

Guide
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Equipment Billing

Release A7.3

JDEdwards®



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Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

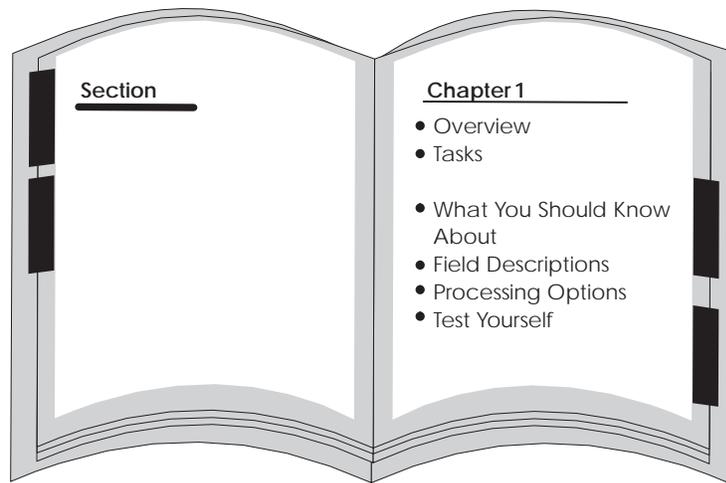
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Equipment Billing Overview

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

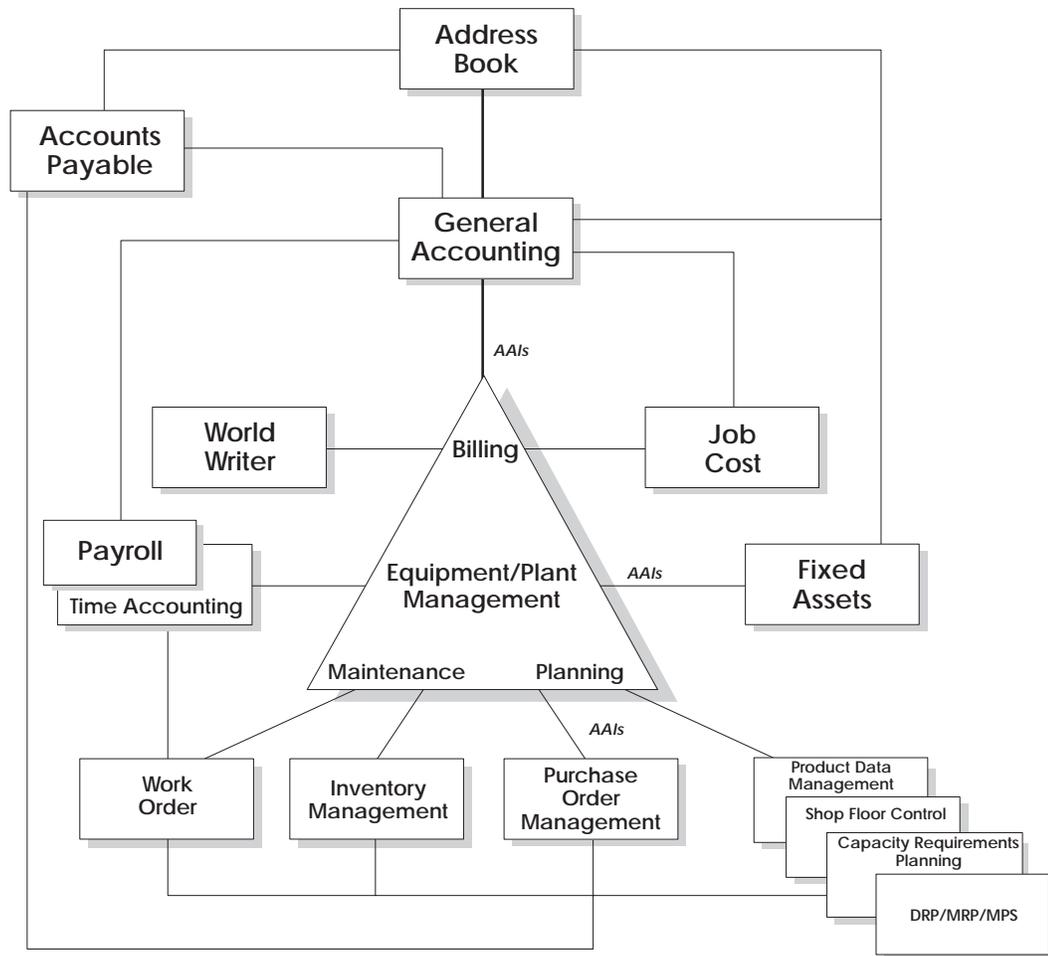
System Integration

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

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

The following diagram illustrates the system integration between Equipment Billing and other J.D. Edwards systems.





Address Book

Every J.D. Edwards system works with the Address Book system to retrieve up-to-date employee, supplier, and other applicable name and address information.

General Accounting

When you enter equipment transactions (including billing transactions), you must process them through the general ledger.

You enter all statistical values, such as miles, gallons, and so on, into the general ledger.

When you charge a job for equipment use, the system searches the Account Master for billing rate default values.

Accounts Payable

You can enter equipment charges through the Accounts Payable system.

The system automatically enters the equipment number from the purchase order to the accounts payable voucher.

World Writer

You use World Writer to create user defined reports, such as additional location tracking and parent/component history reporting.

Job Cost

When you charge a job for equipment use, the system searches the Job Cost Master for billing rate default values.

When you track equipment location, the job defined in the Job Cost system is often the tracking location.

Payroll and/or Time Accounting

You can use Payroll and/or Time Accounting to:

- Enter equipment time for billing purposes
- Charge for labor associated with operating or repairing equipment
- Charge labor to a work order, and an individual routing step

Fixed Assets

The Fixed Assets system shares many tables with Equipment Billing, including the Equipment Master Record and the Equipment Account Balance records.

You can access the STAR report writer through the Fixed Assets system. Use this report writer to create custom reports of equipment balances and units.

Equipment Billing uses automatic accounting instructions from the Fixed Assets system.

Work Orders

You can use the Work Order system to track, schedule, and report on preventive and corrective equipment maintenance activities.

To assist in planning labor and parts requirements, you can attach parts lists and routings to the work order.

Manufacturing Systems

You can use several of the manufacturing programs to plan maintenance parts and labor needs. You can:

- Set up the Master Planning Schedule to indicate that machines scheduled for maintenance are not available for use during that time
- Project labor and parts needed for maintenance
- Generate messages to indicate that parts need to be purchased and resources allocated to perform the needed maintenance

System Features

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

- Enter and search for equipment information
- Track equipment movement and assign equipment to multiple locations
- Charge for equipment use
- Maintain detailed cost accounting records for equipment
- Produce reports on a wide range of equipment-related topics

Equipment Information and Search

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

Parent/Component relationships

A parent is an item or piece of equipment that consists of other parts or components. It can also be a child or component of another piece of equipment.

Use parent/component relationships to group individual components in the system. You can establish up to 25 levels of components. This is useful if you manage complex equipment assemblies.

Equipment numbers

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

- Item number
- Unit number
- Serial number

Supplemental data

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

Location

You can search for and track equipment based on its historical, current, or planned location. This is helpful if you need to review equipment that is used at a particular jobsite or reroute equipment between jobsites. You can also bill for equipment use based on location.

Category codes

Define up to 23 category codes to classify equipment for reporting and data selection purposes. For example, you can perform online searches for equipment based on category codes that represent major accounting class, major equipment class, manufacturer, model year, and so on.

Other user defined codes

You can assign three additional user defined codes:

- Finance methods
- Equipment status codes
- Equipment message types

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

- Down
- Standby
- Working
- Available

Licenses and certifications

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

Online message logs

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

- Planned maintenance
- Actual maintenance
- Problem reports

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

Equipment Location Tracking

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

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

Charging for Equipment Use

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

Location Billing

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

In addition, you can:

- Distribute costs on a percentage basis to various components of a piece of equipment
- Define billing rates by job or job cost account
- Track equipment use by billing rate code
- Use automatic component billing to charge equipment costs to a parent assembly, but post the time directly to its components
- Print reports of billing rates and rate components

Time Billing

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

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

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

- Time Accounting
- Payroll
- Equipment Billing

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

Detailed Equipment Cost Accounting

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

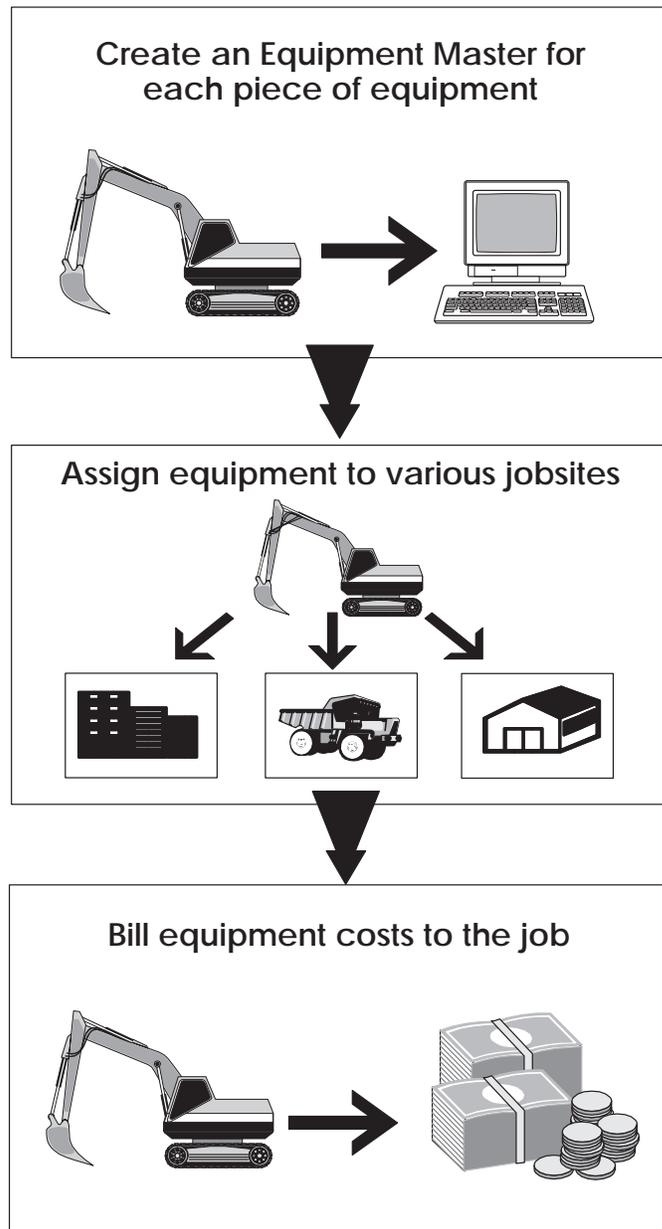
- Define a custom chart of accounts for your equipment cost and revenue. At any time, you can view these accounts at a summarized or detailed level.
- Analyze costs according to the operating hours or miles logged for equipment using either payroll and equipment time entry records or meter reading entries.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

Reporting

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

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

Equipment Billing System Flow



Equipment Billing Tables

Primary Tables and Descriptions

Item Master (F1201)	Stores basic information about each piece of equipment such as: <ul style="list-style-type: none">• Equipment number• Description• Account coding• Category codes
Item Balances (F1202)	Stores the account balance amount or unit for each equipment account.
Location Tracking (F1204)	Stores location information for an equipment item, including the: <ul style="list-style-type: none">• Location• Start effective date• Ending date• Equipment billing rate code• Location code, which indicates the type of location record, such as planned, current, or history
Account Ledger (F0911)	Stores General Ledger journal entry audit trails for both the Item Balances table (F1202) and the Account Balances table (F0902).

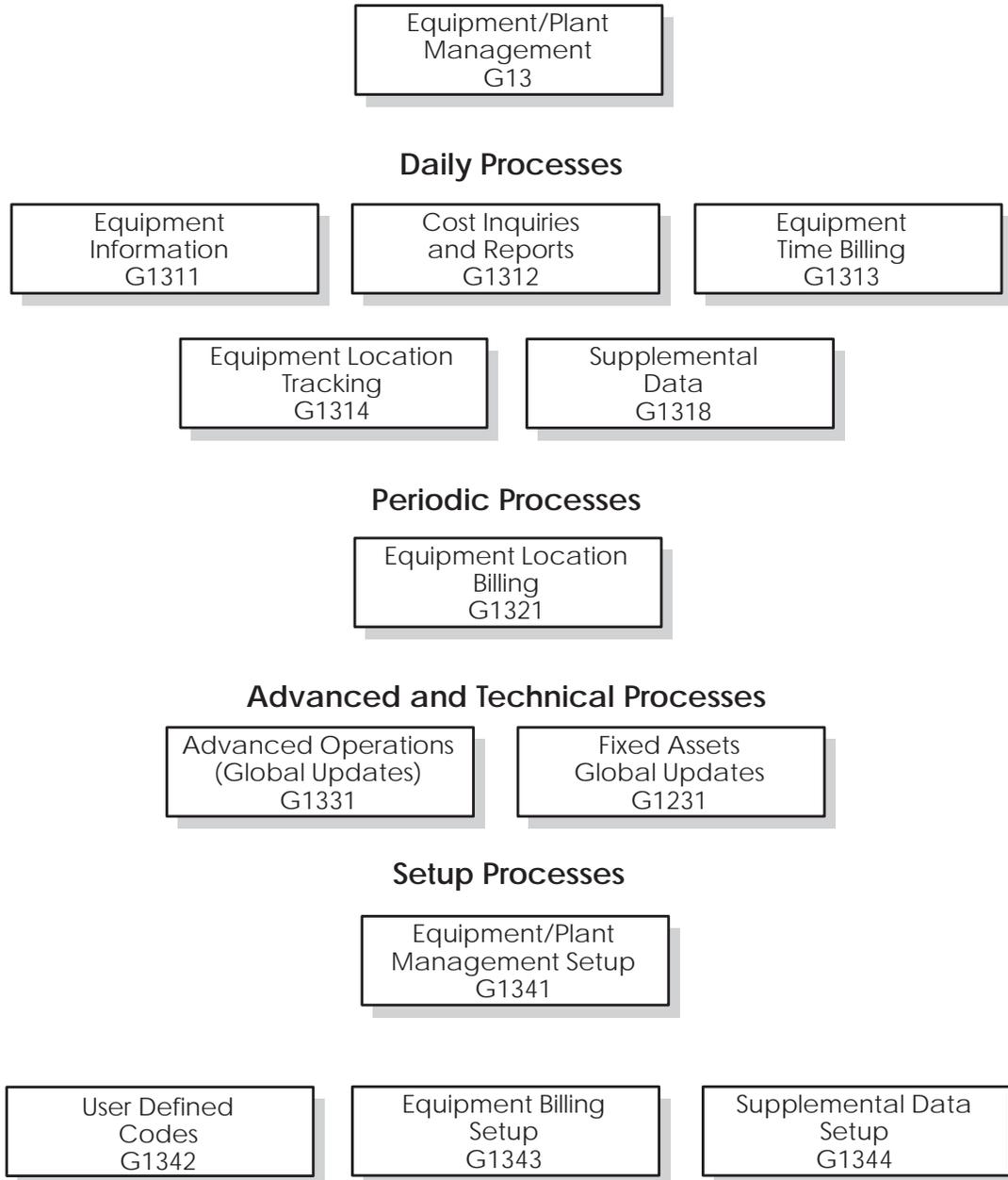
Secondary Tables

Equipment Billing also uses the following secondary tables:

- Equipment Rental Rates (F1301)
- Location Rental Rules (F1302)
- Billing Exception Days (F1303)
- Equipment Location Billing (F1304)
- Equipment Distribution Rules (F1305)
- Status History (F1307)
- Equipment Rate Code Definition table (F1390)
- Equipment Category Code Mapping (F1391)
- Item Messages (F1205)

- License Master (F1206)
- Location History Text (F1210)
- Parent History (F1212)
- Default Accounting Constants (F12002)
- Default Depreciation Constants (F12003)
- User Defined Codes (F0005)
- Address Book Master (F0101)
- Account Master (F0901)
- Automatic Accounting Instructions Master (F0012)
- Supplemental Data (F12090, F12092, F12093)
- Supplemental Data Cross Reference (F1392)
- Specification Data (F1216)
- Specification Cross Reference (F1215)

Equipment Billing Menu Overview



Daily



Equipment Identification

Objectives

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

About Equipment Identification

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

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

Identifying equipment consists of the following tasks:

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



Types of Equipment Identification Information

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

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

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

Equipment Master Information

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

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

- Set up equipment for location and billing processing
- Set up parent and component relationships

Supplemental and Specification Data

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

Message Logs

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

- Log problems or complaints about a specific piece of equipment
- Plan scheduled or preventive maintenance
- Report on actual maintenance

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

Category Codes and Equipment Identification

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

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

Equipment Identification Numbers

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

- Item number
- Unit number
- Serial number

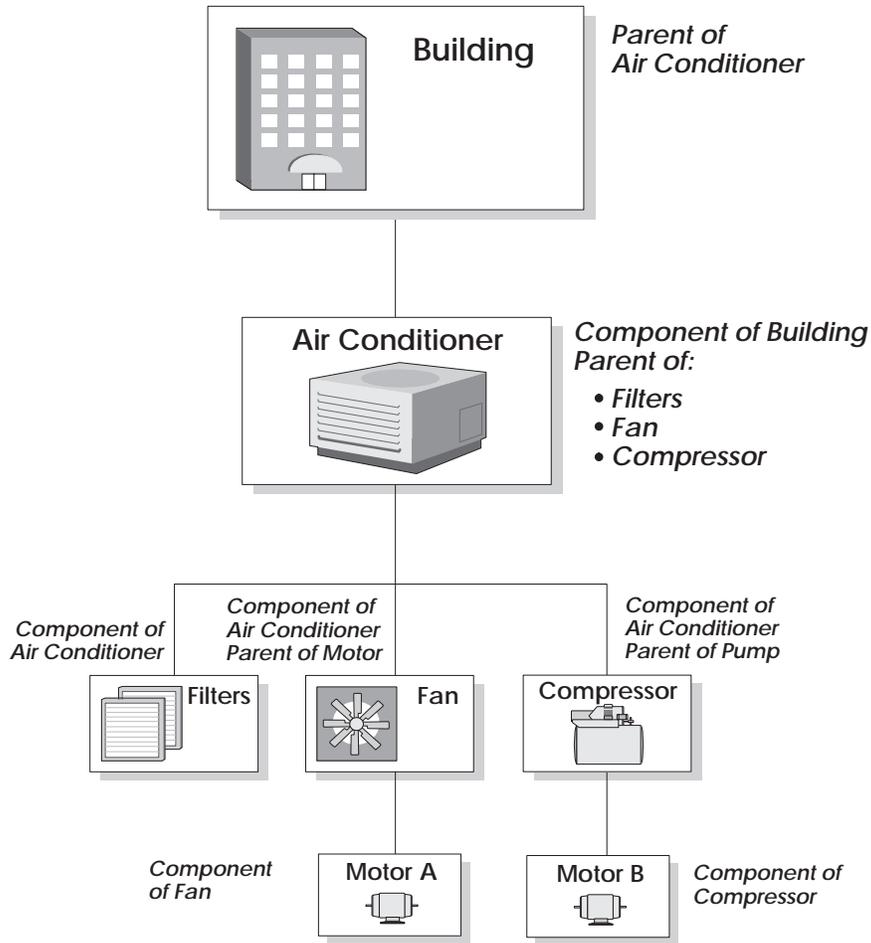
Different branches of your company might refer to equipment in different ways. For example, accounting personnel might identify equipment by an item number. Maintenance personnel might refer to equipment by the manufacturer's serial number or a company-assigned unit number.

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

Parent and Component Relationships

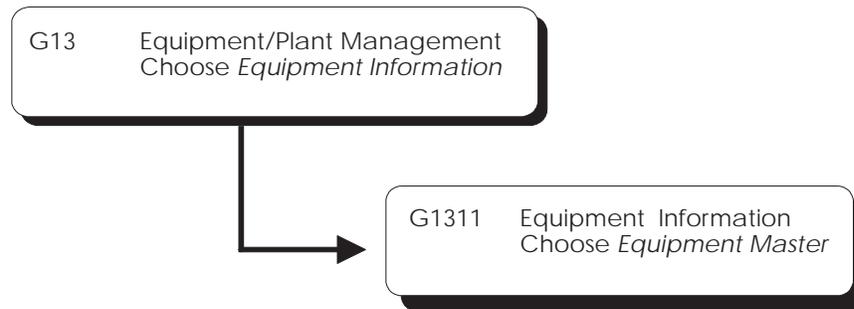
You can set up parent and component relationships to group individual pieces of equipment. For example, when you create master information, you can identify a building as a parent item. One of its components might be an air conditioner. The component of one item can also be the parent of another. For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

The following illustration shows an example of how parent and component relationships might be set up for equipment.



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

Create an Equipment Master Record



Creating an Equipment Master

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

- Equipment number
- Description
- Account coding
- Category codes

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

What You Should Know About

Default settings

When you create equipment master information, the program automatically inserts any default information you have already set up for your system in the appropriate fields, including:

- Balance record information
- Category codes
- Depreciation information

Category codes

You assign category codes to equipment when you create masters. You can use the Category Code Mapping program to set up your system to use default values for the category codes to which you want to assign equipment.

See Also

- *Setting Up User Defined Codes (P00051)* for more information about using category codes to classify equipment.
- *Setting Up User Defined Codes for Equipment Billing (P00051)* for more information about using category codes to classify equipment.
- *Mapping Category Codes (P1391)* for more information about setting up category code default values for your system.

▶ To create an equipment master

On Equipment Master

The screenshot shows the 'Equipment Master' window with the following fields and values:

Item Number	1300	Desc. 01	Backhoe, Caterpillar 426
Unit Number	937	Desc. 02	Heavy Duty Bucket
		Desc. 03	Extendable Stick
Serial Number	96M2835		
Parent Number	1300		
Company	50	A Model Construction Mgmt Co	
Responsible BU	YARD	Yard	
Asset Cst BU/Obj/Sub	50	2030	Heavy Equipment
Date Acquired	10/15/96	Date Disposed	
Inventory Item No			
Location/Start Date	5003	06/03/93	Airport Access Road
			Column Row
Subledger Inactive	<input type="checkbox"/>		
Equipment Status	<input type="checkbox"/>		
Current Item Qty	1.00	Date	02/28/95 Time 16:52:00
Employee			
Original Qty	1.00	AFE Number	
Remark	CAT 426		
Remarks - Line 2			

At the bottom of the window, there are several icons and a status bar with the text: F6=Loc F10=Comp F15=Codes F18=BOM F19=PM F20=Data F21=Cost F24=More MW

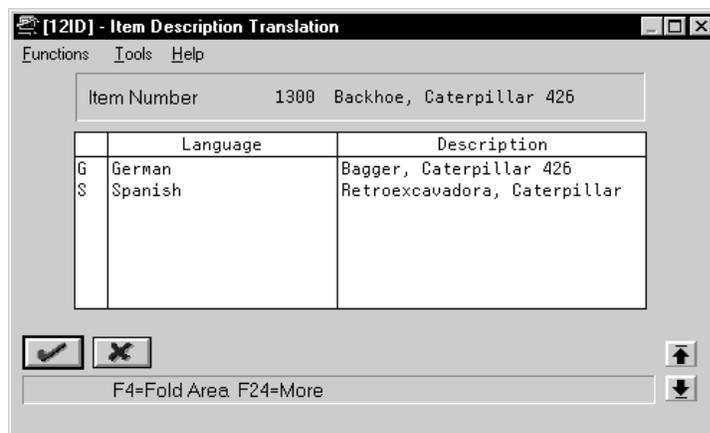
1. Complete the following fields to add an equipment master:

- Description 01
- Company
- Responsible Business Unit
- Asset Cost Business Unit/Object/Subsidiary

- Date Acquired
2. Complete the following optional fields:
 - Unit Number
 - Serial Number
 - Parent Number
 - Equipment Status
 3. Complete the following optional billing-related fields:
 - Location/Start Date
 - Current Quantity

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

4. Do one of the following:
 - In WorldSoftware, choose Update with Redisplay
 - In WorldVision, choose Add with Redisplay
5. Choose Item Description Translation window.



6. On the Item Description Translation window, complete the following fields to add or revise the non-domestic descriptions for the asset:
 - Language
 - Description
7. Choose Exit Program.
8. On Equipment Master, choose Codes to review the category codes for the equipment.

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

See *Mapping Category Codes (P1391)* for more information.

Item Number	1300	Backhoe, Caterpillar 426
Accounting Class	30	Heavy Equipment
Equipment Class	3TX	WHEEL LOADERS
Manufacturer	CAT	Caterpillar
Model Year	96	1996
Usage	HR	Hours
Equip. Subclass 1		.
Equip. Subclass 2		.
Equip. Subclass 3		.
Category Code 9		.
Rate Group	HOE	Backhoe
State	CO	Colorado
Tax Entity	5071	Denver City & County Tax
Financing Method	L	Capitalized Lease
New or Used	N	Cat Code 21
ITC		Cat Code 22
		Cat Code 23

F5=Update with Redisplay F15=Additional Codes F24=More Keys MW

9. On Item Master – Category Codes, complete the following optional field:
 - Rate Group
10. Complete any other fields to further identify equipment.
11. Do one of the following to update the equipment information:
 - In WorldSoftware, choose Update with Redisplay
 - In WorldVision, choose Add with Redisplay
12. Choose Exit Program.
13. On Equipment Master, choose Depreciation & Accounting Values.

The screenshot shows the '1202 - Depr & Accounting Values' window. At the top, there are fields for Item Number (1300), Fiscal Year (98), Description (Backhoe, Caterpillar 426), and Company Number (00050). Below this is a table for G/L Accounts with columns for Bus. Unit, Obj., and Sub. The rows are: Asset Cost Account (50, 2030), Accum Depreciation (50, 2130), Depre Expense (YARD, 8441), and Revenue Credit (YARD, 8421). A 'Depreciation By Method' table is also present, listing methods like Straight Line, MACRS Standard, and MACRS Alternative with their respective life spans and methods.

14. On Depreciation & Accounting Values, verify the default account number for the following optional billing field:
 - Revenue Credit

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

Field	Explanation
Parent Number	<p>An identification code for an asset that you can enter in one of the following formats:</p> <ol style="list-style-type: none"> 1 Item number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12-character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) <p>Every asset has an item number. You can use unit number and serial number to further identify assets as needed.</p> <p>If this is a data entry field, the first character you enter indicates whether you are entering the primary, or default, format that is defined for your system, or one of the other two formats. A special character (such as “/” or “*”) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the system constants form.</p> <p>..... <i>Form-specific information</i></p> <p>A number that identifies the immediate parent asset in a parent/component relationship. For example, a car phone and radar detector are components that belong to a car. If you leave this field blank, the system uses the asset’s primary identification number. If you change the parent number, the system displays a window so you can enter the date on which you assigned the asset a new parent.</p>
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>

Field	Explanation
Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>If you want the asset or accumulated depreciation business units to use the default value for the responsible business unit, the responsible business unit and company number must be in the same company. You set up the default business unit on the Fixed Assets Constants form.</p>
Asset Cost Account – Business Unit	<p>The business unit to which the system charges original acquisition cost and any supplemental capital additions. The system uses a default value for this field based on the value you specify on the Master Information form when you create a new asset master record. You can change this default value on Depreciation Information only if you have not entered any transactions for the account.</p>
Asset Cost Account – Object	<p>The object account to which the original acquisition cost and any supplemental capital additions have been charged.</p> <p>If the asset is a non-capitalized lease, this should be the expense account that lease payments are charged to. This expense account should have default coding instructions set up for method 00 (no depreciation method used).</p>
Asset Cost Account – Subsidiary	<p>The subsidiary account to which the original acquisition cost and any supplemental capital additions have been charged.</p>
Date Acquired	<p>The date your company acquired the equipment. If you use J.D. Edwards Fixed Assets, the system also uses this date as the date on which to start depreciation for the equipment. If you want the system to calculate depreciation from a date other than the date acquired, you can change the start depreciation date on the Depreciation and Accounting Values form.</p>

Field	Explanation
Location	<p>The current physical location of an asset. This must be a valid business unit or job number in the Business Unit Master file (F0006).</p> <p>..... <i>Form-specific information</i></p> <p>If there is more than one current location for an asset, this field (and the Start Date field) is blank and the location description indicates multiple current locations.</p> <p>NOTE: You can enter a location in this field only when you first create a master record. After you create the asset master record, you must use the Asset Transfer or Transfer Processing programs to make changes to the Location field.</p>
Start Date	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>The date that an asset was transferred to its current location.</p> <p>NOTE: After you create the master record, you must use the Asset Transfer or Transfer Processing programs to make changes to this field.</p>
Equipment Status	<p>A user defined code (system 12, type ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.</p> <p>..... <i>Form-specific information</i></p> <p>The system automatically updates the value in this field when you run the Asset Disposal program to dispose of the asset.</p>
Current Item Quantity	<p>This is the current number of units for an asset. It is used in conjunction with the original quantity. This field should always reflect the current or remaining amount of units.</p> <p>..... <i>Form-specific information</i></p> <p>The default value for this field is 1. If you dispose of a portion of an asset's original quantity, you should adjust the current quantity downward to reflect the amount actually remaining. If you change the current quantity for an asset, a window appears so that you can enter a location and effective date for the quantity change. If you split an asset, the system automatically updates this field.</p>

Field	Explanation
Major Accounting Class	<p>A user defined code (system 12, type C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment.</p> <p>J.D. Edwards recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger.</p> <p>NOTE: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.</p> <p>..... <i>Form-specific information</i></p> <p>J.D. Edwards recommends a one-to-one relationship between this category code and your asset cost accounts to facilitate STAR reporting. You can set up the system to use a default value for this field from Depreciation Default Coding when you enter new asset master records.</p>
Major Equipment Class	<p>A user defined code (system 12, type C2) that is used to classify assets into groups or families. You use the equipment category code as a subclass to further define the accounting class, for example, 310 for copy equipment, 320 for projectors, and 330 for typewriters within the accounting class for general office equipment.</p> <p>NOTE: If you do not want to use the major equipment class, you must set up a value for blank in the user defined code table.</p> <p>..... <i>Form-specific information</i></p> <p>You can set up the system to use a default value for this field from Depreciation Default Coding when you enter new asset master records.</p>
Category Code – F/A 10 (Rate Group)	<p>A user defined code (system 12, type C0) that groups similar items for billing. If you are an Equipment Management client and you use Equipment Billing, you must use this category code for rate group purposes only.</p>
Asset Revenue – Business Unit	<p>The business unit that the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.</p>
Asset Revenue – Object	<p>The object account the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.</p>
Asset Revenue – Subsidiary	<p>The subsidiary account that the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.</p>

Processing Options for Item Master Information

DEFAULT OPTIONS:

1. Enter a '1' to default the cost account information from the parent item when adding children items. _____
2. Enter a '1' to default the location from the responsible business unit. _____
3. Enter a '1' to default the Start Effective from the Date Acquired if left blank. Leave blank to default to the system date. _____
4. Enter a '1' to require the entry of a Unit Number when doing an add. _____

Enter Detailed Information

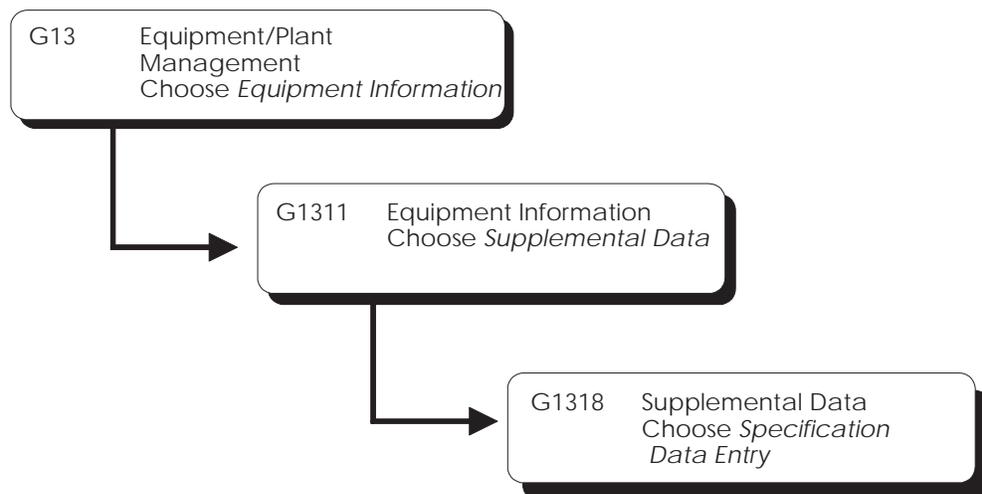
Entering Detailed Information

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

Entering detailed information about equipment includes the following tasks:

- Entering specification data
- Entering permit and license information
- Entering supplemental information

Entering Specification Data



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

Equipment nameplates A nameplate is the metal plate attached to a piece of equipment. The nameplate often includes information about the equipment such as:

- Model number
- Power requirements
- Manufacture date

Specification sheets Specification sheets come from the equipment manufacturer. Specification sheets include specific information about a piece of equipment such as:

- Operating instructions
- Safety instructions
- Power
- Dimensions

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

Before You Begin

- Set up specification sheets for specification information. See *Setting Up Specification Sheets (P1215)* for more information.

▶ **To enter specification information**

On Specification Data Entry

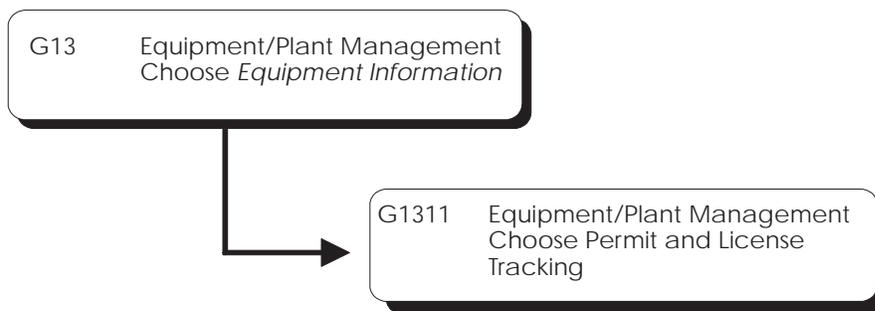
The screenshot shows a window titled "[1216] - Specification Data Entry" with a menu bar (Functions, Tools, Help) and a Page No field set to 01. Below this, there are fields for Item Number (11236), Major Equipment (01), and a description (Motor, 500hp GE). A large table contains detailed specifications:

Unit Number	01.151	Motor, 500hp GE
Description	EXHAUST FAN MOTOR	
Horsepower	500.00	
Phase	3	
Voltage		
RPM	1800	
Enclosure	EXPLOSION	
Frame	509LL	
Frequency (HZ)	60	
Type	K	
NEMA Design	B	
Manufacturer	GE	General Electric
Model	5K509RN204RE	
Serial Number	5K509RN204	
Manager	8414	O'Malley, James P.
Work Order		

At the bottom, there are navigation icons and a legend: F5=Update w/Redisplay, F19=Previous Key, F20=Next Key, F24=More Keys, and MW.

1. Complete the following field to locate a piece of equipment:
 - Equipment Number
2. Complete all appropriate fields.
3. Complete the following field to see additional pages:
 - Page Number

Entering Permit and License Information



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

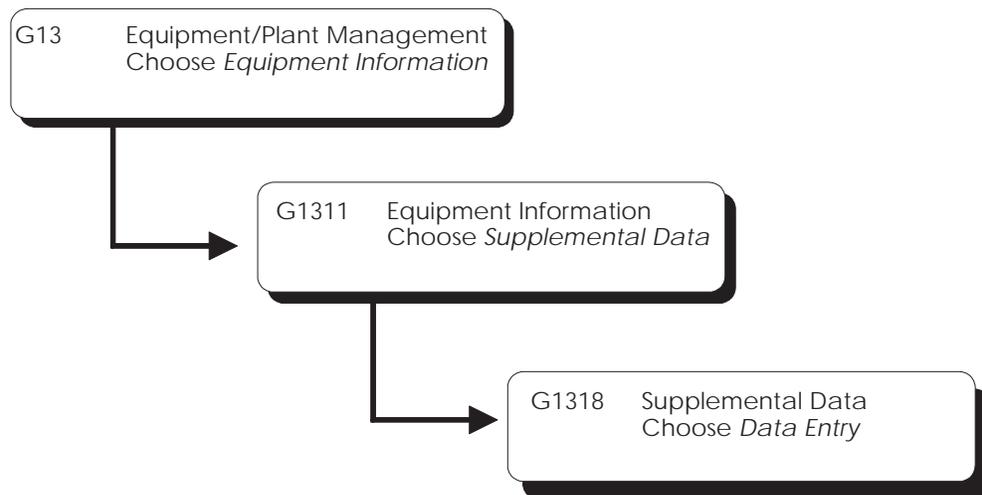
▶ To enter permit and license information

On Permit and License Tracking

License				Agency	
ST	Number	Date	Fee	Number	Name
CO	CBC-239	06/15/97	215.54	2292	Colorado State Treasurer

1. Complete the following field to locate a piece of equipment:
 - Equipment Number
2. Complete the following fields:
 - State
 - Number
 - Date
 - Agency Number
3. Complete the following optional field:
 - Fee

Entering Supplemental Information



Enter supplemental information to track, review, and report on additional information that is not contained in the equipment master. You can define and maintain any type of supplemental data you need by equipment class. For example, you might set up supplemental data for an equipment class that includes motor graders. The data might include fuel capacities, horsepower, oil readings, detailed description, and so on.

You can use a narrative text format or one of two types of columnar data text formats to enter and display supplemental data:

- | | |
|-----------------------------|--|
| Narrative (N) | Use this data type to access the Supplemental Text Entry form. You can use this text format to enter unlimited text information about equipment. |
| Columnar (C) | Use this data type to access the Supplemental Code Entry form. When you set up supplemental data forms using this data type, you can define the columns into which you enter information. The system determines the valid values for the columns based on values you define in user defined code tables. |
| Columnar-Message (M) | Use this data type to access the Supplemental Code Entry form. You can use this data type in the same way as the columnar type. The system determines the valid values for the columns based on values you define in Generic Rates and Messages. |

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

By data type

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

By equipment

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

Complete the following tasks:

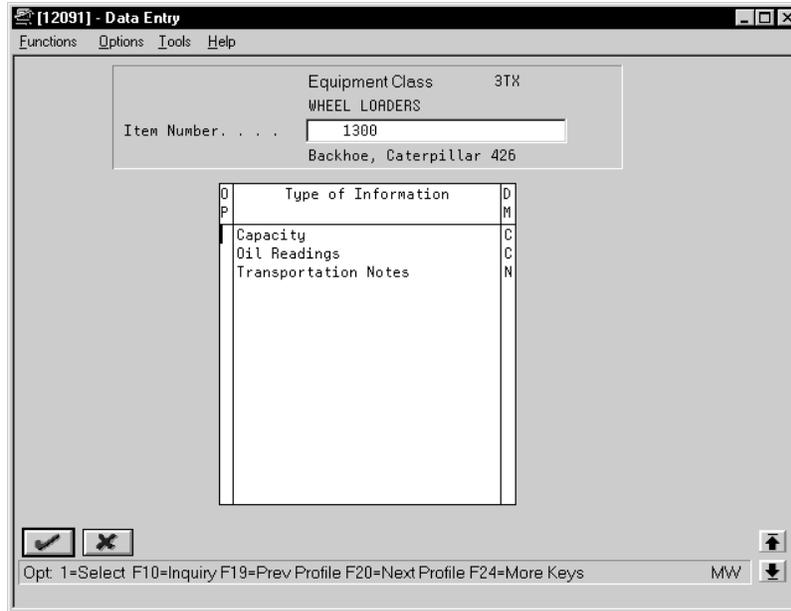
- Enter supplemental information
- Review supplemental information by data type
- Review supplemental information by equipment

Before You Begin

- Set up data types for supplemental information. See *Setting Up Supplemental Data*.

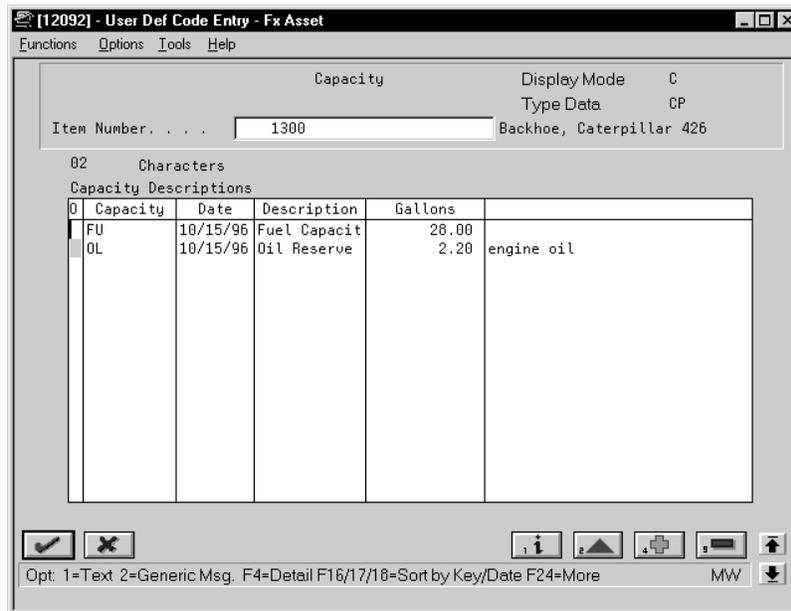
▶ To enter supplemental information

On Data Entry

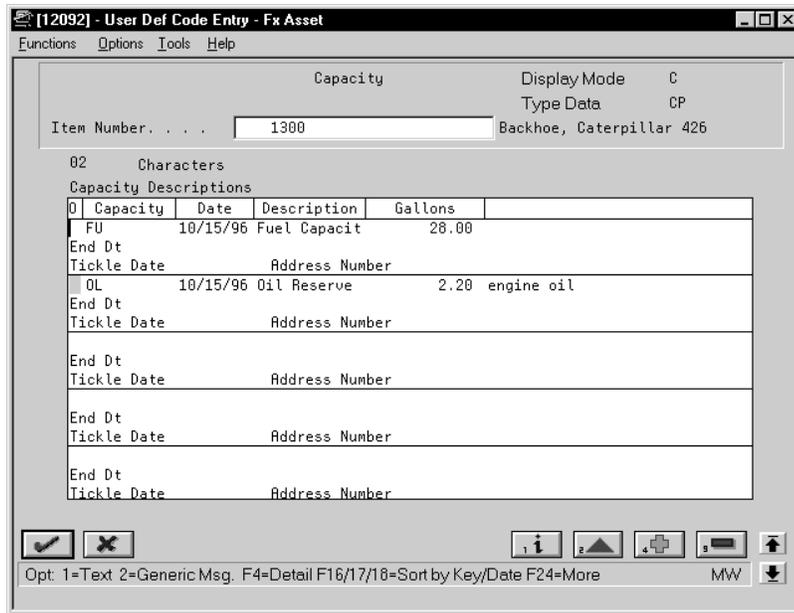


1. Complete the following field to display a list of valid supplemental data types specific to a piece of equipment:
 - Equipment Number
2. Select one or more types of information.

