 3. Enter the date the work was performed, the amount of work, the unites, hours, and any comments.**
- 4. Enter additional information as needed.**

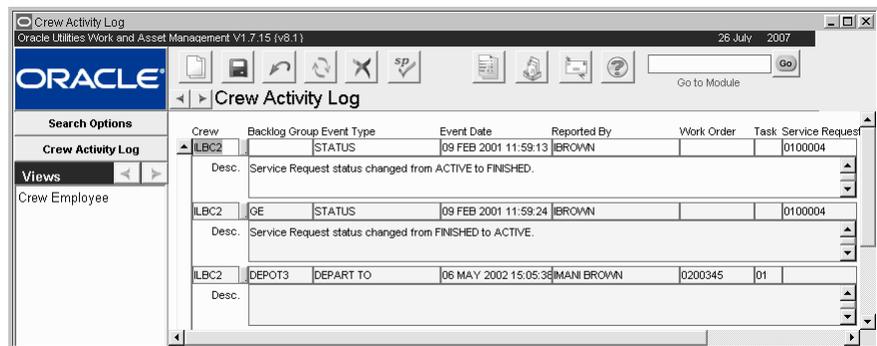
Use the fields in the lower portion of the screen to track any work order, service request, asset ID, crew or employee references. When planners use the module to derive metrics, the values in these fields can be useful in establishing filters or to group information.

Planners can use the information gathered in the Activity Tracking module to level their work load and manpower for future projects. This can later impact crew assignments, scheduling, and other methods of labor allocation.

Chapter 38

Crew Activity Log

The Crew Activity Log allows you to enter and maintain activity information related to a crew, Backlog Group and Event. This information is tied to a Work Order Task and creates a convenient cross-reference. Crew Logs can be accessed in the Crew Activity Log module, or through the specific Work Order Task that they relate to.



Crew Activity Log

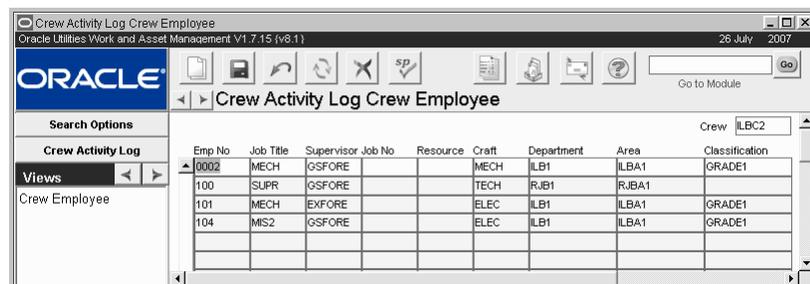
An important feature of this module is the ability to enter unforeseen factors that influenced the work schedules of crews, such as delays due to faulty machinery. Quick access to crew status facilitates rescheduling of resources if problems arise. You can enter new line items in this window if necessary.

Activity Tracking Views

The module includes the following views:

Crew Employee

Select Crew Employee from the views list to see key information regarding crew members for the chosen line item such as Employee Number, Job Title, Supervisor, Craft, etc.



Crew Employee view

Chapter 39

Work Order Task Assignment

The Work Order Task Assignment module provides a way to view Work Order Task Assignments that have already been created in the Assignments view of the Work Order Task and Fleet Work Order Task modules.

A standard Search Options screen is available that enables you to search for and sort Work Order Task Assignments by Employee, Crew, Work Order Task, or other convenient selection criteria.

Each Work Order Task Assignment record displays view-only information about the assigned employee and Work Order Task. You cannot update information in this module. Select the Work Order Task action to open and update the Work Order Task record as needed.

The screenshot shows the Oracle Work Order Task Assignment record for Work Order 0200402 Task 01. The interface includes a search options panel on the left and a main data entry area. The data is as follows:

Employee	
Employee	0002 USERSON, NEVMOUS
Supervisor	OSFORE GENERAL SERVICES SUPERVISOR
Craft/Crew	MECH ILBC2

Work Order Task	
Work Order	0200402
Task	D1
Status	ACTIVE
Required By	23 JUL 2002
Priority	0
Crew/Backlog	ILBC2
GE	
% Comp	
Held For Parts	<input type="checkbox"/>
Description	Benchmark Work Order for processes on Asset 4 in the ILB facility
Asset ID	E ILBAST4
Asset	Asset 4
Component ID	ILBCMP2
Component Installed on Asset	4
Building	
Location	

Work Order Task Assignment record

Only assignments made in the Assignments view of the Work Order Task module will display in this module.

Work Order Task Assignment Views

The module includes the following views:

Attachments

The Attachments view provides access to the Work Order Task Attachments. You cannot update the attachments in the Work Order Task Assignment module.

Work Order Task Assignment Actions

In addition to standard actions, the following can be completed from within the module.

Timesheet

Select Timesheet from the Actions list for direct access to the Timekeeping module where you can enter your time related to the Work Order Task. Users can only create timesheets from Work Order Task Assignment records where their own employee number is entered on the header, regardless of their timekeeping authority.

The Timesheet action is available when the Work Order Task is in Active and Finished statuses.

The screenshot shows a dialog box titled "Enter Timesheet Information :". The window title is "WO Task Assignment Work Order 0200029 Task 01". The Oracle logo is visible in the top left. The dialog contains two input fields: "Date" with the value "26 JUL 2007" and "Employee" with the value "100" and "BEELER,RICHARD". There are "OK" and "Cancel" buttons at the bottom.

Timesheet action

When you select the Timesheet action, the system opens a screen with the current date filled in. Enter your employee number and modify the date if necessary. Click the OK button to search for an existing Timesheet record where you can add additional time charges. If no record is found, the system asks if you want to create a new timesheet record.

Direct Charges

Select Direct Charges from the Actions list to enter Direct Charges against a Work Order Task.

The Direct Charges action is available when the Work Order Task is in Active and Finished statuses.

The screenshot shows a dialog box titled "Enter Direct Charges Information :". The window title is "WO Task Assignment Work Order 0200029 Task 01". The Oracle logo is visible in the top left. The dialog contains two input fields: "Date" with the value "26 JUL 2007" and "Employee" with the value "100" and "BEELER,RICHARD". There are "OK" and "Cancel" buttons at the bottom.

Direct Charges action

When you select this action, the system opens a screen with the current date and your employee number filled in. Both can be modified if necessary. Click the OK button to search for existing Direct Charge records where you can add additional charge items. If no records are found, the system asks if you want to create a new record.

When you begin entering the Direct Charge item, the system supplies the Work Order Task number and Account information.

How to Enter Direct Charges

1. **Select Direct Charges from the Actions list.**
The system enters the current date in the Date field.
2. **Modify the Date if necessary.**
You would need to change the date to enter charges for work done in the past.
3. **Enter the Employee Number of the person who completed the work.**
4. **The system automatically populates the name fields.**
5. **Click the OK button.**
The system opens the direct charges record or asks you if you want to create a new record.
6. **Click on Yes to create a new record if necessary.**
7. **Enter the required Direct Charges.**
8. **Click Save.**

Task Progress

Task Progress is only available on the Actions list when charges against Work Order Tasks in Active status are recorded. Selecting Task Progress from the Actions list when you have highlighted a Work Order Task in Active status opens the Task Progress Summary window where you can record progress on the relevant Work Order Task.

Task Progress view

The window is very similar to the Finish Task Summary window at the end of the Finish Work Order Task Action, with the difference that system does not assume that you have finished the task. Instead, after you save the summary information, the system opens a second window where you can either indicate that the task is finished, or indicate your progress toward completion. You can record the task as only partially completed and the system updates %Complete field on the Work Order Task.

Please refer to the section on Work Order Task [Task Progress](#) for a detailed description of the functionality of this window.

Chapter 40

Account Log

The Account Log tracks all account transactions that are posted throughout the system. This information is for display only and cannot be modified.

Year	Mon	Trans Date	Typ	Trans. Armt	Account	Expense	Work No	Task	WO
2007	07	20 JUL 2007 00:00	LR	260.00	JJC1-N-ASSET-NONE-NONE-002	00007	0700251	02	Y
2007	07	20 JUL 2007 00:00	LR	158.13	CAK1-N-NONE-NONE-STORES PO-001	00007			
2007	07	19 JUL 2007 00:00	LR	158.13	CAK1-N-NONE-NONE-STORES PO-001	00007			
2007	07	19 JUL 2007 00:00	LR	210.00	JSG1-Y-BUDGET-NONE-NONE-001	00007	0700251	01	Y
2007	07	19 JUL 2007 00:00	LP	379.50	JSG1-Y-BUDGET-NONE-NONE-001	00005	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	-379.50	JSG1-Y-BUDGET-NONE-NONE-001	00005	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	341.55	CAK1-N-ASSET P-ASSETC-TIMESHEET-001	00005	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	21.00	CAK1-N-ASSET P-ASSETC-TIMESHEET-001	00007	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	189.00	CAK1-N-ASSET P-ASSETC-TIMESHEET-001	00007	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	-210.00	JSG1-Y-BUDGET-NONE-NONE-001	00007	0700251	01	Y
2007	07	19 JUL 2007 00:00	AJ	37.95	CAK1-N-ASSET P-ASSETC-TIMESHEET-001	00005	0700251	01	Y
2007	07	18 JUL 2007 06:04	PC	00	BYB1-N-ASSET-NONE-NONE-003	00002			
2007	07	17 JUL 2007 00:00	LR	208.00	JSG1-Y-BUDGET-NONE-NONE-001	00007	0700244	01	Y
2007	07	17 JUL 2007 00:00	LP	189.75	JSG1-Y-BUDGET-NONE-NONE-001	00005	0700244	01	Y
2007	07	15 JUL 2007 00:00	LR	158.13	CAK1-N-NONE-NONE-STORES PO-001	00007			

Account Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Related Topics

- [Account](#)
- [Transaction Logs](#)
- [Transaction Codes Guide](#)

Chapter 41

Work Order History

The Work Order history module maintains a record of work orders and tasks that have been completed, rejected or canceled and moved out of the active Work Order and Task tables. This information cannot be modified from within Oracle Utilities Work and Asset Management. Work Orders are moved from the active tables to the history tables by batch processing to keep the active Work Order tables from growing too large. For a complete discussion of the fields and views, please refer to the sections on the Work Order and Work Order Task modules.

The amount of data moved to work order history is determined during the work order closeout process. Options available on the WO Closeout Summary view include moving the entire work order, only asset information, or simply delete the Work Order and Task records from the database. If compatible unit data exists on the work order history task, only the CU Worksheet, CU Items and regulatory accounting data are copied to the new work order.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.15) interface. The window title is 'WO History 0100648'. The main content area displays the following information:

- Work Order: R 0100648
- Status: HISTORY
- Date: 06 SEP 2001
- Description: this is the first repair in place work order
- Class: [Empty]
- Category: [Empty]
- Approval Route: [Empty]
- Requestor: RAY
- Required: [Empty]
- Defaults for Tasks:
 - Asset ID: E_RLW_MATL_DISP1 (Canfor Material Disposition test Asset #1)
 - Component ID: RLW_MATL_DISP1 (Material Disposition Component ID)
 - Process: [Empty]
 - Department: [Empty]
 - Area: [Empty]
 - Account: RLW1-N-MATLDISP-COMP-NONE-005
 - Priority: [Empty]
 - Crew: [Empty]
 - Deficiency Tag: [Empty]

WO History record - Notice that the record is in History status

The Auto Close box on the Work Order record must be checked to allow the system to automatically close the work order if it remains in FINISHED status for the number of days defined in the WO Aging business rule.

Work History Views

For an overview of the views in the Work History module, please refer to the corresponding view in the [Work Order](#) module.

Create New Work Order from History

Use a Work Order record that has been moved to history as a template, creating a new Work Order record with all of the same header and task information, including details, except for actual cost and quantity information. The History Work Order record remains unchanged.

Copy Work History as Closed Work Order

This action moves the Work Order record out of the “history” tables back into the “active” Work Order tables, placing the Work Order record in “Closed” status. You might have to move a work order back to the “active” tables if all costs have not yet posted (such as a late invoice). According to the information in the Work Order / Task Closeout view, the Work Order will eventually be moved back into the “history” tables.

Note: This action is not available for work orders in "canceled" or "rejected" status.

Chapter 42

Failure History

The system builds a complete failure history for Assets as work is performed and Asset failure information is entered into the Work Order and Task Closeout view. You can access this information through the Asset Failure History module, where you can also perform Asset Failure analysis. Failure History records are drawn from Work Order information stored in the Work Order History module.

Asset Failure History is a view-only module.

More data is retrieved (per record) than can be displayed on the window. To view more data, use the scroll bar located at the bottom of the window to scroll left and right across the screen.

Work No	A	Asset	Failure	Repair	Process	Duration	Component
0000004	E	CAK-ASSET01			CAK-PROCESS1		CATHYS BE
0000007	E	CAK-ASSET01			CAK-PROCESS1		CATHYS BE
0000008	V	RVM-FLEET1	FRETTED				Rotate Tires
0000010	V	RLW_4X4_TRUCK					Oil Change
0000023	E	RLW_RUNTIME					RLW - PM M
0000025	E	RLW_RUNTIME					RLW - PM M
0000026	E	RLW_RUNTIME					RLW - PM M
0000027	E	RLW_RUNTIME	ELECTRICAL				RLW - PM M
0000032	E	RLW_RUNTIME	FORGNMTRL				this is a des
0000039	E	RLW_ASSET3			RLW_PROCESS1		this is a des
0000044	E	RVM-2					adasda
0000054	E	RLW_RUNTIME3					this is a des
0000055	E	RVM-2	CORROSION	ADJUSTED		24	ALARM test
0000059	E	RVM-1			RVM-PROCESS1		ajdfija,sj

Failure History record

Selected records are displayed on the Asset Failure History Analysis window in the same format as the other Transaction Logs in the system. You can sort and reorder the rows and columns as you can with all Transaction logs. Please see the Transaction Logs section in the System Basics User Guide for more details on how Transaction Logs work within the system.

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Management**

Volume 5

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Chapter 1

Overview

Oracle Utilities Work and Asset Management uses the Purchasing subsystem to plan, initiate, process, and invoice purchases and purchasing contracts. It also manages vendors, vendor bids, and items. Information from this subsystem is passed back to other subsystems helping to track valuable information such as pricing trends, vendor performance, and more.

The Purchasing subsystem processes all types of purchasing requirements including stores replenishment, direct purchase materials, and contractor services. The system can also automatically generate requisitions through Work Orders, through review of storeroom stocked items, or directly through the Requisition module.

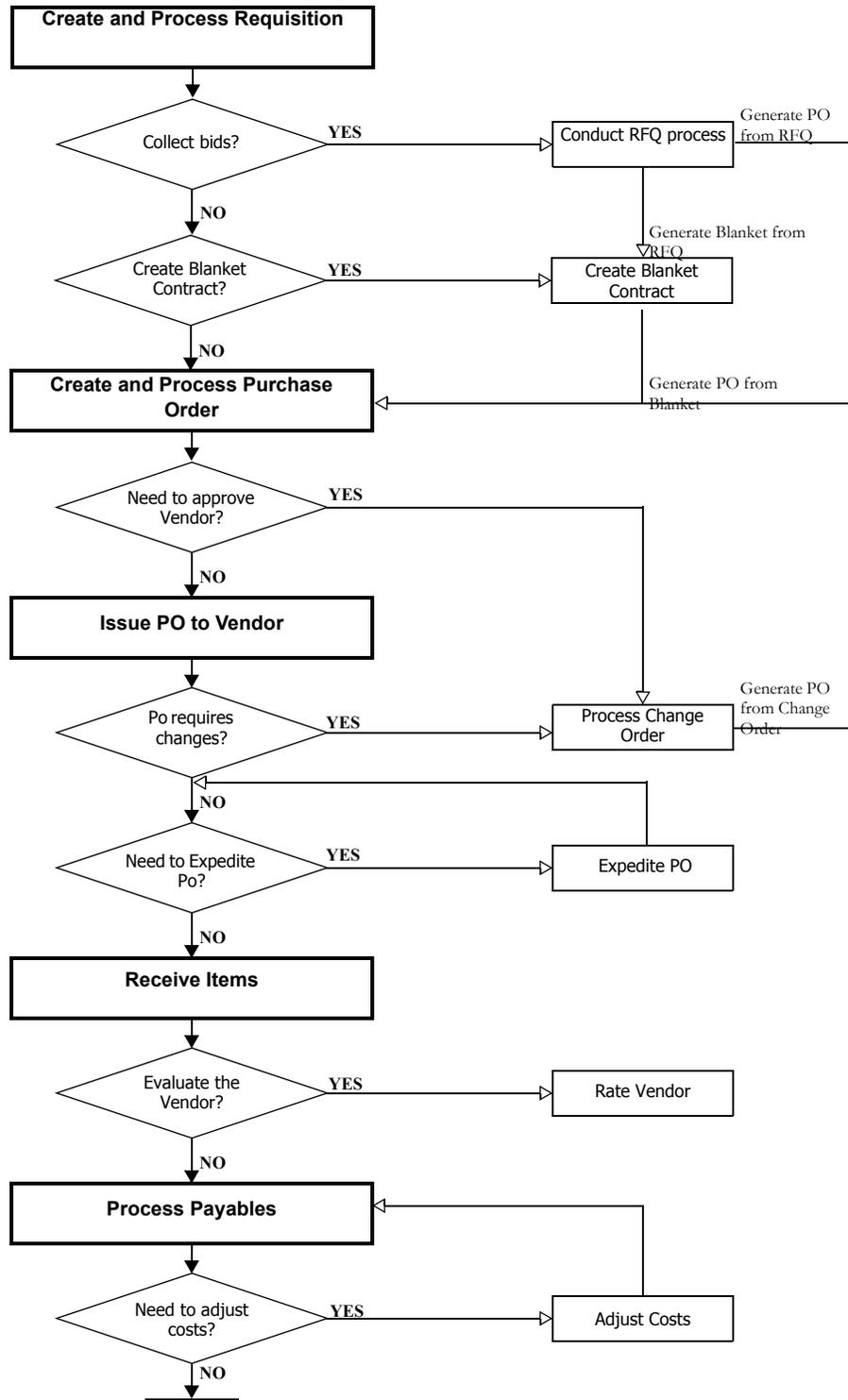
Following a typical procurement life cycle, a requested item or service is listed on a Requisition as a Line Item. Once reviewed and approved, a Requisition is copied into a Purchase Order. The Purchase Order is approved and issued to a vendor, and the requested item is received and invoiced. Throughout the process, different areas within the application are automatically maintained such as storeroom quantities and values depending on the type of item being purchased.

If changes are required for a Purchase Order that has already been approved, the Change Order module allows you to duplicate the Purchase Order, make the necessary modifications, approve changes if required, and replace the original Purchase Order.

The system also facilitates expediting purchase orders, receipt of items fully or partially, and full or partial invoicing. After receiving and invoicing are complete, system generated batch processing posts costs throughout the system and interfaces costs to external accounts payables systems, if applicable. If mistakes are found in the way that costs were applied after this point, you can make corrections in the Cost Adjustment module.

A variety of reports associated with vendor information, Purchase Orders, Requisitions, Invoices, Catalog, and Storeroom information are also available.

This diagram shows a process flow of the purchasing lifecycle.



Purchases often start as requisitions. Requisitions are submitted, reviewed, and approved or rejected. After a requisition has been approved, it may be sent out for bid (request for quotes). Ultimately, it becomes a purchase order which may or may not go through another approval cycle (dependent upon your business practices and the system configuration). Blanket contracts can be used to generate purchase orders that do not need approval.

There are several other sources from which a purchase order can be generated. Users can generate purchase orders from blanket contracts, requests for quotes, from direct purchase requirements on a work order, from an automatic reorder generated from a Reorder Review record, or directly in the Purchase Order module.

Once a purchase order has been generated and approved, it is issued to the vendor. If you have referenced a blanket contract on the purchase order, the system checks to see that the blanket contract is active and has sufficient remaining funds each time the status of the purchase order changes.

Occasionally there are items or services that your organization has determined can only be purchased from an approved vendor. Normally approved vendors have been established prior to the issuance of any purchasing documents, however, if you find that you want to request that a vendor be granted approved vendor status, you must submit a change order to establish that status.

After an order is approved and issued changes that affect costs on the purchase order cannot be made without completing a change order and issuing a new purchase order. Changes to delivery dates or other superficial information that does not affect the cost can be made using the expedite function. Buyers who have been granted the necessary authority can bypass the change order or expedite PO process and update the purchase order directly in the Purchase Order module.

Ordered materials are then received by the system. The system does not require you to “receive” service type items, but there is optional processing available to handle service type receipts. Items ordered for stores replenishment are inspected and placed in inventory. All other items are delivered to the requestor.

When items are received, the receiving personnel has the option of rating the vendor’s performance according to delivery and quality standards. This information can later be used by purchasers to determine whether or not they should use that vendor for future purchases.

The vendor’s invoice is then entered into the Invoice module, matching receipts against line items. Once entered, it is routed for review and eventually approved. System generated batch processing then posts approved costs throughout the system and interfaces costs to your accounts payables system. If any mistakes are found in the way that costs were applied after this point, costs need to be adjusted.

The system tracks all changes made to purchase order statuses in the Purchasing Log. The system also creates an entry in the log when a PO is printed or e-mailed. This information is for display only and cannot be modified.

How Purchasing Fits With Maintenance and Inventory

To perform maintenance and inventory management, it will be necessary for your organization to purchase external materials and services.

From the maintenance perspective, users list (on a work order task) the materials and services required to complete a job. The system saves them the effort of writing requisitions for external purchases by generating requisitions automatically. When a work order task is activated (or a Material Requirement record is added to an active task), the system generates a requisition if the item is not in inventory.

Conversely, if a user enters a requisition line item directly and charges the item against a work order task, a corresponding Work Order Task Materials Requirement record is automatically generated at PO approval.

Inventory management requires the continual review of inventory levels, ordering materials regularly to maintain supply. The system offers automated stock reorder processing to help maintain inventory levels. Depending upon how the system is configured to meet your business practices, automatic stores reorder processing generates requisitions, purchase orders, or combinations of both.

Buyers and Approvers

If you have buyers who are also authorized to approve, set up those users in both the Buyer and Approval Title modules.

In the Oracle Utilities Work and Asset Management system “buyer” and “approver” are very specifically defined.

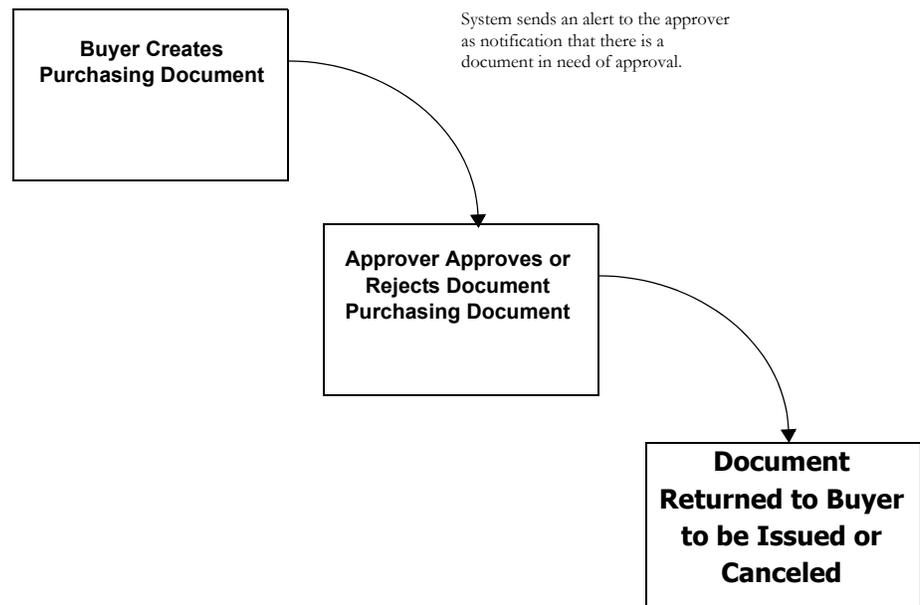
- A buyer creates and issues purchasing documents to vendors.
- An approver reviews and approves records within the system. Approvers are usually given approval authority up to a certain dollar limit.

For more information on how approvals work please refer to the System Basics training manual.

Depending on the business practices of your organization, buyers rely on approvers to review their work and return an approved record in a timely manner. Once these roles have been established purchasing documents can be created and produced.

While these roles involve job function, their main purpose is to designate which users have authority over certain statuses of records.

The following diagram illustrates how buyers and approvers work together:



Buyers

Stored reorder requisitions and purchase orders can only be handled by authorized buyers.

Your organization’s definition of buyer may include a broader range of responsibilities than what is noted in the given definition. The system enables you to “define” buyers by starting with a basic buyer definition and building on it.

Buyers perform two functions in Oracle Utilities Work and Asset Management. Once a user is defined as a buyer in the Buyer module, he or she has the authority to change the status of a Requisition record from Approved to PO Created. This change of status causes the system to

generate a Purchase Order record from the Requisition record. Buyers can also issue a purchase order to a vendor by changing the purchase order status from “Approved” to “Issued”.

Buyers with the proper authority can then update purchase orders in Issued or Approved status if necessary. This includes the ability to cancel or add line items. Without this authority, buyers can only modify purchase orders in Created or Pending Approval status. Any other changes must be made using a Change Order or Expedite PO record.

Approvers

Generally, approvers can change the status of a record from “Pending Approval” to “Approved,” “Canceled,” or “Rejected.”

Approval titles control the type of approver, determine which users have authorization under the title, designate the kinds of documents that can be approved by that title, and set dollar limits.

In order to grant approval authority to a user, a system administrator or other authorized user must assign an approval title to that user’s username. Approval authority information is established and maintained in the Approval Limit module located in the Administration subsystem.

Approval titles are used throughout the system to determine who can give approval for various kinds of records such as Purchase Orders, Requisitions, Work Orders and Work Requests. A user can have more than one approval title and an approval title can have more than one user and more than one kind of document that it’s users can approve.

Approval titles also have a monetary limit for each document. For example, the maintenance department’s supervisor might have an approval title for all maintenance documents, and be able to authorize work requests up to five hundred thousand dollars, but only be able to approve work orders for one hundred thousand dollars or less.

Using the Approval Limits module in the Administrative subsystem, you can create approval titles, authorize users to use approval titles, and set approval limits for specific document types.

Type - There are three kinds of approvers: maintenance approver, production approver, and both maintenance and production approver (designated by Type code “B”). Everywhere else in the system where either a Production Approver or Maintenance Approver field exists, list of values attached to the field looks up information in the Approval Limit module and lists the appropriate approvers on that list of values.

Only authorized users are given access to the Approval Limits module.

Emp No	Username	Alert?	Active?
101	IBROWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
104	NEWGLY2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X0048	FRED	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Document	Limit
ADJUST	1,000,000,000.00
CHNGVEND	100,000,000.00
CO	100,000,000.00
INVC	100,000,000.00
PO	100,000,000.00
REGSTN	100,000,000.00
RFG	100,000,000.00

Approval Limit Module in the Administration Subsystem

Authorization - Users who are associated with a particular approval title are listed under the Authorization section. When approvers are entered into the system the system administrator can

control whether or not the user receives an alert from the system each time a document requires approval from the listed approval title by checking the Alert check box.

Alerts are only sent to users who have both the “Alert?” and “Active?” indicators checked in the Approval Limit module.

Emp No	Username	Alert?	Active?
101	BROWN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
104	NEWGUY2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X0048	FRED	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Document	Limit
ADJUST	1,000,000,000.00
CHNGVEND	100,000,000.00
CO	100,000,000.00
INVC	100,000,000.00
PO	100,000,000.00
REGSTN	100,000,000.00
RFQ	100,000,000.00

Authorization Section on Approval Limit Record

The active check box provides a way for the administrator to turn a user’s authority off or on without having to delete or add them to the system each time a change is required.

A user can be associated to more than one approval title. If this is the case, and there is a conflict (as in both titles are set for the same document) the system will use the title for which he or she has a higher dollar limit set unless another title is manually entered.

Document Limits - An approval title is authorized to approve all of the document or record types that are listed under the Document Limits section. The dollar limit entered for each document sets the highest amount that the approval title can approve.

Document	Limit
ADJUST	1,000,000,000.00
CHNGVEND	100,000,000.00
CO	100,000,000.00
INVC	100,000,000.00
PO	100,000,000.00
REGSTN	100,000,000.00
RFQ	100,000,000.00

Document Limits Section on Approval Limit Record

Copy Record for Purchasing Records

You must have the necessary responsibility settings to use this functionality.

Select Copy Record from the Actions list to either create an exact duplicate of a Requisition, Purchase Order or BC to PO record, or to create a template of a Requisition. This functionality differs from duplicating the record in that it copies ALL information from the original record including line items and accounts.

The Copy Record functionality in the Requisition, Purchase Order and Blanket Contract to Purchase Order modules is slightly different than general [copy record](#) functionality. While you can use the Copy Record Action to make copies of all these record types, you can only make templates from Requisitions. In order for users to use this action for Blanket to PO records, they must have the Duplicate BC to PO responsibility function in their user profile.

Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new purchasing document. This wizard includes a screen that allows you to pick line items to use on the new record. You must select at least one of the line items in order to create a new record. You can change the value in the order quantity field for any one of the items if necessary. This is the only field that can be modified on the Pick List.

Note: When a requisition or purchase order is copied, the system uses the most current unit price and other details from line item storeroom records rather than using possibly outdated information from the existing purchasing record.

Creating New Records from Templates - When you create a template from a Requisition, you can later open the template then select Copy Record from the Actions list on the template to use the same wizard and create the new Requisition. If you want to create a Purchase Order you must create it from the Requisition as you would when creating any other Purchase Order from a Requisition. On the Item Pick List screen in the wizard, you can change the Order Quantity if necessary. This is the only field that can be modified.

Note: While you can use the Copy Record Action to make copies of either Requisitions or Purchase Orders, you can only make templates from Requisitions. If you want to create a purchase order you must create it from the requisition as you would when creating any other purchase order from a requisition.

Searching for Templates - If you want to search for existing templates, open the Search Options screen in the Requisition module and select Template in the Status field.

Chapter 2

Vendor

Use the Vendor module to maintain information about vendors, including their capabilities and evaluations of their performance. This module also provides information for lists of values throughout the system wherever a vendor code can be entered.

You can also manage vendors by location. The module includes functionality that allows you to create separate records for each of a vendor's locations, and track performance and costs by location and by overall vendor for all locations.

As your organization initiates new operations, you may find it necessary to look for vendors who provide goods and services that you have not used before. You may also want to conduct a Request for Quotes process to select the best supplier. The Vendor module organizes information in such a way that such tasks are much easier to complete.

You can also review vendor performance information in the Vendor module. This information is based on delivery information entered in the Multi-Step Receiving module when PO items are received. The system then compiles the data and presents vendor performance statistics on the Performance view of this window.

Managing Vendors

Since vendors provide the goods and services to your organization maintaining up-to-date contact information and gathering information used to evaluate vendor performance are key tasks that should be completed by the purchasing department on a regular basis. All vendors, even carriers such as Federal Express or UPS, should be listed as vendors in the system.

The process steps below show how you can facilitate vendor management using the Vendor module as well as how vendors fit into the rest of the purchasing process.

1. Enter New Vendor Information

Store vendor contact information and details about their business including capabilities, commodity codes, and characteristics.

2. Add Locations

Select Add Locations from the Actions list to include multiple vendor sites.

3. Approve Vendors

Use the Vendor Approvals view to maintain information about a vendor's Approved Vendor status.

4. Select Vendors

Use characteristics and capabilities to classify your vendors then select according to those classifications.

5. Conduct Bidding Process

After you select a set of vendors that meet your criteria, you can conduct a bidding process in the Request for Quotes module. Compare pricing and terms amongst vendors to select the best business relationship.

6. Evaluate the Vendor

Select Evaluation from the Views list to enter information regarding the vendor's evaluation dates, their pricing and delivery performance, and other relevant criteria.

Vendor Records

If you enter detailed descriptions for each vendor, the system can help you to build lists of vendors based on what they can do. Two ways of classifying a vendor are by its Capabilities and its Characteristics. Since they are both defined by your organization, the way that they are used might vary slightly from one organization to another. Since you can use Capabilities and Characteristics as search criteria on the Vendor Search Options window, it is a good idea to maintain thorough and accurate information that can help you to locate the vendors that you want quickly and easily.

On any new record, the highlighted fields are required by the system. Fill in all of the appropriate information and Click the Save icon to commit the record.

The screenshot shows the Oracle Vendor Record form for Vendor RJB-VENDOR1-0000000000001. The form is titled "Vendor RJB-VENDOR1-0000000000001" and includes a "Go to Module" button. The form is divided into several sections:

- Search Options:** Vendor Code: RJB-VENDOR1
- Results:** Vendor Name: Acme Electronics Supply
- Vendor:**
 - Location:** Vendor Location: 000000000001, Status: Active
 - Location Name: Acme Electronics - Rocky Mountain Division
 - Division: [Empty]
 - Address: 172 Airpark Drive
 - City/State/Zip/Country: Denver, CO, 33803, US
 - Contact/Title/Phone: W. Coyote, (303)473-2955
 - Fax: 3034732956
 - Emergency Phones: (303)473-2999
 - Expedite/Phone: [Empty]
 - Carrier ID: FEDEX
- Actions:**
 - Pay To Vendor: RJB-VENDOR1-0000000000001
 - Currency: U, 1.0000000
 - Terms: 30 NET 30
 - Discount Desc: [Empty]
 - FOB: [Empty]
 - Auto Pay Ind.:
 - Approved Vendor Status: Active, 24 OCT 2000
 - Vendor Qual.: [Empty]
 - Min. Order \$: [Empty]
 - Government ID: [Empty]
 - Ins. Expiration: [Empty]
 - WCB Reg.: [Empty]

Vendor record

The following fields are included:

Vendor Code - The vendor code identifies the Vendor record showing the first segment of the vendor code. This code is usually system generated, although, you can set the system (in the Sequence Numbers module) to allow manual entry. The second part of the code, which makes the code unique, is the vendor location.

Vendor Name - You can enter the company name of the vendor in this field.

Vendor Location - This field can be used to distinguish between multiple sites for one vendor. For example, if Vendor A has a Pacific Division and an Atlantic Division, the system would create two vendor records. The vendor code for both records would be the same, but the Vendor Location would be unique. The system recognizes the entire Vendor Code as a combination of the vendor code and the vendor location. Additional locations are added to the original Vendor record by selecting Add Location from the Actions list.

In order for the system to recognize multiple vendor sites, the Vendor Structure module must be configured with a check in the Required box for the second segment. This setting also determines whether or not the Add Location action is available.

The vendor location can consist of letters, numbers, or a combination of both.

If your vendor does not have multiple locations, this field simply indicates the main site for the vendor.

Location Name - Use this field to indicate the name of the specific location.

Status - Available statuses are Active and Inactive. Only Vendors that are in Active status can be referenced elsewhere in the system.

Since each Vendor record is considered separate by the system, even if they are for the same vendor with different locations, status changes only apply to each separate Location, not for the overall vendor.

If you set a Vendor record to Inactive, the system will not allow you to initiate purchasing transactions with that vendor. It will, however, allow existing transactions to be completed.

Pay To and Order From - A check in the Pay To box indicates that the vendor handles billing. If the Order From box is also checked then the vendor also ships items. If Order From is not checked then the vendor only handles billing and does not ship. If Order From is checked and Pay To is not checked, then the vendor only ships, and does not handle any billing. The vendor that does handle billing will be indicated in the Pay to Vendor field lower on the record window.

For example, if the vendor had several regional supply points but only one national billing office, you would create a record for the billing office and only check the Pay To check box. Then you would use the Add Location Action for each of the supply points that you might use with only the Order From check box checked.

Contact Information - Fill in the Division, Address, Contact Name, Contact Title, Phone, Fax, Email, Emergency phone numbers and Website to identify the vendor and indicate the appropriate contact information. This information is copied to Purchase Orders that are created referencing the vendor.

Expedite/Phone - The Expediting name and Phone fields represent the vendor's contact when you need to expedite delivery of Purchase Order items. The system uses this field to indicate the appropriate contact information in the PO Expediting view of the Purchase Order module and the Expedite PO module.

Pay To Vendor - The vendor that handles billing if the Pay To box is not checked. See the discussion of the Pay To and Order From boxes above.

Currency Code - The currency code indicates the currency in which the vendor is to be paid. The list of values is defined in the Currency Exchange Rates module.

In order for the system to recognize multiple vendor sites, the Vendor Structure module must be configured.

Terms and Discount Description - The vendor Terms field represents the payment and credit terms agreed on by the vendor. This field is used when Purchase Orders are invoiced (in the Invoicing module) to calculate Invoice Due Date and related discounts. The vendor Terms field has an associated list of values controlled by the Payment Terms Business Rule.

The system supplies the Discount Description when you select the Terms.

FOB - The list of values for the FOB field is controlled by Code table 43.

This field displays the delivery charge terms negotiated for the Purchase Order. You can update these terms by selecting an option from the associated list of values.

Carrier ID - The Carrier ID field indicates the freight company that the vendor typically uses for delivering the items. The associated list of values for the Carrier ID field is controlled by the Vendor module and will only show vendors that are identified as carriers in the Vendor module.

Auto Pay Ind. - You can indicate that this Vendor is an authorized auto pay vendor by placing a check in this box. Purchase Orders that reference a vendor with this box checked can be automatically invoiced by the system using the pre-negotiated pricing of items. When this functionality is not in use, Buyers must wait for the Vendor's invoice to arrive before making payment. Users are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if the Pay to Vendor or the Terms Code field is blank.

Approved Vendor Status - An approved vendor has either Active or Exempt vendor status. The system maintains the date of the last status change in the unlabeled field to the right of the Approved Vendor status field. Valid statuses are:

You can grant status by updating these fields or by selecting Grant Vendor Status from the Actions list in the Change Request module.

Active - Indicates that the vendor has gone through an evaluation process and has been granted Approved Vendor status. A vendor with active Approved Vendor status can provide items that meet quality and safety requirements defined by the Procurement Level Business Rule.

Hold - You can revoke a vendor's Approved status temporarily by changing the status to Hold.

Exempt - Indicates that the vendor has been exempted from the evaluation process. While exempt vendors are not approved, they can still provide commodities requiring an approved vendor.

Null - Indicates that the Vendor is not approved.

Vendor Qualified Date - This field indicates the date that the vendor qualified for Active status.

Restricted - If this box is checked, the vendor's approval status has restrictions. When a PO is issued to this vendor, a 'See Approved Vendor Restriction' message displays.

Minimum Order - If the vendor requires a minimum order, or if your organization mandates a minimum order to take advantage of special rates, you can enter the order size here. The system uses this value when placing or recommending orders in the Reorder Review module.

Government ID - If the vendor is certified by a governmental body in some way, you can enter the certification or permit number in the Government ID field. This is a free form field and is not associated with a list of values. If you need to record more than one certification you can use a word like CAPABILITIES or CHARACTER to direct users to the Capabilities or Characteristics view.

Ins Expiration - This is a date field representing when the vendor's relevant insurance (if any) will expire.

WCB Reg - This field can be used to include the Workers Compensation Board Registration number for the vendor if your organization requires that registration to do business with a vendor.

How to Create a Vendor Record

1. **Open the Search Options window, or to an existing Vendor record.**
2. **Click New.**
3. **Enter the vendor code.**
4. **Enter the Vendor Name.**
5. **Enter the Pay To vendor code.**
6. **Enter any other information your organization requires.**
7. **Click Save.**

Add a Location

The system is able to manage multiple sites for one vendor. This functionality allows you to track performance and costs for the vendor as well as for the vendor broken down by site. The system recognizes each Vendor record as a combination of the Vendor Code and the Vendor Location indicated on the Vendor record. One vendor will have the same Vendor Code for each location, and a unique Vendor Location differentiating the record for each site.

To add additional sites for a vendor, select Add Location from the Actions list. The system walks you through a short process to create the Vendor Location for the newly added site.

As each location record is created, you must also enter the unique address and contact information as well as capabilities, commodities, characteristics, approved vendor information, and any alternate addresses.

The Add Location action is not available unless the Vendor Code Structure module is configured to use multiple locations for vendors. Do to this, the Required box must be checked for the second segment on the Vendor Code Structure record.

Note: The Alternate Addresses view should NOT be confused with a separate vendor location. If, for example, your vendor's Pacific Division had offices in two different cities, you might list the second city's office under Alternate Addresses. However, the Pacific Division and the Atlantic Division offices would be managed with separate Vendor Locations as distinct Vendor records. You might also select Add Location from the Actions list to create two locations for the separate Pacific Division offices. How you use Locations and Alternate Addresses depends on your business practices.

Vendor Views

In addition to any standard views, the module includes the following:

Attachments

You can configure the system to automatically copy attachments included on the Vendor record to any purchasing document referencing that vendor. To do this, mark the PO? check box on the Vendor Attachment window. The attachment will copy to any new or existing purchasing document that references the Vendor. For more on system

Capabilities

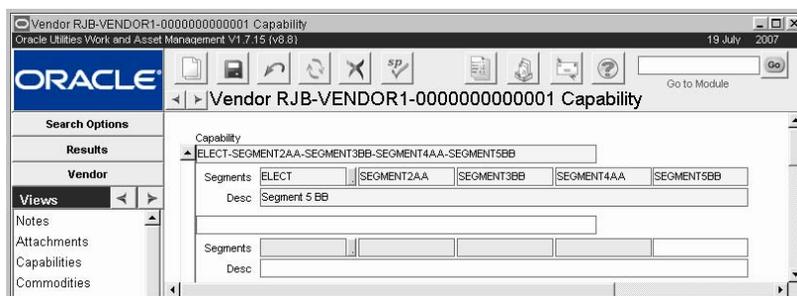
Select Capabilities from the Views list to maintain a list of the types of products and services provided by the vendor. Depending on how your organization has set up this view, each Capability can be a combination of one to five capability codes (similar to the Account number).

To enter a Capability, select the appropriate capability codes from the list of values in the Segment fields. (You cannot fill in the Capability field manually). As you do so, the system fills in a description in the Description field that you can modify before saving the record.

Once you identify vendor types for the record, an asterisk appears in the Views List after Characteristics to alert other users that characteristics have been established for the vendor.

When you save the record, the system fills in the Capability field with the combined capability codes. Once saved, the Capability record cannot be modified, only deleted.

Note: The list of values associated with Segment fields 1 through 5 are controlled by Code Tables 173, 174, 177, 178, and 179, respectively in the Code Table and Codes module of the Administration subsystem.



Capability view

Note: You can search Vendor records from the Vendor Search Options window by the Vendor Capabilities listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

How to Enter a Vendor Capability

Depending on how your organization has set up this view, each Capability can be a combination of one to five capability codes (similar to the Account number).

1. **Open the appropriate Vendor record.**
2. **Select the Capabilities view.**
3. **Click New.**
4. **Select the appropriate capability codes from the list of values in the Segment fields.**
You cannot fill in the Capability field manually.

5. **Modify the description as needed.**

As you enter capability codes, the system fills in a description which you can modify before saving the record.

6. **Click Save.**

The system fills in the Capability field with the combined capability codes and saves the record. Once saved, the Capability cannot be modified, only deleted or inserted.

Commodities

The Commodities View can be used to enter the commodity codes that a vendor supplies to identify and classify their products or services. Buyers can then use these codes to locate vendors that supply certain commodity categories, names, types, or compositions. Each item in the

Master Catalog can also be categorized by commodities making it easier for Buyers to identify which vendors can supply the items or services that they need to purchase.

Commodities view

Note: You can search Vendor records from the Vendor Search Options window by the commodity codes listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

How to Enter a Vendor Commodity

1. **Open the appropriate Vendor record.**
2. **Select Commodities from the Views list.**
3. **Click New.**
4. **Select the appropriate commodity codes from the Lists of Values the fields provided.**
You cannot fill in these fields manually.
5. **Select a Category from the list of values.**
This list is limited by the commodity codes that you selected in step 4.
6. **Enter the Type, Name, and Composition.**
These fields are entered manually.
7. **Click Save.**

Evaluation

You can record and review basic information about the vendor's performance in the Vendor Evaluation view. The system does not currently do any analysis on the information in this view. You must make your own relative evaluation, then record it for future reference.

Evaluation view

Overall Rating, Delivery, Prices and Rejection Rate - These fields have an associated lists of values that are controlled by Code Table 175.

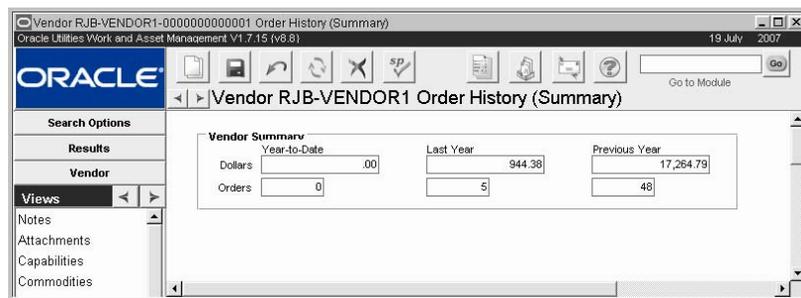
You can enter basic evaluations for various parameters in these fields. You can use a numeric code or a letter code, but the code can only be one character.

Evaluator Name and Next Evaluation - Enter your name and the projected date for the next evaluation in this field.

Order Information - Using information from the Purchase Order module, the system calculates the number and total value of orders placed with the vendor in the current, most recent, and previous calendar years. Totals for the single location are shown under Vendor Location, and an overall summary for all vendor locations is shown under Vendor Summary.

Order History

This view shows a summary of orders placed with this vendor, showing Dollar amount and number of orders for Year to Date, Last Year, and previous years. These are calculated by summing all completed Purchase Orders.



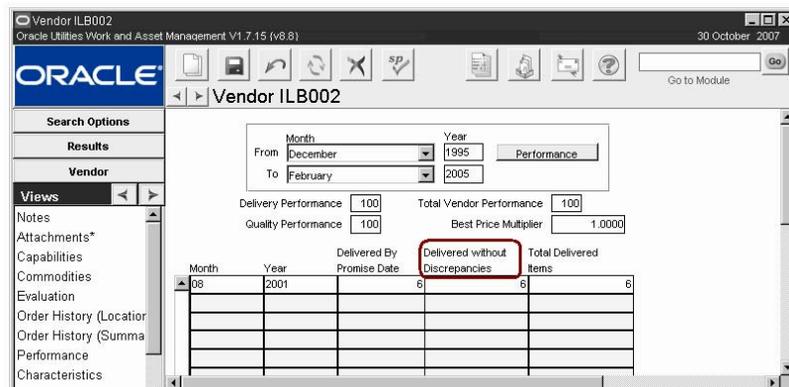
Order History

Vendor Performance

Another way that the system helps you to select vendors is through vendor performance rating functionality. This tool allows you to rate a vendor's performance based on delivery and quality criteria. With this feature you are equipped to assess the vendor's ability to deliver items or services on time and in satisfactory condition. The Vendor Performance view shows a summary of all of the vendor rating information that the system has collected for the vendor.

Your organization must use the Multi-Step Receiving module to facilitate receiving processes to take advantage of vendor performance functionality. Performance data is collected when the receiving agent enters receipt date and rates the shipment in the Multi-Step Receiving module. The vendor rating statistics are then displayed in the Performance view of the Vendor module.

Performance is only listed as an option on the Vendor Views list when the Performance Current Rating rule key in the Vendor Options Business Rule is set to ON. If this rule key is set to ON but the Performance Quality Attributes rule key is set to OFF the screen appears with the fields associated to Shipment Quality Attributes omitted.



Performance View with the Performance Quality Attributes Rule Key Set to OFF

The screen does not include fields related to the specific vendor ratings as it does with the rule key set to ON.

The screenshot displays the Oracle Vendor Performance View for Vendor ILB002. The interface includes a search section with filters for Month (December), Year (1995), and To (February 2005). Performance metrics are shown: Delivery Performance (100), Quality Performance (100), Total Vendor Performance (100), and Best Price Multiplier (1.0000). A table below shows performance data for Month 08 and Year 2001, with 6 items delivered and a total score of 690. The 'Total Item Scores' and 'Max Item Scores' columns are highlighted with a red box.

Month	Year	Delivered By Promise Date	Total Delivered Items	Total Item Scores	Max Item Scores
08	2001		6	690	690

Performance View with the Performance Quality Attributes Rule Key Set to ON

You can use rating information to find out if the vendor you intend to select meets your organizations performance standards.

When items are received from a vendor in the Multi-Step Receiving module, the receiver has the option of entering discrepancy information as well as delivery information. Only items with a promise date entered on the Purchase Order line items can be rated. It is therefore recommended that the promise date field be made required on new purchasing records if you intend to use the Vendor Performance Rating functionality in your organization.

The system gathers performance data in the Multi-Step Receiving module, calculates the vendor's statistics during regular batch processing procedures, and displays the results of the calculations in the Performance View of the Vendor module. You can also revise the vendor's performance ratings based on corrections for receiving and/or inspection errors using the Multi-Step Receiving module. Performance reports are also available.

This functionality works with the Bid Multiplier in the Request for Quotes module, which allows you to add weight to a Vendor's bid based on their Total Performance Rating. You can apply the multiplier on a case by case bases for each Request for Quotes by setting the indicator on the Request for Quotes record.

Business Rules

There are three business rules that control the vendor performance rating functionality:

- Vendor Options
- Vendor Performance Attributes
- Vendor Performance Ranges

Vendor Performance Field Descriptions

The following fields are included:

Rating - Delivery Performance is based on the vendor's ability to deliver items by the Promise Date indicated on the purchasing documents. When the delivery date is entered on the Multi-Step Receiving record the system is able to make this calculation. Quality Performance is based on information such as condition, cleanliness, PO compliance, etc. This information is entered in the Shipment Attributes View of the Multi-Step Receiving module during the receiving process.

A line item is considered received when the delivered quantity equals the ordered quantity. For instance, if you ordered 6 of an item and have only received 4, the line item is not included in

calculations until the other 2 items come in unless you force completion of the order. An item is considered on time if the delivery date is less than or equal to the promise date, or if it falls within the defined grace period.

Please refer to the Resource User Guide chapter entitled Multi-Step Receiving for more information on [recording discrepant shipments](#).

Month/Year/From/To - Use these fields to specify a date range. Shipments made in the current month are not included in calculations.

Performance Button - Click the Performance button to update the information based on the date range entered. Each time the user clicks on the Performance button the system recalculates the Vendor Performance Ratings based on the selected date range.

Delivery Performance - This field shows the percentage of items delivered on time for a given rating period. The system divides the number of items delivered by the promise date by the number of total received items to calculate the Delivery Performance value.

Quality Performance - Depending on the Business Rule settings, this field shows the percentage of items delivered without discrepancies (PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule set to OFF), or the overall score based on the points awarded for non-discrepant items.

Total Vendor Performance - This field shows the average of the Delivery Performance and the Quality Performance ratings over the specified date range. Shipments received in the current month are not included in calculations.

Please refer to the [Shipment Attributes](#) section in the Multi-Step Receiving chapter for more information on scoring.

Best Price Multiplier - This field shows the value determined in the VENDOR PERFORMANCE RANGES Business Rule that is used to determine the Best Price Vendor on a Request for Quotes. The value is based on the vendor's overall performance rating.

Month/Year - These fields indicate the specific month and year for the rating. Ratings are accumulated and stored in month/year increments starting with the month prior to the current month (i.e., shipments within the current month are not included in the calculations). The number of months prior to the current month that should be used can be defined in the Vendor Options Business Rule.

Delivered By Promise Date - This field shows the number of items delivered on time.

Total Delivered Items - This field shows the total number of items delivered.

Total Item Scores / Max Item Scores - The Total Item Scores field shows the sum of the point values that were applied to each PO Line Item for the Month/Year period. If there are multiple deliveries for a PO Line Item, the delivery scores will be summed. For example, if each Delivery has a maximum possible score of 120 points and there were two deliveries for a PO Line Item - one with no discrepancies (120 points) and one with a single discrepancy (110 points), then the PO Line Item would count as 230 points out of 240. If there were 5 additional PO Line Items (for that Vendor) that were delivered in the same month and they all received the maximum scores, then the data would look like this:

Month	Year	Delivered By Promise Date	Total Delivered Items	Total Item Scores	Max Item Scores
09	2000	6	6	830	840

The Vendor's Performance Rating for this month would be:

- Delivery Performance - 100%

- Quality Performance - 98.81%
- Overall Performance - 99.41%

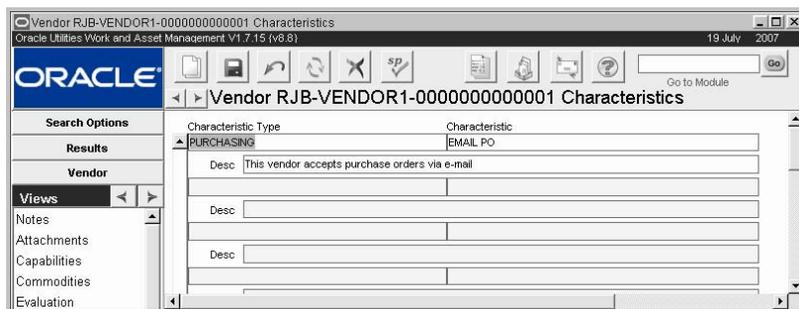
Characteristics

You can use the Vendor Characteristics view to describe the Vendor Type. This might be anything from an independent contractor to a manufacturer, to a large distributor. This information is used elsewhere in the system. For example, the list of values for the Carrier field on various purchasing records is built of vendors that have a Carrier Vendor Type. Similarly, the system can only e-mail purchase orders and blanket contracts to Purchasing Type Vendors, and vendors identified as contractors are used on lists of values for contractor bids on compatible units.

Note: Depending on how your organization has configured code tables for this view, you may also be able to enter additional Characteristic Types (i.e. Certifications and Licenses) as well.

You can search Vendor records (from the Vendor Search Options window) by vendor characteristics listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

Note: Use characteristics to define the vendor as a contractor for use with compatible units.



Characteristics view

Characteristic Type and Characteristic - The Characteristic Type and Characteristic fields have associated list of values controlled by Code tables 22 and 56, respectively. Only the General Characteristic Type is linked to Code Table 56.

Note: Enter Purchasing as the Characteristic Type with the corresponding Characteristic if you want to be able to [e-mail purchasing documents](#) to a Vendor.

Once vendor types have been identified for the record, an asterisk appears in the Views List after Characteristics to inform you that characteristics have been established for the vendor.

How to Enter a Vendor Characteristic

Depending on how your organization has set up this view, you may also be able to enter additional Characteristic Types (i.e. Certifications and Licenses) as well.

1. Select the Characteristics view while in the Vendor record.
2. Click the New icon.
3. Select the General Characteristic Type from the list of values.
4. Select the Vendor Type from the list of values in the Characteristic field.
5. Click the Save icon.

The system saves the Characteristic record. Once saved, the Characteristic record cannot be modified, only inserted or deleted.

Alternate Addresses

You can enter additional addresses for the Vendor record in the Alternate Addresses view. The Alternate Addresses view should NOT be confused with a separate vendor location. If, for example, your vendor's Pacific Division had offices in two different cities, you might want to list the second city's office under Alternate Addresses. However, the Pacific Division and the Atlantic Division offices would be managed with separate Vendor Locations as distinct Vendor records. Or you might go ahead and select Add Location from the Actions list to create two locations for the separate Pacific Division offices. How you use Locations and Alternate Addresses would depend on your organization's business practices.

The screenshot shows a web-based form for managing vendor alternate addresses. The title bar indicates the application is 'Oracle Utilities Work and Asset Management V1.7.15 (v6.8)' and the date is '19 July 2007'. The main window title is 'Vendor RJB-VENDOR1-0000000000001 Addresses'. On the left, there is a navigation pane with sections for 'Search Options', 'Results', 'Vendor', and 'Views'. The 'Views' section is expanded, showing options like 'Notes', 'Attachments', 'Capabilities', 'Commodities', 'Evaluation', 'Order History (Locator)', and 'Order History (Summa)'. The main form area contains the following fields:

Contact	SUSAN SHELBY		Site Name	SOUTHERN ROCKY MOUNTAIN		
Division	Southern Rocky Mountain Shipping Depot					
Address	488 San Juan Blvd.		State	Postal Code	Country	
City	Pagosa Springs	CO	81147			
Title	PURCHASING MANAGER	Phone	(970)264-2360	Fax		
Email	susan.shelby@acme.com		Website			
Comments	 					

Alternate Addresses view

Site Name - If the address is for a site or facility having Approved Vendor status, you can use the Site field to link this address to the Approved Vendor information view.

Approved Vendors

There are certain items or services that your organization may have determined can only be purchased from an approved vendor. Prior to the issuance of any purchasing documents, approved vendors go through an extensive evaluation process, often including an on site audit of their quality assurance (QA) program, and have been approved to provide commodities that have exacting quality/safety requirements. After this process is complete items in the master catalog that have a procurement level set and have been defined to require an approved vendor in the Procurement Levels Business Rule can only be ordered from these approved vendors.

This view is only used to record detailed information about the approved vendor. In order to indicate that the vendor is approved make sure to set the Approved Vendor field on the Vendor header record to Active status.

Information maintained in this view includes evaluation due dates, approved commodities and QA program requirements.

Approved Vendors view

Enter information such as the Annual Evaluation Due Date, the Last Evaluation date, the auditor, and other information. Most of the fields in this window do not have lists of values attached to them, so you can enter whatever information you need.

Once an auditor is assigned, you can use the Search Options screen to search for vendors by the auditor field, expiration dates, or other criteria that can help you to determine which vendors need updating on their approvals. The list of values for the Auditor field is controlled by Code table 115.

Site Address/Site

A vendor can have more than one Approved Vendor record and each can be linked to a different Alternate Vendor address. The Site field can be used to identify the site address to which the current record pertains. However, approved vendor information does not have to be tied to a specific site and you are not required to enter a site name.

You can select Site Address from the Views list to see the address of the site or facility that has approved vendor status.

Change Requests

Since the process of changing a vendor's Approved Vendor status impacts much of the rest of the system and requires an extensive evaluation process, it is necessary to complete a change request before you can add or remove a vendor from the approved vendors list. You can select Change Request from the Actions list in the Vendor module to open a Change Request record to request approved vendor status for a vendor. Please refer to the continued discussion of Change Requests for more information.

Vendor Actions

[Add Location](#), direct access to the Change Request module and the [Account Log](#).

E-mail Purchase Orders to Vendors

If you correspond with vendors by e-mail, you can save time by e-mailing your purchase orders to them as well. You must have an e-mail address set in your user profile, a valid e-mail address must be entered on the vendor's record, and the Characteristic Type "E-mail PO" must be added to the vendor's characteristics.

The system must be specifically configured by your DBA or system administrator to enable this functionality.

If the vendor replies to your e-mail, the message will be sent to the address in your user profile.

Once you have indicated which vendors can receive e-mail in the system, you can select E-mail Purchase Order from the Actions List for purchase orders going to those vendors. The system uses the address indicated in the PO E-mail Address field on the Vendor record as a default when you select this action. If necessary you can change the default address before sending the e-mail. When you e-mail a PO to a vendor, the system records the event in the purchasing log.

Attachments

To email purchase orders containing attachments, the attachments must be stored on a drive specified in the Attachment Drive Mapping business rule.

Also verify that the "Print" check box is checked in the Attachments view. If it is not checked, the attachments will not be sent with the email.

How to Set a Vendor to Receive Purchase Orders Via E-Mail

1. **Open the appropriate Vendor record.**
2. **Enter or verify the PO E-mail address.**
Since your contact person may not necessarily be the person who receives the purchase order, the contact e-mail and po e-mail may be different.
3. **Select Characteristics from the Views list.**
4. **Enter Purchasing under Characteristic Type.**
5. **Enter E-Mail PO under Characteristic.**
6. **Click Save.**

Characteristics are discussed in further detail later in this chapter.

Selecting Vendors

As your organization initiates new operations or changes procedures, you may find it necessary to look for vendors who provide goods and services that you have not used before. You may also want to conduct a request for quotes process to find the best prices and delivery terms.

If you have included detailed descriptions of your vendors, including all of the information in the separate view screens, the system can help you build lists of vendors based on what they can do. Capabilities, commodity codes, and characteristics can be used as search criteria on the Vendor Search Options window to help you locate vendors matching certain criteria.

Chapter 3

Requisition

The first step in the purchasing cycle is to create a Requisition. The Requisition module is used for entering and processing requests for purchasing actions including issuing a Purchase Order or Request for Quotes, and negotiating a new Blanket Contract. A Requisition can be used for both goods and services.

Requisitions in any status can be duplicated. This functionality copies all information such as account, vendor, contract, and item information so that it can be used again on the new record. Please review the last section of this document for more information.

Various people can create Requisitions, but approving them and copying or modifying them into Purchase Orders, RFQs, and Blanket Contracts is usually restricted to Buyers or Purchasing Agents.

Requisition Records

The Requisition header record contains general information about the requested purchase such as the requestor, delivery information, suggested vendor, and more. Specifics about the particular items are entered in the Line Item (Detail) windows, which are available as a selection from the Views list.

Buyer Data view

Once a requisition has been created and approved, there are several ways to create a purchase order.

- Change the requisition status to PO Created.
- Select Split/Add to PO from the Actions list.

You can also use the requisition to generate a RFQ or a blanket contract.

The following fields are included:

Requisition Number - The Requisition Number identifies the record. Depending on the configuration of the system you can enter a unique number, or the system can create a number for you. If you create your own, the system verifies that it is unique when you save the record.

Type - The associated list of values for the Type field is controlled by Code Table 149.

The Type field indicates the type of Requisition. The type cannot be changed if you have created and saved any line items. Some common types are listed here, but your organization can add others. (However, they are not likely to be associated with any special processing without prior arrangement). You can add other codes to the table but you should not adjust the following codes since they are associated with specific functions in the system.

Depending on how your organization has set the Purchasing Options Business Rule, the purchase type you choose may determine what kind of stock types can be ordered on the Purchase Order. For more information, see the User Guide entitled Stock and Purchase Types.

B – Blanket - Requisitions that are created by the system using a Blanket Contract as a template.

P – Purchase - Requisitions that can be used for purchasing documents related to Direct type items that are not normally kept as specific stock items.

V – Services

S – Stores Replenishment - Requisitions that are used for stock items that can be checked out from the storeroom. In order to create a Requisition of this type, you must be authorized to process stores reorders in the Buyers module.

B – Blanket Contract - B-type Requisitions can include Direct, Expense, and Inventory Stock Codes and are the only Requisitions that can reference Blanket Contracts. Non-buyers and non-approvers can use the Blanket to PO module to approve and issue Purchase Orders from B-type Requisitions as long as they are on the Access List for the Blanket Contract and the PO does not exceed their Access Limit Amount.

W – Work Order Generated

Status - The Status field indicates the status of the item. The available Options are: Created, Pending Approval, Approved, PO Created, Partially Processed, Cancelled, and Closed.

Created - When you create a new record, or the system creates an order based on a Requisition, the initial status is Created. The order can remain in created status while you are gathering information to complete the order. To change the status from Created or Pending Approval to Approved, the following information must be entered: Buyer code, suggested Vendor, Exchange Rate, the Requisition total value must be greater than \$0.00 (unless marked a zero dollar item), and Line Item Tax and Account information must be complete.

Pending Approval - Set the status to Pending Approval when you are ready to route it for authorization. You have to complete the Approval Route field before the system allows you to change the record status to Pending Approval.

If you have a sufficient dollar limit set in the Approval Limits module of the Administration subsystem, you can give final approval without first routing the document for approval.

Approved - This status indicates that the record has been approved and is ready for processing.

PO Created - To create a Purchase Order, change the status from Approved to PO Created. You must be identified as a Buyer in the Buyer module to create POs. The system copies Requisition information (including header and Line Item view) into a Purchase Order and lists the new Purchase Order and Purchase Order Line Items Numbers on each Requisition Line Item for reference.

Partially Processed - Until you deal with all of the line items on the Requisition, the system sets the status for the Requisition to Partially Processed. When the last item is transferred to another record, the system sets the Requisition status to PO Created (if you transferred them to a PO) or to Quote (if they were transferred to an RFQ) or to Closed (if they were transferred to a Blanket Contract).

Closed - When a Purchase Order is created from the Requisition, the status is set to Closed.

Description - You can enter an additional description to clarify your request, if necessary. The description you enter will be copied to the Purchase Order created from the requisition.

Requestor and Dept/Phone - The Requestor fields indicate the name of the person who requested the purchase, along with their department and telephone information. Telephone numbers must be entered using the (999)999-9999 format. When a Requisition is created from a Work Order Material item record, the system supplies the department and telephone if a match is found with the “originator” of the material record.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

The Requisition to PO Business Rule determines whether or not approval is required to

Deliver To and Deliver To Location - The Delivery fields indicate to whom and where the ordered items should be delivered.

The system copies the Requestor and Deliver To information from the Requisition to the PO Line Items and then to the Receiving Line Items that reference those PO Line Items. This enables the Receiving department to identify by line item the Requestor and final destination of the PO items.

Initiator - The Initiator is the person responsible for creating the Requisition record.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Request Date, Required Date, and Promise Date - The Request Date indicates the creation date of the original Purchase Order. The Required Date indicates when the items are needed at the Deliver To Location.

If the vendor has promised delivery by a certain date, that date can be entered in the Promise Date field. This date appears on other purchasing documents as well, including the Purchase Order, Change Orders, and Expedite records.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is therefore important that an accurate date is entered on the Purchase Order so that the resulting ratings are both available and accurate.

Blanket and Revision - If you want to include Requisition on an existing Blanket Contract, select the Blanket Contract from the available list of values.

Depending on how your organization has configured the Blanket Contract Processing Business Rule, the system validates the Blanket Contract each time the status of a Requisition referencing the Blanket Contract changes to Pending Approval, Approved, or PO Created status. The validation process can include status, expiration date, remaining amount and user access.

When the Enforce 'B' Type option in the Blanket Contract Processing Business Rule is set to ON, you can reference Blanket Contracts only from B-type Requisitions.

Auto Pay - If the vendor referenced on the Requisition is an Auto Pay vendor the system checks this box. If you do not want an invoice to be automatically created for the Purchase Order that results from this Requisition click the box to uncheck it. You can also check the box if you later decide to activate the auto pay feature, provided that the vendor indicated on the Requisition is authorized.

Total Amount - This field displays the overall cost of the line items, without taxes or delivery costs.

Vendor Contact Information - The Vendor fields display the code and name for the vendor supplying the items. The Contact fields contain information about who to contact at the vendor, and how to contact them. The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that you can show the characteristic relevant to the Requisition if necessary.

The address listed is initially retrieved from the Vendor record but can be modified for this Requisition only. Changing the address here does not affect the Vendor record or any other documents which reference the same vendor.

Currency and Exchange Rate - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record but you can change the rate if necessary. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module.

Template - A check in this box indicates that the record was built from a template. For more information on the template you can select Template Information from the Views list.

Shipping Memo Needed - Check this box if the purchase requires a Shipping Memo to track an item being sent offsite. When this box is checked, a shipping memo will be created when the Requisition is approved. In order for the Shipping Memo fields to display, the Shipping Memo Options business rule must be configured to generate shipping memos from requisitions.

Shipping Memo Number - If a Shipping Memo has been created from the Requisition, the number appears here. Shipping Memos are created when the Requisition is approved.

Buyer and Buyer's Phone - These fields show the name and number of the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order that will affect the final cost of the items. The first field contains the buyer's code. Once the code is entered the system provides the buyer's name and phone number from the Buyer record. You can reassign responsibility to another buyer by selecting another code from the list of values.

Ship To - These fields indicate where the vendor has been told to ship the items.

Carrier - The carrier field displays the freight company responsible for delivering the items. You can select a new set of payment terms from the associated list of values which only shows vendors identified as carriers in the Vendor module.

How to Create a New Requisition Record

1. **Open the Requisition module from the Purchasing subsystem.**
2. **Click New.**
3. **Enter the necessary information.**
Refer to the field descriptions for details on how to complete the fields.
4. **Click Save.**
After you create the record, select Line Item (Detail) from the Views list to enter line items.

How to Add an Item to a Requisition for Stores Replenishment

1. **Open the appropriate Requisition record.**
2. **Click the Line Items button.**
3. **Select an Item Type from the list of values.**
4. **Select a Stock Code from the list of values.**
The list of values includes only the stock items with Stock Types that can be combined with the Purchase Type and Item Type selected. See Combining Stock Types and Purchase Types for a chart showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.
5. **Select a Storeroom from the list of values.**
The list includes all Storerooms that contain the item you have chosen. If a stock item is not available through a Storeroom, the system advises you that the list of values contains no entries. In this case, you will have to cancel that item until the item has been assigned to at least one Storeroom.
6. **Enter a Quantity.**
7. **Enter a Unit of Purchase if the system has not already provided one.**
8. **Enter the Unit Price if not supplied by the system (unless this is a Zero Dollar item).**
9. **Click the Save icon.**

Requisition Views

In addition to any standard views, the module includes the following:

Buyer Data

Using the Buyer Data view, you can view information about, and for, the Buyer.

Buyer Data view

Request Doc - The Buyer can select Purchase, Blanket, or RFQ to indicate which type of document he or she prefers to have created from the Requisition. This selection does not control functionality or prohibit creation of one of the other options.

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

End User Code - The End User Code indicates how the item is to be used by your organization.

Credit Card Purchase - The Credit Card Purchases Business Rule determines which types of documents can use a credit card on direct purchases.

Check this box to indicate that the requested items can be purchased using a credit card. The system displays the name of the person checking the indicator in the unlabeled field to the right. No additional processing is performed.

Confirmed, Confirmation Contact, and Date - Using the Confirmed box, you can indicate that you have communicated with a contact at the vendor. There is also space to indicate the vendor representative you spoke with, and the date you spoke to the representative about the Requisition.

Terms - This list of Terms is controlled by the Payment Terms Business Rule.

The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values.

FOB - The FOB list of values is controlled by Code Table 43.

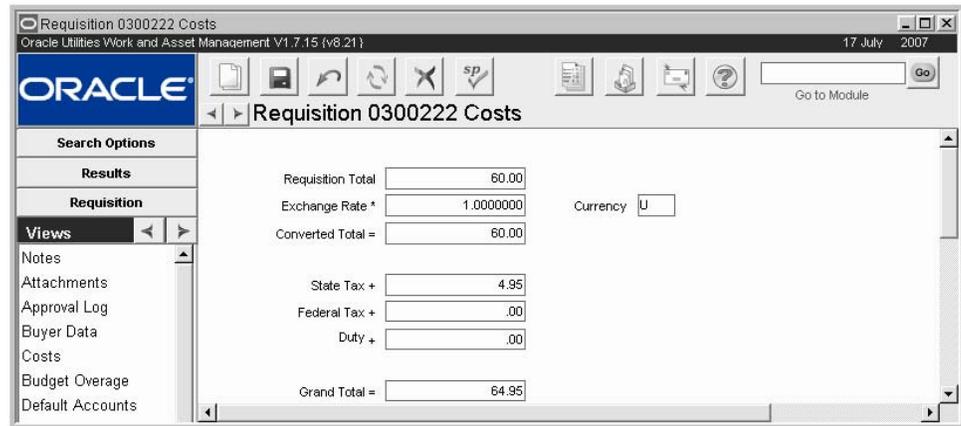
The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can update these terms by selecting a new option from the associated list of values.

Currency (and Exchange Rate) - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase is initiated and the items are invoiced, the invoice will be based on the new exchange rate.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. These fields cannot be updated.

Costs

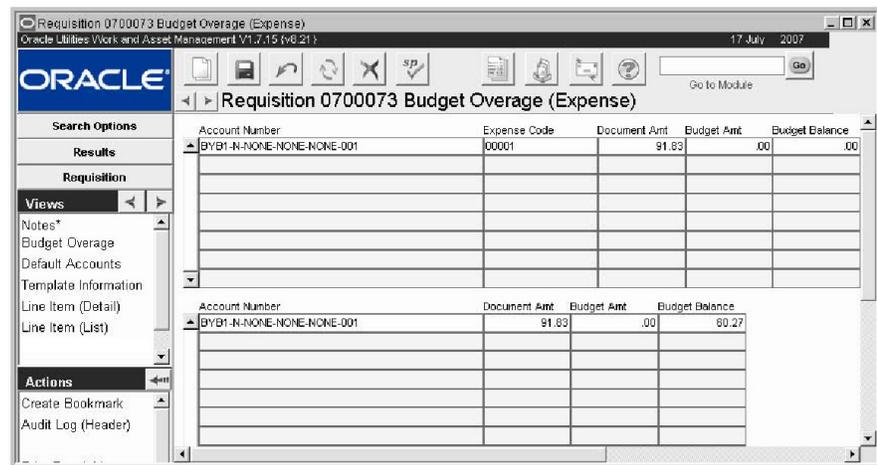
You can view a summary of the Requisition Total costs (including all line items) in the Requisition Costs view. The displayed information cannot be modified.



Costs view

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.



Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

The top section shows budget values for each account, broken down by expense code, while the bottom section shows the overall totals per account.

Budget amounts are entered in the Period Costs view of the Account module.

Please refer to the topic on [Budget Checking](#) for more information on budget functionality.

Default Accounts

The system records the Requisition Default Accounts on the new Purchase Order when a Purchase Order is produced from the Requisition.

The screenshot shows the 'Default Accounts view' for Requisition 0300004. The interface includes a search options section, a results section, and a requisition section. The main area displays a table of account distribution information with columns for Ref. ID, Account Number, Expense Code, %, and Units. Below the table are fields for Total Item Units, Remaining Units, Total Item Percent, and Remaining Percent.

Ref. ID	Account Number	Expense Code	%	Units
	ILB1-Y-PROCESS-COMP-NONE-009	00010	25.00000	
	ILB1-Y-PROJECT-COMP-DIRECT PO-999	00010	75.00000	

Below the table, there are fields for Total Item Units, Remaining Units, Total Item Percent (100.00000), and Remaining Percent (.00000). A 'Recalculate Percent' button is also present.

Default Accounts view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Apply Accounts to Items

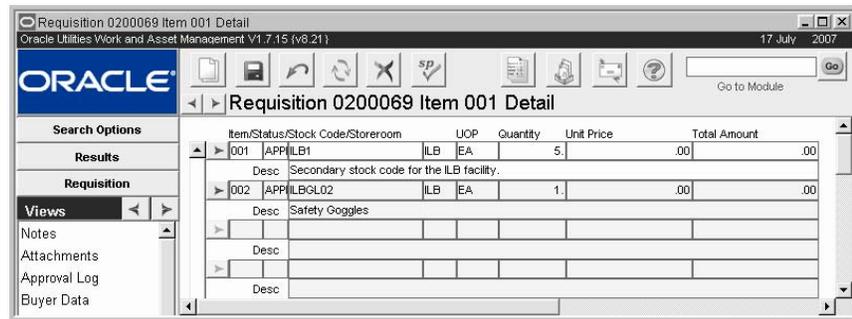
If you change the Default Account information on the main record, you can update existing line item accounts by selecting [Apply Accounts to Items](#) from the Actions list on the Default Account view. The system asks you to confirm that you want to replace the existing account data with the default accounts. Click [Save](#) to apply the new account information.

The [Apply Accounts to Items](#) action can only be used with Direct Purchase (P-type) and Service (V-type) purchases. Stores Replenishment (S-type) purchases of Inventory and Expense items must use the accounts defined in the Storeroom module. Similarly, purchases originating from work orders use the accounts defined on the work order.

Line Item (List)

When you select [Line Item \(List\)](#) from the Views list the system opens the List view, which displays summary information about all the Requisition items.

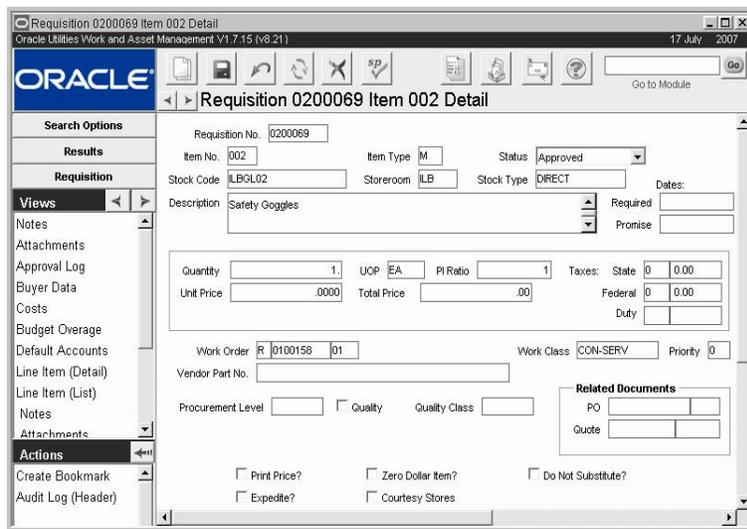
Move to the Line Item that you are interested in and press the > button to open the Item detail view for that item. If you are working with a long list, you can move to the Line Item using the scroll bar or the Previous and Next buttons on the toolbar.



Line Item (List) view

Line Item (Detail)

When you select Line Items (Detail) from the Requisition Views list, the system opens the Item view, which displays detailed information about the specific requisition item.



Line Item (Detail) view

Requisition Number - The Requisition No. identifies the record and is printed on the order when it is sent to the vendor.

Item Number - Items or services to be purchased are listed as Requisition Line Items. Each item is uniquely identified by the Requisition number combined with the Line Item Number.

Item Type - The associated list of values for the Item Type field is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well, as long as it does not change any of the required codes.

The three standard Item Types are:

- M** - materials
- S** - services, and
- X** - miscellaneous.

The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options Business Rule. For more information, see the User Guide entitled Stock and Purchase Types.

Status - The Status field indicates the status of the item. The options available are: Created, PO Created, Quote, and Cancelled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with Stock Types that can be combined with the Purchase Type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item description based on the Stock Code selected. You can modify the description as needed.

Required and Promise Dates - The Required date indicates the date the requisition item is required at the Deliver To Location listed on the Requisition record.

If the vendor has promised delivery by a certain date, that date can be entered here. This date can change on other purchasing documents including the Purchase Order, Change Order, and Expedite records.

Remember that promise date is required [if you plan to use the Vendor Rating functionality](#).

Quantity, Unit of Purchase, Unit Price, and Total Price - The Quantity field can be updated and indicates the number of units being ordered. The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal can be purchased by the square foot, or by the roll. The Unit Price can be updated and reflects the agreed on price for each unit of the item.

The Total Price is calculated by the system and cannot be updated directly. To change the Total Price for the item you must change either the Quantity or the Unit Price. The system calculates the total by multiplying the Quantity by the Unit Price. Taxes and Duty costs are displayed as a part of the Requisition and Line Item Costs windows.

PI Ratio - The system provides the PI ratio from the Master Catalog but you can change it here if necessary.

The Price to Issue (PI) ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order them by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10.

Tax Information - The Tax code fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

The first column of tax fields contains codes to indicate what tax is to be applied to the item.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If the referenced Work Order record is set to finished or closed while the requisition is still open, the system sends an alert to the buyer on the requisition.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this requisition's vendor on the Master Catalog record the system displays that number in this field.

Procurement Level, Quality, and Quality Class - The Procurement Level field has an associated list of values controlled by the Procurement Level Business Rule. Quality information comes from the Master Catalog in the Resource subsystem.

The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is an item that is subject to special processing (a Quality item), the Quality Item indicator is automatically checked and the Quality Class is entered.

Quality Class also classifies the item, indicating how it must be received, inspected, and stored. The system completes this field using information from the Master catalog.

PO and Quote - The PO and Quote fields in the Related Documents section of the window, list any Purchase Order and Request for Quotes that may be produced from the Requisition Line Item record.

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed Requisition.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

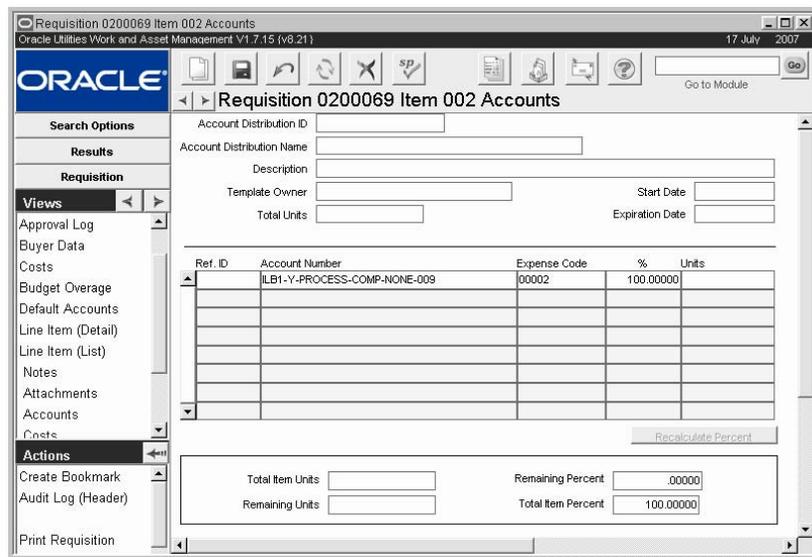
Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

Line Item Accounts

The Line Item Accounts found in this view are transferred to the new Purchase Order when it is generated from the Requisition.

Unless the Requisition is for Stores Reorder or the Line Item is associated with a Work Order, you should be able to update information in this window.

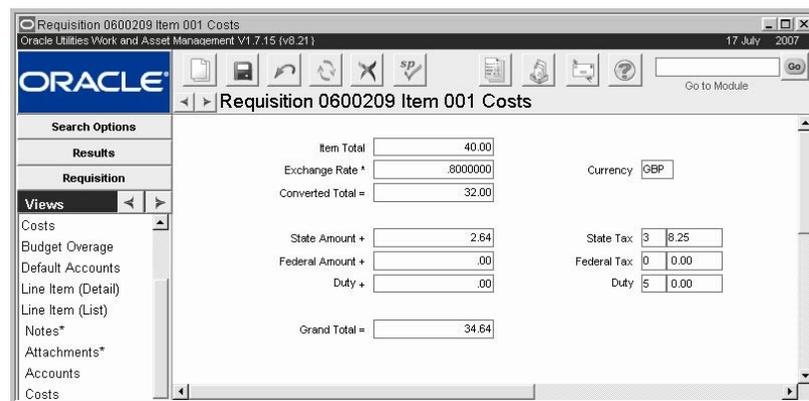


Default Accounts view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Line Item Costs

You can view a summary of the Requisition Line Item costs through the Requisition Line Item Costs view. The displayed information cannot be modified.



Costs view

Manufacturer Data

Through the Manufacturer Data view, you can enter Vendor Part Number, Manufacturer Name, and Mfr. Part number. If the item being ordered carries a stock code and the Prime Vendor for that stock item is the same as is listed on the Requisition, the system automatically defaults manufacturer data from the Catalog.

Manufacturer Code	Manufacturer Part No.
AMARILLO	AM 100001-27

Manufacturer Data view

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the Requisition Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset/Component view

Asset and component information can be entered in several ways:

1. **Directly**
You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.
2. **From a Work Order**
If the Requisition Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.
3. **From another Purchasing Document**
If the Requisition Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information here. However if the Requisition Line item references a Work Order, the asset/component information is copied from the Work Order Task.

Template Information

If you are viewing the Requisition Template record, the Template Information view shows the Start Date indicating when the template was created and made available for use. The End Date indicates when the Template can no longer be used.

New requisitions can only be created from templates in Active status. Requisition templates can be created templates in any status.

If you are viewing a Requisition that was created from a template, the Template Information view only shows the name of the template. If you want to navigate to the requisition template itself, enter this information in the Template Name field on the Search Options screen.

Template Information view

Requisition Actions

In addition to standard actions, the following can be completed from within the module. Some actions are not displayed unless the logged in user is a Buyer or has other specific permissions in the system.

Create a Requisition from a Blanket Contract

You must have the Create Req from Blanket function responsibility in your user profile to access this action.

You can also create a new requisition from a blanket contract by selecting Create Req from Blanket from the Actions list. This action copies blanket contract items to a new requisition.

The system opens a series of windows where you can identify the Blanket Contract (the default is the Blanket Contract you were viewing last), select the items you want to copy, and identify account information. When you have finished supplying the information, the system verifies the number of the Requisition created or asks you to supply the number of your system is not set to generate Requisition numbers automatically. You then have the option of continuing to work with the Requisition or returning to the Blanket Contract record.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Creating Other Documents from a Requisition

After you have created a Requisition and it has been Approved, you can generate a Purchase Order, a Blanket Contract, or a Request for Quotes from it. A record in Approved status has additional options on the Actions list that you can choose from to create your next document.

- If you want to create a PO that directly mirrors the Requisition, change the status of the Requisition to PO Created. The system advises you that it has created a new Purchase Order, gives you the number, creates a Purchase Order that is a replica of the Requisition, and places the new PO in Created status. Be sure to take note of the PO number if you need to view the Purchase Order later.
- If you want to generate a new Blanket Contract or RFQ or add items to one of these records, select the appropriate action from the Actions list. When you select Create Blanket, Create/Add RFQ, or Split/Add to PO the system opens a wizard that walks you through the steps to create a new record or add to an existing one.
- In each wizard, indicate the record numbers to use, the line items to transfer, and select the Requisition Line Items that you want to transfer to the new record.

Create Blanket

Select Create Blanket to generate a Blanket Contract using the information from the Requisition. The requisition must be in Approved or Partially Processed status for you to use the Create Blanket action.

1. Select whether you want to create a new Blanket Contract or revise an existing one.

If the Vendor field on the requisition is already populated, you must select a blanket contract with the same vendor. If there are no blanket contracts for that vendor, the list of values for the blanket contract revision will not show any valid values.

2. The wizard then prompts you to enter information for the Blanket Contract. Check the appropriate boxes to copy account and line item information from the Requisition.

3. Determine which users have access to the Blanket Contract.

4. The system confirms the Blanket Contract number and gives you the option to open the Blanket Contract or click on OK to return to the Requisition.

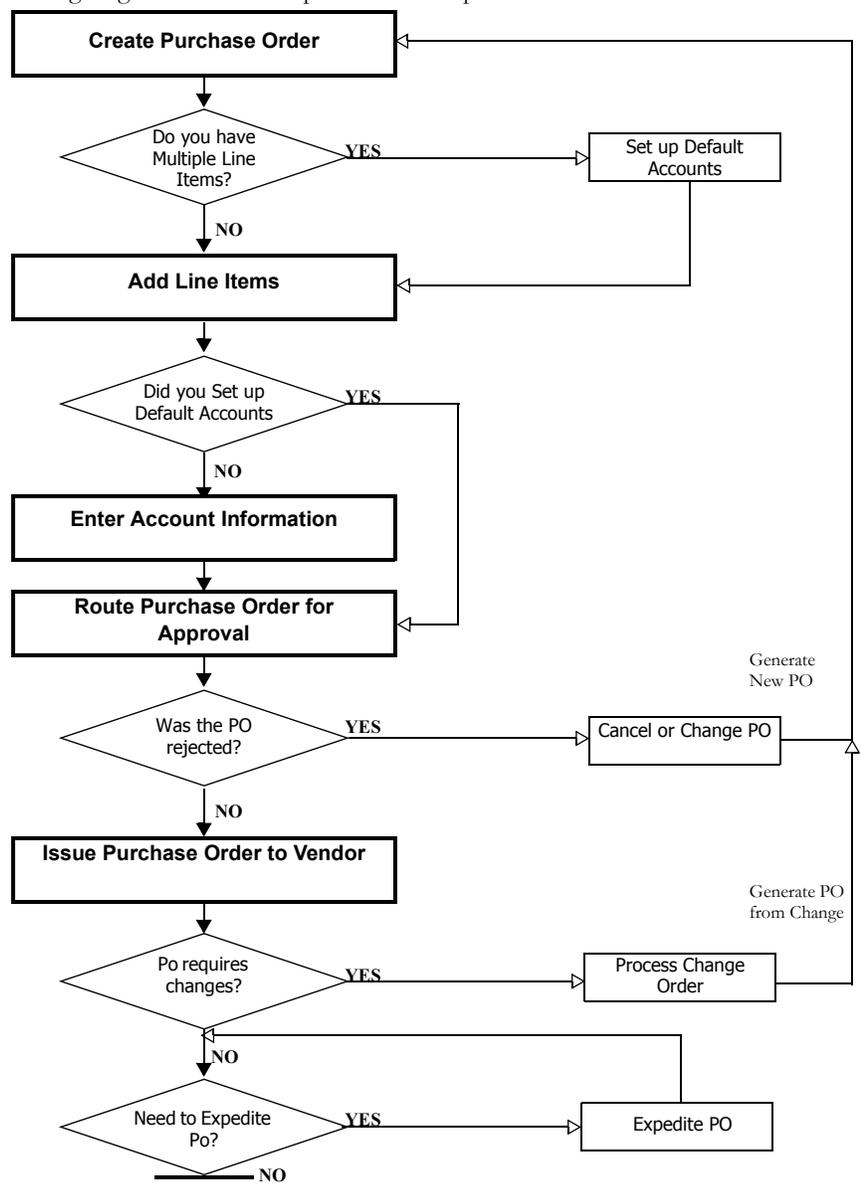
Username	Dollar Limit	Storeroom
IBROWN	1,000.00	ILB
RBEELER	1,000.00	RJB

Chapter 4

Purchase Order

A purchase order is a contract placed with vendors for purchase of materials or services.

The following diagram outlines the purchase order process from start to finish.



Purchase Order Records

Purchase Order records contain general information about the purchase including the requestor, when items are required, the vendor, and more. Details about each item or service is entered and maintained on purchase order line items. This basic structure is also common to Requisition, Change Order, and Blanket Contract records.

The PO header record contains general information about a purchase such as PO number, Requisition information, Contact information, and more. Details about each specific item or service to be purchased with the PO is entered and maintained in the Purchase Order Line Item view.

Search Options	
PO Number	03000083 Rev. 000 05 MAR 2003 13:09:1 Type W Status Created
Description	Purchase Request for Work Order 0300173
Requestor	IMANI BROWN Dept./Phone ILB1 (925)935-7670
Deliver To	Deliver to Location
Initiator	IBROWN Approval Route
Request Date	05 MAR 2003 Required Date 15 MAR 2003
Issue Date	Issued By Promise Date
Blanket/Rev.	Auto Pay Total Amount .00
Vendor	ILB004 Shakey's
Currency	U 1.0000000
Vendor Class	Contact Name Phil Shakey
Division	Western Phone No. (818)245-8574
Address	21 Sand Hill Road. Fax No.
City/State/Zip	New York NY 002234 Shipping Memo No.
Buyer	GST Synergen Buyer Phone No. (925)935-7670
Ship To	
Carrier	

PO Header record

Access to the Purchase Order module is usually restricted to purchasing agents or buyers, controlled by granting specific database privileges to specified users.

Set up blanket contracts to provide purchasing access to general users.

Once a Purchase Order is reviewed and approved, changes that will alter the total price of the PO cannot be modified without a Change Order. If you are Expediting the Purchase Order, and are therefore making changes that do not affect the total price, you do not need to use a Change Order.

Once the purchase order is complete it can be printed and mailed to the vendor. Depending on how your system is configured you may also be able to fax or e-mail the PO directly to the vendor from within the application.

Purchase Orders in any status can be duplicated. This functionality copies all information such as account, vendor, contract, and item information so that it can be used again on the new record. Please read the topic entitled Copy Record or Creating New Records from Templates for more information.

Note: If you use user-defined fields in the Purchase Order module AND you use Multi-Step Receiving, you must make sure that both modules have the same user defined fields defined.

The following fields are included:

Purchase Order Number - When you create a new record the system automatically generates a purchase order number to uniquely identify the record. The PO number is printed on the order when it is sent to the vendor.

Revision - The system increases the Revision number by one each time a Change Order is merged with the Purchase Order. You cannot update this field directly.

Type - The Type field indicates the type of Purchase Order. Some common types are listed here, but your organization can add others (however, they are not likely to be supported by any special processing without prior arrangement).

Depending on how your organization has set the Purchasing Options Business Rule, the purchase type you choose may determine what kind of stock types can be ordered on the Purchase Order. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

B – Blanket - POs that are created by the system using a Blanket Contract as a template. The system automatically assigns this type when the PO is created.

C - Capital

L - Rental

P – Purchase - POs that can be used for purchasing documents related to Direct type items that are not normally kept as specific stock items.

R - Reclaim

S - Stores Replenishment - POs that are used for stock items that can be checked out from the storeroom.

V – Services

Status - The PO can be in one of the following statuses: Created, Pending Approval, Approved, Issued, or Canceled.

Created - When you create a new record, or the system creates an order based on a Requisition, the initial status is Created. The record remains in created status while you are gathering information to complete the order.

Pending Approval - This status indicates that the record is waiting for approval. An approval route must be selected before the system allows you to change the record status to Pending Approval.

Approved - This status indicates that the PO is Approved and ready for processing.

Issued - Buyers can change the status from Approved to Issued, to indicate that the order has been sent. When this change is made the system then sets all Line Items that have not been canceled to Issued. It also updates the On-Order Quantity and Activity Indicator box in the Storeroom records of any Inventory and Expense type stock items that were ordered, and inserts or updates a Work Order Task Materials record as appropriate. Without the proper authority, users cannot make changes to records after they have been placed in Issued status.

Received, Fully - The system sets the status to fully received when the received quantity for each PO line item equals the quantity ordered or when the Force Complete box is checked. The Force Complete box is on the PO Post-Issue view or on the Multi-Step Receiving Item (Detail) window if your organization uses Multi-Step Receiving.

Invoiced, Fully - The system updates records from fully received status to fully invoiced status when the invoiced quantity equals or exceeds the received quantity for each PO line item. The invoiced quantity may exceed the received quantity if more was received than was ordered and the invoice covers the additional amount. The PO Aging Rules Business Rule

determines how long a PO stays in FULLY INVOICED status before the system sets it to CLOSED.

Updating - Buyers with the proper authority can update Purchase Orders in Issued status by first changing the record to Updating status. When the record is in Updating status the Purchase Order is unavailable and cannot be referenced for Receiving or Invoicing. If the Purchase Order was created from a Blanket Contract, the system verifies that the Blanket Contract Limit value has not been exceeded when the PO is changed to and from Updating status.

Closed - Issued purchase orders cannot be Closed if they include inventory, expense or direct purchase stock types. Records with service or miscellaneous item types can be closed as long as there are no invoices in Created, Pending Approval or Approved status.

Cancelled - A Purchase Order cannot be canceled if any quantities of the stock items ordered have been received.

Description - You can enter an additional description to clarify the Purchase. If the Purchase Order has been created from a Requisition, the description from the Requisition is copied to this field.

Requestor, Department and Phone - The Requestor indicates the person who originally requested the Purchase Order. The system enters their department and phone number automatically using data from the Employee module.

Deliver To and Deliver To Location - The Delivery fields indicate to whom and where the Purchase Order items should be delivered.

Initiator - The Initiator is the person responsible for creating the original Purchase Order record. Or, if the Purchase Order has been generated from a Requisition, the system enters the user name of the originator of the Requisition record.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Request, Required, Printed PO, and Promise Date - The Request Date indicates the creation date of the original Purchase Order, Required Date indicates when the items are needed at the Deliver To Location, Printed PO Date indicates when the Purchase Order was printed to be sent to the vendor, and Promise Date indicates the date the vendor has promised delivery of the items.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is therefore important that an accurate date is entered on the Purchase Order so that the resulting ratings are both available and accurate.

Issue Date and Issued By - The Issue Date is when the Purchaser Order was sent to the Vendor. Issued By is the person who issued the Purchase Order. The system updates these fields when the record is changed to Issued status but you can change the date and name if necessary.

Blanket and Revision - If the Purchase Order was created from a Blanket Contract, the system identifies the contract, revision number and release number here. The Blanket Contract number cannot be modified when the Purchase Order is in Issued or Updating status.

Depending on how your organization has configured the Blanket Contract Processing Business Rule, the system validates the Blanket Contract each time the status of a Purchase Order

referencing the Blanket Contract changes to Pending Approval, Approved, or Issued status. The validation process can include status, expiration date, remaining amount and user access.

Auto Pay - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. If you do not want an invoice to be automatically created for the Purchase Order after it is approved and issued you can click the box to uncheck it. You can re-check the box if you later decide to activate the auto pay feature.

You must have the Change PO Auto Pay Indicator responsibility set to overwrite the auto pay feature after the Purchase Order has been issued and receipts have been processed.

Total Amount - The Total Amount field displays the total cost of the line items, without taxes or delivery costs.

Vendor - The vendor fields display the code and name for the vendor supplying the items. When creating a new record you can enter the Vendor Code and the system will automatically fill in the rest of the vendor fields using information from the Vendor record. This information will include any Purchasing type notes that are attached to the Vendor record.

Currency and Exchange Rate - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record but you can change the rate if necessary. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the Currency Exchange Rate module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Vendor Class - The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that, if needed, you can show the characteristic relevant to the purchase.

For B-type purchase orders, the vendor is the same as the vendor on the blanket contract and cannot be modified.

Contact Name and Phone Number - The Contact fields contain information about who to contact at the vendor and how to contact them.

Division and Address - The vendor division and address information listed is initially retrieved from the Vendor record but can be modified if necessary. Changes made to this address, however, do not affect the Vendor record or any other documents that reference the same vendor, they only apply to the current record. If you want to apply the change to all references to that vendor, you must open the Vendor module and make the change there.

Fax Number - The Fax Number field displays the fax number for the vendor. This number is copied over from the Vendor record when a Vendor ID is entered on the purchase order. It can also be entered manually.

Faxed Date - The Faxed Date indicates the date that the original Purchase Order was faxed to the vendor.

Shipping Memo Number - If a Shipping Memo has been created from the Purchase Order, the number appears here.

Buyer and Buyer's Phone - These fields show the code number, name, and phone number for the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order.

The Buyer module controls the list of values for the first field, the Buyer's code. Once you select this code, the system enters the name of the buyer and his or her phone number.

Ship To - This field indicates where the vendor should ship the items.

Carrier - The carrier field displays the freight company responsible for delivering the items. You can select a new set of payment terms from the associated list of values. The list only shows vendors identified as carriers in the Vendors module.

Creating Purchase Orders

There are several ways to create a Purchase Order:

- [Enter information directly in the Purchase Order module.](#)
- Copy an existing Purchase Order by selecting [Copy Record](#) from the Actions list.
- [Approve and copy a Requisition](#) or a [Requisition Template record](#) into a Purchase Order.
- Assemble a Purchase Order from several Requisitions by selecting [Add Items to a PO](#) from a Requisition Actions list.
- [Cut a Purchase Order from the Blanket Contract module.](#)
- [Award a Request for Quotes as a Purchase Order](#)
- [Process batches for automatic stores replenishment](#) (based on the Batch Stock Reorder Business Rule).
- [Generate a Work Order Task with items that are required to complete the task](#) (the system automatically generates Requisitions for new items listed on a given task).

The following sections provide a general description of each of the methods of creating a purchase order. However each method is described in even more detail in subsequent sections of the Purchasing subsystem User Guide with the exception of [Work Order Task](#) which is discussed in the guide for the Maintenance subsystem.

Creating a PO Directly in the Purchase Order module

In most instances, you would create a purchase order from another document, usually a requisition. However, if you have the authorization to create POs without first submitting a requisition, you will want to create them from the Purchase Order module directly.

When entering a purchase order directly, you can reference a blanket contract to apply costs against the contract. You can also charge line items against work order tasks. When line items are charged against work order tasks the system automatically creates a Work Order Task Materials Requirement record when the Purchase Order record is approved and issued.

The process of creating a PO from another module is usually a one step process. You make a status change or select an action from the Actions list and the PO is created. After it is created, open the Purchase Order module to work with the record directly.

Creating a Purchase Order from a Requisition

Requisitions are used by employees who need to obtain approval to make purchases before a purchase order can be created for those purchases. The requisition must be created and approved then a PO can be created from it.

How to Add Items to a PO from a Requisition

This Action allows you to start with a purchase order, scan for appropriate requisition line items and add them to the purchase order.

1. **Open the appropriate purchase order.**

The purchase order must be in Created or Pending Approval status.

2. Select Add Items from Requisition from the Actions list.

The system opens the PO Items Selection window.

3. Select a requisition from the list of values.

The list is controlled by the Requisitions module and only shows the requisitions in Approved and Partially Processed status.

4. Click the Next button.

The system opens the Requisition Items Results window showing the line items on the selected requisition.

5. Select the line items that you want to put on the purchase order.

You can either mark in the Add check boxes next to the items that you want, or you can use the Select All button at the bottom of the window.

6. Click the Next button.

The system opens the Items to be Added to PO Confirmation window, which tells you how many items have been added.

7. Click the Finish button.

The system opens the PO Finished window.

8. Click the appropriate button.

Click the Start button to return to the beginning of the Action where you can select another requisition number.

Click the Done button to return to the Purchase Order header.

Using Templates to Create a PO

You must have the necessary responsibility settings to use this functionality.

You can also use an existing purchase order to create a new Purchase Order record. Select Copy Record from the Actions list to either create an exact duplicate of a purchase order. This functionality differs from selecting Duplicate Last Record in that it copies ALL information from the original record including line items and accounts.

Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new Purchase Order record. This wizard includes a screen that allows you to pick line items to use on the new record. You must select at least one of the line items in order to create a new record. You can change value in the order quantity field for any one of the items if necessary. This is the only field that can be modified on the Pick List screen.

While you can select Copy Record from the Actions list to make copies of either requisitions or purchase orders, you can only make templates from requisitions.

You can also use a requisition template to create a purchase order. Find the needed requisition template then select Copy Record from the Actions list on the template to use the same wizard and create the new requisition which can then be made into a purchase order.

Searching for Templates

If you want to search for existing templates, open the Search Options screen in the Requisition module and select Template in the Status field.

Creating a Purchase Order from a Blanket Contract

Blanket contracts allow employees who are not part of the purchasing department to create and issue purchase orders without involving purchasing employees. Blanket contracts have pre-negotiated prices and terms so approvals on them is not necessary. Users with access to

blanket contracts are given a purchasing limit so that they cannot spend more than a certain amount against a blanket contract.

Awarding a Request for Quotes as a Purchase Order

When you complete a Request for Quotes (RFQ) process and have decided upon a vendor to use for a purchase, one of the RFQ options is to create a purchase order from the RFQ. If you select this option the system automatically adds the vendor and line items to the purchase order as it is created from the RFQ.

Automatic Stock Reorder

As demand is placed and items are issued from stores, the system can automatically reorder stock. Depending upon your business practices, this can be achieved through requisitions, directly through purchase orders, or a combination of the two. When reordering, the system uses a blanket contract to acquire prices for the PO. If no blanket contract has been established, it uses the pricing information located in the Storeroom record.

After a Purchase Order record is entered in the system, it is processed in the same way, regardless of how it was originally generated.

Creating a Purchase Order from a Work Requirement

A standard part of performing maintenance work is listing material and services requirements. This is achieved through the Work Order Task module under Materials Requirements on the Views list. The system automatically generates requisitions for new items listed on a given task. If the “Courtesy Stores” check box is checked on the work order task, the system will track on-hand quantities for direct stock items, if the box is not checked, the system expects that the items will be used as soon as they are received, and quantities are not tracked in the storeroom.

If the items exist in the storeroom as an inventory or expense type stock, the system will not generate a requisition, but will initiate a checkout process instead.

If the purchase order is generated from a work requirement, yet the Work Order record is set to finished or closed while the purchase order is still open, the system sends an alert to the buyer on the requisition. This processing applies to fleet work orders as well as regular work orders.

Once you have determined how you need to initiate your purchase you can generate the necessary documents and records.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Purchase Order Views

In addition to any standard views, the module includes the following:

Purchase Order Line Items

The Purchase Order Line Item window provides two views of information about the items on the Purchase Order. You control which view you see by selecting either Line Item (Detail) or Line Item (List) from the Views list.

You can enter Line Items manually, or they can be copied from a Requisition or generated by a Work Order for Direct type stock items and services. If you enter a Line Item manually and wish to charge it against a Work Order, enter the Work Order and Work Order Task Number. Tasks must be in Active status. When the purchase order is issued, the system automatically creates a direct item on the work order task.

Line Item (List)

When you select Line Item (List) from the Views list the system opens the List view, which displays summary information about all the Purchase Order items.

Move to the Line Item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the Line Item using the scrollbar or the Previous and Next buttons on the toolbar.

Item/Status/Stock Code/Storeroom	UOP	Quantity	Unit Price	Total Amount
001 ISSLRJB-20006 RJB EA	EA	200	2000	40.00
Desc Washer, Round, y", Galv.				
002 ISSLRJB-20004 RJB EA	EA	200	2500	50.00
Desc Bolt, Mach., Galv., y"x14" w/sq. Nut				
003 ISSLRJB-20002 RJB EA	EA	20	1.0000	20.00
Desc Brace, Flat, 32", Galvanized				
004 ISSLRJB-20008 RJB FT	FT	500	.1000	50.00
Desc Wire, #8 CU Bare Soft Drawn				

Line Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view displaying detailed information about the specific PO item.

PO No. 06000434 Item No. 003 Item Type M Status Issued

Stock Code RJB-20002 Storeroom RJB Stock Type INVENTORY

Description Brace, Flat, 32", Galvanized

Procurement Level Quality Quality Class Transferred to PO

Work Order

Requisition Requestor RICHARD BEELER

Deliver to Location Quote

Vendor Part No.

Quantity 20 UOP EA PI Ratio 1

Unit Price 1.0000 Taxes: State P 7.0000 Required Date 29 NOV 2006

Total Price 20.00 Federal J 5.00 Promise Date

Invoiced Amount Duty T 1.00

Qty. Received 20 Qty. Ret-Exchange First Receipt 16 NOV 2006

Qty. Invoiced Qty. Ret-Credit Last Receipt 16 NOV 2006

In Receipt

Print Price? Zero Dollar Item? Do Not Substitute? Complete (Forced)

Print Item? Expedite? Courtesy Stores

Line Item (Detail) view

Purchase Order Number - The Purchase Order Number identifies the record.

Item Number and Type - Items or services to be purchased are listed as Purchase Order Line Items. Each item is uniquely identified by the Purchase Order and Line Item Number.

The associated list of values for the Item Number and Type fields is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well as long as it does not change any of the required codes.

The three standard Item Types are:

M - Materials,

S - Services, and

X - Miscellaneous.

Note: The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options business rule. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

Status - The Status field indicates the status of the item. The options available are: Created, Approved, Issued, Closed, and Canceled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with stock types that can be combined with the purchase type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

If your organization has set the Purchasing Options Business Rule to restrict items by purchase type, then the list includes only those items with stock types that are allowed according to the purchase type selected.

For example, with P, V, and W-type purchase orders, the list includes only direct type items. With S-type purchase orders, the list includes only expense and inventory type items.

If your organization has turned off restrictions in the Purchasing Options Business Rule, then all items (direct, expense, and inventory) are included in the list of values for B, S, P, V, and W-type purchase orders.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

If the Purchase Order is based on a Requisition the system completes the Stock Code, Storeroom, Stock Type and Description fields using information from the Requisition.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code but you can modify the description as needed. The Line Item description can be used as a selection criterion when searching for Purchase Orders.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

The associated list of values for the Procurement Level field has is controlled by the Procurement Level Business Rule.

A quality item is an item that has been identified as subject to specific inspection and inventory procedures by your organization. These items are identified in the Master Catalog record. This designation may mean that you have to follow other specific guidelines to purchase this item such as using an approved vendor or following a certain receiving procedure.

Transferred to PO - If this PO item has been transferred to another PO, the system records that number here. You can only transfer an item after the original PO item has been cancelled. Items can be only be transferred.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

Referencing the Work Order record ensures that the costs will be applied to the correct accounts when the invoice is posted later.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If a purchase order is written against a work order task that did not originally have the materials planned, the system generates a Materials (Detail) record without estimates on the Work Order Task record when the Purchase Order record is approved.

If the referenced Work Order record is set to finished or closed status before the purchase order items have been ordered, the system sends an alert to the buyer on the purchase order.

Requisition - If the original Purchase Order was created based on a Requisition record in the Purchasing subsystem, the system displays the Requisition Number and the Requisition Line Item Number in these fields.

Requestor - The Requestor field indicates the person who originally requested the PO Line Item. The Requestor field is system maintained. If the original PO was created from a Requisition, the system copies the Requestor from the Requisition to each PO Line Item. The system then copies this information to the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the Receiving department to identify the person who requested the ordered items.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

Deliver To Location - The Deliver To Location indicates where the PO Line Item should be delivered.

If the original PO was created from a Requisition, the system copies the Deliver To Location from the Requisition record to the PO Line Items. The system then displays the Deliver To Location on the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the receiving department to identify the final destination of the ordered items.

The associated list of values for the Deliver To Location field is controlled by Code Table 7.

Quote - If the Line Item was placed on a Quote (as a part of Request for Quote processing), the system displays the Quote Number on the Purchase Order Line Item for you to use as reference information.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this Purchase Order's vendor in the Master Catalog record the system displays that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Invoiced Amount - The Invoiced Amount field represents the amount that was actually invoiced against the Purchase Order. This information may be useful for evaluating vendor performance.

Tax Information - The first column of tax fields contains codes to indicate what tax is to be applied to the item.

The tax fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Required Date - The Required date indicates the date that the Purchase Order item is required at the Deliver To Location listed on the Purchase Order record.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it in this field if necessary.

Quantities - The Quantity Received, Invoiced, Ret-Exchanged, and Ret-Credit fields display summary information for each Line Item, indicating whether the items are partially or fully received, whether it was a forced complete receipt (a partial receipt considered complete), if it is partially or fully invoiced, or if it was returned for an exchange or credit. Information displayed is maintained by the system and cannot be modified.

Line Item (Detail) view

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed PO.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Complete (Forced) - This indicator is maintained by the system. It is checked during a receiving session if a partial receipt is considered a full receipt. It cannot be changed here.

Print Item? - Depending on how your organization has configured the system, this indicator will determine if just the selected item records will be printed with the Purchase Order, or if all item records will be printed.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

How to Add Purchase Order Line Items

1. **Select Line Item (Detail) from the Views list on the Purchase Order record.**
2. **Fill in the fields according to the field descriptions.**

Remember, if you have several line items to enter you can save time by first entering default account information by selecting Default Accounts on the Views list. Otherwise you have to enter account information for each line item individually by selecting Accounts from the Views list.

For direct purchase items that have not already been defined in the Master Catalog and Storeroom modules leave the Stock Code and Storeroom fields blank. The system will generate a temporary stock code for them later.

3. **Click Save.**

- 4. The system saves the record and enters the PO number and line item number in the appropriate fields.**

You can add as many items as necessary by clicking the New icon each time you want to enter an additional item. Follow steps 2-4 until you have entered all of the items that you want to order.

How to Transfer Canceled PO Items

This Action is only available if the PO item has been canceled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are copied to the PO you specify. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

- 1. Open the canceled PO Item record.**
- 2. Select Transfer Canceled PO Items from the Actions list.**
- 3. Select either the Add to Existing PO or the Create a New PO option.**
- 4. Enter the required information.**

Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.

- 5. Click the Done button.**
The number of the PO the item has been transferred to displays.
- 6. Click the Done button.**

Line Item Accounts

You can update this window unless the Purchase Order is for stores reorder or the Line Items are associated with a Work Order. The fields operate exactly as they do for the PO header section of the record. Please see refer to the section on [Default Accounts](#) for a full description.

Line Item Costs

You can view a summary of the purchase order line item costs through the Purchase Order Line Item Costs view. This is a summary of costs for the Line Items. Information displayed cannot be modified.

Manufacturer Data

The Manufacturer Data view displays a list of manufacturers that make the item and the part number that each manufacturer uses. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. However, you can also add manufacturers. Updating the information in this window does not affect the record in the Master Catalog.

Manufacturer Code	Manufacturer Part No
AMERBOSC	450834P-19U34

Manufacturer Data view

Manufacturer Code and Manufacturer Part Number - If you need to enter a new Manufacturer, you can select its code from the list of values, which is controlled by Code Table 186.

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the PO Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset Information	
Asset ID	<input type="text"/>
Serial No.	<input type="text"/>
Manufacturer	<input type="text"/>
Part Number	<input type="text"/>
Drawing Number	<input type="text"/>
Model Number	<input type="text"/>
Revision	<input type="text"/>

Component Information	
Component ID	<input type="text"/>
Serial No.	<input type="text"/>
Manufacturer	<input type="text"/>
Part Number	<input type="text"/>
Drawing Number	<input type="text"/>
Model Number	<input type="text"/>
Revision	<input type="text"/>

Asset/Component view

Asset and component information can be entered in several ways:

1. Directly

You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

2. From a Work Order

If the PO Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.

3. From another Purchasing Document

If the PO Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information

here. However if the Purchase Order item references a Work Order, the asset/component information is copied from the Work Order Task.

Purchase Order Line Items

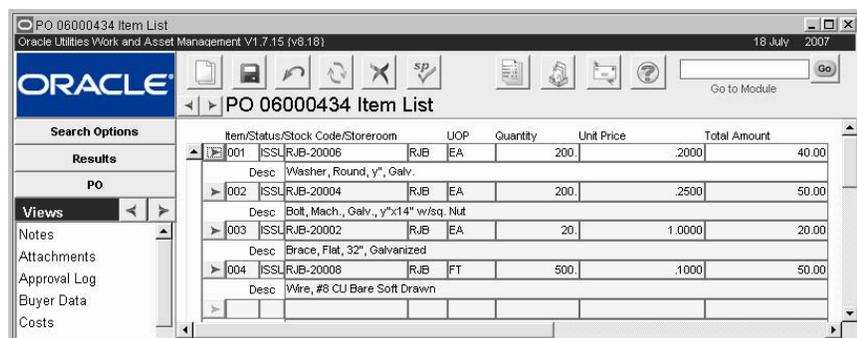
The Purchase Order Line Item window provides two views of information about the items on the Purchase Order. You control which view you see by selecting either Line Item (Detail) or Line Item (List) from the Views list.

You can enter Line Items manually, or they can be copied from a Requisition or generated by a Work Order for Direct type stock items and services. If you enter a Line Item manually and wish to charge it against a Work Order, enter the Work Order and Work Order Task Number. Tasks must be in Active status. When the purchase order is issued, the system automatically creates a direct item on the work order task.

Line Item (List)

When you select Line Item (List) from the Views list the system opens the List view, which displays summary information about all the Purchase Order items.

Move to the Line Item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the Line Item using the scroll bar or the Previous and Next buttons on the toolbar.



The screenshot shows the Oracle PO 06000434 Item List window. The window title is "PO 06000434 Item List" and the Oracle logo is visible. The window contains a search options section, a results section, and a views section. The main area displays a table of purchase order items with columns for Item/Status/Stock Code/Storeroom, UOP, Quantity, Unit Price, and Total Amount. The table contains four rows of data:

Item/Status/Stock Code/Storeroom	UOP	Quantity	Unit Price	Total Amount
001 ISSL RJB-20006 Desc Washer, Round, y", Galv.	RJB EA	200	2000	40.00
002 ISSL RJB-20004 Desc Bolt, Mach., Galv., y"x14" w/sq. Nut	RJB EA	200	2500	50.00
003 ISSL RJB-20002 Desc Brace, Flat, 32", Galvanized	RJB EA	20	10000	20.00
004 ISSL RJB-20008 Desc Wire, #8 CU Bare Soft Drawn	RJB FT	500	1000	50.00

Line Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view displaying detailed information about the specific PO item.

The screenshot shows the Oracle PO 06000434 Item 003 Detail window. The window title is "PO 06000434 Item 003 Detail" and the status is "Issued". The form displays various fields for purchase order details, including PO No., Item No., Item Type, Stock Code, Stock Type, Description, Procurement Level, Work Order, Deliver to Location, Vendor Part No., Quantity, Unit Price, Total Price, Invoiced Amount, Qty. Received, Qty. Invoiced, In Receipt, UOP, Taxes (State, Federal, Duty), PI Ratio, Required Date, Promise Date, First Receipt, Last Receipt, and several checkboxes for printing and expediting options.

Line Item (Detail) view

Purchase Order Number - The Purchase Order Number identifies the record.

Item Number and Type - Items or services to be purchased are listed as Purchase Order Line Items. Each item is uniquely identified by the Purchase Order and Line Item Number.

The associated list of values for the Item Number and Type fields is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well as long as it does not change any of the required codes.

The three standard Item Types are:

- M** - Materials,
- S** - Services, and
- X** - Miscellaneous.

Note: The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options business rule. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

Status - The Status field indicates the status of the item. The options available are: Created, Approved, Issued, Closed, and Canceled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with stock types that can be combined with the purchase type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

If your organization has set the Purchasing Options Business Rule to restrict items by purchase type, then the list includes only those items with stock types that are allowed according to the purchase type selected.

For example, with P, V, and W-type purchase orders, the list includes only direct type items. With S-type purchase orders, the list includes only expense and inventory type items.

If your organization has turned off restrictions in the Purchasing Options Business Rule, then all items (direct, expense, and inventory) are included in the list of values for B, S, P, V, and W-type purchase orders.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

If the Purchase Order is based on a Requisition the system completes the Stock Code, Storeroom, Stock Type and Description fields using information from the Requisition.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code but you can modify the description as needed. The Line Item description can be used as a selection criterion when searching for Purchase Orders.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

The associated list of values for the Procurement Level field has is controlled by the Procurement Level Business Rule.

A quality item is an item that has been identified as subject to specific inspection and inventory procedures by your organization. These items are identified in the Master Catalog record. This designation may mean that you have to follow other specific guidelines to purchase this item such as using an approved vendor or following a certain receiving procedure.

Transferred to PO - If this PO item has been transferred to another PO, the system records that number here. You can only transfer an item after the original PO item has been cancelled. Items can be only be transferred.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

Referencing the Work Order record ensures that the costs will be applied to the correct accounts when the invoice is posted later.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If a purchase order is written against a work order task that did not originally have the materials planned, the system generates a Materials (Detail) record without estimates on the Work Order Task record when the Purchase Order record is approved.

If the referenced Work Order record is set to finished or closed status before the purchase order items have been ordered, the system sends an alert to the buyer on the purchase order.

Requisition - If the original Purchase Order was created based on a Requisition record in the Purchasing subsystem, the system displays the Requisition Number and the Requisition Line Item Number in these fields.

Requestor - The Requestor field indicates the person who originally requested the PO Line Item. The Requestor field is system maintained. If the original PO was created from a Requisition, the system copies the Requestor from the Requisition to each PO Line Item. The system then copies this information to the Multi-Step Receiving Line Items that reference those

PO Line Items. This enables the Receiving department to identify the person who requested the ordered items.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

Deliver To Location - The Deliver To Location indicates where the PO Line Item should be delivered.

If the original PO was created from a Requisition, the system copies the Deliver To Location from the Requisition record to the PO Line Items. The system then displays the Deliver To Location on the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the receiving department to identify the final destination of the ordered items.

The associated list of values for the Deliver To Location field is controlled by Code Table 7.

Quote - If the Line Item was placed on a Quote (as a part of Request for Quote processing), the system displays the Quote Number on the Purchase Order Line Item for you to use as reference information.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this Purchase Order's vendor in the Master Catalog record the system displays that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Invoiced Amount - The Invoiced Amount field represents the amount that was actually invoiced against the Purchase Order. This information may be useful for evaluating vendor performance.

Tax Information - The first column of tax fields contains codes to indicate what tax is to be applied to the item.

The tax fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Required Date - The Required date indicates the date that the Purchase Order item is required at the Deliver To Location listed on the Purchase Order record.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it in this field if necessary.

Quantities - The Quantity Received, Invoiced, Ret-Exchanged, and Ret-Credit fields display summary information for each Line Item, indicating whether the items are partially or fully received, whether it was a forced complete receipt (a partial receipt considered complete), if it is

partially or fully invoiced, or if it was returned for an exchange or credit. Information displayed is maintained by the system and cannot be modified.

The screenshot displays the Oracle PO 06000434 Item 003 Detail view. The interface includes a sidebar with 'Views' selected, and a main area with various fields for PO details. At the bottom, a red box highlights several check boxes: 'Print Price?' (checked), 'Zero Dollar Item?' (unchecked), 'Do Not Substitute?' (unchecked), 'Complete (Forced)' (unchecked), 'Print Item?' (checked), 'Expedite?' (unchecked), and 'Courtesy Stores' (unchecked).

Line Item (Detail) view

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed PO.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Complete (Forced) - This indicator is maintained by the system. It is checked during a receiving session if a partial receipt is considered a full receipt. It cannot be changed here.

Print Item? - Depending on how your organization has configured the system, this indicator will determine if just the selected item records will be printed with the Purchase Order, or if all item records will be printed.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

How to Add Purchase Order Line Items

1. **Select Line Item (Detail) from the Views list on the Purchase Order record.**
2. **Fill in the fields according to the field descriptions.**

Remember, if you have several line items to enter you can save time by first entering default account information by selecting Default Accounts on the Views list. Otherwise you have to enter account information for each line item individually by selecting Accounts from the Views list.

For direct purchase items that have not already been defined in the Master Catalog and Storeroom modules leave the Stock Code and Storeroom fields blank. The system will generate a temporary stock code for them later.

3. **Click Save.**
4. **The system saves the record and enters the PO number and line item number in the appropriate fields.**

You can add as many items as necessary by clicking the New icon each time you want to enter an additional item. Follow steps 2-4 until you have entered all of the items that you want to order.

How to Transfer Canceled PO Items

This Action is only available if the PO item has been canceled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are copied to the PO you specify. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

1. **Open the canceled PO Item record.**
2. **Select Transfer Canceled PO Items from the Actions list.**
This Action is only available if the PO item is in canceled status.
3. **Select either the Add to Existing PO or the Create a New PO option.**
4. **Enter the required information.**
Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.
5. **Click the Done button.**
The number of the PO the item has been transferred to displays.
6. **Click the Done button.**

Line Item Accounts

You can update this window unless the Purchase Order is for stores reorder or the Line Items are associated with a Work Order. The fields operate exactly as they do for the PO header section of the record. Please see refer to the section on [Default Accounts](#) for a full description.

Line Item Costs

You can view a summary of the purchase order line item costs through the Purchase Order Line Item Costs view. This is a summary of costs for the Line Items. Information displayed cannot be modified.

Manufacturer Data

The Manufacturer Data view displays a list of manufacturers that make the item and the part number that each manufacturer uses. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. However, you can also add manufacturers. Updating the information in this window does not affect the record in the Master Catalog.

Manufacturer Data view

Manufacturer Code and Manufacturer Part Number - If you need to enter a new Manufacturer, you can select its code from the list of values, which is controlled by Code Table 186.

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the PO Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset/Component view

Asset and component information can be entered in several ways:

1. Directly

You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

2. From a Work Order

If the PO Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.

3. From another Purchasing Document

If the PO Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information

here. However if the Purchase Order item references a Work Order, the asset/component information is copied from the Work Order Task.

Buyer Data

Select Buyer Data from the Views list to display information about and for the Buyer for the Purchase Order

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.18) interface. The title bar indicates the window is titled "PO 03000083 Buyer". The main content area displays the "Buyer Data view" for Purchase Order "PO 03000083 Buyer". The interface includes a search options section, a results section, and a views section. The Buyer Data view displays the following fields and options:

- Credit Card Purchase
- Confirmed
- Confirmation Contact/Date
- Confirmation Type
- Terms
- FOB
- Taxes: State 0 0.00
- Federal 0 0.00
- Duty 1 1.00
- Default Accounts
- Single Source
- End Use Code
- Request for Quote

Buyer Data view

The Credit Card Purchases Business Rule determines which types of documents can use a credit card on direct purchases.

Credit Card Purchase - If the Credit Card Purchase box is checked, the Purchase Order can be paid for by credit card. The system allows personnel to use a specific credit number for such purchases if the credit card number is recorded in the User Credit Card Information view of the appropriate User Profile record in the Administration subsystem.

Confirmed - Using the Confirmed box, you can indicate that you have communicated with a contact at the vendor.

Confirmation Contact and Date - These fields indicate the vendor representative you spoke with, and the date you spoke to the representative about the Purchase Order.

Confirmation Type - The Confirmation Type fields allow you to indicate how the confirmation was made with the vendor. Options could include phone, fax, mail, etc. Your organization can add codes and corresponding descriptions to Code Table 150 in the Code Table and Codes module of the Administration subsystem.

Terms - The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values.

This list of Terms is controlled by the Payment Terms Business Rule.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can select the FOB terms from the associated list of values.

Currency (and Exchange Rate) - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item.

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

The FOB list of values is controlled by Code Table 43.

The associated lists of values for the Tax fields are controlled by Code Tables 159, 160 and 161.

The associated list of values for the End User Code field is controlled by Code Table 26.

End User Code - The End User Code indicates how the item is to be used by your organization.

Costs

You can view a summary of the costs for the purchasing record through the Costs view. This is a summary of costs across associated Purchase Order or Requisition Line Items that have not been canceled. Information displayed cannot be modified.

Field	Value
Purchase Order Total	664.15
Exchange Rate *	1.0000000
Currency	U
Converted Total =	664.15
State Tax +	41.26
Federal Tax +	43.13
Duty +	17.51
Grand Total =	766.05

Costs view

The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Account Number	Expense Code	Document Amt	Budget Amt	Budget Balance
RLVW1-N-PROCESS-NONE-WORK ORDER-001	00005	87.50	.00	-87.50
RLVW1-N-PROCESS-NONE-WORK ORDER-001	00003	1,000.00	.00	-2,100.00

Account Number	Document Amt	Budget Amt	Budget Balance
RLVW1-N-PROCESS-NONE-WORK ORDER-001	1,087.50	.00	-4,992.45

Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

The top section shows budget values for each account, broken down by expense code, while the bottom section shows the overall totals per account.

Budget amounts are entered in the Period Costs view of the Account module.

Please refer to the topic on [Budget Checking](#) for more information on budget functionality.

Default Accounts

Select Default Accounts from the Views list to enter account numbers and set up default account information to be used when entering new Line Items. The account numbers must be in Active status in the Account module of the Resource subsystem.

Ref. ID	Account Number	Expense Code	%	Units
	RJB1-Y-PROCESS-TRASH-TRASH-004	00012	65.00000	
	RJB1-Y-TRASH-TRASH-TRASH-001	00012	35.00000	

Total Item Units		Total Item Percent	100.00000
Remaining Units		Remaining Percent	.00000

Default Accounts view

If you enter Default Accounts on the main record before adding line items, the system copies the default accounts to the line items as they are added, provided that account information for the items is not specified elsewhere. Inventory items, for example, use account information from the Storeroom record, regardless of the information entered on the Default Account view.

You can enter default account information in several ways:

- For most purchases, you can simply complete the required fields (Account number, Expense Code, and %) in the middle of the window.
- For Direct Purchase and Service items, you can select an Account Distribution ID from the list of values to copy from an active Account Distribution Template. When you do, the system populates all fields based on information from the template. You can then change the information copied from the template as necessary.
- Even if you do not plan to use [Applying Distribution Templates](#), you can have the system calculate the percentages for you by entering a Total Units quantity and quantities in the Units column for each account listed.

Account Distribution ID - Select an Account Distribution number from the list of values to copy information from an Account Distribution Template to the Requisition. When you select the Distribution ID, the system completes the other fields in the upper portion of the window with information from the Account Distribution Template. This information is not retained since all account information can be changed as soon as it is copied from the template.

Total Units - If you want to specify a unit distribution for the template, enter the total number of units in this field. The system will use this quantity when calculating the percent for each line item. If you want to specify a percent distribution, leave the Total Units field blank.

Reference ID - This optional field serves as a nickname for the Account. If the Account number you are charging has an associated ID in the Account module of the Resource subsystem, you can enter the Reference ID and the system provides the Account Number.

Account Number - The Account Number field displays the Account number that the system will suggest for the Requisition Line Item Accounts. There are a number of circumstances under which the system uses a different account number. For a list of some of these circumstances, see the section on the Requisition Line Item Accounts window.

Expense Code - The Expense Code field displays an additional account identifier that is used by most General Ledger accounting packages to allocate expenses within accounts.

Percentage (%) - The percentage of the purchase amount to be applied to this account. If you are specifying percentage distributions for the accounts, you can enter the percentage directly. If you are specifying a unit distribution, the system will calculate the percentage based on the values you enter in the Units field on this line and the Total Units field.

Units - The number of units to be applied to this account. The system calculates the percentage based on the values you enter in the Units field on this line and the Total Units field. The total number of units must match the number on the corresponding Requisition or PO Line item

Recalculate Percent - Click the Recalculate Percent button to recalculate all to the percentage fields after you have made changes and if the system has not automatically refreshed the percent calculations.

Total Item Units / Remaining Units - The system calculates the total number of items you have specified for the accounts and how many units are remaining before reaching the quantity specified in the Total Units field.

Total Item Percent / Remaining Percent - The system calculates the total of the percentages for the accounts and the percent remaining before reaching 100%.

If you are specifying units for each account, the system calculates the percentages to five decimal places. However, the system will not force the total to equal 100%. If you have distributed all of the units and the Total Item Percent field shows slightly more or less than 100% you should adjust the percentage on one of the line items to insure that the total equals 100%.

Apply Accounts to Items

If you change the Default Account information on the main record, you can update existing line item accounts by selecting Apply Accounts to Items from the Actions list on the Default Account view. The system asks you to confirm that you want to replace the existing account data with the default accounts. Click Save to apply the new account information.

Receipts

Through the Purchase Order Receipts view, you can view summary information for each Line Item, indicating fully or partially received, whether or not it is forced complete (a partial receipt considered complete), and fully or partially invoiced. Displayed information is maintained by the system and cannot be modified.

Item	Invoiced?		Forced Complete?	Received?	
	Full	Partial		Full	Partial
001	N	N	N	N	N
002	N	N	N	N	N

Receipts view

Expedite

Using the Expedite view in the Purchase Order module, you can create new Expedite records or display the More Info view. If the Purchasing Options Business Rule is on, you can also create Expedite Item records for specific Purchase Order Line Items.

You can also enter Expediting data directly into the Expedite module.

Exp No.	Status	Status Date	Next Expedite	Expeditor
	Open	17 JUL 2007		

Expedite view

Expedite Number - The Expedite Number field indicates the suffix or sequence number of the expedite record. The system creates a unique number for each Expedite record by adding a suffix number to the Purchase Order number when the record is created and saved.

Status and Status Date - The Status field indicates the state of the expedite process. The options are: Open, Closed and Canceled. The system creates new records in Open status. Setting the record status to Closed causes the system to update the Purchase Order with new information if the Update PO with Information Below? check box is checked. Setting the status to Canceled closes the record without updating the Purchase Order.

Note: Ideally, each Expedite record should be closed as soon as it is made, because an Expedite record generally represents a single communication between your organization and the vendor.

Next Expedite - The Next Expedite field indicates when someone should follow up. The field is currently only for review purposes and does not affect any changes elsewhere in the system.

Expeditor - The Expeditor field indicates who is responsible for the expedite process. The Expeditor field is set by the system to the name of the user who first entered the Expediting record. It may not be modified.

Expedite Items

The Expedite Items view stores expediting information for individual line items associated with the expedited Purchase Order. The top of the window includes the Purchase Order Number and Expedite record number. There is also room for your organization to include a user-defined field for reference if, for example, your organization and its vendors use a separate system for tracking deliveries (such as a government procurement and tracking software).

This window is only available if the Purchasing Options Business Rule is turned on.

Item	Seq	Status Date	Status Code	Estimated Delivery	Ship Quantity	Shipment
002	01	18 JUL 2007	Outage Item			<input type="checkbox"/>
003	01	18 JUL 2007	Outage Item			<input type="checkbox"/>
004	01	18 JUL 2007	Outage Item			<input type="checkbox"/>

Expedite Items view

Item - The Item field represents the Purchase Order Item that has been expedited. You can have multiple items referenced on one Expedite record. You can also have one item referenced more than once if, for example, partial shipments of the item will be shipped at different times.

Status - The Status field indicates the disposition of that portion of Purchase Order item. For example, you might have five of the item Shipped and five more Backlogged.

Estimated Delivery - Enter the date that the vendor expects to ship the items.

Ship Quantity - The Ship Quantity field indicates how many of the item are referenced. For example, if six of the item had been shipped and four more were backlogged, you would see two lines, the first with 6 in this field and the second with 4 in this field.

Shipment - The Shipment field can be used to indicate which shipment the line is part of if the expediting process requires multiple shipments.

More Info

The More Info view displays information summarized from the Expedite record. This information includes the vendor Contact and contact Phone Number, whether the Purchase Order has been updated with this information, etc. This window is for review only and cannot be updated. In order to change this information, you must use the Expedite PO module in the Purchasing subsystem.

The associated list of values for the Expedite Items field is controlled by Code Table 154.

More Info view

Post-Issue

Once a Purchase Order is issued to the vendor only certain information can be updated without issuing a Change Order. Essentially, any change that does not involve funds or payments. The Post-Issue window provides a straightforward space that points out the updatable fields.

This window is only available for POs that are in Issued status or higher.

Item	Description	Expedite?	Print Item?	Print Price?	Force Complete	Courtesy Stores
001	Washer, Round, 1/2", Galv.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002	Bolt, Mach., Galv., 1/2"x14" w/Std. Nut	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
003	Brace, Flat, 3/2", Galvanized	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
004	Wire, #8 CU Bare Soft Drawn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Post-Issue view

PO Header Section - You can change information about who will be responsible for receiving the items in this section. The PO number cannot be changed.

The PO Line Items Section - The PO Line Item section lists all the ordered items by their line item number. The Item and Description fields display basic information about the line item to help you identify them. You cannot add line items in these fields, but you can change factors such as whether you want to Expedite items, Print items on the PO, or Force Completion of the shipment.

Expedite? - A check in the Expedite? check box indicates that the item is important enough to be expedited, possibly incurring additional rush or delivery charges.

Print Item? - The Print Item? check box indicates that the item should be printed as a line on the purchase order or change orders. Removing the check from this box is useful for limiting the printing of change orders to specific line items, rather than the original full purchase order list.

Print Price? - The Print Price? check box indicates that the item's price should be printed on the purchase order or change orders.

Force Complete - The Force Complete check box can be used during receiving to indicate that, although the full count was not delivered, the item is to be considered completely received.

Courtesy Stores - Check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

Invoice List

The Invoice List view shows all invoices processed against the Purchase Order record. You can drill-down on the Invoice No and Vendor Code fields to open the associated records in the Invoicing and Vendor modules. The total amount invoiced for the PO is shown at the bottom of the window. Invoices in Cancelled status are listed in the view, but do not contribute to the total amount. A check in the Multiple PO column indicates that the listed invoice applies to multiple more than one purchase order.

This view is not available until the PO is in Invoiced or Closed status.

Invoice No.	Vendor Code	Vendor Name	Status	Invoice Total
98798798798798798	R,JB-VENDOR1	Acme Electronics Supply	CREATED	.00
Total				.00

Invoice List view

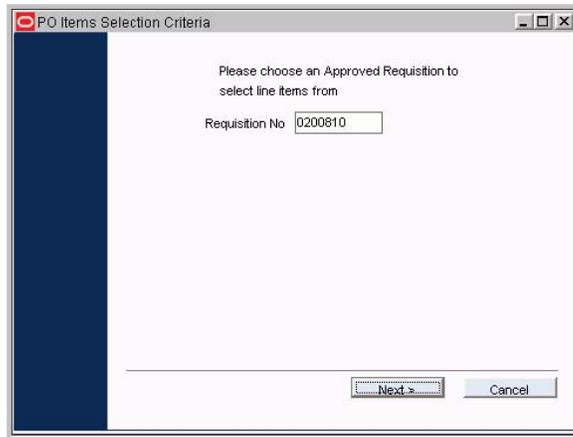
Purchase Order Actions

In addition to various searching and printing options, the Purchase Order Actions list includes: access to the Change Order module, Add Items to a PO from a Requisition, and Transfer Cancelled PO Items. Transfer Cancelled PO Items is only available on the list if you are viewing the detail view of a canceled PO item. Some actions are not displayed unless the logged in user is a [Buyer](#).

How to Add Items to a PO from a Requisition

This Action allows you to start with a Purchase Order, scan for appropriate Requisition line items, and add them to the Purchase Order.

1. **Open the appropriate Purchase Order.**
The Purchase Order must be in Created or Pending Approval status.
2. **Select Add Items from Requisition from the Actions list.**
The system opens the PO Items Selection Criteria window.

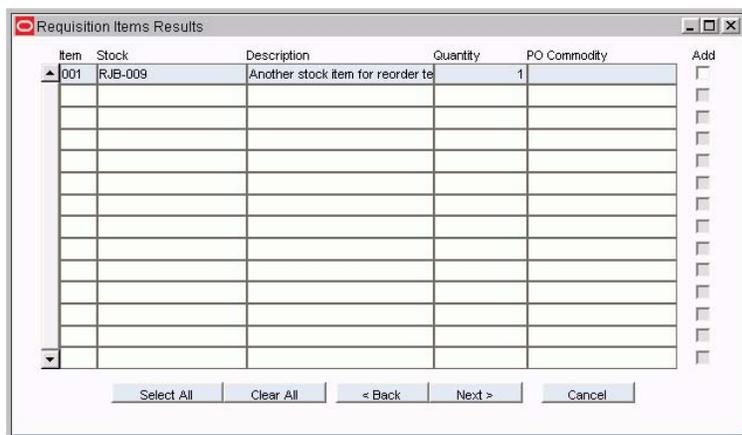


3. Select a Requisition from the list of values.

The list is controlled by the Requisitions module and only shows the Requisitions in Approved and Partially Processed status.

4. Click the Next button.

The system opens the Requisition Items Results window showing the line items on the selected Requisition.



Place a check mark in the Add check boxes next to the items that you want to add to the PO.

You can also use the Select All button at the bottom of the window.

5. Click the Next button.

The system opens the Items to be Added to PO Confirmation window, which tells you how many items have been added.

6. Click the Finish button.

The system opens the PO Finished window.

7. Click the appropriate button.

Click the Start button to return to the beginning of the Action where you can select another Requisition number.

Click the Done button to return to the Purchase Order header.

How to Transfer Cancelled PO Items

This Action is only available if the PO item has been cancelled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are

copied to the specified PO. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

1. **Open the PO record with the canceled items that you want to transfer.**
2. **Select Line Item (Detail) from the Views list.**
3. **Select Transfer Cancelled PO Items from the Actions list.**

This Action is only available if the PO item is in cancelled status.

The Transfer PO Items window opens.

4. **Select either Add to Existing PO or the Create a New PO.**
5. **Enter the required information.**
Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.
6. **Click the Done button.**
The system notifies you of the PO number that you have added to or created.
7. **Click the Done button.**
The system returns you to the PO you were working on.

Issuing the Purchase Order to a Vendor

After the record's accuracy has been reviewed and it is approved you can issue the PO to the Vendor. Print the PO and send, fax, or deliver it to the Vendor in whatever way is used by your organization. Depending on the configuration of your system, you may also be able to e-mail the PO.

Once you have delivered the PO, change the status from Approved to Issued to indicate that the order has been sent. The system then sets all Line Items that have not been canceled to Issued. It also updates the On-Order Quantity and Activity Indicator box in the Storeroom records of any Inventory and Expense type stock items that were ordered, and inserts or updates a Work Order Task Materials record as appropriate.

Note: Only Buyers can change the status of a PO from Approved to Issued.

E-mailing Purchasing Records

If you correspond with Vendors by e-mail, you can save time by e-mailing your Purchase Orders to them as well. To enable this functionality, your DBA or Systems Administrator must configure the PO Report Status Codes Business Rule for e-mail. You must also make sure that a valid e-mail address is entered in your User Profile. The E-Mail Configuration Business Rule must also be properly set to enable this functionality.

Next, add a Purchasing Type to the Vendor's Characteristics view to indicate that the Vendor can receive Purchase Orders by e-mail. Do this selecting Purchasing from the list of values in the Characteristic Type column and selecting E-mail PO as the associated Characteristic.

Once you have indicated which Vendors can receive e-mail, you can select E-mail Purchase Order from the Actions List for Purchase Orders going to those Vendors. If you have added a PO E-mail Address to the Vendor record, the system uses that address as a default address for the Vendor. If necessary you can change the default address before sending the e-mail. When you e-mail a PO to a Vendor, the system records the event in the Purchasing Log.

If the Vendor replies to the e-mail the address goes to the e-mail address set in the User Profile of the sender.

Note: The user guide chapter on Vendors provides more information on approved vendors.

Attachments

To e-mail purchase orders containing attachments, the attachments must be stored on a drive specified in the Attachment Drive Mapping business rule.

Also verify that the “Print” check box is checked in the Attachments view. If it is not checked, the attachments will not be sent with the e-mail.

How to Set a Vendor Record to Receive POs Via E-Mail

1. **Open the appropriate Vendor record.**
2. **Enter or verify the PO E-mail address.**
Since your contact person may not necessarily be the person who receives the Purchase Order, the contact e-mail and po e-mail may be different.
3. **Select Characteristics from the Views list.**
4. **Enter Purchasing under Characteristic Type.**
5. **Enter E-Mail PO under Characteristic.**
6. **Click Save.**
If the PO Report Status Codes Business Rule is set for e-mail, you can now e-mail Purchase Orders to this Vendor.

How to E-Mail a Purchase Order to a Vendor

1. **Open an approved purchase order that is ready to be issued.**
2. **Select E-Mail PO from the Actions list.**
A confirmation box opens asking that you verify the e-mail address. The system automatically enters the e-mail address indicated in the E-Mail PO field on the Vendor record. You can change it if necessary.
3. **Click the Send E-Mail button.**

Making Changes to Purchase Orders

When a Purchase Order is in Created or Pending Approval status, any needed changes can be made without any special processing. Making changes to a Purchase Order only becomes an issue when the Purchase Order has already been Approved or Issued. In this case most users will need to create a Change Order or an Expedite PO record to request changes and have those changes approved.

Only Buyers with the necessary authority have the ability to change the Purchase Order record directly. When a Purchase Order is updated in this way the system automatically creates a Change Order or Expedite PO record as is applicable to the changes.

Change orders are needed for changes that affect quantities or pricing. All of the items from the Views list can be changed using a change order, such as adding or changing line items, notes, attachments, or other supplemental information. Expedite PO records are used for changes to information such as the Shipping Date, Ship to Code, FOB, Promise Date, or other modifications that do not affect cost or storeroom quantities.

To cancel a line item, you cannot delete the record, but you can set the line item Status to Canceled. The system keeps all of the items listed so that you can maintain a history of having ordered the items.

How to Update an Issued Purchase Order in the Purchase Order Module

1. **Open the Purchase Order record.**
2. **Change the Purchase Order status to Updating.**
3. **Make the necessary changes.**

The ability to update Purchase Order information is consistent with the updates allowed in the Change Order module. Line items can be added or canceled as necessary, but cannot be deleted.

4. **Click Save.**

5. **Change the Purchase Order status back to Issued when all updates are complete.**

The system automatically generates a Change Order for changes made to quantity and price, or it creates an Expedite record when changes are made that would normally be made in that module.

Summary

If there is nothing else that needs to be done with the purchase order itself, the next step is to receive your items then wait for the vendor to send you an invoice. Please refer to the Invoicing chapter to learn how to handle invoices when they are received.

Vendors can also be rated based on delivery and quality performance when the items are received. The chapter entitled Vendor Performance Rating will help you to learn more about this step.

To learn more about the purchasing process as a whole, please refer to the Purchasing Overview.

Chapter 5

Blanket Contract

Blanket contracts are standing contracts with vendors, specifying agreement details, items and services which can be purchased. They serve as a way to authorize employees, who are not ordinarily authorized to make purchasing decisions, to generate and issue purchase orders without the involvement of the Purchasing group. In addition, blanket contracts provide ordering information for Automatic Stock Replenishment batch processing functionality.

Blanket Contract Records

A Blanket Contract record can typically be produced in three different ways, depending on how your organization has configured the system:

- **From a requisition** - Anyone who can create a requisition can potentially use the requisition to request a blanket contract, which can then be created using the requisition as a model. You can also use a requisition that has been produced by the system's automatic storeroom reorder processing.
- **From a request for quotes** - Requests for quotes can be initiated in a variety of ways (including, in some cases, from a requisition). During the process of awarding items to the vendors, it is a simple matter to create a blanket contract.
- **Directly** - You can also build a blanket contract directly in the Blanket Contract module.

Blanket contracts also establish spending limits, contract terms, and other options that are binding for every PO cut from them.

The screenshot displays the Oracle Utilities Work and Asset Management V1 7.15 (v6.14) interface for a Blanket Contract record. The window title is "Blanket Contract B000391 000". The interface includes a search bar, a navigation pane on the left, and a main data entry area. The search options show "Blanket/Rev: B000391 000" and "Status: Active". The main area contains fields for Description, Vendor (RJB-VENDOR1), Address (172 Airpark Drive, Denver, CO 33803), Contact Name (W. Coyote), and Limit Amount (25,000.00). The interface also includes fields for Initiation Date (08 FEB 2005), Expire Date (08 FEB 2006), and Extended Date (04 AUG 2006). The buyer is listed as RJB RICHARD BEELER. The interface includes various checkboxes for options like "Template?", "Enforce Limit?", "Allow Automatic WO Release?", "Revision with History", and "Quality Item".

Blanket Contract record

Blanket Contract records are very similar to Purchase Order records in that they contain general vendor and purchase information on the header record, and separate screens for line item lists and details.

When you write a purchase order against a blanket contract, you do also have the option of adding purchase order line items that are not listed on the contract.

Once the blanket contract has been established, you can use the Blanket Contract to PO module to write purchase orders against the blanket contract. You can also write purchase orders against a blanket contract in the Purchase Order module.

Information listed for the contract line items supersedes information that can be retrieved from elsewhere in the system (such as stock information in the catalog).

Blanket Contract Configuration

Settings in the Blanket Contract Processing Business Rule control whether or not the system activates a blanket contract automatically on its initiation date, the tolerances allowed as the blanket nears its limit amount, and other functionality.

Access List

This rule also determines whether the master access list defined in the Blanket Contract Access List Business Rule will be used with blanket contracts. Depending on these settings, users may need to be identified in the Access list view in order to have access to the contract. Purchasing limits are also set here. In addition, the access list is searchable.

Blanket Contract Field Descriptions

The following fields are included:

Blanket and Revision - These fields define the unique identification for the contract.

The Multiple Active Contracts Business Rule determines whether or not a Blanket Contract can have more than one active revision.

Release - The system updates the release number each time a purchase order referencing the blanket contract revision is issued.

Status - You can assign the statuses: Created, Active, Canceled or Closed. Only Active blanket contracts can be used for purchasing. The adjacent date and time field shows when the status was last changed.

Description - Description is one of the values you can specify when searching the Blanket Contract module.

Vendor - Enter the code for the vendor servicing the contract in this field. The system provides a list of values based on the Vendor module. When you select a vendor code, the system supplies other vendor and shipping information from the Vendor record. This information includes the vendor name, contact name and phone number, currency code and exchange rate, FOB information and the standard payment terms for the vendor. The system also supplies carrier information if it is available from the Vendor record.

The address listed is initially retrieved from the Vendor record but can be modified if necessary. Changes made to this address, however, do not affect the Vendor record or any other documents that reference the same Vendor, they only apply to the current record. If you want to apply the change to all references to that Vendor, you must open the Vendor module and make the change there.

The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that, if needed, you can show the characteristic relevant to the purchase.

Auto Pay Ind. - If the vendor referenced on the blanket contract is an Auto Pay vendor, the system checks this box. If you do not want an invoice to be automatically created for purchase orders resulting from this blanket Contract you can click the box to uncheck it. You can re-check the box if you later decide to activate the auto pay feature. The purchase order created will default to the setting designated on the Blanket Contract.

Limit Amount - The Limit Amount field indicates the maximum total amount that can be purchased using the contract. When the used amount reaches the limit amount you may need to renegotiate your contract, or you can simply raise the value indicated in the Limit Amount field.

If the Enforce Limit? check box is not checked, the Limit Amount field only acts as a suggestion. If the Enforce Limit? check box is checked, the system will not allow total purchase orders against the contract to exceed the Limit Amount.

Used Amount - The Used Amount field indicates the amount of the contract that has been spent. The system calculates this amount by adding together the item amounts for all purchase orders that have been issued against the contract. If an issued purchase order written against the contract is closed or cancelled, the PO amount is subtracted from the Used Amount. If the invoiced amount varies from the PO amount, this field is adjusted to reflect the invoiced amount.

When you create a new revision of the blanket contract with history, the Used Amount from the previous revision is carried forward to the new revision. If the used amount from the previous revision is adjusted for any reason, the change also carries forward to the new revision.

Initiation Date - The initiation date is the first date the blanket contract can be used. When the Activate on Initiation parameter in the Blanket Contract Processing Business Rule is set to ON, the system automatically activates the Blanket Contract record on its initiation date.

Expire Date - The expire date indicates the date by which the contract must be renegotiated. When the Close on Expiration Date parameter in the Blanket Contract Processing Business Rule is set to ON, the system automatically closes the blanket contract on its expire date.

Extended Date - If the blanket contract is expiring and you do not yet want to create a new revision, you can enter an extended date. The current revision can continue to be used until the extended date is reached.

Buyer - The buyer code shows the buyer assigned to monitor the contract. You can grant access to the contract to other users by selecting Access List from the Views list. The associated list of values for the field is controlled by the Buyers module in the Administration subsystem.

Lead Time - Use these fields to note the number of days that the vendor has estimated it that will take to deliver the items on the blanket contract.

Carrier - The Carrier fields represent the carrier that will handle the shipping of the contract items. The system provides the carrier when you select a vendor if the Vendor record includes a specific carrier. However, you can change the carrier information the system provides, if necessary.

Originating Requisition - If the blanket contract has been created from a requisition the system will automatically enter that requisition number in this field.

Discount - Checking this box makes the blanket contract available for selection on the list of values when items are being added to a request for quotes from a blanket contract.

Use Master Access List - If the Use Master Access List rule key in the Blanket Contract Processing rule is set to ON, new records are created with the Use Master Access List indicator checked.

Keep the box checked if the list of users defined in the Blanket Contract Access List Business Rule should be applied for the current contract. Remove the check if you want to enter a unique access list for this blanket contract. The indicator does not display when the rule key is set to N.

When you change the indicator to Y, the system checks to see if names currently exist on the Access List for this record. If any are found, the system displays an error message warning that the existing names will be replaced with those on the Master Access List if you continue.

Created On - The system automatically enters the Blanket Contract creation date in this field.

Template - Check this box if you want to use the Blanket Contract as a template. The Template Indicator one of the values you can specify when searching the Blanket Contract module.

Enforce Limit? - The Enforce Limit? check box determines whether the value in the Limit Amount field acts as a true limit, or only a suggested limit. If the Enforce Limit? check box is checked, the system will not allow total Purchase Orders against the contract to exceed the Limit Amount. See the Blanket Contract Processing Business Rule for more on how this indicator is used.

Allow Automatic Work Order Release? - The Allow Automatic Work Order Release? check box is associated with the Work Order Processing Business Rule in the Administration subsystem. The rule can be set to allow Purchase Orders for Direct-type stock items to be created directly from the Blanket Contract as part of the Work Order materials planning process. When this is done, the system checks this indicator. If the indicator is checked, the system can create a Purchase Order when materials are planned against a Work Order. If the indicator is not checked, the system creates a Requisition instead of a Purchase Order.

Category - The category field indicates the type of good or service generally handled by the vendor. The associated list of values for the field is controlled by Code Table 35 in the Code Table and Codes module of the Administration subsystem.

Revision with History - The system checks this box when you create a revision with history. You can also update the indicator directly if earlier revisions exist. This indicator helps processing to update the Used Amount on the current blanket contract when cost adjustments are made to lower revisions.

Quality Item - The Quality Item box indicates that the item has been identified as a Quality Item (subject to specific inspection and inventory procedures) on the Master Catalog record.

How to Create a Blanket Contract Record

1. **Open the Blanket Contract module in the Purchasing subsystem.**
2. **Click the New Icon.**
3. **Select a Vendor from the list of values.**
4. **Enter the Limit Amount for the Contract.**
5. **Enter the Expire Date.**
6. **Select the Buyer code from the list of values.**
7. **Check the Enforce Limit? check box if you want the system to enforce the contract limit.**
8. **Click the Save icon.**

How to Add an Item to a Blanket Contract

1. **Open the appropriate Blanket Contract record.**
2. **Click the List Items button.**
3. **Select the Stock Code from the list of values.**
4. **Enter the Unit Price according to the written contract.**
5. **Enter any additional information your organization requires.**
6. **Click the Save icon.**

How to Activate a Blanket Contract

You can update a Blanket Contract record that is in Active status. However, because contracts are between two parties, you should create a Revision record when terms are renegotiated and changed.

1. Open the appropriate Blanket Contract record.
2. Change the Status to ACTIVE.
3. Click the Save icon.

How to Give Users Access to a Blanket Contract

1. Open the appropriate Blanket Contract record.
2. Select Access List from the Views list.
3. Select a User name from the list of values.
4. Enter the User Limit amount.
5. Enter the Storeroom.
6. Click the Save icon.

How to Enforce a Blanket Contract Limit

1. Open the appropriate Blanket contract record.
2. Check the Enforce Limit? check box.
3. Click the Save icon.

How to Extend the Life of a Blanket Contract

1. Open the appropriate Blanket Contract record.
2. Enter the Extended Date.
3. Click the Save icon.

Blanket Contract Views

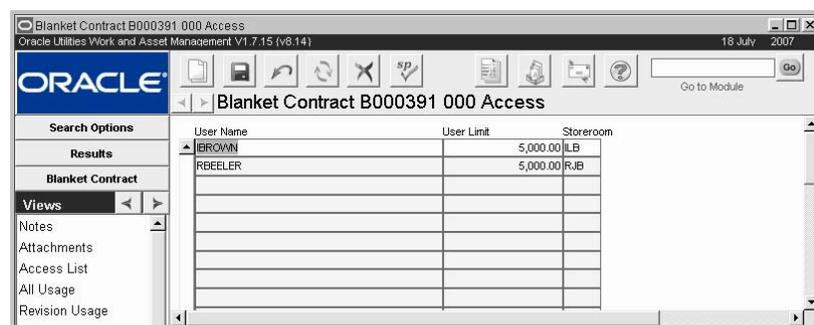
In addition to any standard views, the module includes the following:

Notes and Attachments

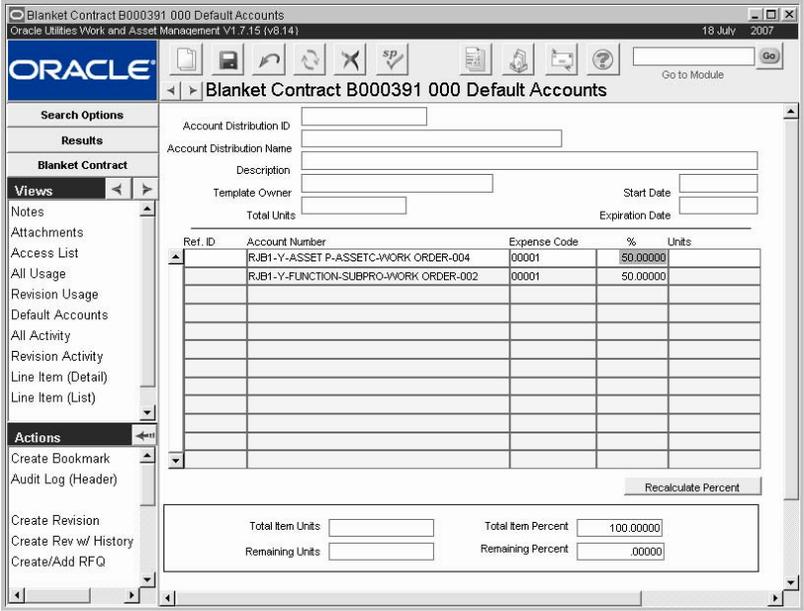
Most modules include Notes and Attachments views. Please refer to the System Basics User Guide for a detailed discussion of these views.

Access List

Select Access List from the Views list to enter the names of users that can charge against the Blanket Contract. Use of this view depends on [business rule settings](#).



