

Enterprise Asset Management

With Enterprise Asset Management, you can maximize manufacturing equipment use and minimize repair costs. Lifecycle management includes design, construction, commissioning, operation, maintenance, and replacement of plant, equipment, and facilities. EAM provides supply chain management solutions for project accounting, plant maintenance, and indirect inventory and purchasing.

Asset Work Orders

Asset work orders can be one of two types, corrective or preventive, and can be related to a variety of plant activities, including maintenance, facilities, engineering, and IT.

- Corrective maintenance (CM) asset work orders collect information about breakdowns or other non-preventive activities. CM asset work orders often are a result of maintenance requests that have been entered from the shop floor. Maintenance requests are like a "help desk" ticket to the company's maintenance organization.
- Preventive maintenance (PM) asset work orders are created from PM templates when they are triggered as a result of a calendar schedule, usage, condition, or special events.

After the work is complete, technicians can record the type of failure that caused the event and the type of repair made. They can associate the asset work order with specific systems or assemblies on the piece of equipment for clearer definitions of where the problem occurred. They can record the amount of downtime associated with this event and the amount of labor required to repair the problems.

Asset Work Orders

You can use asset work orders for fabricated inventory orders, which replenish inventory items sourced from an internal shop instead of purchased from a supplier. When a part falls below the reorder point, EAM creates an asset work order instead of a purchase requisition. Once the parts are fabricated, inventory can receive them.

The Warning column in **Asset Work Orders** displays a warning icon if an asset work order is not finished or closed by its defined Target Date. The associated Date Due also is shaded in the browse to draw attention to the cause of the warning.

Main

Equipment

Select the equipment number associated with this asset work order.

Tool ID

Select the tool ID. This field is disabled if a piece of equipment has been defined.

Tool Serial

Select the serial number for the specific tool for this asset work order.

Rebuild

Select the tool rebuild area if this tool is rotatable.

Route Instruction List Used

When selected, indicates that a route MIL is attached to the asset work order.

Requestor

The individual who is requesting work to be performed.

Assigned

Select an employee to assign to the asset work order. The lookup displays employees designated as assignable in Employee Maintenance. If a number of employees have been assigned using the Assigned submenu, the first employee in the list is displayed in this field.

Asset Management sends an e-mail to the assigned employee when the asset work order is created and also sends an e-mail any time the Assigned field is updated. Both the employee newly assigned to the asset work order and the employee removed from the asset work order receive an e-mail.

Planner

Select the user responsible for planning and scheduling this asset work order, or use the default planner from the equipment record.

Notify

The specified person or mail group receives e-mail associated with an event on the asset work order. Several events on a work order can trigger Asset Management to send an e-mail: a work order status change, the use of an as-left code, or a part status change (parts on-order, due date changes, and part receipts).

Alert

The designated user or mail group who receives notification about the maintenance request, which is triggered based on the Priority code.

Problem**Problem**

A description of the problem this asset work order addresses.

Dates**Received**

The date the asset work order was created in the system. Changes to the received date create asset work order revisions, if applicable. On both add and copy, the date defaults to the current date, which can be updated.

Time Received

The time the asset work order was created in the system. Changes to the time create asset work order revisions, if applicable.

Start

The date the requestor or planner wants the work to be performed. The start date is not used in the asset work order scheduling; however, it can be used to designate a proposed date for work to begin.

- On a CM asset work order, the start date defaults to today's date when the asset work order is first created.
- On a PM asset work order, the start date depends upon which Issue Date calculation method is selected when the PM is issued.

Time Started

The time work started on the asset work order.

Target Date

The date by which the asset work order should be complete.

Closed

The date the asset work order was closed.

Status***Priority***

Denotes the rank or importance of the asset work order. Use to sort or filter records.

If the equipment number is specified when adding an asset work order, Asset Management defaults the asset work order's priority from the equipment. If the equipment number changes on an existing asset work order, Asset Management prompts the user with the question "Pull in equipment defaults?" If yes, Asset Management defaults the priority from the equipment. If no, the priority does not change. You can change the priority on the asset work order. Priority codes can be set to send alert notifications to a person or group.

Status

Asset work order statuses are user defined except for (F)inished, (C)losed, and (X)anceled, which are updated based on specific functionality for the work order life cycle. Any other status can be changed, deleted, or added.

In Status, you can decide the default status for CM and PM work orders. For example, you can configure Asset Management so that the initial status of new CM work orders is Requested or Planning, and new PM work orders is Scheduled.

When technicians have completed the work, the status changes to Finished, where the asset work order waits for a supervisor's approval.

Delay

Codes that indicate why an asset work order has remained open for a given period of time. For example, the reason could be the unavailability of parts or skilled labor needed for the repair, a missing permit/authorization to perform the job, or the equipment is not available.

Class

Classes that group common types of asset work orders together, which can be used for filtering. Sample class codes are unplanned corrective, planned corrective, breakdown, safety/health, and preventive maintenance.

Parts Kitted

Yes or No. Have the parts necessary to complete this asset work order been gathered? This read-only field is automatically updated to Yes when the parts on an asset work order's related stores requisition are fully issued and the stores requisition is closed. Schedulers can add

Parts Kitted as a column on the Asset Work Order browse and filter by the setting to aid in scheduling work.

Work Log

Equipment Failure

A code that indicates the failure that the asset work order addresses.

Equipment Repair

A code that indicates the type of repair made to the equipment.

Tool Failure

A code that indicates the failure that the work order addresses.

Tool Repair

A code that indicates the type of repair made to the tool.

System

A code that denotes a specific area or component of the equipment. These codes are assigned to the equipment record through the BOM Type group. Only valid system codes that are associated with the piece of equipment are displayed. All costs charged to the asset work order, such as parts, labor, and downtime, are denoted to the equipment. If a piece of equipment is not denoted on the work order, then no system codes are available.

Assembly

Assembly codes are created for system codes and identify a labor transaction associated with a piece of equipment after labor was distributed to the equipment. Only assembly codes associated with the selected system code are displayed in the lookup.

Work Center

Populated directly from Production Execution, if applicable. Cannot be updated.

Machine

Populated directly from Production Execution, if applicable. Cannot be updated.

As Found

A code that identifies the condition of the equipment before work is performed.

As Left

A code that identifies the condition of the equipment at the completion of the asset work order. This code can indicate that additional work is required.

Primary Craft

The employee's primary craft.

Owner

Adds security to each asset work order. Once an owner is defined, only that owner can modify the asset work order.

Crew

The crew for which the employee works.

Shift

The shift the employee works.

Clearance

The type of safety clearance required when performing the work. You can identify which equipment to shut down before performing maintenance.

Planned

When selected, indicates the asset work order was planned.

Fabricated**Fabricated**

When selected, indicates that the work order is for an internally sourced fabricated part.

Stock Run

The stock run number for the fabricated part. Displays on the work order for planning.

Source Site

The part's source site. You can source the part from one site and expense it to another, creating an intercompany part.

Part Number

The part number for the fabricated part.

Quantity to Build

The number of fabricated parts to build.

Part UOM

The unit of measure in which parts are typically issued.

Date Due

The estimated due date, calculated by adding Today + Lead Days.

Quantity Received

The number of fabricated parts received.

Rebuild

Rebuild

The rebuild location.

Rotable Part

The rotatable part.

Rebuild Serial

The serial number of the rotatable part being rebuilt.

Department

The department against which the cost of the rotatable part is charged.

Cost Center

The cost center against which the cost of the rotatable part is charged.

Account

The account against which the cost of the rotatable part is charged.

Sub Account

The sub-account against which the cost of the rotatable part is charged.

Precautions

Precautions

The warnings from a PM template that are transferred when an asset work order is created from a PM template. For example, if the equipment spending limits have been exceeded or if maintenance requests exist, that information is automatically defaulted into this field.

Work Performed

Work Performed

An open text field to describe the work performed.

Expenses

Project

Identifies a project for which an asset work order captures cost.

Job

A job within the selected project.

Expense Site

Site for expenses for this asset work order.

Department

Department for expenses for this asset work order.

Cost Center

Cost center for expenses for this asset work order.

Accounting**Material Account and Sub Account**

Account and sub-account assigned to a piece of equipment or tool to collect material costs.

Contract Account and Sub Account

Populated when contract costs are charged directly to an asset work order through a PO receipt. When a PO is received, the system automatically expenses the contract account number and sub-account number on the asset work order.

Labor Account and Sub Account

Account and sub-account assigned to a piece of equipment or tool to collect internal labor costs.

Estimates**Labor**

Cost estimate for labor on the asset work order.

Material

Cost estimate for materials on the asset work order.

Contract

Cost estimate for contract work on the asset work order.

Labor Hours

Estimated hours of labor required to complete work on the equipment or tool.

Downtime Date

Estimated start date for work to begin on the piece of equipment. Tools do not need downtime estimates.

Downtime Hours

Estimated number of hours required to complete work on the piece of equipment.

Downtime End

Estimated date and time the work will be complete, based on estimated downtime date and downtime hours.

Authorize**Authorized**

The system updates this check box when the asset work order is authorized.

Authorized By

The system updates this field with the ID of the user who authorized the asset work order.

Original Work Order

The original asset work order number, if the work order was copied from an earlier work order.

Type

The type of asset work order, either PM (preventive maintenance) or CM (corrective maintenance).

PM Template

PM template number, if the asset work order originated as a PM template.

PM Run

A number assigned automatically when PM templates are globally issued.

User Defined Fields**Character 1/2**

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form user-defined character fields, not validated against tables.

Integer 1/2

User-defined integer fields.

Decimal 1/2

User-defined decimal fields.

Date

User-defined date.

Equipment Downtime

The equipment downtime of this asset work order, including total downtime and reason for the downtime.

New

Start Date

Active for both Start/End and Down methods. This date must be the same as or earlier than the End Date.

- Start/End. Select the starting date for the equipment downtime.
- Down. Select the starting date for the equipment downtime or allow Asset Management to automatically calculate the Start Date based on the amount of downtime you enter.

Method

Select Start/End or Down from the drop-down. This setting determines which fields on the panel are active and how downtime is calculated.

- Start/End. Asset Management automatically calculates the equipment downtime based on what you enter for the actual starting date and time and the actual ending date and time.
- Down. Asset Management defines the End Date as today and calculates the Start Date backward based on the amount of downtime you enter.

Start Time

Active only for the Start/End method. Enter the start time for the equipment downtime in the HH:MM format.

End Date

Active only for the Start/End method. Defaults to today's date. This date must be the same as or later than the Start Date.

End Time

Active only for the Start/End method. Enter the end time for the equipment downtime in the HH:MM format.

Lost Opportunity Rate

Enter the hourly rate for the lost opportunity due to the equipment's downtime.

Sch Down?

Select Yes if the downtime was scheduled. Select No if the downtime was not scheduled.

Production Shift

Use the lookup to select the production shift during which the downtime occurred.

Reason

Use the lookup to select the reason code that explains why the equipment was down.

Details

Method

Select Start/End or Down from the drop-down. This setting determines which fields on the panel are active and how downtime is calculated.

- Start/End. Asset Management automatically calculates the equipment downtime based on what you enter for the actual starting date and time and the actual ending date and time.
- Down. Asset Management defines the End Date as today and calculates the Start Date backward based on the amount of downtime you enter.

Start Date

Active for both Start/End and Down methods. This date must be the same as or earlier than the End Date.

- Start/End. Select the starting date for the equipment downtime.
- Down. Select the starting date for the equipment downtime or allow Asset Management to automatically calculate the Start Date based on the amount of downtime you enter.

Start Time

Active only for the Start/End method. Enter the start time for the equipment downtime in the HH:MM format.

End Time

Active only for the Start/End method. Enter the end time for the equipment downtime in the HH:MM format.

Down Time

The amount of time the equipment was down.

- Start/End. Autofills based on the information entered in the starting and ending date and time fields.
- Down Time. Enter the equipment downtime in the format HH:MM. Asset Management automatically calculates the Start Date based on a 24-hour time period.

Repair

Autofills with the repair code entered on the asset work order.

Lost Opportunity Rate

Enter the hourly rate for the lost opportunity due to the equipment's downtime.

Schedule

Select this check box if the downtime was scheduled.

Production Shift

Use the lookup to select the production shift during which the downtime occurred.

Reason

Use the lookup to select the reason code that explains why the equipment was down.

System

Autofills with the system code entered on the asset work order.

Assembly

Autofills with the assembly code entered on the asset work order.

Labor History

The asset work order's labor history, including employee name and number, hours worked, and labor cost.

Instruction Lists

The work instructions for this asset work order. Before an asset work order can be closed or finished, the Complete column in the Details view of the Instruction List Steps must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab (QAD .NET UI).

New***Description***

A description for the instruction list you are adding to the asset work order.

Details***Step***

The step number. This value is automatically assigned by the system. To change the order of the steps, use the Move Up or Move Down actions on the Instruction Lists (EAM) subdetail (QAD .NET UI).

Description

A description of the specific step.

Complete

Specify if the step is complete, Yes or No. Before the asset work order can be closed or finished, this column must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab (QAD .NET UI).

Note If the asset work order is part of an instruction route, the step is automatically marked as complete when a reading is entered.

Completed By

The user ID of the user who marked the instruction list step complete.

Reading

The current reading for the equipment.

DUOM

The equipment's DUOM, which defaults from the equipment record. If necessary, use the lookup to enter another DUOM defined for the equipment.

Date Read

The reading date for the equipment or tool specified.

Current Reading

The current reading for the equipment.

Quantity

The number of people required to complete the step.

Craft

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Time

The estimated amount of time in whole hours required to complete this individual step.

Standard Hours

The calculated amount of time in whole and fractional hours required to complete this step, based on the Hours and Minutes fields.

Work Order

The current asset work order number.

Equipment

The equipment required to perform this step.

Equipment Description

The description of the equipment from the equipment's record.

Tool Number

The tool number of a tool for this step.

Tool Number Description

A description of the tool selected in Tool Number.

Serial Number

The serial number for the tool you selected in Tool Number.

Current Date Read

The date the current DUOM reading was taken.

Date Completed

The date the step was completed.

Time Completed

The time the step was completed.

Revision

Reserved for future development.

Site

The site where the asset work order was created.

Work Order Tool Lists

Lists of the tools required to complete this asset work order. Tool lists must be created in the QAD .NET UI.

Assigned

The technicians assigned to the asset work order. You can assign an additional technician by selecting an employee in the Assigned lookup.

Cost Analysis

Summary and detailed cost analysis for a piece of equipment.

Totals***Estimated Labor***

Estimated labor costs from the Estimates section of the Asset Work Orders Main panel.

Planned Labor

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Estimated Material

Estimated material cost from the Estimates section of the Asset Work Orders Main panel. This value is manually entered by a user.

Planned Material

Planned Material = Open Non-Contract Purchases + Open Stores Reqs

Estimated Contract

Estimated contractor cost from the Estimates section of the Asset Work Orders Main panel. This value is manually entered by a user.

Planned Contract

Planned Contract = Open Contract Purchases

Actual Manual

Displays manual GL records.

Planned

Calculated as follows:

Planned Expenses = Labor Planned + Material Planned + Contract Planned

Actual

Sum of costs from labor, material, contract, and manual.

Variance

Calculated as follows: Variance % = (Actual Expense/Planned Expense) - 1.

Total

Total costs of Estimated, Planned, and Actual entries.

Labor

Displays any labor postings to this asset work order and their associated costs.

Material

Displays all part issues expensed to the asset work order.

Contract

Displays outside contractor charges associated with this asset work order.

Manual

A list of manual GL transaction expenses associated with this asset work order.

Links

Link external web sites to this asset work order.

New

Select New and enter the full URL of the web site you want to link to this asset work order. Select Done to save the link.

Delete

If you no longer want a URL linked to the asset work order, highlight the URL and then select Delete.

Open

To open a linked URL, highlight the URL and then select Open. Depending on your browser settings, the web page opens in a new tab or a new window.

Approval

Active when generic approval groups have been enabled. The current Authorized and Approval Date when generic approval groups have been enabled.

Authorized

The status of the asset work order.

- Approved
- Denied
- Error
- Routing
- Stopped

Approval Date

The date of the status change.

Asset Work Order Entry Screen Buttons***New***

Select New to create a new asset work order.

Edit

Select Edit to edit the highlighted asset work order.

Actions

You can perform the following actions from the Asset Work Order Actions menu:

- Change Status on page 5135
- Reopen on page 5135
- Post Labor on page 5135
- Reverse Labor on page 5137

- [Copy Master Instruction List on page 5138](#)
- [Issue Parts](#)
- [Work Order Scheduler on page 5140](#)
- [Approve to Proceed on page 5132](#)
- [Issue Tools on page 5142](#)
- [Return All Tools on page 5142](#)
- [\(Bulk\) Change Status on page 5134](#)

Additionally, you can create a requisition for the selected asset work order from the Requisitions option in the drill-down links, available in the vertical navigation panel on the right side of the view. See [Create a Requisition from an Asset Work Order on page 5143](#).

Asset Work Orders UDF Codes Characters 1 and 2

Users can create user-defined fields for **Asset Work Orders** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Asset Work Orders UDF Codes (Character 1)** or the **Asset Work Orders UDF Codes (Character 2)** hybrid browse. For example, you can define a Work Order Character 1 value to be WOChar1QA, then add a description as Quality Assurance Char 1 WO.

When you use either function, a single form displays with an option to name Character 1 (or 2) and optionally, enter a description. Click Submit to save.

Printing Asset Work Orders and Attachments

You can print access work orders and any attachments to the work order. To do this:

1. While in the Asset Work Order form, click the drill down link.
2. Click Reports>Asset Work Order Document.
3. Set filters for the report.
4. Set Include Attachments to equal Yes to print attachments.
5. Click Run.

Approve to Proceed Action

If Asset Work Order Approval (WO Auth? on Domain > Maint tab in QAD .NET UI) is turned on for the domain, an authorized user must review and approve an asset work order before the work can be performed. This approval process is typically performed by a maintenance manager or shift supervisor.

This action does not initiate a routing. Approval is based on role security for the action.

Asset Work Order Status

Asset work order status codes are user-defined codes that describe the status of an EAM work order. Closed, Finished, and Canceled are permanent default work order statuses that cannot be deleted. You can create Asset WO status codes that contain specific functionality. For example, you can:

- Indicate the default status when creating a service request, CM, or PM work order.
- Specify that the C or F status for a PM work order triggers the update of the associated sliding PM template.
- Allow EAM to automatically send an email to the WO notify person anytime a work order changes to that status.

You can delete an Asset Work Order Status by selecting the Delete button. You cannot delete a status code record when:

- It is the default status code record; that is, one or more of the default options is selected.
- The status code is for Cancelled, Closed, or Finished statuses.
- The status code is in use in the system. For example, you try to delete a S(scheduled) status code, and it is currently in use on a Work Order.

Main

Status

Enter a code for the Asset work order status.

Description

Enter a short description of the status.

CM Default

Select this checkbox if you want this status to be the default status for new CM work orders.

PM Default

Select this checkbox if you want this status to be the default status for new PM work orders.

Service Default

Select this checkbox if you want this status to be the default status for new Service work orders.

Sliding PMs

Select this checkbox if you want this status to be the default status for new sliding PM work orders.

Email

Select this checkbox to have EAM automatically send an email to the WO notify person anytime a work order changes to that status.

Active for MFG Scheduling, Closed for MFG Scheduling

Select this checkbox if the Asset work order status is pulled into the QAD ERP workbenches. The system displays only those work orders that have a status indicating Manufacturing Scheduling Active or Manufacturing Scheduling Closed in the workbenches.

Note Selecting the MFG Scheduling checkboxes can also affect data that displays in QAD Master Scheduling Workbenches (MSW).

(Bulk) Change Status Action

Start by filtering the **Asset Work Orders** screen to display the asset work orders you want to update. Filtering makes the selection process more straightforward on the **Bulk Change Status** window.

Select the bulk action Change Status from the Actions menu. The **Bulk Change Status** window opens, displaying the filtered view of asset work orders you defined.

Options

Status

Asset Management is delivered with four default status options. You can create more asset work order status options in the QAD .NET UI in Maintenance > Codes > Work Order > Work Order Status.

Select the new status from the drop-down menu. The default status options are:

- C-Closed
- F-Finished
- O-Open
- X-Canceled

Date

This field automatically populates with today's date, but you can change the value.

Time

This field automatically populates with the current time, but you can change the value.

Asset Work Orders

Select the top checkbox to change the status for all the listed work orders. If you do not want to update the whole list, select individual records. Then click Submit.

Change Status Action

Options

Status

Asset Management is delivered with four default status options. You can create additional asset work order status options in the QAD .NET UI in Maintenance > Codes > Work Order > Work Order Status.

Select the new status from the drop-down. The default status options are:

- C-Closed
- F-Finished
- O-Open
- X-Canceled

Date

This field automatically populates with today's date, but you can change the value.

Time

This field automatically populates with the current time, but you can change the value.

Reopen Action

The reopen option only applies if Reopen WOs? has been enabled in General > Business Units > Domain on the Maintenance tab in the QAD .NET UI. Users with the required settings in Roles can reopen asset work orders once they have been closed.

Options

Status

Select the status for the reopened asset work order.

Date

This field automatically populates with today's date, but you can change the value.

Time

This field automatically populates with the current time, but you can change the value.

Post Labor Action

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in the QAD .NET UI can post labor details for other users. All other users can only post labor themselves.

Post Labor**Employee**

The employee number of the employee who worked on the asset work order. Defaults to the current user's employee number. This employee number pulls in all related information such as pay additive, employee rate, and primary craft.

Primary Craft

The primary craft code, which defaults from the employee record.

Date

The date of the labor transaction. This defaults to today's date but can be changed.

Time Spent HH:MM

The amount of time in hours and minutes that the employee worked on the activity for which labor is being charged.

Comment

Text that is attached to the labor record and displays in the Labor History browse in QAD .NET UI.

Pay Additive

A code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage.

Pay Multiplier

A code that adds a multiplier to the employee's pay rate.

Overhead Group

The employee's overhead group.

Total Cost

The total labor cost charged against the asset work order.

Total cost = Total hours x [(pay rate + pay additives) x pay multiplier]

Expense**To Site**

The asset work order's source or default site.

Work Order

The asset work order number.

Equipment

The equipment number linked to the asset work order.

System

The system to which to charge the labor. If the labor transaction is against a piece of equipment that has corresponding system codes, you can charge labor to the system, as well as to the piece of equipment.

Assembly

The assembly to which to charge the labor if a system code was specified.

Project

The project number associated with the asset work order and labor transaction.

Job

The job number associated with this asset work order.

Expense Site

The current asset work order's expense site.

Department

The department to charge for this labor transaction.

Cost Center

The cost center to charge for this labor transaction.

Account

The account number associated with the labor transaction.

Sub Account

The sub-account number associated with the labor transaction.

Rebuild

For rotatable part asset work orders, the rebuild location for the part.

Rotable Part

For rotatable part asset work orders, the rotatable part number.

Serial

For rotatable part asset work orders, the serial number for the rotatable part.

Reverse Labor Action

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in QAD .NET UI can reverse labor for other users. All other users can only reverse labor for themselves.

Highlight the labor entry you want to reverse and select Submit.

Copy Master Instruction List Action

When you add a route MIL to an asset work order:

- The Route Instruction List checkbox on the asset work order is automatically selected. This checkbox indicates that a route MIL is attached to the order.
- The Equipment field is blank and disabled.

Master Instruction List

Instruction List

Use the lookup to select the master instruction list you want to attach to this asset work order.

Issue Parts Action

From

Source Site

The site from which the part is coming.

Location

Use the drop-down list to select the part location from which to issue the part.

On Hand (Location)

The quantity of parts that are available in the selected location that can be issued.

Overhead Group

The part's overhead (OH) group, if one is associated with the part.

Comment

Enter free-form comments.

Item

Enter or select the item being issued.

Quantity

The number of parts you want to issue.

UM

The unit of measure with which to issue parts. For example, you buy parts in boxes, but you issue them individually or in units of each.

UM Base Cost

The part's cost per unit or issue cost in base currency.

Date

Defaults to today's date but can be updated.

To

The data displayed in the To fields defaults from the asset work order.

To Site

The site to which to issue the part.

Requestor

The employee number of the person requesting the part.

Stores Requisition

Displays the stores requisition, if any, for this part associated with the work order.

Reserved

Displays the quantity that the system has reserved.

Work Order

Displays the work order to which the part is being issued.

Equipment

If relevant, displays the equipment number associated with the work order.

System

Asset Management allows you to issue a part against a system, which is a major component on a piece of equipment. If relevant, displays the system to which this part is being issued.

Assembly

Asset Management allows you to issue a part against a piece of equipment and its system and assembly codes. The assembly code is used to break the equipment's system into smaller components. If relevant, displays the assembly to which this part is being issued.

Project

If relevant, the project associated with the selected work order.

Job

If relevant, the job number associated with the work order's project.

Rebuild

Displays the current rebuild location of the part if this issue transaction is expensed to a serialized part.

Rotable Item

If applicable, displays the rotatable part being repaired on the work order.

Serial Number

If applicable, the serial number of the rotatable part being repaired.

Expense Site

Displays the expense site.

Department

If relevant, displays the department against which to issue the part.

Cost Center

Displays the cost center against which to issue the part.

Account

Displays the account against which to issue the part.

Sub Account

If relevant, displays the sub-account against which to issue the part.

Work Order Scheduler

The Work Order Scheduler provides the maintenance planner a graphical means to schedule work orders by employee. The planner can see who may be overloaded with work and who could take on more tasks. The Gantt Chart type scheduler provides the versatility to make changes to who is assigned to which asset work orders and the duration of the work.

The search criteria defined in **Asset Work Orders** determines the asset work orders and employees available in the Work Order Scheduler. This allows large facilities with multiple schedulers to filter for each scheduler's specific area of responsibility, limiting the asset work orders to only those relevant to the maintenance scheduler and confining the available employees to those who can be assigned to the listed work orders.

Note For enhanced performance, assign each of your employees to a crew, and implement the use of the Crew field on the asset work order. Based on the filtered list of work orders, only the employees assigned to the crews on the work orders are available to schedule. If any selected work order has a blank Crew field, all assignable employees are available to schedule. Assign employees to a crew using the Crew field on the Codes tab of the Employee record in the QAD .NET UI.

Changes to the dates or work order assignments are immediately saved in the database.

Asset Work Orders Treelist

The left-hand panel displays a treelist of all assignable EAM employees. Employees with assigned asset work orders have a caret to the left of their names. You can expand the treelist by clicking a caret to display the employee's asset work orders. Any asset work orders not yet assigned to a user are grouped under "Unassigned."

The treelist supports drag and drop, which allows you to move unassigned asset work orders to an employee, shift asset work orders from one employee to another, or remove an asset work order from an employee and return it to the pool of unassigned records.

Within the treelist, you can adjust the start and end dates for an asset work order by clicking in the date field and selecting or entering a new value.

Note Currently the top-level Start Date and End Date for an employee do not update if you make date changes to a work order in the treelist that are outside the range specified for the employee. The date changes are saved in the system and are reflected in the treelist the next time you open the Work Order Scheduler from the Action menu.

All of the actions you take in the left-hand treelist are reflected in the scheduling panel on the right.

Scheduling Panel

The right-hand panel provides a visual timeline of the left-hand treelist that is based on a time selection and the current state of the left-hand treelist. As you expand or contract the treelist, the visual timeline also expands and contracts. Employees who have asset work orders assigned to them are each represented in the timeline by a black bar. This black bar spans the earliest start date to the latest end date of their asset work orders. When an employee name is expanded in the treelist, the associated asset work orders display as orange bars beneath the employee black bar. Each orange bar displays its asset work order number and when you hover over the number, you see the planned start and end dates for the work.

You set the time window of the timeline using the options that sit on the top right of the timeline panel. You can view the system's asset work orders by Day, Week, Month, or Year.

As in the treelist, the timeline has drag and drop functionality. Asset work orders can be moved both left and right to change their start and end dates, expanded to increase their work time, and moved to different employees or to the Unassigned option. These changes are reflected in the treelist and are automatically saved in the database.

Issue Tools Action

Main

Source Site

This editable field displays the current site.

Tool

Use the lookup to select a tool.

Serial Number

Use the lookup to select the serial number of the tool you are issuing.

Note You cannot issue a serialized tool number that has a Location Site of Inspection or one that is entered on an open PM or CM asset work order.

Manufacturer

The manufacturer of the selected tool, defaulted from the serial number. Read-only.

Location From

The location from which to issue the tool, defaulted from the serial number. Read-only.

Date

This value defaults to today's date and cannot be updated.

Comments

Enter any comments.

Return All Tools Action

Use this action to bulk return a list of tools that have been issued to a work order.

Return All Tools

From Asset Work Order

Site

Displays the work order's site.

Work Order

Displays the current work order to which the tools are assigned.

To Tool Location

To Site

The site to which to return all tools assigned to this work order.

To Location

The location to which to return all tools assigned to this work order.

Date

The effective date of the return.

Create a Requisition from an Asset Work Order

1. Highlight the asset work order for which you want to create a requisition.
2. Open Drill-Down Links from the vertical navigation bar on the right side of the screen.
3. Select Requisitions under Browses.
4. If there is an existing requisition for this asset work order, you can select it. Otherwise, select New to create a new requisition.
5. Enter the requisition information. See [Requisitions Entry on page 4332](#) for details.
6. Select Route or Save as required.

The system creates a new requisition for this asset work order.

Copy Work Order Action

The Copy Work Order Action has no user interface. Once you select an asset work order from the Asset Work Order hybrid browse; then, select the Action, the system automatically copies the work order and informs you that the copy was successful.

The browse displays the copied work order with a new number which is the next available number in the numbering sequence.

When the source work order is a PM type, the copied work order is a CM type work order. Once the new work order is created, you should save it. When you do, the system updates the Equipment, Work Instruction Lists, and Stores Requisition Lists.

Asset Work Order Close

Asset Work Order Close provides a filtered view of asset work orders where you can enter maintenance codes, repair codes, and work performed, and view labor and downtime in a single entry form. Data entered in **Asset Work Order Close** is reflected in **Asset Work Orders**. **Asset Work Order Close** is pre-filtered to exclude closed and canceled asset work orders and contains a subset of information from **Asset Work Orders**.

The Warning column in **Asset Work Order Close** displays a warning icon if an asset work order is not finished or closed by its defined Target Date. The associated Date Due also is shaded in the browse to draw attention to the cause of the warning.

Main

Equipment

Select the equipment number associated with this asset work order.

Tool ID

Select the tool ID. This field is disabled if a piece of equipment has been defined.

Tool Serial

Select the serial number for the specific tool for this asset work order.

Work Log

Equipment Failure

A code that indicates the failure that the asset work order addresses.

Equipment Repair

A code that indicates the type of repair made to the equipment.

Tool Failure

A code that indicates the failure that the asset work order addresses.

Tool Repair

A code that indicates the type of repair made to the tool.

System

A code that denotes a specific area or component of the equipment. These codes are assigned to the equipment record through the BOM Type group. Only valid system codes that are associated with the piece of equipment are displayed. All costs charged to the asset work order, such as parts, labor, and downtime, are denoted to the equipment. If a piece of equipment is not denoted on the work order, then no system codes are available.

Assembly

A code associated with the system code and the specific piece of equipment that is associated with the asset work order.

As Found

A code that identifies the condition of the equipment before work is performed.

As Left

A code that identifies the condition of the equipment at the completion of the asset work order. This code can indicate that additional work is required.

Primary Craft

The employee's primary craft.

Owner

Adds security to each asset work order. Once an owner is defined, only that owner can modify the asset work order.

Crew

The crew for which the employee works.

Shift

The shift the employee works.

Clearance

The type of safety clearance required when performing the work. You can identify which equipment to shut down before performing maintenance.

Planned

When selected, indicates the asset work order was planned.

Instruction Lists

The work instructions for this asset work order. Before an asset work order can be closed or finished, the Complete column in the Details view of the Instruction List Steps must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab (QAD .NET UI).

New***Description***

A description for the instruction list you are adding to the asset work order.

Details

Step

The step number. This value is automatically assigned by the system. To change the order of the steps, use the Move Up or Move Down actions on the Instruction Lists (EAM) subdetail (QAD .NET UI).

Description

A description of the specific step.

Complete

Specify if the step is complete, Yes or No. Before the asset work order can be closed or finished, this column must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab (QAD .NET UI).

Completed By

The user ID of the user who marked the instruction list step complete.

Reading

The current reading for the equipment.

DUOM

The equipment's DUOM, which defaults from the equipment record. If necessary, use the lookup to enter another DUOM defined for the equipment.

Date Read

The reading date for the equipment or tool specified.

Current Reading

The current reading for the equipment.

Quantity

The number of people required to complete the step.

Craft

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Time

The estimated amount of time in whole hours required to complete this individual step.

Standard Hours

The calculated amount of time in whole and fractional hours required to complete this step, based on the Hours and Minutes fields.

Work Order

The current asset work order number.

Equipment

The equipment required to perform this step.

Equipment Description

The description of the equipment from the equipment's record.

Tool Number

The tool number of a tool for this step.

Tool Number Description

A description of the tool selected in Tool Number.

Serial Number

The serial number for the tool you selected in Tool Number.

Current Date Read

The date the current DUOM reading was taken.

Date Completed

The date the step was completed.

Time Completed

The time the step was completed.

Revision

Reserved for future development.

Site

The site where the asset work order was created.

Work Performed***Work Performed***

The work performed.

Equipment Downtime***Equipment Downtime***

The equipment downtime of this asset work order, including total downtime and reason for the downtime.

Labor

Select New to enter the amount of time an employee worked on this asset work order.

Employee

The employee number of the employee who worked on the asset work order. Defaults to the current user's employee number. This employee number pulls in all related information such as pay additive, employee rate, and primary craft.

Name

Displays the name associated with the selected employee.

Date

The date of the labor transaction. This defaults to today's date but can be changed.

Time Spent HH:MM

The amount of time in hours and minutes that the employee worked on the activity for which labor is being charged.

Total Cost

The total labor cost charged against the asset work order.

Total cost = Total hours x [(pay rate + pay additives) x pay multiplier]

Links

Link external web sites to this asset work order.

New

Select New and enter the full URL of the web site you want to link to this asset work order. Select Done to save the link.

Delete

If you no longer want a URL linked to the asset work order, highlight the URL and then select Delete.

Open

To open a linked URL, highlight the URL and then select Open. Depending on your browser settings, the web page opens in a new tab or a new window.

Asset Work Order Close Entry Screen Buttons

Edit

Select Edit to edit the highlighted asset work order.

Actions

You can perform the following actions from the Asset Work Order Close Actions menu:

- Finish Work Order Action on page 5149
- Close Work Order Action on page 5149
- Post Labor Action on page 5149
- Reverse Labor Action on page 5151

Finish Work Order Action

Standard asset work order rules apply. You must be the owner and the asset work order cannot have any open requisitions.

Date/Time

Date

The date to finish the asset work order.

Time

The time in HH:MM and AM or PM.

Close Work Order Action

Standard asset work order rules apply. You must be the owner and the asset work order cannot have any open requisitions.

Date/Time

Date

The date to close the asset work order.

Time

The time in HH:MM and AM or PM.

Post Labor Action

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in the QAD .NET UI can post labor details for other users. All other users can only post labor themselves.

Post Labor

Employee

The employee number of the employee who worked on the asset work order. Defaults to the current user's employee number. This employee number pulls in all related information such as pay additive, employee rate, and primary craft.

Primary Craft

The primary craft code, which defaults from the employee record.

Date

The date of the labor transaction. This defaults to today's date but can be changed.

Time Spent HH:MM

The amount of time in hours and minutes that the employee worked on the activity for which labor is being charged.

Comment

Text that is attached to the labor record and displays in the Labor History browse in QAD .NET UI.

Pay Additive

A code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage.

Pay Multiplier

A code that adds a multiplier to the employee's pay rate.

Overhead Group

The employee's overhead group.

Total Cost

The total labor cost charged against the asset work order.

Total cost = Total hours x [(pay rate + pay additives) x pay multiplier]

Expense**To Site**

The asset work order's source or default site.

Work Order

The asset work order number.

Equipment

The equipment number linked to the asset work order.

System

The system to which to charge the labor. If the labor transaction is against a piece of equipment that has corresponding system codes, you can charge labor to the system, as well as to the piece of equipment.

Assembly

The assembly to which to charge the labor if a system code was specified.

Project

The project number associated with the asset work order and labor transaction.

Job

The job number associated with this asset work order.

Expense Site

The current asset work order's expense site.

Department

The department to charge for this labor transaction.

Cost Center

The cost center to charge for this labor transaction.

Account

The account number associated with the labor transaction.

Sub Account

The sub-account number associated with the labor transaction.

Rebuild

For rotatable part asset work orders, the rebuild location for the part.

Rotable Part

For rotatable part asset work orders, the rotatable part number.

Serial

For rotatable part asset work orders, the serial number for the rotatable part.

Reverse Labor Action

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in QAD .NET UI can reverse labor for other users. All other users can only reverse labor for themselves.

Highlight the labor entry you want to reverse and select Submit.

Create Alert for Overdue Asset Work Orders

1. In **Alerts**, enter an Alert name.
2. Select the Asset Work Orders business component.
3. Set the following conditions, as shown in the screenshot:
 - Field=status_code, Operator=does not equal, Value1=Closed
 - Field=status_code, Operator=does not equal, Value1=Canceled

Asset Work Orders
Business Component

Main Message Notification Options Users ⚙️

Alert

Business Component

Saved To

ⓘ Alerts can only be defined for business components that have activity tracking enabled.

Conditions:

+ New
🗑️ Delete
More ▾

Field	Operator	Value1	Value2
status_code	does not equal	Closed	
status_code	does not equal	Canceled	

<< < > >> 50 Records per page

Message

Asset work order is overdue.

Include Field

Notification Options

Delivery

Send Days Hours Minutes

Target Date

Repeat

Consolidate Alerts

4. Enter an appropriate message in the Message field, such as "Asset work order is overdue."

5. In Notification Options, set delivery relative to a variable date and set the notification to send one minute after the target date. For example:
 - Delivery: Relative (before or after a variable date)
 - Send: 0 Days; 0 Hours; 1 Minutes After Target Date
6. Define the users who should receive the alert.
7. Click Save.
8. Ensure that Activity Tracking is enabled for Asset Work Orders and that the command `yab activity-feed-update` has been run.

The system sets up a new alert for overdue asset work orders.

Set Up an Asset Work Order Close Route

Some organizations require approval to close an asset work order.

Note Additional electronic signature approvals can be configured separately.

1. In **Approval Configuration**, ensure the Asset Work Orders configuration is enabled.
 1. Edit the Asset Work Orders record.
 2. Select the Enabled checkbox.
 3. Select the Allow No Route checkbox. This setting ensures all asset work orders go through routing or are automatically approved, avoiding errors and required manual intervention.
 4. Save your changes.
2. In **Approval Routes**, create a new route, define conditions, and assign approvers.

1. Click New.
2. Enter a route name and description, and select the Asset Work Order business component.

Note A single business component in **Approval Configuration** can have multiple approval routes associated with it. If Combine Routes is not selected in **Approval Configuration**, the system determines the approval route to use by evaluating conditions in alphanumeric order. The system uses the first route that matches the asset work order's conditions. In this scenario, when creating new approval routes, ensure their alphanumeric order follows the approval route sequence you require.

3. In the Conditions panel, set up route conditions. Conditions are a list of conditions that must exist on the record before it is routed. If the conditions are not met, the system does not select the approval route.

Note If you did not select the Allow No Route checkbox in **Approval Configuration**, be aware of the following situations.

- If the system is unable to locate a route with matching conditions to the record, the approval ends with an error and manual intervention is required to correct the record.
- As you enter criteria in the Conditions panel, ensure you add conditions to cover all possible scenarios around that condition. If you do not address all scenarios, errors with routing can occur. For example, if you enter a condition where Asset Work Order Type = PM is routed to user A, then you must enter a condition where Asset Work Order Type = CM is routed to user B to cover all possible values for the field.

If no conditions are entered, then by default all records are routed to the defined approvers.

4. In the Approvers panel, define the users who will approve or deny if the asset work order can be closed.
 - a. Click New.
 - b. Define the user and the user's sequence in the approval process.
 - c. Define the duration and the duration's unit of measure. If an approver does not approve or deny within that time period, the next approver will be notified while the system continues to wait for approval from the original approver. All approvers must approve the request before the asset work order can be closed.
 - d. Enter a brief description.
5. Save the approval route updates.

Enable Electronic Signatures for Asset Work Order Close

Follow these steps to enable electronic signatures for the Asset Work Order Close approval flow.

1. In **Approval Configuration**, enable the Asset Work Orders configuration.
 1. Edit the Asset Work Orders record.
 2. Select the Enabled checkbox.
 3. Select the Allow No Route checkbox. This setting ensures that all asset work orders go through routing or are automatically approved, avoiding errors and required manual intervention.
 4. Save your changes.
2. In **Approval Routes**, edit an existing route, or create a new route, define conditions, and assign approvers.
 1. Click New.
 2. Enter a route name and description, and select a business component.

Note A single business component in Approval Configuration can have multiple approval routes associated with it. If Combine Routes is not selected in Approval Configuration, the system determines the approval route to use by evaluating conditions in alphanumeric order. The system uses the first route that matches the asset work order's conditions. In this scenario, when creating new approval routes, ensure that their alphanumeric order follows the approval route sequence you require.

3. In the Conditions panel, set up route conditions, which are a list of conditions that must exist on the record before it is routed. If the conditions are not met, the system does not select the approval route.

Note If you did not select the Allow No Route checkbox on Approval Configuration, be aware of the following situations.

- If the system is unable to locate a route with matching conditions to the record, the approval ends with an error and manual intervention is required to correct the record.
- As you enter criteria in the Conditions panel, ensure that you add conditions to cover all possible scenarios around that condition. If you do not address all scenarios, errors with routing can occur. For example, if you enter a condition where Asset Work Order Type = PM is routed to user A, then you must enter a condition where Asset Work Order Type = CM is routed to user B to cover all possible values for the field.

If no conditions are entered, then by default all records are routed to the defined approvers.

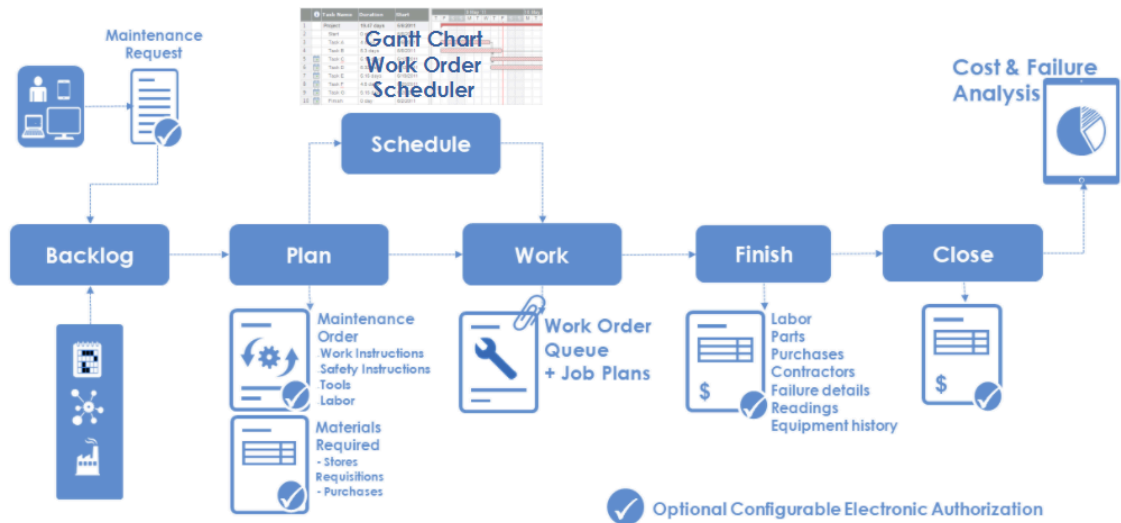
4. In the Approvers panel, define the users who will approve or deny if the asset work order can be closed.
 5. Save the approval route updates.
3. In **E-Signature Setup**, enable the Asset Work Order Close electronic signature flow.
 1. Edit the AssetWorkOrderClose configuration. If the configuration is not listed, see for detailed instructions on creating a new Approvals Configuration Type electronic signature configuration.
 2. Select the Active checkbox.
 3. Save your changes.

