

Guide
June 1996



Equipment/ Plant Maintenance

Release
A7.3

JDEdwards[®]



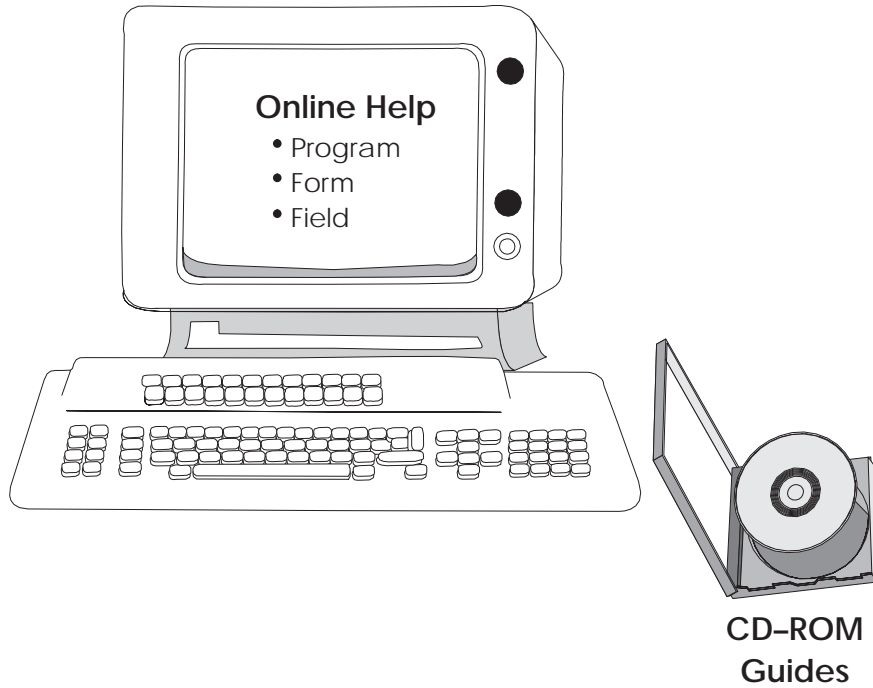
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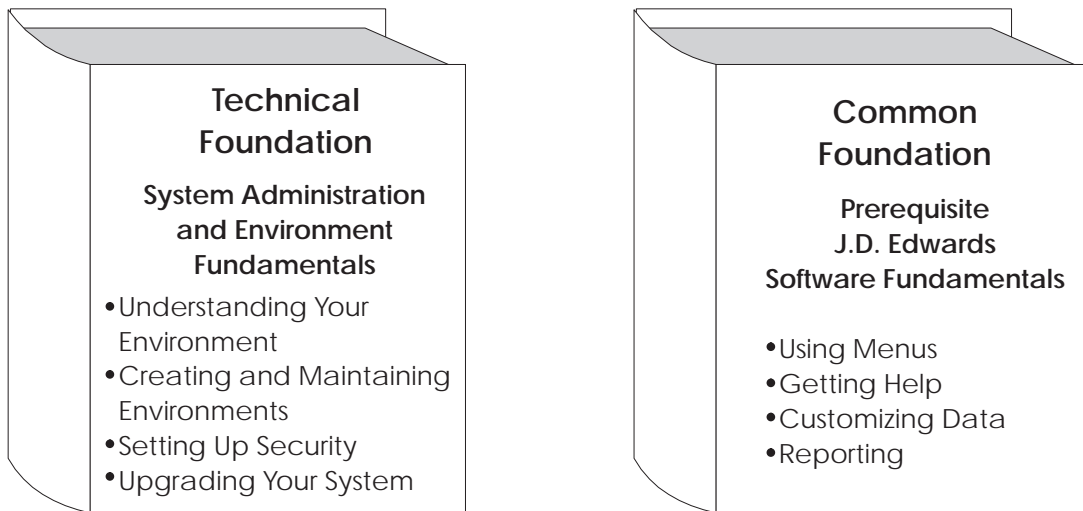
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Where Do I Look?



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.

Training Class Agendas

Equipment/Plant Maintenance Agenda

Overview

Equipment Identification

- Create an Equipment Master
- Search for Equipment Information
- Review Parent and Component Information

Preventive Maintenance Cycle

Work Order Cycle

Equipment Information Tracking

Process G/L to Equipment

System Setup

- Set Up Equipment
 - Set Up Supplemental Data
 - Set Up Shop Cost Inquiry
- Set Up User Defined Codes
- Set Up PM Schedule Information
- Set Up Work Orders

Equipment/Plant Maintenance Global Updates

Data Purge and Archival

Equipment/Plant Maintenance Reports

- Print Equipment Reports
- Print Cost Reports

- Print Work Order Reports
- Print PM Reports

Maintenance Planning Agenda

Overview

- Create an Equipment Master
- Create a PM Schedule
- Create Corrective Work Orders
- Inventory Concepts and Setup (Appendix A)

Maintenance Planning

System Setup

- Set Up Maintenance Planning

Equipment/Plant Maintenance Reports

- Print Maintenance Planning Reports

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

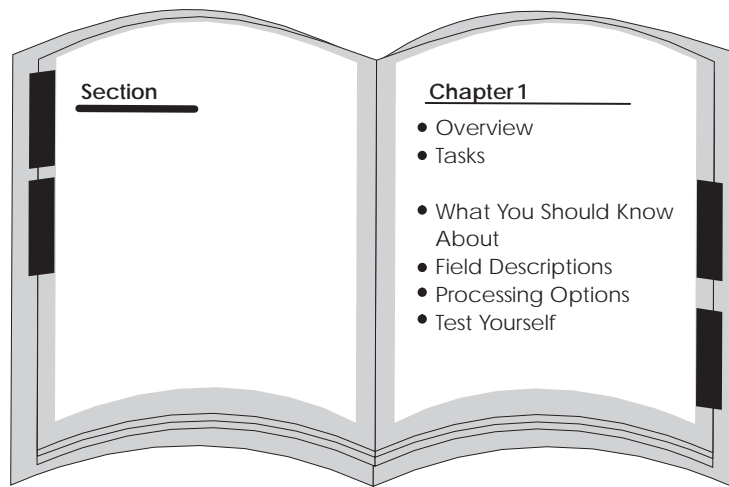
This guide is intended primarily for the following audiences:

- 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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Advanced & Technical

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Glossary

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Exercises



Equipment/Plant Maintenance Overview

You can use the maintenance features of the Equipment/Plant Management system to manage all aspects of equipment and machinery maintenance in your organization, such as:

- Planning
- Scheduling resources
- Purchasing parts and materials
- Tracking the status of preventive and corrective tasks

System Integration

From Equipment/Plant Management, you can link to other J.D. Edwards systems that your organization uses. For example, use the General Accounting system to record maintenance charges against work orders. Use the Work Order Processing system to track and monitor schedules by work order. Other systems that you can link to include:

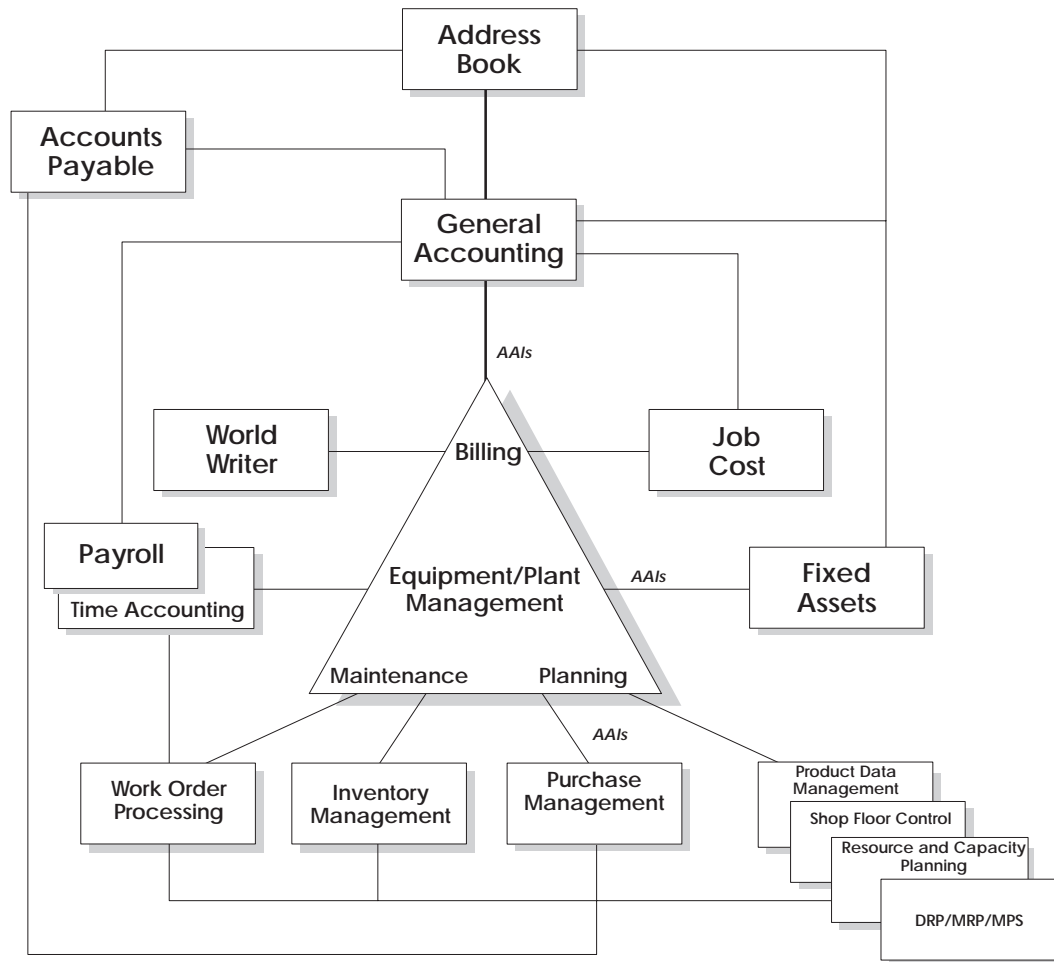
- Job Cost
- Inventory Management
- Purchase Management
- Shop Floor Control
- Accounts Payable

Because J.D. Edwards systems are integrated, you need to enter the vital information about a piece of equipment only one time. When you create equipment masters and supplemental information for a piece of equipment, the system stores the information in the Item Master table (F1201). Each J.D. Edwards system that you use can then access the information.

System integration also helps ensure that equipment information is consistent throughout your organization. This saves considerable time and money, especially when you need to update or revise equipment information.

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





This guide describes features and functions that depend on the installation of the complete Equipment/Plant Management system. This system includes the following systems:

- 05 — Time Accounting
- 30 — Product Data Management
- 31 — Shop Floor Control
- 33 — Resource and Capacity Planning
- 34 — Material Planning
- 40 — Inventory Base and Order Processing
- 41 — Inventory Management
- 43 — Purchase Management

Your company might not have purchased all of these systems. Check with your system administrator to verify which systems have been purchased and installed.

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 the appropriate rate and account to bill.

Accounts Payable

You can enter equipment charges through the Accounts Payable system.

When you process equipment parts orders through the Purchasing 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 reports.

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 a specific labor routing step

Fixed Assets

The Fixed Assets system shares many tables with Equipment/Plant Maintenance, such as the:

- Item Master table (F1201) — Stores equipment master information
- Item Balances table (F1202) — Stores equipment account balance information

Equipment/Plant Maintenance also uses automatic accounting instructions from the Fixed Assets system.

You can access J.D. Edwards Spreadsheet Tool for Asset Reporting (STAR) through the Fixed Assets system. Use this report writer to create custom reports of equipment balances and units.

Work Order Processing

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

You can attach parts lists and detailed instructions (routings) to the work order to assist in planning labor and parts requirements.

Inventory Management

You can use the Inventory Management system to:

- Track and take inventory of repair parts
- Attach parts lists to work orders

Purchase Management

You can create purchase orders directly from the work order parts list and from other maintenance planning functions within Equipment/Plant Maintenance.

A purchase order includes the equipment number, which the system automatically enters on the following:

- Accounts payable entry
- General ledger
- Equipment ledger

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

Equipment/Plant Maintenance Features

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

- Enter and search for equipment information
- Track equipment movement and status, and assign equipment to multiple locations
- Track the maintenance history of each piece of equipment and target potential problem machines to minimize equipment downtime
- Coordinate maintenance activities based on preventive and corrective maintenance schedules
- Coordinate maintenance activities with materials and labor resources
- 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/Plant Maintenance to locate, organize, and track the availability and repair status of equipment using the following types of information:

Parent/component

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.

A parent does not have to represent an actual piece of equipment. You can set up virtual or logical pieces of equipment and establish child relationships with the logical equipment. For example, a manufacturing line could be a parent and the associated manufacturing machinery would be children or components of the manufacturing line.

Use parent/component relationships to group individual components in the system. You can track the history of a piece of equipment's immediate parent or any of its components. The system accommodates up to 25 levels of components. This is useful if you use complex or interchangeable equipment assemblies.

- Equipment numbers** You can identify equipment by any or all of the following:
- Unit number
 - Item number
 - Serial number
- Supplemental data** You can define unlimited types of supplemental data, which you can then assign to any piece of equipment. For example, you might want to track oil consumption, oil analysis, 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 job site or reroute equipment between job sites.
- Category codes** You can 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. This is helpful if you dispatch equipment to job sites located in different licensing authorities.

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

Detailed Equipment Cost Accounting

Equipment/Plant Maintenance provides you with the following cost accounting features:

Custom chart of accounts

You define the chart of accounts for your equipment cost and revenue to meet your unique needs, such as matching a parent company's accounting structure. At any time, you can view these accounts at a summarized or detailed level.

Unit cost analysis

You can analyze costs according to the operating hours or miles logged for equipment in payroll and equipment time entry records or meter reading entries.

Operating and maintenance cost analysis

Equipment/Plant Maintenance provides you with various reports on operating and maintenance costs. You can review maintenance costs per mile or per hour or on a monthly, yearly, or acquisition-to-date basis.

Reporting

Equipment/Plant Maintenance provides you with several powerful reporting tools, which offer you a comprehensive view of your equipment needs and processes. These reporting tools include:

Standard reports

You can tailor predefined DREAM Writer reports to fit your company's needs and simplify the fulfillment of various IRS reporting requirements. Equipment/Plant Maintenance includes reports, such as:

- Maintenance Log
- Maintenance Schedule
- Location Tracking
- Work Order Status
- Work Order Cost Summary
- Work Order Cost Detail
- Equipment Cost Analysis

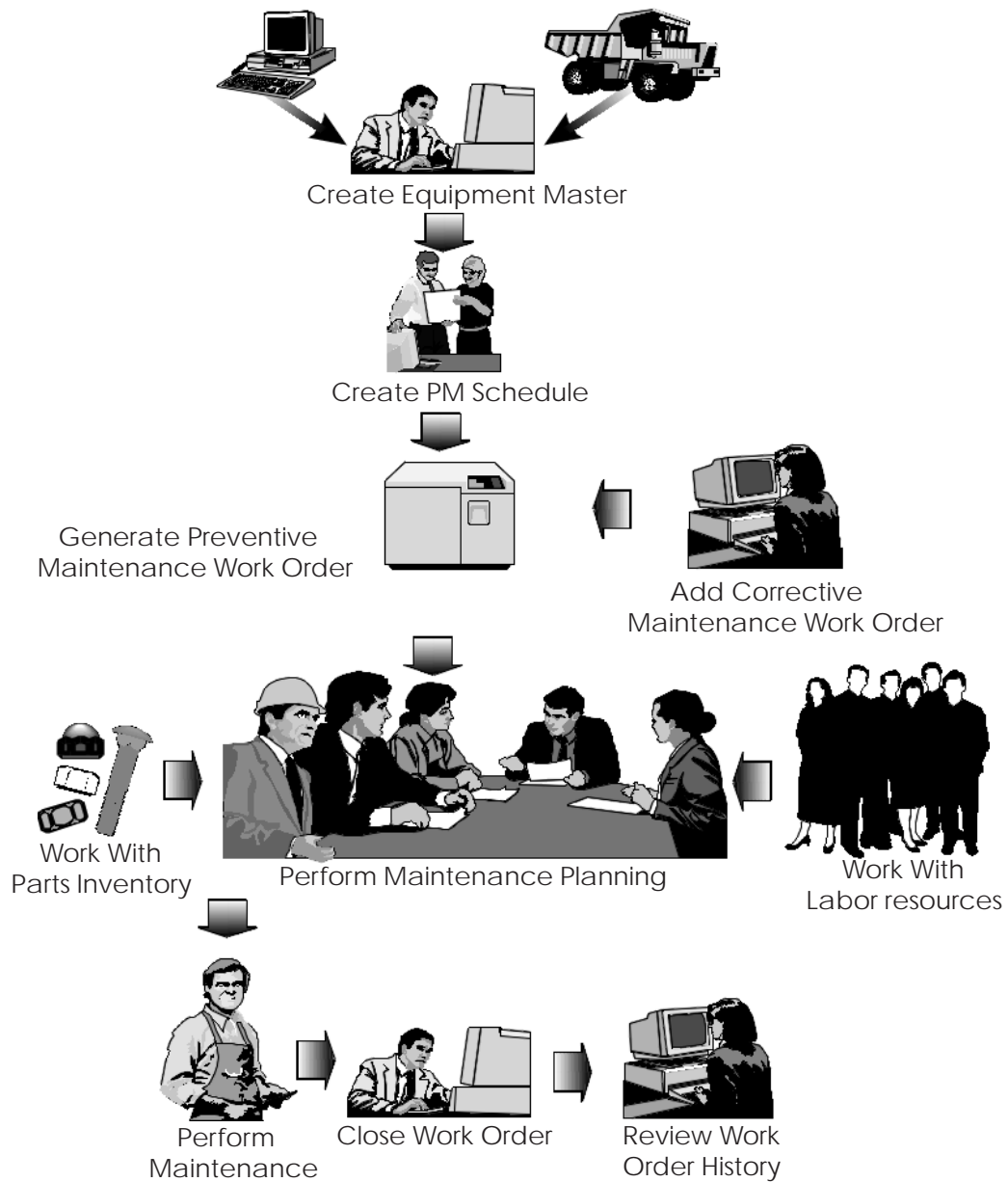
STAR

You can design your own equipment reports with STAR. STAR guides you through the setup of custom reports that specifically access the system's equipment and fixed asset files.

World Writer

For reporting needs not addressed by standard reports or STAR, you can use J.D. Edwards World Writer to design and build custom reports, providing unlimited user defined access to your database.

Equipment/Plant Maintenance System Flow



Equipment/Plant Maintenance 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: <ul style="list-style-type: none">• Equipment number• Location• Start effective date• Ending date• Equipment status• Transfer number• Location code, which indicates the type of location, such as planned, current, or history
Maintenance Schedule (F1207)	Stores information about each occurrence for a type of service, such as: <ul style="list-style-type: none">• When the service is to be performed• When the service was last completed• Current status• References to any associated work order
Work Order Master (F4801)	Stores static information about each work order, such as: <ul style="list-style-type: none">• Description of work• Budgeted amount and hours• Equipment worked on• Charging information
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 and Descriptions

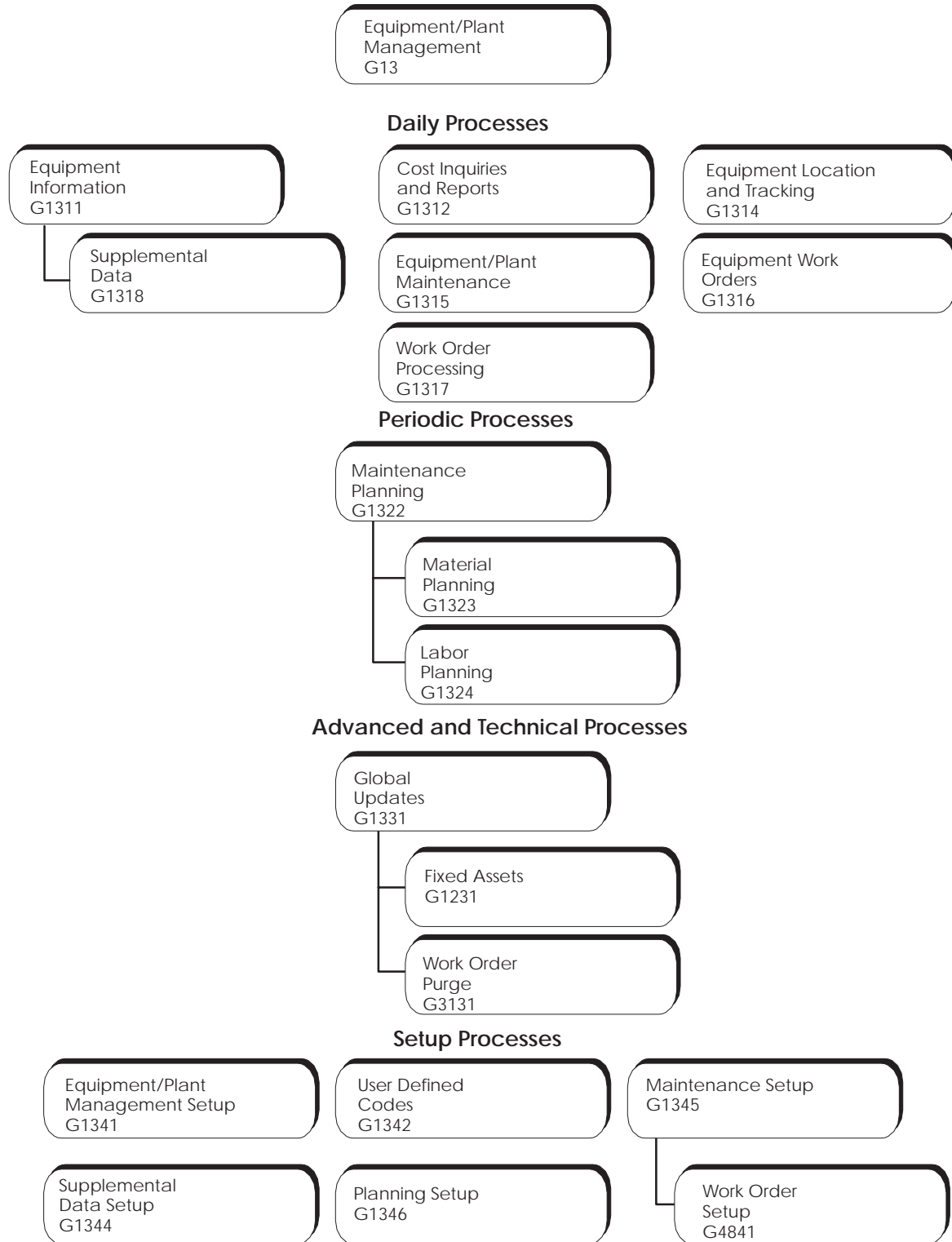
Supplemental Data (F12090, F12092, and F12093)	Store additional information about equipment in either columnar or narrative format.
Supplemental Data Cross Reference (F1392)	Stores valid supplemental data types for classes of equipment that are defined by category codes.
Specification Data Table (F1216)	Stores static equipment information, such as power requirements, size, capacity, and other nameplate information.
Item Messages Log (F1205)	Stores messages regarding equipment maintenance.
License Master (F1206)	Stores license and permit information for equipment.
Model Maintenance Schedule (F12071)	Stores model maintenance schedules.
Location History Text (F1210)	Contains text for location history records.
Parent History (F1212)	Contains the history of parents for a component.
Specification Cross Reference Table (F1215)	Stores the valid values for each field in the Specification Data Table by class of equipment.
Meter Reading Estimates (F1306)	Maintains estimated meter readings.
Status History (F1307)	Maintains a history of status changes to equipment and work orders.
Maintenance Loops (F1308)	Stores equipment maintenance information by associated equipment and service type.
Equipment Category Code Mapping (F1391)	Maintains the rules by which the system automatically assigns equipment and business unit category codes when you create master records for new equipment or create work orders for equipment.
Maintenance Rules (F1393)	Defines when preventive maintenance will be scheduled and provides default values to work orders.

PM Projections (F13411)	Maintains information about projected PMs by service type for each piece of equipment.
Work Order Record Types (F48002)	Stores text associated with work orders.
Work Order Parts (F3111)	Maintains information about parts related to specific work orders.
Work Order Routing (F3112)	Maintains information about the labor steps related to specific work orders.
Work Order Instructions (F4802)	Stores description text and the various record types that are defined in the user defined codes, such as Description of Request and Final Disposition.
Work Order Status Action (F4826)	Maintains information about the order of allowed statuses through which a work order must pass.
Work Order Approval Routing (F4827)	Maintains information about work order approvers.
Work Order Approval (F4828)	Stores audit information for work order approvals.
Bill of Material Master (F3002)	Stores information about the parts needed to perform a specific type of maintenance.
Routing Master (F3003)	Stores detailed instructions by labor step for a specific type of maintenance.
Forecast (F3460)	Stores the forecast data that the Material Requirements Planning (MRP) program uses for calculations.
Default Accounting Constants (F12002)	Maintains default account information by company and asset cost account.
Default Depreciation Constants (F12003)	Maintains default information by company and asset cost account of all depreciation books and values.
User Defined Codes (F0005)	Contains all user defined system values.
Address Book Master (F0101)	Contains tax assessor and equipment user address information.

Account Master (F0901) Maintains general ledger account data.

**Automatic Accounting
Instructions Master
(F0012)** Contains information used to define the interfaces
between Equipment/Plant Maintenance and the General
Accounting chart of accounts.

Equipment/Plant Maintenance Menu Overview



Equipment Information



Equipment Identification

Objectives

- To create equipment master information
- To create supplemental equipment information
- To locate equipment information
- To access other programs from an equipment identification 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/Plant Maintenance. After you create the necessary equipment identification information, you can:

- Account for equipment in quantities
- Search for equipment status, location, and activity online
- Track historical, current, and planned physical locations for a piece of equipment
- Keep detailed maintenance and project logs
- View assembly components individually or in groups

Identifying equipment consists of the following tasks:

- Creating an equipment master
- Entering additional detailed information
- Searching for equipment information
- Working with message logs
- Reviewing parent and component information



How Does the System Use Equipment Identification?

Equipment identification is the foundation of several J.D. Edwards systems, in addition to Equipment/Plant Maintenance. When you identify equipment, consider the following issues:

- Type of information required
- User defined category codes
- Equipment identification numbers
- Parent/component relationships

Types of Equipment Identification Information

Equipment identification consists of four types of information:

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

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

Equipment Master

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

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

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

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

Supplemental Data

You can use supplemental data to record information that is important to your organization but is not included on the equipment master. Supplemental data is entirely user defined. You can use columnar and text formats to enter supplemental data. You can also establish security for supplemental data by user identification.

Specification Data

You can use specification data to record and track static information not included on the equipment master. For example, you might record nameplate data.

Message Logs

In addition to supplemental data, you can indicate the status and condition of a piece of equipment using the free-form remark capability of message logs. You can associate message logs with equipment to record operator notes or maintenance problems for equipment. You can also attach tickler dates to maintenance due messages so that they will appear at specified dates or intervals based on units, such as miles or hours.

Depending on the type of information that you want to maintain, you can use equipment messages to meet any of your information needs. Use equipment messages to:

- Note special procedures for scheduled or preventive maintenance tasks
- Report on actual maintenance
- Log problems or complaints about a specific piece of equipment

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 organization's information needs. Use these category codes in the equipment master to describe equipment and group similar types of equipment.

If you use Equipment/Plant Maintenance 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. Typically, Equipment/Plant Maintenance users access this form more frequently than Fixed Asset users. In addition, Equipment/Plant Maintenance users frequently use the first 10 category codes as selection criteria for several tasks, such as selecting equipment for updating meter readings, selecting equipment for updating PM schedules, and so on. You should reserve as many of the first

10 category codes in the equipment master as you need for equipment maintenance purposes.

Equipment Identification Numbers

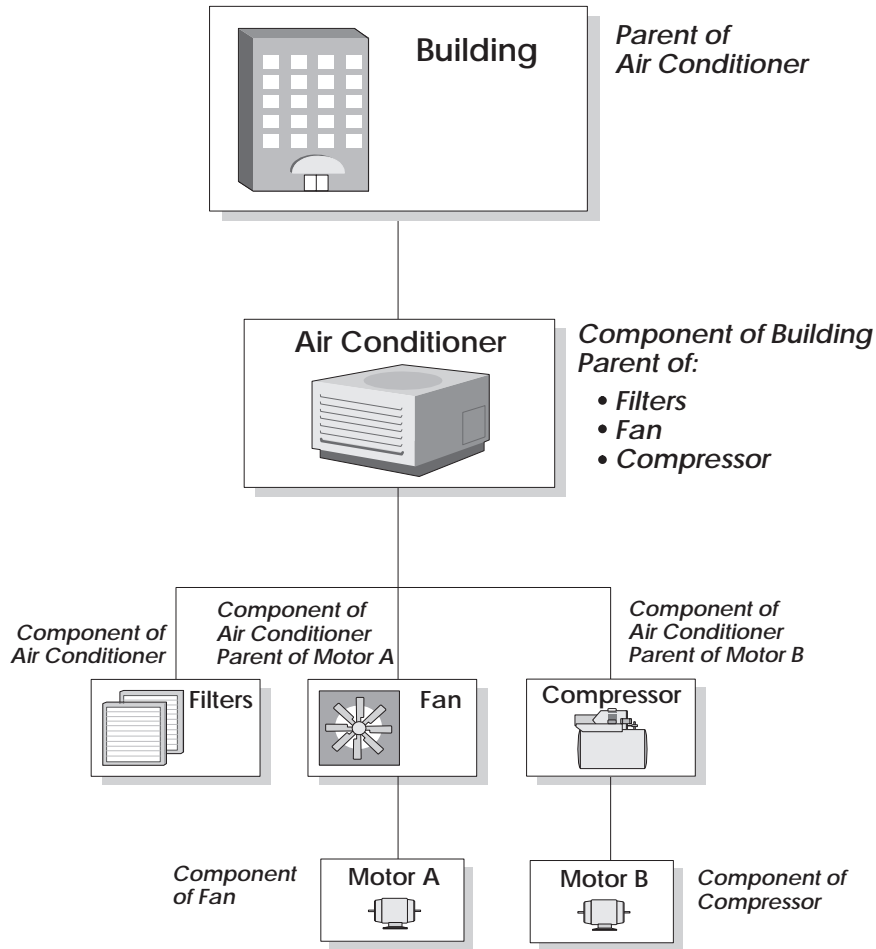
You can use up to three numbers to identify equipment throughout your system:

- Item number
- Unit number
- Serial number

Every equipment master in your system must include an item number. You can enter unit and serial numbers if you need to. If you use more than one equipment identification number for the equipment in your system, 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.

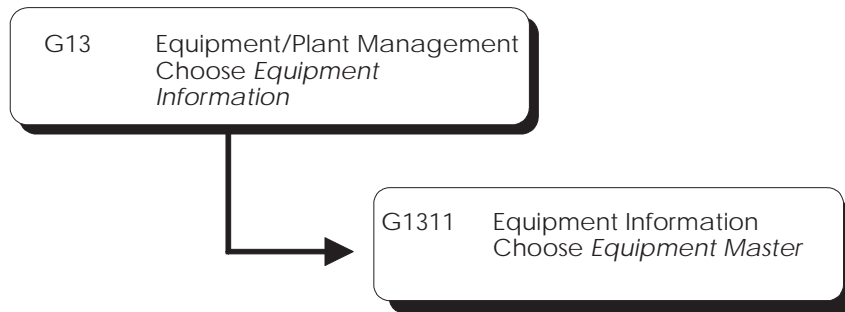
Parent/Component Relationships

You can set up parent/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 a motor, filters, and a compressor. Those components, in turn, might be the parents of still other components, and so on.



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

Create an Equipment Master



Creating an Equipment Master

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

- Equipment number
- Description
- Account coding
- Category codes

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

What You Should Know About

Equipment identification numbers

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

- Item number — An 8-digit number that the system assigns to each equipment master
- Unit number — A 12-digit, alphanumeric character that the user assigns to a piece of equipment
- Serial number — A 25-digit, alphanumeric character that the manufacturer assigns to a piece of equipment

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

Category codes

If you use Equipment/Plant Maintenance with the J.D. Edwards Fixed Assets system, the two systems access the same category code tables. Depending on how you set up your system, the system displays the first 5 or 10 of 23 category codes on the Equipment Search form.

Typically, Equipment/Plant Maintenance users access the Equipment Search form more frequently than Fixed Asset users. In addition, Equipment/Plant Maintenance users frequently use the first 10 category codes as selection criteria for several tasks, such as selecting equipment for updating meter readings, selecting equipment for updating PM schedules, and so on. You should reserve as many of the first 10 category codes in the equipment master as you need for equipment maintenance purposes.

To create an equipment master

On Equipment Master

The screenshot shows a software window titled "[1201] - Equipment Master" with a menu bar containing "Functions", "Tools", and "Help". The main area contains several input fields and labels:

- Item Number: 10823
- Unit Number: 08.001
- Desc. 01: Exhaust Fan, 500hp
- Desc. 02: 12 Foot S/S Blades
- Desc. 03: (empty)
- Serial Number: 1325KK85654
- Parent Number: 10891
- Company: 200
- Model Manuf/Distrib Company: Chicago Plant Maint.
- Responsible BU: M38
- Chicago Plant Maint. Machinery & Equipment
- Asset Cst BU/Obj/Sub: 200 2030 (empty)
- Date Acquired: 02/02/93
- Date Disposed: (empty)
- Inventory Item No: EXHAUST FAN
- Exhaust Fan
- Location/Start Date: L1 05/05/94
- Prod. Line 1
- Column
- Row
- Subledger Inactive:
- Equipment Status:
- Date: 03/15/96 Time: 10:19:33
- Current Item Qty: 1.00
- Original Qty: 1.00
- Employee: (empty)
- Remark: (empty)
- AFE Number: (empty)
- Remark: (empty)
- Remarks - Line 2: (empty)

At the bottom, there is a toolbar with icons for save, delete, and other functions, and a status bar with the text: "F6=Loc F10=Comp F15=Codes F18=BOM F19=PM F20=Data F21=Cost F24=More MW".

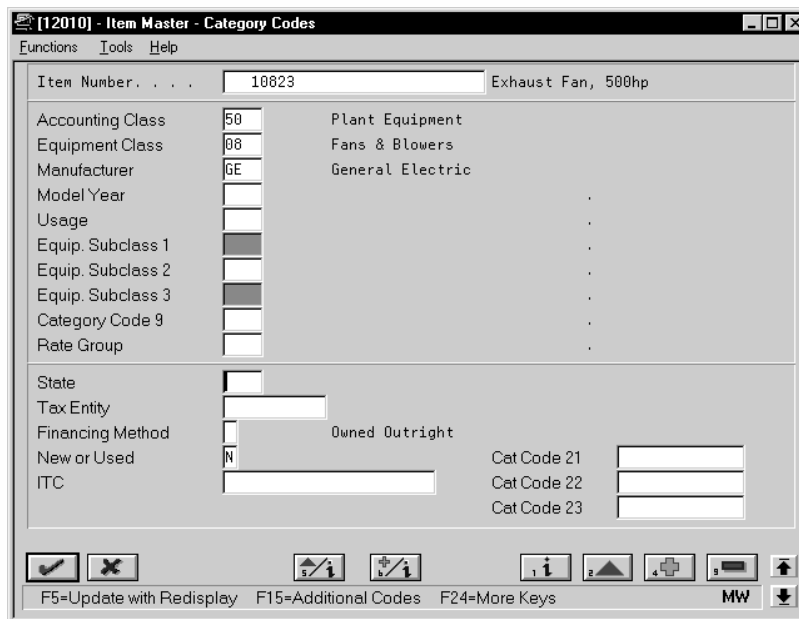
1. Complete the following fields:
 - Description 01
 - Company
 - Responsible Business Unit
 - Asset Cost Business Unit/Object/Subsidiary
 - Date Acquired

2. Complete the following optional fields:
 - Unit Number
 - Serial Number
 - Parent Number
 - Equipment Status
 - Original Quantity
 - Location/Start Date

If you do not enter a location and start date when you create the equipment master and later need to establish this information, you must use Location Tracking. See *Tracking Equipment Location* for more information.

3. Complete the following optional maintenance field:
 - Inventory Item Number

4. To add the record, do one of the following:
 - In WorldSoftware, choose Update with Redisplay
 - In WorldVision, choose Add with Redisplay
5. Choose Category Codes.



6. On Item Master – Category Codes, complete any of the fields to assign category codes to the piece of equipment.

NOTE: Some fields might contain default values. In addition, Category Code 10 (Rate Group) is reserved for equipment billing.

Field	Explanation
Description 01	<p>A user defined name or remark that describes a field.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>
Unit Number	<p>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.</p>

Field	Explanation
Serial Number	<p>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.</p>
Parent 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>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>

Field	Explanation
Inventory Item Number	<p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i></p> <p>This is a number assigned in the Inventory Management system that identifies equipment repair parts, parts lists, and routings that relate to this asset or piece of equipment. For example, the number could identify a replacement part for which inventory is maintained. This number could also identify the parts list and routing used to maintain this piece of equipment. This number is informational only and is edited against the Inventory Master.</p>
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>

Field	Explanation
Asset Item Original Quantity	<p>The original number of units for an asset. If assets are purchased and accounted for in quantities (more than one), you can specify the original quantity purchased. For example, if you purchased 100 office chairs, you would set up one asset item with an original quantity of 100. Then, as you disposed of office chairs, you would adjust the current quantity to reflect the current balance. This allows you to track assets purchased in bulk quantity on one master record.</p>
Employee	<p>A number that identifies an entry in the Address Book system. Enter the Address Book number of the employee assigned to the asset or the employee responsible for the asset.</p> <p>You can change the soft coding description on this field to another valid Address Book entry type. For example, to track where assets are purchased, you can change the field name to Supplier and enter supplier Address Book numbers for individual assets.</p> <p>..... <i>Form-specific information</i></p> <p>This is the address book number of the employee assigned to the equipment or the employee responsible for the equipment.</p>

Processing Options for Equipment Master

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 Additional Detailed Information

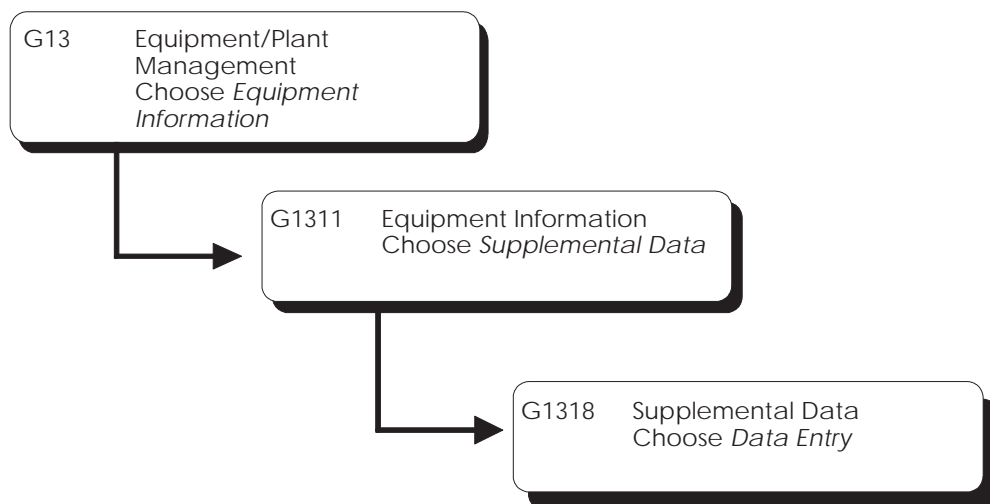
Entering Additional Detailed Information

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 information.

Entering additional detailed information includes the following tasks:

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

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. For example, you might set up supplemental data for motor graders. The data might include vibration readings, oil readings, condition reports, and so on.

When you have entered supplemental data for a particular data type, the OP (Option) field for that data type is highlighted. You can set up supplemental data security to limit the number of users who are authorized to view data.

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 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 that you enter in the columns against the user defined code table you set up in Data Type Definition. |
| Columnar-Message (M) | Use this data type to access the Supplemental Code Entry 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 Data Type Definition. |

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 that 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. |

Entering supplemental information consists of the following:

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

Before You Begin

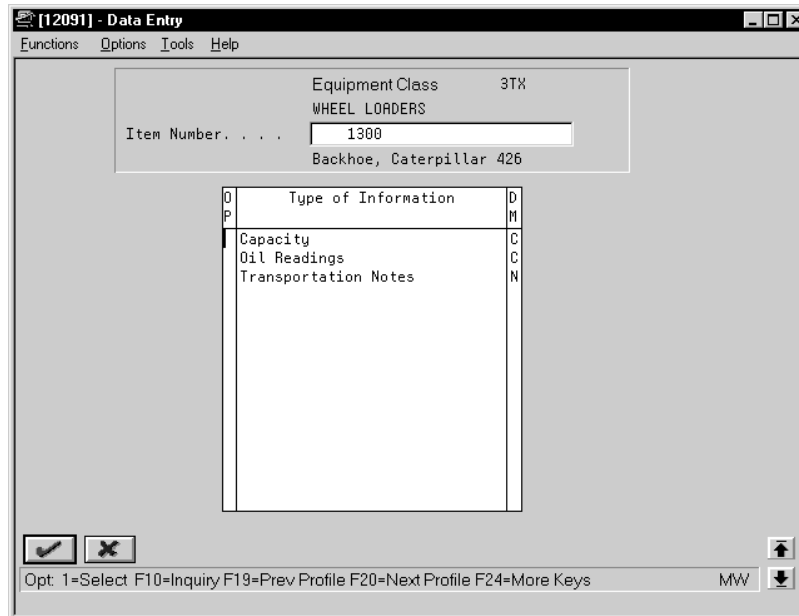
- Set up data types for supplemental information. See *Defining Supplemental Data Types (P12090)*.

See Also

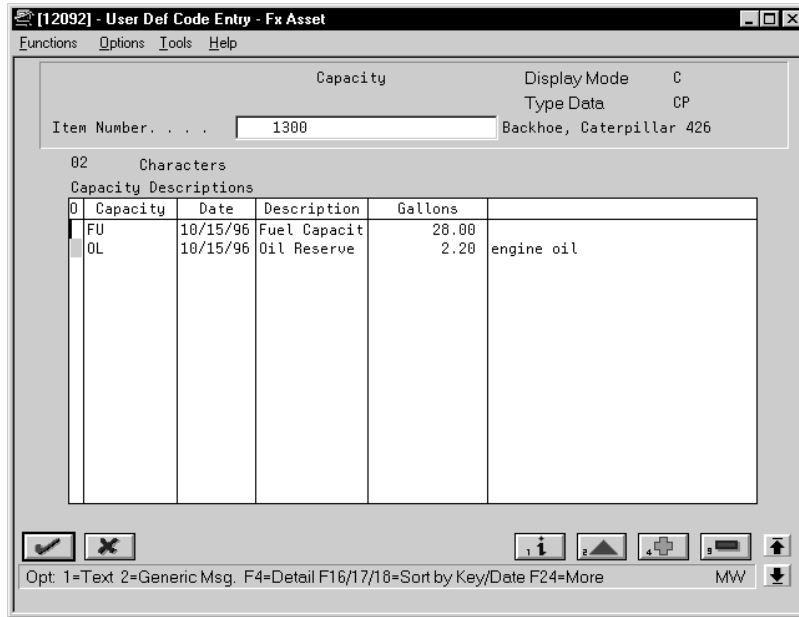
- *Setting Up Supplemental Data (P0083)* for more information about supplemental data security

▶ 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. Choose one or more types of information.



3. On User Defined Code Entry — Fixed Assets, complete the appropriate fields.
4. Choose the Text option to enter text for a specific line of code (C and M display formats only).
5. Choose Generic Message (M display mode only) to review or change the standard message, for example, *Standard Procedures*.

What You Should Know About

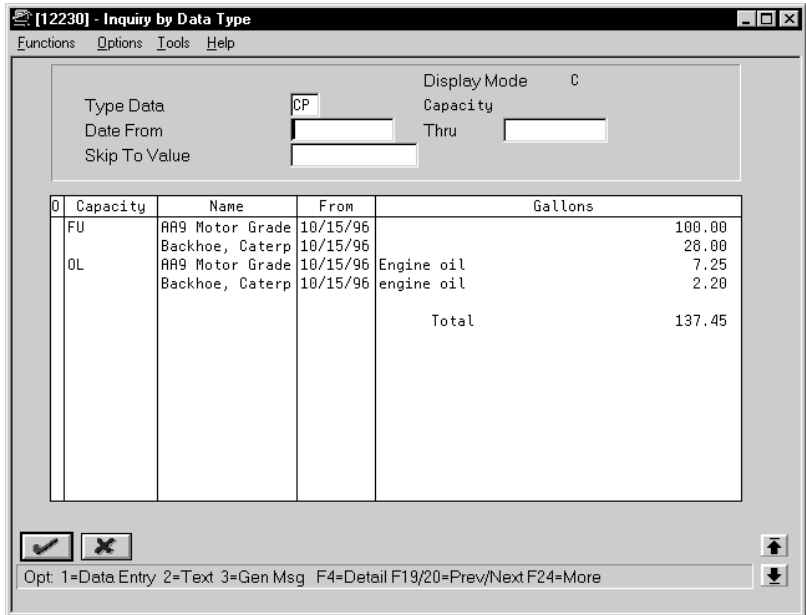
Entering additional text You can use the Text option to enter additional information for equipment in text format, including supplemental data forms that you have defined as columnar.

Choosing Specification Sheets If you choose Specification Sheets (SP) from Data Entry, the system displays the Specification Data Entry form.

See *Entering Specification Information* for more information about using specification sheets.

► **To review supplemental information by data type**

On Inquiry by Data Type



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 software window titled "[12220] - Inquiry by Item". The window 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

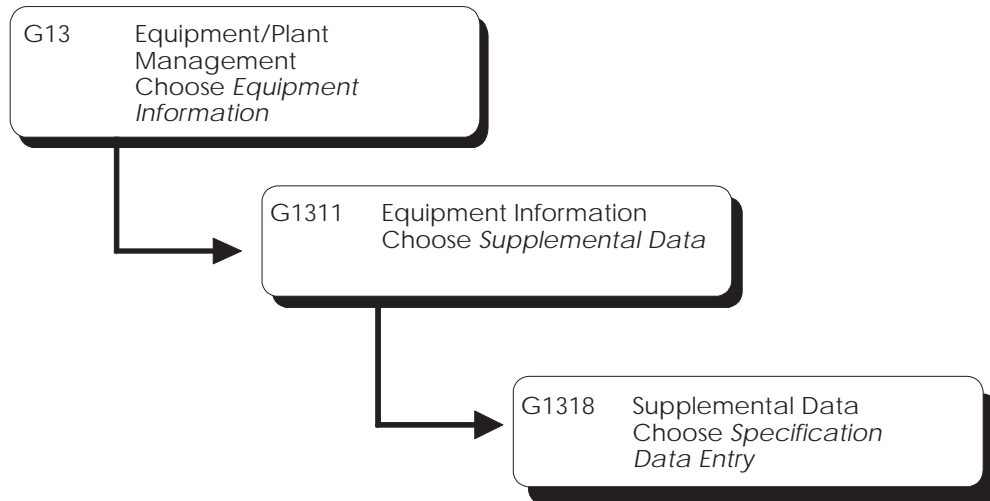
Capacity	Date	Description	Gallons
FU	10/15/96	Fuel Capacity	28.00
OL	10/15/96	Oil Reserve C	2.20 engine oil

Oil usage is variable based on load. Check oil levels in accordance to maintenance schedule.

At the bottom of the window, there are navigation buttons (checkmark, X, up/down arrows) and a label "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

Entering Specification Information



You can use specification data to enter static information for each piece of equipment. For example, you might set up specification data to record and report on the information from the equipment's nameplate and the manufacturer's 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 can define the specification data that 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 or a specific table.

Before You Begin

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

▶ To enter specification information

On Specification Data Entry

The screenshot shows a window titled "[1216] - Specification Data Entry" with a menu bar containing "Functions", "Tools", and "Help". The window contains a form with the following fields and values:

Item Number . . .	11236	Motor, 500hp GE
Major Equipment	01	Motors (M)

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		

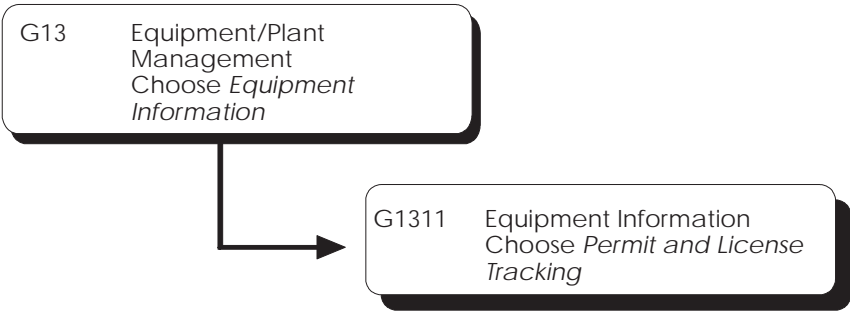
At the bottom of the window, there is a toolbar with icons for navigation and a legend: F5=Update w/Redisplay F19=Previous Key F20=Next Key F24=More Keys MW

1. Complete the following field:
 - Equipment Number
2. Complete all appropriate fields.

The fields that appear on this form vary, depending on the data fields that you set up on Specification Cross Reference.

3. Complete the following field if more than 16 specification fields appear on the form:
 - Page Number
4. Complete any data entry fields you want to apply to the equipment that appear on subsequent pages.

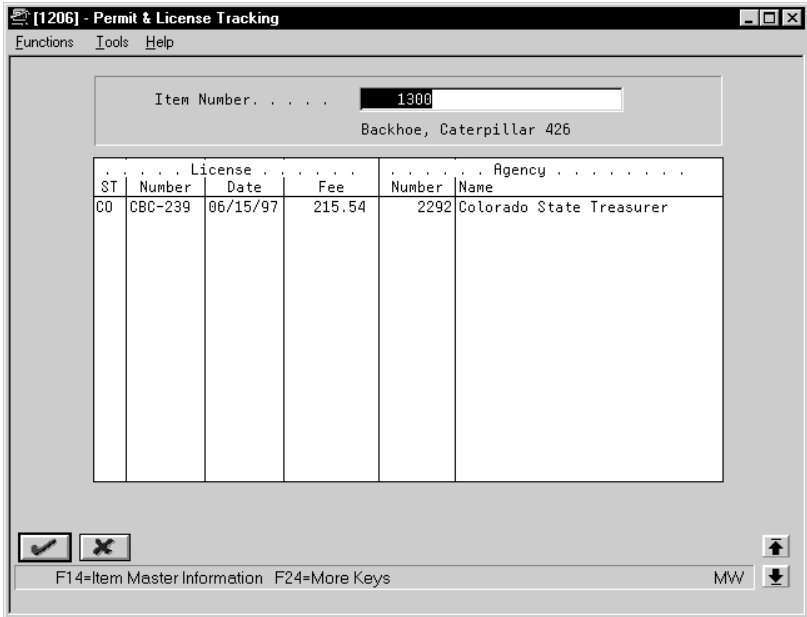
Entering Permit and License Information



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

▶ To enter permit and license information

On Permit & License Tracking



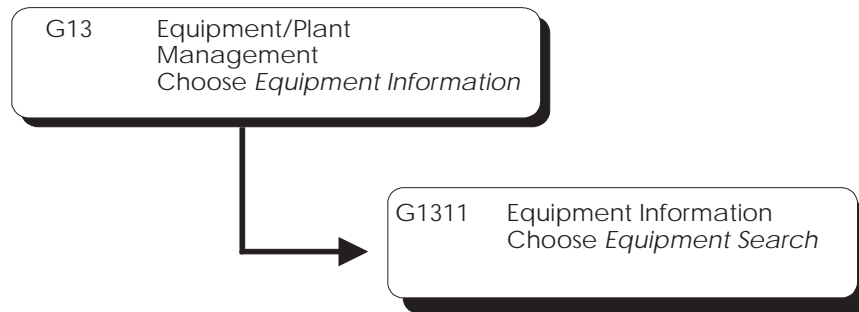
1. Complete the following fields:
 - Equipment Number
 - State

Equipment/Plant Maintenance

- License Number
 - Date
 - Agency Number
2. Complete the following optional field:
- Fee

Field	Explanation
Licensing Agency	Identifies the agency responsible for issuing this license. This is an address book number, which allows for a telephone number and address information.

Search for Equipment Information



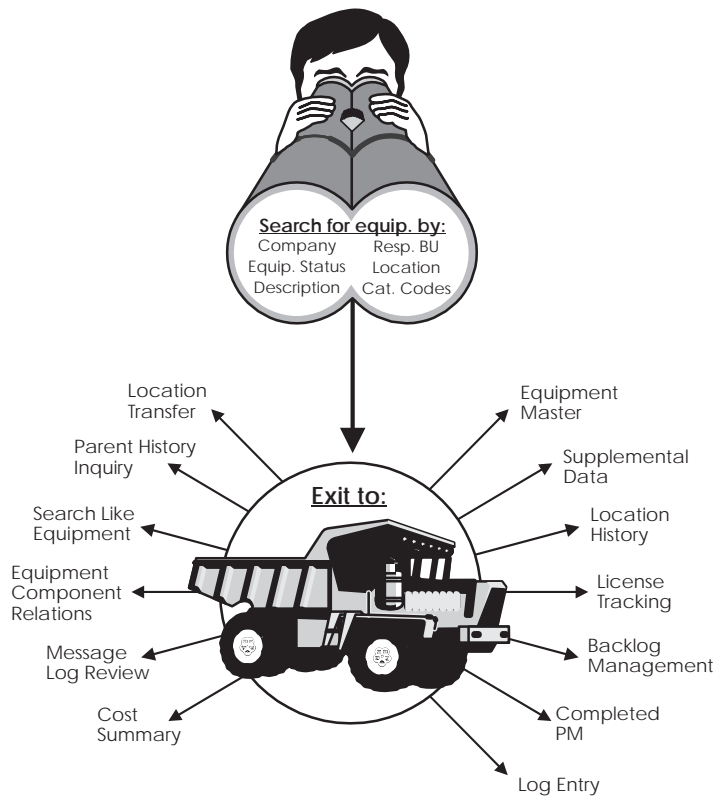
Searching for Equipment Information

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

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 Completed PM program directly from Equipment Search, without returning to the Equipment/Plant Maintenance menu.

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

- Updating equipment master information
- Reviewing location information
- Entering equipment messages
- Reviewing component relationships
- Accessing cost summary information
- Creating location tracking information
- Revising supplemental data
- Reviewing parent/component history information



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*.

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	

What You Should Know About

Alternate formats

Use the function keys to toggle the information that displays on Equipment Search without having to access the detail portion of the form. For example, one format displays the equipment number, equipment description, and job number. To view the Remark field, you must choose Full Detail. The other format displays the equipment description and Remark field, but you must choose Full Detail to view the equipment number.

Query search mode

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

Parent/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 descriptions in your preferred language 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. The more fields you complete on the search form, the closer you narrow your search to a specific piece of equipment.

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

► To search for equipment by field

On Equipment Search

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

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

Field	Explanation
Equipment Status	A user defined code (system 12, type ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.

Field	Explanation
Inventory Item Number	<p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i></p> <p>This is a number assigned in the Inventory Management system that identifies equipment repair parts, parts lists, and routings that relate to this asset or piece of equipment. For example, the number could identify a replacement part for which inventory is maintained. This number could also identify the parts list and routing used to maintain this piece of equipment. This number is informational only and is edited against the Inventory Master.</p>

What You Should Know About

- Using category codes and equipment status** If you do not want the system to limit the search by category code or status, you must enter an asterisk (*) in the Category Code fields or the equipment status field. For example, if you enter an asterisk in the Category Code field for Major Equipment Class, the system searches for equipment from all major equipment classes that also meets the other search criteria that you specify.
- Searching for equipment by parts list** You can narrow your search to pieces of equipment that use the same parts list by entering the number of the parts list in the Inventory Number field.

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 Asset Master and Supplemental database. The system retrieves all equipment that include a word that begins with CAT in the Description fields, or the 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 to regular search mode.

Field	Explanation
AFE Number	Authorization for Expenditure unit number. This number is used for informational purposes only.

What You Should Know About

Query searches using supplemental data

If you want to perform query searches based on information in the supplemental data database, you must indicate so when you define the supplemental data types.

See [Setting Up Supplemental Data](#).

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

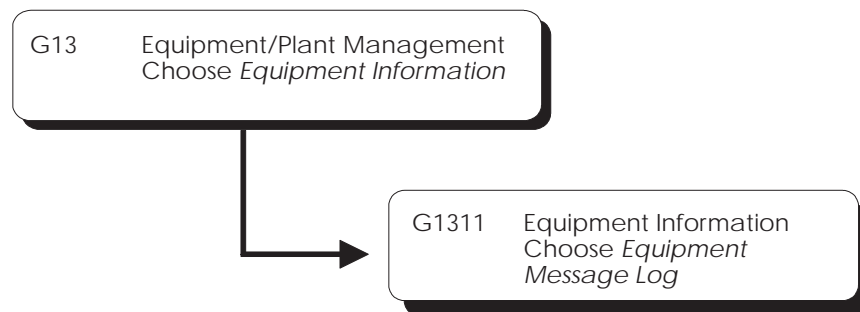
You can use message logs to enter short text messages that pertain to a piece of equipment. You can also set up tickler dates or units on which you want to receive a reminder message for the equipment.

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.

Working with the equipment message log includes the following tasks:

- Entering an equipment message
- Reviewing equipment messages

Entering an Equipment Message



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

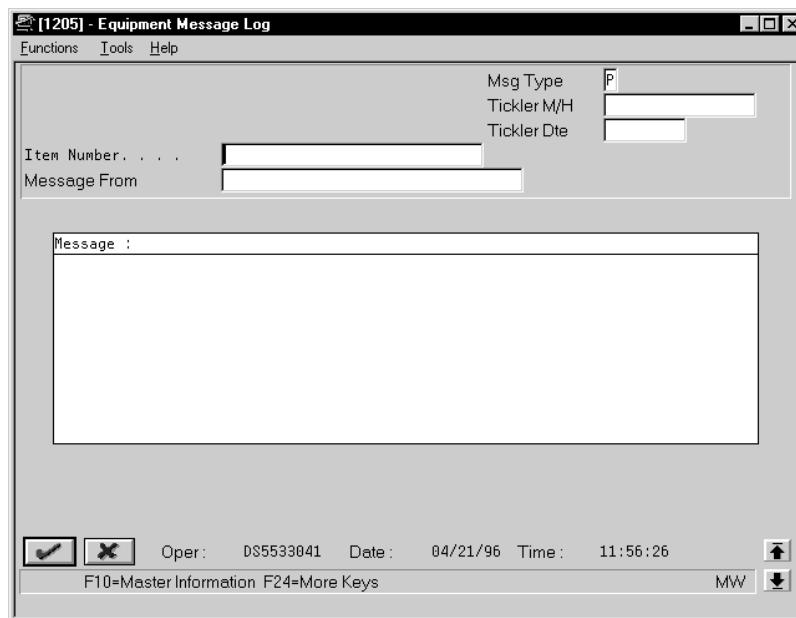
You can enter equipment messages only from this form. To display messages, use Equipment Search. To print messages, you must run the Maintenance Log.

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

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

► To enter an equipment message

On Equipment Message Log



The screenshot shows a window titled "[1205] - Equipment Message Log" with a menu bar containing "Functions", "Tools", and "Help". The window contains several input fields: "Item Number" (with a dotted line), "Message From", "Msg Type" (containing the letter 'P'), "Tickler M/H", and "Tickler Dte". Below these fields is a large text area labeled "Message :". At the bottom of the window, there is a status bar with a checkmark icon, an 'X' icon, and the text "Oper: DS5533041 Date: 04/21/96 Time: 11:56:26". Below the status bar, it says "F10=Master Information F24=More Keys" and "MW" with a down arrow icon.

1. Complete the following fields:
 - Equipment Number
 - Message From
2. Type a message in the following field:
 - 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.
Tickler Date	The date that you want to receive a reminder message about an asset. 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.

What You Should Know About

Message types

You can set up various message types to classify your messages.

See *Setting Up User Defined Codes*.

Using tickler miles or hours

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

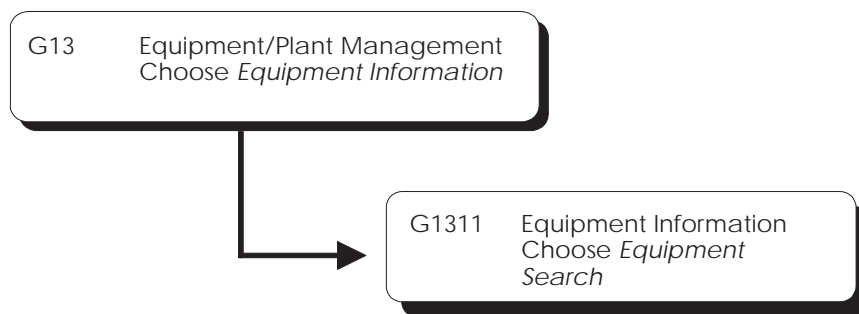
See *Updating Equipment Information* for more information about updating the message log.

Processing Options for Equipment Message Log

MESSAGE TYPE SELECTION:

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

Reviewing Equipment Messages

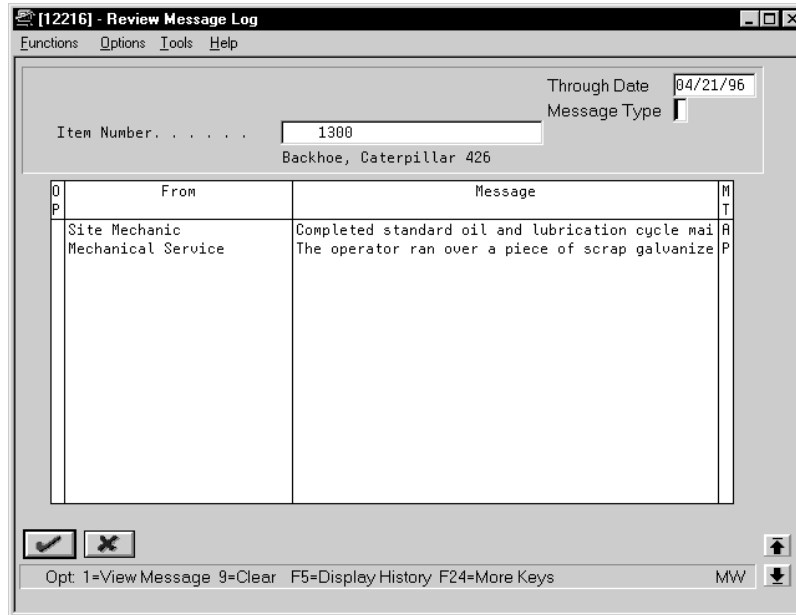


You should review messages to ensure that you have the most current information about a piece of equipment. If a message exists for a piece of equipment, the system highlights the Equipment Number and Description fields on the Equipment Search form.

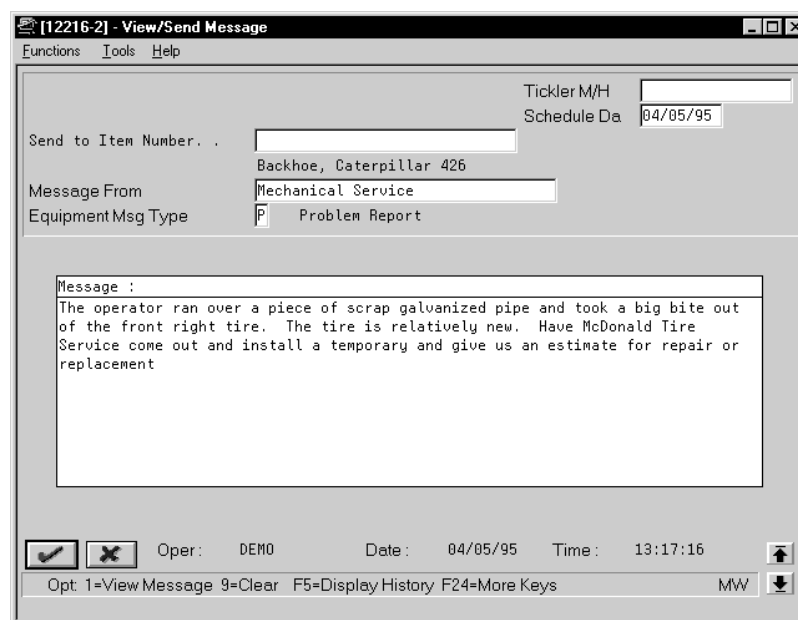
► **To view equipment messages**

On Equipment Search

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.



3. On Review Message Log, choose View Message for a line item.

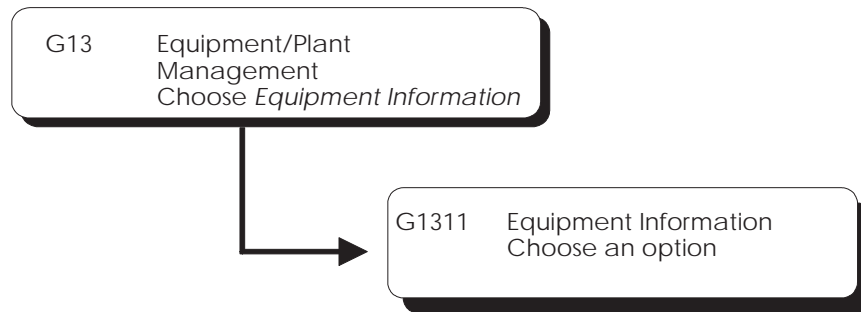


Field	Explanation
Equipment Status	A user defined code (system 12, type ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.

See Also

- *Searching for Equipment Information (P1204)*

Review Parent and Component Information



Reviewing Parent and Component Information

After you establish parent and component relationships in the equipment master, you can review all the components for a specific piece of equipment. Review parent and component relationships so you can:

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

Reviewing parent/component information includes the following tasks:

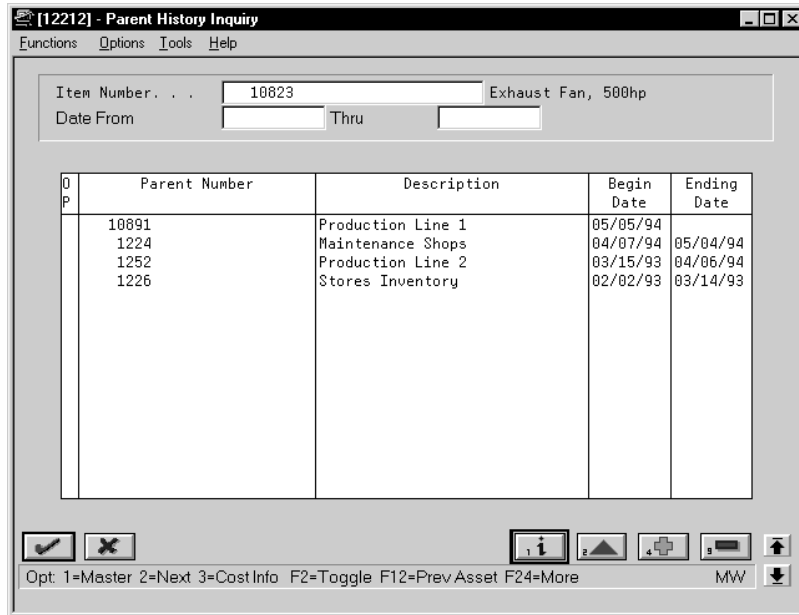
- Reviewing parent and component history
- Reviewing current equipment components

Reviewing Parent and Component History

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

► **To review parent and component history**

On Parent History Inquiry



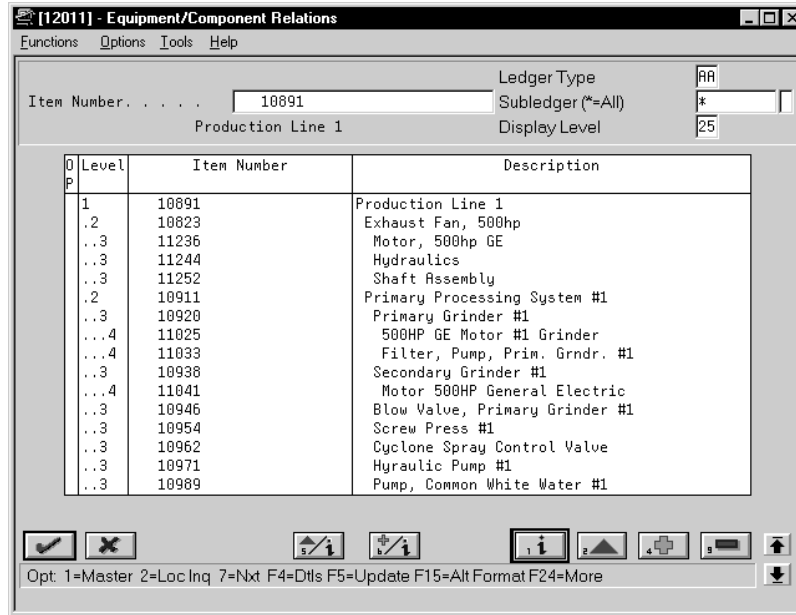
1. Complete the following field:
 - Equipment Number
2. Choose Toggle to alternately display component history.

Reviewing Current Equipment Components

You can use Equipment/Component Relations to display up to 25 levels of component information for a selected piece of equipment. This is particularly useful if you need to review component information for complex equipment assemblies, such as a production line. After you locate a component, you can display its immediate parent or display its components.

► **To review current equipment components**

On Equipment/Component Relations



1. Complete the following field:
 - Equipment Number
2. Complete the following optional field to limit the level of components displayed:
 - Display Level
3. Choose the appropriate options to access the component information that you need.

Field	Explanation
Display Level	<p>A number that identifies the number of levels of components you want to view. For example, if you specify level 3, you can view the following:</p> <ul style="list-style-type: none"> Level 1 — The parent asset Level 2 — Any children associated with the Level 1 parent Level 3 — Any children associated with a Level 2 parent <p>You can view up to 25 levels of components.</p>

What You Should Know About

Displaying parent information

Choose Display Parent to display a component's immediate parent.

Displaying the next component level

Choose 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.

Changing parent and component relationships

You can make changes to equipment parent and component relationships by changing the parent number for a piece of equipment on the equipment master.

Processing Options for Equipment/Component Relations

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 B*.



Equipment Information Tracking

Objectives

- To enter and revise location transactions for equipment
- To track costs at the business or shop level
- To track costs at the equipment level

About Equipment Information Tracking

Use Equipment Information Tracking to control equipment movement and review equipment costs. For example, you can use various location programs to:

- Record equipment relocations from one job or business unit to another
- Create location transactions for single pieces of equipment or groups of equipment
- Relocate equipment with a quantity greater than one from a single location to multiple locations
- Relocate equipment from multiple locations to a single location to consolidate multiple tracking records
- Review historical, current and planned location tracking information
- Record equipment relocations out of sequence
- Add text to equipment location transactions

You can also record simple relocations for single pieces of equipment or more complex relocations for multiple pieces of equipment.

You can assign equipment to multiple current locations or relocate equipment from multiple current locations to one location. You can also record equipment relocations out of sequence. For example, you can use the system's planning capability to record the relocation of equipment from a location where it does not currently reside.

When you enter relocation information for a parent piece of equipment, the system automatically transfers all components that are at the same location to the new location.



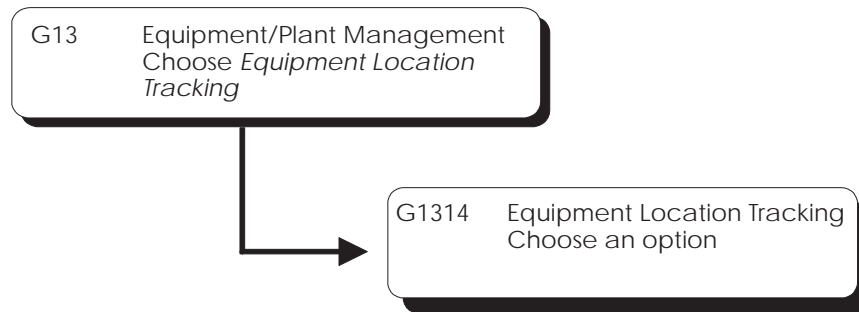
You can use cost tracking programs to:

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

Equipment information tracking includes the following tasks:

- Tracking equipment location
- Reviewing maintenance costs

Track Equipment Location



Tracking Equipment Location

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

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

- Record equipment relocations from one job or business unit to another
- Create location transactions for single pieces of equipment or groups of equipment
- Relocate equipment from multiple locations to a single location to consolidate multiple tracking records
- Review historical, current and planned location tracking information
- Record equipment relocations out of sequence
- Associate text with equipment location transactions

Tracking equipment location includes the following tasks:

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

Entering Location Information

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

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

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

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 current 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 useful when you need to relocate several pieces of equipment from one location to another location.

Entering location information consists of the following:

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

► **To enter location information without inquiry**

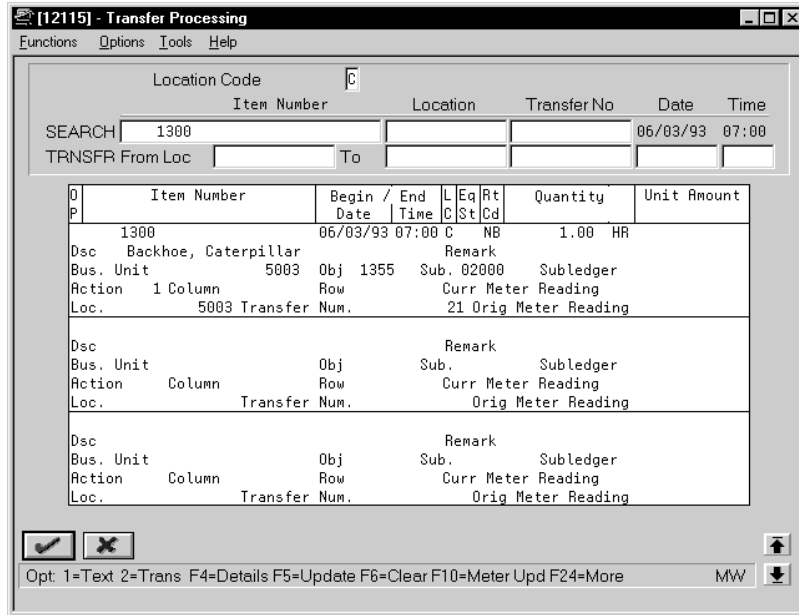
On Transfer Processing

The screenshot shows a window titled "[12115] - Transfer Processing" with a menu bar (Functions, Options, Tools, Help). Below the menu is a search area with fields for Location Code (C), Item Number (1300), Location, Transfer No, Date (06/03/93), and Time (07:00). There are also fields for "TRNSFR From Loc" and "To". Below this is a table with the following data:

Item Number	Begin Date	End Time	L C	Eq St	Rt Cd	Quantity	Unit	Amount
1300	06/03/93	07:00	C		NB	1.00	HR	

At the bottom of the window, there are navigation buttons (OK, Cancel) and a status bar with the text: "Opt: 1=Text 2=Trans F4=Details F5=Update F6=Clear F10=Meter Upd F24=More MW".

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



4. Complete the following optional fields:

- Remark
- Current Meter Reading
- Column
- Row

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>

Field	Explanation
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>
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>
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>
Meter Current Reading	<p>The current meter reading of the piece of equipment. This field is informational only.</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 that you want to review:
 - Location Code
3. Complete the following fields to indicate the transfer of 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:
 - Begin Date
 - Begin Time
 - Location Code
 - Equipment Status
 - Quantity
7. Choose Details to enter additional location information.
8. Complete the following optional fields:
 - Current Meter Reading
 - Original Meter Reading
 - Column
 - Row

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 that you enter with a date after the system date must have a location code of Planned (P).

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.

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:

- 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 the equipment master 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.

Consolidating equipment to one location

The system automatically consolidates multiple current 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 will create one current location for the equipment.

Relocating partial quantities

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

Entering location information out of sequence

You enter location information out of sequence when you record the relocation of equipment from a location where it does not currently reside. The system issues a warning message. If you do not change the From Location field, the system sorts out the location records by date and determines whether to create a new location tracking line or update an existing location record.

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 indicate a duration of zero because you have not indicated with the truck was relocated from the Yard to job site B.

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

Parent and component relationships

When you enter location information for 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.

Entering and revising billing information

You can use Transfer Processing to enter or revise equipment billing information. For example, when you enter new location information, you can also revise the billing rate code or reassign equipment to a different job for billing purposes.

See *Entering Location Information* in the *Equipment Billing Guide* for more information.

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. _____

Reviewing Location Information

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

Before You Begin

- Verify that the equipment master includes a beginning location and start date. See *Entering Location Information* for 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 []

OP	Begin Date	Ending Date	Location	Description	Quantity	Eq St	L C
	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 find 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 more information about a particular equipment location.

Sequence (A/D) **D**

Location Code *****

Item Number. 1300 Backhoe, Caterpillar 426

Location

Transfer Number

Date From To Date

D	Begin Date	Ending Date	Location	Description	Quantity	Eq L St C
0	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.

Location messages

If there is a text message associated with a particular location, the system highlights the Option field next to that location. Choose Text to review the message.

See *Revising Location Information* for more information about entering text messages.

Revising Location Information

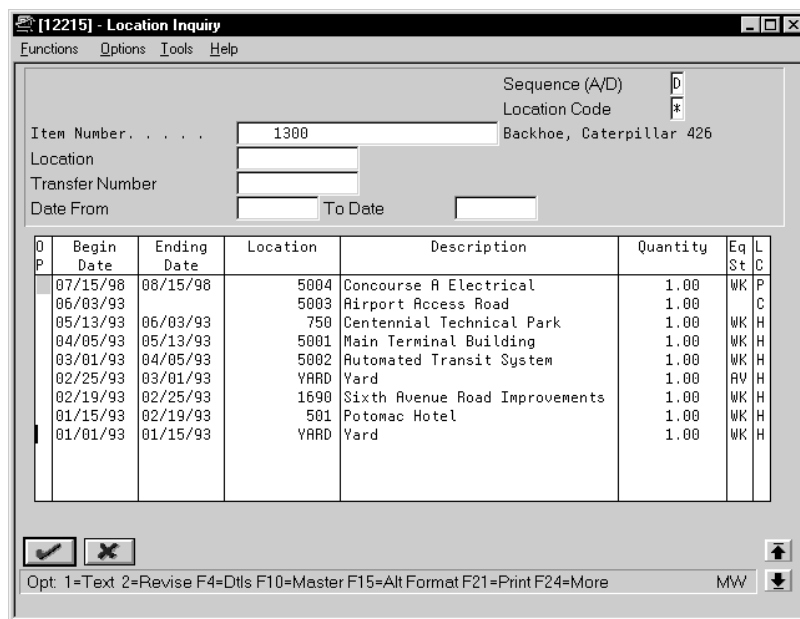
You can make revisions to individual equipment locations. For example, you can change the status of the equipment, meter reading information, or transfer number. You can also enter text messages for specific locations. For example, you might want to note specific instructions or explanations for a location. 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



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

- 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) Oriq 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 information:

- 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
- Object
- Subsidiary
- Subledger
- Subledger Type
- Billing Amount

You can revise the above fields only if you have not yet billed the equipment to the job.

5. Select Text to enter tracking text for the location.

Text	P
Required at Concourse A with extra bucket	P

6. On Location Tracking Text, enter a message.

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 an explanation for a transfer. When you enter a text message for equipment, the system highlights the option field next to the location on Location Inquiry.

Revising location billing information

You can revise only location billing information that has not been billed. After you bill for the use of a piece of equipment, you cannot change the following fields:

- Transfer Action
- Equipment Rate Code
- Business Unit
- Object
- Subsidiary
- Subledger
- Subledger Type
- Billing Amount

Reviewing location information on Location Revisions

You can review only one equipment location at a time on Location Revisions. To locate specific location information from the Location Revisions form, you must complete the following fields:

- Equipment Number
- Location
- Location Code
- Beginning Date

Deleting location information

Use the Location Revisions form to delete individual location information. You can delete only planned and current locations.

When you delete current location information, the system changes the most recent historical location back to the current location.

You can also delete current location information for a piece of equipment, such as scaffolding, that might have more than one current location. The system deletes all the current locations with the same date and makes the prior equipment locations current.

Changing the location ending date and time

You can change only the ending dates and ending times for current and planned locations.

Informational fields

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

- Quantity

The system displays the following additional fields if the equipment has been billed:

- Rate Table
- Rate Group

Processing Options for Location Revisions

OPTIONAL EDIT:

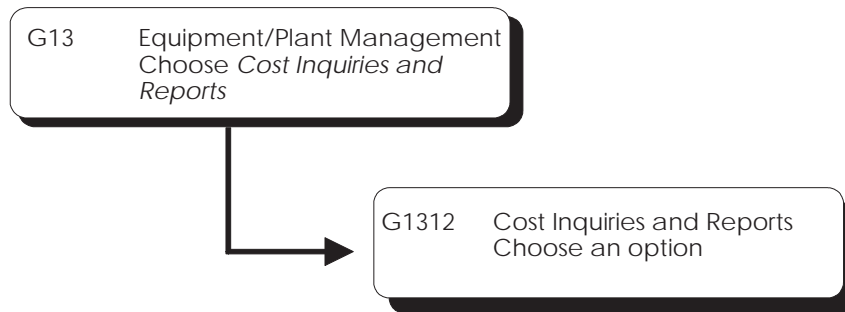
1. Enter a '1' to allow modifications to future records only. Enter a '2' to allow modifications to current records only. Leave blank (default) to allow modifications to all records (history, current, and future).



Exercises

See the exercises for this chapter.

Review Maintenance Costs



Reviewing Maintenance Costs

To help manage costs within your maintenance organization, 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
- Review detailed or summarized account balance information
- Display equipment account balances in currency amounts or in units and per unit costs
- Review maintenance costs by shop or job
- Review maintenance costs by cost account or repair code

See Also

- *Posting G/L Journal Entries to Equipment* for more information about how costs and expenses are assigned to equipment

Understanding Cost Accounts and Repair Codes

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

Costs by cost account

A cost account is an object account that typically represents a type of cost. Examples of cost accounts include:

- Labor
- Parts
- Materials

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

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 particular cost account. Examples of repair codes include:

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

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

Reviewing maintenance costs includes the following tasks:

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

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:

- 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

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

Equipment costs by cost account Cost accounts, or object accounts, each represent a type of cost. When you review costs by cost accounts, you get a financial perspective of business costs. For example, you can set up individual cost accounts for labor, parts, material, and so on. When you view equipment costs by cost account, you see the totals of each type of cost.

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

Equipment costs by repair code Repair codes, or subsidiaries, represent a subdivision of cost accounts. You can use repair codes to keep detailed records of the accounting activity for a particular cost account. When you review costs by repair code, you get a managerial perspective of business costs. For example, you might have a cost account for labor. You can set up repair codes to track labor costs for different types of repairs, such as preventive maintenance repairs, emergency repairs, electrical repairs, mechanical repairs and so on, within the labor cost account.

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
- Object accounts, such as labor, parts, or materials specific to a particular repair code

Reviewing equipment costs consists of the following:

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

▶ **To review equipment costs by cost account**

On Cost Summary by Cost Account

Op	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-

1. Complete the following field:
 - Equipment Number
2. Complete the following optional fields to specify the costs that 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
 Skip to Account: Backhoe, Caterpillar 426
 From Date/Period: []
 Through Date/Period: 06/30/98
 Ledger Type: AA
 Detail/Summary (D/S/O): D
 Units/Unit Cost (Y/A/B): N
 Subledger/Type(*=All): *

OP	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 MW

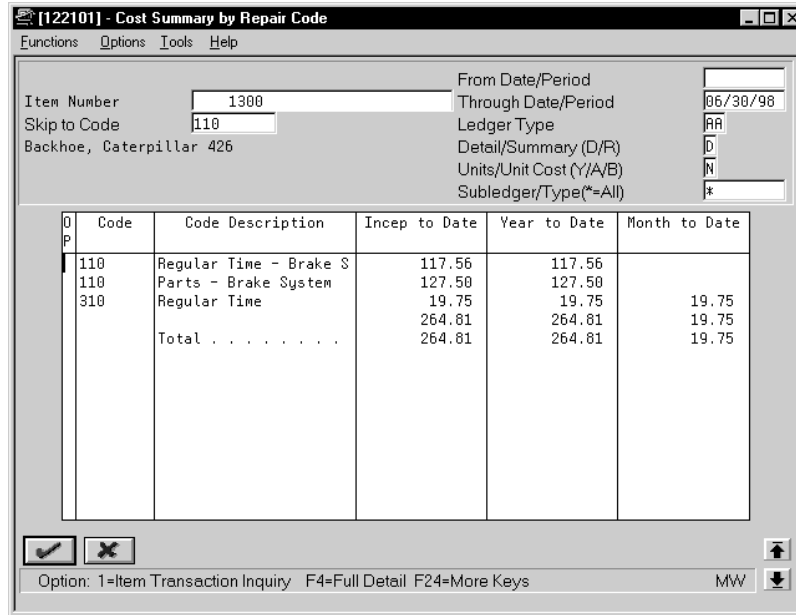
- Choose Item Transaction Inquiry to review the posted transactions for an individual account balance.

Field	Explanation
Ledger Type	<p>The user defined ledger type code (list 09, type LT) that identifies the account ledger, or book, for the asset. You can maintain as many sets of depreciation books (ledger types) for an asset as you need so you can depreciate an asset in different ways for different purposes. For example, an asset might have a three-year life for tax purposes, but a five-year life for financial statement purposes. Each set of books can have different depreciation methods and depreciation values.</p> <p>..... <i>Form-specific information</i></p> <p>The default for this field is the AA (Actual Amounts) ledger.</p>

Field	Explanation
Detail/Summary	<p>A code that determines how account information will be displayed on the form.</p> <p>On Cost Summary by Cost Account, you can enter the following valid values:</p> <ul style="list-style-type: none">D No summarization.O Summarize at the object account level.S Display totals at the subtotal level. You define the subtotal level when you set up the AT range of accounts in the AAs. <p>On Cost Summary by Repair Code, you can enter the following valid values:</p> <ul style="list-style-type: none">D No summarization.R Display totals at the repair code (subsidiary) level.
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>

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

On Cost Summary by Repair Code



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

What You Should Know About

Reviewing costs by specific repair code

Use the Skip to Code field to review account information on Cost Summary by Repair Code by 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. _____

Reviewing Shop Costs by Cost Account

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

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

 **To review shop costs by cost account**

On By Cost Account

[092121] - By Cost Account

Functions Options Tools Help

Account: M38.8482

Level of Detail: 9
Scaling Factor:
Cum/Period(C/P): C
Subledger: *
Currency: *

Date: 06/30/96 LT: BA USD Date: 06/30/96 LT: AA USD

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

Opt: 1/2=Acct Ledger F2=Alt Format F13/F14/F15=Trial Balance F24=More MW

1. Complete the following field:
 - Account
2. Complete any of the following fields to limit the information that displays:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period
 - Subledger/Type
3. Complete the following optional fields to override the default values and specify different types of information that you want to review for an account:
 - Date
 - Ledger Type

Field	Explanation
Scaling Factor	<p>A code that controls how amounts are to be truncated, that is, whether amounts are expressed in 100s, 1000s, and so on. Valid codes are:</p> <p>blank No scaling and do not round decimals (Default) (987,654,321.91)</p> <p>0 No scaling, but round decimals (987,654,322)</p> <p>1 Divide by 10 and round decimals (98,765,432)</p> <p>2 Divide by 100 and round decimals (9,876,543)</p> <p>3 Divide by 1000 and round decimals (987,654)</p> <p>4 Divide by 10,000 and round decimals (98,765)</p> <p>5 Divide by 100,000 and round decimals (9,877)</p> <p>6 Divide by 1,000,000 and round decimals (988)</p> <p>NOTE: The number in parentheses shows how the number 987,654,321.91 would be displayed using the scaling factor. Total fields show actual amounts that are divided and decimals rounded to the nearest whole number using the 5/4 rounding rule.</p>

What You Should Know About

Alternate display formats

In addition to a two-column format that displays period and cumulative amounts for specific ledger types, you can specify a three-column or four-column format. The three-column format includes period or cumulative amounts for the ledger types that you specify, and a derivative of those amounts. The four-column format lists both cumulative and period amounts for each ledger type that you specify.

Processing Options for Shop Cost 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. _____

Reviewing Shop Costs by Repair Code

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

► **To review shop costs by repair code**

On By Repair Code

The screenshot shows a software window titled "[512000] - By Repair Code". The window contains a form with various input fields and a data table. The form includes fields for "Chicago Plant Maint.", "Job Number" (M38), "Thru Date/Period" (06/30/98), "Subledger" (*), "Display From" (00000000), and "Thru" (89999999). Below the form are tabs for "Data", "BUDG", "AA", and "VAR". The "Data" tab is active, displaying a table with the following data:

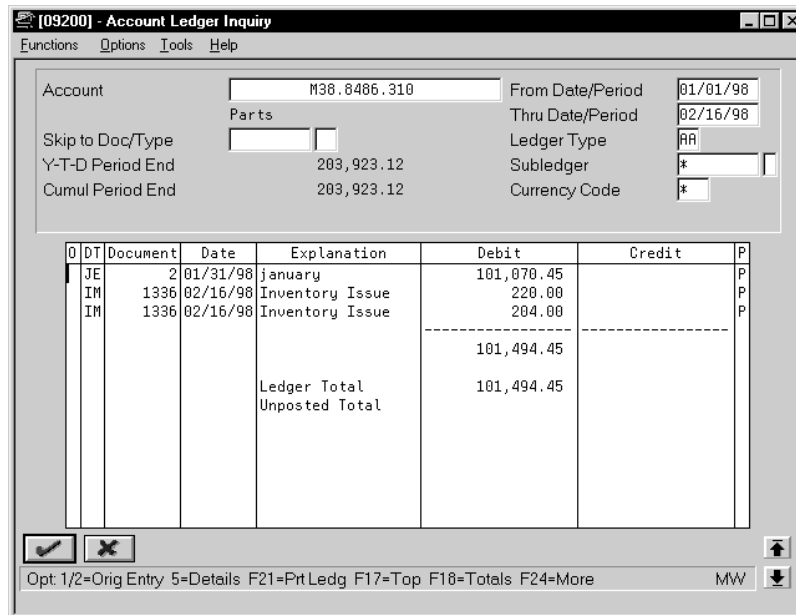
Account Description	Budget Amount	Actual Amount	Variance Amount	
Mechanical				D
Labor				D
Regular Time		898,853	898,853	D
Overtime		12,514	12,514	D
Labor		911,367	911,367	T
Parts		603,014	603,014	D
Outside Services		149,774	149,774	D
Mechanical	1,664,156	1,664,156		T
Electrical				D
Labor				D
Regular Time		151,600	151,600	D
Overtime		6,209	6,209	D
Labor		157,808	157,808	T

1. Complete the following field:

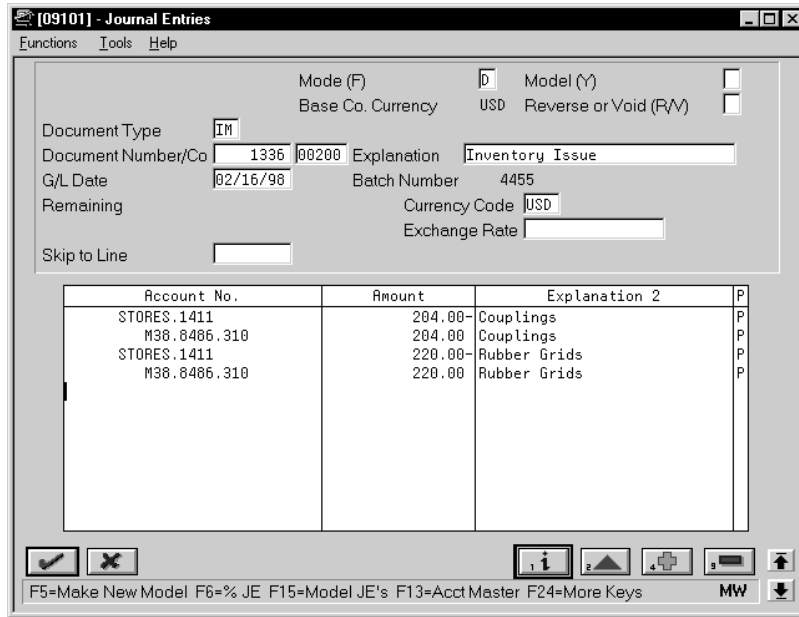
- Job Number

2. Complete any of the following fields to limit the information that displays:
 - Thru Date/Period
 - Subledger
 - Subledger Type
 - From/Thru Cost Code
 - From/Thru Type
 - From/Thru Category Code
 - Level of Detail
 - Sequence
 - Activity
 - Period/Cumulative/Inception-to-Date
 - Project
 - Days

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



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



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	The cost type of the first account in the range of accounts you want displayed.
Skip To Category Code	The category code of the first account you want displayed.
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>

Field	Explanation
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>
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>
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.