Access List view

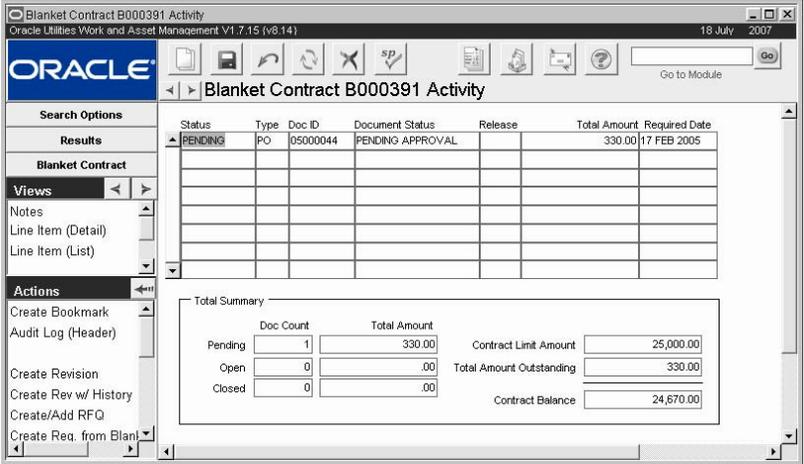


Default Account view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

All Activity

Select All Activity from the Views list to see summary information for all Requisitions and Purchase Orders related to all Revisions of the Blanket Contract. The information shown on the All Activity view is controlled by the system and cannot be updated.



All Activity view

Status - Activity status depends on the type and status of purchasing document referencing the Blanket Contract. Valid Activity statuses are:

- Pending** - Requisitions or Purchase Orders in Created, Pending Approval or Approved status
- Open** - Purchase Orders in Issued or Fully Received status
- Closed** - to Purchase Orders in Fully Invoiced or Closed status

To see only items in a particular status, place the cursor in the status field, press F7 to clear the listing and enter the status you want to display. Press F8 to see the results. The Total Summary fields in the lower section of the window continue to display the total summaries for all the purchasing documents.

Type - Type is either R (Requisition) or P (Purchase Order)

Doc ID - Doc ID is either the Requisition number or Purchase Order number.

Document Status - The status of the Requisition or Purchase Order.

Release - The Blanket Contract release number from the Purchase Order. The system assigns Release Numbers when Purchase Orders referencing the Blanket Contract are set to Issued status. Requisitions and Purchase Orders in Pending status do not have Release numbers.

Total Amount - The total cost of the line items from the Requisition or Purchase Order, without taxes or delivery costs.

Required Date - The Required Date from the Requisition or Purchase Order.

Doc Count - The total number of purchasing documents in Pending Open or Closed status referencing the Blanket Contract.

Total Amount - The sum of the Total Amounts of all purchasing documents in Pending, Open or Closed status referencing the Blanket Contract.

Purchase order totals reflect the Invoiced Amount of the PO Line Item instead of the PO Item Amount. This may cause a temporary discrepancy between this field and the Used Amount on the Blanket Contract header because the Used Amount is not adjusted with the Invoiced Amount until the purchase order is set to Closed status.

Contract Limit Amount - The Contract Limit Amount is the Limit Amount for the Blanket Contract that was open when you selected the view. As this amount is only meaningful for a single Revision, the same number displays whether you select All Activity or Revision Activity from the Views list.

Total Amount Outstanding - The overall total of all purchasing documents referencing the Blanket Contract in Pending, Open or Closed status. The Total Amount Outstanding is the sum of the three Total Amount values to the left.

Contract Balance - The Contract Balance is the difference between the Contract Limit amount and the Total Amount Outstanding amount. This figure represents the amount remaining after all current purchasing is completed. If you open the Revision Activity view for a previous Revision of the Blanket Contract, the Contract Balance may show as a negative number.

Revision Activity

Select Revision Activity from the Views list to see summary information for all Requisitions and Purchase Orders related to this Revision of the Blanket Contract. The information shown on Revision Activity view is controlled by the system and cannot be updated.

Line Item (List)

Selecting Line Item (List) from the Views list opens a screen that displays summary information about all of the Blanket Contract items.

Item	Seq	Stock Code	UOP	Quantity	Unit Price	Total Amount
00001	00005	RJB-0001	EA		21.0000	.00
Description: DC Power Inverter (48 Volt)						
00002	00010	RJB-0002	BX		50.0000	.00
Description: Mechanical Anchors (Double Expansion)						
00003	00015	RJB-0005	EA		25.0000	.00
Description: Wireless USB Network Adapter						
00004	00020	RJB-008	EA		12.0000	.00
Description: Series 2000 Solenoid Pump						
00005	00025	RJB-009	EA		35.0000	.00
Description: Wireless 22Mbps Broadband Router						

Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view, which displays detailed information about the specific Purchase Order item.

Blanket.Rev: B000391 / 000

Item No: 00001 Seq: 00005 Item Status: Active

Stock Code: RJB-0001 Stock Type: INVENTORY

Description: DC Power Inverter (48 Volt)

Procurement Level: Quality Quality Class:

Quantity: UOP: EA PI Ratio: 1 Quote:

Unit Price: 21.0000 Lead Time (days): Taxes: State: Federal:

Total: .00 Discount Percent: Duty:

Vendor Manufacturer Data

Model Number:

Drawing Number:

Vendor Model No.:

Part Number: 129Y21-30Y23109

Item (Detail) view

Blanket, Revision and Item Number - Each item is uniquely identified by the Blanket Contract / Revision Number and Line Item Number. As you insert a new item, the system automatically generates the Line Item Number.

Seq - Sequence numbers determine the order in which Line Items display in the Line Item (List) view. Sequence Numbers can be changed to reorder the display when the Blanket Order is in Created or Active status. You may want to create new Sequence Numbers in increments of five to make it easier to insert new items into the sequence.

Changing the sequence numbers does not automatically change the Item number. You can, however, change the Item numbers to reflect the Sequence order by selecting Resequence Items from the Actions list.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

If the Blanket Contract is based on a Requisition the system completes the Stock Code, Storeroom, Item Type, and Description fields using information from the Requisition and Storeroom records.

You can also choose to leave the Storeroom and Stock Codes blank, ordering goods or services using only the Line Item Description for the purchase. Materials ordered without using a Stock Code will have Temporary Stock Codes generated at the time the Blanket Contract is converted into a Purchase Order.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code selected. You can modify the description as needed.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected, and stored.

The associated list of values for the Procurement Level field is controlled by the Procurement Level Business Rule.

Quote - If the Blanket Contract was drawn from an RFQ the system automatically inputs that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field can be updated and indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Discount Percent - If you have negotiated a discount percentage to be applied to all orders of this type, enter the percent in this field. This value can be used later on Requests for Quotes.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it here if necessary.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. These fields cannot be updated.

The associated lists of values for the Tax fields are controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Model and Part Numbers - These four fields display the model, drawing and part numbers used by the Manufacturers and Vendors to describe the item listed on the Blanket Contract Line Item. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. You can also add additional information here, but updating the information in this window does not affect the record in the Master Catalog.

Blanket Contract Actions

In addition to standard actions, the following can be completed from within the module.

Resequence Items

Select Resequence Items from the Actions list to change the Item Numbers to follow the same order as the Sequence Numbers. When you select Resequence Items, system also renumbers the Sequence numbers in increments of five.

The Resequence Items action is only available when the Blanket Contract is in Created status.

Create a Requisition from the Blanket Contract

If you have the appropriate function responsibility in your User Profile, you can select elect Create Req from Blanket from the Actions list to copy Blanket Contract items to a new Requisition. The system opens a series of windows where you can identify the Blanket Contract (the default is the Blanket Contract you were viewing last), select the items you want to copy, and identify account information.

You can only create Requisitions from Blanket Contracts that are in Active status. When you have finished supplying the information, the system verifies the number of the Requisition created or asks you to supply the number of your system is not set to generate Requisition numbers automatically. You then have the option of continuing to work with the Requisition or returning to the Blanket Contract record.

Creating Revisions

If you have the appropriate function responsibility in your User Profile, you can select Create Revision and the Create Revision with History from the Actions list to create a new Revision of the Blanket Contract.

Select Create Revision or Create Revision with History from the Actions list to create the new record. The system displays the revision number of the new revision.

Create New Revision

New Revisions have the same Blanket Contract Number and the next available Revision Number and contain all of the information included in the original document. All stock code line items listed on the Blanket are copied to the new Revision, along with any existing notes and attachments. When you select Create New Revision the Used Amount is not copied forward from the previous revision.

Revision Created w/History

Revisions Created with History retain the Used amount from the previous revisions. All new revisions are generated in "Created" status. When you activate the new revision, the system sets the previous active revision to Closed status.

Creating revisions with history is useful if your business practice is to create a new revision each time the blanket contract is modified, but only adjust the used amounts at the beginning of your fiscal year.

Creating Revisions from other Purchasing Records

You can also create Blanket Contract Revisions from the Requisition module by selecting Create Blanket from the Actions list, or from the RFQ module as part of the Award process. Although similar, these two actions are processed differently. When you create a new Revision from the Requisition module, line items from the existing Blanket copy over to the Revision.

When you create a blanket contract revision using the Create Blanket action on a Requisition record and the Vendor field on the requisition is already populated, you must select a blanket

contract with the same vendor. If there are no blanket contracts for that vendor, the list of values for the blanket contract revision will not show any valid values.

When you create the Revision from an RFQ the items awarded on the RFQ replace the items on the existing blanket. Since you are likely to base a revision on an RFQ only if you are attempting to get a better price from a different vendor, the new revision should only consist of the line items that were awarded to that vendor on the RFQ.

Reviewing Revision Information

Usage and Revision information from current previous Revisions can be reviewed by selecting All Usage or All Activity (respectively) from the View list.

To see usage and revision information for the current revision only, select Revision Usage or Revision Activity from the Views list.

Creating Requisitions and RFQs

You can create Requisitions and RFQs based on the Blanket Contract by selecting options from the Actions list. These actions are similar, but not identical. When you select either the Create Requisition or Create/Add an RFQ action, the system opens a series of windows where you can select the Blanket Contract you want to copy from, enter additional information, and select items from the Blanket Contract to copy to the Requisition or RFQ.

How to Create a Blanket Contract Revision

You can update a Blanket Contract record that is in Active or Closed status. However, because contracts are between two parties, you should create a Revision record when terms are renegotiated and changed. You can only create a revision for a blanket contract that is in Active or Closed status.

- 1. Open the appropriate Blanket Contract record.**
- 2. Select Create Revision or Create Rev/History from the Actions list.**
If you want to create a Revision that retains usage and activity history from previous revisions, select the Create Revision w/History option.
- 3. Note the Revision number and click the OK button.**
- 4. Open the new revision record.**
- 5. Enter any changes.**
- 6. Set the Status to Active.**
- 7. Click the Save icon when the system notes the status change.**

The system warns you if it finds other revisions that are in Active status (including the original blanket contract). You should understand the nature of these revisions before you let the system set them to Closed status.

How to Create/Add an RFQ

- 1. Select Create/Add RFQ from the Actions list.**
This selection will prompt the system to copy blanket contract items to a new or existing RFQ.

The Blanket Contract Items Selection Criteria window opens.

RFQ Information

Quote

Buyer RUB

Commodity

Description

Required Date 18 AUG 2007

< Back Next > Cancel

7. Click the Next button.

The system opens the RFQ Finished screen notifying you of the RFQ number that you have created or added to, and prompts you to select whether you want to continue work on the Blanket Contract or Work on the RFQ that you created.

8. Click the OK button.

E-Mail Blanket Contract

If you correspond with vendors by e-mail, you may want to e-mail a blanket contract to them to get or quote or verify other information. To enable this functionality, your DBA or Systems Administrator must configure the PO Report Status Codes business rule for e-mail. You must also make sure that a valid e-mail address is entered in your User Profile.

Please refer to [E-mailing Purchasing Records](#) for more information.

Chapter 6

Blanket Contract to Purchase Order

You can use the Blanket Contract to PO module to create Purchase Orders against Blanket Contracts, even if you are not a buyer or a member of the Purchasing group.

Blanket Contract to Purchase Order Records

A Blanket Contract lists items and services that can be purchased from the listed Vendor using the prices and terms defined within the contract. Once a Blanket Contract is established and activated, authorized users and batch stock reorder processing can write Purchase Orders from the contract.

The information on a Blanket Contract to PO record is identical to the information on a Purchase Order. Refer to the Purchase Order section of the User Guide for a detailed description of the fields and Views.

The screenshot displays the Oracle Utilities Work and Asset Management V1.7.15 (v8.15) interface for a Blanket Contract to PO record. The window title is "Blanket to PO 05000044". The interface includes a search options section, a results section, and a list of views and actions. The main data fields are as follows:

Field	Value
Blanket No./Rev	0000391/000
PO Number	05000044
Status	Created
Description	Blanket contract for electrical repair crew
Requestor	
Dept./Phone	
Deliver To	
Deliver to Location	
Initiator	RBEELER
Request Date	
Required Date	17 FEB 2005
Issue Date	
Issued By	
Promise Date	
Blanket Category	
Auto Pay	<input type="checkbox"/>
Total Amount	330.00
Vendor	RUB-VENDOR1 Acme Electronics Supply
Currency	U 1.0000000
Vendor Class	
Contact Name	W. Coyote
Division	
Phone No.	(303)473-2955
Address	172 Airpark Drive
Fax No.	3034732956
City/State/Zip	Denver CO 33803
Buyer	RUB RICHARD BEELER
Buyer Phone No.	
Ship To	
Carrier	FEDEX Federal Express Corporation

Blanket Contract to PO record

Purchase Orders written against a Blanket Contract can be created and processed either directly through the Purchase Order module or through the Blanket Contract to PO module. The Blanket Contract to PO module provides users (who otherwise would have to use a Requisition) a mechanism to write and process Purchase Orders against Blanket Contracts. Users who are on the Access List of the referenced Blanket Contract can also use the Blanket Contract to PO module to process B-type requisitions.

When creating a new purchase order, the list of values for the blanket contract field only shows blanket contracts that are in Active status and are not expired. The signed in user creating the record must also be on the Access List for the originating blanket contract in order for the blanket contract to appear in the list.

The system maintains a history of usage for each contract in the Blanket Contract module.

The following fields are included:

Three fields on the Blanket Contract to PO record that are unique from the Purchase Order record are Status, Approval Routing and Blanket Category.

Status - Since you can only use the Contracts that reference your username on the Access List, no approval checks are required to create a PO from a Blanket Contract. Therefore, Blanket to PO records have no Pending Approval status. You can create a Blanket to PO record in Created status, then set it to Approved without routing it for approval.

Before the system lets you change the status of the Purchase Order to Issued, it checks that the value of the Purchase Order does not exceed your user limit defined in the Blanket Contract Access list. If the Enforce Limit indicator on the Blanket Contract is marked, the system also checks that the value will not cause the Blanket Contract Used Amount (to date) to exceed the Contract limit.

Approval Routing - Blanket to PO records have no Approval Routing field and do not require approval.

Blanket Category - The system returns the Blanket Category from the Blanket Contract. This information cannot be modified.

How to Generate a PO Using the Blanket Contract to PO Module

1. **Open the Blanket Contract to PO module.**
2. **Click New.**
3. **Enter the Blanket Contract number for the Blanket Contract that you want to use.**
The list of values only shows blanket contracts that are in Active status and are not expired. The signed in user creating the record must also be on the Access List for the originating blanket contract.
4. **Enter Requestor, Delivery, and Date information.**
5. **Click Save.**
The system generates a unique Purchase Order number, fills in the Vendor information, and saves the record.

How to Add Purchase Order Items from a Blanket Contract

1. **Open the appropriate Blanket Contract to Purchase Order record.**
2. **Select Pick List from the Views list.**
3. **Click a Stock Code to select that item.**
4. **Update the New Quantity if necessary.**
5. **Select a Storeroom from the list of values.**
6. **Select the work order and task that will be charged for the item from the lists of values.**
7. **Select an Expense code from the list of values.**
8. **Click the Save icon.**

How to Issue a Purchase Order from a Blanket Contract

1. **Open the appropriate Purchase Order record or Blanket Contract to Purchase Order record.**
2. **Change the Status to ISSUED.**
3. **Click the Save icon.**

Blanket Contract to Purchase Order Views

In addition to any standard views, the module includes the views described below.

In addition to any standard views, the module includes the following:

In addition to any standard views, the module includes the following:

Buyer Data

Select Buyer Data from the Views list to display information for the Purchase Order Buyer.

Buyer Data view

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

End User Code - The End User Code indicates how the item is to be used by your organization.

The associated list of values for this field is controlled by Code Table 26.

Credit Card Purchase - A check in this box indicates that the PO can be paid for with a credit card. The system allows personnel to use a specific credit number for purchases if the credit card number is recorded in the User Credit Card Information view of the appropriate User Profile record in the Administration subsystem.

Confirmed - Indicate that you have communicated with a vendor contact in this box.

Confirmation Contact and Date - These fields indicate the vendor representative you spoke with, and the date you spoke to the representative about the Purchase Order.

Confirmation Type - The Confirmation Type fields allow you to indicate how the confirmation was made with the vendor. Options could include phone, fax, mail, etc. Your organization can add codes and corresponding descriptions to Code Table 150 in the Code Table and Codes module of the Administration subsystem.

Terms - The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values. The list of Terms is controlled by the Payment Terms Business Rule.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can select the FOB terms from the associated list of values. The FOB list of values is controlled by Code Table 43.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. The associated list of values for the tax fields are Code Tables 159, 160 and 161.

Receipts

Select Receipts from the Views list to display summary information for each line item, indicating whether they are fully or partially received, whether or not it is forced complete (a partial receipt considered complete), or fully or partially invoiced.

The information in this window is maintained by the system and cannot be modified.

Line Item (Detail)

The Blanket Contract to PO Line Item view provides about the specific purchase order item. The line item views are similar for the requisition, purchase order, and Blanket Contract to PO modules.

You can enter line items manually, or you can copy them from the blanket contract using the Pick List view.

Each item is uniquely identified by the Purchase Order / Line Item Number. You are not limited to only purchasing the items listed on the blanket contract. As you insert a new item, the system automatically generates the Line Item Number, displayed at the top of the Line Item window. Line Items cannot be added or modified once the PO has reached "Issued" status.

If ordering stock items, you can enter a stock code for Inventory and Expense items only if it is listed as an item on the blanket contract. Otherwise, when entering a stock code, it must be for a Direct Purchase stock item.

If you wish to charge the item against a work order, enter the work order and Task Number. (The work order task must be in Active status). A Work Order Task Direct Charge record is automatically generated (or updated if it already exists) when the purchase order is approved.

Line item receipt information is displayed in the lower portion of the window, above the check boxes. The receipt information is maintained by the system and cannot be modified.

Line Item (List)

Since more than one line item may exist for a purchase order, you can view a list of line items for the purchase order by selecting the Line Item (List) view.

Move to the line item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the line item using the scrollbar or the Previous and Next buttons on the toolbar.

Accounts

When you create a requisition or purchase order that references the blanket contract, any line item accounts on the blanket will be copied over to the requisition or purchase order. The system, however, does not require that you enter account information for blanket contracts.

If you enter Default Accounts on the main record before adding line items, the system copies the default accounts to the line items as they are added, provided that account information for the items is not specified elsewhere. Inventory items, for example, use account information from the Storeroom record, regardless of the information entered on the Default Account view.

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Costs

Select Costs from under Line Item (List) on the Views list to view a summary of the purchase order line item costs. This is a summary of costs for the Line Items. Information displayed cannot be modified.

The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Manufacturer Data

Select Manufacturer Data from the Views list to enter the Manufacturer Codes and Part numbers for your line items.

If the item being ordered carries a stock code and the Prime Vendor for that stock item is the same as is listed on the purchase order, the system automatically defaults manufacturer data from the Manufacturer/Vendor view the Master Catalog. If you need to enter a new Manufacturer, you can select it's code from the list of values, which is controlled by Code Table 186 in the Code Table and Codes module of the Administration subsystem.

Asset/Component Information

Select Asset/Component from the Views list to see Asset and Component information for the blanket contract Item. The Asset/Component Information view includes serial number, part number, and model number for an associated Asset or Component. This information can help to insure that the correct parts are ordered.

Asset and Component information can be entered in several ways:

Directly - You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

From another Purchasing Document - If the blanket contract Item is created from a requisition or RFQ item with asset/ component information, the system copies that information here.

From an earlier Revision - When a new revision of the blanket contract is created, the system copies any Asset/Component information to the new Revision.

Blanket to PO Pick List

After you create the new PO you need to add line Items to complete it. You can add Line Items manually, or you can use the Pick list to select Line Items from the Blanket Contract.

The Pick List provides a means for you to quickly add Purchase Order Line Items using the list of Blanket Contract Line Items. For the Blanket Contract listed, all of the Line Items are presented, displaying summary information about each item.

Stock Code	UOP	Unit Price	PO Line Quantity	New Quantity	Strm	Work Order
RJB-0001	EA	21.0000			RJB	
INVENTORY		DC Power Inverter (48 Volt)				
RJB-0002	BX	50.0000				
INVENTORY		Mechanical Anchors (Double Expansion)				
RJB-0005	EA	25.0000				
INVENTORY		Wireless USB Network Adapter				
RJB-008	EA	12.0000				
INVENTORY		Series 2000 Solenoid Pump				
RJB-009	EA	35.0000				
INVENTORY		Wireless 22Mbps Broadband Router				

Pick List view

PO Line Quantity is maintained by the system as the quantity already ordered against the Blanket Contract. The New Quantity is the quantity listed on the Blanket Contract as the default amount to order.

Change the New Quantity to the amount of this item that you want to add to the current PO. If you do not change the Quantity on an item, it will not be transferred to your Purchase Order.

After you change the Quantity of an item, Click the Save icon to transfer it to your PO.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Chapter 7

Request for Quotes

Encouraging competitive bidding between your vendors is a common way of keeping costs under control. However, the process can be time consuming and difficult. The Request for Quotes (RFQ) module makes this task easier and, when used with vendor evaluation information from the Vendor module, can help you establish a regular cycle of vendor evaluations and competitive bidding.

Processing

The Request for Quotes (RFQ) process bridges the gap between the two ends of the Purchasing cycle. At one end, you can use it to make decisions about selecting vendors and establishing contracts leading to purchases. At the other end, you can use it to follow up on Purchase Orders when costs begin to creep upward or vendors do not meet their delivery obligations. Since RFQs can begin from various starting points and end in various results, you can initiate an RFQ from many different kinds of records and, after you have decided which vendors should get your business, you can produce several kinds of follow-on records.

The cycle of events in the life of a request for quotes is roughly as follows:

1. Purchasing agent defines RFQ Parameters
2. The request is created.
3. The items are added.
4. The vendors are chosen.
5. The request is issued to vendors.
6. The vendor quotes are received in the system.
7. The vendors' quotes are entered.
8. The vendors' quotes are analyzed.
9. The items are reserved for or awarded to vendors.
10. Purchasing documents are created to buy the RFQ items.

Once you have established a Request for Quotes record you can begin building the list of items and vendors by selection options from the Views list.

Processing changes slightly if you are working with a [Discount Type RFQ](#).

Request For Quotes 05000003

Oracle Utilities Work and Asset Management V1.7.15 (v8.8) 18 July 2007

ORACLE

Request For Quotes 05000003

Search Options

Results

Request For Quotes

Views

Notes

Attachments

Approvals

Vendor (Detail)

Vendor (List)

Item (Detail)

Item (List)

Vendor Bid Analysis

Item Analysis

Quote: 05000003 Status: Awarded 09 FEB 2005 13:59:42

Initiator: [] Next Approver: []

Record Type: Price

Buyer: RJB RICHARD BEELER

Commodity: []

Description: Electrical repair supply RFQ

Required Date: 28 FEB 2005

Total Vendors: 1 Total Items: 5

Received: 0 Awarded: 5

Issued: 0

Bid Multiplier Indicator

Quality Item

Request for Quotes record

Discount Type RFQs

There may be times when you are soliciting vendors for discount rates on items. The Request for Quotes module can help you to organize the vendor's responses in the same way that it helps to organize straight price quotations.

On the header record you can select either Discount or Price to determine the type of Request for Quotes you will be working with. The default is set to Price since Discount type Requests for Quotes would usually only be used under special circumstances. Once you select the Record Type and save the record, the option cannot be changed.

Processing for Discount type Requests for Quotes only differs from Price type Requests for Quotes in the following aspects:

1. You can only create them from another Discount type Request for Quotes, from a Blanket Contract with the discount contract indicator set, or manually.
2. Items on a Discount type Request for Quotes do not reference master catalog.
3. The Unit Price fields on the View windows are changed to Discount Percent fields.
4. When you select Discount as the Request Type on the RFQ, the Item (Detail) and (List) Views become Item Discount (Detail) and (List). All of the other views also change slightly to incorporate Discount Percent related fields. These changes are noted in the field descriptions for these Views.

Other than these slight modifications, you will find that processing for Discount type Requests for Quotes is essentially the same as normal RFQ processing.

Determining RFQ Parameters

It is a good idea to plan before you begin to build an RFQ record. Decide on the items that you need, your delivery schedule, and the types of concessions that you will allow the vendors if they cannot offer your first choice.

When you decide to begin a competitive bidding process, the first thing that you need to do is make a list of the items that you need to order, determine your desired delivery time, and decide whether or not you will accept substitutes for some of the items. You can enter these parameters directly into the RFQ module or, as a shortcut, you can use the Actions list to guide you through the process of picking items from existing sources within the system.

Another important parameter when developing an RFQ is which vendors to consider. You can enter the vendors by hand, but the system includes an Action to help with this as well. By

selecting Add Vendors from Another RFQ from the Actions list you can select vendors from other RFQs within the system.

Request for Quotes Field Descriptions

The following fields are included:

Quote Number - Depending on the configuration of the system you can enter a unique number, or the system automatically creates a number for you.

Status - The system creates the new record in Created status. As the request is processed it can go through any of the other statuses: Pending Approval, Approved, Issued (submitted to vendors), Ready for Award (all quotes have been received), Awarded (all items have been awarded to a vendor), and Canceled.

The system enters the date that the status was last updated in the blank field next to the status.

Initiator - The Initiator field indicates the person responsible for creating the original RFQ record. If the RFQ has been generated by the system through automatic reorder for a Storeroom, the system will enter STORES REORDER in this field.

Next Approver - A The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem. Next Approver must be entered before you can change the status to Pending Approval.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Record Type - This field allows you to determine whether you will be receiving straight price quotes or discount quotes from Vendors. Normally you would be receiving price quotes, but in special circumstances you may need to set up an RFQ to handle discount percentages rather than prices. In this case, you can select Item Discount (Detail) from the views list to enter discount percents. The Bid Multiplier and Quality Indicators are removed from the header as these indicators do not apply for Discount type Requests for Quotes.

Once you select the Record Type and save the record, the option cannot be changed.

Buyer - This field represents the code for the buyer who is responsible for this Request for Quotes. When you select a buyer from the list of values the system supplies the buyer's name and phone number. The list of values is controlled by the Buyer module in the Administration subsystem.

Commodity - The Commodity code represents the type of item to be quoted on. This field can be useful as a search criteria when you are looking up RFQs. It has an associated list of values which can be used to select the appropriate code for the item.

Description - Use this field to enter a general description of the request. Remember that when other windows display this description, only the first few words will show, so make sure to make the first words are actually descriptive rather than entering extra words such as "This Request for Quotes...".

Required Date - Enter the deadline by which you need the quotes back from the vendors.

Total Vendors - Total Vendors is the total number of vendors listed on the RFQ

Received - Received indicates the number of vendors who have sent in quotes.

Issued - The Issued field indicates the number of requests that have been sent to vendors. To examine which vendors have been sent the request select Item (List) then Vendor Bid Details Views list.

Multipliers are defined in the Vendor Performance Ranges Business Rule.

Total Items - The Total Items field represents the number of items on the request. To examine which items have been included, open the Items (List) view.

Awarded - Awarded indicates the number of items which have been awarded to vendors.

Bid Multiplier Indicator - If the Bid Multiplier indicator is checked, the system weights a vendor's bid depending on their performance rating.

For example, an RFQ was issued for one item to two vendors. Vendor A had a poor performance rating over the past 3 months. Vendor B's rating is very good. Vendor A bids \$20 for the item and Vendor B bids \$21. If the Bid Multiplier is not checked, the best price goes to Vendor A. However if the Bid Multiplier is checked, the system multiplies the bid by a value that correlates to 3 months of poor ratings causing Vendor A's weighted bid to go up to \$22 and the best price goes to Vendor B. For more information on Vendor Performance, please refer to the Vendors chapter.

Use of the bid multiplier is optional and is not applied unless the check box is checked. It is only used by the system to determine the best price vendor and does not modify the actual bid. The buyer or other user can use his or her discretion in making the final selection.

Quality Item - The Quality Item box indicates that in the Master Catalog or on the original Purchase Order the item was identified as an item that is subject to certain inspection and inventory procedures.

When items that have been designated as Quality in the Procurement Level field of the Master Catalog record are listed on a purchasing document the system automatically checks the Quality Item indicator on the record and fills in the Quality Class field with the information from the Master Catalog record. These objects are then subject to special processing in the system in order to be purchased or received.

In addition to any standard views, the module includes the following:

In addition to any standard views, the module includes the following:

Creating an RFQ

Once you have established a Request for Quotes record you can begin building the list of items and vendors. After you add the items and vendors to the record, issue the RFQ to the vendors, receive the quotes, analyze the quotes, and make the appropriate awards so that you can issue the Purchasing documents and receive the goods or services that you need.

A Request for Quotes can be built from several different sources – from the Master Catalog, Requisitions, Purchase Orders, Blanket Contracts and other Requests for Quotes. The awarded items can be handled in several ways – creating a new Purchase Order, adding to an old Purchase Order, creating a new Blanket Contract, etc.

While the versatility of RFQs can be convenient, it also creates the possibility of mixing items that cannot be awarded in the same way. For example, items from several stockrooms could be awarded to one vendor, but you will not be able to issue one Purchase Order for all the items. Figuring out which items are on which Purchase Orders can quickly become complex, so it is worthwhile to keep your Request for Quotes simple, perhaps issuing several small Requests for Quotes rather than one large, complex one.

Use the Request for Quotes module to begin the process from scratch or to complete a request that is in Created status. Once the basic record is created, use the Actions list to add vendors and items, issue the RFQ, and complete the process.

How to Create a Request for Quotes

1. **Open the Request for Quotes module in the Purchasing subsystem.**
2. **Click the New icon.**
3. **Select a Record Type.**

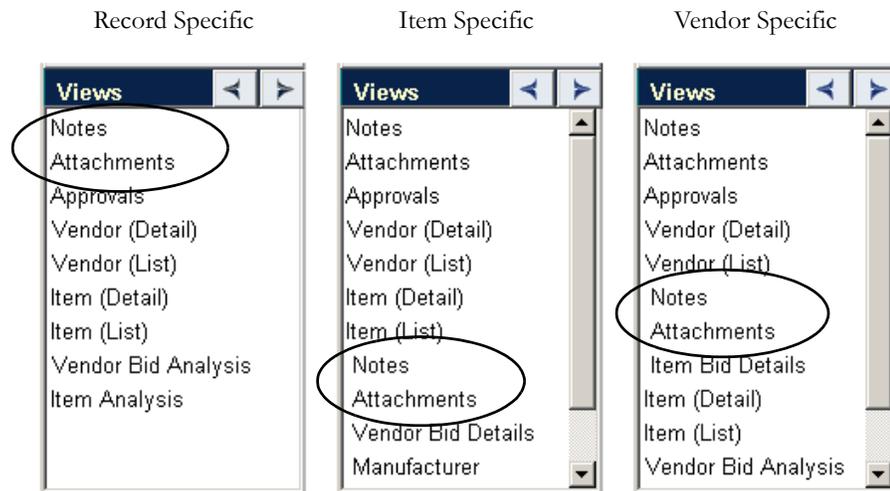
Once you make a selection and save the record this option cannot be changed.

4. **Enter a Buyer Code or select one from the list of values.**

5. **Enter a Description.**
6. **Enter the Required Date.**
This is the deadline for the vendors to return their quotes for evaluation.
7. **Enter a commodity code if necessary.**
8. **Click the Save icon.**
The system saves the record, confirms that the ID number is unique, or automatically creates a number.

Attachments and Notes

In the Request for Quotes module there are notes and attachments records for the overall RFQ record, for the individual vendor records, and for the individual item records. Select Attachments or Notes from the appropriate section on the Views list to include the required supplemental information.

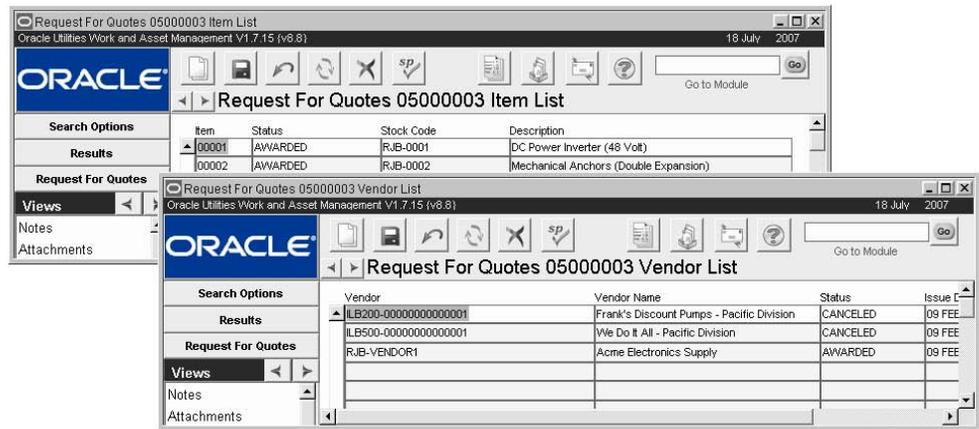


Managing Items and Vendors

Add the line Items that you want price quotes for and the vendors that you want to obtain those quotes from using the (Detail) and (List) views for items and vendors.

(List) Windows

The Item (List) and Vendor (List) views are display only windows that summarize information on the items and vendors that you have included on the RFQ.

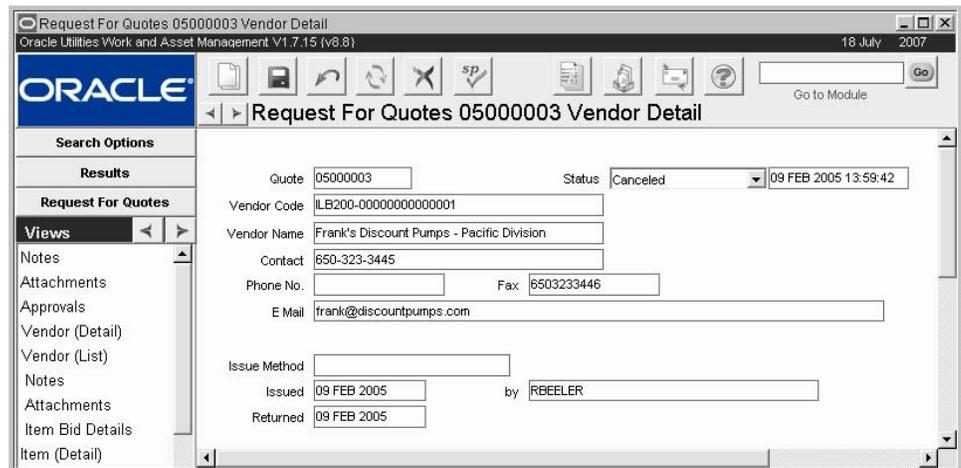


Item (List) and Vendor (List) views

Vendor (Detail) View

You can add vendors manually in this view, or you can choose actions from the Actions list to add vendors from another RFQ.

Add the vendors that you want to send the RFQ to by selecting Vendor (Detail) from the Views list. Vendors that you add must already be entered in the Vendor module. If you want to add a vendor that does not already exist in the system, you must first create a new record in the Vendor. The system adds the new Vendor information including the Vendor Code to the list of values that you call up when adding the vendor to your RFQ. You can also add vendors from another RFQ by selecting the action from the Actions list.



Vendor (Detail) view

Vendor Code, Vendor Name, Contact, Phone Number, Fax, and E-Mail - Select the Vendor code from the list of values. The system provides the vendor name, contact name, phone and fax numbers and e-mail from the appropriate Vendor record.

Status - Created - The system creates the new record in Created status. Valid statuses from created are Issued and Canceled.

Issued - The Vendor record goes into Issued status when the request is submitted to the vendor. If the status is changed to Issued on the header, the system automatically changes all of the vendor details to Issued as well. Valid status changes from Issued are to Canceled, Received, or Re-issued.

Received - Once the vendor submits a bid, the record should be changed to Received status. The only valid status change from Received is to Canceled.

Re-issued - If there are multiple rounds of bids, the record is placed in Re-Issued status when the request is sent back to the vendor. Valid status changes from Re-issued are to Received or Canceled.

Awarded - When a vendor's wins the bid for an item, the system changes the vendor detail status to Awarded.

Canceled - The record should be changed to Canceled status when the vendor is withdrawn from consideration for the request.

Most of these statuses are updated by the system as you process the RFQ and cannot be modified in this window.

Issue Method - Choose an Issue Method from the list of values to indicate how the request should be sent to the vendor. When you issue the request, the system automatically prints or sends the document according to your selection. The Issued date is entered by the system when the status of the request is changed from 'Created' to 'Issued'.

Returned - The Returned date is the date that you changed the vendor status to Received, indicating that you received (and entered) the vendor's quotes.

Adding Vendors to an RFQ Record

Vendors that you add to an RFQ record must already be entered in the Vendor module. If you are adding a vendor that does not already exist in the system, you must first open the Vendor module and create a new vendor record. The system adds the new vendor information including the Vendor Code to the list of values that you call up when adding the vendor to your RFQ.

Once the vendor's record is in the Vendor module, you can add the vendor to your RFQ. Either enter the information manually into the record or transfer the information on a vendor from another RFQ to the record you are currently working on. For example, as a buyer you might remember that a vendor did very well on an RFQ for similar items. You could find that RFQ and select the vendor. After you select the vendor the system automatically adds that vendor to the RFQ vendor list.

How to Manually Add a Vendor to an RFQ

1. Open the appropriate Request for Quotes record.
2. Select Vendor (Detail) from the Views list.
3. Click New.

A new Vendor (Detail) record opens.

4. Select a Vendor Code from the list of values.

The system fills in the contact information according to what is in the Vendor module for this vendor. If any of the vendor information is missing or incorrect you can enter or change it. However, changes you make will not be reflected in the Vendor module.

5. Enter an issue method.

This will indicate how the RFQ will be delivered to the vendor.

6. Click Save.

The system saves the record and updates the total vendors information on the Request for Quotes record.

The Issued and Returned fields are populated by the system when you change the Vendor (Detail) record to Issued or Received status. These dates keep track of when the request was sent out and when the quote was returned by the vendor. The system also fills in the User ID field automatically when the status is changed. The dates can be modified if necessary, the username cannot.

How to Add Vendor Information from Another RFQ Record

1. Open the Request for Quotes record.

2. Select Add vendors from Another RFQ from the Actions list.

3. Enter or select the RFQ number and click Next.

The list shows RFQs in any status.

4. Click the check boxes next to the vendors that you want to place on your Request for Quotes list.

You can also use the Select All and Clear All buttons to select or deselect all vendors.

5. Click Next.

The system notifies you that the items have been added.

Note that the system has already added the vendors at this point, if you close the wizard using the close window button in the upper right corner, the vendors will still be on the list.

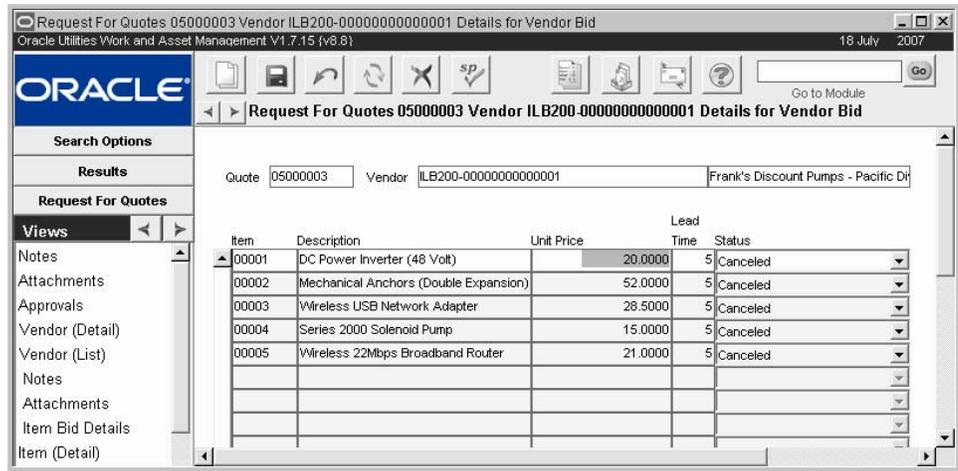
6. Click OK.

The system adds the vendors to the list, closes the wizard, and returns to the RFQ record. Select Vendor (List) from the Views list to verify which vendors are on the RFQ.

You can repeat these steps if you want to add more vendors from other RFQs.

Item Bid Details

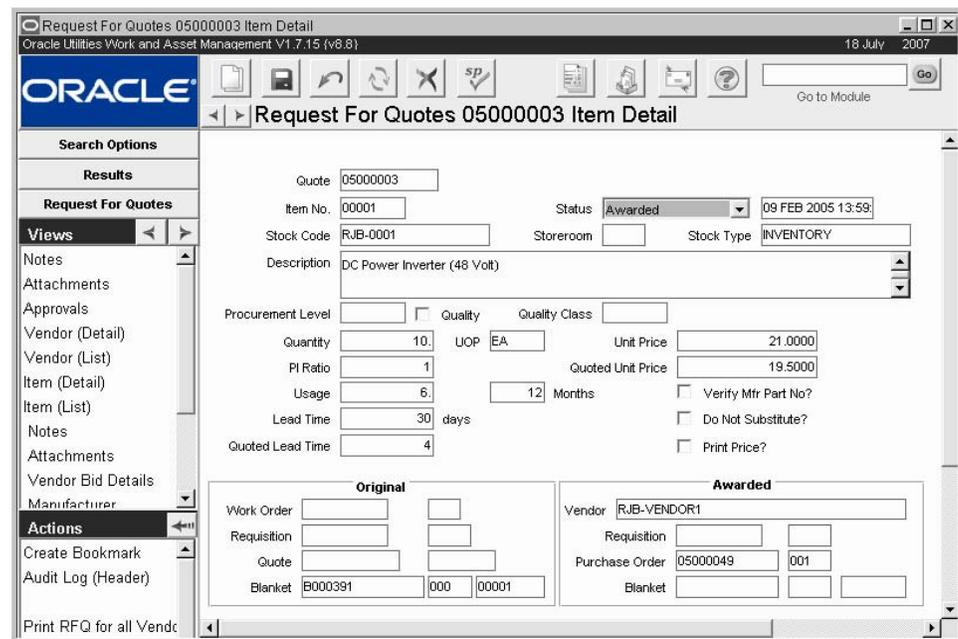
The Item Bid Details view allows you to enter the quotations received from vendors by item. You can enter the vendor's price and lead time for each item. This process is described in more detail in a later section of this document.



Item Bid Details view

Item (Detail) View

Add the Items that you want to send the Request for Quotes to by selecting Item (Detail) from the Views list. You can also add Items by selecting Add Items from Other Sources from the Actions list. The system prompts you to choose which source to take the items from. Options include adding from a Requisition, a closed Purchase Order, a Blanket Contract, the Master Catalog, or from another RFQ.



Item (Detail) view

Note: Remember, on Discount type Requests for Quotes, this screen is replaced by the Item Discount (Detail) screen. The information is essentially the same with some fields omitted.

Quote, Item No., and Status - The system automatically enters the RFQ number and assigns an Item number to the item. New Items are generated in Created status, and you can change the status to Issued, Awarded, or Canceled depending on what stage in the cycle the item is in.

Stock Code, Storeroom, Stock Type and Description - If the RFQ is based on a Requisition the system completes these fields using information from the Requisition.

Inventory and Expense stock items may not be charged against a Work Order. If the Purchase Order will be for Stores Replenishment, you must enter a Storeroom and Stock Code. If the Purchase Order will not be for Stores Replenishment and you enter a Storeroom and Stock Code, only Direct Purchase type stock items are listed as valid stock codes to order. You can also choose to leave the Storeroom and Stock Codes blank, ordering goods or services using only the Line Item Description for the purchase.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code. Only 'active' Stock Codes / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

Quantity, UOP, Unit Price, and Quoted Unit Price - Enter the quantity of the item that you want the vendor to bid on. You can refer to the usage and lead time information provided by the system to help estimate the optimum quantity.

The Unit of Purchase is supplied by the system from the UOP field in the Master Catalog when you select a stock number, however you can change it if necessary.

If you have indicated the Storeroom, the system enters the Last Invoice Price for the item in the Unit Price field. You can modify this information if necessary. The system enters the price quoted by the vendor when the item is awarded.

PI Ratio - The system supplies the Purchase to Issue Ratio from the Master Catalog record for the item.

Usage and Months - The system indicates the total usage of the item for the storeroom. This information with the lead time can be used for estimating the number you want to use in the Quantity field.

Lead Time and Quoted Lead Time - The system provides the lead time for the item from the Master Catalog record. The system enters the lead time quoted by the vendor when the item is awarded.

Verify Manufacturer? and Do Not Substitute? - The Item window also includes two check boxes that provide comments to the vendor when the request is issued.

Check the Verify Manufacturer? box if you want the vendor to verify the manufacturer's part number so that you can update this information on the Master Catalog record.

Check the Do Not Substitute? box if you do not want the vendor to substitute the item with one that has different specifications, is made by a different manufacturer, etc.

Summary Information - The bottom of the window includes summary information on the item including the identification number if the item was placed on the list from a Work Order, Requisition, another Request for Quotes, or a Blanket Contract. Once the item is awarded to a vendor the system also shows the vendor's award, and if the item has been ordered the system will also indicate the purchase order number and, if appropriate, the blanket contract number.

Once you have saved the record, it will be included on the list but will not be updated to the bottom of the header window until you exit the record and return.

Adding Items to an RFQ Record

As mentioned earlier, you can add items to an RFQ from many different source records. These sources include the Master Catalog, Requisitions, Purchase Orders, Blanket Contracts, other Requests for Quotes, or manually. While each procedure is slightly different they are all similar

enough so that once you are familiar with one method, you will be able to complete any of the methods on your own.

Caution: A request for quotes can be built from the several different sources listed above and the awarded items can be handled in several ways - creating a new purchase order, adding to an old one, creating a new blanket contract, etc. While this can be convenient, it also creates the possibility of mixing items that cannot be awarded in the same way.

For example, items from several stockrooms could be awarded to one vendor, but you will not be able to issue one purchase order for all of the items. Figuring out which items are on which purchase orders can quickly become complex, so it is worthwhile to keep your request for quotes simple, perhaps issuing several small Requests for Quotes rather than one large, complex one.

If you are working with a [Discount Type RFQ](#) this process is slightly different.

The following process shows how to add items manually and how to add them from another RFQ.

How to Manually Add Items to an RFQ

1. Open the appropriate Request for Quotes record.

2. Select Item (Detail) from the Views list.

The system opens the item window for your first item.

3. Enter the item details.

Typically you will only fill in the Stock Code, Storeroom, and Quantity fields. The system brings the rest of the information from the Storeroom record. However, any missing or incorrect information can be changed if needed.

If you are working with a [Discount Type RFQ](#) you only enter an item description. These types of requests do not reference the Catalog module.

4. Use the check boxes to indicate whether you want the vendor to verify the manufacturer's part number, and whether the vendor is allowed to substitute with a similar item.

This option is not applicable for discount type RFQs.

5. Click Save.

The system assigns an item number and saves the record. If you want to enter additional items click the New icon and repeat the steps.

These fields are the same as they appear on a Purchase Order Line Item (Detail) window. For more information on the specific fields, please refer to the Purchase Orders chapter.

How to Add Items to an RFQ from Another RFQ

If you are working with a discount type RFQ you can only add items from another discount type RFQ or from a blanket contract with the discount contract indicator checked. The process is essentially the same regardless of the document type chosen in Step 3.

1. Open the Request for Quote record.

2. Select Add Items from Other Sources from the Actions list.

The Add Items wizard opens and prompts you to select a source document type from which to add the items.

You can add items from the Master Catalog, Requisitions, POs, Blanket Contracts, and other RFQ's that are in Approved status or higher.

3. Select the Purchase Order radio button.

4. Click Next.

A new window opens. This window functions like a limited search options panel.

5. Select the PO number from the list of values.

The system only displays purchase orders that are in Closed status.

6. Set additional selection criteria if necessary.

If you want to see all of the items from the purchase order that you selected, leave the remaining fields blank.

7. Click Next.

The system searches and displays a list of items matching your selection criteria.

8. Place a check in the Add column for each item that you want to Add to the RFQ.

You can use the Order By box in the upper right corner of this screen to change the sort order of how the items are displayed if needed.

9. Change the quantities for the items that you want quotes for if necessary.

You can also make adjustments to the quantities later if needed.

10. Click Next.

The system advises you that the items have been assigned to the list and that if you click the OK button, the system will add the items to the request.

If the quantity for one or more items is blank or zero (0), the system warns you and highlights the first item that needs a quantity. At this point you have the opportunity to go back and make modifications or to cancel the action if necessary.

11. Click Next.

The system advises you that the items have been added.

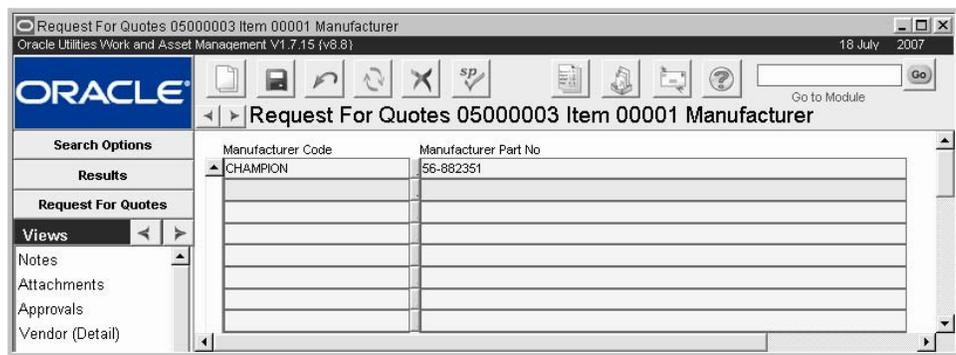
12. Click OK.

The system saves the items to the request list, closes the wizard, and returns to the request record.

You should highlight the entire Quantity field before you change the quantity. Since the field is already 'full' of information and all the spaces are already occupied, the system will not allow you to add characters without first making room for them.

Manufacturer

When the system is creating the RFQ record, it adds manufacturer information given in the Manufacturer/Vendor module of the Master Catalog record for items that have the Copy Manufacturer to RFQ indicator checked. You can update the information in this window if necessary, however these updates do not affect the record in the Master Catalog.



Manufacturer view

Asset/Component

The Asset/Component view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered. If the RFQ Line Item is created from a Requisition, Blanket Contract, or another RFQ item with asset/ component information, the system copies that information here. You can also enter the information directly by selecting the Asset Type and ID or the Component ID. These

are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

The screenshot displays the Oracle Utilities Work and Asset Management V1.7.15 (v8.8) interface. The window title is "Request For Quotes 05000003 Item 00001 Asset/Component". The interface includes a search bar, a navigation pane on the left with "Views" and "Actions" sections, and a main data entry area with two sections: "Asset Information" and "Component Information". Each section contains fields for Asset ID, Serial No., Manufacturer, Part Number, Drawing Number, Model Number, and Revision.

Asset Component view

Request for Quotes Actions

In addition to various searching and printing options, the Request for Quotes Actions list includes the following options that assist in adding items and vendors to the RFQ as well as in processing the document. The Actions list varies depending on the status of the record. The following sections provide more detail on the listed actions:

Add Vendors from Another RFQ - You can add vendors from requests in any status. You can also add individual vendors by opening the Vendor (Detail) view and inserting a new record.

Add Items from Other Sources - You can add items to an RFQ from a Requisition, a Closed PO, a Blanket Contract, or another RFQ. You can also add individual items by opening the Item view and inserting a new record.

Award to Vendor - Select this Action to make the final award of the RFQ to the vendor.

Export RFQ to File and Export Blkt RFQ to File - The RFQ must be in Issued status for these options to appear on the Actions list. Using the Export RFQ to File actions, you can prepare an electronic file of your Request for Quotes.

Import RFQ from File - The RFQ must be in Issued status for this option to appear on the Actions list. Using the Import RFQ from File Action, you can send bid information as an electronic file and bring that information back into the system automatically.

Reserve Items - Mark items that you want to award to specific vendors by selecting the Item in the Item Analysis window then selecting Reserve Items from the Actions list. Make your selections very carefully. Once you reserve an item for a vendor you cannot reverse the reservation.

You can also use the system to issue and receive the completed RFQ form as a text or Excel file from vendors. For an explanation of how to do this please refer to online help.

Issuing the RFQ and Receiving Vendor Quotes

Once you have put together your request and obtained the necessary approval, you can send it to your vendors. Typically, you will want to print out the RFQ and send it to each of the vendors that you are considering. The system prints a copy labeled for each vendor, ready to be mailed. When the vendors receive the form, they can fill it out and return it, and you can then enter their quotes by hand. Depending on the system configuration, you might also be able to send a fax of the RFQ directly from the system.

When you select "Print Request for Quote" from the Actions list, the system generates the [Request for Quotes Report](#) to send to the vendor. Settings in the Purchasing Options business rule determine whether the report shows the billing address or the shipping address as the "From address" on the report.

Another way you can issue the RFQ is to turn it into a spreadsheet for a program like Excel or Lotus, and e-mail the file to each of your vendors. One advantage of issuing the RFQ in this manner is that the vendors can fill in their quote information, e-mail the updated files back to you, and the system can input the information. This process can save you time and reduce the probability of data-entry errors.

Issuing the RFQ - When you are ready to send the requests to your vendors, you only need to update the RFQ record to show that it has been issued. The system will produce the appropriate request documents for the vendors according to the method chosen for each vendor.

How to Issue an RFQ to all Vendors

1. **Open the appropriate Request for Quotes record.**
2. **Set the status to Issued.**

The record must be approved before it can be issued.

The system sets all of the Vendor (Detail) statuses to Issued, and updates the Issued Date and User ID on the Vendor (Detail) and (List) views.

3. **Select Print RFQ for all Vendors from the Actions list.**
- The system prints the RFQ for all appropriate vendors.

Adding Additional Vendors After Issue

Typically, you choose all of the vendors to include before you issue the RFQ, but in some cases, you might want to include a vendor in the bidding after the RFQ has been issued to the other vendors. You can add additional vendors after the record status has been set to Issued, but you cannot make any additions after the status has been set to Awarded.

How to Add an Additional Vendor and Issue a Request for Quotes

1. **Open the Request for Quotes record.**
2. **Select Vendor (Detail) from the Views list.**
3. **Click New.**
4. **Enter the vendor information as you did in the section entitled Adding Vendors to an RFQ Record.**
5. **Change the status to Issued.**

The system warns you that you have changed the record and ask you if you want to save the changes. If you want to continue click yes, otherwise click cancel.

If you do not have the proper authority, you may have to obtain additional approval on the record before you can issue to this new vendor.

6. **Select Print Request for Quote from the Actions list.**

The system saves changes, updates the summary information throughout the module, and prints the record.

Exporting the RFQ to Issue to Vendors

By selecting Export RFQ to File (or Export Blkt RFQ to File) from the Actions list, you can prepare an electronic file of your Request for Quotes to send to the vendor. The Export action produces either a formatted Excel file or a standard tab-delimited text file that can be imported into other applications. You can then send the file to a vendor by copying it to a floppy disk and mailing the disk, or by e-mailing the file as an attachment. The RFQ must be in Issued status for this option to appear on the Actions list.

Exporting to an Excel file is initially more complex than exporting to a flat text file. First, both your computer and the receiving vendor's computer must have Excel 97 (or above) installed. The export process formats the Excel file using Excel macros. If Excel is not available to interpret the macros, the process will fail. The export to a tab-delimited text file is the easiest for you to do, but the file may require considerable formatting. For this reason, you may want to consider exporting to an Excel file.

How to Export an RFQ

1. Open the appropriate RFQ record.

The record must be in Issued status.

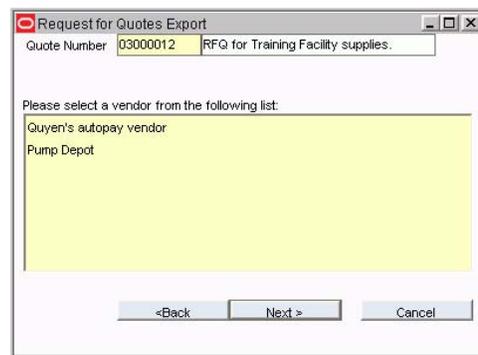
2. Select Export RFQ to File from the Actions list.

The system opens the Request For Quotes Export window.



3. Click the Next button.

The system opens a screen displaying the Quote Number and the eligible Vendors.

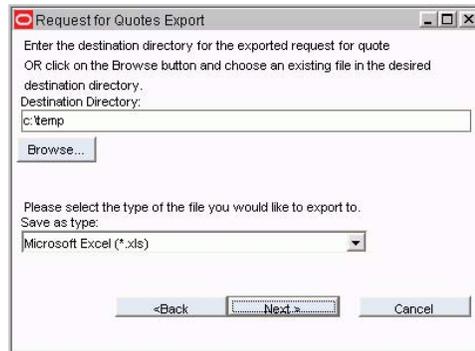


If you need to export files for a different Requests for Quotes, you can use the Quote Number list of values to select a different RFQ. The list only shows Requests in Issued status and when you select a Request, the list of eligible vendors changes.

Or select Export Blkt RFQ to File from the Actions list if you are exporting an RFQ created from a Blanket Contract and you wish to retain information related to the Blanket Contract.

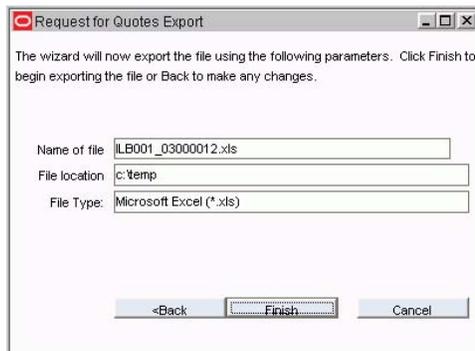
4. **Select a vendor.**
5. **Click the Next button.**

The system opens the screen where you select where to export the file, and how it should be exported.



6. **If necessary, enter a different path, or click the Browse button, to indicate where you want the export file to be located.**
7. **Select Microsoft Excel™ (*.xls) or Flat File (*.rfq) from the Save as Type pull-down list.**
8. **Click the Next button.**

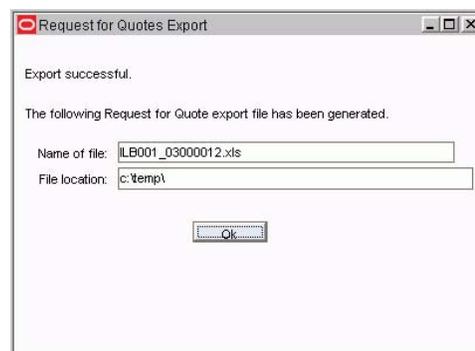
The system opens the next Request for Quotes Export window, which shows summary information about the planned export. The system creates the file name by using the Vendor code, the RFQ ID number and the appropriate file extension (.xls or .rfq).



9. **Click the Finish button.**

If you chose to create an excel file the system pauses while it opens Excel and creates the export. A message appears warning that you are opening an Excel file containing macros. Click Enable Macros to continue.

The system then creates the export and opens the final window, notifying you it has created the file.



10. **Click the OK button.**

The system returns you to the Request for Quotes record.

Receiving Vendor Quotations

Once all of your vendors have been issued an RFQ you should start receiving their quotations. At this point, you need to enter the quotes as received, and transfer the information from them so that you can analyze and compare them later.

How to Receive a Quote

1. **Open the Request for Quotes record.**
2. **Select Vendor (List) from the Views list.**
3. **Find the Vendor record that you want.**
4. **Change the status from Issued to Received.**

The system notifies you that you have changed the record and asks if you want to save the change.

5. **Click Save.**

The system saves the changes and updates the Returned field. It also changes the status for the Items for that vendor to Received.

Now you have to enter the actual quotes.

6. **Select Item Bid Details from the Views list.**

The top section of the window displays summary information about the Request for Quotes and the vendor. The middle section of this window contains the list of the items that were sent to the vendor to quote on. At the bottom of the window, you will find summary information on the selected item.

Request For Quotes 05000003 Vendor ILB200-000000000000001 Details for Vendor Bid

Oracle Utilities Work and Asset Management V1 7.15 (v8.8) 18 July 2007

Request For Quotes 05000003 Vendor ILB200-000000000000001 Details for Vendor Bid

Quote 05000003 Vendor ILB200-000000000000001 Frank's Discount Pumps - Pacific Dt

Item	Description	Unit Price	Lead Time	Status
00001	DC Power Inverter (48 Volt)	20.0000	5	Canceled
00002	Mechanical Anchors (Double Expansion)	52.0000	5	Canceled
00003	Wireless USB Network Adapter	28.5000	5	Canceled
00004	Series 2000 Solenoid Pump	15.0000	5	Canceled
00005	Wireless 22Mbps Broadband Router	21.0000	5	Canceled

Stock Code RJB-0001 Status Date 09 FEB 2005 13:59:42

Vendor Part No.

7. **Enter the vendor's quoted price and lead time.**
You cannot add new items in this window; items can only be added in the Items view.
8. **Click Save.**

Import a Request for Quotes

By selecting Import RFQ from File from the Actions list, you can have a vendor send bid information as an electronic file, and automatically bring that information into the system. The

import Wizard can import from a completed Excel file or a standard tab-delimited text file that has been produced by the export Wizard. The RFQ must be in Issued status for this option to appear on the Actions list.

You can only import RFQ information if the vendor's file is structured in exactly the order and format that the Wizard expects. If the column order, or any other formatting, is incorrect the import Wizard is likely to fail. Incorrect formatting can also cause the information to be placed in the wrong fields. Therefore it is important to make sure that the vendor uses the file produced by the Export RFQ to File Action when submitting the bid.

How to Import a File into an RFQ Record

1. Open the appropriate Request for Quotes record.

The record must be in Issued status.

2. Select Import RFQ from File from the Actions list.

The system opens the first Request for Quotes Import window (similar to the Export window described in the previous section).

3. Click the Next button.

The system prompts you to enter or browse for the name of the field to import.

4. Enter the path to the file or click the Browse button to find the file.

You must have Excel 97 (or above) installed in order to import from a formatted Excel file. You will also have to have the Excel template file (rfq2txt.xls) in the same directory as the Excel file you want to import.

If you are importing a text file you do not need any special software.

5. Click the Next button.

The system opens the next Request for Quotes Import window, which shows a summary of the import information.

6. Click the Finish button.

The system performs the import and opens the final Request for Quotes Import window. This window gives you the option of closing the Action and leaving the text file in its original location, or deleting the file and closing the Action.

Although the system has imported the information in the RFQ record at this stage, you will still have to manually update the status of the record to reflect that you have received the bid information for that vendor.

Since a variety of outside actions can affect the import, you should always check the data to ensure that it is accurate.

7. Select Vendor (List) from the Views list and highlight the vendor whose information you imported.

8. Select Item Bid Details from the Views list.

Use this screen to verify the bid information that you imported.

Do not change the status of individual items on this screen. Doing so can lead to status conflicts may cause your session to stop functioning.

9. Select Vendor (Detail) from the Views list.

10. Change the status from Issued to Received.

11. Click Save.

The system saves the status and changes the status of all of the items for that vendor to Received. This can be viewed by selecting Item Bid Details from the Views list.

The system also updates the Returned field on the Vendor (Detail) view with the date that the vendor's bid was marked as received.

You may have anti-virus software that checks for macros-based viruses. If so, when Excel attempts to format the export file, it will notify you that the file contains macros that may contain viruses. Click the Yes button.

Received items can be updated for changes or additions to unit price or lead time.

Once all of the vendor details are in Received status, the system automatically changes the header to Ready for Award status.

How to Verify an RFQ Vendor Import

1. **Open the appropriate Request for Quotes record.**
2. **Select the Vendor (List) from the Views list and highlight the Vendor whose import you want to verify.**
3. **Select Item Bid Details from the Views list.**

You can review the items, bid unit prices and lead times in this view.

Analyzing Vendor Quotes

After you have entered all of the Quotations and changed the statuses to Received, you are in a position to compare them to find out which vendors offer the best deal for the items or services that you need. There are three View windows that help you analyze the information from the quotes that you receive: Vendor Bid Details, Vendor Bid Analysis, and Item Analysis.

During analysis you can use the bid multiplier to weight vendor bids according to their performance ratings. Please refer to the discussion of specific field descriptions for more information.

Flagging Items for Award

You can easily flag items for award to different vendors during the analysis stage by selecting Reserve Items from the Actions list. Later, when you are ready to select your vendors, you can select Award to Vendor from the Actions list to award flagged items to the appropriate vendor.

Making awards by reserving them for a vendor on the Item Analysis window is possibly the best way to make awards as it gives you the opportunity to review factors about the vendor that the system cannot evaluate. For example, you might be considering a vendor with a quote indicating that they can supply an item at the lowest cost and the shortest lead time. However, you might know that the vendor is having financial problems and probably will not be able to meet its commitments. If you were to rely on the system to select your vendor, it would award the quote to this vendor based on the price and lead time - possibly leading to delays and missed shipments. Reserving a different vendor in the Item Analysis window would allow you to select the vendor with the best overall business advantage.

Vendor Bid Details (for Items)

When a vendor returns quotes on items and you have entered the quote information in the Item Bid Details view, you can compare quotes from the various vendors for each item by selecting Vendor Bid Details from the Views list. This option can be found under Item (List) on the Views list.

Remember to click the Item (Detail) selection first to display the Item view options.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.8) interface. The main window title is "Request For Quotes 05000003 Item 00001 Vendor Bid Details for Items". The interface includes a search bar, a "Go to Module" button, and a navigation pane on the left with options like "Views", "Notes", "Attachments", "Approvals", "Vendor (Detail)", "Vendor (List)", "Item (Detail)", "Item (List)", "Notes", "Attachments", "Vendor Bid Details", "Manufacturer", "Actions", "Create Bookmark", and "Audit Log (Header)".

The main content area displays the following fields:

- Quote: 05000003 00001
- Order by: Quote Price (Ascending)
- Stock Code: RJB-0001
- Description: DC Power Inverter (48 Volt)
- Quantity: 10
- Unit Price: 21.0000

Below these fields is a table of vendor bids:

Vendor Name	Quote Price	Lead Time	Status
Acme Electronics Supply	19.5000	4	Awarded
We Do It All	19.7500	4	Canceled
Frank's Discount Pumps	20.0000	5	Canceled

At the bottom of the window, there are fields for "Vendor Code" (RJB-VENDOR1) and "Status Date" (09 FEB 2005 13:59:42).

Vendor Bid Details view

Quote - The Quote information indicates the Request for Quote identification number.

Order By - The Order By field allows you to select the order in which the vendors are presented. You can change the order regardless of the status of the RFQ.

Stock Code - The Stock Code field displays the stock code of the item and the sequence number of the item on the Request for Quotes.

Description - The Description field displays the first few words of the item description from the Request for Quotes or Master Catalog.

Quantity - This field shows the quantity quoted on.

Unit Price - The Unit Price field shows the Price of the item as it is noted in your Master Catalog.

Vendor - The Vendor field displays the Vendor Name.

Quote Price - The Quote Price field represents the unit price quote made by the vendor.

Lead Time - The Lead Time field shows the time it will take for the vendor to supply the item.

Status - The Status field indicates the status of the item relative to the Request for Quotes process. You cannot change the status on this screen as it is controlled by the system.

Vendor Code - The Vendor Code field displays the vendor code from the Vendor module of the Purchasing subsystem.

Status Date - This field indicates the date of the most recent status change for any one of the items.

Use the Item Bid and Vendor Bid Details and Analysis windows to assist you in making decisions.

Vendor Bid Analysis

You can also use the Vendor Bid Analysis view to help compare your quotes according to price and delivery time. Select Vendor Bid Analysis from the Views list to get a quick comparative overview of the quotes by vendor.

Request For Quotes 07000006 Vendor Analysis
Oracle Utilities Work and Asset Management V1.7.15 (v8.8) 18 July 2007

Search Options: Total Items: 2, Total Available: 2, %Tolerance: 10

Vendor	Status	Best Price	Lead Time	Low Price	Reserved
LB001	RECEIVED	1	0	1	1
ILB200-0000000000000001	RECEIVED	1	0	1	1
ILB300-0000000000000001	RECEIVED	0	2	0	0

Vendor Bid Analysis view

The window includes summary information for the active vendor line along the top of the window. Beneath this line are the labeled columns, with each row summarizing results for a single vendor. As you click each tab, the line order changes based on the tab.

Total Items - All of the items that were on the issued Request for Quotes.

Total Available - The items that the system has placed in received status, and which are available for analysis, for that vendor.

% Tolerance - The range above the best price that still counts as a low price. For example with a tolerance of 15%, if one vendor bid \$10 for an item and another bid \$11, the first vendor would have both the best price and a low price, while the second would have a low price. A third vendor, who quoted \$12 on the item, would have neither the best price nor a low price.

Status - Indicates whether the vendor has been issued the request (Issued), is no longer being considered for the request (Canceled), or has returned a quote (Received).

Best Price - The number of items for which a vendor quoted the lowest price. More than one vendor can offer the lowest price, so it is possible for the total number of 'best prices' to be greater than the actual number of items.

Lead Time - The number of items for which a vendor quoted the best lead time. More than one vendor can offer the lowest lead time, so it is possible for the total number of 'best lead times' to be greater than the actual number of items.

Low Price - The number of items for which a vendor's quote is within range (indicated in the % Tolerance field) of the best quoted price.

Reserved - The Reserved field indicates the number of items that have been flagged to be awarded (but which are not yet awarded) to that vendor on this Request for Quotes.

Awarded - The Awarded field indicates the number of items that have been awarded to that vendor on this Request for Quotes.

Item Analysis

Select Item Analysis from the Views list to get a detailed comparison of the quotes by vendor and item.

The screen shows two vendors at a time with the vendor name at the top of the column then the Quote Price, Lead Time, and status listed by Item.

Item	Description	Quote Price	Lead	Stat	Quote Price	Lead	Stat	Best Quote Price	Vendor	Lead	Vendor
00001	Inventory Stock for ILB Fac	11.0000	20	RECEI	30.0000	1	RECEI	5.0000	Pump Depot	1	Pumps - R - L
00002	Safety Goggles	11.0000	20	RECEI	30.0000	1	RECEI	11.0000	Frank's Discot	1	Pumps - R - L

Quantity: 2

Item Analysis view

The Item Analysis window is different from most other windows in that each line represents an item, but the columns are unusual. Note that there are two scroll bars along the bottom of the window. The lower, longer one is used for moving along the length of the window, which is wider than most computer screens can show at one time. The second, smaller scroll bar controls an area of the window that displays columns for each vendor's quotes.

Quote - The system imports the Request for Quotes number.

Item and Description Columns - The left area of the window gives the item sequence number on the Request for Quotes and the Description for the item (taken from the description on the Request for Quotes).

Vendor Columns - The area above the smaller scroll bar works like a window: it is wide enough to show the price or discount and the lead time quoted for two vendors at a time but, since there can be more than two vendors, you can use the scroll bar to see the other vendors. The value below the Vendor name represents the Vendor total dollar value for all items that the vendor bid (Total Amount). The number in parenthesis represents the number of items that were bid (number of items). The total takes into account the number of units of each item in the bid. For example if 2 units of item 1 and 5 units of item 2 were in the bid, then the item total would equal $(2 \times \text{Quote Price Item 1}) + (5 \times \text{Quote Price Item 2})$. Look to the Quantity field at the bottom to find out the number of units of each item in the bid.

Quantity - The Quantity information indicates the requested quantity of the active item. If you click anywhere on an item line, the system highlights it and the Quantity value changes to reflect the quantity of the item that was requested.

Item Analysis Columns - The right side of the Item Analysis window indicates which vendor has the best price and which has the shortest lead time.

Reserving Items

During the Analysis phase you can mark items that you decide to award to certain vendors by Reserving them in the Item Analysis window. When you begin the Award process, the system knows which items are reserved for which vendors so that you do not have to worry about remembering how you decided to award them. You do not have to reserve items before you begin the award process, this function is only used for simplification.

Making awards by reserving them for a vendor on the Item Analysis window is possibly the best way to make awards because it gives you the opportunity to review factors about the vendor that the system cannot evaluate. For example, you may be considering a vendor with a quote indicating that they can supply an item not only at a lower cost, but, with a shorter lead time.

However, you might know that the vendor is having financial problems and probably will not be able to meet its commitments. If you did not reserve the item for a different vendor, the system would award the quote to this vendor on any of the available criteria - best price or best lead time - possibly leading to delays and missed shipments later.

How to Reserve an Item for a Vendor

1. Select Item Analysis from the Views list.

The Item Analysis window opens.

2. Find the item that you want to reserve.

3. Click the check box to the immediate left of the vendor's quote price for the item.

Use the small scroll bar at the bottom of the items list to find the vendor that you want.

The check flags the item as one that is to be reserved for that vendor. You can only flag one vendor per item.

4. Repeat steps 2 and 3 for all of the items that you want to reserve.

5. Select Reserve Items from the Actions list, when you have checked all of the item and vendor combinations that you want to reserve.

The system changes the status of the reserved items to Reserved in the vendor's Vendor Bid Details for Items window and to Issued in the Vendor Bid Details for Items windows for the other vendors.

Awarding Items to Vendors

Once you have analyzed all of the quotes you are ready to make the final award of the RFQ to the vendors that you have decided on.

Awarding items to vendors is a two step process. First you determine which items to award, then you decide how to award the items. You can award each item on the basis of which vendor offers the best price, which offers the shortest lead time, or - if you have reserved the item for particular vendor - on the basis of the reservation.

How to Award Items to Vendors

1. Open the appropriate Request for Quote record.

The header must be in Ready for Award status and the Vendor (Detail) for any vendors that you want to award to must be in Received status.

2. Select Award to Vendor from the Actions list.

The Award Vendor Criteria window opens.

3. Select a Vendor from the list of values.

Only Vendor (Detail) records that are in Received status will appear on the list of values.

4. Select the appropriate radio button.

Select Reserved for Award if you want the system to only choose the items that you previously reserved for award. Otherwise you can choose other radio buttons to award all items quoted by that vendor, items for which the vendor submitted the best quoted price or lead time, or any items for which the vendor quoted a price within a range of the best price.

If you select the Best Price, Shortest Lead Time or Reasonable Prices radio buttons, the system excludes these items from further consideration when are awarded. This helps you to avoid awarding the same items to different vendors.

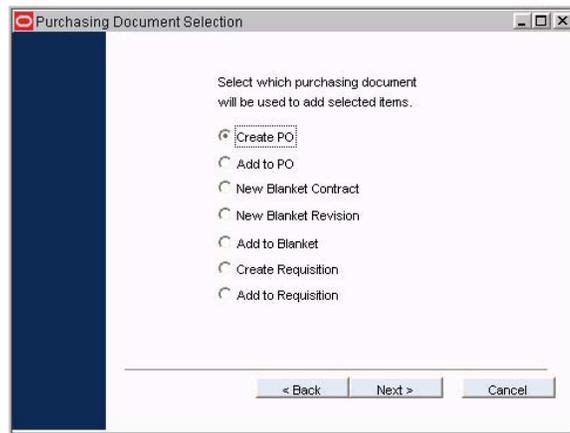
5. Click the Next button.

The system scans for the items that meet the criteria for the vendor. It then opens the Award Summary for Vendor window, advising you how many items remain to be awarded, and how many will be awarded for this vendor.

6. Click the Next button.

You can Create a PO, Add to a PO, create a New Blanket Contract, make a New Blanket Revision, Add to a Blanket Contract, create a new Requisition, or add to a Requisition.

The Purchasing Document Selection window opens.



7. Select how you want to award the items from the list.

Creating Purchasing Documents

Once you have awarded the items to the vendor, all that remains is to tell the system what kind of purchasing document it should create for you. The steps following your selection vary based on your selection. Once you are familiar with the procedure for one type of document, you will have enough knowledge to work with the others as well. The wizard screens prompt you to fill in field information that will be transferred to the fields on the document record that you create. For a description of the fields, please see the Help File section related to the type of document that you have chosen to create.

The following purchasing options are available after the RFQ is complete and items are awarded to vendors:

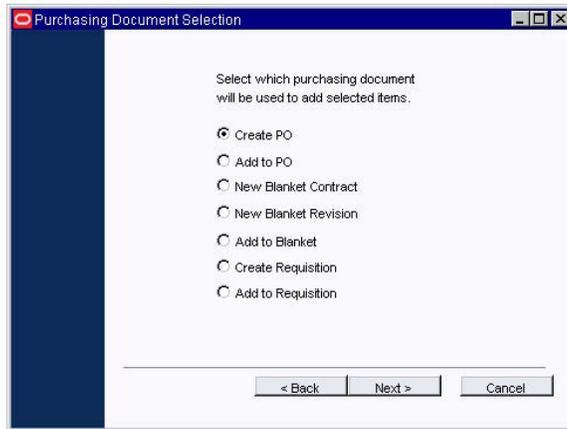
- Create a Purchase Order
- Add to an Existing Purchase Order
- Create a Blanket Contract
- [Add to a Blanket Contract](#)
- Create a Blanket Contract Revision
- Create a Requisition
- Add to a Requisition

How to Create a Purchase Order from Request for Quotes Items

If you are working with a discount type RFQ you can only add to or create a blanket contract.

1. **Award the items to a vendor as discussed in the previous section.**

The Purchasing Document Selection window opens after the Award Summary for Vendor window.



2. **Select the Create PO radio button.**
3. **Click Next.**
4. **Select a Purchase Order type from the list of values.**
5. **Enter the date that the items must be delivered by in the Required Date field.**
6. **Enter the Item type.**
7. **Enter any additional information as appropriate.**
8. **Click Next.**

The PO Tax Information window opens.

9. **Select the appropriate tax codes from the lists of values.**
10. **Click Next.**

The system opens Purchase Order Confirmation window. This window tells you how many items were awarded and how many items could not be awarded.

11. **Click Next.**

The system creates a new Purchase Order record with the valid items, and opens the Purchase Order Items Finished window, telling you how many items were invalid, how many were valid, and the purchase order number.

Caution: If you click the Cancel button at this stage, the purchase order is still written. At this point, the Cancel button only Closes the Action window and returns you to the Request for Quotes window.

12. **Click Next.**

The system returns to the Award Vendor Criteria window so that you can add a second set of items, either to a different vendor, or the same vendor if you are planning on working on a different purchasing document.

The system checks to see if a new PO number should be automatically generated or if you should create the number manually and prompts you accordingly.

In addition to producing new purchase orders and blanket contracts, you can also update existing orders and contracts. The following process describes how to add an awarded item to a blanket contract.

When you award a quote, the system copies various information from the Master and Storeroom Catalog modules to the purchasing document line items to indicate how the items should be handled when received. Make sure that your system is configured properly to perform this function automatically.

How to Add to a Blanket Contract from Request for Quotes Items

1. **Award the items to a vendor.**
2. **Select the Add to Blanket radio button in the Purchasing Document Selection window.**
3. **Click Next.**
The system opens the Blanket Contract/Revision to Add Items To window.
4. **Select a Blanket Contract Number and Revision Number from the lists of values.**
5. **Click Next.**
The system opens the Blanket Information, displaying the category and description.
6. **Select the appropriate Tax Codes from the lists of values.**
7. **Click Next.**
The system opens Blanket Contract Confirmation window. This window tells you how many items were awarded and how many items could not be awarded.
8. **Click Next.**
The system adds the valid items to the blanket contract and opens the Blanket Items Finished window, telling you how many items were invalid, how many were valid and the number of the blanket contract.

Caution: If you click the Cancel button at this stage, the purchase order additions are still written. At this point, the Cancel button only Closes the Action window and returns you to the Request for Quotes window.
9. **Click Next.**
The system returns you to the Award Vendor Criteria window.

RFQs, Automatic Reorder and Reorder Review

You can create Requests for Quotes manually by selecting options from the Actions list in the Request For Quotes module of the Purchasing subsystem, but you can also configure the system to automatically create RFQs as an option for automatic reordering and reorder review. These processes are:

- initiated by the BATCH_STOCK_PROCESSING batch procedure using settings in the Storeroom and Catalog modules of the Resource subsystem;
- reviewed and approved in the Reorder Review module of the Inventory subsystem; and
- completed in the Request for Quotes module of the Purchasing subsystem.

Any request for quotes produced by the auto-reorder/reorder-review process will be a single item request. The system cannot create multiple item RFQs unless you create the request for quotes in the standard manner.

The Storeroom and Initiating a Request for Quotes

There are several fields in the Storeroom and the Master Catalog that control the creating of an RFQ through the automated reorder process.

Reorder Type

The Reorder Type specified on the Storeroom record determines whether the RFQ record will be produced with, or without, going through the reorder review process in the Reorder Review module of the Inventory subsystem.

Source

The Source field on the Storeroom record determines whether the system produces an RFQ record, or some other purchasing document. Code Table 290 controls the associated list of values

Buyer

The Buyer field in the Master Catalog indicates which buyer will be alerted if the system creates an RFQ for the item. However, the presence of the Buyer's code on the Master Catalog is not enough to assure the Buyer will be alerted. The proper indicator check box must be checked on the Buyer's record in the Administration subsystem. If no Buyer has been chosen for the item, the system sends the alert to the Buyer listed in the Batch Stock Reorder business rule (discussed below).

Vendor

When the system is creating the RFQ record, it adds any vendor listed in the Manufacturer/Vendor module of the Master Catalog record that has been selected as an RFQ vendor. It also checks the Purchasing module to identify any other vendors that have supplied the item. It selects the most recent of these vendors to add to the list from the Master Catalog record. How many of these vendors will be used will depend on the setting in the Batch Stock Reorder business rule.

Manufacturer

When the system is creating the RFQ record, it adds any manufacturer information given in the Manufacturer/Vendor module of the Master Catalog record that has the Copy Manufacturer to RFQ indicator checked.

The Reorder Review Record and RFQs

If the Reorder Type on the Storeroom record is set to Reorder Review. The system creates a Reorder Review record, so that the proposed reorder can be reviewed by someone dealing with inventory before it is passed to a Buyer for action.

When you save the new status, the system creates a single-item request for quotes and uses the vendors listed in the Manufacturer/Vendor view (and some of the other vendors that have most recently provided the item) to create a vendor list for the RFQ.

The Request for Quotes Module

Once the system creates the RFQ record, a Buyer must review it and possibly make changes before issuing the RFQ to the vendors. When the vendors return their bids, the Buyer must review them and award the item to one of the vendors, and determine what kind of purchasing document (Blanket contract or purchase order) the system should create. When the Buyer completes the Award process, the system gathers information from other records related to the item, and includes the information on the purchasing document. Typically, this information is used for making receiving and inspection decisions when the item is delivered from the vendor. Examples of this kind of information include the Quality Item indicator and Procurement Level shown on the Master Catalog record. You can determine which items the system copies, by applying the appropriate settings in the Batch Stock Processing and Procurement Level business rules.

Business Rules Affecting the RFQ Process

The following business rules affect the Automatic Reorder to RFQ process:

- Batch Stock Reorder
- Procurement Level

Discount Type RFQ Views

The following sections provide details into the special views that are used for discount type requests for quotes.

Item Discount (Detail) and (List)

Use this view to add the items that you want to request quotations for, and to review the item information for items that have already been added. If you want to see a list of Items already included on the request, select Item (List) from the Views list.

Quote and Status - These fields show the Request for Quote identification number and the current item status. Possible statuses are: Created, Issued, Awarded, and Canceled.

Item No. and Description - These fields show the Item number (as it appears in the list of items on the RFQ), and an item description.

Lead Time, Discount Percent, Quoted Lead Time, and Quoted Discount Percent - The Lead Time and Discount Percent are populated with the value from the blanket contract or other RFQ if an item is added from one of these records. The user can also enter this information manually.

The Quoted Lead Time and Quoted Discount Percent are populated by the system when the RFQ is awarded. These fields cannot be modified by users.

Summary Information - The bottom of the window includes summary information on the item including the identification number if the item was placed on the list from another request for quotes or a blanket contract.

Once the item is awarded to a vendor the system also shows the vendor's award, and if the item has been ordered the system will also show the blanket contract number.

Once you have saved the record, the item will be included on the list but will not be updated to the bottom of the header window until you exit the record and return.

Item (Detail) - Vendor Bid Details (Discount Type)

When a vendor returns quotes on items and you have entered the quote information in the Item Bid Details View, you can compare quotes from the various vendors for each item by selecting Vendor Bid Details from the Item section of the Views list. You may need to select Item Discount (Detail) first to display the Item view options.

The top section of the Vendor Item Bid Details window displays summary information about the request for quotes and the item.

The middle section of the window contains the list of vendors that had the opportunity to quote on the item. You cannot enter information in this field. In order to enter quote information you must open the Item Details for Vendor Bid view.

At the bottom of the window, you will find summary information on the selected vendor.

Item (Detail) - Vendor Bid Details (Discount Type) Field Descriptions

Quote - The Quote information indicates the Request for Quote identification number.

Order By - The Order By field allows you to select the order in which the vendors are presented. You can change the order regardless of the status of the RFQ.

Description - The Description field displays the first few words of the item description from the Request for Quotes or Master Catalog record.

Vendor - The Vendor field displays the Vendor Name.

Discount Percent - This field represents the discount quote made by the vendor.

Lead Time - The Lead Time field represents the lead time quote made by the vendor.

Status - The Status field indicates the status of the item relative to the request for quotes process. You cannot change the status in this field; item status is controlled by the system. Possible statuses are:

Created - When the item and vendor combination is first created,

Issued - When the request is sent out, or when the item has been reserved for award to a different vendor,

Received - When the quote is returned,

Reserved - If the item is flagged to be awarded to a the vendor (the status of the item for other vendors changes to Issued),

Awarded - When the item is awarded to any of the vendors, and

Canceled - When the item is removed from the request for quotes for reasons other than an award.

Vendor Code - The Vendor Code field displays the Vendor Code from the Vendor module of the Purchasing subsystem.

Status Date - The Status Date field indicates the date of the most recent status change for any one of the items.

How to Enter a Vendor Quote for an Item on a Discount Type RFQ

1. **Open the appropriate Request for Quotes record.**
2. **Select Item Discount (List) from the Views list, locate the Item record that you want to enter a quote for, and highlight that line.**
3. **Select Item Discount (Detail) from the Views list.**
4. **Enter the Discount Percent.**

You must use a decimal point between the dollars and cents. The fraction for the unit price can be taken to four decimal points. For example, \$.0005.

5. **Enter the Lead time.**

The indicated lead time is in days.

Repeat steps 2 - 5 for each item.

6. **When you are finished entering quotes for all of the items, click the Save icon.**

The system saves the changes and prepares the quotes for comparative analysis.

Chapter 8

Service Contract

Service contracts are used for contracting special or temporary work within your organization and to track service costs. Using the Service Contract module you can establish contracts and itemize the services to be provided. You can then enter rate information and identify the contracted employees who will work against each of the itemized services.

The process of creating a service contract is as follows:

1. Create a new record in the Service Contract module.
2. Select Items (Detail) from the Views list to itemize services.
3. Select Rates and Employees from the Views list to enter wage rates and employee names for each of the itemized services.
4. Change the status to Active when you are ready to activate the contract.
5. Select Create Contract Revision from the Actions list to revise the Service Contract record.

Service Contract Records

Once the Service Contract record is set up, use a Service Timesheet to log contractors' time into the system. Their logged time functions similarly to a receipt (accrual) against which Invoices will be paid. The Service Timesheet Log is the transaction log that stores all approved and posted Service Timesheet entries. You track payment for approved service time charges in the Service Invoice module.

Service Contract records consist of fields that identify the contract, identify the vendor, and show the details of the contract.

Service Contract 0300046 0
Oracle Utilities Work and Asset Management V1.7.15 (v8.6) 18 July 2007

Search Options Contract/Revision: 0300046 00000 Status: Active 15 OCT 2003 13:35:11
Go to Module

Results

Service Contract

Views (Navigation icons)

Notes
Attachments
Cost Summary
Item (Detail)
Item (List)

Actions (Navigation icons)

Contract/Revision: 0300046 00000 Title: Remodeling Kitchen - Materials Only

Vendor: ILB500-00000000000001 We Do It All - Pacific Division
Division/Address: Pacific 8248 Lakes Blvd.
City/State/Zip: Reno NV 89901
Contact Name: Stanley (999)254-2547
Currency: U 1.0000000 FOB: ORIGIN Terms: 30

Limit Amount: 3,000.00 Enforce Limit? Effective Date: 08 OCT 2003
Contract Value: 5,000.00 Allow Auto Pay Expire Date: 08 NOV 2004
Estimated Total: 200.00 Extended Date:
Buyer: ILB IMANI BROWN Category:
Created On: 15 OCT 2003 Created By: IBROWN

Service Contract record

When you create a new Service Contract the system automatically places it in Created status, and notes the date in the Created On field.

As with other work records, the Service Contract must be in Active status before it can be used within the system. Also, make sure that the effective date is not set in the future. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date.

Service Contract is the first of four modules comprising service contract processing. The other three modules, Service Timesheet, Service Timesheet Log, and Service Invoice, help to process the charges accrued against the service contract.

The following fields are included:

Contract/Revision - Depending on how the Sequence Number module is configured, the Service Contract number is either generated by the system when you save the record or you must enter a unique number manually.

The Revision number is generated by the system when the record is saved. The Service Contract number combined with the Revision number uniquely identifies the contract. These fields cannot be modified.

Status - Available statuses are Created, Active, and Closed. When you create a new Service Contract, the system automatically places it in Created status, and notes the date in the Created On field.

You can change the status from Created to Active or from Active to Closed. Only Active Service contracts can be used for purchasing. Users must have the "Service Contract to Active" responsibility set in their user profile to have the ability to set the record to Active status.

Title - Use this field to name the Service Contract.

Vendor - When you select a Vendor code from the list of values the system automatically returns the Vendor Name, Address, Contact Name, Phone, Currency Code, FOB, and Terms Code from the Vendor module. Only the FOB and Terms Code can be modified.

Limit Amount - Limit Amount controls how much can be charged against the Service Contract. If the Enforce Limit indicator is marked, then the system will not allow the Limit Amount to be exceeded. The system displays an informational warning message when the Limit is passed.

Allow Auto Pay - If this indicator is checked the system will automatically create service contract invoices when the service timesheets are completed and approved.

Contract Value - Enter the estimated value of the Service Contract.

Estimated Total - The system calculates the Estimated Total based on the Rate information entered in the Item View.

Buyer - This field shows the Buyer code of the person assigned to monitor the contract. The field has an associated list of values controlled by the Buyers module in the Administration subsystem.

Effective Date - This field shows the date that the contract will go into effect. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date.

Expire Date and Extended Date - Upon the entered Expire Date, the Contract is no longer usable, and the system will not allow it to be used on Service Timesheets or Invoices. To extend the date, enter a value in the Extended Date field.

Category - The Category field indicates the type of goods or service generally handled by the vendor.

Created On and Created By - The system enters the current date and the username of the person currently logged on to the system in these fields.

How to Create a Service Contract

1. **Open the Contract module under Service Contract in the Purchasing subsystem.**
2. **Click the New icon.**
3. **Fill in the according to the [field descriptions](#).**
4. **Fill in additional fields according to your business practices.**
5. **Click the Save icon.**

The system saves record in Created status. Once you have saved the Service Contract you can you can begin to set up Service Items.

Service Contract Views

In addition to any standard views, the module includes the following:

Service Contract Line Items

As in the other Purchasing modules, Service Contract Line Items can be viewed from the Item (List) and the Item (Detail). Select from the Views list to toggle between these two windows.

Item (List)

You can view a list of Line Items for the Service Contract by using the Item (List) Detail option. All modifications to the information must be made in the Item (Detail) view, this window is view only.

Item No.	Type	Item ID.	Vendor Item ID	Status
00001	M	CABINET	Cabinet	ACTIVE
00002	M	SINK	Sink	ACTIVE
00003	M	FAUCET	Faucet	ACTIVE

Item (List) view

Highlight the Line Item that you are interested in and press the > button to open the Item (Detail) view for that item.

Item (Detail)

This view shows detailed information about each specific Service Contract work item. This is where you can identify the work that needs to be completed for the Service Contract and track the status of that work. Each item is uniquely identified by an Item Number.

The status of Service Contract line items initially reflects the status of the overall record. When the Contract is set to active status, existing items are set to active as well. If a new item is created after the record is in active status, the item must be placed in active status manually. Manually set the line items to Closed once the work is completed.

The list of values that controls Item ID is constructed of all existing Item IDs. New IDs are added as you create them.

YTD Quantity	YTD Amount	Last Year Qty	Last Year Amount
Committed 0	.00	Committed 0	.00
Actual 0	.00	Actual 0	.00

Item (Detail) view

Item Status - Item status is set by the system to reflect status of the record as a whole. You can change the Line Item status manually if necessary. For example, if there is an item that you do not want to use any longer you would not want to delete it entirely because it is best to maintain a history of the item's existence. However, you can change the status to Closed so that it will be inactive on the Service Contract.

Item No. - Each item is uniquely identified by a system generated item number.

Item Type - Indicate whether or not the item is for materials or for services with an "M" or an "S".

When an M type contract item is created, the system automatically creates an associated rate record. Access the rate record by selecting Rates from the Views list. The Rate Type field is set to MATL, and the Service Contract Effective Date field is set to the same date as the date that

was entered in the Effective Date field (or to the system date if no value has been entered in the Effective Date field). The remainder of the Rate fields are left blank. Any of this information can be changed if necessary. The Rate record is then used accumulate the costs for the contract item.

Item ID - You can create item IDs to help classify each item or use existing ones to group similar items. The list of values that controls the Item ID is constructed of all existing Item IDs. New IDs are added as you create them.

Item IDs can be a useful tool when you want to later find several of the same kind of item. For instance, if you set up your item IDs to identify the department for which the work is being performed, you can later search on a particular ID to find all of the items for that department. These IDs can be used in a variety of ways for classification purposes.

Vendor Item ID - The Vendor Item ID is a number used by the vendor to identify the item.

Description - Enter a complete description of the Item in the Description field.

Estimated Total - The estimated total is calculated as the product of the estimated quantity and the rate for all rate types entered for the item.

Item Total - The system calculates the Item Total based on the Rates information that you enter for the item.

Default Expense - Enter the expense code that should be charged for the line item. This field is controlled by the Expense Codes Business Rule where your organization's expense codes are defined.

Tax Codes - The first tax column contains codes to indicate what tax is to be applied to the item. The second tax column shows the tax rate.

Note: The label for the third tax field is defined in the PO Report Constants business rule by the Label_Duty_Tax rule key, so it may vary depending on your organization's specific settings.

Committed and Actual Amounts - The system displays a summary of the accumulated costs from the item in these fields. Committed costs are calculated from Timesheet records in Posted status, and actual costs are calculated from Service Invoice records in Posted status.

How to Itemize Services

1. Select Item (Detail) from the Views list.

If there are no items for the contract, the system opens a blank Item record in Created status. If there is a single item, the system opens that record. If there is more than one item, the system opens the one in the lowest status, and if they are all in the same status the system opens the first in the series.

2. Click New.

A new Service Contract Item Detail record opens.

3. Select an item type.

Indicate whether or not the item is for materials or for services with an "M" or an "S".

4. Enter an Item ID or select one from the list of values.

If needed, you can create a new Item ID. The list of values that controls the Item ID is constructed of all existing Item IDs. New IDs are added as you create them.

5. Enter a description.

6. Enter a default expense code.

Enter the expense code that should be charged for the line item. This field is controlled by the Expense Codes Business Rule where your organization's expense codes are defined.

7. Indicate a Vendor Item ID and fill in the State, Fed, and Duty Tax fields if necessary.

If there are no items for the contract, the system opens a blank Item record in Created status.

8. Click Save.

The system assigns an Item No. in the first field when it saves the record. To create another item, click the New icon and repeat the steps above.

The status of contract line items initially reflects the status of the overall record.

The system calculates the item total based on the rates information that you enter for this item.

Line Item Rates

Enter rate types and dollar rates associated with the line item by selecting the item, and then selecting Rates from the Views list. Each item can have a distinct grouping of rates, or only one rate. Rates can be used later to calculate the value of Service Time charges.

The list of values controlling Rate Type is constructed of all existing Rate Types. New Rates are added as you create them.

Rate Type	Rate	UOP	Estimated Quantity	Expense Code	Start Date	End Date
MATE	25.0000	EA	3.00018	000018	08 OCT 2003	08 NOV 2004

Rates view

Note: Remember, the system automatically creates rates for material items, so if the item selected is an M type item, you cannot enter Rate Types manually.

Enter as many rates per line item as required to complete the service item.

Line Item Rates Field Descriptions

Contract/Revision and Item - The contract and revision numbers are carried over from the Service Contract header record, and the item number and item ID are carried over from the Item (Detail) view.

Rate Type - For service type items, rates can be selected from the existing list of values in the Rate Type field or manually created. Each new type is then added to the list of values as they are created.

Rate types can be a direct representation of a charged rate, or you can use them to define other types of charges that you want to reflect on a Service Contract. For example, if you have agreed to pay for the contractor's mileage to and from your location, you can create a rate type called MILEAGE to track these costs. Or you might create a rate type called FUEL to track the cost of gas.

Since the system automatically creates the rate record when a material type item is entered, you cannot manually enter rate types for these items. The Estimated Quantity, Expense Code, Start, and End Dates can be modified if necessary.

Rates can only be deleted from this list if there are no charges committed against the item.

Rate and UOP - Usually you will enter an hourly rate for the Service item. However if, for instance, the line item is for the rental of a piece of equipment, you may enter the rate per day or the rate per piece of equipment. Enter a dollar amount in the Rate field, and how the rate will be charged in the UOP field.

Estimated Quantity - You can use this field to enter your estimate of the number of hours, days, or other units that will be required to complete the service.

Expense Code - Expense Codes are used within the system to classify types of charges. They are required for cost transactions. Enter the expense code applicable to the Rate Type indicated.

Start and End Dates - Enter a date range when the rate takes effect. For example, one rate type might be used for the beginning of the month, and another might be used for the end of the month. The end date must always be later than the start date. If you have two lines with the same rate type, the start date on one line must be later than the end date on the other line. I.e. dates for the same rate type cannot overlap. Rates are listed by the end date in descending order.

Quantity and Amount - The Quantity and Amount information displayed at the bottom of the window is maintained by the system according to the charges applied against the Service Contract. This information cannot be modified. Information is shown for the highlighted rate line.

How to Enter Service Contract Rate Information

1. Open the Service Contract record.
2. Select **Item (List)** from the Views list.
3. Select the appropriate line item.
4. Select Rates from the Views list.
5. Click the New icon.
6. Enter the required information according to the [line item rates field descriptions](#).
7. Click the Save icon.

Line Item Employees

You can enter, maintain, and review a list of employee numbers for each Service Contract line item in the Employees view. You can list as many as are necessary for each line item.

The screenshot shows the Oracle Utilities Work and Asset Management software interface. The window title is "Service Contract 0300044 0 Item 4 Employee". The interface includes a search bar, a "Views" list on the left, and a table for entering employee information. The "Views" list includes "Service Contract", "Notes", "Attachments", "Cost Summary", "Item (Detail)", and "Item (List)". The "Service Contract" view is selected, and the "Employees view" is active. The table has two columns: "Employee No" and "Employee Name". The first row contains "PLUMBER" and "Joe Stevens".

Employee No	Employee Name
PLUMBER	Joe Stevens

Employees view

Consider that the “employees” entered do not necessarily have to be actual people. You can create a catch all Employee Number to capture the costs for a category of employees as well. For example, if you have a project that has plumbers, electricians, and carpenters working and it is not necessary to distinguish the individuals working in each group you could set up Employee Numbers 001 - Plumbers, 002 - Electricians, and 003 - Carpenters.

Also note that like rates, the employees only apply to each specific item.

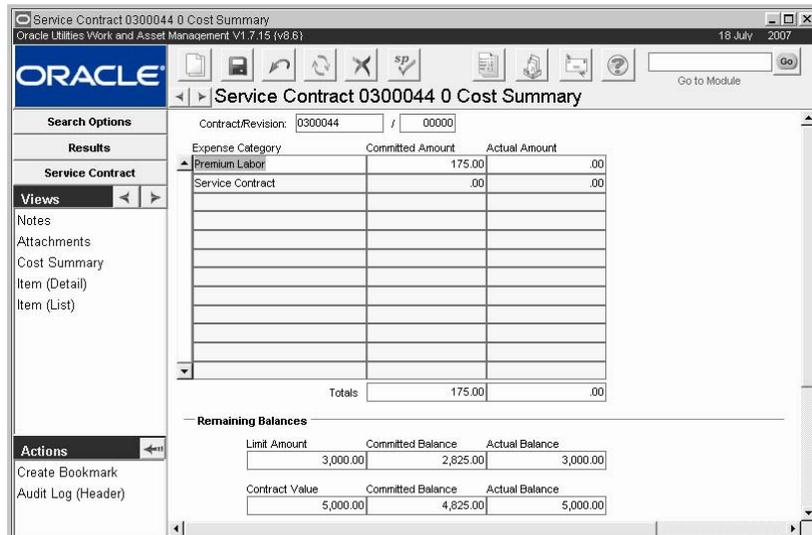
Note: Remember, these will be employees or groups that are not regular employees of your organization. To manage work for regular employees, use Work Orders and other modules designed to manage in-house work.

How to Assign Service Contract Employees

1. **Open the Service Contract record.**
2. **Select Item (List) from the Views list.**
3. **Select the appropriate line item.**
4. **Select Employees from the Views list.**
5. **Click the New icon.**
6. **Enter an Employee Number and an Employee Name.**
Remember, these do not have to be literal employees. You can use a variety of conventions to identify how labor charges should be applied to the Service Contract.
7. **Click the Save icon.**

Cost Summary

The Cost Summary view displays costs of all contract items by Expense Category.



Cost Summary view

Costs are accumulated based on the committed amounts and the invoiced amounts recorded for the contract. The Totals fields show the sum of committed and invoiced amounts for all expense categories. The lower portion of the screen shows the service contract’s remaining committed and actual balance based on either the contract limit amount or the contract value. The balances are calculated by subtracting the Contract Limit or Contract Value from the Committed Total and from the Actual Total.

Activating Service Contracts

After entering all the necessary rate and contracted employee information for each item, the next step is to activate the service contract. The service contract must be activated in order to be used within the system.

How to Activate a Service Contract

1. **Set the Service Contract record status to Active.**

There is no service contract approval, however, a user must have Service Contracts to Active in their responsibilities in order to make this status change.

Make sure that the effective date is not set in the future. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date. Finally, Click the Save icon to make the contract available within the system.

When the contract is set to active status, existing items are set to active as well. If a new item is created after the record is in active status, the item must be placed in active status manually. Manually set the line items to Closed once the work is completed or if you want to cancel an item without canceling the entire contract.

2. Click Save.

The Service Contract record information is now available within the system.

Service Contract Actions

In addition to standard actions, the following can be completed from within the module.

Creating a Contract Revision

Select Create Service Contract Revision from the Actions list to revise the Service Contract that you are working on. The system copies all of the information on the Service Contract to a new record, generates a revision number with the same Service Contract Number and the next available Revision Number, places the record in Created status, and displays a message notifying you of the revision number. You should still be on the record of the original revision at this point. Set the status of the older revision to Closed, open the newer revision, enter an Effective date on the New Revision, and make additional modifications as needed.

How to Revise a Service Contract

- 1. Open the Service Contract that you want to revise.**
- 2. Select Create Service Contract Revision from the Actions list.**
When you create the new revision the system shows a message indicating the revision number for the Service Contract, but does not open the new revision. You should still be on the record of the original revision.
- 3. Set the status of the older revision to Closed.**
- 4. Open the newer revision.**
- 5. Enter an Effective date on the New Revision and make additional modifications as needed.**
- 6. Click the Save icon.**

Copying a Service Contract

Select Copy to New Service Contract from the Actions list to make a duplicate of the service contract. This functionality can be useful if you have to make another contract document that is very similar to an existing one, but that is not an exact revision. When you select the action the system prompts for a Service Contract number. If your organization uses system generated Service Contract numbers, simply click the OK button and the number will be generated for you. The system displays a confirmation number telling you the new Service Contract number. Click the OK button to continue to the new record. All of the information including items, notes, attachments, rates, and employees is copied to the new record from the original.

Chapter 9

Service Timesheet

Use the Service Timesheet module to enter and review time charges posted against a Service Contract. Timesheet information is maintained per Service Contract/Revision per Timesheet date (which can be for a day or a period). Since Service Contracts are designed to manage contracted work, an administrator or other in-house personnel would normally enter time charge on behalf of contractors.

This module functions much like the Timekeeping module in the Maintenance subsystem.

Service Timesheet Records

When time is charged the Service Contract number is entered at the top of the Timesheet record. The actual charges are then applied to a Work Order, a Function, an Asset, or any other type of record that can have charges applied against it. When the time charges are approved and posted, the costs will be recorded on both the Service Contract and on the record that the charges were applied to. The Work Order module has a Service Contract view that shows a listing of all Service Contract applied charges.

Charge Number	Employee Name	Employee No	Item ID	Rate Type	Hours
W 0500257 04			BYB-ITEM-000002	BYB01	10.00
W 0500257 04			BYB-ITEM-000002	BYB01	-10.00

Timesheet record

The following fields are included:

Contract/Revision - When creating a new Timesheet, enter the Contract and Revision number for the Service Contract that you are charging time against. Make sure that the Revision number is entered correctly, the system automatically enters revision 0000.

When you create a new record the combination of the Date and the Contract/Revision number must be unique. If the combination already exists, you should add the charges to the existing record rather than creating a new one.

Date and Status - The system enters the current date and sets the record to Created status when a new record is created.

Created - When the employee enters the work charges for the day.

Pending Approval - Set the status to Pending Approval when you are ready to route the timesheet for approval. The system sends an alert to the approvers on the approval route indicated.

Approved - The system sets the record to Approved status once final approval is recorded.

Reopened - If new items are added, the system changes the Timesheet status to Reopened.

Posted - When the timesheet has been approved and posted to bookkeeping. Labor or material items can be added after this status. The system changes the status back to Reopened, and the timesheet must go through approval processing again.

Closed - When a timekeeping period is closed.

Job Ref. - The job reference field is required to provide a unique identifier for the timesheet record. These codes are defined by your organization in Code Table 700. Typically, this would be a number or code given to your organization by the contractor to identify the contract work being completed. Ultimately, the use of this field will depend on your organization's business practices.

Auto Pay - The system automatically places a check in the Auto Pay box when the contract that is referenced on the timesheet has the Allow Auto Invoice indicator checked. This indicator cannot be set on the service timesheet if the Allow Auto Invoice indicator on the associated service contract is not checked.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Title and Vendor - The Service Contract title and the Vendor indicated on the Service Contract are entered by the system when the Service Contract and Revision numbers are entered. These fields cannot be modified.

Charge Number - The first field at the bottom portion of the screen is for the Charge Type. The remaining charge fields are controlled by lists of values that are determined by the Charge Type entered. Charge types are defined in the Service Timesheet Charge Types Business Rule.

Status - This field shows the status of the timesheet entry.

Item ID - Select the Item ID for the service contract item that time is being charged to. The list of values only shows S-type items.

If there are no Item IDs available it is possible that the Item is not in Active status on the Service Contract. The Revision number could also be incorrect.

Employee No - Enter the Employee number of the contract employee that completed the work, if applicable.

Rate Type - Enter the Rate Type from the Service Contract item that time is being charged to. The list of values only shows rates where the timesheet date falls between the start and end date of the rate.

Hours - Enter the number of hours worked.

Charge Description - The description of the Charge Item (work order, Asset, Service Request, etc) highlighted in the table.

Vendor Item ID - The number the Vendor uses to identify the Item ID highlighted in the table. The Vendor ID is copied from the Service Contract Item View.

Total Hours - The total hours for all charges in the table.

How to Enter Service Contract Time Charges

1. **Open the Service Timesheet module under Service Contract in the Purchasing subsystem.**
2. **Click the New icon.**
3. **Enter the Contract and Revision number for the Service Contract.**

Make sure that the Revision number is correct. The system automatically enters revision 0000.

The combination of the Date and the Contract/Revision number must be unique. If the combination already exists, you should add the charges to the existing record rather than creating a new one.

The remaining header information is retrieved from the associated Service Contract record.

4. **Click the Save icon.**
Now you can enter time Charges at the lower portion of the screen.
5. **Enter a Charge Type in the first field.**
6. **Enter a Charge Number.**
7. **Enter the Item ID, Employee Number, Rate Type, and number of hours worked for this charge.**

If there are no Item IDs available it is possible that the Item is not in Active status on the Service Contract. The Revision number could also be incorrect.

8. **Click the Save icon.**

If you need to enter another charge click the New icon again to start a new line.

Modifying Timesheet Charges

To modify a Service Timesheet record, open the appropriate timesheet and make the appropriate changes. The person making changes must have the necessary authority set in his or her responsibilities.

If the Timesheet was in Approved status before the changes were made the system will reset the status to Reopened. After changes are entered, the Timesheet must be re-routed for approval.

Service Timesheet Views

In addition to any standard views, the module includes the following:

Contract Material

Use this view to record material items used for the service contract.

Work Order	Task	Status	Item ID	Quantity	Units	Unit Price	Total Price
0500257	04	POSTED	BYB-ITEM-000001	-10	EA	1.0000	-10.00
0500257	04	POSTED	BYB-ITEM-000001	10	EA	1.0000	10.00

Contract Material view

The Item ID field will only show the M type items that were defined on the service contract. Two things can happen on this screen. If a work order was entered as a timesheet charge, the system lists that work order number at the top of the window. You can highlight this number then enter the material charges for that work order in the fields at the bottom portion of the window. You can also select a work order number from the list of values in the first field at the bottom section to enter a work order that was not referenced as a timesheet charge. This type of entry would be a rare occurrence where materials were charged against a work order, but no time was worked on the work order.

In either case, use the bottom portion of the screen to enter the work order number, the task, the Item ID, the quantity used, units, and unit price. The Expense Code field is populated from the default expense code entered on the service contract, but it can be updated if necessary. The system calculates the total price.

Service Timesheet Actions

In addition to standard actions, the following can be completed from within the module.

Copying Service Timesheets

The person in charge of entering service timesheets can select Copy Service Timesheet from the Actions list to create a duplicate of an existing Service Timesheet record. An example of how this might be used would be if the administrator needs to enter the same contractor employee charges over multiple days.

After the action is selected, the system opens the Copy Timesheet wizard where the user can enter a date range. When the user clicks on the OK button, the system generates new timesheets in Created status for the date or date range specified. The new timesheets are then listed on the Results of Search screen.

Modifying Service Timesheets

Once in Approved or Posted status, service timesheet line items cannot be modified unless you have the proper authority. However, you can add new items.

When you add new items, the system changes the Service Timesheet status to Re-Opened and inserts the new items in Created status. The record must be re-set to Approved status once the items are added.

If you want to modify a service timesheet item, an adjustment Item must be inserted to make corrections and the service timesheet must be reset to Approved status. This can be achieved by entering a line that is similar to the line that needs to be adjusted, with a negative value entered for the time. This way the system “backs out” the first charge. You can then enter another line with the correct information.

Chapter 10

Service Timesheet Log

The Service Contract Timesheet Log tracks all timesheet transactions that are posted in the system. This information is for display only and cannot be modified.

Timesheet Date	Contract No	Rev	Contract Title	Ty	Charge	Tsk	Item
07 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0300039	00000	Plumbing in 10th floor Bathroom	WV	0500266	01	BL001 - PLMBNG
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-112		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-112		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-112		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U	A	BYB-111		BYB-ITEM-000002
08 FEB 2005	0500007	00000	New Service Contract for the ILB facil	A	ILBDEP		WRITING
08 FEB 2005	0500007	00000	New Service Contract for the ILB facil	A	ILBDEP		WRITING
08 FEB 2005	0500007	00000	New Service Contract for the ILB facil	A	ILBDEP		WRITING

Service Timesheet Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 11

Service Invoice

The Service Contract Invoice module allows you to process invoices sent to your organization from outside contractors for Service Contract work. These charges are usually applied against Service Contract Timesheets by matching Invoice Line Items against Service Contract Timesheets which have been approved but not yet invoiced.

Miscellaneous charges such as freight, discounts, and so on can be entered on the Invoice record or as separate Invoice line items. Credit memos can also be processed through the Service Contract Invoicing module.

You can also process service invoice [credits](#) using this module.

Service Invoice Records

Once the Service Contract Invoice is complete, it is routed for approval, approved, and costs are posted throughout the system by batch processing.

The screenshot shows the Oracle Service Invoice record form. The title bar indicates the contract number 0300028-00001 and vendor code ILB1VENDOR-000000001. The form is divided into several sections: Search Options, Results, Service Invoice, Views, and Actions. The main data entry area includes fields for Contract No., Invoice No., Vendor Code, Vendor Name, Invoice Date, Invoice Entered, Invoice Received, Invoice Exported, and Alt. Invoice No. There are also checkboxes for 'Include Closed Contracts' and 'Auto Pay'. The 'Invoice Summary' section displays a table with the following data:

Item	Amount
Currency	1.00000000
Items Total	125.00
Discount Rate	.00
Invoice Extra	
Invoice Freight	
Invoice Total	125.00
Vendor Total	125.00

The 'Tax Summary' section includes fields for State/Province Tax, Federal Tax, and Duty, each with an 'Override' checkbox.

Service Invoice record

If the Allow Auto Pay indicator was set on the Service Contract record, the system automatically creates Service Invoice records when the corresponding approved service timesheets are posted.

The following fields are included:

Contract No. and Include Closed Contracts - When you create a new invoice record, select the Service Contract number from the list of values. The list will only show Service Contracts in

Active status unless you check the Include Closed Contracts check box before you reference the list of values. Also enter the corresponding revision number in the field next to Contract No.

Invoice No. - Enter the vendor's invoice number in this field.

Status and Status Date - Invoices are inserted in Created status. Invoices can only be modified when they are in Created or Pending Approval status. The status date is maintained by the system as the date that the status was last changed.

A Next Approver must be entered before you can change the status to Pending Approval.

Next Approver - The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Vendor Code and Vendor Name - When you enter a Service Contract Number and Revision, the Vendor fields are filled in by the system using the information from the Service Contract record. These fields cannot be modified.

Buyer - When you enter a Service Contract Number and Revision, the Buyer field is filled in by the system using the information from the Service Contract record. This field can be modified if needed.

Timesheet From and To - When the Service Invoice record is created, these fields are completed with the dates of the corresponding timesheet record. These fields are required.

Timesheet Job Reference - This field can be used to further narrow the timesheets used for matching to the service invoice. When it is filled in, the system only searches for Service Timesheet records in Approved or Posted status with the same value in the Job Reference field. This field is not required. This field is controlled by Code Table 700.

Payment Information - The Pay To, Terms, and Payment Days fields are filled in automatically from the Service Contract record when the Contract No. field is filled in, but they can be modified if necessary. The system uses the Terms and Payment Days fields to calculate the Invoice Due Date. You can indicate when the Invoice was actually received in the Invoice Received field. The system enters the date when the record was created in the Invoice Entered field, but this date can be modified. Use the Alt. Invoice No. and the Note fields to enter additional information about the invoice.

Invoice Summary - The Currency field is carried over from the Service Contract, and the system maintains the sum of the Invoice Line Items in the Items Total field. The Discount Rate, Amount, Invoice Extra, and Invoice Freight fields can be manually entered to enter any discounts, shipping or extra charges on the Invoice. The system calculates the total value of the invoice as the sum of Line Items, Taxes, Freight, and Extra.

Tax Summary - Taxes are calculated from the Service Invoice Line Items unless the Tax Field check boxes, located next to the Tax Fields, are checked. When checked, the Service Invoice tax amounts are used instead of the tax amounts entered on the Line Items.

How to Create a Service Invoice

1. **Open the Service Invoice module in the Purchasing subsystem.**
2. **Click the New icon.**

The system opens a blank record in Created status.

3. **Enter or select the service contract number that applies to the invoice.**

The list of values only shows Service Contract records in Active status. If you are entering an invoice for a service contract that is Closed, place a check in the Include Closed Contracts box before you reference the list of values.

When you enter a service contract number, the vendor code and buyer are returned by the system as well as related vendor information, such as Vendor Name, Pay to, Terms, Payment Days, Currency, and Exchange Rate.

4. **Enter the Vendor's invoice number.**
5. **Enter the date range of the corresponding Timesheet record.**
6. **Enter a the job reference number from the Timesheet record.**
This field can be used to further narrow the timesheets used for matching to the service invoice. When it is filled in, the system only searches for Service Timesheet records in Approved or Posted status with the same value in the Job Reference field.
7. **Enter the Vendor date.**
The system calculates the invoice due date and the payment days according to the payment terms and the vendor date. All of these fields can be modified if necessary.
8. **Enter any additional information as needed.**
9. **Click the Save icon.**

Service Invoice Views

In addition to any standard views, the module includes the following:

Service Invoice Line Items

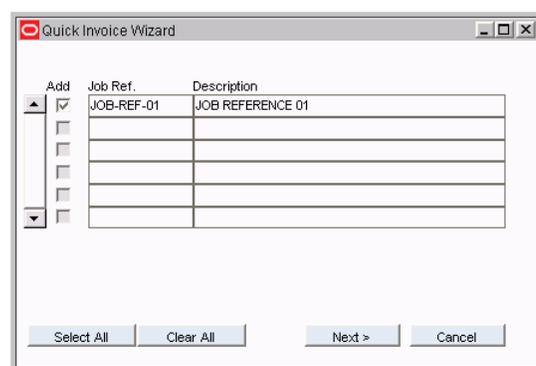
The Line Item (Detail) and Line Item (List) screens only show line items that have been matched. These screens give a summary of the invoice line items. Information in these windows can only be modified when the Service Contract Invoice header status is Created or Pending Approval.

Automatically Creating Line Items

Select Auto-Create Contract Invoice Items from the Actions list to prompt the system to create your line items based on the quantity and rate data from the corresponding Service Timesheet records. Lines are created for both service and material type items. If necessary, you can modify these items later.

Timesheets that are available for matching must be in posted status and have the same date range as entered on the Service Invoice record. This action will also only work for items that do not have the Allow Auto Pay indicator set on the Service Contract record.

When you select the action, the system opens the Quick Invoice Window where you can select which job codes to add and verify the timesheet line items that will be created.



Click the Next button, and then on the Finished button to process the items and return to the Service Invoice record. You can then select Line Item (List) or (Detail) from the views list to review the matched items.

Manually Matching Items

Once you have saved the Service Invoice record, you can manually match service invoice line items against service contract items by selecting Matching to SC (Detail) from the Views list.

The Service Invoice Tolerances Business Rule defines dollar and percent tolerance values for invoice matching.

Invoice Matching to Service Contract view

Service contract line items must fill the following criteria to be available for matching:

- Items with approved and posted time charges that fall within the date range entered on the Service Invoice record, and
- have a job reference number that matches the number entered on the Service Invoice record, and
- are not yet invoiced, and
- are not set for automatic invoicing.

This assures that you will only be able to invoice Service Contract Items with services received but not yet invoiced.

You can only match new items when the Service Contract Invoice status is Created.

The data entry fields at the lower portion of the screen are populated by the system based on timesheet information. However, most of these fields can be modified if necessary.

You can use the Auto-create Contract Invoice Items action to match your items, or you can match the items manually.

Type - Enter an Invoice Item Type. Normal indicates debit costs and Credit indicates a credit.

Quantity - The quantity will normally refer to the number of hours worked or # of days a piece of equipment was rented.

Price - The system brings up the rate for the Service Item, however, you can change the price manually if necessary.

Total - The system calculates the total based on the Quantity and unit Price. The system then compares the total with the Service Contract Item. If the total falls outside either the dollar or percent variance tolerance, the system either issues a warning or stops further processing. This process is based on the settings in the Service Contract Invoice Tolerance Business Rule.

Note - Enter any necessary Line Item notes.

Taxable - Enter the taxable amount in this field. The system multiplies the Taxable amount by the tax rates to calculate the total tax for the Line Item.

Tax Codes - You can modify Tax Codes as required. Line Item tax codes are used as part of the Service Invoice total unless the Tax check boxes are checked on the Service Contract Invoice.

How to Match a Service Invoice to Service Contract Items

1. **Open the Appropriate Service Invoice record.**
2. **Select Matching to SC (Detail) from the Views list.**
3. **Select the appropriate Contract Item.**
Scroll through the items using the arrow keys next to the Views list heading.

The matching information is located at the bottom of the screen. The system automatically enters known information from the Service Timesheet record, if one was referenced, but the fields can be modified if necessary.
4. **Enter an Invoice Item Type.**
N = Normal indicating debit costs, C = Credit indicating a credit.

This field is located at the lower portion of the screen.
5. **Enter a Quantity.**
6. **Modify the Unit Price if necessary.**
The system automatically enters the rate from the service item, but you can modify it if needed.
7. **Enter tax information.**
8. **Enter a Note if necessary.**
9. **Click Save.**
10. **Click the right arrow button next to the View heading to process the next Line Item.**
Once you have matched all of the items, the Matching to SC views will no longer show any items. You can review the items by selecting Line Item (List) or (Detail) from the Views list.

How to Automatically Match to Service Contract Items

1. **Select Auto-Create Contract Invoice Items from the Actions list.**
The system opens the Quick Invoice Wizard.

Items are matched based on the quantity and rate data from the corresponding Service Timesheet records. Lines are created for both service and material type items.

Timesheets that are available for matching must be in posted status and have the same date range as entered on the Service Invoice record. This action will also only work for items that do not have the Allow Auto Pay indicator set on the Service Contract record.
2. **Click the Next button.**
The system displays a confirmation screen showing the line items that were matched.
3. **Click the Finish button.**
You are returned to the Invoice record where you can select Line Item (List) or (Detail) from the views list to review the matched items.

Invoice Item Accounts

Item Accounts information is retrieved from the Service Contract Line Items. The ability to modify Service Contract Invoice Line Item Account information is controlled with the Service Invoice Account Override Business Rule and the Serv Invoice Account Override responsibility function.

AP Data

Enter Invoice Accounts Payable (AP) information.

Information entered here can be used as a part of your Accounts Payable processing.

AP Data view

Enter the AP dollar Amount, the Invoice Check Type (which if left blank will be interpreted as Regular AP Processing), a Manual Check Number (if appropriate), and AP Batch information. The Sent to AP indicator is checked by the system when the invoice has been submitted to accounts payable (an external interface process).

Prorate Data

Select Prorate Data from the Views list if you need to prorate your costs across line items. Check the box next to each type of cost that should be prorated.

The Service Invoice Prorate Defaults Business Rule determines what can be prorated.

Prorate Data view

Service Invoice Actions

In addition to standard actions, the following can be completed from within the module.

Exporting Service Invoices

Select Export Service Invoices from the Actions list to export a file showing posted Service Invoice records and associated Timesheet details based on the selection criteria entered. The timesheet line items must be included on the invoice. Timesheet line items that do not have an invoice created for them are not exported.

Once the desired invoices are selected, the system accumulates the following from the Timesheet records:

- Employee number and name,
- Vendor and Contract ID,

- Summary of hours worked,
- Total cost for each unique item and rate type, and
- Summary of the costs for material type items

Users must have Service Invoice Export Wizard in their responsibilities to have access to this action.

Processing a Credit

If you need to process a credit against a service contract, you must first create a Service Timesheet with a negative number entered for the hours or in the Contract Material Quantity field. You can then process a Service Invoice record which will “back out” the charge by applying a negative value against the Service Contract.

Chapter 12

Change Order

Use the Change Order module to modify Purchase Order records that are in Issued status and have already been sent to the vendor. Change orders are generally used for negotiated changes to an original purchase order that will alter the cost of the purchase order. For changes and transactions against issued purchase orders that do not affect the cost (for example, a new shipping date) you can use the system's expediting features from the Expedite PO module or the Expedite view of the Purchase Order record.

Access to the Change Order module is usually restricted to Purchasing Agents or Buyers. This access is controlled by granting specific database privileges to specified users. New change orders are created in the Purchasing module from the Issued PO that needs to be updated. New records cannot be manually inserted in the Change Order module.

Change Order Records

Only one active change order can exist for a purchase order at any given time. If you try to create a second change order before the first is resolved, the system displays a warning message. Once you have developed a change order you can merge it back into the original purchase order. The system keeps a record of the original purchase order and all subsequent change orders as revisions to the original. Once the change order is approved, it replaces the originating purchase order using the same purchase order number with a higher revision number. An approved change order cannot be modified.

Buyers who have been granted the necessary authority can bypass the change order process and update the purchase order directly in the Purchase Order module. When a purchase order in Issued status is updated in this way, the system automatically creates a Change Order record with the next highest revision number to properly track the changes. The system can also automatically approve change orders based on criteria set in the C.O. Auto Approve Percentage business rule.

Change Order module

The fields on the change order and on the Views list windows are identical to the fields on a purchase order. Please see the Purchase Order User Guide for a detailed description of the fields.

Depending on how your organization has configured the system, when you print the adjusted purchase order, only the header and the items that have been changed will print.

Merge PO Status

Once the change order has been reviewed and approved, updating the purchase order is as simple as changing the change order status to Merge PO. When you change the record to this status, the system automatically updates the purchase order.

How to Create a Change Order

Since a change order represents changes to a purchase order, you must first have an existing purchase order that is in Issued status. The Change Order module does not allow you to insert new records, you must do this through the Purchase Order module.

1. Open the Purchase Order record that you need to change.

Since a change order only handles changes to a purchase order, you must first have an existing purchase order that is in Issued status.

The Change Order module does not allow you to insert new records.

Users with the required authority can also make changes to a purchase order by setting the Purchase Order status to Updating then making changes.

2. Select Create Change Order from the Actions list.

This action is only available when the record is in Issued status.

The system transfers all of the information from the PO to the new Change Order record, and displays a message notifying you that the change order has been created.



3. Select Change Order from the Actions list.

The system opens the Change Order module to the Results of Search screen showing the change orders for the purchase order. As a default the system creates revision 000 as a copy of the original purchase order, and it also creates revision 001. Revision 000 cannot be modified.

Regardless of the number of previous revisions, you should select the most recent revision.

4. Make the necessary changes.

You can make changes to any updatable fields. If you try to change a field that is not updatable, the system displays a warning. In most instances, you will only need to make changes to quantities, pricing information, and tax information in the Change Order module.

5. Click Save.

The system saves the changes and calculates any adjustments to the total cost.

How to Merge a Change Order with its Purchase Order

1. Open the Change Order record.

The change order must be in Pending Approval or Approved status. If it is in Pending Approval status, you must have the proper Approval Title to also approve the change order.

2. Change the status to MERGE PO or Select Merge Change Order with PO from the Actions list.

If you change the status, the system notifies you that you have changed the record status and asks if you want to save the changes.

If you use the Actions list the system simply updates the purchase order without displaying any messages.

How to Review Costs for a Change Order

1. Open the appropriate Change Order record.

The Change Order module is in the Purchasing Subsystem.

2. Click the Costs button.

The system opens the Change Order Costs window. You cannot make direct changes to the information in this window. When you are done reviewing the information, you can close the window by using the close button in the upper right corner of the window.

How to Review Costs for a Change Order Item

1. Open the appropriate Change Order record.

The Change Order module is in the Purchasing Subsystem.

2. Click the Line Items button.

The system opens the Change Order Line Item window. You can navigate to specific items by clicking the List radio button and selecting the item that you want.

3. Click the Line Costs button.

The system opens the Change Order Line Items Costs window. You cannot make direct changes to the information in this window. When you are done reviewing the information, you can close the window by using the close button in the upper right corner of the window.

Directly Updating Purchase Orders

Buyers who have been granted the necessary authority can bypass the change order or Expedite PO process and update the purchase order directly in the Purchase Order module. When a purchase order in Issued status is updated in this way, the system automatically creates an Change Order or Expedite PO record to properly track the changes. For information on how to grant this authority please refer to the System Basics guide chapter entitled Customizing User Settings.

You must have the Change PO Auto Pay Indicator responsibility set in your user profile to overwrite the auto pay feature after the purchase order has been issued and receipts have been processed. If you have the proper authority you can overwrite auto invoicing by selecting Change Auto Pay Ind from the Actions list.

How to Update an Issued Purchase Order in the Purchase Order Module

- 1. Open the Purchase Order record.**
- 2. Change the purchase order status to Updating.**
- 3. Make the necessary changes.**

The ability to update purchase order information is consistent with the updates allowed in the Change Order module. Line items can be added or canceled as necessary, but cannot be deleted.
- 4. Click Save.**
- 5. Change the purchase order status back to Issued when all updates are complete.**

The system automatically generates a change order for changes made to quantity and price, or it creates an Expedite record when changes are made that would normally be made in that module.

In addition to any standard views, the module includes the following:

Same as [Purchase Order Views](#)

Merge Change Order with PO

Selecting Merge Change Order with PO from the Action list changes the record status to Merge PO and is the same as changing the status manually.

You must be a Buyer in order to access the Merge Change Order with PO action.

Chapter 13

Expedite PO

The Expedite PO module serves two distinct purposes: to track and expedite Purchase Order items not yet received, and to allow you to modify selected information on a Purchase Order in Issued status without having to create and process a Change Order. Since expediting Purchase Orders may often require more than one call to the supplier, you can have multiple Expediting records for one PO. To close out an Expediting record, set the status to Closed (or Canceled if desired).

Expedite PO Records

If you are only modifying information on an issued Purchase Order, enter the new information and set the status to Closed. The Purchase Order is automatically modified. Only users who have the proper privilege to modify Purchase Orders will be able to use this feature of the Expediting module.

You can also access expediting information using the Views list in the Purchase Order module. Processing within that view option is the same as described for this module.

The PO Expediting Data window is divided into three sections:

- information about the entered Purchase Order number
- expediting information
- information to update the Purchase Order.

If you have already selected information displayed on the PO Expediting header and wish to insert a new record, Click New. If you are updating an existing record, enter the new information in the expediting data section.

Buyers with the proper authority can bypass the Expedite PO process and update the PO directly in the Purchase Order module. When a PO in Issued status is updated in this way, the system automatically creates an Expedite PO record to properly track the changes. Please refer to the document, Buyers, in the Admin. User Guide for information on granting this authority.

The screenshot shows the Oracle Expedite PO record form for PO 05000041. The form is titled "Expedite PO 05000041" and includes the following fields and values:

- PO No:** 05000041
- Type:** S
- Status:** Received, Fully
- Requestor:** (empty)
- Required Date:** 17 FEB 2005
- Buyer:** (empty)
- Total Amount:** 625.00
- Vendor:** RUB-VENDOR1
- Acme Electronics Supply**
- Expediting Data:**
 - Expedite No:** 001
 - Expeditor:** RBEELEER
 - Status:** Open
 - Next Expedite:** 09 FEB 2005
 - Next Expedite:** 16 FEB 2005
 - Contact:** W. COYOTE
 - Contact Phone:** (303)473-2955
 - Comments:** (empty)
 - Update PO header with information below ?
 - Ship To Code:** (empty)
 - Promise Date:** (empty)
 - FOB:** (empty)
 - Confirmed
 - Carrier:** FEDEX
 - Federal Express Corporation**

Expedite PO record

The following fields are included:

PO Number - The Purchase Order Number can be entered only if you are creating a new Expediting record. The field has an associated list of values controlled by the Purchase Order module in the Purchasing subsystem. When you enter a Purchase Order number, the system supplies various elements of related information including the Requestor, (PO) Type, Vendor, Contact, etc.

Type - The Type field indicates the original Purchase Order Type and is supplied by the system when you enter the Purchase Order number.

Status - The Status field indicates the state of the expedite process. The options are: Open, Closed and Canceled. The system creates new records in Open status. Setting the record status to Closed causes the system to update the Purchase Order with new information if the Update PO with Information Below? check box is checked. Setting the status to Canceled closes the record without updating the Purchase Order.

Since an Expedite record generally represents a single communication between your organization and the vendor, each record should be closed as soon as it is made.

Requestor - The Requestor indicates the person who originally requested the Purchase Order.

Required Date - The Required Date indicates when the items are needed at the Deliver To Location.

Buyer - The Buyer fields show the Buyer Code and name of the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order.

Total Amount - The Total Amount field displays the total cost of all the line items on the Purchase Order, without taxes or delivery costs.

Vendor - The Vendor fields display the code and name for the vendor supplying the items.

Expedite Number - The Expedite Number field indicates the suffix or sequence number of the expedite record. The system creates a unique number for each Expedite record by adding a suffix number to the Purchase Order number when the record is created and saved.

Expeditor - The Expeditor field indicates who is responsible for the expedite process. The Expeditor field is set by the system to the name of the user who first entered the Expediting record. It cannot be modified.

Next Expedite - The Next Expedite field indicates when someone should follow up. The field is currently only for review purposes and does not affect any changes elsewhere in the system.

Contact Name, Phone Number and Comments - The Contact fields contain vendor contact information. The Comments field is a free-form field in which you can enter brief comments about the expediting communication.

Update PO header with Information Below? - When the Update PO with Information Below? box is checked, the system will update the original Purchase Order with the changed information when you change the Expedite record status to Closed. Checking this box will cause the system to update the PO record only, not the individual line items. Select Line Item from the Views list to update line items individually.

Ship to Code - The Ship To Code field indicates the storeroom to which the order should be delivered. The field has an associated list of values controlled by the Storeroom Setup module. Depending on how your organization has configured the system, you can also use the PO Report Constants Business Rule. If you want to use the Business Rule to fill in this field, the Ship to Code field on the Storeroom Setup record must be blank.

Promise Date - The promise date field indicates the date the vendor has promised delivery. Remember that this field is required if your organization uses the Vendor Performance functionality.

FOB - The FOB (Free on Board) field displays the delivery charge terms negotiated for the record. You can update these terms by selecting a new option from the associated list of values.

Confirmed - The Confirmed check box and the date field beside it are used to indicate that the information has been confirmed with the carrier or vendor, and when the confirmation was completed.

Carrier - The Carrier field displays the freight company responsible for delivering the items. The associated list of values is controlled by the Vendor module (in the Purchasing subsystem) and only shows vendors identified as carriers.

Please refer to the section entitled Purchase Orders for more information on Vendor Performance.

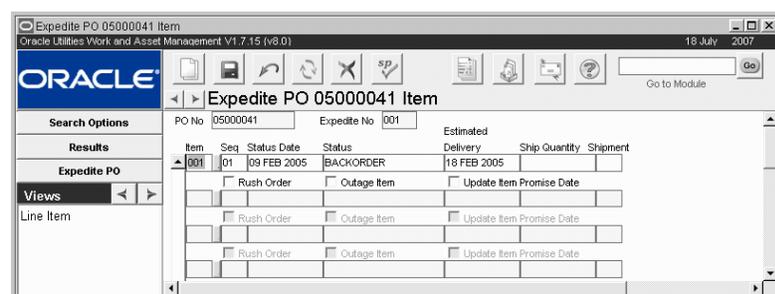
Expedite PO Views

The module includes the following views:

Line Item

Select Line Items from the Views list to expedite single Purchase Order items without expediting the entire Purchase Order. You can also establish multiple delivery dates for a given item. For example, you can order 20 pumps and want to expedite delivery of only 5 of them.

Your organization must have the Expedite Item Details option set to ON in the Purchasing Options Business Rule for this feature to be available.



Line Item view

Sequence Number - A system generated number you can use to track multiple changes to the PO line item and the status of partial shipments.

Status Date & Status - The system enters the date that the was changed. The status field indicates the state of the order. You can enter descriptions such as Backordered, Shipped, or Ready for shipment.

Estimated Delivery - The date the vendor has promised delivery.

Ship Quantity - The number of items being shipped. The total number of items being expedited cannot exceed the PO line item quantity.

Shipment Number - You can use this field to identify shipments if the Item will be delivered in multiple shipments.

Rush Order - This indicator is used for reporting purposes.

Outage Item - Depending on how your system is configured, this indicator may be available to indicate the item is being ordered as an outage. Again, depending on your system's configuration, there may or may not be additional functionality attached to this feature.

Update Item Promise Date - Place a check in the this check box if you want the system to verify that an Estimated Delivery date has been entered and copy that date to the PO Line Item Promise Date. The original Promise Date will be overwritten with the date indicated on the Expedite record.

If your organization uses the Vendor Performance Rating functionality, the Vendor's On-time Delivery rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. It is important that an accurate date is entered on the Purchase Order so that the resulting ratings are accurate.

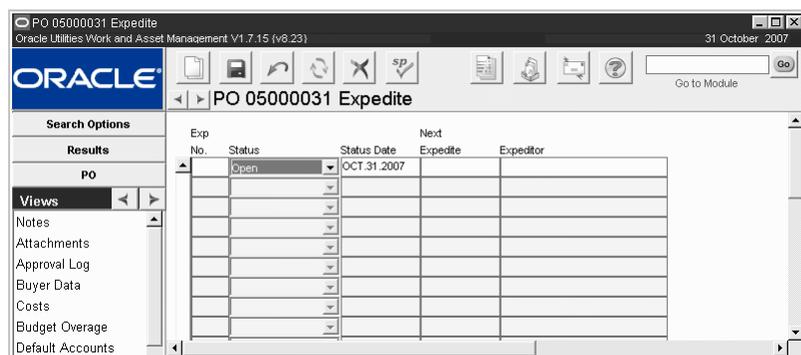
Expediting Using the Purchase Order Record

You can also expedite purchase orders using the Purchase Order module. This is often more helpful since you will be searching the Purchase Order module for POs that are in need of expediting.

In most modules there is room for your organization to add up to 10 user defined fields in order to include more information on a record screen. This feature is especially useful in the Expedite Item window. For example, if your organization and its vendors use a separate system for tracking deliveries you can make space to include the vendor's tracking number for your own reference.

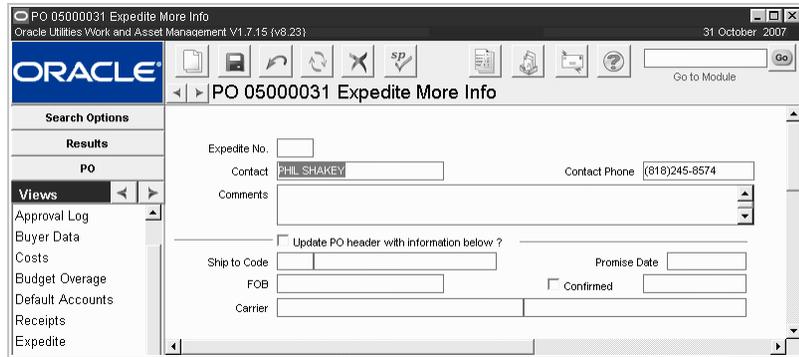
How to Expedite Through the PO Record

1. Open the Purchase Order record that needs to be expedited.
2. Select Expedite from the Views list to open the Expedite window.



The Purchase Order Expediting window displays any Expediting records that are already entered into the system for the purchase order.

3. Click the New icon to enter a new Expediting record.
4. Enter the Next Expedite Date, then select More Info from the Views list to access the Expediting More Information window.

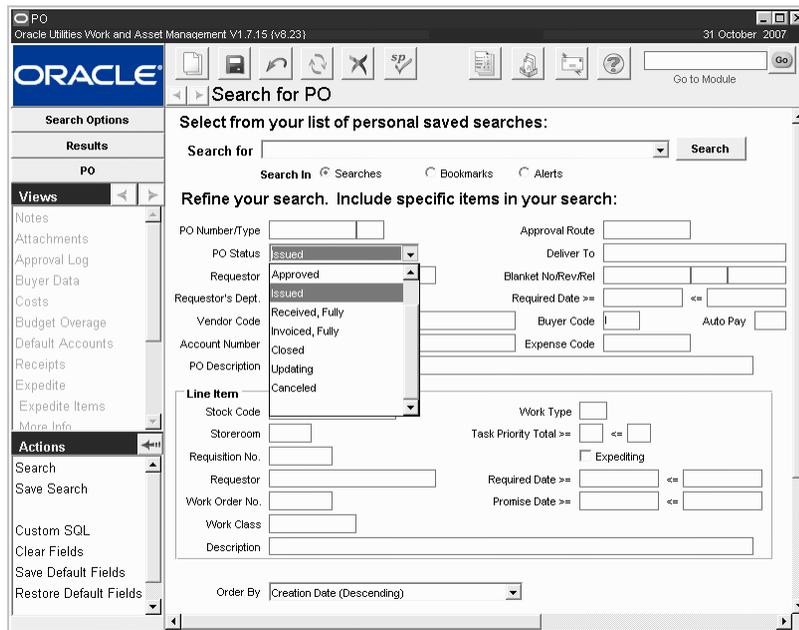


5. Enter, change, or review information as required.
6. Click Save.
7. When you are finished expediting the purchase order, set the status to Closed. Again, the closing the expedite record signifies that this effort for this PO is now complete and the system updates the purchase order with listed information.

If the Expedite Item Details rule key in the Purchasing Options Business Rule is set to ON, you can also create Expedite Item records for specific purchase order line items.

You can create a saved search that will appear as a link on your home page to find any type of search criteria that you want. In this case, you would need to search for POs that are in Issued status so that you can choose which ones need to be expedited.

8. Open the Purchase Order module in the Purchasing subsystem. Set the system to search for the PO status “Issued” and select Saved Search from the Actions list.



Create a Saved Search for Issued POs

Once you have created the search the system locates all purchase orders that are in Issued status that may require expediting when you select that search from your home page.

Chapter 14

Invoicing

After a purchase order has been issued to a vendor and the vendor has supplied the requested materials and/or services, it becomes your obligation to pay for what you have received. Received items that need to be paid for are called “payables”. The value of items received but not yet paid for is reflected in the application as accruals. Accruals are displayed on the Purchase Order record and on Work Order and Task Cost Summary views.

Invoice Records

Record incoming invoices and match them against their corresponding received materials and services in the Invoicing module. [Credit memos](#) are also processed in the Invoicing module. After a purchase order is sent to a vendor, the vendor provides the required materials and services and submits an invoice. During a receiving session, the system generates individual receipts for each purchase order line item. When the invoice arrives, you enter its information by creating an Invoicing record with a unique Invoice Number, then creating Invoice Line Item records. The system matches the Invoice Line Items against the corresponding purchase order line items for you. Generally, these invoice items are matched one by one, but the system also provides an Action that will quickly match several items at once.

Settings in the Invoice Setup Criteria business rule manage how items are matched, whether or not multiple purchase orders can be referenced on one invoice and other important settings.

Invoice Record

Purchase orders can be handled in various ways on Invoice records:

- You can reference one purchase order on the Invoice record header.
- One purchase order can be referenced on multiple Invoicing records as long as the combined totals on the invoicing records do not exceed the total item quantity on the purchase order.
- Multiple purchase orders can be referenced on a single Invoicing record if your business rule settings allow.
- You can also create Invoicing records that are not associated with a purchase order.

You cannot manually create Invoices for purchase orders that have the Auto Pay indicator checked. These invoices are automatically created by the system.

The following fields are included:

Purchase Order Number - This field displays the PO number associated to the invoice. When you select a purchase order number from the list of values, the system supplies related information such as the vendor code, vendor name and pay to data. You can add or update the purchase order number at any time as long as the invoice is not in approved or posted status and no line items have been added to the invoice.

Purchase Orders with the Auto Pay indicator checked do not appear on the list of values.

A purchase order can be referenced on multiple Invoicing records, as long as the combined total for the invoicing records does not exceed the item quantity on the purchase order. For example, if a purchase order for 100 ceiling fans is received in two shipments of 50 fans each, it can be invoiced on two separate invoicing records for 50 items each.

Multiple purchase orders can be referenced on a single Invoicing record if your organization permits this practice. You can also create an invoice without referencing a purchase order number.

Multiple POs - Check this box if you want to reference several purchase orders on this invoice. You can then click the Change PO button on the Matching to PO views to add additional purchase orders.

The Multiple POs check box is available only when the Invoice Setup Criteria business rule is set to allow multiple purchase orders.

Include Closed Purchase Orders - The Include Closed Purchase Orders check box is only used when a new Invoicing record is being created. It controls whether or not you can create an Invoice from a Purchase Order that has already been closed.

The Include Closed PO check box might be used if a freight bill comes separately from the carrier, and was not included on the invoice from the vendor, but you would include it on the same invoicing record.

Auto Pay Indicator - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here. If the indicator is checked, line items cannot be added, updated, or deleted on the invoice.

Invoice Number - The Invoice Number field displays the Invoice number supplied by the vendor. The Invoice Number must be supplied when the Invoicing record is created.

Status - Invoice statuses include: Created, Pending Resolution, Pending Approval, Approved, Posted, and Cancelled. Users with delete responsibilities in their user profile can delete Invoices in cancelled status if necessary.

If the Invoice Setup Criteria Business Rule is set to allow invoicing a PO that has not been fully received, the system puts the record into Pending Resolution status. After the mismatch has been resolved, either by receiving the remaining items checking the Complete? indicator on the Receiving record, batch processing changes the status to Approved. After the record has been Approved, the system automatically sets the status to Posted. Associated costs are also posted throughout the system during processing and the Invoice is considered closed.

Vendor Code, Vendor Name - The Vendor Code and Vendor Name fields display information about the vendor. The Vendor Code field is associated with a list of values controlled by the Vendor module in the Purchasing subsystem. When you supply the Vendor Code, the system supplies the Vendor Name.

You can enter either Vendor Code or Vendor Name on the Search Options screen to locate Invoicing records for a particular Vendor.

Clerk - Enter the name or username of the person responsible for entering or managing the invoice, depending on your business practices. This field can be searched from the Search Options screen.

Buyer - The Buyer field displays the code for the Buyer responsible for issuing the Purchase Order associated with the Invoice. The system provides this information from the Purchase Order, if it was included in the Purchase Order record. You can drill down on this field to open the Buyer module in the Administration subsystem.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can

change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Payment Information

Invoice record Payment Information section

Pay To - The Pay To field contains the Vendor Code for the office that handles the billing for the vendor. The field has a list of values controlled by the Vendor module and that displays all Vendor records in Active status.

Terms - The code in the Terms field represents the discount offered by the vendor if the invoice is paid by within the indicated number of days. The system supplies the code from the Vendor module in the Purchasing subsystem, if the terms have been specified for that Vendor record. If the terms have not been specified for the vendor, or if the terms for the invoice are not the standard terms offered by the vendor, you can use the associated list of values to select a code. The list is controlled by the Payment Terms Business Rule in the Administration subsystem.

Days - The Days field is completed by the system when you enter a code in the Terms field. The system uses the number of days associated with the terms to calculate the Invoice Due date.

Vendor Date - The Vendor Date field represents the date the vendor issued the invoice. The system adds the number of days in the Days field to the date in the Vendor Date field to calculate the Invoice Date. If you update the Vendor Date, the system asks if you also want to recalculate the Invoice Due Date.

Invoice Due - The Invoice Due field indicates the date payment should be made on the invoice. The system adds the number of days in the Days field to the date in the Vendor Date field to calculate the Invoice Date.

You can ensure that the invoice date must be supplied by making the Terms and Vendor Date fields required in the Modules Administration - Forms module of the Administration subsystem.

Invoice Received - You can enter the date the Invoice was received from the vendor in this field.

Invoice Entered - The date the Invoice was entered into the system. This date is the same as the Created Date but is duplicated here for easy comparison with the other date fields.

Alternate Invoice Number - Use this field to reference another invoice number for the same purchase, if one exists. You may want to enter an alternative number if you have been invoiced twice for the same purchase or if your organization uses an alternative numbering systems for Invoices.

Note - This is a free form field that can be used to record any notes relevant to the invoice.

Invoice Summary

The screenshot shows the Oracle Invoicing application window titled "Invoicing RJB-01010101 Vendor Code RJB-VENDOR1". The interface includes a search bar, a navigation pane on the left with sections for "Views" (Notes, Attachments, Approval Log, etc.) and "Actions" (Create Bookmark, Audit Log, etc.). The main area displays invoice details for PO No. 00000174, Invoice No. RJB-01010101, and Vendor Code RJB-VENDOR1. A red box highlights the "Invoice Summary" section, which contains the following fields:

Currency	U	1.0000000
Items Total		Use Amt
Discount Rate		
Invoice Extra		
Invoice Freight		
Invoice Total		.00
Accrued Tax Total		.00
Vendor Total		.00
Manually Entered Total		

Below the Invoice Summary are sections for "Batch Information" (Batch ID, Voucher Number, Process Level, Reporting Date, Post Date, Payment Date, Check No.) and "Tax Summary" (State/Prov Tax, Federal Tax, Duty, Default Tax Codes and PO Data).

Invoice record Invoice Summary section

Currency and Exchange - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Items Total - The Items Total field displays the pre-tax subtotal of the cost of all of the Invoice line items.

Discount Rate - The Discount Rate field displays the percentage of the discount applied to the cost in the Items Total field. The unlabeled field to the right displays the total value of the discount applied. The system supplies this information based on the code you enter in the Terms field, but you can enter a different value if necessary.

You can enter a negative number in the Discount Rate field to markup (increase) the Item's Total Amount. The Negative Discount option in the Invoice Setup Criteria Business Rule must be set to YES to allow this functionality.

Invoice Extra - The Invoice Extra field represents additional costs associated with the invoice that cannot be represented elsewhere. Some possible examples are restocking fees and expedite charges.

Invoice Freight - The Invoice Freight field displays the freight costs associated with the Invoice. You can enter the freight costs from the invoice.

Invoice Total - The system calculates the Invoice Total, taking into account the Items Total, Discount, Invoice Extra and Freight and applicable Taxes.

The Invoice Setup Criteria Business Rule determines whether users can see the Accrued Tax Total on the Invoice window.

Accrued Tax Total - The Accrued Tax Total represents the portion of Local, State/Provincial and Federal Taxes that are not paid to the vendor. The system supplies this information from the Prorate Data view where you can adjust accrued tax and tax paid to the vendor.

These taxes are gathered into an accrual account determined in the Invoice Prorate Defaults Business Rule in the Administration subsystem. The designated account is used by the interface with your organization's General Ledger.

Vendor Total - The Vendor Total field displays the total amount - including any taxes - to be paid to the vendor. The system supplies this information from the Prorate Data view.

Manually Entered Total - You can use this field to input the total amount you have manually calculated for the Invoice. This amount can be used as a visual comparison to the Invoice Total Amount calculated by the system.

The Invoice Setup Criteria Business Rule controls whether or not the system displays a warning message with the Manually Entered Total and the system-calculated Invoice Total Amount do not match.

Batch Information

Batch ID - If you want to include this invoice on a Batch Invoice, select the Batch ID number from the list of values. Before you can select a Batch ID, the corresponding Batch Invoice record must be created in the Batch Invoice module.

Voucher Number - The Voucher Number is used to group invoices within the Batch Invoice records.

Process Level - The Process Level indicates the bank account used to pay the Invoice.

Reporting Date - You can enter a date to indicate when the invoice is scheduled for review and approval by a review committee. For example, this may be the date of the next municipal council meeting. You can modify this date as long as the Invoicing record is not in Posted status.

Post Date - The A/P system uses the Post Date to determine when to post the Invoice. You can modify this date as long as the Invoicing record is not in Posted status.

Payment Date - This date is entered by the A/P interface and indicates the date that the check for payment was issued.

Check Number - This number of the check used to pay the invoice is indicated here. To the right of the Check Number it is indicated whether the check number is a manual check number or a number provided by the A/P system.

Payment Date -

Send to A/P - This indicator is checked by the system when the Invoice Batch record (identified by the Batch ID) is put into Ready to Send to A/P status. This indicates that the invoice has been submitted to accounts payable (an external interface process).

Pay Immediate - Check this indicator to request that a check be issued immediately, without waiting for the next check run or review cycle.

Separate Check - Mark this indicator to instruct the Accounts Payable system to issue a single check for this invoice and not to group it with other invoices for the same vendor.

Paid - Once the A/P interface checks this indicator, the system can proceed to post invoice amounts throughout the system. The Post Invoice key in the Invoice Setup Criteria Business Rule controls when the system posts invoices.

Tax Summary

State/Provincial/Federal Tax - The State/Provincial, and Federal Tax fields indicate the total taxes in each category for the invoice. The system calculates taxes by totaling the tax for each

taxable line item. It uses this information in the Prorate Data detail where you can determine if, and how, tax burden is to be shared by line items and whether taxes are paid to the vendor or into the accrual account.

You can change any of the tax fields and force the system to override the tax calculated from the line items. However, the occasions that you would want to overwrite the line item taxes should be fairly rare. One example would be when a Purchase Order incorrectly identifies a taxable item as a non-taxable item, and the vendor has included the tax on the invoice.

Override - You can use the column of Override check boxes to identify which tax types have been updated (rather than using the system calculated line item taxes). When the override box is checked, and the record is approved, batch processing posts the tax values you have entered to the line items on the invoice.

Default Tax Codes and PO Data

State/Province Tax - Default state or provincial tax information to be used on invoice line items is held in this field.

Federal Tax - This field holds default Federal tax information to be used on new Invoice Line Items.

Carrier - The freight company used to deliver the items. The system copies this information from the Purchase Order but you can update the Carrier name if necessary.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. The system copies this information from the Purchase Order, but you can update these terms by selecting a new option from the associated list of values.

How to Enter a Vendor Invoice into the System

If your system is set up appropriately, you also have the option of invoicing items on more than one purchase order.

1. **Open the Invoice module.**
2. **Click New.**
3. **Select the Purchase Order number from the list of values.**

The list of values only returns the purchase orders that are in at least Issued status but not yet in Closed status. If you are entering an invoice for a closed purchase order, check the Include Closed PO's check box before you reference the list of values.

You can also enter an invoice that is not connected to a purchase order by leaving the PO No. field blank.

4. **Enter the Invoice Number listed on the invoice sent to you by the vendor.**

It is combination of Invoice Number and Vendor Code which uniquely identifies an invoice.

5. **Select the Vendor Code from the list of values.**

The system uses the Vendor Code to automatically return the Pay To Vendor code. This code can only be changed by users who are granted the authority to do so through the responsibility function Invoice Pay To Vendors.

The Pay to Vendor code returns default Terms Code and Currency Code.

6. **Enter the Vendor date.**

The system tries to automatically calculate the invoice due date (based on the Terms Code). This date can be modified if necessary.

7. **Enter the Summary Cost information.**

If you are entering an invoice without a purchase order reference, enter the default tax codes at this stage to save time when entering the invoice line items.

Once you enter a PO No. the system returns the related information. If you are not referencing a purchase order you will need to enter the information manually.

The Include Closed PO check box might be used if a freight bill comes separately from the carrier, and was not included on the invoice from the vendor, but you would include it on the same invoice record.

The Items Total, Invoice Total, Accrued Tax Total, Vendor Total, and Taxes are maintained by the system.

If you check the Override check box you can enter amounts in the tax fields, otherwise the system uses the amounts from the PO line items.

8. **Enter any additional data required by your organization. This includes Tax information, Date information, an alternate Invoice Number, Carrier, or FOB.**

How to Add Items to an Invoice Manually

When writing an Invoice without a purchase order, invoice line items are entered directly in the Line Item (Detail) view. You might also enter manual line items for incidental costs that appear on your invoice such as unexpected freight costs, price adjustments, or sales rebates.