Maintenance

The Maintenance screens drive asset work order functionality for maintenance and repair operations. This encompasses all preventive maintenance as well as planned and unplanned work necessary to keep equipment operating at capacity. The capabilities that help move the maintenance function into a maintenance process include, but are not limited to:

- **Information Integration.** Entered information is automatically integrated with related project, equipment, preventive maintenance, employee, inventory, purchasing, and budget modules so pertinent details are consistent across the system.
- **Defined Equipment Structure.** Equipment can be linked together for asset work order and cost history analysis by defined equipment for related equipment group. For example, production machines, tooling/ dies/facility (building), fleet equipment, and portable equipment.
- **PM Maintenance.** You can schedule proactive attention for equipment by calendar date (established average usage), actual use (captured through production history tables and meter readings), or condition (reported monitor readings compared to tolerances) in order to reduce unplanned downtime.
- **Asset Work Orders.** Two types of asset work orders can be issued:
 - **Preventive Maintenance (PM).** The PM module generates asset work orders using standard templates.
 - **Corrective Maintenance (CM).** Users create asset work orders manually for planned/unplanned events.

Maintenance Process



Maintenance Requests

Employees can use a maintenance request to report an equipment problem that does not need immediate attention. Often, the originator of the maintenance request is the person who uses the piece of equipment. This employee is the most likely person to notice that a piece of equipment needs repair or service. Typically this person is not involved in creating asset work orders directly. Maintenance requests provide an effective means of reporting equipment problems for which maintenance planners can subsequently create asset work orders.

Maintenance requests also can be used for non-equipment issues in a facility. For example, companies use maintenance requests when a light bulb needs to be replaced or when printer toner is running low. Users leave the Equipment field blank and select the department that needs to be notified of the new request.

Maintenance requests ensure that all needed work happens at the same time. When you create an asset work order for a piece of equipment with open maintenance requests, the system prompts you to attach those maintenance requests. Attach any number of maintenance requests, or none at all. The maintenance request originator receives notifications about status changes.

Main

Originator

By default, this field displays the user who created the maintenance request. You can use the lookup to select a new originator.

Original Notify

Defaults from the originator but can be changed. The selected user or mail group receives automatic e-mail notification when the originator creates and saves a maintenance request.

Original Date

The date on which the maintenance request was created. The field defaults to today's date but can be overwritten.

Alert

This field is enabled when the Alert setting for Priority is selected. The selected user or mail group receives texts for this maintenance request.

Equipment

The equipment number associated with this maintenance request. Use the Select button to select equipment to enter in this field. When you do, the system displays a screen with a hierarchical view of the equipment, making it easier to discern parent and child equipment. Note that when the Equipment field is read-only, the Select button is not available.

Location

The physical location for the equipment entered on the maintenance request.

Notify

The designated user or mail group who receives notification when action needs to be taken regarding the maintenance request.

Priority

The importance of the maintenance request. The priority code defaults from the equipment record, but you can manually enter it. If the Alert setting for the Priority is selected, then you can update the Alert field for the maintenance request.

Service Type

A code representing the category of service requested.

Class

Used to classify the type of work required, such as preventive maintenance.

Problem**Problem**

A description of the problem this maintenance order addresses.

Status**Status**

Default status of the maintenance request until an asset work order is created. Once an asset work order is created, the status identifies where the work order is in its life cycle.

Work Order

The asset work order number if a work order has been created from this maintenance request.

Assigned

The employee assigned to the work order associated with the maintenance request.

Start

The date when the requestor or planner wants the work to start.

Work Log**Work Center**

Populated directly from Production Execution, if applicable. Cannot be updated.

Machine

Populated directly from Production Execution, if applicable. Cannot be updated.

Authorization***Approved to Proceed***

The system updates this checkbox when the maintenance request is authorized.

Authorized By

The system updates this field with the ID of the user who authorized the maintenance request.

User Defined Fields***Character 1/2***

User-defined character fields, validated against tables that you add.

Decimal 1/2

User-defined decimal fields.

Character 3/4

Free-form user-defined character fields, not validated against tables.

Integer 1/2

User-defined integer fields.

Date

A user-defined date.

Logical

A user-defined check box.

Work Orders

The Work Orders panel displays a grid that shows the asset work orders that have been created from this maintenance request. Click on a line in the grid, then, click Edit to edit data for the work order line. Click Details to display the Details from with additional options to edit. For information on work order data, see [Asset Work Orders on page 5117](#).

Maintenance Request Entry Screen Buttons***New***

Select New to create a new maintenance request.

Edit

Select Edit to edit the highlighted maintenance request.

Actions

You can perform the following actions from the Maintenance Request Actions menu:

- Create Work Order on page 5163
- Change Status on page 5162
- Remove Work Order on page 5163
- [Approve to Proceed on page 5163](#)
- [Bulk Create Work Orders on page 5164](#)

Export

You can export maintenance request contents to Excel and other formats through the Export function that can be found in the More button at the top of the **Maintenance Request** browse.

When you select the Export function, the system displays a form with two panels:

- Search Criteria: Displays read-only search criteria data.
- File Properties: Lets you specify the export file name and file type (Excel, comma/tab separated file, tab delimited file, or PDF). You cannot change the Type or Include in Export options.

The export file is sent to your inbox.

Maintenance Requests Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Change Status Action

You can only change the status of a maintenance request that does not have an associated asset work order. To change the status of a maintenance request that is part of an asset work order, you must change the status of the work order.

Options

Status

Asset Management uses work order codes to add supporting data to lookup tables. The system is delivered with four default status options. You can create additional asset work order status options in

the QAD .NET UI in Maintenance > Codes > Work Order > Work Order Status.

Select the new status from the drop-down. The default status options are:

- C-Closed
- F-Finished
- O-Open
- X-Canceled

Create Work Order Action

The Create Work Order action allows you to create an asset work order from a maintenance request. When you create an asset work order from a maintenance request, Asset Management pulls in all the data from the maintenance request and automatically enters it into the asset work order. The asset work order remains tied to the maintenance request through the asset work order's life cycle.

When you select Create Work Order from the Actions menu, Asset Management automatically creates an asset work order and displays the message "Work Order xxx Created successfully!" You do not need to enter any additional information. The new asset work order is visible in the Asset Work Orders browse.

Remove Work Order Action

Removing an asset work order from a maintenance request breaks the link between the two. You cannot reattach a maintenance request to an asset work order after you perform a Remove Work Order action, but you can create new work orders for this maintenance request.

After you select Remove Work Order, a dialog box cautions you that you cannot reattach the maintenance request to the work order after it is removed. Select Continue to confirm the action and remove the work order.

Approve to Proceed Action

If Maintenance Request Approval (SR Auth? on Domain > Maint tab in .NET UI) is turned on for the domain, an authorized user must review and approve a maintenance request before it can be converted to an asset work order. This approval process is often used in organizations that want to prevent unnecessary asset work orders in their backlog, usually due to specific key performance indicators. This approval process is typically performed by a maintenance manager or shift supervisors.

This action does not initiate a routing. Approval is based on role security for the action.

(Bulk) Create Work Orders Action

When you create an asset work order from a maintenance request, Asset Management pulls in all the data from the maintenance request and automatically enters it into the asset work order. The asset work order remains tied to the maintenance request through the asset work order's life cycle. The Create Work Orders bulk action allows you to create multiple asset work orders at one time.

Start by filtering the **Maintenance Requests** screen to the maintenance requests for which you want to create work orders. Filtering makes the selection process more straightforward on the **Create Work Orders** window.

Select the bulk action Create Work Orders from the Actions menu. The **Create Work Orders** window opens, displaying the filtered view of Maintenance Requests you defined. In the Maintenance Requests panel, select the top checkbox to create an asset work order for all the listed maintenance requests. If you do not want an asset work order for the whole list, select the individual records. Then click Submit. The system creates and assigns the new asset work orders.

Note If the system has multiple maintenance requests for the same piece of equipment, the bulk action creates one asset work order and lists the different issues in the Problem text box.

PM Templates

PM templates address several scheduling methods, including calendar frequency, equipment meter DUOM, special events, and a combination of calendar and equipment DUOM. They allow you to move from reactive corrective maintenance to a planned preventive maintenance organization that continually improves uptime. They can be used for compliance activities, providing a reference to the procedure and steps that outline the process to be reviewed or validated. PM templates also can specify a piece of equipment.

Main

Description

A brief description of the issue the PM addresses, such as “Monthly ball bearing replacement.”

Equipment

A valid equipment number in the current site. If the equipment is locked, Asset Management displays a warning message. If a route instruction list is attached to this PM, the Equipment field is blank and disabled because the route instruction list identifies multiple pieces of equipment for this PM.

Tool

A valid tool number in the current site.

Tool Serial

The serial number identifying the particular tool selected in Tool.

Location

The geographic location of the equipment. Asset Management copies location data from the equipment record.

Catalog

Use cataloging to report differences in operating characteristics, such as costs and failures. The data is copied from the equipment or tool record.

Planner

The assigned planner’s name. The lookup filters planners at the current site.

Notify

The user or group to notify with e-mail when this PM is due. The lookup filters users in the user and mail groups.

Assigned

The person responsible for the PM. The lookup filters eligible employees at the current site.

Priority

A valid priority from the standard priorities defined for your system.

Problem**Problem**

A detailed description of issues with the equipment, along with general information such as "Monthly PM, perform all tasks on the attached asset work orders." Data in this field is printed on the PM asset work order document.

Precautions

Include any special precautions to take while maintaining the equipment, such as "Let this conveyor belt sit idle for 20 minutes before touching the motor, because it is hot."

Work Log**System**

A valid system code from the standards defined for your system. If the equipment has a BOM type, the lookup filters by the equipment's BOM-type system codes.

Assembly

A valid assembly code from the standards defined for your system. If the equipment has a BOM type, the lookup filters by the equipment's BOM-type system codes.

Primary Craft

A primary craft from the standard craft codes defined for your system.

Owner

The user or group who can make changes to the PM template. Use when change control for PM is needed to meet internal or external compliance requirements.

Work Order Owner

The user or group that is copied to the asset work order when the PM template is issued. Only the specified user or group can make changes to the asset work order.

Crew

A group of technicians identified by the crew code. The code is associated with the PM template. When the PM is issued and an asset

work order is created, that crew number or crew code is copied to the designated asset work order.

Shift

A valid shift from the standard shifts defined for your system.

Clearance

A valid clearance level from the standard clearances defined for your system.

Work Order Class

A valid work order class from the standard classes defined for your system.

Estimated Labor Hours

The estimated hours of labor required to perform this PM. This value is automatically populated and updated with the total number of estimated hours entered on all MIL steps attached to the PM.

Note If you manually change this value at any time, Asset Management no longer updates the estimated hours automatically.

Estimated Hours Down

The estimated hours of equipment downtime required to perform this PM.

Settings**Active**

Select to indicate that the PM is currently active.

Planned

This setting is copied to the asset work order at issue. Planners use the information to track the amount of planned and unplanned work.

Lock Lists

When this checkbox is selected, special security applies to Master Instruction Lists and Master Parts Lists copied to asset work orders created from this PM template. EAM locks instruction and parts lists copied to the asset work order on issue. Users can add new lists, but they cannot edit or delete locked lists.

Link to Equipment

Linking to equipment populates the following accounting fields with details from the equipment record: expense site, department, cost center, labor account and sub-account, material account and sub-account, and contractor account and sub-account.

Scheduling

Issue Method

There are four ways to schedule PMs.

- Both. Calendar and DUOM. With issue method Both, establish a PM template to issue based either on calendar or meter DUOM, whichever comes first.
- Calendar. Calendar-based PMs depend on issue cycle and number of cycles. The issue cycle is one of the following: day, week, month, or year. The issue cycle, combined with the number of cycles, determines the number of days between due PMs.
- DUOM. Meters accumulate measurements, such as hours or miles. Define these measurements in Maintenance > Codes > DUOMs QAD .NET UI and establish them on relevant equipment records. The term for defined metering is “driving unit of measurement.” Select one from a list.
- Event. Events are on-demand PM asset work orders. This PM occurs on a specific event date established using event maintenance. Define event maintenance in Maintenance > Codes > Events in the (QAD .NET UI). Events can be annual, such as an annual plant shutdown, which may not always fall on the same date. Events can represent opportunities to perform maintenance on equipment. For example, if production brings down a line or piece of equipment, maintenance can use unscheduled downtime to perform predefined preventive maintenance that is not dated.

Issue Cycle

Day, Week, Month, or Year to use for calendar-based PMs only.

Note This field is not active when DUOM or Event is selected as the issue method.

Number of Cycles

The number of cycles between PMs.

Note This field is not active when DUOM or Event is selected as the issue method.

For example, if you selected a daily issue cycle and you want to perform the PM every day, enter 1 as the number of cycles. If you want the PM to be due every six months, select a monthly issue cycle and enter 6 in this field.

Complete By

Displays the next scheduled issue date. If you do not enter a date, the setting defaults to today’s date. Asset Management calculates the PM Issue By date based on the issue cycle and the number of cycles.

Note The value changes to Last Issue Date when Sliding Sch? is selected and an open asset work order references the PM number.

Status

Displays Active or Inactive, depending on the setting from the Detail tab. If you select Sliding Sch? and there is an open asset work order from this PM template, then status is active.

Lead Days

This field is used for planning purposes, and displays the number of days before the actual due date. Asset Management backs up the PM Issue By date by the number of days entered here. It is active only when the issue method is calendar or both.

Sliding Schedule

Determines the PM Complete By date. Select if you want the calculation of the PM Complete By date based upon the closing of the previously generated asset work order for that PM. Leave the checkbox clear if you want the PM to be issued routinely, even when there is already an open asset work order for the same PM.

Last Day of Month

If the last issue falls on the last day of the month, select this checkbox so that subsequent PMs also occur on the last day of the month.

DUOM

When Issue Method is DUOM or both, indicate the DUOM. Enter a valid DUOM for the equipment. This must be a type of meter if issue method is set to both. If you change the issue method and DUOM type is meter, it defaults to the current reading.

DUOM Cycle

The number of cycles or units between PMs.

DUOM Next Issue

A PM is due when the meter reaches this reading value. Enter it when you create the PM. Asset Management generates it automatically for subsequent PMs based on the DUOM cycle.

Current Reading

The current DUOM reading for the equipment.

Estimated Due Date

The estimated due date calculated with the formula: Today + ([next DUOM cycle - current reading] / average unit per day usage).

Event

The selected event.

Event Next Issue

The next issue date if the selected Issue Method is event.

Issue By

Asset Management calculates this value with the formula: PM Complete By – lead days.

Next Failure

The next statistical failure date for a defined failure code associated with the current PM template.

Note If multiple failure codes associated with this PM have different failure dates, this field displays the closest date or the next date available.

Shift Work Day

You can create a maintenance department workday calendar. If a PM is due on a non-work day and you select the checkbox, then Asset Management adjusts the Requested Start Date to the next available work day. If this checkbox is not selected, then Asset Management issues the PM asset work order based on the PM Complete By date.

Duration

The estimated duration for this work.

Expenses**Project**

A project number to use for asset work orders issued from the template.

Job

A job number for the project entered. Use job numbers to break down large jobs into component parts for better cost analysis. All jobs in a PM template are copied to corresponding asset work orders. If the Link to Equip? checkbox is clear, you can enter account numbers, sub-accounts, cost center, and department to use for PM activity. When the asset work order is generated, accounting from the PM template is copied to the work order.

Expense Site

Defaults to the current site, but you can charge expenses for work related to this PM to another site.

Department

The expense site department for the PM.

Cost Center

Cost center for charges for materials, internal labor, or outside contractor costs for this PM.

Accounting**Labor Account and Sub Account**

Account and sub-account assigned to this PM to collect internal labor costs.

Material Account and Sub Account

Account and sub-account assigned to this PM to collect material costs.

Contract Account and Sub Account

Populated when contract costs are charged directly to this PM through a PO receipt. When a PO is received, the system automatically expenses the contract account and sub-account numbers on the PM.

User Defined**Character 1/2**

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form, user-defined character fields, not validated against tables.

Date 1

User-defined date.

Integer 1/2

User-defined integer fields.

Decimal 1/2

User-defined decimal fields.

Logical

Select this checkbox to add a logical field to the PM template.

Skips

Asset Management gives you the ability to skip a PM during a set range of dates. During this time, the PM is inactive and Asset Management does not create asset work orders for it.

Start Date

Use the calendar lookup to select the first day the PM is inactive.

End Date

Use the calendar lookup to select the last day the PM is inactive.

Description

Enter a short description explaining why the PM is being skipped during these dates.

Perennials

Select Yes if the PM should be skipped every year during this the specified time period.

PM Template

The PM template number of the currently selected template.

Add Date

The date the skip was added to the system.

Add Time

The time the skip was added to the system.

Add User ID

The user ID of the user who added the skip to the system.

Change Date

If the skip is updated, the date the change was made.

Change Time

If the skip is updated, the time the change was made.

Change User

If the skip was updated, the user who made the change.

Superiors

Superiors prevent excessive maintenance by linking multiple levels of PMs. By establishing superior and subordinate PMs, you prevent performing duplicate work for both PMs. For example, if you have an annual PM and it includes all of the work of a quarterly PM, you would not want to perform the quarterly within a few days of the annual PM. In this case, the annual PM would be the superior.

Superior PM

Use the lookup to select a PM template that is superior to the currently select PM template.

Days Difference

Enter the number of days that the superior template should be considered. During the specified time period, this PM template is not issued.

Original Issue

The superior template's original issue date.

Linked

Set to Yes if the PM templates are linked.

PM Template

The PM template number of the currently selected template.

Add Date

The date the superior template was added to the record.

Add Time

The time the superior template was added to the record.

Add User

The user who added the superior template to the record.

Change Date

If the line is updated, the date the change was made.

Change Time

If the line is updated, the time the change was made.

Change User

If the line is updated, the user who made the change.

Subordinates

Subordinates prevent excessive maintenance by linking multiple levels of PM templates together. For example, if you have an annual PM and it includes all the work of the quarterly PM, you would not want to perform the quarterly within a few days of the annual PM. In this case, the quarterly PM would be subordinate to the annual PM.

Subordinate PM

Use the lookup to select a PM template that is subordinate to the currently select PM template.

Days Difference

Enter the number of days that the subordinate template should be considered. During the specified time period, the subordinate template is not issued.

Original Issue

The subordinate template's original issue date.

Linked

Set to Yes if the PM templates are linked.

PM Template

The PM template number of the currently selected template.

Add Date

The date the subordinate template was added to the record.

Add Time

The time the subordinate template was added to the record.

Add User

The user who added the subordinate template to the record.

Change Date

If the line is updated, the date the change was made.

Change Time

If the line is updated, the time the change was made.

Change User

If the line is updated, the user who made the change.

Failures

The Failures table displays the potential failures that this PM template addresses. As corrective maintenance is performed on equipment, Asset Management updates this table with more accurate information regarding next failure date. If the failure date falls before this PM template's next due date, the PM's frequency should be adjusted to avoid this failure.

Failure

Use the lookup to select a failure code from the list.

Description

Displays the description associated with the selected failure code.

Next Failure

The Failure Analysis batch job populates this date based on PM failure codes and MTBF calculation.

Equipment

Automatically displays the equipment associated with the PM template.

Tool

Automatically displays the tool associated with the PM template.

Tool Serial

The tool serial of the tool displayed in the Tool field.

PM Template

The current PM template number.

Add Date

The date the failure line was added.

Add Time

The time the failure line was added.

Add User

The user who added the failure line.

Change Date

If the line was updated, the date the change was made.

PM Templates Actions

You can perform the following action from the PM Templates Actions menu:

- Issue on page 5176
- [Copy to Equipment on page 5177](#)
- [Copy PM Across Sites on page 5177](#)
- [\(Bulk\) Issue on page 5178](#)

PM Templates Drill-Down Links**PM Safety Procedures**

Use the PM Safety Procedures Lists drill-down link to attach any number of safety master instruction lists to a PM template. When an asset work order is created from the template, these safety procedures are automatically copied to the work order.

List

The list number. Use the lookup to select a safety procedure.

Template

The current PM template number.

Type

The type of procedure list. For PM templates, this field always displays SFTY.

Kind

The kind of master instruction list. For PM template safety procedures, this field always displays S for Safety.

Procedure

Defaults from the master instruction list, where it is an optional, free-form data entry field.

Revision

Reserved for future development.

PM Template Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Issue Action

When you create an asset work order from a PM template, the system pulls in all the data from the PM template and automatically enters it into the work order. Asset work orders created from a PM template can be viewed from the Asset Work Orders drill-down menu.

Issue***Issue Date***

Complete By or Today. The date on which Asset Management creates an asset work order from this PM template. The field defaults to today's date. When Complete By is selected, the asset work order is issued on the PM template's Complete By date. The Complete By date is located on the PM template's Scheduling panel.

Options***Issue if Inactive***

When selected, the system creates an asset work order on the defined Issue Date, even if the PM template has been marked as inactive.

Ignore Locks

When selected, the system creates an asset work order on the defined Issue Date, even if the PM template is locked.

Ignore Sliding Schedule

When selected, the system creates an asset work order on the defined Issue Date, ignoring the date determined by the Sliding Schedule setting.

Ignore Open Work Order

When selected, the system creates an asset work order on the defined Issue Date, even if there is already an open asset work order from this PM template.

Ignore Skips

When selected, the system creates an asset work order on the defined Issue Date, ignoring any date ranges that have been entered to skip preventive maintenance.

Ignore Next Issue Date

When selected, the system creates an asset work order on the defined Issue Date, ignoring the next scheduled issue date.

Ignore Superior

When selected, the system creates an asset work order on the defined Issue Date, ignoring the settings defined in any superior PM templates to which this PM template is linked.

Copy to Equipment Action

If you have multiple pieces of equipment that require similar PM templates, you can create one template and duplicate it, ensuring data integrity. After the copy is successful, the new PM template is available in **PM Templates**, with all of the source template's contents copied to the new record.

The piece of equipment you select and the PM template you are copying must have the same driving unit of measure.

Main

Select the piece of equipment to which to copy the PM template and then click Submit.

Copy PM Across Sites Action

With this action, you can select a site and then choose the piece of equipment or tool to which to copy the PM template. If you have multiple pieces of equipment or tools in different sites that require similar PM templates, you can create one template and copy it, ensuring data integrity. After the copy is successful, the new PM template is available in **PM Templates** in the defined sites, with all the source template's contents copied to the new record.

A common use case is that within a plant or across a company, the same model of equipment may exist. This function allows the preventive maintenance template to be created one time and then replicated to similar equipment in other sites.

For both equipment and tool PM templates, the piece of equipment or tool you select and the PM template you are copying must have the same driving unit of measure.

Detail

The grid on the Detail window displays columns for equipment and tools, regardless of which type of PM template you have highlighted. When you select the checkbox for a site, the system enables the appropriate lookup field. After you have the sites and then equipment or tool to which to copy the PM template, select Submit to complete the copy process.

(Bulk) Issue Action

When you create an asset work order from a PM template, the system pulls in all the data from the PM template and automatically enters it into the work order. Asset work orders created from a PM template can be viewed from the **Asset Work Orders** drill-down menu.

Use the PM Templates filter to select the PM templates to issue. For example, you could filter for all PM templates due next week. The Bulk Issue action allows you to issue all the filtered PMs at once.

Bulk Issue

Issue Date

Complete By or Today. The date on which Asset Management creates asset work orders from these PM templates. When Complete By is selected, the asset work order is issued on the PM template's Complete By date. The Complete By date is located on the PM template's Scheduling panel. When Today is selected, the asset work order is issued using today's date.

Search Criteria

The Search Criteria panel is read-only. It displays the search criteria you entered in the PM Templates screen.

Search Criteria

If you did not enter any search criteria in the PM Templates screen, this field displays "No criteria selected."

Options

Issue if Inactive

When selected, the system creates an asset work order, even if the PM template has been marked as inactive.

Ignore Locks

When selected, the system creates an asset work order, even if the PM template is locked.

Ignore Sliding Schedule

When selected, the system creates an asset work order, ignoring the date determined by the Sliding Schedule setting.

Ignore Open Work Order

When selected, the system creates an asset work order, even if there is already an open asset work order from this PM template.

Ignore Skips

When selected, the system creates an asset work order, ignoring any date ranges that have been entered to skip preventive maintenance.

Update Next Issue Date

When selected, the system updates the next issue date for the PM template.

Ignore Superior

When selected, the system creates an asset work order, ignoring the settings defined in any superior PM templates to which this PM template is linked.

PM Templates

Select the PM templates you want to issue as part of this bulk action. The grid is filtered to only those PM templates that match the criteria defined in the Search Criteria panel. To select all of the listed templates, select the first checkbox in the grid.

Readings

You can view calibration readings and a list of all the readings that have been recorded for a piece of equipment.

Main***Equipment***

The equipment whose readings are on display.

DUOM

Displays the DUOM for the piece of equipment. DUOMs are set up in the QAD .NET UI in Maintenance > Codes > DUOM and can be used across the system.

DUOM Type

The DUOM type for the piece of equipment.

- Monitor: DUOM reading is measured, such as temperature.
- Meter: Reading is a number of cycles such as time, miles, or revolutions.

Date Read

Defaults to today's date for the first reading. The field displays the same date for subsequent readings entered, unless you change it.

Current Reading

The current calibration reading.

Upper Limit

Displays the upper limit for the calibration reading.

Lower Limit

Displays the lower limit for the calibration reading.

Reading History

You can correct readings, to do so click the [Readings Correction on page 5181](#).

Date Read

The date the reading was entered.

Time Read

The time the reading was entered.

Read By

The user who entered the reading.

Reading

The DUOM reading number that was entered.

Usage

The number of cycles since the last reading was entered. For monitor DUOM types, this column displays 0.

Replaced

Indicates if a meter was replaced.

Alarm

The system updates this check box, which indicates if there is an OOT condition based on the calibration readings entered. If the check box is clear, the readings have not exceeded the Max or Min Occurrences measured by the Actual High or Low readings recorded. If the check box is selected, an OOT condition exists where the number of readings exceeded the Max or Min Occurrences measured by the Actual High or Low readings recorded.

Alarm Type

Displays if the OOT reading exceeded the Actual High or Low.

CM Work Order

If the Create CM? setting is activated, this field displays the CM work order that was created automatically when the OOT reading was entered.

CM Status

The status of the CM work order that was created to address the OOT reading.

Equipment

The piece of equipment from which the reading was taken.

DUOM

The DUOM for the piece of equipment.

Readings Correction

When a DUOM reading was incorrectly entered, select the record from the Readings History grid; then, click Readings Correction.

The system displays a form with a single Main panel and two options:

Current Reading

Enter the current reading.

When using a Monitor type reading, then current reading must be between the limits; otherwise, the system prompts to confirm that you want to enter a reading that is outside the currently set limits.

Date Read

Enter the current reading date. The date cannot be greater than today, and cannot be prior to the previous date read that is on record.

Click Submit to save the correction. The previous record that was entered incorrectly is overwritten by the new reading.

Actions

From the Readings drill-down, you can access the following actions:

- [Readings Reset Actuals Action on page 5182](#)
- [Readings Update Tolerances Action on page 5181](#)
- [Readings Replace Action on page 5183](#)

Readings Update Tolerances Action**Main**

Specify the limits, and other data as outlined below, then click Submit when you are finished making updates.

Lower Limit

This read-only field displays data from the same-named option in [Readings on page 5179](#).

Upper Limit

This read-only field displays data from the same-named option in [Readings on page 5179](#).

Max Low Occurrences

Set the number of times that an out of tolerance (OOT) low reading can occur before the system triggers a corrective action.

Max High Occurrences

Set the number of times that an OOT high reading can occur before the system triggers a corrective action.

Within Limits/Days

Specify the frequency (days, hours, or minutes) that makes the max low or max high reading OOT.

Send Email/Recipient

Click to send an email regarding the tolerance updates. Specify a valid email address in the Recipient option.

Create CM

Select this option to have the system create a CM work order when the OOT readings are higher or lower than the maximums, and the equipment UOM reading alarm is not set.

When the system creates the CM work order for the OOT reading. The problem description on the CM work order indicates the OOT reading and that the reading is entered in the referenced PM WO.

Readings Reset Actuals Action

This Action has no user interface and runs the EAM .NET UI reset actuals program (equipmentduom/si/ResetActual.p). When the program runs, it initiates two procedures:

- A recalculation procedure that equipmentduom_da.p (procedure that resets out-of-tolerance readings).
- An update procedure that can create a CM type work order when the:
 - DUOM type in **Readings** is set to Monitor
 - Create CM Work Order option is enabled (in the **Readings >Update Tolerances** Action)

The system creates a CM type work order when the OOT readings are higher or lower than the maximums, and the equipment UOM reading alarm is not set:

- A high reading is greater than the currently set upper limit; a high actual is higher than the high maximum.
- A low reading that is under the currently set lower limit; a low actual is greater than the low maximum

When the system creates the CM work order for the OOT reading, it pulls information from the MIL step and the tool record. The problem description on the CM work order indicates the OOT reading and that the reading is entered in the referenced PM WO.

Readings Replace Action

When you replace the meter/monitor in a piece of equipment, you update the upper and lower limits in the Equipment **Readings**.

Main

Specify the upper/lower limits and the date read. Click Submit to replace the readings.

Upper Limit

Enter the maximum tolerance limit for meter/monitor reading or the maximum reading for a meter.

Lower Limit

Enter the minimum tolerance limit for meter/monitor reading.

Current Reading

Enter the current reading.

The current reading must be between the limits; otherwise, the system prompts to confirm that you want to enter a reading that is outside the currently set limits.

Date Read

Enter the current reading date. The date cannot be greater than today, and cannot be prior to the previous date read that is on record.

Master Instruction Lists

You can associate one master instruction list with a number of PM templates or copy an MIL to corrective maintenance asset work orders.

Main

Kind

The kind of master instruction list.

- **Instruction:** Used to create steps detailing maintenance activities that need to be done for an asset work order issued from a PM or directly attached to an asset work order.
- **Route:** Used to create steps for taking DUOM readings for one or many pieces of equipment for an asset work order issued from a PM or directly attached to an asset work order.
- **Safety:** Safety procedures used to create steps for internal and external safety requirements that need to be assessed with possible corrective actions for asset work orders issued from a PM or directly attached to an asset work order.

Description

A description explaining the purpose of the MIL.

Type

The type of MIL based on a user-defined grouping of MILs by function, such as rebuild, calibrate, or lubrication.

Procedure

A free-form field that can be used as a cross-reference to another application, such as a quality system that may identify this MIL.

Owner

An optional setting that adds security to the MIL by limiting the users who can modify it. If an owner is defined, only that user or group can modify the list.

Steps

Click **New** to enable a new line in the Steps grid. Enter the relevant information and then click **Done** or **New Line** to add another step. Use the **Move Up** and **Move Down** links to move a step one space up or down in the list.

Step

The step number. This value is automatically assigned by the system. To change the order of the steps, use the **Move Up** or **Move Down** actions on the Instruction Lists (EAM) subdetail (QAD .NET UI).

Description

The Steps table lists the tasks associated with the selected MIL. Each line describes one procedure that must be completed for this MIL.

Quantity

The number of people required to complete the step.

Craft

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Standard Hours

The calculated amount of time in whole and fractional hours required to complete this step, based on the Hours and Minutes fields.

Cost

The calculated cost to complete this step. $\text{Quantity} * \text{Standard Hours} * \text{Pay Rate}$.

Equipment

The equipment required to perform this step.

DUOM

The equipment's DUOM, which defaults from the equipment record. If necessary, use the lookup to enter another DUOM defined for the equipment.

Reading Date

The reading date for the equipment.

Reading

The current reading for the equipment.

Time

The time the reading was taken.

DUOM Description

A description of the DUOM.

Type

The type of master instruction list.

Equipment Description

The description of the equipment from the equipment's record.

Hours

The estimated amount of time in whole hours required to complete this step.

Minutes

The estimated amount of time in whole minutes required to complete this step.

Regular Pay Rate

The standard hourly rate an employee is paid for this task, expressed in the company's base currency.

Tool DUOM

The DUOM defaults from the tool's serial number record.

Tool Number

The tool number of a tool for this template.

Tool Number Description

A description of the tool selected in Tool Number.

Tool Serial

The serial number for the tool you selected in Tool Number.

Details***Main******Craft***

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Quantity

The number of people required to complete the step.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Regular Pay Rate

The standard hourly rate an employee is paid for this task, expressed in the company's base currency.

Description

A free-form text field to describe the step in detail.

Route Options

The route options are only enabled for Route MILs. When a PM Route MIL for DUOM Readings is attached, each step of the MIL has a piece of equipment or serialized tool specified with its DUOM. This is used on PM templates and work orders to facilitate recording equipment or serialized tool DUOM readings.

Equipment

Use the lookup to select the piece of equipment.

DUOM

The equipment's driving unit of measure, which defaults from the equipment record.

Tool Number

Enter the tool number or use the lookup to select a tool for this MIL.

Tool Serial

The serial number for the tool you selected.

Tool DUOM

The DUOM defaults from the tool's serial number record.

Type

Monitor or Meter

Reading

The current reading for the specified equipment or tool. It defaults from the Date Read field in Readings.

Reading Date

The reading date for the specified equipment or tool.

Instruction List Types

Use instruction list types with instruction lists (MILs) for better sorting and filtering. When you create an MIL, you associate an instruction list type code to that MIL. For example, you can create list type codes for common instructions for PMs, repairs, and rebuild type classifications. You can apply those codes to MILs and then group and sort the MILs by those list type codes.

To add a new instruction list type code, open the **Instruction List Types** hybrid browse and click New. Enter the code in the List Type option and a short description in the Description field.

Click Save to save your updates.

Master Parts Lists

You can create multiple parts lists, group them by user-defined type fields, provide descriptions, and cross-reference other quality systems procedures. You can associate one master parts list with multiple PM templates or copy the list to the corrective maintenance asset work orders.

Main

Type

The type of parts list, based on a user-defined grouping of parts lists, such as parts associated with specific pieces of equipment or certain types of repairs.

Description

The purpose of the parts list.

Procedure

A cross-reference to another application, such as a quality system, to identify this master parts list.

Source Site

The site from which this master parts list sources its parts. The parts lookup filters to the specified source site.

Owner

An optional setting that adds security to the parts list by limiting the users who can modify it. If an owner is defined, only that user or group can modify the list.

List

The part list number, assigned by the system.

Parts

Click **New** to enable a new line in the Parts grid. Enter the relevant information and then click **Done** or **New Line** to add another part.

Part

The individual parts that make up this list. Add new parts by selecting **New** and entering the required information. The Part lookup is filtered to the specified source site.

Part Description

The part description, automatically populated for stock parts. For non-stock parts, enter the part description

Quantity

The number of this part required to perform the task for an asset work order.

Total Cost

The total cost for the part, which Asset Management calculates by multiplying the part's current cost by the planned quantity in the parts list. For non-stock parts, enter the total cost for the parts by multiplying the part cost by the quantity required.

Parts List

The parts list with which this line item is associated.

Source Site

The site where the part is located.

Issue UOM

The issue unit of measure, which may differ from the supplier's specified order unit of measure. For example, a supplier may sell parts by the box, but your organization uses and issues the parts by Each, meaning one at a time.

UOM Cost

The part's cost per unit.

Actions

You can perform the following actions from the Actions menu:

- [Copy BOM on page 5190](#)

Copy BOM Action

This saves you the time it would take to add each part to a new parts list separately, and also ensures data integrity.

Main

Select the piece of equipment to which to copy the parts list and then click Submit.

Parts List Types

Parts list type codes are applied when creating master parts lists and work order parts lists.

To add a new parts list type code, open the **Parts List Types** hybrid browse and click New. Enter the code in the Parts List Type field and a short description in the Description field.

Click Save to save your updates. Click Delete to delete a parts list type record.

Crafts

Craft codes, which are associated with a regular pay rate, are user-defined codes used to assign and post labor in EAM. The craft code's pay rate is used to calculate the planned cost on WO instruction lists and in Master Instruction Lists (MILs).

To add a craft code, open the **Crafts** browse and click New. Enter the craft code in the Craft field and a short description in the Description field. Enter the pay rate in the Regular Pay Rate field. The currency is from domain currency.

Click Save to save your updates.

Crews

Crew codes are user-defined codes used on work orders or PM templates to name the job crew in which the technician works.

To add a crew code, open the **Crews** hybrid browse and click New. Enter the crew code in the Crew field and a short description in the Description field.

Click Save to save your updates.

Delays

Delay codes are user-defined codes used to describe why work has been delayed.

To add a delay code, open the **Delays** hybrid browse and click New. Enter the delay code in the Delay field and a short description in the Description field.

Click Save to save your updates.

As Finds

Technicians use the as-found codes to specify the condition of the equipment as repairs begin.

To add an As Found code, open the As Finds browse and click New. Enter the As Found code in the As Found field and a short description in the Description field.

Click Save to save your updates.

Pay Additives

Pay additive codes can be associated with an employee ID. The Post Labor Action in **Asset Work Orders** and **Projects** uses this code in the labor cost calculation.

For example, if an employee has an hourly rate of \$10/hour, and is associated with a pay additive code for 50 more cents, then the hourly rate becomes \$10.50. Sometimes, companies use the pay additive code for weekend shifts or third shifts as an incentive for employees to work in the off-times.

Click New in the Pay Additives hybrid browse to create a new payment additive or Edit to edit an existing additive.

Enter the additive code in the Pay Additive field. Enter a short description in the Description field. Enter the additive amount in the Additive field. Press Save to save the record.

Click Delete to remove a Pay Additive code record.

Pay Multipliers

Use a pay multiplier as part of a formula to calculate the total labor cost. The pay multiplier multiplies against the standard hourly rate in the employee record.

Pay multiplier codes can be associated with an employee ID. The Post Labor Action in **Asset Work Orders** and **Projects** uses this code in the labor cost calculation.

Click New in the **Pay Multipliers** hybrid browse to create a new payment multiplier or Edit to edit an existing additive.

Follow these steps to add a multiplier code:

1. Enter the multiplier code in the Pay Code field and a short description in the Description field.
2. Enter the multiplier amount in the Multiplier field. The amount entered in this field is multiplied by the standard hourly rate in the employee's record.
3. Enter the multiplier type in the Type field. In this field, you can enter Saturday, Sunday, Holiday, or you can leave it blank.
4. Select the Default checkbox to set that pay multiplier as the default. When you are posting labor, the default pay multiplier code is displayed in the Pay Multiplier Code field. You can have only one pay multiplier record as the default.

When you edit a record that is the default and attempt to deselect the Default checkbox, the system warns that you must have a primary default record; therefore, you should first select another record and make that record the default before the system clears the default checkbox for the current record.

5. Click Save to save the record.

Click Delete to remove a Pay Multiplier code record. You cannot delete the record when you post labor using the Post Labor Action in **Asset Work Orders** and the pay multiplier code was used in the labor cost calculation.

Note You can overwrite the deletion validation by selecting the Overwrite Enabled checkbox in **Indirect Users** for the user for whom you are posting labor.

Clearances

Create clearance codes that specify the type of clearance that is required to perform work on a piece of equipment.

For example, create clearance codes that provide an additional level of safety that could include the following statements:

- You can run machinery while performing this type of work.
- Shut down the machinery.
- Shut down the entire line.

Click Delete to remove a clearance code record.

Main

Clearance

Specify the name of the clearance code. This is a mandatory field.

Description

Optionally, enter a description of the clearance. When you edit an existing clearance record, you can only edit the Description field.

Impact MFG Schedule

Select this checkbox if you use Production Scheduling Workbenches integration with EAM. For more information, see the *QAD Planning and Scheduling Workbenches User Guide* in the QAD Document Library.

Events

You can associate an event with a date range. PM work orders associated with an event automatically schedule based on the date range, or when you request PMs for a specific event such as a seasonal shut-down.

To add a new event code, open the **Events** hybrid browse and click New. Enter the event code in the Event field and a short description in the Description field.

Use the lookups to set the starting and ending dates for the event.

Note When a PM work order is associated with an Event code, the PM is automatically scheduled during this date range.

Click Save to save your updates. Click Delete to delete an event record.

Shifts

Shift codes are used in PM templates and asset work orders.

To add a new shift code, open the **Shifts** hybrid browse and click New. Enter the code in the Shifts field and a short description in the Description field.

Click Save to save your updates. Click Delete to delete a shift record.

WO Classes

To add a new WO class code, open the **WO Classes** hybrid browse and click New. Enter the code in the Work Order Class field and a short description in the Description field.

Click Save to save your updates. Click Delete to delete a WO class record.

Asset Service Types

Use these codes when managing EAM service requests for sorting or filtering.

To add a service type code, open the **Asset Service Types** browse and click New. Enter the service type code in the Service Type field and a short description in the Description field. Click Save.

Click Delete to remove a service type record.

Equipment

Equipment allows you to track:

- Cost analysis
- Failure analysis
- Bills of material
- Driving units of measure
- Serialized components
- Maintenance requests

System-wide information feeds back into the equipment record. Equipment reports present this stored data.

Equipment

Most cumulative data in equipment records originate in:

- Asset work orders
- Inventory
- Purchasing
- Labor
- Projects

Historical data triggers preventive asset work orders for equipment associated with metering data and failure analysis.

Main

Equip No

The equipment number.

Description

A brief description of the piece of equipment.

Category

The most general equipment code. Use it to designate ownership or virtual equipment.

Type

The type of equipment, grouped by functional application or classification.

Status

The status of the equipment or machine. A code shows the current standing of the equipment; for example, A-Active, I-Inactive Equipment, R-Retired Equipment, T-Transferred Equipment.

Location

The physical location of a piece of equipment.

Catalog

The class or group structure of equipment.

BOM Type

A grouping of system and assembly codes unique to a specific type of equipment, building, or facility.

Failure Type

Group selected failure and repair codes for the equipment. When the failure or repair lookup runs from the Work Order Maintenance screen

in the QAD .NET UI, the system filters to those codes linked to the failure type of the equipment.

Priority

The priority level for the piece of equipment. It automatically is copied to maintenance requests and asset work orders added for this equipment.

Has Parent

When selected, indicates that this piece of equipment is a child to another and attaches the equipment to the parent. For example, the parent equipment could be a virtual piece of equipment representing a production line and the children are the blow mold machines, formers, labelers, conveyors, and palletizers.

Parent Code

The parent code of this child equipment, when applicable.

Update Children

When selected, the equipment DUOM updates when the parent's current reading changes. Any children conversions set up in DUOM Conversion are calculated.

Planner

The employee responsible for planning the maintenance on a piece of equipment. QAD validates the selection against a list of designated planners. Planner is copied to associated PM templates and asset work orders.

Responsible

The employee who is responsible for the equipment.

Owner

The user or group authorized to edit the equipment record. If an owner is associated with the equipment record, only the owner or owner group members can edit the equipment record.

Work Order Owner

If a work order owner is added to the equipment record, only the owner or owner group members can edit asset work orders for that equipment.

Notify

The user or group of users to notify with email when a piece of equipment reaches its spending limits.

Manual

The name of the equipment manual for a specific piece of equipment. This field is for reference purposes only.

Details

Purchase Order

The original purchase order number used to purchase the equipment.

Purchase Date

The date on which the equipment was purchased.

Vendor

The vendor from whom the equipment was purchased.

Acquisition Cost

The original purchase cost of the equipment.

Project

Use a project number when you purchase and install a new piece of equipment. When you enter a project number, Asset Management defaults the acquisition cost from the total spent in the project record.

Job

A valid job number associated with the specified project.

Cost Center

The job cost center from Finance > Projects (QAD .NET UI).

Sub Account

The job sub-account number from Finance > Projects (QAD .NET UI).

Date Capitalized

The job's capitalize date, from Finance > Projects (QAD .NET UI). This field cannot be modified.

Manufacturer

The manufacturer for the piece of equipment.

Model

A reference field for storing the equipment or machine's model number.

Year Made

The year the equipment was built.

Asset Serial

The serial number of the equipment or machine. Serial number is for reference purposes only.

Weight

The weight of the asset or equipment represented by the Gross Vehicle Weight Rating.

Weight UOM

The weight unit of measure.

Tax Authority Location

The physical location where the asset resides to identify proper depreciation/tax codes.