What You Should Know About

User defined columns and alternative formats

You can set up different formats for the By Repair Code form that meet your specific business needs. You can also change the format of the form interactively. As long as the search criteria that you enter in the header portion of the form remains the same, the system searches only once on the related tables and ledgers. If you change one or more columns, or toggle to a new format, the system automatically recalculates the information to satisfy the different columns.

See Also

- *Defining Inquiry Columns (P51921)* for more information about setting up the user-defined columns that you can use when reviewing shop costs

Processing Options for Shop Cost 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". _____

Test Yourself: Equipment Information 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 to transfer a piece of equipment.

5. 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.

6. 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 B*.



Process G/L to Equipment

Objectives

- To understand how costs and expenses are incorporated into Equipment/Plant Maintenance
- 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 Journal Entries 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 range of accounts that you set up in the automatic accounting instructions (AAIs). Accounts that fall within the FX range of the AAIs include:

- Maintenance expense accounts
- Operating expense accounts
- Statistical accounts
- Equipment revenue accounts

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

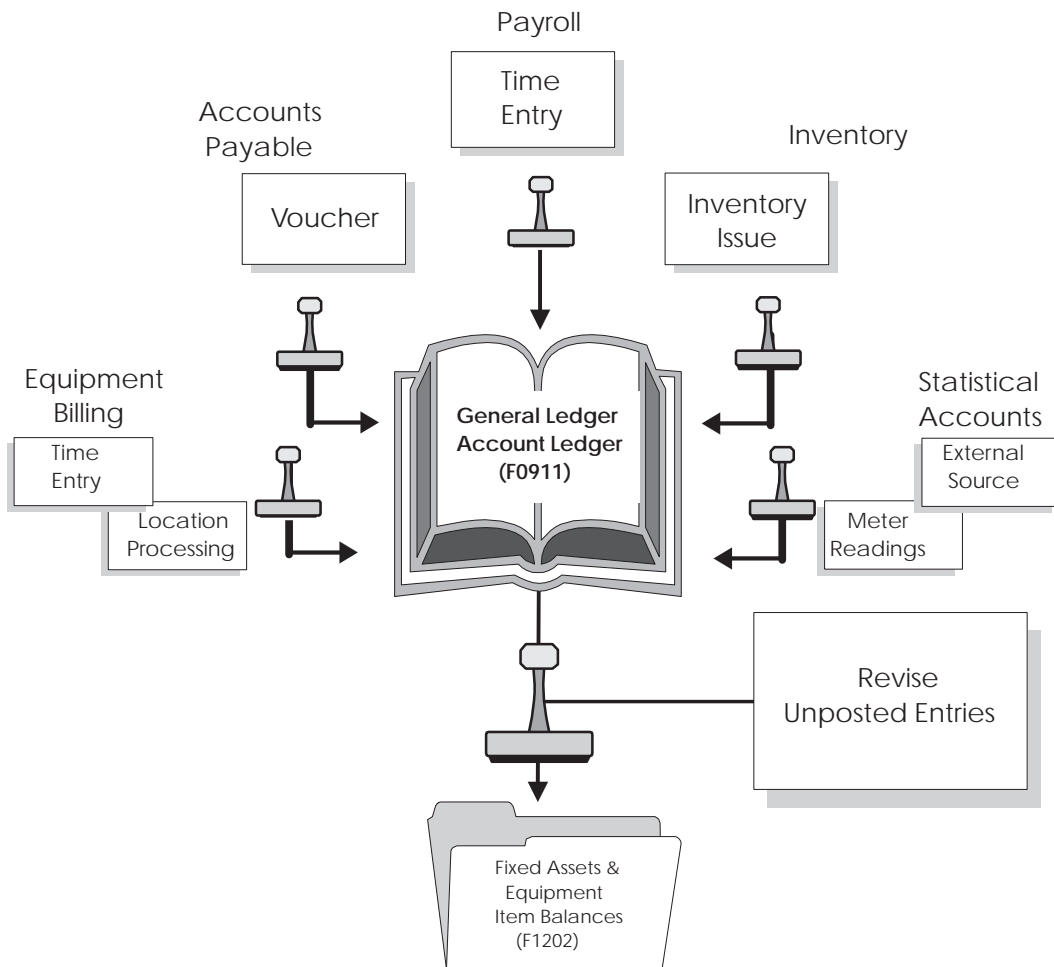


Before posting journal entries to equipment, the system verifies that each entry includes the following:

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

When you post journal entries to equipment, the system updates the Item Balances table and marks each transaction as posted.

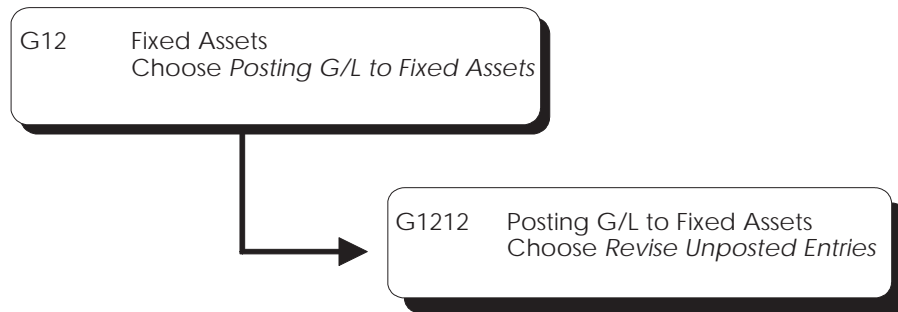
The following graphic shows the type of journal entries that affect equipment costs, and how those entries are assigned to equipment:



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 have been posted to the general ledger but not 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 prevent any transactions that are within the fixed asset (FX) range of AAIs from posting to equipment. For example, you might want to prevent transactions that you record to make corrections to the general ledger from posting to equipment.

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

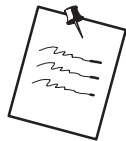
- Revising unposted journal entries
- Splitting unposted journal entries
- Printing the Journal Entries report

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

[12102] - Revise Unposted Entries

Functions Options Tools Help

Company Number

F/A Pass Code

F/A Hold Code (* = All)

Ledger Type

Account Number

Business Unit and/or Object Account

Batch No/Type Document No/Ty/Co

0	Item Number	Explanation	Ty	Document Number	G/L Date	Amount	H	P
P			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		

Opt: 1=Master Info 2=Post 3=Split J.E. 4=Orig Entry F6=Global Updt F24=More MW

▶ To revise 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 Post to post individual journal entries immediately to equipment.
 3. Complete the following field to change or add a transaction description:
 - Explanation
 4. Complete the following field to change the hold code for a transaction:
 - Hold Code
 5. Complete the following field to prevent a transaction from posting:
 - Pass Code
 6. Leave the following field blank to automatically create a new equipment master when you run Post G/L Entries to equipment:
 - Equipment Number
 7. Choose Master Information to create a new equipment master or review an existing equipment master.

See *Creating an Equipment Master*.

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>
G/L Posting Code – Alternate 3	<p>The Alternate G/L Posting Codes are used for transactional posting other than the normal G/L posting.</p> <p>This hold code is used in conjunction with the F/A system. Only those records with a “batch rear end” value of blank, G/L post code of P and hold code value of blank will be selected in the Post Unposted F/A Entries program.</p> <p>If there are records that have been posted to G/L, but should not be posted to F/A, you can update this hold code to any character other than X or *. The X code is reserved for F/A Time Entry. The * code is reserved for selection of all hold codes in Revise Unposted Entries (P12102).</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> <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>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>

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 is distributed to one account, but you need to capitalize each piece separately.

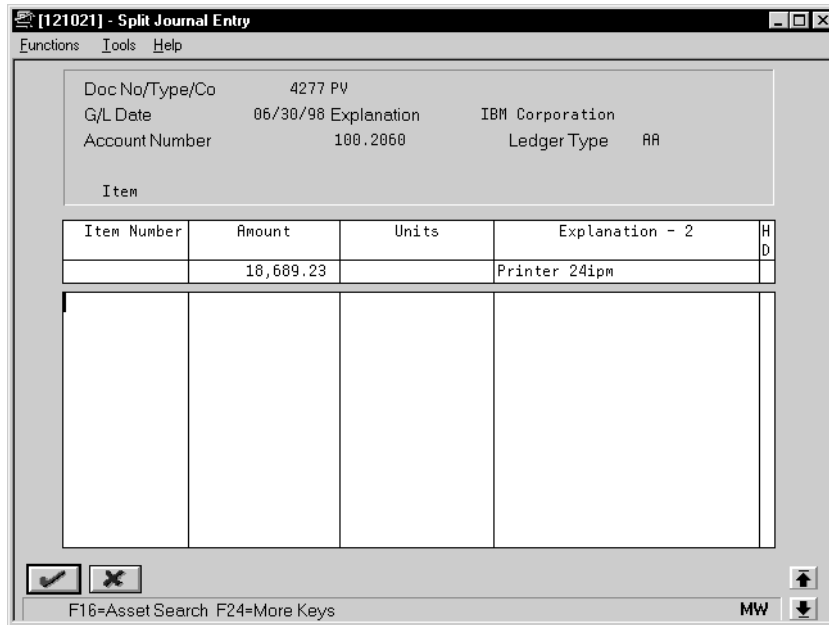
For example, an invoice for computers can be distributed in the full amount to the G/L asset account for computers. However, you might want to capitalize each computer separately in equipment. You can split the original journal entry for computers into several pieces of equipment, such as central processing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

See Also

- *Revising Unposted Journal Entries (P12102)* for the processing options for this program

Printing the 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 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 Document Ty 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

Viewing the results of an interactive post

Journal entries that you post interactively to the general ledger do not appear on the Unposted Fixed Asset Transactions report. You must view interactive post results online.

Report messages

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

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

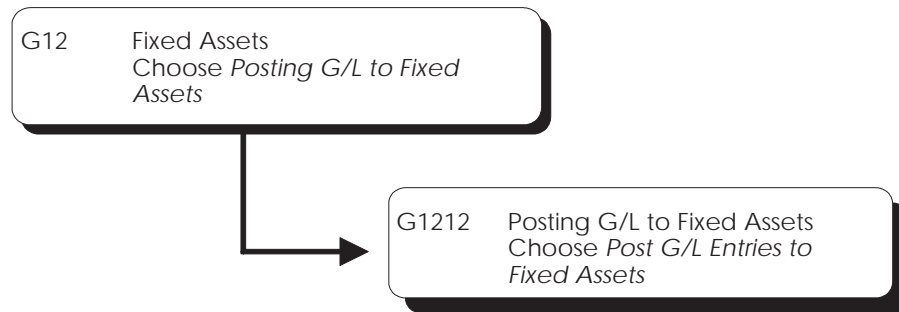
Processing Options for Unposted F/A Transactions

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 transaction records.

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 that is within the FX range you set up in the AAIs
- A fixed asset post code of blank

- A valid equipment number or an account that is within the cost account (FA) range of the AAI's
- 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.

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. _____

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.

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 record for a posted transaction. If you do not create these records for a piece of equipment before running the post program, the system automatically creates them under the following circumstances:

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

The system creates equipment masters and balance records based on the values that 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.

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

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 any piece of equipment.

See Also

- *Posting a Batch of Journal Entries (P12800)* for the processing options for this program



Exercises

See the exercises for this chapter.

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 B*.

PM Cycle



Preventive Maintenance Cycle

Objectives

- To understand the process of events in a typical preventive maintenance cycle
- To set up preventive maintenance (PM) schedules for equipment
- To update PM schedules with current equipment information
- To track completed maintenance tasks

About the Preventive Maintenance Cycle

Use Equipment/Plant Maintenance to plan, monitor, and complete routine maintenance operations. When you use Equipment/Plant Maintenance, you can minimize equipment breakdowns and unscheduled repairs.

When you use Equipment/Plant Maintenance to manage your equipment maintenance needs, you define the type and frequency of each maintenance task for each piece of equipment in your organization. The preventive maintenance cycle refers to the sequence of events that make up a maintenance task, from its definition to its completion. Since most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.

Terms and Concepts

You should be familiar with the following terms and concepts related to the preventive maintenance cycle:

Service type

You define service types to describe individual preventive maintenance tasks. You can define as many service types as you need. You can set up service types to apply to a particular piece of equipment or a class of equipment. Examples of service types include:

- 250-hour inspection
- Clutch adjustment
- Lubricate ventilation fan
- 10,000-hour engine rebuild



Preventive maintenance schedule You create one preventive maintenance schedule for each piece of equipment for which you want to perform PMs. The PM schedule defines which service types should apply to a piece of equipment. The PM schedule also defines the service interval for each service type. A service interval refers to the frequency at which the service types will be performed.

For example, you could create a PM schedule for a piece of equipment that schedules a belt inspection every 5,000 hours, and a mandatory belt replacement every 20,000 hours.

PM A PM refers to one or more service types that are scheduled to be performed for a piece of equipment. You typically specify that a PM be performed at a predefined point in time. The point in time can be based on days, date, or when a piece of equipment accumulates a predefined number of statistical units, such as hours, miles, and so on. You identify how many units have accumulated for each piece of equipment by periodically entering equipment meter readings.

PM status When the system creates a record for a PM, it assigns an initial status of 01 (Maintenance Task Defined). You define other statuses to indicate the particular steps that a PM goes through before it is completed.

When you complete a PM, the system assigns it a status of 99 (Maintenance Complete).

Although the level of complexity of the preventive maintenance cycle differs from company to company, a typical preventive maintenance cycle includes the following procedures:

- Creating PM schedules for each piece of equipment
- Scheduling PMs
- Completing PMs

Creating PM Schedules for Each Piece of Equipment

When you create a PM schedule, you include what service types the equipment requires and the intervals at which the service types must be performed.

Scheduling PMs

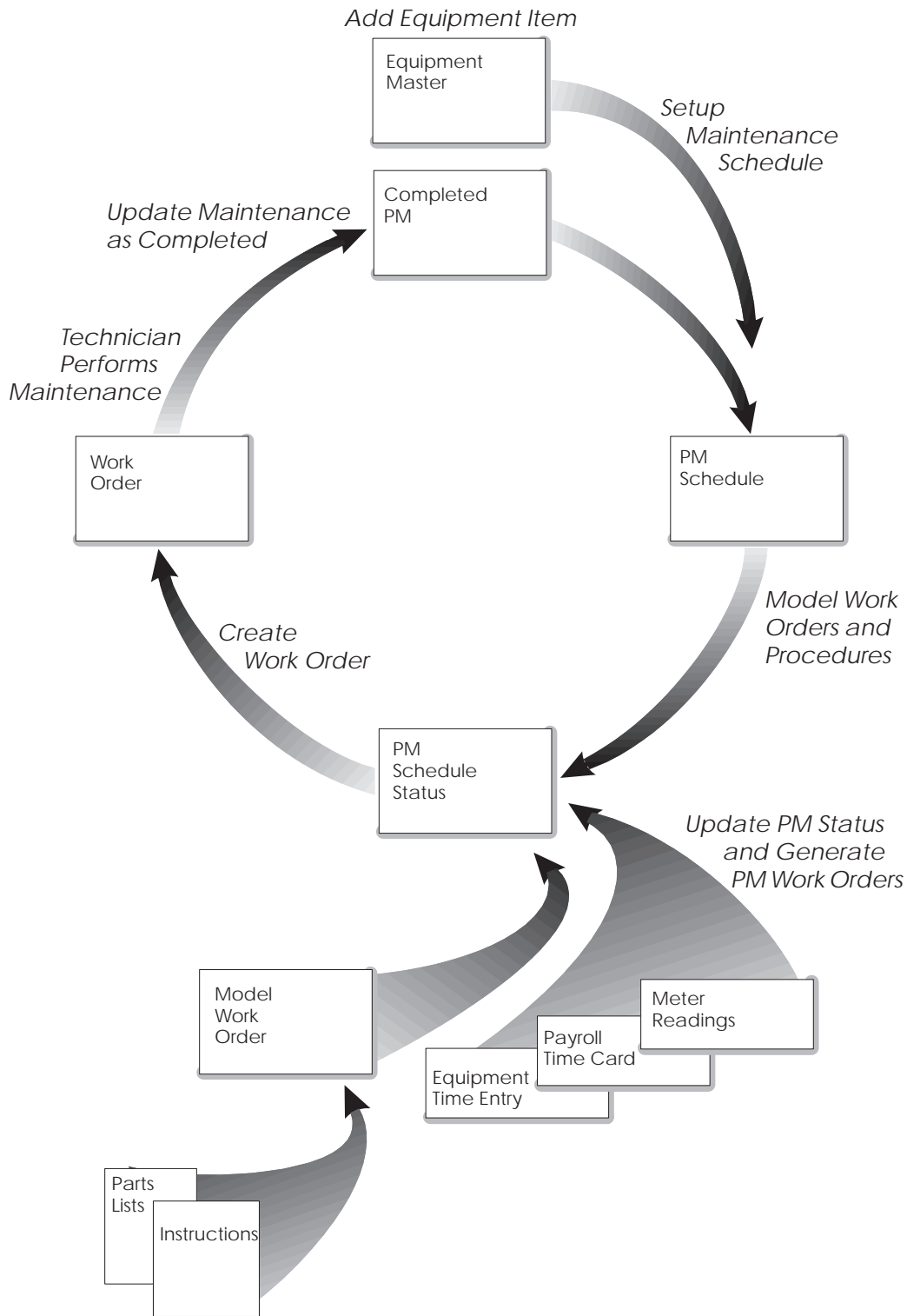
You schedule maintenance by periodically updating PM schedule information. When you update PM schedule information, the system determines which service types are due to be performed, based on meter readings, dates, and other user-defined criteria. If service types are due to be performed, the system updates the PM status. In addition, depending on how you set up your system, the system generates a PM work order.

Completing PMs

You indicate when maintenance has been performed by completing PMs and PM work orders. When you complete a PM, the system creates a historical record of it. The system then generates a new PM based on statistical information gathered at the time when the maintenance was performed.

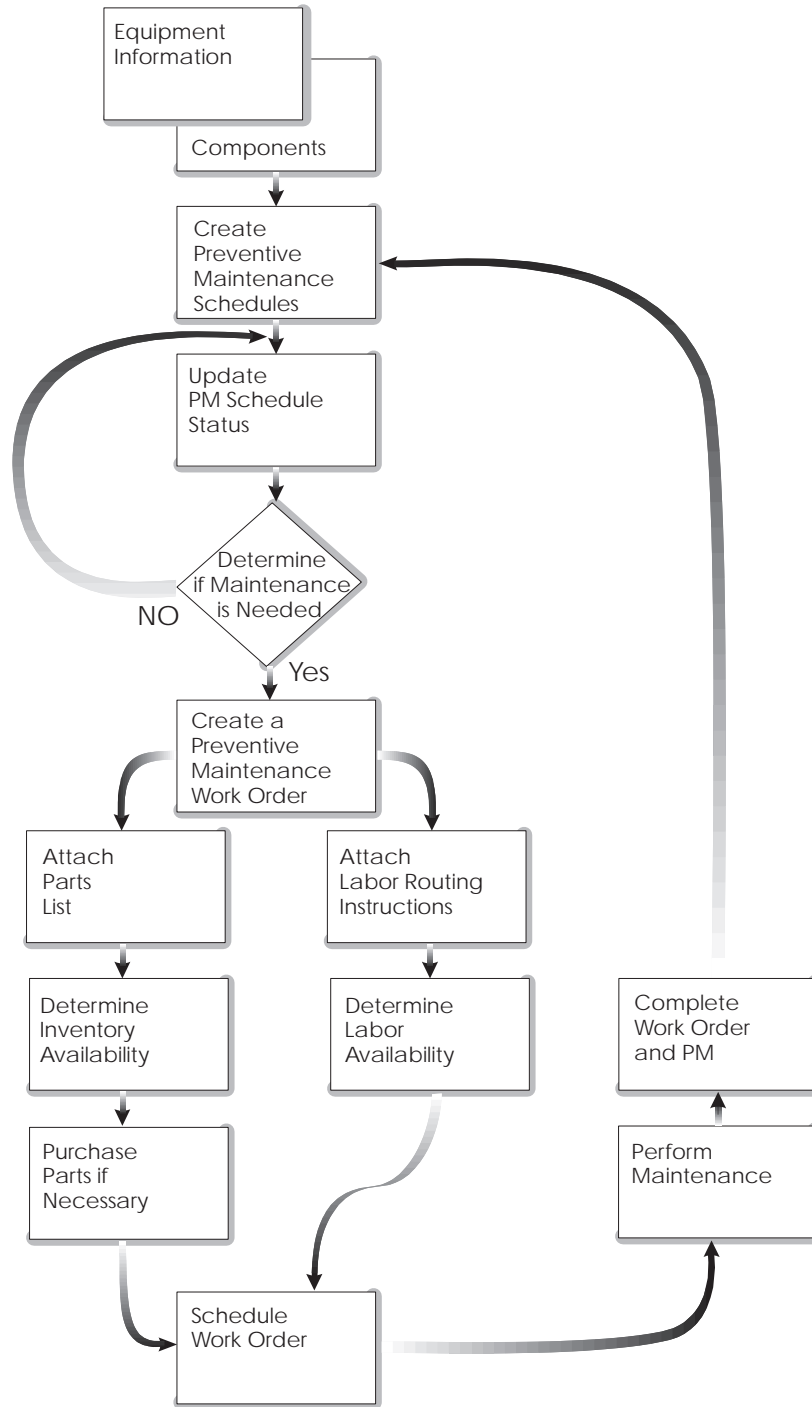
Preventive Maintenance Cycle

The following diagram shows the progression of events in a typical maintenance cycle.



Preventive Maintenance Process Flow

The following diagram shows the progression of a typical preventive maintenance process.



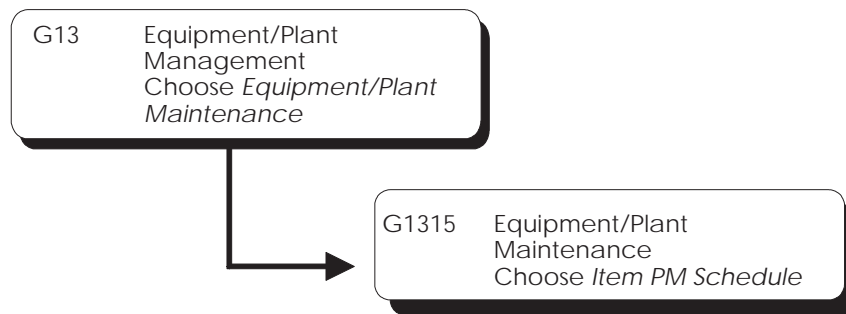
The preventive maintenance cycle consists of the following tasks:

- Creating a PM schedule
- Working with meter readings
- Updating PM schedule information
- Changing the status of PMs to complete

Before You Begin

- Create equipment masters for all pieces of equipment that you want to maintain. See *Creating an Equipment Master*.

Create a PM Schedule



Creating a PM Schedule

You create a PM schedule for each piece of equipment. On each PM schedule, you indicate all of the service types you want to associate with the piece of equipment. You also specify the rules governing how and when the service types are performed. In addition, you can use PM schedules to signal warranty expirations, equipment messages, such as warnings and problem reports, and other planning events not necessarily associated with preventive maintenance tasks.

You can link related service types to a primary service type. When you link service types, the system determines if separate maintenance tasks can be performed concurrently, based on rules that you set up.

You can set up maintenance loops by a specific PM service type. A maintenance loop links a particular routine maintenance task, such as a weekly inspection, to a group of equipment for which the maintenance task applies. For example, you can create a PM schedule to perform a weekly lubrication for one lathe on a production line, and set up a maintenance loop to inspect all other lathes on the line.

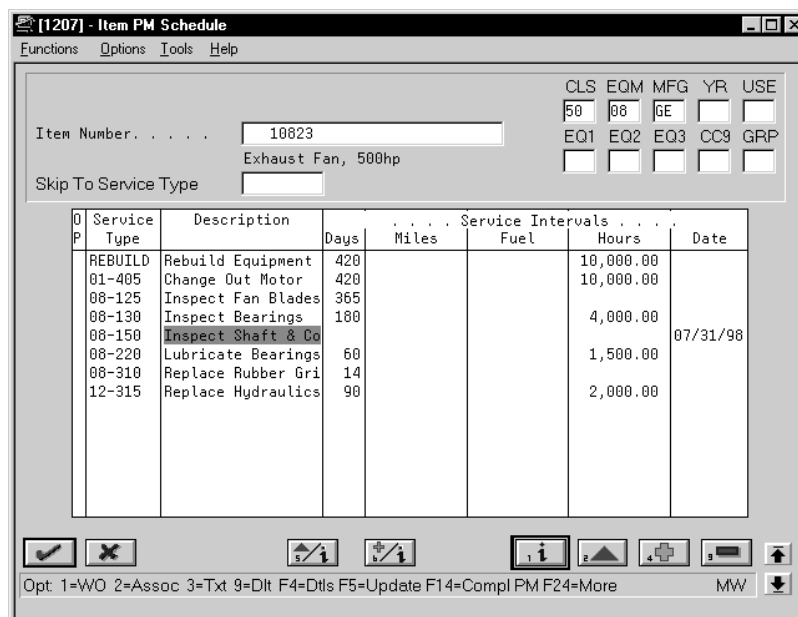
You can create a model PM schedule to streamline maintenance scheduling for similar pieces of equipment. When you add a piece of equipment to your maintenance organization, the system uses values from the model PM schedule to create a PM schedule for the equipment. In addition, you can create model work orders with default values that the system uses when it generates new work orders for PMs.

You can schedule PMs to be performed based on:

- A specific date
- A specified interval of days since maintenance was last performed
- Statistical units based on employee usage, such as employee hours
- Statistical units based on meter readings, such as miles, fuel, cycles, and so on

Creating a PM schedule includes the following tasks:

- Creating an equipment PM schedule
- Linking service types
- Creating a maintenance loop
- Creating a model PM schedule
- Creating a model work order



Creating an Equipment PM Schedule

Create an equipment PM schedule for each piece of equipment that you want to maintain. Use the equipment PM schedule to enter all of the service types required by a piece of equipment. You also enter the rules that govern when the service types are to be performed.

Before You Begin

Set up the following user defined code tables:

- Service types
- Maintenance priority codes
- Maintenance procedure codes
- Equipment category codes 1–10, if you use model PMs

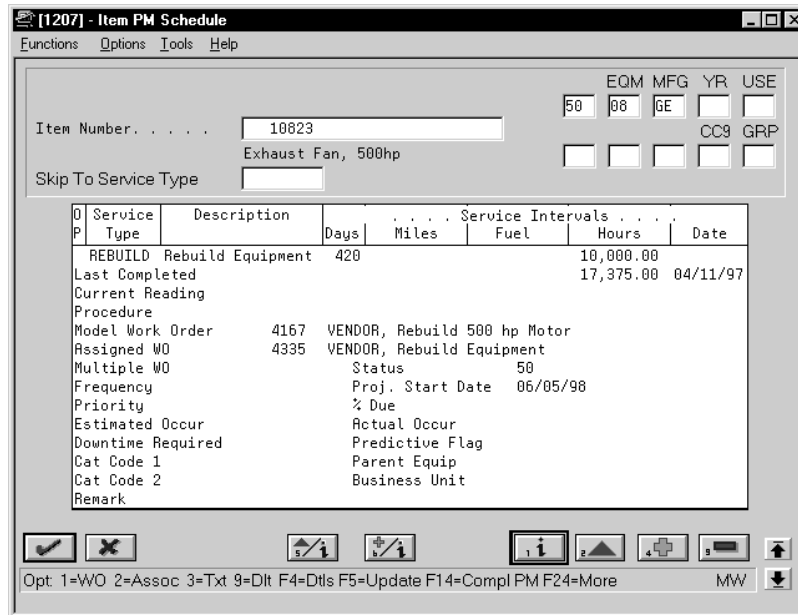
To create an equipment PM schedule

On Item PM Schedule

1. Complete the following fields:
 - Equipment Number
 - Service Type
2. Complete the following optional field for each service type that you enter:
 - Schedule Date
3. Complete any of the following service interval fields for each service type, if you did not enter a schedule date:
 - Days
 - Miles
 - Fuel
 - Hours

You can enter a service interval based on days and schedule date.

4. Choose Full Detail.



5. Complete the following field if you use model work orders:
 - Model Work Order Number

6. Complete the following optional fields if the maintenance task for the piece of equipment has been performed but this is the first PM to be applied to the equipment:
 - Last Completed Date
 - Last Completed Miles
 - Last Completed Fuel
 - Last Completed Hours

7. Complete the following optional fields:
 - Frequency
 - Multiple Work Order
 - Priority
 - PM Category Code 1
 - PM Category Code 2
 - Remark

Field	Explanation
Service Type	A user defined code (system 12, type ST) that describes the preventive maintenance service to be performed. Examples of codes include CLUTCH for adjust clutch, OIL for change oil, 10H for 10 hour service, and so forth.

Field	Explanation
Date – Scheduled Tickler	<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>
Service Days	<p>The number of days to elapse before you schedule maintenance.</p> <p>..... <i>Form-specific information</i></p> <p>You can enter a service interval based on service days and schedule date.</p>
Frequency Indicator	<p>The frequency indicator, in conjunction with the schedule date, allows you to choose whether the schedule date will be on the same date each month, the last day of each month, the same date each quarter, or the same date each year. The date will automatically roll when the maintenance task is completed. The possible frequency indicator codes are:</p> <ul style="list-style-type: none"> 1 Same date each month 2 Last date of each month 3 Same date each quarter 4 Same date each year blank No frequency indicator

Field	Explanation
Multiple Work Order Code	<p data-bbox="688 256 1351 378">This code determines whether maintenance service types can be rescheduled and come due again before maintenance for the originally scheduled service type has been completed. Valid codes are:</p> <ul style="list-style-type: none"><li data-bbox="721 382 1351 474">blank One Cycle (default). Maintenance will not be rescheduled until the original maintenance task has been completed.<li data-bbox="721 478 1351 659">1 Multiple Cycle with Multiple Work Orders. Once maintenance has come due, the maintenance task is automatically rescheduled so that it can come due again without completing the original maintenance. Multiple work orders can also accrue.<li data-bbox="721 663 1351 726">2 Multiple Cycle. The same as 1 above but only one work order will accrue.<li data-bbox="721 730 1351 1012">3 Maintenance Loop. This is a system-generated code associated with maintenance loops. The Update PM Schedule program assigns this code to PM schedules generated through maintenance loops. These PM schedules are not repeated in the PM cycle. Maintenance tasks for the associated equipment indicated in the maintenance loop are performed under one work order.<li data-bbox="721 1016 1351 1243">4 Warranty. This code indicates that the equipment is under warranty. The system provides a warning on the following forms:<ul style="list-style-type: none"><li data-bbox="737 1117 984 1142">• Work Order Entry<li data-bbox="737 1146 1110 1171">• Work Order Inventory Issues<li data-bbox="737 1176 1318 1243">• Purchase Request (when called from the Work Order Parts List)

Field	Explanation
Business Unit	<p data-bbox="743 258 1422 380">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 data-bbox="743 401 1422 554">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 data-bbox="743 575 1349 636">Business unit security can prevent you from locating business units for which you have no authority.</p> <p data-bbox="743 657 1398 718">NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.</p> <p data-bbox="743 739 1414 766">..... <i>Form-specific information</i></p> <p data-bbox="743 787 1336 842">This is the planning group (business unit) normally associated with the service type.</p>
Parent Equipment	<p data-bbox="743 867 1422 1083">A parent number groups related components together. Each item of property and piece of equipment can be associated with a parent item, if desired. For example, a mobile telephone can be associated with a specific automobile (the parent), a printer can be associated with a computer (the parent), or a flat bed can be associated with a specific truck chassis (the parent).</p> <p data-bbox="743 1104 1406 1194">NOTE: If this is a data entry field, the default value is the item number. For example, if the item number is 123, the system assigns 123 to the parent number.</p> <p data-bbox="743 1215 1414 1243">..... <i>Form-specific information</i></p> <p data-bbox="743 1264 1154 1287">This field is reserved for future use.</p>
Maintenance Priority	<p data-bbox="743 1312 1395 1373">This field is used to indicate the relative priority that this maintenance has in relation to all other maintenance.</p>

What You Should Know About

Creating PM schedules for similar equipment

Use the PM Schedule Global Update program to create PM schedules based on service type and equipment category codes. This is especially useful if you have a large quantity of similar equipment for which you need to create PMs.

See *Updating PM Schedules* for more information about creating PMs using the PM Schedule Global Update program.

Unscheduled service

When you have service types that are not associated with scheduled intervals or a schedule date, you can set up a service type without including a service interval. For example, you can set up a service type to wash the piece of equipment on an as-needed basis or repair the equipment at the point of failure. Use Backlog Management or Equipment Backlog to notify the system to create an unscheduled maintenance work order when you want to perform the maintenance task.

NOTE: When you set up a service type for unscheduled maintenance, you must include a model work order number.

See *Creating Corrective Work Orders* for information about creating work orders for unscheduled maintenance.

Model work order procedures

If you enter both a model work order number with its own procedure and a procedure for a service type, the system displays a warning message. The message indicates that the work order might have its own procedure that could conflict with the procedure you entered.

Overriding a service interval

You can specify that any service type be performed immediately by choosing Create Work Order next to the service type. When you choose this option, the system indicates that the service type is 100% due, and generates a work order for the service type.

When the system generates a work order, it also runs the Update PM Schedule Status program. You can use processing options to specify which DREAM Writer version of Update PM Schedule Status that you want the system to use.

See *Updating PM Schedule Information* for more information.

Processing Options for Item PM Schedule

DEFAULT OPTIONS:

1. Enter a '1' to calculate the estimated occurrence based on one year of history. Enter a '2' to calculate the estimated occurrence based on two years of history. Enter a '3' to calculate the estimated occurrence based on history from inception to date. Leave blank (Default) to not calculate the occurrence.

INTERACTIVE PM SCHEDULE UPDATE OPTION:

2. Enter the DREAM Writer version of the PM Update program (P12807) to run when using the option to create a work order. Leave blank to use version XJDE0001.

Linking Service Types

For each piece of equipment that you maintain, you can link several related service types to a primary service type. For example, for a particular piece of equipment, you might set up the following:

- A primary service type for a 1000-hour inspection
- A linked service type for a 500-hour inspection

The 1000-hour inspection includes all tasks performed at 500 hours.

When the primary service type is scheduled to be performed, the linked service types will be scheduled at the same time. This reduces equipment downtime and the possibility of performing unnecessary maintenance.

You use threshold percentages to specify when the system should include the maintenance tasks for linked service types when it schedules the primary service type. A threshold percentage is the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.

The system cancels work orders for the linked service types and schedules the related maintenance to be performed with the primary maintenance if the equipment is within the threshold percentage you specify. If the system has already scheduled the PMs for the linked service types when the primary service type is due to be scheduled, the system might cancel the work orders or process them normally, depending on the current status of the PMs and the maintenance rules that you define for the primary service type.

You can specify whether the system creates a separate work order for each linked service type, or combines maintenance tasks for all linked service types into the work order for the primary service type. You can also specify how the system processes work orders that the system creates for linked service types that have been scheduled before the primary service type. For example, if the system has already created a work order for a linked service type when the primary service type becomes due, you can specify the status that the system assigns to the existing work orders, such as complete or canceled.

► To link service types

On Item PM Schedule

1. Choose the Associated Service Types option.

Service Type	Description	Thresh %	Day	S	W	O	St	Description
08-150	Inspect Shaft & Couplings	80		N			91	Complete - Cancelled
12-315	Replace Hydraulics	80		Y				

2. On Associated Service Types, complete the following fields:

- Threshold %
- Threshold Days
- Separate Work Order
- Work Order Status



Complete the Work Order Status field only if you entered either a 2, 3, or N in the Separate Work Order field.

Field	Explanation
Threshold Percent	<p>A percentage measure that indicates how close a piece of equipment is to needing maintenance. This percentage is based on the greater of the actual date, miles, hours, or fuel consumption. A percentage of 090 indicates that the piece of equipment is 10% away from needing maintenance. A percentage greater than 100 indicates that maintenance is past due.</p> <p>NOTE: Miles, hours, and fuel are only examples of statistical units. You can define other statistical units appropriate to your organization within the Equipment/Plant Management automatic accounting instructions.</p>
Threshold Days	<p>A daily measure of how close an equipment maintenance line item is to being eligible for being performed, taking into account the greater of the actual date, miles, hours, or fuel consumption compared to the threshold date, miles, hours, or fuel consumption.</p> <p>NOTE: Miles, hours, and fuel are only examples of statistical units. You can define other statistical units appropriate to your organization within the Equipment/Plant Management automatic accounting instructions.</p>
Separate Work Order	<p>A code which determines whether a separate work order will be used when grouping maintenance tasks together.</p> <ol style="list-style-type: none"> <li data-bbox="776 1089 1414 1150">1 The maintenance for separate tasks will be done under separate work orders. <li data-bbox="776 1157 1414 1339">2 The maintenance for separate tasks will be done under one work order or the maintenance for one task will render the maintenance for the other tasks unnecessary. If you are combining work orders, the system will assign a cancelled work order status to any outstanding work order. For example, if you combine work orders for a 250-hour service and a 500-hour service, the system will assign a cancelled work order status to the work order for the 250-hour service. <li data-bbox="776 1472 1414 1591">3 The maintenance for separate tasks will be done under one work order. The parts lists and routings from model work orders will also be combined onto one work order. <p>Note: You can enter Y for 1 or N for 2.</p>

See Also

- *Setting Up Maintenance Rules (P1393)*

Creating a Maintenance Loop

Create a maintenance loop when you need to perform identical routine maintenance tasks, such as equipment inspections on multiple pieces of equipment.

When you use maintenance loops, you eliminate the need for separate work orders for each piece of equipment that you inspect. For example, if you have 25 pumps of similar style and configuration for which you perform a routine inspection every week, you can:

- Set up a PM service type to perform a weekly inspection for one pump
- Apply the other pumps to the PM for the first pump

When the service type for the weekly inspection comes due, the system generates a PM for each pump, but generates only one work order for the original pump. When the system creates a work order for a maintenance loop PM, it stores the associated equipment in the work order record type that you specify in equipment constants.

The system only recycles the original PM. It does not recycle the PMs for the associated equipment.

You can create a maintenance loop using a virtual or logical piece of equipment, such as a production line or department. The logical equipment encompasses the equipment that you want to include in the loop. If you use a logical piece of equipment as the basis for a maintenance loop, you must create an equipment master for the logical piece of equipment.

► **To create a maintenance loop**

On Item PM Schedule

1. Complete the following field:
 - Equipment Number
2. Complete the steps to create a PM service type for the maintenance loop.

See *Creating an Equipment PM Schedule*.

3. Choose Maintenance Loops for the service type for which you want to create the maintenance loop.

Item Number	Description
11236	Motor, 500hp GE
11025	500HP GE Motor #1 Grinder
11041	Motor 500HP General Electric

4. On Maintenance Loops, complete the following field for each piece of equipment for which you want to perform the specified service type:
 - Equipment Number

What You Should Know About

Completing work orders for maintenance loops You can complete the work order for a maintenance loop by accessing the work order directly from Backlog Management or by using PM History and Completion.

When you complete the work order, the system indicates a completed status for all pieces of equipment included in the maintenance loop. Use this method when you have completed the maintenance task for all pieces of equipment.

See *Working with Work Orders* for more information about completing work orders using Backlog Management.

When you complete the work order using PM History and Completion, you can specify which pieces of equipment you want to indicate a status of complete. Use this method if you have completed the maintenance task for some of the equipment in the loop, but do not want to indicate a status of complete for other equipment. For example, a piece of equipment scheduled for inspection might not be available on the date of the inspection.

See *Changing the Status of PMs to Complete* for more information about completing PMs.

Creating a Model PM Schedule

Create a model PM schedule to store PM schedule information that you want to apply to multiple pieces of equipment with identical category codes. When you need to create PM schedules for equipment with identical category codes, you can use the model PM schedule to save data entry time.

The system stores model PM schedules in a separate table, which it accesses when you apply a particular model to a specific piece of equipment. After you apply a model PM schedule to a piece of equipment, you can modify the PM schedule to satisfy any unique maintenance requirements of that equipment.

Creating a model PM schedule consists of:

- Setting up a model PM schedule
- Applying a model PM schedule to a piece of equipment

▶ To set up a model PM schedule

On Item PM Schedule

1. Complete any combination of equipment category codes for which you want the model to apply.



Do not enter an equipment number.

2. Complete the following field for each service type you want to include:
 - Service Type
3. Complete the following optional field for each service type you enter:
 - Schedule Date
4. Complete any of the following optional service interval fields for each service type, if you did not enter a schedule date:
 - Days
 - Miles
 - Fuel
 - Hours

You can enter a service interval based on days and schedule date.

5. Choose Full Detail.
6. Complete the following field if you use model work orders:
 - Model Work Order Number
7. Complete the following optional fields:
 - Frequency
 - Multiple Work Order
 - Priority
 - PM Category Code 1
 - PM Category Code 2
 - Remark

▶ To apply a model PM schedule to a piece of equipment

On Item PM Schedule

1. Complete the following field:
 - Equipment Number
2. Choose the Inquire action.
3. Choose Load Model Maintenance Record.

The system searches for a model PM schedule with category codes that match those of the piece of equipment you specified. When the system locates a model, it automatically enters service types and scheduling information on the Item PM Schedule based on values from the model.

What You Should Know About

Revising information from a model PM schedule

You can revise any of the fields on Item PM Schedule that the system entered from a model PM schedule. However, you can only revise the value in the Multiple Work Order field when the status of the PM is 01.

See Also

- *Creating an Equipment PM Schedule (P1207)* for the processing options for this program



Exercises

See the exercises for this chapter.

Creating a Model Work Order

You can create model work orders for any service type on a PM schedule. When you create a model work order, the system assigns it a unique number. When you enter a model work order number for a service type on Item PM Schedule, depending on how you set processing options on Update PM Schedule Status, the system automatically generates a new work order based on the model each time the service type comes due.

► To create a model work order

On Item PM Schedule

1. Choose Work Order for each service type for which you want to create a model work order.

2. On Equipment Work Order Entry, complete the steps to create a work order.
3. Choose Exit Program to return to the Item PM Schedule.
4. On Item PM Schedule, choose Details.
5. Complete the following field for each service type:
 - Model Work Order Number

The system generates the model work order number when you create the model work order.

What You Should Know About

Assigning equipment numbers to model work orders

You do not need to enter an equipment number on the model work order. The system automatically assigns the equipment number from the PM schedule for which the work order applies.

Using an existing work order as a model work order

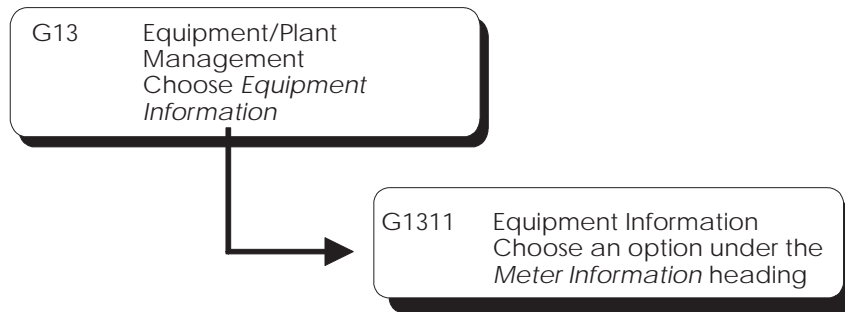
You can use any existing work order as a model work order.

See *Creating Corrective Work Orders*.

See Also

- *Creating Corrective Work Orders* for more information about creating work orders
- *Updating PM Schedule Information* for more information about generating work orders based on models

Work with Meter Readings



Working with Meter Readings

Work with meter readings when you need to enter and update meter information about your equipment. You use meter readings to monitor equipment use and trigger maintenance tasks based on accumulated statistical units, such as miles. For example, you can specify that maintenance for a machine or piece of equipment be scheduled based on mileage, elapsed time (hours), fuel consumption, cycles, tonnage, and so on. You can define as many accounts for statistical units as you need. However, you can use only three types of statistical units to trigger maintenance. You determine the statistical units you want to use.

In addition, you can set up meter estimates and update meters for equipment for which the usage is consistent and predictable, such as assembly line machinery that runs the same number of hours or produces the same number of parts in each production cycle. You can also review the meter readings for any piece of equipment.

Working with meter readings consists of the following tasks:

- Entering meter readings
- Working with meter estimates
- Reviewing meter readings

Entering Meter Readings

You can enter and update meter readings for individual pieces of equipment or for multiple pieces of similar equipment.

Individual pieces of equipment

You can enter and update meter readings for individual pieces of equipment when you need to record equipment usage on a piece-by-piece basis. In addition, you can update equipment records to indicate that a meter was replaced due to damage. You can also indicate when a meter rolls over. A meter rollover is the point at which a meter has reached its maximum value and reverts to a zero reading.

Multiple pieces of equipment

You can enter and update meter readings for multiple pieces of equipment if you are:

- Updating meter readings for all equipment for which the usage is the same, such as for multiple pieces of production equipment that work the same number of hours on a given day
- Entering current meter readings for multiple pieces of identical new equipment

You use selection criteria to specify for which pieces of equipment the system updates meter information.

Complete the following tasks:

- Enter meter readings for a piece of equipment
- Enter meter readings for multiple pieces of equipment

Before You Begin

Verify that the following AAI's are set up:

- AT00
- FMA
- FMB
- FMC
- FMD
- FME

Item Number	Description	Current	Net Increase
10823	Exhaust Fan, 500hp	25,660.00	
11236	Motor, 500hp GE	25,660.00	
11244	Hydraulics	25,660.00	
11252	Shaft Assembly	25,660.00	

See Also

- *Setting Up Equipment/Plant AAI's*

▶ To enter meter readings for a piece of equipment

On Meter Readings

1. Complete any combination of the following fields to locate a piece of equipment:
 - Thru Date/Period
 - Description
 - Responsible Business Unit
 - Equipment Status
 - Location
 - Skip to Equipment Number
 - Category Codes
 - Company
 - Inventory Number



If you change any values in the fields above, you must choose the Enter action to refresh the display.

2. Complete only one of the following meter reading fields:
 - Current Meter Reading
 - Net Increase
3. Choose More Details.

The screenshot shows a window titled "[12120] - Meter Readings" with a menu bar (Functions, Tools, Help). The form contains the following fields:

- Description: EXHAUST
- Company: []
- Responsible BU: []
- Thru Date/Period: 06/30/98
- Location: []
- Equipment Status: *
- Skip to Item Number: []
- Children Y/N: Y
- Inventory Number: []
- Disposed Y/N: Y
- Category Codes:

CLS	*	EQM	*	MFG	*	YR	*	USE	*	
(* = All)	EQ1	*	EQ2	*	EQ3	*	CC9	*	GRP	*

Below the form is a table with columns: Item Number, Hour Reading, Current, and Net Increase.

Item Number	Hour Reading	Current	Net Increase
10823 Exhaust Fan, 500hp		25,660.00	
Original Reading			
Reading at Change			
New Reading			
Rollover Amount			
Subledger			
11236 Motor, 500hp GE		25,660.00	
Original Reading			
Reading at Change			
New Reading			
Rollover Amount			
Subledger			

At the bottom, there are navigation buttons and a status bar with the text: "F4=More Details F6=Global Update F5=Update w/Redisplay F24=More Keys MW".

4. Complete the following optional fields, if appropriate:
 - Original Reading
 - Reading at Change
 - New Reading
 - Rollover Amount
 - Subledger
5. Choose Display Alternate Panel Format to enter a meter reading for another statistical account.
6. Complete steps 2 through 4 for each type of statistical unit that you want to track for a piece of equipment.

Field	Explanation
Original Reading	<p>The beginning reading of miles, hours, or fuel for a specific piece of equipment.</p> <p>..... <i>Form-specific information</i></p> <p>NOTE: To calculate the total lifetime hours for a piece of equipment, subtract the original reading from the current reading. For example, a piece of equipment with a current reading of 5,000 hours and an original reading of 2,000 hours has accrued 3,000 lifetime hours.</p>
Meter Reading at Change	For a change in meters, the reading on the old meter at the time it was removed.
New Meter Reading at Change	For a change in meters, the reading on the new meter at the time it was installed.
Amount – Rollover	This is the amount the meter would show just before the point it rolls over to a value of zero. For example, a rollover amount of 1000 indicates that the meter rolls over every one thousand units.

What You Should Know About

Meter rollover

You must complete the following fields in the fold area if you want the system to calculate the original reading when an equipment meter rolls over:

- Rollover Amount
- Current Reading

Meter replacements

You must complete the following fields if you replace the meter on a piece of equipment due to meter failure or damage:

- Current
- Reading at Change
- New Reading

Updating original readings

You enter a value in the Original Reading field only once. After a piece of equipment accumulates units, you should never have to change the original readings. When you enter meter information for a piece of used equipment, enter the actual meter reading shown on the face of the meter at the time you place the equipment in service. The system will update the original reading when the meter rolls over, or when you perform a meter replacement.

Calculating the lifetime meter reading

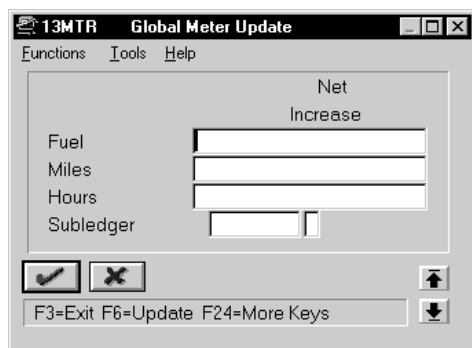
The system uses lifetime meter readings in general ledger transactions and when it updates the Item Balances table. To calculate the lifetime meter reading for a piece of equipment, subtract the original reading from the current reading.

For example, the current reading is 5,000 hours and the original reading is 2,000 hours. The lifetime meter reading is 3,000 hours.

▶ To enter meter readings for multiple pieces of equipment

On Meter Readings

1. Complete any of the following fields to limit your equipment search:
 - Thru Date/Period
 - Description
 - Location
 - Equipment Status
 - Skip to Equipment Number
 - Inventory Number
 - Category Codes
 - Company
2. Choose Global Update.



3. On Global Meter Update, complete any of the following fields:
 - Fuel
 - Miles

- Hours
 - Subledger
4. Choose Update to complete the process.

The system updates meter readings for all equipment that matches the selection criteria you define.

Processing Options for Meter Readings

ACCOUNT DISPLAY OPTION:

1. Select which statistical account you want to display on the screen first. Enter a '1' for Hours (AT00), a '2' for Miles (FMB), or '3' for Fuel (FMA).

PARENT/CHILD UPDATE OPTIONS:

2. Enter a '1' to automatically update current meters of "child" assets when updating the parent's current meter.
3. Enter a '1' to update the original meter of children when updating the original meter of the parent. The original meter of the child will be affected only if BOTH the parent and the child have NO original meter readings. Leave blank to cause the parent's original reading NEVER to affect the child's original reading.

INTERACTIVE PM SCHEDULE UPDATE OPTION:

4. Enter the DREAM Writer version of the PM Update program (P12807) to run automatically when updating meters. Leave blank to update meters without automatically updating PM Schedules.

TOLERANCE LEVELS:

5. Enter the percent difference in meter readings to signal a soft error. Blanks will not check.

What You Should Know About Processing Options

Updating PM schedules interactively (4)

You can use processing options to update the PM schedule status at the same time you update meter readings. When you choose the option to update the PM schedule status when you update meter readings, you should be aware that this option can adversely affect processing time. J.D. Edwards recommends that you use selection criteria to limit the amount of equipment you update.

See Updating PM Schedule Information.

Working with Meter Estimates

You can use meter estimates to update meter readings for equipment whose usage is consistent and predictable. For example, assume you have a production line with multiple pieces of equipment. The production line runs 16 hours each day. You can set up meter estimates for each piece of equipment that indicate 16 hours per day. You can then update the meter readings each day, or set up your system to update the meter readings automatically at the end of each day.

Working with meter estimates includes the following tasks:

- Setting up meter estimates
- Updating meter readings based on estimates

Setting Up Meter Estimates

You must set up meter estimates to provide the system with information about the equipment for which you want to use meter estimates.

▶ To set up meter estimates

On Meter Estimates

The screenshot shows a window titled "[1306] - Meter Estimates" with a menu bar (Functions, Tools, Help) and a form area. The form includes fields for Description, Business Unit, Location, Item Number, Company, Subledger, and various Category Codes (Acc, Eqp, Mfg, Yr, Use, CC6, CC7, CC8, CC9, Grp). Below the form is a table with the following data:

Item Number	Description	Estimated Hour Meter
10823	Exhaust Fan, 500hp	168.00
10840	Forced Draft, Boiler #1	
11201	Exhaust Fan, 500hp	168.00

At the bottom of the window, there are navigation buttons (checkmark, X) and a status bar with keyboard shortcuts: F5=Update with Redisplay, F16=Update Meter Estimates, F24=More Keys.

1. Complete any combination of the following fields to limit the equipment for which the meter estimates apply:
 - Company
 - Description
 - Subledger
 - Subledger/Type
 - Business Unit
 - Location
 - Equipment Number
 - Category Codes

2. Complete the following field for each piece of equipment for which you want to apply an estimated meter reading:
 - Estimated Hour Meter

The name of the meter for this field might be different, depending on how you set up processing options.

Field	Explanation
Estimated Hour Meter	Estimated Operating Meter Reading is the estimated units that can be applied to the operating miles/hours meter.

What You Should Know About

Updating meter estimates

You can choose Update Meter Estimates to update meter estimates directly from the Meter Estimate form. When you choose Update Meter Estimates, the system runs version XJDE0001 of the Update Meter Estimates program.

Processing Options for Meter Reading Estimates

DISPLAY OPTIONS:

1. Choose which meter to display on the screen:
 '1' = Estimated Fuel Meter (FMA).
 '2' = Estimated Odometer (FMB).
 Blank = Estimated Hour Meter (AT00) (default).

Updating Meter Readings Based on Estimates

After you set up meter estimates for equipment, you update the meter readings at regular intervals. The system uses the estimates that you enter on Meter Estimates as the basis for updating meters.

When you choose Update Meter Estimates, the system displays a DREAM Writer versions list. The versions list contains 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

Automatically updating meter estimates

You can ensure that the system regularly updates the meter readings for equipment for which you have set up meter estimates by running Update Estimates as part of your unattended operations.

See the *Technical Foundation Guide* for more information about running unattended operations (SLEEPER).

See Also

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

Processing Options for Update Meter Estimates

UPDATE OPTIONS:

1. Choose one of the following statistical accounts to update: _____
 '1' = Fuel Meter (FMA).
 '2' = Mileage Meter (FMB).
 Blank = Hour Meter (AT00) (default).
2. Enter a '1' to automatically update the meter reading of "child" assets when updating the "parent" asset. _____

PRINT OPTION:

3. Enter a '1' to print a report of the assets updated. Leave blank to print no report. _____

G/L DATE SELECTION:

4. Enter the G/L date to be used when updating the Account Ledger file (F0911) and the Item Balances file (F1202). _____

What You Should Know About Processing Options

Updating child equipment (2)

You should be aware of the consequences when you choose to update child equipment at the same time you update parent equipment. If you have set data selection to update meters for children, you must leave this processing option blank.

Reviewing Meter Readings

You can review the meter readings for any piece of equipment. You can also specify the time period for which you want to review meter readings.

▶ **To review meter readings**

On Meter Inquiry

	Beginning Balance	Ending Balance	Net Increase
Mileage Meter			
Fuel Meter			
Hour Meter		25,660.00	25,660.00

1. Complete the following fields:
 - Equipment Number
 - Date From
2. Complete the following optional fields:
 - Thru
 - Subledger
 - Subledger Type

What You Should Know About

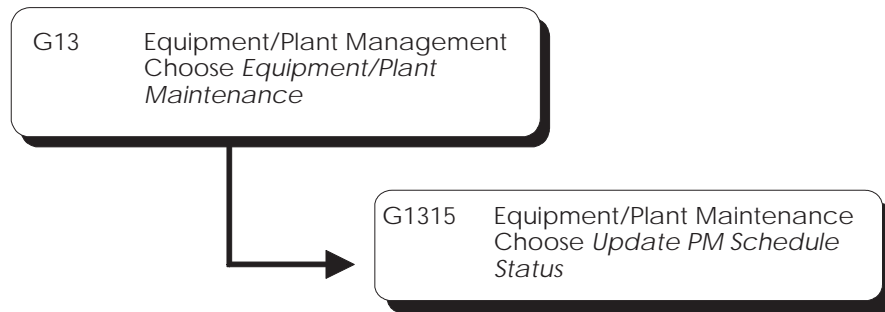
Revising meter readings You can revise meter readings for any piece of equipment directly from Meter Inquiry. Choose Meter Reading Revisions. The system displays the Meter Reading Revisions form.



Exercises

See the exercises for this chapter.

Update PM Schedule Information



Updating PM Schedule Information

Update PM schedule information when you need to change the status of PMs. For example, you can specify that the system update all PMs from status 01 (Maintenance Task Defined) to status 50 (Maintenance Due) for all pieces of equipment due for scheduled maintenance based on their service intervals. You can also change the status of a PM before the equipment reaches its scheduled maintenance interval to allow time for scheduling parts and labor resources. In addition, you can specify which PMs you need to update, as well as the date that the update becomes effective.

Update PM Schedule Status is a batch program. When you choose Update PM Schedule Status, the system displays Processing Options Revisions before submitting the job for processing. After you select the processing options you want to apply to the update, the system displays a message that the batch was submitted for processing. When you run this program, the system automatically:

- Updates the current miles, hours, and fuel consumption readings
- Calculates the current maintenance interval based on the last maintenance performed
- Changes the status for each PM service type, if necessary
- Creates PM work orders, if necessary

Before You Begin

- Set up model work orders. See *Creating a Model Work Order* for more information about creating model work orders.

What You Should Know About

Generating work orders using Update PM Schedule Status

You can use a processing option to specify that the system generates PM work orders when it updates the PM schedule status. You must associate a model work order with a PM to use this feature. When the system generates a work order, it:

- Uses the service type description on the Item PM Schedule or the description from the model work order for the work order description, depending on how you set up the Maintenance Rules.
- Enters the parent number of the equipment in the Cross-Reference field on the work order. You can then search for the work order using the parent/component relationship. You can use a processing option to specify whether the system selects the equipment's immediate parent, its top level component, or the value from the model work order for the cross-reference value.
- Uses the priority from the PM service type if you have not defined the priority on the model work order.

You can specify that the system update the PM schedule status without generating work orders and rerun the program later, specifying the system to generate work orders without updating the PMs.

Processing Options for Update PM Schedule Status

THROUGH DATE SELECTION:

1. Enter the date through which to check for status changes. Leave blank (default) to use the system date as the through date. _____

SELECT STATUS RANGE FOR SCHEDULING:

2. Enter the status range to check in determining if items are ready to be scheduled for maintenance. Leave blank to use the default value for Data Dictionary Item 'MSTS'.

From: _____

Thru: _____

3. Enter the value of the status that the PM will change to. Leave blank to use the status from the Maintenance Rules. _____

PRINT OPTIONS:

- 4. Enter '1' to print a report showing all changes and updates. Leave blank (default) to print no report. _____
- 5. Choose how to print the asset number: _____
 - '1' = Item Number (default)
 - '2' = Unit Number.
 - '3' = Serial Number.

WORK ORDER OPTIONS:

- 6. Enter a '1' to create a work order for qualifying maintenance items with model work order numbers. _____
- 7. Enter one of the following for the work order start date. Leave all blank for no work order start date.
 - a. Enter the start date. _____
 - b. Enter a '1' to default the system date as the start date. _____
 - c. Enter a '1' to project the PM and WO start date. _____
- 8. Select the value for the work order cross-reference. _____
 - ' ' = equipment's immediate parent
 - '1' = equipment's top level parent
 - '2' = value from model work order

UPDATE OPTION:

- 9. Enter a '1' to update the "Last Completed" statistics as of the "Last Completed" date for ALL records selected. (Caution - Use DREAM Writer selection of non-complete records to avoid excessive processing time!) _____
- 10. Enter a work center to only generate work orders that involve a certain craft or skill group. This inhibits work order generation for Service Types that have come due but whose model work order does not involve the specified work center in its routing. Default of blank will not perform screening based on work center. _____

CALCULATION OPTIONS:

- 11. Enter a '1' to calculate the estimated occurrence based on one year of history. Enter a '2' to calculate the estimated occurrence based on two years of history. Enter a '3' to calculate the estimated occurrence based on history from inception to date. Leave blank (Default) to not calculate the occurrence. _____

What You Should Know About Processing Options

Updating Last Completed statistics (9)

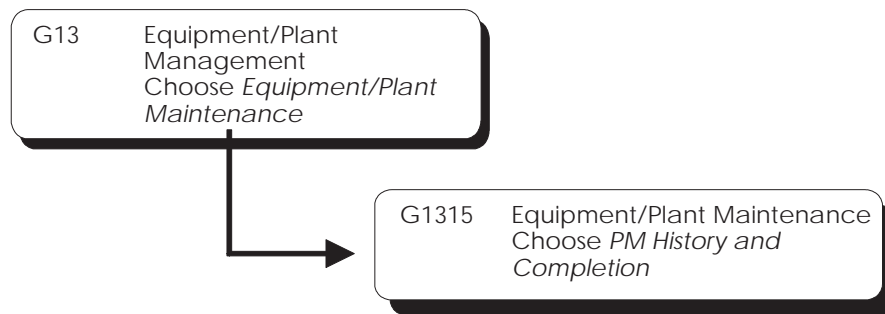
Choose this option if the last completed statistics in the Maintenance Schedule table (F1207) are blank or if they differ from the meter reading. When you choose this option, the system updates the Last Completed fields in the Maintenance Schedule table using values from the statistical accounts defined in the FMA, FMB, and AT00 AAls as of the Last Completed date.

The system updates all records that you select. You can use DREAM Writer data selections to limit the records that the system updates.

Entering a work center (10)

You must have the Resource and Capacity Planning system to use this feature.

Change the Status of PMs to Complete



Changing the Status of PMs to Complete

You must notify the system when you have completed or canceled a PM for a piece of equipment. You notify the system that you have completed or canceled the PM for selected equipment by changing the status of a PM to complete or canceled. When you change the status of a PM to complete or canceled, the system:

- Maintains a record of the PM with a status of 99 (Complete), or 98 (Canceled)
- Generates a new PM with a status of 01 and begins a new PM cycle

You can change the status of PMs by individual piece of equipment or globally, using search criteria to select PMs for a group of equipment.

You can use processing options to automatically update the status of a PM work order when you change the status of a PM. You can also use processing options to update the meter readings in the Item Balances table (F1202) and the Account Ledger table (F0911) in the G/L when you enter meter readings on PM History and Completion.

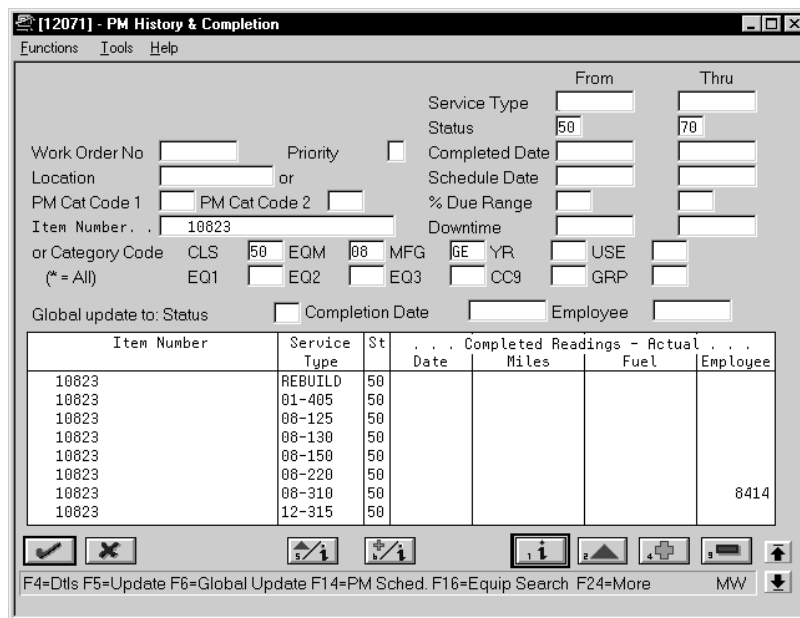
You can use processing options to specify whether you want the system to display actual meter readings or lifetime maintenance amounts on the Completed PM form. The actual meter reading is the number that appears on the actual meter located on a piece of equipment. The lifetime maintenance amount is the total lifetime usage of the equipment. In cases such as meter changes or meter rollovers, the lifetime maintenance amount is not the amount shown on the

meter. If you select actual meter reading for this processing option, you must enter the meter reading as it appears on the actual meter. The system calculates the lifetime maintenance amount from this amount.

Whether you choose to display actual meter readings or lifetime maintenance amounts, the system always uses lifetime maintenance amounts to calculate service intervals. See *Entering Meter Readings* for more information about meter readings.

► To change the status of PMs to complete

On PM History and Completion



1. Complete any combination of the following fields to choose the PMs to complete:
 - Service Type From/Thru
 - Status From/Thru
 - Completed Date From/Thru
 - Scheduled Date From/Thru
 - Work Order Number
 - Priority
 - PM Category Codes
 - Downtime From/Thru
 - Percent Due Range From/Thru

- Location
- Equipment Number
- Equipment Category Codes 1–10

Your system might be set up to display only the first five equipment category codes.

See *Setting Up Equipment Constants* for more information.

2. Complete the following fields to change the status of the PM:
 - Status
 - Completed Date
3. Enter values in the following optional Completed Readings fields to update the statistical units in the Maintenance Schedule table (F1207):
 - Miles
 - Fuel
4. Choose Full Detail.

[12071] - PM History & Completion

Functions Tools Help

From Thru

Service Type [] []

Status 50 70

Work Order No [] Priority Completed Date [] []

Location [] or [] Schedule Date [] []

PM Cat Code 1 [] PM Cat Code 2 [] % Due Range [] []

Item Number . . . 10823 Downtime [] []

or Category Code CLS 50 EQM 08 MFG 6E YR [] USE []

(* = All) EQ1 [] EQ2 [] EQ3 [] CC3 [] GRP []

Global update to: Status Completion Date [] Employee []

Item Number	Service Type	St	Completed Readings - Actual . . .			
			Date	Miles	Fuel	Employee
10823	REBUILD	50				
Exhaust Fan, 500hp						
Assigned W0						
Remark						
10823	01-405	50				
Exhaust Fan, 500hp						
Assigned W0						
Remark						

F4=Dtl's F5=Update F6=Global Update F14=PM Sched. F16=Equip Search F24=More MW

5. Complete the following optional fields:
 - Hours
 - Assigned Work Order
 - Remark

Field	Explanation
Maintenance Status	<p>A user defined code (system 12, type MS) that indicates the maintenance status of a piece of equipment, such as 50 for maintenance due or 60 for waiting for parts.</p> <p>NOTE: Status code 98 is reserved for cancelled maintenance. Status code 99 is reserved for completed maintenance. Status code 01, the default, is reserved for initial maintenance setup.</p> <p>..... <i>Form-specific information</i></p> <p>If you enter a status of 99, the system requires you to enter a date in the Completed Date field.</p>
Completed Date	<p>This is the actual date that the maintenance was completed.</p> <p>..... <i>Form-specific information</i></p> <p>When you enter a value in this field and leave the Maintenance Status field blank, the system automatically updates the PM status to 99 (Complete).</p>
Percent – Maintenance Due	<p>A percentage measure that indicates how close a piece of equipment is to requiring maintenance. This percentage is based on the greater of the actual date, miles, hours, or fuel consumption compared to the threshold date, miles, hours, or fuel consumption. A percentage of 090 means that the piece of equipment is 10% away from requiring maintenance. A percentage greater than 100 means that maintenance is past due.</p> <p>..... <i>Form-specific information</i></p> <p>You can enter numbers in the % Due Range From and Thru fields to limit your search to pieces of equipment that are within a certain percent of requiring maintenance.</p>
Completed Hours	<p>Actual hours at completion of maintenance.</p>
Work Order Number Assigned	<p>The Work Order Number related to a particular Equipment Maintenance line item. The system assigns this number from next numbers.</p>
Employee	<p>Address number of the person assigned to do the work.</p> <p>..... <i>Form-specific information</i></p> <p>This is the address book number of the person assigned to the work order. If you add or change this number, the system automatically updates the work order master with the new value.</p>

What You Should Know About

Globally updating the PM status

You can globally update multiple PMs whose status, completion date, and employee responsible for the PM work order are the same. After you have narrowed your search to a specific group of PMs, enter values in the following Global update to fields:

- Status
- Completion Date
- Employee

Choose Global Update. The system updates all selected PMs. In addition, when you update the Employee field, the system updates the Assigned To field on the PM work order.

Reviewing PM history

You can view PM history by entering 99 in the Status field. The system displays all completed PMs. Use selection criteria to limit the number of records that the system displays.

Processing Options for Completed PM

RANGE DEFAULT SELECTIONS:

1. Enter the service type range to default on the screen.

From:	
Thru:	

2. Enter the status range to default on the screen.

From:	
Thru:	

METER DISPLAY:

3. Enter a "1" to display current meter readings. Leave blank (default) to display lifetime maintenance amounts.

--

UPDATE OPTIONS:

4. Enter a '1' to update the completed date on the assigned work order.

--

5. Enter a '1' to update the status on the assigned work order.

--

6. Enter a '1' to update Meter Readings from this screen. Leave blank to update PM Last Completed statistics only.

--



Exercises

See the exercises for this chapter.

Test Yourself: PM Cycle

1. True or False

You must create Item PM schedules for each piece of equipment for which you want the system to schedule for preventive maintenance.

2. You can schedule PMs by a specific _____, or by _____, which can be _____ or one of three _____.

3. To create an assigned work order, you must _____ on the _____ and _____ when you run the _____.

4. Use the _____ to link related PMs that are within the specified percentage or number of becoming due.

5. Which statement in *not* correct concerning a maintenance loop?
 - a You must identify equipment that will have identical routine maintenance tasks performed.
 - b The service interval for the maintenance loop is recycled as normal.
 - c Work orders are prepared for each piece of equipment in the loop.
 - d PM history is maintained for each piece of equipment in the loop.

6. A model PM schedule is created using the first ten category codes from the _____.

7. True or False

The Update PM Schedule Status program updates the current meter readings in the Item PM Schedule and uses them along with the Last Completed values, Schedule Date, and service intervals to determine when to change the status to due on the PM.

8. The status of the PM must start with _____ and end with _____ or _____.

9. You can display the history of PMs that meet your selection criteria by changing the _____ to _____.

The answers are in *Appendix B*.

Work Order Life Cycle



Work Order Life Cycle

Objectives

- To understand the events in the work order life cycle
- To create work orders for corrective maintenance
- To set up projects using multiple work orders

About the Work Order Life Cycle

Use work orders to manage the work flow of your maintenance tasks and projects. You can manage all aspects of a maintenance task or project, including the following:

- Creating work orders for preventive and corrective maintenance
- Purchasing parts and materials and committing inventory to a work order
- Scheduling multiple tasks and crafts, such as Mechanical, Electrical, and so on, to a work order
- Tracking the progress of a work order by status
- Tracking work order costs, such as materials, labor, and so on
- Recording unlimited detailed information about a work order
- Completing and closing a work order

The steps through which a work order must pass to accurately communicate the progress of the maintenance tasks it represents make up the life cycle of the work order. The work order life cycle applies to work orders for preventive maintenance and corrective maintenance.

The work order life cycle includes the following tasks:

- Creating corrective work orders
- Setting up a project
- Reviewing and approving work orders
- Working with work orders
- Swapping a component



- Purchasing parts for a work order
- Adding costs to work orders
- Reviewing work order information

Features of the Work Order Life Cycle

- Paperless processing** You can save paper when you manage your maintenance tasks and projects using work orders. You enter work orders online and perform most of the subsequent processing without relying on printed documents.
- Work order creation** You can create a single work order or a group of work orders quickly and easily, with minimal preplanning. You can set processing options and use parent work orders to direct the system to enter default values for a variety of work order information when you create work orders. When you use processing options and parent work orders, you save time and reduce the possibility of errors.
- Work order approval** You can establish approval controls for a work order based on a variety of criteria, including work order type, status, and the currency amount of the work order. For example, you can specify that all maintenance work orders must be approved before any work can begin. You can also specify who must approve the work orders and the threshold currency amount for which each person is responsible. You can also review the approval status of a work order.
- Work order activity rules** You can define work order activity rules that differ by work order type. You can use these rules to track a work order in its life cycle, review work orders that apply to certain procedures, and prepare reports based on a work order's current status. You can also define the flow of statuses a work order must follow during its life cycle. In addition, you can define any of the following:
- Whether the work order is active or inactive at a particular status
 - Whether to commit inventory at a particular status
 - Whether to run the capacity update at a particular status
 - Whether to change the status of the PM associated with a work order
 - Whether to prevent changes to a work order

Work order location

You can locate a work order using a variety of information. For example, you can limit your search for a work order by using any combination of the following information:

- The job or business unit
- The address book numbers of the originator, customer, manager, or supervisor
- The life-cycle status of a work order
- Any combination of the user defined category codes
- The type of work order
- The priority given to a work order
- Start and completion dates

Work order updates

You can use Backlog Management to update work orders. For example, you can update the following:

- Life-cycle status
- Planned start and completion dates
- Percentage of the work completed
- Estimated hours to complete the work
- Flash message
- Type and priority

Simple budget/estimate controls

You can track the simple estimate and budget requirements of a work order. For example, you can use the Estimated Hours and Amounts fields on the Enter Work Orders form to enter budget information, then update the information using Backlog Management. You can also track the information from Backlog Management and Cost Accounting forms. In addition, you can use a variety of reports to compare estimates with actual information.

Multiple control dates

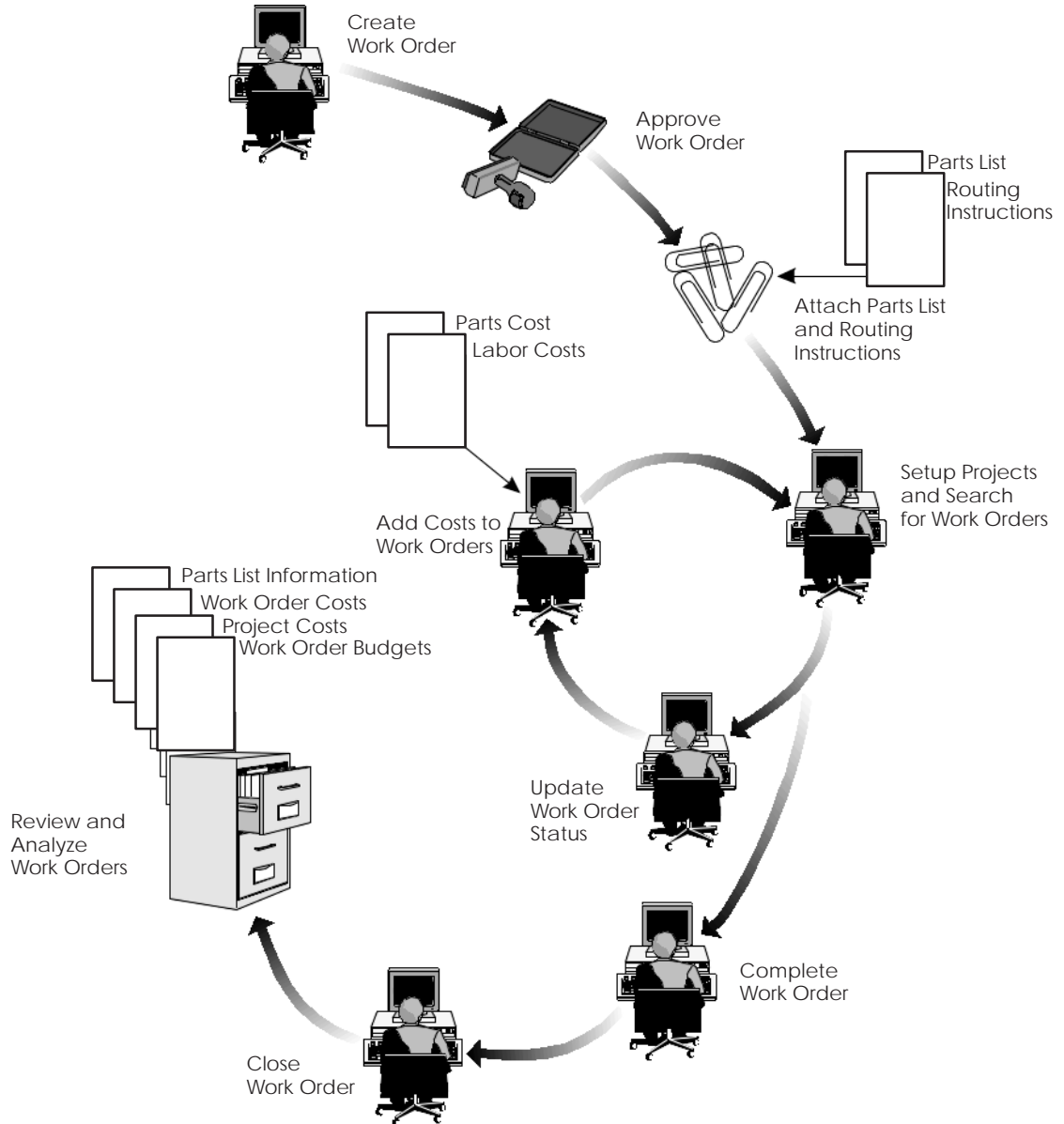
You can track each work order according to control dates that you define, such as:

- The transaction date (the date that a work order is entered into the system)
- The start date
- The planned completion date
- The actual completion date
- The assignment date (the date that the person responsible for the work receives the work order)

- Levels of responsibility** You can assign several levels of responsibility to a work order, such as:
- The job or business unit to which the work order is charged
 - The originator of the work order
 - The manager
 - The supervisor
- You can review all the work orders assigned to a particular person or location.
- Work order description** You can describe work orders briefly using two- or three-word descriptions, or you can provide much more detail. You can also enter different types of information in the record types you assign to a work order, such as:
- Expected actions
 - Actual operations performed
 - Tools required
 - Procedures for completing the work
- You define the record types that are appropriate to your organization.
- Project setup and tracking** You can create, organize, update, and track small projects and all of their associated work orders. You can manage these projects according to the following information:
- The customer number
 - The parent work order number (project number)
 - The job or business unit number
- Project management reporting** You can manage projects using any of the following Simple Project Management reports:
- Project Gantt Chart. This report shows a graphic representation of the start and end points of the series of work orders that make up a project.
 - Project Task Details. This report provides detailed information on the work orders (tasks) in a project.
 - Project Punch List. This report provides a description and the most current status of each work order in a project.
 - Project Status Summary. This report lists all work orders assigned to a particular manager and a summary of work order activity for that manager by status, type, and phase.

Work Order Process Flow

The following diagram shows the flow of a work order through a typical work order life cycle.



Create Corrective Work Orders

Creating Corrective Work Orders

You create corrective work orders in Equipment/Plant Maintenance to formally request and schedule corrective maintenance and other unscheduled maintenance, such as emergency repairs. You also use corrective work orders to record and communicate all details pertaining to the maintenance task to others who are involved.

You must create a work order master for every work order you want to track. The master consists of basic information that defines the work order, such as the work order number and description. You can also enter additional information to further identify the work order, such as category codes and user defined supplemental information.

The system stores work order master information in the Work Order Master table (F4801).

You can assign record types to work orders and then enter descriptive information into each record type to communicate important information about a task to others who are involved. For example, you might want to include special instructions, information about parts and tools needed to complete the task, and so on.

In addition, you can copy parts from a standard parts list or assign non-standard parts to a work order. You can also assign detailed labor routing instructions to a work order. For example, you can:

- Identify each work center needed to perform the maintenance tasks
- Specify the sequence in which the tasks are performed
- Indicate the estimated duration of each maintenance task

You can also create work orders by duplicating the information from existing work orders for those tasks that are similar to other tasks you perform.

Creating corrective work orders includes the following tasks:

- Entering basic work order information
- Assigning category codes to a work order

- Adding text to a work order
- Adding supplemental information to a work order
- Assigning parts to a work order
- Assigning labor routing to a work order
- Copying a work order
- Creating a work order for unscheduled maintenance

Before You Begin

- Before you create work orders, you must define your chart of accounts for the charge-to business unit information. See *Creating a Chart of Accounts* in the *General Accounting I Guide*.

What You Should Know About

Work order activity rules

Different work order activity rules might be in effect, based on the document type and work order type you assign to a work order. For example, if the activity rules specify that the subledger is inactive at a particular status and you assign that status to the work order, you will not be able to apply future transactions to the work order. Review the work order activity rules prior to assigning a document type and work order type.

See *Setting Up Work Order Activity Rules*.

Work order approval routing

Different approval routings might be in effect, based on the document type, work order type, status, and approval type you assign to a work order. For example, you might create a work order for which you cannot assign a particular status until the work order is approved. Review the work order approval routing prior to creating a work order.

See *Setting Up Work Order Approval Routes*.

Assigning default values You can use processing options to direct the system to automatically enter default values in the following fields on Work Order Entry:

- Type
- Priority
- Work Order Type (Document Type)
- Category Code fields

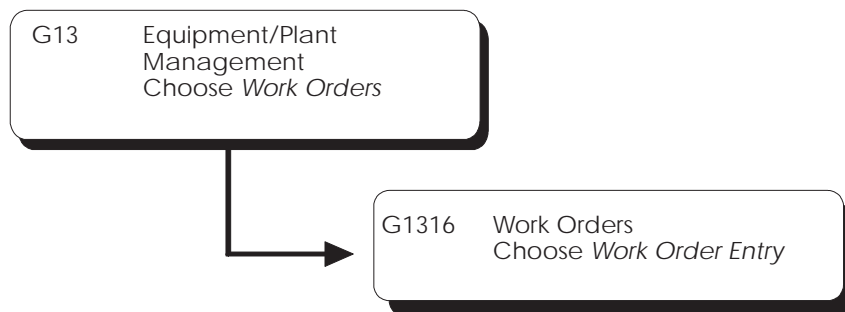
You can also use processing options to automatically complete all of the address book fields, such as Manager and Supervisor, if you defined them when setting up the system.

See *Setting Up Default Managers and Supervisor*.

Optional fields on the Work Order Entry form Many of the fields on the Work Order Entry form are optional. You can use processing options to specify that certain of these fields require an entry. Information in these fields is particularly useful when you search for a work order or group of work orders using Backlog Management.

See *Locating Work Orders*.

Entering Basic Work Order Information



Depending on the complexity of your maintenance organization, you can create work orders that include only the most basic information required by the system, such as the work order number, description, business unit, and branch. Or you can include equipment numbers, a variety of explanations, scheduling dates, and control codes. You can also enter budgeting information to help you track costs and resources.

► To enter basic work order information

On Work Order Entry

1. Complete the following fields:

- Description
- Charge to Business Unit
- Branch

The Branch field might already contain a default value.

2. Complete the following optional fields:

- Start Date
- Estimated Hours
- Estimated Amount

You must enter a start date if you plan to attach routing instructions or a parts list. If you attach routing instructions or a parts list to the work order, the system will enter default values in the Estimated Hours field and the Estimated Amount field, based on values from the parts list or the routing instructions.

3. Complete the following field to assign parts from a standard parts list:

- Standard Parts or Instructions

4. Complete the following optional address book fields:
 - Manager
 - Customer
 - Assigned to
5. Complete the following optional work order date fields:
 - Planned Completion Date
 - Completed Date
 - Requested Date
6. Complete the following field to prevent the entry of transactions to the work order:
 - Subledger Inactive
7. Complete any of the remaining fields to enter additional information for the work order.

Field	Explanation
Branch	<p>Represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:</p> <ul style="list-style-type: none"> • Branch/Plant (MMCU) • Dept A (MCU) • Dept B (MCU) • Job 123 (MCU) <p>Business unit security is based on the higher-level business unit.</p> <p>..... <i>Form-specific information</i></p> <p>This field identifies the Branch/Plant that keeps the parts inventory.</p>
Start Date	<p>This is a start date that you can enter, or an automatic start date which the planning system calculates using a backscheduling routine. The routine starts with the required date and offsets the total leadtime to calculate the appropriate start date.</p> <p>..... <i>Form-specific information</i></p> <p>You must enter a start date if you attach a parts list or routing to the work order.</p>
Date – Order/Transaction	<p>The date that an order was entered into the system. This date determines which effective level is used for inventory pricing.</p>

Field	Explanation
Date – Requested	The date that an item is to arrive or that an action is to be complete.
Subledger Inactive	<p>A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed of. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>

What You Should Know About

Deleting a work order You can delete a work order only if it does not have any account ledger transactions associated with it, or if it is not used as a parent work order. Complete the Subledger Inactive field if you need to prevent transactions to a work order.

Model work orders A model work order is defined by the presence of an X in the first position of the second line of description for the user defined code for Work Order Type (system 00, type TY).

You can specify that the system exclude model work orders from Backlog Management searches.

See *Creating a Model Work Order* for more information on using model work orders.

See *Setting Up User Defined Codes* for more information about work order types.

Parts lists and routings for model work orders When you choose Parts List from a model work order, the system accesses the Standard Parts List form. When you choose Routings, the system accesses the Standard Instructions form.

Processing Options for Equipment Work Order Entry

WORK ORDER DEFAULTS:

1. Enter the Defaults for the following:
 - a. Type _____
 - b. Priority _____

- c. Phase or Matter (Cat. Code 1) _____
- d. Category Code 2 _____
- e. Category Code 3 _____
- 2. Enter a '1' to default the Manager and Supervisor based on the values for Category Codes 1, 2, and 3. _____
- 3. Enter the default Work Order Type _____
- 4. Enter the Category Code defaults:
 - a. Category Code 4 _____
 - b. Category Code 5 _____
 - c. Category Code 6 _____
 - d. Category Code 7 _____
 - e. Category Code 8 _____
 - f. Category Code 9 _____
 - g. Category Code 10 _____
- 5. Enter the Address Book defaults:
 - a. Manager _____
 - b. Customer _____
 - c. Assigned To _____
 - d. Originator _____
 - e. Supervisor _____
- 6. Enter a '1' to require the entry of the Manager address field. _____
- 7. Enter a '1' to require the entry of the Planner address field. _____
- 8. Enter a '1' to require the entry of the Assigned To address field. _____
- 9. Select the value for the work order cross-reference:
 - ' ' = equipment's immediate parent _____
 - '1' = equipment's top level parent _____
 - '2' = value from parent work order _____
- 10. Enter a '1' to default the Standard Parts List from the Equipment. Leave blank to not default the Standard Parts List. _____
- WORK ORDER EDITS:
- 11. Enter a '1' to automatically change the start date and requested date on the parts and routings when they change on the work order. Leave blank to not update the parts and routings automatically. _____
- 12. Enter a '1' to require an equipment number to be entered. Leave blank to not require an equipment number _____
- 13. Enter a '1' to give a soft warning when the business unit entered does not match the business unit associated with the equipment number. _____
- 14. Enter a '1' to give a soft warning for the date edits. Enter a '2' to _____

give a hard warning for the date edits. Leave blank (DEFAULT) to accept all dates entered.

WORK ORDER APPROVAL:

15. Enter the work order approval type to be used in the approval process. _____

WORK ORDER PRINT VERSION:

16. Enter the DREAM Writer version of the Work Order Print (P48425) to call. Leave blank to call version XJDE0001. _____

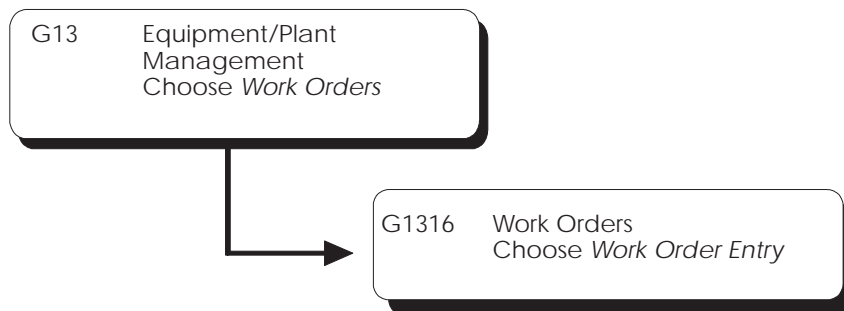
PARTS LIST VERSION:

17. Enter the DREAM Writer version of the Work Order Parts List (P1311) to call. Leave blank to call version ZJDE0001. _____

EQUIPMENT ROUTINGS VERSION:

18. Enter the DREAM Writer version of the Equipment Work Order Routing Instructions (P1312) to call. Leave blank to call version ZJDE0001. _____

Assigning Category Codes to a Work Order



You can assign up to ten category codes to a work order. Use category codes to further identify and organize work orders that have similar characteristics. This is especially useful if you need to analyze and report on work order information from a variety of perspectives, such as shop, division, type of work, and so on. J.D. Edwards provides several predefined category codes. You can use these or change them to suit your needs. You define all values for each category code.

You can also categorize a work order by originator, supervisor, and standard description. In addition, you can specify a search cross-reference that the system uses to search for work orders. For example, if you enter an equipment number on the work order, the system enters the parent equipment number in the Search Cross Reference field.

Before You Begin

- Create a work order. See *Entering Basic Work Order Information*.

What You Should Know About

Category code 1 Category code 1 is a four-character category code that appears on all work order reports and most forms that are associated with work orders.

▶ To assign category codes to a work order

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Category Codes.

The screenshot shows a window titled "[48016] - Work Order - Category Codes". It contains several input fields and a list of category codes. The fields are: W.O. Number (3893), W.O. Flash Message (3), Phase (FRN), Category 02 (F1), Category 03 (), Category 04 (4), Category 05 (), Status (), Service Type (), Skill Type (), Experience Level (), Category 10 (), Originator (7503 Kraton, Ralph), Supervisor (6003 Akin, Dwight), Std. Desc (), and Search X-Ref (00001225). The list of category codes includes: Replace Bad Control Circuit, Urgent, Fan Assembly, Improper Start-Up or Operation, and Unscheduled Work. The window also has a menu bar (Functions, Tools, Help) and a toolbar with icons for check, cancel, help, and other functions.

3. On Work Order Category Codes, complete any of the category code fields that you want to apply to the work order.
4. Complete the following optional address book fields:
 - Originator
 - Supervisor

5. Complete the following optional field to assign a standard description from the Generic Rates and Messages table to the work order:
 - Standard Description
6. Complete the following additional optional fields:
 - Flash Message
 - Search Cross Reference

Depending on how you set processing options for Work Order Entry, the Search Cross Reference field might contain a default value.

Field	Explanation
Work Order Flash Message	<p>A user defined code (system 00, type WM) that indicates a change in the status of a work order. The system indicates a changed work order with an asterisk (*) in the appropriate report or inquiry form field. The flash message is highlighted in the Description field of the work order.</p> <p>..... <i>Form-specific information</i></p> <p>The flash message appears as a highlighted message on Backlog Management, replacing the work order description.</p>
Standard Description	<p>A user defined code (system 48, type SN) that is assigned to a standard note, message, or general narrative explanation. You can use this code to add instructional information to a work order. You set up codes for this field on Standard Description.</p> <p>..... <i>Form-specific information</i></p> <p>For Equipment/Plant Maintenance users:</p> <p>You can use this code to assign narrative text for a standard procedure. The information appears on the Item PM schedule and the work order routing.</p>
Search Cross Reference	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p>

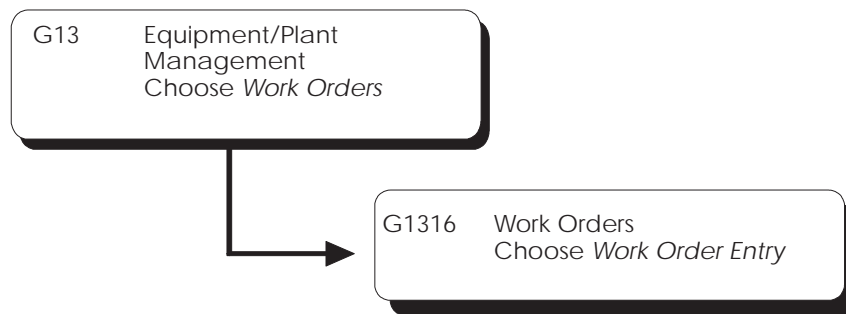
What You Should Know About

Using an equipment number as a search cross-reference

If you enter an equipment number when you create a work order, the system assigns a default search cross-reference number based on that equipment number.