1. **Open an existing Invoicing record or create a new one.**
Generally, you will have just entered the new Invoicing record.
2. **Select Line Item (Detail) from the Views list.**
3. **Click the New icon.**
4. **Select an invoice item type in the Type field using the list of values.**
Commonly the type will be Normal to match a purchase order line item, while Freight and Extra will be used to cover general Invoice costs. Two other types - Credit and Adjustment - are also available to adjust Invoiced credits and debits.
5. **Enter the quantity.**
6. **Enter the price.**
7. **Enter any appropriate additional information.**
You can enter a Taxable amount and a short note. The Note field in this window is only a few words long and does not work like the Note field in Notes views.
8. **Click the Save icon.**

The system checks the calculated price against the Purchase Order price and warns you if the invoiced price is outside the variance allowed by the Invoice Tolerances business rule, asking if you want to continue.

If the invoice price is not outside the tolerance, the system saves the record.

Remember, you can also select Auto Create Material Invoice Items from the Actions list to match items to the PO.

If you need to add additional items click the New icon again and restart the process.

Entering Invoice Line Items

Invoice line items are entered by either matching them to receipts from purchase orders or by entering them manually.

- When invoicing against a purchase order, you must use invoice matching.
- When invoicing without purchase order, you must enter line items directly.

Matching invoice line item information from the vendor against receipts ensures that you do not pay for more than was received.

Invoice Views

In addition to any standard views, the module includes the following:

AP Data

Enter Invoice Accounts Payable (AP) information by selecting AP Data from the Views list. Information entered can be used as a part of your Accounts Payable processing. If necessary, you can enter Batch and Voucher identifiers here that are different from those maintained on the main record.

AP Data view

Interfacing

If the system has been configured to use an interface to an accounts payable application, set the invoice check field (next to Check No. on the header) to Regular AP Processing. The system interfaces the vendor total amount to your accounts payable system for payment. This process can only occur after the invoice has been approved, processed by the system, and had the status set to Posted. Once successfully sent to your accounts payables system, the Sent to AP indicator is marked by the system to inform you.

Budget Information

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget amounts are entered in the Period Costs view of the Account module.

Prorate Data

Select Prorate Data from the Views list to indicate which header costs you want to spread out between the Invoice Line Items. These costs include: Discounts, Extra Costs, Freight Costs, Federal Tax, State/Provincial Tax, and Local Tax. You can also determine which taxes are paid to the vendor and which are to be accumulated in an account for use by the General Ledger.

The Federal Tax Rebate Business Rule helps to determine how costs are prorated on Invoices. Please review the description of this rule for more information.

Prorate Data view

The Invoice Prorate Defaults Business Rule controls what you can prorate. If this rule is missing or an option is not listed, the system does not allow prorating. The Invoice Setup Criteria Business Rule is also important; it determines whether users can see the Accrued Tax Total on the Invoice window, as well as whether or not you are allowed to spread costs across non-tax items as well as tax items.

You should consider the implications carefully before allowing prorating of tax to nontaxable items. You should also be careful how you set up the Business Rules that control prorating. Generally, the cases where you will want to allow prorating of taxes across non-tax items will be limited – usually only when taxable items are mis-identified as nontaxable items on the Purchase Order that generates the Invoice. If you set up the Business Rules incorrectly, you can set the default so that the system automatically prorates taxes to non-tax items. Then, any time you had true non-tax items, you would have to go to the Prorate Data view and turn the prorate option off.

How to Select an Invoice Cost to Prorate Among Line Items

1. **Open the appropriate Invoice.**
2. **Select Invoice Prorate Data from the Views list.**
3. **Check the Pro-Rate? Box on the line associated with the costs you want to spread among the Line Items.**
4. **Check the Non-Tax? Box on the line associated with any taxes that you want to prorate across nontaxable items.**

This allows you to spread tax costs across non-taxed items.

5. **Select a Pay to Vendor? Option from the list of values.**

You can assign all the tax to be paid to the vendor by selecting Y. Or you can assign all the tax to go into the accrual account by selecting N.

The third alternative is to split the tax between the vendor and the accrual account by selecting S. The system will put all tax in the ____ field.

If overwrite the field to reapportion the tax, the system updates the amount to be accrued by subtracting the amount for the vendor from the total tax.

6. **Click Save.**

How to Prorate Invoice Costs among Line Items

1. **Open the appropriate Invoice.**
2. **Open the Prorate Data view.**
3. **Check the first box on the line associated with the costs you want to spread among the line items.**

The accrual account number is set in the Invoice Prorate Defaults Business Rule.

4. Check the second box on the line associated with any taxes that do not apply.
5. Indicate which taxes (if any) are to be paid to the vendor.
6. Click the Save icon.

How to Allow Prorating of Types of Costs to Non-Tax Items

You must have special access to the system to perform this task.

1. **Open the Invoice Set Up Criteria Business Rule.**
2. **Set the Option field for the Allow Non-Tax Prorating line to Y.**
3. **Click Save.**
If you want the Accrued Tax field to show on the Invoice header you can set that option to yes as well.
4. **Open the Invoice Prorates Default Business Rule.**
This is the previous record after the Invoice Set Up Criteria Business Rule, if you used the technique outlined in step 1. Be sure that the cursor is in a field in the top part of the window, otherwise the Previous Record button only moves you from line item to line item.
5. **Open the Cost Type that you want to allow.**
6. **Set the Option Status field to Yes.**
If the cost type is not listed, or the Invoice Set Up Criteria Business Rule, Allow Non-Tax Prorating line is set to No, the system will not allow prorating for that cost type.
7. **Set the Tax to Vendor to field Yes or No.**
If you set the field to Yes, the system automatically applies the selected Tax (if you are adjusting a Tax cost type) to the Paid to Vendor field of the Prorate Data view in the Invoice module.

If you set the field to No, the system automatically applies the selected Tax (if you are adjusting a Tax cost type) to the Accrued field of the Prorate Data view in the Invoice module.

This field does not affect cost types that are not taxes.
8. **Set the Prorate to Non-Tax field to No.**
If you set this field to Yes, the system automatically prorates the cost type to all non-tax items on all invoices. To keep this prorating from happening, you will then have to go into each invoice with non-tax items and turn the prorating off in the Prorate data view. You may want to do this, but you should give your organization's situation careful consideration before you set this field to Yes.
9. **Assign the Accrual Account and the Accrual Expense code if you set the Tax to Vendor to field to No.**
These fields do not affect cost types that are not taxes.

If you do not assign the accrual account and expense code, the costs will appear to accrue on the invoice, but the system will not know where to accrue the tax information. The tax data will be lost and the General Ledger will not balance.
10. **Click Save.**

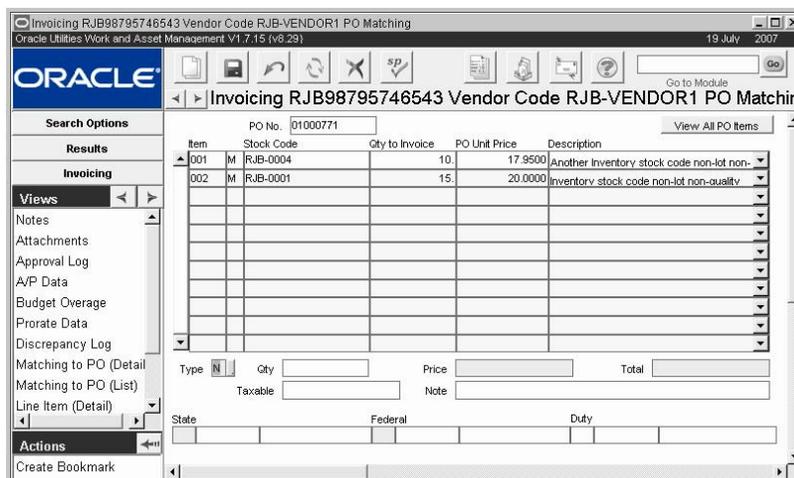
Matching to PO

Select Matching to PO from the Views list to match Invoice totals against received Purchase Order totals. Purchase Order, Receipt, and Invoice information displayed on the upper half of the window is maintained by the system and cannot be modified. You can only match new items when the invoice is in Created status.

How to Match Invoice Line Items Against PO Line Items

1. **Open the appropriate Invoicing record.**
2. **Select Matching to PO (List) from the Views list.**

The system opens the Matching to PO window showing items on the PO with quantities to invoice.



3. **Click to highlight the appropriate item.**
If you need to see more information about an item, select the Matching to PO (Detail) from the views list.
4. **Select an invoice item type in the Type field using the list of values.**
Commonly the type will be Normal to match a Purchase Order Line Item, while Freight and Extra will be used to cover general Invoice costs. Two other types – Credit and Adjustment – are also available to adjust Invoiced credits and debits.
5. **Enter the quantity and the price.**
6. **Enter any appropriate additional information.**
You can enter a Taxable amount and a short note.
7. **Click Save.**
The system checks the calculated price against the Purchase Order price and warns you if the invoiced price is outside the variance allowed by the Invoice Tolerances Business Rule, asking if you want to continue.
If the invoice price is not outside the tolerance, the system saves the record.
8. **Continue matching your Invoice items line by line until all items have been matched.**
Remember, you can also select Auto Create Material Invoice Items from the Actions list to match items to the PO.

The line items must be received in the Inventory subsystem before they can be entered on an invoice if you are using invoice matching. Please refer to the Inventory training book or online help for more information on receiving.

How to Match Invoice Items Against Receipts

1. **Open the appropriate Invoice record.**
2. **Select Matching to PO (Detail) from the Views list.**
3. **Select a Type from the list of values.**
You can enter “F”reight and “E”xtra as individual line items or as charges entered on the invoice, prorated across line items.
4. **Enter Quantity and Price.**
The system calculates the Total automatically. Taxable amount is initially set equal to the Total but can be changed as needed.

5. Enter any invoice line item notes that are necessary.
6. Change the tax codes if necessary.

Tax codes are defaulted from the PO line item and may be changed. The tax amount is calculated by the system as the tax rate multiplied by the Taxable amount.

7. Click Save.

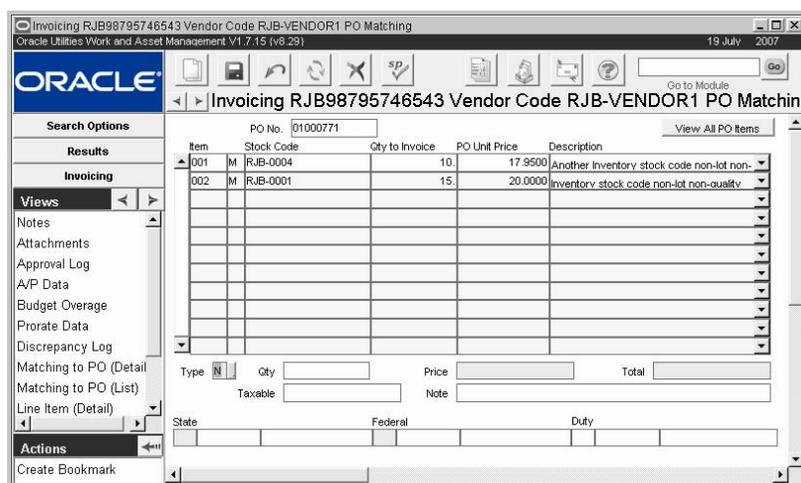
When you save the record the system attempts to generate an invoice line item using the entered information. If the invoice line item value exceeds the tolerance (the anticipated amount from the purchase order), the system either warns you or prevents you from continuing.

8. Click the Next Record arrow to process the next line item.

The system uses the Invoice Tolerances Business Rule to control dollar and percent limits. This determines the maximum and minimum difference between the PO line item value and the invoice line item value matched as well as whether the system issues a warning or if processing is stopped when limits are exceeded.

Invoice Items

Use the Invoice Items (Detail) or (List) view to access existing Invoice Line Items that have already been matched, or to enter Line Items for an Invoice without a Purchase Order. Information entered here can only be modified when the Invoice header status is Created or Pending Approval.



Invoice Item (Detail) view

Accounts - Line Item Account information is copied from the Purchase Order Line Item and cannot be modified unless the Invoice Setup Criteria Business Rule is set to allow Account Updates and you have the appropriate responsibilities in your User Profile. If no Purchase Order is referenced, you can change the Account information as needed regardless of the business rule setting.

Entering Invoice Line Items Manually

You would enter additional line items for incidental costs that appear on your invoice such as unexpected freight costs, price adjustments, or sales rebates.

When entering line items directly (not matching against purchase order) or to modify existing items, select Line Item (Detail) from the Views list. You can also view item information in a list by selecting Line Item (List).

Information is entered in the same way as it was for the Matching to PO process. The only difference is that the system is not entering information automatically.

To charge the Item against a Work Order record, enter a Work Order and Task number. The Work Order record that you reference must be in Active status. The system then displays a window to capture an expense code. The task returns an account number to the line item accounts.

Invoicing Item Accounts

Line item account information is copied from the purchase order line item and cannot be modified unless the Invoice Setup Criteria business rule is set to allow Account Updates and you have the appropriate responsibilities in your User Profile.

If no purchase order is referenced, you can change the account information as needed regardless of the business rule setting.

If a work order task is added to the invoice item without referencing a purchase order, the account information is copied from the work order task.

Quick Invoice Wizard

Use the Quick Invoice wizard to generate invoice line items for PO line items that have unpaid receipts. You can also select Auto Create Material Invoice Items from the Actions list to use the Quick Inventory Processing wizard. The wizard completes the same task as when you enter invoice line items in the way described in the last section in a more automated process. You can enter line items using either method to achieve the same results.

The wizard generates invoice line items automatically by locating all of the purchase order line items for the Purchase Order number displayed on the Invoice record that have unpaid receipts. The system also recalculates the invoice totals to reflect the newly added invoice line items.

You can add, modify, or delete line items on the Line Item record after using the Quick Invoice wizard if you need to make changes.

This Action is good to use when you know that the pricing information on the Invoice matches the information entered on the PO. The system matches all items that are Material type and have not already been fully matched using the price and tax information from the purchase order.

How to Use Quick Invoicing to Match Items to a PO

1. **Open the appropriate Invoicing record.**
2. **Select Auto Create Material Invoice Items from the Actions list.**

The system opens the Quick Invoice wizard displaying the total number of items on the Purchase Order and the number of items available to invoice.

If there are no available items and you try to proceed with the next step, the system warns you that there are no items with unpaid material receipts on the purchase order.

3. **Click the Next button.**

The system matches all of the eligible items using the pricing and tax information from the Purchase Order. The pricing and tax information can be updated at the line item level before the Invoice is approved.

For example: if you had an invoice with one hundred items – most of which were invoiced at the Purchase Order price – you could use the Actions list to match all the items. Then you could go back and adjust the prices of the few invoice items that did not match the Purchase Order price.

A screen opens verifying the number of items that were matched.

4. **Click the Finish button.**

The system returns to the Invoicing record.

Discrepant Invoices

The system is equipped with the ability to enter invoice line items that do not match against purchase order line items and process them as Discrepant Invoices. Two situations where the need for a discrepant invoice would arise are:

Scenario #1 – Purchase Order receipt has not yet been recorded: An item is dropped off at a delivery location by the supplier and the invoice is received prior to the item reaching the receiving location. The discrepant invoice allows you to enter the invoice information prior to entering the item as received.

Scenario #2 - Invoice amount differs from purchase order amount: An item is invoiced for a price that differs from the price on the purchase order, or the quantity that the invoice notes as received differs from what you actually received. You can enter the invoice information with the discrepancy then use the discrepant invoice log to track the reconciliation.

Entering Discrepancies

To enter discrepancies, follow the same process of entering information as you would if the information on the invoice matched the purchase order.

- If you enter invoice information that falls under one of the [discrepancy conditions](#): The system returns a message that informs you that a discrepancy exists giving you the option to continue or cancel.
- You can also select Override Discrepant Invoice from the Actions list to set the status to Approved even if the discrepancy is not resolved.

The actions to Resolve or Override Discrepant Invoices are available only if you have the appropriate responsibilities in your user profile and the record is in Pending Resolution status.

- Once the information is entered and the record is saved, the system notes the discrepancy in the Discrepancy Log for you to reference later.
- On the Line Item View screen for the line item that contains the discrepancy, the system notes the discrepancy in red until it has been resolved.
- The system changes the status of the Invoice to Pending Resolution.
- In the case where the invoice amount differs from the PO amount (scenario #2), the system sends an alert to the buyer.
- When the system runs the batch process associated with the discrepancy it checks the invoice against the PO until the discrepancies have been resolved. To initiate the Match to PO process manually, select Resolve Discrepant Invoice from the Actions list. Once the system finds that the Invoice matches the PO it changes the status of the Invoice to Created so that it can go through the normal approval process.

If you have problems entering discrepancies or you receive error messages please contact your System or Database Administrator. Your system Business Rules must be properly configured in order for this feature to function properly.

Resolve Discrepant Invoice

Batch processing automatically changes an Invoicing record from Pending Resolution to Approved status after any remaining items are received or the Complete? indicator on the Receiving record is checked. If you don't want to wait for Batch to run, and you have the appropriate responsibility in your user profile, you can select Resolve Discrepant Invoice from the Actions list to change the status immediately once the discrepancy is resolved. If the system

cannot change the status for some reason, it writes an entry in the Discrepancy Log and leaves the record in Pending Resolution status.

Override Discrepant Invoice

If you have the appropriate responsibility in your user profile, you can select Override Discrepant Invoice from the Actions list to change the Invoicing record status from Pending Resolution to Approved even if the discrepancy is not resolved. In addition to the status change, a record is written to the Discrepancy Log indicating the user making the change.

The Override Discrepant Invoice action can only be used if the Allow Mismatch Invoice key in the Invoice Setup Criteria business rule is set to Yes.

Discrepancy Log

The Discrepancy Log is a specific Transaction Log that lists all of the information about the Invoice and Purchase Order that you need to know to review or resolve a discrepancy. This information includes the Transaction Date, Invoice Status, and the Reason that the item is listed on the log. A transaction is logged when the discrepancy is created, when it undergoes any change in the process toward resolution, and when it is resolved.

Discrepancy Log view

Automatic Invoicing

Your organization has the option of setting up automatically generated invoices based on Purchase Order prices that are pre-negotiated with authorized vendors. This functionality provides a convenient method of paying for certain transactions without the need for vendor invoicing.

In order to use automatic invoicing vendors must first be designated as auto pay vendors. Once this step is complete, Purchase Orders issued to these auto pay vendors can be designated as auto pay Purchase Orders. After these Purchase Orders are Issued and the items are received, the system automatically generates the invoice based on the negotiated contract pricing of items on the Purchase Orders.

Any purchasing document that references an auto pay vendor that is created will be enabled with the auto pay functionality. Users can uncheck the Auto Pay indicator on these purchasing documents to disable the auto pay feature.

If after the Purchase Order has been issued you decide that you either want to use or not use the auto pay feature for invoicing the Purchase Order, you can select Change Auto Pay Ind from the Actions list to check or uncheck the Auto Pay Ind check box. This action can only be used if you have the appropriate responsibilities set.

After the Purchase Order has been issued and receipts have been made against it the system runs a batch process that creates the invoice. There is no requirement for the Purchase Order to be fully received for the invoice to be created. Partial receipts are processed in the same manner as fully received Purchase Orders. Invoices are created and grouped by Purchase Order for all receipts that are pending. The invoices are created in the Invoicing module and can be reviewed and printed as necessary.

User's are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if either the Pay to Vendor or the Terms Code field are blank.

The system automatically creates Credit Memos when items received on auto pay Purchase Orders are returned for credit or replacement.

How to Designate an Auto Pay Vendor

1. **Open the Vendor module in the Purchasing subsystem.**
2. **Select the Vendor with whom you would like to set up auto pay.**
3. **Place a check in the Auto Pay Ind. Box by clicking on it.**
4. **Click Save.**

User's are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if either the Pay to Vendor or the Terms Code field are blank.

Once a Vendor is designated as an Auto Pay Vendor, any purchasing records that reference the Vendor can be enabled with auto pay functionality.

Multiple Purchase Orders

Your organization can configure the system to allow users to reference items from several purchase orders on one invoice. This extra functionality requires that the Invoice Setup Criteria business rule is set to permit multiple purchase orders and you check the Multiple PO box when creating the invoice record. Once these settings are in place, you can match or “quick invoice” items on more than one purchase order by only slightly modifying the steps you’ve learned so far.

How to Create an Invoice for Multiple Purchase Orders

Before you can match invoice items to multiple purchase orders, the Invoice Setup Criteria business rule must be set to allow for multiple purchase orders and the Multiple PO indicator must be checked.

1. **Open the Invoicing module.**
2. **Click New.**
3. **Enter a Purchase Order number.**

You only enter one of the PO numbers at this point. You can add other POs from the same vendor during the matching process.

4. **Check the Multiple PO box.**

The Multiple POs check box is available only when the Invoice Setup Criteria business rule is set to allow multiple purchase orders.

5. **Enter the Invoice Number.**
6. **Enter the date the Invoice was sent (found on the Invoice) into the Vendor Date field.**

The system uses this date, with the data in the Terms and Days fields to calculate the invoice due date. You can change this calculated invoice date if necessary.

7. **Enter any additional information.**

This can include a Discount Rate / Dollar Value, Extra amount, Freight Amount, and Tax amounts.

8. Click Save.

The system saves the record. You can now match items on the invoice against the items on the purchase order.

Before you can match invoice items to multiple POs, the Invoice Setup Criteria business rule must be set to allow multiple POs and the Multiple POs indicator must be checked.

How to Match Invoice Line Items against Multiple POs

1. Open the appropriate Invoicing record.

2. Select Matching to PO (List) from the Views list.

The Matching to PO view opens showing items with quantities to invoice from the first purchase order.

3. Match invoice items against the PO items displayed.

Follow the steps presented earlier in this chapter. When you have finished matching items from the first purchase order, continue to Step 4.

4. Click the Change PO button.

5. Select a PO from the list of values.

The list contains other POs from the same vendor.

6. Click OK to confirm the PO number.

When you confirm the next purchase order, the view changes to show items from that PO with quantities to invoice.

7. Repeat steps 3-6 until all items from all appropriate POs are matched.

How to Use Quick Invoicing to Match Items to Multiple POs

1. Open the appropriate Invoicing record.

2. Select Auto-Create Material Invoice Items from the Actions list.

The system opens the Quick Invoice Action window, which displays the total number of items on the first purchase order and the number of items available to invoice.

3. Click Next.

The system matches all eligible items using the pricing and tax information from the purchase order.

4. Click Start Again.

The system returns you to the page where you can select the next PO number from the list of values.

Repeat these steps as often as necessary to add all the items for all purchase orders you want to reference on this invoice.

5. Click Finish.

The action window closes.

Processing Credit Memos

You can process a Credit Memo by creating a new Invoicing record and entering a C type line item as a charge.

In addition, the system automatically creates Credit Memos when items received on auto pay purchase orders are returned for credit or replacement.

Chapter 15

Invoice Batch

You can use the Invoice Batch module to group invoices for processing by the Accounts Payable system. A typical batch may include anywhere from 20 to 50 invoices, which may or may not share a common vendor, due date, or other common features.

To use Invoice Batch processing, you first create the Invoice Batch record, then select Tag Invoice from the Actions list to select all Invoice records to be included in the batch. The Tag Invoice window allows you to review invoices by Buyer, Vendor, Process Level, and other search criteria. After you add invoices to the batch, the system displays a total amount for all the invoices included. To prevent errors, you may want to calculate the batch total manually and compare it to the system-calculated total.

Once all Invoices in the batch are in Approved (or Cancelled) status, the status of the Invoice Batch record can be set to Ready to Send to A/P. You can wait for batch processing to move the selected Invoices to the Accounts/Payable system, or you can force the Invoices to be processed before the next scheduled batch run by selecting Send Batch to A/P from the Actions List.

Invoice Batch Records

As records are moved to the Accounts Payable Interface, the system sets the status of the Invoice Batch record to Sent to A/P. Information returned from the interface is used to update records in the Invoicing module.

Invoice Batch record

The following fields are included:

Batch ID - The Batch ID identifies the Invoice Batch record. You can configure the system to generate Batch IDs or for the numbers to be entered manually.

Status - The batch status determines if additional invoices can be added to the batch. The valid statuses are:

Open - Invoice Batch records are created in Open status and you can add invoices to the batch as long as the status remains Open. You can change the status from Open to Ready to Send to A/P to Closed if all invoices in the batch are Approved (or Cancelled).

Closed - You cannot add invoices to a batch in Closed status. Some A/P interfaces may use this status instead of Ready to Send to A/P or Sent to A/P to indicate that the record is ready to be processed or has been processed. To accommodate this possibility, the system allows you can update records in Closed status.

Ready to Send to A/P - Records in Ready to Send to A/P status are ready to be moved by batch processing to the A/P interface. You can move records from this status back to Open status if changes need to be made.

Sent to A/P - Records are changed to Sent to A/P by batch processing after they are copied to the A/P system.

Cancelled - You cannot add invoices to an Invoice Batch in Cancelled status. You can change the status of a Invoice Batch to Cancelled only if it contains no associated invoices. If invoices have been added, you must Close the record instead.

Status Date - The system enters the date of the most recent status change.

Batch Owner - The system automatically supplies the name of the person creating the record as the Batch Owner, but you can select another name from the list of values. Batch Owner is one of the values you can specify when searching the Invoice Batch module.

Description - You can enter a description to help identify the Invoice Batch. Words from the description can be used when searching the Invoice Batch module and display on the Results of Search list.

Clerk - Enter the name or username of the person responsible for entering or managing the invoice, depending on your business practices. This field can be searched from the Search Options screen.

Process Level - Process Level can be used to indicate the bank account the funds will be drawn on to pay the invoices.

Pay Immediate Indicator - A check in this box indicates that a check should be issued immediately, without waiting for the next batch process or approval cycle.

Number of Invoices - The number of invoices included in this Invoice Batch.

Number of Line Items - The total number of Invoice Line Items included in this Invoice Batch.

Total Value of Invoices - The total value of all invoices associated with this Invoice Batch.

Total Vendor Amount - The total amount paid to Vendors in this Invoice Batch.

Average Invoice Amount - The average amount for each invoice in the Invoice Batch.

Average Item Amount - The average amount for each Invoice Line Item included in the Invoice Batch.

How to Create an Invoice Batch Record

1. Open the Invoice Batch module.
2. Click New.
3. Enter a unique Batch ID number
4. Enter a brief Description to help identify the Batch.
5. Click Save.

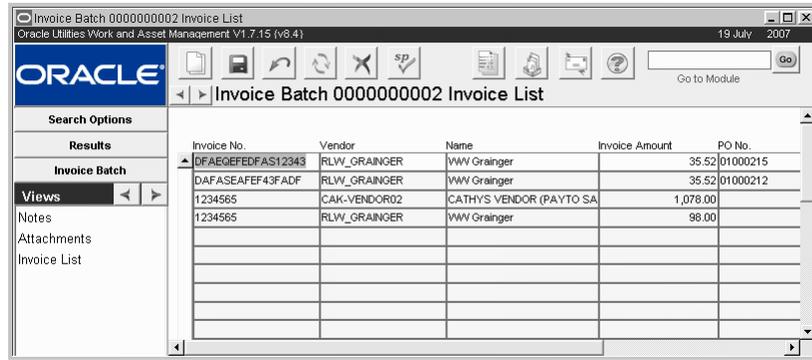
Invoice Batch Views

In addition to any standard views, the module includes the following:

Invoice List

The Invoice List view shows summary information for all Invoices included in the Invoice Batch. You can also double-click the Invoice Number, Vendor, and Purchase Order number to open those records where you can review the complete information about purchases included in the Invoice Batch. Because of the many columns included in this view, you may need to scroll to

the right or enlarge the window to display all the information.



The screenshot shows a window titled "Invoice Batch 000000002 Invoice List" with the Oracle logo and a search bar. Below the search bar is a table with the following data:

Invoice No.	Vendor	Name	Invoice Amount	PO No.
DAFAEGEFEDFAS12343	RLV_GRAINGER	VWV Grainger	35.52	01000215
DAFA5EAFEF43FADF	RLV_GRAINGER	VWV Grainger	35.52	01000212
1234565	CAK-VENDOR02	CATHYS VENDOR (PAYTO SA	1,078.00	
1234565	RLV_GRAINGER	VWV Grainger	98.00	

Invoice List view

The Batch Summary information in the lower portion of the Invoice List view shows the number of invoices, line items, quantities and the amount totals for the Batch Invoice. All information on this view is system controlled and cannot be updated directly.

You cannot add Invoices to the Invoice List view directly. To associate an Invoice with the Batch, select Tag Invoices from the Actions list.

Invoice Batch Actions

In addition to standard bookmark and print actions, the module includes the following:

Tag Invoices

Select Tag Invoice from the Actions list to open the Invoice Selection where you can quickly “tag” (or associate) one or more invoices with the current batch.

If the current batch has Process information or if the Pay Immediate indicator is checked, the system copies that information to the Invoice Selection window, but you can change it if necessary. You can also enter additional selection criteria, including Buyer, Vendor or Status.

When you click the Next button, the system opens the Invoice Results window listing all invoices matching your selection criteria that are not currently assigned to an Invoice Batch. Mark the Select check box to select Invoices you want to tag for the current batch. When you have selected all the invoices you want to tag, click the Finish button to update all selected Invoices with the current Batch ID.

You can also associate Invoices with an Invoice Batch by entering the Batch ID information directly on records in the Invoicing module, but the Tag Invoices action provides a much faster method if you are working with many invoices.

How to Tag Invoices for an Invoice Batch

1. **Open the appropriate Invoice Batch record.**
2. **Select Tag Invoices from the Actions list.**

The Tag Invoice action is only available on records in Open status.

3. **Enter selection criteria for the Invoices you want to review.**

The system copies Process Level and Pay Immediate information from the current Batch but you can change this information if necessary.

4. **Click the Next button.**

A new window opens showing all Invoices matching your selection criteria that are not currently assigned to an Invoice Batch.

5. **Mark the Select box for each Invoice you want to associate with the Invoice Batch.**
6. **Click the Finish button.**

The system updates all selected Invoices with the current Batch ID.

Send Batch to A/P

Select Send Batch to A/P from the Actions list to send the invoices included on the Invoice Batch record to the Account Payable system. The Send Batch to A/P action is only available when the Invoice Batch record is in Ready to Send to A/P status.

Settings in the Invoice Setup Criteria business rule control whether or not these actions are available.

Send All Batches to A/P

Select Send All Batches to A/P from the Actions list to process all Invoice Batch records in Ready to Send to A/P status. The Send All Batches to A/P action is available from all Invoice Batch records regardless of status.

Chapter 16

Cost Adjustments

Enter and process adjustments against Account Numbers, Work Order Tasks, Service Requests and/or Asset IDs in the Cost Adjustments module.

Cost Adjustment Records

Work related costs are incurred in many different ways:

- Labor Charges (posted timesheets)
- Stock Issues and Returns (Stock Checkout transactions)
- Direct Purchases (posted Invoices)
- Adjustments (posted transactions)

When an erroneous charge has been applied, you should make the correction in the same module that was used to incur the cost, NOT in the Cost Adjustments module.

- Labor charges are corrected by offsetting time entries.
- Stock issue/return charges are corrected by returns/issues (respectively).
- Approved and Posted Invoices from direct purchases are corrected by entering Invoices with a credit amount instead of a debit amount (credit memos).

Note: In some cases the need for changes are identified in the middle of a given process (e.g. a Purchase Order being reviewed, found to have an incorrect Account number from an associated Work Order). In those cases the place to make the change/correction may be further down the process (e.g. Changing an Account on the Invoice, or through a Cost Adjustment entry). Not all scenarios for error correction can be anticipated, and are therefore only implied here.

You can also use the Cost Adjustments module to correct erroneously applied charges. Since correcting Timesheets, Stock, and Invoices can be done in the respective modules, the instances that you would use this module should be relatively rare. One example would be if a dollar amount needs to be credited from one location and debited to another.

You can enter and process adjustments against account numbers, work order tasks, service requests, and/or asset IDs in the Cost Adjustments module. Each Cost Adjustment record may have many adjustment items, allowing you to enter more than one set of adjustments if desired. For every dollar value entered, there must be an offsetting value as well. For example, if you want to post \$25 to an account, you must post a -\$25 to an offsetting cost bucket.

Once entered, the adjustments must be routed for approval. Approved Adjustments cannot be modified, but you can change the status back to Created if needed to update the record. The system posts approved adjustments during batch processing and sets the status of the Cost

Adjustment record to Posted. Once posted, the Cost Adjustment record cannot be modified and a new record must be created if further changes are required.

The screenshot shows the Oracle Cost Adjustment 00096 form. The top section includes fields for Adjustment ID (00096), Status (Posted), Transaction Date (05 OCT 2005), Initiator (BRAMMEN), and Created Date (05 OCT 2005 11:21:48). Below this, there are two rows of adjustment items. The first row has Account No. BYB1-Y-NONE-NONE-NONE-001, Expense Code 00016, and Amount 25.00. The second row has Account No. BYB1-Y-NONE-NONE-NONE-001, Expense Code 00014, and Amount -25.00. At the bottom, the Total Credits are -25.00 and Total Debits are 25.00.

Cost Adjustment record

Your organization can choose to show an Adjustment Quantity field by setting the Cost Adjustments Business Rule. This field is not used within Oracle Utilities Work and Asset Management, but can be used with interfaces.

How to Adjust Costs Using the Cost Adjustment Module

Remember, when an erroneous charge has been applied, you should make the correction in the same module that was used to incur the cost. Only use the Cost Adjustments module under special circumstances.

1. **Open the Cost Adjustment module in the Purchasing subsystem.**
2. **Click the New icon.**
3. **Enter a unique Adjustment ID.**
4. **Enter the Transaction Date.**

When you insert a new Adjustment the first required field is the Transaction Date. This is the date that the adjustment transactions actually occurred, not the date that you enter the Adjustment. The Transaction Date can be a date in the past or future, as long as that date has passed when the Adjustment is finally approved. It also has to fall within an Open Accounting Period.

5. **Click Save.**

The system automatically enters your username in the Initiator field to indicate that you were the first to enter the Adjustment. It also enters the Creation Date to the current date. Neither of these fields can be modified.

All Adjustment records are initially entered in Created status. Once you have entered Adjustment Items (whose net value is zero), you can set the status to Pending Approval, or directly to Approved if you have the proper authority. If you change the status to Approved directly on the header, the system automatically inserts an Approval record into the Approval view. Approved Adjustments cannot be modified. They are processed by batch processing which posts adjustment costs accordingly and then sets the Adjustment header status to Posted.

6. **Check the Send to GL indicator if you want the Adjustments to be sent to the General Ledger (GL).**
7. **Enter any necessary Comments.**

8. Enter the Cost Adjustment items.

Cost Adjustment items are displayed on the bottom portion of the Cost Adjustments window. You can enter as many Items as you need to as long as there are offsetting items, causing the net value to be zero.

Enter an Account Number, a Work Order and Task, a Service Request number, or an Asset Type and ID. If you enter a Work Order Task or Asset ID, the system returns the associated Account Number. Entered information is rechecked by the system each time you save changes for an Item.

You can also enter Description text for each Item.

9. Enter the appropriate approval title in the Next Approver field and set the status to Pending Approval.

The system verifies that the adjustment items reconcile when the status is changed to Pending Approval or Approved.

Cost Adjustment Views

In addition to any standard views, the module includes the following:

Cost Adjustment Line Items

Cost Adjustment items are displayed on the bottom portion of the Cost Adjustments window. You can enter as many Items as needed as long as there are off-setting items, causing the net value to be zero (checked when you change the header status to “Pending Approval” or “Approved”).

You can enter an account number, a work order and task, service request, or an asset type and ID. If entering a work order task or asset ID, the system returns the associated account number. Entered information is rechecked by the system each time you save changes on an Item.

You can also enter Description text for each Item if desired. Double-click the Description field to use the editor (which makes reading and modifying text easier).

Ref

Since a single Cost Adjustment record may contain many line items, you may wish to enter a unique reference number in the Ref field to help identify specific items. The Ref number is not system generated and no specific format is required.

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record. Budget amounts are entered in the Period Costs view of the Account module.

The Budget Checking by Document and Budget Checking Business Rules controls this functionality.

Please refer to the topic on [Budget Checking](#) for more information.

Chapter 17

Warranty

Use the Warranty module to maintain warranty information that can be associated with Asset and Component ID records. The system makes the warranty information available on work records referencing the associated assets or components. Settings in the Warranty Processing business rule determine if the system alerts the Warranty Administrator when a warranty is nearing its expiration date.

Warranty Records

Once Warranty records are created and set to Active status, they can be associated with assets and components in the Manufacturer Warranty view of the Asset and Component ID modules, respectively. If it becomes necessary to file a claim against a warranty, you can manage that process using the Warranty Claims module.

The screenshot displays the Oracle Utilities Work and Asset Management V1.7.15 (v8.6) interface for a Warranty record. The record ID is 0700000010 and its status is ACTIVE. The warranty name is 'Sam's Electronics Warranty' and the description is 'Sam stands behind everything he sells, full replacement value plus shipping.' The administrator is RICHARD BEELER. The duration is 12 months. The manufacturer is NONE. The contact information includes Vendor RJB-VENDOR2-0000000000001, Contact Name/Title Sam, Owner, Address Hanger 18 Area 51, City Roswell, NM 88620, Phone No. 5056943472, and Fax No. 5056943400. The contact email is sams@gmail.com.

Warranty record

The following fields are included:

Warranty ID - The Warranty ID is the unique record identifier. Depending on your system configuration it can be automatically generated or created manually.

Status - Valid status include: Created, Active and Inactive.

When the Warranty is in Active status, the following fields cannot be modified: Warranty ID, Warranty Name, Description, Duration, Unit, Manufacturer, and Manufacturer Part Number. To modify any of these values, it is necessary to first return the record in Created status.

Warranty Name - The name of the Warranty.

Description - A general description of the warranty is required.

Administrator - The Administrator is the person responsible for the warranty. If the Warranty Processing business rule is set to send alerts, this person will receive those alerts.

Duration - The length of the warranty. Enter any a number below 1000 here and the corresponding units in the adjacent field. For example, one year would be entered as 12 months.

Unit - The units used for the length of the warranty. You can select days or months from the list of values.

Manufacturer - The Manufacturer who provides the Warranty. The list of values includes both Manufacturer Code and Description from Code Table 186.

Manufacturer Part Number - The part number for the item under warranty.

Vendor - The Vendor Code has a validated list of values, displaying Vendor Code and Vendor Name, and Address to all Active Vendors.

Contact Name, Title, Address, Phone, Fax, Contact Email, Web site - When the Vendor field is populated, all contact fields are populated from the Vendor record. You can modify these values if necessary.

Associating Warranties to Assets or Components

After the warranty has been created and set to Active status, you can associate it to Asset or Component records.

How to Associate a Warranty to an Asset or Component

1. **Open the appropriate Asset or Component record.**
2. **Select Manufacturer Warranty from the Views list.**
3. **Enter the Warranty ID.**
The Warranty record that you want to use must be in Active status.
4. **Enter a Start Date.**
The system calculates the Expiration date based on the Duration indicated on the Warranty record.
5. **Click Save.**
The system updates the Where Used view of the Warranty record with the appropriate asset or component IDs.

Warranty Views

The module includes the following views:

Where Used

The Where Used view is a display only view showing the assets and components currently associated with the warranty. You can drill down on the Asset ID or Component ID for more information about the item under warranty.

Asset ID	Component ID	Description	Expiration Date	St
M 000384742	CAK-COMP01	CATHYS COMPONENT ID	16 APR 2008	
E RVM_WARRANTY_01		manhole 3	10 JUN 2008	
E RVM_WARRANTY_01		Testing new warranty module	25 JUN 2008	
E RVM_WARRANTY_01		Testing new warranty module	27 JUN 2008	
M 000384743		manhole 4	27 JUN 2008	
E RVM_WARRANTY_02	RJB-DD	Component D	30 JUN 2008	
E RVM_WARRANTY_02		Asset with warranty	30 JUN 2008	
M 000384751		manhole 12	30 JUN 2008	
E RVM_CR_WARRANTY		test asset with warranty	01 JUL 2008	
E RVM_ASSET14		Testing Connected asset	02 JUL 2008	
E RVM_WARRANTY_01	RVM_ASSET_1A	Description of component Description of component	10 JUL 2008	
E RVM_WARRANTY_01		Testing new warranty module	10 JUL 2008	
	CAK-COMP01	CATHYS COMPONENT ID	16 JUL 2008	
	C123456	Conference Chair	16 JUL 2008	

Where Used view

Work Under Warranty

The Work Under Warranty view shows work order task and service requests that reference an asset or component covered under the current Warranty record.

Work Order	Task	Status	Service Request	Started	Expires	Component ID	Asset ID	Costs
0700114	01	ACTIVE		22 JUN 2007			E RVM_WARRANTY_01	
			test warranty					
			WORK ORDER	0700011	25 JUN 2007		E RVM_WARRANTY_01	
			test data					
0700113	01	HISTORY		28 JUN 2007			E RVM_WARRANTY_01	
			test data					
0700125	01	ACTIVE		02 JUL 2007			E RVM_WARRANTY_01	
			test warranty					
			ACTIVE	0700015	10 JUL 2007		E RVM_WARRANTY_01	
			test warranty					

Breakdown for 0700113-01	
Expense Category	Document Amt
Invoice w/o PO	61.88
Labor Regular Burden	3.58
Direct Charges Expense 1	35.75
Labor Premium Burden	30.94

Work Under Warranty view

When you highlight a work order task or service request in the upper grid, the information in the lower grid changes to provide expense code and actual amount information for the selected work record.

Benchmark Work Orders are not included on this view, and neither are work records in Cancelled or Rejected status.

If you have the appropriate responsibilities in your user profile, you can select Create Claim from the Actions list to create a claim against the warranty in the Warranty Claims module.

Claims

The claims view shows all claims associated with the current Warranty record. All information on this view comes from the Warranty Claims module and cannot be modified.

Claim ID	Total Costs	Claim Amount	Claim Status	Work Order	Task	Service Request	Asset ID
2	19.67	5.00	REIMBURSED	0600304	02		
3		5.00	CREATED	0700114	01		
000000000000005	132.15	32.00	REIMBURSED	0700113	01		E RVM_WARRANTY_01
000000000000006	.00		CREATED	0700113	02		E RVM_WARRANTY_02
7			CREATED			0700011	
000000000000008	.00		CREATED				
000000000000010			CREATED			0700013	E RVM_WARRANTY_01
000000000000011	.57		CREATED	0700125	01		E RVM_WARRANTY_01
000000000000012	196.00		CREATED	0101082	01		
000000000000013	.00		CREATED				
14		4.00	CREATED	0700146	01		
000000000000015	.00		CREATED				
000000000000016	45.38		CREATED	0700146	01		
000000000000017			SUBMITTED			0700015	E RVM_WARRANTY_01
000000000000018	45.38		CREATED	0700146	01		
000000000000019	.00		CREATED				E
000000000000020	.00	444.00	CANCELLED				E RVM_ASSET14

Claims view

If you have the appropriate responsibilities in your user profile, you can select Create Claim from the Actions list to create a claim against the warranty in the Warranty Claims module.

How to Create a Claim from the Warranty Module

1. Open the Warranty module.
2. Select the Work Under Warranty or Claims view.
3. Select Create Claim from the Actions list.
4. Enter a Work Order Task or Service Request number.

The list of values for each work record types includes records referencing the asset or component under warranty. The system automatically enters the record that was highlighted on the Work Under Warranty or Claims view when you selected the Create Claim action, but you can select another record if necessary. When you select a work order task or service request, the system supplies the total cost from that record.

5. Enter a claim amount
6. Click Finish.

The system creates a new record in the Warranty Claim module and opens a confirmation message showing the claim number.

7. Click Close to return to the Warranty module.

Or click Open Record to open the Warranty Claim record you just created, or Start Again to create another claim against the same warranty.

Chapter 18

Warranty Claim

Use the Warranty Claim module to process claims against Warranty records. Warranty Claim records contain much of the same information as is found on the Warranty records, but also include cost information and comments applicable to the specific claim.

Warranty Claim Records

The screenshot shows the Oracle Warranty Claim record form for Claim ID 000000000000012 and Warranty ID 0700000010. The form is titled "Warranty Claim 000000000000012 Warranty ID 0700000010" and is part of the Oracle Utilities Work and Asset Management V1.7.15 (v8.1) application. The form is divided into several sections: Search Options, Results, Warranty Claim, Views, and Actions. The main data fields include Claim ID, Warranty ID, Warranty Name (Sam's Electronics Warranty), Administrator (RICHARD BEELER), Manufacturer (NONE), Manufacturer Part No. (se-1+), Work Order (0101082 01), Service Request, Asset ID, and Component ID. The Claim Costs Information section shows Total Costs (196.00), Claim Amount, Reimbursed Amount, and Processed By (RICHARD BEELER). The Claim Comments section is empty. The Contact Information section includes Vendor (RUB-VENDOR2-00000000000001), Contact Name/Title (Sam, Owner), Address (Hanger 18 Area 51), Phone No. (5056943472), Fax No. (5056943400), City/State/Zip/Country (Roswell, NM, 88820), Contact E-Mail (sams@gmail.com), and Website.

Warranty Claim record

The following fields are included:

Claim ID - The unique identifier for this Warranty Claim record.

Status - Valid warranty claim statuses are Created, Submitted, Reimbursed, and Cancelled. While there is no processing behind status changes, the system does record each status change in the Warranty Claim Log.

Warranty ID - Select a Warranty ID from the list of values that includes all warranties in Active status.

Once the Warranty ID field is populated, the system supplies the following information from the Warranty module: Warranty Name, Manufacturer Code, Manufacturer Part Number,

Administrator, and all the Contact Information. You can update the contact information if necessary, but the information in the other fields cannot be modified.

Work Order or Service Request - You can select a work order and task or a service request from the list of values that includes the appropriate work records listed for the Warranty ID on the Work Under Warranty view in the Warranty module.

Asset ID - The Asset Record Type and ID fields have lists of values including the all asset types that are under the specified Warranty. If the Work Order Task or Service Requests fields are populated, the lists are also restricted to Assets referenced on the work record. If there is only one Asset listed, the system automatically enters that value

Component ID - You can select a Component ID from a list of values that includes all Components that are under the specified Warranty. If the Work Order Task field is populated, the list is also restricted to Assets referenced on the work record. If there is only one Asset listed, the system automatically enters that value. Note that there are no Component IDs on service requests.

Processed By - Select the name of the person processing the warranty claim. The system automatically enters the current user's name, but you can select another if necessary.

Total Cost - The total cost information is copied from the Work Order Task or Service Request. Select Cost Summary from the Views list to see a breakdown of costs by expense code.

Claim Amount - The amount of money requested in this claim

Reimbursed Amount - The amount reimbursed for this claim

Vendor - When you select a vendor from the list of all Active vendors, the system completes the contact information for the vendor. You can update the contact information if necessary.

Warranty Claim Views

The module includes the following views:

Cost Summary

Select Cost Summary from the Views list to see a breakdown of actual costs by expense code. The costs are copied from the Work Order or Service Request referenced on the Warranty Claim record and cannot be modified.

Claim Log

Each time there is a status change for the Warranty Claims record, the system records the change in the Claim Log. In addition, you can enter notes in the log documenting correspondence, decisions, or other events occurring during the processing of the claim. When you make a manual entry, you can just enter the text and the system will input the current date and time and your username. You can update that information if necessary.

How to Create a Warranty Claim against a Work Order Task or Service Request

1. **Open the Warranty Claim module.**
2. **Click New.**
3. **Select a Warranty from the drop-down list.**
The system defaults the Warranty and Claim information from the Warranty.
4. **Select a Work Order and Task or Service Request.**
The lists of values contain work records where one of the Assets is covered by the specified Warranty. When you select the work record, the system retrieves the total actual costs.

5. Select an asset or component.

You can select from the lists of assets/components that are covered under the specified warranty, and referenced by the work record. If there is only one asset or component meeting these requirements, the system displays the asset or component ID automatically.

6. Click Save.**How to Create a Warranty Claim against an Asset or a Component****1. Open the Warranty Claim module.****2. Click New.****3. Select a Warrant from the drop-down list.**

The system defaults the Warranty and Claim information from the Warranty.

4. Select an Asset Record Type and ID and/or a Component.

You can select from the lists of assets/components that are covered under the specified warranty.

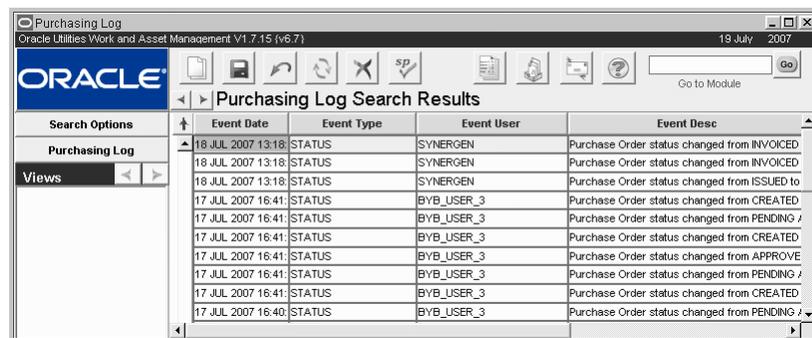
5. Click Save.

The system creates the Claim record. Because no WOT or SR is specified, there are no Total Costs displayed on the Claim.

Chapter 19

Purchasing Log

The Purchasing Log tracks all changes made to Purchase Order statuses. The system also creates an entry in the log when a PO is printed or e-mailed. This information is for display only and cannot be modified.



Event Date	Event Type	Event User	Event Desc
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from INVOICED
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from INVOICED
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from ISSUED to
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from APPROVE
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:40	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /

Purchasing Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 20

Blanket Contract Log

The Blanket Contract Log tracks all blanket contract transactions. The system creates an entry in the log when a Blanket Contract status is changed, a PO is created, or any other significant events that occur with blanket contract records. This information is for display only and cannot be modified.

Trans Date	Contract No.	Rev No.	Rel No.	Item No.	Table Name
17 JUL 2007 13:23:19	B000473	000			SA_BLANKET_CONTRACT
17 JUL 2007 13:22:59	B000473	000			SA_BLANKET_CONTRACT
17 JUL 2007 13:22:59	B000473	000			SA_BLANKET_CONTRACT
17 JUL 2007 13:22:59	B000473	000			SA_BLANKET_CONTRACT
17 JUL 2007 13:18:52	B000398	000	0003		SA_BLANKET_CONTRACT
10 JUL 2007 16:05:20	B000412	000	0023		SA_BLANKET_CONTRACT
06 JUL 2007 12:23:14	B000186	000	0011		SA_BLANKET_CONTRACT
05 JUL 2007 23:07:56	CD-BC-0001	001	0001		SA_BLANKET_CONTRACT
05 JUL 2007 22:51:22	B000471	000		00001	SA_BLANKET_CONTRACT_ITEM
05 JUL 2007 22:51:22	B000471	000	0000		SA_BLANKET_CONTRACT
21 JUN 2007 15:12:52	B000480	001	0004		SA_BLANKET_CONTRACT

Blanket Contract Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

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Chapter 1

Overview

Inventory is tracked, ordered, and received from vendors and allocated in the Inventory subsystem. As inventory is allocated to work, the subsystem passes this information back to the Maintenance subsystem so that maintenance managers and crews know that their parts are available. As inventory falls and reorder becomes necessary, the Inventory subsystem passes this information to the Purchasing subsystem so that purchases of new inventory can be carried out. The system can be configured to automatically reorder stock items or notify a specified reviewer when the quantities reach predetermined reorder points.

Each time inventory quantity is changed, the system generates a transaction log record, and you have access to this information through the Receiving Log and the Checkout Transaction log (as well as the Storeroom Transaction Log in the Resource subsystem).

Managing stores requires you to be able to balance the need for inventory items against the available supply, maintaining an optimum inventory level for upcoming and safety needs.

This chapter shows how the various modules and processes involved with managing inventory throughout the system fit into context especially along the lines of the following topics:

- [Maintaining and Tracking Inventory Quantity](#)
- [Demand vs. Reorder](#)
- [Establishing a Catalog](#)
- [Backorder Processing](#)
- [Managing Inventory](#)
- [Tracking Lots](#)
- [Setting Up Stock Items for Lot Tracking](#)
- [Using Transaction Logs](#)

Note: For more information on any of the modules mentioned, please see the user guide chapter for that module.

How Are Storeroom Quantities Impacted?

In the Storeroom module, the inventory quantity (the number of items physically on the storeroom shelf) is affected by the following:

- Issuing and returning stock,
- Receiving and returning stock (from/to a vendor),
- Performing physical inventory count adjustments,
- Stocking,

- Transferring stock between storerooms, and
- Manually resetting the inventory quantity.

“Just-in-Time” inventory practices help keep inventory levels reasonable. Storage, inventory maintenance, and tax costs are kept to a minimum.

Maintaining and Tracking Inventory Quantity

The system always maintains the storeroom inventory quantity to reflect the transactions performed throughout the system. As an item goes into inventory, the inventory quantity (and total value) increases; as items are pulled from inventory, the inventory quantity (and total value) decreases.

Inventory quantities and prices can be changed through processing in another part of the system (such as receipt of purchase order items), or through adjustments made in the Storeroom module. Each time one of these changes occurs, the system logs the activity in the Storeroom Transaction log.

Demand vs. Reorder

For an item in inventory, the system provides information to you so that demand can be balanced against inventory quantities. Reorder processing is set per item per storeroom. The system can assist you by automating the reorder process.

Demand is placed on an item by active work order tasks where someone has estimated the part but the estimated quantity has not been issued. Demand is also placed by stock transfer requests between storerooms, and checkout requests which have not yet been filled. As items are issued against these records the system automatically reduces demand.

To review demand sources, select Work Demand from the Views list in the Storeroom module. This is a system-maintained view of all work order tasks (W), stock transfer requests (I), and checkout requests (C) currently requesting the item.

Checkout requests do not impact the demand quantity but are displayed in the Work Demand view for informational use.

Status	Type	Source	Status	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	ID	Asset Description	Task Description
OPEN	WV	0200082	ACTIVE	JAN 29 2002	1	1	0	1	IMANI BROOWN	ILB-V-001	COMPANY CAR USED IN THE ILB	THIS WORK ORDER REQUIRES A
OPEN	WV	0100206	ACTIVE	REQUS:SEP-12-2001	0	20	0	20	IMANI BROOWN	ILB ASSET 1	PUMPS IN THE ILB FACILITY	PROBLEM 1
OPEN	C	462			3	3	0	3	IBROOWN			CHECKOUT REQUEST

Summary
Pending: 0 Open: 24

Work Demand View in the Storeroom Module

Reorder processing can be achieved either manually, automatically, or somewhere in between. For each item and storeroom, the system uses the storeroom reorder type, to determine how to reorder:

- No Auto-Reorder: The system does not review the item for reorder
- Automatic Reorder: The system attempts to reorder the item when needed
- Reorder Review: The system places the item on the reorder review list when stores reach defined levels
- Contact Reviewer: The system issues an alert to the specified user when the item needs to be reordered

For a complete discussion of reorder processing please refer to the Reorder Review chapter in the Inventory Subsystem guide.

Reorder processing is invoked when the inventory quantity reaches the reorder point. At that time, the system orders stock in units of the reorder quantity until the inventory quantity (plus on order quantity) reaches the maximum quantity.

Establishing a Catalog

Establishing a Catalog is a 3 step process:

1. Enter stock items in the [Master Catalog](#) module.
Define all stock items used by your organization.
2. Set up storerooms in the [Storeroom Setup](#) module.
Define storerooms.
3. Stock storerooms with stock items using the [Storeroom](#) module.
Include the stock items that will be processed at each site.

Master Catalog

The first step is to enter all stock items used by your organization in the Master Catalog module. Each Stock Code record contains descriptive information generic to the stock item (not varying from one storeroom to the next) such as the Stock Code, Stock Type, Primary Vendor, Unit of Purchase, Unit of Issue, and Commodity Codes.

Storeroom Setup

The next step is to set up the individual storerooms in the Storeroom Setup module. Storeroom Setup records contain descriptive information about the warehouse / storeroom including storeroom location, supervisor, and type.

Storeroom

Once stock items have been defined in the Catalog module and appropriate storerooms defined in the Storeroom Setup module, you can stock the storerooms with stock items. Any stock item in the master catalog might be available in more than one storeroom.

Once an item is logged into a storeroom the system will automatically maintain and update much of the information using data from the inventory and purchasing subsystems.

Refer to the guide for each individual module for information on how to create these records. Note that these modules are located in the Resource subsystem.

Managing Changes to the Master Catalog or Storerooms

Your organization can choose to use the Change Request module to plan and request changes to catalog items or storerooms. This module can help to manage any changes and to also keep a record of changes that are made. Information regarding planned changes is entered and stored in this module until approvers can review the proposed changes and approve or cancel the request.

Note: It is important to remember that a change request is ONLY a request. The system does not automatically make the changes elsewhere in the system until an authorized user selects Apply Changes from the Actions list.

The module provides space to enter the reasons for the proposed change, the anticipated impact of the change, and required justifications, and the actual changes required. There are also actions available which allow authorized users to create or update the records once they are in the appropriate status.

Authorized users can still also make changes directly in the Catalog module.

Trackable Stock Items

A trackable stock item is a stock item that has the “Trackable” check box marked on the Storeroom record for the stock code and the stock type set as “Inventory”. Marking a stock item as trackable means that it is a serialized part that must be traced when received, assigned to an asset, or otherwise used or disposed of. When these items are handled in stock transfers, receiving transactions, checkout, returns, or other processes, special processing applies.

If while you are receiving trackable stock items in the Receiving module and you enter a quantity greater than 1, the system automatically initiates a process to receive multiple trackable stock items. This processing is facilitated by having the user import a pre-formatted spreadsheet which contains all of the pertinent information needed to create the Component ID records to serialize each item received.

The ability to receive multiple trackable stock items only applies in the single step receiving process. Where trackable stock items are handled on stock checkout and returns, stock quantity adjustments, stock transfers, physical inventory, multi-step receiving, and work order material disposition each item must be processed and have a component ID assigned one at a time. One exception to this is when requesting trackable stock items on a checkout request. Items can be requested in quantities greater than one, but they must still be processed one at a time.

To use this trackable stock functionality, sequence numbering for the Specifications module and the Component ID module must be system-generated. Your system administrator can open the Sequence Numbers module and make sure that there is a check in the Sys column for these modules.

If a quantity of 1 is entered to receive the stock item, standard processing applies and you must assign a component ID to the item before it can be received. If no Component ID exists you can enter one in the Component ID field. If you enter a Component ID and the ID does not exist within the Component ID module, the system will create a new record with a status of In Stores in the Component ID module using data from the Receiving record. You will need to open the Component ID record and update the component description and other details. If you attempt to enter a Component ID that already exists you will get an error message.

For more information please refer to the user guide referring to the [Receiving](#) module.

Quality Items

When an item is entered into the Master Catalog it is assigned a Procurement Level to indicate how it should be handled, received, inspected, and stored when received.

The system has two default ratings:

Quality - Items that require special processing when received.

Non-Quality - Items that do not require special processing.

Additional ratings can be added in the Procurement Level business rule, however, any ratings that are added will not involve any special processing by the system.

In addition, a Quality Class is assigned to further distinguish the level to which the item should be cared for.

When items that have been designated as Quality in the Procurement Level field of the Master Catalog record are listed on a purchasing document or received in the Multi-Step Receiving module the system automatically checks the Quality Item indicator on the record and fills in the Quality Class field with the information from the Master Catalog record.

Users can apply additional controls to how the system handles Quality Items by applying the appropriate settings in the Procurement Level business rule.

Managing Inventory

The system maintains quantity information for inventory, consignment, and expense type stock items only.

The system checks the Activity indicator when there is any kind of transaction underway that affects quantities of the item. Batch processing clears the check box at the end of the day. The system checks the In Physical Inventory indicator when the item has been selected for a physical inventory count.

Managing inventory requires that you become familiar with how the quantity information in the Storeroom module is impacted by daily use of the system. The storeroom inventory quantity is the number of items currently “on the shelf”. Daily processing in the following areas causes the inventory quantity to increase or decrease according to the following transactions:

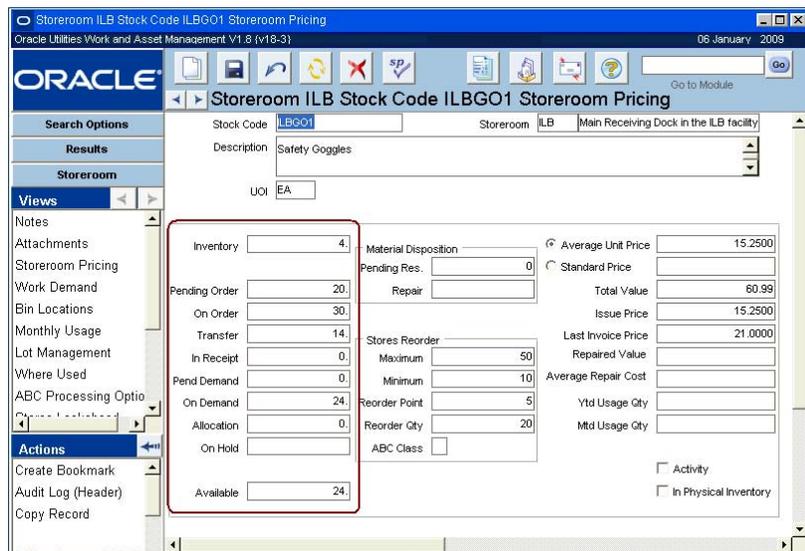
- **Stock Checkout (and Return)** - Each time an item is issued from or returned to stores.
- **Receiving** - As items are received from or returned to a vendor.
- **Physical Inventory** - After performing a count, as corrections are entered and accepted.
- **Stock Transfer** - As items are 1) issued from the issuing storeroom and 2) as they are received into the requesting storeroom.
- **Stocking** - As items are added to inventory.
- **Storeroom: Inventory Quantity Adjustment** - Changes made directly in the Storeroom module.

The system allows you to manage inventory via the following processes:

1. [Accessing Quantity Information](#)
2. [Managing Reorder Processing](#)
3. [Setting Stock Item Reorder Types](#)
4. [Setting Up ABC Inventory Processing](#)
5. [Managing Inventory for Direct Stock Items](#)
6. [Maintaining Lot Information](#)
7. [Using Status to Control Lots](#)

Accessing Quantity Information

You can access inventory quantity information for specific storeroom stock items in the Storeroom Pricing view of the Storeroom module.



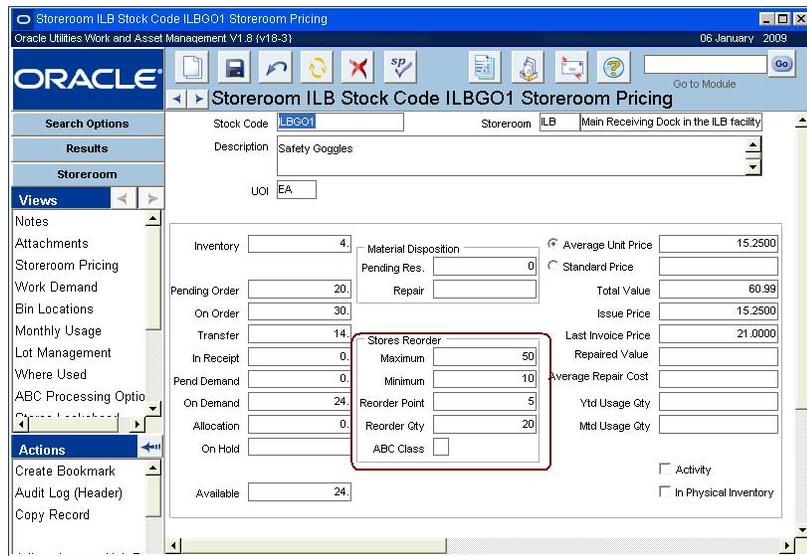
Storeroom Pricing Window of the Storeroom Module

The Inventory Quantity field is maintained by the system, however, there may be situations where you need to change it manually. You can do this by selecting the Adjust Inventory Quantity action while in the Storeroom Pricing view of the Storeroom module.

Managing Reorder Processing

The Storeroom module also includes a view that lists all blanket contracts in Active status containing the stock code as an item that is not in Canceled status. This view can help determine which blanket contracts can be used for automatic reorders.

Reorder processing is invoked when the inventory quantity reaches the reorder point. At that time, the system orders stock in units of the reorder quantity until the inventory quantity (plus on order quantity) reaches the maximum quantity.

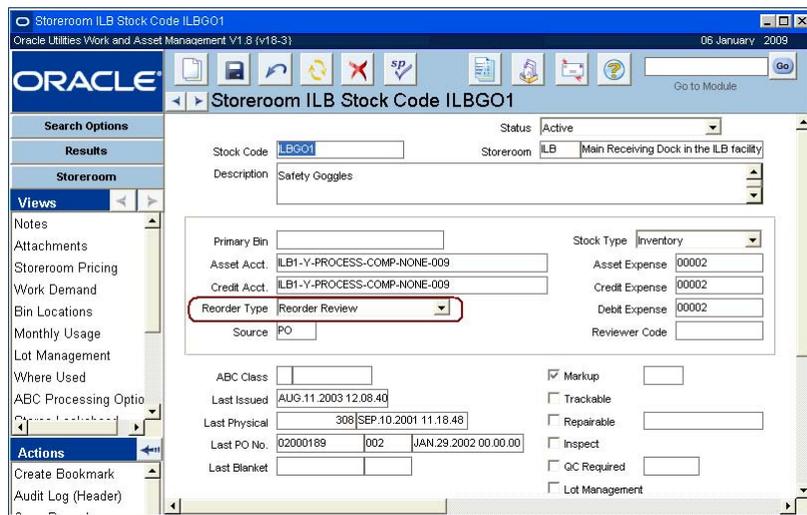


Storeroom Pricing View in the Storeroom Module

Enter and maintain quantities in the Reorder Quantity fields manually for each stock item.

Setting Stock Item Reorder Types

Reorder processing can be achieved either manually, automatically, or somewhere in between. For each inventory and expense type stock item, the system uses the storeroom reorder type to determine how to reorder:



Storeroom module header showing Reorder Type

The reorder types are the following:

- **Automatic Reorder** - The system automatically reorders the item when it reaches its reorder point by creating a Purchase Order or Requisition record. These settings are defined in the Batch Stock Reorder Business Rule, but they can be overridden by setting the Source field.
- **Reorder Review** - The system adds a record to the reorder review list located in the Reorder Review module. This list is periodically reviewed by appropriate personnel and updated or canceled.
- **Contact Reviewer** - The system sends an alert to a specified username (specified in the Batch Stock Reorder Business Rule).
- **No AutoReorder** - No automatic reorder processing.

Setting Reorder Rounding Options

Use the Batch Stock Reorder Business Rule to set how the handles processing if the reorder would not exactly result in the maximum. The options are:

- Up to but not over the maximum quantity,
- or just over the maximum.

For example, when ordering in quantities of 5 to reach a max of 100, with 57 on hand, the system would order either 40 or 45 for a total of 97 or 103.

Setting Up ABC Inventory Processing

ABC inventory analysis provides a way to focus resources and cut inventory costs by prioritizing stock items into classes according to how closely each class should be monitored. Items are broken into three classes according to their historical dollar usage value (unit value of the item multiplied by the quantity issued over a time period):

Note: ABC inventory analysis is based on the 80/20 rule (or Pareto curve) that has observed that a small percentage of items generally contribute to a large percentage of the total dollar usage value for all items combined.

- **Class A** - Class A items are a small number of items (i.e. 10%) that make up a large percentage of the total usage value for all items in the storeroom (i.e. 70%). Tight monitoring of these high value usage items ensures that there is “just enough” to maintain sufficient inventory levels yet keep inventory costs low.
- **Class B** - Class B items are the next (i.e. 20%) of the total number of stock items and make up a much lower percentage (i.e. 15%) of the total dollar usage value than class A items. These moderate usage value items can be monitored less closely than class A items.
- **Class C** - This class makes up the majority of stock items (i.e. 70%) and contributes to a low percentage of the total dollar usage value of the storeroom (i.e. 15%). These low dollar usage items can be ordered the least frequently in and larger quantities since they affect inventory costs very little.

Note: Since ABC inventory processing uses historical usage information, you may want to make sure that you have enough “history” to process before running ABC inventory analysis processing.

Defining ABC Parameters

According to your organization's business needs, you can define the percentage of items in each class. You can also determine how tightly each class is monitored by setting the desired reorder frequency and the percentage over safety level for each class.

Use the ABC Inventory Business Rule to define the parameters used by ABC processing.

When you run ABC inventory processing, the system then uses the parameters you define for each class to calculate the reorder quantities for each stock item and update the reorder quantities on the Storeroom Catalog records.

Setting ABC Processing Options

As you learned in the section entitled Managing Reorder Processing, there are four Reorder Quantity fields: Maximum Quantity, Minimum Quantity, Reorder Point, and Reorder Quantity. When ABC inventory processing is run, the Reorder Quantity fields that are updated depends on the ABC processing options selected for each storeroom item. You can specify ABC processing options by selecting ABC Processing Options from the Views list in the Storeroom module.

Note: You may want to have your system administrator set up defaulted ABC Inventory processing flag settings for you so that Storeroom records default to the correct settings when you insert new storeroom catalog records. Access to the Storeroom Setup ABC detail options is controlled in the responsibility function Storeroom ABC.

For each inventory stock item in each storeroom, choose which of the following will be set by the system when ABC inventory processing is run:

- **Set ABC Class from Analysis** - If you select this option, the system assigns or updates the ABC class for the stock item.
- **Set Reorder Point for ABC Class** - Selecting this option updates the Reorder Point field based on the ABC Class rating.
- **Set Maximum Quantity for ABC Class** - Selecting this option updates the Maximum Quantity field based on the ABC class rating.

Only the items in a storeroom where one or more of these options are checked will be processed when ABC inventory processing is run.

Running ABC Inventory Analysis

ABC Inventory processing is run for one storeroom at a time, processing all of the storeroom items within that storeroom that have at least one of the ABC processing options checked.

ABC inventory analysis processing consists of four steps. There are four actions in the Storeroom Setup module that deal with running ABC inventory analysis, and each of these actions corresponds with one step of the process:

1. **Collect ABC Analysis Data** - The system collects historical dollar usage value data for each stock item. The system uses the data collected to classify each item.
2. **Update ABC Class on Storeroom** - The system updates the class on the Storeroom Catalog records.
3. **Update Reorder Quantities on ABC Analysis Records** - The system calculates reorder quantities according to the ABC processing options checked for each stock item.
4. **Update Reorder Quantities on the Storeroom Records** - The system updates the reorder quantities on the Storeroom Catalog records.

If either the Reorder Point or Maximum Quantity boxes are checked, then minimum quantity and reorder quantity are automatically updated as well.

Access to storeroom setup Actions and other storeroom processing is controlled by the Storeroom ABC function in responsibilities.

Refer to the [Storeroom Setup](#) module guide for information on collecting and updating ABC analysis data.

Managing Inventory for Direct Stock Items

This section outlines the process of creating direct stock items, tracking inventory of direct items in the Storeroom module, and using a checkout request to release those items from stores when necessary.

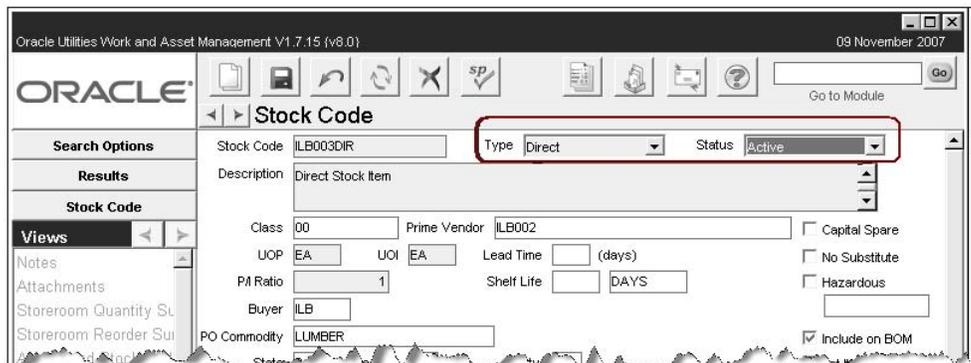
How to Manage Inventory for Direct Stock Items

1. Create the stock item in the master catalog.

Select “Direct” in the Type field.

Make sure that the status is set to Active.

This step is detailed in the Master Catalog guide.

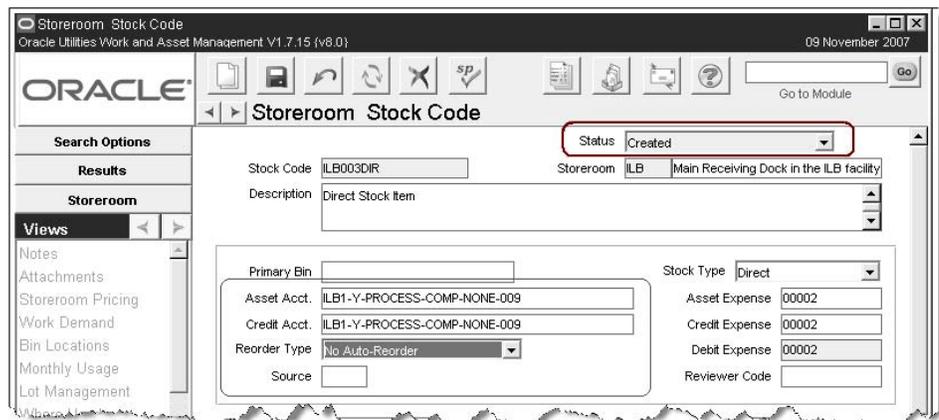


2. Add the stock item to a storeroom.

Enter account defaults and set reorder type.

Make sure that the status is set to Active.

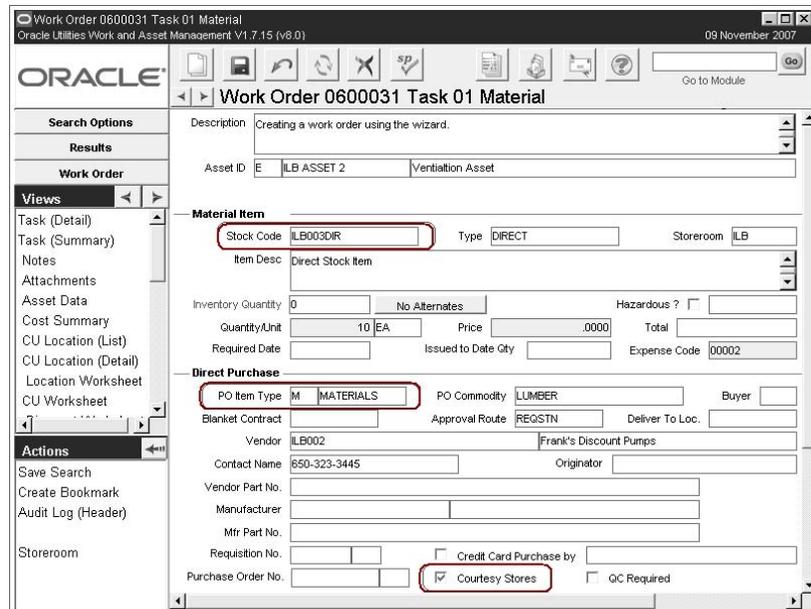
This step is detailed in the Master Catalog guide.



3. Order the item.

When the item is ordered from a PO or placed on a Work Order, make sure that the PO Item Type is “M” and that the Courtesy Stores check box is checked.

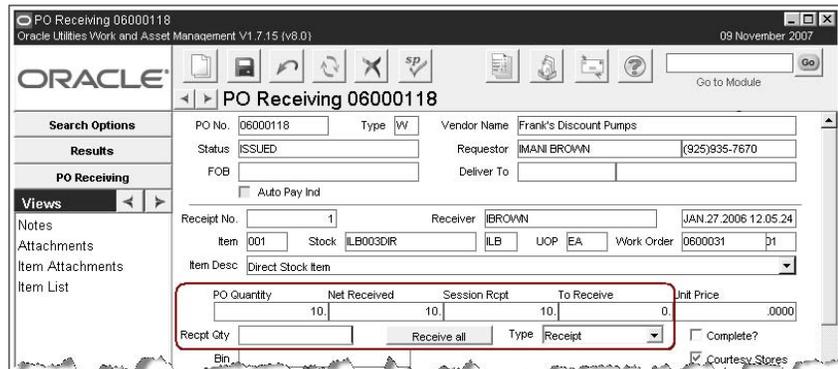
This step is detailed in the section titled. For information on using a purchase order to complete this step see “Creating and Issuing Purchase Orders” in the Purchasing book.



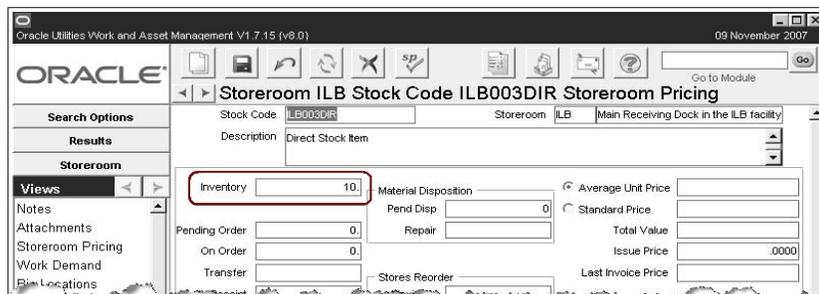
4. Receive the item.

This step is detailed in the document entitled “Using the Receiving Module” in the Purchasing book.

An issued purchase order should result from the previous step. Once the item has been ordered and fully received in the Receiving module, you can view the inventory quantity in the Storeroom Pricing view of the Storeroom module.



PO Quantity fields in the Receiving module



Storeroom Pricing view Storeroom module

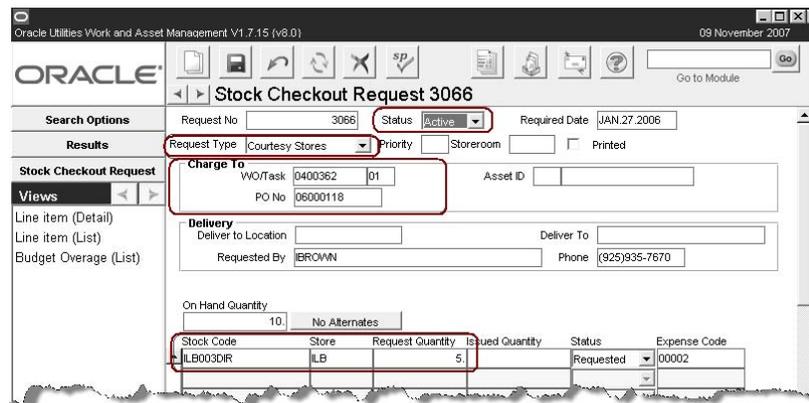
5. Create a Checkout Request to release the item from stores.

This step is detailed in “Using Checkout Requests” in the Inventory book.

When a new checkout request is created, select Courtesy Stores as the Request type.

Enter the Purchase Order number as the “Charge To.” When you enter the PO number the system prompts for the account number and the work order number.

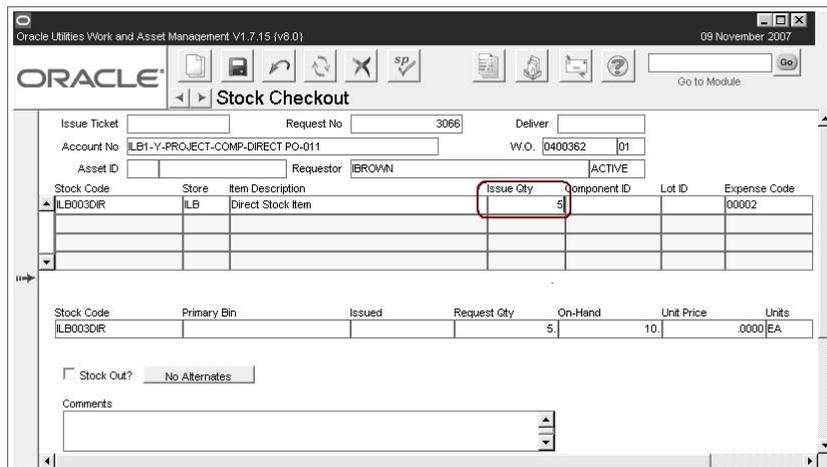
System Prompts for Charge to Amount



Enter the requested stock code at the bottom of the screen.

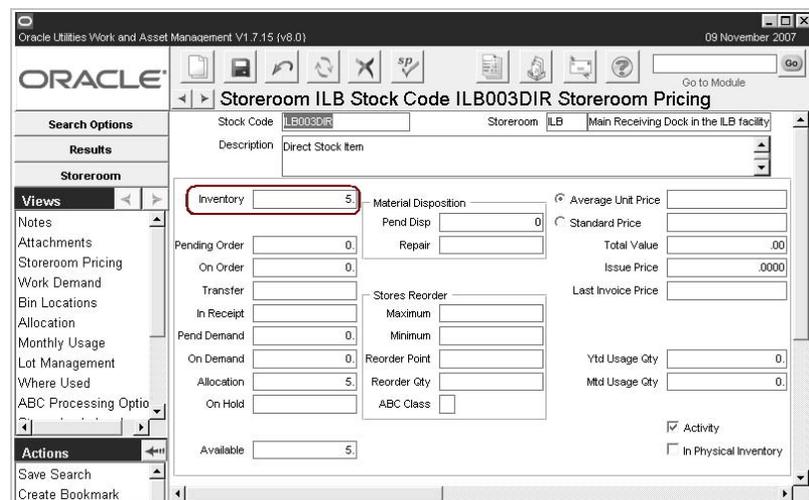
Set the status to Active.

6. Create a Stock Checkout record against the Checkout Request to release the item from stores.



This step is detailed in “Issuing and Returning Stock” in the Inventory book.

After the item is issued, open the Storeroom Pricing view in the Storeroom module to see that the inventory quantity is reduced.



Storeroom Pricing view with Inventory Quantity Reduced

Backorder Processing

When inventory type Stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.

This function saves time and effort by alerting stock personnel that the items received are needed immediately so that they don't spend time stocking items that they will issue again in the near future.

Work Order	Task	Request No	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	Print
0100206	01		JAN 29, 2002	0	20	0	20	MAIN BROWN	<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

On Hand Quantity: Selected Quantity: Remaining Quantity:

Select All Clear All Print Cancel

Backorder Processing screen

Using Backorder Processing

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

After you enter the Receive Quantity and Save the record, the system displays a message that the items are needed for a work order or checkout request. You can then choose to open the Backorder Picklist.

The Backorder Picklist shows all of the work order or request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information. Place a check in the Print check box next to the item or items that you want to print a report for and click the Print button.

The system recalculates the Quantities at the bottom of the screen to reflect the balance of the item quantity required. You must complete this step for each backordered item individually. When you close the record the system returns you to the Stock Transfer record with the status set to Closed. The record can no longer be modified.

On Stock Transfers, If you were not able to receive all of the items needed, you must create another Stock Transfer record to request the additional items.

Your steps after this point are determined by your business practices. The person responsible for obtaining the items for the work order or checkout request must use the Checkout Request and

Stock Checkout modules to receive the items. This process does not automatically update Checkout Request or Stock Checkout records.

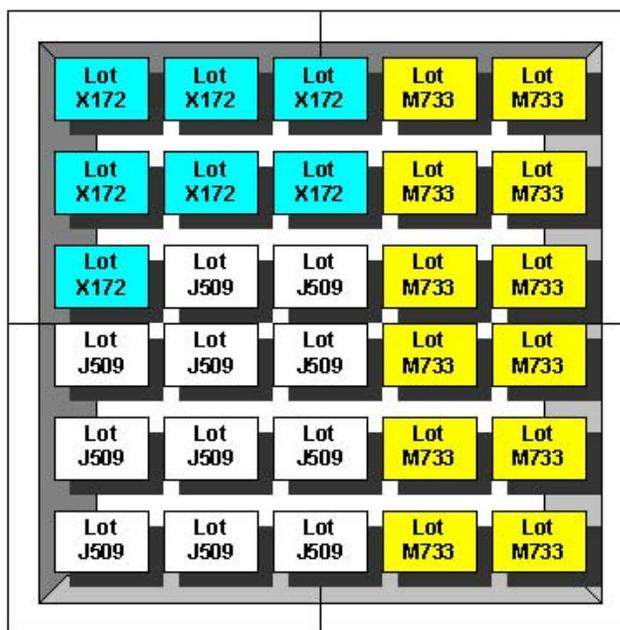
Tracking Lots

For a detailed discussion of tracking components, please refer to the Component Tracking training guide or online help.

Stock items maintained in stores (inventory, expense, and consignment type stock) are typically processed simply by stock code. However, the system also provides the ability to track specified stock items by group (lot tracking) or by individual units (component tracking). A lot is an identified group or subset of a stocked item. Any item that is identified in the storeroom as a trackable lot item or as a component can be tracked. This section focuses on lot tracking.

Typically, all items in a lot are manufactured in the same production run and so are assumed to be interchangeable – they all meet the same standards and, if there is a problem with one item, that problem is likely to be present for the entire lot. As a result, lot information maintained in the Lot view at the Master Catalog record level applies to all items in the lot, regardless of which storeroom the items are in. An example would be a chemical such as hydrochloric acid (HCl) that has a specific shelf life. When the expiration date is reached, the entire lot must be withdrawn from inventory, no matter which storerooms the individual bottles are being stored in. When the chemical is received from a vendor, it is received into inventory by batch numbers or Lot IDs - that are usually assigned by the vendor and marked directly on the items.

In this example, stock code RB-ARO-26 is a lot item and its inventory is currently comprised of 3 lots: X172 (7 containers), M733 (12 containers), and J509 (11 containers).



Stock Code RB-ARO-26: Hydrochloric Acid

Once stock items are set up for lot tracking, the system requires lot information to be entered whenever the stock item is processed throughout the system. This includes, issuing and returning stock from/to storerooms, receiving stock from a vendor, performing physical inventories, performing inventory quantity adjustments, and stocking storerooms. In this way, it is possible to view exactly how many items are on the shelf in each storeroom for a particular lot, and lots can be placed on hold either manually or automatically for quality control.

Setting Up Stock Items for Lot Tracking

First, a stock item must be identified as a trackable lot item. This is accomplished by checking the Lot Management check box on the Storeroom record in the Storeroom module. You can only check the Lot Management check box if there are no on-hand quantities of the stock item.

Lot expiration information is maintained at the catalog level because it applies to all items in the lot, regardless of which storeroom holds the item.

The screenshot shows the Oracle Utilities Work and Asset Management V1.8 (v18-3) interface. The window title is 'Storeroom ILB Stock Code ILBGO1'. The main content area displays the following information:

- Search Options:** Status: Active
- Results:** Stock Code: ILBGO1, Storeroom: ILB [Main Receiving Dock in the ILB facility]
- Storeroom:** Description: Safety Goggles
- Views:** Notes, Attachments, Storeroom Pricing, Work Demand, Bin Locations, Monthly Usage, Lot Management (highlighted), Where Used, ABC Processing Optio
- Actions:** Create Bookmark, Audit Log (Header)

Form fields include:

- Primary Bin: []
- Asset Acct.: ILB1-Y-PROCESS-COMP-NONE-009
- Credit Acct.: ILB1-Y-PROCESS-COMP-NONE-009
- Reorder Type: Reorder Review
- Source: PO
- Stock Type: Inventory
- Asset Expense: 00002
- Credit Expense: 00002
- Debit Expense: 00002
- Reviewer Code: []
- ABC Class: []
- Last Issued: AUG.11.2003 12.08.40
- Last Physical: 308 | SEP.10.2001 11.18.48
- Last PO No.: 02000189 | 002 | JAN.29.2002 00.00.00
- Last Blanket: []
- Markup:
- Trackable:
- Repairable:
- Inspect:
- QC Required:
- Lot Management: (highlighted with a red box)

Identifying a Storeroom Stock Item as Part of Lot Management

Since lot management is activated on the Storeroom Catalog record, you can have one storeroom that tracks the item in lots and another that does not. This can cause conflicts if you attempt to transfer a lot from the storeroom that does not track lots to one that does.

Once the item has been identified as a trackable lot, the system requires you to enter a valid Lot ID each time you physically handle the stock. This includes:

- Issuing and returning stock from/to the storeroom
- Receiving stock during receiving processing
- Performing physical inventories
- Performing inventory quantity adjustments
- Stock transfer or stock checkout

Each time quantity is impacted, the system automatically updates the inventory quantity in the storeroom as well as the quantity information for the specified Lot IDs in the Lot Management view.

How to Mark a Stock Item for Lot Management

1. **Open the appropriate the Storeroom record for the stock item.**
The Storeroom module is in the Resource subsystem.
2. **Place a check in the Lot Management check box.**
You can only check the Lot Management box if there are no on-hand quantities of the stock item.
3. **Click Save.**
The system will save the changes and use Lot Management processing when the stock item is received.

Maintaining Lot Information

The Lots view in the Catalog module displays lot information for a particular stock item for all storerooms combined. Select the Lot Management view in the Storeroom module to review lot information by storeroom. The Lot Management view is system maintained and cannot be updated directly. The only time the system populates the Storeroom module Lot Management view is when lot information is entered for a receipt or transfer.

To create new Lot IDs and maintain status and expiration information for lots, use the Lots view in the Master Catalog record for the stock item. You may enter new Lot IDs directly through the Lots view of the Catalog module or allow the system to do it for you as a standard part of receiving processing (for lot management items).

When receiving a shipment from a vendor for a lot management item, you can select an existing Lot ID from the list of values (if appropriate) or enter a new Lot ID. If you enter a new Lot ID, the system adds a new record to the Master Catalog Lots view.

The system maintains the inventory quantity for each Lot ID as lots are processed. The system sets the Activated By and Created fields to the username of the person who initially entered the record and the date when it was created.

The screenshot shows the Oracle Master Catalog Lots View for Stock Code ILBLM001. The window title is "Stock Code ILBLM001 Lots" and the Oracle logo is visible. The interface includes a search options section, a results table, and an expiration information section at the bottom.

Lot ID	Lot Status	Expiration Date	Activated By	Total Quantity
LOTILB001	Expired Hold	DEC.22.2005	IBROWN	50.
LOTILB002	Expired Hold	DEC.22.2006	IBROWN	0.
LOTILB003	Expired Hold	DEC.22.2006	IBROWN	12.

Expiration Information:

Vendor Expiration Date:

Cure Date: Shelf Life: 100 DAYS

Delivery Date: + 50% Shelf Life: DAYS

The Master Catalog Lots View

Depending on the setting of the Shelf Life Class field on the Master Catalog record for the stock item and settings in the Shelf Life business rule, the system also prompts for expiration information. This information is then used to calculate the expiration date displayed in the Lots view of the Master Catalog module.

Lot IDs can also be entered in the Lots view of the Master Catalog module then later selected from the list of values on the Lot ID field on the records mentioned above.

Using Status to Control Lots

You can use status to control use of items in a lot according to the following descriptions.

Expiration functionality is controlled by the Shelf Life Business Rule which determines what type of lot expiration calculation is done. Refer to online help for a detailed description of the Shelf Life Business Rule fields.

Active - Only items in Active status can be processed elsewhere in the system (such as issuing stock from stores).

Manual Hold - You can change the status to Manual Hold to indicate that the items cannot be used. When in Manual Hold status, the system removes the quantity of the lot from the available quantity in all storerooms where the Lot ID exists for the associated stock code. Items can be placed on manual hold for any reason and remain on hold until the status is changed.

Expired Hold - There is a batch procedure that automatically checks all Lot IDs with expiration dates to place any expired Lot ID Expired Hold status. When in this status, the quantity of the lot is also taken out of the available quantity in all storerooms where the Lot ID exists for the associated stock code.

The system calculates the expiration date using information in the Shelf Life and the Shelf Class fields from the Master Catalog record, and the delivery date. You can overwrite the suggested expiration date with your own if necessary. The Expiration Information fields at the bottom of the window display information used to calculate expiration date.

Using Transaction Logs

Use transaction type to quickly locate specific categories of inventory transactions.

Each time the inventory quantity dollar value is impacted or changed, the system automatically generates a corresponding transaction log record. This information offers a complete audit trail for managing and tracking stock, including maintaining extra information such as the Lot ID, stock code, or other stock information.

Since transactions occur from several different points within the system, you can access transaction information from several different Log modules:

- Storeroom Transaction Log (Resource subsystem)
- Receiving Log (Inventory subsystem)
- Checkout Transaction Log (Inventory subsystem)

Each transaction log contains information about the stock item (stock code, storeroom, quantity, value), transaction date, user involved, and much more. The system identifies each transaction with a Transaction Type to categorize transactions (e.g. work order issue, work order return, receiving receipt, physical inventory upward adjustment, and so on).

Please refer to the Transaction Log Guide for specific codes pertaining to storeroom and stock transactions.

Chapter 2

Stock Checkout

As each transaction is processed, the system automatically maintains storeroom quantity information for you.

Stock is issued from and returned to the storeroom in the Stock Checkout module. At the storeroom window terminal, this module is typically left open to directly log transactions into the system as they occur (instead of writing issue tickets and logging them into the system later).

The Stock Checkout module is designed to function in the same way traditional storekeepers do when issuing and returning stock. If you are the storekeeper and a person approaches the storeroom window to pick up or return an item, you need to:

1. Enter a charge number.
2. Identify the person who received / returned the items.
3. Enter transactions for stock items handled.

For the next person in line, you begin again.

Only inventory, expense, and consignment type stock items can be issued and returned through the Stock Checkout module.

Stock Checkout Records

This example is for a stock checkout against a work order and Asset ID.

When you open a new Stock Checkout record only the fields in the upper portion of the window display. The fields in the lower portion display after you have entered the required header information and save the record. Information on the record changes slightly depending on the charge type you select.

Stock Checkout record

For each stock issue/return session, the system starts a new issue ticket. The issue ticket number is generated when the first transaction of the session is saved. The issue ticket number is then displayed on the Checkout window.

Individual transaction information can be accessed in the Checkout Transaction Log (located in the Inventory subsystem) and in the Storeroom Transaction Log (located under Catalog in the Resource subsystem). You may search for transactions by a wide variety of search criteria including date ranges, charge information, and issuing and receiving employees.

As you save each stock issue/return transaction, the system updates the storeroom information accordingly. This includes maintaining lot and component quantities (and status for components). The dollar value of each transaction is also applied by the system (during nightly batch processing) to the associated charge number and rolled up throughout the system.

The following fields are included:

Charge Number & Description - The first Charge Number field indicates the charge type. Charge types are limited to the types defined in the Checkout Allowable Charge Types business rule. The remaining fields are used for the specific charge number (such as a work order number or project number).

The unlabeled text box below the charge number displays the description from the record referenced by the charge number.

Settings in the Checkout Processing business rule determine the type if items can be checked out to Work Orders in Finished status and other stock checkout settings.

Requested By - If the charge number is for a work order or checkout request, the system displays the requestor or user name from those records. For other change types, this field is not populated.

Status - The system enters the status of the record referenced by the charge number.

Issue Ticket - The issue ticket number is assigned to the record when the first checkout transaction is saved.

Receiving Employee - Select the name of the employee receiving the stock from the list of values which shows all active employees.

Transaction Date - The system enters the date the checkout transactions were saved. If you need to see the time stamp in addition to the date saved, you can find that information in the Checkout Transaction Log.

Account Number - The system enters the account number associated with the charge number.

Stock Code - If the Stock Checkout record has been produced against a Work Order Task with pre-planned materials, or a Checkout Request, a list of Stock Items is displayed. If parts are not pre-planned, enter the Stock Code for the stock items to be issued or returned.

Note: Use F7/F8 to search and find items in a list of values.

When using a Work Order or Checkout Request to issue or return stock items, you can also issue parts that have not been planned. The system automatically creates a Work Order Task Parts Requirement or Checkout Request Item record accordingly.

The list of values for the Stock Code is controlled by the Catalog module of the Resource subsystem.

Storeroom - The system builds this list using all storerooms that contain the item you have chosen.

Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that line until the item has been assigned to at least one storeroom.

If you enter a default checkout storeroom in your user profile, the system will enter that storeroom. If the storeroom is not valid for the stock item, you can select a valid storeroom from the list of values.

Note: Depending on your organization's business process, it may be possible to change the storeroom during checkout, provided the request is in "Created" status and the item has not already been partially issued. To allow this modification, the Change Storeroom at Checkout rule key in the Checkout Request business rule must be set to YES. If the storeroom is changed the system automatically updates the displayed quantity and pricing information in accordance with the new storeroom and records this change in the Storeroom Log. These updates only occur after batch processing runs.

Item Description - The system supplies a description based on the Stock Code selected.

Issue/ Return Quantity - Enter the Issue quantity (a positive number) or a Return Quantity (a negative number).

Use the Optional Message Presentation Business Rule to determine whether or not the system displays a message when the issue quantity exceeds the estimated quantity on the Work Order.

Component ID - For stock items marked as trackable, you must issue and return in quantities of 1 (one) and enter a corresponding Component ID. This processing supports Component Tracking processing which tracks costs and location for a stock item by individual IDs (similar to a serial number). See the discussion of [Component ID](#) in the Resource Users Guide for more information about components.

The system allows components to be returned for partial credit if the Component Processing Business Rule REPAIRABLE RETURN CREDIT VALUE is set to YES in the Business Rule module of the Resource subsystem. The allowed credit can be found next to the Repairable check box on the appropriate Storeroom Catalog record.

Lot ID - Stock items that are identified as Lot items are tracked in groups called lots. Physical transactions involving lot items require that you enter a corresponding Lot ID. This helps manage inventory usage for the stock item by Lot numbers (for such items as chemicals, perishables, etc.). Stock items identified as part of a lot that has expired cannot be checked out or returned to the storeroom.

Repair - Check this box if you are returning a repairable Component. When you save the Stock Checkout record with this indicator checked, Material Disposition processing updates the status of the item to Pending Repair and credits the Asset with the repair value of the Component.

Expense Code - The system returns the Expense Code for you when you have chosen the stock item and the storeroom. Depending on settings in the Variable Expense Codes business rule, you may be able to change the Expense Code if necessary.

The Variable Expense Codes Business Rule determines how expense codes are handled for Stock Checkout records.

Storeroom Information - When you select the Stock Code and Storeroom, the system returns summary information for the stock item in the indicated storeroom. This information includes the requested (Estimate) quantity, the On-Hand quantity, and the Unit Price for the item in the storeroom.

Primary Bin - This field indicates where in the storeroom you find the primary location for the stock item. The system displays an asterisk (*) next to the field name if there is an alternative bin for the stock code and storeroom related to the stock item.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Stock Out? - Check this box if insufficient quantities of the stock item were available to fill the request. When you save the record, the Storeroom Supervisor will receive an alert that the storeroom has been unable to fill the request and can investigate why sufficient quantity was not available to meet demand. The Stock Out? Indication and the Comments you enter are also written to the Inventory Transaction Log and to the Storeroom Transaction Log.

Alternates - If the items requested are not available, you can click the Alternates button to use an alternate stock item if possible. The button will read “No Alternates” if there are not any alternate stock codes to choose from. Click the Alternates button to show a detailed listing of the alternate stock codes including the quantities available for those codes and pricing information. The available quantities shown are based on the settings in the Available Quantity Calculations Business Rule.

Comments - You can use the Comments box to enter a brief description of the insufficient quantity problem or any other details that are required.

Find Material - If you are checking out against a work order

Pre-Planned Parts

Pre-planning of parts can be done via the Work Order Task Parts Requirements view in the Maintenance subsystem Work Order Task module, or through the Checkout Request module. When using a Work Order or Checkout Request to issue or return stock items, you can also issue parts that have not been planned. The system automatically creates a Work Order Task Parts Requirement or Checkout Request Item record accordingly. Please see the Checkout Request section of this User Guide for more information on Checkout request.

How to Issue or Return Stock Items in the Stock Checkout Module

1. **Open the Stock Checkout module.**
2. **Click New.**
3. **Select a Charge Type in the first Charge Number field.**
4. **Select the Charge Number.**

5. **Enter a Receiving Employee.**
6. **Click Save.**
The system displays fields for checkout information in the lower portion of the screen.
7. **Enter the checkout item information.**
Enter a positive number to indicate a checkout and a negative number for a return. The Storeroom will default to the Storeroom listed in your User Profile, but you can enter another storeroom if necessary.
8. **Click Save.**
The system records the checkout and assigns an Issue Ticket number to the transaction.

If you want to enter a new checkout, click anywhere in the upper portion of the screen, click the New icon, and repeat Steps 3-8.

Find Work Order Task

When you are creating a new Stock Checkout record, you can select Find Work Order Task from the Actions list to open a wizard to help you find a work order task to charge for the checkout transaction.

How to Find a Work Order Task in the Stock Checkout Module

1. **Open the Stock Checkout module.**
2. **Click New.**
3. **Select Find Work Order Task from the Actions list.**
The Find Work Order Task dialog box opens.

You can choose to search for the work order task using a variety of search criteria, including asset record type and ID, task required date, task description and/or crew.
4. **Enter your search criteria and click Next.**
A new window opens listing work order tasks that match your search.
5. **Select the radio button next to the work order task that you want to charge.**
You can only select a single work order task.
6. **Click Done.**
You are returned to the Stock Checkout record with the information from the work order task entered in the appropriate fields.

Checkout All

Select Checkout All from the Actions list to create a checkout transaction for all stock codes on the stock checkout that have a remaining issued or return quantity. Access to this action is controlled by the responsibility function: CHECKOUT ALL PLANNED ITEMS.

This action is not available until a stock code has been entered.

Return More than Issued

The return more than issued functionality varies depending on how the Repairables business rule setting, ENHANCED MATERIAL DISPOSITION, is set. When the functionality is enabled users can return more of a stock item than was issued against a Work Order. The work order number is referenced as the "repair" work order in this case so the items being returned must be returned against this number. The Material Disposition record referencing the work order can then be changed from In Repair to In Stores and the process can be closed.

If the functionality is disabled then the Stock Checkout module does not allow quantities greater than the issued quantity to be returned against a work order. Since the work order is not defined

in the system as a repair work order, the stock code was not issued against the work order and it cannot be returned against a work order number.

If needed, the items can be returned using a checkout request to reference a work order number that is not a repair work order. Using this process users create a checkout request with negative quantity for the stock code and then return the items in the Stock Checkout module against the checkout request.

Please refer to the configuration guide for more information on business rule settings.

Chapter 3

Checkout Request

Use the Checkout Request module to request items from a storeroom for use in work or to access items held in the storeroom as a courtesy. Using a Checkout Request simplifies issues and returns by allowing you to pre-plan parts needed for pickup at the storeroom. You have the option of either charging a Checkout Request against an account number or an asset, without charging against a work order. If you want to charge to a Work Order, the Checkout Request module provides an easy way of selecting from a list of Work Orders associated with the asset or account numbers you enter. You can also issue parts against a Checkout Request even if the part was not originally planned on the request.

Checkout Request Records

The Checkout Request module allows you to build a list of parts that you need to pick up from the storeroom. This functionality is particularly helpful if you need more than one item and you would prefer to automate the process rather than hand write notes or wait at the storeroom window while someone looks up the stock code numbers for you.

The Checkout Request Business Rule defines processing in this module.

The Checkout Request module does not require that you check out parts against a work order number. If you do want to charge to a work order, however, the Checkout Request module provides an easy way of selecting from a list of work orders associated with the asset or account numbers you enter.

Since checkout requests are designed for immediate, one time use, parts cannot be returned against them. Instead, parts must be returned against an account number, project number, or another charge type.

Stock Code	Storeroom	LOI	Requested	Issued	Status	Expense Code
ILB	ILB	EA	3	2	Issued	00002

Checkout Request

The following fields are included:

Request Number - Enter a unique number to identify the record. Depending on how your organization has configured the system, you may have to create the Request Number or the system automatically creates it for you when you save the record.

Status - After you have created the record and added all of the necessary item records, you can change the status to Active. Once a Stock Checkout Request record status is set to Active, no new items can be added. Settings in the Work Order Processing Business Rule determine if the system automatically closes all checkout requests for a Work Order/Task record when the task is set to Finished status.

Required Date - The Required Date indicates the date of the request. The system supplies the date when the record is created.

Request Type - There are two possible request types available:

Inventory - If you choose inventory, the system changes the Charge To fields to include Work Order and Work Order Task, Account and requestor information.

Courtesy Stores - If you choose courtesy stores, the system changes the Charge To fields to include Purchase Order and Account Number. You are not required to enter a Work Order Task number for Courtesy Stores requests, but, if you do, the list of values for the Purchase Order field is restricted to purchase orders associated with the work order task

Priority - The Priority field allows you to indicate the relative priority of the request.

Storeroom - If all of the items to check out are from the same storeroom, enter that storeroom in this field. The system limits the item Stock Codes to only the items in the storeroom indicated.

Printed - The system places a check in this box when an issue ticket has been printed for this record.

Work Order and Work Order Tasks - These fields identify the Work Order that will be charged for the checked out items. The fields have associated lists of values that are controlled by the Work Order module.

While you can enter work order information directly, you may prefer to enter an asset ID or account number first. When you do, the system displays a list of work orders associated with the asset or account that you can charge against. Double-click a work order/work order task in this list, or highlight it and click the OK button, to copy the work order information to the checkout request.

Asset ID Number and Account - When you select a Work Order and Work Order Task, the system provides an Asset ID and an account number.

You can also charge against an asset or an account without providing Work Order information. When you enter values in the Asset or Account fields the system opens a window where you can select a work order, if applicable. To bypass the work order selection, click the Cancel button on the list of work orders without selecting a work order.

Purchase Order and Account numbers - Enter the number for the Purchase Order on which the item was purchased. When you select a Purchase Order number, the system provides an account. If you selected Courtesy Stores as the Request Type, you must enter a purchase order and account.

Deliver To Location - The Deliver To Field indicates where the items should be delivered.

Deliver To - Enter the name of the person to receive the delivery in the Deliver To field.

Requested By and Phone - The system populates these fields with the creator of the record when it is saved. If necessary, you can select another name from the associated list of values.

Code Table 100 controls the associated list of values for the Priority field.

The information required in the Charge To section changes depending on whether the Checkout Request is for an Inventory item or a Courtesy Stores item.

The system can be set to send an alert to the requestor when backordered items are received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the BACKORDERED ITEMS HAVE ARRIVED column in the Alerts Business Rule.

Item Information

The fields immediately below the Requested by and Phone contain information about the stock Items on the Checkout Request. These fields change depending on whether you select the Line Item (Detail) or Line Item (List) view.

When you select the Line Item (List) view, the system shows summary information about all of the requested items. When you select the Line Item (Detail) view, the system shows detailed information about a single item.

Line Item (List) view

On Hand Quantity and Alternates Button - The On Hand Quantity field shows the amount of the requested stock item that is available in the Storeroom. The Alternates button shows the number of alternate stock codes that can be used instead of the requested item. Click the Alternates button to show a detailed listing of the alternate stock codes including the quantities available for those codes and pricing information. If you select one of the alternates and click the insert button, the On Hand Quantity field will show the amount of the alternate stock item that is available.

Line Item (Detail) view

Stock Code - The list of values for the Stock Code is controlled by the Catalog module in the Resource subsystem. It displays different stock items depending on the Request Type. If the chosen type is Inventory, the list shows only Inventory, Expense and Consignment stock items in Active, Discontinued or Hold status. If the type is Courtesy Stores, the list shows only Direct stock items on the indicated Purchase Order.

Storeroom - Indicate the storeroom that will provide the item in the Storeroom field. The field has an associated list of values controlled by the Storeroom record. You can update the storeroom as long as the Checkout Request is in "Created" status.

Item Status

Requested - When items are entered on the checkout request they are in Requested status until they are issued.

If items are only partially issued, the line item remains in Requested status and the overall record status remains in Active status until the item is either issued fully or the status is changed manually. When the item is in Requested status it places demand on the storeroom. However, this is only true if the Allow Partial Issue key in the checkout request business rule is set to ON. With the key set to OFF the system sets the item status to Issued, the record status to Closed, and removes demand from the storeroom as soon as the item is either fully or partially issued.

Issued

Canceled

Description - When you select a stock item and storeroom, the system provides this information from the Storeroom record (Data view).

The available quantities shown are based on the settings in the Available Quantity Calculations Business Rule.

Checkout Request Line Item (Detail) view

Request - Enter the requested quantity for the item in this field. You can update the requested quantity as long as the Checkout Request is in "Created" status.

Issued - When the item is issued, the system updates the Issued field to show the quantity issued.

Expense Code - When you select a stock item and storeroom, the system provides this information from the Debit Expense field on the Storeroom record (Data view).

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides this information from the Master Catalog record for stock items.

How to Request a Stock Item

1. **Open the Checkout Request module.**
2. **Click New.**
3. **Set the Type to Inventory.**

Select Courtesy Stores to request direct stock items that are being held in a storeroom.

4. **Enter the Charge number.**

The charge number that you enter will depend on the Request type entered in the previous step. Only active charge numbers are listed in the list of values for each charge type.

Inventory - Enter a work order number, an asset, or an account number. If you select an asset or account first, the system displays a list of active work orders associated with the asset or account that you can charge against. Double-click a line in this list to charge to that work order. If you do not want to charge to a work order, close the list.

Courtesy Stores - If you selected courtesy stores as the Type you MUST enter the purchase order in the Charge To section. When you enter the purchase order number you will be prompted for an account number. Select an account and tab out of the field.

5. **Enter any delivery information if the items will be delivered.**
6. **Click Save.**

The system saves the Request record. Now you can add the specific items.

The Variable Expense Codes Business Rule determines how expense codes are handled for Checkout Request records.

Checkout Requests can also be created from the Daily Schedule module.

Once the Checkout Request record has been entered and saved, you can begin to list the stock items that you need. You can add items using either the Line Item Detail or Line Item List views. However, unless you need the additional information displayed in the Detail view, it is easier to use the List view.

How to Add Line Items to a Checkout Request

1. **Select Line Item (Detail) from the Views list.**
2. **Select the Stock Code from the list of values.**

The list is controlled by the Catalog module in the Resource subsystem and only shows Inventory, Expense and Consignment stock items in Active, Discontinued or Hold status.
3. **Select the Storeroom from the list of values.**

This list is controlled by the Storeroom Setup module of the Resource subsystem. When you have selected both the Stock Code and the Storeroom, the system supplies other information for the material handling staff's review.
4. **Enter the quantity of the item that you need.**
5. **Click Save.**
6. **Set the status to Active when you have entered all of the items.**

The system asks if you want to save the status change.
7. **Click the OK button.**

The system saves the record and places demand on the storeroom for the items.

Partial Issue of Items

Items entered on the Checkout Request are in Requested status until they are issued.

If items are only partially issued, the line item remains in Requested status and the overall record status remains in Active status until the item is either issued fully or the status is changed manually. When the item is in Requested status it places demand on the storeroom. However, this is only true if the Allow Partial Issue rule key in the Checkout Request Business Rule is set to ON. With the rule key set to OFF the system sets the item status to Issued, the record status to Closed, and removes demand from the storeroom as soon as the item is either fully or partially issued.

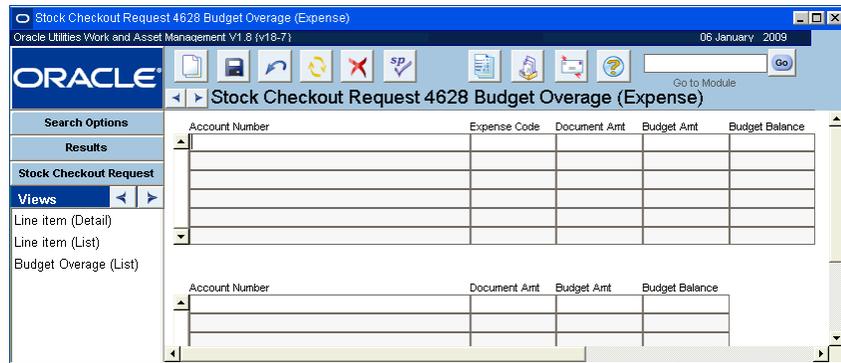
Note: Code table 103 controls the associated list of values for the Documentation field.

Checkout Request Views

The module includes the following views:

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record. Budget amounts are entered in the Period Costs view of the Account module.



Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

Please refer to the topic on [Budget Checking](#) for more information.

Checkout Request Actions

The actions to Add All or Select Items from the Work Order are available only when you have the appropriate responsibility and the checkout request is in Created status.

In addition to standard actions, the following can be completed from within the module.

Adding Items from Work Orders

If you specify a work order on the checkout request, you can choose actions to add all stock items planned against the work order or select from a list of the planned items.

Add All Items from Work Order - Select the Add All Items from Work Order action to add all of the stock items planned against the Work Order.

If some of the planned items have already been issued, the requested quantities are reduced to account for the issued quantities.

Select Items from Work Order - If you choose the Select Items from Work Order action, the Add Items from Work Order window opens containing a list of planned items that have not already been issued and are not truck stock items. Truck stock items are typically smaller, inexpensive items that are carried on the crew's work truck and not checked out from the storeroom.

Check the Add box for those items you want to add to the Checkout Request.

The items listed below have been planned against the Work Order Task that is specified on the Checkout Request header. Select which parts are currently needed for checkout request.

Commodity Code Truck

Add	Description	UOI	Stock Code	Strm	Stock	Required Date
<input type="checkbox"/>	Angle Bracket Stair Support	PR	RJB-010	RJB	N	13 JUL 2007
<input type="checkbox"/>	Brace, Flat, 3/2" Galvanized	EA	RJB-20002	RJB	N	13 JUL 2007
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Filter Select All Clear All Done Cancel

Add Items from Work Order

If you want to change the list to include truck stock items or items where the planned quantity has already been issued, click the Filter button to open the selection window where you can reset the filter settings. After resetting the filters, click the Next button to return to the Add Items from Work Order window.

When you have finished selecting the items, click the Done button to add the selected items and return to the Checkout Request record.

Printing Checkout Requests

Printing the checkout request is optional. To print select Print Checkout Request from the Actions list, or run the Inventory Pick List report (S_RPT026). Once the Checkout Request is printed for the first time, the Printed check box is automatically checked.

The Checkout Request Business Rule also controls whether or not the checkout request can be printed more than once. Restricting to only one printing of checkout requests reduces the potential for pulling parts for the same order more than once.

Returning Items

Items cannot be returned against a checkout request. If items need to be returned, the Stock Checkout module is used. Select account or another “Checkout to” charge type, and enter the same stock code with a negative number in the Issued field indicating the number of items to return. The system will credit the account or other charge type, and note the number of items as being present in the storeroom.

Reviewing Checkout Transactions

Open the Checkout Transaction Log to review checkout transactions. The system logs all changes made in the Checkout Requests module to this log. You cannot modify the information in the log. This information cannot be modified.

Chapter 4

Material Disposition

Components are defined as the major part or parts that make up an asset. Stock items are considered components when they are marked as trackable and repairable on their Storeroom record. A unique Component ID is then entered in the Component ID module and that stock code can be assigned to the Component ID so that the item can be installed and removed from assets or tracked during repairs.

Please refer to the online help or user guide section on the Component ID module for more information on components.

Broken or damaged components can be disposed of in several ways, depending on your business practices, the type of part, and the degree of damage. They can be repaired and returned to the storeroom, sold, or returned to the vendor for credit. You can use the Materials Disposition module to manage items in the disposition process and capture the cost of repairs.

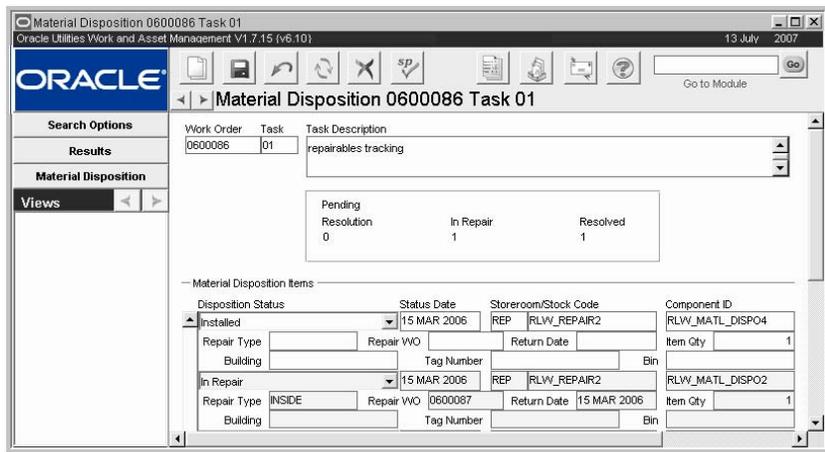
Material Disposition Records

The Material Disposition module allows you to manage the repair and disposition of damaged parts. While Material Disposition processing is usually limited to trackable stock items, the system also can be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

Settings in the Repairable Processing and the Component Processing Business Rules determine how material disposition records are processed and what types of stock items can be tracked through the module. To make the module available, the Enhanced Material Processing key in the Repairable Processing Rule must be set to ON.

When you remove a repairable item from an Asset, the system automatically creates a record in the Material Disposition module with line items for both the “new” and the “old” parts. The new part is installed on the asset and the old part is typically returned to the storeroom, where it is evaluated and disposed of in some way.

The upper section of the Material Disposition record contains system-maintained fields identifying the record and the number of items resolved. The lower section contains fields identifying the status and location of items on the record.



Material Disposition record

The following fields are included:

Work Order/Task/Description - The system copies information about the work order used to check the new part out of the Storeroom. Components and repairable stock items can only be checked out against work orders.

The Work Order/Task number is also used as the Material Disposition record identifier.

Resolution Indicators - As items move through the Materials Disposition process, the system reports the total number of items Pending Resolution, In Repair, or Resolved.

- **Pending Resolution** items are those in any Pending status, such as Pending Repair or Pending Disposition.
- **In Repair** indicates that a work order to repair the items is active and the items have not been returned to the Storeroom.
- **Resolved** items have Installed, In Stores, Scrapped, Sold, Scrapped, or Cancelled status and require no additional disposition processing.

Disposition Status - When the Install at Issue key in the Component Processing Business Rules is ON, the system handles most Disposition status changes for Components automatically. In other cases, you can change the status manually.

Valid Disposition Status changes are:

- Pending Return to Canceled
- Pending Disposal to Pending Disposition
- Pending Return to Pending Disposal
- Pending Disposal to Sold
- Pending Return to Sold
- Pending Disposal to Scrapped
- Pending Return to Scrapped
- Pending Disposal to Salvaged
- Pending Return to Salvaged
- Pending Disposal to Canceled
- Pending Disposition to Canceled
- In Repair to Canceled
- Pending Disposition to Installed
- In Repair to Installed
- Pending Disposition to Pending Disposal
- In Repair to Sold
- Pending Disposition to Pending Repair
- In Repair to Scrapped
- Pending Disposition to Sold
- In Repair to Salvaged

- Pending Disposition to Scrapped
- Pending Disposition to Salvaged
- Pending Repair to Canceled
- Pending Repair to Pending Disposal
- Pending Repair to Sold
- Pending Repair to Scrapped
- Pending Repair to Salvaged

Status Date - The system records the date of the most recent status change here.

Storeroom/Stock Code - Identifies the Storeroom and Stock Code for the Material Disposition item.

Component ID - Identifies the Component ID for the Material Disposition item. Required when the item is trackable.

Repair Type - You can use this field to indicate whether the item is being repair is being handled in house or being sent to an outside vendor. The list of values associated with this field is controlled by User Code Table 59 in the Administration subsystem.

Repair WO - When a Work Order is created to repair an item that is in Pending Disposition or Pending Repair status, the system records the number of the Work Order here.

Return Date - The system enters the date the item was returned to the storeroom.

Item Quantity - The number of stock items represented by the line item. For Components, this number must be one. For non-components, the system enters the quantity issued from the storeroom.

Building - You can enter a location for the item here. The list of values for this field is controlled by User Code Table 25 in the Administration subsystem.

Tag numbers often correspond to a physical tag attached to the stock item and can help track non-components being repaired.

Tag Number - A Tag Numbers are temporary ID number that can help track non-components through the repair cycle. These numbers usually correspond to a physical tag attached to the stock item. There is no automatic processing for Tag Numbers, but you can enter a Temporary ID number manually in the provided field when the item is in Pending Disposition, Pending Repair, or In Repair status.

Bin - If the items are stored temporarily in a Bin during the repair process, you can enter that Bin number here.

Materials Disposition Processing

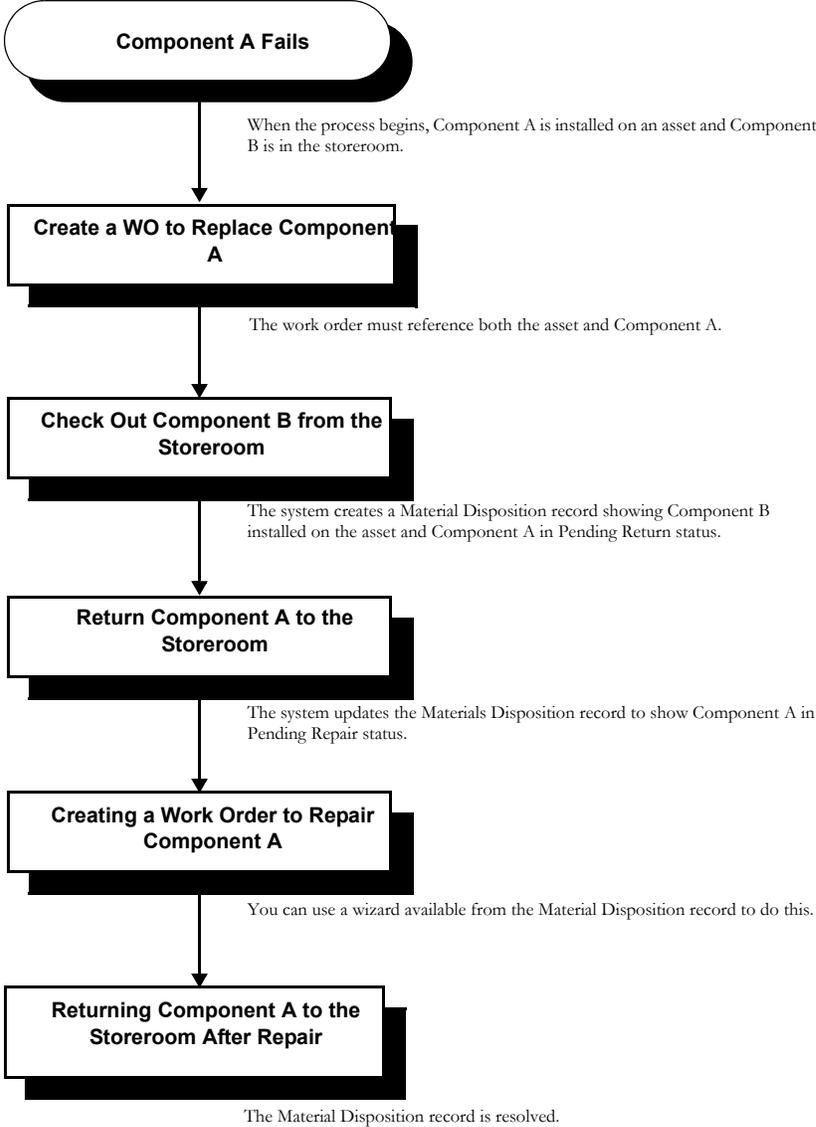
There are several scenarios for the Material Disposition process:

- Repairing Trackable Stock Items (Components) - Basic Repairables Processing
- Repairing Components Outside of the Storeroom - Advanced Repairables Processing
- Repairing Non-Components - Advanced Repairables Processing
- Repairing Removed Parts - Advanced Repairables Processing

While basic repairables processing is limited to trackable stock items, the system can also be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

Basic Repairables Processing

The following diagram shows basic steps of the standard material disposition process. In this example, Component A fails in service, is removed from an asset, and is then repaired and returned to the storeroom. Similar steps are involved if the component is sold or returned for credit.



For information about processing stock items that are not trackable components, please refer to the next section.

Business Rule Settings for Basic Repairables Processing

The business rules controlling material disposition and the storeroom repairable indicator must be set as shown in the following table to control the type of processing that you need to use within your organization.

	Basic Processing	Advanced Processing
Component Processing Rule		
Install at Issue	YES	NO
Repairable Processing Rule		
Enhanced Material Disposition	ON	ON
Repairable Must be Trackable	ON	OFF
Repairable Return Credit Value	ON	OFF
Restrict Repairable Checkout	ON	ON

Creating a WO to Replace Component A

Standard material disposition processing begins when you create a work order to replace an installed component that needs to be removed and/or repaired. To ensure that the system will track the component exchange accurately, you must reference both the Component ID and the asset on which it is installed.

How to Create a Work Order to Replace Component A

1. **Create a new Work Order record.**
 You can either create the work order from an approved work request or create the work order directly in the Work Order module.

 You can also select Create WO from the Actions list on the component record.
2. **Complete the required fields.**
3. **Enter the Asset ID and the Component ID for Component A.**
 The Work Order record is created in Planning status. After the work is planned, the work order can be activated.
4. **Click Save.**

Planning and Activating the Work Order

After the work order is created, you may want to plan the parts needed to replace Component A including the replacement part, Component B. If you plan for Component B it will automatically be included on the Stock Checkout record when you go to check out the replacement part.

The work order must also be approved and activated before you can reference it on the follow-up records required to complete the processing discussed in this chapter.

Checking out Component B

When you check out a replacement component from the storeroom, the system automatically creates a Material Disposition record to track the disposition of the two components involved in the exchange. The system also updates the information about both components in the Component ID module.

You must reference the replacement work order when you check out the replacement component.

How to Check Out Component B

1. Open the Stock Checkout module in the Inventory subsystem.

You can only check out components to work orders in active status.

2. Enter the WO number for the WO to Replace the component.

3. Click the Checkout button.

4. Enter your Employee information and click the OK button.

If the replacement component was planned on the work order, it appears on the checkout request. If not, you can add it.

5. Enter an Issue Quantity of 1.

6. Select a Component ID from the list of values.

This will be the Component ID for the replacement part.

7. Click Save.

The system processes the checkout and creates a Materials Disposition record with two line items. The first line item represents Component B and is created in Installed status. The system charges the new component against the work order. At the same time, the system changes the Component ID record for Component B to Installed, and supplies the asset information. This is the end of the process for Component B.

The second line item represents Component A and is created in Pending Return Status. At the same time, the system sets the Component ID record for Component A to Material Disposition and removes the asset information.

Material Disposition Record Created by the System

You can view the Material Disposition record created by the system by searching for the work order number, stock code or component in the Material Disposition module. The Material Disposition record shows both components involved in the exchange.

When the system creates the Material Disposition record, it also changes the Component ID record for Component B to Installed status and supplies the asset information.

The screenshot displays the Oracle Utilities Work and Asset Management V1.7.15 (v8.0) interface. The window title is "Material Disposition 0500383 Task 01". The search options show Work Order 0500383 and Task 01. The task description is "Work Order to Replace Component A". A summary table shows the status of the components: Pending Resolution (1), In Repair (0), and Resolved (1). The main table lists the Material Disposition Items:

Disposition Status	Status Date	Storeroom/Stock Code	Component ID
Installed	04 MAR 2005	RJB RJB-007	RJB-B
Pending Return	04 MAR 2005	RJB RJB-007	RJB-A

Additional fields for each item include Repair Type, Repair W/O, Return Date, Item Qty, Building, Tag Number, and Bin.

Material Disposition Record showing both Components

The new component (Component B) is listed on the first line of the bottom portion of the window and is in Installed status. When the work order to replace Component A is finished, the asset will be charged for Component B as well as the labor costs associated with the replacement. This the end of the processing for Component B.

Component A is listed secondly and is in Pending Return status. It is no longer associated with the asset at this point. Component A must now be evaluated and disposed of.

Remember, the material disposition business rules must be properly set to enable automatic status changes for Material Disposition records.

You return items to the storeroom using the Stock Checkout module to 'checkout' a negative quantity.

Returning Component A to the Storeroom

Return Component A to the storeroom by creating another Stock Checkout record against the work order that you created to replace Component A. Indicate that the item is being returned for credit by checking the Repair check box and entering a negative quantity. When you check the Repair box, the system credits the asset with the value found in the field next to the Repairable box on the Storeroom record.

Stock Checkout Record set to create a Material Disposition Record for Repair

How to Return Component A to the Storeroom

1. **Open the Stock Checkout module in the Inventory subsystem.**
2. **Enter the WO number for the WO to Replace the component.**
This is the work order created earlier.
3. **Click the Checkout button.**
4. **Enter your Employee information in the Receiving window.**
5. **Click OK.**
The Stock Checkout record appears with the work order and stock code information already completed.
6. **Enter a negative one (-1) in the quantity column.**
You return items to the storeroom by checkout out a negative number.
7. **Enter the Component ID for the item you are returning.**
8. **Place a check in the Repair check box.**
9. **Click Save.**
The disposition status of Component A changes to Pending Disposition and the asset is credited with the repair value for Component A.

The system also notes the repair value of the component on the Storeroom record.

At this point the storeroom 'owns' Component A and can determine what to do with it. The system changes the material disposition status for Component A to Pending Disposition, and keeps the Component ID record in Material Disposition status. Now you can create a repair work order for Component A, or you can dispose of the component in some other way (such as scrapping it, salvaging it, etc.).

You are not required to return Component A to the storeroom, however if you do not, you must manually change the status of Component A on the Material Disposition record to reflect its status. The system requires that the component be returned to the storeroom in order to process the statuses automatically.

If it is decided that Component A can be repaired you can create a work order to manage the repair. Benchmark Work Order records are usually created by your organization well in advance in anticipation of maintenance that may need to be performed on an asset.

Creating a Work Order to Repair Component A

There are several options available for capturing the cost of the repair. You can use a benchmark work order as a template and charge the repair to either the default repair account for the storeroom, or you can charge to a function that has been set up to capture repair costs. You can use the work order you initially created to remove Component A from the asset as the “benchmark” for the repair work order. If you do this, repair cost will be included in the asset and account summaries.

How to Create a Repair Work Order from a Material Disposition Record

1. Open the appropriate Material Disposition record.

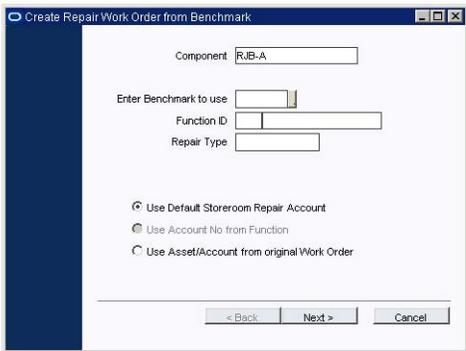
You can only create repair work orders for components in Pending Disposition and Pending Repair status.

2. Highlight the component to be repaired.

3. Select Create Repair WO from the Actions list.

The component must be in Pending Disposition status for this Action to appear on the list. If you did not return the component to the storeroom the record remains in Pending Repair status and you must change the status manually to continue.

Once you select Create Repair WO, the system displays the Create Repair Work Order window.



Create Repair Work Order from Benchmark

4. Select a radio button to determine how to proceed.

If you want to use a benchmark work order as a template, enter the benchmark work order number or select one from the list of values. You do not need to select a benchmark if you are using the 'repair' Work Order as a template.

When you enter a benchmark work order, the system completes the Function ID fields if asset information is available on the benchmark work order. With a function entered you can select the Use Account No. from Function radio button to use the function account number rather than the account number on the benchmark.

If you select the Use from original Work Order radio button, the asset and account information will be copied from the work order task on the work order that you created to replace Component A.

5. Click Next.

The system creates the repair work order and displays the work order number.

6. Click the OK or the Work Order button.

Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the work order.

The Material Disposition record now shows Component A in In Repair status.

Returning Component A to the Storeroom After Repair

Once the work order is created, approved, and set to Active status, the repair work can be completed and the work order task status can be set to Finished. At this point the system runs a batch process (SDBP_FINISH_WO) to apply the costs incurred on the work order appropriately throughout the system. After this batch process runs (usually overnight) you can use the Stock Checkout module to return the component to the storeroom to complete the entire process.

If you try to close the work order before the component is returned to the storeroom, the system warns you that the work order involves a Material Disposition record that is still in pending status.

The repaired value cannot be less than the return credit value plus the average repair cost for the stock item.

When the component is returned to the storeroom after it is repaired, the system adjusts the value of the storeroom by the Repaired Value of the stock item on the Storeroom record (after the batch process, SDBP_COST_STOCK, runs). This value cannot be less than the return credit value plus the average repair cost for the stock item. The system also sets the Material Disposition and Component ID records to In Stores status. Once the line item status for Component A is changed to In Stores, both sub-records for the Material Disposition record will be resolved.

How to Return Component A to the Storeroom after it is Repaired

1. Open the Stock Checkout module in the Inventory subsystem.
2. Enter the repair work order number.
3. Click the Checkout button.
4. Enter your employee information in the Receiving window.
5. Click OK.

The Stock Checkout record appears with the work order and stock code information already completed.

6. Enter a negative one (-1) in the quantity column.
You return items to the storeroom by checkout out a negative number.
7. Enter the Component ID for the repaired component.
8. Click Save.

The system changes the disposition status of Component A to In Stores, and applies the repair cost to the storeroom. Once the system sets the sub-record for Component A to In Stores, both line items on the Material Disposition record are resolved.

After you complete this step Component A is in the storeroom ready to be used again and Component B is installed on the asset.

Disposition Status	Status Date	Storeroom/Stock Code	Component ID
Installed	04 MAR 2005	RJB RJB-007	RJB-B
Repair Type	Repair WO	Return Date	Item Qty
Building	Tag Number	Bin	
In Stores	04 MAR 2005	RJB RJB-007	RJB-A
Repair Type	Repair WO 0500384	Return Date 04 MAR 2005	Item Qty 1
Building	Tag Number	Bin	

Material Disposition Record with Resolved Items

If only one component is involved, you must open the Material Disposition records and cancel the second “empty” line item.

Only One Component?

Standard material disposition processing involves the exchange and repair sequence previously discussed for Component A and Component B. There are instances, however, when only one component is involved.

There are a number of reasons why a component might be checked out from a storeroom without using it to immediately replace an installed component. For example, the component might be used in the fabrication of a new asset, or it might be checked out as a spare by a repair crew going into the field to do a PM on an asset that is in a remote location such as an oil platform.

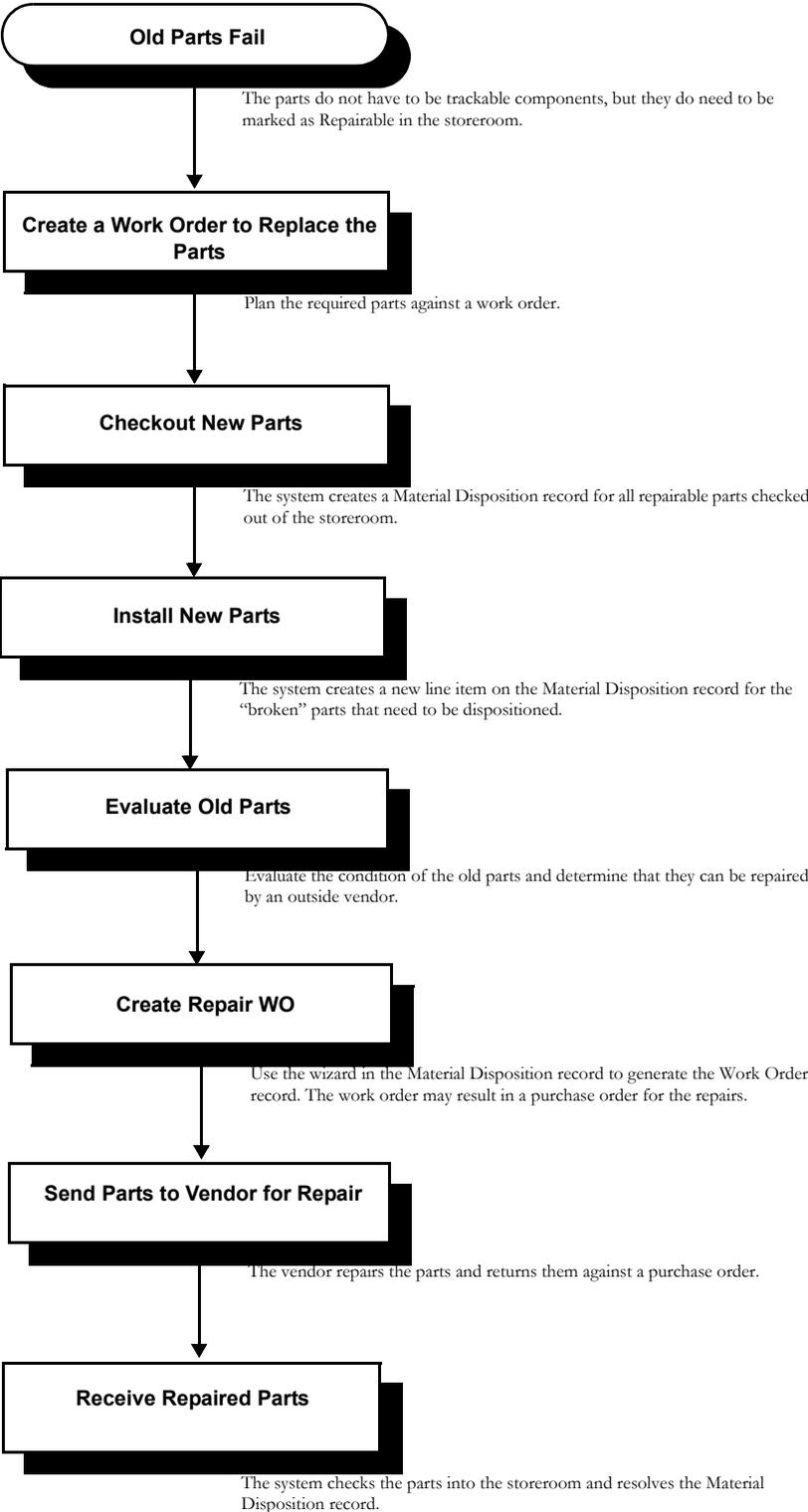
Although there is only one component, the system automatically creates two lines on the Material Disposition record. In this case, the first line represents Component B and the second line acts as an empty placeholder which must be cancelled manually. Once the component is checked out from the storeroom, you must open the Material Disposition record and change the status of the second line item from Pending Return to Canceled.

Advanced Repairables Processing (Non-Components)

Repairing Non-Components

While basic repairables processing is limited to trackable stock items, the system can also be configured to extend repairables processing to stock items that are not components, and in some cases to stock items that are normally not considered repairable.

The following diagram shows the basic steps of the advanced material disposition process. In this example, some parts fail, they are sent to an outside vendor for repair, and they are returned to the storeroom when received.



This processing allows you to process repairs for components without having to first return them to the storeroom and/or to process non-components.

In this scenario, when you check out repairable components against a Work Order, the system creates a Material Disposition record similar to standard processing, listing the new

“replacement” component in Pending Disposition status. When you are ready, you can manually set the Material Disposition status of the new component to Installed.

When you change the status of the new component to Installed, the record displays a new line for the old “broken” component which is now in Pending Disposition status. When you are ready, you can set the status of the out of service component according to the action to be taken.

If you wish, you can use the Work Order that removed the damaged stock items from service as a Benchmark for the Work Order to repair the items.

If the old Component is to be repaired, you can use the Create Repair WO wizard to generate a Work Order for the repair tasks. When the Component has been repaired and is ready to be returned to the Storeroom, create a Stock Checkout return referencing the Repair Work Order. Upon completion of the return the system puts the items into the Storeroom at the Repaired Value price indicated on the Storeroom record and recalculates the on-hand quantity, inventory total value and average unit price. The system also updates the fields used to calculate average repair price based on the work order charges and changes the status of the associated Material Disposition record to In Stores.

Note: Remember, this processing includes construction assets as well as maintenance assets.

Business Rule Settings for Advanced Repairables Processing

To enable advanced repairables processing, the business rules controlling material disposition and the storeroom repairable indicator must be set as shown in the following table.

	Basic Processing	Advanced Processing
Component Processing Rule		
Install at Issue	YES	NO
Repairable Processing Rule		
Enhanced Material Disposition	ON	ON
Repairable Must be Trackable	ON	OFF
Repairable Return Credit Value	ON	OFF
Restrict Repairable Checkout	ON	ON

With the business rules set for advanced processing, you have to change the status of Material Disposition records manually, but the system allows you more control over the process and more flexibility in the type of stock items dispositioned.

Automatic Return of Repaired Items to the Storeroom

The system can help you track the return of items repaired by an outside vendor. As parts are received, the system recognizes shipments that should contain repaired parts and asks you to confirm that those parts are included in the shipment. If they are, the system automatically processes them by checking them into the storeroom, resolving the appropriate material Disposition record, and changing the status of the repair work order that they were issued against to Finished. If the expected parts are not included in the shipment, the system sends an alert to the storeroom supervisor.

To enable this automatic processing, the originating repair work order must include a direct purchase for service. This information can be entered by selecting Materials from the Views list in the Work Order Task module. The direct purchase should indicate the vendor responsible for the repair, the quantity being repaired, and the cost of repairs.

How to Set Up Automatic Processing for Returned Items

1. **Create a repair work order.**
You can use the Create Repair WO action in the Material Disposition module to create the work order.
2. **Select Task (Detail), then Material (Detail) and then Direct Purchase from the Views List.**
3. **Select the Vendor name from the list of values.**
4. **Enter S (for Service) in the PO Item Type field.**
5. **Enter an Approval Title.**
6. **Click Save.**
7. **When prompted, enter the number of items and pricing information.**
The number of items should be the same as the number of items on the corresponding Material Disposition record. For components, this number is always one.
8. **Click Save.**
When the work order is set to Active status, the system creates a requisition for the repair of the parts. The requisition then results in a purchase order for the repairs. When the repaired items are received, the system verifies that the shipment contains the repaired parts and checks them into the storeroom.

Creating a WO to Replace Parts

The repairable indicator on the Storeroom record must be checked for a part to be repairable.

The material disposition process begins when you create a work order to replace parts that have failed. Later, you will evaluate the condition of those parts and decide how to disposition them. In this example, the parts must be marked as repairable in the storeroom, but they do not have to be trackable stock items.

How to Create a Work Order to Replace Failed Parts

1. **Create a new Work Order record.**
2. **Click Save.**
3. **Select Task (Detail), then Material (Detail) from the Views list.**
4. **Enter the Stock Code and quantity of the parts to be replaced.**
5. **Click Save.**

The Work Order record is created in Planning status. After the work is planned, the work order can be activated.

Planning and Activating the Work Order

After the work order is created, you may want to plan labor or parts (including any replacement parts). Once the remainder of the work order is filled in it must be approved and activated before you can reference it on the follow-up records required to complete the processing discussed in this chapter.

Checking Out New Parts

When you checkout repairable parts from the storeroom, the system automatically creates a Material Disposition record to track the disposition of the old parts. If the part is a component, the system also updates information in the Component ID module.

How to Checkout the New Parts

1. **Open the Stock Checkout module in the Inventory subsystem.**
2. **Enter the Work Order number.**
You can only check out repairable items against work orders in active status.
3. **Click the Checkout button.**
4. **Enter your Employee information and click the OK button.**
5. **Enter an Issue Quantity.**

You must reference the work order when you checkout the new parts.

If you are checking out a component, you must also select a Component ID from the list of values. If there are not Component IDs available for that stock code you can either create one or reference a different stock code.

6. Click Save.

The system processes the checkout and creates a Materials Disposition record.

Installing New Parts

If you find that you do not need to use all of the new parts you checked out, you can either return the extra ones to the storeroom before changing their status to Installed, or you can set the entire quantity to Installed even though you will be returning some to the storeroom later. Either way, the system will adjust the quantities on the Material Disposition record correctly when you return the unused parts to the storeroom.

If you are installing the parts on a construction asset, you can select the Install Component on Construction Asset action to install the component. The system opens a wizard to allow you to select where to install the component based on the following:

- If there is just one fixed asset on the compatible unit and no assets on the work order task, the system adds the component to that asset.
- If there are multiple fixed assets on the work order or if there are both regular assets and fixed assets on the work order, the system allows you to choose where to install the component.
- If there are no fixed assets on the work order task, the system adds the component to whatever regular asset is on the work order task.

How to Install the New Parts

1. Open the Materials Disposition record in the Inventory subsystem.

You can use the work order number to search for the Materials Disposition record.

2. Set the disposition parts to Installed status.

The system creates a new line item for the same quantity of “broken” parts which now need to be dispositioned.

Oracle Utilities Work and Asset Management V1.7.15 (v9.01) 09 November 2007

Material Disposition 0500452 Task 01

Search Options: Work Order: 0500452, Task: 01, Task Description: Repair / replace the mounting

Summary:

Pending Resolution	In Repair	Resolved
4	0	0

Material Disposition Items:

Disposition Status	Status Date	Storeroom/Stock Code	Component ID
Installed	08 MAR 2005	RJB RJB-20002	4
Pending Disposition	08 MAR 2005	RJB RJB-20002	4

Material Disposition Record with Broken Parts

Evaluating Old Parts

After examining the parts removed from service, you can decide on how to disposition them. By setting the status on the newly created Material Disposition record you can indicate if the broken parts are to be repaired, sold, or scrapped.

You can also use a shipping memo to track items being repaired by an outside vendor.

The information contained on the Material Disposition record varies slightly depending on whether the stock item removed was a regular repairable stock item, or a trackable stock item.

If there is more than one broken part, and all of the parts can be disposed of in the same way, you only need to change the Material Disposition record status from Pending Disposition to Pending Repair, Scrapped, or some other valid status.

If different dispositions are required for some of the items, you can select Status Changes for Pending Items from the Actions list to change the status of various quantities of the items of the damaged parts.

You may want to use a Tag Number (a temporary ID) on the Material Disposition record to track parts through the repair cycle. There is no automatic process for doing this, but you can enter a Temporary ID number in the field provided on the Material Disposition record as long as the item is in Pending Disposition, Pending Repair, or In Repair status. These numbers usually correspond to a physical tag attached to the part.

How to Change the Status of Pending Items

1. **Open the appropriate Material Disposition record.**
2. **Click anywhere on the items you want to change.**
3. **Select Status Changes for Pending Items from the Actions list.**
The Status Changes for Pending Items window opens. This action is only available if there is more than one of the item.
4. **Select a new status from the drop-down list.**
For items being sent to an outside vendor for repair, set the status to Pending Repair.
5. **Enter a new quantity for the items you want to change.**
You can enter any number less than the total number of pending items into the Count of Item in Current Status box.

Material Disposition Record showing item counts by status

6. **Click OK.**
The system creates a new line item with the quantity of the stock item entered in the status you select. It also reduces the pending quantity on the existing line item by the same amount.

Oracle Utilities Work and Asset Management V1.7.15 (v8.0) 09 November 2007

Material Disposition 0500452 Task 01

Work Order: 0500452 Task: 01 Task Description: Repair / replace the mounting

Disposition Status	In Repair	Resolved
Pending Resolution	0	4

Material Disposition Items

Disposition Status	Status Date	Storeroom/Stock Code	Component ID	Repair Type	Repair VVO	Return Date	Item Qty	Building	Tag Number	Bin
Installed	08 MAR 2005	RJB RJB-20002					4			
Pending Disposition	08 MAR 2005	RJB RJB-20002					1			
Pending Repair	08 MAR 2005	RJB RJB-20002					3			

Actions: Save Search, Create Bookmark

Material Disposition Record with reduced Pending Quantity

You can change the location for the items being dispositioned by entering locations in the Building and Bin fields on the Material Disposition record.

Creating a Work Order to Repair the Parts

When you create a work order to repair the parts, you have several options for capturing the cost of the repair. You can use a benchmark work order as a template and charge the repair to either the default repair account for the storeroom, or you can use the work order you initially created to remove Component A from the asset as the “benchmark” for the repair work order. If you do this, repair cost will be included in the asset and account summaries.

How to Create a Repair Work Order from a Material Disposition Record

1. Open the appropriate Material Disposition record.
2. Highlight the component or stock item to be repaired.
3. Select Create Repair WO from the Actions list.

The system displays the Create Repair Work Order window.

4. Select a radio button to determine how to proceed.

If you want to use a benchmark work order as a template, enter the benchmark work order number or select one from the list of values.

When you enter a benchmark work order, the system completes the Function ID fields if asset information is available on the benchmark work order. With a function entered you can select the Use Account No. from Function radio button to use the Function account number rather than the account number on the benchmark

If you select the Use from original Work Order radio button, the asset and account information will be copied from the work order task on the work order that you created to replace Component A.

5. Click Next.

The system creates the repair Work Order record and displays the record number.

6. Click the OK or the Work Order button.

Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the Work Order record.

If the expected parts are not included, the system sends an alert to the supervisor, who can investigate why the parts were not returned.

Adding a Direct Purchase for Repairs by a Vendor

If you want to send the parts to an outside vendor for repair, you should add a service-type direct purchase to the work order task. The system will then create a requisition for the repair when the work order is activated. When the requisition is processed, it results in a purchase order for the repairs.

When the parts are repaired and returned from the vendor, the system uses the PO number to recognize shipments that should contain repaired parts. When a Receiving record is saved against the PO number, the system asks you to confirm that the parts are included in the shipment. If they are, the system automatically checks them into the storeroom and completes the material disposition process.

How to Add a Direct Purchase for Repair by a Vendor

1. **Open the Repair Work Order.**
2. **Select Task (Detail), then Material (Detail) then Direct Purchase from the Views List.**

The Direct Purchase Information window opens.

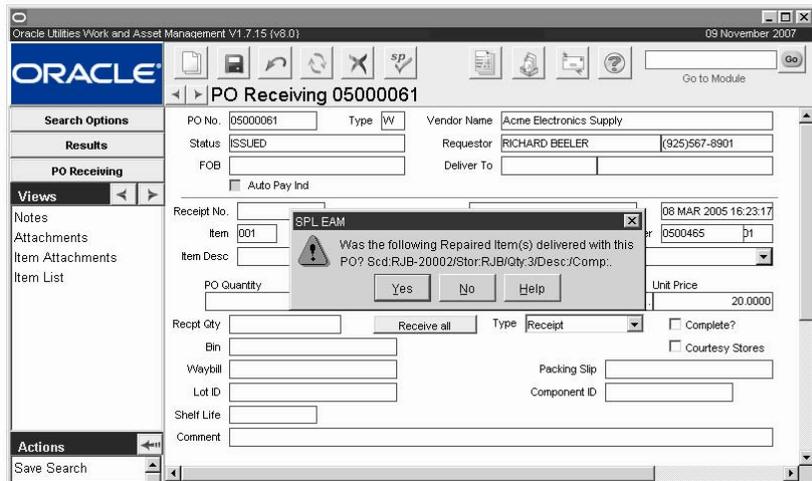
3. **In the Material Item section, enter the number of items and pricing information.**
The number of items should be the same as the number of items on the Material Disposition record. For components, this number is always one.
4. **In the Direct Purchase section, select the Vendor name from the list of values.**
5. **Enter S (for Service) in the PO Item Type field.**
6. **Enter an Approval Route.**
7. **Click Save.**

Receiving the Repaired Parts

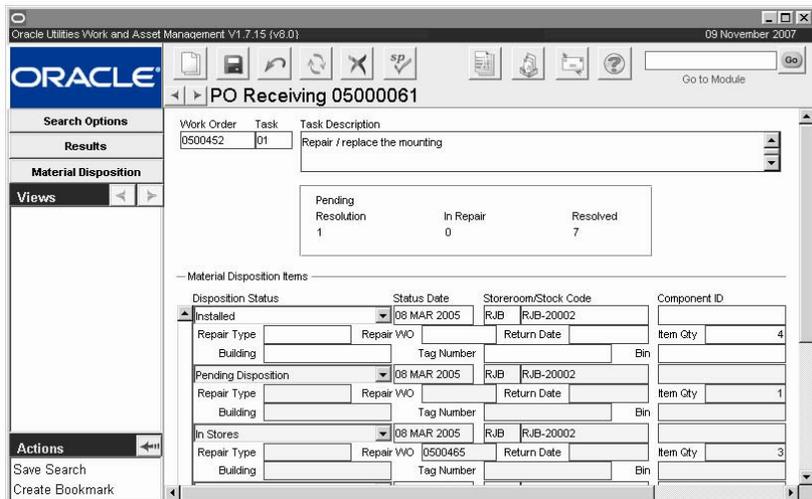
When the return shipment containing the repaired parts arrives, no special processing is required. The shipment should be recorded in the Receiving [linked to receiving] module like any other shipment. When a receiving record is created for a PO that should contain returned parts, the system asks if the returned parts are included.

The system automatically generates a requisition or purchase order for the service when the Work Order Task record is set to Active status. Purchasing personnel can find the requisition or

purchase order created from the Work Order Task Materials record by entering the work order number on the Search Options screen of the Requisition or Purchase Order module.



Click YES to initiate automatic processing or on NO to indicate that the items have not yet been received and to send an alert to the supervisor.



PO Receiving Screen

The system sets the 3 repaired items to In Stores status. The other remaining part is still in In Repair status.

Repairing Non-repairable Parts

Marking an item as repairable in the Storeroom module only means that repair costs are routinely tracked by the system. It does not necessarily mean that only these parts can be repaired. In isolated cases, you may want to capture repair costs for items are not usually considered repairable.

If you have the “Repair Removed Part” function in your responsibilities you can select Repair Removed Part from the Actions list in the Work Order Task module to create a Material Disposition record for any part, included those not marked as repairable. The system creates a Material Disposition record referencing the Work Order Task record. You can then process the items through the repair cycle and set the disposition status for the items accordingly.

For components being removed, repaired, and reinstalled using the Repair Removed Part action, the Component ID module will reflect the charges related to the repair, but the storeroom's average repair cost will not, since the item was repaired without involving the storeroom.

How to Create Disposition Records for Removed Parts

1. **Open the work order task on the replacement Work Order record.**

The task must be in Active status.

2. **Select Repair Removed Part from the Actions List.**

The Repair Removed Part window opens.

3. **Click the Use Component or Use Stock Code/Storeroom radio button.**

The system highlights the required fields.

4. **Select the Component or Stock Code/Storeroom from the list of values.**

The list of values for the storeroom may show a listing of all the work orders that have the item pending. Select the appropriate one.

5. **Enter a quantity to be repaired.**

6. **Click Next.**

The system creates a Material Disposition record for the item and quantity you entered.

7. **Click Done to return to the Work Order record.**

You can now process the Materials Disposition record manually through the repair cycle by either returning the items to the storeroom after repair or by installing them on an asset.

How to Create a Repair Work Order from a Material Disposition Record

1. **Open the appropriate Material Disposition record.**

You can only create repair work orders for components in Pending Disposition and Pending Repair status.

2. **Highlight the component to be repaired and select Create Repair WO from the Actions list.**

When you select the Create Repair action, the system displays the Create Repair Work Order from Benchmark window.

The screenshot shows a software dialog box titled "Create Repair Work Order from Benchmark". It features a dark blue vertical bar on the left side. The main area contains the following elements:

- A text input field labeled "Component".
- A dropdown menu labeled "Enter Benchmark to use".
- A text input field labeled "Function ID".
- A text input field labeled "Repair Type".
- Three radio buttons for account selection:
 - Use Default Storeroom Repair Account
 - Use Account No. from Function
 - Use Asset/Account. from original Work Order
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

3. **If you want to use a Benchmark Work Order as a template, enter the number or select one from the list of values.**

You don't need to select a Benchmark if you are using the original Work Order as a template.

The original Work Order is the one used to remove the component from the asset and is the one referenced on the Material Disposition record.

When you enter a Benchmark Work Order, the system completes the Function ID fields if Asset information is available on the Benchmark Work Order. You can change this if necessary.

4. **Select a radio button to determine account information.**

If you select the Use Account No. from Function radio button, the repairs will be charged to the Asset or function identified in the Function ID. This option is available only if Function ID information has been entered. If you select the Use from original Work Order radio button, the Asset and Account information will be copied from the Work Order Task currently associated with the Material Disposition record.

5. **Click the Next button.**

The system creates the Work Order and displays the Work Order number.