Profile ID

The profile ID of the equipment.

Fixed Asset

This panel is for reference purposes. It is not integrated with the Fixed Assets module.

Fixed Asset Code

The asset number that cross-references the equipment with the equipment fixed asset or tag number from your finance department.

Created

The default value for this field is blank. The field is system generated when the interface picks up the asset and sends it to asset accounting as a new asset. When this field contains a date, clear the New Asset check box.

Installed

The date the piece of equipment was installed.

Retired

The date the piece of equipment was removed from service, when applicable.

New Asset

By default, this check box is clear. It is only enabled if the Asset Create Date field is blank. The check box is used to determine new records to pick up in the Asset Accounting interface.

Update Asset

By default, this check box is clear. It is only available for update when the asset has been created and the Created field is populated.

Last Updated

The date on which the asset was last updated in Asset Accounting.

Replacement Value

The cost of replacing this piece of equipment.

Book Value

The amount that represents the calculated worth of the equipment. Accounting can update the field and use it for insurance purposes.

Life Expectancy

The life expectancy of a piece of equipment in years. This field is for reference purposes only.

County

The county where the equipment resides.

Quantity

A reference field whose contents you can self-define. For example, you could enter an amount that represents the count that was generated by a project or job for this asset.

Accounting**Expense Site**

The site to which to charge expenses for this equipment.

Department

Accounting does not assign a department. Maintenance or Production can use this field to track expenses. It can represent legacy departments or cost centers.

Cost Center

Accounting assigns this piece of equipment to a cost center. All labor, material, and contractor maintenance costs are charged to this cost center.

Labor Account

The account number assigned to a piece of equipment to collect internal labor costs.

Material Account

The account number assigned to a piece of equipment to collect material costs.

Contract Account

The account number assigned to a piece of equipment to collect contractor costs.

Labor Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed internal labor costs associated with an account number.

Material Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed material costs associated with an account number.

Contract Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed contractor costs associated with an account number.

Spending Limits***Lifetime Basis***

The lifetime expense limit for the piece of equipment during its lifetime.

Annual Basis

The expense limit for the year for the piece of equipment. If the annual basis is exceeded, Asset Management displays the message, "Equipment has exceeded the Annual Limits."

Work Order Basis

The limit on expenses charged to a piece of equipment per asset work order.

Current Lifetime

The transaction costs from other areas of Asset Management, specifically when labor, parts, or contractor costs are charged to the equipment. You can use the Initialize Limits option in Actions to record expenses predating the equipment record.

Current Annual

The expenses charged to the equipment during the current year.

Last Refreshed

The date when the current lifetime and annual fields were last refreshed.

Production***Production Schedule***

This text field displays the code for the production schedule.

Lost Opportunity Rate

The per-hour cost to the company when the equipment is down.

Cost Analysis***Current Planned Labor Expense***

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Actual Labor Expense

Total cost of labor postings for expenses on the work orders related to this piece of equipment.

CM Labor Expense

Total cost of labor associated with corrective maintenance for this piece of equipment.

PM Labor Expense

Total cost of labor associated with preventive maintenance for this piece of equipment.

Other Labor Expense

Labor expenses that do not fall into any of the other categories.

Current Planned Material Expense

Planned Material = Open Non-Contract Purchases + Open Stores Reqs

Actual Material Expense

Total cost of inventory issued to the equipment.

CM Material Expense

Total cost of materials issued to the equipment for corrective maintenance.

PM Material Expense

Total cost of materials issued to the equipment for preventive maintenance.

Other Material Expense

Material expenses that do not fall into any of the other categories.

Current Planned Contract Expense

Planned Contract = Open Contract Purchases

Actual Contract Expense

Total cost of purchasing receipts for contract expenses.

CM Contract Expense

Total cost of purchasing receipts for contract expenses related to corrective maintenance on the equipment.

PM Contract Expense

Total cost of purchasing receipts for contract expenses related to preventive maintenance on the equipment.

Other Contract Expense

Contract expenses that do not fall into any of the other categories.

Current Planned Manual GL Expense

The planned cost of manual GL records.

Actual Manual GL Expense

Cost of manual GL records.

CM Manual GL Expense

Cost of manual GL records related to corrective maintenance on the equipment.

PM Manual GL Expense

Cost of manual GL records related to preventive maintenance on the equipment.

Other Manual GL Expense

Cost of manual GL records that do not fall into any of the other categories.

Current Planned Tax

The current planned tax, based on inventory transactions received from Purchasing.

Actual Tax

The actual tax charged to this equipment.

CM Tax

The tax charge related to corrective maintenance on this piece of equipment.

PM Tax

The tax charge related to preventive maintenance on this equipment.

Other Tax

Tax charges for this piece of equipment that do not fit into the other tax categories.

Total Column

The total cost for each row in Cost Analysis.

Labor***Labor***

The labor transactions that make up the actual labor cost in the Cost Analysis table.

Material Cost

Material Cost

The material transactions that make up the actual material cost in the Cost Analysis table.

Contract Cost

Contract Cost

The contract transactions that make up the actual contract cost in the Cost Analysis table.

Manual Cost

Manual Cost

The manual transactions that make up the actual manual GL cost in the Cost Analysis table.

User Defined

Detail

Character 1-2

User-defined character fields, validated against tables that you add.

Character 3-22

Free-form user-defined character fields, not validated against tables.

Decimal 1-8

User-defined decimal fields.

Integer 1-2

User-defined integer fields.

Date 1

A user-defined date.

Logical 1

User-defined check box.

Equipment Actions

You can perform the following actions from the Equipment Actions menu:

- Initialize Limits Action on page 5217
- Rename Equipment Action on page 5218
- Lock/Unlock Action on page 5218
- Refresh Action on page 5218
- [Equipment Hierarchy](#)

- [\(Bulk\) Refresh on page 5219](#)
- [Print Descriptors on page 5219](#)

Equipment Drill-Down Links

The following drill-down links are accessible through the **Equipment** hybrid browse. Some drill-downs have separate help files; others are explained following the list below.

- Hybrid Browsers:
 - [Asset Work Orders on page 5117](#)
 - Bill of Materials
 - Equipment Alternatives
 - [Maintenance Requests on page 5159](#)
 - PM Templates
 - [Readings on page 5179](#)
 - [Safety Procedure Lists](#)
 - Revisions Equipment
 - Equipment Rotable Parts
 - [Equipment Products on page 5225](#)
- Reports: Equipment Downtime Summary

Bill of Materials

Each piece of equipment can be associated with a bill of materials (BOM) that lists all the potential replacement parts for the selected equipment. You can drill down to specifically identify the part number required to repair a machine, saving time locating appropriate spares. More efficient repair reduces equipment downtime.

Equipment BOMs can be created one of two ways. When a new machine is put into service, best practice is to have the responsible engineer provide maintenance with a full BOM list. The equipment BOM then can be created manually through the Bill of Materials drill-down. EAM also can be configured to automatically build the BOM over time as repair parts are issued to the equipment. To use the automated functionality, ensure that the Post Equipment List? checkbox is selected in the QAD .NET UI on the General > Business Units > Domain > Maintenance tab. In addition, the Add to BOM checkbox must be selected for the part on **Item Site Indirect**.

Main

In the Bill of Materials drill-down, click New to add a part to the BOM.

System

When BOM Type is defined for the equipment, you can enter a system code based on the BOM type. If BOM Type is not defined, this field is disabled.

From Site

The site from which this part will be issued for this BOM.

Part Number

Select the part from the lookup.

When the Non-Stock BOM checkbox is selected in the **Indirect Domains**>Maintenance>Equipment subpanel, you can add a non-stock part in this option.

Quantity

The quantity of this part found within the equipment.

By User

The user who added the part to the BOM.

Assembly

When BOM Type is defined for the equipment, you can enter an assembly code based on the BOM type. If BOM Type is not defined, this field is disabled.

Description

If a part number is selected, the system displays the part description. If the domain configuration in QAD .NET Uallows, you can enter non-stock items on the BOM and enter the non-stock item's description.

Unit of Measure

The unit of measure for the selected part.

Issue Date

The most recent date that the part was issued to the piece of equipment.

Equipment Alternates

In the Equipment Alternates drill-down link, you can enter an alternate name for the selected piece of equipment. The system checks this alternate name during the Loads DUOM batch job, which reads a DUOM file from an outside source.

To add an alternate name for an equipment record:

1. Open the record and select Equipment Alternate from the drill-down options.
2. Enter an alternate name/number in the Alt Equip No field.

3. Select Save.

Equipment Descriptors

Use the Equipment Descriptors drill-down to set up a standard template for certain technical information. Descriptor codes further describe a piece of equipment or an inventory part. A piece of equipment can have multiple descriptors associated with it. Once the descriptor is associated with an equipment record, you can update the information associated with its specifications.

Adding a descriptor to equipment will display the associated description, type, and kind. It will also bring in the specifications associated with that descriptor and allow the user to fill in the values for each specification.

Note Use the **Part Descriptor Query** to view descriptor data for parts. You can filter the data that displays in the browse or use the **Parts** drill-down to view data for the part for the descriptor.

You can also delete the equipment descriptor by clicking the Delete button above the status information.

Descriptor

Enter a valid descriptor code or use the lookup to find a descriptor code. For more information, see [Descriptor Definitions on page 5221](#)

Description

Displays the read-only descriptor description.

Type

Displays the read-only descriptor type. Descriptor types further group descriptors and exist for both equipment and inventory.

Kind

Displays the read-only kind as either Inventory or Equipment.

Grid

Order

This number, which the system auto assigns, represents the sequential position in which the field displays.

Specification

The specification label that describes a characteristic of the equipment.

Specification Value

Specify the value of the specification, which will be validated according to the Data Type that was specified in the [Descriptor Definition on page 5221](#).

Equipment Rotable Parts

The Equipment Rotable Parts drill-down link cannot be edited in the QAD Web UI. It is populated when a serialized rotatable part is assigned to a piece of equipment using the Inventory > Issue action in the QAD .NET UI.

Safety Procedure Lists

Use the Safety Procedure Lists drill-down link to attach any number of safety master instruction lists to a piece of equipment. When an asset work order is created for the equipment, these safety procedures are automatically copied to the work order.

Safety Number

The master instruction list number. The pop-up window only displays safety-type lists.

Description

The description of this safety procedure list, defaulted from the master record.

Revision

Reserved for future development.

Type

The type of procedure list. For pieces of equipment, this field always displays SFTY.

Procedure

Defaults from the master instruction list, where it is an optional, free-form data entry field.

E-Signature

You can set up options in **E-Signatures Setup** to enable electronic signatures when creating or maintaining equipment for EAM.

In **E-Signature Setup**, enable the Equipment Fields electronic signature flow for Asset Management equipment. If the configuration is not listed, see [E-Signature Setup](#) for detailed instructions on creating a new Asset Management Equipment Fields configuration. Specify the Equipment fields that capture events that require an electronic signature when they occur. Select the Active checkbox. Save your changes.

With the Equipment Fields configuration enabled in **E-Signature Setup**, when the user is required to enter or update data in the **Equipment** fields that cause an event, an E-Signature screen displays in the **Equipment** form. The screen includes a single Main panel that includes the following fields:

- User: Read only user ID

- Password: Mandatory field; you must enter a password.
- Reason: Enter or use the lookup to select a valid reason code.
- Date: Read only date of update.
- Time: Read only time of update.
- Remarks: Enter any remarks for the updates.

To view a history of the changes made that require a signature, use **E-Signature History**.

Equipment UDF Codes Characters 1 and 2

Users can create user-defined fields for **Equipment** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Equipment UDF Codes (Character 1)** or the **Equipment UDF Codes (Character 2)** hybrid browse. For example, you can define an Equipment Character 1 value to be EquipPurp, then add a description as Equipment Purpose.

When you use either function, a single form displays with an option to name Character 1 (or 2) and optionally, enter a description. Click Submit to save.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Initialize Limits Action

The action allows you to enter the initial lifetime and annual maintenance costs of expenses that predate the new record. Entries display in the Lifetime Basis and Annual Basis fields in the Spending Limits panel.

Initialize Limits

Site

The equipment's site. This field cannot be changed.

Equipment

The equipment name. This field cannot be changed.

Initial Lifetime

Enter the initial lifetime cost.

Initial Annual

Enter the initial annual maintenance costs.

Lock/Unlock Action

Locking the equipment ID ensures that no one charges inventory issues or labor distribution to the equipment. When an equipment record is locked, the Locked? check box on Equipment is selected.

When you select Lock/Unlock for an active piece of equipment, you must confirm that you want to “Set equipment’s active PM templates to inactive?” Select Yes to confirm.

Rename Equipment Action

Asset Management updates all records that include this equipment, retaining the history.

Options

Site

The equipment’s site. This field cannot be edited.

Old Equip No

Verify that the old equipment number is the one you want to change.

New Equip No

Enter a new equipment number.

Copy Equipment Action

This action copies an existing equipment record to a new record. You name the new target record through a single form with a single Target Equipment option.

Click Submit to create the copied record to the new record. Click Cancel to cancel the copy function.

The system copies the following equipment data to the new record:•BOM content•DUOM•DUOM type•Lower and upper tolerance limits:

- PM templates
- BOM content
- DUOM and DUOM type
- Lower and upper tolerance limits

Once copied, you can refresh the browse so that the new record displays.

Refresh Action

This action does not require additional confirmation. The record automatically updates when you select Refresh in the Actions menu.

Equipment Hierarchy Action

Regardless of the piece of equipment highlighted in the browse, the hierarchy contains all records in **Equipment**, displayed in a parent and child hierarchical form. You can expand and collapse the view, and drag and drop equipment records to reorganize the hierarchy. Select Drag & Drop to enable that functionality. The hierarchical changes take effect upon save.

Changes in the hierarchy are reflected in the equipment's Parent ID field.

Print Descriptors Action

Select this action to print an on-screen report of equipment descriptors.

Settings

For more information about running reports, see [Reports on page 296](#) .

Filter

Site Code

Specify a site or range of sites to filter equipment data.

Sort By

Choose to sort by equipment number or descriptor ID.

Sort Descending

Choose Yes or No to sort equipment data in descending order.

Primary Grouping

Specify a Primary group to segment data by equipment number or descriptor ID to ease report reading.

Secondary Grouping

For more segmentation, specify a Secondary group to segment data by equipment number or descriptor ID.

Group Descending

Choose Yes or No to group equipment data in descending order.

Descriptor ID

Specify a descriptor ID or range of IDs to filter equipment data.

Equip No

Specify an equipment number or range of numbers to filter equipment data.

(Bulk) Refresh Action

Start by filtering the **Equipment** screen to display the records you want to update. Filtering makes the selection process more straightforward on the **Equipment Refresh** window.

Select the bulk action Refresh from the Actions menu. The **Equipment Refresh** window opens, displaying the filtered view you defined. In the Equipment panel, select the top checkbox to refresh all the listed pieces of equipment. If you do not want to refresh the whole list, select the individual records. Then click Submit to begin the refresh.

BOM Types

BOM Type codes are only associated with pieces of equipment. Equipment with a BOM Type receives a structure of systems and assemblies associated with that specific equipment. Any type of transaction such as material issues, labor distribution, or purchases cannot only be made against the equipment name, but also to a specific system code or an assembly code attached to the equipment.

BOM Type codes enable the system to generate a more detailed analysis of where repairs were made on a piece of equipment. You can use a BOM Type code to set up the default or standard system and assembly structure for a piece of equipment.

There are two panels: Main and System/Assembly. Define the code in the Main panel; then, specify the system and/or assembly in the System/Assembly panel.

Note When you are logged in as the Maintenance Manager, you can access the BOM Types hybrid browse from the Maintenance tab that displays at the top.

Click Save to save your updates. Click Delete to delete a BOM Type record.

Main

BOM Type

Specify the BOM Type.

Description

Optionally, specify a description. When you are editing an existing BOM Type record, you can only update the description in the header.

System/Assembly

Specify the system; optionally, specify an assembly for the system. Click Save to save your options. Select a row, then click Delete above the grid to delete the row.

System

Enter a valid system defined in the Web UI **Systems/Assemblies**.

Assembly

Enter a valid Assembly as defined in the Web UI **Systems/Assemblies**.

Description

Optionally, enter a description of the system/assembly.

Descriptor Definitions

To add or edit a descriptor definition, click in the Descriptor, Description, Type, or the Kind options and make the necessary changes. Click Save to save your changes.

To rearrange the order or the spec labels, right-click on the label and select the Move Up or Move Down action.

Note Use the **Part Descriptor Query** to view descriptor data for parts. You can filter the data that displays in the browse or use the **Parts** drill-down to view data for the part for the descriptor.

Main

Descriptor

Enter a valid descriptor code or use the lookup to find a descriptor code.

Description

Enter a meaningful descriptor description.

Type

Enter the descriptor type. Descriptor types are maintained in the .NET UI Descriptor Types Maintenance.

Kind

Enter either Inventory or Equipment.

Grid

Use the grid to specify the following:

Order

This number, which the system auto assigns, represents the sequential position in which the field displays.

Note You can change the order of the spec labels when you are adding or updating a descriptor. When you attach it to a piece of equipment or inventory part, the order cannot be changed.

Specification

Enter the specification label. A descriptor has a user-defined number of specifications.

You can rearrange the labels by changing the order number.

Data Type

Select a data type:

- String: Virtually any combination of letters, numbers, and dates.
- Integer: A whole number written without a fractional or decimal component.
- Date: A date in the system-defined format.
- Decimal: A number with a decimal component. It can be a whole number with a decimal.

DUOM Conversion

Use this function to set up or edit a record to establish the equation to convert one DUOM type to another DUOM type. DUOM conversions can be generic (for example, hours to minutes) or equipment specific.

For example, one stroke by a press produces four of part ABC. Use a multiplier of 4 to convert the number of part ABC produced to the number of strokes on the press.

Note You define DUOM codes in the .NET UI DUOMs browse.

The conversions defined here are used in production-driven maintenance.

Click Save to save your updates.

Main

Source DUOM

Enter a valid DUOM as the source for the conversion or use the lookup to select a DUOM.

Target DUOM

Enter a valid DUOM as the target for the conversion or use the lookup to select a DUOM.

To Equipment

Enter a valid piece of equipment when the From and To relationship is unique to a particular equipment record.

Multiplier

Enter the multiplier that defines the relationship of the From DUOM and the To DUOM. Refer to the example in this help file.

Production Hours

Use this function to edit some of the data or delete production hour job data that is loaded from a predefined job program that is created in .NET UI EAM Job Program function.

You use the Load Action from the **Production Hours** hybrid browse to load job data from a predefined data file into EAM equipment. All records, whether they have errors or are error free, are loaded into the **Production**

Hours browse. If the record contains an error, a description of the error is displayed in the Comments field in the Production Hours browse. For more information, see [Production Hours Load Action on page 5223](#).

Select a record in the browse, then click Edit. A form with a single Main panel displays. You can only edit the hours and add comments; other options are read only.

Click Delete to delete the record. Click Save to save your updates.

Main

Equipment

The EAM equipment for which the production hours job program is loaded.

Date

The date the hours were recorded.

Hours

Enter the production hour readings for the equipment.

Comment

Enter any comments related to production hour updates.

Production Hours Load Action

When you select this action, the system displays a form with a Main panel that includes the Site and the File Name options. For the file name, enter the full path and the file name that contains the production hours data. In the flat file that you load, note that the hours stipulated in the file cannot exceed 24 hours.

Once you enter the file name, click Submit. Once you submit the job program, the system populates the Production Hours browse with the loaded data. When the file does not exist in the system, an error displays.

You can edit or delete the data in the browse by selecting Edit.

Maintenance Priorities

Use this function to define priorities for equipment. You can use the priorities to help you categorize or group equipment. For example, a planner groups the records by equipment number, then by priority.

Click Save to save when done. Click Delete to delete a code.

Main

Priority

Enter the priority code

Description

Enter a short description

Alert

Select the Alert checkbox if you want the associated user group to receive an email when this code is entered on a service request or an asset work order. An alert conveys limited information, such as the department code and requestor for a service request or the equipment number and problem description for a work order.

Equipment Failure Codes

Failure codes, when used consistently on CM work orders, reflect PM opportunities based on the Failure Analysis updates associated with the equipment. Failure codes can be associated with PM templates to indicate the type of failure the PM should prevent from occurring. EAM uses this data to predict when the next failure will occur.

This function contains a single Main panel with an option to enter the failure code and a short description of it. Click Save to save when done. Click Delete to delete a code.

Equipment Failure Types

Use this function to create failure type codes based on the equipment. For example, *mechanical* is a failure type, and *motor burn out* is a failure code. These codes allow you to track equipment failures on work orders to analyze a PM program's effectiveness. If PMs are designed to prevent a certain type of failure, but it is occurring before the PM issue-by date, then modify the PM to come due more frequently.

Note EAM emails warnings about PMs whose failure frequency exceeds PM frequency.

If there is not a PM work order to prevent a frequent equipment failure, then create a PM work order.

This function contains a single Main panel with an option to enter the failure type code and a short description of it. Click Save to save when done. Click Delete to delete a code.

Equipment failure types also includes two grids: Equipment Failures and Equipment Repairs.

Equipment Repair Codes

This function contains a single Main panel with an option to enter the repair code and a short description of it. Click Save to save when done. Click Delete to delete a code.

Maintenance Priorities

Use this function to define priorities for equipment. You can use the priorities to help you categorize or group equipment. For example, a planner groups the records by equipment number, then by priority.

Click Save to save when done. Click Delete to delete a code.

Main**Priority**

Enter the priority code

Description

Enter a short description

Alert

Select the Alert checkbox if you want the associated user group to receive an email when this code is entered on a service request or an asset work order. An alert conveys limited information, such as the department code and requestor for a service request or the equipment number and problem description for a work order.

Equipment Products

Specify the products produced on the work order when a repair is required for the equipment. You can run reports to analyze maintenance cost based on the products being produced.

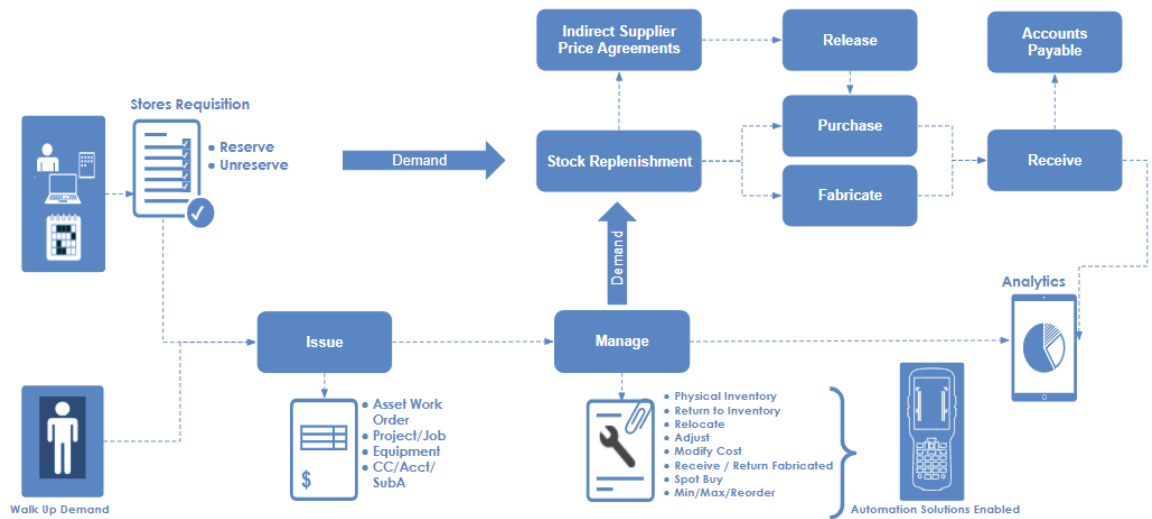
To associate products with a piece of equipment, open the equipment record and select the Equipment Products drilldown. Click New and use the lookup in the Product field to select the product. Enter a brief description in the Description field.

Click Save to save when done. Click Delete to delete an equipment product code.

Indirect Inventory

Inventory includes **Indirect Inventory**, which storeroom managers can use to determine the critical parts to stock, minimizing production downtime and inventory investment. It also includes **Stores Requisition Lists** to internally request stock items, create a detailed parts list for a work order or task, and print stock item pick lists. **Stores Requisition All Lines** displays all the requisition lines that have been created from stores requisition lists. **Stock Replenishment** allows you to select for replenishment those parts whose quantities are at or below the reorder point or safety stock level.

Indirect Inventory Process



Indirect Inventory

Storeroom managers use **Indirect Inventory** to determine the critical parts to stock, minimizing production downtime and inventory investment.

Main

The data in the **Main** panel is obtained from **Item Site Indirect** and cannot be edited here.

Expense Accounts

You can add expense accounts to an indirect inventory part using the **Expense Accounts** grid. Only use this option if you want to override the default site setting in Sites (EAM) in the QAD .NET UI. Click +New and use the lookups in the grid to define the expense accounts by site.

Expense Site

Charge the highlighted part to the site you select here.

Department

Charge the selected department for this part.

Department Description

Defaults from the selected department.

Cost Center

Charge this cost center when this part is issued from stores.

Cost Center Description

Defaults from the selected cost center.

Account

Charge this account when this part is issued from stores.

Account Description

Defaults from the selected account.

Sub Account

Charge this sub-account when the part is issued from stores.

Sub Account Description

Defaults from the selected sub-account.

Primary

Select this checkbox to indicate this is the part's primary account. The primary account always appears as the first account in the grid and will be the default account on new inventory requisitions.

Locations

Use Locations to define locations where this part is held in inventory. Click New and use the Location lookup. Description, On Hand, and Inventory Status default from the part record.

Note You cannot edit the On Hand quantity in the Locations grid.

Usage Analysis

Displays the stock information of the part in each site. By selecting a site in the grid, you can view the transaction history for the part by accessing the Transaction History drill-down.

Actions

The **Indirect Inventory** browse contains the following actions:

- [Adjust](#)
Adjust the physical count of a part in inventory.
- [Issue](#)
Issue the part to an internal product, including asset work orders, projects, and pieces of equipment.
- [Return to Inventory](#)
Return a part to inventory.
- [Create Requisition](#)
Create a requisition for an indirect inventory part.
- [Receive from Work Order](#)
Receive a fabricated part from an asset work order that was used to build a part.
- [Modify Cost](#)
Change the cost of a part.
- [Relocate on page 5238](#)
Move a part from one location to another location within a site or from one location to another location between sites.
- [Return to Work Order](#)
Return a fabricated part to an asset work order that was used to build a part.
- [Receive From Relocation on page 5240](#)
Receive a part that is being relocated between sites.
- [Print Descriptors on page 5219](#)
Print an on-screen report of equipment descriptors used in inventory.

Drill-Down Links

The following drill-down links are available from the **Indirect Inventory** hybrid browse:

- Part Suppliers
- Part Descriptors
- Requisition Lines
- Reserve Analysis
- Where Used in Equipment, Where Used in Projects, and Where Used in Work Orders browses.
- Consignment Stack
- Alternates
- Common Names
- Manufacturers

Part Suppliers

The **Part Suppliers** drill-down link lists the suppliers from which you buy the selected part and contains details on supplier parts and pricing schedules. See [Part Suppliers on page 5270](#) for more information.

Part Descriptors

The **Part Descriptors** drill-down link lists of descriptors that act as a template for certain technical information. Descriptor codes further describe a piece of equipment or an inventory part.

Requisition Lines

The **Requisition Lines** drill-down link lists the requisition lines associated with indirect inventory. You can view the site and part, and other line data in the browse, then choose to edit information. See for more information.

Reserve Analysis

The **Reserve Analysis** drill-down link provides information about reserved quantities for a part for specific stores requisitions. See [Reserve Analysis](#) for more information.

Indirect Inventory UDF Codes Characters 1 and 2

Users can create user-defined fields for **Indirect Inventory** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Indirect Inventory UDF Codes (Character 1)** or the **Indirect Inventory UDF Codes (Character 2)** hybrid browse. For example, you can define an Indirect Inventory Character 1 value to be PI2CharInv, then add a description as Plant 2 Char 1 Inventory.

When you use either function, a single form displays with an option to name Character 1 (or 2) and, optionally, enter a description. Click Submit to save.

Consignment Stack

When the inventory indicates that it is a consignment part (the Consignment column in Indirect Inventory displays as Yes), and you choose to edit the inventory, you can select the Consignment Stack drill down.

Note You enable Consignment in EAM through **Supplier & Item Consignment Settings**.

When you select the drill down, the Consignment Stack browse displays consignment data, including which supplier owns the quantity displayed in that record of the stack. You can click on a consigned part line in the browse to display the same information in a form with the fields displayed in a Main panel.

Alternates

Use the Alternates drill-down to add alternate part numbers that are used in other sites. This lets you cross-reference a part number in one site to a different part number in another site. This is helpful when an organization does not use the same part numbering scheme across sites. Use the Alternate Site and Alternate Item options to specify the alternate data, then click Save.

Common Names

Use the Common Names drill-down to create common names and nouns for a part. By entering common names for parts, employees can search for certain items using those common names. For example, a pipe wrench is commonly called a pipe wrench 18 inch, monkey wrench, or a Stillson's wrench.

Enter the common name in the Common Names field. Press Save, then repeat this step to add more names.

Manufacturers

Select the manufacturer of the tool, identified when the tool is received. Manufacturers are shared across the system.

The Manufacturer's submenu displays all the manufacturers and manufacturer's part numbers that are added for this part in the Vendor Parts submenu. If necessary, you can add manufacturers and part numbers to this list.

To add additional manufacturers and part numbers, click New. Use the lookup in the Manufacturer field to select the manufacturer. Enter the manufacturer's part number in the Manufacturer Part No field.

Indirect Inventory Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Adjust Action

You cannot adjust a part that is included on an open physical inventory.

Adjust

Location

Use the lookup to select the part's location.

Current On Hand

Displays the current on-hand quantity for this part.

New On Hand

Enter the new on-hand quantity in this field.

Comment

Enter any comments.

You can search for inventory adjustments using these comments in **Indirect Inventory Transaction History**.

Adjusting Consignment Parts

When you adjust non-consignment parts, use the options listed above. When you select a consigned part from the **Indirect Inventory** browse (Consigned column indicates Yes), the Adjust panel includes the following consignment-related options that let you adjust the company-owned quantities of the consignment part. Once you submit your updates, you can see changes reflected in the Consignment Stack drill-down that you select from the Indirect Inventory browse.

Note You cannot modify the supplier-owned parts of consigned inventory.

Company Owned

Displays the company-owned quantity.

Supplier Owned

Displays the supplier-owned quantity.

New Company On Hand in Location

Enter the new company-owned, on-hand quantity.

Issue Action

Based on the information you enter, other fields default into the form and cannot be updated. For example, if you enter an asset work order number, you cannot update equipment or accounting details. Rotable parts have additional fields displayed on the Issue window. Those fields are noted as Rotable Only in the following descriptions.

When you submit, the system informs that the item (ID) was issued. When you click OK, the system prompts you to print the Pick Ticket documentation. When you respond yes, the system redirects you to a print ticket function. For information on system results when you issue consigned parts, see [From Panel Consignment Options on page 5233](#).

From Panel

Source Site

The site from which the part is coming.

Manufacturer

Rotable parts only. Read-only, based on the selected Serial Number.

Location

Use the drop-down list to select the part location from which to issue the part.

On Hand (Location)

The quantity of parts that are available in the selected location that can be issued.

Overhead Group

The part's overhead (OH) group, if one is associated with the part.

Comment

Enter free-form comments.

Serial Number

Rotable parts only. The serial number of the rotatable part.

Quantity

Non-rotatable parts only. The number of parts you want to issue.

UM

The unit of measure with which to issue parts. For example, you buy parts in boxes, but you issue them individually or in units of each.

UM Base Cost

The part's cost per unit or issue cost.

Date

Today's date.

From Panel Consignment Options

The following options display in the From panel only when you select a record that is for consigned inventory (Consignment column in the browse displays Yes):

Supplier Owned

This checkbox indicates when the inventory is supplier owned. It is enabled only when there are both supplier- and company-owned inventories. When only supplier-owned inventory exists, it is checked but read only. When only company-owned inventory exists, it is unchecked and read only.

Supplier

Indicates the supplier ID. When you change the Supplier via the lookup, the system changes the quantity that displays in the Supplier Owned field and the UM cost.

Company Owned

Displays the read-only quantity that is company owned.

Supplier Owned

Displays the read-only available quantity to issue that is supplier owned.

When the part to be issued is supplier owned, the system creates a transfer ownership transaction when you submit the issue in Logistics. This creates a voucher in AP and an inventory transaction for the issue in EAM:

- RCT-PO transaction/AP liability (pending voucher)
- CN-ISS transaction to reverse CN-RCT

For more information, see [Transfer Ownership on page 5244](#).

To complete the transactions, in background processing the system automatically creates a requisition, converts it to a PO, and receives against the PO.

To Panel**To Site**

The site to which to issue the part.

Requestor

Use the lookup to select the employee number of the person requesting the part.

Stores Requisition

Stores requisitions have unique numbers. Use the lookup to issue the part to a stores requisition.

Reserved

Displays the quantity that the system has reserved.

Work Order

If the part must be issued and expensed to an asset work order, use the lookup to select the work order number.

Equipment

If appropriate, use the lookup to select the equipment number to which the part is charged.

System

Asset Management allows you to issue a part against a system, which is a major component on a piece of equipment. If appropriate, use the lookup to issue the part against a system.

Assembly

Asset Management allows you to issue a part against a piece of equipment and its system and assembly codes. The assembly code is used to break the equipment's system into smaller components. If appropriate, use the lookup to issue the part to a system's assembly.

Project

If appropriate, use the lookup to issue the part to a project.

Job

The job number associated with the selected project.

Rebuild

If this issue transaction is expensed to a rotatable part, identify the current rebuild location of the part.

Expense Site

Defaults to the current site. Use the lookup to charge the parts to another site.

Department

Use the lookup to select the department against which to issue the part.

Cost Center

Use the lookup to select the cost center against which to issue the part.

Account

Use the lookup to select the account against which to issue the part.

Sub Account

Use the lookup to select the sub-account against which to issue the part.

Return to Inventory Action

The Return to Inventory action reverses a previous issue from inventory transaction, which ensures that the general ledger balances are accurate.

Main**Transaction**

Use the lookup to select the inventory transaction for this return.

Location

Use the lookup to select the part's return location.

Quantity

Enter the quantity to return.

Date

Use the calendar to select the date to use to record the return of the part.

Create Requisition Action

When you create a requisition from **Indirect Inventory**, the system automatically creates a requisition with the indirect inventory part information defaulted into the requisition, including supplier and accounting details. You cannot create a requisition for an inactive part.

Complete the requisition by entering any additional required information, such as Reason for Request, and filling in other fields as necessary. See [Requisitions Entry on page 4332](#) for details on completing the requisition. Depending on your system's configuration, save or route the new requisition.

Receive from Work Order Action

You can only use this action to receive fabricated parts. Also, you cannot receive from an asset work order if you have an open, physical inventory for that fabricated part. You cannot use this action for parts where Source=Vendor.

Receive from Work Order initially displays with most fields disabled. Select or enter a work order to enable the fields associated with the part you are receiving.

Receive

Work Order

Use the lookup to view the open work orders for fabricated parts and select the work order of the part you want to receive.

Planned Quantity

The number of parts required to be fabricated on the selected work order.

Received Quantity

Displays the number of parts that have already been received from this work order.

Received Cost

Displays the total cost of the previously received parts for this work order.

Location

Use the lookup to select the location into which to receive the parts.

Date Received

Use the calendar lookup to select the received date. This field defaults to today's date.

Quantity To Receive

Enter the number of parts to receive from the work order. This field defaults to the Open Quantity value. For rotatable parts, this field always displays 1. Rotables are serialized and you cannot receive more than one rotatable part at a time.

Note If you enter a value less than the total Planned Quantity, the Close Work Order option is disabled and the associated charges in Costs are adjusted.

Cost Per Item

The cost per item is automatically calculated using the number of parts received and their associated labor, material, and contract costs.

Rotable

Manufacturer

Enter or select from the lookup the manufacturer of the rotatable part.

Serial Number

Enter the serial number of the part you are receiving.

Asset

Enter the asset number of the asset to which this part is assigned. This is a reference-only field and is not connected to fixed asset accounting.

Model

Enter the model number of the part.

Warranty Date

Enter the expiration date of the rotatable part's warranty.

Life Expectancy

The life expectancy of this part in years.

Costs**Labor, Material, Contract, Total, and Inventory Cost**

These fields display the labor, material, contract, total, and inventory costs from the work order. These values default from the selected work order.

Close Work Order**Close Date/Time**

This field is automatically populated with the current date and time when you receive the full planned quantity of the work order request, but you can update date and time as needed. When you select Submit to receive the parts, the system also closes the work order. If the Quantity To Receive is less than the Planned Quantity, this field is disabled and the fabricated work order remains open.

Modify Cost Action

When this action is performed, general ledger entries are generated based on the changes. This action also impacts inventory valuation. Modifying cost does not modify price.

Warning Use this option only with approval from your Finance department.

Modify Cost**New Cost**

Enter the new cost of the part. The updated cost is displayed in the Cost field on the part's record. This will also recalculate the Total Cost field if overhead groups are in use.

Modifying Costs for Consignment Parts

When you select this action for a consignment part that is not supplier owned or a part of open physical inventory, the system displays the following consignment-related options that let you modify the cost of company-owned parts of consigned inventory.

Note You cannot modify supplier-owned consignment parts or parts that are included on open indirect physical inventory. When you try, the

system displays an error when you select the Modify Cost Action from the **Indirect Inventory** browse.

Once you submit your updates, you can see changes reflected in the Consignment Stack drill-down in the Indirect Inventory browse.

Supplier Owned

This checkbox is pre-selected and read only.

Supplier

Enter a supplier to view the quantity from the stack from only this supplier.

Relocate Action

When transferring inventory across sites:

- The site setting "Transit?" determines if the transfer to the new site happens immediately or if the specified part quantity is transferred to an intermediate "in-transit" location.
- The cross-site transfer is a pull transaction, not a push transaction. This means the transfer must be initiated from within the receiving location.

From

Site

Use the drop-down menu to select the site from which the part is being relocated.

Location

Use the drop-down menu to select the location from which the part is being relocated.

On Hand (Total)

Displays the total number of parts that are currently on hand in the selected From Site.

On Hand (Location)

Displays the total number of parts on hand in the selected From Location.

Available

Displays the total number of parts in the selected From Site that are not reserved and are available to be relocated.

Quantity To Relocate

Enter the number of parts to relocate.

To**Site**

Displays the site to which the part is being relocated.

Location

Use the drop-down menu to select the location to which to relocate the part.

On Hand (Location)

Displays the number of parts that are currently in the selected To Site and To Location.

Comment

Enter any comments in this field, such as the reason for the transfer or reference to a particular activity requiring the transfer.

Print Pick Ticket

After the inventory issue transaction is complete in EAM, the printed pick ticket form is used for physically pulling parts from stores. Users with the appropriate authorization can perform a direct inventory issue transaction and print the pick ticket for stores personnel. Afterward the stores employee uses the printed pick ticket as a reference to locate the part and to manually pull it from the shelf/bin.

You can optionally print the pick ticket once you relocate inventory using the Relocate action.

After you submit the relocation, the system displays a message that the relocation was successful. When you click OK, the system prompts you to print the pick ticket.

When you click Continue, the system displays the Pick Ticket form in the QAD reporting format with a Settings panel and a Filter panel. Specify filters for the pick ticket, then click Run. The system displays the online print ticket.

Note You should select the Prompt for Pick Ticket checkbox in the .NET UI Sites > Inventory tab to enable Pick Ticket features; otherwise, the prompt to print does not display.

Return to Work Order Action**Return to****Work Order**

Select the work order against which to return the fabricated part.

Location

Use the lookup to select the location to which to return the part.

On Hand

Displays the quantity on hand in the selected location.

Quantity Received

Displays the previous quantities received against this work order. The system does not allow you to return a quantity greater than has been previously received.

Status

Initially displays the status of the work order. If the work order is currently closed, the Return to Work Order action allows the user to reopen the work order and select the desired status.

Quantity to Return

Enter the number of parts to return to the asset work order.

Date Returned

Use the calendar lookup to select the return date. This field defaults to today's date.

Cost Per Part

Enter the cost per part. This field defaults to the cost per part that was entered when the part was received from the asset work order.

Cancel Quantity

Select this checkbox to return the quantity and cancel the backorder. When you cancel the backorder, the work order remains closed.

Serial Number

The serial number for a rotatable part that is being returned.

Receive from Relocation Action

If no parts are in transit, the system displays an error.

Receive***Transit Number***

Use the lookup to select a transit record.

From Site

The site from which this part is coming. Defaults from the selected transit record.

From Location

The location from which this part is coming. Defaults from the selected transit record.

Date

The date the inventory was put into transit.

Initiator

The user that created the transit record.

To Location

The location to which these parts are being delivered.

Quantity Shipped

The full number of parts that were shipped as part of this transit record. Defaults from the selected transit record.

Quantity Received

The number of parts that have already been received from this transit record.

Receive Quantity

The number of parts being received with this action.

Comment

Enter any comments you want to accompany this relocation. The information entered in this field can be viewed in the Inventory Transaction History browse.

Print Descriptors Action

Select this action to print an on-screen report of equipment descriptors.

Settings

For more information about running reports, see [Reports on page 296](#).

Filter**Site Code**

Specify a site or range of sites to filter inventory data.

Sort By

Choose to sort by part number or descriptor ID.

Sort Descending

Choose Yes or No to sort inventory data in descending order.

Primary Grouping

Specify a Primary group to segment data by part number or descriptor ID to ease report reading.

Secondary Grouping

For more segmentation, specify a Secondary group to segment data by part number or descriptor ID.

Group Descending

Choose Yes or No to group inventory data in descending order.

Descriptor ID

Specify a descriptor ID or range of IDs to filter inventory data.

Equip No

Specify an equipment number or range of numbers to filter inventory data.

Modify Consignment Action

Select this action from the **Indirect Inventory** hybrid browse. Use the Consignment column in the browse to determine whether a part is consigned or not.

To add a consigned part:

1. Select a part from the browse with No in the Consignment column; then, select the action.
2. When the form displays, the Consignment checkbox is selected but read only. You can optionally select the Supplier Owned field and enter the supplier.
3. Click Submit.
4. Recheck the **Indirect Inventory** browse to ensure the Consignment Column displays Yes.

To change a consigned part to non-consigned part:

1. Select a part from the browse with Yes in the Consignment column; then, select the action.
2. When the form displays, all fields are read only.
3. Click Submit.
4. Recheck the **Indirect Inventory** browse to ensure the Consignment Column displays No.

Note the following:

- When the consignment part is supplier owned has an on-hand quantity, you cannot change a consigned part to be a non-consigned part. When you try, an error message displays when you select the Modify Consignment Action.
- When a non-consigned part has an on-hand quantity, you can change it to a consigned part.
- EAM supports the mixture of company-owned and vendor-owned parts for consigned inventory.
- Cannot change a rotatable part to a consignment part. When you try, an error message displays when you select the Modify Consignment Action.

Main

Consignment

Indicates the part is consigned.

Supplier Owned

Click this checkbox when the part is supplier-owned.

Note For more information on supplier consignment concepts and principles, see [EAM Supplier Consignment on page 5398](#) and [EAM Consignment Flow on page 5399](#).

Supplier

Enter the ID of the supplier who owns the consigned part.

Modify Cost Action

When this action is performed, general ledger entries are generated based on the changes. This action also impacts inventory valuation. Modifying cost does not modify price.

Warning Use this option only with approval from your Finance department.

Modify Cost

New Cost

Enter the new cost of the part. The updated cost is displayed in the Cost field on the part's record. This will also recalculate the Total Cost field if overhead groups are in use.

Modifying Costs for Consignment Parts

When you select this action for a consignment part that is not supplier owned or a part of open physical inventory, the system displays the following consignment-related options that let you modify the cost of company-owned parts of consigned inventory.

Note You cannot modify supplier-owned consignment parts or parts that are included on open indirect physical inventory. When you try, the system displays an error when you select the Modify Cost Action from the **Indirect Inventory** browse.

Once you submit your updates, you can see changes reflected in the Consignment Stack drill-down in the Indirect Inventory browse.