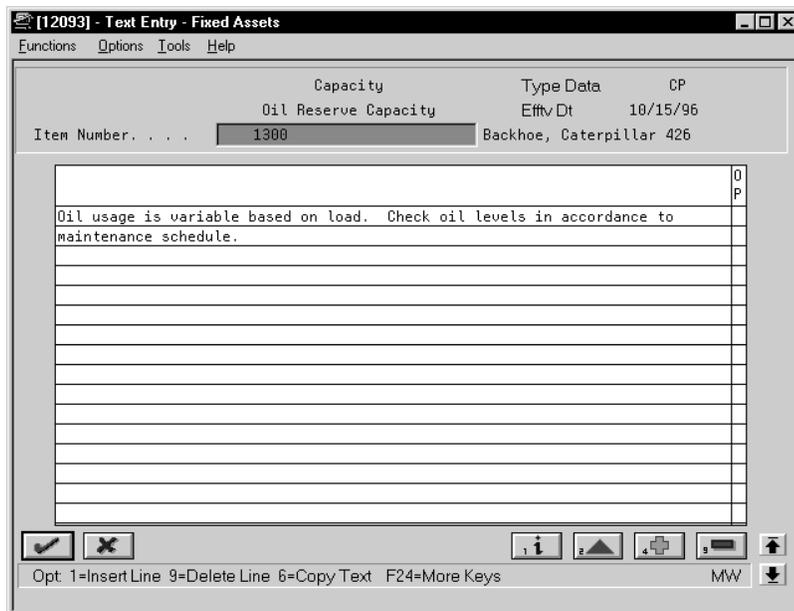
The following example shows the format for data formats C and M.



3. Complete the appropriate fields.
4. Choose Detail.



5. Complete the fields to enter additional supplemental information.
6. Select the Text option to enter text for a specific line of code (C and M display formats only).



7. Select Generic Message (M display mode only) to review or change the standard message.

What You Should Know About

Entering additional text You can use the Text option to enter additional information for equipment in text format, regardless of the format you have defined for the supplemental data form.

► To review supplemental information by data type

On Inquiry by Data Type

The screenshot shows a window titled "[12230] - Inquiry by Data Type" with a menu bar (Functions, Options, Tools, Help) and a control panel. The control panel includes fields for "Type Data" (set to CP), "Date From", "Skip To Value", "Display Mode" (set to C), "Capacity", and "Thru". Below the control panel is a table with the following data:

Capacity	Name	From	Gallons
FU	AA9 Motor Grade Backhoe, Caterp	10/15/96	100.00
OL	AA9 Motor Grade Backhoe, Caterp	10/15/96	28.00
	Engine oil	10/15/96	7.25
	engine oil	10/15/96	2.20
	Total		137.45

At the bottom of the window, there are navigation buttons and a status bar with the text: "Opt. 1=Data Entry 2=Text 3=Gen Msg F4=Detail F19/20=Prev/Next F24=More".

1. Complete the following field:
 - Type Data
2. Complete the following optional fields to limit the information that displays:
 - Date From
 - Thru

► To review supplemental information by equipment

On Inquiry by Item

The screenshot shows a window titled "[12220] - Inquiry by Item" with a menu bar containing "Functions", "Tools", and "Help". The main area contains the following information:

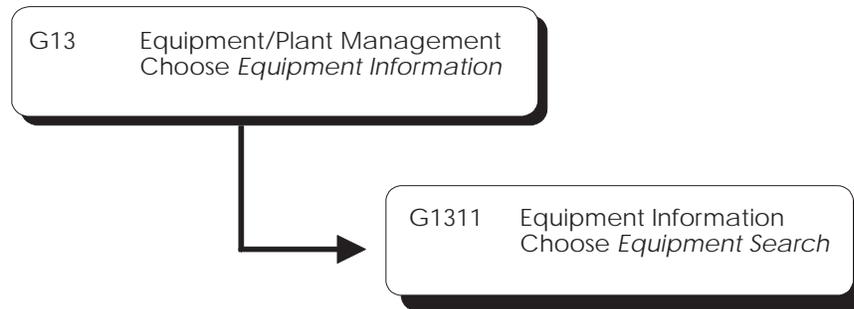
Item Number . . . 1300 Backhoe, Caterpillar 426
Date From [] Thru [] Heavy Duty Bucket
Extendable Stick
Parent Number 1300
Company Number 00050 A Model Construction Mgmt
Location 5003 Adams County

Capacity
Capacity Date Description Gallons
FU 10/15/96 Fuel Capacity 28.00
OL 10/15/96 Oil Reserve C 2.20 engine oil
Oil usage is variable based on load. Check oil levels in accordance to
maintenance schedule.

At the bottom, there are navigation icons (checkmark, X, up arrow, down arrow) and the text "F24=More Keys".

1. Complete the following field:
 - Equipment Number
2. Complete the following optional fields to limit the information that displays:
 - Date From
 - Thru

Search for Equipment Information



Searching for Equipment Information

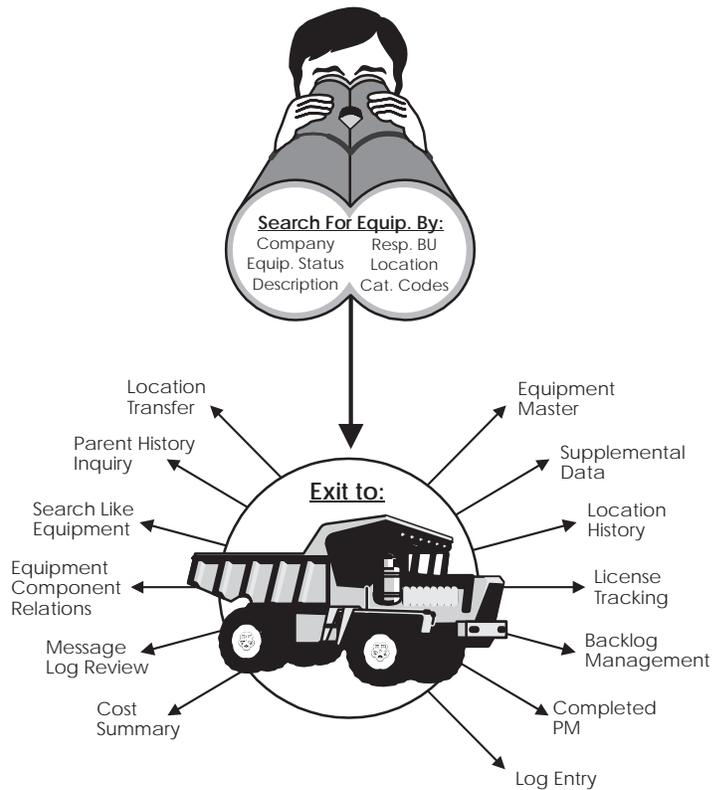
You can use the Equipment Search program to locate any piece of equipment you need to access within the system. For example, if you need to transfer a piece of equipment, but you don't know its identification number, you can find the number by entering the equipment's description on equipment search.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

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

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

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

The following illustration shows the different programs you can access from Equipment Search.



Searching for equipment information includes the following tasks:

- Searching for equipment by field
- Searching for equipment by query

Before You Begin

- You must build a search word table to perform a query search. See *Updating the Search Word Table (P12BDWRD)* for more information about the search word table.

What You Should Know About

Alternate formats

Use the function keys to toggle your view of equipment information on Equipment Search. One format displays location information. The other format displays description information.

Query search mode Use the function keys to toggle between field search and query search mode.

Parent and component relationships Pieces of equipment that are components of parent equipment appear indented on Equipment Search. Depending on your search criteria, indented entries are not necessarily the components of preceding entries.

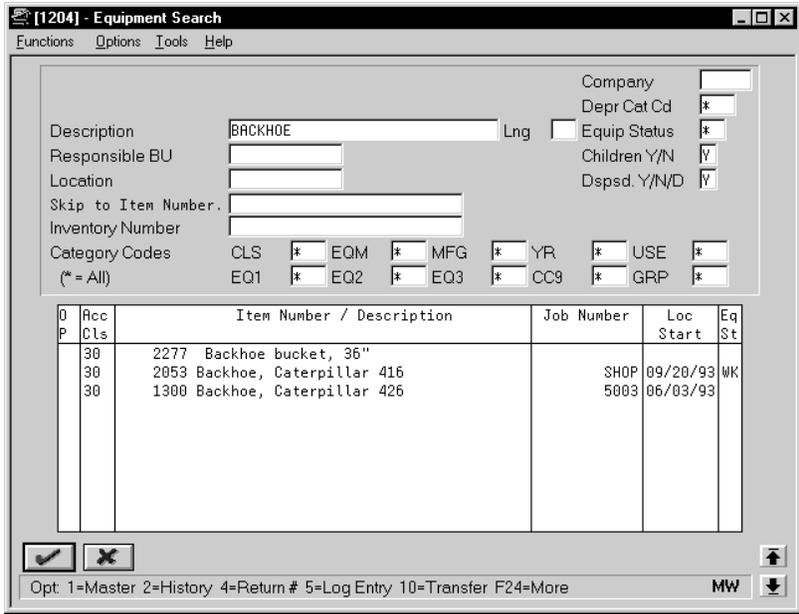
Using an asterisk in a search field When you enter an asterisk (*) in one of the category code fields or the Equipment Status field, the system locates all equipment with any value in those fields.

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

Searching for Equipment by Field

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

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



► **To search for equipment by field**

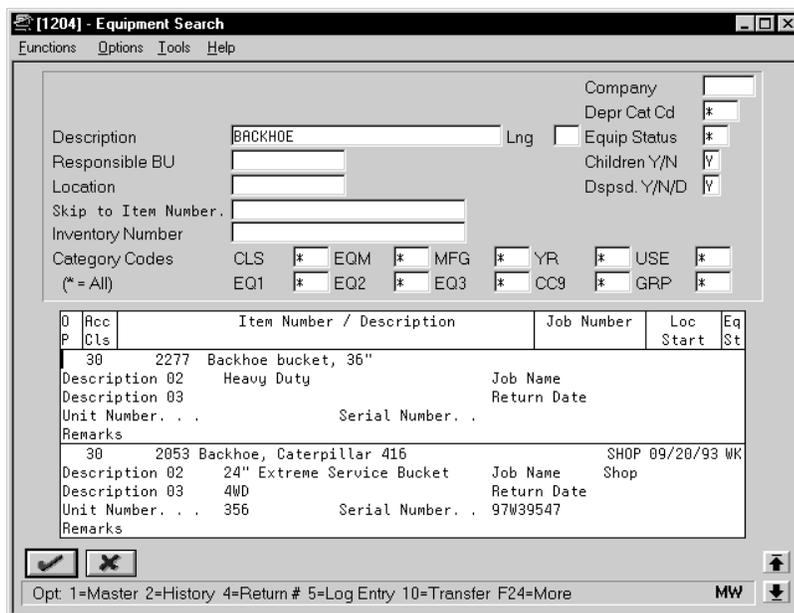
On Equipment Search

1. Complete any combination of the following fields to search for equipment:

- Company
- Equipment Status
- Description
- Skip to Equipment Number
- Responsible Business Unit
- Location
- Inventory Number
- Depreciation Category Code
- Category Codes 01–10

Depending on how you set up Equipment Constants, your system might only display Category Codes 01–05. See *Setting Up Equipment Constants*.

2. Choose Full Detail to review more equipment information.



3. Choose Display Alternate Panel Format to review location information in a different format.

[1204] - Equipment Search

Functions Options Tools Help

Description: BACKHOE Lng Company:
 Responsible BU: Depr Cat Cd: *
 Location: Equip Status: *
 Skip to Item Number: Children Y/N: Y
 Inventory Number: Dspsd. Y/N/D: Y

Category Codes: CLS * EQM * MFG * YR * USE *
 EQ1 * EQ2 * EQ3 * CC9 * GRP *

D	Item Desc	Location	Remark	Planned Return	Eq St
P	Backhoe bucke				
	Backhoe, Cater	Shop			MK
	Backhoe, Cater	Airport Access Roa			

Opt: 1=Master 2=History 4=Return # 5=Log Entry 10=Transfer F24=More MW

4. Choose Full Detail to review additional equipment information.

[1204] - Equipment Search

Functions Options Tools Help

Description: BACKHOE Lng Company:
 Responsible BU: Depr Cat Cd: *
 Location: Equip Status: *
 Skip to Item Number: Children Y/N: Y
 Inventory Number: Dspsd. Y/N/D: Y

Category Codes: CLS * EQM * MFG * YR * USE *
 EQ1 * EQ2 * EQ3 * CC9 * GRP *

D	Item Desc	Location	Remark	Planned Return	Eq St
P	Backhoe bucke				
	Item 2277	Loc	Remark 2		
	Unit Number		Serial Number		
	Description 02	Heavy Duty	Start Date		
	Description 03		Account Class	30	
	Backhoe, Cater	Shop			MK
	Item 2053	Loc 356	SHOP Remark 2		
	Unit Number		Serial Number 97W39547		
	Description 02	24" Extreme Service Bucket	Start Date	09/20/93	
	Description 03	4WD	Account Class	30	

Opt: 1=Master 2=History 4=Return # 5=Log Entry 10=Transfer F24=More MW

Searching for Equipment by Query

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

To search for equipment by query

On Equipment Search

1. Complete the following field:
 - Description

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

2. Choose Query Search.

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

Processing Options for Equipment Search

FORMAT CONTROL:

1. Enter a '1' to display the Equipment Management screen format. Leave blank (default) to display the Fixed Asset screen format.

DW VERSION SELECTIONS:

2. Enter the DREAM Writer version of the Scheduling Workbench (P48201) to call when the related option exit is used. Leave blank to call version ZJDE0001.

3. Enter the DREAM Writer version of the Component Cost and NBV (P12011) screen to call when the related option exit is used. Leave blank (default) to call version ZJDE0001.

DEFAULT VALUES:

Enter the default for the Category Code selections. Blanks will select all.

4. Major Accounting Class
5. Major Equipment Class
6. Manufacturer
7. Category Code 4
8. Category Code 5
9. Category Code 6
10. Category Code 7
11. Category Code 8
12. Category Code 9
13. Category Code 10

Work with Message Logs

Working with Message Logs

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

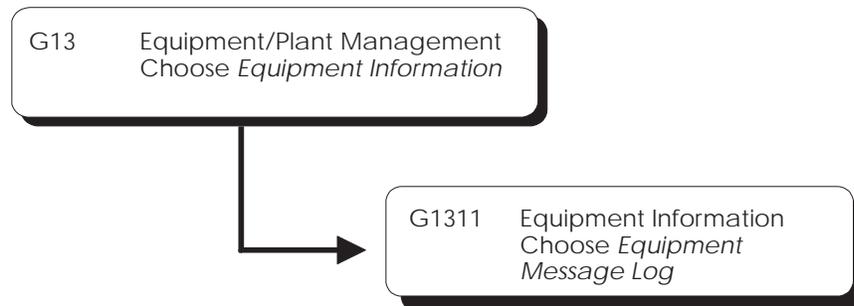
For example, you can indicate a unit meter reading, such as miles or hours, or a specific date when you want an equipment operator to receive a reminder message for the scheduled maintenance of a piece of equipment.

Tickler dates and units are posted to the AT00 automatic accounting instruction.

Working with equipment message logs includes the following tasks:

- Entering an equipment message
- Viewing equipment messages

Entering an Equipment Message



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

▶ **To enter an equipment message**

On Equipment Message Log

1. Complete the following fields:
 - Equipment Number
 - Message From
2. Type a message.
3. Complete the following optional fields:
 - Message Type
 - Tickler Miles/Hours
 - Tickler Date

Field	Explanation
Equipment Message Type	A user defined code (system 12, type EM) that identifies the type of message, such as A for Actual Maintenance or T for Lease Terms. You use different message types for reporting and control purposes.
Tickler Miles/Hours (Units)	The meter reading, in units such as miles or hours, at which you want to receive a reminder message about an asset. If you use this field, you must run the Update Message Log program on a regular basis.

Field	Explanation
Tickler Date	<p>The date that you want to receive a reminder message about an asset.</p> <p>This is the future date on which the scheduled maintenance is due. You can enter a service interval based on the schedule date and service days.</p>

What You Should Know About

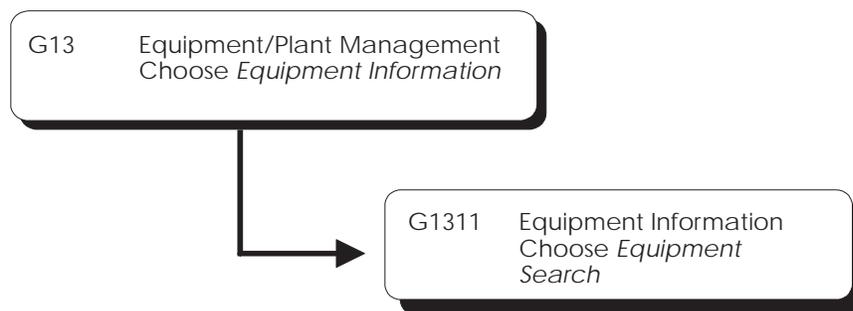
Using tickler miles or hours If you use tickler miles or hours, you must run the global Update Message Log program as often as you update meter readings.

Processing Options for Item Message Entry

MESSAGE TYPE SELECTION:

- 1) Enter Equipment Message Type to process. (1 character only)
- Example: 'P' - Problem Report
'S' - Planned Maintenance
'A' - Actual Maintenance

Viewing Equipment Messages



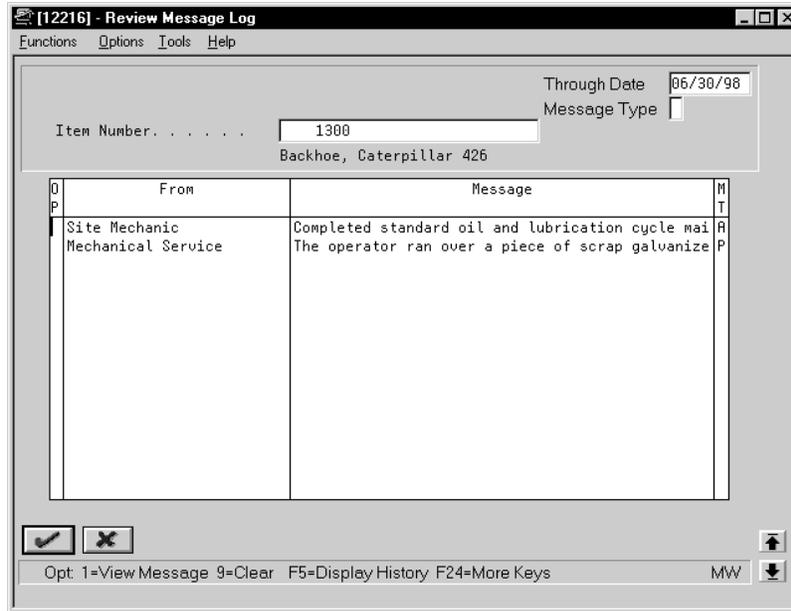
If a message exists for a piece of equipment, the system highlights the equipment number and description on Equipment Search.

► **To view equipment messages**

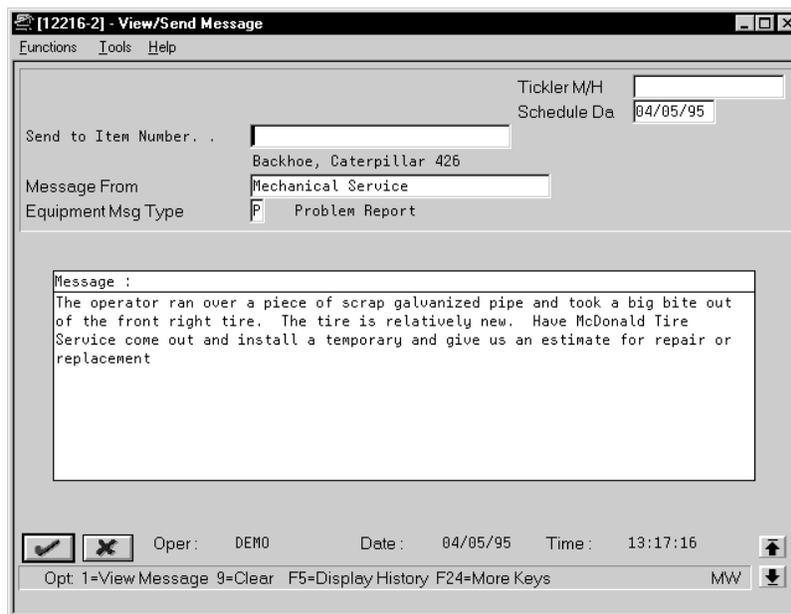
On Equipment Search

D	P	Acc Cls	Item Number / Description	Job Number	Loc Start	Eq St
		30	2277 Backhoe bucket, 36"			
		30	2053 Backhoe, Caterpillar 416	SH0P	09/20/93	WK
		30	1300 Backhoe, Caterpillar 426	5003	06/03/93	

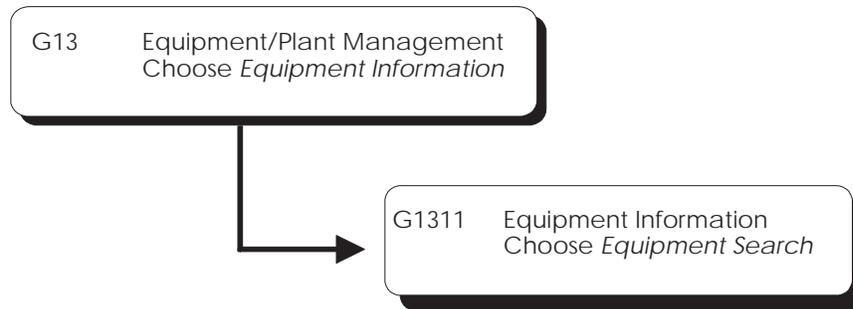
1. Complete any of the following fields to locate a piece of equipment:
 - Description
 - Company
 - Responsible Business Unit
 - Location
 - Skip to Equipment Number
 - Inventory Number
 - Equipment Status
 - Category Codes 01-10
2. Choose Review Message Log for a piece of equipment.



3. On Review Message Log, choose View Message to review the details of a message.



Locate Parent and Component Information



Locating Parent and Component Information

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

- Report on equipment costs at the parent or component level
- Review up to 25 levels of parent and component relationships

Locating parent and component information includes the following tasks:

- Reviewing parent and component history
- Reviewing current equipment components

Acc P	Cls	Item Number / Description	Job Number	Loc	Start	Eq St
50		10823 Exhaust Fan, 500hp		L1	05/05/94	
50		10831 Boiler #1		STERM	05/05/94	
50		10840 Forced Draft, Boiler #1		STERM	05/05/94	
50		10858 Boiler Operator controls		STERM	05/05/94	
50		10866 Electrostatic Precipitator		STERM	05/05/94	
50		10874 Valve, Primary Boiler Feed		STERM	05/05/94	
50		10882 Pump, Flow Boiler Feed		STERM	05/05/94	
20		10891 Production Line 1		ARER1	05/05/94	
20		10903 Pittsburgh Plant				
50		10911 Primary Processing System #1		L1	05/05/94	

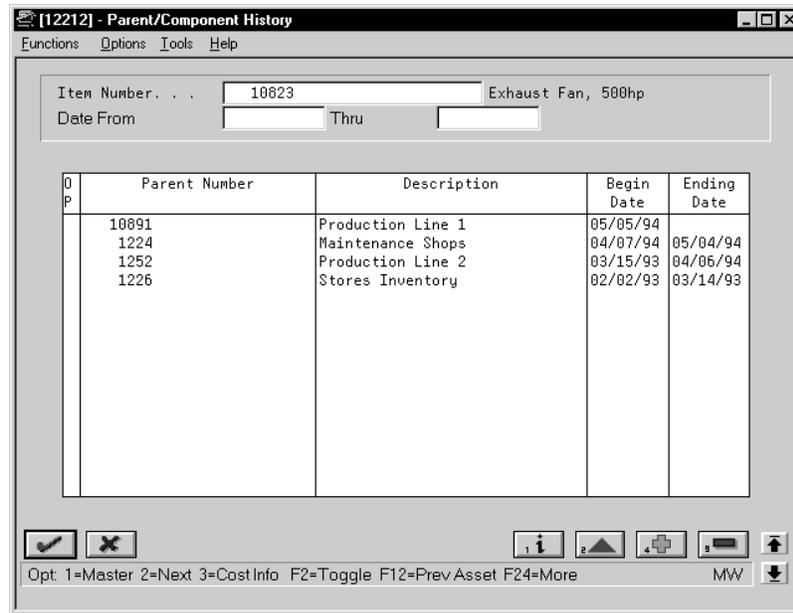
Reviewing Parent and Component History

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

► To review parent and component history

On Equipment Search

1. Complete the steps to locate a piece of equipment.
2. Choose Parent History Inquiry for the equipment.



3. Toggle to alternately display component history.

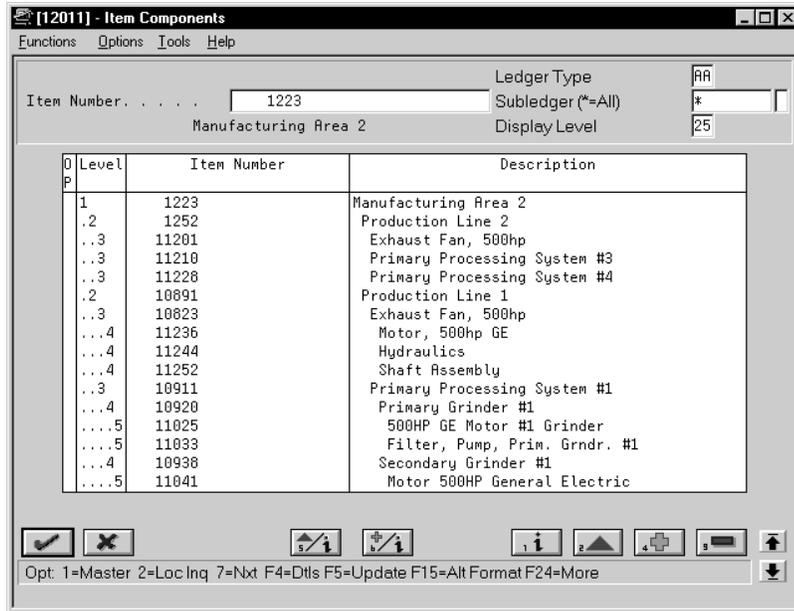
Reviewing Current Equipment Components

You can display current component information for a selected parent.

► To review current equipment components

On Equipment Search

1. Complete the steps to locate a piece of equipment.
2. Choose Component Cost and Net Book Value (NBV).



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

What You Should Know About

Changing equipment parent/component relationships

You can make changes to equipment parent/component relationships by changing the parent number for a piece of equipment on Equipment Master.

Displaying parent information

Select Display Parent to display a component's immediate parent. The system displays the parent and the components of the parent.

Displaying the next component level

Select Next Level to display all components of a specific piece of equipment. The component for which you select Next Level moves to the first display level, and its components display beneath it, according to the display level you choose.

Searching for similar equipment by category codes

You can search for all equipment whose category codes match those of a specified parent or component by selecting Search Like Equipment. When you select this option, the system displays the Equipment Search form completed with category code values identical to those of the selected equipment.

NOTE: If you access the Item Component form from a menu rather than from Equipment Search, this feature is not available.

Processing Options for Item Components and NBV

FORMAT CONTROL:

1. Enter a '1' to display the Equipment Management screen format. Leave blank (default) to display the Fixed Asset screen format.

DEFAULT VALUES:

2. Enter a default Item Number.
3. Enter a default display level.



Exercises

See the exercises for this chapter.

Test Yourself: Equipment Identification

1. When you create a new equipment master, what are the five required fields?

2. When you create a new equipment master, the system enters default values for some of the category codes. Where are these default values supplied from?

3. If you do not enter the Location and Location Start Date fields when you create an equipment master, where do you enter the information?

4. How do you establish or change parent and component relationships for equipment?

5. Supplemental Data:

- a is used to record equipment information that is not included on the equipment master
- b has a narrative text format
- c has a columnar format
- d is tracked by equipment number
- e all of the above

Test Yourself: Equipment Identification (continued)

6. What are the two general purposes of Equipment Search?

7. True or False

The fields in the upper portion of the Equipment Search form can be used in combination.

8. How many levels of parent/component relationships can you use?

The answers are in *Appendix A*.



Process G/L to Equipment

Objectives

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

About Processing G/L to Equipment

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

- Accounts Payable
- General Accounting
- Inventory

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

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

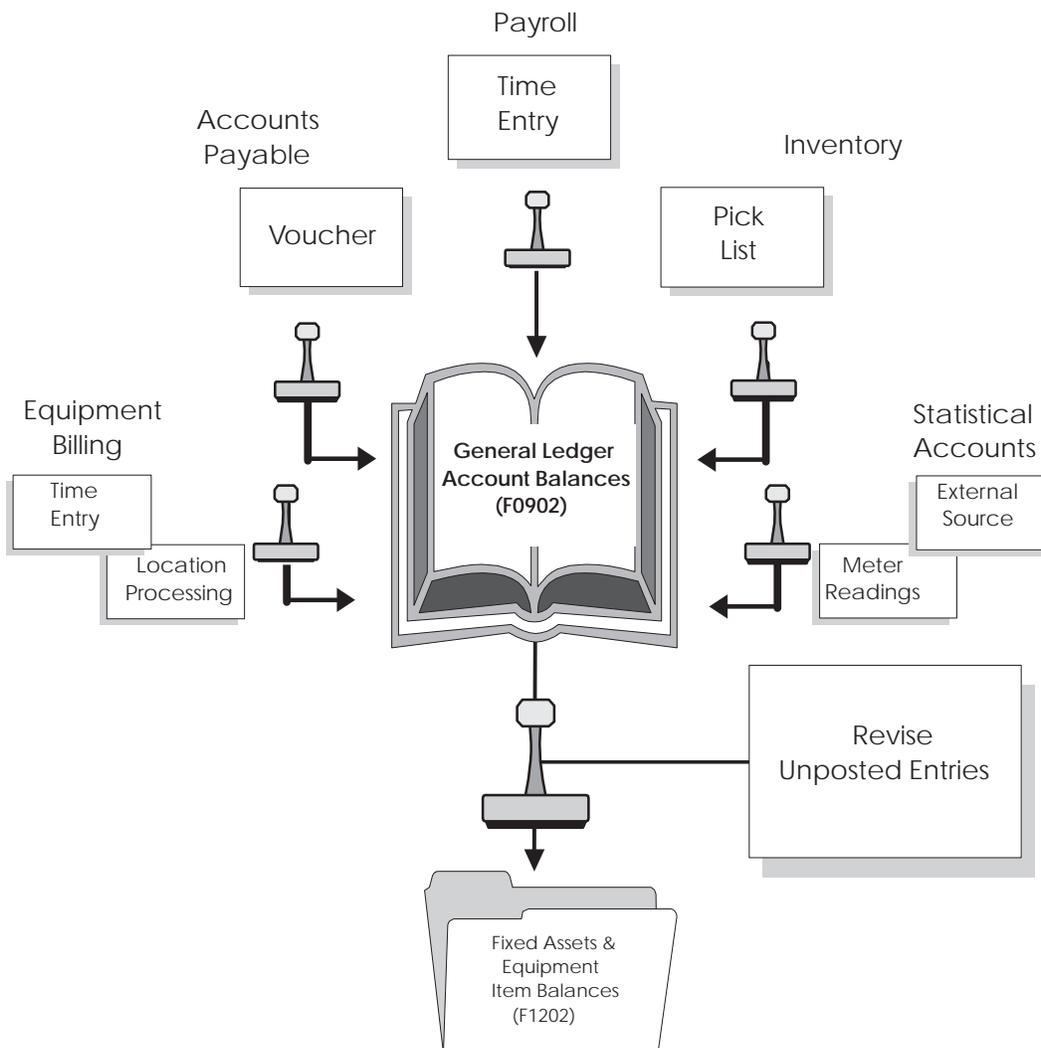
After the system creates journal entries for the equipment costs you enter, you must post the entries first to the general ledger, and then to equipment. When you post to the general ledger, the system updates the Account Balances table (F0902). When you post to equipment, the system updates the Item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



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

- A general ledger post code of P, which means the journal entry has been posted to the Account Balances table (F0902)
- An account that falls within the cost account range set up in automatic accounting instructions (AAIs)
- A fixed asset post code of blank to indicate that the system can post the journal entry to the Item Balances table (F1202)
- A valid equipment number
- A hold code of blank

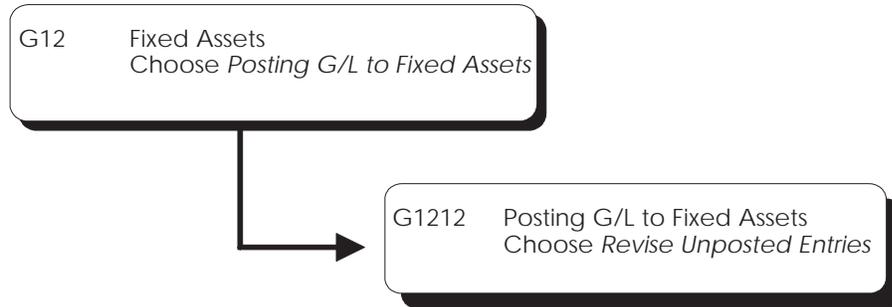
The following illustration shows the type of journal entries that affect equipment costs, and how those entries are assigned to equipment.



Processing general ledger journal entries to equipment includes the following tasks:

- Working with G/L journal entries
- Posting G/L journal entries to equipment

Work with G/L Journal Entries



Working with G/L Journal Entries

You can revise equipment journal entries that are posted to the general ledger before they post to equipment. For example, you might want to review journal entries to ensure that all of the equipment information is included, such as equipment numbers. You also work with G/L journal entries if you want to keep any transactions that fall within the fixed asset (FX) range of AAI's from posting to equipment. An example of this type of journal entry would be for transactions that you record to make corrections to the general ledger.

Working with G/L journal entries includes the following tasks:

- Revising unposted journal entries
- Splitting unposted journal entries
- Printing the Journal Entries report

Revising Unposted Journal Entries

Use Revise Unposted Entries to make specific changes to journal entries before they are posted to equipment. For example, you can:

- Revise or add an equipment number to a journal entry
- Revise or add a description to further explain a journal entry
- Create an equipment master for journal entries that include an asset cost account for a piece of equipment that is new to the system
- Revise the hold or pass code on a journal entry to temporarily or permanently prevent it from posting to equipment
- Post individual journal entries immediately (interactively) to equipment rather than in a batch job



To ensure the integrity of your transaction records and audit trails, the system prevents changes to account information that has already been posted to the general ledger, such as:

- G/L account number
- Amount
- G/L date

▶ To revise unposted journal entries

On Revise Unposted Entries

Item Number	Explanation	Ty	Document Number	G/L Date	Amount	H	P	C
		PV	4155	06/21/98	2,487.61			
		PV	4155	06/21/98	14,978.95			
		PV	4156	06/21/98	3,458.91			
		PV	4151	06/30/98	94,675.12			
	32MB Main Storage	PV	4277	06/30/98	15,967.62			
	DASD 2 857MB	PV	4277	06/30/98	31,786.43			
	Printer 24ipm	PV	4277	06/30/98	18,689.23			
	Ceiling Materials	PV	538	06/15/98	17.50	H		
	Ceiling Materials	BE	1635	06/15/98	17.50			
00001006	Ceiling Materials	BE	1635	06/15/98	17.50			
00011535	IBM Laptop	PV	1505	06/20/98	1,436,000			
00011535	IBM Laptop	PV	1505	06/20/98	1,755.39			

1. Complete any of the following fields to locate a journal entry:
 - Company
 - Account number
 - Business unit
 - Object
 - Batch
 - Batch Type
 - Document
 - Document Type
 - Hold code
 - Ledger type
2. Complete the following field to change or add a transaction description:
 - Explanation
3. Complete the following field to change the hold code for a transaction:
 - Hold Code
4. Complete the following field to prevent a transaction from posting:
 - Pass Code
5. Leave the following field blank to automatically create a new equipment master when you run Post G/L Entries to Assets:
 - Equipment Number
6. Choose Master Information to create a new equipment master or review an existing equipment master.

See [Creating an Equipment Master](#).
7. Choose Original Source of Entry to review individual transactions.
8. Choose Post to post individual journal entries immediately to equipment.

Field	Explanation
FA Pass Code – Batch Rear End Posted Code	<p>The valid post codes for fixed asset transactions are as follows:</p> <ul style="list-style-type: none"> blank Unposted. Transaction has not yet been posted to the Item Balances table (F1202). P Pass. Transaction does not fall within the FX range of accounts as set up in automatic accounting instructions (AAIs) and will not post to fixed assets. You can manually update this field to P through the Revise Unposted Entries program (P12102). Use P in this field when the account number is within the fixed asset range of accounts, but you do not want the transaction to post to fixed assets. You can change this field from blank to P or from P to blank. * Posted. Transaction has been posted to the Item Balances table. You cannot change this value. <p>..... <i>Form-specific information</i></p> <p>This field appears twice on the Revise Unposted Entries form.</p> <p>FA Pass Code. Enter a value in this field to locate specific transactions. Transactions with an asterisk (*) in this field have already been posted to fixed assets. These transactions do not appear on Revise Unposted Entries. To view all fixed asset transactions, regardless of post code, enter @ in this field.</p> <p>PC. Use this field to manually update a transaction to a P status.</p>
FA Hold Code – G/L Posting Code	<p>Enter a character in this field to temporarily keep a transaction from posting to the Fixed Assets system. You can update this code to any character other than X, or *. The X code is reserved for Fixed Assets Time Entry. The * code is reserved for selection of all hold codes in the Revise Unposted Entries program (P12102).</p> <p>When you run the Post Unposted F/A Entries program, the system only posts transactions with a “batch rear” value of blank, a G/L post code value of P, and a hold code value of blank.</p>

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).</p> <p>..... <i>Form-specific information</i></p> <p>To limit your search to transactions with amounts distributed to a specific account, enter an account number. If you enter an account number in this field, do not enter information in the Business Unit or Object Account fields.</p>
Document Type	<p>A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>

Field	Explanation
Item Number	<p>An identification code for an asset that you can enter in one of the following formats:</p> <ul style="list-style-type: none"> 1 Item number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12-character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) <p>Every asset has an item number. You can use unit number and serial number to further identify assets as needed.</p> <p>If this is a data entry field, the first character you enter indicates whether you are entering the primary, or default, format that is defined for your system, or one of the other two formats. A special character (such as “/” or “*”) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the system constants form.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank and the account falls within the cost account (FA) range in the AAls, the system automatically creates a new asset master record when you run the batch Fixed Asset Post.</p>

What You Should Know About

Viewing the results of an interactive post

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

Processing Options for Revise Unposted Entries

DISPLAY OPTION:

1. Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions with commas.

UPDATE OPTION:

2. Enter '1' to allow posting of cost to a different account than defined in the Asset Master. Leave blank (default) to prevent posting of cost to a different account than Asset Master.

Splitting Unposted Journal Entries

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

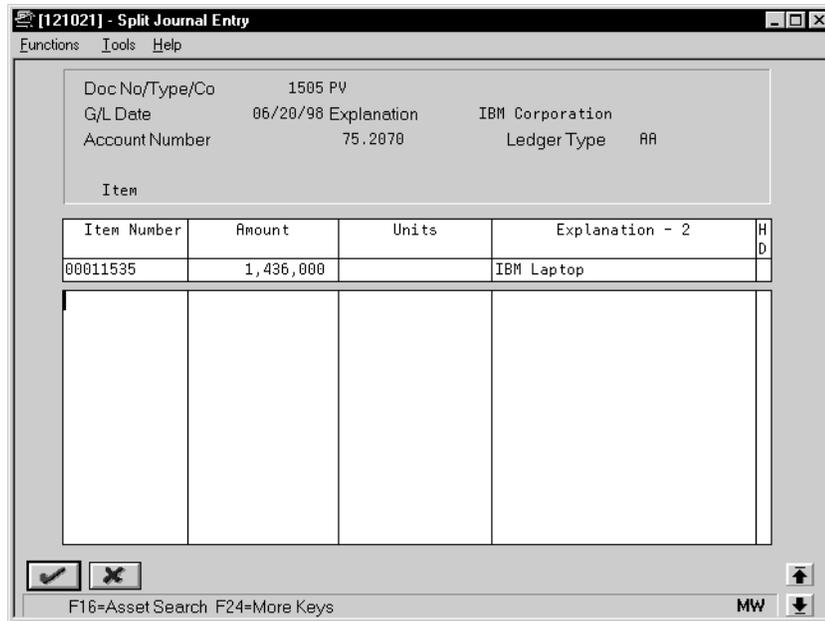
For example, an invoice for computers can be distributed in the full amount to the G/L asset account for computers. However, you might want to capitalize each computer separately in equipment. You can split the original journal entry for computers into several pieces of equipment, such as central processing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

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

To split unposted journal entries

On Revise Unposted Entries

1. Complete any of the following fields to locate a journal entry:
 - Company
 - Account number
 - Business unit
 - Object
 - Batch
 - Batch Type
 - Document
 - Document Type
 - Hold code
 - Ledger type
2. Choose Split Journal Entry.
3. Choose the change action.