You can use processing options to control whether the system assigns the equipment's immediate parent number, or its top-level parent number as the search cross-reference number.

Adding Text to a Work Order



You can add additional text to further describe details about a work order by using record types assigned to work orders. For example, you might want to include an extended description of the maintenance task in record type A, special instructions in record type B, parts and tools needed in record type C, and so on.

Depending on the type of information that you need to include, you can enter text in two formats. You define the format for each record type when you set up work orders. The formats are:

- Description only
- Description with three columns

You can also copy descriptive information from another work order.

▶ To add text to a work order

On Work Order Entry

[48011] - Work Order Entry

Functions Tools Help

Parent W.O. No: 3893
 W.O. Number: 3893 WO
 Charge to BU: M38
 Repair Code: 330
 Branch: STORES
 Boiler Operator controls

Description: Replace Bad Control Circuit
 Status Comment:

Item Number: 10856

Std Parts/Inst:

Bill Type: M Routing Type: M % Comp/Due: / 116
 Status: MH W/O Issued & Released
 Type: 1 Maintenance Order
 Priority: 2 Urgent
 Manager:
 Customer:
 Phase Code: FAN Fan Assembly
 Failure Code: F1 Improper Start-Up or
 Category Code 3:
 Category Code 4: 4 Unscheduled Work
 Remarks: Replace Bad Control Circuit

W.O. Date: 06/14/98
 Start Date: 06/15/98
 Requested: 06/15/98
 Planned Comp:
 Completed:
 Assigned To:
 Subdqr Inac:

F15=Rcd Types F6=Parts Lst F8=Routing Inst F10=Cat Codes F21=Print F24=More MW

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose the Record Types function.

[48217] - Record Type Review

Functions Options Tools Help

Order Number: 4319 Replace Hydraulics

O	P	Record Type
A		Full Description of Request
B		Final Disposition Remarks
C		Tool and Equipment Instruct.
D		Safety Provisions
E		Plan and Drawing Reference
F		Equipment Down Time
G		Maintenance Loops
Z		Associated PM

Opt: 1=Select & Review F24=More MW

3. On Record Type Review, choose Select and Review for each record type to which you want to add text.

Record types for which the option field is highlighted contain text.

The screenshot shows a window titled "[4802] - W.O. Detail Entry" with a menu bar (Functions, Options, Tools, Help) and a "Full Description of Request" section. In this section, "Order Number" is 4319 and "Record Type" is A. Below is a table with two columns: "Description" and "Option". The table contains one row with the text "Replace Motor & Pump". At the bottom, there are several icons and a keyboard shortcut legend: "Opt. 1=Insert 9=Delete F5=Refresh F8=Record Types F24=More Keys MW".

Description	Option
Replace Motor & Pump	

4. On Work Order Detail Entry, enter the appropriate information for the current record type.
5. Repeat steps 3 and 4 for each record type you want to add to the work order.

What You Should Know About

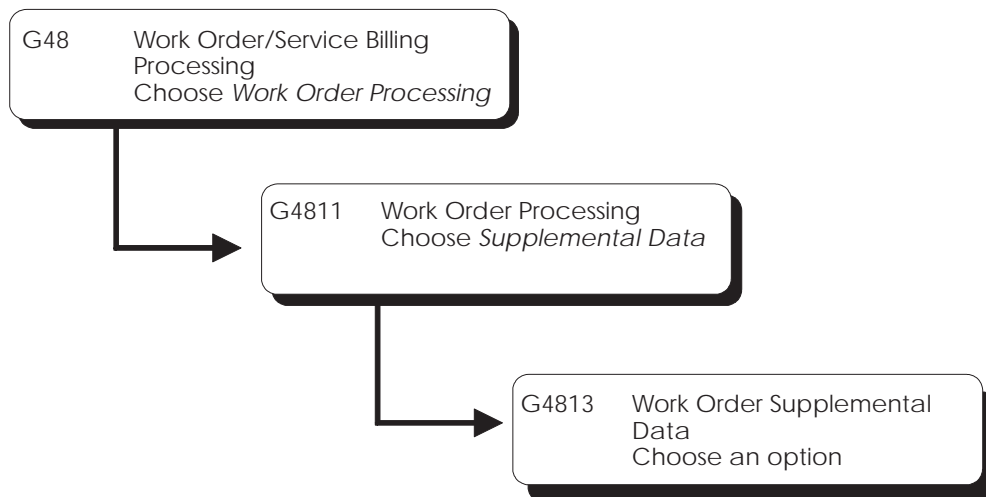
Extended descriptions for work orders

The system stores the extended description of work orders in record type A. You can review this record type on the Work Order Entry form.

See Also

- *Copying a Work Order (P48011)*
- *Setting Up Record Types (P48002)*

Adding Supplemental Information to a Work Order



You can add additional user defined information to a work order. Use supplemental information to assist in tracking and reporting on work orders. For example, you might set up a supplemental data type associated with safety procedures and enter specific safety procedures for each work order.

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 work order information based on a particular supplemental data type. For example, assume that you have set up a supplemental data type for budget estimates. You can review a list of all work orders for which you have assigned the supplemental data type for budget estimates.

By work order

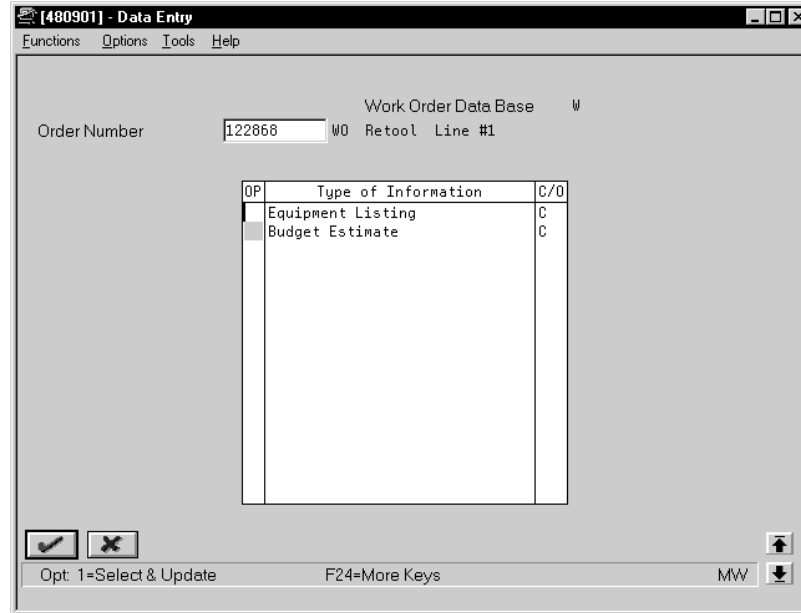
You can review a list of the additional information by supplemental data type that you assigned to individual work orders.

Adding supplemental data to work orders includes the following tasks:

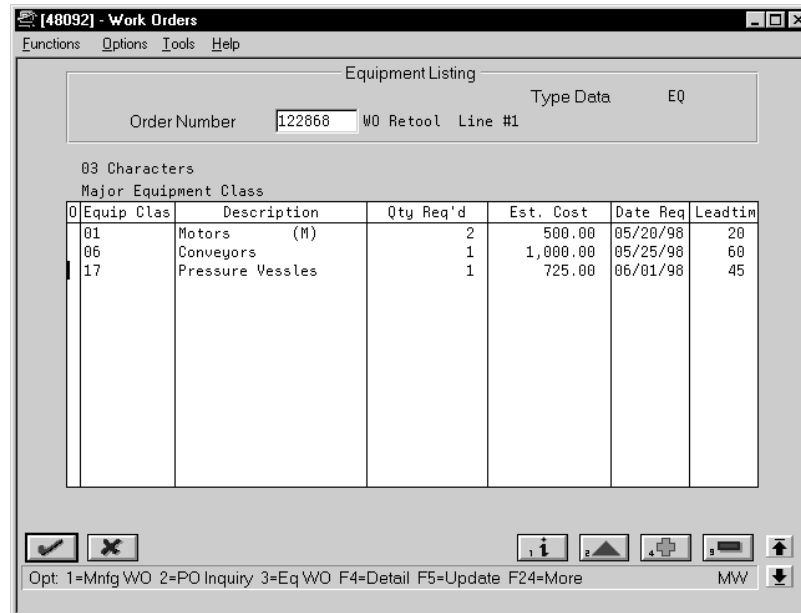
- Entering supplemental information to a work order
- Reviewing supplemental data by type
- Reviewing supplemental data by work order

► To enter supplemental information to a work order

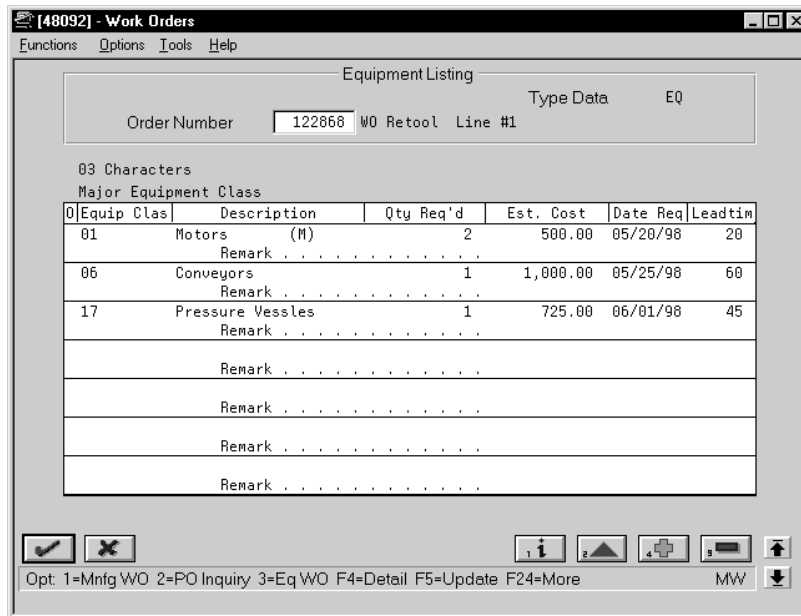
On Data Entry



1. Complete the following field:
 - Work Order Number
2. Choose Select and Update for each type of information that you want to enter.



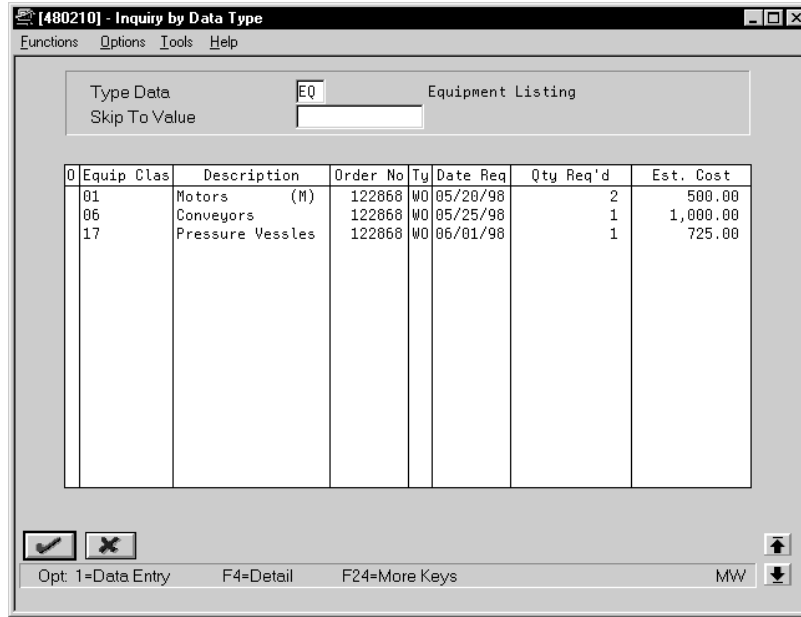
3. On Work Orders, complete any of the appropriate fields.
4. Choose Detail.



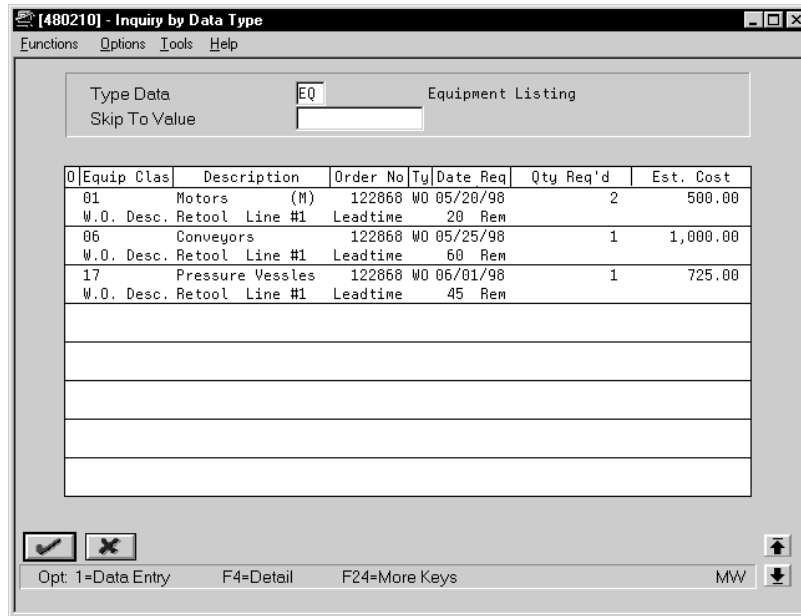
5. Complete the appropriate fields.
6. Choose Update with Redisplay.

▶ To review supplemental data by type

On Inquiry by Data Type

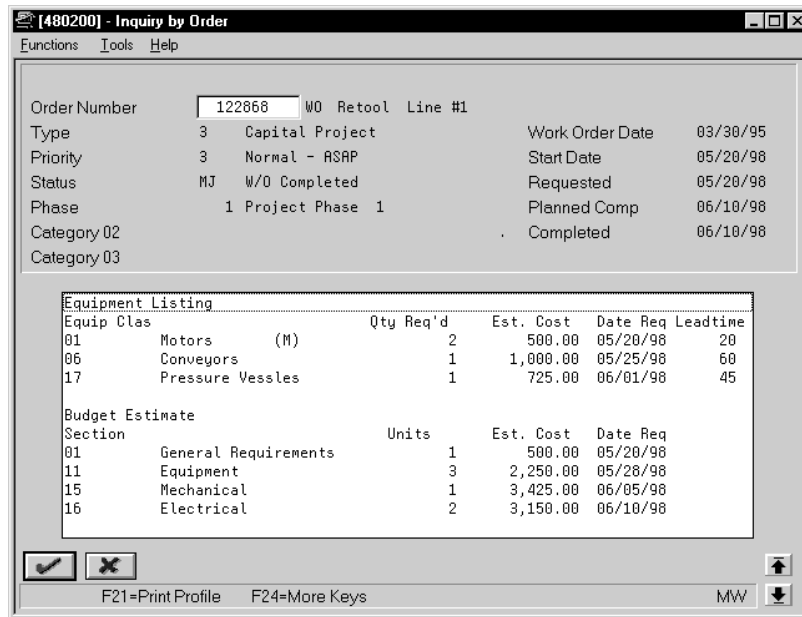


1. Complete the following field:
 - Type Data
2. Choose Detail to view additional information.



▶ To review supplemental data by work order

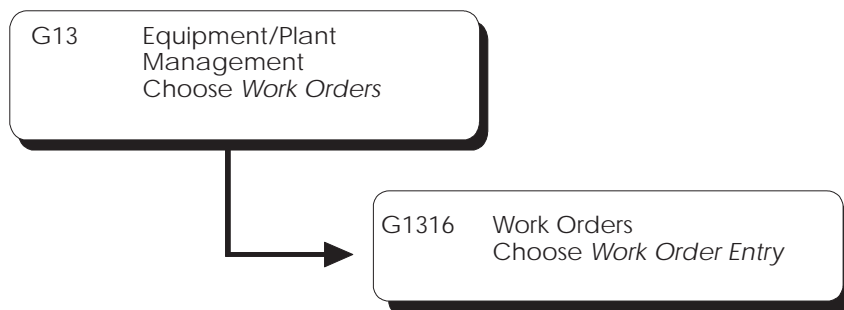
On Inquiry by Order



Complete the following field:

- Order Number

Assigning Parts to a Work Order



You can assign parts to a work order to satisfy parts requirements for maintenance tasks. Depending on how you set up your system, you can indicate how and when the system commits inventory to satisfy a work order's parts requirements. For example, you can direct the system to commit inventory to a work order only at a particular work order status.

You can assign parts from a standard parts list that you enter when you create the work order. In addition, you can assign inventory parts that do not appear on a standard parts list, such as when you are creating a work order for an unanticipated emergency repair. You can also assign parts for which you do not

maintain an inventory master, such as special order parts for which you rarely have a need. The system displays all parts inventory information applicable to a work order on Work Order Parts List.

Assigning parts to a work order consists of the following tasks:

- Assigning parts from a standard parts list
- Working with selected parts from inventory
- Assigning parts without an inventory master

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to use Work Order Parts List:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
 - System 43 — Procurement
- Review processing options for the Work Order Parts List program. See *Revising Processing Options for Parts Lists and Labor Routings*.
- Verify that standard parts lists have been set up. See *Setting Up a Standard Parts List*.

See Also

- *Appendix A — Inventory Concepts and Setup* for more information about inventory terms and concepts
- *Setting Up a Standard Parts List (P3002)* for more information about how the system commits inventory

Assigning Parts from a Standard Parts List

You can assign parts to a work order from a standard parts list. This is especially useful when you create work orders for routine maintenance tasks that require identical parts.

Before You Begin

- Verify that the following fields on Work Order Entry have been completed:
 - Standard Parts or Instructions
 - Start Date

▶ To assign parts from a standard parts list

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.



You must have installed the following systems to be able to access Work Order Parts List:

- System 30 — Product Data Management
- System 31 — Shop Floor Control
- System 40 — Inventory Base and Order Processing
- System 41 — Inventory Management
- System 43 — Procurement

Part	Description	Qty Ordered	UM	LT
------	-------------	-------------	----	----

3. On Work Order Parts List, choose Copy Bill of Material.

Two additional fields appear on Work Order Parts List.

The screenshot shows a window titled "[1311] - Work Order Parts List" with a menu bar (Functions, Options, Tools, Help). The main area contains the following fields:

- Branch: STORES
- Requested: 06/05/98
- Order Number: 138747 WO
- Change Out Motor: Change Out Motor
- Part Number: MOTOR REBUILD PM KIT
- Motor Rebuild PM Kit: Motor Rebuild PM Kit
- Copy From BOM: MOTOR REBUILD PM KIT
- Copy From Plant: STORES

Below the fields is a table with the following columns: Part, Description, Qty Ordered, UM, and LT. The table is currently empty.

At the bottom of the window is a toolbar with icons for various functions and a status bar with the text: "Opt: 1=Item Inquiry 4=Multi-Location F5=Update F10=Copy BOM F24=More MW".

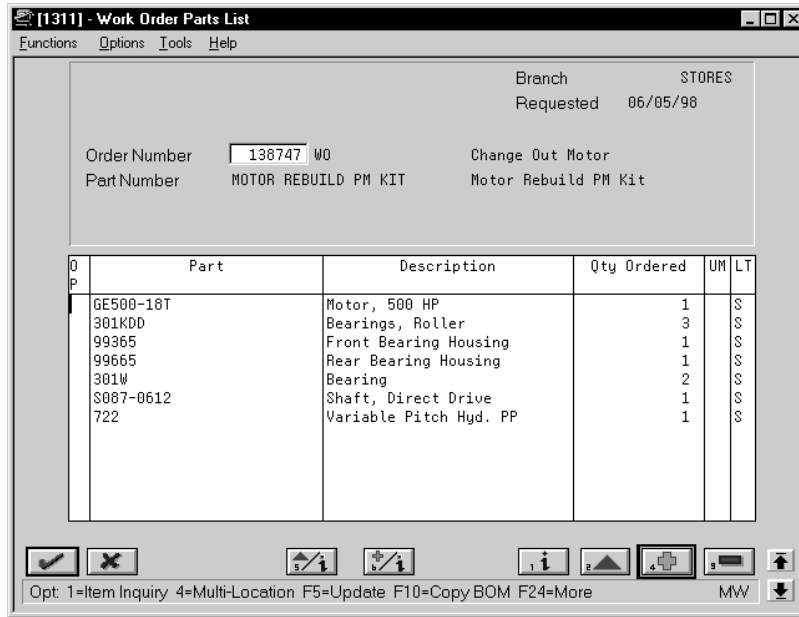
4. Review the following new fields:

- Copy From Bill of Material
- Copy From Plant

The system assigns default values to these fields based on values from the work order.

5. Accept the default values or revise them if they are not correct.
6. Choose Copy Bill of Material.

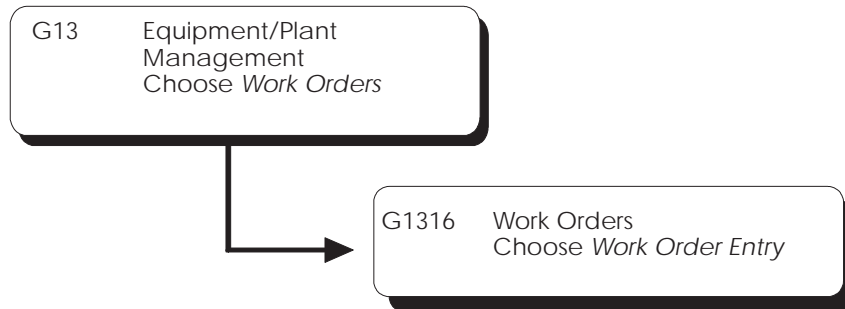
The system completes the Work Order Parts List form with values from the standard parts list.



7. On Work Order Parts List, make any necessary changes to the work order parts list.
8. To complete the process, do one of the following:
 - In WorldSoftware, choose the Update with Redisplay function
 - In WorldVision, click Add, or Add and Redisplay

Field	Explanation
Copy from Bill of Material	The item number entered which can be in any of the three formats (short, long or 3rd item number). <i>Form-specific information</i> This item number is the Standard Parts List number used to create the work order parts list.
Copy From Plant	The destination business unit that you want to copy accounts to. <i>Form-specific information</i> The branch/plant that you want to copy Standard Parts List information from.

Working with Selected Parts from Inventory



You can assign parts that do not appear on a standard parts list, such as when you are creating a work order for an unanticipated emergency repair. If you need a part that is not currently available at your location, you can search for other locations that stock the part and assign them to the work order parts list.

When a part is unavailable, you can specify a substitute part. In addition, you can add explanatory text to any part that you include on a work order parts list.

Working with selected parts from inventory includes:

- Assigning selected parts from inventory
- Adding non-stock parts to a parts list
- Revising the location for a part
- Choosing a substitute part
- Adding explanatory text to a part

Before You Begin

- Set up substitute parts through the Inventory Cross Reference program. See *Setting Up Item Cross-References* in the *Inventory Management Guide* for more information about assigning inventory cross-references.

► To assign selected parts from inventory

On Work Order Entry

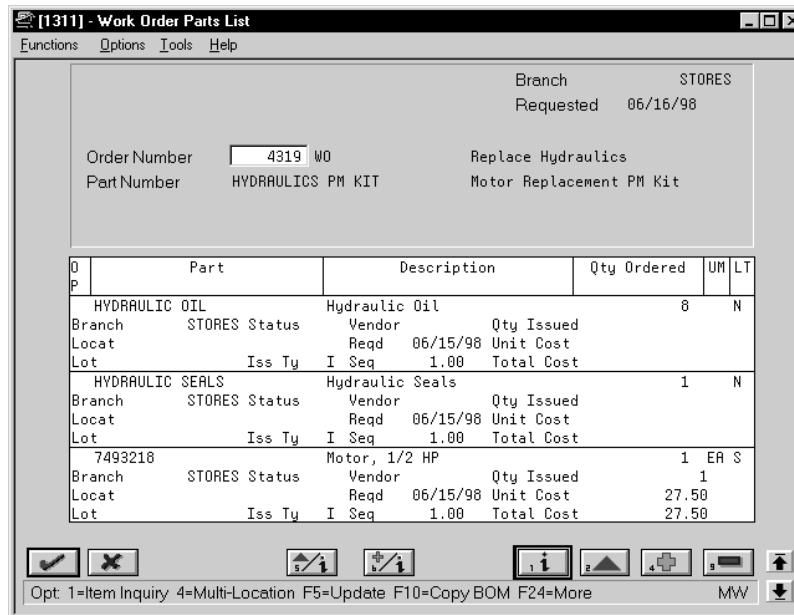
1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, access the field help for the following field:
 - Part

4. On Item Search, search for specific parts by entering descriptive text in the following field:
 - Search Text
5. Complete the following field next to each part that you want to add to the work order parts list:
 - Quantity

6. Choose Exit Program.

The system returns to the Work Order Parts List with your selection.

7. On Work Order Parts List, choose the More Details function.



8. Complete the following optional field:

- Vendor

▶ To add non-stock parts to a parts list

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, complete the following fields:
 - Part Number
 - Description
 - Quantity
 - Line Type

Field	Explanation
Line Type	<p>A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example:</p> <ul style="list-style-type: none">S Stock itemJ Job costN Non-stock itemF FreightT Text informationM Miscellaneous charges and credits

What You Should Know About

Line types

Line types distinguish the various methods of recording stock and non-stock inventory.

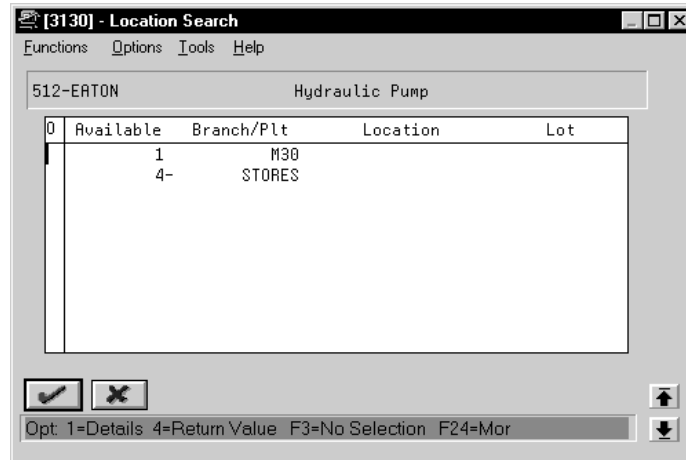
See *Appendix A — Inventory Concepts and Setup* for more information about line types.

To revise the location for a part

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, choose Location Search for each part for which you want to revise the location.

A window opens that displays all locations that stock the part.



4. On Location Search, choose Return Value for the alternate location.

The system replaces the original location information with the new information.

What You Should Know About

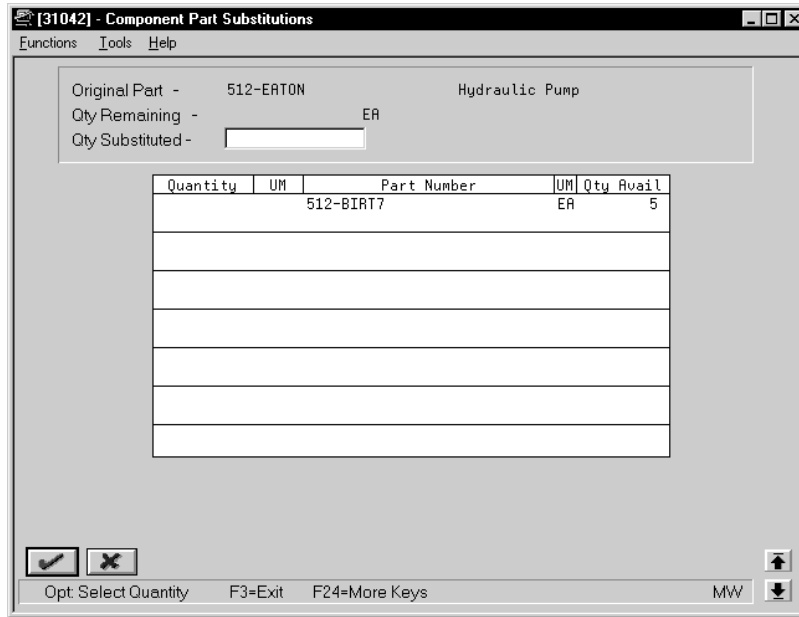
Multiple locations

You can specify multiple locations for a part. On Work Order Parts List, choose Multiple Location Parts Search. A window opens that displays all locations that stock the part. Select the locations that you want to add. The system adds the new locations to the parts list and updates the quantity on hand.

► To choose a substitute part

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, choose Item Substitutes for each part that you want to substitute.



4. On Component Part Substitutions, complete the following field for each part that you want to substitute for the original part:
 - Quantity

What You Should Know About

Substitute part availability

In order for the system to display a substitute part on Component Part Substitution, the substitute part must have a quantity on hand in the inventory system.

See *Appendix A — Inventory Concepts and Setup* for more information about quantity on hand.

► To add explanatory text to a part

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, choose Additional Part Text for each item for which you want to add text.

4. On Additional Part Information, enter the explanatory text.

When you enter explanatory text for a part, the system highlights the part on the work order parts list.

Assigning Parts without an Inventory Master

You can assign parts for which you do not maintain an inventory master to a work order. This is especially useful when you need to add parts for which you rarely have a need, such as special order parts, to a work order.

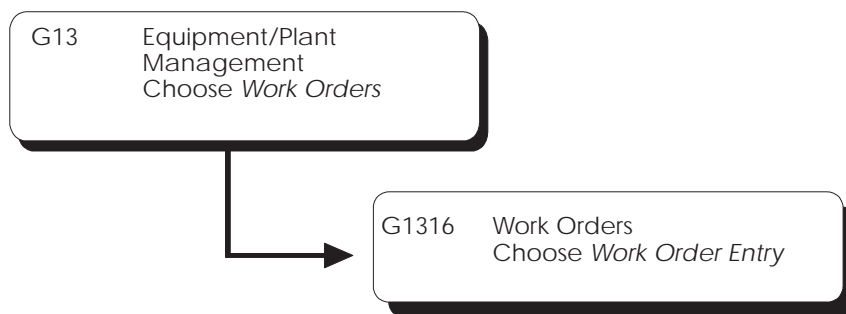
▶ To assign parts without an inventory master

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.
3. On Work Order Parts List, complete the following fields:
 - Part
 - Description
 - Quantity
 - Line Type

4. Complete the following optional field:
 - Unit of Measure
5. Choose the More Details function.
6. Complete the following optional fields:
 - Vendor
 - Unit Cost

Assigning Labor Routing to a Work Order



You can specify which work center is responsible for each maintenance task on a work order. You can specify the sequence of operations for each task, as well as the labor rates and the number of hours necessary to complete each task.

You can assign labor routing instructions to a work order using the following methods:

- Copy labor routing from standard instructions
- Manually assign labor routing instructions

When you know in advance the labor requirements for a particular task, you can set up standard routing instructions for the task. You can copy from the instructions when you need to assign labor routings for similar tasks.

You can manually assign labor routing instructions for any maintenance task for which you have not set up standard routing instructions.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to use Equipment W.O. Routings:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
 - System 43 — Procurement

- Review processing options for the Equipment Work Order Routings program. See *Revising Processing Options for Parts Lists and Labor Routings*.

- Verify that the following fields on Work Order Entry have been completed:
 - Standard Parts or Instructions
 - Start Date

▶ To copy labor routing information from standard instructions

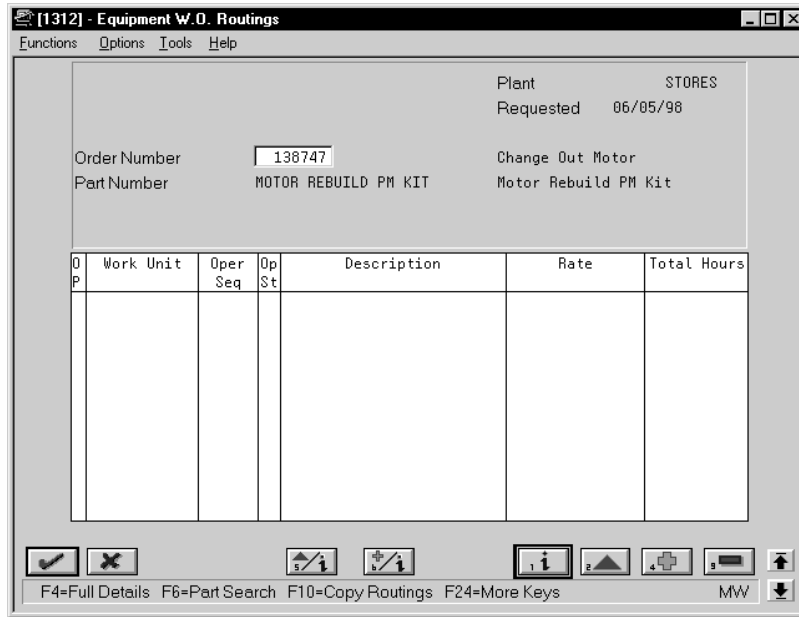
On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Routing Instructions.



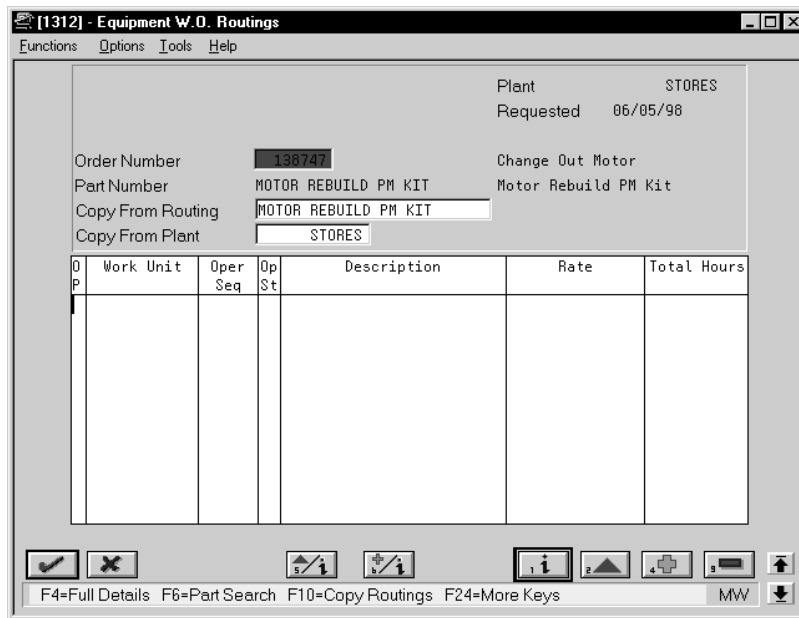
You must have installed the following systems to be able to access Equipment W.O. Routings:

- System 30 — Product Data Management
- System 31 — Shop Floor Control
- System 40 — Inventory Base and Order Processing
- System 41 — Inventory Management
- System 43 — Procurement



3. On Equipment Work Order Routings, choose Copy Routings.

Two additional fields appear on the Equipment Work Order Routings form. The system assigns default values to these fields based on values from the work order.



4. Review the following new fields and revise them if they are not correct:

- Copy From Routings
- Copy From Plant

5. Choose Copy Routings.

The system completes the Equipment Work Order Routings form with values from the standard instructions.

Work Unit	Oper Seq	Op St	Description	Rate	Total Hours
ELECT	1.00		Lockout	25.00	.25
ELECT	2.00		Disconnect motor	25.00	1.00
MECH	3.00		Disconnect motor	20.00	8.00
MECH	4.00		Install new motor	20.00	16.00
ELECT	5.00		Connect new motor	25.00	8.00
ELECT	6.00		Unlock	25.00	.25

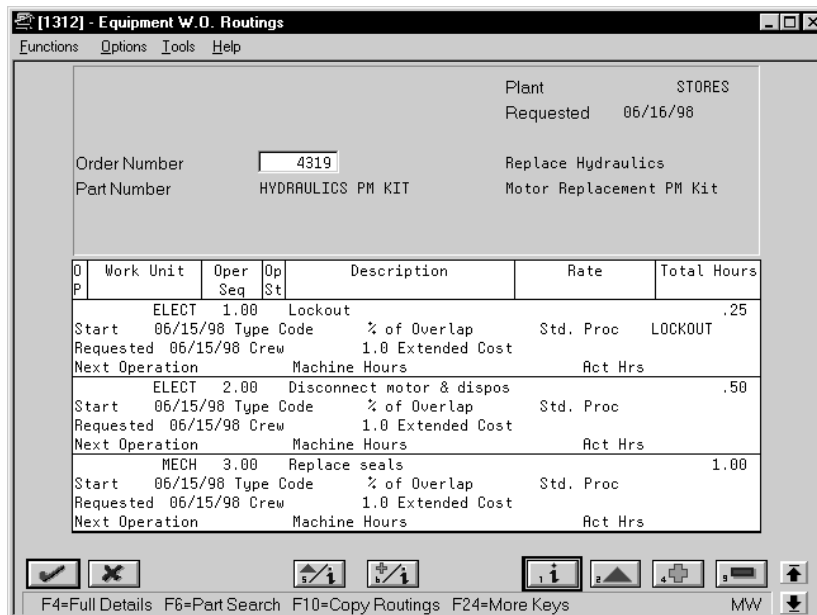
6. On Standard Instructions, revise any information that does not apply to the current work order.
7. To complete the process, do one of the following:
 - In WorldSoftware, choose the Update with Redisplay function
 - In WorldVision, click Add, or Add and Redisplay

► **To manually assign labor routing instructions**

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Routing Instructions.
3. On Equipment Work Order Routings, complete the following fields for each labor routing that you want to establish:
 - Work Unit
 - Operation Sequence
 - Description
 - Total Hours

4. Complete the following optional fields:
 - Operation Status
 - Rate
5. Choose Full Details.



6. Complete the following optional fields:
 - Start Date
 - Requested Date
 - Standard Procedures

These fields might contain default values.

7. Complete the following additional fields:
 - Percent of Overlap (optional)
 - Crew Size (optional)

Field	Explanation
Operation Status Code W.O.	User defined code system 31, type OS. The operation status code that identifies the current status of a work order or engineering change order as the operation steps in the routing are completed.
Rate	The rate to be paid for the type of component (piece) being produced.

Field	Explanation
Message Number	<p>A user defined code (system 48, type SN) that is assigned to a standard note, message, or general narrative explanation. You can use this code to add instructional information to a work order. You set up codes for this field on Standard Description.</p>
Work 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>Use this field to identify the craft or resource (business unit) that will perform the maintenance task.</p>
Operation Sequence	<p>In routings, used to sequence the fabrication or assembly steps in the manufacture of an item. You can track costs and charge time by operation.</p> <p>In bills of material, designates the routing step in the fabrication or assembly process that requires a specified component part. You define the operation sequence after you create the routing for the item. The Shop Floor Control system uses this field in the backflush/preflush by operation process.</p> <p>In engineering change orders, used to sequence the assembly steps for the engineering change.</p> <p>Skip To fields allow you to enter an operation sequence that you want to begin the display of information.</p> <p>You can use decimals to add steps between existing steps. For example, use 12.5 to add a step between steps 12 and 13.</p> <p>In the process, the sequence number that produces the intermediate product.</p> <p>..... <i>Form-specific information</i></p> <p>You can use this field to sequence the maintenance tasks to perform in the maintenance of an item.</p>

Field	Explanation
Requested	<p>The date that an item is to arrive or that an action is to be complete.</p> <p>..... <i>Form-specific information</i></p> <p>The system enters a default value based on the work order start date.</p>
Start	<p>This is a start date that you can enter, or an automatic start date which the planning system calculates using a backscheduling routine. The routine starts with the required date and offsets the total leadtime to calculate the appropriate start date.</p> <p>..... <i>Form-specific information</i></p> <p>This is the date the system schedules the work order activity to begin. The system enters a default value based on the work order start date.</p>
Percent – Overlap	<p>The overlapping of successive operations. The actual overlap percentage entered for the operation sequence is the percent by which that operation overlaps the prior operation. For example, if you enter 80%, this indicates that work can begin on the overlapped operation when 20% of the prior operation is completed.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Overlapping has no effect on move and queue calculations. 2. The percent entered must be less than or equal to 100%. <p>Enter percents as whole numbers: 5% as 5.00</p>
Crew Size	<p>The number of people who work in the specified work center or routing operation.</p> <p>The system multiplies the Run Labor value in the Routing Master table (F3003):</p> <ul style="list-style-type: none"> • By crew size during costing to generate total labor dollars • During Process Work Orders and Order Maintenance to generate total labor hours <p>If the Prime Load Code is L or B, the system uses the total labor hours for backscheduling. If the Prime Load Code is C or M, the system uses the total machine hours – without modification by crew size – for backscheduling.</p>

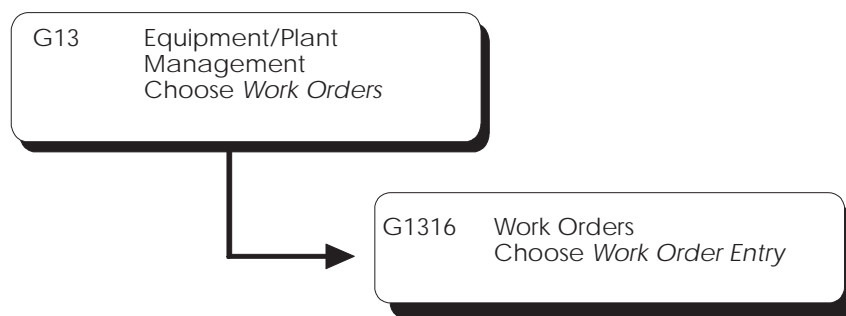
What You Should Know About

Labor rates

The system uses the frozen standard labor rate to calculate the rate for each labor routing step. You define the frozen standard labor rate when you set up work centers.

See *Setting Up Work Centers*.

Copying a Work Order



When you have an existing work order with information that is applicable to other work orders, you can copy it using Copy Work Order. For example, you might need to perform maintenance on a machine that is similar to the maintenance you performed on another machine. Instead of creating a new work order, you can copy the work order for the previous maintenance. When you copy an existing work order, the system assigns a unique number to the new work order. Otherwise, the following information remains unchanged:

- All information from the Work Order Entry form
- Parts instructions
- Labor routing instructions
- Record types

You can also use a parent work order as the basis for creating a work order. The system uses the information stored in the master for the parent work order to automatically enter the basic work order information, category codes, and record type information into the new work order. Use this method when you need to group work orders that share common information you use for reporting and cost accounting.

Copying a work order includes:

- Copying a work order using an existing work order

- Creating a work order based on a parent work order

▶ **To copy a work order using an existing work order**

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Copy Work Order.

A new work order appears, identical to the one that you copied, but with a unique work order number. The system copies parts, routing instructions, and record types from the original work order to the new work order.

▶ **To create a work order based on a parent work order**

On Work Order Entry

1. Complete the following fields:
 - Parent Work Order Number
 - Description
 - Branch
 - Equipment Number
2. Complete all of the fields that must contain unique information rather than the default information that the system provides from the parent work order.
3. Complete the following optional field:
 - Completed Date
4. To create the new work order, do one of the following:
 - In WorldSoftware, choose the Update with Redisplay function
 - In WorldVision, click Add with Redisplay
5. Assign any category codes that you want to apply to the work order in addition to those that the system assigns from the parent work order.

See *Assigning Category Codes to a Work Order*.

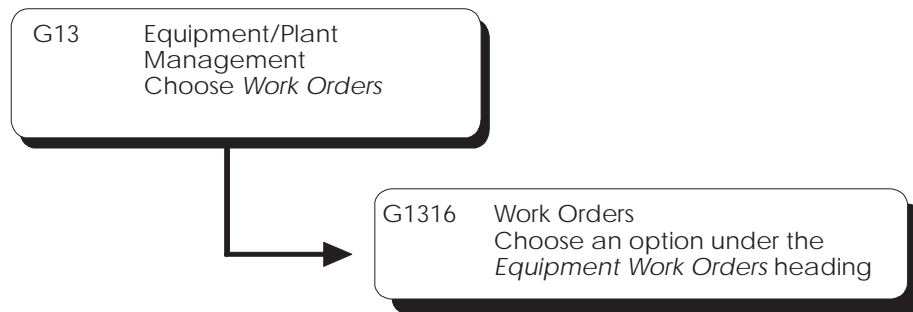
6. Enter any record type information in addition to the record type information that the system enters from the parent work order.

See *Adding Text to a Work Order*.

See Also

- *Entering Basic Work Order Information (P48011)* for the processing options for this program

Creating a Work Order for Unscheduled Maintenance



When you have set up maintenance tasks to come due on an as-needed basis rather than a scheduled interval, you can notify the system when you want to create a work order to perform the tasks. For example, you might want to wash a piece of equipment only when it is in the shop for other maintenance.



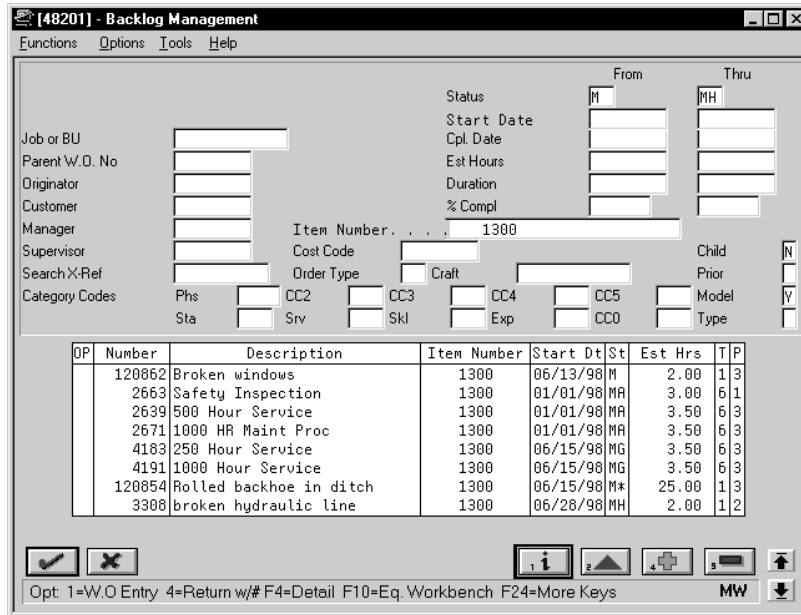
When you create a work order for unscheduled maintenance, the system runs the XJDE001 version of the PM Update program. The default values for this version ensure that the system updates the maintenance status and PM schedule for only the equipment for which the unscheduled maintenance task applies. J.D. Edwards recommends that you do not change the processing options for this version of the DREAM Writer.

Before You Begin

- Set up a PM service type for each unscheduled maintenance task and verify that the service type has no schedule date or service interval. See *Creating a PM Schedule* for more information about setting up service types.

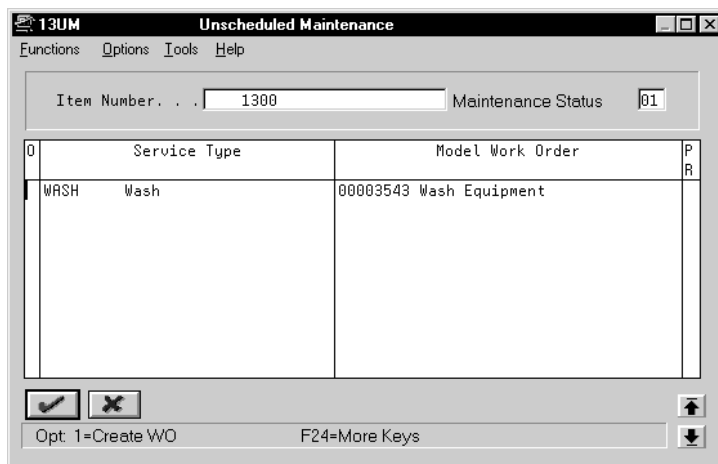
▶ To create a work order for unscheduled maintenance

On Backlog Management



1. Complete the following field to locate a piece of equipment:
 - Equipment Number
2. Choose **Unscheduled Maintenance**.

The **Unscheduled Maintenance** window appears, showing all unscheduled maintenance procedures set up for the equipment.



3. Choose **Create Work Order**.

The system updates the PM schedule to indicate the maintenance as 100 percent due and generates the corresponding work order.

What You Should Know About

Accessing the Unscheduled Maintenance window

You can access the Unscheduled Maintenance window from Equipment Backlog or Backlog Management.

See Also

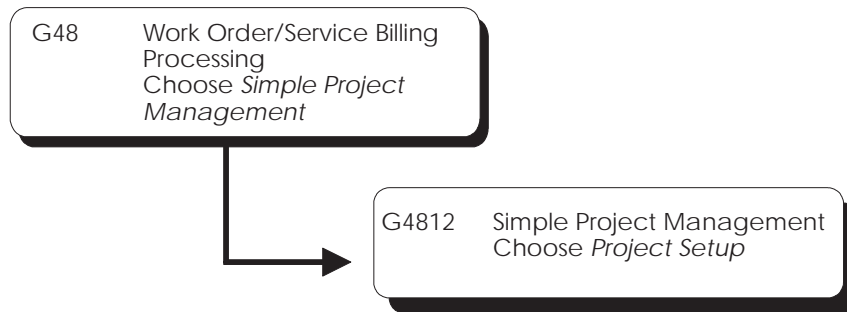
- *Locating Work Orders (P48210)* for the processing options for this program



Exercises

See the exercises for this chapter.

Set Up a Project



Setting Up a Project

When you have a collection of maintenance tasks that are interrelated and subordinate to a larger task, such as a plant shutdown or the retooling of a manufacturing line, you can group the tasks into a project. Setting up a project is especially useful when you need to monitor the day-to-day details of a project within the context of the project as a whole.

Setting up a project is similar to creating work orders using parent information. However, by using Project Setup to create the work orders, you can create several work orders at the same time and group them into a hierarchy under an existing (parent) work order. The parent work order represents the project, and each work order assigned to the parent represents a task in the project.

The system automatically enters basic work order information, category codes, and record type information from the parent work order to each work order in the project. After you create the project hierarchy, you can enter specific information for each work order by accessing the Work Order Entry form. You can use processing options to specify which Work Order Entry form the system displays when you add additional work order information.

▶ **To set up a project**

On Project Setup

[48015] - Project Setup

Functions Options Tools Help

Customer

or Parent W.O. No Plant Shutdown - Area 2

or Job or BU

Skip to Phase Status Thru

0 Phas	Task	Start	Complete	Hours	W.O.
	Plant Shutdown - Area 2	05/15/98	06/15/98		122841
1	Project Phase 1				
1	Teardown Line #1	05/15/98	05/20/98	250.00	122850
1	Retool Line #1	05/20/98	06/10/98	425.00	122868
1	Clean Line #1	06/10/98	06/12/98	50.00	122876
1	Test Line #1	06/12/98	06/15/98	125.00	122884
2	Project Phase 2				
2	Teardown Line #2	06/15/98	06/20/98	315.00	122892
2	Retool Line #2	06/20/98	07/10/98	550.00	122905
2	Clean Line #2	06/20/98	07/10/98	50.00	122913
2	Test Line #2	06/20/98	07/10/98	200.00	122921

Opt: 1=W.O. Detail 2=Cat Codes F4=More Detail F9=NS F24=More Keys MW

1. Complete the following fields to identify the project:
 - Parent Work Order
 - Customer (optional)
 - Job or Business Unit (optional)
2. Complete the following field to describe each step of the project:
 - Task
3. Complete the following optional fields to further define each step of the project:
 - Start Date
 - Complete Date
 - Work Order Number
 - Phase
 - Hours
4. Choose More Detail.

5. Complete the following optional fields:

- Standard Description
- Manager

Field	Explanation
Number – Parent WO Number	<p>This is the parent work order number. You can use this number to:</p> <ol style="list-style-type: none"> 1. Enter default values for newly added work orders, for example, Type, Priority, Status, or Manager. 2. Group work orders for project setup and DREAM Writer selection. <p>Specify a work order number to display related ECO work orders.</p>
Hours – Estimated	The estimated hours that are budgeted for this work order. The system rounds to the nearest whole number.
Address Number – Manager	<p>The address book number of a manager or planner.</p> <p>NOTE: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. (You can either accept or override the default value.)</p>

What You Should Know About

Adding additional work order information You can add additional information to each work order within the project. For example, you can add status comments or an extended description of the task. Choose Work Order Detail for each work order for which you want to add information.

Processing Options for Project Setup

DEFAULT PROCESSING:

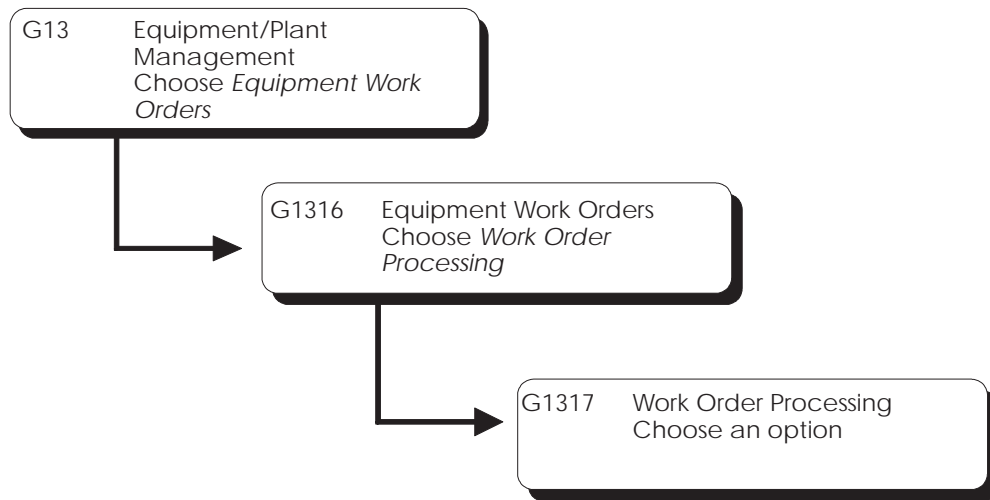
- 1. Enter a '1' to default the manager and supervisor based on the values for Category Codes 1, 2, and 3. _____

- 2. Enter the defaults for the following fields:
 - a. Type _____
 - b. Priority _____
 - c. Beginning Status _____
 - d. Phase (Category Code 1) _____
 - e. Category Code 2 _____
 - f. Category Code 3 _____

PROGRAM SELECTION:

- 3. Choose the work order entry program to call when the option exit is used: _____
 - '2' = Equipment Work Order (P48011)
 - '3' = Work Order Entry (SAR) (P48012)
 - '4' = Manufacturing Work Order (P48013) (default)
 - '5' = Project Task Details (P48014)

Review and Approve Work Orders



Reviewing and Approving Work Orders

You can review, approve, or reject a work order. When you approve a work order, the system sends an electronic mail message to the next person on the work order approval route. When you reject a work order, the system sends an electronic mail message to the person who requested the work order.

You can also hold a work order if you want to approve or reject the work order at a later time. The system does not send any messages when you hold a work order.

During the approval process, the system generates an audit record for approvals and rejections. If you reject a work order after approving it, the system creates a new audit record for the rejection and stores the approved record for historical purposes.

Complete the following tasks:

- Approve a work order
- Review the approval history of a work order

Approving a Work Order

After you enter the information to create a work order, the system sends an electronic mail message to notify the person responsible for approving the work order that they have a work order to review. Use Work Order Approval to review and approve work orders.

When you access Work Order Approval, the system automatically enters your address book number in the Approver Number field and displays a description of the work orders for which you are responsible for approving. You can use processing options to limit the work orders that display according to:

- Order type (document type)
- Work order type
- Approval type

Before You Begin

- Verify that all work order approvers are included in the work order approval routing. See *Setting Up Work Order Approval Routes*.

▶ To approve a work order

On Work Order Approval

The screenshot shows a window titled "[4828] - Work Order Approval" with a menu bar (Functions, Options, Tools, Help). The window contains several input fields and a table of work orders.

Input fields include:

- From: [] Thru: []
- WO Date: [] Date Revd: []
- Approver Number: 8414 (O'Malley, James P.)
- Order Type: WO (Real (firm) Work Orders)
- Type: 1 (Maintenance Order)
- Approval Type: 1
- Approval Status:

The table below lists the work orders displayed:

OP	WO Number	Description	Or Ty	WO Date	Date Reviewed	Estimated Amount	S	WO T	Nx St
	120862	Broken windows	WO	02/27/95		275.00		M	M*
	120871	Paint fan and housin	WO	02/27/95		317.00		M	M*
	120889	Balance fan blades	WO	02/27/95		575.00		M	M*

At the bottom of the window, there is a toolbar with icons for various actions and a status bar with the text: "Opt. 1=WO Master 2=Approve 3=Reject 4=Hold F4=Notes F24=More Keys MW".

1. Complete the following fields:

- Type
- Approval Type

These fields might already contain default values.

2. Complete the following optional fields to limit your search to specific work orders:

- Order Type
- Approval Status
- Work Order Date From/Thru
- Date Reviewed From/Thru

3. Choose Approve, Reject, or Hold.

4. Enter your password to complete the process.

Field	Explanation
Approval Type	A user defined code (system 48, type AP) indicating the type of work order approval path that a work order follows. You can use processing options to specify a default approval type based on the type of work order.
Approval Status	A code that limits the display of work orders according to their approval status. A Display approved only R Display rejected only H Display held only * Display all work orders Blank Display new records

What You Should Know About

Reviewing details about specific work orders You can access the work order master directly from the Work Order Approval form when you need to review details about the work order. Choose Work Order Master from Work Order Approval.

Adding an explanation You can enter a brief explanation regarding your approval decision. Choose Notes from Work Order Approval.

Passwords Your password for this program is based on your user ID number.

See *Setting Up Work Order Approval Profiles*.

Approving a work order from Message View/Entry You can access Work Order Approval directly from Message View/Entry. When a work order requires your approval, the system sends an electronic mail message (JDE4805) that requests your approval. After you review the work order approval request, choose Requisition Approval. The system displays Approval Audit/Review, from which you can approve the work order.

Processing Options for Work Order Approval

DEFAULTS:

1. Enter the default Document Type for the screen to inquire on. _____
2. Enter the default Work Order Type for the screen to inquire on. _____
3. Enter the default Approval Type for the screen to inquire on. _____

Reviewing the Approval History of a Work Order

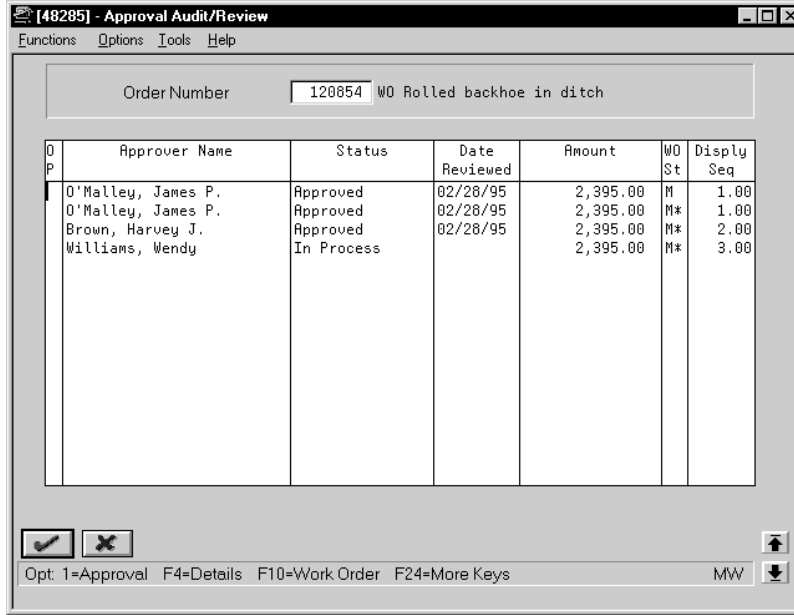
You can use Approval Audit/Review to review the approval history of a work order. When you enter the number of a work order, the system displays:

- A list of all the people that must approve the work order
- The date that the work order was approved or reviewed
- The status of the work order, such as approved or in process

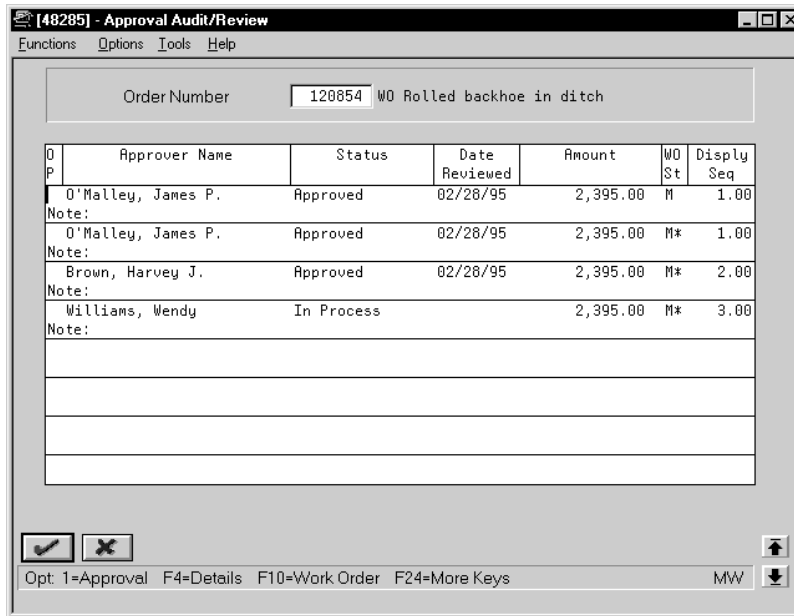
You can also review any notes that an approver might have recorded when approving, rejecting, or holding a work order.

▶ To review the approval history of a work order

On Approval Audit/Review



1. Complete the following field:
 - Work Order Number
2. Choose Details to review any notes the approver might have recorded for the work order.



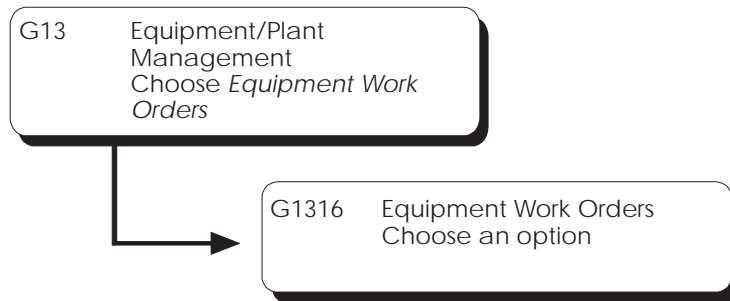
3. Choose Work Order Master to review additional information about the work order.

What You Should Know About

Locating a work order If you don't know the number of the work order that you want to review, you can search for it with Backlog Management. Access the field help for Work Order Number to display Backlog Management.

See [Locating Work Orders using Backlog Management](#).

Work with Work Orders



Working with Work Orders

After you have created work orders, you can perform a variety of tasks to manage the work orders as they move through the work order life cycle. For example, you can:

- Search for specific work orders or groups of work orders
- Revise information, such as start date, priority, status, and so on, as work orders move through the life cycle and demands on your maintenance organization change
- Print hard copies of work orders for use by maintenance personnel
- Change the status of a work order to complete to indicate that the maintenance tasks have been performed

Working with work orders includes:

- Locating work orders
- Revising work orders
- Printing work orders

Locating Work Orders

You can use a variety of search criteria to locate work orders in your maintenance organization. You can locate work orders using Backlog Management or Equipment Backlog. The method that you choose depends on

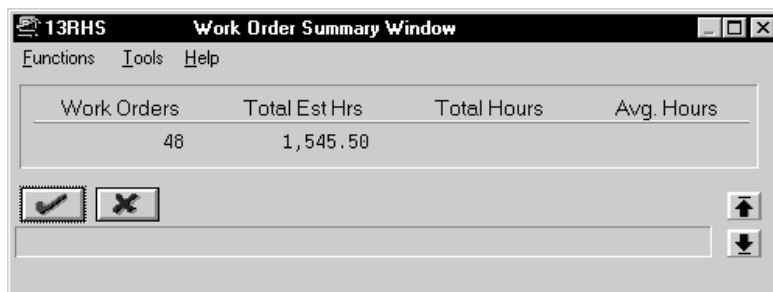
the information that you know about the work orders you want to locate, as well as the tasks that you want to perform after you locate the work orders.

Locating work orders consists of the following tasks:

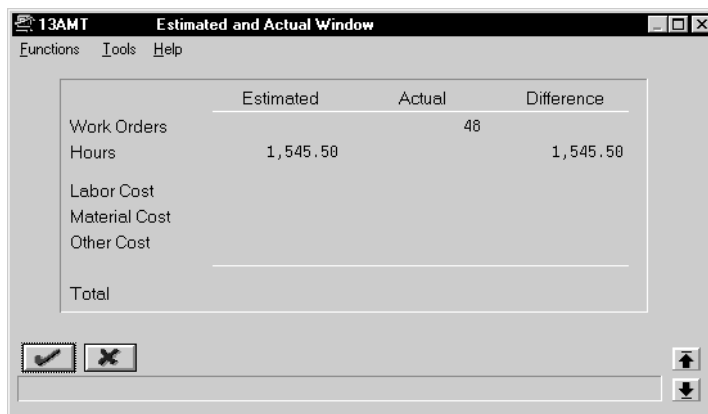
- Locating work orders using Backlog Management
- Locating work orders using Equipment Backlog

You can use Backlog Management or Equipment Backlog to complete multiple tasks with a single work order. For example, after you locate a work order using Backlog Management, you can access Work Order Parts List, a program that allows you to make revisions to the parts list without returning to the Equipment/Plant Maintenance menu.

You can access the following review and analysis forms directly from either Backlog Management or Equipment Backlog:



Work Orders	Total Est Hrs	Total Hours	Avg. Hours
48	1,545.50		



	Estimated	Actual	Difference
Work Orders		48	
Hours	1,545.50		1,545.50
Labor Cost			
Material Cost			
Other Cost			
Total			

[13CCA] - Failure Summary Window

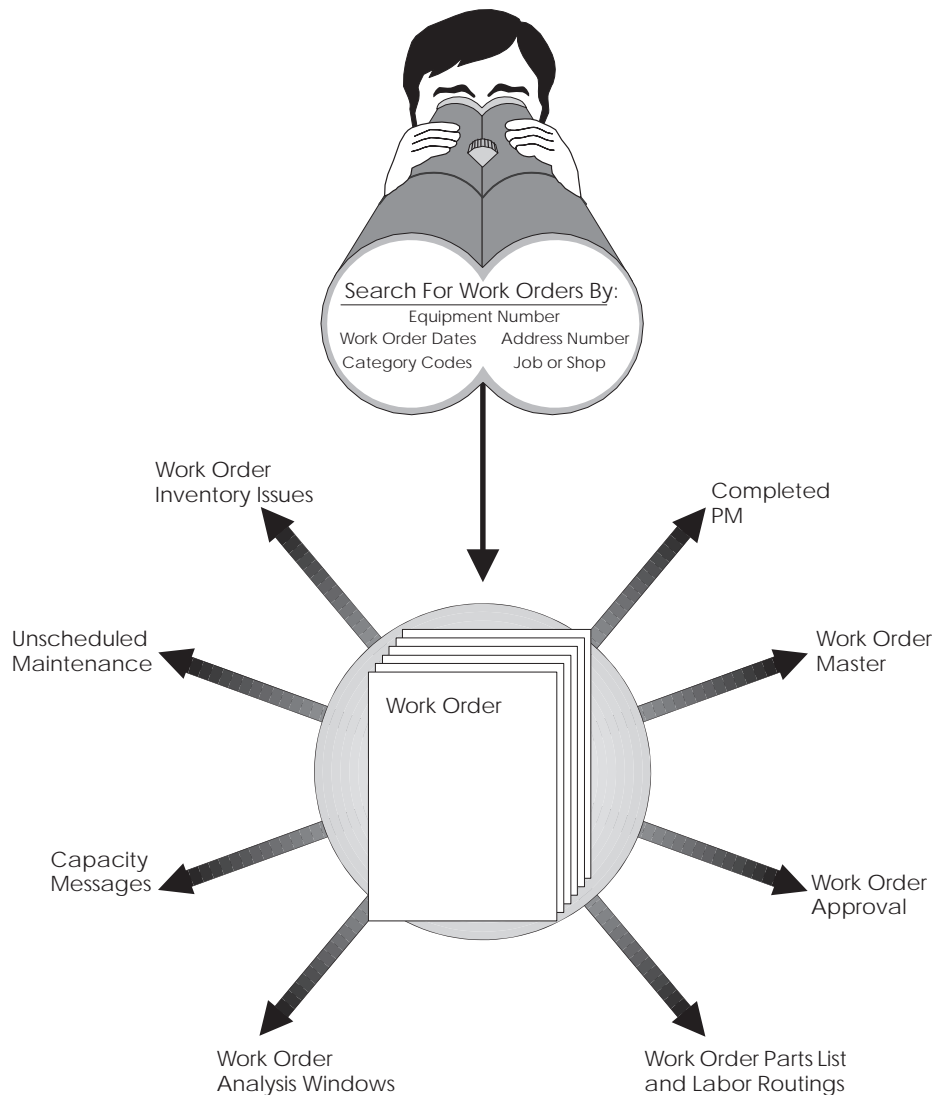
Functions Tools Help

Category Code W2

Failure Type	Work Orders	Actual Downtime	Actual Labor Cost	Actual Material Cst	Total Cost
F1	3				
F2	3				
F4	3				
F6	2				
F8	1				

✓ ✕ ↑ ↓

The following graphic shows many of the forms and functions that you can access using Backlog Management or Equipment Backlog.



Locating Work Orders Using Backlog Management

Use Backlog Management when you need to review work order information that is not specific to a piece of equipment or a category of equipment. When you use Backlog Management, you can use any combination of the information shared among work orders as search criteria to locate them. For example, you can locate all the work orders for a business unit that are assigned to a particular supervisor.

You can specify that the system locate work orders for a parent piece of equipment or the parent and all of its child components.

Information that you can use to locate work orders with Backlog Management includes:

- A job or business unit
- A subsidiary or cost code
- Equipment for which the work orders apply
- The work center or craft to which work orders are assigned
- The estimated hours and duration of the work orders
- The person who originated the work orders
- The manager or supervisor of the work to be performed
- Any combination of the user defined information associated with the work orders, such as category codes and work order type
- Any of the dates associated with the work orders, such as start date and planned completion date

Some of the tasks that you can perform from Backlog Management include:

- Updating the start date and status of a work order
- Creating a work order for unscheduled maintenance
- Reviewing the work order activity rules
- Reviewing labor capacity messages
- Reviewing a summary of equipment failures and downtime
- Reviewing or revising work order text
- Reviewing a summary of estimated and actual work order costs
- Reviewing a summary of selected work orders that displays:
 - The number of work orders that meet your criteria
 - The estimated hours to complete all of the work orders
 - The estimated average number of hours needed to complete each work order
- Approving work orders
- Reviewing the approval history of a work order
- Reviewing parts and labor routing instructions
- Reviewing open purchase orders for work orders
- Issuing parts to a work order
- Printing work orders

To locate work orders using Backlog Management

On Backlog Management

The screenshot shows a software window titled "[48201] - Backlog Management". It contains a search form with various fields and a table of work orders.

Search Form Fields:

- Job or BU: []
- Parent W.O. No: []
- Originator: []
- Customer: []
- Manager: []
- Supervisor: []
- Search X-Ref: []
- Category Codes: Phs [] Sta []
- Status: []
- Start Date: []
- Cpl. Date: []
- Est Hours: []
- Duration: []
- % Compl: []
- Item Number: 10823
- Cost Code: []
- Order Type: []
- Craft: []
- Child: []
- Prior: []
- Model: []
- Type: []

Work Order Table:

OP	Number	Description	Item Number	Start Dt	St	Est Hrs	T	P
	120900	Inspect Bearings	10823	07/19/98	MA		6	M
	4280	Replace Rubber Grids	10823	06/15/98	MH	1.50	6	3
	4290	Inspect Fan Blades	10823	05/07/98	MG	2.50	6	3
	4301	Lubricate Bearings	10823	06/16/98	MG	1.50	6	3
	4319	Replace Hydraulics	10823	06/16/98	MF	3.00	6	3
	4327	Change Out Motor	10823	06/05/98	MG	33.50	6	3
	4335	VENDOR, Rebuild Equipment	10823	06/05/98	MG		6	3
	138739	Replace Hydraulics	10823	06/16/98	MF	3.00	6	3

Footer: Opt 1=W.O Entry 4=Return w/# F4=Detail F10=Eq. Workbench F24=More Keys MW

Complete any combination of fields in the header portion of the form to limit your search to specific work orders.

Processing Options for Backlog Management

DEFAULT PROCESSING:

1. Enter a Work Order Status range if you want to default values into the Status fields on the screen. Leave blank for no default.
 - a. From Status: _____
 - b. To Status: _____

2. Enter a Work Order Type if you want to default a value into the Type field on the screen. Leave blank for no default. _____

3. Enter the defaults for the following:
 - a. Phase (Cat. Code 1) _____
 - b. Category Code 2 _____
 - c. Category Code 3 _____
 - d. Business Unit _____
 - e. Originator _____
 - f. Planner _____
 - g. Manager _____
 - h. Supervisor _____

PROGRAM SELECTION:

4. Choose the work order entry program _____

to call when the option exit is used:
 '1' = Project Task Details (P48014)
 (default).
 '2' = Equipment Work Orders (P48011).

If Equipment Work Orders (P48011)
 chosen, enter version.
 (Default is ZJDE0001)

5. Enter the Dispatch Group to default
 when calling the Summary Capacity
 Messages screen (P3301).
6. Enter the version of the Equipment
 Work Order Print to run when using
 the option. Default of blank will
 use version XJDE0001.
 (NOTE: This option is only valid if
 system 13 (Equipment) is available.)
7. Enter the version of the Completed
 PM screen to display when using the
 option. Default of blank will use
 version ZJDE0001.
 (NOTE: This option is only valid if
 system 13 (Equipment) is available.)
8. Enter the DREAM Writer version of the
 Open Order Inquiry (P430301) to call.
 Default of blank will use version
 ZJDE0006.

FORMAT CONTROL:

9. Enter a '1' to display the Equipment
 Management screen format. Leave
 blank (default) to display the Work
 Order screen format.

Locating Work Orders Using Equipment Backlog

Use Equipment Backlog when you need to review and analyze work order information for a particular piece of equipment or group of equipment. When you use Equipment Backlog, you can use any combination of information shared by equipment, such as equipment category codes, responsible business unit, location, and so on. For example, you might want to analyze all failures associated with your heavy equipment. You can locate all work orders associated with equipment class 30 (Heavy Equipment), or you can further narrow your search to only type 5 (Emergency) work orders for heavy equipment. The more information you enter, the more quickly you can narrow your search to specific work orders.

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

- Reviewing a summary of selected work orders that displays:
 - The number of work orders that meet your criteria
 - The estimated hours to complete all of the work orders

- The estimated average number of hours needed to complete each work order
- Reviewing a summary of equipment failures and downtime
- Accessing a work order master
- Reviewing a summary of estimated and actual work order costs
- Reviewing purchase order information for parts and materials
- Creating a work order for unscheduled maintenance

▶ **To locate work orders using Equipment Backlog**

On Equipment Backlog

The screenshot shows the 'Equipment Backlog' window with the following search criteria:

- W.O. Typ/Pri: [*] [*]
- Company: []
- Status: [*]
- Children Y/N: [Y]
- Disposed Y/N: [Y]
- Manager: []
- Customer: []
- W.O. Status: []
- Completed Date: [] Thru []
- Est Hours: [] Thru []
- Category Codes: CLS [*] EQM [08] MFG [*] YR [*] USE [*] EQ1 [*] EQ2 [*] EQ3 [*] CC9 [*] GRP [*]
- (* = All)

OP	Item Number	W.O. Number	Work Order Description	WT
	10823 Exhaust Fan, 500hp	3071	Too noisy - inspect/r	1
	10823 Exhaust Fan, 500hp	120900	Inspect Bearings	6
	10823 Exhaust Fan, 500hp	1013	W.O. Scheduling	6
	10823 Exhaust Fan, 500hp	1336	W.O. Scheduling	6
	10823 Exhaust Fan, 500hp	2043	W.O. Scheduling	6
	10823 Exhaust Fan, 500hp	3459	Replace Rubber Grids	6
	10823 Exhaust Fan, 500hp	3483	Replace Rubber Grids	6
	10823 Exhaust Fan, 500hp	3505	Lubricate Bearings	6

Opt: 1=W.O. Entry 2=Item Master 4=Return # F10=Workbench F24=More Keys MW

Complete any combination of fields in the header portion of the form to limit your search to work orders associated with specific pieces of equipment.

Processing Options for Equipment Backlog

DEFAULT PROCESSING:

1. Enter a Work Order Status range if you want to default values into the Status fields on the screen. Leave blank for no default.

- a. From Status: _____
- b. To Status: _____

2. Enter the default for the Category Code selections. Leave blank to select all.

- a. Major Accounting Class _____
- b. Major Equipment Class _____
- c. Manufacturer _____
- d. Category Code 4 _____
- e. Category Code 5 _____
- f. Category Code 6 _____
- g. Category Code 7 _____
- h. Category Code 8 _____
- i. Category Code 9 _____
- j. Category Code 10 _____

DREAM WRITER VERSION SELECTION:

3. Enter the Order Inquiry (P430301) DREAM Writer version to call when the appropriate function key is selected. _____

Revising Work Orders

You can revise information about your work orders as they move through the life-cycle. For example, you can change the start date of the work order if you do not have the labor resources or parts to complete the work. You can revise a variety of other information, including:

- Life-cycle statuses
- Planned completion dates
- Percentage of work completed
- Work order type
- Work order priority

You can use Backlog Management to revise identical information shared by multiple work orders. You use search criteria to narrow your search to the specific work orders you want to revise. This is especially convenient when you need to revise a single field, such as Status, for a group of similar work orders.



If you already know the work order number, you can quickly revise work order information on Enter Work Orders.

Revising work orders includes:

- Updating the life cycle information of a work order
- Revising the detail information of a work order

Updating the Life Cycle Information of a Work Order

The life cycle of a work order includes the steps or statuses through which a work order must pass in order to accurately communicate the progress of the maintenance tasks it represents. For example, the life cycle of a work order can include statuses that indicate:

- Work order entered
- Work order pending review
- Waiting for parts
- Work in progress

When you have completed all of the tasks requested on a work order, you can change the work order's status to complete.

► To update the life cycle information of a work order

On Backlog Management

1. Complete the steps for locating a work order.
2. On Work Order Entry, complete the following field:
 - Status

The screenshot shows a dialog box titled "48STAT Status Change Date and Time". It contains the following fields and values:

W.O. Number	00142121
Beginning Date	05/21/96
Beginning Time	11:14:51
W.O. Status	15 Sales Order WO Not Proc
Remark	
Unit Number . . .	08.001
	Exhaust Fan, 500hp
	CUR NEW
Equipment Status	<input type="checkbox"/>
Update Children	<input type="checkbox"/>
Changeout Code . .	<input type="checkbox"/>

At the bottom of the dialog box, there are three buttons: a checkmark, an 'X', and a double arrow pointing up. Below the buttons, the text "F3=Exit w/o Change F24=More Keys" is displayed.

3. On Status Change Date and Time, complete the following optional fields to override any default values that the system provides:
 - Beginning Date
 - Beginning Time
4. Complete the following optional field:
 - Remark

Field	Explanation
Status	A user defined code (system 00, type SS) that describes the status of a work order. When the status of a work order changes to 99, the system automatically updates the date completed.

What You Should Know About

Closing a work order

You can close a work order when you want to prevent transactions from being entered against the work order. To close a work order, enter a value other than blank in the Subledger Inactive field on the work order master.

When you close the work order, the system automatically runs the Update Work Order Cost program for the work order.

See *Updating Work Order Cost* for more information about the Update Work Order Cost program.

Revising the Detail Information of a Work Order

You can revise the information in any of the fields on Backlog Management except the following:

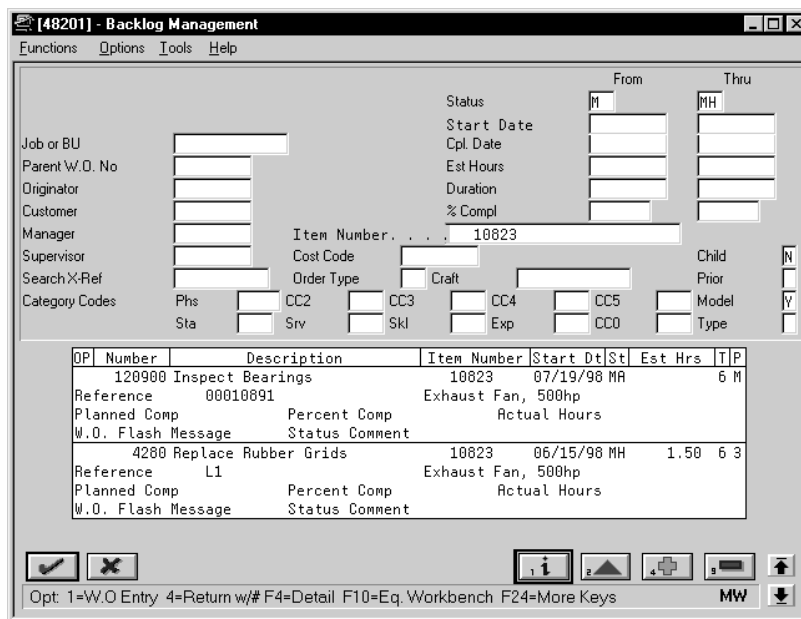
- Work Order Number
- Description
- Equipment Number

If you use work order approvals, you might not be able to revise some life cycle statuses, depending on how your system is set up.

► **To revise the detail information of a work order**

On Backlog Management

1. Follow the steps to locate a work order or group of work orders.
2. Revise the following fields, if necessary:
 - Status
 - Start Date
 - Estimated Hours
 - Type
 - Priority
3. Choose Detail.



4. Revise the following fields, if necessary:
 - Percent Complete
 - Flash Message
 - Status Comment
5. Choose Work Order Entry for each work order if you need to revise any information that is not included on Backlog Management.

The system displays the work order master.

What You Should Know About

Revising actual and estimated hours

Change information in these fields only if you are not using labor routing. Any value that you enter in the Actual Hours field overrides the actual hours value generated through the Payroll system.

See *Adding Costs to Work Orders* for more information.

Over-capacity conditions

Depending on how you set up the work order activity rules, changing the following work order dates might create an over-capacity condition:

- Start date
- Request date

If the new dates create an over-capacity condition, the system displays a warning message.

See *Revising Labor Resources* for more information about adjusting labor resources to accommodate over-capacity conditions. See *Setting Up Work Order Activity Rules* for more information about capacity warning messages.

Printing Work Orders

You can print work orders when you need a hard copy of a work order or group of work orders. If you already know the work order number, you can quickly print the work order from the work order master. If you need to print multiple work orders, you can use DREAM Writer data selection criteria to specify which work orders to print. You can also use Backlog Management to select a specific work order to print.

Printing work orders consists of the following tasks:

- Printing work orders using Backlog Management
- Printing a batch of work orders

Before You Begin

- Set up Default Locations and Printer. See *Defining Default Locations and Printer* for more information.

Printing Work Orders Using Backlog Management

You can use Backlog Management to locate and print work orders for which you need a hard copy. Use search criteria to broaden or narrow your search for the work orders for which you need hard copies.

You can use processing options to choose which version of the Equipment Work Order Print program the system uses to print work orders.

See Also

- *Locating Work Orders* for the processing options for Backlog Management

To print work orders using Backlog Management

On Backlog Management

1. Complete the steps for locating a work order or group of work orders.
2. Choose Print Work Order for each work order that you want to print.

What You Should Know About

Printing work orders directly from the work order master

If you know the number of the work order that you want to print, you can print it directly from the work order master. Enter the number of the work order on Work Order Entry and choose Print.

You can use processing options to choose which version of the Equipment Work Order Print program the system uses to print work orders. See *Creating Corrective Work Orders* for the processing options for Work Order Entry.

Printing a Batch of Work Orders

You can use Print Work Orders when you need to print a batch of work orders. When you use Print Work Orders, you use DREAM Writer data selections to choose which work orders to print. You use processing options to specify the amount of work order information that the system prints. For example, you can specify whether the system prints:

- Parts lists and routing instructions on a separate page
- Dates associated with work order record types
- Equipment specification data

You can also specify the record types that you want to print and whether to print work order supplemental data. In addition, you can update the status of the work orders at the same time that you print them.

To print multiple work orders, choose Print Work Orders. When you choose Print Work Orders, the system displays a DREAM Writer versions list. The DREAM Writer versions list includes a DEMO version that you can run or copy and revise to suit your needs.

See Also

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

Processing Options for Equipment Work Order Print

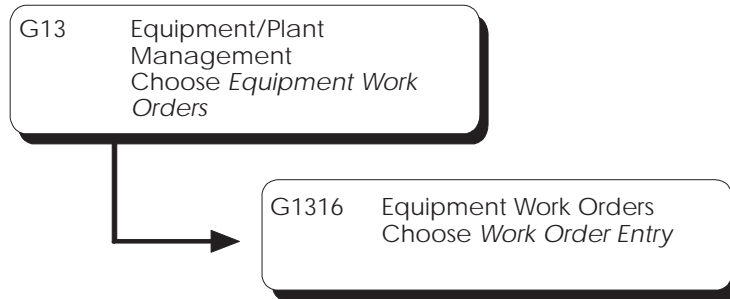
PRINT OPTIONS:

1. Enter a '1' to print the Parts List Information on a new page. Leave blank (default) to print it without page breaking. _____
2. Enter a '1' to print the Routing Instructions on a new page. Leave blank (default) to print it without page breaking. _____
3. Enter a '1' to print the Standard Description Text on a new page. Leave blank (default) to print it without page breaking. _____
4. Enter a '1' to omit printing the W.O. header information with the parts and routings. Leave blank (default) to print the W.O. header information with the parts and routings. _____
5. Enter a '1' to suppress the printing of the dates associated with the work order record type information. _____
6. Enter a '1' to print Specification Data associated with the piece of equipment on the work order. Leave blank to not print. _____
7. Enter a '1' to print Supplemental Data associated with the work order. Leave blank to not print. _____
8. Enter the Record Types to be printed with the work order. List them one after the other on the same line. The "A" Record Type will always print. _____
9. Enter a '1' to suppress the printing of the estimated hours associated with the work order. Leave blank to print the estimated hours. _____
10. Enter a '1' to print Equipment Messages associated with the piece of equipment on the work order. Leave blank to not print. _____

W.O. STATUS UPDATE OPTION:

11. Enter a new status if you want to update the Work Orders' status. Leave blank (default) for no update of the Work Orders' status field. _____
NOTE: This option will update all statuses of Work Orders selected by DREAM Writer.

Swap a Component



Swapping a Component

To simplify moving equipment components from parent to parent, you can swap an equipment component for another on a work order. When you swap a component, you can specify changes that you want to make to the parent/component relationships for each component. For example, you might need to install a new exhaust fan in Production Line 1 while you service the old exhaust fan. You can update the parent/component relationships to indicate that the new exhaust fan is now a child of Production Line 1.

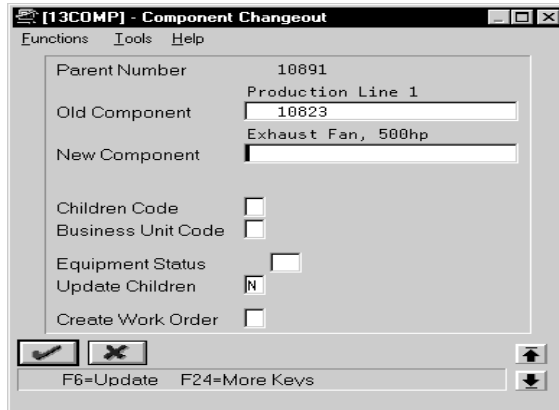
You can also update the status of each component affected by the swap. For example, you can indicate a status of Down for the exhaust fan that you removed from Production Line 1 and a status of Working for the new exhaust fan that you installed.

▶ **To swap a component**

On Work Order Entry

1. Complete the following field to locate a work order:
 - Work Order Number
2. Complete the following field with the appropriate work order status change:
 - Status

3. On Status Change Date and Time, complete the following fields:
 - Changeout Code
 - Equipment Status (optional)



4. On Component Changeout, enter the new component's equipment number in the following field:
 - New Component
5. Complete the following optional fields:
 - Children Code
 - Business Unit Code
 - Equipment Status
 - Update Children
 - Create Work Order
6. Choose Update.

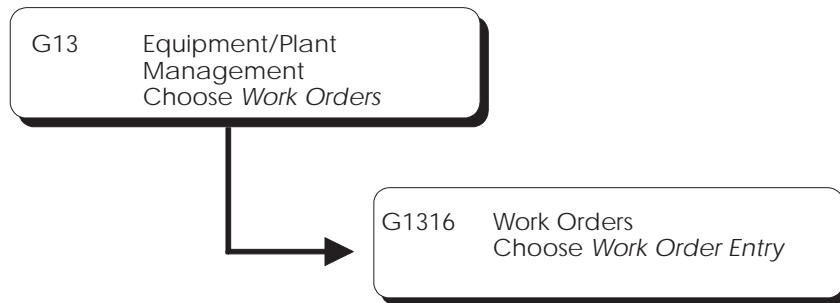
Field	Explanation
Changeout Code	This code is used to determine whether an Equipment Component Changeout was done on the work order. Valid Codes are: 0 Component Changeout was not done. 1 Component Changeout was done.
Children Code	This code is used during a component changeout from a work order. It determines whether the children of the component being changed out stays with that component or whether they are attached to the new component. Valid Codes are: 0 Children stay with the original component. 1 Children are attached to the new component.
Business Unit Code	This code is used to determine whether the Responsible Business Unit of the equipment component(s) should be changed to be the same as the parent's Responsible Business Unit. Valid Codes are: 0 Responsible Business Unit will not be changed. 1 Responsible Business Unit will be changed.

Field	Explanation
Equipment Status	A user defined code (system 12, type ES) that identifies the equipment or disposal status of an asset, such as available, down, or disposed.
Update Children (Y/N)	<p>When you change the status of a piece of equipment, the system prompts you to update the status of the children of the equipment as well. Valid codes are:</p> <ul style="list-style-type: none">Y Update the status of the children with the parent item.N Do not update the children. Update only the equipment item being processed. <p>If you leave this field blank, the default value is N.</p>
Create Work Order	This code determines whether the system creates a work order for the old component when you do a component changeout. If the system creates a work order, the default values are derived from the processing options from the Work Order Entry (P48011) version ZJDE0001.

See Also

- *Entering Basic Work Order Information (P48011)* for the processing options for this program

Purchase Parts for a Work Order



Purchasing Parts for a Work Order

You can purchase parts for a work order by creating purchase orders directly from the work order parts list. This is particularly useful if a maintenance task requires parts that you do not usually stock, such as unusually costly parts or parts that have long order lead times.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to use Work Order Parts List:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
 - System 43 — Procurement
- Verify that the FP AAI is set up. See *Setting Up Equipment/Plant AAIs* for more information.
- Verify that processing options for Work Order Parts List Revisions have been set to allow you to create purchase orders. See *Revising Processing Options for Parts Lists and Labor Routings* for more information.

► To purchase parts for a work order

On Work Order Entry

Parent W.O. No []
 W.O. Number 4319 WO
 Charge to BU M38
 Repair Code 310
 Branch STORES
 Exhaust Fan, 500hp
 Motor Replacement PM Kit
 % Comp/Due /
 Est. Hours 3.00
 Est. Amount 1,595.00
 W.O. Date 05/25/94
 Start Date 06/16/98
 Requested 06/16/98
 Planned Comp []
 Completed []
 Assigned To []
 Subldar Inac []

Description: Replace Hydraulics
 Status Comment: []
 Item Number: 10823
 Std Parts/Inst: HYDRAULICS PM KIT
 Bill Type: M Routing Type: M
 Status: MF W/O Parts Staged and
 Type: 6 Preventive Maintenanc
 Priority: 3 Normal - ASAP
 Manager: 9200 Dobson, Jane
 Customer: []
 Phase Code: []
 Failure Code: []
 Category Code 3: []
 Category Code 4: []
 Remarks: Replace Motor & Pump

F15=Rcd Types F6=Parts Lst F8=Routing Inst F10=Cat Codes F21=Print F24=More

1. Complete the following field to locate a work order:
 - Work Order Number
2. Choose Parts List.

Branch STORES
 Requested 06/16/98

Order Number 4319 WO Replace Hydraulics
 Part Number HYDRAULICS PM KIT Motor Replacement PM Kit

Q	Part	Description	Qty Ordered	UM	LT
	HYDRAULIC OIL	Hydraulic Oil	8		N
	HYDRAULIC SEALS	Hydraulic Seals	1		N
	7493218	Motor, 1/2 HP	1	EA	S
	512-EATON	Hydraulic Pump	1	EA	S

Opt: 1=Item Inquiry 4=Multi-Location F5=Update F10=Copy BOM F24=More

- On Work Order Parts List, choose More Details.