6. **Click the OK or the Work Order button.**

Clicking the OK button returns you to the Material Disposition record. Clicking the Work Order button displays the Work Order.

Chapter 5

Shipping Memo

You can use the Shipping Memo module to track stock items being returned to vendors for credit or replacement and to track items being repaired at an offsite facility. You can also use Shipping Memos to track the return of rented equipment and other miscellaneous shipments.

Shipping Memos can be created in a number of ways. You can create Shipping Memos directly in the Shipping Memo module and the system can create Shipping Memos automatically when items are returned to a vendor or a requisition is approved which requires a Shipping Memo.

Shipping Memo Options

The Shipping Memo Options Business Rule must be configured to enable the system to automatically create Shipping Memo records. Configuring the system to automatically create shipping memos reduces the amount of information you must enter when you use shipping memos. A value in the Shipping Memo Options Business Rule also determines what type of shipping memo the system creates in each case.

Shipping Memo Records

The system generates new Shipping Memos in Created status and copies stock code and quantity information from the originating document. You can then update the Shipping Memo with additional information about the shipment and set the status to Ready. Once the shipment is sent out, you can set the status to Shipped. No further processing is of the Shipping Memo is required. When replacement items are received or items are returned from repair, they are returned against the appropriate Purchase Order and, in the case of repairs, checked into the storeroom referencing the repair Work Order.

Shipping Memos contain a description of the items included in the shipment and information about quantities, shipment value, and expected return date.

Shipping Memo 030000081
Oracle Utilities Work and Asset Management V1.7.15 (v6.1) 13 July 2007

Search Options

Results

Shipping Memo

Views

Shipping Info

Actions

Create Bookmark
Audit Log (Header)

Memo No: 030000081 Status: Created 02 MAY 2003 13:37:13
 Shipping Type: Transfer Req No:
 Ship From: RJB PO No:
 Requestor: RICHARD BEELER Work Order:
 Purpose: Stock Transfer Number 1163 Transfer No: 1163

Ship To

Vendor: ILB1VENDOR-00000001 ILB1 Storeroom Stock Transfer Vendor
 Address: 2121 N. California
 City: Walnut Creek
 State/Zip/Country: CA 94609 US Phone:
 Contact: Fax:

Type	Task	Item	Stock Code	Quantity	Unit	Description	Location	Component
T			RJB-0010	5	EA	Main Stock Code for ILB 1s		

Shipping Memo record

The following fields are included:

Memo Number - Depending on how your organization has configured the system, the Memo Number is either automatically generated or you must enter a unique number manually.

Note: If you create this record ID manually, avoid the use of the special characters ' , " , & , or % as they may result in processing errors.

Status - Valid statuses are Created, Ready, Shipped, and Cancelled. When you set the status to Ready, the system copies the Shipping Memo number to any associated Requisition, Purchase Order, or Work Order.

Type - Use the drop-down list to select a Shipping Memo Type.

Return - The items on a Return type Shipping Memo are being returned to the Vendor for credit or replacement. Depending of settings in the Shipping Memo Options Business Rule, the system automatically creates a Return type Shipping Memo when an item is returned against a Purchase Order in the Receiving module.

Repair - The system creates a Repair type Shipping Memo when a Requisition is approved to send a repairable item to a vendor to be reconditioned or repaired.

Transfer - Use a Transfer type Shipping Memo to describe items included on a stock transfer between storerooms. You can create Transfer type Shipping Memos directly or request that the system insert them when you create a Stock Transfer record.

Other - The default type for new records you insert directly into the Shipping Memo module. You can change this setting as needed.

Loan - Use a Loan type Shipping Memo to describe an item temporarily on loan to another organization, plant, or agency.

Ship From - The Storeroom for the items being shipped. The list of values for this field is based on the information entered in the Requisition PO Number or Work Order fields.

Requestor - You can enter a Requestor's name or select one from the list of values. When the system creates a Shipping Memo, it copies the Requestor from the originating document (Requisition, Purchase Order or Work Order) but you can update the field as necessary.

Purpose - You can use this field to enter a brief description of the shipment. For example, for a Repair type Shipping Memo, you might enter the Purpose as "Upgrade Part" or "Recondition Part".

Requisition Number - This list of values on the Requisition Number field shows Requisitions in Approved or PO Created status. The system automatically inserts the Requisition Number when creating a Shipping Memo from an approved Requisition.

PO Number - If a Requisition Number is entered for a Requisition in PO Created status, the list of values for the PO Number field shows Purchase Orders from each of the Requisitions line items. If no Requisition number is entered, the PO Number list of values shows Purchase Orders in all statuses except Cancelled. The system automatically inserts the PO Number when creating a Shipping Memo based on a return against a Purchase Order.

Work Order Number - If a Requisition Number is entered, the list of values for the Work Order field displays all Work Orders for each of the Requisition's line items. If no Requisition Number is entered, the Work Order list of values shows Work Orders in all statuses except Cancelled or Rejected.

Transfer Number - If you are creating a Transfer type Shipping Memo directly, the list of values for the Transfer Number field shows all Stock Transfer records in Open status. The system automatically inserts the Transfer Number when creating a Shipping Memo from the Stock Transfer module.

Ship To - The Ship To section contains the Vendor's address and contact information for the shipment. If the Shipping Memo was automatically created from the Receiving or Requisition modules, the system copies the Vendor information from the Requisition or Purchase Order. The status of the Shipping Memo cannot be set to Ready unless the Ship To information is entered.

The Vendor name is based on the Vendor code and cannot be updated. Addresses can be selected based on the main and alternate addresses listed on for the Vendor in the Vendor module. Only the Contact and Phone information can be updated.

If the shipping memo references a purchase order, the vendor's address can be updated as long as the shipping memo remains in Created or Ready status. The system allows this change as items are often returned to addresses different from the purchase order address.

Line Items - Use the table in the lower section of the Shipping Memo record to describe the items being shipped. The required fields change depending on the item type; R (Requisition), P (Purchase Order), T (Transfer) or W (Work Order). You can also leave the Type field empty if you want to record shipping information for an item not associated with a Requisition, Purchase Order, Stock Transfer or Work Order. A Component ID is required if you are shipping a Component.

How to Create a Shipping Memo for a Return

When the Returns rule key is enabled in the Shipping Memo Options Business Rule, the system generates a return shipping memo when a Return or Credit Return record is saved in the Receiving module. When doing a return, you must use a negative number in the Receipt Quantity field indicate that the items are being returned.

1. **Open the PO Receiving record for the item being returned.**
The Receiving module is in the Inventory subsystem.
2. **Enter the quantity being returned in the Receipt Quantity field.**
You must enter the quantity as a negative number.
3. **Select Return or Credit Return from the Type list of values.**
4. **Click Save.**

The system saves the Receiving record and generates a Return type Shipping Memo showing the item description, quantity and vendor information.

5. **Open the Shipping Memo record.**
The Shipping Memo module is in the Inventory subsystem.

The Shipping Memo Options Business Rule must be set to allow the system to generate Shipping Memos from the Receiving module.

6. Add any additional information pertaining to the shipment.

You must complete the Vendor address section and you may need to add a Requestor's name if none is listed on the Purchase Order. You can also add a description of the shipment on the Shipping Info view.

7. Change the status to Ready and save the record when prompted.

After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

How to Create a Shipping Memo for a Repair

When the requisitions key is enabled in the Shipping Memo Options Business Rule, the system creates a shipping memo when a requisition requiring one is approved. After you review and update the information on the record, you set the Memo status to Ready and Shipped. When the items are returned, they are checked into the storeroom referencing the repair work order.

The Shipping Memo Options Business Rule must be set to allow the system to generate Shipping Memos from a Requisition.

1. Create a Requisition for the repair.

The Requisition should include vendor information and reference any Work Orders being used for the repair.

2. Enter Check the Shipping Memo Needed check box.

The Shipping Memo Needed check box is only visible if the system is configured to create Shipping Memos from Requisitions.

3. Click Save.

The system saves the Requisition.

If all items on the Requisition reference the same Work Order, the Work Order number is also copied to the Shipping Memo.

When the Requisition is approved, the system generates a Repair type Shipping Memo module showing item description, requestor and vendor information from the Requisition. The number of the Shipping Memo displays in the field next to the Shipping Memo Needed check box.

4. Open the Shipping Memo record.**5. Add any additional information pertaining to the shipment.**

You must complete the Vendor address section. You can also add a description of the shipment on the Shipping Info view.

6. Change the status to Ready and save the record when prompted.

After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

How to Create a Shipping Memo for a Stock Transfer

Although the shipment is not leaving your organization, you might also want to create a Shipping Memo record to track a stock transfer between two storerooms that are located far away from each other. The system helps you do this by providing a special action in the Stock Transfer module so you can create the shipping memo at the same time you create the stock transfer.

For stock transfer shipping memos, the receiving storeroom is considered to be the vendor since that is where the shipment will be received. Before you can create shipping memos to monitor a stock transfer, a record must already exist in the Vendor module corresponding to the receiving storeroom.

1. Create or Open the Appropriate Stock Transfer Request.**2. Select Create Shipping Memo from the Actions list.**

You may need to scroll down to see the Create Shipping Memo action.

The system opens the Shipping Memo module and displays a new record containing the stock transfer information. The shipping memo number is also recorded on the originating Stock Transfer record.

- 3. Select the Vendor corresponding to the Receiving Storeroom.**

A Vendor record corresponding to the receiving storeroom must already exist in the Vendor module.

- 4. Click Save.**

The system saves the shipping memo. While the two records reference each other, each must be processed independently.

The system sets the shipping type to Transfer, indicating that the new shipping memo is for a stock transfer. You can also create transfer type shipping memos directly, but you will have to enter all of the stock information manually.

How to Create a Shipping Memo for a Miscellaneous Shipment

You can also create shipping memos to record information for any type of shipment. For example, you might want to enter the shipping details of materials sent to a testing facility, or equipment on loan to another organization.

If payment is not required, you can just insert a new record directly into the Shipping Memo module.

If the shipment requires payment to a vendor, as might be the case with material sent to the vendor for testing or analysis, you can create the shipping memo from a requisition as described in the previous section. If no payment is involved, you can simply insert a new record directly into the Shipping Memo module and enter the information necessary to describe the shipment. When you create a shipping memo in this way, the system does not supply any information from other documents. You must enter the address and quantity information, but it is not necessary to reference a purchasing document or work order, nor are you required to enter a stock code.

- 1. Open the Shipping Memo module.**

- 2. Click New.**

The system opens a blank Shipping Memo record.

- 3. Select a Shipping Type and a Requestor.**

The default Shipping Type is Other, but you can select another Type if necessary.

- 4. Enter other information pertaining to the shipment.**

At a minimum, you must complete the Vendor address and Item Description sections. If the shipment does not require payment, you do not need to reference a Purchase Order or a Work Order. You can also add a description of the shipment on the Shipping Info view, including an expected return date.

- 5. Change the status to Ready and save the record when prompted.**

After the shipment leaves your plant, you can reopen the Shipping Memo and change the status to Shipped.

Shipping Memo Views

The module includes the following views:

Shipping Info

Use the Shipping Info view to record additional information about the shipment, including the date and time the item was shipped, the carrier and additional contact information for the vendor.

The screenshot shows a web-based application window titled "Shipping Memo 0300000081 Shipping Info". The window includes a standard Oracle toolbar with icons for search, save, refresh, and other functions. The main content area is divided into several sections: "Search Options", "Results", "Shipping Memo", and "Views". The "Views" section is currently expanded to show the "Shipping Info" view. This view contains several input fields: "Shipped" (empty), "Shipped By" (empty), "Carrier" (FEDEX), "FOB" (CHICAGO), "Vendor E-mail" (empty), "Vendor Website" (empty), "UPC" (empty), and "Comments" (empty). The "Carrier" field is populated with "FEDEX" and "Federal Express Corporation". The "FOB" field is populated with "CHICAGO".

Shipping Information view

Shipped - You can enter a shipping date and time here. If the field is empty, the system will enter the date and time when the status of the Shipping memo is changed to shipped.

Shipped by - The system enters the name of the person changing the status to Shipped, but you can select another name from the list of values.

Carrier/FOB/Vendor E-mail & Website - The information in these fields is copied from the Vendor record but can be changed.

UPC - You can enter the carrier's tracking number or waybill in this field.

Comments - You can enter any additional comments needed to describe the shipment, including when the item is expected to be returned.

Chapter 6

Physical Inventory

Manage inventory counts and adjust quantities in the Physical Inventory module.

Performing a Physical Inventory is a three-step process.

1. Create a list of items to be counted.
2. Print the list and perform the count.
3. Enter count information back into the generated list.

The system date and time stamps the On-Hand Quantity of the storeroom item at the time the list is created. Doing so allows stock transactions to continue. When the count is entered back into the system, transactions which transpired after the list was generated are taken into consideration, preventing stock from having to be “frozen” until the count is completed and entered into the system. This does, however, require that information be entered into the system soon after it is collected.

Physical Inventory Records

Physical Inventory record information is maintained by the system and cannot be modified. The Inventory Number is generated by the system at the time the list is created. The Creation Date is set to the date and time the list was generated and Created By is set to the Username of the person who generated it. The displayed Storeroom is what was used as a part of the search criteria, and the Count is the number of storeroom items on the list.

The screenshot shows the Oracle Physical Inventory 2770 record interface. The window title is "Physical Inventory 2770" and the Oracle logo is visible in the top left. The interface includes a search options panel on the left and a main data entry area. The search options panel has sections for "Search Options", "Results", "Physical Inventory", "Views", and "Actions". The main area displays the following information:

Inventory No: 2770
Creation Date: NOV 29 2007 14:25:33 By: MMONG
Storeroom: TRK Item Count: 2 Order By: Primary Bin, Stock Code

Stock Code	Description	New Count	Status	Lot Item?
000854024	MMI-COMP TRUCKDD		1st Count	<input type="checkbox"/>
000854025	MMI-TRACKABLED		1st Count	<input type="checkbox"/>

Additional Catalog Information:

On Hand: 120 Unit Price: 4.9732 Bin:
UOI: EA UOP: BX PI Ratio: 12

Item Summary:

Item Total	2	Completed	0	Canceled	0	Open	2
No. of Adjusted Items	0	Value of Adjustment	.00				

Physical Inventory record

The table in the middle portion of the Physical Inventory record lists all storeroom items included on the count. The list is initially populated by the system using the List Criteria entered

when the Physical Inventory record was created. When you select a line item in the table by clicking on it, the Additional Catalog Information section below shows information about the item selected. Item Summary section at the bottom of the window shows information about all items on the record. The system calculates the information in the fields below the line item table and you cannot modify this information directly.

Once you complete the actual count, enter the number of in the “New Count” column and Click Save. If the number you enter is different than what the system expects it to be (and the Physical Inventory Tolerances Business Rule is not set issue an alert) the system automatically changes the item status to “Recount”. If the Physical Inventory Tolerances rule is set issue an alert, the system notifies you that the two counts differ. You can then either accept the entered value or set it for recount (by changing the item status to Recount). Once accepted, the system sets the item status to Completed and adjusts the on-hand quantity as appropriate. The system also writes an entry to the Storeroom Transaction Log recording the result of the count.

Note: To properly maintain inventory statistics, the system will not allow you to delete a Physical Inventory record that has items in any status other than Cancelled.

The system maintains Physical Inventory header record information, and the fields cannot be updated.

Inventory Number - The inventory number is generated by the system at the time the list is created.

Creation date/ by - The creation date is set to the date and time the list was generated. The creation by is set to the username of the person who generated the list.

Storeroom - The displayed storeroom is what was used as a part of the search criteria.

Item Count - The item count is the number of storeroom items on the list.

Line Items - The table in the middle portion of the Physical Inventory record lists all storeroom items included for this count. The list is initially populated by the system using the list criteria entered when the Physical Inventory record was created. When you click a line to select it, the Additional Catalog Information section below shows information about the item selected. The Item Summary section at the bottom of the window shows information about all items on the record. The system calculates the information in the fields below the line item table and you cannot modify this information directly.

On Hand - The inventory quantity for the stock item recorded in the Storeroom Quantity Summary view in the Catalog module.

UOP, UOI and PI Ratio -

The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Bin - The primary bin for the stock item in the storeroom.

Item Total - The total number of stock items on the Physical Inventory record. The Item total reflects the number of Stock Codes, not the quantity in the New Count column.

Completed - The total number on stock items in Completed status on the current Physical Inventory record.

Canceled - The total number on stock items in Canceled status on the current Physical Inventory record.

Open - The total number on stock items in 1st Count or Recount status on the current Physical Inventory record.

No. of Adjusted Items - The number of stock items for which inventory count adjustments were entered before they were set to Completed status.

Value of Adjustment - The total value adjustment for all items that had an inventory count adjustment prior to being set to Completed status.

Physical Inventory Views

The module includes the following views:

Physical Inventory Items

The Item view and the Physical Inventory header share the same window. In practice, selecting Items from the Views list or clicking the Physical Inventory button produces the same result, although the cursor is positioned differently.

You cannot delete a Physical Inventory record when it has Items in any status other than Canceled.

Lot IDs

Select Lot IDs from the Views list to open a window where you can enter quantities for each Lot ID. The Lot IDs view is only available when you select a stock item that is tracked by lots.

Enter counts for each lot in the New Count column and click the Save icon to save the record the lot count. When you return to the physical inventory list, the system updates the new count and status values appropriately.

Create List Criteria

To generate a new Physical Inventory list, select Create List Criteria from the Views list.

Create List Criteria View

The Create List Criteria view also opens automatically when you create a new Physical Inventory record. When the system creates a new list using the information you enter in this window, it does not include stock items currently on another Physical Inventory list, and which remain to be counted.

Physical Inventory Actions

In addition to standard actions, the following can be completed from within the module.

Show All Items/Show Only Open Items

When you first open a Physical Inventory record, the system shows only those items on the inventory list that require review. Once the counts for items are entered and accepted, their status is set to Completed and they are removed from the list. If you want to see the entire listing of all items on the Physical Inventory record regardless of status, select Show All Items from the Actions list. To return the display to a list of only the items not Completed, select Show Only Open Items from the Actions list.

How to Record a Stock Item Count for a Physical Inventory

1. **Open the appropriate Physical Inventory record.**
2. **Find the item record you want to enter a count for.**
3. **Enter the New Count.**

If you are entering a count for a stock code tracked by lots, you must enter the new count on the Lot IDs view. To do this, select Lot IDs from the Views list, enter the count, save the record, then close the Lot IDs view.

4. **Click Save.**

The system checks the new count against the On Hand quantity. If they are equal the system changes the status to Completed. If the new count is different (and the Invoice Tolerance Processing business rule is set to issue an alert) the system displays a warning and asks if you want to Recount or Adjust Stores.

If you click the Recount button the system changes the item status to Recount. You can then enter a new count number. When the count is correct the system changes the status to Completed. If you click the Adjust Stores button the system adjusts the Storeroom Catalog record (in the Storeroom Catalog module of the Resource subsystem, under catalog), changes the item status to Completed, and inserts a record in the Storeroom Transaction Log.

How to Create a Physical Inventory List

1. **Open the Physical Inventory module in the Inventory subsystem.**

The Physical Inventory Search Options screen opens.

2. **Click New.**

A new Create List Criteria window opens.

3. **Fill in the Storeroom field with the storeroom where the count will be performed and enter the maximum number of items to place on the list in the Items to Create field.**

4. **Check the Random indicator if you want to force random selection of items that meet the entered criteria.**

5. **Enter any additional information as needed.**

You can also use the Bin Range, Stock Code range, Vendor, Stock Class, and the Days Since Last Inventoried (counted) fields to specify which items the system will place on the list.

6. **Click the Save icon to generate a new Physical Inventory List.**

When the system generates the physical inventory list, the list is assigned a unique physical inventory list number. The list includes only storeroom items that meet the entered selection criteria and are not already listed on another open physical inventory list.

If no items match the criteria, the system warns you and asks if you want to try again. Clicking the Yes button returns you to the definition window where you can change your criteria.

The Storeroom record for each item placed on the list is also updated with the ID number, date, and time entered in the Last Physical field. The list then displays on the Physical Inventory window (Physical Inventory module).

How to Remove an Item from a Physical Inventory List

1. **Open the appropriate Physical Inventory record.**
2. **Find the item record you want to remove.**
3. **Change the item status to Canceled.**
4. **Click Save.**

The system records the cancellation. The next time you open the Physical Inventory record, the item will not show on the list.

You can redisplay the canceled item by selecting Show All Items from the Actions list, but you will not be able to change its status back to any other status.

You cannot delete a Physical Inventory record when it has items that are not in Canceled status.

How to Review Variances between On Hand Records and Physical Inventory Counts

1. **Click the Reports button on the Toolbar.**

The system opens the Reports List window.

2. **Select Inventory from the pull-down list for the Group field.**
3. **Double-click S_RPT039.**

The system opens the Physical Inventory Variance Report Search Options panel.

4. **Select the storeroom from the list of values.**
5. **Select the physical inventory number from the list of values.**

This list is controlled by the Physical Inventory module of the Inventory subsystem, and will only show the active Inventory Lists for the chosen storeroom.

6. **Click the Run Report button.**

The system opens the Report Options window.

7. **Select the destination from the pull-down list.**
8. **Click the Run Report button.**

The system opens the report writer and produces the report at the selected destination.

Printing a Physical Inventory List

The inventory quantity is not printed if the blind count is specified in the Physical Inventory Rules Business Rule.

To print the list, open the Reports module and run report S_RPT038 (“Physical Inventory Listing report”). The report only shows the items on the list that have not yet been counted or have been marked for recount.

The Physical Inventory Rules Business Rule controls whether the inventory quantity appears on the printed report. The inventory quantity is not printed if the “blind” count option is selected in the business rule.

After you create the list the next step is to [enter the results into the system](#)

Entering Results Into the System

Since you will be entering information from the printed list, use the Physical Inventory list number printed on the report to locate the list.

Initially, only items in 1st Count or Recount status are displayed. As items are counted and set to Completed status, they are removed from the list. You can re-display completed items by selecting Show All Items from the Actions list.

You can run the Physical Inventory Variance report (S_RPT039) to view and print a report that lists stock items where the quantity counted is different than the system inventory quantity.

Settings in the Physical Inventory Tolerances Business Rule determine if the system automatically sets the item status to Recount or asks if you want to continue.

After the count has been performed, you need to enter information into the system in a relatively short period of time (so that issues, returns, and receipts don't cause the storeroom quantities to change in the interim). To do so, open the Physical Inventory module and locate the physical inventory list.

How to Enter Results (Enter the Actual Count)

1. **Open the Physical Inventory module and locate the Physical Inventory list.**
2. **Specify a Sort Order for the Inventory Items.**

You can sort the displayed items to match the order that they were printed on the report. This makes entering information into the system a bit easier. To sort the inventory list, use the Order By options available on the Physical Inventory record.

3. **Enter the quantity counted into the New Count field for each item.**

If the item is a lot item, the system will require you to enter and save quantity information for each Lot ID counted. Select Lot IDs from the Views list to open a window where you can enter quantities by lot.

4. **Click Save.**

The system compares the new count quantity entered to the system inventory quantity and conducts processing based on the following:

If the Quantities Match - If the entered quantity matches the system inventory quantity, the system accepts the entered value, resets the line item status to Completed, and releases the storeroom item from being in physical inventory.

If the Quantities Do Not Match - Depending on how your organization has configured the Physical Inventory Tolerances Business Rule, the system either automatically sets the item status to Recount, or asks you if you wish to recount, adjust stores, or cancel.

Recount - If you choose to recount, the system sets the physical inventory item status to Recount.

Adjust Stores - If you choose to adjust stores, the system:

- Accepts the entered value
- Resets the line item status to Completed
- Releases the storeroom item from being in physical inventory
- Sets to storeroom inventory quantity to the entered value

Cancel - If you choose to cancel, the system returns to the line item and waits for you to reenter a quantity.

If the Quantities Do Not Match and Exceed Tolerances - **If the quantities do not match and the difference exceeds the dollar and percent tolerances** your organization has defined in the Physical Inventory Tolerances Business Rule, the system either automatically sets the item status to Recount or asks you if you wish to continue.

To reprint the list, open the Reports module and run report S_RPT038 (“Physical Inventory Listing report”). The report prints only those items on the list which are in either 1st Count or Recount status.

Yes - If you choose Yes, the system asks if you wish to recount, adjust stores, or cancel.

No - If you choose No, the system returns to the line item and waits for you to reenter a quantity or cancel the entry all together.

Stores Quantity Wizard

If you have the Adjust Store for Recount function in your Responsibilities, you can use the Stores Quantity Wizard to review all items in Recount status and adjust quantities as needed. The wizard gives you a fast way to adjust quantities “globally” rather than having to open each individual Physical inventory record.

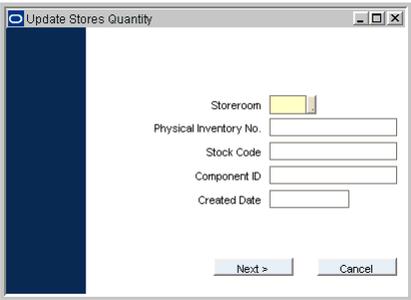
How to Resolve Inventory Counts Using the Stores Quantity Wizard

You should use the Stores Quantity Wizard only if the RESULT key in the Physical Inventory Tolerances business rule is set to STOP, allowing the system to automatically put items into Recount status if the new count and on hand amount differ.

- 1. Open the Physical Inventory module from the Inventory subsystem.**
- 2. Select Stores Quantity Wizard from the Actions list.**

You must have the Adjust Store for Recount Responsibility in order to use the Stores Quantity wizard. Also the RESULT key in the Physical Inventory Tolerance Business Rule should be set to STOP, allowing the system to automatically put items into Recount status if the new count and on hand amount differ.

This action is only available on the Search Options or Search Results screens.

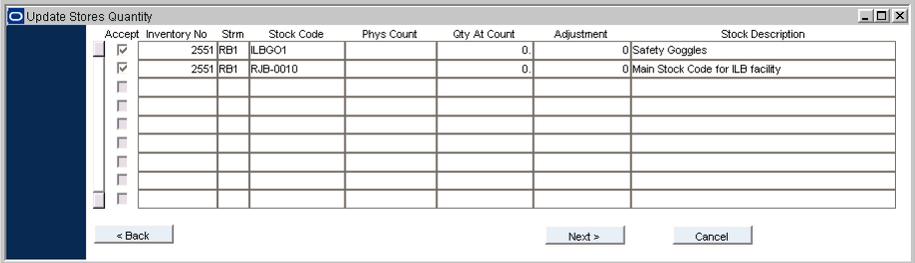


- 3. Enter a Storeroom or other selection criteria as appropriate.**

If you want to restrict the wizard to show only items from a particular Storeroom, Physical Inventory List, Stock Code or Date, enter that information here and click the Next button. If you leave these fields empty and click the Next button, the wizard displays all items in Recount status. Quantity adjustments for trackable items are not allowed.

- 4. Click the Next button.**

The wizard displays the actual Physical Count and expected Inventory Quantity for those items in Recount status meeting your selection criteria.



Update Stores Quantity wizard

A check in the Accept box indicates that the wizard will adjust the Storeroom Quantity for that item to match the Physical Count. By default, the wizard opens with all of the items checked.

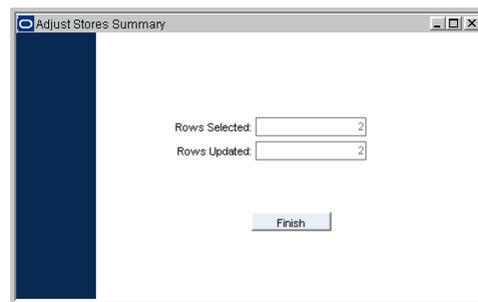
5. Remove the Accept check for those items you want do not want to adjust.

By default, the wizard opens with all of the items checked.

Once you have reviewed the items in Recount status, remove the check from the Accept box for any items you do not want to adjust.

6. Click the Next button.

The system changes the inventory counts for the checked items, sets the item's status to Completed, and inserts a record in the Storeroom Transaction Log. The system then displays a summary window listing the number of records updated.



7. Click the Finish button to return to the Physical Inventory module.

The system posts adjustments for the variance that occurred at the time of the recount. I.e., if any changes were made between the time that the Physical Count was performed and the Stores Quantity Wizard was executed, the variance will be accounted for.

Chapter 7

Property Management

The Property Management module provides a way to inventory and monitor items that are not in Storerooms. Inventory information for storeroom items is maintained in the Physical Inventory module of the Inventory subsystem, but this is not convenient for items that exist outside of stores. A common example of this type of item is an installed component. The component is not in stores but it may need to be inventoried as a separate item from the asset in which it is installed. Another common example would be if your organization has employees take financial responsibility for organizational assets - such as lap top computers or specific kinds of uniforms – you can use the Property module for monitoring the custodianship of the items.

Property Management Records

Since the system associates installed components with assets, the Property screen refers to both components and property as separate types of assets. For property management purposes a component is an installed component, when it is not installed, it is a property item.

The screenshot shows the Oracle Property Management SLC-877 interface. The window title is "Property Management SLC-877" and the Oracle logo is visible. The interface includes a search bar, a "Go to Module" button, and a left-hand navigation pane with sections for "Search Options", "Results", "Property Management", "Views", "Notes", "Attachment", and "Actions". The main area displays a form for "Property Management SLC-877" with fields for Property ID (SLC-877), Type (ELEC-COMPUTER-CPU), Status (Active), Class (CLASS # 1), Value, Custodian (SHAUNA CHAVERRI), Cust Change (10 JAN 2001), Component ID (3321), Status (IN REPAIR), Type (01), and a "Last Inventory Information" section with fields for Inventory No (41), Inventory Date, and Inventory By.

Property record

The following fields are included:

Property ID - Enter a unique identification number in the Property ID field. Depending on how your organization has configured the system in the Sequence Numbers module of the

Administration subsystem, you may be able to enter your own Property ID, or the system creates the number for you.

Note: If you create this record ID manually, avoid the use of the special characters ', ", &, or % as they may result in processing errors.

Type - The Property Type field represents a way of classifying the item. Code Table 53 controls the associated list of values for the Type

field. Status

Active - Indicates that the item has been assigned to a custodian, and that the serial number and location information matches the information in the appropriate Asset and Component records.

Inactive - Indicates that the item is no longer assigned to a custodian.

Discrepant - Indicates that the item has been assigned to a custodian, and that the serial number and/or location information does not match the information in the appropriate Asset and Component records.

Note: If the Property record includes a Component ID for a Component record that is in Installed status, the system will automatically change Property record status to Discrepant if the Serial Number or location information is updated on a Property Inventory record.

Property Class - You can classify the item by selecting a value from the list of values associated with the Property Class field. Code Table 55 in the Code Tables and Codes module of the Administration subsystem controls the possible responses for this field.

Value - The Value field represents monetary value of the property item. You can update the field if necessary when the value changes.

Description - The Description field contains a description of the item. The field is included on the Search Options panel for the module, so you can search on important words in the description.

Custodian - The Custodian fields indicate who has taken responsibility for the item. The first field contains the Employee number. When you select the employee number, the system enters the employee's name in the second field. The system retrieves this information from the Employee module in the Resource subsystem.

Note: You must select the Custodian by employee number rather than name, but you can use the Find feature on the list of values window to search for the employee by name.

Custodian Change - The Custodian Change field indicates the last date that custodianship was changed. The system updates this field when you change the information in the Custodian field as well as when you change the custodian in the Property Inventory module.

Component ID, Status, Type, and Description - The Component ID field contains the component's identification number from the Component ID record, if the item is a component. The field has an associated list of values controlled by the Component ID module in the Resource subsystem. The list shows all components, including those in In Stores status. This provides you the option of using the Property management as a separate method for inventorying Components that in In Stores status and which would normally be inventoried through the Physical Inventory module of the Inventory subsystem.

The system also updates the (Component) Status, Type and Description fields. If the Component ID is for a Component record in Installed status, the system also updates the location fields for both the property column and the component column.

When you select a Component ID the system automatically populates the Status, Type, and Description fields using information from the appropriate Component record. These fields cannot be updated.

Property – Serial Number - The Serial Number field represents the serial number of the item. If you select a Component ID for the item, the system completes the Description field using information from the appropriate Component record. You can enter or update this information manually if the item is not a component or if the information from the Component ID record is not correct. In the latter case, the Property record status should be changed to Discrepant to flag it follow-up and possible correction to the Component ID record.

Note: Code Table 25 controls the associated list of values for the Building field.

Property – Building, Room, Location and Position - These fields indicate exactly where the Property item can typically be found. The information may change when the custodian changes.

When you select a Component ID for a component in Installed status, these fields are completed by the system using information from the record for the asset in which the component has been installed. If the property item is not a component, or if it is a component but is not associated with an Asset record, you can enter the information manually.

Note: If the item is an installed component and the information is incorrect in the Component column, you can change the information in the Property column to reflect the differences. You should then change the Property record status to Discrepant to indicate that a difference was noted.

Component – Serial Number - When you select a Component ID the system completes the Description field information from the appropriate Component record. This field cannot be modified.

Component – Building, Room, Location and Position - These fields indicate exactly where the Property item can typically be found. This information may change when the custodian changes. When you select a Component ID for a component in Installed status, these fields are completed by the system using information from the record for the asset in which the component has been installed. The system will not allow you to update this field.

Last Inventory Information - The Last Inventory Information at the bottom of the Property Management record is maintained by the system and cannot be changed here. However, if you double-click the Inventory Number field, the system opens the record for that inventory from the Property Inventory module.

How to Create a Property Record

The Property Management window refers to components and property as separate types of assets since the system associates installed components with assets. For property management purposes an installed component is called a component, but when it is not installed it is called a property item.

1. **Select Property under Property Management in the Inventory subsystem.**
2. **Click New.**
3. **Enter a unique property ID.**
4. **Select a type from the list of values.**
5. **Select a class from the list of values.**
6. **Enter a property value if appropriate.**
7. **Enter a description.**
8. **Select a component ID from the list of values, if appropriate.**
9. **Click Save.**

The bottom portion of the window will show information regarding the last time the item was recorded in inventory. This information is maintained by the system and cannot be changed here.

How to Assign a Property Item to a Custodian

1. Open the appropriate Property Management record.
2. Delete any existing custodian code.
3. Select the new custodian from the list of values.
4. Click Save.

Correcting Property Inventory Discrepancies

Discrepancy tracking is primarily for correcting information on Component ID records. If information on the Property record is incorrect, you can change it, but you need to also make sure that the information is also corrected in the Component ID module. By indicating that the record represents discrepant information, you can periodically clean up Component ID records by correcting them against the property records.

If you make changes to the Property record that also need to be updated in the Component ID module, change the record to Discrepant status and save. Later, you can print a Property Inventory Discrepancies report, or search for records in Discrepant status to obtain a list of records that need attention. Once you know which records are Discrepant, you can make the necessary changes in the Component ID module.

Conducting Property Inventory

There are several situations where you might want to do an inventory of property items and/or components. For example, if you were changing custodians or having an annual inspection.

Using the Property Inventory module you can define search criteria to limit the scope of your inventory. For example, if you are doing an inventory for a change of custodianship of items in an office, you can create the inventory to show all items belonging to the outgoing custodian by entering the proper information in the Custodian field. You can also narrow the inventory list by adding building and room information to only select items for that custodian, building and room.

Please refer to the user guide chapter on Property Inventory for more information.

Tracking Property Transactions

Open the Property Log to view the transactions entered in the Property Inventory module. This information is for display only and cannot be modified.

Chapter 8

Property Inventory

There are several situations where you might want to conduct an inventory of Property items and/or Components. For example, if you were changing custodians or having an annual inspection you would want to use the Property Inventory module to conduct an inventory.

The Property Inventory header record displays a list of items on the inventory. You can create new Property Inventory records by selecting Create Inventory List from the Actions list. Most of the information on the Property Inventory record is maintained by the system and cannot be updated. You can see more information about each item on the Property Inventory record by clicking the appropriate Property ID and selecting Line Item (Detail) from the Views list. After reviewing the item details, click the Property Inventory header button to return to the list of items on the inventory.

Property Inventory Records

The Physical Inventory and Physical Inventory Tolerances Business Rules determine how the system processes inventory counts.

The Inventory Property record displays summary information about all of the items for inventory. None of the information in the fields on this window can be changed, except the Order By option and the status of individual items.

Property ID	Description	Status
RVM_02	test	Closed
RVM_PROPERTY_02	RVM_PROPERTY_02	Closed
RVM_PROPERTY_04	RVM_PROPERTY_04	Closed
TWH-003	Actuator for valve	Closed

Property Inventory record

The following fields are included:

Inventory Number - When you create the inventory list and save it, the system automatically populates the Inventory Number field with a unique record identifier.

Creation Date - The Creation Date indicates when the list was created in the system.

Order By - Using the Order By field, you can select how you want to view the list of items. The two available options are by property ID and by Building, Room.

Property ID and Description - The Property ID and Description fields identify the item. The system supplies this information from the Property module in the Inventory subsystem.

Status - The Status field indicates how far along the item is in the inventory process. Open indicates the item has yet to be examined and inventoried. Closed indicates the item has been inventoried. When you set an item's status to closed, the system updates the information on the Property – Last Inventory Information window of the Property module.

How to Create a Property Inventory Record

1. Open the Property Inventory module from the Inventory subsystem.
2. Click New.
3. Select a property type and class from the list of values, if appropriate.
4. Select a custodian from the list of values, if appropriate.
5. Select a property building and room from the list of values, if appropriate.
6. Indicate a property status by clicking the check boxes, if appropriate.
Clicking on all the check boxes gives the same result as clicking on none of them.
7. Enter a last inventory date if appropriate.
8. Indicate whether or not the items should be components.

Property Inventory Views

The module includes the following views:

Line Item (Detail)

The Item (Detail) view of the Property Inventory window shows information about a specific property item or component. Much of the information on this window cannot be updated, but you can enter comments and information describing a new location for the item.

The screenshot shows the Oracle Property Inventory 301 Item Detail window. The window title is "Property Inventory 301 Item Detail" and the Oracle logo is visible. The interface includes a search options panel on the left, a main data entry area, and an actions panel at the bottom. The main area contains fields for Inventory No (301), Property ID (PR000014), Serial No, Component ID (123), Status (Open), Class (CLASS #4), Value (567.00), Custodian No. (769859), Custodian Name (MINI WONG), Building (0007), Room, Location, Position, and Comments.

Line Item (Detail) view

Serial Number - If the item has a serial number, the system displays it in this field.

Component ID - If the item is a Component, the system displays the Component ID number.

Old and New – Custodian Number, Name, Building, Room, Location, and Position. - Initially the same information appears in the Old and New Custodian fields. The system supplies information about the current (or 'old') custodian in the Old fields using information from the Property record. You can change this information if the inventory involves a change in custodians, and the system updates the property record accordingly when you save.

Note: If the Property record includes a Component ID for a Component record that is in Installed status, the system will automatically change Property record status to Discrepant if the Serial Number or location information is updated on a Property Inventory record.

Comments - You can use the Comments field to make notes about any changes or discrepancies.

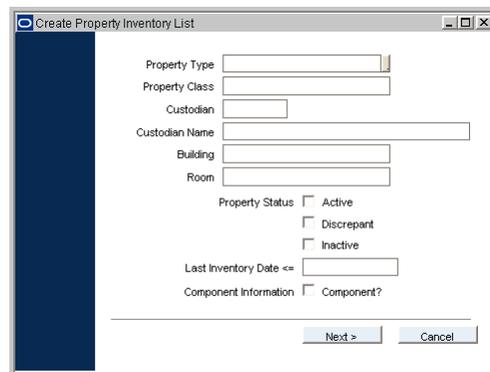
Property Inventory Actions

In addition to standard actions, the following can be completed from within the module.

Create Property Inventory List

The Create Property Inventory List Action is similar to a Search Options panel. Using it, you can define search criteria to limit the scope of your inventory. You can search for items in a particular status by selecting the appropriate combination of check boxes. If you want to search for all statuses, you can leave the boxes unchecked.

For example, if you are conducting an inventory for a change of custodianship of items in an office, you could create the inventory to show all items 'belonging' to the outgoing custodian by entering the proper information in the Custodian field. You could also narrow the inventory list by adding building and room information to only select the items for that custodian, building and room.

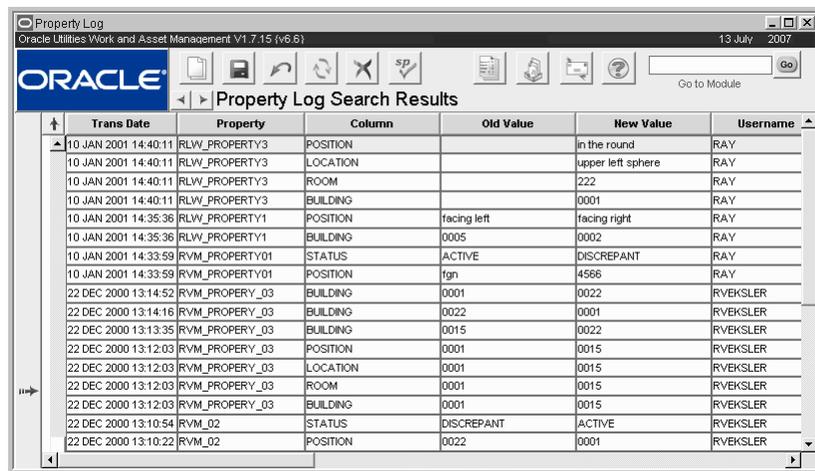


Create Property Inventory List Action

Chapter 9

Property Inventory - Property Log

The Property Log tracks all transactions entered in the Property Inventory module. This information is for display only and cannot be modified.



Trans Date	Property	Column	Old Value	New Value	Username
10 JAN 2001 14:40:11	RLW_PROPERTY3	POSITION		in the round	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	LOCATION		upper left sphere	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	ROOM		222	RAY
10 JAN 2001 14:40:11	RLW_PROPERTY3	BUILDING		0001	RAY
10 JAN 2001 14:35:36	RLW_PROPERTY1	POSITION	facing left	facing right	RAY
10 JAN 2001 14:35:36	RLW_PROPERTY1	BUILDING	0005	0002	RAY
10 JAN 2001 14:33:59	RVM_PROPERTY01	STATUS	ACTIVE	DISCREPANT	RAY
10 JAN 2001 14:33:59	RVM_PROPERTY01	POSITION	fgn	4566	RAY
22 DEC 2000 13:14:52	RVM_PROPERTY_03	BUILDING	0001	0022	RVEKSLER
22 DEC 2000 13:14:16	RVM_PROPERTY_03	BUILDING	0022	0001	RVEKSLER
22 DEC 2000 13:13:35	RVM_PROPERTY_03	BUILDING	0015	0022	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERTY_03	POSITION	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERTY_03	LOCATION	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERTY_03	ROOM	0001	0015	RVEKSLER
22 DEC 2000 13:12:03	RVM_PROPERTY_03	BUILDING	0001	0015	RVEKSLER
22 DEC 2000 13:10:54	RVM_02	STATUS	DISCREPANT	ACTIVE	RVEKSLER
22 DEC 2000 13:10:22	RVM_02	POSITION	0022	0001	RVEKSLER

Property Log

This log can also be accessed from the Actions list in the Property Inventory module.

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 10

Receiving

You can use the Receiving module to match items received from vendors to Purchase Order line items. This module records the full or partial receipt of the items, updates the Purchase Order Line Items with receiving information, and updates the records in the Storeroom Catalog module of the Resource subsystem with a new On-Hand Quantity and calculated Average Unit Price. The setting of the Average Unit Price Calculation rule key in the Invoice Setup Criteria business rule determines how the average unit price is calculated.

The system also tracks backordered inventory type stock items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or stock transfer are partially received. The Backorder Processing Check key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in.

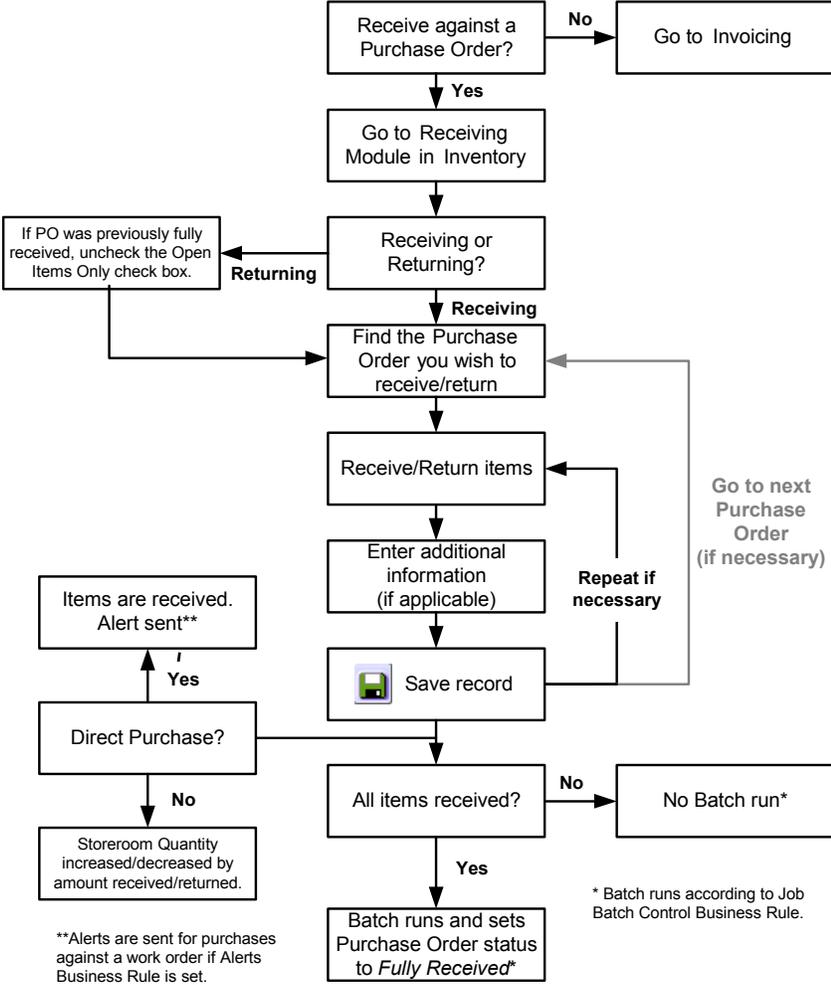
If your organization uses Vendor Performance Rating you MUST use the Multi-Step Receiving module to receive items. The standard Receiving module does not work with vendor performance functionality. It is recommended that you choose one module to use exclusively, and disable the other through responsibilities.

You can view items that have already been received by un-checking the Open Items Only check box on the Receiving module Search Options screen.

Process Flow of the Receiving Lifecycle

If your organization uses vendor performance rating functionality you MUST use the Multi-Step Receiving module instead of the Receiving module. The standard Receiving module does not work with vendor performance functionality

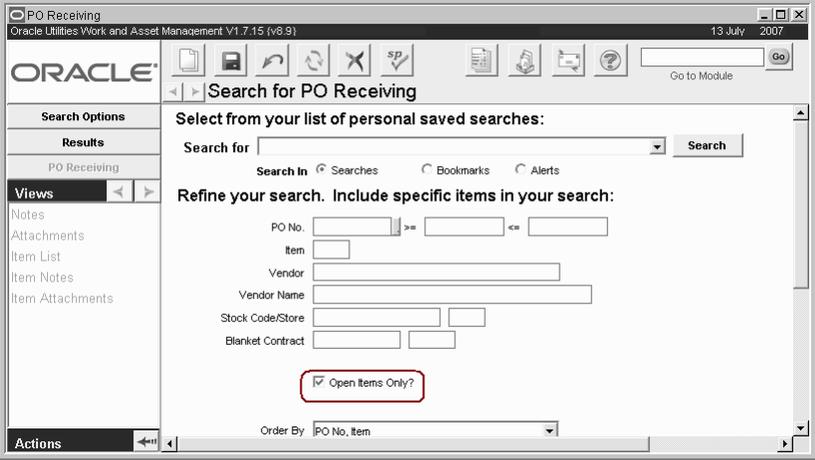
Below is a flowchart that shows the receiving lifecycle:



Receiving Records

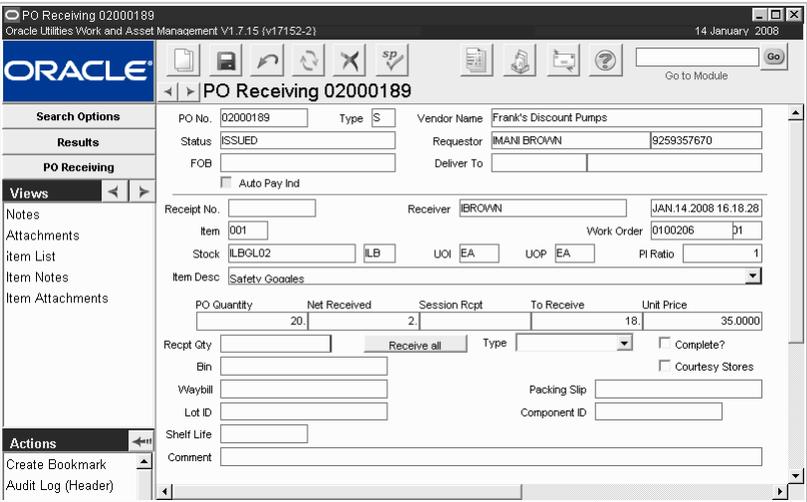
To receive items, use the Receiving Search Options and Search Results windows to select Purchase Order line items remaining to be received. You can select items individually or use the available Actions to receive all items or all pending items on a Purchase Order. Enter receipt or return information as is appropriate and save the record.

The Search Results window normally only shows Open items that are remaining to be received. Cancelled or fully received items do not display on the Results list. If you wish, you can view items that have already been received by removing the check from the Open Items Only? check box on the Search Options window.



PO Receiving Search Options and Search Results windows

Upon completion of the receipt processing for the selected Purchase Order, you can print a Receiving Report that lists all of the items received and/or returned during the receiving session. The PO Receiving window presents basic information about the Purchase Order as well as information about a single line item. You can use the next record and previous record buttons on the toolbar to move between items, or select other items from the Item List view.



PO Receiving record

The upper section of the PO Receiving record displays information about the Purchase Order and cannot be modified. The lower section displays information about the active item. You can update information specific to the receiving session in the lower section.

The Alerts Business Rule can be set to alert certain users when inventory type Stock items needed for a Work Order or Checkout Request, or ordered for a Purchase Order arrive.

The following fields are included:

Purchase Order Number and Type - These fields are completed by the system based on the Purchase Order record for the item that you have selected.

Vendor Name - Indicates the company name of the Vendor referenced on the Purchase Order.

Status - The Status field indicates the status of the Purchase Order. Typically this will be Issued. However, if you remove the check from the Open Items Only? check box on the Search

Options panel at the beginning of the session, the system will include items from fully received Purchase Orders as well.

Requestor - The Requestor indicates the person who originally requested the PO.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order.

Auto Pay Ind. - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here.

Receipt Number - The system provides the Receipt Number when you save the PO Receiving record.

Item - The Item field displays the Purchase Order line item number for the active item.

Stock (and Storeroom) - The Stock field displays the stock number for the item from the Master Catalog record in the Resource subsystem, and the Storeroom field indicates the storeroom purchasing the item.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Work Order (and Task) - If the item was ordered against a Work Order, the system populates these two fields with the Work Order and Work Order Task numbers.

Item Description - The system supplies the description of the item from the Master Catalog record.

Purchase Order Quantity - The PO Quantity field indicates how many of this item were ordered on the Purchase Order.

Net Received - The Net Received field indicates the full count of the item received against this Purchase Order, including items already received in the current session and in previous sessions.

Note: If the quantity received on an item is zero, buyers can change the status of the original Purchase Order from Issued to Canceled.

Session Received - This field indicates the amount of the item that has been received in this session. Typically, you would record the receipt of the full count that has arrived all at once. However, in some cases you may not be able to do this. For example, a second box of the item may be delivered later. Or you may need to reject some of the item while receiving the rest. Or, as in the case of items that have been marked as trackable (usually components) on the Master Catalog record, you may only be able to receive the item one at a time for tracking reasons.

To Receive - The To Receive field indicates the count of the item remaining to be received. The system calculates this number by subtracting Net Received from PO Quantity.

Note: The Enforce Receiver Business Rule determines which users can perform a receiving session.

Unit Price - This field displays the per unit cost for the item based on the Purchase Order record.

Receipt Quantity - Enter the count you want to receive for the item. If you are returning some of the item, enter the return as a negative number. If the item has been identified as Trackable in the Master Catalog record, you can only receive one at a time and you must provide a component identification number in the Component ID field.

Note: For each item received or returned, a receiving log entry is made in the Receiving Log module of the Inventory subsystem.

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than what is indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

The Receive All Button - The Receive All button allows you to receive the full count in the To Receive field, all at once. You cannot use this button to receive trackable (component) items. When you click the Receive All button, the system opens the Receive All dialog box where you can enter Waybill and Packing Slip information for all of the items.

Type - There are three types of receiving:

Receipt - The typical type of Receiving record that you will create is a receipt. A receipt increases the On-Hand Quantity and reduces the On-Order Quantity.

Return - You can create a record of returning items to the vendor for exchange by selecting this type. To return an item, you must enter a negative number in the Receipt Quantity field. And, in the case of Lots and trackable stock items, you must also include a Lot or Component ID.

Since the system assumes that you have already received the item into inventory before returning it, the Net Received count is adjusted down and the To Receive count is adjusted up if you return an item for an exchange. The To Receive count is not adjusted up if you return an item for credit.

Return for Credit - You can create a record of returning an item for a credit by selecting Return for Credit. To return an item, you must enter a negative number in the Receipt Quantity field. And, in the case of Lots and trackable stock items, you must also include a Lot or Component ID.

Complete? - Use the Complete? check box to force the system to count the item as fully received. This will affect the status of the Purchase Order item, as well as On Order quantities in the storeroom. The system will also indicate that the order was forced to completion on any relevant purchasing records such as purchase requests, purchase orders, expediting records, etc.

Waybill and Packing Slip - You can record shipping and delivery information using these fields.

Lot ID - If the item has been identified for lot tracking, a Lot ID is required for any receipt or return.

Component ID - If a stock item is trackable (The Trackable check box is checked on the Storeroom record), special processing is required to receive the item. Please refer to the section titled trackable stock items for more information.

Comment - You can use the Comment field to enter a short explanation of receiving actions such as the reason for a return. Select Notes from the Views list to review previous comments.

Note: Since the system assumes that you have already received the item into inventory before returning it, it adjusts the Net Received count down and the To Receive count up if you return an item for an exchange. If you return an item for credit the system adjusts the Net Received count down but does not adjust the To Receive count at all. If, for example, an item is delivered damaged and you want to return it for credit, you should not receive the item and handle the return outside of the system. You would also want to use the Comment field to explain the situation.

How to Receive Items Against a Purchase Order

1. Open the Receiving module in the Inventory subsystem.

2. Enter your search criteria and select Search from the Actions list.

You cannot create new records in the Receiving module. If the Open Items Only? check box is checked, your search results will contain only Purchase Order records in Issued status. If the check box is not checked, your search results will contain any purchase orders with a status of Issued and higher.

The Search Results window displays. If you left the Open Items Only? check box unchecked on the Receiving Search Options screen, you will see all of the items for this purchase order that are due to be received AND items that have been received.

3. Select the PO you wish to receive against.

When you select the purchase order, the PO Receiving record displays.

The PO Receiving window is divided into two sections. The upper section of the window displays information about the purchase order and this information cannot be modified. The lower section displays information about the active item and is where you can enter receiving information.

4. Select Item List from the Views list.

The PO Receiving Item List window opens displaying a list of all the items for the purchase order that still need to be received.

5. Place the cursor in the item you want to receive against.

While in the PO Receiving window, you can also scroll between items in the same purchase order using the Previous and Next View buttons.

6. Select the PO Receiving button in the navigation panel to return to the PO Receiving window.

The selected item displays as the active item. The lower portion of the window is where you enter receiving information. The following fields are completed by the system: **PO Quantity**, Net Received, Session Recept, To Receive, and Unit Price.

Note: If the quantity received on an item is zero, buyers can change the original Purchase Order record status from Issued to Canceled.

7. Enter receiving information as appropriate.

Enter the Recept Qty, Type, Waybill, Packing Slip, Comments, Lot ID, and Component ID as necessary.

8. Click Save.

The system provides the receipt number when you save the record. For regular stock items, the system updates storeroom inventory and price information in the Storeroom records for the Item. For direct purchase items, no storeroom record is updated when you save the record unless the Courtesy Stores check box was checked on the Purchase Order.

How to Receive All Items as Ordered

If you have the appropriate responsibilities in your user profile, you can use the Receive All Items as Ordered action to receive all items and quantities listed on a Purchase Order. This enables quick receipt based on the PO rather than requiring you to match items to the waybill or packing slip. If you have previously received some items on the Purchase Order, you should use the Receive All Pending Items action. The Receiving Configuration business rule determines whether S and X type items are included in the receive all action.

1. Open the Receiving record for an item on the Purchase Order.

Even though you are viewing the receiving record for a single line item on the Purchase Order, all items on the Purchase Order will be received.

2. Select Receive All Items as Ordered from the Actions list.

The Receive All window opens.

3. Enter Waybill or Packing Slip information as appropriate.

4. Click the OK button.

The system marks all of the items as received and displays the Receiving record. If any of the items are trackable stock items, additional processing applies.

How to Receive All Pending Items

You can use the Receive All Pending Items to receive all items and quantities on a Purchase Order that have not yet been received.

1. Open the Receiving record for an item on the Purchase Order.

Even though you are viewing the receiving record for a single line item on the Purchase Order, all remaining items listed on the Purchase Order will be received.

2. Select Receive All Pending Items from the Actions list.

The Receive All window opens.

3. Enter Waybill or Packing Slip information as appropriate.

4. Click the OK button.

The system marks all of the remaining items as received and displays the Receiving record. If any of the items are trackable stock items, additional processing applies.

How to Receive Multiple Trackable Stock Items

To use this processing, procurement users must request that vendors provide information about the new stock items via an external spreadsheet file. This information includes information such as serial numbers and calibration information. Please contact your system administrator to access the spreadsheets and for instructions on how to deliver it to your vendors.

Before receiving the items you should have the completed spreadsheet saved in a location where you can easily find it, and have noted the total number of items on the spreadsheet.

1. Open the Receiving module to receive from a PO that includes trackable stock items.

2. Enter a quantity greater than “1” for the Recpt Qty field.

The quantity entered must match the number of items indicated on the spreadsheet that will be imported, otherwise the upload will fail.

3. Click Save.

The system automatically opens a wizard to walk you through the process of importing the spreadsheet to create multiple components. Follow the on screen instructions to complete the process.

A new Component ID record is created in In Stores status for each item on the spreadsheet using the serial number indicated. The system processes a receipt for a quantity of 1 for each item.

Once the processing is finished, the system provides feedback about the success or failure of the upload. At this point the system displays an optional second step to upload specifications for the components.

If you experience any errors verify the following, fix the spreadsheet accordingly, return to the Receiving record, and click Save again:

- The spreadsheet is correctly named “component_upload.xml.”
- Every row includes the same PO Number, PO Item Number, Manufacturer Code, Mfr Part Number and Type.

Remember, you are receiving more than one of the same item and are adding a Component ID to act as a serial number to identify each one of the item individually. This is why these details are all the same and only the serial number is unique.

- The Manufacturer Codes entered match values defined in Code Table 186.
- The Type field represents component type and must match values in Code Table 221.
- If you enter a BOM ID or Vendor Code, these values must also match pre-existing record IDs from the Bill of Materials module and the Vendor modules.
- Every row includes a unique serial number.

4. Review the upload.

Open the Component ID module and search by the Stock Code or by one of the Serial numbers created from the spreadsheet. At this point you can also upload specifications if you chose not to immediately after the component upload.

How to Upload Specifications for Received Trackable Stock Items

After you upload trackable components as part of the receiving process, the system prompts you to also upload specifications for those components. This is an optional step.

To use this processing, procurement users must request that vendors provide information about the new stock items via an external spreadsheet file. Please contact your system administrator to access the spreadsheets and for instructions on how to deliver it to your vendors.

Follow the on screen instructions to complete the upload.

Note: You can also choose to upload the specifications later by opening the Component ID record for one of the components that was created in the component upload and selecting Upload Specifications from the Actions list. This action only works with components that were added via the upload spreadsheet.

Errors

If you experience any errors verify the following, fix the spreadsheet accordingly, return to the Component ID record, and click Save again:

- The spreadsheet is correctly named “specification_upload.xml.”
- Every row includes the same Manufacturer Code, and Mfr Part Number.
- The manufacturer code and part number matches the code and part number that was indicated on the uploaded component.
- The manufacturer code entered matches values defined in Code Table 186.

If you receive an error indicating that there is a corruption error on the spreadsheet, try saving the spreadsheet as an xls file (Microsoft Excel), then saving it back to an xml file (XML Spreadsheet).

Processing

The system creates a new specification record for each Component ID record with the details included in the spreadsheet combined with defining attributes from the Specification Upload Defaults business rule.

Each Component ID record is updated with a reference to the corresponding Specification record in the Spec. No. field. The system identifies the Component ID records by the Manufacturer and Model Numbers that were included on the component upload spreadsheet.

Note: To use this functionality, sequence numbering for the Specifications module must be system generated. Your system administrator can open the Sequence Numbers module and make sure that there is a check in the Sys column for this module.

Receiving Views

The module includes the following views:

Item Notes and Attachments

The Item Notes and Attachments views show any notes or attachments that were entered on the purchase order item record. The information in these views is display only, and you cannot add new records here.

View existing attachments by clicking the View button.

Print Barcode Labels

Different companies produce barcode printing and reading software that Oracle Utilities Work and Asset Management can communicate with through custom interfaces. Currently this function is restricted to interfacing with LoftWare bar-coding applications. Contact your Business Analyst or Project Manager if your organization wants to use bar-coding hardware and software with our system.

Once you have the proper bar-code software installed and the proper interface established there a number of further elements that must be set up before you can print the labels.

- You must have the BARCODE PRINT LABEL Function-type capability listed in at least one of your Responsibilities in the Responsibility module (or Responsibilities view of your User Profile) of the Administration subsystem.
- You must also set the Barcode Label Drop Directory in the Default Directories Business Rule.
- You must also list the appropriate printers in Code Table 80 and the appropriate label formats in Code Table 81. The printers must also be defined in the Barcode Label Printers Business Rule.

How to Print Bar-Code Labels for Receiving Sessions

1. **Open the appropriate Receiving record.**
2. **Select Print Barcode Labels from the Actions list.**
The Print Barcode Labels window opens.
3. **Select a printer from the list of values.**
Code table 80 controls the associated list of values.
4. **Select a Bar-code Label format from the list of values.**
Code table 81 controls the associated list of values.
5. **Click the Next button.**
The Barcode Label Items window opens. This window displays a list of all of the items from the Purchase Order that are eligible to be received. Each is marked to print a label.
6. **Remove the check for any labels that you do not want printed.**
If you are dealing with a long list of possible items and want labels for only a few, you can also use the Clear All button to remove all of the checks, then select only those few for which you want labels.
7. **For Lot items, select a Lot ID from the list of values if necessary.**
8. **Change the Quantity for any item for which you want a different number of labels.**
For each designated item, the system automatically prints a number of labels equal to the number in the Quantity field. When the window first opens, the system sets the Quantity to the number of each item that remain to be received. You can change this number higher or

lower manually. Entering a Quantity of 0 gives the same results as removing the check from the print indicator.

9. Click the Print button.

The system finds the designated printer and prints the label. If it cannot find the printer, you will receive an error message.

Authorize Over Receive

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

Users with the Receive More Than Ordered function in their responsibilities are able to authorize these transactions. The PIN number used to overwrite the restriction is established in the PIN Administration view of the User Profile module, however, the PIN Processing rule key in the PIN Processing Administration Business Rule does not have to be turned on.

Backorder Processing

When inventory type stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.

Work Order	Task	Request No	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	Print
0100206	01	JAN 29 2002		0	20	0	20	MANI BROWN	<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

On Hand Quantity: Selected Quantity: Remaining Quantity:

Select All Clear All Print Cancel

Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

How to Print an Inventory Picklist Report for Backordered Items

1. Receive items for a Stock Transfer request.

After you enter the receive quantity and save the record, the system displays a message if the items were required for a work order or checkout request.

2. Click the Yes button.

The system opens the Backorder Picklist window.

3. Place a check in the Print check box next to the item or item that you want to print a report for.

4. Click the Print button.

The system recalculates the quantities at the bottom of the screen to reflect the balance of the item quantity required.

You must complete this step for each backordered item individually.

5. Close the window.

Forcing Complete

Upon completion of the receipt processing for the selected purchase order, you can print a receiving report, which lists all items received and/or returned during the receiving session.

If you wish to receive only part of the total purchase order AND you will not be receiving the rest of the order AT ALL, check the Complete? check box. By checking the Complete? check box and saving the record, the PO quantity stays the same and the To Receive field is dropped to zero. This reflects (for this item ONLY) that you have received all you are expecting and you are not waiting on any more to come in. In effect, you are marking this item as “fully received”.

PO Quantity	Net Received	Session Rcpt	To Receive	Unit Price
100.	50.	50.	50.	.7500

Rcpt Qty

 Type
 Complete?

From the Receiving Record Window

Note: When you force a receiving record to completion, only that record is marked as fully received. Other records that may contain the same stock item remain unchanged. For example, you have two purchase orders for the same stock item.: purchase order #1 has 100 units ordered and purchase order #2 has 20 units ordered. If you receive 50 of the 100 units on purchase order #1 and check the Complete? check box, purchase order #2 still has 20 left to be received. By marking the check box you have only affected purchase order #1.

Chapter 11

Multi-Step Receiving

Use the Multi-Step Receiving module to track delivery items through several distinct steps from the time they arrive at the loading dock until they are placed in the storeroom. This allows deliveries to be processed initially by someone with basic knowledge of the receiving process and then be inspected by someone with additional qualifications who completes the acceptance process. This is especially important when receiving quality items.

The stages of the Multi-Step Receiving process include:

1. **Record Delivery** - Create a New record in the Multi-Step Receiving module to hold basic delivery information.
2. **Match Items to PO** - Select Picklist from the Actions list to review items on the PO and select the items delivered. Items are counted and compared with the purchase order then placed “In Receipt” in this step. Items can also be received without a purchase order.
3. **Count Items** - Count the items delivered and record them in the PO Items (Detail) view.
4. **Receive Items** - Examine the items and accept them into the storeroom.
5. **Record Discrepancies** - If necessary, record any noted shipment discrepancies in the Shipment Attributes view.
6. **Return Items** - If necessary, return items for replacement or credit.

As you receive items you may need to inspect them or conduct other tests. Items that are identified as “quality” items can only be received by persons authorized by your organization to receive quality items. Items that are not accepted are Returned to the vendor, and any discrepancies noted during the receiving can be used to calculate vendor performance.

The system also tracks backordered items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or Stock Transfer are partially received. The Backorder Processing Check key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered inventory type stock items finally come in.

In order to use the Multi-Step Receiving menu, your User Profile must include the appropriate MSR responsibilities. You can only access the Vendor Performance Rating functionality from the Multi-Step Receiving module.

Note: The Alerts Business Rule can be set to alert certain users when inventory type Stock items needed for a Work Order or Checkout Request, or ordered for a Purchase Order arrive.

Multi-Step Receiving Records

In order to use the Multi-Step Receiving menu, your user profile must include the appropriate MSR responsibilities. In order to capture discrepant shipment information, the Vendor Options and the Vendor Performance Rating business rules also must be configured.

Note: Vendor performance rating functionality can only be used with multi-step receiving.

When a shipment arrives, the person logging the delivery creates a Multi-Step Receiving record. Creating the record is the first step in the receiving process. Information entered on the record describes the delivery itself, not the items delivered.

Multi-Step Receiving record

The following fields are included:

Delivery ID - The Delivery field contains the identification number for the delivery. Depending on how your organization has configured the system, you will be able to enter a number or the system will create a number for you.

Note: If you create this record ID manually, avoid the use of the special characters ', ', &, or % as they may result in processing errors.

Depending on your system configuration, the Stock Checkout module can also be set up to work with Barcode Readers. Please contact Oracle Utilities Work and Asset Management for more information.

Date - The date field indicates when the delivery arrived.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is important that an accurate date is also entered on the Receiving record so that the resulting ratings are accurate. It is recommended that you make the promised date field required if you intend to use the Vendor Rating functionality in your organization.

Received By - The system enters your name in the Received By field. However, if you are only recording the receipt, your organization may require that you enter the name of the person who actually signed for the delivery. You can do this using the associated list of values controlled by the Employee module.

Temporary Marker - If your organization uses a tagging system to physically mark deliveries you can enter the tag number in the Temp Marker field.

Receiving Location - The location field indicates where the delivery will go within your organization. The field has an associated list of values controlled by the Bin module. The list shows all available Bins, however, you can also enter some other location without using the list.

UPC - Use the UPC field to record any shipping number on the label.

Container - The Container field indicates the type of container delivered.

Since shipments might be delivered in several different containers - a roll of cable, some cardboard boxes, and a pallet - you may need to have one or more options on the list indicating a mix of containers. If necessary, you can use the Comments field to clarify the code.

Quantity - The Quantity field indicates the number of containers in the shipment.

Carrier - The Carrier field indicates the company responsible for the delivery. The field has an associated list of values controlled by the Vendor module in the Purchasing subsystem.

Identified For - If the shipment does not have a Purchase Order, enter the name of the person, area, or department responsible for claiming the item. This information can usually be found on the packing slip.

Distribute Date - Enter the date the person identified in the previous field is issued the item.

Comments - You can use the Comments field to make brief notes about the delivery. For example, you may want to note that the shipment included two Purchase Orders and cross-reference to the other one.

PO No - You do not have to enter the Purchase Order number unless you are receiving against a Purchase Order. Entering a Purchase Order allows you to quickly pick items from the Purchase Order by using Picklist action. The field has an associated list of values controlled by the Purchase Order module and that shows only orders in Open status.

When you select a Purchase Order number, the system will supply basic information about the order in the lower third of the window. This information includes the Vendor code, shipment terms, the Requestor, the Buyer, and delivery information.

Occasionally, a shipment may include items from two different Purchase Orders. The system allows only one Purchase Order per shipment, so you must create a second delivery record for the second Purchase Order. In this case, you also might want to cross-reference the two records in the Comments field.

Auto Pay Ind. - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here.

User-Defined Fields - If you use user-defined fields in the Purchase Order module AND you use Multi-Step Receiving, you must make sure that both modules have the same user defined fields.

Multi-Step Receiving Process

As outlined in the diagram, the process of receiving items via multi-step receiving involves several stages. These stages are detailed in the following sections.

Recording a Delivery

Start by recording the delivery itself on the Multi-Step Receiving record header.

How to Record a Delivery

1. **Open the Multi-Step Receiving module.**
2. **Click New.**

3. **Enter the delivery date.**
You can use the calendar tool by double-clicking the field.
4. **Select the Received By name from the list of values if appropriate.**
The system enters your name, but you can select another name if necessary. The list of values list is controlled by the Employee module in the Resource subsystem.
5. **Enter a Temporary Marker if appropriate.**
A Temporary Marker can be a flag or other marker used to quickly identify the shipment in the delivery area.
6. **Select a Container Type code from the list of values.**
7. **Select a Purchase Order number from the list of values if available.**
If there is no Purchase Order associated with the delivery, enter the name of the individual who will be claiming the item in the Identified For field.
8. **Enter any additional information that is appropriate.**
9. **Click Save.**

PO Items (Detail)

The PO Items (Detail) view shows detailed information about a single item on the Multi-Step Receiving record. This view is where you do most of the work to move an item through the multi-step receiving process and into inventory.

Category	In Receipt	Received	Returned for Replacement	Returned for Credit	Total
To Receive	0.	0.	0.	0.	10.
In Receipt	0.	10.	0.	0.	10.

PO Items (Detail) view

The PO Items (Detail) view is divided into several sections. The upper-most section of the window displays summary information about the Purchase Order and Delivery records associated with the item. The system uses the NCM Completion Date field and Discrepant Shipment? indicator to display information about problems with the shipment.

The lower section as well as the section on the left give basic information about the item from the Storeroom record. The four quantity fields in the upper box on the right give statistical information about the numbers of the item in various receipt categories. None of the information in these upper portions of the view can be updated directly. For items to be listed in the To Receive field, you must first add them using the PO Picklist or the Pick All action.

The three Delivery Activity radio buttons in the center of the window control which fields display in the lower portion of the window and which items appear on the Actions list.

Select the In Receipt radio button, the Receive radio button, or the Return radio button depending on the type of Delivery Activity you want to process.

Picklist

Select Picklist from the Actions list to view all the items that remain undelivered for a Purchase Order and choose those items that have arrived in a new delivery. The advantage of using the Picklist is that you do not have to re-enter the PO information and you can easily identify the items that have not yet been received.

The system makes the items that you select from the Picklist available for receiving into your organization through the PO Item (Detail) view. Those items you do not choose remain as undelivered and will be available on the Picklist in the future.

PO Item (Detail) Fields

Purchase Order Number - The system provides the Purchase Order and Delivery numbers at the top of the window.

Item, Stock Code, Storeroom and Description - The system displays basic information in these fields to help you identify the items that you wish to select.

In Receipt - The In Receipt field displays the item quantity that has been received in earlier shipments.

To Receive - The To Receive field displays the quantity of the item that remains to be received.

Add - When the Add box is checked here, the system is signaled to prepare the item for receiving in the Purchase Order Receiving detail when you click the OK action.

The following additional actions are available from the PO Picklist: Display All, Display Receiving Only, Select All, Clear All, OK.

OK

Select OK from the Actions list to move all the checked items to the Purchase Order Receiving window, where they will display in the To Receive box. The system will display a Pick Items done message showing the number of items added.

Matching Items to PO

After recording the delivery, you must compare the items delivered with the purchase order. Select Picklist from the Actions list to view all of the items that remain undelivered for a purchase order and choose the items that have arrived in a new delivery. The advantage of using the picklist is that you do not have to re-enter the PO information and you can easily identify the items that have not yet been received. After you select items from the picklist, the system adds them to the items available To Receive and removes them from the picklist.

How to Match Items to a PO

- 1. Open the Multi-Step Receiving record.**

The delivery record must include a purchase order number.

- 2. Select Picklist from the Actions list.**

The system opens the Picklist window showing the items that are eligible to be received. If you want the Picklist to show all items on the purchase order, including those that are already in some stage of receipt, you can do this by selecting Display All from the Actions list. If you want to return to the original listing of only those items that can be received, select Display Receiving Only from the Actions list.

Item	Stock Code	Store	Description	In Receipt	To Receive	Add
001	RJB-20005	RJB	Bot, Mach., Galv., k"x14" w/sq. Nut		200	<input type="checkbox"/>
002	RJB-20007	RJB	Nut, k", Sq., Galv.		200	<input type="checkbox"/>

- Place a check in the Add check box next to each that item you want to receive. If you want to place a check in the box for all the items, select Select All from the Actions list. Do not enter any numbers. You are not counting items in this step, just indicating that some quantity of the item is in the delivery.
- Select OK from the Actions list. The system notifies you that it has processed the picklist and tells you how many items were picked.

PO Items (Detail) - In Receipt

When you select the In Receipt radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate receiving the item from the Delivery record. The five quantity fields in the lower right of the view show statistical information about the numbers of the item in various dispositions for the Delivery record.

PO Item (Detail) - In Receipt Fields

PO Items (Detail) - In Receipt view

In Receipt Quantity - When you enter the quantity of the item in the In Receipt Quantity field and select New Count from the Actions list, the system subtracts that quantity from the To Receive field and adds it to the In Receipt field. The system also updates the In Receipt quantities on the appropriate Storeroom and Bin records in the Resource subsystem. The Bin record is determined by the bin number you select in the Bin field.

Note: If the delivery included more of the item than was listed on the Purchase Order, you can receive the overage. This overage will be reflected by a negative number in the To Receive field.

Bin - The Bin field indicates which bin the system will credit the item to. The system supplies the Default Bin for the Stock Item from the Storeroom, but you can use the list of values to select another bin from the list of Bin Locations for the item.

Packing Slip - Use the Packing Slip field to record any packing number associated with the item.

Comments - Use the Comments field to make brief notes about the item's delivery.

How to Count Items In Receipt

1. **Open the Multi-Step Receiving record.**
2. **Select the Item from the Picklist if you have not done so already.**
Read the instructions on how to make an item available to receive using the picklist for more information.
3. **Open the PO Item (Detail) view for the item.**
4. **Make sure the In Receipt radio button is marked.**
Generally, the window will open with the In Receipt radio button marked.
5. **Enter the quantity you are receiving.**
6. **Enter the Lot number if appropriate.**
7. **Select New Count from the Actions list.**
The system will receive the item at the number you entered and update the To Receive and In Receipt fields.

Clicking the Save button has no effect here. You must use the Count action to place the item In Receipt.

New Count

The New Count Action works with the In Receipt Quantity field. When you enter the quantity of the item in the In Receipt Quantity field and select New Count from the Actions list, the system subtracts that quantity from the To Receive field and adds it in the In Receipt field. The system also updates the In Receipt quantities on the appropriate Storeroom and Bin records in the Resource subsystem. The Bin record is determined by the bin number you select in the Bin field.

Clear

Select Clear from the Actions list to erase the contents of the In Receipt Quantity, Bin, Packing Slip and Comments fields. You can use this action to correct typos before placing items In Receipt.

PO Items (Detail) - Receive

When you click the Receive radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate accepting the item from the Receiving record into inventory.

PO Items (Detail) - Receive view

You can receive partial amounts of the quantities In Receipt. For example, two quantities of an item from one delivery may be destined for two different bins. You would receive the two quantities separately, indicating the correct Bin for each.

PO Item (Detail) - Receive Fields

Bin - This field indicates the bin that the received item will go to when it is accepted into inventory.

In Receipt - The In Receipt field displays the number of the item that has been received from the Delivery record for that Received record.

Quantity - The Quantity field works with the Accept action. When you enter a quantity to accept and select Accept from the Actions list, the system will update the In Receipt and Net Received quantities in the MSR module (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Lot - If the item is a lot managed item (determined in the Storeroom module), the system will require a Lot number in this field. If the item is not a lot managed item, the Lot field does not display.

Expiration / Cure / Delivery Date - Depending on the item's Shelf Life class, enter the date required to calculate the lot expiration date. If the Shelf Life class is Vendor, enter the expiration date supplied by the Vendor. For other Shelf Life classes, enter the Cure or Delivery date as required by your organization. These fields do not display if they are not applicable to the item.

Shelf Life Class - The Shelf Life Class for the item is copied from the Material Control Code information in the Master Catalog and indicates the basis for calculating the lot expiration date. This field does not display if it is not applicable to the item.

Accept

The Accept action works with the Quantity field. When you enter a quantity to accept and select Accept from the Actions list, the system updates the In Receipt and Net Received counts on the Multi-Step Receiving record (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Force Complete

If you have the required function responsibility in your User Profile, you can select Force Complete from the Actions list on the PO Items (Detail) - Receive screen to remove on order quantities from processing. For example, you order 10 tachometers, only 6 are received, and the

vendor informs you that no more are available. Use the Force Complete action to remove the remaining 4 from the on order quantity.

Authorize Over Receive

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

Users with the Receive More Than Ordered function in their responsibilities are able to authorize these transactions. The PIN number used to overwrite the restriction is established in the PIN Administration view of the User Profile module, however, the PIN Processing rule key in the PIN Processing Administration Business Rule does not have to be turned on.

How to Receive Items

1. **Open the Multi-Step Receiving record.**
2. **Open the PO Item (Detail) view for the item.**
3. **Click the Receive radio button.**

The fields below the radio button will change to reflect the receiving process.

4. **Enter the quantity that you want to accept in the Quantity field.**

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

5. **Select Receive from the Actions list.**

The system will accept the new quantity into inventory and will reduce the number in the In Receipt field. It will also update the In Receipt and Net Received counts in the Purchase Order section of the window (as well as the appropriate inventory counts in the Storeroom).

Shipment Attributes

Your system can be configured to record vendor performance information when you receive a shipment. This functionality is controlled by the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule. If this Business Rule is on, you can use the Shipment Attributes View to enter discrepancies that were noted on the shipment such as damage or poor packaging. The system then scores the shipment based on the discrepancy information entered, and calculates a Quality Performance rating based on the averages of all shipments received for that vendor. This information can then be accessed in the Vendor module in the Performance View.

Shipment Attributes view

Select Shipment Attributes from the Views list to enter any noted discrepancies. This View is only used if there are discrepancies to enter for the received item. If you simply count and receive all of the items without entering discrepancies, the system assigns the maximum score to the shipment and adds the items to the Storeroom.

Once discrepancies are entered and the record is saved, the system automatically enters the Non-Conforming Material (NCM) Completed date and checks the Discrepant Shipment? check box. This is the date that the discrepancy was initially identified.

If the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule is set to OFF you can check the Discrepant Shipment? check box on the PO Items Detail view to indicate that there is a noted discrepancy. With the rule off you can only enter specific discrepancy information in the comments field. Rather than using a scoring system to calculate the Quality Performance rating, the system simply notes that this was a discrepant shipment and calculates the rating as a percentage based on the number of non-discrepant shipments divided by the number of total shipments from this vendor. This information can also be reviewed in the Performance view of the Vendor module. With the Business Rule key is set to off, the NCM Completed field does not appear on the screen.

Shipment Attributes Fields

PO No - The system enters the PO number from the associated PO. The Item number is indicated in the adjacent field. This field cannot be modified.

Stock Code - The system fills in the Stock Code for the item if it was entered on the Purchase Order. This field cannot be modified.

Delivery ID - The system fills in the Delivery ID from the Multi-Step Receiving record and the record date. This field cannot be modified.

Desc - The system fills in the Description of the item as it was entered on the Purchase Order. This field cannot be modified.

Shipment Quality Attribute, Point Value - The Attributes and Point Values listed in these fields are taken from the Vendor Performance Attributes Business Rule. Each attribute is assigned a point value. If there is a noted discrepancy for that attribute the vendor receives 0 points for that attribute. If no discrepancy is noted the vendor receives the full point value. Partial points cannot be awarded. The system then totals the points for all attributes with no

noted discrepancies. The final score is the Quality Performance rating for that item. The system then averages the Quality Performance rating for all of the items and that number is the final Quality Performance score for that shipment.

The Shipment Quality Attributes and Point Values cannot be modified.

Discrepancy Noted - Place a check in the check box if there is a noted discrepancy for the attribute. You can use the text field to enter comments regarding the discrepancy. When you place a check in this box the system also checks the Discrepant Shipment? box on the PO Items (Detail) record for that item.

Note: The discrepancy does not have to be resolved before the item can be accepted in the system and moved to the Storeroom.

NCM Initiation Date - When you place a check in the Discrepancy Noted check box the system enters the current date in this field.

NCM Completion Date - Some organizations require that reported discrepancies be submitted for review and research before they are finalized in the system. If review is required, this field can be used to record the date that the discrepancy issue was finalized. The system updates the NCM Completion Date field on the PO Items (Detail) record when this date is saved.

NCM Disposition - When the NCM Completion date is entered this field can be used to record the final action taken regarding the shipments discrepancies. Select resolution codes such as "Returned" or "Accepted" from the associated list of values.

Shipment Total - The maximum score possible is the sum of the point values for all of the attributes. Maximum score is always the same and is determined in the VENDOR PERFORMANCE ATTRIBUTES Business Rule. The Shipment Score is the sum of the point values awarded to the vendor for this shipment. If there are any noted discrepancies the score is reduced by the point value of the discrepant attribute. As mentioned above, if there is a discrepancy the vendor receives 0 points for that attribute. If no discrepancy is noted the vendor receives the full point value. Partial points cannot be awarded.

How to Record a Discrepant Shipment

The following steps only apply if the PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule is set to ON. If the rule key is set to OFF, place a check in the Discrepant Shipment? check box of the PO Items (Detail) record for the item that was delivered with a discrepancy.

1. **Open the appropriate Multi-Step Receiving record.**
2. **Select PO Items (List) from the Views list.**
3. **Place the cursor on the item number for the Item with the discrepancy.**
4. **Select PO Items (Detail) from the Views list.**
5. **Select Shipment Attributes from the Views list.**
6. **Place a check in the check box next to the attributes that are discrepant for shipment of that item.**

The system deducts the corresponding point value from the overall score for that item. It also automatically enters an Non-Conforming Material (NCM) Initiation Date. This is the date that the discrepancy was initially identified.

7. **Click Save.**

The system calculates the final score. The information can be reviewed in the Performance View of the Vendor module.

After the discrepancy has been reviewed and verified you should return to this record and enter the Non-Conforming Material (NCM) Completion Date. This is the date that the discrepancy is officially accepted. If there was any action taken that should be recorded you can select a code from the NCM Disposition field and/or enter comments in the Comments field.

Not Vendor Caused

If you have entered discrepancies on the Shipment Attributes view, but later find that the discrepancies were not due to an error on the vendor's part, you can select Not Vendor Caused from the Actions list. The system shows a prompt asking if you want to give the vendor the maximum possible score for the delivery. Select OK to have the system reset the score to the maximum for this item. You can also select Cancel if you do not want to make the change.

This action can also be used to reverse a 0 score to the maximum score after a return is made on a shipment.

You must have the "Vendor Rating - Not Vendor Caused" responsibility set in your user profile to use this Action.

PO Items (Detail) - Return

When you click the Return radio button on the PO Item (Detail) view, the bottom third of the window changes to facilitate returning items that have been received. You can return items for credit or for replacement.

The screenshot displays the Oracle Multi-Step Receiving application interface. The main window title is "Multi-Step Receiving 0100070 Multi-Step Receiving Item". The interface is divided into several sections:

- Search Options:** PO No: 01000521, Requestor: Frank's Discount Pumps, Delivery ID: 0100070, Date: 27 AUG 2001.
- Results:** Deliver to Location: 002, Desc: Safety Goggles, Stock Code: ILBGL02, Type: DIRECT, Storeroom: ILB, UOP: EA, Storage Code: [empty].
- Delivery Activity:** Radio buttons for In Receipt, Receive, and Return. The Return button is selected.
- Bin:** DEFAULT BIN
- Net Recvd:** 20
- Quantity:** 20
- Type:** Return for Replacement (dropdown menu)
- Lot:** [empty]
- Component:** [empty]
- Summary Statistics:**
 - To Receive: 20
 - In Receipt: 0
 - Net Recvd: 20
 - Returned for Replacement: 0
 - Returned for Credit: 0
 - Total: 20

PO Items (Detail) - Return view

Bin - This field indicates the bin that the received item will go to when it is accepted into inventory.

In Receipt - The In Receipt field displays the number of the item that has been received from the Delivery record for that Received record.

Quantity - The Quantity field works with the Return action. When you enter a quantity to accept and select Return from the Actions list, the system updates the In Receipt, Net Received and Returned counts (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem).

Type - The return type determines how the quantity fields will change. Available return types are:

Return for Credit - When you return items for credit, the system reduces the Net Received count by the number of items returned. The To Receive amount remains unchanged.

Return for Replacement - When you return items for replacement, the system reduces the Net Received count and increases the To Receive count by the number of items returned. This is because the replacement items must be received when they arrive.

The system automatically enters Return for Replacement in the Type field, but you can select Return for Credit from the list of values if you are making a credit return.

Lot - If the item is a lot managed item (determined in the Storeroom module), the system will require a Lot number in this field.

Component - If the item is a component, the system will require the component number in this field.

Return

The Return action works with the Quantity field. When you enter a negative quantity, select a return type and select Return from the Actions list, the system updates the In Receipt, Net Received and Return quantities (as well as the appropriate inventory counts in the Storeroom and Bin records in the Resource subsystem). You can only return items that have been Received and you must enter the return against the original receiving record.

Returns and Vendor Performance Rating

If your organization uses the Vendor Performance rating functionality you should be aware of how returns will affect ratings. If you decide to return an item because of a Vendor caused discrepancy for a shipment that has been scored 0, the Shipment Attributes record for that item cannot be modified after the return is made except to perform the Not Vendor Caused Action. The only circumstance where you can update a returned item's discrepancy information is if you make the decision to back-out the 0 score and grant the maximum score to the vendor for that shipment. After a return you do not have the option of modifying some discrepancies while leaving others.

If a returned item has already been included in Quality Performance calculations, the system will remove that item from all calculations once it is returned. Receipt of replacement items from a return should be rated as a new shipment.

How to Return Items using Multi-Step Receiving

1. **Open the Multi-Step Receiving record.**
2. **Open the PO Item (Detail) view for the item.**
3. **Click the Return radio button.**
The fields below the radio button will change to reflect the return process.
4. **Select a Bin if necessary.**
You will need to select a bin if you have received numbers of the items into different Bins.
5. **Select a Type for the Return.**
Select either Return for Credit or Return for Replacement depending on the type of return you want to process.
6. **Enter the quantity that you want to return in the Quantity field.**
Enter the quantity as a negative number.
7. **Enter Lot and Quantity identifiers if necessary.**
8. **Select Return from the Actions list.**
The system adds the quantity returned to the Returned for Replacement or Returned for Credit count, and updates the To Receive and Net Receipt counts as necessary.

Additional Multi-Step Receiving Views

The module includes the following views:

Delivery Item Notes

You can use the Delivery Item Notes view to insert brief comments about the delivery item. Only one line of the comment is visible at a time, but you can use the small up and down arrows to the right of the comment field to see any additional lines.

Manufacturer Data

Information on the Manufacturer Data view is copied from the PO, if the PO number appears on the Inspection Report, or from the Catalog. Information on this view cannot be updated here.

PO Items (List)

The PO Items List view shows summary information for all the items on the delivery record.

The upper section of the window displays summary information about the Delivery record and the Purchase Order associated with the item. The lower section displays the item number (in the order it was passed from the Picklist window), Stock Code and Storeroom for each item, as well as summary information indicating where numbers of the item are in the receiving process.

Select an item from the list then select the PO Items (Detail) action to open the detail view for that item. You cannot change any of the displayed information on this view, but you can drill-down to view the Receiving Log and the individual Master Catalog records for the items. You can also select Picklist from the Actions list to open the picklist window where you can select additional items from the delivery record.

Backorder Processing

When inventory type stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.

Work Order	Task	Request No	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	Print
0100206	01		JAN 29 2002	0	20	0	20	MANI BROWN	<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

On Hand Quantity: Selected Quantity: Remaining Quantity:

Select All Clear All Print Cancel

Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

PO Item Notes and Attachments

The PO Item Notes and Attachments views show any notes or attachments that were entered on the purchase order item record. The information in these views is display only, and you cannot add new records here.

View existing attachments by clicking the View button.

Bin Label Printing

Select Bin Label Printing from the Actions list on the PO Items (Detail) view to print bar code labels to identify the bin used for the delivery. On the Print Label screen that opens you can select the printer, type of label and number of labels you want to print. The system defaults the serial number and number of labels to print. The system defaults the Multi-Step Receiving record ID as the serial number for the delivery. If the shipment includes lot managed items, you can also select the appropriate lot number for the items. When you have entered the necessary information, click the Print button to print the labels.

How to Print Bin Labels

1. **Open the appropriate Multi-Step Receiving record.**
The Multi-Step Receiving module is in the Inventory subsystem.
2. **Select PO Items (Detail) from the Views list.**
3. **Select Bin Label Printing from the Actions list.**
The Print Labels window opens.
4. **Select a printer from the list of values.**
5. **Select a barcode label format from the list of values.**
6. **Enter a serial number if necessary.**
If you have already placed items in receipt from the delivery, the system defaults the Multi-Step Receiving record number as the serial number.
7. **Enter the quantity of labels you want to print.**
8. **Select a lot ID from the list of values if necessary.**
The Lot field does not display unless lot-managed items have been received.
9. **Click the Print button.**

Additional Multi-Step Receiving Actions

In addition to standard actions, the following can be completed from within the module.

Display All

Select Display All from the Actions list to make the PO Picklist show not only the items that are eligible to be received, but also those that are already in some stage of receiving (either In Receipt or Received).

Display Receiving Only

Select Display Receiving Only from the Actions List to make the PO Picklist show only those items that are eligible to be received (not already In Receipt or Received). This is the default view for the PO Picklist.

Select All

Select All from the Actions list to place a check in the Add check box for all the items displayed on the PO Picklist.

Clear All

Select Clear All from the Actions list to remove any checks from the Add check boxes on the PO Picklist.

OK

Select OK from the Actions list to move all the checked items to the Purchase Order Receiving window, where they will display in the To Receive box. When you system will display a Pick Items done message showing the number of items added.

PO Receiving

The PO Receiving Action displays the PO Item view which shows delivery information and receipt status for all Items on the MSR Delivery record. The PO Item (List) view contains some special actions that can speed up the Multi-Step Receiving process.

Pick All

Select Pick All from the Actions list to move all ordered quantities of all items on the Purchase Order to the Purchase Order Receiving window, where they will display in the To Receive field. The system will display a Pick Items done message showing the number of items added. Using the Pick All action is the same as opening the Picklist, clicking on Select All, and then clicking OK.

The Pick All Action is not available if the Quality item indicator is checked on the PO Items (Detail) record for the item. Quality items are items that have been designated by your organization as items that require special handling during receipt. Usually Quality items must go through special processing conducted by authorized employees before they can be accepted into the Storeroom.

In Receipt

Select In Receipt from the Actions list to move all To Receive quantities on the Multi-Step Receiving record to In Receipt. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

Receive

Select Receive from the Actions list to move all In Receipt quantities on the Multi-Step Receiving record to Receive. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

Depending on settings in the Receiving Configuration Business Rule you may or may not be able to receive a quantity that is greater than the quantity indicated on the original purchase order. If receipt of greater quantities is restricted, an attempt to enter a number higher than the To Receive quantity results in a warning. Users can select Authorize Over Receive from the Actions list and have an authorized user enter a username and pin number to overwrite the restriction.

Receive and Accept

The Receive and Accept action combines both the In Receipt and Receive actions. Select Receive and Accept from the Actions list to move all To Receive quantities on the Multi-Step Receiving record to the Receive column. Before using this action, you must first place items in To Receive status using the PO Picklist or the Pick All action.

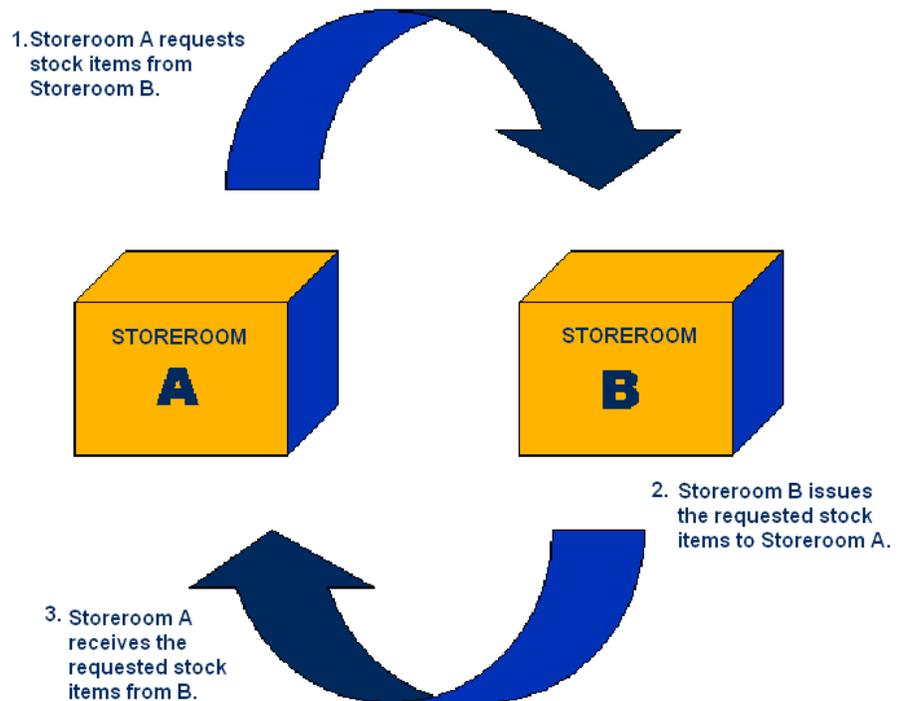
Chapter 12

Stock Transfer

Using the Stock Transfer module, you can generate and process requests to transfer stock from one storeroom to another. In a Stock Transfer, one storeroom is essentially ordering stock from another storeroom. The system also generates a Stock Transfer for Work Orders with a Task Parts Requirement record that indicates that stock is to be transferred from a storeroom to the “local” storeroom. Stock items that have different stock types in different storerooms cannot be transferred between those storerooms. Only items with of the same stock type can be transferred.

Stock Transfer Processing

Transferring stock between storerooms is a three-step process. All three steps are performed in the Stock Transfer module.



Process Flow for Transferring Stock

The impact on the system during each of the three steps is the following:

Impact of Requesting Stock:

- In the issuing storeroom, the on demand quantity is increased by the requested quantity.
- In the receiving storeroom, the on order quantity is increased by the requested quantity.

Impact of Issuing Stock:

- In the issuing storeroom, inventory quantity is reduced by the issued amount; on demand is reduced by the requested quantity.
- In the receiving storeroom: on order quantity is reduced by the requested quantity; transfer quantity is increased by the issued amount.
- In the Storeroom Transaction Log, the system inserts a Transaction record to log the issuing of the stock items (one record is generated per stock code transaction).

Impact of Receiving Stock:

- In the receiving storeroom, transfer quantity is decreased by the received amount; inventory quantity is increased by the received amount.

The system also tracks backordered inventory type stock items in the Backorder Picklist view which is evoked when inventory type stock items needed for a work order, checkout request, or stock transfer are partially received. The Backorder Processing Check rule key in the Receiving Configuration business rule must be set to ON to enable this functionality. If the Alerts business rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in.

Stock Transfer Records

The system maintains a complete audit trail for both storerooms as Stock Transfer requests are processed and quantities are issued and received.

The screenshot shows the Oracle Stock Transfer 2042 window. The window title is "Stock Transfer 2042" and the version is "Oracle Utilities Work and Asset Management V1.9.0 (v19-12)". The date is "05 December 2010". The window contains the following fields and data:

- Transfer No: 2042
- Transfer Date: DEC.05.2007
- Status: Open
- Issue Storeroom: TRU
- Shipping Memo No.:
- Receive Storeroom: TRU
- Username: MMVONG

Stock Code	Item Status	Request Qty	Issue Qty	Receive Qty
000854027	Requested		9	

Additional fields at the bottom of the window:

- Storage Code:
- UOI: BX
- Description: Elite Alarm System 5000
- Component ID:
- Lot ID:
- User: MMVONG
- Updated: DEC.05.2007 12.48.42
- Issue Date:

Stock Transfer Request record

The system generates a Stock Transfer number at the time the Stock Transfer record is saved. If the record was generated through a Work Order Task Parts Requirements record, the Work Order and Task Number are displayed. The Username is set to the name of the user who created the Stock Transfer request. The Stock Transfer request status is also maintained by the system, initially set to Open, and set to Closed when all items are Issued or Canceled. The Stock Transfer request status is indicated by the word OPEN or CLOSED in the upper right of the Stock Transfer window.

How to Request Stock Items for Transfer

1. **Open the Stock Transfer module.**
2. **Click New.**

The system opens a new Stock Transfer record in OPEN status, with the Transfer Date set to the current date.
3. **Select the Issue Storeroom from the list of values.**

This list is controlled by the Storeroom Setup module.
4. **Select the Receive Storeroom from the list of values.**

This list is controlled by the Storeroom Setup module. The system checks to make sure that you have not selected the same storeroom to both issue and receive the stock.
5. **Change the transfer date if necessary.**
6. **Click Save.**

The system creates a Transfer Number and saves the information about the transfer so that you can begin recording the stock items you want to request.
7. **Select a stock code from the list of values.**

This list is controlled by the records in the Storeroom Catalog module for the issuing storeroom, and will only show stock items that are stocked by the issuing storeroom.

In general processing, the system does not allow a stock code to be entered on multiple line items. However, stock codes that are marked as trackable can be entered on multiple line items so that more than one of the stock item can be transferred on one stock transfer. The stock item must be entered on each line as a component with a quantity of 1.

Stock items that are not marked as trackable can only be added on one line item (with no restriction on the item quantity aside from the actual quantities available for transfer).
8. **Enter the number of items that you want in the Request Quantity field.**

Once you save the stock item request record, you cannot adjust the requested quantity, nor can you create a second record for the same stock item for this Stock Transfer. To adjust the quantity, you will have to create a second Stock Transfer record. Therefore, you should check your work before you save the stock item request.
9. **Click Save.**

If the stock item that you have selected for transfer is new to the receiving storeroom, Oracle Utilities Work and Asset Management uses the record for the item in the issuing storeroom as a model to create a new Storeroom Catalog record for the item. The system copies information such as account numbers, expense codes, and some pricing information. Since this information might not be accurate for the new storeroom, you should review the new storeroom catalog records for accuracy. Also, if the issuing storeroom chooses to cancel the transfer of the item, the system does not remove the new storeroom catalog record. It does, however, change the On Order Quantity, Available Quantity, and related information for the receiving storeroom.
10. **Repeat steps 7 through 9 for each additional stock item that you want to request from the issuing storeroom.**

How to Transfer a Stock Item from a Storeroom

1. **Open the appropriate Stock Transfer record.**
2. **Enter an Issue Quantity for the requested stock item.**

The system will not allow you to issue more of the item than has been requested.
3. **Click Save.**

The system checks to ensure that you are not issuing more of the item than you have on hand. Then it will change the status of the item to ISSUED and will supply the Issue Date.

Once you save the amount you plan to issue, you will not be able to change the issue quantity further.

How to Cancel a Stock Item Transfer

1. **Open the appropriate Stock Transfer record.**
2. **Change the item's Item Status to CANCELED.**
3. **Click Save.**

The system does not send an alert to the requesting storeroom when you cancel the transfer of a requested item, therefore you should send the requestor a message with the Stock transfer record attached.

How to Transfer a Stock Item into a Storeroom

1. **Open the appropriate Stock Transfer record.**
2. **Enter a Receive Quantity for the requested stock item.**

The system requires you to receive the full amount of all the transferred items. If you do not receive the full amount of the items, or one was broken in transit, etc., you will have to contact the issuing storeroom and work out what correction to make. This process will probably require canceling the existing transfer and initiating one or more new ones.

3. **Click Save.**

When all of the items on a Stock Transfer record have been either cancelled or received, the system changes the status of the entire record to CLOSED.

How to Review Information About a Stock Item Transfer Between Two Storerooms

1. **Open the appropriate Stock Transfer record.**

The Stock Transfer module is in the Inventory subsystem.

2. **Highlight the appropriate stock item.**
3. **Select View Quantities from the Views list.**

The system opens the Storeroom Quantities window. This window is very similar to the Storeroom Summary view of the Catalog module in the Resource subsystem. However, this window shows information only for the issuing and receiving storerooms. All fields in this window are protected from update.

Stock Transfer Views

The module includes the following views:

View Quantities

You can view the availability of Stock Code items being transferred by selecting View Quantities from the Views list. The system will open the Storeroom Quantities window showing both the quantities in the issuing and the receiving storerooms.

Storeroom Quantities view

As items are added to a Stock Transfer request, the new demand quantity for the issuing storeroom, and the On Order quantity for the receiving storeroom, are adjusted.

These adjustments are shown in the Storeroom Catalog records (in the Resource subsystem) for the issuing storeroom and the receiving storeroom is increased. You can also view these adjustments by clicking the view (V) button next to the field to open the Storeroom Quantities window.

If the item is canceled, demand and On-Order quantities are relieved accordingly. When the item is issued, the demand for the Issuing Storeroom is relieved by the Request Quantity (even if less than the request was issued) and the On-Hand Quantity is reduced by the Issue Quantity. When the item is issued, the On-Order Quantity for the receiving storeroom is reduced to zero. When the items are received, the receiving storeroom's On-Hand Quantity is increased by the Issue Quantity.

When an item is issued, the system sets the item status to ISSUED. When the item is received, the system sets the status to RECEIVED. Once all of the items are received or canceled, the system sets the Stock Transfer (header) status to CLOSED.

Stock Transfer Actions

In addition to standard actions, the following can be completed from within the module.

Create Shipping Memo

If the issuing and receiving storerooms are located far from each other, you may want to use a Shipping Memo to monitor the stock transfer. The system helps you to do this by providing an action to create a Shipping Memo from the Stock Transfer record. To utilize this functionality, however, you must first create Vendor records corresponding to each receiving storeroom you want to monitor in this way.

How to Create a Shipping Memo from a Stock Transfer Request

1. Create or Open the Appropriate Stock Transfer Request.
2. Select Create Shipping Memo from the Actions list.

You may need to scroll down to see the Create Shipping Memo action.

The system opens the Shipping module and displays a new record containing the stock transfer information. The Shipping Memo number is also recorded on the originating Stock Transfer record.

3. Enter the Vendor corresponding to the Receiving Storeroom.

Shipping Memos usually track shipments to Vendors, but in the case of a stock Transfer the items are shipped to a storeroom. A Vendor record corresponding to the receiving storeroom must already exist in the Vendor module.

4. Click Save.

The system saves the Shipping Memo. While the two records reference each other, each must be processed independently.

Backorder Processing

When inventory type Stock items needed for a Work Order or Checkout Request are partially received in the Receiving, Multi-Step Receiving or Stock Transfer modules the system opens the Backorder Picklist window showing all of the Work Order or Request numbers for the documents where the items are needed. The screen also shows the current on-hand quantity of the item, the required by date, work demand for the item, and other relevant information.

Work Order	Task	Request No	Required By	Orig Est	Rev Est	Issued	Demand	Requestor	Print
0100206	01		JAN 29 2002	0	20	0	20	IMAN BROWN	<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

On Hand Quantity: Selected Quantity: Remaining Quantity:

Select All Clear All Print Cancel

Backorder Processing screen

You can use this information to determine how work will be affected by delay in receipt of parts. You can also print an Inventory Picklist Report related to a specific Work Order or Checkout Request for the stock item that has been received by selecting the Print check box next to the item or items and clicking on the Print button.

The Backorder Processing Check rule key in the Receiving Configuration Business Rule must be set to ON to enable this functionality. If the Alerts Business Rule is properly set, the system will also send an alert to the original requestor of the items when the backordered items finally come in IF an Issue Ticket Report is printed for the items.

Chapter 13

Reorder Review

When inventory levels for a stock item fall below reorder points you have set, Oracle Utilities Work and Asset Management automatically creates Reorder Review records for the stock item, provided that you have marked the item for reorder review in the Storeroom. Reorder Review records include the quantity that batch processing has determined must be ordered to increase the current inventory to the maximum level, along with other information from the Storeroom record. Once reorder records are approved by a reviewer, batch processing completes the processing by generating the appropriate purchasing document.

Reorder Review Records

If you are responsible for approving reorder records, you can search the Reorder Review module using Storeroom, Vendor and other search criteria. For each record retrieved, you can use views in the Reorder Review module to analyze Storeroom Demand and Stores Lookahead information, which can help you evaluate the proposed purchase. You can also use special actions available in the module to satisfy a demand for a reorder by transferring stock from another storeroom and to create and approve Reorder Review records.

The system does not send an Alert when it creates a Reorder Review record. Therefore, it is important to review new items in the Reorder Review module as part of your regular routine. One simple way to do this is to create a saved search on your home page.

The Batch Stock Reorder Business Rule controls most of how the system handles automatic reorder processes.

To assist you in making reorder decisions, the Reorder Review module includes a considerable amount of information copied directly from Storeroom records. Much of this information is for display only and cannot be updated in the Reorder Review module. The following fields, however, are either unique to the Reorder Review module or can be updated:

Reorder Review SLC-0006 Storeroom SLC Reorder Date 04 JAN 2001

Oracle Utilities Work and Asset Management V1.7.15 (v6.0) 16 July 2007

ORACLE

Reorder Review SLC-0006 Storeroom SLC Reorder Date 04 JAN 2001

Go to Module

Search Options

Stock Code SLC-0006 Storeroom SLC Stock Type INVENTORY Class Buyer

Results

Inventory lot item

Status Canceled Reorder By Date Hold Override Date Source PO Status

Quantity 8 UOPAJOI BX UN Last Issue

Unit Price 20.0000 PA Ratio 20 Avg Unit Price 1.0000

Total 160.00 Last Invoice Price

Last PO 01000014 003 08 JAN 2001

Vendor A&Z GLASS Part No.

Manufacturer Part No.

Commodity

Stores Quantities

Inventory 40 Available

Pend Order 1,440 Pend Demand 0

On Order 160 On Demand 4

Transfer 0 Allocation 0

In Receipt 0 On Hold 2

In Repair 0

Pend Disp 0

Stores Reorder

Maximum Qty 150

Minimum Qty 50

Reorder Point 75

Reorder Qty 50

Lead Time (days)

Add Lead Time (days)

ABC Class A 12 JAN 2001

Min Order

Reorder Type REVIEW

Days Since Last Reorder 2380

Stores Usage

MTD 0

YTD 0

Last Year 0

Prior Year 0

Shutdown Usage

Last Year 0

2 Years Ago 0

3 Years Ago 0

Reason

Comment

Actions

Create Bookmark

Audit Log (Header)

Transaction Log

Reorder Wizard

Reorder Review record

The following fields are included:

Status

Created - When the system puts an item in the Reorder Review module, it places the item in Created status.

Approved - When you complete the reorder review, set the status to Approved. The system's batch processing picks up the item for continued reorder processing, placing it on the appropriate purchasing document and setting the Reorder Review item status to Requisition, RFQ or PO Created.

PO Created - After records with the Source field set to PO are approved, batch processing creates a new Purchase Order record, sets the status of the Reorder Review record to PO Created, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

Canceled - You can reject the suggested order by setting the record status to Canceled. You should also give a reason in the Reason field before you change the status.

Requisition - After records with the Source field set to Requisition are approved, the system creates a new requisition, sets the status of the Reorder Review record to Requisition, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

RFQ Created - After records with the Source field set to RFQ are approved, batch processing creates a new RFQ record, sets the status of the Reorder Review record to RFQ Created, and alerts the buyer. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder business rule.

Hold - If you want to approve the suggested order, but wish to delay processing until the Reorder By Date, you can set the status to Hold. The system will automatically change the status back to Created when the Reorder By Date is equal to the current date. You can only set items to Hold status when the Reorder By Date field or the Hold Override Date field is populated.

Reorder By Date - The system calculates the Reorder By Date in one of two ways, depending on how your organization has configured the Batch Stock Reorder Business Rule.

If the business rule is set to use Storeroom Reorder Processing, the system calculates the Reorder By Date as the date the material is required, minus the number of days it takes the Vendor to supply the items (Lead Time) and any additional time your organization requires to process the acquisition (Additional Time). Both Lead Time and Additional Time are taken from the Storeroom Reorder Overrides view.

If the business rule is not set to use Storeroom Reorder Processing, the system uses the Lead Time from the Catalog record and does not include Additional Time when calculating the Reorder By Date.

Hold Override Date - You can enter a Hold Override Date when the record is in Created or Hold status. When this field is populated, the system changes Reorder Review records from Hold to Created status on the Hold Override Date, rather than the Reorder By Date.

Source - The type of purchasing document to be used for the reorder. The system will display the default value from the Batch Stock Reorder business rule, but you can change the Source type if necessary. Options include Requisition, Request for Quotes, or Purchase Order.

Source Status - The initial status of the Source document. The system will display the default value from the Batch Stock Reorder business rule, but you can change the status if necessary.

Quantity - A suggested Quantity to order is calculated by Batch Stock Reorder, but you can enter another quantity if needed.

Unit Price - The system returns the Unit Price (either the Average Unit Price or the Standard Price) from the Pricing view of the Storeroom Catalog. If you change the unit price and save the record, the system calculates a new reorder total.

UOP, UOI and PI Ratio - The system uses the Unit of Purchase, Unit of Issue, and Purchase to Issue Ratio information to maintain quantities as parts are issued and new parts are received. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system pulls this information from the Master Catalog record for stock items.

Vendor - The system provides the primary Vendor for the item from the Master Catalog record. You can use the list of values to enter a different Vendor.

Reason - If you want to set the Reorder record status to Canceled, in order to reject the reorder, you should first provide a few explanatory words in the Reason field. The field does not have an associated list. Also the number of letters you can enter is somewhat shorter than the length of the field would imply, so you should be concise.

Comment - You can use the Comments field to give more detailed notes for the proposed reorder.

How to Set Up Automatic Reorder

1. **Open the Storeroom record for the stock item.**
The Storeroom module is located in the Resource subsystem.
2. **Select an option from the Reorder Type field.**
The Reorder Type field is controlled by a drop-down list of four possibilities. Please see the section describing Storeroom fields for an explanation each option.
3. **Click Save.**
If you have selected an automatic reordering option you must also set a reorder point in the Storeroom Pricing view.

How to Set a Reorder Point for Automatic Reorder

1. **Open the Storeroom record for the stock item.**
The Storeroom module is located in the Resource subsystem.
2. **Select Storeroom Pricing from the Views list.**
3. **Enter a value in the Reorder Point field.**
The Reorder Point field is located in the center of the screen in the Stores Reorder section of the record.

Please see the section describing Storeroom fields for an explanation of each item in the Stores Reorder section.
4. **Click Save.**

Reorder Review Views

Before approving or rejecting a Reorder record, you can evaluate more information about how your organization uses a stock item by selecting the following additional views. All the information shown on these views is provided by the system from other modules and cannot be updated.

Stores Lookahead - projected supply and demand for the stock item due to transactions such as purchase orders, work orders, checkouts and return requests.

Work Demand - active Work Order, Checkout Request, and Stock Transfer records that are placing demand on the storeroom for an item.

Storeroom Quantity Summary - quantity information from each storeroom which stocks the item, including the quantity available, on order, and on hold. You can use this information to determine if the reorder demand can be satisfied by transferring stock from another storeroom, rather than purchasing more of the item. If more than three Storerooms carry the item, you can use the Previous/Next Record buttons or the scroll bar below the columns to access them.

Lot Management - Quantity and status information for each Lot, if the stock item is managed in lots.

Approving or Rejecting Records

You can approve several Review Records simultaneously using the Reorder wizard.

If you agree with the suggested reorder, you can set the status to Approved, either by changing a record's status directly or by using the Reorder wizard. The system's batch processing then picks up the item for continued reorder processing, placing it on the appropriate purchasing document and setting the Reorder Review item status to Requisition, RFQ or PO Created.

If you want to approve the suggested order, but wish to delay processing until the Reorder By Date, you can set the status to Hold. The system will automatically change the status back to

Created when the Reorder By Date is equal to the current date. You can only set items to Hold status when the Reorder By Date field or the Hold Override Date field is populated.

After you approve the suggested order, the system creates the new purchasing document for the item and alerts the appropriate person using the Buyer field. If no buyer has been assigned for the item, the system alerts the buyer identified in the Batch Stock Reorder Business Rule.

You can reject the suggested order by setting the record status to Canceled. You should also give a reason in the Reason field before you save the status change.

Reorder Wizard

If you have the necessary responsibilities in your User Profile, you can use the Reorder Wizard to review reordering information for stock items sharing the same Vendor, create Reorder Review records, and approve Reorder Review records that are ready for approval. The type of action performed by the Reorder Wizard depends on the radio button you select on the opening panel. You can select either Vendor Reorder Lookup or Approve Reorder Items.

Vendor Reorder Lookup - When you select the Vendor Reorder Lookup radio button, the Reorder Wizard displays a selection screen where you can enter Storeroom, Buyer, Vendor, or Reviewer information. The system supplies the Vendor information from either the Catalog or Storeroom depending on settings in the Batch Stock Reorder Business Rule, but you can change the Vendor if necessary. After you enter your selection criteria and click the Next button, the Wizard opens a new window listing quantity and reorder information for stock codes ranked by the quantity remaining before reorder. Items with a Reorder Type of 'Contact Reviewer' or 'No Auto Reordering' are not included on the list.

After reviewing the Vendor list, check the Reorder box for all items for which you want to create Reorder Review records and click the Next button. The system generates Reorder Requests for the items checked and displays a summary window showing how many Reorder Review requests were created.

Approve Reorder Items - When you select the Approve Reorder Items radio button on the opening screen where you can enter Storeroom, Buyer, and Vendor selection information and a sort criteria. When you click the Next button, the wizard opens a new window showing Reorder Review records matching your search criteria and which are in Created or Pending Approval status. Check the Approve box for all records you want to approve. You can also use the Select All button at the bottom of the window to check all the records. When you click the Next button, the system sets the status of the selected items to Approved and displays a summary window showing how many records were approved.

How to Display a Vendor List Using the Reorder Wizard

1. **Open the Home Page, or a Catalog, Reorder Review or Storeroom Record.**
2. **Select Reorder Wizard from the Actions list.**

The first wizard screen opens showing options for Vendor Reorder Lookup or Approve Reorder items.

3. **Select Vendor Reorder Lookup and click the Next button.**

The Vendor Reorder Lookup Selection screen opens.

4. **Enter selection information necessary to describe the list you want to see.**

You can use the Lists of Values to enter Storeroom, Buyer and Vendor selections. Only the Vendor is required. The system enters the vendor from the record you were viewing when you launched the wizard, but you can change this value if necessary.

5. **Select the type of vendor list you want to see.**

Do this by clicking one of the three radio buttons to display only those items where the selected vendor is the catalog vendor, the prime vendor, or the storeroom override vendor.

6. Click the Next button when you have finished your selections.

The Vendor Reorder Lookup Results screen opens listing quantity and reorder information for stock codes supplied by the Vendor ranked by the quantity remaining before reorder. If an item is already below its reorder point, a negative number will appear in the Qty Until Reorder column.

How to Create Records using the Reorder Wizard**1. Display a Vendor list for the appropriate Vendor.**

See the How to Display a Vendor List Using the Reorder Wizard for instructions on how to do this.

2. Determine which items if you want to reorder.

If you want to see more information, you can double-click the stock code to navigate to the Catalog record and drill-down on the storeroom to open the Storeroom record.

3. Place a check in the Reorder box for any items you want to reorder.

You cannot adjust the suggested reorder quantity in this view, but you can adjust the quantity later on the Reorder Review record.

4. Click the Next button.

The system generates Reorder Review records for the items checked and displays a summary window showing how many reorder review requests were created.

5. Click the Start button or the Done button.**6. The Start button returns you to the first screen of the wizard where you can generate another vendor reorder lookup list or approve reorder items. Click the Done button to exit the wizard and return to the Reorder Review module.****How to Approve Reorder Records using the Reorder Wizard****1. Open the Home Page, or a Catalog, Reorder Review or Storeroom Record.****2. Select Reorder Wizard from the Actions list.**

The first wizard screen opens showing options for Vendor Reorder Lookup or Approve Reorder Items.

3. Select Approve Reorder Items and click the Next button.

The Reorder Approval Selection screen opens.

4. Enter your selection criteria.

You can use the Lists of Values to enter Storeroom, Buyer and Vendor selections, but none of these fields are required. The system automatically enters the Vendor from the record you were viewing when you launched the wizard, but you can change this value if necessary. You can also select one of the three radio buttons to have the wizard sort the Reorder records by vendor, storeroom, or reorder date.

5. Click the Next button when you have finished selecting.

The Reorder Approval Results screen opens listing Reorder Review items in Created or Pending Approval status. You can review this list to see which items you want to approve. If you want to see more information, you can drill-down on the stock code to navigate to the Catalog record and drill-down on the storeroom to open the Storeroom record.

6. Place a check in the Approve box for each item you want to approve.

You can only approve the reorder quantity shown. If you want to change the reorder quantity, you must open the record in the Reorder Review module and make the change there.

7. Click the Next button.

The system updates the Reorder Request status to Approved for those items you have checked and displays a summary window showing how many Reorder Review requests were approved.

8. Click the Start button or the Done button.

The Start button returns you to the first screen of the wizard where you can generate another vendor reorder lookup list or approve reorder Items. The Done button exits the wizard and returns you to the Reorder Review module.

Transferring Stock Instead of Reordering

You can also create Transfer Requests directly in the Stock Transfer module, but the system makes the process easier by providing the Stock Transfer action in the Reorder Review module.

If a stock item exists in more than one storeroom, you may want to transfer stock from another storeroom, rather than purchasing more of the items.

When you select Stock Transfer from the Actions list, the system asks you to identify the Issuing Storeroom. You can do this by selecting from a list of values all storerooms containing the stock item. The system then checks to see if a Stock Transfer record already exists for the stock number between the Issuing and Receiving storerooms. If it finds an existing transfer record, you will see a message asking if you would like to update that record. If no record is found, the system opens a new window showing the quantity of the item in the issuing storeroom.

You can satisfy all or part of the reorder quantity with the transfer. The system automatically sets the quantity requested from the issuing storeroom to the reorder quantity on the Reorder Review record, but you change this amount if you wish. You might decide, for example, to meet an immediate demand for a smaller quantity with a stock transfer, while letting the reorder continue for the remaining amount.

How to Initiate a Transfer Using the Stock Transfer Action

1. Open the appropriate Reorder Review Record.

The Reorder Review record describes the demand you wish to satisfy by transferring stock from another storeroom.

2. Select Stock Transfer from the Actions List.

The system asks you to select an Issuing Storeroom.

3. Select a storeroom from the Issuing Storeroom field.

You can select the issuing storeroom from a list of values of storerooms containing the stock item. The receiving storeroom is assumed to be the one identified on the Reorder Review record.

4. Click OK.

The system looks for an existing Stock Transfer record between the two storerooms for the stock item. If it finds one, you will be asked if you want to update that record. Otherwise, the system opens a window showing the quantity of the item in the issuing storeroom.

5. Enter the quantity to transfer in the Requested Quantity field.

The system defaults this number to the reorder quantity on the Reorder Review record, but you can change it if you want to transfer a lesser amount.

6. Click OK.

The system looks for an open Stock Transfer record between the two storerooms to which the items can be added. If it finds one, you are given the option of either adding the items to the existing record or creating a new record. Click Yes to add the items or No to create a new record. Otherwise, the system creates a new Stock Transfer record and displays the number.

7. Click Done to return to the Reorder module.

You can also click Next to return to the first screen of the wizard or click the Stock Transfer number to open the Transfer Request in the Stock Transfer module.

The Stock Transfer request must be approved and processed in the Stock Transfer module to complete the transfer.

Chapter 14

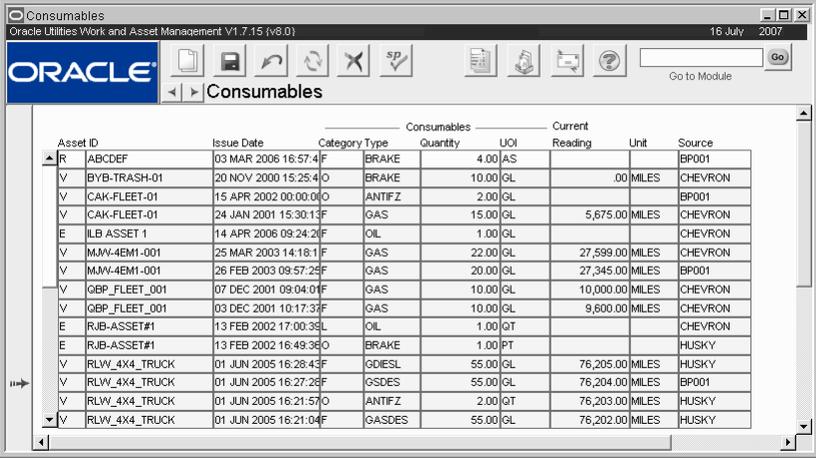
Consumables

Enter and maintain Asset-related consumption information such as quantity of fuel issued and date in the Consumables module.

Meter reading information entered in the Consumables module automatically updates related PM Masters (where the Asset ID matches, the PM Master is run-time based, and the meter reading type is the same).

Consumables Records

Information entered in this module can also be accessed by selecting Consumables from the Views list in the Asset module.



The screenshot shows the Oracle Consumables module interface. The window title is "Consumables" and the subtitle is "Oracle Utilities Work and Asset Management V1.7.15 (v8.0)". The date is "16 July 2007". The interface includes a toolbar with various icons and a "Go to Module" button. The main area displays a table of consumable records with the following columns: Asset ID, Issue Date, Category Type, Quantity, UOI, Current Reading, Unit, and Source. The table contains 15 rows of data, including records for BRAKE, ANTIFZ, GAS, OIL, and GASDES.

Asset ID	Issue Date	Category Type	Quantity	UOI	Current Reading	Unit	Source
R ABCDEF	03 MAR 2006 16:57:4	F BRAKE	4.00	AS			BP001
V BYB-TRASH-01	20 NOV 2000 15:25:4	O BRAKE	10.00	GL	.00	MILES	CHEVRON
V CAK-FLEET-01	15 APR 2002 00:00:0	O ANTIFZ	2.00	GL			BP001
V CAK-FLEET-01	24 JAN 2001 15:30:1	F GAS	15.00	GL	5,675.00	MILES	CHEVRON
E ILB ASSET 1	14 APR 2006 09:24:2	F OIL	1.00	GL			CHEVRON
V MJV-4EM1-001	25 MAR 2003 14:18:1	F GAS	22.00	GL	27,599.00	MILES	CHEVRON
V MJV-4EM1-001	26 FEB 2003 09:57:2	F GAS	20.00	GL	27,345.00	MILES	BP001
V QBP_FLEET_001	07 DEC 2001 09:04:0	F GAS	10.00	GL	10,000.00	MILES	CHEVRON
V QBP_FLEET_001	03 DEC 2001 10:17:3	F GAS	10.00	GL	9,600.00	MILES	CHEVRON
E RJB-ASSET#1	13 FEB 2002 17:00:3	L OIL	1.00	QT			CHEVRON
E RJB-ASSET#1	13 FEB 2002 16:49:3	O BRAKE	1.00	PT			HUSKY
V RLV_4X4_TRUCK	01 JUN 2005 16:28:4	F GDIESL	55.00	GL	76,205.00	MILES	HUSKY
V RLV_4X4_TRUCK	01 JUN 2005 16:27:2	F GSDES	55.00	GL	76,204.00	MILES	BP001
V RLV_4X4_TRUCK	01 JUN 2005 16:21:5	O ANTIFZ	2.00	GT	76,203.00	MILES	HUSKY
V RLV_4X4_TRUCK	01 JUN 2005 16:21:0	F GASDES	55.00	GL	76,202.00	MILES	HUSKY

The category selected (F, L, or O) determines the cost breakdown for consumables issued.

Consumables record

Each Consumables record is associated with an Asset ID. When entering a new record, you must enter an Asset ID, the Issue Date, consumable Category and Type, and its Source.

If the entered meter reading is less than that listed on a PM Master, the system indicates which PM Masters have a “higher” meter reading and asks if you want to enter the Consumables record anyway. If saved, the entered value will update PM Masters even if a lesser number.

Before issuing consumables to assets and vehicles, you need to establish pricing information for each consumable type. As Consumables are issued through the Consumables module, the system uses the most current pricing information for the dispensed Type to calculate the total cost of the transaction.

Each time the price changes for a consumable type, create a new Consumables price record. The system uses the most current pricing information to calculate costs.

You can also enter and maintain Prices for Consumables products by selecting Prices from the Actions list on the Search Options page of the Consumables module.

How to Enter Pricing Information for Consumables

1. **Open the Consumables module.**
The Consumables module is in the Inventory subsystem.
2. **Select Prices from the Actions list.**
3. **Select Search from the Actions list.**
The system displays a listing of consumable products and prices that have been previously entered as issued.
4. **Click New.**
You must click the New icon even if you are updating an existing price. You cannot edit an existing price directly. The system uses the most current pricing information to calculate costs.
5. **Select a Category and a Type from the lists of values.**
6. **Enter a Date and the Price of the product.**
7. **Click Save.**
The system saves the record and updates the Last Update field and the User fields with the current date and the username of the person logged on to the system.

The associated lists of values for the following fields are controlled by the Code Tables listed below.

Field Code Table

Category36

Type 31 Unit of Issue23

Unit Type 107 Issuing Source

32

How to Record Issue of Consumables

1. **Open the Consumables Transaction module.**
2. **Click New.**
3. **Enter an Asset ID and Issue Date.**
4. **Select the Consumable Type from the list of values.**
5. **Enter the Quantity Issued and select the Unit of Issue.**
6. **Enter the Current Reading for the appropriate meter on the asset using the consumable.**
7. **Select the Unit type for the meter reading.**
8. **Select the issuing Source from the list of values.**
9. **Click Save.**

Viewing Consumables Transactions

You can view previous consumables transactions using three different views:

- The Consumables view in the Asset module, which only displays the consumables transactions involving the fleet asset;
- The Consumables view in the Fleet Asset module, which only displays the consumables transactions involving the fleet asset;

The Consumables module, which displays all consumables transactions.

Viewing Fuel Cost Information

The system displays the cost of all fuel issued to a particular fleet asset by accounting period and by year. Select Fleet Period Costs or Fleet Cost Summary By Year to access this information.

You can access cost information for fuel issued to a particular fleet asset in the Fleet Asset module.

Fleet Asset V ILB-V-001 Yearly Cost Summary

Year	P&L Costs	Fuel	Fuel Costs	Mileage	MPG	Cost/Mile
2005	0.00	60.00	0.00	0.00	0.00	0.00
2002	768.00	0.00	0.00	0.00	30,952.00	0.02
2001	5.00	0.00	0.00	0.00	22,500.00	0.00
2000	0.00	0.00	0.00	0.00	0.00	0.00
0003	0.00	0.00	0.00	0.00	0.00	0.00

Fleet Asset V ILB-V-001 Period Costs

Period	P&L Costs	Fuel	Cost	Mileage	MPG
03 2005	0.00	20.00	0.00	0.00	0.00
02 2005	0.00	20.00	0.00	0.00	0.00
01 2005	0.00	20.00	0.00	0.00	0.00
10 2002	768.00	0.00	0.00	0.00	30,952.00
09 2001	5.00	0.00	0.00	0.00	0.00
03 2001	0.00	0.00	0.00	0.00	22,500.00
12 2000	0.00	0.00	0.00	0.00	0.00
07 0003	0.00	0.00	0.00	0.00	0.00

Fleet Asset Fuel Costs Generated from Fuel Consumables Transactions

Chapter 15

Storeroom Stocking

The Stocking module allows you to place items in the Storeroom without requiring that you perform a receipt or Stores Issue / Return. For example, if a pile of unclaimed parts were discovered in the work area, you could use the Stocking module to return these items back into the Storeroom. Stocking transactions simply increase the Inventory Quantity for the entered stock/storeroom code. The Stocking module is also useful if your organization does not use the Receiving module, in that it allows you to bypass the standard receiving and stocking process.

The Stocking module should be used only when:

- Your business practices do not include system receiving functionality, or
- You are placing stock in a storeroom and will not be crediting a charge number (e.g. work order task or account number).

Otherwise, use the Receiving module to process incoming stock from vendors and the Stock Checkout module to process returns to inventory.

Storeroom Stocking Records

Stock Code/Storeroom	UOI	UOP	PI Ratio	Quantity	Unit Price	Total Amount	Lot ID		
Description							Lot Expiration Date	Lot Cure Date	Lot Delivery Date
Reference No.			Vendor Code			Vendor Name			
Stock Code/Storeroom	UOI	UOP	PI Ratio	Quantity	Unit Price	Total Amount	Lot ID		
Description							Lot Expiration Date	Lot Cure Date	Lot Delivery Date
Reference No.			Vendor Code			Vendor Name			

Storeroom Stocking record

The Storeroom Stock window is the only window of the module. When you open the module, the system places you in insert mode and waits for you to enter required information (identified by highlighted fields). As you enter and save information, the system increases the Inventory Quantity for the listed stock / storeroom item. A Storeroom Transaction Log record is also automatically generated.

Use the Reference No. and Vendor Code fields to further identify the stock code according to your business practices. For example, the reference number might refer to a packing slip number, an external purchase order number, or a waybill number. The Vendor Code entered

might refer to the vendor that the item came from, or the preferred vendor for the item. This information allows storeroom personnel to correlate the item to a vendor ID when needed.

If you return items that are marked “lot management”, you must also enter a corresponding Lot ID.

How to Stock an Item Using the Stocking Module

Since you may occasionally need to stock items that are not to be charged against an account (for example, 'found' stock), the system includes the Stocking module, which allows you to bypass the standard receiving and stocking process.

1. Open the Stocking module in the Inventory subsystem.

The system opens a new Stocking record with the cursor in the first field.

2. Select a Storeroom from the list of values.

3. Enter a partial Stock Code and select a stock item from the list of values.

The list only shows stock items for the chosen storeroom.

The system supplies the current Unit Price using the Average Unit Price from the Storeroom Catalog record. You can update the information in the Unit Price field if necessary causing the system to change the Last Invoice Price for that stock item in that storeroom. The system also supplies the Description for the stock item.

If the stock item has never been issued from the storeroom (for example if it is new to the storeroom or just has never been requested) the Average Unit Price will be zero and the system will leave the field blank. Since the field is ‘required’ you must enter a Unit Price, usually this will be the invoice price.

4. Enter the Quantity you are stocking.

5. If appropriate, select the Lot ID from the list of values.

You can also enter a Lot ID that is not on the list of values.

If the stock item is not marked for lot management in the storeroom you are stocking, the system will not allow you to enter a Lot ID.

6. Enter a reference number if applicable.

The reference number might refer to a packing slip number, an external purchase order number, or a waybill number.

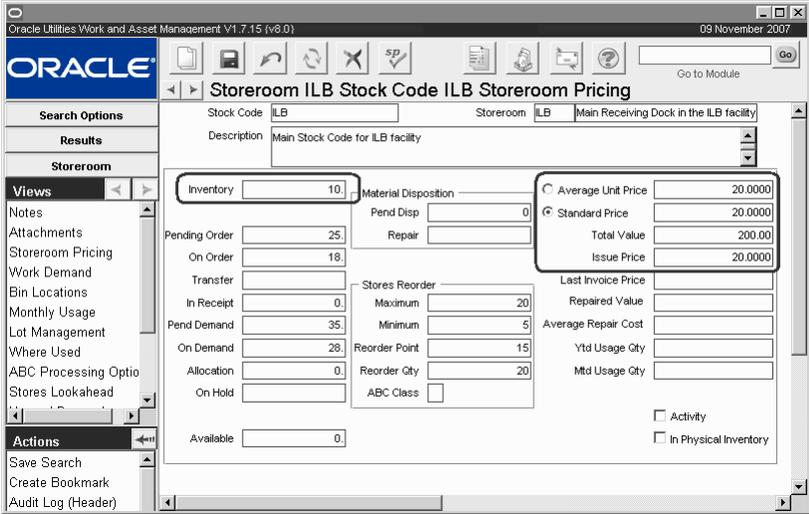
7. Enter a vendor code if applicable.

The Vendor Code entered might refer to the vendor that the item came from, or the preferred vendor for the item. This information allows storeroom personnel to correlate the item to a vendor ID when needed.

8. Click Save.

To continue entering Stocking records, simply click in the next available record line or Click New.

As items are processed, the storeroom inventory quantity, total value, and average unit price (if modified) are adjusted accordingly. If the item is part of a lot group, the specific Lot ID record is also updated with the adjusted quantity.



The Storeroom Pricing Window

The system also inserts a transaction record into the Master Catalog Lots View for the stock item and the Storeroom Transaction Log (under Catalog in the Resource subsystem).

Chapter 16

Checkout Transaction Log

The Checkout Transaction Log tracks all changes made in the Checkout Requests module. You cannot modify the information in the log, but you can change the sort order and the order in which the columns display.

Store	Stock Code	Trans Date	Type	Sta	Issue Ticket	Trans Qty	Trans Amount	Avg Unit Price
RV2	RVMNOBLNKT	15 JUN 2007 16:03:55	VM	2	0700000044	2	1,208,691.57	604,345.7825
RV2	RVMNOBLNKT	14 JUN 2007 16:59:14	VM	2	0700000043	3	1,813,037.35	604,345.7825
RVM	RVM-BOB-1	14 JUN 2007 16:58:41	WR	2	0700000042	-3	-2.27	7574
RV2	RVMNOBLNKT	14 JUN 2007 16:57:15	VM	2	0700000041	3	1,813,037.35	604,345.7825
RAY	RLW_INVENTORY1	14 JUN 2007 16:48:08	VM	1	0700000040	1	15.53	9.9679
RJB	RJB-20004	14 JUN 2007 08:47:33	VM	2	0700000039	2	4.50	2825
RJB	RJB-0010	14 JUN 2007 08:46:03	VM	2	0700000039	1	20.00	10.0000
RAY	RLW_INVENTORY2	11 JUN 2007 16:18:50	VM	2	0700000038	1	15.92	15.9205
RAY	RLW_INVENTORY1	11 JUN 2007 16:16:47	VM	2	0700000038	10	155.31	9.9679
RAY	RLW_INVENTORY1	05 JUN 2007 14:24:25	VM	1	0700000037	10	155.33	9.9891
RVM	RVM_TEST_R039	25 MAY 2007 16:38:07	VM	2	0700000036	4	60.00	15.0000
RAY	RLW_INVENTORY2	25 MAY 2007 14:11:36	VM	2	0700000035	10	159.60	15.9604

Checkout Transaction Log

This log can also be accessed from the Actions list in the Checkout Requests module.

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 17

Receiving Log

The Receiving Log tracks all transactions that are posted from the Receiving and Multi-Step Receiving modules. This information is for display only and cannot be modified.

Stock Code	Stor	Ty	St	Recept Qty	Recept Date	Unit Price	Exchge Rate	Vendor
RJB-20005	RJB	RE	2	20	14 JUL 2007 05:26	7500	1	RJB-VENDOR2-0000000000001
RLW_DIRECT2	RAY	RE	2	10	13 JUL 2007 16:17	25.5000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10	13 JUL 2007 16:17	25.7500	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	10	13 JUL 2007 16:10	10.0000	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	100	13 JUL 2007 14:44	10.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10	13 JUL 2007 13:52	25.0000	1	RLW_GRAINGER
RLW_DIRECT3	RAY	RE	2	1	13 JUL 2007 11:04	49.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	50	13 JUL 2007 09:57	10.0000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	50	12 JUL 2007 15:35	10.0000	1	RLW_GRAINGER
RLW_EXPENSE3	RAY	RE	2	100	12 JUL 2007 10:39	5000	1	RLW_GRAINGER
RLW_DIRECT1	RAY	RE	2	10	10 JUL 2007 11:09	10.0000	1	RLW_GRAINGER
RLW_INVENTORY1	RAY	RE	2	10	09 JUL 2007 16:55	10.0000	1	RLW_GRAINGER
RLW_INVENTORY2	R&V	RF	2	30	09 JUL 2007 16:59	12.2500	1	RLW_GRAINGER

Receiving Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

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Management**

Volume 7

Customer User Guide

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Chapter 1

Overview

The Customer subsystem is your organization's resource for storing and maintaining customer data. The subsystem includes the Customer module and the Service Request module.

The Customer module stores customer contact information such as address, telephone, e-mail address, and web site. The module is equipped to hold an unlimited number of addresses for each customer, keep track of customer tax id number if necessary, and identify whether the address is a rented or owned property.

The Service Request module stores information related to service calls made by customers. The customer must already be entered in the Customer module so that when the name or Customer ID is entered on a new Service Request record, the system can populate the remainder of the contact information automatically. If the customer does not exist in the Customer database, they can be added from the Service Request module.

The Service Request module references the data contained in the Customer module when a new record is created. The Customer module then keeps track of all of the Service Requests that have been entered for a particular customer.

Chapter 2

Customer

The Customer module stores customer contact information such as address, telephone, e-mail address, and web site. The module is equipped to hold an unlimited number of addresses for each customer, keep track of customer tax id number if necessary, and identify whether the address is a rented or owned property.

When creating a new customer record, the user enters all pertinent customer information on the main record. When this record is saved, the customer record is created, the address information is copied to the first record in the Address (Detail) view, and the CONTACT INFOR check box is checked to indicate that this is the primary contact information for the customer. After the first record is entered all subsequent addresses must be entered in the Address (Detail) view directly. Later, you can change the primary contact information indicated if necessary.

The information entered in the Customer module is used by the Service Request module when a new record is created. The Customer module then keeps track of all of the Service Requests that have been entered for a particular customer in the Service Request view.

The screenshot shows a web-based form for a customer record. The title bar indicates the application is 'Oracle Utilities Work and Asset Management V1.9.0 (v18-2)' and the date is '06 January 2009'. The main header shows 'Customer 000000020'. Below this, there are search options and a 'Results' section. The 'Customer' section contains the following fields:

- Customer ID: 000000020
- Status: Active
- Company Name: ILB IS US
- Customer Name: BROWN, IMANI, LEA

The 'Contact Information' section includes:

- Address: 2121 CALIFORNIA BLVD, INY
- Suite: 800, Post Office Box: [empty]
- City/State/Zip: OAKLAND, CA, 94611
- Country Code: [empty]
- Home Phone: [empty], Email: [empty]
- Work Phone / Ext.: (925)935-4206, 146, Website: [empty]
- Fax: [empty]

The 'CC&B Account Information' section includes:

- Set Up Date: [empty], Person ID: [empty]
- Bill Cycle: [empty], Address Source: [empty]

On the left side, there is a navigation menu with 'Views' (Notes, Attachments, Address (List), Address (Detail), Service Requests, Cost Summary, Period Costs) and 'Actions' (Create Bookmark, Audit Log (Header)).

Customer record

The following fields are included:

Customer ID - This is the unique identifier for the customer. The system will create a number for you when the record is saved or the number can be manually assigned, depending on your system configuration. If the number is assigned manually, the system verifies that the number is not a duplicate before the record is saved.

Note: Note: If you create this record ID manually, avoid the use of the special characters ', “, &, or % as they may result in processing errors.

Status - There are only two statuses for a Customer record; Active and Inactive indicate whether or not this is an active customer. If status is set to Inactive, the customer is not listed on the list of values for Customer ID selection on a new Service Request record.

Company Name and Customer Name - These fields indicate the primary contact person and company name. There is space for Last, First, and Middle name.

Contact Information - Enter the Address, Phone numbers, Fax, E-mail, and Website for the company. When the record is saved this information is copied to the first record on the Address (Detail) view and the system checks the Contact Info check box on that screen to indicate that this is the primary contact information for the customer. Any additional contact information can only be entered by creating a new Address (Detail) record.

The first Address field provides space for an address prefix. New York, Honolulu, and some areas in Southern California use a street prefix in their addresses. If the address does not have a prefix leave this field blank.

The primary contact information will be copied to any new Service Request records that are created for this customer.

CC&B Account Information - These fields are used to store information related to integrated records between Oracle Utilities Work and Asset Management and CC&B. Please contact your product representative for more information.

How to Enter a New Customer Record

1. **Open the Customer module in the Customer subsystem.**
2. **Click New.**
3. **Enter the Last Name and First Name.**

Last and First name are the only required fields. There is also space to enter a middle name if applicable.

4. **Continue to enter contact information as appropriate.**
5. **Click Save.**

The information is copied to the first record on the Address (Detail) view and the system checks the Contact Info check box on that screen to indicate that this is the primary contact information for this customer.

Any changes to the information initially entered must be made in the Address (Detail) view. Any additional contact addresses that should be entered must also be entered in the Address (Detail) view.

Customer Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Address (Detail)

When the first record is created for a Customer, the system copies that information to create the first Address (Detail) record.

The main functions of the Address (Detail) view are:

1. To designate the primary contact record for a customer so that the system knows what information to copy to new Service Request records when they are created for a customer.
2. To provide a space where additional customer contact information such as alternate addresses or phone numbers, can be created.

The Address (Detail) screen is very similar to the main customer record except that it provides the following additional fields:

Address ID - The Address ID field is a system generated identifier for the Address records. Each record has a unique number. The first Address field provides space for an address prefix.

Tax ID - Some customers require a Tax ID for billing.

Contact Info check box - The Contact Info check box designates which Address record should be used as the primary contact for this customer. The system uses the primary contact to populate the fields on new Service Request records for this customer.

Property Type - Designate whether the address on the record is rented or owned by the customer. The field can be left blank if necessary.

The Address records are ordered so that the primary contact (the record with the Contact Info check box checked) is first. Only one record can be checked as the primary contact.

CC&B Service Agreements - This section is used to record the service agreement IDs for customers that are shared between Oracle Utilities Work and Asset Management and CC&B. Please contact your product representative for more information on CC&B integration.

How to Change the Primary Contact Information for a Customer

The primary contact information for a customer is indicated by the Contact Info check box on the Address (Detail) view of a Customer record.

1. **Open the Customer record for the appropriate customer.**
2. **Select Address (List) from the Views list.**
You will notice that the first line item has a check next to it.
3. **Locate the line containing the address that should be designated as the primary contact.**
4. **Click the arrow next to the line to open the record.**
5. **Select the Contact Info check box.**
6. **Click Save.**

To verify that the new address has been designated as the primary contact, select Address (List) from the Views list again. The new address now has a check next to it, and it has been reordered to the top of the list to indicate that it is the primary contact record.

The new address is also now displayed as the main Customer record.

Address (List)

This summary view shows a listing of all of the addresses entered for a particular customer. The first line item should be checked indicating that this address is the primary contact information for this customer.

Click the arrow next to a line item to open the Address (Detail) record for that line.

Service Requests

This view shows a listing of all of the Service Requests that have been entered for this customer.

Double-click a line item to open the Service Request record for that item.

The lower portion of the screen shows the customer's call history for the highlighted Service Request number. This information is entered and maintained in the Call History view of the Service Request module. It cannot be modified here.

Cost Summary

The Cost Summary view summarizes Actual Costs per Expense Code Category for the Customer. This information is calculated by batch processing and cannot be modified.

Period Costs

The Period Costs view summarizes Actual Costs for the Customer, broken down by Expense Code Category and Period. This information is calculated by batch processing and cannot be modified.

Chapter 3

Service Request

When customers contact your organization to identify a problem or work that needs to be performed, use the Service Request module to manage these requests. A Service Request record allows you to identify the problem, the location of the problem, and the customer/caller information.

The Service Request module is equipped to handle many different scenarios that may arise when a problem is reported. For example, there are times when the caller may be a customer but the problem is not located at the customer address. There may also be times when the caller is not a customer, and the problem is located at either a customer address or at an another address not associated to a customer. The module includes fields where you can log any kind of situation, as well as an area for notes and attachments in case you need to include further information.

The Service Request module also maintains a log of the activities of the crew assigned to the service request, applies labor, material, and direct charges to the appropriate accounts, associates multiple assets to the service request, allows input of closeout information, and creates follow-up work orders if necessary. The module is equipped to maintain multiple caller information entries per service request, and to keep a log of changes made to the service request from its creation to closeout.

This chapter covers the service request process from creation to closeout.

Service Request Records

When a new request is entered you can search for similar or duplicate Service Requests to maximize work efficiency. Standard Approval processing is also included to manage the work flow.

The screenshot displays the Oracle Service Request 0100013 form. The form is titled "Service Request 0100013" and is part of the "Oracle Utilities Work and Asset Management V1.8.0 (v181-10)" application. The form is divided into several sections:

- Search Options:** Service Request: 0100013, Type: [blank]
- Results:** Status: Work Order, JAN.29.2002 11.10.25, Call Back Ready: [checkbox], Call Back Complete: [checkbox]
- Service Request:** Dispatcher: MANI BROWN, Next Approver: [blank], Created Date: FEB.12.2001 11.32.35, Requested Date: [blank], Active Date: FEB.12.2001 00.00.00, Schedule Date: [blank], Finished Date: [blank]
- Customer Information:** Customer ID: 000000003, Company: ILB IS US, Name: BROWN, MANI, Bill Customer: [checkbox], Call Back: [checkbox]
- Problem Information:** Address ID: [blank], Contact: BROWN, MANI, Call Back: [checkbox], Address: [blank] - 2200 N. CALIFORNIA BLVD [blank] NW Suite 800, Cross Street: [blank], City/State/Postal: OAKLAND CA 94611, Work Phone: (925)935-4206 146, Home Phone: [blank], Problem Code: [blank], Problem Description: PProblem 4, External Order: [blank], CCB SP: [blank], Tax ID: [blank]
- Reported By Information:** Reported By: BROWN, MANI, Call Back: [checkbox], Address: [blank] - 2121 N. CALIFORNIA BLVD [blank] NW Suite 800, City/State/Zip: [blank] [blank] [blank]

The left sidebar contains the following sections:

- Views:** Notes, Attachments*, Approvals, Address List, Asset List, Service History, Work Order Data, Associated Serv Req, Associated Work Order, Call History
- Actions:** Create Bookmark, Audit Log (Header), Copy Record, Print Service Request, Print Document Attach, Print Svce. Req. w/atts

Service Request module

You are not required to use the Customer module with the Service Request module. You can also enter Service Request records that do not reference a particular Customer record.

If a customer number is entered into the Service Request module, the system automatically populates the related customer information fields based on the existing information in the Customer module. The customer must already be entered in the Customer module to enter a Customer ID.

Note: The Service Request module does not have permit or planning functionality. A related Work Order should be created for jobs requiring planning, scheduling, or purchase orders.

After service requests are entered into the system, work can begin and charges can be applied to the service request and monitored accordingly. You can create follow-up work orders if the service request work requires extensive planning, and the functionality in the Work Order module would be better suited for managing the project. The system also maintains a listing of each service request that is created referencing a Customer record. This information can be found in the Service Requests view of the Customer module.

The following fields are included:

Service Request - This is the unique identifier for the Service Request. The system will create a number for you when the record is saved or the number can be manually assigned, depending on your system configuration. If the number is assigned manually, the system verifies that the number is not a duplicate before the record is saved.

Type - Use the Type field to indicate what the Service Request is for. Code Table 240 controls the associated list of values. Examples are Maintenance or Inspection.

Status - The following statuses can be applied to the Service Request:

Created - Defaulted when a Service Request is entered.

Allowed status changes: Created → Pending Approval, Approved, Active, Canceled, or Held.

Pending Approval - Set the record status to Pending Approval to route the record to the approver.

Allowed status changes: Pending Approval → Created, Approved, Canceled, or Held.

Approved - Records in Approved status have been reviewed and are ready to assign. All fields and details are still updateable when the record is in Approved status.

Allowed status changes: Approved → Created, Pending Approval, Active, Canceled, or Held

Active - Indicates that the Service Request has been assigned. All fields and details are still updateable in Active status.

A valid account number must be entered before the status can be changed to Active.

Allowed status changes: Active → Created, Canceled (if no costs have been entered in the account log), Held, or Finished.

Finished - Indicates that the work has been finished.

Allowed status changes: Finished → Active or Closed. If the Asset list is not populated the system displays a warning when you try to change the status to Closed.

Work Order - This status indicates that a Work Order has been created from the Service Request. All entered data from the service request such as the dispatcher, description, accounts, service history and assets is copied over to the work order task.

The user can change the status to Closed, set the Bill Customer Indicator, and enter Closeout, billing and Asset information at this point after the Work Order is created. Once a Work Order has been created the work should be managed in the Work Order module. When you set this status the system asks if you want to add the Service Request work to an existing Work Order or create a new Work Order. If you add to an existing Work Order the Service Request will be added and referenced in a new Work Order Task.

Users must have the function CREATE WO FROM SERVICE REQUEST in their responsibilities to be able to change the records status to Work Order.

Allowed status changes: Work Order → Closed.

Closed - Indicates that the Service Request record has been filled out and that the Asset Costs can be posted and billing can be processed. After the status is changed to closed the record cannot be updated, however, the user can still enter Closeout, and Billing Information.

Allowed status changes: Closed → Finished.

Canceled - Indicates that the Service Request has been canceled. Main form and detail data is locked.

Allowed status changes: Canceled → Created.

Held - Indicates that the Service Request has been Held for some reason. All fields are updateable.

Allowed status changes: Held → Created, Active (if the person changing status has the appropriate approval authority), Finished, or Canceled (if no costs have been entered in the account log).

Billed and Paid statuses are only used for interfaces and cannot be set manually.

Billed - (Interfaces only) Indicates that a Customer Invoice has been generated for the charges on the Service Request. Only the Billing Information view is updateable from this status.

Allowed status changes: Billed → Paid.

Paid - (Interfaces only) Indicates that the Customer has paid the Invoice for the Service Request.

At this point no further changes can be made to the record.

Call Back Ready - This indicator can be checked to indicate that the Service Request is ready for a call back. This indicator is informational only.

Call Back Complete - This indicator can be checked by the person who called the customer to indicate that the call was made.

Dispatcher - When a new record is created, the system automatically populates this field with the name of the user logged on to the system, however it can be changed if necessary. The field has an associated list of values that shows Active employees.

Next Approver - The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem.

Next Approver must be entered before you can change the status to Pending Approval.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Created, Active, Schedule, Requested, and Finished Date - Enter the date that the work is Requested Date when the call is initially made. The system automatically enters the Created date when the a new record is saved, the Active date when the status is set to Active, and the Finished date when the status is changed to Finished. The Schedule Date can be entered manually when the service request is in Created, Pending, Approval, Approved or Active status. When the service request is in Work Order status, the field is automatically populated when the schedule date on the work order task referencing the service request is changed.

Customer Information - These fields are used to identify the customer if applicable.

Customer ID - Select a Customer ID from the list of values. The list shows all active customers in the Customer module. Once the Customer ID is selected the remainder of the contact fields are populated based on that customer's record in the module.

If the Customer ID that has multiple addresses associated to it is selected, the system displays a list of all of the addresses for the user to choose from.

If there is no Customer ID available for the customer, enter a last and first name, and select Create New Customer from the Actions list to add the customer to the Customer module.

Customer Contact fields - When the Customer ID is entered, the system enters the name, Tax ID, and Address ID. Descriptions of these fields can be found under the Customer module topic.

The street address field has a list of values so that you can ensure consistency of address entries.

Bill Customer - This indicator can be set when the user intends to have Customer Invoices generated for the costs of the Service Request. This indicator can only be set if the Customer ID field is populated.

Call Back - Place a check in this box if a follow-up call should be made to the customer. If any of the Call Back indicators on the Call History view are checked when the record status

is set to finished, the system places a check in the Call Back Ready check box on the header screen.

Problem Information - These fields are used to indicate the location of the problem.

Same as Customer Information - Check this box if the caller is the Customer, and the system will automatically enter the customer contact information in the following fields.

Problem Contact Information - If the problem is not at the address of the customer you can use these fields to enter the address and other contact information for the location of the problem.

Problem Code and Description - Select a Problem Code from the list of values to identify the problem according to your organization's standards. Enter a detailed description of the problem in the provided field.

Reported By Information - These fields are used to indicate who reported the problem.

Same as Problem Information - Check this box if the caller is either the Customer or if the caller is associated with the same information as was entered for the Problem. For example, if a customer calls to report a problem at his or her location, you would simply enter the Customer ID and check the Same as Customer Information check box and the Same as Problem Information check box. For more complicated reports, such as an anonymous caller reporting a problem at one of your non-customer sites, you can use the Reported By, and Problem Information areas on the record to log the full information.

Reported By and Contact information - Use the Reported by and the following contact information fields to indicate who reported the problem and how you can get back in contact with them if needed.

When a Customer ID is entered, the system automatically enters that customer information Reported By fields. However, this information can be changed.

If any of this information is changed and the "Same as Problem Information" check box is checked, the system will automatically uncheck the box.

CC&B Fields - The fields labeled External Order and CCB Service Point are used to reference records in Oracle Utilities Customer Care and Billing that are integrated with the service request. Please contact your product representative for more information on integration with Oracle Utilities Customer Care and Billing.

How to Create a Service Request Record

You can also initiate the process of creating a new Service Request from within the Customer module by selecting the action from the Actions list.

1. **Open the Service Request module in the Customer subsystem.**
2. **Click the New icon.**
3. **Select a Service Request type from the list of values.**

The Type field indicates what the service request is for. Examples are Maintenance or Inspection.

4. **Verify the Requested Date field.**

This is the date that the customer requests to have the work done. The system automatically fills in this field with the current date and time, but you can change it if necessary.