4. On Split Journal Entry, complete the following fields:
- Equipment Number
 - Amount
 - Units (if applicable)
 - Explanation-2

Field	Explanation
Explanation-2	<p>A name or remark that describes an element in the J.D. Edwards systems.</p> <p>..... <i>Form-specific information</i></p> <p>Enter a remark to describe the journal entry split. If you leave this field blank, the system uses the description of the original journal entry as the default value.</p>

What You Should Know About

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

Printing a Journal Entries Report

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

12301		J.D. Edwards & Company				Page - 2				
		Unposted F/A Transactions				Date - 6/30/98				
Do Ty	Document Number	G/L Date	Account, Description, Subledger/Type	LT	Amount	Units	Item Number	Description/Explanation	Line Number	H D
PV	538	06/15/98	50.2070. Capital Improvements	AA	2,000.00			* No Item Master Record Electrical Units	6.0	H
PV	568	06/15/98	50.2040. Vehicles	AA	8,925.64			A&B Electric Motor Ser * No Item Master Record Invoice 79860	13.0	
PV	568	06/15/98	50.2040. Vehicles	AA	4,000.00			Tenco Tractor, Inc. * No Item Master Record Invoice 821347 Tenco Tractor, Inc.	14.0	H
A Model Construction Mgmt Co					14,925.64					
					14,925.64					

What You Should Know About

Report messages

If you post a journal entry that does not include an equipment number, the message *No Item Master Record* appears on the report.

You should create an equipment master for the equipment and attach the new equipment number to the journal entry.

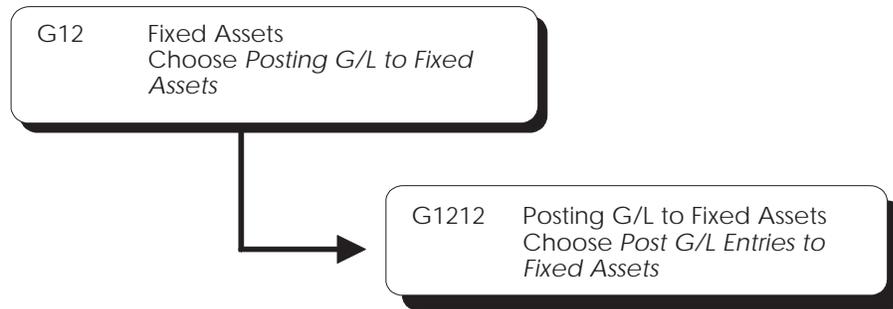
Processing Options for Unposted F/A Transactions

PRINT SELECTION:

- 1) Identify how to print Asset Number. _____
 - 1 = Item Number (DEFAULT)
 - 2 = Unit Number
 - 3 = Serial Number

- 2) Identify how to print the Amount. _____
 - blank = Amount w/ commas (DEFAULT)
 - 1 = Amount w/o commas

Post G/L Journal Entries to Equipment



Posting G/L Journal Entries to Equipment

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

Posting G/L journal entries to equipment consists of the following tasks:

- Posting a batch of journal entries
- Verifying the post process

Posting a Batch of Journal Entries

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

- A G/L post code of P (posted to the Account Ledger table)
- An account within the FX range you set up in the AAIs
- A fixed asset post code of blank

Equipment Billing

- A valid equipment number or an account that falls within the cost account (FA) range of the AAIs
- A hold code of blank

When you run the Post G/L Entries to Assets program, the system posts all equipment journal entries to the Item Balances table. The post program updates the Item Balances table and marks each transaction as posted.

Verifying the Post Process

After the post process is complete, the system generates a Post Unposted Fixed Asset Entries report. You can review this report to verify the results of the post. The report indicates all journal entries that were not posted and why. It also notes any automatic processes that might have occurred during the post.

12800		J.D. Edwards & Company				Page		2
		Post Unposted F/A Entries				Date		6/15/98
Do Document Ty	Number	G/L Date	Account Description and Explanation	LT	Amount	Item Number	Description	Message Area
PV	572	06/15/98	50.2030. Heavy Equipment Trailer	AA	19,785.60	10663	Heavy Equipment Tenco Tractor, Inc. Trailer	Item Master record created. Item number assigned.
PV	573	06/15/98	50.2030. Heavy Equipment Tractor Digger, Inc.	AA	675,795.80	10671	Heavy Equipment Digger, Inc. Tractor	Item Master record created. Item number assigned.
PV	574	06/15/98	50.2030. Heavy Equipment Steel Platform Edwards & Edwards	AA	25,782.55	10680	Heavy Equipment Edwards & Edwards Steel Platform	Item Master record created. Item number assigned.

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

Item Master Record Created

This message indicates that the system created an equipment master and its corresponding balance information for a posted transaction. If you do not create this information for a piece of equipment before running the post program, the system automatically creates it under the following circumstances:

- The equipment number is blank in the Account Ledger table (F0911)
- The object account falls within the FA range of AAIs
- You use the Post G/L Entries to Assets program to run the post

The system creates equipment masters and balance information based on the values you enter in Item Setup Default Coding.

Item Number Assigned

If you did not assign an equipment number to an unposted journal entry, this message indicates that the system has automatically assigned an equipment number based on the FA range in the AAIs.

Unable to Post — The record is not in the Item Master Table

This message indicates that you did not assign an equipment number to an unposted journal entry and the system was unable to assign a number automatically.

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

Equipment Search and Location

Review new equipment and corresponding equipment masters that are generated by the post. This is particularly useful if you split a general ledger transaction before running Post G/L Entries to Assets.

Cost Summary

Review how the new transactions affect cost accounts and balances.

Assembly Components and NBV

Review how parent and component relationships are affected by the post. You can also see any changes to the net book value of a piece of equipment.

Processing Options for Fixed Asset Post and Journal

PRINT SELECTION:

1. Identify how to print Asset Number. _____
1 = Item Number (DEFAULT)
2 = Unit Number
3 = Serial/Tag Number

2. Identify how to print the Amount. _____
blank = Amount w/ commas (DEFAULT)
1 = Amount w/o commas

UPDATE OPTIONS:

3. Enter a '1' to use the asset number from the subledger type 'E' when the G/L asset number is blank. Leave blank to use the G/L asset number only when posting to Fixed Assets. _____

4. Enter '1' to allow the posting of cost to a different account than defined in the Asset Master. Leave blank (default) to prevent posting of cost to a different account defined in the Asset Master. _____

Test Yourself: Process G/L to Equipment

1. In order for costs and expenses to post to equipment, they must:

2. True or False

Transactions relating to more than one piece of equipment can be split using Revise Unposted Entries.

3. To maintain integrity between the General Ledger and the equipment system, the Account Ledger table (F0911) transaction updates which of the following tables?

F0901 Account Master
F0902 Account Balances
F1201 Item Master
F1202 Item Balances
F1307 Status History

4. If the equipment number was not entered when the original transaction was made, where can you assign the equipment number to the transaction?

The answers are in *Appendix A*.



Equipment Cost Tracking

Objectives

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

About Equipment Cost Tracking

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

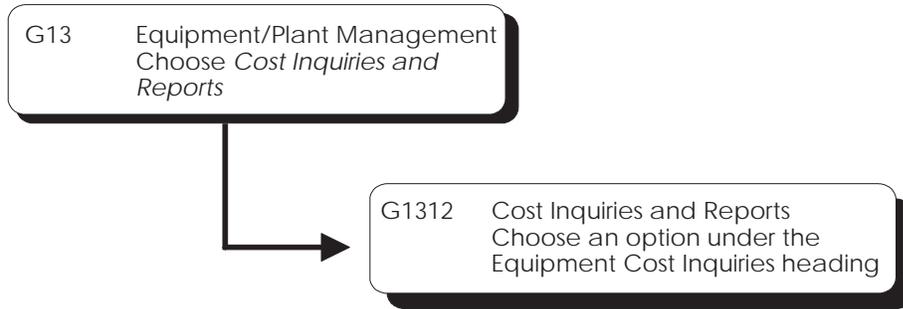
- Review one subledger or all subledgers for a specific piece of equipment
- View detailed or summarized account balance information
- Display equipment account balances in amounts or in units and per unit costs
- Review equipment costs by job

Equipment cost tracking includes the following tasks:

- Reviewing equipment costs
- Reviewing shop costs



Review Equipment Costs



Reviewing Equipment Costs

About Reviewing Equipment Costs

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

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

Reviewing equipment costs consists of the following:

- Reviewing equipment costs by cost account
- Reviewing equipment costs by repair code

What You Should Know About

Detailed transactions

The system only displays the detailed transaction information from the Account Ledger (F0911) when:

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

Reviewing Equipment Costs by Cost Account

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

- Revenue earned
- Ownership costs
- Maintenance costs

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

- All account balances relating to a certain piece of equipment
- Equipment acquisition costs, depreciation amounts, revenue, maintenance expense, operating expense, and so on for a specific period
- Abbreviated income statement and balance sheet information for a specific piece of equipment

▶ To review equipment costs by cost account

On Cost Summary by Cost Account

[122101] - Cost Summary by Cost Account

Functions Options Tools Help

Item Number: 1300
 Skip to Account: Backhoe, Caterpillar 426
 From Date/Period: []
 Through Date/Period: 06/30/98
 Ledger Type: RA
 Detail/Summary (D/S/O): D
 Units/Unit Cost (Y/A/B): N
 Subledger/Type(*=All): *

	Acct	Account Description	Incep to Date	Year to Date	Month to Date
2030		Heavy Equipment	46,108.00		
2130		Accum Depr - Equipment	16,137.87-	4,610.82-	768.47-
		Net Book Value	29,970.13	4,610.82-	768.47-
8421		Ownership Portion	2,780.00-	2,780.00-	935.00-
8422		Operating Portion	5,560.00-	5,560.00-	1,870.00-
8423		Maintenance Portion	5,560.00-	5,560.00-	1,870.00-
		Revenue Earned	13,900.00-	13,900.00-	4,675.00-
8441		Depreciation	4,610.82	4,610.82	768.47
		Ownership Costs	4,610.82	4,610.82	768.47
8482		Regular Time - Brake Sy	117.56	117.56	
8482		Regular Time	19.75	19.75	19.75
8486		Parts - Brake System	127.50	127.50	
		Maintenance Costs	264.81	264.81	19.75
		Total	20,945.76	13,635.19-	4,655.25-

Option: 1=Item Transaction Inquiry F4=Full Detail F24=More Keys

1. Complete the following field to locate a piece of equipment:
 - Equipment Number
2. Complete the following optional fields to specify the costs you want to review:
 - From Date/Period
 - Through Date/Period
 - Ledger Type
 - Detail/Summary
 - Units/Unit Cost
 - Subledger/Type
3. Choose Full Detail to review more information.

[122101] - Cost Summary by Cost Account

Functions Options Tools Help

Item Number: 1300 From Date/Period: []
 Skip to Account: [] Through Date/Period: 06/30/98
 Backhoe, Caterpillar 426 Ledger Type: AA
 Detail/Summary (D/S/O): D
 Units/Unit Cost (Y/A/B): N
 Subledger/Type(*=All): *

0	Acct	Account Description	Incep to Date	Year to Date	Month to Date
	2030	Heavy Equipment	46,108.00		
	Account No.	50.2030		Subledger/Ty	
	2130	Accum Depr - Equipment	16,137.87-	4,610.82-	768.47-
	Account No.	50.2130		Subledger/Ty	
		Net Book Value	29,970.13	4,610.82-	768.47-
	8421	Ownership Portion	2,780.00-	2,780.00-	935.00-
	Account No.	YARD.8421		Subledger/Ty	
	8422	Operating Portion	5,560.00-	5,560.00-	1,870.00-
	Account No.	YARD.8422		Subledger/Ty	
	8423	Maintenance Portion	5,560.00-	5,560.00-	1,870.00-
	Account No.	YARD.8423		Subledger/Ty	
		Revenue Earned	13,900.00-	13,900.00-	4,675.00-

Option: 1=Item Transaction Inquiry F4=Full Detail F24=More Keys

- Select Item Transaction Inquiry to review the posted transactions for an individual account balance.

[12211] - Item Transaction Inquiry

Functions Tools Help

Item Number: 1300 From Date/Period: 01/01/98
 Backhoe, Caterpillar 426 Thru Date/Period: 06/30/98
 Account Number: 50.2130 Book (Ledger Ty): AA
 Accum Depr - Equipment Subldgr/Ty(*=All): []

DT	Document	Date	Explanation	Debit	Credit	P
DP	85	01/31/98	Backhoe, Caterpillar		768.47-	P
DP	89	02/28/98	Backhoe, Caterpillar		768.47-	P
DP	93	03/31/98	Backhoe, Caterpillar		768.47-	P
DP	97	04/30/98	Backhoe, Caterpillar		768.47-	P
DP	101	05/31/98	Backhoe, Caterpillar		768.47-	P
DP	105	06/30/98	Backhoe, Caterpillar		768.47-	P
			---- Account Balances ----			
			Ledger Total		4,610.82-	
			Y-T-D Period End		4,610.82-	
			Cumul Period End		16,137.87-	

F4=Full Detail F24=More Keys MW

Field	Explanation
Asset Number-Input	<p>An identification code for an asset that you can enter in one of the following formats:</p> <ol style="list-style-type: none"> 1 Item number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12-character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) <p>Every asset has an item number. You can use unit number and serial number to further identify assets as needed.</p> <p>If this is a data entry field, the first character you enter indicates whether you are entering the primary, or default, format that is defined for your system, or one of the other two formats. A special character (such as "/" or "*") in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the system constants form.</p>
From Date/Period	<p>The beginning date of the range in a search. If you do not specify a beginning date, the system uses the current date.</p> <p>..... <i>Form-specific information</i></p> <p>The Cost Summary programs are date-sensitive. If you do not specify a beginning date, the system uses the first day of the current fiscal year.</p>
Through Date/Period	<p>A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.</p> <p>..... <i>Form-specific information</i></p> <p>The Cost Summary programs are date-sensitive.</p>
Ledger Type	<p>A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.</p> <p>..... <i>Form-specific information</i></p> <p>The default for this field is the AA (Actual Amounts) ledger.</p>

Field	Explanation
Detail or Summary	<p>Enter the following values:</p> <ul style="list-style-type: none"> D for no summarization O for object account level of summarization when sequencing by object R for subsidiary account level of summarization when sequencing by subsidiary S for complete summarization by Automatic Accounting Instruction object account. <p>When sequencing by object account, D and O are valid values. S is valid only for Fixed Assets. When sequencing by subsidiary account, D is a valid value. R is valid only for Equipment Management.</p> <p>NOTE: If you wish to see the transaction ledger for a particular account, you cannot summarize. If you are displaying miles or units, these amounts are always summarized.</p> <p>You define how the system summarizes accounts by setting up the AT automatic accounting instructions.</p>
Unit/Unit Cost	<p>A code that determines whether the system displays amounts or statistical units. You can use statistical units to track equipment information for a piece of equipment. Valid values are:</p> <ul style="list-style-type: none"> N Display currency amounts. This is the default value. Y Display statistical units such as hours. The statistical units you define for this code are stored in the AT00 automatic accounting instruction. A Display statistical units such as those used to indicate fuel consumption. The statistical units you define for this code are stored in the FMA automatic accounting instruction. B Display statistical units such as miles. The statistical units you define for this code are stored in the FMB automatic accounting instruction. <p>Equipment can accumulate usage amounts based on hours, miles, fuel, and so on. When you display equipment costs by units or unit cost, the first account listed shows the number of units that have accumulated for that piece of equipment. The remaining account balances reflect actual amounts divided by the total units or a per unit cost for each account.</p>

Field	Explanation
Subledger	<p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.</p> <p>..... <i>Form-specific information</i></p> <p>You can identify work orders as subledgers in your system. Work orders are often the most common subledgers in the Fixed Assets and Equipment/Plant Management systems.</p>
Subledger Type	<p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded (as shown in the second line of description) or can be user defined. For example:</p> <ul style="list-style-type: none"> A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

Reviewing Equipment Costs by Repair Code

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

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

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

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

▶ **To review equipment costs by repair code**

On Cost Summary by Repair Code

Code	Code Description	Incep to Date	Year to Date	Month to Date
110	Brake System	245.06	245.06	
310	Mechanical	19.75	19.75	19.75
		264.81	264.81	19.75
	Total	264.81	264.81	19.75

1. Complete the following field to locate a piece of equipment:
 - Equipment Number
2. Complete the following optional fields to specify the repair codes you want to review:
 - From Date/Period
 - Through Date/Period
 - Ledger Type
 - Detail/Summary
 - Units/Unit Cost
 - Subledger/Type
3. Select Item Transaction Inquiry to review the posted transactions for an individual repair code.

[12211] - Item Transaction Inquiry

Functions Tools Help

Item Number: 1300 From Date/Period: 01/01/98
 Backhoe, Caterpillar 426 Thru Date/Period: 06/30/98
 Account Number: YARD.6486.110 Book (Ledger Ty): AA
 Parts - Brake System Subldgr/Ty(*=All): 00003252

DT	Document	Date	Explanation	Debit	Credit	P
PV	670	04/04/98	A & D Parts Company	127.50		P
			----- Account Balances -----			
			Ledger Total	127.50		
			Y-T-D Period End	127.50		
			Cumul Period End	127.50		

F4=Full Detail F24=More Keys MW

What You Should Know About

Alternate formats

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

Processing Options for Item Cost Summary

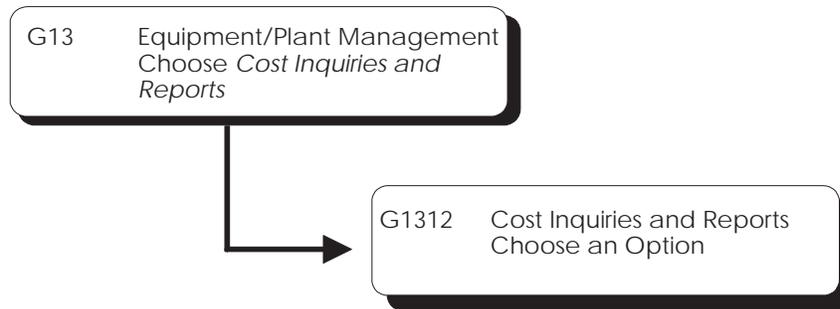
DISPLAY SEQUENCE SELECTION:

- 1) Enter a '1' to display Asset in Repair Code (Subsidiary) sequence. _____
- Leave blank (default) to display in Account Code (Object) sequence.

FORMAT CONTROL:

- 2) Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions with commas. _____
- 3) Enter a '1' to display larger amount fields and the account number in the fold area only. Leave blank to display the account and smaller amount fields. _____

Review Shop Costs



Reviewing Shop Costs

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

Reviewing shop costs includes the following tasks:

- Reviewing shop costs by repair code
- Reviewing shop costs by cost account

See Also

- *Reviewing a Project or Job* in the *Job Cost* guide for more information about reviewing shop costs

Reviewing Shop Costs by Repair Code

Reviewing Shop Costs by Repair Code for Equipment

Review shop costs by repair code when you need to review costs for a particular repair code. Repair codes (subsidiaries) represent a subdivision of cost accounts. You can use repair codes to keep detailed records of the accounting activity for

a cost account. For example, for a particular cost account such as Labor, you might need to compare electrical repair costs to costs associated with mechanical repairs.

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

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

▶ **To review costs by repair code**

On By Repair Code

Account Description	Budget Amount	Actual Amount	Variance Amount
Mechanical			
Labor			
Regular Time	900,000	898,853	1,147-
Overtime	12,600	12,514	86-
Labor	912,600	911,367	1,233-
Parts	600,000	603,014	3,014
Outside Services	124,900	149,774	24,874
Mechanical	1,637,500	1,664,156	26,656
Electrical			
Labor			
Regular Time	150,000	151,600	1,600
Overtime	4,900	6,209	1,309
Labor	154,900	157,808	2,908

1. Complete the following field:
 - Job Number (Business Unit)
2. Complete any of the following fields to limit the information that displays:
 - Thru Date/Period
 - Subledger
 - From/Thru Cost Code

- From/Thru Type
- From/Thru Category Code
- From/Thru Alternate Cost Code
- Level of Detail
- Sequence
- Activity
- Period/Cumulative/Inception-to-Date
- Project
- Days

3. Choose Audit to review account ledger information for individual entries.

[09200] - Account Ledger Inquiry

Functions Options Tools Help

Account: M38.6482.310 From Date/Period: 01/01/98
 Regular Time Thru Date/Period: 06/30/98
 Skip to Doc/Type: [] Ledger Type: AA
 Y-T-D Period End: 898,852.70 Subledger: *
 Cumul Period End: 898,852.70 Currency Code: *

DT	Document	Date	Explanation	Debit	Credit	P
T4	243	01/20/98	Labor Billing Dist	19.75		P
JE	2	01/31/98	january	150,323.23		P
T4	244	02/16/98	Labor Billing Dist	31.43		P
JE	3	02/28/98	february	152,417.64		P
T4	245	03/18/98	Labor Billing Dist	29.63		P
T4	246	03/23/98	Labor Billing Dist	19.75		P
T4	247	03/25/98	Labor Billing Dist	19.75		P
JE	4	03/31/98	march	149,925.37		P
T4	248	04/08/98	Labor Billing Dist	19.75		P
T4	249	04/17/98	Labor Billing Dist	31.43		P
JE	5	04/30/98	april	155,407.14		P
T4	250	05/18/98	Labor Billing Dist	19.75		P
JE	6	05/31/98	may	146,508.05		P
T4	251	06/01/98	Labor Billing Dist	19.75		P

Opt 1/2=Orig Entry 5=Details F21=PrtLedg F17=Top F18=Totals F24=More

4. On Account Ledger Inquiry, choose Original Entry to review individual journal entries.

Account No.	Amount	Explanation 2	P
M38.8482.310	150,323.23		P
M38.8483.310	2,147.85		P
M38.8482.320	25,111.79		P
M38.8483.320	831.13		P
M38.8482.330	25,327.66		P
M38.8483.330	421.07		P
M38.8482.340	10,148.44		P
M38.8483.340	101.53		P
200.4205	214,412.70-		P
M38.8486.310	101,070.45		P
M38.8488.310	20,951.91		P
M38.8486.320	54,245.16		P

Field	Explanation
Job Number	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>You must use the project number in the Job Number field when reviewing project information.</p>
Date Thru – G/L	<p>A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.</p>
Subledger – G/L	<p>A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.</p>

Field	Explanation
Cost Code	<p>The cost code of the first account in the range of accounts you want displayed.</p> <p>..... <i>Form-specific information</i></p> <p>For Equipment/Plant Maintenance users, the cost code is the repair code. Repair codes are set up as subsidiary accounts.</p>
From Cost Type	<p>The cost type of the first account in the range of accounts you want displayed.</p>
Skip To Category Code	<p>The category code of the first account you want displayed.</p>
Account Level of Detail	<p>A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example:</p> <ul style="list-style-type: none"> 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail <p>Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.</p>
Sequence Code	<p>Controls the sequence of the accounts that are displayed.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> Blank Cost code and cost type 1 Category code 01 2 Category code 02 3 Category code 03 A Alternate cost code <p>This field also controls whether you can enter codes in the range-related fields for category codes and alternate cost codes.</p>

Field	Explanation
Activity Option	<p>Limits the display of accounts to a specific condition. This field includes or excludes information from the Account Master and Account Balances tables (F0901 and F0902, respectively) based on prior and current activity. The description of the condition is displayed on the left side of the form above the account information.</p> <p>NOTE: The form displays header accounts related to the detail accounts that meet the condition in the Act field. This is true even if a header account does not seem to meet the same condition.</p>
Period, Cumulative, or Inception	<p>Specifies the type of totals that are displayed. Valid codes are:</p> <ul style="list-style-type: none"> C Cumulative (year-to-date). I Inception-to-date (job-to-date). With this code, projected costs include all budgets, commitments, and actual costs. P Period (financial period-to-date)
Project Level Inquiry	<p>Use this field to indicate whether you are inquiring on a single job or on a project that includes multiple jobs.</p> <ul style="list-style-type: none"> 1 Indicates that you are inquiring on a project number. The information displayed is a consolidation of all of the jobs for the project number. 0 Indicates that you are inquiring on a single job. The information displayed is only for the job number you enter. blank Same as entering 0.
Days Prior to Date	<p>The number of days prior to the date contained in the Thru Date/Period field. You can use this field to display information for an irregular period of time such as a five day workweek that occurs in the middle of a financial period. It relates only to actual amounts and unit quantities (ledger types AA and AU).</p> <p>NOTE: The Days field affects only columns with formulas that include code 10, 30, or 50. It has no effect on any other columns.</p>

What You Should Know About

User-defined columns and alternative formats

You can set up different formats for the form that meet your specific business needs. You can also change the format of the form interactively. As long as the values you enter in the locate costs remain the same, the system inquires only once on the related tables and ledgers. If you change one or more columns, or toggle to a new format, the system immediately recalculates the information to satisfy the different columns.

See *Setting Up Shop Cost Inquiry* for more information about setting up the user-defined columns that you can use when reviewing shop costs.

Processing Options for By Repair Code

DEFAULT DISPLAY OPTIONS:

1. Enter the account sequence to display: _____
"1" = Account Category Code 1
"2" = Account Category Code 2
"3" = Account Category Code 3
"A" = Alternate Cost Code
Blank = Cost Code Sequence (default)

2. Enter the Cost Code range to display:
a. From Cost Code: _____
b. Thru Cost Code: _____

DEFAULT DISPLAY OPTIONS (Cont'd):

3. Enter the Cost Type Range to display:
a. From Cost Type: _____
b. Thru Cost Type: _____
NOTE: Leave ranges blank to include all Cost Codes and Cost Types.

4. Enter a "1" to restrict inquiry to the account ranges specified above. Leave blank to allow inquiry on all accounts. _____

DEFAULT DISPLAY OPTIONS (Cont'd):

5. To designate a default inquiry format or path, enter ONE of the following:
a. The default inquiry FORMAT: _____
-OR-
b. The default inquiry PATH: _____
6. Enter "1" to display the account number and Unit of Measure in the Description column. Leave blank to display the account description. _____

DEFAULT DISPLAY (Cont'd):

7. Enter "1" to display the Level of Detail in the last column. Leave blank to display the Method of Computation. _____

DW VERSION SELECTION:

8. Enter the Scheduling Workbench (P48201) DREAM Writer version for the related option selection. Default is version "ZJDE0001". _____

Reviewing Shop Costs by Cost Account

Reviewing Shop Costs by Cost Account for Equipment

Each cost account, or object account, represents a type of cost. When you review costs by cost accounts, you get a financial perspective of business costs. For example, you might have individual cost accounts for labor, parts, and equipment. When you review shop costs by cost account, you see the total of each type of cost for a shop or business unit.

You can use By Cost Account to review:

- All shop costs
- Individual cost account balances for an entire shop
- Comparisons of actual and budget amounts, or amounts for any other two ledger types

► To review costs by cost account

On By Cost Account

The screenshot shows a software window titled "[092121] - By Cost Account". The window contains a form for account selection and a data table. The account number is #138.6482. The date is 06/30/98. The table displays budget and actual amounts for various cost categories.

OP	Description	Budget Amount	Actual Amount	LD
	Chicago Plant Maint.			
	Regular Time	900,000.00	898,852.70	7
	Regular Time	150,000.00	151,599.77	7
	Regular Time	150,000.00	149,470.39	7
	Regular Time	60,000.00	59,607.02	7
	Overtime	12,600.00	12,514.44	7
	Overtime	4,900.00	6,208.63	7
	Overtime	2,400.00	2,102.02	7
	Overtime	600.00	493.85	7
	Parts	600,000.00	603,014.40	6
	Parts	325,100.00	326,722.47	6
	Parts	109,900.00	107,878.43	6
	Parts	37,500.00	37,827.73	6
	Outside Services	124,900.00	149,774.19	6

1. Complete the following fields to locate the costs you want to review:

- Account

2. Complete the following fields to limit the display of cost information:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period
 - Subledger/Type
 - Currency
3. Complete the following fields to specify the information you want to review in each column:
 - Thru Date/Period
 - Ledger Type

What You Should Know About

Performance considerations

You can limit the time it takes your system to search for shop cost information. Set up the maximum number of records you want the system to retrieve at one time in User Defined Codes (system 00, type IO). The default number of records is 100.

If you enter values to locate a number of records that exceeds the maximum input/output (I/O), the system displays a window. You can display the records that the system has retrieved up to that point or continue to retrieve the rest of the records.

Alternate formats

You can toggle between a two-column, three-column, or four-column format to review different shop cost information. The two-column format includes period and cumulative amounts for each ledger type you specify. The three-column format includes period or cumulative amounts for the ledger types you specify, and a derivative of those amounts. The four-column format lists both cumulative and period amounts for each ledger type you specify.

Processing Options for By Cost Account

LEDGER TYPES AND COLUMN HEADINGS:

1. Enter the ledger type for column 1. _____
Leave blank for default ledger type
'BA' - Budget Amount.
2. Enter the User Defined Code value for column heading 1. UDC table 14/CH will be used for this search. _____

NOTE: The column heading that appears on the screen is the description that is assigned to the user defined code you specify.

3. Enter the ledger type for column 2. Leave blank for default ledger type 'AA' - Actual Amount. _____

4. Enter the User Defined Code value for column heading 2. UDC table 14/CH will be used for this search. _____

NOTE: The column heading that appears on the screen is the description that is assigned to the user defined code you specify.

LEDGER COMPARISON CALCULATION:

5. Select one of the following for column 3 calculation: _____
 1 = Column 1 - Column 2 (Default)
 2 = Column 1 / Column 2
 3 = Column 1 x Column 2
 4 = Column 1 + Column 2

This option applies only to the three column screen format.

DATA SEQUENCING:

6. Enter a '1' to sequence by Business Unit, Subsidiary. (Note: This option will not work if you are using the Flex Chart of Accounts). Default of blank will sequence by Business Unit, Object. _____

DEFAULT PROCESSING:

7. Enter the Level of Detail to be displayed. Default of blank will use the value from the Data Dictionary. _____

8. Enter the sequence numbers (1-3) to indicate the order in which formats will appear. If all are left blank they will appear in default order:
 Two Column Format _____
 Three Column Format _____
 Four Column Format _____

NOTE: For the four-column format, the ledger type and heading for columns 1 and 3 are the same as those for column 1, and columns 2 and 4 are the same as those for column 2 on the two and three-column format.

9. Enter the scaling factor to be used on displayed amounts. Default of blank will use the value from the Data Dictionary. _____

10. Enter a '1' to display the Account Number with the Account Description in the fold area. Leave blank to _____

display the Account Description with the Account Number in the fold area.

11. Enter a '1' to display amounts without commas. Leave blank to display amounts with commas.
12. Enter a '1' to omit displaying accounts with zero balances.



Exercises

See the exercises for this chapter.

Test Yourself: Equipment Cost Tracking

1. When you review shop or equipment costs by repair code, the information is sequenced by _____ account. When you review shop or equipment costs by cost account, the information is sequenced by _____ account.
2. True or False

Every time that you change the format of the Shop Cost by Repair Code form, the system accesses the appropriate table and recalculates the information.

The answers are in *Appendix A*.



Equipment Time Billing

Objectives

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

About Equipment Time Billing

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

Use one of the following methods to enter equipment charges:

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



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

Time Accounting

Use the Time Accounting system to enter charges for both equipment use and associated labor. You can charge for employees' time based on their labor rates or their recharge rates. However, you can charge for equipment use without charging for labor.

Payroll

You can use the Payroll system to enter charges for labor associated with equipment use. In this system, you must enter charges for both equipment and labor. You can also create payroll liabilities, such as payroll taxes and employee benefits. The Payroll system uses information from the employee master to create the liabilities. In addition, use Payroll to post equipment transactions on an interim basis, regardless of the payroll cycle.

Equipment Time Entry

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



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

Before You Begin

- Set up the Billing Rate Table. See *Defining Rental Rates for Equipment (P1301)*.

Enter Charges Using Time Accounting

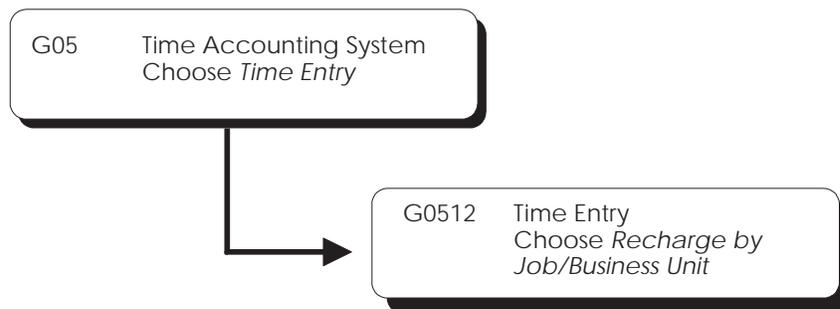
Entering Charges Using Time Accounting

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

Charging for equipment use with the Time Accounting system includes the following tasks:

- Entering equipment billing information
- Generating timecard journals
- Processing timecard journals

Entering Equipment Billing Information



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

See Also

- *Entering Timecards by Employee with Equipment (P061171)* in the *Payroll Guide* if you want to enter employee labor

► **To enter equipment billing information**

On Recharge by Job/Business Unit

[051161] - Recharge by Job/Business Unit

Functions Options Tools Help

Batch Added:
Hours

Superintndt: Gnl Foreman: Foreman.:
 Work Area.: Shift...: Check Route:

Batch / Seq:
 Date Worked: Job Worked

Employee	Hours	Cost Code	Pay	Job Type	Step	Bill/Rate	Subldgr	T	Routng	L	0

Opt: 9=Dlt F5=Rates F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More

If you need to enter time against more than one piece of equipment, toggle to the alternate display format with multiple equipment number entry fields.

[051161X] - Recharge by Job/Business Unit

Functions Options Tools Help

Batch Added:

Superintndt: Gnl Foreman: Foreman.:
 Work Area.: Shift...: Check Route:

Batch / Seq: 0
 Date Worked: Job Worked

Equipment No.	Eq. Hours	Subsidiar	Subledge	T	Routng	L	RC	Equipment Rate	Obj	0

Opt: 9=Dlt F5=Rates F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More MW

1. Complete the following fields:
 - Batch Number
 - Date Worked
 - Job Worked
 - Equipment Number
 - Equipment Hours
2. Complete the following optional fields:
 - Subsidiary
 - Rate Code
 - Rate
 - Object
3. Choose Values List.

4. Complete the following optional field to record the equipment used on the job:
 - Equipment Worked (Eqpw)



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

NOTE: Verify that you use the Equipment Worked (Eqpw) field for Equipment Billing purposes. Use the Equipment Worked On (Eqwo) field for equipment

maintenance only. You use the Equipment Worked On field to record labor hours used to repair or maintain equipment.

Field	Explanation
Job Worked	A code for the job worked. In Timecard Entry by Job, the value you enter in this field appears in each timecard. You can override this value for individual timecards.
Equipment Hours	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none">• Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions.• Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table.• Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Object Account	Use this field to indicate the object account to which you want the system to distribute equipment utilization charges. If you leave this field blank, the system uses a default value from the Payroll Accounting tables. You can override this value on individual timecards.

What You Should Know About

Batch numbers

Batch numbers must be unique. You can set up the processing options for the Recharge by Job/Business Unit program to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose New Batch, the system generates a batch number that you can enter in the Batch Number field. Or, you can enter your own unique batch number.

Using other Time Accounting forms

You can enter equipment billing information through any time entry program in the Time Accounting system except:

- Labor by Employee
- Labor by Shop Floor

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

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

Other ways to access time entry forms

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

Processing Options for Time Entry by Job-Labor Billings

1. Enter 'E' to use the Employee Occupational Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master billing rate will be used.

(*THIS PROGRAM ONLY USES BILLING RATES*)

Equipment Billing

2. If the Union Table is selected, Enter the Pay Type to be used for each of the following categories. If the Occupational Table is selected, only Enter the Pay Type for "Regular".

Regular - Blank
Overtime - A
Doubletime - B
Triplettime - C
Holiday - D

3. Enter '1' to have batch numbers automatically assigned (F13=Invalid)

4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.

5. Enter one of the following Header Update Options: (default = 0)
0 = Update time cards with header info during an add only
1 = Update time cards with header info during an add and change

NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings.

6. Enter one of the following Check Route Code Update Options:
0 = Update Master only if blank
1 = Update Master always
2 = Do Not Update Master

7. Enter one of the following Cost Code window formats: (default=1)
1 = Business Unit.Object.Subsidiary
2 = Business Unit.Subsidiary.Object

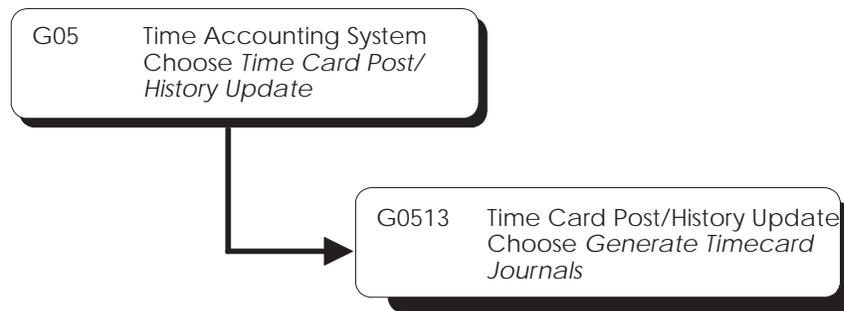
8. Enter '1' to have heading fields clear with each update.

9. Enter '1' to default Equipment Worked on from referenced work order

10. Enter '1' to have Equipment info on the main line.

11. Enter '1' to load Pay Type Desc. in Explanation field (YTEXR).

Generating Equipment Timecard Journals



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

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

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

What You Should Know About

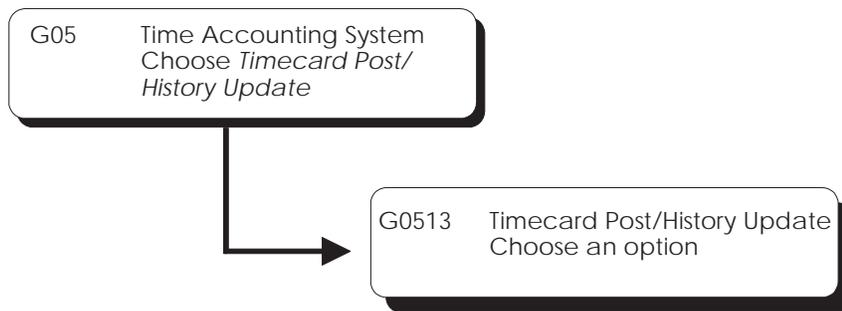
Charging equipment time to components

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

See Also

- *Generating Timecard Journals (P062901)* in the *Time Accounting Guide* for more information about processing employee labor transactions
- *Technical Foundation Guide* for more information about running, copying, and changing DREAM Writer versions

Processing Equipment Timecard Journals



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

Processing timecard journals consists of the following:

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

See Also

- *Processing Batch Journal Entries (P09110Z)* in the *General Accounting I Guide* for more information about processing journal entries

► To review and approve timecard journals

On Journal Batch Review

1. Complete any combination of the following fields to locate the time journal entries you created when entering equipment time:
 - User ID
 - Batch Number
 - Batch Date From
 - Thru
 - Batch Status
2. Complete the following field to change the batch status to approved for the batch you want to post:
 - Batch Approved for Posting (A)

What You Should Know About

Reviewing a detailed entry within a batch

You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Journal Batch Review. Choose General Ledger Batch Review to review each journal entry. From there, choose Individual Document Review.

▶ To post timecard journals to the G/L

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

See Also

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

Enter Charges Using Payroll

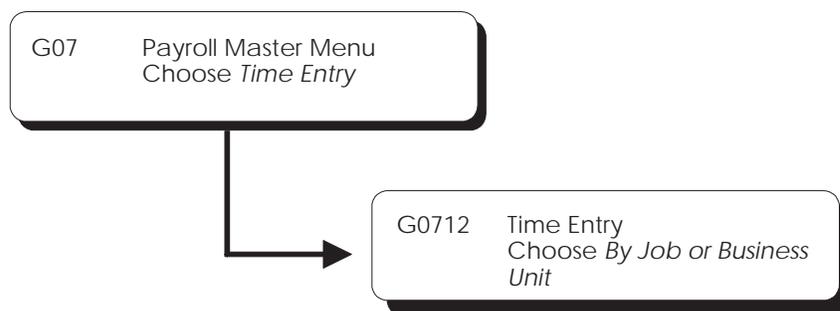
Entering Charges Using Payroll

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

Entering charges for equipment using Payroll consists of the following tasks:

- Entering equipment billing information
- Generating timecard journals
- Processing timecard journals

Entering Equipment Billing Information



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

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

See Also

- *Entering Timecards by Employee with Equipment (P061171)* in the *Payroll Guide* if you want to enter employee labor

▶ To enter equipment billing information

On By Job or Business Unit

Employee	Hours	Cost Code	Pay	Job Type	Job Step	Ovr/Rt	LS Annt	Subldgr	T	O
----------	-------	-----------	-----	----------	----------	--------	---------	---------	---	---

1. Complete the following fields:
 - Batch
 - Date Worked
 - Job Worked
2. Complete the following fields to charge for employee time:
 - Employee
 - Hours
 - Cost Code
 - Pay
3. Choose Detail.