The screenshot shows a window titled "[1311] - Work Order Parts List". It contains a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar, there are fields for "Branch" (STORES) and "Requested" (06/16/98). The "Order Number" is 4319 WO and the "Part Number" is HYDRAULICS PM KIT. The description is "Replace Hydraulics Motor Replacement PM Kit".

Q	P	Part	Description	Qty Ordered	UM	LT
		HYDRAULIC OIL	Hydraulic Oil	8		N
		Branch STORES	Status Vendor	Qty Issued		
		Locat	Reqd 06/15/98	Unit Cost		
		Lot	Iss Ty I Seq 1,00	Total Cost		
		HYDRAULIC SEALS	Hydraulic Seals	1		N
		Branch STORES	Status Vendor	Qty Issued		
		Locat	Reqd 06/15/98	Unit Cost		
		Lot	Iss Ty I Seq 1,00	Total Cost		
		7493218	Motor, 1/2 HP	1	EA	S
		Branch STORES	Status Vendor	Qty Issued		
		Locat	Reqd 06/15/98	Unit Cost		
		Lot	Iss Ty I Seq 1,00	Total Cost		

At the bottom, there are several icons and a legend: "Opt: 1=Item Inquiry 4=Multi-Location F5=Update F10=Copy BOM F24=More".

- Complete the following field:

- Vendor

This field might already contain a value. You can accept this value or revise it.

- Choose Create Purchase Order for each part that you want to order.

A window opens, displaying the supplier for the parts.

The screenshot shows a window titled "[43032] - Suppliers Selected For Order". It contains a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar, there is a table with the following data:

Q	Supplier	Supplier Name	Cost	Branch	Order	Ty
	4343	Vector Manufacturing C	27.50	STORES		OR

At the bottom, there are several icons and a legend: "Opt: 1=Items Selected 9=Cancel F6=Create Order F24=More Keys".

- Choose Create Order to create the purchase order.

The purchase order number appears on the form. If you decide not to order the part at this time, you must choose Cancel before you return to Work Order Parts List.

7. Return to Work Order Parts List.

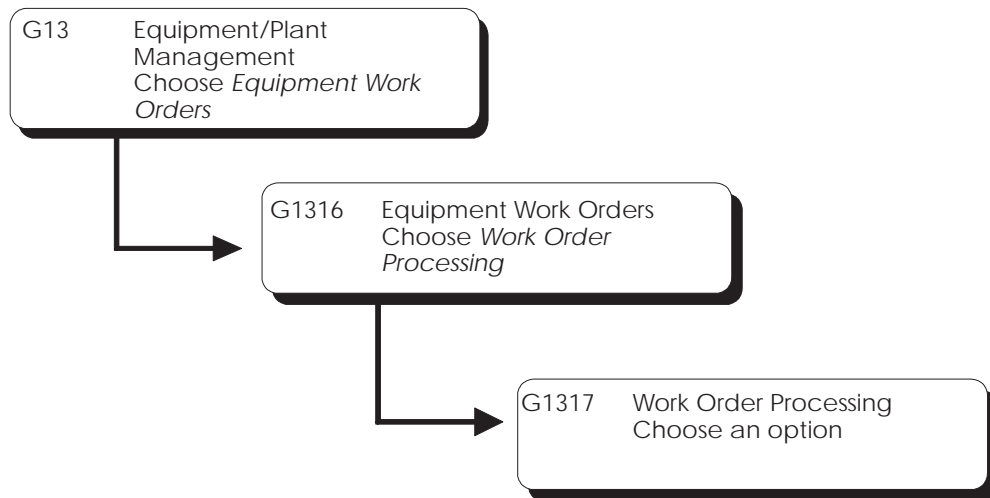
What You Should Know About

Purchasing parts on a recurring basis

When you need to purchase parts for which you have a recurring need, such as purchasing parts for PM work orders, you can create purchase orders for parts using Purchase Management or generate purchase orders using the parts planning features in Equipment/Plant Maintenance.

See *Working with Order Information for Items* in the *Purchase Management Guide* for more information about creating purchase orders.

Add Costs to Work Orders



Adding Costs to Work Orders

You add costs to a work order whenever you issue parts and materials to a work order or enter employee time on a work order. You can use any J.D. Edwards system that creates transactions (journal entries) with a subledger type of W in the Account Ledger table (F0911) to add costs to a work order. Each transaction contains the work order number.

Adding costs to work orders includes the following tasks:

- Issuing parts to a work order
- Entering employee time on a work order

Issuing Parts to a Work Order

When the maintenance tasks associated with a work order require parts, you add the cost of the parts to the work order by issuing parts to the work order. Depending on the parts requirements of the maintenance tasks and how you

have applied parts to a work order, you can choose from the following methods to issue parts to a work order:

Issuing parts included on parts lists

Use this method if you have set up parts lists for your work orders. When you issue parts included on the work order parts list, the system reflects a reduction in available inventory for the parts by reducing the commitment for the parts.

See *Commitments* in *Appendix A — Inventory Concepts and Setup* for more information about inventory commitments.

Issuing miscellaneous parts to a work order

Use this method if you need to assign different account numbers to parts issues than the account from the work order parts list. You can also use this method if you want to add parts costs directly to a piece of equipment without using a work order.

Issuing parts to a work order includes the following tasks:

- Issuing parts included on the work order parts list
- Issuing miscellaneous parts to a work order
- Posting inventory issues to the G/L

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to issue parts to a work order:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
- Set up the 4122 and 4124 automatic accounting instructions in the Inventory Management system. See *Setting Up Automatic Accounting Instructions* in the *Inventory Management Guide*.
- Set up branch/plant constants in the Inventory Management system to specify how you want the system to display parts transactions in the G/L. You can specify either part numbers or part descriptions, but not both. See *Defining Branch/Plant Constants* in the *Inventory Management Guide*.

See Also

- *Appendix A — Inventory Concepts and Setup* for more information about inventory setup requirements specific to Equipment/Plant Maintenance

Issuing Parts Included on the Work Order Parts List

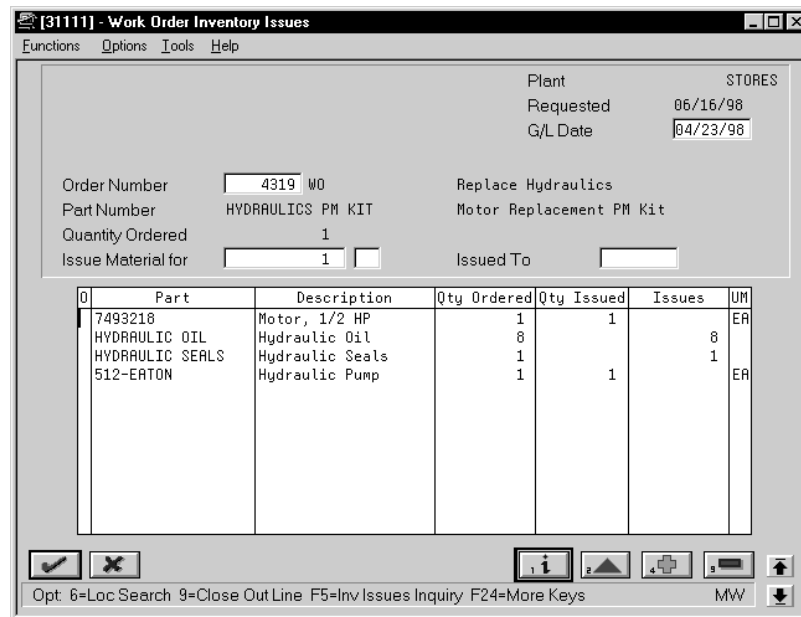
You issue parts included on the work order parts list when you need to add costs to a work order for parts that you included on the parts list. This method is especially useful when you want to issue all parts from the parts list to the work order at the same time.

You can also use Work Order Inventory Issues to issue parts to a work order that are not included on the work order parts list. When you issue parts that are not included on the work order parts list, the system updates the parts list to include the additional parts.

You can use processing options to direct the system to automatically preload all part detail lines with the Process Issue option. This is particularly useful if you rarely choose not to issue parts from the parts list to the work order.

► **To issue parts included on the work order parts list**

On Work Order Inventory Issues



1. Complete the following field to locate a work order:
 - Order Number

The system updates the form with default values for all inventory items and quantities from the work order parts list.



You must have installed the following systems to be able to use Work Order Parts List:

- System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
2. Complete the following optional fields:
 - Issue Material For
 - Issued To
 - Issue Quantity
 3. Choose Details.

Part	Description	Qty Ordered	Qty Issued	Issues	UM
7493218	Motor, 1/2 HP	1	1		EA
Br/Pl	STORES Location		Lot		UM
Status					
HYDRAULIC OIL	Hydraulic Oil	8		8	UM
Br/Pl	STORES Location		Lot		UM
Status					
HYDRAULIC SEALS	Hydraulic Seals	1		1	UM
Br/Pl	STORES Location		Lot		UM
Status					
512-EATON	Hydraulic Pump	1	1		EA
Br/Pl	STORES Location		Lot		UM
Status					

4. Complete the following optional fields:
 - Branch or Plant
 - Location
 - Lot
5. Choose the Process Issue option for each part that you want to issue to the work order.

Field	Explanation
Issue Material For	The number of parent items you want to process. The system calculates lower-level values in quantity per the number of parent items requested. For example, if 3 components are needed for a parent item, and the requested quantity is 10, the system plans for 30 components.
Issued To	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on. <i>Form-specific information</i> The system enters a default value based on the second address book number (AN8) entered on the work order header.
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).
Lot	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

What You Should Know About

- Reversing an inventory issue transaction** You can reverse an inventory issue transaction by typing the quantity of the item that you want to reverse as a negative number in the Issues field.
- Closing out parts no longer required** You can close out parts no longer required for a maintenance task by choosing Close Out Line for each item that you no longer need. You must also remove the value from the Issues field for the items that you do not want to process. When you close out an item, the system indicates closed in the Issues field for that item.
- Equipment under warranty** When you issue parts to a work order for a piece of equipment for which you have defined a warranty, the system provides a soft warning indicating the warranty status.

Issuing non-stock parts You can issue non-stock parts to a work order if you have defined them on the work order parts list. When you use Work Order Inventory Issues to issue non-stock parts, the system updates the work order parts list, but does not create any accounting transactions.

See *Appendix A — Inventory Concepts and Setup* for more information about stock and non-stock parts.

What You Should Know About Processing Options

Processing Options for Work Order Inventory Issues

UPDATE INFORMATION:

1. Enter the Document Type associated with an Inventory Issue. _____
2. Enter a Status Code for update to the Work Order Header. Leave blank to not update the work order status. _____
3. Enter a '1' to default the Work Order Number into the Subledger Field. Leave blank to not default the Subledger. _____

INQUIRY INFORMATION:

4. Enter a '1' to display only valid Issue Type Codes. Leave blank to display all Parts List Items. _____
5. Enter a '1' to preload all screen detail lines with the Process Issue selection option value. _____

EDIT INFORMATION:

6. Enter a '1' to give an error if the quantity on hand is negative. Enter a '2' to give a soft warning when the quantity on hand is negative. Leave blank to not give an error. _____

ITEM SALES HISTORY INFORMATION:

7. Enter a '1' if you wish issues to effect Item Sales History (F4115). _____

Entering a status code (2) The code that you enter should be within the codes that you set up in the work order activity rules.

See *Setting Up Work Order Activity Rules* for more information.

Updating the subledger field (3)

J.D. Edwards recommends that you always choose to update the subledger field in the G/L transaction record in the Account Ledger table (F0911) with the work order number.

Issuing Miscellaneous Parts to a Work Order

Use Inventory Issues to issue miscellaneous parts to a work order when you need to assign different account numbers to charge parts issues than the account from the work order parts list. You can also use this method if you want to add parts costs directly to a piece of equipment without using a work order.



If you use Inventory Issues to issue parts from inventory that are already included in the parts list for the work order, the system does not relieve the inventory commitment. If you need the system to relieve the inventory commitment, use Work Order Inventory Issues.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to access Inventory Issues:
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
- You must set the processing option for Screen Control to display equipment-based issues or equipment and subledger-based issues to enter an equipment number and a work order number on Inventory Issues.

See Also

- *Issuing Parts Included on the Work Order Parts List (P31111)* for more information about using Work Order Inventory Issues.

▶ **To issue miscellaneous parts to a work order**

On Inventory Issues

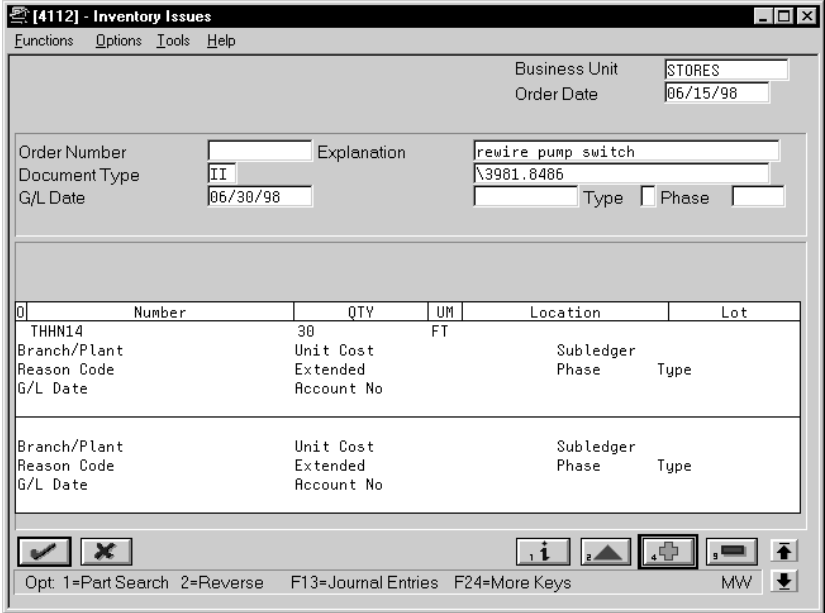
Business Unit: STORES
Order Date: 06/15/98

Order Number: Explanation: rewire pump switch
Document Type: II Account No: \3981.8486
G/L Date: 06/30/98 Subledger: Type: Phase:
Item Number:

0	Number	QTY	Location	Lot o
	THHN14	30	FT	

Opt 1=Part Search 2=Reverse F13=Journal Entries F24=More Keys MW

1. Complete the following fields:
 - Business Unit
 - Account Number
 - Subledger
 - Equipment Number
 - Explanation
2. Complete the following fields for each part:
 - Number
 - Quantity
 - Location
 - Lot
3. Complete the following optional field for each part:
 - Unit of Measure
4. Complete the following optional fields:
 - Order Date
 - Type
 - Phase
5. Choose the Additional Information function.



6. Complete the following optional fields:
- Branch or Plant
 - Extended Cost

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>The Branch/Plant field in the fold area lets you indicate from which branch to issue if an item has more than one branch location.</p>

Field	Explanation
Explanation – Transaction	<p>This text identifies the reason that a transaction occurred.</p> <p>..... <i>Form-specific information</i></p> <p>A specific explanation for a particular issue. If you leave this field blank, the system automatically supplies this explanation from the descriptions associated with the document type you specified.</p>
Quantity	<p>The available quantity can be on-hand balance minus commitments, reservations, and backorders. This is user defined in branch/plant constants.</p> <p>..... <i>Form-specific information</i></p> <p>This is the quantity of an inventory item to be issued.</p>
Location	<p>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).</p>
Lot	<p>A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.</p> <p>..... <i>Form-specific information</i></p> <p>You can set the processing options to have the system use the lot specified in the primary location as the default.</p>
Order Date	<p>The date that an order was entered into the system. This date determines which effective level is used for inventory pricing.</p>
Phase	<p>A user defined code (system 00, type W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p>NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)</p> <p>..... <i>Form-specific information</i></p> <p>In this case, the field allows you to charge inventory costs to a particular phase of a project.</p>
Amount – Extended Cost	<p>For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units.</p>

What You Should Know About

Using work order speed entry

You can use work order speed entry to save time and reduce the possibility of data entry error. To use speed entry, complete the Account Number field by entering a backslash (\) followed by the work order number, a period (.), and the number of the object account.

For example, to enter information for work order number 3981 and object account number 8486, enter \3981.8486.

When you use speed entry, the system enters values in the following fields:

- Business Unit. The system uses the Charge to Business Unit from the work order.
- Account Number. The system enters the object account number based on the object account that you entered. The system enters the subsidiary account number based on the repair code from the work order.
- Subledger. The system enters the work order number.
- Type. The system enters W for the work order subledger type.

Processing Options for Inventory Issues

DEFAULT VALUES :

1. Document Type _____
2. Enter a '1' to default the Location and Lot from the Primary Location. _____

SCREEN CONTROL :

3. Enter a '1' for Equipment Based Issues, a '2' for Subledger Based Issues, or a '3' for Equipment and Subledger Issues. If left blank, the screen will default to Standard Issues. _____
4. Enter '1' to require an account number when Subledger Based issues are selected. _____

DREAM WRITER VERSIONS :

Enter the version for each program to be used. If left blank, version ZJDE0001 will be used.

5. Journal Entries (P09101) _____
6. G/L Functional Server (XT0911Z1) _____
7. Item Search (P41200) _____
8. Item Ledger (P4111) _____
9. Warehouse Requests (P46100) _____

PROCESSING CONTROL :

10. Enter a '1' to protect costs, or a '2' to make costs non-display. If left blank, the update of costs is allowed. _____

11. Enter a '1' to run in summary mode. G/L accounts will be summarized within each document number. If run in detail, G/L accounts will be produced for each line. _____

PROCESSING CONTROL (Cont) :

12. Enter a '1' to allow over issuing of an item. _____

13. Enter a '1' to allow issues from held lots. _____

14. Enter a '1' if you want issues to affect Item Sales History (F4115). _____

15. Enter which Item Search Screen is to be used to return items : _____

1 = Item Search window allowing the return of multiple items.

2 = Full Item Search screen with query capabilities.

(If left blank, the Item Search window allowing the return of a single item will be used.)

Posting Inventory Issues to the G/L

When you issue parts to a work order, the system creates unposted G/L transaction records in the Account Ledger table (F0911). Each transaction contains the work order number and the equipment number. You must post these transactions to the G/L. You use Post Inventory to G/L to post transactions to the G/L. When you post transactions to the G/L, the system updates the Account Balances table (F0902).

After you post inventory transactions to the G/L, you must post them to equipment in order to update the Item Balances table (F1202). Processing options in the G/L post program enable you to post transactions to equipment at the same time you post to the G/L.

When you choose Post Inventory to G/L, the system displays Processing Options Revisions. After you choose the appropriate processing options, the system displays a message that the batch was submitted to post.

What You Should Know About

Reviewing inventory issues prior to posting

You can review inventory issues before you post them to the G/L. Choose G/L Journal Review from the Work Order Processing menu. Complete any of the following fields to display a specific batch:

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

You can also display all posted batches by entering an asterisk (*) in the Batch Status field.

See Also

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

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:

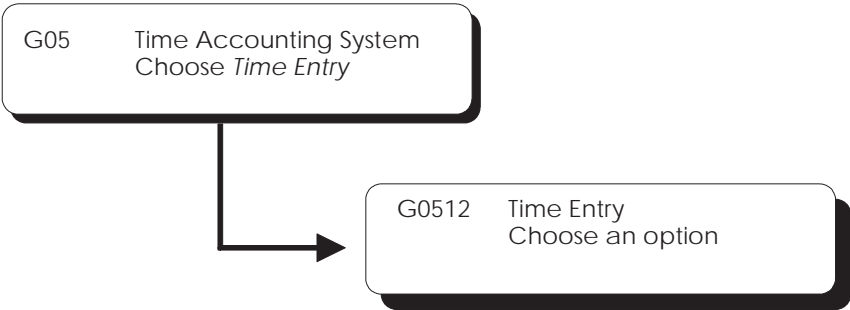
NOTE: This option should NOT be changed by User.



Exercises

See the exercises for this chapter.

Entering Employee Time on a Work Order



Alternately, you can choose Time Entry from the Payroll Master Menu or the Canadian Payroll Master Menu.



The guidelines below refer to the Time Accounting system, except where noted.

You can enter employee time on a work order to account for labor costs associated with the work order. You can use the following methods to enter employee time:

Entering time by employee	Use Time Entry by Employee to charge hours and costs for an individual employee to a work order, a piece of equipment, or an individual routing step. For example, you might use this method to enter employee time for an employee who has worked on multiple jobs during the pay period.
Entering time by shop or business unit	Use Time Entry by Shop or Business Unit to charge hours and costs for multiple employees to a work order, a piece of equipment, or an individual routing step.

When you use the Time Accounting system, you can enter labor time for individual routing steps. When you use the Payroll system, the system calculates payroll liabilities, such as payroll taxes and employee benefits.

Entering employee time for a work order includes:

- Entering time by employee
- Entering time by shop or business unit

Before You Begin

- Verify that you have purchased and installed at least one of the following systems. You must have installed at least one of these systems to be able to enter employee time on a work order:
 - System 05 — Time Accounting and HRM Base
 - System 07 — Payroll
 - System 77 — Payroll (Canadian)
- Verify that the Debit — Labor/Billings/Equipment table is set up. See *Setting Up Automatic Accounting Instructions* in either the *Payroll Volume 2 Guide* or the *Time Accounting Guide*.

What You Should Know About

Choosing speed entry or standard entry

You can use either speed entry or standard entry to enter time on a work order. When you use speed entry, the system automatically enters the following information:

- The object account number from the Accounting Rules table
- The subledger and subledger type
- The business unit and subsidiary (Repair Code) from the work order

In addition, depending on the method that you use, you can use processing options to direct the system to enter the equipment number from the work order on the time entry form.

If you need to enter an account other than the one on the work order, you can use standard entry. When you use standard entry, you can enter any account in your chart of accounts, but you must manually enter the business unit, object account, subsidiary (Repair Code), subledger, and subledger type.

Speed entry

You can use speed entry to save data entry time and reduce the chance for errors. To use speed entry, complete the Account Number field or the Cost Code field by typing a backslash (\), followed by the work order number, and then a period(.). For example, to enter an account number and related information for work order #2314, type \2314.

▶ To enter time by employee

On Recharge Time by Employee

[051121] - Recharge Time by Employee

Functions Options Tools Help

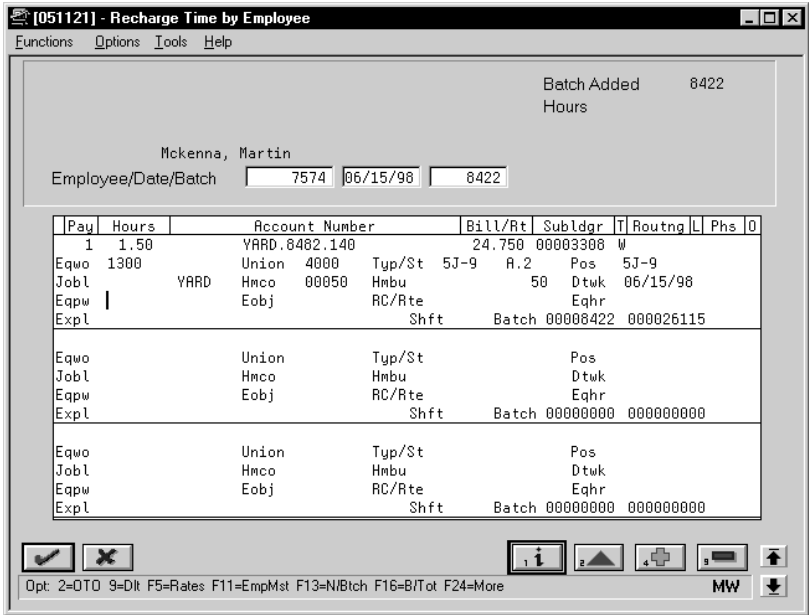
Batch Added 8422
Hours

Mckenna, Martin
Employee/Date/Batch 7574 06/15/98 8422

Pay	Hours	Account Number	Bill/Rt	Subldgr	T	Routng	L	Phs	0
1	1.50	YARD.8482.140	24.750	00003308	W				

Opt: 2=OTD 9=Dlt F5=Rates F11=EmpMst F13=N/Btch F16=B/Tot F24=More MW

1. Complete the following fields:
 - Employee
 - Date
 - Batch Number
 - Pay Type
 - Hours
2. Complete the following field:
 - Account Number
3. Complete the following fields if you are not using speed entry:
 - Subledger
 - Subledger type
4. Complete the following optional fields:
 - Billing Rate
 - Routing (Time Accounting only)
5. Choose the More Detail function.



6. Complete the following field if you are not using speed entry:
- Eqwo (Equipment Worked On)

Field	Explanation
Rate – Distribution (or Billing)	<p>A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. This rate creates record type 2 or 3.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Labor by Shop Floor Control

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 apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period (\WO.).</p>
Labor Type	<p>A Piecework Activity Code, which is used in time entry as a way to categorize time entry records.</p> <p>..... <i>Form-specific information</i></p> <p>This identifies the routing step to be charged.</p>

What You Should Know About

Speed entry with the Payroll system

When you use speed entry on the Time Entry by Employee program, or the Time Entry by Employee with Equipment program, the system does not enter the equipment number from the work order. However, when you post the time entry transaction, the system enters the equipment number from the work order on the transaction record.

► To enter time by shop or business unit

Processing Options for Recharge Time by Employee

- 1. Enter 'E' to use the Employee Occupational Rate Table or 'U' to use the Union Rate Table. If left blank, the Employee Master billing rate will be used.

(*THIS PROGRAM ONLY USES BILLING RATES*)

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

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

- 3. Enter '1' if using Multiple Job Feature. (Please refer to program helps for information about this processing option). _____
- 4. Enter '1' to have batch numbers automatically assigned. (F13=Invalid) _____
- 5. Enter '1' to have heading fields loaded from the first subfile record. _____
- 6. Enter '1' to display batch statistics on request. _____
- 7. Enter '1' to prevent changes and deletes to records locked to another user. _____
- 8. Enter '1' to default Equipment Worked from referenced work order. _____
- 9. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR). _____
- 10. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions. Default is ' ' and time will not be split unless F2 is used during Time Entry. _____

On Recharge by Job or Business Unit

[051161] - Recharge by Job/Business Unit

Functions Options Tools Help

Batch Added: Hours

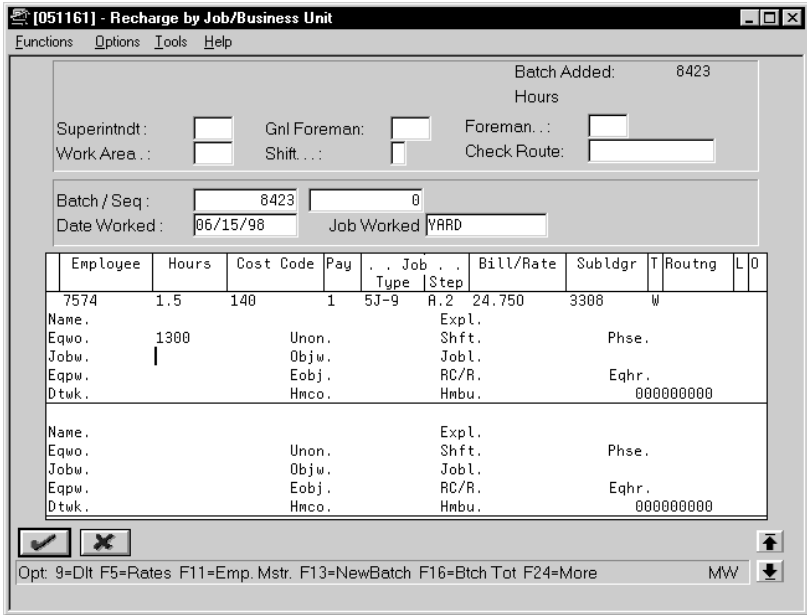
Superintndt: Gnl Foreman: Foreman:
 Work Area: Shift: Check Route:

Batch / Seq:
 Date Worked: Job Worked

Employee	Hours	Cost Code	Pay	Job Type	Step	Bill/Rate	Subldgr	T	Routng	L	O
7574	1.5	140	1	5J-9	A.2	24.750	3308	W			

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
 - Employee
 - Hours
 - Cost Code
 - Pay Type
2. Complete the following fields if you are not using speed entry:
 - Subledger
 - Subledger Type
3. Complete the following optional field:
 - Routing Step (Time Accounting only)
4. Choose Values List to display equipment fields.



5. Complete the following field if you are not using speed entry:
 - Eqwo (Equipment Worked On)

What You Should Know About

Using the Payroll system The procedures for entering time to a work order through Payroll are similar to those for Time Accounting. However, when you use the Payroll system, you cannot enter a routing step.

Speed entry with the Payroll system When you use speed entry with the Time Entry by Job or Business Unit program, you can use processing options to direct the system to enter the equipment number from the work order.

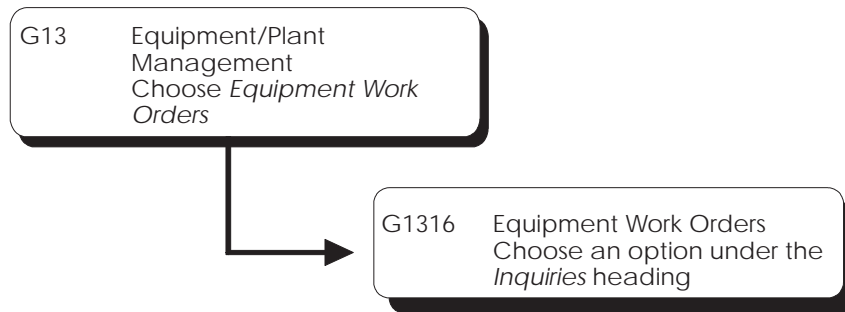
Processing Options for Recharge by Job or Business Unit

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

(*THIS PROGRAM ONLY USES BILLING RATES*) _____
2. If the Union Table is selected, Enter the Pay Type to be used for each of the following categories. If the Occupational Table is selected, only Enter the Pay Type for "Regular".

Regular - Blank _____
Overtime - A _____
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). _____

Review Work Order Information



Reviewing Work Order Information

You can review work order information to help increase productivity and control costs. You can review a variety of information related to your work orders without having to create reports. For example, you might need to review all work orders that are over budget, or review all current costs associated with a project in order to determine future budgeting requirements.

Reviewing work order information includes the following tasks:

- Reviewing work order parts lists
- Reviewing work order transactions
- Reviewing project costs
- Reviewing estimated and actual work order costs

What You Should Know About

Locating additional work order information

You can use Backlog Management and Equipment Backlog to locate and review work orders that match criteria that you specify.

See Locating Work Orders.

Reviewing Work Order Parts Lists

Review work order parts lists to view the most current information about the parts requirements of your work orders. Use Parts List Inquiry to review information for individual work orders or selected work orders. You can review the following:

- Parts requirements based on work order status
- Parts requirements based on a specified period of time
- Parts with a negative availability

▶ **To review work order parts lists**

On Parts List Inquiry

Item	Description	Required	Hand	Available	EA
7493218	Motor, 1/2 HP	8	6	2	EA
HYDRAULIC OIL	Hydraulic Oil	1	6	2	EA
512-EATON	HYDRAULIC SEALS Hydraulic Pump	1	6	3-	EA

1. Complete the following field to locate the parts list for a specific work order:

- Order Number



You can search for parts information based on a work order number or on a combination of the fields in step 2, but not on both.

2. Complete any combination of the following fields to search for parts associated with multiple work orders:

- Status Range From

- Status Range Thru
 - Start Date Range From
 - Start Date Range Thru
 - Work Order Category Codes
 - Equipment Number
 - Address Number
 - Business Unit
3. Complete the following fields:
- Required
 - Available

Field	Explanation
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>This address book number corresponds to the address book number entered in the AN8 field on the work order header.</p>
Display Requirements	<p>This field indicates whether to display all parts or only those parts with a requirement.</p> <p>1 Display all parts.</p> <p>2 Display only those parts with a requirement.</p>
Display Negative Availability	<p>This field indicates whether to display all parts or only those parts with a negative availability.</p> <p>1 Display all parts.</p> <p>2 Display only those parts with a negative availability.</p>

What You Should Know About

Determining supply and demand To determine which work orders are creating a demand for a part, choose Supply/Demand for the part. The Supply/Demand window opens, from which you can choose to review the associated work orders.

Processing Options for Work Order Parts List Quantities Inquiry

DREAM WRITER VERSIONS:

1. Enter the version of Purchase Order Inquiry to execute. Default of blank will use version 'ZJDE0001'. _____
2. Enter the version of Supply/Demand Inquiry to execute. Default of blank will use version 'ZJDE0001'. _____
3. Enter the version of the Scheduling Workbench to execute. Default of blank will use version 'ZJDE0002'. _____

DISPLAY OPTION:

3. Enter a '1' to completely summarize the parts when inquiring by status or start date. Default of blank will summarize by plant. _____

Reviewing Work Order Transactions

Review work order transactions when you need to track specific costs at the individual work order level. Use Cost by Work Order to review all posted and unposted general ledger transactions associated with a work order.

You can use date selections to limit the number of transactions that display. You can also specify a ledger type to review actual amounts or budget amounts.

Before You Begin

- Verify that Summary Document Types (user defined code 48/DC) are set up. See *Setting Up User Defined Codes*.

To review work order transactions

On Cost by Work Order

[48211] - Cost by Work Order

Functions Tools Help

From Date/Period

Thru Date/Period

Ledger Type

W.O. Number Replace Hydraulics

Description	Units	Rate	Amount	G/L Date
Inventory Issue				
Motor, 1/2 HP			27.50	03/18/98
Hydraulic Pump			1,500.00	03/18/98
Regular 0012	1.50	19.7500	29.63	03/18/98
Regular 0012	1.75	24.2200	42.40	03/18/98
Total Inventory Issue	3.25		1,599.53	
Total for Work Order:			1,599.53	

F4=Audit Trail F10=Document Types F24=More Keys MW

1. Complete the following field:
 - Work Order Number
2. Complete the following fields to limit the range and type of G/L transactions displayed:
 - From Date/Period
 - Thru Date/Period
 - Ledger Type
3. Choose the More Details function to review the following information:
 - Document Type
 - Document Number
 - Account Number
 - Batch Number/Date
 - User ID
 - Item (Part Number)
 - Description

Field	Explanation
Units	<p>The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>In this case, the number of hours charged against a work order.</p>
Rate	<p>The product of the number of units and the unit cost.</p> <p>..... <i>Form-specific information</i></p> <p>In this case, the amount charged per hour. The system calculates the rate by dividing the amount of the transaction by the hours.</p>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p> <p>..... <i>Form-specific information</i></p> <p>The current balance of all charges against a work order from the Account Ledger file (F0911) for both posted and unposted transactions. The rate times the hours equals the amount.</p> <p>Note: The amount may not be exact if rounding has been included as part of the calculation.</p>
Rate	<p>The product of the number of units and the unit cost.</p> <p>..... <i>Form-specific information</i></p> <p>In this case, the amount charged per hour. The system calculates the rate by dividing the amount of the transaction by the hours.</p>

What You Should Know About

Summarizing by document type

To limit the number of records that display on this form, you can specify that only certain document types appear. Choose Document Types. If you use this feature, you must specify all document types that you want to review.

Reviewing Project Costs

You can review all costs associated with a project. When you set up a project, you establish a hierarchy of work orders based on a parent work order. Use Cost

by Parent Work Order to review the total project amount and hours at the parent work order level, with individual work orders summarized as follows:

- Estimated amount or hours
- Actual amount or hours
- Variance between estimated and actual

You review costs by amounts or hours. After you review a summary of costs for the parent work order, you can review detailed costs for each work order in the project.

▶ **To review project costs**

On Cost by Parent Work Order

Order Number	Description	Estimated Amount	Actual Amount	Amount Variance
122841	Plant Shutdown - Area 2			
122850	Teardown Line #1	5,350.00	5,455.13	105.13-
122868	Retool Line #1	11,550.00	12,556.09	1,006.09-
122876	Clean Line #1	1,000.00	996.50	3.50
122884	Test Line #1	3,550.00	3,618.97	68.97-
122892	Teardown Line #2	8,675.00	688.79	7,986.21
122905	Retool Line #2	16,500.00		16,500.00
122913	Clean Line #2	1,000.00		1,000.00
122921	Test Line #2	6,000.00		6,000.00
Total:		53,625.00	23,315.48	30,309.52

1. Complete the following field:
 - Order Number

Information for all child work orders appears.
2. Choose Hours/Amount to toggle between formats.

What You Should Know About

Reviewing individual work orders

Choose Work Order Cost Detail to review costs for each work order in the project.

See *Reviewing Work Order Transactions*.

Reviewing Estimated and Actual Work Order Amounts

Use Estimate to Actual Variance to review and analyze labor costs for each operation sequence charged to a work order. In addition, you can review:

- Total labor amounts or hours charged to a work order
- Individual parts amounts charged to a work order
- Total parts amounts charged to a work order
- All miscellaneous costs charged to a work order, such as an accounts payable voucher for an outside service
- A comparison of actual amounts with estimated amounts

You can choose to review quantities or currency amounts.



To review estimated and actual work order amounts

On Estimate to Actual Variance

[48218] - Estimate to Actual Variance

Functions Options Tools Help

Order Number: 2043 Replace Hydraulics
 Charge to CC: M38 Chicago Plant Maint.
 Item Number: 10823 Exhaust Fan, 500hp
 Status: MJ W/O Completed

Work Center	Routing Step / Parts Description	Op St	Estimated Quantity	Actual Quantity	Variance
ELECT	Lockout		.25	.25	
ELECT	Disconnect motor & dispo		.50	.75	.25-
MECH	Replace seals		1.00	1.25	.25-
MECH	Fill hydraulic oil		.50	.25	.25
ELECT	Install new motor		.50	.50	
ELECT	Unlock		.25	.25	
	W.O. Charges w/o Routing				
	Routing Total.		3.00	3.25	.25-
	Material				
	Motor, 1/2 HP		1	1	
	Hydraulic Pump		1	1	

F2=Toggle Quantity/Amt F10=Inventory Doc Types F15=Job Status F24=More MW

1. Complete the following field:
 - Order Number
2. Choose Toggle Quantity/Amount to toggle between these formats.

What You Should Know About

Reviewing actual amounts for routings

To review actual amounts for routings, you must enter the operation sequence when you enter time against a work order through Time Accounting.

Reviewing actual amounts for parts and materials

To review actual amounts for parts and materials, you must set up inventory document types (user defined code 48/ID).

See *Setting Up User Defined Codes*.

Reviewing shop costs by repair code

You can access Shop Cost by Repair Code from Estimate to Actual Variance by choosing Job Status. The Job Status Inquiry form appears. This form is identical to the Shop Costs by Repair Code form. The system enters the job number (business unit) and subledger (work order number) from the Estimate to Actual Variance form.

See *Reviewing Shop Costs by Repair Code* for more information.

Processing Options for Estimate to Actual Variance

DREAM Writer VERSION SELECTION:

1. Enter the Job Status Inquiry (P512000) DREAM Writer version for the related function key exit. The default is version 'ZJDE0002'.



Exercises

See the exercises for this chapter.

Test Yourself: Work Order Life Cycle

1. What is the purpose of the Subledger Inactive field on Work Order Master?

2. True or False

An equipment number is required on a maintenance work order.

3. In order to attach a parts list or a routing instruction to a work order, you must have purchased the necessary software and you must complete the _____ field on the work order master.

4. True or False

Only maintenance parts for which you have created an Inventory Master (F4104) can be entered into a parts list.

5. What are the two primary uses of the Parent Work Order Number?

6. True or False

Work order approval is required for all work orders.

7. True or False

The electronic mail message sent to the work order approver has an exit directly into work order approvals.

8. You can locate work orders from either Backlog Management or Equipment Backlog. Each backlog program uses a different master table from which to search. Identify the master table that is primarily used by each of the backlog programs.

Backlog Management uses the _____.

Equipment Backlog uses the _____.

Test Yourself: Work Order Life Cycle (continued)

9. You can change the work order status, estimated hours, type and priority, as well as other values, from the individual work order master, or from the _____.

10. Often it is required to exchange a component part when you perform maintenance on equipment. Where do you find the Component Changeout Code and what table does the system update from the work order entry form.

11. To assign costs to a work order, you must complete the _____ with a type equal to _____ on the G/L Account Ledger table (F0911).

12. When you use work order speed entry, the system retrieves the _____ and the _____ from the work order master.

13. To review actual labor hours and amounts by individual routing step on the Estimated to Actual Variance form, you must have charged time to the routing step by using the _____ form.

The answers are in *Appendix B*.

Maintenance Planning



Maintenance Planning

Objectives

- To understand the maintenance planning process
- To run and review PM projections
- To generate parts and labor plans
- To review and respond to system-generated planning messages

About Maintenance Planning

Use the maintenance planning features of the Equipment/Plant Management system to accurately forecast parts and labor resources needed to complete your maintenance tasks. Use maintenance planning to minimize equipment downtime by ensuring that the necessary parts, materials, and maintenance personnel are available when a piece of equipment requires maintenance.

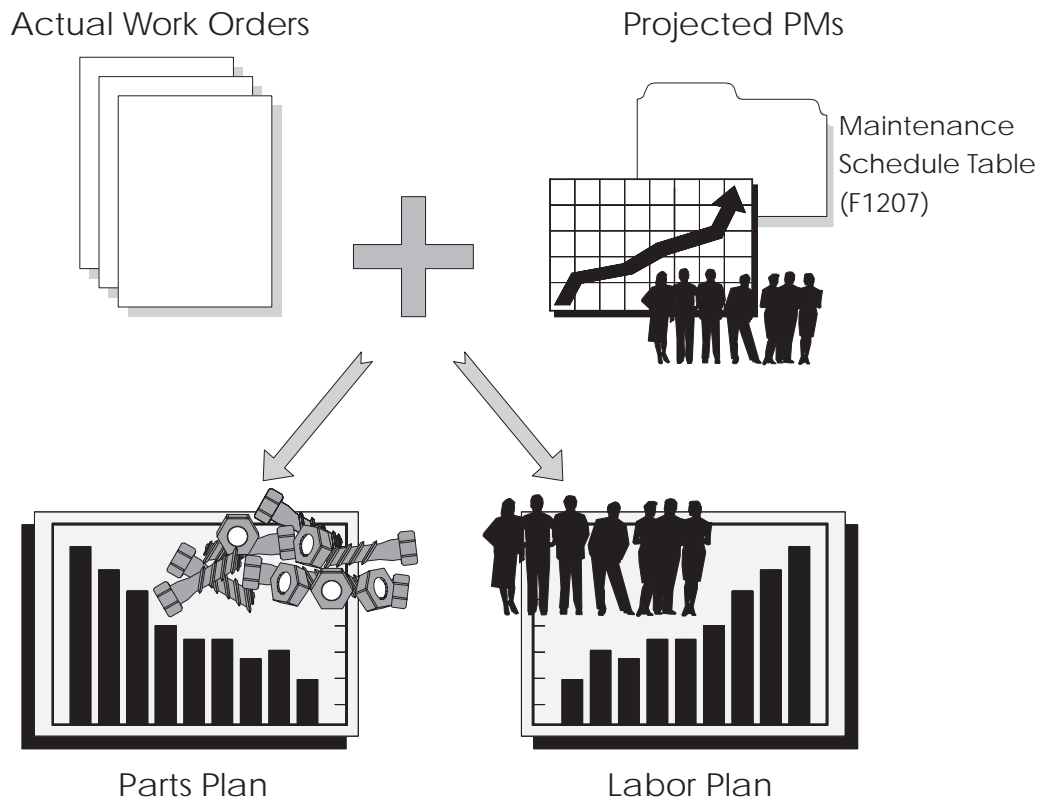
When you use maintenance planning, you define a range of maintenance work orders for which the system projects parts requirements and labor requirements. Additionally, you can integrate this information with forecasted (planned) work orders that the system generates when you run a PM projection.

After the system generates a PM projection, you can:

- Review information from the PM projection
- Generate a parts plan
- Respond to system recommendations for purchasing parts and materials
- Generate a labor plan
- Revise a labor plan to accommodate available resources

The following graphic shows the elements that the system uses to generate parts and labor plans.





This section describes features and functions that depend on the installation of the complete Equipment/Plant Management system. To be able to use Maintenance Planning, you must have purchased and installed the following systems:

- 30 — Product Data Management
- 31 — Shop Floor Control
- 33 — Resource and Capacity Planning
- 34 — Material Planning
- 40 — Inventory Base and Order Processing
- 41 — Inventory Management
- 43 — Purchase Management

Check with your system administrator to verify which systems you have purchased and installed.

Maintenance planning consists of:

- Working with PM projections
- Generating a parts plan
- Reviewing the parts plan
- Generating a labor plan
- Working with the labor plan

PM Projections

When you run the PM projection, you can use the information that the system generates to help plan your maintenance activities. You specify the time period for which you want the system to forecast when equipment requires maintenance. The PM projection includes the following information:

- All equipment that requires maintenance
- The dates when the equipment will require maintenance
- The parts and materials required for the maintenance
- The estimated amount of time required to perform the maintenance

PM Projections uses information from the equipment masters and the equipments' preventive maintenance schedules to update the following tables:

PM Projections (F13411) This table stores the following information:

- Equipment numbers
- Service types associated with the equipment
- Projected start dates for each service type
- Estimated hours for each service type
- Estimated parts and labor costs
- Forecast type

Forecast (F3460)

This table stores the following information:

- Standard parts list and routing instructions from the model work order associated with a PM
- Branch where parts are stocked
- Requested date for maintenance
- Forecast type
- Document type

Parts Plans

Use the parts plan to review the availability of required parts. When you generate a parts plan, the system generates messages which you should review to identify various parts planning needs. For example, you review parts messages to determine the quantity needed for a particular part at a future date. You can also direct the system to create purchase orders for parts currently not on hand, but needed in the future.

Labor Plans

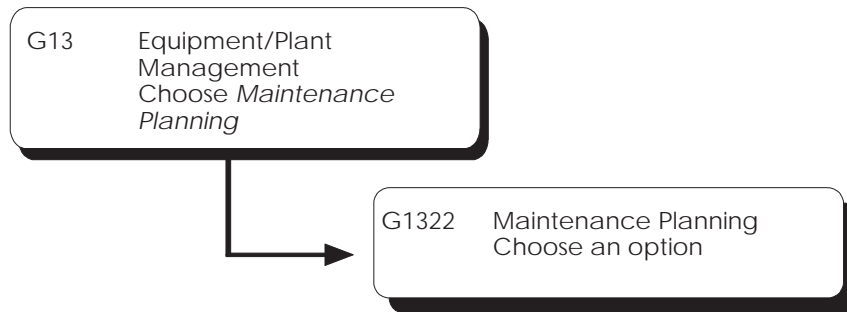
Use the labor plan to review the demands that maintenance tasks place on your labor resources. When you generate a labor plan, the system generates messages that alert you to over-capacity or under-capacity conditions. You can adjust your labor resources accordingly or reschedule selected maintenance tasks to alleviate the over- or under-capacity conditions.



Exercises

See the exercises for this chapter.

Work with PM Projections



Working with PM Projections

You can use PM Projections to collect and review detailed information about future maintenance tasks. For example, depending on the time period that you specify, you can review:

- All future maintenance for a piece of equipment or a class of equipment
- All future maintenance tasks by service type
- All future maintenance tasks at a specific location

Working with PM projections includes the following tasks:

- Running the PM projection batch update
- Reviewing PM projections

Running the PM Projection Batch Update

Run the PM Projection Batch Update program to forecast parts and labor requirements for future PMs. When you run this program, you specify the dates for which you want the projection to apply.

The system uses information from a joined table based on the Equipment Master table (F1201) and the Maintenance Schedule table (F1207) to determine when a piece of equipment will be due for maintenance. The system also uses parts and

labor resource information from the model work order to determine future parts and labor requirements.

When you run the PM Projection Batch Update, the system updates the following tables:

PM Projections (F13411) The system uses information from this table to calculate values for the PM Projection Inquiry and the PM Projection Report.

Forecast table (F3460) The system uses values from this table to calculate parts and labor requirements for projected PMs.



You must have purchased and installed Requirements Planning (system 34) and Capacity Requirements Planning (system 33) to use parts and labor planning functions. In addition, you must associate model work orders with PM schedules to supply the system with the necessary data to determine parts and labor requirements.

When you select PM Projection Batch Update, 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 Option Revisions before submitting the job for processing.

After you select the appropriate processing options, the system displays a message that the job was submitted to batch.

Before You Begin

- Create model work orders for PM schedules. See *Creating Model Work Orders*.

See Also

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

Processing Options for PM Projections Batch Update

1. Enter the From Date for PM Projections. _____
2. Enter the Through Date for PM Projections. _____
3. Enter the Forecast Type. _____

What You Should Know About Processing Options

Forecast Type (3)

Use Forecast Type to distinguish projections. For example, you can specify forecast types to distinguish manufacturing and maintenance projections. Within maintenance, you could specify forecast types to set up multiple projections based on:

- Short-term planning
- Long-term planning
- Area, such as production line 1, line 2, and so on
- Planner

See *Setting Up User Defined Codes* for more information about setting up forecast types (34/DF).

Reviewing PM Projections

You can use PM Projection Inquiry to review detailed information about future PMs. For example, you can review:

- Projected dates for PMs
- Projected service types for specific pieces of equipment
- Estimated hours for each service type

You can use any of the following types of information to limit the PM information that the system displays:

- Schedule dates
- Service types
- Equipment location
- Equipment number
- Category codes



To review PM projections

On PM Projection Inquiry

Item Number	Service Type	Description	Schedule Date	Estimated Hours
00010823	REBUILD	Rebuild Equipment	04/11/98	
00010823	01-405	Change Out Motor	04/11/98	33.50
00010823	08-125	Inspect Fan Blades	05/07/98	2.50
00010823	08-130	Inspect Bearings	07/21/98	1.50
00010823	08-220	Lubricate Bearings	06/16/98	1.50
00010823	08-220	Lubricate Bearings	08/15/98	1.50
00010823	08-220	Lubricate Bearings	10/14/98	1.50
00010823	08-220	Lubricate Bearings	12/13/98	1.50
00010823	08-310	Replace Rubber Gri	06/15/98	1.50
00010823	08-310	Replace Rubber Gri	06/29/98	1.50
00010823	08-310	Replace Rubber Gri	07/13/98	1.50
00010823	08-310	Replace Rubber Gri	07/27/98	1.50

1. Complete the following field:
 - Forecast Type
2. Complete any of the following fields to limit your search to specific PM projection information:
 - Service Type From and Thru
 - Service Date From and Thru
 - Location
 - Equipment Number
 - Category Code

What You Should Know About

Reviewing and revising projected PMs

You can review and revise information about projected PMs. From the MPS Daily Operations menu (G3412), choose Enter/Change Detail Forecast. From this form you can:

- Manually revise forecast information for an existing projection
- Add or delete a parts forecast
- Enter descriptive text for the forecast

You can access forecasts that you want to revise by item number, branch plant, forecast type, or any combination of these elements. If your forecast is extensive, you can specify a beginning request date to limit the amount of information that the system displays.

NOTE: When you revise information on Enter/Change Detail Forecast, the changes you make only affect the Forecast table (F3460). They do not affect the PM Projections table (F13411).

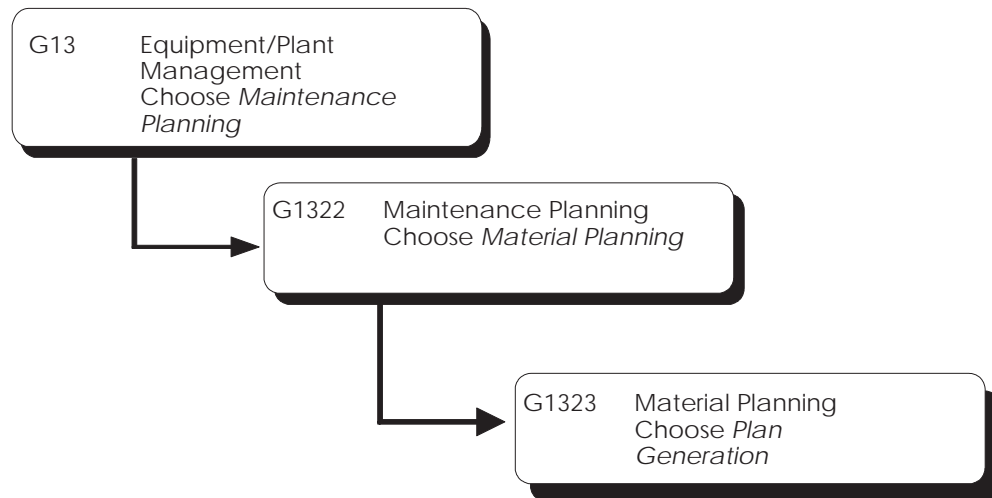
See *Revising Detail Forecasts* in the *Manufacturing and Distribution Planning Guide* for more information.



Exercises

See the exercises for this chapter.

Generate a Parts Plan



Generating a Parts Plan

You can generate a parts plan to assist you in planning parts and materials requirements for work orders. When you generate a parts plan, the system compares the parts inventory you have on hand with the parts needed for work orders. The system determines parts requirements for actual work orders, such as work orders generated for corrective maintenance, and forecasted (planned) work orders.

Based on this comparison, the system determines the availability of the parts needed for work orders. The system also generates messages that you can review to ensure that the right parts are available when they are needed. The messages include the following recommendations:

- Which parts and materials you should order
- When you should place orders for parts
- What quantity you should order
- Whether you should cancel, defer, expedite, or increase existing orders

You use processing options to define a planning horizon for the parts plan. A planning horizon refers to the period for which a plan applies and how the

period is ordered for display purposes. For example, you can generate a parts plan with a six-month planning horizon ordered as follows:

- Days — 14
- Weeks — 7
- Months — 4

You can include up to 52 periods in a planning horizon.

When you review part availability by time, the system uses the planning horizon as the basis for the parts projection information it displays.

When you run Plan Generation, the system displays Processing Option Revisions before submitting the job for processing.

After you select the appropriate processing options, the system displays a message that the job was submitted to batch.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to generate a parts plan:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 34 — Material Planning
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
 - System 43 — Purchase Management
- Verify that the workday calendar has been set up for the time period for which you want to generate the parts plan. If your parts planning requires order lead time, you must account for backward and forward scheduling to accommodate the lead time. See *Setting Up the Workday Calendar*.

What You Should Know About

Deleting previous planning messages

Every time you generate a parts plan, the system deletes all previous messages regarding parts availability. The system also deletes all detail messages for the parts you specify, except:

- Messages you direct the system to hold
- Messages you enter manually

See *Working with Parts Detail Messages* for more information about holding messages or entering messages manually.

Inventory item balance records

In order for the system to include an inventory part when the system calculates part availability, the inventory part must have an item balance record.

See *Appendix A — Inventory Concepts and Setup* for more information about inventory records.

Ensuring accurate planning information

To ensure accurate information when you generate a parts plan, other system users should not access programs that use inventory or planning tables.

See Also

- *Generating a Material Requirements Plan* in the *Manufacturing and Distribution Planning Guide* for more information about defining a plan generation
- *Technical Foundation Guide* for more information about running, copying, and changing DREAM Writer versions

Processing Options for Master Planning Schedule

BUCKET INFORMATION:

1. Enter the Generation Start Date. _____
(Default is current date)
2. Enter the number of past due periods, (0, 1 or 2). _____
(Default is 0)
3. Enter the planning horizon periods. (maximum of 52 periods):
 - a. Days (e.g. 5) _____
 - b. Weeks (e.g. 25) _____
 - c. Months (e.g. 6) _____

GENERATION DEFINITION:

4. Enter the Generation Mode: _____

Equipment/Plant Maintenance

- 1 - Net Change
- 2 - Gross Regeneration

5. Enter the Generation Type: _____

- 1 - Single Level MPS/DRP
- 2 - Planning Bill-Creates Forecast
- 3 - Multi Level MPS Items
- 4 - MRP with/without MPS
- 5 - MRP with Frozen MPS

PHANTOM ITEMS:

6. Enter a '1' to generate messages and time series records for phantoms. _____

ON HAND ADJUSTMENTS:

7. Enter a '1' to decrease beginning available by safety stock quantity. _____

8. Enter the lot hold codes (up to 5) to be considered on hand, or enter a '*' to consider all held lots as on hand. If left blank, held lots will not be considered on hand. _____

9. Enter a '1' by the following Receipt Routing quantities to be considered on hand. _____

- a. Quantity in Transit _____
- b. Quantity in Inspection _____
- c. User Defined Quantity 1 _____
- d. User Defined Quantity 2 _____

NOTE: Any quantity not included will be placed in the On Receipt bucket.

DAMPER DAYS:

10. Enter the Defer Damper days, (no defer message if less than 'X' number of days). _____

11. Enter the Expedite Damper days, (no expedite message if less than 'X' number of days). _____

SAFETY LEADTIME:

12. Enter the purchased item leadtime days. _____

13. Enter the manufactured item leadtime days. _____

FORECASTING INFORMATION:

14. Enter the Forecast Type to include. Up to 5 types can be included, (e.g. '0102BF'). If left blank, no forecast will be included. _____

15. Enter the Forecast Type for MPS to create when using Planning Bills. _____

RATE BASED SCHEDULING INFORMATION:

16. Enter the Schedule Type for rate based items. (Default is 'AC') _____

17. Enter a '1' to extend rate based _____

adjustments to lower level items.

PURCHASE ORDER INFORMATION:

18. Enter the Document Type for purchase orders. (Default is 'OP')

WORK ORDER INFORMATION:

19. Enter the Document Type for work orders. (Default is 'WO')

20. Enter the Work Order Status at which messages will no longer be exploded to lower level items. If left blank, all messages will be exploded to lower level items.

INCLUSION RULES:

21. Enter the Version of Demand/Supply Inclusion Rules to be used.

PERFORMANCE ISSUES:

22. Enter a '1' to initialize the MPS/MRP Print Code. This Code is used for selecting records during the MPS/MRP print.

(See glossary for MRPD.)
NOTE: If left blank, the run time of the generation will be reduced.

23. Enter the User Defined Code Type that contains the list of quantity types to be calculated & written to the Time Series File (F3413). User Defined Code 34/QT contains a master list of quantity types that can be written and will be used as the default.

24. Enter a '1' clear the DRP/MPS/MRP Files before a Regeneration. This option should be used with EXTREME CAUTION. It will totally clear the following files:

- F3411 - Message Detail File
F3412 - Pegging File
F3413 - Time Series File

NOTE: If a '1' is entered, it will improve performance and clean up any bad data in the files.

PROCESS PLANNING:

25. Enter a '1' to generate planning in Process Mode.

NOTE: If left blank, the run time of the generation will be reduced.

LOT EXPIRATION:

26. Enter a '1' to consider lot expiration dates in calculations.

FORECAST CONSUMPTION PROCESSING:

27. Enter a '1' to use Forecast Consumption logic.

What You Should Know About Processing Options

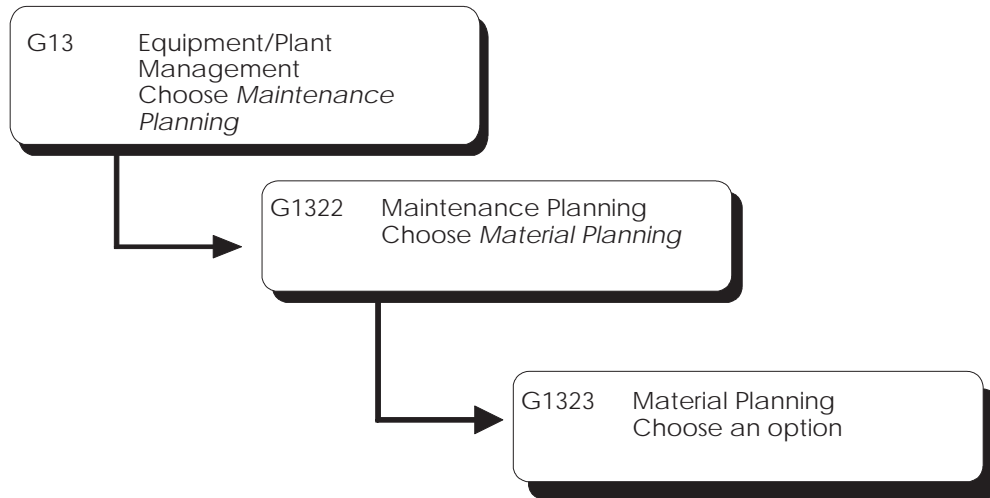
Generation Mode (4) J.D. Edwards recommends that Equipment/Plant Maintenance users set this processing option to 2 (gross regeneration).

Generation Type (5) J.D. Edwards recommends that Equipment/Plant Maintenance users set this processing option to 4 (MRP with/without MPS).

Quantity Type (23) J.D. Edwards recommends that Equipment/Plant Maintenance users choose the default quantity type QT. This user defined code table contains all quantity types.

See *Setting Up Parts Planning Codes* for more information on quantity types and the MRP Calculation Display table.

Review the Parts Plan



Reviewing the Parts Plan

When the system generates a parts plan, it updates several forms and generates a variety of messages. You can review these forms and messages to plan the parts requirements for your maintenance tasks. The forms and messages include the following types of information:

Planning family

You can view messages by planning family or individuals within a planning family. You use planning families to group individuals responsible for parts. For example, you can review messages pertaining to:

- Parts for which the maintenance planning family is responsible
- Parts for which only the buyer is responsible

- Inventory parts details** You can review parts detail messages when you want to review detailed ordering information about a particular part. The messages include recommendations about when you should order the part. In addition, you can review:
- Inventory locations where the part is needed
 - Required dates
 - Part suppliers
- After you review the messages, you can take appropriate action on the messages.
- Inventory parts availability by time** You can review the activity affecting an inventory part's availability over a time period that you specify. You can review the activity in daily, weekly, or monthly increments. Activity that affects availability includes:
- Beginning available amounts
 - Supplies created by purchase orders
 - Demands created by maintenance work orders
- Supply and demand** You can review detailed supply and demand information for a particular part. For example, you can review detailed information about a work order that creates a demand for a part or a purchase order that creates a supply for a part.
- Component parts** You can review component part information when you want to review all of the standard parts lists (or bills of material) for which a component part is used.
- Part cross-reference** You can review part cross-reference information when you want to determine which parts can be used as substitutions or replacements for parts that are not available. You can also review substitute suppliers.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to review parts plans:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 34 — Material Planning
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
 - System 43 — Purchase Management

Reviewing a parts plan includes the following tasks:

- Reviewing parts by planning family
- Working with parts detail messages
- Reviewing parts availability by time
- Reviewing part supply and demand
- Reviewing parent information for component parts
- Reviewing and revising part cross-references

Reviewing Parts by Planning Family

You can review information about parts according to the person or planning family responsible for the parts. For example, you can review parts information by:

- Planner
- Buyer
- Supplier
- Master planning family

When you choose the person or planning family for which you want to review parts information, the system displays all parts associated with the person or planning family that have outstanding messages. You can specify the type of messages that you want the system to display.

To review parts by planning family

On Review Planning Family

Branch/Plant

Thru Date

Planning Code

Message Type

Stocking Type

All Items (Y/N)

Planner Number

Buyer Number Planner, Mark

Supplier Number

Master Planning Family

Item	Description	Outstanding Messages							
512-EATON	Hydraulic Pump	B	B						

Opt: 1=Msg 2=Mfg Dta 3=Avl 4=TS 5=Fcst F10=Cal F24=More Keys

1. Complete the following field:
 - Branch/Plant

This field might already contain a default value.
2. Complete any of the following fields to limit your search to a particular planning family:
 - Planner Number
 - Buyer Number
 - Supplier Number
 - Master Planning Family
3. Complete any combination of the following fields to limit the amount of information displayed:
 - Thru Date
 - Planning Code
 - Message Type
 - Stocking Type
 - All Items (Y/N)

Field	Explanation
Planner Number	The address number of the material planner for this item.

Field	Explanation
Buyer Number	The address number of the person responsible for setting up and maintaining the correct stocking levels for the item.
Supplier	<p>The address book number of the preferred provider of this item.</p> <p>You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.</p>
Master Planning Family	<p>A code (table 41/P4) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
Message Type	<p>A code that distinguishes different messages generated in the Distribution Requirements Planning/Master Production Schedule/Material Requirements Planning system. Valid codes are:</p> <ul style="list-style-type: none"> A Warning messages (user controlled) B Order and expedite C Cancel D Defer E Expedite F Frozen order (user controlled) G Increase order quantity to (user controlled) H Decrease rate quantity to I Increase rate quantity to L Decrease order quantity to (user controlled) M Manual reminder N Create rate O Order P Firm order S FPO adjustment suggestion T Past due order <p>..... <i>Form-specific information</i></p> <p>If you are on the Message Type field at the top of this form, you can enter a specific message type code to display only detail about that type of message.</p>

Field	Explanation
Planning Code	<p>A code that indicates how Master Production Schedule (MPS), Material Requirements Planning (MRP), or Distribution Requirements Planning (DRP) processes this item. Valid codes are:</p> <ul style="list-style-type: none"> 0 Not Planned by MPS, MRP, or DRP 1 Planned by MPS or DRP 2 Planned by MRP 3 Planned by MRP with additional independent forecast 4 Planned by MPS, Parent in Planning Bill 5 Planned by MPS, Component in Planning Bill <p>These codes are hard coded.</p> <p>..... <i>Form-specific information</i></p> <p>For Equipment/Plant Management users:</p> <p>Enter a 2 for Maintenance Planning.</p>
Item Display	<p>Enter Y to see all items or work centers or N to see only items or work centers with messages associated with them.</p>
Stocking Type	<p>A user defined code (system 41/type I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard coded and you should not change them:</p> <ul style="list-style-type: none"> B Bulk Floor Stock C Configured item F Feature K Kit parent item N Non-stock

Processing Options for Review Planning Family

MPS TYPE CODES:

1. Enter the MPS Type Code to be displayed or a '*' for all MPS Types. _____

MANUFACTURING SCHEDULING WORKBENCH:

2. Enter the version of Manufacturing Scheduling Workbench to be used. Default is ZJDE0001. _____

MESSAGE FILE REVISIONS:

3. Enter the version of Message File Revisions to be used. Default is ZJDE0001. _____

ITEM AVAILABILITY:

4. Enter the version of Item Availability to be used. Default is ZJDE0001. _____

TIME SERIES:

5. Enter the version of Time Series to be used. Default is ZJDE0001. _____

DETAIL FORECAST MAINTENANCE:

6. Enter the version of Detail Forecast Maintenance to be used. Default is ZJDE0001. _____

SUPPLIER SCHEDULING REVISIONS:

7. Enter the version of Supplier Schedule Revisions to be used. Default is ZJDE0001. _____

SUPPLIER MASTER:

8. Enter the version of Supplier Master to be used. Default is ZJDE0001. _____

PURCHASE ORDER GENERATION:

9. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. _____

Working with Parts Detail Messages

When you generate a parts plan, the system produces messages that identify when planning conflicts exist. For example, depending on how you set up your system, if a part's usage exceeds availability, the system produces an order message. You can process the messages according to the system's recommendations, delete them, hold them, or clear them. You can also create your own messages to serve as reminders about particular parts.

The types of messages that the system produces are determined by user defined codes (34/MT). Standard message types include warning messages and planned purchase order messages. Other messages include:

- Expedite an order
- Defer an order
- Increase an order
- Decrease an order

After you review a message, you can do one of the following:

- | | |
|----------------------------|---|
| Process the message | Use this command to resolve the planning conflict. When you direct the system to process an order message, it carries out actions to resolve the planning conflict. For example, when you direct the system to process a planned purchase order message, it automatically creates a purchase requisition. |
| Hold the message | Use this command to resolve the planning conflict at a later time. When you direct the system to hold a message, the system keeps the message active, but does not resolve the planning conflict. After you resolve the planning conflict for which the message applies and you want to clear or delete the message, you must do so manually. |
| Delete the message | Use this command to delete obsolete messages. |
| Clear the message | Use this command to prevent the message from displaying. You can retrieve a cleared message by completing the Cleared field. |

Working with parts detail messages includes:

- Reviewing parts detail messages
- Creating a purchase request for a part

To review parts detail messages

On Item Detail Messages

3411 - Item Detail Messages

Functions Options Tools Help

Cleared (Y) []

Demand Branch... STORES

Supply/Demand []

Unit of Measure ER

Item Number 512-EATON Hydraulic Pump

Leadtime Level . . . 90 Fixed

O	T	Message	Order	Ty	Quantity	Required	Planner Remarks
	B	Order & Expe		OP	1	06/15/98	
	B	Order & Expe		OP	1	06/26/98	

Opt: 2=Process 4=Del 5=BOM Avl 6=PO F5=Sched F8=TS F16=Peg F24=More

- Complete the following fields:
 - Item Number (Part Number)
 - Branch/Plant

The Branch/Plant field might already contain a default value.

- Complete the following field:
 - Supply/Demand

This field might contain a default value.

- Complete the following optional field to display both cleared and outstanding messages:
 - Cleared (Y)
- Choose Process, Hold, Delete, or Clear for each message that you want to respond to.

Field	Explanation
Supply or Demand Branch	This field allows you to view messages from the viewpoint of either the supply or demand branch. Changing this field from S to D also changes the Supply Plant field immediately below the Action Code field to Demand Plant.
	S Supply branch/plant
	D Demand branch/plant

Field	Explanation
Message Type	<p>A code that distinguishes different messages generated in the Distribution Requirements Planning/Master Production Schedule/Material Requirements Planning system. Valid codes are:</p> <ul style="list-style-type: none">A Warning messages (user controlled)B Order and expediteC CancelD DeferE ExpediteF Frozen order (user controlled)G Increase order quantity to (user controlled)H Decrease rate quantity toI Increase rate quantity toL Decrease order quantity to (user controlled)M Manual reminderN Create rateO OrderP Firm orderS FPO adjustment suggestionT Past due order

What You Should Know About

Adding or changing messages

You can add or change any message on Item Detail Messages. You can also direct the system to perform actions on messages that you add or change.

See *Setting Up Message Types* in the *Manufacturing and Distribution Planning Guide* for more information about adding or changing messages.

Preventing messages from being deleted

To prevent the system from deleting a system-generated message when you run a new parts plan, you must choose Hold for that message. The system does not delete messages that you specify as held or any messages that you enter manually.

To create a purchase request for a part

On Item Detail Messages

[3411] - Item Detail Messages

Functions Options Tools Help

Cleared (Y)

Demand Branch... STORES

Supply/Demand D

Unit of Measure EA

Item Number 512-EATON Hydraulic Pump

Leadtime Level . . . 90 Fixed

O	T	Message	Order	Ty	Quantity	Required	Planner Remarks
B		Order & Expe		OP	1	06/15/98	
B		Order & Expe		OP	1	06/26/98	

Opt: 2=Process 4=Del 5=BOM Avl 6=PO F5=Sched F8=TS F16=Peg F24=More

1. Follow the steps to review parts detail messages.
2. Choose Process Message for each part for which you want to create a purchase request and press Enter.

The message type associated with the part must be a message type for which the system will create a purchase request. For example, if the message displayed for a part is a manual reminder message, the system will not create a purchase request. For more information about message types for which the system will create a purchase request, see *Processing Purchase Order Messages for MRP* in the *Manufacturing and Distribution Planning Guide*.

3. Choose Exit Program. The Suppliers Selected for Order form appears.

[43032] - Suppliers Selected For Order

Functions Options Tools Help

O	Supplier	Supplier Name	Cost	Branch	Order	Ty
	4343	Vector Manufacturing C	1,500.00	STORES		OP

Opt 1=Items Selected 9=Cancel F6=Create Order F24=More Keys

4. On Suppliers Selected For Order, choose Create Order.
5. Choose Exit Program to complete the process.

Processing Options for Item Detail Messages

PURCHASE ORDER INFORMATION:

1. Enter a '1' to consolidate all messages for a supplier on one purchase order. _____
2. Enter the version of Purchase Order Entry (P4311) to be called. (Default is ZJDE0001) _____
3. Enter the version of Open Purchase Orders (P430301) to be called. (Default is ZJDE0001) _____
4. Enter the version of the Supplier Master to be called. (Default is ZJDE0001) _____

WORK ORDER INFORMATION:

5. Enter the status for Cancelled Orders. _____
6. Enter the version of Work Order Entry (P48013) to be called. (Default is ZJDE0001) _____
7. Enter the version of Open Work Orders (P31225) to be called. (Default is ZJDE0001) _____

BLANKET ORDER INFORMATION:

8. Enter the Document Type associated with Blanket Orders. If left blank open blanket orders will not be used. _____
9. Enter the version of Blanket Order Release (P43060) to be called. (Default is ZJDE0001) _____

PEGGING INQUIRY:

10. Enter the version of Pegging Inquiry (P3412) to be called. (Default is ZJDE0001) _____

SUPPLY AND DEMAND INQUIRY:

11. Enter the version of Supply and Demand Inquiry (P4021) to be called. (Default is ZJDE0001) _____

RATE SCHEDULE REVISIONS:

12. Enter the version of Rate Schedule Revisions (P3104) to be called. (Default is ZJDE0001) _____

TIME SERIES:

13. Enter the version of Time Series (P3413) to be called. (Default is ZJDE0001) _____

BILL AVAILABILITY:

14. Enter the version of Bill Availability (P30205) to be called. _____

(Default is ZJDE0001)

TRANSFER ORDERS:

15. Enter the version of Transfer Order Entry (P4242) to be called. _____
(Default is ZJDE0001)

SUPPLY/DEMAND DEFAULT:

16. Enter the default mode for viewing Supply/Demand Branch Messages: _____
 D - Demand Branch in header
 S - Supply Branch in header
 If left blank, the data dictionary default is used.

Reviewing Parts Availability by Time

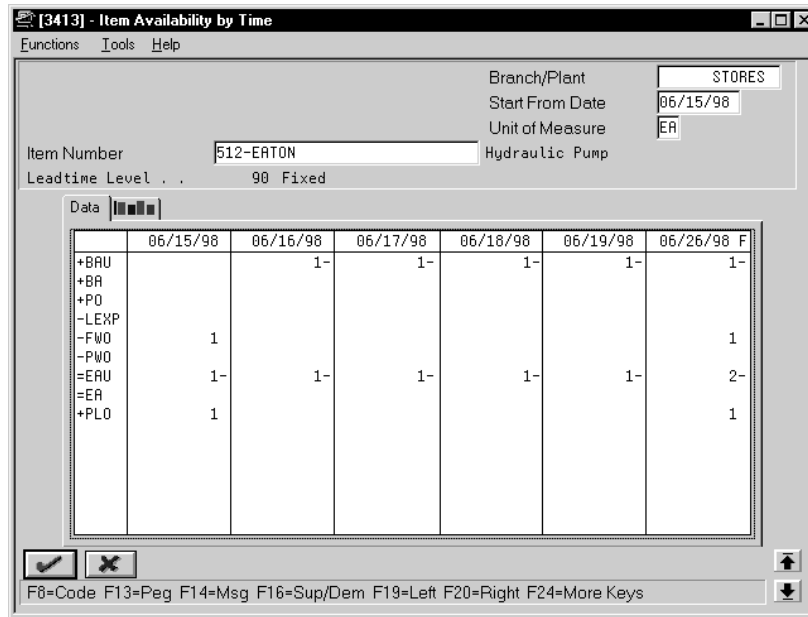
Use Item Availability by Time when you need to see a projection of inventory activity for a particular maintenance part. The system displays:

- Projected activity for the part in daily, weekly, or monthly increments, depending on how you set up your planning horizon
- Abbreviations for the activities that affect a part's availability, such as scheduled receipts, demand requirements, and so on

The system derives information for Item Availability by Time from your most recent parts plan generation. You can run a single part plan regeneration to ensure that you have the most recent inventory information for the part.

 **To review parts availability by time**

On Item Availability by Time



1. Complete the following fields:
 - Item Number (Part Number)
 - Branch/Plant

The Branch/Plant field might already contain a default value.

2. Complete the following optional field:
 - Start From Date

What You Should Know About

Row descriptions

When you review parts information on Item Availability by Time, the system displays abbreviated row descriptions. Choose Display MPS Key Window to view complete descriptions of the rows.

The system displays information about part availability that suggests two scenarios. Row descriptions ending in U (unadjusted), such as BAU, display part availability with the assumption that any outstanding action messages will not be implemented by the responsible planner. Row descriptions that do not end in U, such as BA, display part availability with the assumption that action messages will be implemented.

**Suppressing rows
without data**

You can display only rows that contain data by choosing Suppress Blank Line Toggle. When you choose this function, the system hides all rows that do not contain data.

**Updating planning
information**

You can ensure that the system displays the most current planning information by running a single part plan regeneration. Choose Run Single Item MPS to run a single part plan regeneration.

See Also

- *Generating a Parts Plan (P3482)* for more information about the planning horizon.

Processing Options for Item Availability by Time

ITEM RECALCULATION:

1. Enter the Dream Writer version to use when submitting single item MPS/MRP/DRP recalculation. If left blank, version ZJDE0001 will be used. _____

PAST DUE PERIODS:

2. Enter the number of past due periods. (0, 1, or 2 are allowed values. 0 is the default.) _____

VALUES TO DISPLAY:

3. Enter the User Defined Code for the list of row descriptions to appear. (Required) _____
4. Enter the User Defined Code for the list of alternate rows to appear when using the row toggle function key. (Optional) _____

SUPPLY/DEMAND SUMMARY:

5. Enter a '1' to summarize the supply lines into one line and the demand lines into one line. _____

VERSIONS TO EXECUTE:

Enter the Dream Writer version to use for each program listed. If left blank, version ZJDE0001 will be used.

6. MPS/MRP/DRP Message Inq. (P3411) _____
7. Supply/Demand Inquiry (P4021) _____
8. Detail Forecast Revisions (P3460) _____
9. MPS/MRP/DRP Pegging Inq. (P3412) _____
10. Rate Schedule Revisions (P3104) _____

FORECAST CONSUMPTION PROCESSING

11. Enter '1' to process using Forecast Consumption Period logic _____

Reviewing Part Supply and Demand

You can review the individual supply and demand for a particular maintenance part by date. You can also review the documents that effect the supply and demand for a part and take appropriate action.

For example, on a particular date, the system might indicate a demand for a part, but no supply. You can review the work order that is creating the demand for the part and create a purchase order to satisfy the demand.

You determine which type of documents the system includes when it calculates supply and demand for a part by setting up supply and demand inclusion rules.

► **To review part supply and demand**

On Supply/Demand Inquiry

[4021] - Supply/Demand Inquiry

Functions Options Tools Help

Branch/Plant STORES
Unit of Measure EA
Thru Date

Item Number 512-EATON Hydraulic Pump
Leadtime Level . . . 90

0	Demand	Supply	Available	Promise Date	Order No	Ty	Customer/Supplier Name
		1	1	04/24/96 04/24/96 06/15/98 06/15/98		OP	Available to Promise Vector Manufacturing Co Available to Promise
	1 1		1-	06/15/98 06/15/98	4343 138739	W0 W0	
		1		06/26/98 06/26/98		OP	Vector Manufacturing Co Available to Promise
	1		1-	06/26/98 06/26/98	3973	W0	

Opt: 1=WO 3=SO 4=PO 7=Rate F10=Sched F14=Msg F16=Peg F24=More

- Complete the following fields:
 - Item Number (Part Number)
 - Branch/Plant

The Branch/Plant field might already contain a default value.

- Complete the following optional field:
 - Thru Date
- Choose the Fold function to review additional information.

[4021] - Supply/Demand Inquiry

Functions Options Tools Help

Branch/Plant: STORES
 Unit of Measure: EA
 Thru Date:

Item Number: 512-EATON Hydraulic Pump
 Leadtime Level: 90

0	Demand	Supply	Available	Promise Date	Order No	Ty	Customer/Supplier Name
				04/24/96			
Br/Pl.			Location				Lot
Cust/Supl.			Rec Type				
Parent W.O			Parent				
				04/24/96			Available to Promise
Br/Pl.			Location				Lot
Cust/Supl.			Rec Type				
Parent W.O			Parent				
		1	1	06/15/98		OP	Vector Manufacturing Co
Br/Pl.	STORES		Location				Lot
Cust/Supl.	4343		Rec Type				
Parent W.O			Parent				
				06/15/98			Available to Promise
Br/Pl.			Location				Lot
Cust/Supl.			Rec Type				
Parent W.O			Parent				

Opt: 1=WO 3=SO 4=PO 7=Rate F10=Sched F14=Msg F16=Peg F24=More

What You Should Know About

Reviewing a work order You can review the work order master for the work order that is creating a demand for a part. Choose Work Order Header to view the work order master.

You can also review the work order parts list to which the individual part is attached. Choose Work Order Details to view the work order parts list.

When you review work orders or parts lists from Supply/Demand Inquiry, the system displays the manufacturing version of the forms, which might limit the information that you can review or revise.

Reviewing the purchase order for a part You can review the purchase order for a part for which the system indicates a supply. Choose Purchase Order Inquiry to review the purchase order.

Creating a purchase order for a part You can create a purchase order for parts for which a demand exists but for which no supply exists. Choose Purchase Order Entry to create a purchase order.

Searching for a part If a part is not available, you can search for a part at another location. Choose Item Search to search for alternate part locations.

Reviewing component parts availability

You can review the availability of component parts of an inventory item. Choose Part Availability to review the bill of material for an inventory item. The system displays the requested quantity and availability of each component for that item.

See Also

- *Setting Up Supply and Demand Inclusion Rules (P34004)*

Processing Options for Supply/Demand Inquiry

DISPLAY OPTIONS:

1. Enter a '1' to deduct Safety Stock from Availability. _____
2. Enter a '1' by the following Routing Quantities to be considered on hand. Any quantity not included will be displayed on the appropriate date.
 - 1 - Quantity in Transit _____
 - 2 - Quantity in Inspection _____
 - 3 - User Defined Quantity 1 _____
 - 4 - User Defined Quantity 2 _____
3. Enter a '1' to summarize all In Receipt Routing steps into one line. _____

DISPLAY OPTIONS (cont.):

4. Enter a '1' to summarize Item Location records. _____
5. Enter one of the following:
 - ' ' = No Available to Promise Line _____
 - '1' = Available to Promise Line _____
 - '2' = Cumulative ATP Line _____
6. Enter the version of Supply/Demand Inclusion Rules to be used. _____
7. Enter a '1' to display the window format if called from another program. _____

DREAMWRITER VERSIONS:

Enter the Dream Writer version to use for each program listed. If left blank, version ZJDE0001 will be used.

8. Purchase Order Entry (P4311) _____
9. Purchase Order Inquiry (P430301) _____
10. Sales Order Entry (P4211) _____
11. Sales Order Inquiry (P42045) _____
12. Scheduling Workbench (P31225) _____
13. MPS/MRP/DRP Pegging Inq. (P3412) _____
14. MPS/MRP/DRP Time Series (P3413) _____
15. MPS/MRP/DRP Message Detail (P3411) _____

OPTIONAL RECORDS:

16. Enter a '1' to include Planned Orders from MPS/MRP/DRP generations. If left blank, Planned Orders will not be displayed. _____
17. Enter the Forecast Type(s) to be included. Up to 5 types can be included. If left blank, no forecast records will be included. (Enter multiple forecasts, for example '01' '02' & 'BF', as '0102BF'). _____
- OPTIONAL RECORDS (cont.):
18. Enter the number of days (+/-) from today's date that you wish to begin including Forecast records. A blank will use today's date to begin including Forecast records. _____
19. Enter a '1' to omit 'Bulk' Stocking Type records from screen. If left blank, 'Bulk' items will be included. _____
- OPTIONAL RECORDS (cont.):
20. Enter the rate based Schedule Type to use. If left blank, no rate based schedules will be displayed. _____
- POTENCY:
21. Enter '1' to convert Quantities to Standard Potency. _____
- LOT EXPIRATION:
22. Enter '1' to reduce Quantity available due to lot expiration. (Note: This option will not work with ATP. If you use this option, option 5 must be set to blank or 2.) _____

Reviewing Parent Information for Component Parts

You can review information for all parent assemblies or kits for which a maintenance part is a component. This is particularly useful if you need to quickly locate a source for a component part.

When you review parent information for component parts, the system displays each bill of material that includes the component part. The system displays current parent information for a component part, but you can indicate that the system display historical or future parent information. You can also:

- Review effective dates of each bill of material
- Determine if the component is required or optional for the bill of material
- Review the inventory master information for each parent part

► **To review parent information for component parts**

On Where Used Inquiry

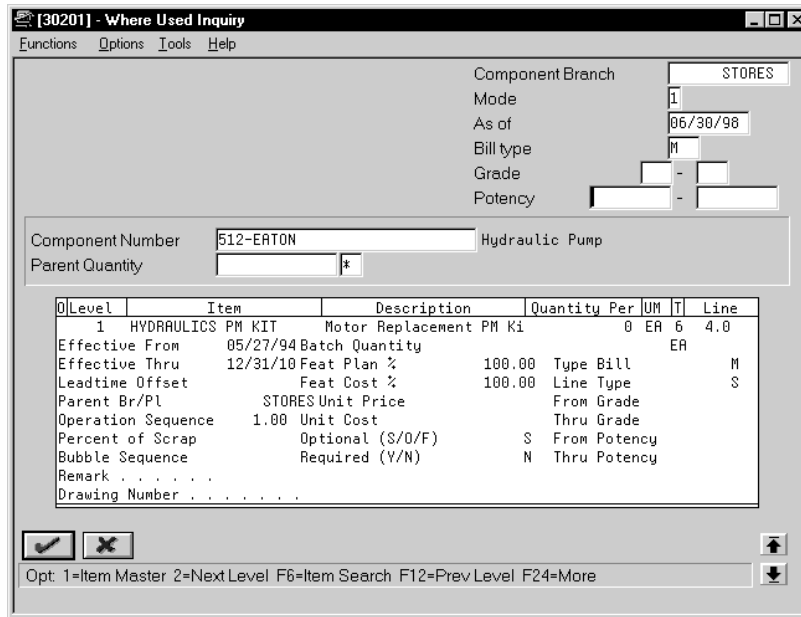
Component Branch: STORES
 Mode: 1
 As of: 06/30/98
 Bill type: M
 Grade: -
 Potency: -

Component Number: 512-EATON Hydraulic Pump
 Parent Quantity: *

Level	Item	Description	Quantity	Per	UM	T	Line
1	HYDRAULICS PM KIT	Motor Replacement PM Ki	0	ER	6		4.0

Opt: 1=Item Master 2=Next Level F6=Item Search F12=Prev Level F24=More

1. Complete the following fields:
 - Component Branch
 - Component Number
2. Complete the following optional fields to limit the information that displays:
 - Mode
 - As of (Date)
3. Choose Details to review additional information from the standard parts list.



Field	Explanation
Mode – Bill of Material	<p>Indicates the display mode for the bill of material.</p> <ul style="list-style-type: none"> 1 Single Level Bill of Material. Shows level one (direct) components only. 2 Multi-Level Bill of Material. Shows all levels of components, with proximity to the parent item indicated by level 1, 2, 3, and so forth. 3 Indented Bill of Material. The multi-level bill of material with each level indented for differentiation. <p>You can also set this value in the processing options.</p>
As of Date	<p>This field is used for effectivity checking. Enter a specific date to display documents (orders, bills of material, routings, as applicable) that are effective on or after that date. The current system date is the default, but you can enter any future or past date.</p>

Processing Options for Where Used Inquiry

VERSIONS TO EXECUTE:

1. Enter the version of Item Search (P41200) to execute. If left blank, version 'ZJDE0001' will be used. _____
2. Enter the version of Material Where Used Print (P30420) to execute. If left blank, version 'ZJDE0001' will be used. _____

TYPE OF INQUIRY DEFAULT:

3. Select one of the following: _____
 - 1 = Single Level Where Used
 - 2 = Multi-Level Where Used
 - 3 = Indented Where Used
 - 4 = All Co-/By-Products for a Process
 - 5 = Part/Ingredient Useability (If left blank, Single Level Where Used will default.)

PART USEABILITY OPTIONS:

- Enter the version to be used for each program. If left blank, ZJDE0001 is used.
4. Work Order Entry (P48013) _____
 5. Item Availability (P30205) _____

SCREEN DEFAULTS:

6. Enter the default Bill Type to be used. If left blank, '*' will be used for all Bill Types. _____

Reviewing and Revising Part Cross-References

You can use part cross-references to track your maintenance parts in a variety of ways. When you set up part cross-references, you assign cross-reference types to each part. For example, you can assign cross-references types for:

- Replacements for discontinued parts
- Substitute parts
- Alternate suppliers
- Alternate part numbers

You can make changes to cross-reference information as new information becomes available. This is particularly useful when you need to access the most current information about a part. You can add or revise the following cross-reference information for a part:

- Cross-reference type code
- Address number

- Cross-reference part number
- Cross-reference description

▶ **To review and revise part cross-references**

On Item Cross-Reference

Qty	Address	Number	Our Item Number	X-Ref Item Number
0	S		GE1732	REL1800

1. Complete the following field:
 - Item Number (Part Number)
2. Complete the following optional fields:
 - Date Valid
 - Cross-Reference Type Code
 - Address Number
 - Cross-Reference Number
3. Choose the Detail function to review effective dates and additional cross-reference description.

[41040] - Item Cross-Reference

Functions Options Tools Help

Date Valid

Item Number Pump Motor General Electric

X-Ref Type Code

Address Number

X-Ref Number

Qty	Address	Number	Our Item Number	X-Ref Item Number
S			GE1732	REL1800
Effective From		01/01/98	Pump Motor General Electri	Pump Motor Reliance
Effective Thru		01/01/99		

Opt. 1=Item X-Ref Revisions F24=More Keys

4. Choose the Item Cross-Reference Revisions option.

[41041] - Item X-Reference Revisions

Functions Tools Help

X-Ref Type Code

Item Number Pump Motor General Electric

Ty	Address Number	X-Ref Item Number	X-Ref Description
S		REL1800	Pump Motor Reliance

F4=Full Detail F24=More Keys

5. On Item Cross-Reference Revisions, revise any of the appropriate fields.

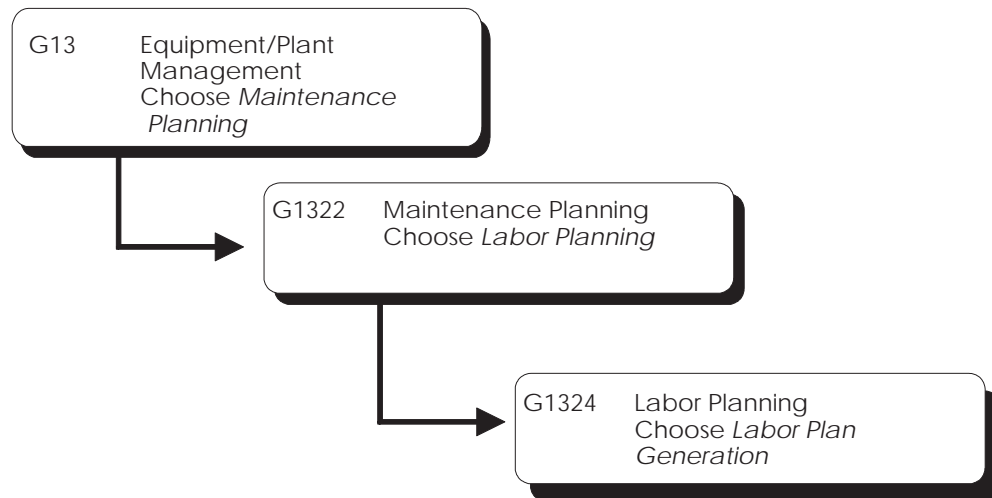
Field	Explanation
Type – Cross-Reference Type Code	A code (UDC table 41\DT) that identifies the type of cross-reference you have set up for this customer. The system contains examples for: <ol style="list-style-type: none">1. Substitutes2. Replacements3. Bar Codes4. Customer Numbers5. Supplier Numbers
X-Ref Item Number	The cross-reference item number that the system assigns to an item number. A cross-reference number allows you to use a supplier's item number if it is different from your own item number when you are processing an order or printing.



Exercises

See the exercises for this chapter.

Generate a Labor Plan



Generating a Labor Plan

You can generate a labor plan to assist you in planning labor resources for your maintenance tasks. When you generate a labor plan, the system compares available labor resources with the labor resources required by forecasted (planned) work orders and actual (firm) work orders. Based on this comparison, the system generates messages that alert you to over-capacity and under-capacity conditions.