5. **Enter or find the Customer ID number if applicable.**

You may not need to enter a Customer ID if the caller is not your customer. Continue to Step 6.

If you do need to enter the Customer ID, but you do not know the number, you can use the following procedure to locate it.

Click the list of values button next to the last name field. Enter all or part of the name find field, then click the Find button.

The system retrieves a list of the names matching the search criteria.

Select the appropriate name.

Remember the Primary address is listed first when there is more than one customer address. The primary address is identified on the Customer record with a check in the Contact Info check box.

If the Customer ID is has multiple addresses, the system opens a dialog box displaying all of the addresses with the customer's primary address listed first.

Select the appropriate address. The system fills in the remaining customer fields with information from the Customer module.

6. Enter Problem Information.

These fields are used to indicate the location of the problem.

See the section in this chapter entitled [Find Duplicate Requests](#) to find out how you can check for duplicate requests at this stage of record creation.

7. Enter Reported By Information if needed.

These fields are used to indicate who reported the problem.

When a Customer ID is entered, the system automatically enters that customer information Reported By fields. However, this information can be changed.

If any of this information is changed and the "Same as Problem Information" check box is checked, the system will automatically uncheck the box.

8. Enter additional information as necessary.

9. Click the Save icon.

After saving the record you should route it for approval by entering an approval title in the Next Approver field and setting the record status to Pending Approval.

Once the service request has been approved, you must set the status to Active to activate the record so that work can begin and hours and other charges can be posted accordingly.

Service Request Views

In addition to standard notes, attachments, and approval views, the module includes the following:

Address (Detail)

When the first record is created for a Customer, the system copies that information to create the first Address (Detail) record.

The main functions of the Address (Detail) view are:

1. To designate the primary contact record for a customer so that the system knows what information to copy to new Service Request records when they are created for a customer.
2. To provide a space where additional customer contact information such as alternate addresses or phone numbers, can be created.

The Address (Detail) screen is very similar to the main customer record except that it provides the following additional fields Address ID, Tax ID, Contact Info check box, Property Type.

The Address records are ordered so that the primary contact (the record with the Contact Info check box checked) is first. Only one record can be checked as the primary contact.

CC&B Service Agreements

This section is used to record the service agreement IDs for customers that are shared between Oracle Utilities Work and Asset Management and CC&B. Please contact your product representative for more information on CC&B integration.

In addition to standard notes, attachments, and approval views, the module includes the following:

Address List

Use the Address List view if you want to associate more problem addresses with the service request. Addresses on the Address List view are searchable from the Search Options page when both the Problem Address radio button and the Include Additional Addresses check box are selected.

The additional problem addresses entered on the Address List view do not copy to follow-up work orders created from the service request. Only the primary problem address listed on the main record copies to the work order.

The fields on the Address List view are identical to the address fields in the Problem Information section of the main record. When entering addresses, you must save the record after completing each address.

How to Add Multiple Addresses to a Service Request

1. **Open the appropriate service request.**
2. **Select Address List from the Views list.**
3. **Enter an address in the first available address block.**
You can enter address, suite, cross street, and city/state/zip information as appropriate.
4. **Click Save.**
5. **Enter additional addresses as required.**
You can enter as many addresses as necessary, so long as you save the record after completing each address.

The addresses you enter are searchable from the Search Options page when both the Problem Address radio button and Include Additional Addresses check box are selected.

Asset List

Use the Asset List view to list the Assets that are related to the Service Request work and the percentage split of the associated costs. The Asset List cannot be modified once the Service Request status has been set to Closed.

An asterisk appears next to the asset list in the Views list when there are associated assets.

When a Work Order is created from the Service Request the Asset List is copied to the Work Order Task Asset List.

Assets have been Posted - Once the Service Request is closed, the system processes the assets listed and applies costs throughout the system appropriately. When the assets are posted the system places a check in this box.

Asset Posted Date - The system automatically enters the date and time that the assets were posted by the system.

Asset ID - The Asset ID can be selected from the list of values associated to this field.

Description - The system automatically enters the description of the Asset as it appears on the Asset record. This information cannot be modified.

% - The system enforces a percent split total of 100% when new Assets are entered. Select Balance Asset Distribution from the Actions list to evenly distribute the percentage split across all assets listed on the service request.

Service History

Use the Service History view to maintain a service history for the Asset ID/ Component ID listed on the Service Request. Service History information is established via a two-step process:

1. Set up a Specification Template record for the type of service performed.
2. Reference it by entering Type and Category.

Once the information is established, users can enter the Specification Values for each applicable attribute. See the [Specification Template](#) sections of the Resource User Guide for further information.

For example, set up a Specification Template, then a Specification record where you customize the list of attributes for that specific type of work. The Specification Number and Category may then be used on Service History records, where users enter Specification Values for each attribute such as the mileage, date, tire pressure, number of quarts of oil used, oil filter replaced (yes/no), and so on.

Service History entered on service requests can be accessed from the Views list in the Asset, Component ID, Fleet Asset, Function, and Process modules.

Work Order Data

This view displays Work Order information related to the Service Request.

Department, Area, and Account - If there is a Department, Area, and Account that should be associated to the Service Request, that information can be selected from the lists of values associated to these fields. A valid account number must be entered before the Service Request can be activated.

Crew - Enter the Crew that is scheduled to work on the Service Request in this field.

Backlog Group - The Crew backlog group can be selected from the list of values associated to this field.

Work Order Number - This field is populated by the system for reference when a Work Order associated to the Service Request is created by selecting Create Follow-up Work Order from the Actions list. This field cannot be modified.

Associated Service Requests

The Associated Service Requests view provides a cross-reference to other service requests that are related to the same problem, customer, or any other common information.

The listing is built automatically as new Service Requests are created by selecting Create Associated Service Request from the Actions list on an existing Service Request. Associated Service Requests can be entered manually as well by selecting the Service Request number from the list of values in the Number field. The system populates the remaining fields automatically.

Note: Double-click the Service Request Number field to open the Service Request listed.

Once you create an association on one record, the system automatically creates the association in the view of the other Service Request.

How to Associate a Service Request using the Actions List

This action allows an existing service request to be used as a “template” for new service requests, and is available when the service request is in any status.

1. **Open the service request that you want to create the association to.**
2. **Select Create Assoc Service Request from the Actions list.**

When you select the action, the system displays a dialog box prompting you to enter the new service request number. If your system is configured to create service request numbers automatically simply click the OK button. If your system is not configured in this way, enter the New service request number and click the OK button. The system then displays a message confirming creation of the service request and displaying the service request number.

The system copies the current service request information (with all Notes, Attachments, Approvals, and Asset List) to a new service request with a newly generated service request number.

3. **Double-Click the service request number to open the new record and make any necessary modifications.**

How to Associate a Service Request Manually

This process allows you to link service requests that are related in some way and that you want to cross-reference.

1. **Open the service request that you want to create the association to.**
2. **Select Associated Service Requests from the Views list.**
3. **Place the cursor in the first empty line.**
4. **Enter the service request number for the service request you want to associate.**
5. **Click Save.**

The system adds the association to this record as well as to the record for the service request that you just added to the list.

Associated Work Orders

This view provides a cross-referenced listing of Work Orders that are related to the same problem, customer, or any other common information.

The system automatically inserts the Work Order number in the Associated Work Orders view when the Create Follow-Up Work Order Action is used from the Service Request record. You can also associate Work Orders manually by selecting the Work Order number from the list of values in the Number field. The system populates the remaining fields automatically.

Once you create an association on one record, the system automatically creates the association in the view of the Work Order.

Double-click the Work Order Number field to open the Work Order listed.

How to Associate a Work Order Using the Actions List

1. **Open the service request that you want to create the association to.**
2. **Select Create Follow-Up Work Order from the Actions list.**

When you select the action, the system displays a dialog box prompting you to select an existing Work Order or to leave the field blank to create a new Work Order. Make your selection and click the OK button. The system then displays a message confirming creation of the Work Order and displaying the Work Order number.

The system copies the service request information to Task #1 on a new Work Order.

3. **Select Associated Work Orders from the Views list to review summary information on the Work Order or to drill-down on the work order number.**

How to Associate a Work Order Manually

This process allows you to link Work Orders that are related in some way and that you want to cross-reference.

1. **Open the service request that you want to create the association to.**
2. **Select Associated Work Orders from the Views list.**
3. **Place the cursor in the first empty line.**
4. **Enter the Work Order number for the Work Order you want to associate.**
5. **Click Save.**

The system adds the association to this record as well as to the record for the Work Order that you just added to the list.

Call History

The Call History view can be used to maintain a history of calls that have been taken related to the Service Request.

Enter the Call Date, Caller Name, Phone Number, Comments, and Response manually. The system automatically assigns a Call Number, enters the Customer ID of the Customer indicated on the Service Request record, and updates the Created By and Last Updated By information when the record is saved. The Customer ID can be modified if necessary. Double-click this field to open the Customer record in the Customer module.

If a return call is required you can check the Call Back indicator and enter a date in the date field next to it.

The calls are ordered by the date of the call with the most recent calls listed at the top.

Closeout

Once work has been completed on the service request, or it has been migrated to a work order, it is time to close the record. Use the Closeout view to enter information related to the completion of the Service Request.

Start - The start date is populated by the system when the Active Date is entered on the Service Request record. Active Date is established when the record status is set to Active.

Finish, Duration - Enter the date that the work was Finished. The system calculates the Duration in hours.

Completed - Place a check in the Completed box to indicate whether or not the job was completed. An instance where you might close the Service Request when the job is not complete is if you [create a Work Order](#) from the Service Request because more in depth planning and scheduling is needed to complete the work.

Failure, Repair, and Further Action - Select Failure, Repair, and Further Action codes from the lists of values as is appropriate.

Component - The Component code indicates which component of the asset was worked on. This is not the same information as that used for tracking components in the Component ID module of the Resources Subsystem. The field has an associated list of values controlled by controlled by a code table.

Root Cause - Use of this field varies from organization to organization. The field has an associated list of values controlled by controlled by a code table.

Comments - Enter any necessary comments in this freeform field.

Inspected By, Signoff By, and Closed By - These are free form fields where the appropriate supervisors can enter their names and the dates that the work was inspected, signed off, and finally closed.

Remark Code, Remark Description, Created Externally - These fields only apply if you are using the Field Work integration with Oracle Utilities Customer Care and Billing and Oracle Utilities Mobile Workforce Management.

Cost Summary

The Cost Summary view displays a sum total of all charges for the Service Request, along with a listing of charges grouped by Expense Code Category Descriptions (i.e., Labor, Material, etc.). This information cannot be modified.

If you have the appropriate function responsibility in your user profile, you can also use this view to compare actual amounts from an external financial system with the estimates maintained by Oracle Utilities Work and Asset Management.

Activity Log

The system automatically records status changes made to the Service Request record as they are saved in the Activity Log. Users can also enter new line items in the log to record information such as when the crew arrived to work on the problem, start times, finish, or return. Code Table 120 controls the list of values.

Event Type - The Event Type field shows whether the event posted to the log was a system entered status change or a user entered job related event.

Event Date and Reported By - The system automatically enters the date and time of the entry as well as the name of the person logged on to the system. This information can be changed if necessary.

Crew and Backlog Group - The user can also enter Crew and Backlog Group information to monitor which crew worked on the job at a given status.

The Crew and Backlog entered on this view are not recorded on the main Service Request record.

How to Create an Entry in the Activity Log

1. **Open the appropriate Service Request record.**
2. **Select Activity Log from the Views list.**
3. **Click New.**
4. **Enter an Event Type**
Examples are Arrive, Depart, Start, or Finish.
5. **Select the Crew that was involved with the work during the time of the selected event (if applicable).**
6. **Enter a Backlog group (if applicable).**
7. **Enter a description of the event.**
8. **Click Save.**

Meter Information

The Meter Information view is only used with CC&B integrated service requests. Please contact your product representative for more information on CC&B integration.

Select Meter Information from the Views list in the Service Request module to validate meter badge numbers. Enter a number in the Meter Badge Number field and click the Validate button.

The system initiates an outbound service that verifies whether or not the badge number exists on the service point of the Field Activity. If the badge number is valid, CC&B returns register information and meter readings to populate the Meter Information view. After Meter and Readings are returned, the user can update the Read Date/Time, Status, Disconnect Location, and the actual reading.

The Service Request Status Trigger rule key in the Product Integration CCB Business Rule must be set to ON.

Billing Information

When the Service Request record is created, the system automatically enters the related customer contact information if applicable. If the Customer ID or Name is modified here, the system will update the remaining fields with the remaining contact information. The header record will also be updated with the new name and contact information. If the “Same as Customer Information” or the “Same as Problem Information” check boxes are checked, applicable updates will be made to the header record according to changes made in the Billing Information view.

Manually enter the billing dates and amounts in the Billing Information view. This information is updateable until the Service Request is in Paid status. This view is for informational purposes only and does not include processing with the Invoicing module.

Manufacturer Warranty

The Manufacturer Warranty view displays warranty information for assets and components referenced by the service request. Each line identifies an asset or component, along with the associated warranty, including manufacturer, warranty ID and description, expiration date and status. You can use this information to identify work that may be under warranty.

Service Request Actions

In addition to various searching and printing options, the Service Request Actions list includes: Create Associated Service Request, Create Follow-up Work Order, Create New Customer, Timesheet, Direct Charges, Find Duplicate Requests, Address Search, and Account Log Transaction.

Create Assoc. Service Request

If you must have the appropriate responsibility in your User Profile, you can select Create Assoc. Service Request from the Actions list to quickly create a new Service Request based on the current Service Request. This allows an existing Service Request to be used as a “template” for new Service Requests.

The action copies the current Service Request information (with all Notes, Attachments, Approvals, and Asset List) to a new Service Request with a newly generated Service Request number.

This action is available regardless of the status of the existing Service Request.

When you select the action, the system displays a dialog box prompting you to enter the new Service Request number. If your system is configured to create Service Request numbers automatically simply click the OK button. If your system is not configured in this way, enter the New Service Request number and click the OK button. The system then displays a confirmation message notifying you that the new Service Request has been created and noting the Service Request number.

Open the new record to make any necessary modifications.

Create Follow-up Work Order

If the work required for the service request requires extensive planning or scheduling, it may be best to create a follow-up work order so that you can use the functionality in the Work Order module to perform functions such as breaking the work up into tasks, assigning the tasks, and/or scheduling the work.

How to Create a Follow-up Work Order

Note: You must have the appropriate responsibilities set up to use this action, and it is only available if the service request status is Approved, Active, or Finished.

- 1. Select Create Follow-up Work Order from the Actions list.**

The system prompts you to enter the necessary information to create a new work order or add a new task to an existing work order.

The list of work orders available to select from is determined the Work Request Authority business rule.

If you are adding to an existing Work Order, the system adds the work required on the Service Request as the last task on the Work Order. All related charges are then posted to this task as well as to the originating Service Request.

- 2. Follow the instructions in the dialog box and click Save.**

You can click the Cancel button to cancel the work order.

The system transfers as much information as possible from the service request to the work order such as the Dispatcher, Description, Accounts, Service History and Assets. If the Set New Work Order to Auto Close? box is checked, the work order is created with the Auto Close indicator checked. The system also indicates the Work Order number on the Service Request record in the Work Order/Task fields, and sets the status of the service request to WORK ORDER. The work order is created with one task that cross references the service request. If the service request is added to an existing work order, a new task is added to the work order in the same status as the work order header.

Create New Customer

If you are certain that the customer you are looking for is not already in the system, you can select Create New Customer from the Actions list to quickly create a new Customer record.

Select Create New Customer from the Actions list to quickly create a Customer record related to a Service Request.

Note: To avoid entering duplicate customers, you should do a search using the Address Search action to make sure that the customer name and address does not already exist in the system. You must have the appropriate responsibilities set up to use this action.

Enter the Last and First Name of the new customer then select the Action from the list. The system then opens a new Customer record where you can enter the remaining contact information for that customer.

You can also enter contact information on the Service Request record then select the Action, and the system will transfer any information over to the new Customer record.

After the Customer record is saved, return to the Service Request module and select the newly created Customer ID.

This action is available when the Service Request record is in Created, Pending Approval, Approved, Active, and Finished status.

Timesheet

Select Timesheet from the Actions list for quick access to the Timekeeping module.

When you select the action the system opens the first of several screens where you can create a timesheet for a single employee or for a crew. You must have the appropriate authority in the Timekeeping Authority Business Rule to create timesheets for a crew.

The Timesheet action is available when the Service Request is in Active and Finished statuses.

How to Enter Time Charges

This action is available when the Service Request is in Active and Finished statuses.

- 1. Select Timesheet from the Actions list.**

The timesheet window opens with the current date in the Date field. The date can be modified if necessary.

- 2. Click the Employee or Crew radio button.**

- 3. Modify the Date if necessary.**

You would need to change the date to enter time charges for work done in the past.

- 4. Enter Employee or Crew information as appropriate.**

If you are entering time for an individual employee, enter or select the Employee Number of the person who completed the work. The selections available from list of values associated with the Employee Number vary depending on your authority settings in the Timekeeping Authority Business Rule. When you enter or select an employee number, the system populates the name field.

If you are a supervisor entering time for a crew, the system defaults the Crew from your employee record. If you are responsible for multiple crews, no default Crew is supplied and the list of values provides a listing of crews for you to select.

- 5. Click the OK button.**

The system opens the timekeeping record and creates a time entry with the Service Request number referenced.

- 6. Make any additional modifications to the entry such as entering hours.**

Direct Charges

Select Direct Charges from the Actions list for quick access to the Direct Charges module.

When you select the action the system opens a screen with the current date and your employee number filled in. Both can be modified if necessary. Click the OK button to search for existing Direct Charge records where you can add additional charge items. If no records are found, the system asks if you want to create a new record.

This action is available when the service request is in Active and Finished statuses.

How to Enter Direct Charges

This action is available when the Service Request is in Active and Finished statuses.

- 1. Select Direct Charges from the Actions list.**

The system enters the current date in the Date field.

- 2. Modify the Date if necessary.**

You would need to change the date to enter charges for work done in the past.

- 3. Enter the Employee Number of the person who completed the work.**

The system automatically populates the name fields.

4. **Click the OK button.**
The system opens the direct charges record and creates an entry.
5. **Enter the required information for the record.**
6. **Click Save.**

Find Duplicate Requests

You must at least fill in the Street Name field to search for duplicate requests. You can also enter more detail such a Service Request Type, Problem Code, or City; however you do not want to limit the search too much or else you might not be able to find the actual duplicates.

Select Find Duplicate Requests from the Actions list to retrieve a listing of possible duplicate requests based on the Service Request Type, the Problem Code, Street Address, and City. This information cannot be modified.

Double-click the Service Request Number to open that Service Request.

This action is available when the Service Request is in Created, Pending Approval, Approved, Active, Held, and Finished status.

How to Search for Duplicate Service Request Records

You should search for duplicate records after you enter the Problem Code and street name during the Service Request record creation.

1. **Select Find Duplicate Requests from the Actions list.**
2. **Fill in the Street Name field**
You can also enter more detail such a service request type, problem code, or city; however you do not want to limit the search too much or else you may not find the actual duplicates.
3. **Double-click a service request number to open that request.**
You cannot modify a Service Request record that was opened in this way.

Address Search

This action is available when the Service Request record is in Created, Pending Approval, Approved, Active, Held, and Finished status.

Many customers will not know their Customer ID number off-hand, or the person calling may be calling on behalf of a neighbor or a site near their own location. You can select Address Search from the Actions list to execute a search of the Customer module. This feature can be useful in aiding you to identify the location of a problem if the caller is not able to provide the exact information.

Select Address Search from the Actions list to execute a wizard to aid in identifying the location of a problem if the caller is not able to provide the exact information.

How to Search for Addresses

1. **Open the appropriate Service Request record.**
2. **Click Save.**
This step should be completed when you are trying to identify the customer on the Service Request record. You have to save the record before the Address Search action appears on the Actions list.
3. **Select Address Search from the Actions list.**
This screen functions much like the Search Options screen of every module. Enter search criteria, and click the Search button. The system then looks in the Customer module for matching records and returns a listing of matches.

4. **Enter search criteria.**

5. **Click the Search icon.**

If you do not see a match, try entering different search criteria.

6. **Click the arrow next to the correct line to expand the information.**

You can then click the Use On Service Request button to transfer the information back to the service request that you were working on.

Account Log Transaction

Select Account Log Transaction from the Actions list to display [Account Log](#) entries related to the Service Request.

Cue Cards

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- [How to Change the Primary Contact Information for a Customer](#)

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- [How to Add Multiple Addresses to a Service Request](#)
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Chapter 1

Overview

The Administration subsystem is primarily reserved for working with database settings. You can use the Administration subsystem to set up user profiles, describe how your organization's business practices work within the system, and much more.

General users will use the Administration subsystem for changing their user profiles and for establishing WorkFlow Groups. Access to most of the other modules located in the Administration subsystem is usually restricted to a limited number of users or to the System Administrator (SA) and the Database Administrator (DBA) only.

The System Administration subsystem is primarily used for configuring settings. You can tailor the system to fit your business structure and best practices. There are two main aspects of configuration: User Configuration and System Configuration.

User Configuration

User configuration is the process of setting up employees to work with the application. You can specify settings to control all aspects of the user's interaction with Oracle Utilities Work and Asset Management, including: who can use the system, what modules the employee has access to, what privileges the employee has, and message distribution between employees.

System Configuration

Once you have set up users in the system, the next step is to configure the system wide settings. System configuration can be completed in any order according to the needs of your organization. The system is configured by setting business rules, code tables, required fields and default values, sequence numbers, duplication, order by options, accounts, vendor codes, and custom fields menus and lists of values.

Select System Configuration from the Administration menu to set attributes for User Profile, Responsibility, Business Rules, Account Structure, Buyers, User-Defined Fields, or Plant.

Chapter 2

Code Tables and Codes

Oracle Utilities Work and Asset Management uses Code Tables to validate user-entered information throughout the system. Each Code Table consists of a unique number, a table description, and a list of allowed codes and their descriptions.

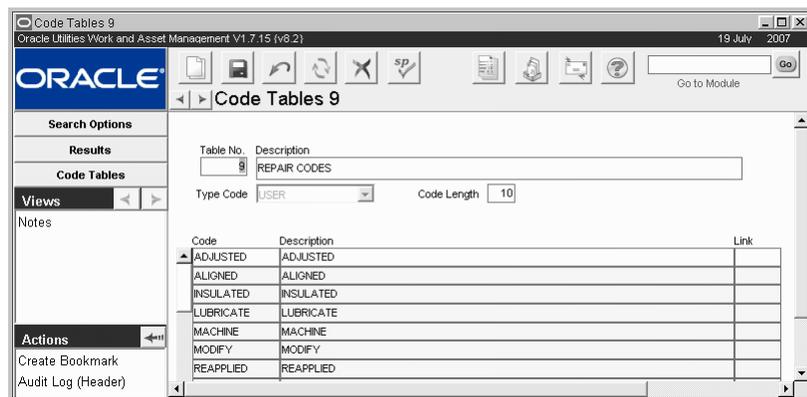
Generally, when a user clicks on the list of values button for a field in a given module, the system presents the list of codes from the appropriate Code Table.

In some cases the system uses information directly from one or more modules rather than from a Code Table. An example would be the Department field on an Area record. When you access the list of values, the list of valid Departments is drawn directly from the Department module, not a Code Table.

Occasionally, the available Code Table will not meet the needs of your organization. In these cases, it is possible to create custom lists of values which do not use the standard Code Tables. Some custom lists of values can be created based on user-defined fields (UDFs). However, most custom lists of values will require referring to the software code and should only be considered with the help of an Oracle Utilities Work and Asset Management representative.

Code Tables and Codes Records

A Code Table window generally consists of two areas: the header area that contains information specific to the table, and the list of codes with their descriptions.



Code Table and Codes record

The following fields are included:

Table Number - This field holds a unique number that identifies the table. Table numbers 1 to 2000 are reserved for the system and you should not create tables with numbers in that range. It is recommended that all custom codes be created as 3000 and above.

Description - A short description of the table. This description is searchable and displays on the Results of Search window.

Type - There are 3 types of Code Tables used in the system:

User - Code Tables that contain codes that can be added or modified by users. Generally, these types of codes are not tied to system functionality.

DBA - Code Tables that can only be modified by the Database Administrator. The entered information impacts how the application functions and should only be modified by someone who is aware of how changes impact the system.

System - Code Tables that can be accessed by system users, but cannot be modified by anyone other than Oracle Utilities Work and Asset Management development. These Code Tables and their Codes are necessary for the application to run properly. Any questions or concerns about these Code Tables should be directed to the Database Administrator (DBA).

Code Length - The Code length indicates the maximum number of characters that can be used in a code. Changing the Code Length does not affect the display of the code in the list of values.

Code - The Code field contains the individual code name. The systems checks to make sure that the code is unique within the table (but not from one table to another) when you save the Code record. When creating new codes make sure the code is not longer than the Code Length.

Description - This Description field contains a short description of the code. The system displays this text beside the code on the list of values, and can be searched using the Find button on the list of values window.

Link - This feature is used in situations where the value entered into one field determines which Code Table to use for the following list of values. For example: in the Commodity Codes view in the Storeroom Catalog module of the Resource subsystem, the value you enter in the first field (Category) determines which Code Table to use for the next field (Name). Each Code entered into the Category Code Table has a Link value identified, linking several Commodity Name Code Tables to the Category Code Table. Please refer to the configuration guide for more information on linking code tables.

How to Create a Code in a Code Table

1. **Open the appropriate Code Table and Codes record.**
2. **Select an empty Code field.**

The system opens a new empty line record for you to complete. You can also select an existing Code and then click New.

3. **Enter a unique Code and a short Description.**
4. **Click Save.**

The system checks to ensure that the Code is unique.

Summary

Once code tables are set up with codes that are specific to your organization, the system can validate user-entered information throughout the system against those codes.

Occasionally, the available code table will not meet the needs of your organization. In these cases, it is possible to create custom lists of values which do not use the standard code tables. Some custom lists of values can be created based on user defined fields (UDFs). However, most custom lists of values will require referring to the software code and should only be considered with the help of customer service or your implementation team.

You cannot modify a Code value once you have saved it. Make sure to only develop codes that will support your organization's Business Practices.

Chapter 3

User Profile

Anyone who needs to access the system with a personalized log in must have a User Profile record in Active status. The information contained in the User Profile module concerns the user's interaction with the system.

To create new users administrators can either duplicate an existing user's setting using the Copy Record Action, or they can use the User Enrollment action. One of these two methods must be used.

Typically only system administrators can make changes to user profile records. In general, they must have the User Profile Administrator responsibility function and ALTER USER privileges in the database and to perform actions on user records such as changing status or passwords. Please refer to the configuration guide for details.

User Profiles Control User Settings in the System

Each time a user signs on to the application, the system checks this module for default information such as what types of alerts the user should receive, which printer location to use as a default, which Plant Code to use as a default, and other information that is used throughout the system.

You can make a user profile active or inactive by setting the Status field. If a user with an inactive profile attempts to sign on they receive a message indicating that they are not authorized to use the system. Only users with ALTER USER privileges can change status.

Note: Administrators may want to disable the Insert, Update and Delete abilities for most blocks in the User Profile module for most users. In particular, the Responsibilities view should be disabled to prevent users from modifying responsibilities from within their own User Profile record. If you choose to turn off these abilities for all blocks in user profile, make sure that they are at least enabled for the Change Password block.

User Profile vs. Employee Record

The User Profile should not be confused with employee information. You can enter any employee into the Employee module of the Resource subsystem, even those who do not have access to the application and therefore do not have a User Profile. However, you must enter employee information in the Employee module before you can set up a User Profile. Then the system fills in details such as phone number, title, and location, for that employee both in the User Profile module and throughout the system wherever their employee number is referenced. Usernames and Employee Numbers must be unique for each user. No duplicates are allowed.

Copy Record Action

Select Copy Record from the Actions list to create an exact duplicate of a user profile record. This functionality differs from duplicating the record in that it can copy all information from the original record, including responsibilities, business rule authority, approval titles, and other details from the views.

In order for the Copy Record action to appear on the Actions list in any module you must have BOTH the Responsibility and at least one table added to the Copy Record view of the Module Administration - Forms module.

Once the action is selected, the system opens a wizard that walks you through the process of copying a user profile. The first screen asks for the username and includes three check boxes which represent the three business rule authorities that might be associated with the user profile (Timekeeping Authority, Procedures Authority, Work Request Authority) with the applicable authorities checked. Uncheck the boxes to exclude the authority from the new profile. The screens that follow depend upon the boxes that are checked here. If a box is not checked, the corresponding screen to configure the authority is not displayed. Follow the screens in the wizard to copy the user profile record. Additional adjustments can be made on the resulting record when the wizard is complete.

Tip: Copy Record is most helpful for copying records that have child records that you would like to have duplicated. For example, a complex Purchase Order with multiple items and accounts.

User Enrollment Action

Select User Enrollment from the Actions list to start a wizard that guides you through the process of setting up a new user in the system. The User Enrollment action is designed only to add a new user. If you want to update the user records produced by the User Enrollment process, you must open the appropriate modules and make changes there. If you try to update an existing record using the User Enrollment action, the system waits until you try to save, then warns you that the record has already been inserted.

User Enrollment Administration

Access to the User Enrollment Wizard are is governed by the following:

- Only users with the User Profile Administrator responsibility function can access the User Enrollment action.
- Users must have the responsibility function and the insert privilege in the Responsibility module to assign responsibilities from within the wizard.
- Users must have the responsibility function, access to the Responsibility module, and have several database privileges to create a database user from within the wizard.

Please refer to the topic [Administrator Access to User Profile Records](#) for more information on configuring access to user profiles.

How to Enroll a New User

1. Select User Enrollment from the Actions list.

The User Enrollment window opens.

2. Enter a unique username (required) and e-mail address for the new user.

You must enter a unique Username. When you save the record the system checks to see that you have not entered a duplicated username. If you do, the system returns an error message

that asks you to enter a different username. The e-mail address that you enter can be used later to automatically send e-mail to electronic online services.

3. Enter the default name, printer, and plant information.

The name is required. Default information is the information that the system uses for various automatic processes.

For example, when you sign on to the system, it uses the default plant in the drop-down list on the initial sign-on window. For more on signing on, see the section titled Signing On.

Note that you do not want to enter the Employee number in this window because the field is completed by the system when you create the new Employee record. The proper place to create the new employee number is when you are following the steps to create an employee record (described below).

4. Click the Next button.

5. Select enrollment options.

Click in the check box for each of the options and business rules that you want to assign to the user. The system takes you through to set up each of the options that you selected in the order shown in the User Enrollment window.

6. Click the Next button.

The system opens the first of the tasks that you have selected.

7. Complete the required information for each task.

Steps for completion of these tasks are described in the following sections:

[Create an Oracle User](#)

[Create an Employee Record](#)

[Enroll a User for Automatic Timesheets](#)

[Assign Responsibility](#)

[Assign Approval Status to a User](#)

[Create a Buyer](#)

You are not offered the option to Create an Oracle User unless you have been granted the specific privilege in Oracle.

When you have completed all of the options you selected, the system returns you to the User Enrollment window where you can either select more options or click the Finish button. If you select an option and then click the Finish button rather than the Next button, the system warns you.

8. Click the Finish button, or select additional options.

The system saves all of the records that have been created in the process of enrolling the new user, and returns you to a blank first screen so that you can enroll another user. If you are finished click Cancel.

The following sections provide more detail on how to complete each of the tasks based on the check boxes you selected.

How to Create an Oracle User

You are not offered this option unless you have been granted the CREATE USER, GRANT ANY ROLE, and SELECT ANY TABLE privileges by a DBA using SQL.

1. Select whether you want the system to use password encryption.

If you check the Encrypt Password box, the system encrypts the password and saves it. When the user logs on, it translates the password and uses the encrypted version to confirm access. This limits the users' ability to alter the database. For example, he or she cannot create new users or access the database using other applications (such as Toad or SQL Plus). Encryption does not interfere with the user's ability to change the password later.

2. Enter and confirm the password.

Passwords are not case-sensitive. Avoid the use of special characters such as %, {, }, ' " @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

Please see notes regarding proxy sessions if they are required by your organization.

3. Select Default and Temporary Tablespaces from the lists of values.

As part of every user's security domain, the database administrator can set the user's default tablespace, and the user's temporary tablespace.

Default Tablespace - When a user creates a schema object without specifying a tablespace to contain the object, Oracle places the object in the user's default tablespace. You set a user's default tablespace when the user is created; you can change it after the user has been created.

Temporary Tablespace - When a user executes a SQL statement that requires the creation of a temporary segment, Oracle allocates that segment in the user's temporary tablespace.

4. Click the Next button.

The system either opens the window for your next chosen option (Create an Employee record, Assign Responsibility, Assign Approval Status to a User, Create a Buyer, Business Rule) or returns you to the User Enrollment window.

How to Create Employee Record

1. Enter a unique employee number and last name (both are required).

The list of values related to this fields is available so that you can see which employee numbers are already in use. If you select an employee number from the list the system will create the duplicate number. Duplicate employee numbers are not advised as they can cause confusion for users and administrators during day to day operations.

2. Enter hired date and contact information as appropriate.

3. Click Next and complete the fields as appropriate.

The second employee record screen includes several fields that are generally populated according to your individual business practices.

4. Click Next and complete the fields as appropriate.

The third employee record screen captures information such as the Department and Area that the employee belongs to, as well as other work and classification information.

The system either opens the window for your next chosen option (Automatic Timesheets, Assign Responsibility, Assign Approval, Create Buyer, or Business Rules) or returns you to the Finish User Enrollment window.

You can also enter similar information directly in the Auto-Timesheet Schedule view to schedule an existing Employee for Automatic Timesheets.

How to Enroll a New User for Automatic Timesheets

1. Enter a Start Date.

Enter the date you want the system to begin creating automatic timesheets for the employee.

You can also enter similar information directly in the Auto-Timesheet Schedule view in the Employee module to schedule an existing Employee for Automatic Timesheets.

2. Enter work day start and end times.

Both fields use a colon to separate hours and minutes (5pm, for example, is entered as 17:00). You can enter the times directly or select from one list of values for hours and then from a second list for minutes.

3. Click Next.

The Daily Timesheet Charges window opens. The fields on this window correspond with the line item fields in the Timesheet module.

4. Enter the appropriate charge information.

Complete all the required fields. When you select a charge number, the system supplies the Charge description. You can enter an additional comment if necessary.

You can only enter one charge number for the employee's daily time here. You can add additional charges to the Auto-Timesheet Schedule view in the Employee module if necessary.

5. Check the days of the week that the employee works.

6. Click Next.

The system either opens the window for your next chosen option (Assign Responsibility, Assign Approval, Create Buyer, or Business Rules) or returns you to the Finish User Enrollment window.

How to Assign Responsibility

1. Enter an initial responsibility.

You can change this responsibility, or supplement it with additional responsibilities later in the Responsibility module of the Administration subsystem. For more information on how to assign responsibilities and how they affect user activity within the system, see the section titled Responsibility module.

You can use the associated list of values, which is controlled by the Responsibility module, to choose a base Responsibility.

2. Enter a starting date.

This is the date the Responsibility becomes active. For example you may enter a date corresponding with a hiring or promotion date, or a date when training on the system is to be completed.

You can double-click the date field to use the calendar feature.

3. Click the Next button.

The system either opens the window for your next chosen (Assign Approval Status to a User, and Create a Buyer, Business Rule) or returns you to the User Enrollment window.

How to Assign Approval Status to a User

1. Enter an Approval Title.

See the section on the Approval Limit module for more information.

2. Select whether the user should be alerted.

See the section on Alerts for more information.

Users who are not set to be alerted still have approval authority but do not receive an alert. Setting this option corresponds to the Alert? box in the Approval Limit module.

3. Select whether the assignment is Active.

Setting this option corresponds to the Active check box in the Approval Limit module.

4. Click the Next button.

The system either opens the window for your next chosen option (Create a Buyer, Business Rule) or returns you to the User Enrollment window.

How to Create a Buyer

Caution: Authorizing buyers to update approved or issued purchase orders overwrites standard approval processing. Regardless of the buyer's approval authority, he or she can make changes that affect price and quantity on a purchase order. Please refer to the Administration guide chapter on Buyers for more information on the buyers' role on purchasing documents.

1. Enter a Buyer Code.

You can use a numerical or alphabetical sequence of three characters for the code. The user's initials or another intuitive code is recommended.

This code is used for fields on records such as Purchase Orders. When you finish enrolling the user, the system copies information to a new record in the Buyers module in the Administration subsystem. The Buyers module will make the data available to lists of values wherever the Buyer Code is used.

2. Enter the user's name as it should appear on purchase documents.

3. Select whether the user can order stores replenishment and change approved purchase orders and other purchase documents.

4. Enter Phone and Fax.

These are the contact numbers vendors and others will use to reach the user.

5. Click the Next button.

The system returns you to the User Enrollment window or to the first Business Rule that you assigned to the user.

How to Set Business Rules Options when Enrolling a New User

If you assigned any Business Rules to the user on the first Enrollment Screen, the system will walk you through the Business Rules that you selected after going through the Options.

Each business rule that is set in user enrollment pertains to setting authority over a certain function or module. Please see the section regarding the individual Business Rule for descriptions of the appropriate entries for the fields: Procedures Authority, Timekeeping Authority, Work Order Authority, Work Request Authority.

How to Add a Function to a User Profile

1. Open the User Profile that you want to add a function to.

2. Click the first empty Key Name field.

You can also place the cursor on a line and Click New. The system opens a new blank line record.

3. Select the Attribute you want to add from the list of values.

4. Enter the appropriate values in the appropriate Key Value fields.

The Key Value field to use depends on the individual Attribute, check the Key description field at the bottom of the window for hints.

5. Click Save.

The system saves the changes. You may have to log out and then back into the system to see the changes.

User Profile Records

As stated above, new user profiles can only be created using the User Enrollment Action. Once the wizard is complete, you can open the User Profile record to complete the information.

Before a New User Profile can be created, there must be a record for the user in the Employee module of the Resource subsystem. Also, you can select Enroll User from the Actions list to complete several steps in establishing a new user in one process.

The screenshot shows the 'User Profile RBEELER' record in Oracle Utilities Work and Asset Management V1 7.15 (v9.8). The user's status is 'Active'. The 'Messages & Alert Options' section has several checked boxes for receiving alerts and messages via email. The 'Employee Information' section shows details for employee RICHARD BEELER, including his number (100), title (SUPR), and phone number. The 'Default Information' section includes a table of selection defaults.

Key Name	Key Value	Key Value 2
ASSET SELECTION DEFAULTS	SELECTION	
S_RPT026		
RULE SELECTION DEFAULTS	SELECTION	
CUSTOMER SELECTION DEFAULTS	SELECTION	
DEFAULT MS PROJECT PATH		
ACCTMPL SELECTION DEFAULTS	SELECTION	
ODC SELECTION DEFAULTS	SELECTION	
WORKORD SELECTION DEFAULTS	SELECTION	

User Profile record

The following fields are included:

E-Mail Address - You can receive messages and alerts as regular e-mail, rather than, or in addition to, receiving them on your home page. To do this, enter an e-mail address in your User Profile and check as many of the Receive As check boxes as apply. If you do not mark any of the boxes, you will not receive messages.

Note: It is important to note that when you receive Messages and Alerts as E-mail, you receive text messages only. You do not receive attachments, message flags, or the CC: listing of other persons copied on the message. Also, if you receive an Alert requiring an action on your part, such as an approval, you have to log on to the system to complete that action.

In order for the system to send e-mail, a web server is required, along with access to a SMTP e-mail server. The Web Configuration Business Rules must also be set to define the URL for the Oracle Utilities Work and Asset Management e-mail server.

Message & Alert Options - Check the appropriate boxes for the Messages or Alerts that the User should receive.

Employee Information - When you enter the Employee Number, the system supplies the Job Title, Name, and Phone Number from the Employee module of the Resource subsystem.

Default Information

Name - Enter the User's real name. This is the name that the system uses for Memos, Messages and other records.

Default Printer - The Default Printer entered in this field will override the user's desktop default printer. If a printer is entered in this field and the record is saved, then the field is made blank again, the system remembers the last printer entered in the field and uses that as default.

Plant - When the user signs on, this is the Plant that the system selects. Users with access to multiple plants can then use the Change Plant link on the home page to select a different plant. Users with access to multiple plants have unique user profiles for each plant. If you change to the default plant setting in one profile, the system asks if you want to make the same change in all user profiles for this user.

Key Name and Key Values - Once you have created a User Profile, you can enter information in the “Key Name” and “Key Value” fields in the lower section of the window to define how the system functions for the profile. These fields are referred to as Attributes.

Click the list of values button next to the Key Names field to open a list of Attributes.

Attributes are populated both by you entering information and by the system as a part of online processing. Each Attribute is described briefly in the Key Description column in the list of values window.

For example, to establish a personalized list of reports, select the Key Name DEFAULT_REPORT_GROUP. The Report Group of “My Reports” (description of code MYREPORTS in code table 96) then lists all of the reports entered as Key Names in your User Profile record. (Reports are entered with the report number in the Key Name, the Key Value is set to the sequence number in which the reports are to be listed.)

User Credit Card Information

Select Credit Card Info from the Views list to enter the user’s credit card access. General users can only access this information for their own username.

The screenshot shows a web-based application window titled "User Profile RBEELER Credit Card Information". The window has a standard Oracle interface with a search bar and a "Go" button. On the left, there is a "Views" list with "Credit Card Info" selected. The main content area contains the following fields:

- Username: RBEELER
- Name on Acct.: [Text Field]
- Credit Card No.: [Text Field]
- Expiration: [Text Field] MM/YY
- Type: American Express (Dropdown)
- Purchase Limit: [Text Field]

Credit Card Info view

Credit card information can be used by the system at a later time for functions such as purchases charged to a user’s Company Card, etc.

Approval Title

You can use the Approval Title view to assign Approval Titles to an employee. Before a title can be assigned, it must first be established in the Approval Limits module of the Administration subsystem.

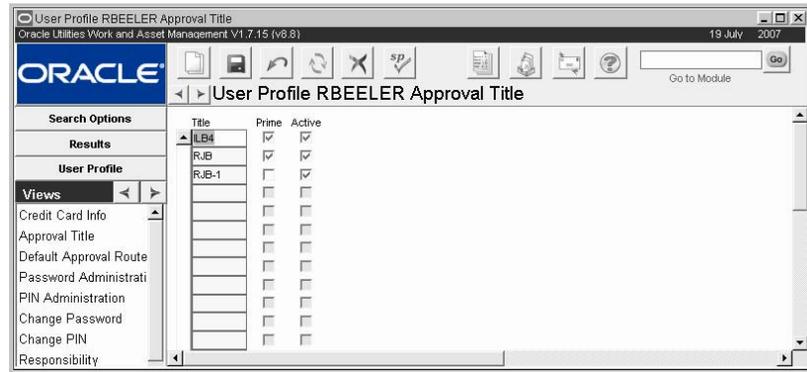
Title - The Title field indicates the assigned Approval Title and has an associated list of values controlled by the Approval Limits module of the Administration subsystem.

Prime - A check in the Prime check box indicates that the employee is to receive an alert when approval by that Approval Title is required. This check box field corresponds to the Alert? check box in the Approval Limits module of the Administration subsystem.

Active - A check in the Active check box indicates that the employee is currently assigned the Approval Title. For example, you might want to assign an assistant manager an approval title in advance but only activate the title when the manager is on vacation.

How to Assign an Approval Title to an Existing Employee

1. Open the appropriate User Profile record.
2. Select Approval title from the Views list.



Approval Title view

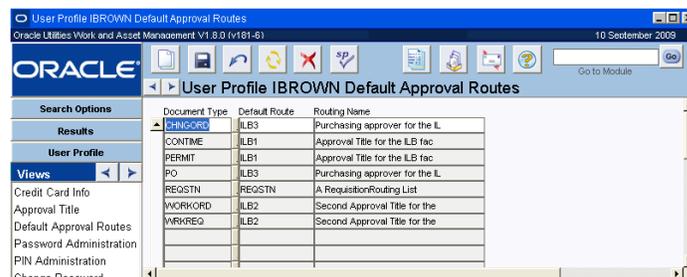
3. Select a Title from the associated list of values.
The Title field indicates the assigned Approval Title and has an associated list of values controlled by the Approval Limits module.
4. Check the Prime check box if you want the employee to receive alerts.
A check in the Prime check box indicates that the employee is to receive an Alert when approval by that Approval Title is required. This check box field corresponds to the Alert? check box in the Approval Limits module.
5. Check the Active check box to make the assignment active.
A check in the Active check box indicates that the employee is currently assigned the Approval Title. For example, you might want to assign an assistant manager an approval title in advance but only activate the title when the manager is on vacation.
6. Click Save.

Default Approval Routes

The system uses information from the Default Approval view to automatically complete the Approval Route field on documents created by the user. However, the employee can select another Approval Route if necessary.

For each type of purchasing document that uses Approval Routes, you can select an Approval Route from a list of values showing routes associated with that document type. Work records requiring purchases use the default for the appropriate purchasing record when generating a purchase document. For example, if a direct stock item is placed on a Work Order Materials view, the system will enter the user's default route for requisition if no other route is indicated.

The list of values for the Default Route field is derived from records established in the [Routing List](#) module.



Default Approval Route view

Document Type - You can select document types requiring an approval route from the list of values. The list of values shows only document types you have not previously selected.

Default Route - Select a default Approval Route for each document type. The list of values shows only the Approval Routes that have at least one Approval Title that is not a Notify Only approver.

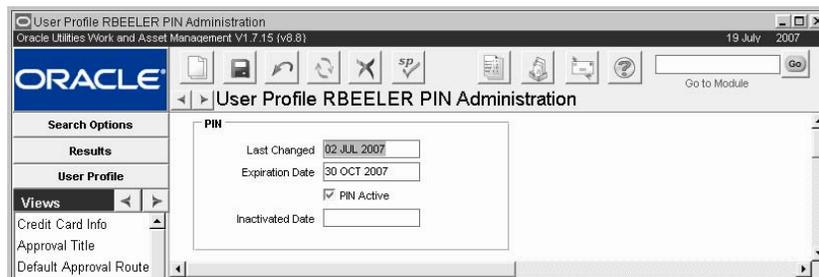
Routing Name - When you select a Default Route, the system enters the Routing Name.

How to Assign a Default Approval Route to an Employee

1. **Open the appropriate User Profile record in the Administration subsystem.**
2. **Select Default Approval Routes from the Views list.**
3. **Select a Document Type from the associated list of values.**
You can select any document type that uses Approval Routes.
4. **Select a Default Route from the list of values for each Document Type.**
5. **Repeat Steps 3 and 4 for each document type then click Save.**
Even if you want to use the same Approval Route for each Document type, you must create a separate entry for each Document type.

Password Administration

Select Password Administration from the Views list to see when a User's password was last changed and when the password will expire. Global password characteristics, including minimum length and how frequently passwords must be changed, are set in the Password Security business rule.



Password Administration view

The information on this view cannot be updated directly. Select Change Password from the Views list to change your password, which will update the information shown here.

Only users with alter user privileges can change another user's password. An administrator with the required security access can also unlock another user's password using the [Unlock User Database](#) action in the user profile module. A user would need to be unlocked, for instance, if he or she were locked out due to too many failed attempts at logging in.

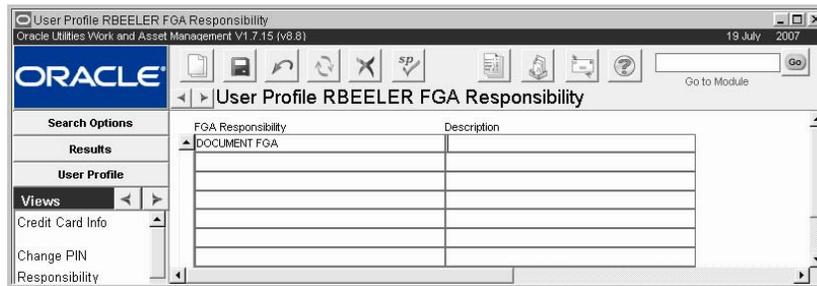
Passwords are not case-sensitive. Avoid the use of special characters such as %, {, }, ' " @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

PIN Administration

Select PIN Administration from the Views list to see when this user's Personal Identification Number was last changed and when it will expire. Global PIN characteristics, including minimum length and how frequently PINs must be changed, are set in the PIN Processing Administration Rule.

A check in the PIN Active box indicates that an Active PIN is assigned. If a PIN is locked because the number of failed entries specified in the business rule has been exceeded, the Active

PIN box is unchecked and the date the PIN was inactivated appears in the date field. You must have the Activate PINs function responsibility to activate a PIN once it is locked.



PIN Administration view

The system automatically deactivates the PIN when the expiration date is reached and the user is prompted to select a new PIN when he or she logs in.

The information on this view cannot be updated directly. Select Change PIN from the Views list to change your PIN, which will update the information shown here.

Change Password

A user can change his or her application password by selecting Change Password from the Views list. Enter the old password, the new password, then reenter it in the confirmation field and save. Once changed, you will have to exit the application and restart it.

Passwords are not case-sensitive. Avoid the use of special characters such as, %, {, }, ' " @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

Only users with User Profile Administrator responsibility can change another user's password if needed.

How to Change a User Password in the User Profile Module

Once a Password is changed, you will have to exit the application and restart it. Only users with administrative responsibility can change another user's password.

1. **Open the appropriate User Profile record.**
2. **Select Change Password from the Views list.**
3. **Enter the old password.**
4. **Enter the new password.**

Passwords are not case-sensitive. Avoid the use of special characters such as, %, {, }, ' " @, ?, \$, or +. Use a combination of letters and numbers for a more secure password.

5. **Enter the new password again to confirm the first entry.**
6. **Click the OK button.**

Unlock User Database

If a user has become locked out of the system due to too many unsuccessful attempts at logging in, an administrator can use the Unlock User Database action to reset the user password and reestablish the user's access to the system.

The administrator must have the User Profile Administrator responsibility function and the ALTER USER database privilege to access this action. The action is also only available when the User Profile records is in Inactive status.

Change PIN

A user can change his or her Personal Identification Number by selecting Change PIN from the Views list. Enter the old PIN, then the new PIN, then re-enter it in the confirmation field and Click Save. Unlike when changing a password, you do not have to exit the application and restart when you change a PIN.

Activate Users PIN

If a user's PIN is locked because the number of incorrect entries allowed in the PIN Processing Administration Rule has been exceeded, the system administrator can use the Activate Users PIN action to unlock PIN processing for that user. The User can then use the Change PIN view to enter a new PIN without having to first enter the old PIN.

How to Change a PIN in the User Profile Module

1. **Open the appropriate User Profile record.**
2. **Select Change PIN from the Views list.**
3. **Enter the old PIN.**
4. **Enter the new PIN.**
5. **Enter the new PIN again to confirm the first entry.**
6. **Click the OK button.**

Responsibility

The Responsibility view in the User Profile module gives you a convenient way to assign several Responsibilities to a single user. The alternative is to assign the Responsibilities through the Assigned Users of the Responsibility module. Values in this view can only be modified by administrators with the User Profile Administrator responsibility function and insert/update/or delete access to the Responsibility module.

The Responsibility window in the User Profile module consists of only three fields.

Responsibility - The name of the responsibility. The field has an associated list of values controlled by the Responsibility module. This list of values is limited to showing only the responsibilities that a user currently has assigned, regardless of his or her administrative authority. If, as an administrator, you need to add additional responsibilities to a user that you do not have assigned to yourself, you must do so in the Responsibilities module. Tip: If you have access, you can drill-down on the field to quickly open the Responsibilities module.

Start Date - The Start Date field is required and represents the date the Responsibility goes into effect for the user. You can enter a future date in this field. You might want to do this to set up Responsibilities in advance for new employees who have a set hire date, are due to complete training, etc.

End Date - The End Date field represents the last day the Responsibility is in effect for the user.

How to Assign a Responsibility to an Established User in the User Profile Module

This can only be done by administrators with the User Profile Administrator responsibility function and insert/update/or delete access to the Responsibility module.

1. **Open the appropriate User Profile record.**
2. **Select Responsibility from the Views list.**
3. **Click the New icon.**
4. **Select the appropriate Responsibility from the list of values.**
5. **Enter a Start Date.**

If you leave the Start Date field blank, the system does not assign the Responsibility.

You can click in the date field to use the calendar feature to select a date.

6. **If desired, enter an End Date.**
Assigning an End Date is useful for temporarily assigning responsibilities.
7. **Click the Save icon.**

How to Discontinue a Responsibility for a User in the User Profile Module

1. **Open the appropriate User Profile record.**
2. **Select Responsibility from the Views list.**
3. **Select the Responsibility that you want to discontinue.**
4. **Click the Delete button.**
The system asks if you are sure you want to delete the record.
5. **Click the OK button.**

The system removes that line and discontinues the user's access to the responsibility. It will also remove the Responsibility from the list in the Responsibility view of the User Profile module in the Administration system.

FGA Responsibility

This view shows all of the Fine Grain Access Responsibilities that are set for a particular user. Fine Grain Access extends security to restrict the records that individual users can see.

You can add FGA responsibilities directly to this view by selecting FGA IDs from the list of values, but if you are adding several users it may be faster to add the User IDs to the Assigned Users view in the FGA Responsibility module.

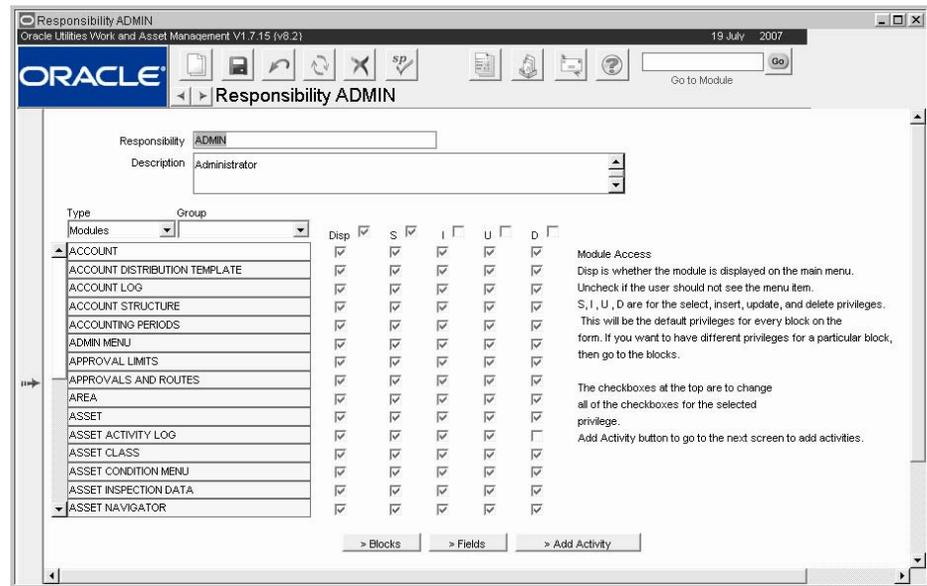
Values in this view can only be modified by administrators with the User Profile Administrator responsibility function and insert/update/or delete access to the Responsibility module.

Type	Group	Disp	S	I	U	D
ACCOUNT		<input checked="" type="checkbox"/>				
ACCOUNT DISTRIBUTION TEMPLATE		<input checked="" type="checkbox"/>				
ACCOUNT LOG		<input checked="" type="checkbox"/>				
ACCOUNT STRUCTURE		<input checked="" type="checkbox"/>				
ACCOUNTING PERIODS		<input checked="" type="checkbox"/>				
ACTIVITY TRACKING		<input checked="" type="checkbox"/>				
ADMIN MENU		<input checked="" type="checkbox"/>				
APPROVAL LIMITS		<input checked="" type="checkbox"/>				
APPROVALS AND ROUTES		<input checked="" type="checkbox"/>				
AREA		<input checked="" type="checkbox"/>				
ASSET		<input checked="" type="checkbox"/>				
ASSET ACTIVITY LOG		<input checked="" type="checkbox"/>				
ASSET CLASS		<input checked="" type="checkbox"/>				
ASSET CONDITION MENU		<input checked="" type="checkbox"/>				

FGA Responsibility view

Responsibility Summary

This view allows you to view all of the Responsibilities that are set for a particular user.



Responsibility Summary view

The look of the Responsibility Summary window is very similar to the look of the Responsibilities window in the Responsibility module. However, in Responsibility Summary you cannot make any changes to the information. All changes must be made through the Responsibility module or through the Responsibility in the User Profile module. Any changes made in the Responsibility module are reflected in the Responsibility Summary View.

For a detailed description of the fields in the Responsibility Summary View refer to the section on the Responsibility module.

Note: Administrators should disable the Insert, Update and Delete abilities for this form and block to prevent users from modifying responsibilities from within their own User Profile record. If you choose to turn off these abilities for all blocks in user profile, make sure that they are at least enabled for the Change Password block.

Proxy Authentication

Some clients choose to include added security features tied to database users. Proxy authentication takes advantage of that added security to require all queries in SIA to be limited to the logged in database user's permissions.

To support proxy authentication, each database user must include “CONNECT THROUGH” grants. The “AUTHENTICATION REQUIRED” clause, is required when supplying the username and password to open a proxy session:

```
Ex: ALTER USER realuser GRANT CONNECT THROUGH proxyuser AUTHENTICATION
REQUIRED.
```

This privilege is granted by a DBA using SQL.

Chapter 4

Responsibility

In order to access or perform tasks in the Oracle Utilities Work and Asset Management system, each user must have at least one responsibility. Users must be granted privileges to access specific objects within the system. By default, all objects are prohibited to a user unless they have been specifically assigned a responsibility in the Responsibility module or in the User Profile module.

Please refer to the [Configuration Guide](#) for definitions of responsibility functions.

Responsibilities Control User Access to the System

A responsibility is a grouping of one or more capabilities for one or more objects that the user needs to perform work. They allow administrators to determine which functions individual users can utilize and which system elements they can see on screen down to the level of specific fields.

Responsibilities determine standard Select, Insert, Update and Delete privileges. They also determine whether the system displays objects to the user. This method gives administrators the ability to determine what individual users can do - and even see - down to the level of specific fields.

As the system transitions to the Internet Architecture (SIA), responsibilities for SIA based modules will need to be managed separately from the responsibilities for traditional Oracle form based modules. To achieve this, the [Application Security](#) module manages modules that are launched within SIA. Once you establish settings in the Responsibility module, you will need to also configure the settings in the Application Security module.

How responsibilities are used depends on the nature and structure of your organization. Beyond some default responsibilities that are delivered with the system as it is installed, each organization establishes its own responsibilities to meet its unique business needs. Responsibilities can be based on specific tasks or job titles and they can be layered. The strategy that your organization uses will be determined by considerations as such as business practices, managerial and supervisory responsibilities, level of effort to set up and maintain the system, and personnel turnover.

Setting Up Responsibilities

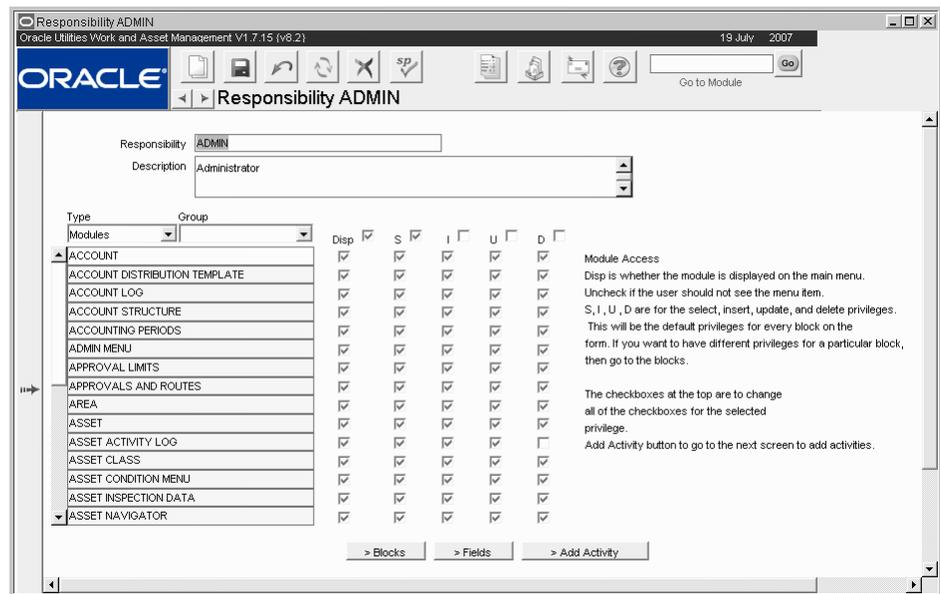
Setting up responsibilities should be a very carefully planned procedure which takes into account all aspects of your organization's work. Consult with your Oracle Utilities Work and Asset Management representative to determine the best way to set up responsibilities in your system.

Responsibilities cannot be extended to custom programs accessed through the In House menu in the Administration subsystem.

Note: Administrators may want to disable the Insert, Update and Delete abilities for most blocks in the User Profile module for most users. In particular, the Responsibilities view should be disabled to prevent users from adding responsibilities from within their own User Profile record. If you choose to turn off these abilities for all blocks in user profile, make sure that they are at least enabled for the Change Password block.

Responsibility Records

A Responsibility record consists of a unique name in the Responsibility field, a Description field, and the assigned capabilities. The capabilities are grouped into three Responsibility Types and each type is further organized into groups. The use of Types and Groups allows you to select from a targeted list when assigning or withholding an ability. You do not have to choose a group, but if you do not, the list of possible capabilities can be substantially longer.



Responsibility record

A responsibility might include capabilities from more than one Type as well as more than one Group.

The responsibility also contains the Active Ability List, check boxes, and buttons that provide other options and capabilities in the Responsibility module.

The following fields are included:

Responsibility - This field contains the unique name for the responsibility. Make sure that the responsibility name does not contain any spaces. You cannot use drill-down from the User Profile module to access a responsibility that has a space in the name. Avoid the use of the special characters ' , " , & , or % as they may result in processing errors. The description field provides space to enter a general description of the responsibility.

Description - The Description field contains a general description of the responsibility. You can enter as much text as you need. Remember that other windows, such as the Results of Search Window, will only show the first few words in the Description field.

Responsibility Type - The Type field uses a pull-down list. The Type determines not only the options available in the group field, but the layout of the lower part of the window as well. The options are Modules, Functions, and Reports.

Modules - The Modules type represents the ability to view(Disp), select(S), insert(I), update(U) and delete(D) within modules in the subsystems.

When you choose the Modules type, the Blocks button appears along the lower edge of the window, and the Display, Select, Insert, Update and Delete check boxes are displayed.

Functions - The Functions type represents the various specialized tasks - for example, awarding a Request for Quotes - that can be performed with proper authority. Generally these are the actions that you can access on the Actions list.

When you choose the Functions type, the Block button and Select, Insert, Update and Delete check boxes are replaced by the Values field. Also, the Ind Activated indicator check box replaces the Display check box.

Reports - The Reports type represents all reports that are available.

When you choose the Reports type, the Block button, Display, Select, Insert, Update and Delete check boxes are replaced by the Ind activated indicator check box.

Charts - Controls the charts that are available to the user from the home page.

When you choose the Charts type, the Block button, Display, Select, Insert, Update and Delete check boxes are replaced by the Ind activated indicator check box.

Filtered Metrics - Controls the filtered metrics that are available to the user from the home page.

When you choose the Metrics type, the Block button, Display, Select, Insert, Update and Delete check boxes are replaced by the Ind activated indicator check box.

Custom Menus - The Custom Menus type provides a listing of all the modules where custom menus are available within the system. Add custom menus to a responsibility to allow users with that responsibility to see the menu.

Copy Records - The Copy Records type provides a listing of all the modules where the Copy Record action is available within the system. Add a Copy Record module to the responsibility to allow users with that responsibility to use the action in a specific module. Modules must also be configured for copying in the Copy Record view of the Module Administration (Forms) module.

Group - Each Responsibility Type is then broken down into groups. The Group field uses a pull-down list that changes depending on the Type chosen. If you leave the Group field blank it represents ALL parts of the system.

Responsibility Active Ability List - The Ability fields are the unlabeled fields just below the Type and Group field.

The system allows you to enter an activity name either manually or using the list of values. However, the system only partially processes the added ability and does not allow you to control the associated Blocks and Fields. Therefore, you should only add activities by using the Add Activity button.

Responsibility Check Boxes - Beside the Active Ability list you will find at least one column of check boxes. The number of these columns depends on the Type you have selected. Most of the boxes correspond to a line of the Active Ability List but the top – and slightly offset – box for each column can be used for checking, or un-checking, all of the boxes at once.

Display, Select, Insert, Update and Delete - These check boxes only appear if you choose the Module type in the Type field. If a box is not checked for an ability, the user will not be able to effect that ability at that level.

For example, if a user's responsibility only has the Display, Select and Update boxes checked for the Asset module, that user will not be able to create a new asset.

Ind - The Ind check box appears for all types other than Module. If the box is not checked for an ability, that item is not available to the user.

Value - The Value field only appears if you choose the Functions type. There are currently no Functions that use the Value field.

Responsibility Buttons - The buttons at the bottom of the window also depend on the Type you indicate in the Type field.

Add Activity - The Add Activity button allows you to add Abilities to the Active Abilities list. It serves two functions: 1. It changes the window to include the Available Activity list and a column of check boxes marked Add, and 2. It moves the selected abilities from the Available Activity list to the Active Ability list.

Back - The Back button only appears after you click the Add Activity button or the Blocks button. If you click the Back button, the system returns to the previous window.

Blocks - The Blocks button only appears when you select the Modules type in the Type field. If you click the Blocks button the window changes to allow you use a list of values to list specific blocks for the module selected in the Active Ability list.

Fields - If you click the Fields button the window changes to allow you to list specific fields for the block selected in the Blocks list.

Note that you must define the blocks before you can work with the associated fields.

The system cannot force you to select a block or a field name on the list of values. However, a responsibility cannot contain custom field name. You must take care when manually entering any field name to be sure that the entry is correct. If you enter incorrect information in these fields, the ensuing problems can be difficult to isolate and can cause unnecessary production delays for your organization.

Next - The Next button only appears after you click the Fields button. The Next button returns you to the starting Responsibilities window from the Fields configuration of the window.

Process Flow for Establishing a Responsibility

Setting up responsibilities should be a very carefully planned procedure which takes into account all aspects of your organization's work.

The following diagram shows the general process for setting up responsibilities for forms.



How to Establish a New Responsibility

These steps are a general outline for how to approach setting up the responsibilities in your system. More specific instructions on each stage are available in the subsequent instructions.

1. **Create the Responsibility record.**
2. **Set up the responsibility to display any required subsystems.**
[How to Display a Subsystem on the Primary Menu](#)
3. **Add any required modules.**
[How to Add a Module to a Responsibility](#)
4. **Set up the modules for the required levels of ability.**
 The possible levels of ability are Display, Select, Insert, Update and Delete. These abilities will be available for all blocks and fields in the module, unless you indicated otherwise in steps 5 through 8.
5. **Add any blocks that will have different ability levels from those established for the modules.**
6. **Set up the blocks for the required levels of ability.**
[How to Control Blocks or Fields](#)
7. **Add any fields that will have different ability levels from those established for the modules.**
8. **Set up the fields for the required levels of ability.**
[How to Control Blocks or Fields](#)
9. **Add any required modules, functions, reports, charts, filtered metrics, custom menus, or copy record abilities.**
[How to Add an Ability to a Responsibility](#)
10. **Test the responsibility.**
[How to Test Responsibilities](#)
11. **Assign the responsibility to users.**
[How to Assign a Responsibility to an Established User in the Assigned User Detail](#)

Displaying a Subsystem on the Primary Menu

All responsibilities have access to the home page. However any subsystems that you want the responsibility to be able to access, must have that subsystem set to Display. If you do not establish the subsystem on the Primary menu, you can still make modules available to the responsibility, but only if they are accessed as views to modules that are on the Primary menu.

How to Display a Subsystem on the Primary Menu

1. **Open the appropriate Responsibility record.**
2. **Select Modules from the pull-down list in the Type field.**
3. **Select Primary from the pull-down list in the Group field.**
4. **Click the Add Activity button.**
 The window changes to show the Available Activity list and the Add check boxes.
5. **Click the Add box associated with the subsystem that you want available to the responsibility.**
6. **Click the Add Activity button.**
 The system moves the selected subsystem to the Active Ability list and save the changes.
7. **Click the Back button.**
 The window returns to its basic appearance, with the Display and Select boxes checked for the subsystem. Checking the other boxes has no effect for subsystems. However,

un-checking the Display or Select boxes will cause the subsystem to not appear on the Primary menu.

Adding a Module to a Responsibility

Good examples of modules that you would want to control with responsibilities are the Receiving and Multi-Step Receiving modules. These two modules perform the same basic function, but can be used very differently beyond the basic usage, and they cannot be used together as the information entered does not become integrated between the two modules. It is recommended that you do not use both of them in the same system. You can set responsibilities so that one module is used exclusively while the other is entirely disabled to avoid confusion.

How to Add a Module to a Responsibility

- 1. Open the appropriate Responsibility record.**
- 2. Select Modules from the pull-down list in the Type field.**
- 3. Select the appropriate group from the pull-down list in the Group field.**

If you do not pick a group, the Add Activity list will be unconstrained by Group and therefore much longer than if you do pick a Group.
- 4. Click the Add Activity button.**

The window changes to display the Available Activity column. This column contains the modules that have not yet been assigned as abilities.

You can also select a blank Activity field (under the Type and Group fields, and select a report from the list of values. If you use this method you can skip steps 5 and 6. However, this method is not standard (though it may be more consistent with the rest of the application) and may not be fully supported by the application.
- 5. Check the Add box next to the modules that you want to add to the responsibility.**

If you do not add a module at this point the entire module is excluded from the responsibility. If you want to add only a portion of a module, you must add the whole module at this point. Once you have added the module, you can click the Blocks and Fields buttons to determine which portions of the module will be included.
- 6. Click the Add Activity button.**

The system moves the chosen module from the Available Activity list to the Active Abilities list (under the Type and Group fields).
- 7. Click the Back button.**

The window changes back to the basic appearance.
- 8. Select the boxes to set the level of Ability for the first selected module.**

These Ability levels (Display, Select, Insert, Update and Delete) will affect the whole module. You can change them for individual Blocks and Fields.
- 9. Click Save.**

You must save after setting the Ability level for each module.

Adjusting a Responsibility for Control of Blocks or Fields

Once the subsystems and modules have been added to the responsibility, and the desired Ability levels (Display, Select, Insert, Update and Delete) have been set, you can further adjust the Ability levels for individual blocks within the modules. When you set a module for a responsibility, you set all the accompanying blocks and fields. You do not need to work with the blocks and fields unless the settings that you want are different from the settings that you assigned for the module. These directions are for setting Ability levels for whole block; if you want to adjust Ability levels for one or more fields on a block, skip these directions and refer to the section entitled How to Adjust a Responsibility for Control of Fields.

Blocks do not directly correspond with windows. While one block typically represents one screen (Header, one of the Views, etc.), this is not always the case. Some windows use two or more blocks. In other cases, a View will share the same block as the Header. To check the name of a Block associated with a portion of a window, place the cursor in a field and select About Item from the Help menu.

You can add user-defined fields to a responsibility but you must use the Oracle Utilities Work and Asset Management name for the field (Attribute 1, Attribute 2, etc.) rather than the display label that you assign to the field.

How to Control Blocks or Fields

1. **Open the appropriate Responsibility record.**
2. **Select the appropriate module in the Active Abilities list.**
Selecting the module allows the system to find the blocks associated with the module.
3. **Click the Blocks or Fields button.**
The window changes to show either the Blocks or Fields list.
4. **Select a block or field from the list of values.**
The system determines the contents of this list by checking against the selected module.

Administrators may want to disable the Insert, Update and Delete abilities for most blocks in the User Profile module for most users. In particular, the Responsibilities view should be disabled to prevent users from adding responsibilities from within their own User Profile record. If you choose to turn off these abilities for all blocks in user profile, make sure that they are at least enabled for the Change Password block.
5. **Select the boxes to set the level of Ability for the first selected block and/or field.**
These Ability levels (Display, Select, Insert, Update and Delete) will affect the whole module. You can change them for individual Blocks and Fields.
6. **Click Save.**
You must save after setting the Ability level for each block or field.

Adding Abilities to a Responsibility

Like subsystems and modules, functions, reports, charts, filtered metrics, custom menus, and copy record abilities can be included or excluded from a responsibility. Functions represent various specialized tasks that can be performed with proper authority – for example, awarding a request for quotes. In most cases these are the actions that you can access on the Actions list. When one of these abilities is added to a responsibility, users with the responsibility have access to that element from their home page. Functions are generally accessible throughout the system, or in the module where they apply.

Since all of these elements are added to a responsibility in the same way, the following process for adding an ability is given as a general example:

How to Add an Ability to a Responsibility

1. **Open the appropriate Responsibility record.**
2. **Select an ability from the pull-down list in the Type field.**
When you choose one of the Types, the Block button, Display, Select, Insert, Update and Delete check boxes are replaced by the Ind check box. If the box is not checked for an ability, that item is not available to the user.
3. **Select the appropriate group (subsystem) from the list in the Group field.**

Picking a group can help to shorten the list of functions that displays in the Add Activity list to a more manageable size.

Groups within the Function Type include: Admin, Inventory, Maintenance, Purchasing, Bar Code, Home, Inventory Bin, Purchase, Workflow, and Resource. They represents all special functions for modules in the named subsystem or module.

4. Click the Add Activity button.

The window changes to display the Available Activity column which contains the functions that have not yet been assigned.

5. Check the Add box next to the Functions that you want to add to the responsibility.

6. Click the Add Activity button.

The system moves the chosen functions from the Available Activity list to the Active Abilities list (under the Type and Group fields).

7. Click the Back button.

The system saves the changes and reverts back to the basic appearance with the Ind boxes checked for the new abilities.

Testing Responsibilities

Responsibilities should be tested before they are released. A badly designed responsibility can cause a great deal of frustration and extra work for users and database administrators. Also, you can accidentally exclude yourself from the ability to work with the responsibilities by turning off your access to the module.

Note: Be careful not to accidentally exclude yourself from the ability to work with the responsibilities by turning off your access to the Responsibility module.

How to Test Responsibilities

1. Create a test user.

You can use the User Enrollment action in the User Profile module.

2. Assign a single responsibility to the test user.

Since responsibilities are additive, they may interact and make it difficult to tell which one is affecting the user. It is generally better to work with only one assigned responsibility at a time.

3. Open a second session using the name and password for the test user.

4. In the second session, check how the responsibility affects the test user.

5. In the first session, make any changes to the responsibility.

6. In the second session, select About User from the Help menu.

The system opens the About User window.

7. Log off then back on again for the test user session.

8. Repeat steps 4 - 7 until you are satisfied with the responsibility.

Responsibility Views

The module includes the following view:

Assigned Users

Select Assigned Users from the Views list for a quick way to assign a responsibility to several users. The alternative is to assign responsibilities by selecting Responsibility from the Views list in the User Profile module.

User Name	Start	End
63NEVUSER	24 SEP 2005	
AAAAAA	16 NOV 2005	
AKAK	01 JAN 2001	
ALANDA	10 MAR 2004	
ALBERT	19 DEC 2006	
ARMAND	19 DEC 2006	
ERIK	01 JAN 2000	
FGA_02	07 MAR 2004	
GBONANO	01 JAN 2006	
GBONANOCRYPT	01 JAN 2006	
GBONANONE	01 JAN 2006	
GEORGEENCRIPT	11 MAY 2006	
GEORGENOCRIPT	11 MAY 2006	
GUEST	20 SEP 2000	31 DEC 2002

Assigned Users view

Note: Using the Assigned Users view in the Application Security module allows you to quickly assign a single responsibility to several users.

The Assigned Users window consists of only three fields.

User Name - Enter the user ID for the person assigned the responsibility. The field has an associated list of values controlled by the User Profile module in the Administration subsystem.

Start Date - The Start Date field is required and represents the date the responsibility goes into effect for the user. You can enter a future date in this field. You might want to do this to set up responsibilities in advance for new employees who have a set hire date, are due to complete training, etc.

End Date - The End Date field represents the last day the responsibility is in effect for the user. Assigning an end date is useful for assigning temporary responsibilities or forcing a review of a responsibility.

How to Assign a Responsibility to an Established User in the Assigned User Detail

1. **Open the appropriate Responsibility record.**
2. **Select Assigned Users from the Views list.**
3. **Click the New icon.**
4. **Select the username from the list of values.**
5. **Enter a Start Date.**
If you leave the Start Date field blank, the system does not assign the responsibility.
6. **If desired, enter an End Date.**
Assigning an End Date is useful for temporarily assigning Responsibilities.
7. **Click the Save icon.**

How to Discontinue a Responsibility for a User in the Assigned User Detail

1. **Open the appropriate Responsibility record.**
2. **Select Assigned Users from the Views list.**
3. **Click the username.**
4. **Click the Delete button.**

The system asks if you are sure you want to delete the record.
5. **Click the OK button.**

The system removes that line and discontinues the user's access to the responsibility. It will also remove the Responsibility from the list in the Responsibility view of the User Profile module in the Administration system.

Cautions about Responsibilities

1. **Use a test environment when exploring responsibilities.**

Setting up complex responsibilities and assigning them to several users can be time consuming. Therefore, it is strongly recommended that when you are exploring responsibilities, you use a testing environment, or in a separate plant. If you create a responsibility and assign it to a user in your production environment, all other production users in that plant will have to be assigned responsibilities before they will be able to continue work.
2. **Responsibilities are additive.**

If you have two responsibilities; one that allows Insert for a type of record and another that allows Delete for the same record type, you will be able to both insert and delete (but not Update unless one of the two responsibilities allows update for that record type).
3. **Responsibilities work by both inclusion and exclusion.**

Subsystems, modules, functions, and reports must be included in the responsibility if the user is to be able to manipulate them. But, once a module is included, blocks and fields are also included (at the level of control assigned to the module) unless you specifically list them for exclusion or a different level of control.
4. **Responsibilities should be tested before they are released.**

A badly designed responsibility can cause a great deal of frustration and extra work for users and database administrators.
5. **Responsibilities will not apply to custom (In House) work.**

You can, however, see the In House menu by adding the Custom Menu activity in the Administration group under the Modules type.
6. **Responsibilities cannot contain custom block or field names.**

You can add user-defined fields to responsibilities but you must use the Oracle Utilities Work and Asset Management name for the field (Attribute 1, Attribute 2, etc.) rather than the display label you assign to the field.

The system cannot force you to select Block and field names on the lists of values for these fields. You must take care when manually entering Block and field names to be sure that the entry is correct. If you enter incorrect information in these fields, the ensuing problems can be difficult to isolate and can cause unnecessary production delays for your organization.

Chapter 5

Application Security

The Application Security module works with the Responsibility module to control the allowed privileges to specific objects in the system. Only modules that are launched within Internet Explorer are controlled by settings in the Application Security module. Modules that are accessed in Oracle Forms are controlled by the Responsibility module. For more information on how responsibilities work, please refer to the User Guide on the Responsibility module.

Note: Setting up responsibilities should be a very carefully planned procedure which takes into account all aspects of your organization's work. Feel free to consult with your Oracle Utilities Work and Asset Management representative to determine the best way to configure your system.

Application Security Records

Application Security records consist of a unique name in the Responsibility field, a Description field, and the assigned capabilities.

The screenshot shows the Oracle Utilities Work and Asset Management v1.7.15 (v1.7.15.0.200707161136) interface. The user is RICHARD BEELER, logged in as Plant - QA 1.7.15. The breadcrumb trail is Home > Search > Results > Application Security. The main form area contains a 'New' record with the following fields: Responsibility: PLANT7 and Responsibility Desc: PLANT 7 RESPONSIBILITY. Below the form is a table of actions with checkboxes for 'Remove Checked Modules', 'Add Modules', and 'Save'. The table lists three modules: SIA Module, Application Security, and Charts Administration, each with checkboxes for 'Allow Insert', 'Allow Update', and 'Allow Delete', and a 'Pages' column.

	Allow Insert	Allow Update	Allow Delete	Pages
<input type="checkbox"/> SIA Module				
<input type="checkbox"/> Application Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pages
<input type="checkbox"/> Charts Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pages

Application Security record

The following fields are included:

Responsibility - This field contains the unique name for the responsibility. Make sure that the responsibility name does not contain any spaces. When you save, the system verifies that the responsibility name is unique. If it is not, you will be prompted to create a unique name.

Description - This field is used to provide a general description of the responsibility. There is no limit on the amount of text that can be entered.

Application Security Views

The module includes the following views:

Active Ability List

Once you create a responsibility name, enter a description and save, you can click the Add Modules icon to build the ability list. When you select this icon, the system allows you to filter the list of modules by subsystem and/or module.

Add Modules - Search Options
Filter the list of modules.

Clear Fields

Subsystem: SIA Module:

Add Modules Search Options

Enter a subsystem and/or module to filter by, or leave the fields blank and click the Next button. The Add Modules wizard displays a screen where you can select the modules to add to the responsibility.

Add Modules
Select the checkbox next to the module that should be added to the responsibility.

1 - 6 of 6 Options

SIA Module	Subsystem
<input type="checkbox"/> Modules Administration - SIA	ADMIN
<input type="checkbox"/> Scheduling - Daily	MAINT
<input type="checkbox"/> Event Queue	ADMIN
<input type="checkbox"/> Metrics Administration	ADMIN
<input type="checkbox"/> Asset Navigator	RESOURCE
<input type="checkbox"/> Scheduling - Workweek	MAINT

Note: Selected modules must be saved before navigating to another page.

Back Save and Add More Finish Cancel

Add Modules

Check the box next to each module you want to select, or check the box at the top of the column to select all. Click the Finish button to return to the Application Security record.

Oracle Utilities Work and Asset Management V1.7.15 (v1.7.15.0.200707161135)

ORACLE® Home | App Map | Approvals | Requisition | Purchase Order | Invoicing | User Profile | Work Order

Transaction complete: insert successful.

Application Security
Home > Search > Results > Application Security

Views: Search, Results, Application Security, Assigned Users

ACTIONS: Printable Version, Open Audit Log, Open Responsibility

Remove Checked Modules Add Modules Save

SIA Module	Allow Insert	Allow Update	Allow Delete	Pages
<input checked="" type="checkbox"/> Application Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pages
<input type="checkbox"/> Charts Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pages
<input type="checkbox"/> Scheduling - Workweek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pages

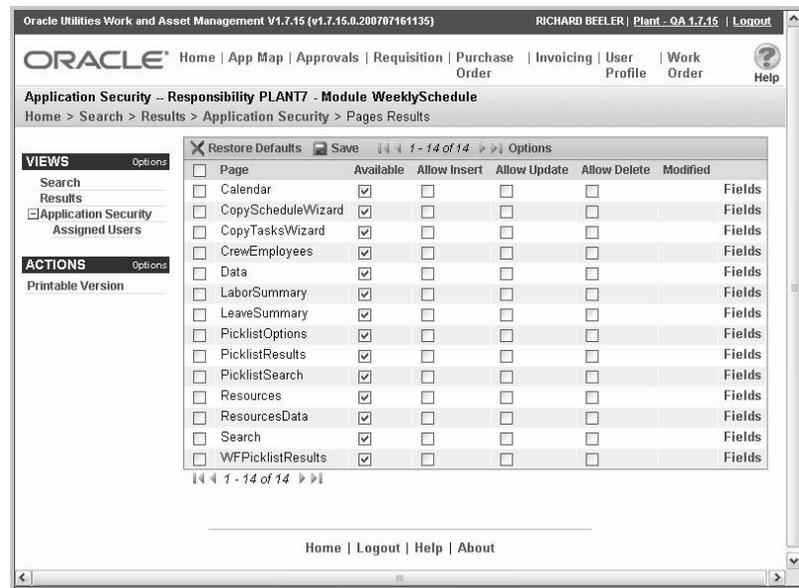
Application Security record

Place a check in the box next to each ability that is available to the responsibility. Place a check in the Allow Insert, Allow Update, or Allow Delete columns, based on which of these activities you

want to permit for the responsibility. It is assumed that any abilities for the module that are left unchecked are not available to the responsibility. If you do not want users to have access to the module at all, do not include that module in the abilities list. This means that the module will not appear in the Application Map lists or on any menus.

Pages

Once modules are added to the active ability list you can click the Pages link to control which pages in each module the user with this responsibility has access to. If no pages are configured, the system defaults to have all available pages accessible to the responsibility.

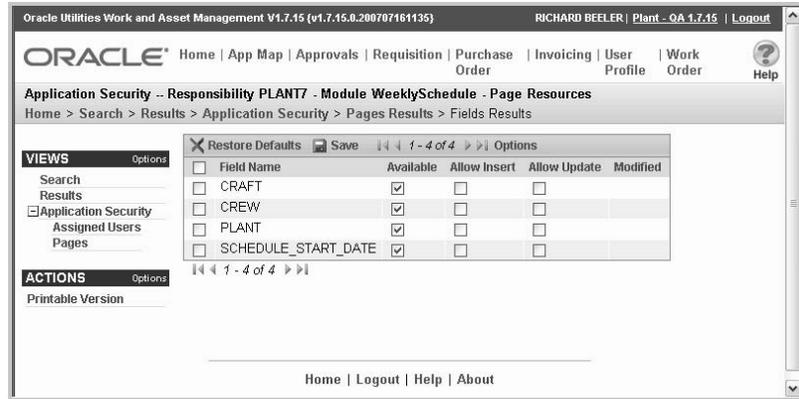


Pages screen

Place a check in the box next to each ability that is available to the responsibility. If only the Available check box is selected, users have the insert, update, and delete abilities. If a check is placed in the Allow Insert, Allow Update, or Allow Delete columns, it is assumed that any abilities for the page that are left unchecked are not available to the responsibility.

Fields

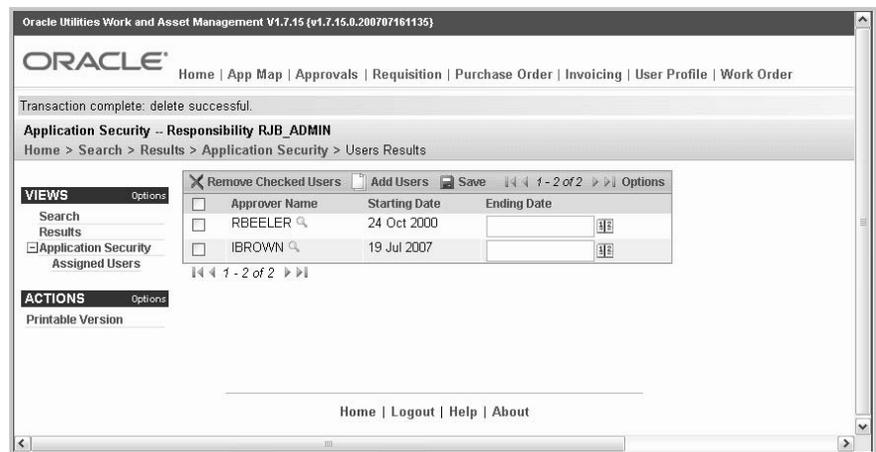
The fields screen works in the exact same way as the Pages screen. If no fields are configured, the system defaults to have all available fields accessible to the responsibility. If only the Available check box is selected, users have the insert and update abilities. If a check is placed in the Allow Insert or Allow Update columns, it is assumed that any abilities for the field that are left unchecked are not available to the responsibility.



Fields screen

Assigned Users

Select Assigned Users from the Views list to assign a responsibility to several users. The alternative is to assign responsibilities by selecting Responsibility from the Views list in the User Profile module and adding them on a user by user basis.



Assigned Users view

Note: Using the Assigned Users view in the Application Security module allows you to quickly assign a single responsibility to several users.

User Name - Select the Add Users icon to build a list of active users for the responsibility. The list of available usernames is controlled by the User Profile module.

Start Date - The system automatically enters the current date for the responsibility start date.

End Date - The End Date field represents the last day the responsibility is in effect for the user. Assigning this date is useful for granting temporary responsibilities or forcing a review of a responsibility.

Cautions About Responsibilities

1. Use a test environment when exploring responsibilities.

Setting up complex responsibilities and assigning them to several users can be time consuming. Therefore, it is strongly recommended that when you are exploring responsibilities, you use a testing environment, or in a separate plant. It is best not to test or make changes to your production environment.

2. Responsibilities are additive.

If a person is assigned two responsibilities; one that allows insert for a type of record and another that allows delete for the same record type, that person can both insert and delete. If you want to exclude the user from access to certain pages or activities, make sure that none of the assigned responsibilities includes those privileges.

3. Responsibilities work by both inclusion and exclusion.

Modules must be included in the responsibility if the user is to be able to manipulate them, but once a module is included pages and fields are all included unless you specifically list them for exclusion or a different level of control.

4. Responsibilities should be tested before they are released.

A badly designed responsibility can cause a great deal of frustration and extra work for users and database administrators.

How to Test Responsibilities

Responsibilities should be tested before they are released. A badly designed responsibility can cause a great deal of frustration and extra work for users and database administrators. Also, you can accidentally exclude yourself from the ability to work with the responsibilities by turning off your access to the module.

1. Create a test user.

You can use the User Enrollment action in the User Profile module.

2. Assign a single responsibility to the test user.

Since responsibilities are additive, they may interact and make it difficult to tell which one is affecting the user. It is generally better to work with only one assigned responsibility at a time.

3. Open a second session using the name and password for the test user.**4. In the second session, check how the responsibility affects the test user.****5. In the first session, make any changes to the responsibility.****6. In the second session, select About User from the Help menu.**

The system opens the About User window.

7. Log off then back on again for the test user session.**8. Repeat steps 4 - 7 until you are satisfied with the responsibility.**

Chapter 6

Fine Grain Access

Administrators can use Fine Grain Access to extend security beyond the levels permitted in the Responsibility module. While Responsibilities restrict the modules and functions available to users, Fine Grain Access operates during searching to restrict the records that individual users can see. For example, Fine Grain Access could be used to allow users to access only the Work Orders for their department or only the Purchase Orders they have created.

Note: Fine grained access processing cannot be used to restrict access to the Fine Grain Access module itself. Please refer to the Configuration Guide for more information.

Please refer to the Configuration Guide for the [Fine Grain Access Module](#) to find full instructions on how to set up fine grain access.

Chapter 7

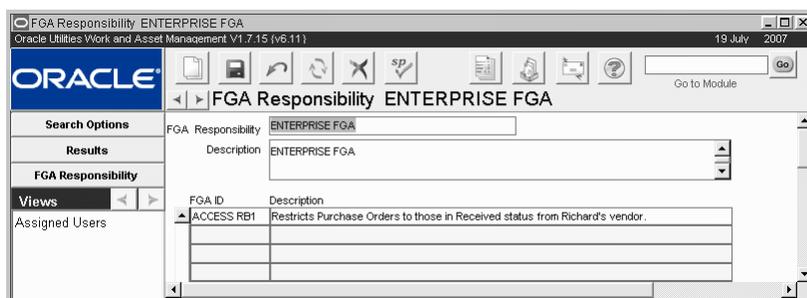
FGA Responsibility

Administrators can use Fine Grain Access to extend security beyond the levels permitted in the Responsibility module. While Responsibilities can restrict the modules and functions available to users, Fine Grain Access operates during searching to restrict the records that individual users can see.

FGA Responsibility Records

FGA controls must first be defined in the Fine Grain Access module. These records can then be added to a FGA Responsibility, which can be assigned to specific users. FGA records are dependant on the plant where they have been configured. Since each FGA record contains a single where clause and references a single table, the FGA Responsibility module is useful in allowing you to group several of FGA records together to reflect the controls meaningful a work environment. You can add as many FGA records as necessary to a single FGA Responsibility to accurately define the degree of security you wish to achieve. If a single user can has multiple FGA Responsibilities referencing the same table, all the condition statements will be appended together into a single where clause.

As with other Responsibilities, you must be careful not to group conflicting FGA conditions within the same FGA Responsibility. It is always a good idea to test FGA Responsibilities before releasing them to ensure that they work in the manner you intended.



FGA Responsibility record

The following fields are included:

FGA Responsibility - You must enter a unique identifier and save the FGA Responsibility record before you can select FGA controls in the lower section of the window.

Description - You can enter a description to help identify the FGA Responsibility. The first portion of the description appears on the Search Results list when you are searching the FGA Responsibility module and also on the FGA Responsibility view in the User Profile module.

FGA ID - The FGA ID is the unique identifier for FGA records in the Fine Grain Access module. After you have entered a FGA Responsibility identifier and saved the record, you can add specific controls by selecting the FGA IDs from the list of values.

Description - The system supplies this description when you select an FGA ID.

How to Create a FGA Responsibility

1. Open the FGA Responsibility module.

The FGA Responsibility module is in the Administration subsystem.

2. Click New.

3. Enter a unique identifier in the FGA Responsibility field.

4. Enter a brief description to help identify the responsibility.

5. Click Save.

6. Select the first FGA ID from the list of values.

The list of values is controlled by the Fine Grain Access module and includes only FGA records configured in the current plant and in Active status. When you select the FGA ID, the system completes the Description from the FGA record.

7. Click the Save icon

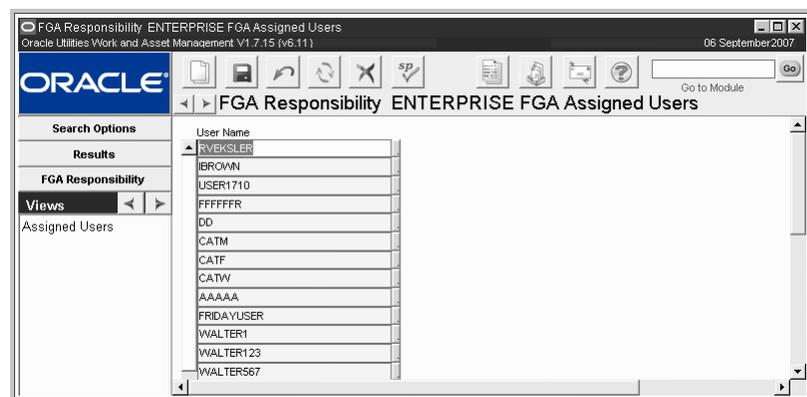
You can now move to the next line and select another FGA ID. You can continue to select FGA IDs from the list of values until you have added all FGA conditions to the Responsibility. Remember to click the Save icon before moving to the next line.

FGA Responsibility Views

The module includes the following:

Assigned Users

The Assigned Users view gives you a quick way to assign a FGA Responsibility to several users. The alternative is to assign FGA Responsibilities through the FGA Responsibility view of the User Profile module in the Administration subsystem.



Assigned Users view

How to Assign a FGA Responsibility

1. **Open the appropriate FGA Responsibility record.**
2. **Select Assigned Users from the Views list.**

The list of values displays only users that belong to the current plant.

3. **Click the New icon or select the first blank line.**
4. **Select a User Name from the list of values.**
5. **Click Save.**

If you are assigning the FGA Responsibility to several users, repeat Steps 3-5 as needed.

Chapter 8

Business Rules

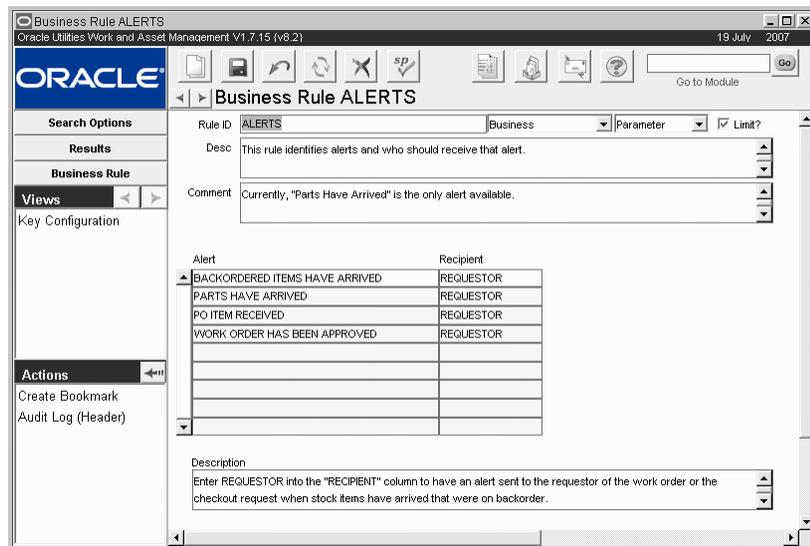
There are many functions and features built into the system that can be configured through “rules” to meet your business requirements. Business rule settings determine processing functionality in the application, without requiring overall program changes. The system uses business rules to create flexibility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

Please refer to the [Configuration Guide](#) for individual rule descriptions.

Business Rule Records

Once business rules have been set, they should be changed only after careful consideration and consultation with your implementation team or customer service. Improper changes can disrupt how the system processes your organization’s information.

Before the database is installed, your implementation team will look at each organization’s business practices – the methods of doing things that are unique to the industry and organization – and matches those practices up against business rules.



Business Rule record

The rule options can then be set to control processing throughout the system so that they best emulate your daily business procedures. An example might be setting Physical Inventory processing to print Blind Count Sheets (not listing the item quantities currently stored within the system) or standard Count Sheets (listing the current inventory quantity stored in the system).

Precaution

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

Business Rule Records

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

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

Note: All of the business rule list items and parameters should be set by a system administrator during the set up phase of the software package.

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

Please refer to the [Configuration Guide](#) for individual rule descriptions.

Business Rule Field Descriptions

In general, the following fields are included on each business rule screen:

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

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

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

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

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

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

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

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

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

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

Description and Comment - The Description and Comments give information about the Business Rule and how it should function. Words from the Description can be used on the

Business Rules Search Options window to help find a given rule. The Comments field usually contains notes about the Rule's "keys" which are displayed in the lower section of the window.

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

How to Set a Rule Key

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

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

The module includes the following view:

Rule Key Configuration

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



Rule Key Configuration view

How to Edit a Business Rule

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

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

1. **Open the business rule that you want to edit.**
2. **Make the necessary changes.**

Generally, only the rule key settings and descriptions can be modified. You can also check or uncheck the Limit? check box.

3. **Click the Save button to save changes or click the Cancel button to leave the rule unaltered.**

Chapter 9

Account Structure

Using the Account Structure module, you can define what your company's account structure looks like. Once you have defined the structure the system displays any Account Number fields using the defined structure; displaying and maintaining Account information with your organization's specific account structure.

Careful consideration should be given before changing the Accounting Structure once it has been established because you also have to modify all associated data and any interfaces that use your Account Numbers.

Account Structure Records

Use the Account Structure module to define the names for each segment of your account numbers as well as the characteristics of each segment. These names are used by the system within the Account module of the Resource subsystem so that the labels use your organization's naming conventions.

The screenshot shows the Oracle Account Structure record form. The window title is "Account Structure" and the version is "Oracle Utilities Work and Asset Management V1.7.15 (v6.8)". The date is "19 July 2007". The form has a left sidebar with "Views" and "Actions" tabs. The main area is titled "Account Structure" and contains a table with the following columns: Segment Name, Length, Use Code Table?, Required?, Delimiter Character, and Position Indicator. The table has 10 rows, with the first row containing "Personal ID", "5", checked, checked, a dot, and a checkbox. The second row contains "Area/Dept?", "1", checked, checked, a dot, and a checkbox. The third row contains "High Level", "8", checked, checked, a dot, and a checkbox. The fourth row contains "Mid Level", "6", checked, checked, a dot, and a checkbox. The fifth row contains "Low Level", "10", checked, checked, a dot, and a checkbox. The sixth row contains "Flex", "5", checked, checked, a dot, and a checkbox. The seventh, eighth, ninth, and tenth rows are empty.

Segment Name	Length	Use Code Table?	Required?	Delimiter Character	Position Indicator
1 Personal ID	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
2 Area/Dept?	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
3 High Level	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
4 Mid Level	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
5 Low Level	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
6 Flex	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>

Account Structure record

The following fields are included:

Segment Name - The Segment Name indicates the label that the system will show on the Account record for that segment. The Account records can be found in the Account module in the Resource subsystem.

Length - The Length field indicates how many characters will be in the segment. This is the maximum number of characters, but if a user enters less than the maximum, the system still displays the positions for the other characters as blanks.

The lines between the Required check boxes and the Delimiter Character field do not represent anything and should be ignored.

Required - Selecting the Required check box indicates that the segment must be entered.

Delimiter Character and check box - You can use the Delimiter field to determine what kind of character that the system will show between segments of the account number. Selecting the box indicates that the delimiter is to be shown whether or not the preceding segment contains a value. For example, with a three-segment account number using dashes as the delimiter characters, the system would show 1- -3 if there was no data in the second segment and both check boxes were checked. The system would show 1 –3 if there was no data in the second segment and only the second check box was checked.

Chapter 10

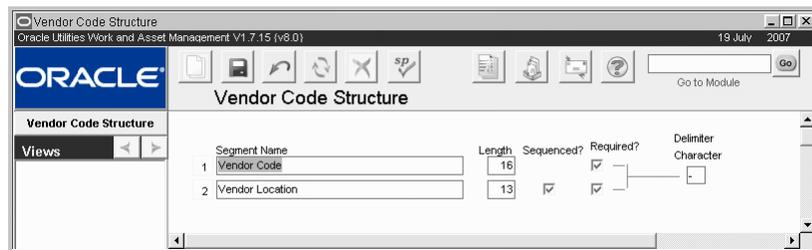
Vendor Code Structure

You can customize vendor codes and determine how they are handled throughout the system. Many organizations work with vendors that operate from several sites, and have found it useful to be able to manage these sites within the system as separate Vendor records. The system includes functionality that allows you to establish several location codes for a single vendor and track costs and performance by individual location as well as by overall vendor for all locations.

Vendor Code Structure Records

Use the Vendor Code Structure module to define how Vendor Codes appear in the Vendor module of the Purchasing subsystem. The system displays all Vendor Code fields according to the defined structure.

Vendor Codes can be structured in either one or two segments. You can determine the segment names, the segment lengths (not greater than 30 characters), whether the segments are required, whether the second segment should be sequenced, and what the delimiter would be to separate the two segments.



The screenshot shows the Oracle Vendor Code Structure record form. The window title is "Vendor Code Structure" and the application is "Oracle Utilities Work and Asset Management V1.7.15 (v8.0)". The date is "19 July 2007". The form has a "Views" tab on the left and a main area with the following fields:

Segment Name	Length	Sequenced?	Required?	Delimiter Character
1 Vendor Code	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.
2 Vendor Location	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.

Vendor Code Structure record

The following fields are included:

Segment Name - If your organization will not use multiple locations for vendors, leave segment 2 blank.

The user has the ability to create the segment names that will show in the vendor module. There are two segments that will be used to create the vendor code. The first segment name is required by the system. This is the general Vendor code used in all processing. Users who want to also establish different locations for each vendor can set a second segment for the Location Code.

Avoid the use of the special characters ' , “ , & , or % as they may result in processing errors.

Length - The Length field indicates the maximum number of characters that can be entered in the segment. If a user enters less than the maximum, the system displays the positions for the

other characters as blanks. The total length of the two segments cannot exceed 30 characters, and the character delimiter counts as a character.

Make sure that the length entered here is the same as the length entered for the table SA_Vendor in the Sequence Numbers module. If these numbers are different, the system will generate an error message when it tries to create a sequence number for the Vendor Code.

Sequenced? - You must check the Required box next to segment two before the sequence or length can be entered.

If this indicator is set, the second segment is sequenced when creating new location records for vendors. It is recommend that you DO NOT use automatic sequencing for the second segment so that you can include an intelligent identification system for each Location. For example, you can have a Vendor ID (0000000003 - Grainger) which has multiple location sites (001 - Anaheim, 002 - Chicago, 003 - Detroit).

The first segment can be made system generated by configuring the Sequence module for the table name SA_VENDOR.

The lines between the Required check boxes and the Delimiter Character field do not represent anything and should be ignored.

Required - The first segment is always required by the system as it identifies the vendor code.

When this box is checked for the second segment the system is able to manage vendors by multiple locations. Checking this box also enables the Add Location action in the Vendor module.

Delimiter Character - The Vendor Code is a combination of segment 1 and segment 2. You can use the Delimiter field to determine what kind of character the system will show between segments of the Vendor Code. If no delimiter is defined, the segments are simply combined with no separation.

How to Create Your Vendor Code Structure

1. **Open the Vendor Code Structure module.**
2. **Set the parameters according to the [field descriptions](#).**
3. **Click Save.**

If your organization does not need to manage multiple vendor locations you can leave segment 2 blank. However, you might want to set up segment 2 anyway to provide added flexibility in case you decide to use this functionality later.

Summary

The system uses the segment names and other values established in this module to determine how vendor codes are presented throughout the system, and whether or not location codes are also used to define the vendor code. This functionality can be extremely useful if your organization frequently works with vendors that operate out of multiple locations and you need to track these vendor locations separately for shipping, billing, and auditing purposes. Please refer to the Purchasing guide chapter on the Vendor module for more information.

Chapter 11

Buyer

Buyers often have duties that are different from those of many other job titles within an organization. You can use the Buyers module to define and assign those duties for individual users.

Buyer Records

The Buyers module does not have a Results of Search window because all of the Buyer records are displayed in one window on separate lines.

The screenshot shows the Oracle Buyer module interface. The window title is "Buyer" and the subtitle is "Oracle Utilities Work and Asset Management V1.7.15 (v8.11)". The date is "19 July 2007". The interface includes a search bar, a "Go to Module" button, and a "Buyer" section with "Search Options" and "Views". The main area displays a list of buyer records with columns for Buyer, Buyer Name, Username, Stores Reorder, Update App PO, and Update Issued PO. The records are as follows:

Buyer	Buyer Name	Username	Stores Reorder	Update App PO	Update Issued PO
ILB	IMANI BROWN	IBROWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JCL	John Clow	JCLOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OCK	CKRAFT	CKRAFT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RVK	RVEKSLER	RVEKSLER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom, there are fields for "Phone No" (925)935-7570 and "Fax No".

Buyer record

The following fields are included:

Buyer - Each Buyer has a unique Buyer Code.

Buyer Name - When you select a Username, the system returns the individual's name. This name will show on Purchase Orders and other possible external documents.

Username - A list of values is available for the Username, drawing information from the User Profile module of the Administration subsystem. When you select a Username, the system supplies the user's name, phone number and fax number from the User Profile.

Stores Reorder - Check the Stores Reorder box to authorize a user to review and authorize stores reorders for items that require approval (rather than automatic reordering).

Buyers with these authorities have complete power over making changes to Purchase Orders after they have been approved. Regardless of their approval authority, they can make changes that affect price and quantity.

Update Approved PO - When this box is checked, the buyer can modify Purchase Orders in Approved status. Without this authority buyers can only modify Purchase Orders in Created or Pending Approval status.

Update Issued PO - When this box is checked, buyers can update Purchase Orders in Issued status by first changing the record to Updating status. When this box is not checked, buyers can only modify Purchase Orders in Created or Pending Approval status and do not see Updating status as an option.

Phone Number and Fax Number - The entered Username returns the Phone and Fax Numbers, both of which may be overwritten.

How to Create a Buyer

1. Enter a Buyer Code.

You can use a numerical or alphabetical sequence of three characters for the code. The user's initials or another intuitive code is recommended.

This code is used for fields on records such as Purchase Orders. When you finish enrolling the user, the system copies information to a new record in the Buyers Module in the Administration subsystem. The Buyers module will make the data available to lists of values wherever the Buyer Code is used.

- 2. Enter the user's name as it should appear on purchase documents.**
- 3. Select whether the user can order stores replenishment and change approved purchase orders and other purchase documents.**
- 4. Enter Phone and Fax.**

These are the contact numbers vendors and others will use to reach the user.
- 5. Click the Next button.**

How to Make a User a Buyer

1. Open the Buyer module

The Buyer module is in the Administration subsystem. The Buyers module does not have a Results of Search window and all possible Buyer records are displayed in one window.

2. Click the New icon.

The system creates a new blank Buyer record.

3. Enter a Buyer Code.

4. Enter the buyer's Name.

This name will show on Purchase Orders and other possible external documents.

5. Select a username from the list of values.

This list is controlled by the Employee module. The system provides contact information for the username in the fields at the bottom of the window.

6. Select check boxes as appropriate.

Please review [Field Descriptions](#) for more information.

7. Click the Save icon.

How to Authorize a Buyer to Do Stores Replenishment

- 1. Open the appropriate Buyer record.**

The Buyer module is in the Administration subsystem. The Buyers module does not have a Results of Search window and all possible Buyer records are displayed in one window.

2. Check the Stores Reorder check box.

When this check box, is checked the buyer can review and approve stores reorders for items that require approval (rather than automatic reordering).

3. Click the Save icon.

How to Authorize a Buyer to Modify Approved Purchase Orders

1. Open the appropriate Buyer record.

The Buyer module is in the Administration subsystem. The Buyers module does not have a Results of Search window and all possible Buyer records are displayed in one window.

2. Check the Update Approved Purchase Order check box.

When this check box is checked, the buyer can modify Purchase Orders in Approved status.

3. Click the Save icon.

How to Authorize a Buyer to Update Issued Purchase Orders

1. Open the appropriate Buyer record.

2. Check the Update Issued Purchase Order check box.

When this check box is checked, the buyer can modify Purchase Orders in Issued status.

3. Click the Save icon.

Chapter 12

User-Defined Fields

Since every industry and organization has specialized information requirements that are unique and therefore not appropriate to be included in basic Oracle Utilities Work and Asset Management functionality, the system allows organizations to create and name their own fields on certain windows. These fields are called user-defined fields (UDFs) and can be added to various windows throughout the system.

At it's simplest, a user-defined field can be a basic information holder containing numeric or alphanumeric information that does not interact with the rest of the system. At a more complex level, information from a user-defined field on one record type can be copied to another record type – for example, a routing number on a Requisition that is passed on to the Purchase Order.

User-defined fields can also be used for customizing reports and you can also customize the lists of values you use for your user defined fields with enhancement help from customer support.

You can also customize the lists of values you use for your user-defined fields with enhancement help from customer service or your implementation team.

The placement, labeling and other behavior of your organization's user-defined fields are all controlled in the User-Defined Fields module. You can determine such characteristics as:

1. Which windows will show user-defined fields,
2. How each field will be labeled,
3. Whether the field has an associated list of values.

Note: Use of this module requires technical understanding of the database. Only your Database Administrator (DBA) or technical level users will be able to create user-defined fields. However, this discussion is presented for anyone who may deal with planning and implementing user-defined fields.

Setting Up User Defined Fields

Setting up user defined fields is a three-step process:

1. [Determine that a Table supports User Defined Fields](#)
2. [Create a User Defined Fields Record](#)
3. [Setup Table Definition Information for User Defined Fields](#)

User-Defined Fields on Related Tables

When a UDF is defined for a table that has a related table, the same UDF definition needs to be applied for the related table. For example, if ATTRIBUTE3 at SA_WORK_ORDER_TASK is redefined with NUMBER datatype and length 8, ATTRIBUTE3 at SA_WORK_HISTORY_TASK should also be redefined as NUMBER datatype, length 8.

The following shows a list of tables that have related tables and have UDFs:

- SA_WORK_ORDER <=> SA_WORK_HISTORY
- SA_WORK_ORDER_MATERIAL <=> SA_WORK_HISTORY_MATERIAL
- SA_WORK_ORDER_PERMIT <=> SA_WORK_HISTORY_PERMIT
- SA_WORK_ORDER_TASK <=> SA_WORK_HISTORY_TASK
- SA_PURCHASE_ORDER = SA_DELIVERY
- SA_PURCHASE_ORDER_ITEM = SA_DELIVERY_PO_ITEM

Determining Which Windows Show UDFs

Before you begin creating user defined fields, you should spend some time determining what UDFs you need to add, the names of the windows you want to add them to, and whether or not those windows support UDFs.

The various windows that you see when using the system are graphical representations of the actual underlying base tables that contain your organization's information. To add a UDF, you must know the name of the base table (rather than the title on the window) where you want the UDF to appear. The names of most base tables are similar to the titles on the windows that represent them. For example, the base table name for a Vendor record is SA_VENDOR.

If you are unsure of the base table name, open the window where you want to add a UDF and select About Item from the Help menu, then read the base table name from the pop up window.

Each eligible base table already includes ten empty and unlabeled fields (actually columns in the table) called Attribute1, Attribute2, etc. When you create a UDF, you are actually defining how the column on the table will behave and how it will be presented in the appropriate window. It is fairly easy to determine which tables can have user defined fields by checking in the Oracle Data Dictionary module.

How to Determine which Tables Have UDF (Attribute) Columns using the Oracle Data Dictionary

You can find additional tables by using the Oracle Data Dictionary module. This module displays other useful information about tables and fields as well.

1. **Open the Oracle Data Dictionary from the Admin menu.**
2. **Enter ATTRIBUTE1 in the Column Name field.**
3. **Select an Order By radio button.**

This selection determines how the returned will be sorted.

4. Press F8.

The system lists all of the tables that contain Attribute columns. The list will include existing Custom views (beginning 'CV_') and interfaces ('SAIF_') in addition to tables ('SA_').

UDF Setup Window

The User-Defined Fields Setup window determines the table assignment, basic appearance and validation (checking against a list of values) of the fields. Once you have created a new record here, you can use the Setup Table Definition view to further define how the new user-defined field will function.

The window includes a field for the affected table name and ten line items for the ten available Attribute fields.

Label	Used	Case	Use	Lov Valid	Code	LOV Title
1 Label 1 Comment 1 Descr 1	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2 Label 2 Comment 2 Descr 2	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3 Label 3 Comment 3 Descr 3	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4 Label 4 Comment 4 Descr 4	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5 Label 5 Comment 5 Descr 5	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6 Label 6 Comment 6 Descr 6	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7 Label 7 Comment 7 Descr 7	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8 Label 8 Comment 8 Descr 8	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9 Label 9 Comment 9 Descr 9	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10 Label 10 Comment 10 Descr 10	<input checked="" type="checkbox"/>	Upper	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Table Definition view

The following fields are included:

If you are unsure of the name of the table, you can check it by opening the window on which you want the user-defined fields, then placing the cursor in a field and opening About Item from the Help menu. The About Item window opens listing the Base Table.

Table - When creating a new record, select the Table Name from the list of values first. The list is controlled by an internal Oracle table that lists all system tables.

The Table field indicates which table (window) will contain the data for the user-defined field. The name of the table will be similar to the title of the window that will show the field. This field has an associated list of values controlled by an internal Oracle table that lists all system tables.

Label - Enter the name of the field as you want it to appear on the window. The maximum number of characters in a label is fifteen. The system displays the label exactly as you enter it, using any capitalization that you indicate. For example, if you enter 'aZa' here, the label on the window will be 'aZa'.

Used - A check in the Used check box indicates that the field should be displayed. If you are setting up a new user-defined field but do not want to display it until it is complete and has been tested in controlled conditions, you can use the displayed check box to turn the user-defined field off and on while working with it.

Case - The Case field determines which capitalization scheme the system enforces when users enter information into the field. Options are:

Upper - The system automatically changes the entry to UPPER case.

Lower - The system automatically changes the entry to lower case.

Mixed - The system accepts the information as entered.

Use List of Values - Use this check box to associate the field with a list of values.

Make sure to set up a list of values and associate this field to a Code Table listed in the Code Table and Codes module.

List of Values Validation - Place a check in this check box if you want the system to validate the information the users enter against the list of values. If this is checked, the system only allows information that exactly matches a selection from the list of values.

Code Table - This field contains the number for the Code Table that will be used when the user clicks on the list of values button. The field itself has an associated list of values controlled by the Code Table and Codes module.

Note: Make sure that the length of the field is enough to hold the codes in your Code Table. The length of the field is defined in the Table Definition view.

List of Values Title - Enter the text that will show at the top of the list of values window here. The system appends the Code Table number to your title. This field will accept a title of up to 80 characters but titles of more than about 50 characters will force the Code Table number off the title bar, hiding the number. If you then need to add a new code to the Code Table, it may be difficult to determine which table to edit.

After you create a new table and save it, the system displays it at the bottom of the appropriate window and also automatically includes it at the bottom of the related Search Options window as a searchable field. The field locations are limited to the bottom of the windows in two columns, and the lowest Attribute number takes the upper left spot relative to the other user-defined fields.

For example:

Attribute2Attribute7

Attribute8Attribute10.

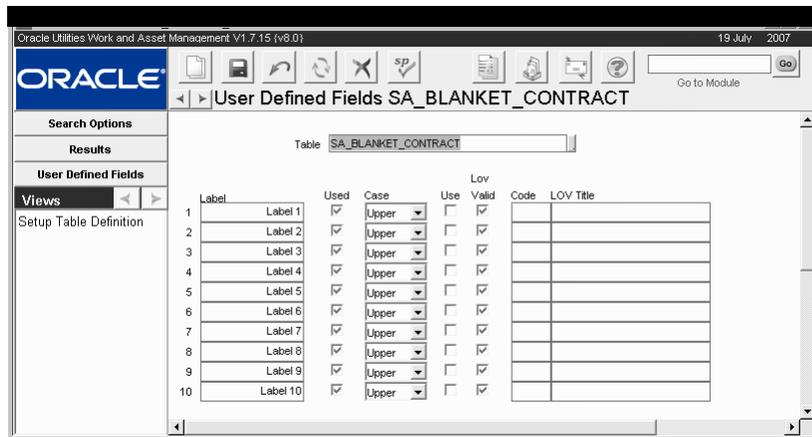
Comment - Enter text describing the usage and purpose of this user-defined field, why and when it was created and which procedures/packages/SAPI functions (if any) are using this field. You must enter a comment against each user-defined field that has a check in the Used check box.

How to Create a User Defined Field Record

1. **Open the User Defined Field module.**
2. **Click the New icon to insert a record.**
3. **Fill in the fields according to the [field descriptions](#).**
4. **Enter list of values information if desired.**

Make sure that the length of the field is enough to hold the codes in your code table. The length of the field is defined in the Table Definition view.

5. **Click Save.**



After you save the record, the system displays the UDF at the bottom of the appropriate window and also automatically includes it at the bottom of the related Search Options window as a searchable field. The field locations are limited to the bottom of the windows in two columns, and the lowest Attribute number takes the upper left position.

User Defined Fields Module Views

The module includes the following:

Table Definition

Once you have created a User-Defined Fields Setup record to indicate that a window (i.e. table) should display user-defined fields, and have defined the basic characteristics for the user-defined fields, you can make sure that the database has been prepared to accommodate the new or modified fields.

Setting up table definition information is a two-step process:

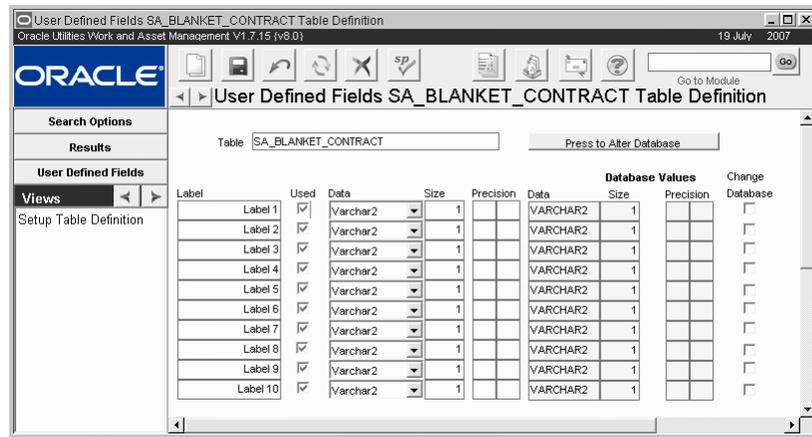
Define the Data Characteristics for UDFs

The Setup Table Definition view enables you to define the data characteristics of the fields and how they behave within the database structures and processing of the application.

Update the Table with UDF information

Since these selections change the actual structure of the table and the data it allows, the window provides a set of check boxes and a button to control when and how the updates are made. After making sure that the database has been prepared to accommodate the new or modified fields, you can update the table with the new UDF information.

The window includes fields to make these refinements as well as a display that confirms your selections. You can change the column characteristics as many times as you need to, however if you change a column after data has been entered into it, you may make that data inaccessible.



Setup Table Definition view

Label - The left most column contains the label for the field. The system provides this information from the User-Defined Fields Setup window.

Used - The Used check box indicates whether the user-defined field is actually in use and showing on the appropriate window. The system provides this information from the User-Defined Fields Setup window.

Data - The Data field indicates the type of data that the field will hold. Options are:

Varchar2 - The Varchar2 data type allows you to enter both numbers and characters but numbers combined with letters cannot be manipulated using numeric functions (addition, subtraction, etc.). However, if the entered data only includes numbers, Oracle will automatically convert the data to numeric data.

The maximum length for Varchar2 data is 2000 characters but due to the constraints on window size, only 27 characters will be displayed at a time.

Date - The calendar feature is available for user-defined fields with the date data type. The date data type uses a Varchar2 data type with processing to mimic the date data type. This can affect how Open APIs and interfaces must be programmed. Your database administrator can consult with customer service or your implementation team, to determine how to best configure the data type.

The optimum length for date data type fields is 11 to accommodate the longest available date format (DD-MMM-YYYY).

Number - The Number data type allows you to enter numbers that can be manipulated using numeric functions such as addition and subtraction. If the data type is numeric, the system does not allow users to enter non-number data.

Size - This field displays the number of characters the column will hold.

Note: If the user defined field is associated with a list of values make sure that the field is long enough to contain the longest code in the Code Table. The maximum display length for a user-defined field is about twenty-seven characters. The column can be wider than the maximum display width of the field, but when the length of the data exceeds the field display, it will scroll out of the field. This information is still recorded.

Precision - Using the two Precision fields you can determine how many digits will be allowed to either side of the decimal point for Number data types.

Change Database - The Change Database check box indicates whether the table characteristics should be updated when you click the Press to Alter Database button. The checks are erased after the columns have been altered.

Press to Alter Database - Clicking the Press to Alter Database button signals the system to restructure the columns for all the user-defined fields that have checks in the corresponding Change Database check boxes. The checks are erased after the columns have been altered.

After you enter the table characteristics and save the record, the system saves the new characteristics in the record but has not yet changed the actual table. This avoids changing the table characteristics unnecessarily.

How to Define the Data Characteristics for UDFs

1. **Open the appropriate UDF record.**
The User Defined Fields module is in the Administration subsystem.
2. **Select Setup Table Definition from the Views list.**
A User Defined Field Table Definition window opens.
3. **Select the Data type.**
4. **Enter the number of characters (Size) the field can hold.**
The optimum length for Date data type fields is 11 to accommodate the longest available date format (DD-MMM-YYYY).
5. **Indicate the decimal places to be allowed, if appropriate.**
This step is only for fields using the Number data type. The two Precision fields indicate the maximum number of digits to either side of the decimal point.
6. **Repeat steps 3 - 5 for each UDF.**
7. **Click the Save icon.**
The system saves the new characteristics in the record but has not yet changed the actual table. This avoids changing the table characteristics unnecessarily. To update the table, see How to Update a Table with UDF Information.

How to Update a Table with User-Defined Field Information

Since altering columns is a function of Oracle and not Oracle Utilities Work and Asset Management, all of the Oracle DDL processing rules are in effect.

1. **Open the appropriate UDF record.**
The User-Defined Field module is in the Administration subsystem.
2. **Select Setup Table Definition from the Views list.**
3. **Review the information for each UDF.**
You want to ensure there are no conflicts between Code Tables and size, Code Tables and Data Type, etc. This may require referring to both the User-Defined Field window and the Setup Table Definition window.
4. **Place a check in the appropriate Change Database check boxes.**
Do this only for those user-defined fields that have completely defined characteristics that have no definition conflicts and which need to be updated.
5. **Click Save.**
The system saves the changes and prepares to change the table structures.
6. **Select Recompile Database Objects from the Actions list.**
The system changes the characteristics of the columns in the database and erases the checks from the Change Database check boxes.

Note: To promote ease of use for your users, you should generally maintain consistent labels from the sending user-defined field to the receiving user-defined field.

Copying User-Defined Field Information between Modules

For many modules, information from all user-defined fields on one window can be copied to all the corresponding user-defined fields in a different module. Please refer to the configuration guide section on the [UDFs - Auto Copy Across Modules Rule](#) for specific information on which modules need special consideration with regard to UDFs.

User-Defined Fields and Custom Lists of Values

Caution: Creating special lists of values requires knowledge about SQL select statements. You should not attempt this without SQL experience.

Setting up a custom (or “Special”) list of values usually requires retrieving the information required for the list of values, Group and Group Record fields from the actual programming code. To get this information, your Database Administrator (DBA) (or another representative) must contact customer service or your implementation team and ask for help with a custom enhancement to create the query that creates the list of values.

Occasionally, the information required for the list of values, Group and Record Group fields can be anticipated without referring to the programming code. This is the case with custom lists of values for user-defined fields that are positioned on the Header and Selection Forms – this may also work for user-defined fields on certain other forms as well.

User-defined field special lists of values can only be created to model a Code Table-based list of values, so they can only display columns for the Code and the Description.

How to Create a Special List of Values for a User-Defined Field

Creating a special list of values for a user defined field is a two step process.

1. [Take note of the Field, Form and Block information for the UDF.](#)
2. [Define the special list of values processing.](#)
3. [Add the special list of values to the UDF.](#)

How to Retrieve the Field, Form, and Block Information for a User-Defined Field

Set up the user-defined field without assigning the list of values so that the user-defined field displays where you want it.

1. **Open the window with the new UDF.**
2. **Place the cursor in the UDF.**
3. **Select About Item from the help menu.**
4. **Record the Form, Block and field names.**

How to Define Special List of Values Processing

User-defined field special lists of values can only be created to model a Code Table-based list of values, so they can only display columns for the Code and the Description.

1. **Select the appropriate form in the Modules Administration - Forms module.**
2. **Select Special Lists of Values from the Views list.**

The About Special list of values window opens.

3. **Click New.**
4. **Enter the list of values name.**

The information for this field is the name of the table column followed by an underscore followed by the Form name (for example “ATTRIBUTE1_HEADER”). You may want to copy (CTRL+C) this information to paste (CTRL+V) in the Group and Record Group fields.

If you want to include the user-defined field with the list of values on the Search Options screen you must create a second Form Lists of Values record with SELECTION as the block (e.g. "ATTRIBUTE1_SELECTION").

5. Enter a Title for the list of values.

This is the title that will display at the top of the list window.

6. Enter the Group and Record Group.

The information that you enter in these fields will be the same as what you entered in the List of Values field.

7. Enter a Description of what the Query does.

8. Enter the Query that will run when the List of Values button is clicked.

The syntax for the query is a standard SQL select statement. For more complex queries joining tables, etc. you may need to consult with customer service or your implementation team.

9. Click Save.

How to Add a Special List of Values to a User-Defined Field

1. Open the appropriate UDF record.

2. Indicate if you want a list of values associated to the UDF.

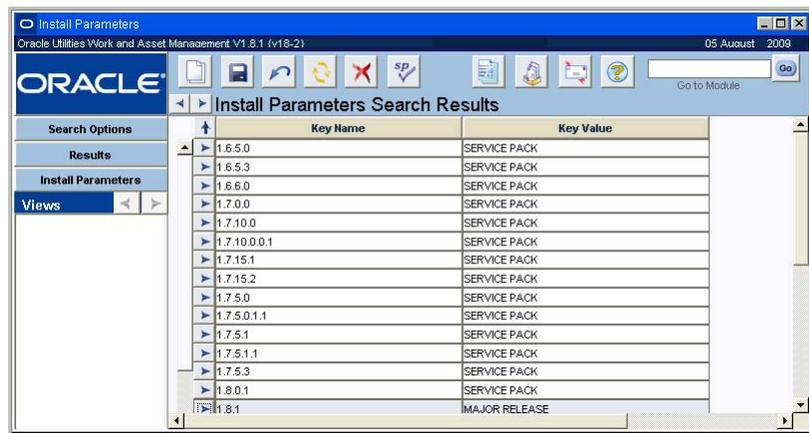
3. Indicate if you want the UDF validated against the list of values.

4. Click Save.

Chapter 13

Installation Parameters

The installation parameters module tracks applied installations for auditing purposes. It also allows system administrators to control various aspects of the system and to choose functionality settings. Please refer to the [Configuration Guide](#) for more information on specific installation parameters.



Key Name	Key Value
1.6.5.0	SERVICE PACK
1.6.5.3	SERVICE PACK
1.6.6.0	SERVICE PACK
1.7.0.0	SERVICE PACK
1.7.10.0	SERVICE PACK
1.7.10.0.0.1	SERVICE PACK
1.7.15.1	SERVICE PACK
1.7.15.2	SERVICE PACK
1.7.5.0	SERVICE PACK
1.7.5.0.1.1	SERVICE PACK
1.7.5.1	SERVICE PACK
1.7.5.1.1	SERVICE PACK
1.7.5.3	SERVICE PACK
1.8.0.1	SERVICE PACK
1.8.1	MAJOR RELEASE

Chapter 14

Configuration Guide

The Configuration Guide module is used to help System Administrators, Database Administrators, and Business Analysts keep track of which parts of the system have been configured as the system is being installed. The module functions in the same way as a [standard transaction log](#).

section, and is where you identify approval limits for each associated document type for an approval title.

Approval Titles can be combined to form Approval Routing Lists to manage the approval process when several individuals or departments must review records before final approval is granted.

The following fields are included:

Approval Title and Description - The Approval Title field indicates the title that will be displayed on any Approval. The first few words of the description are displayed.

Type - There are Three types of Approval titles:

M - for Maintenance Approver titles

P - for Production Approver titles

B - if the title serves for both Maintenance and Production Approver titles.

Employee Number and Username - The Employee Number field contains the Employee Number of the person being given the Approval Title. The field has an associated list of values controlled by the Employee module in the Resource subsystem. When you supply the Employee Number, the system supplies the Username.

Alert? - If the Alert? box is checked the system sends an alert to the user when a document of the appropriate type and value needs to be reviewed. By leaving the box blank, you can have a user be able to approve documents but not be alerted on a daily basis.

Active? - A check in the Active? check box indicates that the Approval Title is active for that user. This allows you to easily deal with situations where a user periodically acts as a replacement in the absence of another user; the first user can be given all of the second user's Approval Titles and the titles need only be activated when the second user is away.

Document and Limit - Timesheets and work requests have no dollar value associated with approvals. So any dollar value (over .01) may be entered in the Limit column for time and work request documents.

The Document list indicates which record types the Approval Title can approve, while the associated limit represents the maximum monetary value of the record that can be approved.

If the total cost on a record is higher than the limit, the Approval Title will not be able to give final Approval and will have to pass the record to a Next Approver with a higher approval limit.

How to Create an Approval Title

1. **Open the Approval Limit module under Approvals and Routes in the Administration subsystem.**
2. **Click New.**
A new Approval Limit record opens.
3. **Enter an Approval Title Code.**
This code should be a few characters long and relatively descriptive of the approver's function.
4. **Enter a description.**
The title description that you enter should provide more detail of what the approval title does. The first few words of the description are displayed on Approval records with the code.
5. **Select an Approval Type from the list of values.**
There are three types of approval titles:

M - Maintenance Approver

P - Production Approver

B - Both Maintenance and Production Approver

6. Click Save.

After saving, you can fill in the bottom portion of the window to assign approval titles to users and set document limits.

How to Assign an Approval Title to an Employee in the Approval Title Module

1. Open the appropriate Approval record.

2. Place the cursor in a blank Employee No field.

In order to assign an approval title to a user, the user must already have a user profile. If the user profile that you need is not created leave the lower left section blank. Then assign approval titles to users later as you create their user profile.

3. Click the New icon.

The system opens a new blank record with the Active check box checked.

4. Select the Employee Number from the list of values.

The system supplies the username. This list is controlled by the Employee module in the Resource subsystem.

5. Check the Alert? check box if appropriate.

If this box is checked, the user will be alerted whenever the Approval Title is entered as a Next Approver.

6. Click the Save icon.

The next step is to add document and limits to the approval title.

How to Add a Document and Limit to an Approval Title

1. Open the appropriate Approval Title record.

Note that the Results of Search window shows both the approval title and users, so that you may see multiple instances of the same Approval record.

2. Place the cursor in a Document field.

3. Click New.

4. Select the Document type from the list of values.

5. Enter the highest dollar amount that the approval title can approve for that document.

6. Click Save.

How to Disable User's Approval Title

1. Open the appropriate Approval record.

Approval Titles are in the Approval Limit module in the Administration subsystem. Note that the Results of Search window shows both the Approval Title and users, so that you can see multiple instances of the same Approval record.

2. Find the username for the user.

3. Uncheck the Active check box.

This will remove the user from this Approval Title, without deleting the record.

4. Click the Save icon.

Approval Limit Views

The module includes the following view:

Routing Lists

The Routing List view shows a listing of all of the Routing Lists that the Approval Title appears on. You can double click the Routing List ID to open the Routing List module.

Routing List	Name	Description
RJB	Richard's Approval Title	Richard's Approval Title
RJB LIST 1	RJB Facility Approval List	
RJB-1	Richard's Routing List	Richard's Approval Routing List
RJB-2	Richard's 2nd Approval Li	My approval title is number two on this list

Routing List view

Approval Structures

Approval titles can be maintained so that you do not have to add or delete employees as backups when the primary approver is absent. Administrators can add the employee number of the backup approver to the appropriate approval title without checking the Alert? and Active? boxes. This way, the backup employee is not authorized to use the approval title and will not receive Alerts. If the backup approver is needed, the Alert? and Active? boxes can be checked to activate their approval authority.

Chapter 16

Routing List

Many records, if issued, will eventually lead to the release of funds from your organization. Since they usually have a financial impact, it may sometimes be necessary to obtain the approval of a few or several members of your organization who have the authority to release funds. Approval routing lists provide an easy method of delivering records to each person who must either review or approve records.

Routing List Records

Routing lists are created by accumulating a list of approval titles that have already been established in the Approval Limit module. Each approval title can include one or many users who are authorized to approve the document types indicated on the approval title. The route should be set in a specific order as the system sends alerts to the approval title in the order that they are listed on the route. The second approval title does not receive an alert until the first approval title has responded, and so on.

Even if you only have two approval titles on the route, it is possible that you could have many more than two actual approvers. When a record needs to be approved the system sends an alert to ALL of the users that share the approval title listed on the route. Routing lists are only used on certain types of records in the system. Other records use a next approver.

If you want two approval titles to receive alerts at the same time, assign the same sequence number to both.

The Approval Routing Business Rule determines how the system routes Alerts for documents requiring approval.

The screenshot shows the Oracle Routing List RJB interface. The window title is "Routing List RJB" and the version is "Oracle Utilities Work and Asset Management V1.7.15 (v7.3)". The date is "21 July 2007". The interface includes a search bar, a "Go to Module" button, and a "Routing List RJB" tab. The main area displays the routing list details for "Richard's Approval Title".

Title	Description	Sequence	Mandatory	Notify Only
RJB	Richard's Approval Title	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ILB1	Approval Title for the ILB facility	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SLC	Shauna's approval title	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Routing List record

The following fields are included:

Routing List - You must enter a unique Routing List ID. The Routing List ID identifies the Routing List elsewhere in the system.

Routing Name - The Routing Name helps to identify the Route. It is usually a required field. The Routing Name, together with the Routing List ID, appears on the list of values used to select Routing Lists for approvable records.

Description - You can add additional information to help identify the Routing List. Since a portion of the Description text appears on the Search Results list, the information that you enter in this field can assist in selecting the Route from a Search Results list.

Approval Title - Select the Approval Titles that you want to add to the Routing List. Before they can be selected, Approval Titles must be created and saved in the Approval Limits module.

Sequence - The sequence number indicates the order in which Approval Titles will be receive approval Alerts when a document is routed for approval. The second Approval Title does not receive an alert until the first Approval Title has responded, and so on. If more than one Approval Title should receive alerts at the same time, the same Sequence number should be assigned to those titles. If you enter an Approval Title out of sequence, click the refresh icon to resort the order.

As you enter Approval Titles, the system enters default sequence numbers in increments of 5. This makes it easier to insert additional Approval Titles into the sequence later.

The sequence number also determines the order of the Approval Titles on this screen. If you change the sequence, or insert new Approval Title, you can click the Refresh icon to display by the new sequence. If you are inserting a new sequence number into a route that is in progress, you must insert a number that has not already been processed for the route.

Notify Only Approval Titles receive their alerts when the routing process first begins, regardless of their sequence number.

Mandatory - Mandatory Approval Titles must agree with a document before it can be approved. If a Mandatory Approval Title disagrees with a document, the approval process stops and the document is not approved.

Approval Titles cannot be both Mandatory and Notify Only. If one check box is marked and you want to change to the other, you must first remove the existing check.

Notify Only - Notify Only Approval Titles are alerted that the document is under review but no response is necessary. All Notify Only reviewers receive their alerts when the routing process begins.

All Approval Titles on the Routing List cannot be marked as Notify Only. If all approval Titles on the route are designated Notify Only, and the record is put to Pending Approval status, the system displays an error message saying the current route does not have sufficient dollar limit to approve the request.

Approval Titles cannot be marked as both Mandatory and Notify Only, and not all Approval Titles on the list cannot be marked as Notify Only. If neither is checked, the Approval Title has the option to respond or not respond.

How to Create an Approval Routing List

1. Open the Routing List module.

The Routing List module is in the Administration subsystem, on the Approvals and Routes menu.

2. Click New.

3. Enter a unique Routing List ID and a Routing Name.

4. Click Save.

5. Select the first Approval Title from the list of values.

As you select titles, the system enters sequence numbers in increments of 5. You can change these numbers if necessary, but retaining an interval between the numbers makes it easier to insert new Approval Titles later.

6. **Mark the appropriate check box if the Approval Title is a Mandatory or Notify Only approver.**

You do not have to mark either check box, but you cannot mark both.

7. **Click Save.**

8. **Repeat steps 5 through 7 to add the next Approval Title.**

Continue to add Approval Titles until all have been added. Adjust the sequence numbers as necessary to maintain the order the system should use when sending alerts to approvers.

Setting Default Approval Routes for Users

Users can also add default approval routes to their profiles on their own.

Some users might use the same approval route on all of their records. You can save these users some time and effort by setting the system to automatically enter a Route ID in the Approval Route field when a they create a record.

How to Assign a Default Approval Route to an Employee

1. **Open the employee's User Profile record under System Configuration in the Administration subsystem.**
2. **Select Default Approval Routes from the Views list.**
3. **Select a Document Type from the list of values.**
4. **Select a Default Route from the list of values for each Document Type.**
5. **Repeat Steps 3 and 4 for each document type.**

Even if you want to use the same approval route for each document type, you must create a separate entry for each document type.

6. **Click Save.**

If necessary, users can modify the Approval Route field on the record before they save it.

Routing List Views

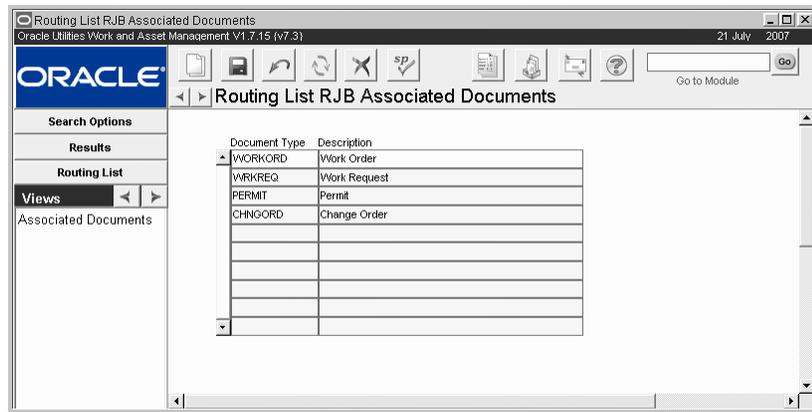
The module includes the following view:

Associated Documents

Associating a routing list with specific document types can help insure that users choose a suitable list when requesting approval.

If this functionality is turned on, you must select the document types appropriate for the routing list in the Associated Documents view of the Routing List module. Only lists associated with the document type then appear on the list of values for the Approval Route field in modules using routing lists for approval processing.

The Associated Documents view is available only when the Approval Routing business rule is set to use associated documents. Otherwise all routing lists apply to all document types.



Associated Documents view

Routing Lists and the Approval Process

Once a Routing List has been created in the Routing List module, you can select it from approvable records to specify how alerts should be routed during the approval process. When the record is placed in Pending Approval status, the system sends alerts to all approvers with the first Approval Titles on the list (and to all Notify Only approvers). Depending on settings in their User Profiles, approvers will receive alerts on their home page, by e-mail, or both.

When an approver clicks on an approval Alert on their home page, the Approval and Routing Wizard opens where they can approve the document (if they have sufficient Approval Limit) or agree or disagree with the record.

Approvers can also access the Approval Portal directly from their home page.

When an approver receives an alert by e-mail they can follow a link to the Approval Portal where they can approve, agree, or disagree without having to log in.

Once someone with the first Approval Title agrees with the record, the system sends alerts to everyone with the next Approval Title specified on the Routing List. This process continues until all Approval Titles on the list have reviewed the record and at least one approver with sufficient Approval Limit has approved. When these conditions are met, the system changes the status of the document to Approved.

If all Approvers agree with the document, but none have sufficient Approval Limit, the system sends the originator an Alert saying the approval process has stopped but the record is not yet approved. In this case, the requestor must add another Approval Title to the Routing list that does have sufficient Approval Limit to approve.

If a mandatory approver disagrees, the person who originated the document will receive an alert saying the approval process has stopped. They can then review the Approval Log view to see what reason was given for the disagreement.

If the record needs to be updated after the Approval Routing process has begun, you must change the status from Pending Approval to Created. This removes all outstanding approval alerts and clears the Approval Routing List view. Any decision already made remains in the Approval Log.

You can also specify a default Routing List in your User Profile so that the system automatically enters that route when you create documents. You can specify a different default for each type of document that uses Approval Routes. If necessary, you can also change the route that is defaulted on the document before you save it.

PIN Processing and the Approval Process

As a further security check in the approval routing process, your organization can require approvers to enter a PIN (personal identification number) whenever they enter an approval. Please refer to [Approvals - PIN Processing](#) for more information.

Chapter 17

Report Administration

The Report Administration module is used to access and run existing reports as well as to add custom reports.

In order to run, each report must have a Report Administration record with a unique Report ID. The Report Administration record includes fields to describe and classify the report, and locate the report's executable files.

Reports are called from WAM using either Oracle Reports Engine or BI Publisher server.

For a detailed description of each individual report, refer to the [Reports](#) appendix.

Report Administration Records

If you want to modify an existing Report Administration record, you can only modify the Title, Group, and Description fields. Changing any other field could cause the report not to work.

Report Administration record

The following fields are included:

Report ID - This is the reports unique Identification number. It cannot be changed.

Title - The text in this field will be displayed on the report as a title.

Select Block and Location - Block and Location are technical information used to point the application to the correct code when running the report. The list of values for the Location field is controlled by Code Table 95 in the Code Table and Codes module of the Administration subsystem.

Note that the Location indicates the report form in which the report Selection is defined and the Select Block indicates which block within that form holds that report's Selection. This information is used to retrieve a report "front end" – the Selection window for entering search criteria. If there is no front-end available, the report will simply run using your predefined search criteria. If this information is modified incorrectly, the report may not run.

Type and Group - The Type and Group fields classify the report for easy user retrieval. The list of values for the Type and Group fields are controlled by Code Tables 97 and 96, respectively, in the Code Table and Codes module of the Administration subsystem.

Description - In the Description field you can note details about the report such as selection criteria, which modules the report takes data from, the type of information the report includes, and any other important information.

Report Service and BI Publisher Version check box - Administrators can use this drop down to determine whether the report is called using Oracle Reports or BI Publisher. The check box is a read only indicator indicating that there is a BI Publisher version of the report available. When users select Run Report from the actions list, the system checks the report service setting and generates the appropriate report.

How to Run a Report

- 1. Open the Reports List.**

You can access the Reports List by selecting Reports from the File menu or Reports List from the Actions list on the home page.
- 2. Highlight the desired report.**

You can narrow down the Reports List to find the report you want by selecting a report Group from the list of values.
- 3. Select Run Report from the Actions list.**

If the report has a Selection window associated with it, that Selection window opens. If this window does not open, go to step 5.
- 4. Enter search criteria for the report.**
- 5. Select Run Report.**

A Report Options window opens.
- 6. Select the desired output for the report.**

The available report output options include: Screen, File, Printer, Preview, Slave Printer, or Server Batch Queue.
- 7. Click Run Report.**

Report Output Options

When you run a report, the system opens a Report Options window, where you can select the Report output options. However, if the Reports Always Preview key in the Web Configuration business rule is set to ON, the system bypasses the options window and opens the preview automatically.

Report Output options include:

Screen - Results are displayed on screen as retrieved. Once the report is displayed, you can use your browser's controls to print or save the report. In the Web environment, the Screen and Preview options are identical.

File - The File option writes the report to a file on disk so that it can be accessed at a later time outside of the system. If you select this option the window changes to display fields where you can enter the File Name and the File Format.

You should enter the complete file path for the location where you want the system to save the Report as well as the file extension for the file format that you want the report saved as. For example, if you want the Report saved on your hard drive in a particular folder as a .pdf file, you might enter: C:\My Documents\Report1.pdf

The only options for file format are .PDF (Adobe postscript file) or .HTML (web enabled format). However, memory limitations and the potential size of HTML documents may cause your browser may crash when running long HTML reports. To prevent problems, it is recommended that you use Adobe PDF format for long reports

Printer - The Printer option sends the report directly to the printer designated in your User Profile. If there is no printer specified in your User Profile, the report prints on the printer specified as your Windows default printer.

Preview - The Preview option displays the report on the screen as it will be printed. After you preview the report, you can use your browser's controls to print or save the report. In the Web environment, the Preview and Screen options are identical.

Slave Printer - This option is no longer used.

Server Batch Queue - This option requires custom operating system oriented coding to queue the report to print on a particular date in the future. If you select this option the window changes to display fields where you can select the printer from the List of Values and enter a date and time for the report to print.

Report Administration Views

The module includes the following views:

Defaults

Select Defaults from the Views list to set report specific output options and the modules to associate with the report.

If the report has been configured to be used with a particular module in the Module Reports view of the Modules Administration - Forms module, the list under “Use this report in the following modules” will show those modules. This is a read only list.

To set report output options, select the Destination from the list of values. (The system displays only those fields that are needed according to the Destination selected). Enter any appropriate fields, such as File Name, Printer, Format, or number of Copies. The list of values associated with the Printer field is controlled by the Printer Alias Business Rule.

Chapter 18

Messages

Cautionary error messages appear throughout the system when a user performs an action that is not permitted or is incorrect. Messages also appear to provide the user with information or to request information. Often these messages are issued by Oracle in reaction to circumstances having to do with Oracle database functions (a common example is errors that occur during validation and constraint checking). Other messages are provided specifically by Oracle Utilities Work and Asset Management and have to do with situations that arise within system processing. The nature of these messages varies depending on the current processing and other circumstances, but the information within the message generally includes hints about the processing involved.

Messages Records

Since messages must be associated with relevant processing, new messages generally can only be added by development. However, the Messages module provides a way to modify these messages to fit your organization's business practices. They can also be tailored to fit specific business rules and changes made within the Modules Administration - Forms module of the Administration subsystem.

In most cases, you should not change the contents of the Description field (the first of the message's text). However, you may want to change the explanation and action text to fit your organization. If you want to change the wording in the description field you should contact customer service or your implementation team to ensure that wording correctly describes the situation.

The screenshot shows a web-based form titled "Messages SYN 00005" within the Oracle Utilities Work and Asset Management V1 7.15 (v6.10) application. The interface includes a top navigation bar with the Oracle logo, a search bar, and a "Go to Module" button. The main content area is divided into several sections: "Search Options", "Results", "Messages", "Views", and "Actions". The "Messages" section is active, displaying the details for message SYN 00005. The "Message Type" is set to "Info". The "Description" field contains the text: "The Work Order entered does not exist or has been moved to History." The "Explanation" field contains: "A user has attempted to reference a work order that does not exist in the system. This may be due to the work order having been moved to history, or due to an error in the work order number." The "Action" field contains: "Check the work order number for a typo, or review the work order history module to determine if the work order has been moved to history." The form also includes a "Go to Module" button and a "Messages SYN 00005" breadcrumb.

Messages record

The following fields are included:

Message ID Fields - The three fields next to the radio buttons labeled Message, comprise the unique ID for the message.

Each Message record is uniquely identified by the Prefix (set to “SYN” for all Message records created by development) and the message number. The Type Code (located in between) is controlled by the Message Type selected and determines the type of alert (I, W, or E). The last field is a standard sequence number.

Info - This message type indicates that the message contains useful information about processing. A common example arises when you approve a record by using the drop-down list in the Status field and the system responds by asking if you want to save the change.

Warning and Error - These message types are used when processing cannot be completed because an input condition has not been met. A common example occurs when a user does not complete all of the required fields on a record before trying to save the record. Once the user corrects the problem, the processing can be restarted.

Description - The text in this field is the message that appears in the message window when the message is triggered. It appears in both the initial message window, and in the window that opens when the user clicks on the Help button (rather than the OK button).

Explanation and Action - The text displayed in the Explanation and Action fields are what users see when they respond to the error message by clicking the Help button. The explanation tells why the error message was triggered, and the action tells them what to do to remedy the problem and avoid it in the future.

Chapter 19

Help Form

The Help Form module in the Administration subsystem maintains the context sensitive links between the Oracle Utilities Work and Asset Management application and the online Help file. Context sensitivity is what makes help open to discussion about the particular screen you are viewing when you select help. The links are established by assigning a unique help topic (.htm page) to each form and block combination in Oracle Utilities Work and Asset Management. A stored procedure determines if a user guide, cue card or tutorial topic opens, depending on which option you select from the main Help menu. Oracle Utilities Work and Asset Management technical writers use RoboHelp to maintain the hyperlinked help topics supplied with the application. However, you can customize help without using RoboHelp or a similar help authoring system.

Caution: Before modifying the content or navigation for the online Help, you should backup the help structure as it was delivered with the application. Also make sure that your customized structure is backed up before you install any system upgrades or patches. Only System Administrators and/or Database Administrators should have access to this functionality.

You have two options for customizing help:

1. Edit the existing .htm documents in any text editor, changing or augmenting the Oracle Utilities Work and Asset Management supplied text as appropriate. Help will then open as normal, but will display your updated text.
2. Customize the information in the Help Form to map to your own customized help documents for certain form / block combinations, while continuing to use the regular Oracle Utilities Work and Asset Management Help file for all other topics. This option is preferred because it leaves the original help text undisturbed and reduces the likelihood of your custom documents being overwritten during upgrades. In addition to customizing the Help Form, you must also create the customized help documents you want help to open and these documents must reside on the same server as the Oracle Utilities Work and Asset Management web help files.

For more information on this processing or for troubleshooting guidelines, please consult your Configuration Guide.

How to Customize the Help Form

1. **Open the Help Form module.**
The Help Form module is in the Administration subsystem.
2. **Search for the Form and Block combination you want to modify.**
This will be something like PO / HEADER or WOTASK / ITEM.
3. **Open the appropriate web help record.**

All help records have the Help Map number 9999. Records with other numbers are not used.

4. Locate the Tutorials section and enter the name of the .htm file you want help to open for this form / block combination.

For example, the Oracle Utilities Work and Asset Management.htm file names are entered in a specific three part format:

You do not have to use the same file naming convention as is used by the Oracle Utilities Work and Asset Management web help system. Any filename, such as “myPOhelp.htm,” will work, as long as it resides on the same server as the Oracle Utilities Work and Asset Management WebHelp files. If you do follow this naming convention, however, your help document will open inside the standard Oracle Utilities Work and Asset Management help window.

Be aware that if you add new html pages to the help file structure, these topics will not be indexed or searchable within the delivered help. If you want to retain the searchability of the online Help, replacing the content on existing pages is the best method to use for incorporating custom content.

5. Determine how the help will open.

If you place a check in the Use as Address box, the help is launched in a new browser with the exact URL used as the address. This assumes that you have entered a full working URL. If the box is not checked, the help is launched in a new browser with the URL appended to the end of the standard application URL. This can be a partial URL using the existing webapp file structure used with the standard application.

6. Save the record.

You can now navigate to the form and block specified, select Help >User Guides (or Cue Cards) to display your custom help document.

Later, if you want to return the Help Map setting to point to the original Oracle Utilities Work and Asset Management help text, just edit the help form to point to the original Oracle Utilities Work and Asset Management file and save the record again.

Chapter 20

Modules Administration - Forms

Through the Modules Administration - Forms module, you can access and maintain specific form information and processing. This includes defining which fields in a module are required entry, which are required at a certain point in time, setting up defaults, and more.

Default Fields

Please note that to fill in any Default Value field, you can enter one of the following values to have the system populate the record accordingly:

USERNAME (Max size = 30)
DEFAULT_NAME (Max size = 30)
USER/DEFAULT_NAME (Max size = 60)

You must make sure that the format and the max size of the field supports these values. For example, if you set these as user-defined fields, you must also configure the table definition for the SYSDATE field to be a Date format. The size of each UDF must match the max size of the default field.

If one of these default values is not appropriate for your needs, you can also enter any other value to have defaulted into the field when a new record is created. Data type and value length must also be taken into consideration when establishing defaults.

Note that some limitations may apply when using default values. For example, when using default values on a Work Order, the defaults only apply to tasks added to an existing work order, not to the first task created on a new work order.

SYSDATE

You can also default SYSDATE in a system date field. For example, you could populate SYSDATE as the default for the work_required_date the Work Request module header, and the system date would be defaulted whenever a new Work Request record is created.

SYSDATE cannot be used as a default for user-defined fields.

Determining Block, Form, and Field Names

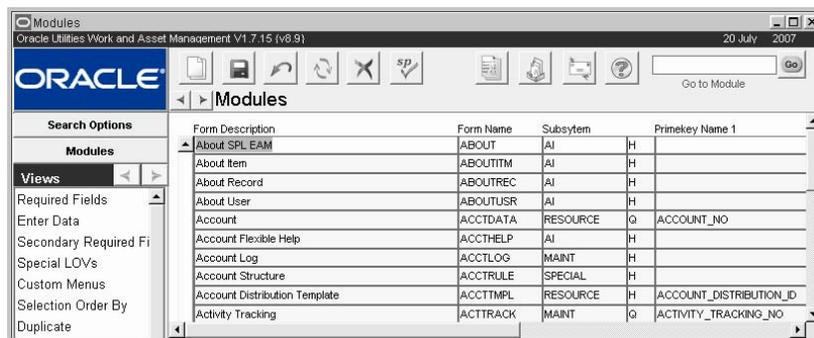
Before defining many of these settings, you need to know the exact block or field name that you want to adjust. You also need to know block and form name where the field is located. You can determine these names using the following steps.

How to Determine the Block and Field Name

1. Open the module that you want to change.
2. Select the window or view where you want to set the required field.
3. Click in the field that you want to make required.
4. Select About Item from the Help menu.
5. Take note of the following information:
Form Name, Block, Field Name
6. Close the module.

Modules Administration - Forms Records

The Search Results window lists all of the modules in the system. Select the appropriate module from the list, then select the View window that you want to work with to make changes to that module.



Modules Administration - Forms module

Modules Administration Forms Views

The module includes the following views:

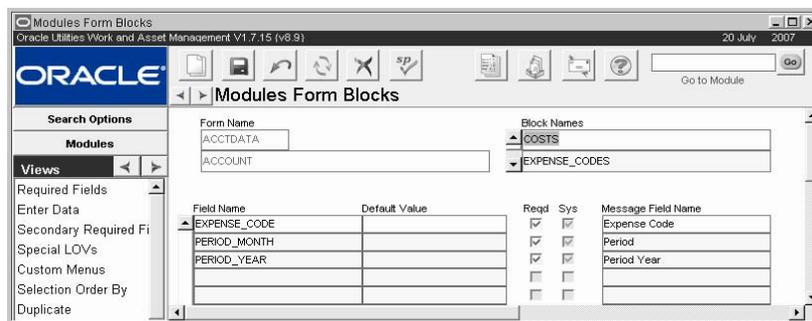
Required Fields

Fields on any given module can be marked as required, forcing users to enter a value into the field before saving the record. To help users identify which fields they must enter, the required fields are highlighted in a contrasting color during insert. If users leave a required field empty and try to save the record, a message appears listing the missing required field. You can designate fields to be required at all times, to be required only when a related field is populated, or when the record is in a particular status. Oracle Utilities Work and Asset Management sets default required fields for each module but you may want to set your own required fields to best fit your business practices.