[061161] - by Job or Business Unit

Functions Options Tools Help

Batch Added:

Supertndt Gnl Foreman Foreman
 Wrk Area Shift Check Route
 Batch / Seq /
 Date Worked Job Worked

Employee	Hours	Cost Code	Pay	Job Type	Step	Dvr/Rt	LS Amt	Subldgr	T	0
Name.										
Eqwo.		Union		Shft.		WC/S.		Sbl.Ph.		
Jobw.		Objw.		Jobl.		Up/Bl				
Eqpw.		Eobj.		Eqhr.		RC/R.		Rcty.		
Dtuk.		Hmco.		Hmbu.		TaxA.		000000000		
Name.										
Eqwo.		Union		Shft.		WC/S.		Sbl.Ph.		
Jobw.		Objw.		Jobl.		Up/Bl				
Eqpw.		Eobj.		Eqhr.		RC/R.		Rcty.		
Dtuk.		Hmco.		Hmbu.		TaxA.		000000000		

Opt: 9=Dlt F4=Detail F11=Emp. Mstr. F13=NewBatch F16=Btch Tot F24=More

4. Complete the following field to charge for equipment use:
 - Equipment Worked (Eqpw)
5. Complete the following optional fields:
 - Equipment Object
 - Equipment Hours
 - Rate Code
 - Rate



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

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

Field	Explanation
Job Worked	A code for the job worked. In Timecard Entry by Job, the value you enter in this field appears in each timecard. You can override this value for individual timecards.

Field	Explanation
Equipment Worked	The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger.
Hours – Equipment	The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field.
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billing Rate – Equipment	<p>The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC). The equipment billing rate can consist of up to ten different rates. For example:</p> <p style="margin-left: 40px;">Billing Rate = \$100 \$20 = Rate 1 (Ownership Component) \$50 = Rate 2 (Operating Component) \$25 = Rate 3 (Maintenance Component) \$5 = Rate 4 (Other Costs Component)</p> <p>The Equipment Time Entry program provides for the entries of debits or charges to specific cost accounts using the total billing rate (for example, \$100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.</p>

What You Should Know About

Batch numbers

Batch numbers must be unique. You can set up the processing options for the Recharge by Job/Business Unit program to allow the system to generate a batch number from next numbers. If the processing option is set correctly, when you choose New Batch, the system generates a batch number that you can enter in the Batch Number field. Or, you can enter your own unique batch number.

Using other forms to enter equipment billing information

In addition to the by Job or Business Unit form, you can enter equipment billing information on the following forms:

- By Employee with Equipment—Use to charge for equipment use based on the employee that operated the equipment.
- Daily Timecard Entry—Use to charge for equipment use associated with an employee on a daily basis.

Processing Options for Time Entry by Job

1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.

2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you

entered Premium Amounts in Union Table, enter their Pay Type codes here also.

If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".

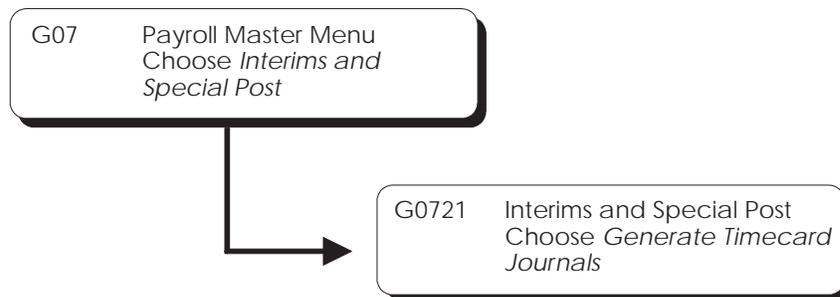
Regular	- Blank	
Overtime	- A	
Doubletime	- B	
Triplettime	- C	
Holiday	- D	

NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as

Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.

3. Enter '1' to have batch numbers automatically assigned.(F13 Invalid) _____
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch. _____
5. Enter one of the following Header Info. Update Options: (default = 0)
0 = Update time cards with header info. during an add only.
1 = Update time cards with header info. during an add and change.
NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings _____
6. Enter one of the following Check Route Code Update Options:
0 = Update Master only if Blank
1 = Always Update Master
2 = Do Not Update Master _____
7. Enter one of the following Cost Code window formats: (default=1)
1 = Business Unit.Object.Subsidiary
2 = Business Unit.Subsidiary.Object _____
8. Enter '1' to have heading fields clear when you press Enter. _____
9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. _____
10. Enter '1' to use Zero Billing Rate. _____
11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field. _____
12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area. _____
13. Enter '1' to request Canadian Employee Entry. Enter ' ' to request US Employee Entry. (default = ' ') _____

Generating Equipment Timecard Journals



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

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

What You Should Know About

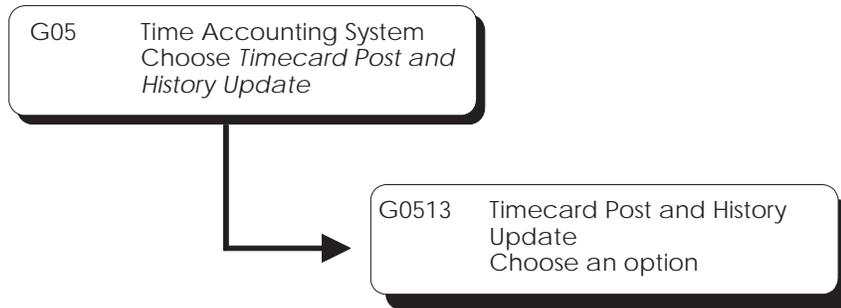
Charging equipment time to components

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

See Also

- *Generating Timecard Journals (P062901)* in the *Payroll Guide* for more information about processing employee labor transactions
- *Technical Foundation Guide* for more information about running, copying, and changing DREAM Writer versions

Processing Equipment Timecard Journals



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

Processing timecard journals consists of the following:

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

See Also

- *Processing Batch Journal Entries (P09110Z)* in the *General Accounting I Guide* for more information about processing journal entries

► **To review and approve timecard journals**

On Journal Batch Review

1. Complete any combination of the following fields to locate the time journal entries you created when entering equipment time:
 - User ID
 - Batch Number
 - Batch Date From
 - Thru
 - Batch Status
2. Complete the following field to change the batch status to approved for the batch you want to post:
 - Batch Approved for Posting (A)

What You Should Know About

Reviewing a detailed entry within a batch

You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Journal Batch Review. Choose General Ledger Batch Review to review each journal entry. From there, choose Individual Document Review.

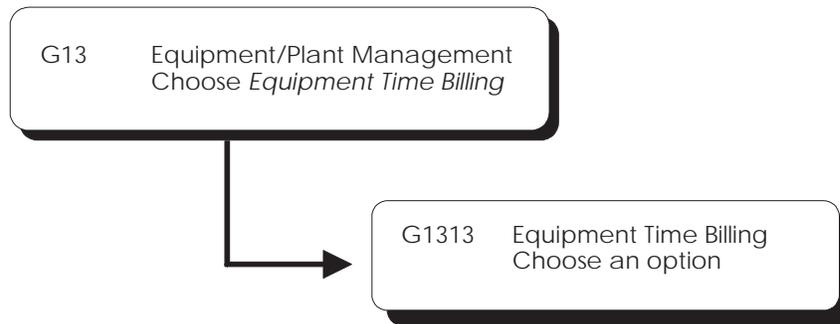
▶ To post timecard journals to the G/L

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

See Also

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

Enter Charges Using Equipment Time Entry



Entering Charges Using Equipment Time Entry

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

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

Entering charges using Equipment Time Entry consists of the following tasks:

- Entering time billing information
- Using a model time entry
- Processing time entries
- Printing equipment time reports

Entering Equipment Time Billing Information

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

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

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

▶ To enter equipment time billing information

On Time Entry

The screenshot shows a software window titled "[12110] - Time Entry". At the top, there are menu options: "Functions", "Tools", and "Help". Below the menu is a form with several input fields:

- Batch Number: 2591
- Job or BU: 501
- G/L Date: 06/30/98
- Doc Type: TE
- Doc No: 1637
- Date Worked: 06/15/98
- Total Hours: 27.00

Below the form is a table with the following columns: Item Number, Rt, Hours, Cost Cd, Rate, and Description.

Item Number	Rt	Hours	Cost Cd	Rate	Description
1001	ID	2.00	02200	25.00	AA9 Motor Grader
1001	SB	2.00	02200	50.00	AA9 Motor Grader
1001	WR	4.00	02200	100.00	AA9 Motor Grader
1006	HR	8.00	02200	75.00	Office Building
1006	WK	2.00	02200	1,250.00	Office Building
1040	01	6.00	02200	100.00	Caterpillar Grader,
1040	DN	2.00	02200	30.00	Caterpillar Grader,
1042	02	1.00	02200	2,200.00	Caterpillar Crawler

At the bottom of the window, there are several icons and a status bar with the following text: "F6=Model F8=Billing Rate F13=Acct Mstr F16=Asset Srch F17=Job Mstr F24=More".

1. Complete the following fields:
 - Job or Business Unit
 - G/L Date
 - Equipment Number
 - Hours
 - Cost Code
2. Complete the following optional fields:
 - Date Worked
 - Rate Code

- Rate
3. Choose Full Detail.

Item Number	Rt	Hours	Cost Cd	Rate	Description
1001	ID	2.00	02200	25.00	AA9 Motor Grader
Expl			Acct Number		501.1355.02200
Doc Type TE		Doc Number	1637	Subledger	
1001	SB	2.00	02200	50.00	AA9 Motor Grader
Expl			Acct Number		501.1355.02200
Doc Type TE		Doc Number	1637	Subledger	
1001	WR	4.00	02200	100.00	AA9 Motor Grader
Expl			Acct Number		501.1355.02200
Doc Type TE		Doc Number	1637	Subledger	
1006	HR	8.00	02200	75.00	Office Building
Expl			Acct Number		501.1355.02200
Doc Type TE		Doc Number	1637	Subledger	
1006	WK	2.00	02200	1,250.00	Office Building
Expl			Acct Number		501.1355.02200
Doc Type TE		Doc Number	1637	Subledger	

4. Complete the following optional field:

- Account Number

Field	Explanation
Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Field	Explanation
Billing Rate	<p>A code that represents the amount you want to charge the job. Each piece of equipment can have numerous billing rates based on the rate code. The equipment billing rate can be composed of up to ten different rates. For example:</p> <p style="margin-left: 40px;">Billing Rate = 200 100 Rate 1 (Ownership Component) 25 Rate 2 (Operating Component) 50 Rate 3 (Maintenance Component) 25 Rate 4 (Other Costs Component)</p> <p>When you post time entries to the General Accounting system, the system recognizes credits in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost.</p> <p>NOTE: You are not required to use rate components.</p> <p>..... <i>Form-specific information</i></p> <p>The system inserts a value in this field from the Rental Rates table. You can override this default value.</p>

Processing Options for Equipment Time Entry

DISPLAY OPTIONS:

1. Enter a '1' to display only parent assets when using the model. Leave blank to display all assets. _____
2. Enter a '1' to display the full account number on the first line of the subfile. Leave blank to display the cost code on the first line. _____

EDIT OPTION:

3. Enter a '1' to issue a warning if time is charged to a location other than the asset's current location. Leave blank for no warning/edit. _____

Working with a Model Time Entry

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

Before You Begin

- You must first post at least one time entry to the general ledger.

▶ **To use a model time entry**

On Time Entry

1. Complete the steps for locating a posted time entry batch.
2. Choose a batch that represents typical equipment billing transactions.
3. Select Model to clear the G/L Date, Date Worked, Rate, and Account Number fields.

The following fields remain unchanged:

- Job or Business Unit
 - Document Type
 - Equipment Number
 - Rate Code
 - Hours
 - Cost Code
4. Make any necessary modifications to the data.
 5. Create the new batch.

Processing Equipment Time Entries

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

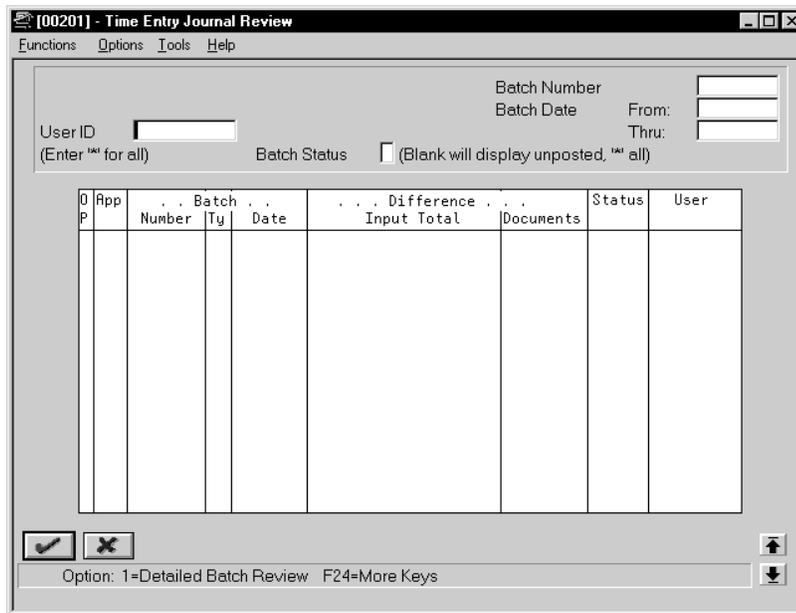
Processing time billing batches consists of:

- Reviewing and approving time entries
- Posting time entries

See Also

- *Processing Batch Journal Entries (P09110Z)* in the *General Accounting I Guide* for more information

▶ **To review and approve time entries**



On Time Entry Journal Review

1. Complete any combination of the following fields to locate the time journal entries you created when entering equipment time:
 - User ID
 - Batch Number
 - Batch Date From
 - Thru
 - Batch Status
2. Complete the following field to change the batch status to approved for the batch you want to post:
 - Batch Approved for Posting (App)

What You Should Know About

Reviewing a detailed entry within a batch

You can review original time entries for unposted batches, or journal entries for posted batches. Locate a batch on Time Entry Journal Review. Choose Detailed Batch Review to see each journal entry. From Detailed Batch Review, you can choose Individual Document Review to see even more detail for the transaction.

► To post time entries

You must post time entries to update the general ledger and equipment balances. Post the entries to the general ledger first. When you select Post Time Entries to G/L, the system displays Processing Options Revisions before submitting the job for processing. After you select the appropriate processing options, the system displays a message that a batch was submitted to post.

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

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

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

See Also

- *Processing Options for Post General Ledger (P09800)*
- *Processing Options for Fixed Asset Post and Journal (P12800)*
- *Technical Foundation Guide* for more information about copying, changing, and running DREAM Writer versions

Printing Equipment Time Reports

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

Printing Equipment Time Billing reports consists of the following tasks:

- Printing the Posting Edit report
- Printing the Posting Journal report

- Printing the Time Entry Journal report

Printing the Posting Edit Report

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

See Also

- *Processing Options for Post General Ledger (P09800)*

```
09800                                J.D. Edwards & Company                Page      4
                                General Ledger Post - Time Billing          Date 12/12/95
                                Posting Edit Report

Create Intercompany Settlements: *

Batch Number  Batch Date  Account Number - Input  G/L Date Do Document JE Line  Error Messages
                Account ID  Subldgr Ty  Number  Number
-----
114220 12/12/95                                     ***NO ERRORS*** Batch will post.
*
```

Printing the Posting Journal Report

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

See Also

- *Processing Options for Post General Ledger (P09800)*

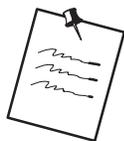
Posting Journal Report

Batch Type	- T	J.D. Edwards & Company		Page	1
Batch Number	- 114220	General Ledger Post - Time Billing		Date	12/12/95
Batch Date	- 12/12/95	Posting Journal			
Do Document	G/L Co	Account Description	G/L Account		
Ty	Date	Explanation	Subldgr-Ty/Asset Number	Debit	Credit
				Units	
TE	12958 06/15/98	00050 Equipment	USD 5001.1355.02800	75.00	3.00
		Backhoe, Caterpillar 426	00001300		AA
TE	12958 06/15/98	00050 Equipment	USD 5001.1355.02600	50.00	2.00
		Backhoe, Caterpillar 426	00001300		AA
TE	12958 06/15/98	00050 Ownership Portion	USD YARD.8421		15.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Operating Portion	USD YARD.8422		30.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Maintenance Portion	USD YARD.8423		30.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Ownership Portion	USD YARD.8421		3.00-
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Operating Portion	USD YARD.8421		10.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Operating Portion	USD YARD.8422		20.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Maintenance Portion	USD YARD.8423		20.00- AA
		Main Terminal Building	00001300		AA
TE	12958 06/15/98	00050 Ownership Portion	USD YARD.8421		2.00-
		Main Terminal Building	00001300		AA
Batch Total				125.00	125.00- AA

Printing the Time Entry Journal

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

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



You determine which accounts post to equipment when you set up automatic accounting instructions FX01 – FX98. Only the accounts within this range appear on the posted transaction ledger report. The Unposted F/A report version includes all time entry transactions, regardless of the affected accounts.

NOTE: You determine which accounts post to equipment when you set up automatic accounting instructions FX01 – FX98. Only the accounts within this range appear on the posted transaction ledger report. The Unposted F/A report version includes all time entry transactions, regardless of the affected accounts.

Batch Number	Item Number	Work Date	Rt Ty	Rate	Hours	Ext. Amount	Account, Description, and Explanation	Sub Ledger
12310								
				J.D. Edwards & Company		Page - 4		
				Time Entry Journal		Date - 2/25/98		
				Posted F/A				
2591	1042	06/15/98	MO			550.00-	YARD.8421 Ownership Portion Caterpillar Crawler, 1970	
Caterpillar Crawler, 1997		Diesel Engine, Model D8 Dozer, With Ripper						
2591	1042	06/15/98	MO			770.00-	YARD.8422 Operating Portion Caterpillar Crawler, 1970	
Caterpillar Crawler, 1997		Diesel Engine, Model D8 Dozer, With Ripper						
2591	1042	06/15/98	MO			880.00-	YARD.8423 Maintenance Portion Caterpillar Crawler, 1970	
Caterpillar Crawler, 1997		Diesel Engine, Model D8 Dozer, With Ripper						
2591	1042	06/15/98	MO		1.00-		YARD.8421 Ownership Portion Caterpillar Crawler, 1970	
Caterpillar Crawler, 1997		Diesel Engine, Model D8 Dozer, With Ripper						
4511	1388	06/30/98	DY			375.00-	YARD.8421 Ownership Portion Scrapper, Auger, CAT 651E	
Scrapper, Auger, CAT 651E		AEM Equipped						
4511	1388	06/30/98	DY			1,875.00-	YARD.8422 Operating Portion Scrapper, Auger, CAT 651E	
Scrapper, Auger, CAT 651E		AEM Equipped						
4511	1388	06/30/98	DY			1,125.00-	YARD.8423 Maintenance Portion Scrapper, Auger, CAT 651E	
Scrapper, Auger, CAT 651E		AEM Equipped						
4511	1388	06/30/98	DY			375.00-	YARD.8424 Other Portion Scrapper, Auger, CAT 651E	
Scrapper, Auger, CAT 651E		AEM Equipped						
4511	1388	06/30/98	DY		5.00-		YARD.8421 Ownership Portion Scrapper, Auger, CAT 651E	
Scrapper, Auger, CAT 651E		AEM Equipped						

Processing Options for Time Entry Journal

PRINT OPTION:

1. Choose how to print the asset number: _____
'1' = Item number (default).
'2' = Unit number.
'3' = Serial number.



Exercises

See the exercises for this chapter.

Processing Options

You can use the following processing options when you run the Generating Timecard program and the Post Journals to G/L program.

Processing Options for Generate Timecard Journals

This option will submit a batch job to generate daily timecard journals.

1. Enter G/L Date for Journal Entries: _____

2. Include Processing of Benefits:
A. Process non-monthly benefits.(Y/N) _____
B. Process monthly benefits. . .(Y/N) _____

NOTE: Include monthly benefits only when the last timecards for a calender month are being processed. The month is always assumed to be the month of the G/L date. Monthly benefits will not be processed alone. Both A and B must be yes for monthly to be processed.

3. To process Intercompany Settlements enter: Y/N _____

4. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. _____

5. Enter a '1' to copy labor hours to the units for premium labor entries. This only applies when the premium portion of overtime is split from the labor entry. _____

Processing Options for Post General Ledger

BATCH SELECTION:

1. Enter Batch Number _____
or Batch Date _____
or Batch User ID _____

PRINT SELECTION:

2. Identify how to print amount fields on Post Journal: _____
'1' = to Millions (w/ commas)
'2' = to Billions (w/o commas)
Blank (Default) = No Journal Printed.

3. Identify which account number to print on report:

'1' = Account Number
'2' = Short Account ID
'3' = Unstructured Account
'4' = (Default) Number Entered During Input

FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets.

NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.

5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.)

ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.

NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018):

'1' = V.A.T. or Use Tax only
'2' = for All Tax Amounts
'3' = for All Tax Explanation Codes
Blank (Default) = No Update to File.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = update VAT amount only
'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = update VAT amount only
'2' = update VAT amount, extended

price and taxable amount

PROPERTY MANAGEMENT:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '//'.)

UPDATE OPTION:

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.)

REPORT FORMAT:

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters.

DETAILED CURRENCY RESTATEMENT:

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

BATCH TYPE SELECTION:

NOTE: This option should NOT be changed by User.

Test Yourself: Equipment Time Billing

1. True or False

When you enter equipment time, you are only creating the debit side of the entry.

2. You enter the equipment number for billing in the _____ field on the Time Accounting and Payroll forms.

3. True or False

To enter time for equipment only, without entering employee time, you can use either the Time Accounting or Equipment Time Entry forms.

4. For any of the time entry forms, the rate code can be left blank. Where, and in what order, does the system search to find the appropriate rate code to use?

The answers are in *Appendix A*.



Equipment Location Tracking

Objectives

- To enter location information for equipment

About Equipment Location Tracking

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

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

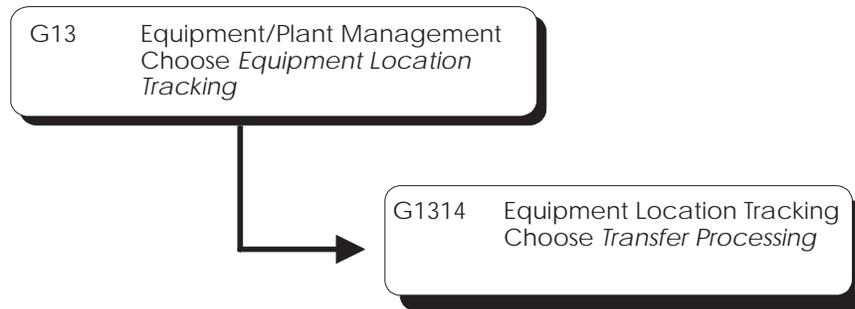
- Record equipment relocations from one job or business unit to another
- Enter location information for single pieces of equipment or groups of equipment
- Enter location information for equipment with a quantity greater than one to record relocation from a single location to multiple locations
- Consolidate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

Equipment location tracking includes the following tasks:

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



Enter Location Information



Entering Location Information

You create equipment location information so that you can track equipment locations as you physically transfer equipment from one job site or business unit to another. If you have multiple quantities of an equipment item, such as scaffolding, you can also:

- Relocate quantities of the same equipment item to more than one current location
- Relocate quantities of the same equipment item to a single location from more than one current location

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

Enter location information without inquiry

Use this method to enter location information without reviewing existing location information first. For example, you might want to use this method if you need to relocate several pieces of equipment and you do not want to review the location information for each piece individually. When you use this method, you enter all the required location information from a blank form.

Enter location information with inquiry

Use this method to review equipment location information before entering additional location information for a piece of equipment. This method is especially helpful when you need to track relocations for equipment that has a quantity greater than one.

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

Entering location information consists of the following:

- Entering location information without inquiry
- Entering location information with inquiry

The screenshot shows a window titled "[12115] - Transfer Processing" with a menu bar (Functions, Options, Tools, Help). Below the menu bar is a "Location Code" field with a cursor. A table with the following columns is displayed: Item Number, Location, Transfer No, Date, and Time. Below the table is a "SEARCH" section with fields for "From Loc" and "To" (containing "501"). At the bottom, there are navigation buttons and a legend: "Opt: 1=Text 2=Trans F4=Details F5=Update F6=Clear F10=Meter Upd F24=More".

Item Number	Location	Transfer No	Date	Time
1300	501			

▶ To enter location information without inquiry

On Transfer Processing

1. Complete the following fields:
 - To (Location)
 - Equipment Number

2. Complete the following optional fields:
 - Date
 - Time
 - From (Location)
 - Transfer Number
3. Complete the following optional fields to enter location information:
 - Equipment Status
 - Beginning Date
 - Beginning Time
4. Choose Details to enter additional location information.

Location Code [C]

Item Number Location Transfer No Date Time

SEARCH []

TRNSFR From Loc [] To 501 [] [] [] []

Item Number	Begin / End Date	Time	L	Eq	Rt	C	St	Cd	Quantity	Unit Amount
1300	06/15/98									
Dsc	07/01/98								Remark	
Bus. Unit	Obj								Sub.	Subledger
Action	Column								Row	Curr Meter Reading
Loc.	Transfer Num.									Orig Meter Reading
Dsc	Obj								Remark	
Bus. Unit	Obj								Sub.	Subledger
Action	Column								Row	Curr Meter Reading
Loc.	Transfer Num.									Orig Meter Reading
Dsc	Obj								Remark	
Bus. Unit	Obj								Sub.	Subledger
Action	Column								Row	Curr Meter Reading
Loc.	Transfer Num.									Orig Meter Reading

Opt: 1=Text 2=Trans F4=Details F5=Update F6=Clear F10=Meter Upd F24=More

Field	Explanation
Location Code	<p>A code that indicates the type of location record. You can enter the following valid values:</p> <ul style="list-style-type: none"> C Current. Displays only the current location for an asset. H Historical. Displays all previous locations for an asset. P Planned or scheduled. Displays only the planned location dates for an asset. You enter planned locations for an asset in the Equipment/Plant Management system. * Displays all locations (current, planned, and historical) that meet your search criteria. <p>The default value for this field is C.</p> <p>NOTE: You cannot change historical (type H) location records. The system automatically updates location records to type H when you change the location and start date of an asset.</p>
Transfer Number	<p>A number that identifies a transfer record for an asset or group of assets. You can assign this number to new transfer records. If you leave this field blank when you perform a location transfer, the system assigns the transfer record a number from Next Numbers.</p>
Date – Beginning Effective	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the date on which you want to transfer an asset to a new location. If you transfer an asset with location inquiry, the system automatically fills in the date from the asset's location tracking line. You can override this date. If you clear the date in this field, the system uses the date in the Transfer Date field. If you leave the transfer date field blank as well, the system uses the system date.</p> <p>NOTE: To transfer an asset to a new current location, the beginning date must be greater than the start date of the existing current location.</p>

Field	Explanation
Begin Time	<p>The time that the asset is transferred to a new location.</p> <p>..... <i>Form-specific information</i></p> <p>Transfer Time: If you leave this field and the Begin Time field blank, the system uses the beginning standard hours you set up for the job on Rental Rules.</p> <p>Begin Time: If you transfer an asset with location inquiry, the system automatically fills in the time from the asset's location tracking line. You can override this time. If you clear the time in this field, the system uses the time in the Transfer Time field. If you leave this field blank, the system uses the beginning standard time you set up on Rental Rules.</p>
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Transfer Action Code	<p>For Equipment Location Billing clients only. This code indicates whether a piece of equipment was rented or sold to the job to which it was transferred. When you sell equipment to a job, the Location Billings program bills the job one time using the equipment's replacement value as the amount to bill. When you rent equipment to a job, the Location Billings program bills the job continuously using the rental rates defined on the Rental Rates screen (P1301) to determine the amount to bill. Valid codes are:</p> <ul style="list-style-type: none"> 1 Rented to the Job 2 Sold to the Job 3,4 Future Use <p>NOTE: This field is used only for Equipment Management. It is not used in Fixed Assets.</p>

► **To enter location information with inquiry**

On Transfer Processing

1. Complete any of the following search fields to review the location information for specific equipment:
 - Equipment Number
 - Location
 - Transfer Number
2. Complete the following field to specify the type of location information you want to review:
 - Location Code

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

3. Complete the following fields to enter new location information for the equipment:
 - To (Location)
4. Complete the following optional fields to enter more location information for the equipment:
 - From (Location)
 - Transfer Number
 - Date
 - Time
5. Choose Clear.

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

6. Complete the following optional fields to enter billing information:
 - Begin Date
 - Begin Time
 - Location Code
 - Equipment Status
 - Rate Code

- Quantity
 - Unit Amount
7. Choose Details to enter additional location information.
 8. Complete the following optional fields to specify different billing information:
 - Action
 - Business Unit
 - Object
 - Subsidiary
 9. Choose Transfer for each piece of equipment you want to relocate.

What You Should Know About

Location dates

When you specify the dates for location information, note the following guidelines:

- The system will not accept location information if the relocation date is after the equipment's disposal date.
- Any location information you enter with a date after the system date must have a location code of Planned (P).
- The date you enter for a current transfer must be greater than the last current transfer date.

Updating fields in the Item Master table (F1201)

When you update the location information for a piece of equipment, the system automatically updates the following fields in the Item Master table (F1201):

- Equipment Status
- Location and Start Date (if the current transfer beginning date is greater than the existing location/start date and you have only one current location)

You can assign beginning location and start dates to equipment only when you create master information or relocate the equipment. After you create the equipment master, you can make changes to the location and start date fields using the Transfer Processing program only.

Multiple current locations

When the equipment has multiple current locations, the Location and Start Date fields in the equipment master are blank. The system displays the message *Multiple Current Locations* in the location description line.

Consolidating equipment to one location

The system automatically consolidates locations when you enter location information for multiple pieces of the same equipment with identical billing information. For example, if you enter location information with identical relocation dates, times, and billing information for equipment that is currently in multiple locations, the system creates one location for all the equipment.

Relocating partial quantities

When you relocate partial quantities of an equipment item, the system modifies the original location to a history location for the full quantity. The system also creates a new current location to show the quantity that remains at the original location and a new current location for the quantity you relocated.

Entering location information out of sequence

You enter location information out of sequence when you record the relocation of equipment from a location where it does not currently reside. For example, the system indicates Yard as the current location of a truck. You have physically transferred the truck to job site B, but due to paperwork delays, you have not entered the transfer date into the system.

Meanwhile, you need to relocate the truck from job site B to job site C. If you enter the new location information for the truck indicating the relocation from job site B to job site C, the system creates a history location for job site B and a current location for job site C. The history location for job site B indicates a duration of zero because you have not indicated when the equipment was relocated from the Yard to job site B.

When you enter the relocation information regarding the transfer from the Yard to job site B, the system revises the location dates for Yard and job site B. The system also updates the duration that the equipment was actually at job site B.

Parent and component relationships

When you enter location information for equipment that is the parent of components, the system automatically relocates all components that are at the same location as the parent to the new location.

Processing Options for Transfer Processing

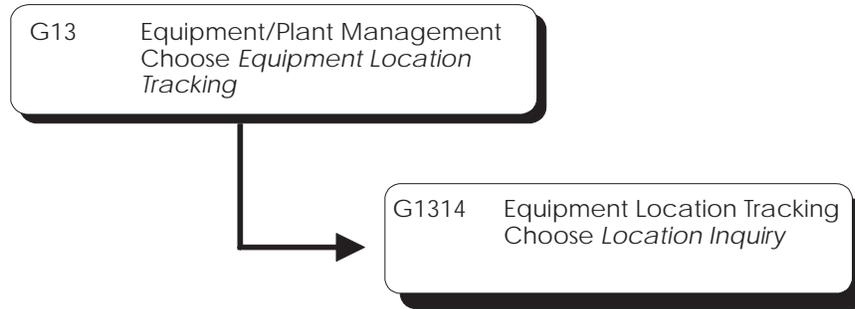
FIELD DISPLAY CONTROL:

1. Enter a '1' to suppress the display of the meter reading fields. Leave blank (default) to display them. _____

UPDATE OPTION:

2. Enter a '1' to NOT update the child's Rate Code when transferring the parent. Leave blank to update the child's Rate Code with the parent's Rate Code when transferring the parent. _____

Review Location Information



Reviewing Location Information

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

Before You Begin

- Verify that the equipment master includes a beginning location and start date. See *Entering Location Information (P12115)* for more information about using Transfer Processing to update beginning location and start date fields in the equipment master.

▶ **To review location information**

On Location Inquiry

[12215] - Location Inquiry

Functions Options Tools Help

Sequence (A/D) [D]
 Location Code [*]
 Item Number 1300 Backhoe, Caterpillar 426
 Location []
 Transfer Number []
 Date From [] To Date []

Q	Begin Date	Ending Date	Location	Description	Quantity	Eq St	L C
P	07/15/98	08/15/98	5004	Concourse A Electrical	1.00	WK	P
	06/03/93		5003	Airport Access Road	1.00		C
	05/13/93	06/03/93	750	Centennial Technical Park	1.00	WK	H
	04/05/93	05/13/93	5001	Main Terminal Building	1.00	WK	H
	03/01/93	04/05/93	5002	Automated Transit System	1.00	WK	H
	02/25/93	03/01/93	YARD	Yard	1.00	AV	H
	02/19/93	02/25/93	1690	Sixth Avenue Road Improvements	1.00	WK	H
	01/15/93	02/19/93	501	Potomac Hotel	1.00	WK	H
	01/01/93	01/15/93	YARD	Yard	1.00	WK	H

Opt: 1=Text 2=Revise F4=Dtls F10=Master F15=Alt Format F21=Print F24=More MW

1. Complete any of the following fields to review specific location information:
 - Equipment Number
 - Location
 - Transfer Number
2. Complete the following optional fields to narrow your search:
 - Date From
 - To Date
 - Location Code
3. Choose Details to review additional location information.

[12215] - Location Inquiry

Functions Options Tools Help

Sequence (A/D)
 Location Code
 Item Number Backhoe, Caterpillar 426
 Location
 Transfer Number
 Date From To Date

Q	Begin Date	Ending Date	Location	Description	Quantity	Eq L
P	07/15/98	08/15/98	5004	Concourse A Electrical	1.00	WK P
	Rate Code NB Transfer Number		24	Remark		
	Action 1					
	06/03/93		5003	Airport Access Road	1.00	C
	Rate Code NB Transfer Number		21	Remark		
	Action 1					
	05/13/93	06/03/93	750	Centennial Technical Park	1.00	WK H
	Rate Code NB Transfer Number		20	Remark		
	Action 2					
	04/05/93	05/13/93	5001	Main Terminal Building	1.00	WK H
	Rate Code NB Transfer Number		19	Remark		
	Action 1					

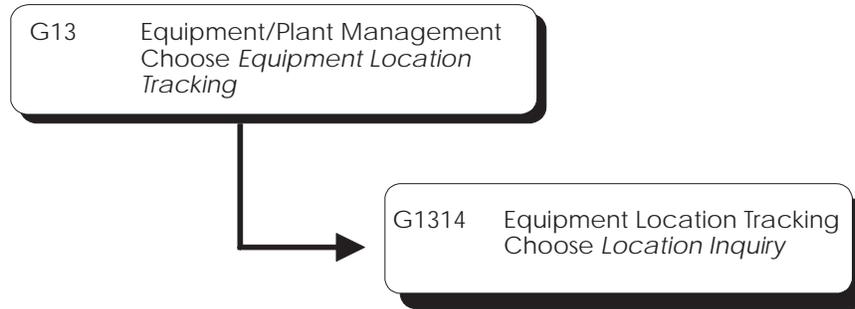
Opt: 1=Text 2=Revise F4=Dtls F10=Master F15=Alt Format F21=Print F24=More MW

What You Should Know About

Alternate formats

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

Revise Location Information



Revising Location Information

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

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

▶ **To revise location information**

On Location Inquiry

The screenshot shows a software window titled "[12215] - Location Inquiry". It contains several input fields for search criteria: "Item Number" (1300), "Location Code" (*), "Sequence (A/D)" (0), "Location", "Transfer Number", "Date From", and "To Date". Below these fields is a table with the following data:

Q	Begin Date	Ending Date	Location	Description	Quantity	Eq St	L C
P	07/15/98	08/15/98	5004	Concourse A Electrical	1.00	WK	P
	06/03/93		5003	Airport Access Road	1.00		C
	05/13/93	06/03/93	750	Centennial Technical Park	1.00	WK	H
	04/05/93	05/13/93	5001	Main Terminal Building	1.00	WK	H
	03/01/93	04/05/93	5002	Automated Transit System	1.00	WK	H
	02/25/93	03/01/93	YARD	Yard	1.00	AV	H
	02/19/93	02/25/93	1690	Sixth Avenue Road Improvements	1.00	WK	H
	01/15/93	02/19/93	501	Potomac Hotel	1.00	WK	H
	01/01/93	01/15/93	YARD	Yard	1.00	WK	H

At the bottom of the window, there are control buttons (checkmark, X) and a status bar with the text: "Opt: 1=Text 2=Revise F4=Dtls F10=Master F15=Alt Format F21=Print F24=More MW".

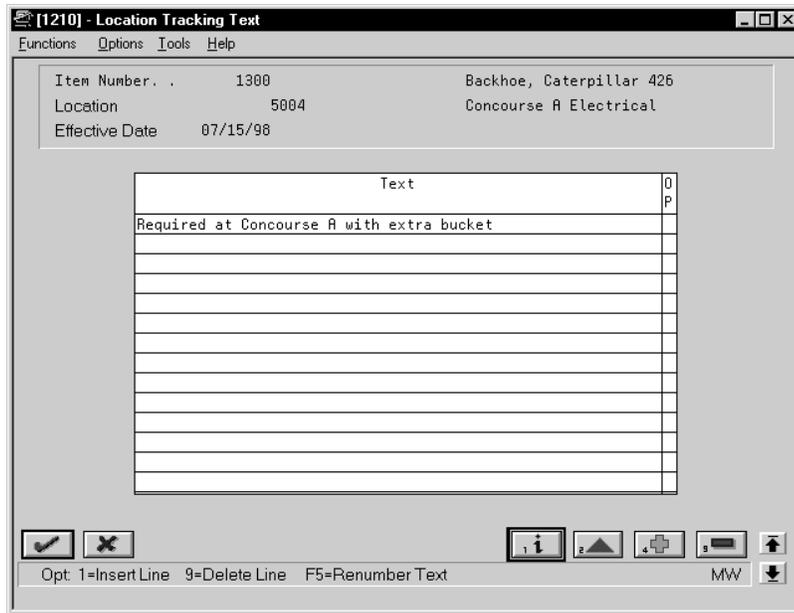
1. Complete the following fields to locate specific equipment location information:
 - Equipment Number
 - Location
 - Transfer Number
 - Date From
 - To Date
 - Sequence
 - Location Code
2. Choose Revise for the location information you want to change.

The screenshot shows a software window titled "[12041] - Location Revisions" with a menu bar containing "Functions", "Tools", and "Help". The main area contains the following fields and values:

- Item Number: 1300 Backhoe, Caterpillar 426
- Location: 5004 Concourse A Electrical
- Location Code: P
- Beginning Date: 07/15/98 Beginning Time: 07:00
- Ending Date: 08/15/98 Ending Time: 07:00
- Quantity: 1.00
- Transfer Number: 24
- Equipment Status: WK Working
- Remark: (empty)
- Curr Meter Reading: (empty) Orig Meter Reading: (empty)
- Column: (empty) Row: (empty)
- Transfer Action: 1
- Equipment Rate Code: NB Non-Billable
- Business Unit: 5004 Object: 1355 Subsidiary: 101
- Subledger: (empty) Subledger Type: (empty)
- Billing Amount: (empty)
- Rate Table: (empty)
- Rate Group: (empty)

At the bottom, there is a toolbar with icons for update, text entry, and other functions, and a status bar with the text "F5=Update with Redisplay F10=Text F24=More Keys MW".

3. On Location Revisions, complete any of the following fields to revise the location record:
 - Ending Date
 - Ending Time
 - Transfer Number
 - Equipment Status
 - Remark
 - Current Meter Reading
 - Original Meter Reading
 - Column
 - Row
4. Complete any of the following fields to revise location billing information:
 - Transfer Action
 - Equipment Rate Code
 - Business Unit
 - Subledger
 - Subledger Type
 - Billing Amount
5. Select Text to enter tracking text for the location record.



6. On Location Tracking Text, enter a message.

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

What You Should Know About

Entering location tracking text

Choose Text to enter a text message for individual locations. For example, you might want to note specific instructions or explanations for a transfer. When you enter a text message for a location, the system highlights the Option field next to the location on Location Inquiry.

Revising location billing information	<p>You can revise only location billing information that has not been billed. After you bill for the use of a piece of equipment, you cannot change the following fields:</p> <ul style="list-style-type: none">• Transfer Action• Equipment Rate Code• Business Unit• Object• Subsidiary• Subledger• Subledger Type• Billing Amount
Changing the location ending date and time	<p>You can change only the ending dates and ending times for current and planned locations.</p>
Deleting location information	<p>Use the Location Revisions form to delete individual locations. You can delete only planned and current locations.</p> <p>When you delete a current location, the system changes the most recent historical location back to the current location.</p> <p>You can also delete current locations for a piece of equipment with more than one current location, such as scaffolding. The system deletes all the current locations with the same date and makes the prior equipment locations current.</p>
Reviewing location information on Location Revisions	<p>You can review only one location at a time on Location Revisions. To locate specific location information from the Location Revisions form, you must complete the following fields:</p> <ul style="list-style-type: none">• Equipment Number• Location• Location Code• Beginning Date <p>If you cannot find a specific location, use Location Inquiry.</p> <p>See <i>Reviewing Location Information</i>.</p>

Informational fields

The system displays the following fields only for your information on Location Revisions:

- Quantity
- Rate Table
- Rate Group

The Rate Table and Rate Group fields contain information only after you have billed the location using Location Billing.

See *Creating Location Billings* for more information.

Processing Options for Location Revisions

OPTIONAL EDIT:

1. Enter a '1' to allow modifications to future records only. Enter a '2' to allow modifications to current records only. Leave blank (default) to allow modifications to all records (history, current, and future).