Over-capacity

When the system identifies an over-capacity condition, fewer labor resources are available than needed. You must adjust your resources or reschedule the sequence of maintenance tasks to correct an over-capacity condition.

Under-capacity

When the system identifies an under-capacity condition, it indicates that your labor resources are not being utilized to their full potential. You should adjust your resources or reschedule the sequence of maintenance tasks in order to better utilize your labor resources.

Ideally, you adjust your resources and schedule your maintenance tasks to achieve a 100-percent capacity throughout your maintenance organization.

When you run the Labor Plan Generation program, the system displays Processing Option Revisions before submitting the job for processing.

After you select the appropriate processing options, the system displays a message that the job was submitted to batch.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to generate a labor plan:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 33 — Resource and Capacity Planning
 - System 34 — Material Planning
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management

- You must generate a parts plan before you generate a labor plan. See *Generating a Parts Plan*.

What You Should Know About

Deleting previous planning messages

Every time you generate a labor plan, the system deletes all previous capacity messages, except:

- Messages that you direct the system to hold
- Messages that you enter manually

See *Reviewing Labor Messages* for more information about holding messages or entering messages manually.

Setting up critical work centers

A critical work center is a work center that you want the system to include as a demand for labor resources when the system processes a labor plan. When you are selecting data for Labor Plan Generation, J.D. Edwards recommends that you set critical work centers not equal to 4.

See *Setting Up Work Centers* for more information about setting up critical work centers.

See Also

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

Processing Options for Labor Plan Generation

1. Enter the percent under rated capacity to generate a Under Capacity Message. _____
2. Enter the percent over rated capacity to generate a Over Capacity Message. _____
3. Enter the Branch to be processed. _____
4. Enter the Version of Supply/Demand Inclusion Rules to use. _____
5. Enter the Capacity Mode
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning _____
6. Back-Scheduling Information:
 - Enter the Unit of Measure Code _____
7. Enter a '1' to Roll the Work Centers into their Dispatch Group. _____

What You Should Know About Processing Options

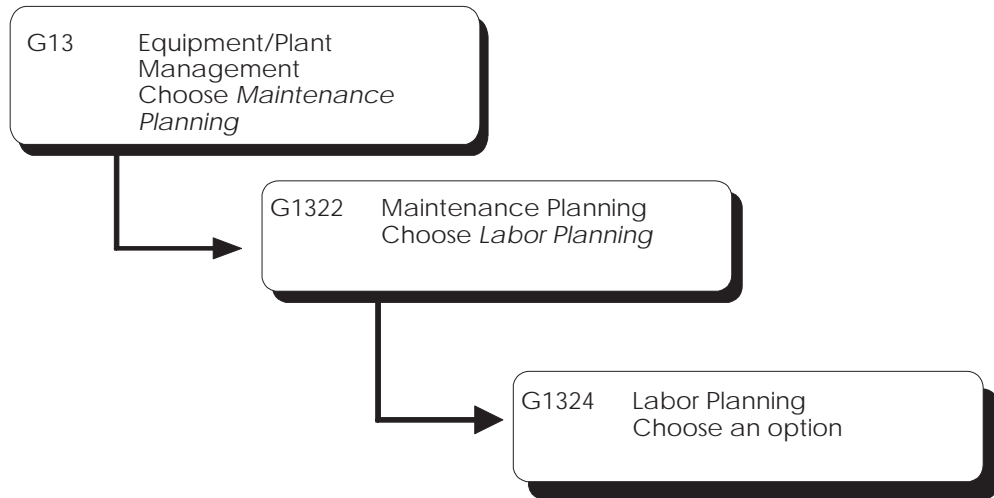
Supply/Demand Inclusion Rules (4)

J.D. Edwards recommends that you use the same version of inclusion rules for material planning and capacity planning.

Capacity Mode (5)

J.D. Edwards recommends that you choose Capacity Requirements Planning (3). When you choose this option, the system includes all work centers in the labor plan.

Work with the Labor Plan



Working with the Labor Plan

When the system generates a labor plan, it updates several forms and generates a variety of messages. You can review these forms and messages to plan the resource units needed to complete your maintenance tasks. The forms and messages include the following information:

Labor messages

You can quickly identify over-capacity and under-capacity conditions by reviewing labor messages. You can review messages for an individual work center or for a dispatch group. A dispatch group is a group of related work centers that report to one business unit. Dispatch groups enable you to organize work centers according to common functions, similar operations, or steps in routing.

Capacity load

You can use capacity load to analyze the difference between the required labor resources (load) and the available labor resources (capacity) for any time period that you specify. You can review load versus capacity for a dispatch group or for individual work centers within the dispatch group. You can review detailed information by date, or you can view a bar graph that summarizes over-capacity and under-capacity conditions by date.

Period summary

You can review detailed information about the work orders scheduled to be completed within a period that you specify. You can also review a summary of the total capacity load for all work orders within a period.

Working with a labor plan includes the following tasks:

- Reviewing labor messages
- Reviewing capacity load
- Revising labor resources

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to review and revise labor plans:
 - System 30 — Product Data Management
 - System 31 — Shop Floor Control
 - System 33 — Resource and Capacity Planning
 - System 34 — Material Planning
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management

Reviewing Labor Messages

Labor messages identify any labor resource conflicts. For example, you might have scheduled too many maintenance tasks for a work center without enough technicians to perform the work.

You can review the following types of labor messages:

Messages by dispatch group Use Review Dispatch Group to quickly identify work centers that are over or under capacity. You can display messages for all work centers in a dispatch group or for a specific work center.

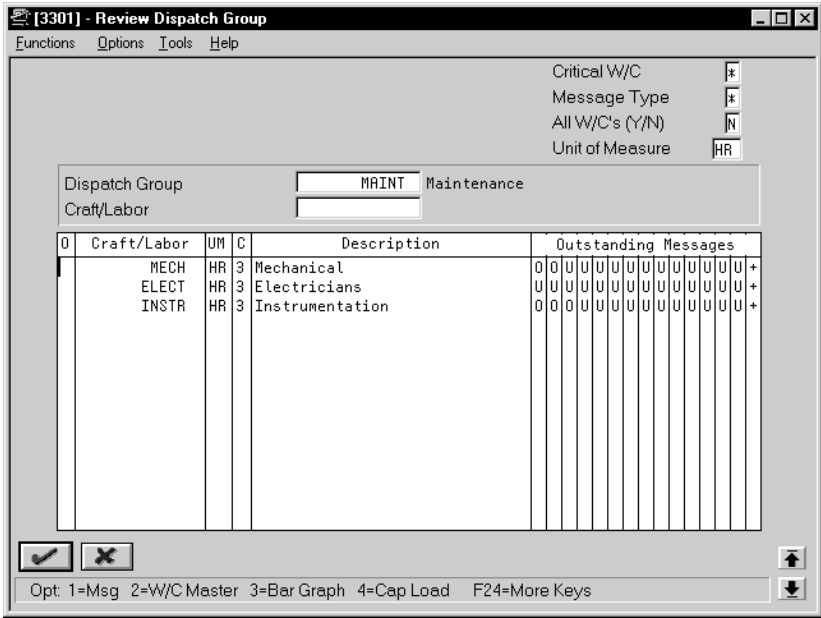
Capacity messages by work center Use Capacity Messages to review detailed capacity requirements for each work center. You specify the time period for which you want to review capacity requirements. The system provides information that you can use to balance loads across machines or work centers. You can also use the information to plan for additional labor resources to relieve work centers that are over capacity.

Reviewing labor messages includes the following tasks:

- Reviewing messages by dispatch group
- Reviewing capacity messages by work center

▶ To review messages by dispatch group

On Review Dispatch Group



1. Complete one of the following fields:
 - Dispatch Group
 - Craft/Labor
2. Complete any of the following optional fields to limit your search to a specific type of work center or message:
 - Critical Work Center
 - Message Type
 - All Work Centers (Y/N)

Field	Explanation
Dispatch Group – Work Centers	<p>This is used as a super category code to group work centers within an overall business unit. For example, you can group like machines operating out of several work centers that report to one business unit under a dispatch group.</p> <p>..... <i>Form-specific information</i></p> <p>You can enter a dispatch group to view all messages for all work centers in the group. To view messages, if any, generated for a specific work center, leave this field blank and enter the work center code in the Work Center field.</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>This field appears in two locations on the form:</p> <p>Craft/Labor: Enter a work center code here to see detail messages only for that work center. To view detail messages for all work centers in a dispatch group, leave this field blank and enter a code in the Dispatch Group field.</p> <p>Work Center: The field is display only and shows the specific work centers for which messages are generated. If you entered a code in the Craft/Labor field in the header area of the form, the work centers listed in this field will be the same as above.</p>
Critical Work Center	<p>This code identifies the work center as critical or not critical when the system calculates capacity. Valid values are:</p> <ul style="list-style-type: none"> N Not a critical work center 1 A critical work center in calculating resource requirement planning only 2 A critical work center in calculating capacity requirements planning only 3 A critical work center in calculating resource requirements planning and capacity requirements planning 4 Not a capacity work center (will not be generated in capacity planning) <p>Note: Type 3 work centers will be included in the form display whenever type 1 or type 2 is selected in this field.</p>
Message Type	<p>A code that distinguishes different messages generated in the Capacity Planning system. Valid codes are:</p> <ul style="list-style-type: none"> A Warning messages M Manual messages O Over capacity U Under capacity

Field	Explanation
Item Display	Enter Y to see all items or work centers or N to see only items or work centers with messages associated with them.

Processing Options for Summary Capacity Messages

1. Enter the Critical Work Center Code to displayed be or a "*" for all Work Centers. _____
2. Enter the Capacity Mode _____
"1" = Resource Requirements Planning
"2" = Rough Cut Capacity Planning
"3" = Capacity Requirements Planning
3. Enter the Default Unit of Measure _____

What You Should Know About Processing Options

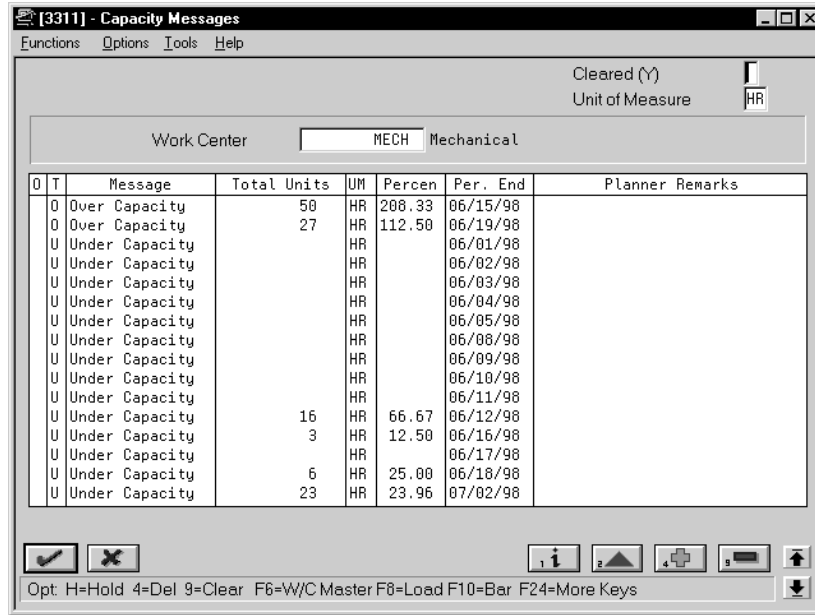
Capacity Mode (2) The Maintenance Planning system does not use Resource Requirements Planning.

To review capacity messages by work center

On Review Dispatch Group

1. Complete the steps to review messages by dispatch group.
2. Choose Message for each work center for which you want to review capacity messages.

The Capacity Messages form appears.



- On Capacity Messages, complete the following field to limit the type of messages that appear:
 - Cleared

Field	Explanation
Action – Message Control	<p>A code to indicate which messages should be displayed.</p> <p>A Y code will display all messages, including those that have been cleared or processed, but not those already deleted.</p> <p>Any value other than Y will display current messages only.</p>

What You Should Know About

Working with capacity messages

When you run the Labor Plan Generation program, the system deletes all messages except manual entries and held messages. Do one of the following:

- Choose Hold to prevent the system from deleting a message.
- Choose Clear to clear a message from the form without deleting it.
- Choose Delete to delete a message.

Processing Options for Message Revisions

1. Enter the Capacity Mode _____
 "1" = Resource Requirements Planning
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning
2. Enter the Default Unit of Measure _____

Reviewing Capacity Load

You can use capacity load information to help you allocate your labor resources as optimally as possible. You can compare the load created by your maintenance tasks with the labor resources available to perform the maintenance tasks.

Reviewing capacity load includes the following tasks:

- Reviewing capacity load by work center
- Reviewing a bar graph of capacity load
- Reviewing capacity load by period summary

When you review detailed capacity load information by work center, you specify a work center and the unit of measure, such as hours, by which you track your maintenance tasks.

You can review capacity load information for a work center in a graphic format. This is particularly useful when you need a quick visual representation of over-capacity and under-capacity conditions by time period.

You can review all of the maintenance tasks that make up the capacity load on a work center. You can also specify the planning period you want to review. In addition, you can:

- Identify the percentage of the total load for the work center that each maintenance task accounts for
- Identify the resource units, such as hours, required for each maintenance task

Reviewing Capacity Load by Work Center

When you review detailed capacity load information by work center, you specify a work center and the unit of measure, such as hours, by which you track your maintenance tasks. Depending on how you set up your system, the system provides some or all of the following information by period:

- Released load—The load created from actual (firm) work orders.

- Planned load — The load created from forecasted (planned) work orders.
- Total load — The released load plus the planned load.
- Gross capacity — The units available from the work center.
- Rated capacity — The available units factored by efficiency and utilization. Efficiency is a user defined value that indicates how efficiently a work center operates. Utilization is a ratio of the actual time that a work center charges for maintenance activities to the planned time.
- Percent of capacity used — The total load divided by the rated capacity.
- Available capacity — The rated capacity minus the total load.
- Accumulated available capacity — A running total of available capacity.

► **To review capacity load by work center**

On Capacity Load

The screenshot shows a window titled "[3313] - Capacity Load" with a menu bar (Functions, Tools, Help) and a toolbar. The window contains a form with the following fields:

- Start Date: 06/14/98
- Unit of Measure: HR
- Run Labor Hours: (empty)
- Craft/Labor: MECH Mechanical

Below the form is a table with the following data:

Description	06/12/98	06/15/98	06/16/98	06/17/98	06/18/98	06/19/98
LOAD-INCLUDES SETUP						
Released Load	16	50	3		6	27
Planned Load						
Total Load	16	50	3		6	27
LOAD VS CAPACITY						
Gross Capacity	24	24	24	24	24	24
Rated Capacity	24	24	24	24	24	24
% of Capacity Used	67	206	13		25	113
Available Capacity	8	26-	21	24	18	3-
Accum. Available Cap.	224	199	220	244	262	259

At the bottom of the window, there are navigation buttons (checkmark, X) and a status bar with the text: "F6=Bar F8=Messages F10=Per Summary F19=Left F20=Right F24=More Keys".

1. Complete the following field:
 - Craft/Labor
2. Complete the following optional field:
 - Start Date
3. Choose the Right or Left function to move the calendar dates until you access the time period that you want to review.

See Also

- *Setting Up Resource Planning Codes (P00051)* for more information about defining the information that the system displays on Capacity Load

Processing Options for Capacity Load

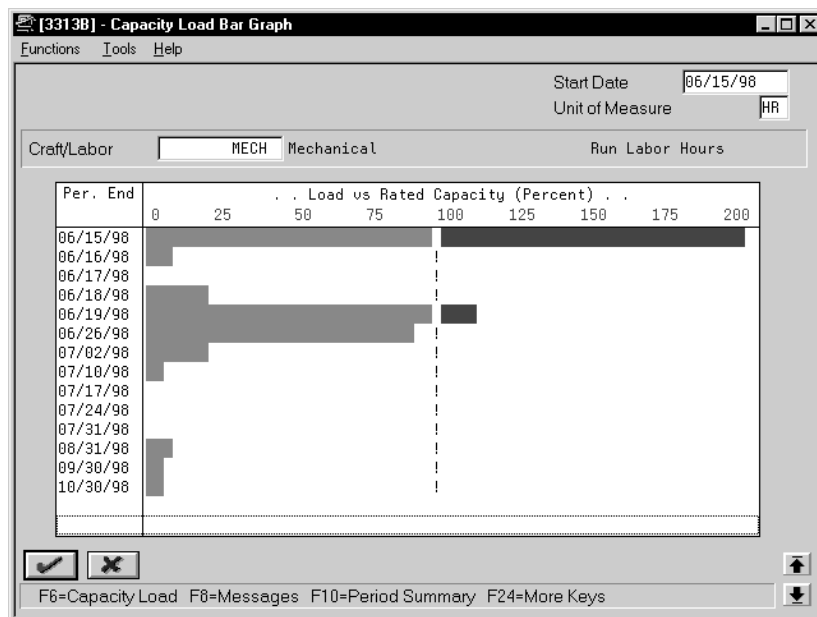
1. Enter the Capacity Mode: _____
 "1" = Resource Requirements Planning
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning
2. Enter the User Defined Code for the list of row descriptions to appear: _____
3. Enter the default Unit of Measure: _____
4. Enter the version of the Dispatch List program to call. _____
 Default is ZJDE0001.

Reviewing a Bar Graph of Capacity Load

You can use Capacity Load Bar Graph to review capacity load information for a work center in a graphic format. This is particularly useful when you need a quick visual representation of over-capacity and under-capacity conditions by time period.

▶ **To review a bar graph of capacity load**

On Capacity Load Bar Graph



1. Complete the following fields:

- Craft/Labor
- Unit of Measure

The Unit of Measure field might already contain a default value

2. Complete the following optional field:

- Start Date

What You Should Know About

Color and monochrome monitors If you are using a color monitor, the system uses contrasting colors to distinguish over-capacity conditions and under-capacity conditions. If you are using a monochrome monitor, the system displays over-capacity conditions in normal shading and under-capacity conditions in bold shading.

Processing Options for Capacity Load – Bar Graph

1. Enter the Capacity Mode: _____
"1" = Resource Requirements Planning
"2" = Rough Cut Capacity Planning
"3" = Capacity Requirements Planning
2. Enter the default Unit of Measure: _____
3. Enter the version of the Dispatch List to call. Default is ZJDE0001. _____

Reviewing Capacity Load by Period Summary

Use Period Summary to review all of the maintenance tasks that make up the capacity load on a work center. You can also specify the planning period that you want to review. In addition, you can:

- Identify the percentage of the total load for the work center that each maintenance task accounts for
- Identify the resource units, such as hours, required for each maintenance task

 **To review capacity load by period summary**

On Period Summary

[3312] - Period Summary

Functions Options Tools Help

Unit of Measure **HR**
Run Labor Hours

Craft/Labor **MECH** Mechanical

Period From **06/15/98** To

0	Per. End	Part	Description	Units	Percen
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	40	80.00
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	3	6.00
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	2	4.00
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	2	4.00
	06/15/98	HYDRAULICS PM KIT	Motor Replacement PM Kit	2	4.00
	06/15/98	SHAFT MAINT PM KIT	Shaft Maintenance PM Kit	1	2.00
			Total	50	
	06/16/98	HYDRAULICS PM KIT	Motor Replacement PM Kit	2	66.67
	06/16/98	HYDRAULICS PM KIT	Motor Replacement PM Kit	2	66.67
			Total	4	
	06/18/98		Total	6	100.00
			Total	6	
	06/19/98		Total	24	88.89
	06/19/98		Total	3	11.11
			Total	27	
	06/26/98	CORRECTIVE MAINTENAN	Corrective Maintenance	40	36.36

Opt: 1=Forecast F8=Msg F10=Load F14=Dispatch List F24=More Keys

- Complete the following field:
 - Craft/Labor
- Complete the following fields to limit the number of records displayed:
 - Period From
 - Period To
- Choose Details to review work order number and type.

[3312] - Period Summary

Functions Options Tools Help

Unit of Measure **HR**
Run Labor Hours

Craft/Labor **MECH** Mechanical

Period From **06/15/98** To

0	Per. End	Part	Description	Units	Percen
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	40	80.00
	Order Number	3906	Order Type FO Firm Work Order W/Parts List		
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	3	6.00
	Order Number	3885	Order Type FO Firm Work Order W/Parts List		
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	2	4.00
	Order Number	3922	Order Type FO Firm Work Order W/Parts List		
	06/15/98	CORRECTIVE MAINTENAN	Corrective Maintenance	2	4.00
	Order Number	4159	Order Type FO Firm Work Order W/Parts List		
	06/15/98	HYDRAULICS PM KIT	Motor Replacement PM Kit	2	4.00
	Order Number	4343	Order Type FO Firm Work Order W/Parts List		
	06/15/98	SHAFT MAINT PM KIT	Shaft Maintenance PM Kit	1	2.00
	Order Number	4280	Order Type FO Firm Work Order W/Parts List		
			Total	50	
	06/16/98	HYDRAULICS PM KIT	Motor Replacement PM Kit	2	66.67
	Order Number	4319	Order Type FO Firm Work Order W/Parts List		

Opt: 1=Forecast F8=Msg F10=Load F14=Dispatch List F24=More Keys

Processing Options for Period Summary

1. Enter the Capacity Mode: _____
 "1" = Resource Requirements Planning
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning
2. Enter the default Unit of Measure: _____
3. Enter the version of the Dispatch List to call. Default is ZJDE0001. _____

Revising Labor Resources

After you have identified which work centers have over-capacity and under-capacity conditions, you should revise labor resources to correct the conditions and balance the workload. When you correct over-capacity and under-capacity conditions, you help maximize the efficiency of your maintenance organization and save costs.

You can use the following methods to revise labor resources:

- Change the date to perform the maintenance task
- Revise the labor resources allocated to a work center

For example, you have several work orders scheduled on a day that is 40 percent over capacity. You note that the following work day is 35 percent under capacity. You can balance your capacity load by rescheduling a portion of the work orders for the following day. You can also reschedule individual operation sequences (routing steps) on a work order.

You can also make short-term revisions to the work center that is responsible for the maintenance tasks. For example, you can:

- Indicate additional resources for a particular work day
- Add work days to a work week
- Revise the efficiency of the work center

Revising labor resources includes the following tasks:

- Revising work order dates
- Revising resource units for a work center

Revising Work Order Dates

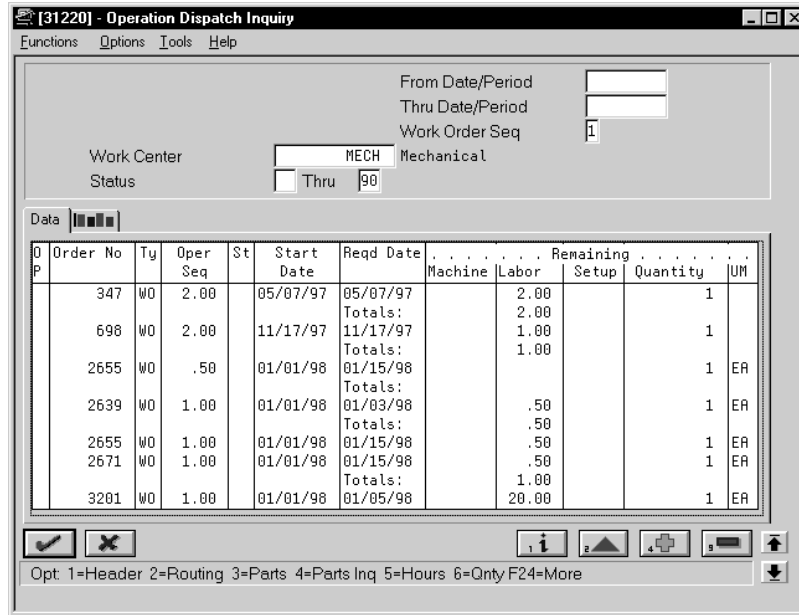
You can revise work order dates to correct over-capacity and under-capacity conditions. You can also reschedule individual operation sequences (routing steps) on a work order.

▶ **To revise work order dates**

On Capacity Load

Description	06/12/98	06/15/98	06/16/98	06/17/98	06/18/98	06/19/98
LOAD-INCLUDES SETUP						
Released Load	16	50	3		6	27
Planned Load						
Total Load	16	50	3		6	27
LOAD VS CAPACITY						
Gross Capacity	24	24	24	24	24	24
Rated Capacity	24	24	24	24	24	24
% of Capacity Used	67	206	13		25	113
Available Capacity	8	26-	21	24	18	3-
Accum. Available Cap.	224	199	220	244	262	259

1. Complete the following field:
 - Craft/Labor
2. Choose the Dispatch List function.



3. On Operation Dispatch Inquiry, complete the following field for each operation sequence on a work order that you want to reschedule:
 - Start Date
4. Complete the following optional field for each operation sequence on a work order that you want to reschedule:
 - Requested Date

Processing Options for Operation Dispatch Inquiry

DEFAULT STATUS INFORMATION:

1. Enter the From Status. _____
2. Enter the Thru Status. _____

DEFAULT DATE INFORMATION:

3. Enter the number of days prior to today's date for the From Date. _____
4. Enter the number of days after today's date for the Thru Date. _____

DREAM WRITER VERSIONS:

5. Enter the version of Work Order Parts Inquiry to execute. If left blank, 'ZJDE0001' will be used. _____

Revising Resource Units for a Work Center

You can revise resource units for a work center to correct over-capacity and under-capacity conditions. Use Craft Resource Units to make short-term revisions to the work center responsible for the maintenance tasks. For example, you can:

- Indicate additional resources for a particular work day

- Add work days to a work week
- Revise the efficiency of the work center

► **To revise resource units for a work center**

On Craft Resource Units

Branch: STORES
 Unit of Measure: HR
 Craft/Labor: MECH
 Calendar Month / Year: 06 98
 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	24.00	24.00	24.00	24.00	24.00	Weekend
Weekend	24.00	24.00	24.00	24.00	24.00	Weekend
Weekend	24.00	24.00	24.00	24.00	24.00	Weekend
Weekend	24.00	24.00	24.00	24.00	24.00	Weekend
Weekend	24.00	24.00				

Total Resource Units: 528.00
 Efficiency: 100.00
 Utilization: 100.00

F8=Work Day Calendar F24=More Keys

1. Complete the following fields:

- Craft/Labor
- Calendar Month/Year
- Branch

The Branch field might already contain a default value.

2. Complete the following field for each calendar day for which you want to revise resource units:

- Resource Unit

Each resource unit field corresponds to a calendar day.

3. Complete the following field to revise work center efficiency:

- Efficiency

Field	Explanation
Efficiency	<p>A user defined value that indicates how efficiently a work center operates. This value usually refers to people efficiency. When you enter a value in this field, and the Modify Cost by Work Center Efficiency field in the Job Shop Manufacturing Constants table (F3009) is set to Y, the system creates a new cost component (B4) from the cost calculated from the direct labor cost (B1). The system also uses this value to calculate rated capacity.</p> <p>Example: If the constant is set to Y, the value of this field is 80%, and the direct labor cost is 10, the system creates a B4 cost component for 2 in the Item Cost Component Add-Ons table (F30026).</p> <p>Enter percents as whole numbers, for example, enter 80% as 80.00.</p>

What You Should Know About

Revising work days on the workday calendar

You can add or subtract work days to the workday calendar. For example, you might want to add a Saturday to the work week to compensate for an over-capacity condition. Choose Work Day Calendar to access the workday calendar. Enter a new type of day for each day you want to revise.

See *Setting Up the Workday Calendar*.

Adding long-term resources

When you need to make permanent or long-term resource revisions to a work center, use Resource Revisions.

See *Setting Up Work Centers* for more information about adding resources to a work center.

Processing Options for Work Center Resource Units Revisions

Enter the value to be defaulted into the following fields:

1. Unit of Measure: _____



Exercises

See the exercises for this chapter.

Test Yourself: Maintenance Planning

1. True or False

Maintenance Planning only considers projected or forecast work orders.

2. PM Projections uses the value in the Estimated Occurrences field on the _____ to project the PMs that will become due within the date range that you select.

3. True or False

Processing the messages created by the parts plan generation will allow you to purchase the required parts.

4. When you review parts by planning family, which of the following can you select to review parts?

- a Planner
- b Buyer
- c Supplier
- d Master Planning Family
- e all of the above

5. The parts plan generation will delete all messages, except _____ and _____ messages.

6. When reviewing item availability by time, row descriptions that end in "U" (such as BAU) are _____, which indicates that the action messages _____ be acted upon.

7. The labor plan generation must be done:

- a Before the parts plan generation.
- b After the parts plan generation.
- c It depends on how the constants are set.
- d Neither before or after. The plan generations are completely independent of each other.

8. Over- or under-capacity conditions can be corrected by changing the _____, or by revising the _____.

The answers are in *Appendix B*.

Setup



System Setup

Objectives

- To set up the information necessary to use Equipment/Plant Maintenance features

About System Setup

Before you can use any of the features in Equipment/Plant Maintenance, you must define certain information to customize the system for your specific business needs. This information consists of:

- | | |
|------------------------------|--|
| Equipment information | You set up equipment information to establish system basics, such as: <ul style="list-style-type: none">• Equipment constants• Automatic accounting instructions (AAIs) that define the link between Equipment/Plant Maintenance and General Accounting systems |
| User defined codes | You set up user defined codes to enter information to customize your system to your specific business needs. You can customize a wide variety of information using user defined codes. |
| PM information | You set up PM information to: <ul style="list-style-type: none">• Define standard maintenance procedures• Create maintenance schedules• Define rules that govern when maintenance is performed |



Work order information You set up work order information to provide the system with the information it needs to process work orders according to your business needs. For example, you must:

- Identify the managers and supervisors who are responsible for maintenance tasks
- Determine the types of work order data that you want to track
- Determine the steps (statuses) through which a work order must pass

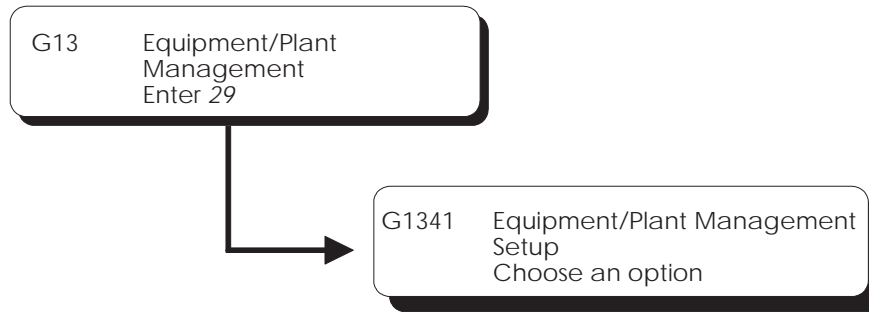
Maintenance planning information You set up maintenance planning information to:

- Determine basic planning constants for each branch, such as the type of inventory commitment, the length of the work day, and so on
- Set up the work day calendar
- Determine the rules by which the system indicates a need for parts and labor resources

System setup consists of:

- Setting up equipment
- Setting up user defined codes
- Setting up PM schedule information
- Setting up work orders
- Setting up maintenance planning

Set Up Equipment



Setting Up Equipment

Before you can use Equipment/Plant Maintenance, you must establish certain information about your equipment. This information includes:

Equipment data

You should set up the following types of equipment data:

- Equipment constants
- Automatic accounting instructions (AAIs)
- Next numbers
- Depreciation default coding
- Category code default values

Supplemental data

You should complete the following setup procedures for supplemental data:

- Set up supplemental data types
- Set up specification data types
- Assign supplemental data types to classes of equipment
- Set up security to limit user access to supplemental data

Shop cost inquiry

You should set up the format of the shop cost inquiry form to meet your business needs. You can define the following:

- Inquiry columns
- Inquiry formats
- Inquiry paths

Setting up equipment includes the following tasks:

- Setting up equipment data
- Setting up supplemental data
- Setting up shop cost inquiry

Setting Up Equipment Data

You set up equipment data to establish basic information about your equipment. The system accesses the equipment data you set up when it executes various programs within Equipment/Plant Maintenance.

Setting up equipment data includes:

- Setting up equipment constants
- Setting up equipment/plant AAs
- Setting up equipment next numbers
- Setting up depreciation default coding
- Mapping equipment category codes

Setting Up Equipment Constants

You set up equipment constants to control how your business uses Equipment/Plant Maintenance features. For example, when you define a default business unit for depreciation expense in equipment constants, the system automatically transfers this information to the Depreciation Information form 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 equipment master information for a new piece of equipment.

You set up equipment constants only one time for Equipment/Plant Maintenance. Typically, you should not change the system constants. However,

you might need to change them for some situations. 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, and 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 with your latest change. For example, if you change the symbol for the item number on the Equipment Constants form, you must also run the Refresh Item Number program in Fixed Assets Global Updates to ensure that other programs that use symbols to identify the item number reflect the change.



Equipment/Plant Maintenance shares system constants with the Fixed Asset system. You should work with the system administrator for Fixed Assets to ensure that the constants are set up to meet the needs of Fixed Assets and Equipment/Plant Maintenance.

► To set up equipment constants

On Equipment Constants

Default Asset Cst BU: Y=Resp BU, N=Co No	N
Default Depre Exp BU: Y=Resp BU, N=Deflt	Y
Default Accum Dep BU: Y=Resp BU, N=Deflt	N
Default Rev-Bill BU: Y=Resp BU, N=Deflt	Y
Display first 10 Cat. Codes (Y/N)	Y
Symbol to Identify Item Number	
Symbol to Identify Unit Number	#
Symbol to Identify Serial Number	/
Depreciation Cat. Cd	03
Supplemental Cat. Cd	02
Inclusion Version	MWO
Maintenance Loop	G

- Complete the following fields to establish default values for business units:
 - Default Asset Cost Business Unit
 - Default Depreciation Expense Business Unit
 - Default Accumulated Depreciation Business Unit
 - Default Revenue-Billing Business Unit

2. Complete the following field to specify the number of category codes that the system displays on applicable entry forms:
 - Display first 10 category codes
3. Complete the following fields to specify how the system identifies equipment numbers:
 - Symbol to Identify Item Number
 - Symbol to Identify Unit Number
 - Symbol to Identify Serial Number
4. Complete the following field to specify which equipment category code the system uses to assign supplemental data types:
 - Supplemental Category Code
5. Complete the following field to define supply/demand inclusion rules for material planning:
 - Inclusion Version
6. Complete the following field to define the work order record type for maintenance loops:
 - Maintenance Loop

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> <p style="margin-left: 20px;">Y Responsible Business Unit. The system uses the business unit from the responsible business unit on the Master Information form.</p> <p style="margin-left: 20px;">N Company. The system uses the business unit from the company number on the Master Information form.</p> <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> <p style="margin-left: 20px;">Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information form.</p> <p style="margin-left: 20px;">N Default. The system uses the business unit from the Item Setup Default Coding form.</p>

Field	Explanation
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="776 415 1414 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 1414 569">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="776 751 1414 842">Y Responsible business unit. The system uses the business unit from the responsible business unit on the Master Information form. <li data-bbox="776 848 1414 905">N Default. The system uses the business unit from the Item Setup Default Coding form.
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"> <li data-bbox="776 1058 1208 1085">Y Display first 10 category codes <li data-bbox="776 1092 1325 1119">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>

Field	Explanation
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>
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>

Field	Explanation
Inclusion Version	<p>A user defined code (system 40/type RV) that identifies an inclusion rule that you want the system to use for this branch/plant. The Manufacturing and Advanced Warehouse Management systems use inclusion rules as follows:</p> <ul style="list-style-type: none"> • For Manufacturing Allows multiple versions of resource rules for running MPS, MRP, or DRP. • For Advanced Warehouse Management Allows multiple versions of inclusion rules for running putaway and picking. The system processes only those order lines that match the inclusion rule for a specified branch/plant. <p>..... <i>Form-specific information</i></p> <p>This code determines whether the system submits capacity planning interactively when a work order is created or when the status of a work order changes.</p> <p>If you leave this field blank, the system does not update the capacity plan when creating a work order or changing the status of a work order.</p>
Maintenance Loop	<p>The detail specification record type. Record types are user defined. You can set them up on the Detail Specification Types screen and use them to describe certain types of work order or engineering change order information.</p> <p>..... <i>Form-specific information</i></p> <p>This is the work order record type that stores the associated equipment you define for maintenance loops. For example, if you enter record type E on this form, when you set up a maintenance loop, the system includes all equipment contained in record type E on the work order.</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>

Setting Up Equipment/Plant AAls

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 by 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 table.

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

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

AAI's for Equipment/Plant Maintenance include the following categories:

Equipment AAI's

You must set up the following equipment AAI's:

- FX — Identifies accounts that post to equipment
- FC — Identifies asset cost accounts
- AT — Identifies accounts and descriptive text that define totals for summary reporting

PM AAI's

You must set up the following PM AAI's:

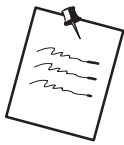
- AT00 — Identifies the statistical account for units, such as hours
- FMA — Identifies the statistical account for units, such as fuel
- FMB — Identifies the statistical account for units, such as miles
- FMC — Identifies the statistical account for the original meter reading that corresponds to the FMA statistical account
- FMD — Identifies the statistical account for the original meter reading that corresponds to the FMB statistical account
- FME — Identifies the statistical account for the original meter reading that corresponds to the AT00 statistical account

Work order AAI's

You must set up the FP AAI. This AAI identifies the account that the system charges when you create a purchase order for parts on the work order parts list.

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

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



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

See Also

- *Working with AAIs* in the *General Accounting I Guide* for more information about adding or changing AAIs

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 the same time. If you set up a company-specific FX range for one company, you must set up the FX ranges for all companies. In addition, you must begin the FX range for each company with FX01.
- Specify an object account for each FX range.

- Subsidiary accounts are optional. 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. 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.

AT Range

The system uses the AT range of 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 Cost Summary. Use AT00 to define the account in which you want to store statistical information for hours. The AT range of AAIs is optional.

For example, you might specify that your balance sheet accounts are in account range 1000–3999 and your income and expense accounts are in 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 for hours.
- Do not specify an interim total for the Cost Summary grand total. The system automatically creates a grand total on Cost Summary.

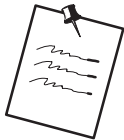
FMA, FMB, and AT00 AAI

The system uses these AAI to determine the statistical accounts to use when equipment accumulates units, such as miles, hours, and fuel. The system uses statistical units to track equipment use. Programs that use these AAI include:

- Meter Readings
- Item PM Schedule
- Update PM Schedule
- PM History and Completion
- Equipment Cost Analysis

When you set up FMA, FMB, and AT00 AAI, you can set them up to be company-specific. In addition, you must apply the following rules:

- Include a business unit and object account for each AAI
- Do not include a subsidiary account



If you perform preventive maintenance based on equipment use measured by billed hours, you can use the same accounts for these AAI as you use for billing accounts. AAI applicable to equipment billing include:

- FTC
- FTC1 – FTC0
- FTxx

See Also

- *Setting Up Automatic Accounting Instructions* in the *Equipment Billing Guide* for more information about these AAI

FMC, FMD, and FME AAI

The system uses these AAI to define the statistical account that records the original meter reading determined by the Meter Readings program. Each of these AAI corresponds to a statistical account as follows:

- FMC corresponds to the FMA account
- FMD corresponds to the FMB account
- FME corresponds to the AT00 account

When you set up FMC, FMD, and FME AAI, you can set them up to be company-specific. Additionally, you must apply the following rules:

- Include a business unit and object account for each AAI
- Do not include a subsidiary account

FP AAI

The system uses the FP AAI to determine which account to charge when you create a purchase order from the work order parts list. You can set up the FP AAI to be company-specific. Additionally, you must apply the following rules:

- Include an object account for each AAI.
- Optionally include a business unit or subsidiary account. If you do not include a business unit or subsidiary account, the system uses the Charge to Business Unit and Repair Code from the work order for which you are purchasing parts.

Additionally, you must verify that line types have been set up.

See Also

- *Appendix A — Inventory Concepts and Setup* for more information about setting up line types

Example: AAI Form

The Automatic Accounting Instructions form shows an index, or list, of the AAI used in the J.D. Edwards systems. Select Automatic Accounting Instructions from the Equipment/Plant Management setup menu (G1341) to view the AAI for Equipment/Plant Maintenance.

You can use the roll keys or the page up and page down keys to move through the forms and view all the AAI. Or, you can skip to a specific AAI by entering its sequence number in the Skip to Sequence Number field.

[00121] - Automatic Accounting Instruct.

Functions Options Tools Help

Skip to Sequence Number

Sequence P	Number		Company Bus. Unit	Object	Sub	Item
	13.220	Miles or Hours - Original This is the statistical account used to accumulate original miles or hours for maintenance scheduling.		YARD	8404	FMD
	13.225	Miles or Hours - Original This is the statistical account that stores original miles or hours in non- maintenance environments.		YARD	8409	FME
	13.300	Purchasing ----- Account used for Purchasing			8486	FP

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys

↑

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 search 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 Single AAI Revisions to revise any AAI for a particular company. Use Multiple AAI Revisions to revise or add more than one AAI for a company or specific AAIs for multiple companies.

[0012] - Single AAI Revisions

Functions Tools Help

Item Number: FMA
 Company: 00000
 Sequence Number: 13.205
 System Code: 13

Account Codes: Business Unit: YARD, Object Account: 8403, Subsidiary: []

Option: R, Options: O = Optional, R = Required, N = Not Used

Account Use Description: Fuel Consumption - Incremental
 This is the statistical account used to accumulate fuel consumed for maintenance scheduling.

F21=Print Automatic Accounting Instructions F24=More Keys

[00122] - Multiple AAI Revisions

Functions Options Tools Help

Item Number: FMA

0	Item	Co	Business	0	Obj	0	Sub	0	Description
P	Number		Unit		Acct		Account		
	FMA	00000	YARD	R	8403	R		N	Fuel Consumption - Incrementa

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

What You Should Know About

Entering an item number

The item number identifies the AAI and does not refer to an equipment item number.

Entering a description

You can change the description for the AAI account use to fit your needs. This field is for your information only and does not affect how individual programs use the AAI.

Processing Options for Automatic Accounting Instructions

Enter the starting sequence number. _____

Setting Up Equipment Next Numbers

When you set up equipment next numbers, you enable the system to automatically assign unique numbers for certain items. For example, when you create an equipment master for a new piece of equipment, the system assigns a unique 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. Depending on how you set up equipment constants, you can use the item number as the primary equipment number.

See *Setting Up Equipment Constants* for more information about equipment numbers.

Document number

The system assigns unique document numbers to identify documents that it creates when you run various Fixed Assets programs, including:

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

Text key number

The system generates a text key number to uniquely identify each location and to associate location tracking text to the location. Whether you enter text for the location, the system assigns every location a text number.

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 as one transfer order.

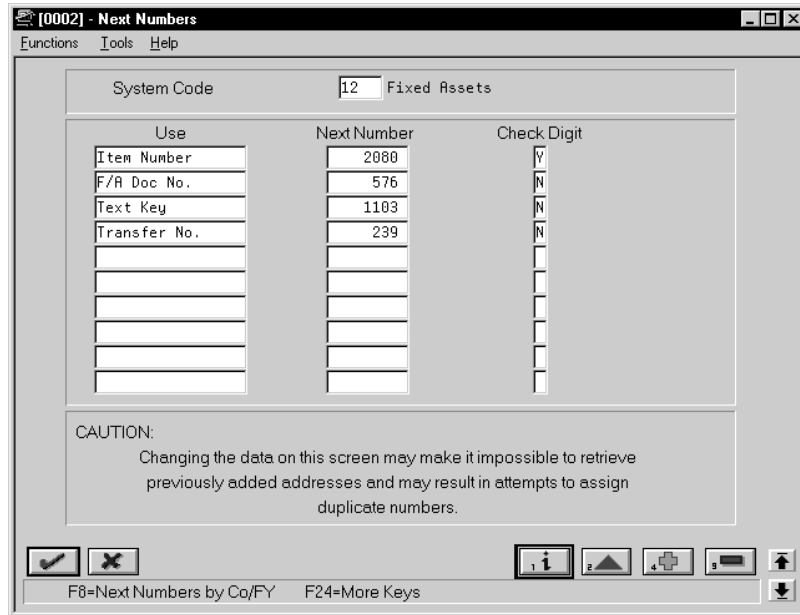
The system stores these next numbers in the Fixed Assets system (system 12). The system generates next numbers from the Next Numbers table (F0002).



J.D. Edwards strongly recommends that you do not use blank as a next number value.

► **To set up equipment next numbers**

On Next Numbers



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 need 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.

Field	Explanation				
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 data-bbox="776 590 1344 646"> <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. To ensure data integrity and to prevent the system from assigning duplicate next numbers, you must never change a next number to a lesser value.
- Deleting next numbers** Do not delete next number values. Deleting a next number value might prevent the system from assigning an automatic next number or cause other unpredictable results.
- Using check digits** J.D. Edwards recommends that you use a check digit with item numbers to help prevent the possibility of transposition errors. A check digit is a digit that the system assigns at random to a next number.

Setting Up Depreciation Default Coding

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

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

You must set up depreciation default values for each asset cost account in each company. You should verify that the defaults are correct before you set up or enter new equipment master information.



The values you set up on Depreciation Default Coding are also used by the Fixed Assets system. You should coordinate the depreciation default setup and any changes you make on this form with your accounting department.

► To set up depreciation default coding

On Depreciation Default Coding

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: Bus. Unit Obj. Sub
 Accum Depreciation:
 Depre Expense:
 Revenue Credit:

Depreciation By Method ...

LT	Book Depreciation	De Me	Depreciation Desc	Life Mths	Dep Inf	Meth C	Method 9 Schedule No
AA	General Ledger	00	No Depreciation Met				

F13=Account Master F21=Print F24=More Keys

1. Complete the following fields:
 - Company
 - Asset Cost Object
2. Complete the following optional fields:
 - Asset Cost Subsidiary
 - Major Accounting Class (Category Code 1)
 - Major Equipment Class (Category Code 2)
 - 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 Number	<p>A code that identifies the company that owns or is assigned to an asset or group of assets. You set up companies in the system to represent a reporting level that has a complete balance sheet and any intercompany transactions with other companies. You can define a specific organization, entity, partnership, and so on, as a company. You use Company Numbers and Names to define the companies in your system.</p> <p>NOTE: Use Company 00000 only for default values, such as dates and Automatic Accounting Instructions (AAIs). You cannot use Company 00000 when entering transactions.</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
Accumulated Depreciation – BU	<p>The business unit to which the system charges accumulated depreciation amounts.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the number of the account to which you want the system to charge accumulated depreciation. When you create new asset master records, you can use this default account number or the responsible business unit for the accumulated depreciation account. On Fixed Assets Constants (P001012), you specify which of these two accounts you want the system to use.</p>
Depreciation Expense – BU	<p>The business unit to which the system charges depreciation expense.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the number of the account to which you want the system to charge depreciation expense. When you create new asset master records, you can use this default account number or the responsible business unit for the depreciation expense account. On Fixed Assets Constants (P001012), you specify which of these two accounts you want the system to use.</p>
Asset Revenue – BU	<p>The business unit that the system credits for revenue amounts that originate in Equipment/Plant Management billing programs.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the number of the account to which you want the system to credit for asset revenue. When you create new asset master records, you can use this default account number or the responsible business unit for the asset revenue account. On Fixed Assets Constants (P001012), you specify which of these two accounts you want the system to use.</p>
Ledger Type	<p>The user defined ledger type code (list 09, type LT) that identifies the account ledger, or book, for the asset. You can maintain as many sets of depreciation books (ledger types) for an asset as you need so you can depreciate an asset in different ways for different purposes. For example, an asset might have a three-year life for tax purposes, but a five-year life for financial statement purposes. Each set of books can have different depreciation methods and depreciation values.</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>

Field	Explanation
Depreciation Method	<p>The user defined code (system 12, type DM) that indicates the method of depreciation for the specified book. In addition to any user defined depreciation methods you set up for your company, the following standard depreciation methods are available in the Fixed Assets system:</p> <ul style="list-style-type: none"> 00 No depreciation method used 01 Straight Line Depreciation 02 Sum of the Year's Digits 03 125% Declining Balance to Cross-Over 04 150% Declining Balance to Cross-Over 05 Double Declining Balance to Cross-Over 06 Fixed % on Declining Balance 07 ACRS Standard Depreciation 08 ACRS Optional Depreciation 09 Units of Production Depreciation 10 MACRS Luxury Cars – Domestic 11 Fixed % Luxury Cars – Foreign 12 MACRS Standard Depreciation 13 ACRS Alternatative Depreciation 14 ACRS Alternate Real Property 15 Fixed % of Cost 16 Fixed % on Declining Balance to Cross-Over 17 AMT Luxury Auto 18 ACE Luxury Auto <p>NOTE: Any additional depreciation methods you create for your organization must have an alpha code.</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 field. 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 that you associate with the asset cost and accumulated depreciation accounts must be the same as the company number that you assign to the piece of equipment.

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 Code (C1) and Major Asset Class Code (C2).

See Also

- *Setting Up Depreciation Default Values* in the *Fixed Assets Guide* for more information about depreciation and setting up depreciation default coding

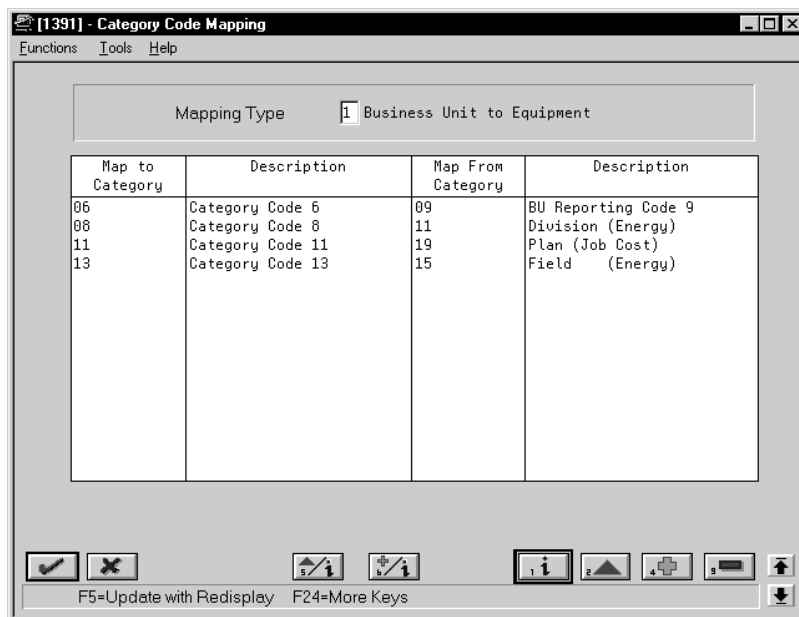
Mapping Equipment Category Codes

If you set up category codes for your business unit that would also be helpful for tracking and reporting on your equipment, you can set up default values to map, or tie specific business unit category codes to specific equipment category codes. You can also map specific equipment category codes to specific work order category codes.

When you set up an equipment master for a new piece of equipment, the system automatically enters the category codes that you specified from the responsible business unit on Equipment Master. Similarly, when you set up work orders for equipment, the system automatically enters the category codes that you specified from the equipment master on the work order.

► To map equipment 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>
Map From Category Code	<p>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.</p>

What You Should Know About

Changing the responsible business unit

The system uses the responsible business unit from the equipment master to determine from which business unit to assign codes. If you change the responsible business unit for a piece of equipment, the system reassigns 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 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. The same applies when you map equipment category codes to work order category codes.

Mapping category codes with different character lengths

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

Setting Up Supplemental Data

You can use supplemental data to further define the equipment in your system. The system stores detailed equipment information as supplemental data. After you set up supplemental data, you can use it to report on and track details about equipment which are important to your company, but are not included on the equipment master. You can define as many types of supplemental data as you need. You can also control which users have access to specific types of supplemental data.

You define and maintain supplemental data 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, oil readings, and so on. You can also set up a specific supplemental data type (SP) for specification sheets. Use specification sheets to track nameplate data and other static information.

You can use the following formats to record 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 Supplemental Code Entry. 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 that you enter in the columns against the user defined code table that you set up in Data Type Definition.

**Columnar — Message
(M)**

Use this data type to access Supplemental Code Entry. 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 that you set up in Generic Rates and Message Records.

Standard Procedures is an example of Generic Rates and Messages. Standard Procedures 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 includes:

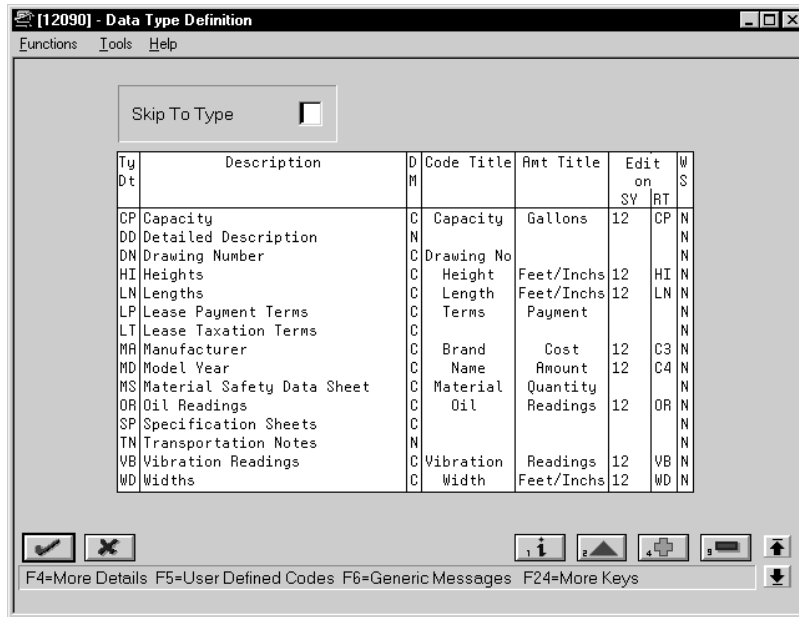
- Defining supplemental data types
- Defining specification data types
- Assigning supplemental data types to equipment
- Setting up supplemental data security

Defining Supplemental Data Types

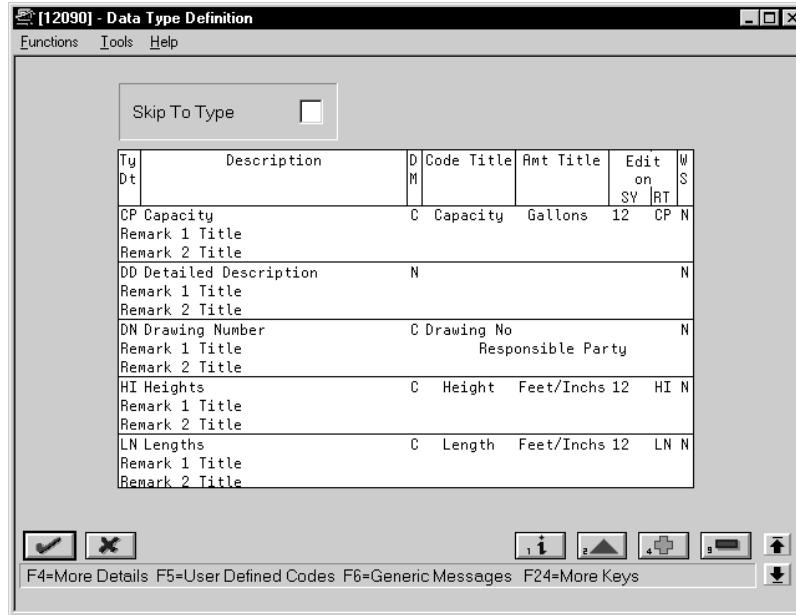
You must define the data types for the supplemental data that you want to maintain for your system. You can define as many types of supplemental data as you need. You can also specify that certain information stored in supplemental data be included as word search data when you perform query searches from Equipment Search.

To define supplemental data types

On Data Type Definition



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>
Word Search (Y/N)	<p>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"> Y Include in word search N Do not include in word search <p>Note: You can enter 1 for yes or 2 for no.</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>

Field	Explanation
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>
System Code (RT)	<p>Identifies the table which contains user defined codes. The table is also referred to as a code type.</p> <p>..... <i>Form-specific information</i></p> <p>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>NOTE: The Edit On function is not available for data types with narrative text.</p>

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 Edit on RT fields.
- If your supplemental data type does not relate to an existing user defined code or generic message code, you can set up a new user defined code table. J.D. Edwards recommends that you define the new tables for install systems 55–59. System 55–59 are reserved for client use. User defined code tables that you create for these systems will not be modified during any reinstall 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 also *Defining Specification Data Types*.

See Also

- *Searching For Equipment by Query* for more information about performing query searches



Exercises

See the exercises for this chapter.

Defining Specification Data Types

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

Before You Begin

- Define Specification Sheets as a supplemental data type. See *Defining Supplemental Data Types*.

► To define specification data types

On Specification Cross Reference

The screenshot shows a window titled "[1215] - Specification Cross Reference" with a menu bar (Functions, Tools, Help) and a Page No field set to 01. Below the menu bar, there are input fields for "Major Equipment Class." (01 Motors (M)) and "Language" (Domestic Language). The main area contains a table with the following data:

Sequence Number	Description	Field Number	Field Type	Item Size	D	R	Syst Code	Us Cd	File Name	R	Y
1	Unit Number	01	A	12	L				F1201LB		Y
2	Description	05	A	25	L						N
3	Horsepower	08	N	5	2	R					N
4	Phase	09	N	1	0	R					N
5	Voltage	10	A	3	L		12	F5			N
6	RPM	11	N	4	0	R					N
7	Enclosure	12	A	8	L						N
8	Frame	13	A	8	L						N
9	Frequency (HZ)	14	N	2	0	R					N
10	Type	15	A	6	L						N
11	NEHA Design	16	A	1	L						N
12	Manufacturer	07	A	3	L		12	C3			N
13	Model	06	A	15	L						N
14	Serial Number	02	A	25	L				F1201LC		N

At the bottom of the window, there is a toolbar with icons for update, delete, and other functions, and a status bar with the text: "F5=Update with Redisplay F19=Previous Key F20=Next Key F24=More Keys".

1. Complete the following fields:
 - 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
 - Display Decimals (optional)
 - Right or Left (optional)
 - Required Field (optional)

3. Complete the following fields to edit specification data against a user defined code:
 - System Code
 - User Defined Code
4. Complete the following field to edit specification data against information in a specific table:
 - File Name
5. Complete the following field to create a new page if an equipment class requires more than 16 specification data types:
 - Page Number

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
Item Size	The field size of the data item. NOTE: All amount fields should be entered as 15 bytes, 0 decimals, and the data item type should be P (packed). <i>Form-specific information</i> Enter the size of the data item. The lowest value you can enter is 1 character and the highest value is 99,999 characters.

Field	Explanation
File Name	<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>
Data Display Decimals	<p>Use this parameter to designate the number of decimals in the currency, amount, or quantity fields the system displays. For example, U.S. Dollars would be 2 decimals, Japanese Yen would be no decimals, and Cameroon Francs would be 3 decimals.</p>
Required Field (Y/N)	<p>A code that specifies whether a value is required. The default is N for Not Required. Valid codes are:</p> <ul style="list-style-type: none"> Y or 1 – This value is required to be valid. N or 0 – This value is not required.

What You Should Know About

Specification data sequence

After you have defined a specification data item, you cannot change its sequence number. If you need to change the sequence in which a data item appears, you must type over existing data item information at the sequence number for which you want the data item to appear.



Exercises

See the exercises for this chapter.

Assigning Supplemental Data Types to Equipment

You can define which types of supplemental data appear for a specific class of equipment. 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.

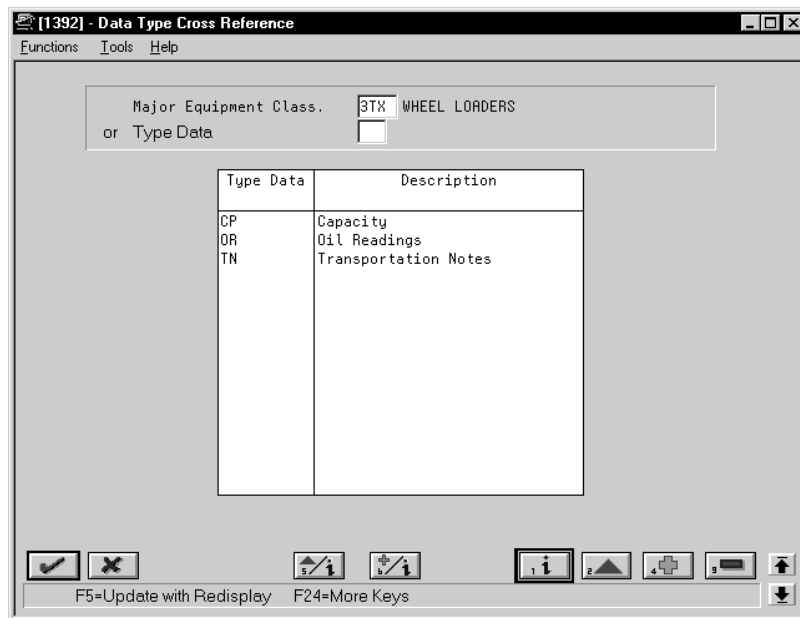
If you choose not to assign supplemental data types, all supplemental data types that you define will appear for all classes of equipment. You specify the category code that you want to use to define the equipment class on Equipment Constants.

Before You Begin

- Define the supplemental category code on Equipment Constants. See *Setting Up Equipment Constants*.

► To assign supplemental data types to equipment

On Data Type Cross Reference



1. Complete the following field:
 - Category Code Value

The value that you enter must be a value from the user defined code table you defined in equipment constants for supplemental data. For example, if

you defined equipment category code 2 as your supplemental category code in equipment constants, you can enter any value from equipment category code 2 in this field.

2. Assign all data types that you want to associate with the type or class of equipment.

What You Should Know About

Alternate display format You can display all of the category codes for which a specific data type is valid by entering the data type in the Type Data field and leaving the Category Code Value field blank. The system displays all the category codes for which that data type is valid.

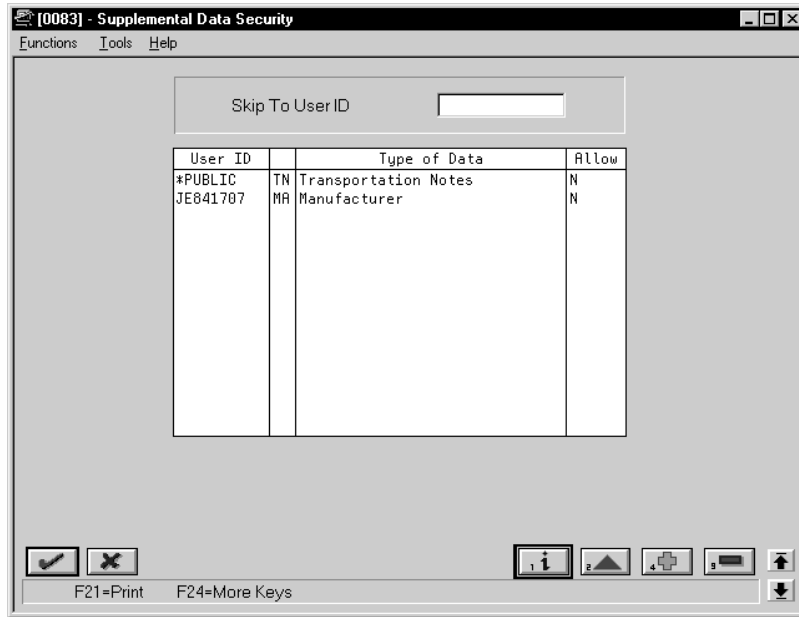
Setting Up Supplemental Data Security

You can set up 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 to access all data types except the data type for lease payment terms (PT) or prevent a user from gaining access to any supplemental data. Supplemental data security allows you to maintain sensitive information about equipment.

All users have access to 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 following field:
 - Allow

Field	Explanation
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access. N No, prevent access. blank Allow access. This is the default.

► To permit access to a data type

On Supplemental Data Security

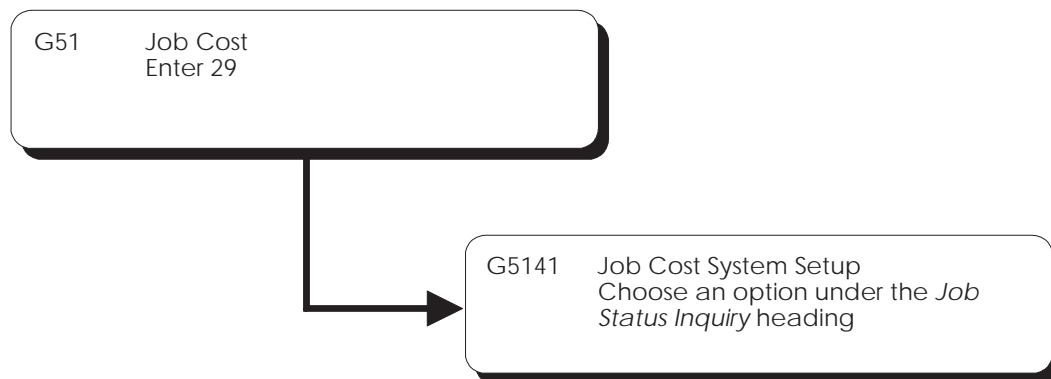
1. Complete the following fields:
 - Type of Data

- User ID
2. Type Y in the following field:
 - Allow
 3. Type *PUBLIC in the following field:
 - User ID
 4. Type N in the following field:
 - Allow



Typing N in the Allow field for *PUBLIC prevents all users other than those for whom you have allowed access from accessing supplemental data types.

Setting Up Shop Cost Inquiry



You use Shop Cost Inquiry to review maintenance costs for an individual shop by repair code. Before you can use Shop Cost Inquiry, you must define the information that you want to review, and the sequence in which you want to view it. You define the information that you want to review by defining and naming inquiry columns, such as budget amount, actual amount, and so on. You must also provide the system with a formula for calculating the amount or quantity that corresponds to an inquiry column. You can define as many columns as you need.

After you define the columns, you can combine them into different inquiry formats. You use inquiry formats to group specific columns of information into a meaningful display. You can set up different inquiry formats for Shop Cost Inquiry that meet your specific business needs. You can include up to four columns of information in an inquiry format. You can then name the inquiry format and provide a description of the information that the columns represent, such as Maintenance – Budget to Actual Comparison, where Maintenance is the name of the inquiry format, and Budget to Actual Comparison is the description.

After you set up inquiry formats, you can set up the sequence in which the system displays the formats. You use inquiry paths to set up this sequence. When you access Shop Cost Inquiry, you can toggle between the different inquiry formats according to the sequence you set up.

Setting up Shop Cost Inquiry includes:

- Defining inquiry columns
- Defining inquiry formats
- Defining inquiry paths

Defining Inquiry Columns

You must define the columns for Shop Cost Inquiry. When you define a column, you can include the following information:

- **Heading** — The description of the information that the column represents
- **Formula** — The calculation that the system uses to determine the amounts or units that appear for the column
- **Display format** — Information about how the amounts or units are displayed, such as decimal position, whether to include commas, and so on
- **Glossary item** — Information from the data dictionary that displays when the user accesses field help for the inquiry column

Inquiry column information is stored in the Inquiry Columns table (F5192).

To define inquiry columns

On Define Inquiry Columns

[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

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.
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 2	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.

Field	Explanation
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	<p>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.</p>
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>

Field	Explanation
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/IL.

Defining Inquiry Formats

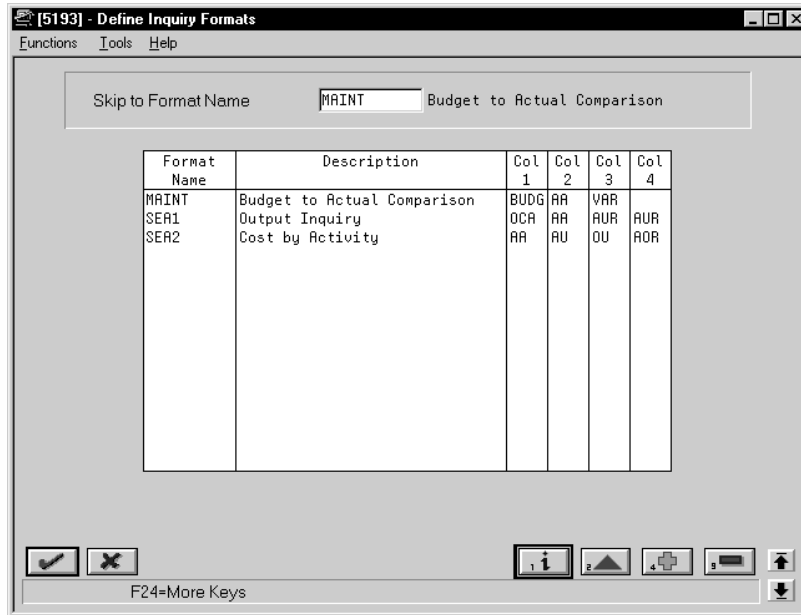
After you define the columns for Shop Cost Inquiry, you can group them into formats. A format can include up to four columns, which appear on Shop Cost Inquiry in the same order that you define them in the format. You are not required to assign a column to each of the four column fields. The system stores format definitions in the Inquiry Formats table (F5193).

Before You Begin

- Define inquiry columns. See *Defining Inquiry Columns*.

► **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

What You Should Know About Processing Options

Record type (1)

Equipment/Plant Maintenance uses the record type for Job Cost (51).

Defining Inquiry Paths

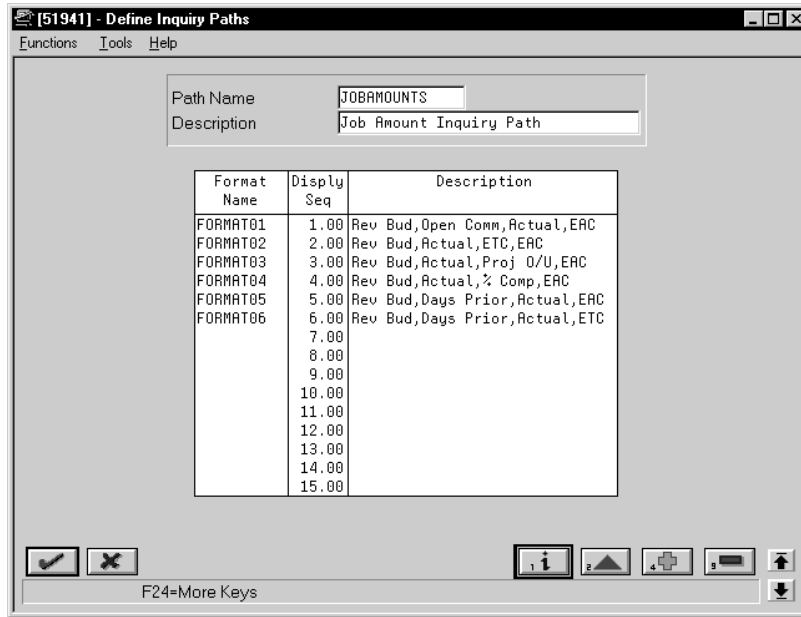
After you define the inquiry formats for Shop Cost Inquiry, you can group them into paths. A path is a sequence of inquiry formats. When you access Shop Cost Inquiry, you can toggle between the different formats in the sequence you have defined. The path definitions are stored in the Inquiry Paths table (F5194).

Defining inquiry paths includes the following tasks:

- Defining an inquiry path
- Arranging formats into a new sequence

Before You Begin

- Define inquiry formats. See *Defining Inquiry Formats*.



► **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.

Processing Options for Define Inquiry Paths

DISPLAY OPTION:

1. Enter the Record Type to display and maintain: _____

43 = Supplier Analysis
51 = Job Cost

What You Should Know About Processing Options

Record type (1) Equipment/Plant Maintenance uses the record type for Job Cost (51).

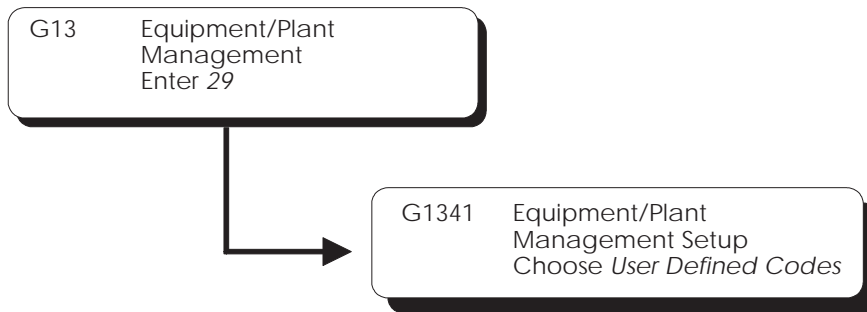
▶ **To arrange formats into a new sequence**

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

See *Defining Inquiry Paths* for the processing options for this program.

Set Up User Defined Codes



Setting Up User Defined Codes

Many fields throughout Equipment/Plant Maintenance 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/EM represents system 12 (Fixed Assets) and user defined code list EM (Equipment Message types). User defined code tables determine which 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 (Major Accounting Class).

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.

The following user defined codes are primary to Equipment/Plant Maintenance:

- Major accounting class (system 12, type C1)** Use these codes to group equipment into categories, such as office equipment, furniture, heavy equipment, plant equipment, and so on.
- J.D. Edwards recommends that you set up a one-to-one relationship with major accounting class and the asset cost account.
- Major equipment class (system 12, type C2)** Use these codes to further categorize equipment into subclasses. For example, set up codes to divide office equipment into groups such as copiers, computers, printers, and so on.
- Additional class (system 12, type C3-C0, F1-F0, 21-23)** Use these codes to further group equipment into meaningful classifications based on your needs. J.D. Edwards provides many predefined values. You can use the predefined values or modify them to suit your business needs. For instance, category code 3 (12/C3) is set up as Manufacturer, category code 4 (12/C4) is Model Year, and so on.
- If you use Equipment Billing, you must use category code 10 to define billing rate groups.
- Equipment status (system 12, type ES)** Use these codes to identify the operational status of equipment, such as whether it is available, working, down, or disposed.
- Equipment status codes might also be used by Fixed Assets to track types of disposals.
- Equipment message type (system 12, type EM)** Use these codes to define and group different types of messages, such as planned maintenance, problem reporting, lease terms, and so on.
- Finance methods (system 12, type FM)** Use these codes 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 these codes to define the ledger types for various sets of books. The default ledger type for equipment transactions is AA (Actual Amounts). Any ledgers that you define in user defined code table 12/LT are in addition to the AA ledger. You are not required to specify any ledgers in this table.

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 cost from the AA ledger
- 2 – Post to equipment but not to the general ledger
- 9 – Never post ledger to equipment
- blank – Create journal entries for this ledger

NOTE: You must also define all additional ledger types on General Accounting Ledger Types (system 09, type LT).

Preventive maintenance service type codes (System 12, type ST)

Use these codes to identify the different types of maintenance tasks you assign to the PM schedules for each piece of equipment.

Preventive maintenance status codes (System 12, type MS)

Use these codes to identify the stage at which a maintenance task is in at a given point in time. For example, you might set up a code to indicate that a maintenance task is waiting for parts and another code to indicate that the work is in progress.

Equipment/Plant Maintenance includes the following predefined status code values, which have special meaning to the system:

- 01 — Maintenance schedule defined
- 98 — Maintenance canceled
- 99 — Maintenance complete

You can create any other status codes you need.

PM category code 01 (system 13, type P1)

Use these codes to categorize PM schedules. For example, set up codes to divide PM schedules into groups, such as critical PMs and non-critical PMs

PM category code 02 (system 13, type P2)

Use these codes to further group PM schedules into categories.

Type codes (system 00, type TY) Use these codes to group work orders by type. The system displays this classification code field on Enter Work Orders and the Backlog Management form.

The Work Order Processing system includes predefined type code values. If these type codes do not completely meet your needs, you can modify them or you can create new ones.

Work order priority codes (system 00, type PR) Use these codes to group work orders by priority. The system displays this classification code field on Enter Work Orders and the Backlog Management form.

The Work Order Processing system includes predefined priority code values. If these priority codes do not completely meet your needs, you can modify them or you can create new ones.

Work order status codes (system 00, type SS) Use these codes to group work orders by current condition. You can update the status code for a work order as work progresses. The system displays this classification code field on Enter Work Orders and on Backlog Management.

The Work Order Processing system includes predefined status code values. If these codes do not completely meet your needs, you can modify them or you can create new ones.

Work order category Code 01 (system 00, type W1) Category code 01 is a four-character user defined code that appears on all work order forms and reports. You can use category code 01 for the work order phase or matter codes. Use phase or matter codes to:

- Group families of work orders into phases or subcategories for project management and cost account purposes
- Group families of work orders on invoices by special matter or explanation code

If you do not want to use category code 01 for phase and matter codes, you can modify the predefined codes or create new ones.

Additional work order category codes (system 00, types W2–W0)

Category codes 02–10 have no predefined values. The system displays these category codes on Backlog Management. You can set up these codes to help you limit your search for work orders on Backlog Management. Use category codes 02–10 to customize and further define your work orders.

For example, you can set up category code 2 as a work order failure code to indicate reasons for equipment failure. You could then set up codes to indicate equipment failure due to:

- Operator error
- Design flaw
- Lubrication or cooling problem

Work order databases (system 00, type WD)

Use to group supplemental data types for work orders. You can define as many supplemental data types for a specific work order database as you need.

See *Setting Up Work Order Supplemental Data* for more information.

Work order document types (system 00, type DT)

Use these codes to differentiate between different types of work order transactions in the general ledger. For example, you can create document types for preventive maintenance work orders, corrective maintenance work orders, and so on.

Record type codes (system 00, type RT)

Use record type codes to divide and organize the descriptive information that you enter and track for your work orders. For example, you might set up record types to include the following types of information:

- Tool and equipment instructions
- Safety provisions
- Equipment down time

See *Entering Descriptive Information for Work Orders* for information about applying record types to work orders.

Forecast type (system 34, type DF)

Use forecast types to distinguish different material planning forecasts. For example, you might set up different forecast types for maintenance parts forecasts and manufacturing materials forecasts.

You can use the same forecast type for PM projections and parts plans.

Summary document types (system 48, type DC)

Use these codes to define the document types that the system displays on Cost by Work Order. For example, you can set up codes for the following document types:

- Inventory issues
- Work order inventory issues
- Accounts payable entries
- Time entries

Approval type (system 48, type AP)

Use these codes to define the approval types that you assign to work order approval routings.

Inventory document type (system 48, type ID)

Use these codes to define the inventory document types that the system displays on the work order Estimate to Actual Variance form. For example, you can set up codes for the following types of inventory issues:

- Inventory issues
- Work order inventory issues

Bill type (system 40, type TB)

Use these codes to define the types of parts lists that you can assign to a work order, such as preventive maintenance parts lists, corrective maintenance parts lists, and so on.

Routing type (system 40, type TR)

Use these codes to define the types of labor routing instructions you can assign to a work order, such as preventive maintenance instructions, corrective maintenance instructions, and so on.

Example: User Defined Codes Form

The following is an example of a user defined codes form. When you access a user defined code, the form looks like this, with these exceptions:

- The title is the name of the user defined code.
- The Character Code field accepts 1, 2, 3, or 10 characters, depending on the code.
- Some user defined codes contain a field for a second line of description.

System Code 12
 User Defined Codes 02
 Skip To Code
 Major Equipment Class

03 Character

Code	Description
01	Motors (M)
03	Gear Reducers & Gear Box
04	Agitators
05	Hoists & Cranes
06	Conveyors
07	Scales
08	Fans & Blowers
11	Compressors
12	Pumps (P)
13	Heating and Ventilation
15	Boilers
16	Heat Exchangers
17	Pressure Vessels

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

► 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 user defined code table:
 - Character Code
 - Description

What You Should Know About

Integrating with the Fixed Assets system

Equipment/Plant Maintenance uses the category codes from the Fixed Assets system. Depending on how you set up your constants, the system displays only the first 5 or 10 codes on some forms, such as Equipment Search. J.D. Edwards recommends that you assign specific equipment needs to as many of the first 10 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 to be entered, 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

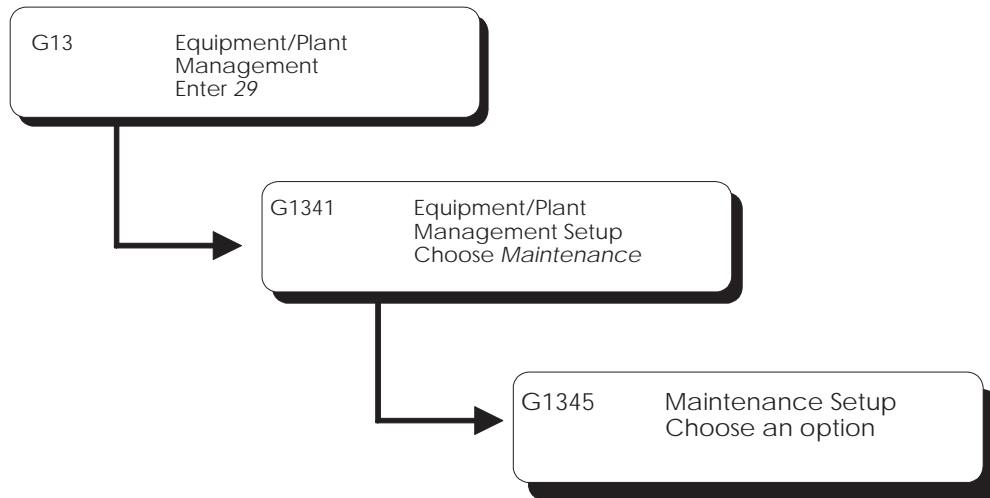
- *Technical Foundation Guide* for more information about setting up user defined codes

Processing Options for User Defined Codes

DEFAULT CODE/TYPE:

1. Enter the desired Install System Code.
2. Enter the desired Record Type.

Set Up PM Schedule Information



Setting Up PM Schedule Information

Preventive maintenance (PM) schedules are the foundation of your preventive maintenance program. PM schedules determine the types of service and the frequency of each service type for each piece of equipment that you maintain. Before you can use the preventive maintenance features of Equipment/Plant Maintenance, you must provide the system with the following PM schedule information:

Standard procedures

When you set up a PM schedule for a piece of equipment, you can assign standard procedures to the various maintenance tasks. The system uses standard procedures in the same way as user defined codes, with the exception that you can attach virtually unlimited text to a standard procedure.

Maintenance rules

Maintenance rules determine when the system schedules preventive maintenance tasks. In addition, maintenance rules can:

- Determine the status of scheduled tasks
- Assign default values for the assigned work order
- Assign default values for the business unit to be charged for the maintenance task
- Determine when maintenance is due based on threshold percentages

Setting up PM schedules consists of the following tasks:

- Setting up standard procedures
- Setting up maintenance rules

Before You Begin

- Verify that the following user defined codes have been set up:
 - Service types (12/ST)
 - Maintenance status (12/MS)
 - Work order type (00/TY)
 - Work order priority (00/PR)
 - Work order status (00/SS)

See Also

- *Setting Up User Defined Codes*

Setting Up Standard Procedures

You can define standard procedures (standard instructions) that apply to your PM schedules and work orders. You can then add unlimited text to describe the procedures. For example, assume that you have set up a service type for a 500-hour equipment inspection. You can define a standard procedure for a 500-hour equipment inspection and add text that describes the steps required for the inspection.

You can also copy text from other standard procedures. For example, you can copy text from a 250-hour inspection that also applies to the procedures for a 500-hour inspection.

After you set up standard procedures, you can attach them to the following programs:

- Work Order Entry
- Item PM Schedule
- Equipment Work Order Routings

Setting up standard procedures includes:

- Defining standard procedures
- Adding text to a procedure
- Copying text from other procedures

► To define standard procedures

On Generic Rate/Message Records

The screenshot shows a window titled "[00191] - Generic Rate/Message Records" with a menu bar (Functions, Options, Tools, Help). It contains several input fields: System Code (48), User Defined Codes (SN), Skip To Code (empty), and Standard Descriptions (empty). Below these is a table with 10 characters, showing a list of codes and their descriptions.

Code	Description
CHECKLIST	Maintenance Checklist
LOCKOUT	Lockout/Tagout Procedure
VEHICLE	General Work On Vehicles
01-405	Overhaul Motor
1000	1000 hour maintenance steps
1001	General Assembly Procedure
1002	Quality Control General Proc
250	250 hour maintenance steps
500	500 hour maintenance steps

At the bottom, there are navigation icons and a status bar with the text: "Opt: 1=General Message F5=Record Types F21=Print F24=More Keys".

Complete the following fields to define each procedure:

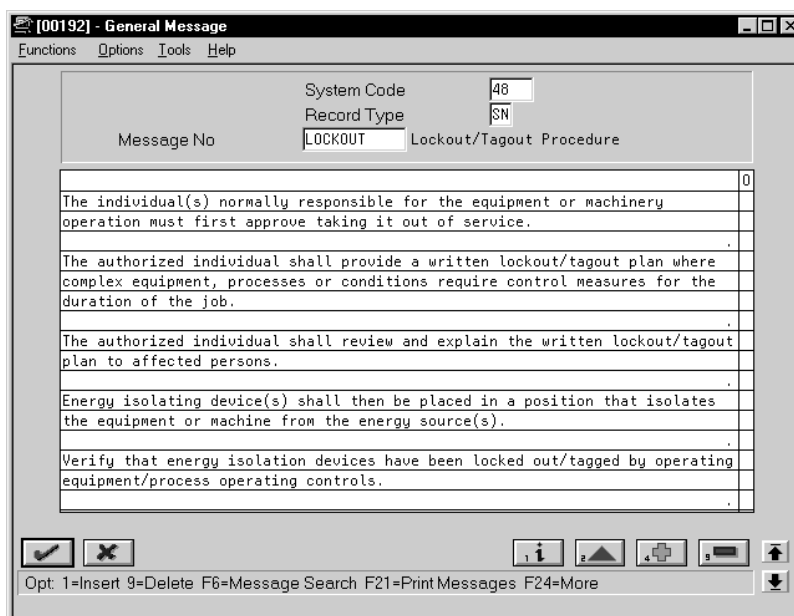
- Code
- Description

Field	Explanation
Character Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.

► To add text to a procedure

On Generic Rate/Message Records

1. Choose General Message for each procedure for which you want to add text.

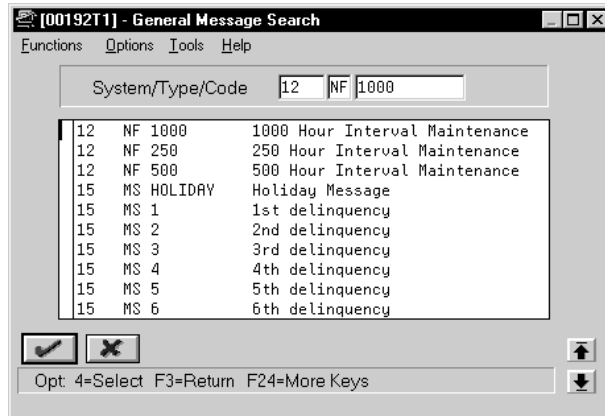


2. On General Message, enter text for each standard procedure.

► To copy text from other procedures

On Generic Rate/Message Records

1. Choose the General Message option for each procedure for which you want to add text.
2. On General Message, choose Message Search.



3. On General Message Search, complete the following fields to narrow your search to a particular message:
 - System
 - Type (Optional)
 - Code (Optional)
4. Display all messages by pressing Enter.
5. Choose the Select option to import the text into the procedure.

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
User Defined Codes	Identifies the table which contains user defined codes. The table is also referred to as a code type.

Processing Options for Generic Rate/Message Records

USER DEFINED CODES:

1. Enter the desired System Code. _____

2. Enter the desired Record Type. _____

DISPLAY INFORMATION

3. Enter an '1' to display Rate Text or
Enter an '2' to display Message Text _____

4. If displaying Message Text,
Enter an '1' for 60 column display or
Enter an '2' for 80 column display _____



Exercises

See the exercises for this chapter.

Setting Up Maintenance Rules

To use the preventive maintenance features in Equipment/Plant Maintenance, you must set up maintenance rules. Maintenance rules determine the maintenance status that the system assigns to a PM for a service type when the service type is due to be performed.

For example, assume you have defined a service type for equipment lubrication, with a 100-hour maintenance interval. Assume also that you have defined maintenance rules for that service type that direct the system to assign a maintenance status of 50 (Maintenance Due) whenever 100 hours have elapsed. After 100 hours have elapsed and you update the PM schedule status, the system automatically assigns a maintenance status of 50 to the PM for equipment lubrication.

In addition to assigning a maintenance status to PMs, you use maintenance rules to:

- Define the threshold percentage when maintenance is due
- Determine the assigned work order status, type, and priority, if you use model work orders
- Specify whether the system assigns the Charge to Business Unit on the assigned work order based on the Charge to Business Unit on the model work order or the responsible business unit from the equipment master
- Specify the status of associated service types that might already be scheduled and combine work orders for associated service types on to the work order for the primary service type
- Specify the approval type for assigned work orders
- Specify whether the description that appears on assigned work orders is based on the service type description or the description on the model work order

How Does the System Apply Maintenance Rules?

When the system searches for rules to apply to a maintenance task, it uses the following sequence:

- Searches for and applies a rule for which both an equipment number and a service type have been assigned
- Searches for and applies a rule for which an equipment number has been assigned, but no service type
- Searches for and applies a rule for which a service type has been assigned, but no equipment number
- Applies a global default rule for which no equipment number or service type has been assigned

► **To set up maintenance rules**

On Maintenance Rules Table

Item Number	Service Type	%	Status	Assigned W.O. St	W.O. P	W.O. Bus. Unit	W	App	Assoc. Status Fr To
1388	OIL	50	85	MA	M	6	1		01 50
			95	MA	M	6	1		01 50
			90	MA	M	6	1		01 50

1. Complete the following PM-related fields:
 - Equipment Number
 - Service Type
 - Threshold Percentage
 - Maintenance Status
2. Complete the following work order-related fields:
 - Work Order Status
 - Work Order Priority
 - Work Order Type
 - Work Order Business Unit
 - Work Order Description Flag
 - Approval Type
3. Complete the following associated PM fields:
 - Associated Status From
 - Associated Status To

Field	Explanation
Threshold Percent	<p>A percentage measure that indicates how close a piece of equipment is to needing maintenance. This percentage is based on the greater of the actual date, miles, hours, or fuel consumption. A percentage of 090 indicates that the piece of equipment is 10% away from needing maintenance. A percentage greater than 100 indicates that maintenance is past due.</p> <p>NOTE: Miles, hours, and fuel are only examples of statistical units. You can define other statistical units appropriate to your organization within the Equipment/Plant Management automatic accounting instructions.</p>
Maintenance Status	<p>A user defined code (system 12, type MS) that indicates the maintenance status of a piece of equipment, such as 50 for maintenance due or 60 for waiting for parts.</p> <p>NOTE: Status code 98 is reserved for cancelled maintenance. Status code 99 is reserved for completed maintenance. Status code 01, the default, is reserved for initial maintenance setup.</p>
Work Order Status	<p>A user defined code (system 00, type SS) that describes the status of a work order or engineering change order. Any status change from 90 thru 99 automatically updates the date completed.</p>
Priority – W.O.	<p>A user defined code (system 00, type PR) that indicates the relative priority of a work order or engineering change order in relation to other orders.</p> <p>A processing option for some forms lets you enter a default value for this field. The value then displays automatically in the appropriate fields on any work order you create on those forms and on the Project Setup form. You can either accept or override the default value.</p>
Work Order Type	<p>A user defined code (system 00, type TY) that indicates the type classification of a work order or engineering change order.</p> <p>You can use work order type as a selection criteria for work order approvals.</p>
Business Unit	<p>A code that determines which Business Unit will be used as the Charge to Business Unit on Assigned Work Orders that are created when items are scheduled for maintenance.</p> <p>Codes are:</p> <ul style="list-style-type: none"> 1 Use the Charge to Business Unit from the Model Work Order on the Assigned Work Orders. 2 Use the Responsible Business Unit from the Item Master (F1201) as the Charge to Business Unit on the Assigned Work Orders.