Supplier Owned

This checkbox is pre-selected and read only.

Supplier

Enter a supplier to view the quantity from the stack from only this supplier.

Transfer Ownership Action

When consigned inventory has not been consumed and has not been returned within the agreed-upon period, ownership is available to be transferred from the supplier. For more information on supplier consignment in EAM, see [EAM Supplier Consignment on page 5398](#) and [EAM Consignment Flow on page 5399](#).

Select this action from the **Indirect Inventory** hybrid browse. Use the Consignment column in the browse to determine whether a part is consigned or not.

This action consists of a single Transfer panel. Update options in the panel, then select the Submit button (see [Submitting the Transfer of Ownership on page 5244](#)).

Transfer

From Supplier

The consigned supplier who has current ownership of the consigned part.

Supplier Owned

The read-only quantity currently owned by the supplier.

Quantity to Transfer

Specify the quantity to transfer as company-owned inventory.

Submitting the Transfer of Ownership

When you submit, the system consumes consigned inventory, so ownership is transferred from the supplier to your company.

Upon **successful** submit, the system displays a message, informing you of the success, and generates the following transactions, including a call via Logistics:

- An RCT-PO transaction / AP liability (Pending Voucher)
- A CN-ISS transaction to reverse CN-RCT
- Updates the **Consignment Stack** browse
- Credits the PO Consigned Inventory account, and debits the PO Consigned Offset account
- Debits Accounts Payable (AP) and credits Inventory

Stores Requisition Lists

You can also use stores requisition lists to attach multiple parts lists to an asset work order; pre-plan an asset work order by identifying all required parts; create separate parts lists by groups of technicians; and categorize mechanical parts separately from electrical parts.

Main

Description

Enter a meaningful description for the parts list. Because you can associate multiple parts lists to an asset work order, the description helps to quickly identify the task for these parts.

Requestor

The employee who created the stores requisition list.

Required Date

The date the requested parts must be available.

Approved to Proceed

The system updates this checkbox when the stores requisition list is authorized.

Source Site

The site from which to select parts and issue to a stores requisition.

Supplier

This supplier is the source for the parts on the stores requisition list. The field is active only when the Source is Supplier.

Source

Stores or Supplier. Select whether to source this stores requisition list internally or from an outside supplier. The default is Stores.

Approved By

The ID of the user who approved the stores requisition list.

Expenses

Asset Work Order

Select an asset work order from the lookup to associate with the stores requisition list. The stores requisition inherits the asset work order account structure.

Equipment

Select a piece of equipment to associate with the stores requisition list.

Project

If a specific project requires the list of parts associated with the stores requisition, select a project to associate with the stores requisition list. On issue, the parts are expensed to the project.

Job

Projects can have multiple jobs. If necessary, select the specific job to which to expense parts on issue.

Expense Site

Select the site to which to charge material expenses when parts are issued to the stores requisition. Defaults to the current site.

System

If the stores requisition list is for a piece of equipment, find further usage detail in the system codes. Codes reference specific locations on specific equipment and provide an inventory breakdown for cost and where items are used.

Assembly

Used in conjunction with system codes, assembly codes provide additional usage detail. Enter a system code before selecting an assembly code .

Rebuild

Send components that can be rebuilt to this location. Associate a valid rebuild area on the stores requisition. On issue, the parts are directed to the rebuild location.

Rotable Part

Select a rotatable part to associate with this stores requisition list.

Serial Number

Select the serial number of the rotatable part that is to be associated with this stores requisition list.

Accounts**Department**

The expense department number issued to the stores requisition list. All parts issued against the stores requisition charge to the department number on the stores requisition list.

Cost Center

The expense cost center number issued to the stores requisition list. All parts issued against the stores requisition charge to the cost center number on the stores requisition list.

Account

The expense account number associated with the stores requisition list. All parts issued to the stores requisition charge to the account number on the stores requisition list.

Sub Account

The expense sub-account number associated with the stores requisition list. All parts issued to the stores requisition charge to the sub-account number on the stores requisition list.

Lines

The Lines grid displays the parts that make up this stores requisition list. Select Details to see parts information. To add a new part to the selected line, select New while on the **Parts** screen.

Main**Part**

Use the lookup to select the part number to add to the stores requisition line.

On Hand

The quantity of this part currently in inventory.

Reserved Qty

The quantity of this part reserved for this stores requisition.

Available

The quantity of this part that is available in inventory.

Short

The system calculates this field to show the number of parts reserved but not available in stores. For example, if there are 10 unreserved parts in stores and you attempt to reserve 12, a shortage of 2 is shown because only 10 can be reserved. The field is updated based upon reserving, unreserving, receiving, and issuing of a particular part. Users cannot update this field.

Status

The part's status description, which is pulled from the inventory part record.

Order

If a purchase order is created because of this stores requisition list, this field displays the PO number.

Requisition

If a requisition is created because of this stores requisition list, this field displays the requisition number.

Reserved

The quantity of this part reserved for this stores requisition.

Planned

Enter the quantity of this part required for the line. This quantity is used to calculate the value in Planned Cost.

UM

The part's unit of measure, which is pulled from the inventory part record. You can also select the UM using the lookup.

Overhead Group

The part's overhead group, which is pulled from the inventory part record. You can select the overhead group from the lookup.

Planned Cost

The planned cost of the part. If necessary, you can enter a new cost in this field.

Issued

The number of parts that have been issued.

Manufacturer

For a rotatable part, select the part's manufacturer from the list.

Serial Number

For a rotatable part, select the part's serial number from the list.

Qty Ordered

If a purchase order is created because of this stores requisition list, this field displays the quantity ordered.

Note If after the request is created, the quantity to order is increased, only the original requested quantity is issued to this stores requisition. The additional number of parts ordered are placed in inventory.

Source Site

The part's source site, which is pulled from the inventory part record.

Location

The part's location, which is pulled from the inventory part record.

Purchase Order

PO Text

Displays an expanded description, specification, or other data that identifies the part.

Stores Requisition Lists Entry Screen Buttons

New

Select New to create a new stores requisition list.

Edit

Select Edit to edit the highlighted stores requisition list.

Actions

You can perform the following actions from the Stores Requisition Lists Actions menu:

- Change Status on page 5249
- Copy BOM on page 5250
- Copy Master Parts List on page 5250
- Reopen on page 5250
- [Manage Stores Requisition Lines Action on page 5251](#)
- [Copy Stores Requisition List on page 5250](#)
- [Approve to Proceed on page 5251](#)

Additionally, you can print pick lists for the highlighted stores requisition list from the Print Document option in the drill-down links, available in the vertical navigation panel on the right side of the view. See Print Stores Requisitions. on page 5255

Stores Requisition Lists Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Change Status Action

The action allows you to change the current state of the stores requisition list to one of the user-defined options in the Status menu.

Select Change Status from the Actions menu. **Change Status** appears, with Open selected in the Status menu. Select the new status from the menu and then select Submit.

Main

Status

Select the new status from the menu.

Copy BOM Action

Select Copy BOM from the Actions menu. **Copy Bill of Materials** opens, listing all equipment that have defined bills of material. Select the appropriate equipment record and then select Submit. The equipment BOM is now connected to the stores requisition list and the materials display as line items in the Lines panel.

Copy Master Parts List Action

Select Copy Master Parts List from the Actions menu. **Copy Master Parts List** opens, listing all master parts lists that have been defined in the system. Select the appropriate list and then select Submit. The parts from the selected list now display as line items in the Lines panel.

Reopen Action

The action allows you to reopen a closed stores requisition list. If the stores requisition is attached to a closed asset work order, you must first reopen the asset work order before you can reopen the stores requisition.

Select Reopen from the Actions menu. **Reopen** appears, with Open selected in the Status menu. Select Submit to reopen the stores requisition.

Copy Stores Requisition List Action

You can copy any existing stores requisition list, both open and closed. This allows you to reuse parts requirements from a previous, similar activity and adjust expense and required quantities as needed.

The action copies the following information:

- Header
 - Source site
 - Source
 - Description
- Lines
 - Part number
 - Part description
 - Planned quantities

The action updates the following entries:

- Requestor defaults to the current user.
- Required Date defaults to the current date.

- Accounting information defaults from the site default; original expense accounting is not copied and should be updated.
- Line item current on-hand quantities.

Approve to Proceed Action

In the QAD .NET UI, you can configure stores requisition approval methods by site. The options available are:

- **None** EAM does not require any authorization for a stores requisition. You can issue the stores requisition directly from the Action menu of the lower browse of Inventory|Stores Requisition Lists.
- **Project Only (Simple)** When parts are issued to a project, EAM requires approval from a single user with security to authorize a stores requisition.
- **Projects Only by Group** When parts are issued to a project, EAM routes project stores requisitions through the assigned stores requisition approval group, as defined in the project's stores req approval group.
- **All (Simple)** EAM requires approval from a single user with security to authorize a stores requisition.
- **All by Group** EAM routes all stores requisitions through the assigned stores requisition approval group, as defined in the Stores Appr Mthd field.

If the site is configured for simple approval, any individual with access to the authorize action can approve the request.

If the site is configured for approval by group, the action routes the record for approval according to the defined group.

Manage Stores Requisition Lines Action

The action brings up **Manage Stores Requisition Lines**, which displays all of the lines for the selected stores requisition. In addition to issuing and returning parts, the table conveys warnings and status with icons.

To interact with a line, select the checkbox at the start of the line. To select all lines, select the checkbox in the upper left corner of the screen. To issue all planned quantities for every line item, select all of the lines and select Submit.

Main

Line

The line number, automatically assigned by the system.

Warning

This column displays an orange triangle with an exclamation point in it if the line has a warning. The column cells that caused the warning are highlighted in yellow, orange, or red to draw attention to the issues.

Things that can cause warnings include a planned quantity that is larger than the quantity currently on hand, and the Required Date being a date in the past.

Status

The Status column is blank until you submit the line for an action. If the submit action is successful, the status displays a green circle with a white check mark in it. If the submit action is not successful, the column displays a red circle with a white X in it. You can hover over the red circle to see specifics on why the action failed.

Part

The part number.

Description

The part's description.

UM

The part's unit of measure, which is pulled from the inventory part record.

Reserved

This checkbox is selected when parts have been reserved for this stores requisition list.

Reserve Qty

The quantity of this part reserved for this stores requisition.

Issue Qty

Displays the number of parts to be issued upon selecting Submit. This field is disabled when the Return Qty field is greater than 0.

Order Qty

If a purchase order is created because of this stores requisition list, this field displays the quantity ordered.

Return Qty

Enter the quantity that is being returned. This field is disabled when the Issue Qty is greater than 0.

Return Location

When you are returning this part, enter the return location.

On Hand Qty

Displays the quantity (in Issue UM) of this part currently in inventory at all bin locations for this site. When a part is received or issued, the on-hand quantity automatically updates.

Available Quantity

Displays the quantity of this part that is available in inventory.

Planned Qty

The quantity to order. When you enter a planned quantity, the system calculates the cost and enters it into the Planned Cost field.

Fully Issued

This checkbox is selected once a part has been issued fully.

Date Due

If a requisition has been created for this part, this field displays the due date, which is pulled from the requisition.

Required Date

The required date for the requested parts.

Overhead Group

Displays the part's overhead group, which is pulled from the inventory part record.

Planned Cost

Displays the planned cost of the part. This value is automatically calculated using the Planned Quantity value and the cost per unit defined for the part. If planned quantity is larger than available quantity, the column is shaded to signify a warning.

Requisition

If a requisition is created because of this stores requisition list, this field displays the requisition number.

Short

The system calculates this field to show the number of parts reserved but not available in stores. For example, if there are 10 unreserved parts in stores and you attempt to reserve 12, a shortage of 2 is shown because only 10 can be reserved. The number short is updated based upon reserving, unreserving, receiving, and issuing of a particular part. This field is not able to be updated by the user.

Result

The result of the actions performed on the lines. Lines that process successfully have a green circle with a check mark inside. Lines that do not process successfully have a red circle with a white X in the middle.

Issue Stores Requisition Parts

You issue parts for a stores requisition list using the Manage Stores Requisition Lines action.

The Issue Qty column is automatically populated when **Manage Stores Requisition Lines** is launched. You can update that value before issuing.

1. Select Manage Stores Requisition Lines from the Actions menu.
2. Select the checkboxes of the lines you want to issue.

To issue all of the lines, select the checkbox in the upper left corner of the grid.

3. Update the Issue Qty as needed for each selected line.

The Result column shows a circle with a gray outline, indicating a pending action. Hover over the circle to see the column name that has been edited.

4. Select Submit.

An information message lists how many records were processed and how many of those records were processed with errors. Records that processed with errors have a red circle with a white X in the Result column. Hover over the red circle to see details about the error.

Note

You can update records that had errors and resubmit the issue request, but you first must clear the checkboxes of records that completed successfully.

Return Stores Requisition Parts

You return parts for a stores requisition list using the Manage Stores Requisition Lines action.

The Issue Qty column is automatically populated when **Manage Stores Requisition Lines** is launched. You can update that value before issuing.

1. Select Manage Stores Requisition Lines from the Actions menu.
2. Select the checkboxes of the lines for which you have parts to return.
3. Update the Return Qty as needed for each selected line.

When the line has an entry in the Return Qty column, the Issue Qty column automatically becomes 0. You cannot issue parts and return parts during the same transaction.

4. Enter or select a Return Location. The Return Location lookup is filtered by part and site.
5. Select Submit.

An information message lists how many records were processed and how many of those records were processed with errors. Records that processed with errors have a red circle with a white X in the Result column. Hover over the red circle to see details about the error.

Note

You can update records that had errors and resubmit the return request, but you first must clear the checkboxes of records that completed successfully.

Printing a Stores Requisition

The pick list is generated from the Reports section in the drill-down links.

1. Highlight the list you want to print.
2. Open Drill-Down Links from the vertical navigation bar on the right side of the screen.
3. Select Print Document under Reports.
4. Update the Settings as necessary, including the file output type, date display, and decimal display.
5. Update the filter criteria. The filter automatically populates Stores Req No and Site Code.
6. Select Run.

The system generates a pick list report for this stores requisition.

Stores Requisition All Lines

This screen is view only, but can be used to filter and export data. For example, you can filter by part to find all lines that include a specific part, regardless of stores requisition header.

Main

Part

The part number of the selected stores requisition line.

Reserved Qty

The quantity of this part reserved for this stores requisition.

Status

The part's status, which is pulled from the inventory part record.

Requisition

If a requisition is created because of this stores requisition line, this field displays the requisition number.

Reserved

The quantity of this part reserved for this stores requisition.

Planned

The quantity of the part needed for this line. This quantity is used to calculate the value in Planned Cost.

UM

The part's unit of measure, which is pulled from the inventory part record.

Overhead Group

The part's overhead group, which is pulled from the inventory part record.

Planned Cost

The planned cost of the part.

Issued

The number of parts that have been issued.

Qty Ordered

If a purchase order is created because of this stores requisition list, this field displays the quantity ordered for this part.

Stores Requisition Approval Groups

For stores requisitions, you can require that the requisition be authorized by specified users who are part of an approval group. Once a member of the group approves the stores requisition, the requisition can be processed.

To create or edit a stores requisition approval group, from the **Stores Requisition Approval Group** browse, click New or Edit.

Main

Approval Group

Enter a meaningful name for the approval group.

Description

Enter a meaningful description for the stores requisition approval group. When you edit an existing approval group, you can edit the description.

Approvers

Use the grid in the Approvers panel to specify individual users who comprise the stores requisition approval group. Click New to add user names.

Click Delete to remove a user ID from the group. The system displays a confirmation to delete the user from the approval group.

Click Save when you have finished adding names to save the stores requisition approval group.

User

Specify a valid user ID or select a user from the lookup.

Name

Once you select a valid user ID, then click Save, the system displays the name associated with the user ID.

Email

Leave the E-mail checkbox selected (the default) if the user should receive emails when stores requisitions are issued.

When a stores requisition is authorized for the first time, all users in the approval group with Email selected receive an email notification that there is a stores requisition to approve. After one of the users in the group authorizes the requisition, the routing shows *Approved* by that user and shows *Skipped* for all other users in the group.

Stock Replenishment

You can create requisitions or work orders to replenish depleted inventory.

Note Users that create the Stock Replenishment header record should have an Employee record associated with the Stock Replenishment header record to populate the Requester field in the related requests. The Employee, if one exists, will be the Requester. QAD Purchasing functions require that the Requester field be populated before the purchase requisition can be released to a purchase order. Additionally in EAM, the Requester is a mandatory field (mandatory field setup) for any work orders that are created for any internally sourced items. Work orders without a Requester should be updated to include the Requester before being processed.

The User ID set up for the Batch Jobs for Stock Replenishment also requires an Employee record associated with the Batch Job. Refer to the "Automatic Stock Replenishment" section of the *Asset Management User Guide* for more information.

Main

Stock Run

A system-generated numerical value that identifies this stock run.

Status

Displays the status of the stock replenishment run. By default, when a stock run is created, the status is Planned (P).

Description

A short description of the stock replenishment run.

Originator

Use the lookup to select the originator of the stock run.

Type

Use the lookup to select the stock run type.

Original Date

When the stock replenishment run is saved, the system populates today's date into this field.

Stock Parts

The Stock Parts grid displays the parts that make up this stock replenishment run. To add a new part to the selected run, select New within the Stock Parts panel. You also can add parts by their safety stock or reorder point levels.

Part

The indirect inventory part number for this part. Select from the Indirect Inventory lookup or enter the part number.

Description

Displays the description from the master parts record.

Supplier

The part's supplier.

Description

Displays the description from the Supplier record.

Qty to Order

The system calculates this field based on:

Management maximum quantity - on-hand - planned and ordered requisitions.

This calculation also takes into account quantities for the part that are on a different, open stock replenishment. You can update this field manually.

For example, the reorder point is 10, the management maximum is 20, and the current on-hand is 10. The system determines that it takes 10 parts to get the on-hand back up to the management maximum.

If there are five parts on order, the system adds that value to the on-hand quantity, 10 + 5, which is 15 on-hand. Order five more parts to get the management maximum of 20.

Min Order Qty

The minimum economical amount to order. When you create a requisition, there is a hierarchy for determining the minimum order quantity. When a part record is created, the default value for this field is 0 UM. If this field is set to 0 UM, the quantity requested on the requisition equals the quantity ordered on the requisition, provided that the quantity requested is greater than or equal to 1.

The system checks the supplier part number on the requisition for a minimum order quantity for that number. The supplier has dictated this quantity. If no minimum order quantity is specified for the supplier part number, then minimum order quantity for the part is used.

Management Order Qty

The maximum quantity of a particular part that should be held in inventory.

On Hand

The current on-hand quantity of a specific part in the inventory bin locations.

Planned Order

The planned order quantity for this part, which represents all requisitions with a status of planned (P). The planned order quantity is the quantity ordered on planned requisitions (not yet placed on order). When running the stock replenishment routine, the system subtracts the planned order quantity from the new quantity required. This prevents a user from running the stock replenishment routine multiple times and over-ordering inventory. This field cannot be updated by the user.

Ordered Qty

The system calculates how many of this part are listed on all purchase orders with an ordered (O) status.

Reserved

The current reserved quantity for the specific part.

The system can add the quantity short, the considered reserved, and the reserved orders into the replenishment calculation. These options are user-set for all sites within a domain. For example, if the on-hand quantity is 10 with a management maximum of 20, the system recommends that you order 10. If five parts are already on order, the system recommends that you order five parts. Of those five parts on order, if two parts are reserved for a specific work order, then the system recommends that you order seven parts.

Reserved Order

This calculated field displays the total number of this part on current reserved requisitions.

Short

The system calculates this field to show the number of parts requested in all open stores requisitions beyond the current on-hand quantity available. For example, the reorder point is 10 and the management maximum is 20. If no parts are on hand, the system recommends that you order 20 parts. If the short quantity is two parts, then the system recommends you order 22 parts.

Requisition

The EAM requisition number associated with this part after a request is created using the Create Request action. The Create Request action adds one requisition for each supplier listed on the stock run and groups all supplier parts as lines on that requisition.

Work Order

The work order number assigned to this part for fabricated parts. After you use the Create Requests action, the system adds work order numbers for each internally sourced part.

Unit Cost

The cost per unit for this part.

Sole Source

This checkbox is selected for sole source parts.

Add By Safety Stock

Select Add By Safety Stock to add parts to this stock run that have an on-hand quantity equal to or less than their safety stock level. Use the filter mechanism in the Search bar to refine the parts listed in the Inventory browse. Once added to the stock run, the quantity displayed in the Qty to Order field is based on the following calculation: (management order quantity - on-hand - [planned + ordered requisitions]). If necessary, you can edit the order quantity by entering a new value in the field.

Note Filters can be saved for future reuse. Use the My Searches menu in the Search box to create new filters.

Add By Reorder Point

Select Add By Reorder Point to add parts to this stock run that have an on-hand quantity equal to or less than their reorder point. Use the filter mechanism in the Search bar to refine the parts listed in the Inventory browse. Once added to the stock run, the quantity displayed in the Qty to Order field is based on the following calculation: (management order quantity - on-hand - [planned + ordered requisitions]). If necessary, you can edit the order quantity by entering a new value in the field.

Note Filters can be saved for future reuse. Use the My Searches menu in the Search box to create new filters.

Stock Replenishment Entry Screen Buttons

New

Select New to create a new stock run.

Edit

Select Edit to edit the highlighted stock run.

Actions

You can perform the following action from the Stock Replenishment Actions menu:

- Create Requests on page 5261

Create Requests Action

If the part is fabricated or internally sourced, the system creates work orders to fulfill the request. If the part is externally sourced, the system creates requisitions to order the part from suppliers.

For externally sourced parts, the system populates the newly created requisitions with default data from the part record and groups requisitions by supplier. If parts are missing supplier information or the "To Order" quantity is 0, a warning email is sent to the appropriate users and the parts are not processed.

Note Based on site settings configured in QAD .NET UI, requisitions created with this action may be automatically authorized if replenishing a sole source part or a part on a blanket order.

Stock Run Types

Stock run types are used on **Stock Replenishment**.

Main

Run Type

Enter a short identifier for this run type—for example, ELEC for electrical components or SAFE for safety supplies.

Description

Enter a description explaining the purpose of the stock run type.

Reserve Analysis

This screen is accessed from an indirect inventory record. The screen displays:

- Number of parts reserved
- Date required
- Number of parts short

Main

Part

The part number.

Reserved

When selected, the part is reserved.

UM

The unit of measure for this part.

Status

The status of the part on this line.

- Available. The quantity is reserved.
- Hold Reserved. The full, required quantity is not in stock and cannot be reserved, but the portion that can be has been held for this request.
- Hold Short. The full, required quantity is not in stock or is a non-stock part, but the parts have been ordered.

Stores Requisition

The number of the stores requisition to which this part is assigned.

Line

The line number that includes this part.

Required Date

The date by which this part is required.

Reserved

The quantity of this part that is reserved.

Planned

The total number of parts requested for this asset work order.

Issued

The number of parts that have been issued for this asset work order.

Line Short

The number of parts needed for this work order but not available in indirect inventory.

Asset Work Order

The asset work order number for this part.

Site

The site where this asset work order's work will be performed.

Reserve Analysis Actions

You can perform the following action from the Reserve Analysis Actions menu:

- [Reserve and Unreserve](#)

Reserve/Unreserve Actions**Reserve**

Select Reserve to reserve the parts for the highlighted stores requisition. After the reserve is successful, you see the following changes to the record.

- If the quantity needed is less than the quantity available, the status changes to Available and the reserved quantity equals the planned quantity.
- If the quantity needed is more than what is available, the status changes to Hold Short and the Line Short value on **Reserve Analysis** updates with the number of parts needed for this work order that are not available in indirect inventory.
- If an asset work order is canceled or closed, the system automatically eliminates the demand for the part and removes the entry from the screen.
- If work is postponed, you may want to unreserve the parts, which frees up the reserved parts for other requests.

Unreserve

Select Unreserve to remove the reservation on the part and free up the part for other requests.

Indirect Physical Inventory

Indirect physical inventories can be run for wall-to-wall counts or used for smaller, targeted counts such as by shelf or by type. You can select a group of indirect inventory parts based on user-defined criteria to count and print count sheets. Once selected and added to a physical inventory, parts are frozen and cannot be transacted against until the open physical inventory is closed. Upon closure, inventory counts are updated and general ledger transactions are generated for the changes. A best practice is to evaluate the financial impact prior to closure by running the Simulate Update report, which is accessed from the drill-down links.

Main

Physical Inventory

A system-generated number for this physical inventory.

Control Number

Enter a control number for this physical inventory.

Type

Use the lookup to select the physical inventory record type. Common types include cycle count, spot count, and mandated count.

Consignment

Select this checkbox if consignment parts will be added to the physical inventory record.

Supplier

If this physical inventory record is being used to count parts from a particular supplier, select the supplier from the lookup.

Status

When the physical inventory record is created, the system sets the status to S (Scheduled).

Date Created

When the physical inventory record is created, the system enters today's date.

Date Closed

When the physical inventory record is closed, the system records the day's date.

Closed By

When a user closes a physical inventory record, the system records the user ID.

Physical Inventory Lines

Indirect inventory parts can be added to the physical inventory one at a time, using the New option, or in bulk, using the Select option. When you choose Select, the **Indirect Inventory** screen opens. Use the filter capabilities to refine the list of parts available to add to the physical inventory. Select the checkbox column header to select all inventory parts that are displayed, or select individual parts by selecting the checkboxes beside the desired parts.

Part

Displays the part number to be counted. When adding a new part, use the lookup to select a part to add to the list.

Description

The description of the part, defaulted from the part record.

Current Location

The inventory part's current location.

On Hand

The current overall on-hand quantity of the part in all locations.

Count

Enter the quantity physically counted for this part in the specified location.

Current Quantity

The current quantity in the location being counted. This value updates to the count quantity when the physical inventory is closed.

Created Date

The date on which the physical inventory line was created.

Add User ID

The user ID of the user who added the inventory part to the physical inventory lines.

Physical Inventory Entry Screen Buttons

New

Select New to create a new physical inventory record.

Edit

Select Edit to edit the highlighted record.

Actions

You can perform the following actions from the Actions menu:

- [Change Status on page 5268](#)

- [Copy on page 5268](#)

Physical Inventory Types

To add a physical inventory type code, click **New** in the **Physical Inventory Types** hybrid browse. Enter the **Type**; then, enter a brief description in the **Description** field.

Click **Save** to save when done. Click **Delete** to delete a physical inventory type code.

Physical Inventory Actions

The **Actions** drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Change Status Action

When you create an indirect physical inventory, the system assigns the **Scheduled** status to the inventory record. If necessary, you can close or cancel an indirect physical inventory list by changing the status to the following:

- **Closed.** When an indirect physical inventory list is closed, the system adjusts the counted quantities and creates GL transactions based on what changed for the part/location. Part cost may also be adjusted, based upon the site costing method (for example, FIFO or weighted average).
- **Canceled.** When an indirect physical inventory list is canceled, no transactions are generated and inventory quantity and cost are not updated.

Main

Status

Select the new status from the menu. Standard options are **Scheduled**, **Closed**, and **Canceled**.

Copy Action

To copy an indirect physical inventory record, select it from the **Indirect Physical Inventory** hybrid browse, then choose **Action > Copy**.

The system copies the record's header and lines, but does not display a form to specify individual elements of the copy. The system automatically assigns a new physical inventory number to the copied record and sets the status to **Scheduled**.

When you attempt to copy an indirect physical record, the system determines whether any parts in the to-be-copied physical inventory record already exist in an open indirect physical inventory record. When this situation exists, the system displays an error message, informs you of the open record with the existing parts, and does not copy the record.

Part Suppliers

The detail screen for a part supplier provides basic contact information and lists all the part numbers the supplier uses to represent this part when ordering. Suppliers may use different supplier part numbers based on the parts' manufacturers. Click New to add a new supplier for the selected part.

Main

Supplier

Select a supplier from the lookup.

Primary

Select this checkbox to designate this supplier as the primary supplier for the part.

Primary Contact

The name of the main contact at the supplier. This information defaults from the supplier record.

Phone

The phone number of the primary contact. This information defaults from the supplier record.

Fax

The supplier's fax number. This information defaults from the supplier record.

Supplier Parts

Use **Supplier Parts** to associate supplier part information to an indirect inventory part. Click Detail to view supplier part information and pricing schedules complete with quantity ranges and expiration dates.

Main

Supplier Part

Enter the part number the supplier uses to identify this part.

Primary

If the supplier has different part numbers for the part, select this checkbox to identify which part is the primary part number use for reordering.

Minimum Quantity

Enter the minimum order amount that the supplier requires you to order.

Last Cost

The last price paid for the part. This value defaults from the part's purchase history.

Last Cost Date

The date the supplier was last paid for this part. This date defaults from the part's purchase history.

Currency

The currency used to pay the supplier. This value is read-only and defaults from the Part Supplier record.

UM

Use the lookup to select the part's unit of measure.

Manufacturer

Use the lookup to select the part's manufacturer.

Manufacturer Part

Enter the number the manufacturer uses to identify this part.

Supplier Quote**Expiration**

Use the calendar lookup to select the expiration date for the supplier quote.

From Qty

Enter the beginning quantity range.

To Qty

Enter the ending quantity range.

UM

The unit of measure that was entered in the Main panel.

Discount

Enter the supplier discount you would receive if you buy the part in the quantity range entered in the From Qty and To Qty fields.

Unit Cost

Enter the unit cost for each part if you buy the part in the quantity range entered in the From Qty and To Qty fields. This is the price that is selected when you purchase this part from this supplier.

Currency

The currency type of the unit cost. Defaults from the Part Supplier record.

Part Types

Part types indicate a part's functional application and are used for filtering and reporting.

To add a part type code, open the **Part Types** hybrid browse and click New. Enter the part type code in the Part Type field and a brief description in the Description field. Click Save to save the part type record.

Click Delete to remove a part type record.

Sizes

To add a size code, open the **Sizes** hybrid browse and click New. Enter the size code in the Size field and a brief description in the Description field. Click Save to save the size record.

Click Delete to remove a size record.

Manufacturers

This function includes a single Main panel with options to enter the manufacturer and, optionally, enter a description of the manufacturer.

Click Save to save your updates. Click Delete to delete the manufacturer record.

Parts Rebuild Locations

Use **Parts Rebuild Locations** when you:

- Send parts removed from equipment to internal or external vendor locations for repair.
- Generate work orders against a rebuild location, instead of equipment, and the associated serial number for the serialized part at that location. Add work orders to build internal parts linked to a rebuild location.
- Charge costs to the work order. The cost flows to the part serial number. Cost remains with the part when it returns to inventory. It stays with the part until it issues out to a piece of equipment. Then, the cost expenses to the equipment when issued.

This function contains two panels: a Main panel with an option to identify the rebuild location and an Accounting panel to identify work order charging information.

Click Save to save when done. Click Delete to delete a code.

Main

Area

The rebuild location name.

Address

The street address of the rebuild location.

Address 2

Additional information about the rebuild location street address such as suite number.

City

The rebuild location city.

State

The rebuild location state.

Zip

The postal code of the rebuild location.

Country

The country of the rebuild location.

Contact

The individual to contact for information at the rebuild location.

Phone

The phone number of the rebuild location.

Fax

The fax number for the rebuild location.

Email

The email address for a contact at the rebuild location.

Vendor

Select this checkbox to indicate a vendor rebuild location.

Accounting

Complete this section to identify charging information. You must have values in the Expense Site, Cost Center, and Account fields.

Note If you create a work order for a serial number in a rebuild location, then the default account structure for the work order comes from the rebuild location. If a serialized part returns to stores, then the account structure in the rebuild location represents the inventory asset account number. When the part is transferred from the rebuild, it is credited against the rebuild. It debits or increases the value of the inventory. Cost transfers to stores until the part is issued to a piece of equipment.

Expense Site

Select the site to charge for the rebuild from the lookup.

Department

The department to use as the default when charging parts, labor, or contractor costs against a rebuild work order.

Cost Center

The default cost center when charging parts, labor, or contractors against a rebuild work order. This is a mandatory field.

Account

The account number associated with the expense side of any distribution of labor, issuing of materials, or contracting against a part in a rebuild location. This is a mandatory field.

Sub Account

The sub-account number tied back to the account number.

Descriptor Types

To add a descriptor type code, open the **Descriptor Types** hybrid browse and click New. Enter the Descriptor field and a brief description in the Description field. Click Save to save the record.

Click Delete to delete a descriptor type code. If the descriptor type is used in the **Descriptor Definitions**, you cannot delete the record.

Tools

Tools are items that are used for a task, such as torque wrenches, hoists, gauges, and jacks. They are not consumed or expendable as part of an asset work order. Tools are not the same as tooling, such as dies, jigs, or molds that are part of a machine.

Tool functionality is a fusion of inventory and equipment functionality. Quantity-on-hand and inventory-like transactions are available as well as the ability to maintain tools as if they were equipment. Both preventive and corrective maintenance can be performed on tools.

Tools

Main

Tool

The tool's ID number, defined when the tool was created.

Description

A brief description of the tool.

Status

The status of the tool. A code shows the current standing of the tool, such as A-Active, I-Inactive, O-Obsolete.

Critical

Select this checkbox if the tool is considered critical. This setting enables sort and filter.

Rotable

Select this checkbox to identify this tool as serialized and repairable.

Primary Supplier

Select a primary supplier to default to requisitions. Suppliers are shared across the system.

Default Location

The location where the tool is stored. Tool locations are separate from inventory locations and are defined in the QAD .NET UI in Tool Locations. This field is required.

Buyer

Use the lookup to select the employee ID of the buyer responsible for this tool. Buyer is defined by site. This field is required.

Lead Days

The number of days a supplier requires to deliver an ordered tool.

Supplier Part

The part number the supplier uses to identify this tool.

Manufacturer

Use the lookup to select the manufacturer of the tool, identified when the tool is received. Manufacturers are shared across the system.

Manufacturer Part

The number the manufacturer uses to identify this tool.

Stock Detail

Levels

On Hand

The quantity (in Issue UOM) of this tool currently in all tool locations for this site.

Available

Displays the total quantity on hand at all locations within a site, minus the quantity on reserve. This quantity represents the tools available to be issued. This field cannot be updated by the user.

Planned Order

Reserved for future development.

Reserved

Reserved for future development.

Short

Reserved for future development.

On Order

Reserved for future development.

Detail

UM

The issue unit of measure, such as each, used when issuing a tool from the tool crib. When you purchase tools and receive them into your tool location, the purchasing unit of measure is automatically converted to the issuing unit of measure. When you view tools in **Tools**, the quantity is always listed in the issuing unit of measure.

ABC Code

Classify each tool as A,B, or C, based on its relative value used for cycle count planning.

Last Physical

Reserved for future development.

Add Date

The date this tool record was created.

Order UM

The unit of measure used when ordering the tool. For example, if your organization stocks the tool by each but you purchase the tool in boxes, then boxes would be the Order UM.

Physical Due

Reserved for future development.

Last Received

Reserved for future development

Codes

The Codes panel displays code information for a tool. The lookups for these codes are based on master data that is set up separately.

Tool Type

Tool type codes are user-defined codes that you can add to the tool definition. You can use tool type for filtering and for grouping common tools together.

Notify

Notify this user ID or group by email when transactions are performed.

Catalog

The tool is hierarchical. This higher level can be a broad grouping of tools to use in filtering.

Sub Catalog

The tool is hierarchical. The higher level, Catalog, can be a broad grouping of tools to use in filtering. This lower level consists of types in the catalog, used for grouping within the catalog.

MSDS

Material Safety Data Sheet. Use the lookup to select a code that is tied to descriptions of the MSDS. MSDS sheets may be stored elsewhere in the organization. EAM cross-references these sheets.

Weight

The weight of the tool.

Weight UM

The weight unit of measure for this tool, such as pounds or kilograms.

Tool Class

Codes you can use to group common tools together for filtering and reporting purposes.

Planner

Use the lookup to select the employee number for the planner responsible for this tool. This information defaults to the asset work order.

Size

Use the lookup to select the size of the tool, such as large, medium, or small. This value is not unique to Tools.

Failure Type

Tool Failure Type codes group appropriate failure and repair codes. Failure types are usually defined for common items, like tools. When an asset work order is created for the tool, this limits the available failure and repair codes you can select. These codes allow you to track tool failures on work orders and assist when analyzing a PM program's effectiveness. If PMs are designed to prevent a certain type of failure, but the failure is occurring before the PM issue-by date, then modify the PM to come due more frequently.

Cost**Accounting****Expense Site**

The site to which to charge expenses for this tool.

Cost Center

Accounting assigns this tool to a cost center. All labor, material, and contractor maintenance costs are charged to this cost center.

Department

Accounting does not assign a department. Maintenance or production can use this field to track expenses. It can represent legacy departments or cost centers.

Accounts**Labor Account**

The account number assigned to a tool to collect labor costs.

Material Account

The account number assigned to a tool to collect material costs, including purchased materials and inventory issued from stores.

Contract Account

The account number assigned to a tool to collect contractor costs.

Labor Sub Account

The sub-account number assigned to a tool to collect more detailed internal labor costs associated with an account number.

Material Sub Account

The sub-account number assigned to a tool to collect more detailed material costs associated with an account number. These costs include purchased materials and inventory issued from stores.

Contract Sub Account

The sub-account number assigned to a tool to collect more detailed contractor costs associated with an account number.

PO Text

Enter an expanded description, specifications, or other data for you to identify the tool. In future releases, this information will be placed on requisitions and purchase orders for the tool.

User Defined**Character 1-2**

User-defined character fields, validated against tables that you add.

Character 3-4

Free-form user-defined character fields, not validated against tables.

Decimal 1-2

User-defined decimal fields.

Integer 1-2

User-defined integer fields.

Date 1

A user-defined date.

Logical 1

User-defined checkbox.

Serial Numbers

In the Serial Numbers grid, you can enter the details of each tool of this type. This links your physical tools to the tool number and description.

Serial

Enter a unique serial number for a tool of this tool type.

Tool Location

The physical location of the tool serial, unless the tool is assigned to an asset work order. This can be a literal shelf identifier or the number of the work order to which it is assigned.

Location Status

A system-generated status that further defines the tool's location. If the tool serial is located on the shelf and is ready to use, the location status

could be Shelf or Inspection. If the tool serial is assigned to an asset work order, this field displays whether the tool is being used to perform work (Work Order) or is being worked on itself (CM WO or PM WO).

Certified

Indicates if the tool serial requires calibration or certification.

Certified Date

Updated when the tool is returned to its default location from the rebuild area or when the most recent calibration is complete.

Certified Due Date

The next date that this tool is due to be certified. If the due date has passed, you cannot issue the tool serial to an asset work order.

Tool Serial

You can view an individual tool's information by highlighting the record and clicking the Details link, above the grid. The Tool Serial screen contains the tool's basic information and its failure analysis history. The Failure Analysis batch job populates this grid based on PM failure codes and MTBF calculation.

Tool Entry Screen Buttons***New***

Select New to create a new record.

Edit

Select Edit to edit the highlighted record.

Actions

You can perform the following actions from the Tools Actions menu:

- [Relocate Action on page 5285](#)
- [Issue to Work Order Action on page 5285](#)
- [Return to Shelf Action on page 5286](#)

Tools Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Issue to Work Order Action

Main

From Location Site

Displays the tool's current site. This value defaults from the serial number selection.

Serial Number

Use the drop-down menu to select the serial number of the tool you are issuing to an asset work order.

Note You cannot issue a serialized tool number that has a Location Site of Inspection or one that is entered on an open PM or CM asset work order.

Manufacturer

Displays the manufacturer of the selected tool.

Location

Displays the current location of the selected tool.

Date

Enter a date or use the calendar to select a date on which to issue the tool to an asset work order. This value defaults to today's date.

Comments

Enter any comments.

To Work Order

Site

Select a site to filter the Work Order lookup.

Work Order

Use the lookup to select the asset work order number to which to issue the selected tool.

Relocate Action

Tool relocation includes moving a tool between a shelf and your user-defined locations or to an inspection location status. If the tool is not defined in the new site, then the tool is automatically created for the site.

Relocate

From Location

Site

Displays the tool's current site.

Serial Number

Use the drop-down menu to select the serial number of the tool you are relocating.

Location

Displays the current location of the tool in the From Location Site.

To Location***Site***

Use the drop-down menu to select the site to which to relocate the tool.

Location

Use the drop-down menu to select the location to which to relocate the tool.

Return to Shelf Action**From Asset Work Order*****From Site***

Displays the tool's current site. This value defaults from the serial number selection.

Work Order

Use the lookup to select the asset work order number on which this tool was used. If no tools in the system are assigned to a work order, the field is blank and no lookup is available.

To Tool Location***To Site***

The site to which the tool is being returned.

Serial Number

Use the drop-down menu to select the serial number of the tool you are returning to the shelf.

Manufacturer

Displays the manufacturer of the selected tool.

Location To

Select the location to which to return the selected tool.

Date

Enter a date or use the calendar to select the date the selected tool was returned to the shelf. This value defaults to today's date.

Master Tool Lists

You can create multiple tool lists, group them by user-defined type fields, and provide descriptions. You can associate one tool list with a number of PM templates.

Main

Tool List

The tool list number, automatically assigned by the system.

Description

Enter a brief description of the purpose of the tool list.

Tool List Type

Use the lookup to select a code that describes the type of tool list you are building.

Procedure Reference

Optional. Enter a cross-reference to another application such as a quality system to identify this tool list.

Owner

Optional. Select an owner group from the lookup. When an owner group is defined, only the users assigned to the group can modify the tool list.

Tools

Add tools to the list by clicking New or Details. When you click New, you can add tools directly in the grid, line by line. The Details link opens a screen where you can enter the same tool information in a different format.

Main

Tool Number

Use the lookup to select the tool to add to the list.

Note The tool lookup is filtered to the specified source site.

Quantity

Enter how many units of this tool are required.

Tool List

The tool list number.

Size

Optional. Use the lookup to select the size of the required tool.

Comments

Optional. Enter comments about this line item.

Tool List Types

Tool list type definitions display as a lookup for the Tool List Type field in the **Master Tool List** hybrid browse, and can be used for filtering Master Tool Lists.

To add a new tool list type code, open the **Tool List Types** hybrid browse and click New. Enter the code in the Tool List Type field and a short description in the Description field.

Click Save to save your updates. Click Delete to delete a tool list type record.

Tool Classes

This function contains a single Main panel with two fields: Tool Class and Description. To add a tool class code, from the **Tool Classes** hybrid browse, click New. Enter the code in the Tool Class field and a brief description in the Description field. When you edit an existing tool class code, you can only change the description.

Click Save when you are done.

Click Delete to remove a tool class record.

Tool Statuses

Tool statuses are not used for inventory parts, which are defined separately. The three system-provided tool status codes are Active, Inactive, and Obsolete, but you can define additional statuses.

This function contains a single Main panel with two fields: Tool Status and Description. To add a Tool Status code, from the **Tool Statuses** hybrid browse, click New. Enter the code in the Tool Status field and a brief description in the Description field. When you edit an existing tool status code, you can only change the description.

Note Tool management does not support a status of Inactive or Obsolete for tools.

Click Save when you are done.

Click Delete to remove a tool status record.

Tool Types

This function contains a single Main panel with two fields: Tool Type and Description. To add a tool type code, from the **Tool Types** hybrid browse, click New. Enter the code in the Tool Type field and a brief description in the Description field.

Click Save when you are done.

Click Delete to remove a tool type record.

Tool Failure Codes

Tool failure codes usually indicate the part or component that failed.

This function contains a single Main panel with an option to enter the tool failure code and a short description of it. Click Save to save when done.

Click Delete to delete a code.

Tool Failure Types

Tool failure type codes let you track tool failures on work orders to analyze a PM program's effectiveness. If PMs are designed to prevent a certain type of failure, but the failure is occurring before the PM issue-by date, then modify the PM to come due more frequently.

Note EAM emails warnings about PMs whose failure frequency exceeds PM frequency. If there is not a PM work order to prevent a frequent tool failure, then create a PM work order.

This function contains a single Main panel with an option to enter the tool failure type code and a short description of it. Click Save to save when done. Click Delete to delete a code.

Tool failure types also includes two grids: Tool Failures and Tool Repairs.