Exercises

See the exercises for this chapter.

Test Yourself: Equipment Location Tracking

1. True or False

You can indicate a change in equipment location by using Transfer Processing.

2. True or False

If the Location field is blank on an existing equipment master, you can indicate a change in equipment location by completing the Location field.

3. What are the three types of location records or codes?

4. True or False

You must always use the Transfer option (option 2) to transfer a piece of equipment.

5. To have multiple current locations, the equipment master must have a current quantity of _____.
6. True or False

After you have billed a piece of equipment using the Location Billing features, you cannot change anything on the location record.

The answers are in *Appendix A*.

Periodic



Equipment Location Billing

Objectives

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

About Equipment Location Billing

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

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

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

You can set up your system to meet your location billing needs. Use category codes to organize equipment information. Set up rental rates and billing rates to specify any default values that you want the system to use when you enter information that requires billing data. The system uses the following elements to bill equipment by location.



Category Code 10

J.D. Edwards requires that you reserve category code 10 to specify equipment billing rate groups for the individual pieces of equipment. You can use the equipment billing rate groups to combine similar equipment for billing.

Rental rules

Use rental rules to specify the default values, rate table limits, and so on for individual jobs. You can also specify the regular work hours in a day and the work days in a given month.

Billing rates

Use billing rate tables to set up and maintain billing rates for your various billing processes. For example, use billing rate tables to:

- Define billing rates at specific levels
- Indicate billing frequency
- Establish a hierarchy between billing rates
- Establish rates for entire groups or single pieces of equipment

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

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

Equipment location billing includes the following tasks:

- Creating location billings
- Processing location billings
- Revising location billings

Before You Begin

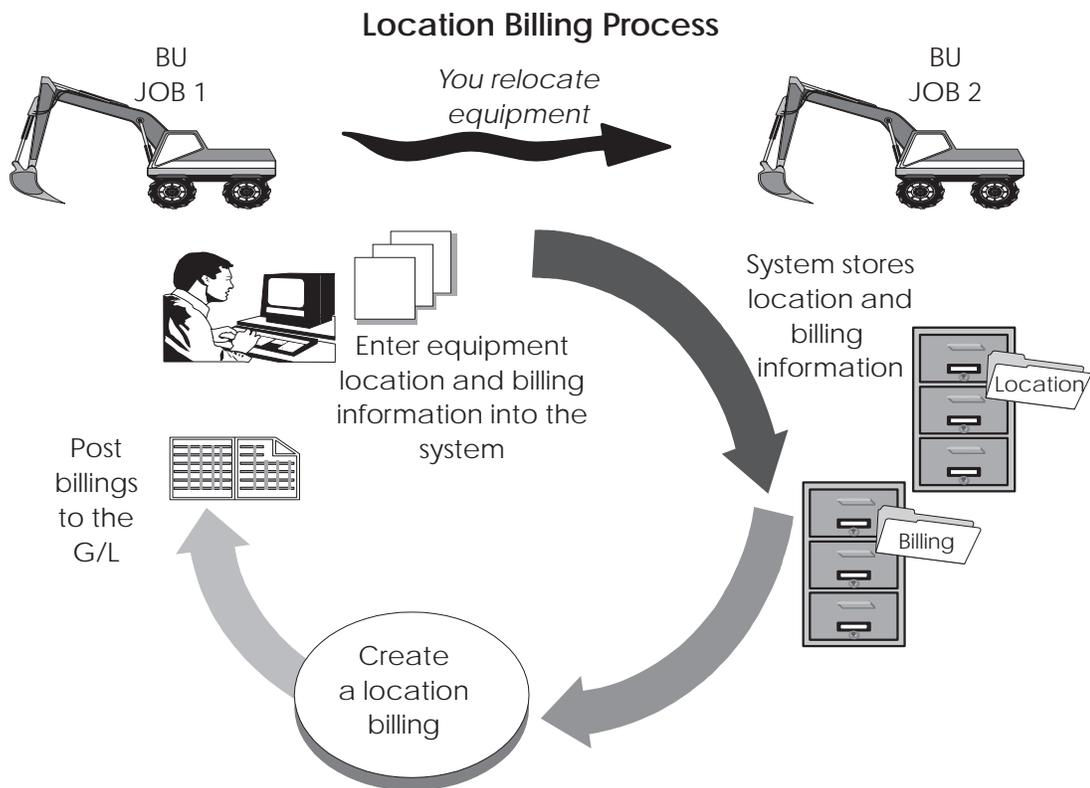
Verify that the following information is set up:

- Valid rate codes
- Billing rate codes
- Rental Rates table
- Rental rules
- Account derivation rules

See Also

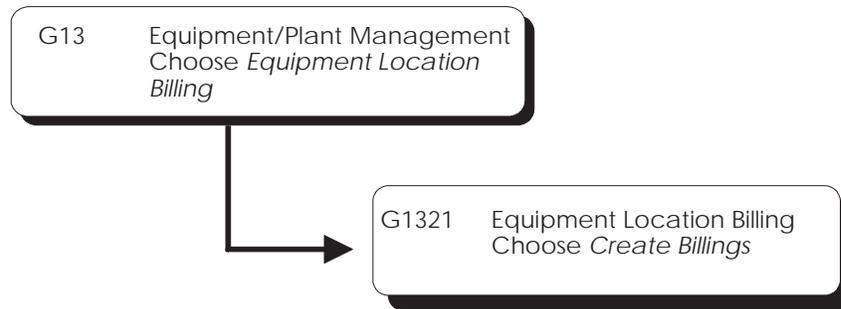
- *Setting Up Equipment Billing* for more information about these tasks

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



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

Create Location Billings



Creating Location Billings

Run the Create Billings program to bill locations for equipment use. You use DREAM Writer selections to indicate what Location Tracking information you want to include in the billing. The system accesses the location information that match your selection criteria and creates the appropriate debit and credit transactions.

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

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

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

Before You Begin

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

Verifying the Location Billing

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

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

1304		J.D. Edwards & Company				Page No. . . . 2			
		Location Billings - Final				Date - 9/28/92			
		As Of - 06/30/98				Batch Number . .00008580			
Item Number	Description	Begin Date	Ending Date	Hours Billed	Days Billed	Weeks Billed	Months Billed	Billing Amount	
Location . . .		501 Potomac Hotel							
1	AA9 Motor Grader	01/01/91	06/30/98				90.00	126,000.00	
	Quantity . .	1.00	Billing Rate				1,400.00		
1018	Ace Truck, 3/4 Ton Pan	07/01/98	06/30/98	12.00				60.00	
	Quantity . .	.01	Billing Rate	5.00					
10786	AA9 Motor Grader	03/15/91	04/30/91	390.00				9,750.00	
	Quantity . .	1.00	Billing Rate	25.00					
10807	bus	09/26/92	06/30/98	18024.00				450,600.00	
	Quantity . .	1.00	Billing Rate	25.00					
10809	bus	09/01/92	09/11/92	90.00				2,250.00	
	Quantity . .	1.00	Billing Rate	25.00					
Location . . . Potomac Hotel									588,660.00
-----									588,660.00

What You Should Know About

Running the proof or final version

You can run the proof version of Create Billings to verify that the billing and location information that you entered for the equipment is correct. When you run the proof version, the program prints the location billing report without creating journal entries or updating equipment information. The system does not assign batch numbers to billings that you create using the proof version of the DREAM Writer. When you run the final version, the program updates equipment information and creates a batch of journal entries that you must post to the general ledger and equipment balances.

Excluding non-billable location information

You can use Data Selections to exclude location tracking information that you do not want to bill. If you do not exclude location tracking information on the system before you create a location billing, the information will appear on the billing register as *Not able to be billed*. Possible selections that you might want to use to exclude billing information are:

- Beginning Date after the date the Location Billing program was installed
- Billing Rate Codes not equal to blank

Processing Options for Location Billings

DATE SELECTION:

1. Enter the date that billings are to be calculated through. _____
2. Enter the G/L date that the billings will be posted to. _____

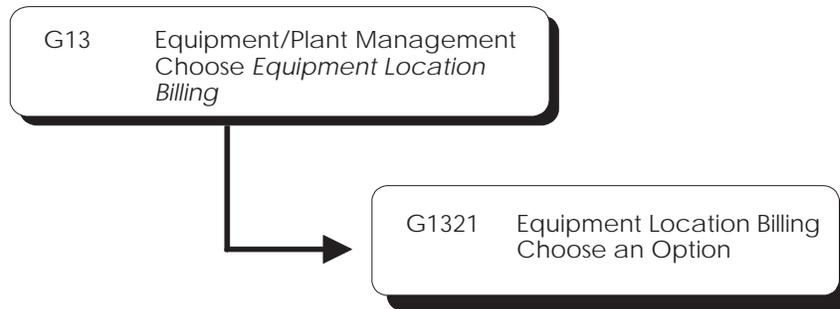
PARTIAL HOUR SELECTION:

3. Enter a '1' to bill partial hours on quarter hour increments. Leave blank (default) to bill a full hour for any partial hour. _____

UPDATE OPTION:

4. Enter a '1' to run in final mode and update the files. Leave blank (default) to run in edit mode only with no file update. _____

Process Location Billings



Processing Location Billings

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

Processing location billings includes the following tasks:

- Reviewing a location billing
- Approving a location billing batch
- Posting location billings

Reviewing a Location Billing

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

▶ **To review a location billing**

On Billing Inquiry

[13200] - Billing Inquiry

Functions Options Tools Help

Location As of

Batch Number Unposted (Y/N)

User ID

Billing P	Date	Location	Item Number	Rt Cd	Billing Rate	Billing Amount	P C
	06/30/98	501	1014	MO	1,400.00	2,099.93	P
	06/30/98	501	1018	HR	5.00	1,935.00	P
	03/31/93	5003	1337	WK	3.12	283.50	
	04/30/93	5003	1337	WK	3.12	283.50	
	04/30/93	5003	1337	WK	3.12	196.00	
	04/30/93	5003	1337	WK	3.12	130.80	
	04/30/93	750	1345	WK	4.75	57.00	
	05/31/93	5003	1337	WK	3.12	436.80	
	05/31/93	5003	1337	WK	3.12	187.20	
	05/31/93	750	1345	WK	4.75	5.70	
	05/31/93	5004	1353	WK	3.75	40.50	
	05/31/93	5003	1409	WK	5.00	630.00	
	05/31/93	5003	1409	WK	5.00	100.00	
	06/30/93	5003	1337	WK	3.12	491.40	

Opt 1=Transfers F4=More Details F6=Delete Batch F24=More Keys MW

- Complete any of the following fields to locate a specific billing batch:
 - Location
 - Batch Number
 - User ID
 - As of (Date)
 - Unposted (Y/N)
- Choose More Details to see more information for the location billing.

[13200] - Billing Inquiry

Functions Options Tools Help

Location As of

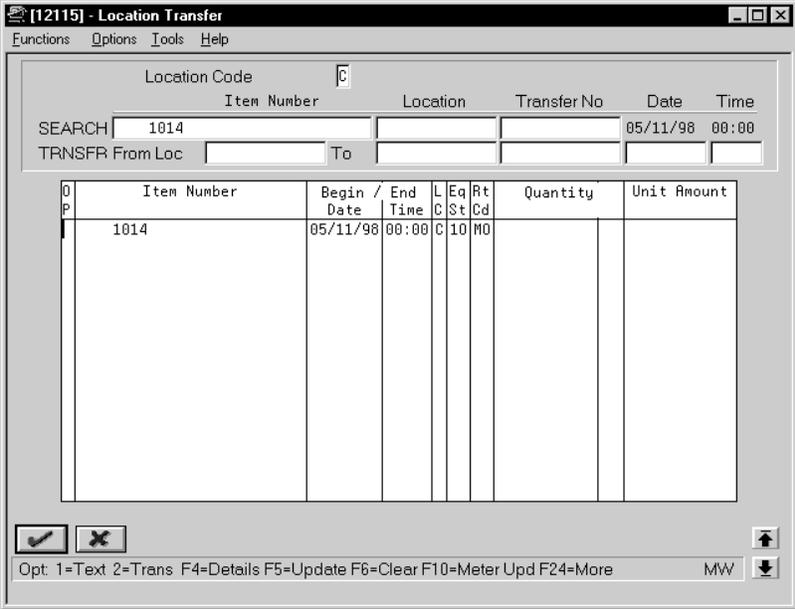
Batch Number Unposted (Y/N)

User ID

Billing P	Date	Location	Item Number	Rt Cd	Billing Rate	Billing Amount	P C
	06/30/98	501	1014	MO	1,400.00	2,099.93	P
	Hours	Days	11 Weeks	Months	1	Quantity	
	06/30/98	501	1018	HR	5.00	1,935.00	P
	Hours	387	Days	Weeks	Months	Quantity	
	03/31/93	5003	1337	WK	3.12	283.50	
	Hours	Days	3 Weeks	2 Months	Quantity	35.00	
	04/30/93	5003	1337	WK	3.12	283.50	
	Hours	Days	3 Weeks	2 Months	Quantity	35.00	
	04/30/93	5003	1337	WK	3.12	196.00	
	Hours	Days	4 Weeks	1 Months	Quantity	35.00	
	04/30/93	5003	1337	WK	3.12	130.80	
	Hours	Days	4 Weeks	2 Months	Quantity	15.00	
	04/30/93	750	1345	WK	4.75	57.00	
	Hours	Days	Weeks	4 Months	Quantity	3.00	

Opt 1=Transfers F4=More Details F6=Delete Batch F24=More Keys MW

3. Choose Transfers to review an individual location.

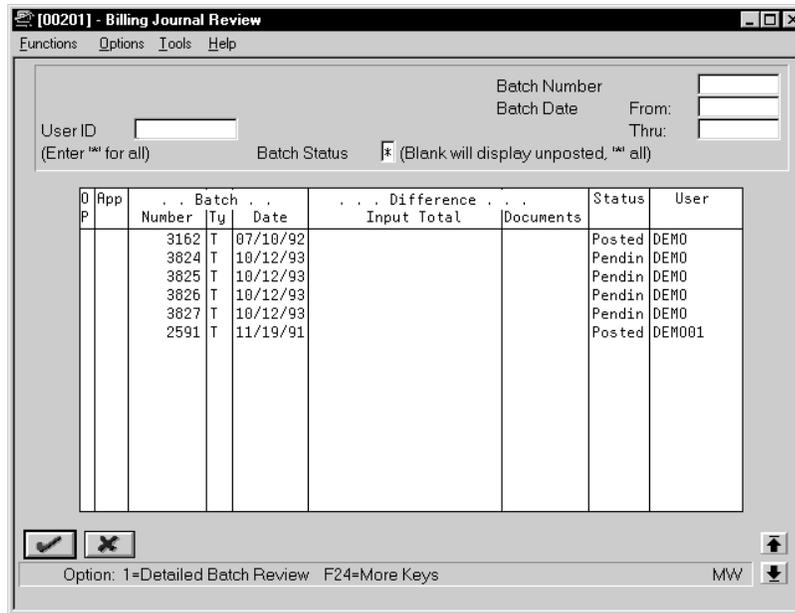


Approving a Location Billing Batch

If your system is set up to require batch approval, you must approve billing batches before the system can post them. You can approve your location billings by batch or review each transaction individually. If you review a batch and find it in error, you can change the status of the batch from approved to pending, to prevent it from posting.

▶ To approve a location billing batch

On Billing Journal Review



1. Complete the following fields to locate a specific billing batch:

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

2. Complete the following field to change the status of a billing batch:

- Approved (App)

Field	Explanation
Batch Approved for Posting	<p>A code that indicates whether a batch is ready for posting. Valid codes are:</p> <ul style="list-style-type: none"> A Approved, ready for posting. P Pending approval. The batch will not post. <p>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</p>

Field	Explanation
Batch Status	<p>A code that indicates the posting status of a batch. Valid codes are:</p> <ul style="list-style-type: none"> blank Unposted batches that are pending approval or have a status of approved. A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. D Posted. The batch posted successfully. E Error. The batch is in error. You must correct the batch before it can post. P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). U In use. The batch is temporarily unavailable because someone is working with it. <p>These valid codes are set up in user defined codes (system 98, type IC).</p>

Posting Location Billings

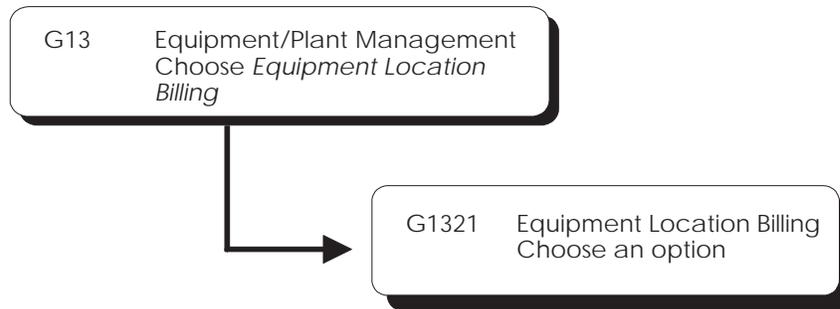
You must post billings to the general ledger and equipment balances. Post the billings to the general ledger first. When you post to the general ledger, the system updates the Account Balances table (F0902) and creates the credit side of the billing.

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

See Also

- *Processing Options for Post General Ledger (P09800)*
- *Processing Options for Fixed Asset Post and Journal (P12800)*

Revise Location Billings



Revising Location Billings

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

Revising location billings consists of the following tasks:

- Revising unposted location billings
- Revising posted location billings

Revising Unposted Location Billings

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

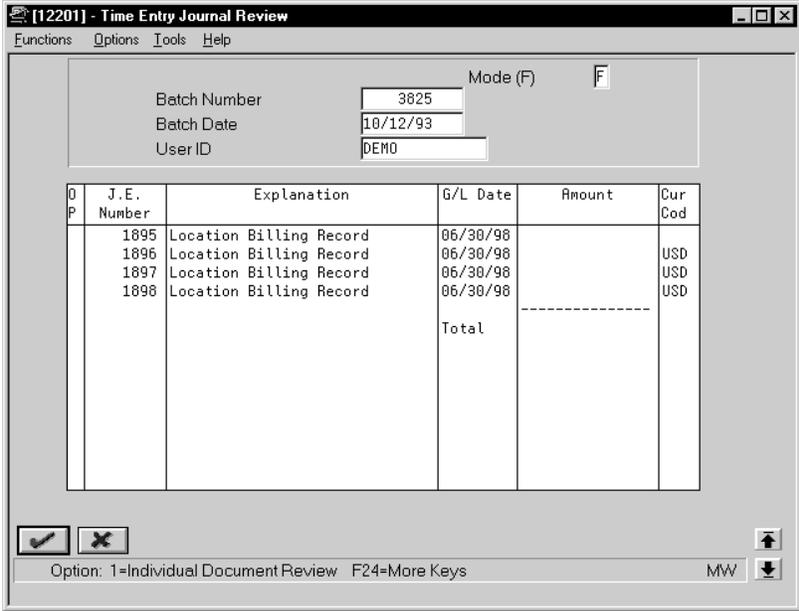
You can delete unposted location billing batches on the Equipment Time Entry form only. On Time Entry, enter the number of the location billing batch you want to delete. When you delete a location billing batch you delete both the Account Ledger transaction in the general ledger and the Equipment Billing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

► **To revise unposted location billings**

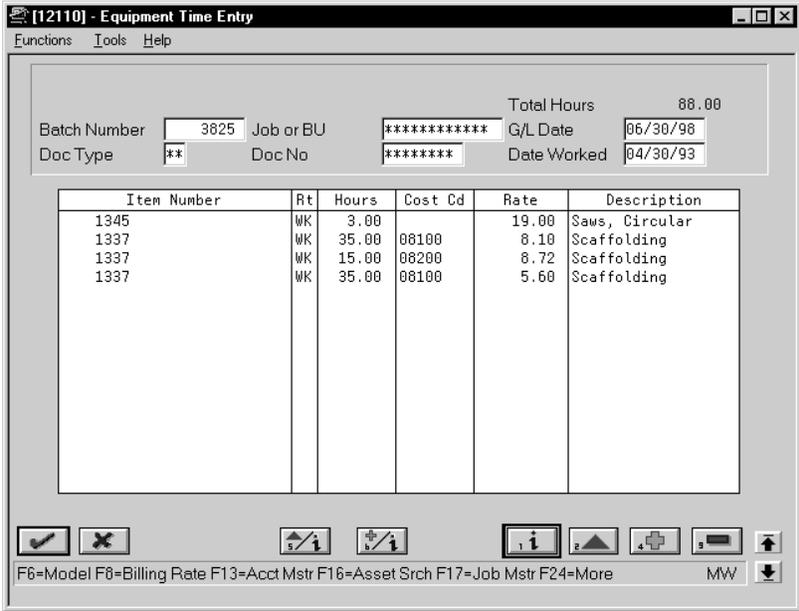
On Billing Journal Review

App	Batch Number	Ty	Date	Difference	Input Total	Documents	Status	User
	3162	T	07/10/92				Posted	DEMO
	3824	T	10/12/93				Pendin	DEMO
	3825	T	10/12/93				Pendin	DEMO
	3826	T	10/12/93				Pendin	DEMO
	3827	T	10/12/93				Pendin	DEMO
	2591	T	11/19/91				Posted	DEM001

1. Complete the following fields to locate a specific billing batch:
 - User ID
 - Batch Status
 - Batch Number
 - Batch Date From
 - Batch Date Thru
 - Approved (App)
2. Choose Detailed Batch Review to review the individual billings for the batch.



- On Time Entry Journal Review, choose Individual Document Review to review the individual equipment time entry for the billing.



Revising Posted Location Billings

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

Revising a posted billing information includes the following tasks:

- Voiding the G/L transaction
- Deleting the location billing
- Creating a revised billing

► To void the G/L transaction record

Complete the steps to void F0911 G/L transactions.

See *Voiding a Posted Journal Entry* in the *General Accounting I Guide*.

► To delete the location billing record

On Billing Inquiry

The screenshot shows a window titled "[13200] - Billing Inquiry" with a menu bar (Functions, Options, Tools, Help) and several input fields: Location, Batch Number, UserID, As of, and Unposted (Y/N) with a dropdown arrow.

Billing Date	Location	Item Number	Rt Cd	Billing Rate	Billing Amount	P C
06/30/98	501	1014	MO	1,400.00	2,099.93	P
06/30/98	501	1018	HR	5.00	1,935.00	P
03/31/93	5003	1337	WK	3.12	283.50	
04/30/93	5003	1337	WK	3.12	203.50	
04/30/93	5003	1337	WK	3.12	196.00	
04/30/93	5003	1337	WK	3.12	130.80	
04/30/93	750	1345	WK	4.75	57.00	
05/31/93	5003	1337	WK	3.12	436.80	
05/31/93	5003	1337	WK	3.12	167.20	
05/31/93	750	1345	WK	4.75	5.70	
05/31/93	5004	1353	WK	3.75	40.50	
05/31/93	5003	1409	WK	5.00	630.00	
05/31/93	5003	1409	WK	5.00	100.00	
06/30/93	5003	1337	WK	3.12	491.40	

At the bottom, there are navigation buttons (checkmark, X, up/down arrows) and a status bar with keyboard shortcuts: Opt: 1=Transfers F4=More Details F6=Delete Batch F24=More Keys MW

1. Complete the following field to locate the billing information you want to delete:
 - Batch Number
2. Choose Delete Batch to delete the location billing.

▶ **To create a revised billing**

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

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

See Also

- *Revising Location Information (P12041)* for more information about changing location information
- *Entering Location Information (P12115)* for more information about entering new location information
- *Creating Location Billings (P1304)* for more information about creating a new billing



Exercises

See the exercises for this chapter.

Test Yourself: Equipment Location Billing

1. True or False

To use equipment location billing, you must enter equipment time using the Time Accounting, Payroll, or Equipment Time Entry forms.

2. If the location of a piece of equipment has not changed since the last time a location billing has been processed, the system will bill from the _____ date through the _____ date.
3. What is the difference between running the Location Billing program in proof or final mode?

4. True or False

Posting location billings only updates the general ledger Account Balances table (F0902). Therefore, you must run a separate post to update the Item Balances table (F1202).

5. How do you revise an unposted batch of location billings?

The answers are in *Appendix A*.



Equipment Billing Reports

Objectives

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

About Equipment Billing Reports

You can print and review Equipment Billing reports to help you manage Equipment Billing information. You can print the following types of Equipment Billing reports:

Standard reports

Print standard reports to review and manage equipment information such as:

- Current billing rates
- Location history
- Supplemental data

Analytical reports

Print analytical reports to review and analyze equipment costs and transactions

Other reports

You can use the STAR and World Writer reporting tools to create customized reports and access data from any table that you use in Equipment Billing

Printing Equipment Billing reports consists of the following tasks:

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

See Also

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



Print Standard Reports

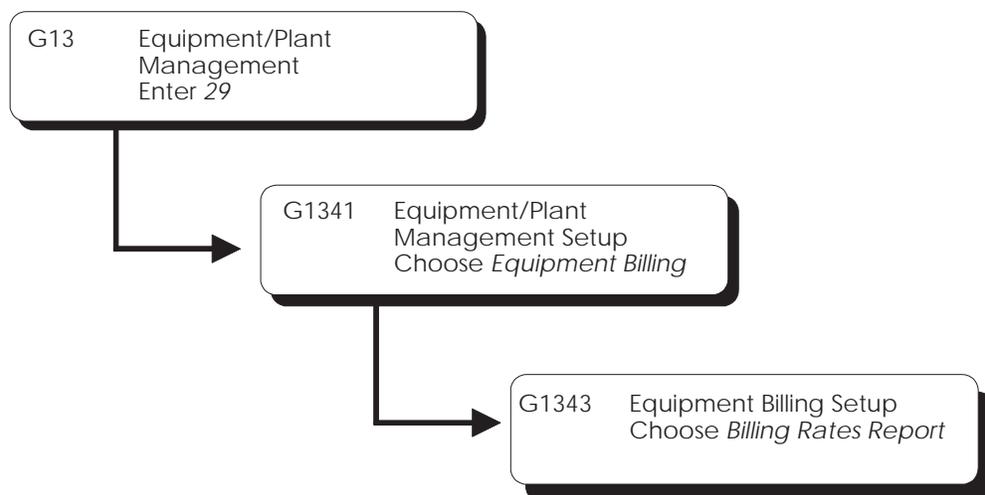
Printing Standard Reports

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

Printing standard reports consists of the following tasks:

- Printing the Billing Rates report
- Printing the Location Tracking report
- Printing Supplemental Data reports

Printing the Billing Rates Report



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

- Rate table
- Rate group

Equipment Billing

- Equipment number
- Effective dates
- Rate code
- Billing Rate

If a billing rate is divided into components, the rate components also appear on the report.

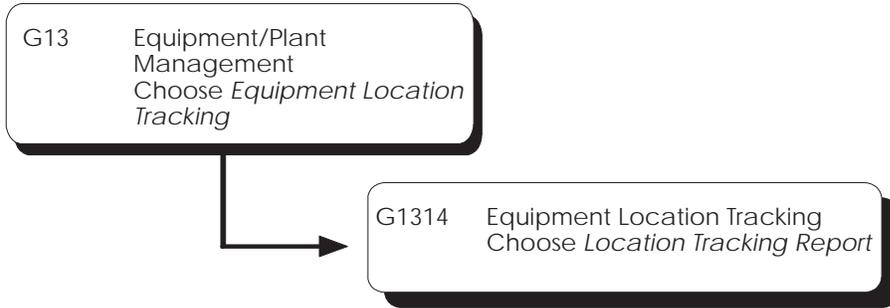
12426		J.D. Edwards & Company				Page	-		2	
		Equipment Billing Rates				Date	-		4/23/96	
Rte	Rte	Item	Begin	Ending	Rt	Billing	Rate Components			
Tbl	Grp	Number/Description	Date	Date	Cd	Rate	Ownership	Operating	Maintenance	Other
01					DN	15.00	5.00		8.00	2.00
					DY	100.00	20.00	40.00	32.00	8.00
					HR	25.00	5.00	10.00	8.00	2.00
					MO	1,400.00	280.00	560.00	450.00	110.00
					SB	8.00				
					WK	400.00	80.00	160.00	128.00	32.00
					WR	30.00	5.00	15.00	8.00	2.00
					01	30.00	5.00	12.00	13.00	
					02	465.00	80.00	180.00	205.00	
					03	1,530.00	280.00	600.00	650.00	
					04	125.00	20.00	50.00	55.00	
01		1018			DY	35.00	5.00	15.00	15.00	
		Ace Truck, 3/4 Ton Panel			HR	5.00	1.00	2.00	2.00	
		Chevrolet - 1997 361 CID			MO	600.00	100.00	300.00	200.00	
		Tommy Lift, A/C, Autotrans			WK	160.00	20.00	80.00	60.00	
01	CAD		01/01/98	12/31/98	HR	25.00				
01	CIR				MO	15.00				
					WK	5.00				
01	DRL				MO	12.25				
					WK	3.75				
01	FRM				MO	15.00				
					WK	5.00				
01	HOE		01/01/98	12/31/98	DY	150.00	30.00	50.00	70.00	
					HR	25.00	5.00	10.00	10.00	
					WK	700.00	125.00	250.00	325.00	
01	PLT		01/01/98	12/31/98	HR	50.00				
01	PU				DY	60.00	7.50	30.50	22.00	
					HR	5.75	.75	3.00	2.00	
					WK	250.00	20.00	100.00	130.00	
01	PU		01/01/98	12/31/98	DY	60.00	7.50	30.50	22.00	
					HR	5.75	.75	3.00	2.00	
					WK	250.00	20.00	100.00	130.00	
01	SCA				MO	11.48				
					WK	3.12				
01	SCR		01/01/98	12/31/98	DY	750.00	75.00	375.00	225.00	75.00
					HR	100.00	10.00	50.00	30.00	10.00
					WK	3,400.00	350.00	1,700.00	1,000.00	350.00
01	01				DY	1,300.00	325.00	520.00	455.00	
					HR	200.00	50.00	80.00	70.00	

Processing Options for Equipment Billing Rates Report

PRINT OPTION:

1. Choose which asset number to print: _____
 '1' = Item number (default).
 '2' = Unit number.
 '3' = Serial number.

Printing the Location Tracking Report



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

Item Number . .		10823 Exhaust Fan, 500hp		J.D. Edwards & Company Location Tracking Report By Item Number				Page - 2 Date - 4/22/96			
Item Number	Location	Description	L C	From Date	Thru Begin	Remark	Transfer Number	Rt Cd	Quantity	Eq A St C	
10823	L1		C	05/05/94	00:00		38		1.00	1	
	Aisle.	Bin.			00:00	Amt.	Rate Grp.		Curr Meter.		
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.		Orig Meter.		
10823	STORES		H	02/02/93	00:00	Component Transfer		NB	1.00	AV 1	
	Aisle.	Bin.		03/15/93	00:00	Amt.	Rate Grp.		Curr Meter.		
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.		Orig Meter.		
10823	L2		H	03/15/93	00:00		36	NB	1.00	WK 1	
	Aisle.	Bin.		04/07/94	00:00	Amt.	Rate Grp.		Curr Meter.		
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.		Orig Meter.		
10823	MSHOP		H	04/07/94	00:00		37	NB	1.00	DS 1	
	Aisle.	Bin.		05/05/94	00:00	Amt.	Rate Grp.		Curr Meter.		
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.		Orig Meter.		

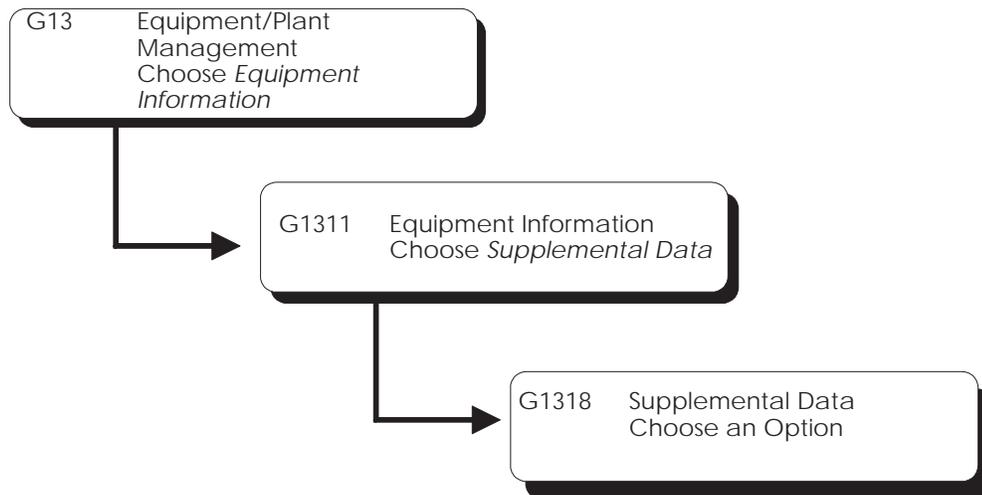
Processing Options for Location Tracking Report

PRINT OPTIONS:

1. Enter a '1' to print the Location Tracking text. Leave blank (default) to print no associated text. _____

2. Choose which asset number to print: _____
 - '1' = Item number (default).
 - '2' = Unit number.
 - '3' = Serial number.

Printing Supplemental Data Reports



You can print supplemental data reports to review supplemental data information for equipment. Printing supplemental data reports includes the following tasks:

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

Printing the Data by Item Number Report

Print the Data by Item Number report to review all the supplemental data the system stores in the Supplemental Data tables (F12090, F12092, F12093) and the Item Master table (F1201) for a specific piece of equipment.

12400	J.D. Edwards & Company		Page Number	2
	Fixed Assets Suppl Data - By Item Number		Date	4/22/96
Item Number	1300	Backhoe, Caterpillar 426 Heavy Duty Bucket Extendable Stick		
Parent Number	1300			
Company Number	50	A Model Construction Mgmt Co		
Location	5003	Airport Access Road		
Capacity	=====			
	Effective			
Capacity	From	Through		Gallons
-----	-----	-----		-----
FU	10/15/96			28.00
Fuel Capacity		Tickler Date . . .		
		Address Number . .		
OL	10/15/96	engine oil		2.20
Oil Reserve Capacity		Tickler Date . . .		
		Address Number . .		
	Oil usage is variable based on load. Check oil levels in accordance to maintenance schedule.			

		Total		30.20

Processing Options for Data by Item Number Report

PRINT SELECTION:

1) Enter a 'N' to bypass printing text information on the report. Leave blank (default) to print the text.

2) Choose which asset number to print:
 '1' = Item Number (default).
 '2' = Unit Number.
 '3' = Serial Number.

Printing the Data by Data Type Report

Print the Data by Data Type report to review selected supplemental data by type for individual pieces of equipment.

12440	J.D. Edwards & Company		Page Number	2
	All Item Numbers by Data Type - Item #		Date	4/23/96
Capacity				
=====				
Item Number	Name	Effective Date From Through	Gallons	

Capacity FU	Fuel Capacity			
1001	AA9 Motor Grader	10/15/96	100.00	
	Tickler Date . . .	Address Number . .		
1300	Backhoe, Caterpillar 426	10/15/96	28.00	
	Tickler Date . . .	Address Number . .		
		Total for: Fuel Capacity	128.00	
Capacity OL	Oil Reserve Capacity			
1001	AA9 Motor Grader	10/15/96	7.25	Engine oil
	Tickler Date . . .	Address Number . .		
	The oil usage is variable based on amount of loads being moved. Check oil levels on a regular basis.			
1300	Backhoe, Caterpillar 426	10/15/96	2.20	engine oil
	Tickler Date . . .	Address Number . .		
	Oil usage is variable based on load. Check oil levels in accordance to maintenance schedule.			
		Total for: Oil Reserve Capacity	9.45	
		Total for: Capacity	137.45	

Processing Options for Data by Data Type Report

PRINT SELECTION:

- 1) Enter a 'N' to bypass printing text information on the report. Leave blank (default) to print the text. _____
- 2) Choose which asset number to print: _____
 - '1' = Item Number (default).
 - '2' = Unit Number.
 - '3' = Serial Number.

Printing the Specification Data Report

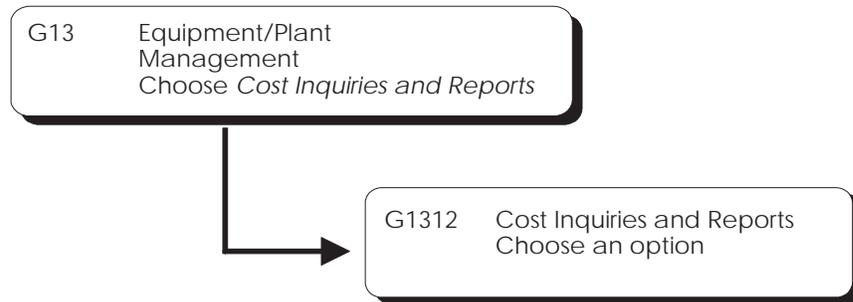
Print the Specification Data report to review specification data for a piece of equipment. You can print the report as a blank template for someone to complete at the equipment location, or as a report with complete data.

12416	J.D. Edwards & Company Specification Data Report		Page - 2 Date - 4/22/96
Item Number	11236	Motor, 500hp GE	
Page No.	01		
Unit Number	01.151	Motor, 500hp GE	
Description	EXHAUST FAN MOTOR		
Horsepower	500.00		
Phase	3		
Voltage			
RPM	1800		
Enclosure	EXPLOSION		
Frame	509LL		
Frequency (HZ)	60		
Type	K		
NEMA Design	B		
Manufacturer	GE	General Electric	
Model	5K509RN204AE		
Serial Number	5K509RN204		
Manager	8414	O'Malley, James P.	
Work Order			

Processing Options for Specification Data Report

1. Enter a '1' to display Specification Template. Leave blank to display Specification Data.

Print Analytical Reports



Printing Analytical Reports

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

Printing analytical reports consists of the following tasks:

- Printing the Equipment Cost Analysis report
- Printing the Equipment Variance report
- Printing the Transaction Ledger report

Printing the Equipment Cost Analysis Report

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

Use processing options to indicate whether to print units such as hours, miles, or fuel. You determine the units for each piece of equipment when you enter meter information. You can review the total units accumulated for a piece of equipment as well as the per unit cost for each account. The system calculates per unit costs by dividing account balances by total accumulated units. You can

review these costs on an inception-to-date, year-to-date, and month-to-date basis.

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

Detail	Prints account balances for each business unit and object account
Summary	Prints the interim total amounts that you set up in the automatic accounting instructions, such as: <ul style="list-style-type: none">• Net book value• Revenue earned• Ownership costs• Operating costs• Maintenance costs• Usage amounts
Object	Prints a summarization of identical object accounts by business unit, subsidiary, or subledger

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

Equipment Cost Analysis - Detail

12424		J.D. Edwards & Company			Page - 3					
		Equipment Cost Detail			Date - 07/26/94					
					Through Date/Period - 06/30/98					
Item Number	Asset Description Account Number	Sub Ledger	S T	Cost Account Description	Amount ITD	Amount YTD	Amount MTD	Amount/Hour ITD	Amount/Hour YTD	Amount/Hour MTD
1001	AA9 Motor Grader Ripper, Power Assist, Push Block, Scarifier, Encl Cab			Miles or Hours - In	859.00	859.00	859.00			
	50.2030			Net Book Value Heavy Equipment	57,443.21			66.87		
	50.2130			Accum Depr - Equipm	20,105.14-	5,744.34-	957.39-	23.41-	6.69-	1.11-
	Net Book Value				37,338.07	5,744.34-	957.39-	43.46	6.69-	1.11-
	YARD.8421			Revenue Earned Ownership Portion	200.00-	200.00-	200.00-	0.23-	0.23-	0.23-
	YARD.8422			Operating Portion	140.00-	140.00-	140.00-	0.16-	0.16-	0.16-
	YARD.8423			Maintenance Portion	190.00-	190.00-	190.00-	0.22-	0.22-	0.22-
	YARD.8424			Other Portion	20.00-	20.00-	20.00-	0.02-	0.02-	0.02-
	Revenue Earned				550.00-	550.00-	550.00-	0.63-	0.63-	0.63-
	YARD.8441			Ownership Costs Depreciation	5,744.34	5,744.34	957.39	6.69	6.69	1.11
	Ownership Costs				5,744.34	5,744.34	957.39	6.69	6.69	1.11
	50.8451			Operating Costs FOG	49.25	49.25	49.25	0.06	0.06	0.06
	50.8452			Tires	8,925.45	8,925.45	8,925.45	10.39	10.39	10.39
	Operating Costs				8,974.70	8,974.70	8,974.70	10.45	10.45	10.45
	50.8481			Maintenance Costs Brake System	12.96	12.96	12.96	0.02	0.02	0.02
	50.8482			Drives/Differential	321.33	321.33	321.33	0.37	0.37	0.37
	50.8485			Labor	150.96	150.96	150.96	0.18	0.18	0.18
	Maintenance Costs				485.25	485.25	485.25	0.57	0.57	0.57
	Total				51,992.36	8,909.95	8,909.95	60.54	10.39	10.39

Processing Options for Cost Analysis

REPORT SELECTION:

- 1) Identify how to print report. _____
 - D = Detail Report (DEFAULT)
 - O = Total by Object Account
 - S = Summary Report

DATE SELECTION:

- 2) Enter through period or through fiscal date. Leave blank to use current period. _____

LEDGER TYPE SELECTION:

- 3) Enter a single ledger type. Leave blank (default) for "AA" ledger. _____

UNITS SELECTION:

- 4) Enter a "1" to suppress units from printing on report. Leave blank to print units (default). _____

- 5) Identify what Automatic Accounting Instruction to use for units. _____
 - Y = 'AT00' AAI (DEFAULT)
 - A = 'FMA ' AAI
 - B = 'FMB ' AAI

PRINT SELECTION:

- 6) Enter a "1" to omit printing assets with zero cost. Leave blank to print all assets (DEFAULT). _____
- 7) Identify how to print asset number. _____
 - 1 = Item Number (DEFAULT)
 - 2 = Unit Number
 - 3 = Serial Number
- 8) Identify how to print the amounts. _____
 - blank = Amounts w/ commas (DEFAULT)
 - 1 = Amounts w/o commas

Printing the Equipment Variance Report

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

You can print two versions of the Equipment Variance report:

Variance by job

Prints amounts for equipment items assigned to a particular location

Variance by item

Prints information about pieces of equipment that you specify

Equipment Variance Report - By Job

13400

J.D. Edwards & Company
Equipment Variance Report - by Job

Page No. . . . 3
Date - . . . 4/23/96
As of. . . . 12/31/98

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

Processing Options for Equipment Variance Report

DATE SELECTION:

1. Enter the date range over which the report will cover:

a. From Period: _____

b. From Fiscal Year: _____

c. Thru Period: _____

d. Thru Fiscal Year: _____

AMOUNT SELECTION:

2. Enter a '1' to print inception-to-date amounts. Leave blank (default) to print current period amounts. _____

COLUMN HEADING ACCOUNT RANGE SELECTION:

3. Enter object account ranges to be included under the following column headings on the report:

a. "Standard Amount" column -

Beginning Object Account: _____

Ending Object Account: _____

b. "Actual Amount" column -

Beginning Object Account: _____

Ending Object Account: _____

c. "Actual Hours" column -

Beginning Object Account: _____

Ending Object Account: _____

PRINT SELECTION:

4. Identify how to print asset number: _____

1= Item Number (Default)

2= Unit Number

3= Serial Number

Printing the Transaction Ledger Report

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

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

You can print two versions of this report:

Posted

Prints equipment transactions that are posted to equipment as well as the general ledger.