Field	Explanation
W.O. Description Flag	<p>A code that determines which Description will be used as the Description on Assigned Work Orders that are created when items are scheduled for maintenance. Codes are:</p> <ol style="list-style-type: none"> 1 Use the Description from the Model Work Order on the Assigned Work Orders. 2 Use the Description from the Service Type on the Assigned Work Orders.
Approval Type	<p>A user defined code (system 48, type AP) indicating the type of work order approval path that a work order follows. You can use processing options to specify a default approval type based on the type of work order.</p> <p>..... <i>Form-specific information</i></p> <p>This is the approval path that the work order follows when you create a PM work order.</p>
Maintenance From Status	<p>The first code in a range of codes that identifies which associated service types already scheduled for maintenance should be grouped together. These service types are grouped with the primary service type and assigned to the same work order. For example, if a monthly vehicle inspection and an annual vehicle inspection occur in the same month, the system would group the monthly inspection (associated service type) with the annual inspection (primary service type) and assign it to the same work order.</p>

What You Should Know About

Minimum setup requirements

You must set up a global default maintenance rule with a blank equipment number and a blank service type.

Default maintenance rules

For any equipment whose maintenance rules must deviate from the global default rule, you can create specific rules that include the equipment number and service type.

You can also set up default rules by:

- Equipment number with no service type
- Service type with no equipment number

The system applies a rule with an equipment number assigned before it applies a rule for which only a service type has been assigned. For example, assume the system is processing the PM for motor grader 337, service type lubrication. If a maintenance rule exists for the motor grader and another rule exists for service type lubrication, the system applies the rule to which the motor grader is assigned.

See Also

- *Creating a Model Work Order (P48011)* for more information about assigned work orders
- *Linking Service Types (P1207)* for more information about associated service types
- *Creating an Equipment PM Schedule (P1207)* for more information about threshold percentage

Set Up Work Orders

Setting Up Work Orders

Before you can use the work order features in Equipment/Plant Maintenance, you must provide the system with information necessary to customize work orders for your business needs. For example, you can set up different managers and supervisors for work orders, based on work order category codes. When you assign category codes to a new work order, the system automatically assigns the correct managers and supervisors.

In addition to setting up managers and supervisors, you must set up the following:

Work order next numbers

You set up the beginning number for work orders. The system assigns a unique number for each work order generated.

Record type information

You use record types to organize and track detailed information about a work order, such as its full description, final disposition, and so on. You can then track the information according to the record type to which you assigned the information.

Work order life-cycle information

You can set up rules that specify what statuses (steps) a work order must go through, such as work order entered, work order approved, and so on. You can also specify who can approve work orders. In addition, you can specify a currency amount, over which an approver must approve the work order.

Work order supplemental data

You use work order supplemental data to track work order information that is not included on the work order master or record types. You can specify what data you want to track and how the system displays the data.

Standard parts lists and work order instructions

You can set up standard parts lists for work orders. You use a standard parts list when the maintenance task for which the work order applies is routine and repetitive, and for which you have advance knowledge of the parts requirements.

You can set up standard work order instructions for a work order. Work order instructions specify the sequence of operations required to complete a work order, as well as the work centers responsible for each operation. You use standard work order instructions when the maintenance task for which the work order applies is routine and repetitive, and for which you have advance knowledge of the labor requirements.

To use standard work order instructions, you must set up work center information and information about the sequence of operations.

Default user locations and printers

Many of the forms within the Work Order system require you to specify a location, such as a branch or plant, to which you are assigned. You can set up default locations for each person in your organization who uses the Work Order system. You can also assign a default print queue to each person. When a person prints a work order, the system uses the default print queue that you set up, unless the person specifies otherwise.

Supply and demand inclusion rules

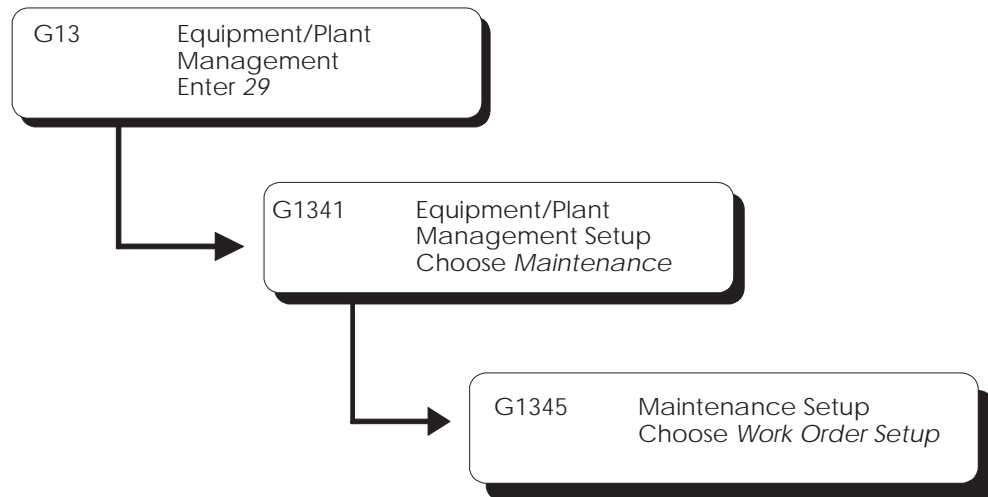
You must set up rules that govern which document types and document statuses create a supply or demand for parts.

Setting up work orders consists of the following tasks:

- Setting up default managers and supervisors
- Setting up work order next numbers
- Setting up record types
- Setting up the work order life cycle
- Setting up work order supplemental data
- Setting up standard parts lists and work order instructions
- Defining default location and printers
- Setting up supply and demand inclusion rules

Due to system integration, you must complete some setup tasks in other systems, such as Shop Floor Control and Inventory Management. These tasks, as well as their navigation paths, are discussed as needed in this chapter.

Setting Up Default Managers and Supervisors



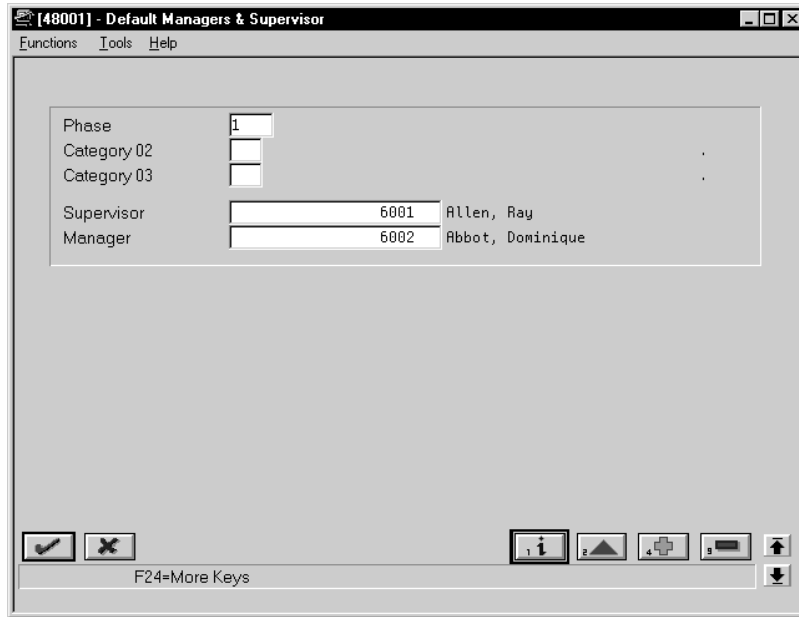
When you create a work order, you can specify that the system automatically enter the address book information for managers and supervisors based on any combination of the first three work order category codes. The system will automatically enter address book values in the following fields on Work Order Entry and Backlog Management:

- ANPA (Supervisor)
- ANSA (Manager)

You can set up as many versions of default managers and supervisors as you need. For example, you can assign a specific manager and supervisor to every work order with a failure code (category code 02) of F1 – Improper start-up or operation. You can assign another manager and supervisor to every work order with a failure code of F2 – Improper installation or repair.

▶ To set up default managers and supervisors

On Default Managers and Supervisor



Complete any of the following fields:

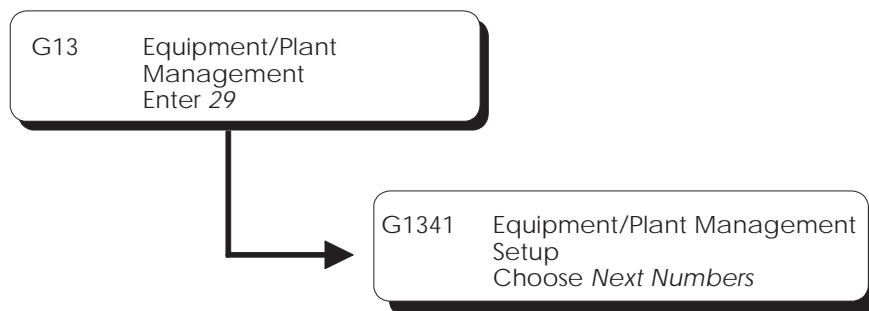
- Phase (Category Code 1)
- Category Code 02
- Category Code 03
- Supervisor
- Manager

You must complete at least one category code field and one address book field for each version of default managers and supervisors that you set up.

Field	Explanation
Categories – Work Order 01	<p>A user defined code (system 00, type W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p>NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)</p>

Field	Explanation
Supervisor	The address book number of the supervisor. NOTE: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values at the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. You can either accept or override the default value.
Address Number – Manager	The address book number of a manager or planner. NOTE: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. (You can either accept or override the default value.)

Setting Up Work Order Next Numbers



When you set up work order next numbers, you enable the system to automatically assign unique numbers for each work order that you or the system generates.

The system stores next numbers for work orders in the Work Orders/Service Billing system (system 48). The system generates next numbers from the Next Numbers table (F0002).



J.D. Edwards strongly recommends that you do not use blank as a next number value.

► **To set up work order next numbers**

On Next Numbers

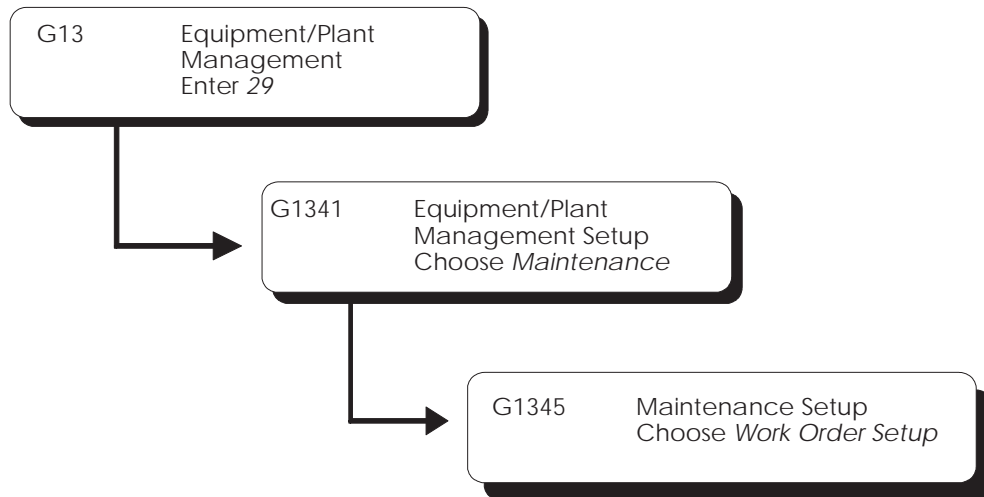
Use	Next Number	Check Digit
Work Order No.	14379	Y
Billing Control	8697	N
Invoice #	1	N
Component Link	1455	N
Split Link	9	N
ECO Number	99220	Y
Schedule Number	1	N

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

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 need to set up:
 - Next Number
 - Check Digit

Setting Up Record Types



You use record types to organize the detail information you track for work orders. For example, you can organize information, such as original task description, tools required, safety provisions, and so on.

For each record type you use, you can specify how the information is displayed. You can also control the display format for these record types. For each record type that you set up, you can specify a format that is text only or a format that includes text and three columns. If you use the format for text and three columns, you must specify at least one of the column headings that you want the system to display. The text-only format does not include headings. If you specify even one column heading for the record type, the record type changes to the format that includes text and three columns.

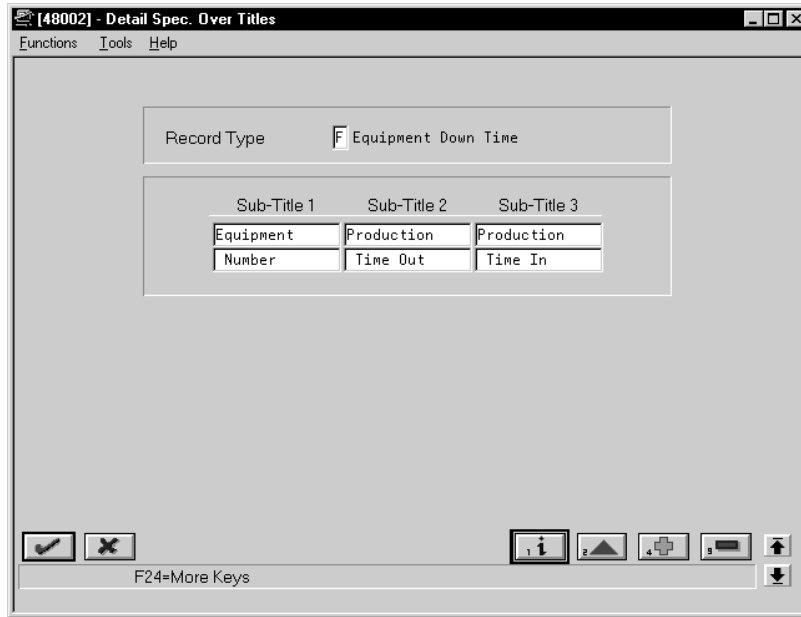
You can review record types, formats, and column headings by choosing Record Types from Work Order Entry.

Before You Begin

- Define work order record types. See *Setting Up User Defined Codes* for more information about defining work order record types.

► To set up record types

On Detail Spec. Over Titles



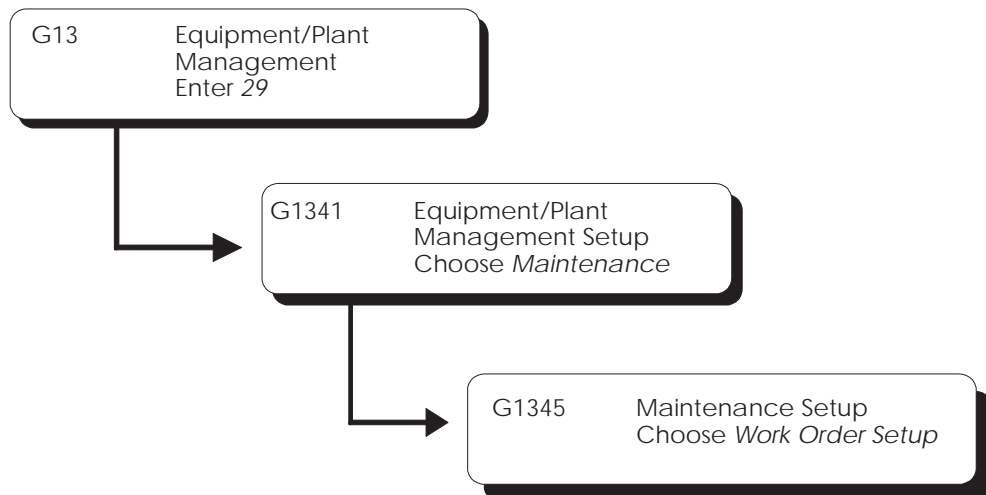
1. Complete the following field:
 - Record Type
2. Complete the following fields to define column headings:
 - Sub-Title 1
 - Sub-Title 2
 - Sub-Title 3

Field	Explanation
Record Type	The detail specification record type. Record types are user defined. You can set them up on the Detail Specification Types screen and use them to describe certain types of work order or engineering change order information.
Subtitle I, II, and III	A subtitle, description, remark, name, or address. The text you type in this field appears as a column head on the Work Order Detail Entry form for the record type indicated.

What You Should Know About

- Required record types** You must set up the following record types for Equipment/Plant Maintenance:
- Maintenance Loops
 - Associated PMs
- The record type that you set up for maintenance loops should coincide with the record type that you set up in equipment constants.
- See *Creating a Maintenance Loop* for more information about maintenance loops.
- The record type you set up for associated PMs must be assigned to record type Z. This record type stores all associated service types to be performed on a work order.
- See *Linking Service Types* for more information about associated PMs.
- Changing the format for a record type** When you change the format of a record type, the system updates the format of that record type for all work orders.

Setting Up the Work Order Life Cycle



You can set up rules that specify what statuses (steps) a work order must go through, such as work order entered, work order approved, and so on. You can also specify who can approve work orders. In addition, you can specify a currency amount, over which an approver must approve the work order.

Setting up the work order life cycle includes:

- Setting up work order activity rules
- Setting up work order approval routes
- Setting up work order approver profiles

Before You Begin

- Set up work order status codes. See *Setting Up User Defined Codes* for more information about setting up work order status codes.

Setting Up Work Order Activity Rules

You can set up work order activity rules that differ by work order document type and work order type. Document types are user defined codes that you use to specify how a document is processed by the general ledger. For example, you might define separate document types for PM work orders and corrective work orders. A work order type is a user defined code that you can use to classify work orders, such as maintenance work orders, model work orders, and so on. Use work order activity rules to:

- Define the sequence of work order statuses at any point in the work order life cycle
- Specify whether the work order is active or inactive at a particular status
- Commit inventory at a particular status
- Change the PM status when the work order changes status
- Determine whether to update the capacity plan at a particular status
- Determine whether a work order can be changed at a particular status

To set up work order activity rules

On Work Order Activity Rules

[4826] - Work Order Activity Rules

Functions Tools Help

Order Type: WO Real (firm) Work Orders
 Type: 1 Maintenance Order
 Skip to Work Order Status:

Work Order Status	Next Status	Other Allowed Statuses			
M Maintenance Work Request	M* MWO Waiting Manager Appro	MR	MR		
M* MWO Waiting Manager Appro	MR MWO Approved	ME	MG	MI	MR
MR MWO Approved	MB MWO Material Issued	MD	ME	MI	MM
MB MWO Material Issued	MG W/O Ready to Schedule	MH	MJ	MM	
MC W/O In Planning	ME W/O Waiting for Parts	MF	MG	MI	MJ
MD W/O Plant Shutdonw	ME W/O Waiting for Parts	MF	MG	MI	MJ
ME W/O Waiting for Parts	MF W/O Parts Staged and Read	MG	MH	MJ	MM
MF W/O Parts Staged and Read	MG W/O Ready to Schedule	MH	MJ		
MG W/O Ready to Schedule	MH W/O Issued & Released	MJ			
MH W/O Issued & Released	MJ W/O Completed				
MI W/O Outside Services	MJ W/O Completed	MM			
MJ W/O Completed	MK W/O Closed				
MK W/O Closed					
ML Standing W/O's	MM W/O Cancelled				

F5=Update w/Redisplay F19=Previous Key F20=Next Key F24=More

- Complete the following fields to locate a classification of work orders:
 - Order Type
 - Type
- Complete the following fields to define the activity rules for that classification of work orders:
 - Work Order Status
 - Next Status (optional)
 - Other Allowed Statuses (optional)

You must define a status code as a work order status in the work order activity rules table before you can use it as a next status or another allowed status.

- Choose More Details.

[4826] - Work Order Activity Rules

Functions Tools Help

Order Type: WO Real (firm) Work Orders
 Type: 1 Maintenance Order
 Skip to Work Order Status:

Work Order Status	Next Status	Other Allowed Statuses
M Maintenance Work Request Sbl Inact Commit 1 Maint.	M* MWO Waiting Manager Appro Status Capacity	MA MR Lock Budget
M* MWO Waiting Manager Appro Sbl Inact Commit 1 Maint.	MA MWO Approved Status Capacity	ME MG MI MR Lock Budget
MA MWO Approved Sbl Inact Commit 1 Maint.	MB MWO Material Issued Status Capacity	MD ME MI MM Lock Budget
MB MWO Material Issued Sbl Inact Commit 1 Maint.	MG W/O Ready to Schedule Status Capacity	MH MJ MM Lock Budget
MC W/O In Planning Sbl Inact Commit 1 Maint.	ME W/O Waiting for Parts Status Capacity 1 Lock	MF MG MI MJ MM Lock Budget
MD W/O Plant Shutdown Sbl Inact Commit 1 Maint.	ME W/O Waiting for Parts Status Capacity 1 Lock	MF MG MI MJ MM Lock Budget
ME W/O Waiting for Parts Sbl Inact Commit 1 Maint.	MF W/O Parts Staged and Read Status 50 Capacity	MG MH MJ MM Lock Budget

F5=Update w/Redisplay F19=Previous Key F20=Next Key F24=More

4. Complete the following optional fields:

- Subledger Inactive
- Commit Inventory
- Maintenance Status
- Capacity
- Lock

Field	Explanation
Order Type	<p>A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</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 Accounting/Joint Interest Billing Documents <p>..... <i>Form-specific information</i></p> <p>Enter the work order document type for which these rules apply.</p>
Type - W.O.	<p>A user defined code (system 00, type TY) that indicates the type classification of a work order or engineering change order.</p> <p>You can use work order type as a selection criteria for work order approvals.</p>
Work Order Status	<p>A user defined code (system 00, type SS) that describes the status of a work order or engineering change order. Any status change from 90 thru 99 automatically updates the date completed.</p>
Next Status	<p>The next status for a work order, according to the work order activity rules, as the work order flows through the chain of approval.</p>
Allowed Status Code 1	<p>This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."</p>

Field	Explanation
Subledger Inactive	<p>A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed of. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>
Commit	<p>A code that determines whether Inventory is Committed or not when a Work Order changes status. Codes are:</p> <ul style="list-style-type: none"> 1 Inventory is not committed. 2 Inventory is committed.
Maintenance Status	<p>A user defined code (system 12, type MS) that indicates the maintenance status of a piece of equipment, such as 50 for maintenance due or 60 for waiting for parts.</p> <p>NOTE: Status code 98 is reserved for cancelled maintenance. Status code 99 is reserved for completed maintenance. Status code 01, the default, is reserved for initial maintenance setup.</p>
Capacity Flag	<p>The capacity flag determines whether the system runs the capacity plan generation when a work order changes status.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Blank Do not run the capacity plan generation. 1 Run the capacity plan generation. 2 Run the capacity plan generation and provide a warning message when labor resources are over capacity. <p>The warning message appears on the work order header and on Backlog Management when you inquire on the work order.</p>
Work Order Lock Flag	<p>The Work Order Lock Flag defines whether a work order can be changed at a particular status. The lock applies to records in both the Work Order Master table (F4801) and the Work Order Instruction table (F4802). Valid values are:</p> <ul style="list-style-type: none"> blank Do not lock the work order. 1 Lock the work order. 2 Lock the work order with a completion date. 3 Do not lock the work order with a completion date.

What You Should Know About

- Deleting status codes** You should not delete a status code from the activity rules table that another set of activity rules uses as a next status or another allowed status.

Setting Up Work Order Approval Routes

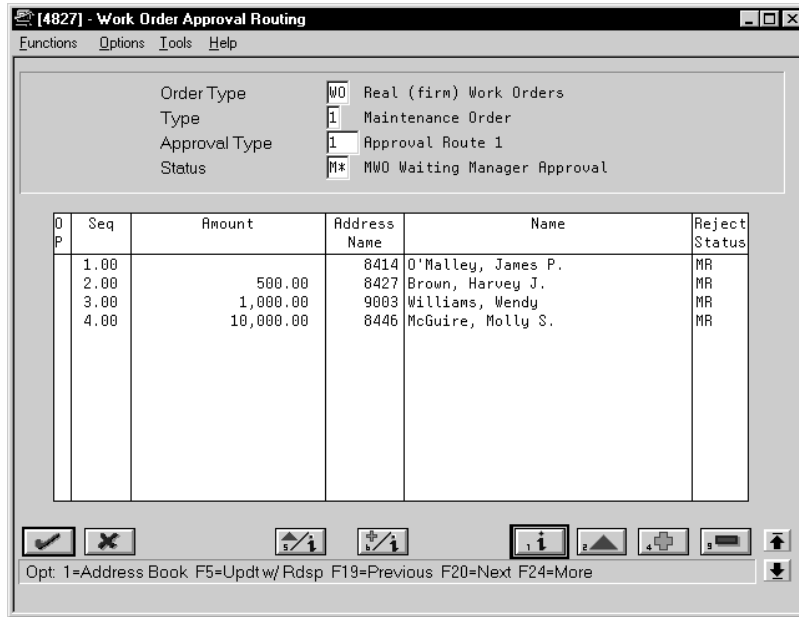
You can create a variety of approval routes for all the individuals who need to receive notification that a work order requires their approval.

Use the address book number of the individual responsible for the approval of a work order to include them in an approval route. You can also establish specific approval routes based on:

- The type of work order document, such as actual work orders, planning work orders, and so on
- The classification of the work order, such as maintenance work orders, model work orders, and so on
- The status of a work order in the work order life cycle, such as waiting for parts, completed, and so on
- The amount of a work order

▶ **To set up work order approval routes**

On Work Order Approval Routing



1. Complete the following work order fields:
 - Work Order Document Type (Order Type)
 - Work Order Type (Type)
 - Approval Type
 - Status
2. Complete the following approval fields:
 - Sequence
 - Address Number
 - Reject Status
3. Complete the following optional field:
 - Amount

Field	Explanation
Approval Type	A user defined code (system 48, type AP) indicating the type of work order approval path that a work order follows. You can use processing options to specify a default approval type based on the type of work order.

Field	Explanation
Sequence	<p>A number that the system uses to sequence information.</p> <p>..... <i>Form-specific information</i></p> <p>You can set up alternate approvers at any sequence. If you set up more than one approver at a sequence, only one of the approvers at that sequence needs to approve the work order.</p>
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the address number of the person who can approve the work order.</p>
Reject Status Code W.O.	<p>The reject status is the status that the work order will default to if an approver rejects a work order.</p>
Amount	<p>A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols.</p> <p>..... <i>Form-specific information</i></p> <p>The estimated amount on the work order over which the approver needs to approve the work order.</p>

What You Should Know About

Substitute approvers You can set up multiple approvers at any approval sequence. Use this feature when there is a possibility that an approver might be unavailable at the time a work order reaches the approval stage, and another person must approve the work order.

Setting Up Work Order Approver Profiles

From the Security Officer menu (G94), choose User Information.

You must set up profiles for all of your designated work order approvers. The system uses the approver's address book number to send electronic mail messages associated with work approvals and to define the work order approval route.

When an approver enters a password to complete the approval process on Work Order Approval, the system validates the password against the approver's user ID number. The system uses the user ID number to verify that the address book number is valid for the approver.

► To set up work order approver profiles

On User Information

[0092] - User Information
Functions Tools Help

User ID
Library List
User Security: A J K DP F
User Key Allow Command Entry (Y/N)
Initial Menu to Execute Allow Menu Traveling (Y/N)
Initial Program to Execute Allow Fast Path (Y/N)
Display Level
User Type
User Class/Group
Batch Job Queue
Job Scheduling Priority
Logging(level/severity/messages)
Output Queue
Optional Printer File Library
Current Library
Employee Address Number (PPAT)
Set Attention Program

F6=Display/Language F9=Library Inquiry F21=Print Lib List F24=More MW

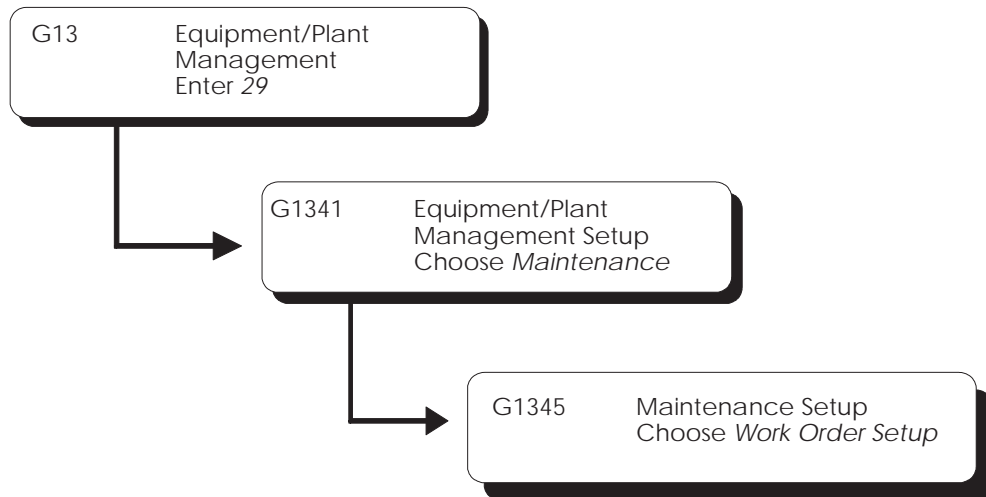
1. Locate a user by completing the following field:
 - User ID
2. Complete the following field:
 - Employee Address Number (PPAT)



Exercises

See the exercises for this chapter.

Setting Up Work Order Supplemental Data



Use supplemental data to further define the work orders in your system. You can use supplemental data to report on and track work order details that are important to your company, but are not included in the work order master or record types. You can define as many types of supplemental data as you need.

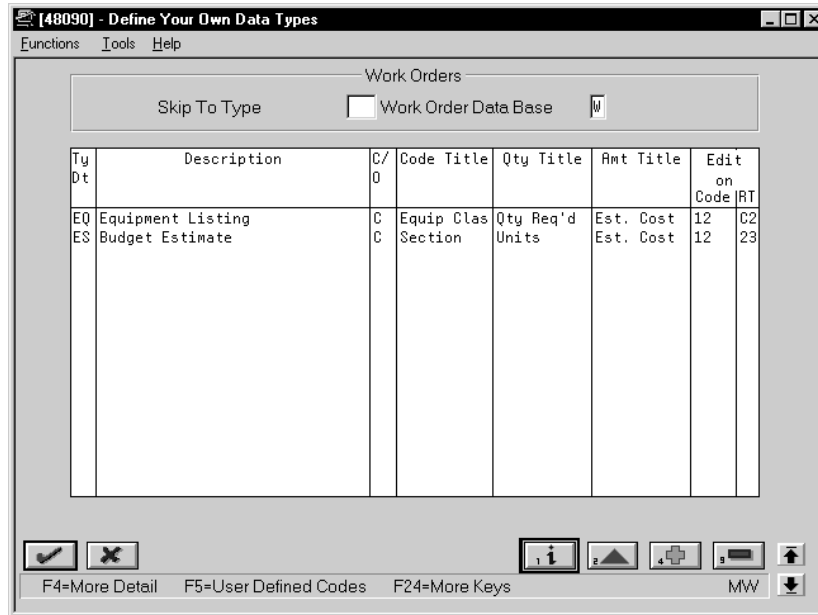
You define and maintain supplemental data by work order database. Work order databases are user defined. For example, you might set up supplemental data for a database specific to maintenance work orders. The data types might include safety procedures, responsible personnel, and so on.

Before You Begin

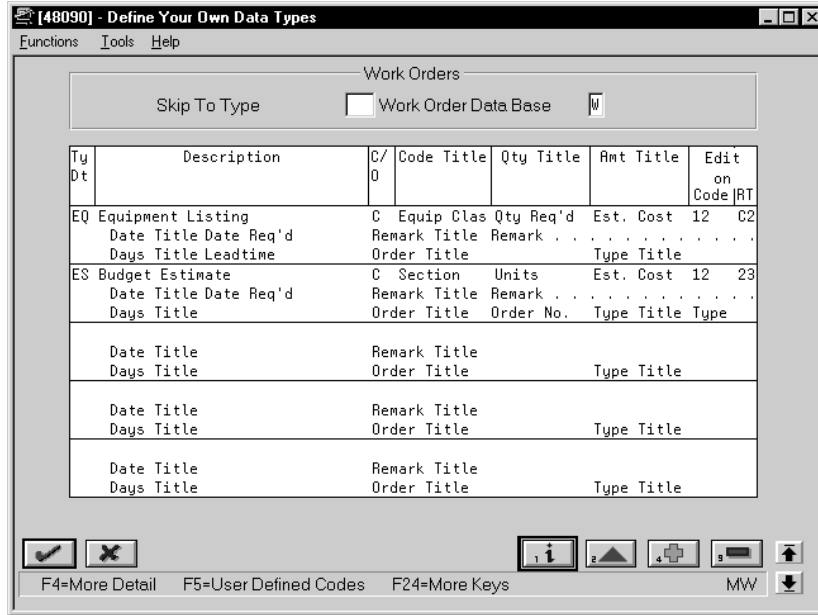
- Set up the user defined codes table for the valid work order databases with which you want to associate supplemental data. See *Setting Up User Defined Codes*.

▶ To set up work order supplemental data

On Define Your Own Data Types



1. Complete the following field to specify a work order database:
 - Work Order Data Base
2. Complete the following fields to define a data type:
 - Type Data
 - Description
 - Display Format – Code or Order (CO)
3. Complete the following optional fields:
 - Code Title
 - Quantity Title
 - Amount Title
 - System Code (Cod)
 - User Defined Code (RT)
4. Choose More Detail.



5. Complete any of the following optional fields:

- Date Title
- Remark Title
- Days Title
- Order Title
- Type Title

Field	Explanation
Work Order Supplemental Data Base	The code representing what Work Order Data Base is to be used.
Type Data	User defined code system 00, type WT, which indicates the type of data being entered within the supplemental database. The code is often an abbreviation for the data it represents, for example, EC might represent Engineering Change.
Display Format – Code or Order	A code that determines the display mode for Supplemental Data. Valid codes are: <ul style="list-style-type: none"> C Automatically takes you to the Data Entry program where you can enter code-specific information. The code values you enter can be edited against values in the User Defined Codes file (F0005). O Automatically takes you to the Related Order Entry program, bypassing code-specific information. If you use an O, narrative text will not be tied to specific codes.

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.
User Defined Quantity Title	This code is used for the column heading of a User Defined Quantity to be tracked within the supplemental data. For example, if you want to keep track of Quantity to be Scrapped, a logical column heading would be "Scrapped".
Amount Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
User Defined Codes	Identifies the table which contains user defined codes. The table is also referred to as a code type.
Date #1 Column Title	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Remark 1 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Date #2 Column Title	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires. The title of the field that indicates when the COBRA coverage expires.
Order Column Title	This field holds the row heading which will be used to describe the order field.
Type Column Title	This field holds the row heading which will be used to describe the type field.

What You Should Know About

Defining user defined codes as valid values for a data type

You can set up your system to edit the values that you enter on supplemental data forms against the valid values you set up in user defined code tables. 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 Code and Edit on RT fields.
- If your supplemental data type does not relate to an existing user defined code, you can set up a new user defined code table. J.D. Edwards recommends that you define the new tables for install systems 55 through 59. These systems are reserved for client use. User defined code tables that you create for these systems will not be modified during any reinstall processes.

See the *Technical Foundation Guide* for more information about user defined codes.

Processing Options for Work Orders – Define Types of Data

DEFAULT OPTION:

1. Enter the Work Order Data Base to default on the screen. Leave blank to default Data Base "E" (Engineering Change Orders).

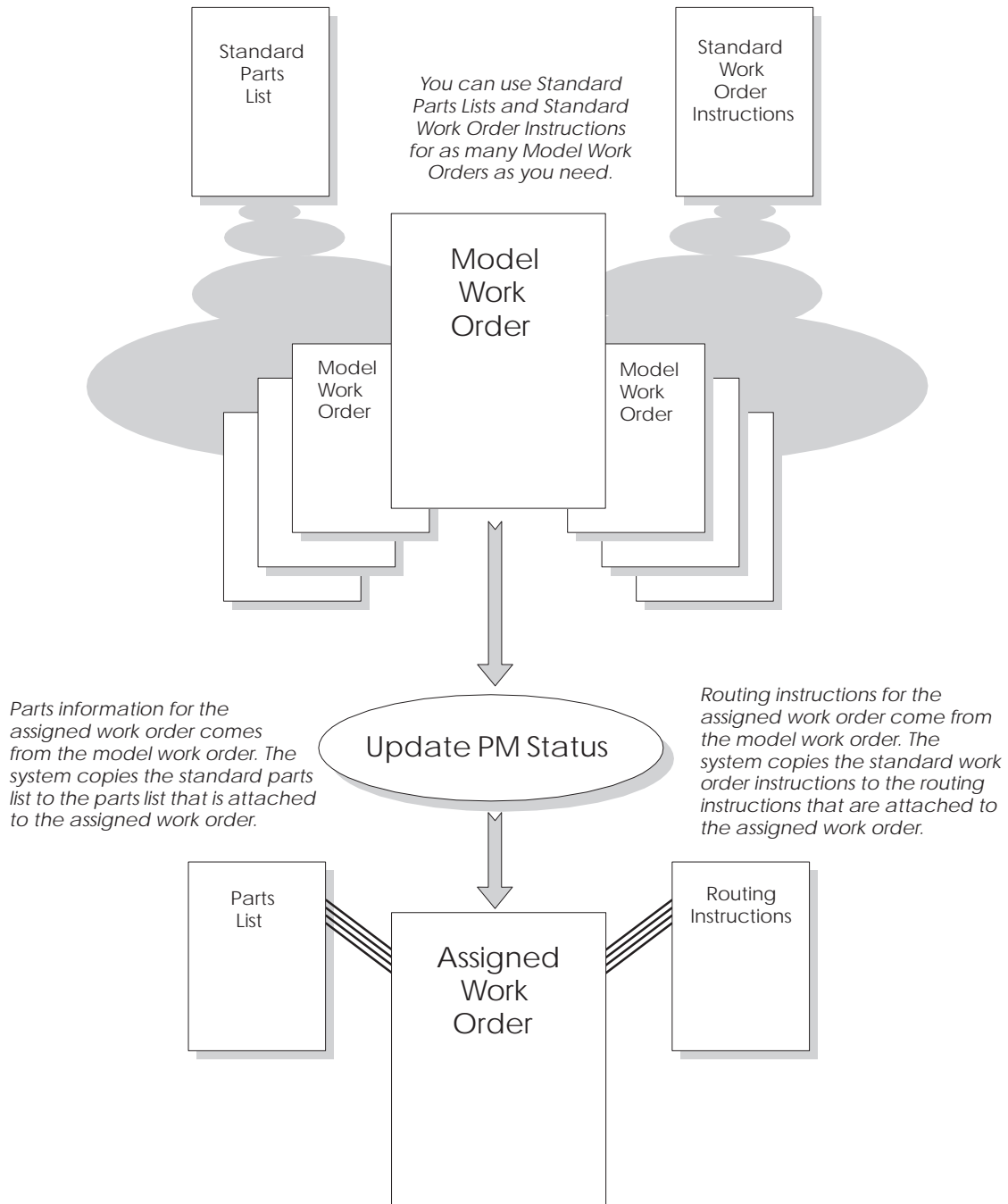
Setting Up Standard Parts Lists and Work Order Instructions

You can set up standard parts lists and standard work order instructions for work orders. You use a standard parts list when the maintenance task for which the work order applies is routine and repetitive, and for which you have advance knowledge of the parts requirements.

Work order instructions specify the sequence of operations required to complete a work order, as well as the work centers responsible for each operation. You use standard work order instructions when the maintenance task for which the work order applies is routine and repetitive, and for which you have advance knowledge of the labor requirements. To use standard work order instructions, you must set up work center information and information about the sequence of operations.

You can set up as many standard parts lists and standard work order instructions as you need. In addition, you can use a standard parts list or a version of standard work order instructions on as many work orders as you need. Typically, you assign standard parts lists and standard work order instructions to model work orders, but you can also use information from standard parts lists and standard work order instructions to create parts lists and routing instructions that you can attach to corrective work orders.

The following graphic shows how the system uses information from a standard parts list and standard work order instructions to generate a parts list and labor routing instructions for a work order that is assigned to a specific maintenance task.



Setting up standard parts lists and standard work order instructions includes the following tasks:

- Revising processing options for parts lists and labor routings

- Setting up a standard parts list
- Setting up standard work order instructions

Revising Processing Options for Parts Lists and Labor Routings

From the DREAM Writer menu (G81), choose Versions List.

The system provides a variety of processing options when you assign parts lists and labor routings to a work order. You can specify when the system should create purchase orders for parts, whether to signal the user when a labor resource is over capacity, and so on. You can review the processing options for these programs and change them if necessary before you assign parts or labor routings to a work order.



You can only access these processing options by following the procedures given below.

► To revise processing options for parts lists and labor routings

On Versions List

0	Version	Description	User	Chg Date
	ZJDE0001	Work Order Parts List Revisions	DEMO	12/14/95

1. Complete the following field to display a list of DREAM Writer versions:

- Form

Enter P1311 (Work Order Parts List Revisions) to view processing options for parts lists. Enter P1312 (Equipment Work Order Routings) to view processing options for labor routings.

2. Review the processing options and change them as necessary.

What You Should Know About

**Processing option
security**

You might not have authority to change processing options associated with parts and routings.

See the *Technical Foundation Guide* or your system security officer for more information about security issues.

See Also

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

Processing Options for Work Order Parts List Revisions

PURCHASE ORDER INFORMATION:

1. Enter '1' for allow purchase orders to be created. _____
2. Enter the Document Type associated with Purchase Orders. _____
3. Enter the Beginning P.O. Status. _____
4. Enter the Part Status after P.O. _____
5. Enter a '1' to consolidate all messages onto one purchase order by vendor. _____

SUPPLIER MASTER VERSION:

6. Enter the DREAM Writer version of the Supplier Master (P01054) to call. Leave blank to call version ZJDE0001. _____

TAX AREA DEFAULT:

7. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. _____

REQUIRED DATE:

8. Enter a '1' to require the entry of the required date. Leave blank to allow a blank required date. _____

DREAM WRITER VERSION SELECTION:

9. Enter the DREAM Writer version of the Open Order Inquiry (P430301) to call. Leave blank to call version ZJDE0006. _____
10. Enter the DREAM Writer version of the Supply Demand Inquiry (P4021) to call. Leave blank to call version ZJDE0003. _____
11. Enter the DREAM Writer version of the Item Availability by Time (P3413) to call. Leave blank to call version ZJDE0004. _____

Processing Options for Work Order Routing Instructions

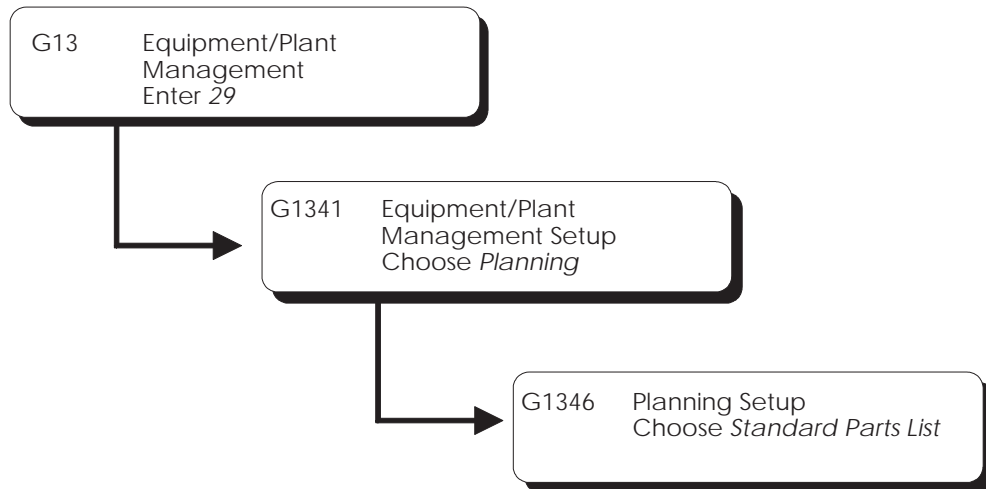
DREAM Writer VERSION SELECTION:

1. Enter the DREAM Writer version of the Capacity Load program to be called. Leave blank to default to ZJDE0003. _____

EDIT OPTION:

2. Enter a '1' to highlight the resource when it over capacity. Leave blank for no highlight. _____

Setting Up a Standard Parts List



You can create standard parts lists that you can attach to work orders. This is especially useful when you have routine maintenance tasks that require identical parts.

For example, for a particular piece of equipment, you overhaul the hydraulic assembly every 250 hours. Because the overhaul procedure requires the same repair kit, you would set up a standard parts list that includes all of the parts necessary to overhaul the hydraulic assembly.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to set up a standard parts list:
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
- Verify that inventory masters have been created for all parent items (part assemblies) and component items you want to include on a standard parts list. See *Entering Item Master Information* in the *Inventory Guide* for more information about creating inventory master records.

▶ To set up a standard parts list

On Standard Parts List

[3002] - Standard Parts List

Functions Options Tools Help

Branch/Plant: STORES
 Bill Type: M
 Part Rev. Level:

Parent Part: HYDRAULICS PM KIT Motor Replacement PM Kit
 Batch Quantity: EA
 As of Date: *
 Drawing #:
 Skip to Comp Line No:

0	Component Part	Description	Quantity	Per	UM	V	I
	7493218	Motor, 1/2 HP	1		EA	V	I
	HYDRAULIC OIL	Hydraulic Oil	8		GA	V	F
	HYDRAULIC SEALS	Hydraulic Seals	1		EA	V	F
	512-EATON	Hydraulic Pump	1		EA	V	I

Opt: 1=Part Master 2=Next Lvl 6=Subs F8=Inquiry F12=Prev Level F24=More

1. Complete the following fields:
 - Branch/Plant
 - Parent Part
 - Component Part
 - Quantity Per
2. Complete any of the following optional fields:
 - Fixed or Variable
 - Bill Type
 - Item Revision Level
 - Batch Quantity
 - Unit Of Measure
 - Issue Type
3. Choose More Details.

4. Complete any of the following fields:

- Effective From
- Effective Through
- Line Type
- Operation Sequence



The following fields have no application within Equipment/Plant Maintenance:

- Feature Planned Percent
- Feature Cost Percent
- Grade From/Thru
- Potency From/Thru

Field	Explanation
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or 3rd item number format.</p> <p>..... <i>Form-specific information</i></p> <p>Header: The Parent field contains the item number of the parent item.</p> <p>Detail: The Component Item field contains the item number of the component item listed.</p>

Field	Explanation
Quantity Per	<p>The number of units to which the system applied the transaction.</p> <p>..... <i>Form-specific information</i></p> <p>Indicates how many of a component is used to manufacture the parent item. A quantity of zero is valid. The default value is 1.</p>
Fixed or Variable Quantity	<p>Indicates if the quantity per assembly for an item on the bill of material varies according to the quantity of the parent item produced or is fixed regardless of the parent quantity. This value also determines if the component quantity is a percent of the parent quantity. Valid values are:</p> <ul style="list-style-type: none"> F Fixed Quantity V Variable Quantity (Default) % Quantities are expressed as a percentage and must total 100% <p>For fixed quantity components, the Work Order and MRP systems do not extend the component's quantity per assembly value by the order quantity.</p> <p>For Process Manufacturing, the system stores percent components. Therefore, the system treats zero batch sizes like variable quantity components, and treats batch sizes greater than zero like fixed quantity components.</p>
Bill Type	<p>A user defined code (system 40, type TB), that designates the type of bill of material. You can define different types of bills of material for different uses. For example:</p> <ul style="list-style-type: none"> M (Default) Standard manufacturing bill RWK Rework bill SPR Spare parts bill <p>The system enters bill type M in the work order header when you create a work order, unless you specify another bill type. The system reads the bill type code on the work order header to know which bill of material to use to create the work order parts list. MRP uses the bill type code to identify the bill of material to use when it attaches MRP messages. Batch bills of material must be type M for shop floor control, product costing, and MRP processing.</p> <p>..... <i>Form-specific information</i></p> <p>Type M is not required, but MRP uses it to explode component requirements for work orders without parts lists.</p> <p>Enter an asterisk (*) to display all bill types.</p> <p>This value defaults from the processing options for Enter/Change Bill (P3002).</p>

Field	Explanation
Item Revision Level	Indicates the revision level of a bill of material. It is usually used in conjunction with an engineering change notice or order (ECN or ECO). The revision level of the bill of material should match the revision level of its associated routing (data item RREV), although the system does not check this. This value is defined and maintained by the user.
Units – Batch Quantity	The quantity of finished units that you expect this bill of material or routing to produce. This field allows you to specify varying quantities of components based on the amount of finished goods produced. For example, 1 ounce of solvent is required per unit up to 100 units of finished product. However, if 200 units of finished product is produced, 2 ounces of solvent are required per finished unit. In this example, you would set up batch quantities for 100 and 200 units of finished product specifying the proper amount of solvent per unit.
Issue Type Code	<p>A code that defines how each component in the bill of material is issued from stock. In shop floor control, it indicates how a part is issued to a work order. Valid codes are:</p> <ul style="list-style-type: none"> I Manual issue (default) F Floor stock (no issue) B Backflush (when part is reported as complete) P Preflush (when parts list is generated) U Super backflush (at pay-point operation) S Sub-contract item (send to supplier) Blank Shippable end item <p>You can issue a component in more than one way within a specific branch/plant by using a different code on the bill of material and work order parts list. The bill of material code overrides the branch/plant value.</p>
Effective – From Date	<p>A date that indicates one of the following:</p> <ul style="list-style-type: none"> • When a component part goes into effect on a bill of material • When a routing step goes into effect as a sequence on the routing for an item • When a rate schedule is in effect <p>The default is the current system date. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</p>

Field	Explanation
Effective – Thru Date	<p>A date that indicates one of the following:</p> <ul style="list-style-type: none"> • When a component part is no longer in effect on a bill of material • When a routing step is no longer in effect as a sequence on the routing for an item • When a rate schedule is no longer active <p>The default is December 31 of the default year defined in the Data Dictionary for Century Change Year. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</p>
Line Type	<p>A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example:</p> <p style="margin-left: 40px;">S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits</p> <p>..... <i>Form-specific information</i></p> <p>The Branch/Plant table (F4102) supplies the default for this field.</p> <p>You can use line type T to display a text line on this form in the sequence you define. The text does not display on review forms.</p>

Field	Explanation
Sequence Number – Operations	<p>In routings, used to sequence the fabrication or assembly steps in the manufacture of an item. You can track costs and charge time by operation.</p> <p>In bills of material, designates the routing step in the fabrication or assembly process that requires a specified component part. You define the operation sequence after you create the routing for the item. The Shop Floor Control system uses this field in the backflush/preflush by operation process.</p> <p>In engineering change orders, used to sequence the assembly steps for the engineering change.</p> <p>Skip To fields allow you to enter an operation sequence that you want to begin the display of information.</p> <p>You can use decimals to add steps between existing steps. For example, use 12.5 to add a step between steps 12 and 13.</p> <p>In the process, the sequence number that produces the intermediate product.</p> <p>..... <i>Form-specific information</i></p> <p>J.D. Edwards recommends that you do not use an operation number more than once within the same work center.</p>

Processing Options for Standard Parts List

INVENTORY VALIDATION:

1. Enter a '1' to validate for an existing Branch/Item record. _____

VERSIONS TO EXECUTE:

Enter the DREAM Writer version to use for each program listed. If left blank, version 'ZJDE0001' will be used.

NOTE: Processing options 2a - 2b are ONLY used to set Printer Overrides. No Data Selection or Sequencing is possible.

- 2a. Single Level BOM Print (P30410) _____
- 2b. -or- Multi-Level BOM Print(P30415) _____
3. ECO Workbench (P30225) _____
4. Component Maintenance (P3015) _____

VERSION TO EXECUTE FROM REVISIONS

WINDOW:

5. Enter the version of the ECO header to call from the Revisions Window (P30BREV). If left blank version ZJDE0001 will be used. _____

COMPONENT BRANCH:

6. Enter a '1' to change the Component Branch (ADDITIONS ONLY) to that which is displayed at the top of the screen. _____

FIELD DISPLAY:

7. Enter a '1' by the following fields to activate them:
 - a. Bill Type _____
 - b. Batch Quantity _____

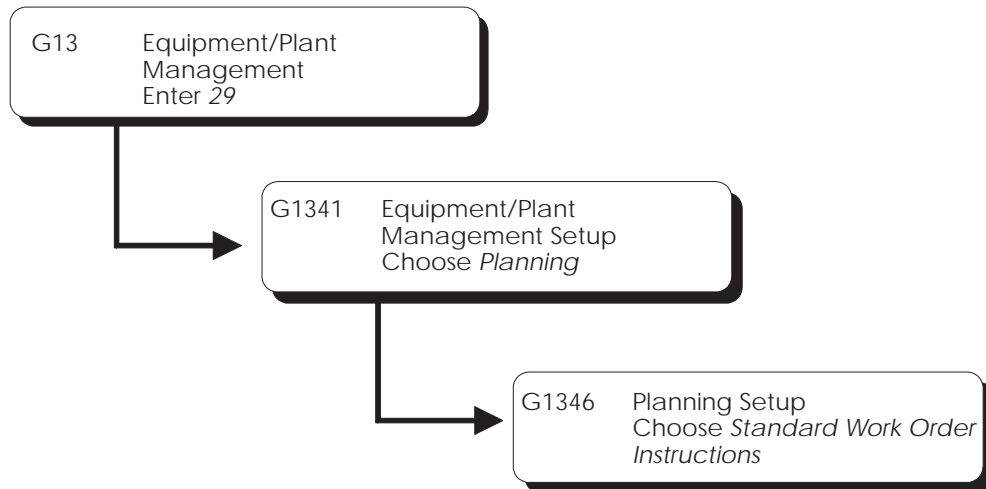
SCREEN DEFAULTS:

8. Enter the default Bill Type: _____
- 8b. Enter a '1' to default the as of date to the current date. If left blank, all dates will be shown. _____

COMPONENT SEQUENCING:

9. Enter a _____
 - '1' to sequence components by component line number
 - '2' to sequence components by operation sequence number(If left blank, components will be sequenced by component line number)

Setting Up Standard Work Order Instructions



You can create standard work order instructions that establish labor routing steps for work orders. For example, assume that you have created a standard parts list for routine hydraulic maintenance. The hydraulic maintenance has multiple steps that must be performed in a specific sequence, such as machine lockout, disconnect motor, and so on. In addition, some of the steps must be performed by different work centers (crafts), such as electrical, mechanical, and so on. For this task, you would create standard work order instructions that specify the work centers and sequence of operations necessary to install the parts. You can then attach the instructions to each actual (firm) work order created for hydraulic maintenance.

Before You Begin

- Verify that you have purchased and installed the following systems. You must have installed these systems to be able to set up standard work order instructions:
 - System 40 — Inventory Base and Order Processing
 - System 41 — Inventory Management
- Verify that inventory masters have been created for all parent numbers specified in Standard Instructions. See *Entering Item Master Information* in the *Inventory Guide* for more information about creating inventory master records.
- Verify that work centers have been set up as business units. See *Setting Up Resource Units* for more information about setting up work centers as business units.

► **To set up standard work order instructions**

On Standard WO Instructions

Resource	Oper Seg#	Description	Est Hours Mach	Est Hours Labor	Setup Hours	Cons Prod
ELECT	1.00	Lockout		.25		Cons
ELECT	2.00	Disconnect motor & dispose		.50		
MECH	3.00	Replace seals		1.00		
MECH	4.00	Fill hydraulic oil		.50		
ELECT	5.00	Install new motor		.50		
ELECT	6.00	Unlock		.25		

1. Complete the following fields:
 - Branch/Plant
 - Part Number
 - Work Center (Resource)
 - Operation Sequence Number
 - Description
 - Labor Hours

2. Complete the following optional fields:
 - Item Revision
 - Routing Type
 - Line/Cell
 - As of Date
 - Machine Hours

3. Choose Full Details.

[3003] - Standard WO Instructions

Functions Options Tools Help

Branch/Plant STORES
 Item Rev
 Routing Type M
 Line/Cell *

Part Number HYDRAULICS PM KIT Motor Replacement PM Kit
 Batch Quantity ER
 As of Date * Drawing No
 Skip to Operation

0	Resource	Oper Seq#	Description	. Est Hours		Setup Hours	Cons Prod
				Mach	Labor		
	ELECT	1.00	Lockout			.25	Cons
	Eff From	05/23/94	Type Oper	% of Overlap		Queue Hours	
	Eff Thru	12/31/10	Pay Point	0 Equipment #		Move Hours	
	Supplier		PO (Y/N)	Cost Type		Crew Size	1.0
	Next Oper		Craft	Standard Desc	LOCKOUT	Time Basis	U
	Yield %	.00	Cum %	.00	Line/Cell		
	ELECT	2.00	Disconnect motor & dispose			.50	
	Eff From	05/23/94	Type Oper	% of Overlap		Queue Hours	
	Eff Thru	12/31/10	Pay Point	0 Equipment #		Move Hours	
	Supplier		PO (Y/N)	Cost Type		Crew Size	1.0
	Next Oper		Craft	Standard Desc		Time Basis	U
	Yield %	.00	Cum %	.00	Line/Cell		

Opt. 1=Components 3=Intermediates F6=Part Search F24=More Keys

4. Complete the following field:

- Time Basis

This field might already contain a default value.

5. Complete any of the following optional fields:

- Effective From
- Effective Through
- Type Operation
- Percent of Overlap
- Queue Hours
- Equipment Number (for reference only)
- Move Hours
- Supplier
- Purchase Order (Yes or No)
- Cost Type
- Crew Size
- Next Operation
- Craft
- Standard Description

Field	Explanation
Resource	<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>This is the craft/resource responsible for completing the maintenance activity.</p>
Estimated Hours – Labor	<p>This is the standard hours of labor expected in the normal production of this item.</p> <p>The run labor hours in the Routing Master table (F3003) are the total hours it takes the specified crew size to complete the operation. The hours are multiplied by the crew size during shop floor release and product costing.</p> <p>..... <i>Form-specific information</i></p> <p>This is the estimated number of hours needed to complete a maintenance activity.</p>
Routing Revision Level	<p>Indicates the revision level of a routing. It is usually used in conjunction with an engineering change notice or order (ECN or ECO). The revision level of the routing should match the revision level of its associated bill of material (data item BREV), although the system does not check this.</p> <p>This value is user defined and not maintained by the system.</p>

Field	Explanation
Type of Routing	<p>User defined code (system 40, type TR) that designates the type of routing. You can define different types of routing instructions for different uses.</p> <p>For example:</p> <ul style="list-style-type: none"> M Standard Manufacturing Routing RWK Rework Routing RSH Rush Routing <p>You define the routing type on the work order header. The specific type of routing defined will then be used in the work order routing.</p> <p>Product Costing and Capacity Planning systems use only M type routings.</p>
Line/Cell Identifier	<p>Defines a production line or cell. Detailed work center operations can be defined inside the line or cell. For rate based manufacturing to use this value for reporting, this value must match the line cell in the header.</p>
As of Date	<p>This field is used for effectivity checking. Enter a specific date to display documents (orders, bills of material, routings, as applicable) that are effective on or after that date. The current system date is the default, but you can enter any future or past date.</p>
Run Machine – Standard	<p>This is the standard machine hours expected to be incurred in the normal production of this item.</p>
Time Basis	<p>A user defined code (system 30, type TB) that identifies the time basis or rate to be used for labor hours entered for any routing step. You can set rates per unit, per 10, per 1000, and so on. For example, if the time basis code is 10, then the labor hours represents the number of hours to complete the routing step for 10 units. For Equipment/Plant Maintenance, the value you enter in this field is normally U (Unit).</p> <p>The system uses the values in the Description-2 field on the User Defined Codes form for costing calculations. The Description field is a description of what the code represents, but is not used in calculations.</p>

What You Should Know About

Entering machine hours Entering machine hours has several consequences that you should be aware of. If you are not using manufacturing systems, do not enter machine hours. If you are using manufacturing systems, the machine you specify must be set up as a work center.

If you enter a value in the Machine Hours field, the system indicates a demand for those machine hours based on the time commitment of the work order. You should plan on taking the machine out of service for the entire time necessary to complete the work order. If you enter machine hours, you can optionally complete the Percent of Overlap field to indicate any operations that can overlap previous operations.

The system determines the total duration of the work order based on values you enter for machine hours and percent overlap.

Processing Options for Routing Master Revisions

FIELD DISPLAY:

1. Enter a '1' by the following fields to activate them:
 - a. Line/Cell _____
 - b. Routing Type _____
 - c. Batch Quantity _____

SCREEN DEFAULTS:

Enter the values to preload to the screen at initial inquiry. If left blank, no value will be preloaded.

2. Routing Type _____

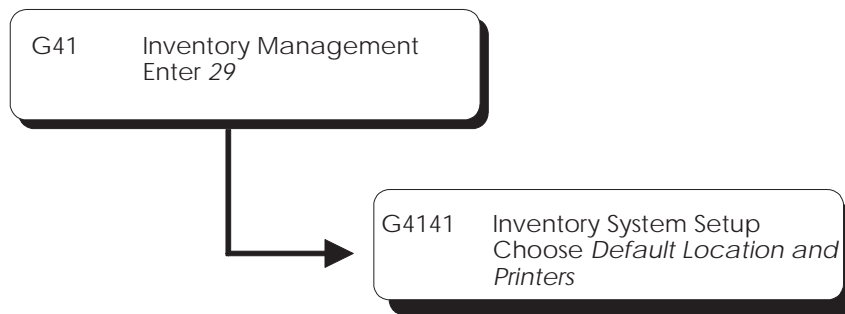
UPDATE OPTIONS:

3. Enter a '1' to update the component operation scrap percent in the Bill of Material for the components on the operation and the Cumulative Yield Percent on the Routing, when updating the operation yield percent _____

COMPONENT BRANCH:

4. Enter a '1' to change component Branch (Additions Only) to that of the Routing Parent Branch Plant. _____

Defining Default Location and Printers

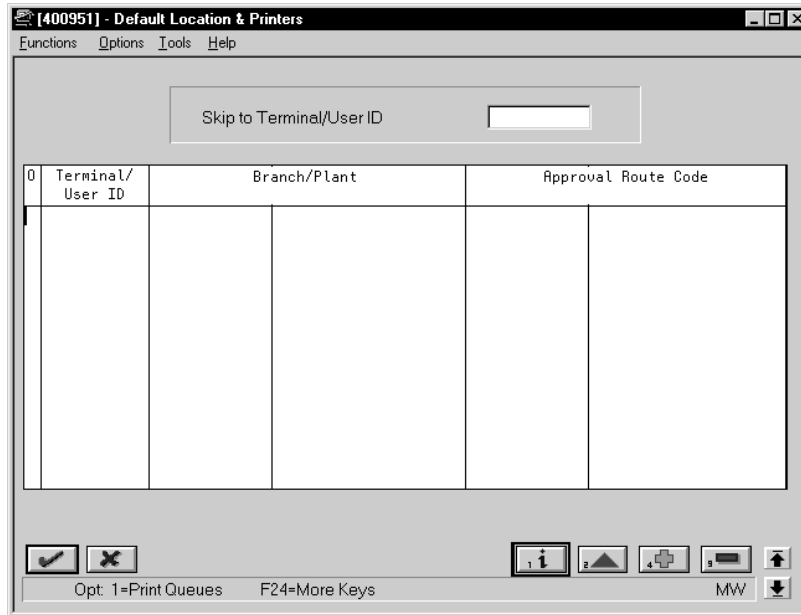


Many of the forms within the Work Order Processing system require that you specify a location, such as a branch or plant, to which you are assigned. You can set up default locations for each person in your organization who uses the Work Order Processing system. A default location is the branch/plant that is assigned to your user ID or terminal ID. If you do not set up a default location for your user ID or terminal ID, you must enter a location manually.

You can also assign a default print queue to each person who uses the Work Order Processing system. When you print a work order, the system uses the default print queue that you set up, unless you specify otherwise. If you do not assign a default print queue, the system uses either the print queue assigned in the particular DREAM Writer version for which the Work Order Print program applies or the print queue assigned to your user profile.

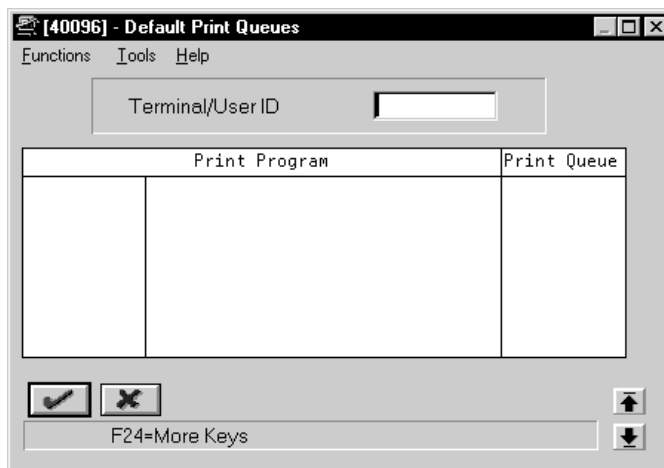
► **To define default location and printers**

On Default Location and Printers



1. Complete the following fields:
 - User ID
 - Branch or Plant
2. Choose Print Queues.

The Default Print Queues window opens.



3. On Default Print Queues, roll down to Equipment Work Order Print.
4. Complete the following field:
 - Print Queue

Field	Explanation
Print Queue	<p>The name of the object.</p> <p>Objects can be libraries, source members, job queues, print queues, and files. Consult your IBM documentation for a full explanation of objects.</p> <p>..... <i>Form-specific information</i></p> <p>Enter the name of the print queue that you want the system to use for the document shown immediately to the left.</p>

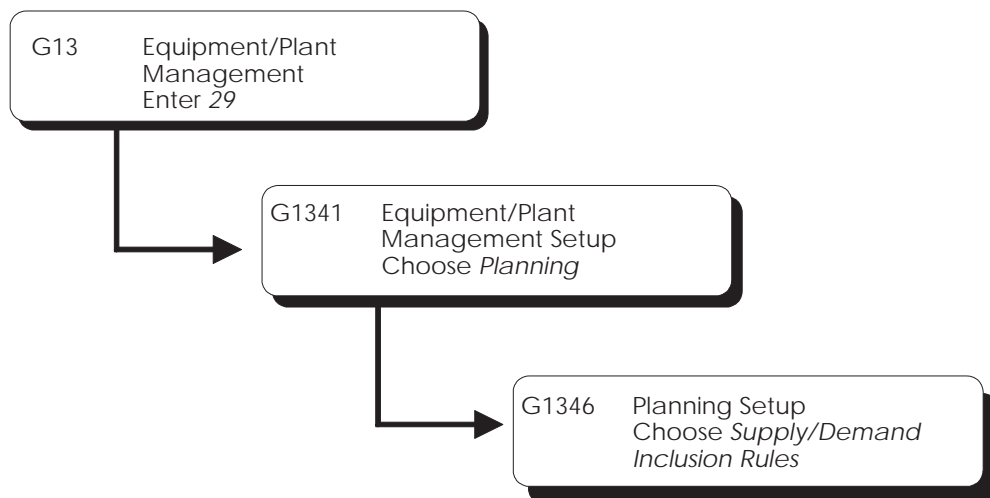
What You Should Know About

Approval routing

The approval routing code on this form refers to purchase orders only.

See *Setting Up Work Order Approval Routes* for more information about approval routing for work orders.

Setting Up Supply and Demand Inclusion Rules



To balance your parts inventory with the demand for parts created by maintenance work orders, you must set up supply/demand inclusion rules. You use supply/demand inclusion rules to specify the documents that create a supply for parts, such as purchase requests, and the documents that create a demand for parts, such as PM work orders, corrective work orders, and so on. In addition, you specify the statuses at which the various documents create supplies or demands.

The following programs use supply/demand inclusion rules:

- | | |
|--|---|
| Materials Requirements Planning (MRP) | You can set up and apply different versions of the supply/demand inclusion rules, depending on the type of material plan that you run. For example, you can set up one version of the rules to apply to a long-range material plan and another version to apply to a short-range material plan. |
| Capacity Requirements Planning | You can set up and apply different versions of the supply/demand inclusion rules, depending on the type of capacity plan you run. For example, you can set up one version of the rules to apply to a long-range capacity plan and another version to apply to a short-range capacity plan. |
| Supply/Demand Inquiry | Based on the version of the supply/demand inclusion rules you choose, Supply/Demand Inquiry displays all of the documents that create a supply or demand for a particular part. You can then access documents and make revisions to balance the supply with the demand. |

In Equipment/Plant Maintenance, the following document types create a supply for parts:

- Purchase requests
- Purchase orders
- Blanket purchase orders

In Equipment/Plant Maintenance, the following document types create a demand for parts:

- System-generated maintenance work orders, such as PM work orders
- Corrective maintenance work orders

After you set up supply/demand inclusion rules, you can use the information that the system provides to balance the supply and demand for parts. For example, if demand is greater than supply at a given point, you can expedite purchase orders or postpone work orders.

When you review a version of the supply/demand inclusion rules, the system displays all document types and related statuses that are available. You choose the document types and document statuses that you want to include in the version.

Before You Begin

- Set processing options to include work order document types WO, WM, and any other work order document types that you have defined. See *Setting Up User Defined Codes* for more information about defining work order document types.

▶ To set up supply and demand inclusion rules

On Supply/Demand Inclusion Rules

Opt	S	Or	Ln	Sts	Status Description
		Ty	Ty	Val	
Y		WO		MC	W/O In Planning
Y		WO		MD	W/O Plant Shutdonw
Y		WO		ME	W/O Waiting for Parts
Y		WO		MF	W/O Parts Staged and Ready
Y		WO		MG	W/O Ready to Schedule
Y		WO		MH	W/O Issued & Released

1. Complete the following field:
 - Inclusion Code
2. Choose Select Line for each document type and status for which you want the inclusion rules to apply.

When you apply inclusion rules to work order documents, the system does not display line type. Line types are not applicable to the Work Order system.

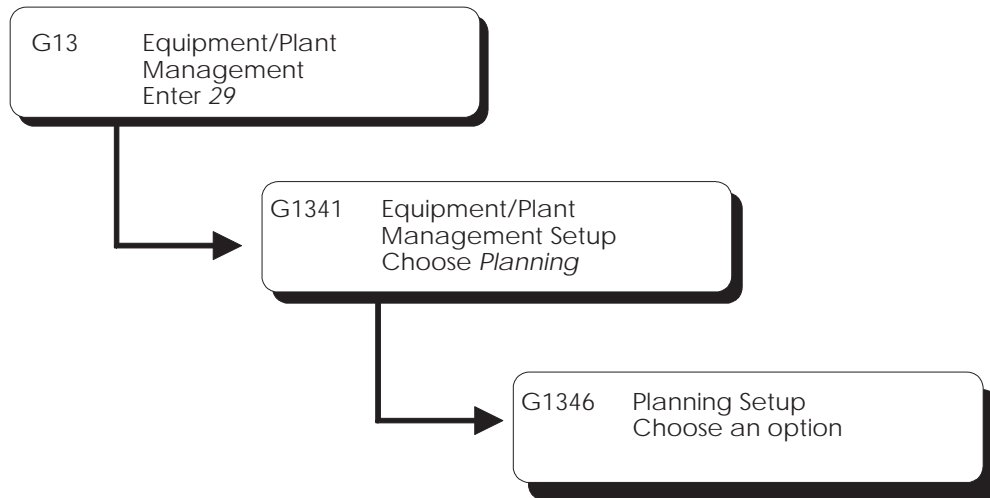
Field	Explanation
Inclusion Code	<p>A user defined code (system 40/type RV) that identifies an inclusion rule that you want the system to use for this branch/plant. The Manufacturing and Advanced Warehouse Management systems use inclusion rules as follows:</p> <ul style="list-style-type: none"> • For Manufacturing Allows multiple versions of resource rules for running MPS, MRP, or DRP. • For Advanced Warehouse Management Allows multiple versions of inclusion rules for running putaway and picking. The system processes only those order lines that match the inclusion rule for a specified branch/plant.
Order Type	<p>A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <p>P Accounts Payable Documents R Accounts Receivable Documents T Payroll Documents I Inventory Documents O Order Processing Documents J General Accounting/Joint Interest Billing Documents</p> <p>..... <i>Form-specific information</i></p> <p>If you are using the Skip to Order Type field, you can enter an order type code and press Enter to display only rules about that order type. To see the whole set of order types included in the resource rules, leave this field blank and use the Roll keys.</p>

Processing Options for Supply/Demand Inclusion Rules

WORK ORDER DOCUMENT TYPES:

1. Enter the Work Order Document Types that you want to setup Inclusion Rules for. The document types can be stacked one after the other for multiple document types. If left blank, 'WO' will be used.
-

Set Up Maintenance Planning



Setting Up Maintenance Planning

Before you can use maintenance planning features in Equipment/Plant Maintenance, you need to set up information that the system uses to process material plans and labor plans. This consists of:

General planning information

You set up general planning information for each branch/plant. General planning information determines how the system commits inventory to the branch/plant, which work days to include when you generate a material or capacity plan, how the system processes changes to standard parts lists, and so on.

Parts planning information

You set up parts planning information to determine how the system calculates the availability of parts. You also define the types of messages that the system displays when you generate a material plan. You can also set up different versions of the supply/demand inclusion rules, depending on the type of material plan that you want to generate.

Resource planning information

You set up resource planning information to determine how the system calculates the availability of labor resources, such as the number of employees at a work center, and the types of messages that the system displays when you generate a labor capacity plan. You can also set up different versions of the supply/demand inclusion rules, depending on the type of labor plan that you want to generate.

Setting up maintenance planning consists of:

- Setting up general planning
- Setting up parts planning
- Setting up resource planning

Setting Up General Planning

Before the system can generate material and labor plans and create planning messages, you must define general planning information for each branch/plant in your organization.

Setting up general planning includes the following tasks:

- Setting up planning constants
- Setting up the workday calendar

Setting Up Planning Constants

You must define material and resource planning values for each branch/plant. For example, you can specify rules that govern how the system commits and routes inventory. You can also specify that the system log changes you make to standard parts lists if you need to track the changes. You can also define the number of hours per day that each branch/plant operates. The system uses this information to determine the maximum workload for each work center in a branch/plant.

To set up planning constants

On General Planning Constants

The screenshot shows the 'General Planning Constants' dialog box for branch 'STORES'. The 'Branch' field is set to 'STORES'. The 'Work Hours Per Day' is set to '8,00'. The 'Overheads as Percents or Rates' is set to 'P'. The 'Commitment Control' is set to '1'. Other options include 'Log Bill of Material Changes', 'On-Line BOM Validation (Y/N)', 'Backflush Options', 'Master Routings (Y/N)', 'Include Var. Labor Overhead in cost', 'Include Fixed Labor Overhead in cost', and 'Include Var. Machine Overhead in cost'. The dialog also features a toolbar with icons for help, back, forward, and other navigation functions.

1. Complete the following field:
 - Branch
2. Complete the following fields for each branch/plant:
 - Work Hours per Day
 - Hard/Soft Commit
3. Complete the following optional fields:
 - Log Bill of Material Changes
 - On-Line BOM Validation (Y/N)

Field	Explanation
Hours – Work Hours Per Day	The number of work hours that the manufacturing plant operates per day.

Field	Explanation
Hard/Soft Commit	<p>Determines how the Shop Floor Control system commits inventory. Valid codes are:</p> <ol style="list-style-type: none"> 1. The system performs a hard commitment at the creation of the parts list. The hard commitment remains in effect until inventory is relieved. 2. The system performs a soft commitment at the creation of the parts list. Changed to a hard commitment during the pick list print process for the work order. The hard commitment remains in effect until inventory is relieved. 3. The system performs a soft commitment at creation of the parts list. The soft commitment remains in effect until inventory is relieved. <p>NOTE: When you set the Commitment Method field in the Branch/Plant Constants form to 2 or 3, you must use 1 or 2 for this field because a hard commitment must be performed.</p>
Log Bill of Material Changes	<p>This field determines whether changes to the bill of material are recorded in the Bill of Material Change table (F3011). Valid values are:</p> <p>Y Yes, log changes. N No, do not log changes.</p> <p>Blank will assume an N.</p> <p>When you log bill of material changes, the system saves the old bill of material and the new changed bill of material.</p>
On-Line BOM Validation (Y/N)	<p>Determines whether the system performs an online component/parent validation and low-level code assignment when you revise a bill of material.</p> <p>Valid values are:</p> <p>Y Yes, validate items online. N No, do not validate items online.</p> <p>Note: J.D. Edwards recommends that you validate items online (enter Y) unless your bills of material are extremely large.</p> <p>Important: If you enter N, you must validate the items in batch. Run the Print Integrity Analysis program (P30601) after bill of material updates and before you run the Frozen Cost Update program (P30835) or perform a DRP/MPS/MRP generation (P3482).</p>

What You Should Know About

Shared constants with manufacturing systems

Equipment/Plant Maintenance shares general planning constants with manufacturing systems. If you use manufacturing systems, you should set up different constants for maintenance branch/plants and manufacturing branch/plants.

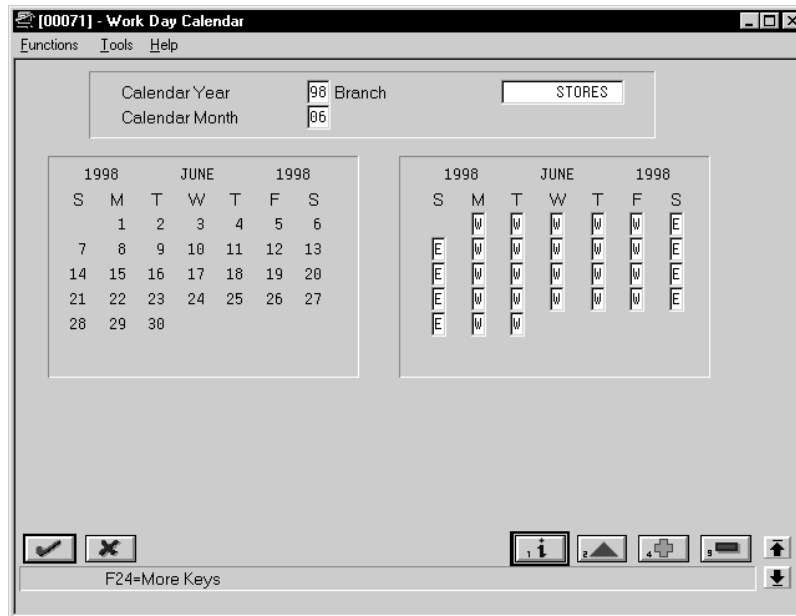
Setting Up the Workday Calendar

You must set up workday calendars for each maintenance branch/plant. You use the calendar to specify which days are workdays, holidays, and so on. You need to set up a workday calendar for every month for which you want to generate parts and labor plans. The system uses workday calendar information to plan and schedule labor resources, based on the workdays you specify. You should set up calendars six months to a year at a time.

When you initially set up a workday calendar, the system automatically specifies all weekdays as workdays and all Saturdays and Sundays as nonwork days. You can accept these values or change the days to suit your business needs.

▶ **To set up the workday calendar**

On Work Day Calendar



1. Complete the following field:
 - Branch
2. Complete the following fields for the time period that you want to set up for the workday calendar:
 - Calendar Year
 - Calendar Month
3. For each day you want to set up, enter a valid day type on the entry calendar.

J.D. Edwards provides several predefined day type codes (00/DT). With the exception of Workday (W), which is hard coded, you can use these, revise them, or add new ones. For more information about user defined codes, see the *Technical Foundation Guide*.

Field	Explanation
Type of Day	A user defined code that indicates the type of day. Examples are: W Work Day E Weekend H Holiday M Maternity Leave L Leave of Absence

Setting Up Parts Planning

Before you can generate and review a parts plan, you must set up information that the system uses to process the plan. For example, you must set up a table of user defined quantity types that the system uses to calculate and display the supply and demand of parts. You must also specify the action messages you want the system to display when it detects a conflict between the availability and the demand for a part.

In addition, you can set up different versions of the supply/demand inclusion rules to accommodate different types of parts plans that you want to generate. For example, you can generate a long-range parts plan and a short-range parts plan. You use supply/demand inclusion rules to specify the document types that you want the system to include when it processes each plan.

Setting up parts planning includes the following tasks:

- Setting up parts planning codes
- Setting up supply and demand inclusion rules for parts plans

Setting Up Parts Planning Codes

Before you can use the parts planning features in Equipment/Plant Maintenance, you must set up the following user defined codes:

- Quantity types
- MRP calculation display
- MRP action messages

The system uses these codes to calculate and display the availability of parts. The system also uses these codes to determine which action messages to display when it detects a conflict between the availability and the demand for a part.

See Also

- *Setting Up User Defined Codes* for additional guidelines on setting up user defined codes

Quantity Types

Quantity types are user defined codes (system 34, type QT) that represent the availability of parts. J.D. Edwards provides several predefined codes, including the following:

- +Beginning available (unadjusted)
- +Beginning available
- +Purchase orders
- -Lot Expired
- -Firm work orders
- =Ending available (unadjusted)

The system uses codes that have unadjusted values to calculate part availability with the assumption that any outstanding action messages will not be implemented by the responsible planner. The system uses all other codes to calculate the availability of parts with the assumption that the planner will implement planning messages.



The table for quantity types is shared with the Manufacturing system. Under no circumstances should you delete this table. Values within this table have special meaning to the system, but you can change the description fields. J.D. Edwards recommends that you leave this table unaltered.

See Also

- *Technical Foundation Guide* for more information about maintaining user defined code tables

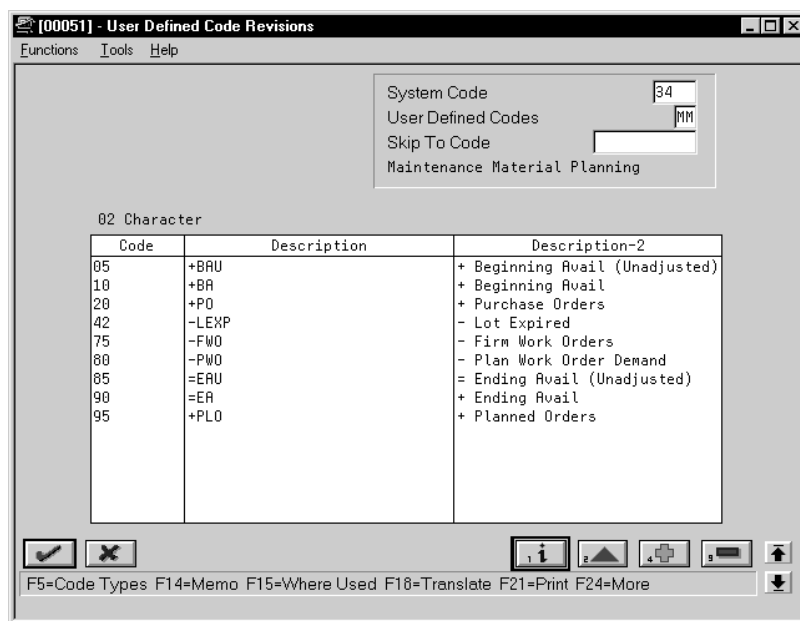
MRP Calculation Display

You must set up the MRP Calculation Display table (system 34, type MM) with the quantity type codes you want the system to consider when it calculates the availability of a part. You can revise the codes in this table to meet your specific calculation or display purposes.

For example, you can set up a table to specify that the system:

- Use the beginning available quantity for a part
- Add quantities from existing purchasing orders
- Subtract quantities from maintenance work orders
- Provide the ending available amount

Example: MRP Calculation Display Table



What You Should Know About

Specifying a default MRP calculation display table You can use processing options to specify which version of the MRP calculation display table that the system displays. The system automatically displays the maintenance material planning version of the MRP calculation display table unless you specify otherwise.

MRP Action Messages

You must define the action messages that you want the system to display when it notifies you of parts planning conflicts. For example, depending on the severity of a parts shortage, you can direct the system to provide messages to place an order for a part, expedite an existing order, increase the quantity of an existing order, and so on.

The system stores MRP action message codes in user defined codes (system 34, type MT). You can change the description of the codes to meet your business needs.

Setting Up Supply and Demand Inclusion Rules for Parts Plans

You typically use the same version of supply/demand inclusion rules that you set up for work orders. However, you can set up other versions of the supply/demand inclusion rules to accommodate your parts planning needs. You use supply/demand inclusion rules to specify the documents that create a supply for parts, such as purchase requests, and the documents that create a demand for parts, such as work orders. In addition, you specify the statuses at which the various documents create supplies or demands.

When you generate a parts plan, the system considers only the documents you specify in the inclusion rules when it calculates parts availability. For example, you can set up a version of the supply/demand inclusion rules that includes all purchase orders, regardless of status, but only PM work orders up to and including a status of MC (work order in planning.)

Using this example, the system calculates supply according to parts for which any purchase orders exist. The system calculates demand according to the parts requirements of PM work orders whose statuses are within the range you specified. The system does not take into consideration parts requirements for work orders whose status you have not specified in the inclusion rules.

See Also

- *Setting Up Supply and Demand Inclusion Rules (P34004)*

Setting Up Resource Planning

Before you can generate and review a labor plan, you must set up information that the system uses to process the plan. For example, you must set up the work centers that are responsible for maintenance and specify the number of employees in each maintenance work center. You must also set up additional user defined codes, such as the codes that the system uses to calculate the availability of labor resources.

In addition, you can set up different versions of the supply/demand inclusion rules to accommodate different types of labor plans that you want to generate. For example, you can generate a long-range labor plan and a short-range labor plan. You use supply/demand inclusion rules to specify the document types that you want the system to include when it processes each plan.

Setting up resource planning includes the following tasks:

- Setting up resource units
- Setting up resource planning codes
- Setting up supply and demand inclusion rules for labor plans

Setting Up Resource Units

You must set up resource units to enable the system to calculate labor demands and labor costs for maintenance tasks. The system calculates resource units by multiplying the work hours per day by the number of employees in a work center. In Equipment/Plant Maintenance, a work center usually represents the employees who perform maintenance work, although it can also represent a department or a machine. You must set up your work centers before the system can calculate resource units and labor costs.

In addition, you must establish standard labor rates. The system uses standard labor rates to calculate rate information on work order labor routings and on the work order Estimate to Actual Variance program.

Setting up resource units includes the following tasks:

- Setting up work centers
- Running the Resource Units Refresh program
- Setting up standard labor rates

Before You Begin

- Set up workday calendars for each branch/plant. See *Setting Up the Workday Calendar*.

Setting Up Work Centers

You must provide the system with the following types of information about each of your maintenance work centers:

- Basic information, such as work center names, crew sizes, job processing time, and so on
- Grouping information, so that you can combine similar work centers for planning and reporting
- Labor rate information



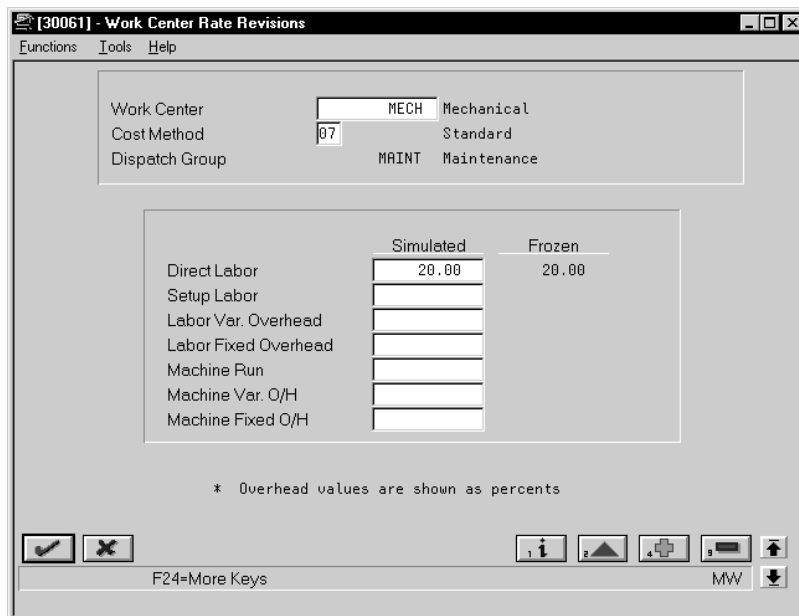
To set up work centers

On Resource Revisions

Work Center	MECH	Mechanical
Dispatch Group	MAINT	Maintenance
Pay Point Code	0	Location
Prime Load Code	L	Branch
Critical Work Center	3	STORES
Crew Size	1.0	
Number of Machines		
Number of Employees	3	
Queue Hours		
Move Hours		
Replenishment Hours		
Resource Offset		
Efficiency	100.00	
Utilization	100.00	

1. Complete the following fields:
 - Work Center (a Business Unit)
 - Dispatch Group (a Business Unit)
 - Branch
 - Number of Employees
2. Complete the following optional fields:
 - Prime Load Code
 - Critical Work Center

- Efficiency
3. Choose Work Center Rates.



4. On Work Center Rate Revisions, complete the following field:
- Direct Labor-Simulated

Field	Explanation
Work Center	<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>
Dispatch Group – Work Centers	<p>This is used as a super category code to group work centers within an overall business unit. For example, you can group like machines operating out of several work centers that report to one business unit under a dispatch group.</p>

Field	Explanation
Branch	<p>Represents a high-level business unit. It can be used to reference a branch or plant that might have departments or jobs, which represent lower-level business units (data item MCU), subordinate to it. For example:</p> <ul style="list-style-type: none"> • Branch/Plant (MMCU) • Dept A (MCU) • Dept B (MCU) • Job 123 (MCU) <p>Business unit security is based on the higher-level business unit.</p>
Number of Employees	<p>This represents the normal number of employees in this work center. When you run the Work Center Resource Units Refresh program, this number is multiplied by the Number of Work Hours Per Day from the Manufacturing Constants table (F3009) to generate the total gross labor hours available in the work center each day.</p>
Prime Load Code	<p>This value determines if a work center is machine or labor intensive. These codes are also used in Resource Requirements Planning and Capacity Requirements Planning calculations to develop load profiles.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> L Run labor hours only M Machine hours only B Run labor plus setup labor hours C Machine plus setup hours O Other (will NOT generate resource units)
Critical Work Center	<p>This code identifies the work center as critical or not critical when the system calculates capacity. Valid values are:</p> <ul style="list-style-type: none"> N Not a critical work center 1 A critical work center in calculating resource requirement planning only 2 A critical work center in calculating capacity requirements planning only 3 A critical work center in calculating resource requirements planning and capacity requirements planning 4 Not a capacity work center (will not be generated in capacity planning) <p>Note: Type 3 work centers will be included in the form display whenever type 1 or type 2 is selected in this field.</p>

Field	Explanation
Work Center Efficiency	<p>A user defined value that indicates how efficiently a work center operates. This value usually refers to people efficiency. When you enter a value in this field, and the Modify Cost by Work Center Efficiency field in the Job Shop Manufacturing Constants table (F3009) is set to Y, the system creates a new cost component (B4) from the cost calculated from the direct labor cost (B1). The system also uses this value to calculate rated capacity.</p> <p>Example: If the constant is set to Y, the value of this field is 80%, and the direct labor cost is 10, the system creates a B4 cost component for 2 in the Item Cost Component Add-Ons table (F30026).</p> <p>Enter percents as whole numbers, for example, enter 80% as 80.00.</p>
Direct Labor – Simulated	<p>This rate, in cost per hour, is used with the Run Labor rate of the associated routing to calculate the standard run labor cost.</p>

Running the Resource Units Refresh Program

After you set up work centers on Resource Revisions and whenever you revise work center information, you must run the Resource Units Refresh program to calculate available resource units. You specify a time period and a branch/plant for which you want the system to calculate resource units. The system uses the Prime Load Code field on Resource Revisions to determine how to calculate the resource units that a work center is capable of generating over a particular period of time. To calculate resource units for maintenance work centers, you typically use a prime load code of L for labor hours.

If you use a prime load code of L, the system calculates resource units using the following information:

- Number of employees from Resource Revisions
- Work hours per day from General Planning Constants

When you run the Resource Units Refresh program, the system displays a DREAM Writer versions list. The versions list contains 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.

See Also

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

Processing Options for Work Center Resource Units Generation

Enter the "Start" date for the Resource Units generation process. _____

Enter the "End" date for the Resource Units generation process. _____

Enter the Branch/Plant to be processed. _____

Setting Up Standard Labor Rates

When you set up work centers, you enter a value for simulated labor rates on Work Center Rates Revisions. You must run the Standard Cost Update program to create the frozen direct labor rate. The system uses the frozen direct labor rate to calculate the estimated labor routing costs to work orders.

When you run Standard Cost Update, the system submits the job directly to batch.

See Also

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

Processing Options for Standard Cost Update

UPDATE INFORMATION:

1. Enter a '1' to update costs. _____
Blanks assume 'Proof Mode' and
no updating will occur.
2. Enter the cost method to update in
the Cost Components and Item Cost
Ledger files (ie., 01, 02, 03). _____
If left blank, cost method 07
(standard) will be defaulted.
3. Enter a '1' to update ONLY the
Items selected and not explode the
BOM to update all components. _____
4. Enter a '1' to update the Work
Center Rates in the Work Center
Rates File. (Default of blanks
will not update the Rates.) _____
5. Enter the Branch to be processed. _____
("*" equals all.)