Tool Repair Codes

Repair codes, used in tool failure analysis, are user-defined codes used to classify the type of repair required to fix the existing problem on an asset work order.

This function contains a single Main panel with an option to enter the tool repair code and a short description of it. Click Save to save when done. Click Delete to delete a code.

Tool Rebuild Locations

You can define tool rebuild locations for use with rotatable tools.

This function contains a single Main panel with options to identify the rebuild location. Click Save to save when done. Click Delete to delete a code.

Main

Area

The rebuild location name.

Address

The street address of the rebuild location.

Address 2

Additional information about the rebuild location street address such as suite number.

City

The rebuild location city.

State

The rebuild location state.

Zip

The postal code of the rebuild location.

Country

The country of the rebuild location.

Contact

The individual to contact for information at the rebuild location.

Phone

The phone number of the rebuild location.

Fax

The fax number for the rebuild location.

Email

The email address for a contact at the rebuild location.

Vendor

Select this checkbox to indicate a supplier rebuild location. CHECK THIS FOR LABEL CHANGE.

Tool Readings

This function supports two driving unit of measure (DUOM) types:

- **Monitor:** The tool's DUOM reading is measured.
- **Meter:** The tool's reading is a number of cycles, such as time, miles, or revolutions.

This function contains two panels: In the Main panel for either monitor or meter, you can set the DUOM, set upper and lower calibration reading limits, and enter readings dates. In the Reading History panel, you can use the grid to view calibration readings that have been recorded for a tool.

Click Save to save your updates.

Main

Tool

This read-only field displays the tool ID.

Tool DUOM

The DUOM for the piece of equipment. DUOMs are set up in the QAD .NET UI in Maintenance > Codes > DUOM and can be used across the system.

DUOM Type

Specify monitor or meter.

Date Reading

Specify the reading date or use the calendar to select a date.

Current Reading

The current calibration reading.

Upper Limit

The upper limit for the calibration reading.

Lower Limit

The lower limit for the calibration reading.

Reading History

Use the grid in this panel to view a reading history for the tool. Important fields include the following:

- **Date Read, Time Read, Read By.**
- **DUOM reading number that was entered.**
- **Usage:** The number of cycles since the last reading was entered

- Alarm, Alarm Type: Indicates if there is an OOT condition based on the calibration readings entered and for the Alarm Type, displays if the OOT reading exceeded the Actual High or Low.
- CM WO: The CM work order.
- CM Status: The status of the CM work order that was created to address the OOT reading.

Tool Serial

Use this function to view serialized information related to tools, such as the serial number, location, status, and so on.

This function contains a Main panel with read-only fields that provide serialized information about the tool, and a Failure Analysis panel that contains a grid with failure information, such as the failure code, work order count, PM template, the user who issued the PM, the next expected failure, mean time between failures, and so on.

Click Close when you are done.

MSDS

The Material Safety Data Sheet (MSDS) are user-defined codes that can be used to cross-reference MSDSs that may be stored somewhere else in the organization.

To add an MSDS code, open the **MSDS** browse and click New. Enter the code in the MSDS field and a brief description in the Description field. Press Save.

Click Delete to delete an MSDS record. If an MSDS code is in use by indirect inventory, you cannot delete the MSDS code.

Projects

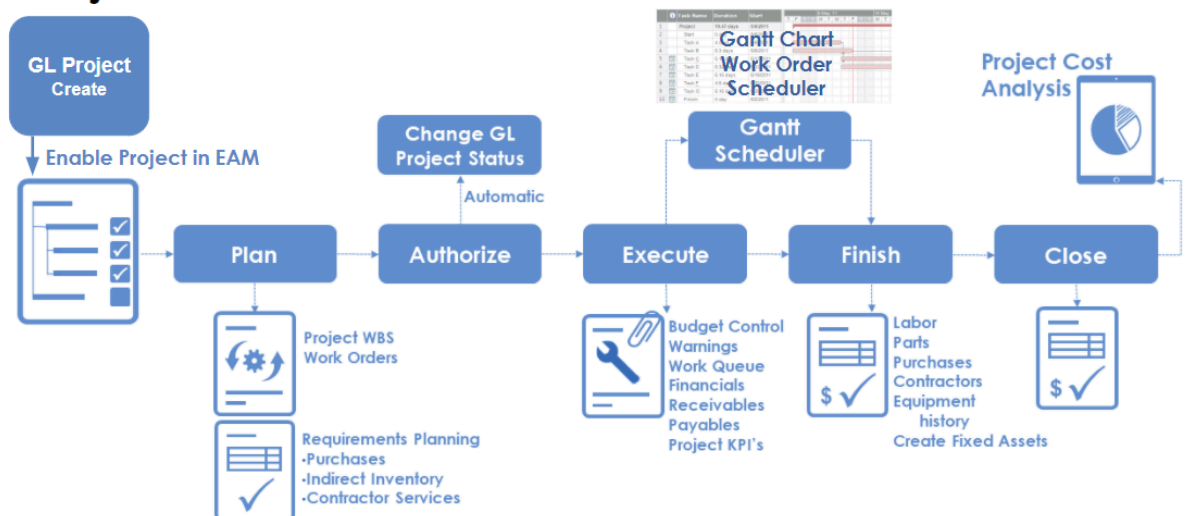
Projects allows you to:

- Set up budgets, spending estimates, and warning limits.
- Designate multiple cost centers, departments, accounts, sub-accounts, and charge expense accounting data for a project.
- Designate a project number and job number on work orders, part and service requisitions, part issues, stores requisitions, and labor postings.
- Record and track all costs associated with a project or job within a project.

Typically in EAM Projects, you can use authorized funding for jobs throughout the project without specific limits at the job levels. The only limitation is that all costs incurred cannot exceed the authorized funding in total for the project.

Funding allocation allows you to control the amount of funding at each job level through the project job structure. The funding that is allocated to a job limits how much can be spent for the job or how much can be allocated to sub-jobs.

Projects Process



Projects

You can use **Projects** to:

- Manage capital, expense, or customer-funded projects.
- Set up budgets, spending estimates, and warning limits.
- Designate different accounting structures per job.
- Designate a project number and job number on work orders, part and service requisitions, part issues, stores requisitions, and labor postings.
- Record and track all costs associated with a project or job within a project.

All projects have to be authorized before expenses can be reported against them. While projects are in the "Initial" status, you can estimate spend against the project before routing for authorization.

The Warning column in the Projects browse displays a warning icon if certain conditions are met, such as the Authorized Funding Limit is reached or the Budget Warning Limit is reached. The value that initiated the warning is also shaded in the browse.

Main

Description

The name of the business segment.

Business Segment

Business Segment can represent a plant or group of plants. Assign a business segment to a project to track which projects initiate particular capital projects. You may have specialized business segments, which concentrate on particular tasks, that operate as units distinct from the financial accounting structure of departments or cost centers. With customer-funded projects, the business segment may be a client.

Type

A project type to classify the project. Set up user-defined project codes in the QAD .NET UI in Finance > Codes > Project > Project Types.

Funding Type

The method by which the project is funded.

- Company funded. The company receives an order to make a certain part and the company funds the entire project and negotiates the payment terms.
- Customer funded. The company receives a customer purchase order and places a sales order for the customer, who is invoiced for the project deliverable.

- Both. The project is funded partly by the customer and partly by the company.
- Internal. The project has no external deliverable and is usually expensed.

Expense Type

The expense type, either Capital or Expense. All projects default to Expense. If there is a requisition authorization, Expense Type specifies the approval process for a project requisition.

Status

The user-defined project status. Initial project status defaults from the Default? checkbox from Finance > Codes > Projects > Status in the QAD .NET UI. Project status cannot be closed or canceled for a work order, stores requisition, or purchase order to reference that project. To receive and issue parts or distribute labor against a project number, the project status cannot be closed or canceled, and must be approved, if authorization of projects is required under General > Business Units > Sites > Maintenance tab > Proj Auth? in the QAD .NET UI.

Start Date

The planned start date of the project. The project manager uses this date for planning and reference purposes.

Estimated Completion Date

The estimated completion date of the project. Use this date for planning and reference purposes. After you complete and close the project, compare this date to the revised and actual completion dates to measure success in planning and scheduling.

Actual Completion Date

A system-assigned date that indicates when the project was completed. Compare the actual completion date to the estimated completion date to measure success in planning and scheduling.

Note

If you reopen a closed project, the system clears the actual completed date field.

Revised Completion Date

Revised completion date from the estimated completion date. Use this date in reporting, to compare the estimated completion date with the actual completion date.

Contacts***Owner***

The user ID or owner group that owns this project. The owner field adds security to each project record. If the owner field is blank for a

given project record, any user with security to update projects can update this project. If the owner is a single user, then only that user can update that project. If the owner is an owner group, then any member of that group can update the project. Owner groups are set up in General > Groups > Owner Group in the QAD .NET UI.

Assigned

The employee assigned to this project. The assigned employee and the user or group to notify are often the same person.

Notify

The user or mail group to receive e-mail notifications about spending limit warnings and changes in status of the project. Typically, the Notify individual is the same person as the Assigned. All individual or group users in this field are notified through email when a project is authorized and open to spending.

Tax**Taxable?**

When selected, this project is taxable. The Taxable check box overrides all other tax settings for all project purchases.

Tax Class

The system copies the default tax class to the project.

Tax Usage

The system copies the default tax usage to the project.

Authorization**Authorized**

The system indicates if the project has been authorized.

Authorized Status

The authorization status of the project. The status remains blank if authorization has not been started. If the project is in the routing process, the status is routing. If it is authorized, the status is authorized.

Authorized By

The user who was the final project approver.

Project Approval Group

Required to submit authorization routing for this project. A code identifying a group of users who make up a project approval group. If projects require authorization, users in the selected project approval group receive e-mail requests for authorization. A member of the group can approve or deny the project. Set up project approval groups in the QAD .NET UI.

Note When margin approval is in use, the lookup provides a selection of project margin approval groups defined for the project site.

Requisition Approval Group

A code identifying a group of users who make up a requisition approval group. Users in this group receive e-mail requests for authorization of all requisitions associated with this project.

If you select the Requisition Project Limit checkbox on the Site record's Authorization tab (QAD .NET UI), Asset Management uses the Req Project Limit value.

Stores Approval Group

This field designates which approval group to use when authorizing a stores requisition list that references a project. It is active when the site setting for Stores Auth? (QAD .NET UI) is set to Project or All. You cannot issue parts to a stores requisition list that references the project unless the stores requisition is authorized.

Unlike most fields in Project Maintenance, copying a project does not copy the stores requisition approval group. If project revision control is active, changing the stores requisition approval group field creates a revision record for the project.

Expense Accounts

Expense Site

The site with the costing structure from the project expense account. The primary expense accounting is set up in the Expense Accounts drill-down link for the project.

Department

The primary department associated with the project.

Account

The primary expense account from the project expense account. The primary expense accounting is set up in the Expense Accounts drilldown for the project.

Sub Account

The primary expense sub-account from the project expense account. The primary expense accounting is set up in the Expense Accounts drilldown for the project.

Cost Center

The primary project cost center from the project expense accounts. The primary expense accounting is set up in the Expense Accounts drilldown for the project. The primary cost center copies to various transactions, such as purchasing, labor, and parts issued for this project.

Program

Program

The project program number.

Revision Level

The revision level.

Reporting ID

Use this ID to filter groups of projects.

Project Title

The project title. For example, it can be a combination of the OEM, program name, model year, part name, and end item number for customer-funded projects.

Program Type

Forward or Current.

Asset Life

The remaining life of the program.

Program Name

The customer program name.

Model Year

The model year for the customer program.

Customer Ref No

The customer reference number.

End Item Part No

If this is a customer-funded project, enter the original equipment manufacturer's (OEM) end item part number from the PO.

Description

The program description.

Customer Business Group

The customer business group with which to work on this program.

OEM

The original equipment manufacturer.

Bill To Customer

The name of the customer, normally the customer issuing the PO, to whom to bill the project costs.

Program Manager

The program manager from the list of user IDs.

Account Manager

The account manager from the list of user IDs.

PG Controller

The program controller from the list of user IDs.

Program Buyer

The program buyer from the list of user IDs.

Form Preparer

The form preparer from the list of user IDs.

Funding***Original Budget***

The value entered in Modify Budget action. This value records the original or updated project budget.

Net Budget

This amount includes the original budget plus or minus any reallocations.

Original Estimate

The original cost estimate for the whole project. This number is an estimate to reference as the project progresses. At the close of the project, it helps project managers detect discrepancies in estimates against the actual amount. Managers use the information to better estimate future projects and to investigate reasons for estimate discrepancies.

Warning Limit

An amount the project manager sets as a budgetary warning point. The system issues an e-mail warning to the Notify user or group when expenses reach this amount.

Requested Funding

Funding that is requested for a project. Cost cannot be charged against a project until funding is requested and any approvals are made, if necessary.

If Project Authorization is disabled, the amount entered into the Requested Funding field automatically populates the Authorized Funding field. If Project Authorization is required, the funding amount appears in the Authorized Funding field once electronically approved.

Additional funding for a project can be requested by increasing the amount in the Requested Funding field to the new required funding

level. As with the initial funding, the new funding amount populates the Authorized Funding field based on the project authorization setting.

Use Allocations?

Select this checkbox to enable control of funding using allocation for projects and jobs.

Authorized Funding

Asset Management only considers the amount in the Authorized Funding field when considering spending limits for a project.

Authorized Funding is populated based on the Requested Funding amount and this amount appears in the Authorized Funding field once approved.

Allocated to Jobs

Project funding amount allocated to jobs within the project.

Unallocated Balance

Amount of project funding not yet allocated from the project to the jobs.

Total Spent At This Level

The amount spent to date at the project level. This amount does not include the rolled-up expenses from jobs.

Total Spent

The amount spent to date on the project, including the rolled-up expenses from jobs.

Spend at this Level

Select this checkbox to allow spending at the project level. If this checkbox is not selected, the cost must be directed to a job and cannot be directed to only the project.

Spending Estimates

Date/Time

System-updated date and time on each Project Refresh action.
Provides a visual reminder to keep this cost page current with Refresh.

Spending Estimate

An estimated amount to spend on the project.

Estimate To Complete

The system calculates this value as spending estimate minus total spent. It is updated when the spending estimate changes or when you refresh the project.

The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

% Spending Estimate

How close expenditures are to the total estimated spending for the project, as a percentage. This value is calculated by dividing the Site's Calc % Spend Est options amounts by estimated spending. The options amounts are found on General > Business Units > Site > Maintenance tab in the QAD .NET UI and include Unauth Purch, Auth Purch, and Committed.

The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

Balance to Commit

The total of uncommitted authorized funds. Calculated as Authorized Funding – (Auth Purch + Committed + Total Spent).

Over Spend Estimate

Expenditures over the total estimated spending for the project, as a percentage. This figure notifies managers when the project expenditures exceed estimated spending.

The system recalculates the value of this field when the following job functions or actions occur:

- Changing the spending estimate of a job
- Canceling a job
- Deleting a job
- Reopening a job

If revision control is active, recalculating field values also creates revisions.

% Utilized

Calculated as (Auth Purch + Committed + Total Spent)/Authorized Funding.

Cost

Planned Labor Cost

The planned labor for work orders for the project.

Labor Cost

The labor transactions total charged to the project.

Planned Internal

The total planned cost of material issues from inventory.

Internal Material Cost

The sum of all direct issues from inventory, not through a requisition, for the project.

Unauthorized Purchases

The total cost of all planned, unauthorized purchase requisitions for the project.

Authorized Purchases

The total cost of all planned, authorized requisitions that reference the project.

Committed

The total value of ordered purchase orders minus any receipts against the purchase orders.

Received

The system calculates the total sum of all received purchases associated with the project.

External Material Cost

The project parts total, minus tax, for auto-issue receipt transactions only.

Contract Cost

The project's total for outside contractor services, minus tax. This value represents receipt transactions for all auto-issue requisitions marked as Contractor.

Manual Cost

The sum of all manual GL transactions for the project.

Planned Tax

The expected tax associated with costs from external material and contractor services.

Actual Tax

Tax associated with any costs from external material and contractor services.

AP Invoices

The supplier invoices total for the project's POs.

AP Variance

The difference between supplier invoice cost and PO cost.

Customer Funding***Original Budget***

The original budget estimate from the Cost tab, or updated with the Modify Budget action.

Authorized Spending

The current amount authorized on this project from Authorized Funding in the Funding section.

Invoice Amount

The total of all invoiced amounts from the Invoice submenu. The value is based on the records in the Invoice History Master and Invoice History Detail tables. The amount is updated every time the project is refreshed.

Write Off Amount

The total of write-offs entered in the Write Offs drill-down link. See [Write Offs on page 5331](#) for more information.

Net Cost To-Date

The system subtracts the reimbursement amount from the Total Spent amount in Funding.

Margin

The system subtracts Requested Funding from the total Funded amount to calculate this field.

Spending Limit

Data from the Requested Funding field in Funding.

Funded Amount

The amount the customer is providing for this project.

Reimbursed Amount

The amount received as customer payments against invoices.

Unfunded Amount

The authorized amount minus (Funded Amt + Write-off amounts).

Funded Status

Funded, Unfunded, or Partial. If Funded Amt has a value of 0, the status displays Unfunded. If the field Unfunded Amt has a value of 0, and the Funded Amt contains a value, the status displays Funded. If there is a value in both the Funded Amt and the Unfunded Amt fields, the status displays Partial.

Approve By Margin**Planned Funding**

The planned funding amount to represent the selling price to the customer.

Planned Margin %

Calculated as: $\text{Planned Margin \%} = [(\text{Planned Customer Funding} / \text{Authorized Funding}) - 1] \times 100$.

Authorized Funding

Displays the Authorized Funding amount.

Lifetime Budget**Original Budget**

The original budget estimate.

Reallocated +

Additions to the project budget through reallocation from other projects. The value is added to the original budget to calculate net budget.

Reallocated -

Subtractions from the project budget through reallocation to other projects. The value is subtracted from the original budget to calculate net budget.

Net Budget

The original budget recalculated against reallocations.

Net Available Funding**Estimate**

The net amount of funding available for the project calculated by subtracting the costs indicated in the Costs Included in Estimated Net Available Funding field and Total Spent from the Auth Funding amount.

Costs Included

A list of the cost categories selected for the project site.

Jobs

Larger projects need to be broken down into many components, called jobs. Sometimes these jobs have smaller, child jobs, which collectively make up the higher-level job. This provides the flexibility to define the format based on your organization's requirements. A primary reason for using the job hierarchy is to enable cost roll-up of jobs in reporting. You can add multiple levels of sub-jobs to a project, as a work breakdown structure.

The Jobs grid provides an easy way to visually identify parent, sibling, and child jobs.

For detailed information on the **Jobs** hierarchical grid, Detail screen and actions, see [Jobs on page 5334](#).

Cost Analysis

Totals

Authorized Funding

The funds that have been authorized for this job.

Forecast Labor

Forecast Labor = The forecast costs for labor for this job.

Allocated Labor

Allocated Labor = The funding allocated for labor for this job.

Unallocated Labor

Unallocated Labor = The funding not yet allocated for labor for this job.

Planned Labor Expense

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Actual Labor Expense

Total cost of labor postings for expenses on the work orders related to this job.

Planned Labor Burden Expense

The planned overhead cost associated with the employee.

Actual Labor Burden Expense

The actual overhead cost associated with the employee.

Forecast Material

Forecast Material = The forecast costs for materials for this job.

Allocated Material

Allocated Material = The funding allocated for materials for this job.

Unallocated Material

Unallocated Material = The funding not yet allocated for materials for this job.

Planned Material Expense

Planned Material = Open Non-Contract Purchases + Open Stores Requisitions

Actual Material Expense

Total cost of inventory issued for the job.

Planned Contract Expense

Planned Contract = Open Contract Purchases

Actual Contract Expense

Total cost of purchasing receipts for contract expenses.

Actual Manual Expense

Cost of manual GL records.

Variance

Calculated as follows: $\text{Variance \%} = (\text{Actual Expense} / \text{Planned Expense}) - 1$.

Estimated Net Available Funding

Total costs of Authorized Funding, Planned Expense, Actual Expense, and Variance.

Labor

Labor

The labor transactions that make up the actual labor cost in the Cost Analysis table.

Material Cost

Material Cost

The material transactions that make up the actual material cost in the Cost Analysis table.

Contract Cost

Contract Cost

The contract transactions that make up the actual contract cost in the Cost Analysis table.

Manual Cost**Manual Cost**

The manual transactions that make up the actual manual cost in the Cost Analysis table.

User Defined**Character 1/2**

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form, user-defined character fields, not validated against tables.

Date 1

User-defined date.

Integer 1/2

User-defined integer fields.

Decimal 1/2

User-defined date.

Logical

User-defined checkbox.

Cost Analysis**Totals****Authorized Funding**

The funds that have been authorized for this project.

Planned Labor Expense

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Actual Labor Expense

Total cost of labor postings for expenses on the work orders related to this project.

Planned Labor Burden Expense

The planned overhead cost associated with the employee.

Actual Labor Burden Expense

The actual overhead cost associated with the employee.

Planned Material Expense

Planned Material = Open Non-Contract Purchases + Open Stores Requisitions

Actual Material Expense

Total cost of inventory issued for the project.

Planned Contract Expense

Planned Contract = Open Contract Purchases

Actual Contract Expense

Total cost of purchasing receipts for contract expenses.

Actual Manual Expense

Cost of manual GL records.

Variance

Calculated as follows: $\text{Variance \%} = (\text{Actual Expense} / \text{Planned Expense}) - 1$.

Estimated Net Available Funding

Total costs of Authorized Funding, Planned Expense, Actual Expense, and Variance.

Labor

Labor

The labor transactions that make up the actual labor cost in the Cost Analysis table.

Material Cost

Material Cost

The material transactions that make up the actual material cost in the Cost Analysis table.

Contract Cost

Contract Cost

The contract transactions that make up the actual contract cost in the Cost Analysis table.

Manual Cost

Manual Cost

The manual transactions that make up the actual manual cost in the Cost Analysis table.

User Defined

User Defined Fields

Character 1/2

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form, user-defined character fields, not validated against tables.

Date 1

User-defined date.

Decimal 1/2

User-defined date.

Integer 1/2

User-defined integer fields.

Project UDF Codes Characters 1 and 2

Users can create user-defined fields for **Projects** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Project UDF Codes (Character 1)** or the **Project UDF Codes (Character 2)** hybrid browse. For example, you can define a Project Character 1 value to be ContProjChar1, then add a description as Contract Project Character 1

When you use either function, a single form displays with an option to name Character 1 (or 2) and optionally, enter a description. Click Submit to save.

Projects Entry Screen Buttons**Edit**

Select Edit to edit the highlighted project.

Actions

You can perform the following actions from the Projects Actions menu.

- Refresh on page 5319
- Post Labor on page 5319
- Reverse Labor on page 5322
- Authorize on page 5322
- Lock/Unlock on page 5323
- Reopen on page 5323
- Modify Budget on page 5325
- Capitalize New Asset on page 5326
- Modify Capital Asset on page 5327
- [Change Status on page 5329](#)
- [Copy on page 5330](#)
- [\(Bulk\) Refresh on page 5331](#)

- [Enable Projects](#)

Tasks

[Creating Invoices Browse on page 5332](#)

Drill-Down Links

[Annual Budgets on page 5331](#)

[Write Offs on page 5331](#)

[Write Off Reasons on page 5332](#)

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Enable Projects

Enable Projects lists all EAM general ledger projects. The Enabled In Site column indicates whether the project has been enabled. Within a project record, the Sites panel lists all the sites in which this project has been enabled, allowing you to view this information without having to switch between sites in the Web UI.

Main

Project

The project ID.

Active

Indicates if the selected project has a status of Active in the GL project list.

Note GL projects with a status of Initial can be enabled for use in Asset Management projects. Once those projects are authorized in Asset Management, the GL project status is automatically updated to Active.

Start Date

The project's start date as defined on the GL project number.

Completion Date

The project's date of completion as defined on the GL project number.

Sites

This grid lists the sites across the system in which the selected project has been enabled for use with Asset Management projects.

Actions

You can perform the following action from **Enable Projects**.

- [Enable In Sites on page 5319](#)

Enable one or more projects in a specified site.

Enable In Sites Action

Main

Site

Select the site in which you are going to enable the selected projects.

Criteria

Search Criteria

Indicates the search criteria that were defined on the Enable Projects screen. Only the projects meeting this criteria are displayed in the Projects panel.

Required Criteria

Enabled In Site = No. The Projects panel only shows projects that have not yet been enabled.

Projects

This panel lists the GL projects in the specified site that have not yet been enabled for use with Asset Management projects. Select the projects you want to enable and click Submit.

Refresh Action

Use the Refresh action to update all the changes made to a project and a project's jobs. The project and job settings refresh immediately and you see Refresh Successful in the upper right corner of your screen.

Post Labor Action

Post Labor

Employee**Site**

The default site for the project.

Date

The editable date of the labor transaction. This value defaults to today's date.

Employee Number

The number of the employee who performed labor on the project. You must identify an employee for a labor transaction. This employee number copies corresponding information such as pay add code and overhead group to the correct fields.

Time (HH:MM)

The amount of time (in hours and minutes, separated by a colon) the employee worked on the activity for which labor is being charged.

Pay Add Code

This code defaults from the Pay Add Code field in the General > Employees > Codes tab. If changes need to be made, use the lookup to select a code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage.

Pay Multi Code

This code defaults from the Pay Add Code field in the General > Employees > Codes tab. If changes need to be made, use the lookup to select a code that adds a multiplier to the employee's pay rate. Some examples are for regular time (1x the rate) or time and a half (1.5x the rate) for holidays or call-in pay.

Overhead Group

The employee's overhead group. Default information:

- If posting labor from the Employee module, this field defaults from the employee's OH group.
- If it is blank or not posting from the Employee module, the field defaults to the setting in the OH Group field in the General > Business Units > Sites > Misc tab.

Total Cost

The total cost of a particular labor transaction.

Comment

Enter text that is attached to the labor record and can display in the Labor History browse.

Expense**To Site**

The source or default site for the project.

Expense Site

Defaults to the current expense site for the project.

Work Order Number

The work order number.

Department

The department against which the cost on the labor record is charged.

Equipment Number

The equipment number linked to the project.

Cost Center

The cost center against which the cost on a labor record is charged.

Rebuild

Use this field for work orders associated with components that can be rebuilt.

Account Number

The account number associated with a particular labor transaction.

Rotable Part

Select if the part is rotatable.

Sub Account Number

The sub-account number used with an account number to charge the costs on the labor record.

Serial Number

If the part is marked as rotatable, enter the serial number of the part. Otherwise, no data is displayed.

System

If the labor transaction is against a piece of equipment and that piece of equipment has corresponding system codes, labor can be charged to this specific system as well as to the piece of equipment. Enter the specific system to which the labor can be charged.

Project Number

The project associated with the labor transaction.

Assembly

If a system code is specified to also identify with a labor transaction associated with a piece of equipment after labor is distributed to that equipment, enter that system code.

Job Number

This job number is identified in a labor transaction.

Reverse Labor Action

Highlight the line on Reverse Labor you want to reverse and then select Submit.

Authorize Action

Originators begin routing on a project and approvers can approve, disapprove, or hold up a project with the Authorize action.

Authorize

The routing originator sees the following options when initiating a routing. These settings are active in the QAD .NET UI but currently do not impact the QAD Web UI.

High Priority

Not currently in use for the QAD Web UI. In the QAD .NET UI, this marks emails as urgent.

Normal

Not currently in use.

Wait Hours

Not currently in use.

Wait Minutes

Not currently in use.

Comment

Enter relevant comments in the Comment field. These comments display for the approvers in the routing group.

An approver sees a different screen when selecting Authorize. Approvers see four action buttons and an area for comments. The options are:

Approve

Select this button to approve the project. The project is then routed to the next user on the routing list.

Disapprove

Select this button to disapprove the project.

Hold Up

Select this button to stop notifications for this project. The action stops notifications and Hold Up is displayed in the routing information, but the action does not freeze routing. You can still approve or disapprove a project while it is in the Hold Up status.

No Comment

Select this button if you do not have any comments to include with the project.

Comment

Enter relevant comments in the Comment field. These comments display for the other approvers in the routing group.

Lock/Unlock Action

A closed or canceled project cannot be locked or unlocked. You must first reopen the project before locking or unlocking it.

Note Locking a project prevents any new spend against the project. However, you can still process receipts and customer invoices.

Lock

The following message appears when you select the Lock/Unlock action to lock a project: "The project has unlocked jobs. Locking the project will automatically lock these jobs. Continue?"

- **Yes** locks the project and the jobs.
- **No** locks the project but leaves the jobs unlocked.

Unlock

The following message appears when you select the Lock/Unlock action to unlock a project: "Unlock jobs?"

- **Yes** unlocks the project and the jobs.
- **No** unlocks the project but leaves the jobs locked.

Reopen Action

Users with the required settings in Roles can reopen projects after they have been closed. The reopen option only applies if Reopen Projects? has been enabled in General > Business Units > Domain on the Maintenance tab in the QAD .NET UI.

Options***Status***

Select the status for the reopened project.

Date

This field automatically populates with today's date. Update the value as needed.

Time

This field automatically populates with the current time. Update the value as needed.

Budget Reallocate Action

Budget Reallocate

Use this action to reallocate the budget from the project selected in the browse to other projects. When there is an owner defined for the project, only the owner can run this action. You can only use the action when the source project:

- Has a budget
- Is approved
- Is not closed, canceled, or locked

You cannot reallocate to the same project. The target project should also not be closed, canceled, or locked, and should be approved.

Main

Net Budget

This read-only amount defaults from the same-named option in the Funding panel of **Projects**. The net budget is the original budget plus or minus any reallocations.

Total Spent

This read-only amount defaults from the same-named option in the Funding panel of **Projects**. Total spent is the amount spent to date on the project, including the rolled-up expenses from jobs.

Reallocate Amount

Enter a value to reallocate to another project. The default is 0.00.

Target Site

Enter a valid site for the project or use the lookup to select a site.

Target Project

Enter a valid target project for which the amount is distributed or use the lookup to select a site. To reallocate to another project, select the project from the browse (after the first reallocation updates the browse record), then reselect the Budget Reallocate action.

Comment

Optionally, enter any comments about the reallocation of the budget.

Buttons

Submit

Click Submit when you have entered all data. The system closes the Budget Reallocation form and displays a message at the top of the **Projects** browse, indicating the reallocation was successful. When you reselect the source project from the browse; then, reselect the Reallocate Action, the Net Budget option is reduced by the amount you previously allocated.

Cancel

Click Cancel to undo any changes that you made for the reallocation.

Modify Budget Action

After you confirm the new budget, the modified value displays in the Original Budget field in the project record.

Budget

Original Budget

Displays the original budget amount. This value is displayed on the Projects screen in Funding, Customer Funding, and Lifetime Budget because it is mathematically relevant.

New Budget

Enter the new budget amount.

Capitalize New Asset Action

The cost captured in Projects is used when capitalizing a new fixed asset from EAM to Fixed Assets. You can only capitalize a capital project and that project must have money spent against it. You cannot create an asset with 0 Total Spent on the project.

Fixed Asset***Fixed Asset***

Enter the fixed asset identifier for this asset.

Description

Enter a text description for this asset.

Service Date

Enter or select the date this asset was placed into service.

Location

Enter or select the location of this asset. The available locations are defined in the Fixed Assets app.

Class

Enter or select the asset class for this asset. This selection creates the books that display in the Books grid.

Total Spent

Displays the total spent on this project.

Capitalized Amount

This field initially displays zero capitalized amount because this is a new asset.

Uncapitalized Amount

Initially this field defaults to the uncapitalized amount on this project, which is equal to the total spent for a new asset.

New Capitalized Amount

Enter the capitalized amount of this asset. This value cannot be greater than the Total Spent amount of the project.

Books

Book

The unique identifier for the fixed asset book. This value defaults from the Fixed Assets app.

Description

A brief description describing this fixed asset book. This description displays on various reports and defaults from the Fixed Assets app.

Method

The predefined depreciation method ID. Methods identify how depreciation is calculated for the asset service years. Defaults from the Fixed Assets app.

Life

The expected useful life for assets depreciated by this method. This number is used as a basis for calculating depreciation over the life of the asset. Defaults from the Fixed Assets app.

Cost

The amount entered in New Capitalized Amount and defaults into all of the books, regardless of the book's currency. This cost can be manually updated.

Currency

The book's currency.

Post

When selected, this book posts to the GL. There can be more than one posting book but only one can be a primary book. Fixed Asset Transaction Posting and Reversal creates unposted transactions for accumulated depreciation and depreciation expense accounts, based on depreciation calculated for this book. Posting books always follow the GL calendar. Defaults from the Fixed Assets app.

Primary

When selected, this book is the primary posting book. Only one primary posting book is allowed.

Modify Capital Asset Action

Once a fixed asset is created and additional costs are incurred, you can update the capitalized amount in the project, which updates the asset information in Fixed Assets.

Fixed Asset

Fixed Asset

The fixed asset identifier of this asset.

Description

A text description for this asset.

Service Date

The date this asset was placed into service.

Location

The location of this asset.

Class

The asset class for this asset. This selection creates the books that display in the Books grid.

Total Spent

Displays the total spent on this project.

Capitalized Amount

The capitalized amount of this asset.

Uncapitalized Amount

The uncapitalized amount of this asset.

New Capitalized Amount

Enter the new capitalized amount of this asset. This value will overwrite the total cost of the asset. This value cannot be greater than the Total Spent amount of the project. This entry does not update the book's cost. Manually update the Cost field for the book if desired.

Books

Book

The unique identifier for the fixed asset book. This value defaults from Fixed Assets.

Description

A brief description describing this fixed asset book. This description displays on various reports and defaults from Fixed Assets.

Method

The predefined depreciation method ID. Methods identify how depreciation is calculated for the asset service years. Defaults from Fixed Assets.

Life

The expected useful life for assets depreciated by this method. This number is used as a basis for calculating depreciation over the life of the asset. Defaults from Fixed Assets.

Cost

The amount entered in New Capitalized Amount does not update the book's cost. This value can be updated manually.

Currency

The book's currency.

Post

When selected, this book posts to the GL. There can be more than one posting book but only one can be a primary book. Fixed Asset Transaction Posting and Reversal creates unposted transactions for accumulated depreciation and depreciation expense accounts, based on depreciation calculated for this book. Posting books always follow the GL calendar. Defaults from Fixed Assets.

Primary

When selected, this book is the primary posting book. Only one primary posting book is allowed.

Change Status Action

Main

Status

Asset Management is delivered with five default status options. You can create additional status options in the QAD .NET UI in Finance > Codes > Projects > Project Status (EAM).

Select the new status from the drop-down. The default status options are:

- Canceled
- Closed
- On Hold
- Open
- Pending

Date

This field automatically populates with today's date. Update the value as needed.

Time

This field automatically populates with the current time. Update the value as needed.

Copy Action

The action does not create a new project but copies related tables from one project to another. The target project must have an Open or Initial status and not have any transactions or expenses associated with it.

Options**To Site**

Use the drop-down menu to select the site to which to copy this project.

To Project

Use the lookup to select a target project.

Jobs

Select this checkbox to copy the jobs information to the target project.

Attachments

Select this checkbox to copy the current project's attachments to the target project.

Expense Accounts

If expense accounts are not copied, the system creates project accounting records from the job accounting information.

Work Orders

Select this checkbox to copy asset work orders to the target project.

Purchasing Requisitions

Select this checkbox to copy purchase requisitions to the target project.

Stores Requisitions

Select this checkbox to copy stores requisitions to the target project.

Annual Budgets

The Annual Budgets screen provides a way to designate how much of the overall budget is intended to be spent in different fiscal years. This data is used for reporting purposes and provides a high-level view of expected cash flow.

Main

Year

Select the year for the annual budget from the drop-down menu.

Annual Budget

Enter the total budget amount for the specified year.

Carryover

Select this checkbox if the budget includes money carried over from the previous year's budget.

Write Offs

A write-off captures and accounts for a variance affecting projected margins due to unexpected project costs that the customer funding the project is unwilling to pay. These costs could relate to things such as a significant increase in the market price of a commodity, like steel, or unfavorable currency conversions.

Main

Reason

Use the lookup to select a reason for the write-off. Reason codes are set up in Finance > Codes > Write Off Reasons in QAD .NET UI.

Job

Use the lookup to select the job to which to charge the write-off.

Amount

Enter the write-off amount.

Comment

Enter an optional comment.

(Bulk) Refresh Action

The action updates all the changes made to and recalculates all costs for the selected projects and projects' jobs. You cannot refresh projects that are closed, canceled, or locked.

Start by filtering the **Projects** screen to display only the projects you want to refresh. Filtering makes the selection process more straightforward on the **Project Refresh** window.

Select the bulk action Refresh from the Actions menu. The **Project Refresh** window opens, displaying the filtered view of Projects you defined.

In the Projects panel, select the top checkbox to refresh all the listed projects. If you do not want to refresh the entire list, select individual project records. Then click Submit. The project and job settings refresh immediately and you see Refresh Successful in the upper right corner of your screen.

Write Off Reasons

A write-off captures and accounts for a variance affecting projected margins due to unexpected project costs that the customer funding the project is unwilling to pay. For more information, see [Write Offs on page 5331](#).

Use this function to create a reason code for the write off. This function contains one Main panel with an option to enter the reason code and a short description.

Click Save to save your updates. Click Delete to remove a write-off reason record.

Creating Invoices Browse

This task sets up the Invoices browse for customer-funded projects.

1. Create a sales order for the project in Sales Orders.
2. Go to Projects and select the project.
3. Open the Drill-Down Links and select Scheduled Payments SOs.
4. In the Scheduled Payment SOs browse, add the sales order you created for the project.
 - a. Enter the sales order number in the browse. The line amount defaults into the browse.
 - b. Mark the sales order as complete. This is required to create an invoice for the customer.
5. Return to Sales Orders and ship the completed sales order.
6. Enter Invoice Post and Print in the Menu Search and then select that option from the results.
7. Enter the sales order number and print the invoice.
8. Return to Projects and select the Invoices drill-down to view the newly created invoice.

Write Offs

A write-off captures and accounts for a variance affecting projected margins due to unexpected project costs that the customer funding the project is unwilling to pay. These costs could relate to things such as a significant increase in the market price of a commodity, like steel, or unfavorable currency conversions.

Main**Reason**

Use the lookup to select a reason for the write-off. Reason codes are set up in Finance > Codes > Write Off Reasons in QAD .NET UI.

Job

Use the lookup to select the job to which to charge the write-off.

Amount

Enter the write-off amount.

Comment

Enter an optional comment.

Project Types

This function includes a single Main panel with options to enter the project type and an optional description.

Click Save to save your updates. Click Delete to remove a project type record.

Project Status

You can add or edit project status codes from the code form, and also designate project status changes that trigger system-generated email to a Notify.

Click New from the Project Status browse to create a new record. Enter the status and description.

Select Default when this project status is the default. Select Email to notify of project status changes. When you edit a record that is the default and attempt to deselect the Default checkbox, the system warns that you must have a primary default record; therefore, you should first select another record and make that record the default before the system clears the default checkbox for the current record.

Click Save to save your updates.

Click Delete to remove a project status record. You cannot delete a record when the system displays the project status as On Hold or Open in the Project Status browse. When you try, the system informs you that the record is attached to a project.

Note You can overwrite the deletion validation by selecting the Overwrite Enabled checkbox in **Indirect Users** for the user for whom you are posting labor.

Jobs

Individual jobs can be set up for different phases of a project, with each job having its own allocated budget, estimated amount, planned amount, and actual costs. Jobs can also have different default accounting from the default on the project header.

Use jobs to build the work breakdown structure for a project. This hierarchical structure allows tasks to be divided into subtasks, subtasks into further subtasks, and so on. Each level provides a roll-up report of its lower levels.

To add a new parent job to the project, click New and enter a job number, description, and job type in the grid, leaving the Parent field blank.

To add a child job to an existing job, click the Child button for that job, located in the first column of the Jobs grid, and enter the relevant information.

Note The parent ID is automatically entered into the Parent field, which saves time and removes the chance of human error.

You also can create and edit jobs in a separate window by clicking the Detail link, located along the top of the Jobs grid.

Main

Job

Enter the job number associated with this task. This identifier is a free-form entry that can help you easily group your tasks.

Description

Enter a description of the job, to clarify project phases.

Job Type

Use the lookup to select the job type to classify the job. Set up these user-defined job codes in the QAD .NET UI in Finance > Codes > Job > Job Type.

Expense Type

Use the drop-down list and indicate if this is an expense or capital job.

Activity

Select the activity code for this job. Activity codes are set up to make it easier for the creator of jobs. Since an expense accounting structure can be linked to a pre-established activity code, you do not need to be familiar with accounting information. You just select the activity and the system pulls in the appropriate expense accounting structure. See Finance > Codes > Activities for setup definition.

Status

The current user-defined project status of the job. If the job status is closed or canceled, you cannot expense anything against the job.

Parent Job

Use the Child button to automatically populate this field, or manually select the parent job ID from the lookup to build your work breakdown structure.

Note If you are entering a new parent-level job, leave this field blank.

Complete

Select this checkbox when the job is complete.

Cost Category

Select the cost category from the drop-down. The options are: All, Contract, Labor, and Material.

Component Part

Enter the component part, which is the part number that the tool is building. This field is not validated, but it can be sorted, filtered, and grouped. It is shown in reports such as Project Job Cost Summary, Project Job Activity Summary, and Job Uncapitalized Balance.

Requisition Approval Group

Use the lookup to select a requisition approval group at the job level. EAM overrides the requisition approval group for the project and uses the one entered at the job level.

Expense**Expense Site**

The site with the costing structure that is charged to expense against this job. Use the expense site for this job's project.

Department

Select the department associated with the job.

Cost Center

Select the default job cost center. The default cost center copies to various transactions, such as purchasing requisitions, labor postings, and parts issued for this job.

Account

Select the expense account for this job. Specifying this account number assigns it all charges for this job. If this field is blank, expenses use project accounts.

Sub Account

Select the job-account to expense for this job. By selecting a sub-account, you restrict expenses to the job to use only this sub-account.

Funding***Original Estimate***

Enter an original estimate of the total job cost.

Allocated

Enter the amount allocated to this job. The allocated amount cannot exceed the Available From Parent amount.

Available From Parent

The amount available to this job from a parent job.

Allocated to Children

The system calculates the amount allocated to child jobs of this job. This amount is not more than this job's Allocated amount.

Unallocated Balance

The amount available to this job that is not yet allocated. The amount is equal to Allocated - (Allocated to Children + Total Spent at This Level).

Spend at this Level

Select this checkbox to allow spending at this job level when Use Allocations is selected for the project. This option provides you with tighter control over which job can be charged against. There may be a parent job, but only a specific lower-level job or child can have cost charged.

Total Spent at This Level

The total for parts issued, services, and labor transactions associated with this job. This amount does not include rolled-up costs from children.

Total Spent

Total spent to date on this job including rolled-up costs from children.

Warning Limit

An amount the project manager sets as a budgetary warning point. The system issues an email warning to the user or group identified as the Notify on the project's General tab to notify when expenses reach this amount.

Net Available Funding***Estimate***

The net amount of funding available for the job calculated by subtracting the costs indicated in the Costs Included field and the Total

Spent from the Authorized Funding value. Authorized Funding - (Costs Included + Total Spent at This Level)

Costs Included

The cost categories used to calculate the estimated net available funding.

Spending Estimates**Spending Estimates**

Enter the estimated amount to spend on the job.

Estimate To Complete

A system-calculated value of spending estimate minus total spent. It is updated when the spending estimate changes or when you refresh the job.

Cost**Planned Labor**

The total planned labor cost for the job.

Actual Labor

The actual labor cost for the job.

Planned Internal

The total planned cost of material issues from inventory.

Internal Material Cost

The sum of all direct issues from inventory, not through a requisition, for the project.

Unauthorized Purchases

The total cost of all planned, unauthorized purchase requisitions for the job.

Authorized Purchases

The total cost of all planned, authorized requisitions that reference the job.

Committed

The total value of ordered purchase orders minus any receipts against the purchase orders for the job.

Received

The system-calculated total sum of all received purchases associated with the job.

External Material Cost

The job parts total, minus tax, for auto-issue receipt transactions only.