Unposted

Prints equipment transactions that have not been posted to equipment. The transactions are not necessarily posted to the general ledger.

Equipment Billing

12420		J.D. Edwards & Company Fixed Asset Ledger - Posted				Page - 2	Date - 4/23/96	
Item Number	Subledger/Type G/L Account	Item Description Account Description Explanation	Do Ty	Document	G/L Date	Amount	Units	H LT D
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	107	04/05/98	50.00-	10.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	107	04/05/98	100.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416 Maintenance Portion	T5	107	04/05/98	100.00-		AA
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	111	04/12/98	120.00-	24.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	111	04/12/98	240.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416 Maintenance Portion	T5	111	04/12/98	240.00-		AA
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	115	04/19/98	40.00-	8.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	115	04/19/98	80.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416 Maintenance Portion	T5	115	04/19/98	80.00-		AA
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	119	04/21/98	40.00-	8.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	119	04/21/98	80.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416 Maintenance Portion	T5	119	04/21/98	80.00-		AA
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	119	04/23/98	40.00-	8.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	119	04/23/98	80.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416 Maintenance Portion	T5	119	04/23/98	80.00-		AA
2053	SHOP.8421	Backhoe, Caterpillar 416 Ownership Portion	T5	125	04/27/98	45.00-	9.00-	AA
2053	SHOP.8422	Backhoe, Caterpillar 416 Operating Portion	T5	125	04/27/98	90.00-		AA
2053	SHOP.8423	Backhoe, Caterpillar 416	T5	125	04/27/98	90.00-		AA

Processing Options for Transaction Ledger

PRINT SELECTION:

- 1) Identify how to print the Amount.
 - blank = Amount w/ commas (DEFAULT)
 - 1 = Amount w/o commas

Print Other Reports

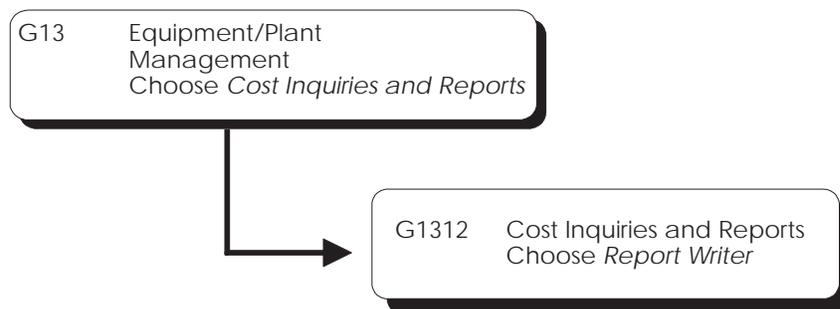
Printing Other Reports

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

Printing other reports consists of the following tasks:

- Working with Report Writer
- Working with World Writer

Working with Report Writer



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

See Also

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

Working with World Writer

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

You can access the following, predefined World Writer reports:

- From the Equipment Information menu, choose:
 - License Renewal Report
 - Equipment Status History Report
- From the Equipment Location Tracking menu, choose:
 - Equipment Location History Report
 - Equipment Location Detail with Remarks Report
 - Equipment Location Detail with Audit Trail Report

See Also

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

Setup



System Setup

Objectives

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

About System Setup

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

System setup consists of the following tasks:

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

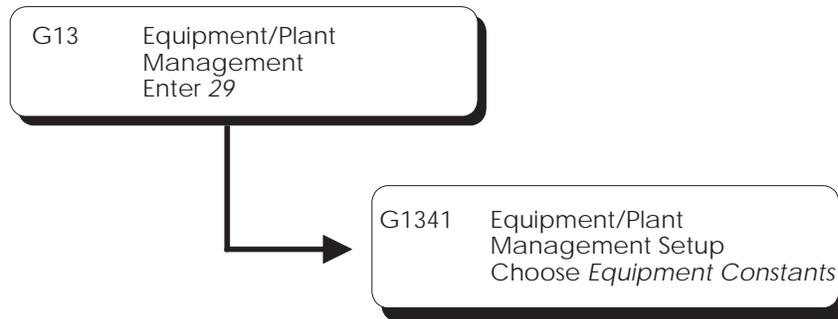


What Do These Setup Features Do?

Equipment constants	Establish system basics, such as: <ul style="list-style-type: none">• The default business units for equipment cost, accumulated depreciation, depreciation expense, and revenue accounts for a piece of equipment• The number of category codes that display on the equipment search and other entry forms• The symbols that identify the three types of equipment numbers, including your primary number• The equipment category code number that you use to define the equipment class for use in the supplemental data base
User defined codes	Define customized codes, such as: <ul style="list-style-type: none">• Equipment category codes, including major accounting class and major equipment class• Finance methods• Equipment status codes• Equipment message types
Automatic accounting instructions	Define accounting information, such as: <ul style="list-style-type: none">• Accounts and general ledger relationships for Equipment Billing interaction with the General Accounting system• Default debit and credit accounts for Equipment Time Billing
Next numbers	Enable the system to automatically assign numbers to various items in the system that require unique numbers
Depreciation default values	Simplify the creation of new equipment masters by defining default values for the Master Information form, such as: <ul style="list-style-type: none">• Major accounting class• Major equipment class• Depreciation accounts• Revenue account• Depreciation information
Assigning category code default values	Assigns default values from business unit category codes to equipment category codes

Equipment billing	Defines various rate codes and rules, such as: <ul style="list-style-type: none">• Valid rate codes• Billing rate codes• Rental rates• Rental rules• Account derivation rules
Supplemental data	Stores additional information about equipment. When you set up supplemental data, you can: <ul style="list-style-type: none">• Define the types of supplemental information you want to keep track of• Determine which data types appear for groups of equipment• Define specification information• Limit user access to supplemental and specification information
Time Accounting rules table	Defines debit accounts for equipment billing when you charge for the use of equipment using Time Accounting or Payroll
Journal summary rules for Time Accounting	Controls how equipment transactions are summarized when you use Time Accounting or Payroll

Set Up Equipment Constants



Setting Up Equipment Constants

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

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

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



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

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

▶ To set up equipment constants

On Equipment Constants

[001012] - Equipment Constants

Functions Tools Help

Default Asset Cst BU: Y=Resp BU, N=Co No

Default Depre Exp BU: Y=Resp BU, N=Deflt

Default Accum Dep BU: Y=Resp BU, N=Deflt

Default Rev-Bill BU: Y=Resp BU, N=Deflt

Display first 10 Cat. Codes (Y/N)

Symbol to Identify Item Number

Symbol to Identify Unit Number

Symbol to Identify Serial Number

Depreciation Cat. Cd

Supplemental Cat. Cd

Inclusion Version

Maintenance Loop

✓ ✕ ⓘ ▲ + ▢ ⬆ ⬇

F24=More Keys MW

Complete the following fields:

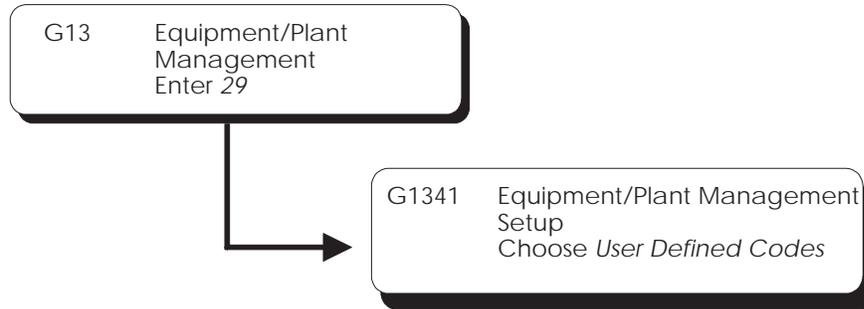
- Default Asset Cost Business Unit
- Default Depreciation Expense Business Unit
- Default Accumulated Depreciation Business Unit
- Default Revenue-Billing Business Unit
- Display first 10 category codes
- Symbol to Identify Item Number
- Symbol to Identify Unit Number
- Symbol to Identify Serial Number
- Depreciation Category Code
- Supplemental Category Code

Field	Explanation
Default Asset Cost Business Unit	<p>This code determines where the business unit for the asset cost account comes from when you add a new asset. When you add a new asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="776 415 1409 506">Y Responsible Business Unit. The system uses the business unit from the responsible business unit on the Master Information form. <li data-bbox="776 512 1370 602">N Company. The system uses the business unit from the company number on the Master Information form. <p>NOTE: Typically the business unit and company share the same number. For example, business unit 50 usually contains general accounts for company 50.</p>
Default Depreciation Expense Business Unit	<p>This code determines where the business unit for the depreciation expense comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="776 894 1409 984">Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information form. <li data-bbox="776 991 1406 1052">N Default. The system uses the business unit from the Item Setup Default Coding form.
Default Accumulated Depreciation Business Unit	<p>This code determines where the business unit for accumulated depreciation comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="776 1234 1409 1325">Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information form. <li data-bbox="776 1331 1406 1392">N Default. The system uses the business unit from the Item Setup Default Coding form.
Default Revenue-Billing Business Unit	<p>This code determines where the business unit for revenue and billing comes from when you add a new asset. When you add an asset, the system uses the business unit that this value represents on Depreciation Information. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="776 1575 1409 1665">Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information form. <li data-bbox="776 1671 1406 1732">N Default. The system uses the business unit from the Item Setup Default Coding form.

Field	Explanation
Display first 10 Category Codes (Y/N)	<p>This code controls the number of category code fields the system displays on various forms. Examples of these fields might include Accounting Class, Equipment Class, and so on. Valid codes are:</p> <ul style="list-style-type: none"> Y Display first 10 category codes N Display only the first five category codes <p>Set the number of category codes that appear on your forms to accommodate the number of category codes you use in your system. You can change the value in this field at any time.</p>
Symbol Used to Identify Item Number	<p>You can assign one of three different numbers to an asset. These numbers are:</p> <ul style="list-style-type: none"> • Item Number—an eight-digit, computer assigned number • Serial Number—a twenty-five digit model or serial number • Unit Number—a twelve-digit, alphanumeric, user defined number <p>When you enter an asset number, you may use a prefix or symbol to designate the number you enter. If you use this number most often, you should leave the symbol blank so that you just need to enter the number. If it is not the number you use most often, you should define a symbol, such as / or *, that you will type before you enter the number so that the system knows which number you are representing.</p> <p>NOTE: You can leave only one asset number blank. The other two must have a symbol so that all three numbers are unique. Verify that the symbols you use are not significant for any other purposes of data entry, for example, a period or comma.</p>
Depreciation Category Code	<p>Use this Fixed Asset category code to group assets into “depreciation” categories. Inquiries, reports, journals, and other processes that depend on the depreciation category will make reference to the value in this category code.</p> <p>NOTE: You must set up a default value for this category code.</p>

Field	Explanation
Supplemental Data Category Code	<p>Enter the number of the equipment category code that controls which supplemental data types the system displays on the Equipment Management supplemental data forms.</p> <p>When you set up supplemental data, you use Data Type Cross Reference to specify which types of data appear on supplemental data forms. For example, on Equipment Constants, you can specify equipment category code 2 (Major Equipment Class) as the supplemental data category code. Then, on Data Type Cross Reference, you can specify which data types are appropriate for each class of equipment you set up under Major Equipment Class, such as specification sheets and transportation notes for heavy equipment.</p>

Set Up User Defined Codes



Setting Up User Defined Codes

Setting Up User Defined Codes for Equipment Billing

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

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

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



User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

CAUTION: User defined codes are central to J.D. Edwards systems. You must be thoroughly familiar with user defined codes before you change them.

The following user defined codes are primary to Equipment Billing:

Major accounting class (system 12, type C1)	<p>Use to group equipment into categories, such as office equipment, furniture, heavy equipment, plant equipment, and so on.</p> <p>J.D. Edwards recommends that you set up a one-to-one relationship with major accounting class and the asset cost account to aid in running STAR reports.</p>
Major equipment class (system 12, type C2)	<p>Use to further break down equipment into subclasses. For example, set up codes to divide office equipment into groups such as copiers, computers, printers, and so on.</p>
Additional class (system 12, type C3-C0, F1-F0, 21, 22, 23)	<p>Use these codes to further group equipment into meaningful classifications based on your needs. Your system comes with many predefined values which you can use or modify. For instance, class code 3 (12/C3) is set up as Manufacturer, class code 4 (12/C4) is Model Year, and so on.</p> <p>If you use Equipment Location Billing you must use category code 10 to define billing rate groups.</p>
Equipment status (system 12, type ES)	<p>Use to identify the operational status of equipment, such as whether it is available, working, down, or disposed of.</p> <p>Equipment status codes might also be used by Fixed Assets to track types of disposals.</p>
Equipment message type (system 12, type EM)	<p>Use to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.</p>
Equipment billing rate (system 00, type RC)	<p>Use to define values for various equipment rates, such as available, idle, non-billable, hourly, and so on. You must define equipment rate codes to run location or time entry billings. The codes you define are used by Equipment Billing to determine billing frequency and rate when you bill your equipment. J.D. Edwards provides you with a number of predefined billing rate codes that you can use or modify. You can also set up new billing rate codes.</p>
Rental Rate Tables (system 13, type TB)	<p>Use to specify different rate tables for location billing.</p>

**Finance methods
(system 12, type FM)**

Use to specify how a piece of equipment was acquired, such as leased or purchased outright. Finance method information is stored in the Item Master table (F1201).

**Ledger types for
equipment journal
entries (system 12, type
LT)**

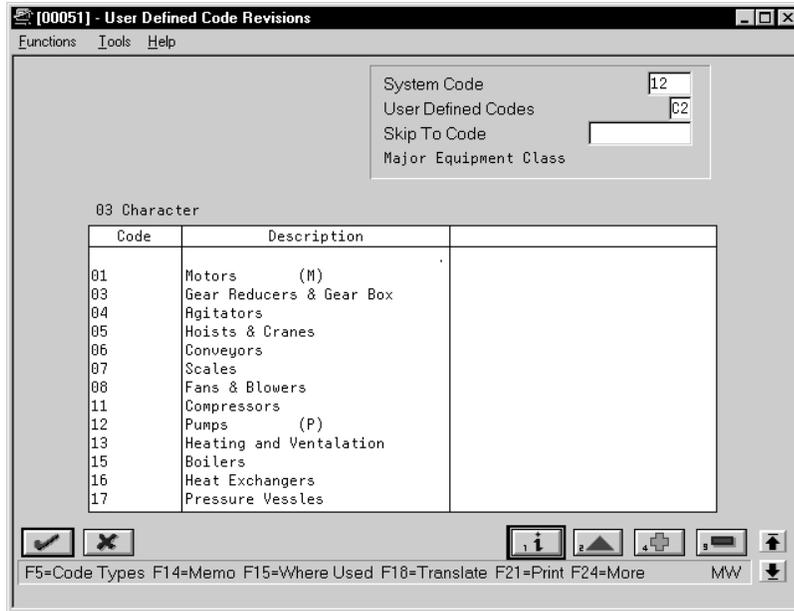
Use to specify ledger types that you want to function in a manner out of the normal system design. For example, you might want special ledgers for the following journal entries:

- Entries that represent amounts you do not want to copy from the AA ledger for asset cost accounts, such as entries that represent alternate currency amounts
- G/L journal entries that you create to post to non-AA ledgers
- Entries that you want to post to fixed assets but not the G/L
- Entries that you do not want to post to fixed assets, even though they meet all of the normal posting criteria

NOTE: Set up these ledger only for exceptions. Any ledger that you set up in this table you must also define for the General Accounting Ledger Types table (system 09, type LT).

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

- 1 – Disconnect AA ledger so that entries are not copied from the ledger to asset cost accounts, as is the case for an alternate currency ledger
- 2 – Post to fixed assets but not to the general ledger, as is the case for adjustments to tax ledgers (potential integrity issues are involved)
- 9 – Never post ledger to fixed assets, as is the case for a BA (Budget Amount) ledger
- blank – Create journal entries for this ledger, as is the case for a NI (Net Insider) ledger



► To set up a user defined code

On any user defined codes form

1. Complete the following fields to locate the user defined code table that you want to set up or revise:
 - System Code
 - User Defined Codes
2. Complete the following fields to revise the table:
 - Character Code
 - Description

What You Should Know About

Integrating with the Fixed Assets system

Equipment Billing uses the category codes from the Fixed Assets system. Depending on how you set up your constants, the system displays only the first five or ten codes on some forms, such as Equipment Search. You should assign specific equipment needs to as many of the first ten category codes as you need. This will help you perform online searches for equipment. You can then use the remaining codes for fixed asset reporting needs.

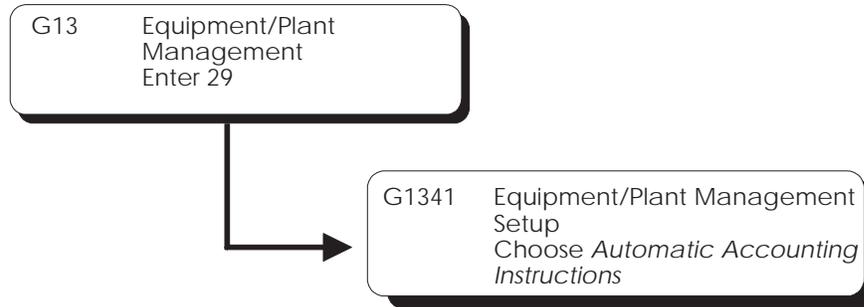
Defining blank as a valid value

If you have set up a user defined code for which you do not require a value, you must define blank as a valid value. To do so, leave the Character Code field blank, but enter at least one character in the description field. J.D. Edwards recommends that you type a period in the last position in the field.

See Also

- *Technical Foundation Guide* for more information about setting up user defined codes

Set Up Automatic Accounting Instructions



Setting Up Automatic Accounting Instructions

Setting Up AAIs for Equipment Billing

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

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

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

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

FTD	Identifies debit accounts for equipment time entry
------------	--

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



The guidelines that follow pertain only to the AAI's relevant to Equipment Billing.

NOTE: The guidelines that follow pertain only to the AAI's relevant to Equipment Billing.

What You Should Know About

AAI ranges

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

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

FTD AAI

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

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

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

FTC AAI

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

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

- Set up the FTC AAI for company 00000. You can also set it up for specific companies.

- Specify complete account numbers for the FTC AAI (that is, the business unit, object, and subsidiary, if used).

FTC1 – FTC0 AAIs

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

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

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

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

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

See Also

- *Setting Up Billing Rate Code Hierarchy (P13901)*

FTxx AAIs

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

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

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

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

FMJE Range

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

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

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

FX Range

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

FX01 – FX02 — Beginning and ending range for asset cost accounts

FX03 – FX04 — Beginning and ending range for accumulated depreciation accounts

FX05 – FX06 — Beginning and ending range for depreciation expense accounts

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

- Define up to 49 FX ranges, starting with FX01 – FX02 and ending with FX97 – FX98.
- Ending ranges must be even numbers, such as FX02 and FX98.
- FX ranges can be company specific, or you can use the default company 00000 to set up the FX range for all your companies at once. If you set up a company specific FX range for one company, you must set up the FX ranges for all companies. In addition, when you set up the FX range for

multiple companies, the range for each company must begin with FX01 – FX02.

- Specify an object account for each FX range.
- Subsidiary accounts are optional. If you want to include all subsidiaries in the FX range, include .99999999 in the ending range. For example, if you use subsidiary accounts, you might have a range of accounts that includes accounts 3000 – 4000.99999999. This way, if you add other subsidiaries to your chart of accounts at a later time, you do not have to change your AAIs.

FC Range

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

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

- Define up to 49 FC ranges.
- Define account ranges for all asset cost accounts.
- Set up FC account ranges for company 00000 only. The FC range is not company specific.

FA Range

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

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

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

AT Range

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

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

- AT01. Object account 4000. This interim total sums all object accounts below 4000, or accounts 0 – 3999. The system does not include object account 4000.
- AT02. Object account 9000. This interim total sums all object accounts between 4000 – 8999. The system does not include object account 9000.

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

- Define interim totals between AT01 – AT99.
- Use AT00 to define the account number that stores statistical information, such as hours or miles.
- The system automatically creates a grand total on the Cost Summary form. You do not need to specify an interim total for the Cost Summary grand total.

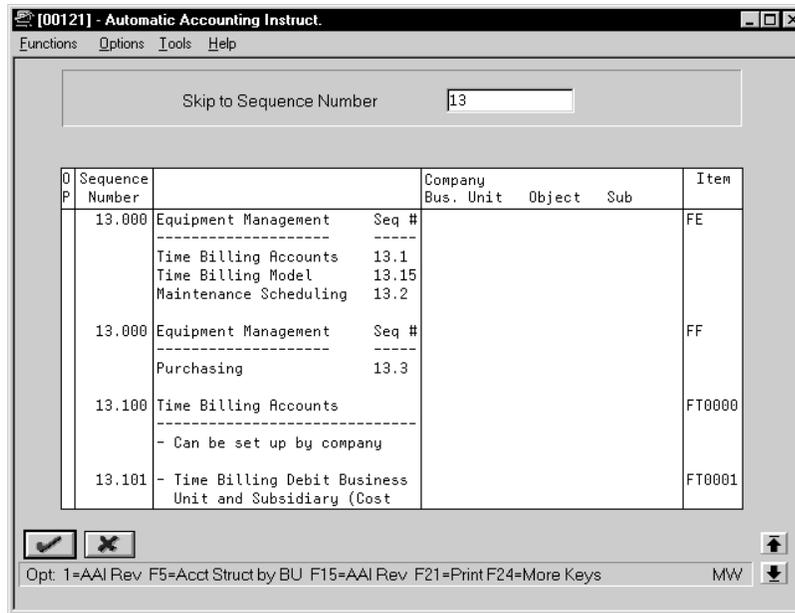
See Also

- See *Reviewing AAIs (P00121)* and *Revising AAIs (P00121)* in the *General Accounting I Guide* for more information about adding or changing AAIs

Working with AAI Forms

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems. Select Automatic Accounting Instructions from the Equipment/Plant Management Setup menu to view the AAIs for Equipment/Plant Management.

You can use the roll keys to move through the forms and view all the AAIs, or you can skip to a specific AAI by entering its sequence number in the Skip to Sequence Number field.



The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Programs are set up to look for a specific AAI item. The item is the hard-coded name of the AAI and cannot be changed.

You can access other AAI entry forms to make either single or multiple AAI revisions. Use the Single AAI Revisions form to revise any AAI for a particular company. Use the Multiple AAI Revisions form to revise or add more than one AAI for a company or specific AAI's for multiple companies.

[0012] - Single AAI Revisions

Functions Tools Help

Item Number: FTD
 Company: 00000
 Sequence Number: 13.105
 System Code: 13

Account Codes: _____
 Business Unit: _____
 Object Account: 1355
 Subsidiary: _____

Option: N
 R
 N

Options:
 O = Optional
 R = Required
 N = Not Used

Account Use Description:
 Time Billing Debits
 - Default G/L Object Account
 for Time Billing debits.

F21=Print Automatic Accounting Instructions F24=More Keys MW

[00122] - Multiple AAI Revisions

Functions Options Tools Help

Item Number: FTD

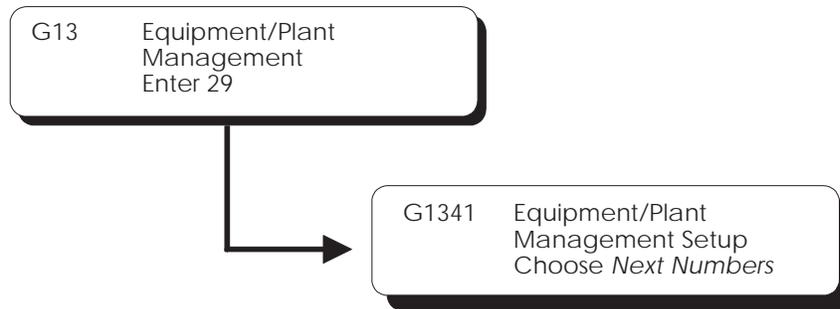
Item P Number	Co	Business Unit	Obj Acct	Sub Account	Description
FTD	00000		N 1355	R	Time Billing Debits

Option: 1=Single AAI Revisions 9=Delete F24=More Keys MW

Processing Options for Automatic Accounting Instructions

Enter the starting sequence number.

Set Up Next Numbers



Setting Up Next Numbers

Setting Up Next Numbers for Equipment Billing

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

Item number	The system generates an item number to uniquely identify each piece of equipment.
Text key number	The system generates a text key number to uniquely identify each location transfer and to associate location tracking text to the transfer. The system assigns every location transfer a text number, whether you enter text or not. Various programs in the system use the text key number internally.

Transfer number

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



The Fixed Assets Document Number is not used in Equipment Billing.

NOTE: The Fixed Assets Document Number is not used in Equipment Billing.

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

▶ To set up next numbers

On Next Numbers

Use	Next Number	Check Digit
Item Number	2074	Y
F/R Doc No.	576	N
Text Key	1103	N
Transfer No.	239	N

CAUTION:
Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

F8=Next Numbers by Co/FY F24=More Keys MW

1. Complete the following field to locate next numbers for a particular system:
 - System Code

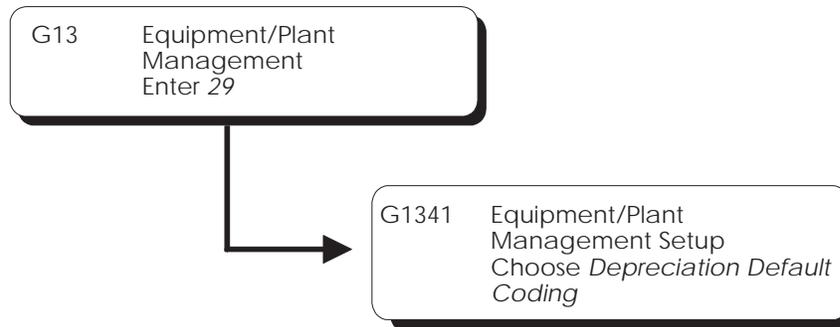
2. Complete the following fields for each number that you want to set up:
- Next Number
 - Check Digit

Field	Explanation				
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.				
Check Digit	<p>A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated.</p> <p>Valid codes are:</p> <table style="margin-left: 40px;"> <tr> <td>Y</td> <td>Yes, add a check digit to this next number</td> </tr> <tr> <td>N</td> <td>No, do not add a check digit</td> </tr> </table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

What You Should Know About

- Changing next numbers** J.D. Edwards recommends that you set up next numbers only once. If you need to change a next number, never change it to a lesser value.
- Deleting next numbers** Do not delete next number values. Deleting a next number value may prevent the system from assigning an automatic next number or cause other unpredictable results.
- Using check digits** J.D. Edwards recommends that you use a check digit for the equipment number to help prevent the possibility of transposing item numbers.

Set Up Depreciation Default Values



Setting Up Depreciation Default Values

Setting Up Depreciation Defaults for Equipment

You define default accounts and depreciation values on Depreciation Default Coding. You must set up depreciation default values for each company and asset cost account combination that you have in the system. As a minimum, you must set up the Actual Accounts (AA) ledger with null depreciation for each company and asset cost account combination. You should verify that the defaults are correct before you set up or enter new equipment masters.



The values you set up on Depreciation Default Coding are also used by the Fixed Assets system. You might want to coordinate the depreciation default set up and any changes that you make on this form with your accounting department.

NOTE: The values you set up on Depreciation Default Coding are also used by the Fixed Assets system. You might want to coordinate the depreciation default set up and any changes that you make on this form with your accounting department.

See Also

- *Fixed Assets Guide* for more information about depreciation and setting up depreciation defaults

► **To set up depreciation default values**

On Depreciation Default Coding

The screenshot shows a software window titled "[12002] - Depreciation Default Coding". It has a menu bar with "Functions", "Tools", and "Help". The main area is divided into several sections:

- Company Information:**
 - Company Number: 50 (A Model Construction Mgmt Co)
 - Asset Cost Obj/Subsidiary: 2095 (Repair Equipment)
- Defaults To:**
 - Major Accounting Class: 95 (Repair Equipment)
 - Major Equipment Class: []
 - G/L Account: []
 - Accum Depreciation: []
 - Depre Expense: []
 - Revenue Credit: []
- Depreciation By Method:** A table with the following data:

LT	Book Depreciation	De Me	Depreciation Desc	Life Mths	Dep Inf	Meth C	Method 9 Schedule No
AA	General Ledger	00	No Depreciation Met				

At the bottom, there are several icons and keyboard shortcuts: F13=Account Master, F21=Print, F24=More Keys, and MW.

1. Complete the following fields:
 - Company
 - Asset Cost Object
 - Asset Cost Subsidiary, if applicable
2. Complete the following optional fields:
 - Major Accounting Class
 - Major Equipment Class
 - Revenue Credit
3. Complete the following fields to set up depreciation ledgers for each company and cost account combination:
 - Ledger Type
 - Depreciation Method

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Asset Cost Object Default	<p>The general ledger account (object number) used to record a fixed asset's acquisition cost. Within each company, you define default coding instructions for asset cost accounts. Then, based on these default codes, when you set up a new asset, the system automatically assigns the following:</p> <ul style="list-style-type: none"> • Major and subclass codes • G/L accounts for depreciation and revenue • Depreciation books
Major Accounting Class	<p>A user defined code (system 12, type C1) that determines the accounting class category code. You use this accounting category code to classify assets into groups or families, for example, 100 for land, 200 for vehicles, and 300 for general office equipment.</p> <p>J.D. Edwards recommends that you set up major class codes that correspond to the major general ledger object accounts in order to facilitate the reconciliation to the general ledger.</p> <p>NOTE: If you do not want to use the major accounting class code, you must set up a value for blank in the user defined code table.</p>
Major Equipment Class	<p>A user defined code (system 12, type C2) that is used to classify assets into groups or families. You use the equipment category code as a subclass to further define the accounting class, for example, 310 for copy equipment, 320 for projectors, and 330 for typewriters within the accounting class for general office equipment.</p> <p>NOTE: If you do not want to use the major equipment class, you must set up a value for blank in the user defined code table.</p>

Field	Explanation
Ledger Type	<p>A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.</p> <p>..... <i>Form-specific information</i></p> <p>For Equipment/Plant Management users:</p> <p>As a minimum setup requirement, you must set up a ledger type of AA (Actual Amounts).</p>

What You Should Know About

- Non-depreciating equipment**

You must set up the AA ledger type as a minimum for all your equipment. Use depreciation method 00 with the AA ledger for non-depreciating equipment.
- Account fields**

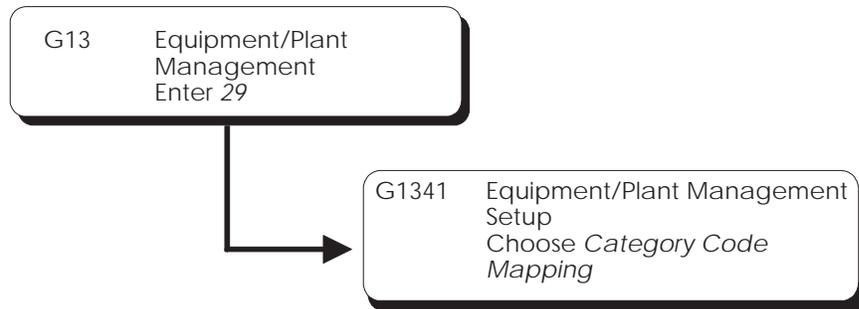
If you use depreciation method 00, you are not required to complete any of the account fields. The only exception is the Revenue Credit account. Complete this field if you plan to do any type of equipment billing. If you use any other depreciation method, you must complete the account fields.
- Company numbers**

The company number you associate with the asset cost and accumulated depreciation accounts must be the same as the company number you assign to the piece of equipment.
- User defined codes C1 and C2**

J.D. Edwards recommends that you establish a one-to-one relationship between the asset cost account and the Major Accounting Class code (C1).

If you establish this one-to-one relationship, you will not need to override the default values when you set up equipment masters.

Map Category Codes

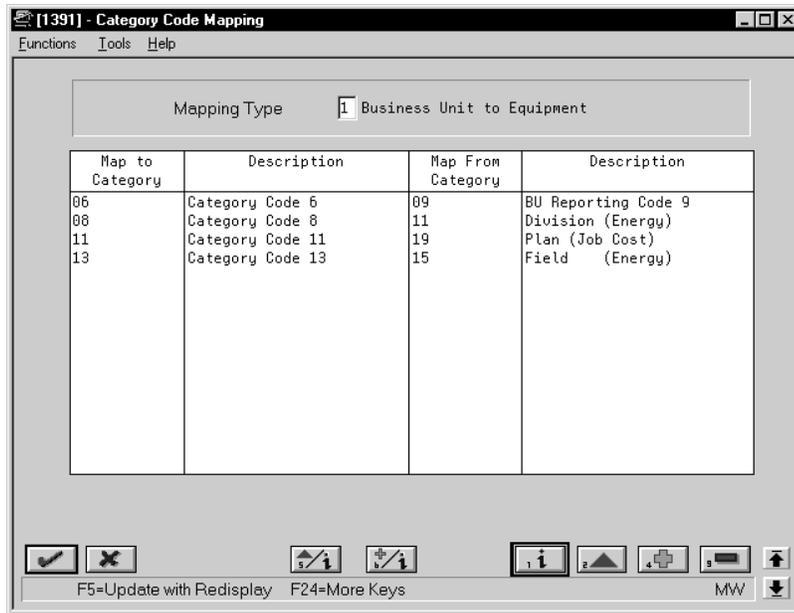


Mapping Category Codes

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

▶ **To map category codes**

On Category Code Mapping



1. Complete the following field to indicate how you want to map the category codes:
 - Mapping Type
2. Complete the following fields:
 - Map to Category Code
 - Map From Category Code

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

Field	Explanation
Map From Category Code	Use this field to set up defaults for your category codes. If the mapping type is 1, the Business Unit category code value you enter in this field is the default value for the Equipment category code you specify in the Map To Category Code field on this form. If the mapping type is 2, the Equipment category code value you enter in this field is the default value for the Work Order category code you specify in the Map To Category Code field.

What You Should Know About

Changing the responsible business unit for a piece of equipment

The system uses the responsible business unit from the equipment master to determine which business unit to assign codes from. If you change the responsible business unit for a piece of equipment, the system assigns equipment category codes based on the new business unit.

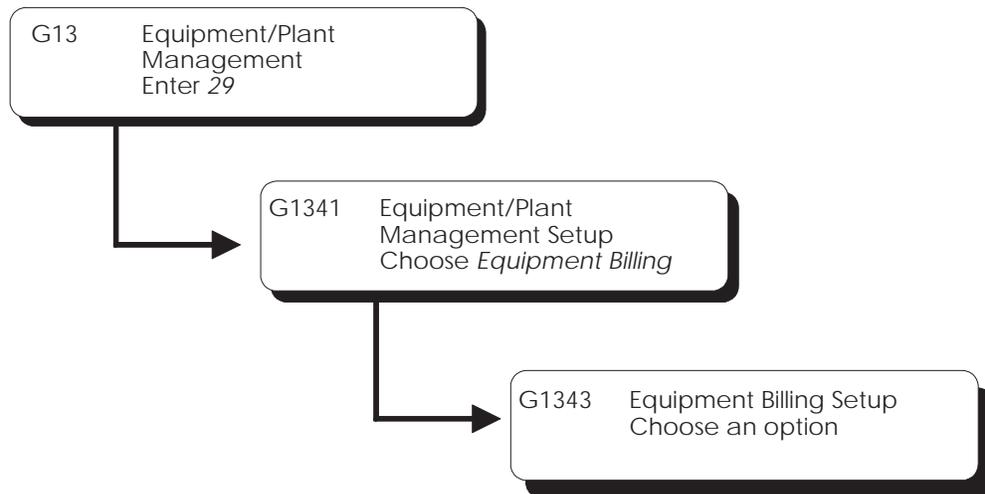
Mapping default category codes with different values

The default values you set up on Category Code Mapping will appear on Equipment Master only if the values are valid for the business unit and the equipment. For example, if you want to map the value for category code 05 from the Business Unit Master to category code 08 on the Equipment Master, the values for both category code tables must match.

Mapping category codes with different character lengths

Category codes 21 through 23 can be up to 10-characters long. The system truncates any codes that you map from a business unit category code which is longer than three characters into a three-character category code field on the Equipment Master form.

Set Up Equipment Billing



Setting Up Equipment Billing

To charge a job or business unit for the use of equipment, you must perform several setup tasks that are unique to equipment billing. These tasks include:

- Setting up billing rate code hierarchy
- Defining rental rates for equipment
- Defining rental rules
- Setting up account distribution rules

Setting Up Billing Rate Code Hierarchy

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

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

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

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

Before You Begin

- Define valid billing rate codes

► To set up billing rate code hierarchy

On Billing Rate Code Setup

The screenshot shows a window titled "[13901] - Billing Rate Code Setup" with a menu bar containing "Functions", "Tools", and "Help". The main area contains a form with the following fields:

Equipment Rate Code	MO Monthly
Billing Frequency	M Monthly
Billable (Y/N)	Y
Weekly Rate Code	WK Weekly
Daily Rate Code	DY Daily
Hourly Rate Code	HR Hourly

At the bottom of the window, there is a toolbar with icons for update, delete, and other functions. Below the toolbar, the following text is displayed: "F5=Update with Redisplay F10=User Defined Codes F24=More Keys MW".

1. Complete the following fields:

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

2. Complete the following fields, if applicable:

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

Field	Explanation								
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table. 								
Billing Frequency	<p>Code that identifies the billing frequency to be used when the system processes location billings for a specific equipment rate code.</p> <table style="margin-left: 40px;"> <tr><td>M</td><td>Monthly</td></tr> <tr><td>W</td><td>Weekly</td></tr> <tr><td>D</td><td>Daily</td></tr> <tr><td>H</td><td>Hourly</td></tr> </table>	M	Monthly	W	Weekly	D	Daily	H	Hourly
M	Monthly								
W	Weekly								
D	Daily								
H	Hourly								
Billable Y/N	<p>Code that indicates if the system will process location billings for a specific equipment rate code. Valid codes are:</p> <table style="margin-left: 40px;"> <tr><td>Y</td><td>Yes</td></tr> <tr><td>N</td><td>No</td></tr> </table>	Y	Yes	N	No				
Y	Yes								
N	No								
Weekly Rate Code	<p>For Location Billing clients only. This code is an equipment rate code (system 00, type RC) that is associated with a weekly rate code. It allows you to set up a hierarchy of billing rates within the weekly rate code. For example, your bill rate code hierarchy for a weekly rate will be hourly, daily, and weekly.</p>								

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

Defining Rental Rates for Equipment

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

Before You Begin

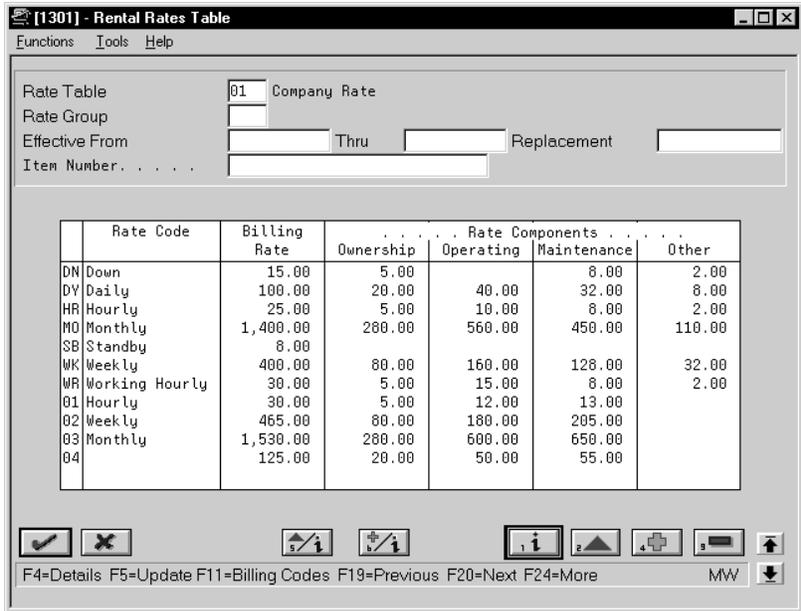
- Define valid billing rate codes (system 00, type RC). If you are using Location Billing, you must also define valid billing rate codes on Billing Rate Code Setup. If you are setting up a rate code for time entry, you need to define the rate code in the user defined codes only.