Select Required Fields from the Views list to determine which fields on a given form should be marked as required entry. If you set a field as required, users are forced to enter a value into the field before the system will allow them to save the record.

You can list user-defined fields in the Modules Administration - Forms module but you must use the system name for the field (Attribute 1, Attribute 2, etc.) rather than the display label you assign to the field.

Since fields are located within blocks on a form, you must list the Block Name before entering a list of required fields. The system presents a list of required fields for the block name that is highlighted.



Required Fields view

Form, Block, and Field Name - Form and Block identify the specific form and block where the field is located. Field name identifies the name of the field on the form.

Default Value - You can enter a Default Value the system will automatically insert when a new record is created. This value can be overwritten if necessary. See the section titled [Enter Data](#) for instructions on entering defaults.

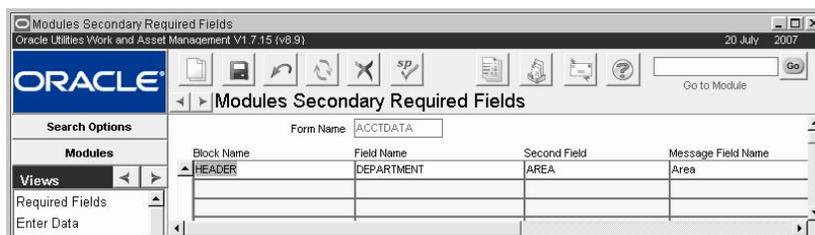
Reqd - Check the Required box if you want to make the field a required field. If you set a field as required, users must enter a value into the field before the system will allow them to save the record.

Sys - When the System box is checked, the system requires the field be populated before the record can be saved. When the System box is checked, the Required box is automatically checked as well and you cannot modify either setting.

Message Field Name - Message Field Name allows you to enter text that will be displayed in the alert box presented if a user does not enter a value into the field before saving.

Secondary Required Fields

Using similar procedures as to creating Required Fields, you can also specify secondary required fields. Secondary required fields are required only if another field on the record has been populated. For example, if a blanket contract number is entered on a purchase order, the blanket contract revision number is also required. If no blanket contract is specified, the revision number is not required. The Secondary Required Fields view allows you to designate fields as required based on whether or not another field has been populated.

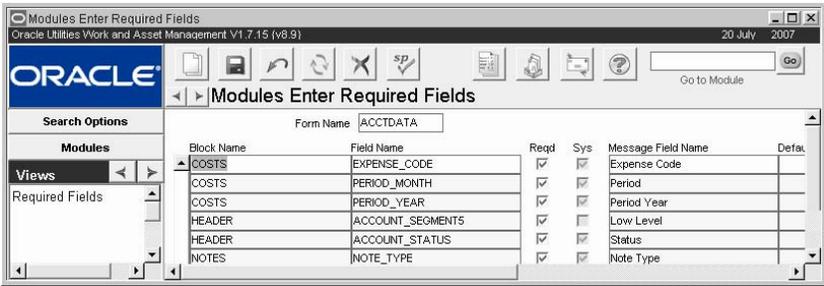


Secondary Required Fields view

Enter the Form, Block, Field, and first field. Then enter the Second Field that must be populated when the first field is populated.

Enter Data

You can use the Enter Data view to configure the system to automatically enter a default value in selected fields when new records are created. The default values can be changed on the created records if necessary. This view shows a summary of the fields that have already been set as required fields, but you can add additional fields that have not been set as required, if needed.



Enter Data view

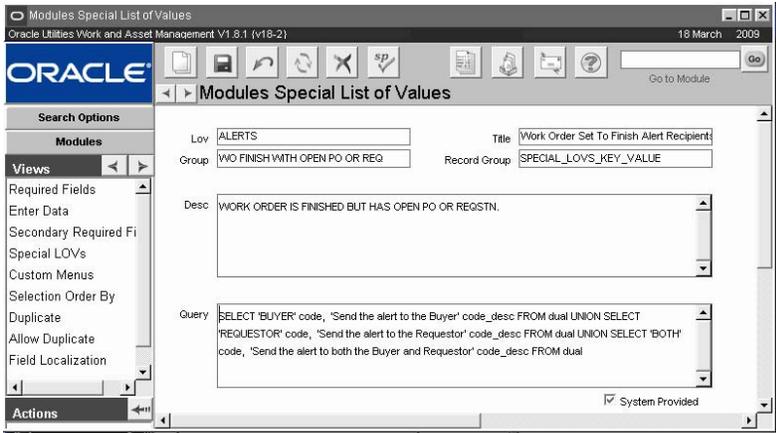
How to Enter Default Values

1. **Open the appropriate form record in the Module Administration - Forms module.**
2. **Select Enter Data from the Views list.**
The Enter Data window opens.
3. **Fill in the Default Values field next to a the associated fields.**
Enter the value that you want the system to automatically enter in the Default Value column, located at the far right of the Data Entry view.
4. **Click Save.**

The Enter Data view can also be used to specify required fields, but is intended to be used to enter default values.

Special Lists of Values

Construct custom lists of values queries in the Special Lists of Values view. When creating a special LOV you can only refine the existing LOV filter on the field, but you cannot change the basic structure such as adding or removing columns of information.



Special Lists of Values view

How to Create a Special List of Values

Create a custom list of values by identifying the field you want to modify then entering an overriding SQL statement.

1. **Identify the LOV and GROUP names for the field that you want to modify.**
Open the module, click in the field, select Help > About Item and note the LOV Name and Record Group values.

In this example, the Alerts Business Rule will be modified.
2. **Open the Modules Administration - Forms module and search on the module where the field appears, and select Special LOVs from the Views list.**

3. Click New.

If you want to change an existing special LOV, you must delete the existing and create a new one.

To view the existing Special LOV for this example, search on RULE in the Form Name field then find the WO FINISH WITH OPEN PO OR REQ rule key in the Alerts Business rule.

You can also access the database using a database development tool. For this example look at the WO FINISH WITH OPEN PO OR REQ rule key in the Alerts Business rule:

```
SELECT
    FORM_NAME, LOV_NAME,
    GROUP_NAME, RECORD_GROUP_NAME, RECORD_GROUP_QUERY,
    LOV_TITLE, LOV_DESC, SYSTEM_REQUIRED_IND
FROM SYNERGEN.SA_FORM_NAMES_LOVS Tbl
Where
RECORD_GROUP_NAME = 'SPECIAL_LOVS_KEY_VALUE' AND GROUP_NAME = 'WO
FINISH WITH OPEN PO OR REQ'
```

4. On the Special List of Values screen enter the list of values Name and Record Group values for your unique list of values in the LOV and Record Group fields (respectively).**5. Also enter a Title, Group Name and Description. The Title appears in the title bar of the list of values window. The Group value entered appears as the rule key.****6. Enter SQL as necessary to produce the desired results.**

Remember, you can only refine the existing LOV filter on the field, but you cannot change the basic structure such as adding or removing columns of information.

For this example the existing SQL might be modified to exclude one of the options, or to modify the description of the option:

```
SELECT 'BUYER' code, 'Send the alert to the Buyer' code_desc FROM
dual UNION SELECT 'REQUESTOR' code, 'Send the alert to the
Requestor' code_desc FROM dual UNION SELECT 'BOTH' code, 'Send
the alert to both the Buyer and Requestor' code_desc FROM dual
```

7. Return to the module to see the results.

The system displays applicable errors if the SQL does not work properly.

Custom Menus

The Custom Menus view allows you to define up to 20 custom menu items for each module. The menu items that you create can open reports or custom API calls that you develop using SQL and SAPI triggers.

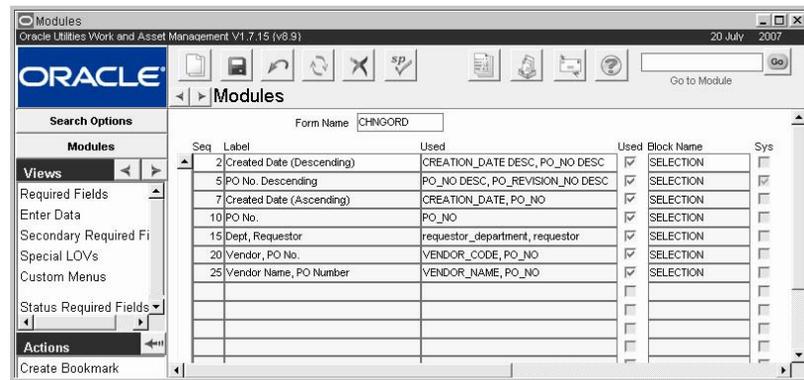
Please refer to the Customization Guide for a full list of SAPI Triggers and more information on Custom Menus.

Selection Order By

In the Search Options window of each module, there is an Order By field that contains options for ordering the data queried in your search. The Selection Order By view in the Module Administration - Forms module allows you to customize the ordering options appearing on the Search Options window in each module. As you add new ordering options, they appear on the drop-down list of the Search Options window in the sequence that you specify.

By creating Selection Order By Options, you save time for employees by offering search order options that are relevant to your organization's business operations. Creating Selection Order By Options is one way you can customize your system. Please refer to the Administration guide chapter on Code Tables and Codes to learn additional customization tools.

The Selection Order By view allows you to determine the default Order By options on the Search Options page in a given module. Open the appropriate form and select Selection Order By from the Views list. Since records are ordered by field names, you will need to know the correct form, block and field names that you want to use as the sort criteria. Lists of values are not available in the Selection Order By view window. Order By options that have a check in the Sys column are system required and should not be modified.



Selection Order By view

Form Name - Identifies the specific form where the Order By list will appear in the Search Options window.

Seq (sequence) - The items on the Order By list will be listed numerically according to this number.

Label - The text in this field represents how the items will appear on the list on the Search Options page.

Used - This field indicates which form fields should be used to sort the forms when they open.

Used (check box) - If this box is checked the Field will be used on the Order By list. These check boxes are a convenient way to add and remove fields from the Order By list without having to physically enter and remove them from the Selection Order By Views list.

Block Name - Indicates the specific block where the fields on the Order By list can be found.

Sys - Sort order is determined by the field where this box is checked.

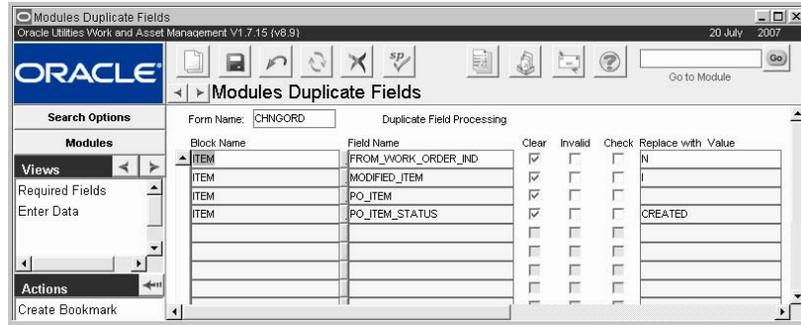
Duplicate

A handy feature is the ability to duplicate an existing record. It allows you to use another record as a template. Then you only need to change a few fields in the newly created record before saving. For example, if you often generate purchase orders to the same vendor, it saves time to be able to copy an existing purchase order to that vendor rather than input all of the vendor information each time you have a new purchase order.

You can set up specific parameters for duplicating records in the Module Administration - Forms module for fields and blocks in a module. By setting parameters correctly you can prevent unnecessary or incorrect information from being copied when users duplicate records.

Copy Record functionality takes the concept of record duplication one step further by allowing you to copy the predefined set of fields and defaults from the module.

When you use the Duplicate Last Record Action in a module, the system only copies over header information. Information from Views must be entered manually. Users can use the Copy Record action to duplicate the views as well.



Duplicate view

You cannot put in default values for system required fields. They will copy the values over.

Clear (check box) - If this check box is marked the system will clear this field when you use the duplicate function.

Invalid (check box) - If this check box is marked for a field, the system automatically marks the data in the field as invalid. When you save the record the system checks to see if it is actually invalid and then re-validates it or returns an error message if it is no longer valid. This function helps you to avoid duplicating inaccurate information.

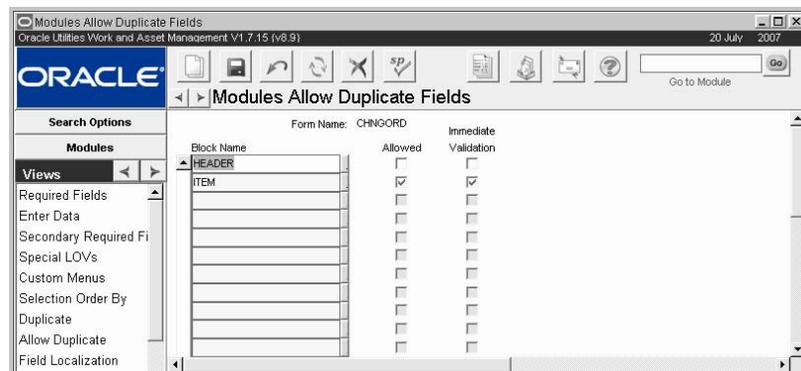
Check (check box) - If this check box is marked for a field, the system verifies that the information to be copied is valid. For example, if you are copying a Blanket Contract and the “Check” check box is marked for the Field Blanket Contract Number, the system will verify that the Blanket Contract number to be copied is still valid and used in the system before it uses it on the new form. This function helps you to avoid duplicating inaccurate information.

Replace with Value - In this field, you can enter the data that you would like to have entered in place of the data from the original form.

Allow Duplicate

The Allow Duplicate View allows you to set up blocks on a form that can be duplicated and validated. Select the block name and check the check boxes next to that block name depending on whether or not you want duplication to be allowed for that block and you want it to be validated immediately after it is duplicated.

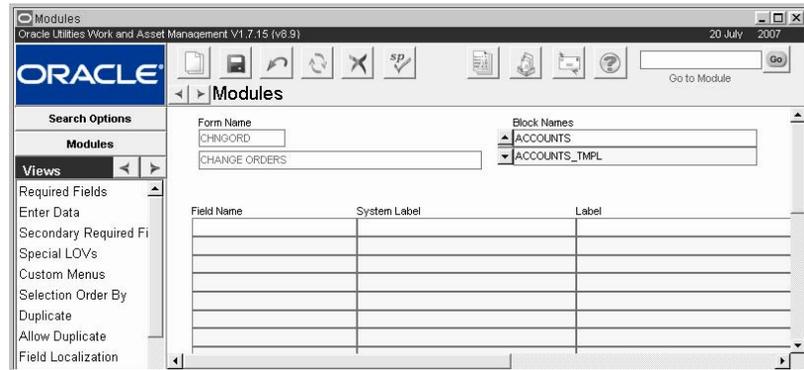
Where in the Duplicate view you are setting what happens with fields WHEN they are duplicated, this view determines whether or not the fields or blocks can be duplicated at all.



Allow Duplicate view

Field Localization

The Field Localization view allows you to customize labels for the fields on a form.



'Field Localization view

Field Localization settings are dependant on the [Plant](#) where they were configured. For example, a user can view all localized fields for Plant 01, but if he or she logs on to Plant 02 where no customized field labels are set, only system labels will be available. This rule is true for most customized settings.

Please refer to the Configuration Guide topic on [Localization](#) for complete information on how to configure localization settings.

Module Reports

Enter Report IDs in this view to create a quick link on the actions list of the module to that report. The system brings over the Report Title from the report description based on the Report ID. The Action Text field defines how the link will appear on the Actions list.

Select the Default box to indicate the report that should be printed as default when more than one report is configured in the module and there are options to Print <report> with Attachments.

The list of values for the Report ID is limited to reports that the user has access to through responsibilities. Users attempting to access the report must also have the report in their responsibilities, and they must have access to the all_cons_columns view. This is granted though sql using the command:

```
Grant select on all_cons_columns to SUPERUSER;
```

Copy Record

Users can select Copy Record from the Actions list in most modules to create an exact duplicate of a record. This functionality differs from duplicating the record in that it can copy all information from the original record, including line items, accounts, notes, attachments, and other details from the views.

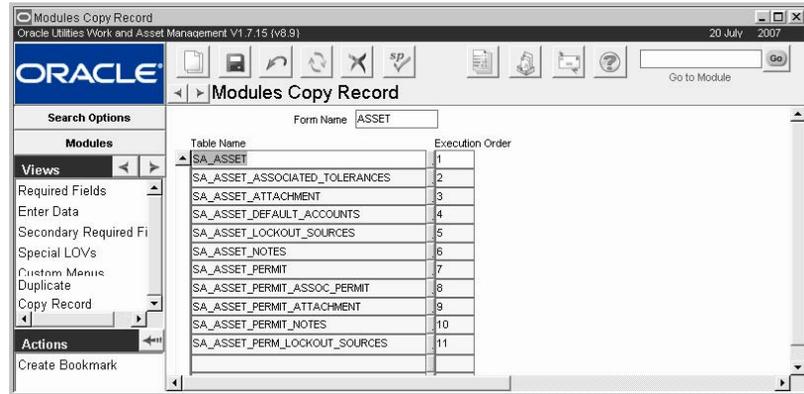
Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new record. If record numbers for the module are generated by the system, this step is completed for you. Otherwise you will usually be prompted to enter the record number and any other required information.

Copy Record configuration should only be completed by a qualified database administrator with solid knowledge of the database structure.

In order for the Copy Record action to appear on the Actions list in any module users must have BOTH the Responsibility and at least one table added to the Copy Record view of the Module Administration - Forms module.

In order for the Copy Record action to appear on the Actions list in any module you must have BOTH the Responsibility and at least one table added to the Copy Record view of the Module Administration - Forms module. Users must also have access to the all_cons_columns view to copy records using this functionality. Please refer to the configuration guide for more information.

Use the Copy Record view in Modules Administration - Forms to indicate the tables (views) that should be copied when the Copy Record action is selected from within a module.



Copy Record view

Here you enter or exclude all of the views in the module that you want to copy and indicate the execution order. Only the tables indicated in this view will be copied with a record. Some forms are delivered with default table and field values. These can be used as a guideline for configuring other forms.

Execution order is extremely important when configuring Copy Record functionality. The system must be configured to copy the header record first, then the child records, then the children to any of those child records, and so on. For example, the Asset module includes multi levels of views. If, for instance, SA_ASSET_PERMIT were placed ahead of SA_ASSET in the copy order, the system would not recognize SA_ASSET_PERMIT as having any valid data because the information needed from SA_ASSET would not yet be available. Likewise, SA_ASSET_PERMIT_ATTACHMENT could not be ahead of SA_ASSET_PERMIT for the same reason. Ordering the tables in a module in the wrong way could result in errors or the creation of corrupt data.

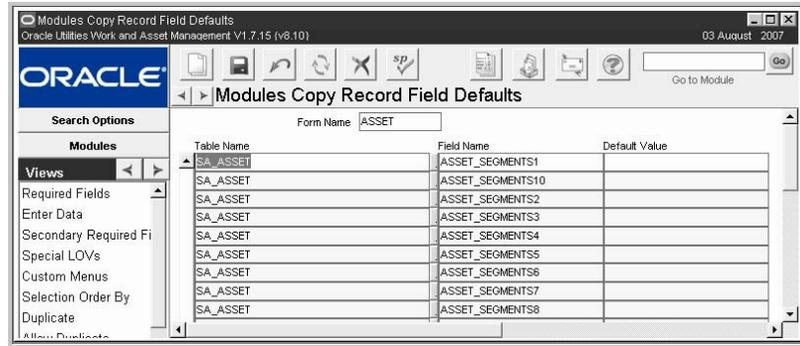
Users must also have access to the all_cons_columns view to copy records using this functionality. This is granted though sql using the command:

```
Grant select on all_cons_columns to SUPERUSER;
```

Field Defaults - Entries are ONLY made in the Field Defaults view if a change needs to be made to the field when the record is copied. If a table is included in the Copy Record view, but no fields on that table are indicated in the Field Defaults view, all of the fields will be copied with no changes made to the data. Fields included in the Field Defaults view will either be cleared of existing data when copied (when the Default Value is left blank) or to indicate a Default Value (enter the value in the Default Values field). The lists of values in both views are validated for tables in the module, and fields in the tables.

The following values can be entered to use [standard system defaults](#):

- SYSDATE
- USERNAME
- DEFAULT_NAME
- USER/DEFAULT_NAME



Field Defaults view

Copying Status Fields - Default values become very critical in cases where the record being copied includes a status field. In most cases, you would want to set a Default Value for the status field on all copied records so that the new record cannot be created in an unusable status. Copying a status incorrectly could result in errors or the creation of corrupt data.

Responsibilities - Once a module is set up in the Copy Records view of the Module Administration (Forms) module, make sure that the users also have the Copy Record responsibility that is specific to the module. Every module that includes the Copy Record functionality is listed as [FORMNAME] -COPY RECORD when you select Copy Records as from the Type drop-down in the Responsibility module.

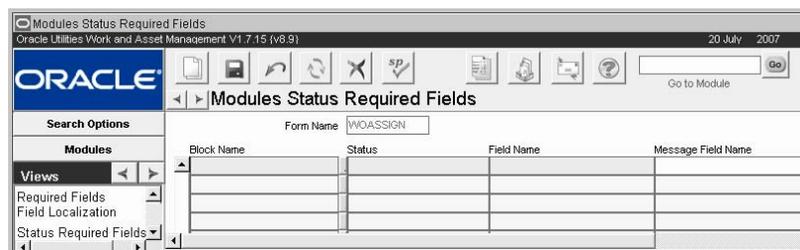
Sequence Numbers - When the action is selected from a module the system opens a wizard that walks users through the process of creating the new record. If record numbers for the module are set to be auto-generated, the system creates the number as it would when any new record is created. Otherwise the user is prompted to enter the record number and any other required information.

Once a module is set up in the Copy Records view of the Module Administration (Forms) module, make sure that the users also have the Copy Record responsibility that is specific to the module. After these settings are complete, users with the responsibility can use the Copy Record action for the module that was configured.

Database Tables - When records are copied, the system creates temporary tables. When the copying process is complete, the system discards this data in the database recycle bin. To prevent data accumulation on the database, DBAs should clean out the database recycle bin periodically.

Status Required Fields

The Status Required Fields view allows you to designate fields as required based the current status of the record.



Status Required Fields view

Form Name - Identifies the specific form where the field is located.

Block Name - Identifies the specific block where the field is located.

Status - Designates the status that will require population of the field identified under Field Name.

Field Name - Identifies the name of the field on the form that will be required if the form is in the designated status.

Message Field Name - Message Field Name allows you to enter text that will be displayed in the alert box presented if a user does not enter a value into the field before saving.

Reqd - Check the Reqd (Required) box to make the field a required entry.

Sys - Check the Sys (System) box to indicate a field that should not be modified. A field with this box checked is no longer required at all.

Chapter 21

Modules Administration - SIA

The Modules Administration - SIA module mirrors the functionality of the corresponding forms module, but for modules based on the Synergen Internet Architecture (SIA) rather than Oracle forms. Using the Modules Administration - SIA module, you can define required or secondary required fields and setup default values that the system will automatically insert into new records.

Please note that to fill in any Default Value field, you can also use [standard system defaults](#).

Information on creating custom menu actions is included in the Customization guide.

Related Topics

[Modules Administration - Forms](#)

Modules Administration - SIA Records

You can search the SIA Modules Administration module using field names or field sources. The field source is the page or view where the field is found. If you don't know a specific field name or field source, you can find out by right clicking on any field in an SIA module to see the field name, field label, and field source information.

The Results window opens listing all records that meet your search criteria. If you search without entering specific information, the Results window opens listing all records.

The screenshot shows the 'Modules Administration - SIA' interface. At the top, there is a breadcrumb trail: 'Home > Search > Results'. Below this, there are two main sections: 'Views' and 'Actions', each with an 'Options' link. The 'Views' section includes 'Field Search'. The 'Actions' section includes 'Export Data' and 'Printable Version'. The main content area displays a table with the following columns: 'Field Key', 'Field Name', 'Default Value', 'System', 'Required', and 'Secondary Required *'. The table contains 10 rows of data, each representing a field definition for a specific component.

Field Key	Field Name	Default Value	System	Required	Secondary Required *
WeeklyScheduleTasks	SEQUENCE_NO		<input type="checkbox"/>	<input type="checkbox"/>	Secondary Required *
WeeklyScheduleTasks	INTERRUPTION_CODE		<input type="checkbox"/>	<input type="checkbox"/>	Secondary Required
WeeklyScheduleTasks	WORK_ORDER_NO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary Required
WeeklyScheduleTasks	WORK_ORDER_TASK_NO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary Required
WeeklyScheduleCopySchedule...	RESCHEDULE_START_DATE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary Required
TimekeepingDetail	CT_PREMIUM_TYPE		<input type="checkbox"/>	<input type="checkbox"/>	Secondary Required *
TimekeepingDetail	CT_DATE	SYSDATE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary Required
TimekeepingDetail	CT_EMPLOYEE_NO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary Required

SIA Modules Results window

The following fields are included:

Field Key - The field key represents the name of the component that groups related fields together on the screen. One field with the same name can take on different properties and property values (such as format mask or length) within different components. The purpose of a field key is to associate a field with the set of properties that are applicable to the field when it is included on a specific component.

Field Name - The field name identifies the name of the field on the form.

Default Value - If you enter a Default Value the system will automatically insert the specified value into the field when a new record is created. Users can overwrite default values if necessary.

System - When the System box is checked, the system requires the field be populated before the record can be saved. When the System box is checked, the Required box is automatically checked as well and you cannot modify either setting.

Required - Check the Required box if you want to make the field a required field. If you set a field as required, users must enter a value into the field before the system will allow them to save the record.

Modules Administration SIA Views

The module includes the following view:

Secondary Fields

Click the Secondary Required link to designate a second field to be a required field when the current field is populated. If secondary field information has been entered, the Secondary Fields Data page opens showing that information. If secondary field information has not been entered, click the New icon to open an empty data page.

Field Key	Field Name	Field Value	Second Field Name	Required	Add
TimekeepingDetail	CT_PREMIUM_TYPE		CT_PREMIUM_HOURS	<input checked="" type="checkbox"/>	N/A
TimekeepingDetail	CT_PREMIUM_TYPE		CT_PREMIUM_SHIFT	<input checked="" type="checkbox"/>	N/A

Secondary Fields view

Enter the Second Field Name and mark the Required check box. Check the Required box to make the field a required field.

Enter a Field Value to indicate that the second field is required only when the first field contains the specific value shown. Leave the Field Value blank if the second field is always required when the first field is populated with any value.

Chapter 22

Sequence Numbers

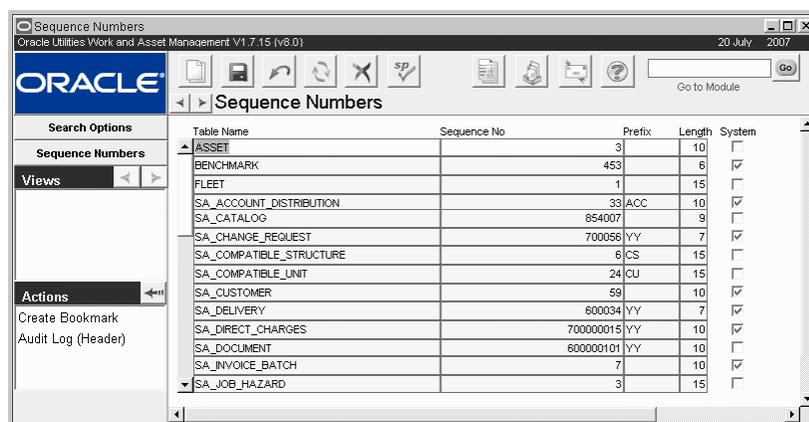
Throughout the system many numbers - such as ID Numbers - must be unique to identify the record that they are associated with. Often it is useful that these numbers be system generated to ensure that the numbers will be correct and in the right order. According to your business practices, you will want to decide which numbers are system generated and which can be entered manually.

When you adjust the settings in this module the changes apply only to the Plant to which you are currently logged on.

Sequence Number Records

Use the Sequence Numbers module to control the format of sequence numbers and determine whether or not the number is provided by the system.

Note: Most purchasing documents and some work order documents must have system-generated sequence numbers in order for the system to be able to process them correctly. You should consult with customer support or your implementation team if you plan to turn this function OFF for any of these modules.



The screenshot shows the Oracle Sequence Numbers module interface. The window title is "Sequence Numbers" and the subtitle is "Oracle Utilities Work and Asset Management V1.7.15 (v8.0)". The date is "20 July 2007". The interface includes a search options panel on the left, a main table, and an actions panel at the bottom left. The table has the following columns: Table Name, Sequence No, Prefix, Length, and System. The table contains the following records:

Table Name	Sequence No	Prefix	Length	System
ASSET		3	10	
BENCHMARK	453		6	<input checked="" type="checkbox"/>
FLEET	1		15	<input checked="" type="checkbox"/>
SA_ACCOUNT_DISTRIBUTION	33	ACC	10	<input checked="" type="checkbox"/>
SA_CATALOG	854007		9	<input checked="" type="checkbox"/>
SA_CHANGE_REQUEST	700056	YY	7	<input checked="" type="checkbox"/>
SA_COMPATIBLE_STRUCTURE	6	CS	15	<input type="checkbox"/>
SA_COMPATIBLE_UNIT	24	CU	15	<input type="checkbox"/>
SA_CUSTOMER	59		10	<input checked="" type="checkbox"/>
SA_DELIVERY	600034	YY	7	<input checked="" type="checkbox"/>
SA_DIRECT_CHARGES	70000015	YY	10	<input checked="" type="checkbox"/>
SA_DOCUMENT	600000101	YY	10	<input checked="" type="checkbox"/>
SA_INVOICE_BATCH	7		10	<input checked="" type="checkbox"/>
SA_JOB_HAZARD	3		15	<input type="checkbox"/>

Sequence Numbers record

The following fields are included:

Table Name - The Table Name indicates the table that contains the number and is entered and maintained by Oracle Utilities Work and Asset Management.

Sequence Number - If the system generates the number, you can determine if there is a starting number, as well as what that number is to be. For example, entering 100 would cause the system to begin using the number 100, then 101, 102, etc.

Prefix - If the system generates the number, you can determine what prefix it will use. If you enter “YY” the system will use the current year. Any other letters or numbers entered will be represented as their value. For example, entering “B” would cause generated numbers to begin with “B”.

Avoid the use of the special characters ', “, &, or % in prefixes as these characters are not allowed in prime keys. As most record ID numbers constitute at least a portion of the prime keys for their associated records, using these special characters in prefixes may result in processing errors.

Note: If at some point you would like to change or omit the prefix, you can do so by entering a new prefix or deleting the existing prefix. Make sure that the new value has not already been used or else you will create duplicate numbers and the system will generate an error.

Length - The length indicates the maximum number of characters that can be used in the number. The length indicates the size of the number that can be used in the table, not necessarily what the field will show on screen.

System - A check in the System check box indicates that the system provides users with a sequence number.

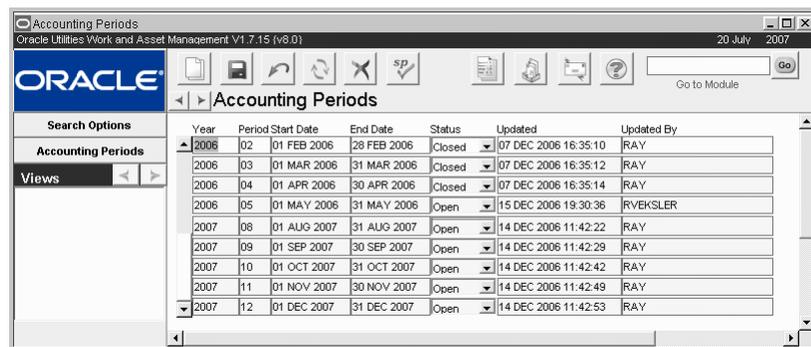
Chapter 23

Accounting Periods

You can define accounting periods in the Accounting Periods module to match the accounting periods used by your general Ledger application. An Account Period is the time period during which costs accumulate. Costs accumulate until the system sets the Period to Closed status. Accounting periods also affect calculations for Period to Date summaries for Accounts, Projects, etc. The End of Period Processing Business Rule determines how the system will handle closeout processes for these periods.

The list is ordered by year and cannot be resorted.

In general, your organization's finance department handles the creation of accounting periods.



Year	Period	Start Date	End Date	Status	Updated	Updated By
2006	02	01 FEB 2006	28 FEB 2006	Closed	07 DEC 2006 16:35:10	RAY
2006	03	01 MAR 2006	31 MAR 2006	Closed	07 DEC 2006 16:35:12	RAY
2006	04	01 APR 2006	30 APR 2006	Closed	07 DEC 2006 16:35:14	RAY
2006	05	01 MAY 2006	31 MAY 2006	Open	15 DEC 2006 19:30:36	RVEKSLER
2007	08	01 AUG 2007	31 AUG 2007	Open	14 DEC 2006 11:42:22	RAY
2007	09	01 SEP 2007	30 SEP 2007	Open	14 DEC 2006 11:42:29	RAY
2007	10	01 OCT 2007	31 OCT 2007	Open	14 DEC 2006 11:42:42	RAY
2007	11	01 NOV 2007	30 NOV 2007	Open	14 DEC 2006 11:42:49	RAY
2007	12	01 DEC 2007	31 DEC 2007	Open	14 DEC 2006 11:42:53	RAY

Accounting Periods record

Year and Period - The Year and Period number uniquely identify each Period.

Start Date and End Date - The Start Date and End Date defined the period.

The system is flexible enough to reflect any accounting period scheme that you use for your General Ledger. Years do not have to begin on January first and they do not have to be 365 days long. Periods do not have to be months, nor does one period have to be as long as another.

The system does not allow you to enter overlapping periods. However, you can enter periods with gaps between them. For example, you might forget to include February 29th for leap years. The system does not identify this error until the batch processing attempts to pass the transaction record to the General Ledger interface. If this occurs the batch process will result in an error message and you will have to modify the appropriate account period and re-run the batch process.

Status - There are two possible statuses:

Open - Adjustments and postings can be made to open periods. Typically only the current period should be open, because a status of Closed indicates the all charges and credits have been posted and resolved.

Closed - Adjustments and postings cannot be made to closed periods. Typically all periods but the current one should be closed.

Updated and Updated By - These fields contain information about the last user to make changes to the period, and the date that the changes were made.

Chapter 24

Job Manager

A batch process is a task that the system runs automatically. Such tasks can include making updates, purging obsolete data, generating schedules, or performing other automatic functions established by your organization without user intervention. In many cases, once a record is processed it will be set to a status such as Posted or Finished to indicate that the record is closed and will not undergo any further processing in the system.

Batch processing uses computer resources efficiently and facilitates off-hour completion of time consuming tasks that can slow down the system. Your System Administrator sets the periodic date and time that database procedures and packages run through the Job Manager module.

Please refer to your configuration guide for descriptions of each specific batch process.

Job Manager Records

Batch processes are stored as database packages and database procedures, and are managed in the Job Manager module. Each Job Manager record has a system-generated number that uniquely identifies the “job”, or scheduled database procedure. The batch job can call one or more procedures to run at the specified run-time interval.

The Job Manager can print a report of the Job Manager Log using the Job Manager Log Report in the Report Administration module.

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

The screenshot displays the Oracle Job Manager 22 interface. The window title is "Job Manager 22" and the subtitle is "Oracle Utilities Work and Asset Management V1.7.15 (v7.1)". The date is "20 July 2007". The interface includes a search bar, a "Go to Module" button, and a "Suspended or Broken" checkbox. The job details are as follows:

Field	Value
Job Number	22
Procedure	sdbp_held_for_parts (22,'01');
Interval	sysdate + 1
Last Run	20 JUL 2007 11:39:35
Currently Running	
Next Run	21 JUL 2007 11:39:35
Log User	RVEKSLER
Priv User	SYNERGEN
Schema User	SYNERGEN
Total Time	1003
Failures	0

The interface also includes a "Views" section with "Log" selected, and an "Actions" section with "Create Bookmark" and "Audit Log (Header)" options.

Job Manager record

The procedure SDBP_RUN_ALL_BATCH calls all of the batch procedures defined in the Batch Job Control Business Rule. SDBP_RUN_ALL_BATCH generally includes all procedures that need to run on a daily basis. Procedures that need to run at different periodic intervals, such as once a year or at the end of the Pay Period should be scheduled separately.

The following fields are included:

Job Number - System-generated number which uniquely identifies the job (scheduled database procedure). It must be included as a parameter of the Job Description of a batch procedure for the job to run properly.

Job Desc - Use this field to enter the database package or procedure name (as stored in the database), followed by the Job Number (NN) and the Plant Code ('PC') that you want this job to process, followed by a semicolon. [Examples](#).

Suspended or Broken - The Suspended or Broken check box is checked by the system when the Job failed to complete. You can also use it to prevent the Job from submitting. When checked, the Suspend button is replaced by the Release button. Press Release to uncheck the check box, releasing the Job to be resubmitted.

Procedure - The procedure field stores the name of the database package or any SQL file, followed by Job Number and Plant Code for which the Job will run. If you want the same routine to run for another Plant Code, you must create another Job Manager record. Descriptions should be entered using the following formats.

packages: PACKAGE. PROCEDURE_NAME (NN, 'PC');

procedures: PROCEDURE_NAME (NN, 'PC');

NN is Job Number, 'PC' is Plant Code. Do not forget the semi-colon at the end.

Interval - Interval determines how often the routine will be automatically run by the system. [Click here](#) for examples.

Run Times - Last Run, Currently Running, Next Run - Last, Current, and Next Run are maintained by the system, indicating the completion date and time of the last run, the start date and time if the job is currently running, and the date and time it will run again. (Next Run is initially entered by you during insert and may be updated if desired.)

Log, Priv (privileges), and Schema User - Log User is the username of the user who first submitted the Job. Priv User is the username of the user whose privileges the job will inherit when run. Schema User is the Job's schema username when run. Database procedures which submit or modify Jobs default Priv and Schema Users to the database owner name.

History - The history section gives numerical information about running the job. TOTAL TIME is the cumulative execution time (in seconds), and FAILURES is the number of times the job failed to complete.

Creating Batch Jobs

Select Create Job from the Actions list in the Job Manager module to set basic information about the job, such as a job description, and the start time and interval that the job will run.

How to Create a Batch Job

1. **Open the Job manager in the Administration subsystem.**
2. **Select Create Job from the Actions list on the Search Options screen.**
An Update Job window opens.
3. **Update the fields according to the [field descriptions](#).**
4. **Click the Save button.**

The system opens the Job record for the updated job so that you can modify it where necessary.

Modifying Batch Jobs

How to Modify a Batch Job

1. Open the appropriate Job Manager record.
2. Revise the fields as appropriate according to the field descriptions below.

Job Number - The Job Number is system generated and cannot be modified.

Suspended or Broken - The Suspended or Broken check box is checked by the system when the Job failed to complete. You can also use it to prevent the Job from submitting. When checked, the Suspend action is replaced by the Release action. You can then select Release from the Actions list to uncheck the check box, releasing the Job to be resubmitted.

Procedure - The procedure field contains the same information that you entered in the description field in the Update Job window.

Run Times - Last, Current, and Next Run are maintained by the system, indicating the completion date and time of the last run, the start date and time if the job is currently running, and the date and time it will run again.

Log, Priv, and Schema User - Log User is the username of the person who initially submitted the Job. Priv User is the username of the person whose privileges the job will inherit when run. Schema User is the job's schema username when run. Database procedures which submit or modify jobs, default Priv and Schema Users to the database owner name.

History - The history section gives numerical information about running the job. TOTAL TIME is the cumulative execution time (in seconds), and FAILURES is the number of times the job failed to complete.

3. Click Save.

Running Batch Jobs

The system regularly reviews submitted jobs, executing a job when it comes due. You can also choose to run the job manually by selecting Run Now from the Actions list. Once completed, the system submits the job to run again based on the entered Interval information.

Log

The Job Manager Log view is essentially a jump to the information available in the Job Manager Log module. Both the view and the module are select only. Information cannot be inserted, updated, or deleted. For more detailed information on the Job manager Log see the section entitled Job Manager Log module.

Please refer to your Configuration Guide or online Help for more information on specific batch processes.

How to Submit a New Job

Use this action to set batch jobs to run on an individual schedule when you don't want to include them in Run All Batch.

1. Open the Job Manager module.

Place a check in the Suspended or Broken check box to temporarily prevent a job from running.

2. Select Create Job from the Actions list on the Search Options screen.

The Update Job Window opens.

3. Enter Job information.

In the description field, enter the database package or procedure name (as stored in the database), followed by the Job Number (NN) displayed in the upper left corner of the window and the Plant Code ('PC') that you want this Job to process, followed by a semi-colon.

Packages:PACKAGE. PROCEDURE_NAME (NN, 'PC');

Procedures:PROCEDURE_NAME (NN, 'PC');

You can then enter a time Interval for automatic cycling of the procedure and the Next Run Date (and time) that you want the procedure to begin cycling.

4. Click the Save icon when you have entered all necessary information.**How to Run a Job**

The system regularly reviews submitted jobs, executing a job when it comes due. You can also choose to run the job online by selecting Run Now from the Actions list. Once completed, the system submits the job to run again based on the entered Interval information.

How to Delete a Job Manager Record**1. Open the Job Manager Module Window.****2. Perform a search to find the record that you want to delete.****3. Select the record that you want to delete from the Results of Search List.****4. Click the Delete icon.**

Deleting a record from the Job Manager module has no impact on the stored database procedure.

Code Examples for Intervals

Examples of code that you can use to determine Intervals include but are not limited to:

`SYSDATE + 1` - cycles 24 hours after run completion

`SYSDATE + 1/24` - cycles 1 hour after run completion

`TRUNC (SYSDATE) + 1 + 20/24` - cycles each day at 8:00pm

`ADD_MONTHS (SYSDATE, 1)` - cycles one month after run completion

To have jobs run on weekdays only, you can use one of the following examples or create interval definitions as you require.

Monday through Friday:

```
TRUNC(NEXT_DAY(SYSDATE,DECODE(RTRIM(TO_CHAR(SYSDATE,'DAY')),
'MONDAY','TUESDAY',
'TUESDAY','WEDNESDAY',
'WEDNESDAY','THURSDAY',
'THURSDAY','FRIDAY',
'MONDAY')))+22/24
```

Monday, Wednesday, Friday:

```
TRUNC(NEXT_DAY(SYSDATE,DECODE(RTRIM(TO_CHAR(SYSDATE,'DAY')),
```

```
'MONDAY','WEDNESDAY',  
'TUESDAY','WEDNESDAY',  
WEDNESDAY','FRIDAY'  
'THURSDAY','FRIDAY',  
'MONDAY')))+22/24
```

Monday through Thursday:

```
TRUNC(NEXT_DAY(SYSDATE,DECODE(RTRIM(TO_CHAR(SYSDATE,'DAY')),  
'MONDAY','TUESDAY',  
'TUESDAY','WEDNESDAY',  
'WEDNESDAY','THURSDAY',  
'MONDAY')))+22/24
```

Chapter 25

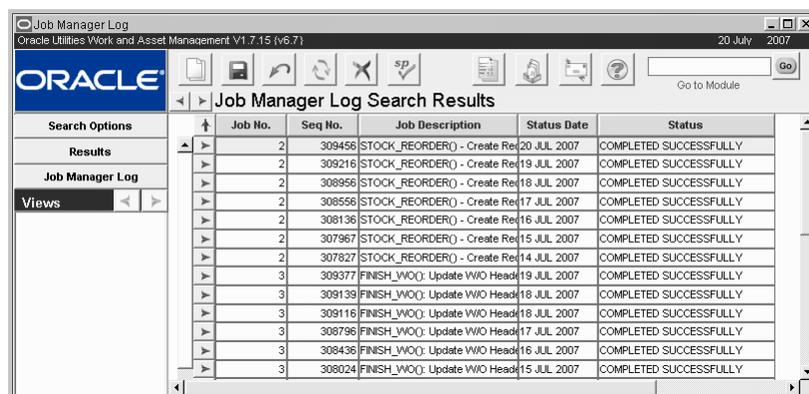
Job Manager Log

You can quickly access Job Manager historical information in the Job Manager Log module. This module lists a complete set of messages issued by procedures as they were run. Each run of a procedure is uniquely identified by the Job Sequence Number, allowing you to research Job Manager Logs for one or many Procedures, and each run of a Procedure.

This module is display only. Information cannot be inserted, updated, or deleted. This information can also be accessed from the Views list in the Job Manager module.

Job Number uniquely identifies the Job (scheduled database procedure). The Sequence Number is generated by the system to uniquely identify any given run (of a procedure). Also displayed is the date and time the run completed or terminated, the status of the run (such as Completed Successfully), and the Job description.

The Job Manager can print a report of the Job Manager Log using the Job Manager Log Report in the Reports module of the Administration subsystem.



The screenshot shows the 'Job Manager Log Search Results' window. The window title is 'Job Manager Log' and the subtitle is 'Oracle Utilities Work and Asset Management V1.7.15 (v6.7)'. The window contains a table with the following columns: Job No., Seq No., Job Description, Status Date, and Status. The table lists several records, all of which are 'COMPLETED SUCCESSFULLY'. The records include 'STOCK_REORDER() - Create Rec' and 'FINISH_WO() - Update W/O Head'.

Job No.	Seq No.	Job Description	Status Date	Status
2	309456	STOCK_REORDER() - Create Rec	20 JUL 2007	COMPLETED SUCCESSFULLY
2	309216	STOCK_REORDER() - Create Rec	19 JUL 2007	COMPLETED SUCCESSFULLY
2	308956	STOCK_REORDER() - Create Rec	18 JUL 2007	COMPLETED SUCCESSFULLY
2	308556	STOCK_REORDER() - Create Rec	17 JUL 2007	COMPLETED SUCCESSFULLY
2	308136	STOCK_REORDER() - Create Rec	16 JUL 2007	COMPLETED SUCCESSFULLY
2	307967	STOCK_REORDER() - Create Rec	15 JUL 2007	COMPLETED SUCCESSFULLY
2	307827	STOCK_REORDER() - Create Rec	14 JUL 2007	COMPLETED SUCCESSFULLY
3	309377	FINISH_WO() - Update W/O Head	19 JUL 2007	COMPLETED SUCCESSFULLY
3	309139	FINISH_WO() - Update W/O Head	18 JUL 2007	COMPLETED SUCCESSFULLY
3	309116	FINISH_WO() - Update W/O Head	18 JUL 2007	COMPLETED SUCCESSFULLY
3	308796	FINISH_WO() - Update W/O Head	17 JUL 2007	COMPLETED SUCCESSFULLY
3	308436	FINISH_WO() - Update W/O Head	16 JUL 2007	COMPLETED SUCCESSFULLY
3	308024	FINISH_WO() - Update W/O Head	15 JUL 2007	COMPLETED SUCCESSFULLY

Job Manager Log record

The system creates the Messages record using information submitted by the Job while it is running, keeping a complete log of transactions, errors, and other messages that are encountered during the run. Each Message is also time stamped. Messages cannot be modified.

Chapter 26

Server Report Queue

Through the Server Report Queue module, you can monitor Report jobs which have been complete, are currently running, or are held in your system server report queue. You can also resubmit jobs.

Only Run Date and Destination information can be modified. Remaining information is select only. You can change the Run Date and Time information, and/or Destination information (for printing), then resubmit the job by pressing the button. The job is then resubmitted to your system server report queue to run at the designated time.

Select Resubmit the Report from the Actions list to run the report from the form window. The system will ask you if you are sure that you want to run the report again. Select Yes or No accordingly.

Server Report Queue 21
Oracle Utilities Work and Asset Management V1.7.15 (v6.6) 20 July 2007

ORACLE

Server Report Queue 21

Search Options

Results

Server Report Queue

Views

Batch No 21 Report ID S_RPT028

Status QUEUED

Submitted By SYNERGEN 28-JUL-00

Run Date 28 JUL 2000

Destination Type File

Destination Name e:\oracle\report60\server\cache\syn6i.synergen.com21.pdf

Destination Format PDF

Where Clause WHERE 1=1 and STOCK_TYPE like 'INVENTORY%' and PLANT = '01'

Order By ORDER BY STOCK_CODE

Actions

- Create Bookmark
- Audit Log (Header)
- Resubmit the Report

Server Report Queue record

Chapter 27

Oracle Data Dictionary

One of the most important parts of an Oracle database is its data dictionary; a read-only set of tables that provides information about the database behind Oracle Utilities Work and Asset Management. The data dictionary contains:

1. Definitions of all schema objects in the database (including tables, views, indexes, clusters, synonyms, sequences, procedures, functions, packages, and triggers).
2. How much space has been allocated for, and is currently used by, the schema objects.
3. Public Synonyms for Data Dictionary Views.
4. Integrity constraint information.
5. The names of Oracle users.
6. Privileges and roles each user has been granted.
7. Auditing information, such as who has accessed or updated various schema objects.
8. Other general database information.

A schema is a collection of logical data storage structures (schema objects).

The data dictionary is structured in tables and views, just like other database data. All the data dictionary tables and views for a given database are stored in that database's SYSTEM tablespace.

Not only is the data dictionary central to every Oracle database, it is an important tool for all users, from end users to application designers and database administrators. To access the data dictionary, you use SQL statements. Because the data dictionary is read-only, you can issue only queries (SELECT statements) against the tables and views of the data dictionary.

Oracle Data Dictionary Records

The Oracle Data Dictionary module provides you on-line access to the Oracle table ALL_TAB_COLUMNS.

When you open the module, the Data Dictionary View of ALL_TAB_COLUMNS window is presented without any information.

The information in this module is display only and cannot be modified.

Table Name	Column Name	Data Type	Length	Scale	Precision	Null
METRICFILTERSGROUPFILTERS	FILTER_OPERATOR	VARCHAR2	20			Y
METRICFILTERSGROUPFILTERS	FILTER_VALUE	VARCHAR2	30			Y
METRICGROUPSCHARTS	PLANT	VARCHAR2	3			N
METRICGROUPSCHARTS	METRIC_ID	NUMBER	22			N
METRICGROUPSCHARTS	METRIC_TITLE	VARCHAR2	60			Y
METRICGROUPSCHARTS	METRIC_GROUP_ID	NUMBER	22			N
METRICGROUPSCHARTS	METRIC_GROUP_TITLE	VARCHAR2	60			Y
METRICGROUPSCHARTS	METRIC_GROUP_DESC	VARCHAR2	2000			Y
METRICGROUPSCHARTS	BASELINE_VALUE	NUMBER	22	20	4	Y
METRICGROUPSCHARTS	DESIRED_TREND	CHAR	1			Y
METRICGROUPSCHARTS	CURRENT_VALUE	NUMBER	22	20	4	Y
METRICGROUPSCHARTS	PREVIOUS_VALUE	NUMBER	22	20	4	Y
METRICGROUPSCHARTS	EXPECTED_VALUE	NUMBER	22	20	4	Y
METRICGROUPSCHARTS	CHART_ID	NUMBER	22			Y
METRICGROUPSCHARTS	CHART_TITLE	VARCHAR2	60			Y
METRICTITLEFILTERS	METRIC_ID	NUMBER	22			N
METRICTITLEFILTERS	METRIC_TITLE	VARCHAR2	60			Y
METRICTITLEFILTERS	FILTER_NAME	VARCHAR2	60			N
METRICUSERGROUPSCHARTS	PLANT	VARCHAR2	3			N
METRICUSERGROUPSCHARTS	METRIC_ID	NUMBER	22			N

Oracle Data Dictionary record

How to Search the Data Dictionary

1. Enter into any of the columns information by which to search.

Be sure to explicitly use “%” for wildcard searching. Radio buttons located at the bottom are used to order selected data.

2. Press F8 to query the database.

Order By options are available across the bottom of the window.

The Structure of the Data Dictionary

A database’s data dictionary consists of:

Base Tables - The underlying tables that store information about the associated database. Only Oracle should write to and read these tables. Users rarely access them directly because they are normalized, and most of the data is stored in a cryptic format.

User-Accessible Views - The views that summarize and display the information stored in the base tables of the data dictionary. These views decode the base table data into useful information, such as user or table names, using joins and WHERE clauses to simplify the information. Most users are given access to the views rather than the base tables.

SYS - Owner of the Data Dictionary

Warning: Altering or manipulating the data in underlying data dictionary tables can permanently and detrimentally affect the operation of a database.

The Oracle user SYS owns all base tables and user-accessible views of the data dictionary. Therefore, no Oracle user should ever alter (update, delete, or insert) any rows or schema objects contained in the SYS schema, because such activity can compromise data integrity. The security administrator should keep strict control of this central account.

How the Data Dictionary Is Used

The data dictionary has three primary uses:

- Oracle accesses the data dictionary to find information about users, schema objects, and storage structures.
- Oracle modifies the data dictionary every time that a data definition language (DDL) statement is issued.
- Any Oracle user can use the data dictionary as a read-only reference for information about the database.

How Oracle Uses the Data Dictionary

Data in the base tables of the data dictionary is necessary for Oracle to function. Therefore, only Oracle should write or change data dictionary information.

During database operation, Oracle reads the data dictionary to ascertain that schema objects exist and that users have proper access to them. Oracle also updates the data dictionary continuously to reflect changes in database structures, auditing, grants, and data.

For example, if user KATHY creates a table named PARTS, new rows are added to the data dictionary that reflect the new table, columns, segment, extents, and the privileges that KATHY has on the table. This new information is then visible the next time the dictionary views are queried.

How Users and DBAs Can Use the Data Dictionary

The views of the data dictionary serve as a reference for all database users. You access the data dictionary views via the SQL language. Some views are accessible to all Oracle users; others are intended for database administrators only.

The data dictionary is always available when the database is open. It resides in the SYSTEM tablespace, which is always online.

The data dictionary consists of sets of views. In many cases, a set consists of three views containing similar information and distinguished from each other by their prefixes:

The set of columns is identical across views with these exceptions:

- Views with the prefix USER usually exclude the column OWNER. This column is implied in the USER views to be the user issuing the query.
- Some DBA views have additional columns containing information useful to the administrator.

Prefix	Scope
USER	User's view (what is in the user's schema)
ALL	Expanded user's view (what the user can access)
DBA	Database administrator's view (what is in all users' schemes)

Views with the Prefix USER

The views most likely to be of interest to typical database users are those with the prefix USER. These views

- refer to the user's own private environment in the database, including information about schema objects created by the user, grants made by the user, and so on
- display only rows pertinent to the user
- have columns identical to the other views, except that the column OWNER is implied (the current user)
- return a subset of the information in the ALL_ views
- can have abbreviated PUBLIC synonyms for convenience

For example, the following query returns all the objects contained in your schema:

```
SELECT object_name, object_type FROM user_objects;
```

Views with the Prefix ALL

Views with the prefix ALL refer to the user's overall perspective of the database. These views return information about schema objects to which the user has access via public or explicit grants of privileges and roles, in addition to schema objects that the user owns. For example, the following query returns information about all the objects to which you have access:

```
SELECT owner, object_name, object_type FROM all_objects
```

Views with the Prefix DBA

Synonyms are not created for these views, because the DBA views should be queried only by administrators

Views with the prefix DBA show a global view of the entire database. Therefore, they are meant to be queried only by database administrators. Any user granted the system privilege SELECT ANY TABLE can query the DBA-prefixed views of the data dictionary.

Synonyms are not created for these views, because the DBA views should be queried only by administrators. Therefore, to query the DBA views, administrators must prefix the view name with its owner, SYS, as in

```
SELECT owner, object_name, object_type FROM sys.dba_objects;
```

Administrators can run the script file DBA_SYNONYMS.SQL to create private synonyms for the DBA views in their accounts if they have the SELECT ANY TABLE system privilege. Executing this script creates synonyms for the current user only.

Oracle creates public synonyms on many data dictionary views so that users can access them conveniently. (The security administrator can also create additional public synonyms for schema objects that are used system wide.) Users should avoid naming their own schema objects with the same names as those used for public synonyms.

Adding New Data Dictionary Items

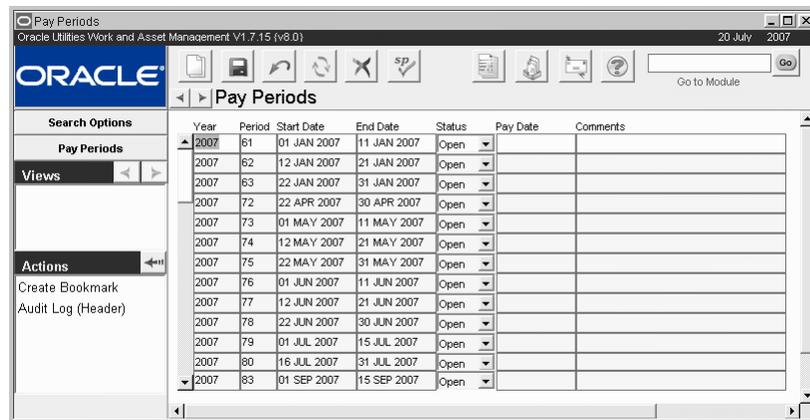
You can add new tables or views to the data dictionary. If you add new data dictionary objects, the owner of the new objects should be the user SYSTEM or a third Oracle user.

Caution - Never create new objects belonging to user SYS except by running the script provided by customer support or your implementation team for creating data dictionary objects.

Chapter 28

Pay Periods

Pay Periods are defined and maintained in the Pay Periods module. Each Period is identified by the Year and Period number.



The screenshot shows the Oracle Pay Periods module interface. The window title is "Pay Periods" and the version is "Oracle Utilities Work and Asset Management V1.7.15 (v8.0)". The date is "20 July 2007". The interface includes a search options panel on the left with "Pay Periods" selected, and a main table with the following data:

Year	Period	Start Date	End Date	Status	Pay Date	Comments
2007	61	01 JAN 2007	11 JAN 2007	Open		
2007	62	12 JAN 2007	21 JAN 2007	Open		
2007	63	22 JAN 2007	31 JAN 2007	Open		
2007	72	22 APR 2007	30 APR 2007	Open		
2007	73	01 MAY 2007	11 MAY 2007	Open		
2007	74	12 MAY 2007	21 MAY 2007	Open		
2007	75	22 MAY 2007	31 MAY 2007	Open		
2007	76	01 JUN 2007	11 JUN 2007	Open		
2007	77	12 JUN 2007	21 JUN 2007	Open		
2007	78	22 JUN 2007	30 JUN 2007	Open		
2007	79	01 JUL 2007	15 JUL 2007	Open		
2007	80	16 JUL 2007	31 JUL 2007	Open		
2007	83	01 SEP 2007	15 SEP 2007	Open		

Pay Periods record

A Pay Period delineates a time period (which cannot overlap another Period) to which Timesheet costs roll up until the Period is set to “Closed” status.

If you are adding new Pay Period records, the Year and Period number combination must be unique and the Start and End Dates cannot overlap existing Pay Period dates.

The status is set to “Open” and remains so until you set it to “Closed”. Once the Period is closed, no charges can be applied to it.

Pay Date is the date for the Period that employees are to be paid.

You can use the **Comments** field to attach a brief note to each period.

The End of Period Processing Business Rule determines how the system will handle closeout processes for these periods.

Chapter 29

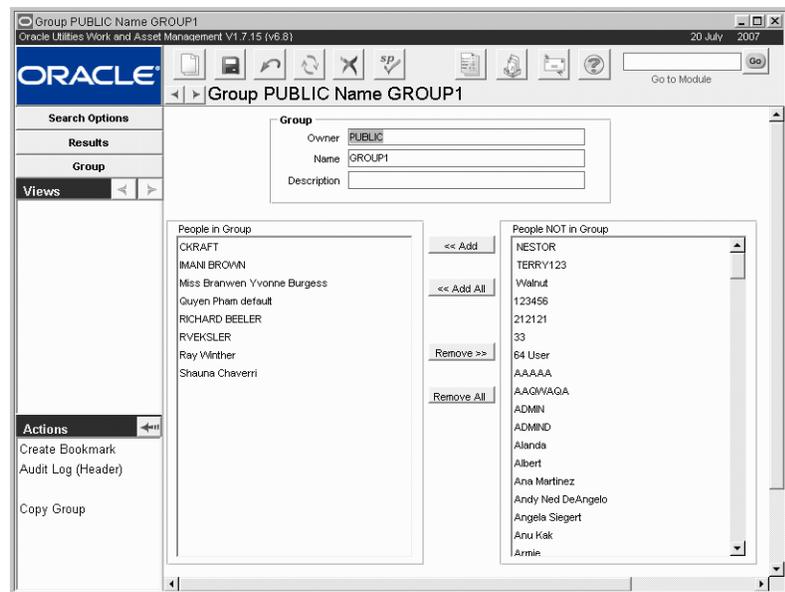
WorkFlow Groups

Using the WorkFlow Groups module you can build and maintain lists of users to facilitate easier distribution of messages and information to specific groups of people. Once a group is established users can use it in a manner very similar to Distribution Lists in e-mail programs.

Group names appear in the Address Message window where you select them for addressing messages.

WorkFlow Group Records

Open the WorkFlow Group module to begin creating distribution lists for your application messaging. The top section of the record allows you to define the group name, the owner, and enter a description. Select users to appear in the group in the lower section of the screen.



WorkFlow Groups record

The following fields are included:

Group Owner - Designated the Group Owner to determine who has access to the group. Only the user identified in the Group Owner field can use a given workflow group, however, this can be set to public so that anyone can use the list.

User Name - The system automatically enters your Username as the Group Owner. If you select this option, you will be the only person who is able to use the Group.

Public - If you select Public as the owner, any user that can sign onto the plant can use the list.

Group Name - The Group Name displays on the list of values for the User field of the Message window, along with the first few words of the group description.

Description - The Description is for information purposes only, viewed only from within this module and on the User field of the Message window.

People in Group and People Not in Group - Taken together, these two columns include all the Users for the plant. Clicking the appropriate button between the columns moves names from one column to the other.

The Add Button - If you highlight a name in the People Not in Group column and select this button, the system moves the name to the People in Group column.

The Add All Button - If you select this button without highlighting a name the system moves all the remaining names from the People Not in Group column to the People in Group column.

The Remove Button - If you highlight a name in the People in Group column, and select this button the system moves the name to the People Not in Group column.

The Remove All Button - If you select this button without highlighting a name the system moves all the remaining names from the People in Group column to the People Not in Group column.

When you use the “Add All” or “Remove All” buttons the system automatically saves the changes for you and the Cancel button cannot be used to undo the change.

How to Create a Workflow Group

1. **Open the Workflow Groups module.**
2. **Click New.**
A new Workflow Group window opens.
3. **Fill in the fields according to how you want to set up the group.**
4. **Click Save.**
5. **Add members to the group.**

Once a workflow group is created, you can add names to and remove names from the workflow group using the Add or Remove buttons.

Once you click an Add or Remove button, the system performs the action and saves the record. You do not have to Click Save.

Workflow Group Actions

In addition to standard actions, the following can be completed from within the module.

Copy Group

You can duplicate a group by selecting copy Group from the Actions list. This is useful if you want to create a new group that has similar members to an existing group.

Revising Workflow Groups

Once a workflow group is created, you can add and remove names from the workflow group.

How to Add Members to a WorkFlow Group

1. **Select WorkFlow Groups from the Administration subsystem.**
2. **Locate the group that you want to add a member to.**
3. **Select a name from the People NOT in Group list.**
4. **Click the Add or the Add All button.**
5. **Click Save.**

How to Remove Members from a WorkFlow Group

1. Select WorkFlow Groups from the Administration subsystem.
2. Locate the Group that you want to remove a member from.
3. Select a name from the People in Group list.
4. Click the Remove or the Remove All button.
5. Click Save.

Chapter 30

Audit Log

Whenever any of the database tables are modified in any way (usually on insert, delete, or update) the system tracks the change in the Auditing Log. This log functions in the same way as other system transaction logs in that you can sort and rearrange the columns if necessary. This log also displays the change, the date of the change, the actual change made, and the old value if applicable.

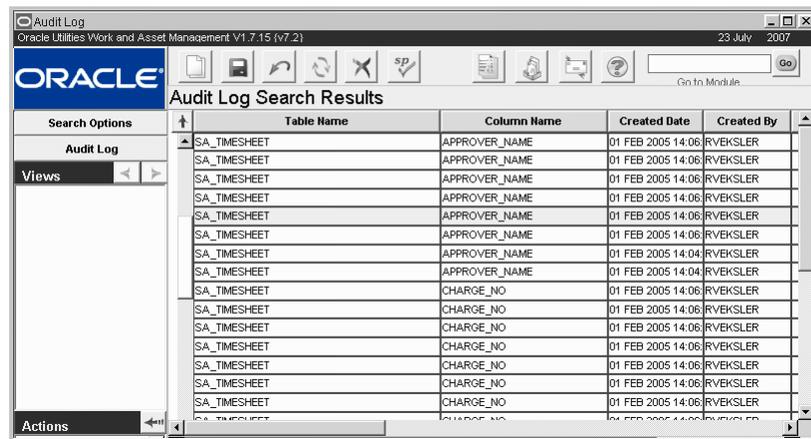


Table Name	Column Name	Created Date	Created By
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:04	RVEKSLER
SA_TIMESHEET	APPROVER_NAME	01 FEB 2005 14:04	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER
SA_TIMESHEET	CHARGE_NO	01 FEB 2005 14:06	RVEKSLER

Audit Log

You can control which modules are audited by setting the Key Value to ON or OFF on Key Names starting with SAUT_ in the Installation Parameters module.

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 31

Event Queue

The system manages a queue of requests, such as emails or charts, which need to be processed in the Event Queue module. E-mail requests can be for approval requests or other alerts generated by the system. All requests are processed in the order that they are received.

Use the event queue to verify whether a specific event was completed successfully or if it failed. The listing of events can be sorted and searched by a variety of criteria. Use the search options to filter or sort the list as needed.

Administrators can click the highlighted Event number to open a window that displays additional information about the event, including technical details. This information can be used to troubleshoot and to report problems.

Please refer to the [Event Queue](#) topic in the Configuration Guide for more information on managing the Event Queue.

Event Statuses

These event statuses are as follow:

Pending - The requested event has been added to the queue and is waiting to be processed.

Processing - The requested event is currently being processed by the system.

Retry - The system attempted to process the requested event, but an error occurred. The system will attempt to process the event again at a later time (configurable - see note below).

Completed - The requested event was processed successfully.

Failed - The system attempted to process the requested event, but an error occurred. The attempted to retry the request, but those retries also failed. Further processing will not be attempted.

Chapter 32

Graphs Administration

While the Oracle Utilities Work and Asset Management charts functionality requires Microsoft Excel, graphs allow you to represent information visually without relying on the Excel product.

Use the Graphs Administration module to create or modify graphical representations of data within the system. The Graphs Administration page consists of 3 sections: Graph Definition, Graph Display, and Graph Filters. To create a new graph enter definition values and SQL in the appropriate fields.

The graphs functionality differs from charts in that graphs allow users to represent information without relying on Microsoft Excel. Where charts are executed from Oracle Utilities Work and Asset Management must be presented in Microsoft Excel pivot tables with MS web components, all of the graphing functionality is handled within the Oracle Utilities Work and Asset Management application. Additionally, users can dynamically filter the data that is graphed and they can easily alter the appearance of the graphs by changing characteristics such as labeling, dimensions, color and special effects.

Graph Viewer

The Graph Viewer allows users to display pre-configured graphs or standard graphs delivered with the product. Users can modify graphs displayed in the Graph Viewer, but the changes cannot be saved. Within the graph viewer users will see Site Graph and System Graph on the Views list. These options allow users to select between the graphs that were developed on-site, or those that were delivered with the application. The two graph types are stored in separate database tables; XT_GRAPH_ONSITE and XT_GRAPH. It is safe to modify or Site Graphs in addition to creating new ones.

Note: For more information please refer to the user documentation for the Graph Viewer located in the System Basics Guide.

Site Graph - Site Graphs are the graphs that were created on-site by someone within your organization. These graphs are likely to be tailored to your organization and the type of information that you typically use on a regular basis. Both lists may contain the same graphs because the application is installed with system graphs copied as site graphs so that they can be used as a starting point.

System Graphs - System Graphs are the graphs that were delivered in the application and cannot be modified by anyone within your organization. These can be useful for reviewing sample graphs or to determine the types of filters you can apply to your own graphs.

Graph Definition

Use this section to define the SQL Query to derive the graph, labels, colors, widths, and other graph definition settings.

Defining the Graph

Graph Name and Description - Enter the name and description for the graph in these fields. The system displays the name in the Graph Viewer and includes it as a drop-down option when selecting a graph to view. The description does not appear on the graph.

Data Source and Type - The data source field holds the query that returns the data for the graph, default category labels and default legend labels (if defined).

At this time SQL is the only Data Source Type recognized by the graph interface.

The first column in the select portion of an sql data source query holds the category labels, each row holding one label in the order that they will appear in the graph. All other columns are considered to contain graphable data and must contain numeric information. When there is only one column in the select portion of the query and the column data is numeric, it will be considered a data column and will be graphed instead of being used for category labels. You can also assign category labels in the [Category Labels](#) field described below.

The field names for each column used as graph data are used as the legend labels, displayed in the order in which they appear in the select statement. You can also assign legend labels in the [Legend Labels](#) field described below.

Insert question marks in place of 'where clause' values to indicate where a filter will be used instead of an explicit value. Variables can also be used in other parts of the SQL where a filter would be useful. You can use up to six of these variables which you then define in the Graph Filters section. You can also choose not to use any filters in your graph.

As an advanced method you can also use a variable for the operator in the where clause.

You must have one filter defined for each variable that is used in the sql data source. This is explained in more detail in the Graph Filters section as well as being illustrated in the sql examples.

Please refer to the section titled SQL Guidelines for sample SQL and graphs.

Autofilter Plant - Place a check in the Autofilter Plant box to prompt the system to automatically filter for the plant that the user is logged in to when accessing the graph.

Graph Definition Information

Graph

Graph Name: VEHICLE COST YRLY

Graph Desc: Yearly vehicle costs broken down by category. Filterable by ASSET and YEAR.

Data Source Type: SQL

Data Source: SELECT period_year, SUM(NVL(labor_amount,0)) "Labor Amount", SUM(NVL(parts_amount,0)) "Parts Amount", SUM(NVL(total_cost_per_mile,0)) "Total per Mile" FROM

Autofilter Plant:

Titles and Labels

Graph Title: Yearly Vehicle Cost

Left Title: \$

Bottom Title:

Category Labels: (default)
(comma delimited)

Value Label: Axis Only

Legend Labels: (default)
(comma delimited)

Appearance and Dimensions

Bar Colors: green, blue, purple
(comma delimited)

Background Color: Gainsboro

Foreground Color: Whitesmoke

Border Type: 3D

Effect Option: Bar Gradients

Graph Width: pixels

Graph Height: 400 pixels

Bar Thickness: 16 pixels

(Note: Bar Thickness is ignored if a Graph Width is indicated.)

Graph Definition

Titles and Labels

Graph Title, Left Title and Bottom Title - The Graph Title serves as the main title of the graph and is displayed at the top. The Left Title and Bottom Title are displayed at the left and bottom respectively. These are the sub titles used to describe the entire contents of the vertical axis and horizontal axis.

Category Labels - Category labels identify each data point that is graphed along the horizontal (X) axis. These can be defined in the source SQL by entering labels as the first column.

If you choose to enter labels here, it is important to verify that they represent each data field in the query meaningfully. The order in which they are given must match up with the data as it is ordered in the records returned by the query. Therefore, providing Category Labels is only

practical when the actual number of records returned by the query is a known and fixed number. If Category Labels are provided but the number of records is greater than the number of provided labels, then no Category Labels will show for the remaining data points from record numbers greater than the number of given Category Labels. Category Labels must be separated by a comma when entered.

Value Label - This refers to display options for “numeric labeling” of the data being shown in the graph. This includes whether or not a Y axis “tick” scale is displayed and also whether or not the number value being represented by each bar is written into the top of the bar itself.

If the bar widths are narrower than the number that would be displayed, the number will be clipped and misrepresented. Note that the numeric value of each bar can always be displayed when you hover over the bar with the mouse pointer. The values for each bar can also be seen in the Graph Data section.

Legend Labels - Legend labels appear in the legend that is generated at the right side of the graph whenever there is more than one data field in the select portion of the data source query. Providing legend labels will override the labels that would be taken from the select column names that represent graph data. When defining these labels, it is important to ensure that they meaningfully represent each data field in the query. The order in which they are given must match up with the order and number of the fields in the select portion of the data source query. Legend Labels must be separated by a comma when entered.

Appearance and Dimensions

Colors: Bar, Background, Foreground - If no values are provided for the foreground, background, or the bars the system will use default colors for the display. Colors can be represented by any valid HTML color. For example, both the words “red” and “green” are valid entries, as are their hexed counterparts, “FF0000” and “00FF00” (the quotes should not be entered).

If Bar Colors are provided, then they will be used in the order in which they are given, for each data series in the order in which it is displayed (as determined by the data source query). If an insufficient number of colors are provided, then the default internal color of a data series will be used.

Note: By default Internet Explorer does not print the background colors and images from pages. This means if you try to print a graph the bar colors and background colors will not be printed. To fix this, select Tools > Internet Options > Advanced Tab > Printing > and check the Print background colors and Images option.

Border Type - There are various choices of border types that can be selected here (none, single, 3D). Whatever choice is made, it is applied to two border geometries in the graph - the outer edge of the graph itself and the outer edge of each bar.

Effect Option - You can choose to have no fill in the graph bars, to have a full fill of color, or to show a static gradient of gray color blended into the original bar color. These effects are purely cosmetic and have no other meaning.

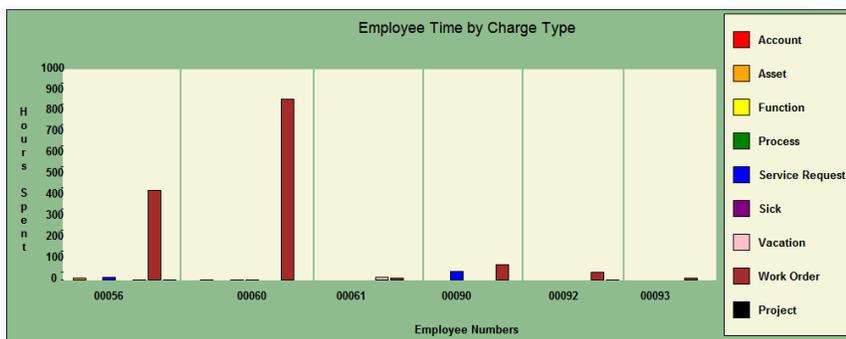
Graph Width - If this value is provided, it constrains the width of the graph to this value (in pixels), regardless of how little or how much data is displayed in the graph. It is not recommended that you set this value unless the exact graph width is important and the number of records to be returned is a known and fixed value. If Graph Width is set, then the Bar Thickness setting is ignored.

Bar Thickness - The Bar Thickness value determines the width (in pixels) of the bars that are displayed. Assuming Graph Width is not set then the Bar Thickness, in conjunction with the number of records returned from the data source query determines the width of the graph.

Graph Display

A sample of the graph is displayed below the Graph Definition once the graph has been created. Use this to preview the graph and to make sure that it displays as intended.

The settings in the screen shot above render this graph



Graph Display

Graph Filters

Enter up to six Graph Filters that end users can apply to the graph when viewing it in the Graph Viewer. Each filter must be represented in the data source query by an embedded question mark. You can also choose not to use any filters in your graph.

Graph Viewer Query Filters (maximum of six)					
Order	Filter Label	Default Value	List Query	Cache Max Hrs	Add
<input type="checkbox"/>	1 Crew =	BYB	SELECT crew Crew, crew_desc Description FROM sa_crew where	24	N/A
<input type="checkbox"/>	2 Craft LIKE		SELECT key_name Craft, key_desc Description FROM sa_rule_k	24	N/A
<input type="checkbox"/>	3 Year operator	IN	SELECT '=' AS Operator FROM dual UNION SELECT '<>' AS Op	24	N/A
<input type="checkbox"/>	4 Year	('2005', '2006', '2007')	SELECT DISTINCT period_year Year FROM sv_graph_employe	24	N/A
<input type="checkbox"/>	5 Period =		SELECT DISTINCT v.period_no, t.start_date, t.end_date FROM sv	24	N/A
<input type="checkbox"/>	6 Employee No. LIKE		SELECT employee_no, SUBSTR(name_last ', ' name_first, 1, 30)	24	N/A
				24	No

Graph Filters

The Graph Filters section allows you to enter up to six filters that end users can apply to the graph when viewing it in the Graph Viewer. Each filter must be represented in the data source query by an embedded question mark. The embedded question marks in the SQL are replaced in the order defined by the filter order by any non-empty value chosen by the user (or defaulted) before the query is executed.

If no value is provided for a filter when the user draws a graph in the Graph Viewer, then that portion of the data source query (typically a portion of the where clause) will be temporarily removed from the data source query prior to execution.

Order - Enter a sequence number to indicate the order in which the filter should be applied to the query. To change the order, make sure that you update all of the numbers then save after they are all changed. The system will allow gaps in numbers, but will not allow the same number to apply to more than one filter. Once you have arranged the filters in the desired order, you must make sure that the filters are numbered in sequential order 1-6 with no gaps.

Label - The label entered will appear in the list of values presented to the user in the Graph Viewer.

Default Value - The value entered here will be defaulted into the filter field on the Graph Viewer. Depending upon where you place embedded question marks, a default value may be required in order to display the graph.

Filter Query - Enter a basic SQL select statement to define the filter. Using joins and other complex SQL statements is also not supported. It is recommended that you create a view to encapsulate any complex sql and then reference the view in the data source.

Cache Max Hours - The Cache Max Hours value is used to set a time frame which the query is stored to file (the html file representing the list of values) after it is executed for the first time. Until the max cache hours are reached, all subsequent requests from any user for this filter list will be serviced by this saved file, instead of a query being made to the database. This can speed up the performance considerably.

Valid values for Cache Max Hours range from 0 (no caching at all) to 99 hours, although you can modify the backing table, XT_GRAPH_ONSITE_FILTER, to set a higher number of hours. Try not to set too long of a cache period for fields with data that changes on a regular basis.

SQL Guidelines

Several pre-configured graphs are delivered with the Oracle Utilities Work and Asset Management product. You can refer to these samples to use as a guideline when configuring your own graphs.

If your graph uses filters or you check the Autofilter Plant check box, you cannot include a join in your SQL statement.

Complex SQL statements may not be supported. It is recommended that you create a view to encapsulate any complex sql and then reference the view in the data source.

Sample SQL - Vehicle Cost by Year

The following SQL statement defines category labels then queries the database for vehicle labor costs by year with question marks substituting for where clauses which are later defined in the Graph Filters section:

```
SELECT period_year, SUM(NVL(labor_amount,0)) "Labor Amount", SUM(NVL(parts_
amount,0)) "Parts Amount", SUM(NVL(total_cost_per_mile,0)) "Total per Mile" FROM sv_
vehicle_yearly_cost WHERE asset_id like '?%' AND period_year BETWEEN to_number('?')
and to_number(to_char(sysdate,'YYYY')) GROUP BY period_year ORDER BY period_year
```

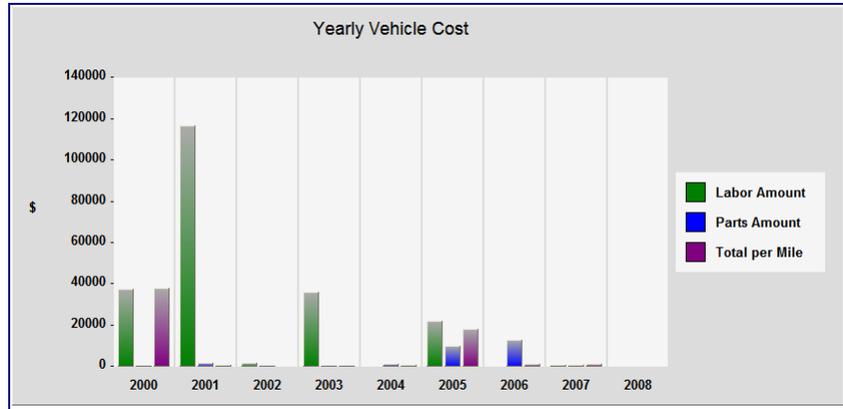
Filters

Filter Label	List Query
Asset LIKE	SELECT DISTINCT asset_id Asset FROM sv_vehicle_yearly_cost ORDER BY 1 ASC
Period Year BETWEEN	SELECT DISTINCT period_year Year FROM sv_vehicle_yearly_cost ORDER BY 1 ASC

The resulting graph data and graph are shown below:

PERIOD_YEAR	Labor Amount	Parts Amount	Total per Mile
2000	37800.27	550.50	38350.77
2001	115953.29	2032.60	1169.90
2002	2162.70	274.40	24.10
2003	36009.02	409.33	307.08
2004	0.00	1556.38	877.54
2005	22187.83	9924.05	18500.46
2006	26.00	12859.70	1525.61
2007	936.00	724.55	1660.55
2008	0.00	-895.14	-895.14

Graph Data Rendered from Settings



Graph Rendered from settings

Additional Sample Graphs

For your convenience, the following sections show the SQL and filters used to derive some of the sample graphs delivered with the product.

Active Tasks by Crew

Total active tasks by crew filterable by total number per crew.

SQL - select decode(crew, null, '(no crew)', crew) crew, sum(no_tasks) Tasks from WOTSUMMARYSTATUS where task_status = 'ACTIVE' group by crew having sum(no_tasks) > ? order by 2 desc, 1 asc

Filters

Filter Label	List Query
Tasks > 10	select rownum Tasks from WOTSUMMARYSTATUS where task_status = 'ACTIVE' and rownum < 101 -- this just selects a list of numbers from 1 to 100

Active Tasks by Priority

Work order task counts grouped by priority ranges. Filterable by crew or backlog group.

SQL - select '90 to 99' P, Sum(Decode(sign(nvl(task_priority_total,0)-89),1,1,0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '80 to 89' P, Sum(Decode(sign(nvl(task_priority_total,0)-79),1,decode(sign(nvl(task_priority_total,0)-89),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union

Select '70 to 79' P, Sum(Decode(sign(nvl(task_priority_total,0)-69),1,decode(sign(nvl(task_priority_total,0)-79),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '60 to 69' P, Sum(Decode(sign(nvl(task_priority_total,0)-59),1,decode(sign(nvl(task_priority_total,0)-69),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '50 to 59' P, Sum(Decode(sign(nvl(task_priority_total,0)-49),1,decode(sign(nvl(task_priority_total,0)-59),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '40 to 49' P, Sum(Decode(sign(nvl(task_priority_total,0)-39),1,decode(sign(nvl(task_priority_total,0)-49),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '30 to 39' P, Sum(Decode(sign(nvl(task_priority_total,0)-29),1,decode(sign(nvl(task_priority_total,0)-39),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '20 to 29' P, Sum(Decode(sign(nvl(task_priority_total,0)-19),1,decode(sign(nvl(task_priority_total,0)-29),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '10 to 19' P, Sum(Decode(sign(nvl(task_priority_total,0)-9),1,decode(sign(nvl(task_priority_total,0)-19),1,0,1),0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '1 to 9' P, Sum(Decode(sign(nvl(task_priority_total,0)-9),-1,decode(nvl(task_priority_total,0),0,0,1),0,1,0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' Union Select '0' P, Sum(decode(nvl(task_priority_total,0),0,1,0)) WOs From sa_work_order_task Where task_status = 'ACTIVE' order by 1 desc

Filters - None.

Employee Count

Count of employees per crew. Filterable.

SQL - select Crew, count(EMPLOYEE_NO) Count from SA_CREW_EMPLOYEE_ASSIGNMENT group by Crew having count(EMPLOYEE_NO) > ? order by ? ?

Filters

Filter Label	List Query
Count >	select rownum from SA_CREW_EMPLOYEE_ASSIGNMENT where task_status = 'ACTIVE' and rownum < 101 -- this just selects a list of numbers from 1 to 100
Order By	select 'Crew' Item from dual union select 'Count' Item from dual
Direction	select 'asc' sort from dual union select 'desc' sort from dual

Chapter 33

Charts Administration

Open the Charts Administration module to add, edit or delete charts. Each available chart is listed showing the Chart ID, the chart number, and a description. Full screen interactive charts show current data related to various metrics.

Settings in the Charts and Metrics Settings business rule determine the default time frame shown in a chart.

Editing Charts

Click the chart ID to open a separate page where you can edit or delete information about the chart. You can update the chart title, the description, or indicate the location of a new chart to use.

This page also allows you to set or change the type of chart icon to show to represent a particular chart on the home page. The system includes 3 standard images to represent pie charts, bar charts or line graphs. Your implementation can also set one custom chart icon to display. Please refer to the configuration guide for more information.

Please contact customer support or your implementation team for information on editing existing chart content or adding additional charts.

Chart Responsibilities

As an alternative to adding responsibilities for the chart in the Responsibility module, System Administrators can select the Chart ID and then navigate to the lower section of the screen to manage Responsibilities for individual charts. To add a responsibility, simply click Add Responsibility then select the Responsibility ID from the list of values. Users with that responsibility will then have access to the chart.

Home Page Charts

Users can access a list of charts by clicking the Charts icon in the home page toolbar. Here, users can review a listing of all the charts that are available to them, as well as open charts to view the full-scale interactive charts.

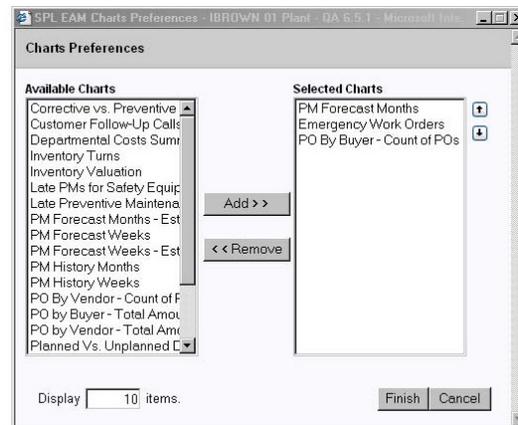
Charts can be added to the home page as a component in the same way that other home page components are added. First, select a position for the chart component, then select the charts to display.

How to Add Charts to the Home Page

1. **Open the home page.**
2. **Select Page from the Personalize list and click the Go button.**

Add and remove charts by highlighting the item clicking the Add or Remove button.

3. **Click the Add button in the column where you want to add charts.**
The Add Content window opens.
4. **Click Charts.**
The Charts Preferences window opens.



The list can be edited later by clicking the Options link next to Charts on the home page to reopen the Chart Preferences windows.

5. **Select the charts to add to the home page.**
If necessary, use the Up and Down arrows to arrange the order in which the selected charts appear.
6. **Enter the number of charts to display.**
7. **Click the Finish button to save changes and return to the home page.**

Adding Charts

This section discusses adding charts that retrieve information from the Oracle database. See the following sections for information on adding static charts and spreadsheets that do not query the Oracle database.

Creating a new chart and providing access to it from within the application is a four step process. First you must set up your data and the pivot table in excel. Next, create the chart. Once the chart is created, you need to publish it to an HTML page so that it can be accessible from within the system. The last step is to upload the chart and set the needed responsibilities.

How to Set Up Chart Data in a Pivot Table

These instructions apply to earlier versions of Microsoft Excel (2000 - 2003).

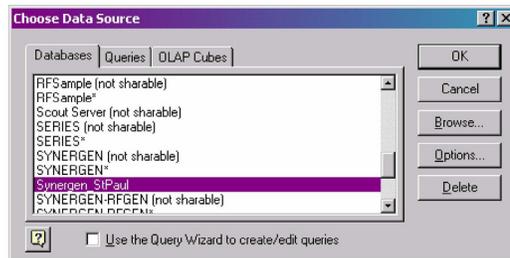
1. **Create a View in the Oracle Utilities Work and Asset Management database (Note: for the view to work it will need a synonym and grant).**
2. **Create an ODBC link to your database using "Microsoft ODBC for Oracle" (use the version that starts with 2.573...)**
3. **Open Excel.**
4. **Select Data > Pivot Table > Pivot Chart Report from the menu.**
5. **Choose the External Data Source, and the PivotTable (NOT PivotChart report) radio buttons**



6. Click the Next button.
7. Click the Get Data button.

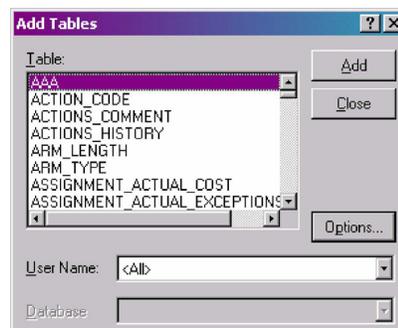


8. Choose your ODBC connection and click the OK button.

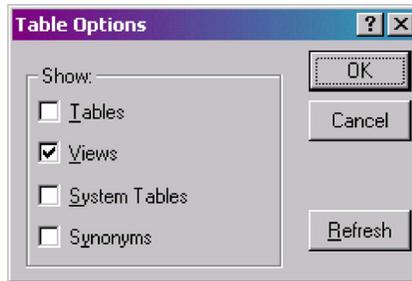


The system logs you on the ODBC session.

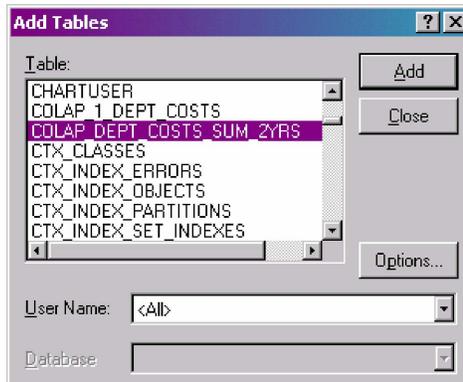
9. Click the Options button.



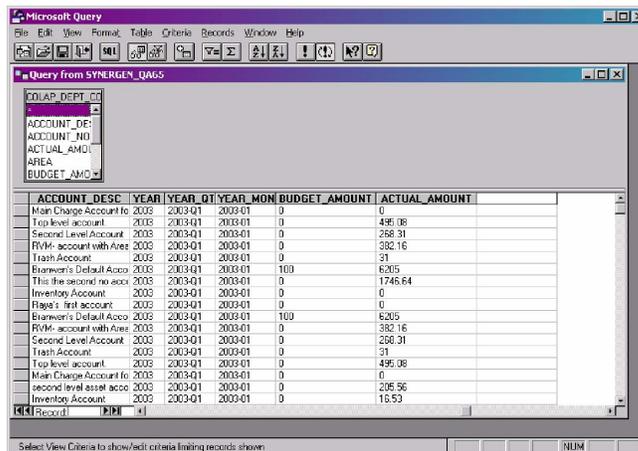
10. Select Views then click the OK button.



11. Select the desired View and click the Add button.



12. Click the * in the data box to look at the data from the view.



13. Select File > Return data to Microsoft Excel from the menu.

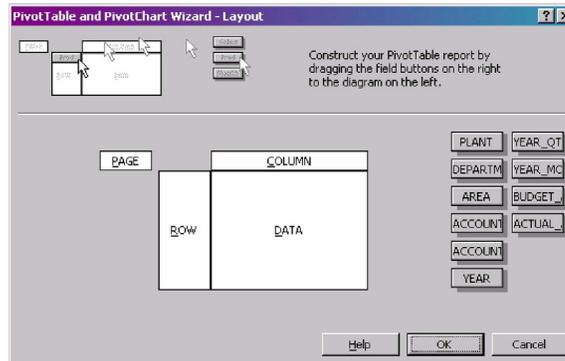
14. Click the Next button.



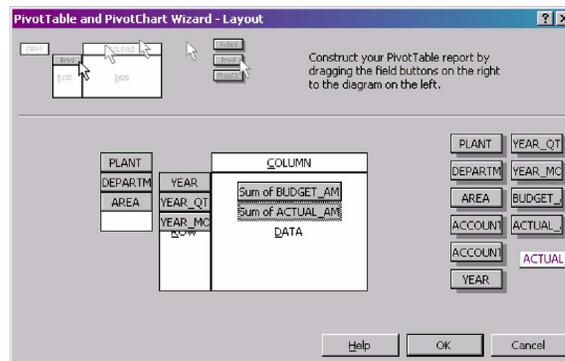
15. Click the Layout button to place you columns on the chart.



The following screen opens after you click the Layout button:



16. Place column blocks as shown below then click the OK button.

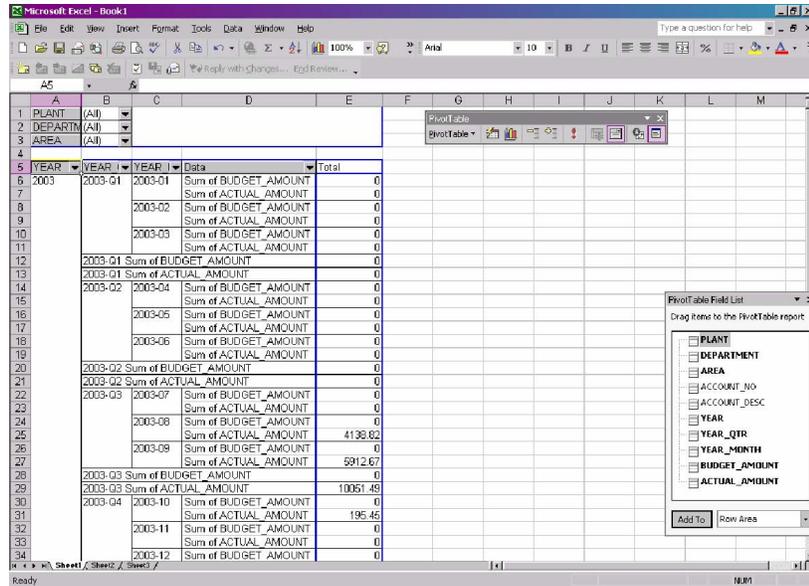


17. Select “Existing worksheet” then click the Finish button.

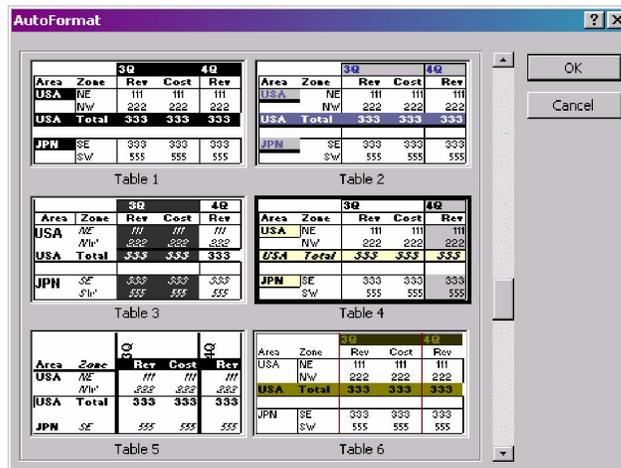


18. Click anywhere in the table of data and click the Format Report button on the Pivot Table toolbar (see the toolbar in screen below- the button that has a lightning bolt on it).

If you don't see this toolbar, select View, > Toolbars > PivotTable from the menu.



19. Select Table 4 and click the OK button.

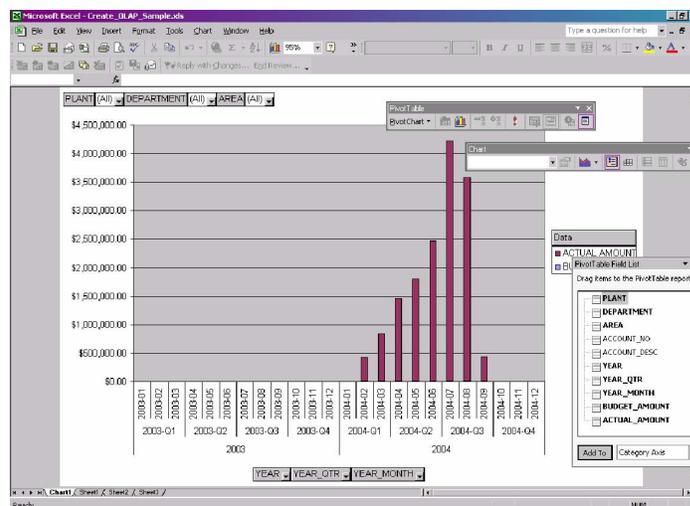


The reformatted chart opens. You may still need to edit this screen. In this case, the Year column will have to be moved over in front of the Year_Qtr area.

YEAR	BUDGET_AMOUNT	ACTUAL_AMOUNT	BUDGET_AMOUNT	ACTUAL_AMOUNT	Total Sum of BUDGET_AMOUNT	Total Sum of ACTUAL_AMOUNT
2003-01	0	0				
2003-02	0	0				
2003-03	0	0				
2003-Q1 Total	0	0				
2003-04	0	0				
2003-05	0	0				
2003-06	0	0				
2003-Q2 Total	0	0				
2003-07	0	0				
2003-08	0	4136.62				
2003-09	0	5912.67				
2003-Q3 Total	0	70051.49				
2003-10	0	196.45				
2003-11	0	0				
2003-12	0	0				
2003-Q4 Total	0	795.45				
2004-01	0	0	0	0		
2004-02	0	0	425916.25	845737		
2004-03	0	0	0	0		
2004-Q1 Total	0	0	425916.25	845737		
2004-02	0	0	1459023.64			

How to Create the Chart in Excel

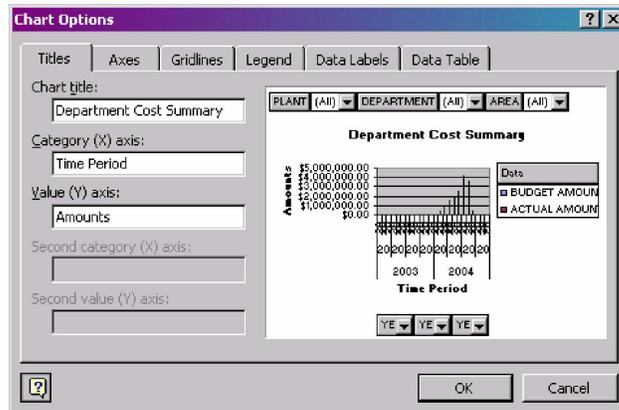
1. Click anywhere in your data table. On the PivotTable toolbar click the icon that looks like a graph (the Chart Wizard).



A new tab will be created called “Chart1” as shown above. The chart was created as a stacked-column bar chart; normally clustered-column charts are used.

To change chart type, select the chart then right click and select Chart Type.

2. Select the first bar chart on the list.
3. Right-click the mouse and select Chart Options.
4. Change the titles as appropriate.

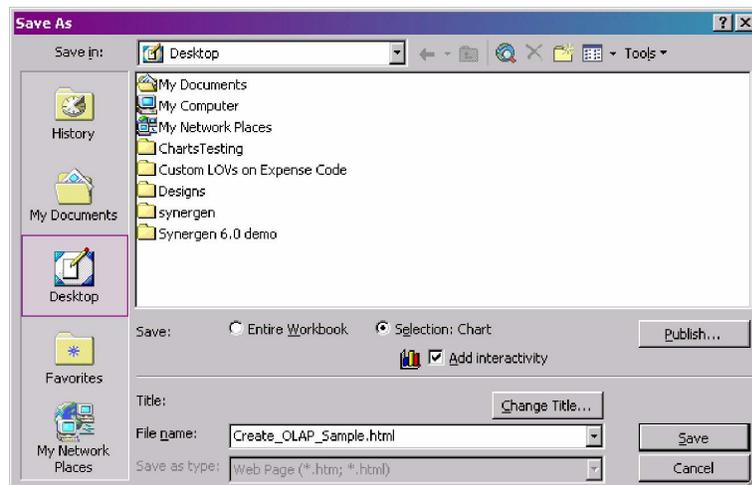


How to Publish the HTML page for the Chart

Now you are ready to publish your Html page. This will later be uploaded into the system. To start, make sure you are on the tab in Excel which contains your Chart.

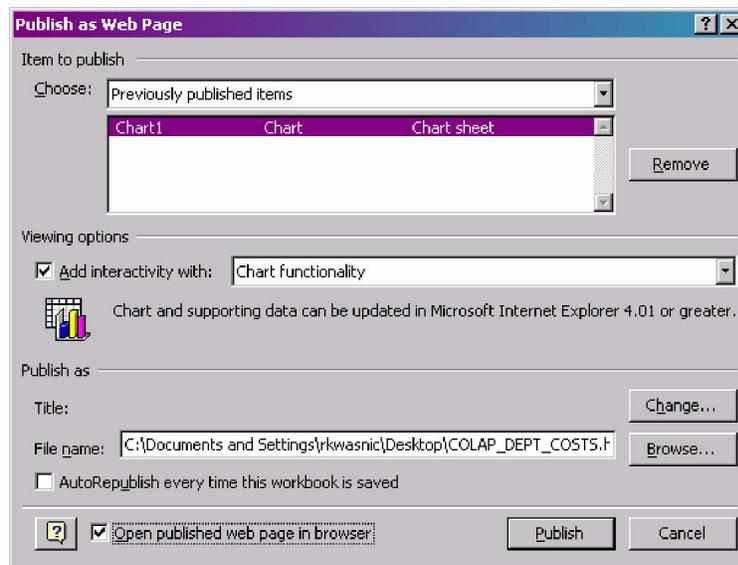
1. Select **File > Save as Web Page** from the Excel menu bar.
2. Change the settings as shown below making sure that **“Selection: Chart”** and **“Add interactivity”** are selected.

Use your own File name, and make sure that the file extension is .html.



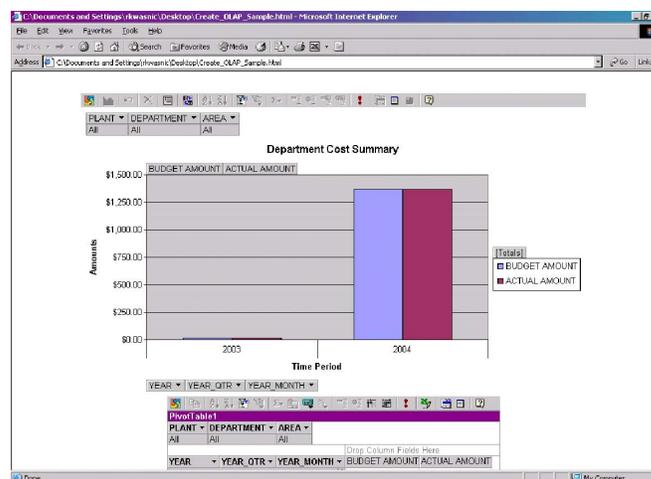
3. Click the **Publish** button.
4. Make changes as shown below.

Choose your Chart 1, “Add interactivity with: Chart functionality”, and making sure that “Open published web page in browser” is selected. Enter your own file name.



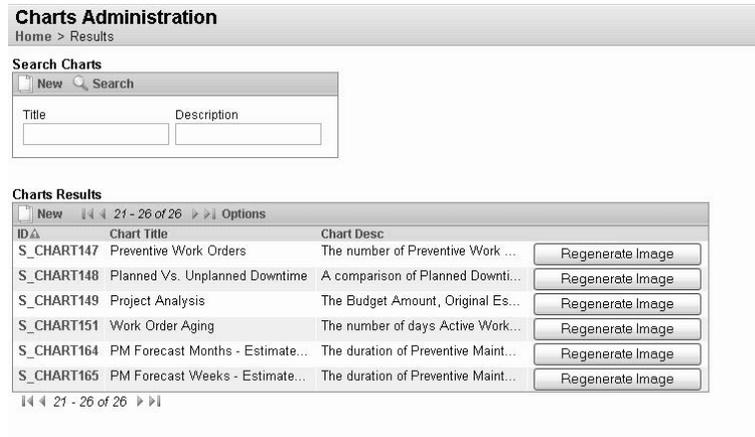
5. **Click the Publish button to produce the page.**

After the page is published, you can click the “Open published web page in browser” link. This is not necessary; it will just allow you to see the chart before you actually upload it to Oracle Utilities Work and Asset Management.



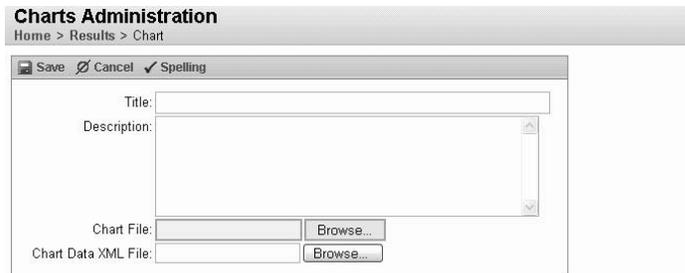
How to Upload the Chart

1. Open the Charts Administration module.



2. **Click New.**

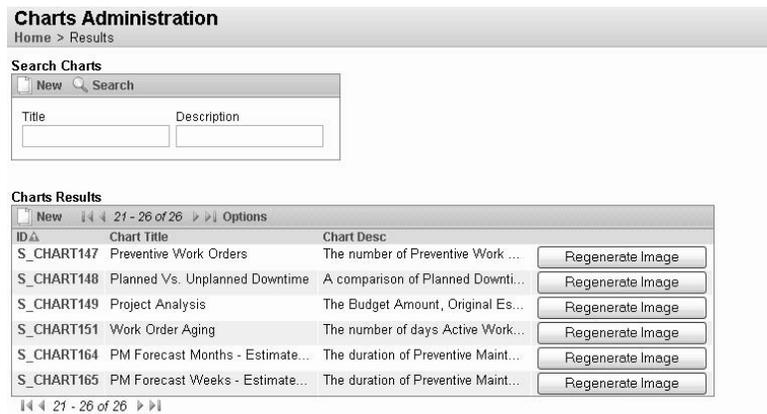
A screen opens where you can enter information about the new chart.



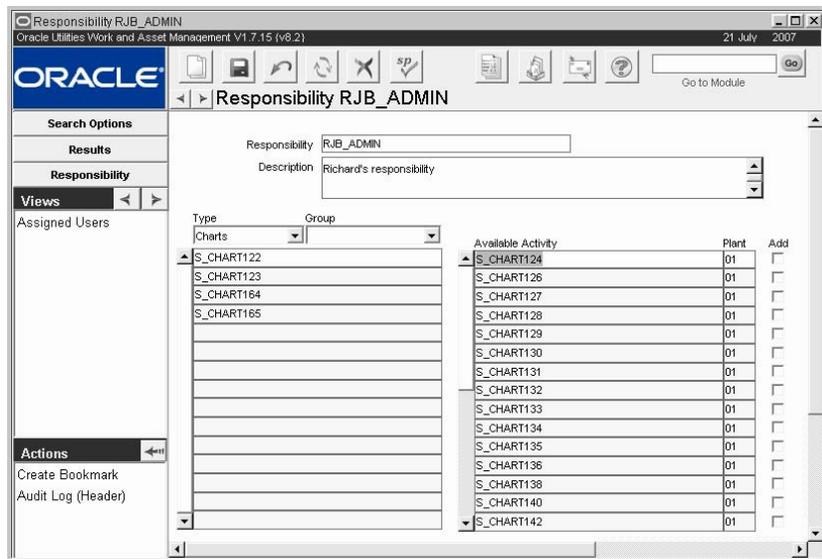
3. **Enter the title, the description and browse to the chart file that you created.**
You do not need to specify a Chart Data XML file.

4. **Click Save.**

5. **Find your new chart in the updated charts list and click the Regenerate Image button.**



6. **Open the Responsibility module and add the chart to profiles of users who have access to the chart.**



Users can add the chart to their home page by selecting options in the Charts Portal.

How to Publish the HTML page for the Chart

To start, make sure you are on the tab in Excel which contains your Chart.

1. **Select File > Save as Web Page** from the Excel menu bar.
2. **Change the settings as appropriate making sure that “Selection: Chart” and “Add interactivity” are selected.**
Use your own File name, and make sure that the file extension is .html.
3. **Click the Publish button.**
Make changes as appropriate choosing your Chart 1, “Add interactivity with: Chart functionality”, and making sure that “Open published web page in browser” is selected. Enter your own File name.
4. **Click the Publish button to produce the page.**
After the page is published, you can click the “Open published web page in browser” link. This is not necessary; it will just allow you to view the chart that you created.

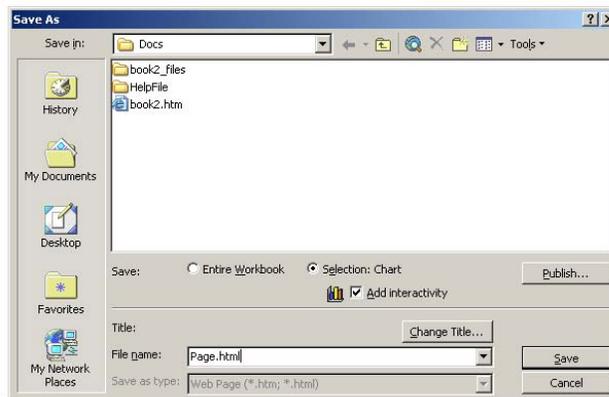
Next you need to upload the chart.

Adding Static Charts

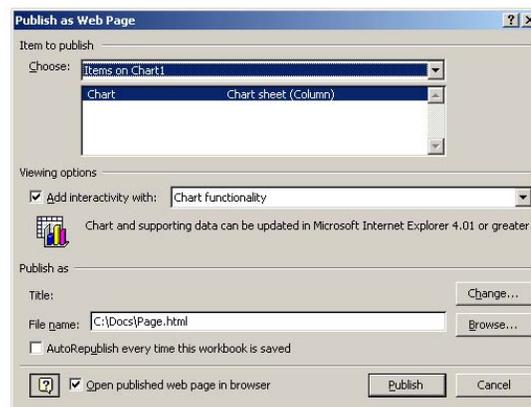
Static charts do not query the Oracle database and do not require an ODBC connection. While they do not reflect real-time data, static charts are interactive and you can display different scenarios by modifying the chart’s pivot table.

How to Add Static Charts

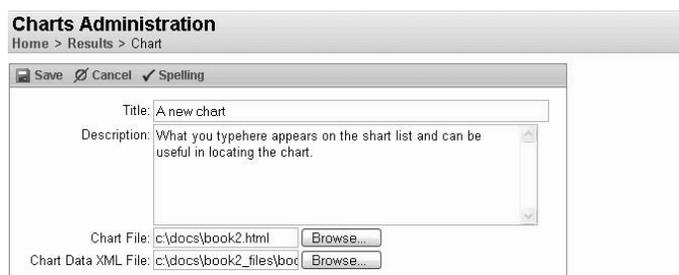
1. **Open Excel workbook containing chart you want to add.**
The Excel file should contain a pivot table and have a path and filename that do not contain spaces.
2. **Click the Chart and select Save as Web Page from the Excel menu.**
The Save As window opens.



3. **Change file extension to .html, check the Add Interactivity box, and verify that the Selection: Chart radio button is selected.**
4. **Click the Publish button.**
The Publish as Web Page dialog box opens.



5. **Select to Add interactivity with Chart functionality and verify that the file name and path to the .html file are correct.**
You may also want to check to open the published web page in your web browser to be sure the published chart appears as expected.
6. **Click the Publish button.**
7. **Open the Charts Administration module and Click New.**
A screen opens where you can enter information about the new chart.
8. **Enter the required information.**



Enter a title and description for the chart and browse to enter the .html file that you created. Also browse to enter the Chart Data XML file, which should be located in a directory one level below the .html file with '_files' appended to the directory name.

9. **Click Save.**

10. **Open the Responsibility module and add the chart to profiles of users who have access to the chart.**

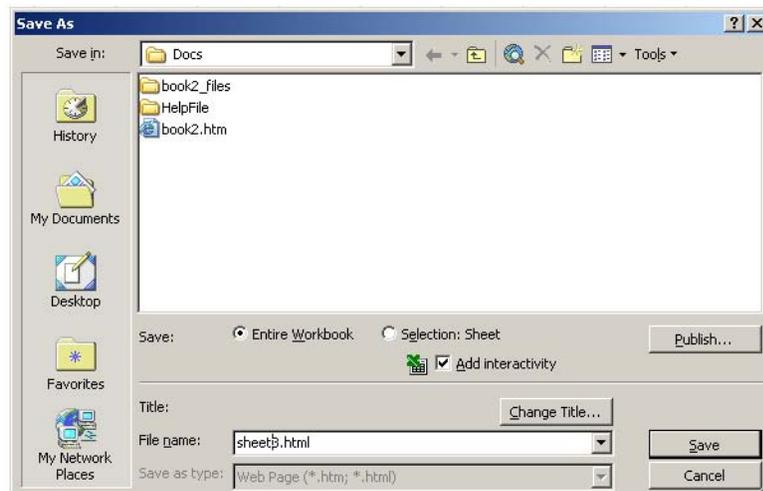
Users can add the chart to their home page by selecting it from Options in the Charts Portal.

Adding Excel Files without Charts

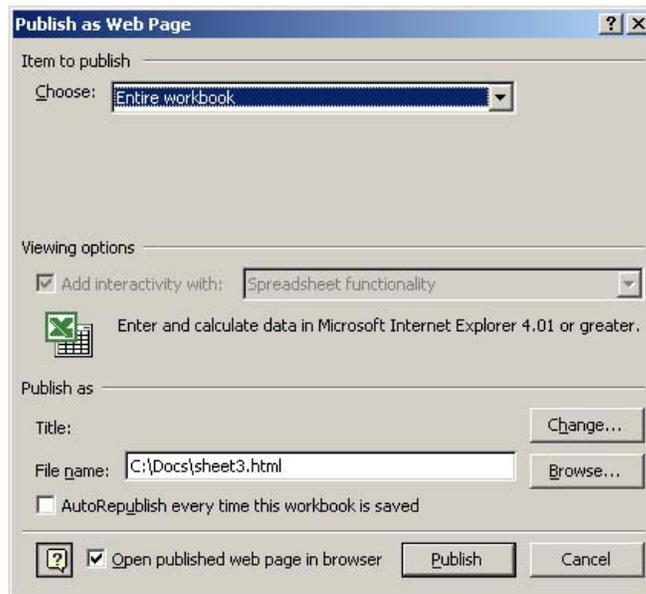
You can also add an Excel workbook that does not contain a chart. In this case, when the workbook is selected from the charts list in the Oracle Utilities Work and Asset Management application, the data displays in row/column format. Excel workbooks can be displayed with or without pivot table interactivity. The steps for adding Excel files are similar to those described for adding static charts.

How to Add Excel Files Without Charts

1. **Open Excel workbook you want to add.**
The path and filename that do not contain spaces.
2. **Select Save as Web Page from the Excel menu.**
The Save As window opens.



3. **Change file extension to .html.**
You can also check the Add Interactivity box if you want users to be able to sort, filter, and perform other basic analysis of the data in the workbook.
4. **Click the Publish button.**
The Publish as Web Page dialog box opens.



5. **Verify that the file name and path to the .html file are correct.**
You may also want to check to open the published web page in your web browser to be sure the published worksheet appears as expected.
6. **Click the Publish button.**
7. **Open the Charts Administration module and Click New.**
A screen opens where you can enter information about the new chart.
8. **Enter the required information.**



Enter a title and description for the chart and browse to enter the .html file that you created. You do not need to enter a Chart Data XML file.

9. **Click Save.**
10. **Open the Responsibility module and add the chart to profiles of users who have access to the chart.**
Users can add the chart to their home page by selecting options in the charts Portal.

Adding the Chart Server as a Trusted Site

The DISPLAY TRUSTED SITES LINK function in the user's responsibilities must be set in order for them to see the link.

Removing the server from the Trusted Sites list would be done in Internet Explorer's options under Security.

When users open a chart from their home page or the Chart List, they may receive a series of warning messages about accessing data on another domain. These messages are part of Internet Explorer's standard security against accessing data on unknown sites. Users can simply click Yes to continue, or they can avoid these messages in the future by clicking the "Add the Chart Server as a Trusted Site" link near the top of the Chart List. The link opens a small program that adds the Chart server to the Trusted Sites list in the browser's Internet Options security settings.

Only users with DISPLAY TRUSTED SITES LINK in their responsibilities will see the trusted sites link. For other users, the system administrator can choose to either leave the browser settings unchanged or update them manually.

How to Add the Server as a Trusted Site

1. **Open the Chart List by clicking the Charts icon on your home page.**
2. **Click the Add Chart Server as a Trusted Site link.**

If you have the appropriate responsibilities in your User Profile, the link displays near the top of the Charts list, below the Search button.

When you click the link, a file download dialog box opens asking if you want to open or save the file AddTrustedSite.hta.

3. **Click the Open button.**

The program runs and displays a message saying the chart server has been added to your trusted sites.

4. **Click the OK button.**

The Charts List displays and you can open charts without encountering warning messages about accessing data on another domain.

Troubleshooting

When trying to display a detailed chart, Internet Explorer may display the message: "Data Access Pages has detected that your IE security settings will not allow you to access data from a site considered to be insecure". This message may display even though the SIA server has been added as a Trusted Site within the Internet Explorer security settings. There is an additional security setting that may prevent access to the data that is used to display the chart. To avoid this error, open Internet Explorer and select Tools > Internet Options > Security > Local Intranet. Click the "Custom Level..." button and scroll down to the "Miscellaneous" section. Set the "Access data sources across domains" option to either "Prompt" or "Enable". If this option is set to "Disable", the chart data will not be available.

Maximum Number of Chart Records

It is possible for chart processing to exceed available resources depending on available memory. The system is configured at installation to stop chart processing if the available memory falls below a preset level. If this condition occurs frequently, you can change the setting of the maxChartRecords option in the appl.xml configuration file.

Available Charts

The following charts are currently delivered with the application:

S_CHT122 - Actual Cost to Planning Estimate - A comparison of Actual Cost to Planning Estimates measured as a percent accuracy for closed work orders. Actual and revised estimates are compared against actual cost incurred. Time units and time basis are defined in the Chart and Metric Setting business rule

S_CHT123 - Planning Accuracy - The number of closed work orders where the ratio of actual cost to the original and revised estimates is within a defined variance. Variance, time units and time basis are defined in the Chart and Metrics Settings business rule.

S_CHT124 - Corrective vs. Preventive Work Orders - A comparison of Corrective Work Orders to Preventive Work Orders for the current year and the previous year. The data can be filtered further by Plant, Department and Area. Other filtering options, including Department, Area and Asset, are available in the Chart Field List.

S_CHT140 - Customer Follow-Up Calls - The number of Service Request follow-up calls made during the current year and the previous year. The data can be filtered further by Plant, Service Request Type and Problem Code.

S_CHT126 - Departmental Costs Summary - A comparison of Budgeted costs to Actual costs for the current year and the previous year. The data can be filtered further by Plant, Department and Area. There are also other filtering options available in the Chart Field List.

S_CHT145 - Emergency Work Orders - The number of Emergency Work Orders created during the current year and the previous year. An emergency Work Order is a Work Order with work type "E". The data can be filtered further by Plant. Other filtering options, including Department, Area and Asset, are available in the Chart Field List.

S_CHT127 - Inventory Turns - The number of turns per inventory item. The number of turns per inventory is calculated as follows: Usage Quantity / (Maximum Quantity - Reorder Point). The data can be filtered further by Plant, Stock Type and by time period. Other filtering options, including Storeroom and Stock Code, are available in the Chart Field List.

S_CHT128 - Inventory Valuation - The Total Value of each inventory item. The data can be filtered further by Plant, Storeroom, Stock Type and Stock Class.

S_CHT142 - Late PMs for Safety Equipment - The number of Late PMs for Safety Equipment to Total PMs for Safety Equipment, for the current year and the previous year. An Asset is considered to be "Safety Equipment" if the Safety Critical Indicator on a Work Order Task record equals 'Y'. The data can be filtered by Plant. Other filtering options, including Department, Area and Asset, are available in the Chart Field List.

S_CHT143 - Late Preventive Maintenance Work Orders - A comparison of the number of Late PMs to Total PMs for the current year and the previous year. The data can be filtered by Plant. Other filtering options available in the Chart Field List include Department, Area and Asset.

S_CHT164 - PM Forecast Months - The number of Preventive Maintenance Work Orders forecasted for the current year and the next five years. The data can be viewed by Year, Quarter and/or Months. The data can be filtered further by Plant and Crew.

S_CHT129 - PM Forecast Months - Estimated Duration - The number of Preventive Maintenance Work Orders forecasted for the current year and the next five years. The data can be viewed by Year, Quarter and/or Months. The data can be filtered further by Plant and Crew.

S_CHT130 - PM Forecast Weeks - The number of Preventive Maintenance Work Orders forecasted for the current year and the next five years. The data can be viewed by Year and/or Weeks. The data can be filtered further by Plant and Crew.

Please contact customer support or your implementation team for information on adding additional charts.

S_CHT165 - PM Forecast Weeks - Estimated Duration - The estimated duration of Preventive Maintenance Work Orders forecasted for the current year and the next five years. The data can be viewed by Year and/or Weeks. The data can be filtered further by Plant and Crew.

S_CHT131 - PM History Months - The number of Preventive Maintenance Work Orders that were scheduled for the current year and the previous five years. The data can be view by Year, Quarter and/or Months. The data can be filtered further by Plant and Lead Crew. Other filtering options, such as Department and Area, are available in the Chart Field List.

S_CHT132 - PM History Weeks - The number of Preventive Maintenance Work Orders that were scheduled for the current year and the previous five years. The data can be view by Year and/or Weeks. The data can be filtered further by Plant and Lead Crew. Other filtering options, such as Department and Area, are available in the Chart Field List.

S_CHT134 - PO By Buyer - Count of POs - The count of Purchase Orders for the current year and the previous year. The data can be filtered by Plant and Buyer. Other filtering options, such as Vendor Code, are available in the Chart Field List.

S_CHT133 - PO By Buyer - Total Amount - The Total Amount of Purchase Orders for the current year and the previous year. The data can be filtered by Plant and Buyer. There are also other filtering options such as Vendor Code, available in the Chart Field List.

S_CHT1136 - PO By Vendor - Count of POs - A count of Purchase Orders for the current year and previous years. The data can be filtered further by Plant and Vendor Name. Other filtering options, such as Buyer, PO Type and PO Status, are available in the Chart Field List.

S_CHT135 - PO By Vendor - Total Amount - Shows the Total Amount of Purchase Orders for the current year and the previous year. The data can be filtered further by Plant and Vendor Name. Other filtering options, such as Buyer, PO Type and PO Status, are available in the Chart Field List.

S_CHT148 - Planned Vs. Unplanned Downtime - A comparison of Planned Downtime to Unplanned Downtime for the current and the previous years. Downtime is considered to be “Planned” if the Downtime Scheduled Indicator on the Asset Downtime record equals 'Y'. The data can be filtered by Plant. Other filtering options, including Department, Area and Asset, are available in the Chart Field List.

S_CHT146 - Preventive Maintenance Investment - The actual amount spent on Preventive Maintenance compared to the total amount spent on maintenance for the current year and the previous year. The data can be filtered further by Plant. Other filtering options, including Department, Area and Asset, are available in the Chart Field List.

S_CHT147 - Preventive Work Orders - The number of Preventive Work Orders compared to Total Work Orders, for the current year and the previous year. The data can be filtered further by Plant. Other filtering options available in the Chart Field List include: Department, Area and Asset.

S_CHT149 - Project Analysis - The Budget Amount, Original Estimate, Revised Estimate, Committed Costs, and Actual Amount for Projects. The data can be filtered by Plant and Project Status.

S_CHT138 - Timekeeping Analysis - Timesheet Hours for the current year and the previous year. The data can be filtered further by Plant, Department, Area, Earnings Code, Charge Type, and Pay Type.

S_CHT151 - Work Order Aging - The number of days Active Work Orders have been open. The number of days is grouped into Intervals such as “0 to 2 Days”, “3 to 6 Days”, etc. The data can be filtered further by Plant, Work Type, Crew, and Criticality. Other filtering options, such as Department and Area, are available in the Chart Field List.

Graphs

While the Oracle Utilities Work and Asset Management charts functionality requires Microsoft Excel, graphs allow you to represent information visually without relying on the Excel product. Please refer to the User Guide section for the Graphs Administration module, or the Home Page chapter on the Graph Viewer for more information.

Chapter 34

Metrics Administration

Metrics define basic performance indicators based on SQL queries or stored procedures. Filtered Metrics are based on metrics, but define more specific indicators of your organization's performance measured against specific criteria and goals. Use the Metrics Administration module to review, edit, add, or delete these metrics and filtered metrics.

In addition to showing an indicator's current value (for example, the number of customer follow up calls pending) metrics can show the change since the last reading, whether that change reflects a favorable or unfavorable trend, and whether the performance meets the goals set by your organization. Filtered metrics can also use filter settings to capture more specific performance information.

Only filtered metrics appear on the listing of metrics that are available to be added to the home page. Users must have the appropriate metric responsibilities set in their User Profile, as well as have added the Metric component to their home page.

Metrics Administration Records

Open the Metrics Administration module to open the Metrics results list - a listing of all the metrics that are currently available.

The screenshot displays the 'Metrics Administration' web interface. At the top, there is a breadcrumb trail 'Home > Results'. Below this is a 'Search Metrics' section with a 'New' button, a search input field, and a 'Spelling' checkbox. The search results are presented in a table with columns for 'ID', 'Title', and 'Description'. The table lists 14 metrics, with the first one being 'Customer Follow-Up Calls Pending'. Navigation controls for the list are visible at the bottom of the table.

ID	Title	Description
1	Customer Follow-Up Calls Pending	
2	Internal Time To Issue PO	
3	Total Lead Time	
4	External Time To Receive Parts - 123	
5	Percent Preventive Work	
6	Percent Of Planned Downtime	
7	Percent Emergency Work	
8	Late PMs For Safety Equipment	
9	Late PMs	
10	Percent PM Investment	
11	New Metric for build v6.3.40301 Synergen Release 6.3	
12	Finished PM Work Orders by Crew	
14	Branwen's new metric title	

Metrics Results

Select a metric from this list to open the Metric page where you can review a description of the metric, including any applied filters and associated filtered metrics. You can edit the existing metric, create a filtered metric, manage filters, or delete the metric (if you have the authority) from this page.

Metric 1
Home > Results > Data

Metric 1
Delete New Save Spelling 1 of 13

Metric ID: 1
Title: Customer Follow-Up Calls Pending
Description: This metric is a count of the total number of Service Requests that are "Ready for Callback." It provides a means to monitor and improve the efficiency of customer response
Query:
Stored Procedure: sdbp_metric_cust_follow_calls

1 of 13

Filters
Remove Checked Filters New 5 of 5

Filter Name
<input type="checkbox"/> SA_SERVICE_REQUEST.AREA
<input type="checkbox"/> SA_SERVICE_REQUEST.DEPARTMENT
<input type="checkbox"/> SA_SERVICE_REQUEST.PLANT
<input type="checkbox"/> SA_SERVICE_REQUEST.PRO...
<input type="checkbox"/> SA_SERVICE_REQUEST.SER...

Filtered Metrics
Remove Checked Filtered Metrics New

ID	Title
No data to display	

Metric Page

How to Create a Metric

1. Open the Metric results page.

You can open the Metric results page by selecting Metrics Administration from the Administration menu or from the App Map.

2. Click the New icon on the Search Metrics toolbar.

The system opens the Create Metric page where you can enter the basic descriptive information for a new metric.

Metric
Home > Results > Data

Metric
Save Cancel Spelling

Metric ID:
Title:
Description:
Query:
Stored Procedure:

Create New Metric

3. Enter a Title and Description.

4. Enter the SQL query or stored procedure required for the metric.

Customer support or your implementation team contact can assist you with identifying the correct stored procedures and SQL queries.

5. Click Save.

6. Click the Results link on the navigation bar to return to Metric results.

You can now click the name of the new metric to add filters and continue building filtered metrics.

Managing Filters

The filters associated with a metric identify the data to be included in, or excluded from, the data set.

The screenshot shows the 'Metric 10' configuration window. The main form contains the following fields:

- Metric ID: 10
- Title: Percent PM Investment
- Description: This metric is to describe the relationship between the PM Work Order dollars and the total dollars of all Work Orders as a percentage. A PM Work Order is a Work Order with work
- Query: 1
- Stored Procedure: sdbp_metric_pct_pm_investment

Below the main form are two panels:

- Filters:** A list of filters with checkboxes:
 - Filter Name
 - SA_WORK_ORDER.AREA
 - SA_WORK_ORDER.DEPARTMENT
 - SA_WORK_ORDER.PLANT
- Filtered Metrics:** A list of filtered metrics with checkboxes:
 - ID
 - S_METRIC22 Percent PM for the RJB repair facility

Metric Filters

Filter Name

The Filter Name specifies a Form and Column where the data is located. The format used is table name.column name. For example, the filter names for the Percent PM Investment metric include:

SA_WORK_ORDER.AREA

SA_WORK_ORDER.DEPARTMENT

SA_WORK_ORDER.PLANT

You can locate the needed table name and column by selecting Help and About Item from the menu bar while in the module and with the cursor in the field that you want to identify. The system opens a screen that identifies the Base Table name and the Item Name (column).

To add a filter, enter the form.column in the Filter Name box and click the Save button. The new filter appears in the list of filters and is available to all filtered metrics based on the metric.

Creating Filtered Metrics

Filtered Metrics are individual performance measures based on existing metrics, but with additional goal and trend information and with filters set to capture a subset of data.

For example, your organization might want to use the Percent PM Investment metric to measure the performance in three different departments. To do so, you will need to establish three filtered metrics, each identical except for having the SA_WORK_ORDER.DEPARTMENT filter set to identify a different department. Each of the three filtered metrics can also have individual "expected values", reflecting differing goals for the three departments.

You can either create filtered metrics for your users or grant them the authorization to access the Metrics Administration module so that they can create filtered metrics themselves. Filtered metrics must be added to the user's responsibilities before they can be selected for addition to the user's home page. General metrics can not be added to the home page. Even if you leave the metric as is, without applying any filters, you must still create a filtered metric in name only, so that the metric becomes available to users.

Filtered metrics are plant specific. While users can only access filtered metrics created in the plant they are currently using, the metrics can return information from another plant if they contain filters set for another plant and the user has access to that plant.

Filtered Metric Responsibilities

As an alternative to adding responsibilities for the filtered metric in the Responsibility module, System Administrators can select the Filtered Metric and then navigate to the lower section of the screen to manage Responsibilities for individual filtered metrics. To add a responsibility, simply click Add Responsibility then select the Responsibility ID from the list of values. Users with that responsibility will then have access to the filtered metric.

How to Create a Filtered Metric

1. Open the Metrics results page.

You can open the Metrics results by selecting Metrics Administration from the Administration menu or from the Ap Map.

2. Click the metric to use as a template for the new filtered metric.

The system opens the Metrics Administration page for the selected metric.

3. Click the New icon on the Filtered Metric toolbar.

The system opens the Create Filtered Metric page.

Metric 10 - Filtered Metric
Home > Results > Data > Group Data

Filtered Metric
Save Cancel Spelling

Plant: 01
Title:

Description:

Desired Trend: Upward

Baseline Value:

Expected Value:

Previous Value:

Current Value:

Related Chart:

4. Enter a Title and Description for the new filtered metric.

5. Select the Desired Trend from the drop-down list.

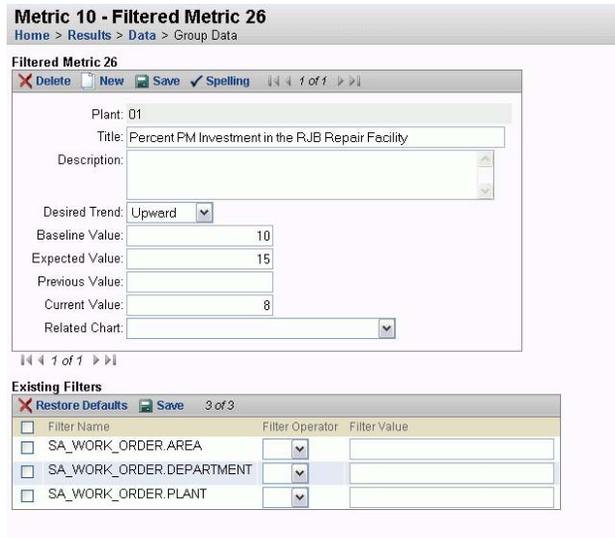
6. Enter a Baseline value and an Expected value for the filtered metric.

The Baseline value represents an starting value for the filtered metric. The Expected value represents the goal that you want to set for the filtered metric.

7. Select a related chart, if applicable.

8. Click the Save icon on the Filtered Metric toolbar.

The system opens new fields in the lower portion of the window where you can set the filters.



You must select both a Filter Operator and a Filter Value or the system will not allow you to save the filter.

9. **Set the filter operators and values according to the following field descriptions:**
Filter Operator - specifies the data relationship required by the filter. Select one of the operators from the drop-down list.

Filter Value - specifies the actual data value. If no value is specified, the filter does not influence the value the metric returns.

It is not necessary to type single quote marks around the Filter Value as the system adds these when the record is saved.

10. **Click the Save icon on the Existing Filters toolbar.**

The new filtered metric is listed under Filtered Metrics on the Metric page. Before users can add this filtered metric to their home page, it must be added to their responsibilities.

How to Add Filtered Metrics to a Responsibility

1. **Open the appropriate Responsibility record.**
2. **Select Filtered Metrics from the Type list.**

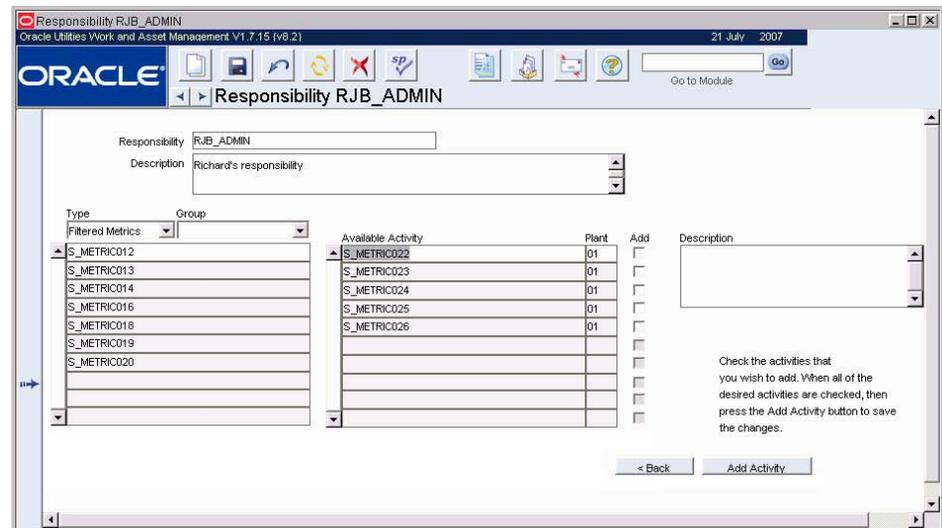
The list of filtered metrics currently assigned to the Responsibility opens. This list shows all assigned filtered metrics, regardless of the current plant or the plant for which the filtered metric was created. From their home page, however, users can only select filtered metrics for their current plant.

3. **Click the Add Activity button.**

The Available Activity list opens showing the Filtered Metrics not currently assigned to the Responsibility.

4. **Check the Add box for the Filtered Metrics you want to add.**

You can review the description of the metric group to be sure you are selecting the correct group.



5. Click the Add Activity button.
6. Click the Back Button.

The filtered metrics you added appear on the list with the Ind box checked. Depending on their current plant, users can now add the listed filtered metrics to their home page.

Customizing Metrics

It is also possible to customize how individual metrics work on the home page. For example, users can set the desired high or low value for the metric as well as how frequently they want to receive alerts if these values are exceeded.

When a metric is customized in this way, the values entered only change how the metric works for the individual. The changes do not impact other users.

When a metric is customized in this way, the values entered only change how the metric works for the individual. The changes do not impact other users. Only persons with access to the Metrics Administration module can set new goals for the metric and make other system-wide changes.

How to Change Metric Alerts

1. Click the Edit link next to the Metric name on the home page.
The My Metric page for the selected metric opens.

My Metric

Metric 1

This metric is a count of the total number of Service Requests that are "Ready for Callback." It provides a means to monitor and improve the efficiency of customer response time.

Filtered Metric S. METRIC011: Callbacks Ready in RVM Dept

Description: Plant 1: Filtered Metric 1 for Metric 1

Desired Trend: Upward

Baseline Value: 100

Expected Value: 150

Chart ID: 140

Chart Title: Customer Follow-Up Calls

Current Value: 0

Previous Value:

Metric Preferences

Send alert when value exceeds Last Alert:

Send alert when value falls below

Wait: days between sending alerts.

Display Thumbnail Image

Save Cancel

The information in the upper part of the page is descriptive and cannot be modified. The Filtered Metric section shows the settings supplied when the metric was created, including whether the desired trend is up or down and what the expected value is. The Chart Title and Chart ID fields identify any chart associated with the metric. Only the information in the Metric Preference section can be changed.

2. Check the Send Alert When boxes and enter a corresponding value.

The system can be set to send an alert either when the value exceeds or falls below the value selected. Check both boxes to have an alert sent in either case. For example, you might want an alert sent when a minimum safety criteria is in jeopardy or when an important departmental goal is achieved.

3. Enter the number of days between alerts.

4. Click the Save button.

The system records the set preferences and returns to the home page.

The number entered here should reflect both how many alerts the system should generate as well as the frequency of the event measured by the metric. For example, if the metric is recording a value that only changes monthly, there is no need to receive alerts every 5 days.

Chapter 35

Currency Exchange Rates

The Currency Exchange Rates module allows for the creation of multiple exchange rates per currency code. When the exchange rate is updated, the new effective date is stored and the previous rates and effective dates are kept as a log. This functionality provides an audit trail of prior exchange rates used for procurement.

Currency Exchange Rates Records

Currency codes and exchange rates are entered on purchasing documents to calculate the appropriate procurement costs. The default code is set in the [Plant](#) module. This code is displayed as the base currency in the upper right corner of the Currency module record.

Selecting Exchange Rates from the views list simply moves the cursor from the top portion of the record to the list of exchange rates in the bottom section.

Effective Date	CAD to USD	USD to CAD	Comments
02 MAR 2006	7500001	1.3333332	
01 MAR 2006	7565000	1.3218771	test

Currency Exchange Rates record

The following fields are included:

Currency - Create unique currency codes as appropriate to your business needs.

Effective Date, Exchange Rate, and Comments - The table displays the rate from a foreign currency to your base currency and from your base currency to the foreign currency. Exchange Rates can be entered manually with comments as they change. When you enter one exchange rate, the system provides the other rate. The system also defaults the current date for the Effective Date, but this can be changed if necessary.

How to Set the Default Currency Code to Enter on Purchasing Documents

To indicate which code should be defaulted on purchasing records:

1. Define the appropriate code in the Currency Exchange rates module.
2. Open the Plant module in the Enterprise subsystem.
3. Enter the default code in the Local Currency field.
4. Click Save.

Chapter 36

In House

You can interface your own Developer/2000 based applications by adding a custom menu called directly from the application's primary menu. Simply develop your own menu and identify it in the Rule PRIMARY MENU. For details about the Rule, please refer to the Rules Definition and Setup Users Guide.

Creating Your Custom Menu

Included as a part of the system is the menu form CUSTOM.MMB. You can use this as a template for creating your own Oracle Developer/2000 Forms 4.5 menu to call your forms based applications. The form contains two sub-menus: FILE and CUSTOM_MENU.

The FILE menu contains one item: "PRIMARY_MENU". This item is a Plain PL/SQL menu item, with the label "Primary Menu", containing the following code:

```
Replace_Menu('main');
```

which returns the user to primary menu.

The CUSTOM_MENU menu contains one item: "MY_FORM". This is a sample Plain PL/SQL menu set up to call your own form. It contains the following code:

```
Open_Form('my_form', ACTIVATE, SESSION);
```

"my_form" can be replaced by whatever executable (.mmx) filename was created for your form.

Important Note: Whether you use the custom menu template or not, it is very important that when calling your own forms, you use the SESSION parameter. If not, transaction processing will not work correctly between the system and your custom applications.

Identifying the Menu

To have the system recognize and provide access to your custom menu, you need to set up the following Business Rule:

RULE ID: PRIMARY MENU

KEY NAME: CUSTOM MENU

KEY VALUE 1: The form name of the menu (without the.mmb), e.g. MY_MENU

KEY VALUE 2: The label to be seen in the application, e.g. My Menu

This rule is checked only when the application starts up, so you must exit and restart the system to see changes to the Business Rule take effect.

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Chapter 1

Overview

Executives can view cost enterprise-wide summaries spanning several plants and other organizational units in the Enterprise subsystem. Enterprise data can be used to compare maintenance and inventory costs between different divisions and to locate assets and inventory in other organizational units.

Within the Enterprise subsystem, two additional corporate levels can be identified above Plant. Company is the highest level and can consist of a number of Organizations. Organizations are the second level and can consist of a number of Plants. For each Company, at least one Organization and one Plant must be defined.

Just as Period Cost and Cost Summary information rolls up from Asset to Area to Department within a Plant, Plant Period Cost and Cost Summary information is aggregated at the Company and Organizational levels.

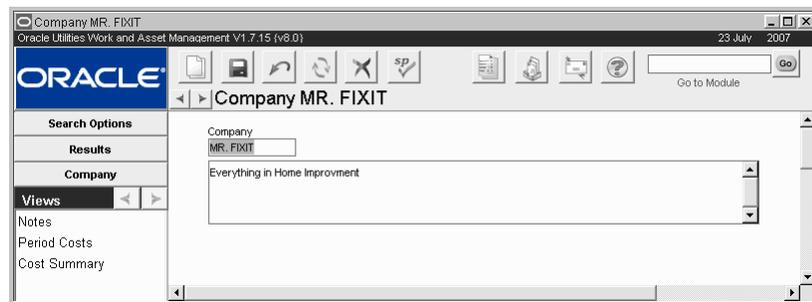
Chapter 2

Company

The highest level of the enterprise is defined in the Company module. Once the company record has been created and saved, other divisions and organizational groups can be defined in the Organization module.

Company Records

Within the Company module, summary information is available for all Organizations and Plants comprising the Company.



Company record

Company Views

The module includes the following views:

Period Costs

The Period Costs view displays Budget and Actual Cost information per Expense Category, by Period. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. Cost information is updated at the end of each day as a part of this process.

In order for an expense category to appear on the summary it must be associated to an Organization that references the Company. All budget amounts are supplied from and managed in the Period Costs view of the Account module.

Cost Summary

The Cost Summary view summarizes Budget and Actual Costs by Expense Category for the Company. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other

records. The cost information is updated at the end of each day as a part of this process. This window is for review purposes only, you cannot change the information presented here. In order for an expense category to appear on the summary it must be associated to an Organization that references the Company.

All budget amounts are supplied from and managed in the Yearly Costs view of the Account module.

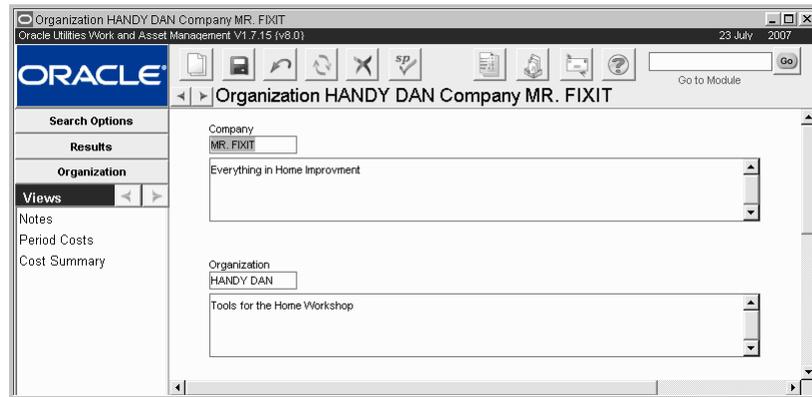
If you have the appropriate responsibilities in your user profile, the cost views also display actual amounts reported by your organization's external financial system.

Chapter 3

Organization

The second highest level of the enterprise is defined in the Organization module. The Organization level can be used for divisions, subsidiaries, brand families, or other grouping that is logical to your enterprise structure. Once the appropriate organization records have been created and saved, both Company and Organization can be referenced from Plant records.

Within the Organization module, summary information is available for all Plants comprising the Organization.



Organization record

Organization Views

The module includes the following views:

Period Costs

The Period Costs view displays Budget and Actual Cost information per Expense Category, by Period. In order for an expense to appear on the summary it must be associated to a Plant that references the Organization.

In order for an expense to appear on the summary it must be associated to a plant that references the organization.

Cost Summary

The Cost Summary view summarizes Budget and Actual Costs by Expense Category for the Organization. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. This

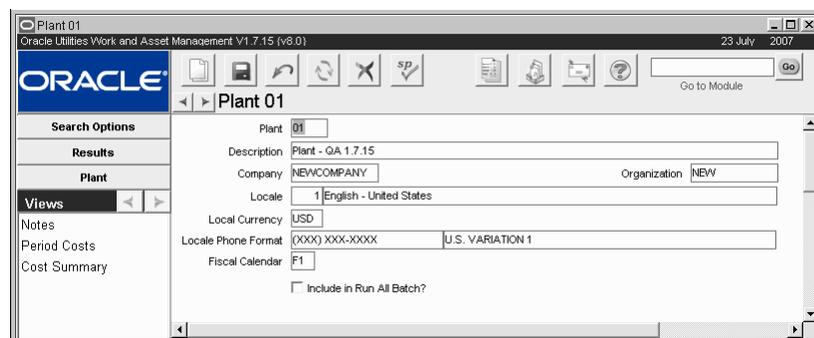
window is for review purposes only, you cannot change the information presented here. In order for an expense category to appear on the summary it must be associated to an Plant that references the Organization.

All budget amounts are supplied from and managed in the Account module. If you have the appropriate responsibilities in your user profile, the cost views also display actual amounts reported by your organization's external financial system.

Chapter 4

Plant

Use the Plant module to record and organize information regarding your organization's various work sites. This module is also used to define localization parameters.



Plant record

The following fields are included:

Plant - Each plant must have a unique number.

Description - The Description field contains a brief description of the plant.

Company - Select the Company the Plant is identified with from the list of values. Before a Company can be entered, a corresponding record must exist in the Company module.

Organization - Select the Organization the Plant is identified with from the list of values. Before an Organization can be entered, a corresponding record must exist in the Organization module for the Company selected.

Locale - The locale field allows you to set the plant location and local language used. These settings affect aspects of the system such as using postal codes rather than zip codes or whether the English or Metric system is used in measurements.

Local Currency and Fiscal Calendar - The Local Currency field is used to establish the default currency code used throughout the application, on procurement documents in particular. This value can change by Plant. Currency Codes are defined in the Currency Exchange Rates module of the Administration subsystem.

Together these fields are for use with Business Intelligence functionality. If your organization uses Business Intelligence, these fields must be populated as triggers for extracting data from Oracle Utilities Work and Asset Management to Business Intelligence. Please see your product representative for more information.

Locale Phone Format - The Locale Phone Format field allows you to set the appropriate formatting for phone number fields. Users enter digits into a phone number field on another record and the system automatically formats the number according to the format set here. This formatting also applies to where phone numbers appear on reports. Most US clients will not want to adjust this field from the default.

NO FORMATTING - Select NO FORMATTING to allow free form entry of numbers in any format. Once you select NO FORMATTING as the default the field cannot be changed. This is to prevent a fatal system error if inappropriate characters are entered in a free-form phone field. For example, with this set to No Formatting you could save 999~99~99! In a phone field and would not receive an error. If you later apply another format as the default, that data will cause a hard form error because of the ~ and !

Warning: DO NOT attempt to change your phone format once data has accumulated in phone fields throughout the system. If one phone format is chosen and data is entered, then the format is changed here, the system does not re-format existing data, and critical system errors could result. Please use care and forethought in choosing a phone format.

Include in Run All Batch? - A check in the Include in Run All Batch? check box indicates that the plant will be included in Run All Batch processing. This is important when multiple plants share the same database. If a plant is excluded from Run All Batch processing, each relevant batch process must be run individually for that plant.

Plant Views

Period Costs

The Period Costs view displays Budget and Actual Cost information per Expense Category, by Period. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. Cost information is updated at the end of each day as a part of this process.

Cost Summary

The Cost Summary view summarizes Budget and Actual Costs by Expense Category for the Plant. Expenses accrue against their Accounts and at the end of each day the system processes expenses and applies them to the appropriate Account, Area, Department, and other records. The cost information is updated at the end of each day as a part of this process. This window is for review purposes only, you cannot change the information presented here.

All budget amounts are supplied from and managed in the Account module. If you have the appropriate responsibilities in your user profile, the cost views also display actual amounts reported by your organization's external financial system.

Chapter 5

Enterprise Asset

The Enterprise Asset module is identical to the Asset module in the Resource subsystem, with the addition of Plant as a searchable field. You can search for Assets across all Plants in your Company, or in a particular Plant. If you search on some criteria other than Plant, you can review the search results to see which Plants hold identical or similar assets.

Enterprise Asset Views

Same as [Asset](#)

Enterprise Asset Actions

Same as [Asset](#)

The views and fields in this module are the same as in the Asset module.

The screenshot displays the Oracle Enterprise Asset module interface. The window title is 'Enterprise Asset E ILB ASSET 1'. The Oracle logo is visible in the top left. The main area shows the details for an asset with the following information:

- Plant: 06
- Asset ID: ILB ASSET 1
- Criticality: 7
- Status: Active
- Description: Pumps in the ILB facility.
- Asset Type: 20
- Asset Class: STORM DRAIN
- Asset Class Type: [Empty]
- Log Reviewer: [Empty]
- Parent Asset: [Empty]
- Process: ILB PROCESS 5
- Specification: ILB01
- BCM ID: RVM-EM
- Location: Facility (dropdown), Point ID: [Empty]
- Building: 0030
- Room: 622
- Location: 8TH FLOOR
- Position: In the Back
- Breaker: S
- Breaker Asset ID: [Empty]
- Latitude: [Empty]
- Longitude: [Empty]
- W.O. Defaults: Planner: GST, Work Request Route: [Empty], Safety: Safety, ISO Related: ISO Related, Health: Health, Environmental: Environmental, Hazardous: Hazardous, Safety Notes: Safety Notes
- Taxes: State: [Empty], Backlog Group: GE
- Federal: [Empty], Maint Approver: ILB3
- Duty: [Empty], Prod Approver: ILB3
- Dept./Area: ILB1, Maint Manager: ILB5
- Account No.: ILB1-Y-PROCESS-COMP-NONE-009
- Asset Codes: [Empty]
- RIVA Asset Type: [Empty]

Enterprise Asset record

Chapter 6

Enterprise Catalog

The Enterprise Catalog module is identical to the Catalog module in the Resource subsystem, with the addition of Plant information on the storeroom summary views.

While you cannot search the Enterprise Catalog module directly for stock items at a particular Plant, you can review the Storeroom Quantity Summary to see what quantities of the item are held in the various Plants identified with your enterprise. Similarly, you can review the Storeroom Reorder Summary to see usage and reordering information from the various Plants.

The views and fields in this module are the same as in the Catalog module.

The screenshot displays the Oracle Enterprise Catalog interface for stock code 003569743. The main window title is "Enterprise Catalog 003569743" and the Oracle logo is visible in the top left. The interface is divided into several sections:

- Search Options:** Plant (01), Stock Code (003569743), Type (Inventory), Status (Active).
- Description:** Rubber Gloves.
- Class:** Prime Vendor, Capital Spare (checkbox), UOP (EA), UOI (EA), Lead Time (days), No Substitute (checkbox), PI Ratio (1), Shelf Life (DAYS), Hazardous (checkbox), Buyer, PO Commodity, State, Federal (0), Duty (0), Include on BOM (checked), Lot Item (checkbox), Temporary Stock (checkbox), Truck Stock (checkbox).
- Commodity Coding Information:** Category (SUPPLIES), Name (STEEL), Type (PAINT), Composition (Aluminum).
- Material Control Code:** Procurement Level, Shelf Life Class, Quality Class, Special Requirement, Storage Code.

A left-hand navigation pane contains the following menu items: Views, Notes*, Attachments, Storeroom Quantity Summary, Storeroom Reorder Summary, Associated Stock Code, Lots, Where Used, Crafts, Blanket Contract, Vendor Manufacturer, Actions, Create Bookmark, Audit Log (Header), Reorder Wizard, Components, Storeroom, and Account Log.

Enterprise Catalog record

Enterprise Catalog Views

The module includes the following views:

Storeroom Quantity Summary

The Enterprise Catalog Storeroom Quantity Summary view summarizes information from each Plant and Storeroom that carries the catalog item. Because of the number of columns on this view, you may have to scroll to the right to see all of the information. All information on this view is drawn directly from the Storeroom record and is maintained by the system.

Each row in the grid in the upper section of the Storeroom Quantity Summary view displays quantity, primary bin and status information from a specific Storeroom.

The summary section in the lower section of the Storeroom Quantity Summary view displays total quantities for the catalog item across all Storerooms.

Storeroom Reorder Summary

The Enterprise Catalog Storeroom Reorder Summary view summarizes reorder information from each Plant and Storeroom that carries the catalog item. All information on this view is drawn directly from the Storeroom record and is maintained by the system.

Each row in the grid displays maximum and minimum quantities, reorder point, and year to date usage from a specific Storeroom that carries the catalog code. Each Storeroom is identified by its Plant and Storeroom ID.

Chapter 7

Asset Type Analysis

The Asset Type Analysis module provides cost summaries by Asset type for the entire Enterprise and by Plant.

Enterprise Analysis - For each Asset Type, the upper grid shows enterprise-wide average cost for the current year and the previous three years. The first row of the grid shows the dollar cost average for the various years. The second row shows a count of Assets in the Asset Type held in all Plants.

Plant Analysis - For the Asset Type identified in the upper portion, the center grid shows similar information for each Plant reporting costs for the Asset Type. Average costs for the current and previous three years appear on the first line for each Plant and the unlabeled second row contains the number of assets for the corresponding year.

Plant Costs by Category - When you select a Plant in the center grid, the bottom portion of the screen changes to show a cost category breakdown by year for the Asset Type and selected Plant.

Asset Type	Current Year Average	Previous Year Average	3 Years Ago Average	4 Years Ago Average
06	319.87	68,142.73	175.82	.00
	1	3	2	1

Plant	Current Year Avg	Previous Year Average	3 Years Ago Average	4 Years Ago Average
01	319.87	68,142.73	175.82	.00
	1	3	2	1

Category	Current Year Average	Previous Year Average	3 Years Ago Average	4 Years Ago Average
ACCURLE EXPENSE	240.36	.00	.00	.00
COST ADJUSTMENT	.00	5.96	.00	.00
DIRECT CHARGES EXP	.00	.00	.00	.00
DIRECT STOCK	.00	.00	.00	.00
INVENTORY STOCK	.00	1,365.91	.00	.00
LABOR PREMIUM BURD	.00	3.10	.00	.00
LABOR REGULAR BURF	.00	60	.00	.00
LEAVE EXPENSE	.00	66,654.05	.00	.00
PREMIUM LABOR	.00	.00	41.07	.00

Asset Type Analysis record

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**Oracle® Utilities Work and Asset
Management**

Reports User Guide

Appendix A

Release 1.9.1.1

E39486-03

December 2013

Oracle® Utilities Work and Asset Management Reports User Guide for Release 1.9.1.1

Doc v1 rev.0 12/3/13

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Appendix 2

Reports

Oracle Utilities Work and Asset Management provides reports that organize information across modules. You can access the list of available reports in the following ways:

- By clicking the Reports icon on the home page toolbar,
- By selecting Reports from the File menu in any module, or
- By opening the Report Administration module.

The system retrieves a list of reports. You can select a Group from the list of values to limit the list of reports. (Reports are classified by Group in the Report Administration module).