Contract Cost

The job's total for outside contractor services, minus tax. This value represents receipt transactions for all auto-issue requisitions marked as Contractor.

Manual Cost

The sum of all manual GL transactions for the job.

Planned Tax

The expected tax associated with costs from external material and contractor services.

Actual Tax

Tax associated with any costs from external material and contractor services.

AP Invoices

The supplier invoices total for the job's POs.

AP Variance

The difference between supplier invoice cost and PO cost.

Cost Analysis

Totals

Authorized Funding

The funds that have been authorized for this job.

Forecast Labor

Forecast Labor = The forecast costs for labor for this job.

Allocated Labor

Allocated Labor = The funding allocated for labor for this job.

Unallocated Labor

Unallocated Labor = The funding not yet allocated for labor for this job.

Planned Labor Expense

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Actual Labor Expense

Total cost of labor postings for expenses on the work orders related to this job.

Planned Labor Burden Expense

The planned overhead cost associated with the employee.

Actual Labor Burden Expense

The actual overhead cost associated with the employee.

Forecast Material

Forecast Material = The forecast costs for materials for this job.

Allocated Material

Allocated Material = The funding allocated for materials for this job.

Unallocated Material

Unallocated Material = The funding not yet allocated for materials for this job.

Planned Material Expense

Planned Material = Open Non-Contract Purchases + Open Stores Requisitions

Actual Material Expense

Total cost of inventory issued for the job.

Planned Contract Expense

Planned Contract = Open Contract Purchases

Actual Contract Expense

Total cost of purchasing receipts for contract expenses.

Actual Manual Expense

Cost of manual GL records.

Variance

Calculated as follows: $\text{Variance \%} = (\text{Actual Expense} / \text{Planned Expense}) - 1$.

Estimated Net Available Funding

Total costs of Authorized Funding, Planned Expense, Actual Expense, and Variance.

Labor***Labor***

The labor transactions that make up the actual labor cost in the Cost Analysis table.

Material Cost***Material Cost***

The material transactions that make up the actual material cost in the Cost Analysis table.

Contract Cost

Contract Cost

The contract transactions that make up the actual contract cost in the Cost Analysis table.

Manual Cost

Manual Cost

The manual transactions that make up the actual manual cost in the Cost Analysis table.

User Defined

User Defined Fields

Character 1/2

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form, user-defined character fields, not validated against tables.

Date 1

User-defined date.

Decimal 1/2

User-defined date.

Integer 1/2

User-defined integer fields.

Job UDF Codes Characters 1 and 2

Users can create user-defined fields for **Jobs** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Job UDF Codes (Character 1)** or the **Job UDF Codes (Character 2)** hybrid browse. For example, you can define an Job Character 1 value to be PI2JobChar1, then add a description as Plant 2 Job Character 1.

When you use either function, a single form displays with an option to name Character 1 (or 2) and optionally, enter a description. Click Submit to save.

Jobs Entry Screen Buttons

Edit

Select Edit to edit the highlighted job.

Actions

You can perform the following actions from the Jobs Actions menu.

- [Capitalize New Asset on page 5341](#)

- [Lock/Unlock on page 5343](#)
- [Modify Capital Asset on page 5344](#)
- [Change Status on page 5345](#)
- [Reopen on page 5346](#)

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Capitalize New Asset Action

The cost captured in Jobs is used when capitalizing a new fixed asset from EAM to Fixed Assets. You can only capitalize a job that is part of a capital project and that project must have money spent against it. You cannot create an asset with 0 Total Spent on the project. You can only create one fixed asset per job.

Fixed Asset

Fixed Asset

Enter the fixed asset identifier for this asset.

Description

Enter a text description for this asset.

Service Date

Enter or select the date this asset was placed into service.

Location

Enter or select the location of this asset. The available locations are defined in the Fixed Assets app.

Class

Enter or select the asset class for this asset. This selection creates the books that display in the Books grid.

Total Spent

Displays the total spent on this job.

Capitalized Amount

This field initially displays zero capitalized amount because this is a new asset.

Uncapitalized Amount

Initially this field defaults to the uncapitalized amount on this job, which is equal to the total spent for a new asset.

New Capitalized Amount

Enter the capitalized amount of this asset. This value cannot be greater than the Total Spent amount of the job.

Books

Book

The unique identifier for the fixed asset book. This value defaults from the Fixed Assets app.

Description

A brief description describing this fixed asset book. This description displays on various reports and defaults from the Fixed Assets app.

Method

The predefined depreciation method ID. Methods identify how depreciation is calculated for the asset service years. Defaults from the Fixed Assets app.

Life

The expected useful life for assets depreciated by this method. This number is used as a basis for calculating depreciation over the life of the asset. Defaults from the Fixed Assets app.

Cost

The amount entered in New Capitalized Amount and defaults into all of the books, regardless of the book's currency. This cost can be manually updated.

Currency

The book's currency.

Post

When selected, this book posts to the GL. There can be more than one posting book but only one can be a primary book. Fixed Asset Transaction Posting and Reversal creates unposted transactions for accumulated depreciation and depreciation expense accounts, based on depreciation calculated for this book. Posting books always follow the GL calendar. Defaults from the Fixed Assets app.

Primary

When selected, this book is the primary posting book. Only one primary posting book is allowed.

Lock/Unlock Action

A closed or canceled job cannot be locked or unlocked. You must first reopen the job before locking or unlocking it.

Note Locking a job prevents any new spend against the job and its children. However, you can still process receipts and customer invoices.

Select the Lock/Unlock action to either lock or unlock the job. The system performs the action and displays a green confirmation bar in the upper right-hand corner of the screen with either Locked or Unlocked as the accompanying message.

Modify Capital Asset Action

Once a fixed asset is created and additional costs are incurred, you can update the capitalized amount in the job, which updates the asset information in Fixed Assets.

Fixed Asset

Fixed Asset

The fixed asset identifier of this asset.

Description

A text description for this asset.

Service Date

The date this asset was placed into service.

Location

The location of this asset.

Class

The asset class for this asset. This selection creates the books that display in the Books grid.

Total Spent

Displays the total spent on this project.

Capitalized Amount

The capitalized amount of this asset.

Uncapitalized Amount

The uncapitalized amount of this asset.

New Capitalized Amount

Enter the new capitalized amount of this asset. This value will overwrite the total cost of the asset. This value cannot be greater than the Total Spent amount of the project. This entry does not update the book's cost. Manually update the Cost field for the book if desired.

Books

Book

The unique identifier for the fixed asset book. This value defaults from Fixed Assets.

Description

A brief description describing this fixed asset book. This description displays on various reports and defaults from Fixed Assets.

Method

The predefined depreciation method ID. Methods identify how depreciation is calculated for the asset service years. Defaults from Fixed Assets.

Life

The expected useful life for assets depreciated by this method. This number is used as a basis for calculating depreciation over the life of the asset. Defaults from Fixed Assets.

Cost

The amount entered in New Capitalized Amount does not update the book's cost. This value can be updated manually.

Currency

The book's currency.

Post

When selected, this book posts to the GL. There can be more than one posting book but only one can be a primary book. Fixed Asset Transaction Posting and Reversal creates unposted transactions for accumulated depreciation and depreciation expense accounts, based on depreciation calculated for this book. Posting books always follow the GL calendar. Defaults from Fixed Assets.

Primary

When selected, this book is the primary posting book. Only one primary posting book is allowed.

Change Status Action

Main

Status

Asset Management is delivered with five default status options. You can create additional status options in the QAD .NET UI in Finance > Codes > Projects > Project Status (EAM).

Select the new status from the drop-down. The default status options are:

- Canceled
- Closed
- On Hold
- Open
- Pending

Reopen Action

Users with adequate permissions in Roles can reopen jobs after they have been closed. The reopen option only applies if Reopen Projects? has been enabled in General > Business Units > Domain on the Maintenance tab in the QAD .NET UI.

Options

Status

Select the status for the reopened job.

Date

This field automatically populates with today's date. Update the value as needed.

Time

This field automatically populates with the current time. Update the value as needed.

Job Types

This function includes a single Main panel with options to enter the job type and an optional description.

Click Save to save your updates. Click Delete to remove a job type record.

Project Budget Approval Groups

When a user approves a project, the system validates the user's project approval limit. If the approval limit is equal to or greater than the project cost, the project is approved and authorized, unless a quality approval is required. If the project cost exceeds the approval limits, the action is approved but not authorized, and is routed to the next person in the group. Someone with sufficient approval limits must authorize it.

Values defined in QAD .NET UI determine user approval limits. These values are set on the System Admin > Users > Detail tab.

Main

Approval Group

Enter a name for this approval group.

Description

Enter a short description for the approval group.

Approvers

Add users to the new approval group in the Approvers grid. Click New to enable a new line and then enter or select a user. The other fields populate with information from the user record.

The Consider Limit checkbox is selected by default. Clear the checkbox if the user is a quality approver.

Continue adding approvers to the group by selecting New until the group is complete. Then click Save.

Project Margin Approval Groups

Project margin approval is commonly used by businesses whose profitability depends on the profit margin of a customer-funded project. This approval is based on the estimated profit margin for a project. The lower the estimated profit margin, the higher the risk of losing money on the project. Thus, the lower the profit margin, the higher in the organization approval has to go.

Values defined in QAD .NET UI determine user approval limits. These values are set on the System Admin > Users > Detail tab.

Main

Approval Group

Enter a name for this approval group.

Description

Enter a short description for the approval group.

Approvers

Add users to the new approval group in the Approvers grid. Click New to enable a new line and then enter or select a user. The other fields populate with information from the user record.

The Consider Margin checkbox is selected by default. Clear the checkbox if the user is a quality approver.

Continue adding approvers to the group by selecting New until the group is complete. Then click Save.

Activities

Use the Activities screen to define activities within a project. After the activity is given a code, description, and expense type, you can use the bottom level grid to specify the accounting information associated with the activity. Only one record per Site is allowed.

Main

Activity

Enter a code for this activity.

Description

Describe the activity

Exp Type

Select this check box if this is an Expense type activity, or leave it blank if this is a Capital type activity.

Indirect Domains

Domain record data is important when EAM integrates with the QAD ERP system. It also defines several default setup values that are used in daily EAM transactions.

From the hybrid browse, click New to create a new indirect domain record or Edit to update an existing indirect domain record.

This function includes the following panels:

- [Main on page 5351](#): Includes ERP Integration, Financial Integration, SAF, and General Ledger Options subpanels
- [Maintenance on page 5353](#): Includes Equipment, Work Orders & Maintenance Requests, and PM Labor/Scheduling subpanels
- [Inventory on page 5355](#): Includes ABC Classification and Inventory Options subpanels
- [Entities and Sites on page 5357](#): Includes a grid to which you add entities for the domain.

Click Save to save your updates. Click Delete to remove an indirect domain record.

Main

EAM Enabled

Select when EAM is integrated with Adaptive UX for purchasing in a particular domain. This supports businesses that use EAM for purchasing only in selected domains. When not enabled, purchase requisitions follow GRS purchasing processes.

Domain

A domain code that matches a code in QAD ERP.

Important The domain codes must match the codes set up in QAD ERP.

Description

Enter a brief name to associate with this domain. This name must be unique within a database and across connected databases.

Base Currency

Enter the base currency for the domain or use the lookup to select a base currency.

ERP Integration

Bill To

The list type identifier stored in Addresses in the ERP system to designate bill-to addresses; for example, company or supplier.

Clause Type

Optionally, enter a clause type to limit the master comments you can download to EAM as standard clauses. Types are defined in Enterprise Edition in Master Comments.

Language

Enter the default language for this domain. The EAM domain language must match the QAD ERP domain language.

Financial Integration

Enter the daybook code associated with this domain. The daybook code must be defined in QAD EE Financials. For more information regarding daybooks, see the *QAD Financials User Guide*.

SAF

Default Item Type

Enter a default item type code associated with a part transaction. When EE tells EAM that the item type concept is required, EAM finds the parts record associated with the GL transaction and provides the parts.type_code value. If parts.type_code is blank or no parts record can be found, EAM uses the default found here.

Default Supplier Type

Enter a default Supplier Type code associated with a part transaction.

Default Product Line

Enter a default Product Line code associated with a part transaction.

General Ledger Options

Include Project on Issue

When an issue transaction is tied to a project, select on which side in the GL you want the project ID included: Debit side, Credit side, Both, or Neither.

Include Project on Labor

When a labor transaction is tied to a project, select on which side in the GL that you want the project ID included: Debit side, Credit side, Both, or Neither.

Include Project on Receive

When a receipt transaction is tied to a project, select on which side in the GL that you want the project ID included: Debit side, Credit side, Both, or Neither.

Maintenance

In the Maintenance panel, enter system control information to set up domain-wide parameters.

Equipment

Post Equipment List

When this checkbox is selected, the system posts all stock parts with their Add to BOM option selected (on the Codes tab of the Inventory screen) to the equipment bill of material (BOM) structure when issued from stores.

Non-Stock BOM

When this checkbox is selected, you can add non-stock BOM parts to functions within EAM. For example, you can add non-stock BOM parts when creating new records using the Copy BOM from Equipment action in **Stores Requisition Lists** and **Master Parts List** or the **Equipment> Bill of Materials** drill-down.

Work Orders & Maintenance Requests

Reopen Work Orders

If this option is selected, users with the required role setting can reopen a work order. You can issue parts and distribute labor. If a work order is closed or canceled and this option is selected, change the status of the work order to Open before you make changes. If the option is cleared, you cannot reopen the work order.

Stores Req Authorization

If this option is selected, a user with the required role setting must authorize a service request. The service request must be authorized before it can become a work order.

Work Order Authorization

If this option is selected, a user with the required role setting must authorize the work order before any associated parts or labor can be initiated.

PM/Labor Scheduling

Sunday through Saturday

Select days to automatically schedule PMs to meet calendar criteria, such as specifying holiday closures.

The selected days of the week—Sunday through Saturday—are used in scheduling preventive maintenance work orders. For example, if Saturday is selected, and a PM comes due on a Saturday, the system generates the PM work order for that Saturday. If Saturday is cleared, the system does not generate the PM work order. It sets the schedule

start date to the next available work day. The system finds the next available day to schedule that work order.

PMs on Workdays

When a PM is due, the system compares the original scheduled date for the PM to the Sunday-through-Saturday settings (for PM/Labor Scheduling) to determine the actual date.

For example, if the PM is due on a Saturday and Saturday is cleared, the system validates the PM work schedules. If it is selected, the PM scheduled start date is the next available workday. If the PMs on Work Days option is cleared, the system schedules it for Saturday even though the Saturday is cleared. It schedules the work order for a day that is not scheduled for PM work.

Inventory

Inventory Cost Method

Set the inventory cost method for all sites associated with a domain. EAM supports the following inventory evaluation methods: FIFO (first in, first out), LIFO (last in, first out), and Weighted Avg (weighted average). Select one of these options to control how EAM determines the value of the inventory for all items.

Consider Reserved in Short

The system uses this option if there are currently more parts reserved than available in inventory. When calculating the reorder quantity on the stock replenishment run, EAM adds the number of parts reserved and short.

Consider Reserved

EAM uses this option when calculating the number of parts required to replenish inventory based on the reorder point and the management maximum quantities. The purpose of Consider Reserved is to add (selected) or ignore parts that are reserved for specific jobs from the stock replenishment run.

Consider Reserved Orders

Use this option to add (selected) or ignore the requisitions on-order for parts that are reserved for specific jobs from the stock replenishment calculation.

ABC Classification

A Percent, B Percent, C Percent

Specify the relative percentage of inventory value for A-, B-, or C-type parts.

A Days, B Days, C Days

Specify the number of days used to calculate the next indirect physical inventory due date.

Inventory Options

Reserve Inventory

If this option is selected, EAM automatically reserves all parts on a stores requisition (work order parts list). When a stores requisition is created, EAM automatically reserves all parts on the list. If this option is cleared, you can still selectively reserve parts on specific critical stores requisitions.

Transit

This option determines whether the system uses transit accounts when relocating parts between sites. If Transit is cleared, when a part transfer is done from one site, inventory is automatically relieved

from the original site, and it appears in the destination site. If Transit is selected, when the part is issued from the original site, it goes into a transit account (similar to an intercompany charge account). The part remains in the From Site's transit charge account until the inventory clerk receives the part into the destination site. At receipt, the corresponding debit and credit are made against the Transit account and the part moves into the destination site. After the part is in the To Site's inventory, you can issue it.

Different Accounting Period

This option determines whether sites currently in different accounting periods can process intercompany transactions. If selected, you can process intercompany transactions between sites in different accounting periods. If cleared, you can process intercompany transactions only between sites in the same accounting period.

Reopen Stores Requisition List

Use this option to determine whether users with the required role access can select the reopen action on closed stores requisitions. Select this option if you return an item to the storeroom that was issued but not used for a stores requisition.

Part Description Protected

To ensure that part descriptions are protected and consistent across all sites, EAM allows you to prevent the part descriptions from being edited when the Copy Parts Across Sites action is performed. Select this checkbox to prevent the part description from being edited when a part is copied to another site. If this checkbox is not selected, when a part is copied to another site, a user can open the part record in that site and edit the part description.

Entities and Sites

Use the grid to add entity or site records and associate them with the domain record that was created. In the grid, you enter the entity, then the site; however, if you enter an entity that does not exist, the system creates it automatically.

Important The site and entity codes must match the codes set up in QAD ERP.

Indirect Departments

Departments are only used within EAM. They are not downloaded or reflected in the ERP, but are used for reporting on EAM transactions.

This function includes a single Main panel with an option to enter the Department, and optionally, enter a Description for the department.

Click Save to save your updates. Click Delete to remove an Indirect Department record.

Indirect Employees

In order for EAM employees to be available in the QAD Web UI, you must enter employee details in both **Indirect Employees** and either .NET UI Employee Create (36.1.7.1) or **Employees** in the QAD Web UI.

To create a new Employee record, select New from the **Indirect Employees** browse; to edit employee data, select the user record from the browse, then click Edit. The **Indirect Employees** form contains a summary panel at the top with user ID, and three panels: Main, Codes, and User Defined. The Main panel includes the Personal and Labor Credit subpanels.

Click Save to save your updates.

Main

Personal

Employee

Enter a valid employee ID or use the search to select an employee. Employee ID is mandatory and should be unique for each employee record. Users can enter an employee number of no more than 80 characters.

Last Name

The employee's last name,

First Name

The employee's first name.

Address 1 and 2

Specify the primary street address in Address 1, and a secondary address in Address 2.

City, State, Zip Code

Specify city, state, zip code for the employee.

Country

Specify a valid country code set up in **Country Codes**.

Phone, Second Phone

Specify a primary phone number, and optionally, a second phone number.

Fax

Specify a Fax number.

Labor Credit

Department

When this employee posts labor to a work order, select the department to which the labor is credited. Department is not part of the GL accounting structure.

Cost Center, Account, Sub-Account

Enter the labor credit accounting defaults. When this employee posts labor to a work order, these accounting defaults are used for the labor credit transaction.

Codes

Primary Craft

Use the lookup to select the primary craft for the employee. Crafts are defined in the Web UI **Crafts** hybrid browse.

Crew

Use the lookup to select the crew for which the employee works. Crews are defined in the Web UI **Crew** hybrid browse.

Start Date

Select the date the employee starts a shift.

Date Terminated

Select a date the employee was terminated.

Planner

Select this checkbox if the employee is an inventory or equipment planner. When this option is selected, employee names or numbers are listed in the Planner lookup so that they can be selected as planners for a work order.

Assigned

Select this checkbox if the employee can be assigned to an asset work order.

Overhead Group

Use the lookup to select an OH group for this employee. When this option is selected, the OH rate is applied for the OH Group and is included in labor transactions for this employee.

Skill

Use the lookup to select the employee's skill level. Skills are defined in the Web UI **Skills** hybrid browse.

Shift

Use the lookup to select which shift the employee works.

Date Hired

Select the employee's hire date.

Pay Add Code

Use the lookup to select the pay add code for the employee.

Responsible

Select this checkbox if the employee is responsible for equipment. When this option is selected, employees' names or numbers are listed in the Resp lookup, where you can select an employee as the person responsible for a work order.

Regular Pay Rate

Enter the employee's regular pay rate.

Site

Enter the site for the employee.

User Defined**Character 1 - 4**

User-defined character fields, validated against tables that you add.

Date 1

Enter a date type field here.

Integer 1 and 2

User-defined integer fields for employees.

Decimal 1 and 2

User-defined decimal fields for employees.

Logical 1

User-defined checkbox.

Indirect Employee UDF Codes Characters 1 and 2

Users can create user-defined fields for **Indirect Employees** by creating new Character 1 and Character 2 user-defined field (UDF) codes using either the **Employee UDF Codes (Character 1)** or the **Employee UDF Codes (Character 2)** hybrid browse. For example, you can define an Employee Character 1 value to be NHChar1Desc, then add a description as New Hire Character 1 description.

When you use either function, a single form displays with an option to name Character 1 (or 2) and, optionally, enter a description. Click Submit to save.

Importing/Exporting Indirect Employee Data

You can use the Import/Export functions in the **Indirect Employees** hybrid browse to import or export indirect employees records. You can also edit an existing record, add a record, or delete records in the data that is exported and imported.

Exporting

To export, select Export from the More drop-down option at the top of the **Indirect Employees** hybrid browse.

The system displays the Web UI standard Export form. For more information on this standard form, see [Exporting and Importing Data on page 266](#).

When you complete the form, the system displays all fields in the employee record that you are exporting in the right side of the screen. Click Export after you complete the form. The system displays a message that the export was submitted.

The system sends a message to your inbox that includes an attachment for the exported data to download. In the downloaded file, you can choose to delete a record, edit data, or create a new record. Save the changes in your downloaded file.

Importing

When you have exported data to import, select Import from the **Indirect Employees** browse.

The system displays the Web UI standard Import form. For more information on this standard form, see [Exporting and Importing Data on page 266](#).

Complete the form, then click Import. The system displays the imported indirect employee record data in the browse for **Indirect Employees**.

Note You may need to refresh before imported data displays.

Drill-Down Links

The following links are available through **Indirect Employees**:

- Labor History
- Buyer Sites

Labor History

EAM labor records can be posted, reversed, modified, and posted again, and the system preserves a history showing the employee, name, hours posted, date, and total cost. The Labor History displays the labor history for the employee selected in the Indirect Employee browse. In a work order, you see all the labor history for that WO, which may include many employees who worked on the order.

Buyer Sites

The Buyer Sites drill-down lets you define the employee as a buyer at one or more sites with related approval groups. You can create a new buyer site record and specify:

- Employee
- Site
- ISPA: Use the lookup to select the price agreement approval group that is used for this buyer.
- Zero cost email: Select this checkbox to notify this buyer by email each time a new requisition is created with cost of 0. The notification prompts the buyer to make changes to the requisition before approval.

Indirect Employee Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Post Labor Action

Choose this action from the **Indirect Employees** hybrid browse to charge the employee's time. The Post Labor screen includes two panels: Main and Expense.

Once you finish updating data in both panels, click Submit to save your updates. The labor charges post to the WO, equipment, project and/or job. You can review posted labor in the **Labor History** browse.

Note If necessary, you can choose the Reverse Labor Action from **Indirect Employees** to reverse a labor transaction.

Main

Employee

The read-only employee ID which is populated from Indirect Employees. This employee number copies any corresponding information such as pay add rate, employee rate, primary craft, and overhead group.

Primary Craft

The read-only primary craft of the employee, which defaults from the corresponding employee record.

Date

The editable date of the labor transaction defaults to today's date.

Time Spent (HH:MM)

The amount of time (in hours and minutes, separated by a colon) that the employee worked on the activity for which labor is being charged.

Comment

Optionally, enter a text comment that is attached to the labor record and can display in the **Labor History** browse.

Pay Additive

Use the lookup to select a code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage. This code can default from the Pay Add Code field in the **Indirect Employees** hybrid browse.

Pay Multiplier

This code defaults from **Pay Multipliers** when Pay Multiplier code you enter is indicated as the default in that program. You can use the lookup to select a code that adds a multiplier to the employee's pay rate. Some examples are for regular time (1x the rate) or time and a half (1.5x the rate) for holidays or call-in pay.

Overhead Group

The employee's overhead group. Default information:

- If posting labor from the Employee module, this value defaults from the employee's OH group.
- If it is blank or not posting from the Employee module, the field defaults to the setting in the OH Group field in **Indirect Sites**.

Total Cost

EAM calculated total cost of a particular labor transaction. This value is updated in real-time as you add data to some fields; for example, when you add hours or add a pay additive, the system updates and displays the updated total cost value.

Expense***To Site***

The site where the work was performed.

Work Order

The work order number.

Equipment

The equipment number, which can be linked to the work order.

System Assembly

If a system code was specified to identify a labor transaction associated with a piece of equipment after labor was distributed to the equipment, enter the system code.

Project

The EAM project number.

Job

This job number is identified in a labor transaction.

Expense Site

The site to which these charges are expensed.

Department

The department against which the cost on the labor record is charged.

Cost Center

The cost center against which the cost on a labor record is charged.

Account

The account number associated with a particular labor transaction.

Sub Account

The sub-account number associated with a particular labor transaction.

Rebuild

If the work order was created to repair a rotatable part, this field displays the rebuild location for the part.

Rotable Part

If the work order was created to repair a rotatable part, this field displays the rotatable part number.

Serial

If the work order was created to repair a rotatable part, this field displays the serial number for the rotatable part.

Reverse Labor Action

Choose this action from **Indirect Employees** to reverse labor posted to a WO, equipment, project and/or job.

A single grid displays, showing the labor transactions that have been entered for the employee. Double-click a line in the grid to select the labor charges to reverse.

Click Submit. The system reverses the labor charges and displays the remaining labor that is posted. The **Labor History** browse displays the labor charges that have been reversed.

Indirect Sites

The **Indirect Sites** form contains controls for various functionality options for a site. When you select a site from the browse, you can only edit data related to the site; you cannot create a new site from the browse.

Enter the information in the following list of panels and subpanels. Click Save to save your updates.

- Main
 - [Report Header on page 5370](#)
 - [Transaction Control on page 5370](#)
 - [File Attachment Options on page 5370](#)
- Purchasing
 - [Receipt Defaults Debit on page 5371](#)
 - [Receipt Defaults Credit on page 5372](#)
 - [Other Purchasing on page 5373](#)
- Inventory
 - [Inventory Issue Defaults - Debit on page 5374](#)
 - [Inventory Issue Defaults - Credit on page 5374](#)
 - [Consignment Inventory Defaults on page 5375](#)
 - [Inventory Adjustment Defaults on page 5375](#)
 - [Include as Inventory Usage on page 5376](#)
 - [Transit Accounts on page 5376](#)
 - [Options on page 5377](#)
- Maintenance
 - [Project Options on page 5377](#)
 - [Estimate Net Avail Funding Options on page 5378](#)
 - [Calculate % Estimate Spend Options on page 5378](#)
 - [Equipment Options on page 5378](#)
 - [Warranty Options on page 5379](#)
 - [Service Request Options on page 5379](#)
 - [Acquisition Options on page 5379](#)
 - [Work Order Instruction Lists on page 5380](#)
- Authorization
 - [Purchase Requisition Setup on page 5381](#)
 - [Stores Requisition Setup on page 5383](#)

- Other Setup
 - [Labor Defaults-Debit on page 5383](#)
 - [Labor Defaults-Credit on page 5384](#)
 - [Rounding Defaults on page 5384](#)
 - [Intercompany Defaults on page 5384](#)
 - [Sole Source Options on page 5384](#)
- [Operations on page 5385](#)

Main

Description

The read-only site description.

Report Header

Company Name

Enter the official company name.

Lines 1-8

These options display the lines of the company's address.

Transaction Control

Create Account History

If this checkbox is selected, the system stores GL account activity history.

Create Inventory History

If this checkbox is selected:

- The system stores a history of specific part numbers.
- Whenever an accounting period, which is set up in Acct Calendar Maintenance, is closed, the system automatically records an inventory activity history for that period. The inventory activity history is not stored on a period-by-period basis.

Create Contract GLs

If selected, all requisitions that are flagged as contract create general ledger transactions in EAM.

Create Material GLs

If selected, EAM creates a general ledger entry for all inventory transactions, such as physical inventories, issues, receipts, adjustments, and returns to stock.

Create Labor GLs

If selected, all labor postings create a general ledger transaction in EAM.

Update Overhead Group

If selected, users are allowed to modify the overhead code on transactions in EAM.

File Attachment Options

Equipment to PM

If selected, files that are attached to an equipment record automatically copy to any PM record associated with that piece of equipment.

Equipment to MIL Step

If selected, files that are attached to an equipment record automatically copy to any master instruction list (MIL) step associated with that piece of equipment.

Equipment to Work Order

If selected, files that are attached to an equipment record automatically copy to any work order associated with that piece of equipment.

Inventory to Requisition

If selected, files that are attached to an inventory part record automatically copy to any requisition line record, including that part.

PM to Work Order

If selected, files that are attached to a PM template record automatically copy to any work order record created from that PM record.

Purchasing**Receipt Defaults - Debit**

If no accounting structure is specified for the debit side of the receipt transaction, EAM uses the accounts specified in the PO Receipts Defaults – Debit section. When items are issued out of inventory, then the same accounting structure is credited.

Stock Department

At the time that a stock part is received, if that stock part does not have a stock department number, the system looks up the specific site and looks for a specified stock department for PO receipts.

Stock Cost Center

At the time that a stock part is received, if that stock part does not have a stock cost center, the system looks up the specific site and looks for a stock cost center for PO receipts.

Stock Account

At the time that a stock part is received, if that stock part does not have a stock account number, the system looks up the specific site and looks for a stock account number for PO receipts.

Stock Sub-Account

At the time that a stock part is received, if that stock part does not have a stock sub-account number, the system looks up the specific site and looks for a stock sub-account number for PO receipts.

Non-Stock Department

Non-stock items on requisition lines are automatically set to auto-issue. You can specify a department number to expense or debit upon receipt

of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit department number field.

Non-Stock Cost Center

Non-stock items on requisition lines are automatically set to auto-issue. You can specify a cost center to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit cost center field.

Non-Stock Account

Non-stock items on requisition lines are automatically set to auto-issue. You can specify an account number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit account number field.

Non-Stock Sub-Account

Non-stock items on requisition lines are automatically set to auto-issue. You can specify a sub-account number to expense or debit upon receipt of a non-stock item. If one is not specified, the system looks up the site's non-stock PO receipt debit sub-account number field.

Receipt Defaults - Credit

AP Liability Department

At the time that a requisition line item is received from a PO, the stock or non-stock department is debited or increased, and an offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Department Number against which to credit all inventory receipts.

AP Liability Account

At the time that a requisition line item is received from a PO, the stock or non-stock account number is debited or increased, and an offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Acct No against which to credit all inventory receipts.

Note Data entered here should match the setup for Purchasing. For PO receipts/returns, when the system searches for the AP liability account, it uses the following search algorithm to find the account:

1. Suppliers > Domain Settings > Accounts > PO Receipts Account (Supplier Accounts Maintenance in EE), if available.
2. Item MRO with a product line defined and a product line is defined in EE; then, the PO Receipts account is from Purchasing Accounts, if available, or Product Lines (as for EE items)
3. Sites (EAM) | PO Receipt Defaults Credit - AP

This process applies to this option, as well as to the AP Liability Cost Center and the AP Liability Sub-Account options.

AP Liability Cost Center

At the time that a requisition line item is received from a PO, the stock or non-stock cost center is debited or increased, and an offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability CC against which to credit all inventory receipts.

AP Liability Sub-Account

At the time that a requisition line item is received from a PO, the stock or non-stock sub-account number is debited or increased, and an offsetting liability is credited for accounts payable. The system looks at the specific site's AP Liability Sub Acct No against which to credit all inventory receipts.

Other Purchasing***Ship-To***

Specify the ship-to code.

Calculate Budget %

The default is Expensed. Select the value to use in calculating the percentage of a site's budget already spent and, depending on the setting, committed for projects and for cost centers, accounts, and sub-accounts. This value is compared to the requisition budget amount selected.

- Expensed: PO receipts = $(\text{Expensed}/\text{Budget}) * 100$
- Planned Purchases: Requisitions/POs with a status of Planned (P) = $([\text{Expensed} + \text{Committed} + \text{Auth Purch} + \text{Planned Purch}]/\text{Budget}) * 100$
- Committed: PO with a status of Ordered (O) = $([\text{Expensed} + \text{Committed}]/\text{Budget}) * 100$
- Auth Purchases: Authorized Requisitions/POs = $([\text{Expensed} + \text{Committed} + \text{Auth Purch}]/\text{Budget}) * 100$
- Planned Purchases: Requisitions/POs with a status of Planned (P) = $([\text{Expensed} + \text{Committed} + \text{Auth Purch} + \text{Planned Purch}]/\text{Budget}) * 100$

Note Budget = YTD or Current Period as set in Authorization panel.

ISPA Status of Release

Specify the status that is automatically assigned to a PO that is released from a price agreement for the site. The status options are Planned (P) or Open (O).

Note EAM and the QAD Web UI both use P and O for purchase order status. The letter abbreviations mean the same thing in both interfaces but the words associated with the letters are different:

Planned in EAM is Pending in the QAD Web UI and Ordered in EAM is Open in the QAD Web UI.

When PO Approval is set to Yes in the QAD Web UI and the Status on Release is set to Ordered, POs released from this price agreement are automatically approved. When PO Approval is set to Yes in the QAD Web UI and the Status on Release is set to Planned, POs released from this price agreement are set to Pending in the QAD Web UI. When PO Approval is set to No, POs released from a price agreement are set to Open in the Web UI.

Validate ISPA Req Mandatory Fields

Select this checkbox to have EAM validate that all mandatory fields for POs and requisitions are populated before saving a new price agreement or its associated lines.

Inventory

Inventory Issue Defaults - Debit

Department

Select the department against which the inventory expense is reported. Department is not part of the GL accounting structure.

Cost Center, Account, Sub-Account

If an expense account is not otherwise specified, the Cost Center, Account, and Sub-Account fields serve as the default accounting structure that is debited during the inventory issue transaction.

Account (Equipment)

Displays the account number that is debited when a part is issued to an equipment ID that is missing a material account number.

Sub-Account (Equipment)

Can also be used if you want the site default to include a sub-account number.

Inventory Issue Defaults - Credit

Stock Department, Non-Stock Department

Select the stock/non-stock department against which the inventory expense is reported. Stock/Non-Stock Department is not part of the GL accounting structure.

Stock/Non-Stock Cost Center, Stock/Non-Stock Account, Stock/Non-Stock Sub-Account, Stock/Non-Stock Overhead Group

Transactions for non-stock items can be separated from the routine stock transactions by specifying an accounting structure that is specifically for non-stock issues. If no accounting structure is specified for the credit side of the issue transaction, EAM uses the applicable

(Stock or Non Stock) accounting structure specified in the following fields.

Both the Stock and Non-Stock related accounting structures are defaulted from the selections made on the [Purchasing on page 5371](#) panel. In that panel, these accounting structures serve as the site's default PO Receipt Debit accounts. On the Inventory panel, they serve as the site's default Inventory Issue Credit accounts. To add or modify these accounts, access the fields on the Purchasing panel.

Consignment Inventory Defaults

Asset Department

When consignment inventory is purchased, select the department against which the consignment inventory expense is reported. Asset Department is not part of the GL accounting structure.

Asset Cost Center, Asset Account, Asset Sub-Account

When you purchase consignment inventory, select the accounting structure that is expensed.

Asset Department

For adjustments in consignment inventory, select the department against which the consignment inventory expense is reported. Adjustment Department is not part of the GL accounting structure.

Asset Cost Center, Adjustment Account, Adjustment Sub-Account

If an indirect physical inventory or cycle count determines there are more parts in consignment inventory than the system records reflect, inventory personnel enter the new count to increase the quantity. To remedy the absence of an audit trail and account for the change in consignment inventory quantity, the Consignment Inventory accounting structure is debited and this Consignment Inventory Adjustment accounting structure is credited.

If an indirect physical inventory or cycle count results in a downward adjustment, the Consignment Inventory accounting structure is credited and the Consignment Inventory Adjustment accounting structure is debited.

Inventory Adjustment Defaults

Department

For inventory adjustments, select the department against which the inventory adjustment expense is reported. Department is not part of the GL accounting structure.

Account, Cost Center, Sub-Account

If an indirect physical inventory or cycle count determines there are more parts in inventory than the system records reflect, inventory personnel enter the new count to increase the quantity. To remedy

the absence of an audit trail and account for the change in inventory quantity, the inventory accounting structure is debited and the Inventory Adjustment accounting structure is credited.

If an indirect physical inventory or cycle count results in a downward adjustment, the inventory accounting structure is credited and the Inventory Adjustment accounting structure is debited.

Include as Inventory Usage

EAM automatically maintains a monthly cumulative count of each inventory stock item's usage. In other words, usage is the quantity of parts used for each month within a selected year. Select those transactions that you want to be included as usage.

Issue

Select this checkbox to decrease the inventory on-hand quantity when a part is issued.

Return

Select this checkbox to include the return of a part in the usage calculation.

Down Adjustment

Select this checkbox to include the inventory adjustment to decrease the on-hand quantity of a part in the usage calculation.

Relocation

Select this checkbox to include a warehouse transfer or a relocation of a part to a different site in the usage calculation.

Up Adjustment

Select this checkbox to include an inventory adjustment to increase the on-hand quantity of a part in the usage calculation.

Transit Accounts

The Transit accounting structure is used if the **Transit** checkbox is selected in the Web UI **Indirect Domains**.

Department

When Transit is in use and parts are transferred, specify the department against which the expense is reported. Department is not part of the GL accounting structure.

Cost Center, Account, Sub-Account

If Transit is in use, EAM credits the inventory accounting structure and debits the Transit accounting structure when a part is issued from stores.

Likewise, when the part is received in the other site, an offsetting credit is issued against the Transit accounting structure. This Transit

accounting structure can be viewed as an intercompany charge account and should always equal zero when all inventory transactions are completed.

Options

Auto-Close Stores

Select this checkbox to automatically close stores requisitions once they issue 100% of planned quantities. If you select this checkbox, stores requisitions automatically close when complete, which saves you time because you are not required to manually close the stores requisitions.

Prompt for Pick Ticket

Select this checkbox to use pick tickets at a particular site

After the inventory issue transaction is complete in EAM, the printed pick ticket form is used for physically pulling parts from stores. Users with the appropriate authorization can perform a direct inventory issue transaction and print the pick ticket for stores personnel. Afterward the stores employee uses the printed pick ticket as a reference to locate the part and to manually pull it from the shelf/bin. If a comment is entered during the issue transaction, the text appears in the Comment field on the pick ticket report

If this checkbox is selected, you are prompted during an inventory issue with a dialog box where you can choose whether to print a pick ticket or not. The pick ticket prompt is presented during the following material issue scenarios:

- Issue transaction using the Issue Action from **Indirect Inventory**
- Issue transaction invoked from the Issue Parts Action from **Asset Work Orders**
- Issue transaction invoked from the Manage Stores Requisition Lines Action from **Stores Requisition Lists**.

Maintenance

Project Options

Project Authorization

This checkbox is always selected. Projects must be authorized before any expenses can be reported against them.

Project Includes Tax

Select this checkbox to include tax amounts in the cost amounts for the project.

Approve by Margin

Select this checkbox to approve a customer-funded project based on Planned Margin% instead of the Project Requested Funding Amount.

When Approve by Margin is selected, it is only used for projects with a Customer Funded funding type. A separate project margin approval group is used to routing for approval.

Spending Limit %

The percentage of the project's spending limit that you can overspend. For example, if the spending limit for the project is \$1,000 and the Spending Limit % is set to 10%, you are allowed to spend \$1,100.

Margin Decrease %

This option is enabled when Approve by Margin is selected. The percentage that you enter here determines if a change to the Planned Margin% option in the Web UI **Projects** must be reauthorized:

- Outside of tolerance %: If the percentage decrease in the Planned Margin% is outside this Tolerance %, then the project must be routed through a margin approval group for authorization.
- Within tolerance %: If the percentage decrease is within this Tolerance%, then the **Auth-Margin%** is updated without additional authorization.
- Zero Value: If you do not specify a value, any change requires reauthorization as no Tolerance% value is defined.

Estimate Net Avail Funding Options

For the Authorized/Unauthorized Purchases, Committed, Planned Labor and Planned Internal Material Costs options listed in this panel, select one or more of these cost options to include in the Estimated Net Available Funding amount for a project. Each of these costs is visible on the Cost data for the Project.

This Net Available Funding amount is calculated as Funding Amount minus the total spent and any of the amounts selected here for a project. This gives a project manager an estimation of remaining net funding available by considering any or all of these costs, already in the pipeline for the project, in addition to Total Spent.

Calculate % Estimate Spend Options

For the Authorized/Unauthorized Purchases, and Committed options in this panel, select one or more of these options (Purchasing Costs on a Project), to include the cost in the calculation of the % Spending Estimate for the project.

Equipment Options

Parent Lookup

Select this checkbox to use the graphical representation of the equipment lookup for this site. The graphical lookup provides much more information than the standard equipment lookup. At a glance, you see which pieces of equipment are parents and what pieces of equipment have been attached to them. Also, you can view whether a

piece of equipment is locked. The graphical representation is available from any field that normally accesses the Equipment lookup.

CIM Load

When using the CIM functionality, you must write a routine that extracts information from ERP into a simple text file for EAM to read. The CIM Load setting controls whether EAM expects the simple text file to include the equipment usage (the accumulated usage for the time frame being reviewed) or the equipment reading (the current meter reading for the DUOM).

Production Purge Days

Enter the number of days before EAM purges the data in the **Production Hours** browse.

CIM Purge Days

Enter the number of days before EAM purges the data.

Warranty Options

Specify valid department, account, warranty days, cost center, and sub-account for the warranty.

Service Request Options

Notify Days

Enter the number of days before EAM sends an email to the Notify user ID that is associated with the equipment referenced on a service request. If a service request has not been resolved after this number of days, the system sends an email to the equipment's Notify user ID. If Notify Days is set to zero, when you create a service request, an email is sent to the Notify user ID upon saving.

Purge Days

Enter the number of days the system maintains the records of closed or canceled service requests under Service Request History. The system purges all records of closed or canceled service requests older than the number of days indicated here.

Acquisition Options

Acquisition Costs

The total spent, total invoiced, and the total paid.

Asset Account Interface

There is a Fixed Asset Integration in **Projects**. (The Capitalize New Asset Action was invoked and submitted in **Projects**.)

Work Order Instruction Lists

Require Completion

When selected, all steps on instruction lists must be marked as complete before work orders can be closed or finished.

Warn When Steps Are Not Completed

Selected by default. The system warns if instruction list steps have not been marked as complete when you close or finish a work order. You can dismiss the warning and complete the work order without completing all of the steps. This checkbox is disabled when Require Completion is selected.

Authorization

Purchase Requisitions Setup

Requisition Authorization

If this checkbox is selected, requisitions must be authorized. You must define an Approval Limit Currency in **Indirect Domains** to use requisition authorization.

Note If you select Requisition Authorization, you must select an approval method in the Approval Method option. If Requisition Authorization and Use Hierarchy are selected, select all three approval methods.

Approval Method, 2nd and 3rd Approval Method

Select from Account, Cost Center, or User as the approval method. The Approval Method works with the Requisition Authorization and the Use Hierarchy checkboxes.

When you select Use Hierarchy, EAM considers all methods in a user-defined sequence. The first method is cost center, the second is account, and the third is user. EAM uses the cost center approval group first.

If no cost center is listed or no requisition approval group is linked to the cost center, EAM uses the account approval group.

If no requisition approval group is linked to the account, EAM uses the user-based method for routing.

If Requisition Authorization is selected, EAM first checks if there is a Project/Job on the requisition header for which a requisition approval group has been specified. If yes, EAM uses this group for approval routing.

If not found, then EAM checks the site control setting Use Hierarchy checkbox.

If Use Hierarchy is not selected, then EAM simply checks the record specified as the basis for routing (Cost Center, Account, or User) to determine which requisition approval group to use for routing. If none is found, EAM displays an error message stating that there is no approval group.

If Use Hierarchy is selected, EAM follows the logic of checking in order the records specified as first, second, and third approval options to locate the correct approval group. If none is found, EAM displays an error message stating that there is no approval group.