See Also

- *Setting Up User Defined Codes (P00051)*
- *Setting Up User Defined Codes for Equipment Billing (P00051)*

► To define rental rates

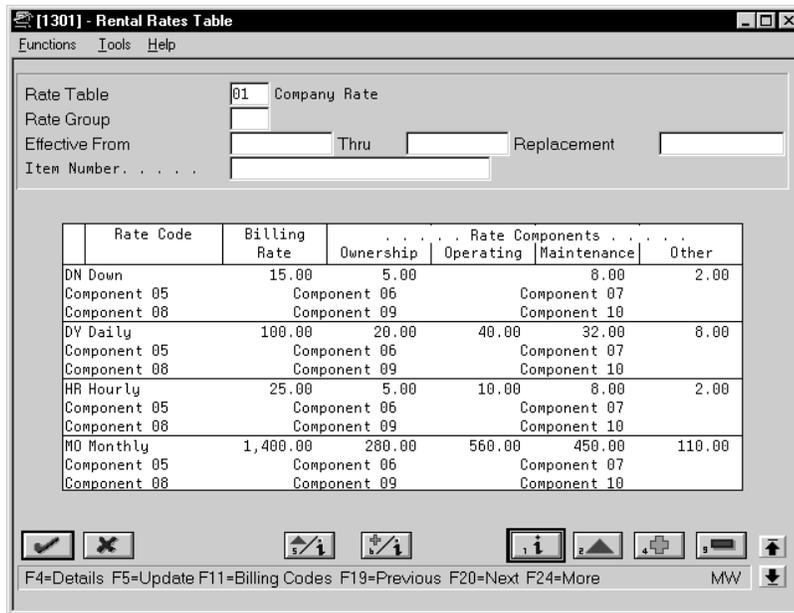
On Rental Rates Table



1. Complete the following field to set up or locate a rental rate table:
 - Rate Table
2. Complete the following optional fields to further define the table or narrow your search:
 - Rate Group
 - Effective From (Date)
 - Thru (Date)
 - Equipment Number
3. Complete the following fields to establish rental rates for the table:
 - Rate Code
 - Billing Rate
4. Complete the following optional field to define a limit for the table:
 - Replacement Cost

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

5. Complete the following optional rate component fields to further define the rental rules for the table:
 - Ownership
 - Operating
 - Maintenance
 - Other
6. Choose Details to review Rate Components 05–10.



7. Complete any of the fields to define additional rate components for the table.

Field	Explanation
Equipment Rate Table	A user defined code (system 13, type TB) that identifies tables of different groups of rental rates for equipment. You can set up as many different tables as you need for a particular organization. For example, you can set up tables for company rates, AED published rates, blue book rates, and so forth.

Field	Explanation
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billing Rate – Equipment	<p>A code that represents the amount you want to charge the job. Each piece of equipment can have numerous billing rates based on the rate code. The equipment billing rate can be composed of up to ten different rates. For example:</p> <p>Billing Rate = 200</p> <ul style="list-style-type: none"> 100 Rate 1 (Ownership Component) 25 Rate 2 (Operating Component) 50 Rate 3 (Maintenance Component) 25 Rate 4 (Other Costs Component) <p>When you post time entries to the General Accounting system, the system recognizes credits in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost.</p> <p>NOTE: You are not required to use rate components.</p>
Equipment Rate Group	<p>A user defined code (system 12, type C0) that identifies groups of like pieces of equipment that are tied together for billing purposes.</p>
Date – Beginning Effective	<p>The date on which an address, item, transaction, or table becomes active or the date from which you want transactions to display. The system uses this field depending on the program. For example, the date you enter in this field might indicate when a change of address becomes effective, or it could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, and so on.</p>

Field	Explanation
Date – Ending Effective	<p>The date on which the item, transaction, or table becomes inactive or through which you want transactions to display. This field is used generically throughout the system. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate.</p>
Amount – Replacement Cost	<p>The current or estimated replacement cost of the asset. Typically, replacement cost is established by objective means, such as an appraisal or an industry valuation guideline. Replacement costs are often used for insurance reporting and special financial statements.</p> <p>..... <i>Form-specific information</i></p> <p>This field applies to the replacement cost for either a specific asset or any asset in a rate group, if an asset is not specified. The system uses this amount for billing if you have sold the asset to the job rather than rented it. The system also uses this amount to determine the billing limit for an asset.</p>
Asset Number–Input	<p>An identification code for an asset that you can enter in one of the following formats:</p> <ol style="list-style-type: none"> 1 Item number (a computer-assigned, 8-digit, numeric control number) 2 Unit number (a 12-character alphanumeric field) 3 Serial number (a 25-character alphanumeric field) <p>Every asset has an item number. You can use unit number and serial number to further identify assets as needed.</p> <p>If this is a data entry field, the first character you enter indicates whether you are entering the primary, or default, format that is defined for your system, or one of the other two formats. A special character (such as “/” or “*”) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the system constants form.</p>

Field	Explanation
Rate Component 01	<p>Each equipment item has a specific billing rate for each rate type. The rate component allows you to document the breakdown of the rate into as many as ten individual components. For example:</p> <p>Tandem Axle Truck:</p> <p>Hourly Rate = 100</p> <p>Rate Component 1 (RK01) = 25 (Ownership Costs)</p> <p>Rate Component 2 (RK02) = 50 (Operating Costs)</p> <p>Rate Component 3 (RK03) = 15 (Maintenance Costs)</p> <p>Rate Component 4 (RK04) = 0 (Other Costs)</p> <p>Rate Component 5 (RK05) = 0 (Other Costs)</p> <p>Rate Component 6 (RK06) = 10 (Other Costs), etc. through Rate Component 10 (RK10)</p> <p>NOTE: Rate component totals must equal the billing rate amount.</p>

What You Should Know About

Rate components

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

AAIs and rate components

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

See *Setting Up Automatic Accounting Instructions*.

AAIs and rate components

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

See *Setting Up AAIs for Equipment Billing*.



Exercises

See the exercises for this chapter.

Defining Rental Rules

Use the Rental Rules program to specify the rental rate table that you want the system to apply to a time or location billing. In addition, for location billing you use rental rules to:

- Specify equipment billing limits after which the system will change to another rental rate table
- Override effective dates to keep one rate table in effect regardless of future changes
- Set proration rules to determine whether the system calculates equipment charges based on the hierarchy that you established for equipment rate codes, or on a monthly proration basis
- Indicate the hierarchy of rental rate tables that you want to use
- Indicate if a piece of equipment was sold rather than rented to the job
- Define standard work days and hours

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

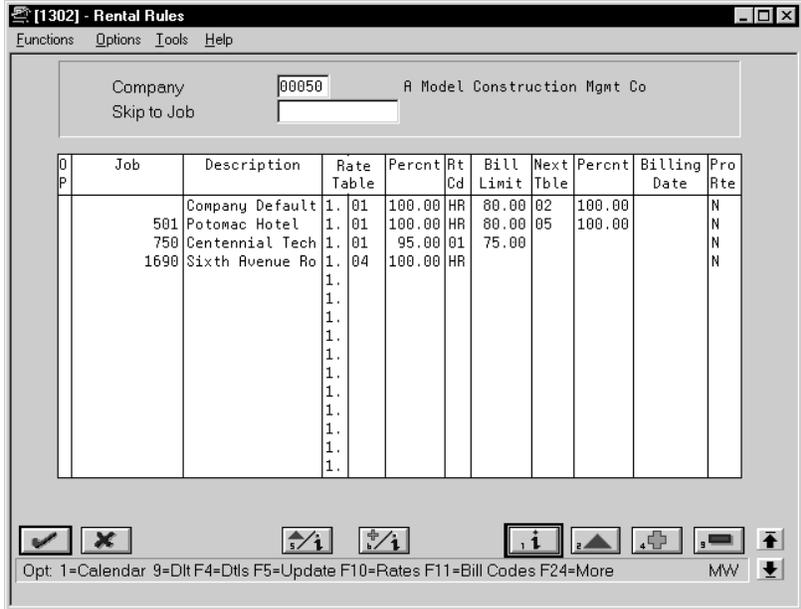


You must set up a default company (company 00000) and a blank job default for each company. As a minimum, you must set up a blank job for company 00000.

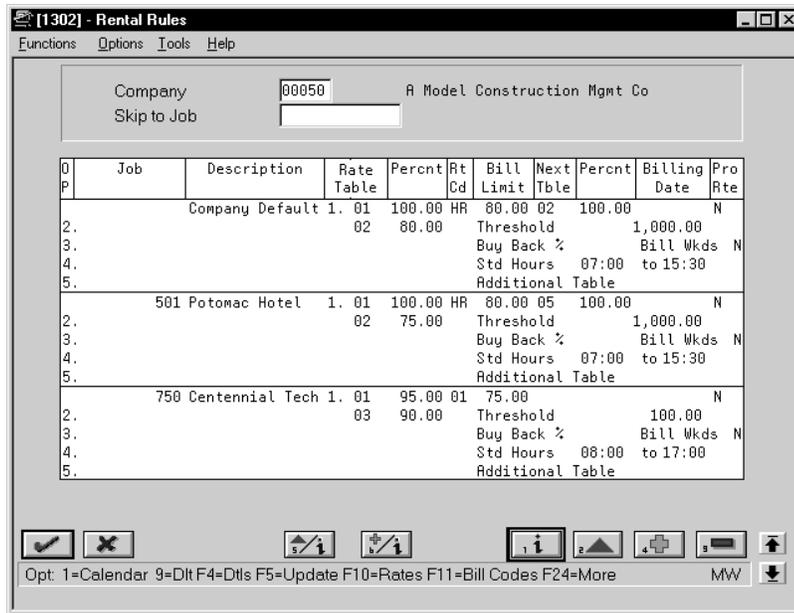
NOTE: You must set up a default company (company 00000) and a blank job default for each company. As a minimum, you must set up a blank job for company 00000.

► To define rental rules

On Rental Rules



1. Complete the following field to locate a company:
 - Company
2. Complete the following fields for each company:
 - Job
 - Rate Table
 - Rate Code
3. Complete the following optional fields:
 - Pro Rate
 - Percent (Percent Override 01)
 - Bill Limit
 - Next Table
 - Percent (Subsequent Percent Override)
 - Billing Date
4. Choose Details to review more information, including additional rental rate tables 02-05.



5. Complete the following optional fields:

- Rate Table 2-5
- Threshold
- Buy Back %
- Bill Weekends
- Standard Hours
- Additional Table

6. Choose Calendar to make changes to the specified work days for a job.



- 7. On Exclusion Days, locate a specific month and year for a company or job.
- 8. Select the date you want to include or exclude for rental rules.
- 9. Choose Include/Exclude to toggle the status of individual days.

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

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p>
Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.</p> <p>Business unit security can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>Skip to Job field: Use this field to begin the information on the form with rules for a particular business unit or job.</p> <p>Job field: Use this field to enter rental rule information for a specific job. If you enter rental rule information and leave the Job field blank, the system assigns the rule to the company specified in the upper part of the form. To override this default value, you can set up rental rules for job value "blank" for all of your companies, including company 00000.</p>

Field	Explanation
Rate Table 01	<p>The system searches five default rate tables to find a valid match with the rate code in the following sequence:</p> <p>Rate Table fields. Within each rate table, the system searches first for the item number/rate group/rate table. If the system does not find a match, it searches for the rate group/rate table.</p> <p>If no match is found in the first table, the system searches the next table, and so on until the program searches through the fifth rate table, if necessary.</p> <p>If no match is found the system then searches for the company default rules set up for the blank job.</p> <p>If no match is found, the system applies the rules you set up for company 00000.</p>
Percent Override 01	<p>Enter a percentage value for each rate table that you specify for the job. The Location Billing program calculates the percentage you enter in this field times the rate code for a specific rate table. For example, if the rate code of HR (hourly) equals 100 and the percentage equals 80, the amount charged equals 80 (100 x 80%).</p>
Equipment Rate Code	<p>This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ul style="list-style-type: none"> • Account Ledger Master (F0901) – This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) – This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) – This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.
Billing Limit	<p>The billing limit is a percentage of the asset's replacement cost. Once the billing limit for an asset has been reached, a new reduced rate may be charged and will be specified in the next rate table and its associated percentage.</p>
Next Rate Table	<p>Use this field to identify the rate table you want the system to use once the billing limit from the previous table has been reached.</p>

Field	Explanation
Billing Date	<p>The date that determines which rate table to use when calculating billing. For example, if the rates for a table have changed, but you do not want a particular asset charged the new rates, you can enter a date in the billing date field, and that date will be used to locate another rate table. Use this field if you want to specify a special rate table for the entire duration of a job.</p>
Prorate Billing Code	<p>Use this field to specify whether billings are calculated on a hierarchical basis, or are prorated on a monthly basis. The billing program computes the hierarchical basis based on the lower of the hourly, daily, weekly, or monthly rate. For example, if you bill a piece of equipment to a job using a weekly rate but use that equipment only three days, you can use the daily rate code associated with that weekly rate code.</p> <p>The billing program computes the prorated basis based on the ratio of the number of days that the equipment is used to the total number of working days in the month. For example, if there are 20 working days in the month and you use a piece of equipment five days, the Location Billing program charges 25% of the monthly rate.</p> <p>If you do not specify proration, the system uses monthly, weekly, daily and hourly rate codes to determine the billing amount. Valid values for this field are as follows:</p> <ul style="list-style-type: none"> Y Prorate the monthly rate. You must define the equipment rate code as monthly. N Use Hierarchy until the monthly rate is reached. H Use Hierarchy at all times.
Rental Threshold	<p>The threshold amount determines whether a piece of equipment is rented to the job or sold to the job. If the replacement value for a piece of equipment is less than the rental threshold, then it is sold to the job. If the replacement value for a piece of equipment is greater than the rental threshold, then it is rented to the job.</p>
Buy Back Percent	<p>The percentage of the replacement cost at which the equipment will be bought back from a job it was sold to. The equipment will be bought back when transferred off a job.</p>
Bill Weekends	<p>A Yes/No field that indicates whether weekends are billable days or non-billable days for a specific location.</p>
Time - Beginning	<p>Standard beginning hour for the work day. For instance, in office work, the standard beginning hour would be 8:00 a.m. for a standard 8:00 to 5:00 day.</p>
Additional Rate Table	<p>The rate table used as an additional charge or credit during billing. Some examples are: an additional charge for overtime (harsh usage) or a credit for a preferred customer.</p>

What You Should Know About

Renting and selling equipment to a job

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

Limiting rental rules

Use the Billing Limit and Rental Threshold fields in conjunction with the Replacement field on the Rental Rates form. When you use these fields, you can control how the system determines when to:

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

Setting up holidays

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

Use function keys to access the user defined codes table from the Exclusion Days calendar.

Setting Up Account Distribution Rules

Use account derivation tables to provide the system with instructions for the distribution of equipment location billings. Specifically, these tables supply the system with:

- Billing account numbers for location billings
- Transfer action codes to distribute location billings to the appropriate accounts

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

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

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

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

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

- | | |
|------------------------|--|
| Search Sequence | Searches for specific account distribution information in the following order: |
| Step 1 | <ul style="list-style-type: none">• Job• Rate Group• Equipment Number <p>If the system does not find a rule that addresses this specific distribution information, it continues to step 2.</p> |
| Step 2 | <ul style="list-style-type: none">• Job• Rate Group <p>If the system does not find a rule that addresses this specific distribution information, it continues to step 3.</p> |

Step 3

- Job

If the system does not find a rule that addresses this specific distribution information, it continues to step 4.

Step 4

- Rate Group
- Equipment Number

If the system does not find a rule that addresses this specific distribution information, it continues to step 5.

Step 5

- Rate Group

If the system does not find a rule that addresses this specific distribution information, it continues to step 6.

Step 6

- Equipment Number

If the system does not find a rule that addresses this specific distribution information, it continues to step 7.

Step 7

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

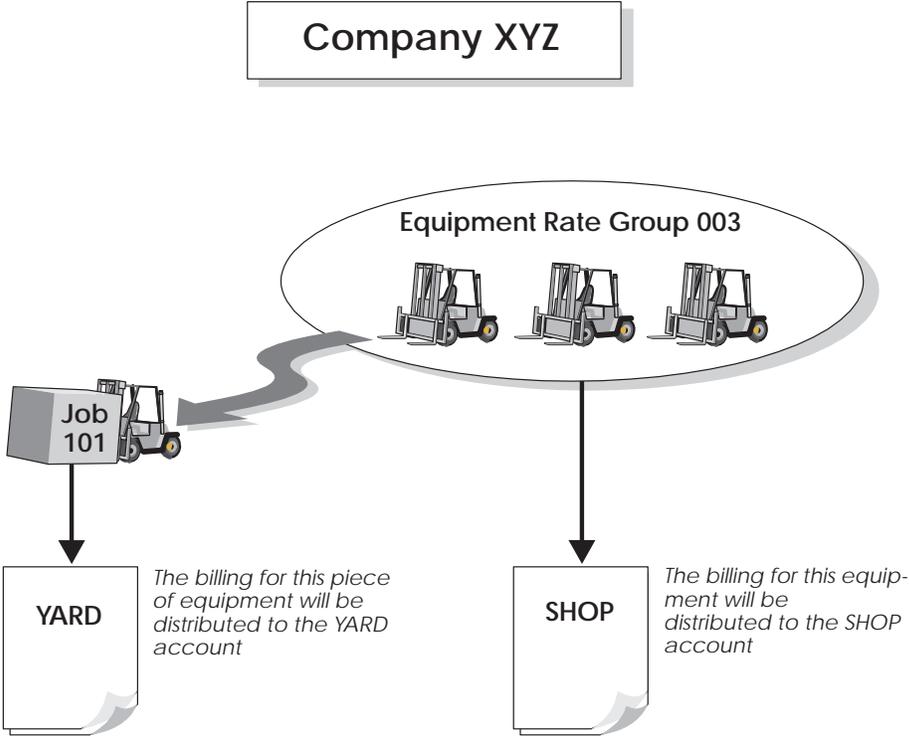
The system searches from the most specific to the most general account distribution information that you set up in the Equipment Distribution Rules table. Refer to the following search sequence to determine appropriate combinations for your account distribution requirements:

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

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

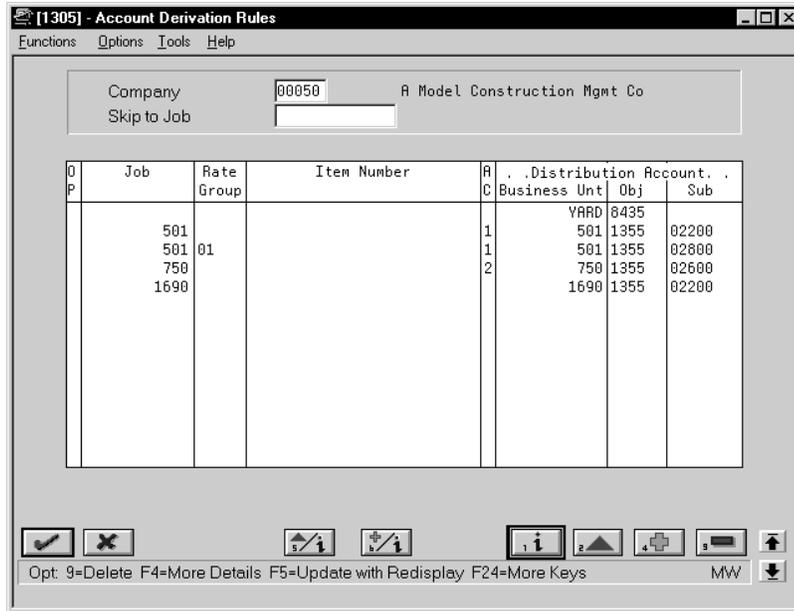
For example, you could set up a rule in the account derivation table for company XYZ. The rule would specify that all billings for rate group 003 equipment be charged to a business unit you identify within the company as SHOP. You could also set up a second rule for the same company and rate group, but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

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



► **To create an account derivation table**

On Account Derivation Rules



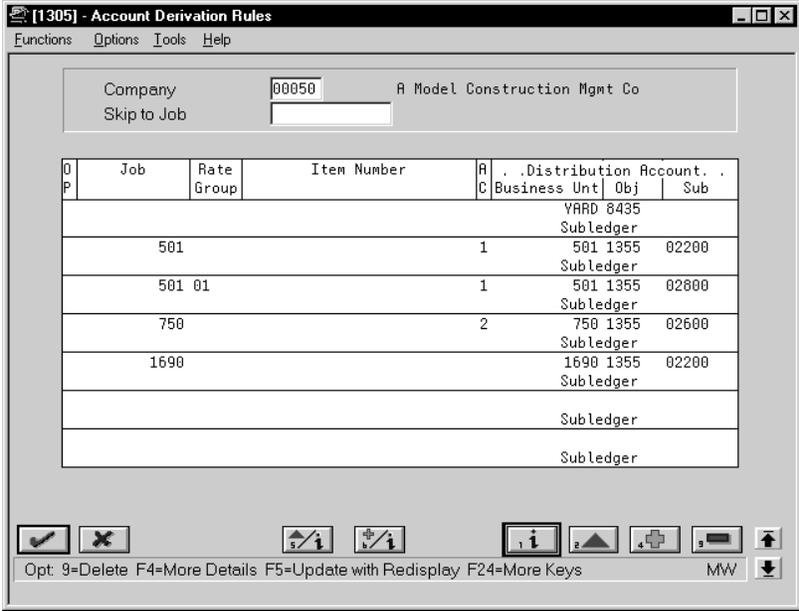
1. Complete the following fields:
 - Company
 - Business Unit
 - Object
 - Subsidiary

2. Complete any of the following fields for each distribution account:
 - Job
 - Rate Group
 - Equipment Number

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

3. Complete the following optional field:
 - Action Code

4. Choose More Details.



5. Complete the following optional field:
- Subledger/type

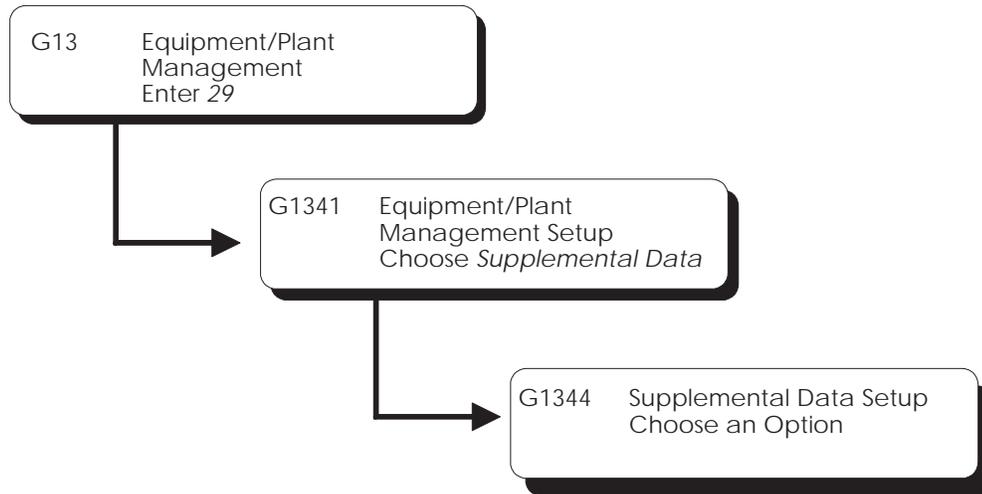
Field	Explanation
Business Unit	<p>Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.</p> <p>You can assign a business unit to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

Field	Explanation
Job (Business Unit)	<p>Identifies a separate entity within a business for which you wish to track costs, for example, a warehouse location, job, project, work center, or branch/plant. The business unit field is alphanumeric.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so forth, for responsibility reporting. The system provides reports of open A/P and A/R by business unit, for example, to track equipment by responsible department.</p> <p>Business Unit Security can prevent you from inquiring on business units for which you have no authority.</p> <p>..... <i>Form-specific information</i></p> <p>The location of the equipment. This business unit specifies the job at which the equipment is located and is not necessarily the same as the business unit designated in the Business Unit field for the distribution account.</p>
Transfer Action Code	<p>For Equipment Location Billing clients only. This code indicates whether a piece of equipment was rented or sold to the job to which it was transferred. When you sell equipment to a job, the Location Billings program bills the job one time using the equipment's replacement value as the amount to bill. When you rent equipment to a job, the Location Billings program bills the job continuously using the rental rates defined on the Rental Rates screen (P1301) to determine the amount to bill. Valid codes are:</p> <ul style="list-style-type: none"> 1 Rented to the Job 2 Sold to the Job 3,4 Future Use <p>NOTE: This field is used only for Equipment Management. It is not used in Fixed Assets.</p>

What You Should Know About

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

Set Up Supplemental Data



Setting Up Supplemental Data

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

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

Setting up supplemental data consists of:

- Setting up data types
- Assigning data types to equipment
- Setting up supplemental data security

Setting Up Data Types

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

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

The supplemental data type Standard Procedures is an example of Generic Rates and Messages. The Standard Procedures data type is used in Preventive Maintenance and Work Orders.

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

Setting up supplemental data types consists of the following tasks:

- Defining supplemental data types
- Defining specification data types

What You Should Know About

Defining user defined codes as valid values for a data type

Use the following guidelines to define user defined codes as valid values for a data type:

- The user defined code table must be set up before you can set up the data type.
- To assign a user defined code table to a data type, specify the install system and code type in the Edit on SY and RT fields.
- If your supplemental data type does not relate to an existing user defined code or generic message code, set up a new code type table. J.D. Edwards recommends that you define new tables for install systems 55–59. Systems 55–59 are reserved for client use. User defined code tables that you create for these systems will not be damaged during any reinstallation processes.

See the *Technical Foundation Guide* for more information about user defined codes.

Defining Specification Sheets as a supplemental data type

If you want to use specification sheets, you must define Specification Sheets as a type of supplemental data. Enter SP as the data type.

See *Defining Specification Data Types*.

Defining Supplemental Data Types

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

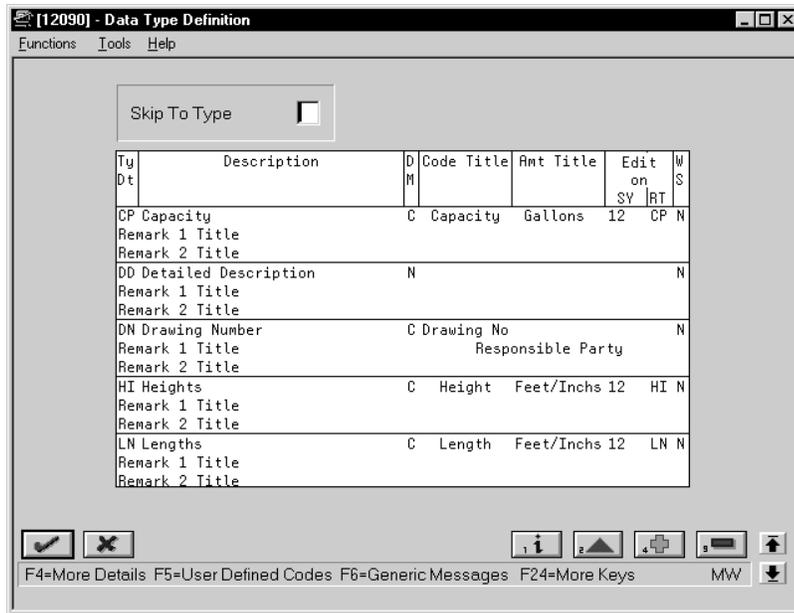
► To define supplemental data types

On Data Type Definition

The screenshot shows a window titled "[12090] - Data Type Definition" with a menu bar containing "Functions", "Tools", and "Help". Below the menu bar is a "Skip To Type" checkbox which is currently unchecked. The main area contains a table with the following columns: "Ty Dt", "Description", "D M", "Code Title", "Amt Title", "Edit on SY RT", and "W S". The table lists various data types such as Capacity, Detailed Description, Drawing Number, Heights, Lengths, Lease Payment Terms, Lease Taxation Terms, Manufacturer, Model Year, Material Safety Data Sheet, Oil Readings, Specification Sheets, Transportation Notes, Vibration Readings, and Widths. At the bottom of the window, there are several icons and a status bar with the text: "F4=More Details F5=User Defined Codes F6=Generic Messages F24=More Keys MW".

Ty Dt	Description	D M	Code Title	Amt Title	Edit on SY RT	W S
CP	Capacity	C	Capacity	Gallons	12	CP N
DD	Detailed Description	N				N N
DN	Drawing Number	C	Drawing No			N N
HI	Heights	C	Height	Feet/Inchs	12	HI N
LN	Lengths	C	Length	Feet/Inchs	12	LN N
LP	Lease Payment Terms	C	Terms	Payment		N N
LT	Lease Taxation Terms	C				N N
MA	Manufacturer	C	Brand	Cost	12	C3 N
MD	Model Year	C	Name	Amount	12	C4 N
MS	Material Safety Data Sheet	C	Material	Quantity		N N
OR	Oil Readings	C	Oil	Readings	12	OR N
SP	Specification Sheets	C				N N
TN	Transportation Notes	N				N N
VB	Vibration Readings	C	Vibration	Readings	12	VB N
WD	Widths	C	Width	Feet/Inchs	12	WD N

1. Complete the following fields:
 - Type Data
 - Description
 - Display Mode
2. Complete the following optional fields:
 - Code Title
 - Amount Title
 - System Code (SY)
 - System Code (RT)
 - Word Search
3. Choose More Details.



4. Complete the following optional fields:

- Remark 1 Title
- Remark 2 Title

Field	Explanation
Type Data	A user defined code (system 12, type RT) used to group data. This code is alphanumeric and is typically an abbreviation, such as PT for lease payment terms, TX for lease taxation terms, and so on.

Field	Explanation
Display Mode	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <ul style="list-style-type: none"> C Code format, which displays the form for entering code-specific information. The system edits these codes against the User Defined Codes table (F0005). N Narrative format, which displays the form for entering narrative text. P Program exit, which instructs the system to exit to the program you specified in the Pgm ID field. M Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems. <p>..... <i>Form-specific information</i></p> <p>Display Mode P is not used by the Equipment/Plant Management or Fixed Assets systems.</p>
Code Title	<p>The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.</p>
Amount Title	<p>The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.</p>
System Code (SY)	<p>A user defined code (98/SY) that identifies a J.D. Edwards system.</p> <p>..... <i>Form-specific information</i></p> <p>A system code (system 98, type SY), such as 12 for Fixed Assets. The system uses this code for verification when you enter a value in a Type Data field. If you enter a value that is not in the table, the system displays an error message. The Edit on SY field works with the Edit on RT field. It is available for data types with user defined codes, but is not required. If you do not enter values in the Edit on SY and Edit on RT fields, the Type Data field is free form and no cursor-sensitive help is available.</p> <p>NOTE: The Edit On function is not available for data types with narrative text.</p>

Field	Explanation
System Code (RT)	<p data-bbox="688 254 1317 317">Identifies the table which contains user defined codes. The table is also referred to as a code type.</p> <p data-bbox="688 338 1357 365">..... <i>Form-specific information</i></p> <p data-bbox="688 386 1357 632">A user defined code, such as PT for lease payment terms, that the system uses for verification when you enter a value in a Type Data field. If you enter a value that is not in the table, the system displays error message. The Edit On function is available for data types with user defined codes, but it is not required. If you do not enter values in the Edit on RT and Edit on SY fields, the Type Data field is free form and no cursor-sensitive help is available.</p> <p data-bbox="688 653 1365 709">NOTE: The Edit On function is not available for data types with narrative text.</p>
Word Search (Y/N)	<p data-bbox="688 737 1365 1045">This field determines whether you want to include the data stored under a particular supplemental data type in a word search of the supplemental database. The fields included in the word search are User Defined Code, Remark, Remark 2, and Narrative Text. To rebuild the data into the word search file, you must run the Build Search File for Fixed Assets program (P12BDWRD). This allows you to use the query search function on the Asset Search and Location form (P1204) for the data in Supplemental Data. Valid codes are:</p> <ul style="list-style-type: none"> <li data-bbox="721 1052 1065 1079">Y Include in word search <li data-bbox="721 1085 1154 1113">N Do not include in word search <p data-bbox="688 1129 1166 1157">Note: You can enter 1 for yes or 2 for no.</p>

Defining Specification Data Types

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

Before You Begin

- Define Specification Sheets as a supplemental data type

► To define specification data types

On Specification Cross Reference

1. Complete the following field to indicate the type of equipment to which you want to associate the specification data:
 - Category Code
2. Complete the following fields for each type of specification data that you want to define:
 - Sequence Number
 - Description

- Field Number
 - Field Type
 - Item Size
3. Complete any of the following optional fields to further define the specification data type:
 - Display Decimals
 - Right or Left Justify
 - Required Field
 4. Complete the following fields to edit specification data against a user defined code:
 - System Code
 - User Defined Code
 5. Complete the following field to edit specification data against information in a specific table:
 - File Name
 6. Complete the following field to create a new page if an equipment class requires more than 16 specification data types:
 - Page Number
 7. Complete the following optional field:
 - Language

Field	Explanation
Sequence Number	A number that is used to sequence specification data. For any item of specification data, enter the number in the order you want it to appear on the Specification Data Entry form (V1216).
Field Number	This number defines which field in the Specification Data table you are setting up. For this field number, you can define a description, the sequence in which it will display, and any editing rules that you want to apply to the data.
Field Type	Enter the type of data that the user will enter in the field on the Specification Data Entry form. Valid values are: A Alpha Numeric N Numeric D Date T Time

Field	Explanation
Item Size	<p>The field size of the data item.</p> <p>NOTE: All amount fields should be entered as 15 bytes, 0 decimals, and the data item type should be P (packed).</p> <p>..... <i>Form-specific information</i></p> <p>Enter the size of the data item. The lowest value you can enter is 1 character and the highest value is 99,999 characters.</p>
Language	<p>A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system.</p> <p>Before any translations can appear, a language code must exist at either the system level or in your user profile.</p>
File Name	<p>The identification (such as program number, table number, and report number) that is assigned to an element of software.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the number of the table you want the system to edit specification data values against. You can choose any table within any J.D. Edwards system to edit against. However, the following tables have special features within the Equipment/Plant Management system:</p> <ul style="list-style-type: none"> • Work Order Master (F4801) • Equipment Master by Item Number (F1201LA) • Equipment Master by Unit Number (F1201LB) • Short Address Book Number (F0101LA) • Purchase Order Master (F4301) • Inventory Master by Short Part Number (F4101LA) • Inventory Master by Long Part Number (F4101LB) <p>If you specify one of these tables, the cursor-sensitive help forms for that field display a search form or window for the table specified. In addition, the description of the data contained in the table appears as the description of the field on Specification Data Entry (V1216).</p>

Assigning Data Types to Equipment

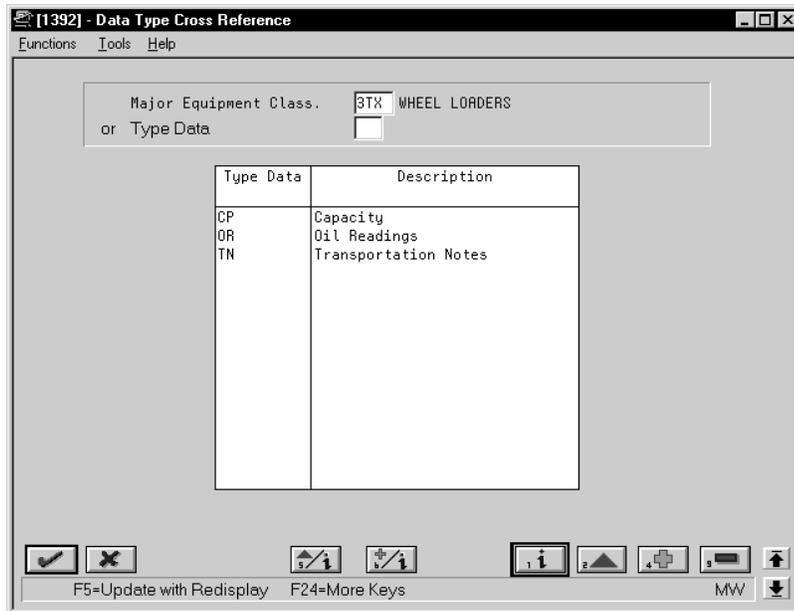
You can define which types of supplemental data appear for a specific class of equipment using Data Type Cross Reference. For example, you might want to track separate supplemental data types for electrical equipment and diesel-powered equipment. You can specify that supplemental data types for electrical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

Before You Begin

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

▶ To assign supplemental data types to equipment

On Data Type Cross Reference



1. Locate a specific equipment category code value.
2. Assign all data types you want to associate with the type or class of equipment.

What You Should Know About

Alternate format

If you want to assign or review all the category codes for which a specific data type is valid, enter the data type in the Type Data field, and leave the Category Code Value field blank. The system displays all the category codes for which that data type is valid.

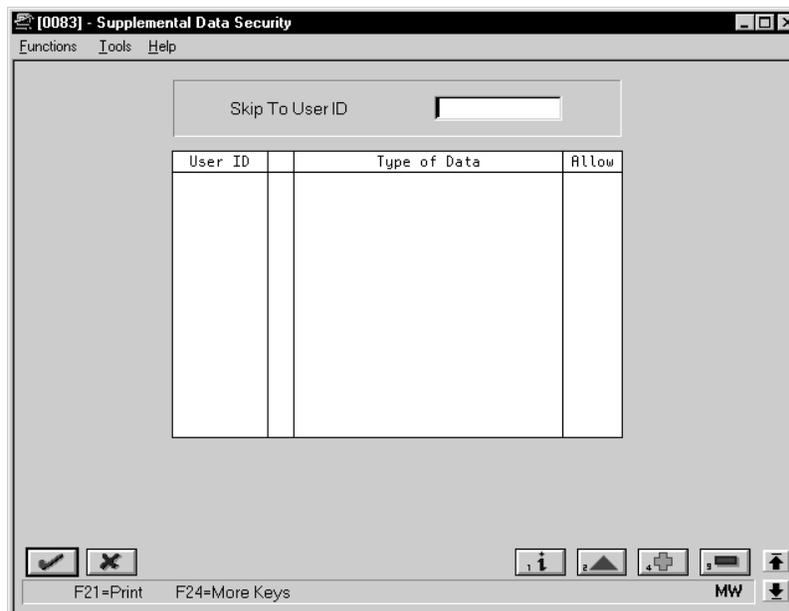
Setting Up Supplemental Data Security

Use Supplemental Data Security to prevent or permit access to some or all supplemental data types according to the user ID. For example, you can allow a user access to all data types except the data type for lease payment terms (PT) or prevent a user from gaining access to any supplemental data. This feature allows you to maintain sensitive information about equipment.

All users have access to all supplemental data types until you set up security.

Setting up supplemental data security consists of:

- Preventing access to a data type
- Permitting access to a data type



▶ **To prevent access to a data type**

On Supplemental Data Security

1. Complete the following fields:
 - User ID
 - Type of Data
2. Type N in the Allow field.

▶ **To permit access to a data type**

On Supplemental Data Security

1. Complete the following fields:
 - User ID
 - Type of Data
2. Type Y in the Allow field.
3. Type *PUBLIC in the User ID field.
4. Type N in the Allow field.

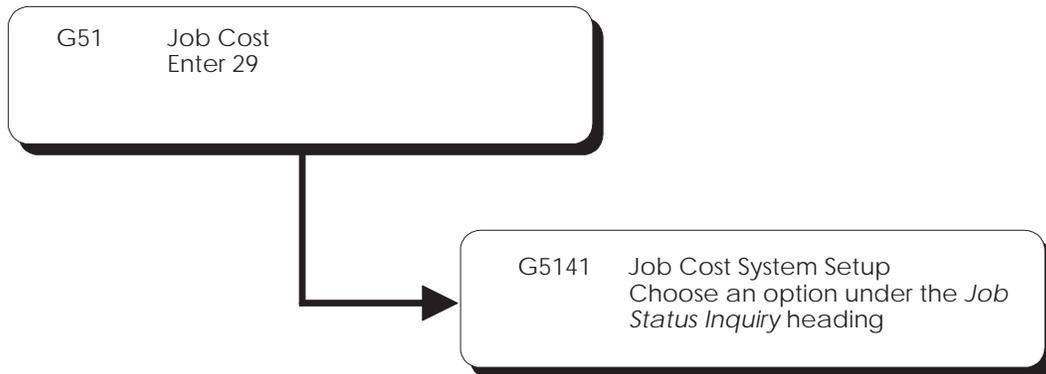


Typing N in the Allow field for *Public prevents all unauthorized users from accessing supplemental data types.

Exercises

See the exercises for this chapter.

Set Up Shop Cost Inquiry



Setting Up Shop Cost Inquiry

You can set up different formats for the Shop Cost Inquiry form that meet your specific business needs. You can also define inquiry formats and inquiry paths.

After you set up the system to display specific information on the Shop Cost Inquiry forms, you can access the different formats and columns interactively. As long as the values you enter in the location costs remain the same, the system inquires only once on the related tables and ledgers. If you change one or more columns, or toggle to a new format, the system immediately recalculates the information to satisfy the different columns.

Setting up Shop Cost Inquiry includes the following tasks:

- Defining inquiry columns
- Defining inquiry formats
- Defining inquiry paths

Defining Inquiry Columns

You must define the columns for Shop Cost Inquiry. The definition of a column can include the following information:

- Heading
- Calculation for the amount or unit quantity
- Format of the amount or unit quantity
- Glossary item in the data dictionary

The column information is stored in the Inquiry Columns table.