PROCESS MANUFACTURING:

6. Enter a '1' to update costs of
Co/By-Products. If left blank,
it is assumed that Co/By-Products
are not used, and frozen cost
update will not be performed for
Co/By-Products. _____

ACCOUNT LEDGER INFORMATION:

7. Enter one of the following: _____
A '1' to write Detailed G/L
transactions (by Item).
A '2' to write Summarized G/L
transactions (by Account).
If left blank, no G/L transactions
will be written.
8. Enter the General Ledger Date. _____
Blanks default to the current date.

REPORT OPTIONS:

9. Enter one of the following: _____
A '1' to print all items.
A '2' to print changed items only.
If left blank all items will
print.

Setting Up Resource Planning Codes

Before you can use the labor planning features in Equipment/Plant Maintenance, you must set up the following user defined codes:

- CRP display
- Message types

The system uses these codes to calculate and display labor availability when you generate a labor plan. The system also uses these codes to determine which action messages to display when it detects a conflict between the availability of labor resources and demand for labor resources.

CRP display (system 33, type MM)

You must set up the CRP Display table with the codes that you want the system to display on Capacity Load. The system provides several predefined codes, such as:

- 10 — Released Load
- 40 — Load Versus Capacity
- 80 — Available Capacity
- 90 — Accumulated Available Capacity

You can use these codes or modify them to meet your specific calculation or display purposes.

Message types (system 33, type MT)

You use these codes to define the action messages that you want the system to display when it notifies you of load and capacity conflicts. For example, you can define messages that indicate an over-capacity condition, an under-capacity condition, and so on.

See Also

- *Setting Up User Defined Codes* for additional guidelines on setting up user defined codes

Setting Up Supply and Demand Inclusion Rules for Labor Plans

You typically use the same version of supply/demand inclusion rules that you set up for work orders. However, you can set up other versions of the supply/demand inclusion rules to accommodate your labor planning needs. You use supply/demand inclusion rules to specify what type of work orders and range of work order statuses you want the system to include when it calculates available labor resources.

For example, you can set up a version of the supply/demand inclusion rules that includes only PM work orders up to and including a status of MC (work order in planning).

See Also

- *Setting Up Supply and Demand Inclusion 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. True or False

The version of the supply/demand inclusion rules that you specify in Equipment Constants only affects interactive labor capacity calculations.

4. Match the following AAIs with the correct description:

_____ AT	a original meter reading account
_____ FMA	b optional summary totals
_____ FMD	c all accounts that post to equipment
_____ FP	d statistical account for PMs
_____ FX	e purchase order account

5. If FX AAIs are set up by company, they must be set up for _____ company and they must begin with _____.
6. If the Fixed Assets system is not being used, or is to be set up in the future, what is the minimum depreciation that must be set up?
7. Category code mapping is used to copy similar values from the _____ to the _____ or from the _____ to the _____.
8. Specification sheets must be set up in Supplemental Data with a data type of _____.
9. True or False

After you have created a specification sheet cross reference, you can use the Sequence Number field to change the order in which the lines will appear on the data entry form.

10. Shop Cost Inquiry can be defined in a _____ and can be grouped together in a _____.

11. Standard procedures are used in three different forms within Equipment/Plant Maintenance. What are the three forms?

12. Which of the following is *not* true about the Maintenance Rules Table?

The Maintenance Rules Table:

- a contains the model work order number in the detail portion of the form
- b defines the threshold percentage of when maintenance is due
- c defines default values for assigned work orders that are created
- d defines the range of associated PMs that have already become due
- e must have a blank equipment number and blank service time as a default

13. True or False

You can change the record type format for a select range of work orders.

14. True or False

When you define a maintenance status in the work order activity rules, you are directing the system to change the status on the PM to the value entered when you change the work order status to that which you are setting up.

15. True or False

You can only make the subledger inactive when you close the work order.

16. True or False

Work Order Approval Routing can have more than one entry for the same sequence.

17. To create a standard parts list and standard instructions, you must set up the part number in the _____ system.
18. True or False
- Supply and demand inclusion rules are used for parts planning only.
19. Which statement is *not* correct about General planning constants?
- General planning constants:
- a are shared with manufacturing systems
 - b are set up by branch/plant
 - c determine whether inventory will be hard or soft committed
 - d determine the frozen standard labor rate for resource planning
 - e determine the number of hours per day
20. A labor resource must be set up as a _____, which in turn has been set up as a _____ in General Accounting.
21. The estimated labor rate that is used by the work order routing instructions, is defined as the _____ rate from the Resource Revisions form.

The answers are in *Appendix B*.

Advanced & Technical



Equipment/Plant Maintenance Global Updates

Objectives

- To make system-wide updates to:
 - Equipment information
 - Work order information
 - PM schedule information
 - Accounts and ledgers
- To identify the purpose for each global update program
- To determine when to use each global update program

About Equipment/Plant Maintenance Global Updates

Use global update programs to make system-wide changes that affect a variety of information within the Equipment/Plant Maintenance. For example, you can:

- Update tickler dates in the message log
- Update the search word table when you add new equipment
- Create PM schedules for groups of similar equipment
- Make additions or changes to groups of related PM schedules, such as:
 - Schedule dates
 - Service intervals
 - Priorities
- Update maintenance and work order tables when you revise equipment numbers on the equipment master
- Recalculate work order costs to reflect actual time spent on each maintenance task
- Update all work orders and equipment masters when you revise parts lists
- Update all affected G/L transactions when you revise work order phase codes or equipment numbers
- Update equipment tables when you revise numbers in your chart of accounts

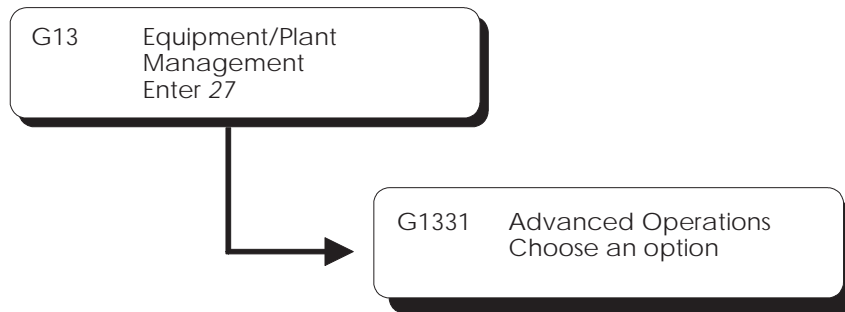


- Restore account balance information if your account balance data is corrupted
- Update the Account Ledger table (F0911) when you change the symbol that you use to identify equipment numbers

Equipment/Plant Maintenance global updates consist of the following tasks:

- Updating equipment information
- Updating work order information
- Updating PM schedule information
- Updating accounts and ledgers

Update Equipment Information



Updating Equipment Information

You can update certain equipment information globally to reduce the amount of processing time it takes to maintain current equipment information in your system and throughout your organization.

Updating equipment information includes the following tasks:

- Updating the message log
- Updating the search word table

Updating the Message Log

Run the Update Message Log program to keep tickler dates and units current in the message log. For example, if you set up a reminder message to appear at 3,000 miles for a piece of equipment, you use this update to ensure that the message appears when the equipment reaches the 3,000-mile mark.

The Update Message Log program 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.



You should run this program only if you use the Tickler Miles/Hours field in the message log.

When you select Update Message Log, the system submits the job directly to batch. You should update the message log frequently to keep message tickler units current. J.D. Edwards recommends running Update Message Log as part of your unattended operations.

See Also

- *Working with Message Logs* for more information about using tickler dates and units
- *Technical Foundation Guide* for more information about running unattended operations (SLEEPER)

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 that you might use on a search form to access equipment information that you need.

The Build Search Word File program scans your equipment information and creates a table of all the words found in the following places:

- Item Master table (F1201):
 - Equipment description fields
 - Any remark fields
 - Model number
 - Authorization for expenditure (AFE) number
 - Any of the first ten category code fields
- Supplemental Data tables (F12090, F12092, and F12093):
 - User defined codes
 - Remark fields
 - Narrative text

When you select Build 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 in your system. J.D. Edwards recommends running this program as part of your unattended operations.

What You Should Know About

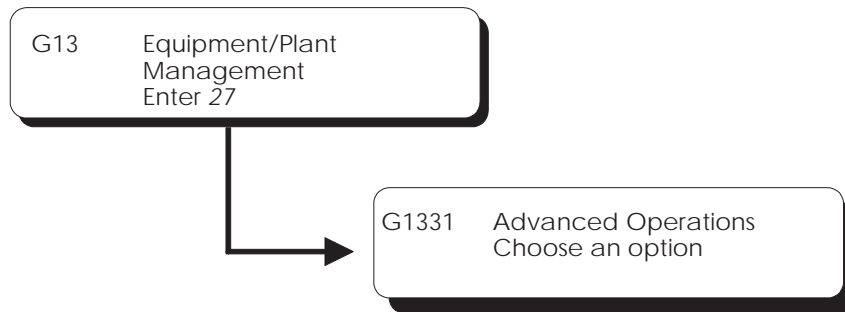
Using uppercase and lowercase descriptions for equipment

The Build Search Word File program is not case sensitive. The system locates and retrieves words in the description fields for equipment regardless of whether they are upper- or lowercase.

See Also

- *Searching for Equipment Information* for more information about performing a query search to locate equipment
- *Technical Foundation Guide* for more information about running unattended operations (SLEEPER)

Update Work Order Information



Updating Work Order Information

You can update certain work order information globally to reduce the amount of processing time it takes to maintain current information throughout your organization.

Updating work order information includes the following tasks:

- Updating work order cost
- Updating the standard parts list
- Updating the phase or equipment number in the G/L

Updating Work Order Cost

Run the Update Work Order Cost program to replace the actual hours in the Work Order Routing table (F3112) with the total hours for each operation sequence from the Payroll Transaction History table. The program also reads the Account Ledger table for material and subcontract amounts. The program then updates the following information in the Work Order Master table:

- Actual labor costs
- Actual material costs
- Actual hours

- Actual amount



The Update Work Order Cost program updates only the work orders that have a blank Subledger Inactive field, indicating that the work order is still open for additional transactions.

What You Should Know About

Closed work orders

You close a work order by entering a value in the Subledger Inactive field on Work Order Entry. The system automatically updates the costs for a work order interactively when you close a work order. For integrity purposes, the system does not allow you to enter transactions against a work order for which you have entered a value in the Subledger Inactive field.

See *Updating the Life Cycle Information of a Work Order* for more information about closing a work order.

Updating the Standard Parts List

When you change a work order parts list, you can update the Bill of Materials Master table (F3002) to ensure that all future work orders that use the same standard parts list reflect the change.

When you add a part to a work order parts list, the Update Standard Parts List program adds the part to the standard parts list. When you change the quantity of a part on the work order parts list, the program updates the quantity on the standard parts list.

What You Should Know About

Updating parts quantities

The Update the Standard Parts List program compares the transaction quantity on the work order part to the quantity indicated on the standard parts list when it updates the standard parts list.

Updating the equipment parts list

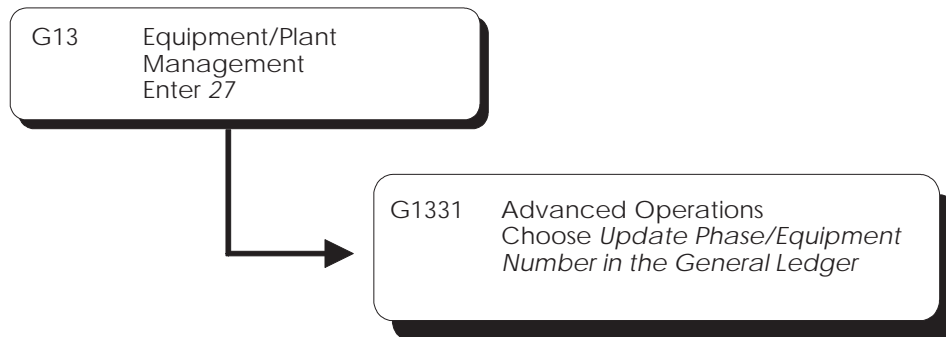
You can use the Update the Standard Parts List program to update the equipment parts list. The update program works the same way as for the standard parts list, except that it updates the standard parts list from the Equipment Master table (F1201) instead of the Work Order Master table (F4801).

Processing Options for Standard Parts List Update

UPDATE OPTIONS:

1. Enter a '1' to run in Final Mode and update the standard parts list. Leave blank to run in Preliminary Mode and print report only. _____
2. Enter a '1' to use Original Quantity when Transaction Quantity is zero. Leave blank to use zero quantity on update. _____
3. Enter a '1' to also update Standard Parts List of the piece of equipment on the work order. _____

Updating the Phase or Equipment Number in the G/L



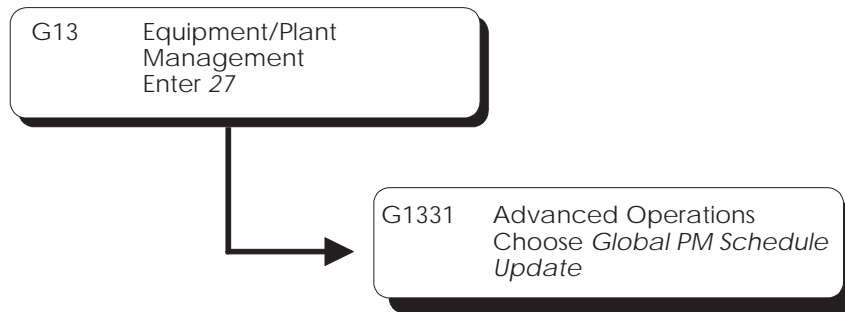
If you post work order transactions to the general ledger and then change the equipment number or the phase code on the work order, you should run this update to ensure that the Account Ledger table (F0911) reflects the most current work order information. You can use this program to reflect changes to the phase code or equipment number for multiple work orders. You can also use this program to enter a value in the phase field on many general ledger transactions.

When you choose Update Phase/Equipment Number in the General Ledger, the system submits the job directly to batch processing.

Before You Begin

- Back up the Work Order Master table (F4801)
- Verify that no one accesses the Work Order Master table while you run this procedure

Update PM Schedule Information



Updating PM Schedule Information

You can update PM schedule information to:

- Create PM schedules for similar equipment
- Make global changes to PM service types
- Reflect changes you make to equipment numbers throughout your maintenance operation

Updating PM schedule information consists of the following tasks:

- Updating PM schedules
- Updating equipment numbers

Updating PM Schedules

You can globally add, change, or delete PM schedules. You specify the service type that you want to change and enter information about the equipment for which you want the changes to apply.

You can also make global revisions to a group of PM service types. You narrow the equipment for which you want the revisions to apply by using any

combination of the first ten equipment category codes. For example, for any service type, you can:

- Change the service interval
- Revise the schedule date
- Revise the maintenance priority
- Revise the procedure number
- Assign a different model work order number
- Revise the value in the Occurrences field
- Revise the frequency indicator
- Revise the multiple work order code

You can also globally create PM schedules for multiple pieces of equipment that you place in service whose maintenance requirements are similar.

The Global PM Schedule Update program immediately updates the Maintenance Schedule table (F1207) depending on the information that you change. Consider the following guidelines when you update PM schedule information:

- If you enter a schedule date, the system removes all other meter service intervals.
- If you enter a meter service interval, the system removes the schedule date.
- If you enter a schedule date and a frequency indicator, the system removes any existing service days.
- If you enter a schedule date and service days, the system removes the existing frequency indicator.

To update PM schedules

On Global PM Schedule Update

Service Type: HRLON
 Category Codes: CLM * EQM * MFG * YR * USE *
 (* = All) EQ1 * EQ2 * EQ3 * CC9 * GRP *
 Service Days: 120
 Service Miles:
 Service Fuel:
 Service Hours:
 Schedule Date: 6/30/98
 Maintenance Priority: M
 Procedure:
 Model W.O. Number: 3105
 Occurrences:
 Frequency Indicator:
 Multiple W.O. Code:
 Enter ^Y to Update

F10=Item PM Schedule F14=Completed PM F24=More Keys

1. Complete the following fields to locate the service type and equipment that you want to update:
 - Service Type
 - Category Codes 01–10
2. Complete any of the following fields to change the service type:
 - Service Days
 - Service Miles
 - Service Fuel
 - Service Hours
 - Schedule Date
 - Maintenance Priority
 - Procedure
 - Model W.O. Number
 - Occurrences
 - Frequency Indicator
 - Multiple W.O. Code

The system displays a message.

3. Type Y to complete the update or N to cancel the update.

What You Should Know About

Reviewing equipment that is affected by the update

Choose Completed PM to review the equipment that is affected by the changes you specify on Global PM Schedule Update.

NOTE: Make this selection after the system displays the update message but before you enter your response.

Creating PM schedules for multiple pieces of equipment

You can create PM schedules for multiple pieces of equipment by using Global PM Schedule Update. This is particularly useful when you set up your system initially or when you add multiple pieces of identical equipment to your operation. You create a PM schedule globally by assigning a service type to equipment that matches specific selection criteria. You use the first ten equipment category codes to select the equipment for which the PM schedule applies.

CAUTION: When you create PM schedules globally, the system updates the PM schedules for all equipment that matches the equipment category codes that you specify. If you are uncertain whether creating PM schedules globally will effect equipment for which you have previously created PM schedules, and you do not want the new PM information to apply, you should not use Global PM Schedule Update. Instead, create individual PM schedules using Item PM Schedule.

See *Creating an Equipment PM Schedule* for more information.

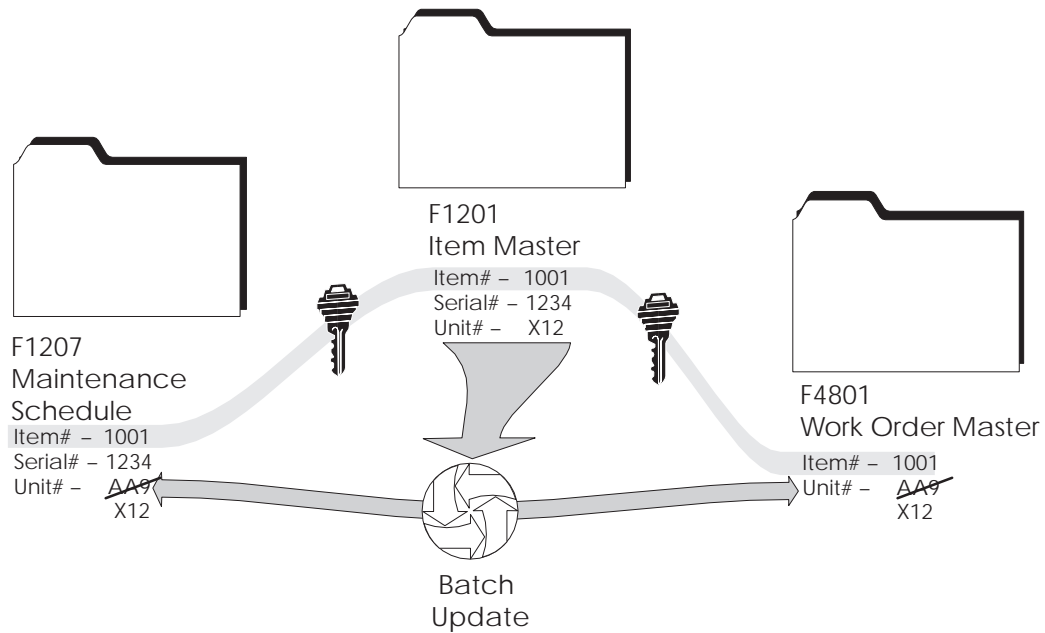
Updating Equipment Numbers

If you change the unit number or serial number for a piece of equipment, the system updates only the equipment master in the Item Master table (F1201). The system does not automatically update other tables that store equipment numbers.

If you change a unit or serial number in the Item Master table, you must run the Update Unit/Serial Number from F1201 program to update the numbers in the following tables:

- Maintenance Schedule (F1207)
- Meter Reading Estimates (F1306)
- Maintenance Rules (F1393)
- Work Order Master (F4801)

The following graphic shows the process by which the system updates equipment numbers based on the Item Master table.

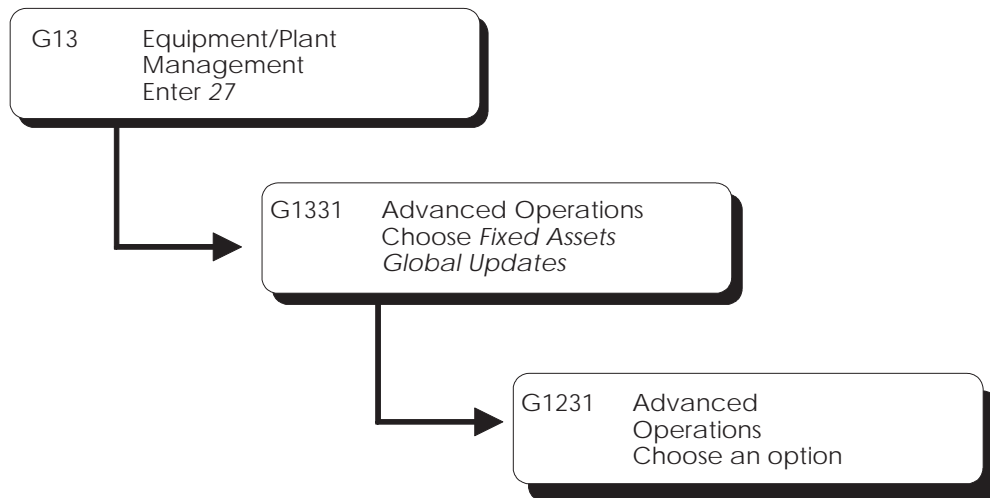


When you update equipment numbers, the system submits the job directly to batch.

Before You Begin

- Back up any of the tables that you plan to update.
- Verify that no one accesses these equipment tables while you run this program. The program is unable to update records that are locked by other system applications. Any equipment information that a user accesses elsewhere in the system will not be affected by the update.

Update Accounts and Ledgers



Updating Accounts and Ledgers

You need to update the accounts and ledgers in your system if you change your chart of accounts, frequently add new pieces of equipment, and so on, for your organization.

Updating accounts and ledgers includes the following tasks:

- Updating company and account numbers
- Running the Repost Ledger program
- Updating the item number in the Account Ledger

Updating Company and Account Numbers

You must update company numbers and account numbers in the Item Balances table (F1202) when the company numbers and account numbers in the Item Balances table do not match those in the Account Master table (F0901).

Company and account numbers in the Item Balances table might not match those in the Account Master table if you change an existing account number or company for an account within the fixed asset (FX) range.

Run the Update Company Number, Business Unit/Object/Subsidiary program any time that you change an existing account in your chart of accounts. For example, run this program when you:

- Change the object or subsidiary of an existing account
- Assign existing accounts to a different business unit
- Assign an existing business unit to a different company



You do not have to run this program when you add an account number. You run this program only when you make changes to existing account numbers.

The Update Company Number, Business Unit/Object/Subsidiary program updates information from the Account Master table based on the system-assigned, short account ID number. The program does not update accounts in the Item Master table (F1201).

When you update company and account numbers, the system submits the job directly to batch.

Before You Begin

- 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.

Running the Repost Ledger Program

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 means of restoring account information. For example, run the repost if account balance information is damaged as a result of hardware failure.

The Repost Ledger 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 equipment.
- A valid equipment number that exists in the Item Master table (F1201).
- A transaction ledger type set up in Item Setup Default Coding, if one doesn't already exist in the Item Balances table.
- A transaction account number in the Account Master table (F0901). The account number must be within the FX range of accounts in the automatic accounting instructions.

- Period postings for individual equipment. The transaction must not be a balance forward record and cannot be summarized by period and account.



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.

When you select Repost Ledger, the system displays a caution message. Proceed with the post. The system displays a DREAM Writer versions list. The versions list contains 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.

Before You Begin

- Verify that the following procedures are complete:
 - All transactions are posted first to the general ledger and then to equipment.
 - All depreciation and transfer transactions are posted first to equipment and then to the general ledger.
- Verify that no one accesses the general accounting or fixed asset tables. The program is unable to update accounts that are locked by other system applications. Any accounts that a user accesses elsewhere in the system will not be updated.

See Also

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

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 Equipment Item Number in the Account Ledger

If you change the symbol you use to identify the item number for equipment, you must run the Refresh Item Number in F0911 program. Run this update to ensure that all posted account ledger transactions contain the current item number format.

The item number and the symbol used to identify it are stored in the Account Ledger table.

When you run Refresh Item Number in F0911, the job is submitted directly to batch.

Before You Begin

- 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 accounts that a user accesses elsewhere in the system will not be updated.

Test Yourself: Equipment/Plant Global Updates

1. The Build Word Search File program should be run on a regular basis so that new equipment can be found when using the _____ on Equipment Search.

2. True or False

Because the Update Word Order Cost program is run automatically when a work order is closed, it ignores the Subledger Inactive field.

3. True or False

The Global PM Schedule Update program can be used to make changes to all PMs that have the same category codes, as well as to add PMs to new equipment or delete service types from the Item PM Schedule.

4. True or False

The Update Company Number, BU/OBJ/SUB program is run only if you make a change to an existing Account Master (F0901) that falls within the accounts defined in the FX AAls.

5. The Repost Ledger program should never be run if you have _____ G/L Transactions (F0911) that fall within the FX AAls.

The answers are in *Appendix B*.



Data Purge and Archival

Objectives

- To remove historical or obsolete information from Equipment/Plant Maintenance tables

About Data Purge and Archival

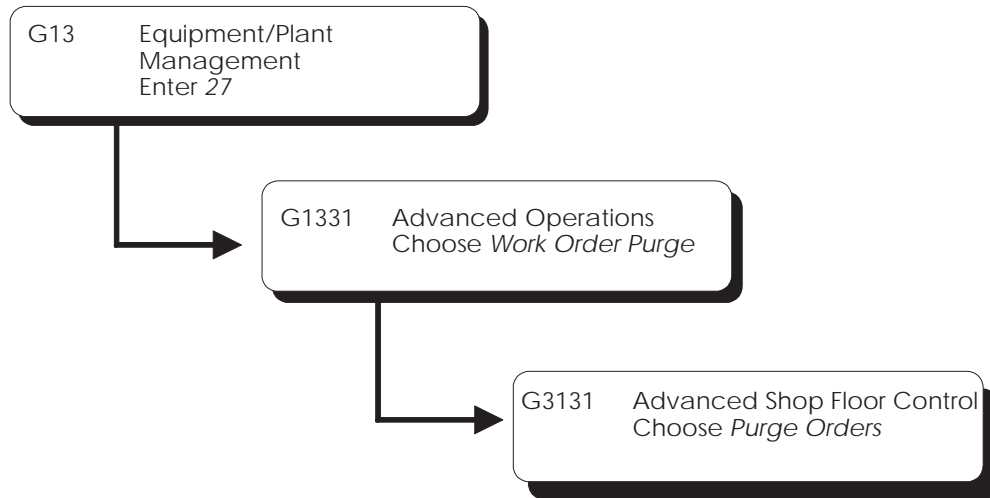
You can increase your system's processing speed and create more storage space for current data by deleting selected information from your system that is old or inaccurate. When you use the purge programs in Equipment/Plant Maintenance, you can purge entire tables or specific data within tables. You can also archive the information you purge.

Purging and archiving data consists of the following tasks:

- Purging work orders
- Purging selected equipment information



Purge Work Orders



Purging Work Orders

You can purge work orders from your system to free space and to make your system operate more efficiently.

When you run the Purge Orders program, you use DREAM Writer data selection to specify which work orders that you want to purge from the Work Order Master table (F4801). In addition, the system purges related information from the following tables for the work orders that you select:

- Work Order Instructions (F4802)
- Work Order Parts List (F3111)
- Work Order Routing Instructions (F3112)
- Work Order Time Transactions (F31122) that are not used by Equipment/Plant Maintenance

You can use processing options to save purged work order information in a special purge library.

When you choose Purge Orders, the system displays a DREAM Writer versions list. The versions list includes DEMO versions that you can run or copy and

modify to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the job for processing.

See Also

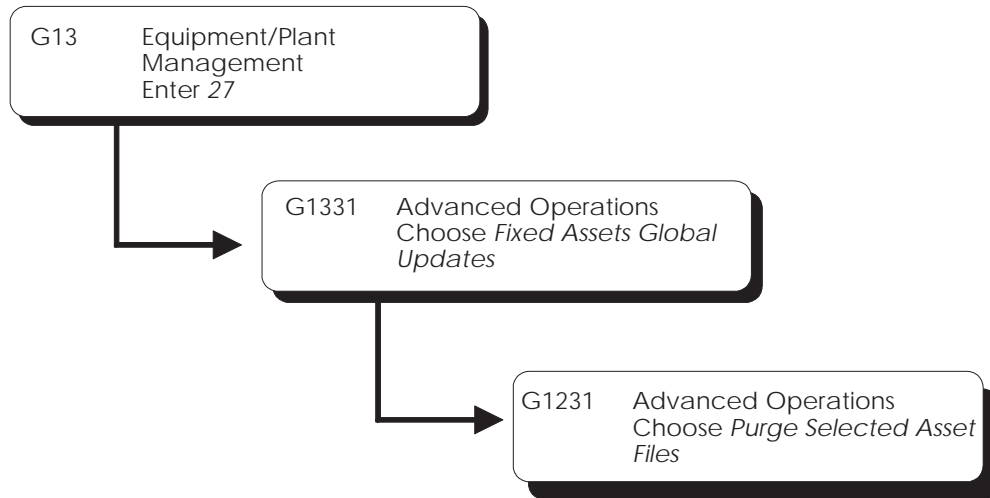
- *Technical Foundation Guide* for more information about running, copying, or changing a DREAM Writer version

Processing Options for Purge Work Orders

Enter a '1' to save the purged records
to a special purge library. (Default
of blanks will NOT save any purged
records.)

Enter a '1' to reorganize the purged
file. (Default of blanks will NOT
reorganize the file.)

Purge Selected Equipment Information



Purging Selected Equipment Information

You can delete out-of-date or obsolete equipment information from your system. When you use the Purge Selected Asset Files program, you can purge entire data tables or specific data within the tables. You can also archive the records that you purge.

Use DREAM Writer versions to delete only those records that you specify in Processing Option Revisions. Company number and item number are mandatory data selections for this procedure.

Run the purge 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

When you run this program, all information that the system purges is transferred 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.

If a purge table does not currently exist in your system, the program creates purge tables in the same library in which the corresponding tables exist. If the

purge table already exists in your system, this program adds purged records to the existing table.

J.D. Edwards strongly recommends that you back up any of the following tables you plan to purge:

- 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)

After you run the purge program, you can save the purge tables on a diskette or tape to archive the information. You can then delete the purge tables from your system. You do not have to archive your purged equipment information. If you do not want to save the information in a purge table, delete it from the system without saving it on a diskette or tape.



Ensure that no one accesses the general accounting or equipment tables while you run this procedure. The program is unable to purge information in tables that are locked by other system applications. Any information in tables that a user accesses elsewhere in the system will not be purged.

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

After the purge is complete, the program prints a report that includes the equipment number, description, responsible business unit, and disposal date (if applicable) of the purged equipment. The report also shows which tables included records that were purged and a summary showing how many records were purged from each table.

Before You Begin

- Run the Asset Account Balance Close program
- Back up any tables that you plan to purge

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



Equipment/Plant Maintenance Reports

Objectives

- To identify the DREAM Writer reports that are available in the Equipment/Plant Maintenance system
- To use DREAM Writer reports for controlling and reporting on Equipment/Plant Maintenance

About Equipment/Plant Maintenance Reports

Equipment/Plant Maintenance provides a variety of reports to help you review and manage information about your equipment and its maintenance.

You can print cost reports to review financial information about your equipment. Cost reports can display the following information:

- Equipment account balances, such as acquisition costs, revenue amounts, expense amounts, and so on
- Variances between revenue and expenses for a piece of equipment
- All equipment transactions

Equipment/Plant Maintenance includes two reporting tools that you can use to customize reporting information:

- Report Writer (STAR — Spreadsheet Tool for Asset Reporting)
- World Writer

Use Report Writer to generate custom reports from information stored in the Item Master table (F1201) and the Item Balances table (F1202).

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 reports based on specific tables.

You can print work order reports to review information about maintenance work orders. Work order reports can display the following information:

- Work order status



- Detailed or summarized work order costs
- Project information, including Gantt charts and project status summary
- Variances between projected and actual work order costs
- All work orders associated with a particular piece of equipment
- Work order parts and labor routing information by piece of equipment

You can print maintenance planning reports to review information about your planning processes. Maintenance planning reports provide information about projected PMs, projected parts requirements, and projected labor resource requirements

You can print PM reports to review PM information, such as:

- Status of service types for a piece of equipment
- Maintenance messages
- The frequency of occurrence for selected service types

Printing Equipment/Plant Maintenance reports consists of the following tasks:

- Printing equipment reports
- Printing cost reports
- Printing work order reports
- Printing maintenance planning reports
- Printing PM reports

See Also

- *Technical Foundation Guide* for more information about running a DREAM Writer program

Print Equipment Reports

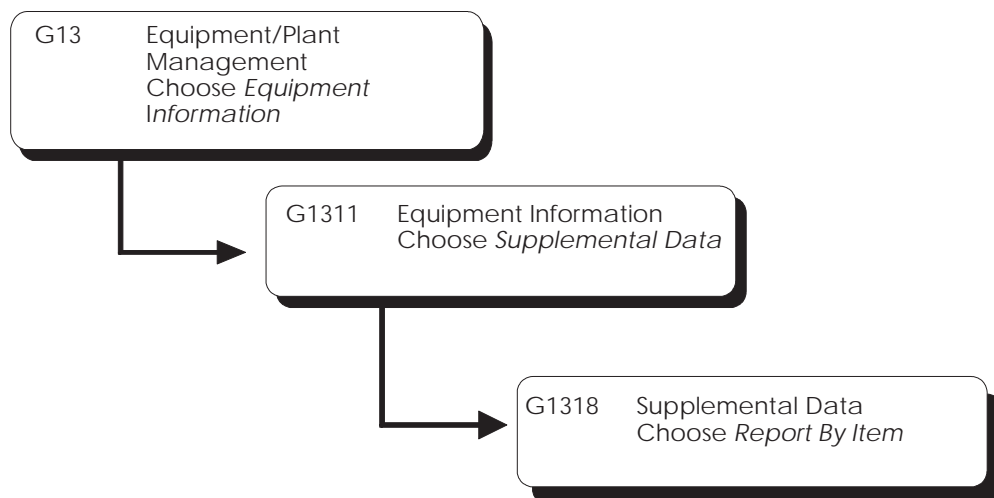
Printing Equipment Reports

Print an equipment report to review and manage information, such as supplemental data, specification data, location history, and so on.

Printing equipment reports includes the following tasks:

- Printing the Supplemental Data by Item report
- Printing the Supplemental Data by Type report
- Printing the Specification Data report
- Printing the Location Tracking report

Printing the Supplemental Data by Item Report



You can print the Supplemental Data by Item report to review a list of additional information by supplemental data type that you assigned to individual pieces of equipment. For example, you can print a report that shows all supplemental data

types assigned to a particular motor grader. This report draws its information from the following tables:

- Fixed Assets Supplemental Data Codes Types (F12092)
- Fixed Assets Supplemental Data Text (F12093)
- Item Master (F1201)
- General Message Detail (F00192)

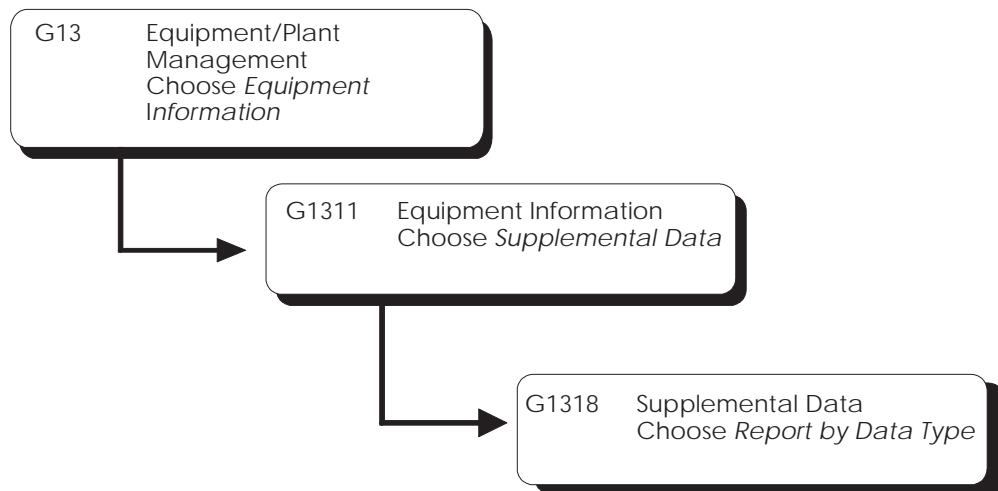
12400	J.D. Edwards & Company		Page Number	2
	Fixed Assets Suppl Data - By Item Number		Date	4/22/96
Item Number	1300	Backhoe, Caterpillar 426 Heavy Duty Bucket Extendable Stick		
Parent Number	1300			
Company Number	50	A Model Construction Mgmt Co		
Location	5003	Airport Access Road		
Capacity				
=====				
	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 Supplemental Data by Item 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 Supplemental Data by Type Report



You can print the Supplemental Data by Type report to review a list of additional equipment information based on a particular supplemental data type. For example, you set up a supplemental data type for vibration readings. You can print a report that displays vibration readings for all pieces of equipment for which you have assigned the supplemental data type for vibration readings. This report draws its information from the following tables:

- Fixed Assets Supplemental Data Codes Types (F12092)
- Fixed Assets Supplemental Data Text (F12093)
- Item Master (F1201)
- General Message Detail (F00192)

Equipment/Plant Maintenance

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J.D. Edwards & Company
All Item Numbers by Data Type - Item #

Page Number 2
Date 4/23/96

Capacity

```

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

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

                                          Total for: Fuel Capacity                128.00

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

                                          Total for: Oil Reserve Capacity                9.45
                                          Total for: Capacity                137.45
    
```

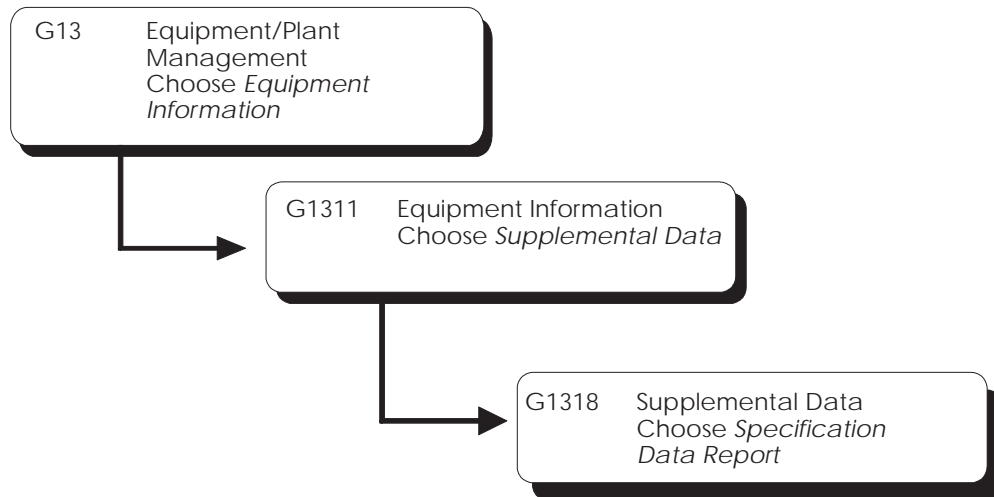
Processing Options for Fixed Assets by Data Type Report

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



You can print the Specification Data report to review the static data, such as nameplate information and specification sheet data, that you record for individual pieces of equipment. This report draws its information from the following tables:

- Specification Data (F1216)
- Specification Cross Reference (F1215)

You can use processing options to print a template of the report that includes the equipment number and descriptions of the data fields, as well as space to record the data. You can then fill in the data for the equipment.

12416

J.D. Edwards & Company
Specification Data Report

Page - . . . 2
Date - . . . 4/22/96

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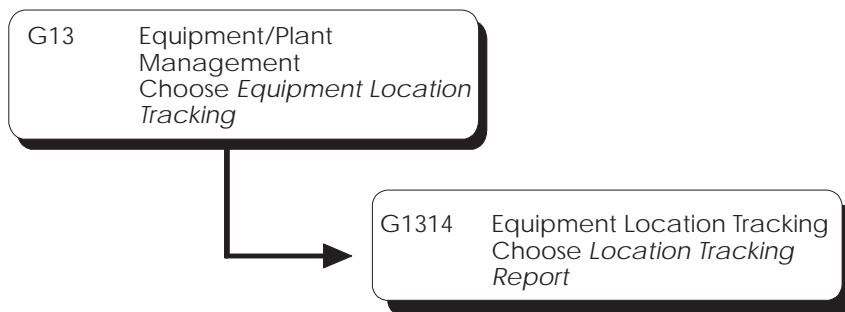
Item Number. . . . . 11236           Motor, 500hp GE
Page No. . . . . 01

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.

Printing the Location Tracking Report



Print the Location Tracking report to review equipment movement and relocations. Depending on the version that you run, the report shows information by item number or by location.

The Location Tracking report is a printed version of the information that the system displays on Transfer Processing. The system prints the current, historical, and planned (or future) locations for each piece of equipment. You can also use this report to print location tracking text.

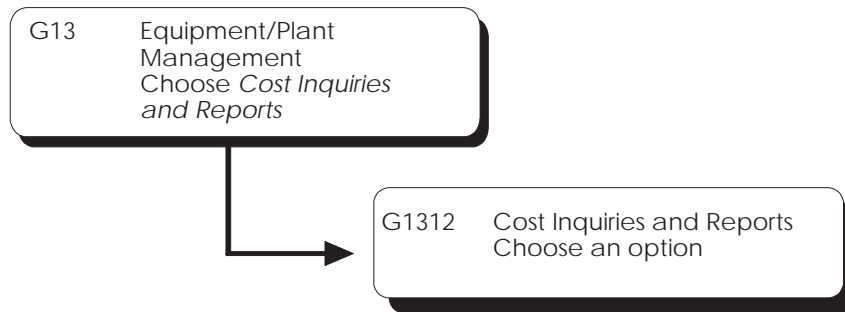
12460		J.D. Edwards & Company Location Tracking Report By Item Number						Page - 2 Date - 4/22/96		
Item Number . .	10823	Exhaust Fan, 500hp								
Item Number	Location	Description	L C	From / Thru Date	Begin	Remark	Transfer Number	Rt Cd	Quantity	Eq A St C
10823	L1		C	05/05/94	00:00		38		1.00	1
	Aisle.	Bin.			00:00	Amt.	Rate Grp.			
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.			
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.			
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.			
10823	L2		H	03/15/93	00:00		36	NB	1.00	WK 1
	Aisle.	Bin.		04/07/94	00:00	Amt.	Rate Grp.			
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.			
10823	MSHOP		H	04/07/94	00:00		37	NB	1.00	DS 1
	Aisle.	Bin.		05/05/94	00:00	Amt.	Rate Grp.			
	Bus Unit.	SHOP Obj. 8435	Sub.			Sbl/Type.	Rate Tbl.			

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.

Print Cost Reports



Printing Cost Reports

Print cost reports to review and analyze equipment costs and transactions, such as equipment account balances, variances between costs and revenues, and so on.

Printing cost reports includes the following tasks:

- Printing the Equipment Cost Analysis report
- Printing the Equipment Variance report
- Printing the Transaction Ledger report
- Printing reports using Report Writer
- Printing World Writer reports

Printing the Equipment Cost Analysis Report

You can print the Equipment Cost Analysis report to review account balances for specific pieces of equipment. The report shows acquisition costs, depreciation amounts, revenue and expense amounts, and so on, for the equipment that you specify. You can analyze these amounts in month-to-date, year-to-date, or inception-to-date increments.

You can use processing options to display the equipment usage amounts in units, such as miles or hours. You can review the total units a piece of equipment has accumulated, as well as the per unit cost. The system derives per unit costs by dividing account balances by total accumulated units.

You can choose from three versions of this report:

Detail	Shows account balances for each business unit and object account.
Summary	Shows interim total amounts only, such as: <ul style="list-style-type: none">• Net book value• Revenue earned• Ownership costs• Operating costs• Maintenance costs• Usage amounts
Object	Shows the summarization of identical object accounts that belong to different business units.

You can use processing options to determine the ledger type that you want to review. You can also omit items with zero account balances. Using data selections, you can print this report for selected companies, business units, category codes, and so on.

Equipment Cost Analysis Report - Detail

12424

J.D. Edwards & Company
Equipment Cost Detail

Page - 3
Date - 07/26/94
Through Date/Period - 06/30/98

Item Number	Asset Description Account Number	Sub Ledger	S T	Cost Account Description	Amount			Amount/Hour		
					ITD	YTD	MTD	ITD	YTD	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 Equipment Cost Analysis Report

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 revenue and expenses.

You can view usage hours and other unit costs for each item that you print. A grand total of revenue, expense, and usage amounts for all items prints at the end of the report.

You can use processing options to define the range of accounts that you want the system to use for calculating amounts. You must define an account range for the Standard Amount column, which represents revenue totals, and for the Actual Amount column, which represents expense totals. You must also specify the accounts from which unit amounts are drawn for the Actual Hours column.

The Estimated Rate, Actual Rate, and Rate Variance columns represent unit costs. The system calculates these unit costs by dividing revenue and expense amounts by actual hours.

Use processing options to specify a date range and indicate whether you want the report to print inception-to-date amounts. If you indicate inception-to-date amounts, the system adds prior year balances to the amounts that are within the date range you specify.

You can print two versions of the Equipment Variance report:

Variance by job

Prints amounts for equipment items that you have assigned to a particular location

Variance by item

Prints information about the pieces of equipment that you specify

Equipment Variance Report - By Job

13400

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

Page No. 2
Date - 07/26/94
As of 12/31/98

Item Number	Description	Location	Responsible Cost Center	Actual Hours	Standard Amount	Actual Amount	Variance	Estimated Rate	Actual Rate
1014	Earthwork Scraper	5005-0000	50		1,544.28-	1,544.28			
1014	Earthwork Scraper	501	50		386.07	386.07			
1018	Ace Truck, 3/4 Ton Panel	501	YARD	2,525.00	13,647.87	13,647.87-			5.40
Location . . .	501 Potomac Hotel			2,525.00	11,717.52	11,717.52			
				2,525.00	11,717.52	11,717.52			

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

You can print the Transaction Ledger report to review all the transactions for a piece of equipment. The report prints the transactions by company and in the order that they occurred. You can view the item number, the affected account, a brief explanation, the G/L date, a dollar and unit amount, and so on, for each transaction. The report shows currency and unit totals for each company.

The transactions that print on the Transaction Ledger report come from the Account Ledger table (F0911), which stores journal entry audit trails. Unless you specify otherwise, the report includes all equipment transactions that have accumulated in the Account Ledger since the ledger was last summarized.

You can run two versions of this report:

Posted

Prints equipment transactions that are posted to equipment and the general ledger.

Unposted

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

12420		J.D. Edwards & Company				Page	-	22
		Fixed Asset Ledger - Posted				Date	-	6/08/98
Item Number	Subledger/Type G/L Account	Item Description Account Description Explanation	Do Ty	Document	G/L Date	Amount	Units	H LT D
			1					
1300	YARD.8421	Backhoe, Caterpillar 426 Ownership Portion	T5	125	4/30/98	40.00-	8.00-	AA
1329	YARD.8421	Truck, Pickup, Ford Ownership Portion	T5	125	4/30/98	6.00-	8.00-	AA
1388	YARD.8421	Scrapper, Auger, CAT 651E Ownership Portion	T5	125	4/30/98	80.00-	8.00-	AA
2049	YARD.8421	Truck, Pickup, Ford Ownership Portion	T5	125	4/30/98	6.00-	8.00-	AA
1300	YARD.8422	Backhoe, Caterpillar 426 Operating Portion	T5	125	4/30/98	80.00-		AA
			1					

Processing Options for Transaction Ledger

PRINT SELECTION:

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

Printing Reports Using Report Writer

You can use Report Writer to maintain and print 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 report columns to suit your needs. Report Writer reports on information 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

Printing World Writer Reports

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 reports based on specific tables. In Equipment/Plant Maintenance, these tables are as follows:

- License Master (F1206)
- Location Tracking (F1204)
- Status History (F1307)
- Maintenance Schedule (F1207)

Equipment/Plant Maintenance includes the following World Writer reports:

On the Equipment Information menu

- License Renewal Report
- Equipment Status History Report

On the Equipment Location Tracking menu

- Equipment Location History Report
- Equipment Location Detail with Remarks
- Equipment Location Detail with Audit Trail

On the Equipment/Plant Maintenance menu

- Percent Complete Report — Item
- Percent Complete Report — Unit
- Work Order Status History Report

You can change the fields and data selection on any of these reports.

Sample — License Renewal Report

License Renewal Report									
Lic Ren MO	Issuing Agency	Address Line 1	Item Number	Description	License Number	License Fee	ST	Lic Ren Year	Lic Ren Day
2	2292	Colorado State Treasurer Colorado Department of Reven Taxpayer Service Division	1001	AA9 Motor Grader Ripper, Power Assist, Push Block, Scarifier, Encl Cab	PRF778	178.92	CO	99	28
Licensing Agency Address No. . 2292 Colorado State Treasurer						Sum			
Grand Total Level						Sum			

Print Work Order Reports

Printing Work Order Reports

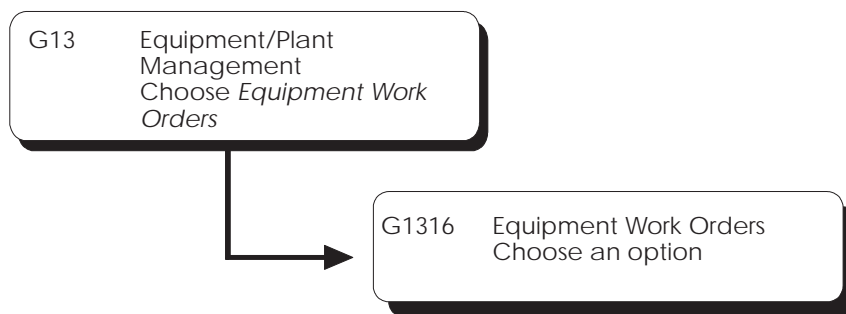
Equipment/Plant Maintenance provides you with a variety of reports to help you review and manage information about work orders. Work order reports can display the following:

- Standard work order information, such as work order status and work order costs
- Project management information, such as the costs associated with each phase
- Work order information for specific pieces of equipment, such as work orders associated with a particular equipment malfunction and total work orders completed for a piece of equipment
- Budget information, such as a comparison of estimated and actual work order costs
- Labor resource information, such as labor hours committed to a particular piece of equipment
- Parts information, such as parts requirements and parts availability for outstanding work orders

Printing work order reports includes the following tasks:

- Printing standard work order reports
- Printing project management reports
- Printing the Equipment History report
- Printing the Budget to Actual report
- Printing the Work Order Completion report
- Printing the Labor Utilization report
- Printing the Parts Forecast report
- Printing the Equipment Parts List report

Printing Standard Work Order Reports



You can print standard work order reports to track the progress of work orders by status for a particular date. You can also review the costs associated with selected work orders. In addition, you can print detailed reports about supplemental data for your work orders.

Printing standard work order reports includes the following tasks:

- Printing the Work Order Status report
- Printing the Work Order Cost Summary report
- Printing the Work Order Cost Detail report
- Printing the Work Order Supplemental Data by Order Report
- Printing the Work Order Supplemental Data by Type Report

Printing the Work Order Status Report

Print the Work Order Status report to review the detailed information that you associate with work orders. You can use the report to track and compare the progress of selected work orders. The report includes:

- The number of hours planned for each work order
- The number of actual hours charged as of the date you specify on the report
- The difference between hours planned and hours charged to date

You can use processing options to determine whether the equipment unit number, item number, or serial number prints on the report.

48496

J.D. Edwards & Company
W.O. Summary Status

Page 3
Date 4/25/96

Phas	Cat	St	T	P	W.O. Number	Description	Complete	Hours	Hours	Remain	Over	Status	Comment	Charge to Business Unit	Assign To	Item Number
							Planned	Actual								
					MH 1 4	4095 Tag Equipment - Light Duty		24.00	24.00					Chicago Plant Ma		1221
					MG 1 4	4108 Tag Equipment - Light Duty		24.00	24.00					Chicago Plant Ma		10891
					MK 1 4	4116 Tag Equipment - Light Duty		40.00	40.00					Chicago Plant Ma		1252
					MH 1 4	4124 Tag Equipment - Light Duty		24.00	24.00					Chicago Plant Ma		1227
					MH 1 4	4132 Tag Equipment - Light Duty		24.00	24.00					Chicago Plant Ma		1225
					MH 1 4	4141 Tag Equipment - Light Duty		250.00	266.00	16.00				Chicago Plant Ma		10891
1					MJ 3 3	122850 Teardown Line #1	05/20/98	425.00	408.00	17.00				Chicago Plant Ma		10891
1					MJ 3 3	122868 Retool Line #1	06/10/98	50.00	40.00	10.00				Chicago Plant Ma		10891
1					MJ 3 3	122876 Clean Line #1	06/12/98	50.00	40.00	10.00				Chicago Plant Ma		10891
1					MJ 3 3	122884 Test Line #1	06/15/98	125.00	137.00	12.00				Chicago Plant Ma		10891
2					MA 3 3	122892 Teardown Line #2	06/20/98	315.00	25.00	290.00				Chicago Plant Ma		1252
2					MA 3 3	122905 Retool Line #2	07/10/98	550.00	550.00					Chicago Plant Ma		1252
2					MJ 3 3	122913 Clean Line #2	07/10/98	50.00	50.00					Chicago Plant Ma		1252
2					MA 3 3	122921 Test Line #2	07/10/98	200.00	200.00					Chicago Plant Ma		1252
					ML 6 3	2647 Safety Inspection		3.00	3.00					Yard		1388
					MA 6 3	1960 250 HR Maint-AA9 Motor Grad	01/15/98	3.50	3.50					Yard	Akin, Dwi	1001
					50 6 3	1978 500 HR Maint-AA9 Motor Grad	01/15/98	3.50	3.50					Yard	Akin, Dwi	1001
					MA 6 3	1986 Honda Accord 3000 mile main	01/11/98	3.00	3.00					Yard	Ellis, Fr	1022
					MA 6 3	2006 250 HR Maint Proc	01/27/98	3.00	3.00				250 maintenance	Yard		1042
					ML 6 3	2621 Safety Inspection		3.00	3.00					Yard		1300
					MA 6 3	2639 500 Hour Service	01/03/98	3.50	3.50					Yard		1300
					MA 6 3	2655 1000 Hour Service	01/16/98	3.00	3.00					Yard		1388
					MA 6 1	2663 Safety Inspection	01/15/98	3.00	3.00					Yard		1300
					MA 6 3	2671 1000 HR Maint Proc	01/16/98	3.50	3.50					Yard		1300
					MA 6 3	3084 Safety Inspection		3.00	3.00					Yard		1329
					50 6 3	3228 Safety Inspection		3.00	3.00					Yard		2049
					MA 6 3	3236 Safety Inspection		3.00	3.00					Yard		2053
					MA 6 1	1994 250 HR Maint-1986 140G Grad	01/17/98	3.50	3.50					Yard	Jackson,	1040
F6					MJ 1 2	3252 Brake repair	04/16/98	5.00	4.75	0.25				Yard	Moriya, C	1300
F4					MJ 1 2	3261 Hydraulic fluid leak	04/20/98	2.00	2.00					Yard	McMurray,	1388
F4					MJ 1 2	3279 Won't Start	05/08/98	1.00	1.00					Yard	McMurray,	1300
F1					MJ 1 2	3287 Won't Start	05/13/98	1.00	1.25	0.25				Yard	McMurray,	1388
					MG 6 3	4183 250 Hour Service		3.50	3.50				Model WO for 250 mainte	Yard		1300
					MG 6 3	4191 1000 Hour Service		3.50	3.50				Model WO for 1000 maint	Yard		1300
					MG 6 3	4204 Oil Change		1.00	1.00					Yard		1329
					MG 6 3	4212 Rotate Tires		1.00	1.00					Yard		1329
					50 6 3	4247 Oil Change		1.00	1.00					Yard		2049
					50 6 3	4255 Rotate Tires		1.00	1.00					Yard		2049
					MG 6 3	4263 250 Hour Service		3.50	3.50				Model WO for 250 mainte	Yard		2053
					MG 6 3	4271 500 Hour Service		3.50	3.50				Model WO for 500 mainte	Yard		2053
F8					MH 1 3	3316 broken headlight	06/21/98	2.00	2.00					Yard	Mckenna,	1388
F2					MH 1 2	3308 broken hydraulic line	06/28/98	2.00	2.00					Yard	Mckenna,	1300

Processing Options for Work Order Summary Status

PRINT OPTION:

1. Choose one of the following:
 - '1' = Print equipment item numbers.
 - '2' = Print equipment unit numbers.
 - '3' = Print equipment serial numbers.
 - ' ' = Do not print equipment numbers (default).

Printing the Work Order Cost Summary Report

Print the Work Order Cost Summary report to review cost information about work orders. The report includes:

- The estimated hours and costs for each work order
- The actual hours and costs for each work order
- The difference between estimated and actual hours and costs for each work order

You can use a processing option to specify a date range for the report.

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J.D. Edwards & Company
Work Order Cost Summary

Page 2
Date - 4/26/96

Phas	Cat	St	T	P	W.O. Number	Short Description	Estimated	Actual	Hours	Estimated	Actual	Difference	Estimated	Actual	Difference	Bill to Bus. Unit
MB	1	2			4415	Bearing Replacement				765.00	765.00					Chicago Plant Maint.
MJ	1	3			3071	Too noisy - inspect/repair		1.00		19.75	19.75	1.00-				Chicago Plant Maint.
MJ	6	3			1013	Inspect Bearings	1.50	1.50		29.26	32.39		29.26	32.39	3.13-	Chicago Plant Maint.
MJ	6	3			1336	Replace Rubber Grids	1.50	1.50		453.26	464.41		453.26	464.41	11.15-	Chicago Plant Maint.
MJ	6	3			2043	Replace Hydraulics	3.00	3.25		1,588.26	1,639.48	.25-	1,588.26	1,639.48	51.22-	Chicago Plant Maint.
MJ	6	3			3459	Replace Rubber Grids	1.50	1.50		453.26	456.39		453.26	456.39	3.13-	Chicago Plant Maint.
MJ	6	3			3483	Replace Rubber Grids	3.00	1.50		906.52	452.73	1.50	906.52	452.73	453.79	Chicago Plant Maint.
MJ	6	3			3505	Lubricate Bearings	1.50	1.50		29.26	40.41		29.26	40.41	11.15-	Chicago Plant Maint.
MJ	6	3			3514	Replace Rubber Grids	1.50	3.00		453.26	494.29	1.50-	453.26	494.29	41.03-	Chicago Plant Maint.
MJ	6	3			3536	Replace Rubber Grids	1.50	1.50		453.26	456.39		453.26	456.39	3.13-	Chicago Plant Maint.
F1					3287	Won't Start	1.00	1.25		25.00	39.29	.25-	25.00	39.29	14.29-	Yard
F4					3261	Hydraulic fluid leak	2.00	2.00		100.00	79.00		100.00	79.00	21.00	Yard
F4					3279	Won't Start	1.00	1.00		25.00	19.75		25.00	19.75	5.25	Yard
F6					3252	Brake repair	5.00	4.75		300.00	245.06	.25	300.00	245.06	54.94	Yard
							24.00	25.25		5,581.34	5,204.34	1.25-	5,581.34	5,204.34	377.00	

Processing Options for Work Order Cost Summary

DATE SELECTION:

1. Enter the date range for the report.
Leave blank (default) to include all costs, regardless of their G/L dates.
 - a. From Date: _____
 - b. Thru Date: _____

Printing the Work Order Cost Detail Report

Print the Work Order Cost Detail report to review detailed information on the costs you charge to work orders. You use a processing option to specify the date range for the report. The report includes:

- Actual hours and amounts charged to each work order
- The G/L date for each transaction
- An explanation of each transaction
- Total hours and amounts by phase code

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J.D. Edwards & Company

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Work Order Cost Detail

Date - 4/26/96

Phas	Cat	Cat	St	W.O. Number	Work Order Description	Explanation	Explanation 2	Actual Hours	Actual Amount	G/L Date
				MB 4415	Bearing Replacement	Inventory Issue	Bearings, Roller		765.00	05/28/94
				MJ 3071	Too noisy - inspect/rep	Labor Billing Distributio	Regular	1.00	19.75	03/23/98
				MJ 1013	Inspect Bearings	Labor Billing Distributio	Regular	1.00	19.75	01/20/98
						Labor Billing Distributio	Regular	.50	12.64	01/20/98
				MJ 1336	Replace Rubber Grids	Inventory Issue	Couplings		204.00	02/16/98
						Inventory Issue	Rubber Grids		220.00	02/16/98
						Labor Billing Distributio	Regular	1.00	31.43	02/16/98
						Labor Billing Distributio	Regular	.50	8.98	02/16/98
				MJ 2043	Replace Hydraulics	Inventory Issue	Motor, 1/2 HP		27.50	03/18/98
						Inventory Issue	Hydraulic Pump		1,500.00	03/18/98
						Labor Billing Distributio	Regular	1.50	29.63	03/18/98
						Labor Billing Distributio	Regular	1.75	42.40	03/18/98
						A & D Parts Company	Hydraulic fluid/seals		39.95	03/31/98
				MJ 3459	Replace Rubber Grids	Inventory Issue	Couplings		204.00	03/25/98
						Inventory Issue	Rubber Grids		220.00	03/25/98
						Labor Billing Distributio	Regular	1.00	19.75	03/25/98
						Labor Billing Distributio	Regular	.50	12.64	03/25/98
				MJ 3483	Replace Rubber Grids	Inventory Issue	Couplings		204.00	04/08/98
						Inventory Issue	Rubber Grids		220.00	04/08/98
						Labor Billing Distributio	Regular	1.00	19.75	04/08/98
						Labor Billing Distributio	Regular	.50	8.98	04/08/98
				MJ 3505	Lubricate Bearings	Labor Billing Distributio	Regular	1.00	31.43	04/17/98
						Labor Billing Distributio	Regular	.50	8.98	04/17/98
				MJ 3514	Replace Rubber Grids	Inventory Issue	Couplings		204.00	05/18/98
						Inventory Issue	Rubber Grids		220.00	05/18/98
						Labor Billing Distributio	Regular	1.00	19.75	05/18/98
						Labor Billing Distributio	Regular	2.00	50.54	05/18/98
				MJ 3536	Replace Rubber Grids	Inventory Issue	Couplings		204.00	06/01/98
						Inventory Issue	Rubber Grids		220.00	06/01/98
						Labor Billing Distributio	Regular	1.00	19.75	06/01/98
						Labor Billing Distributio	Regular	.50	12.64	06/01/98
F1	MJ			3287	Won't Start	Labor Billing Distributio	Regular	1.25	39.29	06/15/98
F4	MJ			3261	Hydraulic fluid leak		Regular	2.00	43.00	04/01/98
						A & D Parts Company	Hydraulic Fluid		36.00	04/04/98
F4	MJ			3279	Won't Start	Labor Billing Distributio	Regular	1.00	19.75	06/15/98
F6	MJ			3252	Brake repair		Regular	4.75	117.56	04/01/98
						A & D Parts Company	Brake Parts		127.50	04/04/98
								25.25	5,204.34	

Processing Options for Work Order Cost Detail

DATE SELECTION:

1. Enter the From Date. Leave blank _____
(default) to include all costs with
G/L dates up to the Thru Date below.
2. Enter the Thru Date. Leave blank _____
(default) to include all costs with
G/L dates from the From Date forward.

Printing the W/O Supplemental Data by Order Report

Print the Work Order Supplemental Data to review a list of the additional information by data type that you assigned to individual work orders. The report contains a summary of the information stored in the following tables:

- Work Order Supplemental Data Types (F48090)
- Work Order Supplemental Data Base User Defined Fields (F48092)
- Work Order Master (F4801)

480400		J.D. Edwards & Company			Page Number	2
		Work Order Profile Report			Date	6/06/96
Order Number .	122868 WO	Type	3	Capital Project	Work Order Date.	03/30/95
	Retool Line #1	Priority	3	Normal - ASAP	Start Date . . .	05/20/98
Business Unit.	M38	Status	MJ	W/O Completed	Requested. . . .	05/20/98
Branch/Plant .	STORES	Phase	1	Project Phase 1	Planned Comp . .	06/10/98
Item Number. .		Category 02. .			Completed. . . .	06/10/98
		Category 03. .				
Equipment Listing						
=====						
Equip Clas	Description	Qty Req'd	Est. Cost	Date Req	Leadtim	Remark
01	Motors (M)	2	500.00	05/20/98	20	
06	Conveyors	1	1,000.00	05/25/98	60	
17	Pressure Vessles	1	725.00	06/01/98	45	
	Total -	4	2,225.00			
Budget Estimate						
=====						
Section	Description	Units	Est. Cost	Date Req		Remark
01	General Requirements	1	500.00	05/20/98		
11	Equipment	3	2,250.00	05/28/98		
15	Mechanical	1	3,425.00	06/05/98		
16	Electrical	2	3,150.00	06/10/98		
	Total -	7	9,325.00			
	Total -	11	11,550.00			
	Total -	11	11,550.00			

Printing the W/O Supplemental Data by Type Report

Print the Work Order Supplemental Data by Type report to review a list of additional work order information based on a particular supplemental data type. For example, assume that you have set up a supplemental data type for budget estimates. You can review a list of all work orders for which you have assigned

the supplemental data type for budget estimates. The report contains a summary of the information stored in the following tables:

- Work Order Master (F4801)
- Work Order Supplemental Data Types (F48090)
- Work Order Supplemental Data Base User Defined Fields (F48092)

480410 J.D. Edwards & Company Page Number 2
Date 6/06/96

Equipment Listing
=====

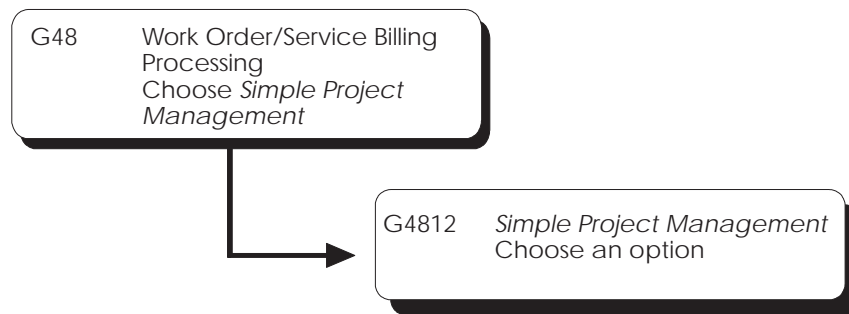
Equip Clas	Order No	Ty	Qty Req'd	Est. Cost	Date Req	Leadtim	Remark
01 Motors (M)	122868	WO	2	500.00	05/20/98	20	
Total for: EQ			2	500.00			
Total for: 06			2	500.00			
06 Conveyors	122868	WO	1	1,000.00	05/25/98	60	
Total for: EQ			1	1,000.00			
Total for: 17			1	1,000.00			
17 Pressure Vessles	122868	WO	1	725.00	06/01/98	45	
Total for: ES			1	725.00			
Total for: 01			1	725.00			

480410 J.D. Edwards & Company Page Number 3
Date 6/06/96

Budget Estimate
=====

Section	Order No	Ty	Units	Est. Cost	Date Req	Remark
01 General Requirements	122868	WO	1	500.00	05/20/98	
Total for: ES			1	500.00		
Total for: 11			1	500.00		
11 Equipment	122868	WO	3	2,250.00	05/28/98	
Total for: ES			3	2,250.00		
Total for: 15			3	2,250.00		
15 Mechanical	122868	WO	1	3,425.00	06/05/98	
Total for: ES			1	3,425.00		
Total for: 16			1	3,425.00		
16 Electrical	122868	WO	2	3,150.00	06/10/98	
Total for: ES			2	3,150.00		
Total for: 16			2	3,150.00		
Total for:			11	11,550.00		

Printing Project Management Reports



You can print project management reports to review and manage information about projects. You can review information about the specific tasks associated with a project, resource requirements, and so on.

Printing project management reports includes the following tasks:

- Printing a Gantt Chart
- Printing the Task Details report
- Printing the Project Punch List report
- Printing the Project Status Summary Report

Printing a Gantt Chart

A Gantt Chart is a graph that displays time on the horizontal axis and tasks on the vertical axis. The chart gives you a graphical representation of start and end points of any series of tasks that make up a project.

When you use a Gantt Chart, you can:

- Review tasks quickly
- Determine which tasks precede others
- Determine if any tasks overlap
- Review under-utilized time between tasks

Use processing options to enter a date for the chart and to select the spreadsheet format that you want to use.

Gantt Chart

Phas	Task	Assigned To	Hours	05/15	05/18	05/25	06/01	06/08	06/15	06/22	06/29	07/06	07/13	07/20	07/27	08/03	08/10	W.O. Number	Rate	Amount	
	J.D. Edwards & Company Gantt Chart All Jobs																				
	Page Date - 4/26/96																				
	PERIOD																				
	Plant Shutdown - Area 2			X	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	X								122841			
1	Project Phase 1																				
1	Teardown Line #1		250.00	X	XXX													122850	5,350.00	5,350.00	
	Retool Line #1		425.00		XXX	XXXXX	XXXXX	XXX										122868	11,550.00	11,550.00	
	Clean Line #1		50.00					XXX										122876	1,000.00	1,000.00	
	Test Line #1		125.00					X	X									122884	3,550.00	3,550.00	
2	Project Phase 2																				
2	Teardown Line #2		315.00					XXXXX										122892	8,675.00	8,675.00	
	Retool Line #2		550.00					XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	122905	16,500.00	16,500.00	
	Clean Line #2		50.00					XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	122913	1,000.00	1,000.00	
	Test Line #2		200.00					XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	122921	6,000.00	6,000.00	

Processing Options for Work Order Gantt Chart

DATE SELECTION:

1. Enter the 'as of' date for the Gantt Chart. _____

SPREAD FREQUENCY OPTION:

2. Enter a '1' to spread the chart monthly. Leave blank (default) to spread it weekly. _____

Printing the Task Details Report

Print the Task Details report to review a listing of the work orders included in a project. In addition to listing the work orders that make up a project, for each work order, the report includes:

- A description of the task
- Estimated number of hours
- Standard message
- Category code 01 (phase)
- An extended description of the task from record type A
- Any standard procedures

48492	J.D. Edwards & Company		2
	Detailed Task Description		4/26/96
Phase . . .		Assigned To	Hours
W.O. Numb.	1986	Honda Accord 3000 mile maint	
		Honda Accord 3000 mile maint	
		Honda Accord 3000 mile maint	
Message No	VEHICLE	Allen, Ray	3.00
These are general guidelines when working on any vehicle.			
1. Check tires for wear			
2. Check windshield for damages			
3. Check for body damage			
Look up the transmission diagnostic data in the Shop Manual. It seems to be hard to shift and is making a low level grinding noise.			

Printing the Project Punch List

Print the Project Punch List to review a summary of the work requested and completed for each work order in a project.

The left side of the report includes the following information about the work that you request when you create a work order:

- Planned completion date
- Work order number and brief description
- Full description (everything associated with record type A for the work order)
- Any standard procedures

The right side of the report includes the following information about the work that is complete or in progress for each work order:

- Current status and status comment
- Manager

Planned W.O. Complete Number	Description	J.D. Edwards & Company Project Punch List	Status	T P Phas	Cat	Cat	Page Date	2	System Admin.
4141	Tag Equipment - Light Duty Tag Equipment - Light Duty		W/O Issued & Released W/O Issued & Released	1	4		4/26/96		
4159	Make and attach yellow equipment tags to all unidentified equipment. Tags should be wired on or attached to base in a visible position. Questions call Murphy at x-318 Repair Scrubbers While Running Repair Scrubbers While Running Repair Scrubbers While Running		W/O Issued & Released W/O Issued & Released W/O Issued & Released	1	1				
	We need to repair the scrubbers on the precipitator as soon as possible. You MUST inform your supervisor immediately if the machine is to be taken off for any repairs. EPA regs. require that they be notified immediately upon shutdown.								
	***** Safety Permits REQUIRED ***** Permit # _____ ***** Special Environmental Suit REQUIRED *****								
4167	If emergency shutdown is necessary notify PRODUCTION MANAGER and Supervisor at once. VENDOR, Rebuild 500 hp Motor VENDOR, Rebuild 500 hp Motor VENDOR, Rebuild 500 hp Motor		Inactive Work Order Inactive Work Order Inactive Work Order	M	3	OT			
4175	Send out to Joe-Bob's Electric Motor Shop for recondition Warranty - Fan Motor Warranty - Fan Motor		Inactive Work Order Inactive Work Order	M	3				
4183	Check motor prior to expiration of the warranty. 1) Check for leaks 2) Check vibration 3) Check for excess heat 4) Check all tolerances 250 Hour Service 250 Hour Service		W/O Ready to Schedule W/O Ready to Schedule W/O Ready to Schedule						Model WO for 250 maintenanc Model WO for 250 maintenanc Model WO for 250 maintenanc

Printing the Project Status Summary Report

Print the Project Status Summary report to review detailed and summary status of the projects assigned to a particular manager. The report lists:

- All work orders assigned to a particular manager
- Number of hours planned for each work order
- Actual hours charged as of the date of the report
- Either the number of hours remaining or the number of hours charged over the original estimate

After listing detailed information for each work order assigned to a particular manager, the report lists a summary of activity for that manager that includes:

- Status
- Type
- Phase (Category Code 01)
- Category Codes 02 through 10
- Priority
- Hours

Page - 2
Date - 4/26/96

J.D. Edwards & Company
SAR Status Report

48495 8414 O'Malley, James P.
Phas Cat St I P W.O. Short Description

Phas	Cat	St	I	P	W.O.	Short Description	Complete	Days	Hours	Planned	Actual	Hours	Remain	Over	Day	Charge to Business Unit	Status	Assign To
					Number		Days			Days	Hours	Hours	Hours	Act			Comment	
M	1	3			120862	Broken windows			2.00			2.00			425	Shop		
F4	M	1	3		120871	Paint fan and housing			8.00			8.00			425	Chicago Plant Maint.		
F6	M	1	3		120889	Balance fan blades			8.00			8.00			425	Chicago Plant Maint.		
F1	M*	1	3		120854	Rolled backhoe in ditch			25.00			25.00			425	Shop		
2	MA	3	3		122892	Tear-down Line #2	06/20/98		315.00		25.00	290.00			394	Chicago Plant Maint.		
2	MA	3	3		122905	Retool Line #2	07/10/98		550.00			550.00			394	Chicago Plant Maint.		
1	MA	3	3		122921	Test Line #2	07/10/98		200.00			200.00			394	Chicago Plant Maint.		
1	MJ	3	3		122850	Tear-down Line #1	05/20/98		250.00		266.00		16.00		394	Chicago Plant Maint.		
1	MJ	3	3		122868	Retool Line #1	06/10/98		425.00		408.00		17.00		394	Chicago Plant Maint.		
1	MJ	3	3		122876	Clean Line #1	06/12/98		50.00		40.00		10.00		394	Chicago Plant Maint.		
1	MJ	3	3		122841	Plant Shutdown - Area 2	06/15/98		125.00		137.00		12.00		394	Chicago Plant Maint.		
1	MJ	3	3		122884	Test Line #1	06/15/98		125.00		137.00		12.00		394	Chicago Plant Maint.		
2	MJ	3	3		122913	Clean Line #2	07/10/98		50.00			50.00			394	Chicago Plant Maint.		

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Date - 4/26/96

J.D. Edwards & Company
SAR Status Report

48495 Summary For - O'Malley, James P.
Status Code/Description

Status Code/Description	Total Plan	Actual	Remain	Over	High	Low	Med	Emergen	Urgent	Normal	Low	Pri	Other
M Maintenance Work Request	3	18.00	18.00										
M* MWO Waiting Manager Appro	1	25.00	25.00										
MA MWO Approved	3	065.00	25.00	040.00									
MJ W/O Completed	6	900.00	851.00	77.00	28.00								
Type of Sar	13	008.00	876.00	160.00	28.00								
1 Maintenance Order	4												
3 Capital Project	9												
Phase	13												
1 Project Phase 1	5												
2 Project Phase 2	4												
	4												
	4												
	13												

Printing the Equipment History Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Equipment History report to review the following information for equipment and equipment components:

- Work orders associated with each piece of equipment
- Problems and possible causes
- Actions that were taken to solve the problem

The report includes completed work orders. You can use processing options to specify a date range to control which work orders that you want to include in the report. You can also specify the work order category codes that you are using to define the problem. In addition, you can specify that the report print the actions that were taken to resolve the problem.



You can only access this report by using the following procedures.

Enter P13420 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

Item Number	W.O.	W.O. Description	Cmplt Date	Failure Code	Action Taken	Actual Downtime
13420						
		J.D. Edwards & Company Equipment History Report				
						Page - 2 Date - 4/26/96
1223	122841	WO Plant Shutdown - Area 2	06/14/98			-----
1252	122892	WO Teardown Line #2	06/20/98			-----
1300	3308	WO broken hydraulic line	06/28/98	Improper Installation/Re		-----
	3279	WO Won't Start	05/08/98	Material or Corrosion Pr		-----
	3252	WO Brake repair	04/18/98	Out of Balance or Alignm		-----
1388	3287	WO Won't Start	05/13/98	Improper Start-Up or Ope		-----
	3261	WO Hydraulic fluid leak	04/20/98	Material or Corrosion Pr		-----
	3316	WO broken headlight	06/21/98	Normal Wear		-----
1564	3295	WO Re-align motor	05/17/98	Improper Installation/Re		-----
10823	3483	WO Replace Rubber Grids	04/08/98			-----
	3505	WO Lubricate Bearings	04/17/98			-----
	3514	WO Replace Rubber Grids	05/18/98			-----
	3536	WO Replace Rubber Grids	06/01/98			-----
10891	122850	WO Teardown Line #1	05/20/98			-----
	122868	WO Retool Line #1	06/10/98			-----
	122876	WO Clean Line #1	06/12/98			-----
	122884	WO Test Line #1	06/14/98			-----

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J.D. Edwards & Company
Budget To Actual ReportPage Number 2
Date 4/26/96

Item Number	Order Number	Estimated Hours	Estimated Amount	Actual Hours	Actual Dollars	Hour Variance	Dollar Variance
	1006 1901	15.00	350.00			15.00	350.00
		15.00	350.00			15.00	350.00
	1221 4052	32.00				32.00	
		32.00				32.00	
	1223 122841						
	1228 4079	40.00				40.00	
		40.00				40.00	
	1229 4087	24.00				24.00	
		24.00				24.00	
	1252 122892	315.00	8,675.00			315.00	8,675.00
		315.00	8,675.00			315.00	8,675.00
	122905	550.00	16,500.00			550.00	16,500.00
		550.00	16,500.00			550.00	16,500.00
	122913	50.00	1,000.00			50.00	1,000.00
		50.00	1,000.00			50.00	1,000.00
	122921	200.00	6,000.00			200.00	6,000.00
		200.00	6,000.00			200.00	6,000.00
	1300 4183	3.50	155.85			3.50	155.85
		3.50	155.85			3.50	155.85
	4191	3.50	155.85			3.50	155.85
		3.50	155.85			3.50	155.85

See Also

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

Processing Options for Budget To Actual Report

DATE SELECTION:

1. Enter the Work Order Date from which to start the work order selection. _____

2. Enter the Work Order Date from which to end the work order selection. _____

PRINT SELECTION:

3. Identify how to print asset number. _____
1 = Item Number (Default)
2 = Unit Number
3 = Serial Number

UPDATE OPTION:

4. Enter a '1' to run the Update WO Hours program (P13800) as you print the report. Default of blank will not run the update program. _____

Printing the Work Order Completion Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Work Order Completion report to review a list of work orders by individual pieces of equipment. You can use processing options to specify a date range to limit the work orders that you want to include in the report. The report includes the following information:

- The number of work orders created for a piece of equipment
- The number of work orders completed for a piece of equipment
- The number of work orders pending with parts requirements
- The percent of complete work orders
- The percent of pending work orders



You can only access this report by using the following procedures.

Enter P13430 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

Item Number	Description	Work Orders				Percent Complete	Percent Pend/Parts
		Received	Completed	Pending Parts	Pending Other		
1022	Honda Accord	1			1	0 %	0 %
1006	Office Building	1			1	0 %	0 %
1001	AA9 Motor Grader	2			2	0 %	0 %
1222	Manufacturing Area 1	2			2	0 %	0 %
1223	Manufacturing Area 2	2	1		1	50 %	0 %
1229	Bulk Handling	1			1	0 %	0 %
1227	Final Assembly & Packaging	2			2	0 %	0 %
1468	Pump, Fuel - Gate A-1	3			3	0 %	0 %
1492	Pump, Fuel - Gate A-2	3			3	0 %	0 %
1505	Pump, Fuel - Gate A-3	2			2	0 %	0 %
1513	Pump, Fuel - Gate A-4	2			2	0 %	0 %
1530	Pump, Fuel - Gate A-6	2			2	0 %	0 %
1548	Pump, Fuel - Gate A-7	2			2	0 %	0 %
1556	Pump, Fuel - Gate A-8	2			2	0 %	0 %
10891	Production Line 1	5	4		1	80 %	0 %
1252	Production Line 2	5	4		1	80 %	0 %
1221	Raw Materials Prep	2			2	0 %	0 %
1564	Motor, Pump	2	1		1	50 %	0 %
1228	Shipping & Receiving	1			1	0 %	0 %
1225	Steam Plant, Boiler Room	1			1	0 %	0 %
11009	Feedscrew Gearbox #1	1			1	0 %	0 %
11017	Conveyor #1	2			2	0 %	0 %
10823	Exhaust Fan, 500hp	22	11	2	9	50 %	18 %
10840	Forced Draft, Boiler #1	1			1	0 %	0 %
11201	Exhaust Fan, 500hp	5			5	0 %	0 %
10655	Flow Pump #2, Bulk Handling	1			1	0 %	0 %
10647	Flow Pump #1, Bulk Handling	1			1	0 %	0 %
10989	Pump, Common White Water #1	1			1	0 %	0 %
10971	Hydraulic Pump #1	2			2	0 %	0 %
11033	Filter, Pump, Prim. Grndr. #1	1			1	0 %	0 %
10663	Tank #1, Bulk Handling "Farm"	1			1	0 %	0 %
10671	Tank #2, Bulk Handling "Farm"	1			1	0 %	0 %
10858	Boiler Operator controls	1			1	0 %	0 %
10920	Primary Grinder #1	2			2	0 %	0 %
10874	Valve, Primary Boiler Feed	2			2	0 %	0 %
10866	Electrostatic Precipitator	1			1	0 %	0 %
1329	Truck, Pickup, Ford	3			3	0 %	0 %
2049	Truck, Pickup, Ford	3			3	0 %	0 %
1300	Backhoe, Caterpillar 426	11	3		8	27 %	0 %
2053	Backhoe, Caterpillar 416	3			3	0 %	0 %
1388	Scraper, Auger, CAT 651E	5	3		2	60 %	0 %
1040	Caterpillar Grader, 140G 1998	1			1	0 %	0 %
1042	Caterpillar Crawler, 1997	1			1	0 %	0 %
		115	27	2	86	23 %	2 %

See Also

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

Processing Options for Work Order Completion Report

DATE SELECTION:

1. Enter the WO From date: _____
"Date Created" _____
2. Enter the WO Thru date: _____

DISPLAY OPTION:

3. Identify how to print asset number. _____
1 = Item Number (Default)
2 = Unit Number
3 = Serial Number

PARTS STATUS:

4. Enter the "Pending Parts Status" _____
User Defined Code.

Printing the Labor Utilization Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Labor Utilization report to review a list of work orders created for a piece of equipment and the hours associated with each labor routing step, such as Electrical, Mechanical, and so on. The report also displays the total hours associated with each work order. You can use processing options to specify a date range to limit the work orders that you want to include in the report.



You can only access this report by using the following procedures.

Enter P13440 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

Item Number	W.O.	W.O. Description	Shop	Shop Description	Estimate Hours	Actual Hours
00001001	1960	250 HR Maint-AA9 Mot	MECH	Lub Circle Gear	.50	
				Drain Fuel Tank Sump	1.00	
				Check Coolant Level	.50	
				Lub Frame Hinge Pivo	.25	
				Check Engine Oil Lev	.25	
				Check Trans Oil Leve	.25	
				Perform Oil Sampling	.50	
	Check Tire Pressure	.25				
					3.50	
	1978	500 HR Maint-AA9 Mot	MECH	Lub Circle Gear	.50	
				Drain Fuel Tank Sump	1.00	
				Check Coolant Level	.50	
				Lub Frame Hinge Pivo	.25	
				Check Engine Oil Lev	.25	
Check Trans Oil Leve				.25		
Perform Oil Sampling				.50		
Check Tire Pressure	.25					
				3.50		
00001006	1986	Honda Accord 3000 mi	MECH	Maintenance Steps		
				Clean/tighten batter	.50	
				Check air inlet cove	.50	
				Clean/replace air cl	.75	
				Check belt tension	.25	
				Lub locking pin hole	.25	
				Lub draft frame circ	.50	
Check tire pressure	.25					
				3.00		
00001040	1994	250 HR Maint-1986 14	MECH	Lub Circle Gear	.50	
				Drain Fuel Tank Sump	1.00	
				Check Coolant Level	.50	
				Lub Frame Hinge Pivo	.25	
				Check Engine Oil Lev	.25	
				Check Trans Oil Leve	.25	
				Perform Oil Sampling	.50	
Check Tire Pressure	.25					
				3.50		
00001042	2006	250 HR Maint Proc	MECH	Lub Circle Gear	.50	
				Drain Fuel Tank Sump	1.00	
				Check Coolant Level	.50	
				Lub Frame Hinge Pivo	.25	
				Check Engine Oil Lev	.25	
				Check Trans Oil Leve	.25	
				Perform Oil Sampling	.50	

See Also

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

Processing Options for Labor Utilization Report

PRINT SELECTION:

1. Identify how to print asset number. _____
 - 1 = Item Number (Default)
 - 2 = Unit Number
 - 3 = Serial Number

DATA SELECTION:

2. Enter the Work Order Date Range to be used in selecting work orders.

From: _____

Thru: _____

Printing the Parts Forecast Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Parts Forecast report to review a list of parts and work orders by branch. You can use processing options to specify a date range to control which work orders that you want to include in the report. The report includes the following information:

- Equipment number on the work order
- Planned complete date
- Parts required
- Availability of the parts



You can only access this report by using the following procedures.

Enter P13450 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

Part Number	Description	Work Order	Item Number	Date Rqd	Parts Rqd	On Hand
WHITE PAINT	Anti-Rust	3906	10663	06/15/98	100	100-
		4319	10823	06/15/98	8	108-
		4343	10971	06/15/98	8	116-
		3973	10920	06/28/98	8	124-
GE500-18T	Motor, 500 HP	4360	11201	06/15/98	1	
S087-0612	Shaft, Direct Drive	4360	11201	06/15/98	1	
60D404	Couplings	4280	10823	06/15/98	3	13
		120926	11201	06/22/98	3	10
3612	Rubber Grids	4280	10823	06/15/98	4	4
		120926	11201	06/22/98	4	
7493218	Motor, 1/2 HP	4319	10823	06/15/98	0	6
		4343	10971	06/15/98	1	5
		3949	10874	06/18/98	1	4
512-EATON	Hydraulic Pump	4319	10823	06/15/98	0	1
		4343	10971	06/15/98	1	
		3973	10920	06/26/98	1	1-
301KDD	Bearings, Roller	4360	11201	06/15/98	3	5
		4415	11017	06/19/98	0	5
99365	Front Bearing Housing	3885	10840	06/15/98	1	
		4360	11201	06/15/98	1	1-
99665	Rear Bearing Housing	3885	10840	06/15/98	1	
		4360	11201	06/15/98	1	1-
301W	Bearing	3885	10840	06/15/98	2	13
		4360	11201	06/15/98	2	11
722	Variable Pitch Hyd. PP	4360	11201	06/15/98	1	1-
AR101278	Engine Oil Filter	4183	1300	06/15/98	1	19
		4191	1300	06/15/98	1	18
		4263	2053	06/15/98	1	17
		4271	2053	06/15/98	1	16
AT105663	Hydraulic Oil Filter	4183	1300	06/15/98	1	19
		4191	1300	06/15/98	1	18
		4263	2053	06/15/98	1	17
		4271	2053	06/15/98	1	16
AT105664	Transmission Oil Filter	4183	1300	06/15/98	1	19
		4191	1300	06/15/98	1	18
		4263	2053	06/15/98	1	17
		4271	2053	06/15/98	1	16
AR86745	Fuel Filter	4183	1300	06/15/98	1	19
		4191	1300	06/15/98	1	18
		4263	2053	06/15/98	1	17

See Also

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

Processing Options for Parts Forecast Report

DATE RANGE:

1. Enter From Work Order Start Date: _____
Enter Thru Work Order Start Date: _____

PRINT SELECTION:

2. Identify how to print asset number. _____
1 = Item Number (Default)
2 = Unit Number
3 = Serial Number

3. Identify how to print component. _____
1 = Compnt Item No. short
2 = Component 2nd Number (Default)
3 = Component 3rd Number

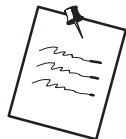
BRANCH SELECTION:

4. Identify which branch to select the _____
quantity on hand.
(Leave blank to select all branches)

Printing the Equipment Parts List Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Equipment Parts List report to review parts information associated with individual pieces of equipment. You can review the location of the parts and the availability of the parts. In addition, you can use processing options to select which branch or location the system searches for parts information.



You can only access this report by using the following procedures.

Enter P13410 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

Item Number	Description	Parts	Description	Cpnt.	Branch	Required	On Hand		
00010823	Exhaust Fan, 500hp	764033	Rotor	STORES		1	3		
		SHAFT MAINT PM KIT	Shaft Maintenance PM Kit	STORES		1			
		60D404	Couplings	STORES		3	16		
		3612	Rubber Grids	STORES		4	8		
		HYDRAULICS PM KIT	Motor Replacement PM Kit	STORES		1			
		7493218	Motor, 1/2 HP	STORES		1	6		
		512-EATON	Hydraulic Pump	STORES		1			
		HYDRAULIC OIL	Hydraulic Oil	STORES		8			
		HYDRAULIC SEALS	Hydraulic Seals	STORES		1			
		MOTOR REBUILD PM KIT	Motor Rebuild PM Kit	STORES		1			
		GE500-18T	Motor, 500 HP	STORES		1	1		
		S087-0612	Shaft, Direct Drive	STORES		1	1		
		30LKDD	Bearings, Roller	STORES		3	8		
		99365	Front Bearing Housing	STORES		1	1		
		99665	Rear Bearing Housing	STORES		1	1		
		301W	Bearing	STORES		2	15		
		722	Variable Pitch Hyd. PP	STORES		1			
		00011201	Exhaust Fan, 500hp	764033	Rotor	STORES		1	3
				SHAFT MAINT PM KIT	Shaft Maintenance PM Kit	STORES		1	
60D404	Couplings			STORES		3	16		
3612	Rubber Grids			STORES		4	8		
HYDRAULICS PM KIT	Motor Replacement PM Kit			STORES		1			
7493218	Motor, 1/2 HP			STORES		1	6		
512-EATON	Hydraulic Pump			STORES		1			
HYDRAULIC OIL	Hydraulic Oil			STORES		8			
HYDRAULIC SEALS	Hydraulic Seals			STORES		1			
MOTOR REBUILD PM KIT	Motor Rebuild PM Kit			STORES		1			
GE500-18T	Motor, 500 HP			STORES		1	1		
S087-0612	Shaft, Direct Drive			STORES		1	1		
30LKDD	Bearings, Roller			STORES		3	8		
99365	Front Bearing Housing			STORES		1	1		
99665	Rear Bearing Housing			STORES		1	1		
301W	Bearing			STORES		2	15		
722	Variable Pitch Hyd. PP			STORES		1			
00011244	Hydraulics			7493218	Motor, 1/2 HP	STORES		1	6
				512-EATON	Hydraulic Pump	STORES		1	
		HYDRAULIC OIL	Hydraulic Oil	STORES		8			
		HYDRAULIC SEALS	Hydraulic Seals	STORES		1			
00011252	Shaft Assembly	60D404	Couplings	STORES		3	16		
		3612	Rubber Grids	STORES		4	8		

See Also

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

Processing Options for Equipment Parts List Report

PRINT SELECTION:

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

DATA SELECTION:

2. Enter the Branch/Plant for Parts _____
List Location.

Print Maintenance Planning Reports

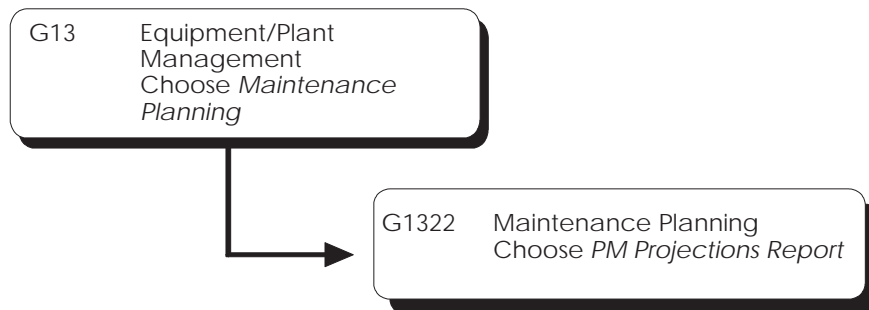
Printing Maintenance Planning Reports

You can print maintenance planning reports to review and manage information about future parts and labor resource requirements.