Use Hierarchy

Select this checkbox to use all or any of the three methods for routing approval:

- **Account based:** Account-based routing requires that you assign a specific requisition group to a specific account number. EAM routes a requisition based on its account information to the group associated with the account number on the requisition. This information is in Finance|Accounting|Accounts.
- **Cost center-based.** Cost center-based routing requires that you assign a specific requisition group to a specific cost center number. EAM routes cost center information to the group associated with the cost center number on the requisition. This information is in Finance|Accounting|Cost Centers.
- **User-based.** User-based routing depends on the user who initiates the routing. The user group is assigned to the User Profile.

In all three options, EAM requisition initiators must have a cost center or account group in their profiles. In this way, you can control who can purchase against cost center and account numbers.

Quality Sort

Select First or Last to have the quality approver listed as the first or last approver in the approval group.

Horizontal

Select this checkbox to allow horizontal approvers to be added to requisition approval groups. Horizontal approvers align with requisition approvers by having the same approval limit. As the requisition approver approves, the horizontal approver is routed to next for approval. When this option is selected, the final approver is a horizontal approver with the required spending amount.

Allow Over Limit

Select this checkbox to allow requisition authorizations over the project spending limit.

Use Over Budget

If Requisition Authorization is selected, this drop-down menu is active. Select a budget period of either YTD or Current Period. This amount is used to compare with Calc% Budget amounts.

Update Approval Group

Select this checkbox to override the requisition's approval routing.

Requisition Project Limit

For requisitions that are tied to projects, select this checkbox to have the requisition approved based on the user's setting for Requisition Project Limit rather than the Requisition Limit or Requisition Cap Limits.

Stores Requisition Setup

Stores Authorization

If authorization is required, select from one of the following options to enable authorization by a stores requisition approval group or by a single user:

- **None (the default):** EAM does not require any authorization for a stores requisition. You can issue the stores requisition directly from the Action menu of the lower browse of Inventory|Stores Requisition Lists.
- **All (Simple):** EAM requires approval from a single user with security to authorize a stores requisition.
- **All by Group:** EAM routes all stores requisitions through the assigned stores requisition approval group, as defined in the Stores Approval Method field.
- **Project Only (Simple):** When parts are issued to a project, EAM requires approval from a single user with security to authorize a stores requisition.
- **Projects Only by Group:** When parts are issued to a project, EAM routes project stores requisitions through the assigned stores requisition approval group, as defined in the projects stores req approval group.

Stores Approval Method

The Stores Approval Method drop-down menu is active when either Projects Only by Group or All by Group is selected from the Stores Authorization drop-down menu. Select Account, Cost Center, or User. In all three instances, EAM stores requisition initiators must have a cost center or account group in their profiles. In this way, you can control who can purchase against cost center and account numbers.

Other Setup

Labor Defaults-Debit

Department

Select the department against which the labor expense is reported for the debit side of the transaction. Department is not part of the GL account structure.

Cost Center, Account, Sub-Account

When labor is posted to a work order, these fields serve as the default accounting structure for the debit side of the labor transaction used.

Account (Equipment), Sub-Account (Equipment)

When labor is posted to a work order, these fields serve as the default accounting structure for the debit side of the labor transaction used.

Labor Defaults-Credit

Department

Select to which department labor expense is credited. Department is not part of the GL account structure.

Account, Cost Center, Sub-Account, Overhead Group

If there is no default accounting structure defined for an employee, the default accounting structure defined in these options is used in labor posting transactions.

Rounding Defaults

Department

Select the department against which the rounding is reported. Department is not part of the GL account structure.

Cost Center, Account, Sub-Account

Select the accounting structure that is used when rounding differences occur for a GL transaction.

Intercompany Defaults

Department

Select the department against which the intercompany transaction is reported. Department is not part of the GL account structure.

Cost Center, Account, Sub-Account

When parts are transferred between sites in different entities, select the default accounting structure that is used for the intercompany transaction. This default is used if there is no From and To Site Intercompany Accounting defined.

Sole Source Options

Automated Options

In EAM Inventory Maintenance, you can flag a part as sole source, indicating that this part bypasses the normal purchasing approval process for replenishment. Since these parts are typically pre-approved under contract prices and at certain stocking levels, sole source parts can go straight from a requisition to an authorized and ordered purchase order; however, you can control exactly how far the system automates the purchasing process for sole source parts by selecting from the following options:

- **Authorization Purchase Order:** PO approvals must be turned on in the QAD Web UI. If this option is selected, EAM automatically creates a requisition and authorizes the requisition (if required). A purchase order is created in the QAD Web UI with a status of Open.

- **Authorization Requisition:** If this option is selected, EAM automatically creates a requisition that is authorized (if required) for any sole source part upon reaching its reorder point or safety stock levels.
- **Create Purchase Order:** If this option is selected, EAM automatically creates a requisition and authorizes the requisition (if required). A purchase order is then created in the QAD Web UI.
- **Create Requisition:** If this option is selected, EAM automatically creates a requisition for any sole source part upon reaching its reorder point or safety stock levels.
- **Order Purchase Order:** PO approvals must be turned on in the QAD Web UI. If this option is selected, EAM automatically creates a requisition and authorizes the requisition (if required). A purchase order is created in the QAD Web UI and the items are placed on order.

Requestor

The employee ID entered here is associated with all requisitions for sole source parts created through the stock replenishment routine.

Notify

The notify group or employee ID entered here is notified through email when a sole source part could not be ordered through the stock replenishment routine due to an expired price schedule or incorrect data.

Operations

Custom Field

Select a Custom Field using the drop-down menu. This is the ERP field that is marked as having been Read during the DUOM Load process. The fields offered on the drop-down menu are not used by standard ERP functionality. They have been provided for customized purposes. Be sure to select a field that is not being used for any other purpose in the ERP.

Transaction

When EAM reads the shop floor operation history table (op_hist) in the ERP for the DUOM load job program, this Transaction number automatically updates to reflect the most recently Read record. Then, when the process runs again, it only reads those records that have been added since the last run

Note The number displayed in the Transaction field is automatically updated as of the last run of the DUOM Load Job program. If a particular record could not be read, the number in this field indicates the number of that record. When the process runs again, it starts again with that record and proceeds from there. If the problem with

the record is not resolved, the number remains the same and the process continues to start over with that transaction number.

Create Conversion

This setting controls one of the three ways that new records can be added to the Equip DUOM/ERP Item Conversion browse. If this checkbox is selected, EAM automatically adds a new conversion record in the Equip DUOM/ERP Item Conversion browse each time a new DUOM is added to a piece of equipment in the Readings drill-down.

Ignore Tools

This checkbox controls if tools are included in the DUOM load job program. If this checkbox is selected, the tool code is ignored when EAM reads the ERP's shop floor operation history table (op_hist). Depending on how tool codes are used in the ERP, the tool code may not easily provide data useful in the DUOM update process. Since there are circumstances under which you do not want to include tools in the DUOM load job program, the Ignore Tools? option can be enabled. In cases where tool codes do accurately correspond to an EAM equipment record, as in the case of a die that is attached to a piece of machinery, you can update the DUOMs for two pieces of equipment, machine and tool, rather than just one or the other. To handle this, leave this setting unchecked and use the Separate Tools setting.

Separate Tools

When this checkbox is selected, two pieces of equipment have their DUOM records updated by the reading of a single shop floor operation history table (op_hist) record from the ERP.

For example, if the ERP shop floor operation history table (op_hist) record contains a machine and a tool, each can be mapped to different EAM equipment numbers. When the machine and tool both appear on a history record, the process checks for a conversion for each and updates both DUOMs if a conversion has been set up in [DUOM Conversion on page 5222](#).

Note If the Tool is mapped to a piece of equipment that is set up as a child in EAM, do not define the DUOM conversion table for the tool. If the DUOM conversion is also set up, then the Child Tool DUOM would be updated twice.

Rollup Options

Select to roll up costs by Date or use no rollup options (None).

Indirect Owner Groups

Owner groups can be selected in the Owner option in equipment, PM template, and master instruction list records. When an owner group is entered as the owner, any member of that group can update the record.

There are two panels: Main and Owners. Click Save to save your updates. Click Delete to remove an entire Indirect Owner record.

Main

Specify the owner group, then click Save to save your header data.

Owner Group

The name of the owner group.

Description

A short description of the group.

Owners

Add owners to the grid by selecting New, then adding the User ID. When you add the User ID, the system fills in the Name associated with the ID. You cannot add the same User ID more than once.

To remove an owner from the grid, click Delete above the grid.

Click Save to save the owner group.

Indirect Users

You can only edit or delete the user data in the **Indirect Users** form.

The **Indirect Users** component is where EAM-specific user details and preferences are maintained. The indirect user record is linked to the user's corresponding employee ID. This link reduces unnecessary duplication of information. Linking the user record to the employee record is sometimes required when a user is creating transactions in EAM such as creating work orders, distributing labor, or creating stores requisitions. EAM can automatically populate employee information required for the transaction based on the user's ID.

Note Before users are allowed access to EAM, they must be linked to at least one site and at least one role in the site. For information on linking users to a site, see [Drill-Down Links on page 5394](#).

To edit an indirect user's data, select the user record from the browse, then click Edit. The Indirect Users form contains a summary panel at the top with user ID, and four panels: Main, Approvals, Printing, and Mail Options.

Click Save to save your updates.

Main

Employee

Enter a valid employee ID or use the search to select an employee.

Language

The default language code for the selected user. The Language option lets individual users access EAM in their preferred language. The lookup displays only the languages in which EAM is available.

Originator Notify

Specify a user ID of the person who should receive an automated email notification when this user creates a service request. You can use the lookup to select a user. The associated user receives an automated email indicating that this user created a service request.

Other Labor

This checkbox determines whether the user can post labor for all other users or only for himself/herself.

Note If the profile for the current user has this checkbox selected, EAM allows the user to post or reverse labor for any employee, if the user has security for the option. If not selected, EAM only allows users to post and reverse labor for themselves.

Receive Email

Select if this user should receive automated Internet email.

Email

Enter an Internet email address for each user in your system. The address must be unique to the user and cannot be duplicated within the EAM system.

Delete Message

User preference to display or suppress warning message before deleting records. When selected, a warning message displays before a record is deleted. This warning message allows the user to cancel the deletion. Regardless of this setting, the system has built-in parameters that prohibit the deletion of some records.

Note To prevent a record from being deleted in error, it is suggested that you select this option for most users. Records cannot be restored once deleted.

Override Delete

Select this option to allow the user to override the system controls that prohibit the deletion of certain record types, depending upon their status and attributes.

Note It is suggested that this field is not selected for most users. With it selected, the user can override the system controls that prohibit the deletion of certain records.

Active

Click this option to indicate that the employee is active.

Approvals

Use this panel to specify approval data for this indirect user.

Price Agreement Limit

Select to specify if the user has been assigned a spending limit for approval of Indirect Supplier Price Agreements. If selected, the amount in the next field represents the user's price agreement limit—the amount for which a user can approve a price agreement.

Project Limit

Select if the user has been assigned a spending limit for the initial approval of projects. If selected, the user can be assigned a spending limit for approval of projects.

Note When the user approves a project, the user's spending limit is checked. If the user's spending limit is equal to or greater than the project, the project is approved and authorized. If the project is greater than the user's spending limits, then the user's action is considered to be approved. However, the project is not authorized until someone with high enough spending limits authorizes it.

Margin Approver/Percentage

Select this checkbox so that the user can be added to margin approval groups. Specify the Margin Limit % by entering the lowest percentage of a margin for which this user can approve a customer-funded project.

Horizontal Approver

If the Horizontal Approver option is enabled in the Web UI **Indirect Sites**, then a user can be designated as a Horizontal Approver here. Then, add one or more Horizontal Approvers to a requisition approval group at Purchasing|Approval Group|Requisition Approval Group.

Requisition Limit

Select if the user has been assigned a spending limit for one or more of the following options for approval of requisitions. When you select this box, the available options become active:

- **Expense:** The amount in this option represents the user's Requisition Expense Limit, which is the amount for which a user can approve a given requisition that is not flagged as a capital expense

- **Capital:** The amount in this option represents the user's Requisition Capital Limit, the amount for which a user can approve a requisition that is flagged as a capital expense.
- **Project:** The amount in this option represents the user's Requisition Project Limit, which is the amount for which a user can approve a requisition that is linked and expensed to a project.
- **Over Budget:** The spending limit to use when a cost center, account, or sub-account has reached its budget limit.

Printing

Print Title Page

Select if the user should have the title page containing the report criteria printed whenever this user generates reports. If selected, the title page prints. If cleared, the title page does not print.

Mail Options

This panel contains two subpanels: Maintenance and Inventory

Maintenance

Equipment Exceeds Spending Limit

User preference to receive mail when a piece of equipment exceeds its annual, lifetime, or work order spending limit. If selected, the user designated in the Notify field of the equipment record receives email when the piece of equipment exceeds a spending limit.

Equipment Is Left As Unacceptable

User preference to receive email when a piece of equipment is left in an unacceptable state following a work order. Each work order has an As Left code. These codes can be set to send email if a piece of equipment is left in the condition that the code describes. If selected, the user designated in the Notify field of the equipment record receives email when the piece of equipment is left in a condition designated to generate email.

Failure Expected Before Next PM

User preference to receive email when a calculated next failure date precedes the next PM Issue By date.

When a work order is closed, the next failure date for the piece of equipment is calculated. If selected, the user designated in the Notify field of the PM record receives email when the next failure date calculated precedes the next preventing PM Issue By date.

Project Status Change

Each project status can be set to send email when a project status is changed. If selected and the user is designated as the Notify person in

the project record, the user receives email when the project status is changed to a status designated to generate email.

Work Order Status Change

User preference to receive email when a work order's status changes. Each work order status can be set to send email when a work order status is changed. If selected, the user designated in the work order record receives email when the work order status is changed to a status designated to generate email.

PM Issue By

User preference to receive email when a PM comes due. If selected, the user designated in the PM record receives email when the PM comes due by reaching a certain date or driving unit of measure. If it is not, no email of this type is sent to this user.

Service Request Status Change

A user preference to receive email when a service request changes status, if the user is the Notify person or part of the email group on the service request.

Inventory

Inventory Below Designated Point

User preference to receive email when inventory drops below the designated point of safety stock or reorder point. Each piece of inventory can be designated to send email when inventory drops below either safety stock or reorder point. If this field is selected, the user designated in the Notify field of the inventory record receives email when stock levels drop below this point.

Inventory Returned to Supplier

When selected, the user, if Requestor or Notify, receives email when parts are returned to the supplier.

Inventory is Received

When selected, the user, if Requestor or Notify, receives email when inventory is received from a purchase order.

Drill-Down Links

The following links are available through **Indirect Users**:

- User Sites
- Approval Groups
- User Account Groups
- User Cost Center Groups

User Sites

The **User Sites** drill-down link associates a specific site with a user and lets you indicate if the site is a primary site.

You can specify a user in a single- or multiple-site configuration. While each user must be assigned at least one valid site to access EAM, a user can have access to multiple sites.

User

This field is read only.

Site

Specify the site for the user or use the lookup to select a valid site code.

Primary Site

Designate this site as the primary site, which is the site into which the user is logged by default. One of the sites should be the primary site.

The lower grid displays the roles associated with the site specified in the form. Indicate whether the role is authorized in the site.

Approval Groups

The **Approval Groups** drill-down link associates a specific approval group with a user and lets you create a new or edit an existing approval group. When editing an existing approval group, you can edit the Stores Requisition Approval Group or the Requisition Approval Group.

Click Save to save your updates. Click Delete to delete an approval group.

Site

The site for the user approval group.

Stores Req Approval Group

A valid stores requisition approval group as defined in [Stores Requisition Approval Group on page 5257](#).

Requisition Approval Group

Indicate a valid requisition approval group as defined in . This group can authorize an expenditure for a specific cost center, sub-account, or a combination of the two.

Note The group for cost center, sub-account, or the combination of the two is assigned in .

If that does not apply, a Requisition Approval Group can authorize expenditure for a specific cost center and/or account. These groups consist of users with specific spending authority and authorization to spend against cost center or account groups. For more information, see [Indirect Accounts on page 5443](#).

User Account Groups

The **User Account Groups** drill-down link associates a specific user account group with a user and lets you create a new or edit an existing user account group.

Click Save to save your updates. Click Delete to delete a user account group record.

Site

The site for the user account group.

Account Group

A valid account groups as defined in [Account Groups on page 5446](#).

User Cost Center Groups

The **User Cost Center Groups** drill-down link associates a specific user cost center group with a user and lets you create a new or delete an existing cost center group.

Click Save to save your updates. Click Delete to delete a user cost center group record.

Site

The site for the user cost center group.

Cost Center Group

A valid cost center group as defined in [Cost Center Groups on page 5447](#).

Enable Indirect Users

Use the **Enable Indirect Users** action to enable EAM users that you select from the list of read-only ERP users that display in the **Enable Indirect Users** browse. The Enable Indirect Users browse has an Enabled in EAM column that indicates if the ERP user is enabled in EAM.

Before you select the action to **Enable Indirect Users**, you can set filter criteria so that the system does not choose every ERP user in the list who is not currently enabled.

When you select the action, the system displays a form with a Search Criteria panel and a Users panel that displays all ERP users who are not currently enabled in EAM. Search Panel criteria displays your specific criteria and the uneditable required criteria for users who are not EAM enabled.

A list of preselected users displays in the Users grid. You can deselect users in the grid.

Click Submit to enable the users in EAM.

User Defined Mail

EAM creates many system-generated mail messages throughout the Maintenance, Inventory, and Project modules. For each type of email message, EAM gives the user access to the relevant module while reading the email message.

You can define which fields are displayed in the system-generated email messages, allowing different organizations using EAM to view only the details relevant to each group.

This function includes two panels: A Main panel with business-related fields and a Fields panel with a grid to view fields and specify whether the email will include them.

Click OK to save your updates. Click Cancel to remove your updates.

Main

Business Entity

Displays the ID of the Business Entity. This field is read only.

Fields

The grid in this panel displays available fields and indicates whether they are included in the EAM email message for the selected module.

You cannot edit the fields; however, you can select the checkbox in the Include In Mail column to add the field in the EAM email message.

EAM Supplier Consignment

Supplier Consignment features in EAM let you order, receive, stock, track, and report supplier-consigned inventory using an automated system that reconciles inventories between suppliers and customers. Accounts payable (AP) transactions are deferred until the inventory is used—meaning that a company using consigned inventory pays for only what they use, not for what they receive.

EAM consignment features extend the normal EAM purchase-order process by providing new transactions to order material, receive the material, and identify it as consigned. These transactions also delay the standard AP process until material is consumed but allow the consigned items to be visible for planning.

When consumption of received consigned items is reported back to the supplier, the supplier can transfer liability for the material in their system and issue an invoice.

Using consigned inventory alleviates the need for the supplier to buy back the excess sent to the customer or remaining at the end of the consignment period. Because the supplier still owns the inventory, any excess is simply returned.

For a full description of supplier consignment in purchasing, see the overview in [Supplier Consignment Inventory on page 4851](#).

For the full consignment flow in purchasing, see [Supplier Consignment Workflow on page 4853](#).

EAM Consignment Flow

Consignment Purchasing Flow

For an overview of consignment in EAM, see [EAM Supplier Consignment on page 5398](#).

For a more detailed explanation of the overall consignment flow in purchasing, see [Supplier Consignment Workflow on page 4853](#).

Flow Applied to EAM Functions

In terms of EAM features and functions, differences in the consignment flow are as follows:

1. Set up QAD Web UI for EAM Supplier Consignment; see [EAM Consignment Setup Flow on page 5400](#).
2. Create the requisition in **Requisitions** for an *indirect* item, specifying the quantity needed and other information. Route the requisition and have it approved as normal.
3. Create the PO by either:
 - Releasing the approved requisition to purchase order by selecting Actions>Release to PO from the **Requisition Lines** hybrid browse.
 - Creating the PO in [Purchase Orders on page 4472](#), selecting the requisition for the indirect item.
4. Receive the order by selecting Actions > Receive Order from the **Purchase Orders** hybrid browse. Specify the Receiver ID in the Receive Order action. The system creates transactions associated with the receipt for consignment; see [Supplier Consignment Workflow on page 4853](#).
5. Return unused consignment items by selecting Actions > Return Order from the **Purchase Orders** hybrid browse. The system verifies that you have enough quantity in the Consignment Stack for supplier-/company-owned inventory for a return. For results, see [Supplier Consignment Workflow on page 4853](#).
6. Use the Transfer Ownership action in **Indirect Inventory** to transfer ownership. The system looks at the receiving location and whether the location can accept the consigned material or whether to transfer ownership.
7. From the **Consignment Stack** browse, review detailed data, including the quantity received and other receipt data by receiver.

EAM Consignment Setup Flow

Setup Flow for EAM Supplier Consignment

You can view a Supplier Consignment flowchart in [EAM Supplier Consignment on page 5398](#). You can view the overall Supplier Consignment flow for EAM in [EAM Consignment Flow on page 5399](#).

In terms of EAM features and functions, the consignment setup flow is as follows:

1. In the **Inventory Controls** > Supplier Consignment panel:
 - Enable Consignment by selecting the Use Supplier Consignment checkbox.
2. In **Supplier & Item Consignment Settings**:
 - Specify the consignment supplier and the items as consignment items.
3. Enable consignment for indirect inventory by selecting the Consignment checkbox in **Item Site Indirect** > Options. Select additional options.
4. In [Item Site Indirect on page 681](#), you must create at least one indirect product line and you must attach a product line to every item site indirect record so that you can receive indirect and consigned inventory in purchasing functions and drive the proper accounting behavior.

Maintaining EAM Supplier Consignment

Once you set up and establish purchasing, receipts/issues, transferring ownership, and so on, from time to time you may need to review and adjust supplier consignment information. Use the following functions in EAM to help you:

- Add a consigned part to indirect inventory or change a consigned part to a non-consigned, indirect inventory part: Use **Indirect Inventory** > [Modify Consignment Action on page 5242](#).
- Adjust supplier consignment parts: Use **Indirect Inventory** > [Adjust Action. on page 5231](#)
- View consignment inventory data for a consignment part to change costs: Use **Indirect Inventory** > [Modify Cost Action. on page 5237](#)

EAM Purchasing Overview

For EAM Purchasing functions, you can create, approve, and maintain requisitions; create price list agreements; set up indirect currencies, ship-tos and bill tos; and add routing substitutions.

Note Purchase orders are handled in the Web UI Purchasing. For detailed information on purchase orders, see the online help, accessible from the QAD Web UI.

The EAM Purchasing functions/features includes the following:

- [Requisitions on page 4332](#) (In Supply Chain>Requisitions in Web UI help)
- [Requisition Approvals on page 4399](#) (In Supply Chain>Requisitions Approvals in Web UI help)
- [Indirect Bill To on page 5402](#)
- [Indirect Ship To on page 5404](#)
- [Indirect Currencies on page 5406](#)
- [Routing Substitutions on page 5407](#)
- Exchange rates
- [Indirect Supplier Price Agreements on page 5408](#)
 - [Indirect Supplier Price Agreements Lines on page 5419](#)
 - [Indirect Supplier Price Agreement Approval Groups on page 5427](#)

Indirect Bill To

This function includes a single Main panel with options to identify the site billing address.

Click Save to save your updates. Click Delete to remove an indirect bill-to record.

Main

Bill To

Enter the bill-to code. Make sure that the code is unique.

Name

Enter the company name.

Address

Enter the street address for the site's bill-to address.

Address 2

Enter an alternate street address.

Address 3

Enter an alternate street address.

City

Enter the city for the site's bill-to address.

State

Enter the state for the site's bill-to address.

Zip

Enter the zip code for the site's bill-to address.

Country

Enter the country for the site's bill-to address.

Contact

Enter a contact for the site's bill-to address.

Enable Indirect Bill To Action

Use this function to select and enable the indirect bill-to addresses to use in EAM purchasing. This function contains three panels: Main, Criteria, and Bill To. The Bill To panel contains a grid that lists all bill-to addresses in the domain, which are selected by default.

Main

Domain

The domain for the indirect bill-to addresses to enable.

Criteria

Search Criteria

Indicates the search criteria that were defined on the **Indirect Bill To** screen. Only the bill-to addresses meeting this criteria display in the Bill To panel's grid.

Required Criteria

Enabled In EAM = No. The Bill To panel only shows bill-to addresses that have not yet been enabled.

Bill To

This panel displays a grid that lists the bill-to addresses in the domain that have not yet been enabled for use with Asset Management purchasing functions. All bill-to addresses are selected. Click the checkmark on individual lines to deselect that line or deselect all by clicking the checkmark in the column heading; then, select only those bill-to addresses to enable. Click Submit.

Indirect Ship To

This function includes a single Main panel with options to identify the site shipping address.

Click Save to save your updates. Click Delete to remove an indirect ship-to record.

Main

Ship To

Enter the ship-to code. Make sure that the code is unique.

Name

Enter the company name.

Address

Enter the street address for the site shipping address.

Address 2

Enter an alternate street address.

Address 3

Enter an alternate street address.

City

Enter the city for the site shipping address.

State

Enter the state for the site shipping address.

Zip

Enter the zip code for the site shipping address.

Country

Enter the country for the site shipping address.

Contact

Enter a contact for the site receiving location.

Enable Indirect Ship To Action

Use this function to select and enable the indirect ship-to addresses to use in EAM purchasing. This function contains three panels: Main, Criteria, and Ship To. The Ship To panel contains a grid that lists all ship-to addresses in the domain, which are selected by default.

Main

Domain

The domain for the indirect ship to-addresses to enable.

Criteria

Search Criteria

Indicates the search criteria that were defined on the **Indirect Ship To** screen. Only the ship-to addresses meeting this criteria display in the Ship To panel's grid.

Required Criteria

Enabled In EAM = No. The Ship To panel only shows ship-to addresses that have not yet been enabled.

Ship To

This panel displays a grid that lists the ship-to addresses in the domain that have not yet been enabled for use with Asset Management purchasing functions. All ship-to addresses are selected. Click the checkmark on individual lines to deselect that line or deselect all by clicking the checkmark in the column heading; then, select only those ship-to addresses to enable. Click Submit.

Indirect Currencies

This function includes a single Main panel with options to enter the currency code, an optional description, and rounding. The rounding value represents the smallest increment that you can have for the currency; however, you cannot enter a 0 (zero) for the value. When you try, the system displays an error.

Click Save to save your updates. Click Delete to remove an Indirect Currencies record.

Enable Currencies Action

In the Enable Currencies browse, use the Enabled in EAM column to determine when a currency is already enabled in EAM. When not enabled, you can select the currency and additional currencies from the browse; then, select Action > Enable Currencies to enable them for use in EAM. When you enable the currency, you enable exchange rates for use with the selected currency.

This function contains two panels: Criteria and Currencies. The Currencies panel contains a grid that lists all currencies and associated exchange rates in the site indicated at the top of the browse, which are selected by default.

Criteria

Search Criteria

Indicates the search criteria that were defined on the **Enable Currencies** screen. Only the currencies meeting this criteria display in the Currencies panel's grid.

Required Criteria

Enabled In EAM = No. The Currencies panel only shows the currencies and their associated exchange rates that have not yet been enabled.

Currencies

This panel displays a grid that lists the currencies that match criteria, their associated exchange rates, the start date for the rate, and other information. All currencies are selected. Click the checkmark on individual lines to deselect that line or deselect all by clicking the checkmark in the column heading; then, select only those currencies to enable. Click Submit.

Routing Substitutions

If an employee is going to be away from work, the employee can designate another user to authorize purchases until the individual returns. Routing substitutions can be made for users who have the authority to approve:

- Requisitions
- Projects
- Stores requisitions
- Indirect supplier price agreements

The system uses the start and end dates to automatically send approvals to the defined substitute user. The substitute takes on the spending authority for the user who is away. When viewing a routing list of users, the substitute is identified in the group as a substitute user.

Main

User

Defaults to the user ID of the current user. This field cannot be changed.

Start Date

Enter the date on which the routing substitution should begin.

Substitute User

Enter the user ID of the person who will temporarily have the authority to authorize purchases.

End Date

Enter the date the routing substitution should end.

Indirect Supplier Price Agreements

New file for September 2021

You can use indirect supplier price agreements to define prices and discounts negotiated with the supplier for a list of items or services. Price agreements have defined durations and a spend cap.

Main

Supplier

Enter or choose the supplier number of an active supplier associated with the price agreement. The supplier's contact information, including phone number, address, language, and tax data automatically populate the appropriate fields. You can update the supplier's contact, phone, fax, and email from this screen.

Effective Date

Set a starting date on which releases from the price agreement can be made. When an item is added to the price agreement, the system checks to see if that item exists on another open price agreement. If it does, you are prevented from adding the item. The only exception to this rule is for non-stock items. The system also validates items when the effective date or expiration date is changed.

An open price agreement has an open (O) status and today's date falls between the agreement's effective date and its expiration date.

When releasing items using Release from the Actions menu, the effective date must be greater than or equal to today's date. Once a release has been made from the price agreement, the effective date cannot be changed.

Currency

The supplier's currency. The system defaults to the supplier's primary currency.

Only one currency can be defined per price agreement. All items are purchased in the currency displayed on the price agreement header. If multiple currencies are required for a supplier, create separate price agreements for each currency.

Status

Status defaults to P (Planned). After authorizing the price agreement, the system automatically assigns it an O (Open) status.

Notify

Select the individual or group of individuals to email, based on certain events occurring against the price agreement. The individual or group in this field can consist of a user ID or a group of users. As the price

agreement goes through the routing approvals, the system emails the specified user or group with updates.

Expiration Date

Set an ending date before or on which releases from the price agreement can be made. A valid expiration date is required before releases can be made from the agreement. If the expiration date is set to today's date, releases can continue until the end of today, but not tomorrow.

When modifying the expiration date, the system verifies that there is not another open price agreement with any of the same line items, except for non-stock items, in which the new effective date falls between the other price agreement's effective and expiration dates. If the new expiration date is less than or equal to the current date, the system checks to see if there are any current planned releases from the price agreement that would be canceled due to the change to the expiration date. If there are, a warning message is displayed and you can cancel the change to the expiration date. If you proceed with the date change, the planned releases are canceled.

An expiration date change does not affect releases with an Ordered status. These releases still can be modified.

Expiration Amount

Set an expiration amount for the price agreement. The agreement expires and no additional releases can be made from it when this amount is reached.

If the expiration amount is increased from the original amount, the price agreement is rerouted for approval. The remaining amount is updated by the difference of the increase. There are no threshold (\$ or %) options.

Once an expiration amount increase is approved, the Authorized Cost field is updated with the new amount. The expiration amount can be decreased, but not below the current total spent plus ordered releases.

Remaining Balance

The expiration amount less the total amount that has been released against the price agreement to today's date. The system automatically calculates this amount when releases are made from the price agreement. If a planned or ordered release is canceled or the quantity ordered is reduced, the system increases the remaining balance. Therefore, changing the Discount field on a planned release also impacts the remaining balance.

Discount

Enter the negotiated discount percentage, which is copied to all the price agreement lines. The discount percentage can be changed on the price agreement lines.

An alternative is to leave the Discount field blank on the price agreement header and enter the discount only at the line level. This is useful when each item has a different discount percentage.

Changing the Discount field in the price agreement header applies the change to all line items. The system displays a message and gives you the option to proceed or cancel. Selecting Yes applies the discount to the price agreement and recalculates a new price per UOM and net price. In addition, the system prompts you to apply the new discount to planned releases.

Buyer

After a price agreement has been approved, only the buyer can:

- Modify the price agreement.
- Cancel a line item.
- Lock or unlock the price agreement. Releases cannot be made on a locked price agreement.

Bill-To Ship-To**Bill To**

Enter the code for the bill-to location. Specify a default bill-to for each price agreement in the .NET UI in General > Business Units > Domain. The buyer can override this code.

Contact

The primary contact designated in the supplier record, copied from the supplier record to the price agreement.

Address 1, Address 2, Address 3, City, State, Country, and Zip

The supplier's address details, copied from the supplier record when available.

Ship To

Enter the code for the ship-to location. Specify a default ship-to for each price agreement in the .NET UI in General > Business Units > Domain. The buyer can override this code.

Phone

The primary supplier's phone number.

Fax

The primary supplier's fax number.

Email

The primary supplier's email address.

Terms

The supplier's payment terms, copied from the supplier record.

FOB

Free on Board (FOB) denotes whether freight charges are part of the price agreement or are billed separately after the invoice, and who pays for the freight (buyer or supplier). For instance, if the buyer lives in Des Moines and buys a product FOB from New York, the buyer must pay the shipping charges from New York to Iowa.

Language

The supplier's language code, copied from the supplier record. You can update this field as needed.

Authorization and Tax**Approved**

The authorization status of the price agreement. All agreements must be authorized. The status remains blank if the authorization routing for approval has not been started. When the price agreement has been routed for approval, the status is Routing. When the price agreement is authorized, the status is Authorized.

Only the buyer or approver indicated in the Approved By field can modify the price agreement once it has been authorized. However, if the Any Buyer checkbox is selected in the domain for the price agreement site, then other buyers can modify the agreement.

Approved By

The user ID that authorized the expenditure of the price agreement. The Approved By approver and buyer are the only ones able to modify the price agreement after it has been authorized. However, if the Any Buyer checkbox is selected in the domain for the price agreement site, then other buyers can modify the price agreement.

Taxable

Select this checkbox if the price agreement is taxable.

Tax Class

The default tax class for the supplier, copied to the price agreement.

Approved Cost

The current price agreement cost at authorization, which is the total amount that has been authorized to spend against this price agreement. If the price agreement currency is different than the base currency, the value here is displayed in the price agreement's currency.

Approved Base Cost

The authorized cost amount converted to the base currency for the site.

Tax Usage

The default tax usage for the supplier, copied to the price agreement.

User Defined***Character 1 and 2***

User-defined character fields, validated against tables that you add.

Character 3 and 4

Free-form user-defined character fields, not validated against tables.

Date 1

User-defined date-type field.

Decimal 1 and 2

User-defined decimal fields.

Integer 1 and 2

User-defined integer fields.

Logical 1

User-defined checkbox for price agreements.

Intrastat

If the price agreement qualifies as Intrastat, you can edit the Intrastat fields. The default Intrastat data is pulled in from the **Logistics Control** > Intrastat panel.

Intrastat PO

Select the checkbox if this price agreement should have Intrastat data collected.

Delivery Terms

Enter the Intrastat terms of delivery (FOB point) used to calculate the statistical value of the relevant goods at the border for Intrastat purposes.

Transaction Nature

Enter a valid code if your country requires this information.

Country of Dest/Dist

Enter a valid country code for the country of departure/destination.

Mode of Transport

Enter a one-character code that identifies the mode of transport used to carry the goods to the border.

Arrival/Dispatch Port

When the system creates Intrastat history records automatically, it uses the port of arrival/dispatch code that is recorded for the order line that is associated with the Intrastat history record.

Statistical Procedure

When the system creates Intrastat history records automatically, it uses the statistical procedure code that is recorded for the order line that is associated with the Intrastat history record.

Transshipment Port

Enter a valid code defined in QAD .NET UI Port Maintenance to use as the default when collecting Intrastat data in supported functions. During order entry, you can override this value.

Include Memo Items

Select the checkbox if you typically create Intrastat history records for memo items.

Lines

Click Select to add one or more lines to the price agreement. The Indirect Inventory screen displays the parts in the system. You cannot add the same part for the same time period to an agreement.

Note If you have selected Validate Req/PO Mandatory for Price Agreement on Save on the General > Business Units > Sites > Purchase Orders tab in QAD .NET UI, then the system validates that all fields defined as mandatory for requisition lines are populated before saving a price agreement line.

See [Indirect Supplier Price Agreements Lines on page 5419](#) for detailed information.

Drill-Down Links***Clauses***

Use the Clauses drill-down link to create a clause and add it to the price agreement. You cannot add a clause to closed or expired price agreements.

Note Currently, these clauses do not pass through to the purchase orders created on an indirect supplier price agreement.

Clause

Enter the name of the clause.

Description

Enter a short description of the clause.

Text

Enter any detailed information about the clause. The text box has a 4,000-character limit.

Entry Screen Buttons**New**

Select New to create a new indirect supplier price agreement.

Edit

Select Edit to edit the highlighted record.

Actions

You can perform the following actions from the Actions menu:

- [Reopen](#)
- [Lock/Unlock](#)
- [Change Status](#)
- [Copy Price Agreement on page 5415](#)
- [Authorize on page 5414](#)
- [Modify Currency on page 5416](#)
- [Release on page 5416](#)

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Authorize Action

If you have a large enough approval limit and the approval group has no quality member, you can authorize the price agreement without going through routing.

If you do not have a large enough approval limit, the price agreement is routed to the approval group associated with the buyer.

You can only authorize a price agreement that:

- Has a status of Planning
- Is not expired
- Has at least one line defined in the Lines grid

Change Status Action

Canceling a price agreement cancels any planned releases associated with it. When a price agreement is canceled, the remaining balance on the price agreement header increases the value of the planned releases. Any ordered purchase orders that were created from a price agreement remain ordered and receipts are allowed.

Main

New Status

You can change the status of a price agreement that is open or in planning to either Canceled or Closed. You cannot update a closed or expired price agreement.

Select the new status and click Submit.

Copy Price Agreement Action

When you copy a price agreement, note the following:

- No release history from the original price agreement is copied to the new price agreement.
- The status of the new price agreement is Planned.
- The new price agreement is not authorized.
- A part cannot be on two authorized price agreements at the same time.

In the Options panel of **Copy Price Agreement**, enter a new effective date, expiration date, and expiration amount. The new price agreement must meet all the following conditions to be created:

- The effective date must be later than the original price agreement's expiration date and later than today's date.
- The expiration date cannot be earlier than the effective date and must be later than today's date or left blank.
- The expiration amount must be greater than zero.

Lock/Unlock Action

You cannot lock an expired price agreement and you cannot lock or unlock a canceled or closed price agreement.

Lock

The system displays a Lock Successful message in the upper right corner of the screen and updates the Locked column in the browse when you lock a price agreement.

Unlock

The Unlock action unlocks both the price agreement header and any associated lines. The system displays an Unlock Successful message in the upper right corner of the screen and updates the Locked column in the browse when you unlock a price agreement.

Modify Currency Action

This action allows you to select a different currency code for the price agreement. The price agreement lines are changed to the new currency and the base currency amount is calculated based on the current exchange rate. Only one currency is allowed per price agreement and, if there are releases against the price agreement, you cannot modify the currency. Only currencies valid for this supplier are available for selection.

Main***New Currency***

Use the lookup to select a new currency. Click OK and then click Submit.

Release Action

Performing a release against an indirect supplier price agreement streamlines the purchasing process for items with negotiated prices. The release function automates the requisition create/authorize process.

The system automatically creates a purchase order for the released items. The expense accounting information that you enter in the release form is entered into the purchase order.

You cannot release a closed or canceled price agreement.

- If you try to release a closed price agreement, you see the error: Indirect Supplier Price Agreement is closed. Update not allowed.
- If you try to release a canceled price agreement, you see the error: Indirect Supplier Price Agreement is canceled. Update not allowed.

Release**Main*****Supplier***

Read-only. The supplier name.

Price Agreement

The price agreement number.

Balance

The amount of money remaining on the price agreement.

Total Cost

The amount of money that is to be released. This total is calculated by multiplying the quantity of each item to be released by its net price.

Available

The difference between the balance and the calculated total cost for this release. As you select line items and quantities to release, this field is recalculated.

Minimum Order

Read-only. The minimum order amount for released items.

Ship To

Use the drop-down menu to select the ship-to site for the resulting purchase order.

Options**Override Expense Accounting**

Select this checkbox to enable the expense accounting fields to enter different expense accounting for the purchase order that is created from the release.

- If Override Expense Accounting is selected and expense accounting information is entered, the system uses that information on the purchase order for all the price agreement line items being released.
- If Override Expense Accounting is not selected, the accounting information is pulled into the purchase order from the price agreement lines when the system releases the price agreement lines.

Note The system validates that all mandatory fields for the requisition lines are populated in the Override Expense Accounting area before it releases the price agreement. If any information is missing, the system displays a message with a list of the empty fields and does not release the price agreement.

Contractor

Select this checkbox if the price agreement lines are for outside contractor services. If selected, the purchase order automatically becomes auto issue. The system uses the contractor's expense accounting data from the asset work order or equipment instead of the material accounting data when the part is auto issued upon receipt.

Asset Work Order

Select the asset work order to which to charge the resulting purchase order. The asset work order's associated accounting is directly charged.

Equipment

Select an equipment record to which to charge the resulting purchase order. The equipment's associated accounting is directly charged.

Project

Select a project record to which to charge the resulting purchase order. The project's associated accounting is directly charged.

Job

Select a job record to charge the resulting purchase order directly to the job and its associated accounting.

If none of the previous charges are selected, you can manually select the desired accounting structure.

Expense Site

Select the desired expense site.

Expense Type

Select the desired expense type. The selection determines which approval limits are enforced on the resulting purchase order.

Account

Select the desired account, as required.

Sub Account

Select the desired sub-account, as required.

Cost Center

Select the desired cost center, as required.

Lines

Select the items to release and update the due date and release quantity. The cost for the items being released is indicated in the Total Cost field. The total cost of items being released cannot exceed the balance amount.

Reopen Action

Indirect Supplier Price Agreements Lines

A part can have its own discount price, different from the discount defined at the header level. You also can update the accounting information for a line.

Main

Line

The line number, automatically assigned by the system.

Source Site

The site from which the part number on the price agreement is selected.

Part

Use the lookup to select the part number for the price agreement line.

UM

The unit of measure associated with this part. The default is Each (EA).

Discount

Enter the discount from the list price on this item. This value can differ from the header discount.

List Price

The list price of the item associated with the part number per unit of measurement.

Net Price

The price per unit of measurement of the item when the discount has been applied to the list price.

Additional Details

Status

Shows the status of the price agreement with which this line item is associated: Planned (P) or Ordered (O).

Requestor

Select the requestor of the item from the drop-down menu.

Location

Select the location of the item from the drop-down menu.

Supplier Part

Select the supplier part number associated with the item from the drop-down menu.

Commodity

Select the commodity code associated with the item from the drop-down menu.

PO Text

Enter, edit, and view additional text associated with this price agreement line item.

Codes**Work Order**

If the price agreement line is associated with an asset work order number, you can identify it here. The system validates the work order from the work order table. Identifying the asset work order on a price agreement does one of the following:

1. If the price agreement is set to auto issue, the parts, goods, or services are charged directly to the asset work order's expense accounting data when they are received through the purchasing system.
2. If the price agreement is not set to auto issue, Inventory receives the parts and the system reserves them for the work order. The accounting data reflects the inventory asset data until the parts are issued to the work order, when they are charged to the work order's expense accounting data.

Project

The identifying number for a project. When a project number is associated with a price agreement, the system copies the project's primary expense accounting number.

Expense Type

The price agreement expense type: capital or expense. All price agreements default to expense. This is used for reporting and analysis purposes.

Expense Site

The site to which to expense this price agreement.

Account

The account number to which to expense this line upon receipt. The account number table validates the account number. If using a cost center, the account number must be valid for use with the cost center. If an auto issue price agreement identifies an EAM charge (such as a piece of equipment or a work order), it copies the work order account number by default. A stock replenishment purchase automatically uses the part asset account number or system site default.

Auto Issue

This checkbox denotes whether to directly expense parts or services upon receipt. Select the checkbox to display expense accounting structure defaults.

If a line item on the price agreement is a stock part set to auto issue=yes, fields on the Codes panel are enabled to identify the appropriate expense accounting structure. The item is received against the price agreement and expensed to the accounting on the price agreement line. EAM credits the accounts payable liability account.

If you select Auto Issue, you can direct the expense by referencing:

- Asset Work Order Number
- Stores Requisitions Number
- Equipment Number
- Rebuild
- Project Number/Job
- Cost Center/Account/Sub-account

The Auto Issue checkbox also affects what displays and prints on the purchasing documents:

- Price agreement document
 - If Auto Issue is selected, the department, cost center, account numbers, and sub-account number from the expense section display and print
 - If Auto Issue is clear, the inventory department, inventory cost center, inventory account number, and inventory sub-account display and print
- Purchase order
 - For each price agreement line, if Auto Issue is selected, the cost center, account, and sub-account number from the expense section display and print.
 - If Auto Issue is clear, the inventory cost center, inventory account number, and inventory sub-account display and print.