[51921] - Define Inquiry Columns

Functions Tools Help

Column Name: VAR

Description: Variance

Column Heading 1: Variance

Column Heading 2: Amount

Formula: I-12

Decimal Positions: 0

Edit Code: K Commas - No Zero Bal - '-'

Multiplier:

Glossary Item:

Description	Amount	Units	Header Units
Actual Values	1	21	41
JA/JU Original Budget Values	2	22	42
JA/JU Revised Budget Values	3	23	43
51/RB 51/RU Original Budget	4	24	44
51/RB 51/RU Revised Budget	5	25	45
Open Commitment Values	6	26	46
Total Contract Values	7	27	47

F19/F20=Previous/Next Column F24=More Keys

▶ To define inquiry columns

On Define Inquiry Columns

1. Complete the following fields:
 - Column Name
 - Formula

2. Complete the following optional fields:

- Description
- Column Heading 1
- Column Heading 2
- Decimal Positions
- Edit Code
- Multiplier
- Glossary Item

Field	Explanation
Column Name	Identifies a column set up for the Job Status Inquiry screen. It is an alphanumeric code.
Description	A user defined name or remark that describes a field.
Column Heading 1	The first line in the heading that describes the column on the Job Status Inquiry screen. The system automatically centers this line for the column.
Column Heading 1	The second line in the heading that describes the column on the Job Status Inquiry screen. The system automatically centers this line for the column.
Formula – Inquiry Column	<p>The system uses the information in this field to calculate an amount or unit quantity for the respective column on the Job Status Inquiry form. The calculation can be the combination of one or more codes from the lower part of the Define Inquiry Columns form along with the necessary mathematical symbols.</p> <p>Each code is a variable that the system uses to retrieve the related amount or quantity from a ledger or other source. If a column relates to a specific amount or quantity contained in a ledger, the calculation consists of only one code.</p> <p>The calculation can include the four basic mathematical functions, along with parentheses for nesting amounts or quantities. The valid symbols for these functions are:</p> <ul style="list-style-type: none"> + Addition - Subtraction * Multiplication / Division () Left and right parentheses
Decimal Positions	Specifies the number of decimal positions to be included in the amounts or unit quantities. For example, if you specify 3 in this field for a column, an amount or quantity for that column would include three characters to the right of the decimal.

Field	Explanation
Edit Code	<p>Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes):</p> <ul style="list-style-type: none"> • Show commas – 1, 2, A, B, J, K, N, or O • Show decimal point – 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q • Show sign for negative – A, B, C, D (“CR”) or J through Q (“-”) • Suppress Leading Zeros – 1 thru 4, A thru D, J through Q, Y and Z <p>Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes.</p> <p>NOTE: When used in the Data Dictionary revisions program, a value of Y (gregorian date) on an Add creates month, day, and year dictionary items by adding a suffix of M, D, and Y to the dictionary name. Therefore, the dictionary name must be limited to three characters.</p>
Multiplier – Scaling	<p>The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen.</p> <p>For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.</p>
Data Item – Glossary	<p>The item in the Data Dictionary file (F9201) that describes the information a column represents on the Job Status Inquiry screen. The related glossary description is displayed when the cursor is in the column and you press F1 (cursor sensitive help).</p>

What You Should Know About

Creating formulas

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

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

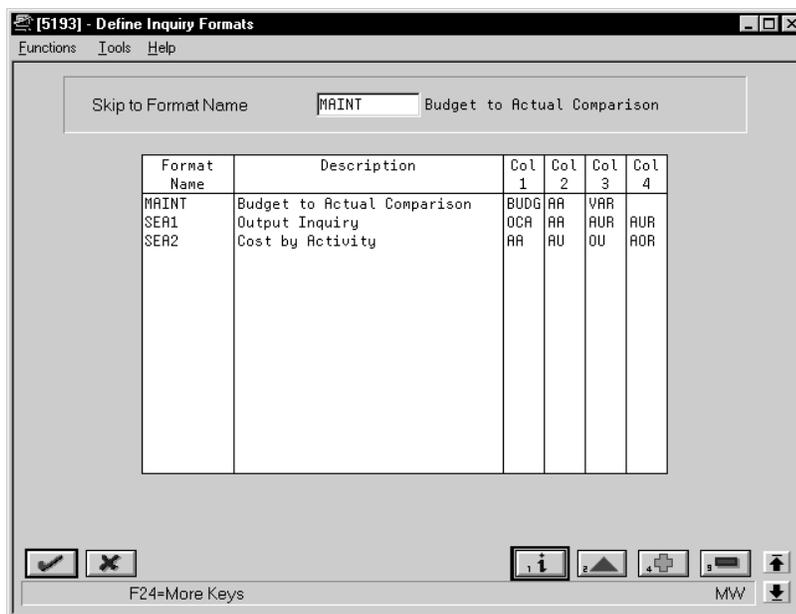
If the column relates only to a specific value contained in a ledger, the formula consists of only one code.

Adding formula codes

You can revise and add your own user defined formula descriptions and inquiry ledger types. The system stores formula descriptions in user defined codes table 55/FM and inquiry ledger types in user defined codes table 55/IL.

Defining Inquiry Formats

After you define the columns for Shop Cost Inquiry, you can group them into formats. A format can include up to four columns, which appear on Shop Cost Inquiry in the same order that you define them in the format. You are not required to assign a column to each of the four column fields. The format definitions are stored in the Inquiry Formats table.



► To define inquiry formats

On Define Inquiry Formats

Complete the following fields for each format:

- Format Name
- Description
- Column 1
- Column 2
- Column 3
- Column 4

Field	Explanation
Format Name – Inquiry	<p>Identifies a format, which is a sequence of up to four columns for the Job Status Inquiry screen. It is an alphanumeric code.</p> <p>..... <i>Form-specific information</i></p> <p>The Skip to Format Name field in the upper part of the screen lets you specify the format you want displayed at the top of the list.</p>

Processing Options for Define Inquiry Formats

DISPLAY OPTION:

1. Enter the Record Type to display and maintain: _____

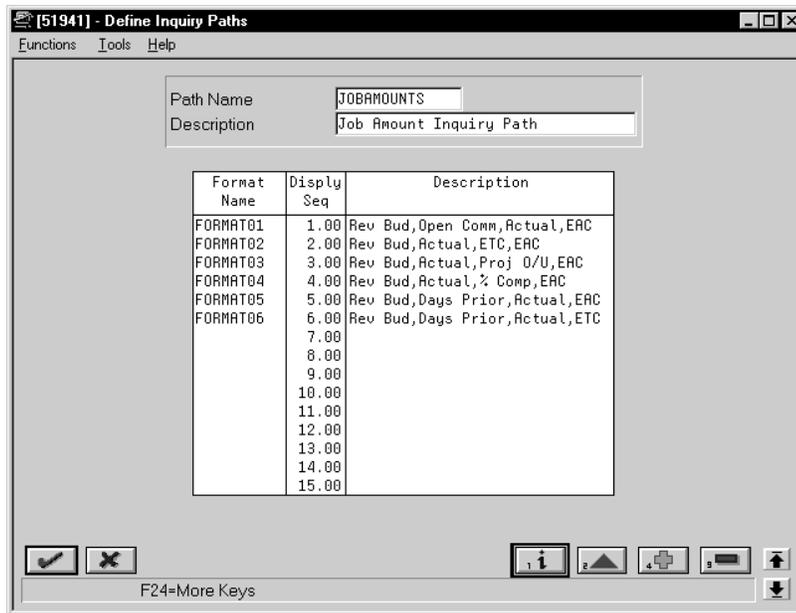
43 = Supplier Analysis
51 = Job Cost

Defining Inquiry Paths

After you define the formats for Shop Cost Inquiry, you can group them into paths. A path is a “chain” of more than one format. After you select a path on Shop Cost Inquiry, you can toggle the different formats in the sequence you have defined. The path definitions are stored in the Inquiry Paths table.

Defining inquiry paths includes the following:

- Defining an inquiry path
- Arranging formats into a new sequence



► **To define an inquiry path**

On Define Inquiry Paths

1. Complete the following fields:
 - Path Name
 - Description
2. Complete the following field for each format in the path:
 - Format Name
 - Sequence Number

Field	Explanation
Format Name – Inquiry	Identifies a path, which is a sequence of formats for the Job Status Inquiry screen. It is an alphanumeric code.

▶ **To arrange formats into a new sequence**

On Define Inquiry Paths

1. Complete the following field:
 - Path Name
2. Complete the following field for each format according to the new sequence:
 - Sequence Number

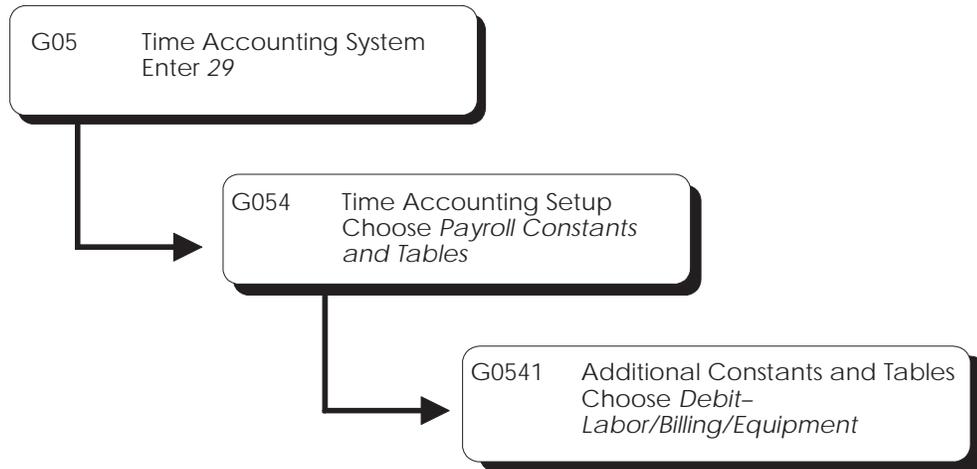
Processing Options for Define Inquiry Paths

DISPLAY OPTION:

1. Enter the Record Type to display and maintain: _____

43 = Supplier Analysis
51 = Job Cost

Set Up the Accounting Rules Table



Alternatively, you can access the Accounting Rules Table from Payroll. On the Payroll Master Menu (G07) enter 29. From the Setup menu (G074), choose Automatic Accounting Instructions. From the Automatic Accounting Instructions menu (G074), choose Debit - Direct Labor/Billings/Equipment.

Setting Up the Accounting Rules Table

Setting Up the Accounting Rules Table for Equipment

If you charge equipment use by using Time Accounting or Payroll, you must set up a journal type that instructs the system how to distribute equipment costs to the proper object account. You set up the journal type in an accounting rules table.

At a minimum, you must set up a default company 00000 and at least one object account with a journal type ED (Equipment Distribution). You can set up tables for other companies as well. The system always searches for accounting rules by a specific company first. If no company is found, the system applies rules according to the default company. In addition, you can enter multiple equipment debit accounts for any given job.

The system uses the equipment billing rate code and the job to apply charges to the correct object account. When you enter a journal type of ED, the system help function for the Type field in the Accounting Rules table displays a search window of equipment groups (system 12, type C0). When you specify journal type ED, you can enter only valid equipment billing groups in the Type field.



When you associate an object account with journal type ED, the system applies accounting rules only to the equipment specified in the Equipment Worked (EQPW) field on equipment time entry forms in Payroll or Time Accounting. The system does not apply rules to equipment specified in the Equipment Worked On (EQWO) field.

NOTE: When you associate an object account with journal type ED, the system applies accounting rules only to the equipment specified in the Equipment Worked (EQPW) field on equipment time entry forms in Payroll or Time Accounting. The system does not apply rules to equipment specified in the Equipment Worked On (EQWO) field.

Before You Begin

- Verify that the equipment billing rate codes are set up

▶ **To set up the accounting rules table**

On Debit-Labor/Billing/Equipment

. . . Employee or Time Card Basis Distribution Account . . .			
Bus. Unit	Union	Type	Step	Typ JT	Descr	Bus. Unit	Obj	Sub
				HOE	ED Distrib-Eq		1355	
					ED Distrib-Eq		1355	
					LD Distrib-La		1341	
					RD Distrib-La		1341	
			105	LD	Overtime		1342	
			805	LD	Holiday Pa	50	8115	
50				LD	Distrib-La	50	8115	
SHOP				1 RD	Regular		8482	
SHOP				100 LD	Overtime 1		8483	
YARD				1 LD	Regular		8482	
YARD				1 RD	Regular		8482	
YARD				100 LD	Overtime 1		8483	

1. Complete the following fields:
 - Company

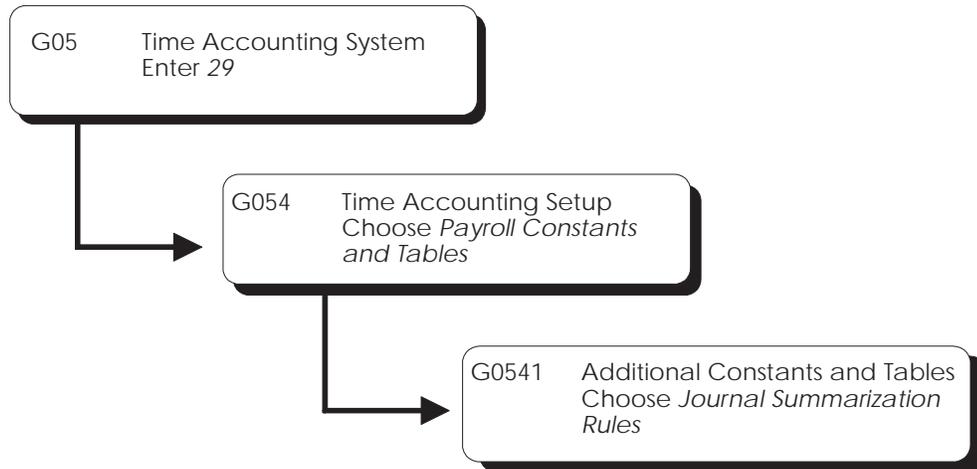
- Distribution Account – Object
 - Journal Type
2. Complete the following optional fields:
- Employee or Time Card Basis – Business Unit
 - Type (PDBA Code)

Field	Explanation
Journal Type (JT)	<p>This field represents the type of transaction for which an account is to be derived.</p> <p>..... <i>Form-specific information</i></p> <p>For Equipment Billing</p> <p>Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.</p> <p>When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify if the Equipment Workd (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.</p>
PDBA Code	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p>Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.</p>

See Also

- *Setting Up User Defined Codes for Equipment Billing (P00051)* for more information about setting up equipment billing rate codes.
- *Setting Up User Defined Codes* for more information about setting up equipment billing rate codes
- *Setting Up Automatic Accounting Instructions* in the *Payroll Guide* for more information about using the Debit – Labor/Billing/Equipment form

Set Up Journal Summary Rules



Alternatively, you can access Journal Summary Rules from Payroll. On the Payroll Master Menu (G07) enter 29. From the Payroll Setup menu (G074), choose Automatic Accounting Instructions. From the Automatic Accounting Instructions menu (G074), choose Journal Summarization Rules.

Setting Up Journal Summary Rules

Setting Up Journal Summary Rules for Equipment

You must set up rules which the system uses to summarize Time Accounting or Payroll transactions before posting them to the general ledger. You can set up these rules for single accounts or ranges of accounts within each company. You must set up default rules for Company 00000.

► **To set up journal summary rules**

On Journal Summarization Rules

Bus. Unit Number	Object Begin	Account Ending	S C	Business Unit Name
5002	8110 8482	8117 8483	1 5 1	Automated Transit System

1. Complete the following field:
 - Company
2. Complete the following fields for each object account for which you want to set up summarization rules:
 - Business Unit
 - Object Account – Beginning
 - Object Account – Ending
 - Summarization Code



If you are summarizing from Time Accounting or Payroll and you want to ensure an audit trail for equipment transactions, you must set up the system so that equipment transactions are not summarized. For those ranges of accounts, choose No Summarization or No summarization with Employee Name.

CAUTION: If you are summarizing from Time Accounting or Payroll and you want to ensure an audit trail for equipment transactions, you must set up the system so that equipment transactions are not summarized. For those ranges of accounts, choose either No Summarization or No summarization with Employee Name.

See Also

- *Setting Up Automatic Accounting Instructions* in the *Payroll Guide* for more information about setting up journal summarization rules

Test Yourself: System Setup

1. True or False

The equipment constants affect all equipment and fixed assets in your system.

2. On Equipment Constants, the symbol to identify the primary equipment number is indicated by a _____.

3. Category code 10 is used to identify the _____ in equipment billing.

4. Match the following AAIs with the correct description:

_____ FTD	a	all accounts that post to equipment
_____ FTC	b	optional summary totals
_____ FTC3	c	credit accounts for equipment billing
_____ FTxx	d	debit accounts for equipment time entry
_____ FX	e	credit accounts for component 3
_____ AT	f	used to track units by rate code

5. If you set up FX AAIs by company, they must be set up for _____ and must begin with _____.
6. If the Fixed Assets system is not used or is to be set up in the future, what is the minimum depreciation information that must be set up?

7. Category Code Mapping is used to copy similar values from _____ to _____.

8. True or False

Billing rate code setup is used in Location Billing only.

9. Rental rates can have up to _____ components.

10. The Replacement field on the Rental Rates Table is used for two primary purposes by the Rental Rules Table. What are the two purposes?

11. What is the purpose of the Percentage Override in the Rental Rules Table?

12. True or False

The Additional Rate Table will always be used, regardless if the Rental Rules Table uses the Rate Table or Next Rate Table rate code and percentage.

13. True or False

As a minimum, the Rental Rules Table and Account Derivation Rules should be set up for company 00000 with a blank job, blank rate group, and blank equipment number.

14. What is the purpose of the Word Search field on the Data Type Definition form for Supplemental Data?

15. Specification Sheets must be set up in Supplemental Data with a data type of _____.

16. The Shop Cost Inquiry can have the columns defined in a _____ that can be grouped in a _____.

17. When you set up the Accounting Rules Table for Time Accounting and Payroll, the system edits the value in the Type field against the pay type for journal types LD and RD. What value does the system edit for journal type ED?

The answers are in *Appendix A*.

Advanced & Technical



Global Updates

Objectives

- To make global changes to equipment information
- To identify the purpose of each global update program
- To determine when each global update program should be used

About Global Updates

You can make system-wide changes to Equipment Billing information using global update processes.

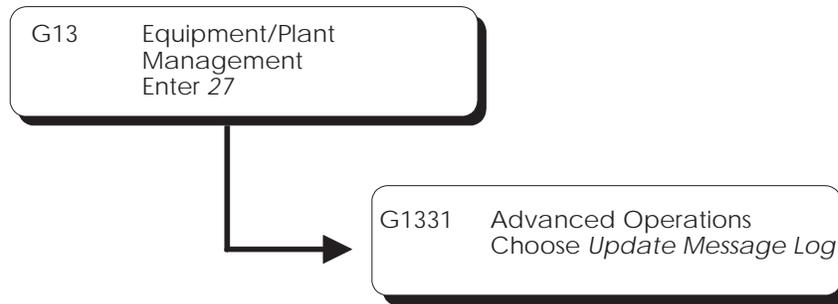
Run global updates to ensure that the data in your Equipment Billing tables is consistent and current. For example, if you change a billing rate code, you can run Update Billing Rates to reflect that change in all of your billing rate tables.

Equipment Billing global updates include the following tasks:

- Update the message log
- Update equipment billing rates
- Update the search word table
- Update fixed asset information



Update the Message Log



Updating the Message Log

You need to run this update only if you use tickler miles or hours on equipment messages. You run the Update Message Log program to update the tickler units in the Message Log. For example, if you set up a reminder message to appear at 3,000 miles for a piece of equipment, you use this update to ensure that the message appears when the equipment reaches the 3,000 mile mark.

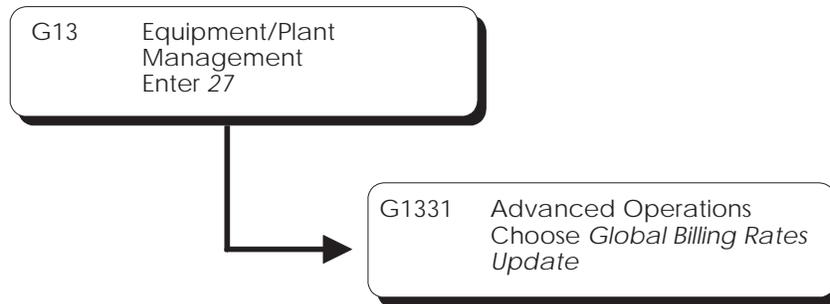
Update Message Log compares tickler dates with the system date and tickler units (for example, miles or hours) to the current unit reading that you record for the corresponding piece of equipment. The program updates all the units that have reached or exceeded the tickler amounts that you post in the AT00 automatic accounting instruction. When the update is complete, the corresponding equipment number on Equipment Search is highlighted to indicate that a message exists for the equipment.

When you select Update Message Log, the job is submitted directly to batch. You should update the message log frequently to keep message tickler units current. J.D. Edwards recommends running Update Message Log as part of your unattended operations.

See Also

- *Entering an Equipment Message (P1205)* for more information about using tickler dates and units
- *Technical Foundation Guide* for more information about running unattended operations (SLEEPER)

Update Equipment Billing Rates



Updating Equipment Billing Rates

You can globally add, change, or delete the billing rate codes that you set up in the Billing Rates table. When you make changes to a billing rate code, you can also change any of the components associated with the rate code that you set up on the Rental Rates table.

For example, use Global Billing Rates Update to make the following changes to the Billing Rate Codes and Rental Rates tables:

- Delete an entire billing rate code
- Specify a new billing rate for an existing billing rate code
- Define a new rate code
- Make the same change to several existing rate tables at once

After you specify the Billing Rate Code you want to change, you can make changes to rate code tables based on any of the following:

- Any combination of Rate Table, Rate Group, Equipment Number, and Start Effective Date fields
- Equipment numbers, based on any combination of Company, Responsible Business Unit, Location, Category Code 1 and Category Code 2

► To update equipment billing rates

On Global Billing Rates Update

Equipment Rate Code	HR	Company	
Rate Table	01	Responsible BU	
Rate Group	01	Location	
Start Effective Date		Acctg/Equip Class	*
Item Number			
Billing Rate	100.00	Enter "Y" to Update <input type="checkbox"/>	
Rate Component 01	20.00		
Rate Component 02	50.00		
Rate Component 03	25.00		
Rate Component 04	5.00		
Rate Component 05			
Rate Component 06			
Rate Component 07			
Rate Component 08			
Rate Component 09			
Rate Component 10			
Replacement Cost			
Ending Effective Date			

1. Complete the following field to identify the rate code you want to add, change, or delete:
 - Equipment Rate Code
2. Complete the following fields to identify the tables you want to update with the new rate code information:
 - Company
 - Rate Table
 - Responsible Business Unit
 - Rate Group
 - Location
 - Start Effective Date
 - Category Codes 1–2
 - Equipment Number
3. Complete any of the following fields to make changes to the billing rate for the rate code:
 - Billing Rate
 - Rate Component 01–10

- Replacement Cost
- Ending Effective Date

The system prompts you to verify the new information.

4. Complete the following field to accept the changes:
 - Enter Y to Update

The system submits the update directly to batch. After the job is complete, you can view your changes on the Billing Rates Table.

What You Should Know About

Using default values

The default value for all rate code fields is blank, except for Equipment Class, where the default value is an asterisk (*) or "all". When you use the default value as selection criteria in a field, the system includes all rate codes that contain a valid value for that field in the global update.

You limit the tables that you want to change by entering a value in selected fields when you identify the rate code table. If you leave a field blank when identifying the rate code tables you want to change, the system changes all of those records.

Rate components

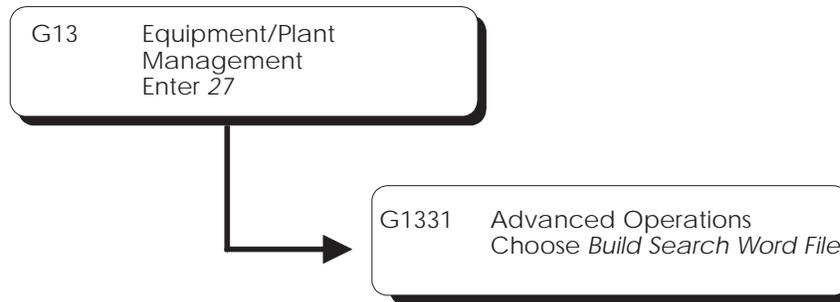
If you update the billing rate components, the total of the components must equal the billing rate amount. You can use an asterisk (*) to indicate that you do not want the billing rate amount or a billing rate component to change.

If you leave the billing rate amount blank, the system calculates a new billing rate amount from the rate component amounts that you enter.

See Also

- *Setting Up Billing Rate Code Hierarchy (P13901)* for more information about how the system uses the Billing Rate Code table that you define to bill for equipment use
- *Defining Rental Rates for Equipment (P1301)* for more information about how the system uses the Rental Rates table that you define to bill for equipment use

Update the Search Word Table



Updating the Search Word Table

You must build a search word table before you can perform a query search for equipment. For example, you might perform a query search if you need to locate the equipment master for a piece of equipment, but you do not know the equipment number. The Search Word table consists of possible words you might use on a search form to access equipment information you need.

The Build Search Word File program scans your equipment information and creates a Search Word table on all the words you enter in the following tables:

- Item Master table (F1201)
 - Equipment description fields
 - Any remark fields
 - Model number
 - Any of the first ten category codes
 - AFE number
- Supplemental Data tables (F12090, F12092, F12093)
 - User defined code values
 - Remark fields
 - Narrative text

When you select Update Search Word File, the system submits the job directly to batch. You should run this update to maintain and refresh the Search Word table as you add, change, and delete equipment. J.D. Edwards recommends running this program as part of your unattended operations.

What You Should Know About

Using uppercase and lowercase descriptions for equipment

The Build Search Word File procedure is not case sensitive. The procedure locates and retrieves words in the equipment description fields regardless of whether they are upper or lower case.

Including supplemental data in the search word table

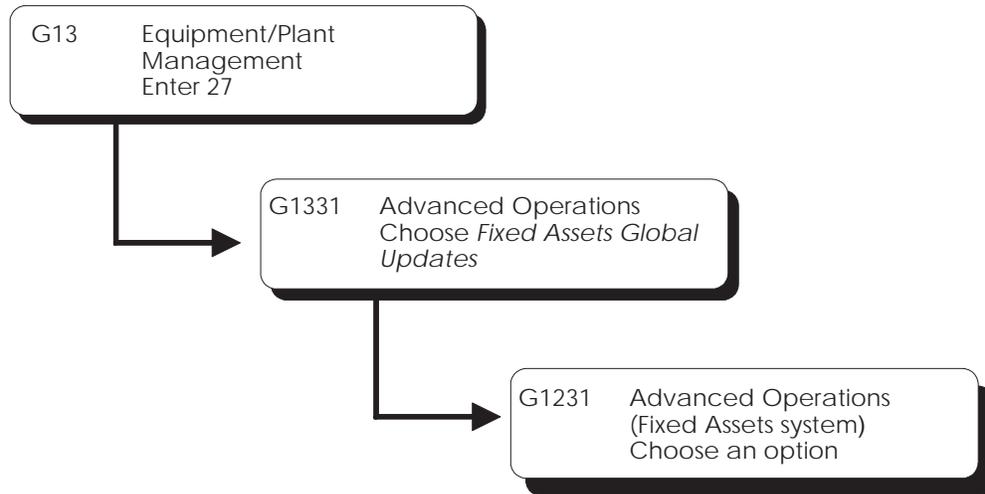
You must specify the supplemental data that you want to include in the search word table.

See *Defining Supplemental Data Types*.

See Also

- *Searching for Equipment Information (P1204)* for more information about performing a query search to locate equipment
- *Technical Foundation Guide* for more information about running unattended operations (SLEEPER)

Update Fixed Asset Information



Updating Fixed Asset Information

Update fixed asset information in order to maintain consistent and current account information for accurate equipment billing and location tracking.

Updating fixed asset information includes the following tasks:

- Updating company numbers and accounts
- Reposting damaged account balances
- Updating the item number
- Purging selected asset information

Updating Company Numbers and Accounts

Company numbers and account numbers in the Item Balances table (F1202) should always be the same as those in the Account Master table (F0901). Run Update Company Numbers and Business Unit/Object/Subsidiary in the Item Balances table to correct any situations in which these numbers do not match.

Run Update Company Numbers and Business Unit/Object/Subsidiary any time you change an existing account in your chart of accounts. For example:

- When you change the object or subsidiary of an existing account
- When you assign existing accounts to a different business unit
- When you assign an existing business unit to a different company

When you update company numbers and business unit/object/subsidiary, the job is submitted directly to batch. The program updates information from the Account Master table based on the system-assigned, short account ID number.



Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be affected by the update.

Reposting Damaged Account Balances

You can repost damaged account balances in the Item Balances table (F1202) to restore system integrity. You should run the repost only if you have no other method of restoring account information. Run the repost, for example, if account balance information is damaged as a result of hardware failure.

This program reposts only the transactions that include all of the following:

- A valid period number.
- A code that indicates a post to both the general ledger and fixed assets or equipment.
- A valid equipment number that exists in the Item Master table (F1201).
- A transaction ledger type set up in Depreciation Default Coding, if one does not already exist in the Item Balances table.
- A transaction account number in the Account Master table (F0901). The account number must fall within the Item FX range of accounts in the automatic accounting instructions.
- Period postings for individual equipment. The transaction must not be a balance forward record and can not be summarized by period and account.



The Repost Ledger program clears all summarized account balances to zero. Do not use this program if your system includes item balance records without general ledger transactions, as in the case of summarized depreciation computations or beginning balances created without an audit trail.

Before You Begin

- Verify that the following procedures are complete:
 - All transactions that have been posted to the General Ledger have also been posted to Fixed Assets or Equipment
 - All depreciation and transfer transactions that have been posted to Fixed Assets have also been posted to the General Ledger
- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be updated.

Processing Options for Fixed Asset Repost

PRINT SELECTION:

- 1) Enter a '1' to print differences and update Fixed Asset Balance File. _____
 Leave blank (default) to only print the differences between Transaction Ledger file (F0911) and Fixed Asset Balance file (F1202).
- 2) Identify how to print asset number. _____
 - 1 = Item Number (DEFAULT)
 - 2 = Unit Number
 - 3 = Serial Number

Updating the Item Number

Run this program only if you change the identifying symbol for the item number in your system. You can run this program to ensure that all posted account ledger transactions contain the current item number format.

The system stores the item number and the symbol that you use to identify the item number in the Account Ledger table (F0911). If you change the symbol you use to identify the item number, this program updates the Account Ledger table with the new symbol.

When you select Refresh Item Number in F0911, the system submits the job directly to batch.



Verify that no one accesses the general accounting Account Ledger table (F0911) while you run this program. The program is unable to update accounts that are locked by other system applications. Any account that a user accesses elsewhere in the system will not be affected by the update.

Purging Selected Asset Information

You can purge selected equipment information. Use a DREAM Writer version to delete only those records that you specify in the Processing Options. The company number and item number are mandatory data selections for this procedure.

Run this program to perform one or both of the following:

- Purge a piece of equipment that you disposed of in a prior year
- Purge the Item Balances table (F1202) for a prior year

All information that this program purges is removed to a separate purge table. The purge table name is the same as the original table name with a P at the end. For example, the purge table for F1201 is F1201P, and so on.

Back up any of the following tables you want to include in the purge program:

- Item Master (F1201)
- Item Balances (F1202)
- Location Tracking (F1204)
- Item Messages (F1205)
- License Master (F1206)
- Maintenance Schedule (F1207)
- Parent History (F1212)
- Equipment Rental Rate (F1301)
- Status History (F1307)

You can save the purge tables on a diskette or tape and then delete them from your system. If there are purge tables you do not want to save, delete them from the system.

If a purge table does not currently exist on your system, the purge procedure creates purge tables in the same library that the corresponding tables exist. If the purge table already exists on your system, this procedure will add purged records to the existing table.

When you select Purge Selected Asset Files, the system displays a DREAM Writer versions list. After you choose a version, the system displays Processing Options Revisions. Select the tables you want to purge.

After the purge is complete, a report prints the equipment number, description, responsible business unit and disposal date (if applicable) of the equipment that was purged. The report also shows which tables were affected by the purge and a summary showing how many records were purged from each table.

Before You Begin

- Run the Asset Account Balance Close
- Verify that no one accesses the fixed asset tables while you run this procedure. The program is unable to purge information that is locked by other system applications. Any information that a user accesses elsewhere in the system will not be affected by the purge.

What You Should Know About

Purging Item Balances (F1202) If you purge the Item Balances for a piece of equipment, the system automatically purges all of the other information that exists for the equipment.

See Also

- *About Data Removal (P09912)* in the *General Accounting I Guide* for more information about purging tables
- *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Processing Options for Item Master and Balances File Purge

PURGE SELECTION OPTIONS:

1. Enter a '1' next to the following files you want to purge:
 - a. F1201 - Item Master File * _____
 - b. F1202 - Item Balances File _____
 - c. F1301 - Equipment Rental Rate File _____
 - d. F1204 - Location History File _____
 - e. F1205 - Item Message File _____
 - f. F1206 - License Master File _____
 - g. F1207 - Maintenance Schedule File _____
 - h. F1212 - Parent History File _____
 - i. F1307 - Status History File _____
- *NOTE: If the F1201 File is selected for purge, all related files will also be purged.
2. Enter one of the following: _____
 - '1' = purge records for assets if the disposal date is less than the current fiscal year. Use this option when purging F1301, F1204, F1205, F1206, F1207, and F1307 only.
 - '2' = purge prior year Item Balance records for selected assets.
 - '3' = do both 1 and 2 above.
3. If purging prior year Item Balance (F1202) records, enter the number of years to retain. (The default and minimum is one year or current year balances.) _____

NOTE: Be sure the Fixed Asset Annual Close has been run PRIOR to purging last year's Item Balance Records.

PRINT OPTION:

4. Enter one of the following to print on the purge report: _____
 - '1' = Item Number
 - '2' = Unit Number
 - '3' = Serial/Tag Number

Appendices

Appendix A — Test Yourself Answers

Equipment Identification

1. The following fields are required:
 - Description 01
 - Company
 - Responsible Business Unit
 - Asset Cost Account
 - Date Acquired
2. The system enters default values for the first two category codes from Depreciation Default Coding. The system uses Category Code Mapping to enter category code default values from the Business Unit Master (F0006).
3. You can use Transfer Processing to enter a location and a location start date if you did not enter the information when you created the equipment master.
4. You can establish or change the parent and component relationships for equipment by changing the parent number on the component's equipment master.
5. The correct answer is E — all of the above.
6. You use Equipment Search to locate specific equipment within the system. After you locate the equipment, you can exit to desired programs.
7. True. You can use fields in the upper portion of the Equipment Search form in any combination.
8. You can have 25 levels of parent/component relationships.

Process G/L to Equipment

1. In order for costs and expenses to post to equipment, they must:
 - Be posted to the general ledger (post code of *P*)
 - Fall within the FX range of AAIs
 - Have a Fixed Asset post code of *blank*
 - Have a valid equipment number
 - Have a hold code of *blank*
2. True. You can use Revise Unposted Entries to split G/L transactions that relate to more than one piece of equipment.
3. The Account Ledger table updates values in the following tables:
 - F0902 Account Balances
 - F1202 Item Balances
4. Use Revise Unposted Entries to assign an equipment number to a transaction, if you did not enter the equipment number when you entered the transaction.

Equipment Cost Tracking

1. When you review shop or equipment costs by repair code, the system sequences the accounts by *subsidiary* account. When you review shop or equipment costs by cost account, the system sequences the accounts by *object* account.
2. False. The system recalculates information only if you change information in the upper portion of the Shop Cost by Repair Code form.

Equipment Time Billing

1. True. When you enter equipment time, you only create the debit side of the entry.
2. You enter the equipment number for billing in the Equipment Worked (EQPW) field.
3. True. You can use Time Accounting forms or the Equipment Time Entry form to enter equipment time without entering employee time. If you use Payroll forms, you must enter employee labor time.

4. If you leave the rate code blank, the system searches for the appropriate rate code to apply to the transaction by searching the following tables in the following order:
 - Account Master table (F0901)
 - Job (Business Unit) Master table (F0006)
 - Rental Rules table (F1302)

Equipment Location Tracking

1. True. You use Transfer Processing to indicate a change in equipment location.
2. False. You cannot change the Location field on the equipment master to indicate a change in location information. You must use Transfer Processing.
3. The three types of location records or codes are:
 - C — Current
 - H — History
 - P — Planned
4. False. You transfer equipment without using the Transfer option when you enter location information without inquiry.
5. You must indicate a current quantity greater than one on the equipment master to have equipment with multiple current locations.
6. False. With the exception of billing information that has already been billed, you can still make changes to location information that you could prior to a location billing.

Equipment Location Billing

1. False. The system creates location billings based on information you enter as you relocate equipment.
2. If you have not changed the location of a piece of equipment, the system bills from the *Last bill* date through the *Bill to* date.
3. In proof mode, the system prints a report but does not create any records. In final mode, the system creates transactions in the Account Ledger table (F0911) and updates equipment information.
4. True.
5. You cannot revise a batch of location billing. You must delete the billing and then re-create the billing.

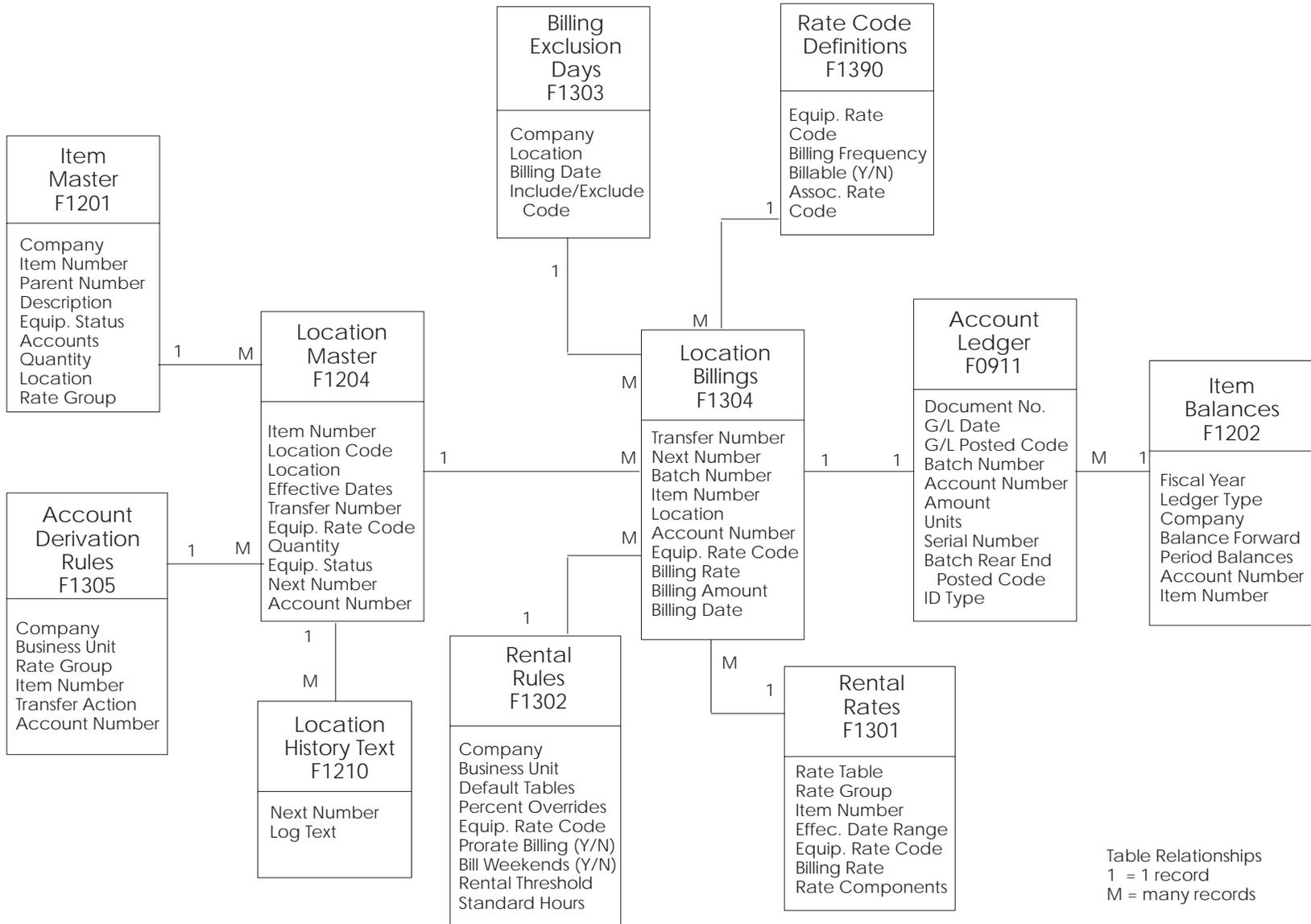
System Setup

1. True. Equipment Billing and Fixed Assets share the same system constants.
2. On Equipment Constants, the symbol to identify the primary equipment number is indicated by a *blank*.
3. Category code 10 is used to identify the billing rate group.
4. The correct answers are as follows:
 - d FTD
 - c FTC
 - e FTC3
 - f FTxx
 - a FX
 - b AT
5. If you set up FX AAIs by company, you must set them up for all companies. Each company must begin with FX01.
6. You must set up the AA Ledger and Depreciation Method 00 (no depreciation).
7. You use Category Code Mapping to copy similar values from the responsible business unit to the equipment master.
8. True.
9. Rental rates can have up to 10 components.
10. The Replacement field on the Rental Rates Table is used to determine:
 - Whether to rent or sell the equipment to the job or business unit
 - When to switch to the next rate table you have set up for the job
11. The Percentage Override field is used to increase or decrease the billing rate identified in the Rental Rates Table.
12. True.
13. True.
14. You use the Word Search field to indicate that the supplemental data type information is to be included in the search word table. The system uses the search word table when you perform a query search on Equipment Search.
15. You use data type SP to set up Specification Sheets in Supplemental Data.
16. The Shop Cost Inquiry can have the columns defined in a *format* that can be grouped in a *path*.
17. The system uses Rate Group (category code 10 from the equipment master).

Appendix B — Data Model

The graphic on the following page illustrates the relationships between the principal physical tables in Equipment Billing. In order to present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom used features have been omitted. An M represents many records in a table. A 1 represents one record in a table.

Equipment Billing



Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphanumeric character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

“as of” report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized.

The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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