Printing maintenance planning reports includes the following tasks:

- Printing the PM Projections report
- Printing the MRP Schedule and Message Detail report
- Printing labor planning reports

Printing the PM Projections Report



Print the PM Projections report to review information about forecasted PMs. This report draws its information from the PM Projections table (F13411).

The PM forecast includes four periods. You can use processing options to define the periods as weeks, months, or quarters. You can also define the beginning period date, the forecast type, and whether to print a parts list report. The PM Projections Parts List prints all of the parts associated with the projected PMs in a summarized report.

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J.D. Edwards & Company
PM Projection Print - Weekly

Page - . . . 2
Date - . . . 4/26/96

Item Number	Serv Type	Frequency		Fuel	Hours	Occur	Estimated Hours by Period				Total
		Days	Miles				1 06/01/98	2 06/08/98	3 06/15/98	4 06/22/98	
1001	LUBE										
	OIL	30									
	1000		1,000.00-								
	250		250.00-								
	500		500.00-								
1006	AIR/HEAT										
	EXTIN										
	FIRE										
	HALON	90				1.00				3.50	3.50
	WINDOW	120									
										3.50	3.50
1018	VEHICLE		3,000.00-								
1040	1000		1,000.00-								
	250		250.00-								
	500		500.00-								
1042	1000		1,000.00-								
	250		250.00-								
	500		500.00-								
1300	INSPECT										
	WASH										
	1000				1,000.00						
	250	35			250.00	1.00				3.50	3.50
	500	70		350.00-	500.00						
										3.50	3.50
1329	INSPECT										
	OIL	30	3,500.00-			1.00					
	TIRES	90									
1388	INSPECT										
	1000				1,000.00						
	250	30			250.00						
	500	60		800.00-	500.00						

Processing Options for PM Projections Print

DATE SELECTION:

1. Enter the beginning date of the first period. _____

PERIOD SELECTION:

2. Enter a 'W' for Weekly period. _____
 or a 'M' for Monthly period.
 or a 'Q' for Quarterly Period.

PRINT OPTION:

3. Enter a '1' to print Item Number
 or a '2' to print Unit Number
 or a '3' to print Serial Number.
 (Blank will default the Item Number) _____
4. Print the Parts List ('Y' or 'N')
 (blank will not print Parts List) _____

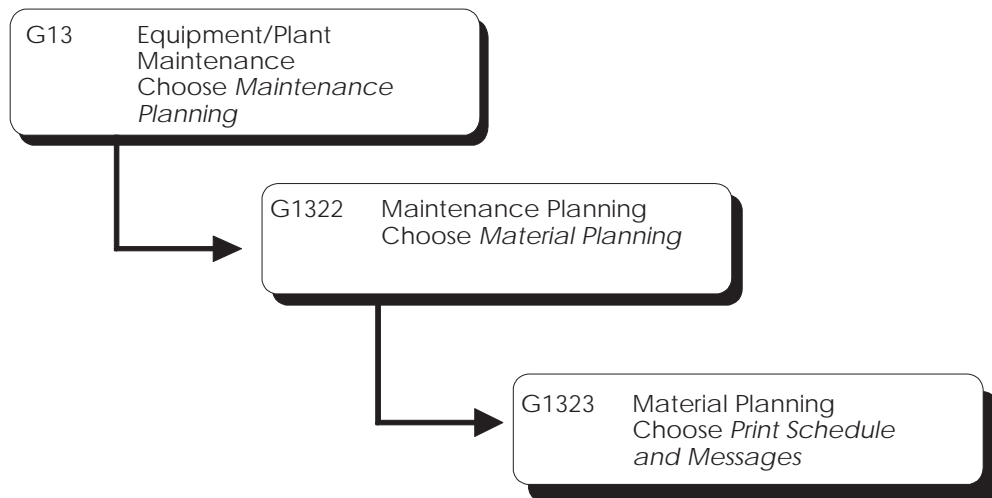
FORECAST TYPE:

5. Enter the Forecast Type. _____

CRAFT SELECTION:

6. Enter a work center to be used in selecting which PMs to project. Only those PMs with a model work order that uses that work center will be selected. _____

Printing the MRP Schedule and Message Detail Report



Print the Material Requirements Planning (MRP) Schedule and Message Detail report to review a projection of inventory availability for individual maintenance items. You can also use this report to print any outstanding planning messages.

Your latest material plan generation supplies the information for the MRP Schedule and Message Detail report. The report is a printed version of the

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information you can access online using Item Availability by Time and Detail Messages.

You use processing options to select the items that print on the report and to determine whether to print the time series, planning messages, or both. You also define the row types that print for each time series. Row types determine the quantity type information, such as Beginning Available, Ending Available, and so on. In addition, you define the columns that print for each time series. Columns determine the time periods that you want to review. The report also shows detailed information for each item, such as quantity on hand, buyer numbers, and planner numbers.

Message	Planner Remarks	Order No	Ty	Quantity	Start	Due	Supplier	Supplier Name	Start	Due	Recommended
3450	J.D. Edwards & Company MRP Schedule & Message Detail										2 4/26/96 STORES
3450	J.D. Edwards & Company MRP Schedule & Message Detail										1 4/26/96 M30
Item 512-EATON	Hydraulic Pump	Quantity on Hand .		1	Buyer Number	8400 Planner, Mark					
U/M. EA		Safety Stock			Planner Number	9200 Dobson, Jane					
Fmly 8	Maintenance Purchasing	Order Minimum			Policy Code/Value. . . 1 /						
Plan Code 2		Order Maximum			Stocking Type. . . . P						
		Multiple Order Qua			Leadtime Lvl/Mfg/Cum	/ /					
	 Planning Messages.									
. . . Time Series - Ending Period. . .											
		06/01/98 LFP	06/02/98	06/03/98	06/04/98	06/05/98	06/08/98	06/09/98			

+ Beginning Avail (Unadjusted)											
- Firm Work Orders											
= Ending Avail (Unadjusted)											
+ Planned Orders											
		06/10/98	06/11/98	06/12/98	06/15/98	06/16/98					

+ Beginning Avail (Unadjusted)											1-
- Firm Work Orders							1				
= Ending Avail (Unadjusted)							1-				1-
+ Planned Orders							1				
	 Planning Messages.									
Order & Expedi		OP		1	05/29/98	06/15/98	4343 Vector Manufacturin	05/29/98	06/15/98		
Order & Expedi		OP		1	05/29/98	06/26/98	4343 Vector Manufacturin	05/29/98	06/26/98		

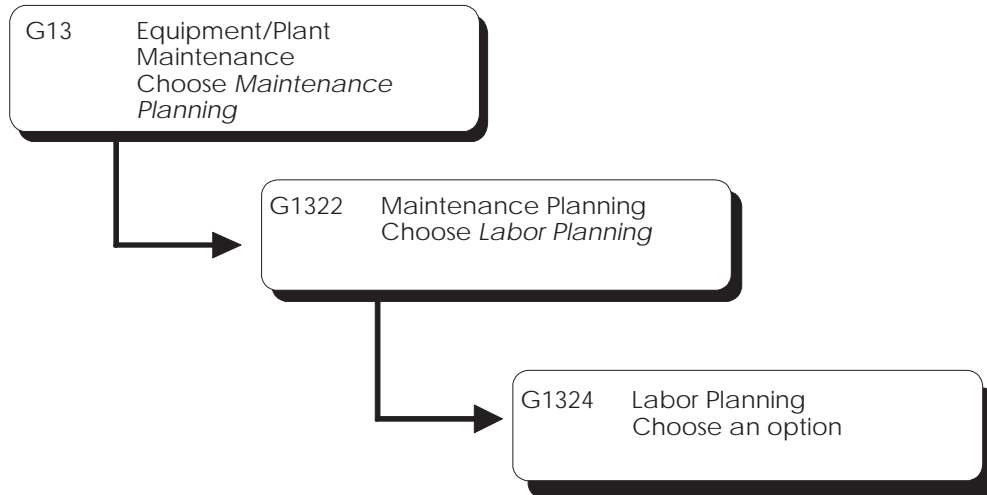
What You Should Know About

- Start dates** The start date must be within the planning horizon that you defined when you ran the Parts Plan Generation for which this report applies. You can indicate a start date for the report that is different from that of the original plan generation. However, you should ensure that past due time periods for the report is set to zero.
- Past due amounts** The number of time periods (columns) that you specify to print on the report includes the number of weeks that you specify for past due amounts.

Processing Options for MRP Schedule and Message Detail

- START DATE:
1. Enter the Report Start Date. If left blank, the current date will be used. _____
- PRINT OPTIONS:
2. Enter the number of time periods to be displayed (Max. of 54 periods). _____
 3. Enter the number of past due weeks, (0, 1, or 2 weeks are allowed) and 0 is the default) _____
 4. Enter the User Defined Code for the list row descriptions. _____
- PRINT OPTIONS (CONT):
5. Enter '1' next to the sections of the report you wish to print.
 MPS Time Series _____
 MPS Messages _____
 6. Enter a '1' to suppress the blank lines when printing the Time Series. _____
 7. Enter a '1' to summarize the supply and demand lines into one line each. _____
- PRINT OPTIONS (CONT):
8. Enter the UOM in which to print the quantities:
 '1' = Primary UOM
 '2' = Production UOM
 '3' = Component UOM
 If left blank, quantities will be printed in Primary UOM. _____

Printing Labor Planning Reports



Print Labor Planning reports to review and manage detailed information about future labor resource requirements.

Printing labor planning reports includes the following tasks:

- Printing the Load and Detail Messages report
- Printing the Period Summary report

Printing the Load and Detail Messages Report

Print the Load and Detail Messages report to review time series information for a work center, outstanding action messages for a work center, or both. You can print the information for all work centers or for selected work centers.

Use processing options to control the following information on the report:

- Time period
- Unit of measure for load information
- The type of planning
- Capacity requirements, capacity messages, or both
- The user defined code for row descriptions

You can run three versions of the Load and Detail Messages report. However, the Equipment/Plant Management system uses the Capacity Requirements Planning version.

You use processing options to select the type of planning information that prints on the report.

3350		J.D. Edwards & Company							Page 2		
		Capacity Requirements							Date 4/26/96		
Business Unit . .	ELECT Electricians						Efficiency . . .	100.00	Prime Load Code . .	L	
Dispatch Group .	MAINT Electricians						Utilization. . .	100.00	Run Labor Hours		
Unit of Measure. HR	Hour										
. . .Time Series - Ending Period. . .											
06/01/98 06/02/98 06/03/98 06/04/98 06/05/98 06/08/98 06/09/98 06/10/98 06/11/98 06/12/98 06/15/98 06/16/98											

LOAD-INCLUDES SETUP											
Released Load										4	3
Planned Load											
Total Load										4	3
LOAD VS CAPACITY											
Gross Capacity	24	24	24	24	24	24	24	24	24	24	24
Rated Capacity	24	24	24	24	24	24	24	24	24	24	24
% of Capacity Used										1	17
Available Capacity	24	24	24	24	24	24	24	24	24	24	20
Accum. Available Cap	24	48	72	96	120	144	168	192	216	240	281
. Planning Messages.											
Message		Total Units		UM % of Rated		Per. End				Planner Remarks	

Under Capacity				HR		06/01/98					
Under Capacity				HR		06/02/98					
Under Capacity				HR		06/03/98					
Under Capacity				HR		06/04/98					
Under Capacity				HR		06/05/98					
Under Capacity				HR		06/08/98					
Under Capacity				HR		06/09/98					
Under Capacity				HR		06/10/98					
Under Capacity				HR		06/11/98					
Under Capacity				HR		06/12/98					
Under Capacity		4		HR	16.67	06/15/98					
Under Capacity		3		HR	12.50	06/16/98					
Under Capacity				HR		06/17/98					
Under Capacity				HR		06/18/98					
Under Capacity				HR		06/19/98					
Under Capacity				HR		06/26/98					
Under Capacity				HR		07/02/98					
Under Capacity		2		HR	1.67	07/10/98					
Under Capacity				HR		07/17/98					
Under Capacity				HR		07/24/98					
Under Capacity				HR		07/31/98					
Under Capacity				HR		08/31/98					
Under Capacity				HR		09/30/98					
Under Capacity				HR		10/30/98					

What You Should Know About

Load types

A load type describes the type of labor demand placed on a work center. The system calculates the five load types as follows:

- Rated Profile – the total resource units from the Work Center Revisions form.
- Loaded Profile – the load that is forecast from the planned and released work orders.
- Percent Resource Used – the Loaded Profile divided by the Rated Profile.
- Resource Available – the Loaded Profile subtracted from the Rated Profile.
- Cumulative Resource Available – a running total of the resource available. If a work center runs over capacity, this could be a negative number. If the work center runs under capacity, the cumulative resources could increase each period.

Units of measure

If you enter a unit of measure in the processing options, it must be the same unit of measure in the Account Master table for the work center.

Processing Options for Load and Detail Messages

1. Enter the Capacity Mode _____
 "1" = Resource Requirements Planning
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning
2. Enter Unit of Measure _____
3. Enter the Start Date for the Report _____
4. Enter a "Y" by the sections of the report you wish to print.
 Capacity Requirements. _____
 Capacity Messages. _____
5. Enter the Number of periods to print. _____
6. Enter the User Defined Code to use for the row descriptions. _____

Printing the Period Summary Report

Print the Period Summary report to review information for Capacity Requirements Planning (CRP).

The report includes all items scheduled at the work centers during the time period you specify. In addition, it lists the number of resource units required to complete each work order and the percent above or below the total load on the work center.

In addition to specifying the time period, you can use processing options to control the following information on the report:

- Unit of measure for load information
- Type of planning

You can specify the type of planning by selecting the appropriate report version. Equipment/Plant Maintenance uses the CRP version.

3352		J.D. Edwards & Company				Page - 2			
		Period Summary				Date - 4/26/96			
Business Unit . .	MECH Mechanical	Efficiency . . .	100.00	Prime Load Code. L					
Dispatch Group .	MAINT Maintenance	Utilization. . .	100.00	Run Labor Hours					
Unit of Measure.	HR Hour								
Item									
Number	Item Description	Per. End	Units	UM	Percen	Order Number	Ty	Requirement	Type
MOTOR REBUILD PM KIT	Motor Rebuild PM Kit	06/12/98	16	HR	100.00	138747	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/12/98	16	HR					
CORRECTIVE MAINTENAN	Corrective Maintenance	06/15/98	40	HR	80.00	3906	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN		06/15/98	3	HR	6.00	3885	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN	Corrective Maintenance	06/15/98	2	HR	4.00	3922	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN		06/15/98	2	HR	4.00	4159	FO	Firm Work Order	W/Parts List
HYDRAULICS PM KIT	Motor Replacement PM Kit	06/15/98	2	HR	4.00	4343	FO	Firm Work Order	W/Parts List
SHAFT MAINT PM KIT	Shaft Maintenance PM Kit	06/15/98	1	HR	2.00	4280	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/15/98	50	HR					
HYDRAULICS PM KIT	Motor Replacement PM Kit	06/16/98	2	HR	66.67	4319	FO	Firm Work Order	W/Parts List
HYDRAULICS PM KIT	Motor Replacement PM Kit	06/16/98	2	HR	66.67	138739	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/16/98	4	HR					
HYDRAULICS PM KIT		06/18/98	6	HR	100.00	3965	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/18/98	6	HR					
HYDRAULICS PM KIT		06/19/98	24	HR	88.89	4087	FO	Firm Work Order	W/Parts List
HYDRAULICS PM KIT		06/19/98	3	HR	11.11	4028	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/19/98	27	HR					
CORRECTIVE MAINTENAN	Corrective Maintenance	06/26/98	40	HR	36.36	3914	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN		06/26/98	24	HR	21.82	4010	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN	Corrective Maintenance	06/26/98	20	HR	18.18	4036	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN	Corrective Maintenance	06/26/98	20	HR	18.18	4044	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINT	Corrective Maint.	06/26/98	4	HR	3.64	3973	FO	Firm Work Order	W/Parts List
CORRECTIVE MAINTENAN	Corrective Maintenance	06/26/98	2	HR	1.82	3931	FO	Firm Work Order	W/Parts List
Total for Period Ending		06/26/98	110	HR					
00110234	PM Fleet 250 & 500	06/30/98	4	HR	4191		FO	Firm Work Order	W/Parts List
Total for Period Ending		06/30/98	4	HR					

What You Should Know About

Period from and to dates

The system uses the Period From and the Period To dates that you enter as follows:

- If you enter dates in both fields, the system prints the summary within that period.
- If you enter a date in the Period To field only, the system prints the summary beginning with the current period. If you do not select a Period From date, the system prints the past due orders before the current date.
- If you enter a date in the Period From field only, the system prints all items from that date onward.
- If more than one order for an item has been scheduled at the work center for the same period, the system prints the item number once for each order on the report.

Processing Options for Print Period Summary

1. Enter the Capacity Mode: _____
 "1" = Resource Requirements Planning
 "2" = Rough Cut Capacity Planning
 "3" = Capacity Requirements Planning
2. Enter Unit of Measure: _____
3. Enter the Starting Period Date: _____
 Blanks will default to today's date.
4. Enter the Ending Period Date: _____
 Blanks will show all data after start date.

Print PM Reports

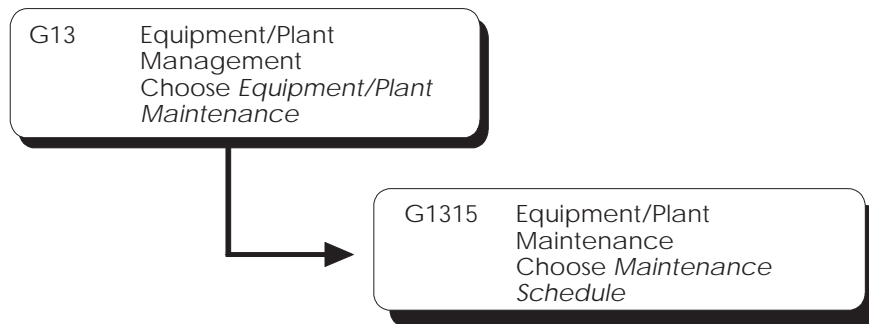
Printing PM Reports

You can print PM reports to review and manage information about preventive maintenance schedules and service types within your maintenance organization.

Printing PM reports includes the following tasks:

- Printing the Maintenance Schedule report
- Printing the Maintenance Log report
- Printing the Frequency of Occurrences report
- Printing World Writer reports

Printing the Maintenance Schedule Report



Print the Maintenance Schedule report to review the status of preventive maintenance for equipment.

The Maintenance Schedule report shows the service types that you assign for each piece of equipment on the preventive maintenance schedule. Depending on the maintenance status of each service type, the system determines whether it is scheduled, in process, or complete.

You can run three versions of the report:

- Completed maintenance** Prints service types that have a maintenance status of 98 (canceled) or 99. The completion date prints, as well as the total miles, fuel, and hours for the equipment. The address book number of the employee completing the service also prints.
- Scheduled maintenance** Prints service types that have a maintenance status of less than 98. If you schedule the service for a specific date, the date prints. If you schedule the service at intervals, the number of days prints. If you schedule the service, for example, according to miles, fuel, or hours, the appropriate numbers print.
- Mechanic's worksheet** Prints service types that have a user defined maintenance status, for example, between 50 and 70. If you schedule service according to miles, fuel, or hours, the current readings for the item print. The % Due column on the report shows how close the service is to being due or whether it is overdue. The address number of the employee assigned to the task also prints.

You can change maintenance statuses to suit your needs in user defined codes (system 12, type MS).

See Also

- *Setting Up User Defined Codes*

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Mechanic's Worksheet

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Date - 4/26/96

Item Number	Service Type	Description	St	Date	Miles	Completion	Fuel	Hours	Due	% Assigned	Description
1001	OIL	Oil Change	50						999	6003	Akin, Dwight
1006	AIR/HEAT	Air/Heat Changeover	50						100		
	EXTIN	Fire Extinguisher Insp	50						100		
	FIRE	Fire Dept Insp	50						100		
	HALON	Halon Inspection	50								
	WINDOW	Window Washing	50								
1022	VEHICLE	Vehicle General Maintenance	50		3,750.00				125	6005	Ellis, Fred
1040	250	250 Hour Service	50		350.00				140	5274	Jackson, John Jr
1042	250	250 Hour Service	50		300.00				120	2049	McLind, Rod
1300	INSPECT	Safety Inspection	50								
	1000	1000 Hour Service	50								
	250	250 Hour Service	50						31		

Processing Options for Maintenance Schedule Report

PRINT OPTIONS:

1. Choose which report format to print: _____
'1' = Completed Maintenance (usually, statuses of '99').
'2' = Scheduled Maintenance (usually, statuses less than '99').
'3' = Mechanic's Worksheet (usually, status range of '50' to '70').

NOTE: DREAM Writer Data Selection determines which statuses are actually included on the report.

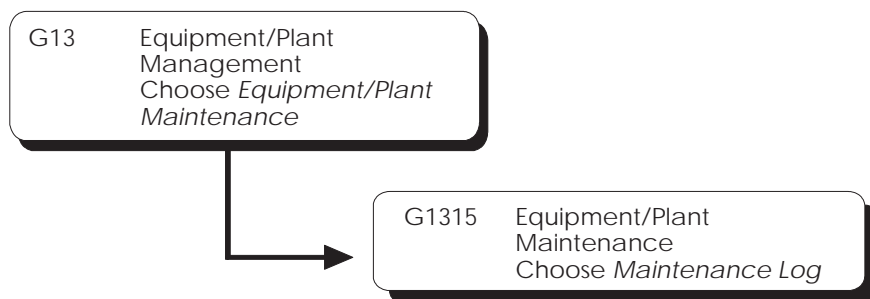
2. Enter a '1' to print the procedure number's standard text. Leave blank (default) to print no standard text. _____

PRINT OPTIONS (cont'd):

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

4. Enter a '1' to print the assets by Location, page breaking by Location. _____
NOTE: If selecting this option, Location should be high in the DREAM Writer data sequence list (for example Company, Location, Item Number; or Location, Item Number; and so forth).

Printing the Maintenance Log Report



You can print the Maintenance Log report to review equipment messages based on message type. Message types are user defined (system 12, type EM) and might include:

- Problem messages
- Planned maintenance messages
- Actual maintenance messages

You can print four versions of this report:

- Reported Problems
- Planned Maintenance
- Actual Maintenance
- Problems versus Maintenance

The Maintenance Log report prints messages in the following sequence:

- Equipment number
- Date
- Time

The report includes cleared messages only if you use data selections to specify that you want those messages to appear. The report also includes messages with a tickler date (the date that the messages go into effect).

```
12450                                     J.D. Edwards & Company                               Page   -   2
                                         Item Log                                         Date   -  4/30/96
                                         Reported Problems

Item Number      Description      Message From      M
-----
T Operator      Date      Time      . . Tickler . .
                                         M or H      Date

1001 AA9 Motor Grader      Mechanical Service      P DEMO01      11/12/91 16:19:47      11/12/91
The operator ran over a piece of scrap galvanized pipe and took a big bite out
of the front right tire. The tire is relatively new. Have McDonald Tire
Service come out and install a temporary and give us an estimate for repair or
replacement.

1001 AA9 Motor Grader      Brake Department      P DEMO01      11/16/91 13:37:04      11/16/91
See special message concerning checking of brakes at 1750-2000 hours.

1001 AA9 Motor Grader      Brake Department      P DEMO01      11/16/91 13:28:39  1,750.00  12/31/99
On this vehicle, be sure the brake pads are measured between 1750 and 2000
hours. The pads have been showing an excessive amount of wear and need
monitoring closely when these number of hours are reached.

1300 Backhoe, Caterpillar 426 Mechanical Service      P DEMO      04/05/95 13:17:16      04/05/95
The operator ran over a piece of scrap galvanized pipe and took a big bite out
of the front right tire. The tire is relatively new. Have McDonald Tire
Service come out and install a temporary and give us an estimate for repair or
replacement.
```

See Also

- *Working with Message Logs* for information about entering equipment messages

Processing Options for Maintenance Log

PRINT SELECTION:

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

Printing the Frequency of Occurrences Report

From the DREAM Writer menu (G81), choose Versions List.

Print the Frequency of Occurrences report to review the overall frequency of selected service types. This information is particularly useful when you need to review maintenance patterns by specific type of repair.

The report shows the service types you specify, the estimated and actual frequency of each service type, and the percentage of each service type for which maintenance has been fulfilled.

You can use processing options to specify a completed date range and limit the number of service types that the report includes.



You can only access this report by following the following procedures.

Enter P13419 in the Form field on Versions List. The system displays a DREAM Writer versions list that contains a DEMO version of the report. You can run the DEMO version or copy and modify it to suit your needs. When you run a version, the system displays Processing Options Revisions before submitting the report for processing.

13419		J.D. Edwards & Company		Page: 2
		Frequency of Occurrence		Date: 4/30/96
Service	Estimated	Real	% Fulfillment	
Service	Frequency	Frequency		
-----	-----	-----	-----	
AIR/HEAT				
CHECK				
EXTIN				
FIRE				
GPMaint				
HALON				
INSMOTOR				
INSPECT				
LUBE				
OIL				
REBUILD				
TIRES				
VEHICLE				
WARMOTOR				
WASH				
WINDOW				
01-405				
08-125	.07			
08-130	.07			
08-150				
08-220	.07			
08-310	.42	1	2.00	
1000				
12-315	.07			
250				
500				
	-----	-----	-----	
Total	.70	1	1.00	

See Also

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

Processing Options for Frequency of Occurrences Report

DATA SELECTION:

1. Enter the From Date: _____

2. Enter the To Date: _____

Printing World Writer Reports

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 reports based on specific tables. The World Writer reports that are specific to PMs include:

- Percent Complete — Item
- Percent Complete — Unit
- Work Order Status History

Use these World Writer reports to review information about your PMs that is not available through other PM reports. You can change the fields and data selection on any of these reports.

World Writer uses the following tables from which to generate these reports:

- Status History (F1307)
- Maintenance Schedule (F1207)

Sample — Percent Complete Report — Item

Percent Complete Report									
Item Number	Description	Service Type	M	M	Assigned W/O#	Assigned To	Address Line 1	Last Completed Date	% Cmp
1492	Pump, Fuel - Gate A-2	CHECK	50		3105		** NOT FOUND **		999
1505	Pump, Fuel - Gate A-3	CHECK	50		3121		** NOT FOUND **		999
1513	Pump, Fuel - Gate A-4	CHECK	50		3148		** NOT FOUND **		999
1530	Pump, Fuel - Gate A-6	CHECK	50		3164		** NOT FOUND **		999
1548	Pump, Fuel - Gate A-7	CHECK	50		3181		** NOT FOUND **		999
1556	Pump, Fuel - Gate A-8	CHECK	50		3201		** NOT FOUND **		999
1388	Scraper, Auger, CAT 651E	1000	50	M	2655		** NOT FOUND **		500
1300	Backhoe, Caterpillar 426	1000	50				** NOT FOUND **	01/01/98	399
1001	AA9 Motor Grader	250	99	2	1960	6003	Dwight Akin		326
1001	AA9 Motor Grader	500	50	2	1978	6003	Dwight Akin		163
1040	Caterpillar Grader, 140G 1998	250	50	2	1994	5274	John Jackson, Jr.		140
1022	Honda Accord	VEHICLE	50	2	1986	6005	Mr. Fred Ellis		125
1042	Caterpillar Crawler, 1997	250	50	2	2006	2049	Mr. Rod McLind		120
1006	Office Building	HALON	50	L			** NOT FOUND **	10/01/97	111
1006	Office Building	AIR/HEAT	50	L			** NOT FOUND **		100
1006	Office Building	EXTIN	50	L			** NOT FOUND **		100
1006	Office Building	FIRE	50	L			** NOT FOUND **		100
1300	Backhoe, Caterpillar 426	INSPECT	50	H	2663		** NOT FOUND **		100
1329	Truck, Pickup, Ford	INSPECT	50	H	3084		** NOT FOUND **		100
1388	Scraper, Auger, CAT 651E	INSPECT	50	H	2655		** NOT FOUND **		100
1468	Pump, Fuel - Gate A-1	GPMAINT	50		3092		** NOT FOUND **		100
1492	Pump, Fuel - Gate A-2	GPMAINT	50		3113		** NOT FOUND **		100
1505	Pump, Fuel - Gate A-3	GPMAINT	50		3130		** NOT FOUND **		100
1513	Pump, Fuel - Gate A-4	GPMAINT	50		3156		** NOT FOUND **		100
1530	Pump, Fuel - Gate A-6	GPMAINT	50		3172		** NOT FOUND **		100
1548	Pump, Fuel - Gate A-7	GPMAINT	50		3199		** NOT FOUND **		100
1556	Pump, Fuel - Gate A-8	GPMAINT	50		3210		** NOT FOUND **		100
2049	Truck, Pickup, Ford	INSPECT	50	H	3228		** NOT FOUND **		100
2053	Backhoe, Caterpillar 416	INSPECT	50	H	3236		** NOT FOUND **		100
1018	Ace Truck, 3/4 Ton Panel	VEHICLE	01	2			** NOT FOUND **		84
1006	Office Building	WINDOW	01	L			** NOT FOUND **	10/01/97	83
1001	AA9 Motor Grader	1000	01	1			** NOT FOUND **		81
1040	Caterpillar Grader, 140G 1998	500	01	2			** NOT FOUND **		70
1042	Caterpillar Crawler, 1997	500	01	2			** NOT FOUND **		60
1468	Pump, Fuel - Gate A-1	CHECK	01				** NOT FOUND **	01/05/98	57
1040	Caterpillar Grader, 140G 1998	1000	01	2			** NOT FOUND **		35
1042	Caterpillar Crawler, 1997	1000	01	2			** NOT FOUND **		30
1388	Scraper, Auger, CAT 651E	250	50	M	2655		** NOT FOUND **	01/01/98	27
1300	Backhoe, Caterpillar 426	250	50				** NOT FOUND **	01/01/98	23
1388	Scraper, Auger, CAT 651E	500	50	M	2655		** NOT FOUND **	01/01/98	13
1300	Backhoe, Caterpillar 426	500	50	M	2639		** NOT FOUND **	01/01/98	11

1
06/08/94

Sample — Work Order Status History Report

W.O. Status History Report

1
06/08/94

W.O. Number	Description	WO St	Begin Date	Beg Time	Ending Date	End Time	Status Hours	Cumulative Hours
1211	Test SAR #752456	10	05/09/94					
1871	Model WO - 250 HR Maint Proc		01/01/98	1020				
1871	Model WO - 250 HR Maint Proc	MA	01/01/98	741	01/01/98	1020	2.65	
1880	Model WO - 500 HR Maint Proc		01/01/98	1020				
1880	Model WO - 500 HR Maint Proc	MA	01/01/98	742	01/01/98	1020	2.63	
1898	Model WO - 1000 HR Maint Proc		01/01/98	1020				
1898	Model WO - 1000 HR Maint Proc	MA	01/01/98	741	01/01/98	1020	2.65	
1960	250 HR Maint-AA9 Motor Grader	MA	01/01/98	900				
1978	500 HR Maint-AA9 Motor Grader	MA	01/01/98	914				
1986	Honda Accord 3000 mile maint	MA	01/01/98	920				
1994	250 HR Maint-1986 140G Grader	MA	01/01/98	923				
2006	250 HR Maint Proc	MA	01/01/98	925				
2305	Safety Inspection		01/01/98	1020				
2305	Safety Inspection	MA	01/01/98	742	01/01/98	1020	2.63	
2305	Safety Inspection	M	09/23/93		01/01/98	742	37,471.70	
2318	Oil Change	M	09/23/93					
2327	Rotate Tires		01/01/98	1021				
2327	Rotate Tires	MA	01/01/98	742	01/01/98	1021	2.65	
2327	Rotate Tires	M	09/23/93		01/01/98	742	37,471.70	
2487	Replace Pump Motor	MA	10/07/93	1318				10.90
2487	Replace Pump Motor	MP	10/07/93	1055	10/07/93	1318	2.38	
2487	Replace Pump Motor	MR	10/07/93	1054	10/07/93	1055	.02	
2487	Replace Pump Motor	MA	10/07/93		10/07/93	1054	10.90	
2663	Safety Inspection	MA	01/01/98	955				
2671	1000 HR Maint Proc	MA	01/01/98	944				
3025	Gate Pump Preventive Maint.		01/01/97	1021				
3033	Daily Inspection		01/01/98	1022				
3041	Model WO - 1000 HR Maint Proc		01/01/98	717				
3050	Model WO - 500 HR Maint Proc	MA	01/01/98	743				
3068	Model WO - 250 HR Maint Proc	M	01/01/98	719				
3068	Model WO - 250 HR Maint Proc	MA	01/01/98	713	01/01/98	719	.10	
3252	Brake repair	99	10/15/93	931				
3308	broken hydraulic line	45	10/15/93					
3455	Repair Motor	MA	11/18/93					

Appendices

Appendix A — Inventory Concepts and Setup

This appendix contains important information you need if you use the Inventory Management system to manage parts inventories.

About Inventory Concepts

You can plan for future parts needs by reviewing information that the system provides about parts and part quantities. For example, you can monitor quantity information about how many parts are on demand, available in supply, and available to be promised. To use quantity information to determine your current and future inventory needs, you need to understand the following concepts.

Stocking Types

In most inventory environments, such as a manufacturing environment, non-stock parts are rare. But, within the maintenance organization, the demand for parts is often not predictable, and it is impractical to stock every part for which there might be a future demand. Generally, maintenance planners consider inventory as a way to handle emergency replacement parts and to act as a temporary staging area for stock and non-stock parts.

Within the maintenance organization, it is necessary to identify three different stocking types:

Stock parts

The most vital parts for which you know there is a predictable demand, such as parts required for routine scheduled maintenance tasks. Typically, you want to keep a physical inventory of these parts.

Pseudo non-stock parts

Parts for which you do not need to keep a physical on-hand quantity, such as parts required for future maintenance tasks or parts that are easily and quickly acquired. Typically you don't want to keep a physical inventory of such parts. However, you want to maintain inventory records to assist in planning and to simplify purchasing. You can set up pseudo non-stock parts with an inventory master record and indicate an on-hand quantity of zero.

Non-stock parts

Parts for which you rarely have a need and for which you do not need an inventory master.

On-Hand Quantity versus Available Quantity

On-hand quantity refers to the number of parts that are physically in stock in the primary unit of measure. On-hand quantity of parts can be affected by:

- Variances recorded following a physical inventory
- Daily removals, additions, or transfers of parts
- Shipment confirmations or updated sales information
- Locations with lots on hold, such as parts requiring inspection or placed in quarantine

Available quantity refers to the number of parts that you can use based on user defined calculations. You determine how the system calculates part availability by defining the factors that subtract from, or add to, the available quantity of a part. This calculation can include quantities that do not immediately affect on-hand amounts.

For example, you can set up the availability calculation to subtract any quantities that are committed to work orders and add any quantities that are on purchase orders or in transit.

Commitments

When you set up general planning constants, you can specify whether the system uses hard or soft commitment to commit parts to a work order.

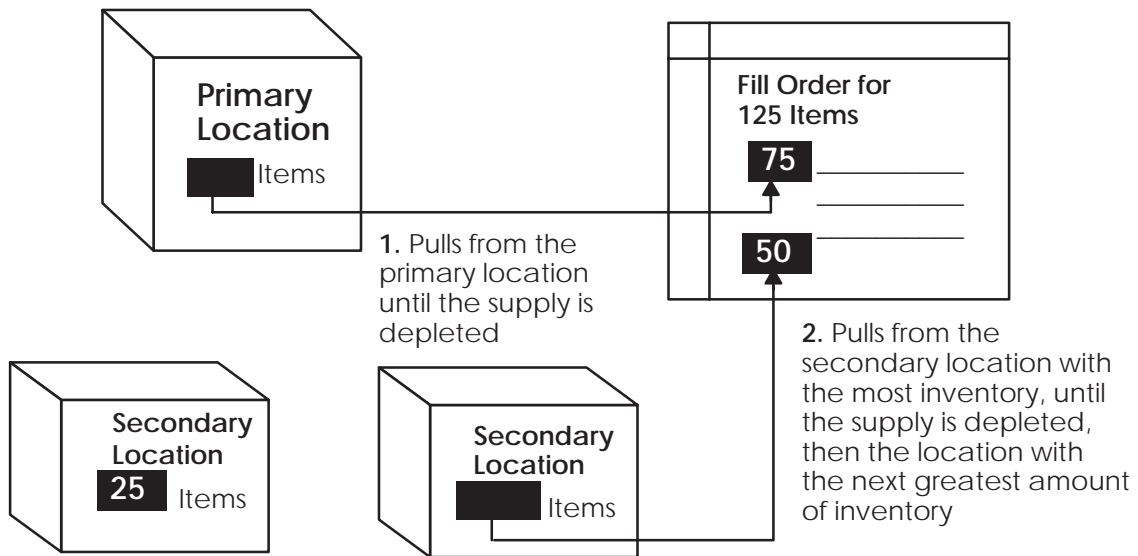
When you specify hard commitment, the system:

- Indicates an actual reduction in inventory at the point that the maintenance task creates a demand for the part
- Specifies a location from which to remove parts

When you specify soft commitment, the system:

- Does not indicate an actual reduction in inventory at the point that the maintenance task creates a demand for the part
- Does not specify a location from which to remove the part

The following diagram shows how the Inventory Management system commits inventory.



Supply and Demand Quantities

The system uses supply/demand inclusion rules to calculate the supply and demand quantities for an inventory part. Unlike a manufacturing environment where work orders create a supply of parts or materials, in a maintenance environment, work orders create a demand for parts.

Starting with the requested date on the work order parts list, the system calculates the demand quantity from the following sources:

- Work order requirements and parts lists — The quantity required minus the quantity issued
- Safety stock — Any quantity reserved as protection against fluctuations in demand and supply

Starting with the requested date on purchase orders, the system calculates the supply quantity from the following sources:

- On-hand inventory — The quantity on hand minus hard commitments and quantities on work orders
- Purchase orders — The quantity entered on purchase orders

About the Inventory Item Master

To ensure that maintenance planning features function properly, several fields on the Inventory Item Master and the Item Branch Information forms require

special attention. You can access both forms within the Inventory Management system.

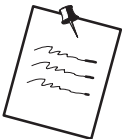
Item Master Form

The screenshot shows a window titled "[4101] - Item Master Information" with a menu bar (Functions, Tools, Help) and a title bar (Item Number - Short: 13821). The form contains the following fields:

Product No	512-EATON	Desc	Hydraulic Pump
Catalog No	512-EATON	Srch	Hydraulic Pump
Stocking Type	P	Line Type	S
G/L Class	IN20	Bulk/Packed Flag	P
Unit of Measure	EA	Inventory Cost Level	3
Item Price Group		Sales Price Level	3
Basket Reprice Group		Purchase Price Level	3
Order Reprice Group		Kit Pricing Method	
Dispatch Group		Serial No. Required	N
Backorders Allowed	Y	Lot Status Code	
Check Availability Y/N	Y	Lot Process Type	
Shelf Life Days		Commitment Method	1
ABC Codes	C - -	Item Flash Message	
Planner Number	9200	Std UOM Conversion	
Buyer Number	8400		
Print Message			

At the bottom, there are several icons (checkmark, X, info, up arrow, plus, printer, down arrow) and a status bar with function key definitions: F5=Codes, F8=Measures, F10=Manufacturing, F13=Branch/Plant, F24=More Keys, MW, and a cursor icon.

You must complete the following fields for each maintenance part for which you want to create a master record.



The values you enter in these fields will be default values in the same fields on the Item Branch Information form.

Stocking Type

A user defined code that indicates how a part is normally stocked.

The stocking type that you enter for maintenance parts must have an M or a P as the second description line.

- M — Parent part number. The system uses this stocking type when it processes inventory parts for planning.
- P — Individual parts or components of a parent part.

For example, assume you are creating master information for a hydraulic PM kit and each part within the kit. The parts include a motor and a filter. Enter a stocking type that includes M as the second line of description for the PM kit. Enter a stocking type that includes P as the second line of description for the motor and the filter.

Do not enter a stocking type with a second description line of K (kit). Kit is used to process sales order items.

G/L Class

A user defined code that controls which general ledger accounts receive the dollar amount of inventory transactions for this item.

You might need to set up an additional G/L class code for parts inventory if you are using the Inventory Management system for other applications, such as manufacturing.

Line Type

A code that controls how the system transacts lines on a transaction. The line type:

- Controls which system the transaction interfaces with, such as General Ledger, Inventory, Accounts Payable, and so on.
- Specifies conditions under which a line is printed on reports and included in calculations.

You should choose a line type according to how the part is to be stocked. For example, if you are creating a master for a pseudo non-stock item (one that you don't want to keep a physical on-hand quantity, but that you still want to track as an inventory item) choose a line type that interfaces with inventory.

Line type N has special logic the system uses to process parts that are truly non-stock and for which you do not maintain inventory master information.

To use parts planning functions in Equipment/Plant Maintenance, you must enter a value in at least one of the following fields for each part:

- Planner Number

- Buyer Number
- Master Planning Family

The Planner Number and Buyer Number fields are located on the Item Master form, as well as the Item Branch Information form. The Master Planning Family field is located on the Classification Codes form and is discussed later in this appendix.

Planner Number

The address number of the material planner for a part.

You must enter a planner number to be able to run parts inquiries and searches by planner.

Buyer Number

The address number of the person responsible for setting up and maintaining the correct stocking levels for inventory parts.

You must enter a buyer number to be able to run parts inquiries and searches by buyer.

Item Branch Information Form

Branch/Plant		STORES	
Item Number	512-EATON	Hydraulic Pump	
Stocking Type	P	Line Type	S
G/L Class	IN20	Sales Taxable	Y
Item Price Group		Purchasing Taxable	Y
Basket Reprice Group		Backorders Allowed	Y
Order Reprice Group		Check Availability Y/N	Y
Serial No. Required	N	Shelf Life Days	
Lot Status Code		ABC Codes	C - -
Lot Process Type		Margin Maintenance (%)	
Commitment Method	1	Country of Origin	
USA		Planner Number	9200
Dobson, Jane		Buyer Number	8400
Planner, Mark		Supplier	4343
Vector Manufacturing Co		Print Message	

F5=Codes F6=Cost F9=Price F10=Manufacturing F15=Bulk Info F24=Keys MW

You must enter a value in the Supplier field on the Item Branch Information form for each part. You can access this form directly from the Item Master form.

Supplier

The address number of the preferred provider of this item at this branch/plant.

J.D. Edwards recommends that you enter a supplier for each branch/plant.

Manufacturing Values Entry Form

The screenshot shows a window titled "[41013] - Manufacturing Values Entry" with a menu bar (Functions, Tools, Help). The main area contains the following fields:

- Item Number: 512-ERTON Hydraulic Pump
- Order Policy Code: 1
- Value Order policy: []
- MFG Leadtime Quantity: []
- Accounting Cost Qty: 1
- Issue Type Code: I
- Planning Code: 2
- Planning Fence Rule: F
- Fixed/Variable: F
- Round to Whole Number: []
- Material Status: []
- Planning Fence: 999
- Freeze Fence: []
- Message Display Fence: []
- Leadtime Level: []
- Leadtime Manufacturing: []
- Leadtime Cumulative: []
- Leadtime Per Unit: []
- Drawing Size: []
- Last Revision No: []
- Drawing Number: []
- Grade/Potency Pricing: N
- Potency Control: N
- Standard Potency: []
- From - Thru Potency: [] - []
- Grade Control: N
- Standard Grade: []
- From - Thru Grade: [] - []

At the bottom, there are navigation buttons: F12=Previous, F24=More Keys, and MW.

From the Item Master form in the Inventory Management system, you can access the Manufacturing Values Entry form. You must complete the following fields on this form to specify the rules by which the system plans for, orders, and issues parts.



When you enter values in these fields, they automatically become default values in the same fields on the Plant Manufacturing Data form.

Order Policy Code

A code that designates the rules for reordering in the Requirements Planning system.

J.D. Edwards recommends that you enter a 1 in this field.

Issue Type Code

A code that defines how each item in the bill of material is issued from stock.

With the exception of floor stock items, such as small hardware, fasteners, and so on, J.D. Edwards recommends that you enter an I in this field to indicate a manual issue for maintenance parts.

Planning Code

A code that indicates how the system processes this item.

J.D. Edwards recommends that you enter a 2 in this field.

Plant Manufacturing Data Form

The screenshot shows a software window titled "[41027] - Plant Manufacturing Data". The window contains a form with various fields for data entry. The fields are organized into two columns. The left column includes: Item Number (512-EATON), Order Policy Code (I), Value Order policy, MFG Leadtime Quantity, Accounting Cost Qty, Planning Fence (999), Freeze Fence (10), Message Display Fence, Time Basis (4), Queue Hours, Standard Setup Hours, ECO Reason, ECO Number, ECO Date, Potency Control (N), Standard Potency, and From - Thru Potency. The right column includes: Branch/Plant (STORES), Item Name (Hydraulic Pump), Issue Type Code (I), Planning Code (2), Planning Fence Rule (F), Fixed/Variable (F), Leadtime Level (90), Leadtime Manufacturing, Leadtime Cumulative, Leadtime Per Unit, Shrink Factor, Shrink Factor Method (%), Drawing Revision Level, Item Revision Level, Grade Control (N), Standard Grade, and From - Thru Grade. At the bottom of the window, there are several icons and keyboard shortcuts: F3=Exit, F12=Previous, F24=More Keys, and MW.

You can access the Plant Manufacturing Data form directly from the Item Branch Information form in the Inventory Management system. You must enter a value in the Time Basis field for each part to ensure that the system calculates the time required for routing steps based on hours per operation.

Time Basis

A code that identifies the time basis or rate to be used for setup, machine, or labor hours entered for any routing step.

J.D. Edwards recommends that Equipment/Plant Maintenance users enter a U in this field.

Classification Codes Form

To aid in parts planning and inquiry functions, you can assign each part to a master planning family. If you did not enter a planner number or a buyer number on either the Item Master form or the Item Branch Information form, you must enter a value for the master planning family. The Master Planning Family field is located on the Classification Codes form. You can access this form from either the Item Master form or the Item Branch Information form in the Inventory Management system.

Master Planning Family A code under which you can organize logically related parts. For example, you can organize parts by type, location, machine, and so on.

About Inventory Setup

The following Inventory Management setup tasks have special implications for Equipment/Plant Maintenance users:

- Setting up Branch/Plant constants
- Setting up Stocking type codes (user defined code, system 41, type D)

In addition to these tasks, setting up line types in the Purchase Management system has special implications for Equipment/Plant Maintenance users.

Setting Up Branch/Plant Constants

O P	Branch/Plant	Description	Back	Loc	Ware	G/L	Inv Period	Approval Route Code
P	STORES	Maintenance Storeroom	Y	N	N	Y	07	

When you set up constants for each branch/plant, you should enter values in the following fields to ensure that inventory transactions create journal entries in the general ledger. In addition, you can specify a description for inventory transactions.

Interface G/L (Y/N)

Enter a Y to ensure that inventory transactions processed through this branch/plant create general ledger entries.

General Ledger Explanation

Depending on your reporting needs, you can specify the description that appears on the second line of the general ledger journal entry for inventory transactions:

- Enter a 1 for the item master description (part name)
- Enter a 2 for the primary item number (part number)

Update Units to G/L

Depending on your reporting needs, you can specify that the system enters both amounts and units for inventory transactions on the Account Ledger table (F0911).

Setting Up Stocking Type Codes

When setting up stocking type codes for maintenance parts, you must enter a P (Purchased) in the second description line. Do not enter a K (Kit). This code is reserved for sales order processing.

Setting Up Line Types

Ln Ty	Description	...Interface...				Rev Sgn	Txt Y/N	.Include			R R	A F	W O
		G/L	Inv	A/R	A/R			G/P	C/D	T1			
Z	Sales or Use Tax	Y	N	Y	Y	N	N	N	N	N	N	N	N
A	Asset Movements	N	Y	N	N	Y	N	N	N	N	N	N	N
B	G/L Account & Item Number-Bulk	Y	B	N	Y	N	N	N	N	N	Y	N	N
C	Credit Line	Y	Y	Y	Y	Y	N	Y	N	Y	N	Y	N
CS	Commingled Stock	N	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
CT	Container Transactions	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
D	Direct Ship Item	Y	D	Y	Y	N	N	N	N	N	N	Y	N
EA	External Aggregates	Y	Y	Y	Y	N	N	N	N	N	N	Y	N
EC	Container Deposit/Refund	Y	N	Y	N	N	N	N	N	N	N	Y	N
F	Freight	Y	N	Y	Y	N	N	N	N	N	Y	N	N
IA	Internal Aggregate	Y	B	N	Y	N	N	N	N	N	N	Y	N
J	G/L Account Number	Y	A	N	Y	N	N	N	N	N	Y	N	N
K	Adv. Pricing, Order Level Disc	Y	N	Y	Y	N	N	N	N	N	N	Y	N
M	Miscellaneous	Y	N	Y	Y	N	N	Y	N	Y	N	Y	N
N	Non-Stock	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
P	Price Discount	N	N	Y	Y	N	N	Y	N	Y	N	Y	N

Line types control how parts transactions interface with the General Ledger and the Inventory Management system. Specifically, the line type that you assign to a part is a code that:

- Controls which of the following four systems that the transaction interfaces with:
 - General Ledger
 - Inventory Management
 - Accounts Receivable
 - Accounts Payable
- Specifies the conditions for which a line is printed on reports
- Specifies the conditions for which a line is included in calculations

You set up line types in the Purchase Management system. Depending on your planning and reporting needs, you might need to set up an additional line type to differentiate pseudo non-stock part transactions from true non-stock part transactions.



You should be thoroughly familiar with order line types before adding or modifying them. Extreme damage to your system can occur if you do not set up order line types with precision and logic.

See Also

- *Setting Up Order Line Types* in the *Purchase Management Guide*

The following fields on the Order Line Types form have special significance for Equipment/Plant Maintenance users.

Interface with G/L (Y/N) A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger.

J.D. Edwards recommends that Equipment/Plant Maintenance users enter a Y in this field.

Interface with Inventory A code that identifies the type of interface to the Inventory Management system. Valid codes are:

Y — The system reflects the dollar or unit value of any activity containing this line type in inventory. The system edits the item you enter to ensure that it is a valid item.

A — The system recognizes the number entered as a G/L account number. This code is used in purchasing only.

B — The system edits the item and the G/L account when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but the system does not update the quantity on the purchase order. This code is valid only when the Interface with G/L code is set to Y (yes). Budget checking is fully functional with this interface type.

D — The item in this line is an inventory item that will not affect availability or quantities.

N — The item is not an inventory item.

Appendix B — 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.

Equipment Information 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. 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 information is sequenced by *object* account.
6. False. The system recalculates information only if you change information in the upper portion of the Shop Cost by Repair Code form.

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 AAI's
 - 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.

Preventive Maintenance Cycle

1. True
2. PMs can be scheduled by a specific *date*, or by *service interval*, which can be *days* or one of three *statistical accounts*.
3. In order to create an assigned work order, you must have *included a model work order* on the *Item PM schedule* and *activate the processing option* when you run the *Update PM Schedule Status program*.

4. Use the *Associated Service Types* to link related PMs.
5. The correct answer is C — work orders are only prepared for the original PM, not for each piece of equipment on the maintenance loop.
6. A model PM schedule is created using the first ten category codes from the *equipment master*.
7. True
8. The status of the PM must start with *01* and end with *98* or *99*.
9. You can display the history of PMs that meet your selection criteria by changing the *status range* to *99*.

Work Order Life Cycle

1. The subledger inactive field is used to prevent charges to the work order. When you enter a value in this field, the system does not allow the work order to be used as a subledger in a transaction.
2. False. The equipment number is not required. However, a processing option exists that you can use to require an equipment number for the DREAM Writer version.
3. In order to attach a parts list or routing instruction to a work order, you must have purchased and installed the necessary software and you must complete the *start date* on the work order.
4. False. You can enter parts on the parts list that do not have inventory masters, but you will not be able to maintain a parts usage history.
5. You can use the Parent Work Order Number to:
 - Group work orders into a project
 - Enter default information into a new work order
6. False. Work order approval is required only if the work order approval type has been entered into the work order with a processing option or from the Maintenance Rules table (F1393).
7. True. The electronic mail message sent to the work order approver has an exit directly into work order approvals.
8. Backlog Management uses the Work Order Master table (F4801).

Equipment Backlog uses the Equipment Master table (F1201).
9. Work order status, estimated hours, type, priority, and other fields can be changed from the *Backlog Management form*.
10. The Component Changeout Code is found on the *Status Change Date and Time window*. The *Equipment Master table (F1201)* is updated to show changes in parent and component relationships and statuses.

11. To assign costs to a work order, you must complete the *Subledger field* with a type equal to *W* on the G/L Account Ledger table (F0911).
12. The system retrieves the *Business Unit (charge to)* and the *Subsidiary (repair code)* when you use speed entry.
13. To view actual hours and amounts by individual routing step, you must have used the *Time Accounting* form to charge time to the step.

Maintenance Planning

1. False. Maintenance Planning considers all work orders within the planning horizon.
2. PM Projections uses the Estimated Occurrences in the *Item PM schedule* to project PMs.
3. True. When you process the messages created by the parts plan generation, you can purchase the required parts.
4. The correct answer is E — all of the preceding are valid criteria for selecting parts to review.
5. Parts plan generation will delete all messages except *on hold* and *manually entered* messages.
6. Row descriptions that end in “U” are *unadjusted*, which indicates that the action messages *will not* be acted upon.
7. The correct answer is B — Labor plan generation must be completed after the parts plan generation.
8. Over- or under-capacity conditions can be corrected by changing the *work order dates* or revising the *craft resource units*.

System Setup

1. True. 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 *blank*.
3. True. The version of the supply/demand inclusion rules that you specify in Equipment Constants only affects interactive labor capacity calculations.
4. The correct answers are as follows:

AT	b	optional summary totals
FMA	d	statistical account for PMs
FMD	a	original meter reading account
FP	e	purchase order account
FX	c	all accounts that post to equipment

5. If FX AAIs are set up by company, they must be set up for *each* company and they must begin with *FX01*.
6. The minimum depreciation information that you must set up is an AA *ledger* with a *depreciation method of 00*.
7. Category code mapping is used to copy similar values from the *Business Unit* to the *equipment master* and from the *equipment master* to the *work order master*.
8. Specification sheets must be set up in Supplemental Data with a data type of *SP*.
9. False. After the specification sheet has been created, you must re-enter the specification cross-reference.
10. Shop Cost Inquiry can have the columns defined in a *format* and can be grouped together in a *path*.
11. Standard procedures can be assigned in the:
 - Item PM schedule
 - Work order master
 - Resource routing instruction step
12. The correct answer is A — Model work orders are contained in the detail portion of the Item PM Schedule, not on the Maintenance Rules Table.
13. False. Changing the record type format affects all work orders.
14. True. When you change the work order status, the system automatically changes the PM status to the value you entered in Maintenance Status.
15. False. You can make the subledger inactive at any status you choose. It is often desirable to keep another user from charging a work order while it is waiting for approval, as well as after the work order has been completed.
16. True. Work Order Approval Routing can have multiple entries for the same sequence.
17. You must set up the part number in the *Inventory Management* system to be able to create a standard parts list or standard instruction.
18. False. Both parts planning and labor planning use supply and demand inclusion rules. Often, the same version of the supply and demand inclusion rules is used for both parts and labor planning.

19. The correct answer is D — Frozen standard labor rates are determined by the Resource Revisions program.
20. Labor resources are set up as a *work center*, which in turn has been set up as a *business unit* in General Accounting.
21. The estimated labor rate on the work order routing instruction is defined as the *frozen standard labor* rate from the Resource Revisions form.

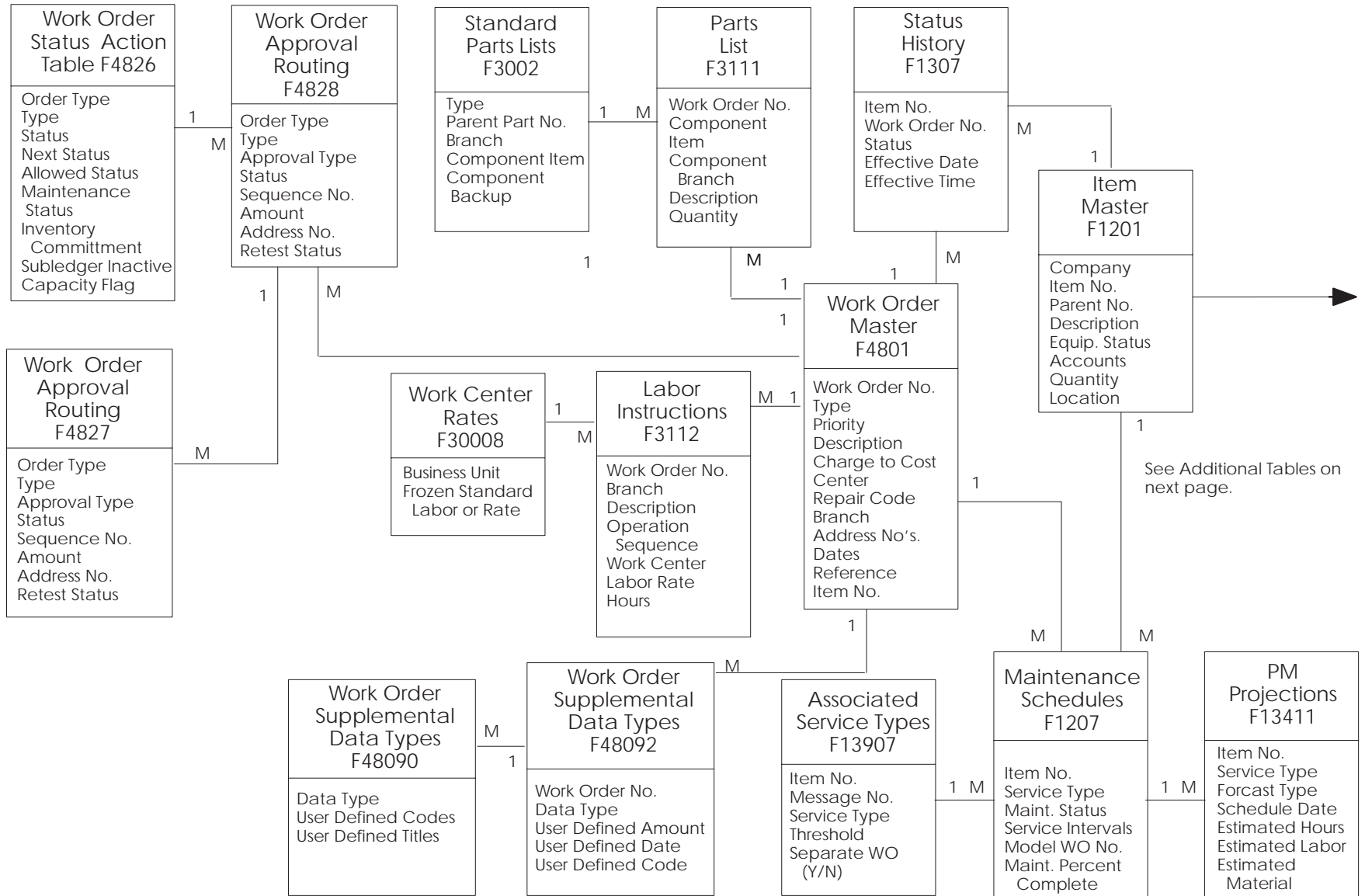
Equipment/Plant Maintenance Global Updates

1. Build Search Word File is used by the *Query Search* on the Equipment Search form.
2. False. Costs will not be updated if the subledger is inactive.
3. True. The Global PM Schedule Update program can be used to make changes to all PMs that have identical category codes, as well as to add PMs to new equipment or delete service types from the Item PM Schedule.
4. True. Run the Update Company Number, BU/OBJ/SUB program only if you make a change to an existing Account Master (F0901) that falls within the accounts defined in the FX AAI's.
5. Repost should never be run if you have *summarized* transactions that fall within the FX range of AAI's.

Appendix C — Data Model

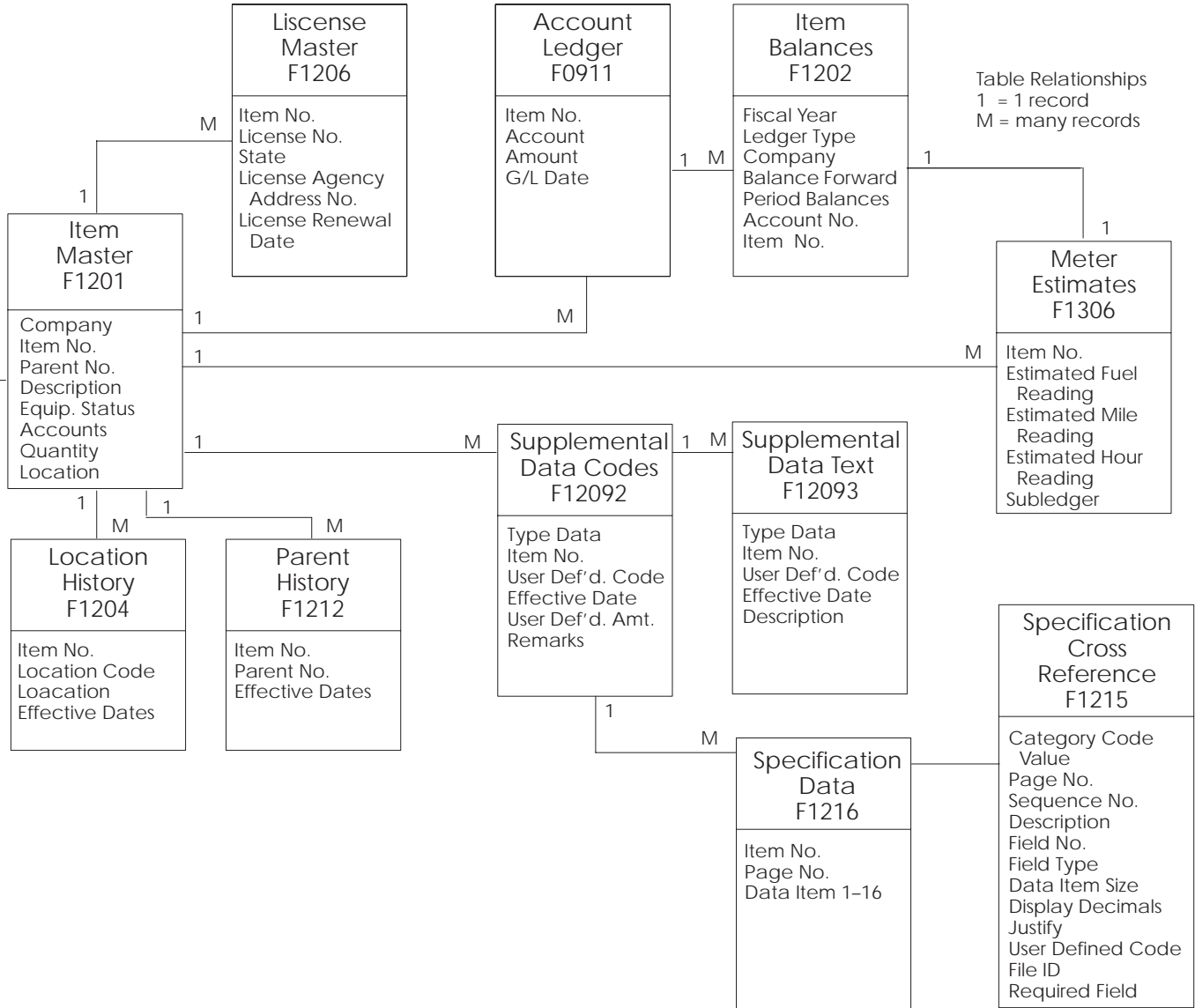
The graphic on the following page illustrates the relationships among the principal physical tables in Equipment/Plant Maintenance. In order to present the information in an uncluttered format, the lesser control tables, worktables, and tables for seldom used features have been omitted. An M represents many records in a table. A 1 represents one record in a table.

Data Model — Equipment/Plant Maintenance



Data Model — Equipment/Plant Maintenance

See Additional Tables on previous page.



Glossary

Glossary

This glossary defines terms in the context of your use of JDE systems and the accompanying user guide.

access. To get to the information or functions provided by the system through menus, screens, and reports.

allocated material. Material on hand or on order that is assigned to specific future production or customer orders. Synonymous with *reserved material*.

alphabetic character. Represents data by using letters and other symbols from the keyboard (such as *&#). Contrast with *numeric character*.

alphanumeric character. Represents data in a combination of letters, numbers, and other symbols (such as *&#).

alternate operation. Replacement for a normal step in the manufacturing process or routing for an item.

alternate routing. A routing, usually less preferred than the primary routing, but resulting in an identical item.

assemble-to-order. A make-to-order product for which key components (bulk, semi-finished, intermediate, subassembly, fabricated, purchased, packaging, etc.) used in the assembly or finishing process are planned and stocked in anticipation of a customer order. Receipt of an order initiates assembly of the finished product. This is useful when a large number of finished products can be assembled from common components.

assembly. A group of subassemblies and/or parts that are put together and constitute a major subdivision for the final product. An assembly may be an end item or a component of a higher level assembly.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

automatic accounting instruction (AAI). 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.

backflush. The deduction from inventory records of the component parts used in an assembly or subassembly by exploding the bill of material by the production count of assemblies produced.

back scheduling. A technique for calculating operation start dates and due dates. The schedule is computed starting with the due date for the order and working backward to determine the required start date and/or due dates for each operation.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

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 bill of material. A bill of material in which the statement of quantity per is based on the standard batch quantity of the parent.

batch header. Information the computer uses as identification and control for a group of transactions or records in a batch.

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 files. 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 outqueue. Contrast with *interactive processing*.

batch type. A code that designates which JDE 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.

bill of material (BOM). A listing of all the subassemblies, parts, and raw materials that go into a parent assembly showing the quantity of each required to make the assembly. It is used in conjunction with the master production schedule to determine the items for which purchase requisitions and production orders must be released. There is a variety of display formats for bills of material, including: single level, multi level, indented, planning, and costed. Synonymous with *formula*, *recipe*, and *ingredients list*.

Boolean logic operand. In JDE's 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

bubble chart. A diagram that attempts to display the interrelationships of systems, functions, or data in sequential flow. It derives its name from the circular symbols used to enclose the statements on the chart.

bucketed system. An MRP, DRP, or other time-phased system in which all time-phased data are accumulated into time periods or "buckets." If the period of accumulation is one week, then the system is said to have weekly buckets.

bucketless system. An MRP, DRP, or other time-phased system in which all time-phased data are processed, stored, and usually displayed using dated records rather than defined time periods or "buckets."

bulk issue. Parts issued from stores to work-in-process inventory, but not based on a job order. They are issued in quantities estimated to cover requirements of individual work centers and production lines. The issue may be used to cover a period of time or to fill a fixed-size container.

by-product. A material of value produced as residual of or incidental to the production process. The ratio of by-product to primary product is usually predictable. By-products may be recycled, sold as is, or used for other purposes.

CAD/CAP. Computer Assisted Design/Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all JDE systems.

capacity requirements planning (CRP).

The function of establishing, measuring, and adjusting limits or levels of capacity. It is the process of determining in detail how much labor and machine resources are required to accomplish the tasks of production. Open shop orders and planned orders in the MRP system are input to CRP, which "translates" these orders into hours of work by work center and by time period.

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.

closed-loop MRP. A system built around material planning that includes the additional planning functions of sales and operations (production planning, master production scheduling, and capacity requirements planning). Once this planning phase is complete and the plans have been accepted as realistic and attainable, the execution functions come into play. These include the manufacturing control functions of input-output (capacity) measurement, detailed scheduling and dispatching, as well as anticipated delay reports from both the plant and supplier. The term "closed loop" implies that not only is each of these elements included in the overall system, but also that feedback is provided by the execution functions so that the planning can be kept valid at all times.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

component. Raw material, ingredient, part, or subassembly that goes into a higher level assembly, compound, or other item. This term may also include packaging materials for finished items.

component availability. The availability of component inventory for the manufacture of a specific parent order or group of orders or schedules.

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. Once you set constants such as these, the system follows these rules until you change the constants.

Core. The central and foundational systems of JDE software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office.

costed bill of material. A form of bill of material that extends the quantity per of every component in the bill by the cost of the components.

crew size. The number of people required to perform an operation. The associated standard time should represent the total time for all crew members to perform the operation, not the net start to finish time for the crew.

cumulative leadtime. The longest planned length of time involved to accomplish the activity in question. For any item planned through MRP, it is found by reviewing the leadtime for each bill of material path below the item. Whichever path adds up to the greatest number defines cumulative leadtime. Synonymous with *aggregate leadtime*, *composite leadtime*, and *critical path leadtime*.

cumulative manufacturing leadtime.

The cumulative planned leadtime when all purchased items are assumed to be in stock.

cumulative MRP. The planning of parts and subassemblies by exploding a master schedule, as in MRP, except that the master scheduled items and therefore the exploded requirements are time phased in cumulative form. Usually these cumulative figures cover a planning year.

current cost. The current or replacement cost of labor, material, or overhead. Its computation is based on current performance or measurements, and it is used to address "today's" costs before production as a revision of annual standard costs.

cursor. The blinking underscore or rectangle on your screen that indicates where the next keystroke will appear.

cursor sensitive help. JDE's 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.

data. Numbers, letters, or symbols that represent 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 file consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary file does not contain the actual data itself.

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 the you do not enter something in that field, the system supplies an N.

demand. A need for a particular product or component. The demand could come from any number of sources, such as a customer order or forecast, or an interplant requirement or a request from a branch warehouse for a service part or for manufacturing another product.

dependent demand. Demand that is directly related to or derived from the bill of material structure for other items or end products. Such demands are calculated and need not and should not be forecast. A given inventory item may have both dependent and independent demand at any given time. For example, a part may simultaneously be the component of an assembly and also sold as a service part.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail file. A file which contains manufacturing, routing, or specification details. Contrast with *master file*.

direct labor. Labor that is specifically applied to the product being manufactured or utilized in the performance of the service.

direct material. Material that becomes a part of the final product in measurable quantities.

discrete manufacturing. Production of distinct items such as automobiles, appliances, or computers.

display. (1) To cause the computer to show information on a terminal's screen. (2) A specific set of fields and information that a JDE system might show on a screen. Some screens can show more than one display when you press a specified function key.

display field. A field of information on a screen that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

downstream operation. A task subsequent to the task currently being planned or executed.

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.

edit. (1) To make changes to a file by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effectivity date. The date on which a component or an operation is to be added or removed from a bill of material or an assembly process. The effective dates are used in the explosion process to create demands for the correct items. Normally, bill of material and routing systems provide for an effectivity "start date" (from) and "stop date" (thru), signifying the beginning and end of a particular relationship. Synonymous with *effective date*.

efficiency. A measure (as a percentage) of the actual output to the standard output expected. Efficiency measures how well something is performing relative to expectations; it does not measure output relative to any input. For example, if there is a standard of 100 pieces per hour and 780 units are produced in one eight-hour shift, the efficiency is 780 divided by 800, then multiplied by 100% or 97.5%.

electronic data interchange (EDI). The paperless (electronic) exchange of trading documents, such as purchase orders, shipment authorizations, advanced shipment notices, and invoices, using standardized document formats.

end item. A product sold as a completed item or repair part. Any item subject to a customer order or sales forecast. Synonymous with *end product*, *finished good*, and *finished product*.

engineering change order (ECO). A work order used to implement a change in a manufactured product. This can be a change in design, quantity or parts required, assembly or production process, and so forth.

engineer-to-order. Products whose customer specifications require unique engineering design or significant customization. Each customer order results in a unique set of part numbers, bills of material, and routings.

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 screen that allows you to access another screen.

expedite. To "rush" or "chase" production or purchase orders that are needed in less than the normal leadtime. To take extraordinary action because of an increase in relative priority.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Some examples DREAM Writer and FASTR.

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.

feature. An accessory or attachment to an item.

field. (1) An area on a screen 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 vendor record

consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor.

file. A collection of related data records organized for a specific use and electronically stored by the computer.

fixed cost. An expenditure that does not vary with the production volume, for example, rent, property tax, and salaries of certain personnel.

fixed order quantity. A lot-sizing technique in MRP or inventory management that will always cause planned or actual orders to be generated for a predetermined fixed quantity, or multiples thereof, if net requirements for the period exceed the fixed order quantity.

fixed overhead. Traditionally all manufacturing costs, other than direct labor and direct materials, that continue even if products are not produced. Although fixed overhead is necessary to produce the product, it cannot be directly traced to the final product.

fold area. An area of a screen, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the screen.

forecast. An estimate of future demand. A forecast can be determined by mathematical means using historical data, created subjectively by using estimates from informal sources, or a combination of both techniques.

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 screen.

Gantt chart. A control chart designed to show graphically the relationship between planned performance and actual performance.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

header. Information at the beginning of a file. 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.

implode. 1) Compression of detailed data in a summary-level record or report. 2) Tracing a usage and/or cost impact from the bottom to the top (end product) of a bill of material using where-used logic.

implosion. The process of determining the where-used relationship for a given component. Implosion can be single-level (showing only the parents on the next higher level) or multilevel (showing the ultimate top-level parent). Synonymous with *where used*. Contrast with *explosion*.

indented bill of material. A form of multilevel bill of material that lists the highest level parent items at the left margin and all the components going into these parents indented to the right of the margin. All subsequent levels of components are indented farther to the right. If a component is used in more than one parent within a given product structure, it will appear more than once, under every subassembly in which it is used.

indented where-used. A listing of every parent item, and the respective quantities required, as well as each of their respective parent items, continuing until the ultimate end item, or level-0 item, is listed. Each of these parent items is one that calls for a given component item in a bill of material file. The component item is shown closest to the left margin of the listing, with each parent indented to the right, and each of their respective parents indented even further to the right.

indirect costs. Costs that are not directly incurred by a particular job or operation. Certain utility costs, such as plant heating, are often indirect. An indirect cost is typically distributed to the product through the overhead rates.

indirect labor. Work required to support production in general without being related to a specific product, for example, sweeping the floor.

indirect materials. Items that become part of the final product or substances that are consumed in the manufacture of a product that have a negligible value relative to the value of the final product or the usage of which cannot be effectively determined. These components may or may not be included in the bill of material. Synonymous with *supplies*.

input. Information you enter in the input fields on a screen or that the computer enters from other programs, then edits and stores in files.

input field. An area on a screen, 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 JDE system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

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*.

interface. A link between two or more JDE systems that allows these systems to send information to and receive information from one another.

issue. The physical movement of items from a stocking location and, often, the transaction reporting of this activity.

issue cycle. The time required to generate a requisition for material, pull the material from an inventory location, and move it to its destination.

item. Any unique manufactured or purchased part, material, intermediate, subassembly, or product.

item master record. The master record for an item. Typically, it contains identifying and descriptive data and control values (leadtimes, lot sizes, etc.) and may contain data on inventory status, requirements, planned orders, and costs. Item records are linked together by product structure records which define the bill of material for an item.

item number. A number that serves to uniquely identify an item. Synonymous with *part number*.

jargon. A JDE 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 check printing in the Accounts Payable system.

job queue. A screen 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 JDE systems justify information. The system does this only after you press Enter.

Just-in-Time (JIT). A philosophy of manufacturing based on planned elimination of all waste and continuous improvement of productivity. The primary elements of zero inventories are to have only the required inventory when needed; to improve quality to zero defects; to reduce leadtimes by reducing setup times, queue lengths, and lot sizes; to incrementally revise the operations themselves; and to accomplish these things at minimum cost.

key field. A field common to each record in a file. The system uses the key field designated by the program to organize and retrieve information from the file.

Key General Ledger Account (Key G/L). See *automatic accounting instructions*.

labor cost. The dollar amount of added value due to labor performed during manufacturing.

leading zeros. A series of zeros that certain facilities in JDE 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 would look like this: 00004567.

leadtime. 1) A span of time required to perform a process (or series of operations).
2) In a logistics context, the time between

recognition of the need for an order and the receipt of goods. Individual components of leadtime can include order preparation time, queue time, move or transportation time, and receiving and inspection time.

leadtime offset. A technique used in MRP where a planned order receipt in one time period will require the release of that order in an earlier time period based on the leadtime for the item.

level. Every part or assembly in a product structure is assigned a level code signifying the relative level in which that part or assembly is used within the product structure. Normally the end items are assigned to level 0 with the components and subassemblies going into it assigned to level 1 and so forth. The MRP explosion process starts from level 0 and proceeds downward one level at a time.

level of detail. (1) The degree of difficulty of a menu in JDE 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).

master file. A computer file that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

load. The amount of planned work scheduled and actual work released for a facility, work center, or operation for a

specific span of time. It is usually expressed in terms of standard hours of work or, when items consume similar resources at the same rate, units of production.

lot. A quantity produced together and sharing the same production costs and resultant specifications.

lot number. A number that identifies a designated group of related items manufactured in a single run or received from a vendor in a single shipment.

lot number control. Assignment of unique numbers to each instance of receipt and carrying forth that number into subsequent manufacturing processes so that, in review of an end item, each lot consumed from raw materials through end item can be identified as having been used for the manufacture of this specific end item lot.

lot number traceability. Tracking parts by lot numbers to a group of items. This tracking can assist in the tracing of quality problems to their source.

lot traceability. The ability to identify the lot or batch numbers of consumption and/or composition for manufactured, purchased, and shipped items. This is a federal requirement in certain regulated industries.

low-level code. A number that identifies the lowest level in any bill of material at which a particular component may appear. Net requirements for a given component are not calculated until all the gross requirements have been calculated down to that level. Low-level codes are normally calculated and maintained automatically by the computer software. Synonymous with *explosion level*.

machine hours. The amount of time, in hours, that a machine is actually running. Machine hours, rather than labor hours, may be used for planning capacity and scheduling and for allocating costs.

make-to-order product. A product that is finished after receipt of a customer's order. The final product is usually a combination of standard items and items custom designed to meet the special needs of the customer. Frequently long leadtime components are planned prior to the order arriving in order to reduce the delivery time to the customer. Where options or other subassemblies are stocked prior to customer orders arriving, the term "assemble-to-order" is frequently used.

make-to-stock product. A product that is shipped from finished goods, "off-the-shelf," and therefore is finished prior to a customer order arriving. The master scheduling and final assembly scheduling are conducted at the finished goods level.

manufacturing leadtime. The total time required to manufacture an item, exclusive of lower level purchasing leadtime. It includes the time for order preparation, queue, setup, run, move, inspection, and put-away.

manufacturing resource planning (MRP II) A method for the effective planning of all resources of a manufacturing company. Ideally, it addresses operational planning in units, financial planning in dollars, and has a simulation capability to answer "what if" questions. It is made up of a variety of functions, each linked together: business planning, sales and operations (production planning), master production scheduling, material requirements planning, capacity requirements planning, and the execution support systems for capacity and material. Output from these systems is integrated with financial reports such as the business plan, purchase commitment report, shipping budget, inventory projections in dollars, etc. Manufacturing resource planning is a direct outgrowth and extension of closed-loop MRP.

master file. A computer file that a system uses to store data and information which is permanent and necessary to the system's

operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

master planning. A classification scheme that includes the following activities: forecasting and order servicing (which together constitute demand management); production and resource planning; and master scheduling (which includes the final assembly schedule, the master schedule, and the rough cut capacity plan).

master production schedule (MPS). A detailed statement of how many items are planned to be produced and when. The MPS focuses on products to be made and, through the detailed planning system, identifies the resources (materials, work force, plant equipment and capital) needed and the timing of the need.

menu. A screen 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 JDE 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 screen after you make a menu selection. It displays a warning, caution, or information about the requested selection.

need date. The date when an item is required for its intended use. In an MRP system, this date is calculated by a bill of material explosion of a schedule and the netting of available inventory against that requirement.

next number facility. A JDE 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.

nonsignificant part numbers. Part numbers that are assigned to each part but do not convey any information about the part. They are identifiers, not descriptors. Contrast with *significant part numbers*.

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 were to run a certain job on a personal computer and then transfer the results to a host computer, that job would be considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a JDE system-provided screen, 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 screen. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

operation number. A sequential number, usually two, three, or four digits long, such as 010, 020, 030, and so forth, that indicates the sequence in which operations are to be performed within an item's routing.

operations sequence. The sequential steps for an item to follow in its flow through the plant. For instance, operation 1: cut bar stock; operation 2: grind bar stock; operation 3: shape; operation 4: polish; operation 5: inspect and send to stock. This information is normally maintained in the routing file.

option. A numbered selection from a JDE screen 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 screen with a value from the current screen.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer screen.

output queue. A screen that lists the spooled files (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list.

overhead. Costs incurred in the operation of a business that cannot be directly related to the individual products or services produced. These costs, such as light, heat, supervision, and maintenance, are grouped in several pools (department overhead, factory overhead, general overhead) and distributed to units of product or service by some standard allocation method.

overlap. The percentage that an operation overlaps the previous operation in the sequence. For example, a 20% overlap means that the step can begin when the previous step is 80% complete.

override. The process of entering a code or parameter other than the one provided by the system. Many JDE systems offer screens that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

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.

part. Generally, a material item that is used as a component and is not an assembly, subassembly blend, intermediate, and so forth.

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.

pegging. In MRP, the capability to identify for a given item the sources of its gross requirements and/or allocations. Pegging can be thought of as "live where-used" information.

picking. The process of withdrawing from stock the components to make the products or the finished goods to be shipped to a customer.

pick list. A document that lists the material to be picked for manufacturing or shipping orders.

planned order. A suggested order quantity, release date, and due date created by MRP processing when it encounters net requirements. Planned orders are created by the computer, exist only within the computer, and may be changed or deleted by the computer during subsequent MRP processing if conditions change. Planned orders at one level will be exploded into gross requirements for components at the next lower level. Planned orders, along with released orders, serve as input to capacity requirements planning to show the total capacity requirements by work center in future time periods.

planning bill of material. An artificial grouping of items and/or events in bill of material format, used to facilitate master scheduling and/or material planning. Sometimes called a pseudo bill of material.

planning family. A group of end items whose similarity of design and manufacture facilitates being planned in aggregate.

planning horizon. The amount of time the master schedule extends into the future. This is normally set to cover a minimum of

cumulative leadtime plus time for lot sizing low-level components and for capacity changes of primary work centers.

primary location. The designation of a certain storage location as the standard, preferred location for an item.

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (screen) of written files that you have told the computer to print. Once the computer prints the file, the system removes the file's identifier from the online list. See *output queue*.

priority. The relative importance of jobs. The sequence in which jobs should be worked on.

process manufacturing. Production that adds value by mixing, separating, forming, and/or performing chemical reactions. It may be done in either batch or continuous mode.

processing options. A feature of the JDE 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 screen displays, control the format in which information gets printed on reports, change the way a screen 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.

PTF. Program Temporary Fix. A representation of changes to JDE software, which your organization receives on magnetic tapes or diskettes.

purchased part. An item sourced from a supplier.

purge. The process of removing records or data from a system file.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number.

reporting code. See *category code*.

reverse image. Screen text that displays in the opposite color combination of characters and background from what the screen typically displays (for example, black on green instead of green on black).

quantity per. The quantity of a component to be used in the production of its parent. This value is stored in the bill of material and is used to calculate the gross requirements for components during the explosion process of MRP.

queue. 1) In computers: See job queue, output queue, and print queue.
2) In manufacturing: A waiting line. The jobs at a given work center waiting to be processed. As queues increase, so do average queue time and work-in-process inventory.

rated capacity. The demonstrated capability of a system. Traditionally, capacity is calculated from such data as planned hours, efficiency, and utilization. The rated capacity is equal to hours available x efficiency x utilization.

rate-based scheduling. A method for scheduling and producing based on a periodic rate, for example, daily, weekly or monthly. Traditionally, this method has been applied to high-volume and process industries. The concept can be applied within job shops using cellular layouts and

mixed-model level schedules where the production rate is matched to the selling rate.

raw material. Purchased items or extracted materials that are converted via the manufacturing process into components and/or products. receipt. 1) The physical acceptance of an item into a stocking location. 2) The transaction reporting of this activity.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number.

release. The authorization to produce or ship material that has already been ordered.

repetitive manufacturing. A form of manufacturing where various items with similar routings are made across the same process whenever production occurs. Products may be made in separate batches or continuously. Production in a repetitive environment is not a function of speed or volume.

replacement parts. Parts that can be used as substitutes that differ from completely interchangeable service parts in that they require some physical modification, such as cutting, drilling, and so forth, before they can replace the original part.

revision level. A number or letter representing the number of times a document has been changed.

rework order. A manufacturing order to rework and salvage defective parts or products.

resource requirements planning (RRP). The process of converting the production plan and/or the master production schedule into capacity needs for key resources: work force, machinery, warehouse space,

suppliers' capabilities, and in some cases, money. Comparison of capacity required of items in the MPS to available capacity is usually done for each key resource. Synonymous with *rough cut capacity planning*.

routing. A set of information detailing the method of manufacture of a particular item. It includes the operations to be performed, their sequence, the various work centers to be involved, and the standards for setup and run. In some companies, the routing also includes information on tooling, operator skill levels, inspection operations, testing requirements, and so forth.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

run size. See standard batch quantity.

safety stock. 1) In general, a quantity of stock planned to be in inventory to protect against fluctuations in demand and/or supply. 2) In the context of master production scheduling, the additional inventory and/or capacity planned as protection against forecast errors and/or short-term changes in the backlog. Overplanning can be used to create safety stock.

scrap. Unusable material that results from the production process. It is material outside of specifications and of such characteristics that rework is impractical.

scrap factor. A percentage factor in the product structure used to increase gross requirements to account for anticipated loss within the manufacture of a particular product. Synonymous with *scrap rate*.

scroll. To use the roll keys to move screen information up or down a screen at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next screen of text if more text is available.

selection. Found on JDE 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.

setup. 1) The work required to change a specific machine, resource, work center, or line from making the last good piece of unit A to the first good piece of unit B; 2) Teardown of the just completed production and preparation of the equipment for production of the next scheduled item.

setup cost. The costs such as scrap costs, calibration costs, downtime costs, and lost sales associated with preparing the resource for the next product.

setup leadtime. The time needed to prepare a manufacturing process to start. Setup leadtime may include run and inspection time for the first piece.

shelf life. The amount of time an item may be held in inventory before it becomes unusable.

shop calendar. See work day calendar.

shop floor control (SFC). A system for utilizing data from the shop floor to maintain and communicate status information on shop orders (manufacturing orders) and on work centers. The major subfunctions of shop floor control are: 1) assigning priority of each shop order, 2) maintaining work-in-process quantity information, 3) conveying shop order status information to the office, 4) providing actual output data for capacity control purposes, 5) providing quantity by location by shop order for work-in-process inventory and accounting purposes, and 6) providing measurement of efficiency, utilization, and productivity of the work force and machines.

shrinkage. Reductions of actual quantities of items in stock, in process, or in transit. The loss may be caused by scrap, theft, deterioration, evaporation, and so forth.

shrinkage factor. A percentage factor in the item master record that compensates for expected loss during the manufacturing cycle either by increasing the gross requirements or by reducing the expected completion quantity of planned and open orders. The shrinkage factor differs from the scrap factor in that the former affects all uses of the part and its components and the scrap factor relates to only one usage. Synonymous with *shrinkage rate*.

significant part numbers. Part numbers that are intended to convey certain information, such as the source of the part, the material in the part, the shape of the part, and so forth. These usually make part numbers longer. Contrast with *nonsignificant part numbers*.

simulation. 1) The technique of using representative or artificial data to reproduce in a model various conditions that are likely to occur in the actual performance of a system. It is frequently used to test the behavior of a system under different operating policies. 2) Within MRP II, using the operational data to perform "what if" evaluations of alternative plans to answer the question, "Can we do it?" If yes, the simulation can then be run in the financial mode to help answer the question, "Do we really want to?" Synonymous with *what-if analysis*.

single level bill of material. A display of those components that are directly used in a parent item. It shows only the relationships one level down.

single-level where-used. A list of each parent in which a specific component is directly used and in what quantity. Done by imploding the bill of material.

softcoding. A JDE term that describes an entire family of features that allows you to customize and adapt JDE 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 * & # /.

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled file. A holding file for output data waiting to be printed or input data waiting to be processed.

standard batch quantity. The quantity of a parent that is used as the basis for specifying the material requirements for production. The "quantity per" is expressed as the quantity to make the standard batch quantity, not to make only one of the parent. It is often used by manufacturers that use some components in very small quantities or by process-related manufacturers. Synonymous with *run size*.

standard costs. The target costs of an operation, process, or product including direct material, direct labor, and overhead charges.

standard cost system. A cost system that uses cost units determined before production. For management control purposes, the standards are compared to actual costs and variances are computed.

standard hours. The length of time that should be required to 1) set up a given machine or operation and 2) run one part/assembly/batch/end product through that operation. This time is used in determining machine and labor requirements. It is also frequently used as a basis for incentive pay systems and as a basis of allocating overhead in cost accounting systems.

subassembly. An assembly that is used at a higher level to make up another assembly.

subfile. An area on the screen where the system displays detailed information related to the header information at the top of the screen. Subfiles might contain more information than the screen can display in the subfile area. If so, use the roll keys to display the next screen of information. See *scroll*.

submit. See *run*.

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 JDE systems offer screens and reports that are summaries of the information stored in certain files.

superflush. A technique to relieve all components down to the lowest level using the complete bill of material, based on the count of finished units produced and/or transferred to finished good inventory.

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*.

throughput. 1) The total volume of production through a facility (machine, work center, department, plant, or network of plants). 2) In theory of constraints, the rate at which the system (firm) generates money through sales.

time series. A set of data that is distributed over time, such as demand data in monthly time period occurrences.

unit cost. Total labor, material, and overhead cost for one unit of production, for example, one part, one gallon, or one pound.

unit of measure. The unit in which the quantity of an item is managed, such as by weight, each, box, package, case, and so forth.

use as is. A classification for material that has been dispositioned as unacceptable per the specification, yet can be used.

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 table ST (Search Type), a few codes are C for Customers, E for Employees, and V for Vendors.

user defined code (type). The identifier for a table of codes with a meaning you define for the system (for example, ST for the Search Type codes table in Address Book). JDE systems provide a number of these tables and allow you to create and define tables 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 JDE 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. Changing, not constant or fixed. For example, variable costs are costs that change according to varying conditions.

variable overhead. All manufacturing costs that vary directly with production volume, other than direct labor and direct materials. Variable overhead is necessary to produce the product, but cannot be directly assigned to a specific product.

variance. The difference between the expected (budgeted or planned) value and the actual value.

video. The display of information on your monitor screen. Normally referred to as the *screen*.

vocabulary overrides. A JDE facility that allows you to override field, row, or column title text on a screen-by-screen or report-by-report basis.

where used list. A listing of every parent item that calls for a given component, and the respective quantity required, from a bill of material file. Synonymous with *implosion*.

window. A software feature that allows a part of your screen to function as if it were a screen in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

work center. A specific production facility, consisting of one or more people and/or machines with identical capabilities, that can be considered as one unit for purposes of capacity requirements planning and detailed scheduling. Synonymous with *load center*.

work day calendar. A calendar used in inventory and production planning functions that consecutively numbers only the working days so that the component and work order scheduling may be done based on the actual number of work days available. Synonymous with *planning calendar*, *manufacturing calendar*, and *shop calendar*.

work in process (WIP). A product or products in various stages of completion throughout the plant, including all material from raw material that has been released for initial processing up to completely processed material awaiting final inspection and acceptance as finished product. Many accounting systems also include the value

of semi-finished stock and components in this category. Synonymous with *in-process inventory*.

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