Consignment

When you select a consignment part to add a new or modify a line in existing indirect supplier price agreement function, the system sets this checkbox as selected and you cannot edit it.

Also, when you select the Indirect Supplier Price Agreement Release action for an ISPA Line for a consigned part, the system marks the requisition line as a consignment line when the part is identified as consigned in the **Item Site Indirect**>Options panel. When checked,

the system carries the Consignment checked marking to the purchase order for the consigned part.

Equipment

If the price agreement line is associated with a piece of equipment, identify the equipment by selecting it from the lookup. Identifying the equipment on a price agreement line directly charges the purchase to the equipment's expense accounting data when the purchase is received.

Job

The job number associated with a project, used to expense for this purchase. First, identify a project to use a job number. If Auto Issue is selected, the cost of the goods and services on the price agreement automatically flows to the identified project and job expense accounting structure on the price agreement.

Department

The department charged for a price agreement line upon receipt. Select Auto Issue to expense the price agreement line to a department.

Note This is an EAM-specific department field. It does not flow through to Financials and is only used for EAM-specific reporting.

Cost Center

Select the cost center for the price agreement.

Sub Account

Select the sub-account for the price agreement.

Contractor

Select this checkbox if the price agreement line is for an outside contractor or services. A price agreement line with Contractor selected is auto issue. Typically, an asset work order or equipment identification number links to the price agreement. The system uses the contractor cost center, account, and sub-account number from the asset work order or equipment, instead of the material cost center, account, and sub-account number when the price agreement is auto issued or expensed upon receipt.

Asset

When Auto Issue is not selected, the Asset panel contains the accounting structure in which the value of this item will be kept in inventory until manually issued. If the Cost Inventory panel of the **Item Site Indirect** record is populated, the fields in the Asset panel display those details for the item. If the information in the part record in **Item Site Indirect** is blank, then the site defaults from the POs tab of System Site Maintenance in

QAD .NET UI are displayed. If you change the price agreement line part number, the system pulls in new asset account information along with the other defaults from the part record or System Site Maintenance.

Asset Site

The site to debit when this price agreement line is received.

Asset Account

The inventory account number that is debited when this line is received.

Asset Cost Center

The inventory cost center that is debited when this line is received.

Asset Sub Account

The sub-account that is debited when this line is received.

Tax**Taxable**

Select this checkbox if the price agreement line is taxable.

Tax Class

The default tax class, copied to the price agreement line from the part record.

Tax Usage

The default tax usage, copied to the price agreement line.

User Defined**Character 1 and 2**

User-defined character fields, validated against tables that you add.

Character 3 and 4

Free-form user-defined character fields, not validated against tables.

Date 1

User-defined date-type field.

Decimal 1 and 2

User-defined decimal fields.

Integer 1 and 2

User-defined integer fields.

Logical 1

User-defined checkbox for price agreement lines.

Intrastat

If the price agreement qualifies as Intrastat, the default Intrastat data is pulled in from the part's record in **Item Site Indirect**.

Entry Screen Buttons

New

Select New to create a new indirect supplier price agreement line.

Edit

Select Edit to edit the highlighted record.

Actions

You can perform the following actions from the Actions menu:

- [Reopen on page 5425](#)
- [Change Status on page 5424](#)

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Change Status Action

You can change the status of a price agreement line that is open or in planning to either Canceled or Closed. When the status is Canceled, the line cannot be released. You cannot update a closed or canceled price agreement line.

Options

New Status

Select the new status and click Submit.

Lock/Unlock Action

You cannot lock an expired price agreement line and you cannot lock or unlock a canceled or closed price agreement line. You also cannot unlock a price agreement line if the price agreement header is locked. When you unlock the price agreement header, the associated lines automatically unlock as well.

Lock

The system displays a Lock Successful message in the upper right-hand corner of the screen and updates the Locked column in the browse when you lock a price agreement line. You can lock an individual price agreement line while leaving the price agreement header unlocked.

Unlock

The system displays an Unlock Successful message in the upper right-hand corner of the screen and updates the Locked column in the browse when you unlock a price agreement line.

Reopen Action

The Reopen action allows you to make the price agreement line available again for use with the price agreement. When you reopen a price agreement line, the status is set to Planning. When the price agreement is authorized, the status changes to Open and you can select the line for release.

If the price agreement header is closed or canceled, price agreement lines cannot be reopened.

To reopen a price agreement line, select Reopen from the Actions menu. The status of the line changes to Planning.

All Indirect Supplier Price Agreements Lines

Indirect supplier price agreements take advantage of negotiated pricing for a set of parts or services that a vendor supplies, and are useful for recurring purchases for expendable goods. The price agreement covers multiple deliveries from the supplier within an agreed-upon range of time. Use price agreements to create individual releases against an order, without the need to create new purchase orders each time a release is needed.

The All Indirect Price Agreement Line browse lets you view, sort, and filter data for existing price agreement lines. Double-click on a line in the browse to view a form with a additional read-only data. For more information on the field data, see [Indirect Supplier Price Agreements on page 5408](#) and [Indirect Supplier Price Agreements Lines on page 5419](#).

Indirect Supplier Price Agreement Approval Groups

If the initial user who authorizes the indirect supplier price agreement has a sufficient spending limit, the price agreement is approved.

If the initial user does not have a sufficient spending limit, the system verifies the spending limits and routes the price agreement to the buyer's indirect supplier price agreement approval group, which is identified in the employee's record. The system routes the price agreement through the group based on individual spending authority. The routing starts with the user with the lowest spending limit. The price agreement is authorized when it reaches an approver with a sufficient spending limit and that approver approves it.

Note Only users with the Price Agreement Limit? checkbox selected on their user record can be added to an indirect supplier price agreement approval group.

Exchange rate fluctuations after a price agreement has been routed could result in an approval group that has no users with a high enough approval limit to authorize the price agreement. Ensure that the approval limits in the group are high enough to avoid this scenario if the exchange rate changes after the price agreement is routed.

Main

Approval Group

Enter a name for this approval group.

Description

Enter a short description for the approval group.

Approvers

Add users to the new approval group in the Approvers grid. Click New to enable a new line and then enter or select a user. The other fields populate with information from the user record.

The Consider Limit checkbox is selected by default. Clear the checkbox if the user is a quality approver who can only verify the quality of the supplier or budget, and does not have spending authority.

Continue adding approvers to the group by selecting New until the group is complete. Then click Save.

Indirect Exchange Rates

Exchange rates are specified as the amount by which you multiply a single unit of a From Currency to reach the equivalent number of the To Currency units. Exchange rates can be expressed in up to 10 decimal places.

Note You can create an exchange rate in only a single direction; you cannot create an exchange rate and a reciprocal rate.

Exchange rates can have both a start date, and an end date. An exchange rate between two currencies is superseded by an exchange rate of the same type between the same two currencies with a later start date.

Click Save to save the record. Click Delete to delete the record.

Main

From Currency

Enter the first currency of the exchange rate relationship or use the lookup to select a currency. It must be a valid, active currency, and cannot be the same as the To Currency Code.

To Currency

Enter the second currency of the exchange rate relationship or use the lookup to select a currency.

Type

Specify the business area where the exchange rate is applicable.

Exchange Rate

Enter the exchange rate. Exchange rates are specified as the amount by which you multiply a single unit of a From Currency to reach the equivalent number of the To Currency units.

From Date

Enter the start date of the currency exchange relationship. The effective period of an entry cannot overlap with another entry for the same relationship. The exchange rate relationship is used as the default for all transactions during the specified time period.

To Date

Specify the date after which the exchange rate type becomes inactive.

Indirect Exchange Rate Types

Main

Exchange Rate Type

Enter the code of the business area where the exchange rate is applicable.

Description

Describe the exchange rate type.

Active

Indicates whether the exchange rate type is currently used or is inactive.

Indirect Terms

The main panel allows users to enter terms and a brief description. Users can then click **Save** to save their entries or **Delete** to remove a code.

The **Domain** field is read-only and automatically defaults from the selected workspace.

Finance

Finance includes:

- Accounting
- Tax
- Overhead
- Groups
- Codes
- Intercompany Accounts

Indirect Accounting

Asset Management generates financial transactions for a variety of activities. These transactions flow from EAM to QAD Financials. Asset Management maintains a log of all transactions and provides the ability to manage and report on these transactions.

You can view, manage, and enter manual journal entry transactions with **Project Manual Charges**, and create and manage general ledger transactions with **Asset Management GLs View**.

Asset Management GLs View

For records that failed to send to ERP, the following fields can be edited and then the records reposted as needed:

- Department
- Cost Center
- Account
- Sub Account
- Effective Date

For all other records, all fields are read-only.

The debit and credit sides of each transaction appear as separate line entries on the screen.

Main

Accounting

Department

The Asset Management department associated with the line item for either the debit or the credit side of the transaction. This is an Asset Management-specific field and is not related to the ERP department.

Account

The account number associated with the line item for either the debit or the credit side of the transaction.

Date

The date the transaction was created. You cannot change this date.

Date Stamp

The date and time stamp representing when the transaction was created. You cannot change this value.

Supplier Owned

Used for consignment inventory. This checkbox indicates that a supplier owns the consignment part being consumed, provides

reporting, and supports payment to suppliers of consignment inventory. You cannot update this value.

Cost Center

The cost center associated with the line item for either the debit or the credit side of the transaction.

Sub Account

The sub-account number associated with the line item for either the debit or the credit side of the transaction.

Entity

The corresponding entity associated with the site for the transaction. You cannot update this value.

GL Amount

The expense amount associated with the line item. This figure is positive for credits and negative for debits. The amounts on a given GL must balance out before the GL can be posted.

Supplier

The part supplier for inventory transactions.

Transaction Detail**Effective**

Specify an effective date. This can be any date that does not fall in a closed accounting period.

GL User ID

The user ID signed in when the transaction was created.

GL Line

A sequential identifier for each line of the GL transaction. This value cannot be updated.

Year

The year in which the transaction was created. This is system generated and cannot be updated.

Quarter

The quarter during when the transaction was created. This is system generated and cannot be updated.

Transaction Type

Enter valid operation transaction types from ERP that would represent machine, work center, or tool production rate. Common Asset Management codes are:

- MR for non-ERP transactions

- MG for ERP transactions

Intercompany Reference

Enter an alphanumeric string to identify a specific intercompany transaction. When the transaction is between sites, this reference number can help you find the general ledger record in the corresponding site.

Intercompany Site

The corresponding site for the intercompany transaction. When the transaction is between sites, you can indicate the other site involved in the transaction. The site and intercompany reference number can help you find the general ledger record in the correct corresponding site.

Period

The accounting period during which the manual GL was created. This is system generated and cannot be updated.

Expense***To Site***

The site where the item was sent to fulfill a need. This defaults to the current site. When the recipient, such as a work order, piece of equipment, project, or job, is in a different site, select the site of that recipient.

Stores Requisition

If applicable, the stores requisition associated with this transaction.

Project

If applicable, the project associated with this transaction. The expense costs on the transaction appear in the Project Costs Analysis after the GL is posted.

Requisition

If applicable, the requisition associated with this transaction.

Part

If applicable, the part associated with this transaction.

Work Order

If applicable, the asset work order associated with this transaction. The expense costs on the transaction appear in the Work Order Cost Analysis after the GL is posted.

Equipment

If applicable, the equipment associated with this transaction. The expense costs on the transaction appear in the Equipment Cost Analysis after the GL is posted.

Purchase Order

If applicable, the purchase order associated with this transaction.

Source Site

The site where the item originated. This defaults to the current site.

Employee

If applicable, the employee associated with this transaction.

Material**Inventory Transaction**

The Material panel contains more detailed information about the transaction. These details can be helpful to create more-granular reports.

Part

If applicable, the part associated with this inventory transaction.

Code

If applicable, the code associated with this inventory transaction.

User

If applicable, the user associated with this inventory transaction.

Total Cost

If applicable, the total cost associated with this inventory transaction.

Comment

If applicable, the comment associated with this inventory transaction.

Location

If applicable, the location associated with this inventory transaction.

Inventory Transaction Date

The effective date for this inventory transaction.

Quantity

If applicable, the quantity associated with this inventory transaction.

Date Stamp

The date the transaction was created.

Work Order***Work Order***

If applicable, the work order number associated with this transaction.

Rebuild

If applicable, the rebuild location for a rotatable part.

Account

If applicable, the account associated with this transaction.

System

If applicable, the system associated with this transaction.

Equipment

If applicable, the piece of equipment associated with this transaction.

Serial

If applicable, the serial number of the rotatable part.

Sub Account

If applicable, the sub-account associated with this transaction.

Assembly

If applicable, the assembly associated with this transaction.

Purchasing

Purchase Order

If applicable, the purchase order number associated with this transaction.

Project

If applicable, the project number associated with this transaction.

Packing Slip

If applicable, the packaging slip associated with this transaction.

Requisition

If applicable, the requisition associated with this transaction.

Material Job

If applicable, the material job associated with this transaction.

Receiver

If applicable, the receiver associated with this transaction.

Labor Transaction Detail

The Labor Transaction Detail panel is populated when the record includes a labor transaction.

Date

If applicable, the date associated with this labor transaction.

Employee

If applicable, the employee associated with this transaction.

Work Order

If applicable, the asset work order number associated with this transaction.

Equipment

If applicable, the piece of equipment associated with this labor transaction.

Rebuild

If applicable, the rebuild location for a rotatable part.

Serial

If applicable, the serial number for a rotatable part.

System

If applicable, the system associated with this labor transaction.

Assembly

If applicable, the assembly associated with this labor transaction.

Date Stamp

The date the transaction was created.

Labor Total

If applicable, the total labor cost associated with this transaction.

Comment

If applicable, a comment associated with this labor transaction.

Project

If applicable, the project number associated with this labor transaction.

Job

If applicable, the job number associated with this labor transaction.

Department

If applicable, the department associated with this labor transaction.

Labor Cost Center

If applicable, the labor cost center associated with this labor transaction.

Account

If applicable, the account associated with this labor transaction.

Sub Account

If applicable, the sub-account associated with this labor transaction.

Pay Rate

If applicable, the pay rate of the employee associated with this labor transaction.

Pay Add

If applicable, the pay add of the employee associated with this labor transaction.

Time

If applicable, the amount of time associated with this labor transaction.

Entry Screen Buttons

Edit

Select Edit to view the details of the highlighted record.

Actions

You can perform the following action from the Actions menu:

- [Repost GL on page 5440](#)

Select this action to post the highlighted GL record to the system.

Repost General Ledger Action

Highlight the GL record that you want to post and then select the individual Repost General Ledger option from the Actions menu. You know that the GL transaction posted when you see the green Success bar in the upper right-hand corner of the screen. If the GL transaction has already been posted, the error message "GL already in ERP" appears in a pop-up window.

To repost multiple GL records, filter **Asset Management GLs View** to display only the records you want to post. After the browse shows the appropriate GLs, select the bulk Repost General Ledger option from the Actions menu. In the Lines panel, select the top checkbox to post all the lines. If you do not want to repost the whole list, select the individual records. Then click Submit.

Asset Management Manual Charges

You can associate the manually created GL with specific EAM charges, such as an asset work order number, equipment number, or project and job number. These charges can be kept within Asset Management or sent to ERP.

Main

Reference

An identification for this GL. To allow for easy filtering and searching, begin the reference with the appropriate two-letter combination. For example:

- MR for non-ERP transactions
- MG for ERP transactions

Description

Enter a description of this GL entry.

Send To ERP

Select this checkbox to automatically send the GL entry to ERP.

To Site

Select the site to which to send this GL.

Year

The current year.

Period

The current period in the year.

Effective Date

The date this GL should become active. The field defaults to today's date but can be updated.

Intercompany Site

The site for an intercompany transaction.

Entity

The current entity.

Date

Today's date.

Quarter

The current quarter.

User

The user ID of the current user.

Lines

Use Lines to define the individual line items for this GL transaction. Manual transactions must balance between debit and credit lines. Click Details to start a new line.

Line

The line number, automatically generated by the system.

Description

Enter a description for this line.

Work Order

Use the lookup to associate this GL with an asset work order.

Equipment

Use the lookup to associate this GL with a piece of equipment.

Project

Use the lookup to associate this GL with a project.

Job

Use the lookup to associate this GL with a job number.

Department

Use the lookup to associate this GL with a department.

Cost Center

Use the lookup to associate this GL with a cost center.

Account

Use the lookup to associate this GL with an account.

Sub Account

Use the lookup to associate this GL with a sub-account.

Currency

Use the lookup to define the currency for this GL.

Amount

Enter the amount of the unposted GL transaction.

Actions

The **Asset Management Manual Charges** browse contains the following action:

- [Post on page 5442](#)

Post one or multiple GLs to EAM.

Post Action

Highlight the GL record you want to post and then select the individual Post option from the Actions menu. You know that the GL posted when you see the green Success bar in the upper right-hand corner of the screen.

To post multiple GLs, filter **Asset Management Manual Charges** to display only the records you want to post. After the browse shows the appropriate GLs, select the bulk Post option from the Actions menu. In the Bulk Post window, select the GL records you want to post and then click Submit.

Requisition Reroute/Notify Fields

You can select which fields on a requisition, when changed after authorization, cause rerouting for approval. You also can choose to have an email sent to the originator when one of the fields is changed. To update which changes prompt a reroute or notification, double-click the individual field label. In the record, select the Reroute or Email Requestor checkbox and then save your changes.

Main**File Label**

Read-only. Because requisitions have fields at both the header and line level, the file label indicates at which level the selected field is located.

File Name

Read-only. The name of the file that contains the field.

Field Label

Read-only. The onscreen label of the field that can prompt an approval reroute or email notification.

Field Name

Read-only. The database name of this field.

Reroute

Select this checkbox to reroute a requisition for approval when the selected field is changed.

Email Requestor

Select this checkbox to have the system send an email to the requisition's originator when the field is changed.

Indirect Accounts

You can use an account as a basis of routing approvals for a purchase requisition and a stores requisition. Associate each account with a stores requisition approval group and a requisition approval group.

You can create a new account, edit an existing account, or delete an account. When you do create a new account, it should also exist in the ERP. You can also download accounts using the EE Account Download. When you create a new account, specify a name for the account and, optionally, a description and type; then, indicate if it is active.

Add a range of cost centers for the account in the grid in the Cost Center Range subpanel.

Click Save to save your updates.

Main**Account**

Enter an account name. This is mandatory.

Description

Optionally, enter an account description.

Type

Indicate the Account Type to further categorize the account. For example, enter a code representing an Expense type.

Active

Select the checkbox if this account is currently active.

Requisition Approval Group

Indicate a valid requisition approval group as defined in . This group can authorize expenditure for a specific cost center and/or account.

Stores Req Approval Group

A valid stores requisition approval group as defined in [Stores Requisition Approval Group on page 5257](#). This group can authorize expenditure for a specific cost center and/or account.

Cost Center Range

Use the grid in this subpanel to designate the cost centers for the account.

Click New to enter a new range. Enter the starting cost center; then, enter the ending cost center. Click New again to add additional ranges. You cannot repeat the From Cost Center in the grid, even though you use a different To Cost Center. Click Delete to remove a range.

Enable Indirect Accounts

Use the Enable Indirect Sub Accounts action from the **Indirect Sub Accounts** hybrid browse to enable indirect sub-accounts (bulk) for EAM.

When you select the action, the system displays a form with a grid with preselected sub-accounts. Click on the checkbox to deselect a sub-account.

Click Submit to enable the selected sub-accounts in EAM. The system displays a message, informing you that the enable was successful.

Indirect Sub Accounts

You can use sub-accounts to analyze activity on an account code and to provide detail for financial reporting. Use sub-accounts to report on the financial activity of business units or divisions in an entity.

You can create a new sub-account, edit an existing sub-account, or delete a sub-account. When you do create a new sub-account, it should also exist in the ERP. When you create a new sub-account, specify a name for the sub-account and, optionally, a description and type; then, indicate if it is active. When you edit an existing sub-account, you can only change the description in the Main panel.

Add a range of accounts for the sub-account in the grid in Accounts Range panel.

Click Save to save your updates.

Main**Sub Account**

Enter a sub-account name. This is mandatory.

Description

Optionally, enter a sub-account description.

Active

Select the checkbox if this sub-account is currently active.

Account Range

Use the grid in this subpanel to designate the accounts for the sub-account.

Click New to enter a new range. Enter the starting account; then, enter the ending account. Click New again to add additional ranges. You cannot repeat the From Account in the grid, even though you use a different To Account. Click Delete to remove a range.

Enable Indirect Accounts

Use the Enable Indirect Sub Accounts action from the **Indirect Sub Accounts** hybrid browse to enable indirect sub-accounts (bulk) for EAM.

When you select the action, the system displays a form with a grid with preselected sub-accounts. Click on the checkbox to deselect a sub-account.

Click Submit to enable the selected sub-accounts in EAM. The system displays a message, informing you that the enable was successful.

Indirect Cost Centers

Use this function to create, maintain, and activate a cost center for EAM.

Click Delete to remove the cost center group record.

Main**Cost Center**

Specify the name of the cost center, typically generalizing the type of users that are associated with it.

Description

Optionally, enter a description of the cost center. When you edit an existing cost center record, you can only edit the Description field.

Active

Select this checkbox to make the cost center active for EAM.

Requisition Approval Group

Specify a valid Requisition Approval Group for this cost center. See for more information.

Stores Approval Group

Specify a valid Stores Approval Group for this cost center. See [Stores Requisition Approval Groups on page 5257](#) for more information.

Enable Indirect Cost Centers

Use the Enable Indirect Cost Centers action from the **Indirect Cost Centers** hybrid browse to enable indirect cost centers (bulk) for EAM.

When you select the action, the system displays a form with a grid with preselected cost centers. Click on the checkbox to deselect a cost center.

Click Submit to enable the selected cost centers in EAM. The system displays a message, informing you that the enable was successful.

Account Groups

Create the group in the Main panel; then, add valid accounts to the account group in the Accounts panel's grid. Accounts are used to charge labor, issue parts, or purchase materials for a site. Use an account as a basis of routing approvals for a purchase requisition and a stores requisition.

When the user selects the Authorize action in **Requisitions**, the system validates the associated account group in the requisition with the user permissions. If the system finds the proper permissions, the requisition approval process begins.

Click Delete to remove the account group record.

Main

Account Group

Specify the name of the account group, typically generalizing the type of users that are associated with it.

Description

Optionally, enter a description of the account group. When you edit an existing account group record, you can only edit the description in the Main panel.

Accounts

This panel contains a grid that displays the accounts that are part of this account group. Click New to add accounts to the account group; click Delete to remove accounts from the account group.

Account

Add valid accounts to the grid or use the lookup to select an account. You cannot leave this field blank once you click New to add a new account. You cannot add an account that already exists for the group.

Description

The system defaults the description.

Cost Center Groups

Create the group in the Main panel; then, add valid cost centers to the group in the Cost Centers panel's grid.

When the user selects the Authorize action in **Requisitions**, the system validates the cost center group in the requisition with the user permissions. If the system finds proper user permissions, the requisition approval process begins.

Click Delete to remove the cost center group record.

Main

Cost Center Group

Specify the name of the cost center group, typically generalizing the type of users that are associated with it.

Description

Optionally, enter a description of the cost center group. When you edit an existing cost center group record, you can only edit the Description field.

Cost Centers

This panel contains a grid that displays the cost centers that are part of this cost center group. Click New to add cost centers to the cost center group; click Delete to remove cost centers from the cost center group.

Cost Center

Add valid cost centers to the grid or use the lookup to select a cost center. You cannot leave this field blank once you click New to add a new cost center. You cannot add a cost center that already exists for the group.

Description

The system defaults the description.

Indirect GL Calendars

As part of your financial setup for EAM, you should define the indirect GL calendar. This includes setting up the GL accounting periods. The indirect GL calendar is downloaded from the .NET UI ERP calendar when one exists.

To set up a new indirect GL calendar, from the **Indirect GL Calendar** hybrid browse, click New. To edit an existing GL calendar, from the hybrid browse, click Open.

The form includes a Main panel to define initial data and a grid to define the periods of the calendar.

When you are finished making updates, click Save.

Main**Year**

The year for the indirect GL calendar.

Closed

Indicates whether the GL calendar is closed or not.

Domain

Specify a domain for the GL calendar.

Grid

The following buttons are above the calendar:

- New: Click to add a new period to the calendar.
- Edit: Click in a period row, then click Edit to edit the quarter, start and end dates. Click Done when you are finished, Next Line to add another period, or Cancel to remove your updates.
- Delete: Click in a period row, then click Delete to remove the period.
- Details: Click in a period row, then click Details to view/update the period [Details on page 5448](#).

Fields in the grid include the following:

Period

Indicates the periods for the indirect GL calendar.

Quarter

Indicates the quarter for the indirect GL calendar.

Start/End Date

Indicates start and end dates for the period.

Closed

Indicates whether the period is closed or not.

Details Panel

In the Details panel for the Periods grid, you can maintain data in the Main panel. A grid displays in the Sites subpanel.

Main**Quarter**

The read-only period that you selected from the Periods grid.

Start/End Dates

Indicate start/end dates for the period.

Closed

Indicates whether the period is closed.

Sites Grid

The grid displays read-only data for a period by site.

Current Period

The current GL calendar period for the site.

Closed

Indicates whether the current period is closed or not.

Can Access

Indicates whether the user can close the accounting period. Access is based on user site setup; see the [User Sites on page 5394](#) information in the **Indirect Users** online help.

Periods Panel Close Action

In the Periods panel, you can choose the Close action to close a period. You cannot close a calendar when the calendar already exists. You cannot close a period when all previous periods are not closed.

Note When you are closing sites in the Sites grid, you can only close sites to which you have access; you can close more than one site.

When you select the action, the system displays a message that informs you that closing a calendar period cannot be reversed, and the action closes all sites listed under this period. The system confirms the close action; click Continue to confirm.

Indirect GL Calendar Actions

You can perform the following actions from the **Indirect GL Calendar** Actions menu:

- Copy
- Close

Copy

This action includes one option in a single panel. You cannot copy a source GL calendar year to a target year when both years are the same. If the year already exists, you cannot use the existing year as the target of the copy.

Target Year

Enter the target year to which the system copies the source GL calendar year selected in the Indirect Calendar browse.

Click Submit to complete the copy.

Close

This action includes one option in a single panel. You cannot close a calendar that:

- Has no calendar period record for the year.
- Still has open accounting periods for this year.

The system prompts you to close all sites in the domain to which you have access.

Enable Indirect GL Calendars

Use the **Enable Indirect GL Calendars** action to enable indirect GL calendars for EAM that you select from the list of read-only indirect calendars from the **Enable Indirect GL Calendars** browse. The Enable Indirect GL Calendars browse has an Enabled in EAM column that indicates if the ERP indirect GL calendar is enabled in EAM.

Before you select the action to **Enable Indirect GL Calendars**, you can set filter criteria so that the system does not choose every indirect GL calendar in the list that is not currently enabled.

When you select the action, the system displays a form with a Search Criteria panel and a GL Calendars panel that displays all indirect GL calendars that are currently not enabled in EAM. Search Panel criteria display your specific criteria and the uneditable required criteria for indirect GL calendars that are not EAM enabled.

A list of preselected indirect GL calendars displays in the GL Calendars grid. You can deselect calendars in the grid. You can also select or deselect all lines at once from the header line.

Click Submit to enable the indirect GL calendar in EAM.

Overhead

Overhead refers to a continuing cost of operating a business. Overhead usually groups expenses that are necessary to the continued functioning of the business, but that do not directly generate profits, such as accounting, advertising, indirect labor, repairs, supplies, and more.

Overhead Rates

Set up overhead rates to associate with overhead groups. Overhead rates and groups add costs to a transaction to account for an organization's overhead expenses.

- Determine overhead rates data needed.
- Add overhead rates.
- Update overhead groups.
- Maintain overhead group options.
- Deploy overhead groups.

Overhead Rates Browse

Use this browse to organize and display records, to access supporting functions, and to edit or create new records.

Main

Overhead Rate

Enter an overhead rate code.

Description

Enter a short description of the overhead rate.

Type

Select the type Fixed or Rate. If Fixed is selected then the Fixed Amount is enabled and the Rate field remains disabled. If Rate is selected, then the Rate field is enabled and the Fixed Amount field remains disabled.

Fixed Amount

Enter an amount, if the Fixed type is selected.

Rate

Enter the rate, if the Rate type is selected.

Accounting

Account

Enter an account.

Sub Account

Enter a sub account.

Cost Center

Enter a cost center.

Department

Enter a department.

Overhead Groups

Use overhead groups to recover overhead expenses from operational cost centers and departments.

You can apply overhead groups (composed of overhead rates) to part issue and labor posting transactions. Overhead rates can be fixed monetary unit amounts or percentages of the total transaction cost. Build as many overhead rates and overhead groups as you need. You can set default overhead groups per site, part, and employee. You control whether users can modify overhead groups on transaction screens.

Overhead Groups Browse

Use this browse to organize and display records, to access supporting functions, and to edit or create new records.

The right-click menu contains administrative functions and options from the Action menu.

To create a new overhead group, click New in the upper browse and enter the overhead group name and a description. Then click New in the lower browse and select an overhead rate code from the lookup. Add as many overhead rates as required to build up the group's fixed amount or total rate.

To edit an existing overhead group, double-click a record from the upper browse. Enter or edit the overhead group description. Then click New or Delete in the lower browse, and add or subtract associated rates.

Maintenance Codes

The following codes can be defined in the Maintenance module:

- Equipment Driving Units of Measure
- Equipment Catalogs
- Reasons
- Indirect Holidays
- Tool Catalogs
- Indirect Part Catalogs
- Equipment Locations

Equipment Driving Units of Measure

Driving Units of Measure (DUOM) codes are user-defined codes used in the PM/PdM module to represent the driving unit of measure for equipment and tools.

To add a DUOM code, open the Equipment Driving Units of Measure browse and click New. Enter the code in the DUOM field and a brief description of the code in the Description field. Press Enter to save.

Reasons

The reason code is used in the Maintenance module to give a short description of downtime. This code is used for reporting and filtering purposes within a work order.

To add a reason code, open the Reasons browse and click New. Enter the reason code in the Reason field and a short description in the Description field. Press Enter to save.

Equipment Catalogs

Equipment Catalog codes are used to group common equipment under a single code, for better reporting and filtering capabilities.

To add a Catalog code, open the Catalog browse and click New. Enter the code in the Equipment Catalog field and a brief description of the code in the Description field. Press Enter to save.

Indirect Holidays

Holiday codes are user-defined codes used to set up specific days during the year when the company is closed for a designated holiday. The Work Order module uses this information when scheduling and assigning employees to work orders. When a work order is scheduled, EAM verifies the date against employee availability and company holidays.

To add a Holiday code, open the Holiday browse and click New. Use the lookups to select the starting and ending dates. Enter the name of the holiday in the Holiday field. Press Enter to save.

Tool Catalogs

Tool Catalog codes are used to group common tools under a single code for better reporting and filtering capabilities.

To add a Catalog code, open the Tool Catalog browse and click New. Enter the code in the Tool Catalog field and a brief description in the Description field. Press Enter to save.

Each catalog can have multiple subcatalogs, which are displayed in the lower browse. To add a subcatalog:

1. Highlight the parent catalog in the main browse.
2. Click New in the Tool Sub Catalog grid.
3. Enter a subcatalog code in the Tool SUB Catalog field.
4. Enter a brief description in the Description field.
5. Press Enter to save.

Indirect Part Catalogs

Catalog Codes are user-defined codes used to group parts. The Catalog browse contains a hierarchical table. The main tab displays a broad grouping of parts, while the Sub Catalog grid contains two level entry.

Follow these steps to create a catalog code:

1. Open Indirect Part Catalogs and click New.
2. Enter the Part Catalog and a short description.
3. If there is a subcatalog number, click New in the Sub Catalog grid. Enter the subcatalog number and a short description. Click Done to save.
4. If there are any common names, expand the sub-catalog to reveal the Common Name field and click New. Enter the common name and click Done to save the record. Repeat this step to add more names.

Note A common name, which is associated with a subcatalog code, is a noun or an adjective used to describe the catalog or subcatalog. Sometimes, users enter their own names.

Equipment Locations

Use Equipment Locations to define codes that describe the physical locations of pieces of equipment.

Locations, which are useful for reporting and filtering purposes, are used in equipment records, work orders, and PM templates.

To add a Location, open the Equipment Locations browse and click New. Enter the equipment location in the Equipment Location field and a short description in the Description field. Click Save.

Indirect Intercompany Accounts

When a part relocates from one site to another, EAM credits the inventory from which it was removed, and debits the transit location.

Define a unique default intercompany cost center, account, and sub-account to use when GL transaction go between the user's primary site and other sites in EAM.

Intercompany Accounts

In this browse, organize and display records, access supporting functions, access existing or create new records, and export to Excel.

The record detail contains the information about this site's Intercompany Accounts default cost center, account, and sub-account to be debited any time GL transactions go between this site and the highlighted other site.

From Site

EAM enters the current user's primary site. This value cannot be changed.

To Site

Select the site by using the lookup table available in the To Site field. Any other site that is involved in intercompany transactions and cannot use your site's default transit accounting data should be set up here.

Department

The department to use in any intercompany transaction between the site listed in the To Site box and the From Site. Select the department through the Dept field's lookup.

Cost Center

The cost center to use in any intercompany transaction between the site listed in the To Site box and the From Site. Select the cost center using the Cost Center field lookup.

Account

The account to use in any intercompany transaction between the site listed in the To Site box and the From Site. Select the account using the Acct No field lookup.

Sub Account

The sub-account to use in any intercompany transaction between the site listed in the To Site box and the From Site. Select the sub-account using the Sub Acct No field lookup.

System Administration

Use System Administration functions and features to maintain standard administrative functions within EAM. You can set up custom modifications of standard screens, administer users, configure system control settings, manage roles for security, download data from the QAD ERP application, manage jobs, and maintain reports.

Job Programs

Use this function to run job programs in batch mode.

The form consists of two panels: A Main panel with Run Parameters and Comment subpanels, and a Job Log panel that displays information about the jobs that run.

Click Save to save your updates.

Main

Job Program

The Job Program ID.

Description

Enter or update the description of the job program.

Name

Enter or update the name of the job program.

Auto Run

Select this checkbox to have the Job Controller run this job automatically. Clear this checkbox to have the Job Controller ignore this job.

Notify Complete

Enter the user or group of users to notify with email notifications when this job program is completed.

Interval Amount

Enter the number of units between runs.

Progress

Clear this checkbox to have the Job Controller execute this job from the command line exactly as typed in the Job Program field.

Notify Error

Enter the user or group of users to notify with email notifications when this Job Program runs into a problem and does not run successfully.

Interval Unit

EAM displays the unit options available in a drop-down menu: Minutes, Hours, or Days. Select the proper unit for this job.

Timeout Unit

EAM displays the unit options available in a drop-down menu: Minutes, Hours, or Days. Select the proper unit for stopping this job.

System

This checkbox is read only.

Last End

Displays the last date and time the job ended.

Timeout Amount

Enter the number of units of time before the job stops running whether it is complete or not.

Last Run Status

Displays the status of this job program: Running, Completed, Error, or [blank]. Typically, the job program is in a status of Running or Completed.

Last Start

Displays the last date and time the job started.

Program Name

Specify a valid program name for this job.

Run Parameters

Enter the free-form parameters for this job. A user ID and password are required for any job that uses an EAM Application Programming Interface (API). Many of the EAM jobs use APIs, which are used to call programs both internal and external to EAM. To ensure access to the EAM AppServer, an EAM user ID and password must be noted.

Enter the user ID parameter using the format *id=xxxxxxxx*, where *xxxxxxxx* is the desired user ID.

Enter the password parameter using the format *password= xxxxxxxxxxx*, where *xxxxxxxxxxx* is the user's password.

Note Because many organizations require EAM users to establish user IDs and passwords, it is recommended that you set up a virtual user. Virtual users serve a specific purpose and are not representative of or linked to an employee. For example, you could add a user *JOBCUSER* with a password of *jobcuser*.

Comments

Enter any comments about the job programs that run in batch mode.

Job Log

This log displays the Job Program ID, Time Stamp Display, and Log Text.

Asset Management Control

You cannot create new system control records. Initial Asset Management Control records are set up by system administrators; therefore, end users can only edit fields in an existing record.

This form contains two panels: a Main panel and an External Mail panel.

Main

Company Name

The name appearing on EAM reports.

Instruction Lists Revision

Click this checkbox to have the system automatically create revisions for instruction lists. Select if revision records should be created every time any of the instruction lists in EAM are modified.

External Mail

SMTP Server

The SMTP server name or corresponding IP address. To send Internet mail, EAM routes email to the entered server or address.

System Mail ID

Enter the ID to appear in the From box on EAM system-generated email sent through the Internet.

Wait Hours

The number of hours a request for approval of a requisition, price agreement, or project waits in an individual's mailbox before automatically moving on to the next user in the authorization queue.

Wait Minutes

The number of minutes a request for the approval of a requisition, price agreement, or project waits in an individual's mailbox.

Business Segments

An organization may have specialized business segments that operate as distinct units, concentrating on particular interests or tasks. Managers can track which business segments are initiating capital or expense projects, and identify the driving business segments in the Project module.

In the Registries, you can add up to eight levels to the business segment format. Define the format based on your organization's requirements. Not only can you format the business segment, but you can select the length of the business segment for a total of up to 15 characters among the 8 levels of formatting.

Click Save to save your updates.

Main

Business Segment

A 15-character field used to enter a business segment code. The format of the Business Segment field changes to display dashes, depending on the format definitions in the Registries. After saving the formatted business segment, the browse will show the formatted value.

Description

Description usually includes the name of the business segment.

Site Sequences

There are ten fields listed in the **Site Sequences** screen that are unique for each site:

- Asset Work Order
- Stores Requisition List
- Stock Replenishment Run
- Maintenance Request
- Inventory Transaction
- Physical Inventory
- Tool List
- Requisition Line POI
- Requisition Internal
- Price Agreement

The fields represent the major modules within EAM. You specify a numerical value for each of the fields, except for the Price Agreement field which is alphanumerical (prefix + numerical value). The sequence number for the module can be seen in many of the EAM browses; for example, you can see the Maintenance Request sequence number in the **Asset Work Order** browse.

You cannot create or delete site sequence records. You can only update the values of each field.

Click Save to save your updates.

System Sequences

The system administrator uses the system sequences to set the next number for certain tables and documents. The sequence fields are broken into two major groups: those that all sites share (system sequences) and those that are site-specific (see [Site Sequences on page 5461](#)).

You cannot create or delete system sequence records. You can only update the values of each field.

Click Save to save your updates.

Main

Note EAM continually changes these sequence numbers as records are created. The system administrator can interrupt the automatic sequencing by coming into the system sequence module and resetting one or more sequence numbers to any higher than the previous number. Once reset, the system continues to automatically increment that number from that point forward.

PM Template

The PM Template number is not site-specific, and this field displays the last PM number used in the system. The administrator can change this number to a higher value.

PM Run

A number representing the last batch routine event that automatically issued PMs that were due. The administrator can change this number to a higher value.

Parts List

This field displays the last-used Master Parts List number. The Master Parts List number has the same properties as the Master Instruction List number.

Instruction List

This field displays the last instruction list number used within the system.

Mail Groups

This form contains two panels: a Main panel to name the mail group and add a description, and a Members panel with a grid to add and maintain the users who are members of the mail group.

Click Delete to remove a mail group record.

Main

Mail Group

Specify the mail group.

Description

Enter a description of the mail group.

Members

Use the grid in this panel to add users to the mail group. Click the +New button to add a user; click Delete to remove a user.

When adding a user, use the lookup in the User field to find the user. Click OK. The system adds the name of the user to the Name column.

Registries

During the installation of EAM, the registry is populated with values. Use the **Registries** function to:

- Review the registry settings in case of a question.
- Update the data value of a registry setting.

Note You cannot modify or delete a registry record. Should you need to, contact your system administrator or contact the QAD EAM Support group for advice on your situation.

Click Save to save your updates.

Main

Date Name

Various elements are found in the registry. Some of the elements are children of a parent element.

Description

A brief explanation of the highlighted element. Not all lines have an explanation—especially a child of a parent element. None of the descriptions can be changed or deleted.

Data Value

The asked-for entry of the highlighted element. Not all lines have a data value—especially a child of a parent element. This is the only column where an entry can be made or changed.

Equipment Mapping to Work Center

The **Equipment Mapping to Work Center** browse displays records that identify EAM equipment number and how they relate to the work center, machine, and tool codes in ERP.

To set up this table properly, it is essential to understand how the work center, machine, and tool codes are used in ERP and how they relate to EAM equipment in your organization.

1. Open the Equipment Mapping to Work Center browse.
2. Click New. Enter the relevant information in the following fields:

Work Center

Select the work center using the lookup. The lookup displays all the work centers from the domain in ERP.

Machine

Select the machine using the lookup, which displays only the machines linked to the selected work center.

Tool Code

If Tools are used in ERP, a tool can be mapped to an equipment number. Enter the Tool code exactly as it appears in ERP, and then select the Equipment No that corresponds to that tool. In cases where tool codes accurately correspond to an EAM equipment record, as in the case of a die that is attached to a piece of machinery, you can update the DUOMs for two pieces of equipment, the machine and the tool, instead of just one or the other. To do this, select the Separate Tools? check box on the MFG/Pro Options tab in General |Business Units| Sites.

Equipment

Select the equipment number using the lookup. The Equip No lookup only displays equipment that is specific to your current site. Note This translation table is not site specific. The equipment mapping for all sites is displayed and managed here.

3. Press Enter to save.
4. Once the work center or work center and machine combination is mapped to an EAM equipment number, EAM can recognize which equipment's DUOM record to update based on the work center on the ERP's Shop Floor Operation History record being read.

Note If an equipment number in EAM has not been added to the Equipment Mapping to Work Center table EAM does not attempt to update any equipment DUOMs for that piece of equipment.

Production Line Mapping to ERP

During the installation of EAM, the registry is populated with values. Use the **Registries** function to:

- Review the registry settings in case of a question.
- Update the data value of a registry setting.

Note You cannot modify or delete a registry record. Should you need to, contact your system administrator or contact the QAD EAM Support group for advice on your situation.

Click Save to save your updates.

Main

Date Name

Various elements are found in the registry. Some of the elements are children of a parent element.

Description

A brief explanation of the highlighted element. Not all lines have an explanation—especially a child of a parent element. None of the descriptions can be changed or deleted.

Data Value

The asked-for entry of the highlighted element. Not all lines have a data value—especially a child of a parent element. This is the only column where an entry can be made or changed.

Indirect Languages

A base set of language codes is supplied with the system. These language codes correspond to the codes used with user interface translation files provided by QAD. System-defined languages cannot be changed or deleted.

Click **New** from the Indirect Languages browse to create a new default language. Enter a code (maximum two characters) that identifies a language. Optionally, enter a description of the language.

Select the **Default** checkbox when the language is the default, then click **Save**.

Click **Save** to save your updates.

Mandatory Fields

System Administrators can use **Mandatory Fields** to view and organize the mandatory fields of EAM functions or create/edit mandatory field records.

The Main panel displays read-only data for EAM forms and action for which users are required to enter data for the mandatory fields. For example, for a Price Agreement, before the Save Action, users must enter the Bill To, Buyer, and Contact.

The Fields panel contains a grid that lists the mandatory fields. You can check or uncheck the checkbox in the Mandatory column.

Note Although you cannot add or delete any fields in the grid, you can change the order in which they display in the grid by clicking the three dots in the Fields column heading.

Click Save to save your updates.

Indirect User Defined Labels

User defined labels provide the ability to design custom labels that provide flexibility for tracking user-defined information against specific records in EAM. Modules with user-defined fields are Employee, Equipment, Inventory, Project, Job, Requisition Line, Vendor, and Work Order.

Changes to the field labels for employee, equipment, inventory, project, job, requisition line, vendor, and work order are displayed on the User Defined tab in that module. Changes to the field label for Character 1 or Character 2 are also displayed on the User Defined tab in that module. In addition, the change is shown in the codes folder for that module. For example, if the field label for equipment character 1 is changed, EAM displays the field label in Equipment's User Defined tab.