Reports are called from Oracle Utilities Work and Asset Management using either Oracle Reports Engine or BI Publisher server.

You can also create “ad hoc” reports by searching a module then [exporting the search results](#) to show the information returned from your search.

Related Topics

[Reporting Functionality](#)
[Report Administration Module](#)
[Business Rules for Reports](#)
[Building Your Reports List](#)
[Exporting Search Results](#)

Reporting Functionality

When you highlight a report and select Run Report from the Actions list, the system opens a selection window where you can enter criteria to limit the information presented in the report. If you have a very large database, it is important to enter selection criteria to avoid creating extremely long reports that can overload your computer’s resources. The fields on the selection window vary depending on the report selected.

Report Output Options

After you have entered your selection criteria, click the Run Report button. Depending on settings in the Web Configuration Business Rule, the system opens either a PDF preview of the report or an options window where you can select an output format. Output format options include:

Screen - Displays the report in the PDF format. Once the report opens, you can use your browser's controls to print or save the report. In the Web environment, the Screen and Preview options are the same.

File - Writes the report to a file on disk so that it can be accessed at a later time. If you select this option the window changes to display fields where you can enter the File Name and the File Format.

You should enter the complete file path for the location where you want the system to save the Report as well as the file extension for the file format that you want the report saved as. For example, if you want the Report saved on your hard drive in a particular folder as a PDF file, you might enter: c:\my documents\report1.pdf

The only file format options are PDF (Adobe postscript file) or HTML (web enabled format). However, memory limitations and the potential size of HTML documents may cause your browser too crash when HTML running long reports. To prevent problems, it is recommended that you use Adobe PDF format for long reports.

Printer - The Printer option sends the report directly to the printer designated in your User Profile. If there is no printer specified in your User Profile, the report prints on the printer specified as your Windows default printer.

Preview - Displays the report in the PDF format. Once the preview opens, you can use your browser's controls to print or save the report. In the Web environment, the Screen and Preview options are the same.

Slave Printer - This option is no longer used.

Server Batch Queue - Queues the report to print on a particular date in the future. If you select this option the window changes to display fields where you can select a printer from the list of values and a time for the report to print.

You can [add a listing of reports](#) that you use most often to your home page through your User Profile.

How to Run a Report

1. Open the Reports List and highlight the desired report.

You can access the Reports List by selecting Reports from the File menu or Reports List from the Actions list on the home page.

You can narrow down the Reports List to find the report you want by selecting a report Group from the list of values.

2. Select Run Report from the Actions list.

If the report has a Selection window associated with it, that Selection window opens. If this window does not open, go to step 5.

3. Enter search criteria for the report.

4. Select Run Report.

Either a PDF preview of the report or a options window opens, depending on settings in the Web Configuration Business Rule. If a PDF preview opens, you can print, save or e-mail the report from the browser window. If the options window opens, select the desired output and click the Run Report button.

Report Administration Module

The Report Administration module is used to access and run existing reports as well as to add custom reports.

In order to run each report must have a Report Administration record with a unique Report ID. The Report Administration record includes fields to describe and classify the report, and locate the report's executable files.

Note: If you want to modify an existing Report Administration record, you can only modify the Title, Group, and Description fields. Changing any other field could cause the report not to work!

Report ID - This is the reports unique Identification number. It cannot be changed.

Title - The text in this field will be displayed on the report as a title.

Select Block and Location - Block and Location are technical information used to point the application to the correct code when running the report. The list of values for the Location field is controlled by Code Table 95 in the Code Table and Codes module of the Administration subsystem.

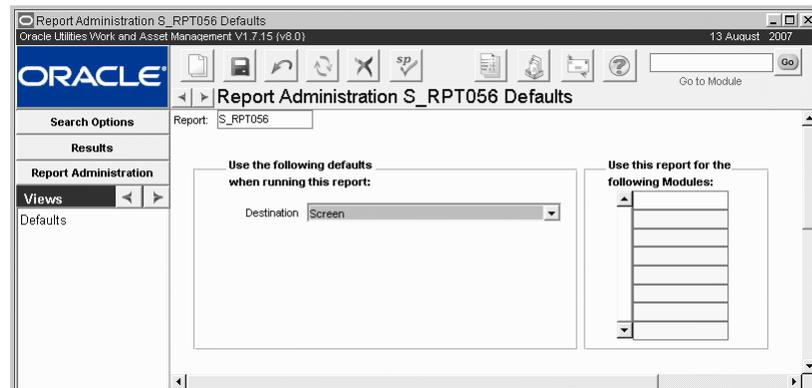
Note: Location indicates the report form in which the report Selection is defined and the Select Block indicates which block within that form holds that report's Selection. This information is used to retrieve a report "front end" – the Selection window for entering search criteria. If there is no front-end available, the report will simply run using your predefined search criteria. If this information is modified incorrectly, the report may not run.

Type and Group - The Type and Group fields classify the report for easy user retrieval. The list of values for the Type and Group fields are controlled by Code Tables 97 and 96, respectively, in the Code Table and Codes module of the Administration subsystem.

Description - In the Description field you can note details about the report such as selection criteria, which modules the report takes data from, the type of information the report includes, and any other important information.

Defaults

Select Defaults from the Views list to set report specific defaults such as the report output options and the modules to associate with the report.



To set report output options, select the Destination from the list of values. (The system displays only those fields that are needed according to the Destination selected). Enter any appropriate fields, such as File Name, Printer, Format, or number of Copies.

The list of values associated with the Printer field is controlled by the Printer Alias Business Rule.

Custom Reports

Please refer to the Customization Guide for information on creating Custom Reports.

Business Rules for Reports

The following Business Rules affect settings and output of various reports:

PO Report Constants - defines “constants” for Purchase Orders and Requisitions to eliminate repetitious data entry. Constants are defined as fields consistently used on each report and may include Bill To Address, Ship To Address and Company Name.

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

Printer Alias - Lists the printer names and destination names to be used to print within Oracle Utilities Work and Asset Management.

Report Labels - This Business Rule defines the label and sequence for reports.

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

Report Descriptions

The following sections describe each of the available reports in detail.

About to Reorder Report

S_RPT028

Lists Storeroom items
due for reorder.

Selection Criteria:

Storeroom
Stock Code
Stock (Range)
Stock Type
Primary Vendor

Subsystem: Inventory

Page: 1

ABOUT TO ORDER REPORT

13 DEC 2001
03:17 PM

Report Select Criteria: STOCK_TYPE LIKE INVENTORY% AND
PLANT = 01

Report Ordered By: STOCK_CODE

Stock Code: BYB-LOT-01 Stock Description: Branwen's Inventory Lot Stock

Store- room	Type	Primary Vendor	--- AVAILABLE QUANTITY ---			Avail - Reorder Quantity	Avail - Reorder %	Reorder Point	----- U S A G E -----		Lead Time (Days)
			Inventory On Hand	Inventory On Order	Inventory In Trans				Last Month	Last Year	
BYB	INVEN	BYB-VENDOR / Branwen's Vendor	60	0	0	-30	-33.3%	90	0	29	5
PFB	INVEN	BYB-VENDOR / Branwen's Vendor	7	0	0	-13	-65.0%	20	0	5	5

Stock Code: BYB-LOT-02 Stock Description: Branwen's Inventory Lot Stock - 02

Store- room	Type	Primary Vendor	--- AVAILABLE QUANTITY ---			Avail - Reorder Quantity	Avail - Reorder %	Reorder Point	----- U S A G E -----		Lead Time (Days)
			Inventory On Hand	Inventory On Order	Inventory In Trans				Last Month	Last Year	
BYB	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	0	0	0	-10	-100.0%	10	0	0	5
PFB	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	10	0	0	-5	-33.3%	15	0	0	5
BB1	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	10	0	0	-5	-33.3%	15	0	0	5

Stock Code: BYB-LOT-03 Stock Description: Branwen's Inventory Lot Stock - 03

Store- room	Type	Primary Vendor	--- AVAILABLE QUANTITY ---			Avail - Reorder Quantity	Avail - Reorder %	Reorder Point	----- U S A G E -----		Lead Time (Days)
			Inventory On Hand	Inventory On Order	Inventory In Trans				Last Month	Last Year	
BYB	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	10	0	0	-5	-33.3%	15	0	0	5
PFB	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	10	0	0	-5	-33.3%	15	0	0	5
BB1	INVEN	BYB-VENDOR-02 / Branwen's 2nd Vendor	10	0	0	-5	-33.3%	15	0	0	5

Submitted by: IBROWN

Report s rpt028 v5.1

Accruals By Account Report

S_RPT105

Displays accrued account totals for individual purchase orders. Enter an account number to display a single account, or leave the Account field blank to display all accounts.

Selection Criteria:

Account Number

Subsystem:

Purchasing

Page: 1

ACCRUALS BY ACCOUNT REPORT

13-DEC-2001
03:18 PM

Report Select Criteria: PLANT = 01

Report Ordered By: ACCOUNT_NO

Account No: **BYB1-N-NONE-NONE-NONE-001**

PO No	PO Item	Unpaid Quantity	Unit Price	Total Accrual
01000318	001	5	\$23.4500	\$117.25
01000323	001	5	\$23.4500	\$117.25
01000324	001	5	\$23.4500	\$117.25
01000456	004	4	\$4.0000	\$16.00
01000456	003	10	\$3.0000	\$30.00
01000453	001	10	\$3.0000	\$30.00
01000463	001	3	\$3.0000	\$9.00
01000466	001	6	\$23.4500	\$140.70
01000535	002	5	\$5.6789	\$28.39
01000566	001	5	\$51.2365	\$256.18
01000564	001	5	\$98.3300	\$491.65
01000562	001	4	\$98.3300	\$393.32
01000560	001	3	\$27.5245	\$82.57
01000554	001	2	\$49.9500	\$99.90
01000550	001	2	\$49.9500	\$99.90
01000535	005	4	\$5.6789	\$22.72
01000535	004	7	\$5.6789	\$39.75
01000535	003	5	\$5.6789	\$28.39
01001160	001	1	\$49.9995	\$50.00
01000817	001	50	\$100.0000	\$5,000.00
01000590	001	4	\$28.7920	\$115.17
01000587	001	5	\$30.0000	\$150.00
01000585	001	5	\$29.0000	\$145.00
01000578	001	1	\$28.3495	\$28.35
01000568	001	5	\$4.9800	\$24.90
01000567	001	5	\$30.0000	\$150.00
01000535	001	5	\$5.6789	\$28.39

Submitted by: IBROWN

Report s rpt105 v5.1

Asset Inspection Worksheet

S_RPT150

This report can be used to create Inspection Criteria Worksheets with space to enter inspection results, address information, and comments.

The Inspection Criteria check boxes that appear on the report are dynamic. These are driven by the Inspection Criteria used for the Asset. To view or change this data, open the Asset Class module, find the appropriate Asset Class record, then select Condition Assessment then Inspection Criteria from the Views list on that Asset Class record. You can add or remove Categories or Defects in this view. The options on the report will then change accordingly.

Selection Criteria:

Asset Class
Asset ID
Asset Description

Subsystem: Resource

INSPECTION WORKSHEET

Asset Id: E / ILB ASSET 2	Initials: _____
Asset Desc: Ventilation Asset	Inspected By: _____
Asset Class: STORMDRAIN	Inspected Date: _____
Address: _____	Weather Condition: _____
Cross Street: _____	Ground / Soil Condition: _____
Offset: _____	Inspection Length: _____
Direction: _____	Inspection Area: _____
Start Node: _____	
End Node: _____	
Comments: _____	

Category: Criteria	Pass	Fail	Category: Criteria	Pass	Fail
Debris					
Blocked	<input type="checkbox"/>	<input type="checkbox"/>			
Debris	<input type="checkbox"/>	<input type="checkbox"/>			
Cluttered	<input type="checkbox"/>	<input type="checkbox"/>			
Clear	<input type="checkbox"/>	<input type="checkbox"/>			
Perfect	<input type="checkbox"/>	<input type="checkbox"/>			
new	<input type="checkbox"/>	<input type="checkbox"/>			
Crack					
Open	<input type="checkbox"/>	<input type="checkbox"/>			
Deep	<input type="checkbox"/>	<input type="checkbox"/>			
Slightly Penetrating	<input type="checkbox"/>	<input type="checkbox"/>			
Superficial	<input type="checkbox"/>	<input type="checkbox"/>			
None	<input type="checkbox"/>	<input type="checkbox"/>			
Perfect - New	<input type="checkbox"/>	<input type="checkbox"/>			
Seam					
Complete Separation	<input type="checkbox"/>	<input type="checkbox"/>			
Open	<input type="checkbox"/>	<input type="checkbox"/>			
Slight	<input type="checkbox"/>	<input type="checkbox"/>			
Closed	<input type="checkbox"/>	<input type="checkbox"/>			
Perfect	<input type="checkbox"/>	<input type="checkbox"/>			
Flow					
No Flow	<input type="checkbox"/>	<input type="checkbox"/>			
Low	<input type="checkbox"/>	<input type="checkbox"/>			
Low-Medium	<input type="checkbox"/>	<input type="checkbox"/>			
Medium	<input type="checkbox"/>	<input type="checkbox"/>			
High	<input type="checkbox"/>	<input type="checkbox"/>			
Perfect	<input type="checkbox"/>	<input type="checkbox"/>			

Asset Listing By Type and Class Report

S_RPT089

Lists Assets in the system.

Selection Criteria:

Asset ID
 Asset Description
 Asset Type
 Process Number
 Building

Subsystem: Resource

ASSET LISTING BY TYPE AND CLASS						
Asset ID	Type	Process	Building	Position	Location	
Page: 1						
Report Select Criteria: PLANT = 01						
Report Ordered By: ASSET_ID						
V 4444	car					
E 444444	22		0001		this is a brand new asset	
E BYB-ASSET	CABL				Branwen's Asset	
E BYB-C ASSET	00	BYB-PROCESS			Branwen's Child Asset with a Process - DO NOT USE	
	<u>Component</u>		<u>Manufacturer</u>	<u>Model</u>	<u>Serial No</u>	
	1	BYB-COMPONENT - Branwen's Component - DO NOT USE				
E BYB-DC-ASSET-C	00	BYB-DC-PROCESS			Branwen's Direct Charges Child Asset	
	<u>Component</u>		<u>Manufacturer</u>	<u>Model</u>	<u>Serial No</u>	
	1	BYB-DC-COMP - Branwen's Direct Charges Component				
E BYB-DC-ASSET-P	00				Branwen's Direct Charges Parent Asset	
V BYB-FLEET ASSET					Branwen's Fleet Asset - DO NOT USE	
V BYB-FLEET-01					Branwen's Fleet Asset - DO NOT USE	
V BYB-FLEET-02					Branwen's Fleet Asset - DO NOT USE	
V BYB-FLEET-03					Branwen's Fleet Asset - DO NOT USE	
Submitted by: IBROWN						
Report s_rpt089 v5.1						

13-DEC-2001
 03:12 PM

Bill of Material Report

S_RPT081

Lists Bill of Material information created in the Bill of Material module of the Resource subsystem.

Selection Criteria:

BOM ID
Description
Asset Type
Manufacturer

Subsystem: Resource

Page: 2		BILL OF MATERIALS			13-DEC-2001 03:20 PM	
BOM ID:		CAK-BOM01				
BOM Description:		CATHYS BOM01				
Asset Type:		03 / Equipment Handling				
Manufacturer Name:		ASCO VALVE COMPANY				
Manufacturer Part No.:		ASCO-111222333				
Stock Code	Stock Type	Item Description	UOI	Qty.		
CAK-PART1	INVENTORY	CATHYS - BOM PART	EA	1		
		<i>Drawing No.:</i> DWG-9999991	<i>Drawing Item No.:</i> 123456789012345			
		<i>Vendor:</i> CAK-VENDOR02				
		<i>Vendor Part No.:</i>				
		<i>Service:</i> SERVICE COMMENT....PART1				
CAK-PART2	INVENTORY	CATHYS - BOM PART	CS	1		
		<i>Drawing No.:</i> DWG. #234	<i>Drawing Item No.:</i> 003			
		<i>Vendor:</i> CAK-VENDOR04				
		<i>Vendor Part No.:</i>				
		<i>Service:</i> SERVICE DESCR FOR CAK-PART2				
CAK-PART3	INVENTORY	CATHYS - BOM PART	EA	1		
		<i>Drawing No.:</i> DWG #494949	<i>Drawing Item No.:</i> 999			
		<i>Vendor:</i> CAK-VENDOR02				
		<i>Vendor Part No.:</i>				
		<i>Service:</i> SERVICE DESCR FOR CAK-PART3				
CAK-9800	PHANTOM	CATHYS - PHANTOM	EA	1		
		<i>Drawing No.:</i> DWG #09888	<i>Drawing Item No.:</i> 388			
		<i>MFR:</i> AMARILLO				

Blanket Contract Report

S_RPT206

Summarizes Blanket Contracts showing Stock Codes with Manufacturers, Part Numbers, Prices, and other important information.

Selection Criteria:

- Blanket/Revision No.
- Category
- Blanket Initiation Date (Range)
- Blanket Expiry Date (Range)
- Status
- Blanket Description
- Vendor Code
- Vendor Name
- Vendor Class
- Stock Code

**Subsystem:
Purchasing**

Page: 4	BLANKET CONTRACT REPORT						14 JAN 2003		
							11:35 AM		
Blanket No: B000143		Revision No: 000		Vendor Code: BYB-VENDOR-02		Location Name: BYB-LOT-02			
Contract Desc: Branwen's Blanket - DO NOT USE									
Line	Qty	UOP	Stock Code	Vendor Model No	Vendor Part No	Quote No	Quote Item	Unit Price	Total Price
00001	1	BX	BYB-LOT-02		V-BLKT-VENDOR-02-L			6	\$6.00
	Description: Branwen's Inventory Lot Stock								
	Manufacturer Name			Manufacturer Part No					
	PETE			M-BLKT-PETE-LOT-02					
	PETE			M-PETE-LOT-02					
	PETE			MBB1-PETE-LOT-02-CAT					
	PETE			MBYB-PETE-LOT-02					
	PETE			MPFB-PETE-LOT-02					
	YVONNE			MCAT-YVONNE-LOT-02					
00002	2	BX	BYB-LOT-03		VBLKT-BYB-VENDOR-			5	\$10.00
	Description: Branwen's Inventory Lot Stock - 03								
	Manufacturer Name			Manufacturer Part No					
	FREDRICK			MBB1-FREDRICK-LOT-03					
	FREDRICK			MBYB-FREDRICK-LOT-03					
	FREDRICK			MPFB-FREDRICK-LOT-03					
	PETE			M-BLKT-PETE-LOT-02					
	PETE			MCAT-PETE-LOT-03					
	YVONNE			M-YVONNE-LOT-03					

Business Rule Report

S_RPT002

Lists all of the Business Rules in the Business Rule module in the Administration subsystem.

For more information on Business Rules, please refer to the Business Rules Supplement User Guide.

Selection Criteria:

Rule ID

Type

Description

Subsystem:

Administration

Page: 18

BUSINESS RULE REPORT

12-DEC-2001
12:12 PM

Rule ID	BATCH JOB CONTROL	Type	BUSINESS	Style	PARAMETER	Batch Process
Description	This rule is used to include or exclude certain batch processes from the regular batch cycles. Specific batch processes which may be turned on or turned off are listed in the "BATCH PROCESS" column.					
Comment						
Key Name	010 COST STOCK				Last Changed	09-MAY-00
	Option Status		Job			
Value	YES		sdbp_cost_stock.cost _stock (job_in,plant_in)			
Description	SDBP_COST_STOCK.COST_STOCK processes costs for stock transactions which have not yet been posted. Information is selected from the table SA_INVENTORY_LOG and posted throughout the system as required. Once a stock cost transaction is successfully processed, it is marked as posted.					
Key Name	020 COST ACCRUALS				Last Changed	09-MAY-00
	Option Status		Job			
Value	YES		sdbp_cost_accruals.c ost_accruals (job_in,plant_in)			
Description	Accrual costs for receiving transactions which have not yet been posted. Information is selected from the table SA_RECEIVING_LOG and posted throughout the system as required.					
Key Name	025 COST ADJUSTMENT				Last Changed	10-AUG-00
	Option Status		Job			
Value	YES		sdbp_cost_adjustment (job_in,plant_in)			
Description						
Key Name	028 POST TIMESHEET				Last Changed	10-AUG-00
	Option Status		Job			
Value	YES		sdbp_post_timesheets .post_time (job_in,plant_in)			
Description						
Key Name	030 COST LABOR				Last Changed	09-MAY-00
	Option Status		Job			
Value	YES		sdbp_cost_labor.cost _labor (job_in,plant_in)			
Description	SDBP_COST_LABOR.COST_LABOR processes approved labor costs (from timesheets) which have not yet been posted. Costs are posted to the Work Order Task as a Labor record. If a Labor Requirement record does not yet already exist for the Task, the system inserts one, then posts the cost. Once a labor charge is successfully					

Submitted by: IBROWN

Catalog (without Quantities) Report

S_RPT016

Shows an inventory of Stock items by storeroom without displaying Item quantities.

Selection Criteria:

Stock Code
Stock Code Range
Stock Class
Description
Capital
Hazardous

Subsystem: Resource

CATALOG (WITHOUT QUANTITIES) REPORT														
Stock Code	UOP	UOI	Lead Time (days)	Class	Cap	Shelf Life	Shelf Life Class	Commodity Code	Procurement Level	Quality Class	Storage Code	Special Handling	Haz	Stock Description
ILBCMP1	EA	BX			N	0 DAYS		PUMPS					N	Component installed on Asset 1
ILBGL02	EA	EA			N	0 DAYS							N	Safety Goggles
ILBGO1	EA	EA			N	0 DAYS							N	Safety Goggles
ILBSC0003	EA	EA			N	1000 YEARS			B				N	Pump valve - Direct Stock ite
ILBSC001	EA	EA	10 35		N	0 DAYS							N	ILB facility primary stock cod
ILBSC002	EA	EA			N	1000 YEARS	INTERNAL		A	HIGH	COOL	CARE	N	Direct Stock item for the ILB
ILBSC003	EA	BX	3 04		N	50 DAYS		PUMPS					N	Direct Stock for ILB Facility
ILBSC004	EA	BX	3		N	50 DAYS		PUMPS					N	Inventory Stock for ILB Facili
ILBSC005	EA	BX	3		N	50 DAYS		PUMPS					N	Direct Stock for ILB Facility
ILBSC006	EA	BX	3		N	50 DAYS		PUMPS					N	Reorder Review, Direct, Standa
ILBSC007	EA	BX	3		N	50 DAYS		PUMPS					N	Inventory Stock for ILB Facili
ILBSC008	EA	BX	3		N	50 DAYS		PUMPS					N	Inventory Stock for ILB Facili
ILBSC009	EA	BX	3		N	50 DAYS		PUMPS					N	Direct Stock for ILB Facility
JC-001	EA	EA			N	0 DAYS							N	new part 001
JC-002	EA	EA			N	0 DAYS							N	part 002
JC-003	EA	EA			N	0 DAYS							N	INVENTORY ITEM
JC-LOT1	EA	EA			N	0 DAYS							N	new lot item
MJW-COMP	EA	EA			N	0 DAYS			B				N	Component Widget
MJW-TESTINSERT	EA	EA			N	0 DAYS							N	test of adding a new catalog i
MJW001	EA	EA			N	0 DAYS			B				N	Inventory Widget
MJW002	EA	EA			N	0 DAYS			B				N	Direct Widget
MJW003	EA	EA			N	0 DAYS			B				N	Expense Widget

Submitted by: IBROWN

Report s rpt016 v5.1

Catalog Non-Usage Report

S_RPT050

Lists Stock items (and the last 10 transactions) that have not been used for selected period of time.

Selection Criteria:

Storeroom

Stock Code

Last Activity Date
(Range)

Subsystem: Resource

Page: 1

CATALOG NON-USAGE REPORT

13 DEC 2001
03:23 PM

(Prints last ten Storeroom Transactions (if any))

Report Select Criteria: PLANT = 01

Report Ordered By: STOREROOM,STOCK_CODE

Stock Code / Type:		12345678901 / INVENTORY		Stock Description:		test	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price
RVM	27-NOV-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	1	\$10.0000
	02-OCT-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	2	\$10.0000
	28-SEP-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	1	\$10.0000
	26-SEP-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	2	\$10.0000
	26-SEP-01	ST			RVM1-N-PROCESS-COMP-WORK ORDER-001	10	\$10.0000

Stock Code / Type:		123456789012 / INVENTORY		Stock Description:		test	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price
RV2	28-SEP-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	1	\$6.0000
	26-SEP-01	PA			RVM1-N-PROCESS-COMP-WORK ORDER-001	1	\$6.0000
	26-SEP-01	ST			RVM1-N-PROCESS-COMP-WORK ORDER-001	14	\$6.0000

Stock Code / Type:		AUT_INV_001 / INVENTORY		Stock Description:		Automation inventory 1	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price
AUT							

Stock Code / Type:		AUT_INV_002 / INVENTORY		Stock Description:		Automation Inventory 2	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price
AUT							

Stock Code / Type:		BYB-DC-STOCK /		Stock Description:		Branwen's Component Direct Stock	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price

Stock Code / Type:		BYB-DIRECT-01 / DIRECT		Stock Description:		Branwen's Direct Stock	
Storeroom	Last Date	Type	Work Order / Task	PO Number	Account Number	Transaction Qty.	Average Unit Price
BYB							

Submitted by: IBROWN

Report s rpt050 v5.2

Change Request Report

S_RPT114

Lists the Assets, Components, analysis, Notes, Work Requests, Work Orders, Tasks, and attachments pertaining to Change Requests.

Selection Criteria:

Change Request Number
Request Status
Primary Asset ID
Change Request Type
Description
Class
Impact
Justification

Subsystem: Resource

Page: 1	CHANGE REQUEST REPORT	14 DEC 2001 10:45 AM
Report Select Criteria: PLANT = 01		
Report Ordered By: CHANGE_REQUEST_NO DESC		
Change Request No: 0100020	APPROVED	
Change Request Type: NEW VENDOR	Change Request Class: TEMPORARY	
Required By:		
Change Request Description		
to test		
Asset ID: Asset Description: Building: Location: Position: Department: Account:		
Area:		
Justification: REQUIRED		
Impact: IMPACT-HI		
Initiator: RVEKSLER		
Estimator:		
Phone:		
Estimated Hours:		
Initiator Signature: _____	Dept.: _____	Date: _____
Estimator Signature: _____	Date: _____	Ext. No.: _____
_____	Date: _____	Ext. No.: _____
Signature/Title	Date: _____	Ext. No.: _____
_____	Date: _____	Ext. No.: _____
Signature/Title	Date: _____	Ext. No.: _____
_____	Date: _____	Ext. No.: _____
Signature/Title	Date: _____	Ext. No.: _____
_____	Date: _____	Ext. No.: _____
Signature/Title	Date: _____	Ext. No.: _____

Change Request Approval

Code Table Definition Report

S_RPT015

Lists all of the Code Tables defined in the Code Table and Codes module of the Administration subsystem. This report has no Code Table Values.

Selection Criteria:

Table Number (Range)
Description
Table Type

Subsystem:

Administration

Page: 1

CODE TABLE DEFINITIONS REPORT

13 DEC 2001
08:33 AM

Report Select Criteria: PLANT = 01

Report Ordered By: TABLE_NO

<u>Table No.</u>	<u>Type</u>	<u>Code Length</u>	<u>Table Description</u>
0	System	1	YES/NO
1	System	1	WORK ORDER TYPE CODES
2	User	10	MAINTENANCE CLASS
3	User	10	MAINTENANCE CATEGORY CODES
4	User	10	STOREROOM TYPES
5	User	10	PERMIT TYPE
6	User	10	HAZARDOUS TYPES
7	User	10	DELIVER TO LOCATION
8	User	10	PERMIT CANCEL CODES
9	User	10	REPAIR CODES
10	User	10	FAILURE CODES
11	User	10	VEHICLE CLASS
12	User	10	SHOP
13	User	10	TYPE OF WORK

Code Table Report

S_RPT001

Lists all Code Tables and the Code Values as defined in the Code Table and Codes module, Administration subsystem.

Selection Criteria:

Table Number
Table Number (Range)
Type

Subsystem: Admin

Table No.	Type	Length / Code	Table Description	Link
0	System	1	YES/NO <i>N No</i> <i>Y Yes</i>	
1	System	1	WORK ORDER TYPE CODES <i>E EMERGENCY</i> <i>P PREVENTIVE MAINTENANCE</i> <i>R REGULAR</i> <i>S SERVICE REQUEST</i> <i>U URGENT</i>	
2	User	10	MAINTENANCE CLASS <i>CON-SERV SERVICE BY CONTRACTOR</i> <i>CONTRACT REPAIR BY CONTRACTOR</i> <i>P.M.C. P.M. BY CONTRACTOR</i> <i>P.M.I. P.M. BY INTERNAL LABOR</i> <i>REPAIR REPAIR BY INTERNAL LABOR</i> <i>SERVICE MACHINE SERVICING INTERNAL</i>	
3	User	10	MAINTENANCE CATEGORY CODES <i>AUDIT SAFETY AUDIT GENERATED</i> <i>CAPITAL CAPITAL</i> <i>CRIT SAFETY CRITICAL</i> <i>DN DO IT NOW</i> <i>EMER EMERGENCY RESPONSE</i>	

Page: 1

CODE TABLE LISTING REPORT

13 DEC 2001

03:24 PM

Report Select Criteria: PLANT = 01

Report Ordered By: TABLE_NO

Compatible Units Audit Report

S_RPT151

Lists Compatible Units and their Stock Code, Function, Equipment, Labor and Accounting attributes.

Selection Criteria:

Compatible Unit ID
Status
Business Unit
Class
Equipment Group
Size

Subsystem: Resource

CU. No.	DESCRIPTION	UOM
RJB_0002	Anchoring Assembly	EA

ITEM						
Stock Code	Description	Quantity	Unit	Unit Price	Total	
RJB-20004	Bolt, Mach., Galv., y"x14" w/sq. Nut	10	EA	2.25	22.50	
RJB-20002	Brace, Flat, 32", Galvanized	4	EA	12.55	50.20	
RJB-20006	Washer, Round, y", Galv.	10	EA	0.75	7.50	
RJB-20003	Ins Stud, Long Posttop, WD Arm	2	EA	15.34	30.68	
Material Total:					110.88	

FUNCTION						
Function	Difficulty	Man Hours	STD. Price	Salvage Price	Mat'l Ind.	
INSTALL	NORMAL	2.00	150.00		Y	
REMOVE	NORMAL	1.00	100.00		Y	
RETIRE	NORMAL	1.00	100.00		Y	

EQUIPMENT							
Function	Difficulty	Type	Qty.	Duration	UOM	Equip. Rate	Total Cost
INSTALL	NORMAL	TOW HR	1	.67	HOUR	10.00	6.70
REMOVE	NORMAL	TOW HR	1	.33	HOUR	10.00	3.30
RETIRE	NORMAL	TOW HR	1	.33	HOUR	10.00	3.30

LABOR							
Function	Difficulty	People	Craft	Duration	Manhours	Hourly Rate	Total Cost
INSTALL	NORMAL	3	ELEC	.67	2.00	24.50	49.00
REMOVE	NORMAL	3	ELEC	.33	1.00	24.50	24.50
RETIRE	NORMAL	3	ELEC	.33	1.00	24.50	24.50

ACCOUNTING				
Usage Code	Property Unit No.	Capital	Maintenance	Operation
DO			Y	Y
TO	R34327566324	Y		

Submitted by: RBEELEER

Report s_rpt151 v6.4

Component ID Report

S_RPT011

Lists Component ID information created in the Component ID module of the Resource subsystem.

Selection Criteria:

Component ID
 Type
 Status
 Stock Code
 Asset ID
 Warranty Expiration
 Description
 Department
 Area
 BOM ID
 Spec No.

Subsystem: Resource

Page: 13		COMPONENT IDENTIFICATION LISTING					03:25 PM 03:25 PM	
Component ID	Type	Asset ID	Process Number	Stock Code	Vendor	Manufacturer	Part Number	
RVM_ABC				RVM01-INVENTORY				
RVM_CMP	FL	RVM-1	RVM-PROCESS1	RVM01-INVENTORY				
RVM_COMP01	IN <i>RAYA's Component</i>			RVM-INVENTORY	CAK-VENDOR02 / CATHYS VENDOR (PAYTO SA	ACME	PART 01	
RVM_COMP02	IN <i>RAYA's Component</i>			RVM-INVENTORY	CAK-VENDOR02 / CATHYS VENDOR (PAYTO SA	ACME	PART 01	
RVM_COMPW1	01	RVM_EQUIPMENT <i>RVM_EQUIPMENTRVM_EQUIPMENT</i>		RVM11	RVM-1103 / Raya's Vendor			
RVM_COMPW2	IN	RVM_EQUIPMENT		RVM11				
RVM_COMP_ACTIV E	FL	RVM_ASSET <i>Another warranty test</i>		RVM_R_POINT05	RVM_UPS / rvm			
RVM_COMP_WRTY	01	RVM_ASSET <i>To test warranty processing</i>		RVM1111	RVM-1103 / Raya's Vendor			
SLC-0004COMP	PM			SLC-0004				
TUESDAY_COMPID	IN	<i>this is the first comp id of the week</i>		RLW_MSR_COMPID				
XYZ_ABC	IN			RLW_INVENTORY				

Submitted by: IBROWN

Report s_rpt011 v5.1

Confined Space Report

S_RPT098

Generates a permit check list for Confined Space type Permits and can be taken into the field to track the following: safety guidelines, hazards, isolation points, specification readings, and authorized signatures.

Selection Criteria:

Permit No
Permit Status
Work Order/Task

Subsystem:
Maintenance

Page: 1	CONFINED SPACE ENTRY PERMIT	13 DEC 2001 08:34 AM
Report Select Criteria: PLANT = 01	Report Ordered By: PERMIT_NO	Permit No: PER0000001
Permit Type: <u>CONFINED</u>	Issue Date/Time: <u>AUG-08-2000 11:19 AM</u>	Entry Date/Time: _____
Duration: _____ 8 hrs		
<u>Work Order/Task</u>	<u>Task Description</u>	
PERMIT NOTES:		
<u>Note Type</u>	<u>Description</u>	
CLOSED		
Contaminates Present		
<input checked="" type="checkbox"/> Lock Out / Tag Out	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Valve Isolation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosive Conditions		
<input type="checkbox"/> Valid Drivers License Requirem	<input type="checkbox"/> Insurance Requirements	<input type="checkbox"/> Physical Ability Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confined Space Report [Blank]

S_RPT101

Generates a generic Confined Space Permit that can be printed multiple times to track permit information and signatures. This is not a true report as the contents are not related to system Permit Templates. This report acts more as a worksheet that is typically used by clients that are not using the Permit module.

Selection Criteria:

None

Subsystem:

Maintenance

Page: 1

CONFINED SPACE ENTRY PERMIT

13 DEC 2001
08:35 AM

Permit No: _____

Permit Type: _____ Issue Date / Time: _____ Entry Date / Time: _____

Asset ID: _____ Location: _____

Asset Description: _____

Note:

New Note:

Task Description:

In Plant Rescue team Notified: Yes No

BLANK

Isolation Checklist:

- | | | | |
|--|--|--|----------------------------------|
| <input type="checkbox"/> Electrical (Lockout / Tagout) | <input type="checkbox"/> Blanking / Bleeding | <input type="checkbox"/> Line Breaking | <input type="checkbox"/> Purging |
| <input type="checkbox"/> Mechanical (Secure parts) | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Inerting | <input type="checkbox"/> Other |

Hazards Encountered Checklist:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Corrosive Materials | <input type="checkbox"/> Volatile Liquids | <input type="checkbox"/> Residues | <input type="checkbox"/> Hot Equipment |
| <input type="checkbox"/> Toxic Materials | <input type="checkbox"/> High Pressure Liquids | <input type="checkbox"/> Heavy Flow / Flooding | <input type="checkbox"/> High Noise Level |
| <input type="checkbox"/> Flammable Materials | <input type="checkbox"/> Oxygen Deficiency | <input type="checkbox"/> Engulfment | <input type="checkbox"/> Other |

Personal Safety Checklist #1:

- | | |
|---|--|
| <input type="checkbox"/> Eye Protection | <input type="checkbox"/> Over boots |
| <input type="checkbox"/> Life Line + Harness | <input type="checkbox"/> Head Protection |
| <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Protective Clothing |
| <input type="checkbox"/> First Aid Kit / Oxygen | <input type="checkbox"/> Other |

Personal Safety Checklist #2:

- | | |
|---|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Non - Sparking Tools |
| <input type="checkbox"/> Manhole Barrier + Hook | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Ventilation | <input type="checkbox"/> Tripod / Wench |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Other |

Permit Readings:

Contract PO Activity Report

S_RPT214

Summarizes Purchase Order activity against Blanket Contracts.

Selection Criteria:

Blanket Initiation Date
 Status
 Blanket Contract No.
 Blanket Description
 Vendor Code
 Vendor Name
 Vendor Class
 Category

**Subsystem:
 Purchasing**

Page: 1

CONTRACT PO ACTIVITY REPORT

22 MAY 2003
 02:17 PM

Report Select Criteria: UPPER(VENDOR_NAME) LIKE UPPER(RAY VENDOR #1%) AND
 PLANT = 01
 Report Ordered By: BLANKET_CONTRACT_NO DESC, PO_NO DESC

BLANKET CONTRACT NO: B000023 REVISION NO: 000 VENDOR CLASS:
CONTRACT DESCRIPTION: this is the description
CONTRACT INITIATION DATE: CONTRACT EXPIRATION DATE: 21-FEB-2002
VENDOR NO: RLW_VENDOR1 VENDOR NAME: Ray vendor #1

<u>PO NO</u>	<u>PO RELEASE</u>	<u>PO DATE</u>	<u>PO AMOUNT</u>
02000447	0006	02/15/2002	4,582.50
02000445	0005	02/14/2002	225.00
02000444	0004	02/23/2002	225.00
02000443	0003	02/14/2002	225.00
02000442	0002	02/14/2002	4,582.50
01001190		12/13/2001	1,000.00
01001143			0.00
01000120	0001	02/22/2001	490.50

CONTRACT VENDOR TOTAL: \$11,330.50

Daily Schedule Report

S_RPT041

Lists the Work Order Tasks scheduled for a selected day.

Selection Criteria:

Schedule Date
Crew

Subsystem:
Maintenance

Page: 1		DAILY SCHEDULE REPORT				13 DEC 2001 03:26 PM	
Report Select Criteria:		PLANT = 01					
Report Ordered By:		SCHEDULE_DATE					
Crew	Priority	Work Order / Task	Asset Type / ID	Asset Description	Schedule Date	Scheduled Hours	
DP1	0	000034 / 01 <i>this is a work order</i>	E / RLW_ASSET4	this is an asset of sorts	16-OCT-2000	0	
CAK1	0	0100035 / 01 CATHYS WO	E / CAK-ASSET01	CATHYS ASSET01 W/O DEPT	10-JAN-2001	0	
RVM_1	0	0100036 / 01 123456789012345678201234567830	E / RVM-1	Raya's Asset 1/Process	12-JAN-2001	0	
RVM_1	0	0100036 / 01 123456789012345678201234567830	E / RVM-1	Raya's Asset 1/Process	13-JAN-2001	0	
CAK1	4	0100042 / 01 CATHYS WO	E / CAK-ASSET01	CATHYS ASSET01 W/O DEPT	15-JAN-2001	0	
CAK1	5	0100043 / 01 CATHYS WO	E / CAK-ASSET02	CATHYS ASSET02 with DEPT/AREA	15-JAN-2001	0	
RJB	0	0100054 / 01 Shauna's WO TASK #1 ELEC: 8	B / SLC-002	Warehouse Windows	16-JAN-2001	8	
CAK2	0	0100083 / 01 CATHY	E / CAK-ASSET02	CATHYS ASSET02 with DEPT/AREA	24-JAN-2001	0	
CAK1	8	0100097 / 01 CATHYS BENCHMARK WORK ORDER #1	E / CAK-ASSET01	CATHYS ASSET01 W/O DEPT	25-JAN-2001	0	
CAK2	0	0100083 / 01 CATHY	E / CAK-ASSET02	CATHYS ASSET02 with DEPT/AREA	25-JAN-2001	0	

Submitted by: IBROWN

Report s rpt041 v 5.1

Daily Schedule Assignments Report

S_RPT152

Lists the Employees and their assigned Work Orders for the selected day.

Selection Criteria:

Schedule Date
Crew
Asset ID

Subsystem: Maintenance

Page: 1		DAILY SCHEDULE ASSIGNMENTS REPORT				10 AUG 2007 10:45 AM	
Report Select Criteria:		SCHEDULE_DATE = TO_DATE(09-AUG-2007,DD-MON-YYYY) AND CREW LIKE RJB% AND PLANT = 01					
Report Ordered By:		SCHEDULE_DATE, CREW, EMPLOYEE_NAME, SEQUENCE_NO, TASK_PRIORITY					
Schedule Date:		09-AUG-2007					
Crew:		RJB					
Employee Name	Employee No.	Craft	Seq No.	Priority	Schedule Hours		
BEELER, RICHARD	100	TECH					
		WO Task: 0600554 / 01				0	0.00
		Asset: E / RJB-ASSET#1					
		work on the primary asset				0	0.00
	WO Task: 0300548 / 01						
	Asset: E / RJB-ASSET#2						
		work on this				0	2.00
		Another one of Richard's assets					
					Total Hours:		2.00
BROWN, IMANI	101	ELEC					
		WO Task: 0600554 / 01				0	1.00
		Asset: E / RJB-ASSET#1					
		work on the primary asset				0	0.00
	WO Task: 0300548 / 01						
	Asset: E / RJB-ASSET#2						
		work on this				0	0.00
		Another one of Richard's assets					
					Total Hours:		1.00
CKRAFT, Cathy	0003	MECH					
		WO Task: 0600554 / 01				0	1.00
		Asset: E / RJB-ASSET#1					
		work on the primary asset				0	0.00
	WO Task: 0300548 / 01						
	Asset: E / RJB-ASSET#2						
		work on this				0	0.00
		Another one of Richard's assets					
					Total Hours:		1.00
Submitted by: RBEELE						Oracle Report s_rpt152 v8.2	

Deficient Vendors Report

S_RPT142

Displays Vendors who have a Composite Rating of less than 90% and who have made at least 10 Deliveries (both for the Current Period). It also contains a detailed listing of the Vendor's Late Deliveries and/or Quality Deficiencies.

Selection Criteria:

Vendor Code
Vendor Performance Log
Date

Subsystem: Purchasing

Page: 1

Deficient Vendors

13 DEC 2001

03:27 PM

For Period From September 1999 Thru November 2001

Report Select Criteria: MONTH >= 09 AND
YEAR >= 1999 AND
MONTH <= 11 AND
YEAR <= 2001 AND
PLANT = 01

Report Ordered By: VENDOR_CODE

Vendor: CATHYS CAK-PERFORMANCE01

CURRENT PERIOD PERFORMANCE

QA Compliance: 33.7%
Delivery Compliance: 50.0%
Composite Rating: 42.0%

PREVIOUS 4 PERIODS PERFORMANCE

QA Compliance: 0.0%
Delivery Compliance: 0.0%
Composite Rating: 0.0%

This report provides a listing of purchase orders which were delivered after the promised date and/or did not conform to quality requirements.

-----Late Deliveries----- Quality Deficiencies-----

PO No.	PO Item	Delivery ID	Shipment No.	Item Description	Buyer	Promise Date	Delivery Date	Quantity Received	NCM Initiation Date	Quality Attribute	Comments
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R01 PACKAGING	
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R02 NO PO	
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R03 DAMAGE	
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R04 BUY AMERICAN ACT	
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R05 PO COMPLIANCE	
00000275	001	0000096	1	CATHYS - INVENT	CAK				08-DEC-00	R06 SHELF LIFE EXPIRED	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R01 PACKAGING	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R02 NO PO	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R03 DAMAGE	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R04 BUY AMERICAN ACT	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R05 PO COMPLIANCE	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R06 SHELF LIFE EXPIRED	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R07 CLEANLINESS	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R08 DIMENSIONAL	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R09 APPROVED MANUFACTURER	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R10 CERTIFICATIONS	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R11 DIMENSIONAL VERIFICATION	
00000275	001	0000097	2	CATHYS - INVENT	CAK				08-DEC-00	R12 TRIR INSPECTIONS	
00000275	002	0000098	1	CATHYS - INVENT	CAK	12-SEP-00	13-SEP-00	100			
00000279	001	0000100	6	CATHYS - INVENT	CAK				08-DEC-00	R01 PACKAGING	
00000279	001	0000100	6	CATHYS - INVENT	CAK				08-DEC-00	R02 NO PO	

Submitted by: IBROWN

Report s_rpt142 v5.0.1.2

Delivery Receiving Report

S_RPT107

Summarizes Purchase Order and Receiving information for selected Receiving sessions.

Selection Criteria:

- Delivery ID
- Purchase Order Number
- Line Item Number
- Transaction Number
- Vendor Code
- Buyer Code
- Requestor
- Blanket/Release Number
- Storeroom
- Stock Code
- Receipt Date (Range)

Subsystem:
Purchasing

Page: 1 of 1

RECEIVING REPORT

23 OCT 2011
11:23 PM

Transaction Number:

Delivery ID: **1100014**

Marker No: **123**

PO Number: **11000105**

Requestor:

PO Status: **ISSUED**

Blanket / Release:

Phone #:

Buyer:

Vendor: **JEB-OPS-VNDR1-000000000001 / Jackie's Vendor for Op**

Storeroom: **CD**

Location:

Item	Stock Type / Storeroom / Stock Code	UOP	PO Quantity	Received
001	INVENTORY / CD / CD-STOCK-05 TRAX-20744	EA	12	2
	BUDGET	PO no 11000105		
	jackielou bertulfo	Comments: ok		
	Packing Slip: PS4321			

Delivery Ticket Report

S_RPT027

Displays a Delivery Ticket that can be left with the Requestor upon delivery of Purchase Order line items.

Selection Criteria:

Delivery Date (Range)
Requestor
Deliver to Location
Delivery ID (Range)
PO number
PO Item
Vendor
Vendor Name

Subsystem:
Purchasing

Page: 1 of 345

DELIVERY TICKET

13 DEC 2001
08:37 AM

Delivery ID: **0000009**

Requestor: **MARK**

Receipt Date: **19-OCT-2000 11:35**

Deliver to Location :

Purchase Order No.: **00000088**

Vendor Name: **Mark's B2B Junk Yard Exchange**

<u>Line Item</u>	<u>Stock Code</u>	<u>Quantity</u>
001	MJW002 <i>Widget</i>	0

Employee Pay Period Time Report

S_RPT065

Provides an Employee Timesheet for a specific pay period.

Selection Criteria:

Period Year
 Period Number
 Employee Number
 Employee Name

Period Year and Period Number are required for the report to run.

**Subsystem:
 Maintenance**

Page: 1

EMPLOYEE PAY PERIOD TIME REPORT

22-MAY-2003
 01:28 PM

Report Select Criteria: PERIOD_YEAR LIKE 2002% AND
 PERIOD_NO LIKE 03% AND
 EMPLOYEE_NO LIKE 100% AND
 CREW = RJB AND
 PLANT = 01

Period Start Date: **01-FEB-2002**
 Period End Date: **15-FEB-2002**
 Pay Date: **15-FEB-2002**

Report Ordered By: EMPLOYEE_NO,NAME_LAST

Employee Number: **100**

Admin. Dept.:

Employee Signature: _____

Employee Name: **BEELER, RICHARD**

Classification:

Supervisor Signature: _____

Regular Time

Charge Number	Type	Total	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
E E RJB-ASSET#1	REG	16.00	8.00					8.00									
F F RJB_1	REG	8.00							8.00								
		24.00	8.00	0.00	0.00	0.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Premium Time

Charge Number	Type	Total	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
E E RJB-ASSET#1	DT	1.00	1.00														
F F RJB_1	OT	1.00							1.00								
		2.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Shift Differential - Regular

Charge Number	Type	Total	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Shift Differential - Premium

Charge Number	Type	Total	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
E E RJB-ASSET#1	2	1.00	1.00														
F F RJB_1	2	1.00							1.00								
		2.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comp Time

Charge Number	Type	Total	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(Does not include Shift Differential)

Totals:	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15
	9.00	0.00	0.00	0.00	0.00	0.00	8.00	9.00	0.00						

Submitted by: RBEELEER

Report s_rpt065 v 6.0

Employee Timesheet Report

S_RPT139

Lists Employee Timesheet Summary for the Year and Period selected.

Selection Criteria:

Period Year
 Period Number
 Employee Number
 Employee Name
 Department
 Area
 Crew
 Admin. Department

Subsystem: Resource

Page: 1		EMPLOYEE TIMESHEET				07 APR 2003 10:25 AM			
Employee Name: BROWN, IMANI		Employee No: 101		Period Start Date: 01-FEB-01 Period End Date: 15-FEB-01					
Charge No.	Charge Description	Expense Code		Account Number	Regular Hours	OT Hours	OT Hours	Diff Hours	
		Regular	Premium		Worked	as Pay	as Comp		
Tuesday, February 13, 2001									
W-0100135/02	A second task	00003		BYB1-Y-TRASH-TRASH-TRASH-999	8.00				
Daily Totals:					8.00				
Employee Payperiod Totals					8.00				
Employee's Signature _____				Remarks: _____					
Foreman's Signature _____									
Supervisor's Signature _____									
Submitted by: IBROWN.									
Report s_rpt139 v6.0									

Employee Report

S_RPT012

Lists Employee information created in the Employee module of the Resource subsystem.

Selection Criteria:

Employee Number
Last Name
Crew
Craft
Supervisor
Department
Area

Subsystem: Resource

Page: 1		EMPLOYEE LISTING REPORT				13-DEC-2001 03:29 PM	
Report Select Criteria: PLANT = 01							
Report Ordered By: EMPLOYEE_NO,NAME_LAST							
Emp No.	Name: Last, First, Middle	Address	Home Phone / Work Phone	Department / Area	Crew / Craft	Location / Status	
0001	winther, ray Title: MECH Supervisor: EXFORE						ACTIVE
000194	Hulse, Michael J Title: SUPR Supervisor: EXFORE		(925)555-1212 (925)555-1212	ILB1 ILBA1			ACTIVE
0002	Newious Userson,						ACTIVE
0003	CKRAFT, Cathy Middlename Title: MECH Supervisor: EXFORE	123456 Main Street Walnut Creek, CA 94596	(925)935-1111 (925)935-2222	CAK1234567 CAK7654321	GE CARP	Concord	ACTIVE
00031	INACTIVE EMPLOYEE, NO USER PROFILE Title: MECH Supervisor: EXFORE	NO ADDRESS NO CITY, CA 94596	(999)888-7777 (999)888-6666		CAK1 MECH		INACTIVE
0003A	KRAFT, CATHY 0003A X Title: SUPR Supervisor: EXFORE	234234234 MAIN STREET WALNUT CREEK, CA 94596	(925)935-4444 (925)935-4445	CAK-TRASH1	CAK3 MECH	WALNUT CRE	ACTIVE
0004	RVEKSLER, Title: SUPR			RVM01 RVM0A1	RVM_1 ADMN	0111	ACTIVE
00040	Hutson, Thomas W.			BYB-TRASH BYB-TRASH	RVM_1 PLMR		ACTIVE
00048	Winther, Ray L Title: MECH Supervisor: EXFORE	123 Main St Anytown, CA 94566	(555)444-1212 (555)444-6666	RLW2 RLWA2	DP1 CARP	east of he	ACTIVE
0005	Guest	2121 CALIFORNIA STREET WALNUT CREEK, CA 94596	(925)935-1616 (925)935-1654	RVM01	MASON ELEC		ACTIVE
Submitted by: IBROWN		Report s rpt012 v5.1					

Equipment History Summary Report

S_RPT075

Lists Vehicle maintenance and operating history.

Selection Criteria:

Asset Class
Shop
Status
Department
Area
Operator ID
Organization/Suborganization

Subsystem: Maintenance

Page: 1

EQUIPMENT HISTORY SUMMARY

12-DEC-2001
02:52 PM

Report Select Criteria: ASSET_STATUS LIKE ACTIVE% AND
PLANT = 01

Report Ordered By: DEPARTMENT, ASSET_ID

Class	Vehicle ID Year / Make / Model	Miles	YTD Cost	LTD Cost	MTCPM	Fuel: Gallons	Fuel: Cost	MPG	Cost / Mile	1st Read of Year	Current Reading
1AB0	BYB-FLEET ASSET / /	1,900	0.00	0.00	0.00	0	0.00	0.00	0.00	1,100	3,000
	BYB-FLEET-01 2001 / HONDA / CIVIC	346	0.00	0.00	0.00	0	0.00	0.00	0.00	4	350
	BYB-FLEET-02 2001 / HONDA / CIVIC	320	0.00	0.00	0.00	0	0.00	0.00	0.00	5	325
	BYB-FLEET-03 2001 / HONDA / CIVIC	127	0.00	0.00	0.00	0	0.00	0.00	0.00	3	130
	RVM456789012340 1999 / PORSCHE / BOXSTER	0	475.85	475.85	0.00	0	0.00	0.00	0.00	20,000	20,000
	RVM456789012345 1999 / PORSCHE / BOXSTER	0	0.00	0.00	0.00	0	0.00	0.00	0.00	1,200	1,200
		<u>2,6</u>	<u>0.00</u>	<u>85</u>	<u>0.18</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.18</u>		
1AC0	QBP_FLEET_001 2001 / HONDA / ACCORD 4444 1974 / /	11,000	0.00	0.00	0.00	20	0.00	550.00	0.00	5,000	16,000
	CAK-FLEET-01 2000 / HONDA / ACCORD	2,310	363.15	363.15	0.16	15	0.00	154.00	0.16	5,675	8,000
	CAK-FLEET-02 2000 / JAGUAR / XJR	0	0.00	0.00	0.00	0	0.00	0.00	0.00	1,000	1,000
	RVM_NEWVEHICLE 1999 / JAGUAR / XJ-SERIES	5,400	2,278.20	35,046.62	0.42	0	0.00	0.00	0.42	1,200	4,500
		<u>18,710</u>	<u>2,641.35</u>	<u>35,409.77</u>	<u>0.14</u>	<u>35</u>	<u>0.00</u>	<u>534.57</u>	<u>0.14</u>		

Submitted by: IBROWN

Report s rpt075 v5.1

Equipment List by Shop Report

S_RPT077

Provides an equipment listing by shop for Fleet Assets and includes acquisition date, depreciation value, and runtime information.

Selection Criteria:

Vehicle ID
 Asset Class
 Department
 Area
 Shop
 Model Year
 Make
 Model

Subsystem: Maintenance

Page: 2		EQUIPMENT LIST BY SHOP						12-DEC-2001 02:54 PM	
Shop: SHOP1									
Vehicle ID	Year / Make / Model Class	Serial Number	Acquired Date / License Number	Acquisition Cost	Depreciation Value	Maint LTD	YTD Miles	1st Read of Year	Current Reading
BYB-TRASH-01	2000 / PORSCHE / BOXSTER 1AC0		15-NOV-1999 1234567	2,000.00	1,800.00	75.00	0		0
BYB-TRASH-02	2000 / JAGUAR / XKR 9LB4					1,052.50	0		
CAK-FLEET-01	2000 / HONDA / ACCORD 1AC0	4DT777LL00000000001	07-JUL-2000 4DDD159	26,200.00	13,520.50	363.15	2,310	5,675	7,985
CAK-FLEET-02	2000 / JAGUAR / XJR 1AC0					0.00	0		
CAK-FLEET-03	2000 / BMW / Z3 1AC0					10.00	0		
ILB-V-002	1998 / JETTA / JTA VOLK		31-DEC-1998 4AAH734	17,000.00	9,350.00	0.00	6,700	47,300	54,000
RLW_4X4_TRUCK	1959 / GMC / C/K 2500 1AB0	984987897981951984	13-NOV-1986 KJ;LKJ;LKJ	5,000.00	2,639.31	559.23	46,080	1,020	47,100
RLW_ISO1	1983 / SATURN / SL 1AB0		3FGB099			0.00	275	250	525
RVM-FLEET	2000 / JAGUAR / XK-SERIES 1AD0					103,887.66	44,999	1	45,000
RVM456789012340	1999 / PORSCHE / BOXSTER 1AB0	1234ABCD3456ZXY7890Q				475.85	0		
RVM456789012345	1999 / PORSCHE / BOXSTER 1AB0	1234ABCD3456ZXY7890Q				0.00	0	1,200	1,200
RVM456789012346	1999 / PORSCHE / BOXSTER 1AB0	1234ABCD3456ZXY7890Q					0		

Submitted by: IBROWN

Report s rpt077 v5.0

Historic Cost Performance by Asset Report

S_RPT091

Lists Assets and Work Orders and their associated Labor and Material costs.

Selection Criteria:

Asset Type
Asset ID
Creation Date (Range)

Subsystem: Resource

Page: 1

HISTORIC COST PERFORMANCE BY ASSET

13-DEC-2001
03:12 PM

Report Select Criteria: PLANT = 01
Report Ordered By: CREATION_DATE

Asset: E BYB-TRASH
Description: Branwen's Trash Asset without Area/Dept

Work Order: 0000016 Work Type: R Created Date: 09-OCT-2000 Crew:

Labor

Regular Hours:

Premium Hours:

Regular Cost:

Premium Cost:

Material

Accrued Costs:

Posted Costs:

Total Costs: \$ 0.00

Work Order: 0000017 Work Type: R Created Date: 09-OCT-2000 Crew:

Labor

Regular Hours: 8.00

Premium Hours: 0.00

Regular Cost: \$ 252.00

Premium Cost: \$ 0.00

Material

Accrued Costs:

Posted Costs:

Total Costs: \$ 0.00

Work Order: 0000018 Work Type: P Created Date: 09-OCT-2000 Crew:

Labor

Regular Hours:

Premium Hours:

Regular Cost:

Premium Cost:

Material

Accrued Costs:

Posted Costs:

Total Costs: \$ 0.00

Submitted by: IBROWN

Report s_rpt091 v5.1

Historical Cost Performance Report

S_RPT076

Lists historical cost performance for Fleet Assets.

Selection Criteria:

Class
 Department
 Area
 Shop
 Vehicle ID
 Operator ID
 Miles per Gallon
 Maintenance Cost per Mile
 Total Cost per Mile
 Period Month
 Period Year

Subsystem:
Maintenance

Page: 2

HISTORICAL COST PERFORMANCE REPORT

13-DEC-2001
 03:31 PM

Dept.: **ILB1**

Shop: **SHOP1**

Vehicle ID	Model Yr	Make	Model	Class		Miles	MPG	Maintenance	Fuel	Total
ILB-V-002	1998	JETTA	JTA	VOLK	<i>MTD:</i>	0	0.0	0.00	0.00	0.00
Period 03 2001					<i>YTD:</i>	6,700	0.0	0.00	0.00	0.00
					<i>LTD:</i>	6,700	0.0	0.00	0.00	0.00
ILB-V-002	1998	JETTA	JTA	VOLK	<i>MTD:</i>	6,700	0.0	0.00	0.00	0.00
Period 09 2001					<i>YTD:</i>	6,700	0.0	0.00	0.00	0.00
					<i>LTD:</i>	6,700	0.0	0.00	0.00	0.00
					Shop:	<i>MTD:</i>	6,700	0.0	0.00	0.00
						<i>YTD:</i>	13,400	0.0	0.00	0.00
						<i>LTD:</i>	13,400	0.0	0.00	0.00
					Dept.:	<i>MTD:</i>	6,700	0.0	0.00	0.00
						<i>YTD:</i>	13,400	0.0	0.00	0.00
						<i>LTD:</i>	13,400	0.0	0.00	0.00

Submitted by: IBROWN

Report s rpt076 v 5.2

Holiday Overtime Standing Report

S_RPT078

Provides a listing of Employees for holiday call-in overtime.

Selection Criteria:

Overtime Zone
Crew
Employee Name

Subsystem:
Maintenance

Page: 1

HOLIDAY OVERTIME STANDING

24-MAR-2003

07:37 AM

Report Select Criteria: PLANT = 01

Report Ordered By: OVERTIME_CREW, NAME

<u>Primary Craft</u>	<u>Secondary Craft</u>	<u>Name</u>	<u>Home Phone</u>	<u>Hire Date</u>	<u>Overtime Crew</u>	<u>Overtime Zone</u>
ELEC	GRADE1	Joe Cool	(123)456-7890	01-APR-03		
ADMN		Drew -King Drew -King				
PLMR		Thomas Hutson				
ADMN		Clara Clark				

Hot Work Permit Report

S_RPT099

Generates a permit check list for Hot Work type Permits and can be taken into the field to track the following: Hazards, isolation points, specification readings, and authorized signatures.

Selection Criteria:

Permit No
Permit Status
Work Order/Task

Subsystem:
Maintenance

Page: 1

HOT WORK PERMIT
DISPLAY AT WORK AT ALL TIMES

13 DEC 2001
08:38 AM

Report Select Criteria: PLANT = 01
Report Ordered By: PERMIT_NO

Hot Work Permit Report [Blank]

S_RPT102

Generates a generic Hot Work Permit that can be printed multiple times to track permit information and signatures. This is not a true report as the contents are not related to system Permit Templates. This report acts more as a worksheet that is typically used by clients that are not using the Permit module.

Selection Criteria:

None

Subsystem:
Maintenance

Page: 1

HOT WORK PERMIT

DISPLAY AT WORK SITE AT ALL TIMES

13 DEC 2001
03:31 PM

Permit No:

This Permit authorizes _____ to perform the tasks detailed in work

Work Order No. _____

Confined Space Entry Permit No:(If Applicable) _____

Note :This permit valid only for:

- Check One Duration of attached CSECP Entry Permit
 8 Hours from the time Issued (See below)

Check items below which are applicable to this job:

- | | | |
|--|--|--|
| <input type="checkbox"/> Fire Blanket | <input type="checkbox"/> Wet Down Area | <input type="checkbox"/> Flash Screen |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Seal Floor Drains | <input type="checkbox"/> CHECP Isolation |
| <input type="checkbox"/> LEL Test | <input type="checkbox"/> Clear Area of _____ | <input type="checkbox"/> Other _____ * |
| <input type="checkbox"/> | <input type="checkbox"/> Fire Watch | <input type="checkbox"/> |

Special Instructions:

Inspection/Discrepancy Physical Inventory Report

S_RPT108

Lists physical inventories generated sorted by inventory number.

Selection Criteria:

Storeroom
Physical Inventory Number

Subsystem: Inventory

Page: 1

INSPECTION / DISCREPANCY PHYSICAL INVENTORY REPORT

13 DEC 2001
03:32 PM

Report Select Criteria: PLANT = 01

Report Ordered By: STOREROOM, PRIMARY_BIN, STOCK_CODE

Submitted by: IBROWN

Report s rpt108 v 5.1

Inventory Picklist Report

S_RPT026

Lists Stock items to be issued from the Storeroom and can be used to provide Storeroom personnel a means to prepare Stock for pickup or delivery.

This list can be built by either planning Stock items on a Work Order before the Work Order is activated or by creating a Checkout Request.

Selection Criteria:

Work Order Number
 Task Number
 Request Number
 Storeroom
 Due Date (Range)
 Work Order Task Priority (Range)

Subsystem: Inventory

S_RPT026B

This version of the report incorporates the bar code font version of the stock code.

Page: 1 of 826

INVENTORY PICKLIST

13 DEC 2001
 08:38 AM

Work Order / Task:

Deliver To: BLD10SITE

Priority: 8

Required by: 25-AUG-00

Requestor: CKRAFT

Req. Phone No: 9259352222

Primary Bin	Stock Number	Component ID	Requested Quantity	Actual Quantity	Comment
CAK-BIN90	CK2 / CAK-9002				
	<i>CATHYS - DIRECT</i>				
	<i>Other Bins:</i>				
	RVM / RVM_R_POINT03				
	<i>Reorder Point</i>				
	<i>Other Bins:</i>				
	RVM / RVM_STOCKTRFR01				
	<i>to transfer stock</i>				
	<i>Other Bins:</i>				
	RV3 / RVM_STOCKTRFR01				
	<i>to transfer stock</i>				
	<i>Other Bins:</i>				

Invoice Variance Report

S_RPT064

Provides a summary of Invoices that vary from the Purchase Order.

Selection Criteria:

Purchase Order Number
Dollar Tolerance
Percent Tolerance
Invoice Entered Date
(Range)

Subsystem: Purchasing

Page: 1

INVOICE VARIANCE REPORT

13-DEC-2001
08:21 AM

Report Select Criteria: PLANT = 01
Report Ordered By: PO_NO,PO_ITEM,INVOICE_NO,INVOICE_ITEM

PO No. / Item No.	Description	Invoice Quantity	PO Item Unit Price	Invoice Item Unit Price	PO Item \$ Value	Invoice Item \$ Value	VARIANCE	
							\$ Value	%
00000030 / 001	CATHYS - DIRECT	5	10.00	12.20	50.00	61.00	11.00	22.00
<i>Invoice Vendor / No. / Item: CAK-VENDOR02 / CAK-20010403B / 001</i>								
<i>Invoice Date / Pay To: 03-APR-2001 / CAK-VENDOR02</i>								
		<i>PO Subtotal:</i>	5		50.00	61.00	11.00	22.00
		<i>Absolute Value:</i>					11.00	22.00
00000051 / 001	Reorder Point	1	15.00	10.00	15.00	10.00	-5.00	-33.33
<i>Invoice Vendor / No. / Item: RVM-1103 / 00000051/04 / 001</i>								
<i>Invoice Date / Pay To: 06-NOV-2000 / UPS</i>								
00000051 / 001	Reorder Point	5	15.00	10.00	75.00	50.00	-25.00	-33.33
<i>Invoice Vendor / No. / Item: RVM-1103 / 01AD / 001</i>								
<i>Invoice Date / Pay To: 12-OCT-2000 / UPS</i>								
00000051 / 001	Reorder Point	5	15.00	6.00	75.00	30.00	-45.00	-60.00
<i>Invoice Vendor / No. / Item: RVM-1103 / 11111111 / 001</i>								
<i>Invoice Date / Pay To: 08-NOV-2001 / RVM-1103</i>								
00000051 / 001	Reorder Point	5	15.00	10.00	75.00	50.00	-25.00	-33.33
<i>Invoice Vendor / No. / Item: RVM-1103 / 3ASD / 001</i>								
<i>Invoice Date / Pay To: 12-OCT-2000 / UPS</i>								
00000051 / 001	Reorder Point	2	15.00	10.00	30.00	20.00	-10.00	-33.33
<i>Invoice Vendor / No. / Item: RVM-1103 / SADSADASDA / 001</i>								
<i>Invoice Date / Pay To: 01-NOV-2000 / UPS</i>								
		<i>PO Subtotal:</i>	18		270.00	160.00	-110.00	-40.74
		<i>Absolute Value:</i>					110.00	40.74

Submitted by: IBROWN

Report s rpt064 v 5.1

Issue Ticket Report

S_RPT020

Lists Stock items issued during a single session in the Stock Checkout module, Inventory subsystem.

The Stock Checkout module is used to process issues and returns of stock items from and to a Storeroom.

Selection Criteria:

Issue Ticket Number (Range)
 Storeroom
 WO Task Due Date (Range)
 WO Task Priority (Range)

Subsystem: Inventory

Page: 40 of 41

ISSUE TICKET

29 NOV 2004

01:13 PM

Issue Ticket Number: **400000001**

Total: **\$610.00**

Account Number: **RJB1-Y-ASSET P-ASSETC-WORK ORDER-004**

Work Order: **0400134 / 01**

Service Request No:

Project ID:

Checkout Request No.:

Asset/Function:

Priority:

Required by:

Bin	Stock Number	Component ID	Issue Price	Quantity	Value
BIN RJB1	RJB / RJB-0001		\$20.00	3	\$60.00
	<i>Stock Desc: DC Power Inverter (48 Volt)</i>				
	<i>Comments:</i>				
DEFAULT BIN	RJB / RJB-0004		\$275.00	2	\$550.00
	<i>Stock Desc: Pole, Wood, 45 ft.</i>				
	<i>Comments:</i>				

Job Manager Log Report

S_RPT097

The report is designed to show the Job Manager Log detail log for the Job Manager.

Selection Criteria:

Job
Job Sequence No
Job Description
Status Date (Range)
Status

The report always uses the plant that is associated with the user.

Subsystem: Administration

Page: 1

Job Manager Log

13 DEC 2001
03:33 PM

Report Select Criteria: PLANT = 01
Report Ordered By: STATUS_DATE

Job: 201 **Seq No:** 38025 **Status:** COMPLETED SUCCESSFULLY DEC-06-2001 10:20:47

STOCK_REORDER() - Create Req/PO/RFQ/Review ***

Message:

DEC-06-2001 10:20:47	RFQs Created For	0 Items
DEC-06-2001 10:20:47	On Demand Qty Available For	1 Items
DEC-06-2001 10:20:47	Number of Warnings	0
DEC-06-2001 10:20:47	PO Items Created For	0 Items
DEC-06-2001 10:20:47	Selected for Reorder Analysis	1 Items
DEC-06-2001 10:20:47	Requisitions Created For	0 Items
DEC-06-2001 10:20:47	Reorder Review Created For	0 Items
DEC-06-2001 10:20:47	Alerts Generated For	0 Items

Job: 16 **Seq No:** 38026 **Status:** COMPLETED_WITH_ERRORS DEC-06-2001 10:27:58

COST_INVOICE(): cost roll-ups of purchase invoices

Message:

DEC-06-2001 10:27:58	BEGIN: COST_INVOICE(): cost roll-ups of purchase invoices
DEC-06-2001 10:27:58	ERROR: Too many Work Order Material records for RLW_GRAINGER/DAFASEAFEF43FADF/001. Post to wo material.
DEC-06-2001 10:27:58	ERROR: Too many Work Order Material records for RLW_GRAINGER/ADFEWFADFDASFE/001. Post to wo material.
DEC-06-2001 10:27:58	ERROR: Too many Work Order Material records for RLW_GRAINGER/DFAEQEFEDFAS12343/001. Post to wo material.
DEC-06-2001 10:27:58	ERROR: Too many Work Order Material records for

Labor Distribution by Account Report

S_RPT068

Provides labor costs and hours by Account Number.

Selection Criteria:

Period Year
 Period Number (Range)
 Admin. Department
 Account Number

**Subsystem:
 Maintenance**

LABOR DISTRIBUTION BY ACCOUNT REPORT									
Page: 1									27-JUL-2004 01:14 PM
Report Select Criteria:	PERIOD_YEAR LIKE 2003% AND PERIOD_NO >= 01 AND PERIOD_NO <= 24 AND ADMINISTRATIVE_DEPARTMENT LIKE ENGINEER% AND ACCOUNT_NO LIKE BYB1-N-NONE-NONE-NONE-001% AND PLANT = 01						Pay Period Start Date: 01-JAN-2003		
							Pay Period End Date: 31-DEC-2003		
							Pay Date: N/A		
Report Ordered By:	ACCOUNT_NO, EMP_NAME								
Account No. / Exp. Code:	BYB1-N-NONE-NONE-NONE-001 / Branwen's Default Account - DO NOT USE 00003								
Admin. Dept.	Employee Name	Emp. No.	Reg Hours	Prem Hours	Diff Hours	Reg Wages	Prem Wages	Diff Wages	Total Wages
ENGINEER	BURGESS, BRANWEN YVONNE	00056	16.00	0.00	16.00	504.00	0.00	16.00	520.00
ENGINEER	HENRY, YVONNE ACTIVE	00060	10.00	0.00	8.00	0.00	0.00	8.00	8.00
<i>Subtotal by Account</i>			<i>26.00</i>	<i>0.00</i>	<i>24.00</i>	<i>504.00</i>	<i>0.00</i>	<i>24.00</i>	<i>528.00</i>
Account No. / Exp. Code:	BYB1-N-NONE-NONE-NONE-001 / Branwen's Default Account - DO NOT USE 00004								
Admin. Dept.	Employee Name	Emp. No.	Reg Hours	Prem Hours	Diff Hours	Reg Wages	Prem Wages	Diff Wages	Total Wages
ENGINEER	BURGESS, BRANWEN YVONNE	00056	0.00	4.00	4.00	0.00	1,892.40	45.00	1,937.40
ENGINEER	BYB_USER_1,	00090	0.00	2.00	2.00	0.00	1.20	22.50	23.70
<i>Subtotal by Account</i>			<i>0.00</i>	<i>6.00</i>	<i>6.00</i>	<i>0.00</i>	<i>1,893.60</i>	<i>67.50</i>	<i>1,961.10</i>
Totals			26.00	6.00	30.00	504.00	1,893.60	91.50	2,489.10
Grand Totals (does not include Differential Hours)			32.00	2,489.10					
Submitted by: RBEELER									
								Report s_rpt068 v6.3	

Labor Distribution by Employee Report

S_RPT069

Provides labor costs and hours by Admin. Department.

Selection Criteria:

Period Year
 Period Number (Range)
 Admin. Department Classification
 Job Title
 Employee Number
 Employee Name
 Account Number

**Subsystem:
 Maintenance**

Page: 1

LABOR DISTRIBUTION BY EMPLOYEE REPORT

22-SEP-2004
 02:23 PM

Report Select Criteria: UPPER(EMPLOYEE_NAME) LIKE UPPER(WINTHER, RAY L%) AND PLANT = 01

Pay Period Start Date:
 Pay Period End Date:

Report Ordered By: DEPARTMENT, EMPLOYEE_NAME, ACCOUNT_NO

Pay Date: N/A

Admin. Dept.	Employee Name	Emp. No.	Craft	REG Hours Cost	DIFF * Hours Cost	OT Hours Cost	DT Hours Cost	135OT Hours Cost	BYBWHL Hours Cost	BYBZRM Hours Cost	MJW Hours Cost	OLD Hours Cost	QUALIT Hours Cost	SCHED Hours Cost
ADMIN														
	WINTHER, RAY L	00048	CARP											
	BDGT-N-BUDGET-NONE-INV OICE PO-00			8.00										
	Budget Checking Account			\$160.00										
	BDGT-N-BUDGET-NONE-NONE-001 / 000			54.67										
	Budget Checking Account			\$1,341.42										
	BDGT-N-BUDGET-NONE-NONE-001 / 000											8.00		
	Budget Checking Account											\$196.00		
	BDGT-N-BUDGET-NONE-NONE-003 / 000			3.00										
	Budget Checking Account			\$82.50										
	BDGT-N-BUDGET-NONE-NONE-003 / 000					0.00								
	Budget Checking Account					\$0.00								
	BDGT-N-BUDGET-NONE-NONE-004 / 000			40.00	40.00									
	Budget Checking Account			\$1,000.00	\$50.00									
	BYB1-N-NONE-NONE-NONE-001 / 0000			8.00										
	Branwen's Default Account - DO NOT U			\$160.00										
	BYB1-N-NONE-NONE-NONE-001 / 0000								2.00					
	Branwen's Default Account - DO NOT U								\$74.25					
	BYB1-N-NONE-NONE-NONE-001 / 0000			8.00										
	Branwen's Default Account - DO NOT U			\$160.00										
	BYB1-Y-NONE-NONE-DIRCT CHRG-001			40.00	2.00									
	Branwen's Direct Charges Account			\$3,010.74	\$0.02									
	BYB1-Y-NONE-NONE-DIRCT CHRG-001							0.00		18.00				
	Branwen's Direct Charges Account							\$0.00		\$0.00				
	CAK1-N-ASSET-COMP-WORK ORDER-0			8.00										
	CATHYS ACCOUNT			\$160.00										
	CAK1-N-NONE-NONE-STORES PO-001 /			14.00										
	STOREROOM DEFAULT ASSET ACCO			\$280.00										

Submitted by: RBEELEER

Report s rpt069 v 6.3

Labor Expenditure Summary by Account Report

S_RPT067

Provides a summary of labor costs by Account Number for a given Pay Period.

Selection Criteria:

Period Year
Period Number

These fields are required for the report to run.

Subsystem:
Maintenance

Page: 1		LABOR EXPENDITURE REPORT			13 DEC 2001 03:35 PM
Report Select Criteria:	UPPER(PERIOD_YEAR) LIKE UPPER(2001%) AND UPPER(PERIOD_MONTH) LIKE UPPER(05%) AND PLANT = 01				
Report Ordered By:	ACCOUNT_NO				
		<i>Pay Period Start Date:</i>			
		<i>Pay Period End Date:</i>			
		<i>Pay Period PayDate:</i>			
<u>Account Number / Expense Code</u>	<u>Total All Payrolls</u>	<u>1st Payroll</u>	<u>2nd Payroll</u>	<u>3rd Payroll</u>	
<i>Totals:</i>		0.00	0.00	0.00	

Lockout Tagout Report

S_RPT113

Lists Asset Data and Lockout Authorizations for Permits.

Selection Criteria:

Permit Number
Permit Number (Range)

**Subsystem:
Maintenance**

Page: 1

LOCKOUT/TAGOUT REPORT

13 DEC 2001
08:39 AM

Report Select Criteria: PLANT = 01

Report Ordered By: PERMIT_NO

Permit No PER0000004	Permit Status CLOSED
-------------------------	-------------------------

Asset Data Sheet

Asset ID	Permit No PER0000004
Asset Desc	Template RVM-PERMIT TEMPL1
Building	
Location	
Room	
Position	
Is Bumping Required?	NO

Associated Assets to be Locked Out		
<u>Asset ID</u>	<u>Asset Description</u>	<u>Permit Template</u>

Sources to be Isolated					
<u>Asset ID</u>	<u>Building</u>	<u>Energy Type</u>	<u>Magnitude</u>	<u>Sequence</u>	<u>Inventory/Device</u>

Notes - Other Safety Considerations

Similar Procedures		
<u>Procedure No</u>	<u>Asset ID</u>	<u>Asset Description</u>

Mechanic Accountability Report

S_RPT073

Provides labor distribution per mechanic per shop per sub shop for Fleet Assets.

Selection Criteria:

Employee Number
Department
Area
Shop
Timesheet Date (Range)

**Subsystem:
Maintenance**

MECHANIC ACCOUNTABILITY

Department: **Department Willy**

Area: **Area Willy**

Employee Name Employee Number / Shop	Timesheet	Charge	Charge Number /	Job Code	Reg	Prem	----DIRECT LABOR ----			---INDIRECT LABOR---			Total
							Reg	Prem	Wages	Reg	Prem	Wages	
	27-FEB-2001	W	0100066 - 01 / RVM-FLEET1		1		0.01	0.00	0.00				0.00
<i>Employee Totals:</i>							0.04	0.00	0.00				0.00
<i>Area Totals:</i>							487.55	0.00	12,350.90				12,350.90
<i>Department Totals:</i>							487.55	0.00	12,350.90				12,350.90

Department: **Second level department in the department hierarchy.**

Area: **Second level Area**

Employee Name Employee Number / Shop	Timesheet	Charge	Charge Number /	Job Code	Reg	Prem	----DIRECT LABOR ----			---INDIRECT LABOR---			Total
							Reg	Prem	Wages	Reg	Prem	Wages	
WINTHER, RAY 00048 SHOP1	26-JAN-2001	W	0100104 - 01 / RVM-FLEET		3		0.00	2.00	0.00				0.00
<i>Employee Totals:</i>							0.00	2.00	0.00				0.00
<i>Area Totals:</i>							0.00	2.00	0.00				0.00
<i>Department Totals:</i>							0.00	2.00	0.00				0.00

Department: **Department 1, level one**

Area: **Area # 1 - First Level.**

Employee Name Employee Number / Shop	Timesheet	Charge	Charge Number /	Job Code	Reg	Prem	----DIRECT LABOR ----			---INDIRECT LABOR---			Total
							Reg	Prem	Wages	Reg	Prem	Wages	
RVEKSLER, 0004 SHOP1	14-AUG-2000	W	0000196 - 01 / RVM-FLEET	222	1		2.00	0.00	25.00				25.00
	02-NOV-2000	W	0000009 - 01 / RVM_NEWVEHICLE	222	1		0.81	0.00	10.13				10.13

Submitted by: IBROWN

New Stock Items Report

S_RPT034

This report is a listing of Stock items new to the Catalog.

Selection Criteria:

Created Date range,
Primary Vendor,
Manufacturer,
Stock Type.

Subsystem: Resource

Page: 1

NEW STOCK ITEMS REPORT

13 AUG 2007
04:03 PM

Report Select Criteria: STOCK_CODE LIKE RJB% AND
PLANT = 01

Report Ordered By: STOCK_CODE, CREATED_DATE

Stock Code / Desc: RJB-0001 / DC Power Inverter (48 Volt)

<u>Stock Type</u>	<u>Created</u>	<u>Class</u>	<u>Hazard?</u>	<u>UOP</u>	<u>UOI</u>	<u>P/I Ratio</u>	<u>Lead Time Days</u>	<u>Shelf Life</u>	<u>Procurement Level</u>	<u>Quality Class</u>	<u>Storage Code</u>	<u>Shelf Class</u>	<u>Special Handling</u>
INVENTORY	24-OCT-2000		N	EA	EA	1	30	365					

Primary Vendor: RJB-VENDOR1 / Acme Electronics Supply

Mfr. Name/Part No: INTERNATIONAL HARVESTER / ASDF123123123

Storeroom: RJB **Storeroom Desc:** Richard's Storeroom

<u>Stock Type</u>	<u>Primary Bin</u>	<u>Unit Price</u>	<u>Price Type</u>	<u>Min Qty.</u>	<u>Max Qty.</u>	<u>Reorder Point</u>	<u>Reorder Qty.</u>	<u>Inventory Qty.</u>
INVENTORY	BIN RJB1	20.00	AVERAGE	75	200	115	25	132

Asset Account: RJB1-Y-TRASH-TRASH-TRASH-001 / 00001

Auto Reorder: R Inspection Item: N

Credit Account: RJB1-Y-TRASH-TRASH-TRASH-001 / 00001

Trackable Item: N QC Review: N

Debit Expense: 00001

Repairable Item: Y Lot Management: N

Stock Code / Desc: RJB-0002 / Mechanical Anchors (Double Expansion)

<u>Stock Type</u>	<u>Created</u>	<u>Class</u>	<u>Hazard?</u>	<u>UOP</u>	<u>UOI</u>	<u>P/I Ratio</u>	<u>Lead Time Days</u>	<u>Shelf Life</u>	<u>Procurement Level</u>	<u>Quality Class</u>	<u>Storage Code</u>	<u>Shelf Class</u>	<u>Special Handling</u>
INVENTORY	24-OCT-2000		N	BX	EA	25						VENDOR	

Primary Vendor: RJB-VENDOR1 / Acme Electronics Supply

Mfr. Name/Part No: /

Storeroom: RJB **Storeroom Desc:** Richard's Storeroom

<u>Stock Type</u>	<u>Primary Bin</u>	<u>Unit Price</u>	<u>Price Type</u>	<u>Min Qty.</u>	<u>Max Qty.</u>	<u>Reorder Point</u>	<u>Reorder Qty.</u>	<u>Inventory Qty.</u>
INVENTORY		8.33	STANDARD					133

Asset Account: RJB1-Y-TRASH-TRASH-TRASH-001 / 00001

Auto Reorder: N Inspection Item: N

Credit Account: RJB1-Y-TRASH-TRASH-TRASH-001 / 00001

Trackable Item: N QC Review: N

Debit Expense: 00001

Repairable Item: N Lot Management: Y

Submitted by: RBEELER

Oracle
Report s_rpt034 v8.0

New Storeroom Items Report

S_RPT032

This report is a listing of Stock items new to the Storeroom.

Selection Criteria:

Storeroom,
Stock Code,
Created Date range,
Primary Vendor,
Manufacturer,
Stock Type
Primary Bin.

Subsystem: Resource

Page: 1

NEW STOREROOM ITEMS REPORT

19 SEP 2007
01:48 PM

Report Select Criteria: STOREROOM LIKE ILB% AND
STOCK_TYPE LIKE INVENTORY% AND
PLANT = 01

Report Ordered By: STOREROOM, STOCK_CODE

Storeroom / Desc: ILB / Main Receiving Dock in the ILB facility.

Stock Code / Desc: ILB / Main Stock Code for ILB facility

Created Date	Stock Type	Primary Bin	Unit Price	Price Type	Min Qty.	Max Qty.	Reorder Point	Reorder Qty.	Inventory Qty.
23-MAR-2001	INVENTORY		20.00	STANDARD	5	20	15	20	10

Primary Vendor: ILB004 / Shakey's

Mfr. Name/Part No: AMARILLO GEAR MANUFACTURER / 157845-46784245648746

Lead Time (Days): 0

Asset Account: ILB1-Y-PROCESS-COMP-NONE-009 / 00002

Auto Reorder: R **Inspection Item:** N

Credit Account: ILB1-Y-PROCESS-COMP-NONE-009 / 00002

Trackable Item: N **QC Review:** N

Debit Expense: 00002

Repairable Item: N **Lot Management:** N

Stock Code / Desc: ILBCMP1 / Component installed on Asset 1

Created Date	Stock Type	Primary Bin	Unit Price	Price Type	Min Qty.	Max Qty.	Reorder Point	Reorder Qty.	Inventory Qty.
17-SEP-2001	INVENTORY		5.00	AVERAGE	10	50	25	20	11

Primary Vendor: ILB004 / Shakey's

Mfr. Name/Part No: /

Lead Time (Days): 0

Asset Account: ILB1-Y-PROCESS-COMP-NONE-009 / 00002

Auto Reorder: A **Inspection Item:** N

Credit Account: ILB1-Y-PROCESS-COMP-NONE-009 / 00002

Trackable Item: Y **QC Review:** N

Debit Expense: 00002

Repairable Item: N **Lot Management:** N

Submitted by: IBROWN

Oracle
Report s_rpt032 v8.0

Open Purchase Orders Detail Report

S_RPT212

Displays a detailed review of Purchase Orders that have not yet been completed.

Selection Criteria:

Month/Year
Vendor Code
Vendor Name
Location Name
Account No. range
Expense Code range
Purchase Order range

Subsystem: Purchasing

Page: 1

13 JAN 2003
03:25 PM

OPEN PURCHASE ORDER DETAIL REPORT

Report Select Criteria: VENDOR_CODE LIKE I% AND
PLANT = 01

Report Ordered By: PO_NO, ACCOUNT_NO, EXPENSE_CODE, PAYMENT_DATE, INVOICE_NO

PO NO	ACCOUNT	EXP CODE	VENDOR	LOCATION NAME	PO AMOUNT	INV NO	INV DATE	INV AMOUNT	GL POSTING AMOUNT
00000372	ILB1-Y- PROCESS -COMP- NONE-009	00002	ILB004		150.00				150.00
01000155	ILB1-Y- PROCESS -COMP- NONE-009	00010	ILB002		120.00				120.00
01000156	ILB1-Y- PROCESS -COMP- NONE-009	00010	ILB002		1,000.00				1,000.00
01000157	ILB1-Y- PROCESS -COMP- NONE-009	00010	ILB002		10.00				10.00
01000158	ILB1-Y- PROCESS -COMP- NONE-009	00010	ILB002		96.00				96.00
01000521	ILB1-Y- PROCESS -COMP- NONE-009	00001	ILB002		431.00				431.00
01000521	ILB1-Y- PROCESS -COMP- NONE-009	00002	ILB002		519.00				519.00
01000521	ILB1-Y- PROCESS -COMP- NONE-009	00010	ILB002		400.00				400.00
01000523	ILB1-Y- PROCESS -COMP- NONE-009	00002	ILB002		200.00				200.00
01000542	ILB1-Y- PROCESS -COMP- NONE-009	00002	ILB004		300.00				300.00
01000547	ILB1-Y- PROCESS -COMP- NONE-009	00001	ILB002		195.00				195.00

Submitted by: IBROWN

v

Report s_rpt212 6.0

Open Purchase Orders Summary Report

S_RPT211

Displays a Summary of Purchase Orders that have not yet been completed.

Selection Criteria:

- Month/Year
- Vendor Code
- Vendor Name
- Location Name
- Account No. range
- Expense Code range
- Purchase Order range

**Subsystem:
Purchasing**

Page: 1

13 JAN 2003
03:23 PM

OPEN PURCHASE ORDER SUMMARY REPORT

Report Select Criteria: VENDOR_CODE LIKE I% AND
PLANT = 01

Report Ordered By: PO_NO

<u>PO NO</u>	<u>VENDOR CODE</u>	<u>LOCATION NAME</u>	<u>TOTAL PO AMOUNT</u>	<u>TOTAL INVOICE AMOUNT</u>	<u>OPEN PO/GL AMOUNT</u>
00000372	ILB004		150.00		150.00
01000155	ILB002		120.00		120.00
01000156	ILB002		1,000.00		1,000.00
01000157	ILB002		10.00		10.00
01000158	ILB002		96.00		96.00
01000521	ILB002		1,350.00		1,350.00
01000523	ILB002		200.00		200.00
01000542	ILB004		300.00		300.00
01000547	ILB002		195.00		195.00
01000779	ILB001		100.00		100.00
02000049	ILB004		50.00		50.00
02000189	ILB002		1,120.00		1,120.00
02001073	ILB004		100.00		100.00
03000003	ILB001		75.00		75.00
		
Grand Total:			\$4,866.00		\$4,866.00

Overstock Report

S_RPT035

Lists Stock items where the quantity on-hand is greater than the maximum quantity. This information is retrieved from the Storeroom Catalog module of the Resource subsystem.

Selection Criteria:

Storeroom
Stock Type

Subsystem: Inventory

Page: 1		OVERSTOCK REPORT							13 NOV 2007 12:58 PM	
Report Select Criteria:		STOCK_TYPE LIKE INVENTORY% AND PLANT = 01								
Report Ordered By:		STOREROOM,STOCK_CODE								
Store room	Type	Average Unit Price	Minimum Qty.	Maximum Qty.	On Order	In Trans	Inventory Qty.	Over Qty.	Over Value	
BYB	INVENTORY	\$4.25	0	0	0	0	11	11		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-LOT-04 / Branwen's Inventory Lot Stock - 04</i>				Class: NONE	UOP: EA	UOI: EA	PI RATIO: 1	\$46.75	
BYB	INVENTORY	\$1.00	0	0	0	0	18	18		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-01 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$18.00	
BYB	INVENTORY	\$2.00	0	0	0	0	15	15		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-02 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$30.00	
BYB	INVENTORY	\$3.00	0	0	0	0	25	25		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-03 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$75.00	
BYB	INVENTORY	\$4.00	0	0	0	0	5	5		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-04 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$20.00	
BYB	INVENTORY	\$6.00	0	0	0	0	8	8		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-06 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$48.00	
BYB	INVENTORY	\$7.00	0	0	0	0	12	12		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REORDER-07 / Branwen's Reorder Stock Code</i>				Class:	UOP: ST	UOI: PI	PI RATIO: 1	\$84.00	
BYB	INVENTORY	\$12.96	0	0	0	0	65	65		
	Primary Vendor: <i>BYB-VENDOR / Branwen's Vendor</i>									
	Stock Code / Desc: <i>BYB-REPAIR-01 / Branwen's Repairable Inventory Stock Code</i>				Class:	UOP: EA	UOI: EA	PI RATIO: 1	\$842.61	
Submitted by: IBROWN							Oracle Report s_rpt035 v17151-3			

Overtime Standing Report by Crew

S_RPT079

Lists overtime standing information for each crew.

Selection Criteria:

Overtime Zone
Overtime Crew
Employee Name

Subsystem:
Maintenance

Page: 1

CREW OVERTIME STANDING REPORT

13-DEC-2001

08:31 AM

Report Select Criteria: PLANT = 01

Report Ordered By: OVERTIME_CREW, NAME

<u>Primary</u> <u>Craft</u>	<u>Secondary</u> <u>Craft</u>	<u>Employee</u> <u>Number</u>	<u>Name</u>	<u>Home Phone</u>	<u>Availability</u>	<u>Volun-</u> <u>teer</u>	<u>OT Hours</u>	<u>Seniority</u>
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Overtime Standing Report by Zone

S_RPT080

Lists overtime standing information by overtime zone.

Selection Criteria:

Overtime Zone
Overtime Crew
Employee Name

Subsystem:
Maintenance

Page: 1

ZONE OVERTIME STANDING REPORT

13-DEC-2001
08:32 AM

Report Select Criteria: PLANT = 01

Report Ordered By: OVERTIME_CREW, NAME

<u>Primary</u> <u>Craft</u>	<u>Secondary</u> <u>Craft</u>	<u>Employee</u> <u>Number</u>	<u>Name</u>	<u>Home Phone</u>	<u>Availability</u>	<u>Volun-</u> <u>teer</u>	<u>OT Hours</u>	<u>Seniority</u>
--------------------------------	----------------------------------	----------------------------------	-------------	-------------------	---------------------	------------------------------	-----------------	------------------

Payroll Report

S_RPT066

Provides a summary of hours and wages for payroll.

Selection Criteria:

- Period Year
- Period Number
- Admin. Department
- Class
- Employee Number
- Employee Name
- Timesheet Status

Subsystem:
Maintenance

Page: 1		PAYROLL REPORT										13-DEC-2001 03:43 PM	
Report Select Criteria: PLANT = 01								Pay Period Start Date:					
Report Ordered By: DEPARTMENT, EMPLOYEE_NAME								Pay Period End Date:					
								Pay Date:					
Admin.	Employee Name	Emp. No.	Rate	REG Hours Cost	DIFF Hours Cost	OT Hours Cost	DT Hours Cost	135OT Hours Cost	BYBADD Hours Cost	BYBMUL Hours Cost			
ADMIN													
	WINTHER, RAY L	00048	0.0000										
			0.2415										
			1.2500		8.00 \$10.00								
			1.5000		10.00 \$15.00								
			20.0000	140.00 \$2,853.67									
			22.5000	47.00 \$1,057.50									
			25.0000	74.00 \$1,850.00									
			30.0000			9.00 \$270.00							
			33.7500			4.00 \$135.00							
				261.00 \$5,761.17	18.00 \$25.00	13.00 \$405.00							
			Admin. Dept. Totals:	261.00 \$5,761.17	18.00 \$25.00	13.00 \$405.00							
ENGINEER													
	BURGESS, BRANW	00056	0.0000		13.00 \$4.50	8.50 \$307.16	8.00 \$0.00				2.00 \$0.00		
			0.7500		43.00 \$0.00								

Submitted by: IBROWN

Report s rpt066 v 5.2

Physical Inventory Listing Report

S_RPT038

Lists Stock items to be counted as generated from a Physical Inventory.

Please see the PHYSICAL INVENTORY Business Rule for more information regarding this report.

Selection Criteria:

Storeroom
Physical Inventory Number

Subsystem: Inventory

Page: 1

PHYSICAL INVENTORY LISTING REPORT

27 SEP 2005
08:49 AM

Report Select Criteria: STOREROOM LIKE RJB% AND
PHYSICAL_INVENTORY_NO LIKE 2050% AND
PLANT = 01

Report Ordered By: STOREROOM, PRIMARY_BIN, STOCK_CODE
Richard's Storeroom

Storeroom: RJB

Physical Inventory No: 2050

Bin	Stock Code	Unit Price	UOI	Count	Stock Description
	ILBGO1	10.00	EA		Safety Goggles
	RJB-0002	8.33	EA		Mechanical Anchors (Double Expansion)
	RJB-0005	26.62	EA		Wireless USB Network Adapter
	RJB-011	17.95	EA		Stock item for today's reorder test
	RJB-20001		EA		Arm, Wood, 10', Steel Pins
	RJB-20002	1.00	EA		Brace, Flat, 32", Galvanized
	RJB-20003		EA		Ins Stud, Long Posttop, WD Arm
	RJB-20004		EA		Bolt, Mach., Galv., y"x14" w/sq. Nut
	RJB-20005		EA		Bolt, Mach., Galv., k"x14" w/sq. Nut
	RJB-20006		EA		Washer, Round, y", Galv.
	RJB-20007		EA		Nut, k", Sq., Galv.
	RJB-20008		FT		Wire, #8 CU Bare Soft Drawn

Created By: RBEELER

Phone: (925)567-8901

Supervisor: _____

Remarks:

Counter: _____

Submitted by: RBEELER

Report s_rpt038 v 6.5

Physical Inventory Listing Report

S_RPT104

Lists physical inventories generated sorted by inventory number.

Selection Criteria:

Storeroom
Physical Inventory Number

Subsystem: Inventory

Page: 1

PHYSICAL INVENTORY LISTING REPORT

14 DEC 2001
02:48 PM

Report Select Criteria: PLANT = 01

Report Ordered By: STOREROOM, PRIMARY_BIN, STOCK_CODE

Physical Inventory No: 478

<u>Stock Code / Storeroom</u>	<u>Bin</u>	<u>UOI</u>	<u>On Hand Quantity</u>	<u>Inspection Hold Quantity</u>	<u>Discrepant Hold Quantity</u>	<u>Manual Hold Quantity</u>
CAK-8004 / CK2	DEFAULT BIN	EA	185	0	0	0
Stock Desc: CATHYS - INVENTORY		Count:	_____	_____	_____	_____

Created By: RVEKSLER

Phone: _____

Supervisor: _____

Remarks:

Counter: _____

Submitted by: IBROWN

Report s rpt104 v 5.0

Physical Inventory Variance Report

S_RPT039

Lists Stock items where the quantity counted is different than the quantity On Hand Quantity recorded by the system.

Transactions that took place between the time that the list was first generated and when the count was entered into the system are taken into consideration.

Selection Criteria:

Storeroom
Physical Inventory Number
Status

Subsystem: Inventory

Page: 1

PHYSICAL INVENTORY VARIANCE REPORT

13 DEC 2001
08:41 AM

Report Select Criteria: PLANT = 01

Report Ordered By: STOREROOM,PRIMARY_BIN

Storeroom: CK1

Physical Inventory No: 107

Bin	Stock Code	Unit Price	UOI	Inventory Qty. @ Count	Counted	Stock Description	Status	\$ Variance	% Variance
CAK-BIN06	CAK-PART3		EA	0	26	CATHYS - BOM PART	COMPLETED	-99,999.00	
	CAK-8008	6.15	EA	154	130	CATHYS - INVENTORY	COMPLETED	-147.48	-15.58
	CAK-8014	10.00	EA	100	222	CATHYS - INVENTORY	COMPLETED	1,220.00	122.00
	CAK-8016	10.00	EA	54	66	CATHYS - INVENTORY	COMPLETED	120.00	22.22
	CAK-8015	10.00	EA	61	55	CATHYS - INVENTORY	COMPLETED	-60.00	-9.84

Created By Name: CKRAFT

Remarks:

Counter: _____

Supervisor: _____

Submitted by: IBROWN

Report s rpt039 v5.1

PM by Asset Report

S_RPT090

Lists the PM Masters and subordinate PM Masters by Asset.

Selection Criteria:

- Process number
- Asset
- Building
- Asset Type
- Asset Class
- Show All Assets
- Show Assets With PMs
- Show Assets without PMs
- Subsystem: Maintenance

Page: 14		PM SCHEDULE BY ASSET							13-DEC-2001 03:12 PM	
Report Select Criteria: PLANT = 01										
Report Ordered By: ASSET_ID,INTERVAL_IN_WEEKS										
Asset ID	Description	PM No	PM Status	PM Description	Interval	Sched Basis	Sched Date	Sub PMs	Bench WO	Bench WO Attach
V CAK-FLEET-03	CATHYS FLEET ASSET - BMW									
V ILB-V-001	Company car used in the ILB facility.	000036	ACTIVE		3000 MILE	Run-time	15-FEB-01		B000011	
		000050	PLANNING			Calendar Ann	25-FEB-01			
		000051	PLANNING			Calendar Ann	01-MAR-01			
		000037	ACTIVE		230 HOUR	Run-time	04-OCT-01		B000006	CAK-PROC-2
		000035	ACTIVE	test of fleet asset in regular pm	12 MO	Calendar Ann	15-FEB-01	000036	B000012	
V ILB-V-002	1998 Volkswagon Jetta GL 4-CYL Manual Transmission									
V JC-FORDF150	John's F-150 truck									
V QBP_FLEET_001	Quyen's Fleet Asset	000186	ACTIVE		30000 MIL	Run-time	07-DEC-01		B000123	
		000185	ACTIVE		3000 MILE	Run-time	07-DEC-01		B000122	
V RLW_4X4_TRUCK	This is not a monster truck, it is just a truck	000022	ACTIVE	this is a pm master for my 4x4	50 HOURS	Run-time	01-MAY-01		B000011	
		000043	ACTIVE	30,000 mile check	30000 MIL	Run-time	01-MAY-01		B000046	
		000101	ACTIVE		2000 KILO	Run-time	13-JUN-01		B000010	RVM-DOCUMENT
		000099	ACTIVE		3000 MILE	Run-time Int	13-JUN-01		B000010	RVM-DOCUMENT
		000034	ACTIVE		1000 MILE	Run-time	01-MAY-01		B000010	RVM-DOCUMENT
		000023	ACTIVE		50 HOURS	Run-time	01-MAY-01		B000011	
		000110	PLANNING		20000 MIL	Run-time	13-JUN-01		B000001	
		000115	ACTIVE	ewqqe	2000 MILE	Run-time	26-OCT-01		B000001	
		000118	ACTIVE		3000 MILE	Run-time Int	26-SEP-01		B000010	RVM-DOCUMENT
		000109	ACTIVE		2000 MILE	Run-time	13-AUG-01		B000010	RVM-DOCUMENT
		000047	ACTIVE		6 MO	Calendar Ann	22-FEB-01	000034 000109	B000006	CAK-PROC-2
V RLW_ISO1	This is a description	000139	ACTIVE		500 MILES	Run-time	12-SEP-01		B000080	
		000136	ACTIVE	this is a PM Master	2 DY	Calendar Int	29-SEP-01		B000072	THIS IS A TEST
Submitted by: IBROWN										Report s_rpt090 v5.1

PM Route Report

S_RPT058

Lists PM Route information.

Selection Criteria:

PM Route Number
Route Type

Schedule Date (Range)

Department

Area

Asset Type

Asset ID

**Subsystem:
Maintenance**

Page: 1

PREVENTIVE MAINTENANCE ROUTE

10 SEP 2004
01:28 PM

Report Select Criteria: PM_ROUTE_NO LIKE RJB12% AND
PM_ROUTE_TYPE LIKE SAFETY% AND
PLANT = 01

Report Ordered By: PM_ROUTE_NO, SCHEDULE_DATE

Route No.	Scheduled Date	Type	Craft
RJB12	05-JUN-2003	SAFETY	

Seq.	Type	Points	Method	Quantity	Last Completed	Interval (Days)	Critical #	Duration
5						7	8	2
	<i>Asset ID:</i> E RJB-ASSET#1 Primary calibration asset for the RJB maintenance facility							
	<i>Component ID:</i>							
	<i>Task:</i> safety check							
	<i>Part:</i>							
7						7	8	2
	<i>Asset ID:</i> E ILBASST5 Asset 5							
	<i>Component ID:</i>							
	<i>Task:</i> check it							
	<i>Part:</i>							
10						7		
	<i>Asset ID:</i> E RJB-ASSET#2 Another one of Richard's assets							
	<i>Component ID:</i>							
	<i>Task:</i> safty check							
	<i>Part:</i>							

Preventative Maintenance Report

S_RPT074

Lists information to schedule vehicles for PM's on a monthly basis.

Selection Criteria:

Next Schedule Date (Range)
 Meter Reading
 Department Area
 Shop
 Asset Class
 Building
 Location
 Organization
 Criticality

Subsystem: Maintenance

PREVENTIVE MAINTENANCE REPORT											
Vehicle ID	Year	Make / Model	Class	License No. / Serial No.	PM Fleet Type	Schedule Date	Last PM	Interval	Units	Current	Reason
ILB-V-001			1AB0			15-FEB-2001	590	12	MONTH	590	OVERDUE-SCHEDULE
ILB-V-001			1AB0		RLW 1	15-FEB-2001	590	3000	MILES	42500	OVERDUE-INTERVAL
ILB-V-001			1AB0		CAK 1	04-OCT-2001	590	230	HOURS	590	
QBP_FLEET_001	2001	HONDA ACCORD	1AC0	123ABC 123 SERIAL NO	QBP -	07-DEC-2001	15000	30000	MILES	16000	
QBP_FLEET_001	2001	HONDA ACCORD	1AC0	123ABC 123 SERIAL NO	QBP -	07-DEC-2001	15000	3000	MILES	16000	
RLW_ISO1	1983	SATURN SL	1AB0	3FGB099	RLW 2	12-SEP-2001	500	500	MILES	525	
RVM-FLEET	2000	JAGUAR XK-SERIES	1AD0			25-SEP-2000	590	1000	KILOMETER S	590	OVERDUE-SCHEDULE
RVM-FLEET	2000	JAGUAR XK-SERIES	1AD0			06-JUN-2001	49000	3500	KILOMETER S	49000	
RVM-FLEET	2000	JAGUAR XK-SERIES	1AD0			08-JUN-2001	33900	3333	MILES	45000	OVERDUE-SCHEDULE
RVM-FLEET	2000	JAGUAR XK-SERIES	1AD0			08-JUN-2001	33900	2222	MILES	45000	OVERDUE-SCHEDULE
RVM-FLEET	2000	JAGUAR XK-SERIES	1AD0			06-JUN-2001	0	3500	KILOMETER S		

Submitted by: IBROWN

Report s rpt074 v 5.1

13-DEC-2001
08:43 AM

Procedures Report

S_RPT003

Lists the Procedures created in the Procedures module of the Resource subsystem.

A Procedure is a list of step-by-step directions, grouped together by a unique Procedure Number.

Selection Criteria:

Procedure Number
Type
Category
Title

Subsystem: Resource

Page: 1

STANDARD PROCEDURES REPORT

09-OCT-2006

02:30 PM

Report Select Criteria: PROCEDURE_NO LIKE RJB001% AND
PLANT = 01

Report Ordered By: PROCEDURE_NO

Procedure	Rev.	Type	Category	Updated	Filename
RJB001	0000	SAFETY	SAFETY	06-OCT-06	

Hazmat Step Procedure

Step No.	Label	Description	Duration
1	Read	Research contents	
2	Load	Load containers on truck	
3	Drive	Transport containers to new location	
4	Deliver	Offload containers at new location	

Est. Duration: _____

Identified Hazard

Step No.	Hazard ID	Identified Hazard	Safe Actions / Procedures
2	0000003	Dangerous Substance Hazard	Avoid contact with skin and eyes. Wear suitable protective clothing, suitable gloves and eye/face protection.
3	JHA0000021	Transporting Hazardous Materials Hazard	Drive carefully, look both ways, stay in your lane, try not to hit the other cars.
4	0000003	Dangerous Substance Hazard	Avoid contact with skin and eyes. Wear suitable protective clothing, suitable gloves and eye/face protection.

Protective Equipment

Step No.	Protective Equipment	Comments	Stock Code
2	GLOVES	When handling containers	003569743

Process Report

S_RPT006

Lists the processes created in the Process module of the Resource subsystem.

Selection Criteria:

Process
Process Type
Department
Area
Account Number

Subsystem: Resource

Page: 1		PROCESS LISTING REPORT			13-DEC-2001 03:48 PM
Report Select Criteria:	ASSET_RECORD_TYPE LIKE P% AND PLANT = 01				
Report Ordered By:	ASSET_ID				
Process Number	Status	Department / Area	Account Number	Description	
BYB-DC-PROCESS	ACT	BYB-ODC-CD / BYB-ODC-AR	BYB1-Y-NONE-NONE-DIRCT CHR	Branwen's Direct Charges Process	
BYB-PROCESS	ACT	BYB-SRVCON / BYB-SRVCON	BYB1-Y-NONE-NONE-SERV CONT	Branwen's Process - DO NOT USE	
BYB-SC	ACT	BYB-SRVCON / BYB-SRVCON	BYB1-Y-NONE-NONE-SERV CONT	Branwen's Service Contract Test	
BYB-SR-PROCESS1	ACT	BYB-SR-CD / BYB-SR-AR	BYB1-Y-NONE-NONE-SERV REQ-	Branwen's Service Request Process	
BYB-SR-PROCESS2	ACT	BYB-SR-CD / BYB-SR-AR	BYB1-Y-NONE-NONE-SERV REQ-	Branwen's Service Request Process	
BYB-TIME PROCES	ACT	BYB-TIME2 / BYB-TIME2	BYB1-Y-NONE-NONE-TIMESHEET	Branwen's Timesheet Process	
BYB-TRASH	ACT		BYB1-N-TRASH-TRASH-TRASH-99	Branwen's Trash Process without Area/Dept	
BYB-TRASH2	ACT	BYB-TRASH / BYB-TRASH	BYB1-Y-TRASH-TRASH-TRASH-99	Branwen's Trash Process with Area/Dept	
CAK-PROCESS1	ACT	CAK1234567 / CAK7654321	CAK1-Y-ASSET-COMP-WORK OR	CATHYS - PROCESS1	
CAK-PROCESS2	ACT	CAK1234567 / CAK7654321	CAK1-Y-ASSET-COMP-WORK OR	CATHYS - PROCESS2	
ILB PROCESS 5	ACT	ILB1 / ILBA1	ILB1-Y-PROCESS-COMP-NONE-00	Assets that make up the Pump system in the ILB facility.	
PROCESS_RVM	ACT		RVM1-N-PROCESS-COMP-WORK	process to test earning codes calculations	
QBP_PROCESS_01	ACT	QBP_DEPT_A / QBP_AREA_A	QBP-Y-ASSET P-ASSETC-TRASH-	Quyem's process	
RJB_PROCESS#1	ACT		RJB1-Y-PROCESS-TRASH-TRASH	A worthy process	
RLW_PROCESS1	ACT	RLW1 / RLWA1	RLW1-Y-ASSET P-NONE-WORK O	Top Level process	
Submitted by: IBROWN					Report s_rpt006 v5.1

Process Report with Asset Detail

S_RPT007

Lists the processes created in the Process module of the Resource subsystem along with a breakdown of the Assets attached.

Selection Criteria:

Process Number
Process Type
Department
Area
Account Number

Subsystem: Resource

Page: 1		PROCESS REPORT WITH ASSET DETAIL				13-DEC-2001 08:44 AM
Report Select Criteria:		ASSET_RECORD_TYPE LIKE P% AND PLANT = 01				
Report Ordered By:		ASSET_ID				
Process Number	Status	Department/Area	Account Number	Description		
BYB-DC-PROCESS	ACT	BYB-ODC-CD / BYB-ODC-AR	BYB1-Y-NONE-NONE-DIRCT CHR	Branwen's Direct Charges Process		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-DC-ASSET-C	00		Branwen's Direct Charges Child Asset	
BYB-PROCESS	ACT	BYB-SRVCON / BYB-SRVCON	BYB1-Y-NONE-NONE-SERV CONT	Branwen's Process - DO NOT USE		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-C ASSET	00		Branwen's Child Asset with a Process - DO NOT USE	
BYB-SC	ACT	BYB-SRVCON / BYB-SRVCON	BYB1-Y-NONE-NONE-SERV CONT	Branwen's Service Contract Test		
BYB-SR-PROCESS1	ACT	BYB-SR-CD / BYB-SR-AR	BYB1-Y-NONE-NONE-SERV REQ-	Branwen's Service Request Process		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-SR-6	00		Branwen's Service Request Asset	
		BYB-SR-ASSET1-P	ULTRA		Branwen's Service Request Parent Asset	
BYB-SR-PROCESS2	ACT	BYB-SR-CD / BYB-SR-AR	BYB1-Y-NONE-NONE-SERV REQ-	Branwen's Service Request Process		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-SR-5	00		Branwen's Service Request Asset	
		BYB-SR-ASSET-C	ULTRA		Branwen's Service Request Child Asset	
BYB-TIME PROCES	ACT	BYB-TIME2 / BYB-TIME2	BYB1-Y-NONE-NONE-TIMESHEET	Branwen's Timesheet Process		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-TIME ASSET	00		Branwen's Timesheet Asset	
BYB-TRASH	ACT		BYB1-N-TRASH-TRASH-TRASH-9	Branwen's Trash Process without Area/Dept		
		<i>Asset</i>	<i>Type</i>	<i>Position</i>	<i>Description</i>	
		BYB-TRASH	ROOM	Leaning	Branwen's Trash Asset without Area/Dept	
Submitted by: IBROWN						
Report s_rpt007 v5.1						

Property Inventory - Discrepancies Report

S_RPT110

Listing of discrepancies found during an inventory to support physical inventory of property module.

Selection Criteria:

Inventory Number
Last Inventory Date
(Range)
Property Type
Property Class
Building
Custodian

Subsystem: Inventory

Page: 1

Physical Inventory Report - Discrepancies

14 DEC 2001
10:56 AM

Report Select Criteria: PLANT = 01
Report Ordered By: PROPERTY_INVENTORY_NO

Submitted by: IBROWN.

Report s rpt110 v5.1

Property Inventory - Items Not Found Report

S_RPT109

Provides a listing of items not found during an inventory to support physical inventory of property module.

Selection Criteria:

Inventory Number
Last Inventory Date
(Range)
Property Type
Property Class

Subsystem: Inventory

Page: 1		Physical Inventory Report - Items Not Found			13 DEC 2001 03:54 PM	
Report Select Criteria: PLANT = 01		Report Ordered By: PROPERTY_INVENTORY_NO				
Inventory No: 41		Inventory List Creation Date: 10-JAN-2001				
Property ID:	SLC-877	Property Description:		Custodian:	SHAUNA CHAVERRI	
Property Type	ELEC-COMPUTER-CPU	Property Class:	CLASS # 1	Value:		
Building:		Room:		Position:	Location:	
Manufacturer:		Model:		Serial No	Originally Installed	
Property ID:	876	Property Description:		Custodian:	SHAUNA CHAVERRI	
Property Type	ELEC-COMPUTER-CPU	Property Class:	CLASS # 1	Value:		
Building:	0001	Room:	151	Position:	Location:	
Manufacturer:		Model:		Serial No	0123456789	Originally Installed
Property ID:	SLC-879	Property Description:		Custodian:	SHAUNA CHAVERRI	
Property Type	ELEC-COMPUTER-CPU	Property Class:	CLASS # 1	Value:		
Building:		Room:		Position:	Location:	
Manufacturer:		Model:		Serial No	Originally Installed	
Inventory No: 101		Inventory List Creation Date: 23-JAN-2001				
Property ID:	RLW_PROPERTY4	Property Description:	this is a description	Custodian:	RAY WINTHER	
Property Type		Property Class:	CLASS # 1	Value:		
Building:	0001	Room:	BASEMENT	Position:	Location: south by southwest	
Manufacturer:		Model:		Serial No	Originally Installed	
Inventory No: 121		Inventory List Creation Date: 05-APR-2001				
Submitted by: IBROWN						
Report s rpt109 v5.1						

Property Inventory - Items to be Inventoried Report

S_RPT111

Lists items to be inventoried based on the property inventory list created through the Property Inventory module.

Selection Criteria:

Inventory Number
Custodian
Building/Room
Created Date (Range)
Created By
Property ID
Component ID
Serial Number
Item Status
Property Type
Property Class

Subsystem: Inventory

Page: 1

Property Inventory - Items to be Inventoried

13 DEC 2001
08:45 AM

Report Select Criteria: PLANT = 01
Report Ordered By: PROPERTY_INVENTORY_NO

Inventory No 1

Inventory List Creation Dat 22-DEC-2000

Property ID	RLW_PROPERTY1	Serial No.	1234-ZYX
Property Class	CLASS # 1	Property Type	ELEC-COMPUTER-CPU
Description	This is the description of a property item		
<u>Current Information</u>		<u>New Information</u>	
Custodian No.	00048	Custodian No.	_____
Custodian Name	RAY WINTHER	Custodian Name	_____
Building	0005	Building	_____
Room	222	Room	_____
Location	in the room	Location	_____
Position	facing left	Position	_____
<u>Comments</u>			

Property ID	RLW_PROPERTY2	Serial No.	1234-XYZ
Property Class	CLASS # 1	Property Type	ELEC-COMPUTER-CPU
Description	This is the description of a property item		
<u>Current Information</u>		<u>New Information</u>	
Custodian No.	00048	Custodian No.	_____
Custodian Name	RAY WINTHER	Custodian Name	_____

Purchase Order Accruals (Unpaid POs) Report

S_RPT062

Provides a summary of the accruals based on open purchase orders.

Selection Criteria:

- Vendor Code
- PO Number
- PO Date Range
- Account Number
- Receipt Date (Range)
- Requestor's Department
- Include Closed POs

**Subsystem:
Purchasing**

Page: 22

PURCHASE ORDER ACCRUALS (UNPAID P/Os) REPORT

13-DEC-2001
08:46 AM

PO Number	PO Item	Description	Order Date	Quantity Ordered	Received To Date	Receipt Date	Back Order	Invoiced
Frank's Discount Pumps								
01000521	002	Safety Goggles <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00010, 100%</i>	27-AUG-2001	20	20	27-AUG-2001	0	
	003	Safety Goggles <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	27-AUG-2001	12	12	27-AUG-2001	0	
	004	Pump valve - Direct Stock item for ILB facility. <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00001, 100%</i>	27-AUG-2001	2	2	27-AUG-2001	0	
	005	ILB facility primary stock code <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	27-AUG-2001	11	11	27-AUG-2001	0	
	006	Direct Stock item for the ILB facility <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00001, 100%</i>	27-AUG-2001	7	7	27-AUG-2001	0	
01000523	001	new one <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	27-AUG-2001	10	10	27-AUG-2001	0	
01000547	001	Pump valve - Direct Stock item for ILB facility. <i>Account / Expense: ILB1-Y-PROJECT-COMP-DIRECT PO-011 / 00001, 100%</i>	10-SEP-2001	15	15	17-SEP-2001	0	
Vendor Totals:				131	120		11	

Vendor: Pumps - R - Us

00000346	001	Air filter. <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	15-DEC-2000	5	5	12-SEP-2001	0	
	002	Water filter <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	15-DEC-2000	3	1	15-DEC-2000	2	
	003	Valve <i>Account / Expense: ILB1-Y-PROCESS-COMP-NONE-009 / 00002, 100%</i>	15-DEC-2000	1	1	18-DEC-2000	0	
Vendor Totals:				9	7		2	

Vendor: Shakey's

Submitted by: IBROWN

Report s rpt062 v5.1

Purchase Order Accruals (Unpaid Receipts) Report

S_RPT024

Lists Purchase Orders with items that are not fully invoiced.

Selection Criteria:

Purchase Order Number
Vendor Code
Buyer Code
Issue Date (Range)
Blanket/Release Number
Storeroom
Stock Code
Account Number

Subsystem: Purchasing

Page: 3

PURCHASE ORDER ACCRUALS (UNPAID RECEIPTS) REPORT

20-OCT-2011
11:57 PM

PO Number	PO Status	Issue Date	Blanket / Release Number	Vendor	Buyer				
09000010	ISSUED	29-JAN-09		JEB_VENDOR1-0000000000001 / makati city - makati city					
Item	Item Status	Stock Type / Storeroom / Code	PO Unit Price	PO Qty.	Received Net	Accrual Amount	Invoiced Qty.	Invoiced Amount	Last Receipt Dt.
001	ISSUED	INVENTORY / JEB / JEB-STOCK-01 Jackie's Stock 01	1.68	150	1	1.68			29-JAN-09
Account No. / Expense / %: JEB-N-NONE-NONE-NONE-001 / 00001 / 100%									
09000011	RECEIVED	29-JAN-09		JEB_VENDOR1-0000000000001 / makati city - makati city					
Item	Item Status	Stock Type / Storeroom / Code	PO Unit Price	PO Qty.	Received Net	Accrual Amount	Invoiced Qty.	Invoiced Amount	Last Receipt Dt.
001	ISSUED	INVENTORY / JEB / JEB-STOCK-01 Jackie's Stock 01	1.68	1	1	1.68			29-JAN-09
Account No. / Expense / %: JEB-N-NONE-NONE-NONE-001 / 00001 / 100%									
09000014	RECEIVED	02-FEB-09		CD1-VENDOR-001-0000000000001 / Charles Dizon's Main Vendor -					
Item	Item Status	Stock Type / Storeroom / Code	PO Unit Price	PO Qty.	Received Net	Accrual Amount	Invoiced Qty.	Invoiced Amount	Last Receipt Dt.
001	ISSUED	INVENTORY / CD1 / CD1-STOCK-005 Charles Dizon's Stock 005	2.50	10	10	25.00			02-FEB-09
Account No. / Expense / %: CD1-Y-NONE-NONE-NONE-001 / 00001 / 100%									
09000015	RECEIVED	02-FEB-09		CD1-VENDOR-001-0000000000001 / Charles Dizon's Main Vendor -					
Item	Item Status	Stock Type / Storeroom / Code	PO Unit Price	PO Qty.	Received Net	Accrual Amount	Invoiced Qty.	Invoiced Amount	Last Receipt Dt.
001	ISSUED	DIRECT / CD1 / CD1-STOCK-007 ...	1.00	10	10	10.00			02-FEB-09
Account No. / Expense / %: CD1-Y-NONE-NONE-NONE-001 / 00002 / 100%									
09000020	ISSUED	14-MAY-09	B000412 / 0041	RLW_GRAINGER / WW Grainger - P-town Branch	RLW				
Item	Item Status	Stock Type / Storeroom / Code	PO Unit Price	PO Qty.	Received Net	Accrual Amount	Invoiced Qty.	Invoiced Amount	Last Receipt Dt.
001	ISSUED	DIRECT / RAY / RLW_DIRECT1 Direct Stock Code Non-Lot / Quality	10.00	10	4	40.00			05-JUL-11
Account No. / Expense / %: RLW1-N-PROCESS-NONE-WORK ORDER-001 / 00006 / 100%									

Submitted by: IBROWN

Oracle
Report s_rpt024 v19-3

Purchase Order Expensing Account Detail Report

S_RPT204

Lists Purchase Orders by
Expense Code.

Selection Criteria:

Month/Year
Vendor Code
Vendor Name
Location Name
Account No. Range
Expense Code
Purchase Order No.

**Subsystem:
Purchasing**

Page: 1

PURCHASE ORDER EXPENSING ACCOUNT DETAIL REPORT

13 AUG 2007
04:00 PM

Report Select Criteria: VENDOR_CODE LIKE RJB% AND
PLANT = 01

Report Ordered By: ACCOUNT_NO, EXPENSE_CODE, PO_NO

Expense Code	Account Desc	PO No	Vendor No	Name	PO Amount	Inv Total Amount	GL Post Amount
Account Unit BYB1-N-NONE-NONE-NONE-001							
00001	Inventory Stock	05000021	RJB-VENDOR1	Acme Electronics Supply	89.60		
					Account Unit Total	89.60	
Account Unit ILB1-Y-PROCESS-COMP-NONE-001							
00002	Direct Stock	04000111	RJB-VENDOR1	Acme Electronics Supply	5.00		
					Account Unit Total	5.00	
Account Unit RJB1-Y-PROCESS-TRASH-TRASH-							
00014	Work Order	02000888	RJB-VENDOR1	Acme Electronics Supply	89.75		
					Account Unit Total	89.75	
Account Unit RJB1-Y-TRASH-TRASH-TRASH-001							
00001	Inventory Stock	00000157	RJB-VENDOR1	Acme Electronics Supply	200.00		
00001	Inventory Stock	00000171	RJB-VENDOR1	Acme Electronics Supply	600.00		
00001	Inventory Stock	00000173	RJB-VENDOR1	Acme Electronics Supply	360.00		
00001	Inventory Stock	00000174	RJB-VENDOR1	Acme Electronics Supply	304.50		
00001	Inventory Stock	00000204	RJB-VENDOR1	Acme Electronics Supply	60.00		
00001	Inventory Stock	00000215	RJB-VENDOR1	Acme Electronics Supply	648.75	379.50	269.25
00001	Inventory Stock	00000219	RJB-VENDOR1	Acme Electronics Supply	200.00		
00001	Inventory Stock	00000227	RJB-VENDOR1	Acme Electronics Supply	897.50		
00001	Inventory Stock	00000232	RJB-VENDOR1	Acme Electronics Supply	897.50		
00001	Inventory Stock	00000240	RJB-VENDOR1	Acme Electronics Supply	179.50		
00001	Inventory Stock	00000241	RJB-VENDOR1	Acme Electronics Supply	89.75		
00001	Inventory Stock	00000243	RJB-VENDOR1	Acme Electronics Supply	250.00		
00001	Inventory Stock	00000259	RJB-VENDOR1	Acme Electronics Supply	3,670.00		
00001	Inventory Stock	00000260	RJB-VENDOR1	Acme Electronics Supply	1,250.00		
00001	Inventory Stock	00000262	RJB-VENDOR1	Acme Electronics Supply	20.00		

Submitted by: RBEELER

Oracle
Report s_rpt204 v 8.0

PO Inventory Item Cost Report

S_RPT202

Displays Cost Summaries of all Purchase Orders made for "stocked" items to compare current purchase price with average unit price and calculate the price variance.

Selection Criteria:

Issued Date range
Storeroom
PO Order No.
Stock Code

Subsystem: Purchasing

Page: 1

13 JAN 2003

PO INVENTORY ITEM COSTS REPORT

02:20 PM

Report Select Criteria: STOREROOM LIKE ILB% AND
PLANT = 01

Report Ordered By: ISSUE_DATE DESC

PO Date	PO No	PO Line	Stock No	Storeroom	Vendor Code	Location Name	Line Cost	Avg Cost	Prev Ord	Pct Diff
Last PO No	Last PO Vendor		Last PO Price	Item Desc						
NA	02000860	001	ILB	ILB	RJB-VENDOR1		20	20	0	0.0
	NA		0	Main Stock Code for ILB facility						
NA	02000459	001	ILB	ILB	ILB001		9	20	0	-55.0
	NA		0	Main Stock Code for ILB facility						
NA	00000012	001	ILBCMP1	ILB	RVM-1103		5	5	0	0.0
	NA		0	Component installed on Asset 1						
NA	01001161	001	ILBCMP1	ILB	ILB004			5	0	
	NA		0	Component installed on Asset 1						
05/17/2002	02001073	001	ILB	ILB	ILB004		20	20	15	0.0
	01000542		20	Main Stock Code for ILB facility						
02/25/2002	02000560	002	ILBSC0003	ILB	ILB001		30		15	
	01000547		13	Pump valve - Direct Stock item for ILB facility.						
02/25/2002	02000560	001	ILBGL02	ILB	ILB001		12		20	
	02000419		35	Safety Goggles						
01/29/2002	02000419	001	ILBGL02	ILB	ILB002		35		20	
	01000521		20	Safety Goggles						
01/29/2002	02000419	002	ILBGO1	ILB	ILB002		21	15.2138	30	38.0
	01000546		21	Safety Goggles						
01/29/2002	02000189	002	ILBGO1	ILB	ILB002		21	15.2138	30	38.0
	01000546		21	Safety Goggles						

Submitted by: IBROWN

Report s_rpt202 v6.1

Purchase Order Listing Report - Grouped by PO Number

S_RPT203

Lists Purchase Orders grouped by Purchase Order numbers then Vendor then Stock Code.

Selection Criteria:

Purchase Order No.
Purchase Order Status
Purchase Order type
Created Date
Vendor Code
Vendor Name
Account No. range
Work Order Number
Blanket/Revision Number
Stock Code

Subsystem: Purchasing

PURCHASE ORDER LISTING REPORT									
Po Date	Po Status	Blanket No	Blanket Rev	Work Orde /Task	Printed Date	Faxed Date	Stock Code	Account	Amount
Vendor Code	Vendor Name	Po Description							
Page: 1									
Report Select Criteria: PLANT = 01									
Report Ordered By: PO_NO, VENDOR_CODE									
13 JAN 2003 02:24 PM									
Po No 0000012	Total Po Amount		\$130.00						
09/10/2000	CREATED			/			RVM_5678901	RVM1-N-PROCESS-COMP-WORK OR	\$50.00
RVM-1103		Raya's Vendor							
09/10/2000	CREATED			/			RVM_R_POINT02	RVM1-N-PROCESS-COMP-WORK OR	\$30.00
RVM-1103		Raya's Vendor							
09/10/2000	CREATED			0200023/01			ILBCMP1	ILB1-Y-PROCESS-COMP-NONE-009-0	\$50.00
RVM-1103		Raya's Vendor							
Po No 0000017	Total Po Amount		\$117.25						
09/18/2000	CLOSED	0000001	000	/			BYB-TRASH-03	BYB1-N-TRASH-TRASH-TRASH-999-0	\$117.25
BYB-TRASH		Branwen's Trash Vendor							
Po No 0000019	Total Po Amount		\$290.00						
09/19/2000	RECEIVED			/	09/20/2000		CAK-8003	CAK1-N-NONE-NONE-STORES PO-00	\$150.00
CAK-VENDOR01		CATHYS VENDOR (PAYTO SAME)							
09/19/2000	RECEIVED			/	09/20/2000		CAK-8002	CAK1-N-NONE-NONE-STORES PO-00	\$80.00
CAK-VENDOR01		CATHYS VENDOR (PAYTO SAME)							
09/19/2000	RECEIVED			/	09/20/2000		CAK-8001	CAK1-N-NONE-NONE-STORES PO-00	\$60.00
CAK-VENDOR01		CATHYS VENDOR (PAYTO SAME)							
Po No 0000021	Total Po Amount								
09/19/2000	CLOSED			/					
RVM-1103		Raya's Vendor							
Po No 0000024	Total Po Amount		\$200.00						
09/20/2000	RECEIVED			/			CAK-9002	CAK1-N-TRASH-TRASH-TRASH-001-0	\$100.00
CAK-VENDOR03		CATHYS VENDOR (PAYTO VENDOR05)							
09/20/2000	RECEIVED			/			CAK-9001	CAK1-N-ASSET-COMP-WORK ORDE	\$100.00
CAK-VENDOR03		CATHYS VENDOR (PAYTO VENDOR05)							
Po No 0000027	Total Po Amount		\$150.00						
09/21/2000	CLOSED			/	09/19/2000		CAK-8000	CAK1-N-NONE-NONE-STORES PO-00	\$100.00
CAK-VENDOR01		CATHYS VENDOR (PAYTO SAME)							
Submitted by: IBROWN									
Report s_rpt203 v6.0									

Purchase Order Listing Report - Grouped by Vendor Code

S_RPT201

Displays a summary of all
Purchase Orders
Grouped by Vendor
Code.

Selection Criteria:

Purchase Order No.
Purchase Order Status
Purchase Order Type
Created Date
Vendor Code
Vendor Name
Account No. range
Work Order Number
Blanket/Revision No.
Stock Code

Subsystem: Purchasing

Page: 1

13 JAN 2003
02:11 PM

PURCHASE ORDER LISTING REPORT

Report Select Criteria: VENDOR_CODE LIKE 1% AND
PLANT = 01

Report Ordered By: VENDOR_CODE, PO_NO

Po No	Po Date	Po Status	Blanket No	Blanket Rev	Work Orde /Task	Printed Date	Faxed Date	Account	Amount
Stock Code	Vendor Name	Po Description							
Vendor Code	ILB001		Total Po Amount	\$565.00					
0000358	12/19/2000	CREATED			/			-	
		Pump Depot							
01000189	03/09/2001	CREATED			/			-	
		Pump Depot							
01000748	11/05/2001	APPROVED	B000127	000	/			-	
		Pump Depot							
01000750	11/06/2001	CLOSED			/			ILB1-Y-PROCESS-COMP-NONE-009-0	\$60.00
ILBGL02		Pump Depot							
01000779	11/06/2001	RECEIVED			/			ILB1-Y-PROCESS-COMP-NONE-009-0	\$100.00
		Pump Depot							
02000459	02/19/2002	CREATED			/			ILB1-Y-PROCESS-COMP-NONE-009-0	\$45.00
ILB		Pump Depot							
02000459	02/19/2002	CREATED			/			-	
RLW_DIRECT1		Pump Depot							
02000542	02/22/2002	APPROVED			/	03/28/2002		ILB1-Y-PROCESS-COMP-NONE-009-0	\$100.00
ILB		Pump Depot							
02000560	02/25/2002	CREATED			/			ILB1-Y-PROCESS-COMP-NONE-009-0	\$60.00
ILBGL02		Pump Depot							
02000560	02/25/2002	CREATED			/			-	
ILBSC0003		Pump Depot							
02000905	04/16/2002	PENDING APPRO			/			-	
		Pump Depot						Need more	
02000906	04/16/2002	APPROVED			/			ILB1-Y-PROCESS-COMP-NONE-009-	\$125.00
ILBGL02		Pump Depot						New PO	

Submitted by: IBROWN

Report s_rpt201 v6.0

Purchase Order Over Received Report

S_RPT029

Lists Purchase Orders where the quantity received is greater than the quantity ordered.

Selection Criteria:

Purchase Order Number
Line Item Number
Vendor Code
Buyer Code
Blanket/Release Number
Storeroom
Stock Code

Subsystem: Purchasing

Page: 1

PURCHASE ORDER OVER RECEIVED REPORT

14-DEC-2001
10:58 AM

Report Select Criteria: PLANT = 01
Report Ordered By: VENDOR_CODE

Vendor Code / Desc: BYB-TRASH / Branwen's Trash Vendor

PO Number	PO Status	Blanket / Release	Requestor	Req. Phone No.	Buyer	Carrier		
00000162	RECEIVED					FEDEX		
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Net Received	Over Received	Overage Value	
002	ISSUED	INVENTORY / BYB / BYB-TRASH-01	4.99	3	8	5	\$24.94	
<i>Branwen's Trash Inventory Stock</i>								

PO Number	PO Status	Blanket / Release	Requestor	Req. Phone No.	Buyer	Carrier		
00000183	RECEIVED		Branwen Y. Burgess		BYB	FEDEX		
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Net Received	Over Received	Overage Value	
001	ISSUED	EXPENSE / PFB / BYB-TRASH-02	15.24	2	3	1	\$15.24	
<i>Branwen's Trash Expense Stock</i>								

Vendor Code / Desc: CAK-PERFORMANCE01 / CATHYS

PO Number	PO Status	Blanket / Release	Requestor	Req. Phone No.	Buyer	Carrier		
00000300	RECEIVED		CKRAFT	(925)935-2222	CAK	UPS		
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Net Received	Over Received	Overage Value	
001	ISSUED	INVENTORY / CK1 / CAK-8000	5.00	12	15	3	\$15.00	
<i>CATHYS - INVENTORY</i>								
<i>DESCRIPTION FROM THE MASTER CATALOG RECORD.</i>								
<i>PURCHASE FROM THE MASTER CATALOG RECORD.</i>								
<i>BUYER_NOTE NOTE FROM STOREROOM</i>								

Vendor Code / Desc: CAK-PERFORMANCE03 / CATHYS

Submitted by: IBROWN

Report s rpt029 v5.1

Purchase Order Report

S_RPT053

Shows POs that need to be filled by a specific

Vendor.

Selection Criteria:

Purchase Order Number (Range)
 Status
 Vendor Code
 Issue Date (Range)
 Required Date (Range)

Subsystem: Purchasing

Only Document Attachments and Document type Procedures will be printed on the report. The "Print?" check box must be checked.

Please see the PO REPORT CONSTANTS and PO REPORT STATUS CODES Business Rules for more information regarding this report.

PURCHASE ORDER

F R O M	.	Bill To: 2121 North California Blvd., Suite 800 Accounts Payable Department, Walnut Creek, California 94596 Attn: Cheri MacDonald	Ship To: Accounts Payable Department 2121 North California Blvd., Suite 800 Walnut Creek, California 94596
	Requested By:	Date:	

V E N D O R	CATHYS VENDOR (PAYTO VENDOR05) 1234 MAIN STREET WALNUT CREEK, CA 94596	PO No.: 00000024 Blanket No.: PO Date: 20-SEP-2000 Page: 1 of 1
--	---	---

Vendor No: CAK-VENDOR03	F.O.B.: LOS ANGELES	Terms: NET 10/2%
Contact: THE ANSWER MAN	Ship Via: Federal Express Corpo	Confirm: YES
Phone No.: (925)935-4444	Due Date: 20-SEP-2000	

Line Item	Quantity	UOP	Stock Code	Unit Price	Extended Price
001	10	EA	CAK-9001 CATHYS - DIRECT	10.00	100.00
002	10	DZ	CAK-9002 CATHYS - DIRECT	10.00	100.00

Purchase Order Report - Department Copy

S_RPT208

This is a copy of the Purchase Order that was sent to the Vendor.

Selection Criteria:

Purchase Order No.
 Purchase Order Status
 Vendor Code
 Issue Date range
 Required Date range

**Subsystem:
 Purchasing**

PO Status: ISSUED

Page: 1 of 4

PURCHASE ORDER — 01000157

DEPARTMENT COPY

13 JAN 2003

03:04 PM

V
E
N
D
O
R

Frank's Discount Pumps
 1925 Menalto Ave
 Menlo Park, CA 94025

Blanket No: _____ Confirm: NO
 Terms: AT INVOICE RECEIPT
 Vendor No: ILB002
 Contact: 650-323-3445
 Phone No: _____

Item	Quantity	UOP	Stock Code	Storeroom	Unit Price	Extended Price
001	5	EA			2.0000	\$10.00
Description: Item 1 Shipment 4						
Acct: ILB1-Y-PROCESS-COMP-NONE-009 - 00010 / 100 \$10.00						

Approved By: IMANI BROWN

03/05/2001

Issue Date:

03/05/2001

PO total:

\$10.00

Submitted by: IBROWN

Report s_rpt208 v6.1

Purchase Order Report - Finance Copy

S_RPT209

This is a copy of the Purchase Order that was sent to the Vendor formatted to be sent to the accounting department.

Selection Criteria:

Purchase Order No.
 Purchase Order Status
 Vendor Code
 Issue Date range
 Required Date range

**Subsystem:
 Purchasing**

PO Status: ISSUED Page: 1 of 4	PURCHASE ORDER — 01000157 FINANCE COPY	13 JAN 2003 03:09 PM																												
V E N D O R	Frank's Discount Pumps 1925 Menalto Ave Menlo Park, CA 94025	Blanket No: _____ Confirm: NO Terms: AT INVOICE RECEIPT Vendor No: ILB002 Contact: 650-323-3445 Phone No: _____																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Item</u></th> <th style="text-align: center;"><u>Quantity</u></th> <th style="text-align: center;"><u>UOP</u></th> <th style="text-align: center;"><u>Stock Code</u></th> <th style="text-align: center;"><u>Storeroom</u></th> <th style="text-align: center;"><u>Unit Price</u></th> <th style="text-align: center;"><u>Extended Price</u></th> </tr> </thead> <tbody> <tr> <td>001</td> <td style="text-align: center;">5</td> <td style="text-align: center;">EA</td> <td></td> <td></td> <td style="text-align: right;">2.0000</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td colspan="7">Description: Item 1 Shipment 4</td> </tr> <tr> <td colspan="7" style="text-align: center;"><i>Acct: ILB1-Y-PROCESS-COMP-NONE-009 - 00010 / 100 \$10.00</i></td> </tr> </tbody> </table>			<u>Item</u>	<u>Quantity</u>	<u>UOP</u>	<u>Stock Code</u>	<u>Storeroom</u>	<u>Unit Price</u>	<u>Extended Price</u>	001	5	EA			2.0000	\$10.00	Description: Item 1 Shipment 4							<i>Acct: ILB1-Y-PROCESS-COMP-NONE-009 - 00010 / 100 \$10.00</i>						
<u>Item</u>	<u>Quantity</u>	<u>UOP</u>	<u>Stock Code</u>	<u>Storeroom</u>	<u>Unit Price</u>	<u>Extended Price</u>																								
001	5	EA			2.0000	\$10.00																								
Description: Item 1 Shipment 4																														
<i>Acct: ILB1-Y-PROCESS-COMP-NONE-009 - 00010 / 100 \$10.00</i>																														
Approved By: IMANI BROWN		03/05/2001	Issue Date:	03/05/2001	PO total:	\$10.00																								
Submitted by: IBROWN						Report s_rpt209 v6.1																								

Purchase Order Report - Vendor Copy

S_RPT207

The Purchase Order that is sent to Vendor's when orders are made.

Selection Criteria:

Purchase Order No.
Purchase Order Status
Vendor Code
Issue Date range
Required Date range

**Subsystem:
Purchasing**

PURCHASE ORDER — 01000157 VENDOR COPY		13 JAN 2003 02:59 PM																					
PO Status: ISSUED Page: 1 of 8																							
FROM	Bill to: 2121 North California Blvd., Suite 800 Accounts Payable Department, Walnut Creek, California 94596 Attn: Cheri MacDonald	Ship to: . Accounts Payable Department 2121 North California Blvd., Suite 800 Walnut Creek, California 94596 (510) 935-7670																					
	Requested By:	Due Date: 03/05/2001																					
VENDOR	Frank's Discount Pumps 1925 Menalto Ave Menlo Park, CA 94025	Blanket No: Terms: AT INVOICE RECEIPT Confirm: NO																					
Vendor No: ILB002 Contact: 650-323-3445 Phone No: FOB: Ship via: Federal Express Due Date: 12/15/2000																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">UOP</th> <th style="text-align: left;">Stock Code</th> <th style="text-align: left;">Vendor Part No</th> <th style="text-align: right;">Unit Price</th> <th style="text-align: right;">Extended Price</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>5</td> <td>EA</td> <td></td> <td></td> <td style="text-align: right;">2.0000</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td colspan="7">Description: Item 1 Shipment 4</td> </tr> </tbody> </table>	Item	Quantity	UOP	Stock Code	Vendor Part No	Unit Price	Extended Price	001	5	EA			2.0000	\$10.00	Description: Item 1 Shipment 4								
Item	Quantity	UOP	Stock Code	Vendor Part No	Unit Price	Extended Price																	
001	5	EA			2.0000	\$10.00																	
Description: Item 1 Shipment 4																							
Please reference this Purchase Order Number		Subtotal: \$10.00 Duty: \$0.00																					

Purchase Order Report with Standard Notes and Attachments

S_RPT112

Lists outstanding Purchase Orders that need to be filled. Canceled purchase orders are not included in the Purchase Order Total. Only Note types of Catalog, Purchase, Vendor, Change Order, Blanket Item, FOB, and Terms are included on this report. You must add these note types to Code Table 54 if they do not already exist.

Please refer to the PO Report Constants and PO Report Status Codes Business Rules for more information regarding this report.

Selection Criteria:

Purchase Order Number (Range)
 Purchase Order Status
 Vendor Code
 Issue Date (Range)
 Required Date (Range)

Subsystem: Purchasing

PURCHASE ORDER

FROM

Bill to: 2121 North California Blvd.,
 Suite 800 Accounts Payable Department, Walnut Creek,
 California 94596
 Attn: Cheri MacDonald

Ship to: .
 Accounts Payable Department
 2121 North California Blvd., Suite 800
 Walnut Creek, California 94596
 (510) 935-7670

Requested By: Due Date:

VENDOR

CATHYS VENDOR (PAYTO VENDOR05)
DIVISION XX FOR VENDOR, 1234 MAIN STREET
WALNUT CREEK, CA 94596

PO No: **00000024**
 Blanket No:
 PO Date: 20-SEP-2000
 Page: 1 of 3

Vendor No: CAK-VENDOR03 FOB: LOS ANGELES Terms: NET 10/2%
 Contact: THE ANSWER MAN Ship via: Federal Express Corpo Confirm: YES
 Phone No: (925)935-4444 Due Date: 20-SEP-2000

**Please reference this
 Purchase Order Number
 on your Invoice.**

Subtotal:	\$200.00
Duty:	\$10.00
PST:	\$16.50
GST:	\$4.50
PO total:	\$231.00

Purchase Order Vendor Report

S_RPT200

Displays a Vendor summary of all Purchase Orders within a Date Range.

Selection Criteria:

Issue Date range
Vendor Segment 1
Vendor Segment 2
Location Name
City
State
Zip

Subsystem: Purchasing

Page: 1

13 JAN 2003
02:00 PM

VENDOR LISTING REPORT

Report Select Criteria: PLANT = 01
Report Ordered By: VENDOR_CODE DESC

Vendor	Address	Contact	Expedite Contact	PO Total Amount
VENDOR CODE VENDOR NAME 1				\$1.00
Status: ACTIVE		Tel: Fax:	Tel:	
USPS AUnited States Postal Service				\$100.00
Status: ACTIVE		Tel: Fax:	Tel:	
SLC0005 A&Z GLASS	1224 Main Street Walnut Creek, CA 94596	Mr. Glassman Tel: (510)222-3216 Fax:	Speedy Glassman Tel: (510)222-3217	\$715.00
Status: ACTIVE				
RVM_VENDOR01 Vendor # 1	RVM_VENDOR01 RVM_VENDOR01			\$60.00
Status: ACTIVE		Tel: Fax:	Tel:	
RVM_UPS rvm				\$100,000,418.00
Status: ACTIVE		Tel: Fax:	Tel:	
RVM_SATURDAY SATURDAY vendor	SATURDAY Division # 1 2345 California Street Walnut Creek, CA 94598,			\$2,450.00
Status: ACTIVE		Tel: Fax:	Tel:	
RVM_NOTESATTACHMENTS NOTES & ATTACHMENTS				\$20.00
Status: ACTIVE		Tel: Fax:	Tel:	
RVM_NEW new				\$6,299.40
Status: ACTIVE		Tel: Fax:	Tel:	

Submitted by: IBROWN

Report s_rpt200 v6.1

Purchase Orders Not Yet Received Report

S_RPT023

Lists Purchase Orders where the quantity received is less than the quantity ordered.

Selection Criteria:

Purchase Order Number
Issue Date
Vendor Code
Buyer Code
Requestor
Blanket/Release Number
Storeroom
Stock Code

Subsystem: Purchasing

PO Number	PO Status	Blanket / Release	Vendor	Requestor	Req. Phone No.	Buyer		
Page: 1								
PURCHASE ORDERS NOT YET RECEIVED REPORT								
15-JAN-2003 02:37 PM								
Report Select Criteria: UPPER(VENDOR_CODE) LIKE UPPER(1%) AND PLANT = 01								
Report Ordered By: PO_NO								
01000155	RECEIVED		ILB002 / Frank's Discount Pumps					
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	In Receipt Quantity	Received Net	Quantity Not Received	PO - Net \$\$\$
001	ISSUED		10.00	12		11	1	\$10.00
		<i>Item 1 Shipment 2</i>						
Total for PO:								\$10.00
01000157	ISSUED		ILB002 / Frank's Discount Pumps					
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	In Receipt Quantity	Received Net	Quantity Not Received	PO - Net \$\$\$
001	ISSUED		2.00	5			5	\$10.00
		<i>Item 1 Shipment 4</i>						
Total for PO:								\$10.00
01000158	ISSUED		ILB002 / Frank's Discount Pumps					
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	In Receipt Quantity	Received Net	Quantity Not Received	PO - Net \$\$\$
001	ISSUED		8.00	12			12	\$96.00
		<i>Shipment 4</i>						
Total for PO:								\$96.00
02000189	ISSUED		ILB002 / Frank's Discount Pumps	IMANI BROWN	(925)935-7670			
Item	Item Status	Stock Type / Storeroom / Code	Unit Price	PO Quantity	In Receipt Quantity	Received Net	Quantity Not Received	PO - Net \$\$\$
001	ISSUED	DIRECT / ILB / ILBGL02	35.00	20			20	\$700.00
		<i>Safety Goggles</i>						
002	ISSUED	INVENTORY / ILB / ILBGO1	21.00	20			20	\$420.00
		<i>Safety Goggles</i>						
Total for PO:								\$1,120.00
Submitted by: IBROWN							Report s_rpt023 v6.1	

Purchase Orders with Returns Report

S_RPT010

Lists Purchase Orders with items returned to the Vendor. The return may be for Replacement or Credit.

Selection Criteria:

Purchase Order Number
Vendor Code
Buyer Code
Requestor
Blanket/Release Number
Storeroom
Stock Code

Subsystem: Purchasing

Page: 1

PURCHASE ORDERS with RETURNS REPORT

14-DEC-2001
10:59 AM

Report Select Criteria: PLANT = 01

Report Ordered By: PO_NO

PO Number	PO Status	Blanket / Release Number	Vendor	Requestor	Req. Phone	Buyer	
00000024	ISSUED		CAK-VENDOR03 / CATHYS VENDO			CAK	
						----- RETURNS to VENDOR -----	
#	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Received Net	Exchange	Credit	Returned \$\$\$
001	DIRECT / CK2 / CAK-9001 CATHYS - DIRECT	\$10.00	10	6		2	\$20.00
002	DIRECT / CK2 / CAK-9002 CATHYS - DIRECT	\$10.00	10	9		1	\$10.00
						Subtotal:	\$30.00
00000026	CANCELED		RVM-1103 / Raya's Vendor	RVEKSLER			
							----- RETURNS to VENDOR -----
#	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Received Net	Exchange	Credit	Returned \$\$\$
001	INVENTORY / RVM / RVM-INVENTORY RVM-INVENTORY-COMPONENT	\$10.00	4	2	1		\$10.00
						Subtotal:	\$10.00
00000055	RECEIVED		BYB-TRASH / Branwen's Trash Ve	Branwen Y. Burge	(123)456-7890	BYB	
							----- RETURNS to VENDOR -----
#	Stock Type / Storeroom / Code	Unit Price	PO Quantity	Received Net	Exchange	Credit	Returned \$\$\$
001	INVENTORY / BYB / BYB-TRASH-01 Branwen's Trash Inventory Stock	\$4.99	85	85	60		\$299.26
						Subtotal:	\$299.26

Submitted by: IBROWN

Report s rpt010 v5.1

Ready for Payment Report

S_RPT063

Provides a listing of Purchase Orders that are ready for payment.

Selection Criteria:

Pay to Vendor Code
 Requestor's Department
 Purchase Order Number
 Receipt Date (Range)
 Account Number
 Invoice Number
 Invoice Status
 Invoice Due Date (Range)
 AP Batch Number
 "Only with Blank AP Batch Number" Indicator
 Assign Batch button - this button updates the selected records with the next AP Batch Number.

You can only select Approve or Posted for the status.

You cannot enter an AP Batch Number as a selection criterion since this field must be blank on selected Invoices.

Subsystem: Purchasing

Page: 1

READY FOR PAYMENT REPORT

13-DEC-2001
04:15 PM

Report Select Criteria: PLANT = 01

Report Ordered By: VENDOR_NAME,PO_NO,INVOICE_ITEM,ACCOUNT_NO

PO No.	Created Date	Invoice Status	PO Item	Item Description / Account Number	Invoice Item Amt.	Invoice No.	Invoice Due Date	Amount Due
Auto Payment allowed								
01001053	15-NOV-2001	POSTED	001	RVM_AUTOINVOICE	768.00	01001053-002	25-NOV-2001	768.00
				RVM1-N-ASSET-ASSETC-NONE-001 Exp: 00001	768.00			
01001064	16-NOV-2001	POSTED	001	RVM_INVOICEAUTO	512.00	01001064-001	26-NOV-2001	716.80
				RVM1-N-ASSET-ASSETC-TIMESHEET-001 Exp: 00001	512.00			
			002	to test long name	204.80			
				RVM1-N-PROCESS-COMP-WORK ORDER-001 Exp: 00001	204.80			
01001064	16-NOV-2001	POSTED	002	to test long name	307.20	01001064-002	26-NOV-2001	307.20
				RVM1-N-PROCESS-COMP-WORK ORDER-001 Exp: 00001	307.20			
01001064	16-NOV-2001	POSTED	002	to test long name	128.00	01001064-003	26-NOV-2001	128.00
				RVM1-N-PROCESS-COMP-WORK ORDER-001 Exp: 00001	128.00			
01001064	16-NOV-2001	POSTED	001	RVM_INVOICEAUTO	640.00	01001064-004	26-NOV-2001	640.00
				RVM1-N-ASSET-ASSETC-TIMESHEET-001 Exp: 00001	640.00			
01001064	16-NOV-2001	POSTED	001	RVM_INVOICEAUTO	256.00	01001064-005	26-NOV-2001	256.00
				RVM1-N-ASSET-ASSETC-TIMESHEET-001 Exp: 00001	256.00			
01001074	19-NOV-2001	POSTED	001	RVM_INVOICEAUTO	-128.00	1074	29-NOV-2001	-128.00
				RVM1-N-ASSET-ASSETC-TIMESHEET-001 Exp: 00001	-128.00			
01001083	19-NOV-2001	POSTED	001	RVM_INVOICEAUTO	-256.00	1083	29-NOV-2001	-256.00
				RVM1-N-ASSET-ASSETC-TIMESHEET-001 Exp: 00001	-256.00			

Submitted by: IBROWN

Report s_rpt063 v5.2

Receipt Delivery Worksheet Report

S_RPT047

Lists information regarding items received.

Selection Criteria:

Delivery ID
 Purchase Order Number
 Line Item Number
 Vendor Code
 Vendor Name
 Buyer Code
 Requestor
 Blanket/Release Number
 Storeroom
 Stock Code

**Subsystem:
 Purchasing**

Page: 1

RECEIPT DELIVERY WORKSHEET REPORT

13 DEC 2001
 08:50 AM

Report Select Criteria: PLANT = 01
 Report Ordered By: DELIVERY_ID

Delivery ID	PO Number	Blanket / Release	Vendor			Requestor	Req. Phone No.	Buyer		
0000008	00000074		RLW_GRAINGER / WW Grainger			RAY		GST		
<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Qty</u>	<u>Recd Qty</u>	<u>Return/Credit Qty</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>	<u>Count Qty</u>	<u>Accept Qty</u>
001	DIRECT / RAY / RLW_DIRECT2 <i>Direct Stock Code Non-Lot / Non-Quality</i>	10	10		16-OCT-2000	16-OCT-2000	EA	10.0		
0000009	00000088		JUNKRUS.COM / Mark's B2B Junk Yard Exchange			mark				
<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Qty</u>	<u>Recd Qty</u>	<u>Return/Credit Qty</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>	<u>Count Qty</u>	<u>Accept Qty</u>
001	DIRECT / MJW / MJW002 <i>Widget</i>	3	0		19-OCT-2000	19-OCT-2000	EA	1.0		
0000010	00000092		RLW_GRAINGER / WW Grainger			ray		(555)444-6666		
<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Qty</u>	<u>Recd Qty</u>	<u>Return/Credit Qty</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>	<u>Count Qty</u>	<u>Accept Qty</u>
001	INVENTORY / RAY / RLW_INVENT <i>Inventory Stock Code Non-Lot / Non Quality</i>	100	100		20-OCT-2000	20-OCT-2000	EA	1.0		
0000011	00000108		RLW_GRAINGER / WW Grainger			ray`		(555)666-7777		DOG
<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Qty</u>	<u>Recd Qty</u>	<u>Return/Credit Qty</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>	<u>Count Qty</u>	<u>Accept Qty</u>
001	INVENTORY / RAY / RLW_INVENT <i>Inventory Stock Code Non-Lot / Non Quality</i>	100	100		23-OCT-2000	23-OCT-2000	EA	1.0		
002	EXPENSE / RAY / RLW_EXPENSE <i>Expense Stock Code Non-Lot / Quality</i>	110	110		23-OCT-2000	23-OCT-2000	EA	1.0		

Submitted by: IBROWN

Report s rpt047 v 5.1

Receiving Report

S_RPT025

Lists summary Purchase Order and Receiving information for selected Receiving sessions.

Selection Criteria:

Purchase Order Number
 Line Item Number
 Transaction Number
 Transaction Type
 Vendor Code
 Buyer Code
 Requestor
 Blanket/Release Number
 Storeroom
 Stock Code
 Receipt Date (Range)

Subsystem: Purchasing

Page: 1 of 1

RECEIVING REPORT

23 OCT 2011
 11:20 PM

Transaction Number:

PO Number: **11000104**

Requestor:

PO Status: **ISSUED**

Blanket / Release:

Phone #:

Buyer:

Vendor: **JEB-OPS-VNDR1-0000000000001 / Jackie's Vendor for Op**

Storeroom: **CD**

Location:

Item	Stock Type / Storeroom / Code	UOP	PO Quantity	Trans. Type	Received	Return/Credit
001	INVENTORY / CD / CD-STOCK-02	PI	10	Received	2	
	Charles' Stock 2					
	Packing Slip: PS1234					
	Mfr.:	Mfr. Part #:				
	PURCHASE	po number 11000104				
	RULES	do not left open				
	Bins:					

Receiving Report

S_RPT216

Summarizes receiving records by Purchase Order number detailing items received, by whom, receipt date, and other applicable information.

Selection Criteria:

PO No./Item No.
Transaction No.
Transaction Type
Receipt Date range
Vendor Code
Buyer Code
Requestor
Blanket/Release No.
Storeroom/Stock Code

Subsystem: Inventory

Page: 6 of 18

RECEIVING REPORT

14 JAN 2003

11:15 AM

Transaction Number:

PO Number: **01000155**

Requestor:

PO Status: **RECEIVED**

Blanket / Release:

Phone #:

Buyer:

Vendor: **ILB002 / Frank's Discount Pumps**

Storeroom:

Location:

Item	Stock Type / Storeroom / Code	UOP	PO Quantity	Trans. Type	Received	Return/Credit
001	/ / <i>Item 1 Shipment 2</i>	EA	12	Received	10	
	Mfr.:	Mfr. Part #:				
	Bins:					
001	/ / <i>Item 1 Shipment 2</i>	EA	12	Returned		-2
	Mfr.:	Mfr. Part #:				
	Bins:					
001	/ / <i>Item 1 Shipment 2</i>	EA	12	Return/Credit		-1
	Mfr.:	Mfr. Part #:				
	Bins:					
001	/ / <i>Item 1 Shipment 2</i>	EA	12	Received	4	
	Mfr.:	Mfr. Part #:				

Receiving Worksheet Report

S_RPT037

Lists items to be received as well as any existing Receiving information.

Selection Criteria:

Purchase Order Number
 Line Item Number
 Vendor Code
 Vendor Name
 Buyer Code
 Requestor
 Blanket/Release Number
 Storeroom
 Stock Code

Subsystem: Purchasing

Page: 1

RECEIVING WORKSHEET REPORT

11:02 AM
 11:02 AM

Report Select Criteria: PLANT = 01
 Report Ordered By: PO_NO, PO_ITEM

PO Number	PO Status	Blanket / Release	Vendor	Requestor	Req. Phone No.	Buyer			
00000012	CREATED		RVM-1103 / Raya's Vendor	RVEKSLER		RVM			
	<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Quantity</u>	<u>Received Qty</u>	<u>Return/Credit</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>
	001	INVENTORY / RVM / RVM-BOM-2 <i>Raya's - BOM Part 2</i>	60					EA	1.0
	002	INVENTORY / RV2 / RVM_567890 <i>to test long name</i>	10					EA	1.0
	003	INVENTORY / RVM / RVM_R_POI <i>Reorder Point</i>	3					EA	1.0
00000013	CANCELED		BYB-TRASH / Branwen's Trash Vendor						
	<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Quantity</u>	<u>Received Qty</u>	<u>Return/Credit</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>
	001	DIRECT / BYB / BYB-TRASH-03 <i>Branwen's Trash Direct Stock</i>	5					EA	1.0
00000014	CANCELED		BYB-TRASH / Branwen's Trash Vendor						
	<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Quantity</u>	<u>Received Qty</u>	<u>Return/Credit</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>
	001	DIRECT / BYB / BYB-TRASH-03 <i>Branwen's Trash Direct Stock</i>	5					EA	1.0
00000015	CANCELED		BYB-TRASH / Branwen's Trash Vendor						
	<u>Item</u>	<u>Stock Type / Storeroom / Code</u>	<u>PO Quantity</u>	<u>Received Qty</u>	<u>Return/Credit</u>	<u>First Received</u>	<u>Last Received</u>	<u>UOP</u>	<u>P/I Ratio</u>
	001	DIRECT / BYB / BYB-TRASH-03 <i>Branwen's Trash Direct Stock</i>	5					EA	1.0

Submitted by: IBROWN

Report s rpt037 v 5.1

Request for Quotes Report

S_RPT093

Lists RFQs that are ready to be sent to Vendors.

This report can show either the shipping address or the billing address as the "From address" depending on the settings in the [Purchasing Options Rule](#) business rule.

Selection Criteria:

Quote Number
Quote Description
Vendor Code
Vendor Name
Buyer Code
Required Date (Range)
Status

Subsystem: Purchasing

Page: 1 of 1

REQUEST FOR QUOTE

31 OCT 2006
11:14 AM

**F
R
O
M**

SPL WorldGroup, Inc. 2121 North California Blvd., Suite 800
Accounts Payable Department, Walnut Creek, California 94596
Attn: Cheri MacDonald

**V
E
N
D
O
R**

Branwen's Vendor
The Best Division
1234 Somewhere Lane
Seattle, WA 99876
Contact: Yvonne Henry

Quote: 03000011 Branwen's RFQ
Vendor: BYB-VENDOR Branwen's Vendor
Buyer: Branwen Yvonne Burgess

Status: ISSUED
Required: 08-MAY-03
Created: 25-FEB-03

Quote Item	Description	Quantity	Unit	Price	Lead Time	Manufacturer	Mfr. Part No	Comments
00007	Branwen's Stock - DO NOT USE	2	DZ	\$5.00	5	ACME	SDKLGDJSOPJLDS	
						YVONNE	ANOTHER TEST FROM CR	
00001	Branwen's Inventory Lot Stock - 03	1	BX			FREDRICK	TEST	
						PETE	M-STORE-PETE-LOT-03-BB1	
						PETE	M-STORE-PETE-LOT-03-BYB	
						PETE	M-STORE-PETE-LOT-03-PFB	
00002	Quyem's inventory	1	EA					
00003	anion suppressor	1	EA			DOW	MPF001	
00004	ferrules	10	BG			ACME	FDAFADF	Do not allow substitution.
						CHAMPION	MPN_FERRULES_001	
00005	UV/VIS detector	10	EA			B&D	MFN123456	
00006	test	1	EA			ACME	SA_RE	

Submitted by: RBEELEER

Report s_rpt093 v8.0

Requisitions by Vendor Report

S_RPT215

Summarizes open Requisitions by Vendor.

Selection Criteria:

Requisition No.
Vendor Code
Required Date

Subsystem:

Purchasing

Page: 6 of 16

REQUISITION — 0200055

14 JAN 2003

11:12 AM

F R O M	Bill to: 2121 North California Blvd., Suite 800 Accounts Payable Department, Walnut Creek, California 94596 Attn: Cheri MacDonald	Ship to: . Accounts Payable Department 2121 North California Blvd., Suite 800 Walnut Creek, California 94596 (510) 935-7670
	Requested By: IBROWN	Date: 01/29/2002

V E N D O R	Frank's Discount Pumps 1925 Menalto Ave Menlo Park, CA 94025	Req No: 0200055
		Blanket No:

Vendor No: ILB002	FOB:	Terms: AT INVOICE RECEIPT
Contact: 650-323-3445	Ship via: Federal Express	Confirm: ???
Phone No:	Due Date: 04/29/2002	

Req Desc: Repair seals for Acme 7400 cycling pump

Standard Notes Description

Standard Note Buyer Type

<u>Line Item</u>	<u>Quantity</u>	<u>UOP</u>	<u>Stock Code</u>	<u>Storeroom</u>	<u>Unit Price</u>	<u>Extended Price</u>
001	20	EA	ILBGL02	ILB	0.0000	\$0.00
Description: Safety Goggles						
Acct: ILB1-Y-PROCESS-COMP-NONE-009 - 00002 / 100					\$0.00	
Work Order No / Task No: 0100206 / 01						

Reservation Dispatch Report

S_RPT072

Lists information on a daily basis to check motorpool Reservations that are past due. This information is retrieved from the Reservation/ Motorpool module in the Maintenance subsystem.

Selection Criteria:

Status
 Rental Type
 Department
 Driver
 Request Date (Range)
 Reservation Number
 Asset Class
 Vehicle ID
 Pickup Date (Range)

Subsystem:
Maintenance

RESERVATION DISPATCHES OVERDUE									
Page: 1								20-JAN-2005 08:56 AM	
Report Select Criteria: RESERVATION_STATUS LIKE ACTIVE% AND ASSET_RECORD_TYPE LIKE V% AND PLANT = 01									
Report Ordered By: SCHEDULED_PICKUP_DATE, ASSET_ID									
Reservation Last Update	Operator ID	Reserve Number	Status	Rental Type	Asset Class / Asset	Request Date	Scheduled Pickup Date / Time	Actual Pickup Date / Time	Department / Driver
21-MAY-2001		000000007	ACTIVE		1AC0 / 4444	21-MAY-2001	01-APR-2001 13:53	21-MAY-2001 09:03	Rv
09-JUL-2003		000000012	ACTIVE		1AC0 / BYB-FLEET /	09-JUL-2003	09-JUL-2003 09:17	09-JUL-2003 09:18	
Total Reservations Overdue: 2									

Safety Work Permit Report

S_RPT100

Generates a permit check list for Safety Work type Permits and can be taken into the field to track the following: safety guidelines, hazards, isolation points, specification readings, and authorized signatures.

Selection Criteria:

Permit No
Permit Status
Work Order/Task

**Subsystem:
Maintenance**

Page: 1	SAFETY WORK PERMIT	01 FE 11
Report Select Criteria: PLANT = 01		
Report Ordered By: PERMIT_NO		
		No: PER0000075
This authorizes _____ to do the following work :		
Exact Location:		
Check applicable items below. * Indicates need for specifics in Special Instructions at bottom		
Safety equipment need to perfo		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General precautions		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspections required for safe		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Plan Report

S_RPT153

Provides a listing of the crew plans in a schedule plan along with the associated daily plans and work order tasks. The report also shows the hours and crafts assigned for each task.

Selection Criteria:

Schedule Name

Schedule Type

Subsystem:
Maintenance

Page: 1 of 10		SCHEDULE PLAN REPORT				8-Feb-2007 11:00 AM	
Report Select Criteria:							
Report Order By:							
Schedule Name: MySchedule							
Description: Description of MySchedule...							
Type: ROUTINE							
Crew	Day	Work Order / Task	Asset Type / ID	Asset Description	Seq. No.	Priority	Scheduled Hours
ABC	1	0101189 / 01 Work Order description which can be really long... <i>ELEC: 1.00 MECH: 2.00 TECH: 3.00 WELD: 4.00</i>	E / QBP_ASSET_A	Description of Asset A	1	0	10.00
ABC	1	0101199 / 03 Work Order description which can be really long... <i>ELEC: 4.00 MECH: 4.00</i>	E / QBP_ASSET_A	Description of Asset A	5	1	8.00
ABC	1	0101289 / 01 Work Order description which can be really long... <i>ELEC: 4.00 MECH: 2.00 TECH: 3.00 WELD: 4.00</i>	E / QBP_ASSET_A	Description of Asset A	2	5	13.00
ABC	1	0101489 / 04 Work Order description which can be really long... <i>ELEC: 4.00 TECH: 3.00</i>	E / QBP_ASSET_A	Description of Asset A	10	0	7.00
Total Hours:							38.00
ABC	2	0101189 / 01 Work Order description which can be really long... <i>ELEC: 2.00 MECH: 2.00 TECH: 2.00 WELD: 2.00</i>	E / QBP_ASSET_A	Description of Asset A	5	0	8.00
ABC	2	0101199 / 03 Work Order description which can be really long... <i>ELEC: 4.00 MECH: 4.00</i>	E / QBP_ASSET_A	Description of Asset A	10	0	8.00
Total Hours:							16.00
Submitted By: QPHAM							Company Name Report s_rpt0xx v 7.5

Service Contract Accrued Cost Report

S_RPT087

Provides a summary of accrued cost (invoiced) charges for Service Contracts.

Selection Criteria:

Contract/Revision Number
Account number
Timesheet Date (Range)

**Subsystem:
Purchasing**

Page: 1

Accrued Cost Report for Service Contracts

13 DEC 2001
09:01 AM

Report Select Criteria: PLANT = 01
Report Ordered By: SERVICE_CONTRACT_NO,CONTRACT_REVISION_NO

Account BYB1-N-TRASH-TRASH-TRASH-999

<u>Service Contract</u>	<u>Date</u>	<u>Item ID</u>	<u>Rate Type</u>	<u>Rate</u>	<u>Hours</u>	<u>Costs</u>
0100015	15-MAY-01	BYB03	HOUR	\$25.00	2.00	\$50.00
0100016	06-JUN-01	BB-01	HOUR	\$25.00	1.00	\$25.00
0100016	06-JUN-01	BB-01	HOUR	\$25.00	1.00	\$25.00
Total					4.00	\$100.00

Account BYB1-Y-NONE-NONE-NONE-999

<u>Service Contract</u>	<u>Date</u>	<u>Item ID</u>	<u>Rate Type</u>	<u>Rate</u>	<u>Hours</u>	<u>Costs</u>
0100008	29-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100008	29-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100008	29-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100008	29-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100008	28-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100008	29-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
Total					6.00	\$90.00

Account BYB1-Y-NONE-NONE-SERV CONTR-002

<u>Service Contract</u>	<u>Date</u>	<u>Item ID</u>	<u>Rate Type</u>	<u>Rate</u>	<u>Hours</u>	<u>Costs</u>
0100005	28-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00
0100005	28-MAR-01	BYB02	HOUR	\$15.00	1.00	\$15.00

Service Contract Details Report

S_RPT085

Provides a detailed summary by rate type of estimated, committed, actual, and invoiced time charges (rates and hours) for Service Contracts.

Selection Criteria:

Contract/Revision number
 Contract Title
 Vendor Code
 Service Category
 Effective Date
 Expiration Date

Subsystem:
 Purchasing

Page: 4

SERVICE CONTRACT DETAIL REPORT

13 DEC 2001
 09:02 AM

<u>Contract/Revision</u>	<u>Vendor</u>	<u>Title</u>	<u>Category</u>	<u>Effective</u>	<u>Expiration</u>
0000002/1	CAK-VENDOR02/CATHYS VENDOR	(PAYTO CATHYS SERVICE CONTRACT		25-OCT-2000	01-AUG-2001

Item No Item ID Description

1 CAK01 CATHYS SERVICE CONTRACT ITEM

<u>Rate Type</u>	<u>Rate</u>	<u>Estimated</u>	<u>Committed</u>	<u>Timesheet</u>	<u>Invoiced</u>	<u>Matched</u>
HOUR	15	QUANTITY: 100	0	0	0	0
		AMOUNT: 1500	0	0	0	
Item Subtotal		QUANTITY: 100	0	0	80.00	0
		AMOUNT: 1500	0	0	0	
Contract Total		QUANTITY: 100.00	0.00	0.00	80.00	0.00
		AMOUNT: \$1,500.00	\$0.00	\$0.00	\$0.00	

Submitted by: IBROWN

Report s rpt085 v5.1

Service Contract Summary Report

S_RPT086

Provides a summary of estimated, committed, actual, and invoiced time charges for Service Contracts.

Selection Criteria:

Contract/Revision number
 Contract Title
 Vendor Code
 Service Category
 Effective Date
 Expiration Date

Subsystem: Purchasing

SERVICE CONTRACT SUMMARY REPORT										
Page: 1										13 DEC 2001
										04:18 PM
Report Select Criteria: WHERE 1=1 and PLANT = '01'										
Report Ordered By: ORDER BY SERVICE_CONTRACT_NO,CONTRACT_REVISION_NO										
Contract No: 0000001		Rev No: 0		Title: Branwen's Service Contract						
Category:		Eff. Date: 07-AUG-2000		Exp. Date: 07-AUG-2001		Vendor: BYB-TRASH/Branwen's Trash Vendor				
<u>Item Id</u>	<u>Item Desc</u>	<u>Est Qty</u>	<u>Commit Qty</u>	<u>Time Qty</u>	<u>Inv Qty</u>	<u>Inv Mat Qty</u>	<u>Est Value</u>	<u>Commit Amt</u>	<u>Time Amt</u>	<u>Inv Amt</u>
BYB01	Branwen's Service Contract Item	100	0	30	30	0	12000	0	3600	3600
		100	0	30	30	0	12000	0	3600	3600
Contract No: 0000001		Rev No: 1		Title: Branwen's Service Contract						
Category:		Eff. Date: 28-MAR-2001		Exp. Date: 07-AUG-2002		Vendor: BYB-TRASH/Branwen's Trash Vendor				
<u>Item Id</u>	<u>Item Desc</u>	<u>Est Qty</u>	<u>Commit Qty</u>	<u>Time Qty</u>	<u>Inv Qty</u>	<u>Inv Mat Qty</u>	<u>Est Value</u>	<u>Commit Amt</u>	<u>Time Amt</u>	<u>Inv Amt</u>
BYB01	Branwen's Service Contract Item	100	0	1	1	0	12000	0	120	120
		100	0	1	1	0	12000	0	120	120
Contract No: 0000002		Rev No: 0		Title: CATHYS SERVICE CONTRACT						
Category:		Eff. Date: 01-AUG-2000		Exp. Date: 01-AUG-2001		Vendor: CAK-VENDOR02/CATHYS VENDOR (PAYTO SAME)				
<u>Item Id</u>	<u>Item Desc</u>	<u>Est Qty</u>	<u>Commit Qty</u>	<u>Time Qty</u>	<u>Inv Qty</u>	<u>Inv Mat Qty</u>	<u>Est Value</u>	<u>Commit Amt</u>	<u>Time Amt</u>	<u>Inv Amt</u>
CAK01	CATHYS SERVICE CONTRACT	100	0	49	49	0	1500	0	735	735

Submitted by: IBROWN

Report s rpt086 v 5.1

Service Request Report

S_RPT138

Provides a summary of each Service Request selected including work location information, customer information, reported by, notes, closeout information, attachments, service history, and call history.

Selection Criteria:

Service Request number (Range)
Created Date (Range)
Service Request Type
Problem Code
Address
Service Request Status
Crew
Customer ID
Customer Name
Work Phone
Home Phone
Tax ID
Dispatcher

Subsystem: Customer

Page 1 of 2

SERVICE REQUEST REPORT

11 FEB 2002
09:19 AM

Created Date: 05/04/2001 03:38 PM

Service Request No.
0100002

0100002

WORK LOCATION

Address: 2121 North California Blvd.

Suite: 800

City: Walnut Creek

State: CA

Zip: 94596

Service Request Type: INSPECTION

Problem Code: OUTAGE - Problem caused by an outage

Problem Description: Check to see what might have caused the outage.

Requested Date:

Crew: BYB

Dept: BYB-TRASH

Area: BYB-TRASH

Next Approver: GUEST

Dispatcher: Branwen Y. Burgess

Call Back Ready: Y

Status: CLOSED

Customer Call Back: Y

WO/Task No: 0100134/01

Finished Date: 02/09/2001 12:00:00AM

CUSTOMER INFORMATION

Customer ID: 0000000001

Name: MacDonald, Richard

Work Phone: (925)935-7670

Ext: 106

Home Phone:

Company: Synergen, Inc.

Tax ID:

REPORTED BY

Shipping Memo Report

S_RPT210

Summarizes Shipping
Memo details for reports
selected.

Selection Criteria:

Memo No.
Status
Shipped Date range
Shipping Type
Requisition No.
Purchase Order No.
Work Order No.
Vendor Code
Ship From
Carrier
Stock Code
UPC
Component ID
Requestor

Subsystem: Inventory

SHIPPING MEMO REPORT

13 JAN 2003

Page: 12 of 109

03:18 PM

Synergen Associates, Inc.
Accounts Payable Department
2121 North California Blvd., Suite 800

Shipping Memo

Memo No: 0100000012
Date: 10/12/2001 11:49:45

From:

Please ship the following to:

John's vendor code
2121 North California Blvd

Walnut Creek CA
94596

Attention: John Clow

Ph: 925-935-7670

Fax: --

Req No:

PO No: 01000575

WO No:

Ship Via:

Ph: --

FOB:

Waybill #:

Collect

Prepaid

Purpose:

Item	Stock Code	Quantity	Unit	Location	Component ID
001		7	EA		
	Desc: INVENTORY ITEM				
	MJW004	2	EA		
	Desc: Phantom Widget				
		1	EA		
	Desc: PU,MP				

Specification Report

S_RPT005

Lists specifications and attributes created in the Specification module of the Resource subsystem.

Selection Criteria:

Specification Number
Type
Category
Description

Subsystem: Resource

Page: 1

SPECIFICATIONS REPORT

14-DEC-2001

11:04 AM

Report Select Criteria: PLANT = 01

Report Ordered By: SPECIFICATION_NO

<u>Spec. No.</u>	<u>Spec. Type</u>	<u>Spec. Category</u>	<u>Description</u>
BYB-SPEC01	SERV_HIST	BLAST	Branwen's Specification
	<u>Seq. No.</u>	<u>Attribute</u>	<u>Value</u>
	1	spec attribute 1	
	2	spec attribute 2	
	3	spec attribute 3	

<u>Spec. No.</u>	<u>Spec. Type</u>	<u>Spec. Category</u>	<u>Description</u>
BYB-SPEC02	SERV_HIST	BLAST	Branwen's Specification
	<u>Seq. No.</u>	<u>Attribute</u>	<u>Value</u>
	5	spec attribute 1	
	10	spec attribute 2	
	15	spec attribute 3	
	20	spec attribute 4	
	25	spec attribute 5	
	30	spec attribute 6	

CAK-SPEC-1 ROOM_DATA 123456789012345

The Type/Catagory LOV values listed are controlled by the Specification Template. The Type is from Code Table 37, which is linked (on Tbl 37) to Category - Code Tables 101 and 105. The Attributes below are auto populated from the template.

<u>Seq. No.</u>	<u>Attribute</u>	<u>Value</u>
1001	Spec Attribute 1	
1002	Spec Attribute 2	
1003	Spec Attribute 3	
1004	Spec Attribute 4	
1005	Spec Attribute 5	

Stock Transfer Report

S_RPT115

Lists Stock items to be issued from one Storeroom and received in another.

Selection Criteria:

Transfer Number
 Issuing Storeroom
 Receiving Storeroom
 Stock Code
 Item Status
 Transfer Date
 Issue Date

Subsystem: Inventory

S_RPT115B

This version of the report incorporates the bar code font version of the stock code.

Page: 4

STOCK TRANSFER REPORT

14 DEC 2001

02:52 PM

<u>Transfer No.</u> 62	<u>Issue Storeroom: SLC</u> Receive Storeroom: SC2	<u>Entered By</u> SCHAVERRI	<u>Transfer Date</u> 08-JAN-01	<u>Transfer Status</u> CLOSED
----------------------------------	---	--------------------------------	-----------------------------------	---

<u>Stock Code / Stock Description</u>	<u>Primary Bin</u>	<u>Item Status</u>	<u>Requested Quantity</u>	<u>Issued Quantity</u>	<u>Received Quantity</u>	<u>Last Transacted By / Issue Date</u>	<u>Component ID / Lot ID</u>
SLC-0004 <i>trackable item</i>	None Assigned	RECEIVED	1	1	1	SCHAVERRI 08-JAN-01	SLC- 0004COMP
SLC-0005 <i>Shauna's inventory stock item</i>	None Assigned	RECEIVED	5	3	3	SCHAVERRI 08-JAN-01	

Storeroom Activity Report

S_RPT033

Lists Storeroom transaction information over a selected period of time.

Selection Criteria:

Storeroom
 Stock Code
 Transaction Type
 Commodity Category
 Purchase Transaction
 Date (Range)
 Purchase Order Number
 Work Order/Task Number
 Account Number

Subsystem: Inventory

Page: 1

STOREROOM ACTIVITY REPORT

13 DEC 2001
 09:04 AM

Report Select Criteria: PLANT = 01
 Report Ordered By: STOCK_CODE, STOREROOM

Stock Code: 12345678901 Stock Description: test

Store-room	Type	Date	PO Number	Material Return	Work Order / Task	Account Number / Expense Code	Quantity	\$ Value
RVM	PA	26-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	2	\$20.00
		28-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	1	\$10.00
		27-NOV-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	1	\$10.00
		02-OCT-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	2	\$20.00
<i>Transaction Type Subtotal</i>							6	\$60.00
	ST	26-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	10	\$100.00
<i>Transaction Type Subtotal</i>							10	\$100.00
Storeroom Subtotal							16	\$160.00
Stock Code Subtotal							16	\$160.00

Stock Code: 123456789012 Stock Description: test

Store-room	Type	Date	PO Number	Material Return	Work Order / Task	Account Number / Expense Code	Quantity	\$ Value
RV2	PA	26-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	1	\$6.00
		28-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	1	\$6.00
<i>Transaction Type Subtotal</i>							2	\$12.00
	ST	26-SEP-01		To Be Defined		RVM1-N-PROCESS-COMP-WORK ORDE	14	\$84.00
<i>Transaction Type Subtotal</i>							14	\$84.00
Storeroom Subtotal							16	\$96.00
Stock Code Subtotal							16	\$96.00

Stock Code: BYB-LOT-01 Stock Description: Branwen's Inventory Lot Stock

Store-room	Type	Date	PO Number	Material Return	Work Order / Task	Account Number / Expense Code	Quantity	\$ Value
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Submitted by: IBROWN

Report s rpt033 v5.1

Storeroom Report with Quantities

S_RPT017

Lists Stock Codes from the Storeroom Catalog module of the Resource subsystem. Quantity and price information is included.

Selection Criteria:

Storeroom
 Stock Type
 Stock Class
 Stock Code
 Stock Code Range
 Primary Bin
 Primary Bin (Range)
 Primary Vendor
 Value

Subsystem: Resource

Page: 6		STOREROOM LISTING WITH QUANTITIES REPORT										13 DEC 2001 09:05 AM	
Store- room	Stock Code	Stock Type	Primary Vendor	Stock Class	Min Qty	Max Qty	Reorder Point	Reorder Qty	On Demand	Repair	On Order	In Transfer	Inventory Qty
CK1	CAK-8000	INVE	CAK-VENDOR01 / CATHYS VENDOR	06					12		93		1000
	CATHYS - INVENTORY xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxend MFR Name / Part No: ACME TRANSFORMER / ACME/VENDOR01 PART 333												
							UOI: EA	AUP: \$5.47		Total Value:			\$5,468.60
CK1	CAK-8001	INVE	CAK-VENDOR01 / CATHYS VENDOR	06					15		121		300
	CATHYS - INVENTORY MFR Name / Part No: CANADIAN STEEL COMPANY / CANSTEEL MFR PART#434344												
							UOI: EA	AUP: \$15.08		Total Value:			\$4,524.42
CK1	CAK-8007	INVE	CAK-VENDOR01 / CATHYS VENDOR	06					5		6		100
	CATHYS - INVENTORY MFR Name / Part No: CENTARUS / CENTARUS MFR PART NO. 222												
							UOI: EA	AUP: \$6.71		Total Value:			\$671.43
CK1	CAK-8008	INVE	CAK-VENDOR01 / CATHYS VENDOR	06					2		7		123
	CATHYS - INVENTORY MFR Name / Part No: /												
							UOI: EA	AUP: \$6.15		Total Value:			\$755.85
CK1	CAK-8009	INVE	CAK-VENDOR01 / CATHYS VENDOR	06							11		80
	CATHYS - INVENTORY-QUALITY ITEM MFR Name / Part No: AMARILLO GEAR MANUFACTURER / AMARILLO QUALITY PART 3												
							UOI: EA	AUP: \$10.00		Total Value:			\$800.00
CK1	CAK-9007	DIRE	CAK-VENDOR01 / CATHYS VENDOR	06									0
	CATHYS - DIRECT MFR Name / Part No: CONRAD COMPANY / EWRWERWERWERWER												
							UOI: EA	AUP:		Total Value:			
										Vendor: CAK- Subtotal:			\$12,220.30
										VENDOR01			
										STOREROOM SUBTOTAL:			\$27,240.05

Submitted by: IBROWN

Report s rpt017 v5.1

Storeroom Value Report by Class

S_RPT019

Lists total Storeroom values by Class from the Storeroom Catalog module of the Resource subsystem.

Selection Criteria:

Storeroom
Class
Total Value

Subsystem: Resource

Page: 1		STOREROOM VALUE REPORT BY CLASS		14 DEC 2001 11:13 AM	
Report Select Criteria: PLANT = 01					
Report Ordered By: STOREROOM, STOCK_CLASS					
Storeroom: AUT		Storeroom Description: Automation Storeroom			
<u>Class / Description</u>		<u>Inventory Qty</u>		<u>Value</u>	
				<i>Storeroom Total:</i>	
Storeroom: BB1		Storeroom Description: Branwen's Storeroom - BB1			
<u>Class / Description</u>		<u>Inventory Qty</u>		<u>Value</u>	
NONE / NO CLASS AT ALL		20		\$111.50	
		50		\$250.00	
				<i>Storeroom Total:</i>	
				\$361.50	
Storeroom: BB2		Storeroom Description: Branwen's Storeroom - BB2			
<u>Class / Description</u>		<u>Inventory Qty</u>		<u>Value</u>	
NONE / NO CLASS AT ALL		10		\$83.46	
				<i>Storeroom Total:</i>	
				\$83.46	
Storeroom: BYB		Storeroom Description: Branwen's Storeroom - The Best Storeroom in the Un			
<u>Class / Description</u>		<u>Inventory Qty</u>		<u>Value</u>	
LITTLE / VERY LITTLE CLASS				\$0.00	
NONE / NO CLASS AT ALL		205		\$1,760.19	
		72		\$5,319.99	
				<i>Storeroom Total:</i>	
				\$7,080.18	
Storeroom: CK1		Storeroom Description: CATHYS STOREROOM			
<u>Class / Description</u>		<u>Inventory Qty</u>		<u>Value</u>	

Storeroom Value Report By Stock Code

S_RPT106

Displays inventory quantity and average unit price for storeroom items, along with total storeroom value.

Selection Criteria:

Storeroom
Stock Code
Stock Type

Subsystem: Resource

Page: 1

STOREROOM VALUE REPORT

29-JUL-2004
03:24 PM

Report Select Criteria: STOREROOM LIKE RJB% AND
PLANT = 01

Report Ordered By: STOREROOM, STOCK_CODE

Storeroom: RJB

Stock Code	Stock Description:	Stock Type	Stock Class	Inventory Qty	Average Unit Price	Total Value
ILBGO1	Safety Goggles	INVENTORY		10	\$10.0000	\$100.00
RJB-0001	DC Power Inverter (48 Volt)	INVENTORY		129	\$20.0000	\$2,580.00
RJB-0002	Mechanical Anchors (Double Expansion)	INVENTORY		22	\$40.9091	\$900.00
RJB-0003	Direct Purchase Electronic Widget	DIRECT		0	\$0.0000	\$0.00
RJB-0004	Pole, Wood, 45 ft.	INVENTORY		139	\$20.5837	\$2,861.13
RJB-0005	Wireless USB Network Adapter	INVENTORY		366	\$26.2928	\$9,623.16
RJB-0006	Lithium Crystals	INVENTORY		20	\$17.9500	\$359.00
RJB-0010	Main Stock Code for ILB facility	INVENTORY		22	\$14.5455	\$320.00
RJB-007	Portable Generator	INVENTORY		5	\$170.4400	\$852.20
RJB-008	Series 2000 Solenoid Pump	INVENTORY		5	\$10.0000	\$50.00
RJB-009	Wireless 22Mbps Broadband Router	INVENTORY		15	\$15.0000	\$225.00
RJB-010	Angle Bracket Stair Support	INVENTORY		40	\$5.0000	\$200.00
RJB-011	Stock item for today's reorder test	INVENTORY		5	\$17.9500	\$89.75
RJB-012	Washer, Lock k" Dbl.Coil, Galv.	INVENTORY		100	\$0.2500	\$25.00
RJB-13	Another direct stock item, non-lot non-quality	DIRECT		0	\$0.0000	\$0.00
RJB-20001	Arm, Wood, 10', Steel Pins	INVENTORY		20	\$175.0000	\$3,500.00
RJB-20002	Brace, Flat, 32", Galvanized	INVENTORY		20	\$5.0000	\$100.00
RJB-20003	Ins Stud, Long Posttop, WD Arm	INVENTORY		0	\$0.0000	\$0.00
RJB-20004	Bolt, Mach., Galv., y"x14" w/sq. Nut	INVENTORY		0	\$0.0000	\$0.00
RJB-20005	Bolt, Mach., Galv., k"x14" w/sq. Nut	INVENTORY		0	\$0.0000	\$0.00
RJB-20006	Washer, Round, y", Galv.	INVENTORY		0	\$0.0000	\$0.00
RJB-20007	Nut, k", Sq., Galv.	INVENTORY		0	\$0.0000	\$0.00
RJB-20008	Wire, #8 CU Bare Soft Draw n	INVENTORY		0	\$0.0000	\$0.00
SLC-003	Shauna's 3rd stock item	INVENTORY		30	\$2.0000	\$60.00
TOTAL STOREROOM VALUE:						\$21,845.25

Submitted by: RBEELEER

Report s_rpt106 v6.3

Storerroom Value Report by Vendor

S_RPT018

Lists total Storerroom values by Vendor from the Storerroom Catalog module of the Resource subsystem.

Selection Criteria:

Storerroom
Stock Type
Primary Vendor
Total Value

Subsystem: Resource

Page: 1

STOREROOM VALUE REPORT BY VENDOR

13 DEC 2001
09:06 AM

Report Select Criteria: PLANT = 01
Report Ordered By: STOREROOM

Storerroom: AUT **Storerroom Description:** Automation Storerroom

Inventory Type: INVENTORY

<u>Primary Vendor</u>	<u>Inventory Qty</u>	<u>Value</u>
		<i>Inventory Subtotal:</i>
		<i>Storerroom Total:</i>

Storerroom: BB1 **Storerroom Description:** Branwen's Storerroom - BB1

Inventory Type: INVENTORY

<u>Primary Vendor</u>	<u>Inventory Qty</u>	<u>Value</u>
BYB-VENDOR / Branwen's Vendor	50	\$250.00
BYB-VENDOR-02 / Branwen's 2nd Vendor	20	\$111.50
		<i>Inventory Subtotal:</i>
		<i>Storerroom Total:</i>

Storerroom: BB2 **Storerroom Description:** Branwen's Storerroom - BB2

Inventory Type: INVENTORY

<u>Primary Vendor</u>	<u>Inventory Qty</u>	<u>Value</u>
BYB-VENDOR-02 / Branwen's 2nd Vendor	10	\$83.46
		<i>Inventory Subtotal:</i>
		<i>Storerroom Total:</i>

Storerroom: BYB **Storerroom Description:** Branwen's Storerroom - The Best Storerroom in the Un

Superior Vendor Performance Data Report

S_RPT143

Displays Vendor Performance Data for vendors with a Composite Rating of at least 98% and who have made at least 10 Deliveries (both for the Current Period).

Selection Criteria:

Vendor Code
Vendor Performance Log
Date (Range)

Subsystem:
Purchasing

Page: 1

Superior Vendor Performance Data

13 DEC 2001
09:07 AM

For Period From September 1999 Thru December 2001

Report Select Criteria: MONTH >= 09 AND
YEAR >= 1999 AND
MONTH <= 12 AND
YEAR <= 2001 AND
PLANT = 01

Report Ordered By: UPPER(VENDOR_NAME)

<u>Vendor Name</u>	<u>Vendor Code</u>	<u>No. of Deliveries</u>	-----Current Period-----			-----Prev. 4 Periods-----			<u>Status</u>
			<u>% QA Comp.</u>	<u>% Del Comp.</u>	<u>Comp. Rating</u>	<u>% QA Comp.</u>	<u>% Del Comp.</u>	<u>Comp. Rating</u>	
CATHYS VENDOR 08	CAK-VENDOR08	24	94.7%	87.5%	91.1%				0

Submitted by: IBROWN

Report s_rpt143 v5.0.1.1

Tax Report for Inventoried Stocked Items

S_RPT083

Provides a summary of taxable inventoried Stock items that have been used to maintain Assets. These transactions represent an overpayment / underpayment of taxes.

Selection Criteria:

Work Order Number
Task Number
Asset Type & ID
Stock Code

Subsystem: Inventory

Page: 1		ASSET AND STOCK TAXATION SUMMARY REPORT								13-DEC-2001		
		STORES ITEMS								04:19 PM		
Report Select Criteria: PLANT = 01												
Report Ordered By: WORK_ORDER_NO, WORK_ORDER_TASK_NO												
Transaction	Stock Code	Net Adjustment	State	State Tax Amount	Work Order Task	Asset ID	Asset	Adjustment				
19-OCT-2000	RLW_INVENTORY	-400.00	0	0.00%	0.00	0000050 / 01	E RLW_RUNTIME2	3	8.25%	33.00		
20-OCT-2000	RLW_INVENTORY2	-25.00	0	0.00%	0.00	0000054 / 01	E RLW_RUNTIME3	3	8.25%	2.06		
	<i>Total for Month:</i>	-425.00			0.00					35.06		
09-JAN-2001	RVM-BOM-2	-40.00	3	8.25%	-3.30	0100025 / 01	E RVM-1	0	0.00%	-3.30		
09-JAN-2001	RVM1111	0.00	4	10.00%	0.00	0100025 / 01	E RVM-1	0	0.00%	0.00		
	<i>Total for Month:</i>	-40.00			-3.30					-3.30		
15-FEB-2001	CAK-8008	-12.33	0	0.00%	0.00	0100143 / 01	E CAK-ASSET01	3	8.25%	1.02		
	<i>Total for Month:</i>	-12.33			0.00					1.02		
22-MAR-2001	RLW_EXPENSE1	-33.75	3	8.25%	-2.78	0100289 / 01	E RLW_REGRESSION1	0	0.00%	-2.78		
22-MAR-2001	RLW_EXPENSE2	-33.50	3	8.25%	-2.76	0100289 / 01	E RLW_REGRESSION1	0	0.00%	-2.76		
22-MAR-2001	RLW_EXPENSE1	-22.50	3	8.25%	-1.86	0100300 / 01	E RLW_REGRESSION1	0	0.00%	-1.86		
	<i>Total for Month:</i>	-89.75			-7.40					-7.40		
02-MAY-2001	RLW_EXPENSE1	-56.25	3	8.25%	-4.64	0100277 / 01	E RLW_REGRESSION1	0	0.00%	-4.64		
02-MAY-2001	CAK-8001	-15.08	1	7.50%	-1.13	0100466 / 01	E CAK-ASSET01	3	8.25%	0.11		
	<i>Total for Month:</i>	-71.33			-5.77					-4.53		
01-JUN-2001	CAK-8018	-40.00	1	7.50%	-3.00	0100529 / 01	E CAK-ASSET04	3	8.25%	0.30		
	<i>Total for Month:</i>	-40.00			-3.00					0.30		
13-AUG-2001	CAK-8008	-6.15	0	0.00%	0.00	0100465 / 01	E CAK-ASSET01	3	8.25%	0.51		
	<i>Total for Month:</i>	-6.15			0.00					0.51		
03-OCT-2001	RLW_REPAIR2	-277.50	0	0.00%	0.00	0100926 / 01	E RLW_RUNTIME	3	8.25%	22.89		
04-OCT-2001	RLW_REPAIR2	-261.75	0	0.00%	0.00	0100947 / 01	E RLW_RUNTIME	3	8.25%	21.59		
25-OCT-2001	RLW_REPAIR3X	-50.00	0	0.00%	0.00	0101033 / 01	E RLW_RUNTIME2	3	8.25%	4.13		
Submitted by: IBROWN												
										Report s rpt083 v5.1		

Tax Report for Non-Stocked Items

S_RPT082

Provides a summary of taxable non-stock items that have been used to maintain Assets. These transactions represent an overpayment / underpayment of taxes.

Selection Criteria:

Invoice Number
 Invoice Date (Range)
 Work Order Number
 Task Number
 Asset Type & ID

Subsystem: Inventory

Page: 1		ASSET AND STOCK TAXATION SUMMARY REPORT							13-DEC-2001	
		NON-STORES ITEMS							04:19 PM	
Report Select Criteria: PLANT = 01										
Report Ordered By: INVOICE_VENDOR_DATE, ASSET_STATE_TAX_CODE										
Invoice Date	Invoice Number	Invoice Line Amt	Invoice	Invoice Tax Amount	Work Order / Task	Asset ID	Asset	Adjustment		
04-JUN-2001	CAK-WO0100526A	80.00	1 7.500%	6.00	0100536 / 01	E CAK-ASSET04	3 8.250%	0.60		
<i>Total for Month:</i>		80.00		6.00				0.60		

Submitted by: IBROWN

Report s rpt082 v 5.1

Understock Report

S_RPT036

Lists Stock items where the quantity on-hand is less than the minimum quantity. This information is retrieved from the Storeroom Catalog module of the Resource subsystem.

Selection Criteria:

Storeroom
Stock Type

Subsystem: Resource

Store-room	Type	Average Unit Price	Minimum Qty.	Safety Stock Qty.	On Order	In Trans	Inventory Qty.	Under Qty.	Under Value
Page: 4									
UNDERSTOCK REPORT									
27 JAN 2006 03:39 PM									
		Primary Vendor: <i>RVM-1103 / Raya's Vendor</i>							
		Stock Code / Desc: <i>RVM_567890 / to test long name</i>					Class:	UOP: EA	\$93.95
								Storeroom: IB1	Subtotal:
									\$93.95
ILB	INVENTORY	\$5.00	10	0	0	0	8	2	
		Primary Vendor: <i>ILB002 / Frank's Discount Pumps</i>							
		Stock Code / Desc: <i>ILBSC001 / ILB facility primary stock code</i>					Class: 35	UOP: EA	\$10.00
ILB	INVENTORY	\$32.00	5	0	0	0	0	5	
		Primary Vendor: <i>ILB003 / Pumps - R - Us</i>							
		Stock Code / Desc: <i>ILBSC002 / Direct Stock item for the ILB facility</i>					Class:	UOP: EA	\$160.00
ILB	INVENTORY		10	0	0	0	0	10	
		Primary Vendor: <i>ILB001 / Pump Depot</i>							
		Stock Code / Desc: <i>ILBSC004 / Inventory Stock for ILB Facility - Reorder Review, SP not set, source REQ</i>					Class:	UOP: EA	
ILB	INVENTORY	\$5.00	10	0	0	0	2	8	
		Primary Vendor: <i>ILB001 / Pump Depot</i>							
		Stock Code / Desc: <i>ILBSC008 / Inventory Stock for ILB Facility - Reorder Review, SP set, Source REQ</i>					Class:	UOP: EA	\$40.00
ILB	INVENTORY	\$30.00	5	0	13	0	1	4	
		Primary Vendor: <i>ILB004 / Shakey's</i>							
		Stock Code / Desc: <i>ILBSC010 / New stock code to test Change Request</i>					Class: 17	UOP: EA	\$120.00
ILB	INVENTORY		2	0	0	0	0	2	
		Primary Vendor: <i>RJB-VENDOR1 / Acme Electronics Supply</i>							
		Stock Code / Desc: <i>RJB-011 / Stock item for today's reorder test</i>					Class:	UOP: EA	
Submitted by: RBEELEER									
Report s_rpt036 v6.5									

Vendor Characteristics Report

S_RPT022

Lists Vendors and their characteristics from the Characteristics detail in the Vendor module of the Purchasing subsystem.

Selection Criteria:

Vendor Code
Vendor Name
Characteristics

Subsystem: Purchasing

Page: 1		VENDOR CHARACTERISTICS REPORT			13 DEC 2001 09:09 AM
Report Select Criteria: PLANT = 01					
Report Ordered By: VENDOR_CODE					
Vendor	Contact	Phone Number	Characteristic	Description	
CAK-PERFORMANCE01 CATHYS	CATHY	(908)555-4444	Manufacturer	Manufacturer as well as Vendor	
CAK-PERFORMANCE03 CATHYS	CATHY	(908)555-4444	Manufacturer	Manufacturer as well as Vendor	
CAK-VENDOR-C CATHYS CANADIAN VENDOR (PAYTO SAME)	CANADIAN FELLOW	(925)935-4444	Distributor Union	Distributor as well as Vendor Union Agreement in place	
CAK-VENDOR01 CATHYS VENDOR (PAYTO SAME)	THE ANSWER MAN	(925)935-4444	Distributor Fghijklmnopqrstuvwxyz Third_Party	Distributor as well as Vendor Max=20 Code Tbl 56 Third party vendor	
CAK-VENDOR03 CATHYS VENDOR (PAYTO VENDOR05)	THE ANSWER MAN	(925)935-4443	Independent	Independent Contractor	
CAK-VENDOR05 CATHYS VENDOR (PAYTO SAME)	THE ANSWER MAN 0	(925)935-6666	Fghijklmnopqrstuvwxyz Fghijklmnopqrstuvwxyz Manufacturer Secrecy	123456789012345678901234567890123456789012345678901234567890 7890 Max=20 Code Tbl 56 Manufacturer as well as Vendor Secrecy agreement in place	
CAK-VENDOR08 CATHYS VENDOR 08	CATHY	(908)555-4444	Distributor Manufacturer	Distributor as well as Vendor Manufacturer as well as Vendor	
Submitted by: IBROWN		Report s rpt022 v5.1			

Vendor Classification Activity Report

S_RPT213

Summarizes Purchase Orders issued against Blanket Contracts by Vendor Class and Vendor Name.

Selection Criteria:

Vendor Class
Vendor Name
Vendor Code
Issued Date Range
Blanket Contract No.

**Subsystem:
Purchasing**

Page: 1

VENDOR CLASSIFICATION ACTIVITY REPORT

13 JAN 2003
03:28 PM

Report Select Criteria: UPPER(VENDOR_NAME) LIKE UPPER(ACME ELECTRONICS SUPPLY%) AND
PLANT = 01
Report Ordered By: VENDOR_CLASS, UPPER(VENDOR_NAME)

VENDOR CLASS: _____ VENDOR CLASS TOTAL: \$15,765.19

VENDOR NAME: Acme Electronics Supply	VENDOR CODE RJB-VENDOR1	VENDOR	VENDOR CLASS TOTAL:	\$15,765.19
		PO NO	PO DATE	PO AMOUNT
CONTRACT NO0000011	Richard's Blanket Contract			
		00000259	11/28/2000	3,670.00
		00000261	11/28/2000	0.00
		00000262	11/28/2000	20.00
		01000035	01/23/2001	250.00
		01000301	08/29/2001	40.00
		01000034	01/23/2001	17.95
		01000033	01/23/2001	100.00
			CONTRACT VENDOR CLASS TOTAL:	\$4,097.95
		00000117	10/24/2000	50.00
		00000157	11/01/2000	200.00
		00000171	11/06/2000	600.00
		00000173	11/06/2000	300.00
		00000174	11/06/2000	304.50
		00000204	10/23/2001	60.00
		00000215	11/20/2000	648.75
		01000641	10/25/2001	60.00
		01000559	09/19/2001	448.75
		01000540	08/31/2001	100.00
		01000528	08/29/2001	200.00
		01000524	08/28/2001	784.00
		01000620	10/23/2001	140.00
		01000213	08/29/2001	200.00
		01000185	03/14/2001	52.00

Vendor Label Report

S_RPT124

Outputs Vendor mailing label data for use with Avery 5160 labels.

Selection Criteria:

Vendor Code
Vendor Name
Vendor Contact\
Address
Status
Capability
Characteristic

Subsystem: Purchasing

CONTACT NAME HERE 1234567890123456789012345678901234567890 DIVISION ADDRESS GOES HERE DIVISION CITY, CA 94596	Mr. Glassman A&Z GLASS 1224 Main Street Walnut Creek, CA 94596	Freddy Autopay Auto-Pay Vendor 123 Autopay Way #2 Autopay, CA 94566
AutoPerson Automation Vendor 1 Automation Vendor Address Automation Vendor City, CA 12345	Yvonne Henry Branwen's Pay To Vendor 1234 Somewhere Lane Seattle, WA 99876	Yvonne Henry Branwen's Vendor 1234 Somewhere Lane Seattle, WA 99876
CATHY CATHYS 44445566 MAIN STREET HIGHWAY CITY, CA 9777888	CATHY CATHYS 44445566 MAIN STREET HIGHWAY CITY, CA 9777888	CATHY CATHYS 44445566 MAIN STREETS HIGHWAY CITY, CA 9777888
CATHY CATHYS 44445566 MAIN STREETS HIGHWAY CITY, CA 9777888	CANADIAN FELLOW CATHYS CANADIAN VENDOR (PAYTO SAME) 1234 MAIN STREET EDMONTON, AB 1234567890	THE ANSWER MAN CATHYS VENDOR (PAYTO SAME) 1234 MAIN STREET WALNUT CREEK Vendor 01, CA 94596
THE ANSWER MAN 05 CATHYS VENDOR (PAYTO SAME) 1234 MAIN STREET 05 WALNUT CREEK 05, CA 94596	THE ANSWER MAN CATHYS VENDOR (PAYTO SAME) 1234 MAIN STREET WALNUT CREEK, CA 94596	THE ANSWER MAN CATHYS VENDOR (PAYTO SAME) 1234 MAIN STREET WALNUT CREEK Vendor 02, CA 94596
THE ANSWER MAN 03 CATHYS VENDOR (PAYTO VENDOR05) 1234 MAIN STREET 03 WALNUT CREEK 03, AK 94593	CATHY 07 CATHYS VENDOR 07 44445555 MAIN STREET 07 WEST CHICAGO 07, CA 9777888	CATHY CATHYS VENDOR 08 44445555 MAIN STREET 08 WEST CHICAGO 08, CA 9777888
CATHY	Bill Nye	Fed Buddy

Vendor Listing Report

S_RPT021

Lists Vendor information created in the Vendor module of the Purchasing subsystem.

Selection Criteria:

Vendor Code
Vendor Name
City
State
Zip/Postal Code
Status

Subsystem: Purchasing

Page: 3

VENDOR LISTING REPORT

12 DEC 2001
02:49 PM

Vendor	Address	Contact	Expedite Contact	Minimum Order
CAK-PERFORMANCE03 CATHYS Status: ACTIVE	VENDOR PERFORMANCE03 44445566 MAIN STREETS HIGHWAY CITY, CA 9777888	CATHY Tel: (908)555-4444 Fax: (908)444-5556	EXPEDITE PERFORMANCE Tel: (925)935-4444	\$1.00
CAK-PERFORMANCE04 CATHYS Status: ACTIVE	VENDOR PERFORMANCE03 44445566 MAIN STREETS HIGHWAY CITY, CA 9777888	CATHY Tel: (908)555-4444 Fax: (908)444-5556	EXPEDITE PERFORMANCE Tel: (925)935-4444	\$1.00
CAK-VENDOR-C CATHYS CANADIAN VENDOR (PAYTO SAME) Status: ACTIVE	CANADIAN DIVISION 1234 MAIN STREET EDMONTON, AB 1234567890	CANADIAN FELLOW Tel: (925)935-4444 Fax: (925)935-7777	EXPEDITERS NAME Tel: (925)935-2323	
CAK-VENDOR-MAX 12345678901234567890123456789012345678901 Status: ACTIVE	DIVISION NAME GOES HERE DIVISION ADDRESS GOES HERE DIVISION CITY, CA 94596	CONTACT NAME HERE Tel: (925)935-6666 Fax: (925)935-4444	EXPEDITE NAME Tel: (925)935-7777	\$1.00
CAK-VENDOR01 CATHYS VENDOR (PAYTO SAME) Status: ACTIVE	DIVISION XX FOR VENDOR01 1234 MAIN STREET WALNUT CREEK Vendor 01, CA 94596	THE ANSWER MAN Tel: (925)935-4444 Fax: (925)935-7777	EXPEDITERS NAME Tel: (925)935-2323	\$1.00
CAK-VENDOR02 CATHYS VENDOR (PAYTO SAME) Status: ACTIVE	DIVISION XX FOR VENDOR 1234 MAIN STREET WALNUT CREEK Vendor 02, CA 94596	THE ANSWER MAN Tel: (925)935-4444 Fax: (925)935-7777	EXPEDITERS NAME Tel: (925)935-2323	\$1.00
CAK-VENDOR03 CATHYS VENDOR (PAYTO VENDOR05) Status: ACTIVE	DIVISION XX FOR VENDOR03 1234 MAIN STREET 03 WALNUT CREEK 03, AK 94593	THE ANSWER MAN 03 Tel: (925)935-4443 Fax: (925)935-7773	EXPEDITERS NAME Tel: (925)935-2323	\$1.00
CAK-VENDOR04 CATHYS VENDOR (INACTIVE) Status: INACTIVE	DIVISION XX FOR VENDOR 04 1234 MAIN STREET 04 WALNUT CREEK 04, CA 94596	THE ANSWER MAN Tel: (925)935-4444 Fax: (925)935-7777	EXPEDITERS NAME Tel: (925)935-2323	\$1.00
CAK-VENDOR05 CATHYS VENDOR (PAYTO SAME) Status: ACTIVE	DIVISION XX FOR VENDOR05 1234 MAIN STREET 05 WALNUT CREEK 05, CA 94596	THE ANSWER MAN 05 Tel: (925)935-6666 Fax: (925)935-7777	EXPEDITERS NAME Tel: (925)935-2323	\$1.00

Submitted by: IBROWN

Report s rpt021 v5.1

Vendor Performance by Buyer Report

S_RPT144

Displays the number of On Time and Late Deliveries and the On Time Percentage for each Vendor, grouped by Buyer. It will also display their Year To Date figures.

Selection Criteria:

Buyer
Vendor Code
PO Fully Received Date (Range)

Subsystem: Purchasing

Page: 1

Vendor Performance By Buyer

12 DEC 2001
10:18 AM

For Period From January 2000 Thru December 2001

Report Select Criteria: BUYER LIKE CAK% AND
MONTH >= 01 AND
YEAR >= 2000 AND
MONTH <= 12 AND
YEAR <= 2001 AND
PLANT = 01

Report Ordered By: BUYER, VENDOR_CODE, VENDOR_NAME

Buyer	Vendor Code	Vendor Name	-----Items Received-----			----- YTD Items Received-----		
			On Time	Late	On Time Pct	On Time	Late	On Time Pct
CAK	CAK- PERFORMANCE01	CATHYS	6	6	50.0%	6	6	50.0%
	CAK- PERFORMANCE02	CATHYS	9	4	69.2%	9	4	69.2%
	CAK- PERFORMANCE03	CATHYS	10	0	100.0%	10	0	100.0%
	CAK- PERFORMANCE04	CATHYS	0	3	0.0%	0	3	0.0%
	CAK-VENDOR01	CATHYS VENDOR (PAYTO	8	4	66.7%	8	4	66.7%
	CAK-VENDOR07	CATHYS VENDOR 07	1	0	100.0%	1	0	100.0%
	CAK-VENDOR08	CATHYS VENDOR 08	10	1	90.9%	10	1	90.9%
	CAK-VENDOR09	CATHYS VENDOR 09	18	11	62.1%	18	11	62.1%
	Totals for Buyer:			62	29	68.1%	62	29
Totals for Report:			62	29	68.1%	62	29	68.1%

Submitted by: IBROWN

Report s_rpt144 v5.0.1.0

Vendor Performance Data Report

S_RPT145

Displays Vendor
Performance Data.

Selection Criteria:

Vendor Code
Vendor Performance Log
Date (Range)

**Subsystem:
Purchasing**

Page: 1

Vendor Performance Data

13 DEC 2001
09:11 AM

For Period From September 1999 Thru December 2001

Report Select Criteria: MONTH >= 09 AND
YEAR >= 1999 AND
MONTH <= 12 AND
YEAR <= 2001 AND
PLANT = 01

Report Ordered By: UPPER(VENDOR_NAME)

Vendor Name	Vendor Code	No. of Deliveries	-----Current Period-----			-----Prev. 4 Periods-----			Status
			% QA Comp.	% Del Comp.	Comp. Rating	% QA Comp.	% Del Comp.	Comp. Rating	
Branwen's Trash Vendor	BYB-TRASH	2	71.7%	100.0%	85.9%				1
BYB's Trash Vendor	BYB-TRASH-2	2	87.0%	100.0%	93.5%				0
byb's trash vendor	BYB-TRASH-3	1	82.6%	100.0%	91.3%				0
CATHYS	CAK- PERFORMANCE01	19	33.7%	50.0%	41.9%				1
CATHYS	CAK- PERFORMANCE02	15	67.2%	69.2%	68.2%				1
CATHYS	CAK- PERFORMANCE03	15	99.7%	91.7%	95.7%				0
CATHYS	CAK- PERFORMANCE04	2	47.8%	0.0%	23.9%				1
CATHYS VENDOR (PAYTO SAME)	CAK-VENDOR01	10	98.0%	66.7%	82.4%				1
CATHYS VENDOR (PAYTO SAME)	CAK-VENDOR02	2	87.0%	100.0%	93.5%				0
CATHYS VENDOR (PAYTO SAME)	CAK-VENDOR05	20	90.0%	46.2%	68.1%				1
CATHYS VENDOR 07	CAK-VENDOR07	15	99.7%	37.5%	68.6%				1
CATHYS VENDOR 08	CAK-VENDOR08	24	94.7%	87.5%	91.1%				0
CATHYS VENDOR 09	CAK-VENDOR09	35	89.8%	62.1%	76.0%				1
Pump Depot	ILB001	1	100.0%	100.0%	100.0%				0
Pumps - R - Us	ILB003	2	98.6%	50.0%	74.3%				1
Ray vendor #1	RLW_VENDOR1	2	100.0%	100.0%	100.0%				0
This is a vendor that gets paid automatically	RLW_AUTOPAY_VE NDOR	1	100.0%	100.0%	100.0%				0
WW Grainger	RLW_GRAINGER	21	100.0%	86.2%	93.1%				0

Submitted by: IBROWN

Report s rpt145 v5.0

Vendors with 3 or More Deficiencies Report

S_RPT141

Displays Vendors who have 3 or more Quality Deficiencies along with a list of the deficiencies.

Selection Criteria:

Vendor Code
NCM Initiation Date
(Range)

**Subsystem:
Purchasing**

Page: 9		Vendors with 3 or More Deficiencies						13 DEC 2001 09:11 AM		
Vendor Name	Vendor Code	PO No	PO Item	Delivery ID	Stock Desc	Buyer	NCM Initiation Date	Quality Attribute	Comments	
CATHYS	CAK- PERFORMANCE02	Total Deficiencies for Vendor:					71			
CATHYS	CAK- PERFORMANCE04	00000302	001	0000150	CATHYS - INVENT	CAK	08-DEC-00	R01 PACKAGING		
							08-DEC-00	R02 NO PO		
							08-DEC-00	R03 DAMAGE		
							08-DEC-00	R04 BUY AMERICAN ACT		
							08-DEC-00	R05 PO COMPLIANCE		
							08-DEC-00	R06 SHELF LIFE EXPIRED		
							08-DEC-00	R07 CLEANLINESS		
							08-DEC-00	R08 DIMENSIONAL		
							08-DEC-00	R09 APPROVED MANUFACTURER		
							08-DEC-00	R10 CERTIFICATIONS		
		00000302	003	0000151	CATHYS - INVENT	CAK	08-DEC-00	R01 PACKAGING		
							08-DEC-00	R02 NO PO		
							08-DEC-00	R03 DAMAGE		
							08-DEC-00	R04 BUY AMERICAN ACT		
							08-DEC-00	R05 PO COMPLIANCE		
							08-DEC-00	R06 SHELF LIFE EXPIRED		
							08-DEC-00	R07 CLEANLINESS		
							08-DEC-00	R08 DIMENSIONAL		
							08-DEC-00	R09 APPROVED MANUFACTURER		
							08-DEC-00	R10 CERTIFICATIONS		
		Total Deficiencies for Vendor:					20			
CATHYS VENDOR (PAYTO SAME)	CAK-VENDOR01	00000242	001	0000081	CATHYS - INVENT	CAK	22-NOV-00	R01 PACKAGING	This has damaged packaging which is unusable, but contents are ok.	
		00000242	001	0000083	CATHYS - INVENT	CAK	22-NOV-00	R03 DAMAGE	Returned for credit damages items.	
							22-NOV-00	R04 BUY AMERICAN ACT	was not from america	
		Total Deficiencies for Vendor:					3			
CATHYS VENDOR (PAYTO SAME)	CAK-VENDOR02	00000349	001	0000215	CATHYS - INVENT		15-DEC-00	R03 DAMAGE		
		00000349	002	0000216	CATHYS - INVENT		15-DEC-00	R04 BUY AMERICAN ACT		
							15-DEC-00	R02 NO PO		
		Total Deficiencies for Vendor:					3			
CATHYS VENDOR 08	CAK-VENDOR08	00000344	004	0000208	CATHYS - INVENT		15-DEC-00	R01 PACKAGING	FROM DELIVERY ID 208 R01 (5)	
							15-DEC-00	R02 NO PO	FROM DELIVERY ID 208 R02 (10)	
Submitted by: IBROWN									Report s_rpt141 v5.0.1.1	

Wage Rate History Report

S_RPT061

Lists Employee Wage Rate information from the Wage Rate History detail in the Employee module of the Resource subsystem.

Selection Criteria:

Employee Number
Employee Last Name
Effective Date (Range)

Subsystem: Resource

Page: 1		WAGE RATE HISTORY REPORT			13 DEC 2001 08:33 AM
Report Select Criteria: PLANT = 01					
Report Ordered By: EMPLOYEE_NO,EFFECTIVE_DATE DESC					
Employee No. and Name	Effective Date	Wage Rate	Comments		
0003A KRAFT, CATHY 0003A X	04-MAY-2001	20.0000	WAGE RATE COMMENT FIELD		
0004 RVEKSLER,	03-AUG-2000	100.0000			
00048 Winther, Ray L	02-AUG-2000	27.5000	worth every penny		
00056 Burgess, Branwen Yvonne	01-AUG-2000	31.5000			
00147 Pham, Quyen	23-OCT-2001	25.0000			

Submitted by: IBROWN

Report s rpt061 v 4.0

Workweek Schedule Report

S_RPT040

Lists the Work Order
Tasks scheduled for a
selected week.

Selection Criteria:

Schedule Date
Crew
Asset ID

**Subsystem:
Maintenance**

Page: 1

WEEKLY FORECAST REPORT

12 DEC 2001
10:13 AM

Report Select Criteria: PLANT = 01

Report Ordered By: SCHEDULE_DATE

Crew	Priority	Work Order / Task	Asset Type / ID	Asset Description	Schedule Date	Scheduled Hours
ABC	0	0000211 / 01 <i>test</i>	E / RVM-1	Raya's Asset 1/Process	18-OCT-2000	0
BYB	0	0000029 / 01 <i>Branwen's Work Order</i>	E / BYB-TRASH2	Branwen's Trash Asset with Area/Dept	23-OCT-2000	0
RVM	0	0000074 / 01 <i>test</i>	E / RVM_PMT01	Permit	01-NOV-2000	0
MASON	0	0000190 / 01 <i>TEST</i>	E / RVM-1	Raya's Asset 1/Process	07-DEC-2000	0
RVM	0	0000200 / 02	E / RVM_COST	Raya's Asset	10-DEC-2000	0
RVM_1	0	0000215 / 01 <i>test</i>	E / RVM-1	Raya's Asset 1/Process	19-DEC-2000	0
RJB	0	0100055 / 01 / <i>Work on Richard's third project - task one</i>			17-JAN-2001	0
RJB	0	0100057 / 01 / <i>Keep working on Richard's thrid project</i>			17-JAN-2001	0
RJB	0	0100056 / 01 E / RJB-ASSET#1 <i>Work on Richard's thrid project</i>	E / RJB-ASSET#1	This is a very nice asset	22-JAN-2001	0
CAK3	3	B000037 / 01 E / CAK-ASSET01 <i>CATHYS NEW BENCH 1/25/01</i>	E / CAK-ASSET01	CATHYS ASSET01 W/O DEPT	25-JAN-2001	0

Submitted by: IBROWN.

Report s rpt040 v5.1

Work Design Report

S_RPT154

Summarizes the work, location, and compatible units needed to perform the job.

Selection Criteria

Work Design
Project/ Subproject

Subsystem: Maintenance

Page: 1 of 3		WORK DESIGN REPORT		5/8/2007	
Report Select Criteria:				6:00 PM	
Report Order By:					
Project/Subproject:	PJ001 / 01				
Work Design No:	22551				
Description of work design 22551 something something..					
Customer ID:		COMPATIBLE UNIT SUMMARY			
Company Name:		CU Summary	New	Retire	Existing
Contact Name:	Doe, John	1/0 QUAD	35	0	0
Work Phone:	123-123-1234 ext. 1234	30-6	0	0	1
Home Phone:		40-4	0	0	1
Mobile Phone:		B7X	0	0	1
		E1-2	0	0	1
Address:	4500 Oracle Lane	F1-4	0	0	1
	Pleasanton, CA	G296B	1	1	0
Map Reference No.:	x123_ysomething	GT10-120 2B	1	1	0
		GT15-120 2B	0	1	0
Contribution Amount:	500.00	GT25-120 2B	1	0	0
Paid:	Y	K14	0	0	1
		M8-14	0	0	1
Designed By:	Quyem Pham	METERS	0	0	1
		ZWC1/0	2	0	0
Design Estimate Summary		Estimate Amount			
Material		1,702.78			
Labor		800.00			
Equipment		50.00			
Other Costs		405.50			
Discount		-1,800.00			
Standard Price Adjustment		20.10			
Subtotal		1,178.38			
Contractor Amount		750.00			
Subtotal with Contractor		1,928.38			
State		134.99			
Federal		96.42			
Duty		19.28			
Estimated Total		2,179.07			

Work Design Estimate Report

S_RPT155

Summarizes the cost estimates related to performing a job.

Selection Criteria

Work Design
Project/ Subproject

Subsystem: Maintenance

DESIGN ESTIMATE SUMMARY		Amount
Material		1,702.78
Labor		800.00
Equipment		50.00
Other Costs		405.50
Discount		-1,800.00
Standard Price Adjustment		20.10
Subtotal		1,178.38
Contractor Amount		750.00
Subtotal with Contractor		1,928.38
State		134.99
Federal		96.42
Duty		19.28
Estimated Total		2,179.07

UNIT SUMMARY					
Compatible Unit	New	Retire	Existing	Contractor ID	Bid Amount
1/0 QUAD	35	0	0		
30-6	0	0	1		
40-4	0	0	1		
B7X	0	0	1		
E1-2	0	0	1		
F1-4	0	0	1		
G296B	1	1	0	CAT_CO	100.00
GT10-120 2B	1	1	0	EL_1000	300.00
GT15-120 2B	0	1	0		
GT25-120 2B	1	0	0	MATL_CO_1	350.00
K14	0	0	1		
M8-14	0	0	1		
METERS	0	0	1		
ZWC1/0	2	0	0		
Contractor Total:					750.00

Work Design Comparison Report

S_RPT156

This report shows a comparison between the estimate cost summary of the work design and alternate designs that are specified in the Alternate Designs view of the work design.

Selection Criteria

Work Design

**Subsystem:
Maintenance**

Page: 1 of 2		WORK DESIGN COMPARISON REPORT						5/8/2007
Report Select Criteria:								6:00 PM
Report Order By:								
Work Design No:	22551							
Description of work design 22551 something something something...								
Contribution Amount:	500.00							
Paid:	N							
		Alternate Designs						
Work Design No	22551	22552	22558	30512	54635	75213		
Material	1,702.78	1,500.00	1,702.78	1,200.00	1,333.00	1,888.00		
Labor	800.00	900.00	800.00	500.00	485.00	800.00		
Equipment	0.00	200.00	0.00	0.00	46.00	90.00		
Other Costs	405.50	352.39	405.50	1,500.00	64.00	150.00		
Discount	-1,750.00	-1,500.00	-1,642.98	-1,642.98	-500.00	-1,400.00		
Standard Price Adjustment	20.10	10.00	20.10	-100.00	5.00	5.00		
Subtotal	1,178.38	1,462.39	1,285.40	1,457.02	1,433.00	1,533.00		
Contractor Amount	750.00	750.00	794.25	500.00	500.00	600.00		
Subtotal with Contractor	1,928.38	2,212.39	2,079.65	1,957.02	1,933.00	2,133.00		
State	134.99	154.87	145.58	136.99	135.31	149.31		
Federal	96.42	110.62	103.98	97.85	96.65	106.65		
Duty	19.28	22.12	20.80	19.57	19.33	21.33		
Estimate Total	2,179.07	2,500.00	2,350.00	2,211.43	2,184.29	2,410.29		

Submitted By: QPHAM

Company Name
Report s_rpt0xx v 7.15

Work Order (Condensed) Report

S_RPT048

This report is a condensed Work Order report, showing all tasks and materials for a work order.

Selection Criteria:

Work Order
 Work Type
 Work Status
 Asset Type
 Asset ID
 Department
 Area
 Crew
 Project ID
 Sub Project ID
 Required Date
 Display Notes

Subsystem: Maintenance

Page: 1	WORK ORDER (CONDENSED) REPORT	25 APR 2006 11:17 AM																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><u>Type</u></td> <td style="width: 20%;"><u>Work Order</u></td> <td style="width: 20%;">Class: REPAIR</td> <td style="width: 20%;">Category: CRIT</td> <td style="width: 20%;">Status: PLANNING</td> <td style="width: 10%;">Crew: ILBC2</td> </tr> <tr> <td>R</td> <td>0600082</td> <td>Dept.: ILB1</td> <td>Area: ILBA1</td> <td>Shop:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Required Date: 13-MAR-06</td> <td>Start Date:</td> <td>Finish Date:</td> <td>Display Notes: N</td> </tr> <tr> <td colspan="6" style="padding-left: 20px;">Description: A work request was needed for this asset after all.</td> </tr> </table>			<u>Type</u>	<u>Work Order</u>	Class: REPAIR	Category: CRIT	Status: PLANNING	Crew: ILBC2	R	0600082	Dept.: ILB1	Area: ILBA1	Shop:				Required Date: 13-MAR-06	Start Date:	Finish Date:	Display Notes: N	Description: A work request was needed for this asset after all.					
<u>Type</u>	<u>Work Order</u>	Class: REPAIR	Category: CRIT	Status: PLANNING	Crew: ILBC2																					
R	0600082	Dept.: ILB1	Area: ILBA1	Shop:																						
		Required Date: 13-MAR-06	Start Date:	Finish Date:	Display Notes: N																					
Description: A work request was needed for this asset after all.																										
ASSET INFORMATION Asset Type/ID: E / ILB ASSET 1 Warranty Exp. Date: 15-MAY-04 Parent Asset Type/ID: / Description: Pumps in the ILB facility.																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Work Order/Task: 0600082 /02</td> <td style="width: 60%;">Desc:</td> </tr> <tr> <td>Required By: 13-MAR-06</td> <td></td> </tr> <tr> <td>Task Priority: 7</td> <td>Assigned To:</td> </tr> <tr> <td>Job Code:</td> <td>Reason:</td> </tr> <tr> <td>Comp. ID / Desc: ILBCMP2</td> <td>Replacement component for ILBCMP1</td> </tr> <tr> <td>Warranty Exp Date: 01-JAN-10</td> <td>Meter Reading: Meter: MILES</td> </tr> <tr> <td colspan="2">Comments:</td> </tr> </table>			Work Order/Task: 0600082 /02	Desc:	Required By: 13-MAR-06		Task Priority: 7	Assigned To:	Job Code:	Reason:	Comp. ID / Desc: ILBCMP2	Replacement component for ILBCMP1	Warranty Exp Date: 01-JAN-10	Meter Reading: Meter: MILES	Comments:											
Work Order/Task: 0600082 /02	Desc:																									
Required By: 13-MAR-06																										
Task Priority: 7	Assigned To:																									
Job Code:	Reason:																									
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Comments:																										
MATERIALS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Mat'l</u></th> <th style="text-align: left;"><u>Store</u></th> <th style="text-align: left;"><u>Primary Bin</u></th> <th style="text-align: left;"><u>Stock Type / Code</u></th> <th style="text-align: left;"><u>Item Description</u></th> <th style="text-align: left;"><u>Qty. Est.</u></th> <th style="text-align: left;"><u>UOM</u></th> </tr> </thead> </table>			<u>Mat'l</u>	<u>Store</u>	<u>Primary Bin</u>	<u>Stock Type / Code</u>	<u>Item Description</u>	<u>Qty. Est.</u>	<u>UOM</u>																	
<u>Mat'l</u>	<u>Store</u>	<u>Primary Bin</u>	<u>Stock Type / Code</u>	<u>Item Description</u>	<u>Qty. Est.</u>	<u>UOM</u>																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Work Order/Task: 0600082 /01</td> <td style="width: 60%;">Desc: A work request was needed for this asset after all.</td> </tr> <tr> <td>Required By: 13-MAR-06</td> <td></td> </tr> <tr> <td>Task Priority: 7</td> <td>Assigned To:</td> </tr> <tr> <td>Job Code: 1234</td> <td>Reason: LEAKING</td> </tr> <tr> <td>Comp. ID / Desc: ILBCMP1</td> <td>Component Installed on Asset 1</td> </tr> <tr> <td>Warranty Exp Date: 01-JAN-10</td> <td>Meter Reading: Meter:</td> </tr> <tr> <td colspan="2">Comments:</td> </tr> </table>			Work Order/Task: 0600082 /01	Desc: A work request was needed for this asset after all.	Required By: 13-MAR-06		Task Priority: 7	Assigned To:	Job Code: 1234	Reason: LEAKING	Comp. ID / Desc: ILBCMP1	Component Installed on Asset 1	Warranty Exp Date: 01-JAN-10	Meter Reading: Meter:	Comments:											
Work Order/Task: 0600082 /01	Desc: A work request was needed for this asset after all.																									
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<u>Mat'l</u>	<u>Store</u>	<u>Primary Bin</u>	<u>Stock Type / Code</u>	<u>Item Description</u>	<u>Qty. Est.</u>	<u>UOM</u>																				
001	ILB		I / ILB	Main Stock Code for ILB facility	5	EA																				

Work Order Aging Report

S_RPT046

Lists active Work Orders and the number of days the Work Order has been backlogged. The date that the Work Order was activated is subtracted from the current date to determine the number of backlog days.

Selection Criteria:

Work Order Crew
 Work Order
 Work Type
 Work Class
 Asset
 Component
 Planner
 Status
 Required Date
 Created Date
 Closed Date
 Finished Date

Subsystem:
Maintenance

WORK ORDER AGING REPORT								12 DEC 2001 10:19 AM
Page: 1								
Report Select Criteria: PLANT = 01								
Report Ordered By: CREW								
Crew	Total	00 to 02 Days	03 to 06 Days	07 to 13 Days	14 to 29 Days	30 to 59 Days	>= 60 Days	
AAW	2	0	0	0	0	0	2	
							0100380	
							0100567	
Crew	Total	00 to 02 Days	03 to 06 Days	07 to 13 Days	14 to 29 Days	30 to 59 Days	>= 60 Days	
ABC	3	0	0	0	0	0	3	
							0100773	
							0000211	
							0000219	
Crew	Total	00 to 02 Days	03 to 06 Days	07 to 13 Days	14 to 29 Days	30 to 59 Days	>= 60 Days	
BYB	13	0	0	0	0	1	12	
						0100374	0000029	
							0000165	
							0000186	
							0100108	
							0100137	
							0100363	
							0100377	
							0100144	
							0100142	
							0100134	
							0100107	
							0100501	
Submitted by: IBROWN.								Report s rpt046 v5.1

Work Order Backlog Report

S_RPT045

Summarizes active Work Order Task information.

Selection Criteria:

Task Status
 Asset Type & ID
 Work Order Number
 Task Number
 Department
 Area
 Crew
 Backlog Group
 Required Date (Range)

Subsystem: Maintenance

Page: 1		WORK ORDER BACKLOG REPORT						01 SEP 2004 11:21 AM		
Report Select Criteria:		ASSET_RECORD_TYPE LIKE E% AND ASSET_ID LIKE ILB ASSET 1% AND PLANT = 01								
Report Ordered By:		WORK_ORDER_NO,WORK_ORDER_TASK_NO								
Work Order No. / Task No.	Status	Assigned To Name	Crew / Backlog	Department	Area	Estimated Start Date	Required Date	Down- time	Held for Parts?	Priority
0100100 / 01	PLANNING		CAK3 /	ILB1	ILBA1			N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: ILB work order								
0100206 / 01	ACTIVE		ILBC2 / GE	ILB1	ILBA1				Y	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description: ILBCMP1 / Component Installed on Asset 1					
		Description: Problem 1								
0100257 / 01	PLANNING		/ GE	ILB1	ILBA1			N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: New Work Order								
0100369 / 01	FINISHED		/ GE	ILB1	ILBA1			N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: Task 1								
0100369 / 02	FINISHED		/ GE	ILB1	ILBA1			N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: Task 2								
0100372 / 01	ACTIVE		/ GE	ILB1	ILBA1		03-APR-2001	N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: Benchmark for PM Master								
0100373 / 01	ACTIVE		/ GE	ILB1	ILBA1		03-APR-2001	N	N	0
		Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:					
		Description: Benchmark for PM Master								
Submitted by: RBEELEER.										
		Report s_rpt045 v6.6								

Work Order Backlog Detail Report

S_RPT055

A detailed summary of active Work Order Task information.

Selection Criteria:

Task Status
 Asset Type & ID
 Work Order Number
 Task Number
 Department
 Area
 Crew
 Backlog Group
 Required Date (Range)

Subsystem: Maintenance

Page: 1		WORK ORDER BACKLOG REPORT						01 SEP 2004 11:52 AM		
Report Select Criteria:		ASSET_RECORD_TYPE LIKE E% AND ASSET_ID LIKE ILB ASSET 1% AND PLANT = 01								
Report Ordered By:		WORK_ORDER_NO,WORK_ORDER_TASK_NO								
Work Order No. / Task No.	Status	Assigned To Name	Crew / Backlog	Department	Area	Estimated Start Date	Required Date	Down- time	Held for Parts?	Priority
0100100 / 01	PLANNING		CAK3 /	ILB1	ILBA1			N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: ILB work order										
0100206 / 01	ACTIVE		ILBC2 / GE	ILB1	ILBA1				Y	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description: ILBCMP1 / Component Installed on Asset 1							
Description: Problem 1										
0100257 / 01	PLANNING		/ GE	ILB1	ILBA1			N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: New Work Order										
0100369 / 01	FINISHED		/ GE	ILB1	ILBA1			N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: Task 1										
0100369 / 02	FINISHED		/ GE	ILB1	ILBA1			N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: Task 2										
0100372 / 01	ACTIVE		/ GE	ILB1	ILBA1		03-APR-2001	N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: Benchmark for PM Master										
0100373 / 01	ACTIVE		/ GE	ILB1	ILBA1		03-APR-2001	N	N	0
Asset Type / ID / Description: E / ILB ASSET 1 / Pumps in the ILB facility.			Component ID / Description:							
Description: Benchmark for PM Master										
Submitted by: RBEELEER.										
Report s_rpt045 v6.6										

Work Order Forecast Report

S_RPT071

Lists Scheduled Work Orders and Craft hours needed by Crew. The values shown in the Craft fields (Tech, Carp, Mech) are determined by the S_RPT071 Crew Crafts Columns Business Rule. Does not Include work orders in Finished, Closed, Rejected, or Cancelled status.

Selection Criteria:

Crew
Schedule Date (Range)
Asset ID

Subsystem: Maintenance

Page: 3

LOOK-AHEAD REPORT

11-DEC-2001
11:13 AM

Crew: DP1		Week: 40-2001										
Sched. Date	Work Order	Prio.	Asset ID	PM Master	Schedule Basis	Craft	Est. Hours	TECH	CARP	MECH	Other	
01-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
01-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												
03-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	CARP	8.00	0.00	8.00	0.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
03-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
03-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												
05-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	CARP	8.00	0.00	8.00	0.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
05-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
05-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												
07-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	CARP	8.00	0.00	8.00	0.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
07-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
07-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												

Total for Week: 64.00 0.00 32.00 16.00 16.00

Crew: DP1		Week: 41-2001										
Sched. Date	Work Order	Prio.	Asset ID	PM Master	Schedule Basis	Craft	Est. Hours	TECH	CARP	MECH	Other	
09-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	CARP	8.00	0.00	8.00	0.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
09-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
09-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												
11-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	CARP	8.00	0.00	8.00	0.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
11-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	MECH	4.00	0.00	0.00	4.00	0.00	
<i>This is a benchmark for the new PM Master</i>												
11-OCT-01	B000072 / 01	54	E RLW_ISO1	000136	CALENDAR_I	PLMR	4.00	0.00	0.00	0.00	4.00	
<i>This is a benchmark for the new PM Master</i>												

Submitted by: IBROWN.

Report s rpt071 v 5.1

Work Order Package Report

S_RPT044

A complete Work Order package that can be given to the person performing the work. Space is available for written comments to be entered later as closeout information. The Work Order module is located in the Maintenance subsystem.

Selection Criteria:

Work Order Number
 Work Type
 Task Status
 Asset
 Department
 Area
 Crew
 Project ID
 Subproject ID
 Assigned To
 Required Date Range

Subsystem: Maintenance

WORK ORDER REPORT						11/19/04 11:13																																			
<i>Work Type:</i> Serv Req <i>Est. Start Date:</i> <i>Required:</i> Crew: ILBC2			<i>Priority:</i> 0 <i>Deficiency Tag:</i> <i>Task Status:</i> ACTIVE <i>Assigned To:</i> Pump Crew for ILB facility			Work Order 0100206 *0100206* Task 01 *01*																																			
<i>Task Desc.:</i> Problem 1						Page: 2																																			
<i>Asset:</i> E / ILB ASSET 1 - Pumps in the ILB facility.																																									
<i>Component ID:</i> ILBCMP1 <i>Department:</i> ILB1 <i>Task Building:</i> 0030 - Control House <i>Task Location:</i> 8TH Floor <i>Task Position:</i> In the Back			<i>Description:</i> Component Installed on Asset 1 <i>Area:</i> ILBA1																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><i>Task Note Type</i></th> <th><i>Notes</i></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>							<i>Task Note Type</i>	<i>Notes</i>																																	
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MATERIALS:																																									
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ILB		D / ILBGL02	Safety Goggles	20																																					
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Work Order Task Aging Report

S_RPT056

Lists active Work Orders & Tasks and the number of days the Work Order Task has been backlogged. The date that the Work Order was activated is subtracted from the current date to determine the number of backlog days.

Selection Criteria:

Crew
 Work Order
 Work Type
 Work Class
 Asset
 Component
 Planner
 Task Status
 Required Date
 Created Date
 Finished Date

Subsystem:
Maintenance

WORK ORDER TASK AGING REPORT							
Page: 1							12 DEC 2001 10:21 AM
Report Select Criteria: PLANT = 01							
Report Ordered By: CREW							
Crew	0 to 2 Days	3 to 6 Days	7 to 13 Days	14 to 29 Days	30 to 59 Days	>= 60 Days	Total
ABC	0	0	0	0	0	7	7
						0000200 / 01	
						0000211 / 01	
						0000215 / 01	
						0000219 / 01	
						0100949 / 01	
						0100979 / 01	
						0100990 / 01	
BYB	0	0	0	0	0	17	17
						0000029 / 01	
						0000029 / 02	
						0000029 / 03	
						0000029 / 04	
						0000029 / 05	
						0000029 / 06	
						0000029 / 07	
						0000029 / 08	
						0000029 / 09	
						0000029 / 10	
						0000165 / 01	
						0000186 / 01	
						0100107 / 01	
						0100108 / 01	
						0100363 / 01	
						0100377 / 01	
						0100894 / 04	
Submitted by: IBROWN							Report s rpt056 v5.1

Work Order Tasks Delayed by Materials Report

S_RPT043

Summarizes Work Order Tasks and materials information for Work Orders requiring stock (parts) currently not available in the Storeroom.

Selection Criteria:

Department
Area
Crew
Work Order Number
Required Date (Range)
Asset ID

Subsystem: Maintenance

Page: 1

WORK ORDER TASKS DELAYED BY MATERIAL REPORT

13 DEC 2001
09:14 AM

Report Select Criteria: PLANT = 01
Report Ordered By: WORK_ORDER_NO,WORK_ORDER_TASK_NO

Work Order Task: 0000046 / 01

Asset: E / RLW_RUNTIME / this is an asset of sorts

Task Status: ACTIVE

Task Required Date: 30-OCT-00

Task Priority: 9

Task Description: this is a work request, a work request is what this is.

Store-room	Stock Code	Type	Item Description	PO No	UOI	Revised Est. Qty.	Act Qty.	Received Inventory Qty.	Qty.
RAY	RLW_DIRECT1	DIRECT	Direct Stock Code Non-Lot / Quality	01000005	M	EA	1		547

Work Order Task: 0000103 / 03

Asset: V / RVM_NEWVEHICLE / New Car

Task Status: ACTIVE

Task Required Date:

Task Priority: 0

Task Description: 30 point check list (see form FCK30)

Store-room	Stock Code	Type	Item Description	PO No	UOI	Revised Est. Qty.	Act Qty.	Received Inventory Qty.	Qty.
RV2	RVM-DIRECT	DIRECT	RVM-DIRECT	00000169		EA	2		

Work Order Task: 0000108 / 03

Asset: V / RVM_NEWVEHICLE / New Car

Task Status: ACTIVE

Task Required Date:

Task Priority: 0

Task Description: 30 point check list (see form FCK30)

Store-room	Stock Code	Type	Item Description	PO No	UOI	Revised Est. Qty.	Act Qty.	Received Inventory Qty.	Qty.
RV2	RVM-DIRECT	DIRECT	RVM-DIRECT	00000244		EA	2		

Submitted by: IBROWN

Report s rpt043 v5.1

Work Request Summary Report

S_RPT042

Lists information from a Work Request.

Selection Criteria:

- Work Request Number
- Department
- Area
- Backlog Group
- Asset Record Type
- Asset ID
- Required Date (Range)
- Priority
- Safety
- Health
- ISO Related
- Environmental

**Subsystem:
Maintenance**

Page: 1

WORK REQUEST SUMMARY REPORT

13 DEC 2001
09:15 AM

Report Select Criteria: PLANT = 01

Report Ordered By: WORK_REQUEST_NO

Request Number	Status	Initiator	Asset Type / ID / Description	Department / Area	Backlog Group	Priority	Required Date	Work Order Number
0000001	CREATED	RVEKSLER <i>FIX</i>	E / RVM-2 / Raya's Asset 2	RVM01 / RVM0A1			21-SEP-00	
0000002	CREATED	RVEKSLER <i>fix needed</i>	/ /	/			22-SEP-00	
0000003	CREATED	Branwen Y. Burgess <i>Branwen's Work Request</i>	E / BYB-TRASH / Branwen's Trash Asset w	/	BYBBLG		11-OCT-00	
0000005	PENDING APPR	Branwen Y. Burgess <i>Branwen's Work Request</i>	E / BYB-TRASH / Branwen's Trash Asset w	/	BYBBLG		11-OCT-00	
0000006	WORK ORDER	DAFFY DUCK <i>CATHYS WORK REQUEST</i>	E / CAK-ASSET01 / CATHYS ASSET01 W/O	/		5	30-OCT-00	0000037
0000007	WORK ORDER	DAFFY DUCK <i>CATHYS WORK REQUEST</i>	E / CAK-ASSET01 / CATHYS ASSET01 W/O	/		5		
0000008	WORK ORDER	RAY <i>this is a work request, a work request is what this is.</i>	E / RLW_RUNTIME / this is an asset of sorts	RLW_DEP1 / RLW_AREA1	DEPOT1	9	30-OCT-00	0000046
0000009	CREATED	RAY <i>this is a work request, a work request is what this is.</i>	E / RLW_RUNTIME / this is an asset of sorts	/	DEPOT1	9	30-OCT-00	
0000010	CREATED	RVEKSLER <i>qqwqwqwqw</i>	/ /	/			27-NOV-00	

Submitted by: IBROWN

Report s rpt042 v5.1

Appendix B

Transaction Codes Guide

Oracle Utilities Work and Asset Management contains several transaction logs that are used by the system to record changes to certain information in the database. Transaction Logs provide a useful tool for tracking records and are a quick resource for viewing a substantial amount of information at one time. Each time the system posts an entry into a transaction log a Transaction Code is assigned to the line item to classify the entry. Some Transaction Codes may be used in multiple logs while some may be exclusive to only one log. The following is a listing of all Transaction Codes found in the system organized by the Transaction Log that in which they appear. This listing also indicates the Code Table where the Transaction Codes can be added or deleted by authorized system administrators.

Account Log

Transaction codes for the Account Log are controlled by Code Table 146.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
AC	Asset Cost	Asset Change Request	Procedure: SDBP_END_PERIOD_DEPRECIATION	Asset cost is updated via a change request.
AD	Accrued Invoice Duty	Invoice	Procedure: SDBP_COST_INVOICE	An invoice is posed by batch with the Pay to Vendor option set to No for Duty option in the Invoice Prorate Defaults Business Rule.
AF	Accrued Invoice Federal Tax	Invoice	Procedure: SDBP_COST_INVOICE	An invoice is posed by batch with the Pay to Vendor option set to No for the Federal Tax option in the Invoice Prorate Defaults Business Rule.
AG	Asset Gain/Loss	Asset Change Request		An asset is sold resulting in a gain or loss. A gain is represented as a negative value while a loss is represented as a positive value.
AI	Account: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against an account by saving the record with a positive value in the Issue/Return Qty field.
AJ	Cost Adjustment	Cost Adjustment	Procedure: SDBP.COST ADJUSTMENT	An approved Cost Adjustment record is posted by batch.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
AN	New Asset Cost	Asset Change Request	Procedure: SDBP_END_PERIOD_DEPRECIATION	An asset is created via a change request.
AR	Account: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is returned against an account by saving the record with a negative value in the Issue/Return Qty field.
AS	Accrued Invoice State Tax	Invoice	Procedure: SDBP_COST_INVOICE	An invoice is posed by batch with the Pay to Vendor option set to No for the State Tax option in the Invoice Prorate Defaults Business Rule.
AW	Asset Write-Off	Asset Change Request	Procedure: SDBP_END_PERIOD_DEPRECIATION	An asset is disposed of via a change request.
CI	Checkout Request: Issue	Checkout Request	Field: ACTUAL_QUANTITY	The system sets the status of a Checkout Request record to ISSUED after stock has been issued against a Checkout Request from the Stock Checkout module with a positive value saved in the Issue Qty field.
DA	Accumulated Depreciation	Asset	Procedure: SDBP_END_PERIOD_DEPRECIATION	A DA transaction is recorded when an account log transaction is written against an Accumulated Depreciation Account.
DC	Direct Charges	Direct Charges	Procedure: SDBP_DIRECT_CHARGES.DIRECT_CHARGES	A Direct Charges record is posted by batch.
DP	Asset Depreciation	Asset	Procedure: SDBP_END_PERIOD_DEPRECIATION	Depreciation costs are posted by batch according to settings in the Asset Depreciation business rule. Changes to a new or existing depreciation schedule can result in depreciation expenses that apply to accounting periods that have already been processed. When the next monthly batch job is run, the system creates account log transactions for all prior depreciation periods up to and including the current month being processed. Each unposted depreciation period has a separate account log transaction. The Effective Date for each transaction relates to the last day of the accounting period of the unposted depreciation period.
IN	Invoice Transaction	Invoicing	Procedure: SDBP_COST_INVOICE.COST_INVOICE	An Invoicing record is posted by batch.
LP	Labor Premium	Timekeeping	Procedure: SDBP_COST_LABOR.COST_LABOR Field: PREMIUM_HOURS	A Timesheet with time listed in the Premium Hours field is posted by batch.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
LR	Labor Regular	Timekeeping	Field: REGULAR_HOURS Procedure: SDBP_COST_LABOR.COST_LABOR	A Timesheet with time listed in the Regular Hours field posted by batch.
M1	Labor Markup 1	Timekeeping	Procedure: SDBP_COST_LABOR.COST_LABOR	A Timesheet is posted by batch and the Area charged was not the Area shown on the Employee's Area as shown on the Timesheet header. The Transaction Amount reflects Markup 1 rate in the Labor Costing Markups Business Rule.
M2	Labor Markup 2	Timekeeping	Procedure: SDBP_COST_LABOR.COST_LABOR	A Timesheet is posted by batch and the Area charged was not the Area shown on the Employee's Area as shown on the Timesheet header. The Transaction Amount reflects Markup 2 rate in the Labor Costing Markups Business Rule.
M3	Labor Markup 3	Timekeeping	Procedure: SDBP_COST_LABOR.COST_LABOR	A Timesheet is posted by batch and the Area charged was not the Area shown on the Employee's Area as shown on the Timesheet header. The Transaction Amount reflects Markup 3 rate in the Labor Costing Markups Business Rule.
PB	Premium Labor Burden	Timekeeping		A Timesheet is posted by batch for an employee who is a member of a Pay Group that has an associated Labor Burden and the timesheet includes premium hours.
PC	Purchase Order Confirmation	Purchase Order		Setting a Purchase Order to Issued status causes one or more of the accounts used on that purchase order to exceed the budget for the account or account / expense code combination.
RB	Regular Labor Burden	Timekeeping		A Timesheet is posted by batch for an employee who is a member of a Pay Group that has an associated Labor Burden and the timesheet includes regular hours.
RI	Service Request: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against a Service Request by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
RR	Service Request: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is returned against a Service Request by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WI	Work Order: Stock Issue	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is issued against a Work Order by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WR	Work Order: Stock Return	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is returned against a Work Order by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WU	Work Order: Used Stock Return	Stock Checkout	Field: CHECKOUT_QUANTITY RETURN_USED_IND check box	Stock is returned against a Work Order by saving the record with a negative value in the Issue/Returned Qty field and with the Return Used check box checked. Value of the transaction reflects the RETURN_CREDIT_VALUE in the Storeroom module.

Storeroom Transaction Log

Transaction codes for the Storeroom Transaction Log are controlled by Code Table 145.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
AI	Account: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against an account by saving the record with a positive value in the Issue/Return Qty field. An AI transaction decreases Storeroom value.
AO	Accept as Other	Inspection or Discrepancy		Only applies to AMMO functionality. A stock item on a Inspection or Discrepant record is accepted as another Stock Code.
AP	Adjustment of Price	Storeroom		The Adjust Average Unit Price wizard is executed in the Storeroom module and the record is saved.
AQ	Adjustment of Quantity	Storeroom		The Adjust Inventory Quantity wizard is executed in the Storeroom module and the record is saved.
AR	Account: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is returned against an account by saving the record with a negative value in the Issue/Return Qty field. An AR transaction increases Storeroom value.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
CI	Checkout Request: Stock Issue	Stock Checkout	Field: ACTUAL_QUANTITY	Stock is issued against a Checkout Request by saving the record with a positive value in the Issue Qty field. A CI transaction decreases Storeroom value.
CP	Change Order: Price Change	Change Order		A Charge Order referencing a price change is saved in Merge PO status.
IN	Invoice Transaction	Invoicing	Procedure: SDBP_COST_INVOICE.COST_INVOICE	An Invoicing record is posted by batch.
IW	Invoice Write-Off	Invoice, Service Invoice, Change Order		A change to the purchase price or unit price is recorded via an invoice or change order which includes an item that is completely depleted from the storeroom. Please click here for more information.
PA	Physical Inventory: Quantity Increase	Physical Inventory	Field: PHYSICAL_COUNT_QUANTITY	A New Count quantity is saved in the Physical Inventory module that increases the quantity of a stock item.
PD	Physical Inventory: Quantity Decrease	Physical Inventory	Field: PHYSICAL_COUNT_QUANTITY	A New Count quantity is saved in the Physical Inventory module that decreases the quantity of a stock item.
PM	Physical Inventory: Quantity Match	Physical Inventory	Field: PHYSICAL_COUNT_QUANTITY	A New Count quantity is saved in the Physical Inventory module that matches the quantity of a stock item.
RC	Receiving: Return for Credit	Receiving Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Credit Return and a negative number in the Recpt Qty field.
RE	Receiving: Receipt	Receiving Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Receive and a positive value in the Recpt Qty field.
RI	Service Request: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against a Service Request by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
RP	Return from Purchase	Return Request		Only applies to AMMO functionality. A record is saved in the Return Request module.
RR	Service Request: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is returned against a Service Request by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
RT	Receiving: Return for Replacement	Receiving Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Return and a negative value in the Recpt Qty field.
SI	Stock Transfer: In	Stock Transfer	Field: RECEIVE_QUANTITY	A Stock Transfer record is saved with a value in the Receive Qty field. A SI transaction Increases Receiving Storeroom value.
SO	Stock Transfer: Out	Stock Transfer	Field: RECEIVE_QUANTITY	A Stock Transfer record is saved with a value in the Receive Qty field. A SO transaction Decreases the Issuing Storeroom value.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
ST	Stocking	Stocking		A record is saved in the Stocking module. A ST transaction increases Storeroom value.
WI	Work Order: Stock Issue	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is issued against a Work Order by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WR	Work Order: Stock Return	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is returned against a Work Order by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom. A WR transaction increases Storeroom value.

Checkout Transaction Log

Transaction codes for the Checkout Transaction Log are controlled by Code Table 144.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
AI	Account: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against an account by saving the record with a positive value in the Issue/Return Qty field. The transaction amount reflects the unit price of the Stock Code in the Storeroom module.
AR	Account: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	An Account based Stock Checkout record is saved with a negative quantity in the TRANSACTION_QUANTITY field. The transaction amount reflects the unit price of the Stock Code in the Storeroom module.
CI	Checkout Request: Stock Issue	Stock Checkout	Field: ACTUAL_QUANTITY	Stock is issued against a Checkout Request by saving the record with a positive value in the Issue Qty field.
RI	Service Request: Stock Issue	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is issued against a Service Request by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
RR	Service Request: Stock Return	Stock Checkout	Field: TRANSACTION_QUANTITY	Stock is returned against a Service Request by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WI	Work Order: Stock Issue	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is issued against a Work Order by saving the record with a positive value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.
WR	Work Order: Stock Return	Stock Checkout	Field: CHECKOUT_QUANTITY	Stock is returned against a Work Order by saving the record with a negative value in the Issue/Returned Qty field. The Transaction Amount reflects the unit price for the Stock Code/ Storeroom.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
WU	Work Order: Used Stock Return	Stock Checkout	Field: CHECKOUT_QUANTITY RETURN_USED_IND check box	Stock is returned against a Work Order by saving the record with a negative value in the Issue/Returned Qty field and with the Return Used check box checked. Value of the transaction reflects the RETURN_CREDIT_VALUE in the Storeroom module.

Receiving Log

Transaction codes for the Receiving Log are controlled by Code Table 143.

Code	Description	Module	Database Field or Batch Procedure	Inserted when:
RC	Return for Credit	Receiving, Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Credit Return and a negative number in the Recept Qty field. This action returns received stock items for credit.
RE	Receipt	Receiving, Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Receive and a positive value in the Recept Qty field. This action receives stock items.
RT	Return for Replacement	Receiving, Multi-Step Receiving	Field: RECEIPT_QUANTITY, TRANSACTION_TYPE	A Receiving record is saved with the Type set to Return and a negative value in the Recept Qty field. This action returns stock items in exchange for replacement parts.

Additional Information

IW - Invoice Write-off Transactions

A regular IW transaction is written in the transaction log when parts are purchased by creating and issuing a PO, items are received, the entire quantity of the item is issued from the storeroom causing the inventory quantity to go to zero. If the item is then invoiced at a different price than the original PO price, an IW transaction is recorded. When the invoice is invoiced at a different price a discrepancy is created that would normally be absorbed as an AUP adjustment to the inventory, however, since there is no inventory on-hand it is considered a write-off.

An IW transaction may also be created with no approved or posted invoice if the PO is created and issued, items are received, and the entire quantity of the item is issued from the storeroom then a change order is created which changes the unit price for the item. Once the PO is re-issued, an IW transaction is created. The IW transaction is a bit misleading because it does not involve an invoice, however, the transaction is still a write-off.

Please also note that if the AVERAGE UNIT PRICE CALCULATION rule key in the Invoice Setup Criteria business rule is set to ON or OFF and there are no on hand quantities, an IW transaction is written to the Storeroom Log at the Change Order instead of at the Invoice because there is nothing to apply the change in price (CP transaction) to. In this type of situation, the IW transaction is used to determine how the Average Unit Price is calculated and has no impact on the Account Log which does not register the IW transaction.

The major difference between having the AVERAGE UNIT PRICE CALCULATION set to ON or OFF is that if it is set to ON and there are quantities in the Storeroom a CP transaction will be applied to calculate the average unit price for the on hand quantity based on the unit price change and IW transaction for the difference of the quantity no longer on hand.

AVERAGE UNIT PRICE CALCULATION = ON

AUP = 1.00

Ordered quantity = 10 @ 1.00 each

Received = 10

Issued = 8

On Hand = 2

Change Order created for price change to 2.00 each

CP transaction = 2.00

IW transaction = 8.00

AUP = 2.00

AVERAGE UNIT PRICE CALCULATION = OFF

AUP = 1.00

Ordered quantity = 10 @ 1.00 each

Received = 10

Issued = 8

On Hand = 2

Change Order created for price change to 2.00 each

CP transaction = 10.00

No IW transaction

AUP = 6.00

Appendix C

Database Administration

The following sections provide information about the tools that can be used to maintain your Oracle Utilities Work and Asset Management database.

Using SQL

SQL is a simple yet powerful database access language that is the standard language for relational database management systems. The SQL implemented by Oracle Utilities Work and Asset Management for Oracle is compliant with the ANSI/ISO standard SQL data language.

SQL Statements

All operations on the information in an Oracle database are performed using SQL statements. A SQL statement is a string of SQL text that is given to Oracle to execute. A statement must be the equivalent of a complete SQL sentence, as in:

```
SELECT ename, deptno FROM emp;
```

Only a complete SQL statement can be executed, whereas a sentence fragment, such as the following, generates an error indicating that more text is required before a SQL statement can execute:

```
SELECT ename
```

A SQL statement can be thought of as a very simple, but powerful, computer program or instruction. SQL statements are divided into the following categories:

- Data Definition Language (DDL) statements
- Data Manipulation Language (DML) statements
- Transaction control statements
- Session control statements
- System control statements
- Embedded SQL statements

Data Definition Statements (DDL)

DDL statements define, maintain, and drop schema objects when they are no longer needed. DDL statements also include statements that permit a user to grant other users the privileges, or rights, to access the database and specific objects within the database.

DDL statements implicitly commit the preceding and start a new transaction.

Some examples of DDL statements follow:

```
CREATE TABLE plants
  (COMMON_NAME VARCHAR2 (15), LATIN_NAME VARCHAR2 (40));
DROP TABLE plants;
GRANT SELECT ON emp TO scott;
REVOKE DELETE ON emp FROM scott;
```

Data Manipulation Statements (DML)

DML statements manipulate the database's data. For example, querying, inserting, updating, and deleting rows of a table are all DML operations; locking a table or view and examining the execution plan of an SQL statement are also DML operations.

DML statements are the most frequently used SQL statements. Some examples of DML statements follow:

```
SELECT ename, mgr, comm + sal FROM emp;
INSERT INTO emp VALUES
  (1234, 'DAVIS', 'SALESMAN', 7698, '14-FEB-1988', 1600, 500, 30);
DELETE FROM emp WHERE ename IN ('WARD','JONES');
```

Transaction Control Statements

Transaction control statements manage the changes made by DML statements. They allow the user or application developer to group changes into logical transactions. Examples include COMMIT and ROLLBACK.

Session Control Statements

Session control statements allow a user to control the properties of his current session, including enabling and disabling roles and changing language settings. The two session control statements are ALTER SESSION and SET ROLE.

System Control Statements

System control commands change the properties of the Oracle server instance. The only system control command is ALTER SYSTEM; it allows you to change such settings as the minimum number of shared servers, to kill a session, and to perform other tasks.

Embedded SQL Statements

Embedded SQL statements incorporate DDL, DML, and transaction control statements in a procedural language program (such as those used with the Oracle Precompilers). Examples include OPEN, CLOSE, FETCH, and EXECUTE.

Cursors

A cursor is a handle or name for a private SQL area—an area in memory in which a parsed statement and other information for processing the statement are kept.

Although most Oracle users rely on the automatic cursor handling of the Oracle utilities, the programmatic interfaces offer application designers more control over cursors. In application development, a cursor is a named resource available to a program and can be used specifically for the parsing of SQL statements embedded within the application.

Each user session can open multiple cursors up to the limit set by the initialization parameter `OPEN_CURSORS`. However, applications should close unneeded cursors to conserve system memory. If a cursor cannot be opened due to a limit on the number of cursors, the database administrator can alter the `OPEN_CURSORS` initialization parameter.

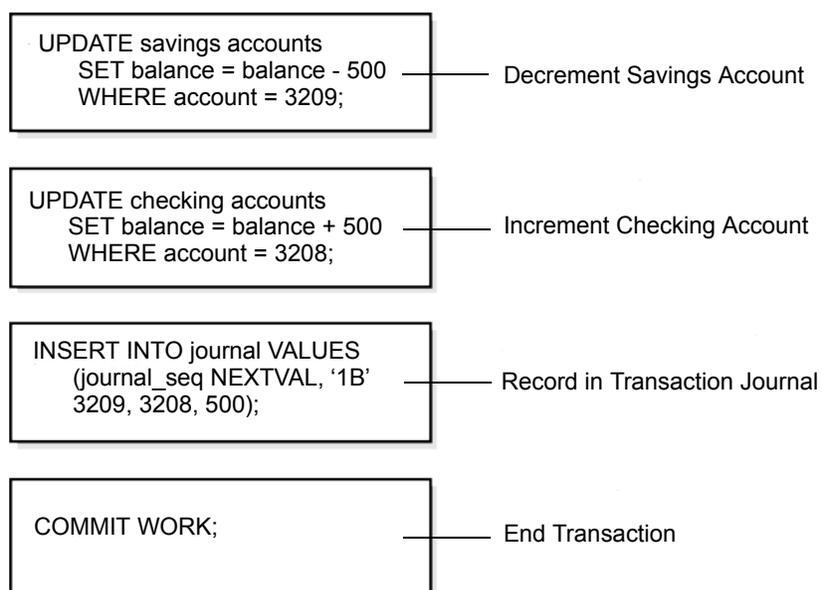
Some statements (primarily DDL statements) require Oracle to implicitly issue recursive SQL statements, which also require recursive cursors. For example, a `CREATE TABLE` statement causes many updates to various data dictionary tables to record the new table and columns. Recursive calls are made for those recursive cursors; one cursor may execute several recursive calls.

Transactions

A transaction is a logical unit of work that comprises one or more SQL statements executed by a single user. According to the ANSI/ISO SQL standard, with which Oracle is compatible, a transaction begins with the user's first executable SQL statement. A transaction ends when it is explicitly committed or rolled back (both terms are discussed later in this section) by that user.

Consider a banking database. When a bank customer transfers money from a savings account to a checking account, the transaction might consist of three separate operations: decrease the savings account, increase the checking account, and record the transaction in the transaction journal.

Oracle must guarantee that all three SQL statements are performed to maintain the accounts in proper balance. When something prevents one of the statements in the transaction from executing (such as a hardware failure), the other statements of the transaction must be undone; this is called "rolling back." If an error occurs in making either of the updates, then neither update is made.



Committing and Rolling Back Transactions

The changes made by the SQL statements that constitute a transaction can be either committed or rolled back. After a transaction is committed or rolled back, the next transaction begins with the next SQL statement.

Committing a transaction makes permanent the changes resulting from all SQL statements in the transaction. The changes made by the SQL statements of a transaction become visible to other user sessions' transactions that start only after the transaction is committed.

Rolling back a transaction retracts any of the changes resulting from the SQL statements in the transaction. After a transaction is rolled back, the affected data is left unchanged as if the SQL statements in the transaction were never executed.

PL/SQL

PL/SQL is Oracle's procedural language extension to SQL. PL/SQL combines the ease and flexibility of SQL with the procedural functionality of a structured programming language, such as IF ... THEN, WHILE, and LOOP.

When designing a database application, a developer should consider the advantages of using stored PL/SQL:

- Because PL/SQL code can be stored centrally in a database, network traffic between applications and the database is reduced, so application and system performance increases.
- Data access can be controlled by stored PL/SQL code. In this case, the users of PL/SQL can access data only as intended by the application developer (unless another access route is granted).
- PL/SQL blocks can be sent by an application to a database, executing complex operations without excessive network traffic.

Even when PL/SQL is not stored in the database, applications can send blocks of PL/SQL to the database rather than individual SQL statements, thereby again reducing network traffic.

The following sections describe the different program units that can be defined and stored centrally in a database.

Procedures and Functions

Procedures and functions consist of a set of SQL and PL/SQL statements that are grouped together as a unit to solve a specific problem or perform a set of related tasks. A procedure is created and stored in compiled form in the database and can be executed by a user or a database application.

Procedures and functions are identical except that functions always return a single value to the caller, while procedures do not return values to the caller.

Packages

Packages provide a method of encapsulating and storing related procedures, functions, variables, and other package constructs together as a unit in the database. While packages allow the administrator or application developer the ability to organize such routines, they also offer increased functionality (for example, global package variables can be declared and used by any procedure in the package) and performance (for example, all objects of the package are parsed, compiled, and loaded into memory once).

Keys

The term "key" is used in the definitions of several types of integrity constraints. A key is the column or set of columns included in the definition of certain types of integrity constraints.

Keys describe the relationships between the different tables and columns of a relational database. The different types of keys include:

- **primary key** - The column or set of columns included in the definition of a table's PRIMARY KEY constraint. A primary key's values uniquely identify the rows in a table. Only one primary key may be defined per table.
- **unique key** - The column or set of columns included in the definition of a UNIQUE constraint.
- **foreign key** - The column or set of columns included in the definition of a referential integrity constraint.
- **referenced key** - The unique key or primary key of the same or different table that is referenced by a foreign key.

Individual values in a key are called key values.

Database Triggers

Oracle allows you to write procedures that are automatically executed as a result of an insert in, update to, or delete from a table. These procedures are called database triggers.

Database triggers can be used in a variety of ways for the information management of your database. For example, they can be used to automate data generation, audit data modifications, enforce complex integrity constraints, and customize complex security authorizations.

Centralized actions can be defined using a non-declarative approach (writing PL/SQL code) with database triggers. A database trigger is a stored procedure that is fired (implicitly executed) when an INSERT, UPDATE, or DELETE statement is issued against the associated table.

Database triggers can be used to customize a database management system with such features as value-based auditing and the enforcement of complex security checks and integrity rules. For example, a database trigger might be created to allow a table to be modified only during normal business hours.

Custom SQL Search Query Examples

Note: System Administrators can disable users' ability to use Custom SQL by adding the DISABLE CUSTOM SQL Responsibility to the user's profile.

1. **Active or Pending Approval requisitions. Selecting stock reorder requisitions in created or pending approval status. FMC leaves requisitions in created to accumulate more parts and reduce the number of PO's. This way they can review and combine with any requisitions input manually or created by batch after status was changed to PA.**

```
PLANT || REQUISITION_NO IN
(SELECT PLANT || REQUISITION_NO
FROM SA_REQUISITION
WHERE
REQUISITION_STATUS IN ('CREATED','PENDING APPROVAL')
AND REQUISITION_TYPE LIKE 'S%'
AND NVL(NEXT_APPROVER,'STORES') LIKE 'STORES%' )
[order by vendor code]
```

2. **Obsolete stock codes. Searching inventory stock codes in catalog where storeroom is active and stores personnel have marked it as obsolete or same as another part (in**

description). These parts are reviewed to see if FMC need to report value for write off to accounting.

```
PLANT||STOCK_CODE||STOREROOM IN
(SELECT S.PLANT||S.STOCK_CODE||S.STOREROOM
FROM SA_STOREROOM S, SA_CATALOG C
WHERE S.STOREROOM_STATUS = 'ACTIVE'
AND (UPPER(C.STOCK_DESC) LIKE '%SAME AS%'
OR UPPER(C.STOCK_DESC) LIKE '%OBSOLETE%')
AND C.STOCK_TYPE = 'INVENTORY'
AND C.STOCK_CODE = S.STOCK_CODE)
```

3. **Vendors with null manufacturer codes. Selecting catalog stock codes by vendor (edit selection and save) for parts with no manufacturer code.**

```
PLANT||STOCK_CODE||STOREROOM IN
(SELECT S.PLANT||S.STOCK_CODE||S.STOREROOM
FROM SA_STOREROOM S, SA_CATALOG_MFR_VENDOR V
WHERE V.MANUFACTURER_CODE IS NULL
AND V.VENDOR_CODE LIKE '4924%'
AND V.PRIMARY_VENDOR_IND = 'Y'
AND S.STOCK_CODE = V.STOCK_CODE)
```

4. **Line item description in PO's. Searching for purchase orders by line item description, where description contains the word 'MOTOR'.**

```
PLANT||PO_NO IN
(SELECT I.PLANT||I.PO_NO
FROM SA_PURCHASE_ORDER_ITEM I
WHERE UPPER(I.ITEM_DESC) LIKE '%MOTOR%')
```

5. **Detail views. Searching for work orders where any task downtime type is 'Shutdown'.**

```
PLANT||WORK_ORDER_NO IN
(SELECT TASK.PLANT||TASK.WORK_ORDER_NO
FROM SA_WORK_ORDER_TASK TASK
WHERE TASK.DOWNTIME_TYPE = 'SHUTDOWN')
```

6. **Comparison. Searching for stock codes where the inventory quantity has fallen below minimum quantity.**

```
PLANT||STOCK_CODE||STOREROOM IN
(SELECT S.PLANT||S.STOCK_CODE||S.STOREROOM
FROM SA_STOREROOM S
WHERE NVL(S.INVENTORY_QUANTITY,0) < NVL(MINIMUM_QUANTITY,0))
```

7. **Date Ranges & Custom Order by. Search for work orders due during Feb 1, 1999 and Feb 20, 2000 in 'ACTIVE' or 'PENDING APPROVAL' work status. Results of search is ordered by Required Date.**

```
WORK_REQUIRED_DATE >= TO_DATE('01-FEB-1999','DD-MON-YYYY')
```

- AND WORK_REQUIRED_DATE <= TO_DATE('20-FEB-2000', 'DD-MON-YYYY')
AND WORK_STATUS IN ('PENDING APPROVAL', 'ACTIVE')
[CUSTOM ORDER BY 'WORK_REQUIRED_DATE']
8. **NULL operator. Search for Checkout Request records that are not associated with a Work Order record.**
WORK_ORDER_NO IS NULL
9. **Search in the Accounting Log for the vendor with largest transaction cost.**
PLANT||ACCOUNT_NO||EXPENSE_CODE||
PERIOD_YEAR||PERIOD_MONTH||TRANSACTION_DATE||
SEQUENCE_NUMBER IN
(SELECT L.PLANT||L.ACCOUNT_NO||L.EXPENSE_CODE||
L.PERIOD_YEAR||L.PERIOD_MONTH||L.TRANSACTION_DATE||
L.SEQUENCE_NUMBER
FROM SA_ACCOUNT_LOG L
WHERE TRANSACTION_AMOUNT = (SELECT MAX(TRANSACTION_ AMOUNT)
FROM SA_ACCOUNT_LOG
WHERE VENDOR_CODE IS NOT NULL))
10. **Reorder reviews in created status that are on BPO's**
PLANT||STOCK_CODE IN
(SELECT PLANT||STOCK_CODE
FROM SA_BLANKET_CONTRACT_ITEM
WHERE BLANKET_CONTRACT_NO IN
(SELECT BLANKET_CONTRACT_NO FROM SA_BLANKET_CONTRACT
WHERE BLANKET_STATUS='ACTIVE'))
AND REORDER_STATUS='CREATED'
11. **Reorder reviews in 'Created' status that are not on BPO's**
PLANT||STOCK_CODE IN
(SELECT PLANT||STOCK_CODE
FROM SA_STOREROOM_REORDER_REVIEW
MINUS
SELECT PLANT||STOCK_CODE
FROM SA_BLANKET_CONTRACT_ITEM
WHERE BLANKET_CONTRACT_NO IN
(SELECT BLANKET_CONTRACT_NO FROM SA_BLANKET_CONTRACT
WHERE BLANKET_STATUS='ACTIVE'
AND BLANKET_ITEM_STATUS='ACTIVE'
AND REORDER_STATUS='CREATED'))
12. **Storeroom records with quantity > 0 but total cost = 0.**

- ```

PLANT || STOCK_CODE IN
(SELECT PLANT || STOCK_CODE
FROM SA_STOREROOM
WHERE NVL(INVENTORY_QUANTITY,0) !=0
AND NVL(TOTAL_VALUE,0) = 0)

```
- 13. Storeroom records with available quantity < 0**
- ```

PLANT || STOCK_CODE IN
(SELECT PLANT || STOCK_CODE FROM SA_STOREROOM
WHERE NVL(INVENTORY_QUANTITY,0) != 0
AND NVL(TOTAL_VALUE,0) = 0)

```
- 14. Work Order tasks that are charged to construction work orders.**
- ```

PLANT || WORK_ORDER_NO IN
(SELECT PLANT || WORK_ORDER_NO
FROM SA_WORK_ORDER
WHERE SUBSTR(ATTRIBUTE1,1,2)='A0')
AND CREATION_DATE >= TRUNC(SYSDATE) - 3
AND TASK_STATUS = 'ACTIVE'

```
- 15. PO's received in the system but not received in AF/S (external) system.**
- ```

PLANT || PO_NO IN
(SELECT DISTINCT PLANT || PO_NO FROM SA_PURCHASE_ORDER_ITEM
WHERE NVL(RECEIVED_NET_QUANTITY,0) != NVL(ATTRIBUTE4,0)
AND PO_ITEM_STATUS != 'CANCELED'
AND TRUNC(LAST_RECEIVED_DATE) != TRUNC(SYSDATE)
AND PO_STATUS != 'CANCELED'
AND PO_REVISION_NO = NVL(ATTRIBUTE1,''))

```
- 16. PO's not fully received by Promise Date**
- ```

PO_STATUS = 'ISSUED'
AND ((REQUIRED_DATE IS NULL)
OR (TRUNC(REQUIRED_DATE) <= TRUNC(SYSDATE)))

```
- 17. PO's with total cost > \$250,000.00**
- ```

TOTAL_AMOUNT > 250000

```
- 18. UDF's. Invoices posted but no check date from AF/S**
- ```

INVOICE_STATUS = 'POSTED'
AND ATTRIBUTE5 IS NULL

```
- 19. Reorder review – lost items**
- ```

PLANT || STOCK_CODE IN
(SELECT PLANT || STOCK_CODE
FROM SA_STOREROOM
WHERE (INVENTORY_QUANTITY + ON_ORDER_QUANTITY)

```

```

< MINIMUM_QUANTITY
AND TRUNC(LAST_UPDATE_DATE) < TRUNC(SYSDATE)
MINUS
SELECT PLANT||STOCK_CODE
FROM SA_STOREROOM_REORDER_REVIEW
WHERE (REORDER_STATUS = 'CREATED'
OR REORDER_STATUS = 'APPROVED')
MINUS
SELECT PLANT||STOCK_CODE
FROM SA_PURCHASE_ORDER_ITEM
WHERE PO_ITEM_STATUS != 'CANCELED'
AND PO_NO IN
(SELECT PO_NO FROM SA_PURCHASE_ORDER
WHERE (PO_STATUS = 'CREATED'
OR PO_STATUS = 'APPROVED'))

```

20. Reorder review created records > \$99.00

```

PLANT||STOCK_CODE IN
(SELECT PLANT||STOCK_CODE
FROM SA_STOREROOM
WHERE AVERAGE_UNIT_PRICE > 99.00)
AND REORDER_STATUS = 'CREATED'

```

21. Searching for work orders where costs in the 'Cost Summary' detail option are greater than \$1000.

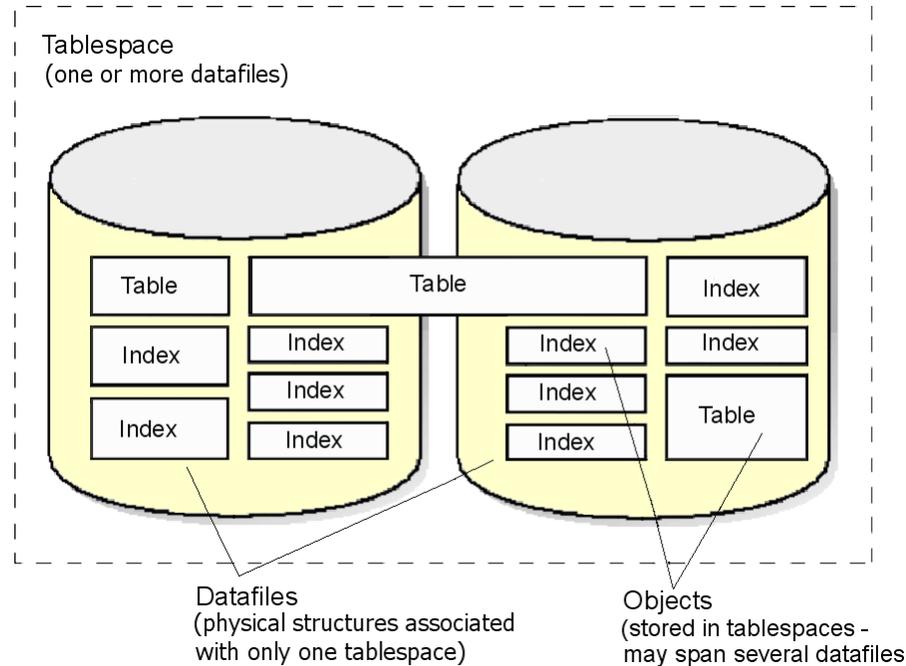
```

PLANT||WORK_ORDER_NO IN
(SELECT PLANT||WORK_ORDER_NO
FROM SV_WORK_ORDER_COST
WHERE ACTUAL_AMOUNT > '1000')

```

Databases, Tablespaces & Datafiles

Oracle stores data logically in tablespaces and physically in datafiles associated with the corresponding tablespace. The figure below illustrates this relationship.



Note: A database consists of a number of tablespaces. Each tablespace contains one or more datafiles.

Databases, tablespaces, and datafiles are closely related, but they have important differences:

Databases and Tablespaces - An Oracle database consists of one or more logical storage units called tablespaces, which collectively store all of the database's data.

Tablespaces and Datafiles - Each tablespace in an Oracle database consists of one or more files called datafiles, which are physical structures that conform with the operating system in which Oracle is running.

Databases and Datafiles - A database's data is collectively stored in the datafiles that constitute each tablespace of the database. For example, the simplest Oracle database would have one tablespace and one datafile. Another database might have three tablespaces, each consisting of two datafiles (for a total of six datafiles).

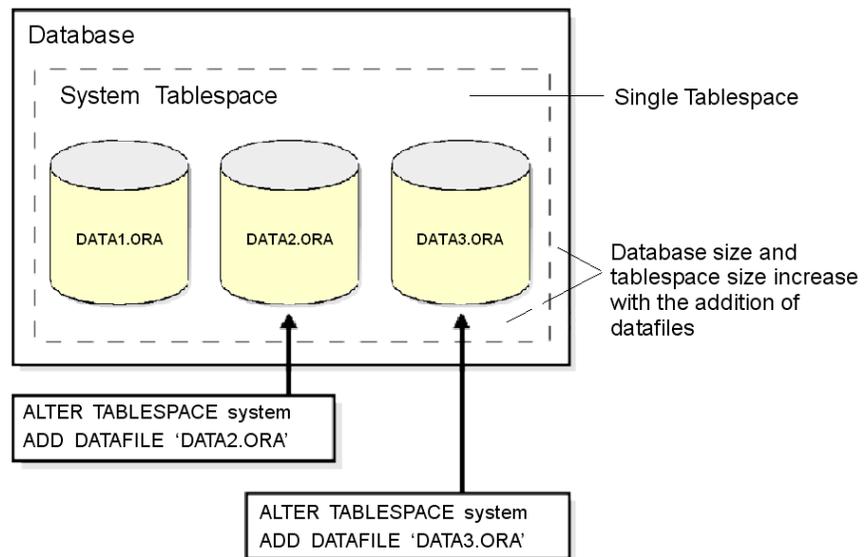
Allocating More Space for a Database

You can enlarge a database in three ways:

1. Add a datafile to a tablespace.
2. Add a new tablespace.
3. Increase the size of a datafile.

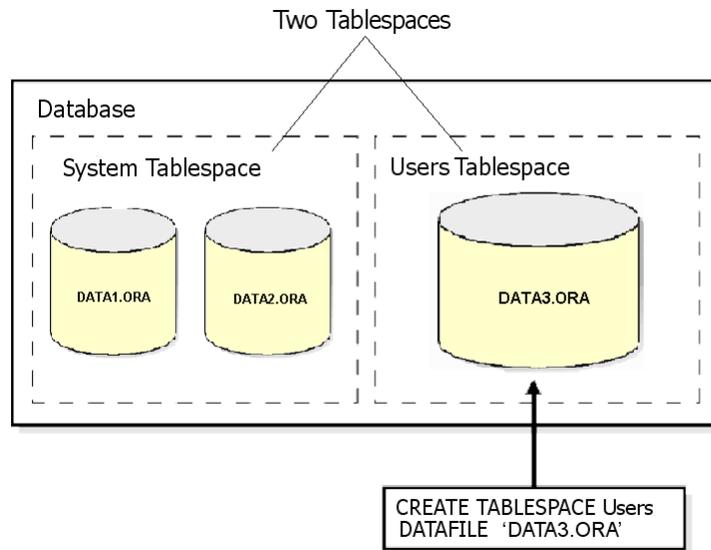
Adding a Datafile to a Tablespace

When you add another datafile to an existing tablespace, you increase the amount of disk space allocated for the corresponding tablespace. The figure below illustrates this kind of space increase.



Adding a New Tablespace

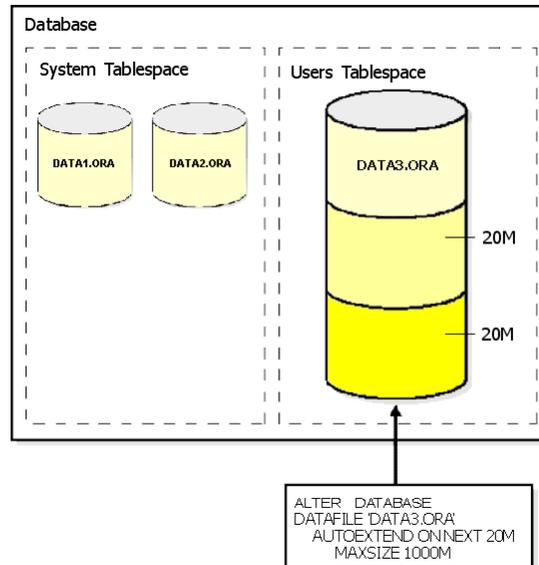
Alternatively, you can create a new tablespace containing at least one additional datafile to increase the size of a database as illustrated below.



Note: The size of a tablespace is the size of the datafiles that makes up the tablespace. The size of a database is the collective size of the tablespaces that make up the database.

Increasing the Size of a Datafile

The third option for enlarging a database is to change a datafile's size or to allow datafiles in existing tablespaces to grow dynamically as more space is needed. Do this by altering existing files or by adding files with dynamic extension properties as illustrated below.



Tablespaces

A database is divided into one or more logical storage units called tablespaces. Tablespaces are divided into logical units of storage called segments, which are further divided into extents.

This section includes the following topics about tablespaces:

- The SYSTEM Tablespace
- Multiple Tablespaces
- Space Management in Tablespaces
- Online and Offline Tablespaces
- Transporting Tablespaces between Databases

The SYSTEM Tablespace

Every Oracle database contains a tablespace named SYSTEM, which Oracle creates automatically when the database is created.

The SYSTEM tablespace always contains the data dictionary tables for the entire database. The data dictionary tables are stored in Datafile 1.

Multiple Tablespaces

A small database might need only the SYSTEM tablespace; however, Oracle Corporation recommends that you create at least one additional tablespace to store user data separate from data dictionary information. This gives you more flexibility in various database administration operations and reduces contention among dictionary objects and schema objects for the same datafiles.

You can use multiple tablespaces to:

- control disk space allocation for database data
- assign specific space quotas for database users
- control availability of data by taking individual tablespaces online or offline
- perform partial database backup or recovery operations

- allocate data storage across devices to improve performance

A database administrator (DBA) can create new tablespaces, add datafiles to tablespaces, set and alter default segment storage settings for segments created in a tablespace, make a tablespace read-only or read-write, make a tablespace temporary or permanent, and drop tablespaces.

An extent is a logical unit of storage space made up of a number of contiguous data blocks.

Space Management in Tablespaces

Tablespaces allocate space in extents. Tablespaces can use two different methods to keep track of their free and used space:

- extent management by the data dictionary (dictionary-managed tablespaces)
- extent management by the tablespace (locally-managed tablespaces)

When you create a tablespace, you choose one of these methods of space management. You cannot alter the method at a later time.

Dictionary-Managed Tablespaces

For a tablespace that uses the data dictionary to manage its extents, Oracle updates the appropriate tables in the data dictionary whenever an extent is allocated or freed for reuse. Oracle also stores rollback information about each update of the dictionary tables. Since dictionary tables and rollback segments are part of the database, the space that they occupy is subject to the same space management operations as all other data.

This is the default method of space management in a tablespace. It was the only method available in Oracle releases 8.0 and earlier.

Locally-Managed Tablespaces

Local management of extents automatically tracks adjacent free space, eliminating the need to coalesce free extents.

A tablespace that manages its own extents maintains a bitmap in each datafile to keep track of the free or used status of blocks in that datafile. Each bit in the bitmap corresponds to a block or a group of blocks. When an extent is allocated or freed for reuse, Oracle changes the bitmap values to show the new status of the blocks. These changes do not generate rollback information because they do not update tables in the data dictionary (except for special cases such as tablespace quota information).

One of the greatest advantages of locally-managed tablespaces over dictionary-managed tablespaces is that local management of extents avoids recursive space management operations which can occur in dictionary-managed tablespaces if consuming or releasing space in an extent results in another operation that consumes or releases space in a rollback segment or data dictionary table. Local management of extents automatically tracks adjacent free space, eliminating the need to coalesce free extents.

The sizes of extents that are managed locally can be determined automatically by the system. Alternatively, all extents can have the same size in a locally-managed tablespace.

The LOCAL option of the EXTENT MANAGEMENT clause specifies this method of space management in various CREATE commands:

- For the SYSTEM tablespace, you can specify EXTENT MANAGEMENT LOCAL in the CREATE DATABASE command. If the SYSTEM tablespace is locally managed, other tablespaces in the database can be dictionary-managed but you must create all rollback segments in locally-managed tablespaces.
- For a permanent tablespace other than SYSTEM, you can specify EXTENT MANAGEMENT LOCAL in the CREATE TABLESPACE command.
- For a temporary tablespace, you can specify EXTENT MANAGEMENT LOCAL in the CREATE TEMPORARY TABLESPACE command.

Online and Offline Tablespaces

A database administrator can bring any tablespace other than the SYSTEM tablespace online (accessible) or offline (not accessible) whenever the database is open. The SYSTEM tablespace is always online when the database is open because the data dictionary must always be available to Oracle.

A tablespace is normally online so that the data contained within it is available to database users. However, the database administrator might take a tablespace offline

- To make a portion of the database unavailable, while allowing normal access to the remainder of the database.
- To perform an offline tablespace backup (although a tablespace can be backed up while online and in use).
- To make an application and its group of tables temporarily unavailable while updating or maintaining the application.

You cannot take a tablespace offline if it contains any rollback segments that are in use.

When a Tablespace Goes Offline

When a tablespace goes offline, Oracle does not permit any subsequent SQL statements to reference objects contained in that tablespace. Active transactions with completed statements that refer to data in that tablespace are not affected at the transaction level. Oracle saves rollback data corresponding to those completed statements in a deferred rollback segment (in the SYSTEM tablespace). When the tablespace is brought back online, Oracle applies the rollback data to the tablespace, if needed.

When a tablespace goes offline or comes back online, this is recorded in the data dictionary in the SYSTEM tablespace. If a tablespace was offline when you shut down a database, the tablespace remains offline when the database is subsequently mounted and reopened.

You can bring a tablespace online only in the database in which it was created because the necessary data dictionary information is maintained in the SYSTEM tablespace of that database. An offline tablespace cannot be read or edited by any utility other than Oracle. Thus, offline tablespaces cannot be transferred from database to database.

Tablespaces are automatically switched offline by Oracle when certain errors occur.

Oracle automatically switches a tablespace from online to offline when certain errors are encountered (for example, when the database writer process, DBWn, fails in several attempts to write to a datafile of the tablespace). Users trying to access tables in the offline tablespace receive an error. If the problem that causes this disk I/O to fail is media failure, you must recover the tablespace after you correct the hardware problem.

Using Tablespaces for Special Procedures

If you create multiple tablespaces to separate different types of data, you take specific tablespaces offline for various procedures; other tablespaces remain online and the information in them is still available for use. However, special circumstances can occur when tablespaces are taken offline. For example, if two tablespaces are used to separate table data from index data, the following is true:

- If the tablespace containing the indexes is offline, queries can still access table data because queries do not require an index to access the table data.
- If the tablespace containing the tables is offline, the table data in the database is not accessible because the tables are required to access the data.

In summary, if Oracle has enough information in the online tablespaces to execute a statement, it will do so. If it needs data in an offline tablespace, then it causes the statement to fail.

Transporting Tablespaces Between Databases

The transportable tablespace feature enables you to move a subset of an Oracle database from one Oracle database to another. You can clone a tablespace from one tablespace and plug it into another database, copying the tablespace between databases, or you can unplug a tablespace from one Oracle database and plug it into another Oracle database, moving the tablespace between databases.

Moving data by transporting tablespaces can be orders of magnitude faster than either export/import or unload/load of the same data, because transporting a tablespace involves only copying datafiles and integrating the tablespace metadata. When you transport tablespaces you can also move index data, so that you do not have to rebuild the indexes after importing or loading the table data.

You can only transport tablespaces between Oracle databases that use the same data block size and character set, and that run on compatible platforms from the same hardware vendor.

Moving or Copying a Tablespace to Another Database

To move or copy a set of tablespaces, you must make the tablespaces read-only, copy the datafiles of these tablespaces, and use export/import to move the database information (metadata) stored in data dictionary. Both the datafiles and the metadata export file must be copied to the target database. The transport of these files can be done using any facility for copying flat files, such as the operating system copying facility, FTP, or publishing on CDs.

After copying the datafiles and importing the metadata, you can optionally put the tablespaces in read-write mode.

Datafiles

A tablespace in an Oracle database consists of one or more physical datafiles. A datafile can be associated with only one tablespace and only one database.

Oracle creates a datafile for a tablespace by allocating the specified amount of disk space plus the overhead required for the file header. When a datafile is created, the operating system in which Oracle is running is responsible for clearing old information and authorizations from a file before allocating it to Oracle. If the file is large, this process might take a significant amount of time.

The first tablespace in any database is always the SYSTEM tablespace, so Oracle automatically allocates the first datafiles of any database for the SYSTEM tablespace during database creation.

Datafile Contents

When a datafile is first created, the allocated disk space is formatted but does not contain any user data; however, Oracle reserves the space to hold the data for future segments of the associated tablespace—it is used exclusively by Oracle. As the data grows in a tablespace, Oracle uses the free space in the associated datafiles to allocate extents for the segment.

The data associated with schema objects in a tablespace is physically stored in one or more of the datafiles that constitute the tablespace. Note that a schema object does not correspond to a specific datafile; rather, a datafile is a repository for the data of any schema object within a specific tablespace. Oracle allocates space for the data associated with a schema object in one or more datafiles of a tablespace. Therefore, a schema object can “span” one or more datafiles. Unless table “striping” is used (where data is spread across more than one disk), the database administrator and end users cannot control which datafile stores a schema object.

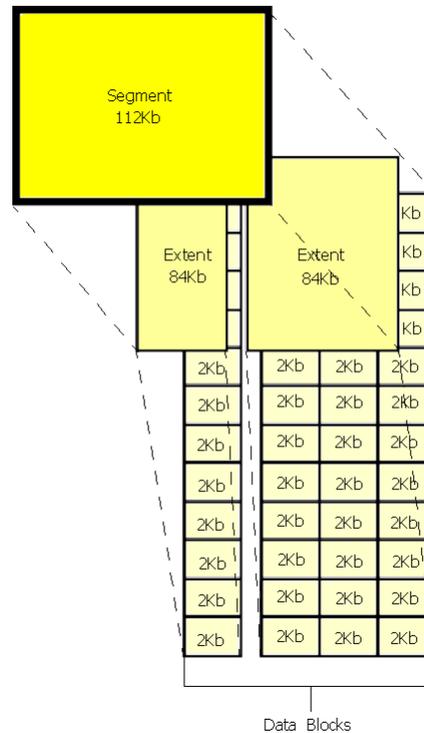
Size of Datafiles

You can alter the size of a datafile after its creation or you can specify that a datafile should dynamically grow as schema objects in the tablespace grow. This functionality enables you to have fewer datafiles per tablespace and can simplify administration of datafiles.

Data Blocks, Extents, & Segments

The units of database space allocation are data blocks, extents, and segments.

Oracle allocates logical database space for all data in a database. The units of database space allocation are data blocks, extents, and segments. The following illustration shows the relationships among these data structures:



Data Blocks

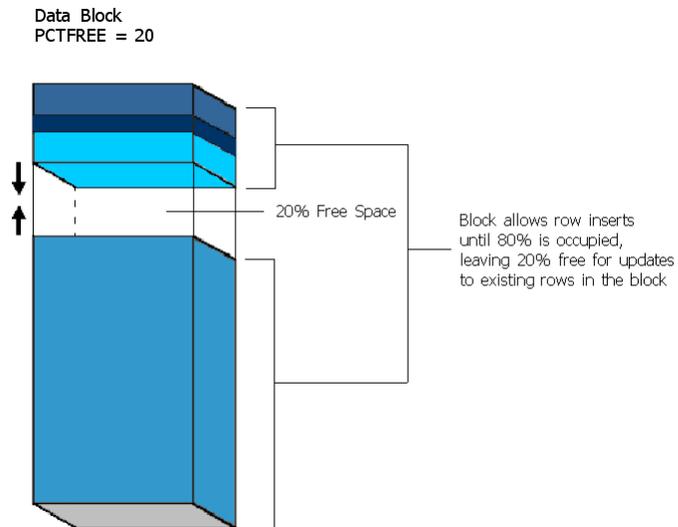
At the finest level of granularity, Oracle stores data in data blocks (also called logical blocks, Oracle blocks, or pages). One data block corresponds to a specific number of bytes of physical database space on disk.

The PCTFREE Parameter

The PCTFREE parameter sets the minimum percentage of a data block to be reserved as free space for possible updates to rows that already exist in that block. For example, assume that you specify the following parameter within a CREATE TABLE statement:

```
PCTFREE 20
```

This states that 20% of each data block in this table's data segment will be kept free and available for possible updates to the existing rows already within each block. New rows can be added to the row data area, and corresponding information can be added to the variable portions of the overhead area, until the row data and overhead total 80% of the total block size.

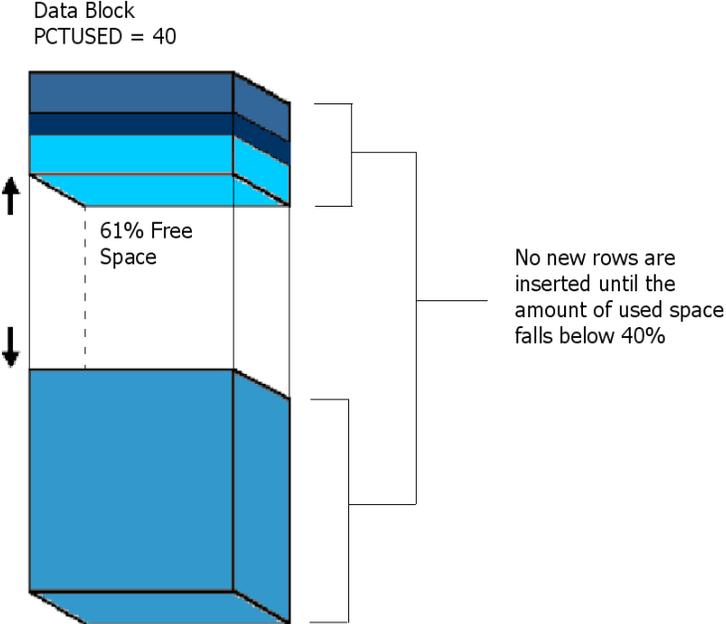


The PCTUSED Parameter

The PCTUSED parameter sets the minimum percentage of a block that can be used for row data plus overhead before new rows will be added to the block. After a data block is filled to the limit determined by PCTFREE, Oracle considers the block unavailable for the insertion of new rows until the percentage of that block falls below the parameter PCTUSED. Until this value is achieved, Oracle uses the free space of the data block only for updates to rows already contained in the data block. For example, assume that you specify the following parameter in a CREATE TABLE statement:

```
PCTUSED 40
```

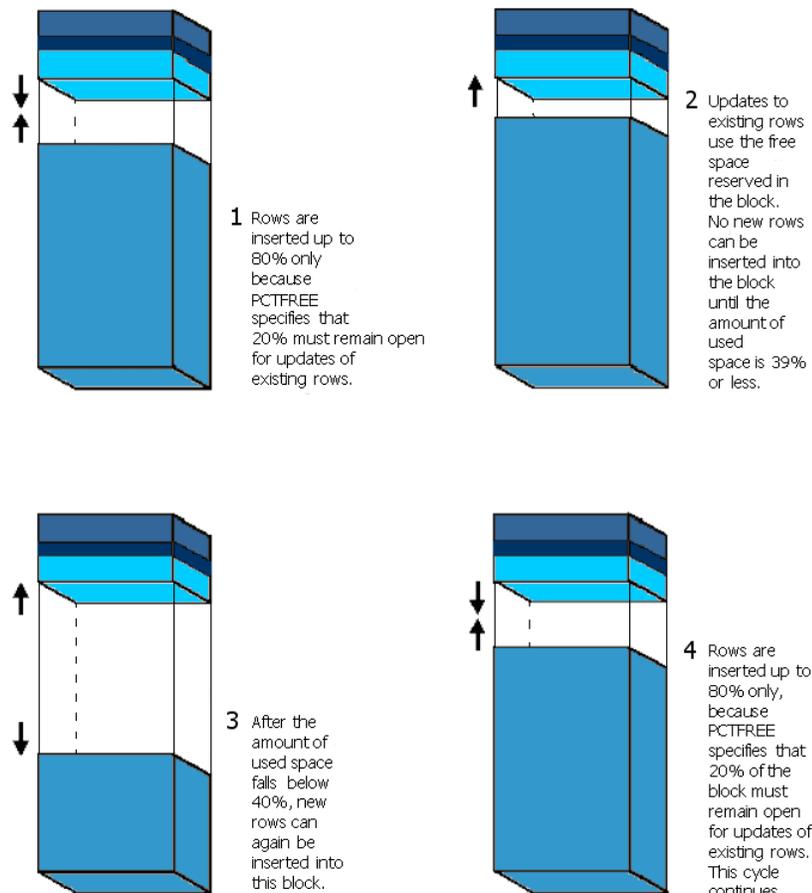
In this case, a data block used for this table's data segment is considered unavailable for the insertion of any new rows until the amount of used space in the block falls to 39% or less (assuming that the block's used space has previously reached PCTFREE). Figure 3 illustrates this.



How PCTFREE and PCTUSED Work Together

PCTFREE and PCTUSED work together to optimize the utilization of space in the data blocks of the extents within a data segment.

This figure illustrates the interaction between PCTFREE and PCTUSED.



In a newly allocated data block, the space available for inserts is the block size minus the sum of the block overhead and free space (PCTFREE). Updates to existing data can use any available space in the block; therefore, updates can reduce the available space of a block to less than PCTFREE, the space reserved for updates but not accessible to inserts.

For each data and index segment, Oracle maintains one or more free lists—lists of data blocks that have been allocated for that segment's extents and have free space greater than PCTFREE; these blocks are available for inserts. When you issue an INSERT statement, Oracle checks a free list of the table for the first available data block and uses it if possible. If the free space in that block is not large enough to accommodate the INSERT statement, and the block is at least PCTUSED, Oracle takes the block off the free list. Multiple free lists per segment can reduce contention for free lists when concurrent inserts take place.

After you issue a DELETE or UPDATE statement, Oracle processes the statement and checks to see if the space being used in the block is now less than PCTUSED. If it is, the block goes to the beginning of the transaction free list, and it is the first of the available blocks to be used in that transaction. When the transaction commits, free space in the block becomes available for other transactions.

Extents

The next level of logical database space is an extent. An extent is a logical unit of database storage space allocation made up of a number of contiguous data blocks. One or more extents in turn make up a segment. When the existing space in a segment is completely used, Oracle allocates a new extent for the segment.

When Extents Are Allocated

When you create a table, Oracle allocates to the table's data segment an initial extent of a specified number of data blocks. Although no rows have been inserted yet, the Oracle data blocks that correspond to the initial extent are reserved for that table's rows.

If the data blocks of a segment's initial extent become full and more space is required to hold new data, Oracle automatically allocates an incremental extent for that segment. An incremental extent is a subsequent extent of the same or greater size than the previously allocated extent in that segment. (The next section explains the factors controlling the size of incremental extents.)

For maintenance purposes, the header block of each segment contains a directory of the extents in that segment.

Rollback segments always have at least two extents.

Segments

The level of logical database storage above an extent is called a segment. A segment is a set of extents, each of which has been allocated for a specific data structure, and all of which are stored in the same tablespace. For example, each table's data is stored in its own data segment, while each index's data is stored in its own index segment. If the table or index is partitioned, each partition is stored in its own segment.

Oracle allocates space for segments in units of one extent. When the existing extents of a segment are full, Oracle allocates another extent for that segment. Since extents are allocated as needed, the extents of a segment may or may not be contiguous on disk.

A segment and all its extents are stored in one tablespace. Within a tablespace, a segment can include extents from more than one file, that is, the segment can span datafiles. However, each extent can contain data from only one datafile.

Indexes

Indexes are optional structures associated with tables and clusters. You can create indexes on one or more columns of a table to speed SQL statement execution on that table. An Oracle index provides a faster access path to table data. Indexes are the primary means of reducing disk I/O when properly used.

You can create an unlimited number of indexes for a table provided that the combination of columns differs for each index. You can create more than one index using the same columns provided that you specify distinctly different combinations of the columns. For example, the following statements specify valid combinations:

```
CREATE INDEX emp_idx1 ON emp (ename, job);
```

```
CREATE INDEX emp_idx2 ON emp (job, ename);
```

You cannot create an index that references only one column in a table if another such index already exists.

The absence or presence of an index does not require a change in the wording of any SQL statement. An index is merely a fast access path to the data; it affects only the speed of execution. Given a data value that has been indexed, the index points directly to the location of the rows containing that value.

Indexes are logically and physically independent of the data in the associated table. You can create or drop an index at anytime without affecting the base tables or other indexes. If you drop an index, all applications continue to work; however, access of previously indexed data might be slower. Indexes, as independent structures, require storage space.

Oracle automatically maintains and uses indexes once they are created, and automatically reflects changes to data, such as adding new rows, updating rows, or deleting rows, in all relevant indexes with no additional action by users.

Retrieval performance of indexed data remains almost constant, even as new rows are inserted. However, the presence of many indexes on a table decreases the performance of updates, deletes, and inserts because Oracle must also update the indexes associated with the table.

Unique and Nonunique Indexes

Indexes can be unique or nonunique. Unique indexes guarantee that no two rows of a table have duplicate values in the columns that define the index. Nonunique indexes do not impose this restriction on the column values.

Oracle recommends that you do not explicitly define unique indexes on tables; uniqueness is strictly a logical concept and should be associated with the definition of a table. Alternatively, define UNIQUE integrity constraints on the desired columns. Oracle enforces UNIQUE integrity constraints by automatically defining a unique index on the unique key.

Composite Indexes

A composite index (also called a concatenated index) is an index that you create on multiple columns in a table. Columns in a composite index can appear in any order and need not be adjacent in the table.

Composite indexes can speed retrieval of data for SELECT statements in which the WHERE clause references all or the leading portion of the columns in the composite index. Therefore, the order of the columns used in the definition is important; generally, the most commonly accessed or most selective columns go first.

No more than 32 columns can form a regular composite index.

Indexes and Keys

Although the terms are often used interchangeably, you should understand the distinction between “indexes” and “keys”. Indexes are structures actually stored in the database, which users create, alter, and drop using SQL statements. You create an index to provide a fast access path to table data. Keys are strictly a logical concept. Keys correspond to another feature of Oracle called integrity constraints, which enforce the business rules of a database.

Since Oracle uses indexes to enforce some integrity constraints, the terms key and index are often used interchangeably; however, they should not be confused with each other.

How Indexes Are Stored

When you create an index, Oracle automatically allocates an index segment to hold the index’s data in a tablespace. You control allocation of space for an index’s segment and use of this reserved space in the following ways:

- Set the storage parameters for the index segment to control the allocation of the index segment’s extents.
- Set the PCTFREE parameter for the index segment to control the free space in the data blocks that constitute the index segment’s extents.

The tablespace of an index’s segment is either the owner’s default tablespace or a tablespace specifically named in the CREATE INDEX statement. You do not have to place an index in the same tablespace as its associated table. Furthermore, you can improve performance of queries

that use an index by storing an index and its table in different tablespaces located on different disk drives because Oracle can retrieve both index and table data in parallel.

Tables

Tables are relational database structures which are analogous to the entity of a data model. An index-organized table differs from an ordinary table in that the data for the table is held in its associated index. Changes to the table data, such as adding new rows, updating rows, or deleting rows, result only in updating the index.

Ordinary Table

Row ID uniquely identifies a row; primary key can be optionally specified

Physical Row ID in ROWID pseudocolumn allows building secondary indexes

Row ID based access

Sequential scan returns all rows

UNIQUE constraint and triggers allowed

Can be stored in a cluster with other tables

Can contain a column of the LONG datatype and columns of LOB datatypes

Distribution and replication supported

Index-Organized Table

Primary key uniquely identifies a row; primary key must be specified

Logical Row ID in ROWID pseudocolumn allows building secondary indexes

Primary key based access

Full-index scan returns all rows in primary key order

UNIQUE constraint not allowed but triggers are allowed

Cannot be stored in a cluster

Can contain LOB columns but not LONG columns

Distribution and replication not supported

Benefits of Index-Organized Tables

Since data rows are stored in the index, index-organized tables provide faster key-based access to table data for queries that involve exact match or range search, or both. The storage requirements are reduced because key columns are not duplicated as they are in an ordinary table and its index. The data row stored with the key in an index-organized table only contains non-key column values. Also, placing the data row with the key eliminates the additional storage that an index on an ordinary table requires for physical Row IDs, which link the key values to corresponding rows in the table.

DBA Glossary

Base Table - The underlying table in the data dictionary. Base tables store information about the associated database. Only Oracle should write to and read these tables. Users rarely access them directly because they are normalized, and most of the data is stored in a cryptic format.

Block - A set of related fields in a module. Blocks do not necessarily correspond directly with windows. While one block typically represents one screen (Header, one of the Views, etc.), this is

not always the case. Some windows use two or more blocks. In other cases, a view will share the same block as the header. To check the name of a block associated with a portion of a window, place the cursor in a field and select About Item from the Help menu.

Code Table - Code tables are used to keep track of codes that stand for names, titles, labels and other information that is used frequently.

Composite Index - (also called a concatenated index) An index that you create on multiple columns in a table. Columns in a composite index can appear in any order and need not be adjacent in the table.

Cursor - A name for a private SQL area—an area in memory in which a parsed statement and other information for processing the statement are kept.

Custom Menu - A user defined menu. The menu items that users create can open reports or custom API calls that are developed using SQL. Once the fields in this form are completed, the system adds a menu item to the menu bar of the selected module. To users, the added menu items look like standard options, while adding greater accessibility and functionality specific to an organization.

Custom SQL - Manual commands that can be entered by a user to perform searches based on criteria that are not available on the standard search screens.

Customize - To modify according to individual specifications.

Database Trigger - A procedure that can be written to be executed automatically as a result of an insert in, update to, or delete from a table.

Datablock - The smallest unit of database space allocation. Oracle stores data in data blocks (also called logical blocks, Oracle blocks, or pages). One data block corresponds to a specific number of bytes of physical database space on disk. Several data blocks make up an extent.

Data Dictionary - A read-only set of tables that provides information about the database's associated database.

Datafile - Physical structures where data is stored in a database. Datafiles typically conform with the operating system in which Oracle is running.

DBA (Database Administrator) - The person who keeps the database running smoothly. Among other tasks, the DBA helps make sure codes are correct, handles problems and installs new features as they become available.

Extent - A specific number of contiguous data blocks allocated for storing a specific type of information. Several extents make up a segment.

Field - A space allocated for a particular item of information on a record. Fields are grouped into records and any given field may be used in several different kinds of records. For example a stock number may be used in a record for keeping track of inventory, and also be used in a record about the service life and reliability of parts.

Foreign Key - A field that identifies a specific record in a different module. The column or set of columns included in the definition of a referential integrity constraint.

Functions - A set of SQL and PL/SQL statements that are grouped together as a unit to solve a specific problem or perform a set of related tasks. Procedures and functions are identical except that functions always return a single value to the caller, while procedures do not return values to the caller.

Header - The main information window in a module.

Index - A structure actually stored in the database, which users create, alter, and drop using SQL statements.

Join - A SQL function that allows you to search by information located in a different table.

Key - A column or set of columns included in the definition of certain types of integrity constraints. Keys describe the relationships between the different tables and columns of a relational database. The different types of keys include: primary key, unique key, foreign key, and referenced key.

List of Values (LOV) - A predetermined list of possible values that can fill in a field. The lists serve to help you locate information that you might not remember. They also ensure that the information entered into the database is both consistent and correct.

Nonunique Index - An index where two or more rows of a table can have duplicate values in the columns that define the index.

ODBC (Open DataBase Connectivity) - ODBC is a programming interface language that allows database programs to communicate using a common set of SQL queries. Oracle Utilities Work and Asset Management can use ODBC to exchange information with MS Project, ArcView, and other programs. In order for you to use an ODBC interface, your system administrator must first install the appropriate ODBC driver on your computer.

Package - A method of encapsulating and storing related procedures, functions, variables, and other package constructs together as a unit in the database.

PL/SQL - Oracle's procedural language extension to SQL.

Primary Key - The column that identifies or contributes to the identification of a unique instance of data in a module. The column or set of columns included in the definition of a table's PRIMARY KEY constraint. A primary key's values uniquely identify the rows in a table. Only one primary key may be defined per table.

Procedures - A set of SQL and PL/SQL statements that are grouped together as a unit to solve a specific problem or perform a set of related tasks. A procedure is created and stored in compiled form in the database and can be executed by a user or a database application. Procedures and functions are identical except that functions always return a single value to the caller, while procedures do not return values to the caller.

Referenced Key - The unique key or primary key of the same or different table that is referenced by a foreign key.

RunTime Processing - Database processes that occur while you are entering or saving the information. Effectively, these processes happen immediately, as opposed to 'batch processing' which is reserved for certain times when batches of information are processed at one time.

Schema - A collection of logical data storage structures (schema objects).

Segment - A set of extents, each of which has been allocated for a specific data structure, and all of which are stored in the same tablespace. For example, each table's data is stored in its own data segment, while each index's data is stored in its own index segment. If the table or index is partitioned, each partition is stored in its own segment.

Server Batch Queue - Batch process that prints designated reports at a specified date and time.

Slave Printer - A printer directly connected to the terminal / computer. Only used with character mode terminals.

Structured Query Language (SQL) - A simple yet powerful database access language that is the standard language for relational database management systems.

Table - A relational database structure which is analogous to the entity of a data model.

Tablespace - Where data is logically stored in a database.

Transaction - A logical unit of work that comprises one or more SQL statements executed by a single user.

Unique Index - An index where no two rows of a table have duplicate values in the columns that define the index.

Unique Key - A column set of columns included in the definition of a UNIQUE constraint.

User-Accessible View - The view in the data dictionary that summarizes and displays the information stored in the base tables. These views decode the base table data into useful information, such as user or table names, using joins and WHERE clauses to simplify the information. Most users are given access to the views rather than the base tables.

User Defined Fields (UDF) - Fields defined by an organization to customize modules and screens.